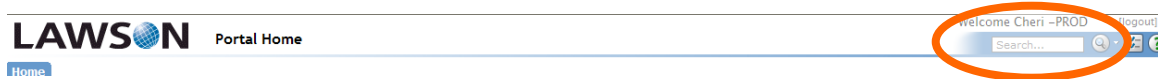


RQ44

Getting into RQ44 log on to Lawson. From here you will see a “search box” located at the top right corner, under your name. Enter RQ44 in the box and press enter. (yes, this is the only place that if you press enter it will work).



You will need to enter into company “10”, and then for requisition the number that you are inquiring on. This is an example of a Requisition that is “Processed” and has a “Processed” item [Line 1] and several “Closed” items [Lines 2- 6]. Use PageDown to see additional items [see lower left hand corner].

The screenshot shows the Lawson Requisition Inquiry (RQ44.1) page. The status 'Processed' is circled in yellow. The table below shows requisition lines with their status (Processed or Closed). The 'Records Exist - Use PageDown' message is circled in yellow.

SC	Line	Item	Type	UOM	Requested
Processed	1	1820	I	BK	12
		PUR-7 RECEIPT BOOK 250 PER		Shipped:	
		Requested Vendor	100706	PO	Deliver 11/07/2008
Closed	2	1572	I	EA	6
		PAD YELLOW 8 1/2X11 WIDE RULE		Shipped:	6
		Requested Vendor	102144	PO	Deliver 11/07/2008
Closed	3	1571	I	EA	12
		PAD YELLOW 8 1/2X11 NARROW		Shipped:	12
		Requested Vendor	102817	PO	Deliver 11/07/2008
Closed	4	1805	I	RM	4
		PRIMARY WRITING NEWS 8 1/2X11		Shipped:	4
		Requested Vendor	101601	PO	Deliver 11/07/2008

Right click in the box on SC Line 1, then left click on [Drill Around] to see Shipment Lines for this PROCESSED item that has NOT been delivered. You will need to click on the “plus symbol” to open the folder. You can also click on Demand Report to see if there are any backorders. Please use close button on top left of dialog box to close out this section only.

The screenshot shows the Lawson Requisition Inquiry (RQ44.1) interface. A 'Drill Around' dialog box is open, displaying a tree view of available data points. The 'Shipment Lines' folder is expanded, and the 'Shipment Line Status' folder is highlighted. The right pane shows details for Shipment 2828, including Requisition 000003989, Status: Printed, and Line Type: Inventoried Item.

Right click on SC Line 2 [Drill Around] to see Shipment Lines for this CLOSED item that has been delivered. Click the yellow folder marked Shipment Lines, which will open other items. Now click on the note/paper icon that is labeled Shipment line status. This will give you the latest info on this item.

The screenshot shows the Lawson Requisition Inquiry (RQ44.1) interface. A 'Drill Around' dialog box is open, displaying a tree view of available data points. The 'Shipment Lines' folder is expanded, and the 'Shipment Line Status' folder is highlighted. The right pane shows details for Shipment 2544, including Requisition 000003989, Status: Closed, and Line Type: Inventoried Item.

Right click in the Requisition number box, to open “drill around”, then proceed to Requisition Header Display Only Comments – shows you the approval process. (again use the plus symbol to expand the folder) By clicking on the notes/paper icon you can see all info pertaining to the approval process.

The screenshot shows the Lawson Requisition Inquiry (RQ44.1) interface. The top navigation bar includes 'Home', 'Inbasket', 'User Level Work', and 'Teresa Loken'. The main header displays 'Company 10 General Fund', 'Requisition 3989', and 'Status Closed'. The 'Requesting Location' is 'S133 Jefferson Elementary'. A 'Drill Around' dialog is open, showing a 'DRILL EXPLORER' with various folders. The folder 'Requisition Header Display Only Comments' is highlighted with a yellow circle. The 'Requested Vendor' table shows four entries with status 'Closed'.

SC	Line	Item	Status	Type
	1	1820	Closed	PUR
	2	1572	Closed	PAD
	3	1571	Closed	PAD
	4	1805	Closed	PRIN

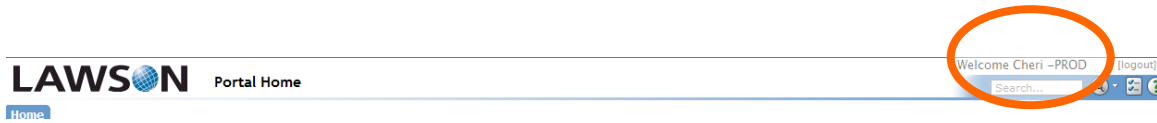
This is an example of an Unreleased requisition. When you make necessary changes to your requisition and it is Unreleased, you will need to Release it back for the approval process to continue. Use the Pull Down Menu where it says Inquire and you will have many options including Release. Pull down Release and then click on Release. Then the “Release” button will appear, now click it. The Status will then show Needs Approval.

The screenshot shows the Lawson Requisition Inquiry (RQ44.1) interface. The top navigation bar includes 'Home', 'Inbasket', 'User Level Work', and 'Teresa Loken'. The main header displays 'Company 10 General Fund', 'Requisition 4389', and 'Status Unreleased'. The 'Requesting Location' is 'S119 Fawcett Elementary'. The 'Status' field is highlighted with a yellow circle. The 'Drill Around' dialog is open, showing a 'DRILL EXPLORER' with various folders. The folder 'Requisition Header Display Only Comments' is highlighted with a yellow circle. The 'Requested Vendor' table shows one entry with status 'Unreleased'.

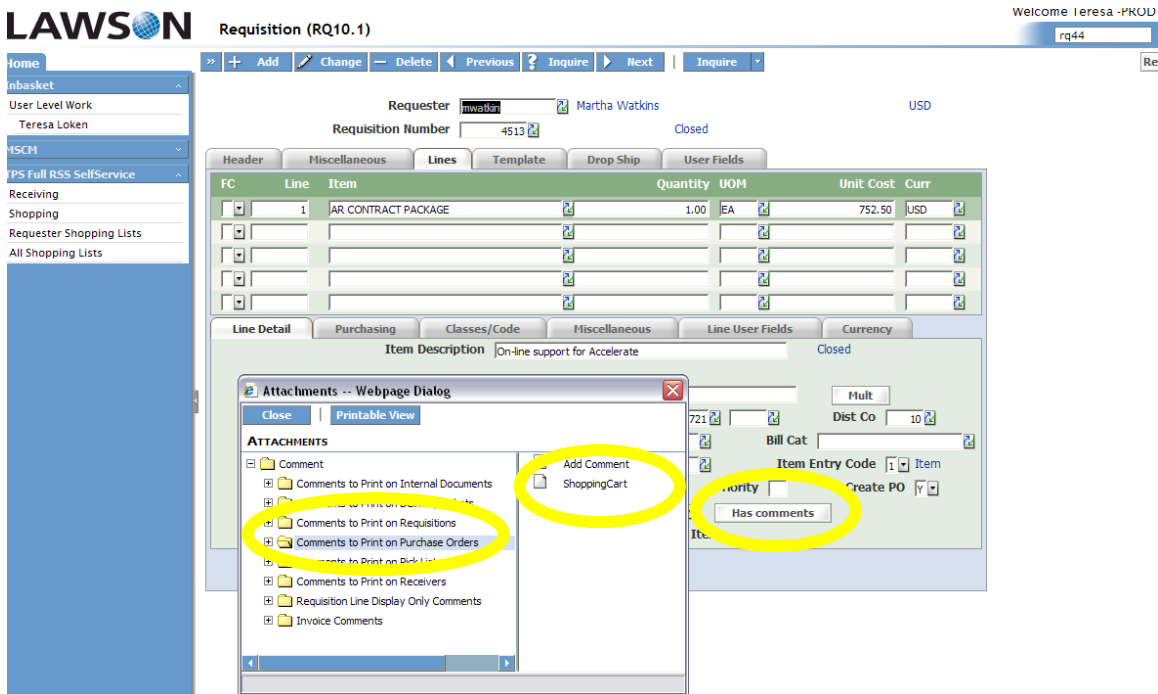
SC	Line	Item	Status	Type
	1	ACCELERATED	Unreleased	200

RQ10

Getting into RQ10 log on to Lawson. From here you will see a “search box” located at the top right corner, under your name. Enter RQ10 in the box and press enter. (yes, this is the only place that if you press enter it will work).



This is an example of a requisition that Has Comments. First click on the tab “lines”, then in the bottom section labeled “line detail” you will see the button “Has Comments”. If the button is white, then you have comments and can go into this field by clicking on the button. Then click on the yellow folders until you find the correct folder that has a comment in it. Once you see a comment, click on the paper/note to read the comment.



When accounting needs to be changed, you need to do it in both the Header field and by lines. Selecting the “Lines” tab, you will see your lines, and from here can make the necessary changes. to make the change to line 1, first put a “C” in the FC section, then go to the accounting field and enter the correct accounting. Once you have done that then click the blue “change” button at the top of the page. This line will now be changed. Please repeat these steps for each line that needs to be changed.

Requestion (RQ10.1) welcome teresa - r...

Home rq10

Requester Martha Watkins USD

Requisition Number Closed

Header Miscellaneous Lines Template Drop Ship User Fields

FC	Line	Item	Quantity	UOM	Unit Cost	Curr
C	1	1820	12	BK	5.060	USD
	2	1572	6	EA	.30372	USD
	3	1571	12	EA	.35869	USD
	4	1805	4	RM	3.35	USD
	5	1823	1	EA	2.42	USD

Line Detail Purchasing Classes/Code Miscellaneous Line User Fields Currency

Item Description PUR-7 RECEIPT BOOK 250 PER Book

Account 5510

Asset Template Item Entry Code Item

Requested Delivery Date 11/07/2008 Priority Create PO

Item Type Cost Opt Use Entered Cost Add comments

Service Code Not service type Alternate Item

This is the other area where accounting needs to be changed Click on the “Miscellaneous” tab and you will see all the default accounting that was entered in the beginning(if ASB, Capital or any other fund other than General, this should be blank). First, change the accounting in the field boxes and then click on the blue “Change” button at the top of page. Make sure that you are seeing the notes that correspond to the changes complete at the bottom of the page (located on the status bar) This will insure that you are making the correct changes and everything is taking before you release the RQ.

Requestion (RQ10.1) welcome teresa - RQ10

Home rq10

Requester Martha Watkins USD

Requisition Number Closed

Header Miscellaneous Lines Template Drop Ship User Fields

Line Defaults

Accounting Unit

Account

Account Category

Vendor

Vendor Name

Purchase From

Currency Code

Buyer Crystal Dillinger

Tax Code

Taxable No

Comment Code

Sourcing Event

Done Internet 100%