Payable Reminders

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The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables).

Create a Payables Due Reminder

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables.)

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Payable Reminder**.
5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Payables** tab.
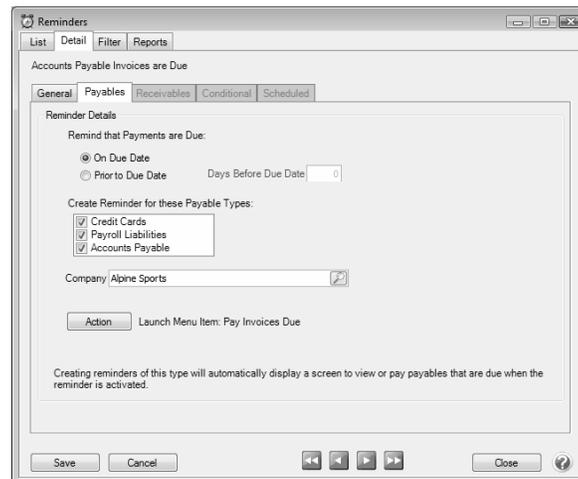
7. Under **Remind that Payments are Due**, select **On Due Date** to be reminded when an Accounts Payable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Payable Invoices are Due.
   » If you selected **Prior To Due Date**, enter the number of days prior to when Accounts Payable invoices are due that you want to be reminded.
8. Under **Create Reminder for these Payable Types**, select the type of Accounts Payables you want to be reminded for.
9. In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.
10. 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 > Purchases > Pay Invoices Due for an Accounts Payable reminder that is due.
11. Click **Save** to save the reminder and return to the List tab, or click Close to save the reminder and close the Reminders screen.

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