

Notat

Anders Fick Thomsen

Dato: 3. januar 2020

Side 1/3

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"

-	
BILLING	Billing Data
E	

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.

∧ Summary	∨ Details	
FILTER & SEARCH		
T Apply filt	ter \checkmark Reset filter \checkmark^{\odot}	
🔒 Hide Sho	w 🔲 🝞	





Notat

Anders Fick Thomsen

Dato: 3. januar 2020

Side 2/3

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.

The Apply filter	$ \mathcal{O} \text{ Reset filter } \int_{-\infty}^{\odot} $
Hide Show	
Select the desired fil	ter criteria below and click "Apply Filter" to customize your view.
Operation between Operation between	different filter criteria: AND multiple selections within the same criterion: OR
My Filter Sets:	✓
Project Code:	TEST konto (Kontostreng til test of systemet
Service Type:	+
Current Period:	
Period:	+
Billing Service Name:	+
Location:	+
Has no location:	



Notat

Anders Fick Thomsen

Dato: 3. januar 2020

Side 3/3

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:	
B DETAILS	
Update	+ New Export to Excel Import from Excel