# 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 <u>one</u> default value. This is recommended if you always use the same account code or address. It is possible, however, to have <u>several</u> 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.

*Konto	*Aktivitet	Funktion	Tillg	ång/Fin			Beskrivning
63800 Övriga varor (Other goods			Ø			đ	
15410 Ing moms (Incoming VAT	Favourites		Set for all	Default	Favourite		
✓ 18 items in this accounting Line Item number	809940.91.101708	Redovisning och reskontra			*	1	
1 100-015 2 100-015	All Aktivitet (18851	)	Set for all	Default	Favourite		
3 100-015	107051.21.135675	Campus Helsingborgstimulans sa					
5 100-015	107121 11 101246	Grunduthildning					

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.

inalize requisition			
Requisition name	40	Delivery address	Invoice address
		Att.	My reference
Internal comment Information is not sent to supplier	1000	<i>Click or type to search address</i>	LUNDS UNIVERSITET Box 188 221 00 LUND
		Favourites	Default Favourite
🕖 Add attachment (Internal)		Sandgatan 5 223 50 LUND GLN: 7350032942636	*

## Item

To enter an item as a favourite mark your item with a star. You can choose which items that are going to be your favourites by marking/unmarking the star by the item.

pippet	
ART LTS 1200UL PIPPET TIP   Item: 1572789   Mark as favourite item to easily find again	Aktiebolaget Ninolab Intended for: Laboratorieprodukter Intended for: • 12 - Mindre instrument och labbutrustning • 04 - Pipettspetsar Contract: V 2020/2133 Delivery time: Approx. 30 working days

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

Type to search Q C 🟠 C 🛚	6	lhoose marku	ιp	Reset pag
ិទ្ធា Not sent requisitions	C Refresh	🛧 My	favourite items	Manage items
No saved requisitions right now. Search items to create one.			SAMSUNG GALAXY S22 5G 128GB Item: SM-S901BZKDEUB	6 307,00 SEK / 1PCE
Tomplates			Tele2 Sverige Aktiebolag	
You don't have any requisition templates yet.			Papper C-matat Midi, H quality, 275m Item: 2140723	308,21 SEK / 1XCT
You can choose to save an ongoing requisition as template on the last page of the create requisition flow.			Procurator AB	
		$\sim$	ART LTS 1200UL PIPPET TIP Item: 1572789	5 471,10 SEK / 1CS
			Aktiebolaget Ninolab	Info
			Sandberg musmatta Item: 1419411 🔥	120,00 SEK / 1St
			Real Time Solutions AB	
		-	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.

My favo	urite items			So	τ by: My s	sorting	~
	SAMSUNG GALAXY S22 5G 128GB Item: SM-5901BZKDEUB	Manufacturer: Samsung	Tele2 Sverige Aktiebolag Intended for: Ti cho't Tele Intended for: Telefoni - Mobiltelefoner och tillbehör Contract: V 201/2597 Delivery time: Approx. 1 working døys	6 307,00 SEK / IPCE	٩	٢	<b>X</b> Remove
	Papper C-matat Midi. H quality. 275m Item: 2140723 👌 🧶	🖸 More info	Procurator AB Intended for: Kontor/Lolal Intended for: Hygien-od städprodukter Contrat: 223-39777-20001 Contrat: 223-39777-20001	308,21 SEK / 1XCT	٩	٢	X Remove
	ART LTS 1200UL PIPPET TIP Item: 1572789	[2] More Info	Aktiebolaget Ninolab (Hofe) Intended for: Laboratorisprodukter Intended for: • GA-Popetaperaam Contract: V 2020/2133 Delivery time: Approx. 30 working days	5 471,10 sek / tcs	٩	٢	<b>X</b> Remove
	Sandberg, musmatta Item: 1419411 🔥	Manufacturer: Sandberg	Real Time Solutions AB Intended for: Toch Tele Intended for: Datorillbehör Comrat: V 2025/53 Delivery time: Normalt 1 - 3 dagar	120,00 SEK / 1St	٩	٢	<b>X</b> Remove
<b>₩</b>	HP 59X Black LaserJet Toner Cartridge (CF2) Item: CF259X	59 <u>%)</u> Manufacturer: HP [2] More Info	Compliq IT AB Intended for: IT och Tele Intended for: Duaurillibehör Cornara: V 2023/53 © Delwey time in noch. Delivered according to agreement.	2 298,00 SEK / 1STK	٩	٢	<b>X</b> Remove

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 <u>https://forms.eken.lu.se/</u> category *Other.*