QUICKBOOKS 2016 STUDENT GUIDE

Lesson 15

Customizing Forms and Writing QuickBooks Letters

Intuit, Inc.
5601 Headquarters Drive
Plano, TX 75024

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal, or other professional advice nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Table of Contents

Lesson Objectives

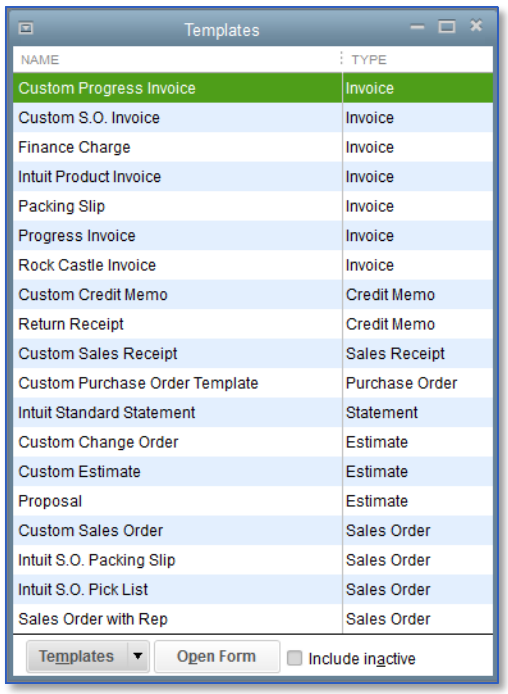
- To learn how to modify a preset invoice form
- To design a custom invoice form
- To see how to print invoices
- To learn how to prepare a collection letter for overdue customers
- To learn how to edit a prewritten letter in QuickBooks

Creating New Templates

QuickBooks provides you with invoice and other forms to suit the needs of your business, but there may be times when you want to design a completely different invoice or other form. QuickBooks lets you do that too. You can use the Layout Designer to create a new form design for your business. In the Layout Designer, you can move, resize, or change the width of columns, turn on or off borders around fields, and control font type and size for each field.

To create a new invoice template:

1. From the **Lists** menu, choose **Templates**.



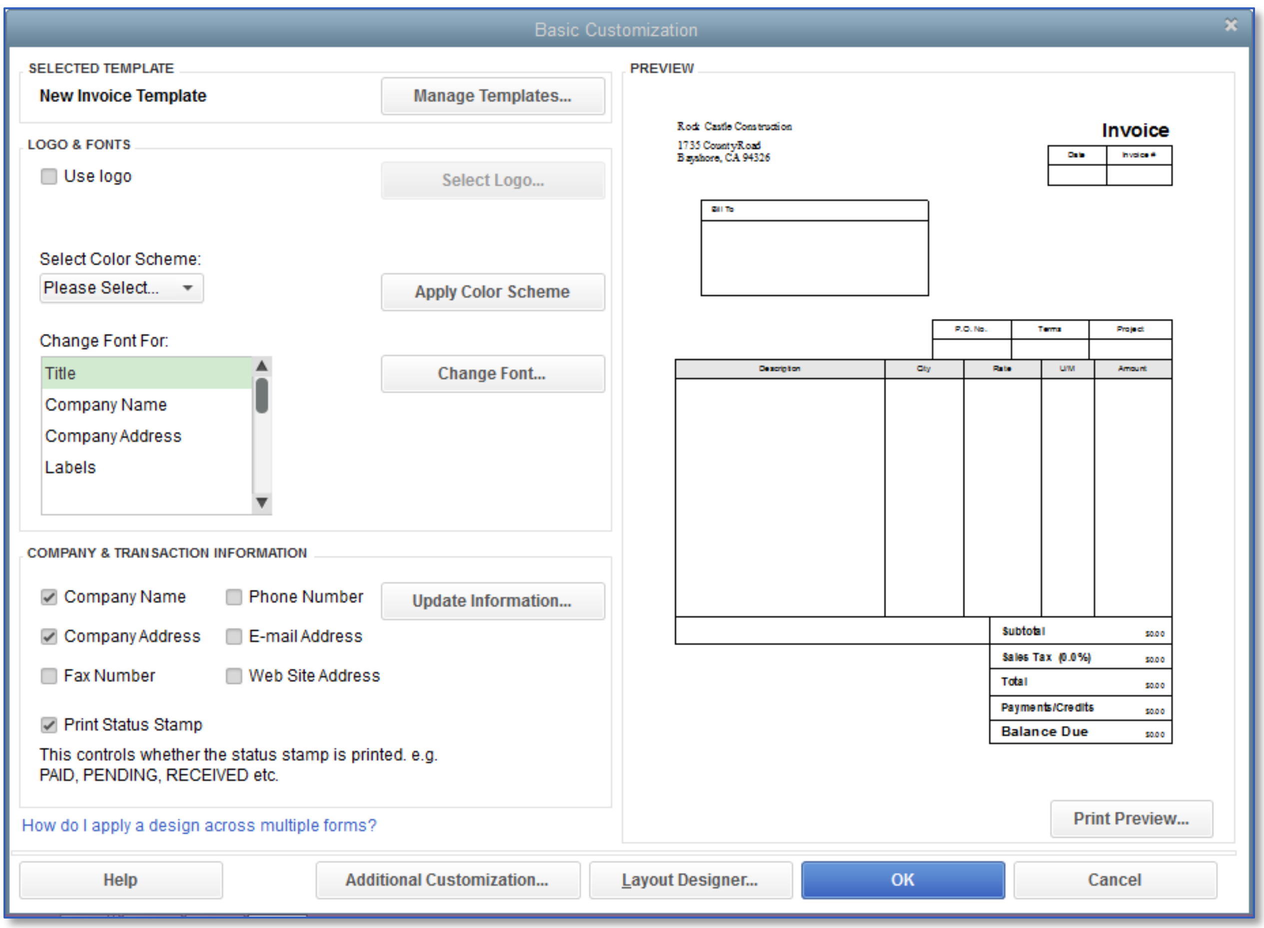
2. Click the **Templates** menu button, and then choose **New**.
3. Choose the type of form template you want to create (choose from **Invoice**, **Credit Memo**, etc.).
4. Click the **Manage Templates** button to give the template a name, and then click **OK**.
5. Use the features in the **Basic Customization** window to customize the general look of your form.
6. Click **OK** to close the Basic Customization window.

IMPORTANT: *You might want to click on an existing template, click on the **Templates** button and select **Duplicate** to get a head-start on a new template without altering the original.*

Customizing Fields on Forms

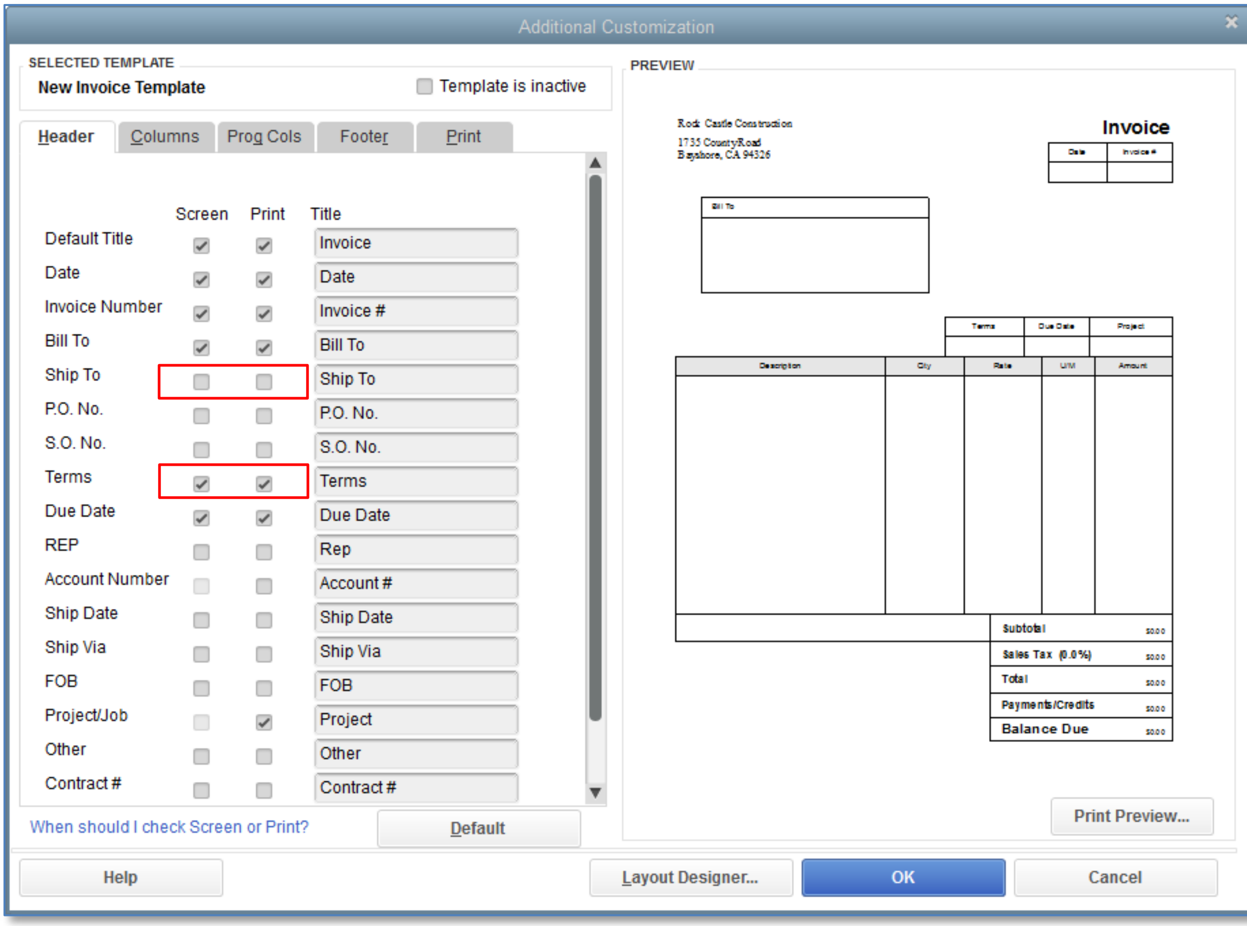
To customize fields on a template:

1. If you are not already in the Basic Customization window of a particular template already, from the **Lists** menu, choose **Templates**.
2. Double-click on the template you wish to customize.
3. You are now in the Basic Customization window. Click on the **Additional Customization** button at the bottom of the screen.



4. The **Header** tab is displayed by default (other tabs are available to select).
5. To have the Due Date field display both onscreen and on the printed form, click the **Screen** checkbox for **Due Date** to select it.
6. Click the **Print** checkbox for **Due Date**.

7. Clear the **Screen** and **Print** checkboxes for the **P.O. No.** field to remove the field from the form.



8. Continue customizing your form fields as needed for your business.

9. Click **OK** to get out of Additional Customization and **OK** again to save the template changes.

Notes

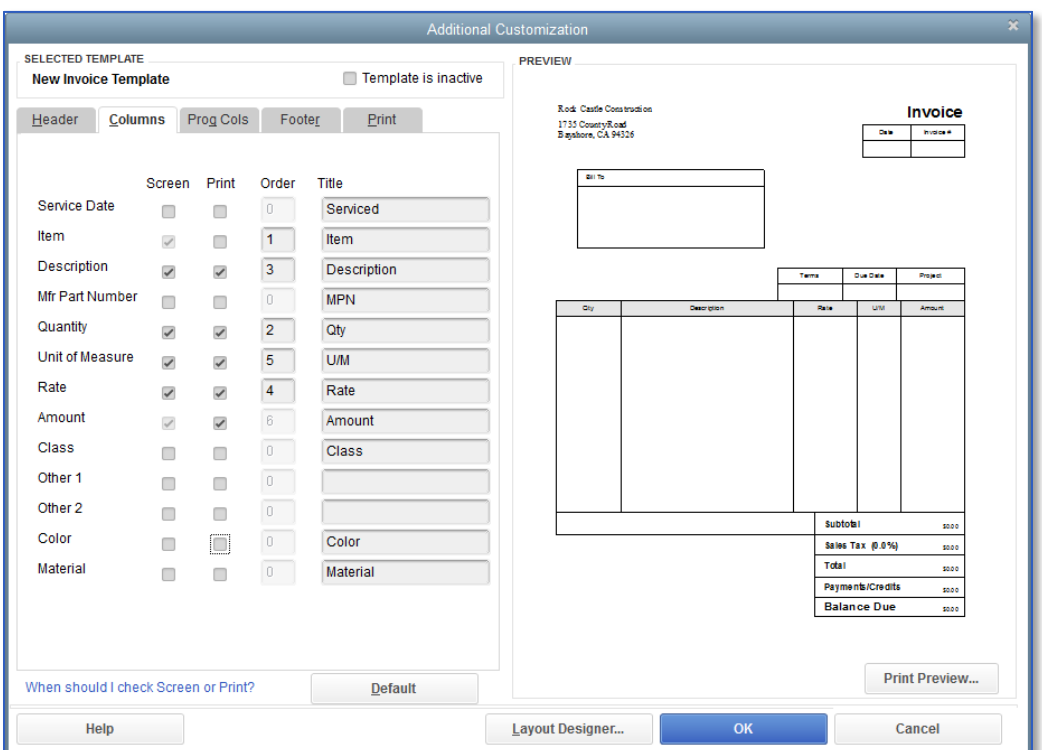
Changing Field Order on Forms

The lower half of the standard QuickBooks invoice form is the place where you enter details about the items or services purchased by the customer. You can change the order of these fields as they appear on your invoices.

The Order column shows you how fields display from left to right on the invoice form. Currently, Item is the first column and Amount is the last column. Suppose you want the Qty field to appear after the Item field and before the Description field.

To change the order of fields on a form:

1. If you are not already in the Basic Customization window of a particular template already, from the **Lists** menu, choose **Templates**.
2. Double-click on the template you wish to customize.
3. You are now in the Basic Customization window. Click on the **Additional Customization** button at the bottom of the screen.
4. Click the **Columns** tab.
5. Click the **Order** box for a particular field to select it.
6. Manually enter the number that represents the left-to-right order you want the column to be displayed on your form.



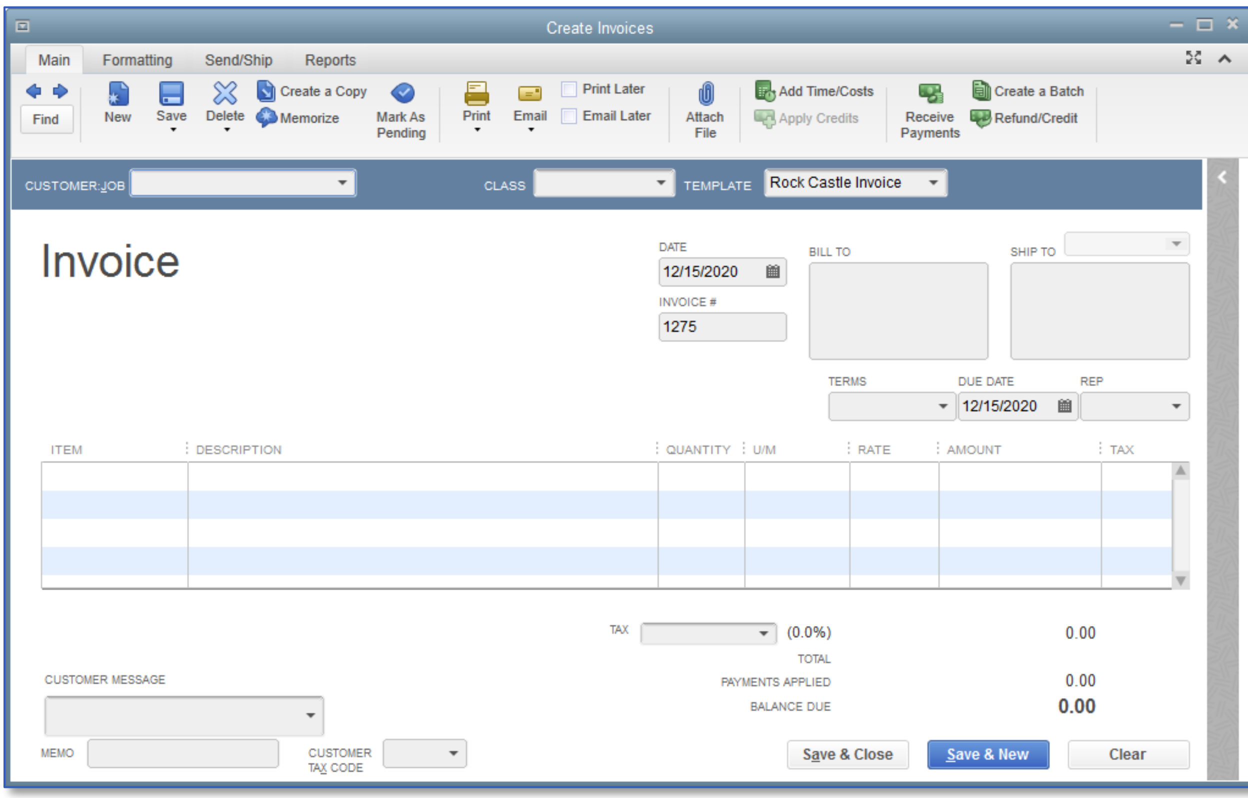
7. Continue working through the tabs to customize your form.
8. Click OK to record the changes.
9. Click OK again to save the template, and then close the Templates window.

Displaying your Customized Form

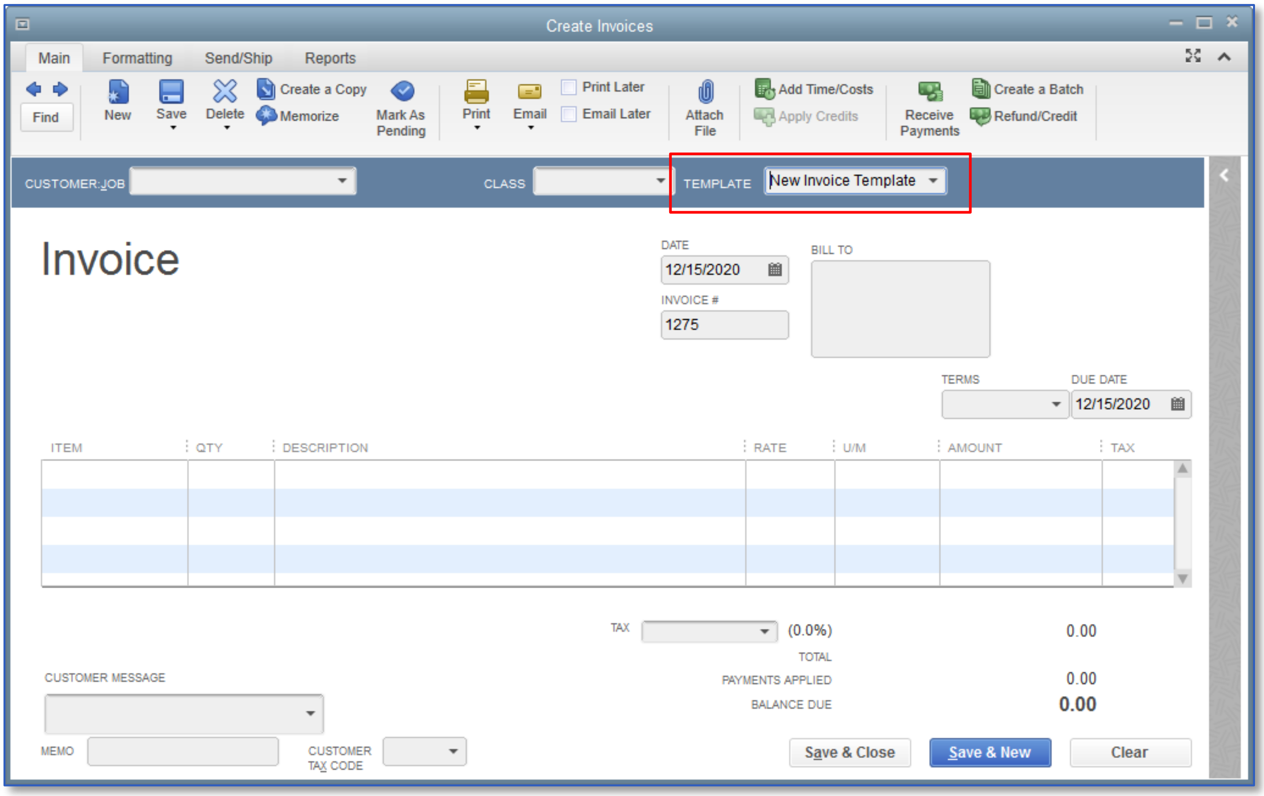
This walkthrough shows you how to view a template using the Invoice form. If you have other custom forms, you can access them by opening the form window in QuickBooks then choosing your template from the Template drop-down.

To display a custom invoice form:

1. From the Customers menu, choose Create Invoices.



2. In the **Template** field, choose your template from the drop-down list.



3. Click the arrow on the **Print** icon and select **Print Preview** to see what your invoice will look like printed.

4. Close the Print Preview screen.

5. Exit the invoice.

IMPORTANT: *If the template you are currently using requires tweaking, you can click on the **Formatting** tab at the top of the form, and select **Customize Data Layout** to edit the template (rather than finding the template from the Lists menu and then double-clicking on it to edit it, only to go back into the Invoice form to preview it).*

NOTES

Designing Custom Layouts for Forms

We have covered editing a template to change its header and some columns, but there is so much more you can do. Here are a few examples of what you can do with a custom layout:

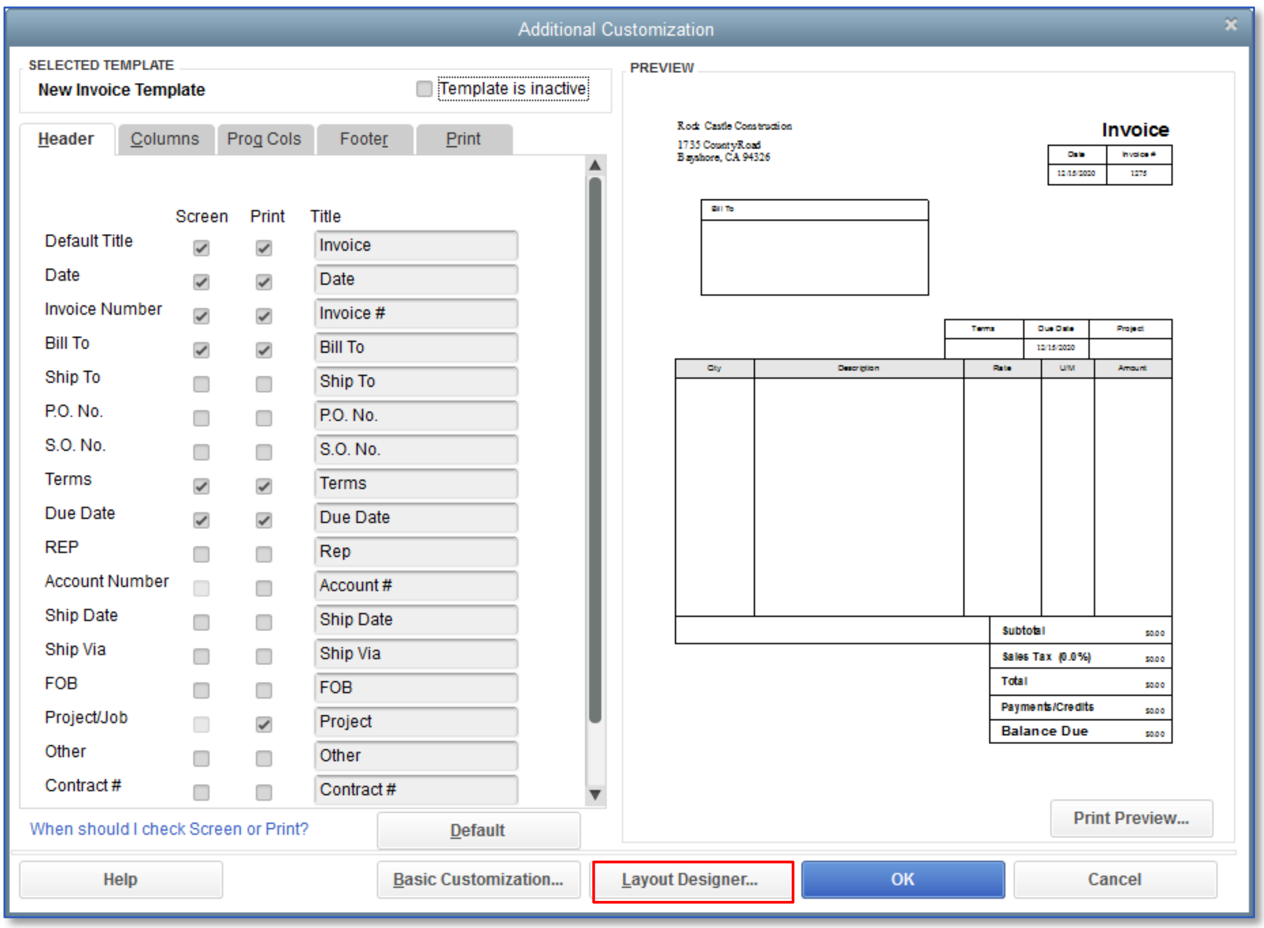
- Give your company name, address, and logo special treatment on the form
- For example, you could center your logo at the top of the form and put your company name and address in a special font immediately below the logo
- Enlarge a custom field so it can display more information
- Position the customer's billing address so it coincides with the address window in the envelopes you use
- Change the borders on fields, add background colors, and add extra text fields
- Add multiple graphics to a form

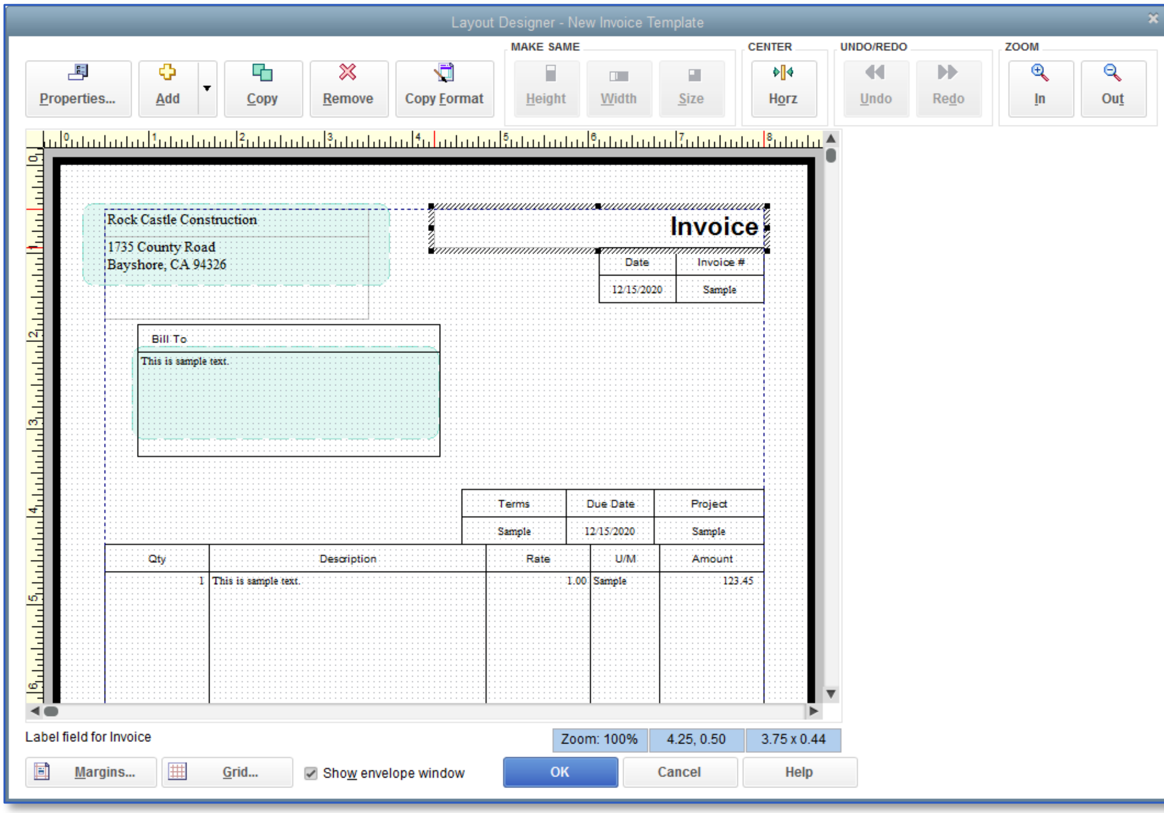
NOTES

Changing the Position of Fields on Forms

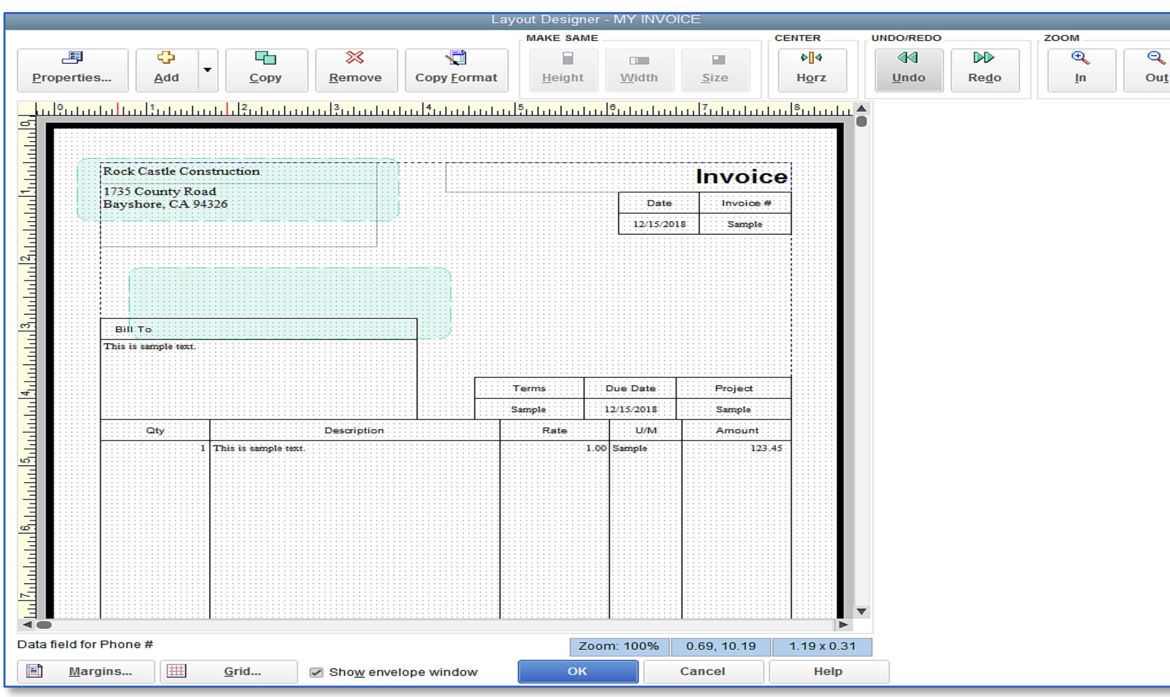
To move fields on forms:

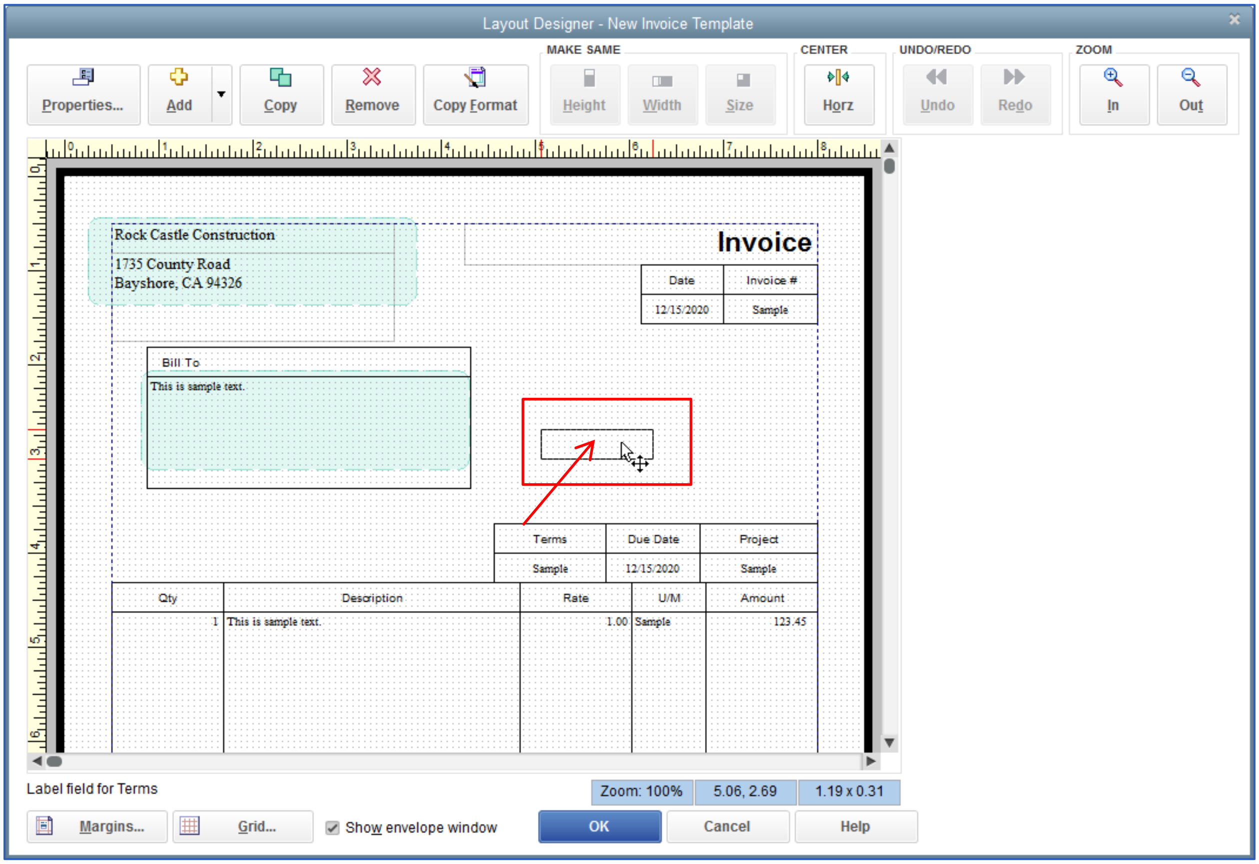
1. From the **Lists** menu, choose **Templates**.
2. Right-click on template you wish to edit, and then select **Edit Template** (or double-click on the template you wish to edit).
3. Click **Layout Designer** at the bottom of the Basic Customization window.





4. Click on the fields you wish to move, and hold your mouse button down to drag/drop the fields.





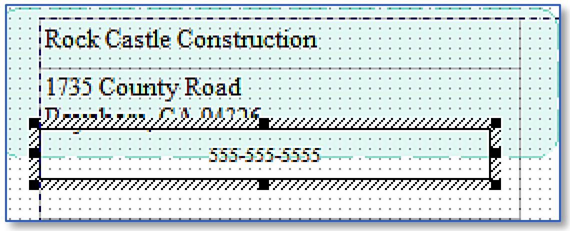
IMPORTANT: *If you wish to move multiple fields in a group, you can hold down the* ***Shift*** *key while you highlight all the fields you wish to select, and then you can drag and drop them as a group into their new location.*

NOTES

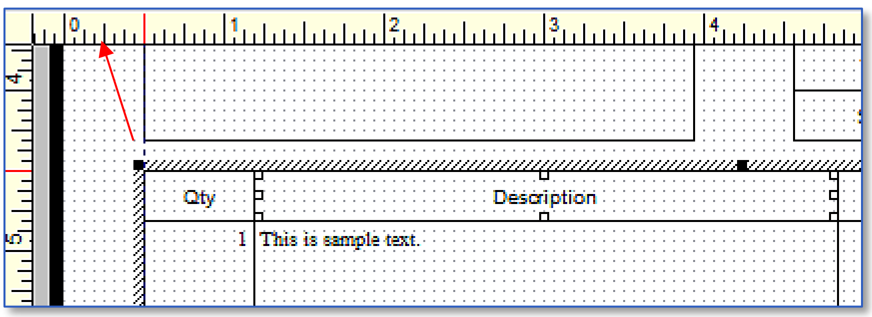
Changing Field Widths

To change the width of a field:

1. Select the field you want to resize. Click on the **black boxes** in the field border, hold your mouse button down and drag the black box to resize the field. Let go of your mouse button to release and resize the field.



2. Use the ruler to keep field sizes uniform and field edges in alignment.



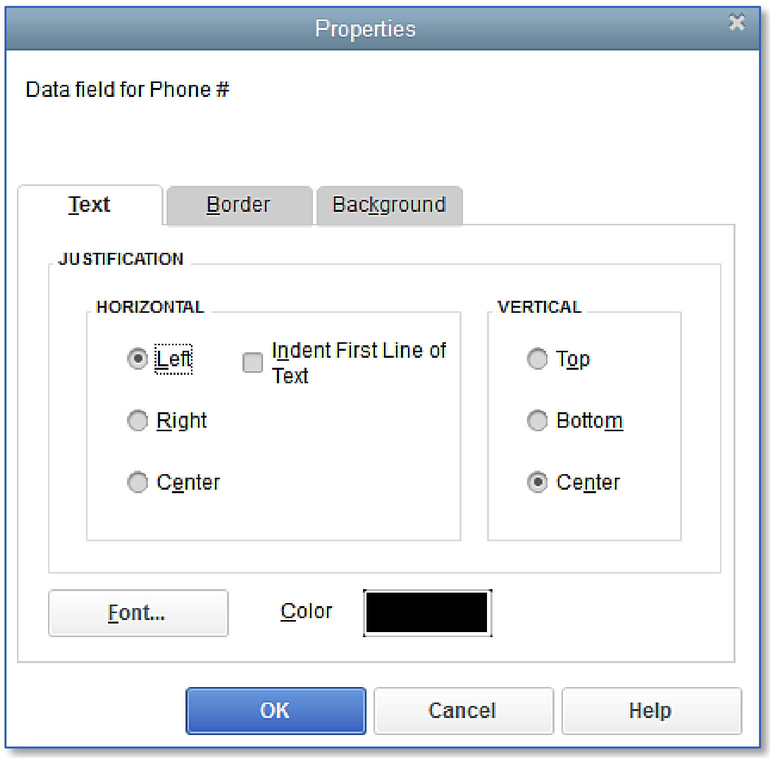
NOTES

Changing Fonts, Borders and Colors

Using the Properties window in the Layout Designer, you can change font size and style, and text justification. You can also add, remove, or change the borders around fields.

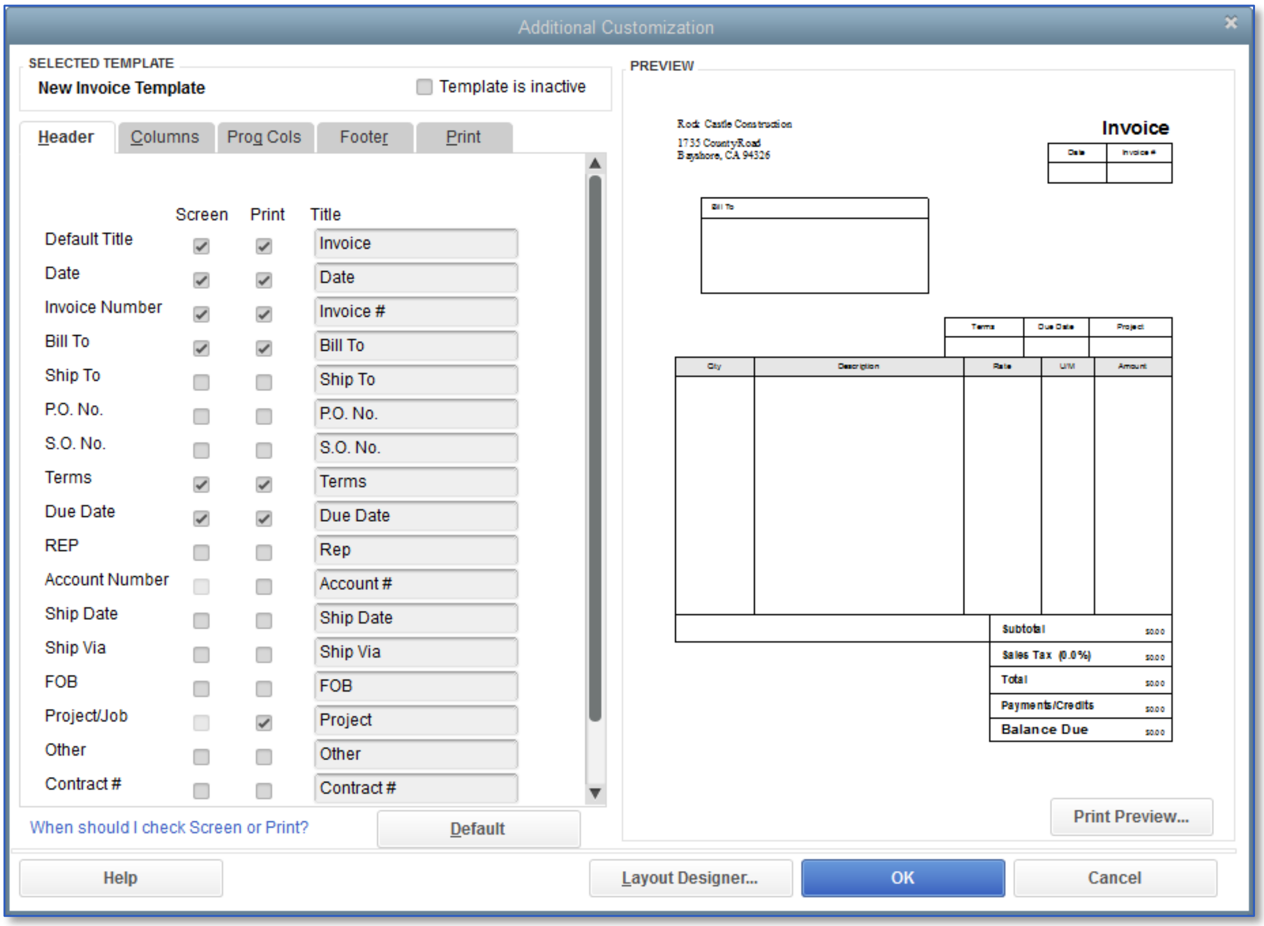
To change fonts, borders and colors:

1. Select the field you wish to edit, then right-click to select **Properties**.
2. On the **Text** tab, select the justification you wish to use.



3. Click **Font** to select your font, font size, and color. Click **OK** when you are finished.
4. Click the **Border** tab. Use these settings to create/remove/edit field borders on your form.
5. Click on the **Background** tab to give your form a colored background.
6. Click **OK** to save the changes to that particular field's appearance.
7. Click **OK** to save the changes in the Layout Designer.

8. You can see a Preview of the template in the right-hand panel of the Additional Customization window.



9. Click **OK** to close the Additional Customization window.

NOTES

Previewing New Forms

Notice that the on-screen invoice data entry form displayed by QuickBooks doesn't show the changes you just made in the Layout Designer. This is because changes made in the Layout Designer only affect the *printed* invoice and not the invoice QuickBooks displays onscreen for data entry.

To preview the invoice:

1. To see how a printed invoice form will look, in the **Main** tab of the invoice, click the drop-down below the **Print** button and select **Preview** .
2. When you are finished looking at the preview, click **Close**.

NOTES

Preparing Collection Letters

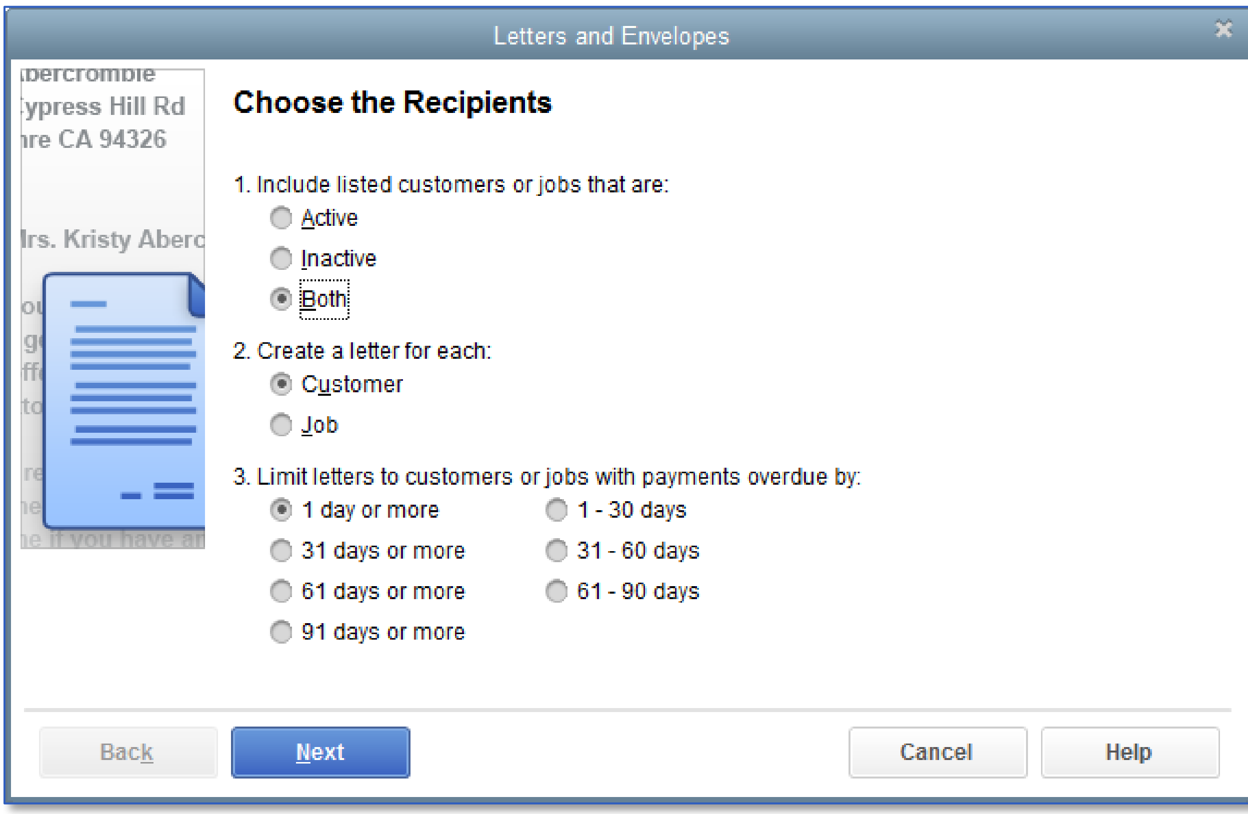
To prepare a collection letter:

1. From the **Company** menu, choose **Prepare Letters with Envelopes** then choose **Collection Letters**.

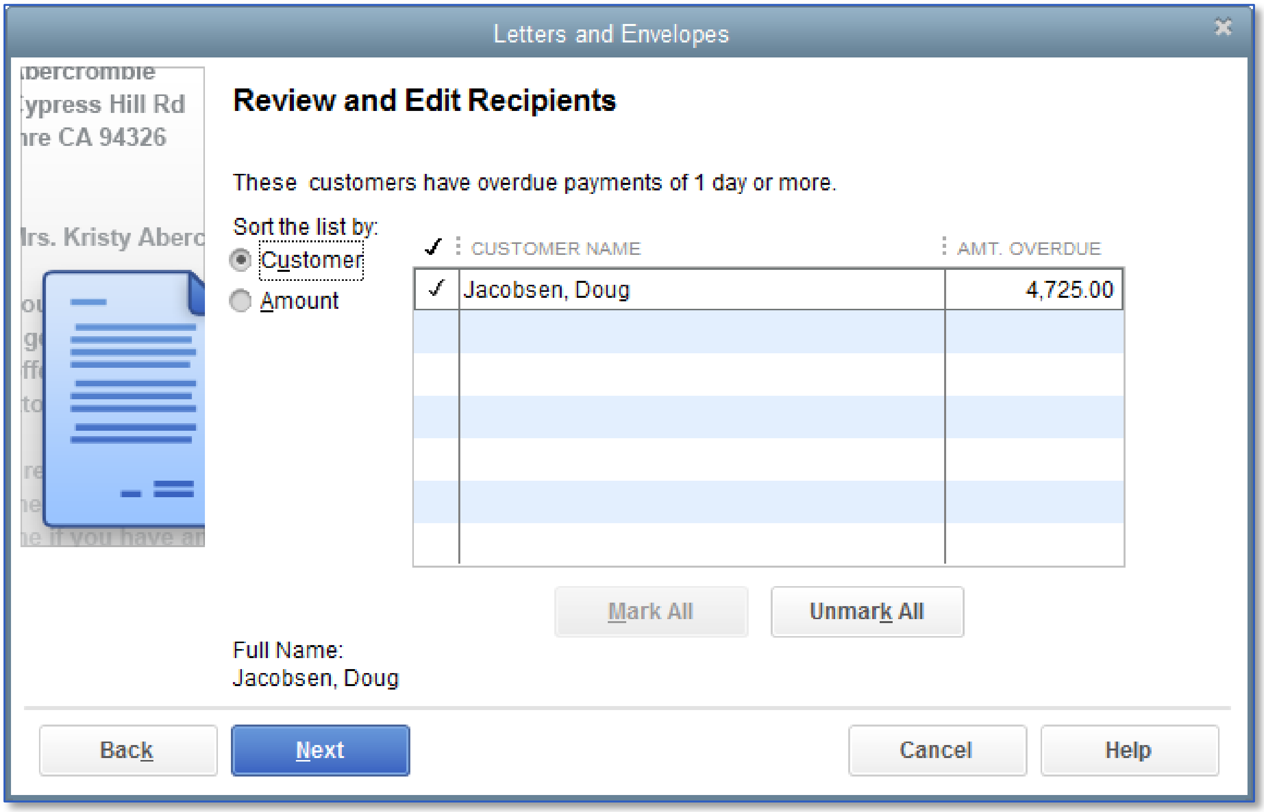
2. If QuickBooks prompts you to find letters, click **Copy**. QuickBooks will copy the QuickBooks letters from your installation directory to your folder.

   QuickBooks opens the Letters and Envelopes wizard.

3. When QuickBooks prompts you to choose to whom you want to write, set your parameters accordingly.



4. Click **Next**.



5. Choose the customers for whom you would like to make letters, then click **Next**.

6. When QuickBooks prompts you to choose the letter you want to use, choose one from the list and then click **Next**. (You may also choose to **Create or Edit a letter template** to customize your letter even more.)

7. Enter the name and title of the person who is “signing” the letter.

8. Click **Next**.

9. If QuickBooks displays a message about missing information, click **OK**.

10. The letters will open in Microsoft Word®. You can print the letters from there.

11. Return to QuickBooks and click **Cancel**.

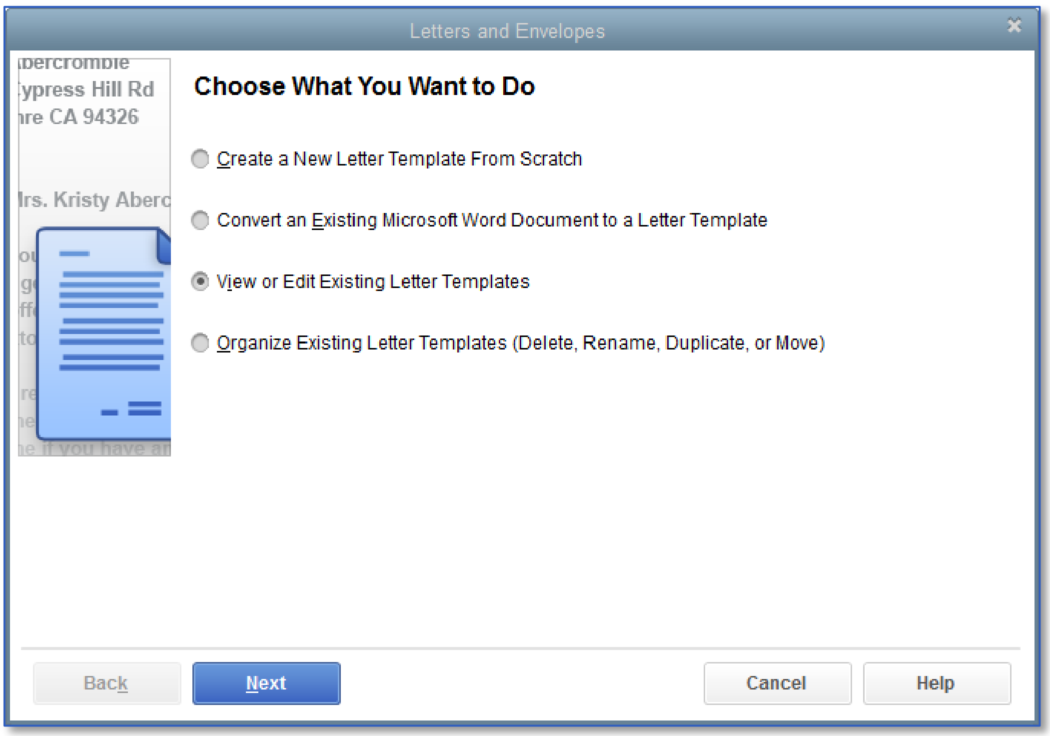
NOTES

Editing QuickBooks Letters

You can make changes to individual letters using Microsoft Word, or you can make global changes by editing the QuickBooks Letter used to generate a specific letter.

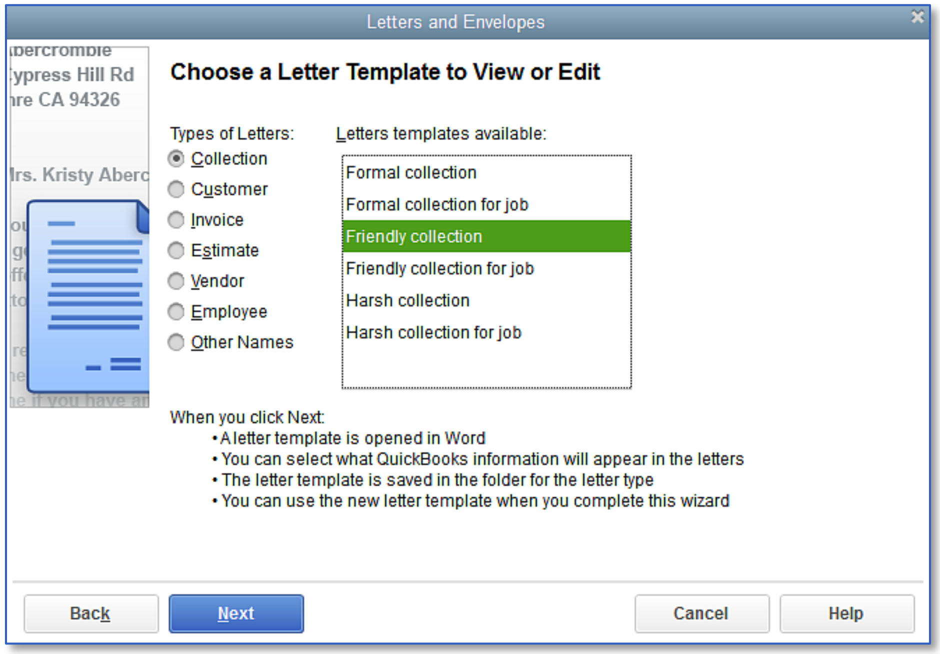
To edit a QuickBooks Letter:

1. From the **Company** menu, choose **Prepare Letters with Envelopes** then select **Customize Letter Templates**.
2. Click **View** or **Edit Existing Letter Templates**.



3. Click **Next**.

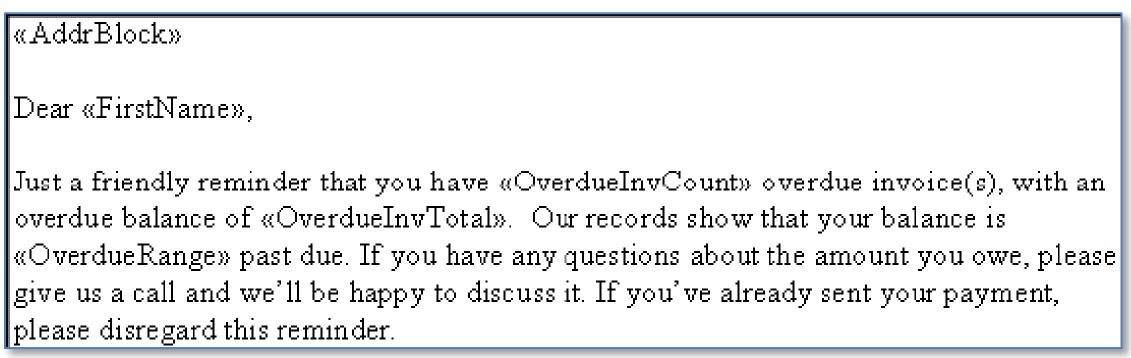
4. When QuickBooks prompts you to choose the letter template you want to view or edit, click the letter type then choose a letter from the list of available letters.



5. Click **Next**.

6. Make adjustments to the text of the letter as needed.

7. From the **Insert Fields** drop-down list on the letter fields tool bar, you can insert links to QuickBooks data.



«AddrBlock»

Dear «FirstName»,

Just a friendly reminder that you have «OverdueInvCount» overdue invoice(s), with an overdue balance of «OverdueInvTotal». Our records show that your balance is «OverdueRange» past due. If you have any questions about the amount you owe, please give us a call and we'll be happy to discuss it. If you've already sent your payment, please disregard this reminder.

8. From the **Word File** menu, choose **Save As**.

9. Enter a new filename and click **Save**.

10. To see how this change affects the final letter output, close the letter file in Microsoft Word, click **Use Template** in QuickBooks and go through the wizard again (all of your previous choices should still be selected).

11. When you get to the **Choose a Letter Template to View or Edit** screen, select the name of the file you just saved, and then click **Next**.

12. Close Microsoft Word.
13. Click **Cancel** in QuickBooks.

NOTES

Customizing Forms & Writing QuickBooks Letters — Review Questions

1. List three forms that can be customized in QuickBooks:
   a. ____
   b. ____
   c. ____
2. True or false: The column order on QuickBooks forms is fixed and cannot be changed.
   a. True
   b. False
3. You use the ____________________ ____________________ window to move and resize fields on forms.
4. You can add fields from which of the following lists to QuickBooks Letters?
   a. Customers & Jobs
   b. Employee
   c. Vendor
   d. All of the above
5. True or false: You can convert an existing Microsoft Word document into a QuickBooks Letter to which you can add QuickBooks data.
   a. True
   b. False

Review Activities

1. Customize a Sales Receipt form to change the default title on the header from *Sales Receipt* to *Cash Sale*.
2. Using the Layout Designer, make the columns for QTY and Rate narrower so the Description field is wider.
3. Customize the P.O. form to include the Terms field.

Answers to Review Questions

1. List three forms that can be customized in QuickBooks:
   a. ✓ Invoice
   b. ✓ Sales Receipt
   c. ✓ Credit Memo
   d. ✓ Statement
   e. ✓ Purchase Order
   f. ✓ Estimate
   g. ✓ Sales Order (available only in Premier and higher)
2. True or false: The column order on QuickBooks forms is fixed and cannot be changed.
   a. True
   b. ✓ False
3. You use the *Layout Designer* window to move and resize fields on forms.
4. You can add fields from which of the following lists to QuickBooks Letters?
   a. Customers & Jobs
   b. Employee
   c. Vendor
   d. ✓ All of the above
5. True or false: You can convert an existing Microsoft Word document into a QuickBooks Letter to which you can add QuickBooks data.
   a. ✓ True
   b. False