

SEARCHING IN LAWSON: INVOICE SEARCH BY PURCHASE ORDER 90.4 – 13 Pages

Log into Lawson through the Employee Center in Launchpad. Select this icon



Browser tabs: North East Independent Sci, NEISD, https://lwnmingleprod.neisd.net, DocuWare, Run Application - Employee

Address bar: lwnmingleprod.neisd.net/SitePages/InforSuite.aspx

Navigation bar: Lawson S3, Home, Users, Applications, **Globe icon**, Reports, Settings

Bookmarks: Home

Lawson 10.0.10.0

Common Tasks


- > [Manage Subscriptions](#)
Manage your navigation links and home page content
- > [Manage User Options](#)
Customize options and your favorites
- > [Username Lookup](#)
Lookup username






Useful Information


- > [Hotkeys Help](#)

[10:18:51 - Home] Ready

Input AP90.4 to access the Invoice Search by Purchase Order screen





 Lawson S3



 BROWSE PAGE rcarra@neisd.net

Bookmarks

New Tab Lawson Home Help Preferences ap90.4



Invoice Search by Purchase Order (AP90.4)

Special Actions Previous Inquire Next Inquire Print

Related Forms

Company

Vendor

Purchase Order

Input 199 in the Company field and the PO number in the Purchase Order field. Do not forget the PO Code. Using PO 854338-0912 for this example. Then click on Inquire.

Lawson S3

4. Inquire

BROWSE | PAGE rcarra@neisd.net

Invoice Search by Purchase Order (AP90.4)

Special Actions

Previous

Inquire

Next

Inquire

Print

Related Forms

1. Company

Company

199

General Fund

Vendor

Purchase Order


854338






0912


2. PO

3. PO Code

Any invoices that have been input against that PO will appear. This screen only shows the vendor number, invoice number, Invoice Date, Due Date, and Invoice Amount. To find the invoice status, you will have to “Drill Around”. Right click on the box to the left of the Vendor number and “Drill Around” will appear. Left click on the words “Drill Around”

 Lawson S3



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Bookmarks ▾

New TabLawson HomeHelp ▾Preferences ▾ap90.4

Invoice Search by Purchase Order (AP90.4)

Special Actions ▾PreviousInquireNextInquire ▾PrintRe

Company199General Fund

Vendor33608OTC BRANDS INC DBA ORIENTAL

Purchase Order8543380912

SC	Vendor	Invoice	Inv Date	Due Date	Amount
<div>▼</div>	33608	704342591-01	07/23/2020	08/22/2020	212.28
Add Comments					Match Level DM
					Match Level

The following screen will appear. There is a plethora of information to be found. This is a search screen. Please feel free to click away and explore. Nothing can be changed by clicking around on the search screens.

Drill Around® - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

Close

Search

Find Next

Reset

Printable View

Drill Explorer

> 1 Invoice URL Attachment

Invoice Detail

Invoice Parameters

Remit To Payment Location

Invoice Origin

Invoice User Fields

Match Information

Match Invoice Totals

> 0 Invoice Note/Report/Check

> 0 Invoice Notes

> 0 Invoice Report Comments

> 0 Invoice Check Comments

Invoice Discount

> 0 Invoice Payment Addendum

> Vendor

> Payment Schedule

> Expense Distributions

> Match Purchase Order Detail

> Purchase Order Detail

> AOC Distributions

> Related Invoice Transactions

> Open Receipts - by Vendor

Select

Invoice URL

View 50

Records

Previous 50

Next 50

Records 1 - 1

To find out if an invoice has been paid, click on Invoice Detail and the following screen will appear. In this example the invoice has been paid. Look at Payment Number and Payment Date. Next to the Payment number are the letters CBC. This is the payment type. So, Invoice 704342591-01 was paid on 8/6/20 in the amount of \$212.28 and it was paid by CBC.

There are four types of payments CBC (Commerce Bank Card), APC (Accounts Payable Card), ACH (Direct Deposit) and CHK (Check). The payment number is an internal number for CBC, APC, and ACH payments. If there is a CHK (check) payment, that is the only number that should be given to the vendor. If you have any questions regarding the payment, please direct them to the responsible AP Specialist.

The voucher number can also be found on this screen. This is useful if you are looking for a copy of the invoice and it cannot be found in Lawson. Pages 8-11 explain how to find a copy of the invoice in Lawson. The next page shows the procedure in Docuware for finding an invoice copy if it's not available in Lawson.

Drill Around® - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

Close | Search | Find Next | Reset | Printable View

Drill Explorer

1 Invoice URL Attachment

Invoice Detail

Invoice Parameters

Remit To Payment Location

Invoice Origin

Invoice User Fields

Match Information

Match Invoice Totals

0 Invoice Note/Report/Comments

0 Invoice Notes

0 Invoice Report Comments

0 Invoice Check Comments

Invoice Discount

0 Invoice Payment Addendum

Vendor

Payment Schedule

Expense Distributions

Match Purchase Order Detail

Purchase Order Detail

AOC Distributions

Related Invoice Transactions

Open Receipts - by Vendor

Vendor: OTC BRANDS INC DBA ORIENTAL

Remit To Location: OTC BRANDS INC

Invoice: 704342591-01 0 Invoice

Invoice Amount: 212.28 USD

Discount Amount: 0.00

Net Payable: 212.28

Taxable Amount: 0.00

Tax Amount: 0.00 Tax Code

Tax Adjust: 212.28

Invoice Description: History

Status: Yes

Approved: Yes

Payment Number: 8924 CBC RECONCILE

Invoice Date: 07/23/2020

Due Date: 08/22/2020 NET30

Voucher: 808724

Payment Date: 08/06/2020

Phase Order: 854338 0 0912

Return Reference Nbr:

Reference Type: Reference Nbr:

Finding the Invoice copy in Docuware. Access Docuware, go to the search tab, select Invoices-Standard Search Dialog and input the voucher number in the Voucher Number field and hit search. It should appear at that time. If not, please contact the responsible AP Specialist for help.

North East Independent School

NEISD

DocuWare

Run Application - Employee Port...

docuware.neisd.net/DocuWare/Platform/WebClient

Apps Wells Fargo APSI New Mexico... Per Diem Rates | GSA

DocuWare

Becky Carras North East

Web Basket-rcarra

Searches

Tasks

Voucher #

Pu...

Bi...

Ve...

Invoic...

Re...

Reset

Voucher Number 808724

Invoice Number

Invoice Date

Vendor Name

Vendor Number

PO Number

Total Amount

AP Code

Control Group Number

Control Group Date

Document Type

Status

Buyer Code

Sequence

Date Stored

Autoindex

Lawson Vendor Number

Filename

RequestID

Controller

Search

Invoices - Standard Search Dialog

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Navigation

Tools

Display

Stamps

Annotations

Overview

Related

Control Grou...

00120 ***** ** REPRINT ** ***** v#808724

Invoice # 704342591-01

Date 7/23/2020

Page # 1

SOLD TO:

SHIP TO:

NORTH EAST ISD
ACCOUNTS PAYABLE
8961 TESORO DR STE 201
SAN ANTONIO, TX 78217

NORTH EAST ISD
PO#854338-0-0912
10222 BROADWAY
SAN ANTONIO, TX 7821

Purchase Order Number 854338-0-0912

Date Ordered 7/23/2020

Date Shipped 7/23/2020

Back Orders NO

Terms NET 30 DAYS

Service Representative

Number of Cartons

Weight 22 LBS

Shipped Via

Item Number

Order Qty

Ship Qty

Description

Unit

IN-13809061 1 UN 1 PZ GREEN LG TOTE BAGS COLOR CHOICE

Consists of:

IN-13806410 1 DZ 1 PZ STKR LG TOTE BAGS COLOR CHOICE

IN-13777787 2 DZ 2 (LG) GREEN PNW TOTES

IN-13809060 1 UN 1 PZ BLUE LG TOTE BAGS COLOR CHOICE

Consists of:

IN-13806410 1 DZ 1 PZ STKR LG TOTE BAGS COLOR CHOICE

IN-13777786 2 DZ 2 (LG) BLUE PNW TOTES

IN-13809066 1 UN 1 PZ RED LG TOTE BAGS COLOR CHOICE

Consists of:

IN-13806410 1 DZ 1 PZ STKR LG TOTE BAGS COLOR CHOICE

IN-13777790 2 DZ 2 (LG) RED PNW TOTES

IN-13809064 1 UN 1 PZ PURPLE LG TOTE BAGS COLOR CHOICE

Consists of:

IN-13806410 1 DZ 1 PZ STKR LG TOTE BAGS COLOR CHOICE

IN-13777783 2 DZ 2 (LG) PURPLE PNW TOTES

IN-13809062 1 UN 1 PZ ORANGE LG TOTE BAGS COLOR CHOICE

Consists of:

IN-13806410 1 DZ 1 PZ STKR LG TOTE BAGS COLOR CHOICE

IN-13774866 2 DZ 2 (LG) ORANGE PNW TOTES

AO-13968430 1 PC 1 CY20 PICK ZONE MINI CATALOG 4 - NPS PZ

AO-14090090 1 PC 1 NPS NW FLYER INSERT - APRIL

AO-13966851 1 PC 1 NPS GEICO INSERT - JUNE

AO-13964758 1 PC 1 CY20 CLOSEOUT MINI CATALOG 3 - NPS PZ

*** CONTINUED ON NEXT PAGE ***

https://docuware.neisd.net/DocuWare/Platform/WebClient#3a9f16f4-8431-4790-986a-f8469fce6638_dwuid_1598970323717_333922_ pdf 08/04/2020 216 KB

A copy of the invoice can also be viewed in Lawson. Click on Invoice URL Attachment. Then double click on Invoice URL

The screenshot shows the Lawson Drill Explorer interface in a web browser. The browser address bar displays the URL: `s3webp...d.net/lawson/portal/drill/drill.htm`. The interface includes a top navigation bar with buttons for **Close**, **Find Next**, **Reset**, and **Printable View**. The main area is titled **Drill Explorer** and features a tree view on the left and a list view on the right.

Drill Explorer Tree View:

- 1 Invoice URL Attachment
 - Invoice Detail
 - Invoice Parameters
 - Remit To Payment Location
 - Invoice Origin
 - Invoice User Fields
 - Match Information
 - Match Invoice Totals
- 0 Invoice Note/Report/Check
- 0 Invoice Notes
- 0 Invoice Report Comments
- 0 Invoice Check Comments
- Invoice Discount
- 0 Invoice Payment Addendum
- Vendor
- Payment Schedule
- Expense Distributions
- Match Purchase Order Detail
- Purchase Order Detail
- AOC Distributions
- Related Invoice Transactions
- Open Receipts - by Vendor

Drill Explorer List View:

Select	Invoice URL

Drill Explorer Footer:

View 50 Records Previous 50 Next 50 Records 1 - 1

Annotations:

- A blue arrow labeled **Invoice URL Attachment** points to the **1 Invoice URL Attachment** folder in the tree view.
- A blue arrow labeled **Double Click** points to the **Invoice URL** record in the list view.

The screen below will appear. Click on Open.

Drill Around® - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

CloseSearchFind NextResetPrintable View

Drill Explorer

1 Invoice URL Attachment

Invoice URL

Invoice Detail

Invoice Parameters

Remit To Payment Location

Invoice Origin

Invoice User Fields

Match Information

Match Invoice Totals

0 Invoice Note/Report/Check

0 Invoice Notes

0 Invoice Report Comments

0 Invoice Check Comments

Invoice Discount

0 Invoice Payment Addendum

Vendor

Payment Schedule

Expense Distributions

Match Purchase Order Detail

Purchase Order Detail

AOC Distributions

Related Invoice Transactions

Title

Invoice URL

Url

<http://docuware-aws.neisd.net/NEISD/Integration.aspx?ri=898c590b-0682-462c-957e-a8f9584fdbb0&lc=VXNlcj1sYXZzb25cbIB3ZD1sYXZzb24x0&p=RLV&fc=c3b746f5-587a-4320-b12b-c845d9d6637d&q=W1ZPVUNIRVJOVU1CRVJdPSI4MDg3MjQi>

Open

Created on 08/04/2020 15:23:30

Modified on 08/04/2020 15:23:30

Double click on the gray bar.

North East Independent School

NEISD

https://lwnmingleprod.neisd.net/

Invoices - RFP & Travel result list

Not secure | docuware.neisd.net/DocuWare/Platform/WebClient/Client/Result?rl=898c590b-0682-462c-957e-a8f9584fdbb0&q=%5BVOUCHERNUMBER...

Apps Wells Fargo APSI New Mexico-... Per Diem Rates | GSA

Invoices - RFP & Travel result list

Type	AppID	RequestID	Document Type	Stored By	Date Stored	Last Viewed By	Date Last Viewed	Autoindex
			Invoice	SCALVO	08/04/2020	SCALVO	08/04/2020	

Double Click

< 1 > » 100

1-1 of 1

A copy of the invoice will appear. If there is more than one page, the number of pages appear at the top. Click the arrow to see each page of the invoice.

DocuWare - Google Chrome

Not secure | docuware.neisd.net/DocuWare/Platform/WebClient/Client/Viewer?_auth=93780DC2448FFED92F67E8C7F63D4F438731A452858902B8213A68D127F7636560C0F7F05C2F236D4470375A...

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9781032

00120

** REPRINT **

DHUDDLESTO

#808724

SOLD TO:

NORTH EAST ISD
ACCOUNTS PAYABLE
8961 TESORO DR STE 201
SAN ANTONIO, TX 78217

7043-2591-01
7/23/2020
1

NORTH EAST ISD
PO BOX 5338-04912
10222 BROADWAY
SAN ANTONIO, TX 78217

Purchase Order Number	Date Ordered	Date Shipped	Back Order	Terms	
854388-4892	7/23/2020	7/23/2020	NO	NET 30 DAYS	
Service Representative	Number of Cartons	Weight	Shipped Via		
	1	22 LBS			
Item Number	Order Qty	Ship Qty	Description	Unit Price	Ext. Amount
IN-13809061	1 UN	1	PZ GREEN LG TOTE BAGS COLOR CHOICE	44.69	44.69
Consists of:					
IN-13806410	1 DZ	1	PZ STKR LG TOTE BAGS COLOR CHOICE		
IN-13777787	2 DZ	2	(LG) GREEN PNW TOTES		
IN-13809060	1 UN	1	PZ BLUE LG TOTE BAGS COLOR CHOICE	44.69	44.69
Consists of:					
IN-13806410	1 DZ	1	PZ STKR LG TOTE BAGS COLOR CHOICE		
IN-13777786	2 DZ	2	(LG) BLUE PNW TOTES		
IN-13809066	1 UN	1	PZ RED LG TOTE BAGS COLOR CHOICE	44.69	44.69
Consists of:					
IN-13806410	1 DZ	1	PZ STKR LG TOTE BAGS COLOR CHOICE		
IN-13777790	2 DZ	2	(LG) RED PNW TOTES		
IN-13809064	1 UN	1	PZ PURPLE LG TOTE BAGS COLOR CHOICE	44.69	44.69
Consists of:					
IN-13806410	1 DZ	1	PZ STKR LG TOTE BAGS COLOR CHOICE		
IN-13777783	2 DZ	2	(LG) PURPLE PNW TOTES		
IN-13809062	1 UN	1	PZ ORANGE LG TOTE BAGS COLOR CHOICE	44.69	44.69
Consists of:					
IN-13806410	1 DZ	1	PZ STKR LG TOTE BAGS COLOR CHOICE		
IN-13774866	2 DZ	2	(LG) ORANGE PNW TOTES		
AO-13968433	1 PC	1	CV20 PICK ZONE MINI CATALOG 4 - NPS PZ		
AO-14096090	1 PC	1	NPS NW FLYER INSERT - APRIL		
AO-13964851	1 PC	1	NPS GRICO INSERT - JUNE		
AO-13964758	1 PC	1	CV20 CLOSEOUT MINI CATALOG 3 - NPS PZ		
*** CONTINUED ON NEXT PAGE ***					

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pdf

08/04/2020

216 KB

Invoice Origin indicates which AP Specialist input the invoice. Click on Invoice Origin and the screen below will appear. Look for the Operator. In this example it is Sandra Calvo.

Drill Around® - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

Close | Search | Find Next | Reset | Printable View

Drill Around

Invoice URL Attachment

Invoice Detail

Invoice Parameters

Invoice Payment Location

Invoice Origin

Invoice User Fields

Match Information

Match Invoice Totals

Invoice Note/Report/Check

Invoice Notes

Invoice Report Comments

Invoice Check Comments

Invoice Discount

Invoice Payment Addendum

Vendor

Payment Schedule

Expense Distributions

Match Purchase Order Detail

Purchase Order Detail

AOC Distributions

Related Invoice Transactions

Open Receipts - by Vendor

Batch: 0

Authority Code: AP3

Operator: scalvo

Creation Date: 08/04/2020

Creation Time: 15:23:28

Voucher: 808724

Invoice Source: Manual

Invoice Origin

AP Specialist

The account codes can also be seen on this page. Click on Purchase Order Distributions and the following screen will appear. It shows the account numbers for each line of the Purchase Order.

Drill Around® - Google Chrome

s3webprod.neisd.net/lawson/portal/drill/drill.htm

Close

Search

Find Next

Reset

Printable View

Drill Explorer

PO Dropship To

PO Bill To Address

PO Totals

PO Currency Detail

PO Vendor/Purchase From Detail

PO Header User Fields

2 Comments to Print on Headers on Int

FAXED - 7/22/20

FREIGHT ALLOWED

0 Comments to Print on Purchase Order

1 Comments to Print on Purchase Order

CommentsT

0 Comments to Print on Receiving Docu

0 Purchase Order Header Display Only

0 Purchase Order Header Attachments

0 Purchase Order Copy Comments and

0 Comments to Print on Delivery Tickets

0 Comments Pertaining to Vendor Conte

0 Invoice Comments

PO Lines

Invoice Detail For A Purchase Order

Invoice Account Detail For A Purchase O

Purchase Order Distributions-Non Inventor

Activities for a Purchase Order

Receivers For A PO

Invoices For A PO

Archived Invoices For A PO

PO Revisions

PO Audit Records by Revision and Date

AOC Distributions

Related Invoice Transactions

Open Receipts - by Vendor

Related Open Receipts - by Vendor, PO Number

Matched Receipt Lines

Multiple Invoices to Receipt

Invoice Line Detail

Invoice Line AOC Detail

Select	PO Line	Account			Dist Co	Percent	Quantity	Amount	AOC
	1	11-120-11-120	6399	0	199	100.000	0.0000	0.00	
	2	11-120-11-120	6399	0	199	100.000	0.0000	0.00	
	3	11-120-11-120	6399	0	199	100.000	0.0000	0.00	
	4	11-120-11-120	6399	0	199	100.000	0.0000	0.00	
	5	11-120-11-120	6399	0	199	100.000	0.0000	0.00	
	6	11-120-11-120	6399	0	199	100.000	0.0000	0.00	

View 50

Records

Previous 50

Next 50

R

PO Distributions