

SHARED MAILBOXES IN AU ACCOUNTS DEPARTMENT

Concerning Travel and Expense Accounts – please write to:		Search name in Outlook
kreditkort@au.dk	<p>If you need to submit ...</p> <p>The credit card form Application and Empowering Statement for Issuance of Credit Card with Company Liability, used when:</p> <hr/> <ul style="list-style-type: none"> • Applying for a credit card • Applying for a temporary/permanent increase in credit limit • Applying for a replacement card 	Kreditkort, AU Økonomi & Bygninger
manafregninger@au.dk	<p>If you need to submit ...</p> <p>Scanned receipts and forms for travel and expense claims.</p>	Regnskab Manafregninger
rejser@au.dk	<p>If you have ...</p> <p>Questions regarding travels or reimbursements.</p>	Rejsegruppen, AU Økonomi
RejsUdBruger@au.dk	<p>If you need to submit ...</p> <p>The web form Request for RejsUd and CWT User Profile used when:</p> <ul style="list-style-type: none"> • Applying for a user profile in RejsUd /CWT • Applying for alterations in access profile (secretary / superuser) in RejsUd / CWT • Requesting the cancellation of a user profile in RejsUd / CWT 	Regnskab RejsUdBruger

Concerning Accounts Payable – please write to:		Search name in Outlook
anlaeg.okobyg@au.dk	<p>If you have questions about ...</p> <p>Fixed assets, AU registration numbers, depreciation allowances, physical control of fixed assets, overhead, accruals concept, reposting of fixed assets etc.</p>	Anlæg, AU Økonomi og Bygninger
bankkwittering@au.dk	<p>If you need a ...</p> <p>Bank receipt as documentation that a payment has been made.</p>	Regnskab Bankkwittering
eubilag@au.dk	<p>If you have ...</p> <p>Correspondence concerning the maintenance of documentation of EU projects and similar projects with special documentation requirements.</p>	EU Bilag, AU Økonomi
kreditorhotline@au.dk	<p>If you have ...</p> <p>Questions of a general nature, scanned copies of foreign invoices to be paid etc.</p> <p>Please write in the subject field, to which department the enquiry relates.</p>	Regnskab Kreditorhotline
kreditorrykker@au.dk	<p>If you need to submit ...</p> <p>Reminders from suppliers for further processing or similar enquiries.</p>	Regnskab, Kreditorrykker, AU Økonomi
Afgifter.okobyg@au.dk	<p>If you have ...</p> <p>Enquiries regarding tariffs and taxes.</p>	Told, skat og afgifter, AU Økonomi og Bygninger

Concerning Accounts Receivable - please write to:		Search name in Outlook
debitorhotline@au.dk	<p>If you need to submit ...</p> <p>Basis for sales invoicing to be issued and booked as well as various enquiries for sales invoicing.</p>	Regnskab Debitorhotline
debitorrykker@au.dk	<p>If you have any ...</p> <p>Questions related to payment reminders.</p>	Regnskab – AU Økonomi - Debitorrykker
EVUhotline.okoplan@au.dk	<p>If you are representing continuing education.</p>	EVUhotline, AU ØKOPLAN
indbetalinger@au.dk	<p>If you want to ...</p> <p>Provide information to the Accounts department about an upcoming payment, which hasn't yet been invoiced. Please state payer's name and amount in the subject field.</p> <p>If you need...</p> <p>Receive information on whether a payment has been received.</p>	Regnskab Indbetalinger
opretdebitor@au.dk	<p>If you need to ...</p> <p>Register new customers (debtors), salesperson codes, grant groups etc.</p>	Regnskab opretdebitor
wskredit@au.dk	<p>If you are to have made ...</p> <p>Payments in the old webshop</p>	Regnskab wskredit

<p>webshopdebitor@au.dk</p>	<p>If you are to have made ...</p> <p>Payments from the Magento webshop</p> <p>If you have ...</p> <p>Queries about finance/ payments regarding the webshop</p>	<p>Regnskab Webshopdebitor</p>
<p>projektenheden@au.dk</p>	<p>If you need to ...</p> <p>Create a new case or have an assessment made of a contract in relation to VAT</p> <p>If you have...</p> <p>Enquiries concerning sub accounts, VAT etc.</p>	<p>Projektenheden, AU Økonomi</p>

Concerning the Service Team – please write to:		Search name in Outlook
omposteringer@au.dk	<p>If you need to submit ...</p> <p>Reposts which must be booked in AU Accounting department, e.g. internal trade between faculties.</p>	Omposteringer – Regnskab – AU Økonomi og Planlægning
kopibilag@au.dk	<p>If you ...</p> <p>Need a copy of a voucher that you cannot find yourself in IndFak, RejsUd or Navision.</p>	Regnskab Kopibilag
okodokumentation.okobyg@au.dk	<p>If you need...</p> <p>Certificates or bank information on AU's banking affairs – Financial Identification, Official Certificate, W8BEN etc.</p>	Regnskab Økodokumentation
okorettighed@au.dk	<p>If you need to submit ...</p> <p>The form for the authorisation of someone to sign for expenses and income on a particular location code.</p>	Regnskabsrettigheder, AU Økonomi og Bygninger