

MACONOMY *MANUAL*

4. CODE VENDOR INVOICES

Revised: 2020-09-22

Responsible: Accountant

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1. Introduction

Log in to Maconomy. See picture 1.

Picture 1

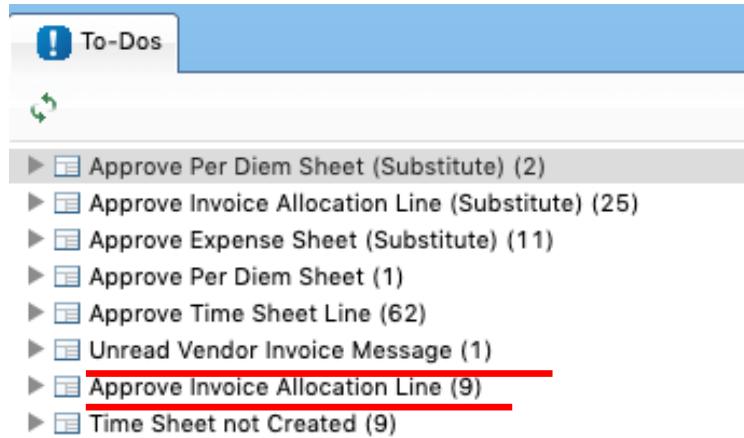


Once you have logged in to Maconomy, you will see under your To-Dos in the menu on the left, if you have invoices / invoice lines to code / approve.

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!

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



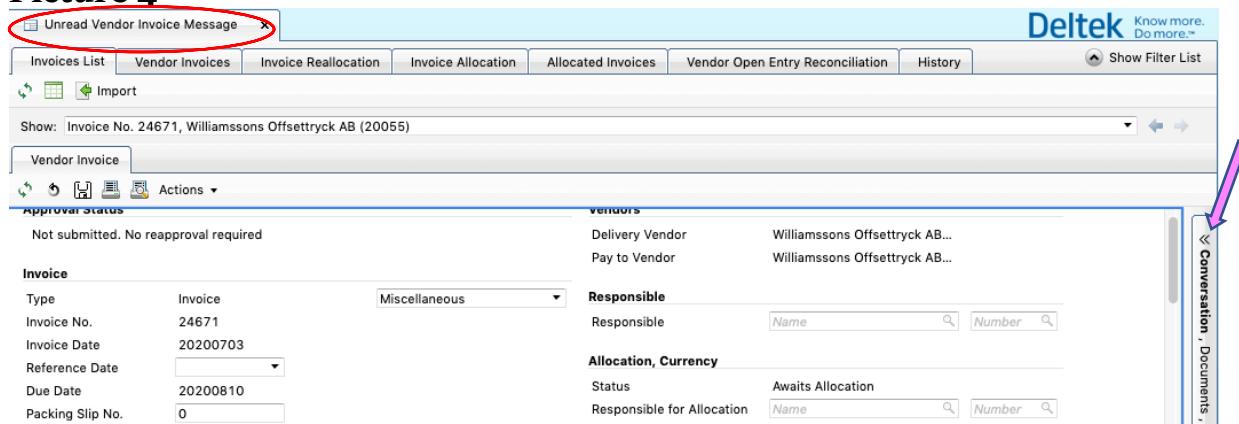
Click on update, the arrows in the circle, to make sure everything is visible. The name to the right of the supplier's name in the list shows who sent the request to you. (Here it is masked.)

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.

Picture 5

| Document Name | Document Type | Document... | Locked | Locked By | Revision No. |
|---------------|---------------|-------------|--------|-----------|--------------|
| 1 80561214... | Adobe Acrobat | 16718 | | | 1 |

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.

Make sure that you code first and then click *Mark as Read*.

- 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

| Created by | Send Date | Send Time | Text | Sent | Read | Delete | Send Message | Mark as read | Mark as unread |
|-----------------|-----------|-----------|-----------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3 Cecilia Bagge | 20200810 | 11:39:23 | Is this yours Joey?/Cecilia | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Joey Fox | | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Should be sent to xxx instead./XXX

| Employee Number | Employee Name |
|-----------------|---------------|
| 1 1396 | Cecilia Bagge |

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*.

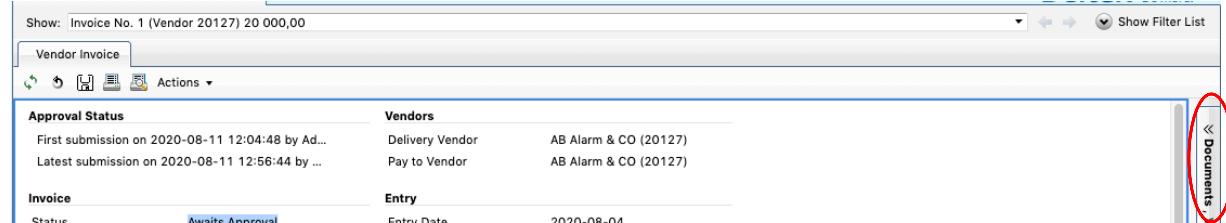
To code to **account and department**, see section 6. *Code an invoice/line to account and responsible department*.

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.

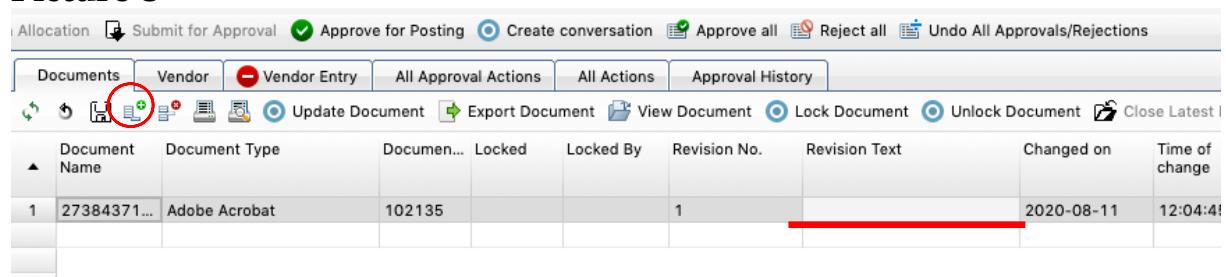
Picture 7



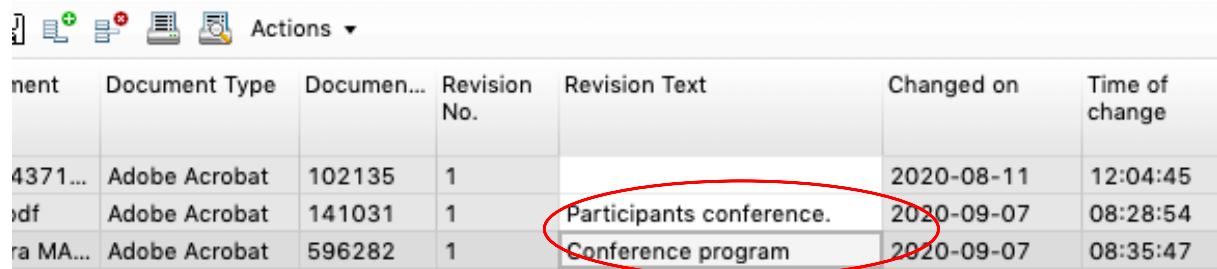
Then click .

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

| Document | Document Type | Document ID | Revision No. | Revision Text | Changed on | Time of change |
|----------|---------------|-------------|--------------|--------------------------|------------|----------------|
| 4371... | Adobe Acrobat | 102135 | 1 | | 2020-08-11 | 12:04:45 |
| pdf | 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

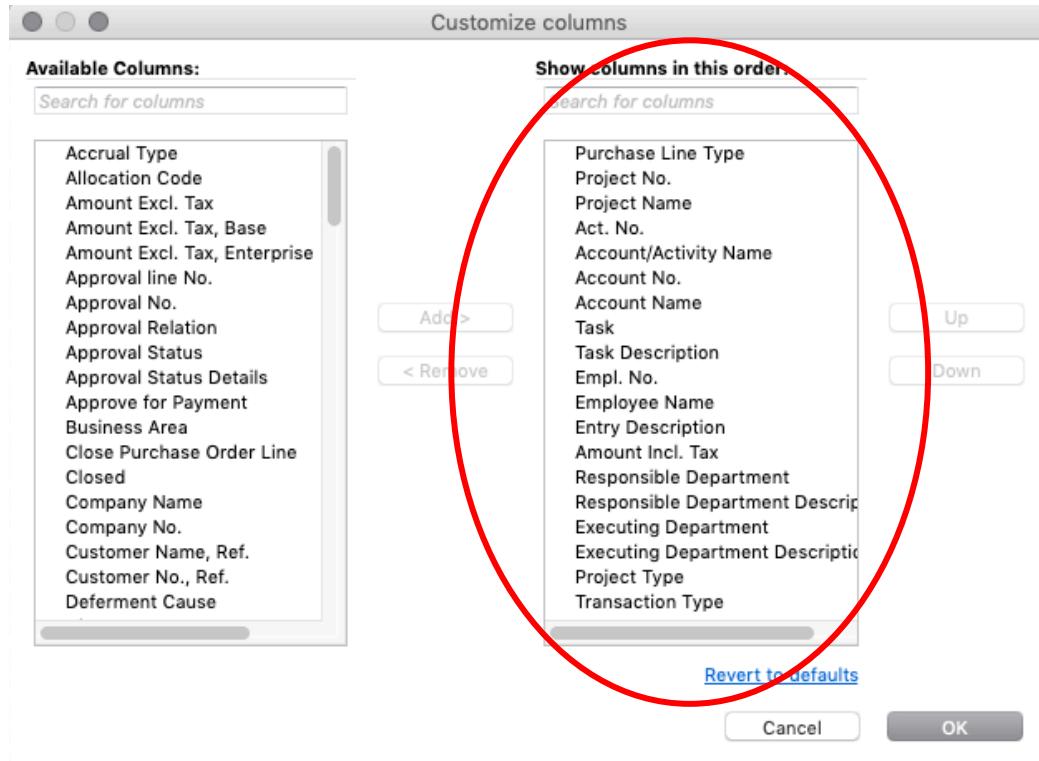
| Purchase Line Type | Project No. | Project Name | Act. No. | Account/Activity Name | Account No. | Account Name | Task | Task Description |
|--------------------|-------------|--------------|----------|-----------------------|-------------|--------------|------|------------------|
| | | | | | | | | |

Picture 11

| Empl. No. | Employee Name | Entry Description | Amount Incl. Tax | Responsible Department | Responsible Department Description | Executing Department | Executing Department Description | Project Type | Transaction Type |
|-----------|---------------|-------------------|------------------|------------------------|------------------------------------|----------------------|----------------------------------|--------------|------------------|
| | | | | | | | | | |

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

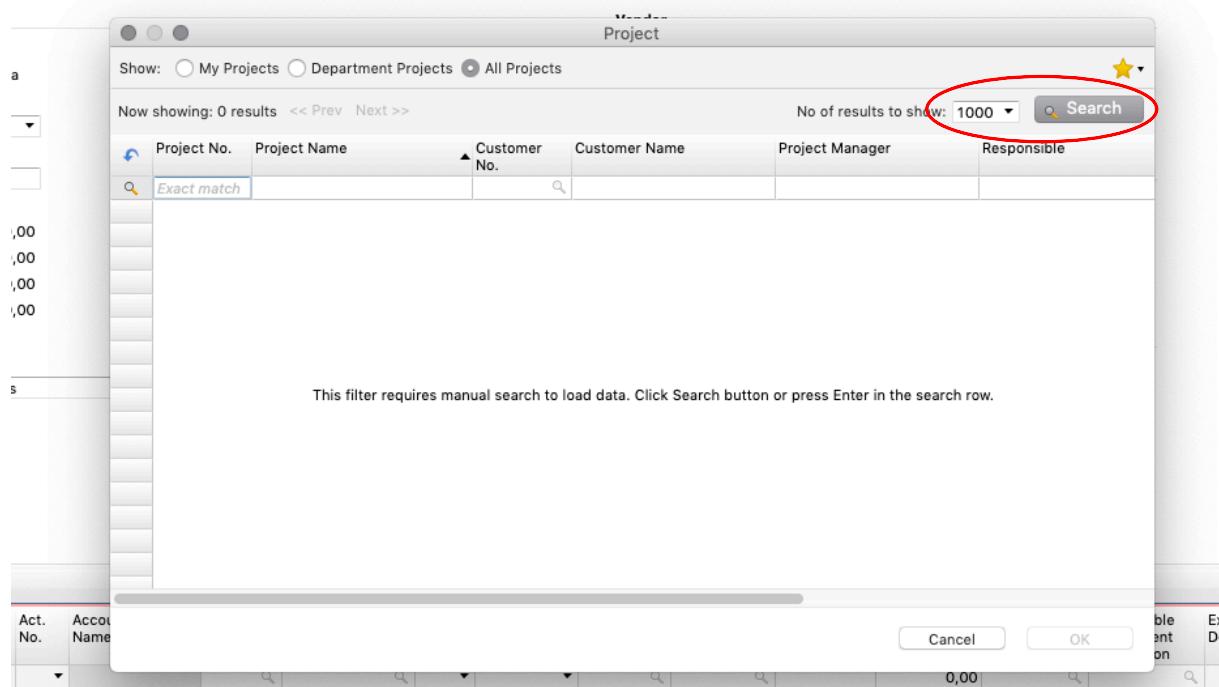
The screenshot shows the Deltek software interface for managing vendor invoices. The top navigation bar includes links for 'Invoices List', 'Vendor Invoices', 'Invoice Reallocation', 'Invoice Allocation', 'Allocated Invoices', 'Vendor Open Entry Reconciliation', 'History', 'Import', and 'Show Filter List'. Below this, a message box indicates 'Show: Invoice No. 862, Munchenbryggeriet (20126)'. The main content area is titled 'Vendor Invoice' and contains sections for 'Approval Status', 'Vendors', 'Invoice', 'Allocation, Currency', and 'Invoice Amounts'. The 'Allocation' tab in the bottom navigation bar is circled in red. The bottom part of the screen shows a grid for entering allocation lines, with columns for 'Purchase Line Type', 'Project No.', 'Project Name', 'Act. No.', 'Activity Text', 'Account Text', 'Task', 'Task Description', 'Empl. No.', 'Employee Name', 'Account No.', 'Local Account No.', 'Item No.', 'Entry Description', and a search icon.

Go to the Allocation view.

To start coding, click to add an active line.

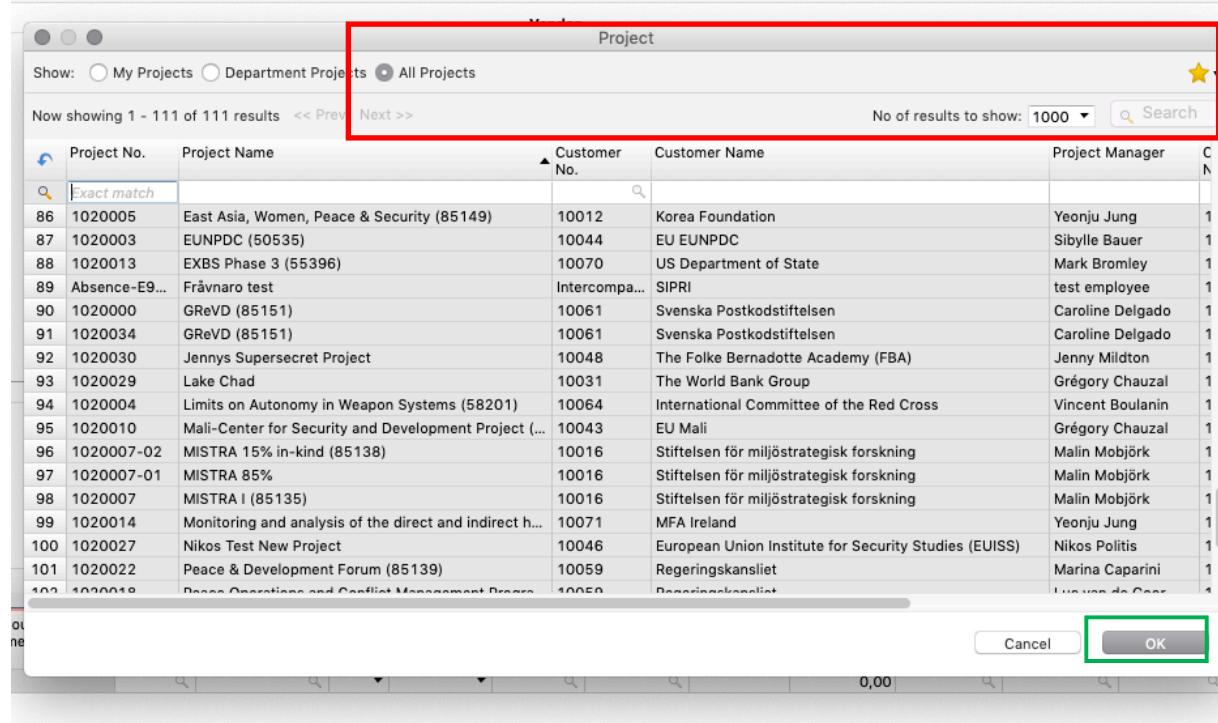
Then the first line becomes slightly blue.

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.

Picture 15



Project

Show: My Projects Department Projects All Projects

Now showing 1 - 111 of 111 results << Prev Next >>

No of results to show: 1000

Project No. Project Name Customer No. Customer Name Project Manager C N

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... Fråvナルo 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 Boulain 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
 102 1020019 Peace Operations and Conflict Management Projects 10050 Regeringskansliet Luisa van de Goot 1

Cancel OK

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



Allocation Posted Invoice Allocation

| | 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 |
| 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

Now showing 1 - 63 of 63 results << Prev Next >>

No of results to show: 1000

| Task Name | Description | Task Group 1 | Task Group 2 | Task Group 3 |
|--------------------------------------|--|--------------|--------------|--------------|
| <input type="checkbox"/> Exact match | | | | |
| 1 9998 | Audit | | | |
| 2 9999 | OH | | | |
| 3 4 | 4. Legal and finance costs | | | |
| 4 5 | 5. Auditing | | | |
| 5 6a | 6a. Travels to Brussels to coordinate with the EU - travel costs | | | |
| 6 6b | 6b. Travels to Brussels to coordinate with the EU - Accomodation | | | |
| 7 6c | 6c. Travel to Brussels to cooardinate with the EU - Per diem | | | |
| 8 6d | 6d. Travels to brussels to coordinate with the EU - Meals | | | |
| 9 6e | 6e. Travels to Brussels to coordinate with the EU - Local Transport | | | |
| 10 7a | 7a. Steering Committee meetings with the EU - Travel costs | | | |
| 11 7b | 7b. Steering Committee meetings with the EU - Accommodation | | | |
| 12 7c | 7c. Steering Committee meetings with the EU - Per diem | | | |
| 13 7d | 7d. Steering Committee meetings with the EU - Meals | | | |
| 14 7e | 7e. Steering Committee meetings with the EU - Local transport | | | |
| 15 8a | 8a. 2018 Kick-off meeting package - Travel costs | | | |
| 16 8b | 8b. 2018 Kick-off meeting package - Accommodation | | | |
| 17 8c | 8c. 2018 Kick-off meeting package - Per diem | | | |
| 18 8d | 8d. 2018 Kick-off meeting package - Meals | | | |
| 19 8e | 8e. 2018 Kick-off meeting package - Local transport | | | |
| 20 9a | 9a. Visits by Consortium Chair and Financial Coordinator to Consorti... | | | |
| 21 9b | 9b. Visists by Cobsortium Chair and Financial Cordinantor to Consor... | | | |
| 22 9c | 9c. Visists by Consortium Chair and Financial Coordinator to Consor... | | | |
| 23 9d | 9d. Visists by Consortium Chair and Financial Coordinator to Consos... | | | |
| 24 9e | 9e. Visits by Consosrtium Chair and Financial Coordinator to Consor... | | | |
| 25 10a | 10a. Travel costs for 2 Consortium representatives to international c... | | | |
| 26 10b | 10b. Travel costs for 2 Consortium representatives to international c... | | | |

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

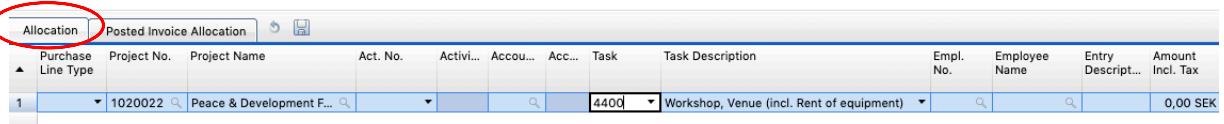
Select the appropriate Task, mark it and click OK.

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

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 |



Press the enter button!

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

Picture 20

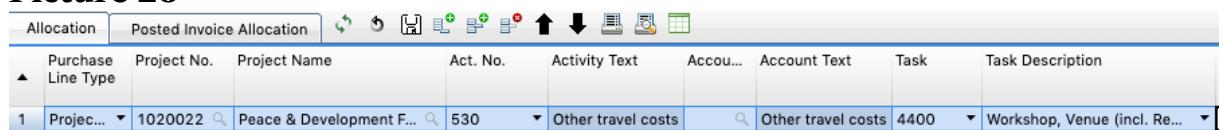
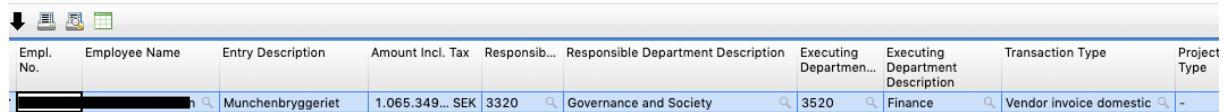


Bild 20 cont.

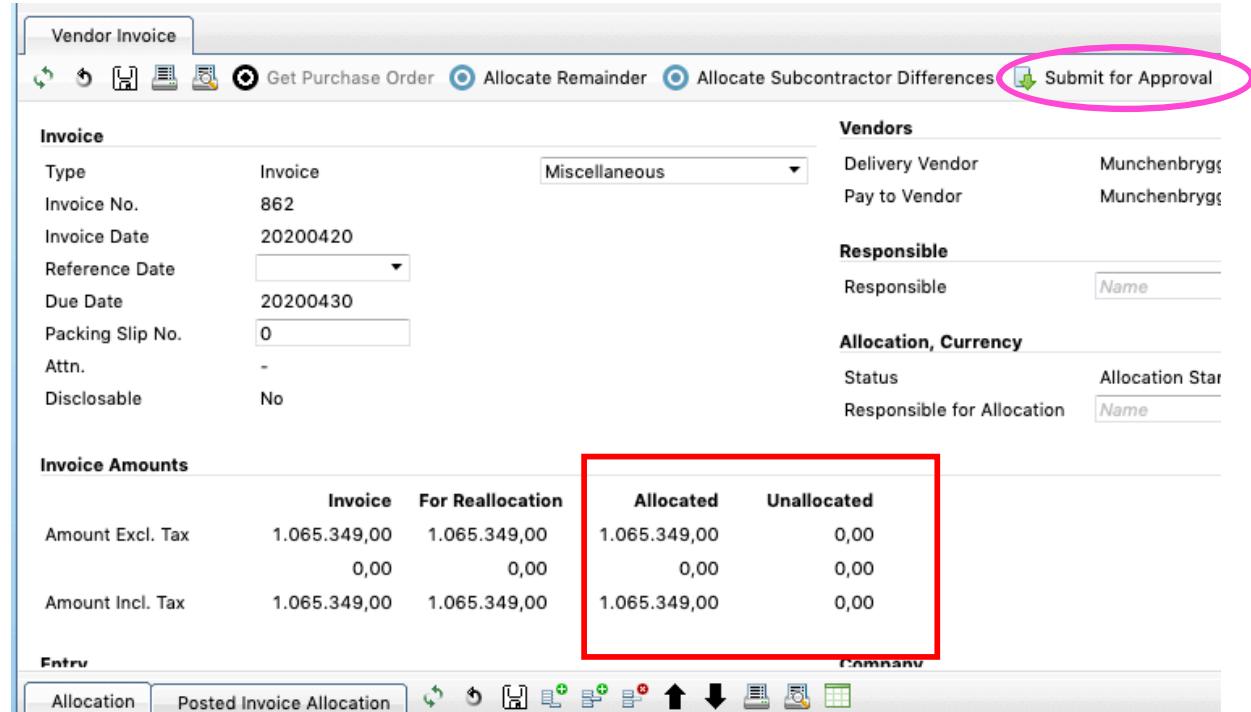


If the entire amount is to be coded on the same project and task, on a single line, you are done now.

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



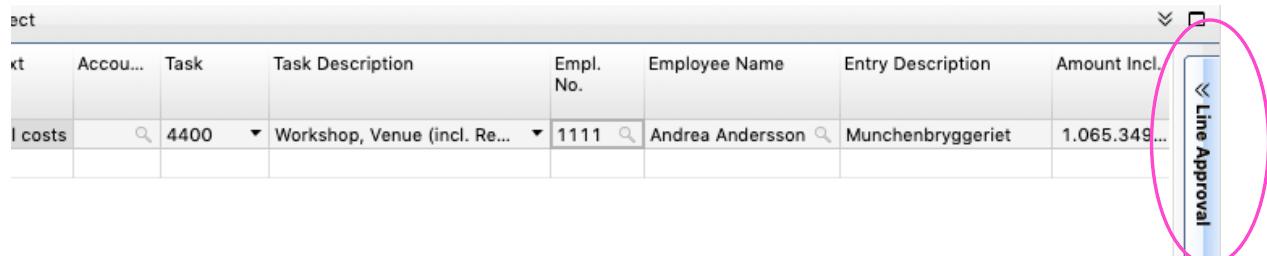
The screenshot shows the 'Vendor Invoice' screen. At the top, there are several buttons: 'Get Purchase Order', 'Allocate Remainder', 'Allocate Subcontractor Differences', and 'Submit for Approval' (which is circled in pink). The main area is divided into sections: 'Invoice' (containing fields for Type, Invoice No., Date, Due Date, etc.), 'Vendors' (Delivery Vendor: Munchenbrygg, Pay to Vendor: Munchenbrygg), 'Responsible' (Responsible: Name), and 'Allocation, Currency' (Status: Allocation Star, Responsible for Allocation: Name). Below these is the 'Invoice Amounts' section, which includes a table:

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

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



The screenshot shows the 'Allocation' screen. It displays a table with columns: Kt, Accou..., Task, Task Description, Empl. No., Employee Name, Entry Description, and Amount Incl. The last column shows the amount 1.065.349... A vertical bar on the right is circled in pink and labeled 'Line Approval'.

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

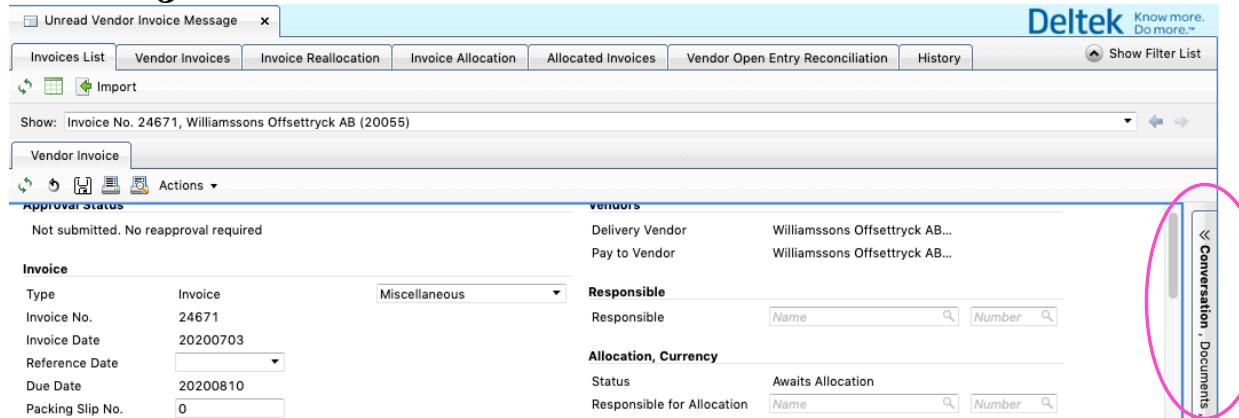
To see the history of invoices/lines that you have approved, a special report is required that is not available yet.

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 23.

Picture 23



The screenshot shows the Deltek software interface with the following details:

- Header:** Unread Vendor Invoice Message
- Toolbar:** Invoices List, Vendor Invoices, Invoice Reallocation, Invoice Allocation, Allocated Invoices, Vendor Open Entry Reconciliation, History, Show Filter List
- Buttons:** Import
- Search Bar:** Show: Invoice No. 24671, Williamssons Offsettryck AB (20055)
- Tab:** Vendor Invoice
- Actions:** Approval Status, Invoice, Vendors, Responsible, Allocation, Currency
- Content:** Invoice details (Type: Invoice, Invoice No.: 24671, Invoice Date: 20200703, Reference Date: 20200810, Due Date: 20200810, Packing Slip No.: 0) and Vendor details (Delivery Vendor: Williamssons Offsettryck AB..., Pay to Vendor: Williamssons Offsettryck AB...).
- Vertical Navigation Bar:** Conversation, Documents

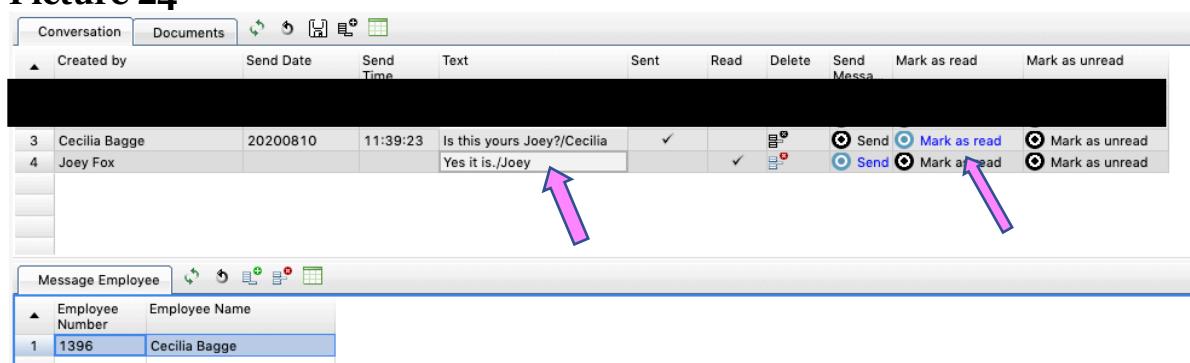
First click *Mark as read* on line 3 so it turns black.

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

Choose the recipient under *Message Employee*.

See picture 24.

Picture 24



The screenshot shows the Deltek software interface with the following details:

- Header:** Conversation, Documents
- Toolbar:** Created by, Send Date, Send Time, Text, Sent, Read, Delete, Send Messa, Mark as read, Mark as unread
- Table:**

| | Created by | Send Date | Send Time | Text | Sent | Read | Delete | Send Messa | Mark as read | Mark as unread |
|---|---------------|-----------|-----------|-----------------------------|------|------|--------|------------|---|---|
| 3 | Cecilia Bagge | 20200810 | 11:39:23 | Is this yours Joey?/Cecilia | ✓ | | | | <input checked="" type="radio"/> Send <input type="radio"/> Mark as read <input type="radio"/> Mark as unread | <input type="radio"/> Send <input checked="" type="radio"/> Mark as read <input type="radio"/> Mark as unread |
| 4 | Joey Fox | | | Yes it is./Joey | ✓ | | | | <input type="radio"/> Send <input checked="" type="radio"/> Mark as read <input type="radio"/> Mark as unread | <input type="radio"/> Send <input type="radio"/> Mark as read <input checked="" type="radio"/> Mark as unread |

- Message Employee:** Employee Number: 1396, Employee Name: Cecilia Bagge

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

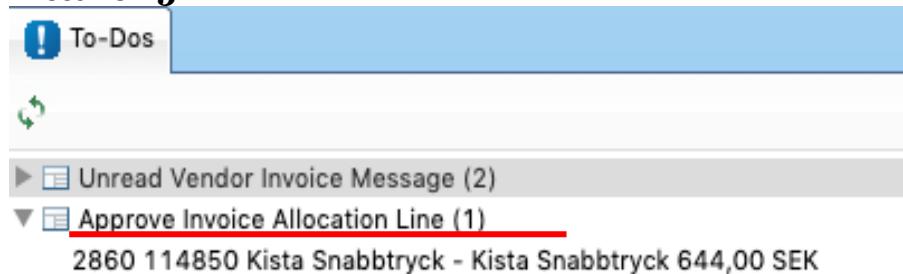
5. Approve a coded invoice

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.

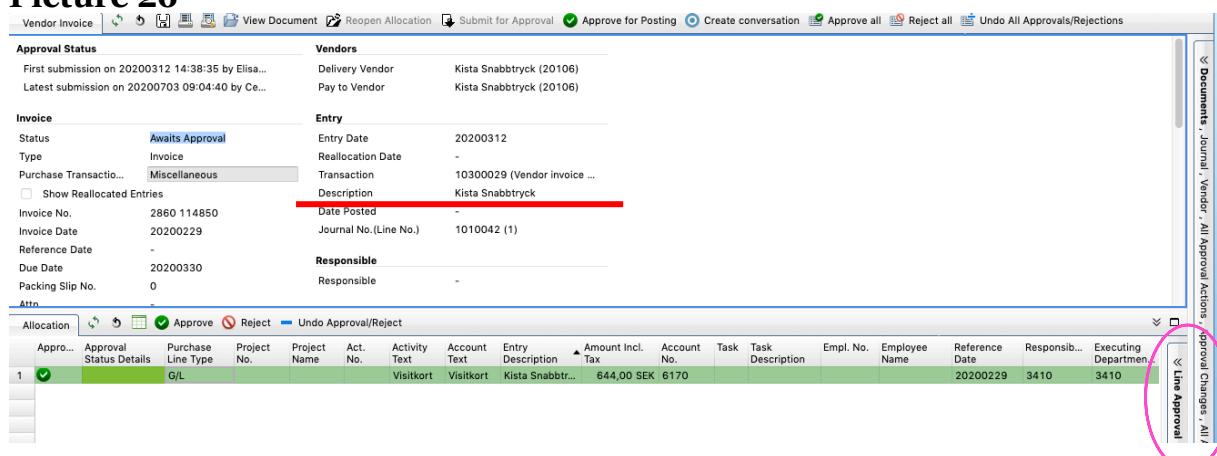
Click on the arrow to the left of the heading, and the menu will open and all lines which must be approved will appear. See picture 25.

Picture 25



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

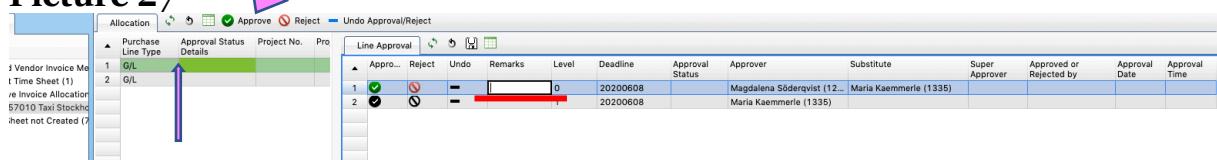
Picture 26



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

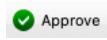


Line 1 is the one to be approved (with substitute). Line two shows who will do the final approval/who authorizes.

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

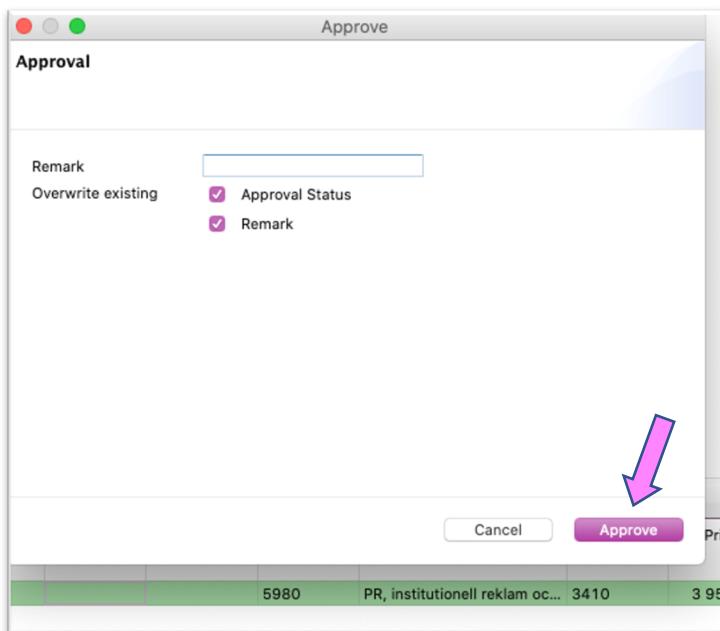
Close *Line Approval*.

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.

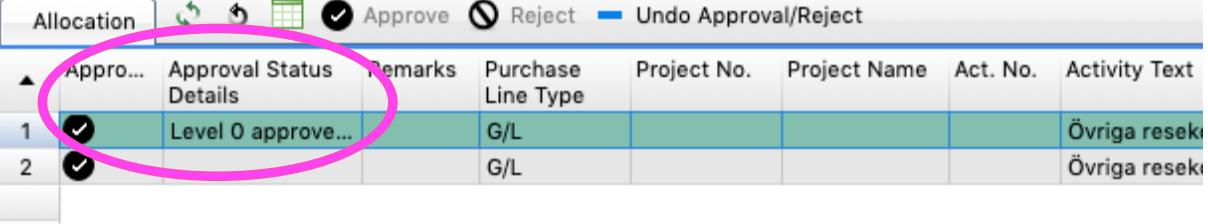
If you reject the invoice line, on the other hand, a comment is necessary.

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 of approved*. See picture 29.

Picture 29



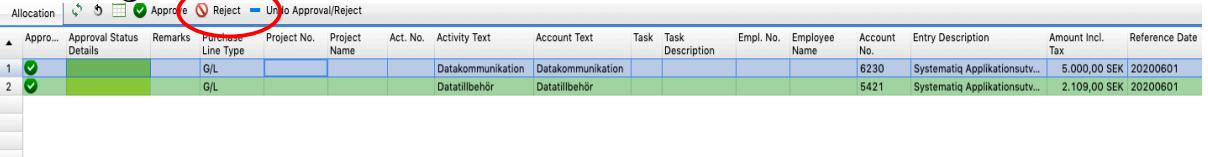
| Allocation | | | | | | | | |
|------------|-------------------------------------|--------------------|---------|--------------------|-------------|--------------|----------|-----------------|
| | Appro... Details | Approval Status | Remarks | Purchase Line Type | Project No. | Project Name | Act. No. | Activity Text |
| 1 | <input checked="" type="checkbox"/> | Level 0 approve... | | G/L | | | | Övriga resek... |
| 2 | <input checked="" type="checkbox"/> | | | G/L | | | | Övriga resek... |

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.

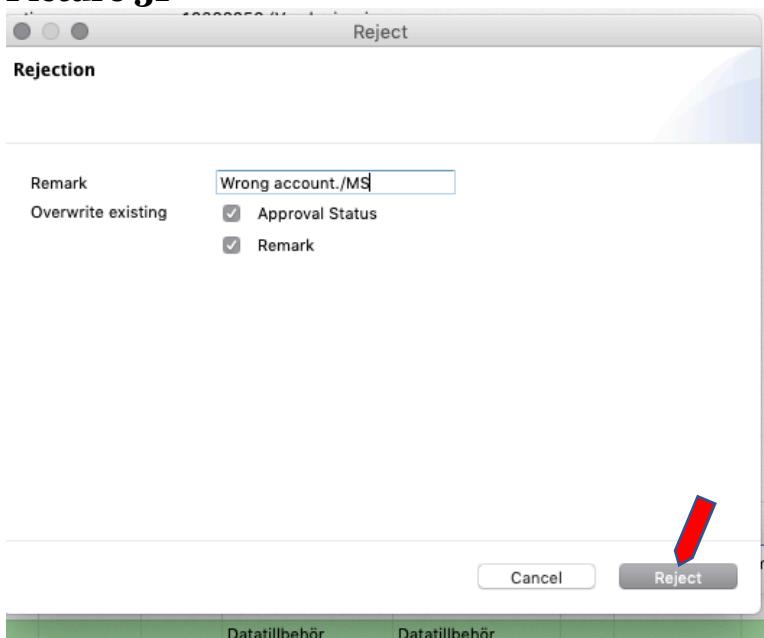
Picture 30



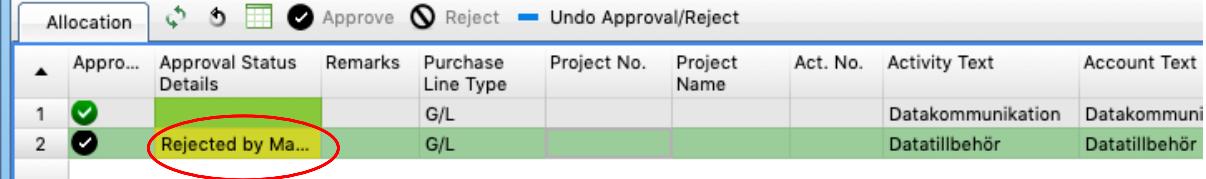
| Allocation | | | | | | | | | | | | | | | | | |
|------------|-------------------------------------|-----------------|---------|--------------------|-------------|-------------------|----------|-------------------|--------------|------|------------------|-----------|-------------------------------|--------------|-------------------|------------------|----------------|
| | Appro... Details | Approval Status | Remarks | Purchase Line Type | Project No. | Project Name | Act. No. | Activity Text | Account Text | Task | Task Description | Empl. No. | Employee Name | Account No. | Entry Description | Amount Incl. Tax | Reference Date |
| 1 | <input checked="" type="checkbox"/> | | | G/L | | Datakommunikation | | Datakommunikation | | | | 6230 | Systematik Applikationsutv... | 5.000,00 SEK | 20200601 | | |
| 2 | <input checked="" type="checkbox"/> | | | G/L | | Datatillbehör | | Datatillbehör | | | | 5421 | Systematik Applikationsutv... | 2.109,00 SEK | 20200601 | | |

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

Picture 31



Picture 32 shows a rejected line.

Picture 32

| | Allocation | Approve | Reject | Undo Approval/Reject | | | | | |
|---|-------------------------------------|----------------------------|---------|-----------------------|-------------|-----------------|----------|-------------------|---------------|
| | Appro... Details | Approval Status Details | Remarks | Purchase Line Type | Project No. | Project Name | Act. No. | Activity Text | Account Text |
| 1 | <input checked="" type="checkbox"/> | | | G/L | | | | Datakommunikation | Datakommuni |
| 2 | <input checked="" type="checkbox"/> | Rejected by Ma... | | G/L | | | | Datatillbehör | Datatillbehör |

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

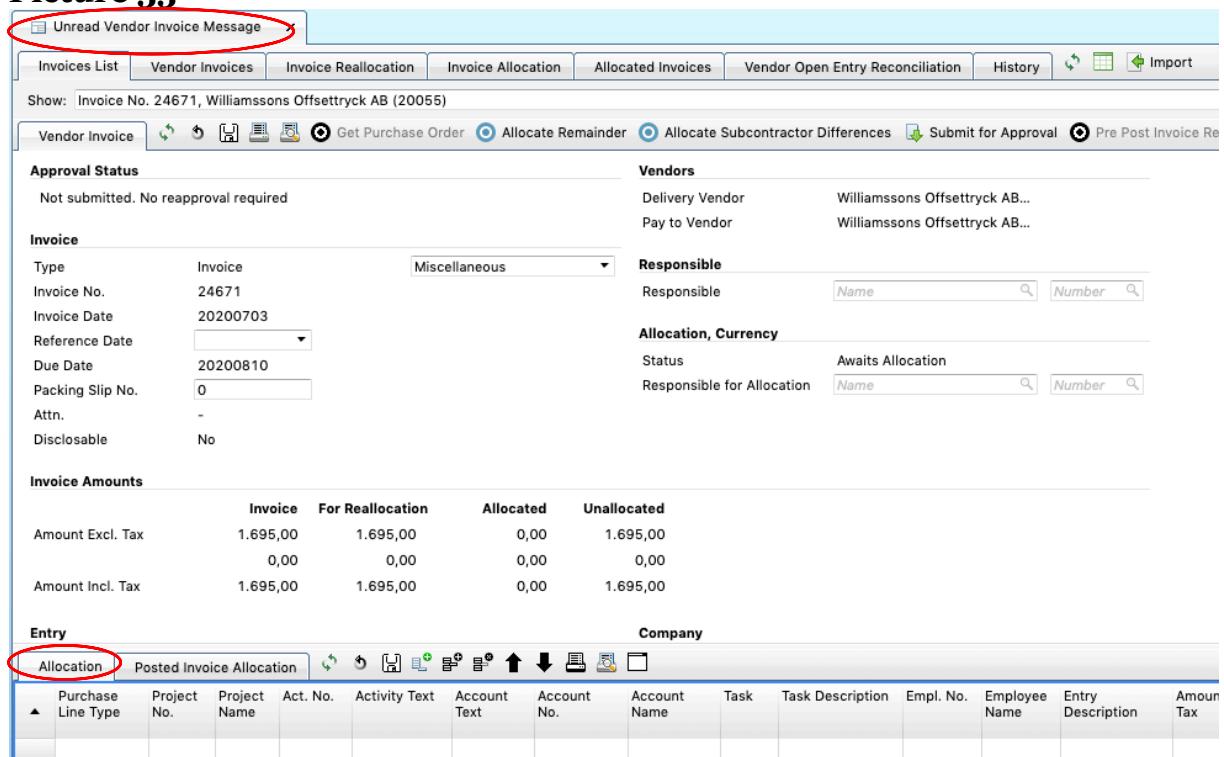
To see the history of invoices/lines that you have handled a special report is required that is yet to be produced.

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



The screenshot shows the Maconomy software interface. At the top, there is a navigation bar with tabs: 'Unread Vendor Invoice Message' (circled in red), 'Invoices List', 'Vendor Invoices', 'Invoice Reallocation', 'Invoice Allocation', 'Allocated Invoices', 'Vendor Open Entry Reconciliation', and 'History'. Below the navigation bar, there are several buttons: 'Show: Invoice No. 24671, Williamssons Offsettryck AB (20055)', 'Vendor Invoice', and various icons for 'Get Purchase Order', 'Allocate Remainder', 'Allocate Subcontractor Differences', 'Submit for Approval', and 'Pre Post Invoice Re'. The main content area is divided into sections: 'Approval Status' (Not submitted. No reapproval required), 'Invoice' (Type: Invoice, Invoice No.: 24671, Invoice Date: 20200703, Reference Date: [empty], Due Date: 20200810, Packing Slip No.: 0, Attn.: -, Disclosable: No), 'Vendors' (Delivery Vendor: Williamssons Offsettryck AB..., Pay to Vendor: Williamssons Offsettryck AB...), 'Responsible' (Responsible: [empty]), 'Allocation, Currency' (Status: Awaits Allocation, Responsible for Allocation: [empty]), 'Invoice Amounts' (Amount Excl. Tax: 1.695,00, For Reallocation: 1.695,00, Allocated: 0,00, Unallocated: 1.695,00; 0,00, 0,00, 0,00), and 'Entry' (Allocation tab circled in red, Company tab, Allocation table with columns: Purchase Line Type, Project No., Project Name, Act. No., Activity Text, Account Text, Account No., Account Name, Task, Task Description, Empl. No., Employee Name, Entry Description, Amount Tax). The Allocation table is empty.

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.

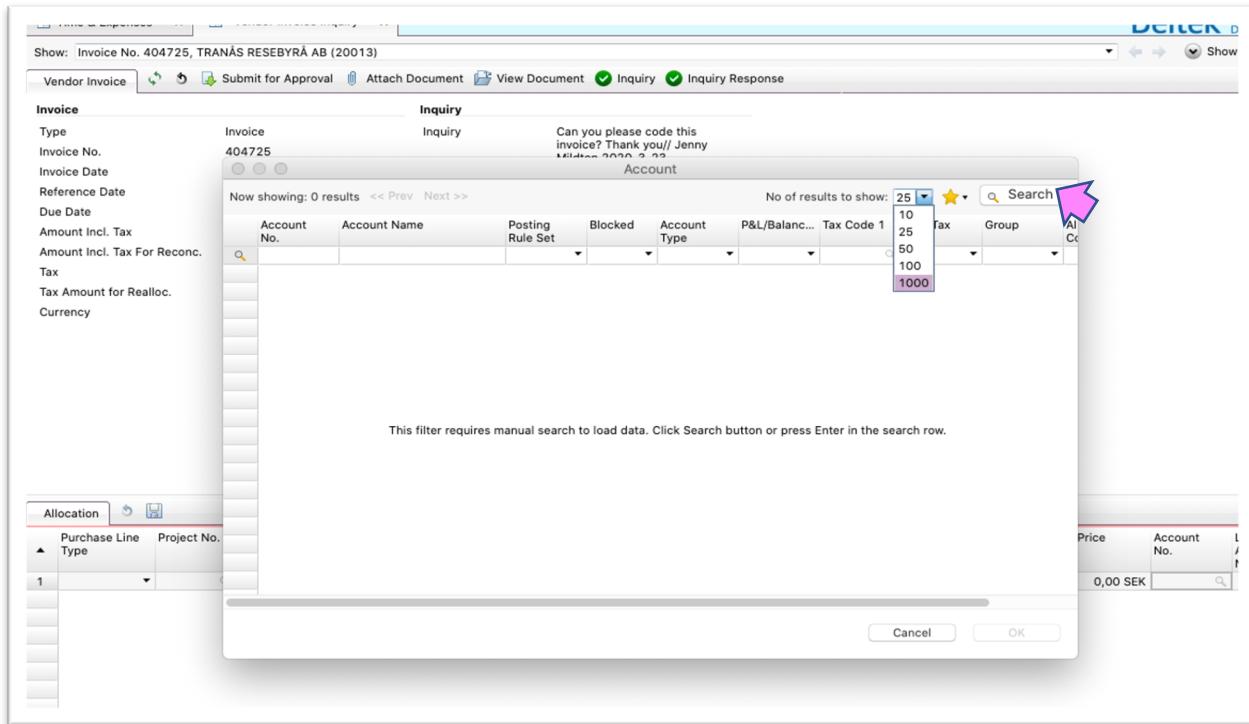
To start coding, go to the view *Allocation*.

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!**

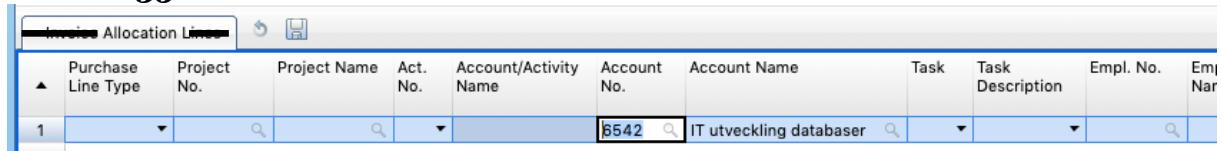
Tip! If you would like to sort in number or letter order go, for example to the column for *Account No.*, click the black arrow, up for ascending sort and down for descending sort.

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



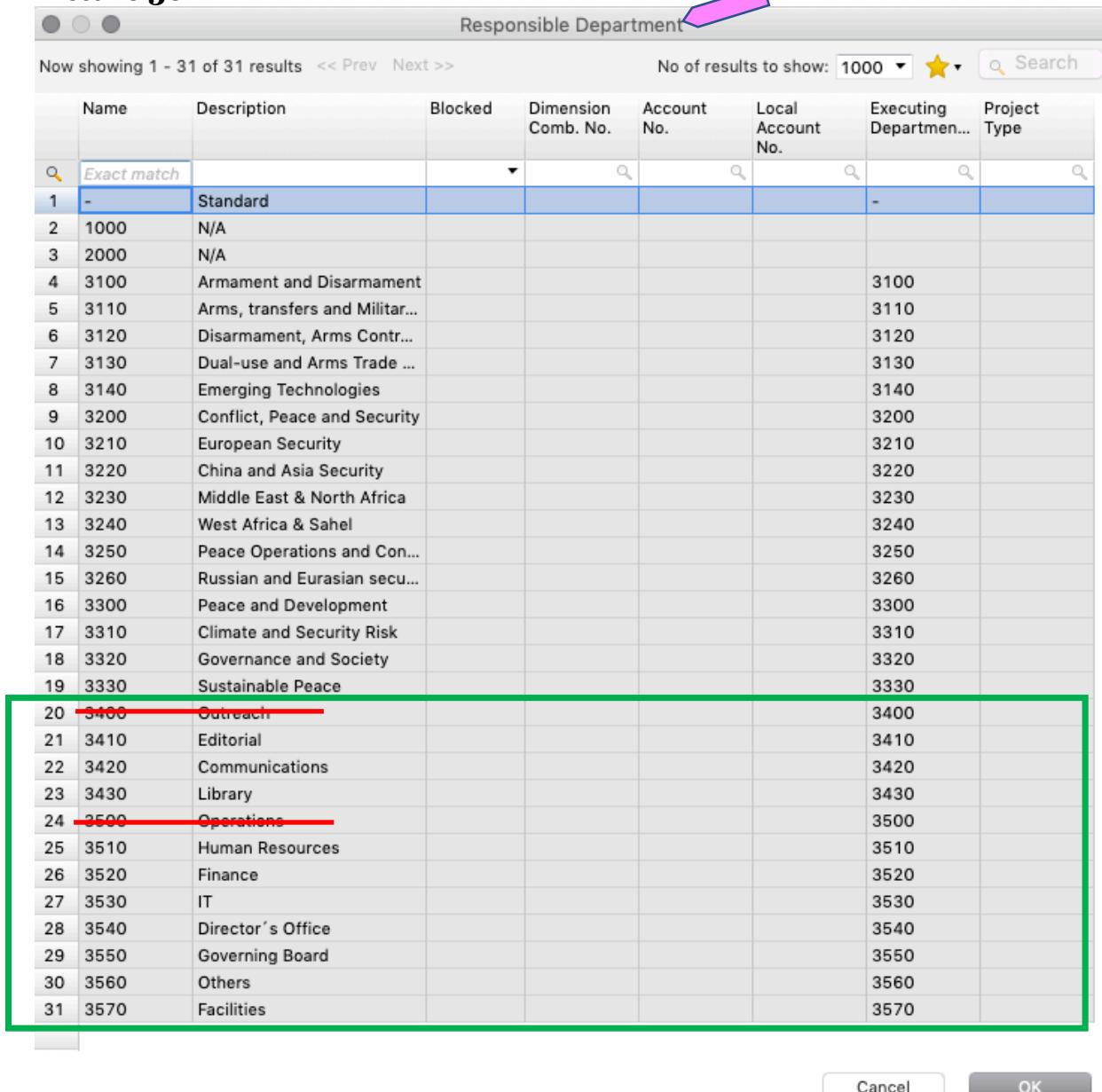
| Purchase Line Type | Project No. | Project Name | Act. No. | Account/Activity Name | Account No. | Account Name | Task | Task Description | Empl. No. | Empl. Nar |
|--------------------|-------------|--------------|----------|-----------------------|-------------------------|--------------|------|------------------|-----------|-----------|
| 1 | | | | 6542 | IT utveckling databaser | | | | | |

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 ▾  

| | Name | Description | Blocked | Dimension Comb. No. | Account No. | Local Account No. | Executing Departmen... | Project Type |
|----|------|--------------------------------|---------|---|---|---|---|---|
| 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.

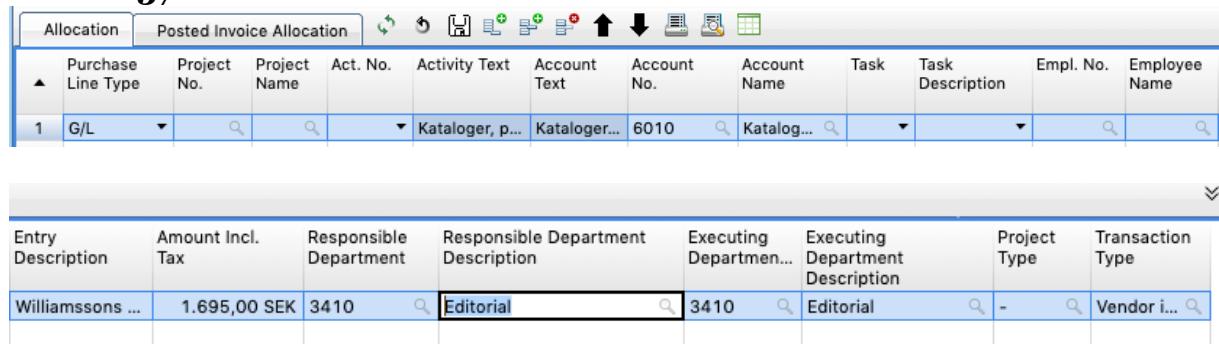
Please note that coding on account is only actively combined with Responsible Department - nothing else.

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 screenshot shows a software interface for managing allocations. At the top, there are tabs for 'Allocation' and 'Posted Invoice Allocation'. Below the tabs is a toolbar with various icons. The main area is a table with the following columns:

| Purchase Line Type | Project No. | Project Name | Act. No. | Activity Text | Account Text | Account No. | Account Name | Task | Task Description | Empl. No. | Employee Name |
|--------------------|-------------|--------------|----------|-----------------|--------------|-------------|--------------|------|------------------|-----------|---------------|
| 1 G/L | | | | Kataloger, p... | Kataloger... | 6010 | Katalog... | | | | |

Below this table is another table with the following columns:

| Entry Description | Amount Incl. Tax | Responsible Department | Responsible Department Description | Executing Department... | Executing Department Description | Project Type | Transaction Type |
|-------------------|------------------|------------------------|------------------------------------|-------------------------|----------------------------------|--------------|------------------|
| Williamssons ... | 1.695,00 SEK | 3410 | Editorial | 3410 | Editorial | - | Vendor i... |

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

Invoice Amounts

| | Invoice | For Reallocation | Allocated | Unallocated |
|------------------|----------|------------------|-----------|-------------|
| Amount Excl. Tax | 1.695,00 | 1.695,00 | 1.695,00 | 0,00 |
| | 0,00 | 0,00 | 0,00 | 0,00 |
| Amount Incl. Tax | 1.695,00 | 1.695,00 | 1.695,00 | 0,00 |

Entry

Reallocation Date

Entry Date

Company

Company
Base Currency



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

Picture 39

Unread Vendor Invoice Message

Show: Invoice No. 24671, Williamssons Offsettryck AB (20055)

Invoice

| | | |
|------------------|----------------------|---------------|
| Type | Invoice | Miscellaneous |
| Invoice No. | 24671 | |
| Invoice Date | 20200703 | |
| Reference Date | <input type="text"/> | |
| Due Date | 20200810 | |
| Packing Slip No. | 0 | |
| Attn. | - | |
| Disclosable | No | |

Vendors

| | |
|-----------------|--------------------------------|
| Delivery Vendor | Williamssons Offsettryck AB... |
| Pay to Vendor | Williamssons Offsettryck AB... |

Responsible

| | |
|-------------|--|
| Responsible | <input type="text"/> <input type="button" value="Name"/> |
|-------------|--|

Allocation, Currency

| | |
|----------------------------|--|
| Status | Allocation Started |
| Responsible for Allocation | <input type="text"/> <input type="button" value="Name"/> |

Invoice Amounts

| | Invoice | For Reallocation | Allocated | Unallocated |
|------------------|----------|------------------|-----------|-------------|
| Amount Excl. Tax | 1.695,00 | 1.695,00 | 1.695,00 | 0,00 |
| | 0,00 | 0,00 | 0,00 | 0,00 |
| Amount Incl. Tax | 1.695,00 | 1.695,00 | 1.695,00 | 0,00 |

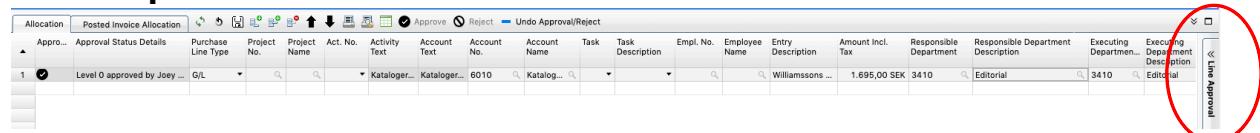
Entry

| | | |
|-------------------|---------------------------------------|---|
| Reallocation Date | <input type="text" value="20200703"/> | Company <input type="text" value="SIPRI (10)"/> |
| Entry Date | <input type="text" value="20200703"/> | Base Currency <input type="text" value="SEK"/> |

| Purchase Line Type | Project No. | Project Name | Act. No. | Activity Text | Account Text | Account No. | Account Name | Task | Task Description | Empl. No. | Employee Name | Entry Desc |
|--------------------|-------------|----------------------|----------------------|-----------------|--------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|
| 1 | G/L | <input type="text"/> | <input type="text"/> | Kataloger, p... | Kataloger... | 6010 | <input type="text"/> | Willia |

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

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

Picture 40

| Approv... | Approval Status Details | Purchase Line Type | Project No. | Project Name | Act. No. | Activity Text | Account No. | Account Name | Task | Task Description | Empl. No. | Employee Name | Entry Description | Amount Incl. Tax | Responsible Department | Responsible Department Description | Executing Department... | Executing Department Description | Line Approval |
|-----------|-------------------------|------------------------------|-------------|--------------|----------|---------------|--------------|--------------|-------|------------------|-----------|---------------|-------------------|------------------|------------------------|------------------------------------|-------------------------|----------------------------------|---------------|
| 1 | ● | Level 0 approved by Joey ... | G/L | | | | Kataloger... | Kataloger... | 60110 | | | | | | Williamssons ... | 1.695,00 SEK | 3410 | Editorial | |
| | | | | | | | | | | | | | | | | | | 3410 | Editorial |

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.

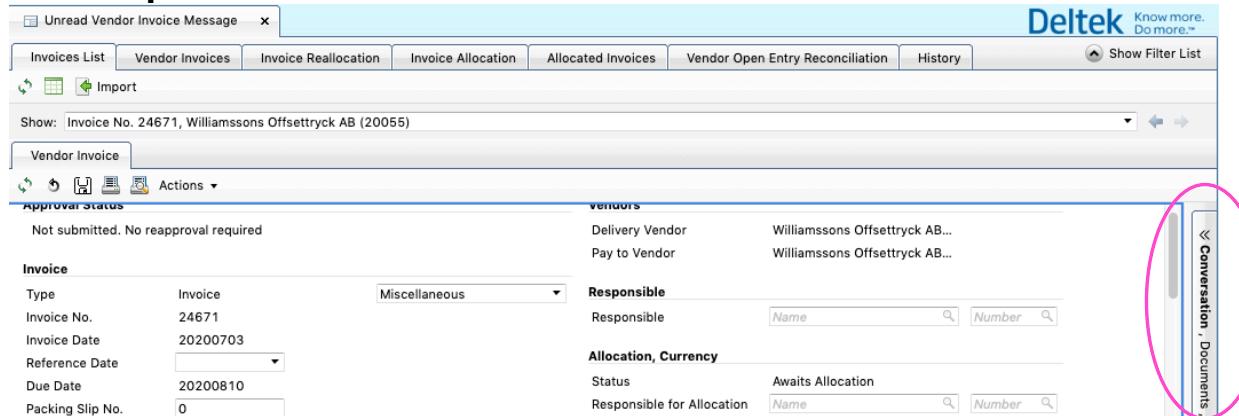
To see the history of invoices/lines that you have approved, a special report is required that is not available yet.

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



The screenshot shows the Deltek software interface with the following details:

- Header:** Deltek Know more. Do more. Show Filter List
- Top Bar:** Unread Vendor Invoice Message, Invoices List, Vendor Invoices, Invoice Reallocation, Invoice Allocation, Allocated Invoices, Vendor Open Entry Reconciliation, History
- Toolbar:** Import, Actions (with icons for Print, Copy, Paste, etc.)
- Search Bar:** Show: Invoice No. 24671, Williamssons Offsettryck AB (20055)
- Left Panel:** Vendor Invoice, Approval Status (Not submitted. No reapproval required), Invoice (Type: Invoice, Invoice No.: 24671, Invoice Date: 20200703, Reference Date: 20200810, Due Date: 20200810, Packing Slip No.: 0), Vendors (Delivery Vendor: Williamssons Offsettryck AB..., Pay to Vendor: Williamssons Offsettryck AB...).
- Right Panel:** Responsible (Responsible: Name, Number), Allocation, Currency (Status: Awaits Allocation, Responsible for Allocation: Name, Number).
- Bottom Right:** Conversation, Documents (highlighted with a pink oval).

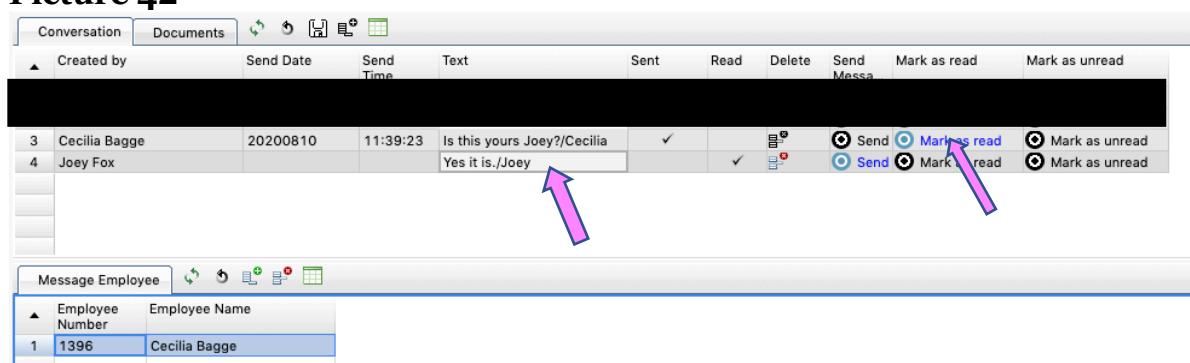
First click *Mark as read* on line 3 so it turns black.

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

Choose the recipient under *Message Employee*.

See picture 42.

Picture 42



The screenshot shows the Deltek software interface with the following details:

- Header:** Conversation, Documents
- Table:**| Created by | Send Date | Send Time | Text | Sent | Read | Delete | Send Messa | Mark as read | Mark as unread |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3 Cecilia Bagge | 20200810 | 11:39:23 | Is this yours Joey?/Cecilia | ✓ | | | | Send Mark as read | Mark as unread |
| 4 Joey Fox | | | Yes it is./Joey | | ✓ | | | Send Mark as read | Mark as unread |
- Message Employee:** Cecilia Bagge (Employee Number: 1396)

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

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 coffee 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. | |