

## Using the Short-Cut Facility

ALL05

### Using the Detail Short-Cut facility.

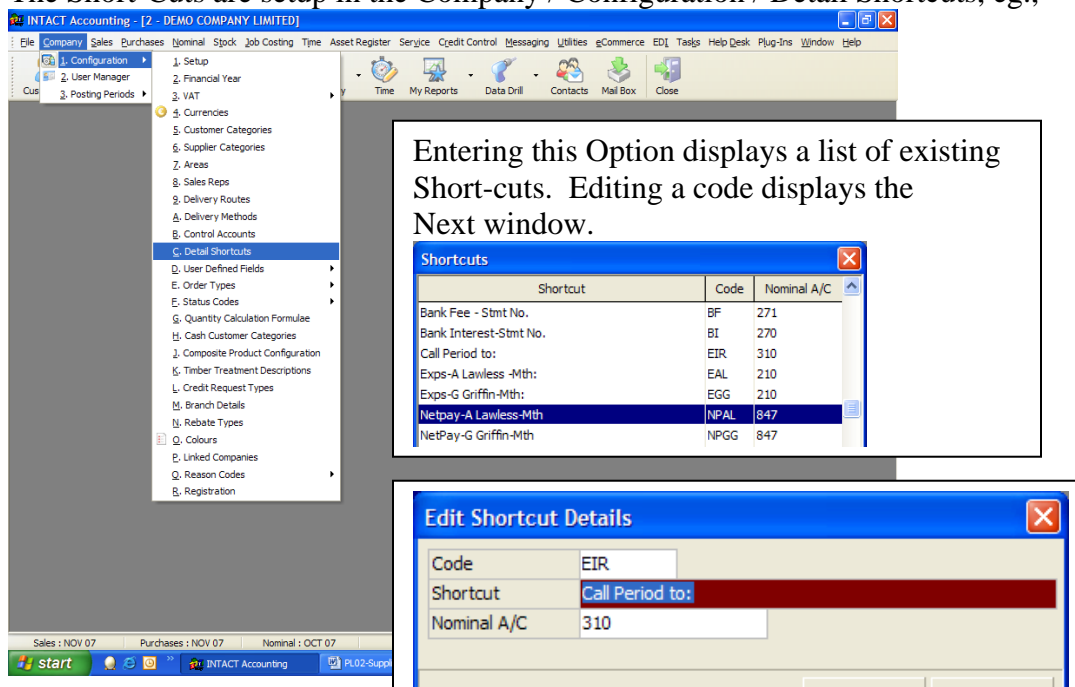
**Detail Short-Cuts** are very useful for assigning Narratives & Nominal Codes to regularly posted transactions. They can be used for both Invoice and Credit Note entry, Non-Supplier Payments, and Non-Account Receipts. They are especially useful when entering regular non-supplier payments such as:-

- Employee Net Pay cheques
- Employee Expenses cheques
- Bank Statements direct debits for premiums such Insurance, Pensions, Bank Fees, Bank Interest, etc.

Examples:-

Shortcut Code	Description	NL Code
EGG	Exps-G. Griffin: Mth:	210
EAL	Exps - A.Lawless: Mth	210
NPGG	Net Pay- G.Griffin	847
NPAL	Net Pay -A.Lawless	847
BF	Bank Fees – Stmt No.	271
BI	Bank Interest – Stmt No.	270
Hib	Hibernian-Mth:	370
Eir	Call Period to:	310

The Short-Cuts are setup in the Company / Configuration / Detail Shortcuts, eg.,



Entering this Option displays a list of existing Short-cuts. Editing a code displays the Next window.

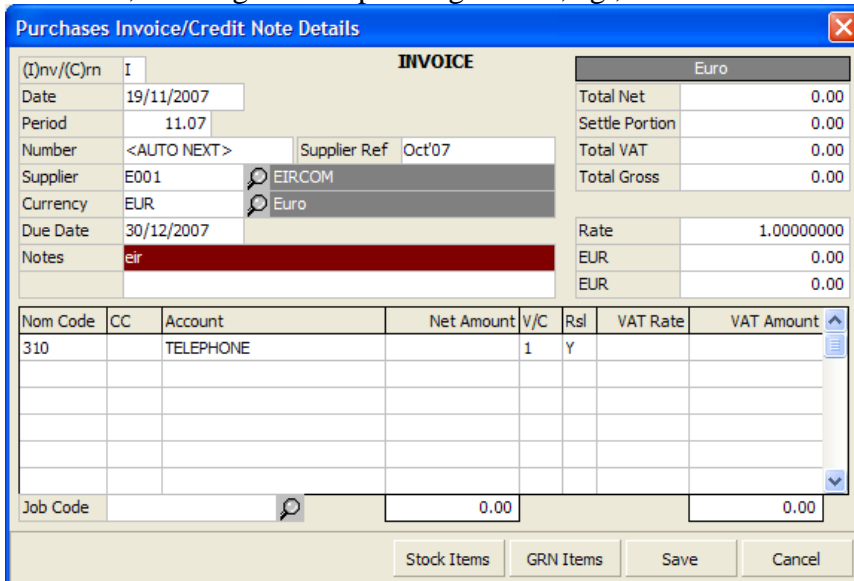
Shortcut	Code	Nominal A/C
Bank Fee - Stmt No.	BF	271
Bank Interest-Stmt No.	BI	270
Call Period to:	EIR	310
Exps-A Lawless -Mth:	EAL	210
Exps-G Griffin-Mth:	EGG	210
Netpay-A Lawless-Mth	NPAL	847
NetPay-G Griffin-Mth	NPGG	847

Code	EIR
Shortcut	Call Period to:
Nominal A/C	310

## Using the Short-Cut Facility

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During the posting of say, the invoice from Eircom, when the cursor is on the first line of the Notes, entering Eir and pressing Return, eg.,



**Purchases Invoice/Credit Note Details**

**INVOICE**

(I)nv/(C)rn I

Date 19/11/2007

Period 11.07

Number <AUTO NEXT> Supplier Ref Oct'07

Supplier E001 EIRCOM

Currency EUR Euro

Due Date 30/12/2007

Notes eir

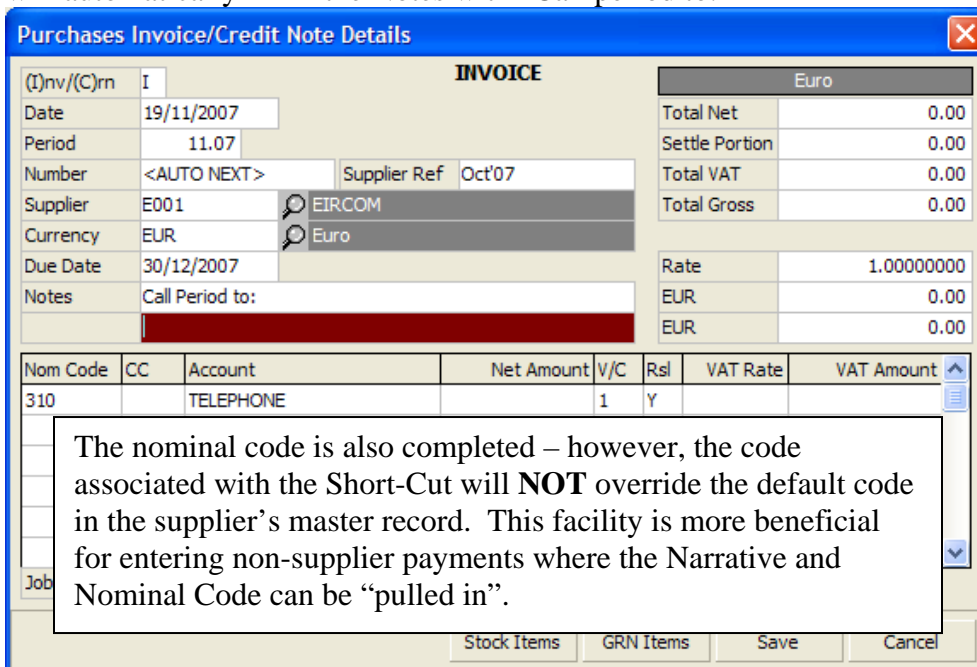
Euro	
Total Net	0.00
Settle Portion	0.00
Total VAT	0.00
Total Gross	0.00

Nom Code	CC	Account	Net Amount	V/C	Rsl	VAT Rate	VAT Amount
310		TELEPHONE		1	Y		

Job Code 0.00 0.00

Stock Items GRN Items Save Cancel

will automatically fill in the Notes with “Call period to:



**Purchases Invoice/Credit Note Details**

**INVOICE**

(I)nv/(C)rn I

Date 19/11/2007

Period 11.07

Number <AUTO NEXT> Supplier Ref Oct'07

Supplier E001 EIRCOM

Currency EUR Euro

Due Date 30/12/2007

Notes Call Period to:

Euro	
Total Net	0.00
Settle Portion	0.00
Total VAT	0.00
Total Gross	0.00

Nom Code	CC	Account	Net Amount	V/C	Rsl	VAT Rate	VAT Amount
310		TELEPHONE		1	Y		

Job Code

Stock Items GRN Items Save Cancel

The nominal code is also completed – however, the code associated with the Short-Cut will **NOT** override the default code in the supplier’s master record. This facility is more beneficial for entering non-supplier payments where the Narrative and Nominal Code can be “pulled in”.

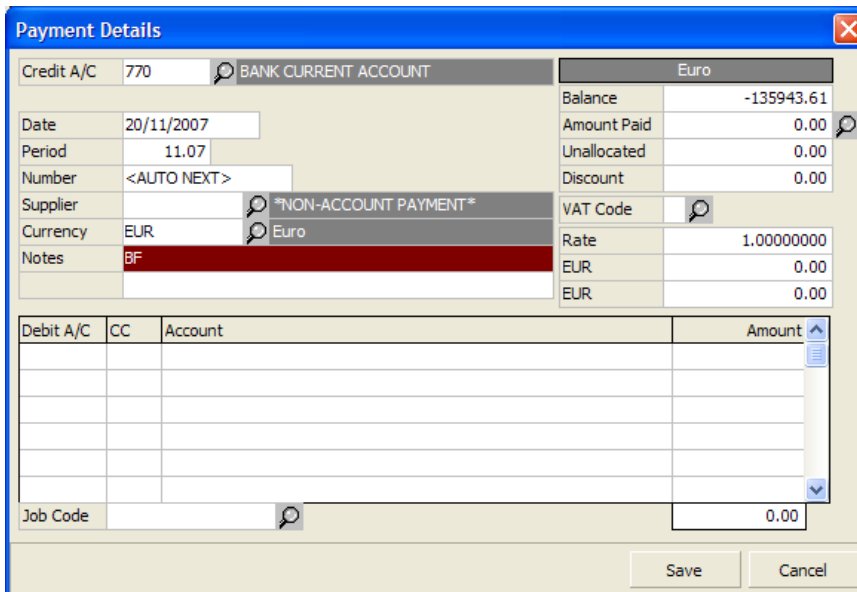
The User then completes the Notes narrative and completes the rest of the data entry.

## Using the Short-Cut Facility

### Example – Non-Supplier Payment

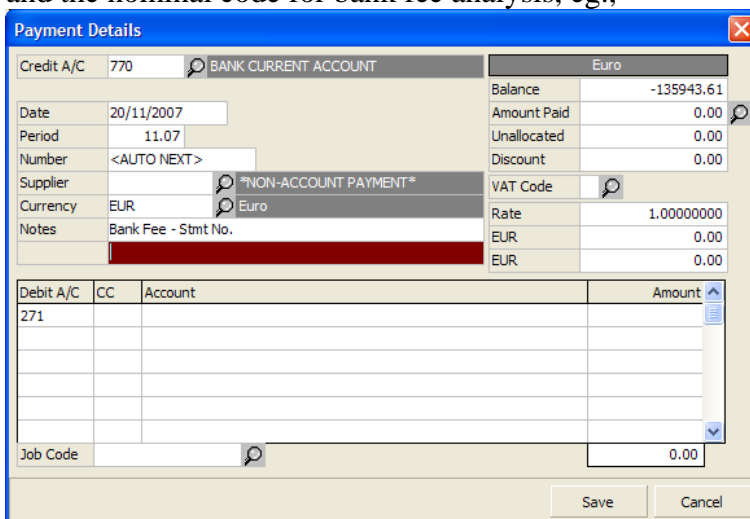
ALL05

Entering a bank fees amount of 7.50 from bank statement no. 935.



Debit A/C	CC	Account	Amount

Notice the detail lines are blank at the moment. As soon as “BF” is input on line 1 of the Notes and the Enter key pressed, the system will automatically complete part of the Notes and the nominal code for bank fee analysis, eg.,



Debit A/C	CC	Account	Amount
271			

The user can then complete the second part of the Notes by entering the Statement No and filling in the amount of 7.50, and in this example, the cost centre – see next page for completed transaction.

## Using the Short-Cut Facility

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Payment Details

Credit A/C

770

BANK CURRENT ACCOUNT

Date

20/11/2007

Period

11.07

Number

<AUTO NEXT>

Supplier

\*NON-ACCOUNT PAYMENT\*

Currency

EUR

Euro

Notes

Bank Fee - Stmt No.935

Govt Duty on cheque books

Euro

Balance

-135943.61

Amount Paid

7.50

Unallocated

0.00

Discount

0.00

VAT Code

Rate

1.00000000

EUR

7.50

EUR

7.50

Debit A/C	CC	Account	Amount
271	999	Bank Fees	7.50

Job Code

7.50

Save

Cancel