



# Web Link

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***User Guide***

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# 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 Web Link, users can be defined to do any of the following: enter and approve requisitions; enter purchase orders; enter receivings; enter cash receipts; enter and approve leave requests; view their checks, leaves, 1095s, and W2s; view (and edit, if applicable) personal information; generate reports; view employee documents that were scanned and saved in K12Docs; 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/Reimbursements, Leave Balance, Leave Request Entry, and Leave Request Inquiry, along with K12Docs and k-Purchase, if applicable. 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 (see the "Logging In" topic in the Help File for more details).

# Available Help

## **Help File**

The Web Link module features a Help File that includes a table of contents, a topical index, a search option. To open the Help File, select the **Help** menu and then select **Web Link Help**. To then access the table of contents, click the **Contents** button located in the upper left-hand corner of the screen; to use the topical index, click the **Index** button; or to complete a search for specific information, click the **Search** button.

To print a specific topic in the Help File, complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**).

## **Web Page**

Access Software Unlimited, Inc.'s web site at **www.su-inc.com** to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits. In order to access the Knowledge Base, you must enter your User ID and Password when prompted. If needed, to create a User ID and Password for the website, click the Website Login Credentials link under the Help & Support section on the main screen of the School Accounting System.

## **Web Link Assistance**

If you have any questions using the Web Link module, please contact your school district's Business Office for assistance.

If needed, the officials in your Business Office may contact our Customer Support Help Line, which is available from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the Web Link module includes help line assistance to the officials in your Business Office for questions related to Web Link.

**To reach our Customer Support Help Line, call 800.756.0035, Ext. 2.** Be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. One of our Certified Customer Support Representatives will call you back to assist with problem resolution. Be sure to complete a Customer Support Callback Sheet for each call that you place and file it in your small Reference Binder for future use.

# Customer Support Callback Sheet

(Please complete before calling HELPLINE)

**800-756-0035 ext. 2**

If you cannot reach SUI with the toll-free number, please contact us via the following:  
Phone: 605-361-2073 ext. 2 E-mail: support@su-inc.com Fax: 605-361-5443

Person Calling: \_\_\_\_\_ Customer ID#: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Computer: \_\_\_\_\_ Phone: \_\_\_\_\_

What part of the System? (Circle one)

Accounts Payable	Human Resources	Fixed Asset Inventory	Warehouse
General Ledger	Negotiations	Accounts Receivable	Other Software
Payroll	Report Writer	Web Link	Other Hardware

What menu option(s)? \_\_\_\_\_

If an error has occurred, please copy this information from the screen:

Error Number: \_\_\_\_\_ Error Description: \_\_\_\_\_

Hardware or Software Question or Problem:

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**Fill out information below *after* calling HELPLINE:**

Helped By: \_\_\_\_\_ Call Back Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Resolution:

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# Logging In and Out

Web Link requires users to log in with a User ID and password to access the module. The Business Office needs to assign each Web Link user a unique User ID within the School Accounting System. When your Web Link session is complete, you need to log out of the module. The Logout option allows a user to exit Web Link. Always exit Web Link properly by clicking the Logout option to ensure the user ID does not get "locked" by the system (act as though the user is still logged in).

## Logging In:

1. 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. See **Diagram A**.

2. 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 "Lost Your Password?" link (located to the right of 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 "Lost Your Password?" link only appears if the Allow Password Retrieval field is selected in the Email Manager option in the School Accounting System. If the "Lost Your Password?" 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.

3. 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 ID. If the system is set up to have user passwords expire (within the System File in the School Accounting System), and your password will expire within 10 days or less, a "Password expires in # day(s)." link will appear on the Home screen, with the # being the number of days before your password expires. If applicable, click the link to change your password.

**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 (see **Diagram B**). The condensed version of Web Link only includes the options for Check History/Reimbursements, Leave Balance, Leave Request Entry, and Leave Request Inquiry, along with K12Docs and k-Purchase, if applicable. See **Diagram C**. 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

**Diagram A**

**Diagram B**

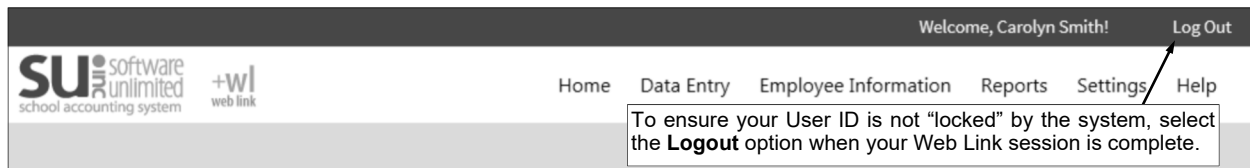
**Diagram C**

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"). Also, if the system does not detect a specific mobile device, access the About Web Link option from within the full desktop version and click the Software Unlimited, Inc., logo to view the details of your mobile device and submit that information to Customer Support.

4. If the password does not meet the complexity as defined on the Password Policy screen in the System File in the School Accounting System, a message will appear stating the password must be updated; click **OK** and then complete the Change Password option.

**Logging Out:**

1. Save any changes before exiting Web Link.
2. Select the **Log Out** option located in the upper right corner of the screen. See **Diagram D**.



**Diagram D**

# 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. Passwords, which are case sensitive, can be alphanumeric and up to **20** characters long (cannot be blank). If desired, the system can be set up to require passwords to be changed after a certain number of days and the complexity of the passwords can be defined in the System File within the School Accounting System. In order to change a password, the old (or existing) password must be known.

## **Changing a Password:**

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

**Tip:** If the system is set up to have user passwords expire (within the System File in the School Accounting System), and your password will expire within 10 days or less, a "Password expires in # day (s)." link will appear on the Home screen, with the # being the number of days before your password expires. If applicable, click the link 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. See **Diagram A**.
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.

**Tip:** If applicable, the requirements for the complexity of the password (as defined in the System File within the School Accounting System) display on the screen.

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.

**Diagram A**



# SETUP

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# Web Link Setup Options

The Web Link Setup Options option is only available to those users defined as a supervisor or a database administrator (within the User Security option) if the organization has licensed the Web Link module. The Web Link Setup Options option is used to define various display and user access settings within the Web Link module. The users currently logged into the Web Link module can be disconnected and new logins can be prevented with this option. Also, a user's ability to log into the Web Link module can be reset from within the Web Link Setup Options option if a user had been "locked out" due to too many failed attempts for logging in.

## Completing Web Link Setup Options:

**Note:** The Web Link Setup Options option is only available if the organization has licensed the Web Link module. Also, only those users defined as a supervisor or a database administrator within the User Security option have the ability to access this option.

1. From the School Accounting System screen, select the **Utilities** menu and then **Web Link Setup Options**.

2. On the Web Link Setup Options screen (see **Diagram A**), click the **General Options** tab.

- a. Complete the Miscellaneous section to define additional display and user access settings for the Web Link module.

Web Link Setup Options

File Help

General Options Accounts Payable Employee Personal Information Payroll and Compensation Fixed Asset Inventory Document Management

Miscellaneous

Web Link Address (path to access Web Link at your organization) [Go To]

Inactivity Timeout (Minutes) 120

Lockout User After (Attempts) 5

Invalid Login Attempts in (Minutes) 15

Email Information [Go To]

Informational Message to Display

Please contact Carolyn Smith in the Business Office with any questions.

In this field, enter a message to display on the Home screen in Web Link.

In this field, enter a message to display when a user tries to access the Web Link module while the Prevent New Web Link Logins field is selected, or when a user is disconnected because the Disconnect Existing Web Link Logins field is selected.

Prevent New Web Link Logins [ ]

Disconnect Existing Web Link Logins [ ]

Maintenance Message to Display

Web Link is down for maintenance. Please access Web Link later. Thank you.

Connected Web Link Users

User ID	User Name	IP Address	Last Activity

Locked Users

User ID	Time Locked

**Diagram A**

- In the Web Link Address field, enter the website address for which to access Web Link at your organization. The website address can be up to **1,000** 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.
- In the Inactivity Timeout (Minutes) field, enter the number of minutes where if users have no activity in the Web Link module, the system will automatically log them out. The number of minutes specified for this field must be from **1** to **120**. Leave this field blank (and advance to the next field) to default to **3**.  
**Tip:** If **11** through **120** is entered in this field, users will receive a message when there is 5 minutes remaining before they are logged out due to inactivity. If **2** through **10** is entered in this field, the message will appear when there is 1 minute remaining. If **1** is entered in this field, a message will not appear for the users prior to being logged out.
- Enter the number of attempts users can make to access the Web Link module in which the ID and password is invalid before the system will "lock out" a user in the Lockout IP Address After (Attempts) field. The number of attempts specified for this field must be from **3** to **99**. Leave this field blank (and advance to the next field) to default to **99**.
- In the Invalid Login Attempts in (Minutes) field, enter the number of minutes for which the specified number of attempts of logins to the Web Link module with an invalid ID and password (entered in the Lockout IP Address After (Attempts) field) must occur before the user is "locked out". The number of minutes specified for this field must be from **1** to **99**. Leave this field blank (and advance to the next field) to default to **5**.
- To allow users access to the password retrieval option within the Web Link module, click the **Go To** button for the Email Information field to open the Email Manager option and then complete the following: 1) if needed, on the From Email Addresses tab, add an email address from which the notification emails for the password retrievals will be sent; 2) select the Enable Email Manager field on the General Options tab (if not already selected); 3)

complete the General Information section on the General Options tab (if not already completed); and 4) complete the General Options section on the Web Link tab.

- b. In the Informational Message to Display field, enter the information (up to **1,000** characters) to display on the Login and Home screen in the Web Link module. For example, enter "Please contact Mary at the Business Office with any questions." in this field so the users know who to notify with questions.
- c. The users who are currently logged into the Web Link module display in the Connected Web Link Users List in the upper right side of the screen. The system displays the ID and name of the user logged in, along with their IP address and the date and time of their last activity within Web Link.

**Note:** Click the **Refresh** button located at the bottom of the screen to refresh this list of connected users.

- d. If a user has been "locked out" due to too many failed attempts for logging into the Web Link module, the user will appear in the Locked Users List. To "unlock" the user in order to reset the user's ability to log into the Web Link module, click the **Delete** button to the left of the appropriate record.
- e. To prevent users from logging into the Web Link module, select the Prevent New Web Link Logins field. A checkmark will appear in the box if the field is selected.

**Note:** This field is typically only selected when maintenance needs to be performed on the Web Link module or the School Accounting System, such as when installing an update.

**Tip:** This field is selected by default (and cannot be changed) if the Disconnect Existing Web Link Logins field is selected.

- f. To disconnect users who are currently logged into the Web Link module (and prevent users from logging into Web Link), select the Disconnect Existing Web Link Logins field. A checkmark will appear in the box if the field is selected.

**Note:** This field is typically only selected when maintenance needs to be performed on the Web Link module or the School Accounting System, such as when installing an update.

**Tip:** If this field is selected, the Prevent New Web Link Logins field will be selected by default (and cannot be changed).

- g. In the Maintenance Message to Display field, enter the information (up to **1,000** characters) to display when a user tries to access the Web Link module while the Prevent New Web Link Logins field is selected, or when a user is disconnected because the Disconnect Existing Web Link Logins field is selected. For example, enter "Web Link is down for maintenance. Please access Web Link later. Thank you." in this field.

3. Click the **Save** button.

4. Click the **Accounts Payable** tab. See **Diagram B**.

- a. If users will be set up to have access to enter purchase orders and/or requisitions (as defined in the User Security option), complete the Batch Options section.

- Select the Display Fund Balance field to have the appropriate fund balance display when entering purchase orders and/or requisitions in the Web Link module for those account numbers in a fund defined as an activity fund. A checkmark will appear in the box if the field is selected.
- Select the Display Budget Balances field to have the budget balance for account numbers display when entering purchase orders and/or requisitions in the Web Link module. A checkmark will appear in the box if the field is selected.

**Diagram B**

5. Click the **Save** button.

6. Click the **Employee Personal Information** tab. See **Diagram C**.

- a. In the Employee Personal Information List, define the data that employees can view and change from within the Web Link module.

- Select the View field (column) for a category of data to allow employees to view the specified information in Web Link. A checkmark will appear in the box if the option is selected.

sas Web Link Setup Options

Select which categories of data employees can view and edit from within Web Link.

File Help

General Options Accounts Payable Employee Personal Information Payroll and Compensation Fixed Asset Inventory Document Management

Employee Personal Information

	View	Edit	Change Requires Review	Allow Balance Type Only	Display Every Pay Period	Display Week 1	Display Week 2	Display Week 3	Display Week 4	Display Week 5
Contact Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Notifications

	User ID	Contact Information	Dependents	Direct Deposit	Emergency Contacts	Medical Information
▶ X	SAMPBEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* X		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Enter the users to receive email messages for employee information changes here.

Diagram C

- If the View field is selected for a category of data, the Edit field (column) is enabled. If applicable, select the Edit field (column) to allow employees to change the specified information in Web Link. A checkmark will appear in the box if the option is selected.
- If the Edit field is selected for a category of data, the Change Requires Review field (column) is enabled. If applicable, select the Change Requires Review field (column) so that employee changes made in Web Link to the specified information must be reviewed and processed in order to update the data in the Employee File (within the School Accounting System). A checkmark will appear in the box if the option is selected. Do not select the Change Requires Review field (column) for a category of data to automatically update the employee changes from Web Link to the Employee File (within the School Accounting System).

**Note:** If Direct Deposit is defined to be edited, the Change Requires Review field for Direct Deposit is selected by default and cannot be changed.

- The Allow Balance Type Only field (column) is only enabled for Direct Deposit if it is defined to be edited. If applicable, select the Allow Balance Type Only field (column) for Direct Deposit to only allow direct deposit items with a type of Balance to be entered by employees from within the Web Link module. For example, if your organization only allows employees to have one direct deposit item (employees are not allowed to have multiple direct deposit splits to different accounts), select the Allow Balance Type Only field. A checkmark will appear in the box if the option is selected.
- The Display Every Pay Period and Display Week 1 through 5 fields are only enabled for Direct Deposit if the Allow Balance Type Only field is not selected. If applicable, select the Display Every Pay Period and/or Display Week 1 through 5 fields (columns) for Direct Deposit to have the Every Pay Period and/or Week 1 through 5 fields for direct deposit amounts appear in Web Link. A checkmark will appear in the box if the option is selected.

**Note:** The fields for the category of Dependents are only enabled if your organization has licensed the Human Resources module.

- b. In the Email Notifications List, enter the users who are to receive email notification messages for employee information changes. To add a user, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Edit Substitutes List, enter the ID of the user to receive an email notification in the User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** In order to send notification emails for employee information changes to a user entered in this field, complete the following: 1) if needed, on the From Email Addresses tab in the Email Manager option, add an email address from which the notification emails for employee information changes will be sent; 2) select the Enable Email Manager field on the General Options tab in the Email Manager option (if not already selected); 3) complete the General Information section on the General Options tab in the Email Manager option (if not already completed); 4) complete the From Email Address ID field in the General Options section on the Web Link tab in the Email Manager option (if not already completed); and 5)

verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected.

- Select the categories of data for which the user is to receive email notification messages for changes. To select a category, click in the box under the desired category. A checkmark will appear in the box if the category of data is selected.

**Note:** At least one category must be selected.

**Tip:** To select multiple categories in a row, press and hold the **Shift** key, and then click the first category to have selected and then click the last category; all the categories starting with the first one clicked through the last one clicked will be selected.

- If applicable, repeat these steps until all the users have been added.

**Note:** To remove a user from the list, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

**Tip:** The notification emails for employee information changes use a default verbiage that cannot be changed. Regardless if notification emails are sent or not, an alert will appear on the Payroll and Human Resources screen if there are employee information changes pending.

**Note:** Only one notification email is sent for changes made to a category of data for a certain employee until the changes have been processed for that employee (if applicable).

7. Click the **Save** button.
8. Click the **Payroll and Compensation** tab.
  - a. In the Number of Check History Years to Display field (see **Diagram D**), enter the number of calendar years (**1 to 9**) to show when viewing the check history and reimbursement information in the Web Link module. Leave this field blank (and advance to the next field) to default to **1**.
  - b. If users will be set up to view leaves (as defined in the User Security option), complete the applicable fields in the Leave Information section.
    - Select the Display Unposted Leave Balances field to have unposted absence entries (and unsubmitted, pending, and approved but not yet converted leave requests, if applicable) display in addition to the posted entries when viewing the leave balance information within the Web Link module. A checkmark will appear in the box if the field is selected.
    - In the Years to Display field, enter the option for what years (**Current Year Only** or **Selective Years**) to show when viewing the leave balances in Web Link, or click the **down-arrow** button to select the correct one. To show only the current year for leaves (based on the current date of the web server and the Start/End Dates of the leaves), enter **Current Year Only**. To show multiple years of leaves (those with a Start Date on or after a designated date), enter **Selective Years**.
    - If **Selective Years** is specified as the Years to Display, the Beginning Leave Start Date field is enabled. If applicable, enter the date for the leave years to show when viewing the leave balances in Web Link in the Beginning Leave Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Only the leave years with a Start Date on or after the date entered in this field will be available to display in Web Link.
  - c. If users will be able to view and print their W2s in Web Link, specify the years for which W2s the employees can access in Web Link in the Available W2s Years List. All the calendar years for which W2s

have been generated from within the Employee W2s option appear in the Available W2s Years List. To have a calendar year for the W2s accessible in Web Link for the employees, click the box for the

Select the display settings for viewing leaves, checks, W2s, and 1095s in Web Link.

Available W2 Years	
Selected	W2 Year
<input checked="" type="checkbox"/>	2018
<input checked="" type="checkbox"/>	2017

Available 1095 Years	
Selected	ACA 1095 Year
<input checked="" type="checkbox"/>	2018
<input checked="" type="checkbox"/>	2017
<input checked="" type="checkbox"/>	2016

**W2 Consent Message to Display**  
 The Internal Revenue Service (IRS) requires that you provide the District with your consent in order to receive your W2 in electronic format using Web Link.  
 You are able to consent to view and receive your W2 electronically using Web Link and no longer receive a paper copy, or consent to view your W2 electronically but still receive a paper copy. If you do not consent to view (or view and receive) your W2 electronically using Web Link, you will continue to receive a paper copy of the W2.

**1095 Consent Message to Display**  
 The Internal Revenue Service (IRS) requires that you provide the District with your consent in order to receive your 1095 in electronic format using Web Link.  
 You are able to consent to view and receive your 1095 electronically using Web Link and no longer receive a paper copy, or consent to view your 1095 electronically but still receive a paper copy. If you do not consent to view (or view and receive) your 1095 electronically using Web Link, you will continue to receive a paper copy of the 1095.

**Diagram D**

Selected column to the left of the desired year. A checkmark will appear in the box if a year is selected.

- d. If users will be able to view and print their W2s in Web Link, enter the message to display for the consent terms in the W2 Consent Message to Display field. The text for the message can be alphanumeric and up to **8,000** characters long.

**Tip:** Refer to IRS Publication 15-A for information on the proper consent required from employees for electronic delivery of W2s.

- e. If users will be able to view and print their 1095s in Web Link, specify the years for which 1095s the employees can access in Web Link in the Available 1095 Years List. All the calendar years which have been defined within the Affordable Care Act (ACA) Reporting Setup option appear in the Available 1095 Years List. To have a calendar year for the 1095s accessible in Web Link for the employees, click the box for the Selected column to the left of the desired year. A checkmark will appear in the box if a year is selected.

- f. If users will be able to view and print their 1095s in Web Link, enter the message to display for the consent terms in the 1095 Consent Message to Display field. The text for the message can be alphanumeric and up to **8,000** characters long.

**Tip:** Refer to the IRS instructions for 1095-B or 1095-C forms for information on the proper consent required from employees for electronic delivery of 1095s.

9. Click the **Save** button.

10. If your district has licensed the Fixed Asset Inventory module, click the **Fixed Asset Inventory** tab (only enabled if the module is licensed). See **Diagram E**.

- a. If completing an inventory of the assets in the rooms in Fixed Asset Inventory using Web Link, enter the appropriate status for the inventory (**Open** or **Closed**) in the Web Link Room Inventory Status field, or click the **down-arrow** button to select the correct one. To start the process for completing an inventory and make the Room Inventory option available for the users in Web Link, enter **Open**. To close the process for completing an inventory and make the Room Inventory option unavailable for the users in Web Link, enter **Closed**.

Web Link Room Inventory Status: Open  
Opened Date: 11/13/2018  
Refresh

Select **Open** in this field to have the users complete the inventory of their assigned rooms in Web Link.

**Diagram E**

**Note:** If **Closed** is entered in the field and there are users who have not yet completed the inventory in their assigned rooms, a message will appear; click the **OK** button to close the inventory without all rooms processed, or click the **Cancel** button and then complete the View Room Inventory Status option to determine which rooms are not yet processed in order to complete the inventory in those rooms before closing. If **Open** is entered in the field and a prior inventory was completed, a message will appear asking to reopen the most recently closed inventory or start a new inventory; click the **Open Existing** button to open the most recently closed inventory (date of the inventory to reopen is specified), click the **Open New** button to open a new inventory, or click the **Cancel** button to keep the inventory closed.

**Tip:** Be sure to complete all the steps on the Room Inventory Setup and Completion Checklist to complete the inventory.

- b. The Opened Date field will display the date for the opened inventory, if applicable. The date in this field cannot be changed.

**Note:** A date only appears in this field if **Open** is specified in the Web Link Room Inventory Status field.

11. Click the **Save** button.

12. If your organization has licensed the K12Docs module, click the **Document Management** tab (only enabled if the module is licensed). See **Diagram F**.

- a. From the list in the Allow Add/View Documents section, select the options in the Web Link module from which to allow users to quickly add (upload) and view supporting documents. To allow approvers to add and view documents for leave requests (and FMLA leave requests, if applicable) during the approval process, select the Approve Leave Requests field. To allow approvers to add and view documents for requisitions during the approval process, select the Approve Requisitions field. To allow users to add and view documents for leave requests (and FMLA leave requests, if applicable) while entering substitutes, select the Edit Leave Request Substitutes field. To allow users to add and view documents for cash receipts during data entry, select the Enter Cash Receipts field. To allow users to add and view documents for leave

requests (and FMLA leave requests, if applicable) during data entry and from within the Leave Request Inquiry option, select the Enter Leave Requests field. To allow users to add and view documents for purchase orders during data entry, select the Enter Purchase Orders field. To allow users to add and view documents for purchase orders while entering receivings, select the Enter Receiving field. To allow users to add and view documents for requisitions during data entry and from within the Requisition Status option, select the Enter Requisitions field. A checkmark will appear in the box if the field is selected.

**Note:** If an option is selected, the **Add Document** button and the **View Documents** button will appear on

the applicable screen, and all the users with rights to the option will be able to add and view documents for the particular type of record (cash receipts, requisitions, purchase orders, invoices, or leave requests).

- b. To allow employees to be able to view their employee documents in Web Link from K12Docs, complete the following:
- Select the Allow Employee Subfolder Access field. A checkmark will appear in the box if the field is selected.
  - In the SUI\_PR\_Employees Subfolders List, select the subfolders within the SUI\_PR\_Employees application in K12Docs from which the employees can view documents in Web Link. To allow the employees to view their documents from a particular subfolder, click the box for the Selected column to the left of each desired subfolder name. A checkmark will appear in the box if the subfolder is selected.

**Note:** If the School Accounting System is unable to connect to K12Docs, a message will appear to the right of the Allow Employee Subfolder Access field and the SUI\_PR\_Employees Subfolders List will not appear.

13. Click the **Save** button.

Allow Add/View Documents

Approve Leave Requests	<input checked="" type="checkbox"/>
Approve Requisitions	<input checked="" type="checkbox"/>
Edit Leave Request Substitutes	<input checked="" type="checkbox"/>
Enter Cash Receipts	<input checked="" type="checkbox"/>
Enter Leave Requests	<input checked="" type="checkbox"/>
Enter Purchase Orders	<input checked="" type="checkbox"/>
Enter Receiving	<input checked="" type="checkbox"/>
Enter Requisitions	<input checked="" type="checkbox"/>

Allow Employee Subfolder Access ☒

Selected	Subfolder Name
<input checked="" type="checkbox"/>	Archive
<input checked="" type="checkbox"/>	Benefits/Deductions
<input checked="" type="checkbox"/>	Contracts
<input checked="" type="checkbox"/>	Human Resources
<input checked="" type="checkbox"/>	Leave Requests
<input checked="" type="checkbox"/>	Medical/FMLA/Disability
<input checked="" type="checkbox"/>	Payroll
<input checked="" type="checkbox"/>	Transportation
<input checked="" type="checkbox"/>	Workers Compensation

Select which options in Web Link should have the **Add Document** and **View Documents** buttons.

Select this field to allow employees to view their documents in the Employees application in K12Docs for the designated subfolders.

**Diagram F**

# Email Manager

The Email Manager option includes the information required to send emails through your school district's SMTP mail server from within the School Accounting System and the applicable add-on modules. Also, the email addresses from which the emails will be sent are defined within the Email Manager option.

The options and functions with the Web Link module that utilize the information entered within the Email Manager option include: emailing with the automatic password retrieval option in Web Link; receiving and requisition notification emails (in Accounts Payable and Web Link); and leave request notification emails (in Payroll and Web Link).

**Note:** In order to send emails through your school district's SMTP mail server from within the School Accounting System, the workstation must have an active Internet connection, and the user must know the name of the school district's mail server, which is entered in the Email Manager option.

## Completing Email Manager:

1. From the main School Accounting System screen, select the **Maintenance** menu and then **Email Manager**.
2. Click the **From Email Addresses** tab to define the email addresses from which the emails will be sent within the School Accounting System. See **Diagram A**.

**Note:** There must be at least one from email address defined within the Email Manager option.

- a. Click the **New Record** button.
- b. Enter a unique ID for the email address in the From Email Address ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

- c. Enter a description for the email address in the From Email Address Description field. The description can be up to **40** characters long.
- d. Enter the email address in the From Email Address field. The email address can be up to **128** characters long and must follow the proper format of "username@example.com".

**Diagram A**

- e. Enter the name to show who the emails are from in the From Display Name field. The name can be alphanumeric and up to **128** characters long.
  - f. If required by your school district's SMTP mail server, enter the user ID and password for the email address in the User Name field and Password field. The user ID and password can be alphanumeric and each can be up to **128** characters long. The password is case sensitive. **Consult your Technology Coordinator to determine if the fields are required and what to enter in the fields.**
  - g. If desired, to verify the correct information was entered, click the **Test** button to send a test email message to the from email address currently displayed on the screen, or to a different email address which can be entered after clicking the **Test** button.
  - h. Click the **Save** button.
  - i. If applicable, repeat these steps until all the desired email addresses have been added.
3. Click the **General Options** tab to enter the general information for sending emails from within the School Accounting System, including the mail server name. See **Diagram B**.
    - a. Select the Enable Email Manager field to turn on the functionality of sending emails from within the School Accounting System, including the options stipulated within the Email Manager option



sas Email Manager

File Reports Help

Accounts Receivable

From Email Addresses General Options General Ledger Accounts Payable Payroll Human Resources Negotiations Fixed Asset Inventory Web Link

Enable Email Manager ☒

General Information

Enable SSL ☐

Mail Server mail.server.name

Port Number

Email Message Font Arial

Disclaimer Font Arial

Disclaimer

This email and any files transmitted with it are confidential and intended solely for the use of the individual to whom they are addressed. If you have received this email in error, please notify the system manager. The recipient should check this email and any attachments for the presence of viruses. We do not accept liability for any damage caused by any virus transmitted by the email.

Backup Options

Send Email Notification ☐

To Email Address

From Email Address ID

Report Options

Default From Email Address ID BUSOFFICE

**Diagram B**

(such as, emailing direct deposit stubs) and the other miscellaneous options available without being defined in the Email Manager option (such as, emailing reports). A checkmark will appear in the box if the field is selected.

**Note:** If this field is unselected, emails cannot be sent from within the School Accounting System, including test emails.

- b. If the Enable Email Manager field is selected, the General Information section is enabled. Complete the General Information section as follows:
  - Select the Enable SSL field if your server has a SSL (Secure Sockets Layer) certificate installed to secure communication so that others cannot intercept and decipher the data being transferred. A checkmark will appear in the box if the field is selected. **Consult your Technology Coordinator to determine if this field should be selected.**
  - Enter the name of your school district's SMTP mail server in the Mail Server field. The name can be alphanumeric and up to **50** characters long. **Consult your Technology Coordinator if the name is unknown.**
  - If needed, enter the number (up to **5** digits) for the specific port used by the SMTP mail server in the Port Number field. **In most cases, leave the Port Number field blank to use the standard SMTP port number of 25.**
  - Select the font, font style, and font size to use for the text in the message (body) of the emails by clicking the **Search** button for the Email Message Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial, Regular, font size 12** will appear, but can be changed.
  - Select the font, font style, and font size to use for the text in the disclaimer of the emails by clicking the **Search** button for the Disclaimer Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial, Regular, font size 10** will appear, but can be changed.
  - If desired, enter the text to use as a disclaimer appended to the bottom of the email messages in the Disclaimer field. The disclaimer can be an unlimited number of characters in length. The information entered here will be used as the default, but can be changed on the Email Options screen, if applicable.

- Select the Send Emails in Groups field to send the emails initiated from within the School Accounting System in groups or batches. A checkmark will appear in the box if this field is selected. Typically, this field is only selected if the mail server has a limitation on the number of emails sent at one time and there were issues in the past sending bulk emails from within the School Accounting System.
  - If the Send Emails in Groups field is selected, the Number of Emails per Group field is enabled. Enter the number of emails to send in each batch in the Number of Emails per Group field. The number can be up to **4** digits.
  - If the Send Emails in Groups field is selected, the Pause Between Groups (Minutes) field is enabled. Enter the number of minutes for which to pause in between sending the batches of emails in the Pause Between Groups (Minutes) field. The number can be up to **2** digits.
- c. Click the **Save** button.
4. Click the **Accounts Payable** tab. See **Diagram C**.
- a. To send notification emails for requisitions within Accounts Payable and Web Link (if applicable), complete the Requisition Options section as follows:
- Select the Send Email to Approvers field to send notification emails to those users who approve requisitions when requisitions are pending their approval, and for recalled requisitions (if applicable). A checkmark will appear in the box if the field is selected.  
**Tip:** Regardless if this field is selected or not, an alert will appear on the Accounts Payable screen if requisitions are pending the approval of the user currently logged into the system.
  - Select the Send First Email Only to Approvers field to only send *one* notification email to each approver until the approver accesses the Requisition Approvals option in Accounts Payable, or processes requisition approvals in Web Link. Regardless of the number of requisitions pending approval by the approver, only *one* email is sent when the *first* requisition is pending; then once the approver accesses the Requisition Approvals option in Accounts Payable, or processes requisition approvals in Web Link, the system initiates another notification email when the next requisition is pending for the approver. A checkmark will appear in the box if the field is selected.
  - Select the Send Email to Submitters field to send notification emails to those users who submit requisitions once the requisitions have been processed. A checkmark will appear in the box if the field is selected.
  - Select the Send First Email Only to Submitters field to only send *one* notification email to each submitter until the submitter accesses the Requisition Status option in Accounts Payable or accesses the Requisition Entry option in Accounts Payable or Web Link. Regardless of the number of requisitions processed (received final approval or rejected) for a user, only *one* email is sent when the *first* requisition is processed; then once the submitter accesses the Requisition Entry option in Accounts Payable or Web Link, or the Requisition Status option in Accounts Payable, the system initiates another notification email when the next requisition is processed for the submitter. A checkmark will appear in the box if the field is selected.
  - If applicable, select the Send Changed Requisition to Original Submitter field to send an email to the user who submitted a requisition if the requisition was changed during the approval process. This field is only enabled if the Allow Approver Edits option (field) is selected for one or more fields within the Requisition Options option (in the Requisition Entry/Approval Defaults List on the General tab or in the Requisition Entry/Approval Overrides List for any approval tree).
  - If applicable, select the Send Changed Requisition to Prior Approvers field to send an email to the users who previously approved a requisition if the requisition was changed during the approval process (by a different user). This field is only enabled if the Allow Approver Edits option (field) is selected for one or more fields within the Requisition Options option (in the Requisition Entry/Approval Defaults List on the General tab or in the Requisition Entry/Approval Overrides List for any approval tree).
  - Enter the ID of the email address from which the requisition notifications will be emailed in the From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one.

The screenshot shows the SAS Email Manager application window. The 'Accounts Payable' tab is selected in the top navigation bar. The 'Requisition Options' section is expanded, showing various checkboxes for email notifications. A callout box with an arrow points to the 'Accounts Payable' tab and the 'Requisition Options' section, containing the text: 'Click the **Accounts Payable** tab to turn on the options for requisition and receiving notifications.'

**Diagram C**

- Enter the text to use as the message (body) of the notification emails sent to approvers when requisitions are pending their approval in the Approver Message field. The text for the message can be alphanumeric and up to **8,000** characters long.
- Enter the text to use as the message (body) of the notification emails sent to the users who submitted requisitions that were fully processed and approved in the Single Requisition Approved Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.  
**Note:** The verbiage in this field is only used for requisitions that are fully processed and approved if the Send Email to Submitters field is selected and the Send First Email Only to Submitters field is not selected.
- Enter the text to use as the message (body) of the notification emails sent to the users who submitted requisitions that were rejected in the Single Requisition Rejected Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.  
**Note:** The verbiage in this field is only used for requisitions that are rejected if the Send Email to Submitters field is selected and the Send First Email Only to Submitters field is not selected.
- Enter the text to use as the message (body) of the notification emails sent to the users who submitted requisitions that were fully processed (approved or rejected) in the Multiple Requisition Changes Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.  
**Note:** The verbiage in this field is only used for requisitions that are rejected if the Send Email to Submitters field is selected and the Send First Email Only to Submitters field is also selected.
- Enter the text to use as the message (body) of the notification emails sent to the designated users on the approval trees (if applicable) when requisitions are fully processed and approved in the Fully Approved Message field. The text for the message can be

alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.

- Enter the text to use as the message (body) of the notification emails sent to approvers for recalled requisitions in the Requisition Recall Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers field is selected and the Allow Recall of Requisitions Prior to Any Approvals field is selected within the Requisition Options option.
- Enter the text to use as the message (body) of the notification emails sent to submitters for requisition changes in the Changed Requisition to Submitter Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Changed Requisition to Original Submitter field is selected.

**Tip:** If the Default Requisition Form Report field is completed for the applicable approval tree (within the Requisition Options option), the updated requisition will automatically be attached as a .PDF file to the email.

- Enter the text to use as the message (body) of the notification emails sent to the prior approvers for requisition changes in the Changed Requisition to Prior Approvers Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Changed Requisition to Prior Approvers field is selected.

**Tip:** If the Default Requisition Form Report field is completed for the applicable approval tree (within the Requisition Options option), the updated requisition will automatically be attached as a .PDF file to the email.

- b. To send notification emails for receivings within Accounts Payable and Web Link (if applicable), complete the Receiving Options section as follows:

- Select the Send Receiving Notification Emails field to send notification emails to a designated user when purchase orders have been received and are ready for invoicing (marked as received within the Receiving option). See **Diagram D**. A checkmark will appear in the box if the field is selected.

**Note:** If applicable, receiving notification emails are sent each time a receiving is saved in Accounts Payable or Web Link (if applicable).

- Enter the ID of the email address from which the receiving notifications will be emailed in the From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one.
- Enter the ID of the user for whom to send the receiving email notifications in the User ID for Receiving Email Notifications field. If the ID is not known, click the **down-arrow** button to select the correct one.
- Enter the text to use as the message (body) of the receiving notification emails in the Receiving Email Message field. The text for the message can be alphanumeric and up to **8,000** characters long. A default message will appear initially, but can be edited if desired.

- c. Click the **Save** button.

**Diagram D**

Receiving Options	
Send Receiving Notification Emails	<input checked="" type="checkbox"/>
From Email Address ID	BUSOFFICE
User ID for Receiving Email Notifications	SAMPBEC
Receiving Email Message	Items for Purchase Order ##### have been received and are ready to invoice.

5. Click the **Web Link** tab (only appears if your organization has licensed the Web Link module). See **Diagram E**.

- a. In the General Options section, enter the ID of the email address from which the password retrieval messages and notification messages for employee information changes will be emailed in the From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one.
- b. To have the automatic password retrieval option available within the Web Link module for the users to access if they forgot their Web Link password, select the Allow Password Retrieval field. A checkmark will appear in the box if the field is selected. If the field is selected, a link

called "Lost Your Password?" will appear on the Web Link Login screen; if a user selects the link, the user's password will be reset and a new password will be emailed to the user.

- c. To send notification emails for leave requests from within Payroll and Web Link, complete the Leave Request Options section as follows:

- Select the Send Email to Approvers field to send notification emails to those users who approve leave requests when leave requests are pending their approval, and for recalled leave requests. A checkmark will appear in the box if the field is selected.

**Tip:** Regardless if this field is selected or not, an alert will appear on the Payroll screen if leave requests are pending the approval of the user currently logged into the system.

**Note:** A notification email is sent to approvers each time leave requests are pending their approval, whether from a user submitting one or more leave requests or from leave requests advancing through the approval path. The notification emails for approvals use the verbiage as entered in the Approver Message field, while the recalled leave request emails use the verbiage in the Leave Request Recall Message field. If applicable, notification emails to approvers for leave requests awaiting approval are sent each time a user in Payroll exits the Leave Request Entry option after submitting leave requests or after processing each leave request approval within the Leave Request Approvals option; in Web Link the notification emails are sent after submitting each leave request and processing each leave request approval. If the Send Email to Approvers field is selected, notification emails for a recalled leave request are sent right after a leave request is recalled.

- Select the Send Email to Submitters field to send notification emails to those users who submit leave requests once the leave requests have been processed. A checkmark will appear in the box if the field is selected.

**Note:** A notification email is sent to a submitter for each leave request which received final approval or was rejected, and is sent after processing each leave request approval in either Payroll or Web Link. The notification emails for submitters use the verbiage as entered in the Leave Request Approved Message field or the Leave Request Rejected Message field.

- Select the Send Email to Users who Edit Substitutes field to send notification emails to those users who are able to edit (enter) substitutes for leave requests once the leave requests have been fully approved. A checkmark will appear in the box if the field is selected.

**Note:** A notification email is sent to the specified user(s) for each leave request which received final approval, and is sent after processing each leave request approval in either Payroll or Web Link. The notification emails for users who edit substitutes use the verbiage as entered in the Edit Substitutes Message field.

The screenshot shows the 'SAGE Email Manager' application window with the 'Web Link' tab selected. The 'General Options' section includes a dropdown for 'From Email Address ID' set to 'BUSOFFICE' and a checked box for 'Allow Password Retrieval'. The 'Leave Request Options' section has three checked boxes: 'Send Email to Approvers', 'Send Email to Submitters', and 'Send Email to Users who Edit Substitutes'. Below these are several message templates for different scenarios, each with a text area for customizing the message. A callout box with arrows pointing to the 'Web Link' tab and the 'Send Email to Approvers' checkbox contains the text: 'Click the Web Link tab to complete the settings for the notification emails used with the Web Link module.'

Diagram E

- Enter the ID of the email address from which the leave request notifications will be emailed in the From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to approvers when leave requests are pending their approval in the Approver Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to the users who submitted leave requests that were fully processed and approved in the Leave Request Approved Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to the users who submitted leave requests that were rejected in the Leave Request Rejected Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to the designated users on the approval paths (if applicable) when leave requests are fully processed and approved in the Fully Approved Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to approvers for recalled leave requests in the Leave Request Recall Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to the designated users on the FMLA leave request approval path (if applicable) when FMLA leave requests are fully processed and approved in the FMLA Leave Request Approved Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers or the Send Email to Submitters field is selected.
- Enter the text to use as the message (body) of the notification emails sent to users who are able to edit (enter) substitutes for leave requests that are fully approved in the Edit Substitutes Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Users who Edit Substitutes field is selected.

**Note:** The reserved words available to use with the messages are: **EMPLOYEE** to include the first and last name of the employee requesting the leave in the message, **LEAVEID** to include the ID of the leave tied to the leave request (for leave requests submitted using the Leave Request Entry - FMLA option, FMLA will be included in place of the leave ID), **LEAVEDescription** to include the description of the leave tied to the leave request (for leave requests submitted using the Leave Request Entry - FMLA option, a leave description would be included only if a leave was specified for the leave request), **STARTDATE** to include the start date of the leave request, **ENDDATE** to include the end date of the leave request, **STARTTIME** to include the start time of the leave request (if a start time is entered for the leave request), **ENDTIME** to include the end time of the leave request (if an end time is entered for the leave request), **ALLDAY** to include the words "All Day" if the leave request has the All Day field selected, **UNITOFTRACKING** to include the data entered in the Unit of Tracking field in the Leave File for the specified leave, **LEAVEUNITSTOUSE** to include the number entered in the Number of Leave Units to Use field for the leave request, **COMMENTS** to include the comments entered for the leave request, and **SUBSTITUTE** to include the following substitute information for the leave request: Substitute First and Last Name, Start to End Date, Units, and Comments.

- c. Click the **Save** button.

# User Security

The User Security option, which is only available to supervisors, allows the organization to define users who should have authorization to access the School Accounting System and/or the applicable add-on modules. Within the User Security option, users can be added or changed, and their rights for the various modules and reports can be set. If desired, screen-specific rights within each module can also be established (or overridden), along with the rights to specific reports if needed.

Also within the User Security option, other miscellaneous restrictions can be defined for a user, including tying the user to one or more account groups, vendor group, and/or ship to addresses. In addition, supervisors can reset a user's password, if needed, from within the User Security option.

## **Adding a User:**

**Note:** Only supervisors have the ability to add a new user by accessing the User Security option.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Security**.
2. At the User Security screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Click the **General** tab to complete the general security settings and preferences for the user.
  - a. Enter a unique ID for the user in the User ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.
  - b. Select the Active field to stipulate the user is currently active and works at the district. A checkmark will appear in the box if the field is selected. When adding a new user, the Active field is selected by default.
  - c. Enter the name for the user in the User Name field. The name can be up to **40** characters long.
  - d. Select the Supervisor field if the user will be a supervisor for the School Accounting System. A checkmark will appear in the box if the field is selected.
  - e. Select the Database Administrator field if the user should have access to the technical options in the School Accounting System, including the Database Utilities option and the Web Link Setup Options option (if applicable), which are otherwise only available to supervisors. A checkmark will appear in the box if the field is selected.
- f. If desired, select the Print Federal ID field to include (print) the Federal ID when the user prints reports containing the Federal ID field (as either a regular field on the report or a selected optional field). A checkmark will appear in the box if the field is selected. If this field is not selected, when the user prints reports containing the Federal ID field, **[Restricted]** will print in place of the ID.
- g. Select the Allow AP Data Entry Employee Selection field to allow the user to enter (or select) any employee for the Employee ID field when entering purchase orders and requisitions in Accounts Payable and Web Link (if applicable). A checkmark will appear in the box if the field is selected.

**Note:** If this field is not selected and the Employee ID field is completed for the user, then every purchase order and requisition that the user enters will be tied to the specified employee and cannot be changed.

**Tip:** Only select the Allow AP Data Entry Employee Selection field for users who will be entering purchase orders and requisitions for other employees, such as building secretaries or business office personnel.

585 User Security

File Options Reports Help

User ID JACKKAT Kathy Jackson

General Reports

User ID JACKKAT Active ☒

User Name Kathy Jackson

Supervisor ☐

Database Administrator ☐

Print Federal ID ☐

Allow AP Data Entry ☐

Employee Selection ☐

Employee ID JACKKAT

Document Management User ID

Fixed Asset Inventory Rooms

Account Groups Vendor Groups Ship To Addresses Approval Trees Employee Groups

Account Group ID /

\* X

Click the **General** tab.

Set the Screen Permissions for the Web Link module for the user here.

Select the Allow AP Data Entry Employee Selection field to allow the user to enter any employee for the Employee ID field when entering purchase orders and requisitions.

To override the rights to a specific option within the Web Link module, click the plus sign (+) to expand the record; then for each desired option, specify the record the user will have for it.

Module	Screen Permission	Report Permission
Report Writer	No Access	No Access
SAS Main Screen	No Access	No Access
Web Link	Full Access	

Form Description	Permission
Approve Leave Requests	No Access
Approve Requisitions	No Access
Edit Leave Request Substitutes	No Access
Edit Received Forms	No Access
Edit Room Inventory	Full Access
Edit Vendors	No Access
Enter Cash Receipts	No Access
Enter Leave Requests	Full Access
Enter Purchase Orders	No Access
Enter Receiving	No Access
Enter Requisitions	Full Access
View 1095s	Full Access
View Check History/Reimbursements	Full Access
View File Documents	Full Access
View Leave Request Calendar	No Access
View Leaves	Full Access
View W2s	Full Access
View/Edit Personal Information	Full Access

Diagram A

h. If desired, enter the ID of the employee as defined in Payroll for the user in the Employee ID field, or click the **down-arrow** button to select the correct one. The employee specified here will be used in the following ways:

- Appears in the Employee ID field when the user enters purchase orders and requisitions in Accounts Payable and Web Link (if applicable) and will or will not be able to be changed, depending on whether the Allow AP Data Entry Employee Selection field is selected or unselected.
- Designates the employee for whose email addresses (with the Other Communication field selected) to be utilized when sending emails from within the School Accounting System (for example, when sending notification emails for requisitions).
- If applicable, designates whose payroll and reimbursement information (check history/reimbursements, employee data, leave balances, leave requests, 1095s, W2s, employee payroll reports, and employee documents) the user should have access for viewing in Web Link.

**Note:** If applicable, the Employee ID field must be completed if the user will have access to the Check History/Reimbursements, 1095s, W2s, Leave Balance, Leave Request, and/or View File Documents options in Web Link, view/edit Personal Information in Web Link, or be able to print employee reports in Web Link (if the Employee Groups tab is not completed).

- i. Only if your organization has licensed the K12Docs module, the Document Management User ID field is enabled. If the user is also set up as a K12Docs user (from within the Host Site Manager application), enter the K12Docs User ID in the Document Management User ID field, if applicable. By completing the Document Management User ID field, the user will then be able to access (open) the K12Docs module from within the School Accounting System, using the K12Docs link under the Document Management section on the main module screens or clicking the **Manage Documents** button on the applicable screens, or using the K12Docs link from within the Web Link module, if applicable. If this field is left blank, the **Manage Documents** button will be disabled for the user and the K12Docs link will not open the module.
- j. If desired, click the **Account Groups** tab located in the lower left corner of the screen to restrict the user to be able to utilize only designated account numbers from the Chart of Accounts for the data entry options in Accounts Payable and General Ledger (and Web Link, if applicable), and run reports within Web Link for only certain accounts numbers. To assign an account group to a user, enter the account group(s) for the employee to use in the Account Groups List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Account Groups List, enter the ID of the account group in the Account Group ID field (column). If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then specify the uses for the account group by selecting the appropriate usage fields (AP & WL Data Entry, GL & WL Data Entry, and Web Link Reports); a checkmark will appear in the box if the usage is selected for an account group. Repeat this step until all the desired



account groups are listed. Leave the Account Groups List blank to allow the user to utilize all account numbers.

**Note:** If the usage of Web Link Reports is selected for an account group, only the reports assigned to the user that contain a parameter or report selection for account groups will be limited to the designated accounts. If needed, to remove an account group from the Account Groups List, click the **Delete** button to the left of the desired account group.

- k. If desired, click the **Vendor Groups** tab to restrict the user to be able to utilize only vendors included in designated vendors when entering invoices, purchase orders, and requisitions in Accounts Payable (and purchase orders and requisitions in Web Link, if applicable), and vendor information in Fixed Asset Inventory (if applicable). To assign a vendor group to a user, enter the vendor group(s) containing the desired vendors for the employee to use in the Vendor Groups List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Vendor Groups List, enter the ID of the vendor group in the Vendor Group ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Repeat this step until all the desired vendor groups are listed. Leave Vendor Groups List blank to allow the user to utilize all vendors.

**Note:** If needed, to remove a vendor group from the Vendor Groups List, click the **Delete** button to the left of the desired vendor group.

- l. If desired, click the **Ship To Addresses** tab to restrict the user to do the following: 1) be able to utilize only designated ship to addresses (and require a ship to address to be used) when entering requisitions and purchase orders in Accounts Payable and Web Link (if applicable); 2) only be able to convert requisitions to purchase orders that are tied to designated ship to addresses; and 3) enter receivings for purchase orders tied to designated ship to addresses. To assign a ship to address to a user, enter the ship to address(es) for the employee to use in the Ship To Addresses List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Ship To Addresses List, enter the ID of the ship to address in the Ship To Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Repeat this step until all the desired ship to addresses are listed. Leave this field blank to allow the user to utilize all ship to addresses, or if ship to addresses are not used.

**Tip:** If only one ship to address is entered for a user, then all purchase orders and requisitions entered by the user will be assigned to the designated ship to address and cannot be changed. If multiple ship to addresses are entered for a user, the user will be required to select one of the designated ship to addresses when entering purchase orders and requisitions.

**Note:** If needed, to remove a ship to address from the Ship To Addresses List, click the **Delete** button to the left of the desired ship to address.

- m. If applicable, click the **Approval Trees** tab to designate which approval trees the user can utilize when entering requisitions in Accounts Payable and Web Link (if applicable). To assign an approval tree to a user, enter the approval tree(s) for the employee to use in the Approval Trees List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Approval Trees List, enter the ID of the approval tree in the Approval Tree ID field, or click the **down-arrow** button to select the correct one. Repeat this step until all the desired approval trees are listed. The Approval Trees List must be completed for each user who will enter requisitions if the Allow Override of Approval Tree field in the Requisition Options option is not selected.

**Tip:** If only one approval tree is entered for the user and the Allow Override of Approval Tree field in the Requisition Options option is not selected, then all requisitions entered by the specified user will be assigned to the designated approval tree and cannot be changed. However, if only one approval tree is entered for the user and the Allow Override of Approval Tree field in the Requisition Options option is selected, the approval tree entered here will appear as the default for requisitions entered by the user but can be changed as needed.

**Note:** If needed, to remove an approval tree from the Approval Trees List, click the **Delete** button to the left of the desired approval tree.

- n. Only if your organization has licensed the Web Link module, the **Employee Groups** tab appears in the lower left corner of the screen. If applicable, click the **Employee Groups** tab to designate the employees (based on employee groups) for which the user can print their information on the Payroll, Human Resources, and/or Negotiations employee reports generated in Web Link. To assign an employee group to a user, enter the employee group(s) in the Employee Groups List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Employee Groups List, enter the ID of the employee group in the Employee Group ID field (column). If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then specify for which module employee reports the employee group

can be used by selecting the appropriate fields (PR WL Reports, HR WL Reports, and/or NG WL Reports); a checkmark will appear in the box if the field is selected for an employee group. (**Note:** The System Group field indicates if the employee group is the standard one defined for all employees; the field cannot be changed.) Repeat this step until all the desired employee groups are listed. Leave the Employee Groups List blank to restrict the user to only print the information on employee reports generated in Web Link for his/her employee (the employee associated with the user as stipulated in the Employee ID field above).

**Note:** Only the employee reports for the selected modules that contain a parameter for Employee Group ID will use the employees in the designated employee groups. If needed, to remove an employee group from the Employee Groups List, click the **Delete** button to the left of the desired employee group.

- o. Only if your organization has licensed both the Fixed Asset Inventory and Web Link modules, the **Fixed Asset Inventory Rooms** tab appears in the lower left corner of the screen. If applicable, click the **Fixed Asset Inventory Rooms** tab, and enter the rooms for which the user is responsible for completing the inventory from within Web Link in the Fixed Asset Inventory Rooms List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Fixed Asset Inventory Rooms List, enter the ID of the room in the Room ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Repeat this step until all the applicable rooms are listed. Leave the Fixed Asset Inventory Rooms List blank if the user is not responsible for completing the inventory for any rooms.

**Tip:** If a room is entered here but the user does not have rights to the Room Inventory option in Web Link, a warning icon will appear to the right of the room ID; if needed, to give the user the appropriate rights, select **Full Access** for Edit Room Inventory under the Web Link module in the User Permissions List.

**Note:** If needed, to remove a room from the Fixed Asset Inventory Rooms List, click the **Delete** button to the left of the desired room.

- p. Only for users who are not supervisors, the User Permissions List appears on the right side of the screen. The modules the organization has licensed will appear in the User Permissions List.

- For each module, specify the rights (**Batch Entry Access**, **Full Access**, **No Access**, **Read Only Access**, or **Requisition Access** (applicable for Accounts Payable only)) the user will have to the module in the Screen Permission field, or click the **down-arrow** button to select the correct one. The default of **No Access** will appear for all modules, but can be changed.

**Note:** The SAS Main Screen module includes the access to the following options: Activity Log, Email Manager, and System File. In order for a user to log into the School Accounting System and access a module, the SAS Main Screen must be set to **Full Access** or **Read Only Access**. If a user is defined with **No Access** to the SAS Main Screen, the user will not be able to log into the School Accounting System. If a user is defined with **No Access** to a module, the user will not be able to access the particular module.

- The Report Permission field for each module cannot be changed on this screen, but can be changed on the **Reports** tab (screen), as needed (see Step 5 below).
- If desired, to override the rights to a specific option within a module, click the plus sign (+) in the box to the left of the module to expand the record; then for each desired option, specify the rights (**Full Access**, **No Access**, or **Read Only Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the module will appear, but can be changed.

**Note:** For the Negotiations module, if applicable, the options located under the Payroll menu (for example, employees) are not listed on this screen as the rights for those options are based on the access to those options as defined for the Payroll module. For the Web Link module, if applicable, the Approve Leave Requests option allows a user to access the Leave Request Approvals option in Web Link (and the user must also be defined as an approver in an approval path); the Approve Requisitions option allows a user to access the Requisition Approvals option in Web Link (and the user must also be defined as an approver in an approval tree); the Edit Leave Request Substitutes option allows a user to access the Edit Leave Request Substitutes option in Web Link (and the user must also be defined as an approver or set up as a user to edit substitutes for an approval path); the Edit Received Froms option allows a user to add or edit received froms from within Web Link while entering cash receipts; the Edit Room Inventory option allows a user to access the Room Inventory option in Web Link (and the user must also be assigned to one or more rooms); the Edit Vendors option allows a user to add or edit vendors from within Web Link while entering purchase orders and/

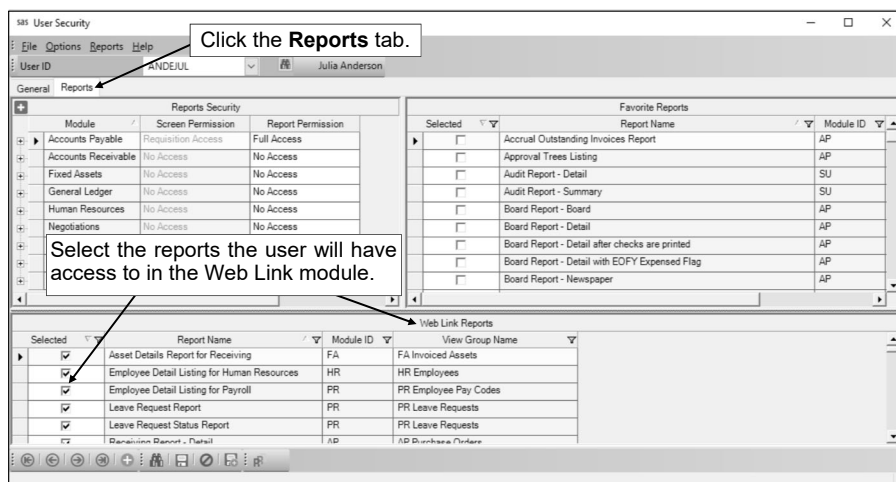
or requisitions; the Enter Cash Receipts option allows a user to access the Cash Receipts option in Web Link; the Enter Leave Requests option allows a user to access the Leave Request Entry and Leave Request Inquiry options (and the Leave Request Entry - FMLA option, if applicable) in Web Link; the Enter Purchase Orders option allows a user to access the Purchase Orders option in Web Link; the Enter Receiving option allows a user to access the Receiving option in Web Link; the Enter Requisitions option allows a user to access the Requisition Entry and the Requisition Status options in Web Link; the View 1095s allows a user to access the 1095s option in Web Link for the employee specified in the Employee ID field; the View Check History/Reimbursements option allows a user to access the Check History/Reimbursements option in Web Link for the employee specified in the Employee ID field; the View File Documents option allows a user to view employee documents from K12Docs in Web Link for the employee specified in the Employee ID field (applicable for documents in the subfolders designated in the Web Link Setup Options); the View Leave Request Calendar option allows a user to access the View Leave Request Calendar option in Web Link; the View Leaves option allows a user to access the Leave Balance option in Web Link for the employee specified in the Employee ID field; the View W2s option allows a user to access the W2s option in Web Link for the employee specified in the Employee ID field; and the View/Edit Personal Information option allows a user to view and edit (if applicable) certain categories of employee data (as defined in the Web Link Setup Options) from within Web Link for the employee specified in the Employee ID field.

- If desired, to override the rights for a specific option accessed within other options, or for a specific screen in an option with multiple screens, such as the Employee File, first click the plus sign (+) in the box to the left of the module, and then click the plus sign (+) in the box to the left of the main option to expand the record. Then for the specific option or screen, enter the rights (**Full Access**, **No Access**, or **Read Only Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the main option will appear, but can be changed.

**Note:** The Federal ID field, listed with the screens under the Employees option for the Payroll module and the Human Resources module (if applicable), is the Social Security Number field on the Employment screen in the Employee File and the Federal ID field on the Dependents screen; if the rights to the Federal ID field is changed in one module, the rights are automatically updated to be the same in the other module. The Active Check Box field, also listed with the screens under the Employees option for the Payroll and Human Resources modules, is the Active field on the Name & Address screen in the Employee File; the rights for the field can be defined separately for each module (the rights are not automatically updated in both modules if changed in one area). The Document Management Add/View option only appears under the applicable options (as noted for the **Add Document** button and the **View Documents** button) if the K12Docs module is licensed, and is used to set the override rights for the **Add Document** button and/or the **View Documents** button for an option for a user; select **Full Access** to have both the **Add Document** button and the **View Documents** button enabled for the user within the particular option, **Read Only Access** to have the **Add Document** button disabled but the **View Documents** button enabled, or **No Access** to have both the **Add Document** button and the **View Documents** button disabled.

4. Click the **Save** button.
5. Click the **Reports** tab to complete the security settings for reports for the user and select reports as favorites, if desired. See **Diagram B**.

- a. Only for users who are not supervisors, the Reports Security List appears in the upper left side of the screen. All the modules the organization has licensed (except Web Link, if applicable) will appear in the Reports Security List.



**Diagram B**

- For each module, specify the rights (**Full Access** or **No Access**) the user will have to the reports within the module (and Report Writer, if applicable) in the Report Permission or click the **down-arrow** button to select the correct one. The default rights will appear, but can be changed.
- The rights in the Screen Permission field for each module will be disabled on the **Reports** tab (screen), but can be changed on the **General** tab (screen), if needed.
- If desired, to override the rights to a specific group of reports (referred to as a view group) within a module (and Report Writer, if applicable), click the plus sign (+) in the box to the left of the module to expand the record; then for each desired group, specify the rights (**Full Access** or **No Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the module will appear, but can be changed.

**Tip:** If a user was set up with **Requisition Access** to Accounts Payable, **Full Access** was set as the default for the Accounts Payable reports initially; therefore, if the user should not have rights to print all the Accounts Payable reports, be sure to edit rights for the various view groups in Accounts Payable for the user at this time.

**Note:** For view groups that appear in multiple modules (for example, the GL Check Registers view group), if the rights for the view group are changed in one module, the defined changes will be reflected for the view group in all the applicable modules.

- If desired, to override the rights for a specific report, first click the plus sign (+) in the box to the left of the module, and then click the plus sign (+) in the box to the left the view group to expand the record. Then for the specific report, enter the rights (**Full Access** or **No Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the view group will appear, but can be changed.

**Note:** For reports that appear in multiple modules (for example, Check Register by Type), if the rights for the report are changed in one module, the defined changes will be reflected for the report in all the applicable modules.

- b. The Favorite Reports List appears in the upper right side of the screen (top half of the screen for users who are not supervisors) showing all the standard and custom reports available in the modules for which the user has access. Only the custom and standard reports that display under the Reports menus of the main screens for the applicable modules appear here (for example, State Retirement Reports would not appear here as they are accessed from the Government Reporting menu). Select the reports to have displayed in the Favorites grouping for the user (for example, show in the "SAS Favorites" grouping for the user with an ID of SAS) under the **Reports** menu on the main screen for the applicable module. To select a report, click the box under the Selected column to the left of the desired report. A checkmark will appear in the box if the report is selected.

**Note:** If a report has report selections, the default report selection can be set for the favorite report in the Report Selection Description field (column) by clicking the **down-arrow** button and selecting the desired one. The Favorite Reports List is also available within the User Options option and a report can also be designated as a favorite when generating; a change made to a favorite report for a user in one area updates the other areas automatically.

- c. Only if your organization has licensed the Web Link module, the Web Link Reports List appears at the bottom of the screen showing all the standard and custom reports in the modules that are licensed. Only the custom and standard reports that display under the **Reports** menus of the main screens for each module in the School Accounting System will appear here (for example, State Retirement Reports would not appear here as they are accessed from the **Government Reporting** menu). If applicable, select the reports the user will have access to in the Web Link module by clicking the box under the Selected column to the left of the desired report. A checkmark will appear in the box if the report is selected.

6. Click the **Save** button.

7. The password for the new user will be the same as the ID until the password is changed.

**Note:** If the password does not meet the complexity as defined on the Password Policy screen in the System File, the user will be forced to change the password after logging in.

### **Changing a User:**

**Note:** The instructions below are for changing an individual user within the User Security option; if needed, use the View/Adjust Users option to change a group of users all at once. Only supervisors have the ability to change users by accessing the User Security option.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Security**.
2. At the User Security screen, enter the ID of the user to change in the User ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the user's security settings.  
**Note:** To reset the password for a user, complete the Reset User Password option.
4. After all the changes have been made, click the **Save** button.
5. If the User ID was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the user, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new user with the specified ID that is a duplicate of the current user, click the **Create New** button.

### **Deleting a User:**

Users cannot be deleted from the system since history is tied to each user; however, the user can be made inactive by removing the checkmark for the Active field within the User Security option, to prevent the user from accessing the School Accounting System and/or the add-on modules.

**Tip:** If needed, use the Inactivate Users option to inactivate a group of users all at once.

### **Resetting User Password:**

**Note:** Only supervisors have the ability to reset another user's password with the Reset User Password option; however, all users can change their own password by utilizing the Change Password option.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Security**.
2. At the User Security screen, enter the ID of the user for which to reset the password in the User ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Select the **Options** menu and then **Reset User Password**.
4. At the Reset User Password screen, enter the new password for the user (up to **20** characters long and cannot be blank) in the first New Password field. The password is case sensitive, so be sure to note whether the password is keyed with or without caps.  
**Tip:** If applicable, the requirements for the complexity of the password (as defined in the System File) display on the screen.
5. Then enter the new password a second time in the second New Password field to verify the password was keyed correctly.
6. Click the **Execute** button.
7. The Reset User Password screen will close, and the next time the specified user logs in to the School Accounting System, the new password must be entered.

# Add Employees as Web Link Users

The Add Employees as Web Link Users option is only available to supervisors from within the User Security option if the organization has licensed the Web Link module. The Add Employees as Web Link Users option allows a supervisor to create new users for employees with access to only the Web Link module.

## Adding Employees as Users:

**Note:** The Add Employees as Web Link Users option is only available if the organization has licensed the Web Link module. Also, only supervisors have the ability to access the Add Employees as Web Link Users option from within the User Security option.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Security**.
2. At the User Security screen, select the **Options** menu and then **Add Employees as Web Link Users**.
3. At the Add Employees as Web Link Users screen, click each of the tabs on the top half of the screen and make a selection. **Diagram A**.

**Note:** At least one selection must be made on each tab before the option can be completed.

- a. Click the **Web Link Options** tab and select the options in Web Link for which to give access to the new users by clicking the box for the Selected column to the left of each desired option. If the new users will not have access to any of the options in the list (for example, if the new users will only have rights to generate reports), select the No Selections Needed field located above the Web Link Options List. A checkmark will appear in the box if the option or field is selected.
- b. Click the **Web Link Reports** tab and select the reports for which to give access to the new users in Web Link by clicking the box for the Selected column to the left of each desired report. If the new users will not have access to any of the reports in Web Link, select the No Selections Needed field located above the Web Link Reports List. A checkmark will appear in the box if the report or field is selected.
- c. Click the **Account Groups** tab and select the account groups for which to assign to the new users by selecting the applicable usages for each account group (AP & WL Data Entry, GL & WL Data Entry, and Web Link Reports). If the new users will not be tied to any account groups (for example, if the new users will be able to utilize all account numbers), select the No Selections Needed field located above the Accounts Groups List. A checkmark will appear in the box if the usage or field is selected.

Web Link Options

Selected	Web Link Option
<input type="checkbox"/>	Allow AP Data Entry Employee Selection
<input type="checkbox"/>	Approve Leave Requests
<input type="checkbox"/>	Approve Requisitions
<input type="checkbox"/>	Edit Leave Request Substitutes
<input type="checkbox"/>	Edit Received Froms
<input type="checkbox"/>	Edit Room Inventory
<input type="checkbox"/>	Edit Vendors
<input type="checkbox"/>	Enter Cash Receipts
<input checked="" type="checkbox"/>	Enter Leave Requests
<input type="checkbox"/>	Enter Purchase Orders
<input type="checkbox"/>	Enter Receiving
<input checked="" type="checkbox"/>	Enter Requisitions
<input checked="" type="checkbox"/>	View 1095s
<input checked="" type="checkbox"/>	View Check History/Reimbursements
<input type="checkbox"/>	View Leave Request Calendar
<input checked="" type="checkbox"/>	View Leaves
<input checked="" type="checkbox"/>	View W2s
<input checked="" type="checkbox"/>	View/Edit Personal Information

Employee Selection

Selected	User ID	Employee ID	Last Name	First Name	Active	Employee Status	Salary Type	Pay Group ID	Pay Group Description	BUILD
<input checked="" type="checkbox"/>		BAXTJAC	Baxter	Jackie	<input checked="" type="checkbox"/>	Hired	Unit	HOTLUNCH	Hot Lunch	MS
<input checked="" type="checkbox"/>		BROWDAV	Brown	David	<input checked="" type="checkbox"/>	Hired	Unit	BUS	Bus Driver	HS
<input checked="" type="checkbox"/>		CASPBET	Casper	Betty	<input checked="" type="checkbox"/>	Hired	Unit	HOTLUNCH	Hot Lunch	MS
<input checked="" type="checkbox"/>		MADISUS	Madison	Susie	<input checked="" type="checkbox"/>	Hired	Unit	SUBS	Substitute	HS

**Diagram A**

- d. Click the **Vendor Groups** tab and select which vendors in designated vendor groups to assign to the new users by clicking the box for the Selected column to the left of each desired vendor group. If the new users will not be tied to any of the vendor groups (for example, if the new users will be able to utilize all vendors), select the No Selections Needed field located above the Vendor Groups List. A checkmark will appear in the box if the vendor group or field is selected.
  - e. Click the **Ship To Addresses** tab and select the ship to addresses to assign to the new users by clicking the box for the Selected column to the left of each desired ship to address. If the new users will not be tied to any of the ship to addresses (for example, if the new users will be able to utilize all ship to addresses, or ship to addresses are not used), select the No Selections Needed field located above the Ship To Addresses List. A checkmark will appear in the box if the ship to address or field is selected.
  - f. Click the **Approval Trees** tab and select the approval trees for which to assign to the new users by clicking the box for the Selected column to the left of each desired approval tree. If the new users will not be tied to any approval trees (for example, if the Allow Override of Approval Tree field in the Requisition Options option is selected so the users can select any approval tree as needed), select the No Selections Needed field located above the Approval Trees List. A checkmark will appear in the box if the approval tree or field is selected.
  - g. Click the **Employee Groups** tab and select the employee groups for which to assign to the new users by selecting the applicable fields for which module employee reports the employee group can be used (PR WL Reports, HR WL Reports, and/or NG WL Reports). If the new users will not be tied to any employee groups (for example, if the new users will be able to only print employee reports for themselves), select the No Selections Needed field located above the Employee Groups List. A checkmark will appear in the box if the field is selected.  
**Note:** The System Group field indicates if the employee group is the standard one defined for all employees; the field cannot be changed.
4. All the active employees who are not yet set up as a user (based on the designated Employee ID for a user) appear in the Employee Selection List. Select the employees for which to add as users by clicking the box for the Selected column to the left of the desired employee. A checkmark will appear in the box if the employee is selected. To select all the employees listed on the screen, click the **Select All** button located above the Employee Selection List. If desired, change the filters to modify the employees displayed here.  
**Note:** If an employee displays here with a User ID, the specified, existing user will be updated instead of the system creating a new one for the employee.
  5. Click the **Execute** button to add the users as specified.
  6. When prompted to continue, click **Yes**.
  7. When adding employees as new users, the User ID for the new user will be the same as the Employee ID defined in the Employee File, and the password will be the last four digits of the employee's social security number until the password is changed (by either the user or the supervisor).  
**Note:** If an employee does not have a social security number entered in the Employee File, the password will be **XXXX** until the password is changed (by either the user or the supervisor). Also, if the password does not meet the complexity as defined on the Password Policy screen in the System File, the user will be forced to change the password after logging in.
  8. If desired, make any changes to the new or existing users within the User Security option.  
**Note:** When adding employees as users, the users will only get access to Web Link; all other modules, including the SAS Main Screen, will be set to **No Access**.

# Requisition Options

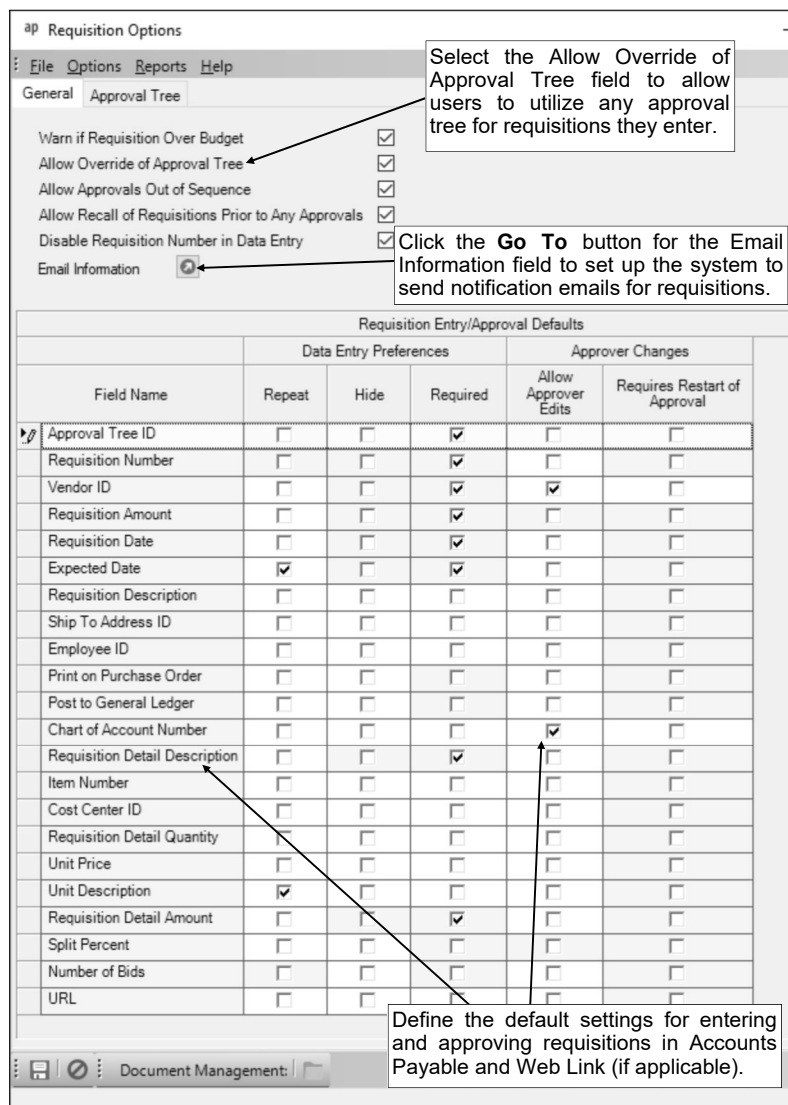
The Requisition Options option, which is only available to supervisors, is used to enter the customized information for using requisitions in Accounts Payable (and Web Link, if applicable), such as setting the system to allow requisitions to be recalled, setting the data entry preferences for entering requisitions, and defining approval trees.

## Completing the Requisition Options:

**Note:** Only supervisors have access to the Requisitions Options option.

1. From the Accounts Payable screen, select the **Requisitions** menu and then **Requisition Options**.
2. Click the **General** tab to complete the general requisition options. See **Diagram A**.
  - a. Select the Warn if Requisition Over Budget field to have the system display a warning icon in Accounts Payable (or display a message in Web Link, if applicable) when entering a detail line item on a requisition or approving a requisition with an amount that goes over budget for the specified account number. A checkmark will appear in the box if the field is selected.
  - b. Select the Allow Override of Approval Tree field to allow users to utilize any approval tree for requisitions they enter. A checkmark will appear in the box if the field is selected.

**Note:** If this field is not selected, all users must be assigned to at least one approval tree within the User Security option, and the users will only be able to enter requisitions using an assigned approval tree.



Requisition Options

File Options Reports Help

General Approval Tree

Warn if Requisition Over Budget ☒

Allow Override of Approval Tree ☒

Allow Approvals Out of Sequence ☒

Allow Recall of Requisitions Prior to Any Approvals ☒

Disable Requisition Number in Data Entry ☒

Email Information

Select the Allow Override of Approval Tree field to allow users to utilize any approval tree for requisitions they enter.

Click the Go To button for the Email Information field to set up the system to send notification emails for requisitions.

Requisition Entry/Approval Defaults

Field Name	Data Entry Preferences			Approver Changes	
	Repeat	Hide	Required	Allow Approver Edits	Requires Restart of Approval
Approval Tree ID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor ID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requisition Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expected Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship To Address ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print on Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post to General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chart of Account Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requisition Detail Description	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Center ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Detail Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Detail Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Split Percent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Bids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Define the default settings for entering and approving requisitions in Accounts Payable and Web Link (if applicable).

- c. Select the Allow Approvals Out of Sequence field to enable the Approve Requisitions Out of Sequence field within the Requisition Approvals option in order to permit users to approve requisitions out of the normal sequence order if needed. A checkmark will appear in the box if the field is selected.
- d. Select the Allow Recall of Requisitions Prior to Any Approvals field to allow a user who submitted a requisition to recall it if the requisition has not yet been processed by any approver on the approval tree. A checkmark will appear in the box if the field is selected.
 

**Note:** If this field is selected, a user can recall a requisition by going into the Requisition Entry option and using the **Recall Submitted Requisition** button.
- e. Select the Disable Requisition Number in Data Entry field to have the Requisition Number field be disabled (gray) when entering requisitions so that users are unable to enter or change the requisition number (a requisition number will be automatically assigned by the system when the requisition is saved). A checkmark will appear in the box if the field is selected.

**Diagram A**



- f. To send notification emails for requisitions, click the **Go To** button for the Email Information field to open the Email Manager option and then complete the following: 1) if needed, on the From Email Addresses tab, add an email address from which the notification emails for requisitions will be sent; 2) select the Enable Email Manager field on the General Options tab (if not already selected); 3) complete the General Information section on the General Options tab (if not already completed); and 4) complete the Requisition Options section on the Accounts Payable tab.

**Tip:** Regardless if the system is set up to send email notifications or not, an alert will appear on the Accounts Payable screen if requisitions are pending the approval of the user currently logged into the system.

- g. In the Requisition Entry/Approval Defaults List, define the data entry preferences and approver changes to use as the defaults when entering and approving requisitions in Accounts Payable or Web Link (if applicable).

**Tip:** If needed, the defaults can be changed (overridden) for each approval tree (on the Approval Tree tab; refer to Step 3 below).

**Note:** The settings for the Data Entry Preferences fields are only applicable when entering requisitions (using the Requisition Entry option); the settings for the Approver Changes fields are applicable when approving requisitions (using the Requisition Approvals option).

**Data Entry Preferences:**

- To define a field so it will automatically repeat the information from the previous entry without requiring an additional keystroke by the user, select the Repeat field (column) for the desired field, if applicable. A checkmark will appear in the box if the option is selected.
- To define a field so it will not display on the entry screen, select the Hide field (column) for the desired field, if applicable. A checkmark will appear in the box if the option is selected.

**Note:** If a field is marked as Required by the system (the Required field is selected and disabled (gray)), the Hide field cannot be selected as the field must appear on the screen. Also, if applicable, only the Repeat field or the Hide field can be selected by the user for a particular field; both options cannot be selected for the same field.

- To define a field as one a user entering a requisition must complete, select the Required field (column) for the desired field, if applicable. A checkmark will appear in the box if the field is selected.

**Note:** If applicable, only the Hide field or the Required field can be selected by the user for a particular field; both options cannot be selected for the same field.

**Approver Changes:**

- To define a field so it can be changed within the Requisition Approvals option, select the Allow Approver Edits field (column) for the desired field, if applicable. A checkmark will appear in the box if the option is selected.

**Note:** If the Allow Approver Edits field is selected for either the Requisition Detail Quantity field or the Unit Price field, the Allow Approver Edits field will automatically be selected for the Requisition Detail Amount field and cannot be changed.

- If the Allow Approver Edits field is selected for a field, the Requires Restart of Approval field (column) is enabled. If applicable, to define a field so that it sends a requisition back through the entire approval process if the particular field is changed (within the Requisition Approvals option), select the Requires Restart of Approval field (column) for the desired field. A checkmark will appear in the box if the option is selected.

- h. Click the **Save** button.

3. Click the **Approval Tree** tab to define the approval trees for requisitions for your organization. See **Diagram B**.

**Note:** Each requisition must be tied to an approval tree, so there must be at least one approval tree defined in the system.

- a. Click the **New Record** button.

- b. Enter a unique ID for the approval tree in the Approval Tree ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

RP Requisition Options

File Options Reports Help

General Approval Tree

Approval Tree ID: KITCHCUST ☐ Active ☒

Approval Tree Description: Approval Tree for Kitchen and Custodial

Approval Tree Owner ID: SAS

User ID for Fully Approved Email Notification: SAMPBEC

User ID for Email Purchase Order: SAS

Default Requisition Vendor ID:

Default Requisition Form Report: Requisition Form

Minimum Bid Amount: 5,000.00

Override Requisition Entry/Approval Defaults ☐

Requisition Entry/Approval Overrides

Field Name	Repeat	Hide	Required	Allow Approver Edits	Requires Restart of Approval
Approval Tree ID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor ID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requisition Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expected Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approvers

Approval Sequence	User ID	Alternate User ID	Approval Minimum Amount	Approval Maximum Amount
1	THOMRIC		25.00	
Chart of Account Mask XX XXXX XXXX XXX XXXX XXX 410				
2	SAS			

Document Management:

**Diagram B**

- c. Select the Active field to stipulate the approval tree is currently used by the district. A checkmark will appear in the box if the field is selected. When adding a new approval tree, the Active field is selected by default.
- d. Enter a description for the approval tree in the Approval Tree Description field. The description can be up to **40** characters long.
- e. Enter the ID of the user who manages all the requisitions for the approval tree in the Approval Tree Owner ID field. If the ID is not known, click the **down-arrow** button to select the correct one.

**Note:** The user who is defined as the owner for the approval tree is able to approve all requisitions assigned to the approval tree in place of the designated users in the approval process, if needed. Also, if a requisition does not match any of the sequences (rules) on an approval tree and so is not assigned to a particular user for approval, the owner is able to approve the requisition as needed.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve requisitions in Accounts Payable or Web Link (if applicable), a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- f. If desired, enter the ID of the user to receive an email notification upon final approval of each requisition tied to the approval tree in the User ID for Fully Approved Email Notification field. If the ID is not known, click the **down-arrow** button to select the correct one.

**Note:** In order to send notification emails to the user in this field, complete the following: 1) if needed, on the From Email Addresses tab in the Email Manager option, add an email address from which the notification emails for requisitions will be sent; 2) select the Enable Email Manager field on the General Options tab in the Email Manager option (if not already selected); 3) complete the General Information section on the General Options tab in the Email Manager option (if not already completed); 4) complete the Requisition Options section on the Accounts Payable tab in the Email Manager option; and 5) verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected. The notification emails use the verbiage as entered in the Fully Approved Message field on the Accounts Payable screen (tab) in the Email Manager option.

- g. If desired, enter the ID of the user to receive emailed copies of the purchase orders created (converted) from the approved requisitions tied to this approval tree in the User ID for Email Purchase Order field. If the ID is not known, click the **down-arrow** button to select the correct one.

**Note:** The emailed copies of the purchase orders are sent to the user in this field if stipulated when completing the Email Purchase Orders option. Verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected.

- h. If desired, enter the ID of the vendor to use as the default if a vendor is not entered on a requisition tied to this approval tree in the Default Requisition Vendor ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field blank to require a specific vendor ID to be entered for each requisition tied to this approval tree.

**Tip:** If needed, a generic vendor can be created (for example, with an ID of *REQVENDOR* called *Unknown Vendor for Requisitions Only*) and the ID entered in this field; then if a user enters a requisition and the exact vendor is unknown at that time, the generic vendor ID will be assigned to the requisition and can be changed to the correct vendor by the Business Office at a later time (for example, when the requisition is selected to be converted to a purchase order or when the order is actually placed).

- i. In the Default Requisition Form Report field, enter the name of the report to print when clicking the **To Screen & Save** button from within the Requisition Entry option in Accounts Payable (or the **Print Requisition** button from within the Requisition Entry option in Web Link) for requisitions tied to this approval tree, or click the **down-arrow** button to select the correct one.

**Note:** Only the reports that have a report parameter (and parameter type) for Requisition Number are able to be entered into this field.

- j. Enter the dollar amount to use as the basis for when bids are to be entered for a detail line item on a requisition tied to this approval tree in the Minimum Bid Amount field, if desired. 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. By completing the Minimum Bid Amount field, the system will automatically display an additional screen on which to enter the bid information when entering a requisition in Accounts Payable (or display a message in Web Link, if applicable) if a detail line item was entered with an amount equal to or greater than the specified amount. Leave this field blank if bids are not used or not always needed for items over a certain dollar amount.

**Tip:** If desired, users will still be able to enter the bid information on requisitions even if this field is not completed, or if the detail line item is less than the amount entered in this field.

**Note:** The Minimum Bid Amount field is disabled if the Hide field (column) is selected for the Number of Bids field in the Requisition Entry/Approval Defaults List on the General screen, or in the Requisition Entry/Approval Overrides List for this approval tree.

- k. To change the data entry preferences and approver changes for this approval tree to be different from the defaults set in the Requisition Entry/Approval Defaults List on the General screen, select the Override Requisition Entry/Approval Defaults field. A checkmark will appear in the box if the field is selected.
- l. If the Override Requisition Entry/Approval Defaults field is selected, complete the Requisition Entry/Approval Overrides List to set the desired data entry preferences and approver changes when entering and approving requisitions for this approval tree in Accounts Payable or Web Link (if applicable).

**Note:** Initially, the default data entry preferences and approver changes (from the Requisition Entry/Approval Defaults List on the General screen) will appear but can be changed. The settings for the Data Entry Preferences fields are only applicable when entering requisitions (using the Requisition Entry option); the settings for the Approver Changes fields are applicable when approving requisitions (using the Requisition Approvals option).

- m. In the Approvers List, define the sequences (rules) for the approval tree. To add a sequence (rule) to the approval tree, complete the following:
  - In the blank line (indicated with an asterisk) at the bottom of the Approvers List, enter the sequence number for what order to obtain the approval (the order the sequence is processed) in the Approval Sequence field. The sequence number can be up to **2** digits long (**1-99**). For example, enter **1** as the sequence number for the first approval needed, and **2** for the second, etc. Multiple approvals (sequences) can have the same sequence number if the approvals can be completed at the same time (notification emails would be sent at the same time as well, if applicable).

- Enter the ID of the user to approve the requisitions for the particular sequence on the approval tree in the User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve requisitions in Accounts Payable or Web Link (if applicable), a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- If desired, to allow a different user to approve requisitions if the user shown in the User ID field for the sequence is absent, enter the ID of the other user in the Alternate User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** If a user is entered in the Alternate User ID field, the user will not receive notification emails (if applicable) or on-screen alerts.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve requisitions in Accounts Payable or Web Link (if applicable), a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- If applicable, in the Approval Minimum Amount field, enter the dollar amount to use as the minimum for when to include the particular user (sequence) in the approval process for the requisitions for this approval tree. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system. By completing this field, the user (sequence) will only be included in the approval process if the total amount of the requisition (as entered in the total Requisition Amount field) is equal to or greater than the amount entered in this field. Leave this field blank if there is not a minimum amount needed in order to include the user (sequence) in the approval process.
- If applicable, in the Approval Maximum Amount field, enter the dollar amount to use as the maximum for when to include the particular user (sequence) in the approval process for the requisitions for this approval tree. The amount can be up to **14** digits long (including the decimal point) and will be rounded to **2** decimal places by the system. By completing this field, the user (sequence) will only be included in the approval process if the total amount of the requisition (as entered in the total Requisition Amount field) is less than or equal to the amount entered in this field. Leave this field blank if there is not a maximum amount needed in order to include the user (sequence) in the approval process.
- If applicable, to only include the particular user (sequence) in the approval process if the requisition includes a detail line item with a specific account number or a certain piece of an account number, such as a particular function code or object code, click the plus sign (+) in the box to the left of the Approval Sequence to expand the record; then in the blank line (indicated with an asterisk), enter the desired account number and/or mask in the Chart of Account Mask field. If applicable, enter as many account numbers and/or masks as needed. **When entering the account number or mask, be sure to follow the expenditure account structure defined for your organization, key spaces between the account dimensions, and use Xs as placeholders.**
- If applicable, repeat these steps until all the sequences have been added for the specified approval tree.

**Note:** To remove a sequence, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

- n. Click the **Save** button.

# Leave Request Options

The Leave Request Options option in Payroll is only available for organizations that have licensed the Web Link module and is only accessible to supervisors. With the Leave Request Options, the customized information for using leave requests in Web Link (and Payroll) can be entered. A few of the settings that can be defined within the Leave Request Options include permitting approver edits, allowing approvals out of sequence, defining approval paths, and stipulating to use FMLA leave requests (only applicable for organizations with the Human Resources module licensed).

## **Completing the Leave Request Options:**

**Note:** The Leave Request Options option is only available to organizations that have licensed the Web Link module and is only accessible to supervisors.

1. From the Payroll screen, select the **Options** menu and then **Leave Request Options**.
2. Click the **General** tab to complete the general leave request options. See **Diagram A**.
  - a. To permit approvers to change the information in fields while approving a leave request, select the Allow Approver Edit field. A checkmark will appear in the box if the field is selected.

**Note:** For regular leave requests, the Employee ID and Leave ID fields cannot be changed even if this field is selected. For FMLA leave requests, the Employee ID and FMLA Reason fields cannot be changed even if this field is selected.
  - b. If the Allow Approver Edit field is selected, the Requires Restart of Approval field is enabled. If applicable, to send a leave request back through the entire approval process if a field is changed while approving a leave request, select the Requires Restart of Approval field. A checkmark will appear in the box if the field is selected.
  - c. Select the Allow Approvals Out of Sequence field to enable the Approve Leaves Out of Sequence field within the Leave Request Approvals option in order to permit users to approve leave requests out of the normal sequence order if needed. A checkmark will appear in the box if the field is selected.
  - d. In the Number of Years of Leave Entries to Display in the Calendar field, enter the number of past years of leave request entries to show on the calendar that displays within the various leave request options. Enter **0** to show the leave requests from the current date and forward, **1-99** for the number of past years prior to the current date and forward, or leave the field blank to show all leave requests entered for all past years and forward.
  - e. Enter the time format (**Regular** or **Military**) for which to display the start and end time for leave requests in the Time Display field, or click the **down-arrow** button to select the correct one. To display the start and end time for leave requests using the format of regular time (for example, **04:00 PM** for 4 o'clock in the afternoon), enter **Regular**. To display the start and end time for leave requests using the format of military time (for example, **16:00** for 4 o'clock in the afternoon), enter **Military**.

**Note:** The format only applies to how the start and end time for leave requests display after being entered and does not define the format in which the entries must be made. For example, entries can be made using the format of military time with the Time Display field set to either **Regular** or **Military**; the field just defines how the time will display for the entries after advancing from the field.

**Tip:** The Time Display field affects how the start and end time displays for leave requests in the Leave Request Entry option, Leave Request Entry - FMLA option, Leave Request Approvals option, Leave Request Inquiry option, FMLA screen in the Employee File, and Select Leave Requests/Substitutes for Processing option, and also for events added in the Manage Calendar option.

**Diagram A**

- f. If **Regular** is specified as the Time Display, the AM Range field is enabled. In the AM Range field, enter the range of times to have default as morning hours (with AM) when entering the start time for leave requests. For example, to have the hours 7 through 11 default to AM (and hours 12 through 6 default to PM), enter **7:00** and **11:59** in the From and To fields for the AM Range field.

**Note:** The colon does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**.

**Tip:** The AM Range field sets the default used in the Leave Request Entry option, the Leave Request Entry - FMLA option, the Leave Request Approvals option, the FMLA screen in the Employee File, and in the Manage Calendar option.

- g. To send notification emails for leave requests, click the **Go To** button for the Email Information field to open the Email Manager option and then complete the following: 1) if needed, on the From Email Addresses tab, add an email address from which the notification emails for leave requests will be sent; 2) select the Enable Email Manager field on the General Options tab (if not already selected); 3) complete the General Information section on the General Options tab (if not already completed); and 4) complete the Leave Request Options section on the Web Link tab.

**Tip:** Regardless if the system is set up to send email notifications or not, an alert will appear on the Payroll screen if leave requests are pending the approval of the user currently logged into the system.

- h. Click the **Save** button.

3. Click the **Leave Approval Paths** tab to define the approval paths for leave requests at your organization. See **Diagram B**.

**Note:** Each leave can be tied to only one approval path for use with leave requests; if only one approval path is set up, all the applicable leaves must be tied to it. At least one approval path must be defined for use with leave requests.

- a. From the Payroll screen, select the **Options** menu and then **Leave Request Options**.

**Note:** The Leave Request Options option is only available to organizations that have licensed the Web Link module and is only accessible to supervisors.

- b. Click the **Leave Approval Paths** tab.

- c. Click the **New Record** button.

- d. Enter a unique ID for the approval path in the Approval Path ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). The ID cannot be **FMLA** as that is reserved by the system to use with the FMLA approval path if the Allow FMLA Leave Requests field is selected on the FMLA tab in the Leave Request Options.

PF Leave Request Options

File Reports Help

General Leave Approval Paths FMLA

Approval Path ID: LEAVEPATH Active: ☒

Approval Path Description: Leave Approval Path

Override Approver ID: SAS

User ID for Fully Approved Email Notification: SAMPBEC

Select the leaves tied to the approval path.

Selected	Leave ID	Leave Description
<input checked="" type="checkbox"/>	FAM	Family Leave
<input checked="" type="checkbox"/>	PER	Personal Leave
<input checked="" type="checkbox"/>	SICK	Sick Leave
<input checked="" type="checkbox"/>	VAC	Vacation Leave

Enter the sequences (rules) for the approval path here.

Approval Sequence	Approval Type	User ID	ADMIN	HOTLUNCH	MISCSUPP	TEACHELEM	TEACHHS	TEACHMS
1	Group Manager Approver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Specific User	SAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit Substitutes

User ID	ADMIN	HOTLUNCH	MISCSUPP	TEACHELEM	TEACHHS	TEACHMS
SAMPBEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If needed, enter the users who will be able to enter substitutes for the approval path here.

**Diagram B**

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description, leave the ID field blank; once the record is saved, the ID will be assigned.

- e. Select the Active field to stipulate the approval path is currently used by the district. A checkmark will appear in the box if the field is selected. When adding a new approval path, the Active field is selected by default.
- f. Enter a description for the approval path in the Approval Path Description field. The description can be up to **40** characters long.
- g. Enter the ID of the user who manages all the leave requests for the approval path in the Override Approver ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** The user who is defined as the override approver is able to approve leave requests for the approval path in place of a designated user in the approval process, if needed.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve leave requests in Web Link or Payroll, a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- h. If desired, in the User ID for Fully Approved Email Notification field, enter the ID of the user to receive an email notification upon final approval of each leave request for the approval path as a reminder the entry is ready for processing in Payroll. If the ID is not known, click the **down-arrow** button to select the correct one.

**Note:** In order to send notification emails to the user in this field, complete the following: 1) if needed, on the From Email Addresses tab in the Email Manager option, add an email address from which the notification emails for leave requests will be sent; 2) select the Enable Email Manager field on the General Options tab in the Email Manager option (if not already selected); 3) complete the General Information section on the General Options tab in the Email Manager option (if not already completed); 4) complete the Leave Request Options section on the Web Link tab in the Email Manager option; and 5) verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected. The notification emails use the verbiage as entered in the Fully Approved Message field on the Web Link screen (tab) in the Email Manager option.

- i. All the leaves defined in the Leave File that are not tied to any other approval path appear in the Leaves List. In the Leaves List, select the leaves that will use the approval path. To select a leave, click in the box for the Selected column to the left of each desired leave ID. A checkmark will appear in the box if the leave is selected.

**Note:** At least one leave must be selected for the approval path. Also, a leave can be tied to only one approval path; if only one approval path will be set up, all the applicable leaves must be tied to it.

- j. In the Approval Path List, define the sequences (rules) for the approval path. To add a sequence (rule) to the approval path, complete the following:
  - 1) In the blank line (indicated with an asterisk) at the bottom of the Approval Path List, enter the sequence number for what order to obtain the approval (the order the sequence is processed) in the Approval Sequence field. The sequence number can be up to **2** digits long (**1-99**). For example, enter **1** as the sequence number for the first approval needed, and **2** for the second, etc. Multiple approvals (sequences) can have the same sequence number if the approvals can be completed at the same time (notification emails would be sent at the same time as well, if applicable).
  - 2) Enter the type of the approval (**Group Manager Approver** or **Specific User**) to be obtained for the sequence in the Approval Type field, or click the **down-arrow** button to select the correct one. To have the user specified as the Group Manager Approver ID from the applicable employee group(s) approve the leave requests for the particular sequence, enter **Group Manager Approver**. To have a designated user approve the leave requests for the particular sequence, enter **Specific User**.

**Note:** If **Group Manager Approver** is selected as the Approval Type and the employee who submitted the leave request is included in more than one employee group defined to be used with leave requests, each of the *different* users specified as the Group Manager

Approver ID from all of the employee groups will need to approve the leave request for the particular sequence. For example, if an employee is included in three different employee groups that are defined to be used with leave requests and each employee group has a different user specified as the Group Manager Approver ID, all three group managers for the three employee groups will need to approve the leave request for this approval sequence.

- 3) If **Specific User** is specified as the Approval Type, the User ID field is enabled. If applicable, enter the ID of the user to approve the leave requests for the particular sequence on the approval path in the User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve leave requests in Web Link or Payroll, a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- 4) If **Specific User** is specified as the Approval Type, the Employee Groups to Approve List is enabled. If applicable, in the Employee Groups to Approve List, select the employee group (s) including the employees for whom their leave requests must be approved by the specified user. To select an employee group, click in the box under the desired employee group ID. A checkmark will appear in the box if the employee group is selected.

**Note:** At least one employee group must be selected.

**Tip:** To select multiple employee groups in a row, press and hold the **Shift** key, and then click the first employee group to have selected and then click the last employee group; all the employee groups starting with the first one clicked through the last one clicked will be selected. If multiple groups are selected and an employee is included in more than one of the selected groups, the specific user will only have to approve the employee's leave request one time for this sequence.

- 5) If applicable, repeat these steps until all the sequences have been added for the specified approval path.

**Note:** To remove a sequence, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

- k. In the Edit Substitutes List, define the users who are able to edit (enter) the substitutes for the leave requests tied to this approval path. To add a user, complete the following:

- 1) In the blank line (indicated with an asterisk) at the bottom of the Edit Substitutes List, enter the ID of the user to edit the substitutes for the leave requests for this approval path in the User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to edit leave request substitutes in Web Link or Payroll, a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- 2) In the Employee Groups for Substitute Edits List, select the employee group(s) for which the user can edit the substitutes. To select an employee group, click in the box under the desired employee group ID. A checkmark will appear in the box if the employee group is selected.

**Note:** At least one employee group must be selected.

**Tip:** To select multiple employee groups in a row, press and hold the **Shift** key, and then click the first employee group to have selected and then click the last employee group; all the employee groups starting with the first one clicked through the last one clicked will be selected.

- 3) If applicable, repeat these steps until all the users have been added for the specified approval path.

**Note:** To remove a user from being able to edit substitutes, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

- l. Click the **Save** button.

4. If your organization has licensed the Human Resources module, click the **FMLA** tab (only enabled if the module is licensed). See **Diagram C**.



PF Leave Request Options

File Reports Help

General Leave Approval Paths FMLA

Allow FMLA Leave Requests ☒

Approval Path ID: FMLA

Approval Path Description: FMLA Leave Request

Override Approver ID: SAS

User ID for Fully Approved Email Notification: SAMPBEC

User ID for FMLA Leave Request Email Notification: SAS

Approval Path

Enter the sequences (rules) for the FMLA approval path here.

			Employee Groups to Approve						
Approval Sequence	Approval Type	User ID	ADMIN	HOTLUNCH	MISCSUPP	TEACHELEM	TEACHHS	TEACHMS	
1	Group Manager Approver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Specific User	SAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Specific User	JOHNWIL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Edit Substitutes

Employee Groups for Substitute Edits							
User ID	ADMIN	HOTLUNCH	MISCSUPP	TEACHELEM	TEACHHS	TEACHMS	
SAMPBEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Leave Request Fields

If desired, enter any additional fields to display when the employees are entering FMLA leave requests here.

Section Sequence	Section Name	Field Name	Type	Required
1	Substitute Information			
1		Is a substitute needed?	Yes/No	<input checked="" type="checkbox"/>
2		Name of specific substitute requested (will not be guaranteed):	Text	<input type="checkbox"/>
*				<input checked="" type="checkbox"/>
2	Family Illness/Death Information			

Document Management:

Diagram C

- a. To permit users to enter and submit requests for approval for family and medical leave, and then once approved, add it to the FMLA screen in the Employee File, select the Allow FMLA Leave Requests field. A checkmark will appear in the box if the field is selected.

**Note:** If this field is selected, the Leave Request Entry - FMLA option will be enabled for those users with the applicable rights.

- b. If the Allow FMLA Leave Requests field is selected, complete the remaining fields on the FMLA tab as follows:

- 1) The Approval Path ID field will be completed with the ID of FMLA and it cannot be changed.
- 2) The Approval Path Description field will be completed with FMLA Leave Request and it cannot be changed.
- 3) Enter the ID of the user who manages all the FMLA leave requests for the FMLA approval path in the Override Approver ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** The user who is defined as the override approver for the FMLA approval path is able to approve FMLA leave requests in place of a designated user in the approval process, if needed.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve leave requests in Web Link or Payroll, a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- 4) If desired, enter the ID of the user to receive an email notification upon final approval of each FMLA leave request as a reminder the entry is ready for processing in Payroll in the User ID for Fully Approved Email Notification field. If the ID is not known, click the **down-arrow** button to select the correct one.

**Note:** In order to send notification emails to the user in this field, complete the following: 1) if needed, on the From Email Addresses tab in the Email Manager option, add an email address from which the notification emails for leave requests will be sent; 2) select the

Enable Email Manager field on the General Options tab in the Email Manager option (if not already selected); 3) complete the General Information section on the General Options tab in the Email Manager option (if not already completed); 4) complete the Leave Request Options section on the Web Link tab in the Email Manager option; and 5) verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected. The notification emails use the verbiage as entered in the Fully Approved Message field on the Web Link screen (tab) in the Email Manager option.

- 5) If desired, in the User ID for FMLA Leave Request Email Notification field, enter the ID of the user to receive an email notification upon final approval of each FMLA leave request as a reminder the entry can be added to the FMLA screen in the Employee File. If the ID is not known, click the **down-arrow** button to select the correct one.

**Note:** In order to send notification emails to the user in this field, complete the following: 1) if needed, on the From Email Addresses tab in the Email Manager option, add an email address from which the notification emails for leave requests will be sent; 2) select the Enable Email Manager field on the General Options tab in the Email Manager option (if not already selected); 3) complete the General Information section on the General Options tab in the Email Manager option (if not already completed); 4) complete the Leave Request Options section on the Web Link tab in the Email Manager option; and 5) verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected. The notification emails use the verbiage as entered in the FMLA Leave Request Approved Message field on the Web Link screen (tab) in the Email Manager option.

- 6) In the Approval Path List, define the sequences (rules) for the FMLA approval path. To add a sequence (rule) to the FMLA approval path, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Approval Path List, enter the sequence number for what order to obtain the approval (the order the sequence is processed) in the Approval Sequence field. The sequence number can be up to **2** digits long (**1-99**). For example, enter **1** as the sequence number for the first approval needed, and **2** for the second, etc. Multiple approvals (sequences) can have the same sequence number if the approvals can be completed at the same time (notification emails would be sent at the same time as well, if applicable).
- Enter the type of the approval (**Group Manager Approver** or **Specific User**) to be obtained for the sequence in the Approval Type field, or click the **down-arrow** button to select the correct one. To have the user specified as the Group Manager Approver ID from the applicable employee group(s) approve the FMLA leave requests for the particular sequence, enter **Group Manager Approver**. To have a designated user approve the FMLA leave requests for the particular sequence, enter **Specific User**.

**Note:** If **Group Manager Approver** is selected as the Approval Type and the employee who submitted the FMLA leave request is included in more than one employee group defined to be used with leave requests, each of the *different* users specified as the Group Manager Approver ID from all of the employee groups will need to approve the FMLA leave request for the particular sequence. For example, if an employee is included in three different employee groups that are defined to be used with leave requests and each employee group has a different user specified as the Group Manager Approver ID, all three group manager approvers for the three employee groups will need to approve the FMLA leave request for this approval sequence.

- If **Specific User** is specified as the Approval Type, the User ID field is enabled. If applicable, enter the ID of the user to approve the FMLA leave requests for the particular sequence on the FMLA approval path in the User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to approve leave requests in Web Link or Payroll, a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- If **Specific User** is specified as the Approval Type, the Employee Groups to Approve List is enabled. If applicable, in the Employee Groups to Approve List, select the

employee group(s) including the employees for whom their FMLA leave requests must be approved by the specified user. To select an employee group, click in the box under the desired employee group ID. A checkmark will appear in the box if the employee group is selected.

**Note:** At least one employee group must be selected.

**Tip:** To select multiple employee groups in a row, press and hold the **Shift** key, and then click the first employee group to have selected and then click the last employee group; all the employee groups starting with the first one clicked through the last one clicked will be selected. If multiple groups are selected and an employee is included in more than one of the selected groups, the specific user will only have to approve the employee's FMLA leave request one time for this sequence.

- If applicable, repeat these steps until all the sequences have been added for the FMLA approval path.

**Note:** To remove a sequence, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

- 7) In the Edit Substitutes List, define the users who are able to edit (enter) the substitutes for the leave requests tied to the FMLA approval path. To add a user, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Edit Substitutes List, enter the ID of the user to edit the substitutes for the leave requests for the FMLA approval path in the User ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Tip:** If the user entered in this field is not currently set up in the User Security option with rights to edit leave request substitutes in Web Link or Payroll, a message will appear after advancing from the field asking to add the rights at this time; click **Yes** to edit the rights for the user now, or click **No** to wait and edit the rights for the user later.

- In the Employee Groups for Substitute Edits List, select the employee group(s) for which the user can edit the substitutes. To select an employee group, click in the box under the desired employee group ID. A checkmark will appear in the box if the employee group is selected.

**Note:** At least one employee group must be selected.

**Tip:** To select multiple employee groups in a row, press and hold the **Shift** key, and then click the first employee group to have selected and then click the last employee group; all the employee groups starting with the first one clicked through the last one clicked will be selected.

- If applicable, repeat these steps until all the users have been added for the FMLA approval path.

**Note:** To remove a user from being able to edit substitutes for the FMLA approval path, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

- 8) If desired, complete the Additional Leave Request Fields List with any additional sections and fields to display when an employee enters a FMLA leave request (will appear on the Leave Request Entry - FMLA screen, if applicable). To add sections and fields to the entry screen for FMLA leave requests, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Additional Leave Request Fields List, enter a unique sequence number for what order to list the section of additional fields on the entry screen in the Section Sequence field. The sequence number can be up to **2** digits long (**1-99**). For example, enter **1** as the sequence number for the first section to list, and **2** for the second, etc.
- Enter a description to use as the heading or name of the section to display with the fields on the entry screen in the Section Name field. The description can be alphanumeric and up to **1,000** characters long.
- Click the plus sign (+) in the box in front of the section sequence number to expand the record and add fields to the section.
- To add a field to a section, complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the list, enter a unique sequence number for what order to list the additional field in the section on the entry screen in the Sequence field. The sequence number can be up to **2** digits long (**1-99**). For example, enter **1** as the sequence number for the first field to list in the section, and **2** for the second field, etc.
- Enter a description to use as the field name to display on the entry screen in the Field Name field. The description can be alphanumeric and up to **1,000** characters long.
- Enter the type of the field being added (**Date**, **Label**, **Numeric**, **Text**, or **Yes/No**) in the Type field, or click the **down-arrow** button to select the correct one. To add a field that only allows a date to be entered using the **mm/dd/yyyy** format, enter **Date**. To add a field that is just a heading and does not allow any input, enter **Label**. To add a field that allows a number up to **14** digits long (including the decimal point and comma(s) if applicable, and rounded to **4** decimal places by the system if capable), enter **Numeric**. To add a field that allows up to **255** characters to be keyed in, enter **Text**. To add a field that allows only **Yes** or **No** to be specified, enter **Yes/No**.  
**Note:** Once a field has been used with a leave request entry, the Type field cannot be changed.
- If desired, select the Required field to require the employees to complete the additional field when entering leave requests for the leave. A checkmark will appear in the box if the field is selected.
- If applicable, repeat these steps until all the sections and fields have been added.  
**Note:** To remove a section or remove a field from a section, click the **Delete** button located to the left of the desired record; when prompted to delete the line (and the data records for any fields that have been used with leave request entries, if applicable), click **Yes**.

c. Click the **Save** button.

# Web Link Leave Options in Leave File

Complete the Web Link Leave Options screen in the Leave File to define which leaves (balances) can be viewed by the employees within the Web Link module, and to define additional fields to display on the screen when entering leave requests for the various leaves.

## Completing the Web Link Leave Options Screen in Leave File:

1. From the Payroll screen, select the **Maintenance** menu and then **Leaves**.
2. At the Leaves screen, click the **Web Link Leave Options** tab (only enabled if the Web Link module is licensed) to complete additional information for the leave. See **Diagram A**.
3. Select the Display in Web Link field to show the leave and detailed balance information in the Leave Balances option in Web Link. A checkmark will appear in the box if the field is selected.

4. Select the Prohibit Entry if Negative Balance field to not allow employees to enter a leave request (or FMLA leave request, if applicable) if the balance for the specified leave has a negative balance. A checkmark will appear in the box if the field is selected.

**Note:** This field only applies to entering leave requests (and FMLA leave requests, if applicable) in either Payroll or Web Link; it does not apply to approving leave requests or making absence entries in Employee Absences or Pay Period Entries.

5. If leave requests will be utilized in Web Link (and Payroll), complete the Additional Leave Request Fields List with any additional sections

Click the **Web Link Leave Options** tab.

Select this field to have the leave (balances) display for employees in Web Link.

Define any additional fields here to display when entering leave requests for the leave. See **Diagram B** for a preview of how the additional fields in this example display on the Leave Request Entry screen in Web Link for this leave.

Section Sequence	Section Name	Sequence	Field Name	Type	Required
1	Substitute Information	1	Is a substitute needed?	Yes/No	<input checked="" type="checkbox"/>
		2	Name of specific substitute requested (will not be guaranteed)	Text	<input type="checkbox"/>
3	For Office Use Only	1	Does employee have sufficient leave?	Yes/No	<input type="checkbox"/>
2					

**Diagram A**

and fields to display when an employee enters a leave request for the particular leave (will appear on the Leave Request Entry screen). To add sections and fields to the entry screen for leave requests, complete the following:

- a. In the blank line (indicated with an asterisk) at the bottom of the Additional Leave Request Fields List, enter a unique sequence number for what order to list the section of additional fields on the entry screen in the Section Sequence field. The sequence number can be up to **2** digits long (**1-99**). For example, enter **1** as the sequence number for the first section to list, and **2** for the second, etc.
- b. Enter a description to use as the heading or name of the section to display with the fields on the entry screen in the Section Name field. The description can be alphanumeric and up to **1,000** characters long.
- c. Click the plus sign (+) in the box in front of the section sequence number to expand the record and add fields to the section.
- d. To add a field to a section, complete the following:
  - In the blank line (indicated with an asterisk) at the bottom of the list, enter a unique sequence number for what order to list the additional field in the section on the entry screen in the Sequence field. The sequence number can be up to **2** digits long (**1-99**). For

example, enter **1** as the sequence number for the first field to list in the section, and **2** for the second field, etc.

- Enter a description to use as the field name to display on the entry screen in the Field Name field. The description can be alphanumeric and up to **1,000** characters long.
- Enter the type of the field being added (**Date**, **Label**, **Numeric**, **Text**, or **Yes/No**) in the Type field, or click the **down-arrow** button to select the correct one. To add a field that only allows a date to be entered using the **mm/dd/yyyy** format, enter **Date**. To add a field that is just a heading and does not allow any input, enter **Label**. To add a field that allows a number up to **14** digits long (including the decimal point and comma(s) if applicable, and rounded to **4** decimal places by the system if capable), enter **Numeric**. To add a field that allows up to **255** characters to be keyed in, enter **Text**. To add a field that allows only **Yes** or **No** to be specified, enter **Yes/No**.

**Note:** Once a field has been used with a leave request entry, the Type field cannot be changed.

- If desired, select the Required field to require the employees to complete the additional field when entering leave requests for the leave. A checkmark will appear in the box if the field is selected.

e. If applicable, repeat these steps until all the sections and fields have been added.

**Note:** To remove a section or remove a field from a section, click the **Delete** button located to the left of the desired record; when prompted to delete the line (and the data records for any fields that have been used with leave request entries, if applicable), click **Yes**.

5. Click the **Save** button.

The screenshot shows a form titled "Additional Leave Request Fields". It contains several input fields and dropdown menus. Annotations with arrows point to specific fields:

- An arrow points from a text box to the "Is a substitute needed?" dropdown menu.
- An arrow points from a text box to the "If so, on what dates?" text input field.
- An arrow points from a text box to the "Name of specific substitute requested (will not be guaranteed)" text input field.
- An arrow points from a text box to the "Does employee have sufficient leave?" dropdown menu.

A callout box on the right side of the form contains the following text: "This is the preview for how the additional fields defined for the leave as shown in **Diagram A** display on the Leave Request Entry screen in Web Link for the particular leave."

**Diagram B**

# DATA ENTRY

Requisition Entry .....	13
Requisition Status .....	14
Requisition Approvals .....	15
Purchase Orders .....	16
Vendors .....	17
Receiving .....	18
Cash Receipts .....	19
Received Froms .....	20

# 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 recall requisitions (if requisitions are allowed to be recalled, as defined within the Requisition Options option in the School Accounting System), and edit (and resubmit), cancel, or delete rejected requisitions, if needed.

If the system is set up to send notification emails for requisitions (in the Email Manager 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:** In order for the Requisition Entry option to be available in Web Link, a user must be defined with rights to enter requisitions (within the User Security option in the School Accounting System).

## Entering Requisitions:

**Tip:** The instructions listed below explain each field as they appear on the Requisition Entry screen when the data entry preferences are set to the defaults within the Requisition Options option in the School Accounting System. If the data entry preferences were changed, some of the fields may not appear on the screen.

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 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 (unless the field is set to repeat within the data entry preferences), but can be changed if needed.
  - b. 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. If the Disable Requisition Number in Data Entry field in the Requisition Options in the School Accounting System is selected, the Requisition Number field will be disabled (gray) and the requisition number will be automatically assigned 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

**Requisition Entry**

Approval Tree ID: SUPPLIES  
 Requisition Number: OFFICEPROF  
 Vendor ID: 79.90  
 Requisition Amount: 10/10/2019  
 Requisition Date: 10/31/2019  
 Expected Date: Office Supplies  
 Ship To Address ID: SMITCAR  
 Employee ID: Canceled

THE OFFICE PROFESSIONAL  
 985 OLSON BLVD  
 ROUND ROCK TX 78680  
 Last Check Date: 10/15/2018

Your Comment:   
 Comments: No records to display.

User Name:   
 Date Updated:

Detail Information

Print	Post	Account Number	Detail Description	Item Number	Cost Center ID	Quantity	Unit Price	Unit Description	Amount	Bids	Split %	URL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 2321 000 411	#10 Envelopes w/o window; 500 in box	901-WWWES		10.0000	7.9900	Each	79.90	0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									0		

By default, ten blank detail lines will appear in the Detail Information section (unless the vendor is defined with more than ten default chart of account numbers); complete the lines as needed. Any blank lines will automatically be removed (deleted) when the requisition is saved. Additional lines can be added by clicking the **Add Rows** button located at the top of the list.

Depending on the settings for the default data entry preferences (or override settings for the specified approval tree, if applicable) within the Requisition Options, some fields may not appear, may repeat, and/or will be required.

Submit Current Requisition Submit All Requisitions Print Requisition Copy Requisition 0 Unsubmitted

Diagram A



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.

- c. 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 for the specified approval tree (within the Requisition Options option in the School Accounting System), the default vendor will appear (unless the field is set to repeat within the data entry preferences) but can be changed if needed.

**Tip:** If the user entering the requisition is tied to one or more vendor groups (in the User Security option in the School Accounting System), the vendor entered here must be included in one of the designated vendor groups.

**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).

- d. Enter the total amount of the requisition in the Requisition Amount field. The amount can be up to **14** digits long and will 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 or click the **Calendar Search** button to select the desired date. The current computer date of the web server will appear as the default (unless the field is set to repeat within the data entry preferences), but can be changed to a date that is within the month *prior* to the current computer date to any future date within a fiscal year that has already been started within the School Accounting System.
- f. Enter the date the goods or services are expected to be received in the Expected Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The current computer date of the web server will appear as the default (unless the field is set to repeat within the data entry preferences), but can be changed to a date that is within the month *prior* to the current computer date to any future date within a fiscal year that has already been started within the School Accounting System.

**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.

**Tip:** If the user entering the requisition is tied to one or more ship to addresses (in the User Security option in the School Accounting System), one of the designated ship to addresses must be entered here; if only one ship to address is assigned to the user, the designated ship to address will appear by default and cannot be changed.

- i. If applicable, enter the ID of the employee who should receive the merchandise included on the requisition in the Employee ID field, or click the **Search** button to select the correct one. If the Allow AP Data Entry Employee Selection field in the User Security option in the School Accounting System is not selected, this field cannot be changed. If the Allow AP Data Entry Employee Selection field is selected and an employee is tied to the user (in the User Security option in the School Accounting System), the employee assigned to the user will appear as the default (unless the field is set to repeat within the data entry preferences), but can be changed if needed.

- 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 desired, enter any additional information to track for the requisition in the Your Comment field. The comment can be up to **1,000** characters long.

**Tip:** Once the requisition is saved, the comment will be added to the Comments List displayed below the Your Comment field. The system will automatically display the ID of the current user in the User ID field and the date the comment was entered (or updated) in the Date Updated field. The information in the Comments List cannot be changed.

**Note:** Only one comment per user can be added for each requisition (not including the automatically generated comment for submitting a requisition on another user's behalf).

4. Complete the Detail Information of the requisition.

**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, complete the information for the line items, or click the **Delete** link located to the right of a line item to delete the line.

**Tip:** By default, ten detail lines will appear in the Detail Information section (unless the vendor is defined with more than ten default chart of account numbers); if needed, click the **Add Rows** button located at the top of the Detail Information List to add ten more lines. Any blank lines will automatically be removed (deleted) when the requisition is saved.

- a. Select the Print 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 (unless the field is set to repeat within the data entry preferences).

**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 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 (unless the field is set to repeat within the data entry preferences).

**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. 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. If the Post field is selected for the detail line and the Chart of Account Number field is set as a required field within the data entry preferences, the Account Number field must be completed; if the field is not set as required, the field can be left blank and an account number entered at a later time (for example, during the approval process).

**Tip:** If the user entering the requisition is assigned to one or more account groups with the AP & WL Data Entry usage (in the User Security option in the School Accounting System), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the name of the account will display at the bottom of the screen. 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.

- 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 item number in the Item Number field, if desired. The number can be alphanumeric and up to **30** characters long.

- f. 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. The quantity can be up to **14** digits long 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 and will be rounded to **4** decimal places by the system if capable.
- i. 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 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 Amount field. The amount can be up to **14** digits long and will be rounded to **2** decimal places by the system if capable.

**Note:** If the line item goes over budget for the 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 stating the entry has a negative budget balance; click **OK** and then make changes as needed.

- k. 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 to the right of 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 (see **Diagram B**), 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.  
**Tip:** If the user entering the requisition is tied to one or more vendor groups (in the User Security option in the School Accounting System), the vendor entered here must be included in one of the designated vendor groups.
  - Enter a description for the bid in the Bid 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 and will be rounded to **2** decimal places by the system if capable.
  - If desired, enter the date the bid expires in the Expiration Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date.
  - If desired, enter the website address for the bid item in the Bid URL field. The URL can be up to **2,000** 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.
- Click the **Save** button.

The screenshot shows the 'Detail Bids' window with a table header containing 'Vendor ID', 'Description', 'Amount', 'Expiration Date', and 'Bid URL'. Below the header, it says 'No detail line to display.' An 'Edit Detail' dialog box is open in the foreground. It has the following fields: 'Vendor ID' with the value 'PAPERSHOWC' and a search icon; 'Description' with the value 'Bid is per box of 500'; 'Bid Amount' with the value '8.99'; 'Expiration Date' with a calendar icon; and 'Bid URL' with a go icon. At the bottom of the dialog are 'Save' and 'Cancel' buttons. A text box with an arrow pointing to the 'Save' button contains the text: 'After completing the Edit Detail section, click the Save button to return to the Detail Bids screen.'

**Diagram B**

- Repeat these 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.
- l. If desired, complete the Split % 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 % field, leave the 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 Amount field) to the line item, enter the percentage of the total amount to use for the line item in the Split % field and the system will then calculate the amount for the line item and display it in the 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 Amount field after saving the line item.

**Note:** The information entered into the Split % field is cleared (not saved) with the line item after saving the requisition.
  - m. If desired, enter the website address for the item in the URL field. The URL can be up to **2,000** 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.
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 bids were not entered for a line item, for which the amount is equal to or greater than the amount entered in the Minimum Bid Amount field for the specified approval tree in the Requisition Options option in the School Accounting System (if applicable), a message will appear stating bids should be entered; click **OK**. This message will appear for each applicable line item.
  8. A message will appear stating the requisition was saved; click **OK**.
  9. If desired, click the **Print Requisition** button to print the requisition form for the current requisition number displayed. The **Print Requisition** button only appears if the Default Requisition Form Report field is completed for the specified approval tree in the Requisition Options option within the School Accounting System.
 

**Note:** In order to print the report, a requisition must be displayed on the screen and have the Requisition Number field completed. Also, 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 going to <http://get.adobe.com/reader/> and following the instructions.
  10. If desired, submit the requisition at this time, or wait until all requisitions have been entered, and then submit the requisitions all at once. To enter another requisition, click the **Add New** button, click **OK** when prompted to continue, and then repeat Steps 3-9.
 

**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 Email Manager option (in the School Accounting System). 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 and an alert will appear on the main School Accounting System screen.

If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

**Tip:** If desired, the **Save and Clear** button could have been utilized in Step 7 (instead of the **Save** button) to save the requisition and add another one.

11. After all requisitions have been entered and submitted, select the **Home** option on the top of the screen to close the Requisition Entry screen.

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

#### **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, make the desired changes to the line.

**Note:** If the line item goes over budget for the 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 stating the entry has a negative budget balance; click **OK** and then make changes as needed.
  - b. To enter an additional line item on the requisition, click the **Add Rows** button located at the top of the Detail Information List to add ten more lines, and then complete the necessary information for the line item. Any blank lines will automatically be removed (deleted) when the requisition is saved.
  - 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 change the comments for the requisition, edit the comment in the Your Comment field. Once the requisition is saved, the comment will be updated within the Comments List displayed below the Your Comment field.

**Note:** Only one comment per user can be added for each requisition (not including the automatically generated comment for submitting a requisition on another user's behalf); 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 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 Detail Bids screen, click the **Save** button to save the changes and close the 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.

**Note:** If bids were not entered for a line item, for which the amount is equal to or greater than the amount entered in the Minimum Bid Amount field for the specified approval tree in the Requisition Options option in the School Accounting System (if applicable), a message will appear stating bids should be entered; click **OK**. This message will appear for each applicable line item.
7. A message will appear stating the requisition was saved; click **OK**.

#### **Correcting a Requisition After Submitting:**

A requisition that has been submitted can only be corrected as follows:

- 1) If requisitions are allowed to be recalled (as defined within the Requisition Options option in the School Accounting System), and only if the requisition has not yet been processed by any approver on the approval tree, the requisition can be recalled by the user who initially entered the requisition, and then edited and resubmitted. To recall (and edit) a requisition, complete the steps for recalling a requisition *after* submitting.

2) If the requisition has been rejected, the requisition can be edited, by the user who initially entered the requisition, and then resubmitted. To make changes to a rejected requisition and resubmit it, complete the steps for correcting a requisition *before* submitting.

#### **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:**

A requisition that has been submitted can only be deleted as follows:

- 1) If requisitions are allowed to be recalled (as defined within the Requisition Options option in the School Accounting System), and only if the requisition has not yet been processed by any approver on the approval tree, the requisition can be recalled, by the user who initially entered the requisition, and deleted. To recall (and delete) a requisition, complete the steps for recalling a requisition *after* submitting.
- 2) If the requisition has been rejected, the requisition can be deleted or cancelled from within the Requisition Entry option by the user who initially entered the requisition. To delete or cancel a rejected requisition, complete the steps for cancelling or deleting a rejected requisition.
- 3) If the requisition has been approved (and is still outstanding) or rejected, the requisition can be cancelled using the Cancel Outstanding/Rejected Requisitions option from within the School Accounting System. 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:**

**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 Email Manager option (in the School Accounting System). 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

#### **Submitting a Requisition Immediately After Entering:**

1. With the requisition to submit displayed on the Requisition Entry screen, click the **Submit Current Requisition** button (located at the bottom of the screen).

**Note:** If bids were not entered for a line item, for which the amount is equal to or greater than the amount entered in the Minimum Bid Amount field for the specified approval tree in the Requisition Options option in the School Accounting System (if applicable), a message will appear stating bids should be entered; click **OK**. This message will appear for each applicable line item.

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 Current Requisition** button located at the bottom of the screen.

**Note:** If bids were not entered for a line item, for which the amount is equal to or greater than the amount entered in the Minimum Bid Amount field for the specified approval tree in the Requisition Options option in the School Accounting System (if applicable), a message will appear stating bids should be entered; click **OK**. This message will appear for each applicable line item.

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

#### **Submitting Multiple Saved Requisitions:**

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. Click the **Submit All Requisitions** button located at the bottom of the screen.

### ***Submitting Requisitions Entered by Others:***

1. If needed, use the Submit Requisitions on Behalf of Users option from within the Accounts Payable module in the School Accounting System to submit requisitions entered by others. The Submit Requisitions on Behalf of Users option is typically completed by someone within the Business Office.

### **Recalling a Requisition After Submitting:**

**Note:** In order to recall a requisition after it has been submitted, the Allow Recall of Requisitions Prior to Any Approvals field must be selected within the Requisition Options option in the School Accounting System, and the requisition must not have been processed yet by any approver on the approval tree.

1. Select the **Data Entry** menu and then **Requisition Entry**.
2. Click the **Recall Submitted Requisition** button.

**Note:** The **Recall Submitted Requisition** button only appears if the Recall of Requisitions Prior to Any Approvals field is selected within the Requisition Options option in the School Accounting System

3. At the search screen, click once on the requisition number of the requisition to recall and then click the **Select** button.

**Note:** Only the requisitions initially entered by the user that have not been processed yet by any approver on the approval tree can be recalled.

4. A message will appear stating that the requisition has already been submitted and asking if it should be recalled; click **OK** to recall the requisition, and then click **OK** again when prompted that the requisition has been recalled.
5. If designated to do so in the Email Manager option within the School Accounting System, notification emails for the recalled requisition will be sent at this time to the appropriate users as based on the approval tree assigned to the requisition.

**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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

6. Make the desired changes to the requisition.
  - a. To cancel the requisition, select the Cancelled field. A checkmark will appear in the box if the field is selected.
  - b. To edit an existing line item on the requisition, make the desired changes to the line.

**Note:** If the line item goes over budget for the 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 stating the entry has a negative budget balance; click **OK** and then make changes as needed.
  - c. To enter an additional line item on the requisition, click the **Add Rows** button located at the top of the Detail Information List to add ten more lines, and then complete the necessary information for the line item. Any blank lines will automatically be removed (deleted) when the requisition is saved.
  - d. 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**.
  - e. To change the comments for the requisition, edit the comment in the Your Comment field. Once the requisition is saved, the comment will be updated within the Comments List displayed below the Your Comment field.

**Note:** Only one comment per user can be added for each requisition (not including the automatically generated comment for submitting a requisition on another user's behalf); if additional information is needed to be entered for a comment, edit the existing one. Users can edit or delete only their own comment.

- f. To edit the number of bids for a line item, click the **Bid Detail** button to the right of the Bids field. Then at the 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 Detail Bids screen, click the **Save** button to save the changes and close the Detail Bids screen.

**Note:** To delete the requisition instead, click the **Delete** button; when prompted to delete the record, click **OK**.

7. 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.
8. After all the changes have been made, click the **Save** button.  
**Note:** If bids were not entered for a line item, for which the amount is equal to or greater than the amount entered in the Minimum Bid Amount field for the specified approval tree in the Requisition Options option in the School Accounting System (if applicable), a message will appear stating bids should be entered; click **OK**. This message will appear for each applicable line item.
9. A message will appear stating the requisition was saved; click **OK**.
10. If applicable, resubmit the requisition at this time.

#### **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**.



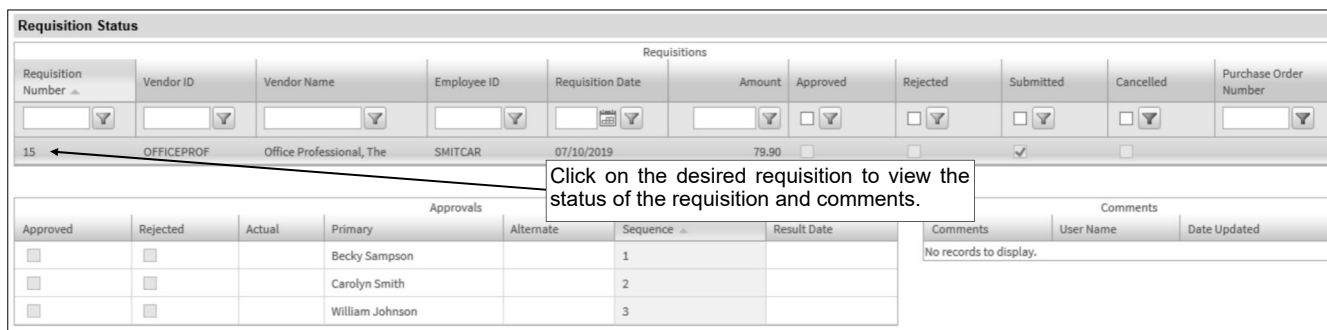
# Requisition Status

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:** In order for the Requisition Status option to be available in Web Link, a user must be defined with rights to enter requisitions (within the User Security option in the School Accounting System).

## Viewing a Requisition within Requisition Status:

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. If all the requisitions do not appear on the Requisition Status screen, advance to the page on which the desired requisition 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 as needed to view the desired requisitions, including those that have been converted to purchase orders or cancelled. See **Diagram A**.  
**Tip:** To sort the requisitions 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 requisitions (ascending or descending).
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 if it has been submitted. 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).



**Requisition Status**

Requisitions										
Requisition Number	Vendor ID	Vendor Name	Employee ID	Requisition Date	Amount	Approved	Rejected	Submitted	Cancelled	Purchase Order Number
15	OFFICEPROF	Office Professional, The	SMITCAR	07/10/2019	79.90	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Click on the desired requisition to view the status of the requisition and comments.

Approvals						Comments			
Approved	Rejected	Actual	Primary	Alternate	Sequence	Result Date	Comments	User Name	Date Updated
<input type="checkbox"/>	<input type="checkbox"/>		Becky Sampson		1				
<input type="checkbox"/>	<input type="checkbox"/>		Carolyn Smith		2				
<input type="checkbox"/>	<input type="checkbox"/>		William Johnson		3				

No records to display.

**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 a requisition is rejected by one approver on the approval tree within the Requisition Approvals option, the requisition will not proceed to the next approval sequence on the approval tree, and will instead be sent back to the submitter. If applicable, the fields defined to be edited (within the Requisition Options option in the School Accounting System) can be changed within the Requisition Approvals option. If a change is made to a requisition in the Requisition Approvals option for a field defined with the Requires Restart of Approval field selected in the Requisition Options option in the School Accounting System, the requisition will be sent back to the first sequence on the approval tree.

If the system is set up to send notification emails for requisitions (in the Email Manager 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, to the users who submitted the requisitions once completely processed (received final approval or rejected), to the prior approvers and/or submitter if requisitions were changed (if applicable), and to the users who are designated to receive an email for requisitions that received final approval.

**Note:** In order for the Requisition Approvals option to be available in Web Link, a user must have rights to approve requisitions (within the User Security option in the School Accounting System) and be assigned to an approval sequence on an approval tree in the School Accounting System.

## Approving Requisitions:

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, if applicable. 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 approval type of **Alternate Approvals** is only available to users designated as an alternate approver, and the approval type of **Approval Tree Owner** is only available to users designated as an approval tree owner. The default of **Regular Approvals** will appear, but can be changed if applicable. 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 prior to yours will not appear unless the Approve Requisitions Out of Sequence field is selected (see below).

3. Only if the Allow Approvals Out of Sequence field in the Requisition Options option in the School Accounting System is selected, the Approve Requisitions Out of Sequence field appears to the right of the Approval Type field. If applicable, select the Approve Requisitions Out of Sequence 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 Approve Requisitions Out of Sequence 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.

**Requisition Approvals**

Approval Type: **Regular Approvals** ☐ Approve Requisitions Out of Sequence ☐

User ID:

Approve	Reject	Requisition Number	Vendor ID	Vendor Name	Created By	Requested By Employee ID	Requested By Employee Name	Requisition Date	Expected Date	Requisition Description	Ship To Address ID	Has Documents	Amount	Comments	Has Negative Budget Balances	Edit
<input type="checkbox"/>	<input type="checkbox"/>	13	ADAMSBOOKC	Adams Book Co	Kathy Jackson	JACKKAT	Kathy Jackson	11/15/2018	11/30/2018	Instructional Materials		<input type="checkbox"/>	903.21		<input type="checkbox"/>	<a href="#">Edit</a>
<input type="checkbox"/>	<input type="checkbox"/>	14	INTERNATIONAL	International								<input type="checkbox"/>	21.65		<input type="checkbox"/>	<a href="#">Edit</a>

**Process**

The Approve Requisitions Out of Sequence field only appears if the Allow Approvals Out of Sequence field is selected in the Requisition Options option in the School Accounting System.

Click the Approve or Reject field, or click the **Edit** link to view the details for a requisition and then approve or reject the requisition.

**Diagram A**

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. Only the users for which you are an alternate approver that have requisitions pending their approval can be entered here.
5. The applicable requisitions appear in the Requisitions Awaiting Approval/Rejection List. If desired, change the filters to modify the requisitions displayed on the screen.
6. Complete the approval process for the desired requisitions:
  - a. To process one requisition at a time, along with viewing the details included on a requisition and/or making changes to a requisition (if needed) prior to completing the approval process, do the following:
    - Click the **Edit** link located to the right of the desired requisition, or double-click on a requisition; all the detail information for the specified requisition will then display. See **Diagram B**.
    - The budget balance (including the total of unposted invoices, unposted purchase orders, and approved requisitions for a particular account number, if applicable) will display in the Detail Information List for each detail line item included on the 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 desired, enter a comment to track for approving or rejecting the requisition in the Your Comment 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.  
**Note:** If a change is made to the requisition (to the fields defined to be edited (as set within the Requisition Options option in the School Accounting System)), a comment will automatically be added in this field stating the fields that were changed.  
**Tip:** Once the requisition is processed, the comment will be added to the Comments List displayed below the Your Comment field. The system will automatically display the ID of the current user in the User ID field and the date the comment was entered (or updated) in the Date Updated field. The information in the Comments List cannot be changed.
    - If needed, the fields defined to be edited (as set within the Requisition Options option in the School Accounting System) can be changed or completed for a requisition at this time. To make a change, click in the appropriate field, and then key the correct information or click the **Search** button to select the correct item (if applicable).  
**Tip:** The Requisition Amount field for a requisition will automatically be updated if the amounts for the detail line items were changed.
    - If desired, to view (and edit, if applicable) the bids or quotes received from other vendors for a line item on the requisition, click the **Bid Detail** button to the right of the Bids field. If

**Requisition Approval**

Approval Tree ID: SUPPLIES  
 Requisition Number: 13  
 Vendor ID: ADAMSBOOKC  
 Requisition Amount: 903.21  
 Requisition Date: 11/15/2018  
 Expected Date: 11/30/2018  
 Requisition Description: Instructional Materials  
 Ship To Address ID:  
 Employee ID: JACKKAT

ADAMS BOOK CO  
 PO BOX 548  
 BROOKLYN NY 11217  
 Sales Tax ID: 118374590  
 Last Check Date: 10/15/2018  
 W9 Sent Date: 07/15/2018  
 W9 Received Date: 08/01/2018

Your Comment:

Comments: No records to display.

User Name:  Date Updated:

The fields defined to be edited (as set within the Requisition Options option in the School Accounting System) are enabled and can be changed or completed for a requisition at this time, if needed.

If desired, enter a comment here; once the requisition is processed, the comment will be saved in the list with any other comments.

Print	Post	Account Number	Detail Description	Item Number	Cost Center ID	Quantity	Unit Price	Unit Description	Amount	Bids	Budget Balance Total	Submitted Balance Total	Fund Balance Total	URL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0409 1000 100 0000 642	Practice/Activity Workbook Sets - Grade 3	0-02-150389-3		35.0000	23.8800	Each	835.80	0	3,666.00	835.80		<a href="#">ⓘ</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0409 1000 100 0000 610	Pre-Reading Transparencies						67.41	0	20,678.50	67.41		<a href="#">ⓘ</a>

Click the **Approve** button to approve the requisition or the **Reject** button to reject the requisition.

Approve Reject Print Requisition

Approvals - Approval Tree: Approval Tree for Supplies (ID: SUPPLIES)

Approved	Rejected	Actual	Primary	Alternate	Sequence	Result Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Becky Sampson	Becky Sampson		1	11/18/201
<input type="checkbox"/>	<input type="checkbox"/>		Carolyn Smith		2	
<input type="checkbox"/>	<input type="checkbox"/>		William Johnson		3	

The approval sequences from the approval tree assigned to the requisition, along with the results appear here for the requisition.

**Diagram B**

applicable, to edit the bids at the 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 Detail Bids screen, click the **Save** button to save the changes and close the Detail Bids screen.

- If the URL field is completed for a detail line, click the **Go To** button to the right of the URL field to launch the Internet browser and display the specified website.
- Click the **Approve** button to approve the requisition, or click the **Reject** button to reject the requisition. If needed, click the **Save** button to save any changes that were made and not actually approve or reject the requisition at this time; click **OK** when prompted and then click the **Cancel** button to return to the Requisition Approvals screen.

**Note:** If changes were made to a line item (if applicable) causing the line item to go over budget for the 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 stating the entry has a negative budget balance; click **OK** to continue to save with the negative balance, or else click **Cancel** to make changes as needed prior to saving.

**Tip:** If desired, click the **Print Requisition** button to preview or print a copy of the requisition form for the current requisition number displayed. The **Print Requisition** button only appears if the Default Requisition Form Report field is completed for the specified approval tree in the Requisition Options option within the School Accounting System. 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 going to <http://get.adobe.com/reader/> and following the instructions.

- To process multiple requisitions at a time, without viewing the details included on a requisition and/or without making changes to a requisition prior to completing the approval process, do the following:
  - To approve a requisition, select the Approve field to the left of the desired requisition in the Requisitions Awaiting Approval/Rejection List. A checkmark will appear in the box if the field is selected.
  - To reject a requisition, select the Reject field to the left of the desired requisition in the Requisitions Awaiting Approval/Rejection List. A checkmark will appear in the box if the field is selected.
  - To select all the requisitions listed on the screen for approval or rejection, click the box located above the appropriate column at the top of the screen (above the Approve or Reject column heading). A checkmark will appear in the box if the field is selected, and all the requisitions will have the particular field (Approve or Reject field) selected.
  - After all the desired requisitions have been selected to be approved or rejected, click the **Process** button.
  - A prompt will appear stating the number of requisitions successfully processed of the total number selected; click **OK**.

**Note:** If there were any requisitions that had not been processed successfully, complete the steps above to process one requisition at a time.

**Note:** If approving requisitions out of the normal order of an approval tree by using the Approve Requisitions Out of Sequence field (and **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. If a change is made to a requisition for a field defined with the Requires Restart of Approval field selected in the Requisition Options option in the School Accounting System, the requisition will be sent back to the first sequence on the approval tree.

- If designated to do so in the Email Manager option (in the School Accounting System), a notification email will be sent at this time to the appropriate user(s) with the next approval sequence as based on the approval tree assigned to the requisition (or to the first approval sequence if the approval

process needed to restart, if applicable), to the user who submitted the requisition if completely processed (received final approval or rejected), to the prior approvers and/or submitter if the requisition was changed (if applicable), 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager 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, item 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 and merchandise arrive, the purchase order items can be received within the Receiving option, if desired, and then the purchase orders invoiced for payment by simply 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:** In order for the Purchase Orders option to be available in Web Link, a user must be defined with rights to enter purchase orders (within the User Security option in the School Accounting System).

## **Entering Purchase Orders:**

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.
  - 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 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.

**Tip:** If the user creating the purchase order batch is tied to one or more ship to addresses (in the User Security option in the School Accounting System), the ship to address entered here must be one of the assigned ship to addresses; if only one ship to address is assigned to the user, the designated ship to address will appear by default and cannot be changed.
  - 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).

**Diagram A**

- e. Click the **Save** button.
3. The Purchase Orders screen will appear for the selected purchase order batch. See **Diagram B**.
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.
 

**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), the Vendor ID can be updated at this time, if needed (for example, if the Default Requisition Vendor ID for the approval tree was utilized and a different vendor needs to be specified).
 

**Tip:** If the user entering the purchase order is tied to one or more vendor groups (in the User Security option in the School Accounting System), the vendor entered here must be included in one of the designated vendor groups.

**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 and will 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.
  - d. Enter the date of the purchase order in the PO Date field. Use the **mm/dd/yyyy** format 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 within the month *prior* to the current computer date to any future date within a fiscal year that has already been started within the School Accounting System.

**Purchase Orders - Purchase Orders**

PO Number: 900  
Vendor ID: ADAMSBOOKC  
PO Amount: 38,750.00  
PO Date: 7/15/2019  
Expected Date: 7/15/2019  
PO Description: Textbook Co  
Ship To Address ID:  
Employee ID:

ADAMS BOOK CO  
PO BOX 548  
BROOKLYN NY 11217  
Sales Tax ID: 118374590  
Last Check Date: 10/15/2018  
W9 Sent Date: 07/15/2018  
W9 Received Date: 08/01/2018

To have the system automatically assign the purchase order number once the purchase order is saved, leave this field blank.

**Detail Information**

Print	Post	Account Number	Detail Description	Item Number	Cost Center ID	Quantity	Unit Price	Unit Description	Amount	Split %	URL	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 1131 003 411	TEXTBOOKS			200.0000	125.0000	Each	25,000.00			<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 1131 003 424	WORKBOOKS			110.0000	25.0000	Each	2,750.00			<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 1131 001 421	TEXTBOOKS			150.0000	50.0000	Each	7,500.00			<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 1121 002 421	TEXTBOOKS			70.0000	50.0000	Each	3,500.00			<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											<input type="button" value="Delete"/>

Ten detail lines will appear in the Detail Information section by default. Complete the lines as needed, and any blank lines will automatically be deleted when the purchase order is saved.

The **Print Purchase Order** button only appears if the Default Purchase Order Format field is completed in the Accounts Payable System File within the School Accounting System. If applicable, click the button to print the purchase order form.

Distributed: 38,750.00  
Account Description:  
Remaining: 0.00  
Budget Balance:

## Diagram B

- e. Enter the date the goods or services are expected to be received in the Expected Date field. Use the **mm/dd/yyyy** 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 within the month *prior* to the current computer date to any 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.  
**Tip:** If the user entering the purchase order is tied to one or more ship to addresses (in the User Security option in the School Accounting System), one of the designated ship to addresses must be entered here; if only one ship to address is assigned to the user, the designated ship to address will appear by default and cannot be changed.
  - h. If applicable, enter the ID of the employee who should receive the merchandise included on the purchase order 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.
  - i. If the purchase order was created from a converted requisition (using the Select Requisitions option) and the requisition contained comments, the Requisition Comments List will appear in the upper right-hand side of the screen with the comments entered for the requisition. The comments cannot be edited.
5. Complete the Detail Information of the purchase order.  
**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, complete the information for the line items, or click the **Delete** link located to the right of a line item to delete the line.  
**Tip:** By default, ten detail lines will appear in the Detail Information section (unless the vendor is defined with more than ten default chart of account numbers); if needed, click the **Add Rows** button located at the top of the Detail Information List to add ten more lines. Any blank lines will automatically be removed (deleted) when the purchase order is saved.
  - a. Select the Print 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.



**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 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 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:** If the user entering the purchase order is assigned to one or more account groups with the AP & WL Data Entry usage (in the User Security option in the School Accounting System), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the name of the account will display on the bottom of the screen. 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 and unposted purchase orders (including the current purchase order) 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.

- 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 item number in the Item Number field, if desired. The 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 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 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 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 Amount field. The amount can be up to **14** digits long and will be rounded to **2** decimal places by the system if capable.

**Note:** If the line item goes over budget for the account number and the Warn if Purchase Order Over Budget field is selected in the Accounts Payable System File, a message will appear stating the entry has a negative budget balance; click **OK**.

- k. If desired, complete the Split % 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 % field, leave the 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 % field and the system will then calculate the amount for the line item and display it in the 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 Amount field after saving the line item.

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

- I. If desired, enter the website address for the item in the URL field. The URL can be up to **2,000** 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.

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.

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

10. If desired, click the **Print Purchase Order** button to print the purchase order form for the current purchase order number displayed. The **Print Purchase Order** button only appears if the Default Purchase Order Format field is completed in the Accounts Payable System File within the School Accounting System.

**Note:** In order to print the report, a purchase order must be displayed on the screen and have the Purchase Order Number field completed. Also, 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 going to <http://get.adobe.com/reader/> and following the instructions.

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

**Tip:** If desired, the **Save and Clear** button could have been utilized in Step 8 (instead of the **Save** button) to save the purchase order and add another one, and then this step could have been skipped.

12. 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, make the desired changes.
  - b. To enter an additional line item on the purchase order, click the **Add Rows** button located at the top of the Detail Information List to add ten more lines, and then complete the necessary information for the line item. Any blank lines will automatically be removed (deleted) when the purchase order is saved.

- 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:
  - a. 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.
  - b. Click the **Select Requisitions** button.
  - c. 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.

- d. 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 C**.
 

**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 the user is assigned to one or more ship to addresses and/or vendor groups (in the User Security option within the School Accounting System), only the requisitions tied to the designated ship to addresses and/or vendor groups appear.
  - e. 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 or Requisition Number column heading). If desired, change the filters to modify the requisitions displayed here.
  - f. 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.
  - g. Click the **Select** button to convert the selected requisition(s) to a purchase order.
  - h. 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.
  - i. 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:
    - a. Click the **Select Requisitions** button.
    - b. When prompted, select **For Multiple Purchase Orders** and click the **Select** button.
    - c. The Select Requisitions screen will appear listing all the outstanding requisitions (those that have been approved but not yet converted to purchase orders).
    - Note:** If user is assigned to one or more ship to address and/or vendor groups (in the User Security option within the School Accounting System), only the requisitions tied to the designated ship to addresses and/or vendor groups appear.
    - d. 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.
    - e. Click the **Select** button to convert the selected requisitions to purchase orders.
    - f. A message will appear stating the number of requisitions successfully converted to purchase orders; click **OK**.

**Select Requisitions**

All outstanding requisitions that have been approved but not yet converted to purchase orders will appear here.

<input checked="" type="checkbox"/>	Primary	Requisition Number	Vendor ID	Vendor Name	Requisition Date	Expected Date	Requisition Amount	Requisition Description	Employee ID
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11	ADAMSBOOKC	Adams Book Co	11/10/2016	12/15/2016	2,931.74	Workbooks/Textbook	GREEDAL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	ADAMSBOOKC	Adams Book Co	11/16/2016	11/30/2016	55.00	Textbook	JOHNJOE

Only if converting requisitions to a new purchase order, select the Primary field for the requisition from which to use the Header Information on the purchase order if multiple requisitions are chosen to be converted.

**Diagram C**

**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.

- g. 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. See **Diagram A**.
  - 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).

**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**.

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.
- 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.

Click the **Addresses** tab.

Select the Same as Primary Address field If the information for both the Primary Address and the Purchase Order Address are the same.

**Diagram B**

- g. Enter up to three phone numbers (including a fax number, if applicable) for the vendor in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. 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) 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. 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.
- i. 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.  
**Tip:** If the user adding the vendor is tied to one or more vendor groups (in the User Security option in the School Accounting System), the new vendor will automatically be added to the vendor groups assigned to the user.

#### **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.



# Receiving

The Receiving option is used when the merchandise from purchase orders is physically received by the school district. Within the Receiving option, a user designates the quantity received for the items on a purchase order, enters the date the items were received, and enters any additional comments as needed, while the system automatically tracks the ID of the user who entered the receiving information. The receiving information then appears when invoicing purchase orders.

The system can be set up to send notification emails to a designated user when purchase orders have been received and are ready for invoicing. For those school districts who have licensed the Fixed Asset Inventory module, the asset information can also be entered within the Receiving option if the item should be tracked as an asset in Fixed Asset Inventory.

**Note:** In order for the Receiving option to be available in Web Link, a user must be defined with rights to enter receiving (within the User Security option in the School Accounting System).

## Entering Receptions:

1. Select the **Data Entry** menu and then **Receiving**.
2. The Receiving screen will appear. See **Diagram A**.
3. Enter the number of the purchase order for which the merchandise was received in the PO Number field. If the purchase order number is not known, click the **Find** button to select the correct one.

**Note:** If one or more ship to addresses are assigned to the user in the User Security option within the School Accounting System, only the purchase orders tied to the designated ship to addresses can be entered in this field for receiving.

4. Enter the date to use as the default for the date the merchandise was received in the Received Date field. Use the **mm/dd/yyyy** format 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.
5. The purchase order detail lines with the Print on Purchase Order field selected appear in the Purchase Order Detail Information List. The detailed information as entered on the purchase order for each line displays, along with the outstanding balance, whether a receiving has previously been entered, the outstanding quantity, and whether an invoice has been entered for the detail line.

**Note:** The detail lines that appear in the list include those with both the Print on Purchase Order and Post to General Ledger fields selected, and those with only the Print on Purchase Order field selected. The detail lines with only the Post to General Ledger field selected do not appear. If desired, click the **Go To** button located to the right of the URL field to launch the Internet browser and display the specified website, if applicable.

**Tip:** To view only the purchase order detail lines with an outstanding balance, plus all the detail lines designated with only the Print on Purchase Order field selected (those with or without an outstanding balance), select the **Display Outstanding Only** option located above the Purchase Order Detail Information List. To view all the purchase order detail lines (with or without an outstanding balance), select the **Display All** option located above the Purchase Order Detail Information List. By default, the **Display Outstanding Only** option is selected.

6. To receive items for one detail line, click on the desired line in the Purchase Order Detail Information List and then complete the following:

**Receiving**

PO Number: 104  
Received Date: 11/11/2018  
Process All Detail Lines as Final

THE PAPER COMPANY  
15457 S MAIN  
ST PAUL, MN 56220  
Last Check Date: 08/15/2018  
Created By User ID: SAS  
Employee ID:

Display Outstanding Only

Account Number	Description	Item Number	Cost Center	Quantity	Unit Price	Unit Description	Amount	Balance	Receiving Processed	Outstanding Quantity	Invoice Processed	URL
51 2561 000 411	PAPER PRODUCTS			47.0000	250.0000	Each	11,750.00	9,250.00	✓	37.0000	✓	
10 2321 000 411	COPY PAPER			15.0000	50.0000	Case	750.00	500.00	✓	10.0000	✓	

Receiving Information

Status	Quantity	Comments	Asset	Received Date	Received By User	Invoice Number
Incomplete	10.0000			08/10/2018	SAMPBEC	007456
Final	37.0000			11/11/2018	SAS	

Buttons: Add New, Edit, Delete

To receive items for a detail line, click on the desired line in the Purchase Order Detail Information List and then click the **Add New** button. In this example, the receiving line with the status of **Final** was just entered.

The receiving lines entered by different users and those that have been invoiced will appear but will be disabled and cannot be changed.

**Diagram A**

- a. Click the **Add New** button at the bottom of the Receiving Information List.
- b. At the Edit Detail screen, enter the appropriate status (**Incomplete**, **Final**, or **Cancelled**) in the Status field, or click the **down-arrow** button to select the correct one. See **Diagram B**. If only part of the line item was received and the rest is still expected, select **Incomplete**. If the line item was received in full, select **Final**. If the line item was cancelled and will not be received, select **Cancelled**.
- c. Select the Asset field to track the line item as an asset within the Fixed Asset Inventory module, if applicable. A checkmark will appear in the box if the field is selected. By selecting the field, when the purchase order is invoiced and the batch posted, the item will post to a pending file and then can be added to a batch within the Add New Assets option in Fixed Asset Inventory (using the View Accounts Payable Assets option).

The diagram shows a screenshot of the 'Edit Detail' window. It contains several input fields: 'Status' with a dropdown menu showing 'Final', 'Asset' with an unchecked checkbox, 'Quantity' with a text box containing '37.0000', and 'Date' with a text box containing '10/11/2016' and a calendar icon. Below these is a 'Comments' text area. At the bottom left are 'Save' and 'Cancel' buttons. A callout box with an arrow pointing to the 'Status' and 'Date' fields contains the text: 'Complete the information for the receiving line and then click the **Save** button.'

**Diagram B**

**Tip:** Additional information for the asset, such as the asset tag number, serial number, model number, and assigned location, can be entered after saving this receiving line (for use when adding the asset to the Fixed Asset Inventory module) by clicking the **Asset Details** button located to the right of the Asset field in the Receiving Information List. See Step 8 below.

- d. Enter the number of the quantity received (or cancelled) for the detail line in the Quantity field. The quantity can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable.
  - e. Enter the date the merchandise was received in the Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The date entered in the Received Date field at the top of the screen will appear as the default, but can be changed.
  - f. If desired, enter a comment to track for the receiving (and display when invoicing the purchase order) in the Comments field. The comment can be up to **1,000** characters long.
  - g. Click the **Save** button.
- Note:** If the amount of the line item is equal to or greater than the amount entered in the Minimum Inventory Amount field in the Accounts Payable System File (if applicable), a warning message will appear if the Asset field is not selected for the line item; click **OK** for the warning message and then complete Step 8 for the line if needed (if Step 8 is completed, the Asset field will automatically be selected).
- h. The receiving line will appear in the Receiving Information List, along with all the other receiving lines entered for the selected purchase order detail line. If applicable, click the **Edit** link located to the left of a receiving line to edit the information, or click the **Delete** link located to the right of a line to delete the row (and when prompted, click **Yes** to delete the line). The receiving lines entered by different users and those that have been invoiced will be disabled and cannot be changed.
- Tip:** The system will automatically display the ID of the user who entered the receiving line in the Received by User field (column) and it cannot be changed. The Invoice Number field (column) will be updated by the system once the receiving detail line on the purchase order has been invoiced (the invoice saved) and it cannot be changed.
- i. Repeat Step 6 until all the desired lines have been received for the specified purchase order.
7. To receive all the detail lines at once if the purchase order is received in full, click the **Process All Detail Lines as Final** button. By clicking the **Process All Detail Lines as Final** button, the system will automatically add lines in the Receiving Information List with a Receiving Status of **Final** for each detail line displayed in the Purchase Order Detail Information List that does not already have a line with a Receiving Status of **Final** or **Cancelled** and has an outstanding balance (or has only the Print on Purchase Order field selected (with or without an outstanding balance)).
  8. To enter additional asset information for a line item to be added as an asset within the Fixed Asset Inventory module, click the **Asset Details** button located to the right of the Asset field in the Receiving Information List and complete the following:

**Note:** If the Asset field had not previously been selected, a checkmark will appear in the field after completing the steps below. The **Asset Details** button will not appear for receiving lines entered by different users and those that have been invoiced.

- a. At the Assets screen, click the **Add New** button located on the bottom of the screen to add a new record if needed, or click the **Edit** link located to the left of an asset record to edit the information.
- b. On the Edit Asset screen, enter a unique tag number (ID number) for the asset in the Asset Tag field, if desired. The tag number can be alphanumeric and up to **20** characters long. Leave the Asset Tag field blank to assign the tag number once the asset is added in the Fixed Asset Inventory module.
- c. Enter the description of the asset in the Description field. The description can be up to **40** characters long. The description for the detail line item appears as the default but can be changed.

**Note:** To optimize sorting on printed reports, be sure to enter all descriptions consistently. For example, enter a 6-foot folding table as "Table, folding, 6 foot", a 10-foot cafeteria table with benches as "Table, cafeteria with benches, 10 foot", and a 15-foot boat-shaped conference table as "Table, conference, boat-shaped, 15 foot", so that all the tables are grouped together on reports.

- d. Enter the serial number of the asset in the Serial Number field, if applicable. The serial number can be alphanumeric and up to **25** characters long.
- e. Enter the name of the manufacturer for the asset in the Manufacturer field, if known. The name of the manufacturer can be up to **50** characters long.
- f. Enter the model number of the asset in the Model Number field, if applicable. The model number can be alphanumeric and up to **25** characters long.
- g. Enter the date the asset was purchased in the Purchase 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 Purchase Date will default to the Received Date, but can be changed if needed.
- h. Select the Purchased New field if the asset was purchased new; if the asset was previously used when purchased, do not select this field. A checkmark will appear in the box if the field is selected. By default, this field will be selected.
- i. Enter the number for the quantity of the asset in the Quantity field. The quantity can be up to **14** digits long and will be rounded to **2** decimal places by the system. The number entered as the Quantity received (except rounded to **2** decimal places) will appear as the default, but can be changed.
- j. Enter the purchase cost of the asset (if entering multiple assets with only one asset tag number, enter the unit cost) in the Unit Cost field. The unit cost can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable. The Unit Cost for the first asset line added for a detail line will default as follows: 1) if there is a Unit Price on the purchase order (as displayed in the Purchase Order Detail Information List), that amount (except rounded to **2** decimal places) will default as the Unit Cost; 2) if there is not a Unit Price but there is a Purchase Order Detail Quantity, then it defaults the Purchase Order Detail Amount divided by the Purchase Order Detail Quantity as the Unit Cost; or 3) if there is neither a Unit Price nor a Purchase Order Detail Quantity, it defaults the Purchase Order Detail Amount as the Unit Cost.
- k. Click the **Search** button for the Room ID field to select the ID of the room where the asset is located. Leave the Room ID field blank to assign the location once the asset is added in the Fixed Asset Inventory module.
- l. Enter the ID for the owner of the asset in the Owner ID field, if desired. If the ID is not known, click the **Search** button to select the correct one.
- m. If desired, enter the ID of the department for which the asset is located or associated with in the Department ID field. If the ID is not known, click the **Search** button to select the correct one.
- n. Enter the ID for the condition of the asset in the Condition ID field, if desired. If the ID is not known, click the **Search** button to select the correct one.
- o. Click the **Save** button to save the asset record.

**Note:** Multiple assets can be entered for one detail line, if needed, by repeating these steps until all the assets have been added. If applicable, click the **Edit** link located to the left of an asset record to edit the information, or click the **Delete** link located to the right of an asset record to delete the row (and when prompted, click **Yes** to delete the item).

- p. After all the asset records for the receiving line have been entered, click the **Save** button to return to the Receiving screen.
9. Click the **Save** button to save the receiving information for the purchase order, or click the **Save and Clear** button to save the receiving and add another one.
10. A message will appear stating the receiving was saved; click **OK**.
11. If designated to do so in the Email Manager option (in the School Accounting System), a receiving notification email will be sent at this time to the designated user.
- Note:** If a notification email did not go through, an error will be tracked in the Activity Log option (on the System Log tab) in the School Accounting System and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.
- Tip:** A notification email is not sent if the only changes made were to update the Receiving Status to Cancelled for one or more purchase order lines.
12. To enter another receiving, click the **Add New** button (if needed), click **OK** when prompted to continue, and then repeat Steps 3-11.
13. Once all the receivings have been entered, print a listing if desired (if the user has rights to do so).
- Tip:** Print the **Receiving Report-Detail** or **Receiving Report-Summary** from the **Reports** menu to view a listing of the receivings; if desired, to only print the receivings just entered, complete the Received by User ID and Received Date parameters. Print the **Asset Details Report for Receiving** from the **Reports** menu to print the detail information for the line items tracked as assets for posting to the Fixed Asset Inventory module.

# Cash Receipts

Cash Receipts are entered to record the revenue (deposits) made by the school district. If there are identical cash receipt entries that need to be posted each month, they can be set up as recurring entries in the batch options.

**Note:** In order for the Cash Receipts option to be available in Web Link, a user must be defined with rights to enter cash receipts (within the User Security option in the School Accounting System).

## Entering Cash Receipts:

1. Select the **Data Entry** menu and then **Cash Receipts**.
2. If you previously created a cash receipt batch and it has not been posted (from within the School Accounting System), the Cash Receipts Batch Search screen will appear listing those batches (batches created by other users will not be visible). To continue adding cash receipts 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.

- a. At the Batch Options screen (see **Diagram A**), 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.

**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.

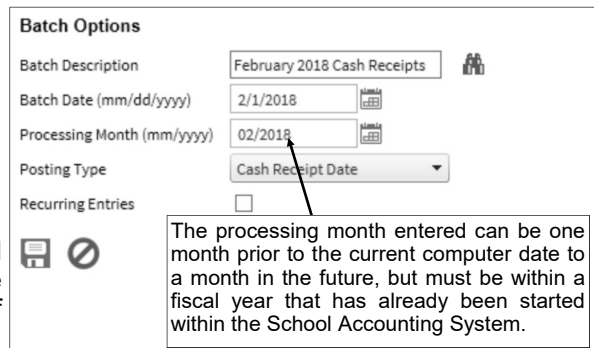
- b. Enter the date to use as the posting date for the cash entries in the Batch Date field (applicable if the Posting Type (specified below) is **Cash/Receivable Account**). Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The date can be within the month that is *prior* to the current computer date of the web server to any future date within a fiscal year that has already been started within the School Accounting System.
- c. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to General Ledger. Use the **mm/yyyy** format 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.

- d. Enter the appropriate posting type (**Cash Receipt Date**, **Cash Receipt Number**, **Cash/Receivable Account**, or **Individual Entry Detail Line**) for how to post the cash receipts entered within the batch to General Ledger and display within the Check Reconciliation option in the Posting Type field, or click the **down-arrow** button to select the correct one. To post one cash entry for each different date of the cash receipts within the batch, select **Cash Receipt Date**. To post one cash entry for each different cash receipt number within the batch, select **Cash Receipt Number**. To post one cash entry per cash account (or receivable account, if applicable) using the date entered in the Batch Date field above (and disregarding the individual cash receipt dates entered in the batch), select **Cash/Receivable Account**. To post one cash entry for each different cash receipt detail line within the batch, select **Individual Entry Detail Line**. The default posting type specified in the General Ledger System File in the School Accounting System will appear but can be changed if needed.

- e. If applicable, select the Recurring Entries field to retain the batch of entries after posting the batch. A checkmark will appear in the box if the field is selected.

- f. Click the **Save** button.



**Batch Options**

Batch Description: February 2018 Cash Receipts

Batch Date (mm/dd/yyyy): 2/1/2018

Processing Month (mm/yyyy): 02/2018

Posting Type: Cash Receipt Date

Recurring Entries: ☐

The processing month entered can be one month prior to the current computer date to a month in the future, but must be within a fiscal year that has already been started within the School Accounting System.

**Diagram A**

3. The Cash Receipts screen will appear for the selected cash receipt batch.
4. Complete the Header Information of the cash receipt. See **Diagram B**.
  - a. If applicable, enter the number of the receipt (from the receipt book) in the Cash Receipt Number field. The receipt number can be alphanumeric and up to **12** characters long. If the Use System Numerically Assigned Cash Receipt Numbers field is selected in the General Ledger System File within the School Accounting System, the Cash Receipt Number field is disabled (cannot be changed), and the system will automatically assign the cash receipt number once the cash receipt is saved (using a number equal to the cash receipt key).
 

**Note:** If the Cash Receipt Number field is enabled and the receipt number is all numeric, press the **+** key (plus sign) to increment the receipt number by one (or the receipt number from the previous cash receipt entry in this batch, if the field is blank), or press the **-** key (minus sign) to decrement the receipt number by one.
  - b. If desired, enter the ID of the received from (from whom the money was received) for the cash receipt in the Received From ID field. If the ID is not known, click the **Search** button to select the correct one.
 

**Note:** If a user is defined to have rights to edit received froms, the **Add New** button and **Edit** button will appear on the search screen in order to add a new received from to the Received From File or edit an existing received from (for example, edit a received from's address).
  - c. Enter the date of the cash receipt in the Cash Receipt Date field. Use the **mm/dd/yyyy** format 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 within the month *prior* to the current computer date to any future date within a fiscal year that has already been started within the School Accounting System.
 

**Note:** The date for the cash receipt should be within the specified processing month for the batch or else it could result in not being able to successfully complete the check reconciliation option.
  - d. Enter a summary description for what is included on the cash receipt in the Cash Receipt Description field. The description can be alphanumeric and up to **40** characters long.
 

**Note:** To use the description from the Received From File for the specified received from, enter a **R** in this field.
  - e. Enter the total amount of the cash receipt in the Cash Receipt Amount field. The amount can be up to **14** digits long and will 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 lines and display the total in this field.

**Cash Receipts - February 2018 Cash Receipts**

Cash Receipt Number	903	County	Cash Receipt Number	0.00
Received From ID	COUNTY		Chart of Account	0.00
Cash Receipt Date	2/11/2018		Cash Account	0.00
Cash Receipt Description	Taxes		Fund	0.00
Cash Receipt Amount	2,000.00		Batch Total	0.00
Comments				
Cash Receipt Key				

Enter the appropriate information for the cash receipt in the Header and Detail Information sections.

Detail Information			
Account Number	Detail Description	Amount	Cash Account Number
10 1110 000	Property Tax	2,000.00	10 101
			Delete
			Delete
			Delete
			Delete
			Delete
			Delete
			Delete
			Delete
			Delete

By default, ten blank detail lines will appear in the Detail Information section (unless the received from is defined with more than ten default chart of account numbers); complete the lines as needed. Any blank lines will automatically be removed (deleted) when the cash receipt is saved. Additional lines can be added by clicking the **Add Rows** button located at the top of the list.

Distributed: 2,000.00      Remaining: 0.00  
 Account Description: Property Tax      Budget: 0.00

Click the **Print Receipt** button to print a receipt form for the cash receipt currently displayed on the screen.

Print Receipt    Copy Cash Receipt

**Diagram B**

**Note:** If the Automatically Calculate Totals on Cash Receipt Entry field in the General Ledger System File is selected, the system will automatically add up all the detail lines when saving the cash receipt and display the total in this field.

- f. If desired, enter any additional information for the cash receipt in the Comments field. The comment can be alphanumeric and up to **1,000** characters long.
  - g. The Cash Receipt Key field is disabled (cannot be changed) and will be updated with an entry line number once the cash receipt is saved. The Cash Receipt Key field is typically only used when searching within the batch (by clicking the **Find** button on the Cash Receipts screen) in order to sort the cash receipts in the batch in the order they were entered.
5. Complete the Detail Information of the cash receipt.
- Note:** If one or more default chart of account numbers had been entered for the specified received from (in the Received From File), the designated account number(s) will appear in the detail section, with each account number as its own detail line item. If applicable, complete the information for the line items, or click the **Delete** link located to the right of a line item to delete the line.
- Tip:** By default, ten detail lines will appear in the Detail Information section (unless the received from is defined with more than ten default chart of account numbers); if needed, click the **Add Rows** button located at the top of the Detail Information List to add another line. Any blank lines will automatically be removed (deleted) when the cash receipt is saved.
- a. Enter the account number to be credited (or debited if a negative amount is entered) for the line item in the Account Number field. Typically, the account number entered here is a revenue account. If the account number is not known, click the **Search** button to select the correct one.  
**Tip:** If the user entering the cash receipt is assigned to one or more account groups with the GL & WL Data Entry usage (in the User Security option within the School Accounting System), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the description, and year-to-date balance for the account number display at the bottom of the screen.
  - b. Enter a description for the line item in the Detail Description field. The description can be alphanumeric and up to **40** characters long.  
**Note:** To use the description from the Received From File for the specified received from, enter a **R** in this field. To use the cash receipt 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.
  - c. Enter the amount to be distributed to the specified account number for this line item in the Amount field. The amount can be up to **14** digits long and will be rounded to **2** decimal places by the system if capable.
  - d. Enter the cash (or other asset) account number to be debited (or credited if a negative amount is entered) for the line item in the Cash Account Number field. If the account number is not known, click the **Search** button to select the correct one. The default cash account number as entered in the Fund File in the School Accounting System for the fund of the specified account number will appear, but can be changed if needed.
6. Repeat Step 5 until all the detail line items have been entered for the cash receipt.
- Note:** The Distributed amount for the cash receipt must equal the Cash Receipt Amount specified in the Header Information. These totals are displayed at the bottom of the screen.
7. If the Cash Receipt Amount field was left blank (and the Automatically Calculate Totals on Cash Receipt Entry field in the General Ledger System File is not selected), click the **Calculate** button for the Cash Receipt 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:** The total of all the cash receipts for the cash receipt number, account number, cash account, fund, and batch are displayed on the screen.
9. A message will appear stating the cash receipt was saved; click **OK**.
10. If desired, click the **Print Receipt** button to print a receipt form for the current cash receipt displayed. The **Print Receipt** button only appears if the Default Cash Receipt Report field is completed in the General Ledger System File within the School Accounting System.

**Note:** In order to print the report, a receipt must be displayed on the screen and have the Cash Receipt Number field completed. Also, 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 going to <http://get.adobe.com/reader/> and following the instructions.

11. To enter another cash receipt, click the **Add New** button, click **OK** when prompted to continue, and then repeat Steps 4-10.

**Tip:** If desired, the **Save and Clear** button could have been utilized in Step 8 (instead of the **Save** button) to save the entry and add another one, and then this step could have been skipped.

12. Once all the cash receipts have been entered, print a listing (if the user has rights to do so) and then inform the Business Office to post the cash receipt batch.

#### **Correcting a Cash Receipt Before Posting:**

1. Select the **Data Entry** menu and then **Cash Receipts**.
2. The Cash Receipts Batch Search screen will appear.
3. Select the batch which contains the cash receipt to correct by double-clicking on the batch description or clicking on the batch once and then clicking the **Select** button.
4. The Cash Receipts screen will appear for the selected cash receipt batch.
5. Select the cash receipt to edit by clicking the **Find** button for the Receipt Number field, changing the filters if needed, clicking once on the desired cash receipt, and then clicking the **Select** button.
6. Make the desired changes to the cash receipt.
  - To edit an existing line item on the cash receipt, make the desired changes to the line.
  - To enter an additional line item on the cash receipt, click the **Add Rows** button located at the top of the Detail Information List to add another line, and then complete the necessary information for the line item.
  - To delete a line item from the cash receipt, click the **Delete** link located to the right of the desired line; when prompted to delete the line item, click **OK**.
7. If the total amount of the cash receipt changed but the Cash Receipt Amount field was not updated (and the Automatically Calculate Totals on Cash Receipt Entry field in the General Ledger System File is not selected), click the **Calculate** button for the Cash Receipt 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 cash receipt was saved; click **OK**.

#### **Correcting a Cash Receipt After Posting:**

Once a cash receipt has been posted, it cannot be changed, and so complete one of the following to correct the receipt information if needed:

- 1) Enter additional cash receipts to reverse the original cash receipt and then enter a new receipt with the correct information. To reverse a cash receipt, enter the new cash receipt exactly the same as the original entry except enter the amount as a negative number. Then enter the new cash receipt with the correct information.
- 2) Contact the Business Office and request to have the account number(s) on the cash receipt corrected using the Adjust Posted Entries option in General Ledger within the School Accounting System.

#### **Deleting a Cash Receipt Before Posting:**

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



**Deleting a Cash Receipt After Posting:**

Once a cash receipt has been posted, it cannot be deleted, and so an additional cash receipt must be entered to reverse the original cash receipt. To reverse a cash receipt, enter the new cash receipt the same as the original entry except enter the amount as a negative number.

**Posting Cash Receipts:**

Cash receipts 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 cash receipt batch posted.

# Received Froms

Received Froms are used with cash receipts to define the organizations or individuals from whom the school district received money (funds). Each received from has a record containing specific information, including name, addresses, phone numbers, fax number, email address, and other miscellaneous information.

## Adding a Received From:

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

1. From the data entry screen for cash receipts, click the **Search** button for the Received From ID field and then click the **Add New** button.

2. At the Received Froms screen (see **Diagram A**), enter a unique ID for the received from in the Received From ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**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 ID entered in the field is for an existing entity not currently flagged with the entity role of Received From, a prompt will appear stating the record is not an active received from and to contact the Business Office in order for it to be changed; click **OK**.

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

4. **If the received from is not an individual**, enter the name of the received from in the Legal Business Name field. **If the received from 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 Received From Name field in other areas of the system (for example, "The Paper Company" becomes "Paper Company, The" for sorting and searching purposes).

5. **If the received from is an individual**, enter the person's last name in the Last Name field. **If the received from is not an individual**, leave this field blank. The last name can be up to **40** characters long.
6. **If the received from 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 received from is not an individual**, leave this field blank.
7. **If the received from 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 received from is not an individual**, leave this field blank.
8. **If the received from is an individual**, enter the person's first name in the First Name field. **If the received from is not an individual**, leave this field blank. The first name can be up to **30** characters long.

**Diagram A**

9. ***If the received from is an individual***, enter the person's middle name in the Middle Name field. ***If the received from is not an individual***, leave this field blank. The middle name can be up to **30** characters long.
10. Enter a generic description for what the received from is used for in the Description field. The description can be alphanumeric and up to **40** characters long. The description entered here can be pulled into descriptions used on cash receipts.
11. If correspondence should be sent directly to a specific person or department at the received from, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long.
12. Enter the address (up to two lines) for the received from in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.
13. Enter the city where the received from is located in the City field. The city can be alphanumeric and up to **25** characters long.
14. 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 received from in the State field.
15. Enter the zip code for the received from 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.
16. Enter the applicable country code (**US**, **CA**, or **MX**) where the received from 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.
17. Enter up to three phone numbers (including a fax number, if applicable) for the received from in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. 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) 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.
18. If desired, enter the address for the received from'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.
19. If the received from is not an individual, 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.
20. Leave the Last Cash Receipt Date field blank when entering the new received from, as the system will automatically update this field with the latest date a cash receipt was posted for the received from. If a date is in this field, it will display below the received from's address when entering cash receipts.
21. Click the **Save** button to save the new received from.

#### **Changing a Received From:**

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

1. From the data entry screen for cash receipts, click the **Search** button for the Received From ID field, change the filters if needed, click once on the desired received from to edit, and then click the **Edit** button.
2. Make the desired changes to the received from.  
**Note:** The Received From ID cannot be changed from within Web Link.
3. After all the changes have been made, click the **Save** button.

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# Leave Request Entry

The Leave Request Entry option is used to enter leave requests into the system. Once a leave request is entered and saved, the leave request must be submitted for approval by the appropriate user(s), as based on the designated approval path for the leave. The Leave Request Entry option is also used to edit (and resubmit), cancel, or delete rejected or recalled leave requests, if needed.

If the system is set up to send notification emails for leave requests (in the Email Manager option in the School Accounting System), upon submitting leave requests in the Leave Request Entry option, emails will be sent to the appropriate users for approval as based on the designated approval paths.

**Tip:** Users can only enter leave requests for themselves using the Leave Request Entry option in Web Link.

**Note:** In order for the Leave Request Entry option to be available in Web Link, a user must be defined with rights to enter leave requests and have the Employee ID field completed (within the User Security option in the School Accounting System).

## Entering Leave Requests:

**Tip:** Users can only enter leave requests for themselves using the Leave Request Entry option in Web Link.

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry**.
2. Enter the ID of the leave for which you (the user logged into the system) are requesting to use in the Leave ID field, or click the **Search** button to select the correct one. Only your active leaves that are tied to an active approval path in which you are included, as based on the specified employee group (s), can be entered here. See **Diagram A**.
3. The Unit of Tracking field displays the data entered in the Unit of Tracking field in the Leave File for the specified leave and cannot be changed. The field is for informational purposes only (does not affect any entries for the leave).
4. The Cancelled field will be disabled when entering a new leave request.

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

5. Enter the starting date for when you will be absent in the Start Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date.
6. If applicable, enter the starting time for when you will be absent on the specified date in the Start Time field. Use the **hh:mm AMPM** format (or **hh:mm** if military time is used). This field is disabled if the All Day field is selected.

**Note:** The colon does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered; if using regular time (not military time), the hours specified in the AM Range field in the Leave Request Options option in the

The screenshot shows the 'Leave Request Entry' form. Annotations with arrows point to specific fields:

- An arrow points to the 'Number of Leave Units to Use' field (containing 8.0000) with the text: 'Enter the number of units of the leave requesting to be used here.'
- An arrow points to the 'Leave Balances' table with the text: 'The balances for the specified leave appear here.'
- An arrow points to the 'Additional Leave Request Fields' section with the text: 'In this example, there are additional fields defined to display for the leave.'
- An arrow points to the 'Approvals' table with the text: 'The users to approve the leave request entry appear here.'

**Leave Request Entry**

Leave ID:   Your Comment:

Unit of Tracking:

Cancelled: ☐

Start Date:  Start Time:  All Day: ☒ Comments:  User Name:  Date Updated:

End Date:  End Time:

Number of Leave Units to Use:

**Leave Balances**

Current Posted Balance	200.0000
Unposted or Approved Entries	16.0000
Pending Approval Entries	0.0000
Unsubmitted Entries	8.0000
Total Balance	176.0000

**Additional Leave Request Fields**

Substitute Information

Is a substitute needed?

Name of specific substitute requested (will not be guaranteed):

**Approvals**

Approved	Rejected	Actual	Primary	Sequence	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		William Johnson	1	
<input type="checkbox"/>	<input type="checkbox"/>		Carolyn Smith	2	

1 Unsubmitted

Diagram A

School Accounting System will default to AM while the other hours will default to PM. After advancing from the field, the time will be formatted to regular or military time as specified in the Time Display field in the Leave Request Options option in the School Accounting System; for example, if **Regular** is selected in the Time Display field and **1400** (or **14:00**) is entered, the system will convert it to **2:00 PM**.

7. If you will be absent for the full day on the specified date(s), select the All Day field. A checkmark will appear in the box if the field is selected.
8. Enter the ending date for when you will be absent in the End Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The date entered in the Start Date field appears as the default, but can be changed as needed.
9. If applicable, enter the ending time for when you will be absent on the specified date in the End Time field. Use the **hh:mm AMPM** format (or **hh:mm** if military time is used). This field is disabled if the All Day field is selected.

**Note:** The colon does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered; if using regular time (not military time), the system will default to use AM or PM based on the nearest one within a 12-hour period from the specified Start Time. After advancing from the field, the time will be formatted to regular or military time as specified in the Time Display field in the Leave Request Options option in the School Accounting System; for example, if **Regular** is selected in the Time Display field and **1400** (or **14:00**) is entered, the system will convert it to **2:00 PM**.

10. Enter the number of units of the leave for which you are requesting to use in the Number of Leave Units to Use field. The number entered here must be a positive number, and can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable.
11. The Leave Balances for the leave (and main leave, if applicable) appear below the Number of Leave Units to Use field. The balances will only display if the dates for the leave request are within a fiscal year currently set up for your leave. The Current Posted Balance reflects the total units of leave available after taking into account all posted entries. The Unposted or Approved Entries reflects the total of all absence entries (including approved leave request entries) in unposted batches of Employee Absences, Pay Period Entries, and Time Cards, and approved leave request entries not yet brought into a batch. The Pending Approval Entries reflects the total of all the leave request entries that have been submitted but not yet approved. The Unsubmitted Entries reflects the total of all the leave request entries that have not yet been submitted (and leave requests that have been rejected or recalled and not yet cancelled or deleted). The Total Balance reflects the Current Posted Balance, less the Unposted or Approved Entries, less the Pending Approval Entries, less the Unsubmitted Entries.
12. If desired, enter any additional information to track for the leave request in the Your Comment field. The comment can be up to **1,000** characters long.

**Tip:** Once the leave request is saved, the comment will be added to the Comments List displayed below the Your Comment field. The system will automatically display the ID for your user in the User ID field and the date the comment was entered (or updated) in the Date Updated field. The information in the Comments List cannot be changed.

**Note:** Only one comment per user can be added for each leave request (not including the automatically generated comment for submitting a leave request on another employee's behalf, which is only applicable if using the Leave Request Entry option in Payroll).

13. If the specified leave is defined in the Leave File to display additional sections and fields when entering leave requests, the Additional Leave Request Fields section appears. If applicable, complete the additional fields for the leave request as follows:
  - For date fields, enter the correct date using the **mm/dd/yyyy** format, or click the **Calendar Search** button to select the desired date.
  - For numeric fields, enter the number, which can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable.
  - For text fields, enter the appropriate data, which can be alphanumeric and up to **255** characters long.
  - For Yes/No fields, enter either **Yes** or **No**, or click the **down-arrow** button to select the correct one.

**Tip:** Any field defined as required must be completed for the leave request.

**Note:** If the leave is defined to not display any additional sections and fields, the Additional Leave Request Fields section will not appear.

14. The sequences from the approval path for the specified leave appear in the Approvals List and cannot be changed.
15. Click the **Save** button.

**Note:** If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable), a message will appear prompting to save the entry; click **OK** to save the entry with the negative balance or click **Cancel** to not save the entry in order to make changes. If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable) and the Prohibit Entry if Negative Balance is selected in the Leave File in the School Accounting System for the leave, a message will appear stating the entry cannot be saved; click **OK**. If the leave request for the employee matches another entry that was previously saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **OK** to save the entry or click **Cancel** to not save the entry in order to make changes.
16. A message will appear stating the leave request was saved; click **OK**.
17. If desired, submit the leave request at this time, or wait until all leave requests have been entered, and then submit them all. To enter another leave request, click the **Add New** button, click **OK** when prompted to continue, and then repeat Steps 2-16.

**Note:** After submitting a leave request, notification emails for approval will be sent to the appropriate users as based on the approval paths used with the leave requests if designated to do so in the Email Manager option (in the School Accounting System). 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

**Tip:** If desired, the **Save and Clear** button could have been utilized in Step 15 (instead of the **Save** button) to save the leave request and add another one.
18. After all leave requests have been entered and submitted, select the **Home** option on the top of the screen to close the Leave Request Entry screen.

**Tip:** The number of unsubmitted leave requests (for the current user) appears at the bottom of the screen.

#### **Correcting a Leave Request Before Submitting:**

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry** (or **Leave Request Entry - FMLA**, if applicable).
2. Select the leave request to edit by clicking the **Find** button, changing the filters if needed, clicking once on the desired leave request, and then clicking the **Select** button.
3. Make the desired changes to the leave request.

**Note:** The Leave ID field cannot be changed for regular leave requests; if needed, delete the leave request and then re-enter it with the correct information.
4. To change the comments for the leave request, edit the comment in the Your Comment field. Once the leave request is saved, the comment will be updated within the Comments List displayed below the Your Comment field.

**Note:** Only one comment per user can be added for each leave request (not including the automatically generated comment for submitting a leave request on another employee's behalf); if additional information is needed to be entered for a comment, edit the existing one. Users can edit or delete only their own comment.
5. After all the changes have been made, click the **Save** button.
6. A message will appear stating the leave request was saved; click **OK**.

#### **Correcting a Leave Request After Submitting:**

A leave request that has been submitted can only be corrected as follows:

- 1) The leave request can be recalled, and then edited and resubmitted, but only by the employee for whom the leave request was made. To recall (and edit) a leave request, complete the steps for recalling a leave request *after* submitting.
- 2) If the leave request has been rejected, the leave request can be edited by the employee for whom the leave request was made, and then resubmitted. To make changes to a rejected leave request and resubmit it, complete the steps for correcting a leave request before submitting.

### **Deleting a Leave Request Before Submitting:**

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry** (or **Leave Request Entry - FMLA**, if applicable).
2. Select the leave request to delete by clicking the **Find** button, changing the filters if needed, clicking once on the desired leave request, and then clicking the **Select** button.
3. Once the leave request to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **OK**.

### **Deleting a Leave Request After Submitting:**

A leave request that has been submitted can only be deleted as follows:

- 1) The leave request can be recalled and deleted, but only by the employee for whom the leave request was made. Only leave requests (or FMLA leave requests, if applicable) with a status of Pending, or those with a status of Approved which have not been brought into a batch of Employee Absences or Pay Period Entries (or processed on the FMLA screen in the Employee File, if applicable), can be recalled. To recall (and delete) a leave request, complete the steps for recalling a leave request *after* submitting.
- 2) If the leave request has been rejected, the leave request can be deleted or cancelled from within the Leave Request Entry option (or Leave Request Entry - FMLA option, if applicable) by the employee for whom the leave request was made. To delete or cancel a rejected leave request, complete the steps for cancelling or deleting a rejected leave request.
- 3) If the leave request has been approved (and not yet selected and brought into a batch of Employee Absences or Pay Period Entries) or rejected, the leave request can also be cancelled using the Cancel/Remove Unprocessed Leave Requests/Substitutes option 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 leave request cancelled using the Cancel/Remove Unprocessed Leave Requests/Substitutes option, if desired.

### **Submitting Leave Requests:**

**Note:** After submitting a leave request, notification emails for approval will be sent to the appropriate users as based on the approval path if designated to do so in the Email Manager option (in the School Accounting System). 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

### **Submitting a Leave Request Immediately After Entering:**

1. With the leave request to submit displayed on the Leave Request Entry screen (or the Leave Request Entry - FMLA screen, if applicable), click the **Submit Current Leave Request** button located at the bottom of the screen.

**Note:** If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable) and the Warn if Negative Balance field is selected in the Leave File in the School Accounting System for the leave, a message will appear; click **OK** to save and submit the entry with the negative balance, or click **Cancel** to not save and submit the entry in order to make changes. If the leave request for the employee matches another entry that was previously saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **OK** to save the entry or click **Cancel** to not save the entry in order to make changes.

2. A message will appear stating the leave request had been submitted; click **OK**.

### **Submitting a Saved Leave Request:**

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry** (or **Leave Request Entry - FMLA**, if applicable).
2. Select the leave request to submit by clicking the **Find** button, changing the filters if needed, clicking once on the desired leave request, and then clicking the **Select** button.
3. Click the **Submit Current Leave Request** button located at the bottom of the screen.

**Note:** If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable) and the Warn if Negative Balance field is selected in the Leave File in the School Accounting System for the leave, a message will appear; click **OK** to save and submit the entry with the negative balance, or click **Cancel** to not save and submit the entry in order to make changes. If the leave request for the employee matches another entry that was previously saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **OK** to save the entry or click **Cancel** to not save the entry in order to make changes.



4. A message will appear stating the leave request had been submitted; click **OK**.
5. Repeat these steps until all the desired leave requests have been submitted.

#### **Recalling a Leave Request:**

A leave request can be recalled from within the Leave Request Entry option (or the Leave Request Entry - FMLA option, if applicable) or the Leave Request Inquiry option.

**Note:** A leave request (or FMLA leave request, if applicable) can only be recalled by the employee for whom the leave request was made. Also, only leave requests (or FMLA leave requests, if applicable) with a status of Pending, or those with a status of Approved which have not been brought into a batch of Employee Absences or Pay Period Entries (or processed on the FMLA screen in the Employee File, if applicable), can be recalled.

#### **Recalling a Leave Request from within the Leave Request Entry Option:**

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry** (or **Leave Request Entry - FMLA**, if applicable).
2. Click the **Recall Submitted Leave** button.
3. At the Search screen, click once on the leave request to recall and then click the **Select** button. By default, only the applicable leave requests with a start date equal to the current date or in the future appear, but the filters can be changed if desired.
4. The detailed information for the selected leave request will appear in the Leave Request Inquiry Detail screen (or Leave Request Inquiry Detail - FMLA screen, if applicable).
5. Click the **Recall** button to recall the leave request.

**Note:** The **Recall** button is only enabled if the leave request is for the employee tied to the user currently logged into the system and if the leave request has a status of Pending or Approved. If the leave request has a status of Approved and had been brought into a batch of Employee Absences or Pay Period Entries (or processed on the FMLA screen in Employee File, if applicable), the leave request will not be able to be recalled (if applicable, after clicking the **Recall** button, a message will appear stating the leave request cannot be recalled; click **OK**).

6. When prompted to recall the leave request, click **OK**.
7. If designated to do so in the Email Manager option, notification emails for the recalled leave request will be sent at this time to the appropriate users (approvers) as based on the approval path for the leave request.

**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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

8. After the leave request is recalled, it will display on the screen within the Leave Request Entry option (or the Leave Request Entry - FMLA option, if applicable) as an unsubmitted leave request; change and then resubmit the recalled leave request, or delete the recalled leave request.

#### **Recalling a Leave Request from within the Leave Request Inquiry Option:**

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Inquiry**.
2. At the Leave Request Inquiry screen, enter the ID of the employee tied to the user currently logged into the system, or click the **Search** button to select the correct one (if applicable). The employee tied to the user currently logged in will appear as the default, and can only be changed if the user has rights to approve leave requests for others.
3. Locate the leave request to recall in the Leave Requests List and then click the **View** link (located to the left of the desired leave request), or click once on the desired leave request in the calendar.

**Tip:** If desired, enter the ID of the leave used with the leave request to recall in the Leave ID field to narrow the list of the records displayed in the list and on the calendar.

4. The detailed information for the selected leave request will appear in the Leave Request Inquiry Detail screen (or Leave Request Inquiry Detail - FMLA screen, if applicable).
5. Click the **Recall** button to recall the leave request.

**Note:** The **Recall** button is only enabled if the leave request is for the employee tied to the user currently logged into the system and if the leave request has a status of Pending or Approved. If the leave request has a status of Approved and had been brought into a batch of Employee Absences or Pay Period Entries (or processed on the FMLA screen in Employee File, if applicable), the leave request will not be able to be recalled (if applicable, after clicking the **Recall** button, a message will appear stating the leave request cannot be recalled; click **OK**).

6. When prompted to recall the leave request, click **OK**.
7. If designated to do so in the Email Manager option, notification emails for the recalled leave request will be sent at this time to the appropriate users (approvers) as based on the approval path for the leave request.

**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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

8. The leave request is now accessible in the Leave Request Entry option (or the Leave Request Entry - FMLA option, if applicable) as an unsubmitted leave request; change and then resubmit the recalled leave request, or delete the recalled leave request.

#### **Cancelling or Deleting a Rejected Leave Request:**

**Note:** Only the employee who for whom the leave request was made can cancel or delete a rejected leave request through the Leave Request Entry option (or the Leave Request Entry - FMLA option, if applicable) following the steps below. Cancelling a rejected leave request will: 1) remove the amount from the Unsubmitted Entries total (appears when entering leave requests) and the Unsubmitted total (appears on the Leaves screen in the Employee File in Payroll) for the applicable leave for the employee, 2) prevent the rejected leave request from displaying in the Leave Request Entry option (or the Leave Request Entry - FMLA option, if applicable) when searching, and 3) keep the history of the leave request in the system as an audit trail for its entry, rejection, and cancellation. Deleting a rejected leave request will: 1) remove the amount from the Unsubmitted Entries total (appears when entering leave requests) and the Unsubmitted total (appears on the Leaves screen in the Employee File in Payroll) for the applicable leave for the employee, and 2) completely remove (delete) the leave request from the system (will not be any history of the leave request being entered and rejected).

**Tip:** Rejected leave requests can also be cancelled from within the Cancel/Remove Unprocessed Leave Requests/Substitutes option in the School Accounting System (by any user with the applicable rights to the option), if needed.

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry** (or **Leave Request Entry - FMLA**, if applicable).
2. Select the leave request to cancel or delete by clicking the **Find** button, changing the filters if needed, clicking once on the desired leave request, and then clicking the **Select** button.
3. To cancel the rejected leave request, complete the following:
  - Select the **Cancelled** field. A checkmark will appear in the box if the field is selected.
  - Click the **Save** button.
  - A message will appear stating the leave request had been saved; click **OK**.
4. To delete the rejected leave request, complete the following:
  - Click the **Delete** button.
  - When prompted to delete the record, click

# Leave Request Entry - FMLA

The Leave Request Entry - FMLA option is used to enter leave requests for FMLA into the system. The Leave Request Entry - FMLA option is only enabled for organizations with the Human Resources module licensed and the Allow FMLA Leave Requests field selected on the FMLA tab within the Leave Request Options option in the School Accounting System. Once an FMLA leave request is entered and saved, the leave request must be submitted for approval by the appropriate user(s), as based on the designated FMLA approval path. The Leave Request Entry - FMLA option is also used to edit (and resubmit), cancel, or delete rejected or recalled FMLA leave requests, if needed.

If the system is set up to send notification emails for leave requests (in the Email Manager option in the School Accounting System), upon submitting leave requests in the Leave Request Entry - FMLA option, emails will be sent to the appropriate users for approval as based on the designated FMLA approval path.

**Tip:** Users can only enter FMLA leave requests for themselves using the Leave Request Entry - FMLA option in Web Link.

**Note:** In order for the Leave Request Entry - FMLA option to be available in Web Link, a user must be defined with rights to enter leave requests and have the Employee ID field completed (within the User Security option in the School Accounting System).

## Entering FMLA Leave Requests:

**Tip:** Users can only enter FMLA leave requests for themselves using the Leave Request Entry - FMLA option in Web Link.

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Entry - FMLA**.
2. Enter the reason for the FMLA leave request (for example, birth of a child, care of a family member, etc.) in the FMLA Reason field, or click the **down-arrow** button to select the correct one. See **Diagram B**.
3. If desired, enter the ID of the leave to use for the FMLA leave request in the Leave ID field, or click the **Search** button to select the correct one. Only your active leaves can be entered here.

**Tip:** If the FMLA leave request is only being entered to track the approval process and then add the FMLA leave on the FMLA screen in the Employee File, and it will not be processed as part of a Payroll calculation, leave this field blank; then any absence entries would need to be manually entered for Payroll in Employee Absences or Pay Period Entries as needed.

4. If applicable, the Unit of Tracking field displays the data entered in the Unit of Tracking field in the Leave File for the specified leave and cannot be changed. The field is for informational purposes only (does not affect any entries for the leave).

The screenshot shows the 'Leave Request Entry - FMLA' form. Annotations with arrows point to specific fields:

- An arrow points to the 'FMLA Reason' dropdown menu, which is set to 'Care of a family member'. A text box says: 'Enter the reason for the FMLA leave request here.'
- An arrow points to the 'Leave Balances' and 'Main Leave Balances' tables. A text box says: 'In this example, the FMLA leave request was made for a leave that was tied to a main leave, so the balances for the leave and the main leave both appear here.'
- An arrow points to the 'Family Illness/Death Information' section, specifically the 'For family illness or death, name and relationship of family member' field, which contains 'Cindy Johnson - mother'. A text box says: 'In this example, there are additional fields defined to display for FMLA leave requests.'
- An arrow points to the 'Approvals' table. A text box says: 'The users to approve the FMLA leave request entry appear here.'

**Leave Balances Table:**

	Leave Balances	Main Leave Balances
Current Posted Balance	16.0000	200.0000
Unposted or Approved Entries	0.0000	0.0000
Pending Approval Entries	0.0000	0.0000
Unsubmitted Entries	16.0000	16.0000
Total Balance	0.0000	184.0000

**Approvals Table:**

Approved	Rejected	Actual	Primary	Sequence	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		William Johnson	1	
<input type="checkbox"/>	<input type="checkbox"/>		Carolyn Smith	2	
<input type="checkbox"/>	<input type="checkbox"/>		William Johnson	3	

Diagram A

5. The Cancelled field will be disabled when entering a new FMLA leave request.  
**Note:** Once an FMLA leave request has been entered and submitted, if it is rejected (not approved) or recalled, the leave request can be edited and then cancelled by selecting this field, if desired.
6. Enter the starting date for when you will be absent in the Start Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date.
7. If desired, enter the starting time for when you will be absent on the specified date in the Start Time field. Use the **hh:mm AMPM** format (or **hh:mm** if military time is used). This field is disabled if the All Day field is selected.  
**Note:** The colon does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered; if using regular time (not military time), the hours specified in the AM Range field in the Leave Request Options option in the School Accounting System will default to AM while the other hours will default to PM. After advancing from the field, the time will be formatted to regular or military time as specified in the Time Display field in the Leave Request Options option in the School Accounting System; for example, if **Regular** is selected in the Time Display field and **1400** (or **14:00**) is entered, the system will convert it to **2:00 PM**.
8. If you will be absent for the full day on the specified date(s), select the All Day field. A checkmark will appear in the box if the field is selected.
9. If desired, enter the ending date for when you will be absent in the End Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date.
10. If desired, enter the ending time for when you will be absent on the specified date in the End Time field. Use the **hh:mm AMPM** format (or **hh:mm** if military time is used). This field is disabled if the All Day field is selected.  
**Note:** The colon does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered; if using regular time (not military time), the system will default to use AM or PM based on the nearest one within a 12-hour period from the specified Start Time. After advancing from the field, the time will be formatted to regular or military time as specified in the Time Display field in the Leave Request Options option in the School Accounting System; for example, if **Regular** is selected in the Time Display field and **1400** (or **14:00**) is entered, the system will convert it to **2:00 PM**.
11. Enter the number of units of the leave for which you are requesting to use in the Number of Leave Units to Use field. The number entered here must be a positive number, and can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable.
12. If a leave is specified, the Leave Balances for the leave (and main leave, if applicable) appear below the Number of Leave Units to Use field. The balances will only display if the dates for the leave request are within a fiscal year currently set up for your leave. The Current Posted Balance reflects the total units of leave available after taking into account all posted entries. The Unposted or Approved Entries reflects the total of all absence entries (including approved leave request entries) in unposted batches of Employee Absences, Pay Period Entries, and Time Cards, and approved leave request entries not yet brought into a batch. The Pending Approval Entries reflects the total of all the leave request entries that have been submitted but not yet approved. The Unsubmitted Entries reflects the total of all the leave request entries that have not yet been submitted (and leave requests that have been rejected or recalled and not yet cancelled or deleted). The Total Balance reflects the Current Posted Balance, less the Unposted or Approved Entries, less the Pending Approval Entries, less the Unsubmitted Entries.
13. If desired, enter any additional information to track for the FMLA leave request in the Your Comment field. The comment can be up to **1,000** characters long.  
**Tip:** Once the FMLA leave request is saved, the comment will be added to the Comments List displayed below the Your Comment field. The system will automatically display the ID for your user in the User ID field and the date the comment was entered (or updated) in the Date Updated field. The information in the Comments List cannot be changed.  
**Note:** Only one comment per user can be added for each FMLA leave request (not including the automatically generated comment for submitting an FMLA leave request on another employee's behalf, which is only applicable if using the Leave Request Entry - FMLA option in Payroll).
14. If additional sections and fields are defined (on the FMLA screen in the Leave Request Options option in the School Accounting System) to display when entering FMLA leave requests, the Additional Leave Request Fields section appears. If applicable, complete the additional fields for the leave request as follows:

- For date fields, enter the correct date using the **mm/dd/yyyy** format, or click the **Calendar Search** button to select the desired date.
- For numeric fields, enter the number, which can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable.
- For text fields, enter the appropriate data, which can be alphanumeric and up to **255** characters long.
- For Yes/No fields, enter either **Yes** or **No**, or click the **down-arrow** button to select the correct one.

**Tip:** Any field defined as required must be completed for the leave request.

**Note:** If FMLA leave requests are defined to not display any additional sections and fields, the Additional Leave Request Fields section will not appear.

15. The sequences from the FMLA approval path appear in the Approvals List and cannot be changed.
16. Click the **Save** button.

**Note:** If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable), a message will appear prompting to save the entry; click **OK** to save the entry with the negative balance or click **Cancel** to not save the entry in order to make changes. If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable) and the Prohibit Entry if Negative Balance is selected in the Leave File in the School Accounting System for the leave, a message will appear stating the entry cannot be saved; click **OK**. If the leave request for the employee matches another entry that was previously saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **OK** to save the entry or click **Cancel** to not save the entry in order to make changes.

17. A message will appear stating the leave request was saved; click **OK**.
18. If desired, submit the FMLA leave request at this time, or wait until all FMLA leave requests have been entered, and then submit them all. To enter another FMLA leave request, click the Add New button, click **OK** when prompted to continue, and then repeat Steps 2-17.

**Note:** After submitting an FMLA leave request, notification emails for approval will be sent to the appropriate users as based on the FMLA approval path if designated to do so in the Email Manager option (in the School Accounting System). 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

**Tip:** If desired, the **Save and Clear** button could have been utilized in Step 16 (instead of the **Save** button) to save the FMLA leave request and add another one.

19. After all FMLA leave requests have been entered and submitted, select the **Home** option on the top of the screen to close the Leave Request Entry - FMLA screen.

**Tip:** The number of unsubmitted FMLA leave requests (for the current user) appears at the bottom of the screen.

# Leave Request Inquiry

The Leave Request Inquiry option in Web Link shows the information and status for the leave requests and FMLA leave requests for the user currently logged in, and also for the employees for whom the user has rights to approve leave requests, if applicable. All the detail information, such as the approval status, the starting and ending dates and times for the leave request, the additional leave request fields, and the substitute information tied to the leave request (if applicable), is displayed. If needed, a leave request can be recalled from within the Requisition Inquiry option, but only by the employee for whom the leave request was made.

**Note:** In order for the Leave Request Inquiry option to be available in Web Link, a user must be defined with rights to enter leave requests and have the Employee ID field completed (within the User Security option in the School Accounting System).

## Completing a Leave Request Inquiry:

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Inquiry**.
2. At the Leave Request Inquiry screen, enter the ID of the employee for which to complete the inquiry in the Employee ID field, or click the **Search** button to select the correct one (if applicable). See **Diagram A**. Only the employee tied to the user currently logged in, or the employees for whom the user has rights to approve leave requests can be entered here. The employee tied to the user currently logged in will appear as the default, and can only be changed if the user has rights to approve leave requests for others.
3. To view the leave requests for only one leave for the employee, enter the ID of the leave to view in the Leave ID field. If the ID is not known, click the **down-arrow** button to select the correct one. Only the leaves for which leave requests have been entered for the employee can be specified here. Leave the field blank to view the leave requests for all leaves (and FMLA leave requests not tied to a leave, if applicable) for the employee.
4. The leave requests for only the selected employee (and leave, if applicable) appear in the Leave Requests List, and also on the calendar located on the bottom of the screen. The leave requests are listed within the Leave Requests List in order by Start Date, with the most recent ones at the top, and the status for each leave request (Approved, Pending, Unsubmitted, Rejected, Cancelled, or Recalled) displays in the Status column. The FMLA leave requests will appear with the other leave requests, but will have the FMLA Reason column completed in the Leave Requests List and FMLA included as the description in the calendar. The leave requests (and FMLA leave requests, if applicable) for the specified number of past years and forward as designated in the Leave Request Options in the School Accounting System display on the calendar.

**Note:** Approved leave requests (and FMLA leave requests, if applicable) appear on the calendar in solid yellow, while the pending, unsubmitted, rejected, or recalled leave requests appear in blue hashed lines. Cancelled leave requests do not show on the calendar, but are included in the Leave Requests List. The events added within the Manage Calendar option (in the School Accounting System) display using their designated colors.

The screenshot shows the 'Leave Request Inquiry' interface. At the top, there are input fields for 'Employee ID' (containing 'SMITCAR') and 'Leave ID'. A callout box points to the 'Employee ID' field with the text: 'Enter the employee for which to complete the inquiry in this field.' Below these fields is a table titled 'Leaves Requests' with columns: Leave ID, Start Date, Start Time, End Date, End Time, All Day, Units, Requested Date, Has Documents, Status, and FMLA Reason. Two rows are visible: one for 'FAM' (12/01/2018 to 12/02/2018, 16.00 units, Pending, Care of a family member) and one for 'PRO' (11/30/2018 to 11/30/2018, 1.00 units, Unsubmitted). Below the table is a 'Download Plc Calendar' button. At the bottom is a calendar for December 2018. Two callout boxes point to the calendar: one points to a yellow-shaded date (the 1st) with the text: 'To view the details for a request, click the View link in the Leave Requests List, or click once on the item in the calendar.' The other points to a blue-hashed date (the 7th) with the text: 'The leave requests for the specified employee appear in the list at the top of the screen and on the calendar.'

Diagram A

**Tip:** The calendar automatically displays for the current month. Click once on a leave request in the Leave Requests List to display the calendar for that Start Date. If desired, use the navigation buttons located in the top left corner of the calendar to toggle to a different month, or click the **Today** button to view today's date in the calendar. To change how the calendar is viewed (by month, week, or day), click the **Month**, **Week**, or **Day** button located in the top right corner of the calendar; by default, the **Month** button is selected. If desired, click the **Download PDF Calendar** button to download and print the calendar using the format currently displayed (by day, week, or month).

- To view additional details for a particular leave request, click the **View** link located to the left of the desired leave request in the Leave Requests List, or click once on the desired item in the calendar.

- The detailed information for the selected leave request will appear in the Leave Request Inquiry Detail screen (or Leave Request Inquiry Detail - FMLA screen, if applicable), and cannot be changed. See **Diagram B**.

- If desired, click the **Recall** button to recall the leave request. Only the employee for whom the leave request was made can recall a leave request.

**Note:** The **Recall** button is only enabled if the leave request is for the employee tied to the user currently logged into the system and if the leave request has a status of Pending or Approved.

- When finished viewing the detailed information, click the **Cancel** button to close the Leave Request Inquiry Detail screen (or Leave Request Inquiry Detail - FMLA screen, if applicable).

Leave Request Inquiry Detail Smith, Carolyn A (SMITCAR)

Leave ID: PER  
Unit of Tracking: Days  
Cancelled: ☐  
Start Date: 5/10/2019 Start Time: All Day ☒  
End Date: 5/10/2019 End Time:  
Number of Leave Units to Use: 1.0000

Your Comment:

Comments: No records to display.

Additional Leave Request Fields

Substitute Information

Is a substitute needed? No  
Name of specific substitute requested (will not be guaranteed):

For Office Use Only:

Does employee have sufficient leave?

Approvals						Substitutes					
Approved	Rejected	Actual	Primary	Sequence	Result Date	Employee ID	Start Date	End Date	Units	Pay Code ID	Comment
<input type="checkbox"/>	<input type="checkbox"/>		William Johnson	1		No records to display.					
<input type="checkbox"/>	<input type="checkbox"/>		Carolyn Smith	2							

Recall

The details for the selected leave request (or FMLA leave request, if applicable) appear here and cannot be changed.

In this example, the leave request has not been approved yet.

**Diagram B**

# Leave Request Approvals

The Leave Request Approvals option is utilized by designated users to approve leave requests that have been submitted for approval. Substitutes can also be tied to leave requests from within the Leave Request Approvals option, if desired. The approval process for leave requests follows the hierarchy (approval sequences) as defined with the approval paths. If a leave request is rejected by one approver on the approval path within the Leave Request Approvals option, the leave request will not proceed to the next approval sequence on the approval path, and will instead be sent back to the submitter (the employee requesting the leave).

When approving leave requests within the Leave Request Approvals option, the applicable fields can be changed only if the Allow Approver Edit field is selected within the Leave Request Options option in the School Accounting System. If a change is made to a leave request in the Leave Request Approvals option and the Requires Restart of Approval field is also selected in the Leave Request Options option in the School Accounting System, the leave request will be sent back to the first sequence on the approval path.

If the system is set up to send notification emails for leave requests (in the Email Manager option in the School Accounting System), upon approving leave requests within the Leave Request Approvals option, emails will be sent to the appropriate users with the next approval sequences as the leave requests flow through the approval paths. Also, if applicable, emails will be sent to the users who submitted the leave requests once completely processed (received final approval or rejected), to the users who have rights to edit substitutes for leave requests that received final approval, and to the users who are designated to receive an email for leave requests that received final approval.

**Note:** In order for the Leave Request Approvals option to be available in Web Link, a user must be defined with rights to approve leave requests and have the Employee ID field completed (within the User Security option in the School Accounting System), and also must be assigned to an approval sequence on an approval path in the School Accounting System.

## Approving Leave Requests:

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Request Approvals**.
2. In the Approval Type field, enter the type of approvals (**Regular Approvals** or **Override Approvals**) to view and process, or click the **down-arrow** button to select the correct one, if applicable. See **Diagram A**. To view the leave requests currently awaiting approval from you (the user logged into the system), enter **Regular Approvals**. To view the leave requests awaiting approval from others for which you are designated as an override approver (as defined in the Override Approver ID field for approval paths), enter **Override Approvals**. The approval type of **Override Approvals** is only available to users designated as an override approver. The default of **Regular Approvals** will appear, but can be changed if applicable.

The screenshot displays the 'Leave Request Approvals' web interface. At the top, there's a header 'Leave Request Approvals'. Below it, a form area includes 'Approval Type' (set to 'Regular Approvals'), 'User ID', and 'Sort By' (set to 'Employee ID'). A text box says 'Specify the type of approvals to process here.' Below the form is a table titled 'Pending Leave Requests' with columns: Approve, Reject, Employee ID, Employee Name, Leave ID, Start Date, Start Time, End Date, End Time, All Day, FMLA Leave, Requested Date, Has Documents, Has Warnings, and Edit. Two rows are visible: one for SAMPBEC (Sampson, Becky S) and one for THOMRIC (Thomas, Rick M). Below the table is a 'Process' button and a 'Calendar Display' dropdown set to 'Approval Path Employees'. A 'Download PDF Calendar' button is also present. Below the calendar display is a calendar for December 2018. A callout box points to the calendar with the text: 'All the applicable leave requests pending approval display in the Pending Leave Requests List and also on the calendar.' Another callout box points to the 'Edit' link in the table with the text: 'To view the details for a request and complete the approval process, click the Edit link in the Pending Leave Requests List, or click once on the item in the calendar.'

Approve	Reject	Employee ID	Employee Name	Leave ID	Start Date	Start Time	End Date	End Time	All Day	FMLA Leave	Requested Date	Has Documents	Has Warnings	Edit
<input type="checkbox"/>	<input type="checkbox"/>	SAMPBEC	Sampson, Becky S	SICK	02/01/2019		03/08/2019		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/18/2018	<input type="checkbox"/>	<input type="checkbox"/>	Edit
<input type="checkbox"/>	<input type="checkbox"/>	THOMRIC	Thomas, Rick M	SICK	11/18/2018		11/18/2018		<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/18/2018	<input type="checkbox"/>	<input type="checkbox"/>	Edit

Diagram A



**Note:** The leave requests that display for **Regular Approvals** or **Override Approvals** include only those which are currently at your sequence on the approval path or the user's sequence being overridden (if applicable); the leave requests that are awaiting approvals from other users for other sequences prior to yours or the user's being overridden (if applicable) will not appear unless the Approve Leaves Out of Sequence field is selected (see below).

3. Only if the Allow Approvals Out of Sequence field in the Leave Request Options option in the School Accounting System is selected, the Approve Leaves Out of Sequence field appears to the right of the Approval Type field. If applicable, select the Approve Leaves Out of Sequence field to display all leave requests pending approval from you (or the user being overridden, if applicable), including those that are currently awaiting approval from other users first for other sequences on the approval paths. A checkmark will appear in the box if the field is selected.

**Tip:** Select the Approve Leaves Out of Sequence field if you will soon be gone for a period of time and would like to approve leave requests that will be moving through the approval process and needing your approval before your return.

4. If **Override Approvals** is selected as the Approval Type, the User ID field is enabled. Enter the ID of the user for which to override the approvals for the leave requests that are pending that user's approval in the User ID field, or click the **down-arrow** button to select the correct user. Only the users for which you are an override approver that have leave requests pending their approval can be entered here.
5. In the Sort By field, enter the option (**Employee ID** or **Start Date**) for how to sort the entries in the Pending Leave Requests List, or click the **down-arrow** button to select the correct one. To sort the entries first by the employee ID, and then by leave ID, start date, and start time, select **Employee ID**. To sort the entries first by start date, and then by start time, employee ID, and leave ID, select **Start Date**. By default, **Employee ID** will appear but can be changed.
6. All the applicable leave requests pending approval display in the Pending Leave Requests List and also on the calendar at the bottom of the screen. The FMLA leave requests will appear with the other leave requests, but there will be a checkmark in the FMLA Leave column in the Pending Leave Requests List and FMLA included as the description in the calendar. The applicable leave requests displayed in the Pending Leave Requests List include those which are currently at your sequence on the approval path (or the user's sequence being overridden, if applicable), or else all leave requests pending approval for any sequence from you (or the user being overridden, if applicable) if the Approve Leaves Out of Sequence field is selected. By default, **Approval Path Employees** is specified for the Calendar Display field to display not only the leave requests listed in the Pending Leave Requests List, but also all the fully approved leave requests and pending leave requests for the employees and leaves for which you have rights to approve. If desired, enter **All Employees** in the Calendar Display field to display all the leave requests for all employees and all leaves, including those you do not have rights to approve. The leave requests (and FMLA leave requests, if applicable) for the specified number of past years and forward as designated in the Leave Request Options in the School Accounting System display on the calendar

**Note:** Fully approved leave requests (and FMLA leave requests, if applicable) appear on the calendar in solid yellow, while the pending leave requests appear in blue hashed lines. Unsubmitted, rejected, recalled, and cancelled leave requests do not show on the calendar. The events added within the Manage Calendar option (in the School Accounting System) display using their designated colors.

**Tip:** The calendar automatically displays for the current month. Click once on a leave request in the Pending Leave Requests List to display the calendar for that Start Date. If desired, use the navigation buttons located in the top left corner of the calendar to toggle to a different month, or click the **Today** button to view today's date in the calendar. To change how the calendar is viewed (by month, week, or day), click the **Month**, **Week**, or **Day** button located in the top right corner of the calendar; by default, the **Month** button is selected. If desired, click the **Download PDF Calendar** button to download and print the calendar using the format currently displayed (by day, week, or month).

7. Complete the approval process for the desired leave requests:
  - a. To process one leave request at a time, along with viewing the details included on a leave request and/or making changes to a leave request (if needed) prior to completing the approval process, do the following:
    - Click the **Edit** link located to the right of the desired leave request in the Pending Leave Requests List.

**Tip:** If desired, to also view the details for a leave request, click once on the item within the calendar. If the selected leave request is one pending your approval (also appears in the

Pending Leave Requests List at the top of the screen), continue completing the approval process following the steps below. Otherwise, if it is a leave request that is not pending your approval (does not appear in the Pending Leave Requests List) and is for an employee for whom you have rights to approve leave requests, the inquiry screen will appear instead and then only the options for completing a leave request inquiry will be available (refer to the steps for completing a leave request inquiry); or if it is for an employee for whom you do not have rights to approve leave requests, a message will appear instead stating you do not have rights to view the leave request.

- The details for the selected leave request will then display in the Leave Request Approval Detail screen (or Leave Request Approval Detail - FMLA screen, if applicable).

**Note:** The Leave Balances for the leave (and main leave, if applicable) for the employee appear below the Number of Leave Units to Use field. The balances will only display if the dates for the leave request are within a fiscal year currently set up for the leave for the employee. The Current Posted Balance reflects the total units of leave available after taking into account all posted entries. The Unposted or Approved Entries reflects the total of all absence entries (including approved leave request entries) in unposted batches of Employee Absences, Pay Period Entries, and Time Cards, and approved leave request entries not yet brought into a batch. The Pending Approval Entries reflects the total of all the leave request entries that have been submitted but not yet approved. The Unsubmitted Entries reflects the total of all the leave request entries that have not yet been submitted (and leave requests that have been rejected or recalled and not yet cancelled or deleted). The Total Balance reflects the Current Posted Balance, less the Unposted or Approved Entries, less the Pending Approval Entries, less the Unsubmitted Entries.

- In the Substitutes List (located in the lower right-hand side of the screen), enter the substitute information for who will work during the employee's absence, if desired. To enter a substitute, complete the following:
  - Click the **Add Row** button located in the upper left corner of the Substitutes List.
  - In the newly added line at the bottom of the Substitutes List, enter the ID of the employee in the Employee ID field, or click the **Search** button to select the correct one.
  - Enter the starting date for when the substitute will work in the Start Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The Start Date from the leave request will appear as the default, but can be changed if needed.

**Note:** On some mobile devices, the date cannot be keyed and the **Calendar Search** button must be used to select the desired date.

**Leave Request Approval Detail - Young, Rose M (YOUNROS)**

Leave ID: SICK  
 Unit of Tracking: Hours  
 Cancelled: ☐  
 Start Date: 11/18/2018  
 End Date: 11/18/2018  
 Number of Leave Units to Use: 8.0000  
 All Day: ☒  
 Your Comment:

**Leave Balances**

Current Posted Balance	176.0000
Unposted or Approved Entries	0.0000
Pending Approval Entries	8.0000
Unsubmitted Entries	0.0000
Total Balance	168.0000

**Comments**

Comments	User Name	Date Updated
Leave Request submitted on behalf of Rose Young	Carolyn Smith	11/18/2018

**Additional Leave Request Fields**

Substitute Information

Is a substitute needed? Yes   
 Name of specific substitute requested (will not be guaranteed):

**Approvals**



Approved	Rejected	Actual	By	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mildred Hughes		
<input type="checkbox"/>	<input type="checkbox"/>	Carolyn Smith	2	

**Substitutes**

Employee ID	Start Date	End Date	Units	Pay Code ID	Comment
No records to display.					

**Annotations:**

- The details for the selected leave request (or FMLA leave request, as in this example) appear. If the system is set up to be able to make changes during the approval process, the applicable fields can be changed or completed at this time.
- In this example, there are additional fields defined to display for leave requests for sick leave.
- Click the **Approve** or **Reject** button to process the leave request.
- If needed, click the **Add Row** button to enter the substitute information here.

Buttons: Approve All Sequences, Approve, Reject, , 

**Diagram B**

- Enter the ending date for when the substitute will work in the End Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The End Date from the leave request will appear as the default, but can be changed if needed.

**Note:** On some mobile devices, the date cannot be keyed and the **Calendar Search** button must be used to select the desired date.

- If desired, enter the number of units the substitute will work (and be paid) in the Units field. The number can be up to **14** digits long and will be rounded to **4** decimal places by the system if capable.
- If desired, enter the ID of the pay code for which to pay the substitute in the Pay Code ID field, or click the **Search** button to select the correct one.
- If desired, enter a comment for the substitute in the Comment field. The comment can be up to **1,000** characters long.
- Click the **Save** button.
- A message will appear stating the leave request was saved; click **OK**.
- Repeat these steps if additional substitutes need to be entered for the leave request.

**Note:** To edit an existing substitute entry, click in the field for the desired entry and make the necessary changes. To delete a substitute entry, click the **Delete** link located to the right of the desired entry.

- If desired, enter any additional information to track for approving or rejecting the leave request in the Your Comment 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.

**Note:** If a change is made to any field other than a field in the Substitutes List and the Your Comment field (applicable only if the system is set up to be able to make changes during the approval process), a comment will automatically be added in this field stating the fields that were changed. If an approver changes the substitute information entered by a previous approver or user with rights to edit substitutes, a comment will automatically be added in this field stating the substitute fields that were changed.

**Tip:** Once the leave request is processed, the comment will be added to the Comments List displayed below the Your Comment field. The system will automatically display the ID of the current user in the User ID field and the date the comment was entered (or updated) in the Date Updated field. The information in the Comments List cannot be changed.

- If the system is set up to be able to make changes during the approval process (the Allow Approver Edit field is selected within the Leave Request Options option in the School Accounting System), the other applicable fields can be changed or completed for a leave request at this time. To make a change, click in the appropriate field, and then key the correct information or click the **down-arrow** button to select the correct item (if applicable).

**Note:** Even if the system is set up to be able to make changes during the approval process, the Leave ID field cannot be changed for regular leave requests, and the FMLA Reason field cannot be changed for FMLA leave requests.

**Tip:** If additional fields are defined to display, any field set up as required must be completed for the leave request if changes are made to those fields.

- To approve a leave request, click the **Approve** button; or if there are multiple sequences for you (or the user being overridden, if applicable) to approve for the leave request, click the **Approve All Sequences** button to approve all the sequences at this time. The **Approve All Sequences** button is only enabled if the Allow Approvals Out of Sequence field in the Leave Request Options option in the School Accounting System is selected, and there are multiple sequences for you (or the user being overridden, if applicable) to approve for the selected leave request.

**Note:** If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable) and the Warn if Negative Balance field is selected in the Leave File in the School Accounting System for the leave, a message will appear prompting to save the entry; click **OK** to save and approve the entry with the negative balance, or click **Cancel** to not save and approve the entry in order to make changes. If the leave request for the employee matches another entry that was previously saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **OK** to save the entry or click **Cancel** to not save the entry in order to make changes.

- To reject a leave request, click the **Reject** button.
  - If needed, click the **Save** button to save any changes that were made and not actually approve or reject the leave request at this time; click **OK** when prompted and then click the **Cancel** button to return to the Leave Request Approvals screen.
- Note:** If the leave for the entry has a negative balance (or the main leave has a negative balance, if applicable), a message will appear prompting to save the entry; click **OK** to save the entry with the negative balance or click **Cancel** to not save the entry in order to make changes. If the leave request for the employee matches another entry that was previously saved and/or posted for that particular leave with the specified start date, a message will appear prompting to save the entry; click **OK** to save the entry or click **Cancel** to not save the entry in order to make changes.
- b. To process multiple leave requests at a time, without viewing the details included on a leave request and/or without making changes to a leave request prior to completing the approval process, do the following:
- To approve a leave request, select the Approve field to the left of the desired leave request in the Pending Leave Requests List. A checkmark will appear in the box if the field is selected.
  - To reject a leave request, select the Reject field to the left of the desired leave request in the Pending Leave Requests List. A checkmark will appear in the box if the field is selected.
  - To select all the leave requests listed on the screen for approval or rejection, click the box located above the appropriate column at the top of the screen (above the Approve or Reject column heading). A checkmark will appear in the box if the field is selected, and all the leave requests will have the particular field (Approve or Reject field) selected. If desired, change the filters to modify the leave requests displayed in the Pending Leave Requests List.
  - After all the desired leave requests have been selected to be approved or rejected, click the **Process** button.
  - A prompt will appear stating the number of leave requests successfully processed of the total number selected; click **OK**.
- Note:** If there were any leave requests that had not been processed successfully, complete the steps above to process one leave request at a time.
- Tip:** If a leave request has a checkmark in the Has Warnings field (column) in the Pending Leave Requests List, complete the steps above to process one leave request at a time in order to see the details for the leave request; the warnings include the leave for the entry having a negative balance (or the main leave having a negative balance, if applicable) and/or the leave request matching another entry for the employee for the particular leave with the specified start date.
8. If designated to do so in the Email Manager option (in the School Accounting System), notification emails will be sent at this time to the appropriate users with the next approval sequences as based on the approval paths for the leave request (or to the first approval sequence if the approval process needed to restart, if applicable), to the user who submitted the leave request if completely processed (received final approval or rejected), to the user(s) with rights to edit substitutes for leave requests that received final approval, and/or to the user who is designated to receive an email for leave requests (and FMLA leave requests, if applicable) that received final approval. 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.
- Note:** If approving leave requests out of the normal order of an approval path by using the Approve Leaves Out of Sequence field, the leave requests will still be pending for the other users with approval sequences preceding and following your sequence (or the user's being overridden, if applicable). If a leave request is rejected by one approver on the approval path, the leave request will not proceed to the next approval sequence on the approval path, and will instead be sent back to the submitter. If a change is made to a leave request and the Requires Restart of Approval field is selected in the Leave Request Options option in the School Accounting System, the leave request will be sent back to the first sequence on the approval path.
9. Repeat Step 7 to complete the approval process for all the desired leave requests.

# Check History/Reimbursements

The Check History/Reimbursements option displays the posted checks and direct deposit stubs (excluding voided ones) issued to the user (employee) from within the School Accounting System. The Check History/Reimbursements option includes the checks and direct deposit stubs with payroll earnings from Payroll, Individual Bank Account Deduction information from Payroll, and payments (such as reimbursements) from Accounts Payable. With the Check History/Reimbursements 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.

Within the Check History/Reimbursements option, each check or direct deposit stubs is listed showing the check (or stub) number, the check date, and the amount. A check or direct deposit stub can be viewed from within the option in order to print a copy of the check or direct deposit stub (on plain paper with a "Copy" overlay) or to view the detail information included on the check or direct deposit stub.

**Note:** In order for the Check History/Reimbursements option to be available in Web Link, a user must be defined with rights to view check history/reimbursements and have the Employee ID field completed (within the User Security option in the School Accounting System).


## Viewing Check History/Reimbursements:

1. Select the **Employee Information** menu, **Payroll and Compensation**, and then **Check History/Reimbursements**.
2. The posted checks and direct deposit stubs (excluding voided ones) issued to the user (employee) from within the School Accounting System 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 or direct deposit stub (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 stub, or double-click on the desired one.

**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.

4. The check displays on the screen using the default check format for the applicable checking account as defined in the applicable Check Setup option in the School Accounting System (or the Check Writing Software option, if applicable).
5. If desired, 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.

Check History/Reimbursements			
			
Checks			
Check Number	Check Date	Amount	
5119	10/20/2018	241.98	<a href="#">View</a>
5108	09/20/2018	279.98	<a href="#">View</a>
5078	05/20/2018	189.98	<a href="#">View</a>
5070	04/20/2018	303.97	<a href="#">View</a>
5063	03/20/2018	237.49	<a href="#">View</a>
5053	02/20/2018	246.98	<a href="#">View</a>
5046	01/20/2018	303.97	<a href="#">View</a>
5039			<a href="#">View</a>
503			<a href="#">View</a>
5020	10/20/2017	239.39	<a href="#">View</a>
5013	09/20/2017	227.99	<a href="#">View</a>

Double-click on the desired check or click the **View** link to view the detail check information.

**Diagram A**

# Leave Balance

The Leave Balance option displays the balances of the leaves for the user (employee). Within the Leave Balance option, only the applicable leave year(s) as specified in the Web Link Setup Options option in the School Accounting System can be viewed. The information that appears in the Leave Balance option for the leaves includes the Beginning Balance, Posted Earned, Posted Taken, and Posted Balance, along with the detail information from the posted entries for when the leave was earned or used. If the Display Unposted Leave Balances field is selected within the Web Link Setup Options option in the School Accounting System, the unposted entries also display in addition to the totals for Unposted or Approved, Pending Approval, Unsubmitted, and Total Balance. Posted entries are those included in a Payroll calculation batch that has been updated.

The leaves that appear for an employee in the Leave Balance option include only those that are defined to display within Web Link, as specified on the Web Link Leave Options screen in the Leave File in the School Accounting System, and can be overridden individually for an employee on the Leaves screen in the Employee File in the School Accounting System, if needed..

**Note:** In order for the Leave Balance option to be available in Web Link, a user must be defined with rights to view leaves and have the Employee ID field completed (within the User Security option in the School Accounting System).

## Viewing Leave Balances:

1. Select the **Employee Information** menu, **Leaves**, and then **Leave Balance**.
2. At the Leave Balance screen, enter which year(s) to display for the leaves (**Current Year** or **All Years**) in the Leave Years to Display field, or click the **down-arrow** button to select the correct one, if applicable. To show only the current year for leaves (based on the current date of the web server and the Start/End Dates of the leaves), enter **Current Year**. To show multiple years of leaves (for all the years with a Start Date on or after the designated date specified within the Web Link Setup Options option in the School Accounting System), enter **All Years**. The display option of **All Years** is only available to users if **Selective Years** is specified in the Years to Display field in the Web Link Setup Options option in the School Accounting System. The default of **Current Year** will appear, but can be changed if applicable.
3. The balances for the applicable leaves and leave year(s) appear in the Leaves List.

**Tip:** The leaves that appear for an employee include only those that are defined to display within Web Link, as specified on the Web Link Leave Options screen in the Leave File in the School Accounting System, and can be overridden individually for an employee on the Leaves screen in the Employee File in the School Accounting System, if needed.

**Note:** The Posted Balance reflects the Beginning Balance amount, plus the Posted Earned amount, less the Posted Taken amount. If the Display Unposted Leave Balances field is selected within the Web Link Setup Options option in the School Accounting System, the totals for the unposted entries also appear for Unposted or Approved, Pending Approval, Unsubmitted, and Total Balance. The Unposted or Approved total includes all absence entries (including approved leave request entries) in unposted batches of Employee Absences, Pay Period Entries, and Time Cards, and approved leave request entries not yet brought into a batch. The Pending Approval total includes all the leave request entries that have been submitted but not yet approved. The Unsubmitted total includes the leave request entries that have not yet been submitted (and leave requests that have been rejected

Leave Balance

Leave Years to Display

All Years

Click once on the desired leave to view the detail information.  
In this example, unposted entries are set to display

Leaves											
Leave Description	Start Date	End Date	Unit of Tracking	Beginning Balance	Posted Earned	Posted Taken	Posted Balance	Unposted or Approved	Pending Approval	Unsubmitted	Total Balance
Family Leave	07/01/2018	06/30/2019	Hours	0.00	16.00	0.00	16.00	0.00	0.00	0.00	16.00
Personal Leave	07/01/2018	06/30/2019	Days	0.00	3.00	0.00	3.00	1.00	0.00	0.00	2.00
Professional Leave	07/01/2018	06/30/2019	Days	0.00	3.00	1.00	2.00	0.00	0.00	0.00	2.00
Sick Leave	07/01/2018	06/30/2019	Hours	44.00	96.00	8.00	132.00	0.00	0.00	0.00	132.00

Leave Detail							
Start Date	End Date	Earned	Taken	Comments	Posted	Pending Approval	Leave Request Comments
10/05/2018	10/05/2018		8.00	FLU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
07/01/2018	07/01/2018	96.00		Earned Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Diagram A

or recalled and not yet cancelled or deleted). The Total Balance reflects the Posted Balance, less the Unposted or Approved amount, less the Pending Approval amount, less the Unsubmitted amount.

4. To view the detail information for a leave (and for a specific year if multiple years are selected to display), click once on the appropriate leave (and year, if applicable).
5. All the entries made for the leave for the employee, including the absence entries in Employee Absences, Pay Period Entries, or Time Cards, entries posted from the Adjust Leave Balances option, and entries for leave requests (if applicable), display in the Leave Detail List. If the Display Unposted Leave Balances field is selected within the Web Link Setup Options option in the School Accounting System, the unposted entries also display in addition to the posted entries. Posted entries are those included in a Payroll calculation batch that has been updated.

**Note:** The absence entries included in posted batches of Employee Absences or Pay Period Entries (those processed as part of an updated Payroll check cycle) and the entries posted from the Adjust Leave Balances option display here with a checkmark in the Posted column. The absence entries in unposted batches of Employee Absences or Pay Period Entries (including approved leave request entries selected and brought into a batch of Employee Absences or Pay Period Entries) display here without a checkmark in the Posted or Pending Approval columns. The absence entries in unposted batches of Time Cards display here with a comment of "(Time Card Entry)" and without a checkmark in the Posted or Pending Approval columns. The leave request entries that have been approved but not yet selected and brought into a batch of Employee Absences or Pay Period Entries display here with a comment of "Leave Request Entry" and without a checkmark in the Posted or Pending Approval columns. The leave request entries that have been submitted but not yet approved display here with a comment of "Leave Request Entry" and a checkmark in the Pending Approval column. The unsubmitted leave request entries display here with a comment of "Leave Request Entry Unsubmitted" and without a checkmark in the Posted or Pending Approval columns.

6. To print the information, complete the print function as normal from within your Internet browser (for example, select the **File** menu and then **Print**).

# 1095s and W2s

The 1095s and W2s options allow the user (employee) to view and print their 1095s and W2s from within Web Link. With the 1095s and W2s options, the 1095s and 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. The 1095s in Web Link use the landscape format and generate the instructions normally included on the back of a 1095. The W2s in Web Link 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 1095s and/or W2s options to be available in Web Link, a user must be defined with rights to view 1095s and/or view W2s, and have the Employee ID field completed (within the User Security option in the School Accounting System), in addition to having at least one calendar year selected for 1095s and/or W2s in the Web Link Setup Options in the School Accounting System.

## Viewing 1095s or W2s:

1. Select the **Employee Information** menu, **Payroll and Compensation**, and then **1095s or W2s**.
2. At the 1095 or W2 Consent Terms screen (see **Diagram A**), review the terms for consenting to use the 1095s or W2s option in Web Link at your district.
3. Complete the desired authorization option for using the 1095s or W2s option and then click the **Continue** button.
  - a. Select **"I agree to the above Consent Terms and want to view and receive my 1095 or W2 through Web Link only (no paper copy)."** option if you agree to the terms and want to only receive your 1095 or 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 1095s or W2s in the past.
  - b. Select **"I want to continue receiving my 1095 or W2 in paper form but would like to view my 1095 or W2 through Web Link."** option if you want to view your 1095 or W2 electronically through Web Link and also receive a paper copy.

**Diagram A**

**Note:** The 1095 or W2 Consent Terms screen only appears the first time accessing the 1095s or W2s option per session.

4. At the Print 1095s or W2s screen, enter the **4-digit** calendar year for the 1095 or W2 to view in the Year field, or click the **down-arrow** button to select the correct one. See **Diagram B**.
5. Click the **View/Print 1095** or **View/Print W2** button to view the 1095 or W2 on the screen, or else click the **Save 1095** or **Save W2** button to save the 1095 or 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 1095 or W2.

**Note:** A PDF viewer, such as Adobe® Reader, must be installed on your computer prior to viewing (printing) a 1095 or 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**



# View/Edit Personal Information

Personal information from the Employee File in Payroll (and Human Resources, if applicable) can be viewed and edited from within Web Link if defined to do so within the Web Link Setup Options in the School Accounting System. The personal information that can be viewed and edited includes: contact information, dependents, direct deposit, emergency contacts, and medical information.

**Note:** In order for the personal information options to be available in Web Link, a user must be defined with rights to view/edit personal information and have the Employee ID field completed (within the User Security option in the School Accounting System); and also the Web Link Setup Options must be completed to allow the various categories of information to be viewed (and edited, if desired).

## Viewing/Editing Personal Information:

1. Select the **Employee Information** menu, **Personal Information**, and then the desired option: **Contact Information, Dependents, Direct Deposit, Emergency Contacts, or Medical Information.**
2. The information for your user (employee) as recorded in the Employee File in the School Accounting System displays on the screen. See **Diagram A.**
3. If the Web Link Setup Options are defined so the specific information can only be viewed, the fields are disabled (gray) and cannot be changed.
4. If the Web Link Setup Options are defined so the specific information can be edited, the fields are enabled; make the changes to the information as needed.

**Note:** If the Web Link Setup Options are defined so the changes to the information must be reviewed and processed in order to update the information in the Employee File in the School Accounting System, a status message stating "Change Pending" will appear to the right of the section name in which a change was made (saved) but not yet processed, or the Change Pending Status field (column) reflects the appropriate status if the information is in a grid; the status message or status will no longer display once the change is processed in the Employee File.

**Tip:** If the information is in a grid, click the **Add Row** button located in the upper left corner of the list (grid) to add a new record, or to delete a record, select the Remove field (column).

5. After all the changes have been made, click the **Save** button.
6. A message will appear stating the information was saved; click **OK**.
7. If designated to do so in the Web Link Setup Options (in the School Accounting System), notification emails for changes to the category of information will be sent to the appropriate users. 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 and an alert will appear on the main School Accounting System screen. If an email is rejected, the rejection notice will be sent to the from email address designated in the Email Manager option.

**Note:** Only one notification email is sent for changes made to a category of information for a certain employee until the changes have been processed for that employee, if applicable.

**Medical Information**

Medical Information: Change Pending

Allergies: Gluten and peanuts

Blood Type: B+

Medical Conditions:

**Medical Contacts**

Doctor	Phone Number	Comments	Remove	Change Pending Status
Dr. Alice Jefferson	944-0101	Primary physician	<input type="checkbox"/>	
Dr. Dan Smith	944-2499	Specialist	<input type="checkbox"/>	Add New

Save Cancel

The 'Change Pending' message appears by a section name if a change was made to the information within the section but it has not yet been processed in the Employee File (only applicable if changes are defined to be reviewed and processed in the Web Link Setup Options); for information in grids, the Change Pending Status column reflects if a change has been made but is not yet updated.

The **Save** and **Cancel** buttons only appear if the information can be edited.

Diagram A

# View File Documents

The View File Documents option is only available to organizations with the K12Docs program licensed. The View File Documents option allows employees to view their employee documents in Web Link that were scanned and saved in K12Docs. Only the documents in the selected subfolders within the SUI\_PR\_Employees application in K12Docs (as designated within the Web Link Setup Options in the School Accounting System) can be viewed using the View File Documents option.

**Note:** In order for the View File Documents option to be available in Web Link, a user must be defined with rights to view file documents and have the Employee ID field completed (within the User Security option in the School Accounting System); and also the Web Link Setup Options must be completed to allow access to the desired subfolders within the SUI\_PR\_Employees application in K12Docs.

## Viewing File Documents:

1. Select the **Employee Information** menu, **Personal Information**, and then **View File Documents**.
2. At the View File Documents screen, enter the name of the subfolder containing the document to view in the Subfolder to View field, or click the **down-arrow** button to select the correct one.  
**Tip:** If using the **down-arrow** button to search for the subfolder, the number of documents included in a subfolder for the user (employee) appears in parenthesis behind the subfolder name.
3. Click the **View Documents** button to see a list of the documents within the selected subfolder.
4. The View Documents screen will appear listing all the available documents for the user (employee).
5. Select the document to view by: 1) double-clicking on the desired document, 2) clicking on the document once and then clicking the **Select** button, or 3) clicking on the document once and then pressing the **Enter** key.
6. The document will appear in the K12Docs preview screen and can be printed by clicking the **Print** button, if desired.
7. When finished, close the K12Docs preview screen.
8. After viewing all the desired documents within the selected subfolder, either click the **Cancel** button or the **X** in the upper right-hand corner to close the View Documents screen.

The screenshot displays the 'View File Documents' window. At the top, there is a 'Subfolder to View:' dropdown menu currently showing 'Human Resources (3 files)'. To its right is a 'View Documents' button. A callout box points to these elements, stating: 'Select the desired subfolder and then click the **View Documents** button to see a list of the documents within the subfolder.'

Below this is the 'View Documents' section, which contains a table of documents. The table has columns for Created Date, Content, Document Description, Document Date, Created By, Page Count, Human Resources Document Type, Expiration Date, and Document Status. Three documents are listed:

Created Date	Content	Document Description	Document Date	Created By	Page Count	Human Resources Document Type	Expiration Date	Document Status
07/29/2019	Images	Kathy Jackson DL			1	Drivers License		
07/29/2019	JACKKAT Teaching Cer	Kathy Jackson Teacher Certificat			1	Licenses/Certificates		
04/04/2019	Images	JACKKAT Application	05/01/2017		2	Employment Applicati		

At the bottom left of the document list, there are two circular buttons: one with a checkmark and one with an 'X'. A callout box points to these buttons, stating: 'Select the document to view and then click the **Select** button, or else double-click on the desired document.'

Diagram A

# 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, Human Resources, and Negotiations reports containing employee information will only include data for the user currently logged into Web Link, unless the Employee Groups List is completed and selected for the applicable modules within the User Security option in the School Accounting System. This is applicable for all Payroll, Human Resources, and Negotiations reports containing Employee ID and Employee Group ID report parameters. If the user does not have the Employee Groups List completed within the User Security option, the Employee ID report parameter (and the Employee Group ID report parameter) becomes hidden within Web Link and automatically completed with the user's employee ID.

When generating reports in Web Link, the Accounts Payable reports containing purchase orders or requisitions will only include data the user entered, unless the user has rights to approve requisitions and is defined as an approver in an approval tree. This is applicable for all Accounts Payable reports containing a User ID report parameter, as the User ID report parameter becomes hidden within Web Link and automatically completed with the user's ID if the user does not have rights to approve requisitions and is not defined as an approver in an approval tree. If desired, the Requisition Status Report for All Users is available and does not contain a User ID report parameter; thus a user can generate this report to view the status of all requisitions, including those entered by other users, as long as the report is assigned to the user within the User Security option in the School Accounting System.

**Note:** In order for the Reports menu to be available in Web Link, a user must be defined with rights to Web Link reports (within the User Security option in the School Accounting System).

## Printing a Report:

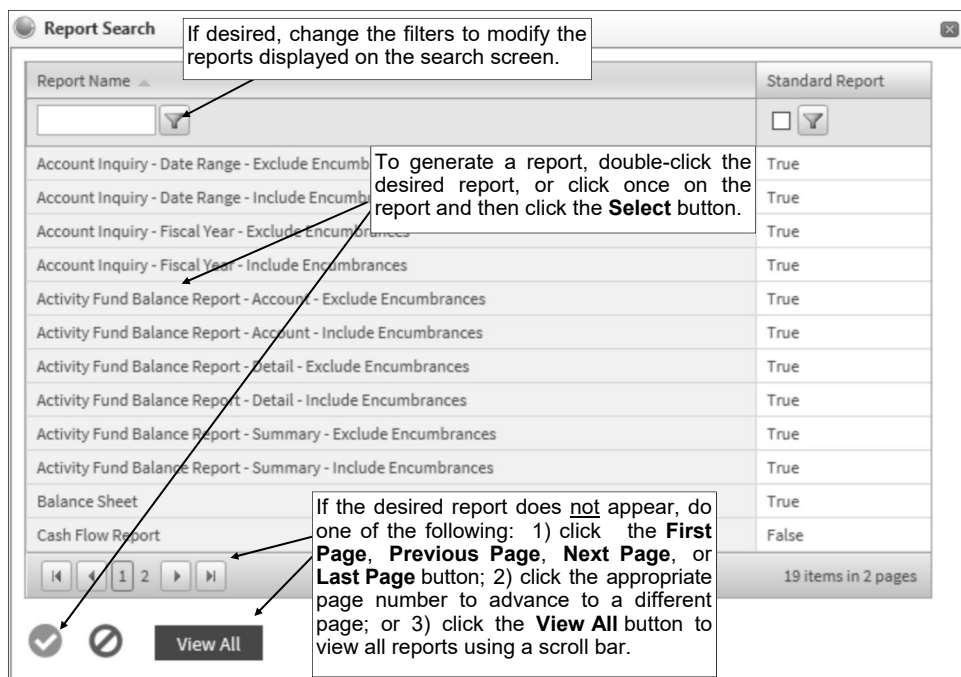
1. Select the **Reports** menu.

**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 (see **Diagram A**), 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, or else click the **View All** button to view all the reports. If desired, change the filters to modify the reports displayed on the search screen.

**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).



**Diagram A**

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**.
  - 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

**Report Printing Options**

Generate to PDF Download to Excel

Report Name: Balance Sheet

Report Selection Description: Monthly

Clear Parameters

**Variable Fields:**

Processing Month 07/2019

**Report Parameters:**

Accounts to Include From To

Active Chart of Account Number

Fund Number

Sub Heading

Print Negative Numbers in Red ☐

Include PageHeader/Footer ☒

Accounts with Activity

Copy Choices

**Diagram B**

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 and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month; **be sure to key the slashes (or dashes)**.
- 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. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**
- 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 **H<sup>z</sup>** in the To field. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**

**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.
  - g. If the [vprEmployeePersonnelReference].[NoCustomReferencedID] field appears (applicable for only certain Payroll reports), click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.
  - h. If applicable, select the box for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the optional field is selected to print on the report.
4. Click the appropriate button for the desired output:
- a. To preview the report on the screen in a PDF file format, click the **Generate to PDF** button.  
**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.  
**Tip:** 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, or 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).
  - b. To export the report to a Microsoft® Excel spreadsheet file (.XLSX file), click the **Download to Excel** button.

# Room Inventory

The Room Inventory option is utilized by designated users to complete an annual or semi-annual inventory of the assets entered in the rooms in the Fixed Asset Inventory module. With the Room Inventory option, the users (employees) specify whether each asset in their assigned rooms are in the room, missing, disposed, or moved. New assets can also be added (with minimal information) using the Room Inventory option.

**Tip:** The Room Inventory option is one of the steps included on the Room Inventory Setup and Completion Checklist.

**Note:** In order for the Room Inventory option to be available in Web Link, a user must have rights to edit room inventory and be assigned to one or more rooms (within the User Security option in the School Accounting System), and also the inventory process must be opened for viewing within the Web Link Setup Options in the School Accounting System (refer to the Room Inventory Setup and Completion Checklist).

## Completing Room Inventory:

1. Select the **Data Entry** menu and then **Room Inventory**.
2. Enter the ID of the room for which to complete the inventory in the Room field, or click the **down-arrow** button to select the correct one.  
**Note:** Only the rooms that are assigned to the user can be entered in the field.
3. All the current assets in the specified room (as recorded in the Fixed Asset Inventory module) appear on the screen. See **Diagram A**. If desired, to change the assets that display on the screen, click the **down-arrow** button for the Status Filter field to specify to show only assets with a certain status or those that have or have not been inventoried; and/or enter text to search for in the Search field and then click the **Search** button.
4. For each asset, complete the Status of the asset:
  - a. Select **In Room** if the asset is still located in the room being inventoried.
  - b. Select **Missing** if the asset is no longer located in the room being inventoried.
  - c. Select **Moved** if the asset is no longer located in the room being inventoried and was permanently relocated to another room.
  - d. Select **Disposed** if the asset was disposed of and is no longer located in the room being inventoried.
5. To change the condition of the asset or enter comments for the asset, click the **Edit** link located to the left of the desired record and then complete the following:
  - a. Enter the condition of the asset in the Condition field, or click the **down-arrow** button to select the correct one.

Room Inventory

Room: 305 (Computer Room - High School) Status Filter: All Search

To change the condition of an asset or enter comments, click the **Edit** link.

Status	Asset Tag	Description	Quantity	Manufacturer	Model Number	Serial Number	Condition	Purchase Date	Comments
Edit In Room	1016	Printer, Laserjet	1.00	Hewlett Packard	HP-4000	H58797456	Excellent	01/01/2015	
Edit In Room	1018	Computer, Dell Pentium II, w/keyboard	1.00	Dell	XPS D266	654987654987	Excellent	08/01/2014	
Edit In Room	1019	Computer, Dell Pentium II, w/keyboard	1.00	Dell	XPS D266	46545654579FD5	Excellent	08/01/2014	
Edit In Room	1020	Computer, Dell Pentium II, w/keyboard	1.00	Dell	XPS D266	4565465848798P	Excellent	08/01/2014	
Edit Missing	1021	Computer, Dell Pentium II, w/keyboard	1.00	Dell	XPS D266	5654897D5654565457	Excellent	08/01/2014	
Edit Disposed	1022	Monitor, 17"	1.00	Dell		8D4557	Excellent	08/01/2014	
Edit (Choose)	1023	Monitor, 17"	1.00	Dell		958885FD5	Excellent	08/01/2014	
Edit In Room	1024	Monitor, 17"	1.00	Dell		77564DV5	Excellent	08/01/2014	
Edit Moved	1025	Monitor, 17"	1.00	Dell		81112564S1235	Excellent	08/01/2015	

Click the **down-arrow** button to select the appropriate status for each asset in the selected room.

To enter a new asset to the room, click the **Add New** button.

When the inventory for the room is complete (all assets have a status assigned), select the Room Inventory Complete field.

Room Inventory Complete ☐ Print Report

Diagram A

- b. Enter any additional information to track for the asset being inventoried in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long.
  - c. After making the desired changes, click the **Save** button.

**Note:** Only the Status, Condition, and Comments fields can be edited for an asset (unless the asset was manually added in Step 6 below and is not already recorded within the Fixed Asset Inventory module).
6. To add a new asset to the room, click the **Add New** button located at the bottom of the screen and then complete the following:
  - a. Enter the tag number (ID number) for the asset in the Asset Tag field. The tag number can be alphanumeric and up to **20** characters long.
 

**Note:** If the asset tag number is recorded in another room in the Fixed Asset Inventory module, a message will appear; to inventory (add) the asset in this room, click **OK** and then continue adding the asset (only the Condition and Comments fields can be completed for the asset, as the other information will default in from the Fixed Asset Inventory module and cannot be changed).
  - b. The Status field will default to **New Asset** and cannot be changed.
  - c. Enter the description of the asset in the Description field. The asset description can be up to **40** characters long.
 

**Note:** To optimize sorting on printed reports, be sure to enter all descriptions consistently. For example, enter a 6-foot folding table as "Table, folding, 6 foot", a 10-foot cafeteria table with benches as "Table, cafeteria with benches, 10 foot", and a 15-foot boat-shaped conference table as "Table, conference, boat-shaped, 15 foot", so that all the tables are grouped together on reports.
  - d. Enter the quantity of the asset in the Quantity field. The default of **1.00** will appear, but can be changed. The quantity can be up to **14** digits long and will be rounded to **2** decimal places by the system if capable.
  - e. Enter the name of the manufacturer for the asset in the Manufacturer field, if known. The name of the manufacturer can be up to **50** characters long.
  - f. Enter the model number of the asset in the Model Number field, if applicable. The model number can be alphanumeric and up to **25** characters long.
  - g. Enter the serial number of the asset in the Serial Number field, if applicable. The serial number can be alphanumeric and up to **25** characters long.
  - h. Enter the condition of the asset in the Condition field, or click the **down-arrow** button to select the correct one.
  - i. Enter the date the asset was purchased in the Purchase Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date.
  - j. Enter any additional information to track for the asset being inventoried in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long.
  - k. Click the **Save** button.
7. To delete an asset from the room (only applicable if the asset was manually added in Step 6 above), click the **Edit** link located to the left of the desired record and then click the **Delete** button.
8. To print a report of the inventory for the room, click the **Print Report** button.
 

**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 going to <http://get.adobe.com/reader/> and following the instructions.
9. Once all the assets in the room have been inventoried (the status assigned), select the Room Inventory Complete field located at the bottom of the screen (a checkmark will appear in the box if the field is selected). When prompted to close the inventory for the room, click **OK**. The name of the user and the date the inventory for the room was closed appear to the right of the Room Inventory Complete field.
 

**Tip:** If needed, the inventory for a room can be reopened by selecting the Room Inventory Complete field to remove the checkmark.