

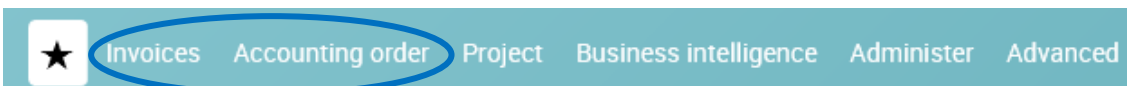


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# Raindance -Supplier invoices and accounting orders

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Guidelines for  
reviewing/validation



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Invoices

Accounting order

Project

Business intelligence

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## Reviewing

### Introduction

This guideline describes how to use the portal as a reviewer of supplier invoices and accounting orders.

More information is available at the The staff portal under Services and Support in the Financial administration and Financial System section, Raindance

### Portal access:

The Raindance portal can be found at:

<https://uu.raindancesaas.se/rp/faces/portal/login/login.xhtml>

### Login

After you have entered the web address in your browser, the following login page will be shown:

- User Enter your UpUnet-id according to the UU Authorization system
- Password Password A
- Company Leave blank
- 
- Press Enter or click the OK button

Användare

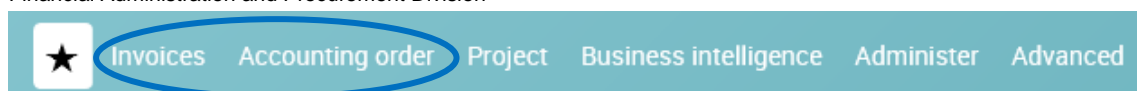
Lösenord

Företag

Ok

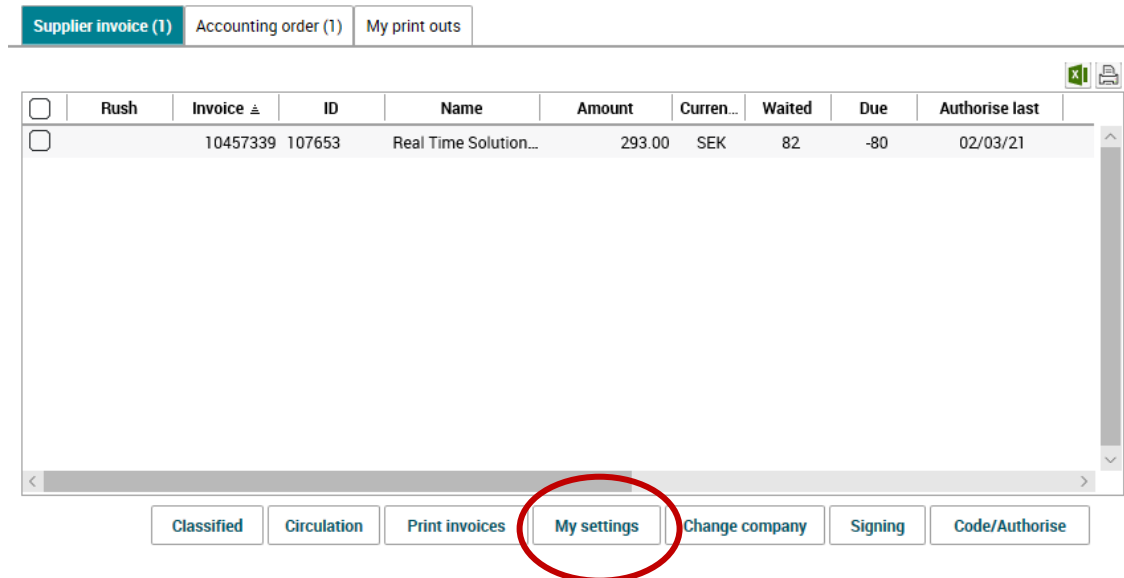
### Log out

To log out of the system, click the command `Log out` in the upper right-hand corner of the picture.

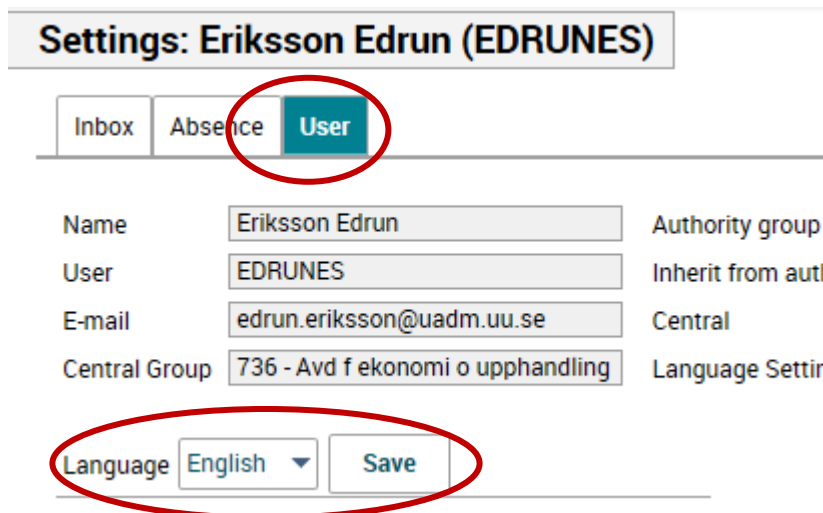


## Language

You can change the language of lead texts and headings. To change language to English click the button **My settings** from the Inbox




And then go to tab User and change Language to English, and press the Save-button.

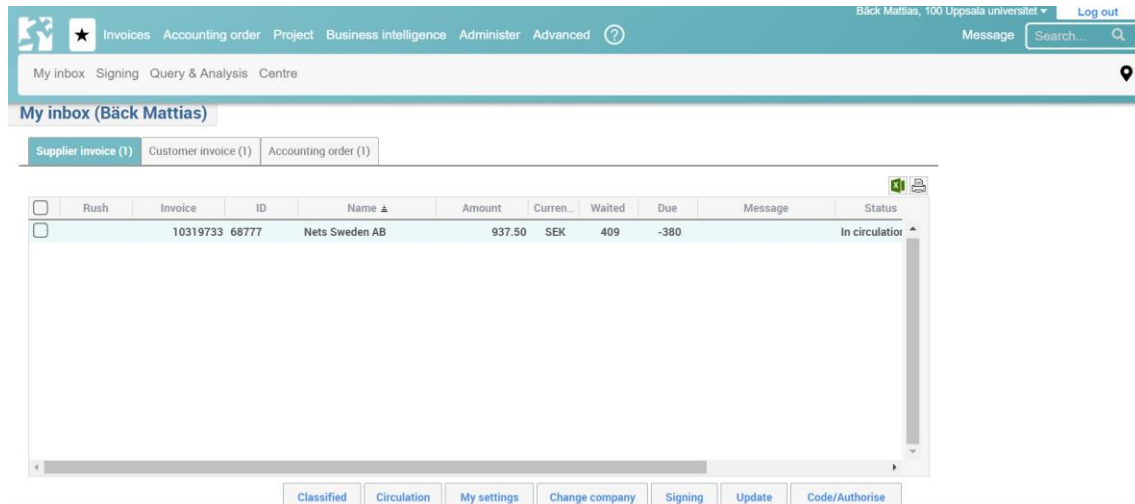


The change will apply from the next login.

## My inbox




When you have logged into the portal you will get to My inbox. If you have chosen another start page you will get to My inbox by clicking on the 

The inbox displays the invoices and accounting orders that have been circulated to you in separate tabs. Choose tab for what you want to review, and then double-click on the invoice/accounting order. See more information under the respective episode.



## Validate/review supplier invoice

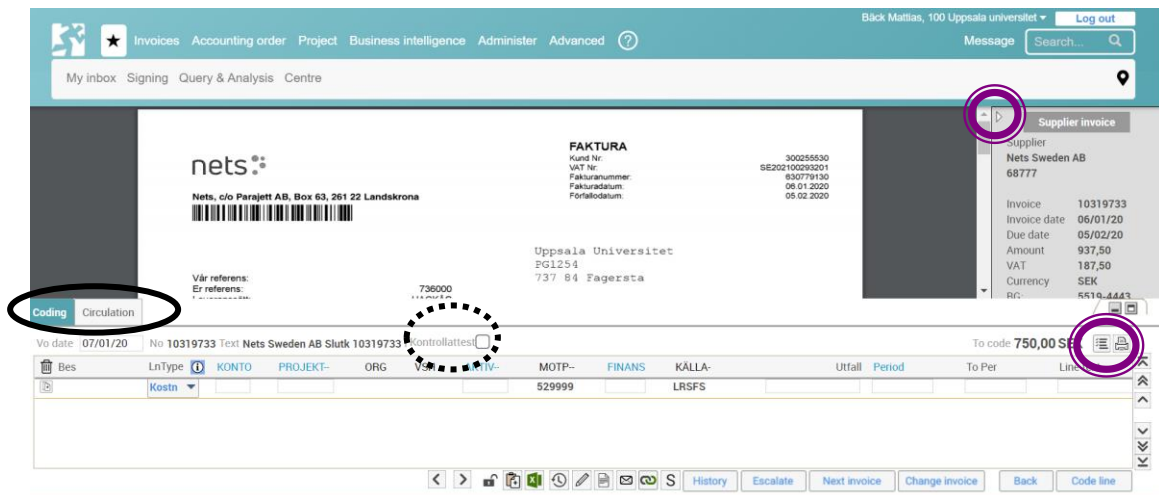
For an invoice to be approved it first has to be coded and validated. At least two different individuals should have handled the invoice before it can get approved/definitive.

- Check that the delivery of the goods has been executed/that the service has been carried out and that everything correspond with the order.
- Compare the invoice with the information in the box on the right hand side of the invoice image. Check that all information such as supplier, payment terms, invoice amount, VAT amount, supplier message, etc. are correct
- For E-invoices you can click the  button to view more information than is available on the invoice image.
- If you wish, you can minimize other parts of the window in order to make more room for the invoice image; see the double rings in the picture below.
- If something is wrong with a supplier invoice, please contact the financial administrator on your department.
- To read the information in the Message function, click the pen icon . If the button is color marked there is a message there. To add a message, use the same function
- If the button  for the Open/Attach document function is color marked, there are one or more documents attached to the invoice. To add a document, use the same function
- If you wish to investigate the invoice before it is validated, you have the possibility to flag the invoice as under investigation via the Circulation tab, see the picture on page 7.



## Validation




- When everything is on order, click in the box next to **Kontrollattest**, see the dotted circle marked below.
- Click on Next invoice or read about more options in the text about circulation of invoices below.



## Validate/review Accounting order

For an accounting order to be approved/definitive, it first has to be approved by at least two different individuals. On the accounting order you can see that it requires two approvers as there are two columns for the approvers.



## Review

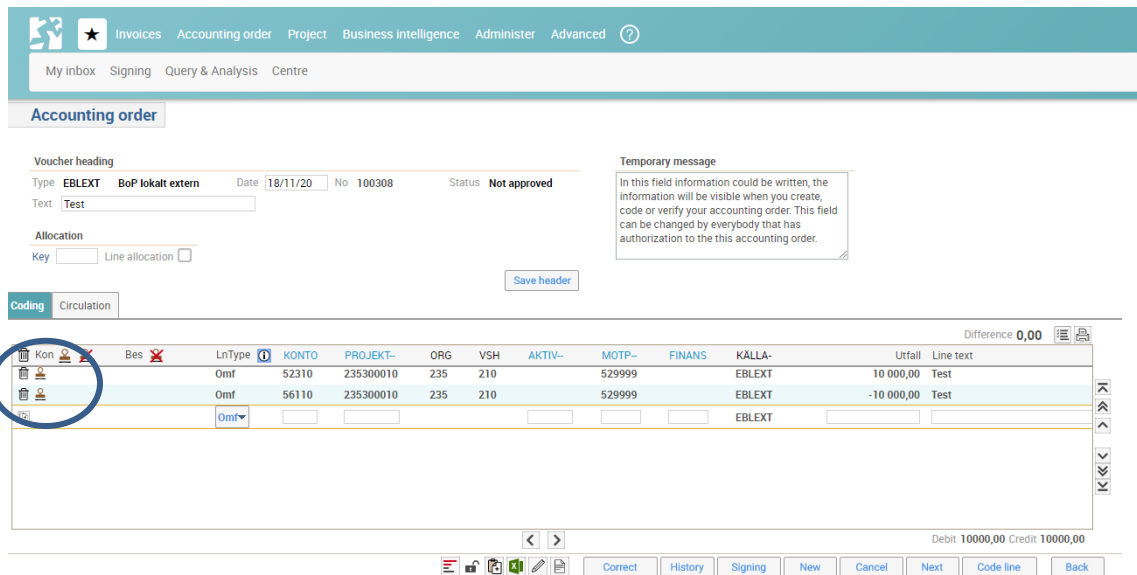
- Read any information in the box, Temporary message.
- Above the coding line, the button  shows. To get an explanation to a line, mark it and click the button. A new window will appear and show descriptions to the codes on the line.
- Read any information in the message function. If the button  is color marked there is a message available. If you want to add a message, you use the same function.
- If the button  for the Open/Attach document function is color marked, there are one or more documents attached to the invoice. For accounting orders there usually should be a back-up document attached. To add a document, use the same function




## Verify

Verifying can be done for a single line or for all lines in an accounting order.

- In the coding window above the coding lines there is a stamp . If you click on the stamp all lines will be authorized at the same time. The authorization will be visible as your signature in Raindance will replace the stamp in front of every line. See picture below.
- To authorize one line at the time, click on the stamp  before the line.
- One accounting order can be split between several entities. In that case, the responsible approver at each entity will authorize each coding line.



## Remove authorization

You can remove authorization on one or several lines as long as the accounting order doesn't have the status definitive. To remove the authorization for all the lines you have authorized click the  button. To remove authorization on specific lines, click on your signature in front of the line you wish to remove. When the authorization is removed on a line the symbol for authorization is visible again instead of your Raindance signature.


## Circulation

After an invoice has been validated it must be circulated on to the next person in the invoice flow. This may be done in either of the following ways:

- When you have been working on an invoice it gets circulated automatically based on the circulation template when you click on [Next invoice](#)

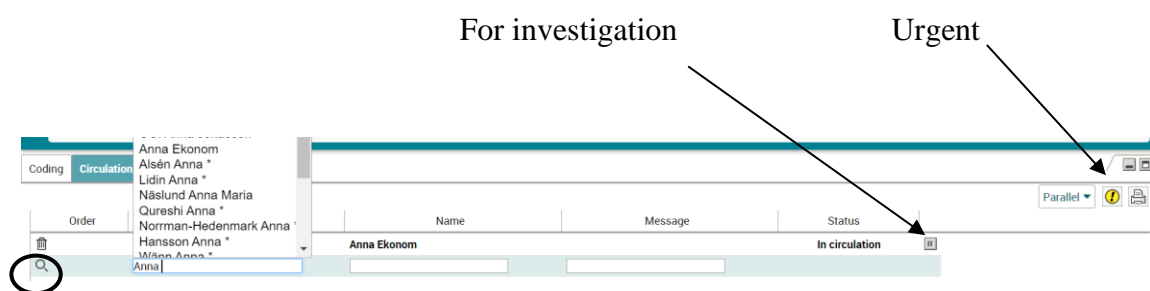


- The invoice is circulated manually through the Circulation tab. Start by removing yourself from the circulation by clicking the dustbin to the left of your signature.

If the invoice is to be highlighted as urgent, choose the  button.

Then indicate to whom the invoice is to be circulated by inputting the user's signature or search for the user with the magnifying glass, see below under "Searching for users or template to circulate invoices".

If something is to be communicated to the person the invoice is circulated to, a message (maximum 30 letters) can be added on the line. Then press enter and the invoice is circulated to the selected user/template. After that click on the button [Next invoice.](#)



### Searching user to circulate invoice

A user or a circulation template can be searched by choosing one of the alternatives below:

- Search in the field **User** by searching on the user's name. As the name is written a list with accessible users appears.
- Click on the magnifying glass to the far left in the circulation tab and a window is open with three tabs.
- In the tab **Inboxes** all users in your group are listed. This list can be sorted by clicking on the header you want to sort by. You can change group to search for users in other groups. You can also choose "All groups" to see all users. Users who are financial administrators are marked with a \* after their name. To pick a user, double-click on their names/signatures and they will be transferred to the circulation function.