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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 the batch.

Add to Batch: Add a new invoice to the 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 the invoice edit screen for the selected invoice.

Regular Invoice List: Display invoices in a 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 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.

Forms: Print, Preview, or export selected invoice details.

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.

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