07-07-2015



### How to send an invoice to others for review/information

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If you want your colleague to see an invoice, you can send the invoice to your colleague for review/information. Your colleague can then see the invoice on his/her IndFak2 front page and must confirm that the information has been received. Your colleague will then be able to find the invoice in his/her 'Invoice archive'.

The invoice can still be processed even though it has been sent out for review/information. It is not possible to send an invoice for review/information if it is placed in your 'Invoice archive'.

Click the tab 'Review'.

Click 'Send for review'.

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 colleague you wish to send the invoice to – click the down arrow and select from the list.

Click 'Send'.



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# AU Finance and Estates Project Development

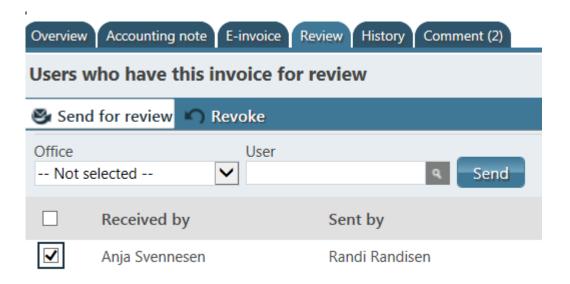
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On the 'Review' tab, you can see who the invoice has been sent to.

#### If you want

to revoke, check the line box and click 'Revoke'.



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