Account Link Alias

Module Guide: Account Link Alias

Module Location

Settings > Accounting Settings > Account Link Alias

Module Purpose

The **Account Link Alias** module serves as a master data hub for creating highly specific and reusable accounting mappings. This feature allows users to define an "Alias" (a representative name) that stands for a combination of an Account (from the CoA), a Regional dimension, and a Cost Center. This alias can then be used in various transaction modules to speed up data entry and ensure that costs or revenues are consistently allocated to the correct accounting dimensions.

1. Main View (List of Account Link Aliases)

The main page displays all the aliases that have been created, providing a complete overview of the available mappings.

View Explanation

- **Filter**: Allows searching by **Request Name**.
- **Alias Table**:
  - **Account Link Alias**: A unique, easy-to-remember name for the alias (e.g., `ACCRUED EXPENSES FREIGHT EXPORT`).

- **Account Link**: The internal ID of this mapping.
- **Account No. & Account Name**: The CoA account that is the destination of the mapping.
- **Module Code**: Indicates the origin or related module.
- **Cost Center**: The cost center to which transactions using this alias are charged.
- **Cost Grouping**: A cost grouping for reporting purposes.

- **Action Buttons**:
  - **New**: Opens the form to create a new alias.
  - **Export to MS Excel**: Downloads the list of aliases into Excel format.

2. Add Account Link Alias Page

This form is used to define a new alias by combining various accounting dimensions.

View Explanation

- **Request Name**: The name of the alias to be created.
- **Account Link**: Select a CoA account from the dropdown.
- **Regional**: Specify the regional dimension (if any).

- **Cost Center**: Select the related cost center from the dropdown.
- **Allocate To**: Defines further allocation rules.
- **Action Buttons**: **Save** and **Cancel**.

3. Steps to Create an Account Link Alias

- From the main page, click the **New** button.
- Enter a descriptive **Request Name** for the alias.
- Select the **Account Link** (CoA account) that will be the basis for this alias.
- Choose the appropriate **Regional** and **Cost Center** to allocate costs/revenues.
- Configure the **Allocate To** field if necessary.
- Click **Save**.

4. Integrated Workflow & Business Process

The aliases created here simplify complex journal entry processes. Instead of users having to select the Account, Regional, and Cost Center separately each time, they can simply choose a single alias.

- **Example**: When creating a General Journal entry for factory electricity costs, a user no longer needs to remember the combination of account, region, and cost center. They can

simply select the alias `COGM-01-ELECTRICITY`. The system will automatically journal the transaction to Account `51012021` (ELECTRICITY) and charge it to the **MANUFACTURING BUSINESS DEVELOPMENT** Cost Center.

- This significantly reduces the risk of data entry errors and ensures costs are allocated consistently according to management accounting policies.

5. Tips & Important Notes

- Use clear and structured naming for aliases so they are easily understood by all users.
- This module is very powerful for companies with complex cost accounting structures or those that use activity-based costing.
- Ensure the combination of Account and Cost Center in each alias is correct before saving, as this will be the basis for many transaction entries.
- The management of this module should ideally be handled by the cost control team or an accounting manager.

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