Lawson Requisition Center – Approver Guide

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 Lawson/Webfocus Access Request Form should be submitted to FinancialSystems@luc.edu. The form and instructions can be located at https://www.luc.edu/finance/forms.shtml under the Lawson/WebFocus Forms section.

Procedures:

Log into Lawson at https://lawson.luc.edu
If you don’t see the Menu, click on the 3 bars

Click on Bookmarks > Requisition Center

Click on Approvals
The authorization ID is sent to the approver from Financial Systems. If you have misplaced the authorization ID you can email FinancialSystems@luc.edu. The authorization ID is like a password. Please do not share it with anyone else.

Enter the authorization ID

Click on List Requisitions

To view the lines of the Requisitions, click on the calendar icon

Click to drill around on the Items, Quantity, UOM, and Unit Cost.
Click on the Folder icon to locate information if your Requisition will forward on for a second approval.

The details will appear in upper right corner.
Distribution Line Details

Enter your authorization ID and click “List Requisitions”.

Click on “Requisition Lines”

Click on an Item link

Click on “Line GL Distributions”

This will display all of the Accounting Unit and Account Code details
Approve / Reject Requisition

Click on the checkmark to approve the Requisition

Click on the X to reject the Requisition