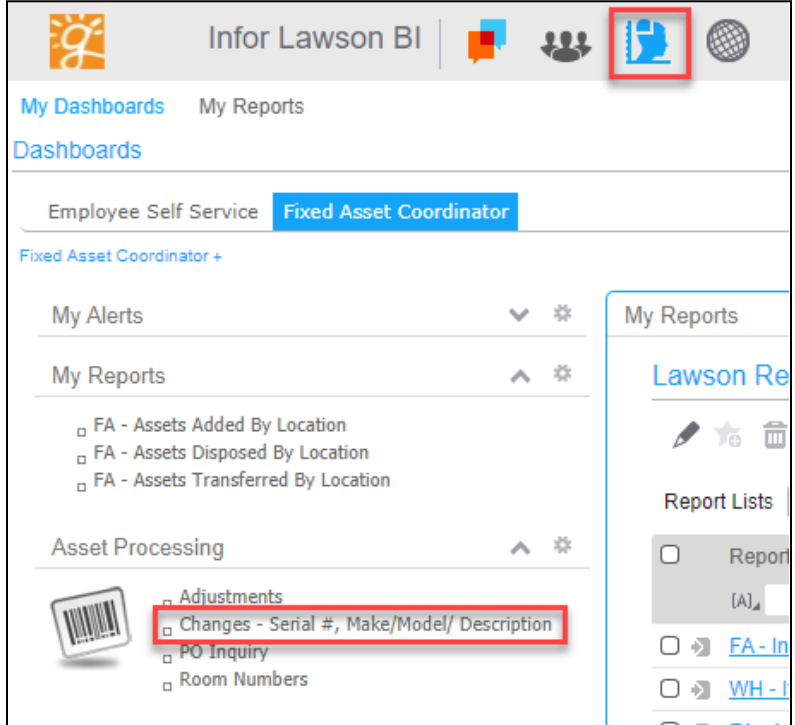


TI Inventory

Searching Lawson

Searching by Asset Number

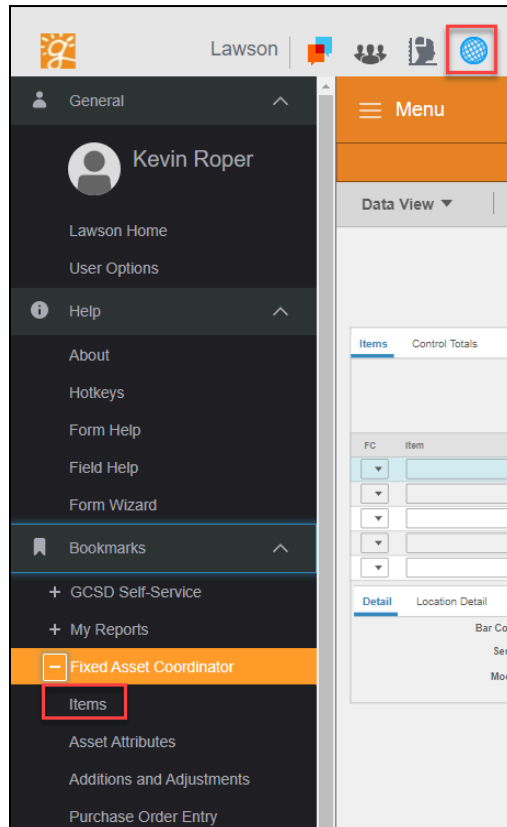
From the “head” icon click on the Changes link.



The screenshot shows the Infor Lawson BI interface. The top navigation bar includes the Infor logo, the text 'Infor Lawson BI', and several icons: a red square, a group of people, a blue square with a white head icon (highlighted with a red box), and a globe. Below the navigation bar, there are tabs for 'My Dashboards' and 'My Reports'. The main content area is titled 'Fixed Asset Coordinator' and contains several sections: 'My Alerts', 'My Reports' (with a list of reports: 'FA - Assets Added By Location', 'FA - Assets Disposed By Location', 'FA - Assets Transferred By Location'), and 'Asset Processing' (with a list of options: 'Adjustments', 'Changes - Serial #, Make/Model/ Description' (highlighted with a red box), 'PO Inquiry', and 'Room Numbers'). A right-hand sidebar shows 'My Reports' and 'Lawson Re'.

OR

From the Globe icon you can click on the Items link on the left side menu.



The screenshot shows the Lawson interface. The top navigation bar includes the Lawson logo, the text 'Lawson', and several icons: a red square, a group of people, a blue square with a white head icon, and a globe (highlighted with a red box). Below the navigation bar, there is a left side menu with the following items: 'General', 'Kevin Roper', 'Lawson Home', 'User Options', 'Help', 'About', 'Hotkeys', 'Form Help', 'Field Help', 'Form Wizard', 'Bookmarks', 'GCSO Self-Service', 'My Reports', 'Fixed Asset Coordinator' (highlighted with an orange bar), 'Items' (highlighted with a red box), 'Asset Attributes', 'Additions and Adjustments', and 'Purchase Order Entry'. The right side of the screen shows a 'Menu' section with 'Data View' and a table with columns 'FC' and 'Item'.

Type the asset number into the top field.

Then, click Inquire on the top menu bar.

AM20.3 - Items - L SAPPs

Change Previous Inquire Next Inquire

Asset Tag 123456

The screen will load all of the available asset information such as description, date of purchase, cost, serial number, and model number.

Asset Tag 123456 IPAD MINI 3 Released USD

Items Control Totals

Total 1 502.44

FC	Item	Description	Date	Quantity	Cost
		IPAD MINI 3	09/02/2015	1	502.44

Detail Location Detail Invoice or Activity GEO Loc

Bar Code DLXPR15E05V5 Tax

Serial APPLE 64GB SILVER Condition Good

Model Last Inventory

Searching by Serial Number

Begin on the Items screen.

Click the magnifying glass search icon on the Serial line.

Asset Tag IPAD MINI 3 Released USD

Items Control Totals

Total 1 502.44

FC	Item	Description	Date	Quantity	Cost
		IPAD MINI 3	09/02/2015	1	502.44

Detail Location Detail Invoice or Activity GEO Loc

Bar Code Serial Model Tax Condition Last Inventory

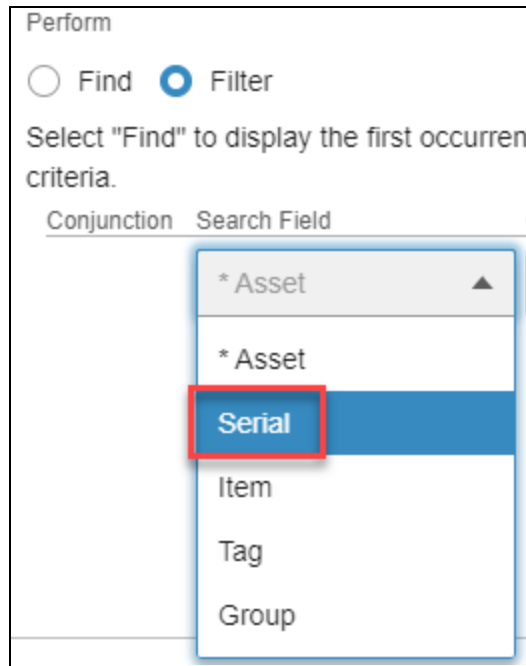
This will open a new window.

Click Search at the top of this screen.

Close Search Find Next Reset

Serial Numbers (Records: 1 - 25)

Click the Search Field drop down and select "Serial"



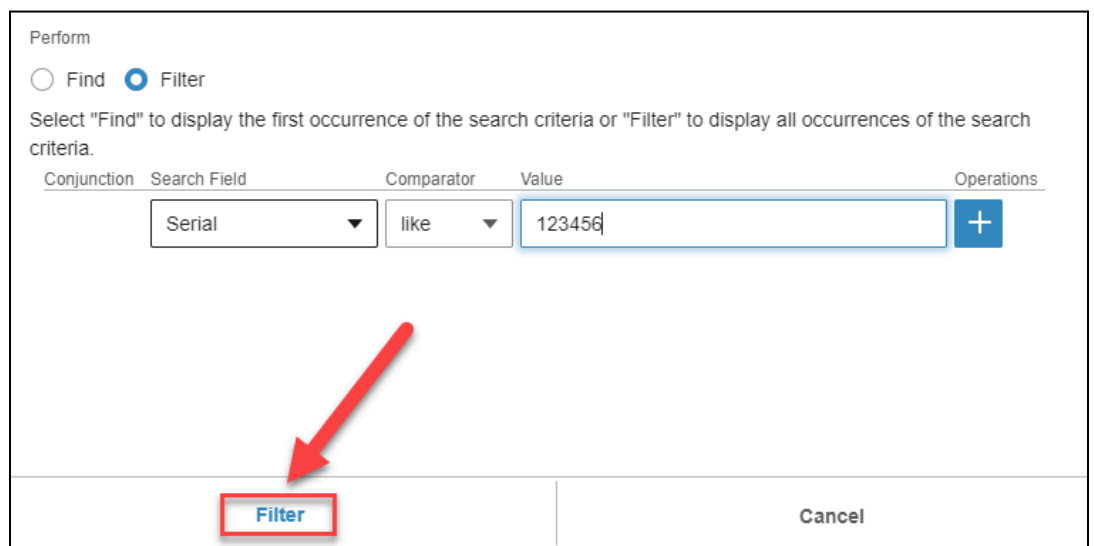
The second drop down menu can be changed to "like".

This will help to find all devices that may have a similar serial number.



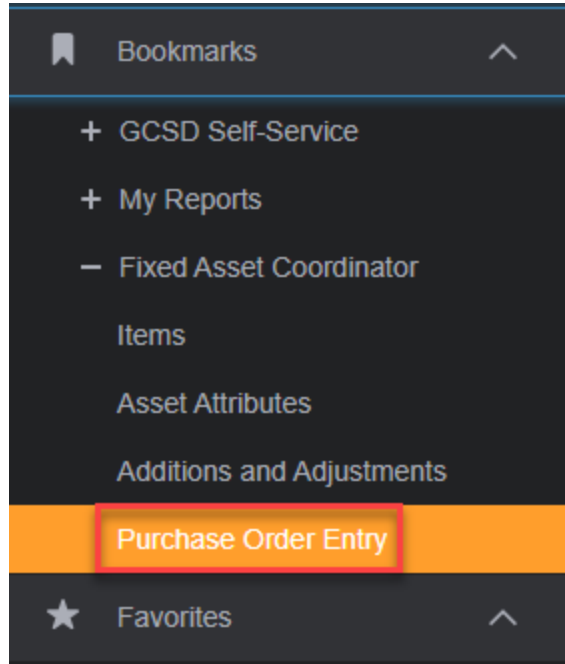
Type in the serial number into the last field.

Click Filter at the bottom of the window.

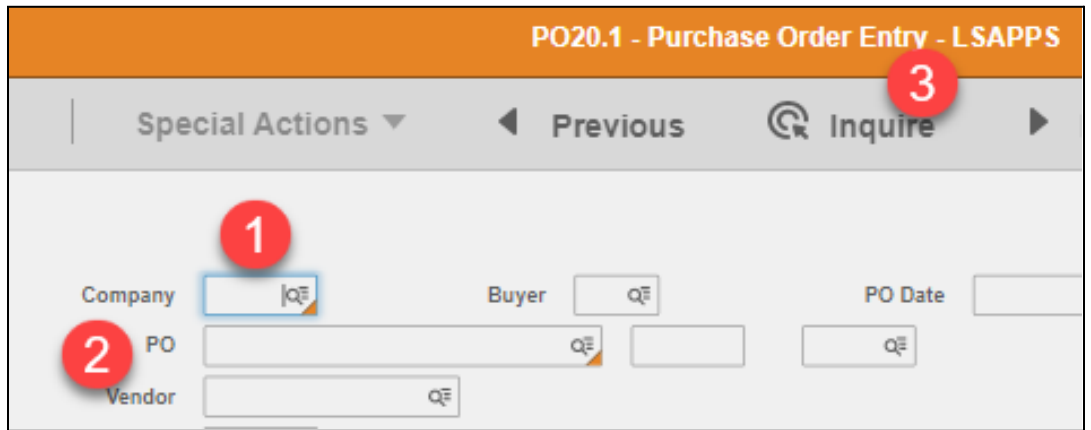


Searching by Purchase Order Number

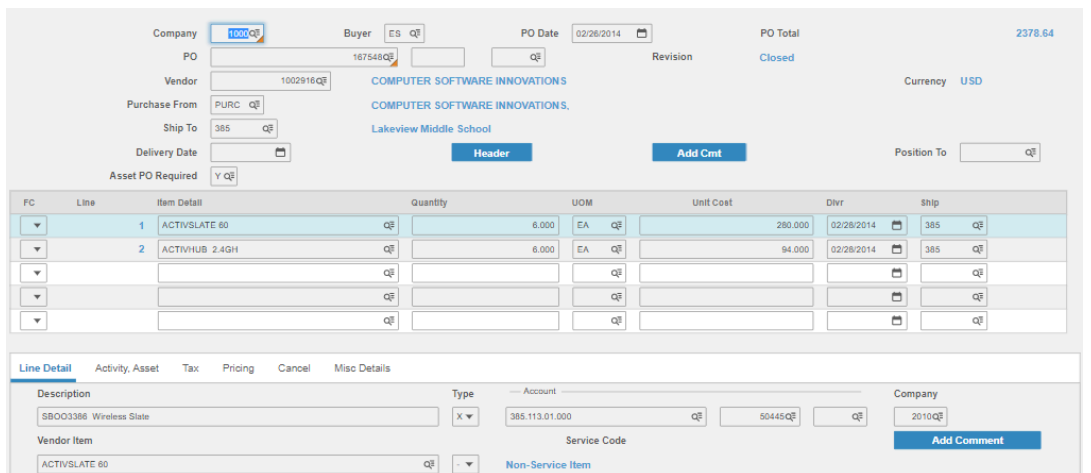
Begin by clicking on the Purchase Order Entry.



1. Type in 1000 into the Company text field (this number does not matter)
2. Type in the Purchase Order Number.
3. Click the Inquire button.



You will now see all of the available information for that purchase order.



Search Screens

Items screen will show:

- Status
- Description
- Date
- Cost
- Serial
- Model
- Invoice (PO)

Asset: 123456789 IPAD MINI 3 USD
 Tag: Released

Control Totals

Total 1 502.44

FC	Item	Description	Date	Quantity	Cost
	QF	IPAD MINI 3	08/02/2015	1	502.44
	QF				
	QF				
	QF				
	QF				

Detail Location Detail Invoice or Activity GEO Loc

Bar Code: QF
 Serial: DLXPR15EG5V5 QF
 Model: APPLE 64GB SILVER QF

Tax: QF
 Condition: G Good
 Last Inventory: QF

Asset Attributes will show:

- Item Description
- Room Number

Asset: 123456789 IPAD MINI 3 USD
 Tag: Released

From Attribute Template: QF

Position To: QF

Attribute	Type	Size	Required	Value
BUILD_NBR	Alpha	32	No	QF
DESC_2	Alpha	32	No	QF
DESC_3	Alpha	32	No	QF
FUND_1	Alpha	32	No	QF
FUND_2	Alpha	32	No	QF
MODEL_2	Alpha	32	No	QF
MODEL_3	Alpha	32	No	QF
ROOM_NBR	Alpha	32	No	MEDIA CENTER QF
				QF
				QF

Additions and Adjustments will show:

- Description
- Status of item
- Company
- Location Number
- Location Site

Asset: 123456789 IPAD MINI 3
 Tag: Released
 Asset Group: QF
 Category: N Non Depreciable

Main Category Options GEO Location

Company: 2010 QF Title I - Previous Year USD
 Location: 121 QF Chandler Creek ES
 Division: QF
 Type: EQUIP QF COMPUTERS QF Computers
 Account Group: GCS QF Greenville Account Group
 Accounting Unit Group: GCS QF Greenville Accounting Unit Gro
 Def Accounting Unit: QF
 Depr Expense Activity: QF QF
 Currency: USD QF US Dollar
 Owner: QF Classification Purchased Inventory Y