



Tips 'n' Tricks from Altico

There are dozens of little tips and tricks for using your Great Plains system that can make your life ever so much easier. We'll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your February 2006 tip:

Setting Up a Reminder for Payments Due

Here's how you do it:

1. Navigate to Tools > Setup > User Preferences.
2. Select the Reminder button.
3. Select one of the following from the Reminder Preferences window:

Overdue Invoices, Payables Due, Recurring General Ledger Batches, Recurring Receivables Batches, or Recurring Payables Batches.

4. Select when you would like to be reminded for each of these activities. Click OK.
5. The next time you log in, the Reminder setup will kick in, placing the respective items in the first window that opens.

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I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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