

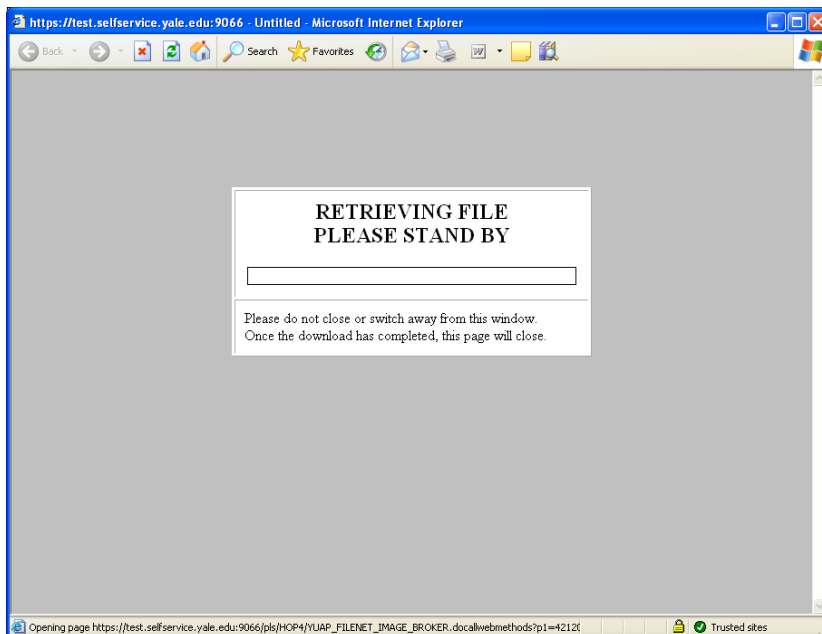
Viewing Invoice Images in Procurement Inquiry and AP Worklist

Over the next few weeks, invoice images currently stored in Oracle are being moved to a document management system named FileNet. You will continue to view invoice images by using the same links currently available in Procurement Inquiry and the AP Worklist.

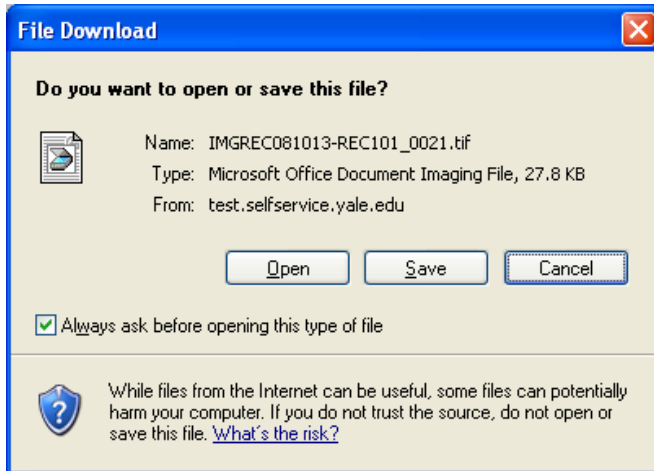
The only change is that when you click the image link, a window like the one below will appear momentarily, indicating that it is retrieving the file.

The goal of the change is to use system resources more efficiently by storing the images once in a system dedicated to document storage, rather than in Oracle.

Do not close the window as it will prevent the invoice image from opening.



A high volume of vendor invoice images (i.e., vendor invoices rather than employee expense reimbursements) are stored with a 'tif' file extension. When opening these files, you will usually be prompted with a further option as shown below.



Clicking the **Open** button will open the invoice image.

We've learned in recent weeks that some users are seeing a prompt to 'Save' or 'Cancel' rather than 'Open' or 'Save' the file. This is not due to any change by our applications. It is instead due to a browser issue typically caused by installs or patches of other software. **If you are not seeing an 'Open' option when attempting to view a 'tif' image, we suggest contacting your Distributed Support Provider (DSP) or other local technical support who can correct the issue.**

If you have questions regarding viewing invoice images, please contact the ITS Help Desk at 432-9000 or 785-3200.