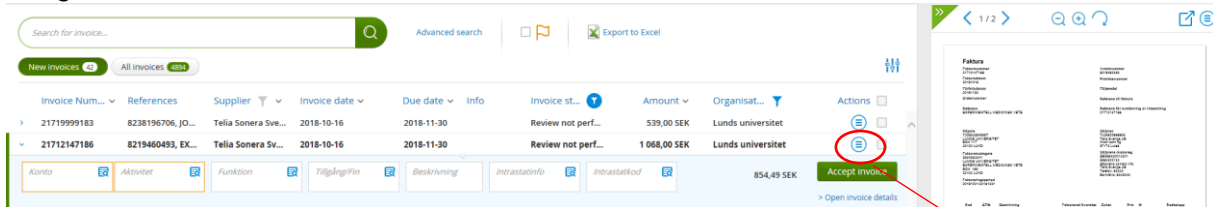


Reviewing invoices

Updated 1 October 2018

You can review an invoice directly in the list of invoices, or in a detailed view.

Image 1. Click on the invoice to view the invoice information



At the far right of the row, you will find different symbols. By clicking the action pane (the circle with three lines) you can choose to forward the invoice if it is not yours, or to view and write comments, among other options.

You can only attach files from the detailed view. If you have already included an account code or commented on an invoice in the list view, remember to save before opening the detailed view, otherwise the information will disappear. Save by selecting **Save for later** in the action pane.

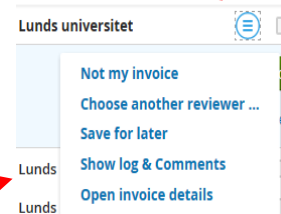
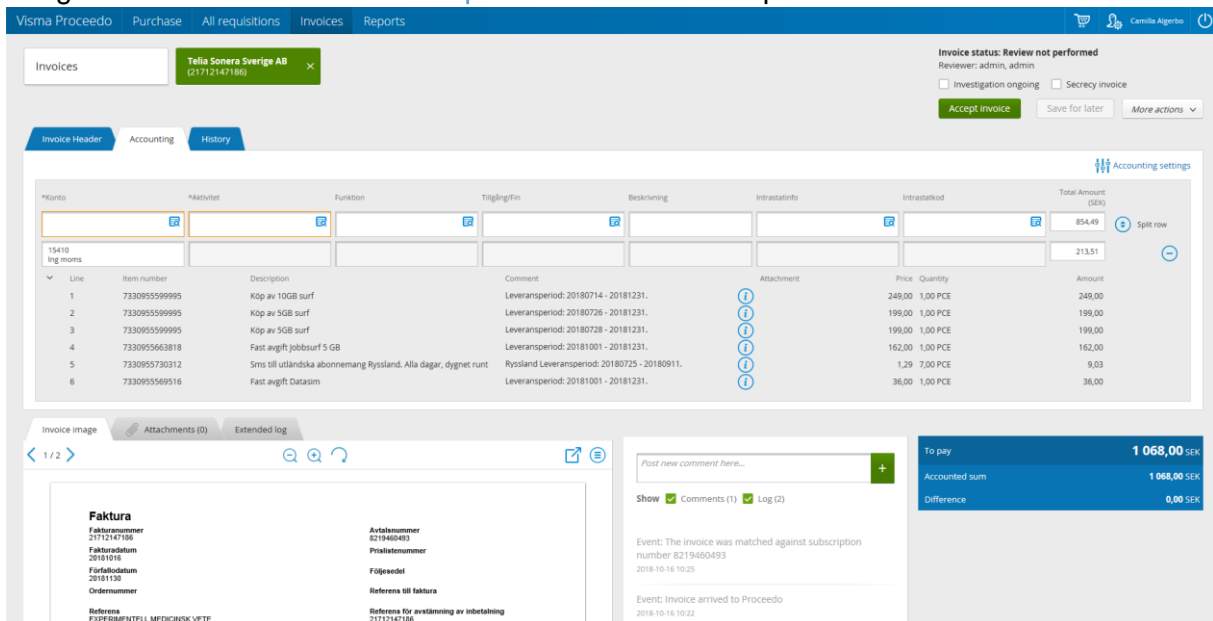
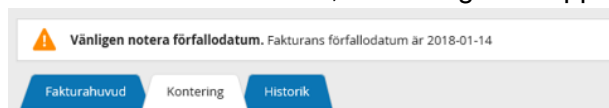


Image 2. Double-click or select **> Open invoice details** to open the detailed view



- Under the **Invoice Header** you will find information about the supplier, invoice date, etc.
- To add an attachment, click the **Attachments** tab.
- If the invoice is soon due, a message will appear in the top left-hand corner:



- When you have completed the accounting details, select **Accept invoice**.
- For the options **Choose another reviewer**, **Send for extra check** or **Not my invoice**,

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click **More actions**.

- If something is wrong with the invoice, tick the box **Investigation ongoing** and then **Save for later**. Then call the supplier and ask for a credit invoice. Once you have received the credit invoice you can approve the invoice. NB! Include a comment.

These options are available in the top right-hand corner:

The screenshot shows the top right corner of the web client interface. It features a blue header bar with a shopping cart icon, a user profile icon for 'Camilla Algerbo', and a power icon. Below this, the 'Invoice status' is set to 'Review not performed'. The reviewer is listed as 'admin, admin'. There are two checkboxes: 'Investigation ongoing' (unchecked) and 'Secrecy invoice' (unchecked). At the bottom of this panel are three buttons: 'Accept invoice' (green), 'Save for later' (grey), and 'More actions' (grey with a dropdown arrow).

Invoices of items ordered via Lupin will be matched against the order and your delivery confirmation. If everything is correct, you will find the invoice under All invoices, with the status and with the status Ready. If not, you will receive the invoice for review with the status Review not performed (order match).

Example of when a supplier has overcharged you for an order, and the quantity is incorrect:

The screenshot displays an invoice review page for 'Wulff Supplies AB'. A red error message at the top states: 'The system was unable to automatically handle this invoice based on the referenced order. Review the following: The invoice has matched with an order, but one or more invoiced articles does not match with order or what has been confirmed as delivered. Please review the highlighted items.' Below this is a table comparing 'INVOICE ITEM' and 'ORDER ITEM'. The table has columns for 'Number', 'Description', 'Description', 'Ordered', 'Received', 'Total invoiced', 'Order', and 'Invoice'. The row for 'MouseTrapper Advance 2.0 sv/v' shows a discrepancy in the 'Total invoiced' column, which is highlighted in red. A text box with an arrow points to this red box, containing the text: 'The red boxes indicate how the order and invoice do not match. In this case wrong price.' The bottom right of the page shows a summary table with 'To pay' at 2 296,15 SEK, 'Accounted sum' at 2 296,15 SEK, and 'Difference' at 0,00 SEK.

INVOICE ITEM	ORDER ITEM	QUANTITY	Ordered	Received	Total invoiced	Order	Invoice
MT112	MouseTrapper Advance 2.0 sv/v	MouseTrapper Advance 2.0 sv/v (MT112)	1,00 St	1,00 St	1 812,71 SEK/St	1 812,71 SEK	1 836,92 SEK

Contact

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