

Copying Transactions

Where the University raises invoices to the same customer, for the same amount, a model transaction can be created and then copied. The user will define the schedule for creation of invoices to meet their needs. The system will then automatically generate transactions (invoices) based on these requirements.

Navigate: Transactions \rightarrow Transactions Summary

Step 1: Choose the transaction on which to base your model

Pre-requisites:

- The model transaction should be the open or closed transaction that exactly (or most closely) matches the transaction(s) to recur.
- The model transaction must be complete.
- Once the transactions are copied, changes to the model transaction do not affect the copied transactions.
- a) Recall the selected model transaction (e.g. by **Transaction Summary: Query** \rightarrow **Find**).
- b) Click on the Copy To button.

Source	Operating Unit	Legal Entity Name	Number	Bill To Customer
Manual Invoice	Cambridge University	Cambridge University	769862	JOES BOOKS
() ()				
Applicat	tions Adjust	Credit	Сору То	Incomplete

Step 2: Determining Transaction Schedule

The system determines the date and frequency of the copied transactions, using the rule, the first transaction date and number of times that you specify.

Ocopy Transactions (Ca	ambridge University)				_ 🗆 🛛	
Model Transaction						
Operating Unit	Cambridge University		Legal Entity	Cambridge Un	iversity	
Source	Manual Invoice		Trans Number			
Currency	GBP		Reference			
Bill To	JOES BOOKS		Number	195657		
Terms	30 NET]	Туре	AG Invoice		
Date	11-NOV-2013		Transaction Amount		150.00	
Due Date	11-DEC-2013	Transaction	GL Date	11-NOV-2013		
Schedule						
Rule	Monthly	Ŧ	Number Of Times	6		
Number Of Days			First Transaction Date	11-DEC-2013		
-	11-DEC-2013		Request ID			
New Transactions						
Document Number						
Trans Number	Trans Date	Billing Date	GL Date Du	ie Date	Amount	
					<u> </u>	

c) In the Schedule section:

Rule	Select from the pull down menu on what basis you want the invoices raised, eg weekly, monthly, quarterly, annually etc.
Number of Times	Specify how many invoices you want created under this "Rule".
First Transaction Date	Enter what date you want the first invoice created.

- d) Save your work
- e) The system will then automatically create the schedule of invoices to meet these criteria in the *New Transactions* section and will default in the new Transaction Numbers
 - Note: The recurring schedule cannot be updated after it has been saved. The system automatically creates all invoice copies at one time.

🗢 Copy Transactions (Cambridge University) 📃 🗖 🛚							
Model Transaction							
Operating Unit	Cambridge University		Legal En	tity Cambridge U	Jniversity		
Source	Manual Invoice		Trans Num				
Currency	GBP		Referer	nce			
Bill To	JOES BOOKS		Num	ber 195657			
Terms	30 NET		Ту	pe AG Invoice			
Date	11-NOV-2013		Transaction Amo	unt	150.00		
Due Date	11-DEC-2013	Transaction	GL D	ate 11-NOV-2013	3		
Schedule							
Rule	Monthly	•	Number Of Tin	nes 6			
Number Of Days	First Transaction Date 11-DEC-2013						
First GL Date	11-DEC-2013 Request ID 12323617						
New Transactions							
Document Number							
Trans Number	Trans Date	Billing Date	GL Date	Due Date	Amount		
769863	11-DEC-2013	Dining Date		10-JAN-2014	150.00		
769864	11-JAN-2014		11-JAN-2014	10-FEB-2014	150.00		
769865	11-FEB-2014		11-FEB-2014	13-MAR-2014	150.00		
769866	11-MAR-2014		11-MAR-2014	10-APR-2014	150.00		
769867	11-APR-2014		11-APR-2014	11-MAY-2014	150.00 👻		

f) Each month/period

It is likely that these invoices will have been created in future accounting periods which are not yet open, and therefore will have a status of incomplete.

Run the incomplete Invoice Register (see guidance on *Incomplete Invoice Register*) which will highlight transaction numbers.

Re-query the individual transactions, **complete** and print out.

Print the invoices off as and when they are to be sent to supplier. Do not print the invoices all at once as, if the amounts due change for example you would then need to raise Credit Memo's to make your corrections on the system.

g) If you wanted to change a pre-prepared invoice (which has not been printed off) Call up the invoice number: incomplete it and then amend the invoice lines before you complete it again.