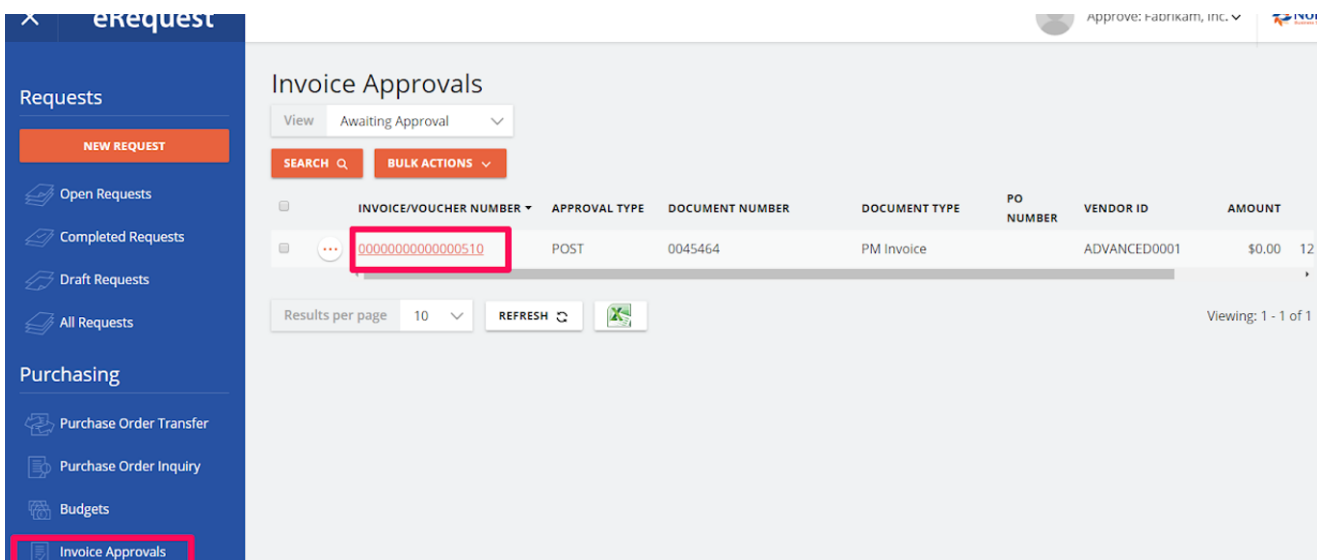


Viewing Drag and Drop files in eRequest

Last updated: August 26, 2022

- Locate an invoice via eRequest Invoice Approvals. E.g.:



The screenshot shows the eRequest application interface. On the left is a blue navigation sidebar with sections for 'Requests' and 'Purchasing'. The 'Requests' section includes 'NEW REQUEST', 'Open Requests', 'Completed Requests', 'Draft Requests', and 'All Requests'. The 'Purchasing' section includes 'Purchase Order Transfer', 'Purchase Order Inquiry', 'Budgets', and 'Invoice Approvals', which is highlighted with a red box. The main content area is titled 'Invoice Approvals' and shows a table of pending invoices. The table has columns for 'INVOICE/VOUCHER NUMBER', 'APPROVAL TYPE', 'DOCUMENT NUMBER', 'DOCUMENT TYPE', 'PO NUMBER', 'VENDOR ID', and 'AMOUNT'. One row is visible with the invoice number '00000000000000510' highlighted by a red box. Below the table are controls for 'Results per page' (set to 10), a 'REFRESH' button, and a download icon. The status 'Viewing: 1 - 1 of 1' is shown at the bottom right.

INVOICE/VOUCHER NUMBER	APPROVAL TYPE	DOCUMENT NUMBER	DOCUMENT TYPE	PO NUMBER	VENDOR ID	AMOUNT
00000000000000510	POST	0045464	PM Invoice		ADVANCED0001	\$0.00

- Click on the “View Invoice” button. All documents attached to the invoice will be displayed:

Invoice Detail

Invoice Approvals > Invoice Detail

SAVE **APPROVE** **REJECT** APPROVAL HISTORY PAYMENTS NOTES PO DETAILS **VIEW INVOICE**

Further Approval To: [none]

Receipt/Voucher: 00000000000000510 Vendor ID: ADVANCED0001

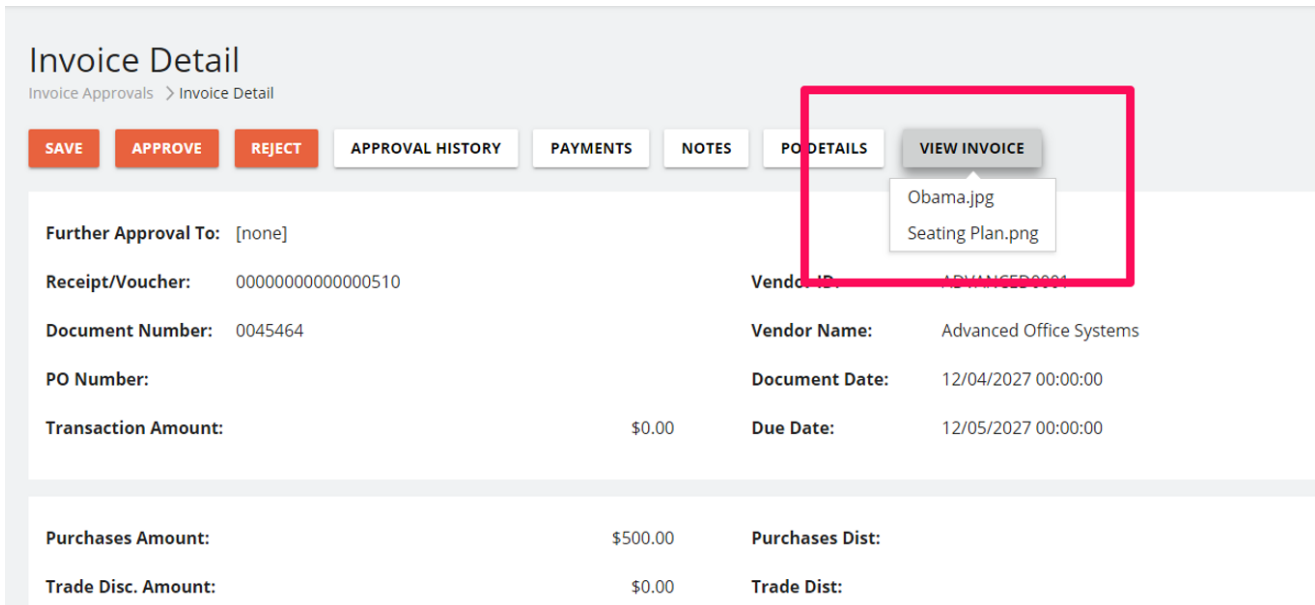
Document Number: 0045464 Vendor Name: Advanced Office Systems

PO Number: Document Date: 12/04/2027 00:00:00

Transaction Amount: \$0.00 Due Date: 12/05/2027 00:00:00

Purchases Amount: \$500.00 Purchases Dist:

Trade Disc. Amount: \$0.00 Trade Dist:



- Clicking on these files will perform different actions depending on the file type and the browser settings. This can include the following:
 - Open them in the web browser
 - Download them to your computer
 - Prompt you to open them in another program
- In the example above, clicking on the Obama.jpg will open a new browser page and display the image:

