

# LAWSON PAR-ADIGM

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Vocera – Lawson Assistance

## What is Lawson?

Infor Lawson is the software Upstate uses for ordering, receiving and distributing supplies and services that contribute to the care of its patients, in one form or another.

## Who uses Lawson?

Supply Chain Departments, Requesters, Managers, Directors, Nurses, Techs, anyone who orders supplies for a department.

## How do I get access?

[https://selfserve.upstate.edu/ais/applications/forms\\_manager/views/lawson.cfm](https://selfserve.upstate.edu/ais/applications/forms_manager/views/lawson.cfm)

## Did you know Lawson has 4 types of items?

### Remember the rock band – INXS?



**I – Inventory** (sourced internally - Materials Management Warehouse, Distribution, CG General Stores)

**N – Nonstock** (assigned a Lawson#, sourced from a vendor on a purchase order (frequently ordered items))

**X – Special** (sourced from a vendor on a purchase order (infrequently order items))

**S – Service** (intangible, contracted, not physically received)

# Featured Form

## RQ44 – Requisition Inquiry

RQ44.1 - Requisition Inquiry - PRD9

Data View | Special Actions | Previous | Inquire | Next | Inquire | Related Forms

Company:  University Hospital  
 Requisition:  Status: Closed  
 Requesting Location: CG3MN CG FAMILY MED POB N 3M PAR  
 Requester: millerlu Deliver To:  
 Requested Delivery:  
 Buyer: GM Gary Mark

SC	Line	Item	Type	Requested
<input type="checkbox"/>	1	53405 NEEDLE SAFETY 25G 5/8 IN	I	50.00
Requested Vendor: PO				Deliver 04/12/2022
<input type="checkbox"/>	2	91259 SURE VUE SERUM	N	1.00
Requested Vendor: 232942737				Deliver 04/12/2022
<input type="checkbox"/>			PO	
Requested Vendor: PO				Deliver
<input type="checkbox"/>			PO	
Requested Vendor: PO				Deliver

How do I know if my order was filled and/or delivered?

How do I find the PO# assigned to my requisition?

Use Requisition Inquiry (RQ44.1) to inquire on the status of a specific requisition. This form displays all the requisition lines for the entered requisition. This form displays the lines, items, and the quantities requested, and delivered.

To inquire on a specific requisition:

1. Access Requisition Inquiry (RQ44.1).
2. Select a requisition to review.

The form displays both the requested and delivered quantities. The delivered quantity is the quantity that has been issued or transferred to the requesting location. This quantity is updated when a shipment is released.


To access a particular line of detail, mark an X on the selection code (SC) field for the line. Then, transfer the line information to RQ44.2 (Requisition Detail Inquiry) or any additional inquiry.

# Tips and Tricks

Have you seen this error message?

“Account number is not defined in chart SUNYUMU”

The screenshot shows the RQC Requisition: 1311897 interface. On the right side, the 'Requisition Lines' table has one line with item 12345, description 'Widget', quantity 1.00, and cost 10.000 USD. A red arrow points to a blue information icon on the line, which has triggered a tooltip error message: 'Error - Account number is not defined in chart SUNYUMU'. The main form on the left contains various fields for item details, including Item (12345), Description (Widget), Item Type (Special), Quantity (1), UOM (EA), Cost (10.00), and various account codes.

- Hover the mouse over the  on the requisition line to see the error message
- Click on the item number

The screenshot shows the RQC Requisition: 1317142 interface. The 'Line Accounting' tab is active, displaying a grid for account distribution. A red arrow points to the 'Change' button in the top left. Another red arrow points to the second field in the 'Account' column of the grid, which contains '000000'. The requisition line summary on the right shows item 1234, description 'Widget', quantity 1.00, and cost 1.000 USD. The grid below has columns for Account, Activity, Account Category, Distribution/Asset Company, Asset Template, Asset Code, Percent, Quantity, and Amount.

- Enter one of the following in the “second” field - 643200 for medical supplies, 653001 for non-medical supplies
- Click on “Change”