

Download invoices Access Online

Only available for NL ABNA accounts

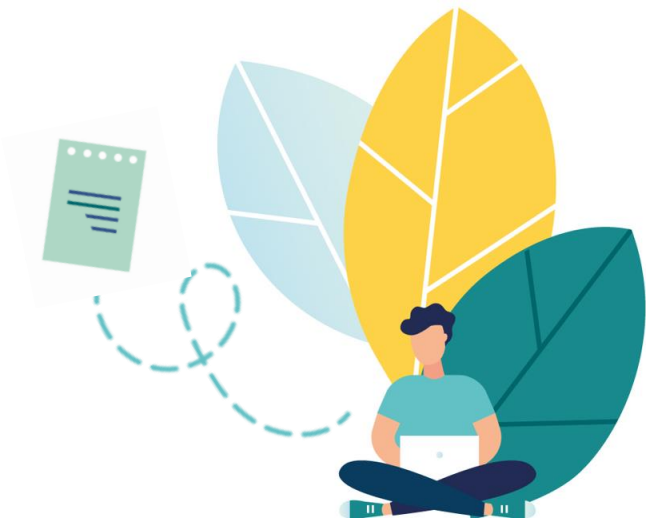


What is changed?

What is changed?

The 'My Invoices' page in Access Online Renewed has been expanded with the following features:

- ▶ Now it is also possible to choose a different period other than just a month.
- ▶ You can choose which account(s) you want to download the invoice from.
- ▶ In addition to downloading single invoices, it is also possible to download a selection, or all invoices, in 1 times.



Steps to download invoices

.01

- Assign 'Download invoice' role to a user by the administrator.

.02

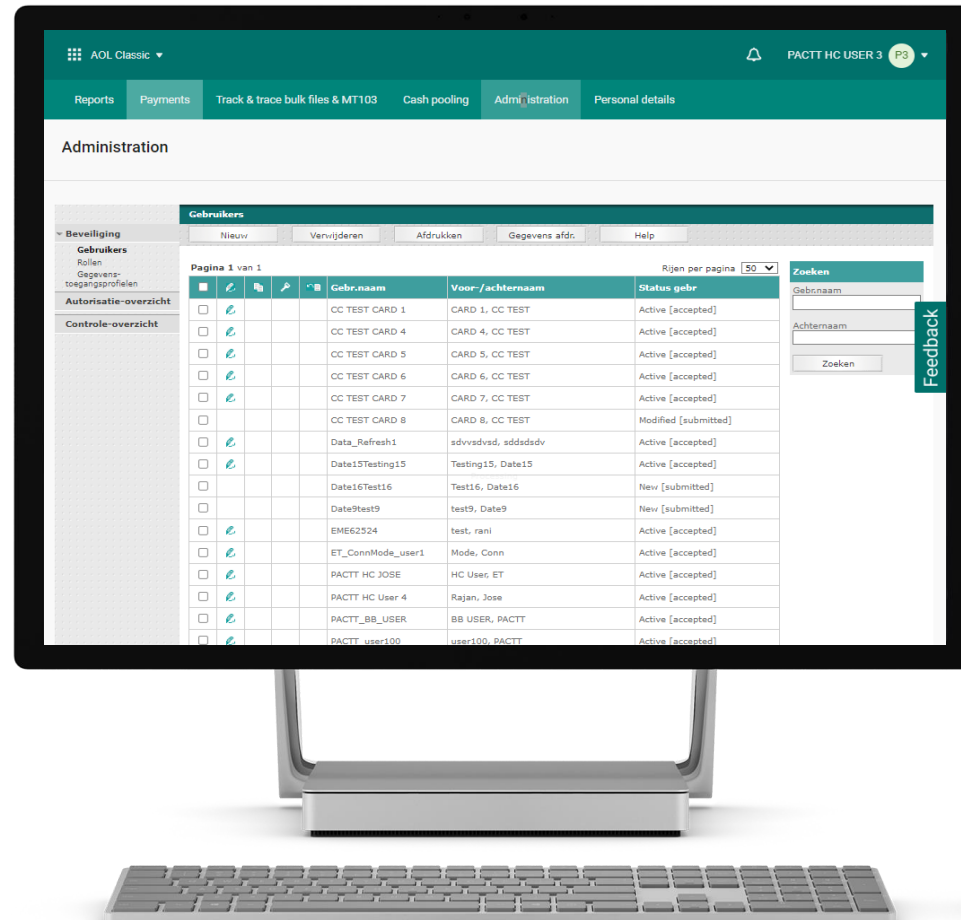
- Look up monthly invoices.

.03

- Download in PDF format.

Instructions

- Navigate to Administration.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

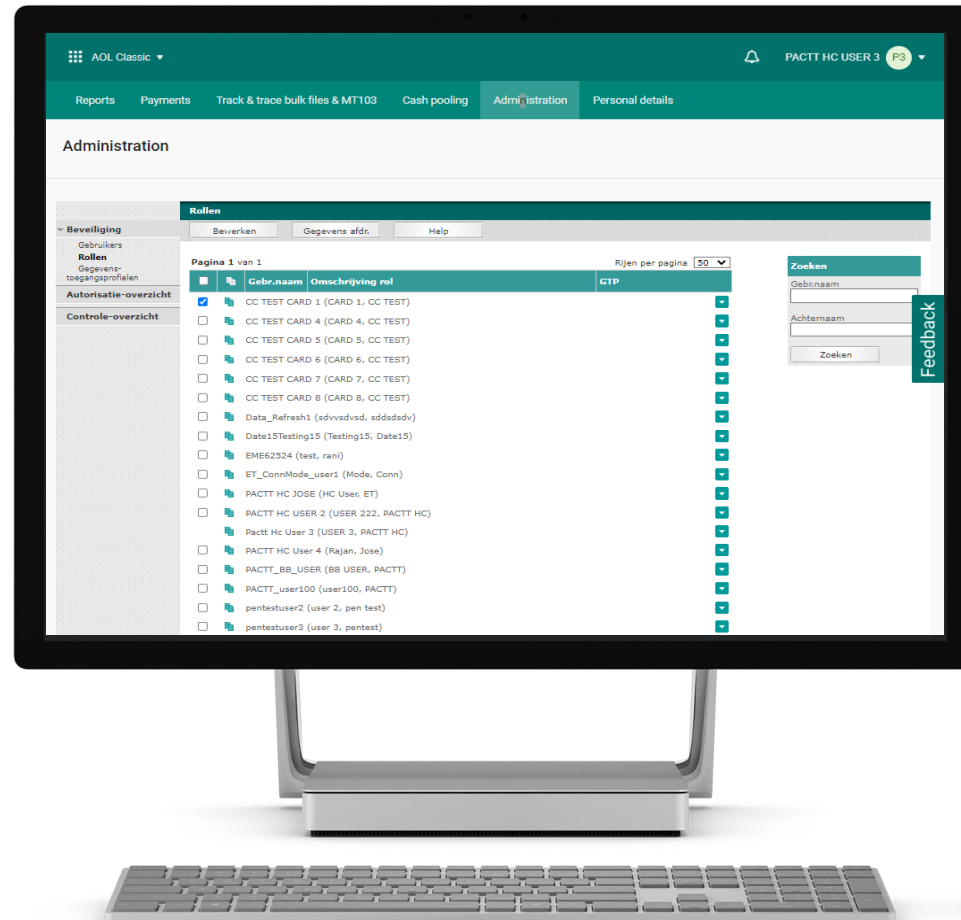
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Navigate to Administration.
- Go to tab 'Roles under Security'.
- Choose the user to whom the role 'Download invoice' will be assigned and click 'Edit'.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

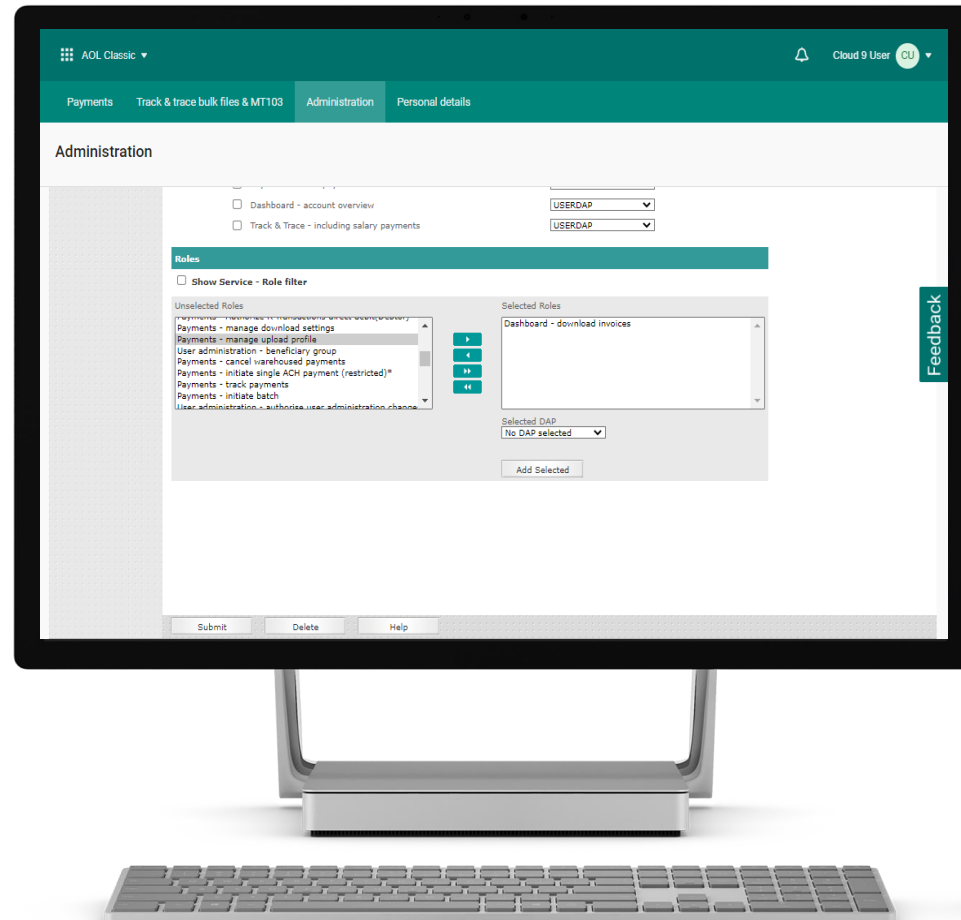
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Navigate to Administration.
- Go to tab 'Roles under Security'.
- Choose the user to whom the role 'Download invoice' will be assigned and click 'Edit'.
- Move the 'Dashboard – download invoice' role using the arrow at the right.
- Choose from DAP 'All accounts' or any other DAP.
- Click below at 'Add selection'.
- Send and authorize the change.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

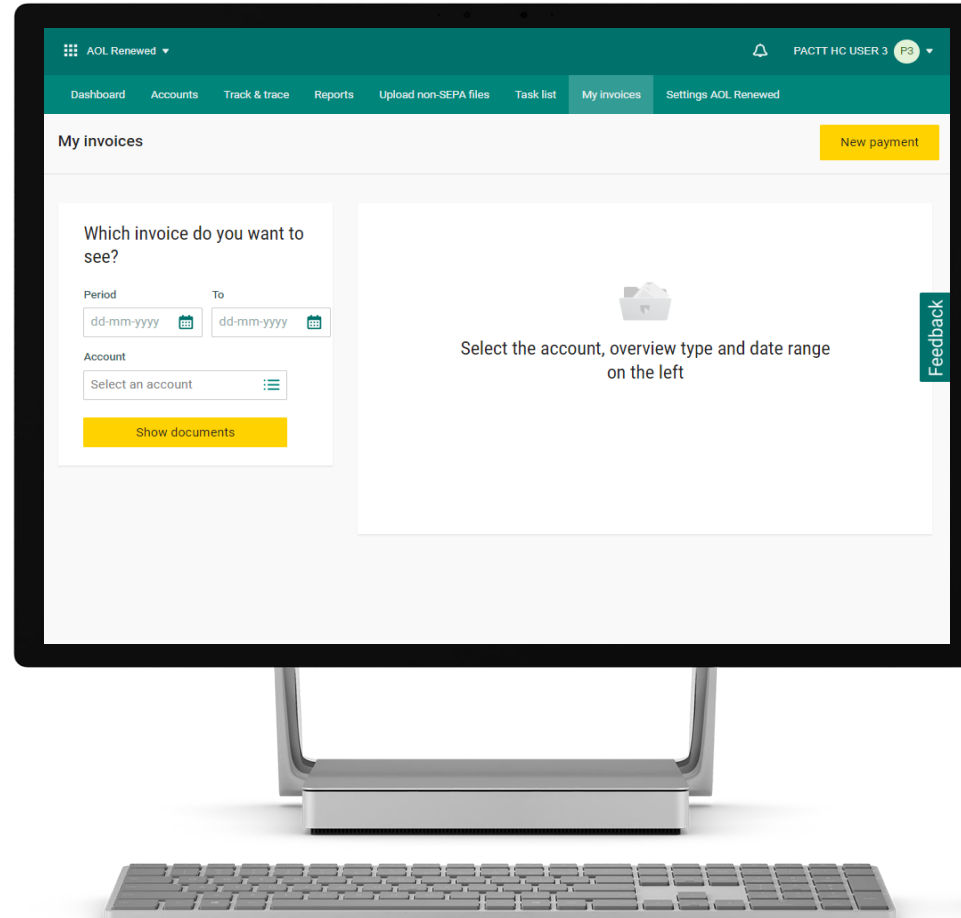
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Click on AOL Renewed at the top left and then on 'My invoices'.
- Select the period.
- Select the account(s).
- Click on 'View Documents'.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

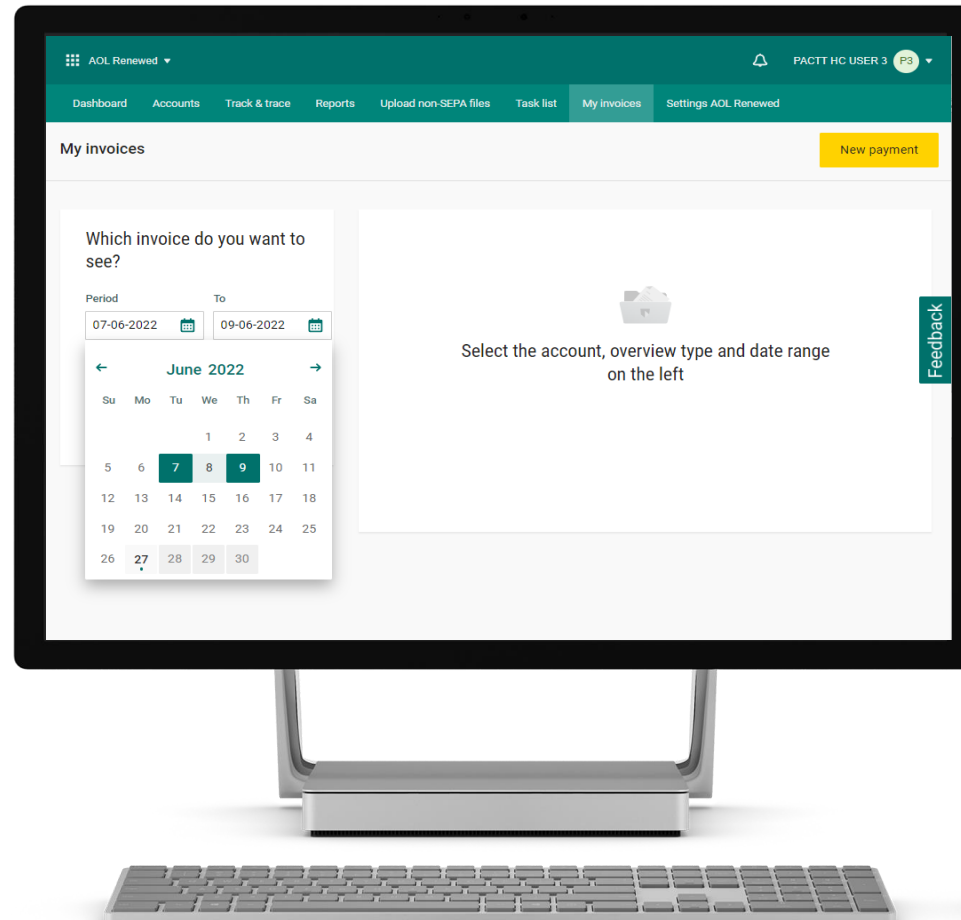
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Click on AOL Renewed at the top left and then on My invoices
- Select the period.
- Select the account(s).
- Click on 'View Documents'.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

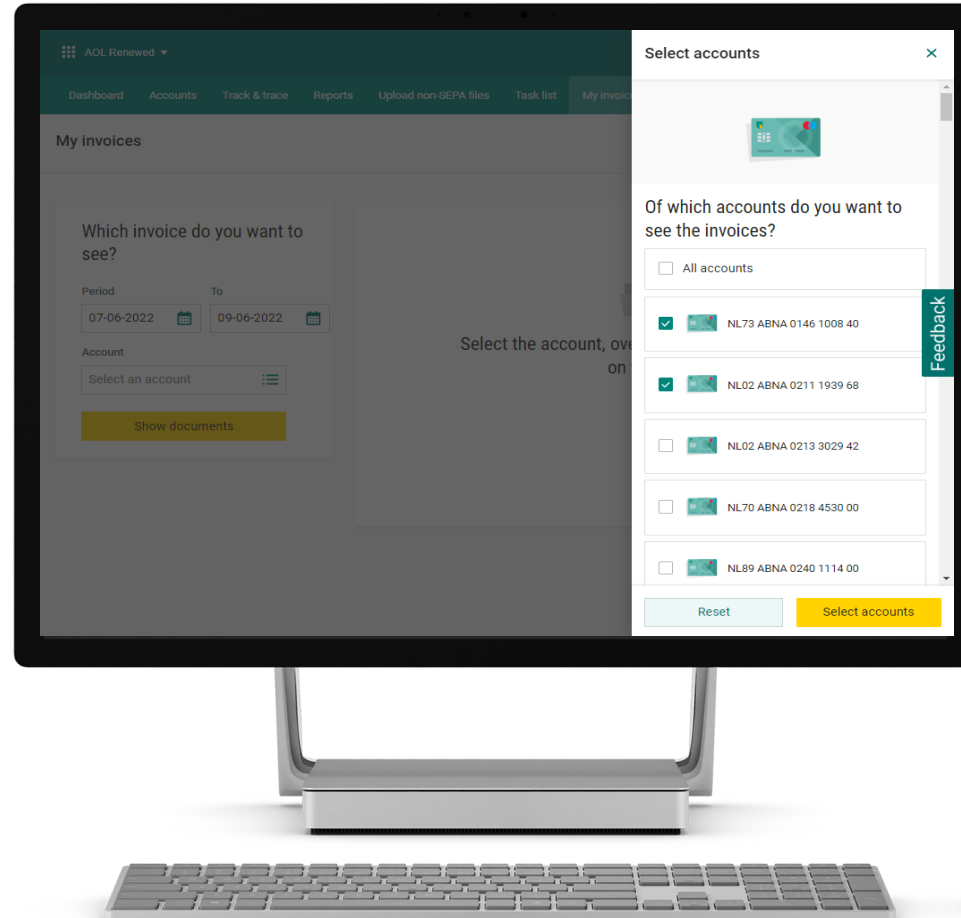
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Click on AOL Renewed at the top left and then on My invoices
- Select the period.
- Select the account(s).
- Click on 'View Documents'.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

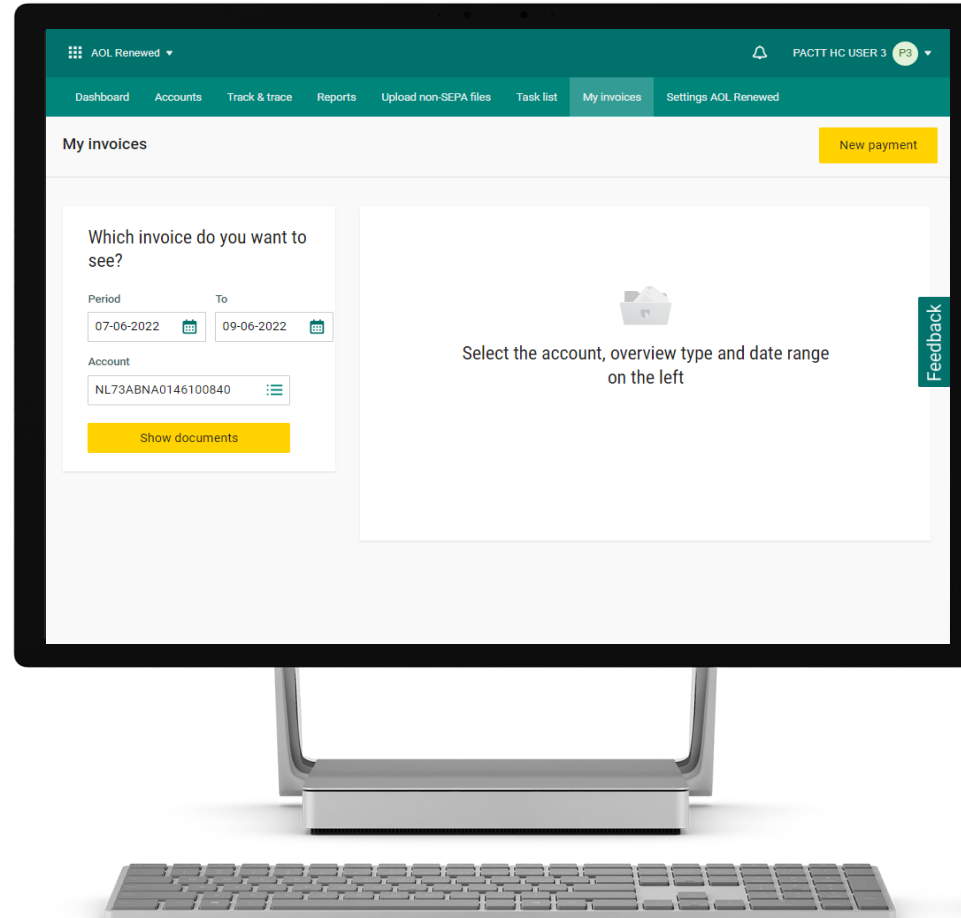
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Click on AOL Renewed at the top left and then on My invoices
- Select the period.
- Select the account(s).
- Click on 'View Documents'.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

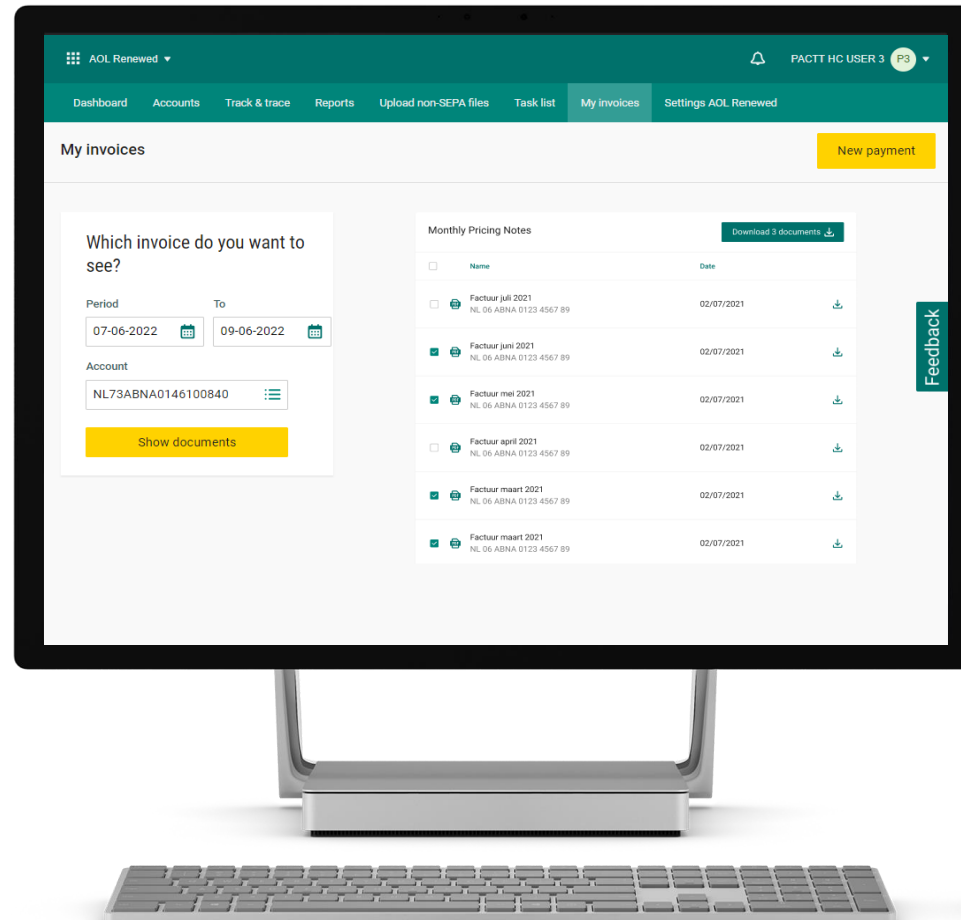
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices.

.03

- Download in PDF format.



Instructions

- Invoices of the chosen period and account(s) are displayed as PDF.
- By selecting an invoices and clicking the download button, invoices will be downloaded.
- After downloading, invoices can be opened.



Condition: The user already must have the 'Reporting' role.

Steps to download invoices

.01

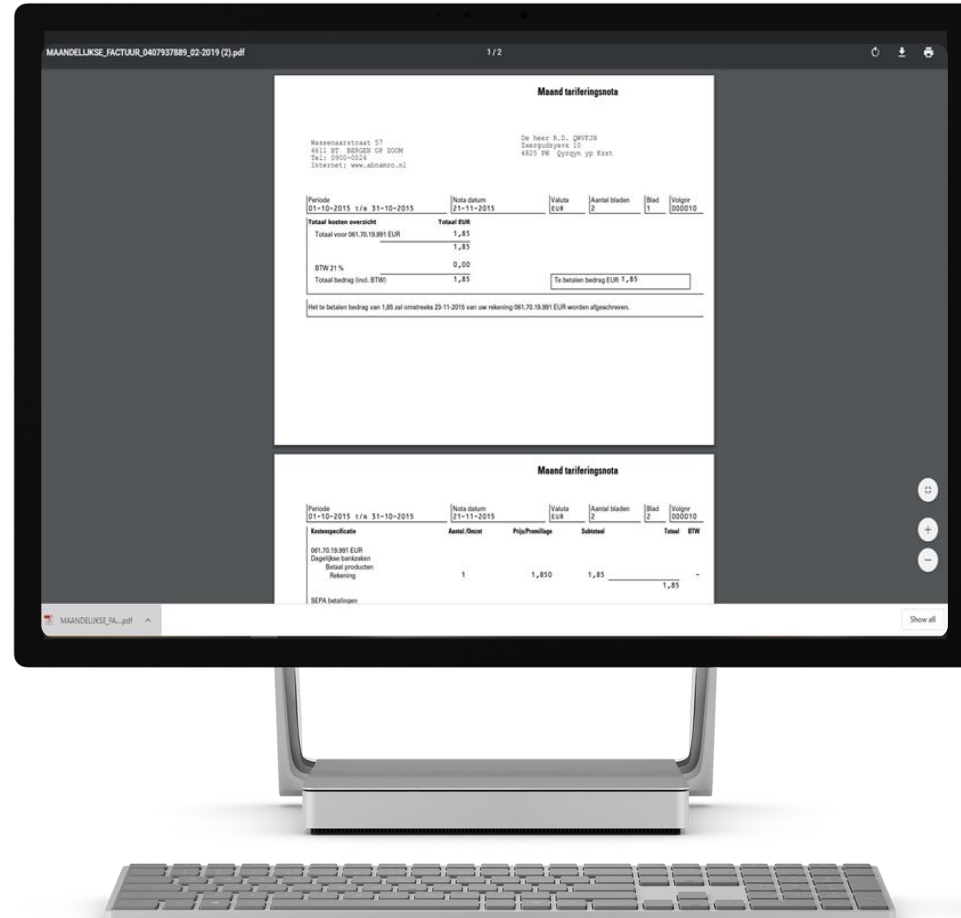
- Assign 'Download invoice' role to a user by the administrator.

.02

- Look up monthly invoices

.03

- Download in PDF format



Instructions

- Invoices of the chosen period and account(s) are displayed as PDF.
- By selecting an invoices and clicking the download button, invoices will be downloaded.
- After downloading, invoices can be opened.



Condition: The user already must have the 'Reporting' role.

 NEXT