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## **REVIEWER user role in the Raindance portal**

You have been assigned the user role of Reviewer in the Raindance portal to review supplier invoices.

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

### ***Reviewer role***

The Reviewer role means that you are able to verify that the ordered and provided service/goods corresponds to that which has been invoiced.

The reviewer is commonly the person who placed the order for the goods or service, but it can also be a project manager tasked with reviewing all invoices for a project.

As Reviewer, you are also able to account code invoices. To this end, you are able to create coding templates and upload favoured ones to facilitate the account coding process.

If you do not code the invoice, you can state the project code that is to be charged using the message function (the pen icon).

*Reviewing means ascertaining certain information through the invoice image in the portal, including that:*

- the price and quality corresponds to the signed contract/agreement or other arrangement
- the debited goods/service has been received or carried out in accordance with the order
- the department has not previously been charged for the expense
- the estimates are correct

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

### ***Reviewing an invoice 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.

- Verify the invoice using the method described on the previous page.
- Compare the information in the invoice image with the written information on the right hand side of the image. Make sure that all the information on the right, including supplier, due date, invoiced sum, VAT sum, supplier message and payment method concur with the information on the invoice image.
- If the information is incorrect, you may change the invoice by clicking [Change invoice](#).
- For issues with the supplier or method of payment, please contact the Financial Administration and Procurement Division through [ekonomisupport@uadm.uu.se](mailto:ekonomisupport@uadm.uu.se), or alternately, your financial administrator.
- Enter any pertinent information using the Message function , for instance, which project code is to be used for the invoice.
- When everything is correct, uncheck the box by **Granskare**.
- Following this, the invoice will be circulated on to the next person in the flow. This may be done manually or through a predefined flow. Different departments/equivalent have different methods for this process.
- If the department/equivalent have chosen to use a predefined flow, click the “Next invoice” button to allow the invoice to circulate to the next person in the flow.
- The invoice can be manually circulated by switching to the “Circulation” tab. First, cross yourself off from the circulation list by clicking the dustbin to the left of the row with your name. Then, choose the user who the invoice is to be circulated to by entering the user’s signature or search for the user by using the magnifying glass. Then press enter before finally clicking the button “Next invoice”.

More extensive guidelines for reviewers can be found at <http://www.uadm.uu.se/ekonomi/ekonomisystemet/Lathund/rp-granskare-eng.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>.