How do I change or add a loan reminder?

Change a loan reminder

There are many reasons why you might want to change a loan reminder. For example, you may need to change the payee if your loan is transferred to a different service provider, or you might want to start making regular extra payments towards the loan principal. Here's how:

1. Open the loan account that you want to change the loan reminder for.
2. If necessary, click the **Payment Details** button.
3. Click **Edit** payment details.
4. In the **Loan Details** dialog, click **Edit Loan Reminder**.
5. In the **Edit Loan Reminder** dialog make changes, as necessary.
   - What are my options?
     - In the **Pay to** field, type the name of the lender. As you type, Quicken tries to find a match in the Memorized Payee List. If Quicken finds a match, select the payee from the displayed list; if doesn't find a match, continue typing to create a new payee.
     - Edit the Due Next On date to match the date of your next loan payment.
     - Next to the Amount due, click (Edit) to change the loan payment amounts.
     - Select the Account from which you'll make the loan payment.
     - If you are making the loan payment from an account that's enabled for bill pay, select Use Online Bill Pay to pay the loan online.
       - Tell me more
         Select this option to create an online payment for the loan reminder when it's entered into your register. Note that you'll still need to send it to your financial institution for processing before it can be paid. This is a good choice for amounts that vary over time because you can change the amount of each payment before sending it.

- Add or edit the reminder **Details**.
  - **Category**

    Categorize your loan payment. If you're using a detailed loan reminder, verify and assign categories to the other items included in the loan payment total.

- **Tag**

  Tag your loan payment to indicate where, to what, or to whom it applies.
- **Memo**

  You can display memo information in reports.
- Add or edit the **Optional Settings** for the reminder.
  - **Remind me [n] days in advance**

    Select this option to enter the number of days in advance of when the reminder is due that you want to be reminded of it.
  - **Related website**

    Select this option to enter a Web address (URL) for the lender or financial institution. This is linked to in the Web column of the Manage Bill & Income Reminders list.
  - **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.
  - **Print check with Quicken**

    Select this option if you plan to print the transaction on a paper check.
  - **Make this a repeating online payment**
    Select this option to create a repeating online payment instruction for the reminder.

    A repeating online payment is a series of online payments to a specific payee, for a set amount, on a schedule that you choose.

    The repeating payment instruction is sent to an online bill pay service, such as Quicken Bill Pay or your financial institution, and they make payments on your behalf on the scheduled dates. You do not need to send the payment yourself each time it is due. This is a good choice for long-term payments of the same amount. Just be sure you keep enough money in your account to cover the payment when it is due.

    This option is available only for accounts that are activated for online bill payment.

    To activate online bill payment, choose Tools menu > Account List, click the Edit button next to the account to you want to activate, click the Online Services tab, and then click the Set up now button.
- **Memo**
  You can display memo information in reports.
- Add or edit the **Optional Setting**s for the reminder.
  - **Remind me [n] days in advance**
    Select this option to enter the number of days in advance of when the reminder is due that you want to be reminded of it.
  - **Related website**

    Select this option to enter a Web address (URL) for the lender or financial institution. This is linked to in the Web column of the Manage Bill & Income Reminders list.
  - **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.

- ○ **Print check with Quicken**

  Select this option if you plan to print the transaction on a paper check.

- ○ **Make this a repeating online payment**

  Select this option to create a repeating online payment instruction for the reminder.

  A repeating online payment is a series of online payments to a specific payee, for a set amount, on a schedule that you choose.

  The repeating payment instruction is sent to an online bill pay service, such as Quicken Bill Pay or your financial institution, and they make payments on your behalf on the scheduled dates. You do not need to send the payment yourself each time it is due. This is a good choice for long-term payments of the same amount. Just be sure you keep enough money in your account to cover the payment when it is due.

  This option is available only for accounts that are activated for online bill payment.

  To activate online bill payment, choose Tools menu > Account List, click the Edit button next to the account to you want to activate, click the Online Services tab, and then click the Set up now button.

Add a loan reminder

If when you set up your "connected" loan you decided to use a memorized payee, here's how to change your mind and start using a loan reminder instead:

1. Open the loan account that you want to change the loan reminder for.
2. If necessary, click the **Payment Details** button.
3. Click **Edit** payment details.
4. In the **Loan Details** dialog, click **Payment Options**.
5. In the **Loan Payment Options** dialog, select **Loan Reminder** and then click **OK**.
6. Choose the type of reminder you'd like to add.
7. **Tell me more**

   If you are adding a reminder for a "connected" loan account, you may set up a simple or a detailed loan reminder. If you are adding a reminder for a "disconnected" manual loan account, you may set up a detailed loan reminder only.

   A simple loan reminder tracks only the loan payment total.

   A detailed loan reminder tracks all of the line items included in your loan payment total—things like interest, private mortgage insurance, and property taxes. Tracking these items can help you plan and project your spending and taxes.
8. In the **Loan Payment Reminder** dialog, set up your loan reminder.
   - What are my options?
     - ○ In the **Pay to field**, type the name of the lender. As you type, Quicken tries to find a match in the Memorized Payee List. If Quicken finds a match, select the payee from the displayed list; if doesn't find a match, continue typing to create a new payee.
     - ○ Edit the **Due Next On** date to match the date of your next loan payment.
     - ○ Next to the **Amount due**, click (**Edit**) to change the loan payment amounts.
     - ○ Select the Account from which you'll make the loan payment.
     - ○ If you are making the loan payment from an account that's enabled for bill pay, select Use Online Bill Pay to pay the loan online.
       - ■ **Tell me more**

         Select this option to create an online payment for the loan reminder when it's entered into your register. Note that you'll still need to send it to your financial institution for processing before it can be paid. This is a good choice for amounts that vary over time because you can change the amount of each payment before sending it.
     - ○ Add or edit the reminder Details.
       - ■ **Category**

         Categorize your loan payment. If you're using a detailed loan reminder, verify and assign categories to the other items included in the loan payment total.
       - ■ **Tag**

         Tag your loan payment to indicate where, to what, or to whom it applies.
       - ■ **Memo**

         You can display memo information in reports.
     - ○ Add or edit the Optional Settings for the reminder.
       - ■ **Remind me [n] days in advance**

         Select this option to enter the number of days in advance of when the reminder is due that you want to be reminded of it.
       - ■ **Related website**

         Select this option to enter a Web address (URL) for the lender or financial institution. This is linked to in the Web column of the Manage Bill & Income Reminders list.
       - ■ **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.

- **Print check with Quicken**

Select this option if you plan to print the transaction on a paper check.

- **Make this a repeating online payment**

Select this option to create a repeating online payment instruction for the reminder.

A repeating online payment is a series of online payments to a specific payee, for a set amount, on a schedule that you choose.

The repeating payment instruction is sent to an online bill pay service, such as Quicken Bill Pay or your financial institution, and they make payments on your behalf on the scheduled dates. You do not need to send the payment yourself each time it is due. This is a good choice for long-term payments of the same amount. Just be sure you keep enough money in your account to cover the payment when it is due.

This option is available only for accounts that are activated for online bill payment.

To activate online bill payment, choose Tools menu > Account List, click the Edit button next to the account to you want to activate, click the Online Services tab, and then click the Set up now button.