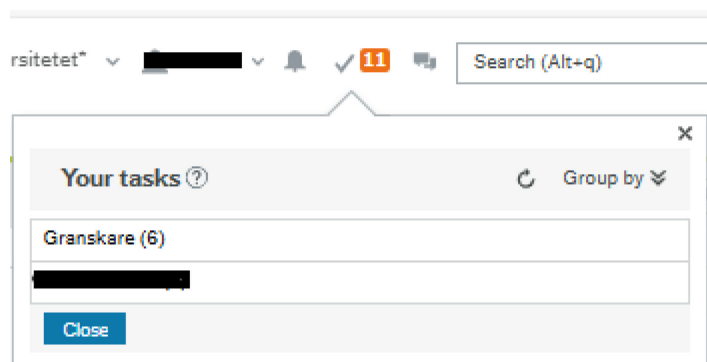


ERP 7.15 Elektronisk fakturahantering (EFH) – Granskare (beställare)

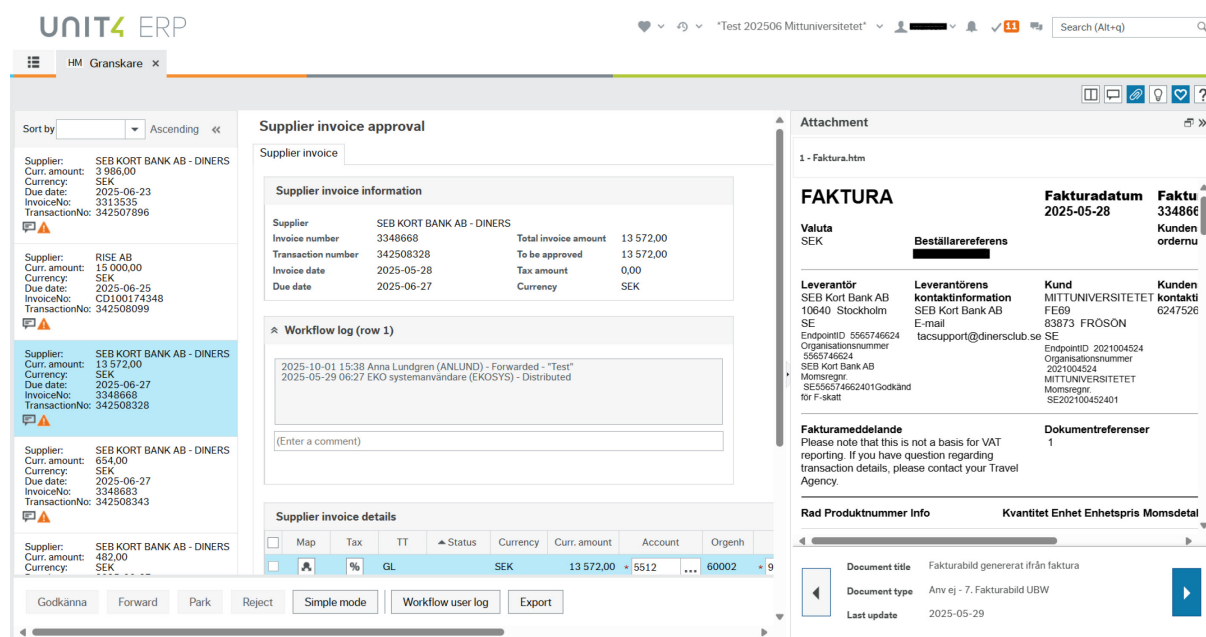
Upprättad av: Avdelningen för ekonomi och planering
Datum: 2025-10-28

Processing an invoice, information for reviewers (Swedish: granskare) (purchaser)

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



Click and *Granskare* to enter the list of invoices available for processing. You will see the following image:



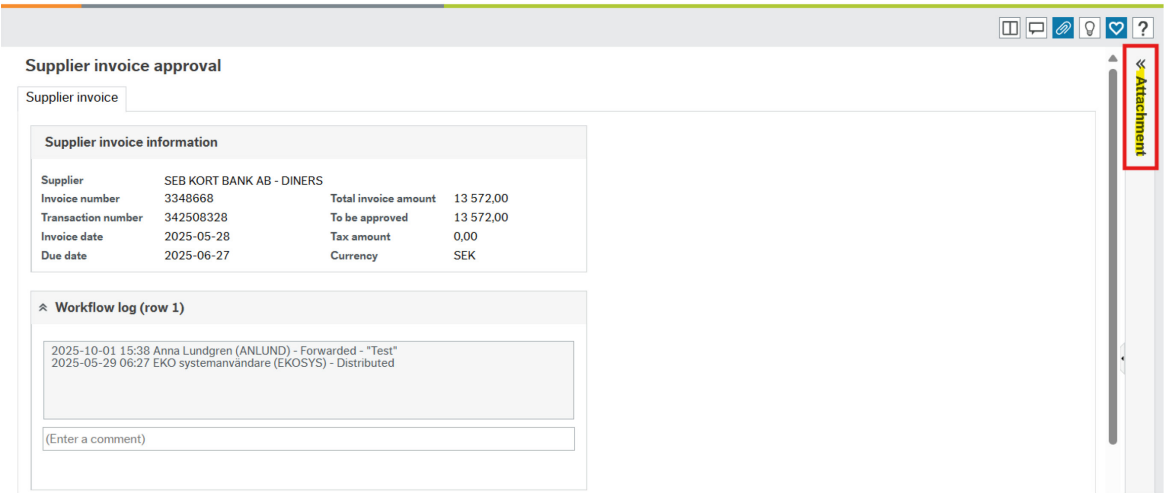
When an invoice is overdue, a red triangle with an exclamation mark will appear, and when there is a comment to the invoice, a speech balloon will display.

ERP 7.15
Elektronisk fakturahantering (EFH) – Granskare (beställare)

Upprättad av: Avdelningen för ekonomi och planering
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Open invoice details

Click on the invoice you would like to process. If the invoice image is not visible, it is probably because the invoice has been collapsed to the right of the screen, see the image below. To view the image, click here:



Using the arrows under the invoice image, you can scroll if the invoice consists of multiple pages or has attachments.



ERP 7.15
Elektronisk fakturahantering (EFH) – Granskare (beställare)

Upprättad av: Avdelningen för ekonomi och planering
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It is possible to open the invoice in a new window by clicking on the highlighted icon.

Attachment



1 - Faktura.htm

FAKTURA

Fakturadatum
 2025-05-28

Faktu
 334866

The invoice details consists of various fields. Some you need to change or complete yourself.

Supplier invoice approval

Supplier invoice

Supplier invoice information

Supplier	SEB KORT BANK AB - DINERS		
Invoice number	3348683	Total invoice amount	654,00
Transaction number	342508343	To be approved	604,46
Invoice date	2025-05-28	Tax amount	0,00
Due date	2025-06-27	Currency	SEK

Workflow log (row 1)

2025-10-01 15:34 Anna Lundgren (ANLUND) - Forwarded - "Test"
 2025-05-29 06:27 EKO systemanvändare (EKOSYS) - Distributed

(Enter a comment)

Copy

- 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.

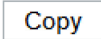
ERP 7.15**Elektronisk fakturahantering (EFH) – Granskare (beställare)**

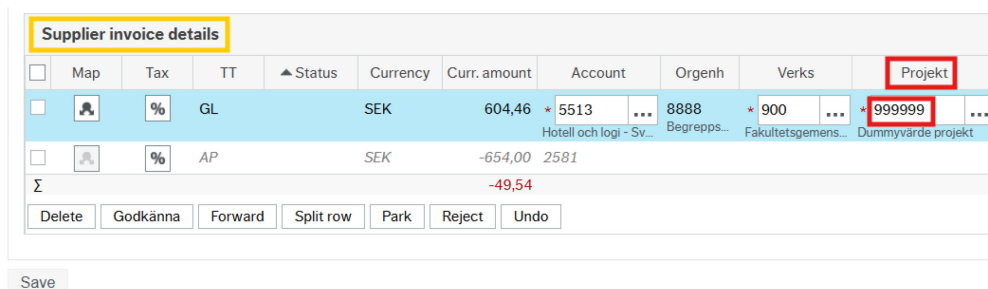
Upprättad av: Avdelningen för ekonomi och planering

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**Mittuniversitetet**

MID SWEDEN UNIVERSITY

You can also use the button  to copy the comment about several code rows on the same invoice that should have identical comments. The button becomes visible if the invoice has multiple accounting lines.



Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt
☐		%	GL	SEK	604,46	* 5513	8888	* 900	* 999999
Hotell och logi - Sv... Begrepps... Fakultetsgemens... Dummyvärde projekt									
☐		%	AP	SEK	-654,00	2581			
Σ					-49,54				

Buttons: Delete, Godkänna, Forward, Split row, Park, Reject, Undo

Save

- Supplier invoice details

This is where you find the coding. Please note that if the coding field Projekt is set to 999999 it must be replaced with a valid code. A Projekt-code can be changed until the invoice is finally authorized. To change the field in the row, the row needs to be selected and highlighted in light blue. Enter the correct code in the field and use the tab key to move out of the field. Now the fields Orgenh and Verks automatically will be updated with the correct codes.

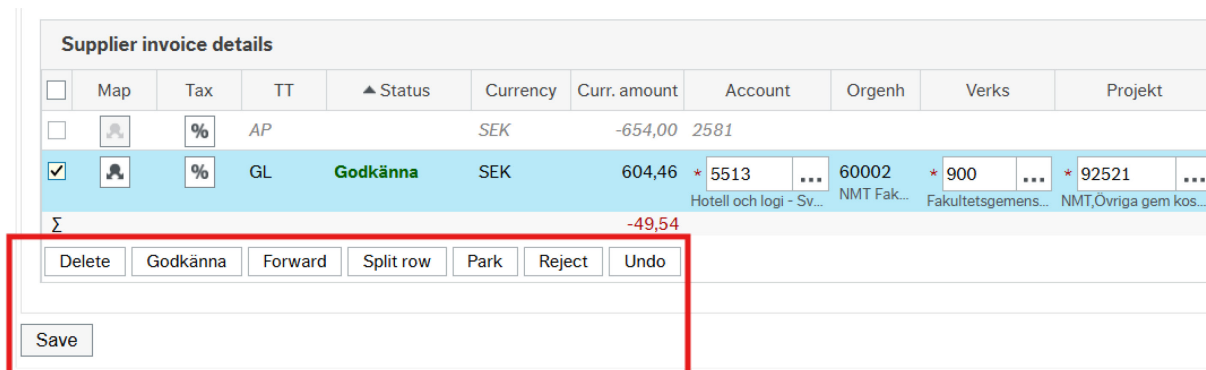
By clicking the button  found next to the box, you can search for valid Projekt-codes. In addition, the coding field is provided with type ahead, which means that you will get suggestions for possible values if you enter three numbers.

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

ERP 7.15 Elektronisk fakturahantering (EFH) – Granskare (beställare)

Upprättad av: Avdelningen för ekonomi och planering
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Action buttons



	Map	Tax	TT	▲ Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt
☐		%	AP		SEK	-654,00	2581			
☒		%	GL	Godkänna	SEK	604,46	* 5513 ...	60002	* 900 ...	* 92521 ...
						Hotell och logi - Sv... NMT Fak... Fakultetsgemens... NMT, Övriga gem kos...				
Σ						-49,54				

Delete Used when an invoice has been split into several rows and you would like to undo one such row. Select the row by checking the box and clicking **Delete**.

Godkänna (approve) The invoice is forwarded to the final authorizer (for instance the Head of department or unit). Select the row by checking the box to the left and clicking **Godkänna** and **Save**.

Forward Used to send the invoice to another user/ purchaser, see separate checklist.

Split row Splits the rows and the sum to different coding rows, if the cost should be split between e.g. different projects, see separate checklist.

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

Reject Only used when an invoice is sent back to The Department of Finance and Planning (EKO) to be cancelled. Before you reject it, you must talk to the supplier. Inform EKO by entering a comment about the deal with the supplier. Select the row by checking the box to the left and clicking **Reject** and **Save**.

Undo Used when you would like to undo an action, restoring its status.

ERP 7.15

Elektronisk fakturahantering (EFH) – Granskare (beställare)

Upprättad av: Avdelningen för ekonomi och planering
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When an action is selected, the row is highlighted, displaying the action selected in the **Status** column.

Supplier invoice details										
☐	Map	Tax	TT	▲ Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt
☐		%	AP		SEK	-654,00	2581			
☒		%	GL	Godkänna	SEK	604,46	* 5513 ...	60002	* 900 ...	* 92521 ...
						Hotell och logi - Sv... NMT Fak... Fakultetsgemens... NMT,Övriga gem kos...				
Σ						-49,54				
Delete Godkänna Forward Split row Park Reject Undo										

By clicking the invoice will be forwarded to the next person in the flow.

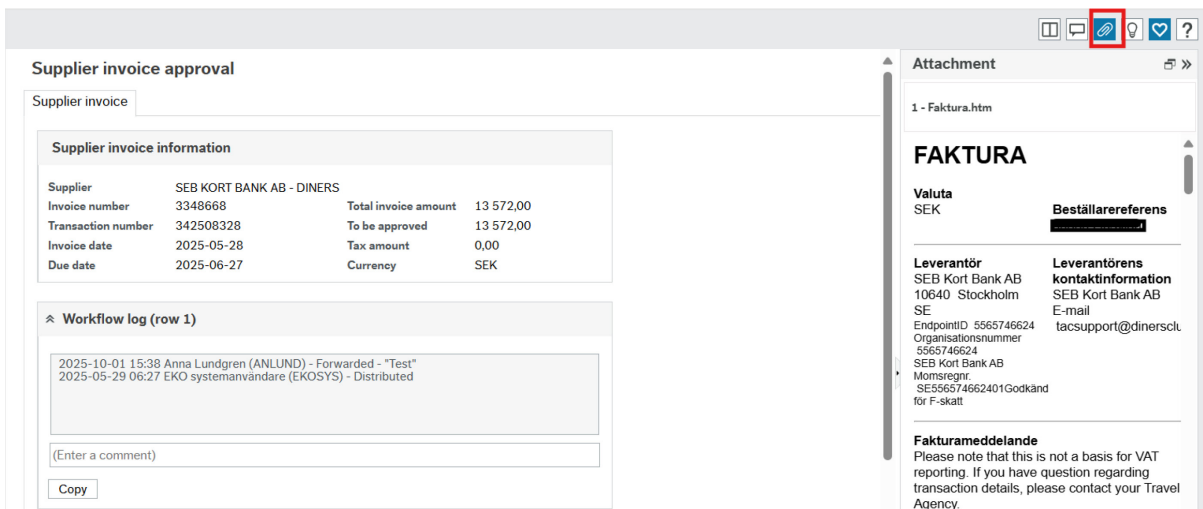
N.B.! When the invoice includes several rows, all rows have to be coded. When the invoice including coding rows, is complete, select the box indicated on the image below, in order to get a check mark to the left on each of the rows. Next, click **Godkänna (approve)** and **Save**.

Supplier invoice details										
☒	Map	Tax	TT	▲ Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt
☒		%	AP		SEK	-13 572,00	2581			
☒		%	GL	Godkänna	SEK	11 572,00	* 5512 ...	60002	* 900 ...	* 92521 ...
						Biljetter resor - utla... NMT Fak... Fakultetsgemens... NMT,Övriga gem kos...				
☒		%	GL	Godkänna	SEK	2 000,00	5512	9320	810	816009
Σ						0,00				
Delete Godkänna Forward Split row Park Reject Undo										

ERP 7.15 Elektronisk fakturahantering (EFH) – Granskare (beställare)

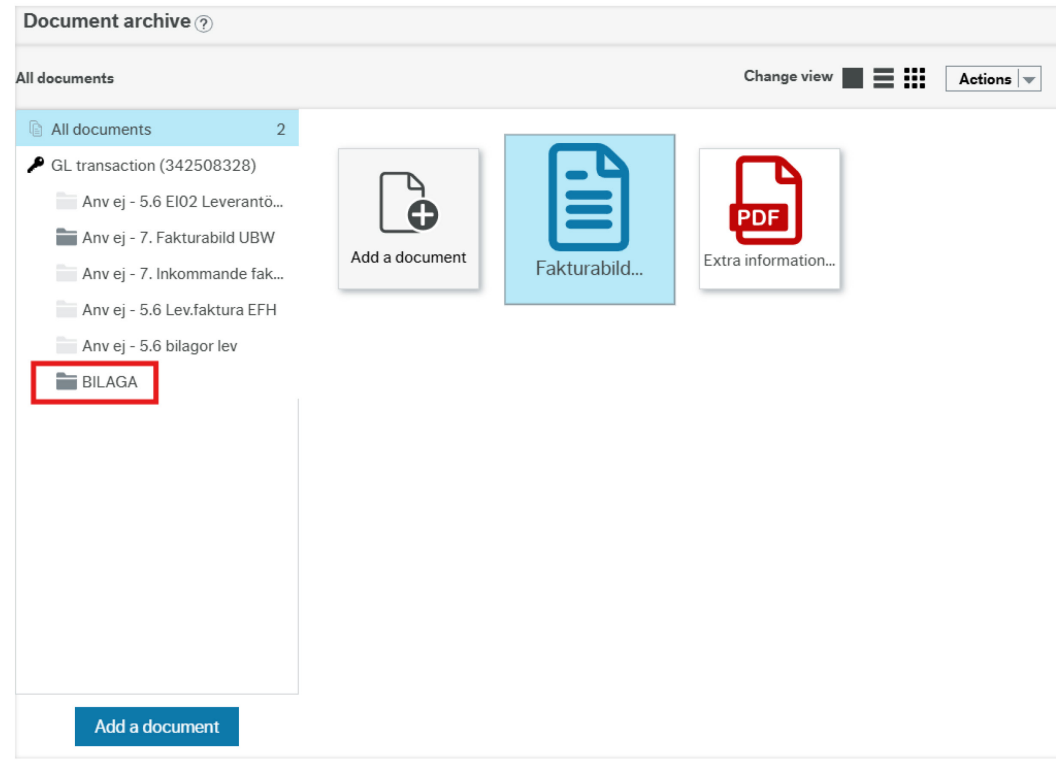
Upprättad av: Avdelningen för ekonomi och planering
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Attaching documents to an invoice



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

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.

ERP 7.15
Elektronisk fakturahantering (EFH) – Granskare (beställare)

Upprättad av: Avdelningen för ekonomi och planering
Datum: 2025-10-28

×

Add a document ?

Document type * ?

BILAGA

File name *

Eng - Processing an invoice Granskare (purchas...

Upload

Document title *

Eng - Processing an invoice Granskare (purchaser) projekt

Document description

Save Cancel

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

×

Document archive ?

All documents

Change view

Actions

Sort by File name

Search

All documents 2

GL transaction (342508328)

Anv ej - 5.6 EI02 Leverantö...

Anv ej - 7. Fakturabild UBW

Anv ej - 7. Inkommande fak...

Anv ej - 5.6 Lev.faktura EFH

Anv ej - 5.6 bilagor lev

BILAGA

Add a document

Fakturabild...

Extra information...

Add a document