

How do I set up an alert for unpaid invoices?

Quicken uses alerts to inform you of financial events you might otherwise forget, such as past due invoices. You can set an alert to notify you when an invoice hasn't been completely paid by the due date.

1. Choose **Tools** menu > **Alerts Center**.
2. On the **Setup** tab, click the PLUS sign (+) next to the label for **General alerts**.
3. Click the **Past due invoices** check box (there should be a green check mark next to it), and then enter the conditions under which you want Quicken to alert you.
When an invoice hasn't been completely paid by the due date specified on the invoice, Quicken notifies you in the **Alerts** window in the **Business** tab. You can also check your Quicken alerts and reminders; choose **Tools** menu > **Alerts Center**.
4. Click **OK** if you're finished setting alerts.



Canadian software note

In Quicken's Canadian version, we use the Canadian spelling "centre."

This feature requires **Quicken Business & Personal**. Learn how you can [upgrade Quicken](#) in minutes.