

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.

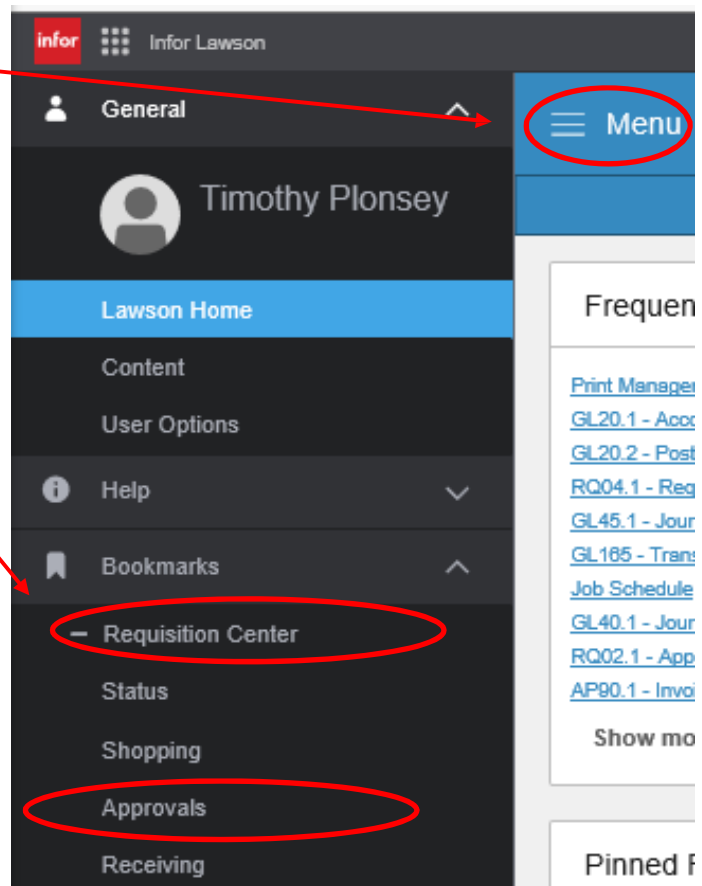
Procedures:

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**

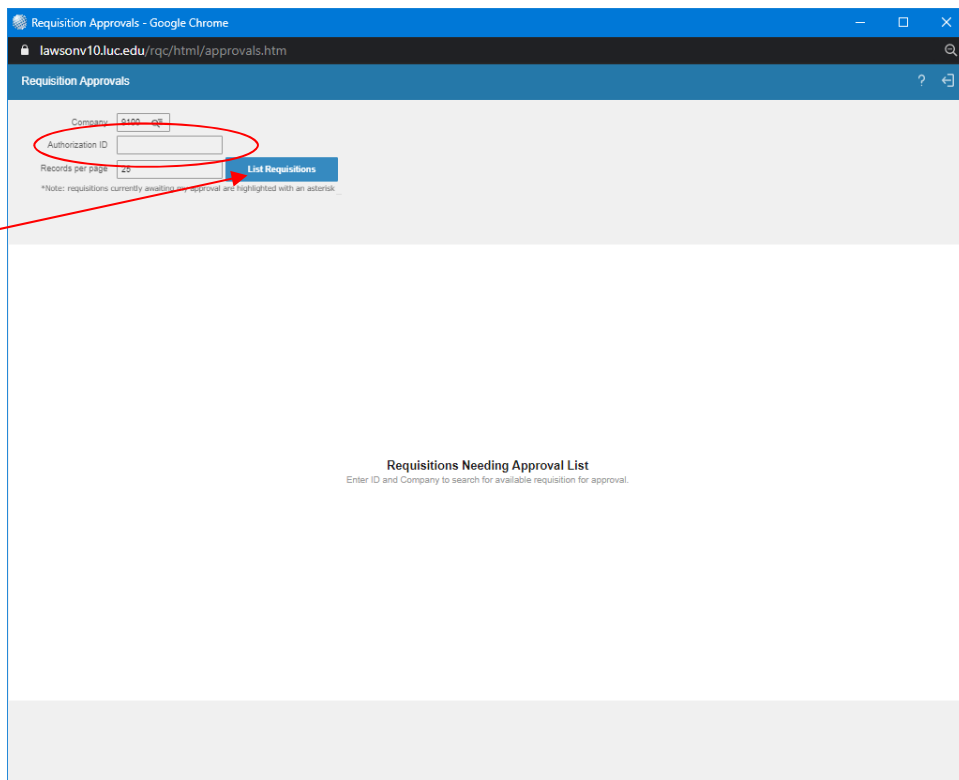
Click on **Approvals**



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.**

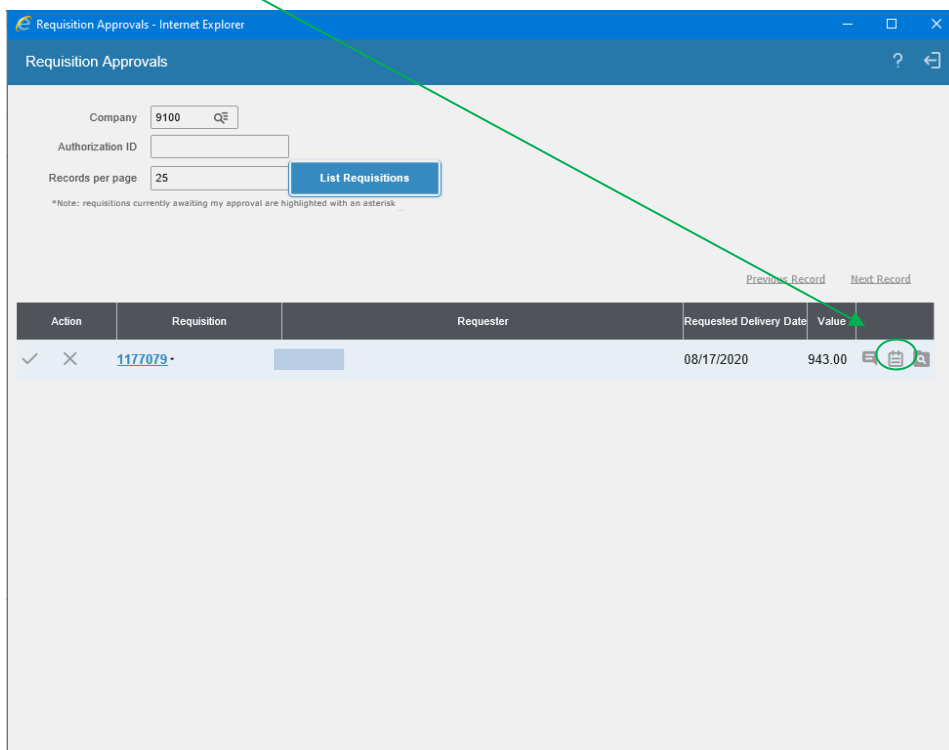
Enter the authorization ID

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.

The screenshot displays the 'Requisition Approvals' web application interface. At the top, there are two browser window titles: 'Requisition Approvals - Internet Explorer' and 'Requisition Approvals'. The main content area includes a search and filter section with the following fields:

- Company: 9100 QE
- Authorization ID: [Empty field]
- Records per page: 25
- List Requisitions button

A note below the search fields reads: '*Note: requisitions currently awaiting my approval are highlighted with an asterisk.'

The main table displays a list of requisitions. The first row is highlighted with an asterisk and contains the following data:

Action	Requisition	Requester	Requested Delivery Date	Value	
✓	1177079		08/17/2020	943.00	[Folder icon]

A detailed view of the requisition is shown in a pop-up window in the upper right corner, enclosed in a red box. The details are as follows:

- Approval Code: 1046A - ONC INST ADMINISTRATOR
- Approving Requisitions as: ADMINISTRATOR
- This requisition must attain approval level: 1
- This requisition has had no prior approvals
- Approval Level(s): 1 1 - ADMINISTRATOR

Navigation links for 'Previous Record' and 'Next Record' are visible above and below the table. A green arrow points from the text 'The details will appear in upper right corner.' to the pop-up window. Another green arrow points from the text 'Click on the Folder icon to locate information if your Requisition will forward on for a second approval.' to the folder icon in the table row. A red arrow points from the text 'Click on the Folder icon...' to the 'List Requisitions' button.

Distribution Line Details

Enter your authorization ID and click “List Requisitions”.

Action	Requisition	Requester	Requested Delivery Date	Value	
✓ X	1177288		08/28/2020	104.99	
✓ X	1177290		08/28/2020	496.40	
✓ X	1177292		08/28/2020	500.00	
✓ X	1177293		08/28/2020	25.33	

Click on “*Requisition Lines*”

- Requisition Header Detail
- Approvals Needed
- Comments to Print on Headers on Internal Documents
- Comments to Print on Requisitions
- Comments to Print on Purchase Orders
- Comments to Print on Purchase Orders as Trailer Comments
- Comments to Print on Pick Lists
- Comments to Print on Delivery Tickets
- Comments to Print on Receiving Documents
- Requisition Header Display Only Comments
- Requisition Header Attachments
- Invoice Comments
- Requisition Lines**
- From Location
- Requisition Header Audits

Line	Item	Quantity	UOM	Unit Cost
1	3873638	1.0000	EA	104.99000

Click on an *Item* link

- Requisition Header Detail
- Requisition Line Detail
- Comments to Print on Internal Documents
- Comments to Print on Delivery Tickets
- Comments to Print on Requisitions
- Comments to Print on Purchase Orders
- Comments to Print on Pick Lists
- Comments to Print on Receivers
- Requisition Line Display Only Comments
- Invoice Comments
- Requisition Header
- Line GL Distributions**
- PO Worksheet Cancellation Audit Record
- Requisition Line Audits

Click on “*Line GL Distributions*”

This will display all of the **Accounting Unit** and **Account Code** details

Account	CC	Activity	Pa
103878	9110	0	9100

Approve / Reject Requisition

The screenshot shows a web browser window titled "Requisition Approvals - Internet Explorer". The page header is "Requisition Approvals". Below the header, there are input fields for "Company" (9100), "Authorization ID", and "Records per page" (25). A "List Requisitions" button is located to the right of the "Records per page" field. A note below the fields states: "*Note: requisitions currently awaiting my approval are highlighted with an asterisk...".

Navigation links "Previous Record" and "Next Record" are positioned above the table. The table has the following columns: "Action", "Requisition", "Requester", "Requested Delivery Date", "Value", and an empty column. The first row of data is highlighted in light blue and contains the following information:

Action	Requisition	Requester	Requested Delivery Date	Value	
<input checked="" type="checkbox"/> <input type="checkbox"/>	1177079 -	czraly	08/17/2020	943.00	

Click on the checkmark to approve the Requisition

Click on the X to reject the Requisition