

Instruction on how to choose a coding template in Raindance 2022

In the new system, you have to choose a coding template for each order, the new coding templates are based entirely on SUs project number, each project will have a template.

On the Order information page, click on "Select coding template"

Delivery

Delivery user [Choose users](#)

Address [Stockholms universitet \(655\)](#)
Department Godsmottagningen
Street Frescativägen 8
Box 655 Ekonomiavdelningen
Postal address 114 18 Stockholm


Mark

Coding

Coding template [Choose a coding template](#)

Coding Preselected coding missing

Finish

 [Create Order](#)

Go to the tab "Common" and you can find your departments templates by typing the department number in the search box, see below example for Finance Department 655. Click the template/project number you will use for this purchase.

Choose a coding template

Personal **Common**

655

★ 91000110 655 Upphandlsekt löpande verksamhe
PROJ
91000110

☆ 31002418 655 Söderberg T o R (FINANS 620)
PROJ
31002418

☆ 31002419 655 Söderberg T o R (FINANS B900)
PROJ
31002419

☆ 91000105 655 Ekonomiprojektet

TIP: If you mark the project numbers/coding templates you will most often use with a yellow star (by clicking on the white star in front of your current project numbers), these will always appear at the top of the list and they will be easier to search for next time.