

Vendor Usage

Benefits of report:

- View a list of vendors and the amount of times they have been used on for a particular campus.
- To find most commonly used petty cash checking vendors and A/P vendors.

Vendor Usage

On Dashboard, click the Finance tab.

The screenshot shows the Lawson Employee Self-Service dashboard. At the top left is the Lawson logo. Below it is a 'Home' button and a 'My Shortcuts' menu with items like 'Requisitions (rq10)', 'NS Purchase Orders - (po20)', 'Purchase Orders - (po30)', 'GL Summary Report (zg299)', and 'GL Detail Report (zg298)'. The main navigation bar contains tabs for 'Employee Self-Service', 'Documentation', 'Finance', 'General', and 'Schools/Departments'. The 'Finance' tab is circled in red. Below the navigation bar, the page title is 'Employee Self-Service' and there is a 'Benefits' section on the left and a 'Miscellaneous' section on the right.

In the box labeled Accounts Payable, click Vendor Usage.

The screenshot shows the 'Accounts Payable' menu. It has a title bar with 'Accounts Payable' and a list of items. Under 'Lawson Forms', there is 'AP 10 - Vendor Lookup/Maintenance'. Under 'Reports', there are several items: '1099 Year-End Invoice Reporting NEW!', 'ACME Research ORR', 'Vendor Invoice Information', 'Vendor Lookup', and 'Vendor Usage NEW!'. The 'Vendor Usage NEW!' item is circled in red.

Vendor Usage, cont'd

A dialog box will appear, enter location, pay group, date range and click OK.

Vendor Usage - Lawson Report Viewer - Windows Internet Explorer

Enter prompt values.

Enter Location Location

013 - Pasadena Memorial High School

Set to Null

Pay Group Pay Group

PCSH - Petty Cash Checking Processing

Set to Null

From Invoice Date From Invoice Date

Please enter DateTime in format "mm/dd/yyyy hh:mm:ss".

9/1/2012 11:52:18

Set to Null

To Invoice Date To Invoice Date

Please enter DateTime in format "mm/dd/yyyy hh:mm:ss".

8/31/2012 11:52:36

Set to Null

OK

Vendor Usage, cont'd

The report pane will show a list of vendors and the amount of times they have been used for that pay group.

Vendor Usage
Pasadena Memorial High School
Pay Group - Petty Cash Checking Processing (PCSH)
09-01-2011 thru 08-31-2012

Vendor	Name	Used
13635	ACADEMY LTD	2
14053	ALDINE HIGH SCHOOL	1
13795	ANTONIO'S ITALIAN GRILL	4
27913	APRIL LANCE	1
35894	ARYZTA LLC	1
10186	AYLESCO UNIFORM SALES	1
33210	B B Q CHOP	1
10199	BARNES & NOBLE INC	3
22254	BRAZOSPORT ISD	1