

Comment

You can add comments to the invoice under 'Invoice details' or on the invoice line.

Comments under 'Invoice details' are attached to the invoice and can be seen by everybody who has access to the invoice.

Comments on the invoice line are attached to the invoice line and can be seen by everybody who has access to the invoice.

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1. How to attach comments to an invoice under 'Invoice details'

Under 'Invoice details', you can write a comment about the invoice.

Click the '**Comment**' tab.

Main menu > Invoices for acceptance > Invoice details

Overview Accounting note E-invoice Review History **Comment (1)**

+ New

Date	Comment
13/06/2015 14:00	Venligst husk deltagerliste

Page 1

Click '**New**'.

Main menu > Invoices for acceptance > Invoice details

Overview | Accounting note | E-invoice | Review | History | **Comment (1)**

+ New

Comment*

Attendees by arr. xx

Date	Comment
13/06/2015 14:00	Venligst husk deltagerliste

Write your comment in the 'Comment' field and click 'Save'.

Main menu > Invoices for acceptance > Invoice details

Overview | Accounting note | E-invoice | Review | History | **Comment (2)**

+ New

Comment*

✔ Comment added

Date	Comment	Processed by	Context
13/06/2015 14:31	Attendees by arr. xx	Rasmus Peter Rasmussen U.	For processing
13/06/2015 14:00	Venligst husk deltagerliste	Fiona Finsen	For processing

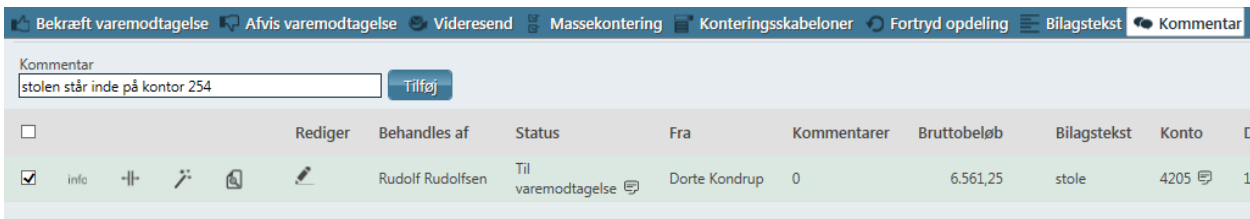
The comment is now attached to the invoice. The number of comments is displayed on the tab.

If you have more comments for the invoice, click 'New' and follow the instructions above.

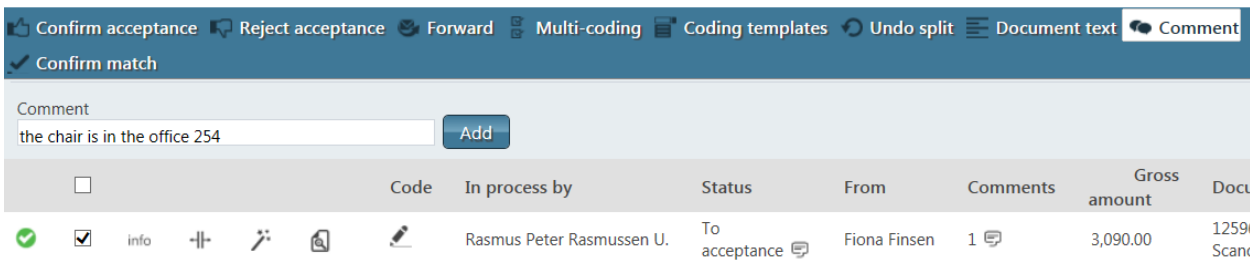
2. How to attach comments to the invoice line

A comment can be attached to the invoice line and will be displayed as a speech balloon icon connected to the invoice line in the column 'Comments'.

Click '**Comment**'.



Write your comment in the '**Comment**' field and click '**Add**'.



You can see the comment when you place the cursor on the speech balloon icon in the '**Comments**' column. Here you can see the date, time, name of the person who wrote the comment and the comment itself. You can also see the comment under '**info**' and when you click the '**Comments**' tab.