Lawson Portal –
GL90.1 – Transaction Analysis by Accounting Unit & Account
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1. Enter your network id and password.
2. Press ‘Enter’ or click Login.
2. GL90.1 – Transaction Analysis by Accounting Unit & Account

GL90.1 is used to look up transaction detail for a specific accounting unit and account.

1. Click on ‘GL90.1’.
2. Enter the following parameters:
   a. **Company**: 9100
   b. **Accounting Unit** (6 digit accounting unit)
   c. **Account Number** (4 digit account)
   d. **Fiscal Year and Period range**
3. Click **Inquire** to populate the form.
4. Use the ‘Page Down’ key on your keyboard to view all the transactions listed.
3. Drill-Around

1. From GL90, enter desired parameters and click Inquire.
2. Right-click on the line you wish to drill around on, and select Drill Around.
When you drill-around using GL90, the default view is ‘Account Transactions – Amounts’. This contains all transaction amounts that have hit the Accounting Unit you selected from the beginning of Lawson. **To view only the transaction detail for the line you drilled on, click ‘Transaction Detail’**.
Since the example here is an Accounts Payable transaction, we can drill further by clicking ‘Accounts Payable’ on the left-hand side. This will provide you with additional information such as Vendor, Vendor Name, and Invoice Number.
Drilling further, you can obtain information such as the Voucher Number, Purchase Order Number, and Payment Number.

Using the ‘tree view’ on the left-hand side of the screen, expanding the folders by using the ‘+’ will allow you to drill-down to **Invoice Detail**.
Purchase Order information can be obtained by continuing to expand the folders on the left-hand side of the screen. Scroll down to the ‘Purchase Order Detail’ folder. Expanding this folder will provide you with additional information such as PO Status (shown below), PO Payment Terms, PO Shipping Terms, etc.
4. CSV Export

You will have the option to export the transaction detail directly to Microsoft Excel.

To create a .csv file:

1. Enter desired parameters and click Inquire.
2. Click CSV Export.
3. The file will be sent to your Print Manager.
4. Click On ‘Print Manager’ in the shortcuts list on the left-hand side of the screen.
5. From the Print Manager, open the .csv that you created by double-clicking the file or by right-clicking and selecting ‘View’. (The file will be named `print(#).csv`).

6. After opening the file, click **Create CSV File**.
7. A File Download window will open, click **Open**.

8. The file will open in Microsoft Excel.

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4. Printing a Standard Lawson Screen

To optimize the print output, make the following change to the default print settings before attempting to print.

1. Open IE.
2. Click ‘Tools’ > ‘Internet Options’.
3. Click on the ‘Advanced’ tab.
4. Scroll down ‘Printing’.
5. Check ‘Print background colors and images’.
6. Click ‘OK’.
There are multiple ways to print a form you are currently viewing:

(A) 1. **Right mouse click** anywhere on the screen.
2. **Click ‘Print’.** Print output shown below.

*Note – the data that appears on the screen is the data that will be printed. If you wish to see all transactions, you must page-down and print multiple screens. **Alternately, you can do a .csv export (see page 7).***
1. To use the browser’s print function, click ‘File’ > ‘Print’.

   Print output shown below.

*Note – the data that appears on the screen is the data that will be printed. If you wish to see all transactions, you must page-down and print multiple screens. *Alternately, you can do a .csv export (see page 7).*

1. You may also capture a screen-print using Printkey 2000.
2. Simply click the ‘Print Screen’ key on your keyboard.
3. If you do not have this software installed, you can download it here: 
   
Contacts

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*Additional Lawson documentation can be found here: [http://www.luc.edu/finance/fsdoc.shtml](http://www.luc.edu/finance/fsdoc.shtml)*