

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*.

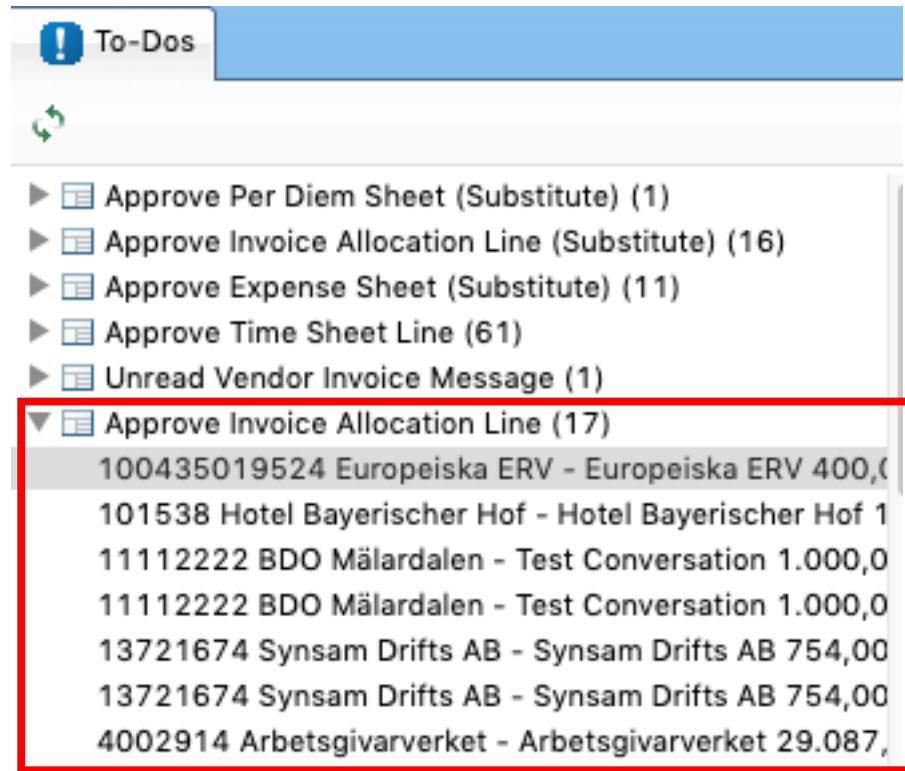
If you have questions about how to approve a vendor invoice or any comments on the information material please send an email to maconomy.support@sipri.org

Good luck!

2. How to Approve a Line

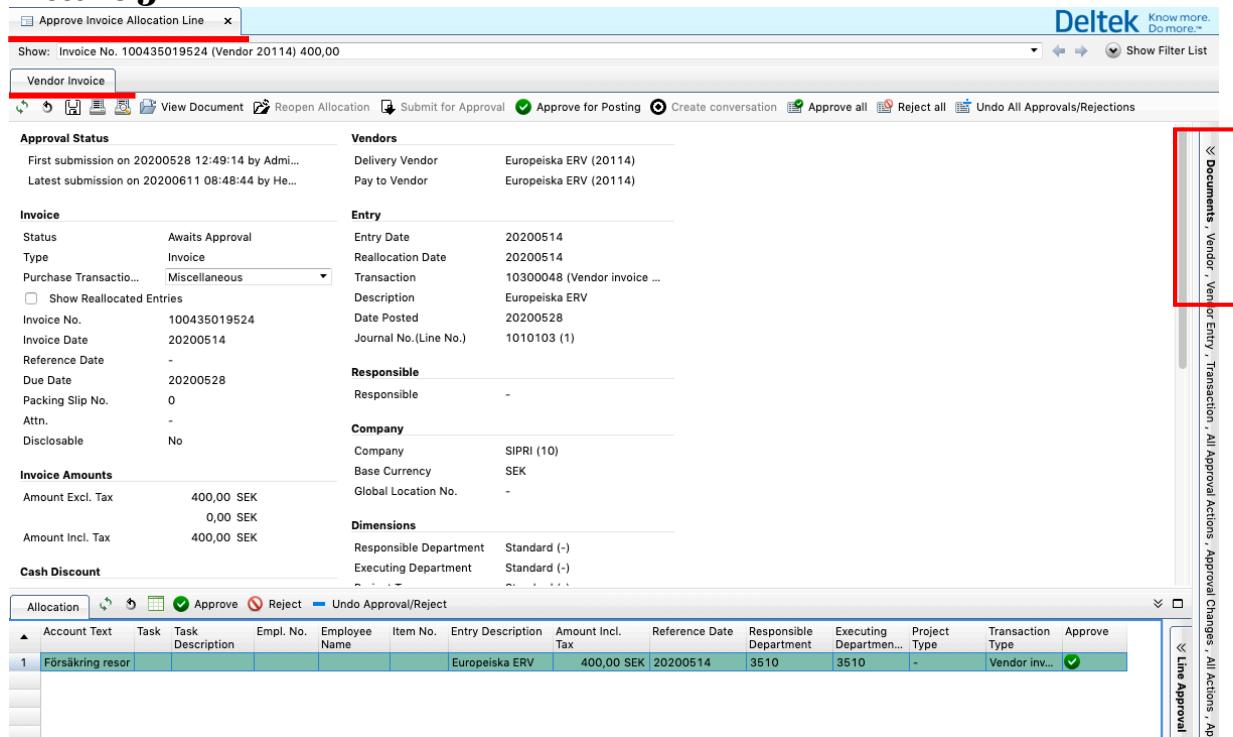
Invoices to be processed can be found under the heading *Approve Invoice Allocation Line*. See picture 2.

Picture 2



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

Picture 3



Approve Invoice Allocation Line x

Show: Invoice No. 100435019524 (Vendor 20114) 400,00

Vendor invoice

View Document Reopen Allocation Submit for Approval Approve for Posting Create conversation Approve all Reject all Undo All Approvals/Rejections

Approval Status

First submission on 20200528 12:49:14 by Admi...
Latest submission on 20200611 08:48:44 by He...

Vendors

Delivery Vendor	Europeiska ERV (20114)
Pay to Vendor	Europeiska ERV (20114)

Invoice

Status	Awaits Approval
Type	Invoice
Purchase Transaction	Miscellaneous
<input type="checkbox"/> Show Reallocated Entries	
Invoice No.	100435019524
Invoice Date	20200514
Reference Date	-
Due Date	20200528
Packing Slip No.	0
Attr.	-
Disclosable	No

Entry

Entry Date	20200514
Reallocation Date	20200514
Transaction	10300048 (Vendor invoice ...)
Description	Europeiska ERV
Date Posted	20200528
Journal No.(Line No.)	1010103 (1)

Responsible

Responsible	-
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Company

Company	SIPRI (10)
Base Currency	SEK
Global Location No.	-

Dimensions

Responsible Department	Standard (-)
Executing Department	Standard (-)

Cash Discount

Allocation	Approve Reject Undo Approval/Reject
------------	-------------------------------------

Allocation

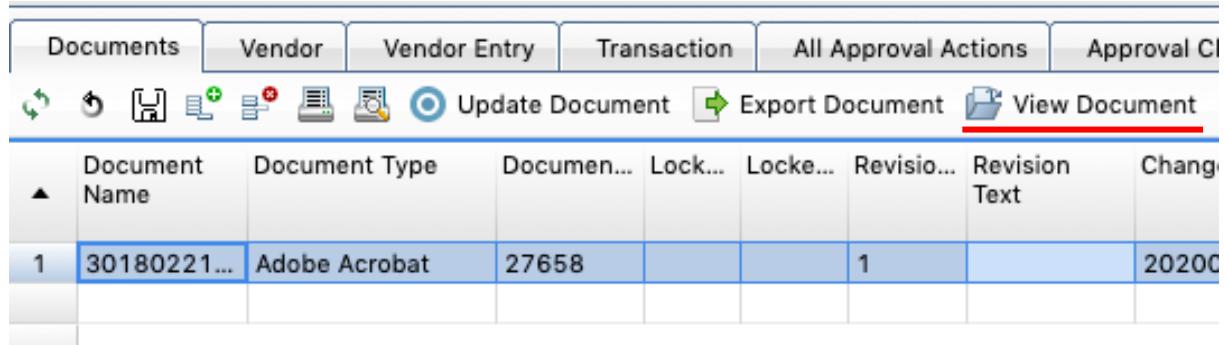
Account Text	Task	Task Description	Empl. No.	Employee Name	Item No.	Entry Description	Amount Incl. Tax	Reference Date	Responsible Department	Executing Department	Project Type	Transaction Type	Approve
1 Försäkring resor						Europeiska ERV	400,00 SEK	20200514	3510	3510	-	Vendor inv...	<input checked="" type="checkbox"/>

Documents, Vendor, Vendor Entry, Transaction, All Approval Actions, Approval Changes, All Actions, Approval

Line Approval

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



Documents Vendor Vendor Entry Transaction All Approval Actions Approval

View Document

Update Document Export Document

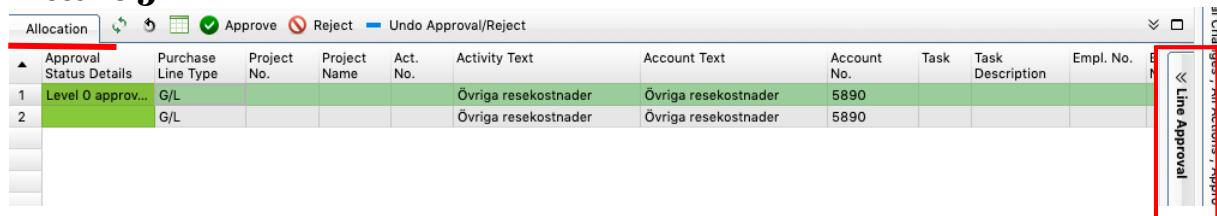
Document Name	Document Type	Document...	Lock...	Locke...	Revisio...	Revision Text	Change
1 30180221...	Adobe Acrobat	27658			1		20200

The invoice will appear in a separate window.

Close the invoice and close the field *Documents*.

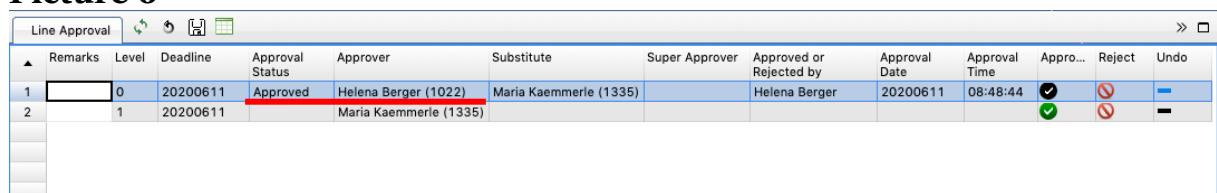
Go down to the *Allocation* view. Click *Line Approval*. See Picture 5.

Picture 5



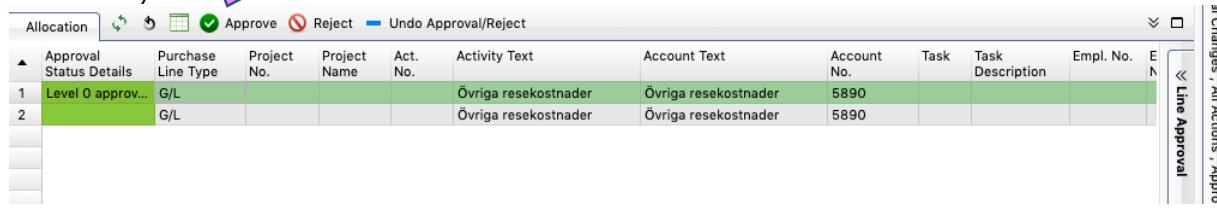
Here you can see who has coded the invoice. See picture 6.

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

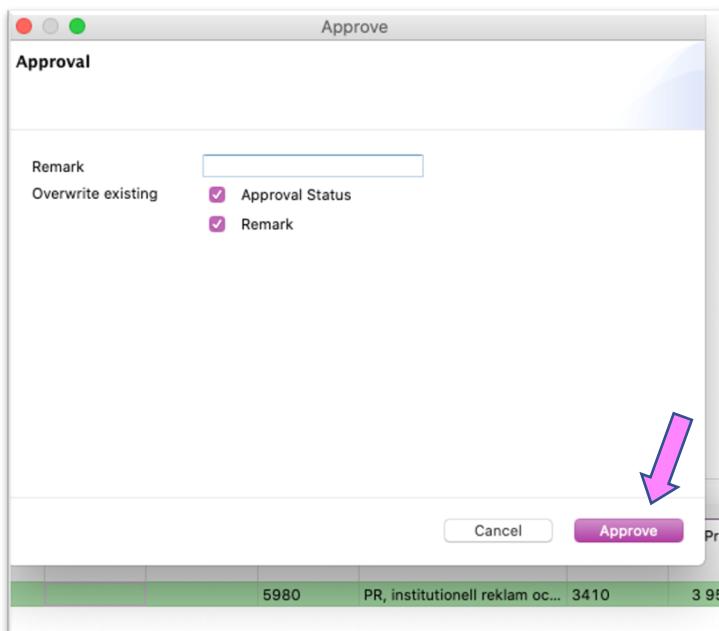
you can go ahead and approve the line.



To approve, click on Approve

See picture 7 above.

A dialog box will appear. See picture 8.

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

	Allocation	Approval	Reject	Undo Approval/Reject						
	Approval Status Details	Purchase Line Type	Project No.	Project Name	Act. No.	Activity Text	Account Text	Account No.	Task	Task Description
1	Approved by ...	G/L				Övriga resekostnader	Övriga resekostnader	5890		
2		G/L				Övriga resekostnader	Övriga resekostnader	5890		

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

Picture 10

	Line Approval	Remarks	Level	Deadline	Approval	Approver	Substitute	Super Approver	Approved or Rejected by	Approval Date	Approval Time	Appro...	Reject	Undo
1	OK:/Maria 0			20200611	Approved	Helena Berger (1022)	Maria Kaemmerle (1335)		Maria Kaemmerle	20200806	14:17:19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	OK:/Maria 1			20200611	Approved	Maria Kaemmerle (1335)			Maria Kaemmerle	20200806	14:17:19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. How to Reject a Line

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



See picture 11.

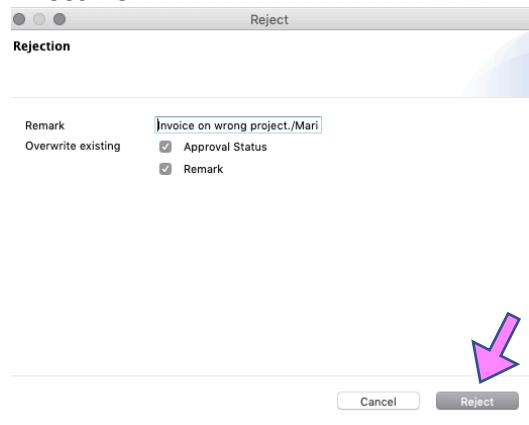
Picture 11



Allocation											
Approval Status Details		Purchase Line Type	Project No.	Project Name	Act. No.	Activity Text	Account Text	Account No.	Task	Task Description	Empl. No.
1	Level 0 approv...	G/L				Övriga resekostnader	Övriga resekostnader	5890			
2		G/L				Övriga resekostnader	Övriga resekostnader	5890			

A dialog box will appear. See picture12.

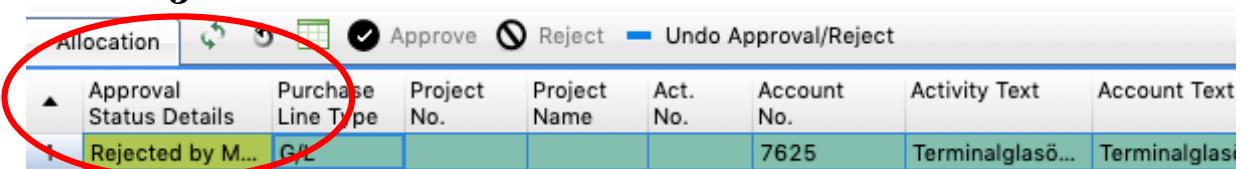
Picture 12



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



Allocation											
Approval Status Details		Purchase Line Type	Project No.	Project Name	Act. No.	Account No.	Activity Text	Account Text	Task	Task Description	Empl. No.
1	Rejected by M...	G/L				7625	Terminalglasö...	Terminalglasö...			

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

Bild 14

	Remarks	Level	Deadline	Approval Status	Approver	Substitute	Approve	Rejecte
1	Wrong account./Ma...	0	20200806	Rejected	Helena Be...	Maria Kaemmerle (1335)	Maria K	
2	Wrong account./...	1	20200806	Rejected	Maria Kae...		Maria K	

Close *Line Approval*.

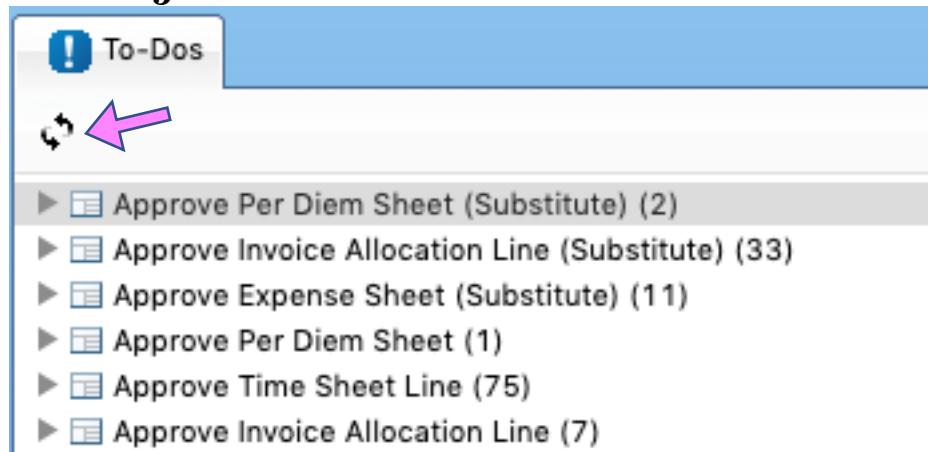
The line now goes back to the person who did and approved the coding.

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.