

Memorised Transactions

The system allows regularly occurring transactions to be memorised and automatically recorded.

Transactions that may be memorised

- ◆ Customer Invoices
- ◆ Miscellaneous deposits
- ◆ Supplier Bills (but not the subsequent cheque payment) - Template creation available
- ◆ Debit Card payments - Template creation available
- ◆ Credit Card payments - Template creation available
- ◆ Cheque payments when not a bill payment i.e.
 - Direct cheque payments - Template creation available
 - Expense claims - Template creation available
- ◆ Electronic Payments when not a bill payment. - Template creation available
- ◆ VAT Breakdown (Takings) - Template creation available
- ◆ Journal Entries - Template creation available

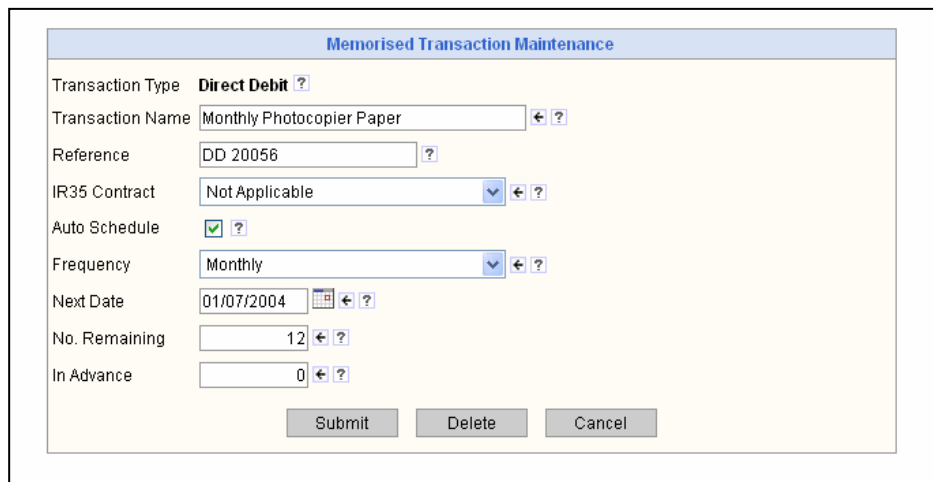
Note, that where the option for Template Creation exists, then zero amounts may entered and saved in the original transaction before being memorised (See below)

Setting up a Memorised Transaction

- ◆ Enter the first occurrence of the transaction in the usual way
- ◆ Either from a list of the type of transactions or from an accounts listing locate the transaction you have just created and click **EDIT**.
- ◆ The details of the transaction are displayed, and a **MEMORISE** tab is visible to the top right.

Click on the **MEMORISE** button and the maintenance screen is displayed.

- ◆ The **TRANSACTION TYPE** will be displayed
- ◆ Enter a **TRANSACTION NAME**, this is for identification purposes.
- ◆ The **REFERENCE** has been brought forward from the original transaction, but can be changed if necessary.



Memorised Transaction Maintenance	
Transaction Type	Direct Debit ?
Transaction Name	Monthly Photocopier Paper
Reference	DD 20056 ?
IR35 Contract	Not Applicable
Auto Schedule	<input checked="" type="checkbox"/> ?
Frequency	Monthly
Next Date	01/07/2004
No. Remaining	12
In Advance	0
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

- ◆ If appropriate, an **IR35 Contract** is also brought forward from the original transaction.

- ◆ Checking **AUTO SCHEDULE** means that the system will automatically perform the transaction on the due date. (It can always be edited after if necessary).
- ◆ Set the **FREQUENCY** of payments by selecting from the list.
- ◆ Enter the date of the next transaction in **NEXT DATE**. (See important note below)
- ◆ **NO. REMAINING**, is the number of times the transaction has still to be made.
- ◆ If you would like to record the transaction before the due date, enter a number of days in the **IN ADVANCE** field.
- ◆ Click **SUBMIT** to record the data.

Editing a Memorised Transaction

By selecting **MEMORISED TRANSACTIONS** under the **LISTS** menu, you can see a list of all memorised transactions.

	Transaction Name	Frequency	Next Date	Amount	No. Remaining	In Advance	Auto Schedule	
<input type="button" value="EDIT"/>	BT Openworld - Internet Connection	Monthly	01/08/2003	£15.99	12	0 days	✓	<input type="button" value="USE"/>
<input type="button" value="EDIT"/>	Quarterly Rental	Quarterly	01/10/2003	£3,250.00	3	0 days	✓	<input type="button" value="USE"/>

The details of any transaction can be changed by clicking the button. The memorised transaction maintenance screen reappears. Change any information as necessary. **SUBMIT** will update the information, **DELETE** will delete the memorised transaction from the list and **CANCEL** will return to the previous screen making no changes.

Manually Recording a Memorised Transaction

From the list of memorised transaction, select the one you wish to record, click on , the transaction is recorded with today's date. The transaction screen appears to allow you to make any amendments and resubmit; Note: it is not necessary to do anything if the details of the transaction are already correct.

Next Date

To ensure that a transaction is dated and posted on the last day of a calendar month; enter in the **NEXT DATE** field the last day of the month. i.e. 28th February; from then on each transaction is posted on the last day of the calendar month. So the next transaction (if monthly) after 28th February will be dated and posted on the 31st March.

Note that if a date of the 27th of the month or less is entered that will remain the day in the month for all future occurrences of the transaction i.e. 6th of month will remain the 6th.

However if the date is 28th or more eventually the date for future transaction will become the last day of the calendar month, for example, if the **NEXT DATE** for a monthly memorised transaction is the 28th December, the next ones will be the 28th January, 28th February, and as this is the last day of the month, from then on all transactions will be posted on the last day of the month, so in this case the next one will be dated 31st March, not the 28th March.