



Monticello Community School District

Web Link

Requisition Status Instructions

Web Link Address: <https://wl.sui-online.com/MonticelloIA>

The Requisitions Status option is used to view and check the approval status of the requisitions that have been entered and submitted. Changes cannot be made to requisitions from within the Requisition Status option.

To view the status of your saved and/or saved and submitted requisitions:

- Select the **Data Entry** menu and then **Requisition Status**:
- The screen will appear listing all requisitions that you have entered and have not yet been approved. To see ALL requisitions you have done, make sure you click on the filter button next to cancelled and select “no filter” and do the same for Purchase Order Number, select “no filter”. You should then see any requisitions that have been approved and converted to purchase orders, rejected, or cancelled.

The screenshot shows the SUI Software Unlimited web link interface. The top navigation bar includes 'Data Entry', 'Employee Information', 'Reports', 'Settings', and 'Help'. The main table displays requisition details with columns for Req Num, Vendor Name, Req Date, Amount, and status checkboxes for Approved, Rejected, Submitted, and Cancelled. A callout box highlights requisition 1014, which is marked as 'Submitted' but not 'Approved'.

Req Num	Vendor Name	Req Date	Amount	Approved	Rejected	Submitted	Cancelled	PO Num
1001	SCHOOL SPECIALTY, INC.	01/16/2013	3,421.95	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1002	SCHOOL SPECIALTY, INC.	01/16/2013	120.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1003	SCHOOL SPECIALTY, INC.	01/16/2013	150.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1004	125TH CELEBRATION	01/28/2013	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1011	4-H/CCI OFFICE	01/31/2013	61.80	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1012	2ND WIND EXERCISE EQUIPMENT	01/31/2013	61.80	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1013	SCHOOL SPECIALTY, INC.	02/12/2013	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1014	SCHOOL SPECIALTY, INC.	02/12/2013	1,213.43	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Approved	Rejected	Actual	Primary	Alternate	Sequence	Result Date
<input type="checkbox"/>	<input type="checkbox"/>		RHONDA PETERSON	JARED OLSON	1	

Comments	User Name	Date Updated
No records to display.		

- To view the detailed status of a requisition, click once on the **Req Number**.
- The lower section will show the location of your requisition in the approval process.

Req Num	Vendor Name	Req Date	Amount	Approved	Rejected	Submitted	Cancelled	PO Num
1001	SCHOOL SPECIALTY, INC.	01/16/2013	3,421.95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1002	SCHOOL SPECIALTY, INC.	01/16/2013	120.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1003	SCHOOL SPECIALTY, INC.	01/16/2013	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
1004	125TH CELEBRATION	01/28/2013	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1011	4-H/VCCI OFFICE	01/31/2013	61.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1012	2ND WIND EXERCISE EQUIPMENT	01/31/2013	61.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1013	SCHOOL SPECIALTY, INC.	02/13/2013	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1014	SCHOOL SPECIALTY, INC.	02/12/2013	1,213.43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved	Rejected	Actual	Primary	Alternate	Sequence	Result Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RHONDA PETERSON	RHONDA PETERSON	JARED OLSON	1	02/13/2013

Comments	User Name	Date Updated
Please reduce by \$25.00.	RHONDA PETERSON	02/13/2013

Instructions to reduce and re-submit.

- You should receive an e-mail notification if your requisition is approved or rejected. If your requisition is rejected, it may include a comment with instructions to make changes, reductions, etc. and resubmit.

To edit and resubmit a rejected requisition:

- Select the **Data Entry** menu and then **Requisition Entry**.
- Click on the binoculars icon next to the **Requisition Num** field.
- A search box will open listing your saved/un-submitted or rejected requisitions.
- Double click on the **Requisition Number** of the requisition you want to edit. The requisition will open in the entry screen.
- Click on the **View/Edit Comments** button to see what changes need to be made.
- If you need to change the quantity of an item, click once on the detail line and then click on Edit to the left of the account number. The edit detail screen will open and you can make changes to account number, quantity, unit price, etc. Click **Save**.
- If you need to delete an item completely, click once on the detail line and then click on Delete to the right of the amount. A message box will open asking if you are sure you want to delete the selected item.
- If you want to add a comment about the changes you have made, click on the **View/Edit Comments** button, then click on **Create/Edit Your Comment**.
- Important!! When you have made all of your changes, click the **Submit** button on the bottom.