

APPROVING A REQUISITION AT-A-GLANCE

Login to Lawson using your district User ID and Password	
<p>Budget Approvers will have a special in-basket that can be found on the left hand side of any Lawson screen. Click on the in-basket marked "Budget Holder"</p> <ul style="list-style-type: none"> • <i>This will bring up a screen with all Requisitions needing your approval</i> 	
To begin approving - Select a Requisition and click on it to display the requisition.	
To view the contents - You can click on the Requisition tabs and move through the Requisition details (<i>Misc., Lines, Template, etc.</i>)	
<p>At this point you will have 3 options –</p> <ul style="list-style-type: none"> • Approve - Click on this to approve the Requisition and have it continue on through the approval process. • Unrelease- Clicking on this option will send it back to its original status of "unreleased" and allow changes to be made. • Reject – Clicking on this option will "KILL" this requisition forever. If you "Reject" this requisition, your secretary will have to completely start over with this request. Reject status cannot be changed! 	
<p>Normal Approval –</p> <ul style="list-style-type: none"> • Once you click "Approve" An approval action message box will appear asking if you want to take this action. Click "OK" • A "Dispatched Work Object message box will appear. Click "OK" . This will take you back to the in-basket. (<i>Note that the approved requisition number will no longer be listed as "needing approval"</i>). 	
<p>Normal Unrelease –</p> <ul style="list-style-type: none"> • Once you click "Unrelease" (an approval message box will appear) Click OK • A "Dispatched Work Object" message box will appear. Click "OK" . This will take you back to the in-basket. (<i>Note the requisition number will no longer be listed as "needing approval"</i>). • Email originator (Secretary/Bookkeeper) to notify them that the requisition has been "Unreleased" and they need to go in Lawson and find the requisition and make any needed corrections. 	
<p>Reject -</p> <ul style="list-style-type: none"> • Clicking on this option will " KILL " this Requisition. Once you click Reject a message box will appear asking if you want to take this action. Click OK". • A "Dispatched Work Object" message box will appear. Click "OK" . This will take you back to the in-basket. (<i>Note the requisition number will no longer be listed as "needing approval"</i>). 	
Repeat until your inbox is clear.	

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