


## 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'**.


Main menu

Invoices




**Accept (Varemodtag)**  
Code, comment, accept or return.

1




**Rasmus Peter For acceptance (Deputy)**  
Code, comment, accept or return on behalf of others.

1




**Rubert Rubertson For acceptance (Deputy)**  
Code, comment, accept or return on behalf of others.

2



**Invoice archive**  
Search for invoices you have touched, e.g. accepted, approved, commented, etc.




**Invoices for review**  
Archive invoices sent to you for information. Archive them and they will appear in your invoice archive.


1

Click the **'Invoices for review'** icon.



Main menu > Invoices for review



Filtering



Grouping

Document type	Document text	Supplier	Invoice no.	Invoice date	Due date	Gross amount	Currency	AN
 Faktura	10854431- Bureau Veritas. Tidl. CHEMTOX-1	10854431- Bureau Veritas. Tidl. CHEMTOX-1	OP/1243681	25/02/2015	01/07/2015	129.00 	EUR	0

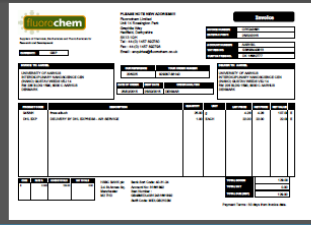
Click the **'Show invoice'** icon or double-click the row to see the invoice.

Main menu > Invoices for review > 10854431-Bureau Veritas. Tidl. CHEMTOX-1

Overview Accounting note E-invoice Review History Comment

Archive Previous Next

Doc. no.	Archive no.
Reference Jane	Bogf.dato 25/02/2015
Supplier 10854431-Bureau Veritas. Tidl. CHEMTOX-1	
Invoice date 25/02/2015	Document type Faktura
Invoice no. OP/I243681	Currency EUR




Document text	Gross amount	Currency	In process by	Status	From	Last changed	Konto	Delregnskab	Sag	Sagsopge
info fmoc-aib-oh	129.00	EUR	Randi Randisen	To acceptance	Ann-Lisa Nielsen	03/06/2015	4249	1	16303	16529,523

Click 'Archive' and the invoice will be moved to your 'Invoice archive'.

Main menu > Invoices for review > 10854431-Bureau Veritas. Tidl. C

Overview Accounting note E-invoice Review History Comment

Archive Previous Next

 The invoice is now available in your archive

Doc. no.	Archive no.
Reference Jane	Bogf.dato 25/02/2015
Supplier 10854431-Bureau Veritas. Tidl. CHEMTOX-1	
Invoice date 25/02/2015	Document type Faktura
Invoice no. OP/I243681	Currency EUR
Net amount 129.00	Gross amount 129.00
Payment mean Nem account (on invoice)	
Due date 01/07/2015	For processing 03/06/2015 10:15