

Infor Lawson Financials Training Requirements

Infor Lawson Financials Online Training:

Online training for Infor Lawson Financials is available. Course registration is not required.

New employees will be required to take certain classes as outlined below. However, the courses are not restricted to new employees and can be taken by current employees that would like a refresher course. Lessons have been set up within several of the courses so an employee may repeat a partial review at a later time by accessing specific lessons outlined on the menu bar within the course.

System Access Requirements:

The school principal or department manager must submit an Infor Lawson Financials Access Request form to the DoTS Service Desk for a new employee who will need to work within the Infor Lawson Financial system.

Employees (or an employee new to a role) needing access to Infor Lawson Financials will be required to take certain courses based on their functional role or Infor Lawson system access needed. A matrix is provided below, which defines the course requirements. DoTS will confirm the new employee has completed training before access will be granted.

[Click the Course Name to link to the e-learning training module.](#)

X = Course Required for Infor Lawson Access Blue Shade = Course is not required for Access but completion is required as pre-determined by manager.		Outline Course Name and ID			
		Lawson and Account Basics (55 Min)	Purchasing Basics (15 Min)	Requisitions - Procure to Pay (75 Min)	Reg/Invoice/ICA Approval (20 Min)
		DoTS-805E1	DoTS-805E2	DoTS-805E4	DoTS-805E5
Function/Role Access					
	Requisition Center	X	X	X	
	Requisition/Invoice Approver		X		X
Finance Departments					
	Office of the Controller	X	X	X	X
	Department/School Support (Budget Office)	X	X		
	Strategic Sourcing	X	X	X	X
	Accounts Payable	X	X		
	Payroll	X			
	All Others	X			