

Lawson Requisition Center – Approver Guide

Table of Contents

Introduction	1
Signature Authority	1
Purpose	1
Login Screen.....	2
Lawson Menu	2
Approving a Requisition	2
Section 1: Entering an Authorization ID	3
Section 2: Identifying requisitions for approval	3
Section 3: View the lines of the Requisitions	4
Resources	5
Contact	6

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. The form and [instructions](#) can be located at <https://www.luc.edu/finance/forms.shtml> under the Financial Applications Forms section.

Signature Authority

An Approver should have Signature Authority and be authorized to approve purchases for the AUs on their own profile as well as the AUs on the profiles of the requesters that they approve. Each Approver record should 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

Next

Lawson Menu

From the Lawson Menu you can:

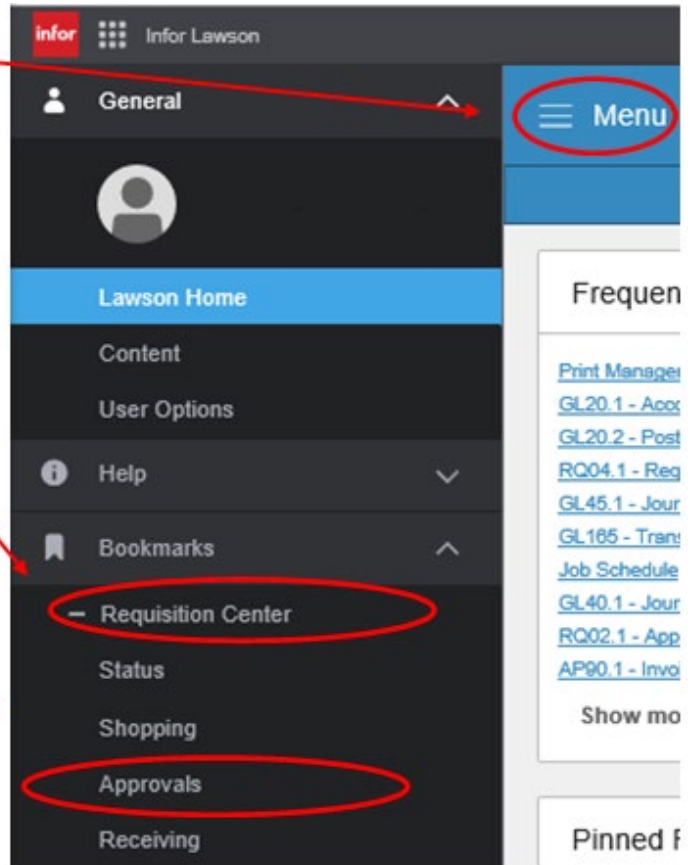
- Start a new requisition
- Resume a requisition draft
- View status of existing requisitions
- Approvers can approve requisitions

Approving a 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 **Approvals**



Section 1: Entering an Authorization ID

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.

1. Enter the authorization ID

2. Click on List Requisitions

A screenshot of a web browser window showing the 'Requisition Approvals' page. The browser's address bar shows 'lawsonv10.luc.edu/qc/html/approvals.htm'. The page has a search bar and a 'List Requisitions' button. The 'Authorization ID' input field is circled in red, and the 'List Requisitions' button is also circled in red. Red arrows point from the numbered instructions to these elements. Below the input fields, there is a section titled 'Requisitions Needing Approval List' with a note: 'Enter ID and Company to search for available requisition for approval.'

Section 2: Identifying requisitions for approval

Requisitions needing your direct approval will be highlighted in blue and will have an asterisk after the requisition number. Those that are waiting for lower level approval are highlighted in white. You would not

be able to approve requisitions waiting for lower level approval.

Requisition Approvals - Internet Explorer

Requisition Approvals

Company: 9100

Authorization ID:

Records per page: 25

List Requisitions

*Note: requisitions currently awaiting my approval are highlighted with an asterisk

Previous Record Next Record

Action	Requisition	Requester	Requested Delivery Date	Value
 	1177079*		08/17/2020	943.00

Click on the checkmark to approve the

Click on the X to reject the Requisitions

Section 3: View the lines of the Requisitions

Click on the calendar icon to view the lines of the requisition.

Page 4

Requisition Approvals - Internet Explorer

Requisition Approvals

Company: 9100

Authorization ID:

Records per page: 25

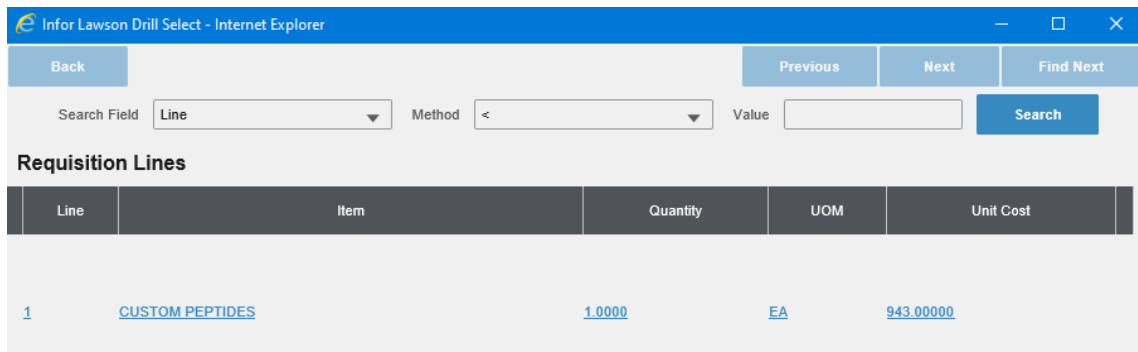
List Requisitions

*Note: requisitions currently awaiting my approval are highlighted with an asterisk

Previous Record Next Record

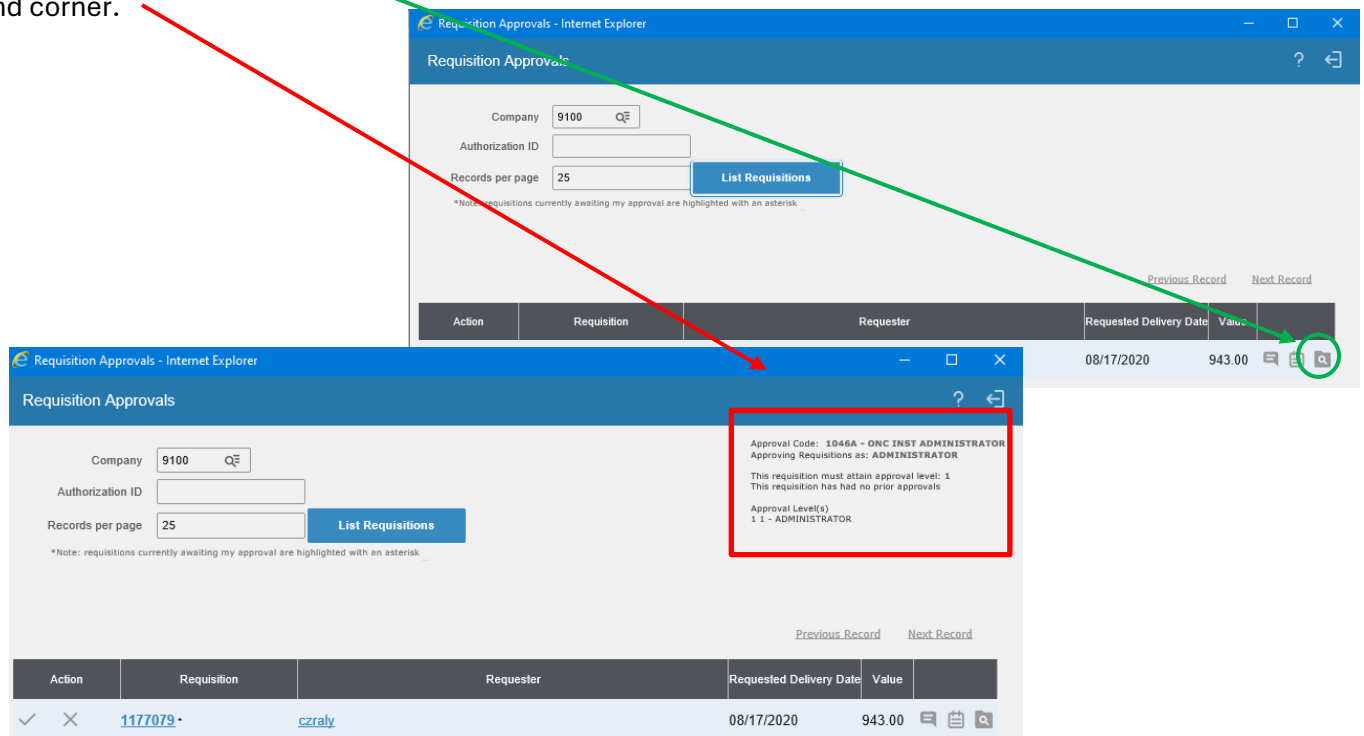
Action	Requisition	Requester	Requested Delivery Date	Value
 	1177079*		08/17/2020	943.00

You can click drill around on the Items, quantity, UOM, and Unit Cost.



Line	Item	Quantity	UOM	Unit Cost
1	CUSTOM PEPTIDES	1.0000	EA	943.00000

Click on the Folder icon to locate information if your rec will forward on for a second approval. It will appear in upper right Hand corner.



Requisition Approvals - Internet Explorer

Requisition Approvals

Company: 9100 QF

Authorization ID:

Records per page: 25

List Requisitions

*Note: requisitions currently awaiting my approval are highlighted with an asterisk

Previous Record Next Record

Action	Requisition	Requester	Requested Delivery Date	Value	
✓	1177079	czraly	08/17/2020	943.00	

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

Resources

[Purchasing Department Website](#)
[Purchasing Policy](#)
[Purchasing Manual](#)

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