

## Digital Invoice Capture

Last Modified on 02/21/2023 3:28 pm EST

### 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.

---