Creating standard memo lines

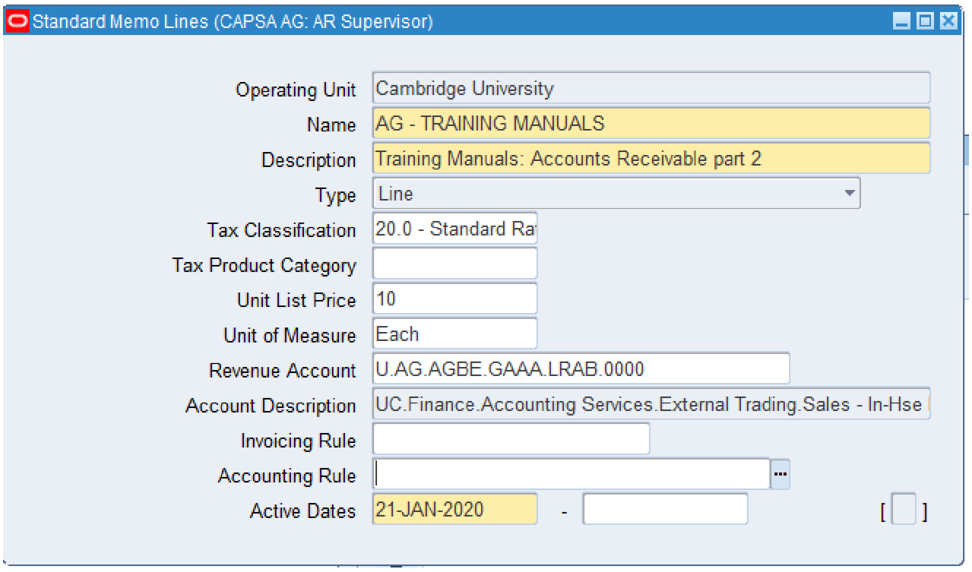
What are memo lines?

They are predefined lines that can be selected from a list of values when raising invoices and credit/debit memos. If required this information can be amended or added to at this stage. All memo lines are maintained locally and can only be accessed by the individual department.

Who can set them up?

Responsibility:	**AR Supervisor or AR Manager**
Navigate:	**Setup → Memo Lines**

How to enter standard memo line information



1) The following fields are mandatory and need populating:

Name	Prefix with your **department code**, **space**, followed by **hyphen**, **space** and then **name of memo line**.
Description	The description which will show on the invoice. This is what is searched for when selecting memo lines on the sales invoice.
Type	Always use Line (default setting).

2) The remaining fields are optional, but it will be beneficial if they are populated.

Tax classification	Select appropriate option from list of values.
Unit List Price	Cost (excluding any VAT) of the goods or service.
Unit of Measure	Select appropriate option from the list of values.
Revenue Account	The GL account code you wish the income to be posted to.
Active dates	Creation date defaults in, optionally add a deactivation date.