



Jesper Lundberg
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Version 2

DOCBOX Cloud Guide

DOCBOX is Företagsgruppens (the company group's) supplier invoice system for the Student Union, the company group and committees.

Supplier invoices are automatically entered into DOCBOX via a reading center that interprets the invoices. If the reading center can make a complete interpretation, the invoice automatically ends up with the first person in the certificate list. Therefore, it is important that you provide correct information on how the invoices are to be marked to the suppliers.

Otherwise, the invoices end up in an arrival queue where the finance department completes the registration. It takes up to one working day before sent supplier invoices end up in DOCBOX.

The versions of DOXBOX differ in appearance and functions.

This manual refers to the Cloud version.

If you have any questions, contact the Administrative Manager of the Student Union

Cloud version

<https://docbox.se/Account/Login>

Epost (email) Your post-specific email-address

Lösenord (password) What you received in connection with the account being set up.

The cloud version is only used for those who do not have AD within the company group.

Workflow

When you have an invoice that is on you in the certificate flow, an email will arrive in the morning as a reminder. Please handle the invoices **immediately**.

1. Check that the invoice is correct for the ordered product or service

2. Kontera (add correct account)

If there is an error on the invoice or you need help, send the invoice according to section 4.4.

Post the invoice by entering a cost account in debit or credit if it is a credit invoice. Use the account on which the cost is budgeted. Enter the results department and any projects. Enter the amount in the format 000.00. So commas (,) and öre (1 SEK = 100 öre).

Use multiple lines if there are multiple cost accounts to use.

If the invoice is to be accrued (move the cost to another month or distribute the cost over a longer period), this is always done by the finance department. Enter cost account and profit



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department. Write a comment that you want the invoice to be accrued. Forward to Jesper or Pernilla.

If the invoice is to be booked against a balance sheet account, this is always done by the finance department. Write a comment and send to Jesper or Pernilla

The columns for intra-group and external counterparties must always have the same value as in the box above. Reconcile so you have no difference on the invoice before approving it.

The lines must **not** be signed

3. Approve

Pressing approve means that you approve the invoice and it goes on to the next person in the certificate flow. When the final attendee approves, data is imported into the financial system.

4. Other

4.1 Sign lines

Before the final certificate, the accounting lines must be signed. This is always done by the finance department. This is so that the finance department can correct before it goes back into the flow for approval.

4.2 Certificate list

A certificate list contains two or more people who must approve the invoice. Next to last in the certificate flow is always someone from the finance department to check the posting(accounts). If it is not correct, it will be sent back for correction. The CEO is always last in the certificate flow.

4.3 Wrong certificate list?

If you have received an invoice for you who are going to someone else, email to ekonomi@chalmersstudentkar.se with info, we change the certificate list so it ends up right in the flow.

4.4 Forward

If you want someone else to reconcile the invoice or if you need help with something, you can forward the invoice to another user. When the user has approved the invoice, it will be returned to you in the regular certificate flow. You can either forward to another user or return a step in the certificate flow.

NOTE! do not use replace my place in the certificate list.



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4.5 Accounting account groups

As a user, you belong to a group where the accounts and profit departments that you are to use and have access to are entered. If you do not have an account, contact the finance department.

4.6 Search function

Use the search function to look at current and already approved invoices. There are various filters you can choose to reduce your search results. Normal authorization can only apply to the invoices that belong to the certificate lists you are a member of.

4.7 Investigation queue

If you receive an invoice that is incorrect from the supplier, you must contact the supplier and ask for correction. Put the invoice in the investigation queue and state the reason and facts about the case in the comments field. It is always the person who places an invoice in the investigation queue who is responsible for following up the case and picking up the invoice when the correction has been remedied. You pick up the invoice for the regular queue by pressing approve.

NOTE! the investigation queue shall not be used because the invoice ended up on the wrong person or within the company. Then you must change the certificate list or forward it. If you do not know who should have it, change the certificate list to finance and write a comment about why.

4.8 Comments

The comment field is used to write a message to the others in the certificate flow. But can also be used for additional information such as participants in a representation. It is not the comment field on the posting lines that should be used.

The screenshot shows a web application interface for invoice management. At the top, there are navigation buttons: 'Kommentera', 'Underskrift', 'Säkra vägen', 'Bilagor', and 'Godkännt'. Below this, there is a form for 'Save Mode AB' with fields for 'nr' (20174061), 'modatum' (2021-01-07), 'pris' (200,00 SEK), and 'belopp' (1 000,00 SEK). A 'Kommentarer (0)' section is visible. Below that is a 'Utökad info' section with fields for 'Fakturadatum' (2020-12-08), 'Bokföringsdatum' (2020-12-08), 'Valutakurs' (100,00), and 'Valuta' (SEK). The main part of the screenshot is a table titled 'Konteringar - Differens: 0,00 SEK'. The table has columns: 'Debet', 'Kredit', 'Resultatenh. (R1)', 'Projekt (R2)', 'Koncernintem motpart (R4)', 'Externa motpartar (R7)', 'Belopp', 'Signatur', and 'Kommentar'. The table contains several rows of data, including a row with '4233' in the 'Debet' column and '4' in the 'Projekt (R2)' column. A green arrow points to the 'Kommentera' button, and a red X is drawn over the table.

Debet	Kredit	Resultatenh. (R1)	Projekt (R2)	Koncernintem motpart (R4)	Externa motpartar (R7)	Belopp	Signatur	Kommentar
	7300387					1 000,00	JELU	
2641						200,00	JELU	
4999				50		800,00	JELU	
	4999			50		800,00	JELU	
4233			4	50		800,00	LIPA	



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4.9 Attachments

You can upload attachments to the invoices. The largest area of use is a basis for representation where you can attach a document with the purpose, company and who participated.