



Preparing people to lead extraordinary lives

## Lawson Requisition Center – Web Entry Procedures

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### Introduction

The Lawson Requisition Center (RQC) is an online application used to create purchase requisitions. RQC users can be established as either a **Requester** (a user who places orders) or an **Approver** (a user who approves orders). A requester may only have one approver but a single approver can approve for many requesters.

RQC Access is established by individual accounting unit for each user. To request new, revised, or additional access to RQC, a [System Access Request Form](#) should be submitted to [FinancialSystems@luc.edu](mailto:FinancialSystems@luc.edu). The form and [instructions](#) can be located at <https://www.luc.edu/finance/forms.shtml> under the Financial Applications Forms section.

## Signature Authority

If the Requester has Signature Authority and is authorized to approve purchases for the AUs on their profile, they can be established as an Approver and approve their own requisitions. However, each Approver record should also have a secondary Approver for purchases over \$5,000 to comply with the policy for [Approving requests over \\$5k](#).

## Purpose

Most Departmental ordering should be accomplished using Lawson Requisition Center working through the Purchasing Department. Purchase Requisitions / Purchase Orders provide for better control, tracking, and approval of University expenditures.

While not all-inclusive, the following examples illustrate the types of goods and services that should be purchased using a Lawson Requisition Center:

- Furnishings of any type
- Computers (PC and Laptops) and Tablets
- Computer Peripherals
- Computer Software and Licensing
- Contracted or Professional Services in excess of \$5,000 (subject to workers classification evaluation)
- Equipment and Appliances
- Mail Services
- Printing Services
- Research Supplies (medical and academic)
- Copy Machines, Facsimile and Telecommunication Equipment
- Automobile purchase or lease
- Animals

## Login Screen

Navigate to the Electronic Payment Requisition Application at <https://lawson.luc.edu>. Enter your Loyola email address and the next screen will ask for your password. Finally, click Sign In



Sign in

Email Address



tplonse@luc.edu

Enter password

Password

Next

Back

Sign in

## Lawson Menu

From the Lawson Menu you can:

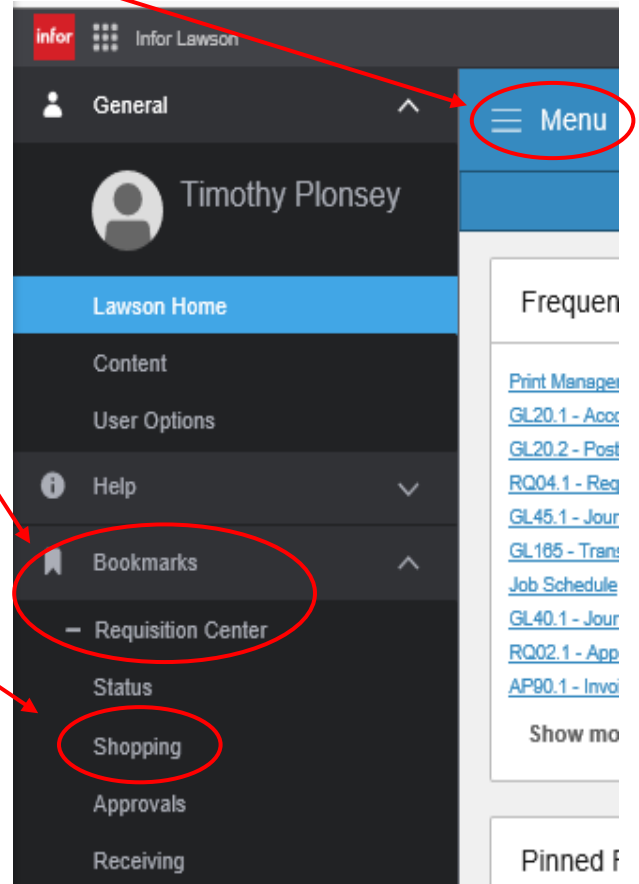
- Start a new requisition
- Resume a requisition draft
- View status of existing requisitions
- Approvers can approve requisitions

## Start a New Requisition

1. Log into **Lawson** at <https://lawson.luc.edu>  
If you don't see the Menu, click on the 3 bars

2. Click on **Bookmarks > Requisition Center**

3. Click on **Shopping**



## Section 1: Basic Tab

4. Complete “**Basic Screen Tab**” for selected Requester

Note: If the Basic Screen is blank, click the “New” button at the bottom

The screenshot shows the Requisition Center (RQC) interface in Google Chrome. The browser address bar shows the URL `lawsonv10.luc.edu/rqc/html/index.htm`. The RQC logo is in the top left. The navigation menu includes Home, Profile, Inquire, Special / Service, and Template. The 'Basic' tab is selected and highlighted with a red circle. Below the navigation menu, there are tabs for Detail Profile, Accounting, User Fields, Comments, and Requisition Lines. The main content area displays the following information:

- Requester: tplonse Timothy Plonsey
- Requisition: --- No Items ---
- Creation Date: --- No Items ---
- Requisition Status: --- No Items ---

Below this information is a form with the following fields:

- Reference Number:
- 5 Requisition Description:
- 6 Requesting Company: 9100 LOYOLA UNIVERSITY CHICAGO
- 7 Requesting Location: 4400A UNIVERSITY CONTROLLER'S OFFICE
- 8 Requested Delivery Date:  mm/dd/yyyy
- 9 Priority:
- 10 Deliver To:
- Commodity Code:

At the bottom right, there are summary statistics and buttons:

- Total Quantity: 0
- Total Cost: 0.00
- Number of Lines: 0
- Buttons: New, Clear, Print, Release

The 'New' button is highlighted with a red circle.

5. Enter **Requisition description** (Short Description, i.e. “Office Supplies”)
6. **Requesting Company** (defaults to 9100)
7. **Requesting Location** (defaults to Requester’s standard location or can search for alternative locations)
8. Enter **Requested Delivery Date** (a blank field will default to 7 days from the requisition approval date)
9. **Priority Field** (no entry required)
10. Enter **Deliver to information** (Recommended style: Building/Room, Name, Telephone Extension)

## Section 2: Detail Profile

11. Complete “Detail Profile Tab”
12. Enter **Cost Default Vendor** – i.e., **Vendor #** (drop down search by vendor name or number – *See item number XX for search instructions*).
13. Select **Buyer PUR** if it has not defaulted

Requisition Center - Google Chrome  
lawsonv10.luc.edu/rqc/html/index.htm

RQC

Home Profile Inquire Special / Service Template

Basic **11** **Detail Profile** Accounting User Fields Comments

Requisition Lines

Item	Quantity	Cost
--- No Items ---		

From Company 9100 Q☒ LOYOLA UNIVERSITY CHICAGO  
From Location 4510A Q☒ Loyola Univ- R Schultz

**12** Cost Default Vendor Q☒  
Purchase From Q☒  
Currency Code Q☒

**13** Buyer PUR Q☒ Purchasing

PO Code Q☒  
Taxable ▼  
Tax Code Q☒  
Quote Required No ▼  
Single Document to PO Not Applicable ▼  
Bill Code Normal ▼

Total Quantity: 0  
Total Cost: 0.00  
Number of Lines: 0

New Clear Print Release

### Section 3: Accounting Tab

14. Complete “**Accounting Profile Tab**” (Accounting Unit is defaulted for each Requester. You can change this if other AU’s are assigned to Requester).

15. Enter the following:

**Accounting Unit** (if different from default),

**Account** (i.e. 6100 = Supplies; a list of Account Codes can be found at the following [online here.](#))

**Activity and Account Category** (if necessary)

RQC

Home Profile Inquire <sup>14</sup> Special / Service Template

Basic Detail Profile **Accounting** User Fields Comments Requisition Lines

Distribution Company 9100 Q≡

Accounting Unit Q≡

Account Q≡

Sub Account Q≡

Activity Q≡

Account Category Q≡

Asset Code Q≡

Asset Template Q≡

--- No Items ---

Total Quantity: 0  
Total Cost: 0.00  
Number of Lines: 0

New Clear Print Release

*If you have multiple Accounting Units or Accounts that need to be charged for your request, please refer to item number 34 below for detailed instructions.*

## Section 4: Comment Tab

16. Select the “**Comments**” tab to print on Req’s, P.O.’s, etc. (Note: Comments can be left blank)

- a. Select the radio button for “**Comments to Print on Purchase Orders**”.
- b. Add a Comment **Title**
- c. Add Comment Text
- d. Click on **Add** (You may need to scroll down to the update button).

Home Profile Inquire Special / Service Template

Basic Detail Profile Accounting User Fields **Comments** 16

[Comment Code](#) [View Comments](#) [Add Comment](#)

Comments to Print on Headers of Internal Documents

Comments to Print on Requisitions

**Comments to Print on Purchase Orders**

Comments to Print on a PO as Trailer Comments

Comments to Print on Pick Lists

Comments to Print on Receiving Documents

Requisition Header Display Only Comments

Comments to Print on Delivery Tickets

Invoice Comments

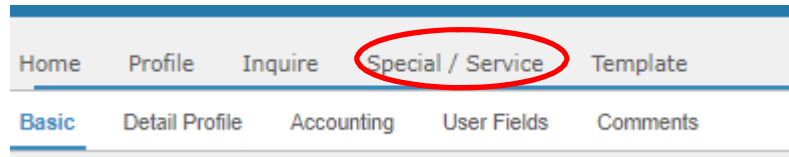
Title

Text

**Add**

## Section 5: Specials / Services

17. Select on navigation bar and select **Specials/Services**:



18. **Enter Item #** (Please use the exact naming convention of the vendor and include any special characters and spacing. For services, use a short description of the service being provided)

19. **Enter Description** (i.e. Folding Hand Truck)

20. **Enter Item Type**

- a. **Special** – Use this for goods or items purchased – this is the default option
- b. **Service Amount** – Use this for a draw-type arrangement (i.e., \$10,000 PO with sporadic and varying dollar invoices for payment)
- c. **Service Quantity** – Use this for a routine payment arrangement (i.e., 12 monthly payments at \$500 per payment)

21. Enter **Quantity**

22. Enter **UOM**  
(Unit of Measure)

23. Enter **Unit Cost**

24. Enter **Cost Default Vendor**

25. Enter **Accounting Unit**

26. Enter **Account**

The screenshot shows the 'Special / Service' form with the following fields and callouts:

- Item: 18
- Description: 19
- Item Type: Special (dropdown): 20
- Quantity: 21
- UOM: Q☒: 22
- Cost: 23
- Cost Default Vendor: Q☒: 24
- Purchase From: Q☒
- Currency Code: Q☒
- Distribution Company: 9100 Q☒
- Accounting Unit: Q☒: 25
- Account: Q☒: 26
- Sub Account: Q☒
- Activity: Q☒
- Account Category: Q☒
- Asset Code: Q☒
- Asset Template: Q☒
- Major Purchase Class: Q☒
- Minor Purchase Class: Q☒
- Cost Option: Cost Required (dropdown)
- Requested Delivery Date: mm/dd/yyyy
- Late Delivery Date: mm/dd/yyyy
- PO Code: Q☒
- Commodity Code: Q☒
- Taxable: (dropdown)
- Tax Code: Q☒



## Section 6: Release a Requisition

27. Click on **Add** after reviewing entered information. If order is complete go to number 29. If additional items need to be added to the order, clear out the information for Item #, Description, Quantity, Unit of Measure, Cost and replace with the next item's information.

You can also change the Accounting Unit, Account, Activity or Account Category if necessary (Using only those AU's that you have access to use).

The screenshot shows a requisition form with various input fields. The 'Add' button is circled in red with the number '27' below it. A red box highlights the 'Requisition Lines' table, which contains one line item.


Requisition Lines			
	Item	Quantity	Cost
29	TEST_ITEM 2 Test Item 2	5.00 CA	500.0000 USD 2,500.0000

At the bottom right of the form, there is a summary section:

Total Quantity: 5.00  
Total Cost: 2500.00 USD  
Number of Lines: 1

Buttons: New, Clear, Print, Release

Red numbers '30' and '31' are visible at the bottom right of the screenshot.

28. In some instances, you may receive an error message if there is a problem with one of your requisition lines. If you hover your mouse over the explanation point (  ), you will see a description of what the error is. An example of such an error is as follows:

Requisition Lines			
	Item	Quantity	Cost
28	TEST_ITEM 2 Test Item 2	5.00 CA	500.0000 USD 2,500.0000

Error - Requester setup: Vendor required with Special type items

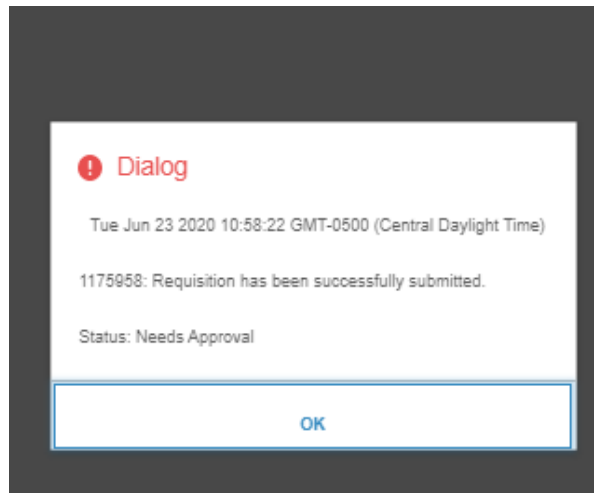
29. To make changes to clear an error, click on the blue link of the item name.

30. Click on **Print** to review your requisition after all items have been entered.

		<b>Company</b> 9100 - LOYOLA UNIVERSITY CHICAGO				<b>Cost Default Vendor</b>				
		<b>Requesting Location</b> 4400A - UNIVERSITY CONTROLLER'S OFFICE				<b>Requisition Description</b>				
		<b>Requisition</b> 1175958 - Unreleased				<b>Requester</b> tplonse - Timothy Plonsey				
		<b>Purchase From</b>				<b>Deliver To</b>				
		<b>Buyer</b> CKR - Check Req. Buyer								
Item	Item Type	Quantity Ordered	UOM	Unit Cost	Extended Cost	Distributions	Activity / Account Category	Distribution Allocation	Requested Delivery Date	Sourcing Event Required
TEST ITEM 2	Special	5.00	CA	500.0000	2500.0000	100825-006400-0000		100.0%		No
<b>Test Item 2</b> Vendor : FUJIFILM VISUALSONICS CORP Gtin : 00000000000000										
<b>Totals: 1 Lines</b>		<b>5.00</b>			<b>2500.00 USD</b>					

31. Click on **Release** if Requisition information is complete and correct

32. After Release, pop up window appears with Date/Time and indication the requisition has been successfully submitted.



33. Requisition Status: Needs Approval (Designated Manager reviews/approves the requisition)

## Section 7: Multiple Distributions

34. **Multiple Distributions:** if your requisition requires multiple distributions, you must first add the line to your requisition. Once added, you can click on the Item description (see #29) in order to update any information on the line, including adding multiple distributions.

The screenshot displays the 'Requisition Center' interface for requisition 1175648. The main area shows 'Line Accounting' for line 36. The 'Line Accounting' table is as follows:

Account	Activity	Account Category	Distribution Company	Asset Template	Asset Code	Percent	Quantity	Amount
101111		009100	0000			100.000		

The 'Requisition Lines' table on the right shows:

Item	Quantity	Cost
TEST Test	1.00 EA	1.0000 USD 1.0000

Summary statistics at the bottom right:

- Total Quantity: 1.00
- Total Cost: 1.00 USD
- Number of Lines: 1

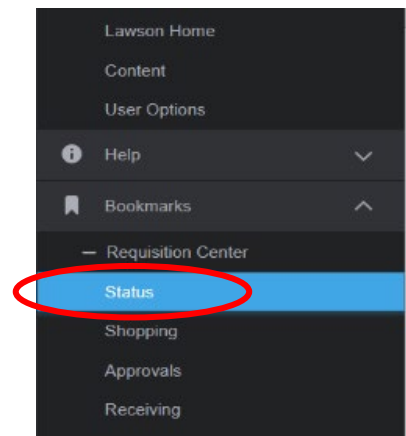
Buttons: New, Clear, Print, Release

35. From the Requisition Lines Detail screen, click on the **Line Accounting Tab** to add your multiple distribution lines. These lines can be added as a straight dollar amount or as a percentage to total line.

36. Once Complete, click on **Change**.

# Find the Status of Web Requisitions

Click on Bookmarks > Requisitions Center > Status



Your Requester ID, Requesting Company, and Requesting Location auto populate by default.

Click "List Requisitions" to display a list of your requisitions by status.

Requisition Status - Internet Explorer

Requester:  Requesting Company:  Requesting Location:

Creation Date From:  Creation Date To:  mm/dd/yyyy

Requisition Status:  Unreleased  Needs Approval  Rejected  Processed  Closed  In Process

Records per page: 15 [List Requisitions](#)

Approval Code: 4400F - REBECCA GOMEZ  
This requisition must attain approval level: 1  
This requisition was last approved by level: 1  
Approval Level(s): 1 1 - RGOMEZ1 ✓

Requisition	Requester	Company / Location	Creation Date	Requested Delivery Date	Value	Status	Req Line Info	Approval Info
<a href="#">1179958</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		250.00	Unreleased		
<a href="#">1179957</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		1600.00	Processed		
<a href="#">1179956</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		900.00	Rejected		
<a href="#">1179955</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		400.00	Needs Approval		
<a href="#">1179954</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		200.00	Processed		
<a href="#">1175958</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	06/23/2020		2500.00	Rejected		
<a href="#">1174486</a>	<a href="#">tplonse</a>	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	02/28/2020		2.00	Rejected		

To view requisition line Information, including the Purchase Order #, click on the Document Icon.

Back [Previous Record](#) [Next Record](#)

	Item	Item Type	Requested Delivery Date	Quantity	UOM	Unit Cost	Vendor	PO	Status
1	REC 4 REC 4 <a href="#">More...</a>	Special	12/15/2020	40.00	EA	40.0000 (USD) 1,600.00	6026275 FUJIFILM VISUALSONICS CORP	<b>8838305</b> Line 1	Processed →

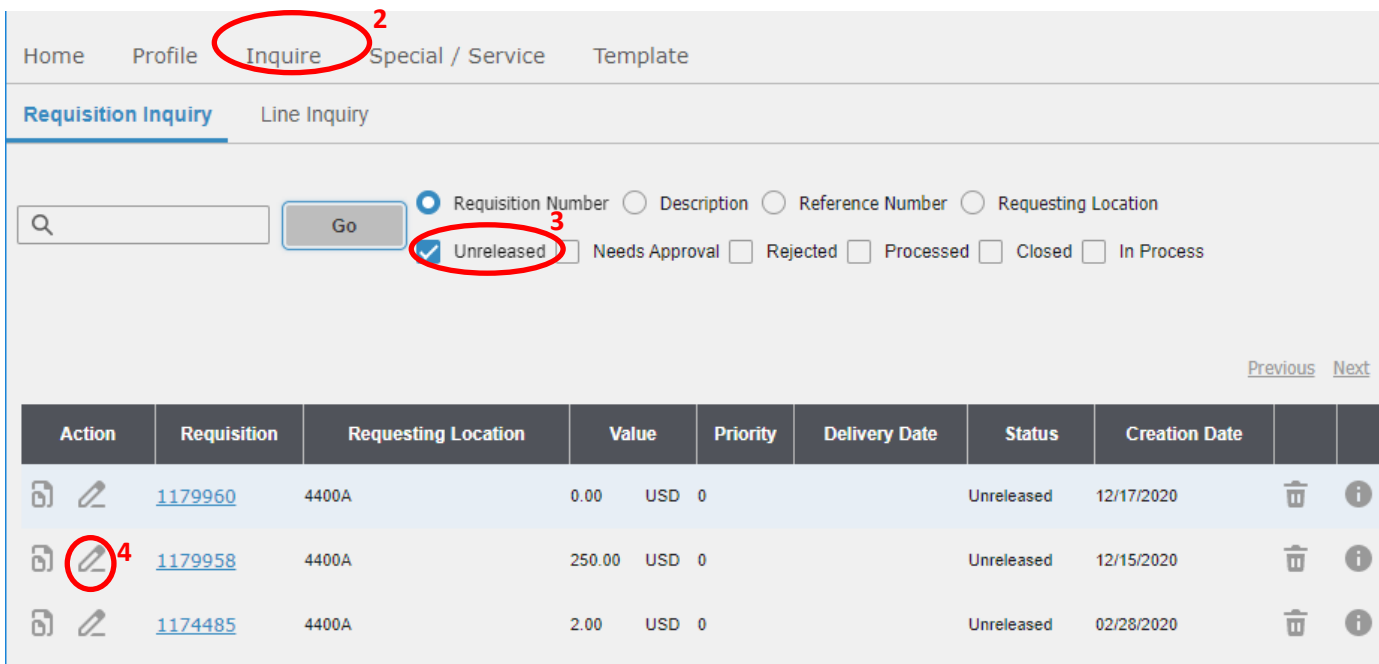
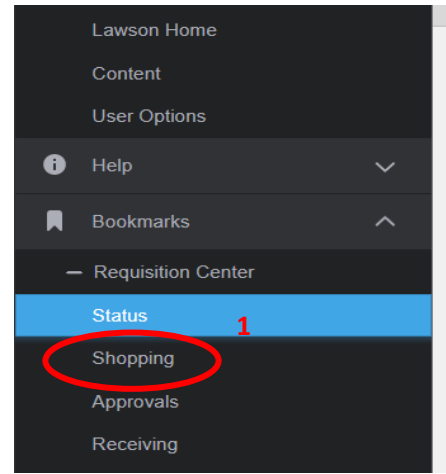
Common requisition status codes are:

- **Unreleased** – the requisition needs to be released by the requester (see #31)
- **Released** – the requisition has been released but has not been approved
- **Rejected** – the requisition has been rejected by the approver
- **Processed** – the requisition has been approved  
*Note: a PO Number will be generated within 1 hour after approval*
- **Closed** – all items have been received and invoices have been paid

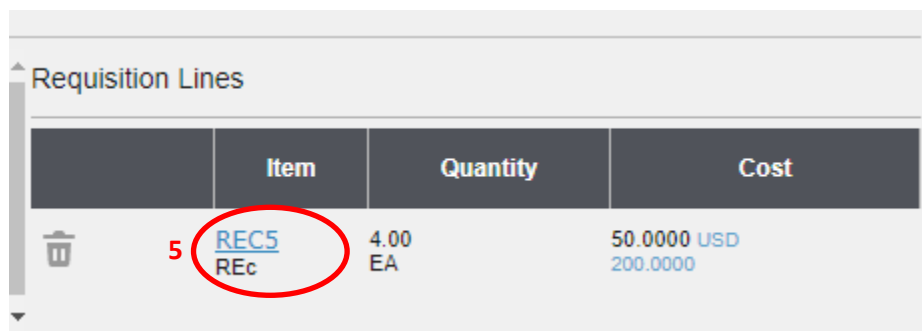
# Adding information to an unreleased requisition

By default, the requisition center will load the last requisition that you created. If you clicked on **New** it will create a new requisition. To find existing unreleased requisitions, follow the steps below.

1. Click on **Shopping**
2. Click on **Inquire**
3. **Check only unreleased.** Everything will be check marked by default
4. Click on the **Pencil Icon** next to the requisition you want to update.



5. To update the information on the rec. Click on the item line link.



6. Update the any field you would like and click on the change button. For example to update the quantity:

RQC Requisition: 1179958

Home Profile Inquire Special / Service Template

**Change** 6

Quantity	Item	
5.00	REC5	REc

7. To complete the requisition, click **Release**.

Total Quantity: 5.00  
Total Cost: 250.00 USD  
Number of Lines: 1

New Clear Print **Release** 7

## Resources

- [Purchasing Department Website](#)
- [Purchasing Policy](#)
- [Purchasing Manual](#)
- [Requisition Guidelines](#)

## Contact

**For questions or troubleshooting, please contact:**

Purchasing Department  
820 North Michigan Ave  
Water Tower Campus  
Lewis Tower-Room 700  
(312)915-8780  
[Purchasing@luc.edu](mailto:Purchasing@luc.edu)