Etrieve Forms Guide
Disbursement Request

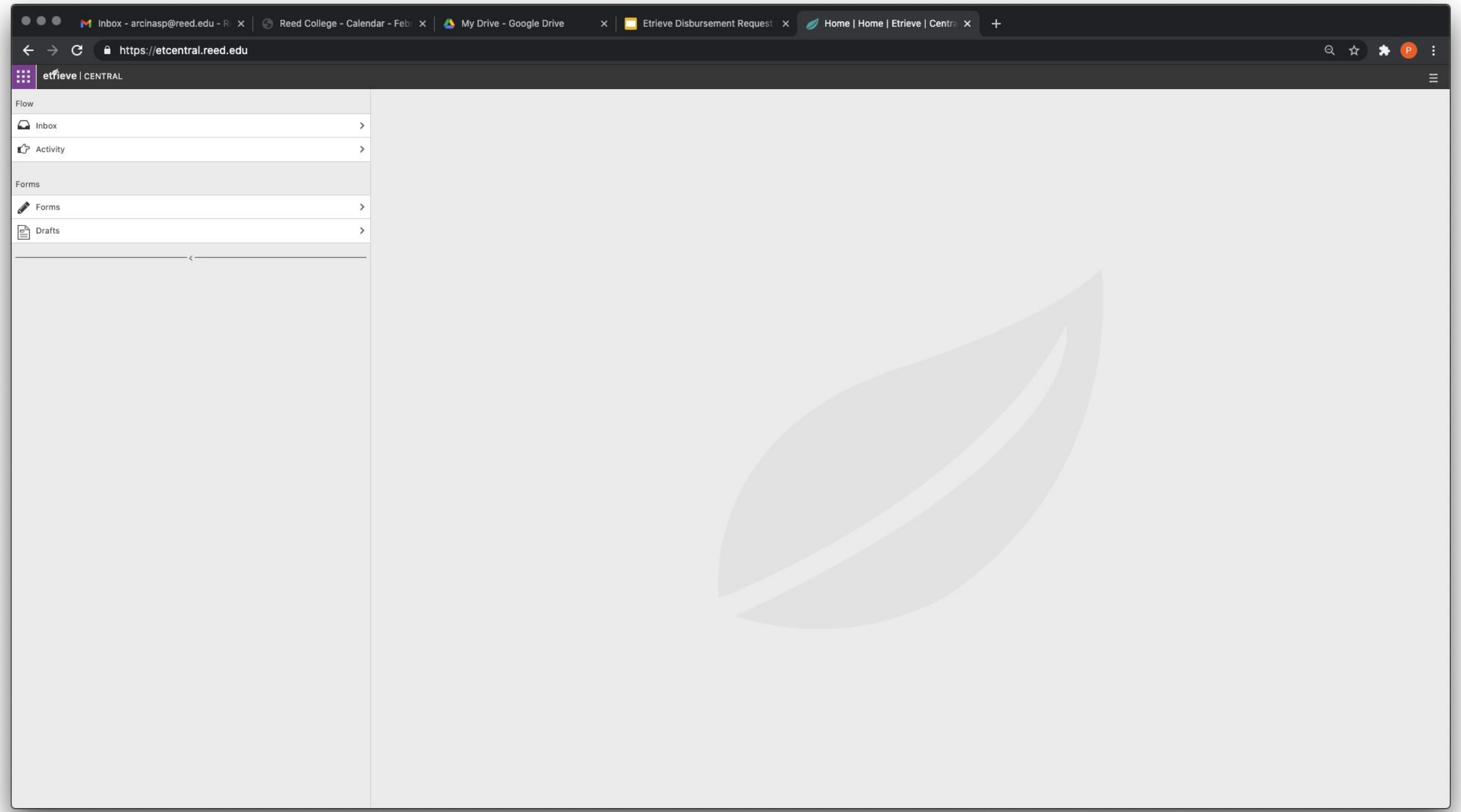
REED COLLEGE

Business Office

Contents

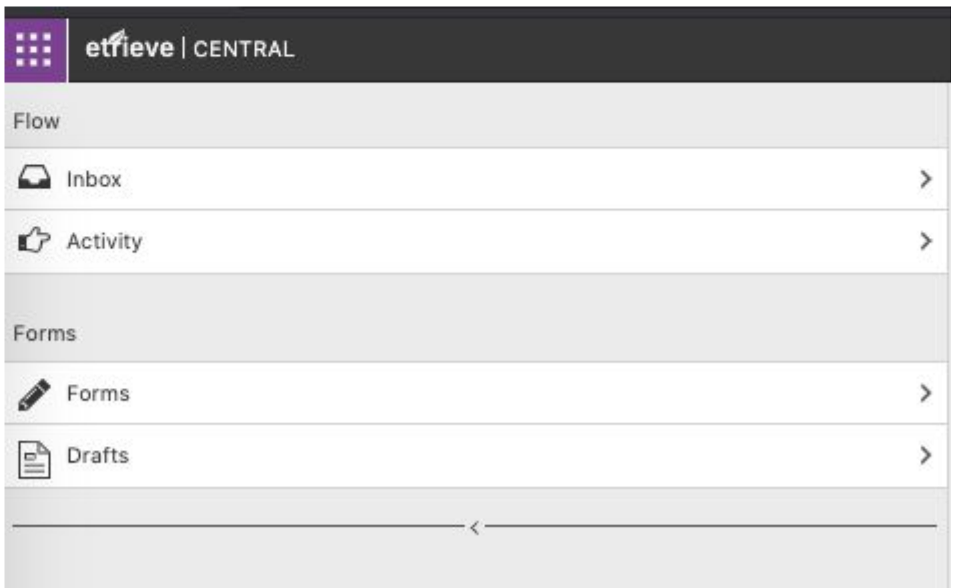
Accessing Etrieve Central

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).



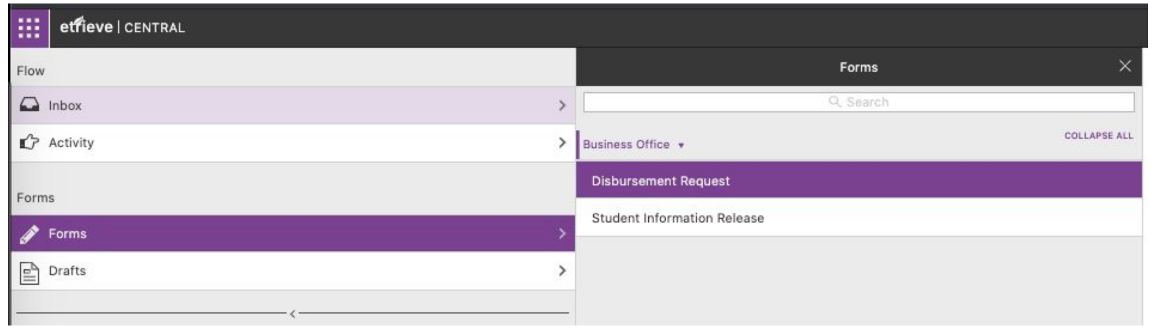
Navigation

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.



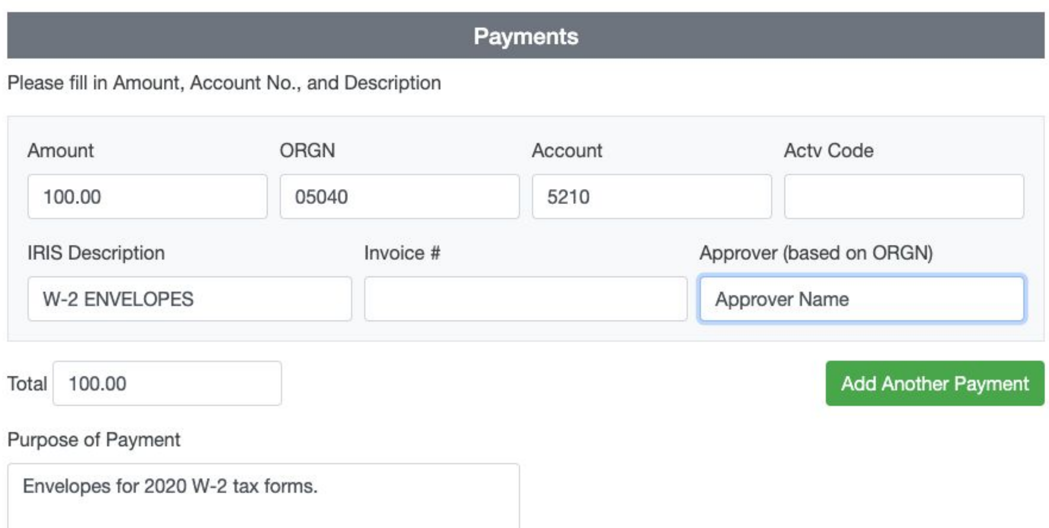
Completing a Disbursement Request (Payee Section)

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.



Completing a Disbursement Request (Payment Section)

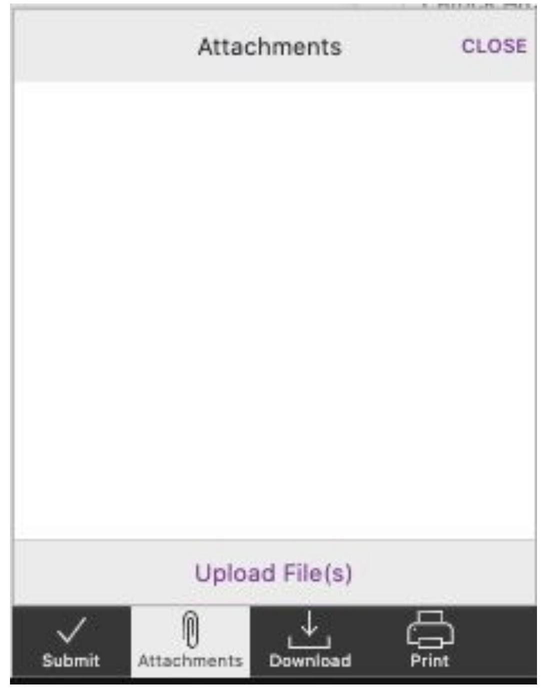
4. Enter the following information:
   - **Amount -** Add similar expenses such as food or supplies and enter as total amount.
   - **Important:** Be sure to select the ORGN, Account, and Approver from the suggestion list to ensure form fields and workflows correctly activate.
   - **ORGN** - Prior to 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.



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**.

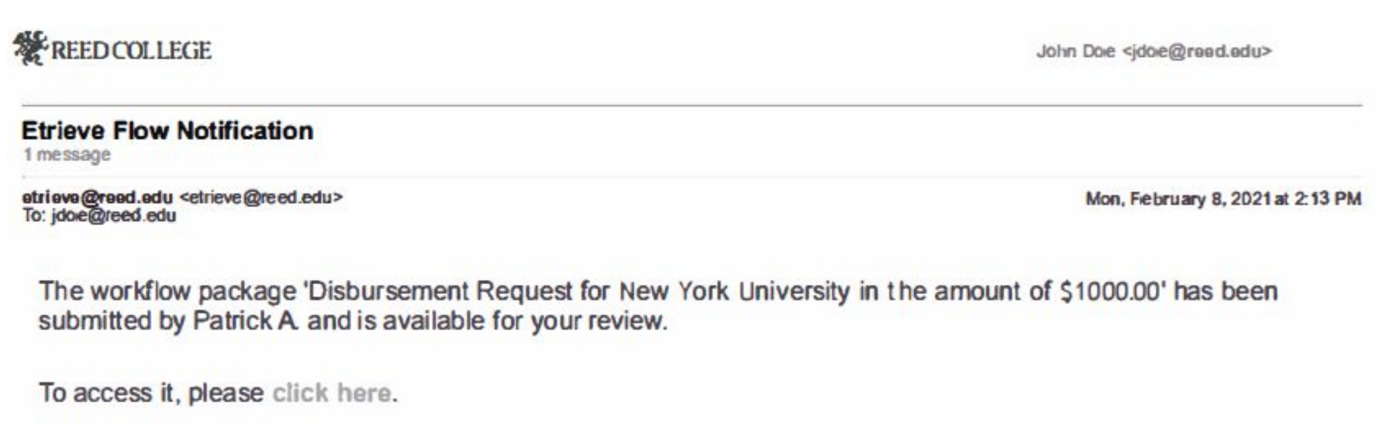


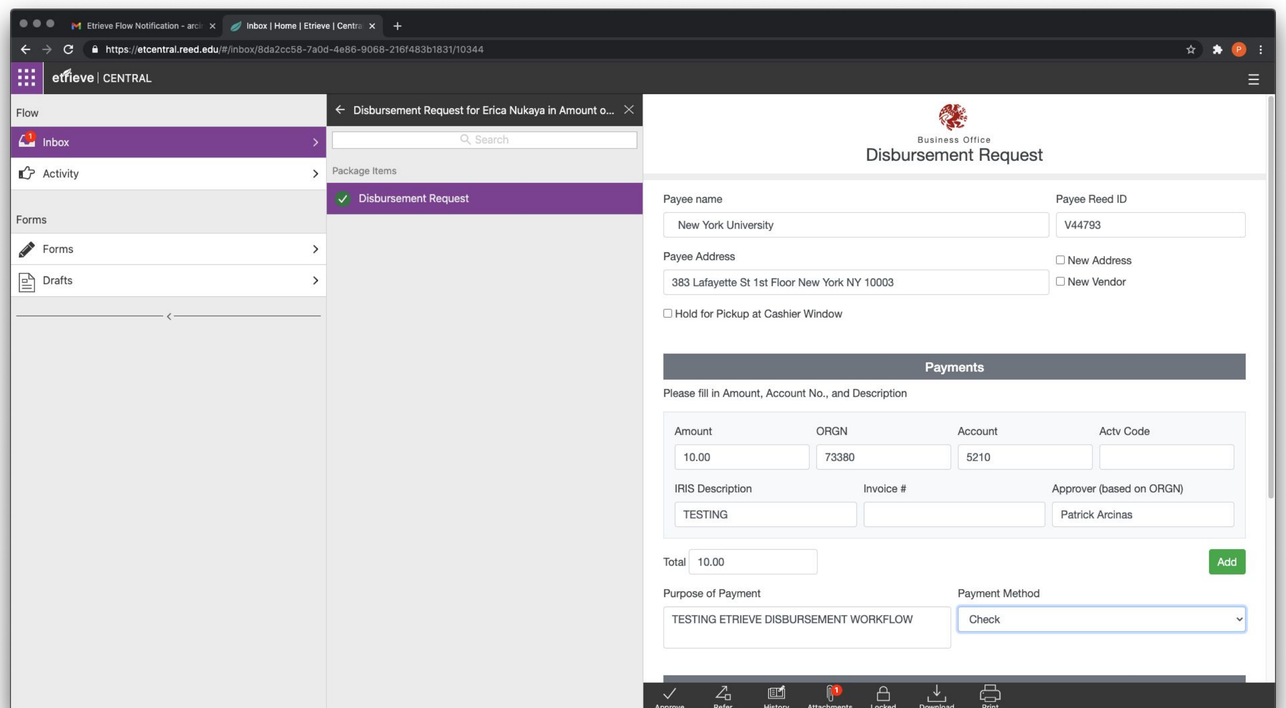
What happens next?

- 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.**





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.