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

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<th><strong>Inbox</strong></th>
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![etrieve | CENTRAL](chart.png)

- **Flow**
  - **Inbox**
  - **Activity**

- **Forms**
  - **Forms**
  - **Drafts**

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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.

![Payments Table]

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.