# Edit a Transfer Reminder

Transfer reminders help you keep track of periodic transfers you make between your accounts. You can edit your reminders by following the steps below:

1. Select the **Bills & Income** tab.
2. Select **Income & Transfers**.
3. Select the transfer reminder you want to edit.
4. Select **Edit**.
    - If you select **Edit this instance**, you can edit the **Amount** and **Due Date** for an individual transfer. Select **Save** when you have finished.
    - If you select **Edit this instance and all future instances** go to the next step to review what you can edit.
5. Use the **Edit Transfer Reminder** screen to change any of the following information.
    - **Pay to**
      The name you want to associate with this transfer.
    - **Due next on**
      The date of your transfer. Select **Change** to adjust the reoccurrence.
    - **Amount due**
      This is the amount you plan to transfer each occurrence.
    - **From account**
      The account you transfer funds from.
    - **To account**
      The account you will transfer funds to.
    - **Details**
      Select this to add or change a **Tag** or **Memo**.
    - **Optional Settings**
        - **Remind me** *x* **days in advance** / **Auto enter** *x* **days in advance**
          Select **change** to adjust.
        - **Remind me x days in advance.**
          Select this option to enter the number of days in advance of when the reminder is due that you want to trigger your reminder
        - **Automatically enter the transaction in the register** x **days before the due date**.
          Select this option to enter the number of days in advance of when the reminder is due that you want to automatically log the transaction.
        - **Use only business days for reminder days.**
          Select this option to disregard holidays and weekends when calculating the number of days in advance of a transaction.**Optional Settings**
        - **Estimate amount for me**
          If your payments vary, Quicken can estimate an amount to use for the reminder when it is due. Select one of the following:
            - **Fixed amount**
              Turn off this feature. Quicken will always use the same amount for the reminder.
            - **Previous payments**
              Calculate an average amount for the reminder, based on your last [n] payments.
            - **Time of year**
              Use the same amount as last year for the reminder. This is great for utility bills or other reminders that have seasonal variations.
            - **Credit card balance**
              Use the balance of the selected credit card as the amount for the reminder.
        - **Sync to Outlook**
          Select this option to transfer the reminder to your Microsoft Outlook calendar. To learn more, see Sync your Quicken reminders with Outlook.
6. Select **Done**. Your new options will be saved.