



**Breakthrough Solutions, LLC**  
*Providing solutions to help your business succeed!*

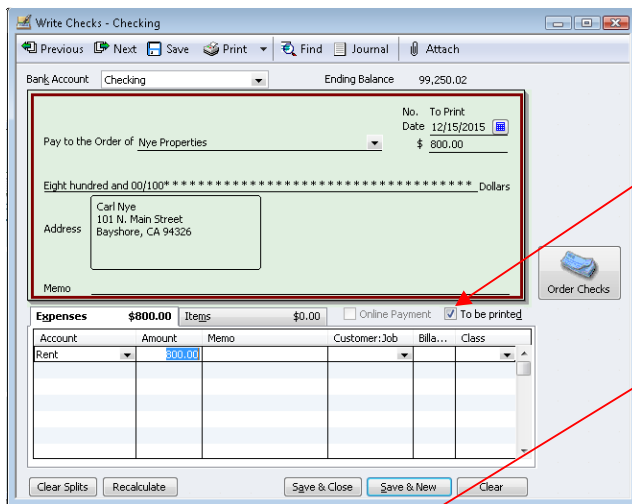
**QuickBooks® Tip – Using Memorized Transactions**

- Are you setup to have your monthly rent taken directly from your bank account?
- Do you send a maintenance invoice every month to your customer(s)?
- Are you on a budget with your utility company, paying the same amount each month?
- Do you have general journal entries that need to be made on a monthly basis, like depreciation or amortization?

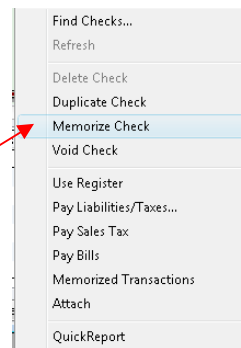
These are all transactions that you can use Memorized Transactions (Recurring Transactions in QB Online version). Memorized Transactions save you time and key strokes to automatically enter these repetitive transactions.

The screens below show how to setup a Memorized Transaction for an automatic withdraw from your bank account.

Enter the information as you would for any check. Take the  off the To be printed box. Then before you save the transaction, right click on the check which will bring up the screen in Image 2.



(Image 1)



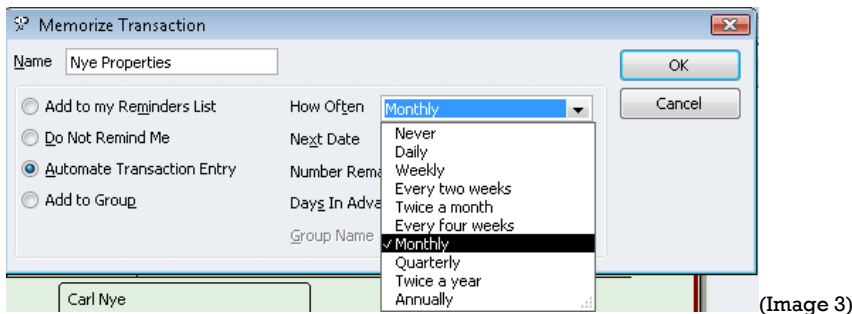
(Image 2)

Select Memorize Check



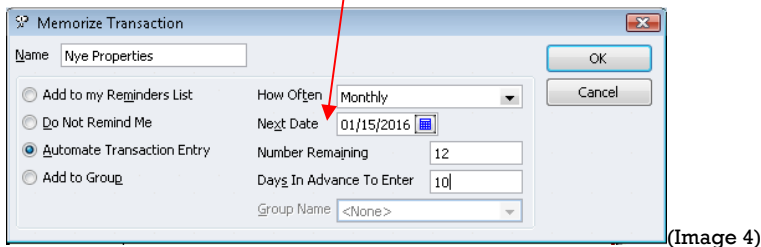
**Breakthrough Solutions, LLC**  
*Providing solutions to help your business succeed!*

In Image 3, you will either keep the file Name that Quickbooks assigned or enter your own file Name. Select the button in front of Automate Transaction Entry. Next select how often you need the transaction entered. For this rent check, we have clicked on Monthly.



In Image 4, enter the Next Date you want this transaction to be processed. (The check was dated 12/15/15, so the monthly check should be dated 1/15/16). Enter the Number Remaining. Example: You signed a 12 month lease and the December check was your first check of 12. That means that there would be 11 remaining payments that need to be made before the lease is renewed.

The Days in Advance to Enter is a personal preference. I recommend 10 days so when you are reviewing your check register daily, you will have a reminder that that amount will be deducted in 10 days.

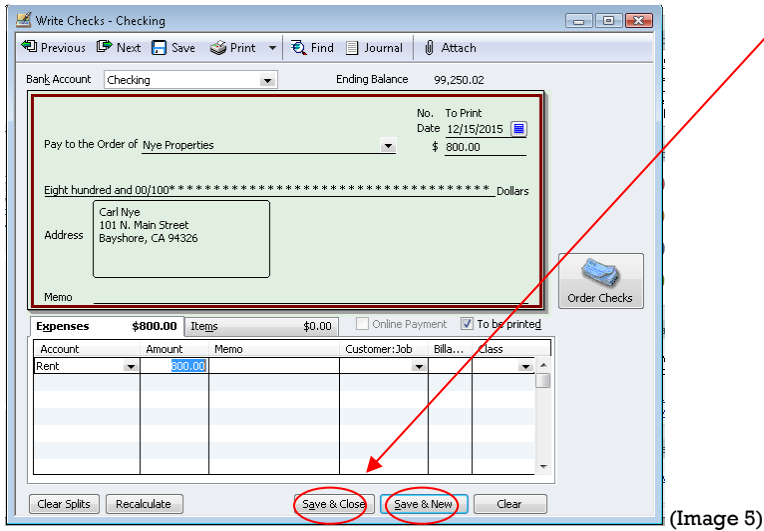


Click on OK when you are finished entering the Memorized Transaction.

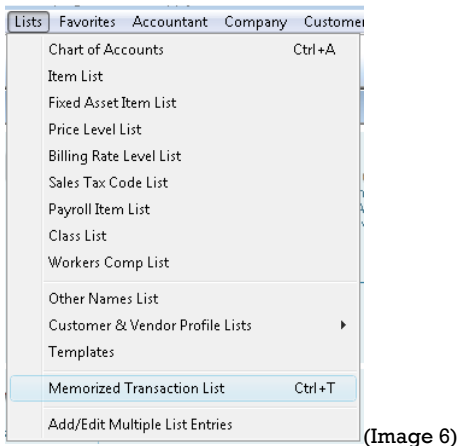


**Breakthrough Solutions, LLC**  
*Providing solutions to help your business succeed!*

That action will bring you back to the check screen shown in Image 5. You have not saved the check yet so you will need to click on one of these options:



To review the Memorized Transactions, select the List pull down menu and select the Memorized Transaction List as show in Image 6.



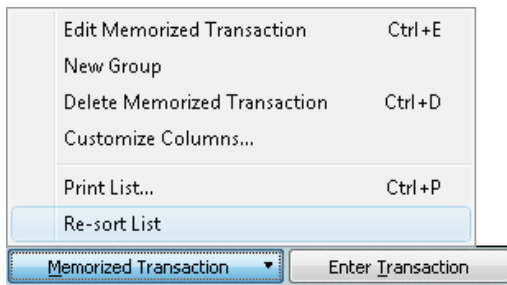


**Breakthrough Solutions, LLC**  
*Providing solutions to help your business succeed!*

Image 7 shows the list. You can highlight an entry and right click with your mouse to show a menu of options, or you can click on the Memorized Transaction button on the bottom right of your screen which will open a menu as show in Image 8.

Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
◆ Andres, Christina	Invoice	Accounts Receivable	108.50	Never		
◆ Bayshore CalOil Service	Credit Card Charge	CalOil Card	26.50	Weekly		12/29/2015
◆ Bayshore Water	Bill	Accounts Payable	25.32	Monthly	✓	01/04/2016
◆ Blackwell, Edward	Invoice	Accounts Receivable	480.00	Never		
◆ Nye Properties	Check	Checking	800.00	Monthly	✓	01/15/2016

(Image 7)



As you can see from the drop down menu there are many other functions you can perform with memorized transactions. Look for another QB tip or call with questions!