Lawson Requisition Center – Web Entry Procedures

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:**

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**
4. Complete “Basic Screen Tab” for selected Requester
   Note: If the Basic Screen is blank, click the “New” button at the bottom

5. Enter Requisition description (Short Description, i.e. “Office Supplies”)

6. 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)
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
   - use PUR for Lakeside requests
   - use CKR for Health Sciences Campus requests
14. Complete “Accounting Profile Tab” (Accounting Unit is defaulted to 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)

   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.
16. Complete “Comments” Tab to print on Req’s, P.O.’s, etc by selecting the option “Comments to Print on Purchase Orders” and then clicking on Update. (Note: Comment Code can be left blank). You may need to scroll down to the update button.

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, please 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**
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).

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:
29. If you need to make changes to clear an error, click on link of the item name.

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

   ![Image of requisition form]

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

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

   ![Image of successful submission dialog]

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

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**.