



Save Time for Summer Fun by Memorizing Transactions

Unfortunately, your work with QuickBooks doesn't end just because it's summer, the weather is great, and school is out. But there are ways to minimize the time you spend managing your money and maximize your time at the beach. Memorizing transactions is one such way. When you memorize a transaction, QuickBooks remembers all of the relevant details and either processes it automatically or reminds you when it's due.

A memorized transaction can be bills that come in with the same amount every month, like your web-hosting payment, or obligations that change regularly, like your utility bill. You can specify the amount due if it's static, or leave the amount open if it regularly changes, making this feature very flexible and easy to set up.

Jog Your Memory

Once you start to memorize transactions, you'll wonder why you didn't use this handy feature before. Say you want to automate your electric bill. First, create a transaction without an amount, like the one shown in **Figure 1**.

Account	Amount	M...	Customer:Job	Billa...	Class
:65110 - Gas and Electric	0.00				Electric

Figure 1: To memorize a bill payment that changes regularly, fill out the transaction form minus the amount.

Click the *Edit* menu, and then click *Memorize Bill*. The dialog box shown in **Figure 2** opens.

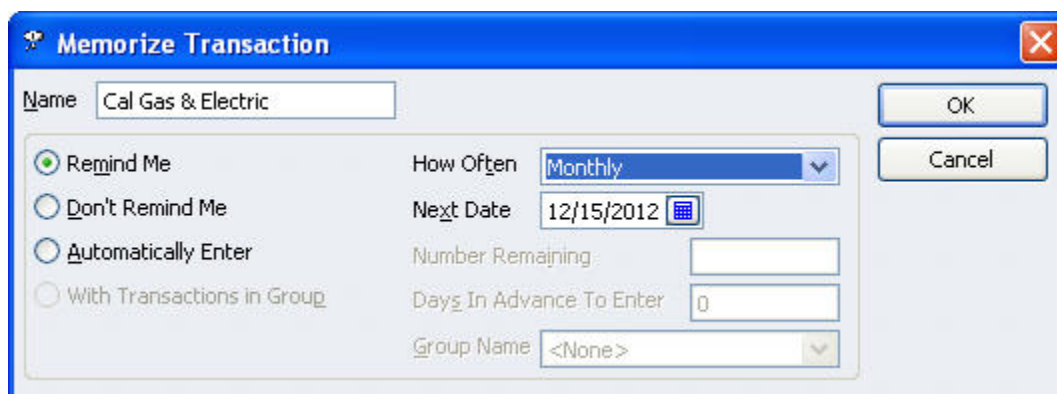


Figure 2: When you click Edit/Memorize Bill, this dialog box opens.

The vendor's name appears in the **Name** field. If you want a more descriptive name so you'll recognize it in a list, change it here. You have a few decisions to make in order to set up the repetitive transaction:

- Do you want QuickBooks to remind you in advance of the bill's due date? Click **Remind Me**. If not, click **Don't Remind Me**. If it's a bill whose amount remains the same every time, you can click **Automatically Enter**.
- If the transaction is a part of a group you've created, click the **With Transactions in Group** button.
- How often do you pay this bill? Generally, it will be monthly, but QuickBooks gives you several options.
- Check the **Number Remaining** box if you have a transaction with a finite number of payments, such as paying off a company vehicle.
- How much warning do you want? Enter a number in the **Days In Advance To Enter** field.
- If you've created a group and you want this transaction to be a part of it, select the name from the drop-down list.

When you want to use a memorized transaction, click the *Lists* menu, then *Memorized Transactions List* to open the dialog box shown in **Figure 3**.

Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
Cal Gas & Electric	Bill	20000 · Accounts Payable	0.00	Monthly		12/15/2012
Overhead	General Journal	13100 · Pre-paid Insurance	675.00	Never		
Recurring Depr Entry - Monthly	General Journal	54000 · Job Expenses:54599 · Less Discounts Taken	19.60	Monthly	✓	12/31/2012
Sergeant Insurance	Check	10100 · Checking	675.00	Monthly		01/15/2013

Figure 3: The Memorized Transactions List allows you to customize to your preference.

You can also “memorize” repetitive reports. Open the report you want to work with by clicking, for example, *Reports/Company & Financial/Profit & Loss YTD Comparison*. A dialog box like the one in **Figure 4** opens. Accept the name presented, or change it to one that you’ll more easily recognize. If you want to save reports in groups you’ve created, like Accountant, select the group from the drop-down list.

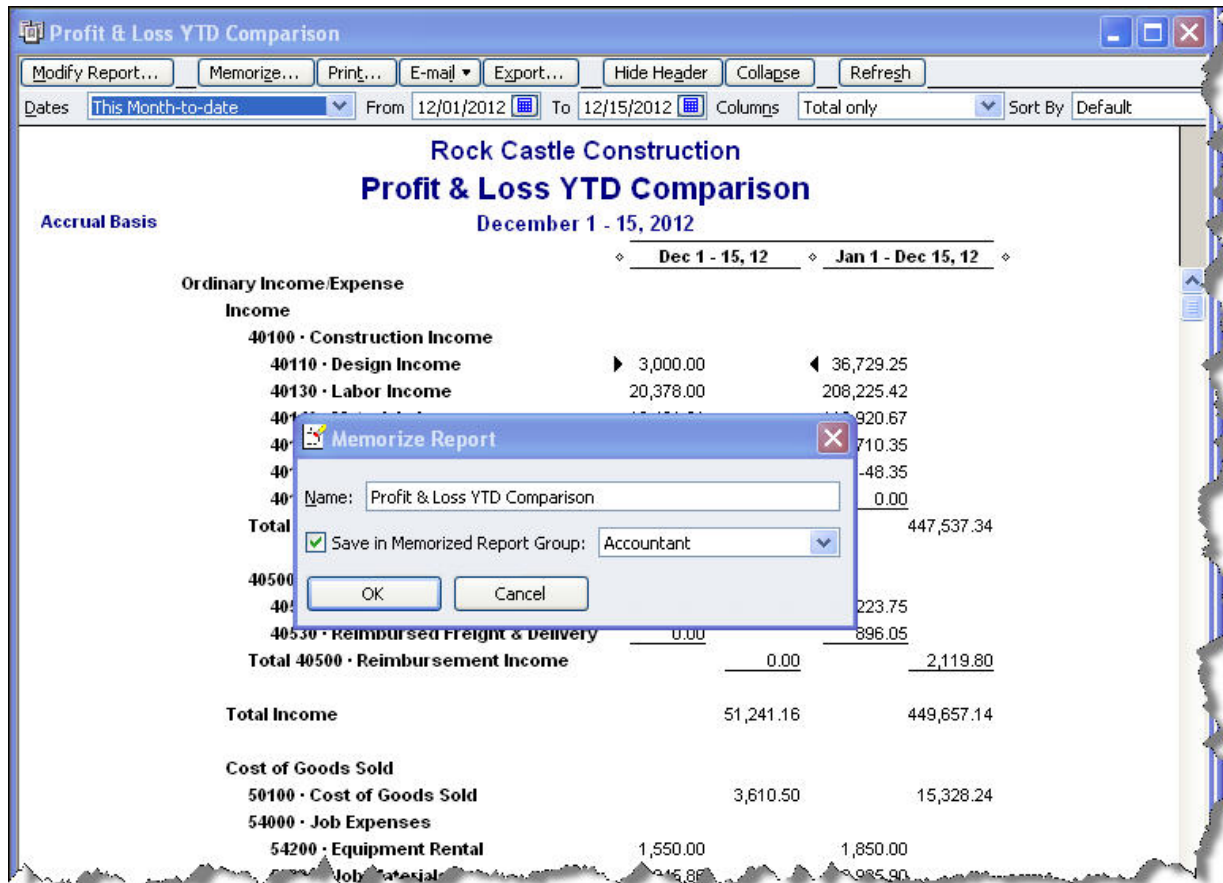


Figure 4: The Memorize Report dialog box

Thanks for the Memories

Memorized transactions and reports can not only save you time for more summer adventures but time throughout the year. Now go enjoy your summer!

For more information on QuickBooks products, software implementation, and training please email Certified QuickBooks ProAdvisor Marti Den Uyl at martid@ehtc.com or call 616-575-3482.

