

End-User training

Target-group

This training is designed for end-users who will:

1. Approve, forward, or reject invoices either for themselves or on behalf of others.
2. Apply the appropriate account and various dimensions (such as cost, project, etc.) to each individual invoice.
3. Add comments to an invoice, which will be visible to anyone with access to it.
4. Set out-of-office assistant
5. Use SEMINE's mobile app for easy invoice approval



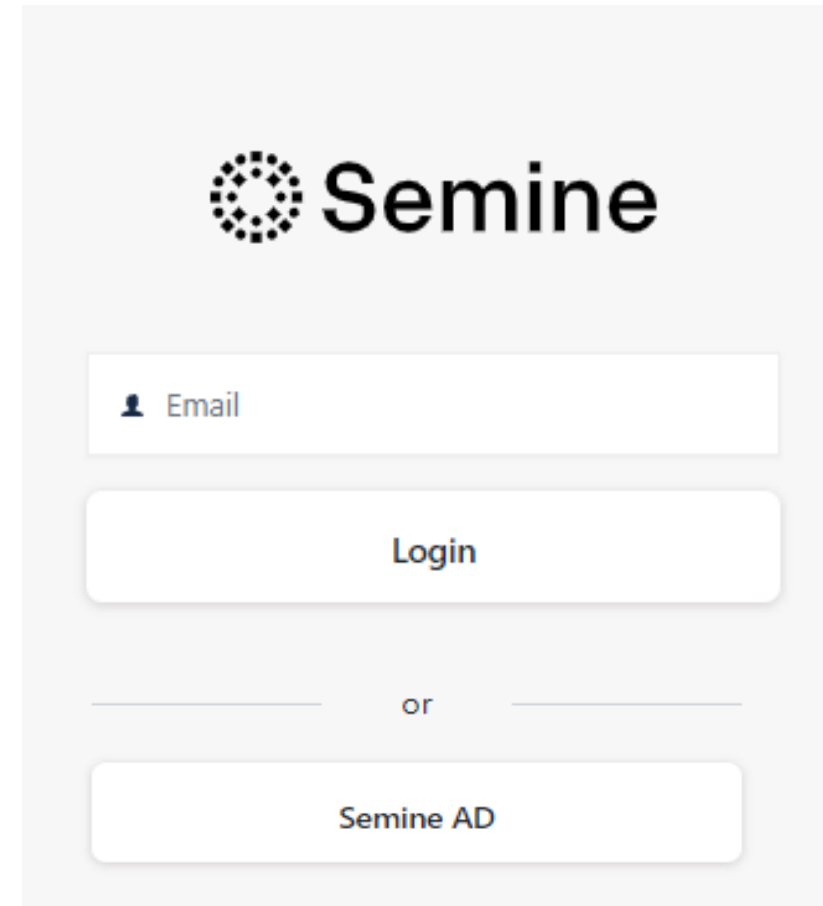
Get started

You will receive an email from SEMINE that contains your username and password for <https://my.semine.no/>. The sender is marked Semine No-Reply with the subject field SEMINE login. If you cannot find the auto-generated mail, please look in junk or spam in your mail account. You'll find the login instructions at the bottom of the email.

Alternatively, click directly into the <https://my.semine.no/> in the Google Chrome or Microsoft Edge browser

How to log in?

- Username: your work email
Password: At the first login, you will be sent an email with a link to set up your password.
The password must be:
Do not consist of your first name, last name or e-mail address.
Minimum 10 characters
Minimum 1 uppercase letter
Minimum 1 number
Minimum 1 special characters (!" #&)
• If you have activated Single Sign-On, you can log in by clicking the button with your company name. The button will appear when you enter your email. If you encounter any difficulties while trying to log in using Single Sign-On, please reach out to your Semine super user.



The image shows a login interface for Semine. At the top, there is the Semine logo, which consists of a circular icon made of dots followed by the word "Semine" in a bold, sans-serif font. Below the logo is a white input field with a small person icon and the text "Email". Underneath the input field is a white button with the text "Login". Below the "Login" button is a horizontal line with the word "or" centered between two short horizontal dashes. At the bottom is another white button with the text "Semine AD".

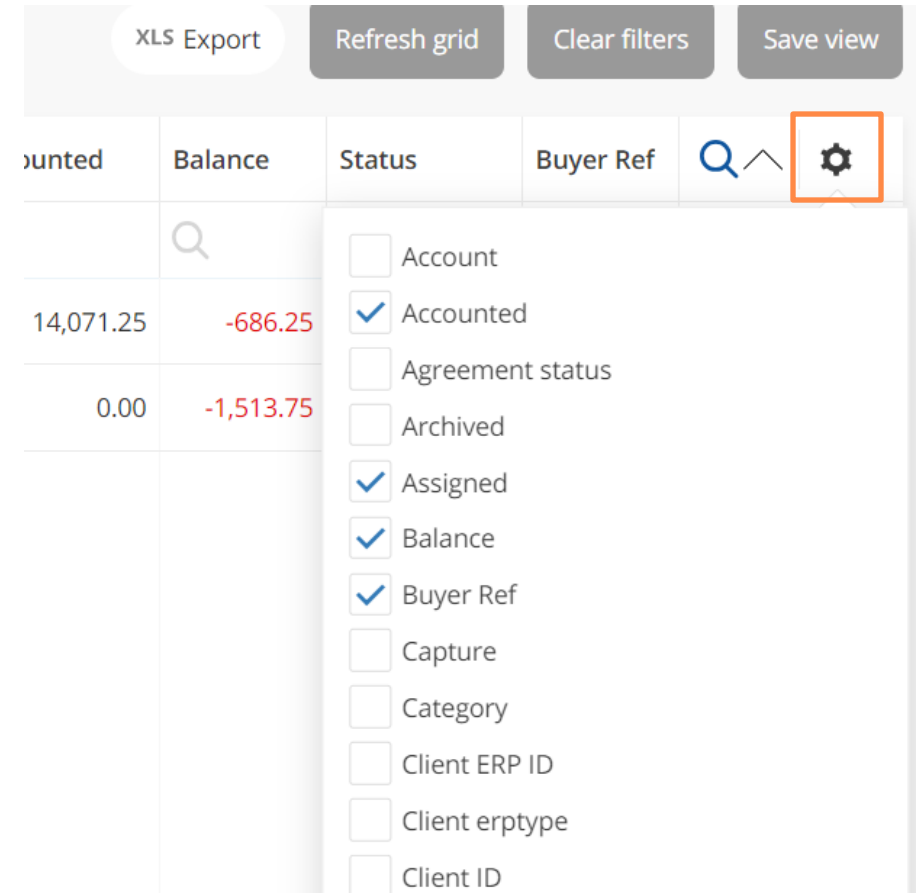
Home page

<input type="checkbox"/>	Client name	Issue date	↓	Due date	Type	Invoicentr	ERP ID	Supplier
<input type="checkbox"/>		🔍	📅	🔍 📅		🔍	🔍	🔍
<input type="checkbox"/>	Nilsen Holding AS	16/11/2021		16/12/2021	Cost invoice	R00	50061	Rust Bilutleie
<input type="checkbox"/>	Nilsen Holding AS	14/03/2021		14/04/2021	Cost invoice	T02	50054	Telenor AS

Approvers only get access invoices sent to them for approval, so upon the initial login, you might not see any invoices.

Customize the view

- You can customize your own view by drag & drop the fields
- Remove the fields that you don't want to show in your customized view
- Remember to save when you are satisfied with your view



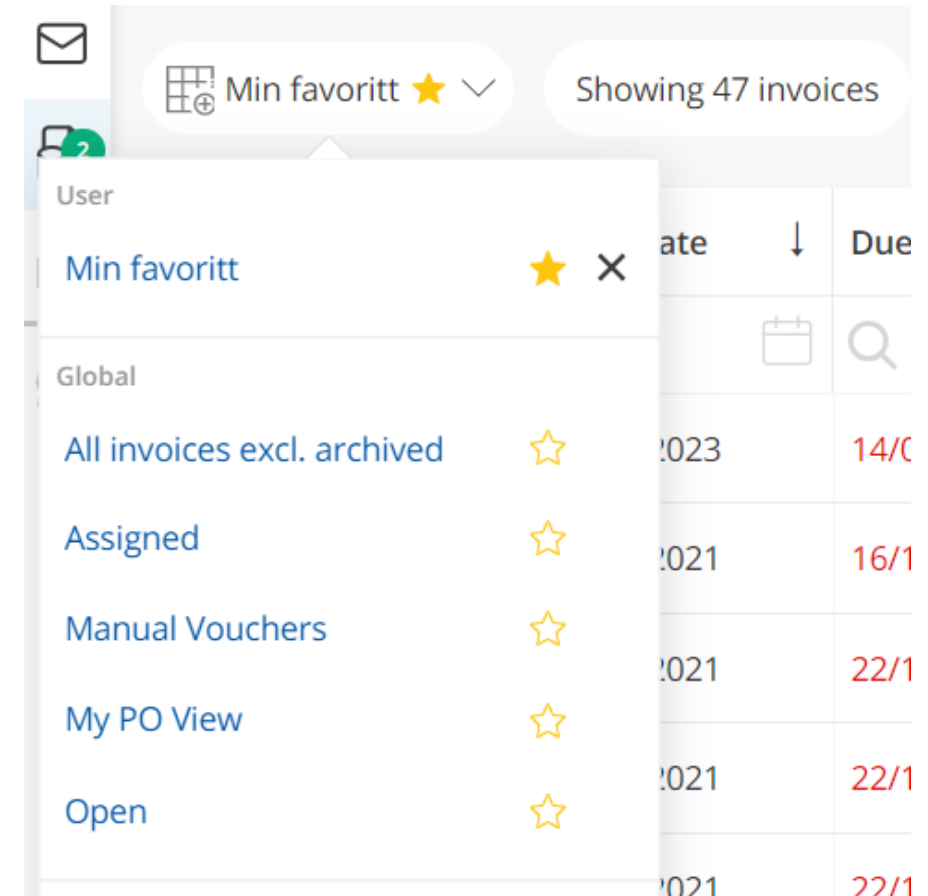
The screenshot shows a data table with columns: Accounted, Balance, Status, and Buyer Ref. The 'Accounted' column has values 14,071.25 and 0.00. The 'Balance' column has values -686.25 and -1,513.75. A settings menu is open on the right, listing various fields with checkboxes. The 'Accounted' field is checked, while others like 'Account', 'Agreement status', 'Archived', 'Assigned', 'Balance', 'Buyer Ref', 'Capture', 'Category', 'Client ERP ID', 'Client erptype', and 'Client ID' are unchecked. The settings menu is highlighted with an orange border.

Accounted	Balance	Status	Buyer Ref
14,071.25	-686.25		
0.00	-1,513.75		




- Account
- Accounted
- Agreement status
- Archived
- Assigned
- Balance
- Buyer Ref
- Capture
- Category
- Client ERP ID
- Client erptype
- Client ID

My favourite view













- Star your favourite view that will become the default view for Semine
- "Assigned invoices" show invoices that you need to follow up on. (We recommend starting with this view as favourite if you only want to see invoices that require follow-up/approval)
- Customize and save your personal view
- The view "all invoices" show all the previously approved invoices
- Common views created by super users appear at the bottom of the list under Organization



Open an invoice

- Open invoice in a separate tab in the browser  or use 
- It is only possible to have one additional sheet tab up using the 
- You may also double click on the invoice line to open the invoice
- To see invoices that you have for approval remember to use the vies “Assigned”



Refresh grid Clear filters Save view			
ed	Balance	Buyer Ref	  
			
71.25	-686.25	MS(   
0.00	-1,513.75	MS(   

Invoice Processing

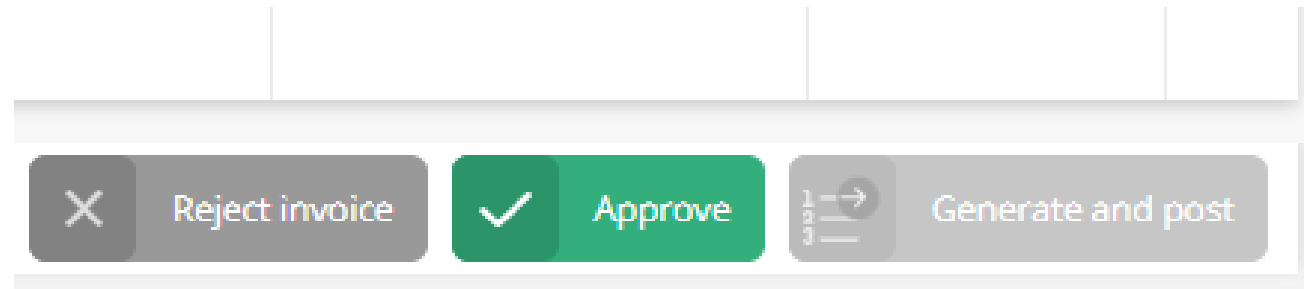
- Enter the account and dimensions/cost carriers, if that is your responsibility on this invoice
- If an invoice has several invoice lines and perhaps the same account on all the lines, you can right-click on the desired field and select "copy this value to all"
- You can also Split and Group the lines (etc.) before the invoice is approved

The screenshot displays the Semine software interface for processing an invoice. It is divided into several sections:

- Kunde (Customer):** Semine AS, Vestre Strandgate 23, 4611 KRISTIANSAND S, NO. Foretaksregisteret: 000015.
- Leveringssted (Delivery location):** Vestre Strandgate 23, 4611 KRISTIANSAND S, NO. 2021-11-16.
- Leverandør (Supplier):** Rust Bilutleie AS, Grindene 11, 3409 Tranby, NO. Foretaksregisteret: 99966333.
- Betalingsinformasjon (Payment information):** Bankkontonummer: 12011620320, IBAN: 12011620320, Swift/BIC, KID nr, Valuta: NOK, Beløp: 14.757,50.
- Faktura (Invoice):** Fakturanummer: 2021-1, Fakturadato: 2021-1, Forfallsdato: 2021-1, Ordre-/bestillingsnummer, Deres referanse, Kontakt Navn, Kundennummer.
- Summary:** MVA grunnlag: 11.806,00, MVA sats: 25%, MVA beløp: 2951,5. Sum: Sum Linjer, Sum rabatter, Sum gebyrer, Totalbeløp eksklusiv MVA, Totalbeløp inklusive MVA, Forhåndsbetalt, Øreavrundingsbeløp, Betalbart beløp.
- Table:** A table with columns: Linje, Varenr, Navn, Antall, Enhet, Enhetspris, MVA. It shows one line for 'Jaguar I-Pace Regnr:EL74832'.
- Accounting Lines:** A table with columns: Account Type, Account, Lokasjon, Start, Periods. It shows three rows for 'Account' with 'S200 Fri bil'.
- Buttons:** 'Split', 'Unsplit', 'Add row', 'Copy row', 'Group', 'Ungroup', 'Generate AL', 'XLS Export'.
- Right Panel:** Details and Activity tabs. Supplier: 50061 Rust. Purchase Invoice. Invoice: Posting date: 16/11/2021, Buyer ref: Martine Solberg, Invoice No.: R00, Invoice date: 16/11/2021, Due date: 16/12/2021, Payment ID, Payment ref, Order ref.

Approve an invoice

- Click Approve If the invoice is correct
- Click Forward to send the invoice to a colleague who needs to approve it.
- Click 'Reject' if the invoice is incorrect. The invoice will be sent back to your accounting team. Comment is obligatory when rejecting invoices



Comment on an invoice

- You can comment on each invoice, and the comment will be saved as a historical record for others who see the same invoice later.
- You can communicate directly with your colleagues by tagging their names using the @-sign. Users who are "tagged" will be granted reading access to the invoice but will not be able to approve. Remember to save the comment by clicking enter or the save button

The screenshot displays the 'Details' tab of an invoice in the Semine system. The invoice is titled 'Cost invoice R00' and has a status of 'In review'. The supplier is '50061 Rust Bilutleie AS' and the client is 'Nilsen Holding AS'. The invoice number is 'R00' and the posting date is '16/11/2021'. The buyer reference is 'Martine Solberg ...'. The due date is '16/12/2021'. The comments section shows a new comment being typed: '@Christoffer Helgesen (Support) please check this', with a 'Save' button next to it. A previous comment from 'CANIS' dated '31/03/2022, 16:26' with the text 'test' is also visible.

Adjust the invoice display

- You can also customize the invoice screen
- Remove and move the fields that you want to show and then save the view. Put as Favourite.
- If you have access to multiple companies, you make one view per company

Comments

Type your comments here... <enter>

Invoice 31/03/2022, 16:26
test

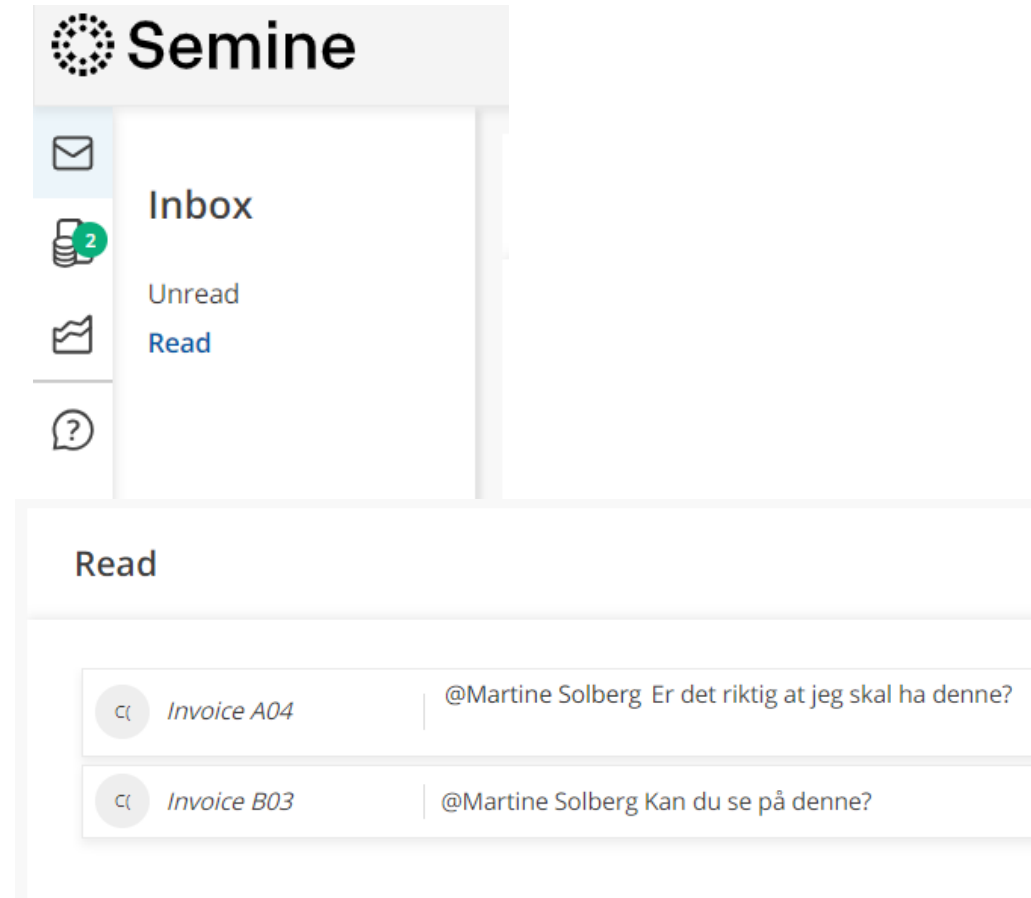
- Invoice Text
- Item identification
- Line
- Lokasjon
- Account
- Account Type

tion total amount **-686,25** **Til godkjennerne** **Clear filters** **Save view**

↑ Account	Lokasjon	Start	
5200 Fri bil			
5200 Fri bil			
5200 Fri bil			

Comments - Inbox

- Your inbox displays a list of comments you're tagged in.
- When you receive a new message, it is shown by a green circle that says how many new messages you have.
- You see the invoice number on the left side, followed by the comment, the company the invoice is associated with, and the time the comment was published. By clicking on the comment, you will be redirected to the specific invoice and can reply in the comments section of the invoice details page.
- When you have opened and read the comment it moves to the “Read” section together with all your previous read messages.



Mobile App

- If you want to use the mobile app to approve invoices it can be downloaded from the App Store (iPhone) or Google Play (Android), and the correct app is called Semine Mobile.
- Possibility to approve/reject/forward, as well as add/change posting down at line level on invoice
- App Store: <https://apps.apple.com/no/app/semine-mobile/id1530005108>
- Google Play: [https://play.google.com/store/apps/details?id=com.semine](https://play.google.com/store/apps/details?id=com.semine.app&hl=en_US&gl=US)



Semine Mobile

Semine AS

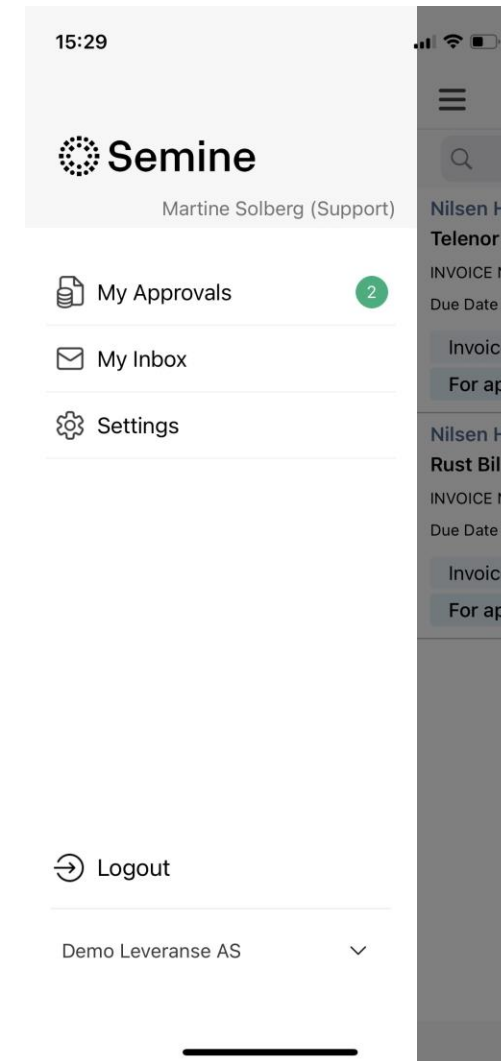
Designed for iPhone

★★★★★ 4.6 • 5 Ratings

Free

Mobile App

- See "My invoices" for approval
- Messages in your inbox
- If you have access to several companies, you can choose between these (bottom).

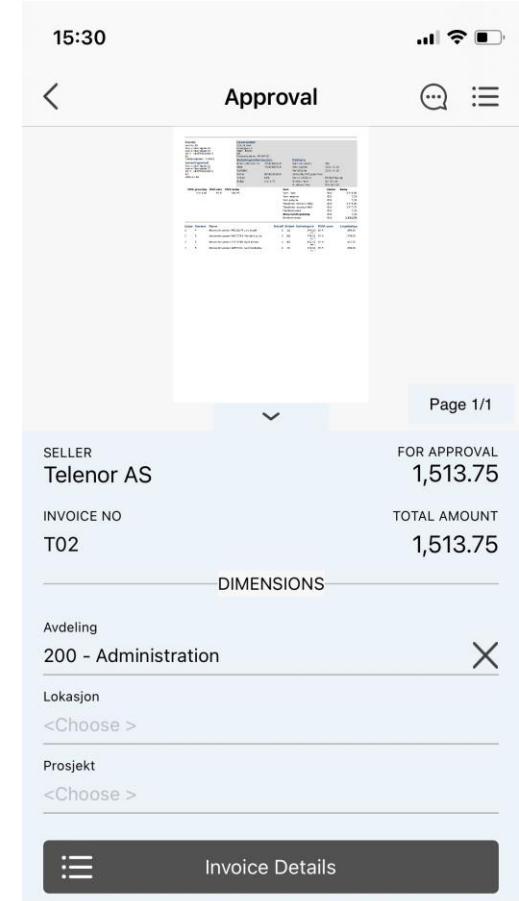
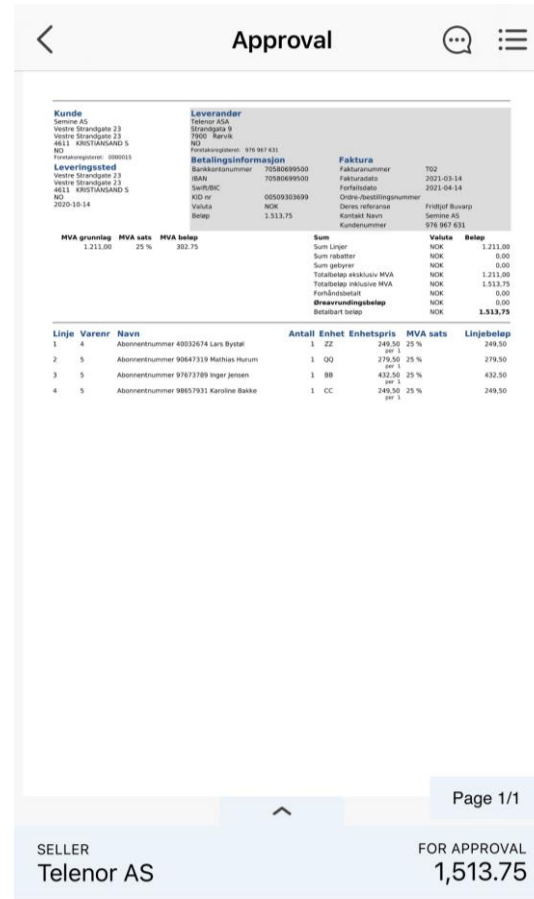


Mobile App

- Write comments and change posting on invoice



- Reject/Forward/Approve/Continue



Out of Office Assistant

- Enter My Profile (Initials in the upper right corner)
- Activate out of office assistant
- Choose start- and end date for your absence, and then click
- Select the clients you need an assistant for and then select who will be the approver during your absence.
- If you want several different assistants for different clients you have access to, the point above is repeated.
Exit with save.

The screenshot shows a web form titled "Your details" with a close icon. The form contains the following fields and controls:

- First name***: Text input with "Martine" entered.
- Last name***: Text input with "Solberg (Support)" entered.
- Email***: Text input with "martine.solberg@semine.com" entered.
- Mobile number**: Text input with "48123068" entered.
- Preferred language**: Dropdown menu with "English" selected.
- Activate out of office**: A checked checkbox with a help icon.
- Start***: Date picker field.
- End***: Date picker field.
- Client**: A table with one empty row.
- Approver**: A table with one empty row.

Buttons: "+ Add" and "Clear all" are located to the right of the Client table. "Save changes" and "Change password" are located at the bottom right of the form.

Check "Activate out of office". You need to choose start date and end date. Invoices assigned to you in this period will be forwarded to your temporary approver. Please note that the start-date must be before the end-date. You can also set a date forward in time. When you have chosen period, you can choose from available clients in the list and then who to approve the invoices. If you have access to several clients, the selection of approvers will be limited to the ones with access to the selected clients. You can have different approvers in the different clients. Press "Save changes" to activate.



Semine