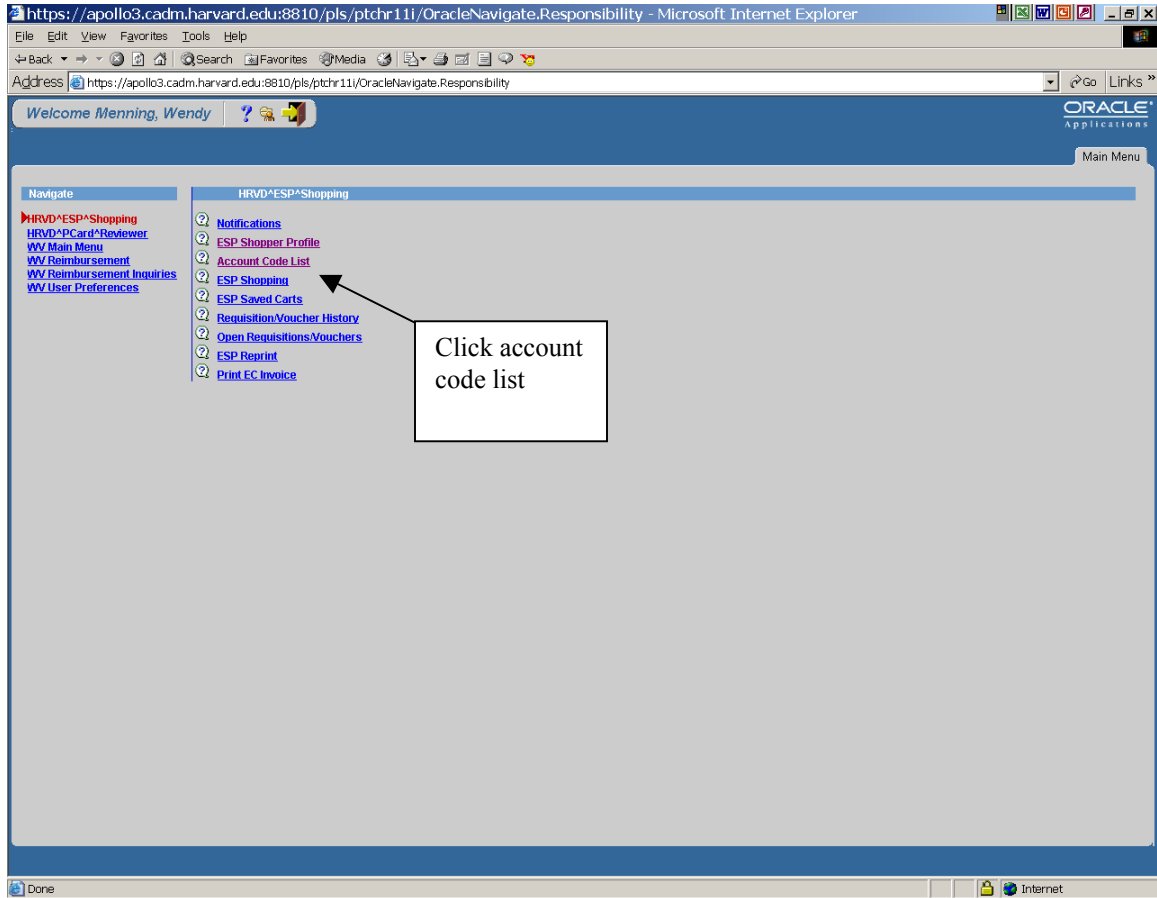


## Creating Quick Pick Account Codes

Effective June 14, 2004, you will be able to set up multiple default accounts within Electronic Shop and Pay (ESP). A freeform text area will be provided for you to associate a description with each value that you enter. Once added to your list, this description will appear beside the account codes.

To set up your default codes, navigate from the ESP Shopping menu to the Account Code List menu option.



A blank template will open to allow you to fill in your default accounts. A List of Values button is provided so that you can search for account values using the description from the Chart of Accounts.

This functionality is used for both Web Voucher and Electronic Shop and Pay (ESP) pilot users. The system defaults to allow the account to be used for both applications. You may choose to make some defaults active for Web Voucher only or for ESP only, or for both.

Account Maintenance: Menning, Wendy  
Harvard University Account Code Maintenance  
Date: May 18, 2004

### Account Code Quick Pick List

Account Codes										
Description	Tub	Org	Object	Fund	Activity	Subactivity	Root	WV	ESP	Clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear

Save

Enter up to ten default account codes with corresponding descriptions (maximum 30 characters) – this is your list, make it work for you. In the example below, each object is described as well as the org’s “owner.” You can also leave a segment blank so that you can fill it in each time you select that combination. The example below also depicts default accounts where ESP was deselected.

https://apollo3.cadm.harvard.edu:8810/pls/ptchr111/huicx\_maint\_acct\_codes.edit?p\_description=Ge - Microsoft Internet Explorer

Account Maintenance: Menning, Wendy | Harvard University Account Code Maintenance | Date: May 18, 2004

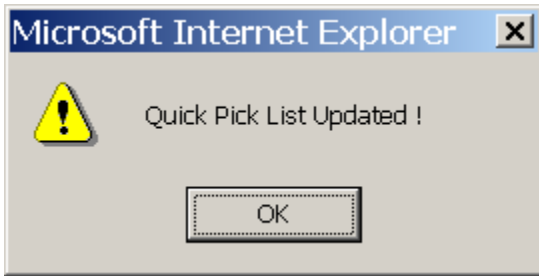
[\[WV User Preferences\]](#) | [\[Main Menu\]](#)

### Account Code Quick Pick List

Account Codes											
Description	Tub	Org	Object	Fund	Activity	Subactivity	Root	...	-WV-	-ESP-	Clear
Domestic Air Fare - JL Org	610	56257	7651	000001	780008	0000	00000	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	clear
Domestic Lodging - JL Org	610	56257	7652	000001	780008	0000	00000	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	clear
Domestic Meals - JL Org	610	56257	7654	000001	780008	0000	00000	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	clear
Gen Office Supplies - JL Org	610	56257	6680	000001	780008	0000	00000	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
Printing Costs - BH Org	610	56230	8550	000001	780008	0000	00000	...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
Training - JL Org	610	56257	8620	000001	780008	0000	00000	...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	clear
								...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear
								...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clear

Save

Click "Save" and the following dialog box will confirm that your choices have been added and your quick pick list updated. To make changes to the listing, follow the previous steps to access the listing, then modify a description, add additional values, or use the clear button to remove values that are no longer needed.



In this example, the ESP transaction default account will be changed using the Account List to select the appropriate accounting. Notice that the org is 6640 in example below. Click the "QP" button to access your quick pick list.

ESP Shopper: Menning, Wendy  
Harvard University ESP Shopper  
Date: May 18, 2004

Transaction Type: Web ESP  
PO Number: ECP1552356  
Supplier: STAPLES BUSINESS ADVANTAGE / HARTFORD  
Total: 46.60  
Approver: Langmaid, Judith A.  
Note to Approver: Office supplies for ESP program  
Requestor: Menning, Wendy  
Business Purpose: Office supplies for ESP program

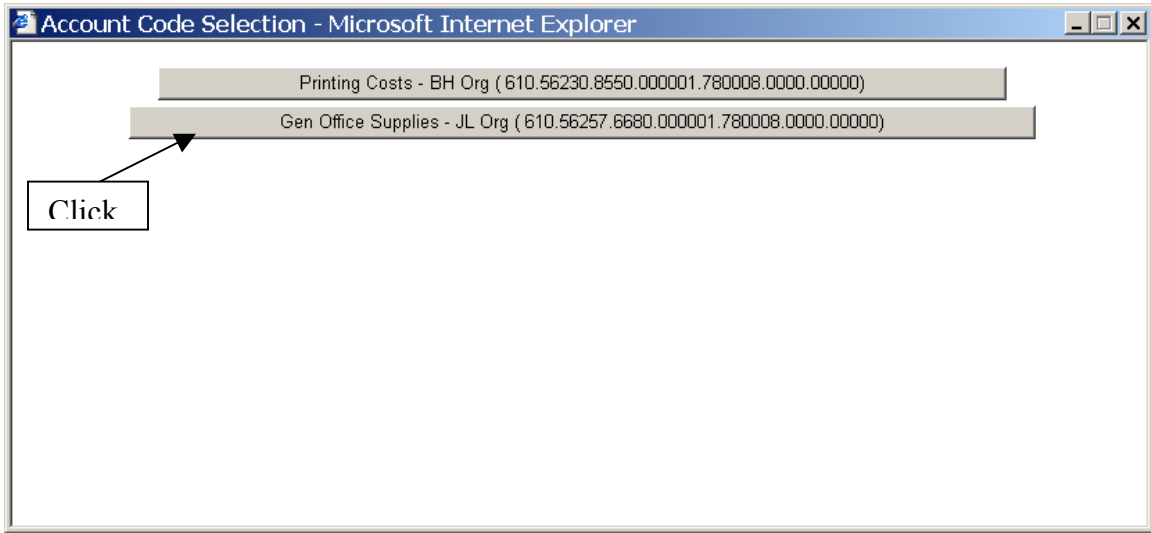
Shipping Address  
Attention: Wendy Menning  
1350 Massachusetts Ave|Room 334||Cambridge|MA|02138|

Line	3M Post-it® Durable Index Tabs, Red, Blue, Yellow	Qty: 10	Unit Price: 4.66 PK	Total: 46.60				
Dist Amount	Tub	Org	Object	Fund	Activity	Subactivity	Root	Adjust
46.60	610	56257	6640	000001	780008	0000	00000	QP Copy Delete

Submit PO Validate PO Complete Later Delete

Click the QP button

The list of accounts and descriptions that you defined in the Account List menu will appear in the pop-up box. Simply click on the appropriate button.



The ESP transaction has now been updated with the account that was selected from the Quick Pick list. As you can see, the object has been changed to 6680. You may now continue to process the ESP transaction as usual.

ESP Vouchers - Microsoft Internet Explorer

Address: https://apollo3.cadm.harvard.edu:8910/pls/ptchr11/huicx\_esp\_launch.punchout?in\_id=324

ESP Shopper: Menning, Wendy

Harvard University ESP Shopper

Date: May 18, 2004

Header Split

Transaction Type: Web ESP

PO Number: ECP1552356

Supplier: STAPLES BUSINESS ADVANTAGE / HARTFORD

Total: 46.60

Approver: Langmaid, Judith A.

Note to Approver: Office supplies for ESP program

Requestor: Menning, Wendy

Business Purpose: Office supplies for ESP program

Shipping Address

Attention: Wendy Menning

1350 Massachusetts Ave|Room 394|Cambridge|MA|02138|

Line 1: 3M Post-it® Durable Index Tabs, Red, Blue, Yellow Qty: 10 Unit Price: 4.66 PK Total: 46.60

Dist Amount	Tab	Object	Fund	Activity	Root	Adjust
46.60	610	56257 6680	000001	780008	0000	00000

Submit PO Validate PO Complete Later Delete

Accounting has been updated to the combination selected from the Quick Pick Account list. Only the object changed in this example.

Done Internet