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upphandling

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## Approval role in the Raindance portal

The Raindance portal can be reached using the link  
<https://uu.raindancesaas.se/rp/faces/portal/login/login.xhtml>

Log in by entering your user id for the University's shared web login and password A in the login window.

The portal is only available within Uppsala University's domain. To access the portal outside the domain, a VPN service is required. More information on the VPN service can be found in the Employee Portal on the page

<https://mp.uu.se/sv/web/info/stod/it-telefoni/it-support/network-on-campus/vpn-service>.

### **Approval role**

The approval role means that you are able to review and approve supplier invoices, customer invoices/requisitions and accounting orders. An approval means that the supplier invoice will be paid, customer invoices/requisitions will be sent to customers/contributors and that the accounting order is approved.

Approval is done to confirm that the invoice/agreement/accounting order etc. has been verified, and it ensures that:

- the expense is justified within the framework of UU's activities
- that sufficient funds are available and may be charged the department/project stated in the account coding
- that the financial transactions are in accordance with applicable rules

More extensive guidelines for reviewers can be found at  
<https://mp.uu.se/web/info/stod/ekonomi/raindance/inloggning-raindance/information-granskareattestant>.

For more information and support for processing invoices, please contact the financial administrator at your department/equivalent.

There is also a short movie available for the reviewer role and quick reference guides and other information about the financial administration system that can be found in the Employee Portal on the page <https://mp.uu.se/web/info/stod/ekonomi/raindance>.