

Memorizing Transactions with Serialized Items

Posting transactions, such as invoices and cash sales, cannot be memorized if they include serialized items. However, non-posting transactions, such as sales orders, can be memorized with a serialized item if **a serial number is not specified**.

For example, you can memorize a sales transaction with a serialized item by setting up a memorized sales order. When you create the sales order, select the serialized item in the Item column, but do not enter a serial number. Then, click Memorize to memorize the transaction and select your recurrence options.

To memorize the transaction:

1. On the **Memorized Transaction** page, click **Submit**.
2. Return to the sales order.
3. On the Sales Order page, click **Submit**.

The memorized transaction automatically generates a sales order on the next recurrence date.

Tip: You can set up a reminder for sales orders to approve and fulfill. Go to Home. In the Reminders portlet, click Set Up in the menu.

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