

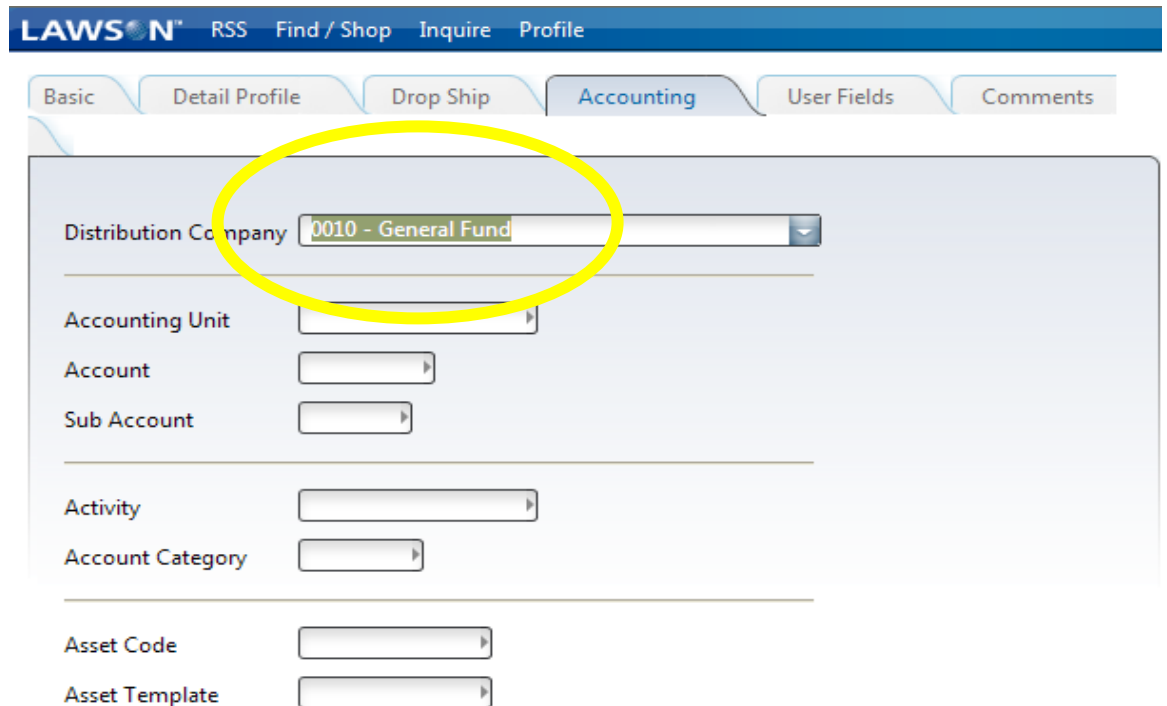
ASB or any non General Accounting For Req's or PO's in Lawson

Step 1

Begin with the first 13 steps of Standard Entry.

Step 2

When you get to step 10 of Standard Entry, you do not put any **accounting** into the default accounting field, under the tab "Accounting". The default is General Fund – do not make any changes.



The screenshot shows the Lawson software interface with the "Accounting" tab selected. The "Distribution Company" dropdown menu is highlighted with a yellow circle and contains the text "0010 - General Fund". Other fields include Accounting Unit, Account, Sub Account, Activity, Account Category, Asset Code, and Asset Template, all of which are currently empty or have default values.

Step3

Continue following all the other steps to complete the Basic screens.

Step 4

Once you begin shopping, your item will have no accounting that defaults. You will need to add the accounting to each line as you add the items you are ordering to your cart. Change the Distribution Co to what goes with your accounting string, i.e ASB- 40, Capital-20, ect. Then enter your accounting unit, account and any other accounting that may be needed.

LAWSON RSS Find / Shop Inquire Profile Order: 6367

Special / Service

Add Item

Description

Item Type

Quantity

UOM

Cost

Cost Default Vendor

Purchase From

Currency Code

Distribution Company

Accounting Unit

Account

Sub Account

Activity

Account Category

Asset Code

Asset Template

Major Purchase Class

Minor Purchase Class

Requested Delivery Date mm/dd/yyyy

Late Delivery Date mm/dd/yyyy

Taxable