

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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Requisition Number	Requester	Company / Location	Creation Date	Requested Delivery Date	Value	Status	Actions
53446 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
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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](#)