Reducing Size of PDF Images for Salesforce

When submitting PDF's to Salesforce the file size of your submission must be less than 5 MB. If the file is larger, the information will automatically sent back from Salesforce. An automatic response will be sent to the individual submitting the file.

Example of Automated Email

From: Mail Delivery Subsystem [mailto:MAILER-DAEMON@pantheon.yale.edu]
Sent: Tuesday, October 29, 2013 2:30 PM
To: Spears, Michael
Subject: Undeliverable: MPSYCORE_Debbie Pearlman
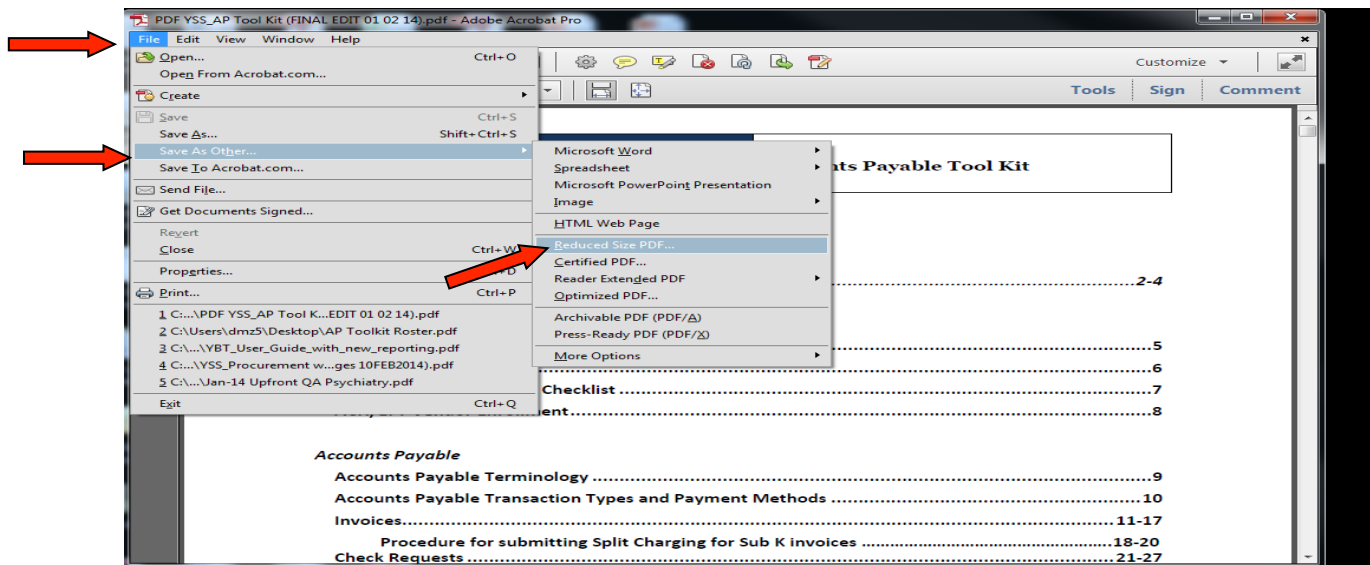
Delivery has failed to these recipients or groups:

bsc26@pantheon-po55.its.yale.edu
The recipient's mailbox is full and can't accept messages now. Please try resending this message later, or contact the recipient directly.

The following organization rejected your message: mx4-sjl.mta.salesforce.com.
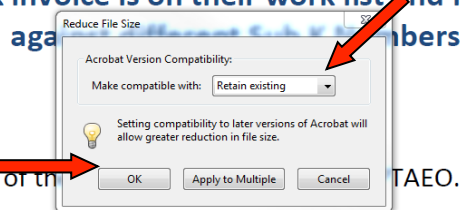
How to Reduce PDF Images

- Choose and open the PDF
- Choose File
    - Save as Other
        - Reduces Size PDF

Reducing Size of PDF Images for Salesforce

- A Pop Up will appear –Make Compatible with
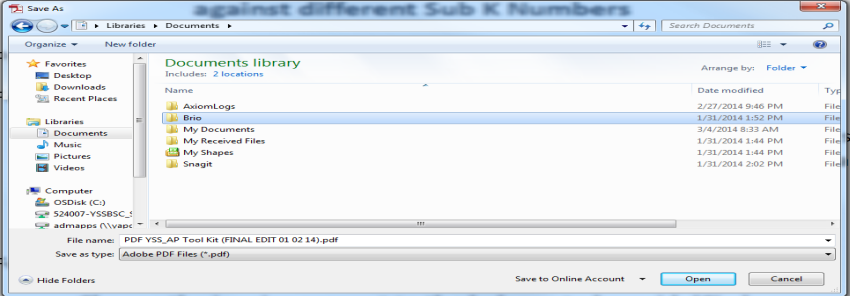- Select " Retain Existing"
- Click OK

Yale *Shared Services*

Accounts Payable Tool Kit

What to do if a Sub K invoice is on their work list and requires split charging against different Sub K numbers

- Print the invoice

- For the first part of the split charge in TAEO.

  o Reject Invoice and be sure to include a note specifying that this is a split charge and include the amount that needs to be paid (only include a Sub K number if it is different than what is stated on the invoice)

  o Click Submit

- For the printed copy that will be submitted to YSS

- Name the file and save

Yale *Shared Services*	**Accounts Payable Tool Kit**

What to do if a Sub K invoice is on their work list and requires split charging against different Sub K Numbers

- F
- F split Sub K

- F
  - o Change the invoice amount to the balance to be paid. (Circle amount due to

- Email attachment to the proper queue

  The file is now ready to be successfully received by Salesforce.