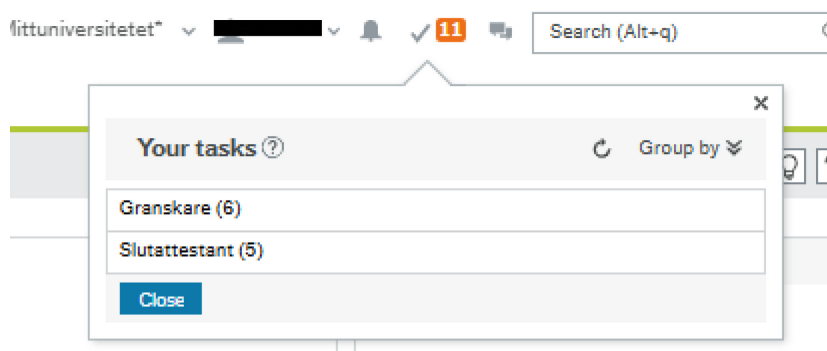


ERP 7.15 Elektronisk fakturahantering (EFH) – Granskare (beställare)

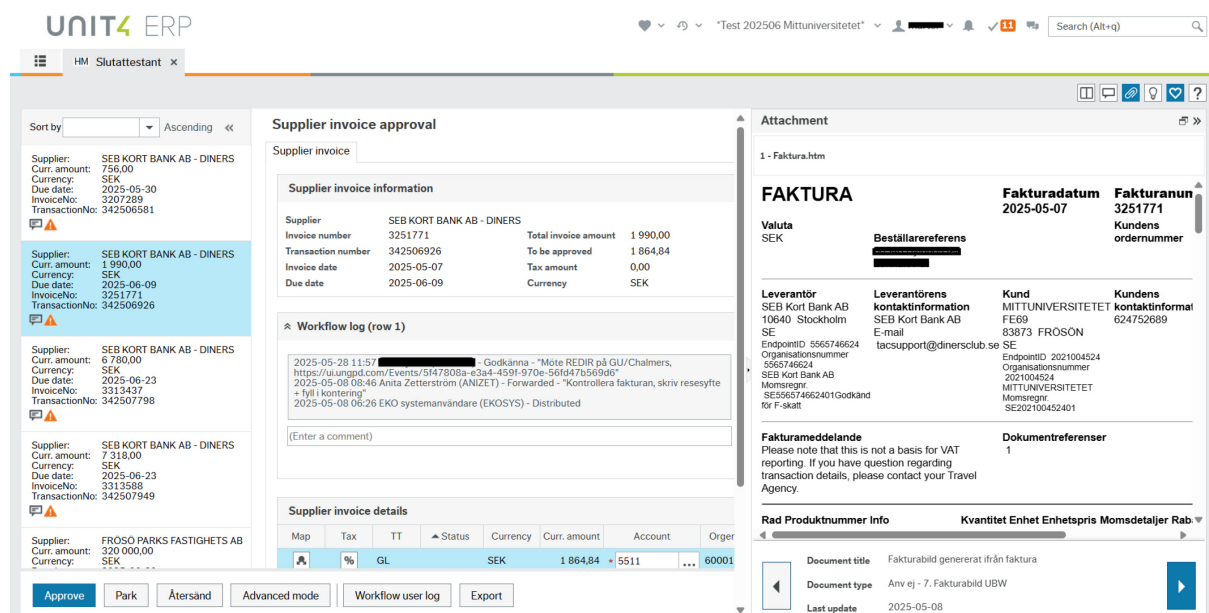
Upprättad av: Avdelningen för ekonomi och planering
Datum: 2025-10-24

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 ERP: <https://ubw.miun.se/ubw>. Here, you will see the invoices next to your user name:  svesve   . 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.

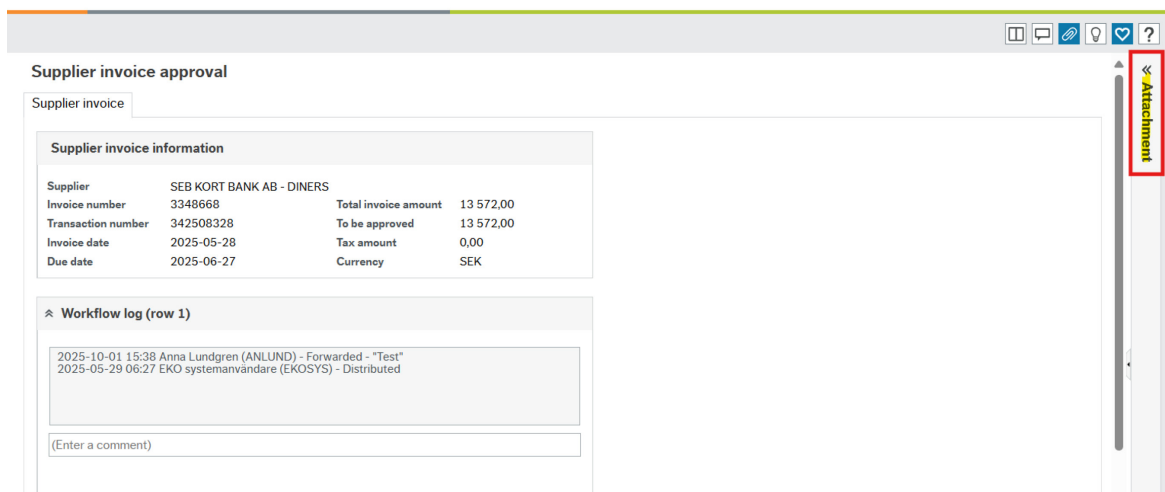
ERP 7.15**Elektronisk fakturahantering (EFH) – Granskare (beställare)**

Upprättad av: Avdelningen för ekonomi och planering

Datum: 2025-10-24

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.



It is possible to open the invoice in a new window by clicking on the highlighted icon.

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

Upprättad av: Avdelningen för ekonomi och planering
 Datum: 2025-10-24

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	3251771	Total invoice amount	1 990,00
Transaction number	342506926	To be approved	1 864,84
Invoice date	2025-05-07	Tax amount	0,00
Due date	2025-06-09	Currency	SEK

Workflow log (row 1)

2025-05-28 11:57 [REDACTED] - Godkänna - "Möte REDIR på GU/Chalmers, https://ui.ungpd.com/Events/5f47808a-e3a4-459f-970e-56fd47b569d6"
2025-05-08 08:46 Anita Zetterström (ANIZET) - Forwarded - "Kontrollera fakturan, skriv resesyfte + fyll i kontering"
2025-05-08 06:26 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

Datum: 2025-10-24



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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.

Supplier invoice details

☐	Map	Tax	TT	▲ Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt
☐		%	GL		SEK	1 864,84	* 5511 ...	60001	* 900 ...	* 92501 ...
							Biljetter resor - Sve... NMT Fak... Fakultetsgemens... NMT, Fak ledning			
☐		%	AP		SEK	-1 990,00	2581			
Σ						-125,16				

Save

- 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.

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
Datum: 2025-10-24



Action buttons

Currency: SEK
Due date: 2025-05-30
InvoiceNo: 3207289
TransactionNo: 342506581

Supplier: SEB KORT BANK AB - DINERS
Curr. amount: 1 990,00
Currency: SEK
Due date: 2025-06-09
InvoiceNo: 3251771
TransactionNo: 342506926

Supplier: SEB KORT BANK AB - DINERS
Curr. amount: 6 780,00
Currency: SEK
Due date: 2025-06-23
InvoiceNo: 3313437
TransactionNo: 342507798

Supplier: SEB KORT BANK AB - DINERS
Curr. amount: 7 318,00
Currency: SEK
Due date: 2025-06-23
InvoiceNo: 3313588
TransactionNo: 342507949

Supplier: FROSO PARKS FASTIGHETS AB
Curr. amount: 320 000,00
Currency: SEK
Due date: 2025-06-30
InvoiceNo: 46200000303
TransactionNo: 342508145

Supplier invoice information

Supplier: SEB KORT BANK AB - DINERS

Invoice number: 3251771

Total invoice amount: 1 990,00

Transaction number: 342506926

To be approved: 1 864,84

Invoice date: 2025-05-07

Tax amount: 0,00

Due date: 2025-06-09

Currency: SEK

Workflow log (row 1)

2025-05-28 11:57 Dan Bylund (DANBYL) - Godkänna - "Möte REDIR på GLJ/Chalmers, https://ul.ungpd.com/Events/5f47808a-e3a4-459f-970e-56fd47b569d6"

2025-05-08 08:46 Anita Zetterström (ANIZET) - Forwarded - "Kontrollera fakturan, skriv resesyfte + fyll i kontering"

2025-05-08 06:26 EKO systemanvändare (EKOSYS) - Distributed

(Enter a comment)

Copy

Supplier invoice details

Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt
	%	GL		SEK	1 864,84	5511	60001	900	92501
						Biljetter resor - Sverige...			
						NMT Fak...			
						Fakultetsgemensamt (...)			
						NMT, Fak ledning			
	%	AP		SEK	-1 990,00	2581			
Σ					-125,16				

Approve

Park

Återsänd

Advanced mode

Workflow user log

Export

Approve Forwards the invoice in the flow.

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.

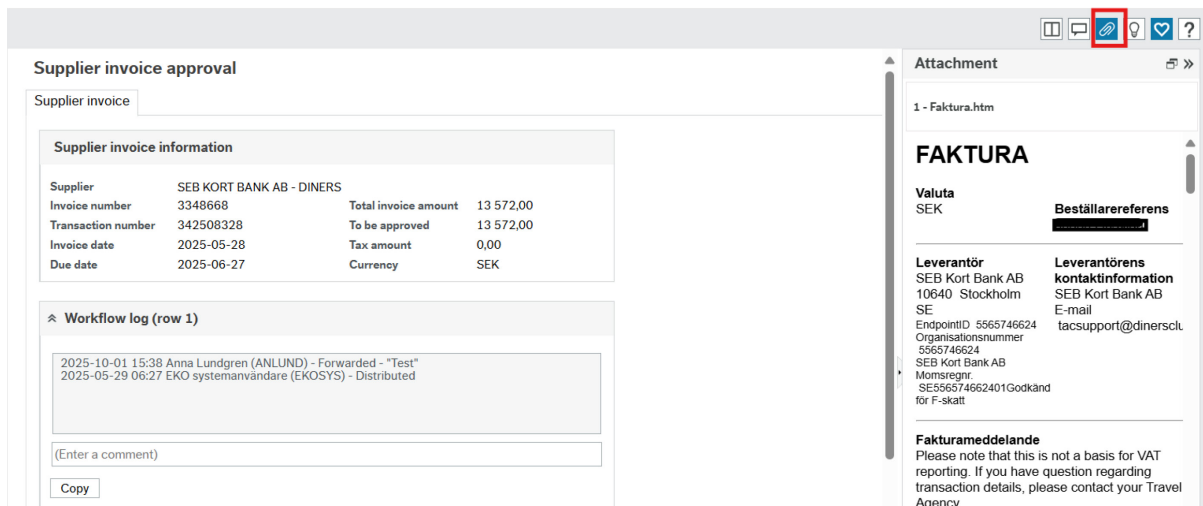
Advanced mode The advanced mode offers more action buttons, such as **Split rows**.

5

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

Upprättad av: Avdelningen för ekonomi och planering
Datum: 2025-10-24

Attaching documents to an invoice



Supplier invoice approval

Supplier invoice

Supplier invoice information

Supplier	SEB KORT BANK AB - DINERS		
Invoice number	3348668	Total invoice amount	13 572,00
Transaction number	342508328	To be approved	13 572,00
Invoice date	2025-05-28	Tax amount	0,00
Due date	2025-06-27	Currency	SEK

Workflow log (row 1)

2025-10-01 15:38 Anna Lundgren (ANLUND) - Forwarded - "Test"
2025-05-29 06:27 EKO systemanvändare (EKOSYS) - Distributed

(Enter a comment)

Copy

Attachment

1 - Faktura.htm

FAKTURA

Valuta: SEK

Beställarreferens: [REDACTED]

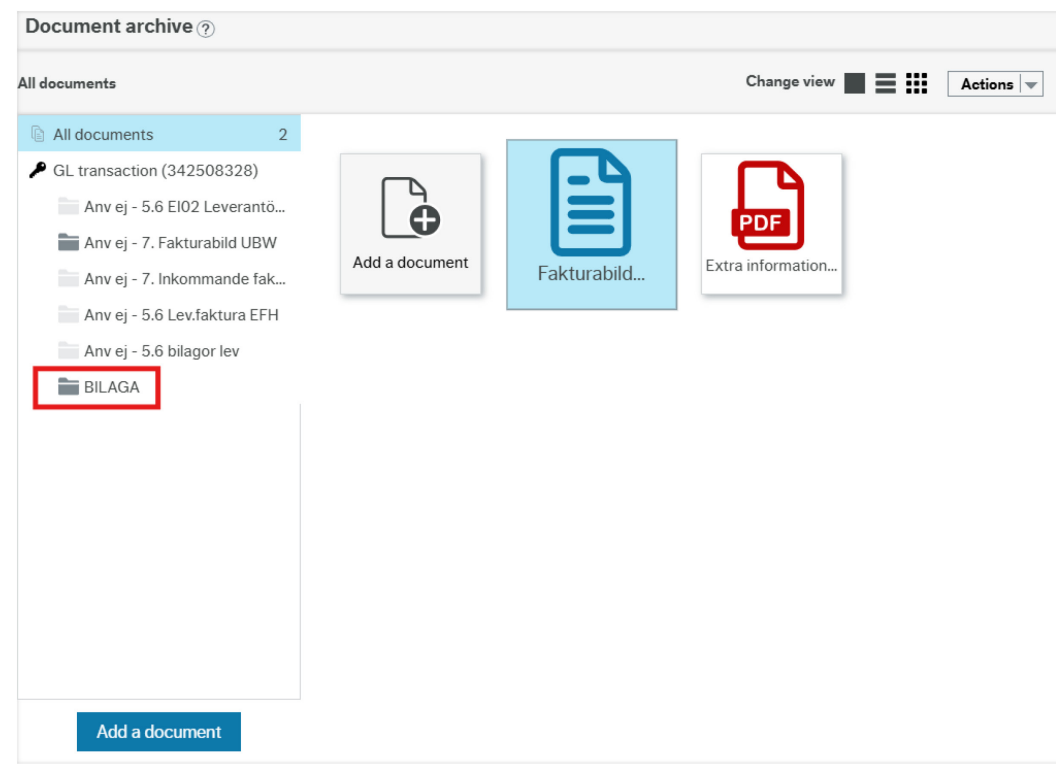
Leverantör
SEB Kort Bank AB
10640 Stockholm
SE
EndpointID: 5565746624
Organisationsnummer: 5565746624
SEB Kort Bank AB
Momsregnr: SE556574662401Godkänd för F-skatt

Leverantörens kontaktinformation
SEB Kort Bank AB
E-mail: tacsupport@dinerschl

Fakturameddelande
Please note that this is not a basis for VAT reporting. If you have question regarding transaction details, please contact your Travel Agency.

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

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



Document archive ?

All documents Change view [Icon] [Icon] [Icon] Actions

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

Add a document

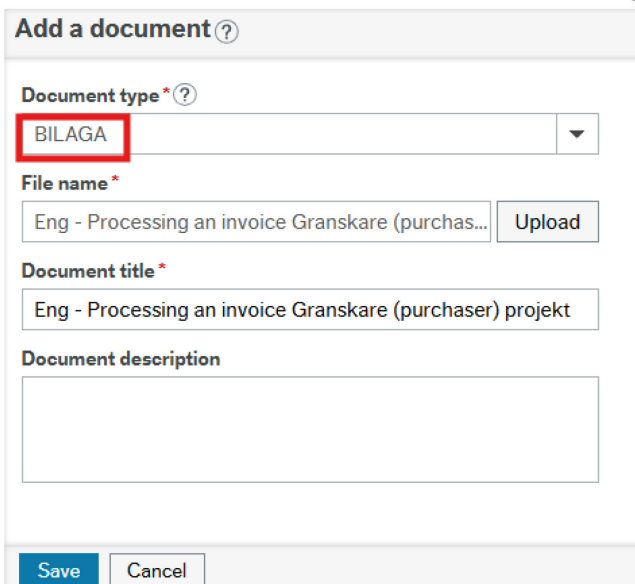
Fakturabild...

Extra information...

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

Upprättad av: Avdelningen för ekonomi och planering
Datum: 2025-10-24

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 to use the PDF format, since it is unchangeable.



Add a document ?

Document type * ?

BILAGA

File name *

Eng - Processing an invoice Granskare (purchas... Upload

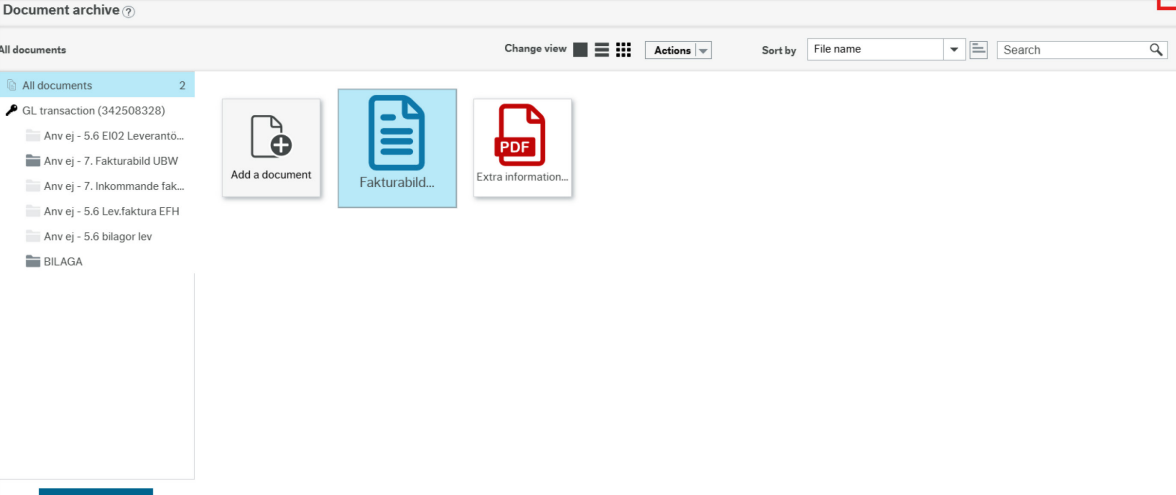
Document title *

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 [icon] [icon] [icon] Actions [dropdown] Sort by File name [dropdown] Search [input]

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