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Digital Invoice Capture Batch Review (with temporary invoices)

Display: Res-display batch detail according to screen selection options

Save: Save changes made to the batch. When the save process is initiated, the system will attempt to convert the batch to a "**true**" invoice batch. If any invoices are missing the required information, the system will leave the batch in temporary status. If individual invoices containing all required information are selected via the checkbox and Save is clicked, the system will break the selected invoices out into a separate **true** 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.

Post: Post invoices to the GL. Temporary invoices missing the 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 number, Vendor Name, Description, or Batch number.

Reset filters: Reset screen display to system default filters.

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. An 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.