
Requisitioner Quick Guide

Note: The process for invoices is also used for credit notes

1. Accept (varemodtag).....	2
2. Reject (Afvis).....	6
3. Forward	7
3.1 Send to another acceptor	7
3.2 Confirm acceptance and send to another approver	8

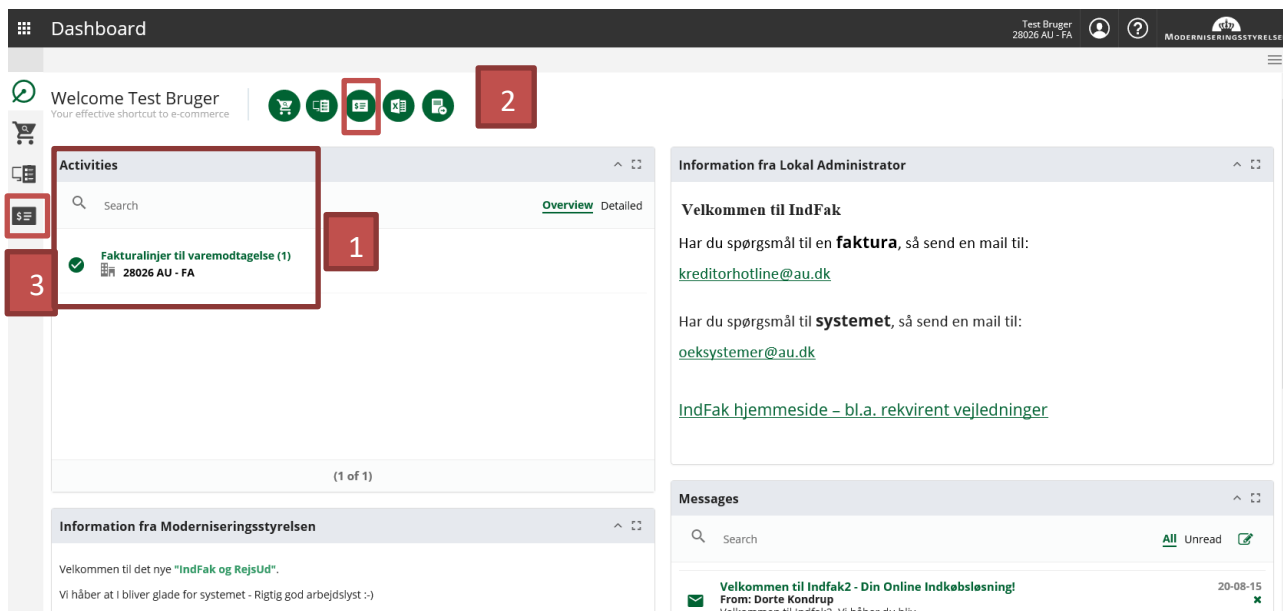
1. Accept (varemodtag)

When you confirm acceptance of an invoice, it will be forwarded to the approver for your area for approval.

If you want to select an approver outside your area, click 'Forward' > 'Bekræft varemodtagelse, og videresend til anden disponent' (Confirm reception of goods/services and forward to another approver)

How to accept of an invoice

On your front page = Dashboard, you can see the invoices/credit notes which are waiting for your acceptance under 'Activities'.



The screenshot shows the dashboard interface. At the top, there is a navigation bar with the user name 'Test Bruger' and the role '28026 AU - FA'. Below the navigation bar, there is a 'Welcome Test Bruger' message. The main content area is divided into several sections. On the left, there is an 'Activities' section with a search bar and a list of activities. One activity is highlighted with a red box and labeled '1': 'Fakturalinjer til varemodtagelse (1) 28026 AU - FA'. Above the 'Activities' section, there is a row of icons, including a green 'Invoice' icon, which is highlighted with a red box and labeled '2'. Below the 'Activities' section, there is an 'Information fra Moderniseringsstyrelsen' section. On the right side of the dashboard, there is an 'Information fra Lokal Administrator' section with a 'Velkommen til IndFak' message and a 'Messages' section with a 'Velkommen til Indfak2 - Din Online Indkøbsløsning!' message.


There are three ways to access attachments:

1. Double-click the line below 'Activities' → directly to attachments
2. Click the green 'Invoice' icon → Main menu - Click 'Accept (varemodtag)' → Main menu > Invoices for acceptance
3. Click the 'Invoices' icon and select 'Accept (varemodtag)' → Main menu > Invoices for acceptance

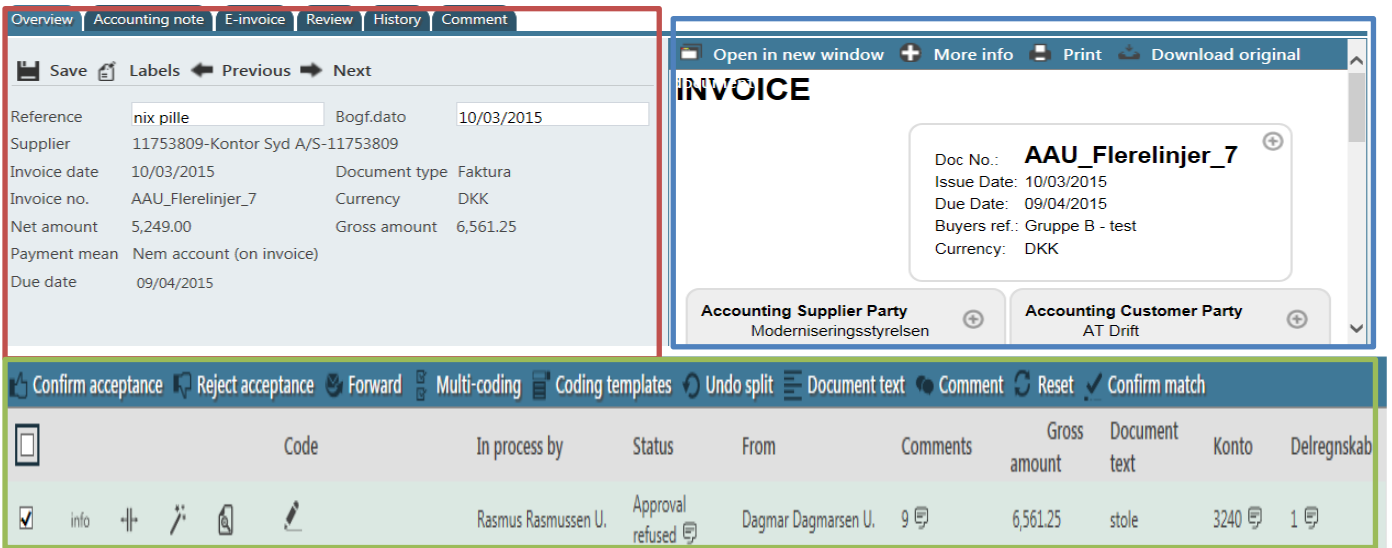
Main menu > Invoices for acceptance

Reject acceptance Forward Multi-coding Document text Comment								
	<input type="checkbox"/>		Document type	Supplier	Invoice no.	Reference	Due date	Invoice amount
(4)	<input type="checkbox"/>		Kreditnota	12246137- DIS Congress Service Copenhage-	506-5	BSS-AUHE		11,062.50
(1)	<input type="checkbox"/>		Faktura	010002512-TORLAUG L. HOEL- 010002512	7215210137	bss-badm	26/06/2015	316.28
(1)	<input type="checkbox"/>		Faktura	11753809- Kontor Syd A/S-11753809	AAU_Flerelinjer_7	nix pille	09/04/2015	6,561.25
(1)	<input type="checkbox"/>		Faktura	17201697- SOCO Hjul A/S-17201697	AAU_Flerelinjer_31	nix pille	09/04/2015	6,561.25
(1)	<input type="checkbox"/>		Faktura	10102510- Promotus Reklamebureau A/S-1010	AAU_Flerelinjer_21	nix pille	09/04/2015	6,561.25

Red = invoices due

Click the icon  to open the invoice or double-click the row.

Main menu > Invoices for acceptance > 11753809-Kontor Syd A/S-11753809



The screenshot shows the invoice system interface with three highlighted areas:

- Red square = Invoice head:** The top section of the invoice details, including fields for Reference (nix pille), Supplier (11753809-Kontor Syd A/S-11753809), Invoice date (10/03/2015), Invoice no. (AAU_Flerelinjer_7), Net amount (5,249.00), and Due date (09/04/2015).
- Blue square = Invoice example:** A preview of the invoice document titled "INVOICE" for Doc No. AAU_Flerelinjer_7, showing Issue Date (10/03/2015), Due Date (09/04/2015), and Accounting Supplier Party (Moderniseringsstyrelsen).
- Green square = Invoice row:** The bottom section of the invoice details, including fields for In process by (Rasmus Rasmussen U.), Status (Approval refused), From (Dagmar Dagmarsen U.), Gross amount (6,561.25), Document text (stole), Konto (3240), and Delregnskab (1).

Red square = **Invoice head**

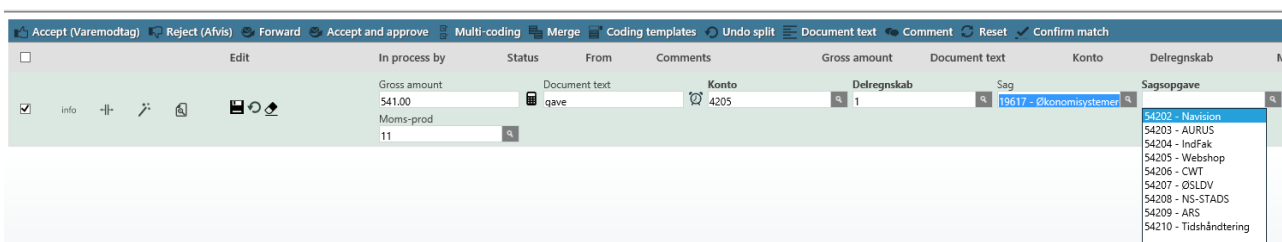
Blue square = **Invoice example**

Green square = **Invoice row**

Go through the invoice by scrolling down and left/right. Alternatively, you can click the different options at the top of the invoice example.

'Konto' (Account), 'Delregnskab' (Divisional financial statements) and 'Moms-prod' (VAT) have been filled in in advance by the invoice assigner. If the supplier has been informed about 'Sag' (Case) and 'Sagsopgave' (Case task) and this information is stated on the invoice, all fields will be filled in. If everything is OK, you can confirm reception of goods/services by clicking 'Accept (varemodtag)'.

If you want to edit or make an entry, click  and you can fill in 'Sag' (Case) and the relevant 'Sagsopgave' (Case task) and eg. edit the attachment text.



The text in the 'Document text' field can be changed. The text is transferred to Navision and can be seen in the financial reports.


The 'Sagsopgave' (Case task) field becomes visible after entering 'Sag' (Case), as the system only retrieves values connected to 'Sag'.


Are the fields filled delete values before you enter a new "Sag"(Case) and/or "Sagsopgave" (Case task)

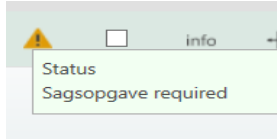
'Sag' (Case) - Enter the number or part of the number. You can also write part of the name – click the down arrow and you can now see a list of the options that match your search – select the relevant item from the list.


'Sagsopgave' (Case task) - Click the magnifying glass icon and you can see the case tasks which belong to the case – it takes a while to generate the list. You can also write the number or part of the name in the field, click the down arrow and select the relevant item from the list.

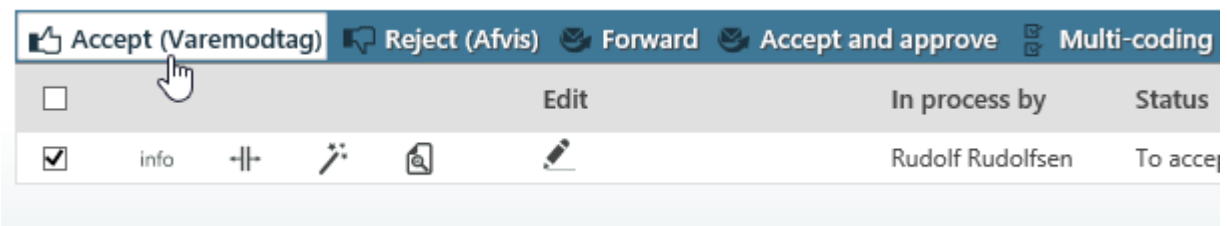


If you have written something which the system does not recognise, you will see the text 'No hits'. Click "Save"  when the fields contain the right information.

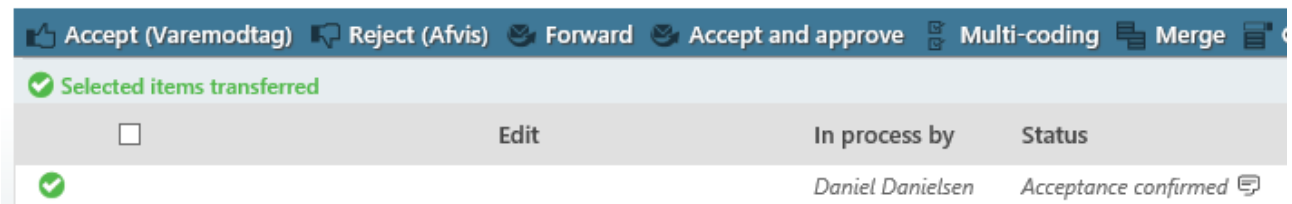
When you save invoice lines, the system might display warnings if the fields are not filled in correctly. The warnings are displayed as red and yellow warning signs . When you place the cursor on the warning sign, you can see what is wrong.



Click  again and correct the error.



When everything is ok, you can click **'Accept (varemodtag)'**



The invoice will get the status **'Acceptance confirmed'** and is sent to the approver for your area for approval which can be seen in the column **'In process by'**.

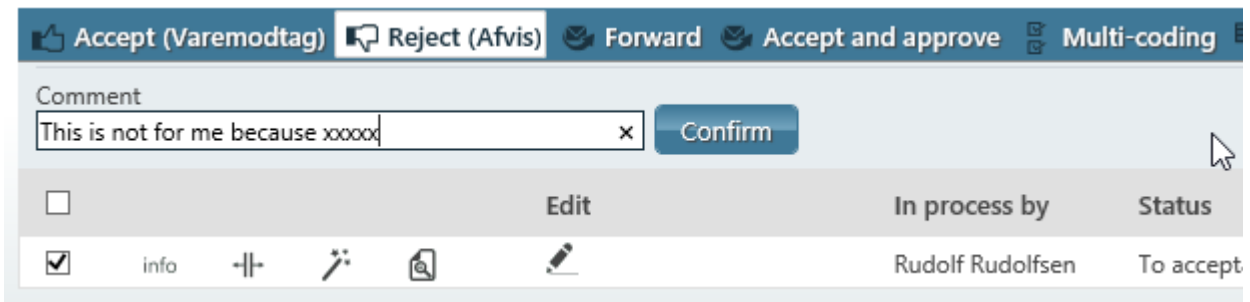
If you have other invoices that you need to process, you can click **'Next'** (part of invoice head) and you can see the next invoice that you need to process.

2. Reject (Afvis)

When you reject an invoice, it will be sent back to the invoice assigner.

How to reject an invoice:

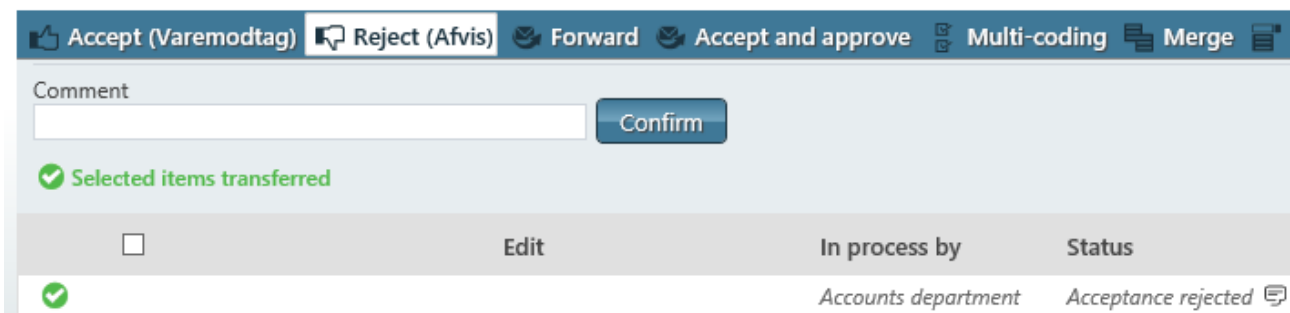
Click **'Reject (Afvis)'**



<input type="checkbox"/>	Edit	In process by	Status
<input checked="" type="checkbox"/>	info	Rudolf Rudolfsen	To accept

In the **'Comment'** field, you can write a message to the invoice assigner about your reasons for rejecting the invoice.

Click **'Confirm'**



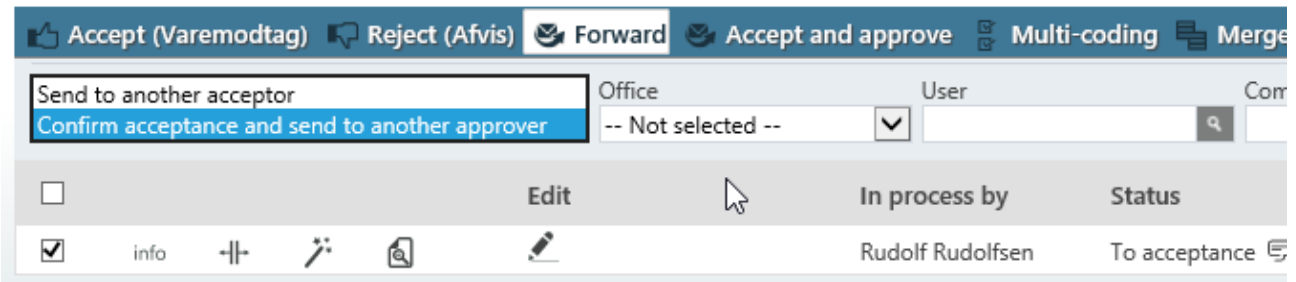
<input type="checkbox"/>	Edit	In process by	Status
<input checked="" type="checkbox"/>		Accounts department	Acceptance rejected

The invoice status changes to **'Acceptance rejected'**

If you have other invoices that you need to process, you can click **'Next'** (part of invoice head) and you can see the next invoice that you need to process.

3. Forward

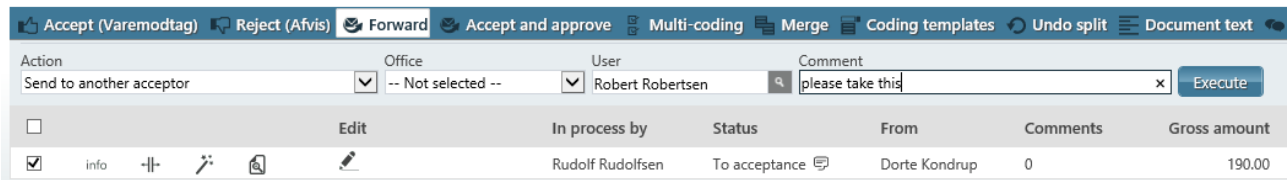
When you click **'Forward'**, you get two options.



The screenshot shows a software interface with a menu bar containing 'Accept (Varemodtag)', 'Reject (Afvis)', 'Forward', 'Accept and approve', 'Multi-coding', and 'Merge'. Below the menu bar, there are two options: 'Send to another acceptor' and 'Confirm acceptance and send to another approver'. The 'Send to another acceptor' option is highlighted. To the right of these options are fields for 'Office' (containing '-- Not selected --') and 'User' (containing a search icon and a dropdown arrow). Below this is a table with columns: 'In process by' (Rudolf Rudolfsen) and 'Status' (To acceptance). The table also has a 'Status' column with a dropdown arrow.

- **Send to another acceptor**– If the invoice is not for you, you can forward the invoice to another requisitioner in the organisation.
- **Confirm acceptance and send to another approver** – You accept reception of goods/services and select your approver.

3.1 Send to another acceptor



The screenshot shows the software interface with the 'Send to another acceptor' form. The 'Action' field is set to 'Send to another acceptor'. The 'Office' field is set to '-- Not selected --'. The 'User' field is set to 'Robert Robertsen'. The 'Comment' field contains 'please take this'. There is an 'Execute' button next to the comment field. Below the form is a table with columns: 'In process by' (Rudolf Rudolfsen), 'Status' (To acceptance), 'From' (Dorte Kondrup), 'Comments' (0), and 'Gross amount' (190.00). The table also has a 'Status' column with a dropdown arrow.

In the field **'Action'**, select **'Send to another acceptor'**

In the field **'Office'**, select an 'office' to limit the number of options in the field **'User'**.

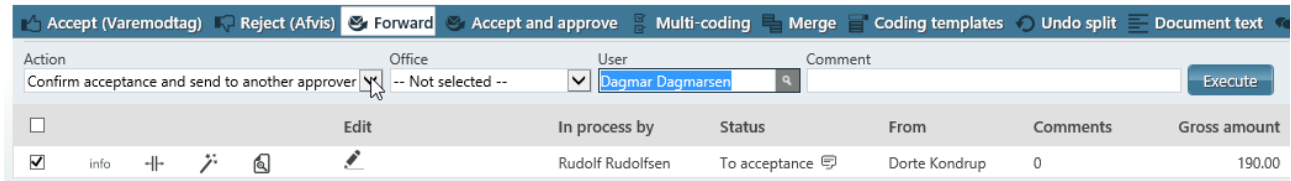
In the field **'User'**, write the name or part of the name of the requisitioner you wish to forward the invoice to – click the down arrow and select from the list.

In the field **'Comment'**, you can write a message for your colleague.

Click **'Execute'** and the invoice is sent to your colleague for further processing.

If you have other invoices that you need to process, you can click **'Next'** (part of invoice head) and you can see the next invoice that you need to process.

3.2 Confirm acceptance and send to another approver



edit	In process by	Status	From	Comments	Gross amount
info	Rudolf Rudolfsen	To acceptance	Dorte Kondrup	0	190.00

In the field **'Action'**, select **"Confirm acceptance and send to another approver"**

In the field **'Office'**, select an 'office' to limit the number of options in the field **'User'**.

In the field **'User'**, write the name or part of the name of your approver – click the down arrow and select from the list.

In the field **'Comment'**, you can write a message for your approver.

Click **'Execute'** and the invoice status changes to **'Acceptance confirmed'** and the invoice is forwarded to the approver for approval.

If you have other invoices that you need to process, you can click **'Next'** (part of invoice head) and you can see the next invoice that you need to process.

For further information, see the Requisitioner Manual on the IndFak2 website.