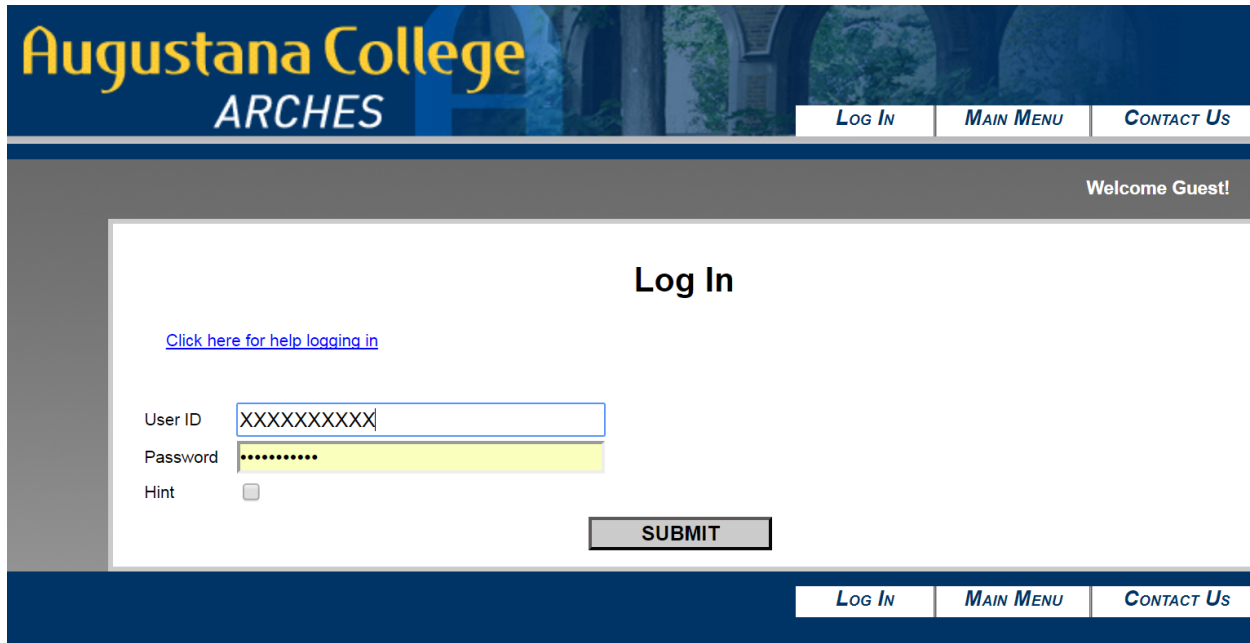


How to Create a Requisition

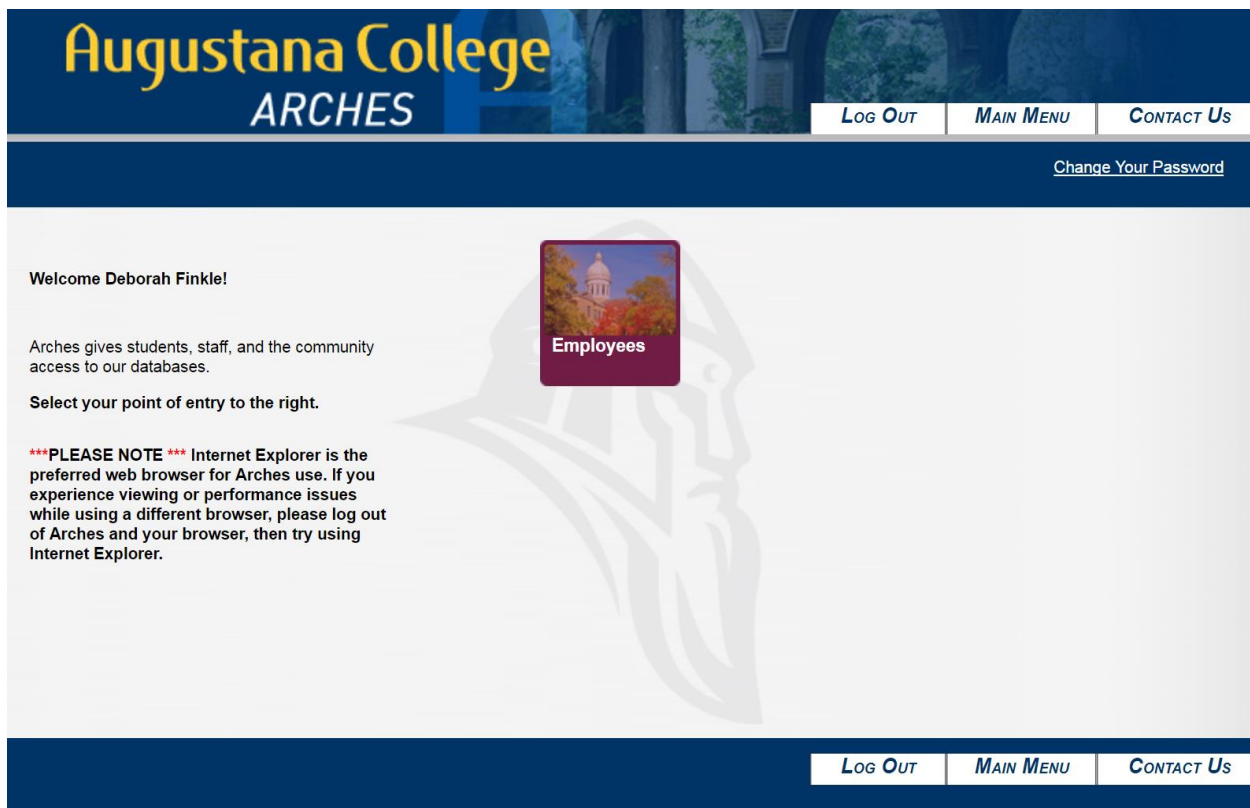
Note: It is recommended to use Internet Explorer instead of Google Chrome browser to avoid any compatibility issues. The vendor needs to be set up in the system before creating the requisition.

1. Log in to ARCHES: webadvisor.augustana.edu and sign in using your Augustana User ID & Password



The screenshot shows the Augustana College ARCHES login interface. At the top, there is a blue header with the Augustana College logo and the word "ARCHES" in white. To the right of the logo are three buttons: "LOG IN", "MAIN MENU", and "CONTACT US". Below the header, a grey bar says "Welcome Guest!". The main content area is white and titled "Log In". It contains a link "Click here for help logging in" and a form with three fields: "User ID" (containing "XXXXXXXXXX"), "Password" (containing "*****"), and "Hint" (with an unchecked checkbox). A "SUBMIT" button is located below the form. At the bottom of the page, there is another blue footer with the same "LOG IN", "MAIN MENU", and "CONTACT US" buttons.

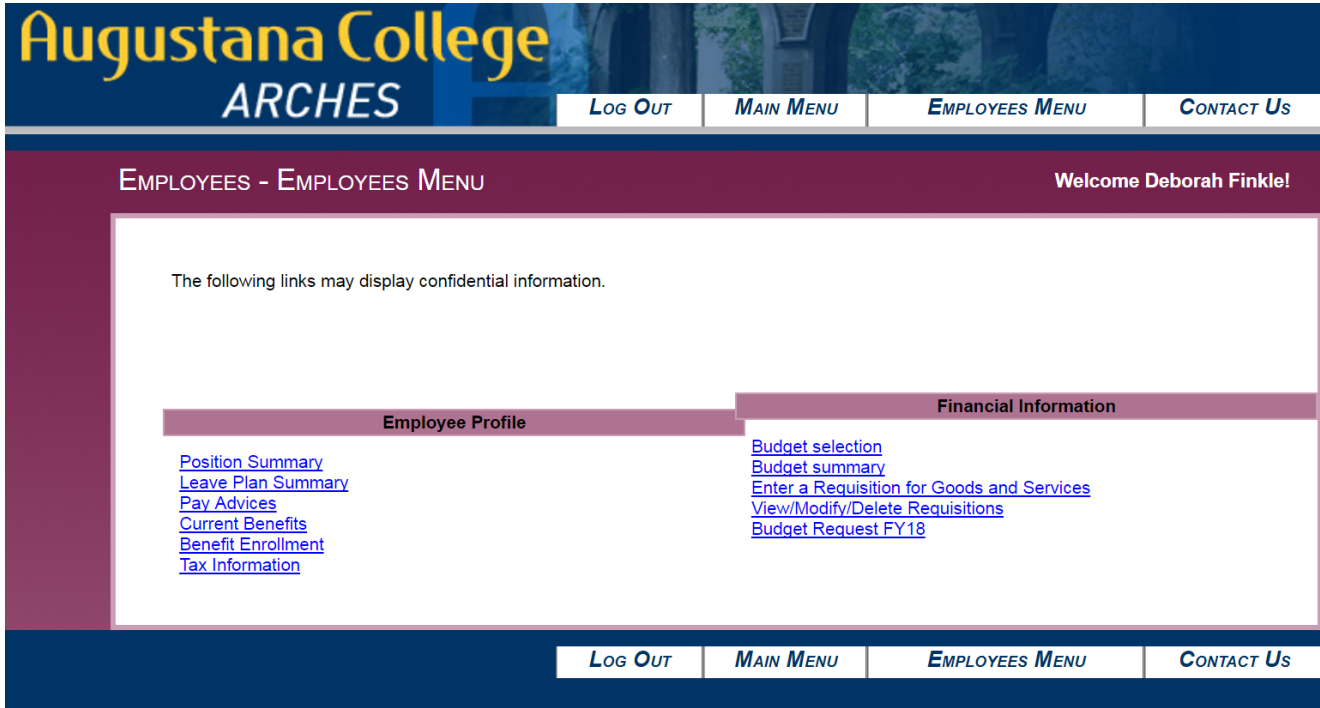
2. Click the "Employees" Button



The screenshot shows the Augustana College ARCHES main page after a user has logged in. The top blue header features the Augustana College logo and "ARCHES" text, with buttons for "LOG OUT", "MAIN MENU", and "CONTACT US". A "Change Your Password" link is visible on the right. The main content area is white and features a large, faint watermark of the Augustana College crest. On the left, there is a welcome message: "Welcome Deborah Finkle!" followed by text stating "Arches gives students, staff, and the community access to our databases." and "Select your point of entry to the right." Below this is a "PLEASE NOTE" section: "Internet Explorer is the preferred web browser for Arches use. If you experience viewing or performance issues while using a different browser, please log out of Arches and your browser, then try using Internet Explorer." In the center, there is a purple button with a small image of a building and the text "Employees". At the bottom, a blue footer contains buttons for "LOG OUT", "MAIN MENU", and "CONTACT US".

How to Create a Requisition

3. Click “Enter a Requisition for Goods and Services” link



The screenshot shows the Augustana College ARCHES system interface. At the top, there is a navigation bar with the college logo and the text "ARCHES". Below this, there are several menu items: "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", and "CONTACT Us". The main content area is titled "EMPLOYEES - EMPLOYEES MENU" and includes a welcome message: "Welcome Deborah Finkle!". A warning message states: "The following links may display confidential information." Below this, there are two columns of links. The left column is titled "Employee Profile" and contains links for "Position Summary", "Leave Plan Summary", "Pay Advices", "Current Benefits", "Benefit Enrollment", and "Tax Information". The right column is titled "Financial Information" and contains links for "Budget selection", "Budget summary", "Enter a Requisition for Goods and Services", "View/Modify/Delete Requisitions", and "Budget Request FY18". At the bottom of the page, there is another navigation bar with "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", and "CONTACT Us".

4. Enter the vendor’s Name (ie Augustana) and click “SUBMIT”



The screenshot shows the Augustana College ARCHES system interface for entering a requisition. At the top, there is a navigation bar with the college logo and the text "ARCHES". Below this, there are several menu items: "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT Us". The main content area is titled "EMPLOYEES" and includes a welcome message: "Welcome Deborah Finkle!". The central heading is "Enter a Requisition for Goods and Services". Below this, there is a form with a "Vendor ID or Name" field containing the text "Augustana". Below the field, there is a checkbox labeled "I do not wish to perform a Vendor LookUp" which is currently unchecked. At the bottom of the form, there is a "SUBMIT" button. At the bottom of the page, there is another navigation bar with "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT Us".

How to Create a Requisition

5. Click the “Choose One” button that corresponds to the appropriate vendor name and address and click “SUBMIT”

Vendor LookUp Results

Choose One	Vendor ID	Vendor Name	Vendor Address
<input type="radio"/>	0000002	Augustana College	639 38th St Rock Island IL 61201
<input type="radio"/>	0001382	Augustana Heritage Association	
<input type="radio"/>	0051877	Augustana College - Sioux Falls	2001 S Summit Ave Sioux Falls SD 57197
<input type="radio"/>	0092130	Augustana Historical Society	C/O Office of the President 639 38th St Rock Island IL 61201
<input type="radio"/>	0114765	Augustana Business Club	
<input type="radio"/>	0149068	Augustana Research Foundation	639 38th St Rock Island IL 61201
<input type="radio"/>	0154269	Augustana Music Inc.	c/o Morgner & Co 15260 Ventura Blvd Ste 1080 Sherman Oaks CA 91403
<input type="radio"/>	0166222	Augustana Perkins Fund	
<input type="radio"/>	0254790	Augustana AITP	
<input type="radio"/>	0415316	Augustana Web Guild	639 38th St Rock Island IL 61201
<input type="radio"/>	0466450	Young Life At Augustana	
<input type="radio"/>	0566545	Dance Marathon At Augustana	1025 30th St Rock Island IL 61201

SUBMIT

[LOG OUT](#)
[MAIN MENU](#)
[EMPLOYEES MENU](#)
[HELP](#)
[CONTACT US](#)

6. This will take you to the page for entering your Requisition on the ARCHES page. Fill in the following fields in this page :
- a. Initiator - Enter you Initiator Name (should be 4 letters.one letter)
 - b. Item Description - Provide a short description in (ie Materials/Labor, Name of item, Services...). List them in separate lines if you have more than one line item to enter.
 - c. Vendor Item - Not required but if you have a SKU/item number then input it in this field)
 - d. Quantity - List how many items.
 - e. Unit of Issue - Use the drop down menu to choose your option
 - f. Price - Price is per unit (the computer will calculate the total per Quantity later).
- See example screenshot below for steps a. to f.

How to Create a Requisition

Enter a Requisition for Goods and Services

Warning: 09/28/17 falls beyond the current fiscal year

[View Budget](#)

Requisition Date*

Initiator*

Confirmation E-Mail Address*

Ship to*

Desired Date

Vendor ID or Name

Person Vendor

AP Type

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price	C
LABOR		1	EA Each ▼	1,000.00	
MATERIALS	XXX1234	5	CS Case ▼	1.00	
			▼		
			▼		
			▼		

- g. Cost Center - The GL Acct code with fund (first 2 digits). Functional Unit (next 3 digits). Department (next 5 digits) (i.e. 10-000-00000).
- h. Object Code - The last 5 digits of the GL Acct Number (i.e. 130000).
- i. Printed Comments – Provide additional details/instructions on the requisition that would be helpful to the vendor and the Business Office. Things to consider to provide detail on include
 - Requester's name
 - Entering person if different from initiator
 - Quote or Proposal number and date
 - Location: (i.e. Building name, room #, grounds location, upper/lower quad area, street address etc.)
 - Scope of Work: (Further details of the work/service provided by the vendor/contractor in as much detail as possible)
 - Contact Info: Vendor's contact details like the sales rep's name, email address and/or fax number for the Business Office to send them a copy of the approved Purchase Order (PO).

See screenshots below for steps g-l explained above:

How to Create a Requisition

- j. Comments - This is the private comment area that the Vendor/Contractor does not see. This can be the area that you might want to send additional info to Purchasing personnel.
(For example, a note that the project has been approved by CFO and monies were given by donor as shown in below screen shot)

			▼		
			▼		
			▼		
			▼		
			▼		
			▼		

Tax Codes

▼
▼
▼

Printed Comments

Requested by: XXX XXXXX
Entered by: XXX XXXXX
PLEASE PUT PO ON INVOICE

Comments

**This project has been approved by CFO and monies were given by donor.

Next Approver

SUBMIT

- k. Purchasing will convert the requisition into a Purchase Order (PO) for approval. A copy of the approved PO will be sent to the initiator's email for their records by Purchasing. Purchasing will also send a copy of the PO to the vendor if there are instructions in the requisition to do so.

How to Create a Requisition

7. Viewing and Editing Requisitions

You can view your Requisition and the approved PO # on ARCHES Main Page by clicking the “View/Modify/Delete Requisitions” link

The following links may display confidential information.

Employee Profile	Financial Information
Position Summary Leave Plan Summary Pay Advices Current Benefits Benefit Enrollment Tax Information	Budget selection Budget summary Enter a Requisition for Goods and Services View/Modify/Delete Requisitions Budget Request FY18

See below a sample screenshot of results after clicking on the “View/Modify/Delete Requisitions” link

Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount			
0006128	09/25/17	PO Created	P0006049	Mrs Deborah Finkle	Ms Trisha J. Hines	0644864	Donnelly Masonry LLC	5,100.00	Receive	Modify	Delete
0006126	09/19/17	PO Created	P0006047	Mrs Deborah Finkle	Ms Trisha J. Hines	0000158	Enterprise Rent-A-Car	22,178.00	Receive	Modify	Delete
0006123	09/14/17	PO Created	P0006044	Mrs Deborah Finkle	Ms Trisha J. Hines	0573032	Baker Mechanical, Inc	8,007.85	Receive	Modify	Delete
0006120	09/13/17	PO Created	P0006041	Mrs Deborah Finkle	Ms Trisha J. Hines	0343763	Shive-Hattery, Inc.	2,400.00	Receive	Modify	Delete
0006119	09/13/17	PO Created	P0006040	Mrs Deborah Finkle	Ms Trisha J. Hines	0001096	Johnson Controls, Inc.	10,500.00	Receive	Modify	Delete
0006117	09/11/17	PO Created	P0006038	Mrs Deborah Finkle	Ms Trisha J. Hines	0000872	Northwest Mechanical, Inc.	2,689.00	Receive	Modify	Delete
0006115	09/07/17	PO Created	P0006036	Mrs Deborah Finkle	Ms Trisha J. Hines	0182735	Builders Sales & Service	5,607.00	Receive	Modify	Delete
0006114	09/07/17	PO Created	P0006035	Mrs Deborah Finkle	Ms Trisha J. Hines	0508913	Ryan McCaw	5,859.34	Receive	Modify	Delete
0006112	09/06/17	PO Created	P0006033	Mrs Deborah Finkle	Ms Trisha J. Hines	0001348	Gold Star FS, Inc.	6,306.30	Receive	Modify	Delete
0006111	09/06/17	PO Created	P0006032	Mrs Deborah Finkle	Ms Trisha J. Hines	0000918	Crecent Electric Supply Company	5,264.70	Receive	Modify	Delete
0006110	09/05/17	PO Created	P0006030	Mrs Deborah Finkle	Ms Trisha J. Hines	0000139	Klauer Heating and Air Conditioning Ltd	4,175.00	Receive	Modify	Delete
0006109	09/01/17	PO Created	P0006028	Mrs Deborah Finkle	Ms Trisha J. Hines	0000064	General Asphalt Construction	5,780.00	Receive	Modify	Delete
0006107	09/01/17	PO Created	P0006024	Mrs Deborah Finkle	Ms Trisha J. Hines	0000366	Johnson Contracting Company, Inc.	5,790.00	Receive	Modify	Delete
0006103	08/30/17	PO Created	P0006023	Mrs Deborah Finkle	Ms Trisha J. Hines	0182735	Builders Sales & Service	8,105.00	Receive	Modify	Delete
0006100	08/29/17	PO Created	P0006019	Mrs Deborah Finkle	Ms Trisha J. Hines	0470161	Unique Concrete Design	3,250.00	Receive	Modify	Delete
0006098	08/28/17	PO Created	P0006018	Mrs Deborah Finkle	Ms Trisha J. Hines	0000139	Klauer Heating and Air Conditioning Ltd	3,250.00	Receive	Modify	Delete
0006092	08/23/17	PO Created	P0006013	Mrs Deborah Finkle	Ms Trisha J. Hines	0310714	Needham Excavating, Inc.	2,456.90	Receive	Modify	Delete
0006081	08/22/17	PO Created	P0006012	Mrs Deborah Finkle	Ms Trisha J. Hines	0000056	C. H. McGuiness Co., Inc.	6,400.30	Receive	Modify	Delete
0006090	08/19/17	PO Created	P0006011	Mrs Deborah Finkle	Ms Trisha J. Hines	0311293	Bush Construction Company	11,053.39	Receive	Modify	Delete