



December 17, 2014

Bulletin # 14-63

Re: Lawson Update

Downstate is moving ahead with our efforts to install the materials management capabilities of the Lawson-Infor system. This is an important step in the overall implementation of Lawson-Infor as Downstate's Enterprise Resource Planning platform. The system combines operational tools – like materials management – with integrated general ledger and financial reporting capabilities.

The next important step in the process is the ***elimination of paper requisitions by using “Remote Requisitioning”*** (electronic requisitioning). We already have several departments in the hospital using this feature. Additional departments, campus-wide will be rolled out over the next several months.

In order to proceed, we will be contacting departments and units to:

- Establish one or more “Super Users” to act as key department contacts and resources
- Develop, with the Super Users, appropriate “pick lists” for vendors or products to minimize redundant data entry
- Schedule and coordinate training for all department users

The many advantages to using this system include:

- Ease of ordering
- Access to usage and spend data
- Ability to track a requisition from the order, to receipt, and payment.

To date significant achievements with current Lawson users include:

- Updated pick lists for current departments
- Activated New requisitioning functionality
- Activated the ability to drill down into requisitions for additional information
- Deployed Wi-Fi, handheld, electronic devices for creating requisitions
- Deployed detail reporting for departments to track requested items

The use of Lawson will greatly improve the amount of information available to each department which will help to better understand each operation and manage expenses.

We understand how busy everyone is, but need your time and commitment to learn and begin using Lawson. All departments should be prepared with a list of individuals to be trained to enter orders into the Lawson system. The use of Lawson is a crucial part of Downstate's financial management strategy.

If you have any questions, please call Brian McGraw, Director of Procurement at extension 1532 or Martin Deane, AVP Materials Management at extension 3199. ([eMail link](#))