STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE

Quick Guide to
Coding Invoices from Eurocard

1.   Adjusting the coding view

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

The columns you need in order to code are shown in Picture 1.
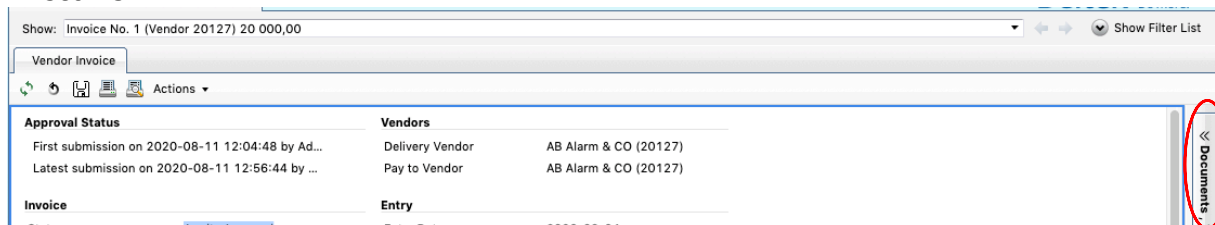
Picture 1

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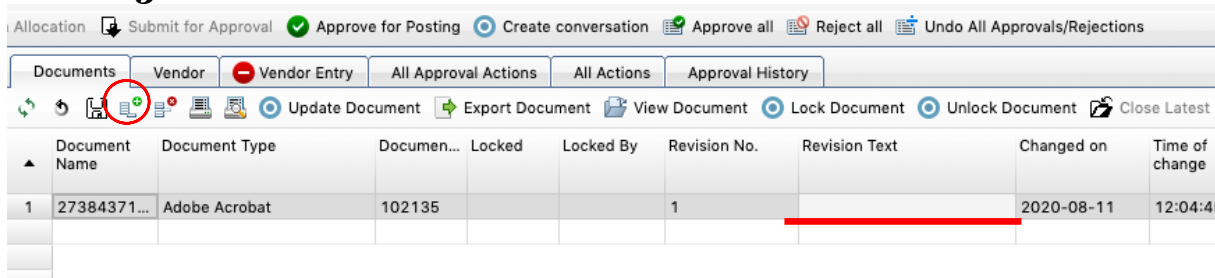
2.   Receipts

- Scan the receipts for the purchases on the invoice and attach to the invoice in Maconomy.

- Attach the pdf-document by clicking the tab *Documents*. See picture 2.

Picture 2

- Then click . The cursor will end up in the box for *Revision Text*. See picture 3

Picture 3

- Write a comment e g *Receipts*. See picture 4.

Picture 4

Save! Then Finder will open. Choose appropriate document and upload.

3.   List of participants etc

If you are going to code a line/s for a conference, staff activity, or representation etc, you also need to upload a list of participants, a conference program etc.

Do the same procedure as above.

4.   Original Receipts and lists

Print the invoice from Maconomy. Attach the receipts, list of participants etc and hand in the document to the Finance Department where it will be filed.

5.   Coding bank cost

N. B. Code the bank cost on
- account 6570 Bankkostnader (Banking costs) and
- Responsible Department Finance.

6.   Other Quick Guides

Tip! On the intranet, under Quick Guides there are different charts of accounts, as well a list of Responsible Departments that may be helpful.

7.   Example of a coded invoice from Eurocard

	Purchase Line Type	Entry Descri...	Invoice Date	Reference Date	Accoun...	Account Name	Project No.	Project Name
1	G/L	EURO...	2020-09-29	2020-09-29	6250	Postbefordran		
2	Project Cost	EURO...	2020-09-29	2020-09-29			1020018	Governing the opp...
3	G/L	EURO...	2020-09-29	2020-09-29	6110	Kontorsmateriel		
4	G/L	EURO...	2020-09-29	2020-09-29	6020	Biblioteket, prenumerationer		
5	G/L	EURO...	2020-09-29	2020-09-...	6570	Bankkostnader		

Cont.

Amount Incl. Tax	Responsible Department	Responsible Department Description	Executing Departmen...	Executing Department Description	Task	Task Description
528,00	3520	Finance	3520	Finance		
1 146,00	3140	Emerging Technolo...	3140	Emerging Tech...	3030	Research Costs, Other Costs
218,00	3410	Editorial	3410	Editorial		
10 178,30	3430	Library	3430	Library		
30,00	3520	Finance	3520	Finance	▼	▼

8. Coding Eurocard

Code your Eurocard invoice item by item from the invoice. One coding per item.

Do not add up several items into one coding line. It makes it harder when/if you want to back track the coding.

The coding is otherwise the same as for any vendor invoice;

The invoice/line must either be coded to

- a project and a task, (External Projects)

- an account and a responsible department (Internal Projects)

For information on how to code, please see the information on the SIPR intranet;

- *Manual Code Vendor Invoices*

- *Tutorial Video; Code Vendor Invoices on External Projects*

- *Tutorial Video; Code Vendor Invoices on Internal Projects*