

Requisitioner Quick Guide

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

Until further notice, requisitioners at NS and TS 'Forward' and select "Confirm acceptance and send to another approver"

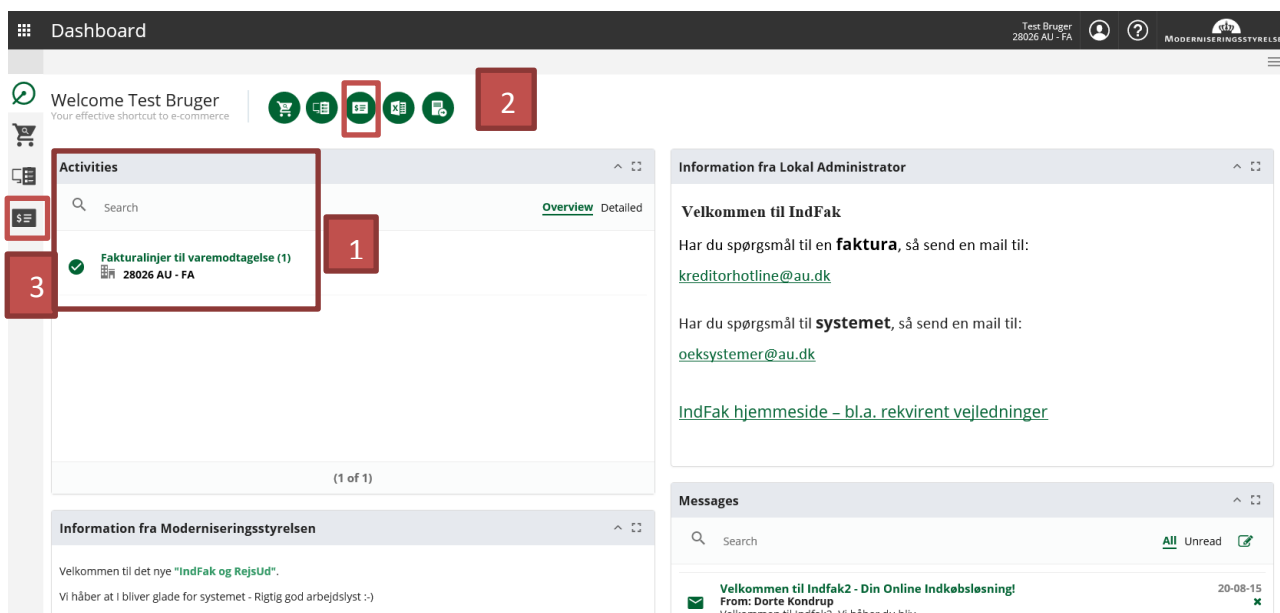
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1. Forward > Confirm acceptance and send to another approver

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

How to process 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' page for 'Test Bruger'. The 'Activities' section is highlighted with a red box and a red number '3'. Inside the 'Activities' section, the first entry 'Fakturalinjer til varemodtagelse (1)' is highlighted with a red box and a red number '1'. The 'Invoice' icon in the top navigation bar is highlighted with a red box and a red number '2'. The 'Messages' section on the right shows a message from 'Dorte Kondrup' with the subject 'Velkommen til Indfak2 - Din Online Indkøbsløsning!'.


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

Overview Accounting note E-invoice Review History Comment

Save Labels Previous Next

Reference nix pille Bogf.dato 10/03/2015

Supplier 11753809-Kontor Syd A/S-11753809

Invoice date 10/03/2015 Document type Faktura

Invoice no. AAU_Flerelinjer_7 Currency DKK

Net amount 5,249.00 Gross amount 6,561.25

Payment mean Nem account (on invoice)

Due date 09/04/2015

Open in new window More info Print Download original

INVOICE

Doc No.: **AAU_Flerelinjer_7**

Issue Date: 10/03/2015

Due Date: 09/04/2015

Buyers ref.: Gruppe B - test

Currency: DKK

Accounting Supplier Party Moderniseringsstrelsen

Accounting Customer Party AT Drift

Confirm acceptance Reject acceptance Forward Multi-coding Coding templates Undo split Document text Comment Reset Confirm match

	Code	In process by	Status	From	Comments	Gross amount	Document text	Konto	Delregnskab
<input checked="" type="checkbox"/>	info	Rasmus Rasmussen U.	Approval refused	Dagmar Dagmarsen U.	9	6,561.25	stole	3240	1


Red square = **Invoice head**

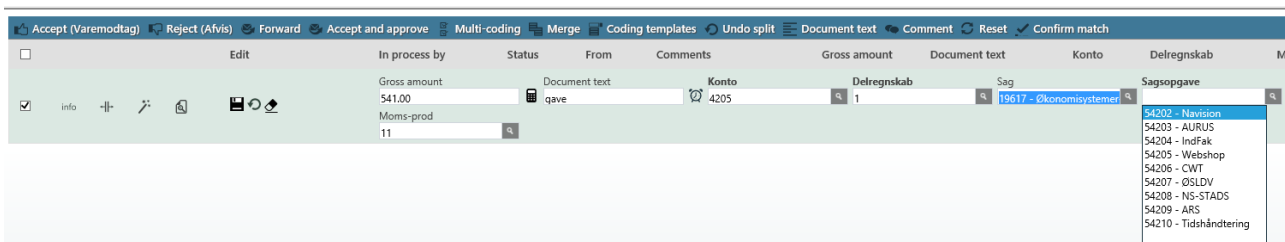
Blue square = **Invoice example**

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 '**Forward**' > "**Confirm acceptance and send to another approver**"

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.

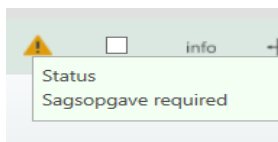
'Sagsopgave' (Case task) - Click the magnifying glass icon and you can see the case tasks which belong to the case – it takes a while to generate the list. You can also write the number or part of the name in the field, click the down arrow and select the relevant item from the list.




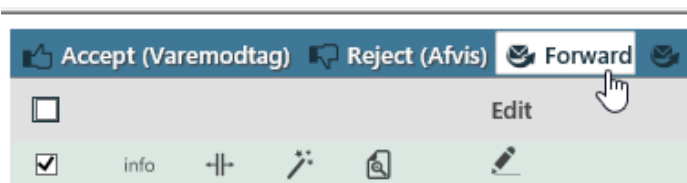
If you have written something which the system does not recognise, you will see the text **'No hits'**.

Click **"Save"**  when the fields contain the right information.

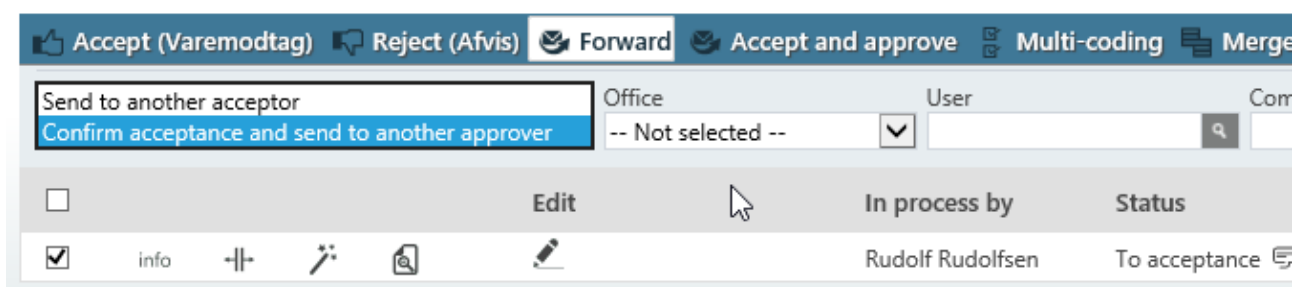
When you save invoice lines, the system might display warnings if the fields are not filled in correctly. The warnings are displayed as red and yellow warning signs . When you place the cursor on the warning sign, you can see what is wrong.



Click  again and correct the error.



When everything is OK, you can click **'Forward'**.



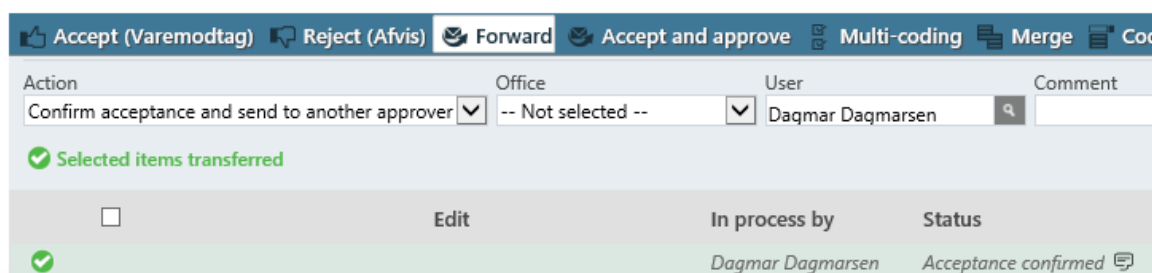
In the field **'Action'**, select **"Confirm acceptance and send to another approver"**

In the field **'Office'**, not used

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.

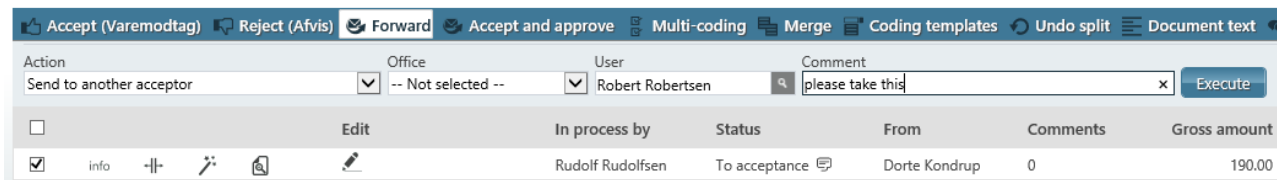
Click **'Execute'**.



The invoice status is changed to **'Acceptance confirmed'** and sent to the approver for approval which can be seen from 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. Forward > Send to another acceptor



	Edit	In process by	Status	From	Comments	Gross amount
<input checked="" type="checkbox"/>	info	Rudolf Rudolfsen	To acceptance	Dorte Kondrup	0	190.00

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.

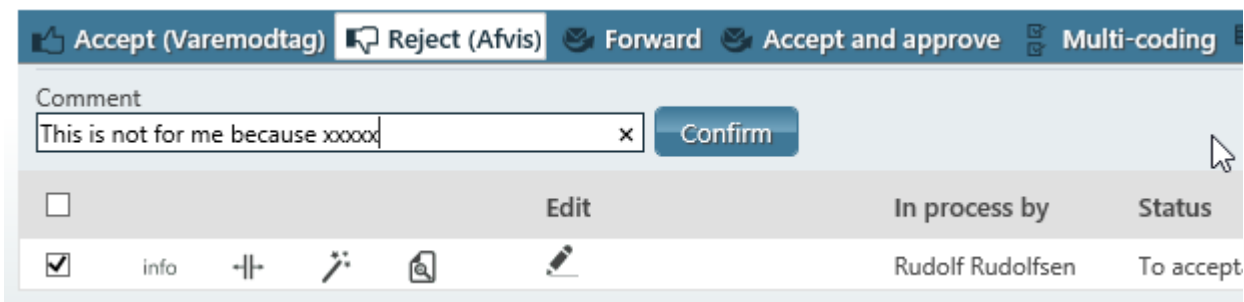
If you have other invoices that you need to process, you can click '**Next**' (part of invoice head) and you can see the next invoice that you need to process.





3. Reject (Afvis)

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

How to reject an invoice:

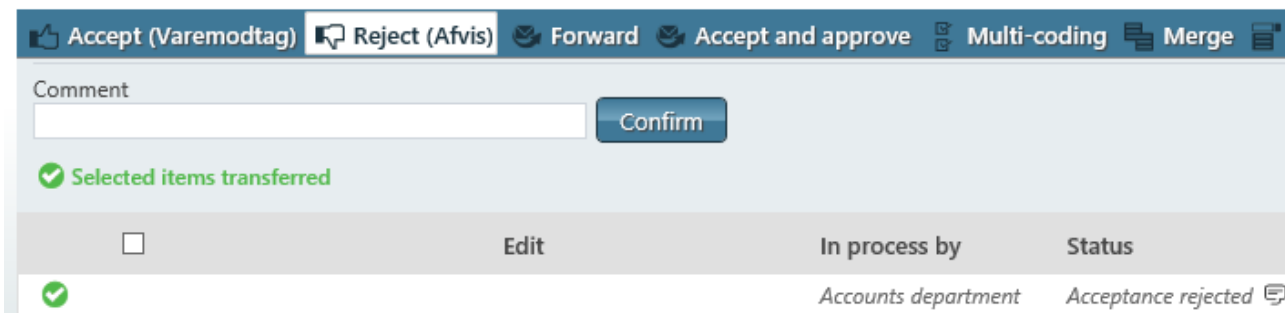
Click '**Reject (Afvis)**'








	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**'



	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.

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