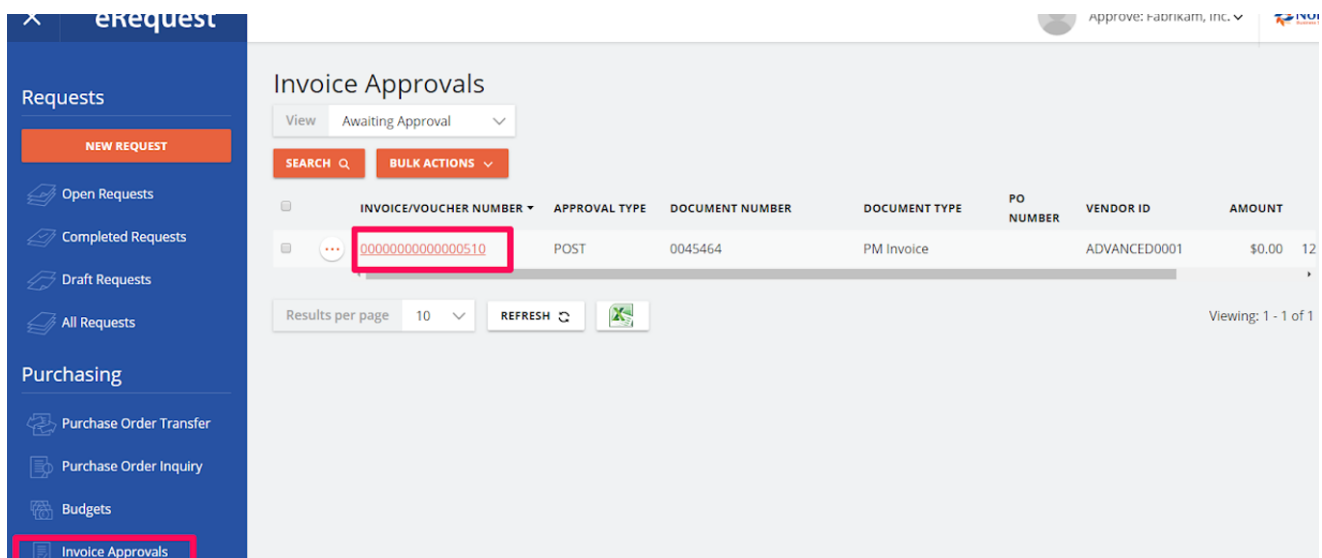


# Viewing Drag and Drop files in eRequest

Last updated: August 26, 2022

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



The screenshot shows the eRequest web application interface. On the left is a blue sidebar with a 'Requests' section containing 'NEW REQUEST' and links for 'Open Requests', 'Completed Requests', 'Draft Requests', and 'All Requests'. Below this is a 'Purchasing' section with links for '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 features a 'View' dropdown set to 'Awaiting Approval'. Below this are 'SEARCH' and 'BULK ACTIONS' buttons. A table displays invoice data with columns: INVOICE/VOUCHER NUMBER, APPROVAL TYPE, DOCUMENT NUMBER, DOCUMENT TYPE, PO NUMBER, VENDOR ID, and AMOUNT. The first row shows an invoice number '00000000000000510' (highlighted with a red box), approval type 'POST', document number '0045464', document type 'PM Invoice', vendor ID 'ADVANCED0001', and amount '\$0.00'. At the bottom of the table are 'Results per page' (set to 10), a 'REFRESH' button, and a download icon. The status 'Viewing: 1 - 1 of 1' is shown in 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

Document Number: 0045464

PO Number:

Transaction Amount: \$0.00

Vendor ID: ADVANCED0001

Vendor Name: Advanced Office Systems

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

Due Date: 12/05/2027 00:00:00

Purchases Amount: \$500.00

Trade Disc. Amount: \$0.00

Purchases Dist:

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:

