

May's Tip of the Month

Use Great Plains to inform you when a payment is coming due.

Most users take advantage of the option to modify their own system preferences such as screen and font colors, but setting up a "Reminder" can help make certain tasks easier. This is a feature available in version 8.0.

Navigate to Tools | Setup | User Preferences. Select the Reminders button, select one of the following choices from the Reminder Preferences window:

Overdue Invoices

Payables Due

Recurring General Ledger Batches

Recurring Receivables Batches

Recurring Payables Batches

Then select when you would like to be notified for each one.

The next time you log in, the Reminder setup will go to work and place the respective items in the first window that opens.

Filename: Document1
Directory:
Template: C:\Documents and Settings\rchronin\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: administrator
Keywords:
Comments:
Creation Date: 4/12/2005 4:01 PM
Change Number: 1
Last Saved On:
Last Saved By:
Total Editing Time: 0 Minutes
Last Printed On: 4/12/2005 4:02 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 110 (approx.)
Number of Characters: 630 (approx.)