

## Receivable Reminders

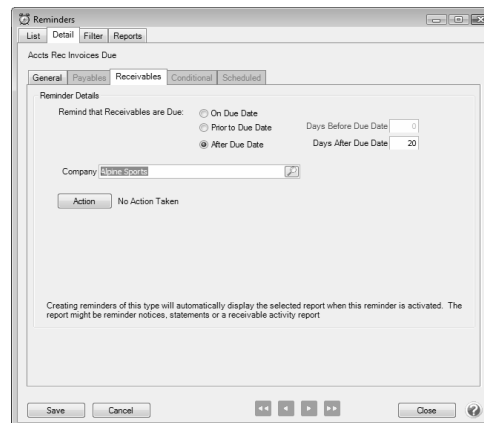
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The Receivables Reminder will check for Accounts Receivable invoices that are due for a specific company either on the receivable due date, on a set number of days prior to the receivable due date, or on a set number of days after the receivable due date.

### Create a Receivables Due Reminder

The Receivables Reminder will check for Accounts Receivable invoices that are due for a specific company/fund either on the receivable due date, on a set number of days prior to the receivable due date, or on a set number of days after the receivable due date.

1. On the **Setup** menu, click **Reminders**. Click **New**.
2. In the **Message** box, enter up to 50 characters of a required message that will display in the Message column in the Reminders Due window when this reminder is due.
3. In the **Type** box, select Receivable Reminders.
4. In the **Description** box, enter a detailed description about the reminder.
5. Click the **Receivables** tab.



6. Under **Reminder Details**, select **On Due Date** to be reminded when an Accounts Receivable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Receivable invoices are due, or select **After Due Date** to be reminded after the Accounts Receivable invoices are due.
  - » If you selected **Prior To Due Date**, in the **Days Before Due Date** box, enter the number of days prior to when Accounts Receivable invoices are due that you want to be reminded.
  - » If you selected **After Due Date**, in the **Days After Due Date** box, enter the number of days after the Accounts Receivable invoices are due that you want to be reminded.
7. In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.
8. If you want to automatically perform an action when this reminder is due, click **Action**, clear the No Action Taken check box and select the menu selection you want to perform. For example, you may want to select Processes > Sales > Receipts or Reports > Reports for an Accounts Receivable reminder that is due.
9. Click **Save** to save the reminder and return to the List tab, or click **Close** to save the reminder and close the Reminders screen.