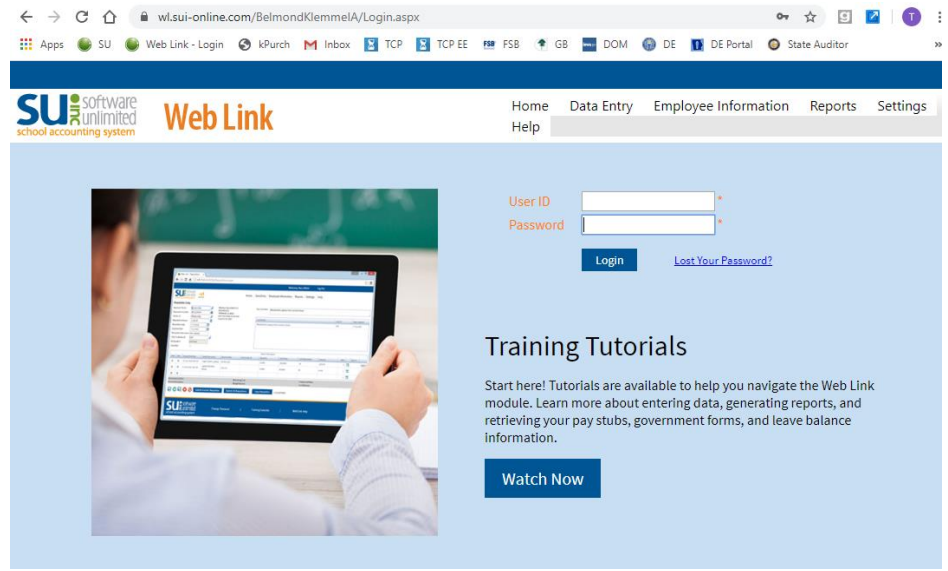


## Entering a Requisition in SUI Web Link

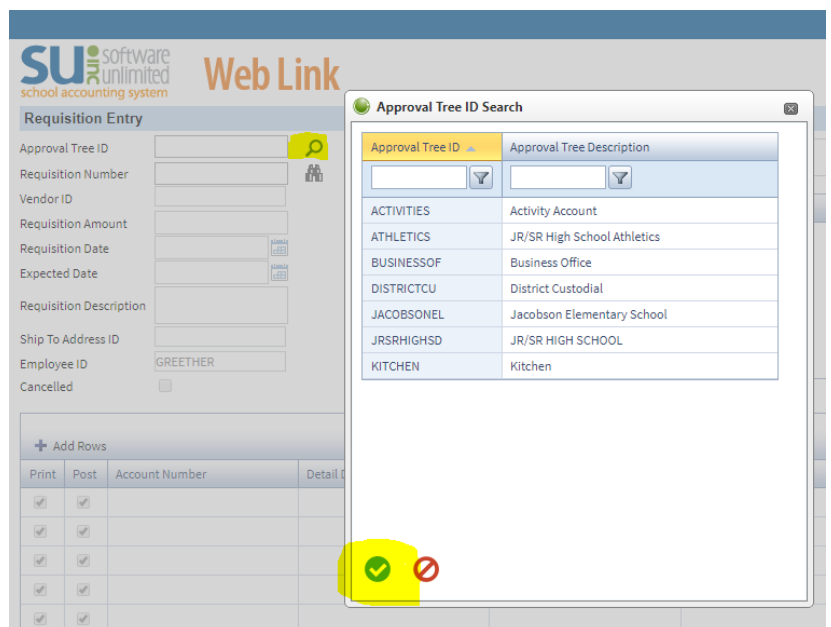
1. Log in with your User ID and Password



2. Go to the "Data Entry" Tab and click on "Requisition Entry" from the drop down list



3. Select the correct "Approval Tree ID" based on your location.
  - a. You can pull up the list of Approval Tree ID's by clicking on the searching glass icon.
  - b. Click on the appropriate approval tree and select it by clicking the green checkmark.
4. Leave the "Requisition Number" blank. It will auto-fill with the next number in sequence for your approval tree.



5. Select the "Vendor ID"
  - a. You can pull up a list of vendors by clicking on the searching glass icon
  - b. Click the appropriate vendor name and select it by clicking the green checkmark
6. Fill in the total amount for your requisition.
  - a. There should NEVER be sales tax!
  - b. Remember to include shipping and handling charges
7. Fill in the requisition date or tab through to let it auto-fill
8. Fill in the expected date or tab through to let it auto-fill
9. Fill in a requisition description
10. Fill in the "Ship to Address ID"
  - a. You can pull up a list of ship to addresses by clicking on the searching glass icon
  - b. Click the appropriate ship to address and select it by clicking the green checkmark

**SU software unlimited**  
school accounting system

# Web Link

## Requisition Entry

Approval Tree ID	JACOBSONEL	
Requisition Number		
Vendor ID		
Requisition Amount		
Requisition Date		
Expected Date		
Requisition Description		
Ship To Address ID		
Employee ID	GREETHER	
Cancelled	<input type="checkbox"/>	

[+ Add Rows](#)

11. Fill in a row for each item / charge needed.

- a. Account Number – Select the desired account – **the business office will review this entry, so don't worry if you have no idea.**
- b. Detail Description – Type in the item you are requesting to purchase
- c. Item Number – Enter the item number if you have one from your vendor
- d. Cost Center ID – leave blank
- e. Quantity – Fill in the number of units you are requesting to order
- f. Unit Price – Fill in the price of each individual unit
- g. Unit Description – Enter additional description as needed
- h. Amount – will auto-calculate from price and quantity of units
- i. Split % - leave blank
- j. URL – enter a web address if ordering online

12. Review your requisition for accuracy

13. Click "Submit Current Requisition" to send it for approval

The screenshot shows the 'Web Link' interface for 'SU software unlimited school accounting system'. The user is logged in as Theresa Greenfield. The 'Requisition Entry' form is filled out with the following details:

- Approval Tree ID: JACOBSONEL
- Requisition Number: [Blank]
- Vendor ID: PSIINC
- Requisition Amount: 64.50
- Requisition Date: 1/16/2020
- Expected Date: 1/16/2020
- Requisition Description: Classroom Supplies
- Ship To Address ID: JACOBESLD
- Employee ID: GREETHER
- Cancelled:

Vendor Information for PRINTING SERVICES, INC. is displayed:

- PO BOX 263
- 524 RIVER AVE N
- BELMOND IA 50421
- Sales Tax ID: 42-0998777
- Last Check Date: 01/16/2020
- W9 Sent Date: 10/17/2014
- W9 Received Date: 10/20/2014

The 'Detail Information' table contains the following items:

Print	Post	Account Number	Detail Description	Item Number	Cost Center ID	Quantity	Unit Price	Unit Description	Amount	Bids	Split %	URL	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Binders	BIND25008-16		7.0000	3.5000		24.50	0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Desk File Storage	FL826522		2.0000	15.0000		30.00	0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Delivery			1.0000	10.0000		10.00	0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0			<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0			<a href="#">Delete</a>

Summary: Distributed: 64.50, Remaining: 0.00, Account Description: None

Buttons: [Submit Current Requisition](#) (highlighted), [Submit All Requisitions](#), [Copy Requisition](#) (0 Unsubmitted), [Recall Submitted Requisition](#)

After your order is approved, you will receive an auto-generated email telling you the approval is complete. Within 1 to 2 days you should receive a second email with a paper Purchase Order to send to your vendor, if needed.