



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

Standard Memo Lines (CAPSA AG: AR Supervisor)

Operating Unit	Cambridge University
Name	AG - TRAINING MANUALS
Description	Training Manuals: Accounts Receivable part 2
Type	Line
Tax Classification	20.0 - Standard Ra
Tax Product Category	
Unit List Price	10
Unit of Measure	Each
Revenue Account	U.AG.AGBE.GAAA.LRAB.0000
Account Description	UC.Finance.Accounting Services.External Trading.Sales - In-Hse
Invoicing Rule	
Accounting Rule	
Active Dates	21-JAN-2020 -

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.