



Manual invoices


Invoices (4)  

STERK STAALTJE

Approve invoice

Menheere Consult B.V. € 48,400.00 EUR
12.11.2018

Approve invoice

 STERK STAALTJE € 242.60 EUR
Referred for info 11.11.2018

Approve invoice




Menheere Consult B.V. € 48,400.00 EUR
01.11.2018

Approve invoice

ReMedia V.O.F. € 1,452.00 EUR
02.04.2018

Approve invoice

STERK STAALTJE € 242.60 EUR
Referred for information


  

Invoice header

Invoice date: November 11, 2018
Posting date: January 1, 2019
Due date: December 11, 2018
Document number: 5000-1900131259-2019
Reference: ST2275
Invoice text: STERK STAALTJE/ Catering 4,5.10.2018
Net amount: € 228.87
Bank account number: NL92RABO0324670494
Supplier number: 0000001631

Line items (1)

Cost element	WBS element	Text	Amount
41560 -	R.2026.9902.02 - Fonds Cutting edge onderzoek	STERK STAALTJE/ Catering 4,5.10.2018	€ 228.87 >

Approve Reject 

USE THIS BUTTON TO OPEN THE HISTORY

USE THESE BUTTONS TO SEE COMMENTS AND ATTACHMENTS

CLICK ON THE INVOICE LINE FOR MORE INFORMATION

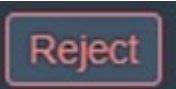
USE THESE TO PROCESS INVOICES

UNDER THE MENU MORE OPTIONS ARE AVAILABLE



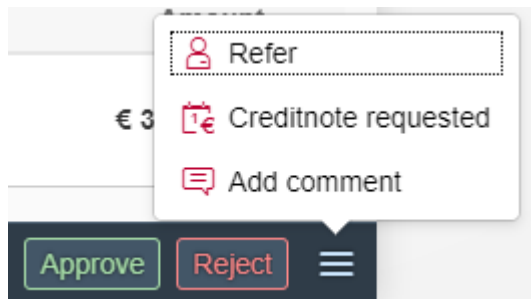
Approve

Use this button to approve an invoice. If your mandate is not sufficient, the invoice will be forwarded to the next in line (according to the budget holders table) automatically.



Reject

Use this button to return an invoice to Accounts payable. Make sure to enter the reason why in the comment field.



Refer

If you want to check an invoice with a colleague, use refer. The recipient can enter a comment and send the invoice back to you for processing.

Credit note requested

If an invoice is incorrect you ask the supplier for a credit note yourself. When the credit note shows up on your work list you can approve it together with the invoice so they balance out.

Who can approve invoices?

In the budget holder table the contact persons and budget holders are registered, as are their mandates. The AC sends the invoice to the contact person. If there is no contact person available the invoice will appear in the Work list of the budget holder with the lowest mandate. You cannot select a colleague yourself (unless it's a referral)


Substitute


If you're absent make sure to appoint a substitute for your tasks. Your mandate will be transferred to your substitute temporarily.

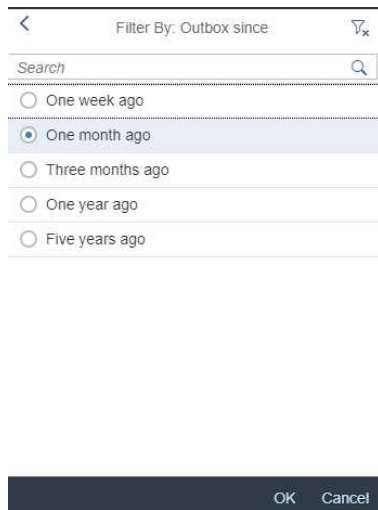
Invoice requirements

1. Submitting invoices: only by the supplier and by email: digifactuur@hva.nl.
2. Attention of: Amsterdam University of Applied Sciences, attn. Accounts Payable.
3. Reference: an AUAS cost centre, AUAS WBS-element or AUAS order number
4. Name of the contact person or the person who submitted the order.

History

Use History  to find processed invoices in your outbox. At the bottom of the page you find filter options for your outbox.

You can use the filter  to adjust your history period:



Search

You can search in your inbox and outbox (history) on various fields such as document number, supplier name, reference or bank account number.. You cannot search on fields mentioned in the invoice line such as amount or cost centre / WBS element.

Any questions?

If you have any questions about processing invoices, contact the **Service Desk AC** via **020 595 1404**, or by mail at servicedesk-ac@hva.nl.

