STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE

MACONOMY MANUAL

6. APPROVE VENDOR INVOICES

Revised: 2020-08-28

Responsible: Accountant

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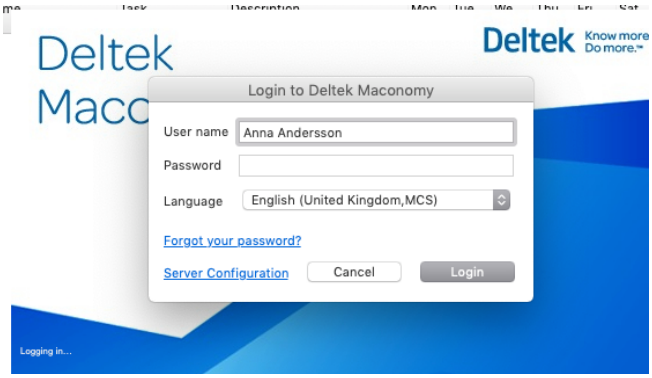
APPROVE VENDOR INVOICES

1. Introduction

Login to Maconomy. See picture 1.

Picture 1



Once you have logged in to Maconomy you will see if you have invoice(s) lines to approve under your *To Dos* in the menu to the left.

Maconomy works with coding lines but if an invoice only has one line it becomes the entire invoice.

Read more in this manual to see how to handle vendor invoices.

There is a tutorial video on Sipri's intranet under the heading *Admin/Maconomy*.

If you have questions about how to approve a vendor invoice or any comments on the information material please send an email to **maconomy.support@sipri.org**

Good luck!

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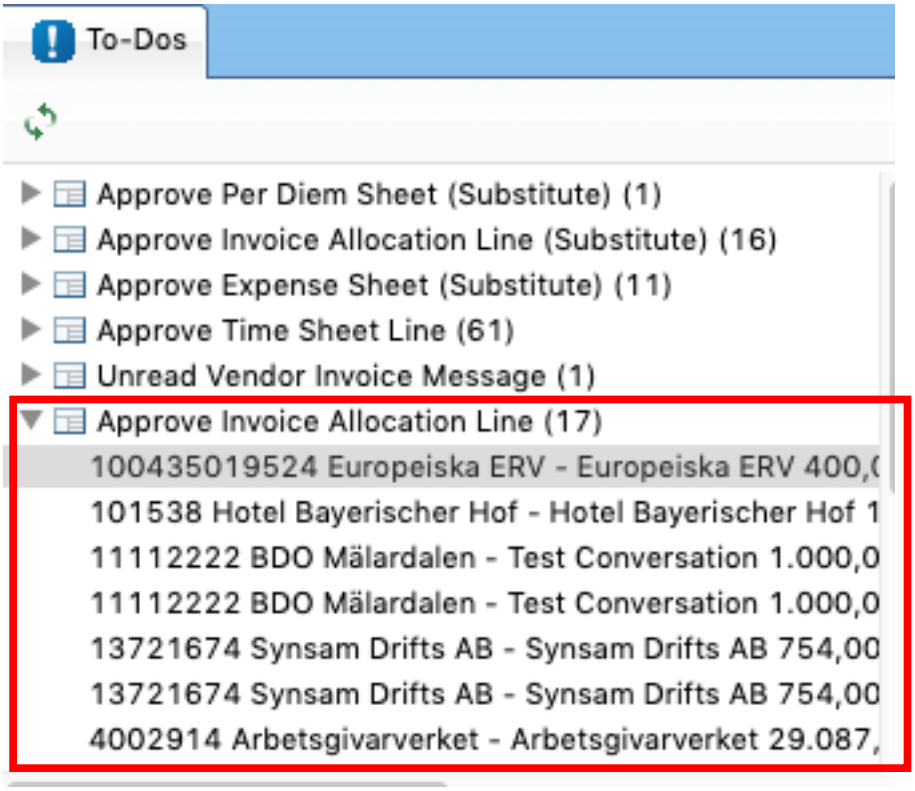
2. How to Approve a Line

Invoices to be processed can be found under the heading *Approve Invoice Allocation Line*. See picture 2.

Picture 2



Double click on the line to be approved. The following view appears. See picture 3.

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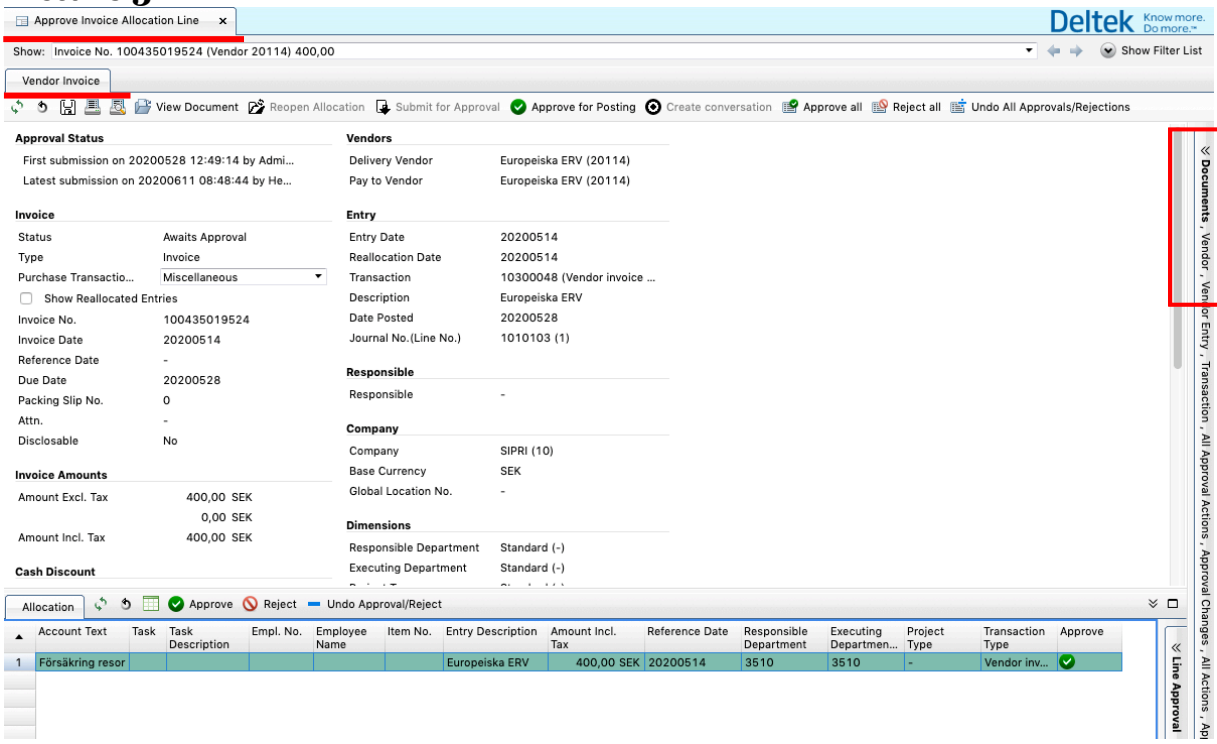
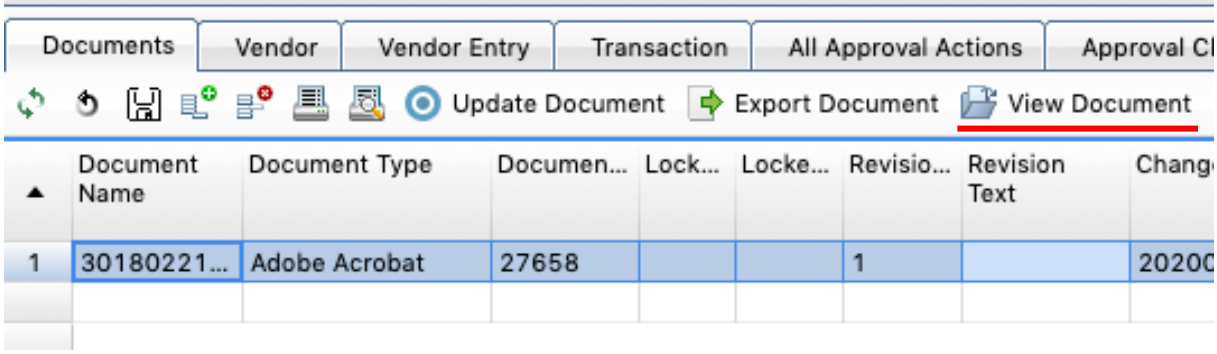
Picture 3



To see the invoice from which the line comes click on the heading *Documents*, see picture 3 on the right and then on View Document. See picture 4.

Picture 4



The invoice will appear in a separate window.

Close the invoice and close the field *Documents*.

Go down to the *Allocation* view. Click *Line Approval*. See Picture 5.

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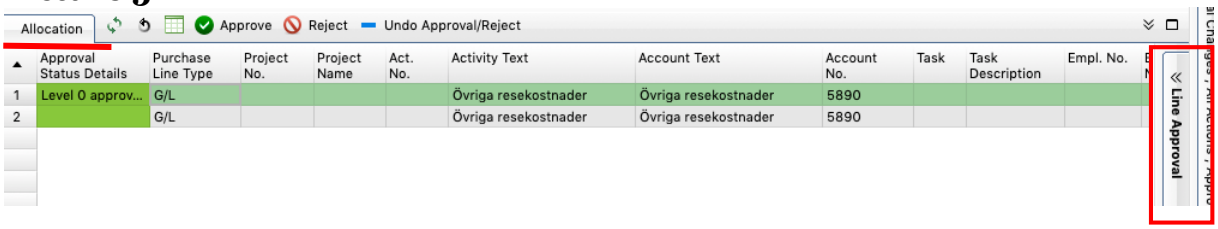
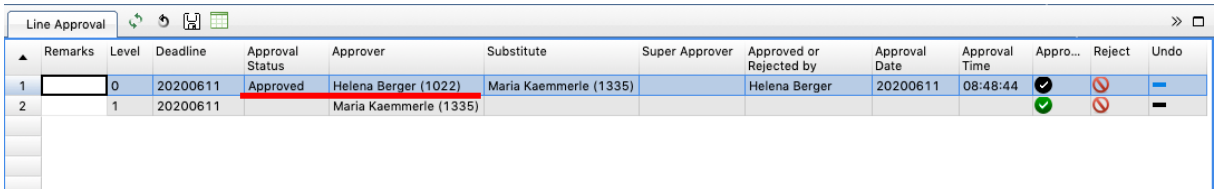
Picture 5



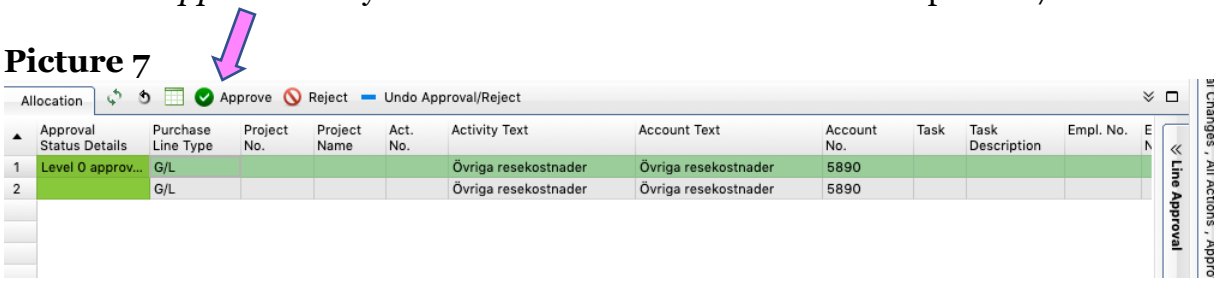
Here you can see who has coded the invoice. See picture 6.

Picture 6



Close *Line Approval* and you are back to the view *Allocation*. See picture 7.

Picture 7



It is the green line that you are working with. If you are, depending on the line, content with the coding;

- account + resp. department, or
- project + task

you can go ahead and approve the line.

To approve, click on Approve

See picture 7 above.

A dialog box will appear. See picture 8.

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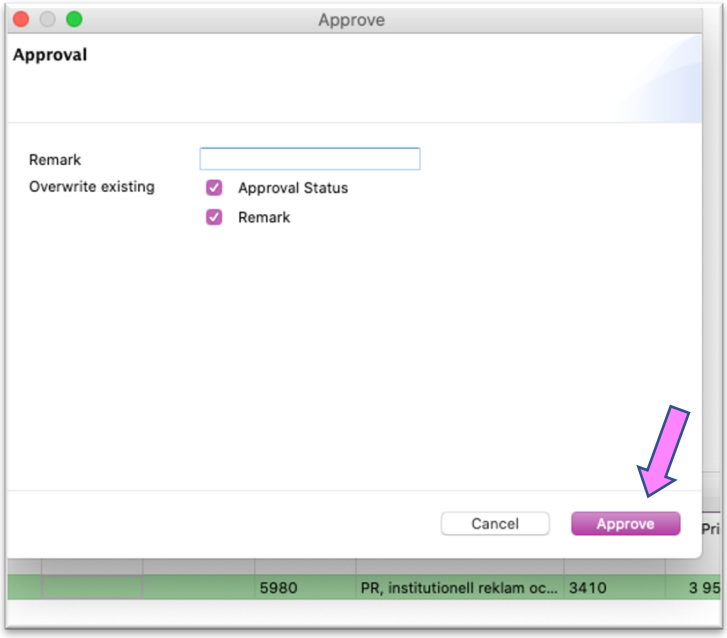
Picture 8



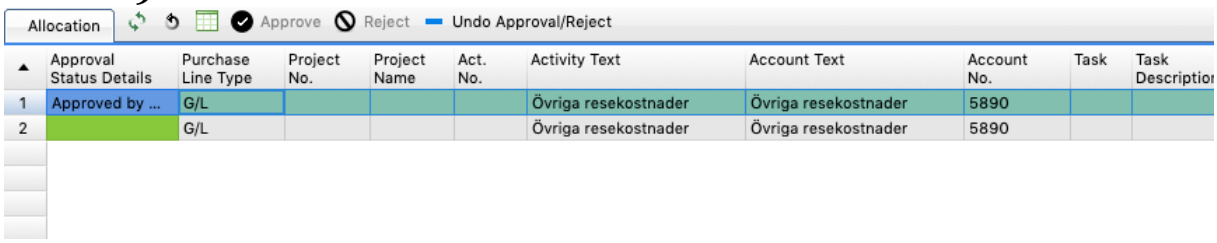
In the box for *Remarks* you can write a message if you wish (*OK/Andrea*) but that is not necessary.

If you reject the invoice line, on the other hand, a comment is necessary.

Click *Approve*.

When you have approved the line turns blue in the column for *Approval Status Details*. See picture 9.

Picture 9



Under the tab *Line Approval* it will look like this. See picture 10.

Picture 10

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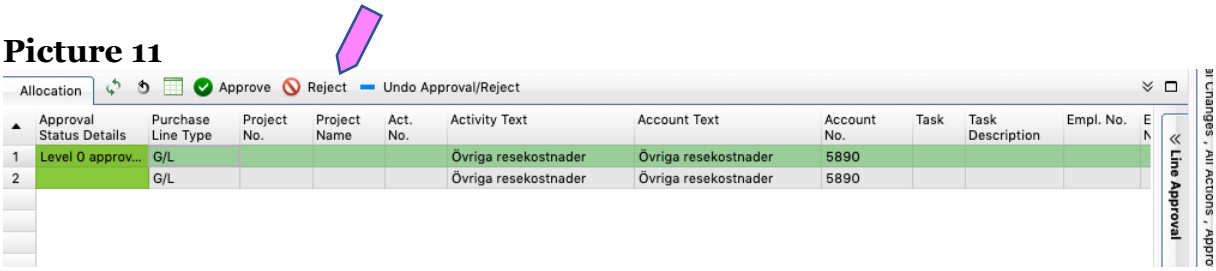
3. How to Reject a Line

If, instead of accepting a line, you want to reject it, click Reject

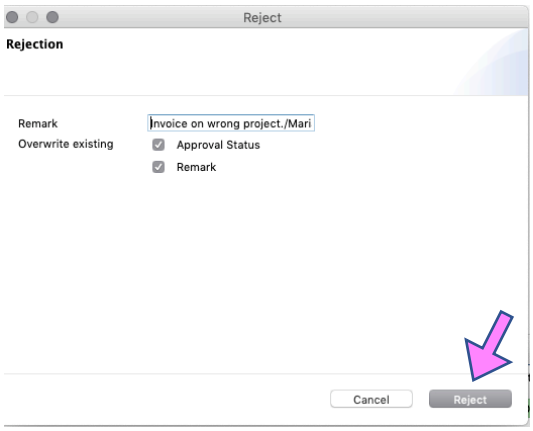
See picture 11.

Picture 11



A dialog box will appear. See picture12.

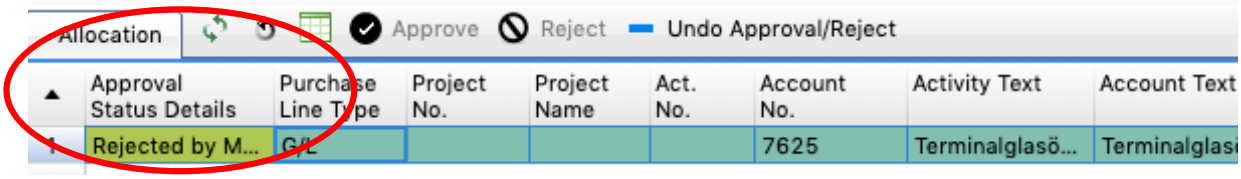
Picture 12



Write a short message explaining why you are rejecting the line then click *Reject*.

The *Allocation* view will look like this. See picture 13.

Picture 13



Under the *Line Approval* tab, it looks like this. See picture 14.

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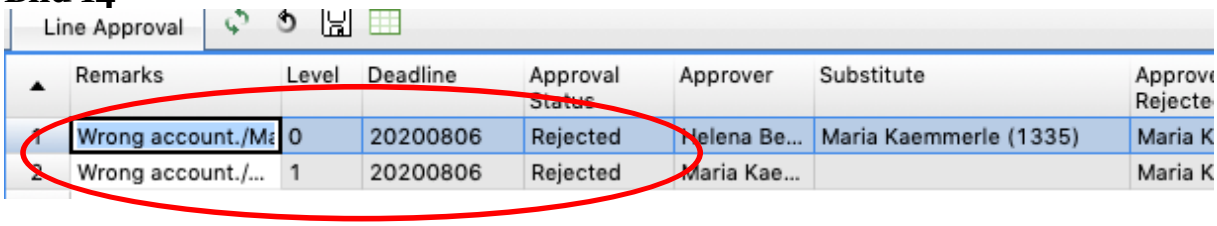
Bild 14



Close *Line Approval*.

The line now goes back to the person who did and approved the coding.

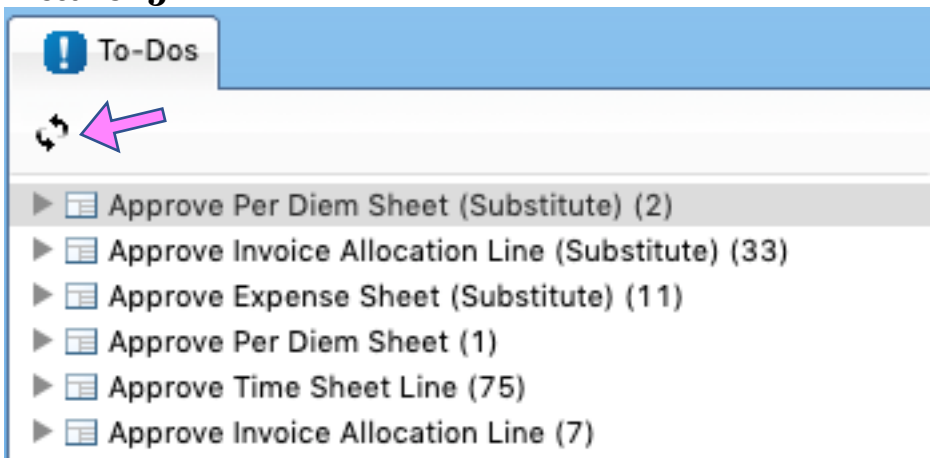
The person must redo the coding so it will be correct.

The line ends up again with you for final approval.

4. Finish

If you update the To Dos by clicking on the arrows the lines approved/rejected should disappear. See picture 15.

Picture 15



When you close the view *Approve Invoice Allocation Line* the invoice line you have worked with disappears.

To see the history of invoices/lines that you have handled, a special report is required that is yet to be produced.

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