

Etrieve Forms Guide Disbursement Request

REED COLLEGE

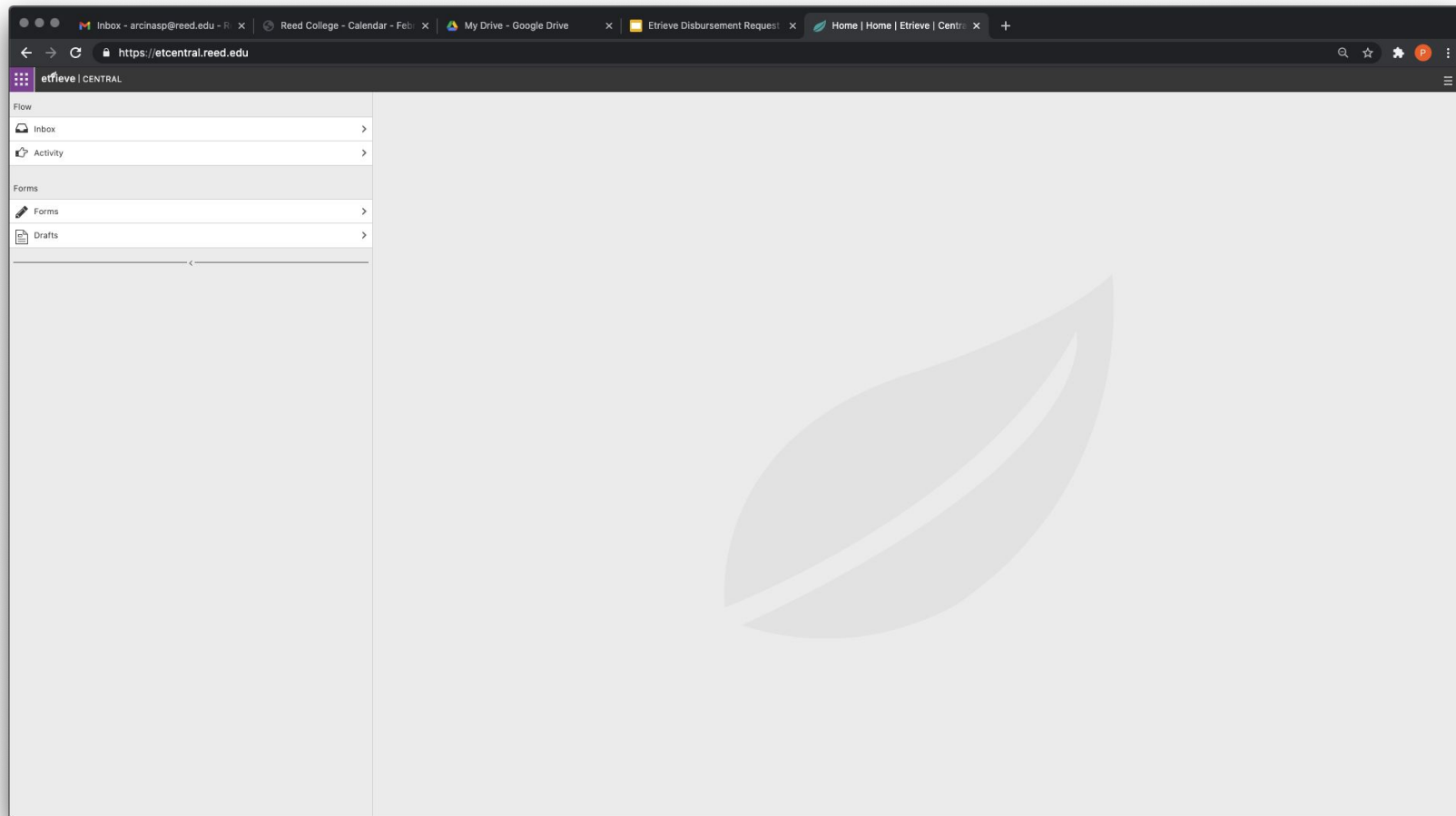
Business Office

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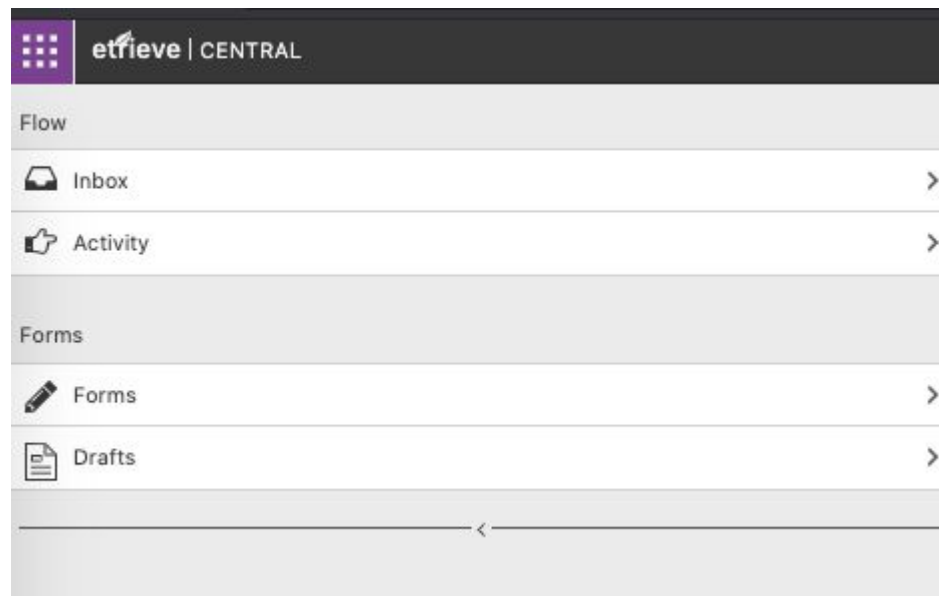
Accessing Etrieve Central

1. Using Firefox, Chrome, or Safari, visit: <https://etcentral.reed.edu>
2. Log in using your Kerberos username and password (same as Reed email account).



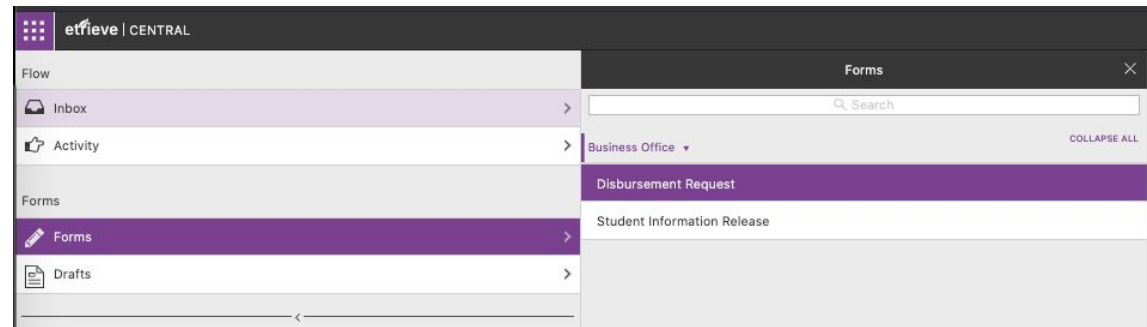
Navigation

Inbox	Forms requiring actions (e.g. approval, correction, or resubmission).
Activity	Forms history.
Forms	Complete a new form.
Drafts	Incomplete or unsubmitted forms.
---<---	Click to collapse or expand navigation menu.



Completing a Disbursement Request (Payee Section)

1. Click on **Forms**.
2. Click on **Disbursement Request** under Business Office.
3. Enter the following information:
 - **Payee Name** - Existing individuals and companies will display in the suggestion list.
 - **Address** - Enter address.
 - You can enter Reed College if payment request is for a current student, faculty, or staff, unless a check needs to be mailed to the address provided.
 - **Hold Check for Pickup at Cashier Window** - Check if applicable.
 - Enter name of person picking up check if other than payee.

A screenshot of the 'Business Office Disbursement Request' form. At the top center is the Reed College logo, followed by the text 'Business Office' and 'Disbursement Request'. Below this is a horizontal line. The form contains two input fields: 'Payee name' and 'Payee Address'. At the bottom, there is a checkbox labeled 'Hold for Pickup at Cashier Window'.

Completing a Disbursement Request (Payment Section)

4. Enter the following information:

- **Amount** - Add similar expenses such as food or supplies and enter as total amount.
- **Important:** Be sure to select the ORGN, Account, and Approver from the suggestion list to ensure form fields and workflows correctly activate.
- **ORGN** - Prior to incurring expenses, ask department or supervisor which organization number (ORGN) to use.
- **Account** - Prior to incurring expenses, ask department or supervisor which account number to use.
- **IRIS Description** - Brief description of payment (35 characters max).
- **Invoice #** - Include invoice number if applicable.
- **Approver** - Select approver from the list for ORGN entered. Request will be routed to the approver for payment review and approval.
- **Add Another Payment**- Click button to add another payment line, i.e. paying multiple invoices, reimbursement for various expenses that are charged to different accounts, or expenses funded by multiple ORGNs.
- **Purpose of Payment** - Provide detailed information on payment.

Payments

Please fill in Amount, Account No., and Description

Amount	ORGN	Account	Actv Code
<input type="text" value="100.00"/>	<input type="text" value="05040"/>	<input type="text" value="5210"/>	<input type="text"/>
IRIS Description	Invoice #	Approver (based on ORGN)	
<input type="text" value="W-2 ENVELOPES"/>	<input type="text"/>	<input type="text" value="Approver Name"/>	

Total

Purpose of Payment

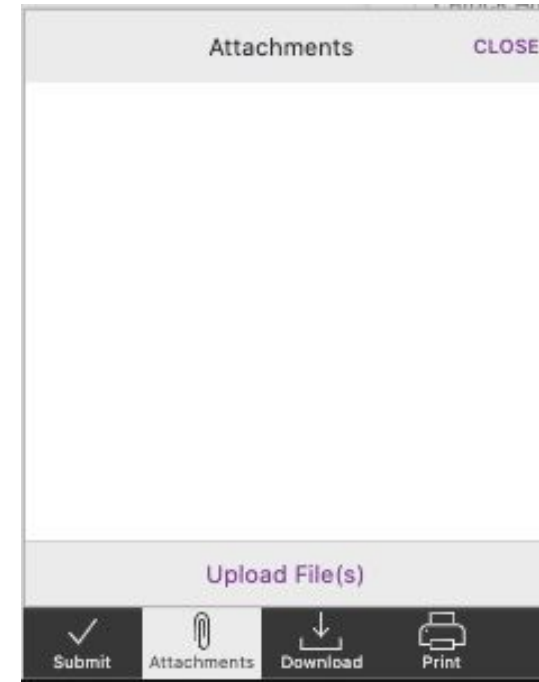
You can search ORGN and account by number or description.

Completing a Disbursement Request (Attachments)

5. Click **Attachments** from the bottom menu.
6. Click **Upload File(s)**.
 - All reimbursement and payment requests must be accompanied by receipts, invoices, and other required documentation. Visit the [business office website](#) for more information.
 - Attach any documents that need to be mailed with the check (e.g. forms, remittance advice).
 - You may select multiple files to upload from the same file path or location in the selection window using Ctrl or Command; or Click a file then Shift-Click another file to select all adjacent files.
7. Click **Submit**.

What happens next?

- Request will be routed to selected approver(s).
- You will receive an email notification when:
 - Requests are approved by ORGN approver(s);
 - Requests are reviewed and approved by the business office for processing.
- View the status of requests by clicking **Activity** in Etrieve.



Approving a Disbursement Request

1. Access the disbursement request by:
 - Clicking the link in the Etrieve email notification;
 - or
 - Logging in to [Etrieve Central](#), then click **Inbox**.



John Doe <jdoe@reed.edu>

Etrieve Flow Notification

1 message

etrieve@reed.edu <etrieve@reed.edu>
To: jdoe@reed.edu

Mon, February 8, 2021 at 2:13 PM

The workflow package 'Disbursement Request for New York University in the amount of \$1000.00' has been submitted by Patrick A. and is available for your review.

To access it, please [click here](#).

The screenshot shows the Etrieve Central web application interface. The left sidebar contains navigation options: Flow, Inbox (selected), Activity, Forms, and Drafts. The main content area displays a 'Disbursement Request for Erica Nukaya in Amount o...' with a search bar and a list of 'Package Items' including 'Disbursement Request' (checked). The right panel shows the 'Disbursement Request' form with the following fields:

- Payee name: New York University
- Payee Reed ID: V44793
- Payee Address: 383 Lafayette St 1st Floor New York NY 10003
- Options: New Address, New Vendor, Hold for Pickup at Cashier Window
- Section: **Payments**
- Text: Please fill in Amount, Account No., and Description
- Table with columns: Amount, ORGN, Account, Actv Code
- Table rows:
 - Amount: 10.00, ORGN: 73380, Account: 5210, Actv Code: (empty)
 - IRIS Description: TESTING, Invoice #: (empty), Approver (based on ORGN): Patrick Arcinas
- Total: 10.00
- Buttons: Add (green)
- Form fields: Purpose of Payment (TESTING ETRIEVE DISBURSEMENT WORKFLOW), Payment Method (Check)
- Footer: Approve, Refer, History, Attachments, Locked, Download, Print

Approving a Disbursement Request (continued)

2. Download **Attachments**.

- Click **Attachments** on the bottom menu.
- Click the button on right side of the attachment then click **View**.
- Depending on your browser and computer settings, attachments may open automatically on your browser, or on another app such as Preview or Adobe Acrobat.
- You can also open the attachment from your downloads folder, or from another location as configured in your browser settings.



3. Review request and attachments.

- Update any fields as needed.
- Click **History** to view the request's audit trail.

4. Click one of the following:

- **Approve** - request will be routed to business office for processing.
- **Decline** - request will be suspended and will not be processed.
- **Refer** - return the request to the selected individual so they can address issues such as missing receipts, or forward to another authorized individual for approval.

