# MEMORIZED TRANSACTIONS

QuickBooks (QBs) will allow you to memorize a transaction so that you can use it as a template for creating transactions that occur on a regular basis (i.e., sales receipts, endowment fund receipts and bills, bills received by the fraternal unit, etc.).

To create a "Memorized Transaction" go to the screen that you would use to enter the transaction (i.e., **Enter Sales Receipts**, **Enter Bills**, etc.).

To get to the Enter Sales Receipts screen you can go to the QBs Home Page and select
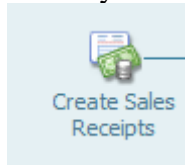
the "**Create Sales Receipts**" icon ![Create Sales Receipts] or you can go to the "**Customer Center**", select "**New Transactions**", "**Sales Receipts**".
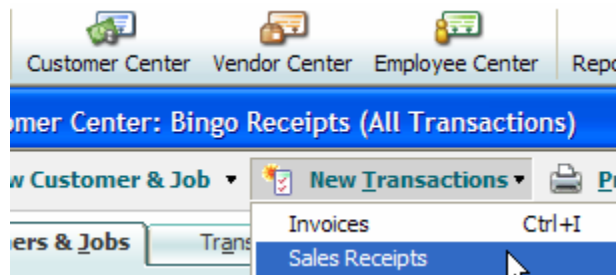
Next create a sales receipt that includes those items that you could potentially receipt on your weekly receipts. (i.e., Beer, Liquor, Food, Misc Mdse Sales, etc.). Do not fill in the "**Amount**" field and be sure and identify the class.
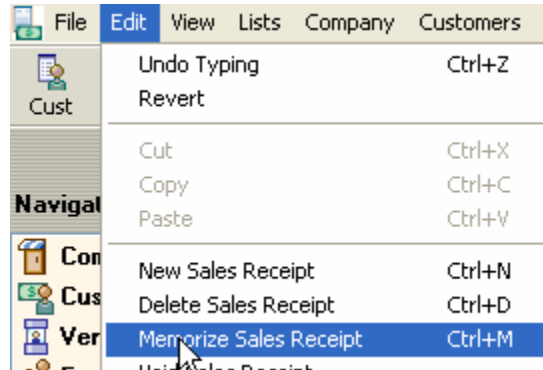
Next go to the top of the QBs screen and select "**Edit"**, "**Memorize Sales Receipt"**.

This will save the sales receipt in the Memorized Transactions (**MemTx** icon in the Icon Bar) so that you can retrieve it and use it as a template for your receipts. It is not necessary to complete any part of the Memorize Transaction screen unless you wish to change the name of the transaction you are memorizing.
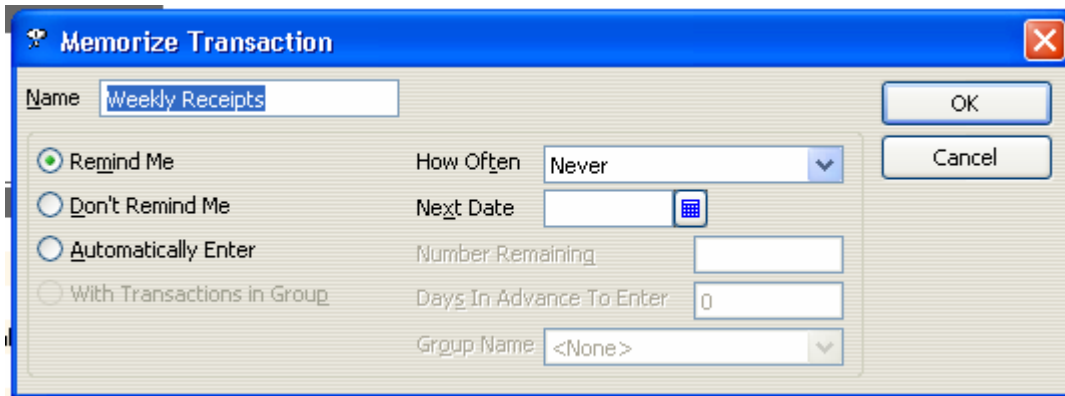
Click "**OK**" to save the memorized transaction.

On the "**Enter Sales Receipts**" screen click the "**Clear**" button at the bottom of the screen to clear what you have entered as your template information. Close the "**Enter Sales Receipt**" screen and **DO NOT** save the transaction.

When you want to retrieve the memorized transaction you can click on the icon at the top of the QBs screen and a list of all your memorized transactions will be displayed.

Double click on the transaction you wish to use as a template for your transaction. Fill in the correct date, dollar amounts and any memo information and save the transaction. QBs will automatically increment the receipt number, but it can be changed if the fraternal unit wants to assign its own numbering structure. If additional items are needed they can be added to the transaction. A line item can also be removed from the transaction before it is saved.

Memorizing the transaction saves data entry of items that you would commonly use to create your transactions.

Another area that might be considered is "**Enter Bills**".

Enter the bill with the expense account identified and save it as a memorized transaction.

Go to "**Edit**", "**Memorize Bill**" .

 NOTE: Notice that there is a shortcut for memorizing the transaction. "**Ctrl+M**". If you create the transaction you wish to memorize and then use "**Ctrl+M**" it will save the transaction.

It is important to remember NOT to save the transaction you are using to create the memorized transaction click the Clear button at the bottom of the screen after you have saved it as a Memorized Transaction.

Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
Donations	Sales Receipt	1199.00 · Undeposited Funds	0.00	Never		
E. J. Harrison & Sons	Bill	2000.00 · Accounts Payable	0.00	Never		
Endowment	Sales Receipt	1199.00 · Undeposited Funds	0.00	Never		
Endowment Fund	Bill	2000.00 · Accounts Payable	0.00	Never		

So you can have a list of transactions that you can use to create sales receipts, bills or monthly transactions and save time by not having to completely fill out the screen.

Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
ABC	Bill	2000.00 · Accounts Payable	0.00	Never		
Accu Air	Bill	2000.00 · Accounts Payable	0.00	Never		
AllerClean	Bill	2000.00 · Accounts Payable	0.00	Never		
Allied Dist. Co.	Bill	2000.00 · Accounts Payable	0.00	Never		
Anderson HVAC	Bill	2000.00 · Accounts Payable	0.00	Never		
Arcady Dist.	Bill	2000.00 · Accounts Payable	0.00	Never		
AT&T	Bill	2000.00 · Accounts Payable	0.00	Never		
Basso Dist.	Bill	2000.00 · Accounts Payable	0.00	Never		
Bingo Receipts	Sales Receipt	1199.00 · Undeposited Funds	0.00	Never		
Bingo to Lodge	Bill	2000.00 · Accounts Payable	0.00	Never		
Board of Equalization	Bill	2000.00 · Accounts Payable	0.00	Never		
Boy Scouts	Bill	2000.00 · Accounts Payable	0.00	Never		
Cactus Bingo	Bill	2000.00 · Accounts Payable	0.00	Never		
Calif/Nevada Moose Assoc	Bill	2000.00 · Accounts Payable	0.00	Never		
Casitas Water	Bill	2000.00 · Accounts Payable	0.00	Never		
Centralized Dues	Sales Receipt	1199.00 · Undeposited Funds	0.00	Never		
Chaz Distributing	Bill	2000.00 · Accounts Payable	0.00	Never		
Consolidated Statement	Bill	2000.00 · Accounts Payable	0.00	Never		
County of Ventura	Bill	2000.00 · Accounts Payable	0.00	Never		
Daily Receipts	Sales Receipt	1199.00 · Undeposited Funds	0.00	Never		
DONATION	Bill	2000.00 · Accounts Payable	0.00	Never		

Memorized Transaction ▼ | Enter Transaction
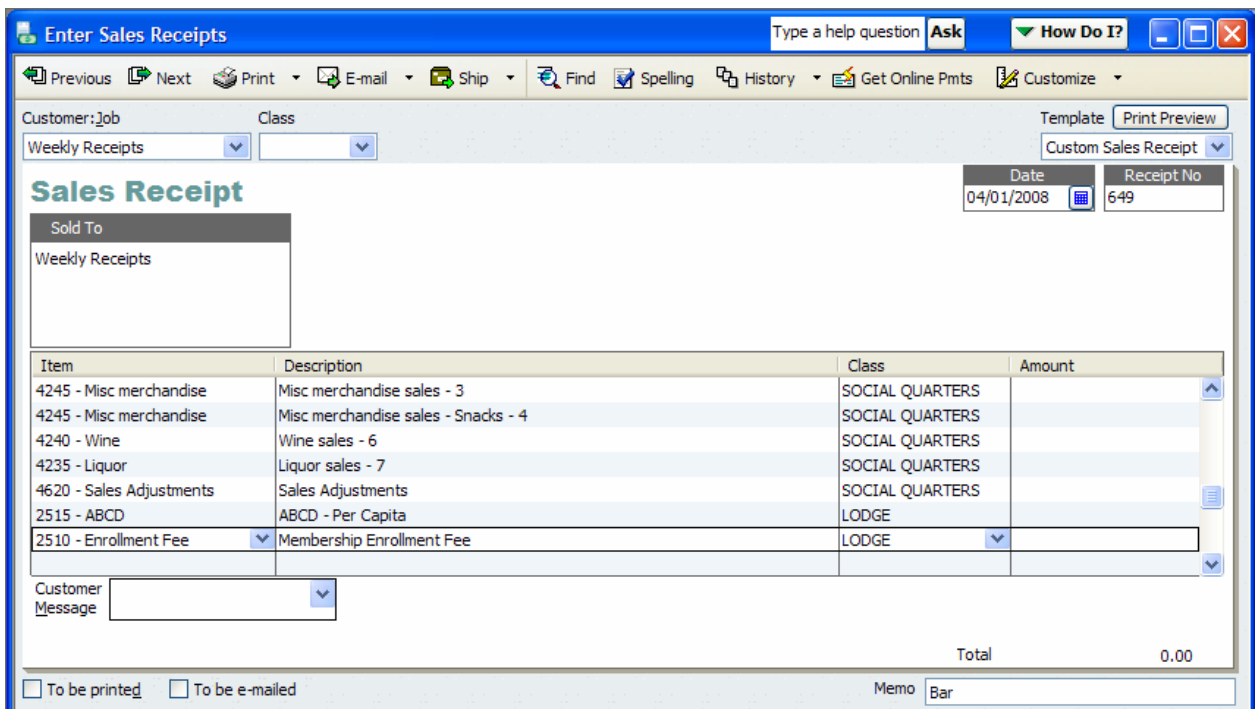
TO EDIT AN EXISTING MEMORIZED TRANSACTION

Sometimes it may be necessary to modify an existing memorized transaction. Use the following procedure to make changes to an existing memorized transaction.


Click the ___ icon that can be found in the "**QBs Icon Bar**" at the top of the screen in QBs. This will display the list of memorized transactions that exist for your company. Double click on the memorized transaction that you would like to make changes to.

This will cause the memorized transaction to be displayed in the applicable screen. In this example it is the "**Enter Sales Receipt**" screen. Go in and make the required changes to the memorized transaction.
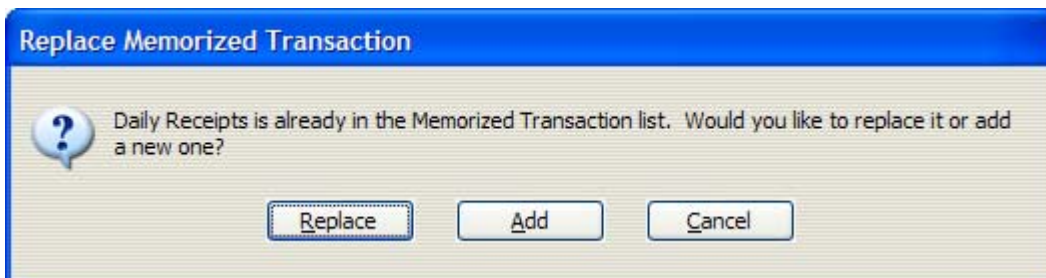
In this example I added some additional items to the memorized transaction.
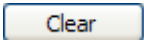
Select the "**Edit**" button at the top of the QBs screen and select "**Memorize Sales Receipt**".
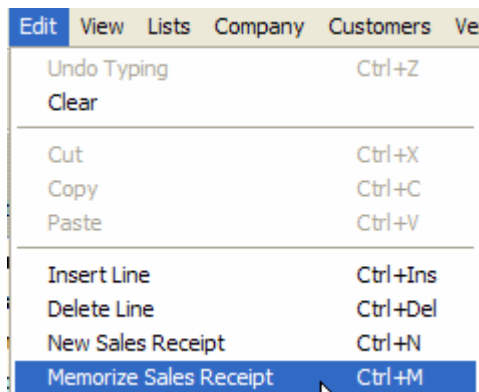
The following screen will be displayed asking you if you would like to "**Replace**" the existing memorized transaction, "**Add**" a new one, or "**Cancel**".

Select to replace the existing transaction. This will replace the existing memorized transaction with the new one you just updated.

Next click the ⬚ Clear ⬚ button to clear the transaction from the applicable screen so that you do not accidentally save the transaction in the screen as a blank transaction.

Next click the ✖ in the upper right hand corner of the screen (the smaller "x" inside the window you are using) to close it.