

Purchase Order Process

MMCRU Website

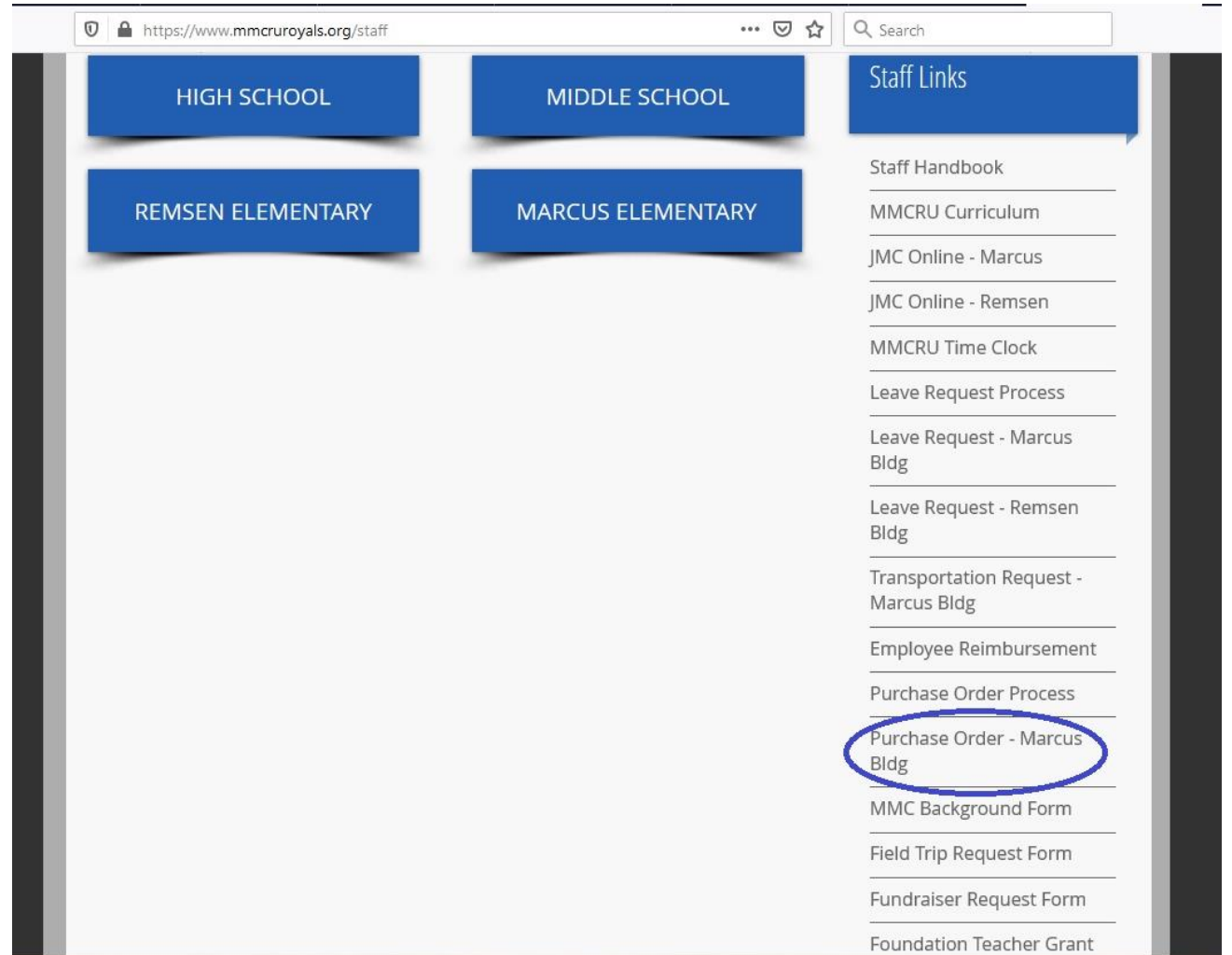
Go to District then Staff



Staff Page

On the staff page, scroll down to Purchase Order – Marcus Bldg. This will take you to the purchase order page.

Note – also on this page, under the Purchase Order Process, you will be able to open this reference guide for future use



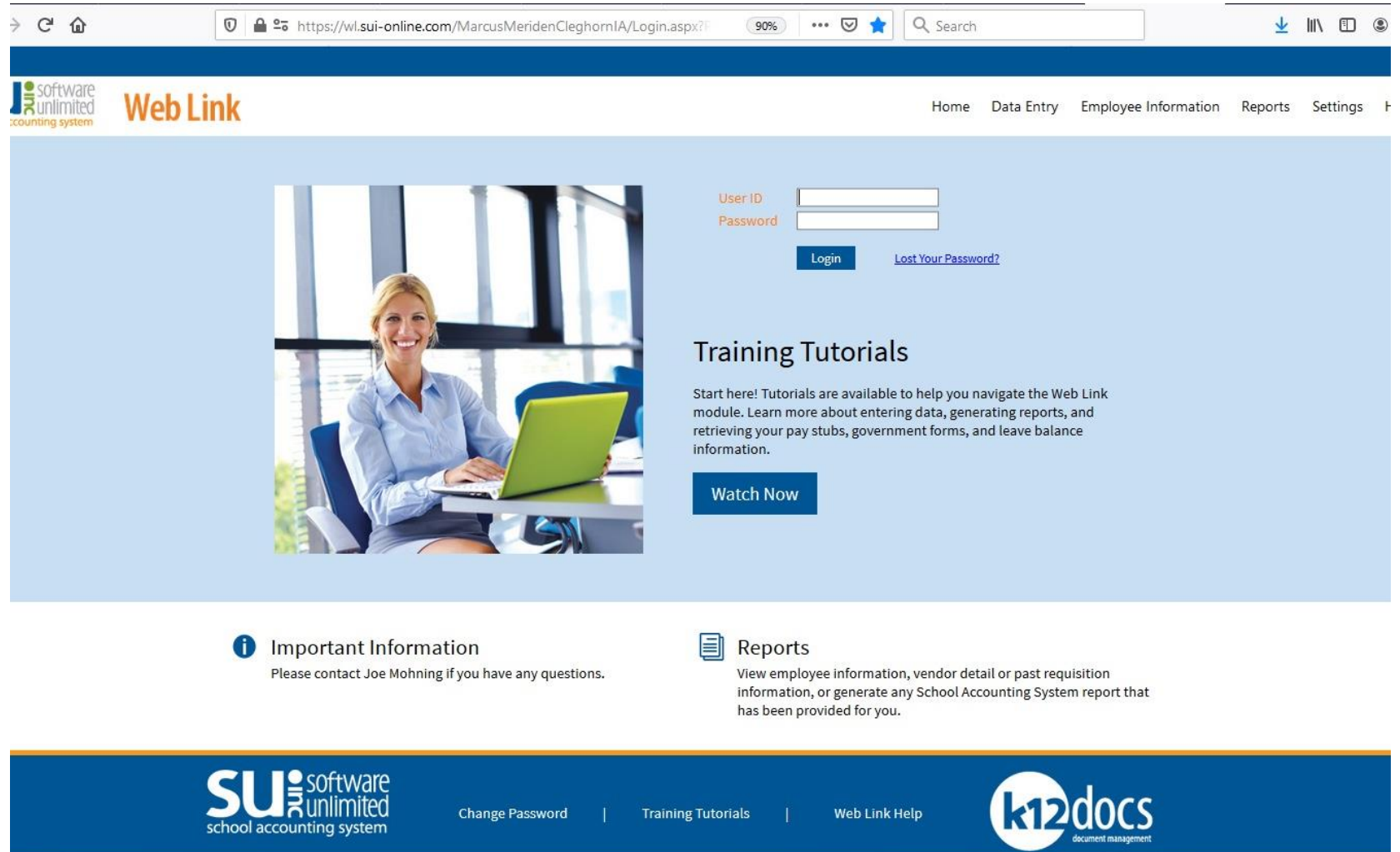
Logging In

The login is now the same as your leave request login.

Username Example:
Joseph Mohning would be mohningjose

Usernames are your first 6 letters of you last name and then the first 4 letters of your first name.

Passwords are set to be your last 4 of your social security number. You can change this at any time.



The screenshot shows the login page for the Web Link module. The browser address bar displays the URL: <https://wl.sui-online.com/MarcusMeridenCleghornIA/Login.aspx?>. The page features the SUI software unlimited logo and the title "Web Link". A navigation menu includes links for Home, Data Entry, Employee Information, Reports, and Settings. The main content area contains a login form with fields for "User ID" and "Password", a "Login" button, and a link for "Lost Your Password?". To the left of the form is a photo of a smiling woman working on a laptop. Below the login form, there is a section for "Training Tutorials" with a "Watch Now" button. At the bottom, there are two informational sections: "Important Information" (advising to contact Joe Mohning) and "Reports" (describing available report types). The footer contains the SUI software unlimited logo, links for "Change Password", "Training Tutorials", and "Web Link Help", and the k12docs logo.

software unlimited
school accounting system

Web Link

Home Data Entry Employee Information Reports Settings

User ID

Password

Login [Lost Your Password?](#)

Training Tutorials

Start here! Tutorials are available to help you navigate the Web Link module. Learn more about entering data, generating reports, and retrieving your pay stubs, government forms, and leave balance information.

Watch Now

i Important Information
Please contact Joe Mohning if you have any questions.

📄 Reports
View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you.

SUI software unlimited
school accounting system

Change Password | Training Tutorials | Web Link Help

k12docs
document management

Data Entry

Entering a Requisition

Under the Data Entry option, select the Requisition Entry Option.

You may not have as many options to choose from as shown in this picture.

The screenshot displays the WLSUI Online web application interface. The browser address bar shows the URL: <https://wl.sui-online.com/MarcusMeridenCleghornIA/Default.aspx>. The page features a blue header with the text "Welcome, JOSE". Below the header, there is a navigation bar with links: Home, Data Entry, and Employee Information. The "Data Entry" link is highlighted, and a dropdown menu is visible, listing the following options: Cash Receipts, Purchase Orders, Receiving, Requisition Approvals, Requisition Entry (which is highlighted), and Requisition Status. The main content area is divided into two sections. On the left, there is a large image of a smiling woman sitting at a desk with a laptop. On the right, there is a section titled "Training Tutorials" with the text: "Start here! Tutorials are available to help you get started with the module. Learn more about entering data, getting your requisitions, retrieving your pay stubs, government forms and more information." Below this text is a blue button labeled "Watch Now". At the bottom of the page, there are two sections: "Important Information" with an information icon and the text "Please contact Joe Mohning if you have any questions." and "Reports" with a document icon and the text "View employee information, vendor detail or past requisition information, or generate any School Accounting System report that has been provided for you." The footer of the page shows the URL: <https://wl.sui-online.com/MarcusMeridenCleghornIA/Requisitions.aspx?reset=1>.

Requisition Main Page

Software unlimited
school accounting system

Web Link

Welcome, JOSEPH MOHNING!Log Out

HomeData EntryEmployee InformationSettingsHelp

Requisition Entry

Approval Tree ID

Requisition Number

Vendor ID

Requisition Amount

Requisition Date

Expected Date

Requisition Description

Ship To Address ID

Employee ID

Cancelled☐

Your Comment

Comments

User Name

Date Updated

No records to display.

+ Add Rows

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Amount	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete

Distributed: 0.00
Account Description:

Remaining: 0.00
Budget Balance:

Unapproved Requisitions:
Fund Balance:

+

x

Submit Current Requisition

Submit All Requisitions

Copy Requisition

0 Unsubmitted

Recall Submitted Requisition

Selecting the Approval Tree

The Approval Tree ID may prepopulate with one of the options. If the option is correct you may move onto the next step.

If the approval tree did not prepopulate, please select the correct approval tree by clicking on the magnifying glass.

You may either double click on the option or click once and highlight the option and then click the green/white checkmark.

The screenshot displays the 'SU software unlimited school accounting system Web Link' interface. The main form is titled 'Requisition Entry' and contains several input fields: 'Approval Tree ID' (with a magnifying glass icon), 'Requisition Number', 'Vendor ID', 'Requisition Amount', 'Requisition Date', 'Expected Date', 'Requisition Description', 'Ship To Address ID' (pre-filled with 'MMCDISTRIC'), 'Employee ID' (pre-filled with 'MOHNINJOSE'), and a 'Cancelled' checkbox. Below these fields is a table with columns 'Print', 'Post', 'Account Number', and 'Detail Description', featuring a '+ Add Rows' button and several rows with checkboxes in the 'Print' and 'Post' columns.

An 'Approval Tree ID Search' dialog box is open on the right. It has a search bar and a table with the following data:


Approval Tree ID	Approval Tree Description
ACTIVITY	ACTIVITY PURCHASES
KITCHEN	KITCHEN PURCHASES
MASTER	GENERAL APPROVAL TREE

At the bottom of the dialog, there are green and red checkmark icons.

Requisition Number

Please leave the requisition number blank.

The system will automatically issue this number once your request is approved.



**software
unlimited**
school accounting system

Web Link

Requisition Entry

Approval Tree ID

Requisition Number

Vendor ID

Requisition Amount

Requisition Date


Expected Date

Requisition Description

Ship To Address ID

Employee ID

Cancelled
☐



Search

Your Comment

Comments

No records to display.

+
Add Rows

Print	Post	Account Number	Detail Description	Item Number
<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"/>			

Selecting the Vendor

To select the vendor you need to click the magnifying glass to the right of the Vendor ID box.

Once the Vendor ID search opens you can then search for you vendor.

The easiest way to search for your vendor is to type in part of the vendor name and filter it by selecting the Contains option.

Once you find your vendor you can double click on that vendor or single click and click on the green/white checkmark to select.

If you cannot find the vendor you are needing please contact the business office to get your vendor added.

The screenshot displays the 'SU software unlimited school accounting system Web Link' interface. The 'Requisition Entry' section on the left includes fields for Approval Tree ID (MASTER), Requisition Number, Vendor ID, Requisition Amount, Requisition Date, Expected Date, Requisition Description, Ship To Address ID (MMCDISTRIC), and Employee ID (MOHNINJOSE). A 'Vendor ID Search' dialog box is open, showing a table of vendors with columns for Vendor ID, Vendor Name, Address 1, City, and State. The 'Vendor Name' column is filtered with 'marcus'. A dropdown menu is open over the 'Vendor Name' column, showing filter options: NoFilter, Contains, DoesNotContain, StartsWith, EndsWith, EqualTo, NotEqualTo, GreaterThan, LessThan, GreaterThanOrEqualTo, LessThanOrEqualTo, IsNull, and NotIsNull. The 'Contains' option is selected. The table lists vendors such as DELTA DENTAL, AVESIS THIRD PARTY, 1ST PLACE VOLLEYB, 24/7 CHEERLEADING, 4 SEASONS FUNDRA, ABC BOOSTER CLUB, ABC CONCESSION S, ABC ELECTRICAL CO, ABC SCHOOL SUPPL, ABDO, ABERSON, JOSHUA, and ABERSON, BERWYN. The bottom of the dialog box shows '2842 items in 221 pages' and a 'View All' button.

Vendor ID	Vendor Name	Address 1	City	State	
005	DELTA DENTAL		DES MOINES	IA	
008	AVESIS THIRD PARTY		PHOENIX	AZ	
1STPLACEVO	1ST PLACE VOLLEYB		ST. AUGUSTINE,	FL	
247CHEERL	24/7 CHEERLEADING		STONE BLVE.	CEDAR PARK,	TX
4SEASONSFU	4 SEASONS FUNDRA		AL PARKWAY	NORWALK	IA
ABCBOOSTER	ABC BOOSTER CLUB				
ABCCONCESS	ABC CONCESSION S		MARCUS	IA	
ABCELECTRI	ABC ELECTRICAL CO		DES MOINES,	IA	
ABCSCHOOLS	ABC SCHOOL SUPPL		MILWAUKEE,	WI	
ABDO	ABDO		MINNEAPOLIS	MN	
ABERSOJOSH	ABERSON, JOSHUA				
ABERSON	ABERSON, BERWYN				

Requisition Amount

If you know the total amount of your request you may enter it into the requisition amount section.

Once the amount has been entered hit the Tab Key to go onto the Requisition Date.

If you are not sure what the total will be you may input your items and the total will be calculated. Once it is calculated you may come back to this section and enter the amount at that time.

[illegible]

Requisition Date

The requisition date will prepopulate with today's date. If for some reason you need to change the date you may either click the calendar and select the date or type it in (MM/DD/YY)

Once the date has been entered hit the Tab Key to move onto the Expected Date.

[illegible]

Expected Date

The expected date will also prepopulate with Today's Date. If you want to change the date to the date that your request is needed by you may either click the calendar and select the date or type it in (MM/DD/YY)

Once the Expected Date has been selected hit the Tab Key to move onto the Requisition Description.

[illegible]

Requisition Description

In this section please put a short overview of the entire request, ie Math Classroom Supplies.

Once the Description has been entered hit the Tab Key to move onto the Comment Section.

[illegible]

Your Comment

In this section please put any special instructions that the approvers will need to know.

If you plan to use the school credit card to purchase your request, always make a note that the school credit card will be used.

Once your information has been specified you may move onto the Account Number section.

[illegible]

Account Number

To start click below the Account Number section to activate the field. Once activated you may click the magnifying glass to search for your account number. Once your account has been selected you may hit the Tab Key to move onto the Detail Description.

[illegible]

Detail Description

In the detailed description please enter the item description. If multiple items are being requested you will need to enter each item individually on the rows below. Once you have entered the description you may hit the Tab Key to move onto the Item Number section.

←

→

↺

🏠

🔒📄🔗https://wl.sui-online.com/MarcusMeridenClegghornIA/Requisitions90%⋮🔍🌟🔍Search

⬇️📄📅🔍☰

Welcome, JOSEPH MOHNING!Log Out

SU

software

unlimited

school accounting system

Web Link

HomeData EntryEmployee InformationSettingsHelp

Requisition Entry

Approval Tree IDMASTER

Requisition Number

Vendor ID

Requisition Amount100.00

Requisition Date1/7/2020

Expected Date1/7/2020

Requisition DescriptionTesting

Ship To Address IDMMCDISTRIC

Employee IDMOHNINJOSE

Cancelled☐

Your Comment

Comments

User Name

Date Updated

No records to display.

Detail Information

+ Add Rows

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Amount	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0000 1000 100 0000 618						Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete

Distributed: 0.00

Account Description: GENERAL SUPPLIES

Remaining: 100.00

Budget Balance: -7,039.51

Unapproved Requisitions: 0.00

Fund Balance:

Submit Current Requisition

Submit All Requisitions

Print Requisition

Copy Requisition

0 Unsubmitted

Recall Submitted Requisition

Item Number

If you have an item number you may enter it here, if not, you may hit the Tab Key and move onto the Quantity Section.

Software unlimited
school accounting system

Web Link

Welcome, JOSEPH MOHNING!Log Out

HomeData EntryEmployee InformationSettingsHelp

Requisition Entry

Approval Tree IDMASTER

Requisition Number

Vendor ID

Requisition Amount100.00

Requisition Date1/7/2020

Expected Date1/7/2020

Requisition DescriptionTesting

Ship To Address IDMMCDISTRIC

Employee IDMOHNINJOSE

Cancelled

Your Comment

Comments

User Name

Date Updated

Detail Information

+ Add Rows

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Amount	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0000 1000 100 0000 618						Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete

Distributed: 0.00

Account Description: GENERAL SUPPLIES

Remaining: 100.00

Budget Balance: -7,039.51

Unapproved Requisitions: 0.00

Fund Balance:

Submit Current Requisition

Submit All Requisitions

Print Requisition

Copy Requisition


0 Unsubmitted

Recall Submitted Requisition

Quantity

In the Quantity section enter how many of that item you are requesting. Once that is entered hit the Tab Key to move onto the Unit Price.

Welcome, JOSEPH MOHNING!Log Out

 **Web Link**

HomeData EntryEmployee InformationSettingsHelp

Requisition Entry

Approval Tree IDMASTER

Requisition Number

Vendor IDABCBOOSTER

Requisition Amount

Requisition Date1/7/2020

Expected Date1/7/2020

Requisition Description

Ship To Address IDMMCDISTRIC

Employee IDMOHNINJOSE

Cancelled☐

ABC BOOSTER CLUB

Last Check Date: 06/30/2009

Your Comment

Comments	User Name	Date Updated
No records to display.		

Detail Information

+ Add Rows

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Amount	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete

Distributed: 0.00






Remaining: 0.00

Unapproved Requisitions:

Account Description: None

Budget Balance:

Fund Balance:



Submit Current Requisition

Submit All Requisitions

Print Requisition

Copy Requisition

0 Unsubmitted

Recall Submitted Requisition

Unit Price

Enter the price per unit for the items selected. Once the unit price is entered hit the Tab Key to calculate the Amount total.

Welcome, JOSEPH MOHNING!Log Out

SU software unlimited
school accounting system

Web Link

HomeData EntryEmployee InformationSettingsHelp

Requisition Entry

Approval Tree IDMASTER

Requisition Number

Vendor IDABCBOOSTER

Requisition Amount

Requisition Date1/7/2020

Expected Date1/7/2020

Requisition Description

Ship To Address IDMMCDISTRIC

Employee IDMOHNINJOSE

Cancelled☐

ABC BOOSTER CLUB

Last Check Date: 06/30/2009

Your Comment

Comments

User Name

Date Updated

No records to display.

Detail Information

+ Add Rows

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Amount	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				5.0000	<input type="text"/>		Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							Delete

Distributed: 0.00

Account Description: None

Remaining: 0.00

Budget Balance:

Unapproved Requisitions:

Fund Balance:

+

Submit Current Requisition

Submit All Requisitions

Print Requisition

Copy Requisition

0 Unsubmitted

Recall Submitted Requisition

Submitting Request

If you left the Requisition Amount blank at the beginning you may now go back and enter the calculated amount at the bottom of the screen.

If you need to enter additional items you may repeat the previous instructions until all items have been entered.

Once all items have been entered and the total Requisition Amount is completed you may now submit your request.

To Submit the Request click the Blue/White "Submit Current Requisition"

The screenshot shows the 'Requisition Entry' form in the SU software Web Link interface. The form includes fields for Approval Tree ID (MASTER), Requisition Number, Vendor ID (MARCUSLUMB), Requisition Amount (25.00), Requisition Date (11/25/2019), Expected Date (11/25/2019), Requisition Description (Classroom Supplies), Ship To Address ID (MMCDISTRIC), and Employee ID (MOHNINJOSE). A 'Cancelled' checkbox is also present. To the right, there is a section for 'MARCUS LUMBER COMPANY' with details like BOX 666, MARCUS IA 51035, and Last Check Date: 11/18/2019. Below this is a 'Your Comment' field with 'Special Instructions' and a 'Comments' section with 'No records to display.' At the bottom, there is a table with columns: Print, Post, Account Number, Detail Description, Item Number, and Quantity. The table contains one row with a quantity of 10.0000. Below the table, there is a summary section with 'Distributed: 25.00', 'Account Description: HIGH SCHOOL - SUPPLIES', 'Remaining: 0.00', 'Budget Balance: -3,125.62', and 'Unapproved Requisitions: Fund Balance:'. At the very bottom, there are buttons for 'Submit Current Requisition', 'Submit All Requisitions', 'Print Requisition', 'Copy Requisition', and 'Recall Submitted Requisition', along with a status indicator '0 Unsubmitted'.

Home

Requisition Entry

Approval Tree ID: MASTER

Requisition Number:

Vendor ID: MARCUSLUMB

Requisition Amount: 25.00

Requisition Date: 11/25/2019

Expected Date: 11/25/2019

Requisition Description: Classroom Supplies

Ship To Address ID: MMCDISTRIC

Employee ID: MOHNINJOSE

Cancelled: ☐

MARCUS LUMBER COMPANY
BOX 666
MARCUS IA 51035
Last Check Date: 11/18/2019

Your Comment: Special Instructions

Comments: No records to display.

Detail Information

Print	Post	Account Number	Detail Description	Item Number	Quantity
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0109 1000 100 0000 612	2x4s		10.0000
<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"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Distributed: 25.00
Account Description: HIGH SCHOOL - SUPPLIES

Remaining: 0.00
Budget Balance: -3,125.62

Unapproved Requisitions: Fund Balance:

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

Web Link

Home

Requisition Entry

Approval Tree ID

MASTER

Requisition Number

Vendor ID

MARCUSLUMB

Requisition Amount

25.00

Requisition Date

11/25/2019

Expected Date

11/25/2019

Requisition Description

Classroom Supplies

Ship To Address ID

MMCDISTRIC

Employee ID

MOHNINJOSE

Cancelled

☐

MARCUS LUMBER COMPANY

BOX 666

MARCUS IA 51035

Last Check Date: 11/18/2019

Your Comment

Special Instructions

Comments

No records to display.

Detail Information

Print	Post	Account Number	Detail Description	Item Number	Quantity
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0109 1000 100 0000 612	2x4s		10.0000
<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"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Distributed: 25.00

Account Description: HIGH SCHOOL - SUPPLIES

Remaining: 0.00

Budget Balance: -3,125.62

Unapproved Requisitions:

Fund Balance:

Submit Current Requisition

Submit All Requisitions

Print Requisition

Copy Requisition

0 Unsubmitted

Recall Submitted Requisition

In order to do that you would need to select the Blue/White “Copy Requisition” option at the bottom of the screen and a new window will popup.

Copy Requisition - Continued

The first popup screen will ask if you saved the current Requisition. If you leave everything blank and click Ok it will move you onto the next screen.

Welcome, JOSEPH M

SU software unlimited school accounting system Web Link

Home Data Entry Employee Information

Requisition Entry

Approval Tree ID

Requisition Number

Vendor ID

Requisition Amount

Requisition Date

Expected Date

Requisition Description

Ship To Address ID

Employee ID

Cancelled ☐

Your Comment

Comments

User Name

Date Updated

No records to display.

Did you save the current Requisition?
If so, press OK to continue.

OK Cancel

Detail Information

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price
<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"/>					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

Distributed: 0.00 Remaining: 0.00 Unapproved Requisitions: 0 Unsubmitted

Account Description: Budget Balance: Fund Balance:

Submit Current Requisition Submit All Requisitions Copy Requisition Recall Submitted Requisition

Copy Requisition - Continued

The second popup screen will ask for the Old Requisition Number.

If you know the old number you may enter it, if not, click the Binoculars and it will popup past Requisitions that you have submitted. You may then select the old Requisition to copy.

Web Link

Requisition Entry

Approval Tree ID:

Requisition Number:

Vendor ID:

Requisition Amount:

Requisition Date:

Expected Date:

Requisition Description:

Ship To Address ID: MMCDISTRIC

Employee ID: MOHNINJOSE

Cancelled: ☐

Your Comment:

Copy Requisition

Old Requisition Number:

New Requisition Number:

Requisition Number	Requisition Description	Requisition Amount	Expected Date	Vendor ID	Vendor Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY20-0025	MATH CURRICULUM	153.59	01/02/2020	CARPENTERS	CARPENTERS INTERNATIONAL
MMC-00001	TEST	200.00	11/30/2019	AMAZON	AMAZON CAPITAL SERVICES

Submit Current Requisition Submit All Requisitions Copy Requisition 0 Unsubmitted Recall Submitted Requisition

Copy Requisition - Continued

Once the Old Requisition Number is entered you may click the Save (Blue Disk) to move on.

Please do not enter a New Requisition Number as the system will assign the correct number for you.

Web Link

HomeData EntryEmployee Information

Your Comment

Copy Requisition

Old Requisition NumberMMC-00001

New Requisition Number

Save

Remaining: 0.00
Budget Balance:

Unapproved Requisitions:
Fund Balance:

Copy Requisition - Continued

After the copy has been created please verify the information is correct or edit the information that needs to be changed. Once the information has been verified and edited you may “Submit Current Requisition”

Welcome, JOSEPH MOHNING!Log Out

SU software unlimited school accounting systemWeb Link

HomeData EntryEmployee InformationSettingsHelp

Requisition Entry

Approval Tree IDMASTER

Requisition NumberFY20-0032

Vendor IDAMAZON

Requisition Amount200.00

Requisition Date1/18/2020

Expected Date1/30/2020

Requisition DescriptionTEST

Ship To Address IDMMCDISTRIC

Employee IDMOHNINJOSE

Cancelled☐

AMAZON CAPITAL SERVICES
PO BOX 689020
DES MOINES IA 50368-9020
Last Check Date: 12/16/2019

Your Comment

Comments

User Name

Date Updated

No records to display.

Detail Information

+ Add Rows

Print	Post	Account Number	Detail Description	Item Number	Quantity	Unit Price	Amount	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0000 2510 000 0000 618	Calendars		1.0000	25.0000	25.00	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10 0000 2510 000 0000 618	Folders		100.0000	1.7500	175.00	Delete

Distributed: 200.00

Account Description:

Remaining: 0.00

Budget Balance:

Unapproved Requisitions:

Fund Balance:

Submit Current Requisition

Submit All Requisitions

Print Requisition

Copy Requisition

1 Unsubmitted

Recall Submitted Requisition

Submitted Requests

- Once your Requisition is submitted it will then be approved or rejected and an email will be sent notifying you.
- If you want to track your request you can select Requisition Status under the Data Entry option
- If your Requisition is approved you will receive an email of the Purchase Order that can be printed and used to complete the purchasing process.
- If the School Credit Card is needed to complete the purchase please bring the copy of the purchase order with you to get the credit card from the Business Office.

Questions/Comments???

- If you ever have any questions or comments please do not hesitate to ask the Business Office for assistance