Payable Reminders

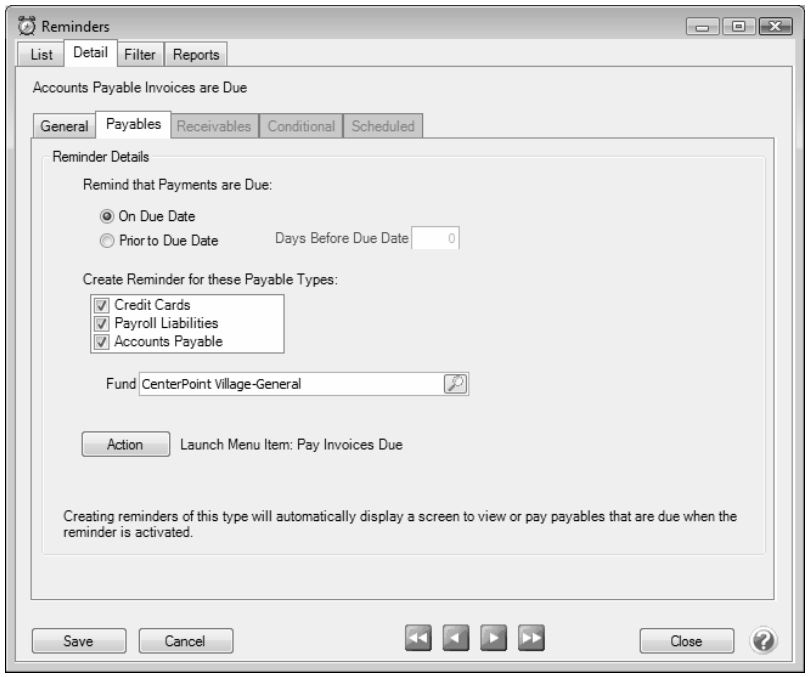
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The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or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

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

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 > Expenditures > 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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