

Enabling Auto Keep

When you login to Agresso M7 for the first time, you may need to enable the Auto Keep function again. When you are in a transaction registration/posting screen, go to File -> View Options. This will bring up the below menu. Tick the Auto Keep box at the bottom and click OK.

The screenshot shows the 'View Options' dialog box with the following settings:

- GL Analysis:**
 - ExchRate
 - Amount
 - Description
 - Value
 - Number
 - Valuedate
- AP Invoice:**
 - Pay rec
 - Curr. doc
 - Pay curr
 - Flag
 - Curr.doc. des
 - Date rec
 - Terms
 - Due date
 - RefNo
 - Pay method
 - Discount date
 - Auth. code
 - Pay transfer
 - Disc percent
 - Status
 - InvoiceNo
 - Discount
 - Resp
 - BACS ID
- AR Invoice:**
 - Pay rec
 - Due date
 - Flag
 - Discount date
 - Terms
 - Disc percent
 - Pay method
 - Discount
 - InvoiceNo
 - Status
 - Curr. doc
 - Curr.doc. des
- Analysis proposal:**
 - Account rule
 - Previous analysis
 - No default values
 - Clear memory
- Startfield:**
 - GL:** Period, Trans.date, AP/AR ID, Account
 - AP:** Period, Trans.date, AP/AR ID, Account
 - AR:** Period, Trans.date, AP/AR ID, Account
- Invoice number from:**
 - GL:** First, Previous, No
 - AP:** Previous
- Number of decimals:** Value
- Keep option:** Auto keep

Buttons: **OK** (highlighted with a blue border), **Cancel**