

How do I handle reminders that are due?

Bill and income reminders make paying your bills a lot easier. When reminders become due, you can choose what happens next—Quicken can alert you, or Quicken can enter a transaction into the register for you automatically.

Tell me a bit more about how reminders work

At startup, Quicken checks for any bill or income reminders that are due or past due (that is, they have become due since the last time you used Quicken). If it finds any, one of two things will happen:

- If you selected **Automatically Enter** when you created the reminder, Quicken automatically enters it as a transaction in a register without asking you for confirmation.
- If you selected **Remind Me** when you created the reminder, Quicken [displays the reminder in several convenient locations](#) where you can choose how you want to handle the reminder.

How you handle your reminders in one area is reflected in all other areas of Quicken, so work wherever you feel comfortable.

For each reminder that is due, one or more of the following options will be available for each of your reminders. Choose what you would like to do.

Enter

Click **Enter** (or **Enter this reminder**) to add the reminder to the register. You will have the opportunity to make changes, for example, to the amount as it is being entered.

- **Where is the Enter button?**

The **Enter** button does not appear:

- If you told Quicken to **Automatically Enter** a reminder into the register when you set it up. If this is the case, you may see **(Auto)** displayed instead of **Enter**.
- If you have selected a [reminder in a register](#) that is not the next reminder due. You must enter reminders into the register in the order in which they are due.

Enter All

Click **Enter All** (or **Enter all overdue reminders for this payee**) to add all the overdue reminders to the register. A reminder in your register reminds you of an upcoming transaction and helps you project your cash flow. A reminder is not an actual transaction until you enter it. You won't be able to change the details of instances of a reminder. They are entered as per the original setup.

Skip

Click **Skip** (or **Skip this one**) to ignore the reminder this time but resume the regular schedule in the future.

Why don't I see this option?

The **Skip this one** option is not available if you have selected a reminder that is not the immediate next due reminder. Reminders must be entered into the register in the order in which they are due.

Skip All

Click **Skip All** (or **Skip all overdue reminders for this payee**) to skip all the overdue reminders but resume the regular schedule in the future.

Why don't I see this option?

The **Skip All** option is not available if you have selected a reminder that is not an overdue reminder.

Edit

Click **Edit** (or **Edit this instance**; or **Edit this instance and all future instances**) to change the reminder. For example, you might want to change its schedule, or method of delivery.

Pay

Click **Pay** to send an online payment instruction that was previously entered into the register. This option sometimes appears as **Send** in Quicken.

Go to Register

Click **Go to Register** to edit a scheduled reminder that was previously entered into the register.

Print

Click **Print** to print a check that was previously entered into the register.

Show Payment History (Stack View only)

Click **Show History** to view the payment history of a bill or income reminder. This option is available only in the **Stack View**. (Choose **Bills** tab > **Upcoming** > **View as** > **Stack**.)



Delete a reminder

To delete a reminder

1. Go to the **Bills & Income** tab. The default will be to view **Bills**, but you can pick the sub-tab **Income & Transfers** if the reminder is for one of those transaction types.
2. For the reminder you want to delete, go to the **Action** column and click the down-arrow for the transaction you want to delete.
3. Select **Delete this instance and all future instances**.

You also have the option to skip a single reminder using the **Skip this one** option.

4. You will be asked to confirm your choice. Click **Yes**.

The reminder will be deleted.