

## Digital Invoice Capture Batch Review (without temporary invoices)

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### **Digital Invoice Capture Batch Review (without temporary invoices)**

**Display:** Re-display batch detail according to screen selection options

**Save:** Save changes made to batch.

**Add to Batch:** Add new invoice to currently displayed invoice batch.

**Delete:** Remove selected invoice(s) from the temporary batch.

**Transfer Attachments:** Move attachments from the selected invoice to another invoice in the batch. Moving attachments will delete the original invoice.

**Edit:** Open invoice edit screen for selected invoice.

**Regular Invoice List:** Display invoices in regular list presentation.

**Submit (If using Document Approval):** Submit invoice approval.

**Send to Reviewer (if using Document Approval and "Use Reviewers" active):** Send invoice to designated Reviewer for review/modification.

**Approval Table (If using Document Approval):** Review the approval table for the selected invoice.

**Log (If using Document Approval):** View system activity for the selected invoice.

**Post:** Post invoices to the GL. Temporary invoices missing required information will not be allowed to post.

**Filter:** Limit the displayed invoices by vendor type, posted status, period range, or search based on PO #, Vendor Name, Description, or Batch #.

**Reset filters:** Reset screen display to system default filters.

**Forms:** Print, Preview, or export selected invoice detail.

**Reports:** Print or export batch detail grid.

**Hide Image:** Hide the displayed image for the selected invoice and remove it from the screen.

*Show Image:* Re-display the image for the selected invoice.

**Hide Detail:** Hide the invoice header detail for the selected invoice and remove it from the screen.

*Show Detail:* Re-display the header detail for the selected invoice.

**View:** View options for columns displayed in the batch detail screen section.

**Group (If using Document Approval):** Invoice batch detail screen filter for specified approval groups. Additional dropdown represents the approval tables associated with the selected approval group(s).

**Status (If using Document Approval):** Invoice batch detail screen filter for approval status.

**Due Before (If using Document Approval):** Invoice batch detail screen filter for due date limitation.

**Timeframe:** Invoice batch detail screen filter for invoice date range limitation.

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