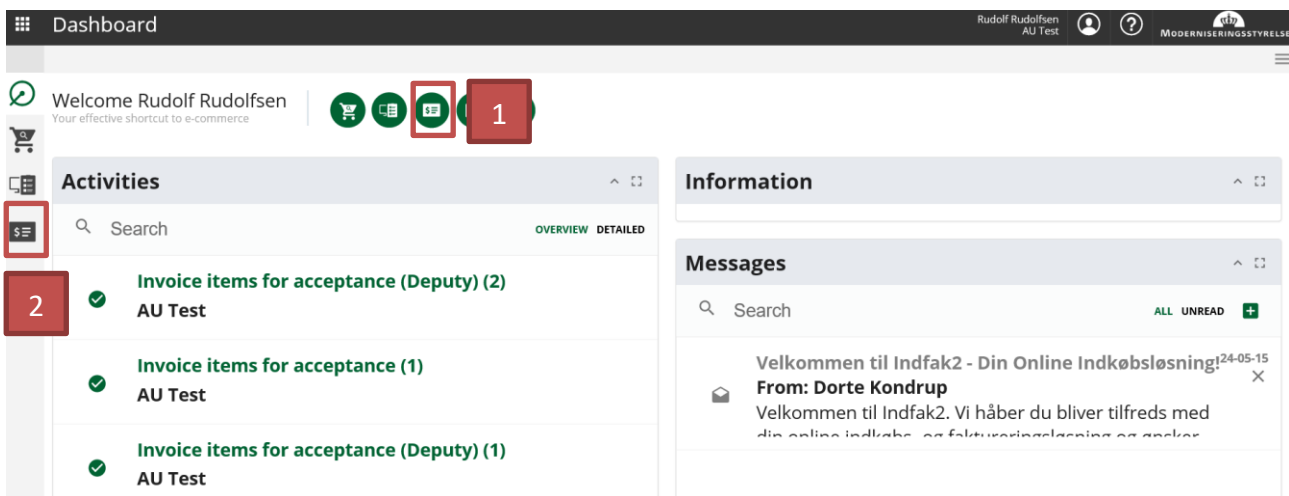


Invoice archive

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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.



You can access the 'Invoice archive' in two different ways:

1. Click the green "Invoice" icon → Main menu - Click 'Invoice archive' → Main menu > Invoice archive.
2. Click the "Invoices" icon and select 'Invoice archive' → Main menu > Invoice archive.

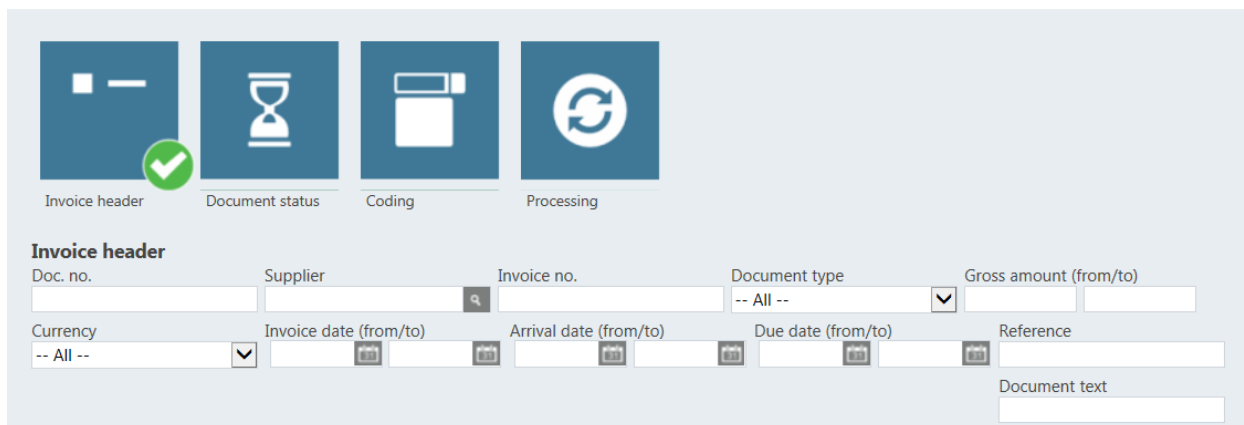
It is possible to search the 'Invoice archive' in many different ways and using many different combinations. All four types can be combined in many different ways. Click the icons. The sections below describe the different options.

1.1 'Invoice header'

How to search based on invoice/attachment data

Click 'Invoice header'.

Main menu > Invoice archive



The screenshot shows a web interface for searching invoices. At the top, there are four navigation buttons: 'Invoice header' (with a green checkmark), 'Document status', 'Coding', and 'Processing'. Below this is the 'Invoice header' search form. The form includes the following fields and controls:

- Doc. no.:** A text input field.
- Supplier:** A text input field with a search icon.
- Invoice no.:** A text input field.
- Document type:** A dropdown menu currently set to '-- All --'.
- Gross amount (from/to):** Two text input fields for range selection.
- Currency:** A dropdown menu currently set to '-- All --'.
- Invoice date (from/to):** Two date input fields with calendar icons.
- Arrival date (from/to):** Two date input fields with calendar icons.
- Due date (from/to):** Two date input fields with calendar icons.
- Reference:** A text input field.
- Document text:** A text input field.

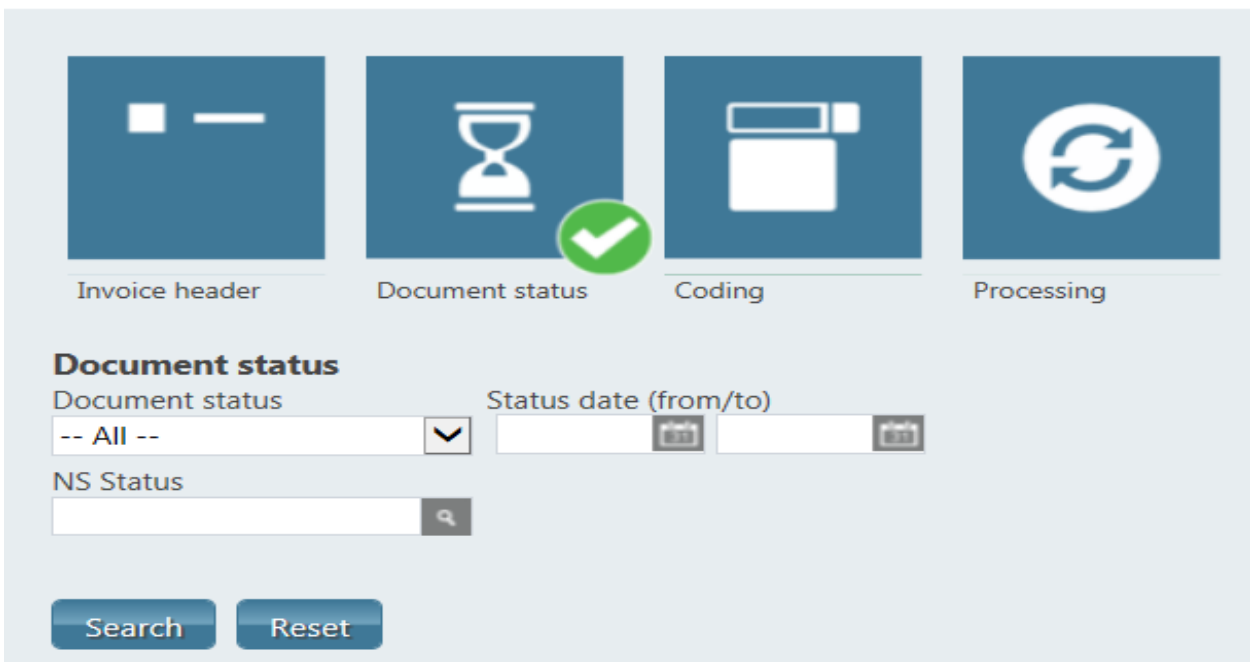
- 'Doc. no.' - the number the invoice/attachment was given when it was transferred to NS
- 'Supplier' - supplier name, no., CVR no.
- 'Invoice no.'
- 'Document type' - invoice, credit note, statement of account or reminder
- 'Gross amount (from/to)'
- 'Currency'
- 'Invoice date (from/to)'
- 'Arrival 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

Document status: -- All --

Status date (from/to):

NS Status:

Search Reset

- **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)

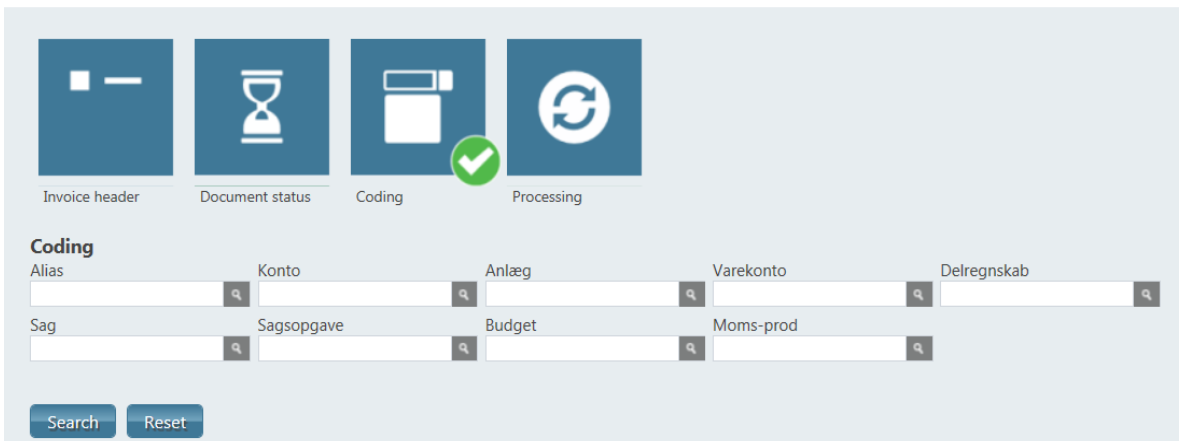
- **NS Status** – the invoice/attachment status for transferred invoices/attachments in Navision
 - ‘Pending status’ – an application response from Navision has not been received
 - ‘Rejected - Technical’ - the invoice/attachment has been rejected in Navision because of technical problems
 - ‘Rejected – Business’ – the invoice/attachment has been rejected manually i 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'.

Main menu > Invoice archive



Coding

Alias Konto Anlæg Varekonto Delregnskab

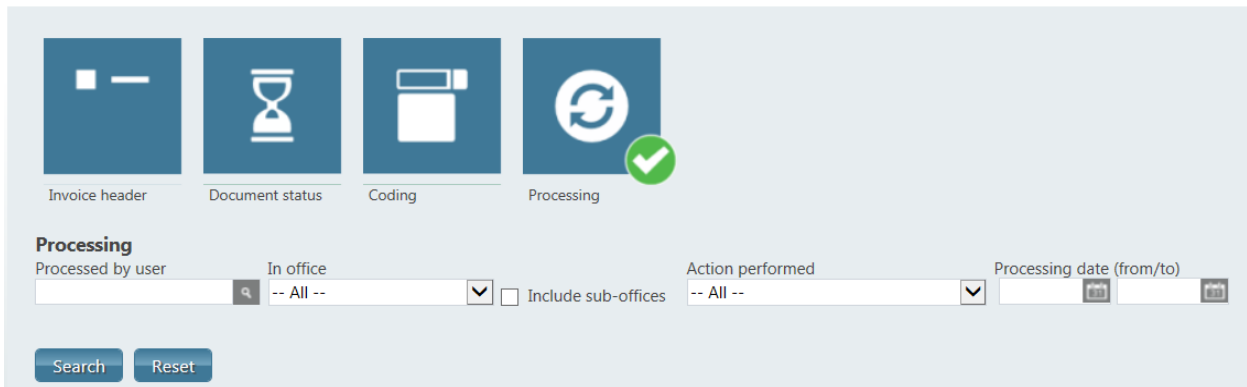
Sag Sagsopgave Budget Moms-prod

- 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

Main menu > Invoice archive



Processing

Processed by user In office Include sub-offices Action performed Processing date (from/to)

- 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.

2015 15:46:21	Faktura	32280048-Charlottehøj Fysioterapi-308443	AAU_Flerelinjer_33	nix pille	10-03-2015	09-04-2015	6.561,25	DKK	behandling
28-05-2015 15:46:12	Faktura	32280048-Arbejdsglæde nu ApS / Woohoo In	AAU_Flerelinjer_33	nix pille	10-03-2015	09-04-2015	6.561,25	DKK	Til behandling
28-05-2015 15:46:11	Faktura	19794687-Kulturnat Århus-19794687	AAU_Flerelinjer_32	nix pille U	10-03-2015	09-04-2015	6.561,25	DKK	Til behandling
28-05-2015 15:46:08	Faktura	10085381-Dansk Tidskontrol A/S-10085381	AAU_Flerelinjer_30	nix pille u	10-03-2015	09-04-2015	6.561,25	DKK	Til behandling
28-05-2015 15:46:03	Faktura	28857926-Sjælland/PH El service A/S-2885	AAU_Flerelinjer_27	nix pille	10-03-2015	09-04-2015	6.561,25	DKK	Til behandling
28-05-2015 15:46:02	Faktura	26708435-NCC A/S Asfalt-26708435	AAU_Flerelinjer_26	nix pille	10-03-2015	09-04-2015	6.561,25	DKK	Til behandling
28-05-2015 15:45:53	Faktura	11171443-Silkeborg Gulvbelægning A/S-111	AAU_Flerelinjer_20	nix pille	10-03-2015	09-04-2015	6.561,25	DKK	Til behandling
26-05-2015 16:42:25	Faktura	15244836-COMBIFLEX SØREN ROLF HANSEN-152	tester dok	nix pille :0)	26-05-2015	01-07-2015	1.000,00	DKK	Til behandling
26-05-2015 09:56:24	Faktura	17554794-Scan-Jour-17554794	Test 13320	Lars Mose	26-05-2015	31-05-2015	310.285,54	DKK	Til behandling
25-05-2015 12:04:08	Faktura	17693433-Bjerringbro Kontorforsyning Ap-	test 5 dok	5 dok	22-05-2015	30-05-2015	625,00	DKK	Til behandling

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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.

	A	B	C	D	E	F	G	H	I	J	K
1	Dato for modtagelse	Bilagstype	Leverandør	Fakturanr.	Reference	Fakturadato	Forfaldsdato	Bilagsnr.	Bruttobeløb	Valuta	Status
2	03-06-2015	Faktura	35153055-RUS-A-35153055	2015-002	Jane	04-05-2015	18-05-2015		7000,00	DKK	Til behandling
3	03-06-2015	Faktura	10854431-Bureau Veritas. Tidl. CHEMTOX-1	OP/1243681	Jane	25-02-2015	01-07-2015		129,00	EUR	Til behandling
4	02-06-2015	Faktura	10850193-Promedia A/S-10850193	218007107	Ann-Lisa	27-05-2015	27-06-2015		5805,00	DKK	Til behandling
5	01-06-2015	Faktura	07002513-Lorene Nelson and David Thom-07	10000	Bodil Udsen	20-05-2015	01-06-2015		15000,00	DKK	Til behandling
6	28-05-2015	Faktura	20090383-Fotograf Anders Thormann-200903	AAU_Flerelinjer_40	nix pille	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
7	28-05-2015	Faktura	30844327-Charlottehøj Fysioterapi-308443	AAU_Flerelinjer_39	nix pille	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
8	28-05-2015	Faktura	32280048-Arbejdsglæde nu ApS / Woohoo In	AAU_Flerelinjer_33	nix pille	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
9	28-05-2015	Faktura	19794687-Kulturnat Århus-19794687	AAU_Flerelinjer_32	nix pille U	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
10	28-05-2015	Faktura	10085381-Dansk Tidskontrol A/S-10085381	AAU_Flerelinjer_30	nix pille u	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
11	28-05-2015	Faktura	28857926-Sjælland/PH El service A/S-2885	AAU_Flerelinjer_27	nix pille	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
12	28-05-2015	Faktura	26708435-NCC A/S Asfalt-26708435	AAU_Flerelinjer_26	nix pille	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
13	28-05-2015	Faktura	11171443-Silkeborg Gulvbelægning A/S-111	AAU_Flerelinjer_20	nix pille	10-03-2015	09-04-2015		6561,25	DKK	Til behandling
14	26-05-2015	Faktura	15244836-COMBIFLEX SØREN ROLF HANSEN-152	tester dok	nix pille :0)	26-05-2015	01-07-2015		1000,00	DKK	Til behandling
15	26-05-2015	Faktura	17554794-Scan-Jour-17554794	Test 13320	Lars Mose	26-05-2015	31-05-2015		310285,54	DKK	Til behandling
16	25-05-2015	Faktura	17693433-Bjerringbro Kontorforsyning Ap-	test 5 dok	5 dok	22-05-2015	30-05-2015		625,00	DKK	Til behandling