

Lawson FAQ: Requisition Approval History



How to Display a Requisition's Approval History

On the Status Screen of the Requisition Center click on the Requisition Number you want to display

Requester: 5285
Requesting Company: 1000 Location: 746
Requisition:
Creation Date From: To: mm/dd/yyyy
Requisition Status: Unreleased Needs Approval Rejected Processed Closed In Process
Records per page: 15 [List Requisitions](#)

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	Requester	Company / Location	Creation Date	Requested Delivery Date	Value	Status		
5285 iPads	5285	GCS Inventory Control Company (1000) Education Technology Services (746)	09/28/2011		678.00	Needs Approval		
27094 Smart Find Express Maintenance	5285	GCS Inventory Control Company (1000) Education Technology Services (746)	07/12/2010		33376.41	Processed		
8236 Developer Laptops	5285	GCS Inventory Control Company (1000) Education Technology Services (746)	09/23/2009	10/07/2009	8307.55	Closed		

Click on 'Requisition Header Display Only Comments'

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[Requisition Header Detail](#)
Comments to Print on Headers on Internal Documents
Comments to Print on Requisitions
Comments to Print on Purchase Orders
Comments to Print on Purchase Orders as Trailer Comments
Comments to Print on Pick Lists
Comments to Print on Delivery Tickets
Comments to Print on Receiving Documents
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The Approval History is displayed with the latest approval shown first.

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Requisition Header Display Only Comments

[Requisition was sent to IT task](#)
[Requisition was sent to Level1 task](#)