Spotlight - Account Short Codes

Preparation

Preparation if using demo data attached:

1. Import Demo Data
2. Login with
   Standard ID: sample@hansaworld.com
   Password: Sample99
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)

Preparations when using UK Sample data:

1. Import UK Sample data and login with User: sample@hansaworld.com; Password: Sample99
2. 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)
3. Drag and drop the Expenses register to your personal desktop
4. Drag and drop the setting NL>>Settings>>Account Short Codes onto your personal desktop
5. To speed up entering an expense, copy this line into your clipboard, so you just have to paste it later: “Sales trip to see the customer”

Script

Sometimes employees outside of Accounts need to post transactions — such as purchase invoices, stock depreciations, or expenses.

This usually requires two steps: first, capture by the employee, and second, entering the transaction into the Nominal Ledger, by the Accounts department.

With Standard ERP's integrated modules and Account short codes, both steps are handled in one.

Let's see how this works in the Expenses module.

ACTION: Open the Expenses Register from the Personal Desktop >> 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 Nominal Ledger without having to know the accounts, or having access to the Nominal Ledger.

ACTION: Go to the Short code column and make Paste Special. Show the different codes available.
Choose Mileage and paste. Set the description to “Sales trip to see the customer”
On the Amount incl. Vat column, fill in the amount, e.g. 100 USD. OK and Save the record.
Show option to Request Approval from the Operations menu.

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 the account code column then select Operations menu “Open NL Transactions”
and show transaction created to Nominal Ledger

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

ACTION: Open the Account short codes setting from the personal desktop and select the menu
Create>>New Account Short Codes. Show the field A/C, 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.