Swedish Red Cross

Confirm and account-coding in ExFlow

Financial Department

Innehåll

ExFlow

When you have an invoice to confirm and code in ExFlow, you will receive an email. Either you can click on the link in the email you have received, or you can go to ExFlow in your web browser.
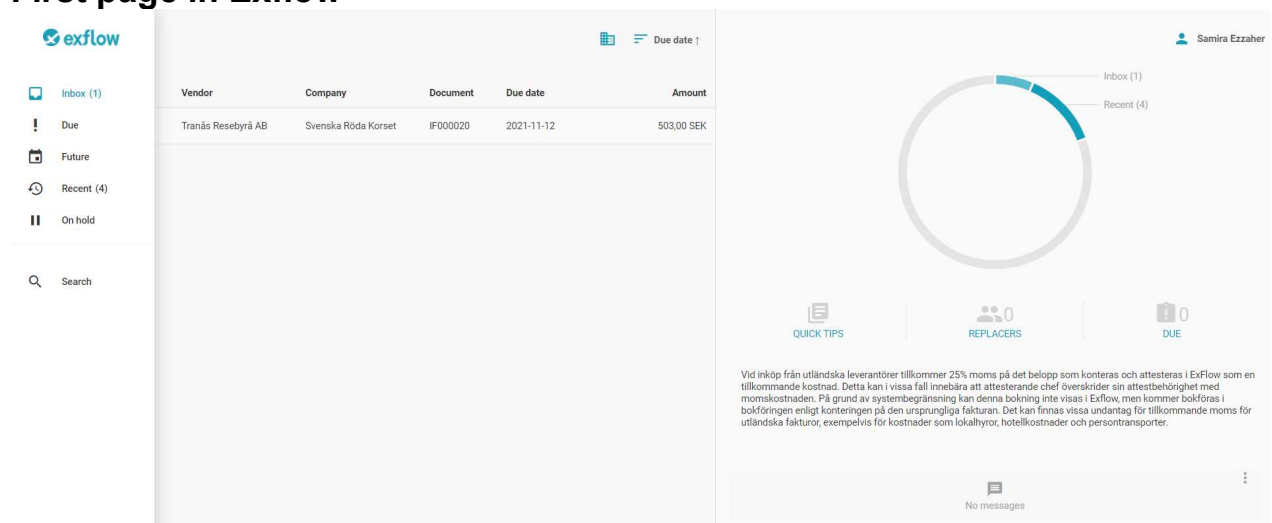
Log in details is the same as your Office365 account (the same one that you sign in with on your computer). Usually, you are already logged in.

The role to confirm and code invoices is referred to in ExFlow as "Attestant 1". The certifier/final approver is in ExFlow called "Attestant 2". The certifier (Attestant 2) is governed by which organization code the invoice receives. The system automatically sends the invoice to the person who is responsible for the respective organization code. If the invoice amount is above the set amount limit for the certifier, the system will automatically add higher level of approvers to the invoice.

You will always receive the invoice with a pre-deposited account, in most cases a temporary account (4999) since the system can't send out invoices for approval without an account. This temporary account needs to be changed before the invoice can be confirmed and approved. In most cases, the invoice will also have an organization code pre-filled, if the justifier changes the organization code the certifier also changes automatically by the system to the manager responsible for the mentioned organization code.

Four-eye's principle – an invoice cannot be approved and be proceed for payment unless two different people have approved the invoice, that is approved by "Attestant 1" and "Attestant 2".

First page in Exflow

On the left you have a few different views:

**Inbox** your unprocessed invoices

Due your unprocessed invoices that have expired

Future invoices where you are in the feed for the invoice but have not yet received. Primary for certifiers (managers)

Recent invoices that you have recently handled

On hold invoices that you have placed under investigation/monitoring

Search here you can search among your managed invoices
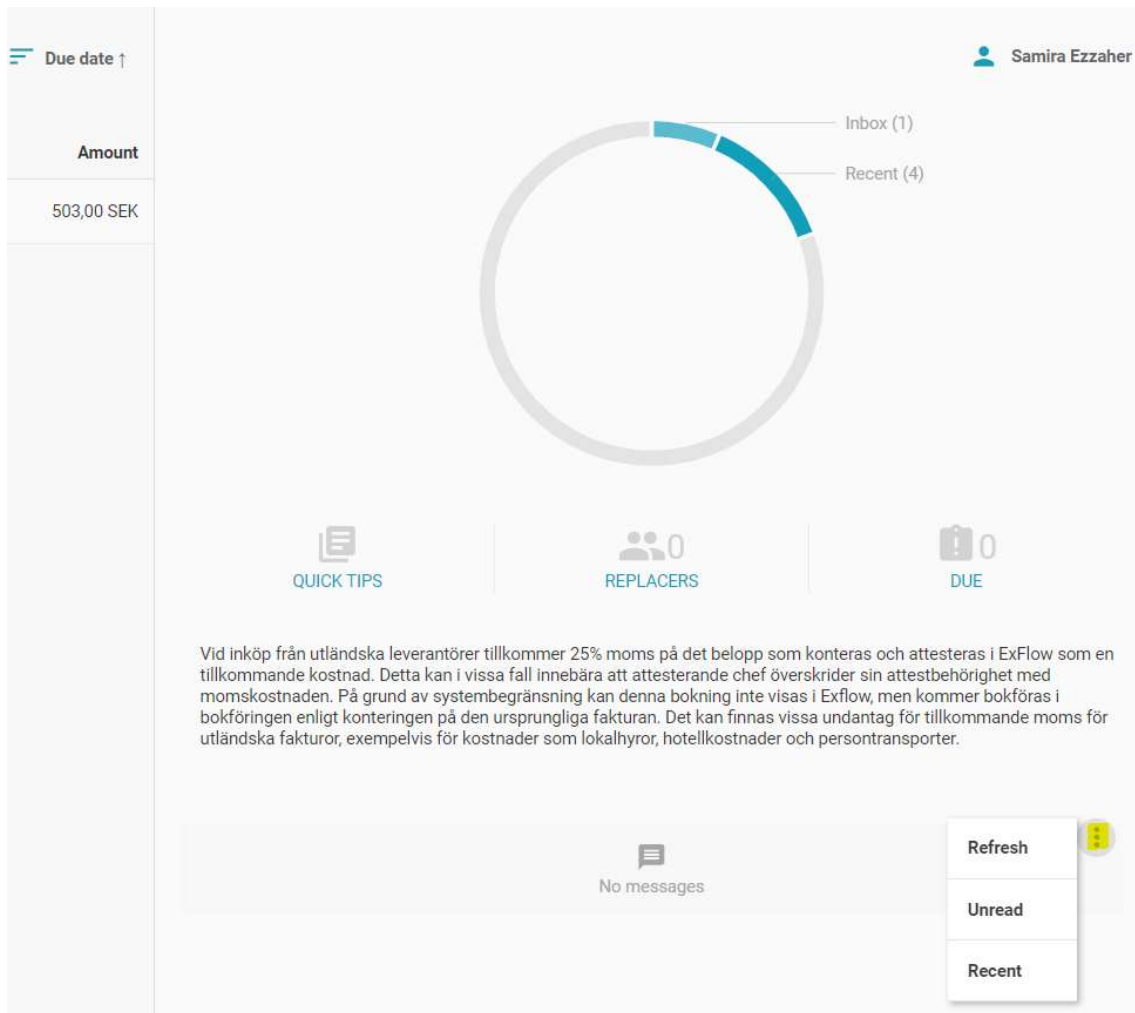
On the right you will find:

The circle gives you an overview of all your invoices
Quick tips, here you can see information and watch videos about different parts of ExFlow
Replacers: in the event of a longer absence, you should add a replacement for you. Your replacement must be an Exflow user.
Due, here you can see your unprocessed and overdue invoices
The text is information about how the system processes invoices from the EU and outside the EU; reversed VAT, unfortunately this information is only available in Swedish right now
Messages, here you can see if someone has tagged you on an invoice that you're not in the feed of, but someone wants you to see the invoice and maybe give a comment (new messages are immediately visible, to show your older messages you need klick on recent)

How to confirm an invoice (attestant 1)

To enter the invoice, click on it.

Information
On the left you will see some information about the invoice, and on the right, you can see the invoice image.

Buttons/symbols
Above the invoice there are a few different **buttons**, please find the explanation below for each symbol.
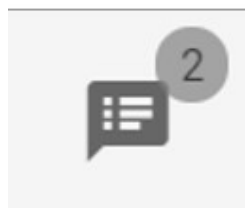

 Comment, the number indicates that there are comments on the invoice, to read or write new comments, click on the symbol.

If you want a colleague who is not in the feed of the invoice to look at the invoice, tag the person with @ (note that this person must be a user in ExFlow).

To write a comment which you want to include on the invoice and be visible to everyone, for example, to specify the purpose of the cost on the invoice, write the comment without tagging a colleague.

To respond to a comment, tap reply.
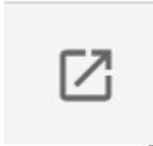If there are any comments, they will appear on the first page.
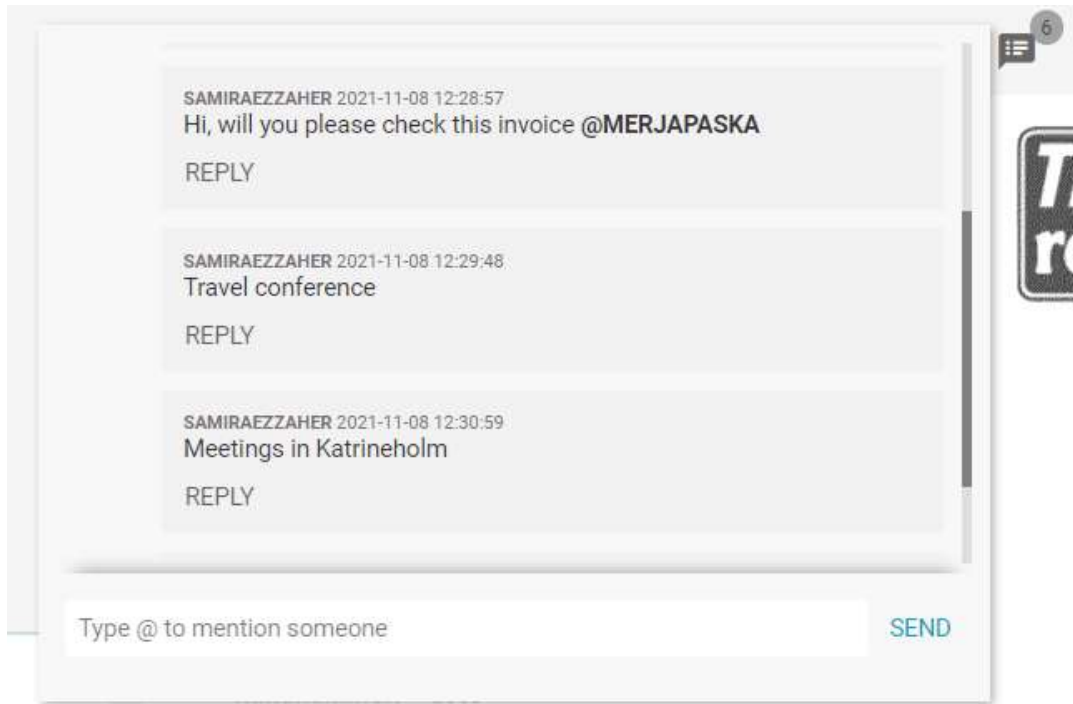
 scrolling between invoices

 attach a document, if an attachment is included on the invoice, there will be a number in the upper right corner, click on the clip, and you will get a small window where the attached documents are located and where you can upload your own attachment.
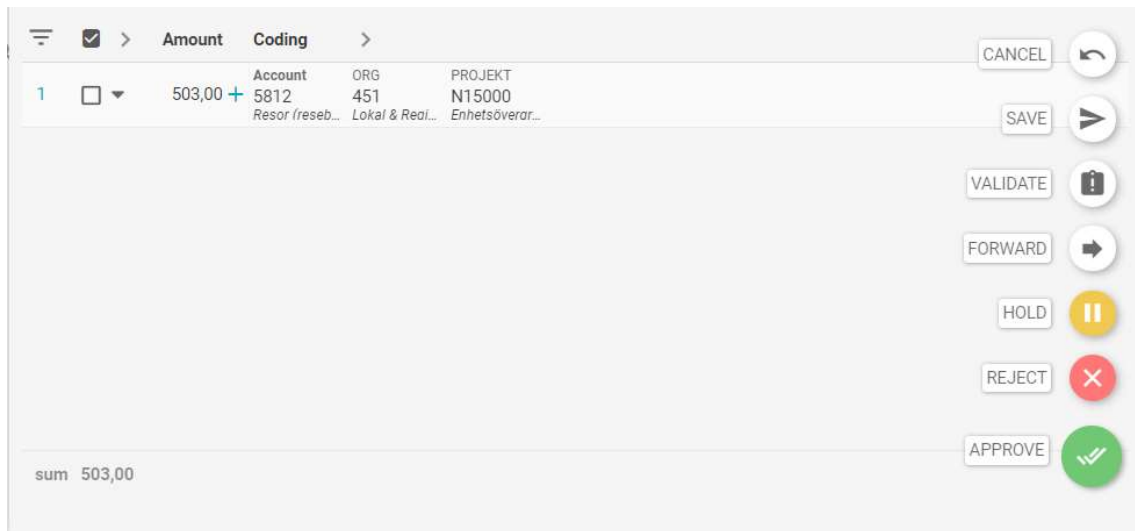

 zoom the invoice image

opens the invoice in a separate window — for example to save as a PDF or to print the invoice

Buttons at posting lines

To show the hidden buttons, hover over the green button.

Cancel cancels the changes that you have done on the invoice
Save saves what you have changed on the invoice
Validate if you want to check if the accounting is correct before approval
Forward the invoice and pass on to another justifier (you have received the invoice incorrectly and know who should have it instead) if your role is to certify the invoice, that is if you are attestant 1. Please note that Attestant 2 should NOT use this button, because then you will renounce your approval. DO NOT send back to the previous person through this function, instead you can write a comment and tag that to the person by using @.
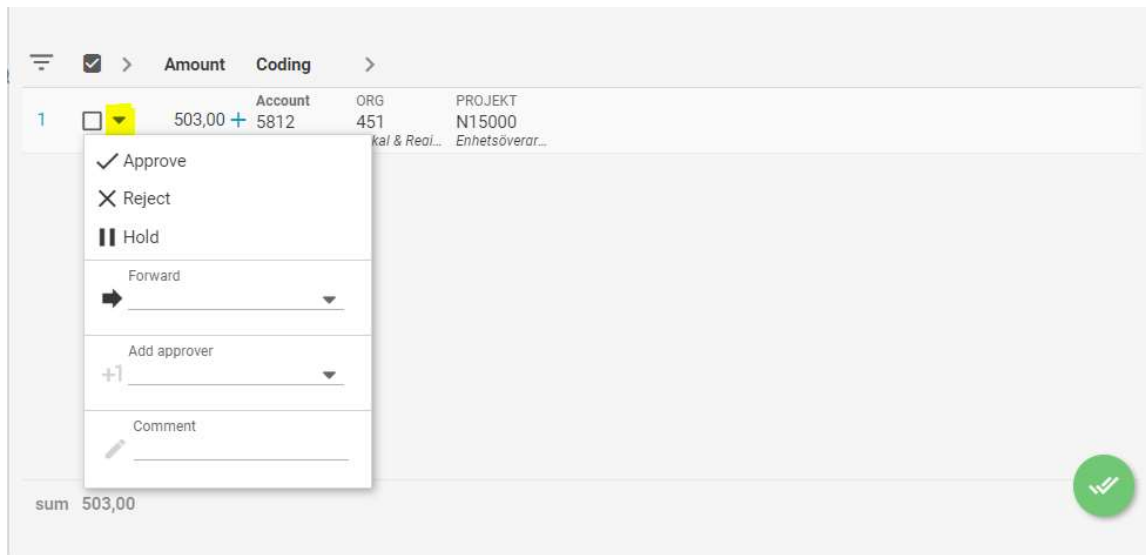**Hold** the invoice is under investigation
Reject sends the invoice back to accounts payable/administrator, mandatory to write a comment about why – for example incorrect, should go to someone else, etc
**Approve** the invoice and pass it on in the feed

Some of these features are also accessed by clicking on the arrow:

Approve, reject, hold, and **forward** has the same function as above.
Add approver this is to add a person as the justifier/attestant 1 to the feed of the current row, the person will then be able to change the accounting. The feed can be shown if you click on this arrow
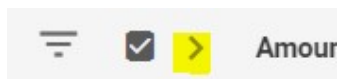
 Comment adds a comment to the row.
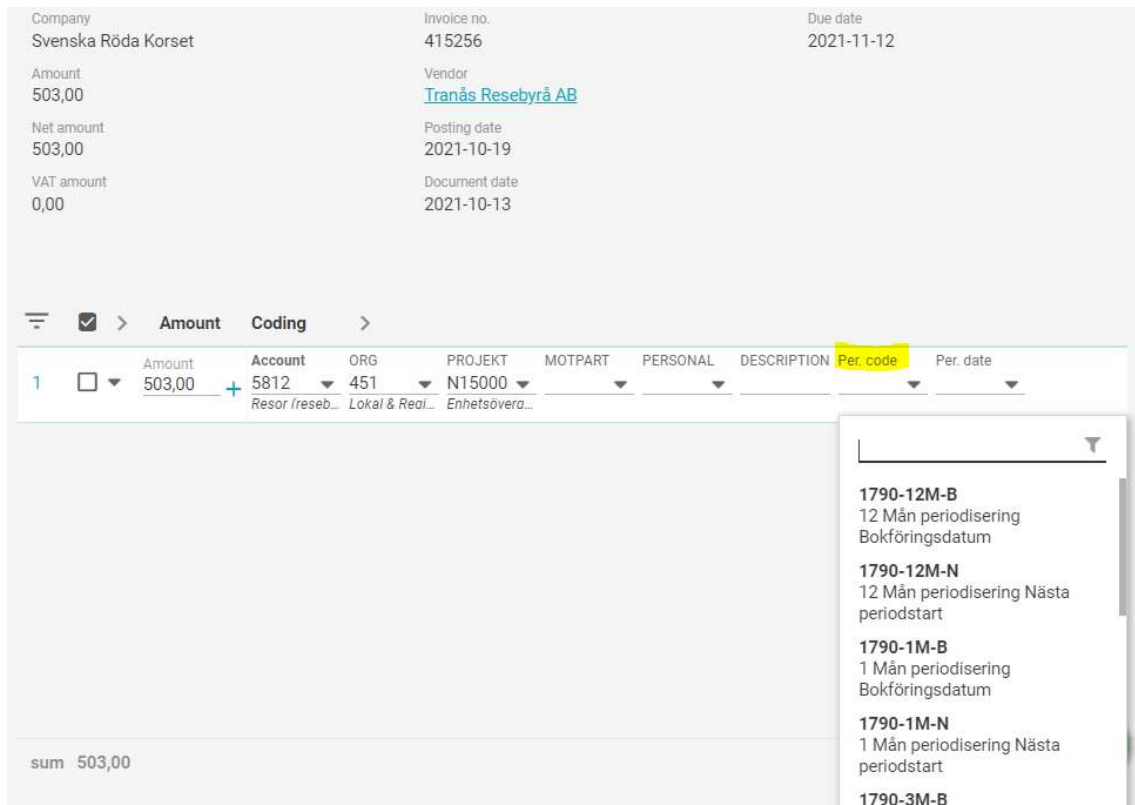
Account-code the invoice

Fill in account, organization code, project, and in some cases counterpart (motpart) and staff (personal). (ExFlow will let you know if you miss a dimension). In the drop list you can search for codes via both code and text. In description, you can add a short text for the row, for example the purpose with the cost, but the text will then overwrite the account description.

Accrual

To split a cost over several months (for example rental costs), select code in per.code based on how many months ahead the invoice it to be posted. Select the date on the first of the month the accrual is to apply from. For example, you receive an invoice in September of 30 000 SEK to be accrued over three months starting in October – select 3 months accrual and start date 20xx-10-02, and the system divides the invoice into three equal parts for October, November, and December.

To divide the invoice on different account coding

If the invoice should be divided on different accounts and/or projects, you do so via the plus sign at the amount. Enter the amount for the first row, then ExFlow will calculate the remaining amount and adds a new row, repeat the same steps with row two, etc.

Forward a row in the invoice or the whole invoice
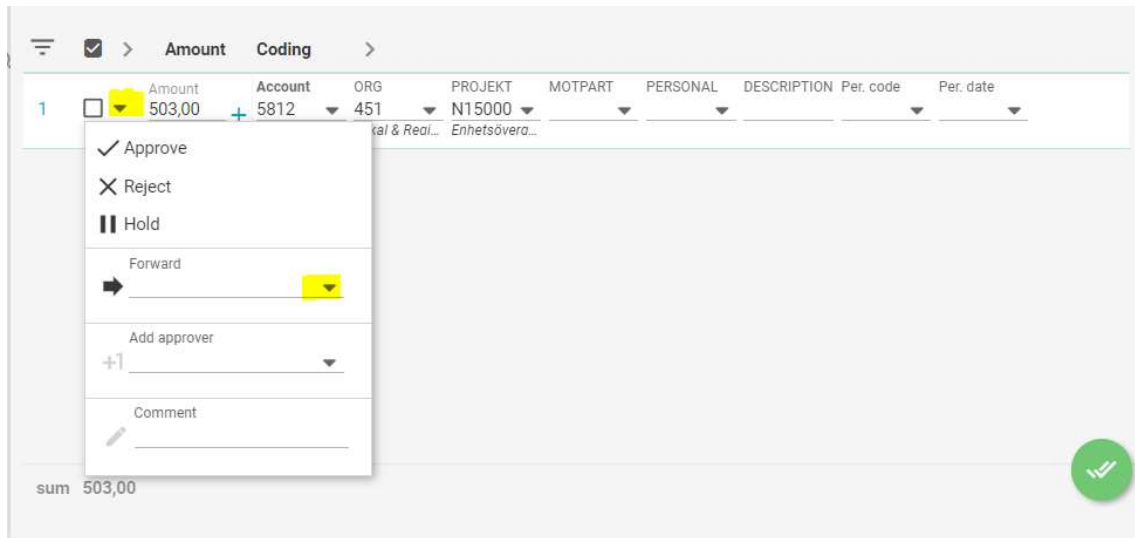
To forward a row to another justifier, select forward at the arrow for the row and choose the person that you want to send it to, then approve the invoice as usual.

The rows that you forward to another person must be filled in with amount, account, organization, and project code, otherwise ExFlow will not allow you to go forward and approve the invoice. You can choose any codes that you want, but then the person that you send the invoice to must be aware of this and change to the correct coding.

If you want to forward the whole invoice, then use the forward button at the right side of the page.