



STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE

MACONOMY MANUAL

6. APPROVE VENDOR INVOICES

Revised: 2020-08-28

Responsible: Accountant

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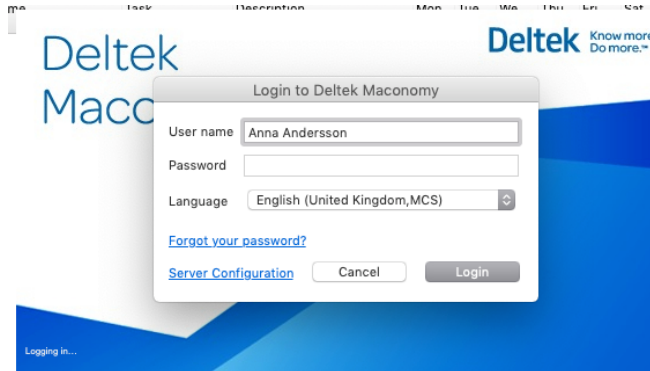
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APPROVE VENDOR INVOICES

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*.

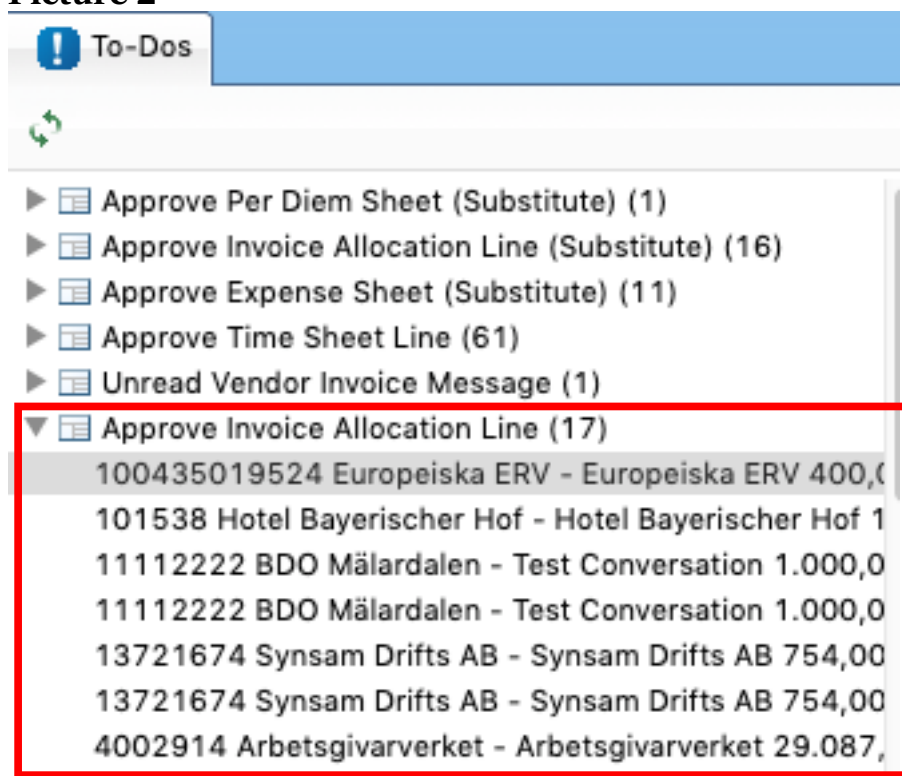
If you have questions about how to approve a vendor invoice or any comments on the information material please send an email to maconomy.support@sipri.org

Good luck!

2. How to Approve a Line

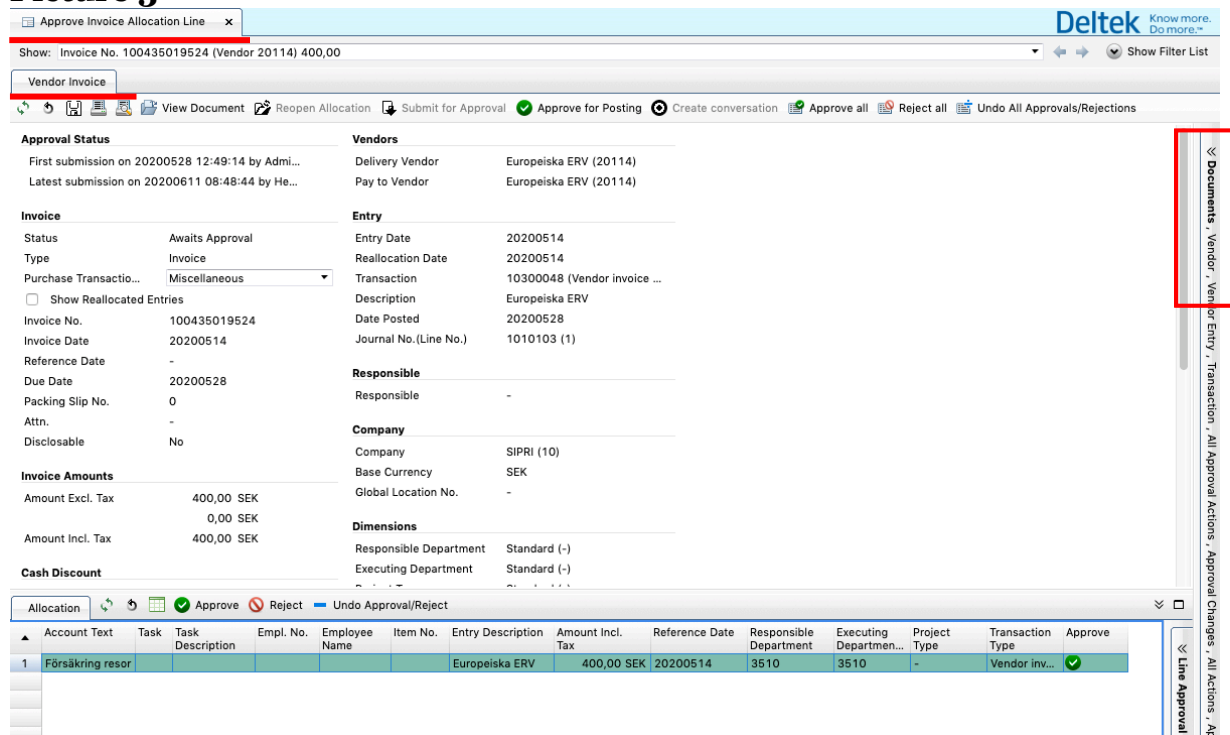
Invoices to be processed can be found under the heading *Approve Invoice Allocation Line*. See picture 2.

Picture 2









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

Picture 3



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 Cl
					
Update Document			Export Document		
View Document					
Document Name	Document Type	Documen...	Lock...	Locke...	Revisio...
Revision Text	Change				
1	30180221...	Adobe Acrobat	27658		1
					20200611

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

Allocation												
<div>Approve Reject Undo Approval/Reject</div>												
	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 reskostnader	Övriga reskostnader	5890				» Line Approval
2		G/L				Övriga reskostnader	Övriga reskostnader	5890				







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

Picture 6

Line Approval													>>	□
▲	Remarks	Level	Deadline	Approval Status	Approver	Substitute	Super Approver	Approved or Rejected by	Approval Date	Approval Time	Appro...	Reject	Undo	
1		0	20200611	Approved	Helena Berger (1022)	Maria Kaemmerle (1335)		Helena Berger	20200611	08:48:44	✔	✖	—	
2		1	20200611		Maria Kaemmerle (1335)						✔	✖	—	

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

Picture 7

Allocation												≡	□
<div>    Approve  Reject  Undo Approval/Reject</div>													
▲	Approval Status Details	Purchase Line Type	Project No.	Project Name	Act. No.	Activity Text	Account Text	Account No.	Task	Task Description	Empl. No.	E	N
1	Level 0 approv...	G/L				Övriga reskostnader	Övriga reskostnader	5890					
2		G/L				Övriga reskostnader	Övriga reskostnader	5890					

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.

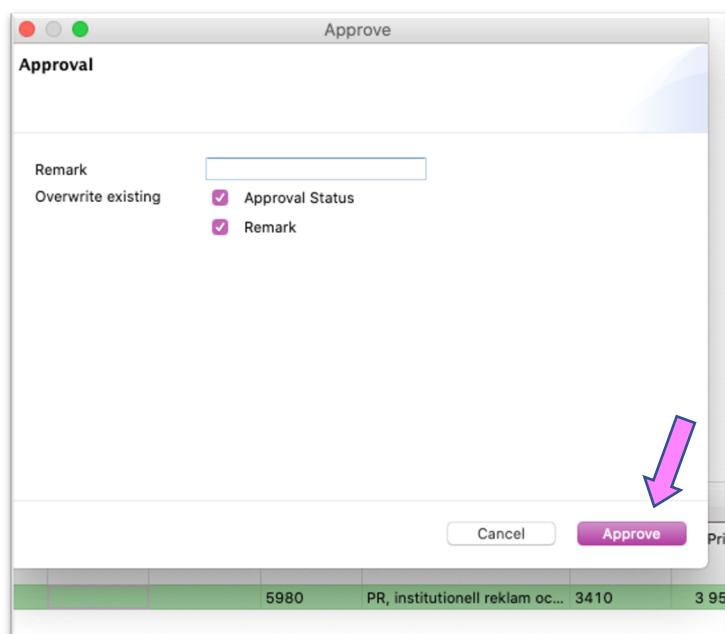
To approve, click on Approve



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									
↺ ↻ 📅 ✅ Approve ❌ Reject ↔ Undo Approval/Reject									
▲	Approval Status Details	Purchase Line Type	Project No.	Project Name	Act. No.	Activity Text	Account Text	Account No.	Task
1	Approved by ...	G/L				Övriga resekostnader	Övriga resekostnader	5890	
2		G/L				Övriga resekostnader	Övriga resekostnader	5890	

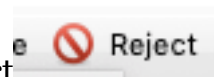
Under the tab *Line Approval* it will look like this. See picture 10.

Picture 10

Line Approval											
▲	Remarks	Level	Deadline	Approval Status	Approver	Substitute	Super Approver	Approved or Rejected by	Approval Date	Approval Time	Appro...
1	OK-/Maria	0	20200611	Approved	Helena Berger (1022)	Maria Kaemmerle (1335)		Maria Kaemmerle	20200806	14:17:19	👍
2	OK-/Maria	1	20200611	Approved	Maria Kaemmerle (1335)			Maria Kaemmerle	20200806	14:17:19	👍

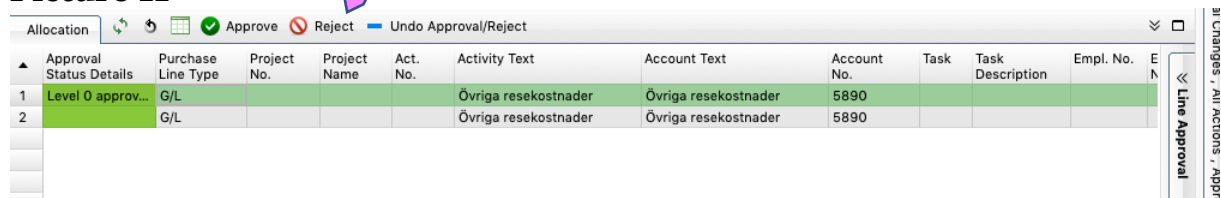
3. How to Reject a Line

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



See picture 11.

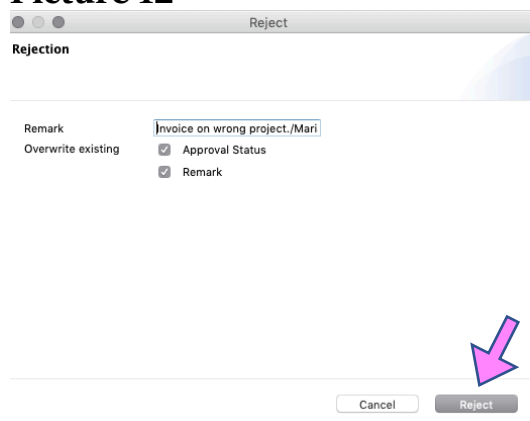
Picture 11



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



Reject

Rejection

Remark: Invoice on wrong project./Mari

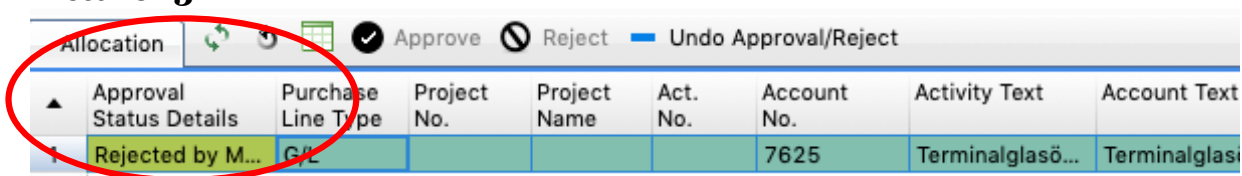
Overwrite existing: ☒ Approval Status ☒ Remark

Cancel Reject

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



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

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

Bild 14

Line Approval							
	Remarks	Level	Deadline	Approval Status	Approver	Substitute	Approval/Rejection
1	Wrong account./Mi	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.

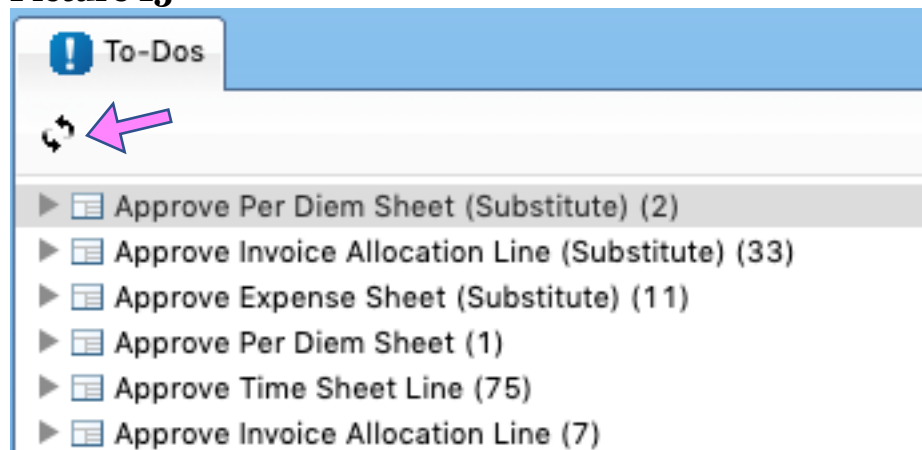
The person must redo the coding so it will be correct.

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.