



Lawson Report – Frontline Data

Pasadena ISD

Lawson/ General/Accountability Reports/
Teacher Activity Detail – Frontline Data

REVISED DATE: 05/23/2023

SUBJECT: Teacher Activity Detail Report

Report can be run by anyone with access to the Lawson dashboard.

Report can be found in:

Lawson/General/Accountability Reports/ **Teacher Activity Detail – Frontline Data**

The screenshot shows the Infor BI for Lawson dashboard. At the top, there is a navigation bar with the following tabs: Employee Self-Service, Cash Collections, Documentation, Finance, Frontline, **General** (highlighted with a red box), and Schools/Departments. Below the navigation bar, there are three main sections:

- Mailroom**: Contains a link to "Employee List".
- My Reports**: Contains a list of reports including "Cornerstone Club Current Members", "Cornerstone Club Deduction Participants (a.k.a. Pending Records Report) (Education Foundation)", "Cornerstone Club Drawing Participants", "Employee Directory", "Employee Lookup", and "Latest Vendor Locations".
- PISD Bookmarks**: Contains a long list of reports, including "Annual Inventory Progress One To One", "Cornerstone Club Member Recognition List", "Department Phone List", "District Desktop Inventory Progress One To One", "Employee List For Michael Kaatz", "Employee Lookup", "Equity Review Data", "Inventory For Michael Kaatz", "LSSP_DIAGS_SPEECH", "Lost Library Books Detail", "MAC Review RMTS Employees", "MAC Terminated Employees", "MAC Verify EmpID", "MAC_Valid_JobCodes", "MAC_Validate_Possible_Participants", "NCLB Technology Numbers", "NT User ID Lookup", "Official Inventory Percentages One To One", "Payroll Locations List", "Req Approval Status", "Schools Address/Phone List", "Technology Warehouse Inventory Report", "Warehouse Inventory Progress", "Warehouse Item Master", and "Work Schedule Yearly Calendar View".

At the bottom right, there is a section titled "Accountability Reports" (highlighted with a red box) containing a list of reports: "Email Responsibility Groups", "Responsibility Audit Report", "Responsibility by Group", "Responsibility by Location", and "Teacher Activity Detail - Frontline Data" (highlighted with a yellow background).



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Report is designed for 461 funds.

Pop Up: Enter prompt values

- Enter **Fund (461)**
- Enter **Organization (usually your campus number)**
- **Local Code** - can be entered by either
 - Entering the 6 digits, alphanumeric local code or,
 - Entering **ALL** – to bring up all of the Activity Accounts
- Choose a **Fiscal Year**: Use the drop down to select the fiscal year
- Click **OK**

Enter prompt values.

Enter Fund (i.e. 461): @FUND
461
 Set to Null

Enter Org (i.e. 001 for Pasadena High School): @ORG
004
 Set to Null

Enter Local Code (i.e. 00ORCH or ALL): @LOCAL
ALL
 Set to Null

Choose a Fiscal Year: @FY
2023
 Set to Null

OK

The report is not live data and has a few hours delay. There is a disclaimer on the report that states this, so balances may not include recently processed transactions

