Reviewing invoices

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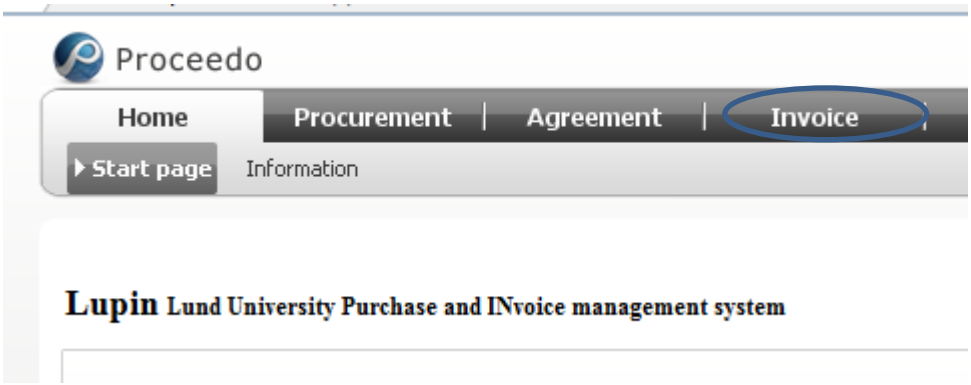
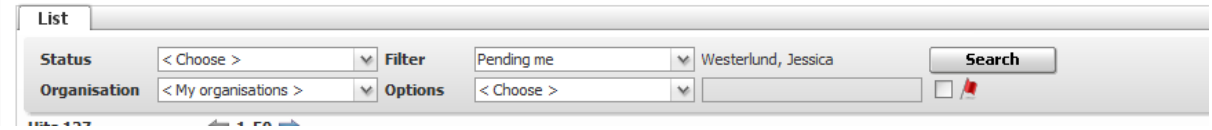
1 Reviewing invoices

If your name (first name and surname) is listed as a reference on an invoice, or someone forwarded an invoice to you for review, you will receive an email about a pending invoice.

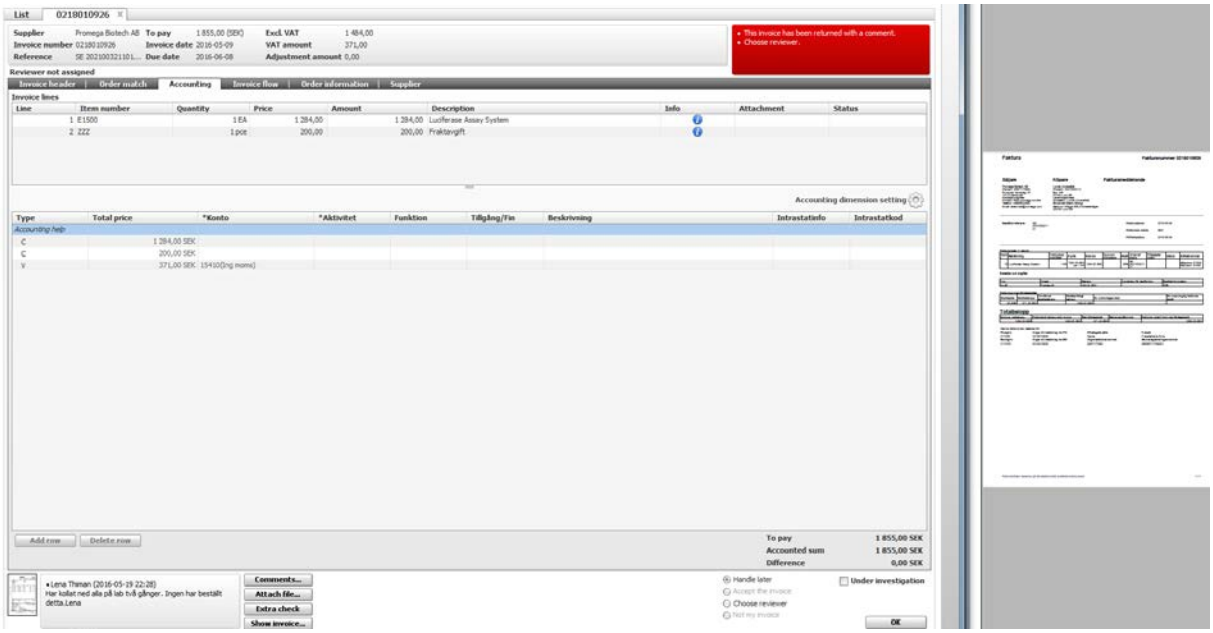
Click on the tab **Invoice**



Here all your pending invoices will appear.



If you click on the name of the invoice, the complete invoice will appear as an image to the right on the screen, and the account code will appear to the left.



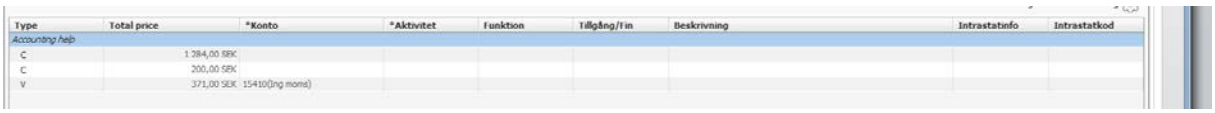
Make sure:
- that the invoice corresponds to what was actually delivered
- that the prices and terms listed in the invoice are correct, in accordance with the agreement
- that the supplier, total amount, and payment information are correct

When you approve an invoice, you are also verifying that
- it complies with the Swedish Public Procurement Act
- the costs are appropriate for the organisation
- sufficient funds are available

NB! Invoices for orders created in Lupin (order number LU followed by 8 digits) do not require processing if the invoice corresponds to the order and the delivery.

2 Accounting

After selecting an invoice, and the 'Accounting' tab, you will find one or multiple rows for costs, and possibly a row for VAT (learn more about the rules concerning VAT in the quick reference guide 'Accounting of costs and VAT').



To add more rows for account codes, click on 'Add row'.

To remove excess rows, highlight the row you would like to remove, and click on 'Delete row'. Change the amount on the remaining row so that the entire amount is accounted for.

In the row for VAT, the account code will automatically appear, and requires no further information. Still, you must verify that the VAT amount is correct.

If you need to provide an account code, in the column 'Konto' you can either type it directly or select one from the drop-down menu that appears when clicking on the lines next to the text box. Here you can also use the name to search for it. To have the same account code appear for all listed items, tick the box 'Set selected accounting information for every row'.

The following fields are mandatory:

Konto: Select the account for the invoice. If the order is for entertainment, fixed assets or short-term investments, this requires a special account (see the quick reference guide ‘Accounting of costs and VAT’).

Aktivitet: Select the activity that is to pay for the cost.

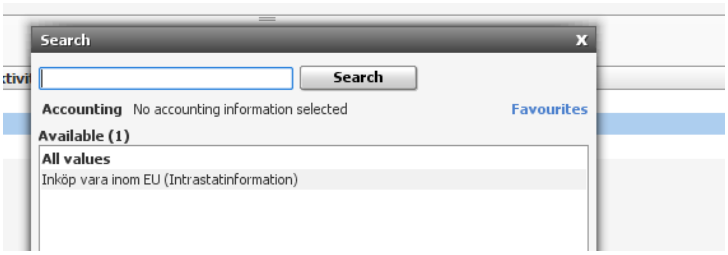
The following five fields are optional:

Funktion: Only applicable if your department makes further divisions of its costs.

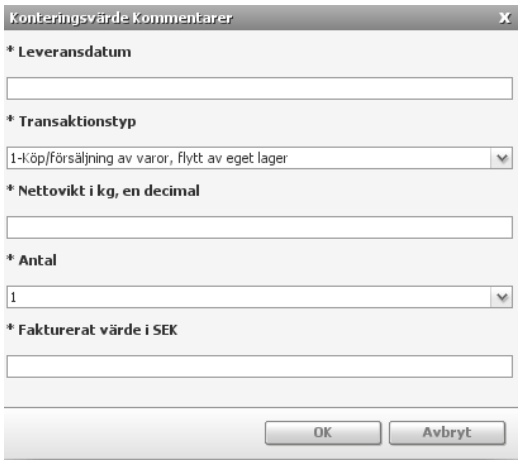
Tillgång/Fin: Enter value 999 if the order concerns a theft-prone item which you would like to have registered. Can only be used in combination with accounts 63xxx and 64xxx.

Beskrivning: Here you can provide a brief description of what the order is to be used for. The description will appear in follow-ups in the financial system.

Intrastatinfo: This field is to be filled in for invoices that concern purchases from other EU countries. Select ‘Inköp av vara inom EU’ and confirm by clicking ’OK’.



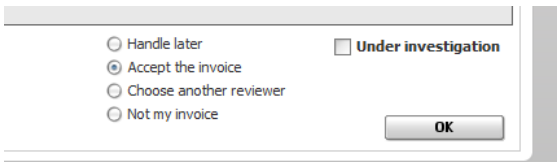
Fill in the form that appears:
*Leveransdatum (delivery date)***:** In the format YYYY-MM-DD, e.g. 2016-01-14.
Transaktionstyp (type of transaction): Automatically filled in for purchases
Nettovikt (Net weight): Stated in kilos and one decimal (all numbers, seperated by a comma)
Antal (Quantity): Preselected value of 1, can be changed in Raindance for certain item codes
Fakturerat värde i SEK (Invoiced value in SEK): The total amount in SEK (without decimals)



Intrastatinfo: Select the type of product the purchase concerns with an 8-digit item code. This code is sometimes indicated on invoices, and can either be retrieved there or by searching for it in the search field. Confirm your selection by clicking ‘OK’.

Don’t forget to attach any relevant documentation to the invoice.

Once you have verified and accounted for the invoice, select ‘Accept the invoice’ and then ‘OK’.



3 Process at a later time

If you need more information about a particular invoice, and wish to return to it later, select ‘Handle later’ and then ‘OK’.

The invoice will remain with you as pending.

4 Select a different reviewer

If you have incorrectly received an invoice and you know who it was intended for, or if someone other than yourself needs to review the invoice, select ‘Choose another reviewer’.

Find the correct reviewer by clicking on ‘Search’ and then ‘OK’.

5 Someone else’s invoice

If you have incorrectly received an invoice, your name is not listed as a reference, and you do not know who the invoice was intended for, select ‘Not my invoice’.

Comment on why you will not be reviewing the invoice, and confirm by clicking ‘OK’.

The invoice will then be sent to the Invoice Management office for processing.