

## Garretson School District #49-4

### Web Link

### Log-In Instructions

Web Link Address: <https://sui.garretson.k12.sd.us>

(Link found on the Teacher Resource/SUI Requisition Server.)

Employee Name:

User ID: {1<sup>st</sup> letter of First Middle and Last Name}

Ex Elizabeth Bennett - EAB

Password: {same as login EAB}

1. To log in, enter your **User ID** and **password**; click on “Login.”
2. If you forget your password, click on **Password Recovery**. Enter your **User ID** and your **Email address**. *This must be a K12 Email address.* A message will appear that your password has been reset, and you will receive an Email message with your new password.

If you have difficulty with the Password Recovery, please email [rod.fischer@k12.sd.us](mailto:rod.fischer@k12.sd.us). He will reset your password for you. After five (5) invalid log-in attempts, you will get locked out of the system. If you get locked out, call for assistance. Also, the program will time out after thirty (30) minutes of inactivity, and you will have to login again.

Additional Tips for Using Web Link:

1. When navigating in Web Link, use the **Tab** key or your mouse to move from field to field. **Do not use the Enter/Return key – this will cause the system to terminate your session.**
2. You must have the web browser on your computer set to allow pop-up windows in order to use all functions in Web Link properly. The settings to allow pop-ups can be defined for just the web server used for Web Link if desired.
3. Refer to the Help File (accessed by selecting the **Help** menu, then **Web Link Help**) for step-by-step instructions on using the options in Web Link.
4. When exiting Web Link, always click the **Logout** option in the upper right corner to ensure your User ID does **not** get “locked” by the system.

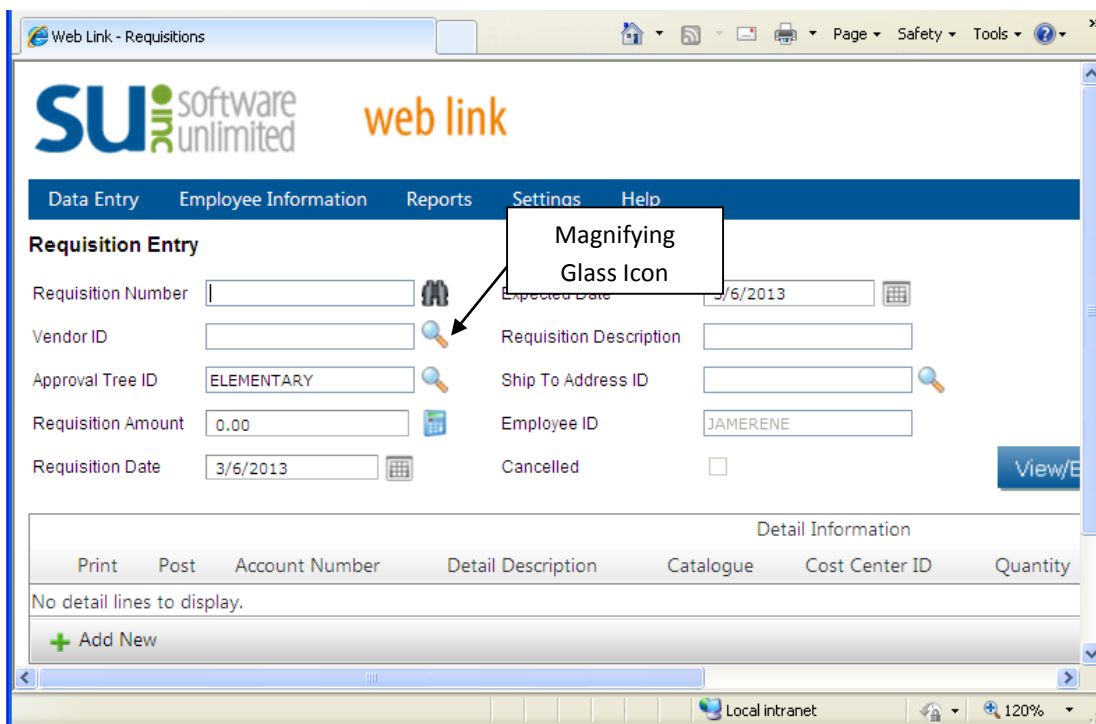
Garretson School District 49-4  
Web Link  
Data Entry (**Requisition Entry**) Instructions

Web Link Address: <https://sui.garretson.k12.sd.us>  
(Link found on the Teacher Resource/SUI Requisition Server.)

**Data Entry (Requisitions)**

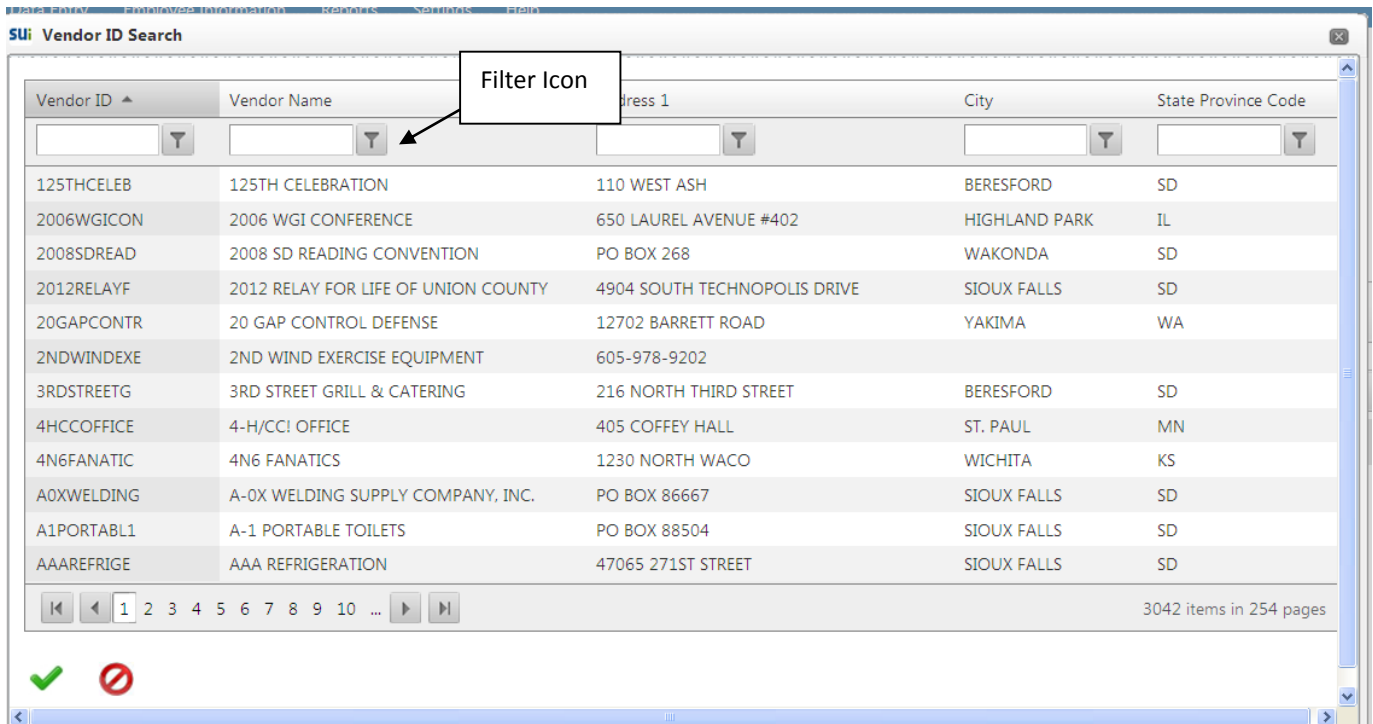
The Data Entry option is used to enter requisitions. Once a requisition is entered and saved, the requisition must be submitted for approval. The Requisition Entry option can also be used to edit (and resubmit), cancel, or delete rejected requisitions.

Select the **Data Entry** menu and then **Requisition Entry**:



1. **Requisition Num:** required, but will be auto-assigned when you save your requisition.
2. **Vendor ID:** required.
  - Click on the **magnifying glass icon** to search for the vendor.
  - To narrow the search and find the vendor, **type** the first few letters of the vendor in the **Vendor Name box**; then click on the Vendor Name **filter icon** (looks like a funnel). {The best filter options are “Contains” or “Starts With”}

- When you click on the **filter icon**, a list will appear with the results that match your search criteria. **Double click** on the vendor, or click on the vendor name and then the green arrow to select and populate that vendor into the Vendor ID field.
- If the vendor you wish to use is not listed, it can be added as a new vendor. Call or e-mail Kyla (594-3451 or kyla.meyer@K12.sd.us ). You will need to provide a complete vendor name, address, and phone and fax numbers. You will be notified as soon as the vendor has been added.



3. **Approval Tree ID:** required. The Approval Tree ID designates the route your requisition will take through the approval process. The Approval Tree ID defaults to the building or department you are assigned to.
  - ELEMENTARY – Elementary – for **elementary** teachers who are making requisitions for general fund or capital outlay items for elementary instruction. (approval by Elementary Principal/Superintendent)
  - HSMS – Middle School & High School - for **middle school** and **high school** teachers who are making requisitions for general fund or capital outlay items for middle school or high school instruction. (approval by HSMS Principal/Superintendent)
4. **Requisition Amt:** required. It is not necessary to enter an amount. This field calculates when you click on the calculator icon at any time to see the requisition amount for the items you have added to that point, but must be done at the end as well.)

### Requisition Entry

Requisition Number:  Expected Date: 3/6/2013

Vendor ID:

Approval Tree ID: ELEMENTARY

Requisition Amount: 0.00

Requisition Date: 3/6/2013

Cancelled:

View/Edit Comments

Detail Information										
Print	Post	Account Number	Detail Description	Catalogue	Cost Center ID	Quantity	Unit Price	Unit Desc	Amount	Bids
No detail lines to display.										
+ Add New										

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

Submit 1 Unsubmitted

Calculator Icon

### 5. Requisition Date: required.

- Enter the **current date** if the requisition is for the **current** school year.
- Enter **7/1 + the year** if the requisition is for the **next** school year. (Example: 7/1/2015 for the 15-16 school year, etc.)

### 6. Expected Date: required. Use the same date as the Requisition Date.

### 7. Requisition Description: required. Enter a short description of your choice for your reference. Example: supplies, equipment, repairs, etc.

### 8. Ship To Address ID: required. This field auto populates based on your log in.

### 9. Employee ID: required. This field auto populates based on your log in.

### 10. Detail Lines: required.

- Click the green “+ Add New”

Requisition Amount: 0.00 Employee ID: JAMERENE

Requisition Date: 3/6/2013 Cancelled:

View/Edit Comments

Detail Information										
Print	Post	Account Number	Detail Description	Catalogue	Cost Center ID	Quantity	Unit Price	Unit Desc	Amount	Bids
No detail lines to display.										
+ Add New										

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

Submit 1 Unsubmitted

Click here to add detail line.

- **Account Number** - Click the magnifying glass icon to get a drop down list of available account numbers. Choose and double click on the appropriate account number based on the description
- **Detail Description** – Enter the specific name/description of the item requested. This box will expand as you type, so enter details such as color, size, set of 2, etc.
- **Catalogue** – enter the **item number** of the item requested. **This is not the name of the catalog you are using.**
- **Cost Center ID** – not used; leave blank.
- **Quantity** – enter the quantity of the item requested.
- **Unit Price** – enter the unit price of the item requested.
- **Unit Description** – enter the unit (Example: ea, case, box, etc.)
- **Detail Amount** – will auto-populate based on quantity and unit price as you tab through.
- **Split Percent** – used for shipping; currently leave blank.
- Click on the **Save** icon (3.5" floppy ☺)

- Your item will be shown in the dark gray line. To add the next item, click again on “+ Add New” and repeat the steps.
- **When you have entered all the items you are requesting from that vendor, please be sure to add SHIPPING by clicking again on “+ Add New”**
  - Enter the account number.
  - Enter the word “shipping” in the detail description.
  - If you know the exact cost of shipping, enter 1 in the **Quantity** box and enter the amount of the shipping in the **Unit Price** box.

- If you do **not** know the exact cost of shipping, you can make an entry in the **Split Percent** field for estimated shipping. To do this, enter 15% followed by the requisition total. (Example: 15%48.72) Click **Save**.

#### Requisition Entry

Requisition Number  Expected Date   
 Vendor ID  Requisition Description   
 Approval Tree ID  Ship To Address ID   
 Requisition Amount  Employee ID   
 Requisition Date  Cancelled

Detail Information						
	Print	Post	Account Number	Detail Description	Catalogue	Cost Center ID
Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 1111 000 410 000	PENCILS	45879	
+ Add New						

Distributed: 48.72 Remaining: 0.00  
 Account Description: Elementary Supplies Budget Balance: -1.984.64

**11. View/Edit Comments:** optional. If you want to attach a message to your principal or superintendent to state why you need it or further explain it you could do it here.

Requisition Entry

Requisition Number  Expected Date    
 Vendor ID  Requisition Description   
 Approval Tree ID  Ship To Address ID    
 Requisition Amount  Employee ID   
 Requisition Date  Cancelled

SCHOOL SPECIALTY, INC.  
 PO BOX 1579  
 APPLETON WI 54912-1579  
 Last Check Date: 11/12/2012  
 Customer ID: 519346  
[View/Edit Comments](#)

Click here to add a note or comment.

Detail Information										
Print	Post	Account Number	Detail Description	Catalogue	Cost Center ID	Quantity	Unit Price	Unit Desc	Amount	Bids
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	10 1111 000 410 000	PENCILS	45879		14.0000	3.4800	DOZEN	48.72	0 <a href="#">Delete</a>
<a href="#">+ Add New</a>										

If there is any specific information you want to include, click on **View/Edit Comments** button and then click on **Create/Edit Your Comment**. Type your message and click **OK**.

**12. Save** – if you are not ready to submit your requisition, click on the **Save** icon on the bottom left (3.5” floppy ☺). You will be able to log out of Web Link and return at a later time to finish and submit.

**To re-open a saved requisition:**

- Select the **Data Entry** menu and then **Requisition Entry**.
- Click on the magnifying icon next to the **Requisition Num** field.
- A search box will open listing your saved requisitions.
- Double click on the **Requisition Number** of the requisition you want to continue. The requisition will open in the entry screen. Make any additions or adjustments to your requisition.

**13. Important Final Step!!** – If you are ready to submit your requisition, click on the **Submit** button at the bottom. You should get a message box that states “Requisition was successfully saved and submitted”. Click on **OK**.

Detail Information										
Print	Post	Account Number	Detail Description	Catalogue	Cost Center ID	Quantity	Unit Price	Unit Desc	Amount	Bids
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	10 1111 000 410 000	PENCILS	45879		14.0000	3.4800	DOZEN	48.72	0 <a href="#">Delete</a>
<a href="#">+ Add New</a>										
Distributed: 48.72			Remaining: 0.00			Unapproved Reqs: 4 258.95				
Account Description: Elementary Supplies			Budget Balance: -1,984.64			Fund Balance:				

[Submit](#) 1 Unsubmitted

**IMPORTANT!!**  
Click here to submit.

Repeat the steps above for each vendor that you are using. **Be sure to PRINT THEN SUBMIT each requisition when you are completely finished with it!!** **Once you submit, you will not be able to access it to print. Hand in all printouts to your principal.**

Questions about Account, some will have more options than others.

**SUI Chart of Account Number Search**

Chart of Account Number	Chart of Account Description	Account Type ID
10 1131 000 334	REGISTRATION	9
10 1131 000 414	VO AG SUPPLIES	9
10 1131 000 415	CARL PERKINS SUPPLIES	9
10 1131 000 418	H.S. TEACHER SUPPLIES	9
10 1131 000 419	SUPPLIES	9
21 1131 000 419	HIGH SCHOOL CAP. OUTLAY SUPPLIES	9
21 1131 000 420	TEXTBOOKS	9
21 1131 000 430	SOFTWARE	9
21 1131 000 541	COMPUTER EQUIPMENT	9
21 1131 000 542	OTHER EQUIPMENT	9

✓    ✗

This is an example of a typical HSMS Teacher.

Vendor ID:     Requisition Description:   
Approval Tree ID: ELEMENTARY    Ship To Address ID: 01  
Requisition Amount: 0.00    Employee ID: HERSJUL  
Requisition Date: 2/18/2015    Cancelled:     [View/Ed](#)

**SUI Chart of Account Number Search**

Chart of Account Number	Chart of Account Description	Account Type ID
10 1111 000 334	REGISTRATION	9
10 1111 000 418	ELEM. TEACHER SUPPLIES	9
10 1111 000 419	OTHER SUPPLIES	9
21 1111 000 419	CAP. OUTLAY ELEM. SUPPLIES	9
21 1111 000 420	TEXTBOOKS	9
21 1111 000 540	ELEM. EQUIPMENT (I)	9
21 1111 000 541	COMPUTER EQUIPMENT	9
21 1111 000 542	OTHER EQUIPMENT	9

✓    ✗

This is an example of a typical Elementary Teacher.



## **Garretson School District 49-4 Chart of Accounts explanation**

The Garretson School District uses a chart of accounts in accordance with the South Dakota Department of Legislative Audit and generally accepted accounting principles.

When entering orders into the new accounting software you will be asked to enter an account for your order to be deducted from the available budget that has been approved by the Garretson School District School Board.

When entering an account you will see a 12 digit number broken into 4 groups. The first 2 numbers are the "Fund numbers". Fund 10 is the General Fund and is used to buy items that are small dollar in value or are consumable and generally have no expectant life past the current school year. Fund 21 is the Capital Outlay Fund and that is for major purchases such as vehicles, buildings, equipment, computers, and items that have a long useful life. Fund 22 is the Special Education Fund and that is used for any expense that pertains to buying things for special education students.

The 2<sup>nd</sup> set of numbers is the "Function numbers". Some of the numbers you may use will be:

- 1111 – Elementary School purchases
- 1121 – Middle School purchases
- 1131 – High School purchases
- 1221 – Special Education general purchases
- 1226 – Preschool purchases
- 6900 – Co-curricular purchases

There are many more but they will only be used on a limited basis by a few individuals.

The 3<sup>rd</sup> set of numbers is for the location. This set of numbers is used primarily in larger school districts that have more than one elementary, middle, or high school. That allows the school district to track expenses by building.

The 4<sup>th</sup> set of numbers are called the object numbers. The 3XX group of numbers is used when receiving a service or paying for a registration fee, or subscription. Usually there isn't anything physical you are receiving when you use an account in the 300 grouping. The 4XX group of numbers is used when purchasing something physical in nature, such as workbooks, construction paper, pens, pencils, supplies for a lab, etc.

Some of the common objects are:

- 332 – Per diem (travel expenses)
- 334 – Registration (conference or workshop registration fees)
- 418 – Supplies (this is the account to buy things with the \$50.00 allowance)

419 – Other supplies (the main account used 95% of the time for all of your consumable classroom supplies)

There may be others that are unique to a specific program but these 4 objects are what you will generally use.

One thing to note is that there will be 2 very similar looking accounts but they are quite different. One example is:

10-1111-000-419

21-1111-000-419

Notice, the first account is for General Fund elementary supplies, and the 2<sup>nd</sup> account is for Capital Outlay elementary supplies. The general fund account will be used almost exclusively. It is the account where all the normal consumable classroom supplies will get coded to. The capital outlay supply account will be used to order more expensive, long lasting items that have a life of more than one year. A couple examples would be a desk or chair, or computer or projector.

When in doubt don't be afraid to send [rod.fischer@k12.sd.us](mailto:rod.fischer@k12.sd.us) an email or ask him what account a particular item should be coded to.