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## **APPROVER permission in the Raindance portal**

You have been assigned the user role Approver in the Raindance portal to approve invoices and/or accounting orders.

The portal is used to review, account code and approve supplier invoices in an electronic flow in order to certify and prepare the invoices for payment.

Please note that a single user may not both review and approve a particular invoice. These tasks must be divided among two individuals. Accounting orders are handled similarly concerning approval and preparation.

### **Approver role**

The Approver role means that you are able to attest invoices and/or accounting orders. Attesting an invoice means that it will be paid and that the accompanying accounting order will be attested.

Attestations are done in order to confirm that the invoice/agreement/accounting order (and such) has been reviewed and that the approver attests that:

- The expense is justified within the framework of the University's activities
- Sufficient funding is available and may be charged the department/project stated in the account coding
- The transaction follows regulations and guidelines

### **Raindance portal**

The Raindance portal can be reached using the link  
<https://rd-portal.uu.se/raindancefp/>.

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 about the VPN services can be found in the Employee Portal on the page <https://mp.uu.se/web/info/stod/internet/vpn-tjanst>.



### **Attesting in the Raindance portal**

Upon logging in, your inbox will be displayed. Your inbox displays the supplier invoices and internal supplier invoices that have been circulated to you in separate tabs.

Whenever a new invoice/accounting order is added to your inbox, you will be notified via an email that will also contain a link to the portal.

An invoice must be reviewed and coded before it can be approved. An accounting order has two approval inputs for every coding line and the first (Att1) must be completed before the second (Att2) can be done.

Approval can be done on a single account coding row or on every row of a supplier invoice/accounting order.

- The account coding window displays a stamp icon  above the account coding rows. By clicking the icon, all rows are approved at the same time.
- A supplier invoice/accounting order can be divided among several units, in which case every coding line will be processed by the relevant approver. Coding lines are approved one at a time by clicking the symbol  in front of every line.
- After approval, the invoice/accounting order must be signed. The signing function can be directly accessed by clicking Next invoice / Next once the final invoice/accounting order has been approved.
- The signing function can also be reached by clicking the Signing button in your inbox.
- Sign the invoice/accounting order by entering your password A in the appropriate field then clicking OK.
- The invoice has been approved and will be paid on its due date. The accounting order has been successfully approved.

More extensive guidelines for approvers can be found at <http://www.uadm.uu.se/ekonomi/ekonomisystemet/Lathund/rp-attesterare.pdf>.

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

Quick reference guides and other information about the financial administration system can be found in the Employee Portal on the page <https://mp.uu.se/web/info/stod/ekonomi/raindance>.