Invoices for review

If your colleague has sent an invoice to you for information, you can see it in the main menu and you must then confirm that you have received the information. The invoice will then appear in your ‘Invoice archive’.

Click the ‘Invoices for review’ icon.

Click the ‘Show invoice’ icon or double-click the row to see the invoice.
Click ‘Archive’ and the invoice will be moved to your ‘Invoice archive’.