

Capture Templates

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Capture templates instruct your accounting system on how to extract information from documents and what to do with it once extracted. Want to have all invoices vendor-driven to specific general ledger accounts? Should all invoice GL lines contain a default comment? These instructions will explain how to build your template pages to accomplish these tasks and more.

Master Template

Your Master Template is established during implementation and is the system's instruction booklet. As you identify invoice formats that need to be captured, you will create template pages. Template pages establish instructions specific to individual invoice layouts.

Template Name	Type
Master Digital Capture Template	Invoice