

Lupin Proceedo Delegation

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Guide updated: 2023-11-22

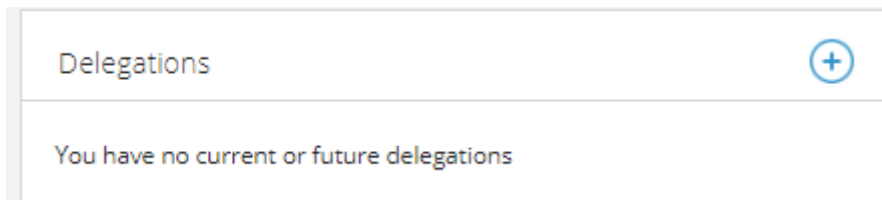
When do you need to delegate your rights?

When you are out of office e.g., during annual leave, sick leave and business trips, Lupin users must delegate their authorizations in Lupin to avoid orders and invoices not being processed in time.

Delegate Confirm delivery and Review invoices to a colleague at your department. During the delegation period, all matters to be handled will be displayed to both the person who delegated and the person to whom they delegated to.

Approval rights may only be delegated in accordance with the current approval plan.

On the home page on the left, under the Managing box, you'll find Delegations. Here you can see if there are current delegations entered both for you and from you.





How to register a delegation

To add a delegation, click on the + sign and search for the user you want to delegate your rights to.

Review invoice and Confirm delivery can be delegated to your closest colleague at your department.

Tick the following options, Confirm delivery and Review invoice. Enter the period for the delegation and click on "Save" (Special approval is not used by us at Lund University).

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Gleerup, Matilda (mat) 


Approve requisition


Confirm delivery

Review invoice

Approval invoice


Special approval


Valid from 

Valid to 

Save

As an approver, tick the following options, Approve requisition and Approve Invoice. Enter the period for the delegation and click on "Save" (Special approval is not used by us at Lund University).

Lunds universitet 

Gleerup, Matilda (mat) 


Approve requisition


Confirm delivery

Review invoice

Approval invoice

Special approval

Valid from 

Valid to 

Save

The person who you, as an approver, can delegate your approval rights to is regulated in accordance with the current approval plan. If you are an approver and want to delegate the review of invoices to one person and the approval to another

person, two delegations must be entered. When the delegation period has expired, the delegation will automatically be removed.

Remove delegation before the end date

To terminate a delegation prematurely, click on the red cross for the delegation you want to remove.

Confirm your removal by clicking delete delegation.



Support

If you have any questions about delegation, please contact the Division of Finance by the Support form category *Delegate invoice / change reviewer (Lupin/Procedo)*