

Year-end 2025 – deadlines for departments and other units at TECH and NAT

System/topic	Task	Deadline	Comments
Sales invoices	Notification to Nat-Tech Finance about preparing a sales invoice.	Friday 12. December	Only applies to invoices for the financial year 2025 that are expected to be issued before 7. January. No invoices will be issued in the period 8. January – 13. January (both days incl.). Invoices submitted after 15. December but before 9. January can be expected to be issued in the period 14. – 20. January. NOTE: For new projects, it will take up to 14 days from the receipt of a contract to when an invoice can be printed.
REEX, travel expenses non-AU employees	Deadline for visitors to create a REEX link	Thursday 18. December	All REEX expenses created no later than the deadline will be processed in 2025.
Order in SDI	Deadline for orders	Monday 22. December	Orders placed on December 22 will be approved on December 23. The next approval will be on January 2, 2026
RejsUd, expence settlements and travel expense report (and advance) with start date in 2025	Guaranteed to be included in the accounts for 2025, if created and sent for verification by no later than this date.	Monday 5. January	All expense settlements and travel expense reports/advances with a start date in 2025 will be included in accounts for 2025.
ProjektTid time registration	Time registration must be completed.	Friday 2. January	If it is in any way possible to enter your holiday/absence and sign off before Christmas, it will be a great help.
Foreign invoices and credit notes from suppliers	Email foreign invoices to kreditorhotline@au.dk (remember to indicate faculty and department/school in the subject field e.g. NS-CHEM).	Tuesday 6. January	Foreign invoices will then be sent to approval in SDI at the appropriate requisitioner.
Supplier invoices to AU (ordinary flow)	Suppliers have a deadline for the submission of invoices regarding 2025 to AU.	Thursday 8. January	Please ask the suppliers to submit invoices before the Christmas holiday. Invoices will then be sent to goods reception in SDI at the appropriate requisitioner.
Sales invoices	Notification to Nat-Tech Finance about preparing a sales invoice.	Friday 9. January	Only applies to invoices for the financial year 2025. Please note that invoices cannot be expected to be sent until 20. January. For more information, please refer to the first row in this document titled “Sales invoices”.
SDI, invoices and credit notes	Requisitioner: Goods reception for invoices	Wednesday 14. January	If it is in any way possible to take care of goods reception earlier, we would appreciate this.
Internal transactions	Message to Nat-Tech Finance to make reclassification.	Friday 16. January	Deadline for settlement of internal transactions.
TEMPUS, reporting hours	Reporting hours in TEMPUS for approval regarding hourly pay for 2025.	Thursday 15. January	For subsequent approval by the project finance administrator/business controller