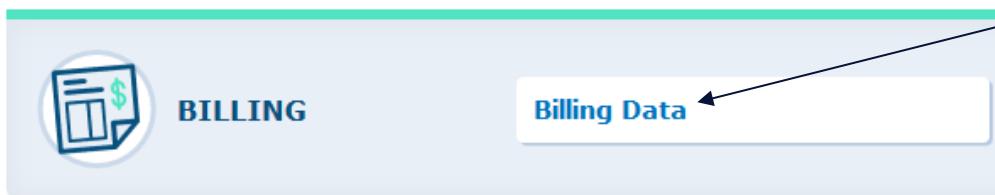
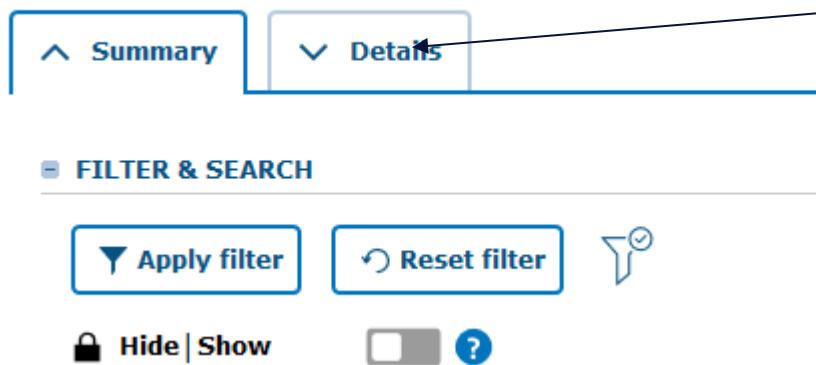


Guide to see your expences in LAS

1. Log on to LAS.au.dk using your AU-id and password. You will see the “Main Menu” of LAS.
2. To see your billing information click ”Billing Data”




3. You now have the opportunity to see both a Summary and a detailed specification of your expences. Here we will go through the detailed version. Click “Details” - Tab.




4. Now mark the Project code(s) you want information about and click "Apply filter".

The standard selection will show you only the current billing period. If you wish to evaluate other periodes change the settings under "Period".

REMEMBER to remove the tick in "Current Period" as it will overrule your selection of period if not removed.



Hide | Show 

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets:

Project Code:

Service Type:

Current Period:

Period:

Billing Service Name:

Location:

Has no location:

5. The system now generates a list of the expences according to your specifications. It is possible to export this list to excel if you wish to do calculations, group animals for certain projects etc.

Current Period:

Period:

Billing Service Name:

Location:

Has no location:

DETAILS

