

Web Link Modern Experience Instructions for Monticello Community School District

Logging In:

- Access Web Link modern experience at the address noted below.
Web Link Address: <https://MonticelloIA.app.su-inc.com>
- Enter your user ID and password; then click the **Sign in** button.
 - **User ID field:** Your user ID is the first 4 letters of your last name and the first 4 letters of your first name. Example: Jane Johnson's user ID is JOHNJANE.
 - **Password field:** Enter your password. (**Initially**, your password will be the last 4 digits of your social security number. We recommend that you change your password after initially logging in by selecting the profile icon (located in the upper right corner of the screen) and then **Change Password.**)

To login, enter your user ID and password; then click the **Sign in** button.

Click the **Google** or **Microsoft** buttons to sign in using a Single Sign-On (SSO) login, if applicable.

Entering Requisitions:

- Select the **Requisitions** menu (or select the **Requisitions** menu and then **Requisitions**).
- Click the **New** button.

Requisition - Unsubmitted Amount: 79.90

Approval Tree
SUPPLIES

Requisition Number
15

Vendor
OFFICEPROF

Date
11/19/2026

Expected Date
11/25/2026

Description
Office Supplies

Ship To

Employee
SMITCAR

The Office Professional
985 Olson Blvd
Round Rock, TX 78680

Sales Tax ID:
Last Check Date: 10/20/2026
W9 Sent Date:
W9 Received Date:
Customer ID:
Default Payment Method: Check

Approval Status

- 1 Becky Sampson
- 2 Carolyn Smith
- 3 William Johnson

Viewing: Comments

Add Comment

Carolyn Smith commented 08/12/2026 08:27 AM
For central office use

Details Shipping

Print	Post	Account Number	Description	Item Number	Cost Center	Quantity	Unit Price	Unit Description	Amount	Bids	URL
☒	☒	10 2521 000 411	#10 Envelopes w/o window; 500 in box	901- WW10ES		10.00	7.99	Each	79.90	Q	
☒	☒								0.00	Q	

Delete Copy Print Save Submit

- Complete the header information of the requisition:
 - **Approval Tree field:** Select the appropriate approval tree to use.
 - **Requisition Number field:** Leave blank to have the system automatically assign the next available requisition number once the requisition is saved.
 - **Vendor field:** Enter the vendor from whom the goods or services will be ordered or purchased.
 - **Date field:** Enter the date of the requisition.
 - **Expected Date field:** Enter the date the goods or services are expected to be received.
 - **Description field:** Enter a summary description for what is included on the requisition.
 - **Ship To field:** If applicable, enter the ship to address to stipulate where the order should be sent.
 - **Employee field:** Enter the ID for the employee who is requesting the goods or services.
 - **Comment field:** Enter any additional information for the requisition if needed. **Do not add a URL or website link here!**
- Complete the detail information of the requisition:
 - **Account Number field:** Enter the account number to be expensed for the line item (typically, an expense account).
 - **Description field:** Enter a description for the line item.
 - **Item Number field:** Enter the item number or stock number, if desired.
 - **Quantity field:** Enter the quantity of the item to order.
 - **Unit Price field:** Enter the cost of one unit of the item.
 - **Unit Description field:** Enter the unit of the item to order, such as *EA* for *Each* or *DOZ* for *Dozen*.
 - **Amount field:** Enter the amount for the line item.
 - **URL field:** If desired, enter the website address/link for the item.
 - Repeat above steps to enter additional detail line items for the requisition.
- If desired, click the **Shipping** button to enter shipping proportionately among multiple line items already entered; when prompted, enter the description and amount for the shipping, and then click the **Apply** button. The system will expense the shipping amount proportionately and list a second line for each expense account with the proportionate amount.
- Click the **Save** button to save the requisition.
- If desired, click the **Print** button to print the requisition form for the current requisition displayed.
- Submit the requisition at this time by clicking the **Submit** button, or wait until all requisitions have been entered, and then submit the requisitions all at once.

- After all requisitions have been entered, click the **X** to close the entry screen, and if needed, to submit one or more requisitions from the Requisitions screen, select the unsubmitted requisitions and then click the **Submit** button at the top of screen.

Viewing a Requisition and Checking Requisition Status:

- Select the **Requisitions** menu (or select the **Requisitions** menu and then **Requisitions**).
- The requisitions previously entered by the user in the last six months display showing the applicable status, along with the purchase order number if a requisition was converted to a purchase order. If needed, change the filters to modify the requisitions listed on the screen.
- To view the details included on a requisition or the status of approvers, click the **More (...)** button to the right of the requisition and select **View/Edit**, or double-click on the requisition.
- The approval information will appear in the Approvals Status section.
- If desired, to view more details regarding the approval statuses in addition to the comments for the requisition, select **Comments & Activity Log** in the Viewing field.
- After viewing the requisition, click the **X** to close.

Requisitions									
Requisitions		Approvals							
Last 6 months		New							
0 Item(s) Selected		Submit							
Number	Vendor	Date	Amount	Docs	Status	PO Number			
18	Teachers Pet, The	03/19/2026	282.42		Unsubmitted				...
17	Paper Company, The	03/01/2026	150.00		Pending				...
16	Office Professional, The	04/01/2026	70.00		Rejected				...
15	Office Professional, The	11/19/2025	79.90		Approved				...

Double-click on the desired requisition to view the status of the approvers and comments.

Check History/Reimbursements									
Check Number	Check Date	Check Amount							
103	10/20/2025	1,632.85							View
1388	09/20/2025	1,632.85							View
1359	08/20/2025	1,647.85							View
1324	07/20/2025	1,647.85							View
1299	06/20/2025	1,647.85							View
1272	05/20/2025	1,647.85							View
1244	04/15/2025	1,647.85							View
1224	03/20/2025	1,647.85							View
1187	02/20/2025	1,647.85							View
1161	01/20/2025	1,647.85							View
1141	12/20/2024	1,647.85							View
1113	11/20/2024	1,647.85							View
1075	10/20/2024	1,647.85							View
1055	09/20/2024	1,647.85							View
1032	08/20/2024	1,647.85							View
1008	07/20/2024	1,647.85							View

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

- To view the detail information included on a check or direct deposit stub and/or print a copy, click the **View** link or double-click on the check or stub.
- The check or direct deposit stub displays on the screen in a new browser tab.
- After viewing the check or direct deposit stub, close the tab.

Reports:

- Select the **Reports** menu.
- Locate the group containing the report to print, or enter text to search for in the Quick Search field.
- To view the reports within a group, click the caret to expand the record for the group, or double-click on the group.
- Click the **View** link to the right of the report to generate, or double-click on the report.
- Complete the applicable report printing options:

The screenshot shows the 'Report Printing Options' form. At the top, there are buttons for 'Generate to PDF', 'Download to Excel', and an Adobe Reader icon. Below these, the 'Report Name' is 'Balance Sheet'. The 'Report Selection Description' is set to 'Monthly'. A callout points to the 'Generate to PDF' button, stating: 'After completing the desired report printing options, click the **Generate to PDF** button to preview the report on the screen in a PDF file format.' Below this is a 'Clear Parameters' button. The 'Variable Fields' section shows 'Processing Month' set to '07/2019'. The 'Report Parameters' section has fields for 'Accounts to Include', 'Active Chart of Account Number', and 'Fund Number', each with 'From' and 'To' sub-fields. A callout points to the 'Accounts to Include' field, stating: 'To search for records for a parameter, click the **Search** button.' Below the parameters is a 'Sub Heading' field and a 'Copy Choices' button. At the bottom, there are checkboxes for 'Print Negative Numbers in Red' (unchecked) and 'Include PageHeader/Footer' (checked).

- **Report Selection Description field:** Specify the desired type of the report to print.
- **Variable Fields section:** Specify the variable values to determine what information to print on the report. If the variable field is for a date or month, be sure to key the slashes (or dashes).
- **Report Parameters section:** Specify the ranges or select only certain records 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, and then after all the desired records are selected, click the **Select** button.

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.
 - 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, 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.
- **Sub Heading field:** Enter a description to use as a sub title for the report, or 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.
- **Optional Fields section:** If applicable, select any optional field and the corresponding label field to print on the report.
- Click the **Generate to PDF** button to preview the report on the screen in a PDF file format.

Miscellaneous Tips:

- You must have the web browser on your computer set to allow pop-up windows in order to use all functions properly. **Contact your Technology Coordinator for assistance with allowing pop-ups.**
- When exiting, always click the **Logout** option by selecting the profile icon in the upper right corner of the screen (the circle with the user's initials) and then **Logout** to ensure your user ID does not get "locked" by the system (act as though you are still logged in).
- For additional tips on refining your search results and changing filters to maximize efficiency, click the **Help (?)** icon (located in the upper right corner on most screens) and select **Tips**.