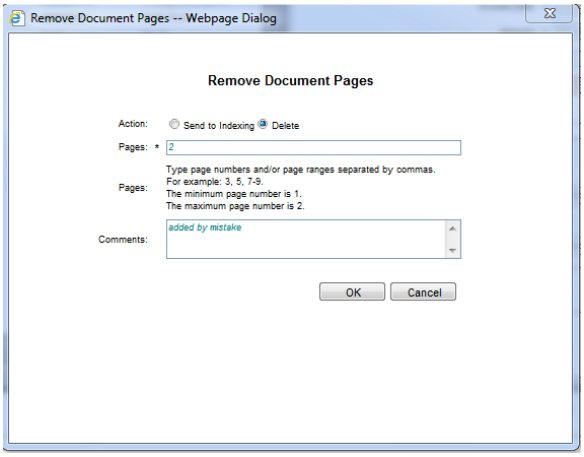
Chapter 7 – Deleting and redacting images

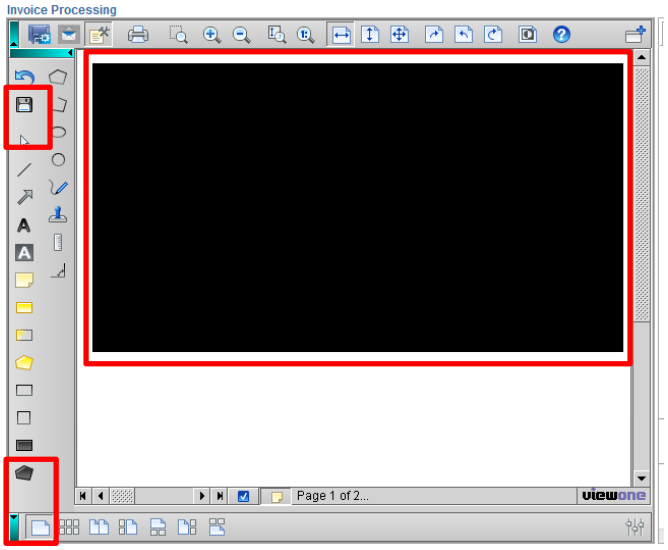
Deleting images can be done in an Invoice 15-20 minutes after trailing documentation has been attached. For a check request, the image deletion option is only available once it has been approved and rejected back to the approver.

All images, including the original invoice, can be deleted so please use caution. Once an image has been removed, it cannot be undone or brought back.

After clicking on the above icon, the box below will appear. Select the action, indicate the pages to delete and any comments needed then click on OK.



Redacting images is the best option for hiding information that does not pertain to the invoice or should be hidden. This is also a good option if a document was uploaded to a Check Request in error. **Please continue to use whiteout or another manual text removal method prior to uploading and processing an invoice that contains restricted or sensitive information.**


Invoice Processing
Page 1 of 2...
viewone