

## 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.

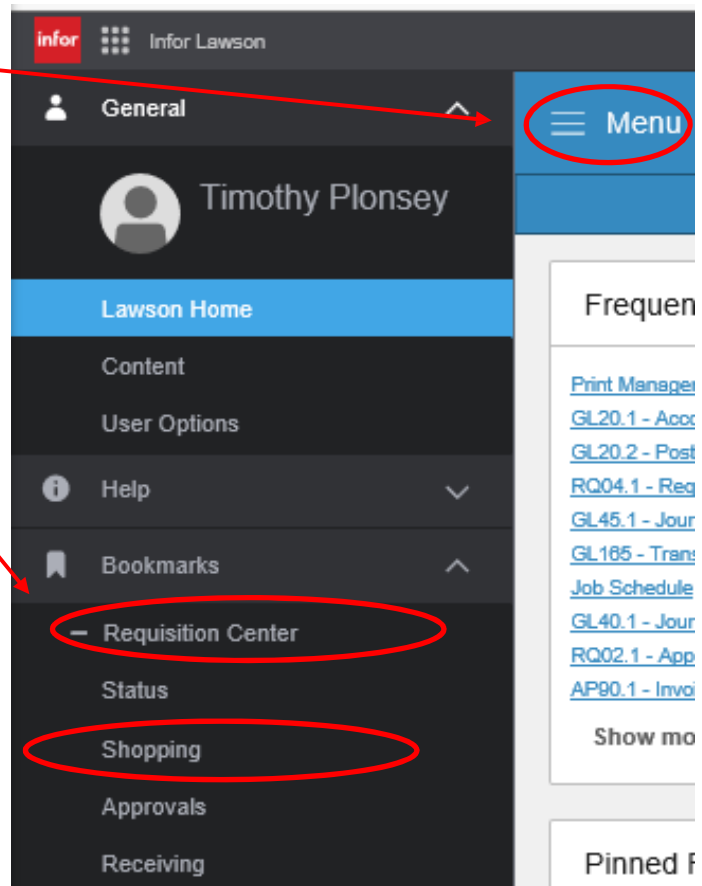
RQC Access is established by individual accounting unit for each user. To request new, revised, or additional access to RQC, a [Lawson/Webfocus Access Request Form](#) should be submitted to [FinancialSystems@luc.edu](mailto:FinancialSystems@luc.edu). The form and [instructions](#) can be located at <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**



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

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

Requester tplonse Timothy Plonsey

Requisition --- No Items ---

Creation Date

Requisition Status

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

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

**New** Clear Print Release

- Enter **Requisition description** (Short Description, i.e. “Office Supplies”)
- Company** (defaults to 9100)
- Requesting Location** (defaults to Requester’s standard location or can search for alternative locations)
- Enter **Requested Delivery Date** (a blank field will default to 7 days from the requisition approval date)
- Priority Field** (no entry required)
- 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 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

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

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 **14** Special / Service Template

Basic Detail Profile **Accounting** User Fields Comments

Distribution Company 9100 Q≡

Accounting Unit Q≡

Account Q≡

Sub Account Q≡

Activity Q≡

Account Category Q≡

Asset Code Q≡

Asset Template Q≡

Requisition Lines

Item	Quantity	Cost
--- 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.*

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.

Home Profile Inquire Special / Service Template

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

Comment Code

- 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
- Attach a URL to the Requisition

**Update**

Copy displayed text to:

Choose Comment Type ▼

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

Home Profile Inquire **Special / Service** Template

**Basic** Detail Profile Accounting User Fields Comments

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**

Home Profile Inquire Special / Service Template

Item  18

Description  19

Item Type Special  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

Requested Delivery Date  mm/dd/yyyy

Late Delivery Date  mm/dd/yyyy

PO Code  Q#

Commodity Code  Q#

Taxable

Tax Code  Q#

Add

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).

Home Profile Inquire Special / Service Template

Item: **TEST ITEM 2**

Description: Test Item 2

Item Type: Special

Quantity: 5

UOM: CA QEF

Cost: 500

Cost Default Vendor: 8028275 QEF FUJIFILM VISUALSONICS CORP

Purchase From: QEF

Currency Code: QEF

Distribution Company: 9100 QEF

Accounting Unit: 100825 QEF

Account: 8400 QEF

Sub Account: QEF

Activity: QEF

Account Category: QEF

Asset Code: QEF

Asset Template: QEF

Major Purchase Class: QEF

Minor Purchase Class: QEF

Cost Option: Cost Required

Requested Delivery Date: mm/dd/yyyy

Late Delivery Date: mm/dd/yyyy

PO Code: QEF

Commodity Code: QEF

Taxable:

Tax Code: QEF

**Add**

27


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

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

New Clear Print Release

30 31

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

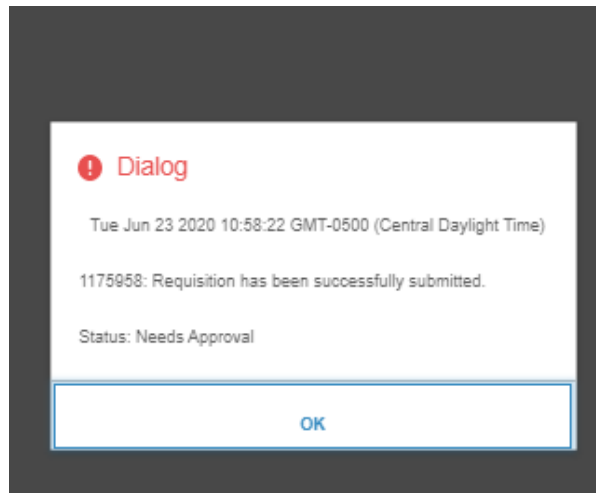
29. If you need to make changes to clear an error, click on link of the item name.

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

		<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 Plonse				
		<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 : 000000000000000								
<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)



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.

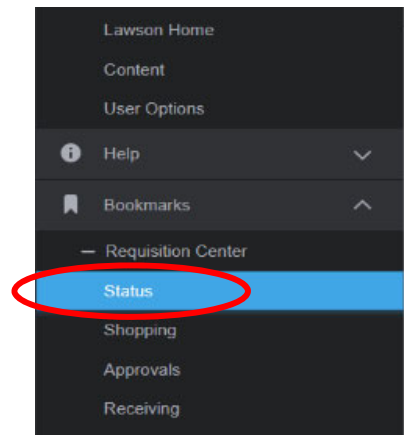
The screenshot displays the 'Requisition Center' interface for requisition 1175648. The 'Line Accounting' tab is active, showing a table for adding distribution lines. The table has columns for Account, Activity, Distribution Company, Asset Template, Asset Code, Percent, and Quantity. A summary section at the bottom right indicates a Total Quantity of 1.00 and a Total Cost of 1.00 USD. Buttons for 'New', 'Clear', 'Print', and 'Release' are visible at the bottom.

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**.

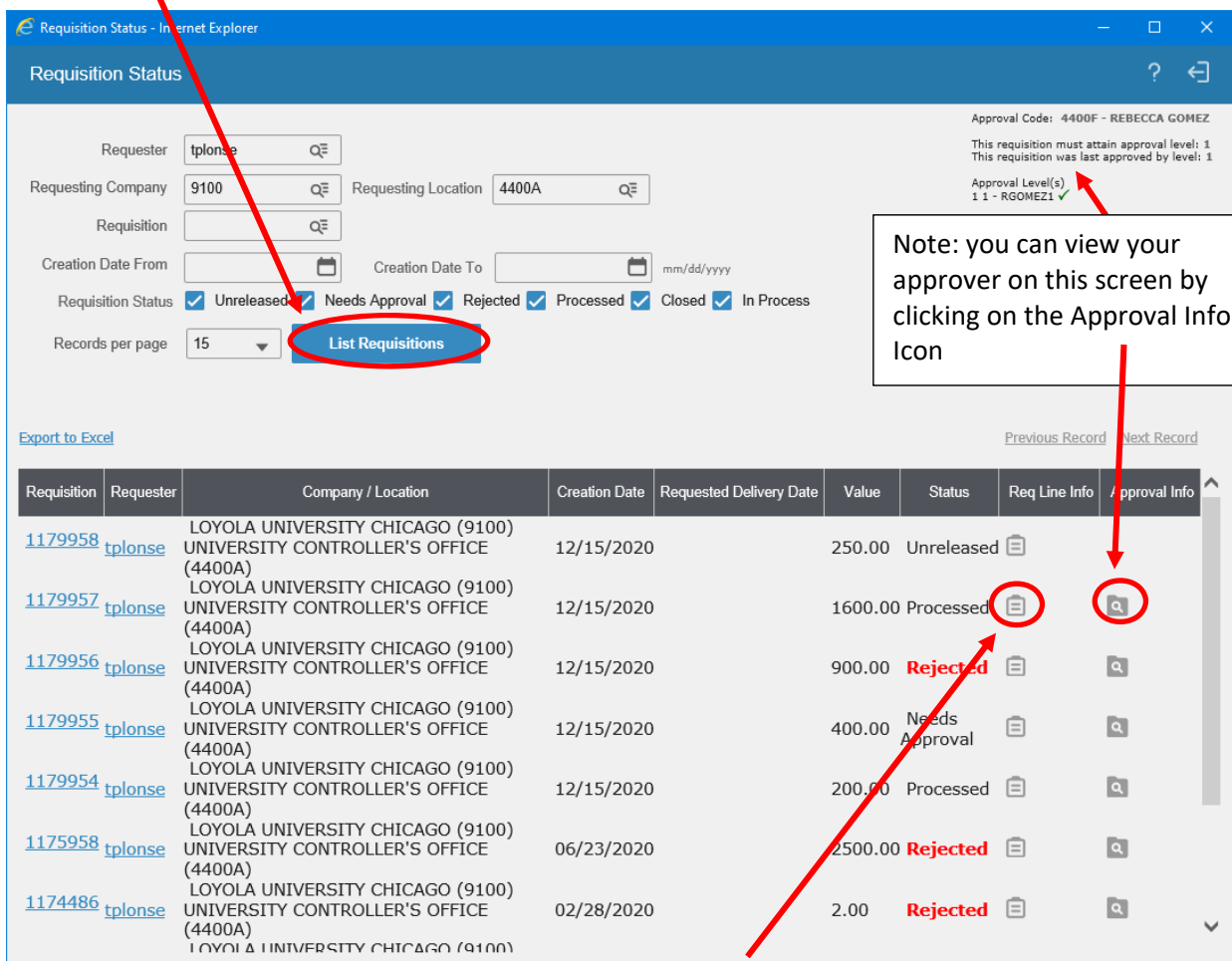
## Find the Status of Web Requisitions:

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

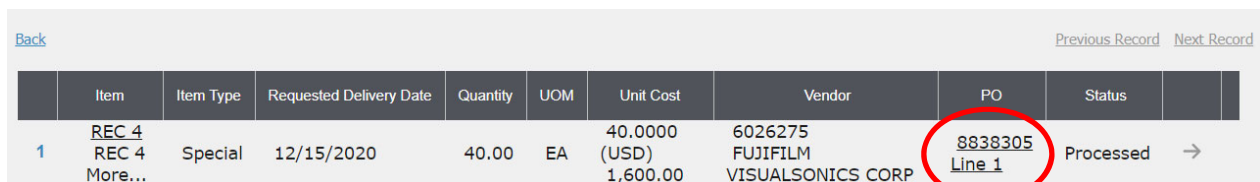
Requisition Status:  Unreleased  Needs Approval  Rejected  Processed  Closed  In Process

Records per page:  **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

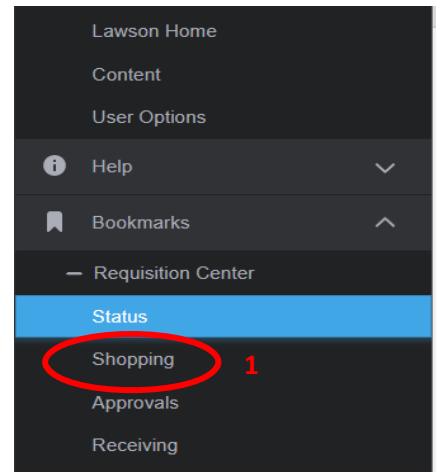
*Note: a PO Number will be generated within 1 hour after approval*

- **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.



Home Profile **Inquire** Special / Service Template

Requisition Inquiry Line Inquiry

Search: [ ] Go

Requisition Number  Description  Reference Number  Requesting Location

Unreleased  Needs Approval  Rejected  Processed  Closed  In Process

Previous Next

Action	Requisition	Requesting Location	Value	Priority	Delivery Date	Status	Creation Date		
	<a href="#">1179960</a>	4400A	0.00 USD 0			Unreleased	12/17/2020		
4	<a href="#">1179958</a>	4400A	250.00 USD 0			Unreleased	12/15/2020		
	<a href="#">1174485</a>	4400A	2.00 USD 0			Unreleased	02/28/2020		

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

Requisition Lines

	Item	Quantity	Cost
5	<a href="#">RECS REc</a>	4.00 EA	50.0000 USD 200.0000

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

The screenshot shows the top section of the RQC Requisition: 1179958 interface. At the top, there is a blue header with the text "RQC Requisition: 1179958". Below this is a navigation bar with tabs for "Home", "Profile", "Inquire", "Special / Service", and "Template". Underneath the navigation bar, there is a "Change" button circled in red, with a red number "6" next to it. Below the "Change" button is a table with three columns: "Quantity", "Item", and an empty column. The "Quantity" column contains the value "5.00", which is circled in red. The "Item" column contains the value "REC5". The empty column contains the value "REc".

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

The screenshot shows a summary of the requisition. It displays the following information: "Total Quantity: 5.00", "Total Cost: 250.00 USD", and "Number of Lines: 1". Below this information, there are four buttons: "New", "Clear", "Print", and "Release". The "Release" button is circled in red, with a red number "7" next to it.