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 → 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 → Find**).

b) Click on the **Copy To** button.

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.

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.

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.