

# MACONOMY MANUAL

## 3. REGISTER EXPENSES & PER DIEM

Revised: 2021-11-24

Responsible: Project Controller

Question? E-mail: [maconomy.support@sipri.org](mailto:maconomy.support@sipri.org)

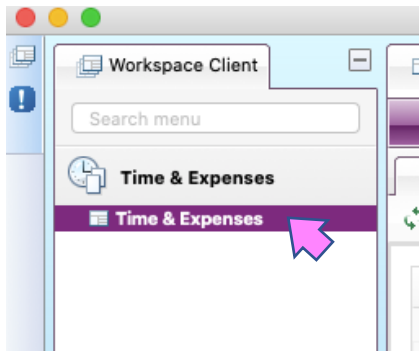
# REIMBURSEMENTS: REGISTER EXPENSES & PER DIEM

## Introduction

All Reimbursements should be registered as soon as possible in Maconomy to ensure that the transactions are entered in correct month. In order to register Expenses & Per Diem, follow the steps below:

### Log in to Maconomy

Go to Time & Expenses and double-click on Time & Expenses



In the new tab that will open you will see a tab for Expenses and a tab for Per Diem in the top bar.

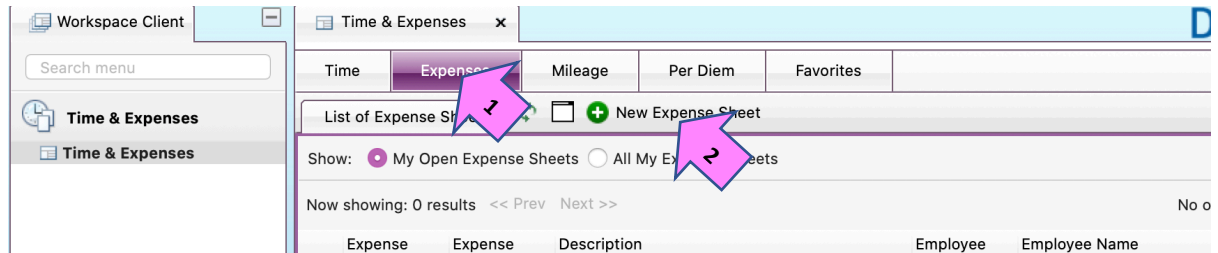
To **Register internal expenses** (i.e. FIKA/breakfast, preventive healthcare, medical costs etc) go to [1. Register internal expenses.](#)

To **Register Project-related expenses**, go to [2. Register expenses on Project](#)

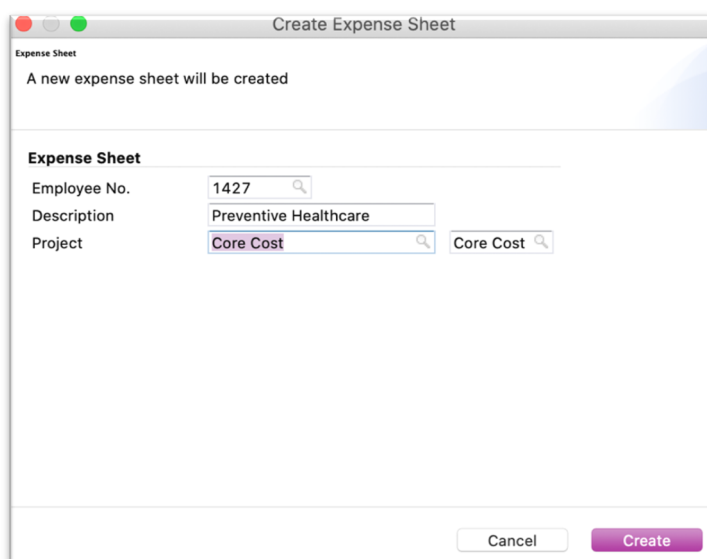
To **register Per Diem**, go to [3. Register Per Diem](#)

## 1. REGISTER INTERNAL EXPENSES, CORE COSTS

1. To register Expenses, choose the tab (1) 'Expenses' and (2) 'New Expense Sheet'



2. Under **Description** fill out what type of reimbursement you are claiming. Under **Project** choose the project that the cost should be booked on (in the pop-up window - choose **All Projects & Search**). For internal expenses like Fika, Breakfast, Preventive Healthcare, Medical costs (doctors and medicine) etc., choose the project: Core Cost. Then press 'Create'



Create Expense Sheet

Expense Sheet

A new expense sheet will be created

**Expense Sheet**

Employee No. 1427

Description Preventive Healthcare

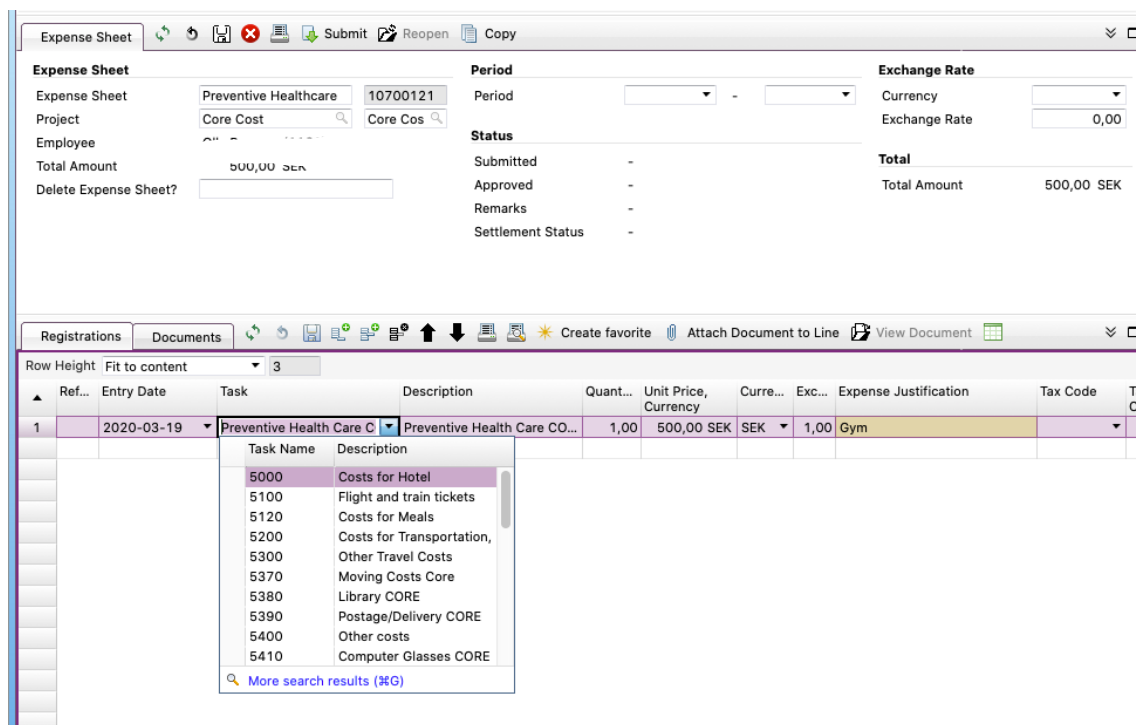
Project Core Cost

Core Cost

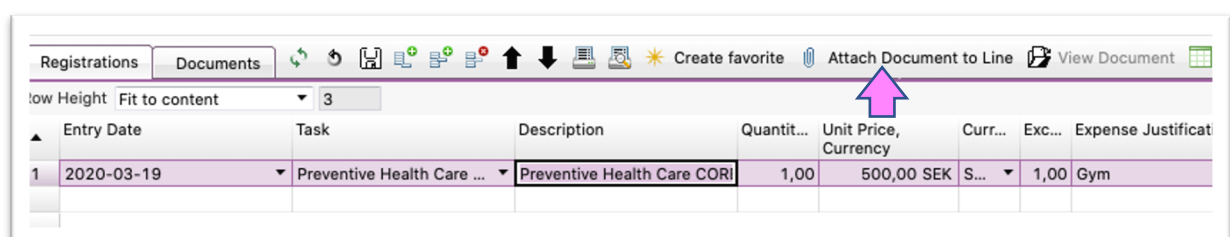
Cancel Create

3. In the registration field: type in Entry Date → Choose the proper Task in the list of tasks → Fill out the Unit Price on the expense → and write an 'Expense justification'. Ignore the Tax Code field. And press Enter to save.

*If you are missing a field, right click when standing in the headline-bar (for example by "Description") and choose "Customize columns" to add fields.*

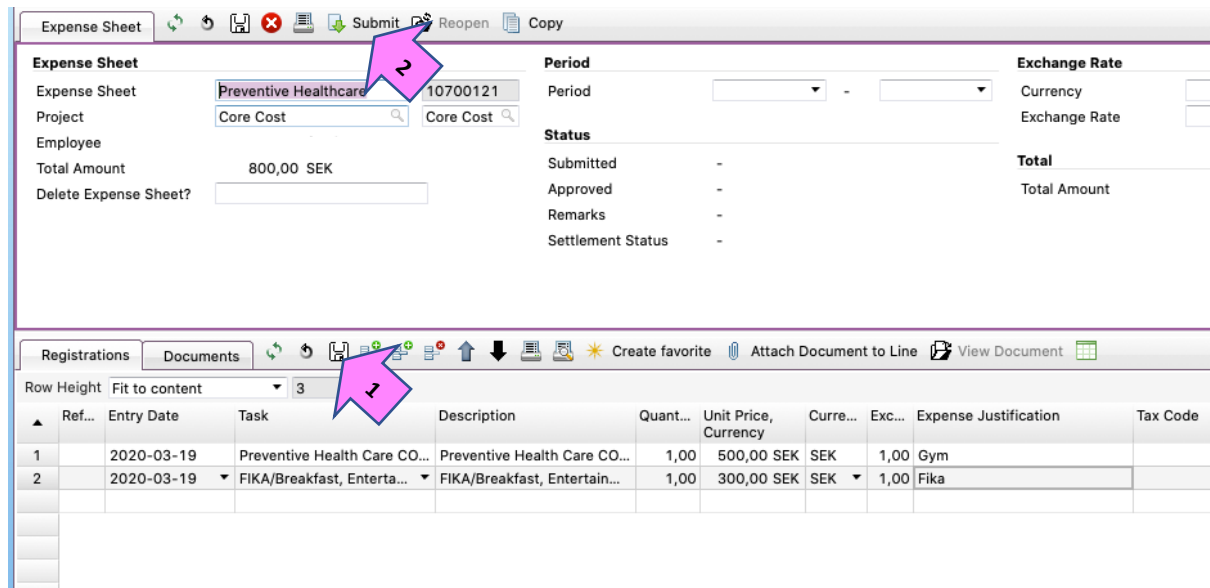


4. Attach a copy of your receipt by standing on the row you are reporting and click on the 'Attach Document to Line'.



5. When you are done with your reporting, press (1) Save or Enter and then (2) Submit. The expense sheet will now appear in the approval queue of the manager concerned.

**Attention!** All original receipts and documents should be attached with a printed copy of this claim and handed over to the Project Controller.



Expense Sheet

Expense Sheet: Preventive Healthcare, Project: Core Cost, Employee: , Total Amount: 800,00 SEK, Delete Expense Sheet?:

Period: , Exchange Rate: , Currency: , Exchange Rate:

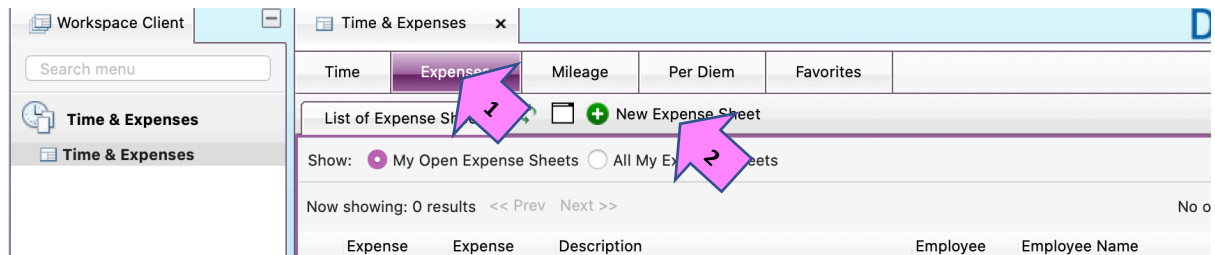
Status: Submitted: -, Approved: -, Remarks: -, Settlement Status: -

Registrations Documents

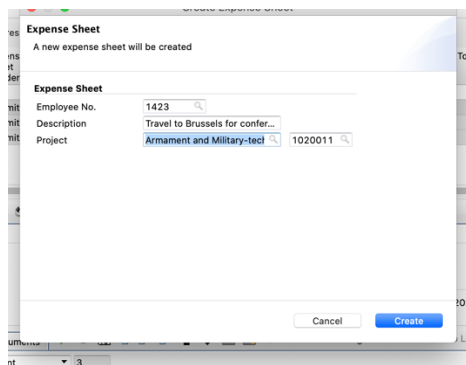
Ref...	Entry Date	Task	Description	Quant...	Unit Price, Currency	Curre...	Exc...	Expense Justification	Tax Code
1	2020-03-19	Preventive Health Care CO...	Preventive Health Care CO...	1,00	500,00 SEK	SEK	1,00	Gym	
2	2020-03-19	FIKA/Breakfast, Enterta...	FIKA/Breakfast, Entertain...	1,00	300,00 SEK	SEK	1,00	Fika	

## 2. REGISTER EXPENSES ON PROJECT

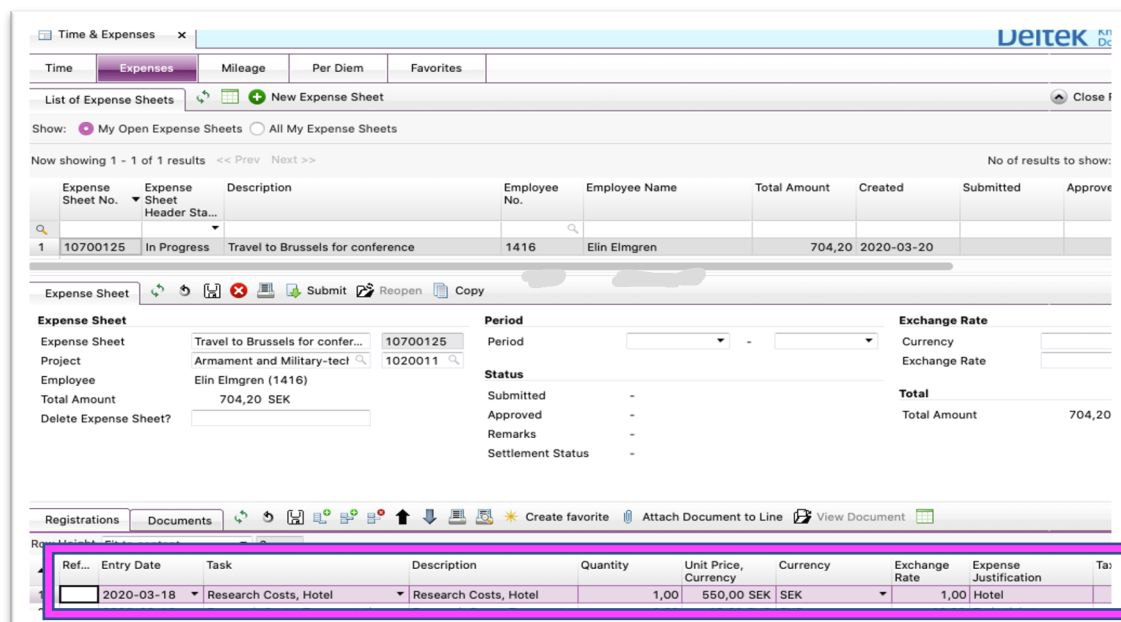
1. To register Expenses, choose the tab (1) 'Expenses' and (2) 'New Expense Sheet'



2. Under Description, fill out what type of reimbursement you are claiming, and under Project, choose the project that the cost should be booked on (in the pop-up window - choose All Projects & Search). Then press 'Create'

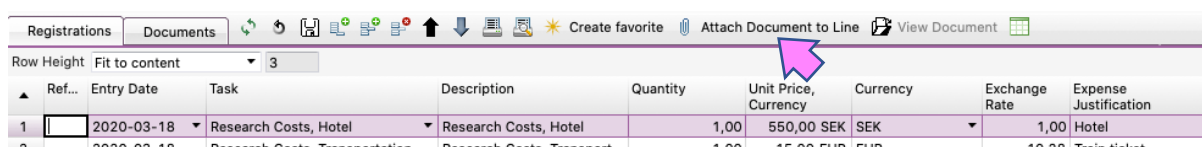


3. In the registration field: type in Entry Date → Choose the proper Task in the list of tasks → Fill out the Unit Price on the expense → change Currency, if receipts are not in SEK → and write an 'Expense justification'.  
(If you don't have 'Expense Justification' as a column, right-click in the column-bar (for example standing by "Description") → choose 'Customize columns' and choose to add 'Expense Justification') Press Enter to save.



Ref...	Entry Date	Task	Description	Quantity	Unit Price, Currency	Currency	Exchange Rate	Expense Justification	Ta
1	2020-03-18	Research Costs, Hotel	Research Costs, Hotel	1,00	550,00 SEK	SEK	1,00	Hotel	

4. **Attach your receipt** by standing on the row you are reporting and click on the 'Attach Document to Line'  
If you claim costs for another person (incl. representation) – **attach a list of participants** and the company/institute name they belong to.



Ref...	Entry Date	Task	Description	Quantity	Unit Price, Currency	Currency	Exchange Rate	Expense Justification	Ta
1	2020-03-18	Research Costs, Hotel	Research Costs, Hotel	1,00	550,00 SEK	SEK	1,00	Hotel	
2	2020-03-18	Research Costs, Transportation	Research Costs, Transport	1,00	15,00 EUR	EUR	10,28	Train ticket	

5. All travel related expenses need to attach an agenda or e-mail invitation explaining reason for travel, together with boarding passes. To attach this to your claim, go to the Documents tab and press 'New' to attach a copy!

Registration Documents Update Export Show Lock Unlock New									
	Document Name	Document Type	Documen...	Locked	Locked By	Latest Revision is Closed	Revision No.	Revision Text	Changed on
1	appenddoc...	Adobe Acrobat	223187			<input type="checkbox"/>	1		2020-03-20
2	appenddoc...	Adobe Acrobat	281306			<input type="checkbox"/>	1		2020-03-20

6. When you are done with your reporting, press (1) Save or Enter and then (2) Submit. The expense sheet will now appear in the approval queue of the manager concerned.  
**Attention!** All original receipts and documents should be attached with a printed copy of this claim and handed over to the Project Controller.

Expense Sheet No.	Expense Sheet Header Sta...	Description	Employee No.	Employee Name	Total Amount	Created	Submitted
1	10700125	In Progress	Travel to Brussels for conference		704,20	2020-03-20	

Expense Sheet		Period	Exchange Rate
Expense Sheet	Travel to Brussels for confer...	Period	Currency
Project	Armament and Military-techn...		Exchange Rate
Employee		Status	
Total Amount	704,20 SEK	Submitted	Total
Delete Expense Sheet?		Approved	Total Amount
		Remarks	
		Settlement Status	

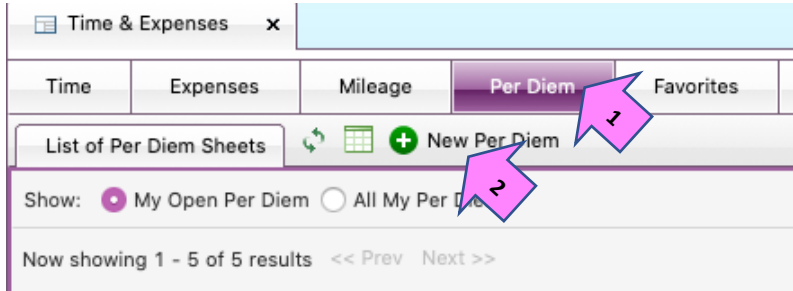
  

Ref...	Entry Date	Task	Description	Quantity	Unit Price, Currency	Currency	Exchange Rate	Expense Justification
1	2020-03-18	Research Costs, Hotel	Research Costs, Hotel	1,00	550,00 SEK	SEK	1,00	Hotel
2	2020-03-18	Research Costs, Transportation	Research Costs, Transport...	1,00	15,00 EUR	EUR	10,28	Train ticket



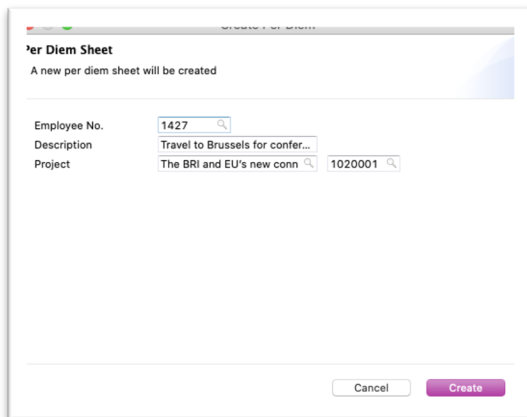
### 3. REGISTER PER DIEM

1. To register Per Diem, choose the tab (1) 'Per Diem' and (2) 'New Per Diem'



The screenshot shows the 'Time & Expenses' interface. At the top, there are tabs for 'Time', 'Expenses', 'Mileage', 'Per Diem', and 'Favorites'. The 'Per Diem' tab is highlighted. Below the tabs, there is a section for 'List of Per Diem Sheets' with a '+ New Per Diem' button. A pink arrow labeled '1' points to the 'Per Diem' tab, and another pink arrow labeled '2' points to the '+ New Per Diem' button. Below this, there are radio buttons for 'Show: My Open Per Diem' (selected) and 'All My Per Diem'. At the bottom, it says 'Now showing 1 - 5 of 5 results' with navigation links '<< Prev' and 'Next >>'.

2. Choose Description, fill out what type of reimbursement you are claiming.  
Under Project: choose the project that the cost should be booked on (in the pop-up window - choose All Projects & Search).  
Then press 'Create'

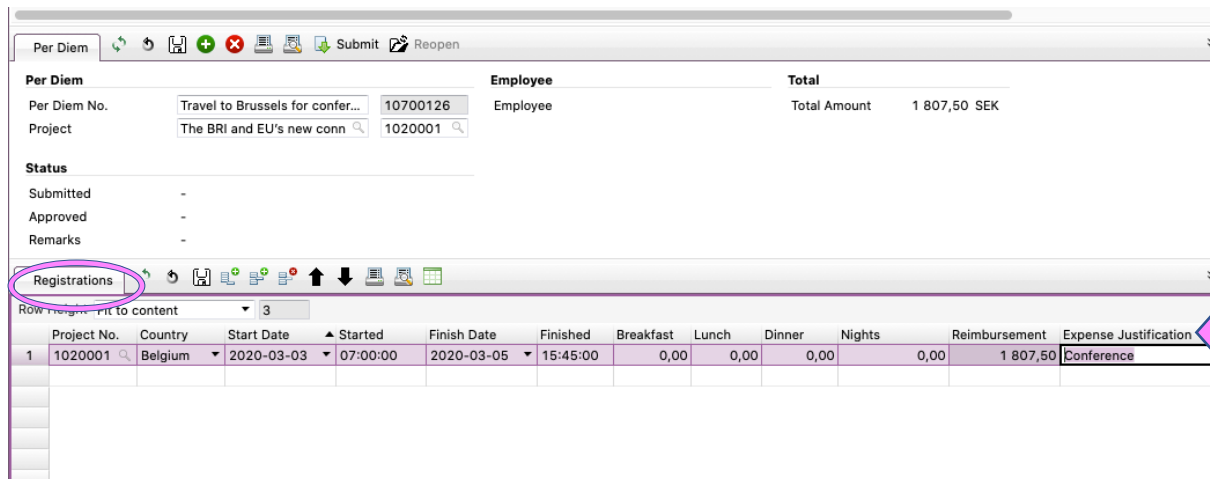


The screenshot shows the 'Per Diem Sheet' form. At the top, it says 'Per Diem Sheet' and 'A new per diem sheet will be created'. Below this, there are three input fields: 'Employee No.' with the value '1427', 'Description' with the value 'Travel to Brussels for confer...', and 'Project' with the value 'The BRI and EU's new conn...' and a secondary value '1020001'. At the bottom, there are two buttons: 'Cancel' and 'Create'.

3.

**In the Registration area: Fill out what date and time your travel started and ended and enter your destination country.**

\*In Maconomy you put the starting time of your travel in your **destination** country (instead of the actual starting/finishing in your land of residence). For example, if I started from home in Sweden at 09:00 and went to Belgium, I enter Belgium from 09:00 in the system.



Project No.	Country	Start Date	Started	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Expense Justification
1020001	Belgium	2020-03-03	07:00:00	2020-03-05	15:45:00	0,00	0,00	0,00	0,00	1 807,50	Conference

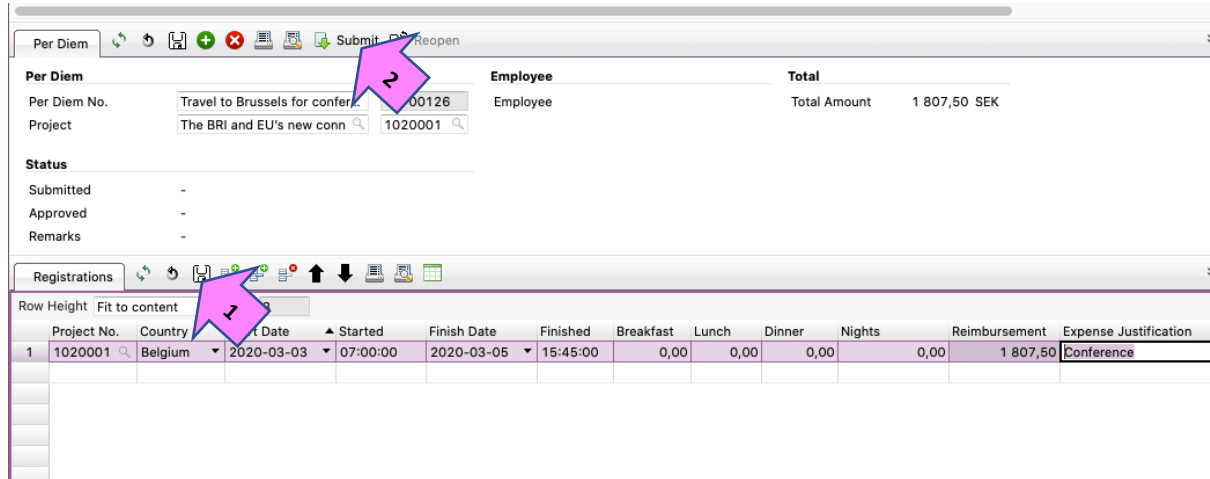
4. **Fill out the number of meals that should be deducted, i.e. that have been provided for you (hotel breakfast, conference lunch, etc.)**

5. **In the Nights column,** you enter any nights that you spent in an accommodation that neither you nor the company has paid for (for example in a friend's home).

6. **Enter 'Expense Justification'** (If you don't have 'Expense Justification' as a column, right-click in the column-bar (the arrow on the picture above points at the column-bar) → choose 'Customize columns' and choose to add 'Expense Justification').

7. When you are done with your reporting, **press (1) Save or Enter and then (2) Submit**. The expense sheet will now appear in the approval queue of the manager concerned.

**Attention!** The supporting documents, including boarding passes, should be attached with a printed copy of this claim and handed over to the Project Controller.



**Per Diem**

Per Diem No.  00126

Project  1020001

**Employee**

Employee

**Total**

Total Amount 1 807,50 SEK

**Status**

Submitted -

Approved -

Remarks -

**Registrations**

Row Height Fit to content

	Project No.	Country	Start Date	Finish Date	Finished	Breakfast	Lunch	Dinner	Nights	Reimbursement	Expense Justification
1	1020001	Belgium	2020-03-03	2020-03-05	15:45:00	0,00	0,00	0,00	0,00	1 807,50	Conference

**Good Luck** and don't hesitate to e-mail [maconomy.support@sipri.org](mailto:maconomy.support@sipri.org) if you have any questions!