SMITHVILLE R-II
SCHOOL DISTRICT

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User Guide

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About Web Link

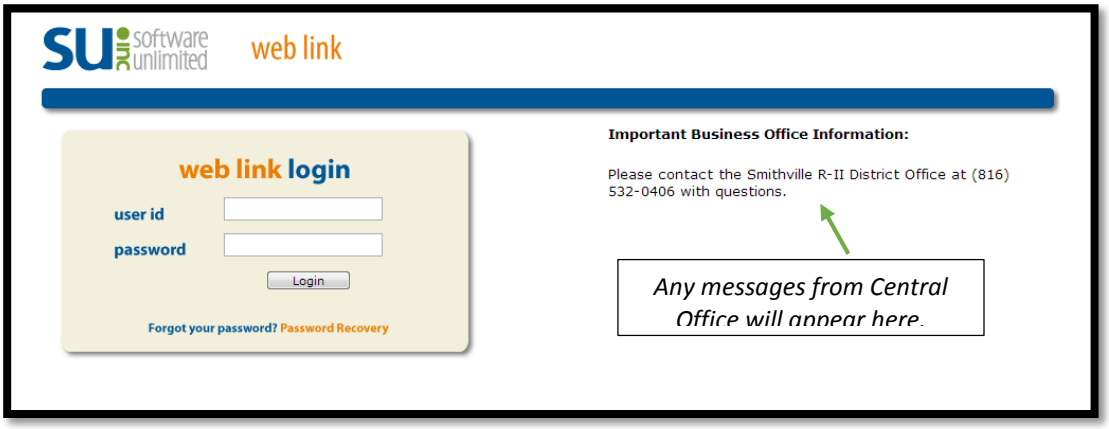
Web Link is an add-on module of the School Accounting System that allows designated users to access and complete various options within the School Accounting System via the Internet. With the Web Link module, users can be defined to do any of the following: enter purchase orders or requisitions, approve requisitions, enter cash receipts, view their check history, leave, and W2 information, generate reports, and complete an inventory of the assets entered in the Fixed Asset Inventory module in their assigned rooms.

There is a condensed version of Web Link for mobile devices that only includes the options for Check History and Leave Balance. The system tries to automatically detect if Web Link is being accessed from a mobile device, such as a smart phone, and will display the login screen for running the condensed version of Web Link, if applicable; however, the full desktop version can still be accessed from the mobile device if desired.

Logging In

1. Navigate to http://accweb/weblinksql/Login.aspx.

2. At the Web Link Login screen, enter your user ID for accessing Web Link (and the School Accounting System, if applicable) in the User ID field. The ID can be up to **10** characters long.



3. Enter your valid password for accessing Web Link (and the School Accounting System, if applicable) in the Password field. The password is case sensitive and can be up to **20** characters long.

   Note: If you forgot your password and are unable log into Web Link, click the "Forgot your password? Password Recovery" link (located under the **Login** button) to have the system reset your password and email you the new password (will be prompted to enter your User ID and an email address that must match one entered in the Employee File in the School Accounting System for your user). The "Forgot your password? Password Recovery" link only appears if the Allow Password Retrieval field is selected in the Web Link Setup Options option in the School Accounting System. If the "Forgot your password? Password Recovery" link does not appear on the login screen, a supervisor (in the Business Office) has the ability to reset your password from within the School Accounting System.

4. Click the **Login** button.

   Tip: If you receive a message stating that your account is locked out, contact the Business Office to have a supervisor "unlock" your user (IP Address).

   Note: The system tries to automatically detect if you are accessing Web Link from a mobile device, such as a smart phone, and will display the login screen for running the condensed version of Web Link, if applicable. The condensed version of Web Link only includes the options for Check History and Leave Balance. If desired, to run the full desktop version instead of the condensed version, click the**Desktop Version** link. If the system does not detect that you are accessing Web Link from a mobile device and you wish to run the condensed version, enter "Mobile" into the school district's website address for Web Link, just prior to "/Login.aspx" (for example, "http://SchoolDistrictWebServer/WebLinkSQL/**Mobile**/Login.aspx").

Logging Out

1. Save any changes before exiting Web Link.
2. Select the Logout option located in the upper right corner of the screen.

To ensure your User ID is not "locked" by the system, select the Logout option when your Web Link session is complete.

Change Password

The Change Password option is used to change a user's password to log into Web Link (and the School Accounting System, if applicable). Passwords can be changed at any time and should be changed on a regular basis. If desired, the system can be set up to require passwords to be changed after a certain number of days (defined in the Web Link Setup Options in the School Accounting System). The password, which is case sensitive, can be alphanumeric and up to **20** characters long (cannot be blank). In order to change a password, the old (or existing) password must be known.

Note: The following steps allow a user to change his or her password.

Tip: An alert stating "Password expires in ## days." will appear on the main Web Link screen above the Important Business Office Information section if user passwords for Web Link are defined to expire (as designated in the Web Link Setup Options in the School Accounting System) and the password for a user is within 10 days or less from expiring (the number of days will display as part of the message in place of ##). If applicable, click the alert to change the password and continue with Step 3 below.

1. Select the **Settings** menu and then **Change Password**.
2. The Change Password screen will appear.
3. Enter the existing password in the Current Password field.
4. Enter the new password (up to **20** characters long and cannot be blank) in the New Password field. The password is case sensitive, so be sure to note whether the password is keyed with or without caps.
5. Enter the new password a second time in the Repeat New Password field to verify the password was keyed correctly.
6. Click the Save button.
7. A message will appear stating the password has been changed; click **OK**.
8. The next time the specified user logs into Web Link (and the School Accounting System, if applicable), the new password must be entered.

Requisition Entry

The Requisition Entry option is used to enter requisitions into the system. Once a requisition is entered and saved, the requisition must be submitted for approval by the appropriate user(s) (as based on the approval tree assigned to the requisition). The Requisition Entry option is also used to edit (and resubmit), cancel, or delete rejected requisitions, if needed.

If the system is set up to send notification emails for requisitions (in the Requisition Options option in the School Accounting System), upon submitting requisitions in the Requisition Entry option, emails will be sent to the appropriate users for approval as based on the approval trees assigned to the requisitions.

Note: A user must be defined (within the School Accounting System) to have rights to enter requisitions or the Requisition Entry option will not be available in Web Link.

Entering Requisitions:

Note: A user must be defined (within the School Accounting System) to have rights to enter requisitions or the Requisitions Entry option will not be available in Web Link.

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. The Requisition Entry screen will appear.
3. Complete the Header Information of the requisition. See **Diagram A**.
   a. Enter the number for the requisition in the Requisition Number field. The requisition number can be alphanumeric and up to **15** characters long. Leave this field blank to have the system automatically assign the next available requisition number once the requisition is saved.

      Note: If having the system assign the requisition number, the system will assign the number as follows: 1) first, if the requisition is tied to a ship to address with a defined requisition prefix, the number will be incremented from the most recently used requisition number with that prefix; 2) otherwise, if a requisition prefix was defined in the Accounts Payable System File, the number will be incremented from the most recently used requisition number with that prefix; or 3) else the number will be incremented from the most recently used requisition number.

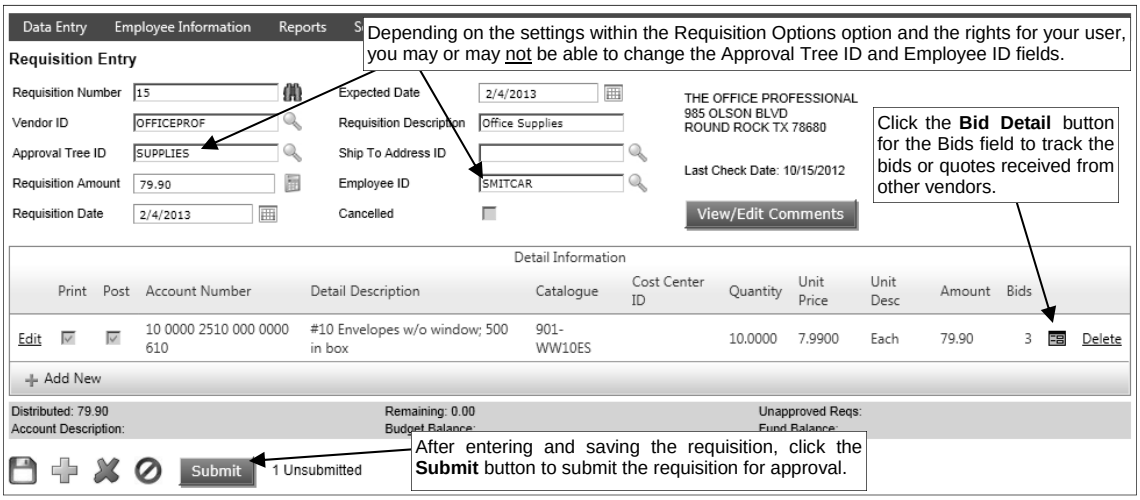


Diagram A

   b. In the Vendor ID field, enter the ID of the vendor from whom the goods or services will be ordered or purchased. If the ID is not known, click the **Search** button to select the correct one. If the Default Requisition Vendor ID field was completed in the Requisition Options option in the School Accounting System, the default vendor will appear but can be changed if needed.

      Note: If a user is defined to have rights to edit vendors, the **Add New** button and **Edit** button will appear on the search screen in order to add a new vendor to the Vendor File or edit an existing vendor (for example, edit a vendor's address).

c. If applicable, enter the ID of the approval tree for which to use for the requisition in the Approval Tree ID field, or click the **Search** button to select the correct one. If the Allow Override of Approval Tree field in the Requisition Options option in the School Accounting System is not selected, the user will only be able to utilize an assigned approval tree, and if only one approval tree is assigned to the user, this field will be completed by default and cannot be changed. If the Allow Override of Approval Tree field is selected and only one approval tree is tied to the user, the approval tree assigned to the user will appear as the default but can be changed if needed.

d. Enter the total amount of the requisition in the Requisition Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. If desired, leave this field blank until all the detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail line items and display the total in this field.

   Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is selected, the system will automatically add up all the detail line items and display the total in this field.

e. Enter the date of the requisition in the Requisition Date field. Use the **mm/dd/yyyy** format being sure to **key the slashes (or dashes)** or click the **Calendar Search** button to select the desired date. The current computer date of the web server will appear as the default, but can be changed to a date that is from *one month prior* to the current date to any date in the future.

f. Enter the date the goods or services are expected to be received in the Expected Date field. Use the **mm/dd/yyyy** format being sure to **key the slashes (or dashes)** or click the **Calendar Search** button to select the desired date. The current computer date of the web server will appear as the default, but can be changed to a date that is from *one month prior* to the current date to any date in the future.

   Note: The Expected Date is used to determine the correct fiscal year balances to display for the requisition.

g. Enter a summary description for what is included on the requisition in the Requisition Description field. The description can be alphanumeric and up to **40** characters long.

   Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field.

h. If applicable, enter the ID of the ship to address to use for the requisition in the Ship To Address ID field. If the ID is not known, click the **Search** button to select the correct one. If a ship to address is assigned to the user in the Requisition Options option (or the User Security option) in the School Accounting System, the designated ship to address will appear and cannot be changed.

i. To track which employee should receive the merchandise included on the requisition, enter the ID for the desired employee in the Employee ID field. If the user is defined with rights to allow employee selection, click the **Search** button to search for and select the appropriate employee. If the user is not defined with rights to allow employee selection, the employee ID tied to the user will appear as the default (or will be blank if there is not an employee ID tied to the user) and cannot be changed.

j. The Cancelled field will be disabled when entering a new requisition.

   Note: Once a requisition has been entered and submitted, if it is rejected (not approved), the requisition can be edited and then cancelled by selecting this field, if desired.

k. If applicable, to enter any additional information to track for the requisition, click the **View/Edit Comments** button, then click the **Create/Edit Your Comment** button, enter a comment (up to **1,000** characters long), and click **OK**. After saving the comment, the Requisition Entry screen will re-appear. If desired, click the **View/Edit Comments** button again to view the saved comments. For each comment entered by a user, the system displays the ID of the user who entered the comment in the User ID field and the date the comment was entered (or updated) in the Date Updated field; the information in these two fields cannot be changed.

   Note: Only one comment per user can be added for each requisition.

4. Click the **Add New** button located in the Detail Information section of the requisition to enter the detail line(s).

   Note: If one or more default chart of account numbers had been entered for the specified vendor (in the Vendor File), the designated account number(s) will appear in the detail section, with each

account number as its own detail line item. If applicable, click the **Edit** link located to the left of a line item to complete the information for a line, or click the **Delete** link located to the right of a line item to delete the line.

a. Select the Print on PO field to print the line item on the purchase order (once the requisition is approved and converted to a purchase order). A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default.

   Tip: Do not select this field if the line item is only entered to expense the cost of an item to one of several account numbers and does not need to be printed on the purchase order.

b. Select the Post to GL field to post the line item to the specified account number. A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default.

   Tip: Do not select this field if the line item is only entered to order an item that will be split between several account numbers.

c. If the Post to General Ledger field is selected, enter the account number to be expensed for the line item in the Account Number field. Typically, the account number entered here is an expense account. If the account number is not known, click the **Search** button to select the correct one. See **Diagram B**.

   Note: If the Require Chart of Account Number field in the Requisition Options option in the School Accounting System is unselected, leave this field blank if unsure of the exact account number to use for the line item; the account number can then be entered by the Business Office at a later time.

   Tip: The name of the account will display on the bottom of the requisition screen once the detail line item is saved. If the Display Budget Balances field is selected in the Web Link Setup Options in the School Accounting System, the budget balance (including the total of unposted invoices, unposted purchase orders, and outstanding requisitions (those that have been approved but not yet converted to purchase orders) for the particular account number, if applicable) will also appear at the bottom of the screen. If the Display Fund Balance field is selected in the Web Link Setup Options in the School Accounting System and the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all submitted requisitions that have not yet received final approval and the requisitions not yet submitted (including the current requisition) for the particular account number will display, if applicable.

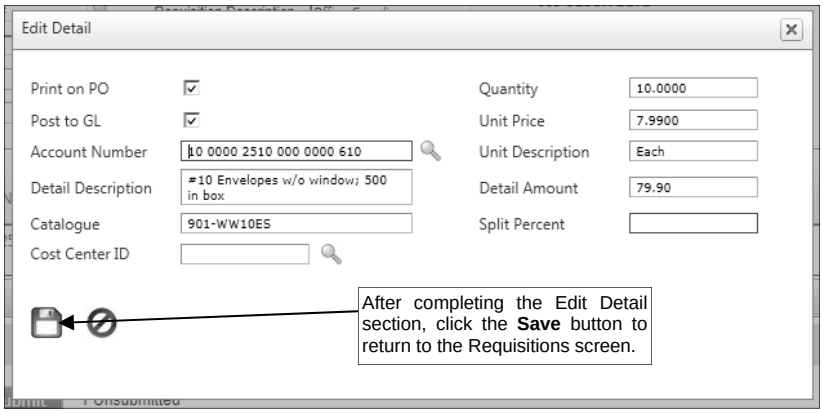


Diagram B

d. Enter a description for the line item in the Detail Description field. The description can be alphanumeric and up to **1,000** characters long.

   Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field. To use the requisition description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

e. Enter the catalogue number of the item in the Catalogue field, if desired. The catalogue number can be alphanumeric and up to **30** characters long.

f. If desired, enter the ID of the cost center to track for this line item in the Cost Center ID field. If the ID is not known, click the **Search** button to select the correct one.

g. Enter the quantity of the item to order in the Quantity field, if applicable. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

h. Enter the cost of one unit of the item in the Unit Price field, if desired. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

i. If desired, enter the unit of the item to order, such as *EA* for *Each* or *DOZ* for *Dozen*, in the Unit Description field. The unit can be alphanumeric and up to **10** characters long.

j. If the Quantity and Unit Price fields were completed, the system automatically calculates the total cost of the line item and displays it in the Detail Amount field (can be changed, if needed); otherwise, enter the amount to be distributed to the specified account number for this line item in the Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

k. If desired, complete the Split Percent field in order to do one of the following:

   1) To split an amount proportionately among multiple line items already entered, such as for shipping, enter the percent sign (**%**) in the Split Percent field, leave the Chart of Account Number field blank, complete the remaining fields with the appropriate description and amount, and then save the line item. Once the requisition is saved, the system will expense the amount (shipping) proportionately to the expense accounts specified for the line items entered without the percent sign (**%**) and list a second line for each expense account with the proportionate amount.

   2) To expense a certain percentage of the total amount of the requisition (as entered in the Requisition Amt field) to the line item, enter the percentage of the total amount to use for the line item in the Split Percent field and the system will then calculate the amount for the line item and display it in the Detail Amount field after saving the line item. For example, if **15%** of the requisition total should be expensed to this line item, enter **15** in this field.

   3) To calculate a percentage of a particular amount to expense to the line item, enter the percentage followed by the percent sign (**%**) and then the particular amount; for example, enter **20%299.75** to have the system calculate 20% of $299.75 for the line item and display it in the Detail Amount field after saving the line item.

   Note: The information entered into the Split Percent field is cleared (not saved) with the line item after saving the requisition.

l. Click the **Save** button.

   Note: If the amount of the line item is equal to or greater than the amount entered in the Minimum Bid Amount field in the Requisition Options option in the School Accounting System (if applicable), a message will appear stating to enter the bids; click **OK** and then enter the bids.

m. To track the bids or quotes received from other vendors for the purchase of the goods or services included in the line item, click the **Bid Detail** button for the Bids field to enter the bids. Then at the Detail Bids screen, complete the following:

   - Click the **Add New** button.
   - At the Edit Detail screen, enter the ID of the vendor from whom the bid was received in the Vendor ID field, or click the **Search** button to select the correct one. See **Diagram C**.

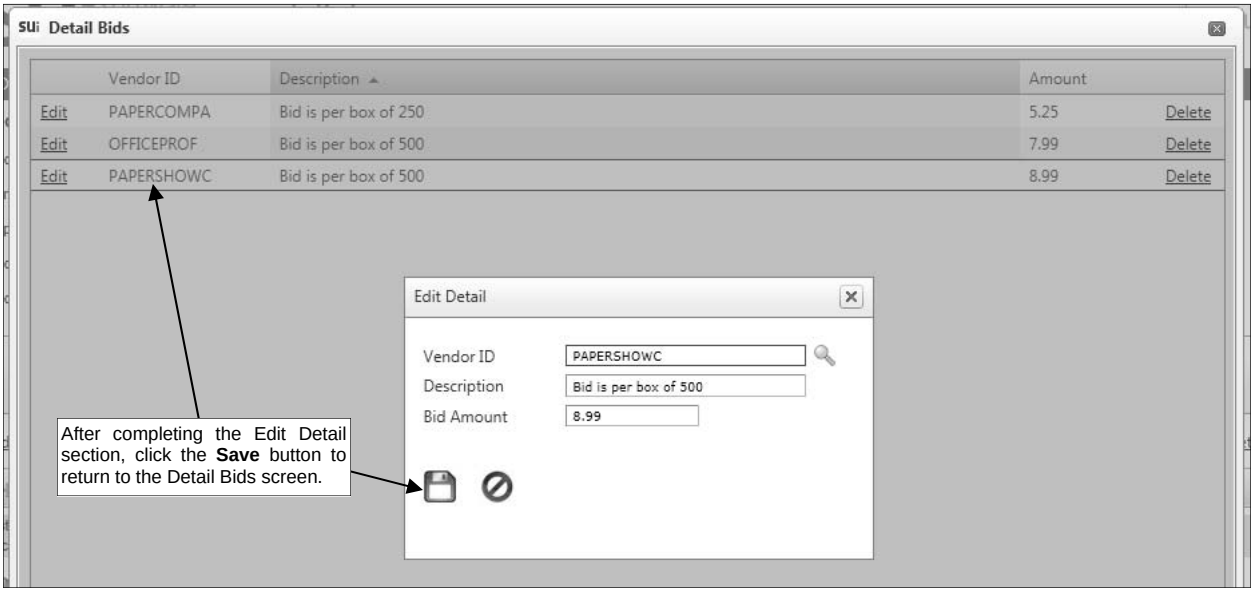


Diagram C

- Enter a description for the bid in the Description field, if desired. The description can be alphanumeric and up to **40** characters long.
- Enter the total amount of the bid from the specified vendor in the Bid Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.
- Click the **Save** button.
- Repeat theses steps until all the bids have been entered for the line item.
- Click the **Save** button to save the information and close the Detail Bids screen; the number of bids entered for the line item will appear in the Bids field.

5. Repeat Step 4 until all the detail line items have been entered for the requisition.

   Note: The Distributed amount for the requisition must equal the Requisition Amount specified in the Header Information. These totals are displayed at the bottom of the screen.

6. If the Requisition Amount field was left blank (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is not selected), click the **Calculate** button for the Requisition Amount field at this time to have the system automatically add up the total of all the detail line items and display the total amount.
7. Click the **Save** button.

   Note: If the requisition contains a line item that went over budget for an account number and the Warn if Requisition Over Budget field is selected in the Requisition Options option in the School Accounting System, a message will appear asking to save the entry with a negative budget balance; click **OK** to save the requisition with a negative balance.

8. A message will appear stating the requisition was saved; click **OK**.
9. If desired, submit the requisition at this time, or wait until all requisitions have been entered, and then print a listing and submit each requisition. To enter another requisition, click the **Add New** button, click **OK** when prompted to continue, and then repeat Steps 3-8.

   Note: After submitting a requisition, notification emails for approval will be sent to the appropriate users as based on the approval tree assigned to the requisition if designated to do so in the Requisition Options option. If there were notification email messages that did not go through, an error will be tracked in the Activity Log option (on the System Log tab) in the School Accounting System. If an email is rejected, the rejection notice will be sent to the email address entered in the From Email Address field in the Requisition Options option.

10. After all requisitions have been entered and submitted, select the **Home** option in the upper right-hand corner to close the Requisition Entry screen.

    Tip: The number of unsubmitted requisitions (for the current user) appears at the bottom of screen (to the right of the **Submit** button).

Correcting a Requisition *Before* Submitting:

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. The Requisition Entry screen will appear.
3. Select the requisition to edit by clicking the **Find** button for the Requisition Number field, changing the filters if needed, clicking once on the desired requisition, and then clicking the **Select** button.
4. Make the desired changes to the requisition.
   a. To edit an existing line item on the requisition, click the **Edit** link located to the left of the desired line.
   b. To enter an additional line item on the requisition, click the **Add New** button located in the Detail Information section of the requisition and then complete the necessary information for the line item.
   c. To delete a line item from the requisition, click the **Delete** link located to the right of the desired line; when prompted to delete the line item, click **OK**.
   d. To view the comments for the requisition, click the **View/Edit Comments** button. For each comment entered by a user, the system displays the ID of the user who entered the comment in the User ID field and the date the comment was entered (or updated) in the Date Updated field; the information in these two fields cannot be changed. To add a comment to the requisition or

edit an existing comment that was previously entered, click the **Create/Edit Your Comment** button, enter the comment (up to **1,000** characters long), and click **OK**; after saving the comment, the Requisition Entry screen will re-appear. To remove a comment that was previously entered, click the **Delete Your Comment** button.

Note: Only one comment per user can be added for each requisition; if additional information is needed to be entered for a comment, edit the existing one. Users can edit or delete only their own comment.

e. To edit the number of bids for a line item, click the **Bid Detail** button for the Bids field. Then at the Requisition Detail Bids screen, complete one of the following: 1) to enter an additional bid, click the **Add New** button, complete the necessary information for the bid, and click the **Save** button; 2) to edit an existing bid, click the **Edit** link located to the left of the desired bid, enter the updated information, and click the **Save** button; or 3) to delete a bid, click the **Delete** link located to the right of the desired bid and when prompted to delete the bid, click **OK**. After making changes to the bids on the Requisition Detail Bids screen, click the **Save** button to save the changes and close the Requisition Detail Bids screen.

5. If the total amount of the requisition changed but the Requisition Amount field was not updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is not selected), click the **Calculate** button for the Requisition Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
6. After all the changes have been made, click the **Save** button.
7. A message will appear stating the requisition was saved; click **OK**.

Correcting a Requisition *After* Submitting:

Once a requisition has been submitted, the requisition can only be edited if it has been rejected, in which case, complete the steps for correcting a requisition before submitting to make changes to a rejected requisition and resubmit it.

Deleting a Requisition *Before* Submitting:

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. The Requisition Entry screen will appear.
3. Select the requisition to delete by clicking the **Find** button for the Requisition Number field, changing the filters if needed, clicking once on the desired requisition, and then clicking the **Select** button.
4. Once the requisition to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **OK**.

Deleting a Requisition *After* Submitting:

Once a requisition has been submitted, the requisition can only be deleted or cancelled after it has been approved (and is still outstanding) or rejected. To cancel or delete a rejected requisition, follow the steps for Cancelling or Deleting a Rejected Requisition (below). An approved (and outstanding) requisition cannot be accessed in Web Link and must be cancelled from within the School Accounting System. If you do not have access to the School Accounting System, contact the Business Office and request to have the desired outstanding requisition cancelled.

Submitting Requisitions:

Submitting a Requisition Immediately After Entering:

1. With the requisition to submit displayed on the Requisition Entry screen, click the **Submit** button (located at the bottom of the screen).
2. A message will appear stating the requisition had been submitted; click **OK**.

Submitting a Saved Requisition:

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. Select the requisition to submit by clicking the **Find** button for the Requisition Number field, changing the filters if needed, clicking once on the desired requisition, and then clicking the **Select** button.
3. Click the **Submit** button located at the bottom of the screen.

4. A message will appear stating the requisition had been submitted; click **OK**.

Cancelling or Deleting a Rejected Requisition:

Note: Only the user who initially entered the requisition can cancel or delete a rejected requisition through the Requisition Entry option following the steps below. Cancelling a rejected requisition will: 1) release the amount from the Unapproved Requisitions total for the applicable account numbers (appears when entering requisitions), 2) prevent the rejected requisition from displaying in the Requisition Entry option when searching, and 3) keep the history of the requisition in the system as an audit trail for its entry, rejection, and cancellation. Deleting a rejected requisition will: 1) release the amount from the Unapproved Requisitions total for the applicable account numbers (appears when entering requisitions), and 2) completely remove (delete) the requisition from the system (will not be any history of the requisition being entered and rejected).

Tip: Rejected requisitions can also be cancelled from within the Cancel Outstanding/Rejected Requisitions option in the School Accounting System (by any user with the applicable rights to the option), if needed.

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. The Requisition Entry screen will appear.
3. Select the rejected requisition to cancel or delete by clicking the **Find** button for the Requisition Number field, changing the filters if needed, clicking once on the desired requisition, and then clicking the **Select** button.
4. To cancel the rejected requisition, complete the following:
   a. Select the Cancelled field. A checkmark will appear in the box if the field is selected.
   b. Click the **Save** button.
   c. A message will appear stating the requisition had been saved; click **OK**.
5. To delete the rejected requisition, complete the following:
   a. Click the **Delete** button.
   b. When prompted to delete the record, click **OK**.

Requisition Status

The Requisition Status option is used to view and check the approval status of the requisitions that have been entered and submitted. The Requisition Status option only displays the requisitions entered by the user currently logged into the system. Changes cannot be made to requisitions from within the Requisition Status option.

Note: A user must be defined (within the School Accounting System) to have rights to enter requisitions or the Requisition Status option will not be available in Web Link.

Viewing a Requisition within Requisition Status:

Note: Changes cannot be made to requisitions from within the Requisition Status option. A user must be defined (within the School Accounting System) to have rights to enter requisitions or the Requisition Status option will not be available in Web Link.

1. Select the **Data Entry** menu and then **Requisition Status**.
2. The Requisition Status screen will appear listing all requisitions that have been entered by the user currently logged into the system, excluding those that have been converted to purchase orders or cancelled; change the filters as needed to view the desired requisitions, including those that have been converted to purchase orders or cancelled. See **Diagram A**.
3. Select the requisition for which to view the status by clicking once on the Requisition Number.
4. The approval information will appear in the Approvals List (on the bottom of the screen) for the selected requisition. For each approval sequence (as based on the approval tree assigned to the requisition), the following information appears: whether the user approved or rejected the requisition, the name of the user who actually completed the approval process for the sequence, the name of the user who was listed as the primary user for the particular approval sequence, the name of the user who was listed as the alternate (if applicable), and the date the approval sequence was completed.
5. If applicable, the comments for the selected requisition will also appear in the Comments List (on the bottom of the screen). The system will display the comments, the name of the user who entered the comments, and the date the comment was entered (or updated).

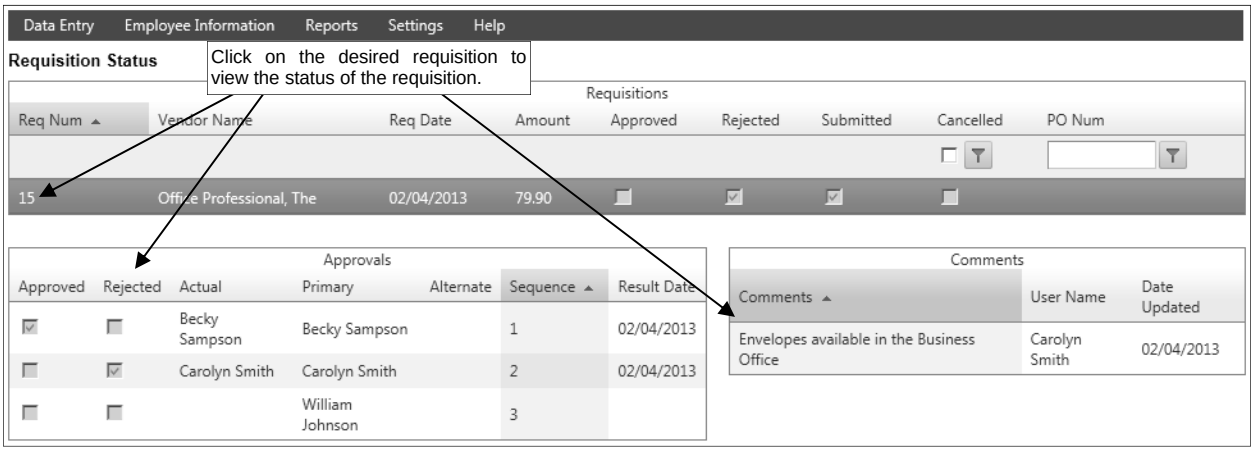


Diagram A

Requisition Approvals

The Requisition Approvals option is utilized by designated users to approve requisitions that have been submitted for approval. The approval process for requisitions follows the hierarchy (approval sequences) as defined with the approval trees assigned to the requisitions.

If the system is set up to send notification emails for requisitions (in the Requisition Options option in the School Accounting System), upon approving or rejecting requisitions, emails will be sent to the users with the next approval sequences as the requisitions flow through the approval trees, the users who submitted the requisitions once completely processed (received final approval or rejected), and the users who are designated to receive an email for requisitions that received final approval.

Note: A user must be assigned to an Approval Sequence (User ID field completed) on an approval tree in the School Accounting System or the Requisition Approvals option will not be available in Web Link.

Approving Requisitions:

Note: A user must be assigned to an Approval Sequence (User ID field completed) on an approval tree in the School Accounting System or the Requisition Approvals option will not be available in Web Link.

1. Select the **Data Entry** menu and then **Requisition Approvals**.
2. In the Approval Type field, enter the type of approvals (**Alternate Approvals**, **Approval Tree Owner**, or **Regular Approvals**) to view and process, or click the **down-arrow** button to select the correct one. To view the requisitions currently awaiting approval from you (the user logged into the system), enter **Regular Approvals**. To view the requisitions awaiting approval from others for which you are designated as an alternate approver (as defined in the Alternate User ID field for approval trees), enter **Alternate Approvals**. To view all the requisitions awaiting approval for which you are the owner (as defined in the Approval Tree Owner ID field for approval trees), enter **Approval Tree Owner**. The default of **Regular Approvals** will appear, but can be changed. See **Diagram A**.

   Note: The requisitions that display for Regular Approvals or Alternate Approvals include only those which are currently at your sequence on the approval tree or the alternate user's sequence (if applicable); the requisitions that are awaiting approvals from other users for other sequences on the approval trees will not appear unless the Show All Sequences field is selected (see below).

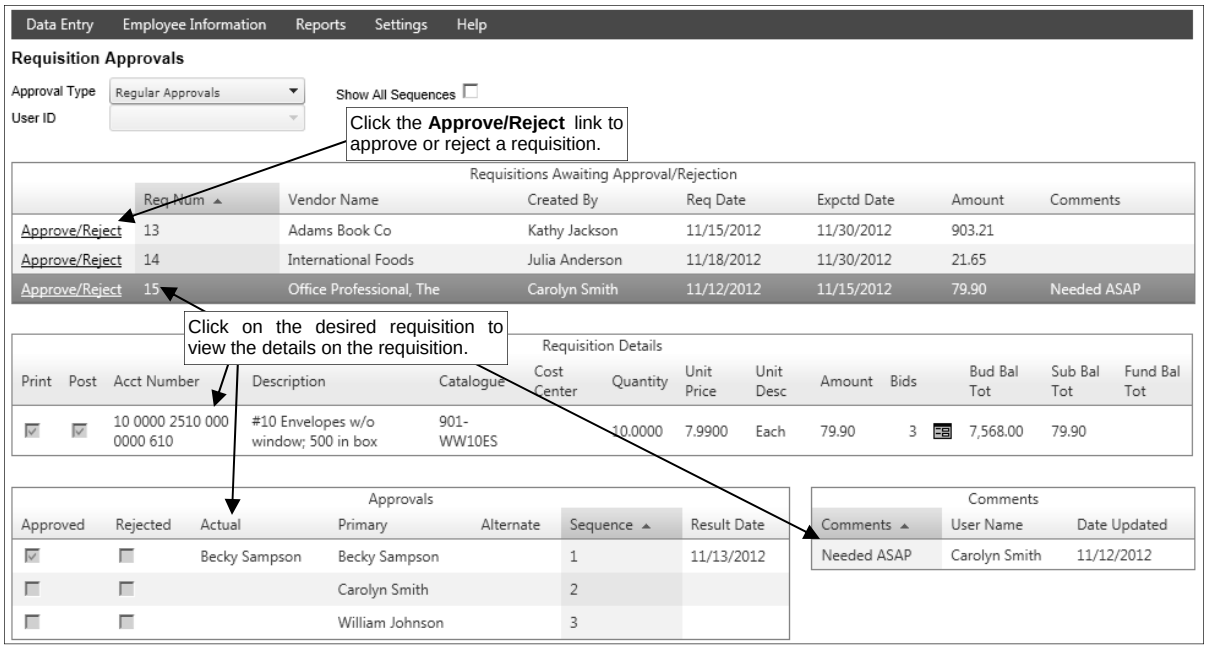


Diagram A

3. Only if the Allow Show All Sequences for Approvals field in the Requisition Options option in the School Accounting System is selected, the Show All Sequences field appears to the right of the Approval Type field. If applicable, select the Show All Sequences field to display all requisitions pending approval from you including those that are currently awaiting approval from other users first for other sequences on the approval trees. A checkmark will appear in the box if the field is selected.

   Tip: Select the Show All Sequences field if you will soon be gone for a period of time and would like to approve requisitions that will be moving through the approval process and needing your approval before your return.

4. If Alternate Approvals is selected as the Approval Type, enter the ID of the user for which you are an alternate and want to view the requisitions pending that user's approval in the User ID field, or click the **down-arrow** button to select the correct user.

5. Complete the approval process for the desired requisitions:

   a. To view the details included on a requisition, click on the desired requisition in the Requisitions Awaiting Approval/Rejection List located at the top of the screen; the details for the selected requisition will then display in the Requisition Details List in the middle of the screen.

      Tip: The budget balance (including the total of unposted invoices, unposted purchase orders, and approved requisitions for the particular account number, if applicable) will display in the Requisition Details List for each detail line item included on a requisition; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all submitted requisitions that have not yet been approved for the particular account number (including the detail line items on the current requisition) will display. If applicable, to view the bids or quotes received from other vendors for the purchase of the goods or services included in the line item on the requisition, click the **Bid Detail** button for the Bids field.

   b. To approve a requisition, complete the following:

      - Click the **Approve/Reject** link located to the left of the desired requisition.
      - The Approvals Edit screen will appear showing all the detail information for the selected requisition. See **Diagram B**.
      - If needed, the account number for a line item on a requisition can be changed or completed at this time (only if the Post to GL field is selected). If applicable, click the **Edit** link located to the left of the desired line item, enter the account number to be expensed for the line item in the Account Number field (or click the **Search** button to select the correct one), and then click the **Save** button.

        Note: If the account number is changed for a line item on a requisition, "Account Number(s) Changed" will be added as a comment in the Comments field for the requisition.
      - If desired, enter a comment to track for approving the requisition in the Comments field. The comment can be up to **1,000** characters long. If a comment was previously entered by the user, the previous comment will appear, but can be changed.
      - Click the **Approve** button.

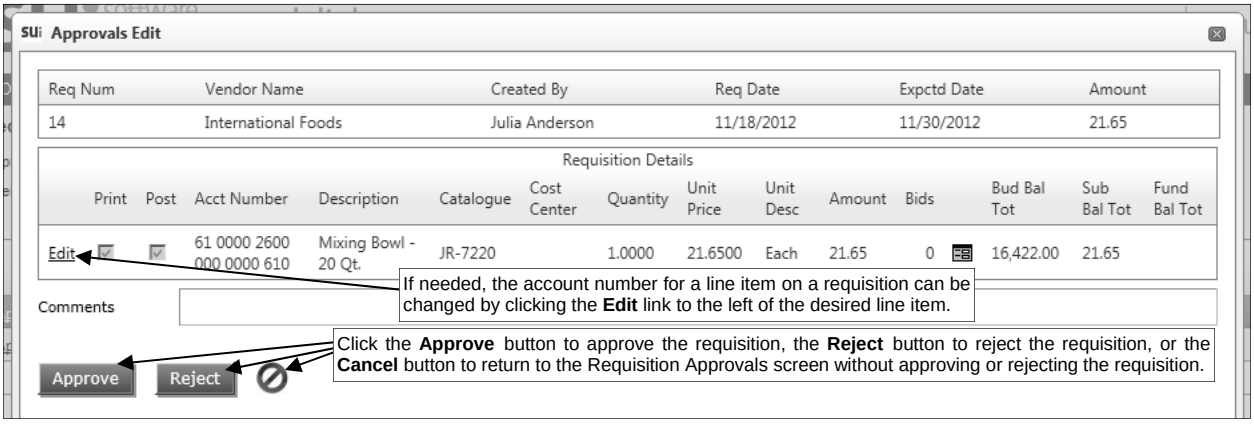


Diagram B

c. To reject a requisition, complete the following:

- Click the **Approve/Reject** link located to the left of the desired requisition.
- The Approvals Edit screen will appear showing all the detail information for the selected requisition.
- If desired, enter a comment to track for rejecting the requisition in the Comments field. The comment can be up to **1,000** characters long. If a comment was previously entered by the user, the previous comment will appear, but can be changed.
- Click the **Reject** button.

Note: If approving requisitions out of the normal order of an approval tree by using the Show All Sequences field (only applicable if **Regular Approvals** or **Alternate Approvals** is selected as the Approval Type), the requisitions will still be pending for the other users with approval sequences preceding and following your sequence. If approving as the owner of the assigned approval trees (**Approval Tree Owner** is selected as the Approval Type), the requisitions will be considered fully processed and will not require approval from other users on the approval tree. If a requisition is rejected by one approver on the approval tree, the requisition will not proceed to the next approval sequence on the approval tree, and will instead be sent back to the submitter.

6. If designated to do so in the Requisition Options option, a notification email will be sent at this time to the user who submitted the requisition, the user with the next approval sequence as based on the approval tree assigned to the requisition, and/or the user who is designated to receive an email for requisitions that received final approval.

   Note: If there were notification email messages that did not go through, an error will be tracked in the Activity Log option (on the System Log tab) in the School Accounting System. If an email is rejected, the rejection notice will be sent to the email address entered in the From Email Address field in the Requisition Options option.

Purchase Orders

Purchase orders are entered to record the products or services that will be (or have been) ordered from a particular vendor and have been granted the necessary approval for purchase. Purchase orders include all the necessary details for the products or services, including the descriptions, catalogue numbers (if applicable), quantities, prices, and the appropriate account numbers from which the products or services will be expensed. Once purchase orders have been entered into the system, the purchase order forms can be printed and submitted (or emailed) to the vendors to place the orders, if desired.

When a batch of purchase orders is posted, the applicable detail line items are encumbered in General Ledger to track the district's financial commitments. When reports are printed, the encumbrances for Outstanding Purchase Orders can be included in order to help business officials determine the remaining line item budget amounts. As the invoices arrive, the purchase order items can be invoiced for payment by entering the appropriate purchase order number and selecting the necessary detail line items to invoice. When the invoiced purchase orders are posted, the purchase order encumbrances are then released, as the amounts move from purchase order encumbrances to expected expenditures (if operating on a cash basis) or expenses (if operating on an accrual basis).

If requisitions are used (entered on the system) prior to entering purchase orders, the requisitions (those that have been approved) can be quickly selected and converted to purchase orders.

Note: A user must be defined (within the School Accounting System) to have rights to enter purchase orders or the Purchase Orders option will not be available in Web Link.

Entering Purchase Orders:

Note: A user must be defined (within the School Accounting System) to have rights to enter purchase orders or the Purchase Orders option will not be available in Web Link.

1. Select the **Data Entry** menu and then **Purchase Orders**.
2. If you previously created a purchase order batch and it has not been posted (from within the School Accounting System), the Purchase Order Batch Search screen will appear listing those batches (batches created by other users will not be visible). To continue adding purchase orders to an existing batch, select the desired batch by double-clicking on the batch description or clicking on the batch once and then clicking the **Select** button. Otherwise, to enter a new batch, click the **Add New** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.
3. The Purchase Orders screen will appear for the selected purchase order batch.
   a. At the Batch Options screen, enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

      Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, ***Batch Description-0001***) to make it distinctive.

   b. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format being sure to **key the slashes (or dashes)**, or click the **Calendar Search** button to select the desired date.

      Note: The month entered as the processing month can be from *one month prior* to the current computer date of the web server to a month in the future, but must be within a fiscal year that has already been started within the School Accounting System. If a future month is entered and an error message is displayed, contact the Business Office to verify if the appropriate fiscal year has been started within the School Accounting System.

c. If desired, enter the ID of the ship to address to use as the default for all the purchase orders within the batch in the Ship To Address ID field. If the ID is not known, click the **Search** button to select the correct one. Leave this field blank to specify a ship to address for each purchase order within the batch or if ship to addresses are not used. If a ship to address is assigned to the user in the User Security option in the School Accounting System, the designated ship to address will appear and cannot be changed.

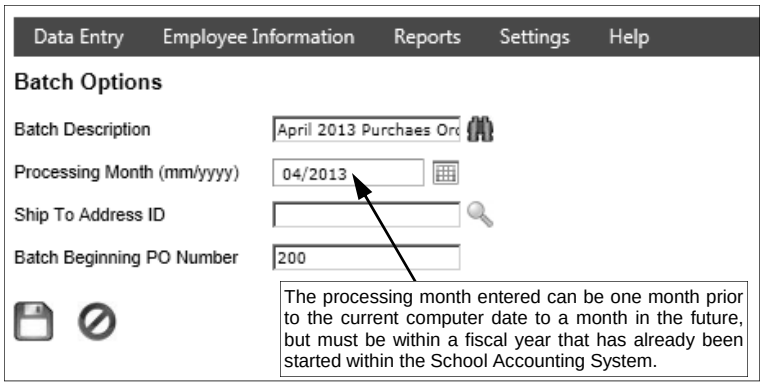


Diagram A

d. If desired, to use a particular set of numbers for the purchase orders within the batch, enter the purchase order number to use for the first purchase order in the batch in the Batch Beginning PO Number field. The number can be alphanumeric and up to **15** characters long. Leave this field blank to have the system automatically assign the next available purchase order number, or to assign each purchase order number manually.

Note: If a number is entered in the Batch Beginning PO Number field, all the purchase orders within the batch will be assigned a purchase order number using the specified set of numbers and will not use a prefix as defined for a ship to address assigned to the purchase order (if applicable) or as defined in the Accounts Payable System File (if applicable).

e. Click the **Save** button.

4. Complete the Header Information of the purchase order.

a. Enter the number for the purchase order in the PO Number field. The purchase order number can be alphanumeric and up to **15** characters long. Leave this field blank to have the system automatically assign the next available purchase order number once the purchase order is saved. If the purchase order was created from converted requisitions (using the Select Requisitions option) and the Purchase Order Number Same as Requisition Number field is selected in the Accounts Payable System File in the School Accounting System, the number of the requisition selected as the Primary one (if applicable) will appear but can be changed; if the particular purchase order number is already in use, the PO Number field will be blank and can be manually entered or assigned by the system. See **Diagram B**.

Note: If having the system assign the purchase order number, the system will assign the number as follows: 1) first, if the Batch Beginning PO Number field is completed in the batch options, the first purchase order in the batch will be that specified number and then the other purchase orders will increment from there; 2) if the purchase order is tied to a ship to address with a defined purchase order prefix, the number will be incremented from the most recently used purchase order number with that prefix; 3) otherwise, if a purchase order prefix was defined in the Accounts Payable System File, the number will be incremented from the most recently used purchase order number with that prefix; or 4) else the number will be incremented from the most recently used purchase order number.

b. In the Vendor ID field, enter the ID of the vendor from whom the goods or services will be ordered or purchased. If the ID is not known, click the **Search** button to select the correct one. If the purchase order was created from converted requisitions (using the Select Requisitions option) and the Default Requisition Vendor ID was utilized, be sure to update the Vendor ID to be the correct vendor at this time.

Note: If a user is defined to have rights to edit vendors, the **Add New** button and **Edit** button will appear on the search screen in order to add a new vendor to the Vendor File or edit an existing vendor (for example, edit a vendor's address).

c. Enter the total amount of the purchase order in the PO Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. If desired, leave this field blank until all the detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail line items and display the total in this field.

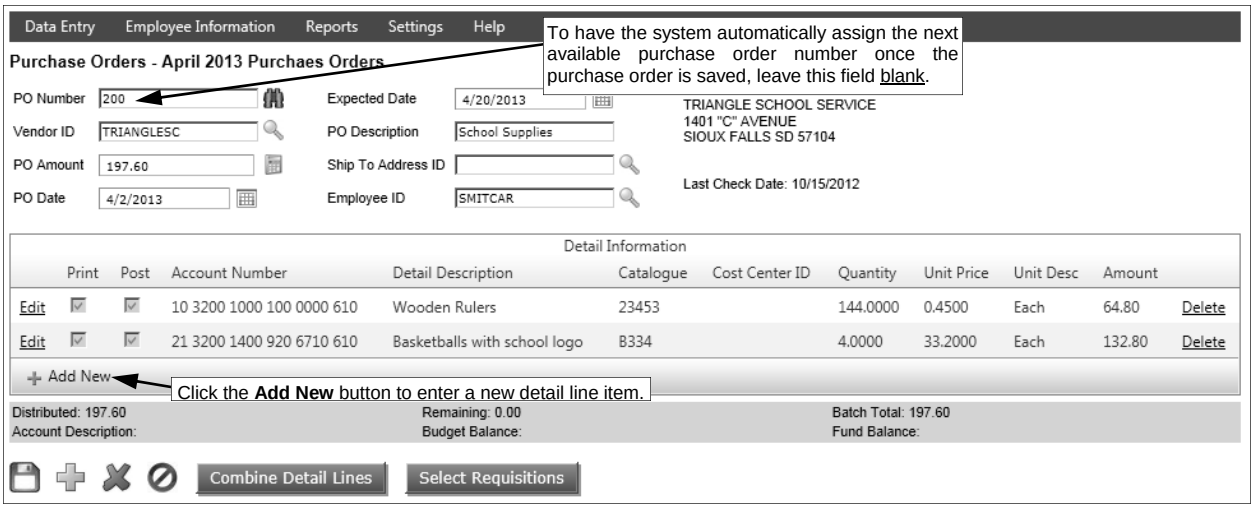


Diagram B

Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is selected, the system will automatically add up all the detail line items and display the total in this field.

d. Enter the date of the purchase order in the PO Date field. Use the **mm/dd/yyyy** format being sure to **key the slashes (or dashes)** or click the **Calendar Search** button to select the desired date. The current computer date of the web server will appear as the default, but can be changed to a date that is from *one month prior* to the current date to any date in the future.

e. Enter the date the goods or services are expected to be received in the Expected Date field. Use the **mm/dd/yyyy** format being sure to **key the slashes (or dashes)** or click the **Calendar Search** button to select the desired date. The current computer date of the web server will appear as the default, but can be changed to a date that is from *one month prior* to the current date to a future date within the *same* fiscal year as the processing month of the batch.

f. Enter a summary description for what is included on the purchase order in the PO Description field. The description can be alphanumeric and up to **40** characters long.

Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field.

g. If desired, enter the ID of the ship to address to use for the purchase order in the Ship To Address ID field. If the ID is not known, click the **Search** button to select the correct one. If applicable, the ID of the ship to address specified in the Ship To Address ID field in the batch options will appear as the default but can be changed. Leave this field blank if ship to addresses are not used. If a ship to address is assigned to the user in the User Security option in the School Accounting System, the designated ship to address will appear and cannot be changed.

h. To track which employee should receive the merchandise included on the purchase order, enter the ID for the desired employee in the Employee ID field. If the user is defined with rights to allow employee selection, click the **Search** button to search for and select the appropriate employee. If the user is not defined with rights to allow employee selection, the employee ID tied to the user will appear as the default (or will be blank if there is not an employee ID tied to the user) and cannot be changed.

5. Click the **Add New** button located in the Detail Information section of the purchase order to enter the detail line(s).

Note: If one or more default chart of account numbers had been entered for the specified vendor (in the Vendor File), the designated account number(s) will appear in the detail section, with each account number as its own detail line item. If applicable, click the **Edit** link located to the left of a line item to complete the information for a line, or click the **Delete** link located to the right of a line item to delete the line.

a. Select the Print on PO field to print the line item on the purchase order. A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default. See **Diagram C**.

Tip: Do not select this field if the line item is only entered to expense the cost of an item to one of several account numbers and does not need to be printed on the purchase order.

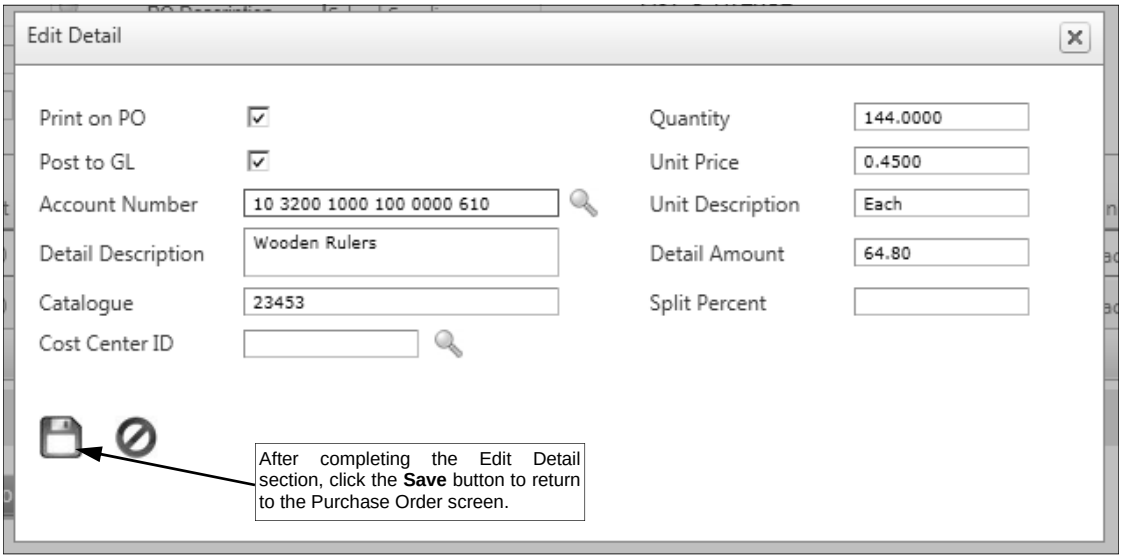


Diagram C

b. Select the Post to GL field to post the line item to the specified account number. A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default.

Tip: Do not select this field if the line item is only entered to order an item that will be split between several account numbers.

c. If the Post to GL field is selected, enter the account number to be expensed for the line item in the Account Number field. Typically, the account number entered here is an expense account. If the account number is not known, click the **Search** button to select the correct one.

Tip: The name of the account and the budget balance (including the total of unposted invoices and unposted purchase orders (including the current purchase order) for the particular account number, if applicable) will display on the bottom of the purchase order screen once the detail line item is saved; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display.

d. Enter a description for the line item in the Detail Description field. The description can be alphanumeric and up to **1,000** characters long.

Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field. To use the purchase order description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

e. Enter the catalogue number of the item in the Catalogue field, if desired. The catalogue number can be alphanumeric and up to **30** characters long.

f. If desired, enter the ID of the cost center to track for this line item in the Cost Center ID field. If the ID is not known, click the **Search** button to select the correct one.

g. Enter the quantity of the item to order in the Quantity field, if applicable. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

h. Enter the cost of one unit of the item in the Unit Price field, if desired. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

i. If desired, enter the unit of the item to order, such as *EA* for *Each* or *DOZ* for *Dozen*, in the Unit Description field. The unit can be alphanumeric and up to **10** characters long.

j. If the Quantity and Unit Price fields were completed, the system automatically calculates the total cost of the line item and displays it in the Detail Amount field (can be changed, if needed); otherwise, enter the amount to be distributed to the specified account number for this line item in the Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

k. If desired, complete the Split Percent field in order to do one of the following:

1) To split an amount proportionately among multiple line items already entered, such as for shipping, enter the percent sign (**%**) in the Split Percent field, leave the Chart of Account

Number field blank, complete the remaining fields with the appropriate description and amount, and then save the line item. Once the purchase order is saved, the system will expense the amount (shipping) proportionately to the expense accounts specified for the line items entered without the percent sign (**%**) and list a second line for each expense account with the proportionate amount.

2) To expense a certain percentage of the total amount of the purchase order (as entered in the PO Amount field) to the line item, enter the percentage of the total amount to use for the line item in the Split Percent field and the system will then calculate the amount for the line item and display it in the Detail Amount field after saving the line item. For example, if **15%** of the purchase order total should be expensed to this line item, enter **15** in this field.

3) To calculate a percentage of a particular amount to expense to the line item, enter the percentage followed by the percent sign (**%**) and then the particular amount; for example, enter **20%299.75** to have the system calculate 20% of $299.75 for the line item and display it in the Detail Amount field after saving the line item.

Note: The information entered into the Split Percent field is cleared (not saved) with the line item after saving the purchase order.

l. Click the **Save** button.

6. Repeat Step 5 until all the detail line items have been entered for the purchase order.

   Note: The Distributed amount for the purchase order must equal the PO Amount specified in the Header Information. These totals along with the batch total are displayed at the bottom of the screen.

7. If the PO Amount field was left blank (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is not selected), click the **Calculate** button for the PO Amount field at this time to have the system automatically add up the total of all the detail line items and display the total amount.

8. Click the **Save** button.

   Note: If the purchase order contains a line item that went over budget for an account number and the Warn if Purchase Order Over Budget field is selected in the Accounts Payable System File, a message will appear asking to save the entry with a negative budget balance; click **OK** to save the purchase order with a negative balance.

9. A message will appear stating the purchase order had been saved; click **OK**.

10. To enter another purchase order, click the **Add New** button, click **OK** when prompted to continue, and then repeat Steps 4-9.

11. Once all the purchase orders have been entered, print a listing (if the user has rights to do so) and then inform the Business Office to post the purchase order batch. If desired, the purchase orders can also be emailed by completing the Email Purchase Orders option within the School Accounting System.

    Tip: Print the **Purchase Order Listing-Detail** or **Purchase Order Listing-Summary** to view a listing of all purchase orders in the selected batch. Print the **Standard Purchase Order Form** report (or other custom purchase order format setup defined for your school district) to print the actual purchase order forms.

Correcting a Purchase Order *Before* Posting:

1. Select the **Data Entry** menu and then **Purchase Orders**.
2. The Purchase Order Batch Search screen will appear.
3. Select the batch which contains the purchase order to correct by double-clicking on the batch description or clicking on the batch once and then clicking the **Select** button.
4. The Purchase Orders screen will appear for the selected purchase order batch.
5. Select the purchase order to edit by clicking the **Find** button for the PO Number field, changing the filters if needed, clicking once on the desired purchase order, and then clicking the **Select** button.
6. Make the desired changes to the purchase order.
   a. To edit an existing line item on the purchase order, click the **Edit** link located to the left of the desired line.
   b. To enter an additional line item on the purchase order, click the **Add New** button located in the Detail Information section of the purchase order and then complete the necessary information for the line item.

c. To delete a line item from the purchase order, click the **Delete** link located to the right of the desired line; when prompted to delete the line item, click **OK**.

d. If the purchase order includes converted requisitions (from using the Select Requisitions option), complete the Combine Detail Lines option to merge multiple detail line items that are similar to be just one line on the purchase order, if desired.

7. If the total amount of the purchase order changed but the PO Amount field was not updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is not selected), click the **Calculate** button for the PO Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
8. After all the changes have been made, click the **Save** button.
9. A message will appear stating the purchase order was saved; click **OK**.

Correcting a Purchase Order *After* Posting:

Once a purchase order has been posted, it cannot be accessed in Web Link and must be corrected from within the School Accounting System. If you do not have access to the School Accounting System, contact the Business Office and request to have the desired purchase order corrected.

Deleting a Purchase Order *Before* Posting:

1. Select the **Data Entry** menu and then **Purchase Orders**.
2. The Purchase Order Batch Search screen will appear.
3. Select the batch which contains the purchase order to delete by double-clicking on the batch description or clicking on the batch once and then clicking the **Select** button.
4. The Purchase Orders screen will appear for the selected purchase order batch.
5. Select the purchase order to delete by clicking the **Find** button for the PO Number field, changing the filters if needed, clicking once on the desired purchase order, and then clicking the **Select** button.
6. Once the purchase order to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **OK**.

Deleting a Purchase Order *After* Posting:

Once a purchase order has been posted it cannot be accessed in Web Link and must be deleted from within the School Accounting System. If you do not have access to the School Accounting System, contact the Business Office and request to have the desired purchase order deleted.

Posting Purchase Orders:

Purchase orders can only be posted from within the School Accounting System. If you do not have access to the School Accounting System, contact the Business Office and request to have the desired purchase order batch posted.

Selecting (Converting) Requisitions to Purchase Orders:

1. Select the **Data Entry** menu and then **Purchase Orders**.
2. Select the desired batch of purchase orders into which to convert requisitions by double-clicking on the batch description or clicking on the batch once and then clicking the **Select** button, or if needed, create a new batch.
3. The Purchase Orders screen will appear for the purchase order batch.
4. To convert one or more requisitions to a single purchase order, complete the following:
   - To convert the requisition(s) to a new purchase order, click the **Add New** button (and click **OK** when prompted) to initialize the screen for a new entry; otherwise, to convert the requisition(s) to an existing purchase order already entered in the batch, click the **Find** button for the PO Number field to select the correct one.
   - Click the **Select Requisitions** button.
   - When prompted, select **For Single Purchase Order** and click the **Select** button.

Note: If a purchase order was displayed on the screen prior to clicking the **Select Requisitions** button, a message will appear prompting to add the converted requisitions to the existing purchase order; click **OK** to add the requisitions to the existing purchase order displayed on the screen, or to convert the requisitions to a new purchase order, click **Cancel**, click the **Add New** button (and click **OK** when prompted), and then click the **Select Requisitions** button again.

- The Select Requisitions screen will appear listing all the outstanding requisitions (those that have been approved but not yet converted to purchase orders). See **Diagram D**.

  Note: If converting requisitions to an existing purchase order, only the outstanding requisitions that are for the same vendor as the existing purchase order appear, but the filters can be changed, if desired. If a ship to address or vendor group is assigned to the user in the Requisition Options option (or the User Security option) within the School Accounting System, only the requisitions tied to the particular ship to address or vendor group appear.

- Select the requisition(s) to convert to the purchase order by clicking the box in the first column located to the left of each desired Requisition Number. A checkmark will appear in the box if the requisition is selected. To select all the requisitions listed on the screen, click the box located in the first column at the top of the screen (to the left of the Primary column heading). If desired, change the filters to modify the requisitions displayed here.
- Only if converting requisitions to a new purchase order, select the Primary field (column) for the requisition from which to use the Header Information on the purchase order if multiple requisitions are chosen to be converted. A checkmark will appear in the box under the Primary column if the field is selected. If only one requisition is selected to be converted, the Primary field does not have to be completed as the information from the selected requisition will automatically be used on the purchase order.

  Note: If the Primary field is not selected for a requisition when converting multiple requisitions to a purchase order, the fields in the Header Information will use the defaults (if applicable) or will be blank, other than the PO Amount field which will reflect the total amount of the selected requisitions. The Primary field (column) is not applicable (and does not appear) if converting requisitions to an existing purchase order.
- Click the **Select** button to convert the selected requisition(s) to a purchase order.
- Continue entering the purchase order as normal; if desired, if multiple requisitions were converted to the purchase order, the detail lines can be combined together on the purchase order in order to merge similar line items.
- After all the desired changes have been made to the purchase order, click the **Save** button.

5. To convert multiple requisitions each to a separate purchase order, complete the following:
   - Click the **Select Requisitions** button.
   - When prompted, select **For Multiple Purchase Orders** and click the **Select** button.
   - The Select Requisitions screen will appear listing all the outstanding requisitions (those that have been approved but not yet converted to purchase orders).

Diagram D

Note: If a ship to address or vendor group is assigned to the user in the Requisitions Options option (or the User Security option) within the School Accounting System, only the requisitions tied to the particular ship to address or vendor group appear.

- Select the requisitions to convert to purchase orders by clicking the box in the first column located to the left of each desired Requisition Number. A checkmark will appear in the box if the requisition is selected. To select all the requisitions listed on the screen, click the box located in the first column at the top of the screen (to the left of the Requisition Number column heading). If desired, change the filters to modify the requisitions displayed here.
- Click the **Select** button to convert the selected requisitions to purchase orders.
- A message will appear stating the number of requisitions successfully converted to purchase orders; click **OK**.

  Note: If there were requisitions that failed, complete Step 4 at this time to convert the failed requisitions individually in order to enter valid data for the applicable fields.
- If needed, make any changes to the purchase orders. If desired, the detail lines can be combined together on the purchase order in order to merge similar line items.

Combining Detail Lines:

The Combine Detail Lines function (button) is used with requisitions that were converted to purchase orders to merge multiple detail lines that are similar to be just one line on the purchase order. For example, if several teachers each entered separate requisitions for whiteboard markers and the requisitions were converted to a single purchase order, there would be multiple lines for the same item (whiteboard markers); by completing the Combine Detail Lines function, the particular detail lines for the whiteboard markers could be combined together so there was just one line for the markers on the purchase order for the total to be ordered for all the teachers.

1. Select the **Data Entry** menu and then **Purchase Orders**.
2. Select the desired batch of purchase orders containing the purchase order with the detail lines to be combined by double-clicking on the batch description or clicking on the batch once and then clicking the **Select** button.
3. The Purchase Orders screen will appear for the purchase order batch.
4. Click the **Find** button for the PO Number field to select the purchase order with the detail lines to combine.
5. Click the **Combine Detail Lines** button.
6. The Combine Detail Lines screen will appear listing all the detail line items on the purchase order.
7. Select the detail lines to merge by clicking the box in the first column located to the left of each desired detail line item. A checkmark will appear in the box if the detail line item is selected. To select all the detail line items listed on the screen, click the box located in the first column at the top of the screen (to the left of the Primary column heading) located at the top of the screen. If desired, change the filters to modify the lines displayed here.
8. Select the Primary field (column) for the detail line item from which to use the Detail Information (such as the account number and detail description) on the purchase order for the merged line. A checkmark will appear in the box under the Primary column if the field is selected.

   Note: If the Primary field is not selected, the fields in the Detail Information for the merged line will use the defaults (if applicable) or will be blank, other than the Quantity field and the Amount field which will reflect the total amounts of the selected detail lines.
9. Click the Select button to combine the detail lines as specified.

   Note: If the Primary field was not selected for one of the detail lines to be combined, a message will appear; click **OK** to continue combining the detail lines without having one designated as the primary, or click **Cancel** to return to the Combine Detail Lines screen in order to select one of the lines as the primary.
10. After all the desired changes have been made to the purchase order, click the **Save** button.

Vendors

Vendors are used to define each company or individual from which the school district purchases services or goods and issues a check through the Accounts Payable module. Each company or individual has a record in the Vendor File in the School Accounting System containing specific information, including name, addresses, phone numbers, fax number, email address, tax information (if applicable), and other miscellaneous information.

Adding a Vendor:

Note: A user must be defined (within the School Accounting System) to have rights to edit vendors or the ability to add vendors will not be available in Web Link.

1. From the data entry screen for purchase orders or requisitions, click the **Search** button for the Vendor ID field and then click the **Add New** button.
2. At the Vendors screen, click the **General** tab to complete the general information for the vendor.
   a. Enter a unique ID for the vendor in the Vendor ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

      Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the Legal Business Name (or Last Name if an individual), leave the ID field blank; once the record is saved, the ID will be assigned. If the company's name starts with the word "The" and "The" is entered at the beginning of the company name in the Legal Business Name field, the system will disregard "The" when automatically assigning the ID. If the ID entered in the field is for an existing entity not currently flagged with the entity role of Vendor, a prompt will appear stating the record is not an active vendor and to contact the Business Office in order for it to be changed; click **OK**.

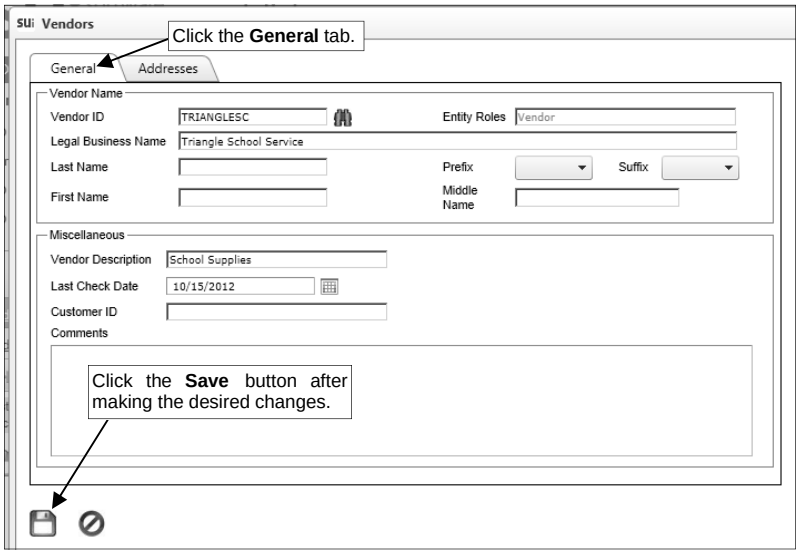


Diagram A

   b. The role(s) in which the vendor is defined and used within the School Accounting System appears in the Entity Roles field. When adding a new vendor, the system automatically assigns the entity role of Vendor. If more than one entity role appears, the vendor can be used and accessed in all the applicable areas using the exact same ID.

   c. ***If the vendor is a company,*** enter the name of the company in the Legal Business Name field. ***If the vendor is an individual,*** leave this field blank. The name can be alphanumeric and up to **75** characters long.

      Note: If the company's name starts with the word "The", be sure to enter "The" at the beginning of the name in the Legal Business Name field; the system will disregard "The" when automatically assigning the ID (if applicable) and when searching on the Vendor Name field in other areas of the system (for example, "The Paper Company" becomes "Paper Company, The" for sorting and searching purposes).

   d. ***If the vendor is an individual,*** enter the person's last name in the Last Name field. ***If the vendor is a company,*** leave this field blank, or if desired, enter the last name of the person who owns the business in the Last Name field. The last name can be up to **40** characters long.

      Note: When a check is printed to the vendor, the check will be written using the Legal Business Name if applicable, or else the First Name followed by the Last Name.

e. ***If the vendor is an individual,*** enter the prefix (such as Dr., Mr., or Mrs.) for the person in the Prefix field if applicable, or click the **down-arrow** button to select the correct one. ***If the vendor is a company,*** leave this field blank, or if desired, enter the prefix of the person who owns the business in the Prefix field.

f. ***If the vendor is an individual,*** enter the suffix (such as Jr. or Sr.) for the person in the Suffix field if applicable, or click the **down-arrow** button to select the correct one. ***If the vendor is a company,*** leave this field blank, or if desired, enter the suffix of the person who owns the business in the Suffix field.

g. ***If the vendor is an individual,*** enter the person's first name in the First Name field. ***If the vendor is a company,*** leave this field blank, or if desired, enter the first name of the person who owns the business in the First Name field. The first name can be up to **30** characters long.

h. ***If the vendor is an individual,*** enter the person's middle name in the Middle Name field. ***If the vendor is a company,*** leave this field blank, or if desired, enter the middle name of the person who owns the business in the Middle Name field. The middle name can be up to **30** characters long.

i. Enter a generic description of what the vendor is used for in the Vendor Description field. The description can be alphanumeric and up to **40** characters long. The description entered here can be pulled into descriptions used on invoices, purchase orders, requisitions, and board reports (including newspaper vendor reports).

j. Leave the Last Check Date field blank when entering the new vendor, as the system will automatically update this field with the last date the vendor was paid once a check has been issued to this vendor. If a date is in this field, it will display below the vendor's address when entering invoices, purchase orders, and requisitions.

k. If desired, enter the account number or ID for your school district for this vendor in the Customer ID field. The number can be alphanumeric and up to **30** characters long. If a number is entered, it will display below the vendor's address when entering invoices, purchase orders, and requisitions, and will print on the check stub if defined to do so.

l. Enter any additional information to track for the vendor in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long. If a comment is entered, it will display below the vendor's address when entering invoices, purchase orders, and requisitions.

3. Click the **Addresses** tab to complete the Primary Address and the Purchase Order Address for the vendor. See **Diagram B**.

   Note: The Primary Address is printed on the checks issued to the vendor, and the Purchase Order Address is included on purchase orders and requisitions for the vendor. **If the information for both addresses is the same, enter the information on the Primary Address tab only and then select the Same as Primary Address field for the Purchase Order Address.** The Same as Primary Address field on the Purchase Order Address will be selected by default when adding a new vendor; if needed, first remove the checkmark from the Same as Primary field in order to enter the necessary information into the fields for the Purchase Order Address.

   a. If the vendor is a company and the correspondence should be sent directly to a specific person or department at the company, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long. If the Attention field is completed for the Primary Address, it will display with the vendor's address when entering invoices and will print on the actual check. If the Attention field is completed for the Purchase Order Address, it will display with the vendor's address when entering purchase orders and requisitions and will print on the actual purchase order form.

   b. Enter the address (up to two lines) for the vendor in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.

   c. Enter the city where the vendor is located in the City field. The city can be alphanumeric and up to **25** characters long.

   d. Enter the appropriate **2-digit** state abbreviation (or applicable **2-** or **3-digit** code for the province, if located outside of the United States) for the vendor in the State field.

   e. Enter the zip code for the vendor in the Zip Code field. The zip code can be alphanumeric and up to **15** characters long. The system will automatically add the dash in the zip code if **9** digits are entered, using the format of ##### - ####, after advancing from the field.

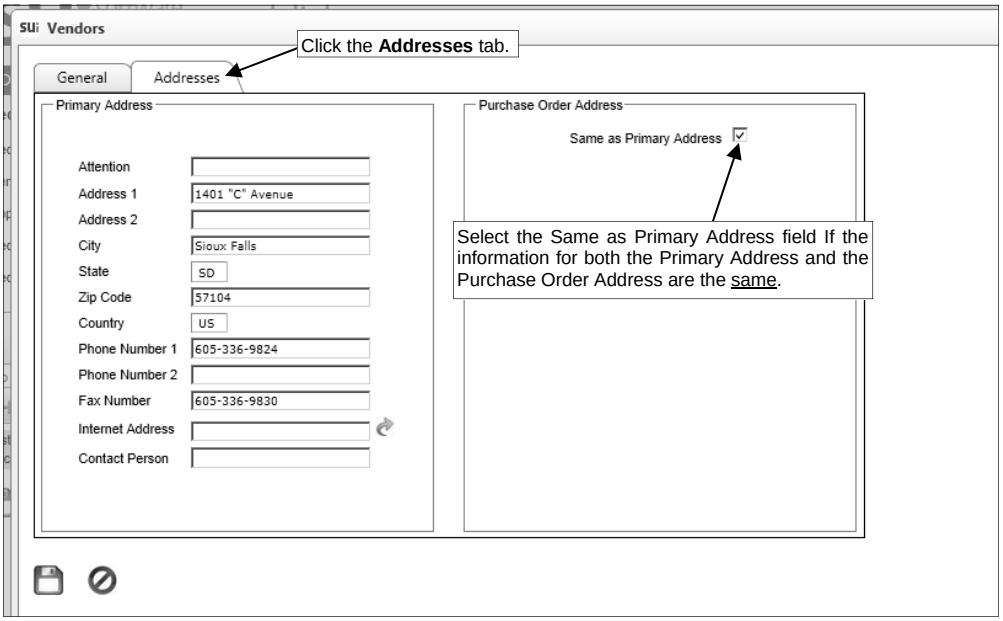


Diagram B

f. Enter the applicable country code (**US**, **CA**, or **MX**) where the vendor is located in the Country field. If the State field is completed, the corresponding country code will appear by default in this field, but can be changed if needed.

g. Enter the phone number(s) for the vendor in the Phone Number 1 and Phone Number 2 fields. Each phone number can be up to **30** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) once the record is saved using the following formats: 1) ### - #### if 7 digits are entered; 2) ### - #### x ## if 8 or 9 digits are entered; 3) ### - ### - #### if 10 digits are entered; or 4) ### - ### - #### x ## if 11 or more digits are entered.

h. Enter the fax number for the vendor in the Fax Number field. The fax number can be up to **30** digits long. The system will automatically add the dashes for the fax number (if entered with numbers only) once the record is saved using the same formats as for the phone numbers.

i. If desired, enter the address for the vendor's website in the Internet Address field. The website address can be up to **50** characters long.

Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

j. If the vendor is a company, enter the name of the person or department who should be contacted with any questions in the Contact Person field. The name can be alphanumeric and up to **30** characters long.

4. Click the **Save** button to save the new vendor.

Changing a Vendor:

Note: A user must be defined (within the School Accounting System) to have rights to edit vendors or the ability to change vendors will not be available in Web Link.

1. From the data entry screen for purchase orders or requisitions, click the **Search** button for the Vendor ID field, change the filters if needed, click once on the desired vendor to edit, and then click the **Edit** button.
2. Make the desired changes to the vendor.

   Note: The Vendor ID cannot be changed from within Web Link.
3. After all the changes have been made, click the **Save** button.

Check History

The Check History option displays the payroll earnings information from posted checks and direct deposit stubs (excluding voided ones) issued in Payroll in the School Accounting System for the user (employee). With the Check History option, the checks and direct deposit stubs display only for the number of calendar years specified within the Web Link Setup Options option in the School Accounting System. The information for each check, including the check number, the check date, and the amount, will appear. If desired, a check or direct deposit stub can be selected in order to print a copy of the check (on plain paper with a "Copy" overlay) or to view the detail information included on the check.

Note: A user must be defined (within the School Accounting System) to have rights to view check history, or else the Check History option will not be available in Web Link.

Viewing Check History:

1. Select the **Employee Information** menu and then **Check History**.
2. The posted checks and direct deposit stubs (excluding voided ones) issued in Payroll for the user (employee) appear on the screen. Only the checks and direct deposit stubs within the number of calendar years specified in the Web Link Setup Options option in the School Accounting System display, with the most recent checks listed on the top. See **Diagram A**.
3. To print a copy of a check (on plain paper with a "Copy" overlay) or to view the detail information included on the check, click the **View** link located to the right of the desired check, or double-click on the desired check.

   Note: A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to viewing (printing) a check; if you do not have a PDF viewer, download Adobe® Reader free of charge by clicking the **Get Adobe® Reader** button or going to http://get.adobe.com/reader/ and following the instructions.

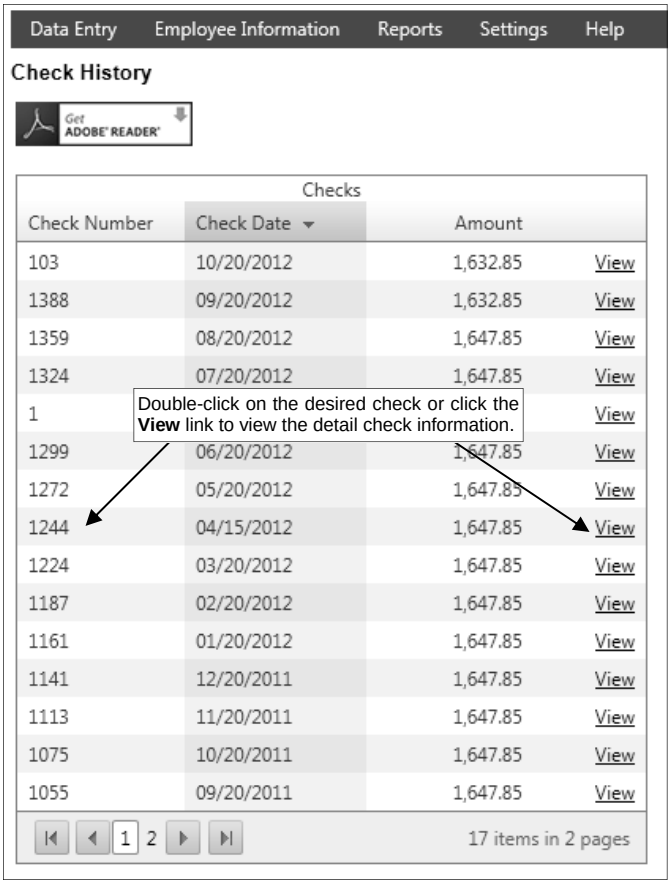


Diagram A

4. Once the check displays on the screen, complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**) to print a hard copy of the check.

   Tip: To save the report as a file, select the **File** menu and then **Save As**; when prompted, specify the name and location of the report file, and then click the **Save** button.

Leave Balance

The Leave Balance option displays the balances of the leaves for the current year for the user (employee). With the Leave Balance option, the following data is shown for each leave set to display: the beginning balance, the total amount earned in the year, the total amount used in the year, and the ending balance. Also, the detail information from the entries for when the leaves were earned or used can be viewed. The leaves that appear within the option are defined to display within the Leave File in the School Accounting System, and can be overridden individually by employee on the Leaves screen in the Employee File in the School Accounting System, if needed.

Depending on whether the Display Unposted Leave Balances field is selected or unselected within the Web Link Setup Options in the School Accounting System, either just the posted entries for leaves will be included in the balances displayed in this option, or both posted and unposted entries will be included. Posted entries are those included in a payroll calculation batch that has been updated.

Note: A user must be defined (within the School Accounting System) to have rights to view leaves, or else the Leave Balance option will not be available in Web Link.

Viewing Leave Balances:

Note: A user must be defined (within the School Accounting System) to have rights to view leaves, or else the Leave Balance option will not be available in Web Link.

1. Select the **Employee Information** menu and then **Leave Balance**.
2. All the leaves that are set to display appear on the screen for the current year (based on the current date of the web server and the Start/End Dates of the leaves). See **Diagram A**.

   Note: Depending on whether the Display Unposted Leave Balances field is selected or unselected within the Web Link Setup Options in the School Accounting System, either just the posted entries for leaves will be included in the balances displayed in this option, or both posted and unposted entries will be included. Posted entries are those included in a payroll calculation batch that has been updated.
3. To view the detail information for a leave, click once on the desired leave.
4. To print the information, complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**).

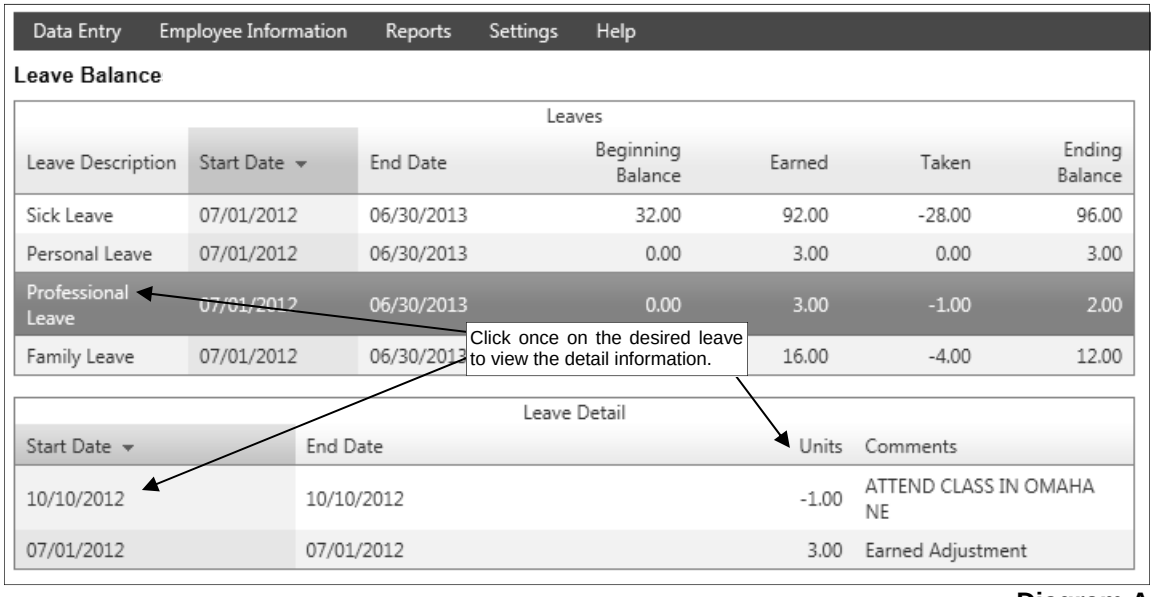


Diagram A

W2s

The W2s option allows the user (employee) to view and print the W2 generated in Payroll in the School Accounting System. With the W2s option, the W2s for only the calendar years specified within the Web Link Setup Options option (in the School Accounting System) are available to view and print. With the W2s option, the W2s use the two W2s on page format (including one Copy B, one Copy C, and two Copy 2s), and also generate the instructions normally included on the back of a W2.

Note: In order for the W2s option to be available in Web Link, a user must be defined (within the School Accounting System) with the Employee ID field completed, and the desired calendar years must be selected in the Available W2 Years List in the Web Link Setup Options in the School Accounting System.

Viewing W2s:

Note: In order for the W2s option to be available in Web Link, a user must be defined (within the School Accounting System) with the Employee ID field completed, and the desired calendar years must be selected in the Available W2 Years List in the Web Link Setup Options in the School Accounting System.

1. Select the **Employee Information** menu and then **W2s**.
2. At the W2 Consent Terms screen (see **Diagram A**), review the terms for consenting to use the W2s option in Web Link at your district.
3. Complete the desired authorization option for using the W2s option and then click the **Continue** button.
   - Select "**I agree to the above Consent Terms and want to view and receive my W2 through Web Link only (no paper copy).**" option if you agree to the terms and want to only receive your W2 electronically through Web Link (and do not want a paper copy). This option will be selected by default if it was previously selected when viewing W2s in the past.
   - Select "**I want to continue receiving my W2 in paper form but would like to view my W2 through Web Link.**" option if you want to view your W2 electronically through Web Link and also receive a paper copy.

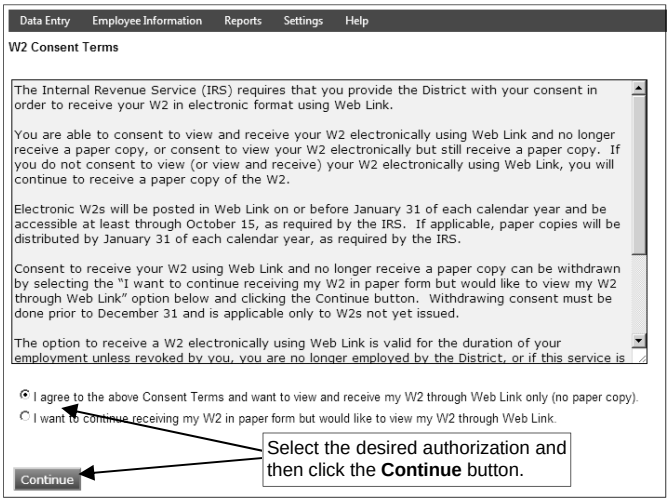


Diagram A

Note: The W2 Consent Terms screen only appears the first time accessing the W2s option per session.

4. At the Print W2s screen, enter the **4-digit** calendar year for the W2 to view in the Year field, or click the **down-arrow** button to select the correct one.
5. Click the **View/Print W2** button to view the W2 on the screen, or else click the **Save W2** button to save the W2 as a .PDF file to a specified location on your computer. If desired, then complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**) to print a copy of the W2.

   Note: A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to viewing (printing) a W2; if you do not have a PDF viewer, download Adobe® Reader free of charge by clicking the **Get Adobe® Reader** button or going to http://get.adobe.com/reader/ and following the instructions.

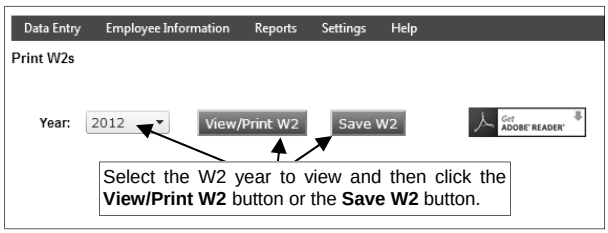


Diagram B

Reports

The Reports menu allows a user to print a report. Only the reports that are designated for the specific user within the User Security option in the School Accounting System are accessible to be printed in Web Link.

When generating reports in Web Link, the Payroll reports (and Negotiations reports, if applicable) containing employee information will only include data for the user currently logged into Web Link; and the Accounts Payable reports containing purchase orders or requisitions will only include data the user entered, unless the user has rights to approve requisitions.

Note: A user must be defined (within the School Accounting System) to have rights to reports in Web Link, or else the Reports menu will not be available in Web Link.

Printing a Report:

Note: Only the reports that are designated for the specific user within the User Security option in the School Accounting System are accessible to be printed in Web Link. Any Payroll reports (and Negotiations reports, if applicable) containing employee information will only include data for the user currently logged into Web Link.

1. Select the **Reports** menu.

   Note: A user must be defined (within the School Accounting System) to have rights to reports in Web Link, or else the Reports menu will not be available in Web Link.

2. At the Report Search screen, select the report to print by: 1) double-clicking on the desired report, 2) clicking on the report once and then clicking the **Select** button, or 3) clicking on the report once and then pressing the **Enter** key. If all the available reports do not appear on the Report Search screen, advance to the page on which the desired report is included by clicking the **First Page**, **Previous Page**, **Next Page**, or **Last Page** button, or clicking the appropriate page number. If desired, change the filters to modify the reports displayed on the search screen. See **Diagram A**.

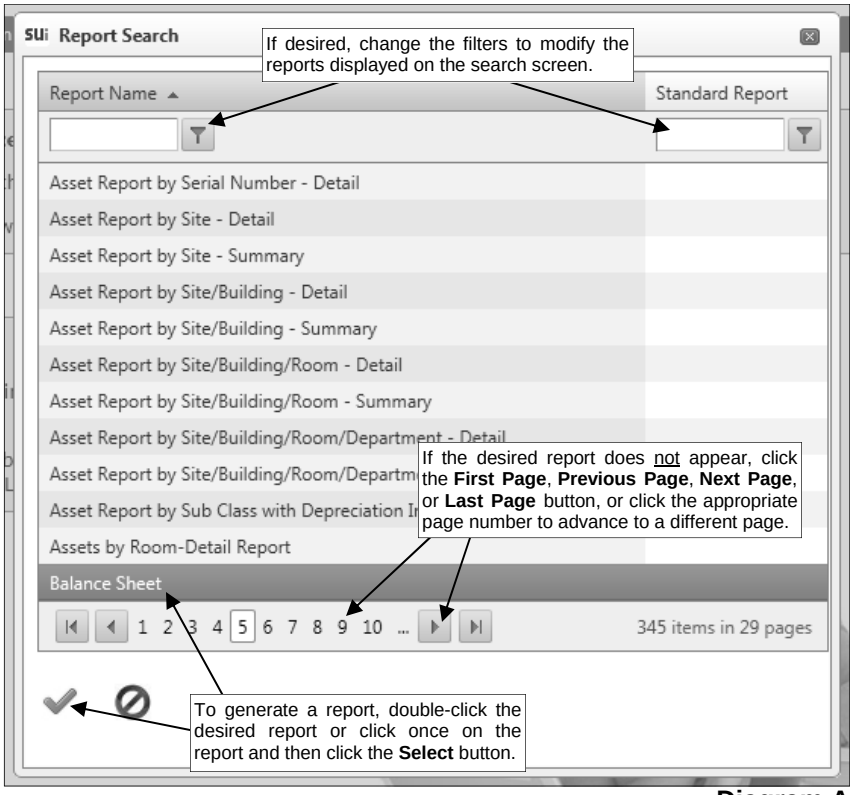


Diagram A

Tip: To sort the reports in ascending or descending order by a particular field (column), click on the column heading (label) for the desired field; an up or down arrow will appear to the right of the field indicating the order of the reports (ascending or descending).

3. Complete the required report printing options, if applicable.
   a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one. See **Diagram B**.
   b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year; **be sure to key the slashes (or dashes), if applicable**.

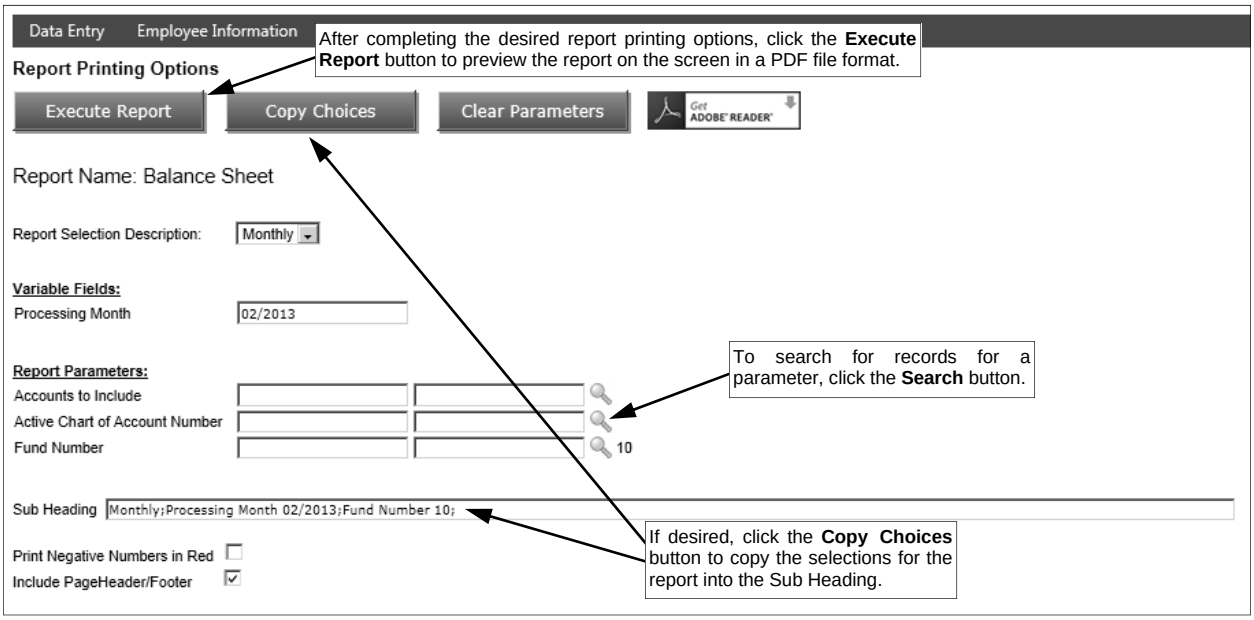


Diagram B

   c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameters section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:

- Click the **Search** button to select specific records. To select a record to include on the report, click the box in the first column located to the left of each desired record. A checkmark will appear in the box if the record is selected. To select all the records listed on the screen, click the box located in the first column at the top of the screen (to the left of the other column headings). If desired, change the filters to modify the records displayed here. After all the desired records are selected, click the **Select** button. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular account type has been specified on a General Ledger report, only the account numbers of the particular account type will appear when clicking the **Search** button for the Chart of Account Number parameter).

  Tip: If desired, while searching, click the **Selected Rows First** button to view all the selected records on the first page(s) of the search screen.

  Note: If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button on the report printing options screen (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).

- Enter the desired starting record to include on the report in the From field (first input box located to the right of the desired item) and the ending record to include in the To field (second input box located to the right of the desired item). If the parameter field is for a date

or month, use the format of **mm/dd/yyyy**; **be sure to key the slashes (or dashes)**. If the parameter field is for an account number, **be sure to key the spaces between the account dimensions**.

- Enter the records to include on the report using the wildcard characters (**%** or _) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (**%**) as a placeholder for an unlimited number of characters and the underscore (_) as a placeholder for one character. For example, enter **G%** in the From field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G.
- Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **Hz** in the To field.

Tip: If items have been selected for the parameters, click the **Clear Parameters** button, if desired, to clear the selections so that all records are selected for each item.

d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long.

Tip: Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection and selected parameters, into the Sub Heading field.

e. Select the Print Negative Numbers in Red field to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. The Print Negative Numbers in Red field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option or the User Security option in the School Accounting System for the specified user.

f. Select the Include Page Header/Footer field to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field will be selected by default. Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.

4. Click the **Execute Report** button to preview the report on the screen in a PDF file format.

Note: A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to running the report; if you do not have a PDF viewer, download Adobe® Reader free of charge by clicking the **Get Adobe® Reader** button or going to http://get.adobe.com/reader/ and following the instructions.

5. Once the report displays on the screen, complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**) to print a hard copy of the report.

Tip: To save the report as a file, select the **File** menu and then **Save As**; when prompted, specify the name and location of the report file, and then click the **Save** button.