

# RSS – Modifying a requisition

Teresa Loken,  
The requisition 3918 has been Unreleased by Accounting Review on 12/09/2008 at 13:20:26.

## COMMENTS:

Please make this a nontaxable requisition

If Unreleased, please login into RSS and resubmit Requisition after making the necessary modifications.

Please do not reply to this Email. This is an automatic notification generated by [ProcessFlow-Lawson Software](#).  
IT Info: WorkUnit: 1334 Prodline: LAWPTST Host: lawtweb.tps-ad.local:80 Flow: reqapproval.xml

This e-mail tells me to change the requisition to NON-TAXABLE. Go into Shopping, click on **Inquire** in the top center and then click in the **Search** button, press enter and all of your requisitions will be listed. Locate the requisition that needs a change. Click the **Modify** button. (if you open up Shopping and see something in your cart, click New at the bottom of the page, then proceed with the above mentioned steps).

The screenshot shows the Lawson RSS interface. At the top, there are navigation tabs: 'RSS', 'Find / Shop', 'Inquire', and 'Profile'. The 'Inquire' tab is highlighted with a green circle. Below the navigation, there are two tabs: 'Order Inquiry' and 'Line Inquiry'. A search box is located below these tabs, with a magnifying glass icon and a blue circle around it. To the right of the search box are radio buttons for 'Order', 'Description', 'Reference Number', and 'Requesting Location'. Below the search box are several checked checkboxes: 'Unreleased', 'Needs Approval', 'Rejected', 'Processed', 'Closed', and 'In Process'. There are 'Previous' and 'Next' buttons on the right side. Below this is a table with the following columns: Action, Order, Requesting Location, Value, Priority, Delivery Date, Status, and Creation Date. The table contains 15 rows of requisition data. The 'Copy Modify' link for requisition 6025 is circled in red.

Action	Order	Requesting Location	Value	Priority	Delivery Date	Status	Creation Date
<a href="#">Copy View</a>	<a href="#">6033</a>	G567	50.00	USD 0	01/30/2009	Processed	01/30/2009
<a href="#">Copy Modify</a>	<a href="#">6025</a>	G567	28.80	USD 0	01/29/2009	Unreleased	01/27/2009
<a href="#">Copy View</a>	<a href="#">6024</a>	G567	500.00	USD 0	01/30/2009	Needs Approval	01/26/2009
<a href="#">Copy View</a>	<a href="#">6023</a>	G567	28.72	USD 0	01/30/2009	Needs Approval	01/26/2009
<a href="#">Copy Modify</a>	<a href="#">6014</a>	G567	16.53	USD 0		Unreleased	01/23/2009
<a href="#">Copy View</a>	<a href="#">5836</a>	G567	2.39	USD 0	01/20/2009	Closed	01/18/2009
<a href="#">Copy View</a>	<a href="#">3808</a>	G567	27.96	USD 0	10/24/2008	Closed	10/24/2008
<a href="#">Copy View</a>	<a href="#">3495</a>	G567	653450.00	USD 0	10/22/2008	Processed	10/17/2008
<a href="#">Copy View</a>	<a href="#">2712</a>	G142	8.60	USD 0	09/30/2008	Closed	09/26/2008
<a href="#">Copy View</a>	<a href="#">1875</a>	G567	4.42	USD 0	09/11/2008	Closed	09/11/2008
<a href="#">Copy View</a>	<a href="#">1143</a>	G567	89.20	USD 0	09/06/2008	Closed	08/25/2008
<a href="#">Copy View</a>	<a href="#">1016</a>	G567	27.69	USD 0	08/22/2008	Closed	08/20/2008
<a href="#">Copy View</a>	<a href="#">393</a>	G567	280.75	USD 0	07/28/2008	Closed	07/24/2008
<a href="#">Copy View</a>	<a href="#">383</a>	G567	13.65	USD 0	09/10/2008	Closed	07/24/2008

Once the requisition appears, you will need to click on the **LINE item** in your CART.

The screenshot shows the Lawson My Cart interface. The top navigation bar includes 'Find / Shop', 'Inquire', 'Profile', and 'Welcome Teresa Loken'. The main content area is divided into two panes. The left pane, titled 'Basic', contains requisition details: Requester (tloken, Teresa Loken), Order (3918), Creation Date (12/09/2008), Requisition Status (Draft), Reference Number, Requisition Description, Company (0010 General Fund), Requesting Location (G567 Purchasing), Requested Delivery Date, Priority (Normal), and Deliver To. The right pane, titled 'My Cart', displays a table with one item: 'BLANKET PO Nutrition Classes' with a quantity of 15,000.00 and a cost of 1.00. The item is circled in yellow. At the bottom of the cart pane, summary statistics are shown: Total Quantity: 15000.00, Total Cost: \$15000.00, and Number of Cart Lines: 1. Buttons for 'New', 'Clear', 'Print', 'Save', and 'Checkout' are located at the bottom.

Once you have clicked on the Line Item, you will see 4 tabs. Line Basic lets you change things like Item Type.

The screenshot shows the Lawson My Cart interface with the 'Line Basic' tab selected and circled in yellow. The 'Change' button is also circled. The main content area displays a table with one item: 'BLANKET PO Nutrition Classes' with a quantity of 15,000.00, UOH of EA, Cost of 1.00, Currency of USD, and Status of Unreleased. Below the table, the 'Item Type' dropdown menu is circled in yellow and set to 'Quantity Service'. Other fields include Major Purchase Class, Minor Purchase Class, Manufacturer Code, Manufacturer Division, Manufacturer Number, Vendor Item, Use Entered Cost (No), Cost Option (Cost Required), Conversion Rate (1.0000000), and Commodity Code. The right pane, titled 'My Cart', shows the same item as in the previous screenshot. Summary statistics at the bottom of the cart pane are: Total Quantity: 15000.00, Total Cost: \$15000.00, and Number of Cart Lines: 1. Buttons for 'New', 'Clear', 'Print', 'Save', and 'Checkout' are located at the bottom.

Line Detail lets you change Delivery Date, Taxable, and Tax Code.

The screenshot shows the Lawson Line Detail interface. The 'Line Detail' tab is selected and highlighted with a yellow circle. The main content area is divided into two sections. The top section is a table with columns: Quantity, Item, Description, UOM, Cost, Currency, and Status. The first row shows a quantity of 15,000.00 for item 'BLANKET PO' with description 'Nutrition Classes', UOM 'EA', cost 1.00, currency 'USD', and status 'Unreleased'. The bottom section contains various fields: Company (0010), Requesting Location (G567), Requested Delivery Date (mm/dd/yyyy), Late Delivery Date (mm/dd/yyyy), Deliver To, Priority (Normal), Deliver From Company (0010), Deliver From Location (PURCH), Vendor (100012), Purchase From, Buyer, Taxable (Yes), Tax Code (WASALES), Inspection Required (No), Certification Required (No), PO Code, Create PO (Yes), and Fill or Kill Flag (Fill Backorders). The 'Taxable' and 'Tax Code' fields are highlighted with yellow circles. On the right, a 'My Cart' panel shows the item 'BLANKET PO' with a quantity of 15,000.00 and a cost of 1.00. At the bottom of the cart, it displays: Total Quantity: 15000.00, Total Cost: \$15000.00, and Number of Cart Lines: 1. Buttons for 'New', 'Clear', 'Print', 'Save', and 'Checkout' are visible.

Line Accounting lets you change the accounting information. This is also where you can split out the accounting if that is the change that has been requested.

The screenshot shows the Lawson Line Accounting interface. The 'Line Accounting' tab is selected and highlighted with a yellow circle. The main content area is divided into two sections. The top section is a table with columns: Quantity, Item, Description, UOM, Cost, Currency, and Status. The first row shows a quantity of 15,000.00 for item 'BLANKET PO' with description 'Nutrition Classes', UOM 'EA', cost 1.00, currency 'USD', and status 'Unreleased'. Below this is a 'Distribution Code' field with a dropdown menu. The bottom section is a table with columns: Account, Activity, Account Category, Distribution Company, Asset Template, and Asset Code. The first row shows account 97000.13.567, activity 005510, account category 0000, distribution company 0010, asset template, and asset code. On the right, a 'My Cart' panel shows the item 'BLANKET PO' with a quantity of 15,000.00 and a cost of 1.00. At the bottom of the cart, it displays: Total Quantity: 15000.00, Total Cost: \$15000.00, and Number of Cart Lines: 1. Buttons for 'New', 'Clear', 'Print', 'Save', and 'Checkout' are visible.

In this example below, I have received the e-mail stating “Please make this a nontaxable requisition” and I have made the change below. Now I click on the Change button, located in the top left corner of the screen. You must do this for any of the changes to take effect.

The screenshot shows the Lawson software interface for a requisition line. The top navigation bar includes "Find / Shop", "Inquire", "Profile", and "Welcome Teresa Loken". The "Order: 3918" is displayed. The "Line Detail" tab is active. A "Change" button is circled in red in the top left corner. The requisition line details are as follows:

Quantity	Item	Description	UOM	Cost	Currency	Status
15,000.00	BLANKET PO	Nutrition Classes	EA	1.00 1.00000	USD	Unreleased

Additional details include: Company 0010, General Fund; Requesting Location G567, Purchasing; Vendor 100012, A CHANCE TO CHANGE; Buyer Crystal Dillinger; and Taxable set to No (highlighted in yellow). Other fields include Requested Delivery Date, Late Delivery Date, Deliver To, Priority Normal, Deliver From Company 0010, Deliver From Location PURCH, Purchase From, Inspection Required No, Certification Required No, PO Code, Create PO Yes, and Fill or Kill Flag Fill Backorders.

The "My Cart" window on the right shows the item "BLANKET PO Nutrition Classes" with a quantity of 15,000.00 and a cost of 1.00. Summary statistics at the bottom of the cart are: Total Quantity: 15000.00, Total Cost: \$15000.00, and Number of Cart Lines: 1. Buttons for "New", "Clear", "Print", "Save", and "Checkout" are visible at the bottom.

Now that I have made the change, I will need to click on Save and Checkout.

This screenshot shows the same Lawson software interface as the previous one, but with the "Save" and "Checkout" buttons in the "My Cart" window highlighted in yellow. The requisition line details are identical to the previous screenshot, including the "Taxable" field set to "No". The "My Cart" window summary statistics remain: Total Quantity: 15000.00, Total Cost: \$15000.00, and Number of Cart Lines: 1. The "Save" and "Checkout" buttons are now the primary focus.

Once the change is complete, I will receive the message below. At this point, the requisition now “Needs Approval” and it will go back to the approving department.

The screenshot displays the Lawson Self-Service interface. At the top, the Lawson logo is on the left, and navigation tabs for 'Find / Shop', 'Inquire', and 'Profile' are in the center. The user is logged in as 'Teresa Loken'. The main window shows a requisition line for 'BLANKET PO' with a quantity of 15,000.00 and a status of 'Unreleased'. A 'Change' dialog box is open, showing fields for 'Quantity', 'Item', 'Description', 'UOM', 'Cost', 'Currency', and 'Status'. A yellow oval highlights a 'Lawson Self-Service Message -- Webpage Dialog' box with the following text: 'Tue Dec 9 11:02:19 PST 2008', '3918: Order has been successfully submitted.', and 'Status: Needs Approval'. To the right, a 'My Cart' summary shows the total quantity as 15000.00 and total cost as \$15000.00. The bottom of the interface includes buttons for 'New', 'Clear', 'Print', 'Save', and 'Checkout'.

Quantity	Item	Description	UOM	Cost	Currency	Status
15,000.00	BLANKET PO	Nutrition Classes	EA	1.00	USD	Unreleased

Company: 0010  
Requesting Location: G567  
Requested Delivery Date:   
Late Delivery Date:   
Deliver To:   
Priority: Normal  
Deliver From Company: 0010  
Deliver From Location: PURCH  
Vendor: 100012  
Purchase From:   
Buyer: CD  
Taxable: No  
Tax Code:   
Inspection Required: No  
Certification Required: No  
PO Code:   
Create PO: Yes  
Fill or Kill Flag: Fill Backorders

Lawson Self-Service Message -- Webpage Dialog  
Tue Dec 9 11:02:19 PST 2008  
3918: Order has been successfully submitted.  
Status: Needs Approval  
OK

My Cart  
Item: BLANKET PO  
Quantity: 15,000.00  
Cost: 1.00  
Nutrition Classes

Total Quantity: 15000.00  
Total Cost: \$15000.00  
Number of Cart Lines: 1

New Clear Print Save Checkout