

# Lupin Proceedo: Favourites and default value

## Table of contents

Favourites and default value.....	1
Accounting code .....	2
Delivery address.....	3
Support.....	3

Guide updated: 2023-04-21

## Favourites and default value

---

It is possible to label accounting codes that you use often as favourites or default value regarding the variables account and activity.

You can also add favourites and default values for delivery addresses.

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 when you code your order/invoice. 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.

*Konto	*Aktivitet	Funktion	Tillgång/Fin	Beskrivning
63800 Övriga varor (Other goods)				
15410 Ing moms (Incoming VAT)				
18 items in this accounting				
Line	Item number			
1	100-015			
2	100-015			
3	100-015			
4	100-015			
5	100-015			
	<b>Favourites</b>		Set for all	Default Favourite
	809940.91.101708	Redovisning och reskontra		<input checked="" type="checkbox"/>
	<b>All Aktivitet (18851)</b>		Set for all	Default Favourite
	107051.21.135675	Campus Helsingborgstimulans sa		
	107131.11.101246	Grundutbildning		

Find the value you wish to mark as default or favourite and click on the relevant symbol. It is then saved automatically. To change it, click out of the field.

## Delivery address

---

To enter a delivery address as default or favourite, you need to create an order. In the final stage before you send your order, you choose a delivery address. You can choose default and favourites from the drop-down menu.

Finalize requisition

Requisition name <span style="float: right;">40</span> <input type="text"/>	Delivery address Att. <input type="text" value="Click or type to search address"/>	Invoice address My reference: Jessica Westerlund Palm LUNDS UNIVERSITET Box 188 221 00 LUND
Internal comment <span style="float: right;">1000</span> <i>Information is not sent to supplier</i> <input type="text"/>	Favourites LUNDS UNIVERSITET,SEKTIONEN EKONOMI Westerlund Palm, Jessica Sandgatan 5 223 50 LUND GLN: 7350032942636	<input type="radio"/> Default <input checked="" type="radio"/> Favourite 

Add attachment (Internal)

## Support

---

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