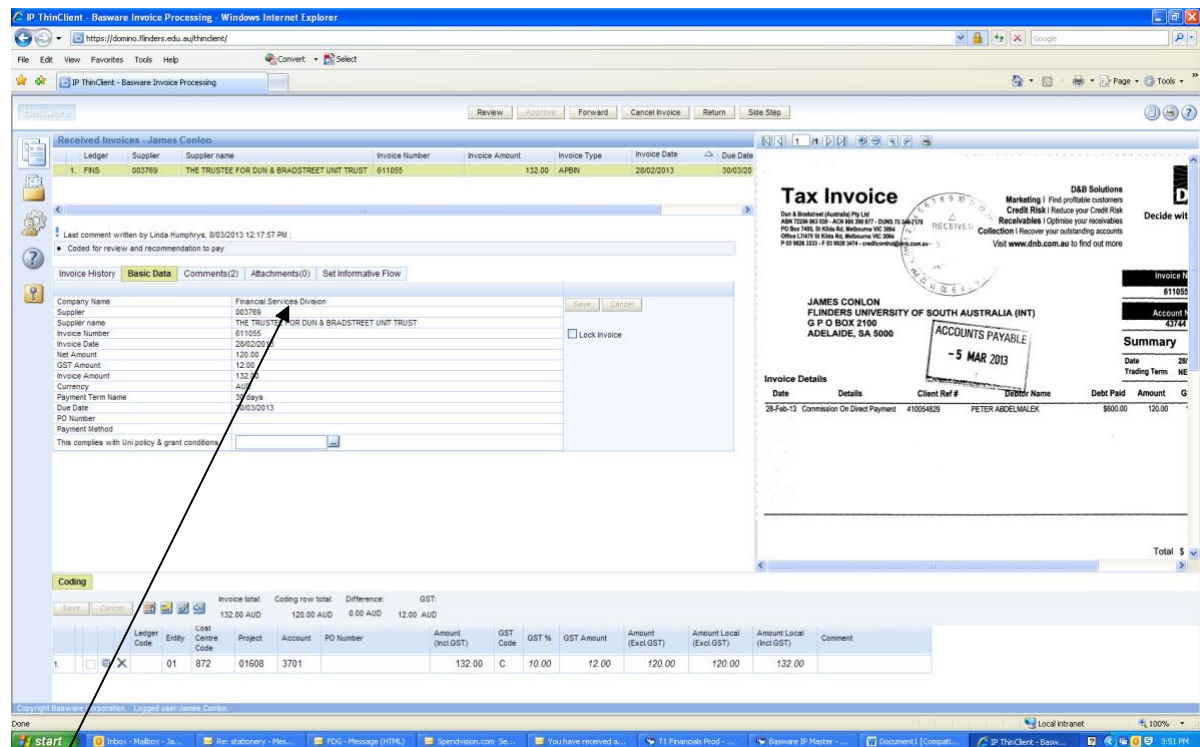
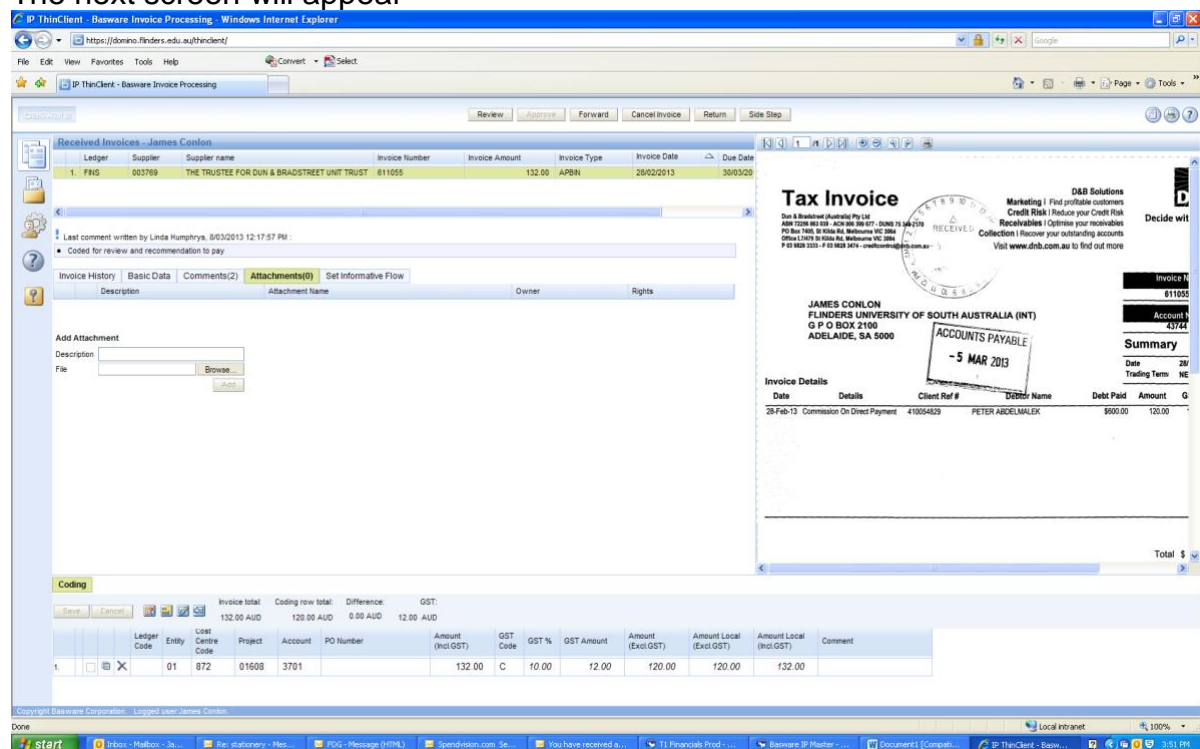
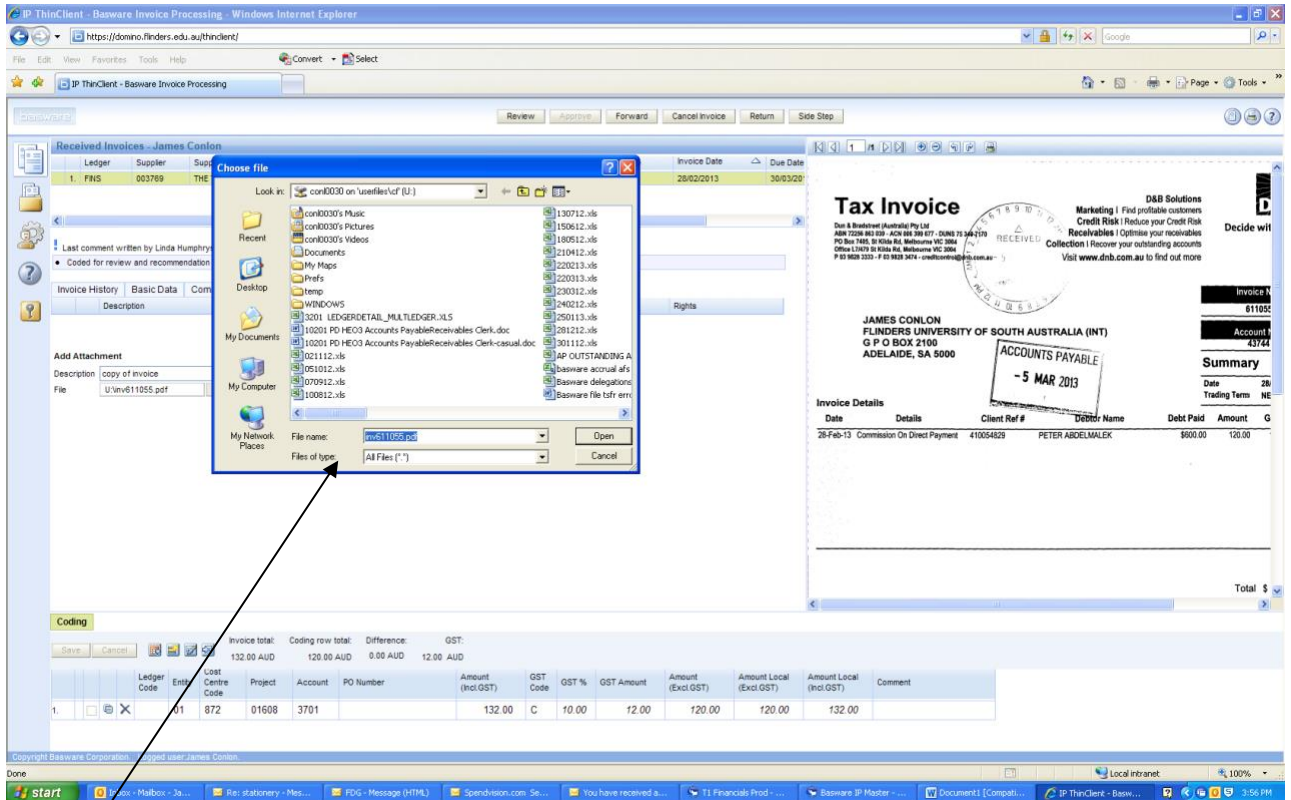


Basware Thin Client- Upload Attachment User Guide

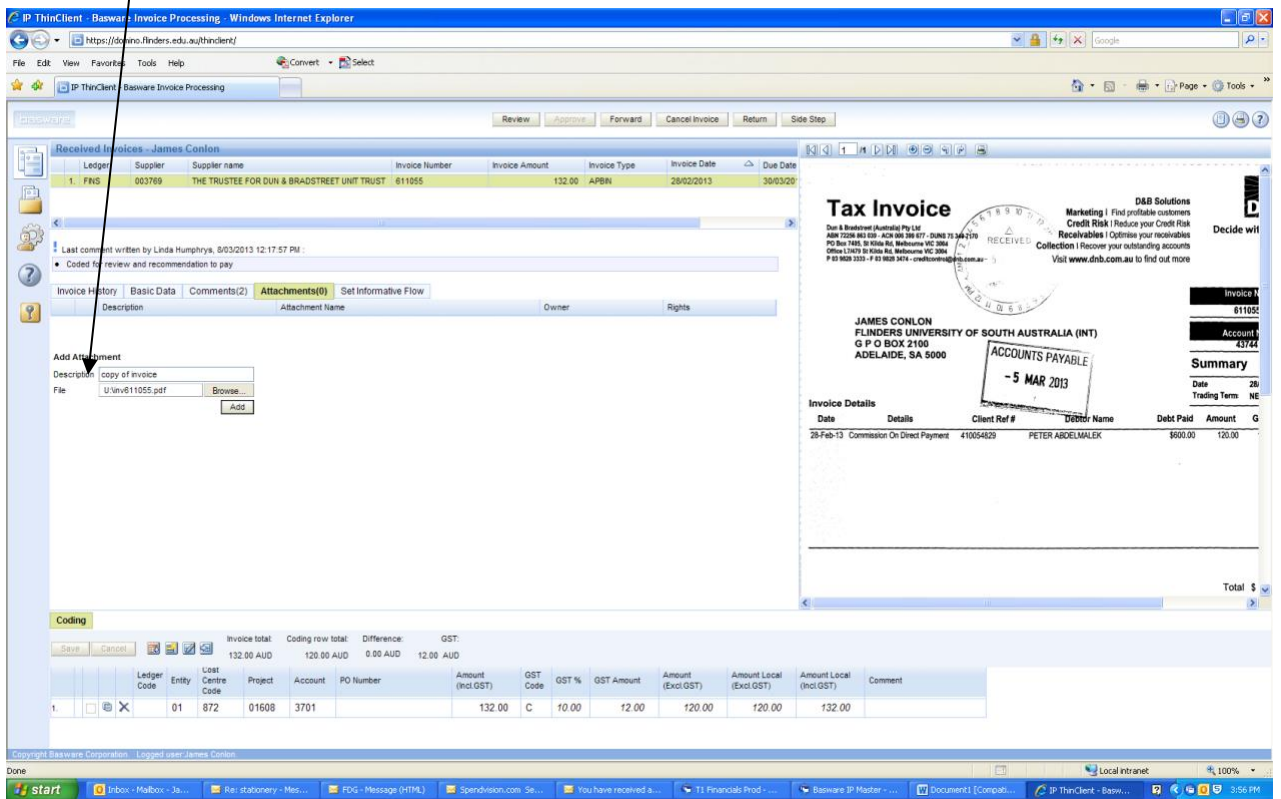


Click on attachments
The next screen will appear





Browse for the required file
Upload and provide a description.



Attachment screen will appear as per below

IP ThinClient - Basware Invoice Processing - Windows Internet Explorer

https://domino.flinders.edu.au/thinclient/

File Edit View Favorites Tools Help Convert Select

IP ThinClient - Basware Invoice Processing

Review Approve Forward Cancel Invoice Return Side Step

Received Invoices - James Conlon

Ledger	Supplier	Supplier name	Invoice Number	Invoice Amount	Invoice Type	Invoice Date	Due Date
1	FINS	003769 THE TRUSTEE FOR DUN & BRADSTREET UNIT TRUST	611055	132.00	APBN	28/02/2013	30/03/20

Last comment written by Linda Humphrys, 6/03/2013 12:17:57 PM:
 • Coded for review and recommendation to pay

Invoice History Basic Data Comments(2) Attachments(1) Set Informative Flow

Description	Attachment Name	Owner	Rights
copy of invoice	inv611055.pdf	James Conlon	

Add Attachment

Description:
 File: Browse... Add

Tax Invoice

Dun & Bradstreet (Australia) Pty Ltd
 ABN 75228 861 539 ACN 005 398 817 DUNB 75 344 219
 PO Box 1485, 58 Kilda Rd, Melbourne VIC 3006
 Office 13679 58 Kilda Rd, Melbourne VIC 3006
 P 61 9029 3333 F 61 9029 3474 credit@cs.dnb.com.au

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JAMES CONLON
 FLINDERS UNIVERSITY OF SOUTH AUSTRALIA (INT)
 G P O BOX 2100
 ADELAIDE, SA 5000

ACCOUNTS PAYABLE
 - 5 MAR 2013

Invoice Details

Date	Details	Client Ref #	Debtor Name	Debt Paid	Amount	G
28-Feb-13	Commission On Direct Payment	410054829	PETER ABDELMALEK	\$600.00	120.00	

Total \$

Coding

Invoice total: 132.00 AUD Coding row total: 120.00 AUD Difference: 0.00 AUD GST: 12.00 AUD

Ledger Code	Entity	Cost Centre Code	Project	Account	PO Number	Amount (Incl GST)	GST Code	GST %	GST Amount	Amount (Excl GST)	Amount Local (Excl GST)	Amount Local (Incl GST)	Comment
1	01	872	01608	3701		132.00	C	10.00	12.00	120.00	120.00	132.00	

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start Inbox - Mailbox - Ja... Rie: stationary - Mes... FDG - Message (HTML) Spendvision.com: Se... You have received a... T1 Financials Prod... Basware IP Master... Document1 [Comput... IP ThinClient - Basw... Local intranet 100% 3:57 PM

If you have selected the wrong attachment, simply click on remove

IP ThinClient - Basware Invoice Processing - Windows Internet Explorer

https://domino.flinders.edu.au/thinclient/

File Edit View Favorites Tools Help Convert Select

IP ThinClient - Basware Invoice Processing

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Remove

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https://domino.flinders.edu.au/thinclient/includes/invoiceview.js

start Inbox - Mailbox - Ja... Rie: stationary - Mes... FDG - Message (HTML) Spendvision.com: Se... You have received a... T1 Financials Prod... Basware IP Master... Document1 [Comput... IP ThinClient - Basw... Local intranet 100% 3:57 PM