

Invoice Drill Down Functionality on Account Holder Detailed Transaction Report

Quick Guide

June 14, 2010

The Invoice **Drill Down feature** allows for drill down into a transaction on the Account Holder Detailed Transaction Report that has images associated with the transaction. Images for drill down currently include:

- iExpense Transactions
- Ok-to-Pay Invoices
- PO Matched Invoices
- Check Requests

How to Drill-Down

1. The link appears on the Account Holder detail reports only. The location is shown below.

PTAO: ALL.ALL.ALL.A00101		Actuals during August 2009 (Open)						
Object Description : Payee	Transaction Date	Description	Initiator	Preparer	Authorizer	Click Link for Invoice Image	Amount	
Direct Costs								
21200 Supplies-Laboratory								
MILLIPORE CORPORATION	07/08/09	Inv#5004656 AB1554: Anti-NGF Receptor p75 Req#11556912 PO#SNP-5323889					259.00	
MILLIPORE CORPORATION	07/08/09	Inv#5004656 FREIGHT PO#5323889					60.00	

You may drill down on the report whether is emailed, saved on your computer or when opened directly from the portal. **If you are drilling directly from the portal, please use the following steps:**

- Before clicking on the link, **open a new browser window** by clicking your short cut to Internet Explorer.
- You may now drill down via your AH Detailed Transaction Report in the portal.

2. After clicking on the link, a new window will open, which will prompt for the CAS Login.

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3. After logging in through CAS your image will appear. Remember to leave this window open when you toggle back to the Account Holder Transactions Detail Report to continue further review and drilling on other transactions. By leaving the window open, you will not be prompted for CAS login again. All images can be printed or saved at anytime.



4. Note that if multiple images exist, you may receive a file list as illustrated below at which point you should click on the most appropriate link

List of Attached Documents

S.No	Attached File Name	Attachment Description
1	ER5381859.html	ER5381859.html - Invoice image imported on 28-AUG-2009 by EMS Automated Invoice File Attachment program
2	ER5381859_fax_1_page_3.png	ER5381859_fax_1_page_3.png - Invoice image imported on 28-AUG-2009 by EMS Automated Invoice File Attachment program
3	ER5381859_fax_1_page_1.png	ER5381859_fax_1_page_1.png - Invoice image imported on 28-AUG-2009 by EMS Automated Invoice File Attachment program
4	ER5381859_fax_1_page_2.png	ER5381859_fax_1_page_2.png - Invoice image imported on 28-AUG-2009 by EMS Automated Invoice File Attachment program
5	ER5381859_fax_1_page_4.png	ER5381859_fax_1_page_4.png - Invoice image imported on 28-AUG-2009 by EMS Automated Invoice File Attachment program

5. In some cases, based on the type of file that the image is, you will receive a pop-up box asking if you wish to Open, Save or Close the file. This extra step primarily happens when the image type has an extension of .tif or .png. Choose the "open" option to see the image.
6. OK-to-Pay and PO-Matched Invoices are sent to outside vendors for scanning and the associated images are returned on a weekly basis. While drilling, you may click on a link and receive a message asking you to try again in a few days as the image is not yet available. Return to this statement in a few days and try to drill again. (**You do not have to rerun statements in order to drill again.**) Check Request Images are returned from the outside vendor on a monthly basis (weekly as of July 2010). If you do not see an image as expected, contact aphelpdesk@yale.edu for further help in locating the image.