Lawson Portal – GL94.1 – Commitment Analysis
Table of Contents

1. Login Page – page 1

2. GL94.1 – Commitment Analysis – page 2
   (a) Summary by Account – page 5
   (b) Account Totals – page 6
   (c) Account Details – page 7
   (d) Transactions – page 10

3. Drill-Around – page 12

4. CSV Export – page 14

5. Printing – page 17

6. Contacts – page 21
1. Login Page

The web address for Lawson Portal is: https://lawson.luc.edu

1. Enter your network id and password.
2. Press ‘Enter’ or click Login.
2. GL94.1 – Commitment Analysis

GL94.1 is used to look up budgeted amounts, actuals, and commitments/encumbrances for a specific accounting unit and range of accounts.

1. Click on ‘GL94 – Commitment Analysis’.
2. Enter the following parameters:
   a. **Company:** 9100
   b. **Accounting Unit** (6 digit accounting unit)
   c. **Account range** (4 digit account code)
   d. **Year** (fiscal year)
   e. **Periods** (period range)
   f. **Type:** ‘A – Amount’
   g. **Budget:** 700
   h. **Rounding:** ‘W – Whole’ amounts is the default. Enter ‘D – Decimals’ if you wish to see decimals instead of whole numbers.

3. Click **OK** to update the form.
4. Click on the ‘Account’ button at the bottom of the form.
The ‘Account’ screen provides you with a summary by account code for the accounting unit and period range selected on GL94. You can view budgeted amounts, actuals, and commitments/encumbrances.

You may need to page-down to view all available information.

*Note - If you need to make changes to the parameters selected, click on the ‘Back’ button to go to GL94.*

1. To view the totals for the accounting unit and range of accounts, click  

![Lawson portal - Account (GL94.2) - Windows Internet Explorer](image)
(B) Account Totals

The ‘Account Totals’ screen provides you with a summary for budgeted amount, actuals, encumbrances, commitments, and remaining balance for the accounting unit and account range you selected on GL94.

1. To print the totals page, right-click on the screen and select ‘Print’, or use the browser’s print function by going to ‘File’ > ‘Print’.

2. Click ⬅ Back to go to the previous screen.
From the ‘Account’ screen:

1. To view the details for a specific account, click Detail.
The default detail view is ‘Encumbrances’. You may need to page-down to view all available information.

1. To view commitment detail (if available), click Commitments.
2. To view actual detail, click Actual (see next page).
You may need to page-down to view all available information.
(D) Transactions

To view transaction detail for a specific account:

1. Click on the drop-down for the appropriate account and click [Select for Transfer].
2. Click [Transactions]. Form GL90.1 will open.
Form GL90.1 is used to look up transaction detail for a specific accounting unit and account. You may need to page-down to view all available information.

If you wish to view detail for a different account, clicking ‘Back’ will bring you to the previous screen (‘Account’). Alternately, you can simply change the information here and press ‘Inquire’.

*Note* – for a detailed walk-through of form GL90.1, please see the ‘GL90.1 – Transaction Analysis by Accounting Unit and Account’ user’s manual located here: [http://www.luc.edu/finance/fsdoc.shtml](http://www.luc.edu/finance/fsdoc.shtml) *
1. Right click on the account you wish to drill-around on and select Drill Around.
Using the folder view on the left-hand side of the screen, you can drill around to obtain such information as vendor number, vendor name, invoice number, payment number, purchase order status, etc.

*Note: the ‘Commitments/Encumbrances Not Interfaced’ folder contains transactions not yet posted. The ‘Released Transactions (Encumbrances)’ folder contains transactions that have been posted.*
4. CSV Export

You will have the option to export detail directly to Microsoft Excel. This will work with both GL94 as well as GL90. In the following example, GL90 will be used, however, the process is the same for exporting GL94 information to Microsoft Excel.

To create a .csv file:

1. Enter desired parameters and click .
2. Click .
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.
5. 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:

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 14).**
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 14).***

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:

*Note - If your print output appears like the above print preview, please refer to page 17. You will need to make the change to the default print settings which is covered on that page.*
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*Additional Lawson documentation can be found here: http://www.luc.edu/finance/fsdoc.shtml