

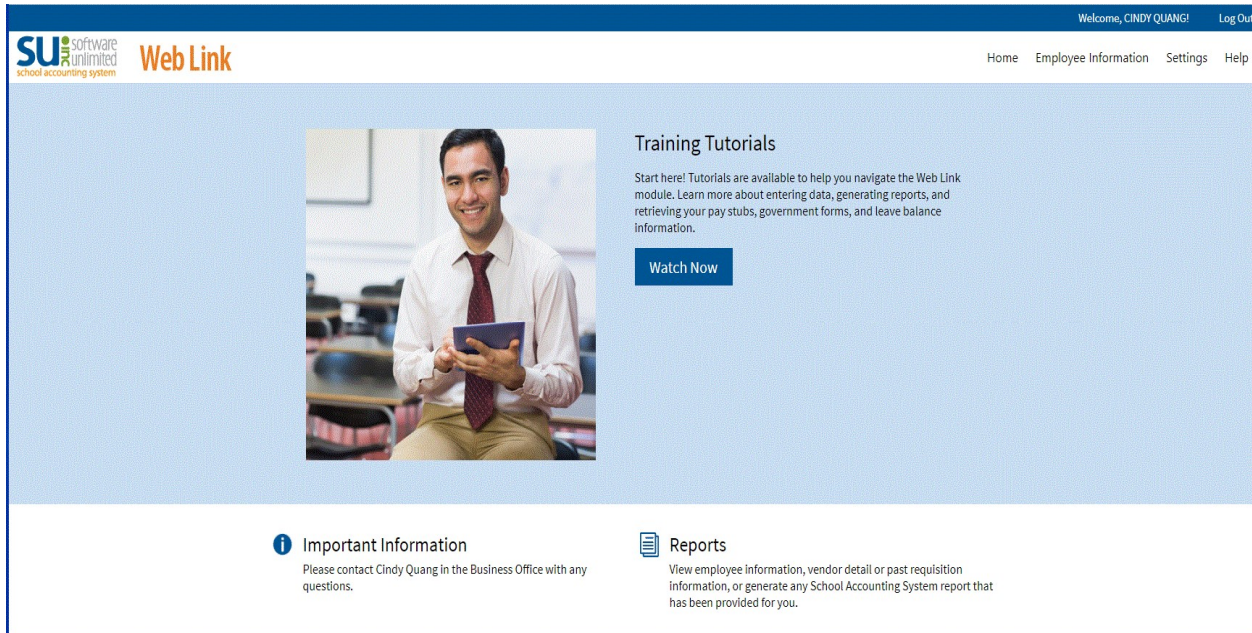
Weblink: <https://wl.sui-online.com/DCWestNE>

Enter Login credentials:

User ID: 5-letters of last name & 4-letter of first name (ex, QUANGCIND)

Password: last 4 digits of social security number

Home Screen: *You should see your name appear at the top right corner*



The screenshot shows the Web Link Home Screen. At the top, there is a blue header bar with the SU software unlimited logo on the left and the text "Welcome, CINDY QUANG!" and "Log Out" on the right. Below the header, there is a navigation bar with links: Home, Employee Information, Settings, and Help. The main content area has a light blue background. On the left, there is a photo of a man in a white shirt and red tie holding a tablet. To the right of the photo, there is a section titled "Training Tutorials" with a description: "Start here! Tutorials are available to help you navigate the Web Link module. Learn more about entering data, generating reports, and retrieving your pay stubs, government forms, and leave balance information." Below this is a blue button labeled "Watch Now". At the bottom of the main content area, there are two sections: "Important Information" with a blue information icon and text "Please contact Cindy Quang in the Business Office with any questions." and "Reports" with a blue document icon and text "View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you."

Available Tabs: *May vary depending on group access.*

[Home](#) [Data Entry](#) [Employee Information](#) [Settings](#) [Help](#)

DATA ENTRY page 1 of 3

Data Entry

- * Requisition Entry
- * Requisition Status

Requisition Entry:

PART I - HEADER INFORMATION

APPROVAL TREE ID: Supervisor approving your requisition. Select (magnifying glass) for approval trees. (*middle school athletics/clubs will select Middle School, not Activities for the approval tree*)

REQUISITION NUMBER: Leave Blank – A number will be assigned at the end of the requisition process

VENDOR ID: Vendor name of your order. Select (magnifying glass) a list of vendors the school has established and used in the past. Use UNKNOWN if there is a new vendor not in the system (Leave notes in the Comment Box for business manager to establish the new vendor or if you have not decided which vendor to use)

REQUISITION AMOUNT: The grand total amount of the order for that specific vendor.

REQUISITION DATE: Today's date

EXPECTED DATE: Today's date. However, for summer order please input 07/01/20XX for next school years budget


REQUISITION DESCRIPTION: Brief description of the order. EX: SUPPLIES, EQUIPMENT, CURRICULUM, REGISTRATION, FEE or etc.












SHIP TO ADDRESS ID: Select the building location. Select (magnifying glass) for building location. For summer orders, the shipping will default to the DISTRICT office. Go ahead and still select your building location.

EMPLOYEE ID: Prefilled to employee's ID



YOUR COMMENT: This is important to use when you want to leave notes for administrators or business manager to establish a new vendor. For extracurricular activities, please input which activities the order is for (EX. Volleyball, Drama, Speech, NHS.....etc).

DATA ENTRY page 2 of 3

IMPORTANT STEP: SAVE – Click the Disk  at the bottom left corner. Make sure you save your requisition often to avoid losing information. Weblink will time out after 10 minutes of inactivity. Information will be lost if not saved.

Detail Information							
Detail Description	Item Number	Quantity	Unit Price	Unit Description	Amount	URL	
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete
							 Delete

Distributed: 0.00 Remaining: 0.00 Unapproved Requisitions:
Account Description: Budget Balance: Fund Balance:


Submit Current Requisition Submit All Requisitions Print Requisition Copy Requisition 0 Unsubmitted Recall Submitted Requisition Document Management: 

PART II - REQUISITION INFORMATION

DETAIL DESCRIPTION: Description of the item you are purchasing. Be as descriptive as possible this will help the business office check in items. (EX. EXPO Dry Erase Marker, Chisel Point, Assorted Color – 36 pk)

ITEM NUMBER: Input this information if given. This will help the vendor know what you are purchasing.


QUANTITY: Quantity of item

UNIT PRICE: Price of item


UNIT DESCRIPTION: This will depend on the detailed description. Are the items sold by the Dozen, Each, Box, Pack, Oz, lb....etc) or Can be left blank if you do not know.

AMOUNT: Total Cost of Item (Quantity times Unit Price for each line)

URL: Optional, but very helpful if staff can provide this information. Amazon order is a prime example a URL link is useful. Input the URL link for each item.

RECOMMEND SAVING: SAVE – Click the Disk  at the bottom left corner to avoid losing any data entry.

DATA ENTRY page 3 of 3

Click **Document Management:**  (bottom right corner of the screen). You can add any documentation to requisitions. Recommend adding documentation if you received a quote or email correspondence on any order.

SAVE AGAIN to make sure you will not lose any data.






FINAL STEP: Submit Current/All Requisition



Helpful hint your order has been submitted. You will have "0 Unsubmitted"

Requisition Status:

The staff member that inputs into the requisition system will be able to see the approval status process.

 Web Link												Home Data Entry Employee Information Settings Help			
Requisition Status															
Requisitions															
Requisition Number	Vendor ID	Vendor Name	Employee ID	Requisition Date	Amount	Approved	Rejected	Submitted	Cancelled	Purchase Order Number	Document Management				
DST-0039	AMAZON	AMAZON CAPITAL SERVICES	QUANGCIND	04/19/2023	31.72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		 				
DST-0040	STAPLESADV	STAPLES ADVANTAGE	QUANGCIND	04/19/2023	45.52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		 				
Approvals															
Approved	Rejected	Actual	Primary	Alternate	Sequence	Result Date									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CINDY QUANG	CINDY QUANG		1	04/19/2023									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MELISSA POLONCIC	MELISSA POLONCIC		2	04/19/2023									
Comments															
Comments	User Name	Date Updated													
No records to display.															