

Lawson Requisition Center – Web Entry Procedures

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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

If the Requester has Signature Authority and is authorized to approve purchases for the AUs on their profile, they can be established as an Approver and approve their own requisitions. However, each

Approver record should also 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

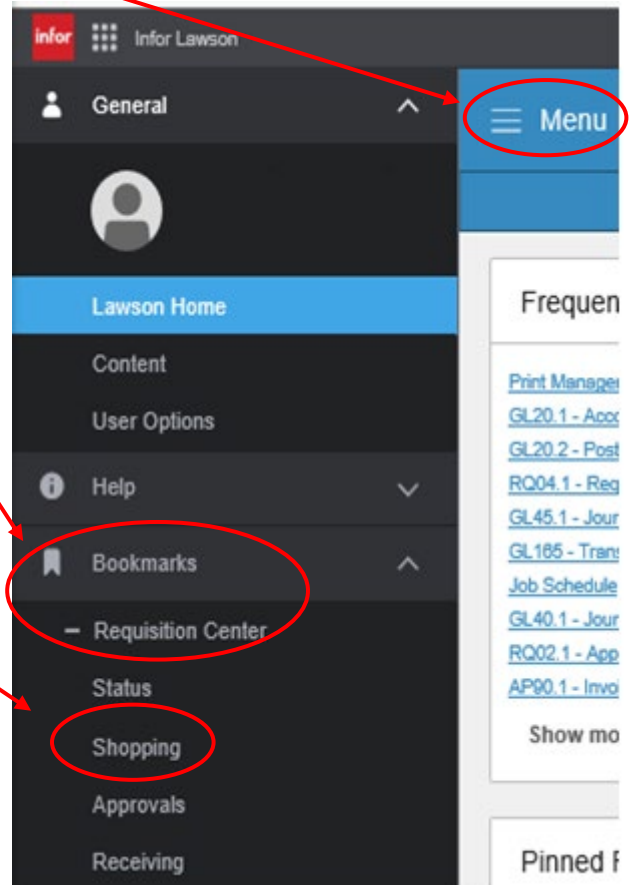
- Approvers can approve requisitions

Start a New 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 **Shopping**



Section 1: Basic Tab

4. Complete “**Basic Screen Tab**” for selected Requester

Note: If the Basic Screen is blank, click the “New” button at the bottom

Requisition Center - Google Chrome
lawsonv10.luc.edu/rqc/html/index.htm

RQC

Home Profile Inquire Special / Service Template

Basic Detail Profile Accounting User Fields Comments ▼ Requisition Lines

Requester tplonse Timothy Plonsey

Requisition

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

Requisition Lines

Item	Quantity	Cost
--- No Items ---		

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

New Clear Print Release

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

Section 2: Detail Profile

11. Complete “**Detail Profile Tab**”
12. Enter **Cost Default Vendor – i.e., Vendor #** (drop down search by vendor name or number – See *itemnumber* **XX** for search instructions).
13. Select **Buyer PUR**

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

Item	Quantity	Cost
--- No Items ---		

From Company 9100 LOYOLA UNIVERSITY CHICAGO

From Location 4510A Loyola Univ- R Schultz

12 Cost Default Vendor

Purchase From

Currency Code

13 Buyer PUR Purchasing

PO Code

Taxable

Tax Code

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

Section 3: Accounting Tab

14. Complete the "**Accounting**" tab. The Accounting Unit is pre-filled for each Requester and can be modified if additional AUs are assigned to the 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) *

* To create a requisition for a Capital Activity, email FinancialSystems@luc.edu to request the temporary addition of AU 190027 to your profile. For security reasons, AU 190027 is not kept on RQC profiles long-term, as it is the main University AU. Once the requisition has been approved, please notify Financial Systems that 190027 can be removed.

RQC

Home Profile Inquire **14 Accounting** 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≡

15

--- No Items ---

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.

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

New Clear Print Release

Section 4: Comment Tab

16. Select the “**Comments**” tab to print on Req’s, P.O.’s, etc. (Note: Comments can be left blank)

- a. Select the radio button for “**Comments to Print on Purchase Orders**”.
- b. Add a Comment **Title**
- c. Add Comment Text
- d. Click on **Add** (You may need to scroll down to the update button).

The screenshot shows a web application interface with a top navigation bar containing links: Home, Profile, Inquire, Special / Service, and Template. Below this is a sub-navigation bar with links: Basic, Detail Profile, Accounting, User Fields, and **Comments** (which is circled in red and labeled with a red '16').

Under the 'Comments' tab, there are three links: [Comment Code](#), [View Comments](#), and [Add Comment](#). Below these links is a list of radio buttons for selecting comment types:

- ☐ Comments to Print on Headers of Internal Documents
- ☐ Comments to Print on Requisitions
- ☒ **Comments to Print on Purchase Orders** (circled in red)
- ☐ 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

Below the radio buttons are two input fields:

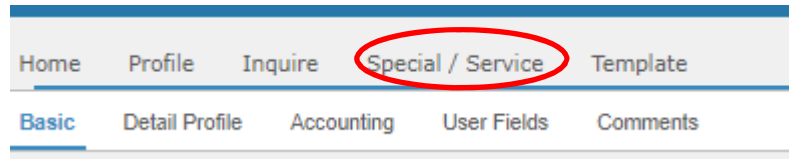
Title

Text

At the bottom of the form is a blue button labeled **Add**, which is circled in red. Red lines with arrows point from the instructions to the corresponding elements: from instruction 'a' to the selected radio button, from instruction 'b' to the Title input field, from instruction 'c' to the Text input field, and from instruction 'd' to the Add button.

Section 5: Specials / Services

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, 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**

A screenshot of the 'Special / Service' form in a software application. The form has a navigation bar at the top with tabs: 'Home', 'Profile', 'Inquire', 'Special / Service', and 'Template'. The 'Special / Service' tab is active. The form contains various input fields and dropdown menus, each with a red number indicating a step: 18 (Item), 19 (Description), 20 (Item Type), 21 (Quantity), 22 (UOM), 23 (Cost), 24 (Cost Default Vendor), 25 (Accounting Unit), and 26 (Account). The form also includes fields for 'Purchase From', 'Currency Code', 'Distribution Company', 'Activity', 'Account Category', 'Asset Code', 'Asset Template', 'Major Purchase Class', 'Minor Purchase Class', 'Cost Option', 'Requested Delivery Date', 'Late Delivery Date', 'PO Code', 'Commodity Code', 'Taxable', and 'Tax Code'. An 'Add' button is located in the top right corner.

Section 6: Release a Requisition

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

Cost: 500

Cost Default Vendor: 8028275 FUJIFILM VISUALSONICS CORP

Purchase From:

Currency Code:

Distribution Company: 9100

Accounting Unit: 100825

Account: 8400

Sub Account:

Activity:

Account Category:

Asset Code:

Asset Template:

Major Purchase Class:

Minor Purchase Class:

Cost Option: Cost Required

Requested Delivery Date: mm/dd/yyyy

Late Delivery Date: mm/dd/yyyy

PO Code:

Commodity Code:

Taxable:

Tax Code:

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. To make changes to clear an error, click on the blue link of the item name.

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



Company

9100 - LOYOLA UNIVERSITY CHICAGO

Requesting Location

4400A - UNIVERSITY CONTROLLER'S OFFICE

Requisition

1175958 - Unreleased

Purchase From

Buyer CKR - Check Req. Buyer

Cost Default Vendor

Requisition Description

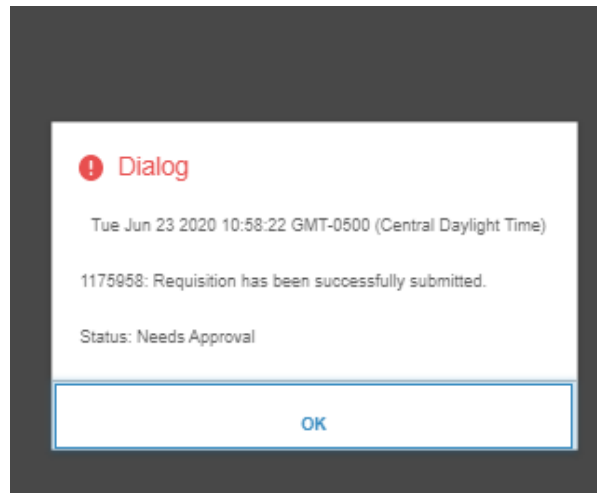
Requester

Deliver To

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
Test Item 2 Vendor : FUJIFILM VISUALSONICS CORP Gtin : 000000000000000										
Totals: 1 Lines		5.00			2500.00 USD					

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)

Section 7: Multiple Distributions

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.

Requisition Center - Internet Explorer

RQC Requisition: 1175648

Home Profile Inquire Special / Service Template

Change 36

Quantity	Item	Description	UOM	Cost
1.00	TEST	Test	EA	1.0000 1.00000

35

Line Basic Line Detail **Line Accounting** Line User Fields Line Comments

Distribution Code OR

	Account	Activity	Account Category	Distribution Company	Asset Template	Asset Code	Percent	Quantity	Amount
☒	101111	000100	0000	9100			100.000		
☒									
☒									
☒									
☒									
☒									

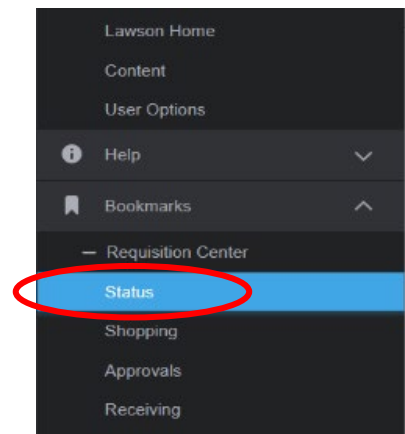
Total Quantity: 1.00
Total Cost: 1.00 USD
Number of Lines: 1

New Clear Print Release

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

Requester: Requesting Company: Requesting Location:

Requisition:

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 ✓

Note: you can view your approver on this screen by clicking on the Approval Info Icon

Requisition	Requester	Company / Location	Creation Date	Requested Delivery Date	Value	Status	Req Line Info	Approval Info
1179958	tplonse	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		250.00	Unreleased		
1179957	tplonse	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		1600.00	Processed		
1179956	tplonse	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		900.00	Rejected		
1179955	tplonse	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		400.00	Needs Approval		
1179954	tplonse	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	12/15/2020		200.00	Processed		
1175958	tplonse	LOYOLA UNIVERSITY CHICAGO (9100) UNIVERSITY CONTROLLER'S OFFICE (4400A)	06/23/2020		2500.00	Rejected		
1174486	tplonse	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 More...	Special	12/15/2020	40.00	EA	40.0000 (USD) 1,600.00	6026275 FUJIFILM VISUALSONICS CORP	8838305 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

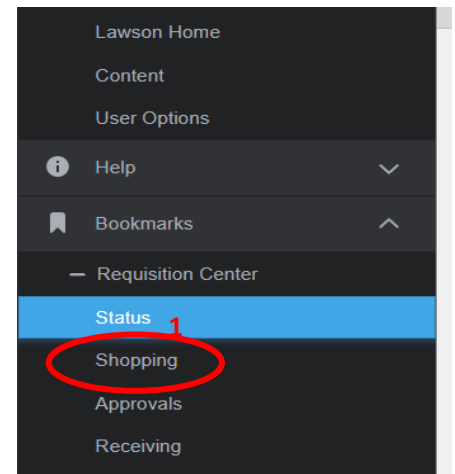
Note: a PO Number will be generated within 1 hour after approval

- **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.



Action	Requisition	Requesting Location	Value	Priority	Delivery Date	Status	Creation Date
	1179960	4400A	0.00 USD	0		Unreleased	12/17/2020
	1179958	4400A	250.00 USD	0		Unreleased	12/15/2020
	1174485	4400A	2.00 USD	0		Unreleased	02/28/2020

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

6. Update the quantity:

Item	Quantity	Cost
REC5 REc	4.00 EA	50.0000 USD 200.0000

RQC Requisition: 1179958

Home Profile Inquire Special / Service Template

Change

Quantity	Item
----------	------



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

▼

Total Quantity: 5.00
Total Cost: 250.00 USD
Number of Lines: 1

New Clear Print **Release**

Resources

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

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