QuickBooks Memorized Transactions

Memorized Transaction List – CTRL+T (or Lists, Memorized Transaction List)

- Click on or highlight the transaction, then click Memorized Transaction button to delete or edit a transaction
- Entering one by one from the transaction list can give you an opportunity to edit

To Memorize a Transaction – CTRL+M

- Auto entry means it will enter every month (as long as you click "Enter Now" upon opening QB)
- Entering 0 (or nothing) for the quantity means it will continue indefinitely
- For electronic withdrawals or debit card transactions, always use something in place of check numbers such as ACH, DEBIT, etc. otherwise it will try to auto-number
- You can edit a future memorized transaction without saving the current transaction:
  -open the Memorized Transaction List
  -highlight the transaction to edit
  -click Enter Transaction
  -edit the transaction as desired
  -CTRL +M – it will ask if you'd like replace, etc., click Replace
  -then click Clear or Cancel to undo entering the transaction