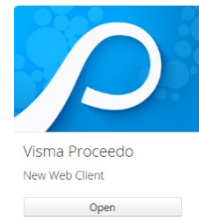


Approving invoices

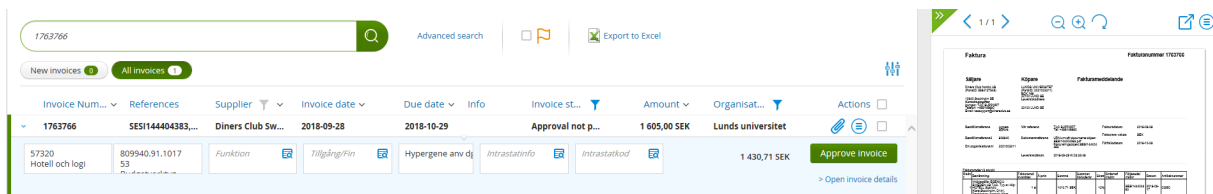
Updated 9 March 2022

Invoices that are awaiting your approval can be found under the **Invoices** options in the blue menu bar or directly in the **To handle/Invoices** box.

You can choose to approve an invoice in the list of invoices, or by opening it with a double-click for a more detailed view. The account codes can be changed in both view settings.



Click the invoice and the invoice details and the **Approve invoice** button will appear.

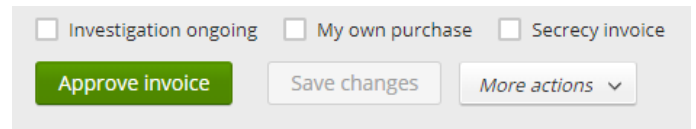


If the invoice looks OK, select **Approve invoice**.

If something in the invoice is unclear, you can send it back to the reviewer, preferably with a comment.

If the invoice is for a personal expense, e.g. travel or own equipment, you not only have to approve the invoice yourself but you must select the **My own purchase** function. This feature is available if you click **Open invoice details** or double-click the invoice in the list view. Tick the **My own purchase** box followed by **Approve invoice**. The invoice is then sent to your superior for final approval. In special cases, you can also use the **My own purchase** function to request approval from your superior.

The option of returning an invoice to the reviewer is available under **More actions** in the detailed view.



When you approve an invoice, you are certifying that the expense is:

- appropriate for the organisation
- financed
- correctly registered

= should be paid for and that the payment will be made to the right recipient, in the right amount and the right currency.

Information on approval

More information for approving officers is available at <https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/approval>.

When the invoice has been approved, its status is changed to **Ready**, and is sent to the bank for payment on the due date. Once the invoice is paid, the paid invoice symbol will appear in the information column.



Hover over the symbol and the invoice payment date will be displayed.

When should the confidentiality marking be used?

Confidentiality marking is used when an invoice, including any attachments, contains sensitive information or personal data that needs to be hidden. Remember to never use sensitive information in the description text on an invoice, as this information is not hidden in the financial system. To mark an invoice as confidential, contact the Division of Finances via <https://forms.eken.lu.se/>

Contact

Division of Finance:

Support form: <https://forms.eken.lu.se/>