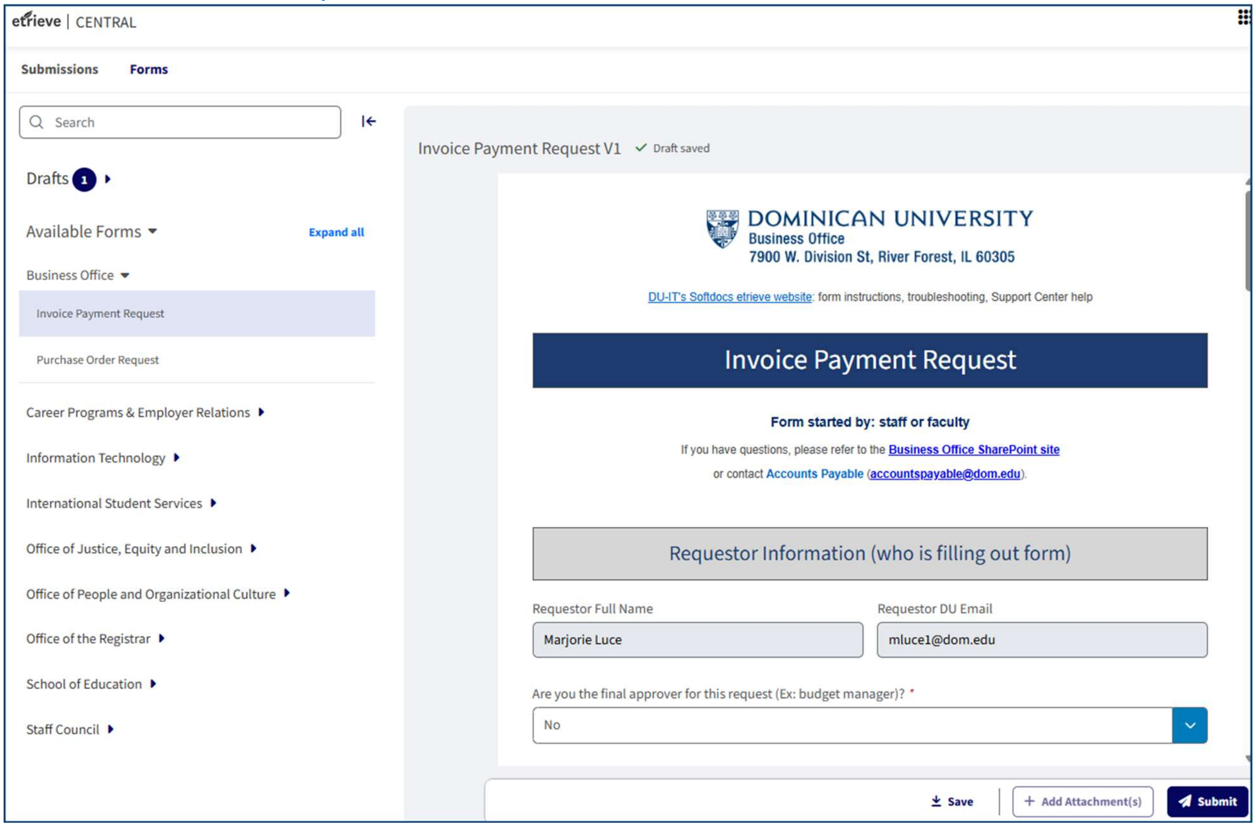
Softdocs etrieve - Form Instructions

BUS Invoice Payment Request

Direct link to form: https://dom.etrieve.cloud/central/forms/388



Alternate access:

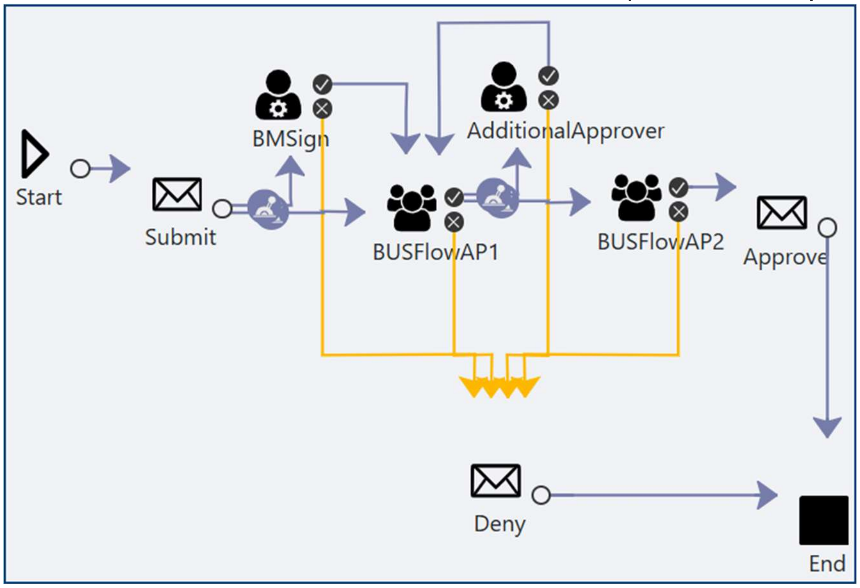
1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
2. Click on "Forms"
3. Scroll down to "Information Technology" section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology https://support.dom.edu/TDClient/2074/Portal/Requests/Service/53278/Report-a-Softdocs-Etrieve-Issue/Request

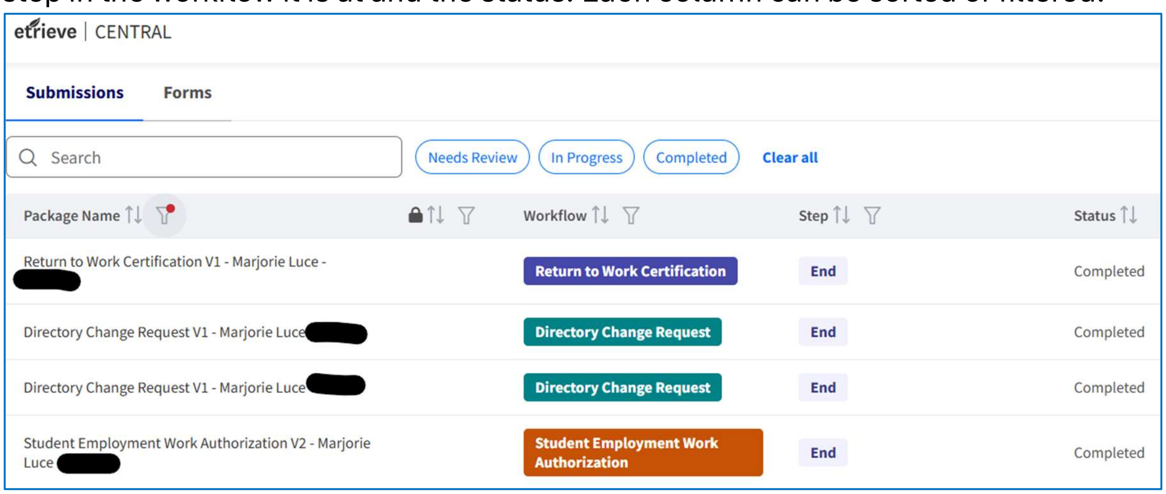
Workflow process:

1. Requestor starts form and their information autofills.
2. If Requestor is Budget Manager/Director/Dean (BMDD), then they sign and receive email confirming submission.
3. If Requestor is NOT BMDD, then BMDD receives an email notification to approve/deny.
4. Business Office receives an email notification to approve/deny (start payment).

5. If more approval needed (multiple acct #), then additional approver(s) receives an email notification to approve/deny.
6. Business Office receives an email notification to approve/deny (after check issued).
7. Requestor receives an email confirming approval or denial.
8. Form files in Softdocs etrieve Content (document repository).

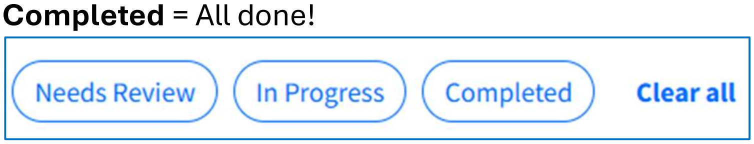


Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

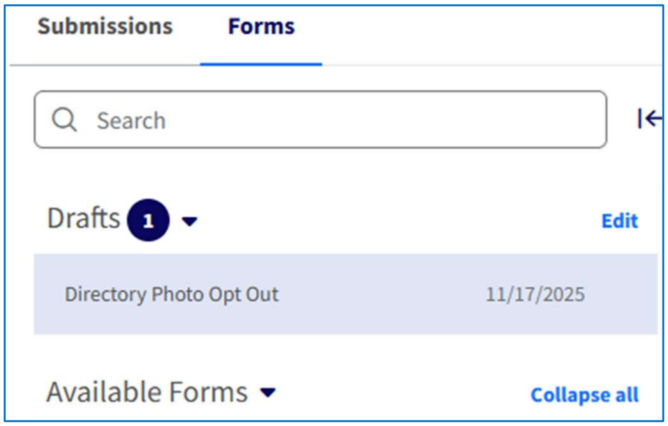


Package Name		Workflow	Step	Status
Return to Work Certification V1 - Marjorie Luce - [redacted]		Return to Work Certification	End	Completed
Directory Change Request V1 - Marjorie Luce [redacted]		Directory Change Request	End	Completed
Directory Change Request V1 - Marjorie Luce [redacted]		Directory Change Request	End	Completed
Student Employment Work Authorization V2 - Marjorie Luce [redacted]		Student Employment Work Authorization	End	Completed

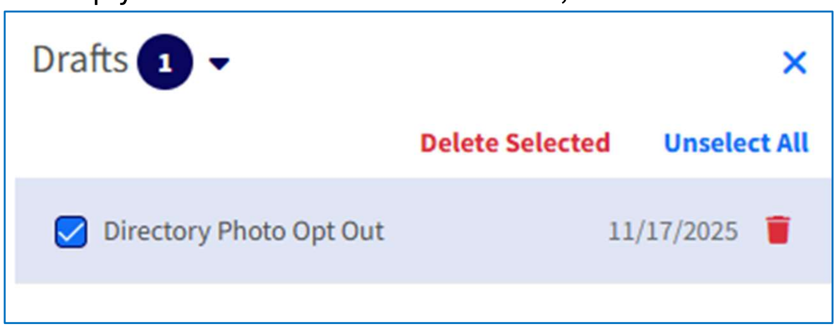
Needs Review = YOU need to act
In Progress = SOMEONE ELSE needs to act
Completed = All done!



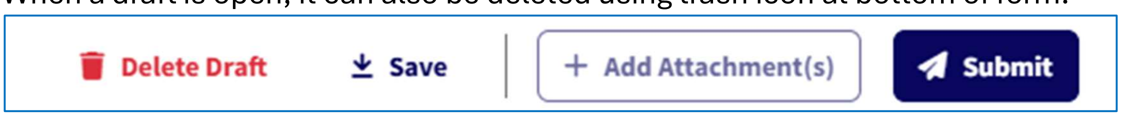
Draft form:
A draft form will be saved automatically and can be resumed at any time (or deleted).



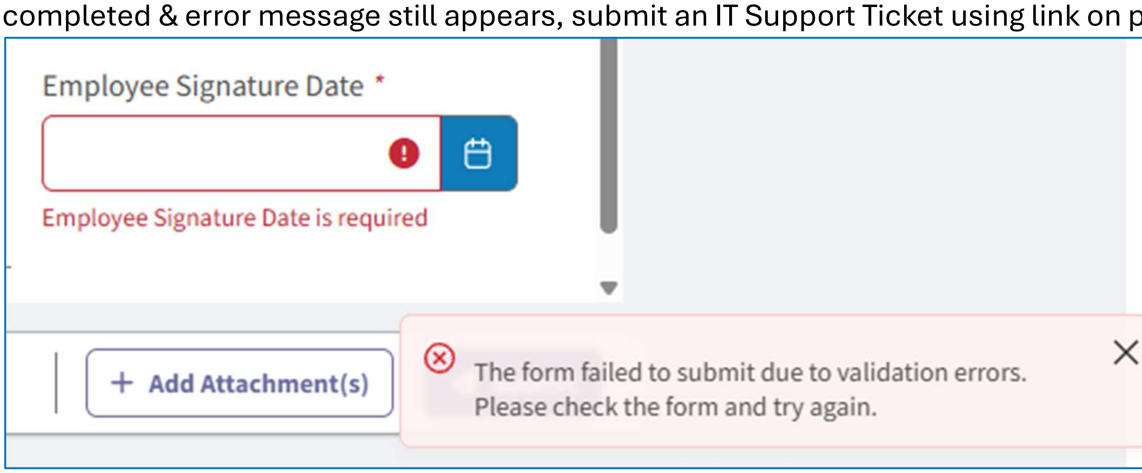
From the form list, click “edit,” checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.



When a draft is open, it can also be deleted using trash icon at bottom of form.



Form errors:
All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.



Example screenshots:

DOMINICAN UNIVERSITY
Business Office
7900 W. Division St, River Forest, IL 60305

DU-IT's Softdocs etrieve website: form instructions, troubleshooting, Support Center help

Invoice Payment Request

Form started by: staff or faculty

If you have questions, please refer to the **Business Office SharePoint site**

or contact **Accounts Payable** (**accountspayable@dom.edu**).

Requestor Information (who is filling out form)

Requestor Full Name	Requestor DU Email
Marjorie Luce	mluce1@dom.edu

Only complete BM section if answer is NO

Are you the final approver for this request (Ex: budget manager)? *

No

Approver: Budget Manager (BM) Information

1. **Name Search:** type a few letters of the person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct email
   - verify email is correct after autofill completes refresh

BM Name Search *

klein

BM Search Results *

Emily Klei[redacted]

Gary Klei[redacted]

Keith Klei[redacted]

Mason Klei[redacted]

Todd Kleine - tdkleine@dom.edu

BM DU Email

confirm email is correct

BM Name Search *

Todd Kleine

BM Search Results *

Todd Kleine - tdkleine@dom.edu

click arrow to see search results

BM DU Email

tdkleine@dom.edu

confirm email is correct

To search by a vendor name... or portion of a vendor name

Vendor Information

1. **ID or Name Search:** type a few letters of the vendor ID... or vendor name... or a person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct ID
   - verify vendor information below (email, phone, and address)

Vendor Name or ID Search *

electric

Examples: "87171" or "Electric" or "Prospect Electric Company" or "Sanchez"

Vendor Search Results

- Addison Electric - 6[redacted]
- Belec Electrical Inc - 9[redacted]
- Connor Electric Services, Inc. - 9[redacted]
- D & J Electric Inc. - 7[redacted]
- Integrated Electrical Services, LLC - 9[redacted]

Once a choice is made, then other boxes autofill

Vendor Name or ID Search *

electric

Examples: "87171" or "Electric" or "Prospect Electric Company" or "Sanchez"

Vendor Search Results

Integrated Electrical Services, LLC - 9[redacted]

click arrow to see search results

Vendor DU ID

9[redacted]

Vendor Name

Integrated Electrical Services, LLC

To search by a vendor ID (Jenzabar ID)... or portion of a vendor ID

Vendor Information

1. **ID or Name Search:** type a few letters of the vendor ID... or vendor name... or a person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct ID
   - verify vendor information below (email, phone, and address)

Vendor Name or ID Search *

789

Examples: "87171" or "Electric" or "Prospect Electric Company" or "Sanchez"

Vendor Search Results

Adlers Foreign Books Inc. - 789[redacted]

Archdiocese Of Chicago - 789[redacted]

Association Of Governing - 789[redacted]

Association Of Governing - 789[redacted]

Ballet Folklorico Sones Mexicanos, LLC - [redacted]789

Once a choice is made, then other boxes autofill

Vendor Name or ID Search *

789

Examples: "87171" or "Electric" or "Prospect Electric Company" or "Sanchez"

Vendor Search Results

Association Of Governing - 789[redacted]

click arrow to see search results

Vendor DU ID	Vendor Name
789[redacted]	Association Of Governing

Verify vendor information that autofills and make any notes

Add a "Vendor Note" below for the Business Office if:

- Missing or incorrect information appears below about the vendor chosen.
- You can't find a matching vendor in the search results. You may need to submit a W9 if a new vendor needs to be added to DU's payment system.

Vendor Note

Vendor Email

Vendor Phone #

6306288080

Vendor Physical Address

502 Factory Rd.

Vendor City

Addison

Vendor State

IL

Vendor Zip

60101

Invoice Information

Total Invoice Amount *

$ $650.00

If multiple invoices, then add them up

Fiscal Year *

2026-27

FY runs July 1-June 30

Invoice Date *

07/07/2026

If none listed, then use today

Invoice Number *

ABC123

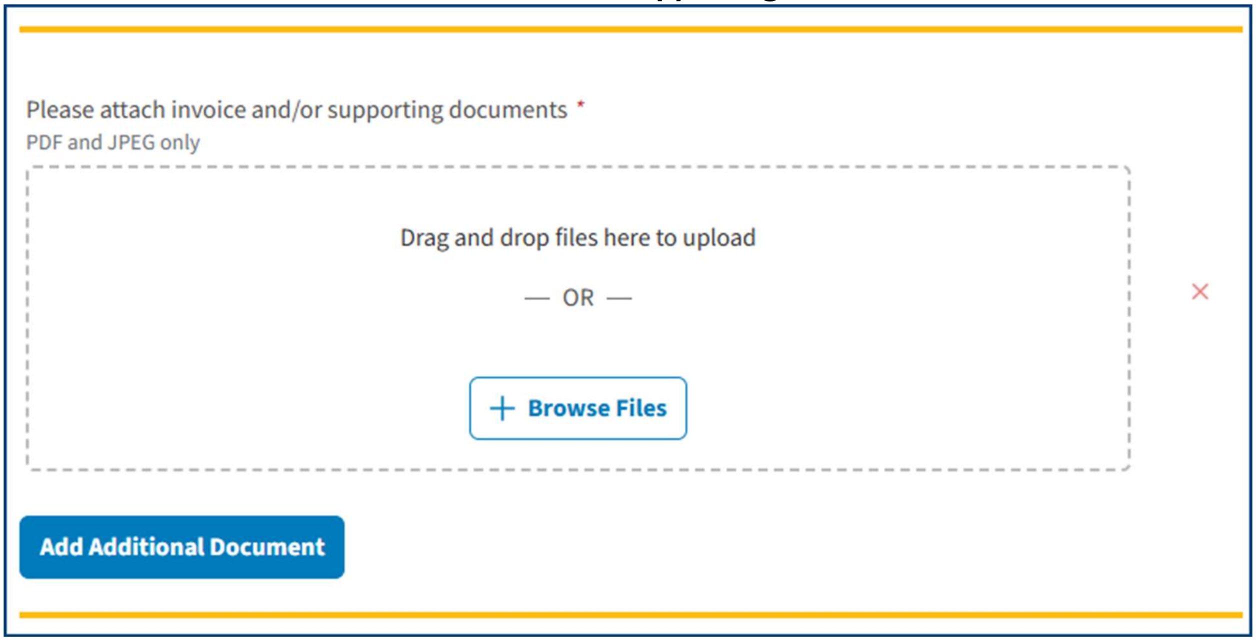
If none listed, then enter N/A

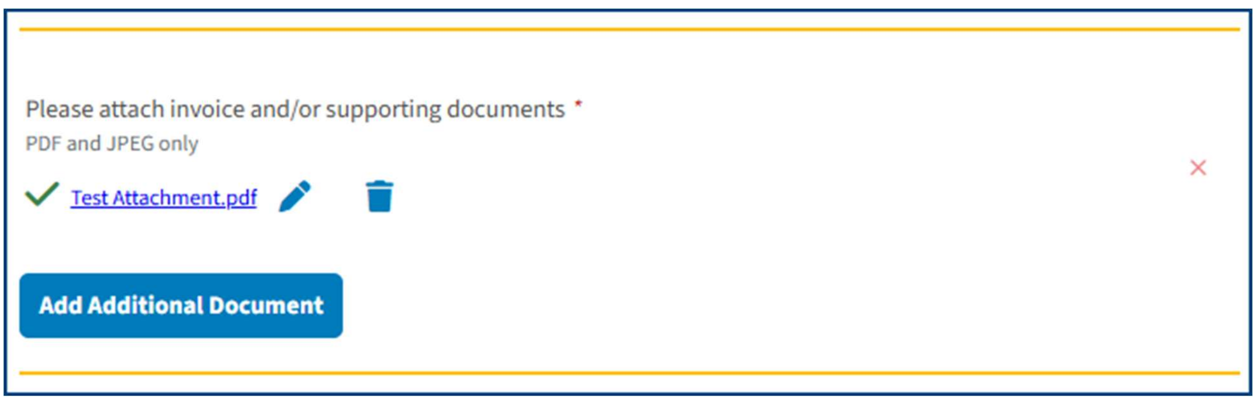
Add an "Invoice Note" for the Business Office if:

- You have multiple invoice dates and invoice numbers to list out
- You only want to pay a portion of the total invoice amount
- You have additional information to provide

Invoice Note

Attach invoice and/or supporting documents





To search by account # (account code, budget code)… or portion of account #

1. **ID of Name Search:** type part of sundry/GL account code (budget code)… or part of department name (NO dashes or spaces in account #)
2. **Search Results:** click dropdown arrow to see choices
   - choose primary account number and verify department/description
   - if you can't find a match, then contact Accounts Payable (accountspayable@dom.edu).

Account # Search *

04.3400

Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"

Account # Search Results *

04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

04.3400.3420 - INFORMATION TECHNOLOGY : SAL ADMIN: STAFF

04.3400.3424 - INFORMATION TECHNOLOGY : SAL ADMIN-VSP OFFSET

04.3400.3450 - INFORMATION TECHNOLOGY : SAL ADMIN: CLERICAL

04.3400.3610 - INFORMATION TECHNOLOGY : ST EMPL: DU STUDENT

Once a choice is made, then other boxes autofill

Account # Search *

04.3400

Examples: "Information Technology" or "04.3400"

Account # Search Results *

04.3400.3420 - INFORMATION TECHNOLOGY : SAL ADMIN: STAFF

click arrow to see search results

Primary Account #

04.3400.3420

Primary Account Department

INFORMATION TECHNOLOGY

To search by account name... or portion of account name

1. **ID of Name Search:** type part of sundry/GL account code (budget code)... or part of department name (NO dashes or spaces in account #)
2. **Search Results:** click dropdown arrow to see choices
   - choose primary account number and verify department/description
   - if you can't find a match, then contact Accounts Payable (accountspayable@dom.edu).

Account # Search *

tech

Examples: "04.3400" or "04.3400.3410" or "Information Technology" or "Tech"

Account # Search Results *

04.3400.3420 - INFORMATION TECHNOLOGY : SAL ADMIN: STAFF

04.3280.8810 - TEACHING & LEARNING TECHNOLOGIES : COPIER CHARGES

04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

04.3400.3420 - INFORMATION TECHNOLOGY : SAL ADMIN: STAFF

04.3400.3424 - INFORMATION TECHNOLOGY : SAL ADMIN-VSP OFFSET

04.3400.3450 - INFORMATION TECHNOLOGY : SAL ADMIN: CLERICAL

Once a choice is made, then other boxes autofill

Account # Search *

tech

Examples: "Information Technology" or "04.3400"

Account # Search Results *

04.3400.3410 - INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

click arrow to see search results

Primary Account #	Primary Account Department
04.3400.3410	INFORMATION TECHNOLOGY

Pay in FULL under SINGLE Account

Primary Account #

04.3400.3410

Primary Account Department/Description

INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

Do you want to pay FULL invoice amount using only Primary Account #? *

Yes

Select No if PARTIAL payment or MULTIPLE ACCOUNTS used

Pay in FULL under MULTIPLE Account

Primary Account #

04.3400.3410

Primary Account Department/Description

INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

Do you want to pay FULL invoice amount using only Primary Account #? *

No

Select No if PARTIAL payment or MULTIPLE ACCOUNTS used

Account		Payment Amount	
Account #1	04.3400.3410	Payment Amount 1 *	$ $300.00
Account #2	04.3400.3420	Payment Amount 2	$ $150.00
Account #3	04.3400.3430	Payment Amount 3	$ $200.00
Account #4	99.9999.9999	Payment Amount 4	$
Account #5	99.9999.9999	Payment Amount 5	$

Total Invoice Payment

$650.00

Pay PARTIALLY (must list breakdown and which account #)

Primary Account #

04.3400.3410

Primary Account Department/Description

INFORMATION TECHNOLOGY : SAL ADMIN: EXECUTIVE

Do you want to pay FULL invoice amount using only Primary Account #? *

No

Select No if PARTIAL payment or MULTIPLE ACCOUNTS used

Account #1

04.3400.3410

Payment Amount 1 *

$ $300.00

Total Invoice Payment

$300.00

Signature

Budget Manager (BM) Signature *

I understand that this constitutes my legal signature on this document.

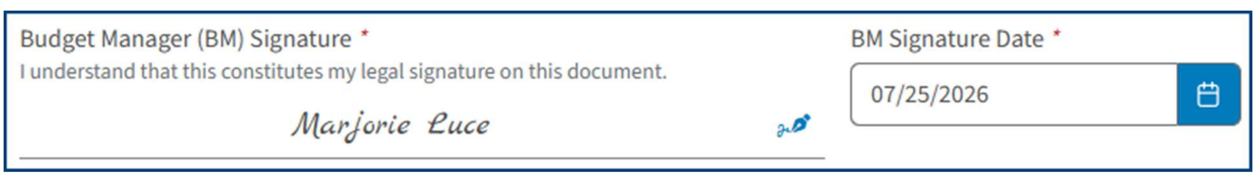
BM Signature Date *

Approved? *

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

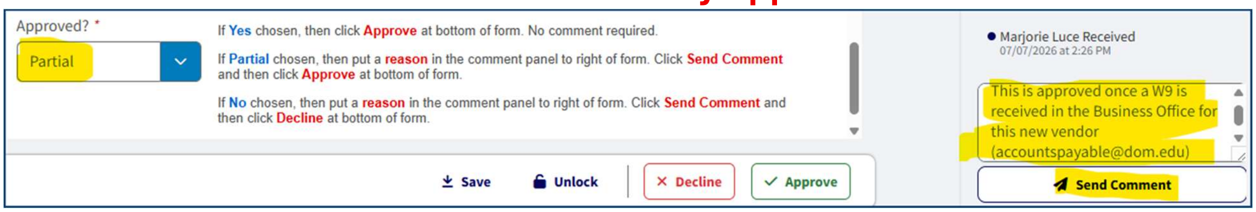
Draw OR Type your signature

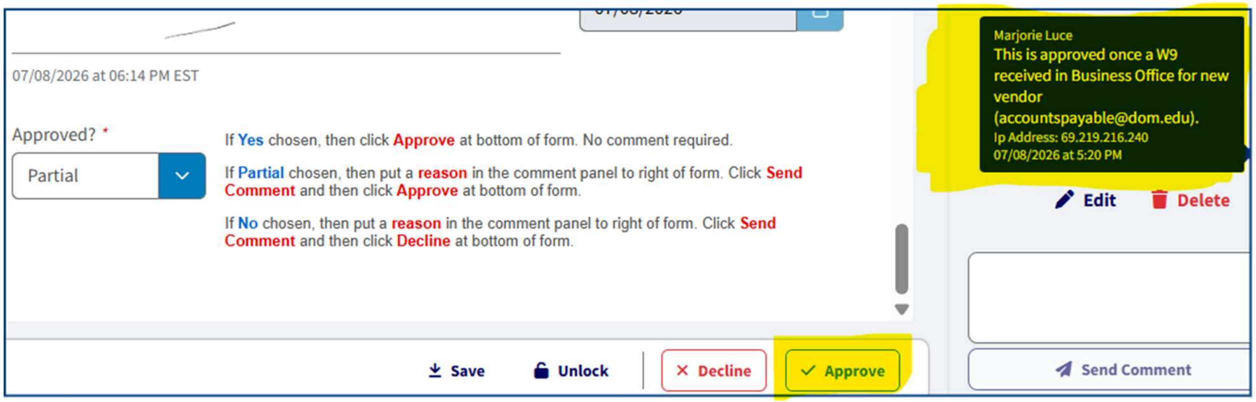


Approve, Partial Approve, Deny

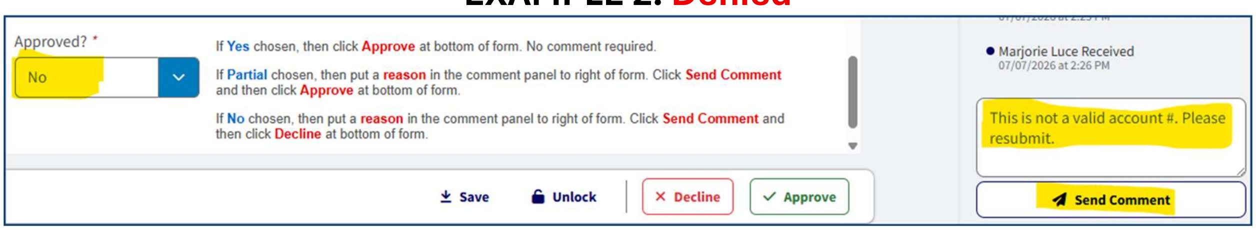
EXAMPLE 1: Approved

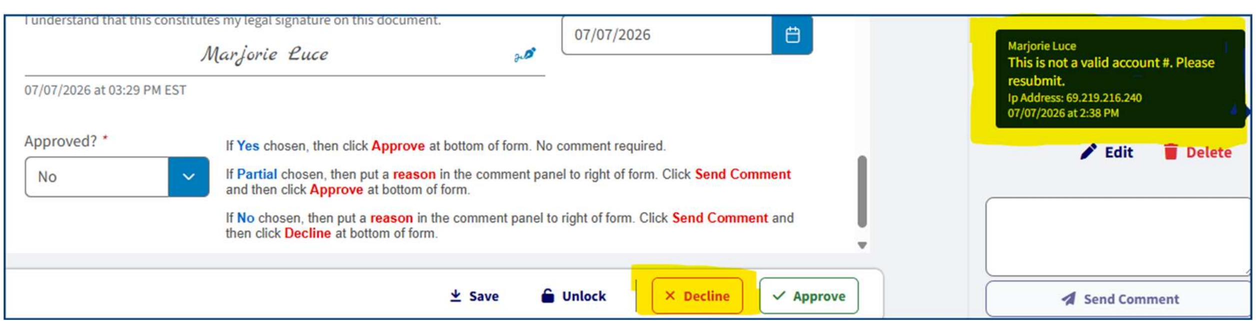
EXAMPLE 2: Partially Approved



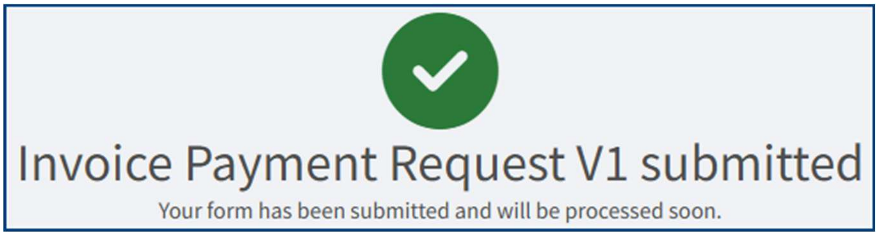


EXAMPLE 2: Denied

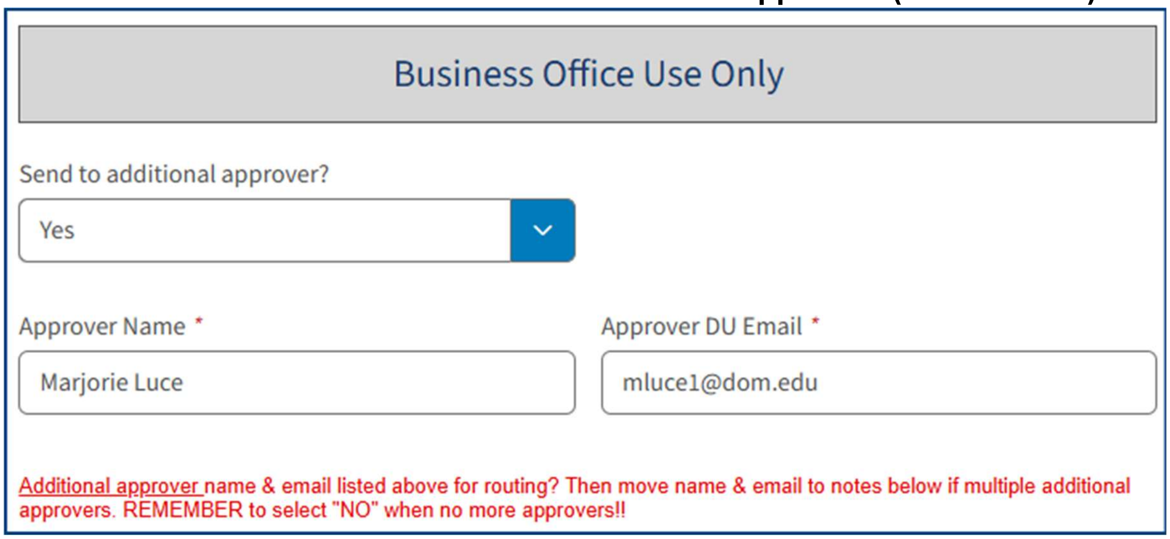




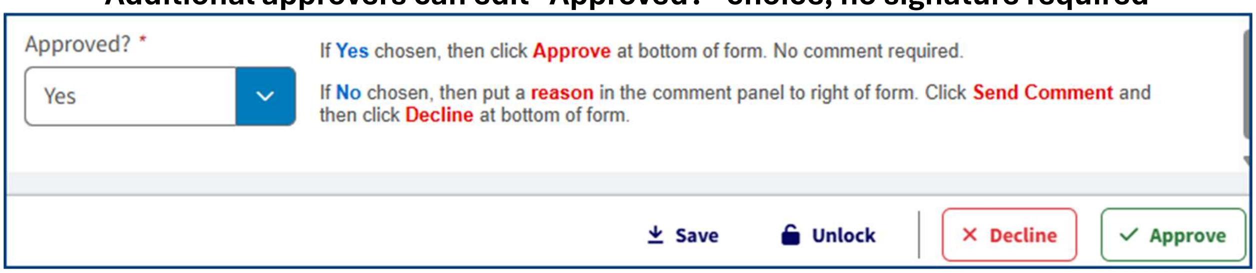
DON'T FORGET TO SUBMIT!



If Business Office needs to route to additional approvers (BUSFlowAP1)



Additional approvers can edit "Approved?" choice, no signature required



If no further approvals needed, then Business Office starts check process (AP1)

Business Office Use Only

Send to additional approver?

No

Approver Name

Approver DU Email

Additional approver name & email listed above for routing? Then move name & email to notes below if multiple additional approvers. REMEMBER to select "NO" when no more approvers!!

BUS Notes

Marjorie Luce Approved

Once check issued, then Business Office adds check info (AP2)

Check Number	Paid Date	Check Amount
123	07/08/2026	$ $650.00

Save Unlock Decline Approve