STOCKHOLM INTERNATIONAL
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MACONOMY MANUAL

5. APPROVING TIME & ABSENCE
APPROVING EXPENSES & PER DIEM

Revised: 2020-08-28

Responsible: Accountant

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1. Approving Time & Absence

1.1 Introduction

This is a manual with basic information how to approve Time & Absence and Expenses & Per Diem and cover the essential steps.

For information on how to report Time & Absence, please see the *Manual Reporting Time and Absence*.

For information on how to report Expenses & Per Diem, please see the *Manual Reporting Expenses and Per Diem*.

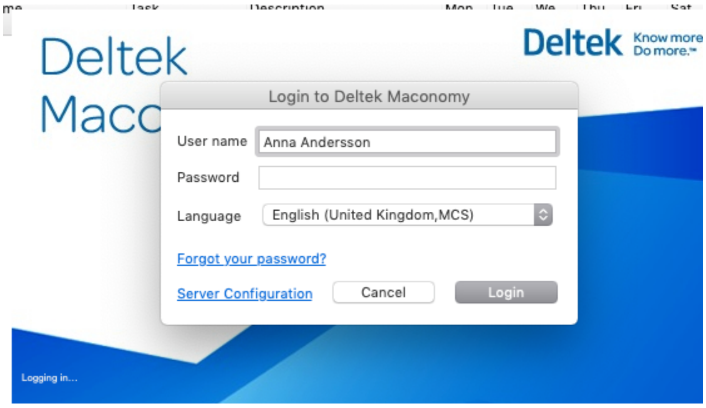
For approving Time & Absence and Expenses & Per Diem please proceed.

On the SIPRI intranet under the heading *Admin/Maconomy* you find a tutorial video.

If you have any questions on how to report Time & Absence or any inputs on the information material please do not hesitate to send an e-mail to maconomy.support@sipri.org

Log in to Maconomy.

Picture 1



Go to the To Dos down in the left down corner.

Here you will find To Dos you have to take action on.

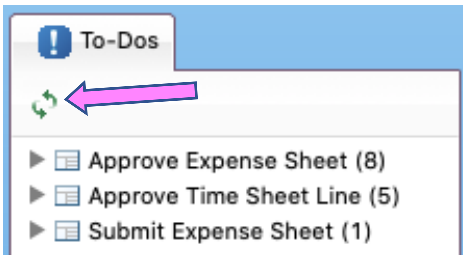
It could be a lot of To Dos for example your own time and expense sheets both creating and submitting.

If you are a line manager there will also be To Dos for example:

Approve Expense Sheets
Approve Time Sheet Line
Approve Per Diem

See picture 2.

Picture 2

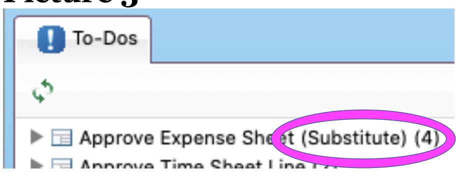


Tip! Press the Refresh button  to be sure the list is up to date!

N.B.
If you have been appointed *Substitute* to a colleague, you will also see that colleague's To-Dos followed by *Substitute*. See picture 3.

<u>You only have to take action on those To Dos when you know that the colleague will be unable to approve</u>.

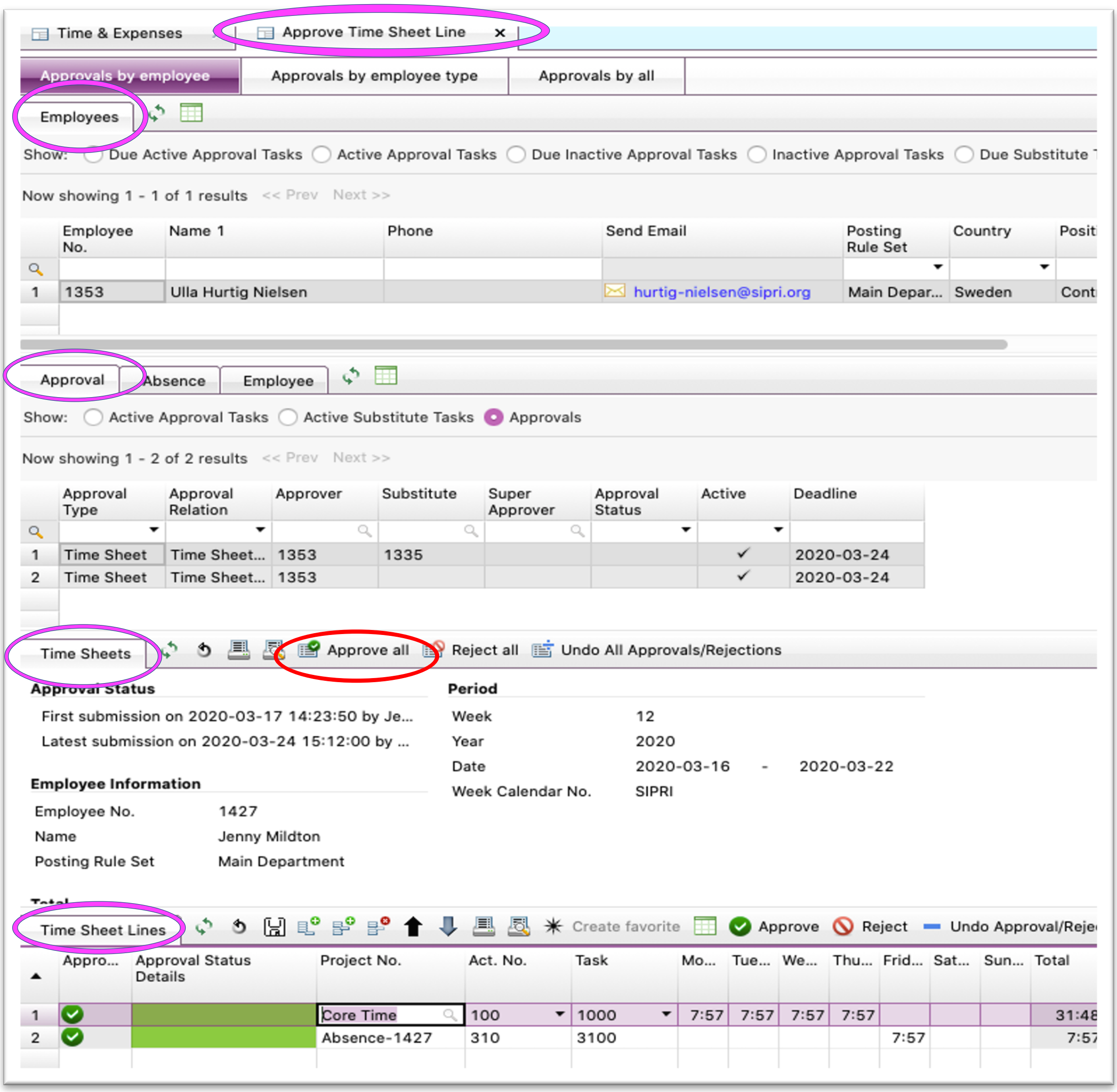
Picture 3



1.2 Time & Absence

- Double click on the line *Approve Time Sheet Line*, See picture 2.
- Another tab will open called *Approve Time Sheet Line*. See picture 4.

Picture 4



- In the field *Employees* you find information about yourself.
- In the field *Approval* there is a list of *Time Sheet Lines* that needs approval for all staff that you are responsible for.
- To see which person a line refers to you place the cursor on a line and click ONCE and the detailed information will show in the fields below; *Time Sheets* and *Time Sheet Lines*.

- In the field *Time Sheet* is an overview of the whole week.
- In the field *Time Sheet Lines* you will actually approve reported time & absence.

Tip! To hide and unhide the different fields click on the small double arrows to the right in the view.

Tip! To refresh the different fields, click on the green arrows

Approving lines

If all lines in the field *Time Sheet Lines* are OK you approve all lines at the same time by clicking on *Approve All* , in the field *Time Sheets*.

The *Approval Status Details* will turn blue and the text will change to *Approved by N N*.

Then you move down to the next line in the field *Approval* and repeat the procedure.

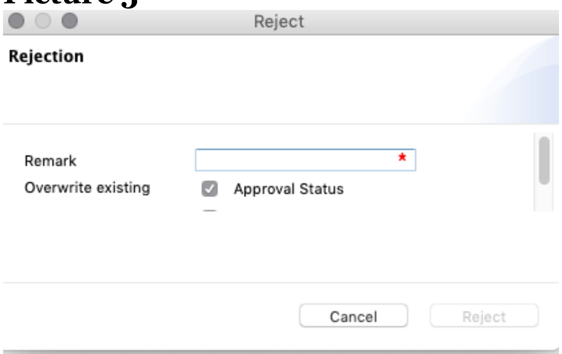
Rejecting lines

Let' say an employee has reported Core Time all days of the week and you are quite sure the employee had two days of vacation you can reject that line.

Go to the field *Time Sheet Lines*.
Place the cursor on the line in question, and click on the symbol

A square called *Rejection* will appear. See picture 5.

Picture 5



Type a message in the square for remarks and press Reject.

The *Approval Status Details* will turn yellow and the text will change to *Rejected by N N*.

The employee will receive a line in her/his to dos *Rejected Time Sheet Lines* and can change it and resubmit for approval.

Changing an approved line to not approved

If you want to a regret an approval because you realized the reporting was faulty, go to the list in the field *Approval* and place the cursor on the line in question.

Click ONCE and the line will appear in the field *Time Sheet Lines*. Click 

and the line will turn green again.

Proceed as described above under Rejecting Lines.

Reopen a Time Sheet

If an employee needs to change anything on a fully approved Time Sheet, s/he needs to contact the Finance Department to have that time sheet *Reopened*.

A message could be sent to maconomy.support@sipri.org sipri

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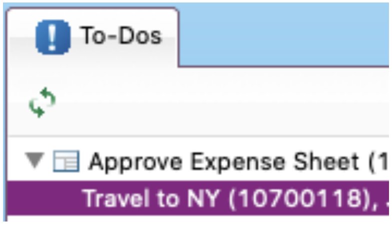
2. Approving Expenses & Per Diem

2.1 Expenses

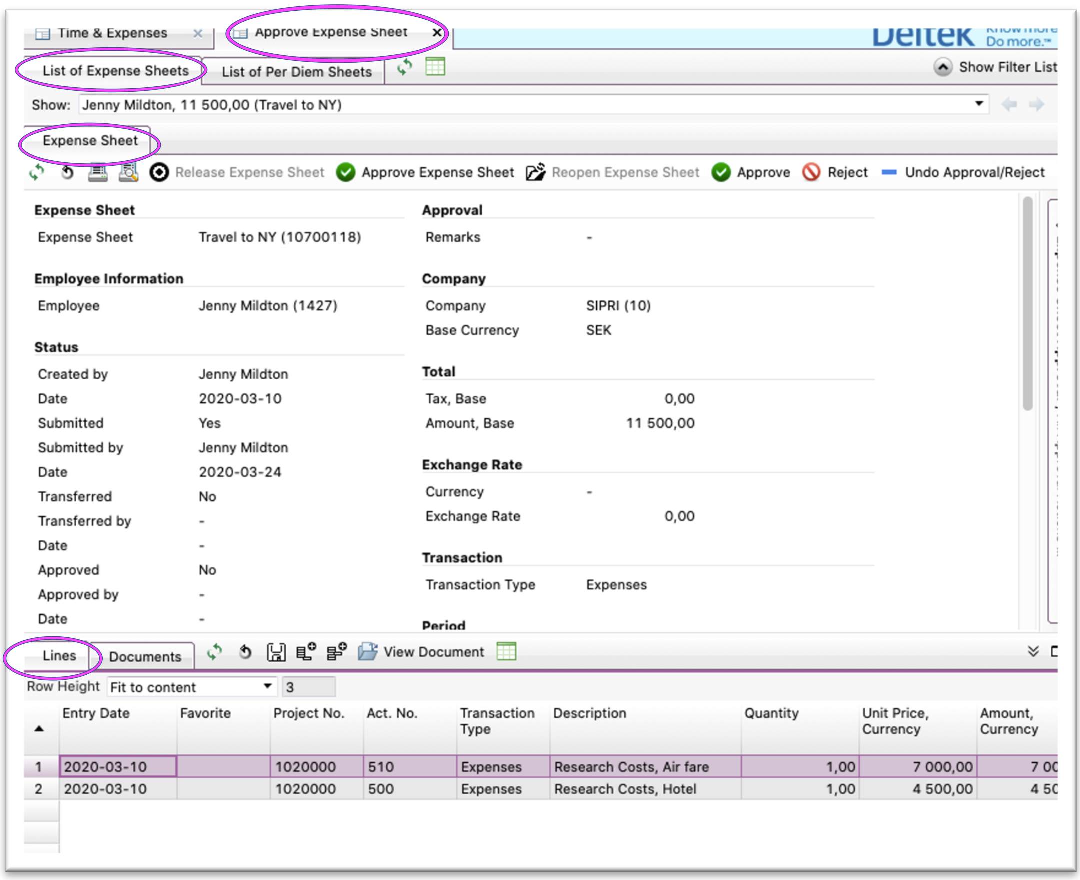
In the list To Dos down in the left corner double-click on the line *Approve Expense Sheet*. See picture 6.

Picture 6



A new tab will open *Approve Expense Sheet*. See picture 7.

Picture 7



In the tab *List of Expense Sheets* you will find the Expense Sheets to approve.

Double click on the first one.

In the window that opens up you will see one field *Expense Sheet* and another field *Lines*.

In the field *Expense Sheet* you will find information about who the expense sheet refers to.

In the field *Lines* you will see the actual expenses, one expense per row, with the amount.

There will also be documents attached if applicable.

When you are done reviewing and the expenses look OK you approve the whole expense sheet by clicking on *Approve Expense Sheet*

When you are done with the approval go to the next line in the tab *List of Expense Sheets* and repeat the procedure.

If the expenses are not OK you have to reject the faulty lines.

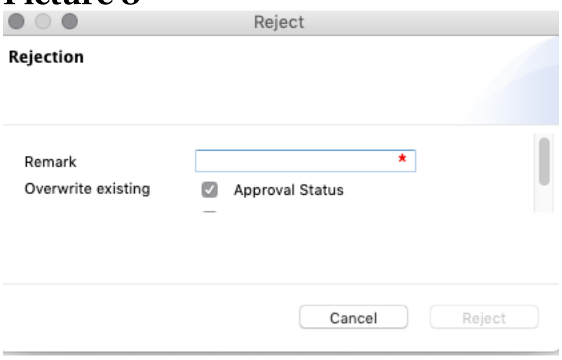
<u>Rejecting lines</u>

Let' s say one expense should be booked on another project so you need to send back that line to the employee.

Go to the field *Lines*.
Place the cursor on the line in question and click on the symbol Reject

A square called *Rejection* will appear. See picture 8.

Picture 8



Type a message in the square for remarks and press *Reject*.

The employee will now receive a line in her/his To Dos; *Rejected Expense Sheet* and can change it and submit again for approval.

<u>Changing an approved line to not approved</u>

If you want to a regret an approval because you realized the reporting was faulty go to the field *Lines*.

Place the cursor on the line in question and click on the symbol Undo Approval/Reject

Proceed as described above under <u>Rejecting Lines</u>, to send it back to the employee.

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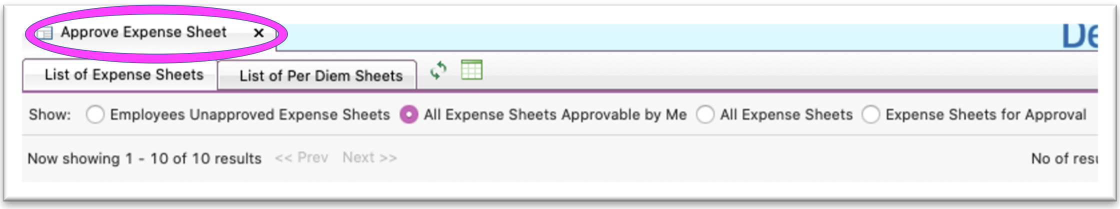
Tip! In the view *List of Expense Sheets* you can choose to see a list of all the expense sheets that you have already approved. Choose *All Expense Sheets Approved by Me*.

To see the expense sheets that are waiting for your approval choose *Expense Sheets for Approval*.

See picture 9.

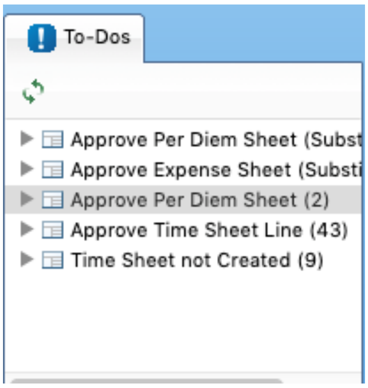
Picture 9



2.2 Per Diem

In the list To-Dos, down in the left corner, double-click on the line *Approve Per Diem Sheet*. See picture 10.

Picture 10



A new tab will open *Approve Per Diem Sheet*. See picture 11.

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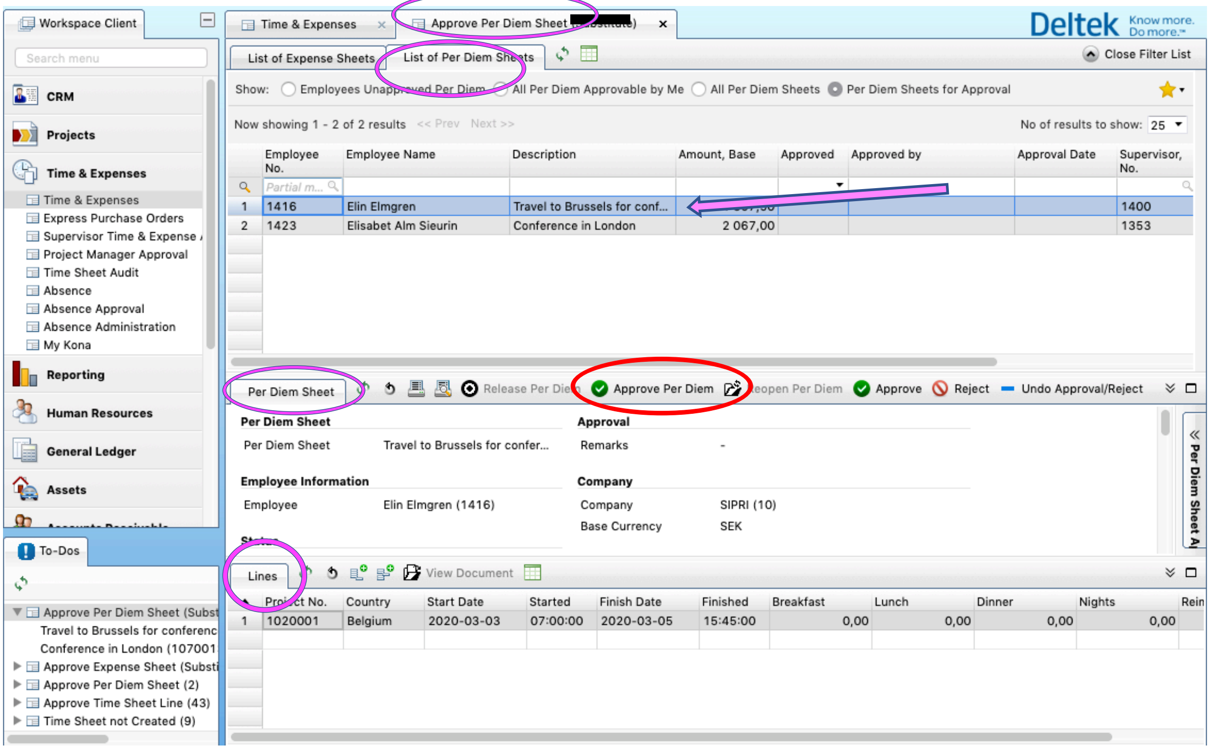
Picture 11



In the field *List of Per Diem Sheets* place the cursor on the first row and you will have the detailed information in the two fields below; Per Diem *Sheet* and *Lines*.

If the per Diem is correct in the field *Lines* approve by clicking on *Approve Per Diem*.

The *Approve Per Diem* will turn black.

Go to next row and repeat the procedure.

<u>Rejecting lines</u>

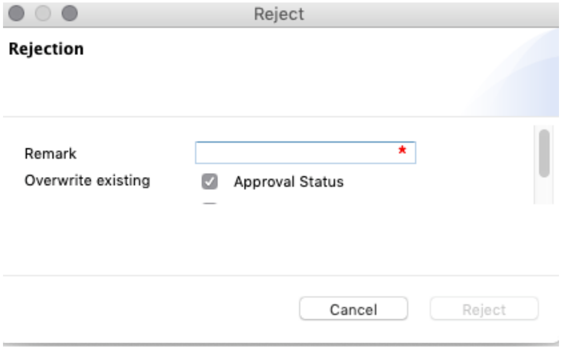
Let' s say the per diem doesn't look reasonable for any reason and you want to send it back to the employee.

Go to the field *Lines*.
Place the cursor on the line in question and click on the symbol 

instead of Approve.

A square called *Rejection* will appear. See picture 12.

Picture 12



Type a message in the square for remarks and press *Reject*.

The employee will receive a line in her/his To Dos *Rejected Per Diem* and can change it and submit it again for approval.

<u>Changing an approved line to *Not approved*</u>

If you want to a regret an approval because you realized the reporting was faulty, go to the field *Lines*.

Place the cursor on the line in question, and click on the symbol 

Proceed as described above under <u>Rejecting Lines</u>, to send it back to the employee.

<u>Reopen a Time Sheet</u>

If an employee needs to change anything on a fully approved Expense Sheet, she/he needs to contact the Finance Department to have that time sheet *Reopened*.

A message could be sent to maconomy.support@sipri.org

Good Luck!