STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE

MACONOMY MANUAL

4. CODE VENDOR INVOICES

Revised: 2020-09-22

Responsible: Accountant

SIPRI

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INDEX

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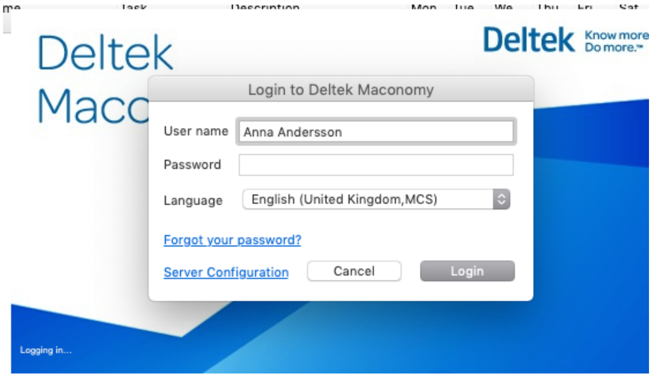
1. Introduction

Log in to Maconomy. See picture 1.

Picture 1

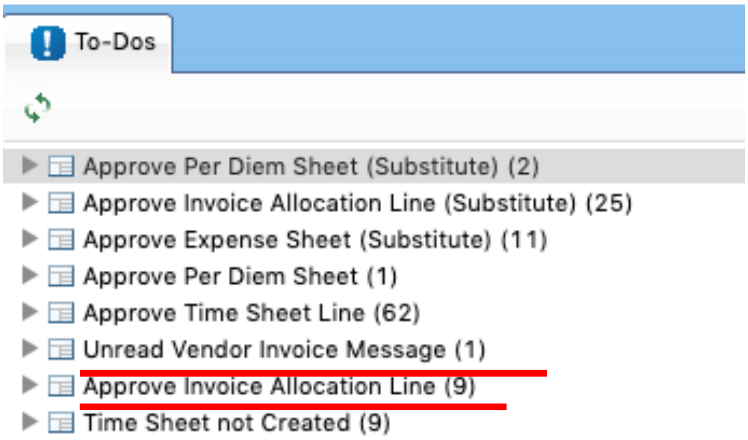


Once you have logged in to Maconomy, you will see under your To-Dos in the menu on the left, if you have invoices / invoice lines to code / approve.

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

Invoices to be processed can be found under the headings *Unread Invoice Message* and *Approve Invoice Allocation Line*. See picture 2.

Picture 2



Read more in this manual, to see how to handle vendor invoices.
There is also an tutorial video and quick guides on Sipri's intranet under the heading *Admin/Maconomy*.

If you have questions about how to code a vendor invoice or any comments on the information material, send an email to **maconomy.support@sipri.org**
Good luck!

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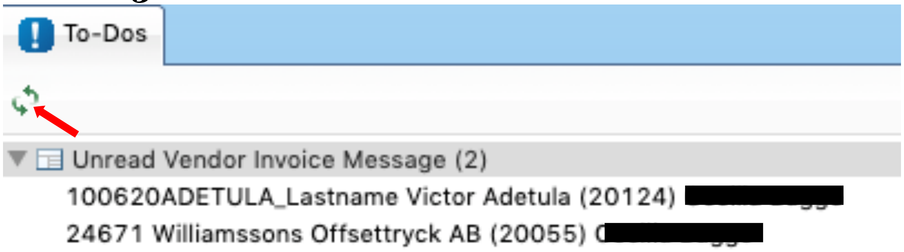
2. Process a request and code

Under *Unread Vendor Invoice Message* you will see messages about vendor invoices, mainly requests to code the invoice / line but also requests if you are the right person to handle the invoice. See picture 3.

Picture 3



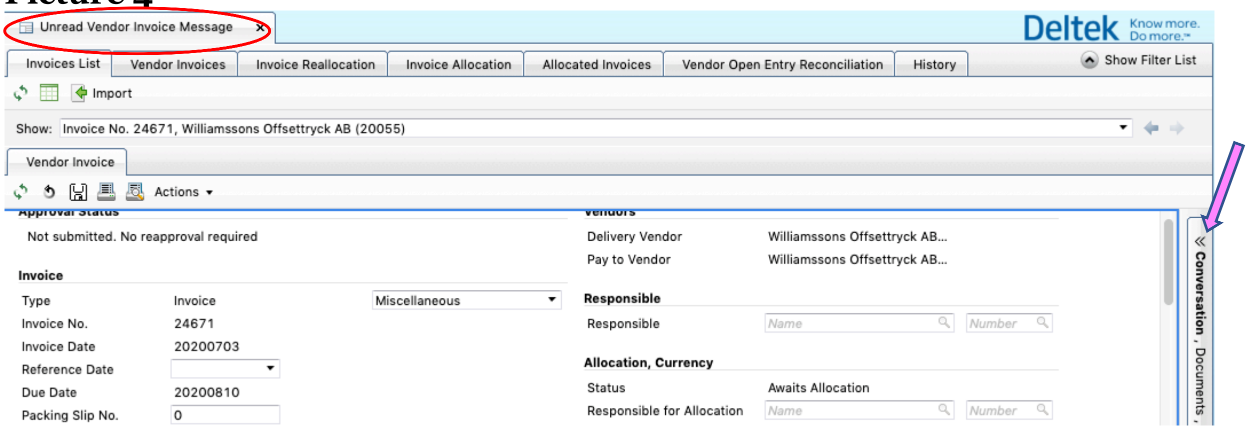
Click on update, the arrows in the circle, to make sure everything is visible.
The name to the right of the supplier's name in the list shows who sent the request to you. (Here it is masked.)

Then double click the *Unread Vendor Invoice Message* to see the full list of pending invoices.

Click on an invoice in the list to handle it.

The window that opens then is called *Unread Vendor Invoice Message*. See picture 4.

Picture 4



Click on *Conversation, Documents* and then on the *Documents tab* and *View Document* to see the invoice. See picture 5.

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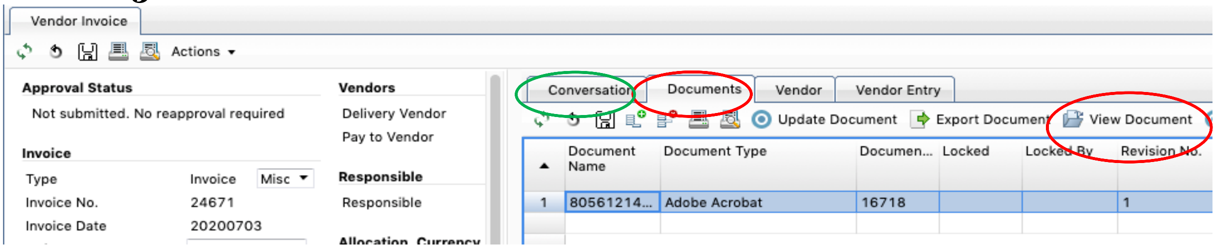
Picture 5



The invoice is displayed in a separate window. It can be easier to print the invoice to see it better.

Click on *Conversation* to see the message for you.

Usually it will be something like;

"Please code xxx! / Xxx" or Is this your invoice xxx? / Xxx

- If it says *Please Code*, go to section 4 or 6 to code.

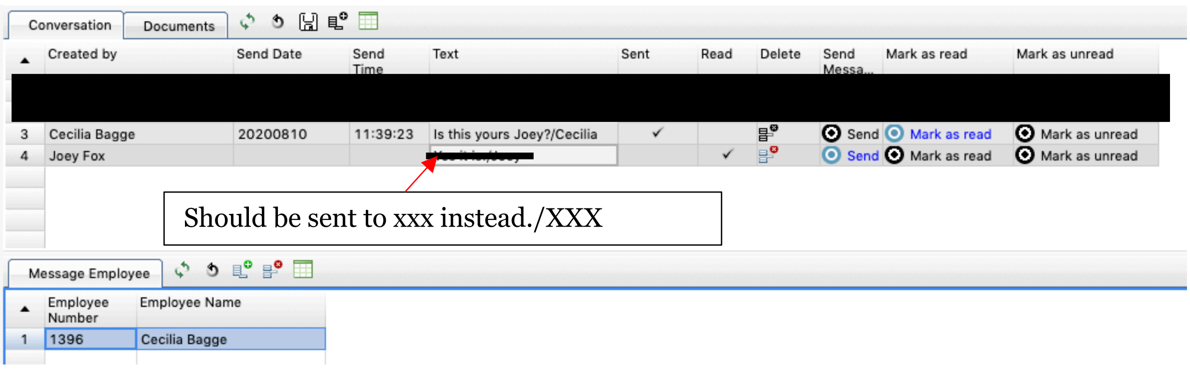
  <u>Make sure that you code first and then click *Mark as Read*</u>.

- If it is not your invoice, send the answer first and then click *Mark as Read*.

To answer, click  to create a new line.

Write your message on the line and press Enter. See picture 6.

Picture 6



In the *Message Employee* view, place the cursor in the box under *Employee Number* and write the first letters of the recipient's name, and the name will appear in a list.

Click on the name and then Enter and it will be filled in like in the picture 6 above.
Click *Send* on line 4! Your reply has been sent.
Then click *Mark as Read* on line 3 so it turns black. Just reply and do nothing more!

If you are coding for the very first time, it may be a good idea to adjust the coding view. See section *3. Adjust the coding view.*

If the coding view is already adjusted, proceed to the coding itself.

The invoice / line must either be coded to

- project and task, or
- account and responsible department

To code on project and task, see section *4. Code an invoice/line to a project and task.*

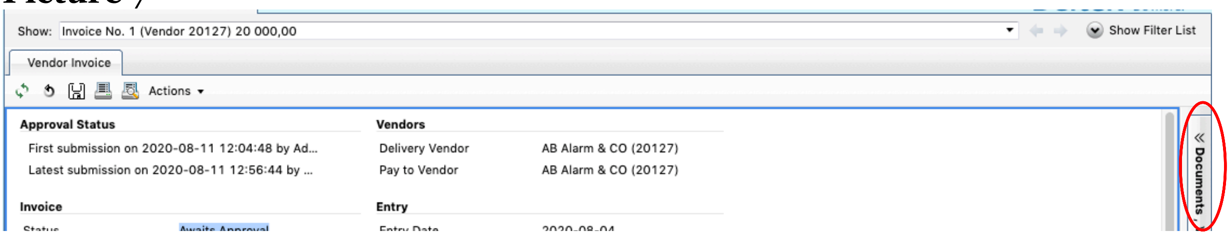
To code to account and department, see section *6. Code an invoice/line to account and responsible department.*

Attachments

N.B. If you are going to code an invoice for a conference, staff activity, or representation etc, you must always upload a list of participants, a conference program etc.

You do this by clicking the tab *Documents*. See picture 7.

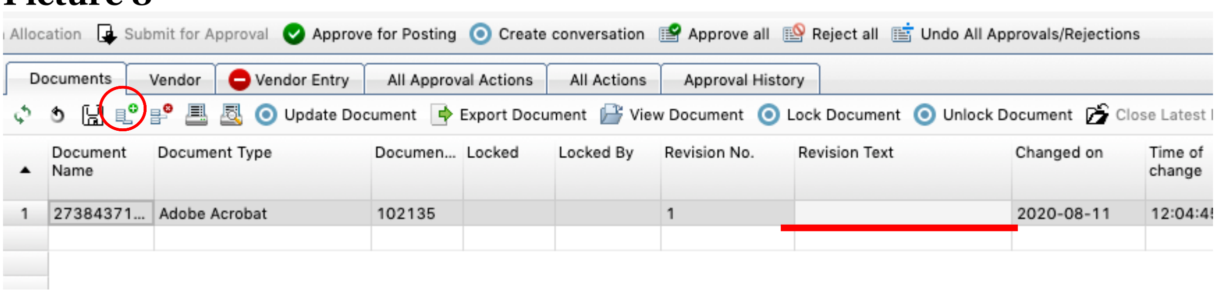
Picture 7



Then click  .

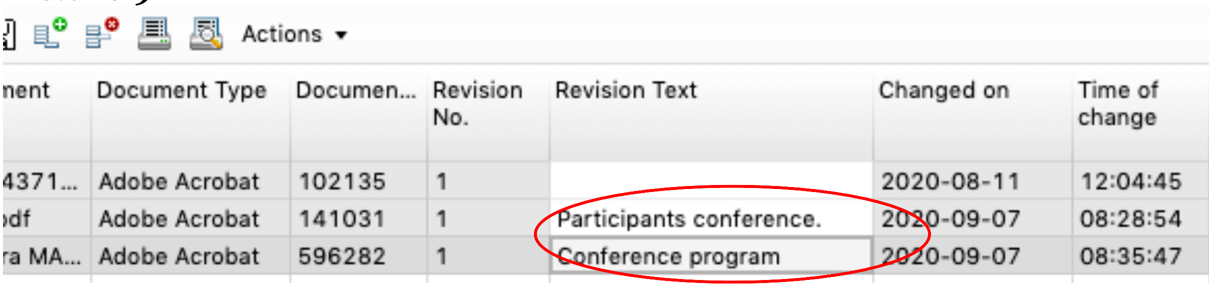
The cursor will end up in the box for *Revision Text*. See picture 8.

Picture 8



Write a comment e g *Participants/Conference Program*. See picture 9.

Picture 9



Actions

nent	Document Type	Documen...	Revision No.	Revision Text	Changed on	Time of change
4371...	Adobe Acrobat	102135	1		2020-08-11	12:04:45
odf	Adobe Acrobat	141031	1	Participants conference.	2020-09-07	08:28:54
ra MA...	Adobe Acrobat	596282	1	Conference program	2020-09-07	08:35:47

Save!

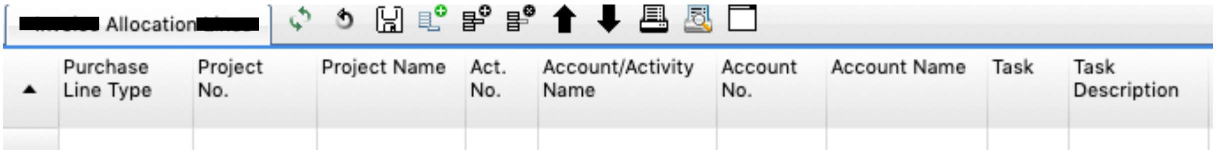
Then Finder will open. Choose appropriate document and upload.

Save!

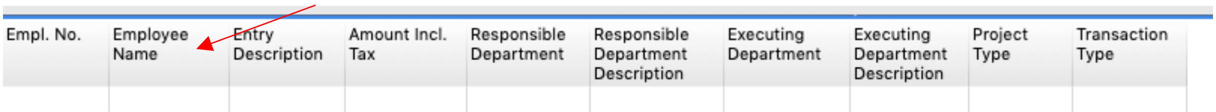
3. Adjusting the coding view

The columns you need in order to code are shown in Pictures 10 and 11.

Picture 10

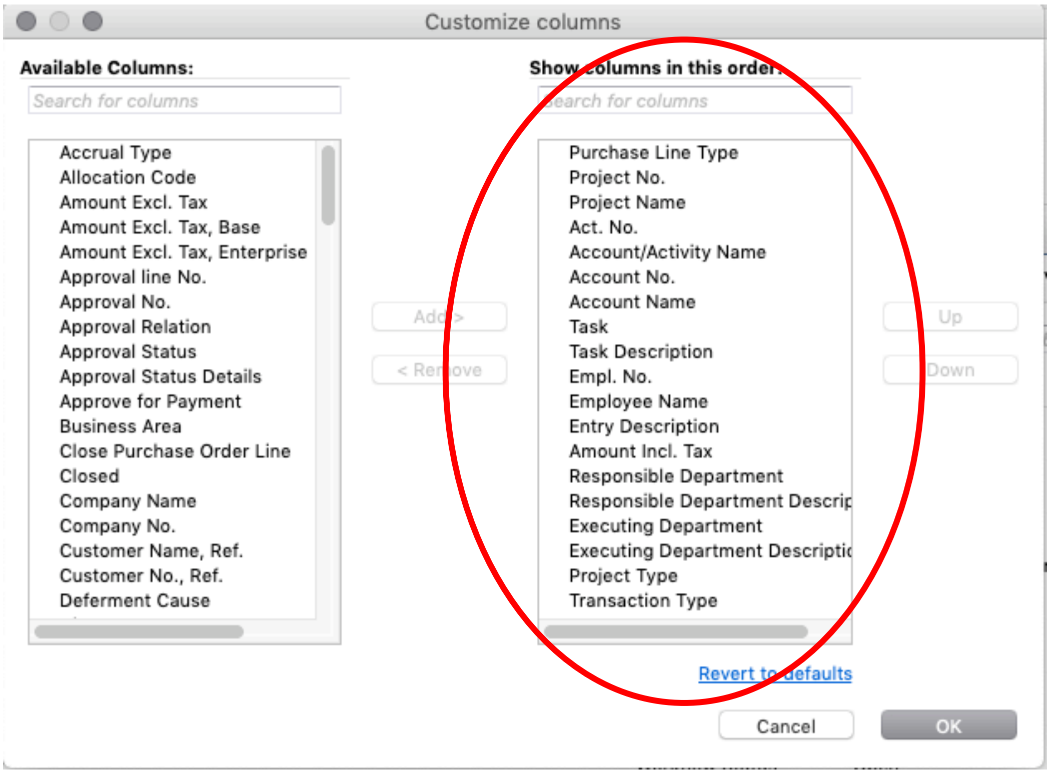


Picture 11



Place the cursor next to a heading in the column bar and right click, for example next to *Employee Name*. Select *Customize columns* and a similar image will appear as picture 12.

Picture 12



Move headings from left to right, or vice versa to create a table similar to the one on the right.

You can of course add and subtract columns later on if there is a need to change.

Once you have completed the adjustment above you can start the coding itself.

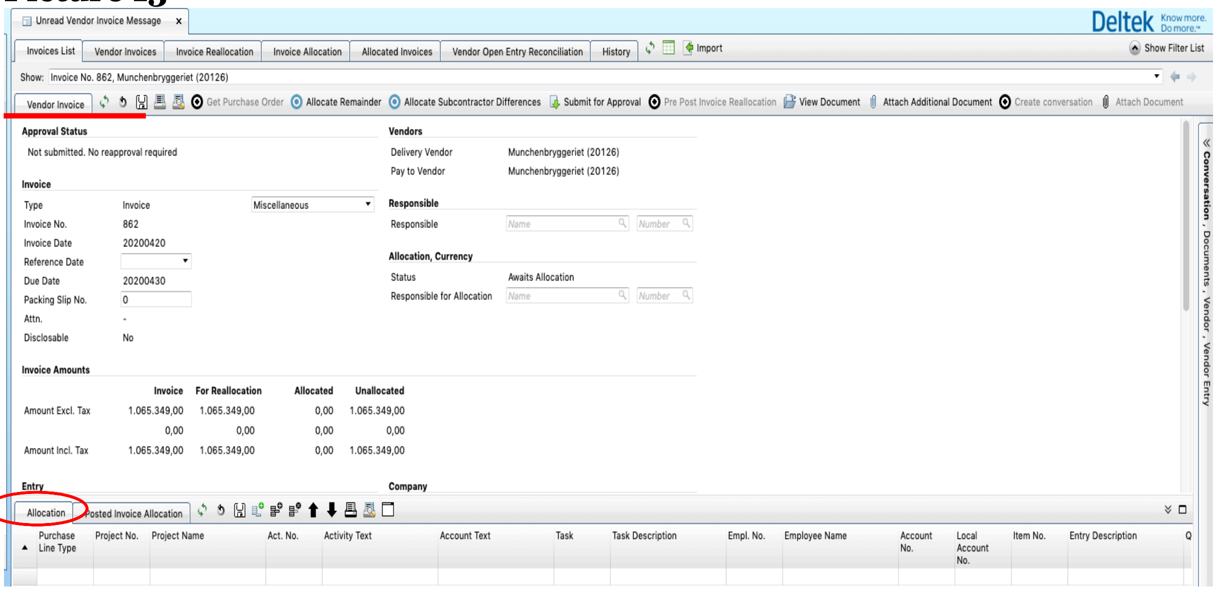
4. Code an invoice/line to a project and task

To start coding, click on a line under *To-Dos* in the left menu

under the heading *Unread Vendor Invoice Message*. The following view is displayed.

See picture 13.

Picture 13



Go to the Allocation view.

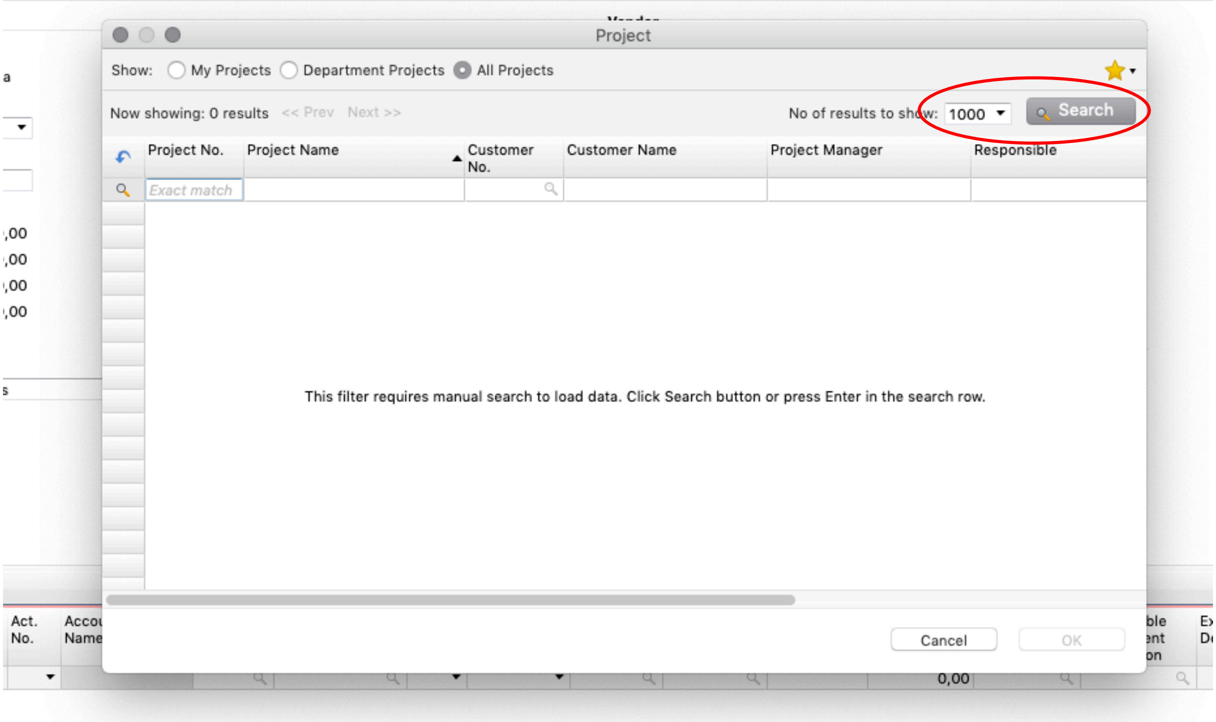
To start coding, click  to add an active line.

Then the first line becomes slightly blue.

Place the cursor on the first line in the box under the heading *Project No.* and

double click on the small magnifying glass. The following view appears. See picture 14.

Picture 14



Click in the circle *All projects*, select 1000 – if not there already - and click *Search* and all active projects will be visible. See picture 15.

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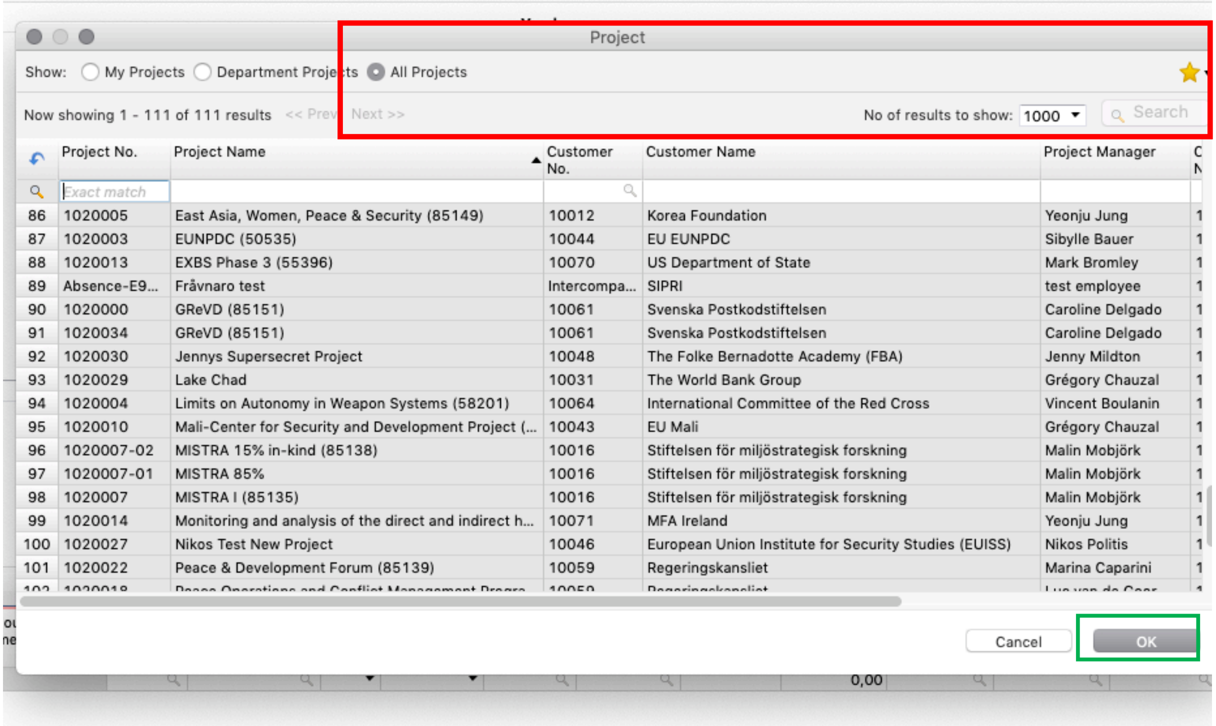
Picture 15

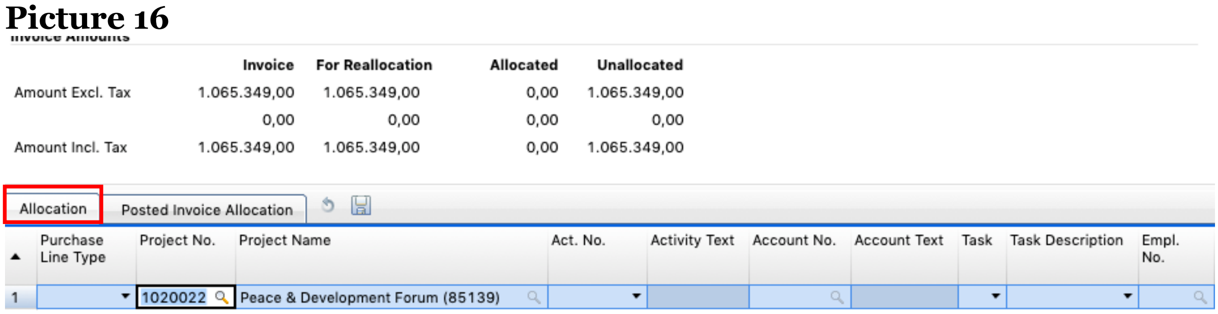


	Project No.	Project Name	Customer No.	Customer Name	Project Manager	C N
	Exact match					
86	1020005	East Asia, Women, Peace & Security (85149)	10012	Korea Foundation	Yeonju Jung	1
87	1020003	EUNPDC (50535)	10044	EU EUNPDC	Sibylle Bauer	1
88	1020013	EXBS Phase 3 (55396)	10070	US Department of State	Mark Bromley	1
89	Absence-E9...	Fråvnaro test	Intercompa...	SIPRI	test employee	1
90	1020000	GReVD (85151)	10061	Svenska Postkodstiftelsen	Caroline Delgado	1
91	1020034	GReVD (85151)	10061	Svenska Postkodstiftelsen	Caroline Delgado	1
92	1020030	Jennys Supersecret Project	10048	The Folke Bernadotte Academy (FBA)	Jenny Mildton	1
93	1020029	Lake Chad	10031	The World Bank Group	Grégory Chauzal	1
94	1020004	Limits on Autonomy in Weapon Systems (58201)	10064	International Committee of the Red Cross	Vincent Boulanin	1
95	1020010	Mali-Center for Security and Development Project (...	10043	EU Mali	Grégory Chauzal	1
96	1020007-02	MISTRA 15% in-kind (85138)	10016	Stiftelsen för miljöstrategisk forskning	Malin Mobjörk	1
97	1020007-01	MISTRA 85%	10016	Stiftelsen för miljöstrategisk forskning	Malin Mobjörk	1
98	1020007	MISTRA I (85135)	10016	Stiftelsen för miljöstrategisk forskning	Malin Mobjörk	1
99	1020014	Monitoring and analysis of the direct and indirect h...	10071	MFA Ireland	Yeonju Jung	1
100	1020027	Nikos Test New Project	10046	European Union Institute for Security Studies (EUISS)	Nikos Politis	1
101	1020022	Peace & Development Forum (85139)	10059	Regeringskansliet	Marina Caparini	1

The project number for Maconomy is in the column *Project No*. After the name of the project, in the column for Project Name you'll find the old project number.

Search for the appropriate project for the line you are going to code. Select the line in the list and click OK, in this example 1020022, Peace & dev. Forum (85139). See picture 16.

Picture 16



	Invoice	For Reallocation	Allocated	Unallocated
Amount Excl. Tax	1.065.349,00	1.065.349,00	0,00	1.065.349,00
	0,00	0,00	0,00	0,00
Amount Incl. Tax	1.065.349,00	1.065.349,00	0,00	1.065.349,00

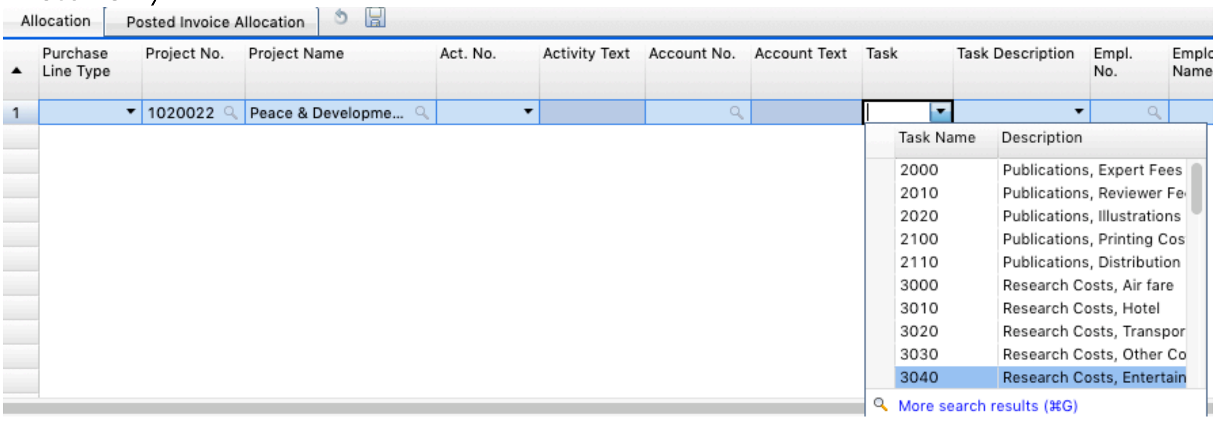
	Purchase Line Type	Project No.	Project Name	Act. No.	Activity Text	Account No.	Account Text	Task	Task Description	Empl. No.
1		1020022	Peace & Development Forum (85139)							

When coding projects in Maconomy, account numbers are no longer used, but *Task* is used.

Proceed to the Task column and place the cursor on the first line.

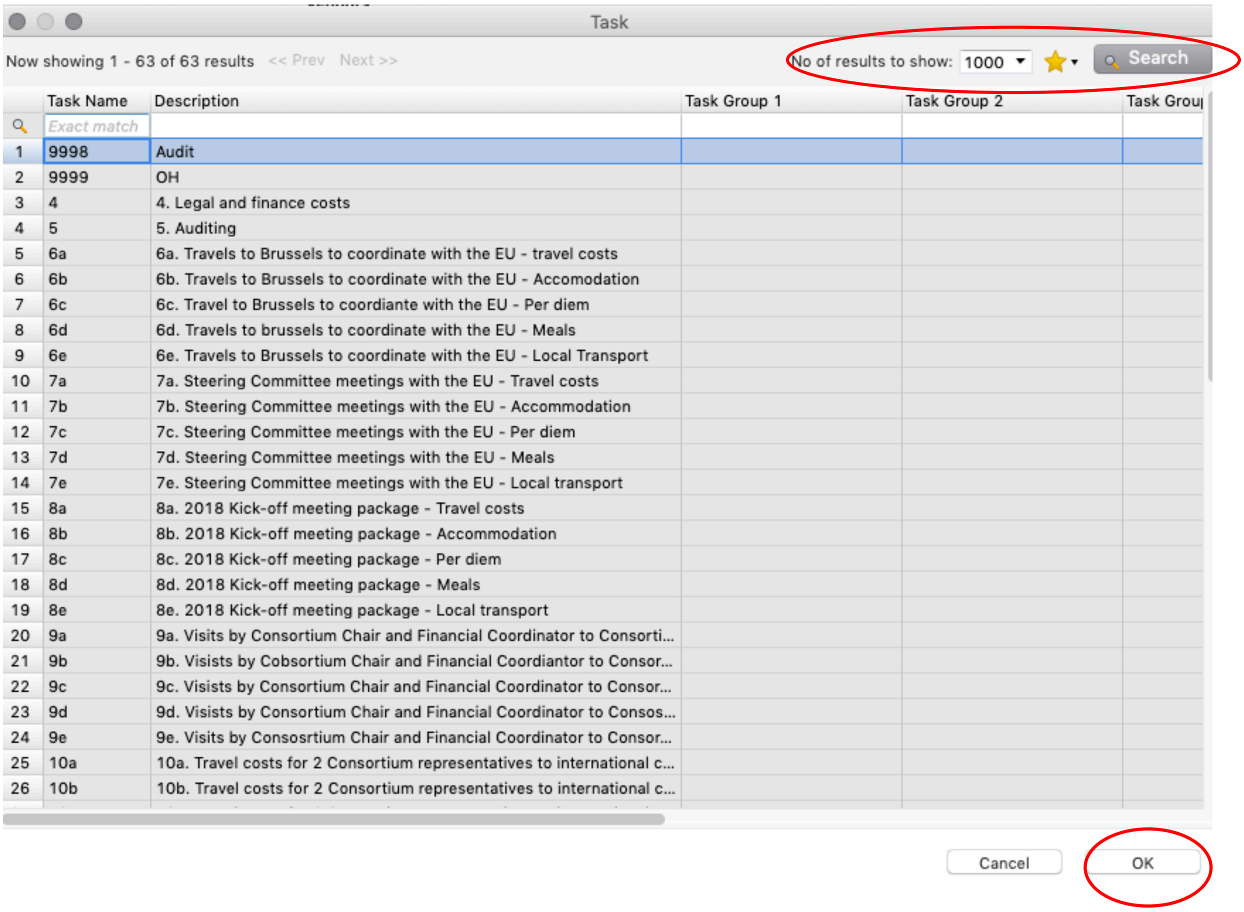
Click on the little black arrow and a small search box will appear. See Figure 17.

Picture 17



The whole headline is not visible here, so click on *More search results* to get a better search view. See picture 18.

Picture 18



Select 1000 – if not already there - and click *Search* and all tasks that are selectable for the actual project will be visible.

Select the appropriate Task, mark it and click OK.

The view will look like in picture 19, under *Allocation*.

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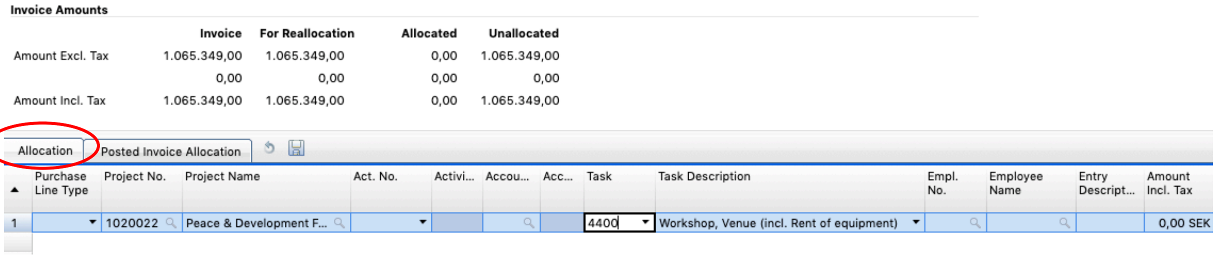
Picture 19



Invoice Amounts

	Invoice	For Reallocation	Allocated	Unallocated
Amount Excl. Tax	1.065.349,00	1.065.349,00	0,00	1.065.349,00
	0,00	0,00	0,00	0,00
Amount Incl. Tax	1.065.349,00	1.065.349,00	0,00	1.065.349,00

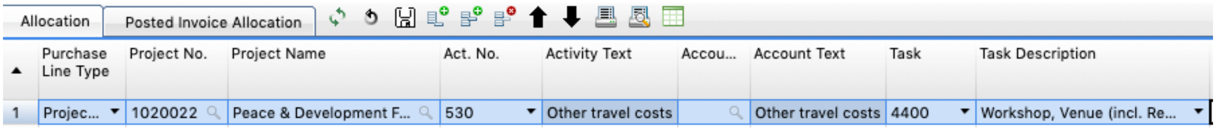
Allocation | Posted Invoice Allocation

	Purchase Line Type	Project No.	Project Name	Act. No.	Activi...	Accou...	Acc...	Task	Task Description	Empl. No.	Employee Name	Entry Descript...	Amount Incl. Tax
1		1020022	Peace & Development F...					4400	Workshop, Venue (incl. Rent of equipment)				0,00 SEK

Press the enter button!

Then the view will look like this. Some information is thus filled in automatically. See picture 20.

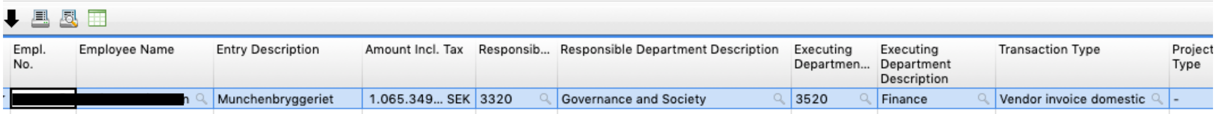
Picture 20



Allocation | Posted Invoice Allocation

	Purchase Line Type	Project No.	Project Name	Act. No.	Activity Text	Accou...	Account Text	Task	Task Description
1	Projec...	1020022	Peace & Development F...	530	Other travel costs		Other travel costs	4400	Workshop, Venue (incl. Re...

Bild 20 cont.



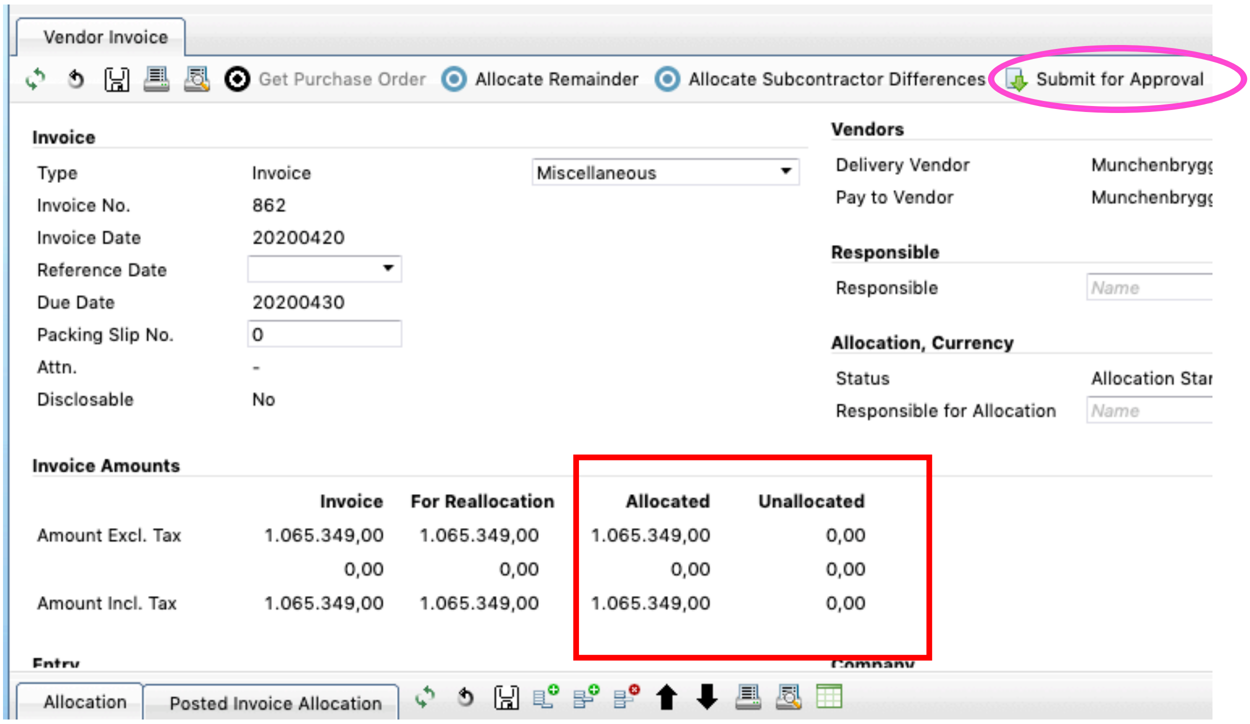
Empl. No.	Employee Name	Entry Description	Amount Incl. Tax	Responsib...	Responsible Department Description	Executing Departmen...	Executing Department Description	Transaction Type	Project Type
[redacted]	[redacted]	Munchenbryggeriet	1.065.349... SEK	3320	Governance and Society	3520	Finance	Vendor invoice domestic	-

If the entire amount is to be coded on the same project and task, on a single line, you are done now.

If the amount is to be coded on several lines (other projects and tasks), change the amount on the line to e.g. 1,000,000 SEK, create a new line and code the remaining amount on a suitable project and task. If needed, add even more lines.

When the entire amount is coded, it can be seen in the *Vendor Invoice* box above. See picture 21.

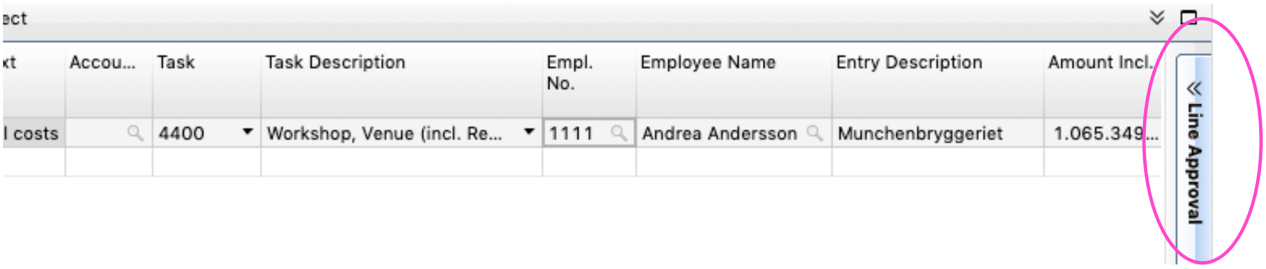
Picture 21



Now the coding is complete. Then you can click on *Submit for Approval* and the line goes to the final approver.

The view also changes to the following. See picture 22.

Picture 22



If you click *Line approval*, you will see the Approvers and the substitute for the Approvers.

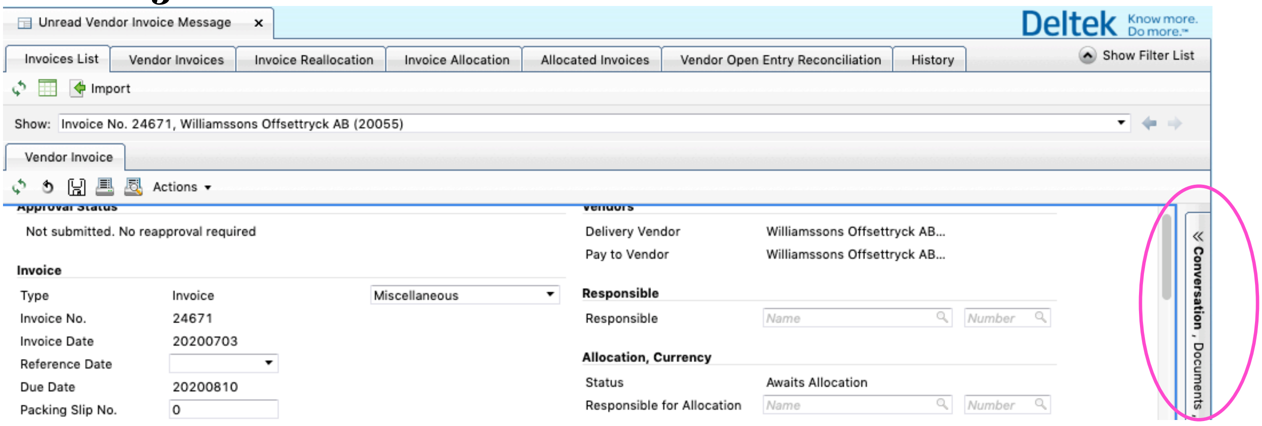
To see the history of invoices/lines that you have approved, a special report is required that is not available yet.

<u>Reply the sender</u>

Since you have coded this invoice it was yours, so you need to send a reply to the sender.

Go back to the tab *Conversation* to reply to the message. See picture 23.

Picture 23



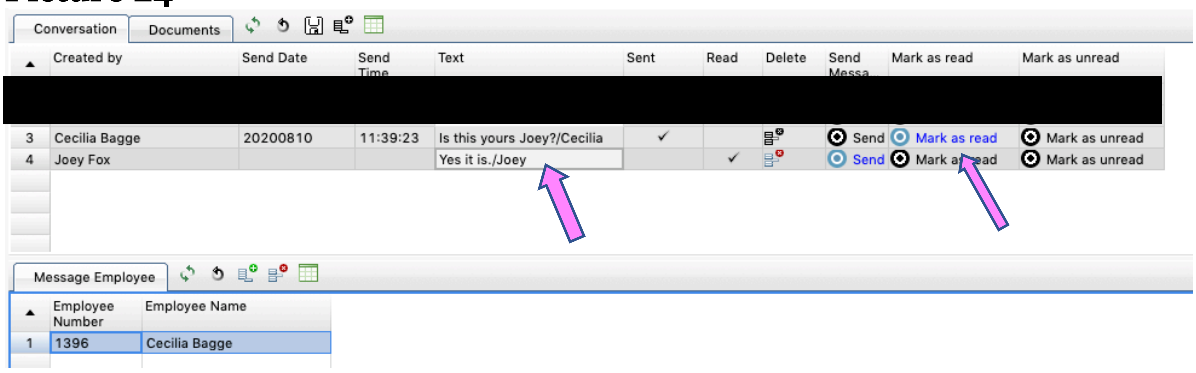
First click *Mark as read* on line 3 so it turns black.

Then create a new line, line 4 and type your answer. Press Enter.

Choose the recipient under *Message Employee.*

See picture 24.

Picture 24



Click *Send* on line 4 so it turns black. Your reply has been sent.

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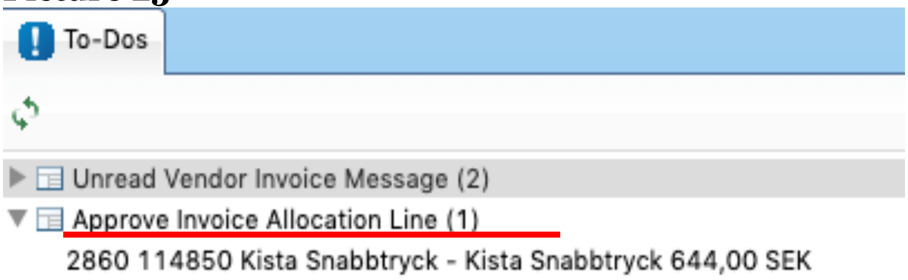
5. Approve a coded invoice

The alternative to coding invoices yourself is to only approve an already coded invoice.

Invoices to be approved can be seen under your *To-Dos* under the heading *Approve Invoice Allocation Line*, when you log in to Maconomy.

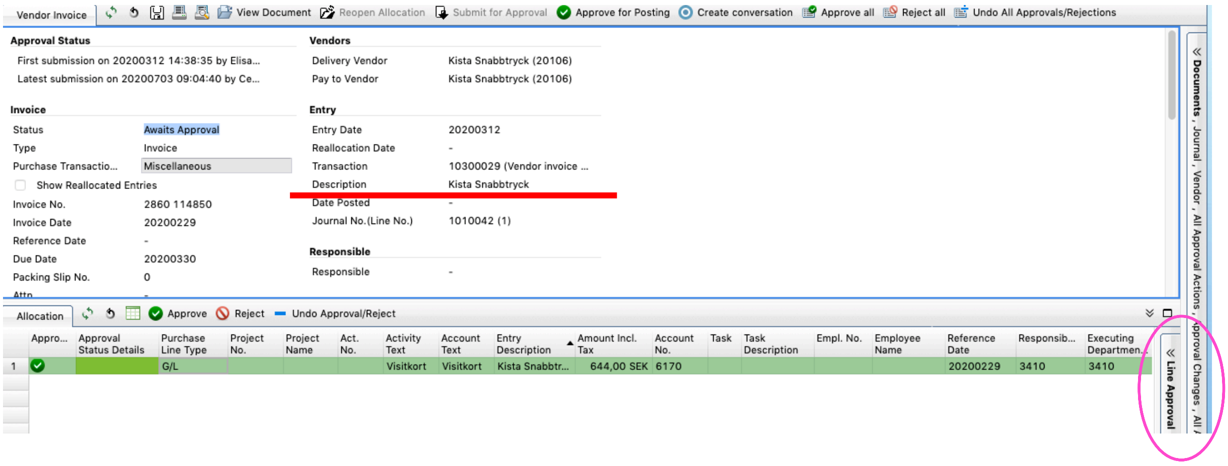
Click on the arrow to the left of the heading, and the menu will open and all lines which must be approved will appear. See picture 25.

Picture 25



Double-click on a row to be approved. See picture 26.

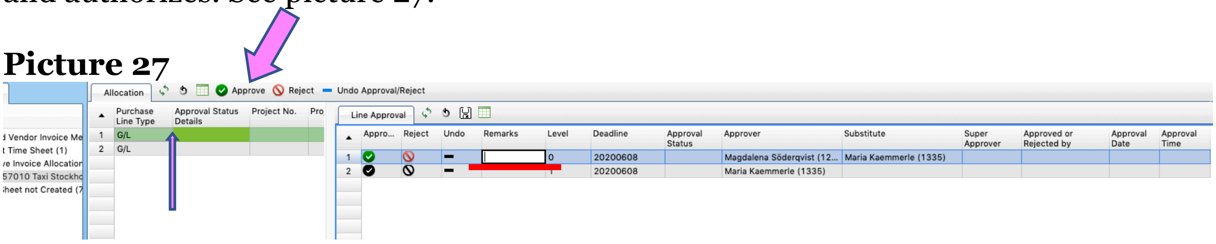
Picture 26



It is the green lines that needs to be approved.

Place the cursor on line 1 and click once. Click *Line Approval* to see who approves and authorizes. See picture 27.

Picture 27

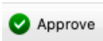


Line 1 is the one to be approved (with substitute). Line two shoes who will do the final approval/who authorizes.

(The substitute only approves if the regular approver for example is on vacation.)

Close *Line Approval*.

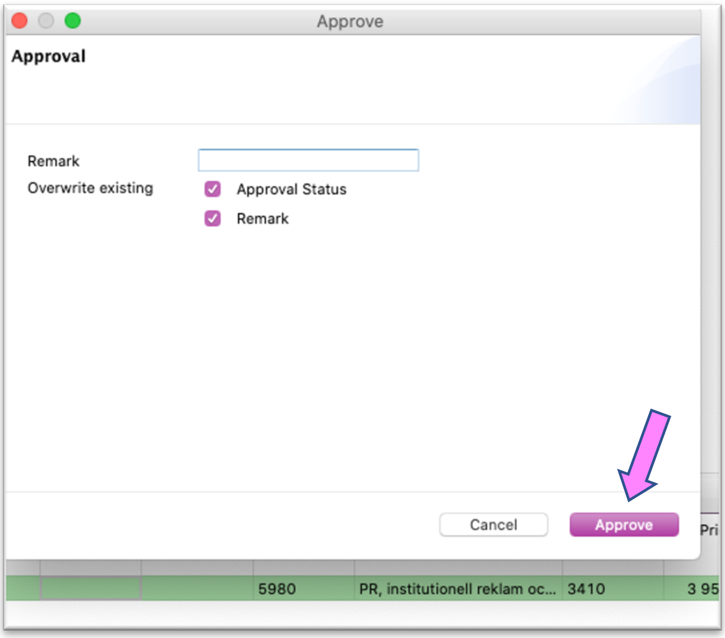
Check that the information on the line to be approved in the *Allocation* field is correct.

If it is correct click 

See picture 27 above.

Once you have clicked *Approve*, a box will appear "called *Approve*. See picture 28.

Picture 28



In the box for *Remarks* you can write a message if you wish but it is not necessary.

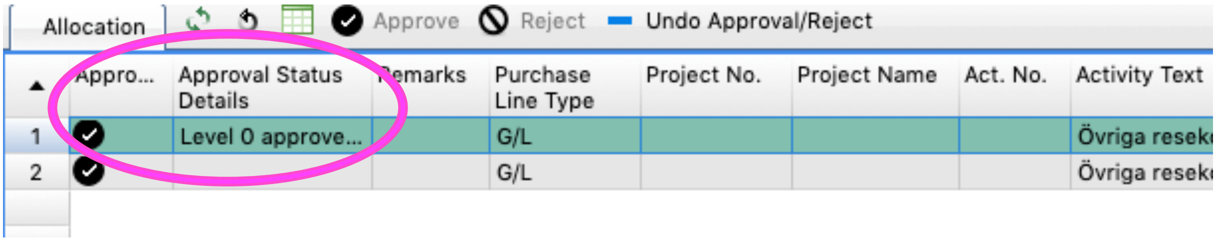
If you reject the invoice line, on the other hand, a comment is necessary.

Click *Approve*.

You will return to the *Allocation* view and the check mark on row 1 in the column

Approval has changed to black and the text next to it has changed to *Level 0 approved*. See picture 29.

Picture 29

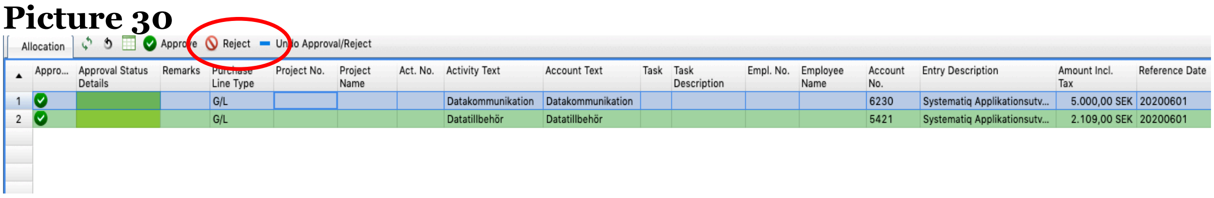


If the coding is incorrect on a line, reject the incorrect coding by clicking on *Reject*. See picture 30.

That's the only way. You cannot change the coding yourself.

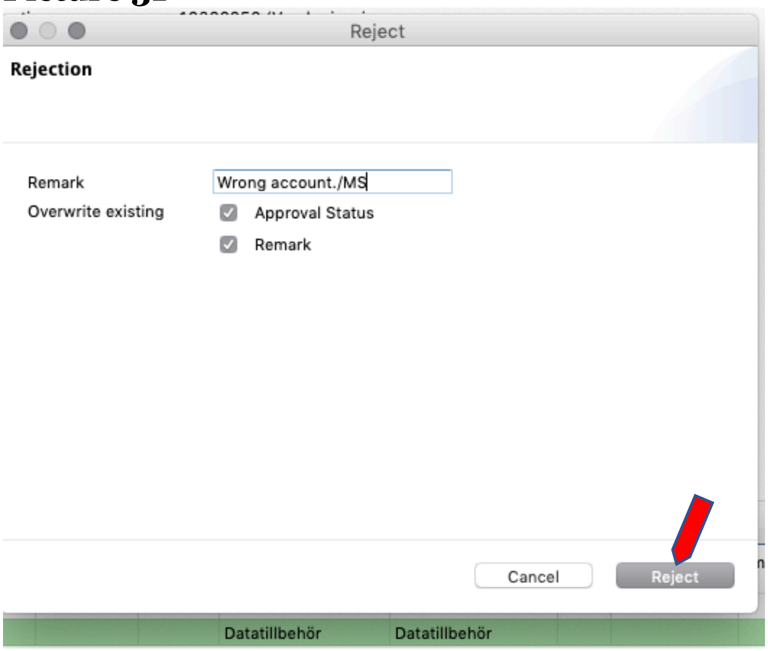
The coding has now been rejected, and the invoice/line goes back to the person who sent it to you.

Picture 30



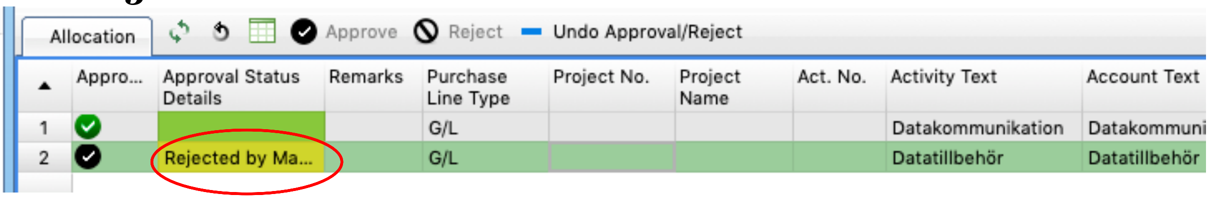
Write a comment by *Remark* and click on *Reject*. See picture 31.

Picture 31



Picture 32 shows a rejected line.

Picture 32



When you close the view, the invoice line you have worked with will disappear.

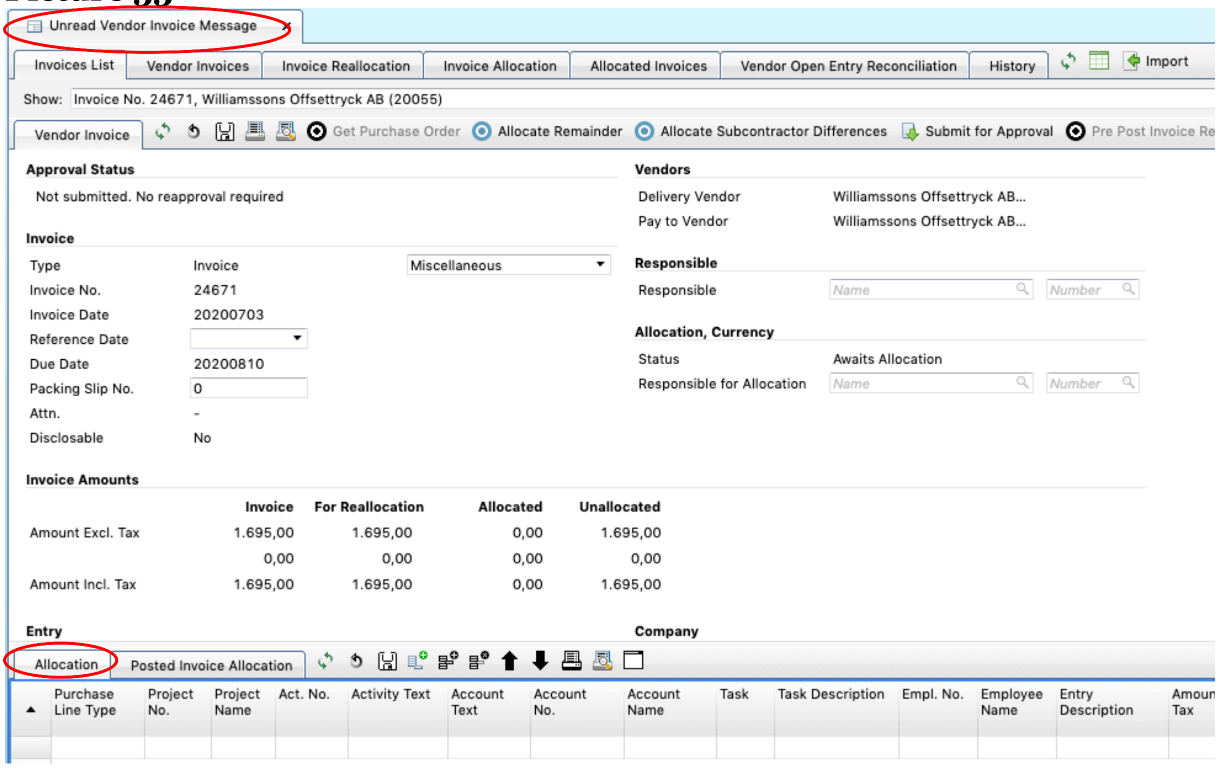
To see the history of invoices/lines that you have handled a special report is required that is yet to be produced.

6. Code an invoice/line to Account and Responsible Department

So called core costs are coded in Maconomy on account and department, e.g. computer glasses, postage, coffee, fika, electricity etc.

To start coding, click on an invoice line under To-Dos in the left menu, under the heading *Unread Vendor Invoice Message*. The following view is displayed. See picture 33.

Picture 33

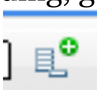


Attachments

N.B. If you are going to code an invoice for a conference, staff activity, or representation, you must always upload a list of participants, a conference program etc.

To do so see pages 4-5, pictures 7-9.

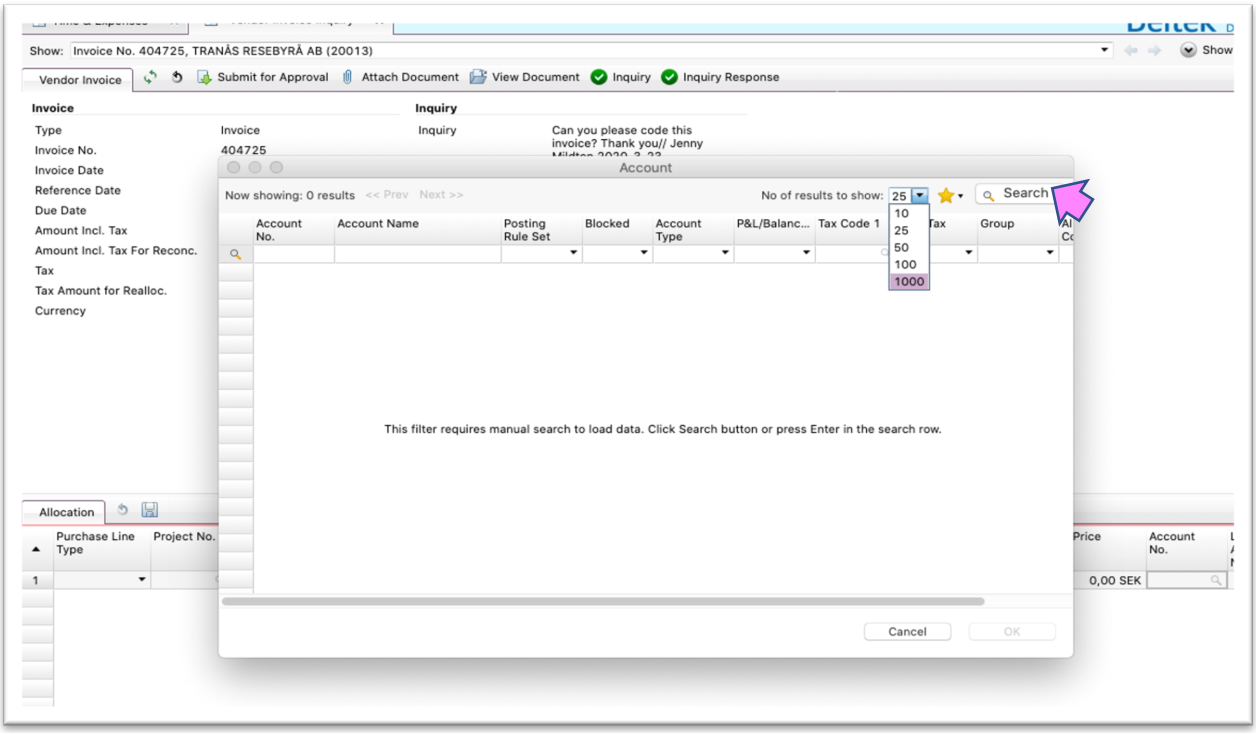
To start coding, go to the view *Allocation*.

Then click  to add an active line.

The first line becomes slightly blue.

Place the cursor on the first line in the box under the heading *Account No*. and Double click on the small magnifying glass. The following view appears. See picture 34.

Picture 34



Set No of Results to Show, to 1000 – if not already done - and click Search.

Then the entire list of accounts will appear.

- If you know which number the account starts with go to the first line and enter in the column for *Account No*. for example 5 *. Do not forget the star! Click *Search*.

You will see all account numbers starting with 5, which can make the search easier.

- If you know which letter/s the account name starts with and want to search for it, go to the first line and place the cursor in the *Account Name* column.

Write for example Övriga* and click on Search. **Do not forget the star!**

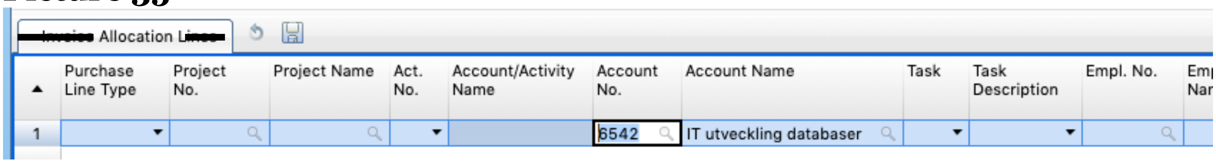
Tip! If you would like to sort in number or letter order go, for example to the column for *Account No*, click the black arrow, up for ascending sort and down for descending sort.

Then type star * in the search field and click Search. The columns are then sorted in an ascending/descending number order, depending on the direction of the arrow.

Select the appropriate account number e.g. *5890 Övriga resekostnader (Other travel costs)*. Select the line and click OK.

Once you have made your choice of account, you will return to the *Allocation* view and then *Account No*. and *Account Name* filled in. See picture 35.

Picture 35



Then go to the column for *Responsible Department* and click the magnifying glass.

Set No of Results to Show, to 1000 – if not already done - and click Search.

Then the list of *Responsible Departments* appears. See picture 36.

Picture 36

Responsible Department

Now showing 1 - 31 of 31 results << Prev Next >>   No of results to show: 1000   Search

	Name	Description	Blocked	Dimension Comb. No.	Account No.	Local Account No.	Executing Departmen...	Project Type
	Exact match							
1	-	Standard					-	
2	1000	N/A						
3	2000	N/A						
4	3100	Armament and Disarmament					3100	
5	3110	Arms, transfers and Militar...					3110	
6	3120	Disarmament, Arms Contr...					3120	
7	3130	Dual-use and Arms Trade ...					3130	
8	3140	Emerging Technologies					3140	
9	3200	Conflict, Peace and Security					3200	
10	3210	European Security					3210	
11	3220	China and Asia Security					3220	
12	3230	Middle East & North Africa					3230	
13	3240	West Africa & Sahel					3240	
14	3250	Peace Operations and Con...					3250	
15	3260	Russian and Eurasian secu...					3260	
16	3300	Peace and Development					3300	
17	3310	Climate and Security Risk					3310	
18	3320	Governance and Society					3320	
19	3330	Sustainable Peace					3330	
20	~~3400~~	~~Outreach~~					3400	
21	3410	Editorial					3410	
22	3420	Communications					3420	
23	3430	Library					3430	
24	~~3500~~	~~Operations~~					3500	
25	3510	Human Resources					3510	
26	3520	Finance					3520	
27	3530	IT					3530	
28	3540	Director´s Office					3540	
29	3550	Governing Board					3550	
30	3560	Others					3560	
31	3570	Facilities					3570	

Cancel   OK

Please note that for the "old Coor costs" project 20098, there is no longer one corresponding Responsible Department but several. See picture 36 above.

Note that Departments 3400 Outreach and 3500 Operations are both reporting numbers and are not used in this context!

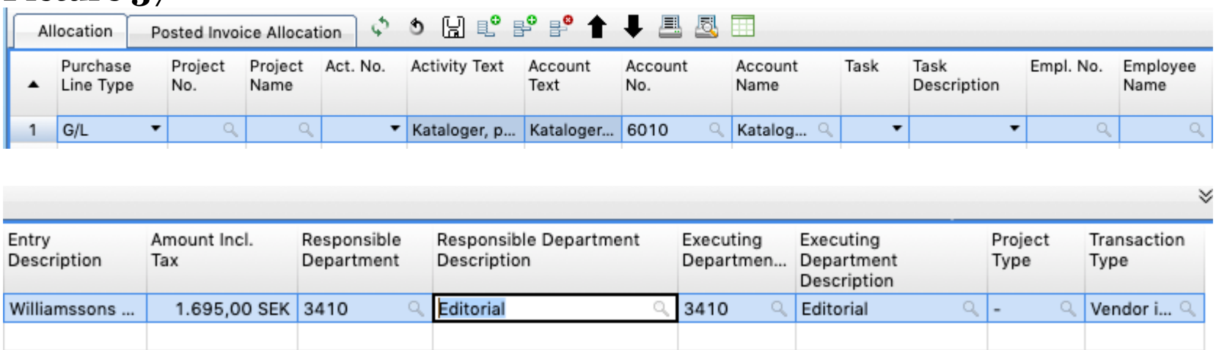
See Appendix 1, for what can be coded to the various Responsible Departments.

Please note that coding on account is only actively combined with Responsible Department - nothing else.

Select the appropriate *Responsible Department* from the list for the line to be coded and click OK.

Then you will return to the coding view. Press Enter.
This will automatically display information in some columns. See picture 37.

Picture 37



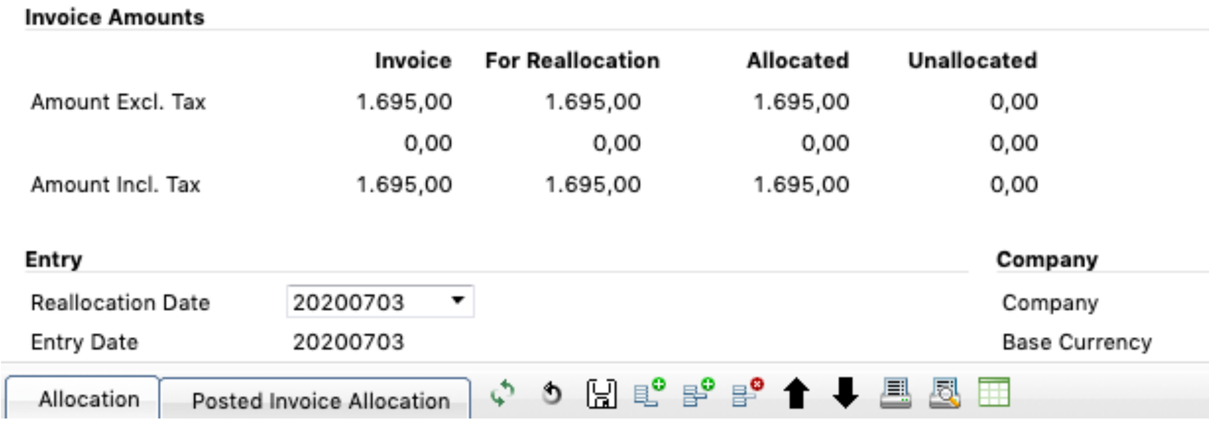
The *Executing Department* is thus preset and comes automatically. You do not actively choose it!

If the entire amount is to be coded to the same account and the same Responsible Department you are finished now.

Otherwise, add rows by clicking  and do it the same way but by splitting the total sum until the entire sum is coded.

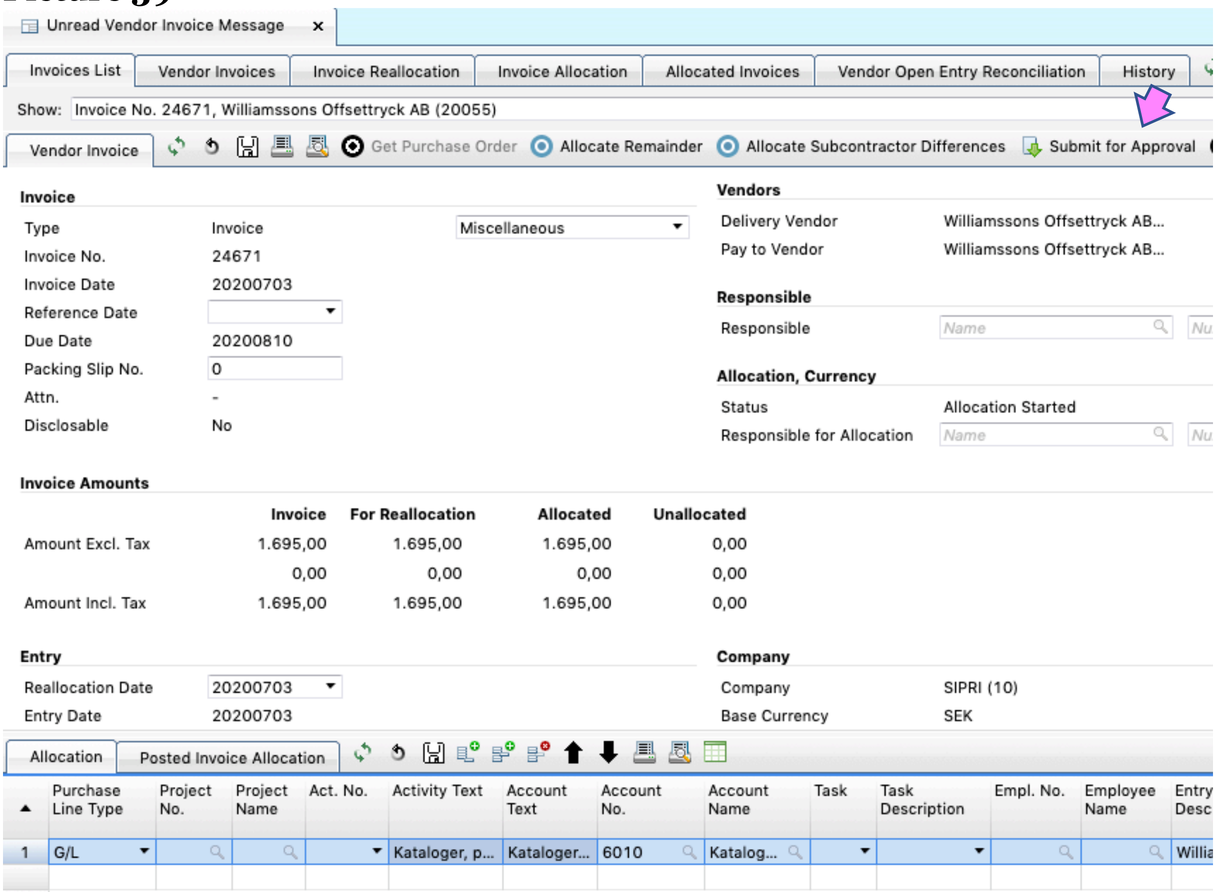
In the field above *Allocation* under *Invoice Amounts* you can see if everything is *Allocated* or if there is any balance left to code i.e. *Unallocated*. See picture 38.

Picture 38



When the entire sum is Allocated, click on *Submit for Approval*. See picture 39.

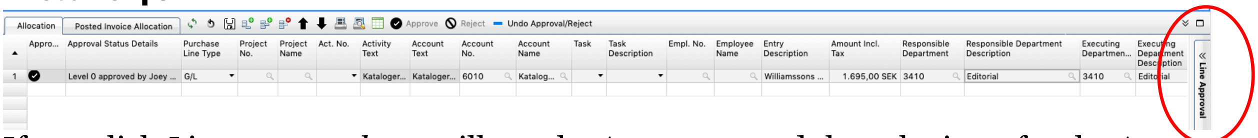
Picture 39



The invoice goes on to the person who will finally approve it.

The view will change to the following. See picture 40.

Picture 40



If you click *Line approval* you will see the Approvers and the substitute for the Approvers.

Substitutes will take care of the invoice in case the regular Approver is on vacation or similar.

To see the history of invoices/lines that you have approved, a special report is required that is not available yet.

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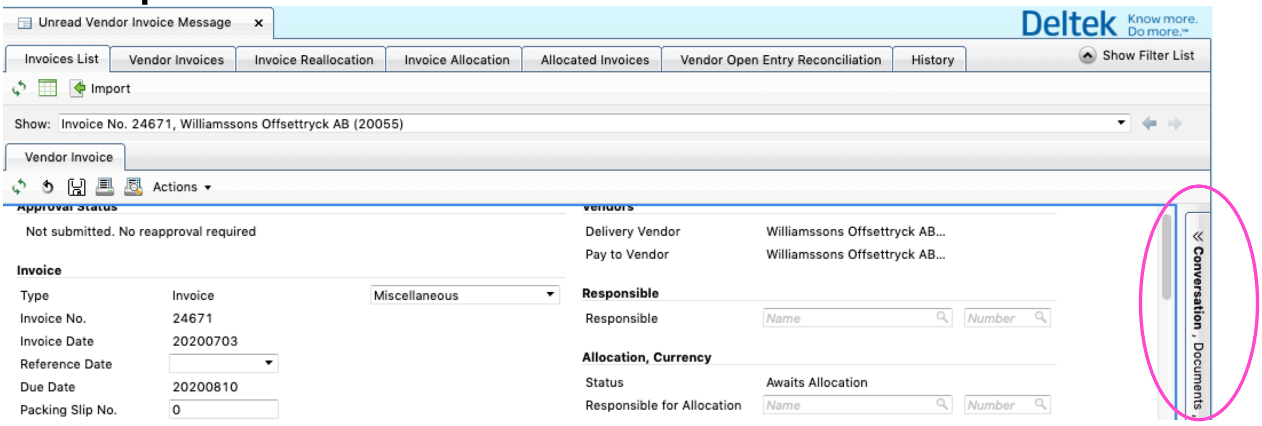
Reply the sender

Since you have coded this invoice it was yours, so you need to send a reply to the sender.

Go back to the tab *Conversation* to reply to the message. See picture 41.

Picture 41



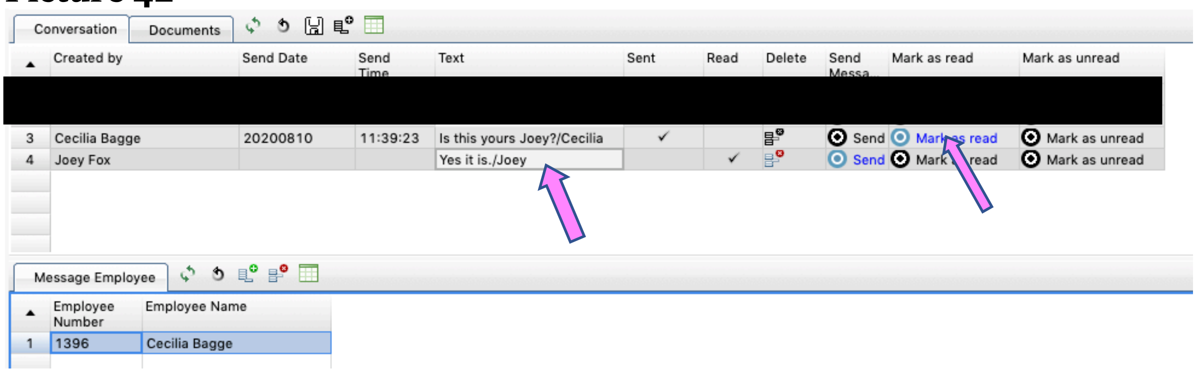
First click *Mark as read* on line 3 so it turns black.

Then create a new line, line 4 and type your answer. Press Enter.

Choose the recipient under *Message Employee*.

See picture 42.

Picture 42



Click *Send* on line 4 so it turns black. Your reply has been sent.

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APPENDICE

1.	Responsible Departments				
Responsible Department		Person Resp. for coding	Project no in Palette		Examples of Costs
3400	*Outreach*				*Only for statistics. Do not code on 3400!!*
3410	Editorial		20092		Same as before
3420	Communications		20094		Same as before
3430	Library		20091		Same as before
3500	*Operations*				*Only for statistics. Do not code on 3500!!*
3510	Human Resources		20098		Recruitment, Travel insurance, Arbetsgiv.verket, System for recruitment, Medication
3510	Human Resources		20098		Doctor's visits, Preventive Healthcare , Comp. glasses, Relocation costs, Visa costs, Heat training, Staff training, Gifts
3520	Finance		20098		Licenses for finance systems; Deloitte, Deltek, Hogia, Accountor, Auditing costs, Banking costs, Postage, Leasing costs coffe machines, Leasing costs furniture, SPV, Trygghetsstiftelsen, Office rent, Company insurance.
3530	IT		20093		IT related costs, Same as before
3540	Director's Office		20098		Travels and costs for; D+DD, Assistant to D, Assistant to DD, Partnerships' manager, Research ass to D.
3550	Governing Board		20098		Board + chairman; Travel costs, Honorariums, Board meeting costs, Other costs
3560	Others		20098		Temporarily employed associates
3570	Facilities		20098		Office costs; Electricity, Heating, Garbage collection, Recycling, Maintenance of building, Cleaning, Heating.
3570	Facilities		20098		Taxi, Messenger services, Social activities for the whole office, Costs for alarm, Staff fika, Business cards, Dry cleaning and other purchases related to the office.