

Lupin Proceedo: Favourites and default value

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Favourites and default value

It is possible to label accounting codes that you use often as favourites or default value.

It is only possible to have one default value. This is recommended if you always use the same account code or address. It is possible, however, to have several favourites.

The chosen favourites are shown at the top of the search dialogue. If you have labelled a value as default, this is entered automatically.

Accounting code

You state an accounting code as a favourite when creating an order or handling an invoice. If you enter the values when creating an order, they will be visible next time you create an order or handle an invoice.

To choose default and favourite values when assigning account codes, click on the symbol for the account value you wish to enter.

The screenshot displays a table of accounting codes with columns for *Konto, *Aktivitet, Funktion, Tillgång/Fin, and Beskrivning. The table lists several codes, including '63800 Övriga varor (Other goods)', '15410 Ing moms (Incoming VAT)', and '809940.91.101708 Redovisning och reskontra'. A 'Favourites' section is highlighted, showing 'Set for all' and 'Default Favourite' options. A blue star icon is visible next to the 'Favourite' option for the '809940.91.101708' code. Below the 'Favourites' section, there is a list of 'All Aktivitet (18851)' codes, including '107051.21.135675 Campus Helsingborgstimulans sa' and '107121.11.101246 Grundutbildning'.

Your marked favourite items are shown to the right under Purchase and Search products.

The screenshot shows a search bar at the top with the text 'Type to search' and a search icon. Below the search bar are several icons: a star, a heart, a thumbs up, a house, and a document. To the right of these icons is the text 'Choose markup' and a 'Reset page' button. Below the search bar are two panels: 'Not sent requisitions' and 'Templates'. The 'Not sent requisitions' panel contains the text 'No saved requisitions right now. Search items to create one.' and a 'Refresh' button. The 'Templates' panel contains the text 'You don't have any requisition templates yet.' and 'You can choose to save an ongoing requisition as template on the last page of the create requisition flow.' To the right of these panels is a 'My favourite items' section with a 'Manage items' link. This section contains a list of five items, each with a small icon, a title, a price, a quantity, and a 'Buy' button. The items are: SAMSUNG GALAXY S22 5G 128GB (6 307,00 SEK / 1PCE), Papper C-matad Midi_H quality_275m (308,21 SEK / 1XCT), ART LTS 1200UL PIPPET TIP (5 471,10 SEK / 1CS), Sandberg musmatta (120,00 SEK / 1St), and HP 59X Black Laserjet Toner Cartridge (2 298,00 SEK / 1STK).

In the list with My favourite items, you can manage your order of items and delete items you no longer want as a marked favourite.

The screenshot shows a detailed view of the 'My favourite items' list. At the top right, there is a 'Sort by: My sorting' dropdown menu. The list contains five items, each with a small icon, a title, a price, a quantity, and a 'Buy' button. The items are: SAMSUNG GALAXY S22 5G 128GB (6 307,00 SEK / 1PCE), Papper C-matad Midi_H quality_275m (308,21 SEK / 1XCT), ART LTS 1200UL PIPPET TIP (5 471,10 SEK / 1CS), Sandberg musmatta (120,00 SEK / 1St), and HP 59X Black Laserjet Toner Cartridge (CF259X) (2 298,00 SEK / 1STK). Each item also has a 'Remove' button and a 'More info' link. The 'Remove' buttons are located at the bottom right of each item row.

Items that you no longer can order are shown at the top of the list so that you in an easy way can see that the list needs to be adjusted.

Support

If you have questions about favourites and default value, please contact Division of Finances via <https://forms.eken.lu.se/> category *Other*.