

Lawson Requisition User Guide

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User Guide Conventions This user guide uses specific text conventions, visual elements, and terminology. Text Conventions Lawson user guides use the following standard text conventions. This Represents bold A key name or a function key name. For example, Shift is a key name and Help (F1) is a function key name.

User setup for Infor Lawson Mobile Requisitions ... This Training Workbook is not intended for use as a product user guide. Self-directed learning (SDL) If this course is eligible for self-directed learning, demos and exercises throughout this Training Workbook will

3/3/2017 · Lawson Requisition Center (RQC) Manual Adam Delatte Version 1.2 Last Updated: 3/3/17

Once the user name and password are accepted the following Lawson screen will appear. Users can type the form number in the navigation box in the upper left hand corner of the Lawson main form. Users can also type in the RQFL and POFL to access the Lawson Requisition and ...

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27/4/2016 · connect to the Infor Lawson environment. 1 6 Infor Lawson query and resource update process Describe how to build a process using the Resource Update and Infor Lawson Query activity nodes. 1/2 7 User configuration Explain how to set up process users. Describe proxy management 2 8 Requisition and approval process

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Online Requisition User Guide . 13 . 6.0 Review Requisition and More Information . This is the most commonly used inquiry page to find out whether a Requisition has been approved, sourced into a Purchase Order, has been received, or has been paid. Navigation: Purchasing > Requisitions > Review Requisition Information > Requisitions

Requisitioning module User Guide m Requisitions User Permissions Each SourceDogg user will be required to have appropriate level of permissions applied to their account before they will be able to access the requisitioning module. Below is the list of all the current options with the brief description for each Requisitions role. 1.

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3. If the requisition is approved, then it will route to the HR Manager's Inbasket for approval. If the requisition is returned, then it will return to the initiator of the requisition and a new requisition must be created. If the requisition is approved, the requisition status will change to Pending and the initiator will

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Help – Gives access to this eService User manual. Log Out – Closes the user's current eRequisitions session and returns to the Login screen. Main Menu Icons Enables access to the eRequisitions functions and sub-menus. Continued on the next page My Requisitions Displays the eRequisitions User's list of Requisitions. The Requisitions are ...

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