

Labels

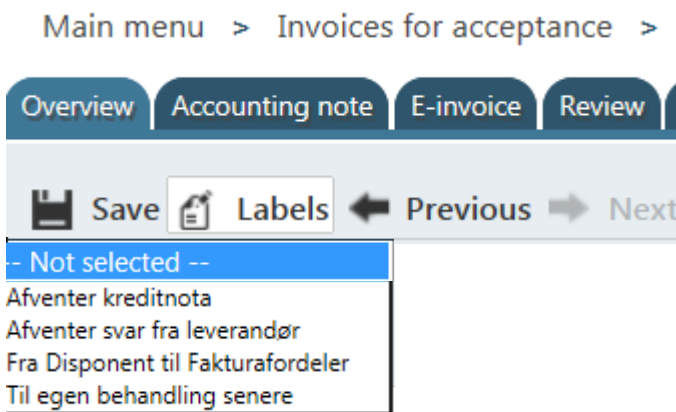
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1. Labels

If you cannot process an invoice either because you are waiting for a credit note or want to process the invoice later, you can add a label to your invoice. The invoice assigner can then see that the invoice has been put on hold which is the reason why it has not been processed. Only approvers are allowed to use the label ‘**Fra Disponent til Fakturafordeler**’ (From approver to invoice assigner).

Click ‘**Labels**’.



‘Afventer kreditnota’ = Waiting for credit note

‘Afventer svar fra leverandør’ = Waiting for response from supplier

‘Fra Disponent til Fakturafordeler’ = From approver to invoice assigner. Note: ‘Fra Disponent til Fakturafordeler’ (From approver to invoice assigner) is not used by requisitioners.

‘Til egen behandling senere’ = To be processed by me at a later time

Select the relevant label for the invoice.

Overview Accounting note E-invoice Review

Save Labels Previous Next

Afventer kreditnota


Add Remove Remove all

Click **'Add'**.

Main menu > Invoices for acceptance > 17201697-SOCO Hjul A/S-1720

Overview Accounting note E-invoice Review History Comment

Reference	nix pille	Bogf.dato	10/03/2015
Supplier	17201697-SOCO Hjul A/S-17201697		
Invoice date	10/03/2015	Document type	Faktura
Invoice no.	AAU_Flerelinjer_31	Currency	DKK
Net amount	5,249.00	Gross amount	6,561.25
Payment mean	Nem account (on invoice)		
Due date	09/04/2015		

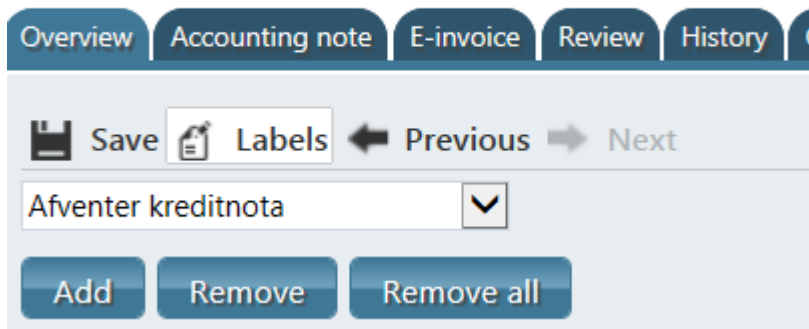
 **Assigned labels**

Afventer kreditnota

At the bottom of the invoice details, you can see assigned labels.

2. How to remove labels

Main menu > Invoices for acceptance > 17201697



Click **'Labels'**.

Select the label you want to remove.

Click **'Remove'**.

The field can be empty and if you click **'Remove all'**, you will remove all attached labels.