



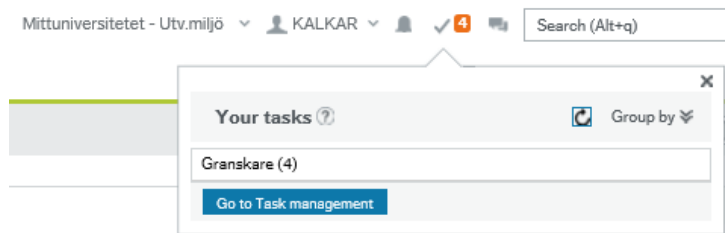




## Processing an invoice, information for reviewers (Swedish: granskare) (purchaser)

When an invoice is ready for you to process, you will receive an e-mail with information about the invoice and a link to UBW EFH: <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:

UNIT4 Business World

HM Granskare

Sort by  Ascending <<



Supplier: SEB KORT BANK AB - DINERS  
 Curr. amount: 1 814.30  
 Currency: SEK  
 Due date: 2019-10-18  
 InvoiceNo: 3328271  
 TransactionNo: 341909185

Supplier: ATEA SVERIGE AB  
 Curr. amount: 5 388.00  
 Currency: SEK  
 Due date: 2019-11-02  
 InvoiceNo: 44228873  
 TransactionNo: 341909587

Supplier: ARVATO FINANS AB (Bokus)  
 Curr. amount: 521.00  
 Currency: SEK  
 Due date: 2019-11-01  
 InvoiceNo: 2135102227326506  
 TransactionNo: 341908995

Supplier: MERI TEXTIL & REKLAM AB  
 Curr. amount: 145.00  
 Currency: SEK  
 Due date: 2019-10-30  
 InvoiceNo: 12188288  
 TransactionNo: 341909839

**Total: 4**

 = Overdue  
 = Comments

**Supplier invoice approval**

Supplier invoice

**Supplier invoice information**

Supplier: MERI TEXTIL & REKLAM AB

Invoice number	12188288	Total invoice amount	145.00
Transaction number	341909839	To be approved	116.00
Invoice date	2019-09-30	Due date	2019-10-30
Currency	SEK		



**Workflow log (row 1)**

2019-10-17 15:08 Diana Svärd (DIASVA) - Forwarded - "Please replace 999999 in field Project with the correct code"


2019-10-16 17:05 Cecilia Bergstähl (CECBER) - Distributed



(Enter a comment)

**Supplier invoice details**

Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input type="checkbox"/>		%	GL	SEK	116.00	+5781	8888	+999	+999999		MERI TEXTIL & R
<input type="checkbox"/>		%	AP	SEK	-145.00	2881					OV
					<b>Σ</b>	<b>-29.00</b>					

**Image**



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

## Open invoice details

### Supplier invoice approval

Supplier invoice

**Supplier invoice information**

Supplier	MERI TEXTIL & REKLAM AB	Total invoice amount	145,00
Invoice number	12186268	To be approved	118,00
Transaction number	341909839	Due date	2019-10-30
Invoice date	2019-09-30	Currency	SEK

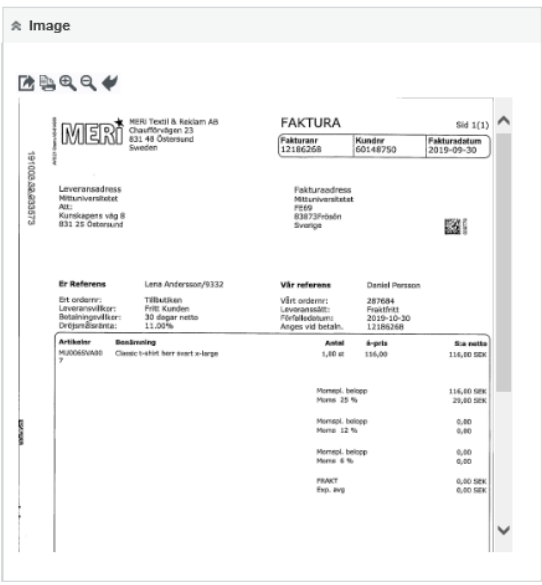
**Workflow log (row 1)**

2019-10-17 15:06 Diana Svärd (DIASVA) - Forwarded - "Please replace 999999 in field Project with the correct code"  
2019-10-16 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	118,00	+ 5781 ***	8888	+ 999 ***	+ 999999 ***		MERI TEXTIL & R
<input type="checkbox"/>	%	AP		SEK	-145,00	2561				ÖVR	MERI TEXTIL &...
					Σ	-29,00					

Delete Forward Split row Park Reject Godkänna Undo

Save

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**

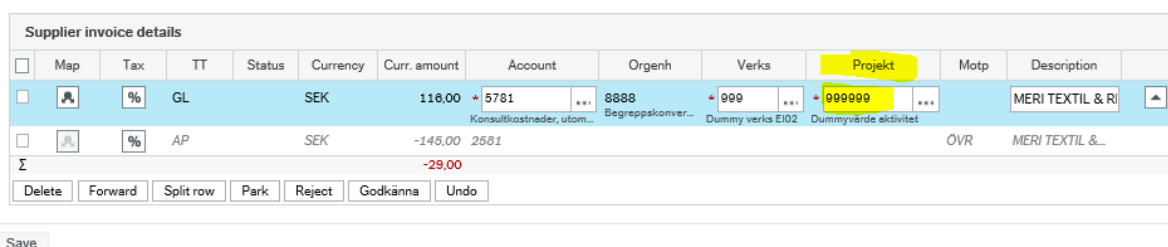
This is where you can leave a comment for the next user in the flow, such as the purpose of a business trip.



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 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.



<input type="checkbox"/>	Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input type="checkbox"/>		%	GL		SEK	116,00	* 5781 ***	8888	* 999 ***	* 999999 ***		MERI TEXTIL & R...
							Konsultkostnader, utom...	Begreppskonver...	Dummy verks E102	Dummyvärde aktivitet		
<input type="checkbox"/>		%	AP		SEK	-145,00	2581				OVR	MERI TEXTIL &...
						Σ	-29,00					

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

Save

**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.



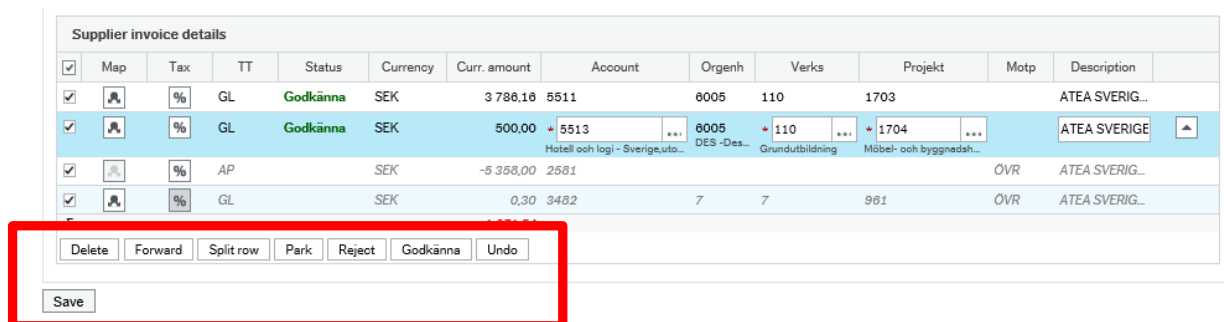
**FAKTURA** Fakturadatum Fak  
2019-03-29 803

Valuta  
SEK Kuni  
orde

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<b>Leverantör</b> PostNord Sverige AB 20005 Malmö Organisationsnummer 5567115695 Registrerad Stockholm, SE Momsregnr. SE556711569501 F-skatt: F-skattebevis	<b>Leverantörens kontaktinformation</b> Referens 50002 HUVK PostNord Kundservice Telefon 0771333310 E-mail faktura.se@postnord.com	<b>Kund</b> Mittuniversitetet 85170 SUNDSVALL Partidentitet 2021004524 Organisationsnummer 2021004524	<b>Kuni kont</b> Referen
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## Action buttons



<input type="checkbox"/>	Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input checked="" type="checkbox"/>		%	GL	Godkänna	SEK	3 786,16	5511	8005	110	1703		ATEA SVERIG...
<input checked="" type="checkbox"/>		%	GL	Godkänna	SEK	500,00	+ 5513 ...	8005	+ 110 ...	+ 1704 ...		ATEA SVERIGE ▲
<input checked="" type="checkbox"/>		%	AP		SEK	-5 356,00	2581				ÖVR	ATEA SVERIG...
<input checked="" type="checkbox"/>		%	GL		SEK	0,30	3482	7	7	961	ÖVR	ATEA SVERIG...

Delete Forward Split row Park Reject Godkänna Undo

Save

**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**.

**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 EKO to be cancelled. Before you reject it, you must talk to the supplier. Inform EKO by entering a

**UBW 7**  
**Elektronisk fakturahantering (EFH) – Granskare (purchaser)**

Upprättad av: Ekonomiavdelningen  
Datum: 2019-10-23

comment about the deal with the supplier. Select the row by checking the box to the left and clicking **Reject** and **Save**.

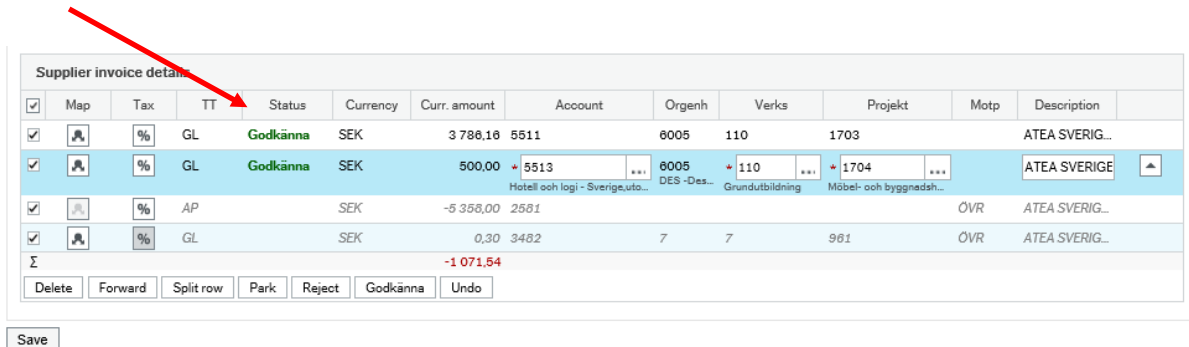
**Godkänna (approve)**

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**.

**Undo**

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


When an action is selected, the row is highlighted, displaying the action selected in the **Status** column.



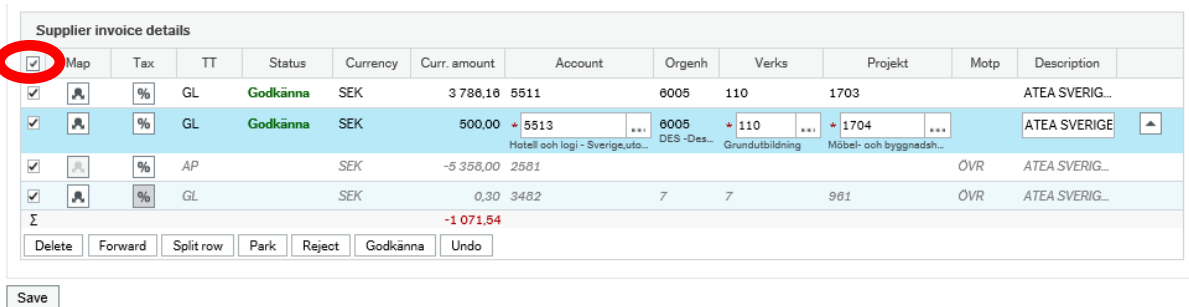
<input checked="" type="checkbox"/>	Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input checked="" type="checkbox"/>		%	GL	Godkänna	SEK	3 786,16	5511	0005	110	1703		ATEA SVERIG...
<input checked="" type="checkbox"/>		%	GL	Godkänna	SEK	500,00	+ 5513	0005	+ 110	+ 1704		ATEA SVERIGE
							Hotell och logi - Sverige,uto...	DES -Des...	Grundutbildning	Möbel- och byggnadsh...		
<input checked="" type="checkbox"/>		%	AP		SEK	-5 358,00	2581				ÖVR	ATEA SVERIG...
<input checked="" type="checkbox"/>		%	GL		SEK	0,30	3482	7	7	961	ÖVR	ATEA SVERIG...
						Σ	-1 071,54					

Buttons: Delete Forward Split row Park Reject Godkänna Undo

Save

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**.



<input checked="" type="checkbox"/>	Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input checked="" type="checkbox"/>		%	GL	Godkänna	SEK	3 786,16	5511	0005	110	1703		ATEA SVERIG...
<input checked="" type="checkbox"/>		%	GL	Godkänna	SEK	500,00	+ 5513	0005	+ 110	+ 1704		ATEA SVERIGE
							Hotell och logi - Sverige,uto...	DES -Des...	Grundutbildning	Möbel- och byggnadsh...		
<input checked="" type="checkbox"/>		%	AP		SEK	-5 358,00	2581				ÖVR	ATEA SVERIG...
<input checked="" type="checkbox"/>		%	GL		SEK	0,30	3482	7	7	961	ÖVR	ATEA SVERIG...
						Σ	-1 071,54					

Buttons: Delete Forward Split row Park Reject Godkänna Undo

Save

## Attaching documents to an invoice

Supplier invoice approval

Supplier invoice

**Supplier invoice information**

Supplier: MERI TEXTIL & REKLAM AB


Invoice number: 12180208      Total invoice amount: 145,00

Transaction number: 341909039      To be approved: 110,00

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

Currency: SEK

**Image**



**Workflow log (row 1)**

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

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

(Enter a comment)

Copy

**Supplier invoice details**

Map	Tax	TT	Status	Currency	Curr. amount	Account	Orgenh	Verks	Projekt	Motp	Description
<input type="checkbox"/>	A	%	GL	SEK	116,00	5781	6005	110	1703		MERI TEXTIL & REKLAM
						Konsultkostnader, utomstättiga	DES -De...	Grundutbildning	Industridesign		
<input type="checkbox"/>	A	%	AP	SEK	-145,00	2581				ÖVR	MERI TEXTIL & REKLAM...
					<b>Σ</b>	<b>-29,00</b>					

Delete Forward Split row Park Reject Godkänna Undo

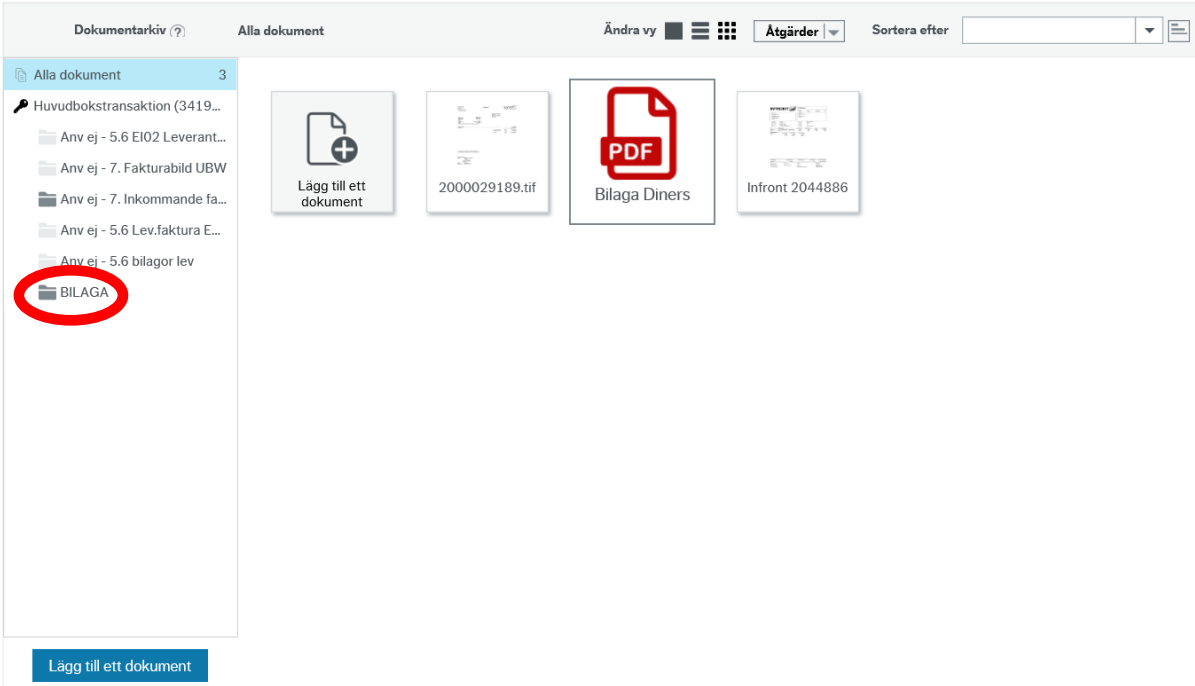
Save

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

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

## UBW 7 Elektronisk fakturahantering (EFH) – Granskare (purchaser)

Upprättad av: Ekonomiavdelningen  
Datum: 2019-10-23



Dokumentarkiv (?) Alla dokument Ändra vy [grid icon] [list icon] Åtgärder Sortera efter [dropdown]

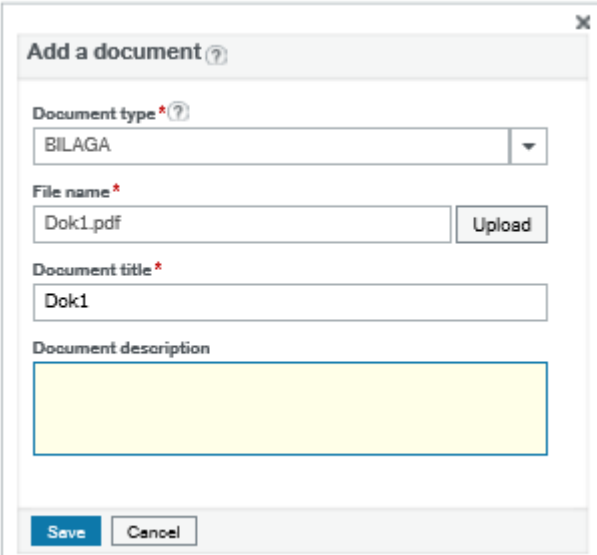
Alla dokument 3

- Huvudbokstransaktion (3419...
- Anv ej - 5.6 EI02 Leverant...
- Anv ej - 7. Fakturabild UBW
- Anv ej - 7. Inkommande fa...
- Anv ej - 5.6 Lev.faktura E...
- Anv ej - 5.6 bilagor lev
- BILAGA**

Lägg till ett dokument

Lägg till ett dokument

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.



Add a document (?)

Document type \* (?)  
BILAGA

File name \*  
Dok1.pdf Upload

Document title \*  
Dok1

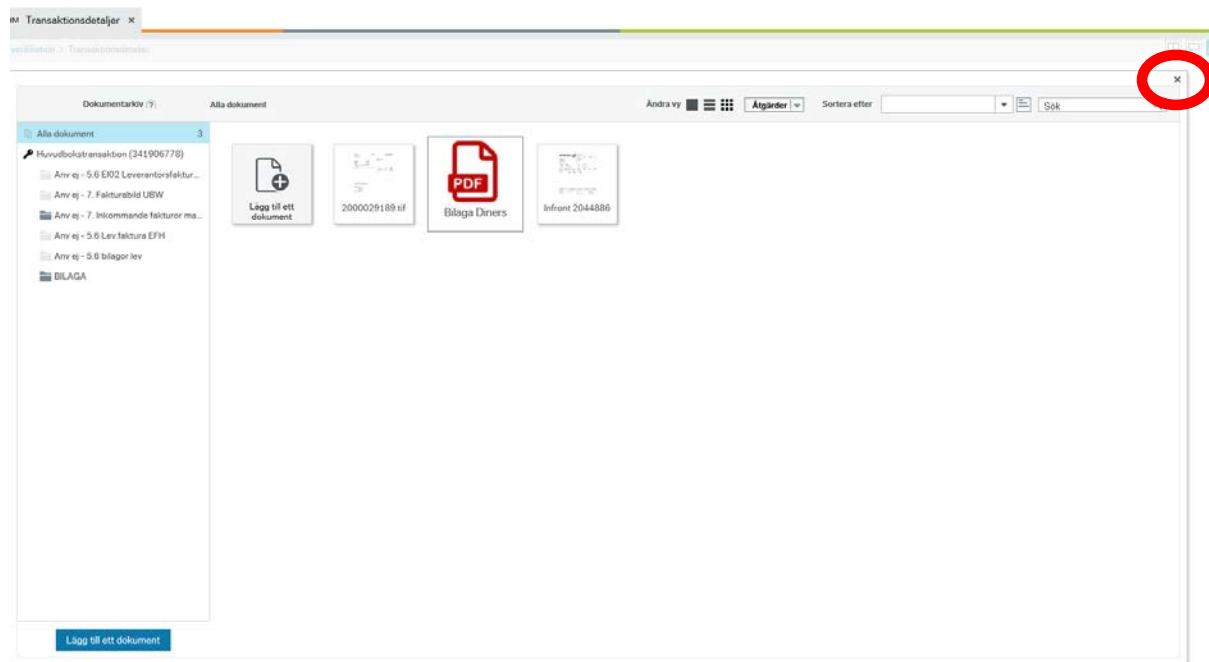
Document description

Save Cancel

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

## UBW 7 Elektronisk fakturahantering (EFH) – Granskare (purchaser)

Upprättad av: Ekonomiavdelningen  
Datum: 2019-10-23



The screenshot displays the 'Transaktionsdetaljer' (Transaction Details) page in the UBW 7 system. The main area is titled 'Dokumentarkiv (3)' (Document Archive (3)) and shows a list of documents under the heading 'Alla dokument' (All documents). The list includes:

- Huvudbokstransaktion (341906778)
- Anv ej - 5.6 ER02 Leverantörsfaktur...
- Anv ej - 7. Fakturabild UBW
- Anv ej - 7. Inkommande fakturor ma...
- Anv ej - 5.6 Lev.faktura EFH
- Anv ej - 5.6 bilagor lev
- BILAGA

Below the list, there are four document thumbnails:

- A 'Lägg till ett dokument' (Add document) button.
- A document with ID '2000029189.tif'.
- A PDF document titled 'Bilaga Dniers'.
- A document with ID 'Infront 2044886'.

At the bottom left, there is a blue button labeled 'Lägg till ett dokument'. In the top right corner of the document viewer area, there is a red circle highlighting a close button (X).