

## Approving invoices

Updated 26 September 2018

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**.



Visma Proceedo  
New Web Client

Open

Image 1. Approving an invoice in the list view

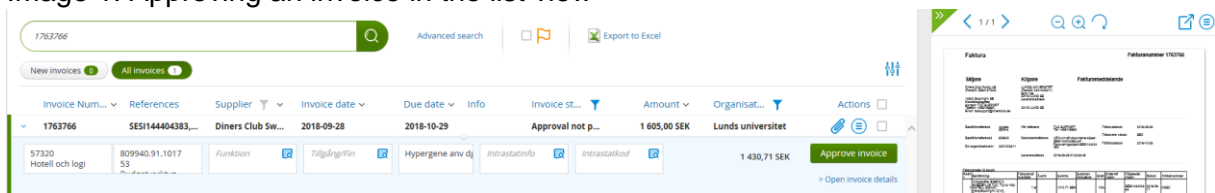
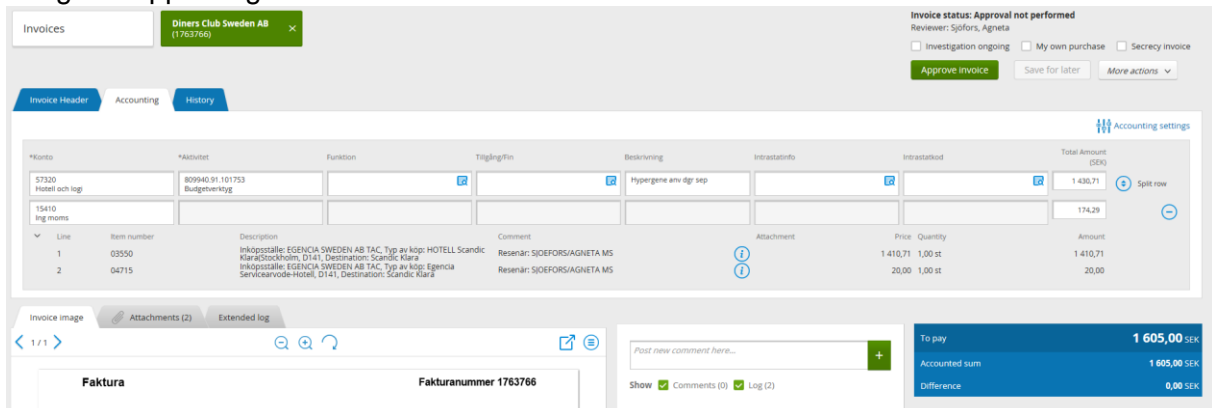


Image 2. Approving an invoice in a detailed view



### On approval

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

### Contact

General system support Lupin (Proceedo):

[servicedesk@lu.se](mailto:servicedesk@lu.se)

046- 2229 000, Mon–Fri 8:00–17:00

Purchasing and procurement questions:

[inkop@eken.lu.se](mailto:inkop@eken.lu.se)

Billing and accounting questions:

[lev@eken.lu.se](mailto:lev@eken.lu.se)

046-2224600, Mon–Fri 10:00–12:00, 13:00–15:00