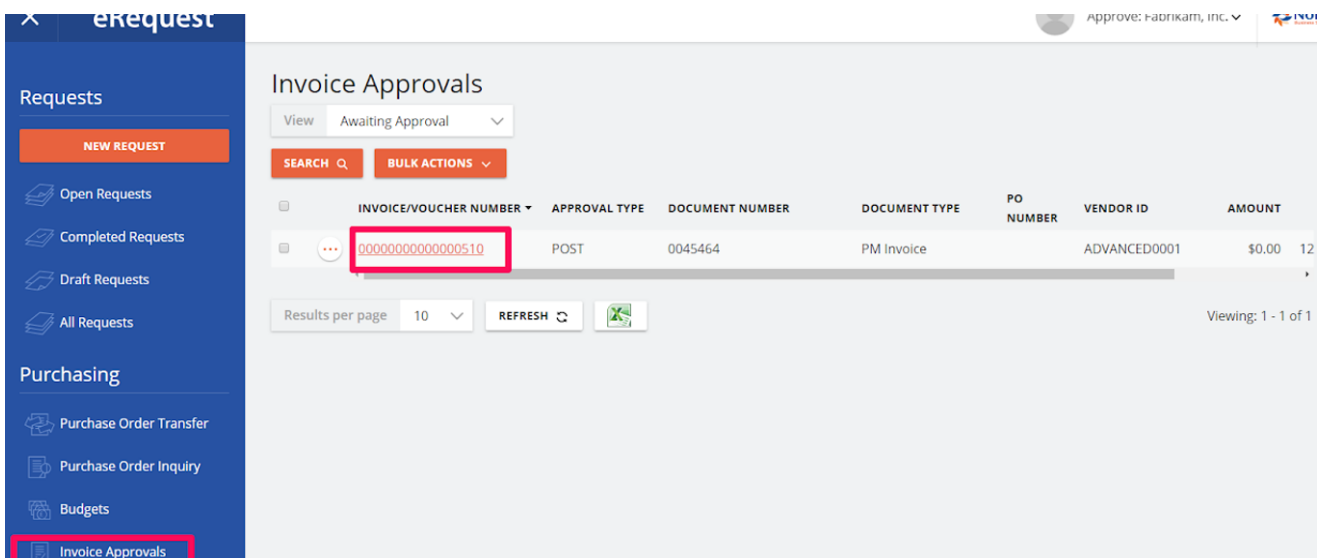


Viewing Drag and Drop files in eRequest

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 sidebar with a 'Requests' section containing 'NEW REQUEST' and 'Open Requests', 'Completed Requests', 'Draft Requests', and 'All Requests'. Below that is a 'Purchasing' section with 'Purchase Order Transfer', 'Purchase Order Inquiry', 'Budgets', and 'Invoice Approvals' (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. The table also includes search and bulk action buttons, a refresh button, and a 'Results per page' dropdown set to 10. The status 'View: Awaiting Approval' is shown at the top of the table area.

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

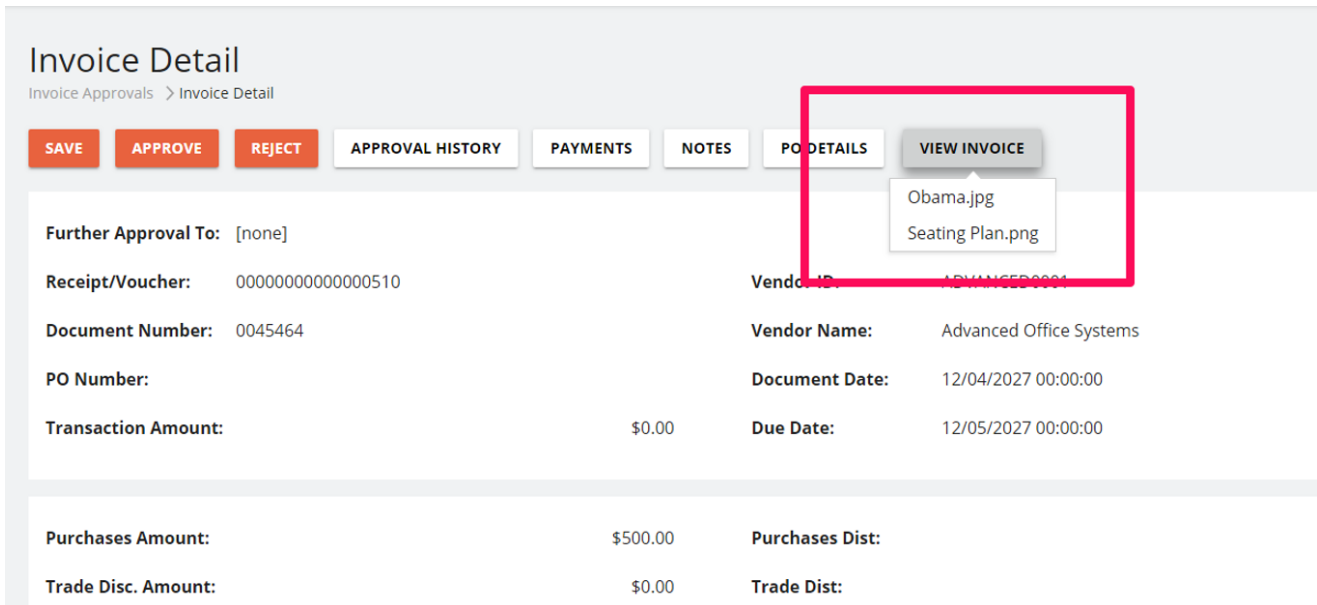
Document Number: 0045464 Vendor Name: Advanced Office Systems

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:

