Approving invoices

Updated 2 October 2019

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.

- To use the function **My own purchase** you must open a detailed view of the invoice select > Open invoice details.
- If the invoice is correct, select **Approve invoice**.
- If necessary: Send the invoice back to the reviewer by clicking **More actions**.

Image 1. Approving an invoice in the list view

Image 2. Approving an invoice in a detailed view

On approval
Information for approving officers is available at [https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/approval](https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/approval).

Contact
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[https://forms.eken.lu.se?Sprak=e](https://forms.eken.lu.se?Sprak=e)