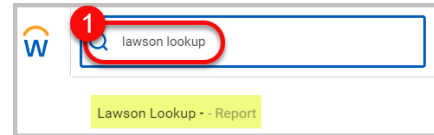


# Lawson to Workday: Lawson Look Up

## LAWSON LOOKUP REPORT

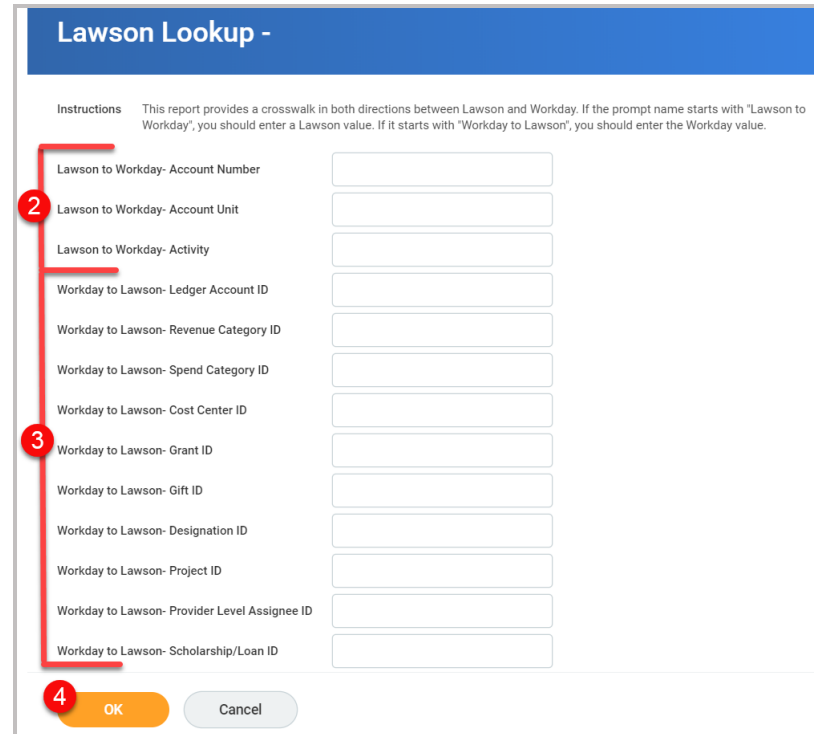
The Lawson Lookup report provides a crosswalk in both directions between Lawson and Workday.

1. Search for and select the **Lawson Lookup** task in the search field on the Workday home page.



2. If the prompt name starts with “Lawson to Workday”, enter a Lawson value.
3. If the prompt name starts with “Workday to Lawson”, enter a Workday value.
4. Click OK.

This will return a Worktag Mapping Detail report.

A screenshot of the 'Lawson Lookup -' report form. The form has a blue header with the title 'Lawson Lookup -'. Below the header, there is an 'Instructions' section. The main body of the form contains a list of input fields, each with a label and a text box. A red vertical line with numbered callouts (2, 3, 4) highlights specific parts of the form. Callout 2 points to the 'Lawson to Workday- Account Number' field. Callout 3 points to the 'Workday to Lawson- Grant ID' field. Callout 4 points to the 'OK' button at the bottom of the form. The 'OK' button is orange, and the 'Cancel' button is grey.

**Lawson Lookup -**

**Instructions** This report provides a crosswalk in both directions between Lawson and Workday. If the prompt name starts with "Lawson to Workday", you should enter a Lawson value. If it starts with "Workday to Lawson", you should enter the Workday value.

Lawson to Workday- Account Number	<input type="text"/>
Lawson to Workday- Account Unit	<input type="text"/>
Lawson to Workday- Activity	<input type="text"/>
Workday to Lawson- Ledger Account ID	<input type="text"/>
Workday to Lawson- Revenue Category ID	<input type="text"/>
Workday to Lawson- Spend Category ID	<input type="text"/>
Workday to Lawson- Cost Center ID	<input type="text"/>
Workday to Lawson- Grant ID	<input type="text"/>
Workday to Lawson- Gift ID	<input type="text"/>
Workday to Lawson- Designation ID	<input type="text"/>
Workday to Lawson- Project ID	<input type="text"/>
Workday to Lawson- Provider Level Assignee ID	<input type="text"/>
Workday to Lawson- Scholarship/Loan ID	<input type="text"/>

**4** OK Cancel

# Lawson to Workday: Lawson Look Up

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