Spotlight - Account Short Codes

Preparation

Preparation if using demo data attached:

1. Import Demo Data
2. Login with
   Standard ID: sample@hansaworld.com
   Passworld: Sample99l
3. Make sure that Expenses module is setup to show in the Navigation Centre (System>>Settings>>Access Groups>>define Expenses module in the first line for ADMIN Group)

Script

Welcome to this short presentation on Account Short Codes in Standard ERP.

Employees from other departments may need to process information into General Ledger accounts, such as Purchase Invoices, Stock Depreciations, and Expenses.

Transactions need to be captured by the employee and then entered into the relevant account in the General Ledger by someone in the accounts department.

With Standard ERP's fully integrated modules, - and General Ledger account short codes, - this can be achieved in one step.

Let's look at how this is done in the Expenses module.

> ACTION: Open Expenses Register from Personal Desktop shortcut >> Create >> New Expense
> On the Expense record move cursor to "Short" column and show paste special options

The employee can enter the expense and enter a short code that correlates to the expense account in the General Ledger without having to know the account code or having access to the General Ledger.

> ACTION: Fill in Short code and show drop down of different codes available.
> Set description to "Sales trip to see customer"
> On the Amount incl. vat column fill in amount eg, 100 USD, OK and Save the record.
> Show option to Request Approval from Operations button.

In the expense row, the account code can be left blank and a short code can be used instead by selecting from a list. Add a short description of the type of expense, fill in the value, and save the record.

The system can be set up to request approval so that someone in accounts can check and approve the expense as well.

> ACTION: Point to account code column then select Operations button "Open GL Transactions"
> and show transaction created to General Ledger

The account was automatically filled in on the respective row. In other words, the transaction gets registered in the General Ledger with the correct account.

> ACTION: Open Account short codes setting from shortcut on personal desktop and from Create
> button create New Account Short Codes, show the field for account code.

Predefine as many short codes as needed for all your employees. It's an easy and fast way of filling in information, with no bookkeeping knowledge needed.

Reduce errors and save time using Standard ERP's Account Short Codes.nt.