

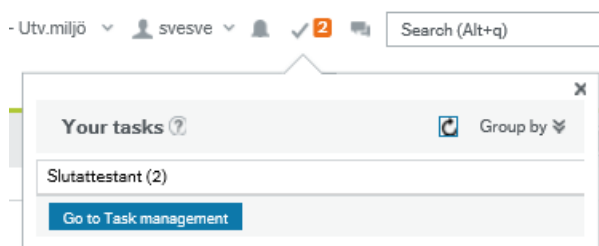

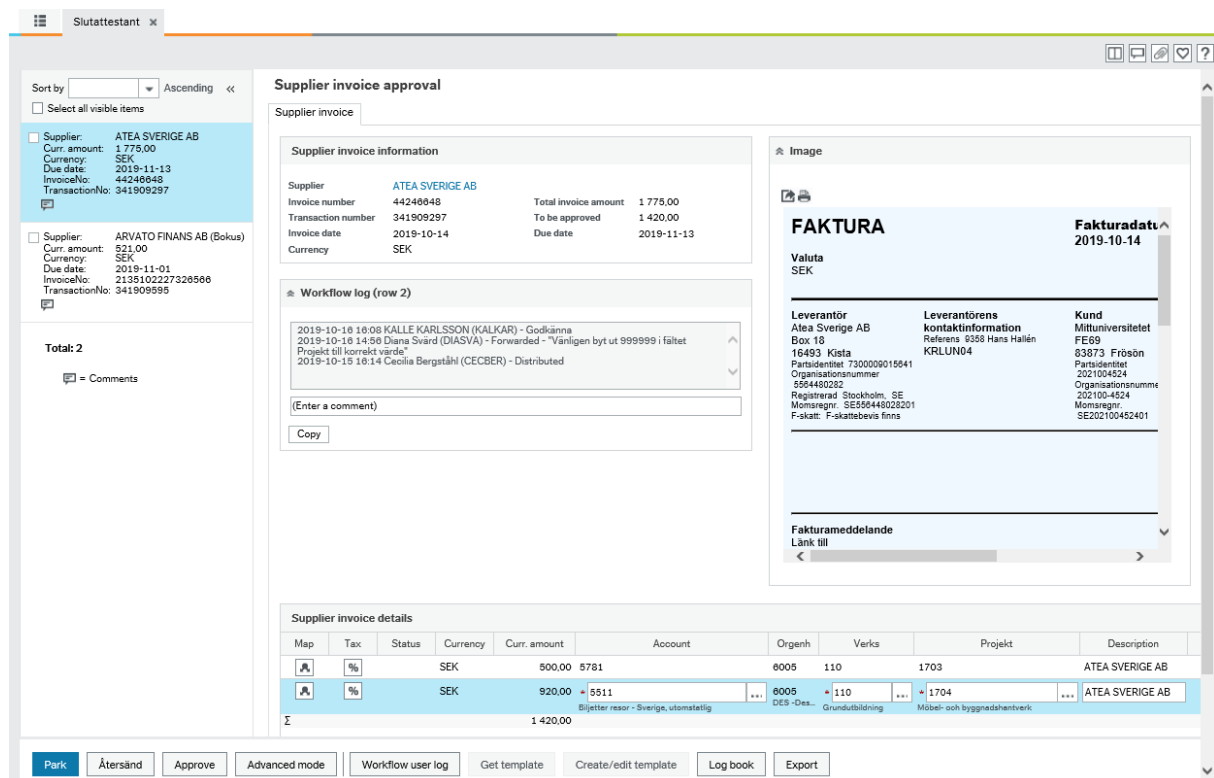




## Processing an invoice, information for final authorizers (Swedish: *Slutattestanter*)

When an invoice is ready for you to process, you will receive an e-mail with information about the invoice and a link to UBW EFH: <https://ubw.miun.se/ubw> . Here, you will see the invoices next to your user name:   . The number is the number of invoices.



Click  and *Slutattestant* (final authorizer) to enter the list of invoices available for processing. You will see the following image:



When an invoice is overdue, a red triangle with an exclamation mark  will appear, and when there is a comment to the invoice, a speech balloon  will display.

## Open invoice details

Supplier invoice approval

Supplier invoice

**Supplier invoice information**

Supplier	ATEA SVERIGE AB		
Invoice number	44246648	Total invoice amount	1 775,00
Transaction number	341909297	To be approved	1 420,00
Invoice date	2019-10-14	Due date	2019-11-13
Currency	SEK		


**Workflow log (row 2)**

2019-10-16 16:08 KALLE KARLSSON (KALKAR) - Godkänna  
2019-10-16 14:56 Diana Svärd (DIASVA) - Forwarded - "Vanligen byt ut 999999 i fältet Projekt till korrekt värde"  
2019-10-15 16:14 Cecilia Bergståhl (CECBER) - Distributed

(Enter a comment)

Copy

**Image**



FAKTURA  
Fakturadatum: 2019-10-14  
Valuta: SEK

<b>Leverantör</b> Atea Sverige AB Box 18 16493 Kista Partidentitet 7300009015841 Organisationsnummer 5564480282 Registrerad Stockholm, SE Momsregnr. SE556448028201 F-skatt: F-skattebevis finns	<b>Leverantörens kontaktinformation</b> Referens 9368 Hans Hallén KRLUN04	<b>Kund</b> Mittuniversitetet FE69 83873 Frösön Partidentitet 2021004524 Organisationsnummer 202100-4524 Momsregnr. SE202100452401
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Fakturameddelande  
Länk till

**Supplier invoice details**

Map	Tax	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Description
	%		SEK	500,00	5781	6005	110	1703	ATEA SVERIGE AB
	%		SEK	920,00	+ 5511	6005	+ 110	+ 1704	ATEA SVERIGE AB
					Biljetter resor - Sverige, utomstättig	DES -Des	Grundutbildning	Möbel- och byggnadshantverk	
Σ				1 420,00					

Click on the invoice you would like to process. The invoice details will become visible in different fields, and certain fields you should fill out or change.

- **Supplier invoice information**


This is where you can see the details of the invoice.

- **Workflow log**

This is where you can see who has had the invoice before you, when they had it, and if there are any comments or instructions.

### - Enter a comment


This is where you can leave a comment for the next user in the flow, such as the purpose of a business trip.



You can also use the button  to copy the comment about several code rows on the same invoice that should have identical comments.

### - Supplier invoice details

This is where you find the coding. Please make sure that the correct Projekt-code has been chosen.

To change the field Projekt in the row, the row needs to be selected and highlighted in light blue. Enter the correct coding in the field and use the tab key to move out of the field.

By clicking the button  found next to each box, you can search for valid Projekt-codes. In addition, the coding fields are provided with type ahead, which means that you will get suggestions for possible values if you enter three numbers.

Supplier invoice details										
Map	Tax	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Description	
	%		SEK	500,00	5781	8005	110	1703	ATEA SVERIGE AB	
	%		SEK	920,00	+ 5511	8005	+ 110	+ 1704	ATEA SVERIGE AB	
					Biljetter resor - Sverige, utomstatig	DES -Des...	Grundutbildning	Möbel- och byggnadshantverk		
Σ				1 420,00						

**N.B.!** When the invoice includes several rows, all rows have to be coded correctly, one at a time.

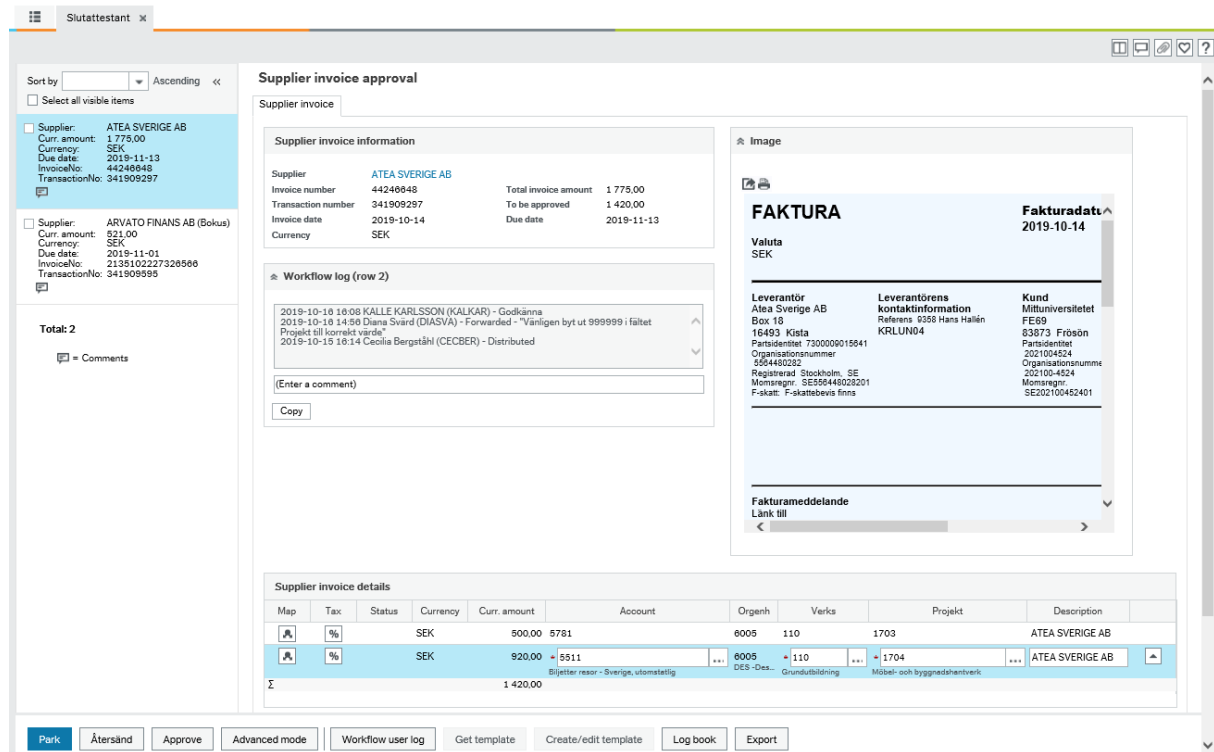
## Open the invoice image

- If the invoice has been scanned, click on the invoice icon to open it in a separate window, in which you can zoom, print and scan the image.
- If the invoice is an e-invoice, you can click on one of the boxes above the invoice icon to view it in a new window in which you can, among other things, print it.



<b>FAKTURA</b>	<b>Fakturadatum</b>	<b>Fak</b>	
	2019-03-29	803	
<b>Valuta</b>		<b>Kun</b>	
SEK		orde	
<b>Leverantör</b>	<b>Leverantörens</b>	<b>Kund</b>	<b>Kun</b>
PostNord Sverige	<b>kontaktinformation</b>	Mittuniversitetet	<b>kont</b>
AB	Referens 50002 HUVK	85170 SUNDSVALL	Refer
20005 Malmö	PostNord Kundservice	Partsidetitet	
Organisationsnummer	Telefon 0771333310	2021004524	
5567115695	E-mail	Organisationsnummer	
Registrerad	faktura.se@postnord.com	2021004524	
Stockholm, SE			
Momsregnr.			
SE556711569501			
F-skatt: F-skattebevis			

## Action buttons



The screenshot displays the 'Supplier invoice approval' interface. On the left, there are two supplier entries: ATEA SVERIGE AB and ARVATO FINANS AB (Bokus). The main area shows 'Supplier invoice information' for ATEA SVERIGE AB, including invoice number 44240048, transaction number 341909297, and a total invoice amount of 1 775.00 SEK. Below this is a 'Workflow log (row 2)' with three entries from 2019-10-10 to 2019-10-15, detailing approval steps and comments. A 'Supplier invoice details' table is at the bottom, showing columns for Map, Tax, Status, Currency, Curr. amount, Account, Orgenh, Verks, Projekt, and Description. A preview of the invoice (FAKTURA) is shown on the right, including supplier and customer information, and a 'Fakturameddelande' section with a 'Länk till' button. At the bottom of the interface, there are several action buttons: Park, Återsänd, Approve, Advanced mode, Workflow user log, Get template, Create/edit template, Log book, and Export.

**Park** Used when you would like to keep the invoice row in your Task list. The action requires that a comment is entered and that the invoice is marked with a "stop hand" symbol.

**Återsänd (reject)** The invoice is sent back to the reviewer at EKO. The action requires that a comment is entered.

**Approve** Forwards the invoice in the flow.

**Advanced mode** The advanced mode offers more action buttons, such as **Split rows**.

## Attaching documents to an invoice

Supplier invoice approval

Supplier invoice

**Supplier invoice information**

Supplier: MERI TEXTIL & REKLAM AB

Invoice number: 12186268      Total invoice amount: 145,00

Transaction number: 341909639      To be approved: 116,00

Invoice date: 2019-09-30      Due date: 2019-10-30

Currency: SEK

**Workflow log (row 1)**

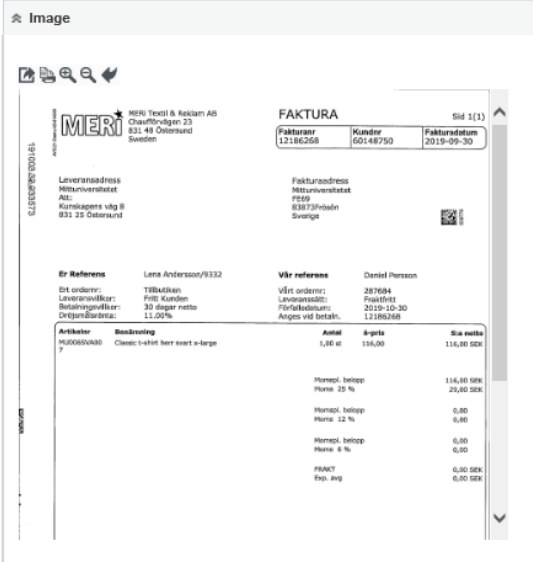
2019-10-17 15:06 Diana Svärd (DIASVA) - Forwarded - "Please replace 999999 in field Project with the correct code!"

2019-10-18 17:05 Cecilia Bergstahl (CECBER) - Distributed

(Enter a comment)


Copy

**Image**



**Supplier invoice details**

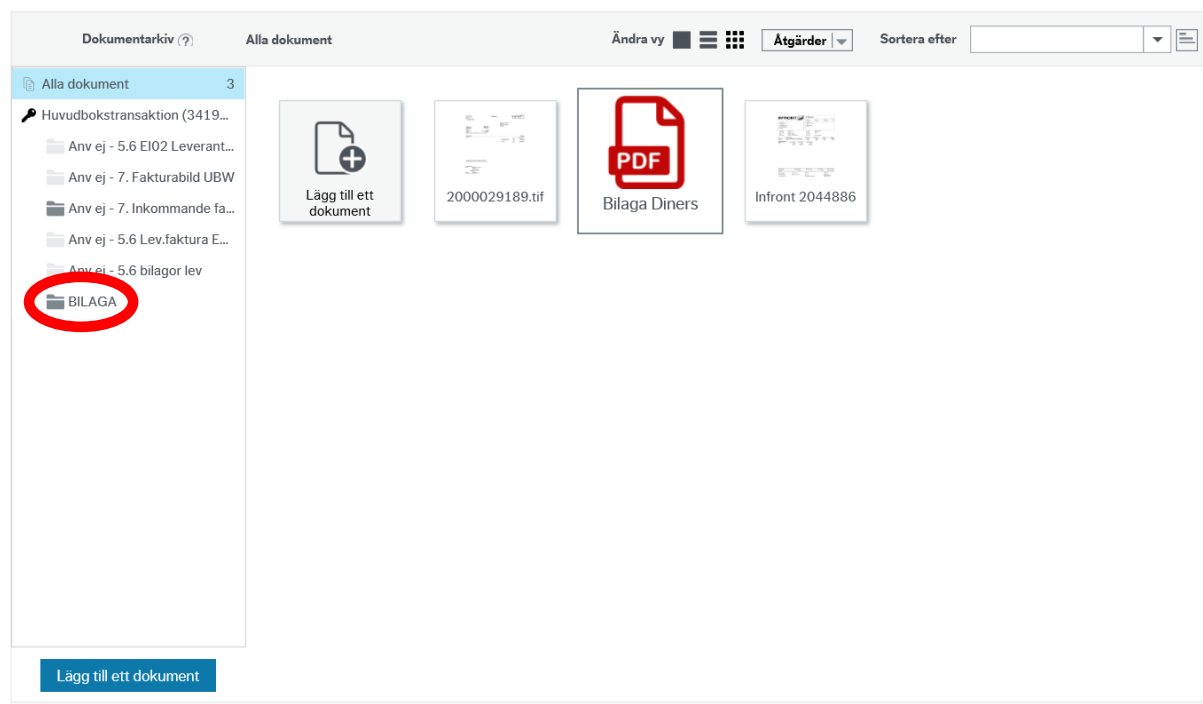
Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input type="checkbox"/>		%	GL	SEK	116,00	5781	8005	110	1703		MERI TEXTIL & REKLAM
						Konsultkostnader, utomstatliga	DES -De...	Grundutbildning	Industridesign		
<input type="checkbox"/>		%	AP	SEK	-145,00	2581				ÖVR	MERI TEXTIL & REKLAM...
					<b>-29,00</b>						

Click the  symbol in the upper right corner to enter the attachment folder.

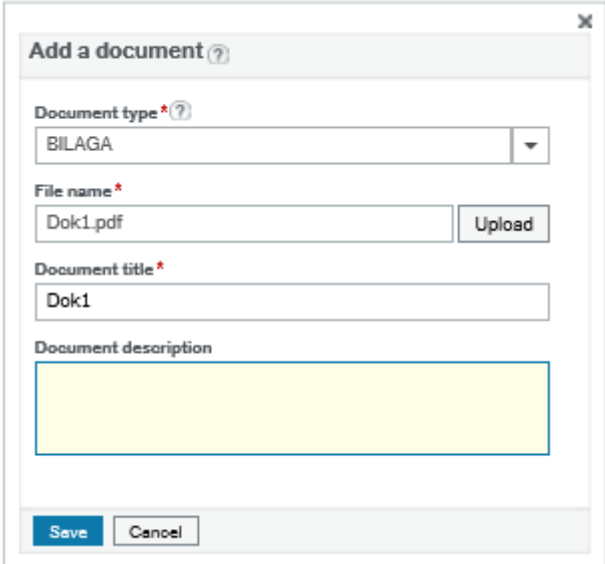
**UBW 7**  
**Elektronisk fakturahantering (EFH) – Slutattestant**

Upprättad av: Ekonomiavdelningen  
Datum: 2019-10-23

Click the folder BILAGA (*Attachment*) and thereafter *Add a document*.



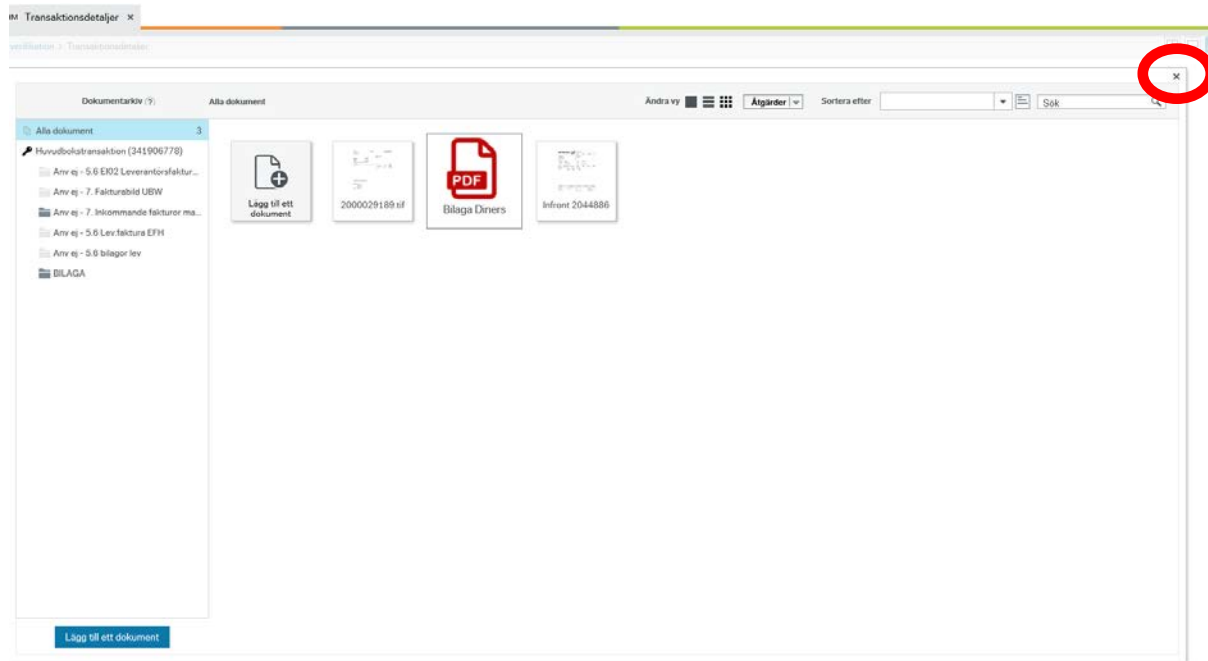
In the box, click Upload to access your files, and select the file you want to attach. Attachable formats are for instance Word, Excel and PDF. We recommend you to use the PDF format, since it is unchangeable.



Complete and click Save. To close the document archive and return to the invoice, click X in the upper right corner.

**UBW 7**  
**Elektronisk fakturahantering (EFH) – Slutattestant**

Upprättad av: Ekonomiavdelningen  
Datum: 2019-10-23



Dokumentarkiv (%) Alla dokument

Ändra vy [Grid Icon] [List Icon] [Table Icon] **Åtgärder** | Sortera efter: [Dropdown] [Filter Icon] [Search Icon] **Sök**

Alla dokument 3

- Huvudboktransaktion (341906778)
- Anv ej - 5.6 EX02 Leverantörsfaktur...
- Anv ej - 7. Fakturbild UBW
- Anv ej - 7. Inkommande fakturor ma...
- Anv ej - 5.6 Lev.faktura EFH
- Anv ej - 5.6 bilagor lev
- BILAGA

Lägg till ett dokument

2000029189.tif

Bilaga Diners

Infrant 2044886

Lägg till ett dokument