

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'. Below it are two panels: 'Not sent requisitions' (empty) and 'Templates' (empty). To the right is the 'My favourite items' section, which contains a list of items with their details, prices, and 'Buy' buttons. The items are:

- SAMSUNG GALAXY S22 5G 128GB**: 6 307,00 SEK / 1PCE, Item: SM-S901BZKDEUB, Buy button.
- Papper C-mat Midj. H.quality. 275m**: 308,21 SEK / 1XCT, Item: 2140723, Buy button.
- ART LTS 1200UL PIPPET TIP**: 5 471,10 SEK / 1CS, Item: 1572789, Buy button.
- Sandberg musmatta**: 120,00 SEK / 1St, Item: 1419411, Buy button.
- HP 59X Black Laserjet Toner Cartridge**: 2 298,00 SEK / 1STK, Buy button.

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 the 'My favourite items' list with management options. The list is sorted by 'My sorting'. Each item row includes a 'Buy' button, a quantity field, and a 'Remove' button. The items are:

- SAMSUNG GALAXY S22 5G 128GB**: 6 307,00 SEK / 1PCE, Item: SM-S901BZKDEUB, Buy button, Remove button.
- Papper C-mat Midj. H.quality. 275m**: 308,21 SEK / 1XCT, Item: 2140723, Buy button, Remove button.
- ART LTS 1200UL PIPPET TIP**: 5 471,10 SEK / 1CS, Item: 1572789, Buy button, Remove button.
- Sandberg musmatta**: 120,00 SEK / 1St, Item: 1419411, Buy button, Remove button.
- HP 59X Black Laserjet Toner Cartridge (CF259X)**: 2 298,00 SEK / 1STK, Item: CF259X, Buy button, Remove button.

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*.