

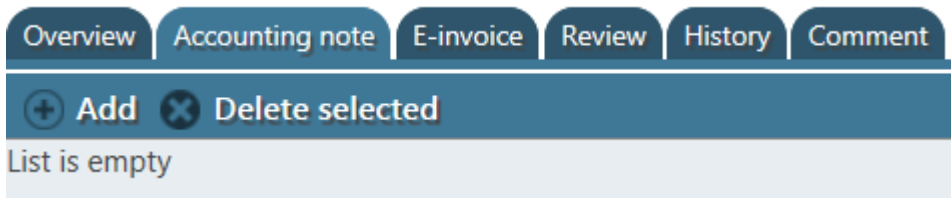
How to attach files to invoices

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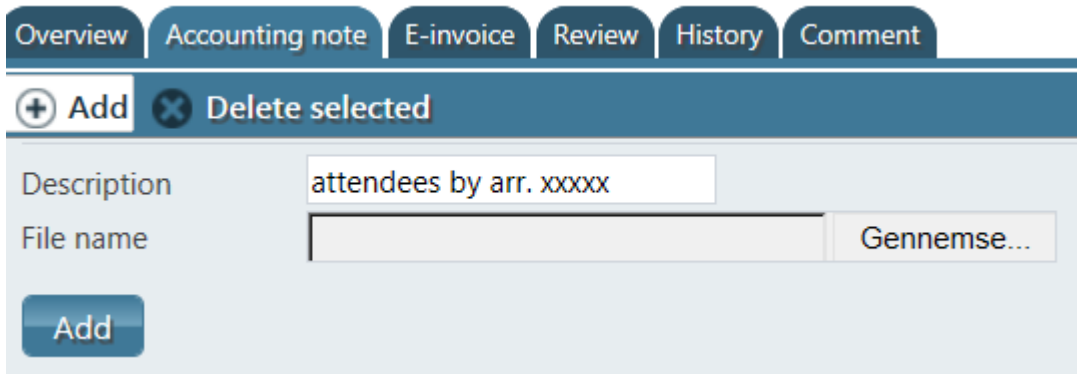
1. How to attach files to invoices

If you want to attach a file to your invoice e.g. a list of participants, follow the steps below:

Click the tab **'Accounting note'**.



Click **'Add'**.



In the field **'Description'**, you can write a short description.

In connection with the field **'File name'**, it is possible to click **'Gennemse'** (Browse) and find the relevant file on your PC. Most file types can be attached. Select the relevant file, click **'Åbn'** (Open) and the file name appears in the field.

Overview Accounting note E-invoice Review History Comment

+ Add ✕ Delete selected

Description attendees by arr. xxxxx

File name E:\IndFak2\TEST BILAG AU.docx Gennemse...

Add

Click **'Add'**.

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

+ Add ✕ Delete selected

Description attendees by arr. xxxxx

File name Gennemse...

Add

✔ File uploaded

| <input type="checkbox"/> | File name | Description | Added by |
|--------------------------|--|-------------------------|---------------------------|
| <input type="checkbox"/> |  TEST BILAG AU.docx | attendees by arr. xxxxx | Rasmus Peter Rasmussen U. |

The file is now attached to the invoice. The number of attachments is displayed on the **'Accounting note'** tab.

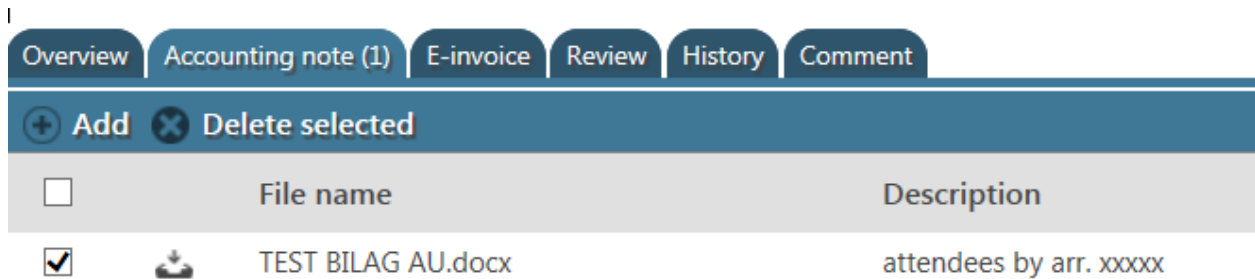
If you want to add another file, click **'Add'** and attach the file as described above.

2. How to delete an attached file

If you want to delete an attached file, follow the steps below:

Click the tab 'Accounting note'.

1



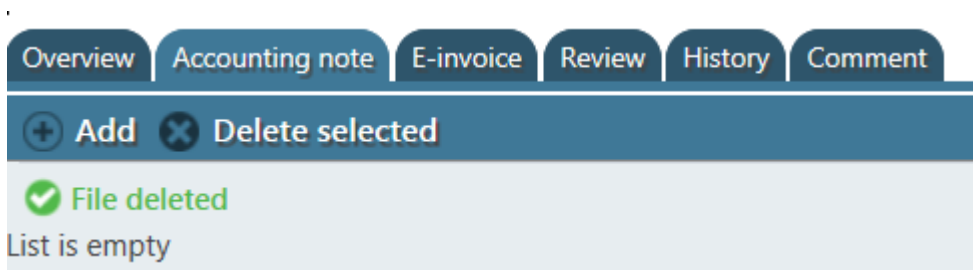
The screenshot shows a software interface with a top navigation bar containing tabs: Overview, Accounting note (1), E-invoice, Review, History, and Comment. Below the tabs is a dark blue bar with '+ Add' and 'X Delete selected' buttons. Underneath is a table with columns 'File name' and 'Description'. One row is selected, indicated by a checked checkbox and a download icon. The file name is 'TEST BILAG AU.docx' and the description is 'attendees by arr. xxxxx'.

| | File name | Description |
|-------------------------------------|--------------------|-------------------------|
| <input checked="" type="checkbox"/> | TEST BILAG AU.docx | attendees by arr. xxxxx |

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Check the box of the line which contains the file you want to delete.

Click 'Delete selected'.



The screenshot shows the same interface as before, but the table is now empty. A green checkmark icon and the text 'File deleted' are displayed at the top of the table area. Below this, the text 'List is empty' is shown.

The file is now removed from the invoice.