Last Modified on 09/28/2026 3:30 pm EDT

Digital Invoice Capture

Upload Image: Click to select the files that will be used to create invoices.

Previous/Next: Allow the user to move through thumbnail images of pages from the selected files.

Remove: Click to remove the selected image from the pages to be reviewed for the Capture process.

Remove Range: Click for the **Tag Pages to Remove** screen, where the user can review and multi-select pages to be removed for the Capture process.

Show template dropdown: Displays the system master digital capture template for edit in the event a new template page needs to be created.

Group (If using invoice approval): The approval table to assign to invoices created through the Capture process.