

# 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)

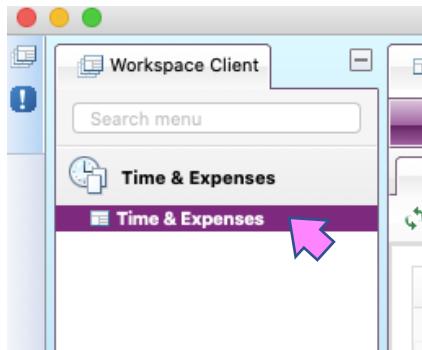
# REIMBURSEMENTS: REGISTER EXPENSES & PER DIEM

## 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.

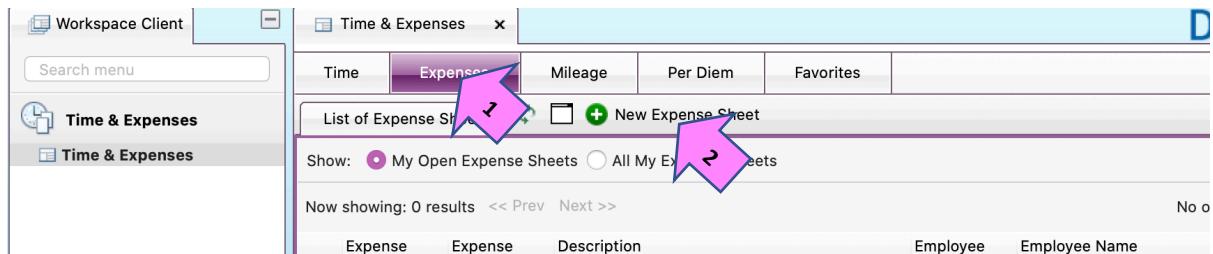
To Register internal expenses (i.e. FIKA/breakfast, preventive healthcare, medical costs etc) go to [1. Register internal expenses](#).

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

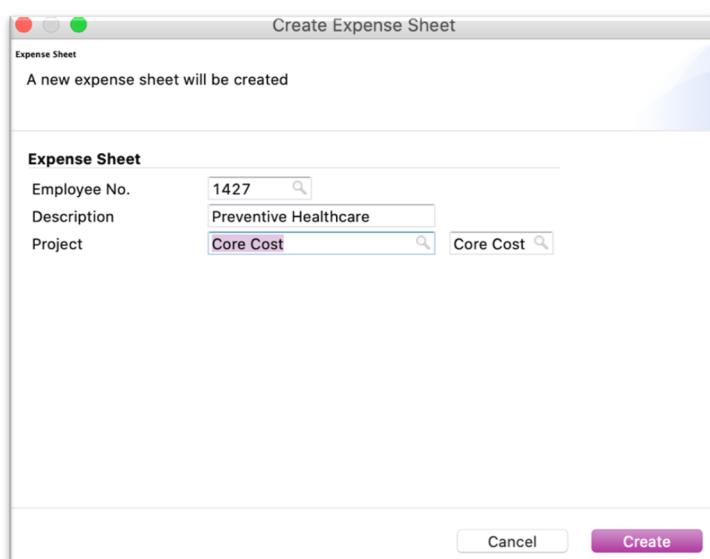
To register Per Diem, go to [3. Register Per Diem](#)

## 1. REGISTER INTERNAL EXPENSES, CORE COSTS

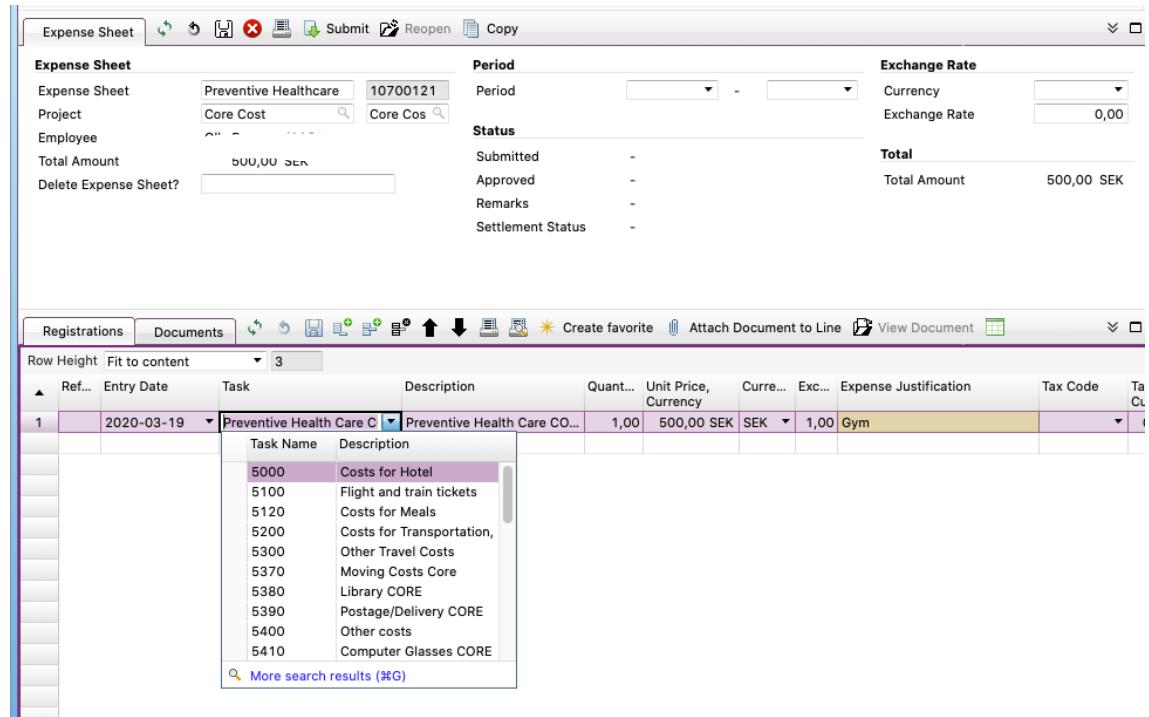
- To register Expenses, choose the tab (1) 'Expenses' and (2) 'New Expense Sheet'



- 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'



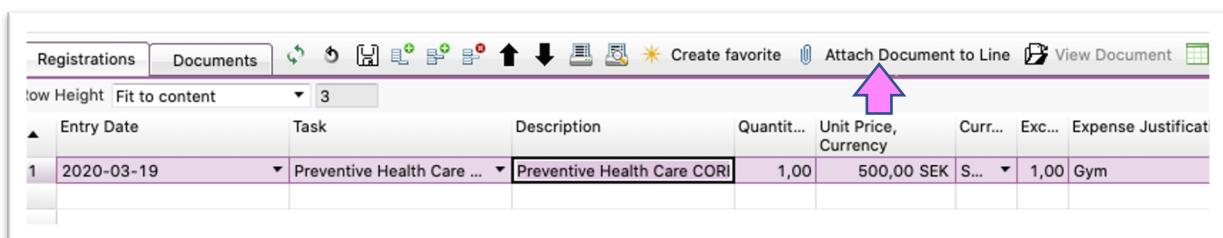
3. In the registration field: type in **Entry Date** → Choose the proper **Task** in the list of tasks → Fill out the **Unit Price** on the expense → and write an ‘Expense justification’. Ignore the Tax Code field. And press **Enter** to save.  
*If you are missing a field, right click when standing in the headline-bar (for example by “Description”) and choose “Customize columns” to add fields.*



The screenshot shows the 'Expense Sheet' registration screen. The 'Task' column for the first row is currently set to 'Preventive Health Care CO...'. A dropdown menu is open, listing various task codes and descriptions, such as 5000 Costs for Hotel, 5100 Flight and train tickets, etc. The 'Attach Document to Line' button is highlighted with a pink arrow.

Ref...	Entry Date	Task	Description	Quant...	Unit Price, Currency	Curre...	Exc...	Expense Justification	Tax Code	Ta...
1	2020-03-19	Preventive Health Care CO...	Preventive Health Care CO...	1,00	500,00 SEK	SEK	1,00	Gym		

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

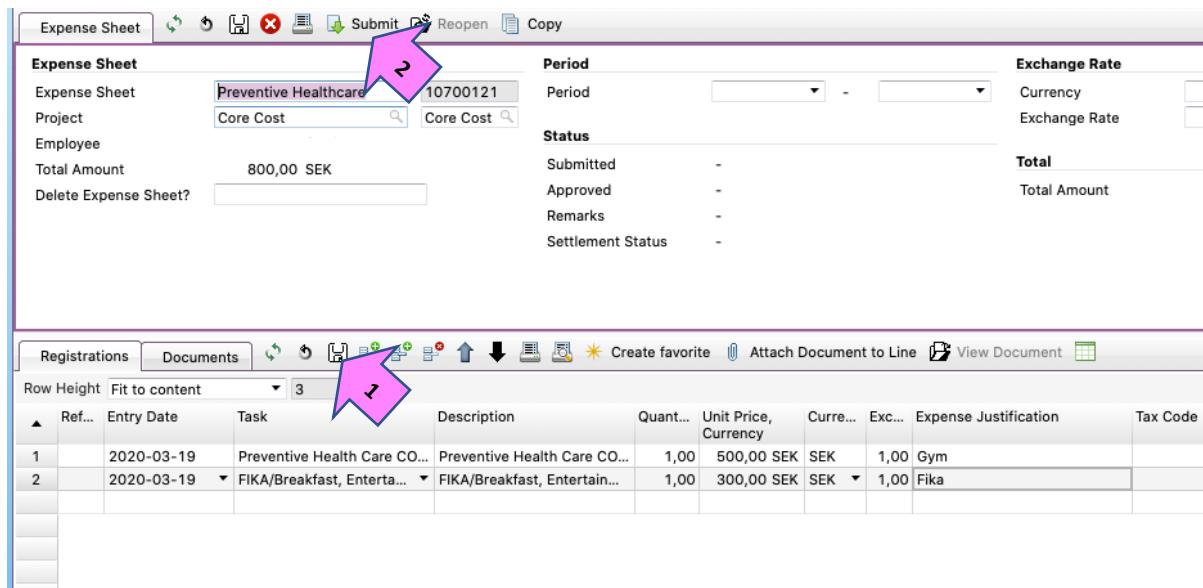


The screenshot shows the 'Expense Sheet' registration screen with a pink arrow pointing to the 'Attach Document to Line' button, which is located in the top right of the toolbar. The registration row for the expense is selected, and the 'Task' column is set to 'Preventive Health Care CO...'. The 'Attach Document to Line' button is highlighted with a pink arrow.

Ref...	Entry Date	Task	Description	Quant...	Unit Price, Currency	Curre...	Exc...	Expense Justification	Tax Code	Ta...
1	2020-03-19	Preventive Health Care ...	Preventive Health Care COR!	1,00	500,00 SEK	S...	1,00	Gym		

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, Period: 10700121

Project: Core Cost, Employee: Core Cost

Total Amount: 800,00 SEK

Delete Expense Sheet?

Period: [dropdown] - [dropdown]

Exchange Rate: [dropdown]

Status:

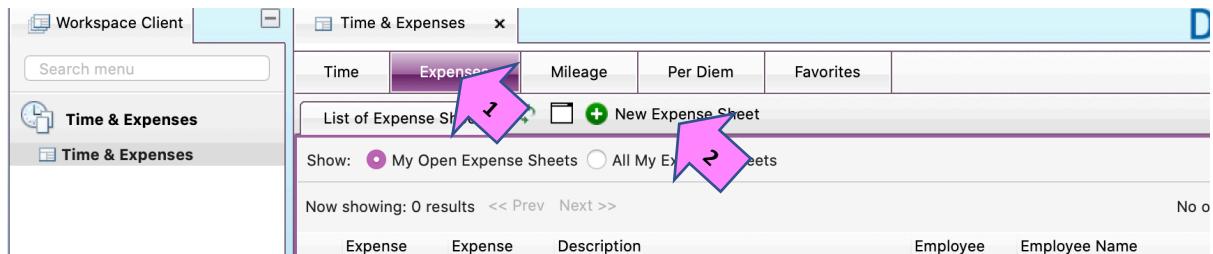
Submitted	-
Approved	-
Remarks	-
Settlement Status	-

Registrations, Documents, Create favorite, Attach Document to Line, View Document

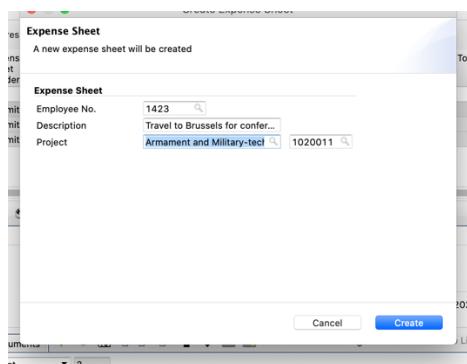
Ref...	Entry Date	Task	Description	Quant...	Unit Price, Currency	Curre...	Exc...	Expense Justification	Tax Code
1	2020-03-19	Preventive Health Care CO...	Preventive Health Care CO...	1,00	500,00 SEK	SEK	1,00	Gym	
2	2020-03-19	FIKA/Breakfast, Enterta...	FIKA/Breakfast, Entertain...	1,00	300,00 SEK	SEK	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
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, Transportation	1,00	15,00 SEK	SEK	1,00	Train ticket

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.

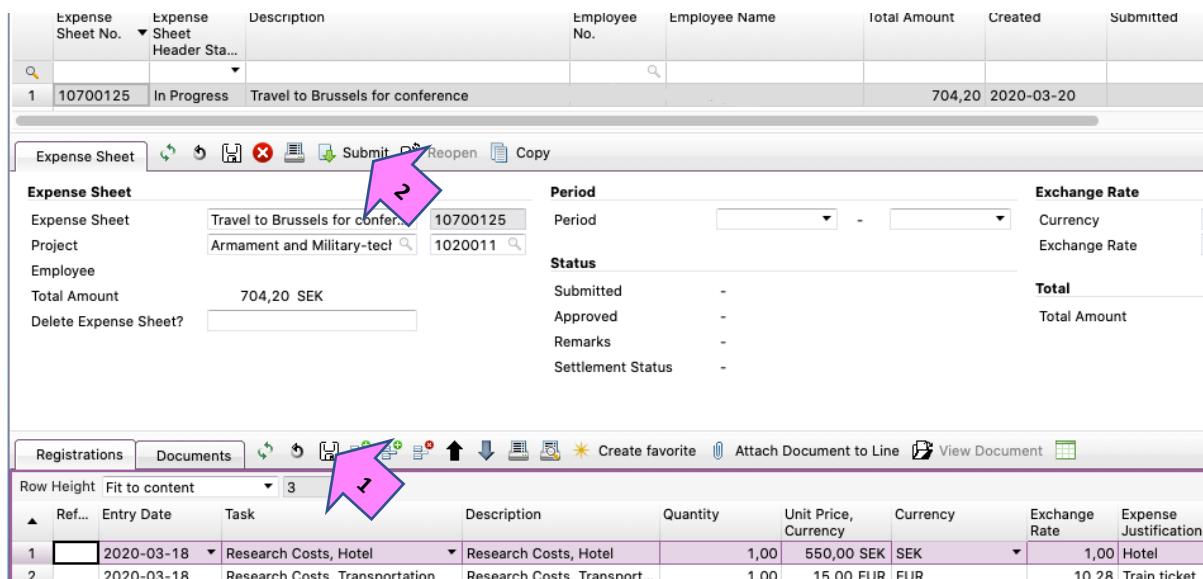
Ref...	Entry Date	Task	Description	Quantity	Unit Price, Currency	Currency	Exchange Rate	Expense Justification
1	2020-03-18	Research Costs, Hotel	Research Costs, Hotel	1,00	550,00 SEK	SEK	1,00	Hotel
2	2020-03-18	Research Costs, Transportation	Research Costs, Transportation	1,00	15,00 SEK	SEK	1,00	Train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



Document Name	Document Type	Document...	Locked	Locked By	Latest Revision is Closed	Revision No.	Revised Next	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 Status	Description	Employee No.	Employee Name	Total Amount	Created	Submitted
1 10700125	In Progress	Travel to Brussels for conference			704,20	2020-03-20	

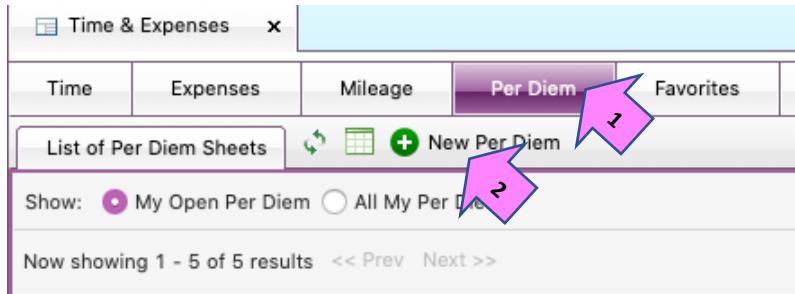
Expense Sheet		Period		Exchange Rate	
Expense Sheet	Travel to Brussels for confer...	10700125	Period	Period	Currency
Project	Armament and Military-tec...	1020011	Period	Period	Exchange Rate
Employee			Status		
Total Amount	704,20 SEK		Submitted	-	
Delete Expense Sheet?			Approved	-	
			Remarks	-	
			Settlement Status	-	

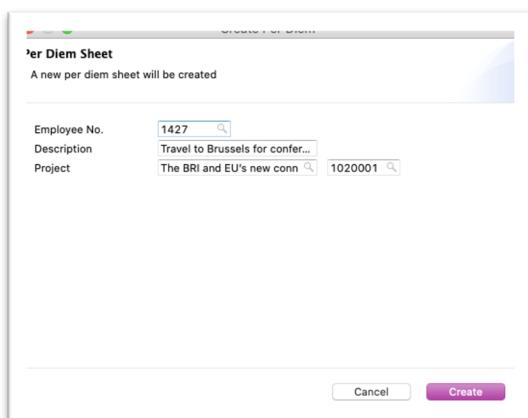
Registrations	Documents	Row Height	Fit to content	3	Ref...	Entry Date	Task	Description	Quantity	Unit Price, Currency	Currency	Exchange Rate	Expense Justification
					1	2020-03-18	Research Costs, Hotel	Research Costs, Hotel	1,00	550,00 SEK	SEK	1,00	Hotel
					2	2020-03-18	Research Costs, Transportation	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'



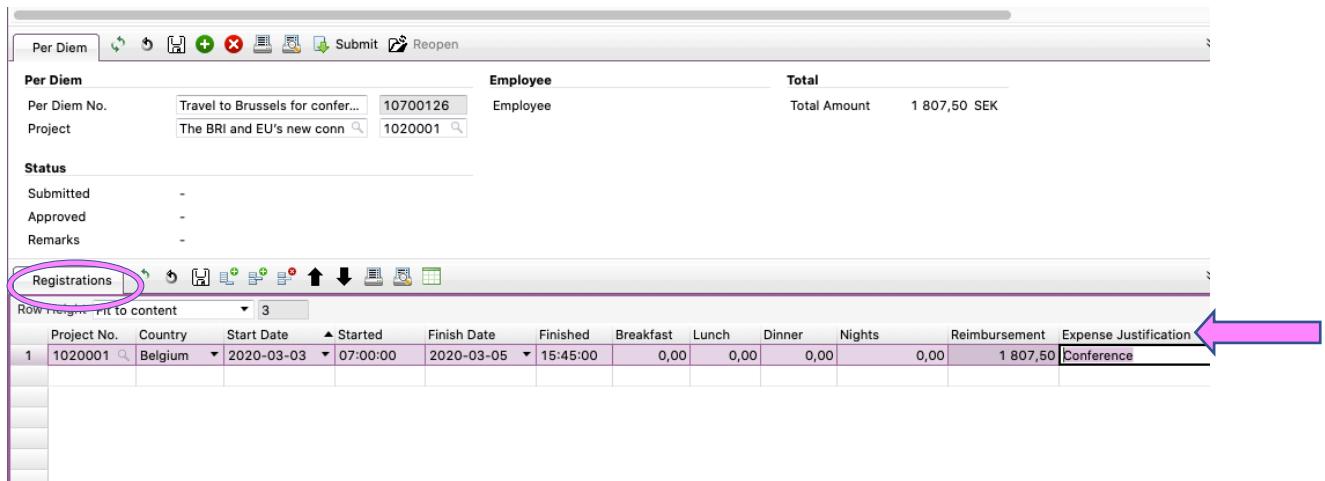
2. Choose Description, fill out what type of reimbursement you are claiming.  
Under Project: choose the project that the cost should be booked on (in the pop-up window - choose All Projects & Search).  
Then press 'Create'



## 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
1 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

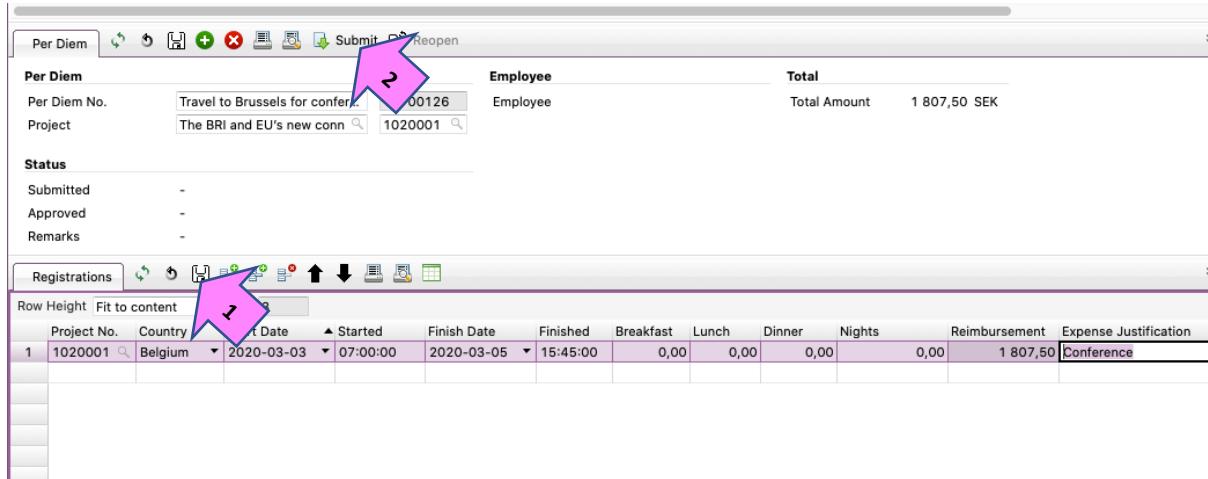
4. Fill out the number of meals that should be deducted, i.e. that have been provided for you (hotel breakfast, conference lunch, etc.)

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.



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

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