Invoice archive

1. Searching the invoice archive

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1. Searching the invoice archive

You can search the ‘Invoice archive’ to find the invoices which you have processed. You can find your own invoices which you have processed yourself and the invoices which you have processed as a substitute for somebody else. In addition, you can see the invoices which you have forwarded and the invoices which have been forwarded to you for information.

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You can access the ‘Invoice archive’ in two different ways:

- Click the “Invoice” tab ➔ Main menu - Click ‘Invoice archive’ ➔ Main menu > Invoice archive.
- Click the “Invoices” icon and select ‘Invoice archive’ ➔ Main menu > Invoice archive.
It is possible to search the ‘Invoice archive’ in many different ways and using many different combinations. All four types can be combined in many different ways. Click the icons. The sections below describe the different options.

1.1 ‘Invoice header’
How to search based on invoice/attachment data

Click ‘Invoice header’.

- ‘Doc. no.’ - the number the invoice/attachment was given when it was transferred to NS
- ‘Supplier’ - supplier name, no., CVR no.
- ‘Invoice no.’
- ‘Document type’ - invoice, credit note, statement of account or reminder
- ‘Gross amount (from/to)’
- ‘Currency’
- ‘Invoice date (from/to)’
- ‘Arrival date (from/to)’ - the date when the invoice/attachment was registered in IndFak2.
- ‘Due date (from/to)’
- ‘Reference’ – invoice/attachment reference
- ‘Document text’
1.2 ‘Document status’
How to search based on invoice/attachment status in IndFak2 and Navision.

Click ‘Document status’.

Main menu > Invoice archive

- **Document status** – the status of the invoice/attachment in IndFak2
  - ‘For processing’ – the invoice/attachment is still in IndFak2
  - ‘Processed manually’ – invoices/attachments which have not been sent to Navision
  - ‘Reopened’ - invoices/attachments which have been rejected in Navision and must be reprocessed
  - ‘Forwarded’ – the invoice/attachment has been forwarded to another organisation
  - ‘Transferred’ – the invoice/attachment has been transferred to Navision
  - ‘Deleted’ – the invoice/attachment has been deleted manually in IndFak2
  - ‘For preregistration’ – the invoice/attachment has arrived without supplier information or the same invoice has been sent twice (will be handled by the invoice assigner)
• **NS Status** – the invoice/attachment status for transferred invoices/attachments in Navision
  • ‘Pending status’ – an application response from Navision has not been received
  • ‘Rejected - Technical’ - the invoice/attachment has been rejected in Navision because of technical problems
  • ‘Rejected – Business’ – the invoice/attachment has been rejected manually in Navision
  • ‘Accepted’ – the invoice/attachment has been accepted in Navision
  • ‘Bogført’ – the invoice/attachment amount has been registered in Navision, but it has not been paid.
  • ‘Paid - partially’ – the invoice/attachment amount has been registered in Navision and paid partially
  • ‘Paid - completely’ – the invoice/attachment amount has been registered in Navision and paid completely
1.3 ‘Coding’

How to search based on the entries e.g. in ‘Sag’ (Case) or ‘Sagsopgave’ (Case task):

Click ‘Coding’.

- Here you can search the system based on the account and dimension values of the invoices/attachments.
- Search based on the fields ‘Konto’ (Account), ‘Sag’ (Case) or ‘Sagsopgave’ (Case task). The rest of the fields are not used at AU.
1.4 ‘Processing’
How to search based on users or actions

- The field ‘Processed by user’ can be used to find e.g. invoices which have been processed by a specific user.
- The field ‘In office’ can be used to find e.g. invoices which have been processed by a specific office (including sub-offices).
- The field ‘Action performed’ can be used to find out which action has been performed.
- The field ‘Processing date (from/to)’ can be used to find e.g. invoices processed within a defined date interval.
1.5 How to transfer the search result to Excel

It is possible to transfer the search result to Excel, if you want to process the data further.

When you have completed your search and found the relevant invoices, you can click the ‘X’ in the bottom right-hand corner and the data will be transferred to Excel.