



LAWSON REPORT

Pasadena ISD

TAB:
Lawson Dashboard
Schools/Departments

REVISED DATE: 11/2023

SUBJECT: Encumbrance Report

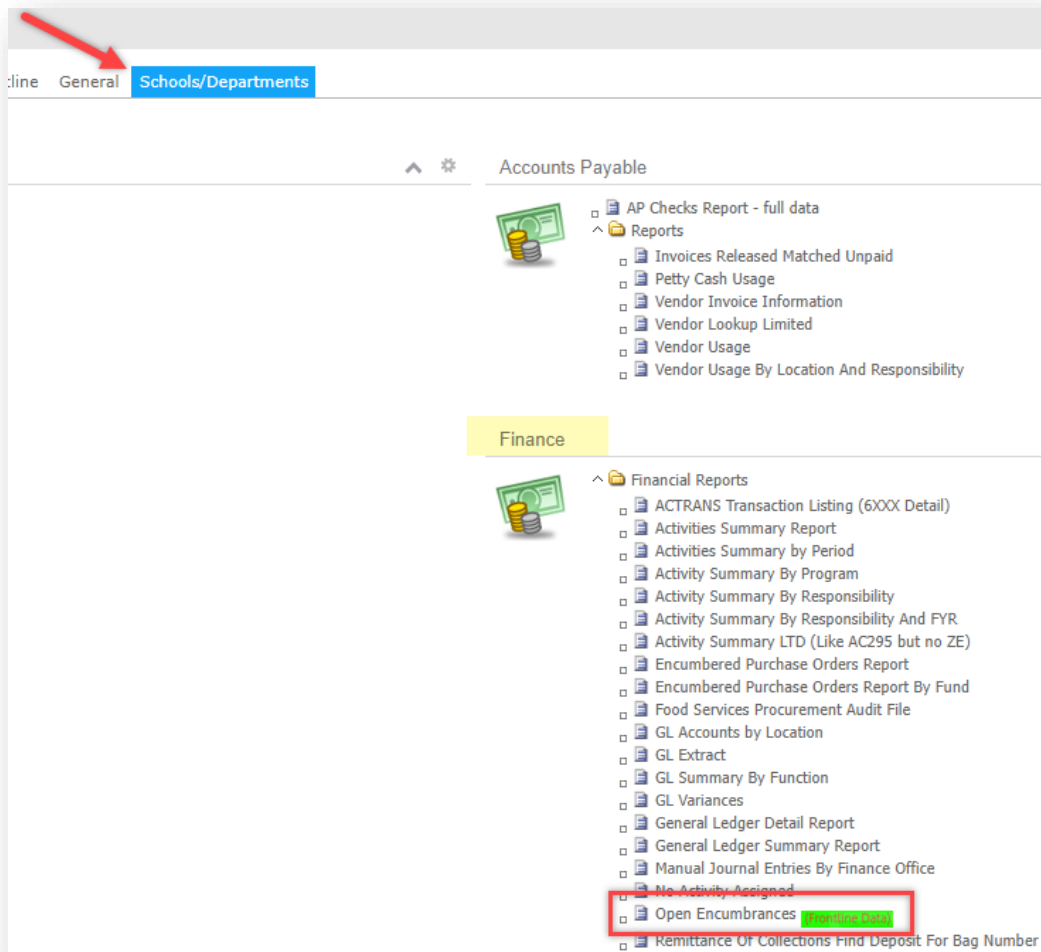
Login to Lawson

<https://pisdlawson.pasadenaisd.org/>

- Click on the Schools/Departments section

Under Finance

- Click on the report **Open Encumbrances**





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- Enter the Budget Owner Number
- Click **OK**

Open Encumbrances - Lawson Report Viewer - Google Chrome

lawlbi01.pasadenaisd.org/ers/ersRequestHandler.jsp?CMD=VIEW&INSTANCEID=LATEST&OuterWrapper=true&NewRe...

Enter prompt values.

Budget Owner Number (separate multiple values with a comma and no space) Budget Owner Number(s)

730

Set to Null

OK

If entering multiple Budget Owner Numbers

- Enter Budget Owner Number followed by a comma and no spaces as seen below
- Click **OK**

Open Encumbrances - Lawson Report Viewer - Google Chrome

lawlbi01.pasadenaisd.org/ers/ersRequestHandler.jsp?CMD=VIEW&INSTANCEID=LATEST&OuterWrapper=true&NewRe...

Enter prompt values.

Budget Owner Number (separate multiple values with a comma and no space) Budget Owner Number(s)

900,917,954,959

Set to Null

OK



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A pop up screen will appear and you will see in **RED Link to File**

Open Encumbrances
730
Link to File
11/10/2023
1:46:51PM

When using Google Chrome you will have to copy the link and paste it into the Google Chrome browser

- Right-click on Link to File
- Click Copy link address

Open Encumbrances
730
Link to File

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address**
- Open with Kami
- Get image descriptions from Google ▶
- Inspect



LAWSON REPORT

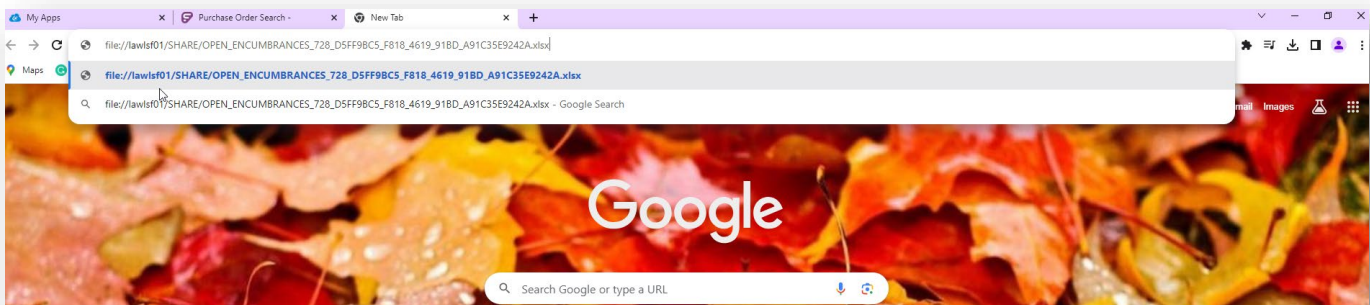
Pasadena ISD

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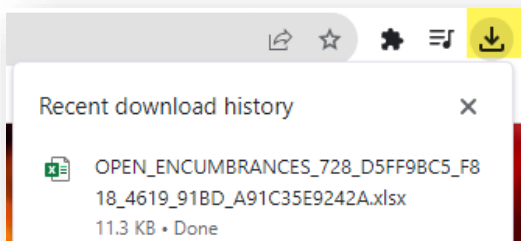
SUBJECT: Encumbrance Report

- Open a new tab in Google Chrome
- Paste the link to the browser



Once you paste the link, the file will download

- Click on the Excel file to open the report



You now have the encumbrance report for you to review, print, and save in Excel.

TYPE	DOC ID	PO NUMBER	DATE	ACCOUNT	BUDG OWN	CURRENT ENCUMB \$	ORIGINAL ENCUMB \$	CURRENT FY	ORIGINAL FY	ORDER STATUS	PAYEE TYPE	PAYEE ID	PAYEE NAME
Requisition	960508	24000222	9/1/2023	199-41-6212-000-728-99-000000	728	\$69,150.00	\$84,150.00	2024	2024	Sent	Vendor	361880	WHITLEY PENN LLP
Requisition	56355	22002105	9/28/2021	199-41-6639-000-728-99-000000	728	\$0.01	\$0.01	2024	2022	Sent	Vendor	480970	FRONTLINE EDUCATION
Requisition	56357	22002105	9/28/2021	199-41-6639-000-728-99-000000	728	\$0.01	\$0.01	2024	2022	Sent	Vendor	480970	FRONTLINE EDUCATION
Requisition	56336	22002105	9/28/2021	199-41-6639-000-728-99-000000	728	\$0.01	\$0.01	2024	2022	Sent	Vendor	480970	FRONTLINE EDUCATION
Requisition	1047299	24003682	10/14/2023	199-41-6399-000-728-99-000000	728	\$6,132.15	\$6,132.15	2024	2024	Sent	Vendor	243700	EDUCATOR'S DEPOT INC
Requisition	961525	24000038	9/1/2023	199-51-6256-000-899-99-00CELL	728	\$14.78	\$15.00	2024	2024	Sent	Vendor	518230	TEXAS DEPT OF INFO RESOURCES
Requisition	1085163		11/8/2023	199-41-6499-000-728-99-000000	728	\$35.00	\$35.00	2024	2024	Analysis in Progress	Vendor	133970	JOHNNY TAMALE CANTINA