



## STOP PAUSE START: SCM Lawson Pause Dates



Asset Management		
Task	Lawson <b>STOP</b> Date	Workday <b>START</b> Date
Disposal Request	Monday, March 9	Monday, April 13
Internal Transfers	Friday, March 27	Monday, April 13
<b><u>Important Notes</u></b> <b>All internal transfers should be submitted <i>and</i> accepted by the recipient no later than March 27, 2020.</b> If a transaction occurs after March 27, it will need to be entered in Workday on April 13, 2020.  To allow time for a physical move, all <b>disposal requests should be submitted prior to March 9, 2020.</b> All disposal requests after that date will need to be submitted in Workday. Any disposals that are not yet completed by March 27 will need to be resubmitted in Workday on April 13, 2020.		
Procurement		
Task	Lawson <b>STOP</b> Date	Workday <b>START</b> Date
Submit Requisitions	Wednesday, April 1	Monday, April 6
Issue Purchase Orders (all purchases, including contracts)	Wednesday, April 1	Monday, April 6
<b><u>Important Notes</u></b> <b>All requisitions in Lawson must be approved by Approvers no later than 4:00 p.m. on April 1, 2020.</b> Requisitions in Lawson that are <b>not approved</b> by 4:00 p.m. on 4/01/2020 <b>will be canceled.</b>  If your Lawson Requisition is canceled due to not being approved before the cutover time, you will need to submit a new requisition in Workday.  <b>No purchase orders will be issued in Lawson after 4:00 p.m. on 4/01/2020.</b> This applies to all types of purchases, whether from Requisitions or Contracts.  Requesting Departments should ensure they have <b>adequate inventory levels</b> for patient care and research supplies during this 4 day pause (Thursday, April 2 thru Sunday, April 5) ordering down time.		
Accounts Payable		
Task	Lawson <b>STOP</b> Date	Workday <b>START</b> Date
Entering Invoices	Wednesday, April 1	Monday, April 6
<b><u>Important Notes</u></b> As soon as goods are received, send your packing list via email to Receiving in order to have receipts updated. <b>AP cannot pay invoices without receipts being updated.</b>  Review and clear Lawson approval queues daily. Please be mindful that some invoices may route through several approvals before an invoice can be paid.  <b>All invoices must have receipts updated and approved by March 31st</b> in order for invoices to be paid in Lawson.		