



Entering a stock issue/return to an Accounting Alias

An Accounting alias is a pre-defined account code string that is given a reference name of your choice and which can then be selected from a list of values using this name. This will eliminate the need to enter and remember the coding every time you issue to a particular account and hence will save time and prevent errors.

Uses within the Inventory Module

They are particularly useful within the Inventory module if you issue stores to non-departmental sections, as they allow for the values of all issues to be collated into a suspense account within the general ledger. This suspense account is a holding account which should be cleared out each month by invoice (for internal and external customers)

To set one up

These can be set up centrally on your behalf – please contact the Inventory helpdesk
Email UFS_INV@admin.cam.ac.uk
Tel: 01223 (7)66780

Using an Accounting Alias

Responsibility: CAPSA XX: INV Stores Supervisor
Navigate: Transactions → Stock Issues>Returns

1. Once the Miscellaneous Transaction screen displays, select either **Account alias issue** or **Account Alias Receipt** in the **Type** field.
2. Click on the **List of Values** in the **Source** field and select the account alias you wish to issue.

Miscellaneous Transaction (KAA)

Transaction

Date 09-DEC-2013 14:58:54

Type Account alias issue

Source [dropdown arrow]

Account [greyed out]

Serial-Triggered LPN-Triggered

Transaction Lines

3. Now click on **Transaction Lines** button and complete your issue in the normal way. You will notice that the Account field is 'greyed' out. You do not have to enter this information as it is pulled through from the 'Alias' that was created.