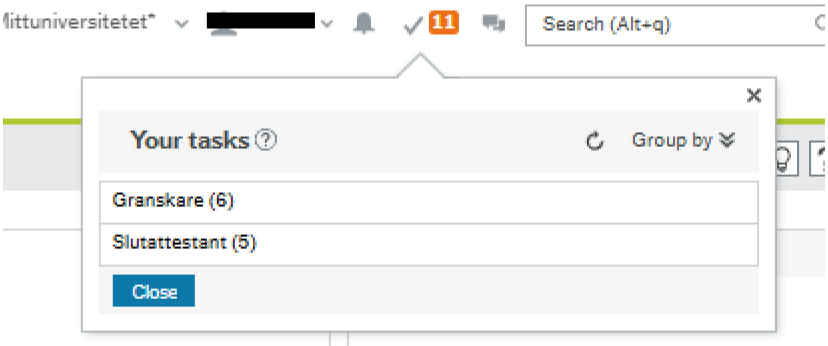
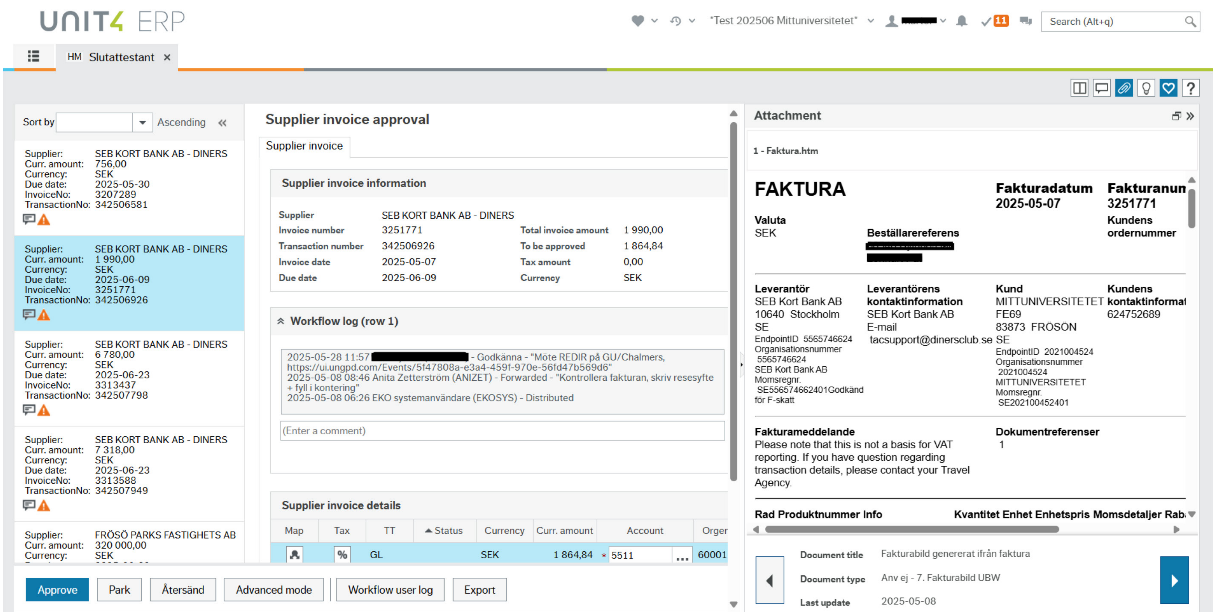
Processing an invoice, information for final authorizers (Swedish: *Slutattestanter*)

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 2 . The number is the number of invoices.



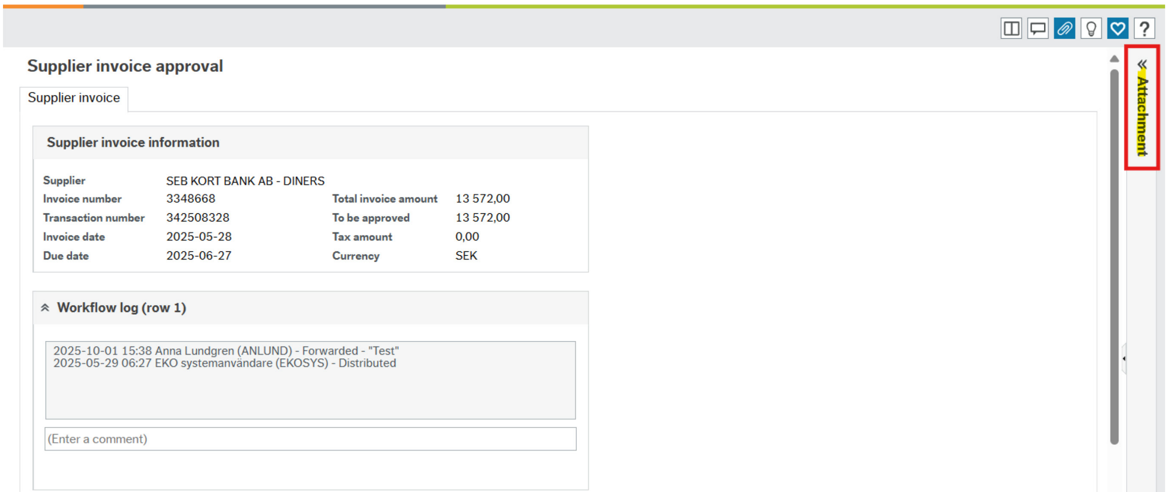
Click 11 and *Slutattestant* (final authorizer) to enter the list of invoices available for processing. You will see the following image:



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.

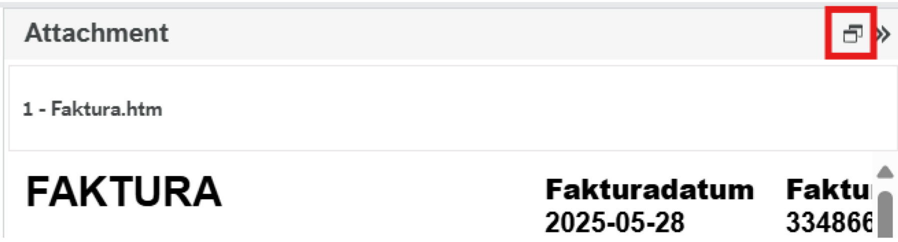
Open invoice details

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:

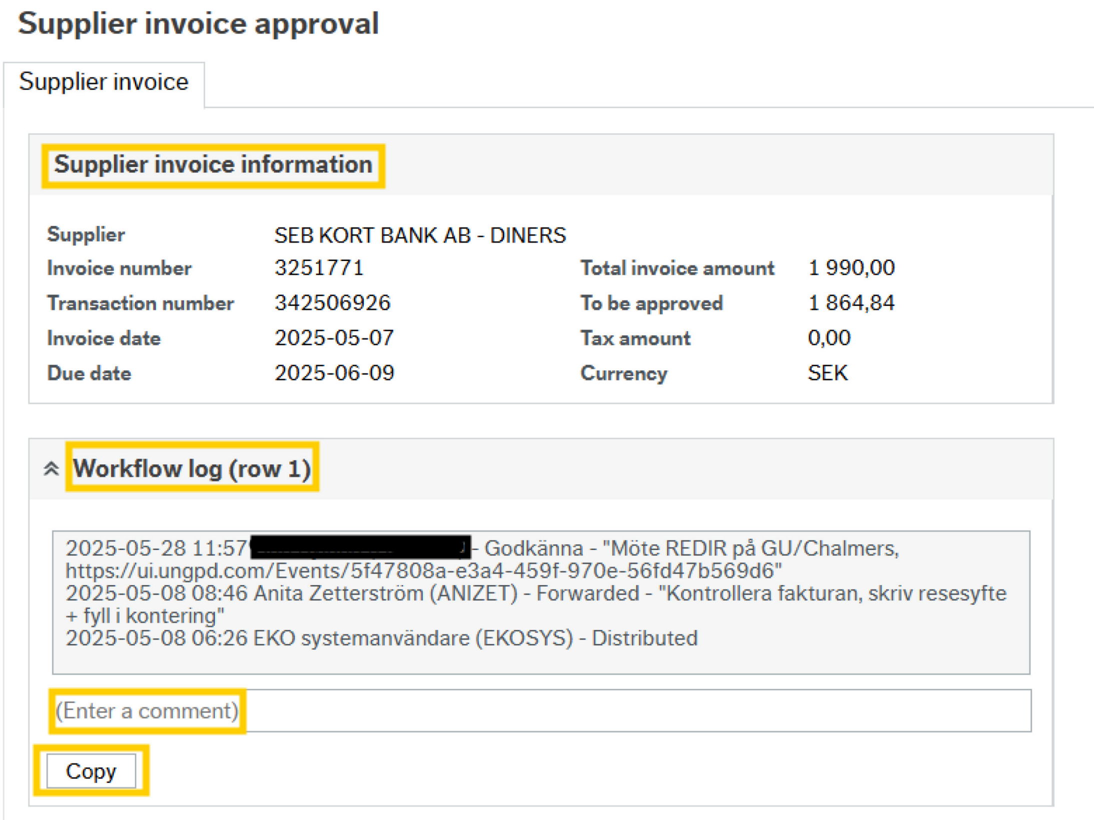


Using the arrows under the invoice image, you can scroll if the invoice consists of multiple pages or has attachments.

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



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

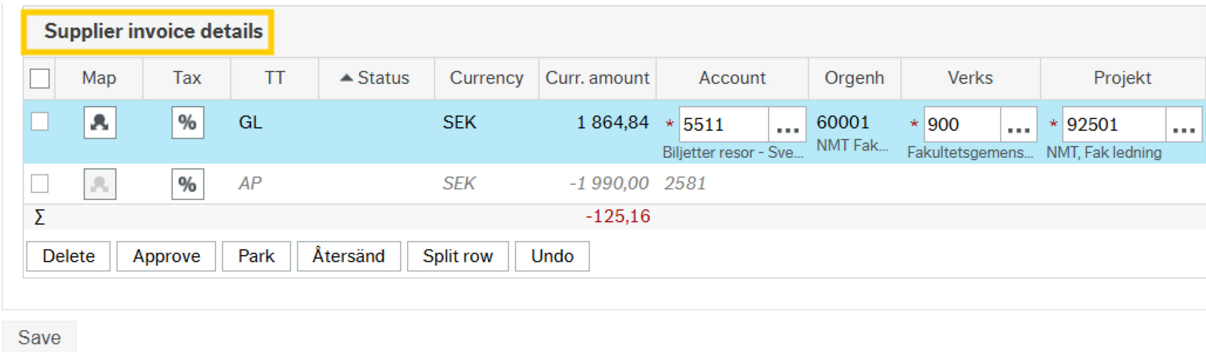


- **Supplier invoice information**
  This is where you can see the details of the invoice.

- **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 Copy 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 Biljetter resor - Sve...	60001 NMT Fak...	* 900 Fakultetsgemens...	* 92501 NMT, Fak ledning
		%	AP		SEK	-1 990,00	2581			
Σ						-125,16				

Delete | Approve | Park | Återsänd | Split row | Undo

Save

- Supplier invoice details

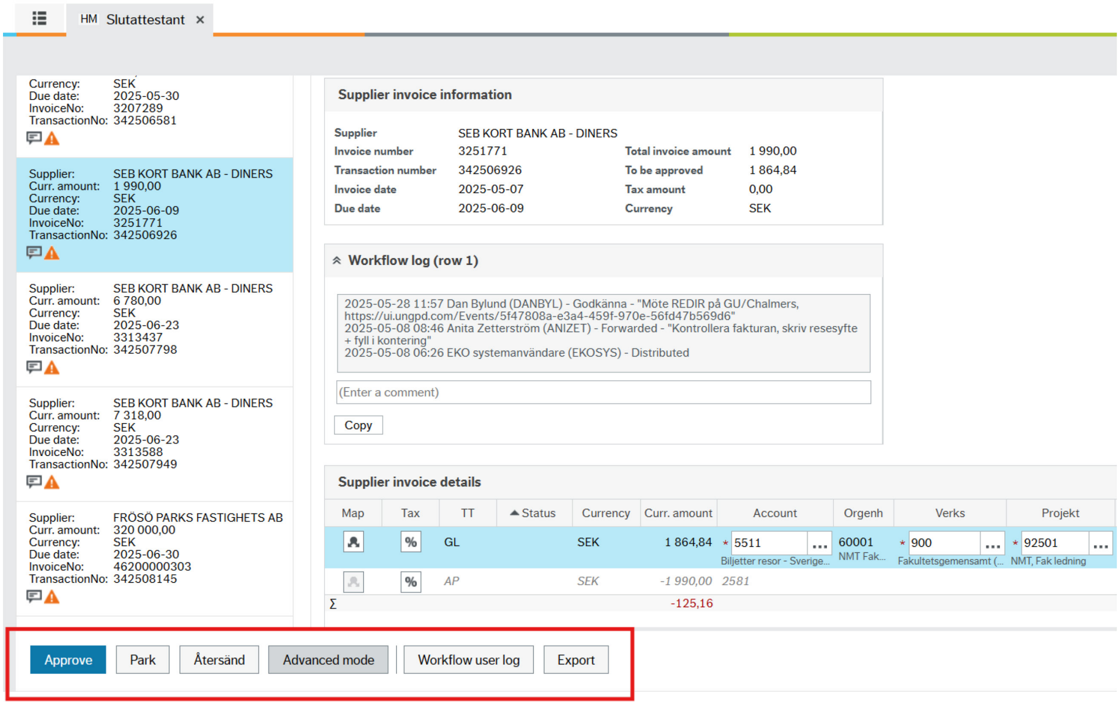
This is where you find the coding. Please make sure that the correct Projekt-code has been chosen.

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.

Action buttons



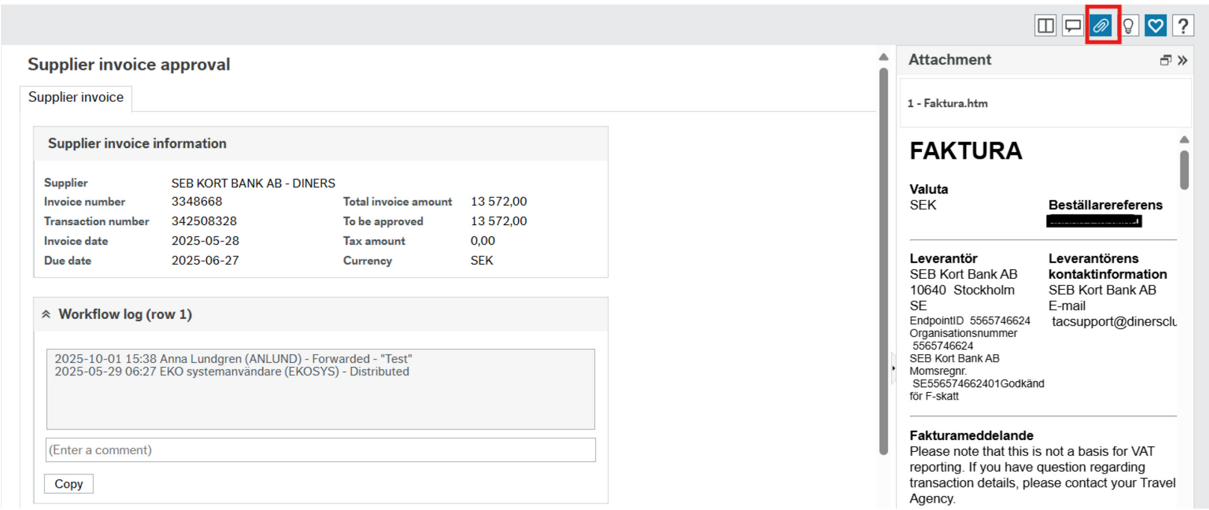
Approve Forwards the invoice in the flow.

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.

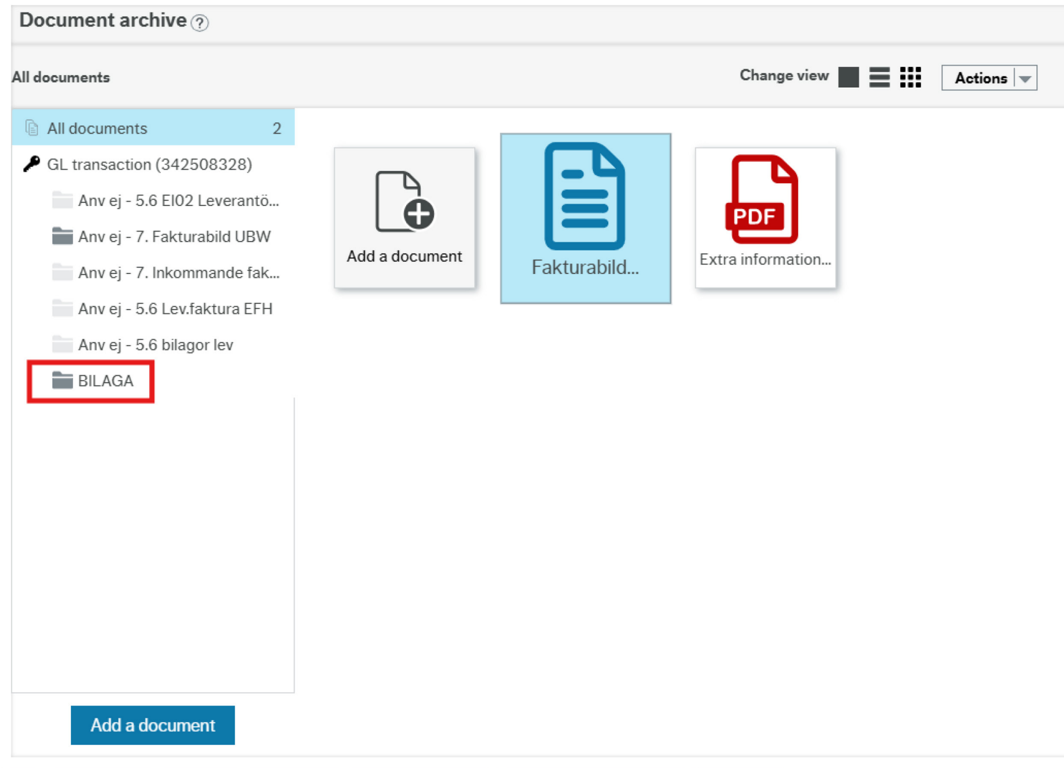
Advanced mode The advanced mode offers more action buttons, such as **Split rows.**

Attaching documents to an invoice

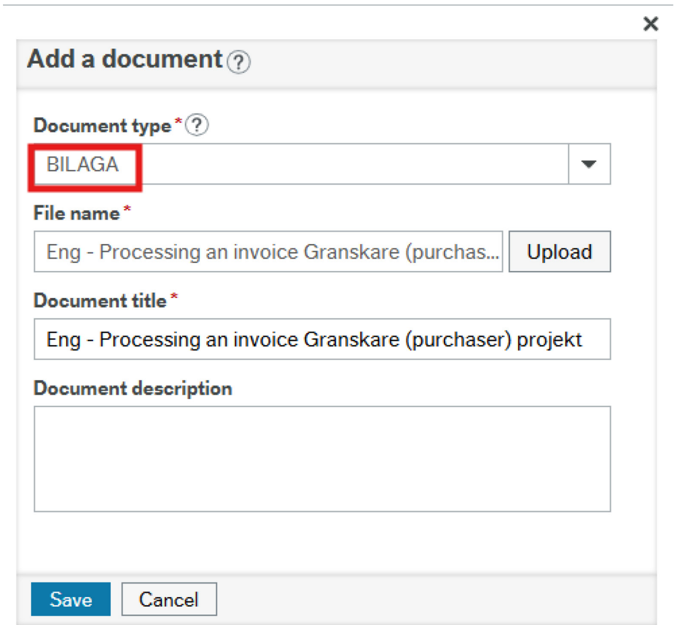


Click the  symbol in the upper right corner to enter the attachment folder.

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 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.