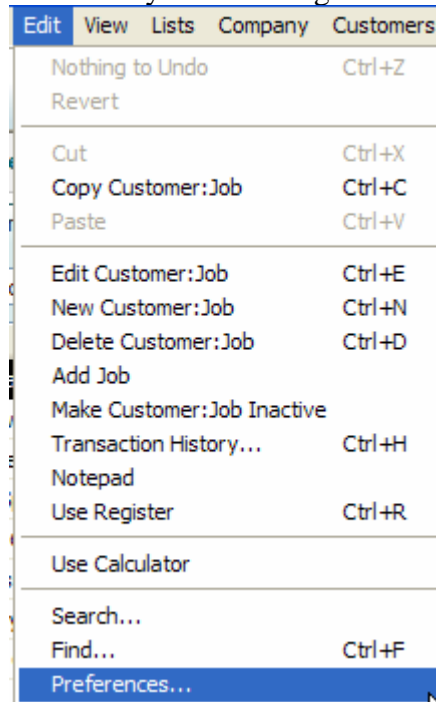


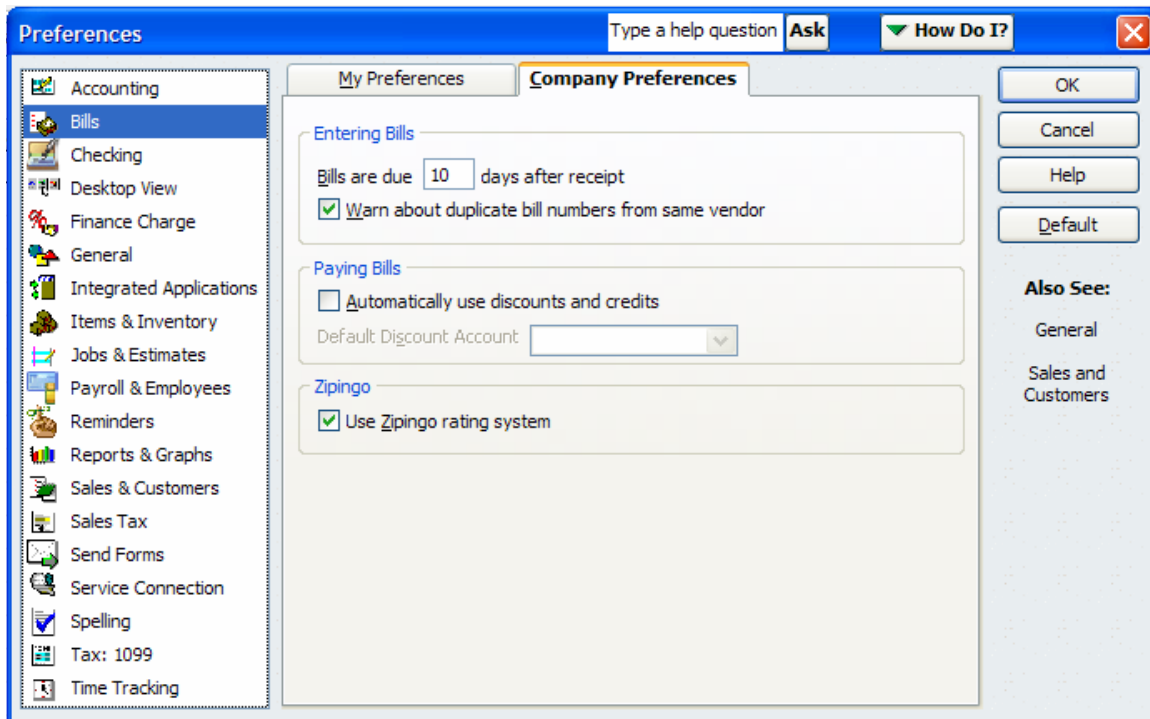
## HOW TO CHANGE THE BILL DUE DATE DEFAULT

Does it bother you that the QuickBooks (QBs) program defaults the bill due date to 10 days after the date the bill was entered? Here is how you can change it.



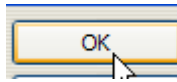
While in QBs go to “Edit”, “Preferences”, from the QBs Main Menu.

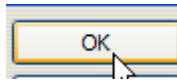
Select “Bills” from the left hand side of the screen and make sure that the Company Preferences tab is selected.



There is a section entitled “Entering Bills” where the default of 10 days has been set for “Bills are due 10 days after receipt”.

For fraternal units who pay their bills right away set the 10 to 0. Lodges may select any number of days that makes sense to their particular operations. For example if you pay your bills once a month then you could set it to 30. If you pay your bills every two weeks then you could set it to 14.



Click the  button to save your changes in the preferences.

Now when you enter the date on the Enter Bills screen the system will set the Bill Due date to the number of days that you specified in the screen above. In this example the number of days was set to 30.

