

Web Link Setup Checklist

Follow the steps below to set up and utilize the Web Link module.

Step 1: Install Web Link

- Install the Web Link program on the school district's web server following the Web Link Installation Instructions below.

Web Link Installation Instructions:

<https://docs.su-inc.com/sales/pdf/SQL-WLInstallationInstructions.pdf>

Note: This step is not applicable for those school districts using the School Accounting System-Online version.

Step 2: Activate Web Link

- Activate the Web Link module within the School Accounting System following the instructions provided at the Web Link training, or else contact the Marketing Department for assistance in activating the module.

Step 3: Complete Web Link Setup Options

- Complete the Web Link Setup Options option in the School Accounting System.

Step 4: Set Up System for Emailing Notification Messages, If Desired

- If desired, set up the system to send email messages for the automatic password retrieval option or multi-factor authentication in Web Link, and notification email messages for requisitions, receivings, leave requests, employee information changes, and uploaded documents, by completing the following:
 1. Open the Email Manager option and then do the following:
 - Click the **General Options** tab, and then select the Enable Email Manager field and complete the remaining fields (if not already done).
 - Click the **Email Addresses** tab, and add an email address to use when emailing the various notification emails.
 - Click the **Accounts Payable** tab, and complete the Requisition Options section and the Receiving Options section, if applicable.
 - Click the **Web Link** tab, complete the General Options section and the Leave Request Options section, if applicable.
 2. Verify that the employees who will be using Web Link have a valid email address entered in the Employee File with the appropriate usage field(s) selected, if applicable. The usages do not have to be selected for the automatic password retrieval option or multi-factor authentication for Web Link, but the Other Communication usage field must be selected in order for an email address to be used for the other notification messages. If needed, email addresses for employees can be imported; also, the Adjust Email Addresses option can be utilized to update the usage fields for the email addresses for employees.

Step 5: Complete Requisitions Setup Checklist, If Applicable

- If users will have access to enter requisitions in Web Link, complete the steps below from the Requisitions Setup Checklist to implement using requisitions in the School Accounting System and Web Link if not previously done.

Note: If requisitions will not be tracked within the School Accounting System (and Web Link) but purchase orders will be entered, complete items 1, 2, and 3 (below) in order to define account groups, vendor groups, and ship to addresses for use with purchase orders, if desired.

1) Define Account Groups, If Desired

- If desired, account groups can be set up in order to allow users to enter (use) only certain account numbers when entering requisitions.

2) Define Vendor Groups, If Desired

- If desired, vendor groups can be set up in order to allow users to enter (use) only certain vendors when entering requisitions.

3) Define Ship To Addresses, If Desired

- If desired, ship to addresses can be set up if merchandise will be delivered (shipped to) different locations within the organization, or if the system will automatically assign the next available requisition numbers and different prefixes will be used with the numbers (for example, the ship to address for West High School will use a prefix of "WEST" so that all requisitions tied to West High School are assigned a requisition number starting with WEST, such as WEST0001, WEST0002, etc.). Users can be tied to ship to addresses so that the requisitions (and purchase orders, if applicable) entered by the user must be assigned to one of the designated ship to addresses, and the user will only be able to convert requisitions to purchase orders that are tied to the designated ship to addresses.

Note: A prefix for the requisition numbers can also be defined within the Accounts Payable System File, if needed (for example, if only one prefix is used for all requisition numbers).

4) Complete Requisition Options

- Complete the Requisition Options option in Accounts Payable, including defining the necessary approval trees to be used by the school district.

Tip: Users may need to be defined for the approvers included on approval trees; if needed, refer to Step 8 below for adding new users.

Step 6: Complete Leave Requests Setup Checklist, If Applicable

- If users will have access to enter leave requests in Web Link, complete the steps below from the Leave Requests Setup Checklist.

Note: If leave requests will not be utilized but the users will have access to view their leave balances in Web Link, complete item 3 (below) in order to define which leaves display in Web Link.

1) Define Employee Groups

- Employee groups must be set up for use with leave requests in order to group employees together with a group manager designated for approving their applicable leave requests. If needed, employee groups can also be defined to allow users to enter leave requests for others within Web Link.

Note: There must be at least one employee group defined for use with approving leave requests, even if only specific users will be approving leave requests (and not the group manager).

2) Complete Leave Request Options

- Complete the Leave Request Options option in Payroll, including defining the necessary approval paths to be used by the school district.

Tip: Users may need to be defined for the approvers included on approval paths (and those entering substitutes, if applicable); if needed, refer to Step 8 below for adding new users.

3) Complete Applicable Fields for Leaves

- In the Leave File, complete the following information for the applicable leaves:

1. On the General tab, select the Warn if Negative Balance field to display a warning message when an entry takes the employee into a negative balance for the leave. A checkmark will appear in the box if this field is selected. If the field is selected, a warning message displays in Payroll when making entries for pay period entries and employee absences, and in both Payroll and Web Link, when entering and approving leave requests and FMLA leave requests.
2. On the Web Link Leave Options tab, select the Display in Web Link Leave Balances Option field if users will have access to view the balances for the leave in Web Link. A checkmark will appear in the box if this field is selected.
Note: To have a leave not display in Web Link for a particular employee (and also not print on the check stub for the employee), select the Hide on Check & in Web Link field on the Leaves screen in the Employee File in Payroll for the desired employee and leave.
3. On the Web Link Leave Options tab, 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.

4. On the Web Link Leave Options tab, complete the Additional Leave Request Fields section to include additional fields on the screen when entering leave requests for the leave.

4) Add Events in Manage Calendar Option, If Desired

- If desired, use the Manage Calendar option to add events (such as holidays or closures) to the calendar that displays within the various leave request options.

Step 7: If Using Check Writing Software for Checks, Verify Applicable Fields Completed

- **Only for school districts who use a check-writing software to print checks**, if users will have access to view their check history and reimbursements in Web Link, do the following:
 1. In the Check Writing Software option in Payroll, verify the following fields are completed: Employee Check Format for Viewing field and Payee Check Format for Viewing field. If the fields are not completed, create new formats within the Check Setup - Employees and Check Setup - Payees options for use with viewing checks in Web Link (do not define the new formats as a default for any checking account) and then complete the fields within the Check Writing Software option.
 2. In the Check Writing Software option in Accounts Payable, verify the following field is completed: Check Format for Viewing field. If the field is not completed, create a new format within the Check Setup - Vendors option for use with viewing checks in Web Link (do not define the new format as a default for any checking account) and then complete the field within the Check Writing Software option.

Step 8: Define Users for Web Link Access

- Define the users to have access to the applicable options in Web Link by changing the desired users within the User Security option in the School Accounting System and adding new users if needed.

Note: If desired, utilize the Add Employees as Web Link Users option to create new users for employees with access to the Web Link module, or use the View/Adjust Users option to update (add or remove) rights to the Web Link module for existing users. The Add Employees as Web Link Users option and the View/Adjust Users option are available from within the User Security option in the School Accounting System.

Tip: If you will be allowing all employees to access one or two options in Web Link, but only a few employees will be allowed to complete other additional options, utilize the Add Employees as Web Link Users option to set up all employees for the appropriate options in Web Link; then manually make the necessary changes for the additional Web Link access options directly in the User Security option for the applicable users.

- Refer to the Sample User Setups for Web Link on **Handout #3** for examples of users you may want to set up for access to Web Link and the settings to define the rights for each.

Tip: If desired, define the policy and complexity of passwords used with the School Accounting System and Web Link by completing the Password Policy tab (screen) in the System File from within the School Accounting System.

Step 9: Verify Web Link Options

- Log into Web Link to verify the appropriate options are set up and working properly.

Tip: SUI recommends to verify several different users to ensure only the appropriate options and/or reports are available in Web Link for each user.

Step 10: Print and Distribute Web Link Instructions to Users (Employees)

- Print the Web Link Instructions for Users report (accessed from the **Reports** menu within the User Security option in the School Accounting System) and distribute to the users (employees). See **Handout #4**. The Web Link Instructions for Users report includes the website address to access Web Link, the ID and password for the user, the options and reports available in Web Link for the user, and tips for using Web Link.

Note: Users must have the web browser on their computers 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. **Contact your Technology Coordinator for assistance with allowing pop-ups.**

Tip: SUI recommends that you advise all users (employees) to change their password after initially logging into Web Link.

Step 11: Users (Employees) Access and Utilize Web Link

- Users (employees) access and utilize the options available within Web Link.

Tip: When navigating in Web Link, use the **Tab** key or mouse to move from field to field, and when exiting Web Link, always click the **Logout** option on the menu bar to ensure your user ID does not get "locked" by the system (act as though you are still logged in). Also, if users will have rights to enter purchase orders and/or cash receipts, remember that the purchase order and cash receipt batches can only be posted from within the School Accounting System.

Step 12: If Applicable, Complete the Room Inventory Setup and Completion Checklist As Needed

- If your organization has licensed the Fixed Asset Inventory module, complete the Room Inventory Setup and Completion Checklist as needed (for example, yearly or semi-annually), in order to complete an inventory of the assets in Fixed Asset Inventory using the Room Inventory option in Web Link. See **Handout #5**.

Web Link Setup Options

The Web Link Setup Options option is only available if the organization has licensed the Web Link module, and can only be accessed by those users defined as a supervisor, database administrator, or Web Link administrator (within the User Security option). 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 within the User Security option as a supervisor, database administrator, or Web Link administrator have access to 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.
 - 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.
 - Complete the Login Information section:
 - Enter the number of attempts users can make to access the Web Link module in which the login information (such as the ID, password, or multi-factor authentication code, if applicable) 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**.

The screenshot shows the 'sas Web Link Setup Options' window with the 'General Options' tab selected. The 'Miscellaneous' section contains fields for 'Web Link Address', 'Inactivity Timeout (Minutes)' (set to 120), 'Login Information' (with 'Lockout User After (Attempts)' set to 5 and 'Invalid Login Attempts in (Minutes)' set to 15), and 'Email Information'. The 'Informational Message to Display' section has a text area with the message 'Please contact Carolyn Smith in the Business Office with any questions.' and a callout box stating: 'In this field, enter a message to display on the Home screen in Web Link.' On the right, there are two tables: 'Connected Web Link Users' with columns for User ID, User Name, IP Address, and Last Activity; and 'Locked Users' with columns for User ID and Time Locked. A callout box points to the 'Connected Web Link Users' table with the text: 'The users who are currently logged into Web Link (if any) display here.' Another callout box points to the 'Locked Users' table with the text: 'If a user is locked out due to having too many failed attempts in the specified number of minutes, they will be listed here.' At the bottom right, there are checkboxes for 'Prevent New Web Link Logins' and 'Disconnect Existing Web Link Logins', and a 'Maintenance Message to Display' text area with the message 'Web Link is down for maintenance. Please access Web Link later. Thank you.' A 'Refresh' button is located at the bottom left of the window.

Diagram A

- o 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 invalid information (as 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**.
Tip: An alert will display on the main screen of the School Accounting System for supervisors, database administrators, and Web Link administrators when a user is locked out of Web Link.
- o In the Multi-Factor Authentication Passcode for Login field, enter the option (**None**, **Require Every Time**, or **Require for New Devices**) for using multi-factor authentication when logging into Web Link. To not use multi-factor authentication when logging into Web Link, select **None**. To have a passcode emailed to a user each time a user logs in and then require that passcode to be entered in order to log into Web Link, select **Require Every Time**. To have a passcode emailed to a user only when a user logs into Web Link from a new device (which is a device that has not been marked to be remembered by the user or has not been used to access Web Link by the user in the past 60 days) and then require that passcode to be entered in order to log into Web Link, select **Require for New Devices**.
Note: If multi-factor authentication will be used (either **Require Every Time** or **Require for New Devices** is selected in this field), the passcode emailed to the user is only valid for 30 minutes.
- 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) complete the General Options tab (if not already completed) by selecting the Enable Email Manager field and completing the remaining fields; 2) if needed, on the Email Addresses tab, add an email address to use for the notification emails; and 3) 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.
Tip: An alert will display on the main screen of the School Accounting System for supervisors, database administrators, and Web Link administrators when a user is locked out of Web Link.
- 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.

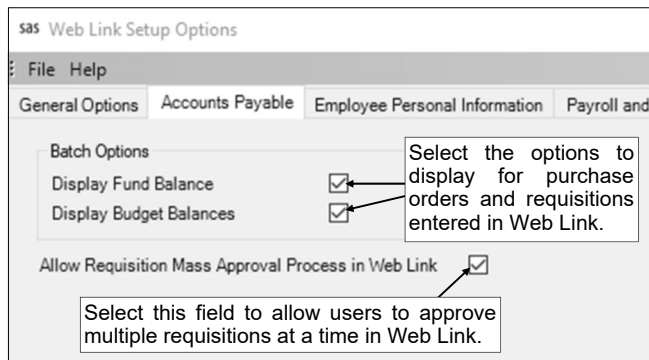


Diagram B

- 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.
- b. If desired, select the Allow Requisition Mass Approval Process in Web Link field to allow users to process multiple requisition approvals at once from within the Web Link module; or else leave the field unselected to only allow users to process one requisition approval at a time. A checkmark will appear in the box if the field is selected.

Note: If this field is selected, users are able to approve (or reject) multiple requisitions at once without viewing the details for the requisitions; this is applicable for approving requisitions from within the Web Link module only (the ability to process multiple requisition approvals at once is always available from within the Accounts Payable module).

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.
 - 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

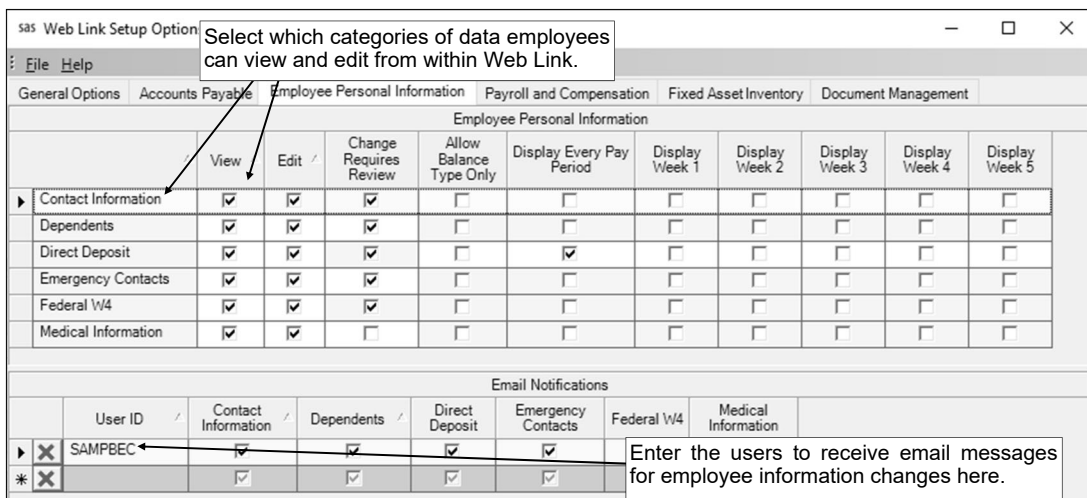


Diagram C

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: For Direct Deposit or Federal W4, the Change Requires Review field is selected by default and cannot be changed if the category is defined to be edited.

- 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) complete the General Options tab in the Email Manager option (if not already completed) by selecting the Enable Email Manager field and completing the remaining fields; 2) if needed, on the Email Addresses tab in the Email Manager option, add an email address to use when emailing the notifications for employee information changes; 3) complete the Email Address ID field in the General Options section on the Web Link tab in the Email Manager option (if not already completed); and 4) 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 settings for viewing leaves, checks, W2s, and 1095s in Web Link.

Diagram D

- 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 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**.

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.

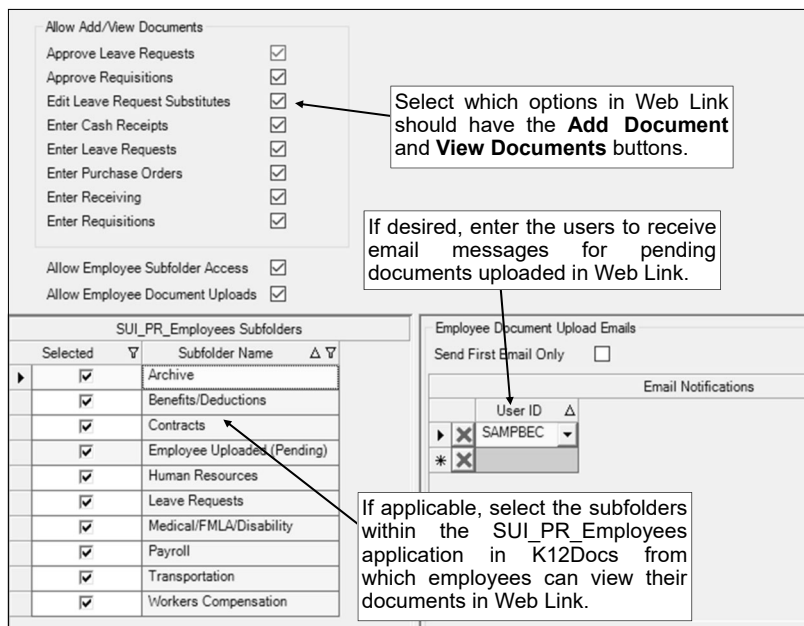


Diagram F

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. Select the Allow Employee Subfolder Access field to let employees view their employee documents in Web Link that are saved (filed) in K12Docs. A checkmark will appear in the box if the field is selected.
- c. If the Allow Employee Subfolder Access field is selected, the Allow Employee Document Uploads field is enabled. If applicable, select the Allow Employee Document Uploads field to permit employees to upload documents in Web Link that need to be filed in their employee folder in K12Docs. A checkmark will appear in the box if the field is selected.

Note: If this field is selected, employee documents uploaded in Web Link will need to be indexed and filed to K12Docs using the Process Employee Uploaded Documents option in Payroll and/or Human Resources.

- d. The SUI_PR_Employees Subfolders List appears if the Allow Employee Subfolder Access field is selected. If applicable, 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.

Tip: The Employee Uploaded (Pending) subfolder, which is used with uploading employee documents, appears in the list and will be disabled; it will be selected by default if the Allow Employee Document Uploads field is selected.

- e. The Employee Document Upload Emails section appears if the Allow Employee Subfolder Access field is selected, and the section will be enabled only if the Allow Employee Document Uploads field is selected. If applicable, complete the Employee Document Upload Emails section to send users email notification messages when employee documents are uploaded in Web Link and are waiting to be filed to K12Docs.

Tip: The notification emails for pending employee documents 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 documents pending.

- If desired, select the Send First Email Only field to only send one notification email to each user listed in the Email Notifications List until the user accesses the Process Employee Uploaded Documents option in Payroll. Regardless of the number of documents uploaded, only one email is sent (per user) when the *first* document is pending; then once a user accesses the Process Employee Uploaded Documents option in Payroll, the system initiates another notification email when the next document is uploaded. A checkmark will appear in the box if the field is selected.
- Enter the users who are to receive email notification messages for uploaded employee documents that are pending. To add a user, complete the blank line (indicated with an asterisk) at the bottom of the Email Notifications List by entering the ID of the user to receive an email notification in the User ID field, or clicking the **down-arrow** button to select the correct one. If applicable, repeat these steps until all the users have been added. If needed, 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**.

Note: In order to send notification emails for pending employee documents to a user entered in this list, complete the following: 1) complete the General Options tab in the Email Manager option (if not already completed) by selecting the Enable Email Manager field and completing the remaining fields; 2) if needed, on the Email Addresses tab in the Email Manager option, add an email address to use when emailing the notifications for pending documents; 3) complete the Email Address ID field in the General Options section on the Web Link tab in the Email Manager option (if not already completed); and 4) 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.

13. Click the **Save** button.

Email Manager

The Email Manager option includes the information required to send emails from within the School Accounting System and the applicable add-on modules.

Some of 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; emailing multi-factor authentication messages; employee personal information change notification emails; receiving and requisition notification emails; and leave request notification emails.

Note: In order to send emails from within the School Accounting System, the workstation must have an active Internet connection, and the user must know the name of the organization's SMTP mail server (if the hosted mail server will not be used, applicable for those using the School Accounting System-Online version only).

Completing Email Manager:

1. From the main School Accounting System screen, select the **Maintenance** menu and then **Email Manager**.
2. 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 A**.
 - 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 (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. For organizations using the School Accounting System-Online version, select the Use Hosted Mail Server field to send emails from within the School Accounting System using the hosted mail server (at Wizmo); otherwise, leave the field unselected to use your organization's SMTP mail server. A checkmark will appear in the box if the field is selected.

Note: The Use Hosted Mail Server field is only enabled if the Enable Email Manager field is selected and the organization uses the School Accounting System-Online version.
 - c. If the Enable Email Manager field is selected, the General Information section is enabled. Complete the General Information section as follows:

Diagram A

Tip: If using the School Accounting System-Online version and sending emails using the hosted mail server (at Wizmo), refer to the Configuring Email Manager for School Accounting System-Online Version topic in the Help File for more information; or if using a Google® mail server to send emails, refer to the Configuring Email Manager for a Google® Mail Server topic in the Help File for more information.

- 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.**
Note: If the Use Hosted Mail Server field is selected, this field will be selected automatically and disabled.
 - Enter the name of your organization'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.**
Note: If the Use Hosted Mail Server field is selected, this field will be completed automatically and disabled.
 - 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.**
Note: If the Use Hosted Mail Server field is selected, this field will be completed automatically and disabled.
 - 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.
- d. If desired, enter the ID of the email address to use as the default when emailing reports for options accessed on the main School Accounting System screen in the Default Email Address ID field (in the Report Options section). If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time a report is emailed, if needed.
- e. Click the **Save** button.
3. Click the **Email Addresses** tab to define the various email addresses that will be utilized when sending emails within the School Accounting System. See **Diagram B**.
- Note:** There must be at least one 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 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 Email Address Description field. The description can be up to **40** characters long.
- d. Enter the email address from which to send the emails 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".

Note: If using the hosted mail server (the Use Hosted Mail Server field is selected on the General Options tab), this field will be completed automatically (with **sas@notifications.sui-online.com**) and disabled.

Click the **Email Addresses** tab to define the various email addresses used to send emails within the School Accounting System.

Accounts Receivable

General Options | **Email Addresses** | General Ledger | Accounts Payable | Payroll | Human Resources | Negot

Email Address ID: BUSOFFICE

Email Address Description: Business Office

From Email Address: office@school.k12.us

From Display Name: Business Office

User Name:

Password:

Reply To Email Address: office@school.k12.us

Test

Diagram B

- e. Enter the name to show who the emails are from (within the recipient's inbox) in the From Display Name field. The name can be alphanumeric and up to **128** characters long.
 - f. If required by your organization'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.**
- Note:** If using the hosted mail server (the Use Hosted Mail Server field is selected on the General Options tab), the User Name and Password fields will be disabled and blank; when emails are sent, the proper information for the user name and password will be automatically included.
- g. In the Reply To Email Address field, enter the email addresses to use when a recipient clicks to reply (from within the recipient's inbox) to an email sent from the School Accounting System. The email address can be up to **128** characters long and must follow the proper format of "username@example.com".
- Tip:** The email address entered in this field will also be used when the system sends rejection emails if using the hosted mail server (the Use Hosted Mail Server field is selected on the General Options tab).
- h. Click the **Save** button.
- Tip:** If desired, click the **Test** button to send a test email message for the email address.
- i. If applicable, repeat these steps until all the desired email addresses have been added.
 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

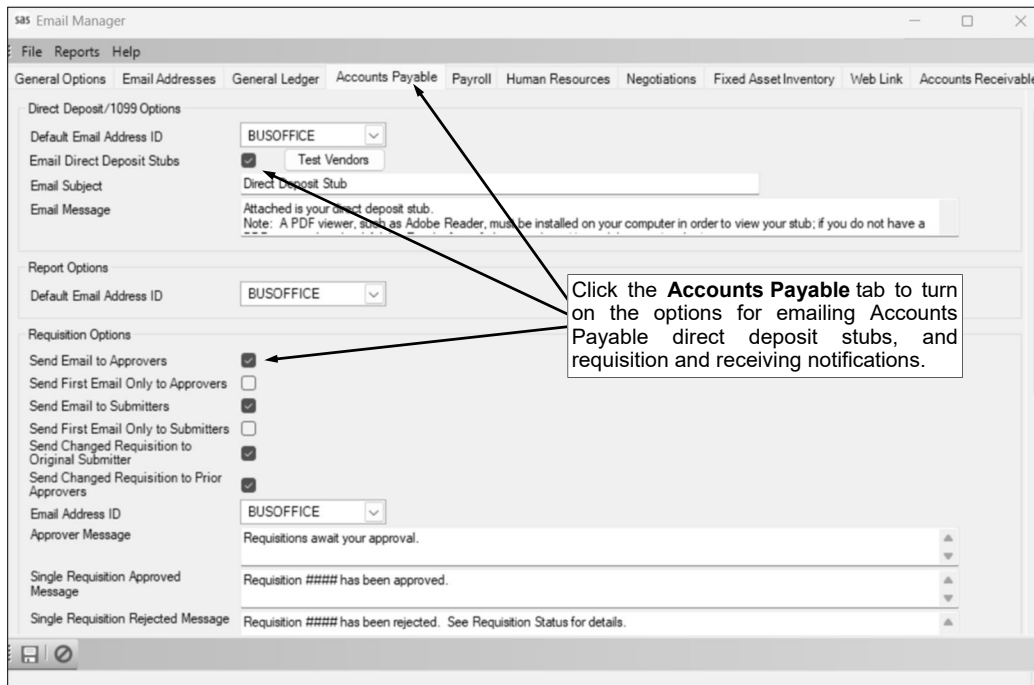


Diagram C

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 to use when emailing requisition notifications in the Email Address ID 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 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 to use when emailing receiving notifications in the 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**

The screenshot shows the 'Receiving Options' section of a software interface. It contains the following elements:

- Send Receiving Notification Emails:** A checkbox that is checked.
- Email Address ID:** A dropdown menu with 'BUSOFFICE' selected.
- User ID for Receiving Email Notifications:** A dropdown menu with 'SAMPBEC' selected.
- Receiving Email Message:** A text area containing the message: 'Items for Purchase Order ##### have been received and are ready to invoice.'
- Callout Box:** A box with the text 'If desired, complete the applicable fields to send receiving notification emails.' with arrows pointing to the dropdown menus.

Diagram D

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.
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 to use when emailing miscellaneous messages for Web Link, including password retrieval messages, multi-factor authentication messages, and other notification messages, in the Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one.

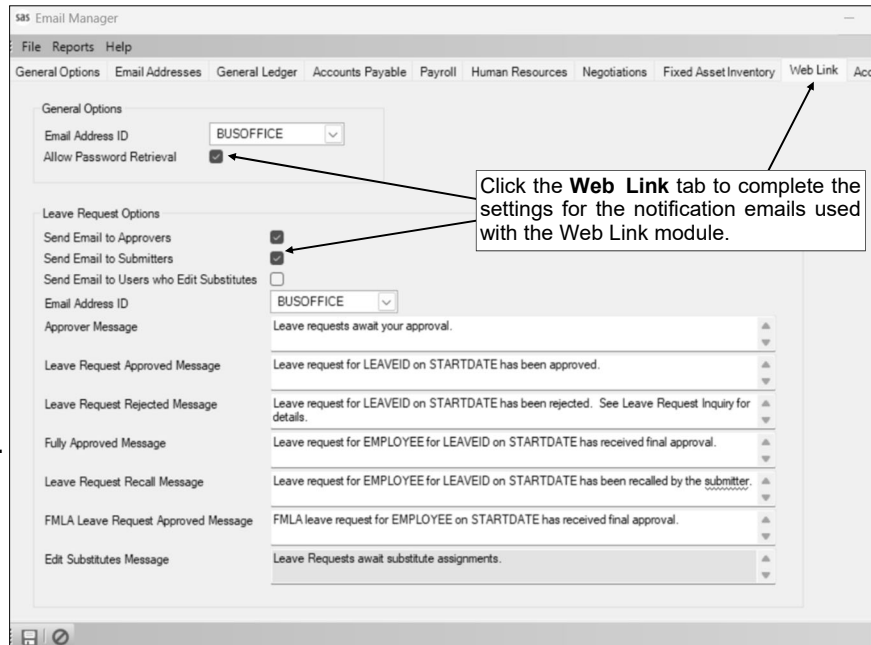


Diagram E

- 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.

- Enter the ID of the email address to use when emailing leave request notifications in the 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.

- d. Click the **Save** button.

Add Employees as Web Link Users

The Add Employees as Web Link Users option is only available to supervisors and Web Link administrators from within the User Security option if the organization has licensed the Web Link module. The Add Employees as Web Link Users option is a quick way to create new users for employees with access to the various options in 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 or Web Link administrators can 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.

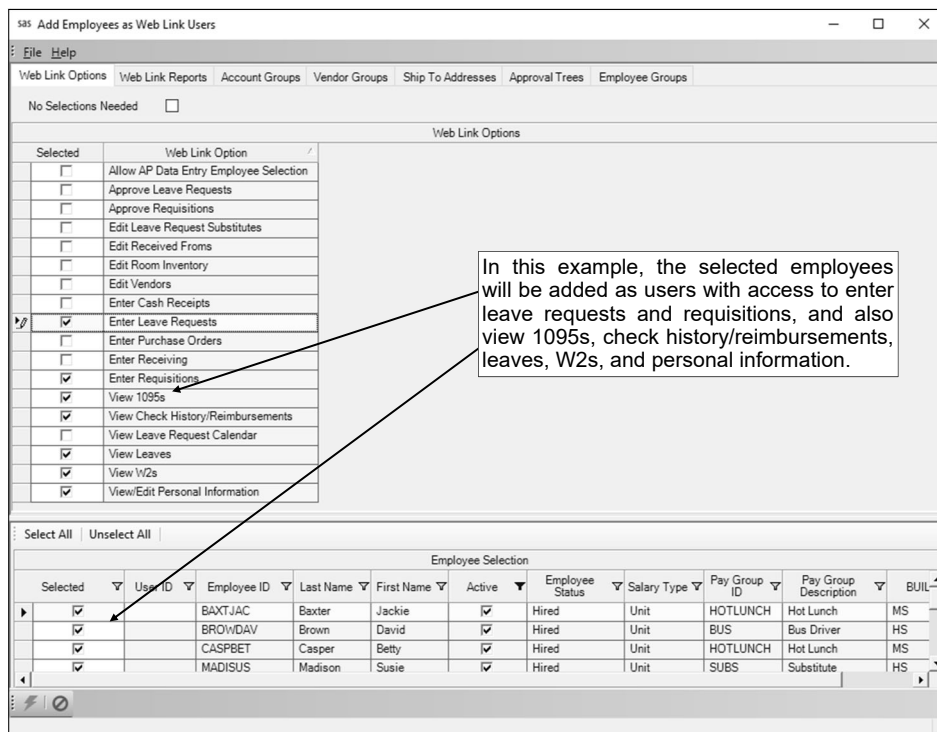


Diagram A

- 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 usages for each employee group (PR WL Reports, HR WL Reports, NG WL Reports, and/or WL Leave Request Entry). 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 and enter leave requests for only 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 (if a social security number is not entered in the Employee File for an employee, the password will be the user ID).
Note: If desired, a user is able to change his/her password after logging into the School Accounting System or the Web Link module (if applicable), or a supervisor or Web Link administrator can reset a user's password if needed. If the password does not meet the complexity as defined on the Password Policy screen in the System File, a user will be forced to change the password after initially 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**.

Sample User Setups for Web Link

Below are examples of users you may want to set up for access to Web Link and the settings to define the rights for each within the User Security option in the School Accounting System.

The items listed under the "Optional Rights" and "Optional Reports" sections for each user (example) are items not necessary for you to give to the user, but you may want to if desired. For example, if you would like a user who enters purchase orders for others (user in Example 1 below) to have the ability to enter new vendors or make changes to existing vendors, give the user rights to have Full Access to Edit Vendors.

For step-by-step instructions on adding and changing users, refer to the "Adding a User" and "Changing a User" topics in the Help File included with the School Accounting System.

Example 1: User to Enter Purchase Orders for Others (such as a Building Secretary)

Rights Needed:

Full Access to Web Link
Full Access to Enter Purchase Orders

Reports Needed:

Purchase Order Listing - Detail
Purchase Order Listing - Summary

Optional Rights:

Allow AP Data Entry Employee Selection field selected
Employee ID field completed
Account Groups List completed
Approval Trees List completed
Ship To Addresses List completed
Full Access to Edit Vendors

Optional Reports:

Custom Purchase Order Format to print actual purchase orders (report name will start with " POF-")

Example 2: User to Enter Requisitions for Only Himself/Herself (such as a Teacher)

Rights Needed:

Full Access to Web Link
Full Access to Enter Requisitions

Optional Rights:

Account Groups List completed
Approval Trees List completed
Ship To Addresses List completed
Employee ID field completed
Full Access to Edit Vendors

Optional Reports:

Requisition Listing - Detail
Requisition Listing - Summary

Example 3: User to Enter Requisitions for Others (such as a Building Secretary)

Rights Needed:

Full Access to Web Link
Full Access to Enter Requisitions

Optional Rights:

Allow AP Data Entry Employee Selection field selected
Employee ID field completed
Account Groups List completed

Approval Trees List completed
Ship To Addresses completed
Full Access to Edit Vendors

Optional Reports:

Requisition Form
Requisition Listing - Detail
Requisition Listing - Summary

Example 4: User to Approve Requisitions (such as a Principal or Superintendent)

Rights Needed:

Full Access to Web Link
Full Access to Approve Requisitions
User assigned to an Approval Sequence (User ID field completed) on an approval tree within the Requisition Options option in the School Accounting System

Optional Reports:

Requisition Listing - Detail
Requisition Listing - Summary
Account Inquiry
Activity Fund Balance Report

Example 5: User to View Check History, 1095, W2, and Leave Balances (such as a Teacher or Other Employee)

Rights Needed:

Full Access to Web Link
Full Access to View 1095s
Full Access to View Check History
Full Access to View Leaves
Full Access to View W2s
Employee ID field completed

Example 6: User to Enter Cash Receipts (such as a Building Secretary)

Rights Needed:

Full Access to Web Link
Full Access to Enter Cash Receipts

Reports Needed:

Cash Receipt Listing by Receipt Number

Optional Rights:

Full Access to Edit Received Froms

Optional Reports:

Cash Receipt Listing by Entry Date
Cash Receipt Listing by Fund
Cash Receipt Listing by Received From

Example 7: User to Print Financial Reports (such as a Board Member or Superintendent)

Rights Needed:

Full Access to Web Link

Reports Needed:

Balance Sheet
Revenue Summary Report
Custom Flexible Financial Reports (such as Expenditure Report by Function/Object, Cash Flow Report, Revenue/Expenditure Summary Report, etc.)

Optional Reports:

Account Inquiry
Activity Fund Balance Report

Example 8: User to Enter Receivings (such as a Building Secretary or Other Employee)

Rights Needed:

Full Access to Web Link
Full Access to Enter Receiving

Optional Rights:

Ship To Addresses List completed

Optional Reports:

Receiving Report - Detail
Receiving Report - Summary
Asset Details Report for Receiving

Example 9: User to Complete Room Inventory (such as a Teacher or Other Employee)

Rights Needed:

Full Access to Web Link
Full Access to Edit Room Inventory
Fixed Asset Inventory Rooms List completed

Example 10: User to Approve Leave Requests (such as a Principal)

Rights Needed:

Full Access to Web Link
Full Access to Approve Leave Requests
Employee ID field completed
User assigned as an approver on an approval path within the Leave Request Options option in the School Accounting System

Optional Reports:

Daily Leave Request Absence Report
Daily Substitute Assignment Report
Leave Request Report
Leave Request Status Report

Example 11: User to Enter Substitutes for Leave Requests (such as a Building Secretary)

Rights Needed:

Full Access to Web Link
Full Access to Edit Leave Request Substitutes
Employee ID field completed
User assigned in the Edit Substitutes List on an approval path within the Leave Request Options option in the School Accounting System

Optional Rights:

Full Access to View Leave Request Calendar

Optional Reports:

Daily Leave Request Absence Report
Daily Substitute Assignment Report
Leave Request Report
Leave Request Status Report

Example 12: User to Enter Leave Requests for Only Himself/Herself (such as a Teacher)

Rights Needed:

Full Access to Web Link
Full Access to Enter Leave Requests
Employee ID field completed

Optional Reports:

Leave Request Report

Example 13: User to Enter Leave Requests for Others (such as a Building Secretary)

Rights Needed:

Full Access to Web Link
Full Access to Enter Leave Requests
Employee ID field completed
Employee Groups List completed

Optional Reports:

Leave Request Report

Example 14: User to View (and Edit, If Applicable) Personal Information (such as a Teacher or Other Employee)

Rights Needed:

Full Access to Web Link
Full Access to View/Edit Personal Information
Employee ID field completed

Example 15: User to View and Upload Employee Documents in K12Docs (such as a Teacher or Other Employee)

Rights Needed:

Full Access to Web Link
Full Access to View/Add File Documents
Employee ID field completed

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												
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**).

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**.

Note: The checks and direct deposit stubs with a zero balance will only display if zero balance checks are defined to be printed from within the School Accounting System (as based on the default format within the appropriate Check Setup option for the applicable checking account).

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			
Get ADOBE® READER			
Checks			
Check Number	Check Date	Amount	
5119	10/20/2018	241.98	View
5108	09/20/2018	279.98	View
5078	05/20/2018	189.98	View
5070	04/20/2018	303.97	View
5063	03/20/2018	237.49	View
5053	02/20/2018	246.98	View
5046	01/20/2018	303.97	View
503			View
503			View
5020	10/20/2017	239.39	View
5013	09/20/2017	227.99	View

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

Diagram A

1095s and W2s

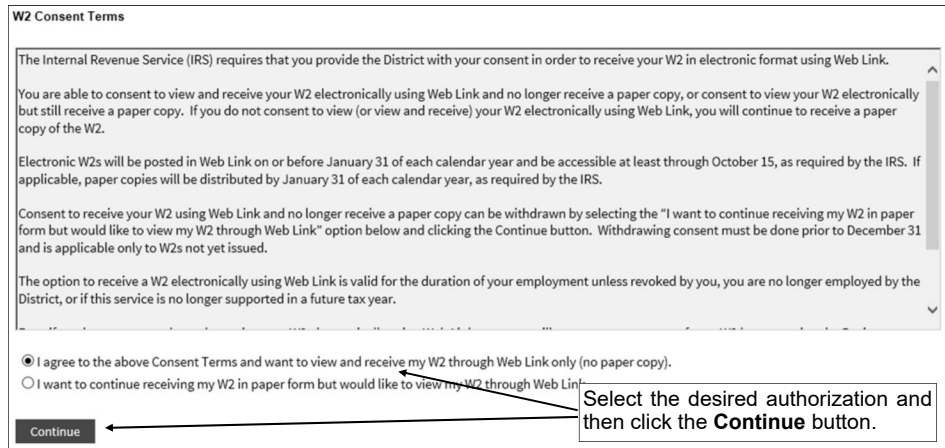
The 1095s and W2s options allow the user (employee) to view and print their 1095s and W2s from within Web Link. With the 1095s and W2s options, the 1095s and W2s for only the calendar years specified within the Web Link Setup Options option (in the School Accounting System) are available to view and 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

Diagram A

Link and also receive a paper copy.

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.

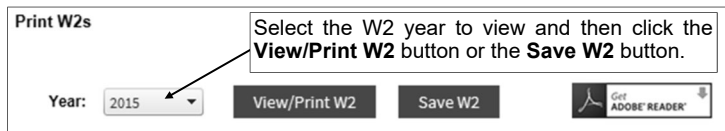


Diagram B

View/Add File Documents

The View/Add File Documents option is only available to organizations with the K12Docs module licensed. With the View/Add File Documents option, employees are able 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/Add File Documents option.

If defined to do so within the Web Link Setup Options in the School Accounting System, employees are also able to use the View/Add File Documents option to upload documents in Web Link that need to be filed in their employee folder in K12Docs. Then the employee documents uploaded in Web Link are indexed and filed to K12Docs using the Process Employee Uploaded Documents option in Payroll and/or Human Resources. The system can be set up to send notification emails to specific users when employee documents are uploaded and waiting to be processed (indexed and filed to K12Docs).

Note: In order for the View/Add File Documents option to be available in Web Link, a user must be defined with rights to view/add 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 and allow employee documents to be uploaded, if applicable.

Viewing File Documents:

1. Select the **Employee Information** menu, **Personal Information**, and then **View/Add File Documents**.
2. At the View/Add 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. See **Diagram A**.

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.

Note: Versioned documents (as defined in K12Docs or GX) cannot be viewed from within the School Accounting System or Web Link. If a selected document is versioned, a prompt will appear stating the document must be accessed from K12Docs or GX; click **OK**.

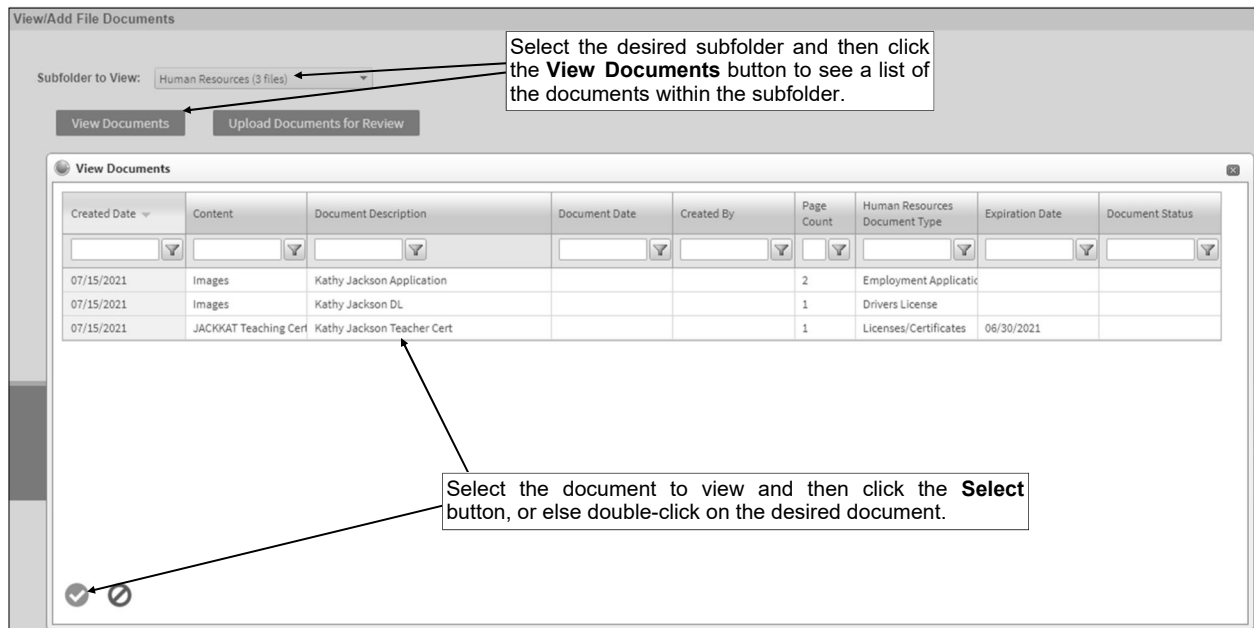


Diagram A

- The document will appear in the K12Docs preview screen and can be printed by clicking the **Print** button, if desired.
- When finished, close the K12Docs preview screen.
- 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.

Adding File Documents:

- Select the **Employee Information** menu, **Personal Information**, and then **View/Add File Documents**.
- At the View/Add File Documents screen, click the **Upload Documents for Review** button. See **Diagram B**.
- On the Add Document screen, enter the correct path (drive and folders) and file name of the document (file) to upload in the File Name field, or click the **Select** button to select the correct path and specify the file name. The file to upload can also be specified by clicking on the desired file, and then dragging and dropping it into the File Name field. Multiple files can be selected to upload, if desired.

Tip: Be sure to scan each document separately and save each as a separate file; do not scan multiple documents into one file to upload. The documents must be scanned separately with each saved as a separate file, and then the files uploaded in Web Link, in order for the Business Office to index and file each document properly to K12Docs.

Note: The file size of the document to upload cannot be greater than 50MB.

- The index values for the employee folder (such as Employee ID, Last Name, and First Name) to which the document will be uploaded appear by default and cannot be changed.

Tip: The specified document will be uploaded to the Employee Uploaded (Pending) subfolder within the SUI_PR_Employees application in K12Docs for the designated employee.

- Complete the attributes for the document as desired:
 - Enter a description (up to **100** characters) for the document in the Document Description field.
 - Enter the date of the document in the Document Date field. Use the **mm/dd/yyyy** format or click the **Calendar Search** button to select the desired date. The current date will appear by default but can be changed.
 - The User ID for the user currently logged in appears in the Created By field and cannot be changed.

- Select the Convert Document to TIFF field to have the file saved as a .TIFF file when uploading. A checkmark will appear in the box if the field is selected. If the Automatically Convert Documents to TIFF field is selected in the System File within the School Accounting System, this field will be selected by default and cannot be changed.

Tip: If this field is selected, only .PDF, .DOC, .DOCX, .TXT, .RTF, .HTM, and .HTML documents are saved as .TIFF files; if a different type of file is being uploaded, a warning icon will appear noting the file will not be converted to a .TIFF file and will be uploaded in its original format.

- Click the **Save** button to upload the document.
- After the document is uploaded, the Add Document screen will close.

The screenshot shows the 'View/Add File Documents' interface. At the top, there is a dropdown for 'Subfolder to View:' and two buttons: 'View Documents' and 'Upload Documents for Review'. Below this is the 'Add Document' form. A note at the top of the form reads: 'Important Note: Upload each document separately. Subfolder will be Employee Uploaded (Pending)'. The form fields are: File Name (JACKKAT CPR Card.pdf), Employee ID (JACKKAT), Last Name (Jackson), First Name (Kathy), Active (Yes), Location (empty), Document Description (Kathy Jackson CPR Card), Document Date (empty with a calendar icon), Created By (JACKKA), and a checkbox for 'Convert Document to TIFF'. A 'Save' button with a floppy disk icon is at the bottom left. Annotations with arrows point to the 'Upload Documents for Review' button, the 'File Name' field, the 'Document Date' field, and the 'Save' button.

Diagram B

- If designated to do so in the Web Link Setup Options (in the School Accounting System), notification emails for uploaded employee documents that are pending 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 appropriate address for the designated email address in the Email Manager option.

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, federal W4, 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, Federal W4, 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 contact 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 appropriate address for the designated email address in the Email Manager option.

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

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 a change has been made but is not yet updated.

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

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

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 (or Substitute Employee ID and Substitute Employee Group ID report parameters, if applicable). If the user does not have the Employee Groups List completed within the User Security option, the Employee ID and Employee Group ID report parameters (or Substitute Employee ID and Substitute Employee Group ID report parameters, if applicable) become hidden within Web Link and the Employee ID report parameter (or Substitute Employee ID report parameter, if applicable) is 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.

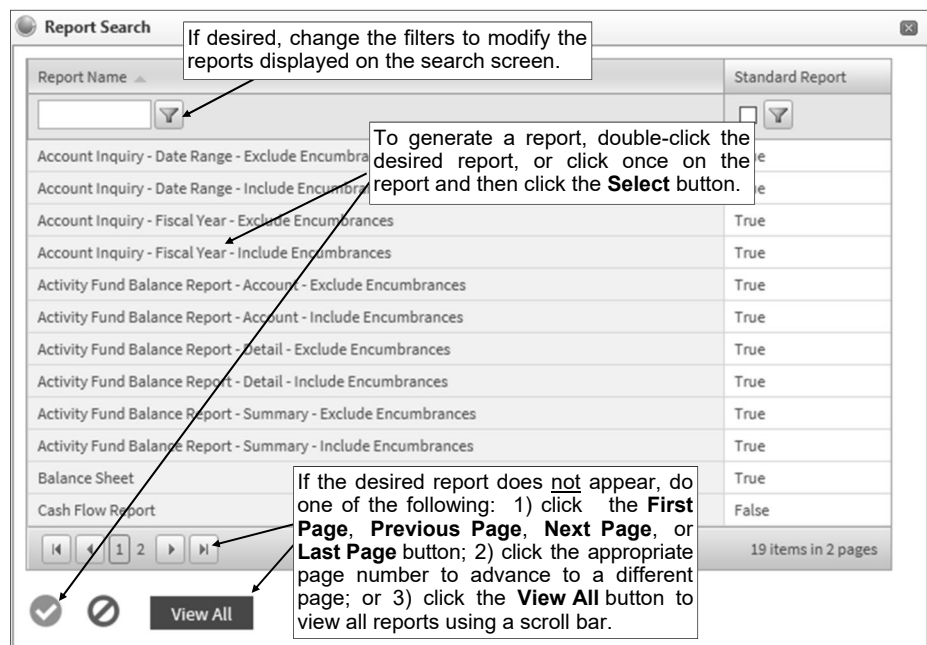


Diagram A

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).

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

The screenshot shows the 'Report Printing Options' window. At the top, there are buttons for 'Generate to PDF', 'Download to Excel', and 'Get ADOBE READER'. Below these, the 'Report Name' is 'Balance Sheet' and the 'Report Selection Description' is '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.'

Under 'Variable Fields', the 'Processing Month' is set to '02/2020'. A callout says: 'To search for records for a parameter, click the **Search** button.' Below this is the 'Report Parameters' section with fields for 'Accounts to Include', 'Active Chart of Account Number', and 'Fund Number'. There are 'From' and 'To' input boxes. A callout points to the 'Search' button, stating: 'Click the **Copy Choices** button to copy the selections for the report into the Sub Heading.'

The 'Sub Heading' field contains the text: 'Monthly;Processing Month 02/2020;Accounts to Include Accounts with Activity;Fund Number 10'. A 'Copy Choices' button is located to the right of the Sub Heading field.

At the bottom, under 'Miscellaneous Options', there are checkboxes for 'Print Negative Numbers in Red' (unchecked) and 'Include PageHeader/Footer' (checked).

Diagram B

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 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**z 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. If applicable, complete the Miscellaneous Options with the desired options.

- The Print Negative Numbers in Red field appears if the report contains numeric fields. If applicable, 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 in the School Accounting System for the specified user.

- The Include Page Header/Footer field appears if the report contains the Page Header and Page Footer sections. If applicable, 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 is selected by default.

Tip: This field is typically 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.

- The Mask Federal ID field appears if the report contains the Federal ID field for employees or vendors. If applicable, select the Mask Federal ID field to print only the last 4 digits of the federal IDs on the report. If this field is selected, the first digits of the federal IDs will be masked (for example, XXX-XX-4321 or XX-XXX1234). A checkmark will appear in the box if the field is selected. This field is selected by default.

Note: This field will be disabled if the user does not have the Print Federal ID field selected within the User Security option.

- The Mask Bank Account Number field appears if the report contains a bank account number field. If applicable, select the Mask Bank Account Number field to print only the last 4 digits of the bank account numbers on the report. If this field is selected, the first digits of the bank account numbers will be masked (for example, XXXXXX4321). A checkmark will appear in the box if the field is selected. This field is selected by default.

- f. 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.

- g. In the Payroll Sort section, 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.

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.

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.

Note: If the date entered in this field is more than one year different from the current computer date, a prompt will appear warning the date is more than one year different; click **OK** and then verify the date entered is correct.
 - 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. 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.

Note: If a future month is entered and an error message is displayed stating the value exceeds the maximum month allowed, click **OK** and contact the Business Office to have the appropriate fiscal year 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:

Save

Complete the batch options and then click the **Save** button.

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).

Tip: If the received from is defined with default account numbers with distribution percentages, the Default Distribution List will appear below the name of the received from (to the right of the Received From ID field) for informational purposes.
 - 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

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

to have the system automatically add up all the detail lines and display the total in this field (only applicable if the cash receipt is not entered with a received from defined with default account numbers with distribution percentages).

Note: If a received from was entered for the cash receipt and the received from is defined with default account numbers with distribution percentages, a prompt appears asking to delete all the detail lines and re-add them based on the designated distribution percentages; click **OK** to have the system re-do the detail lines with the correct amounts calculated in the Amount field as based on the distribution percentages, or click **Cancel** to not re-do the detail lines and just manually complete the Amount field for the lines.

Tip: 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 (only applicable if the cash receipt is not entered with a received from defined with default account numbers with distribution percentages).

- 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. If one or more default chart of account numbers had been entered in the Received From File for the received from, the designated account number(s) will appear in the detail section with each account number as its own detail line item; the account numbers can be changed as desired.

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. If default account numbers had been entered with descriptions in the Received From File for the received from, the default description will appear but can be changed if needed.

Note: To use the description for the specified received from as entered in the Description field in the Received From File, 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. If default account numbers had been entered with distribution percentages in the Received From File for the received from, the calculated amount as based on the percentage of the total amount of the cash receipt will appear but can be changed if needed.
- 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.

e. **Only for Kansas organizations**, the Subject to Sales Tax field and Sales Tax ID field appear to the right of the Cash Account Number field.

- Select the Subject to Sales Tax field if the account number entered in the Account Number field for the line item is in an activity fund and the line item needs to have sales tax calculated. A checkmark will appear in the box if the field is selected.
- If applicable, enter the ID of the sales tax (rate) to use to calculate sales tax for the line item in the Sales Tax ID field. If the ID is not known, click the **Search** button to select the correct one.

Tip: If the Subject to Sales Tax field is selected, the system will calculate the appropriate amount of sales tax during the posting process, using the rate(s) defined for the designated sales tax for the detail line, and post additional entries for the amount of the sales tax, along with the normal cash receipt entries.

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. If the data in the Received From ID field or the Cash Receipt Amount field was changed, and the received from is defined with default account numbers with distribution percentages, a prompt appears asking to delete all the detail lines and re-add them based on the designated distribution percentages; click **OK** to have the system re-do the detail lines with the correct amounts calculated in the Amount field as based on the distribution percentages, or click **Cancel** to not re-do the detail lines and manually change the Amount field for the lines as needed.
9. After all the changes have been made, click the **Save** button.
10. 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.