

# NH FIRST ENCUMBRANCE HISTORY DEMO

Senior Financial Managers  
Meeting

Friday, May-15-2009

# Problem / Solution

- Problem: Lawson version 9.0 only maintained the current balance of an encumbrance. Administrators could not see the change, including liquidation, and payments related to an encumbrance in one report.
- Solution: In version 9.01, Lawson created the GL93 form that captures all of the requisition, purchase order and AP activity related to an encumbrance.

# 4 Methods Available For Viewing Encumbrance History

- e-Info and other legacy warehouses.
- LBI (Lawson Business Intelligence)
- Lawson Forms and Drill Arounds
- MS Addin / EXCEL

# Legacy Warehouses

- Two examples
  1. HHS Rock System
  2. Crystal Enterprise From IFS Warehouse



# Crystal Enterprise

05/14/2009

STATE OF NEW HAMPSHIRE  
ADMINISTRATIVE SERVICES  
*e-Info Warehouse*

Page 1

ENCUMBRANCE TRANSACTIONS  
FISCAL YEAR(S): 2009

FISC YR	DATE	TRANS ID	LN	REF LN	DOCUMENT DESC	LINE DESCRIPTION	ENCUMBERED AMOUNT	EXPENDED AMOUNT	AG	ORG	CLS	OBJ
<b>ENCUMBRANCE: 03000029450</b>												
2009	07/01/2008	AC03000029450	01			ENCUMBRANCE FORWARD	5,098.50		003	1670	024	0230
2009	09/02/2008	PV03009056002				16713 RENEWAL 5/22-8/21/08	(2,549.25)		003	1670	024	0230
2009	09/02/2008	PV03009056002	02	01	40797008	16713 RENEWAL 5/22-8/21/08		2,549.25	003	1670	024	0230
2009	11/18/2008	PV03009148005				16783 UPDATE 8/22/08-11/21/08	(2,549.25)		003	1670	024	0230
2009	11/18/2008	PV03009148005	01	01	40797011	16783 UPDATE 8/22/08-11/21/08		2,549.25	003	1670	024	0230
Fiscal Year Totals:							0.00	5,098.50				
03000029450 Expended Total:								5,098.50				

This example shows detail for an OIT encumbrance #: 03000029450

# Pros and Cons of Legacy

- Advantages:
  1. No learning curve
  2. Reliable format
- Disadvantages:
  1. One day old information
  2. Maintaining legacy systems

# LBI – Purchase Order Status Summary – Encumbrance Is Created

Lawson portal - Purchase Order Entry (PO20.1) - Microsoft Internet Explorer

Address: https://dev.nhfirst.nh.gov/lawson/portal/

Mark you are in data area UAT [logout] po20

**LAWSON** Purchase Order Entry (PO20.1)

Navigation: >> + Add Change - Delete << Previous ? Inquire >> Next | Inquire

Cancel  
Cancel Remaining  
Issue Draft  
Issue Final  
Release  
Resequence

Company: 10 Buyer: JAB PO Date: 07/23/2008 PO Total: 500.00  
 PO: 1000129 Revision: Unreleased  
 Vendor: 152429 First Data Government Solutns Currency: USD  
 Ship To: P001 First Data Government Solutns  
 Delivery Date: 06/01/2009

FC	Line	Item Detail	Quantity	UDM	Unit Cost	Dlvr	Ship
	1	9968000	1.00	EA	300.00000	05/31/2009	00300
	2	9968000	1.00	EA	200.00000	05/31/2009	00300

Buttons: Default Header Total Add Cmt Position To

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Current Cancel Quantity EA  
 New Cancel Quantity  
 Current Service Line Cancel Amount  
 New Service Line Cancel Amount

Inquiry Complete

Windows Taskbar: start, 3 Micr..., 7 Win..., 4 Micr..., Crystal..., encumb..., NH FIR..., 2 Inte..., 12:09 PM

# Purchase Orders Status Summary

Lawson Report Viewer - Microsoft Internet Explorer

Address: <http://apslibdev.nhfirst.int:9080/ers/ersRequestHandler.jsp?CMD=VIEW&REPORTID=462&INSTANCEID=0&REFRESH=true&OuterWrapper=true&EFSSSESSIONKEY=UMWNQaf7qzW>

Page: 12  
05/14/2009  
12:22:04PM

STATE OF NEW HAMPSHIRE  
ADMINISTRATIVE SERVICES  
Purchase Order Status Summary

PO#	PO Date	Rel	VENDOR	VENDOR_VNAME	LN	Line Description	Item Type	AU	Acct.	Activity	Line Amount	Expended Amount	Balance
1000082	03/04/2009	Yes	167174	Deil Marketing Lp	1	HIGH END LATITUDE	X	16700000	500200	03030079	1,541.00	-1,541.00	3,082.00
					1	HIGH END LATITUDE	X	16650000	500174	03030079	770.50	-2,311.50	3,082.00
					1	HIGH END LATITUDE	X	16650000	500310	03030079	770.50	-2,311.50	3,082.00
						<b>PO # 1000082 Total</b>					<b>3,082.00</b>	<b>\$-6,164.00</b>	<b>\$9,246.00</b>
1000092	03/05/2009	Yes	167174	Deil Marketing Lp	1	High End Latitude	X	16650000	500310	03030079	770.50	-2,311.50	3,082.00
					1	High End Latitude	X	16700000	500174	03030079	1,541.00	-1,541.00	3,082.00
					1	High End Latitude	X	16650000	500174	03030079	770.50	-2,311.50	3,082.00
						<b>PO # 1000092 Total</b>					<b>3,082.00</b>	<b>\$-6,164.00</b>	<b>\$9,246.00</b>
1000126	04/30/2009	Yes	151750	Software House International	1	virus software	S	13950000	500200		30.75	-1,830.75	1,861.50
					1	virus software	S	16650000	500230	03230002	310.25	-1,551.25	1,861.50
					1	virus software	S	80410000	500200		20.50	-1,541.00	1,861.50
					1	virus software	S	13950000	500230	03230002	100.00	-1,761.50	1,861.50
					1	virus software	S	16650000	500230	03240000	250.00	-1,611.50	1,861.50
					1	virus software	S	16650000	500230	03020010	550.00	-1,311.50	1,861.50
					1	virus software	S	80400000	500230		600.00	-1,261.50	1,861.50
						<b>PO # 1000126 Total</b>					<b>1,861.50</b>	<b>\$-11,158.00</b>	<b>\$13,030.50</b>
1000129	07/23/2008	Yes	152429	First Data Government Solutns	2	FIRST DATA GOVERNMENT SOLUTNS	S	16650000	500230	03950137	200.00	0.00	200.00
					1	FIRST DATA GOVERNMENT SOLUTNS	S	16600000	500230	03950039	300.00	0.00	300.00
						<b>PO # 1000129 Total</b>					<b>500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
						<b>Agency 00300 Total</b>					<b>6,591,935.02</b>	<b>\$-13,878.67</b>	<b>\$5,605,813.63</b>

Done Internet

start 3 Microsoft Of... 10 Windows E... 4 Microsoft Of... NH FIRST ENCU... 5 Internet Ex... 12:23 PM

# Pros and Cons of LBI

- Advantages:
  1. FDM Can custom develop.
  2. Standard format for all agencies.
  3. Data comes directly from ERP system.
- Disadvantages:
  1. Performance if refreshing a report.
  2. Historical reports – not real time.

# Standard Lawson Forms For Viewing Encumbrance Activity

- GL93 – Historical Commitment Analysis
- PO20 – Purchase Order Entry (inquire only)
- PO54 – Purchase Order Inquiry
- AP90.4 – Invoice Search By Purchase Order (Original may have a typo in the form number)

# GL93 Filter

Lawson portal - Selection Criteria (GL93.3) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://dev.nhfirst.nh.gov/lawson/portal/> Go

**LAWSON** Selection Criteria (GL93.3) Mark you are in data area UAT [logout] gl93

OK Cancel Detach

Enable Filter  Yes

Company

Vendor

Invoice

Purchase Order

Req Number

Done Internet

start 3 Microsoft Of... 10 Windows E... 4 Microsoft Of... NH FIRST ENCU... 6 Internet Ex... 12:34 PM

# GL93.1 Form

Lawson portal - Historical Commitment Analysis (GL93.1) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dev.nhfirst.nh.gov/lawson/portal/>

**LAWSON** Historical Commitment Analysis (GL93.1) Mark you are in data area UAT [logout] gl93

Previous ? Inquire Next | Inquire

Company  General Fund  
Year   
Period   
System   \*

Created

SC	Year	Prd	Sys	Account	Amount	
<input type="checkbox"/>	2009	11	PO	16600000	500230	300.00 <input type="button" value="More"/>
<input type="checkbox"/>	2009	11	PO	16600000	500230	200.00 <input type="button" value="More"/>
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Document

Document	0010	10001290000
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Inquiry Complete

start | 3 Microsoft Of... | 10 Windows E... | 4 Microsoft Of... | NH FIRST ENCU... | 6 Internet Ex... | 12:34 PM

# PO20.1

Lawson portal - Purchase Order Entry (PO20.1) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dev.nhfirst.nh.gov/lawson/portal/>

**LAWSON** Purchase Order Entry (PO20.1) Mark you are in data area UAT [logout]

po20

**Company** 10 **Buyer** JAB **PO Date** 07/23/2008 **PO Total** 500.00  
**PO** 1000129 **Revision** Released, not issued  
**Vendor** 152429 First Data Government Solutns **Currency** USD  
**Purchase From** P001 First Data Government Solutns  
**Ship To** 00300 Dept Of Information Technology  
**Delivery Date** 06/01/2009     **Position To**

FC	Line	Item Detail	Quantity	UDM	Unit Cost	Dlvr	Ship
	1	9968000	1.00	EA	300.00000	05/31/2009	00300 More
	2	9968000	1.00	EA	200.00000	05/31/2009	00300 More
							More
							More
							More

**Description** FIRST DATA GOVERNMENT SOLUTNS **Type** 5 **Account** 16600000 **Company** 10   
**Vendor Item** 9968000 **Service Code** A

Done Internet

start 3 Microsoft Of... 10 Windows E... 4 Microsoft Of... NH FIRST ENCU... 6 Internet Ex... 12:35 PM

# PO54 Filter

The screenshot displays the Lawson Purchase Order Inquiry (PO54.1) web application interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <https://dev.nhfirst.nh.gov/lawson/portal/>. The application header includes the Lawson logo, the title "Purchase Order Inquiry (PO54.1)", and a user status indicator "Mark you are in data area UAT" with a "[logout]" link. A search bar contains the text "po54".

The main interface features a "Company" dropdown menu set to "10". Below this, there are two tabs: "Header Selection" (active) and "Line Selection". The "Header Selection" tab contains a list of search criteria with corresponding input fields and icons:

- PO Date: [ ] [ ]
- Vendor: [ ] [ ]
- Vendor Attribute List: [ ] [ ]
- Purchase From Location: [ ] [ ]
- Buyer Code: [ ] [ ]
- Buyer Attribute List: [ ] [ ]
- Status: [ ]
- PO Code: [ ] [ ]
- PO Number: 1000129 [ ] [ ]
- Subcontractor PO: [N] [ ] No

The "Sort" dropdown is set to "PO Number". The browser's taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Windows Explorer, Internet Explorer), and the system clock indicating 12:35 PM.

# PO54. Dill Around With One Line

Lawson portal - Purchase Order Inquiry (PO54.2) - Microsoft Internet Explorer

Address: https://dev.nhfirst.nh.gov/lawson/portal/

Mark you are in data area UAT [logout] po54

Back Detach Inquire Inquire

Company 10 Sort  
Total POs 1 Lines 2 Amount 500.00 USD Print

FC	PO	Status	PO Date	Vendor	Total Amount	Lines
	1000129	Released	07/23/2008	152429	500.00	2

Drill Around® -- Web Page Dialog

Close Search Find Next Reset Printable View

**DRILL EXPLORER**

- PO Totals
- PO Currency Detail
- PO Vendor/Purchase From Detail
- PO Header User Fields
- Comments to Print on Headers on Intern...
- Comments to Print on Purchase Orders
- Comments to Print on Purchase Orders a...
- Comments to Print on Receiving Documen...
- Purchase Order Header Display Only Con...
- Purchase Order Header Attachments
- Purchase Order Copy Comments and Err...
- Comment to Print on Delivery Tickets
- Comments Pertaining to Vendor Contacts
- Invoice Comments
- PO Lines
  - 1

Purchase Order: 1000129 - 0 Code  
Line: 1  
PO Released: Yes  
Ship To: 00300 - Dept of Information Technology  
Item: 9968000 - Service  
FIRST DATA GOVERNMENT SOLUTNS  
Unit Cost: 300.00000 EA CU  
Landed Unit Cost: 300.00000 EA  
Extended Line Amt: 300.00  
Matched Service Amt: 0.00000  
Canceled Service Amt: 0.00000  
Cost Option: Cost Required  
Tax Code:  
Cost Source: Entered  
Agreement Reference:  
Contract Group:  
Contract: 0  
Tier:  
Preferred: No

start 3 Microsoft Of... 10 Windows E... 4 Microsoft Of... NH FIRST ENCU... 7 Internet Ex... 12:37 PM

# PO54.2 – Drill To Invoices For a PO

The screenshot shows a Microsoft Internet Explorer browser window displaying the Lawson Portal. The address bar shows <https://dev.nhfirst.nh.gov/lawson/portal/>. The page title is "Purchase Order Inquiry (PO54.2)". The main content area shows a "Drill Around" dialog box with a "DRILL EXPLORER" tree view. The tree view is expanded to "Invoices For A PO", and the "Invoice" table is displayed with one record.

Invoice	Location	Date
ENC HISTORY TEST	0	05/14/2009

The dialog box also includes a "Printable View" button and a status bar at the bottom showing "View 50 Records", "Previous 50", "Next 50", and "Records 1 - 1". The browser's taskbar at the bottom shows the start button and several open applications, including Internet Explorer, Microsoft Office, and Windows Explorer. The system clock shows 6:33 AM.

# AP90.4 Invoice Search By Purchase Order

Lawson portal - Invoice Search by Purchase Order (AP90.4) - Microsoft Internet Explorer

Address: https://dev.nhfirst.nh.gov/lawson/portal/

Mark you are in data area UAT [logout] ap90.4

Company: 10 General Fund  
Vendor: 152429 First Data Government Solutns  
Purchase Order: 1000128

SC	Vendor	Invoice	Inv Date	Due Date	Amount
<input type="checkbox"/>	152429	ENC HISTORY TEST	05/14/2009	06/13/2009	45.00
					<input type="button" value="Add Comments"/>
					Match Level DM
					Match Level
					Match Level
					Match Level
					Match Level
					Match Level
					Match Level

Inquiry Complete

start | Microsoft Of... | Internet Ex... | S:\FDM\_ANNEX... | C:\Documents a... | Microsoft Power... | 4:22 PM

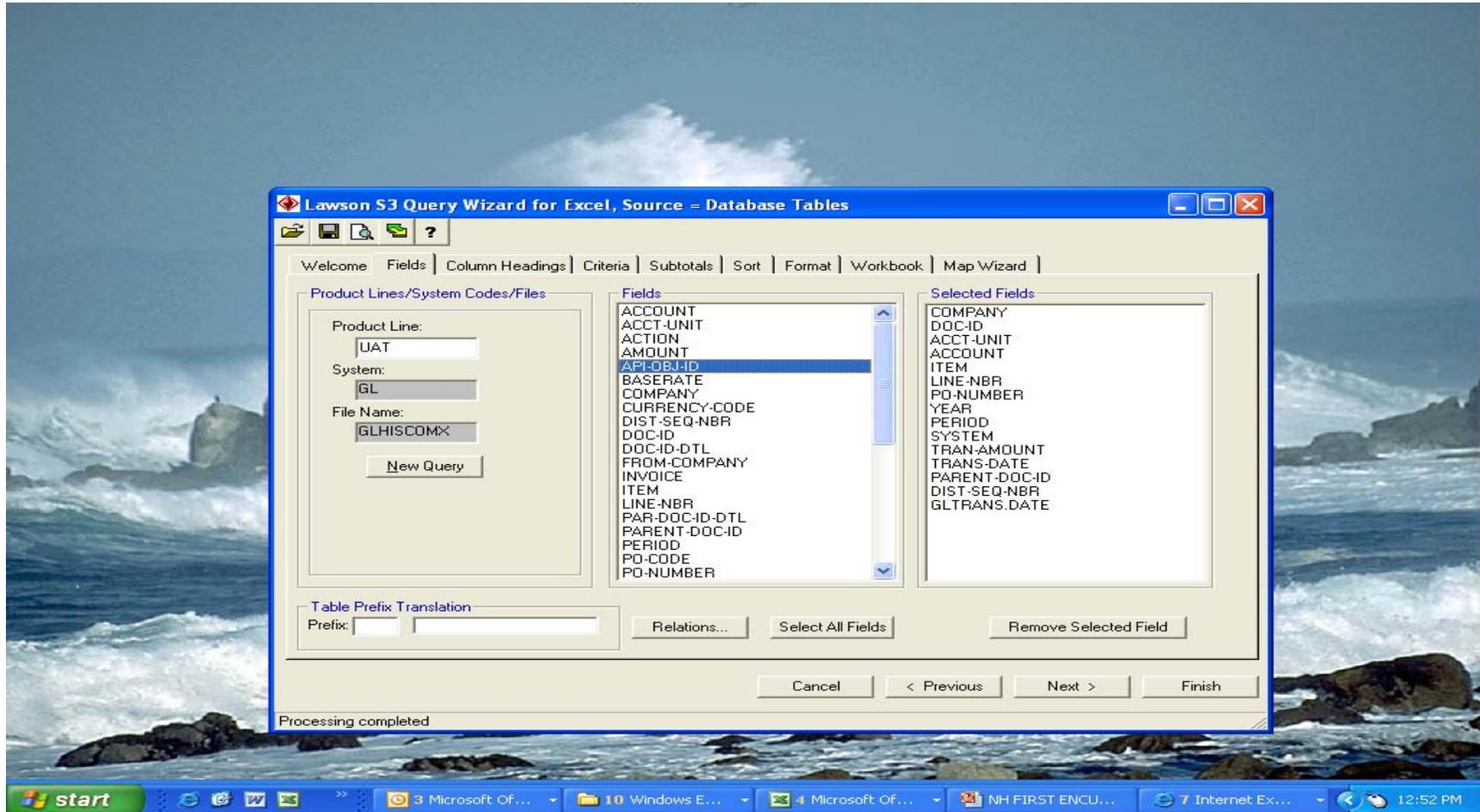
# Pros and Cons of Lawson Forms

- Advantages:
  1. Real Time
  2. Plenty of detail for analysis
  3. “One stop shop” – all work done in Portal
- Disadvantages:
  1. Learning curve for navigation skills
  2. Data is not all in one place

# MS Addins / EXCEL

- FDM Developed one MS Add In Query that formats all PO encumbrance, liquidation and AP Invoice activity into one EXCEL spreadsheet.
- Eventually, once accepted and approved by PMO and Reporting Team, it can become published in LBI in a more formal reporting format.

# MS Addin Structure



# Criteria Selection

Lawson S3 Query Wizard for Excel, Source = Database Tables

Welcome | Fields | Column Headings | **Criteria** | Subtotals | Sort | Format | Workbook | Map Wizard

Table Settings

Indexes

Index	Index Key	Key Value
GHXSET1	PARENT-DOC-ID	
GHXSET2	PAR-DOC-ID-DTL	
GHXSET3		
GHXSET4	UNIQUE-I-D	
GHXSET5		
GHXUID		

Conditions

- ACTRANS
- APTRANS
- CBTRANS
- EETRANS
- GLTRANS
- PAENCUMB-EXIST
- PATRANS

Maximum Primary Records to Return: 25000

Maximum OTM Values to Return: 1

To add multiple index key values, separate by a semi-colon. To add a range of values, separate by ->.

Clear Index & Condition

Selection Criteria

And [Field] [Operator] [Criteria]

Clear All | Delete Criteria |  Display Sample Data for Selection | Add Criteria

Edit Existing Selection Criteria

Conjunction	Field	Operand	Criteria
	PO-NUMBER	=	1000129
Or	PARENT-DOC-ID	~	1000129

Group Criteria

Cancel | < Previous | Next > | Finish

Processing completed

# MS Addin EXCEL Output

The screenshot shows a Microsoft Excel window titled "Lawson User Fields.xls". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	COMPANY	DOC-ID	ACCT-UNIT	ACCOUNT	ITEM	LINE-NBR	PO-NUMBER	YEAR	PERIOD	SYSTEM	TRAN-AMOUNT	TRANS-DATE	PARENT-DOC-ID	DIST-S
2	10 0010	10001290000	16600000	500230	996800C	1	1000129	2009	11	PO	300	5/31/2009		
3	10 0010	10001290000	16600000	500230	996800C	2	1000129	2009	11	PO	200	5/31/2009		
4											500			
5														
6														
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34														

# Sample Of A PO With Various Activity

Microsoft Excel - Lawson User Fields.xls

File Edit View Insert Format Tools Lawson Data Window Help

Type a question for help

100%

Reply with Changes... End Review...

Arial 10

	B	C	D	E	F	G	H	I	J	K	L	M
1	DOC-ID	ACCT-UNIT	ACCOUNT	ITEM	NE-NI	PO-NUMBER	YEAR	PERIOD	SYSTEM	AN-AMOU	TRANS-DATE	PARENT-DOC-ID
2	0010 10001280000	16600000	500230 9968000	1	1000128	2009	6	PO		500	12/31/2008	
3	0010 10001280000	16600000	500230 9968000	2	1000128	2009	6	PO		250	12/31/2008	
4	0010 10001280000	16600000	500230 9968000	1	1000128	2009	6	PO		-500	12/31/2008	
5	0010 10001280000	16600000	500230 9968000	2	1000128	2009	6	PO		-250	12/31/2008	
6	0010 10001280000	16600000	500230 9968000	1	1000128	2009	11	PO		300	5/31/2009	
7	0010 10001280000	16600000	500230 9968000	2	1000128	2009	11	PO		150	5/31/2009	
8	0010 10001280000	16600000	500230 9968000	1	1000128	2009	11	PO		-275	5/31/2009	
9	0010 10001280000	16600000	500230 9968000	1	1000128	2009	11	PO		225	5/31/2009	
10	0010 10001280000	16600000	500230 9968000	1	1000128	2009	11	PO		-300	5/31/2009	
11	0010 10001280000	16600000	500230 9968000	1	1000128	2009	11	PO		275	5/31/2009	
12	0010 10001280000	16600000	500230 9968000	2	1000128	2009	11	PO		-150	5/31/2009	
13	0010 10001280000	16600000	500230 9968000	2	1000128	2009	11	PO		130	5/31/2009	
14	0010 10001280000	16600000	500230 9968000	1	1000128	2009	11	PO		-225	5/31/2009	
15	0010 10001280000	16600000	500230 9968000	2	1000128	2009	11	PO		-130	5/31/2009	
16	0010 152429ENC HISTORY TEST	16600000	500230 9968000			2009	11	AP		25	5/14/2009	0010 10001280000
17	0010 152429ENC HISTORY TEST	16600000	500230 9968000			2009	11	AP		20	5/14/2009	0010 10001280000
18	0010 152429ENC HISTORY TEST	16600000	500230 9968000			2009	11	AP		-25	5/14/2009	0010 10001280000
19	0010 152429ENC HISTORY TEST	16600000	500230 9968000			2009	11	AP		-20	5/14/2009	0010 10001280000
20												
21												
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28												
29												
30												

Sheet1 Sheet2 Sheet3

Ready NUM

start 3 Microsoft Of... 10 Windows E... 2 Microsoft Of... NH FIRST ENCU... 7 Internet Ex... 12:59 PM

# Pros and Cons of MS Addins

- Advantages:
  1. Real Time
  2. Flexible
  3. Friendly EXCEL Format
  4. All activity can be reported in one document
- Disadvantages:
  1. Learning curve
  2. Standards need to be developed
  3. Templates need to be developed