Intuit ProLine

QuickBooks 2011 Student Guide

Customizing Forms and Writing QuickBooks Letters

Lesson 15

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

Notes

Creating New Templates

QuickBooks lets you customize an invoice form to suit the needs of your business, but there may be times when you want to design a completely different invoice 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:

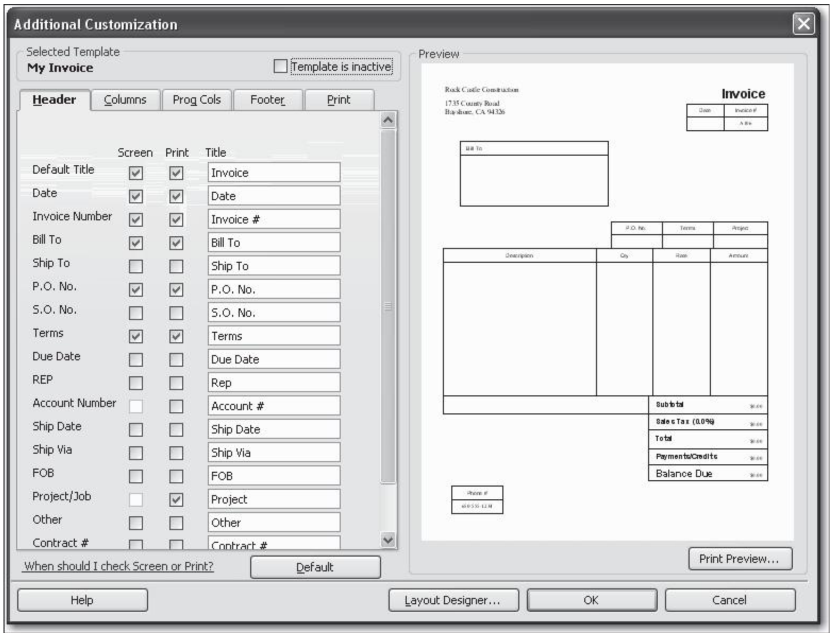
1. From the Lists menu, choose **Templates**.

2. Click the **Templates** menu button, and then choose **New**.
3. Click **OK** to select the invoice form.
4. Click the Manage Templates button to give the template a name.
5. In the Template Name field, type **My Invoice**.
6. Look at the options in the Logo & Fonts section of the Basic Customization window.
7. In the Company & Transaction section, select the Phone Number checkbox.
8. Select the “Do not display this message in the future” checkbox, and then click OK.
9. Leave the Basic Customization window open. You’ll use it in the next exercise.

Customizing Fields on Forms

To customize fields on a template:

1. Click the **Additional Customization** button at the bottom of the window.



2. To have the Due Date field display both on screen and on the printed form, click the **Screen** checkbox for Due Date to select it.
3. Click the **Print** checkbox for Due Date.
4. Clear the Screen and Print checkboxes for the P.O. No. field to remove the field from the form.

Notes

Changing Field Order on Forms

The lower half of the standard QuickBooks invoice form is 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.

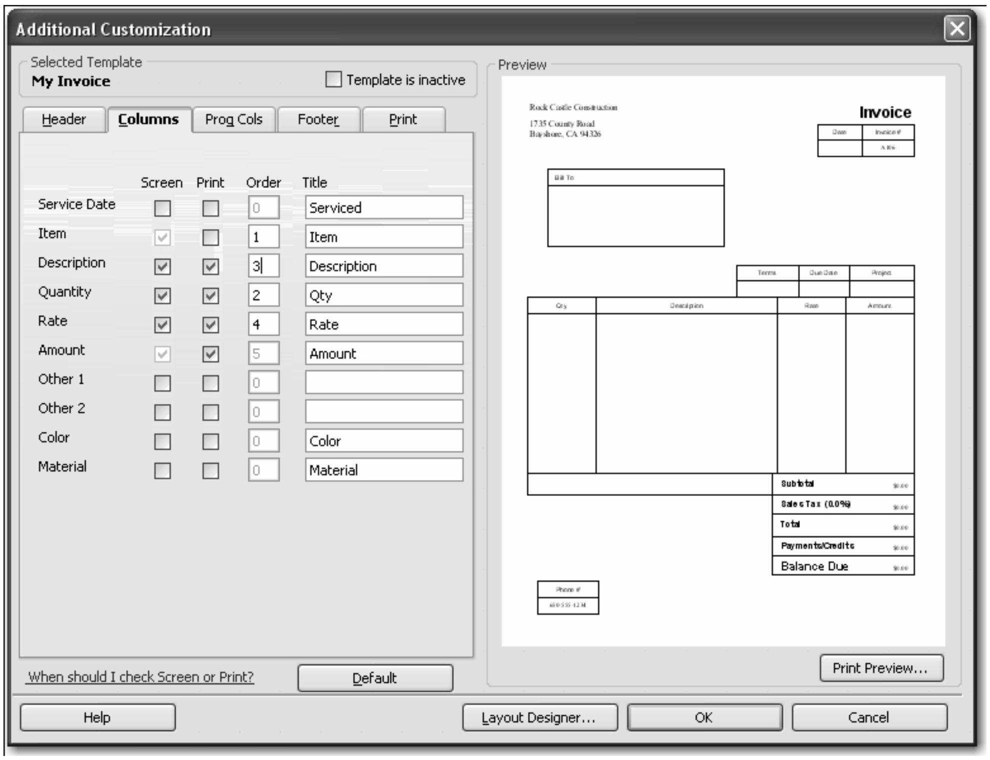
The Order column shows you how fields display from left to right on the invoice form. Currently, Item is the first column and Amount is the last column. Suppose you want the Qty field to appear after the Item field, and before the Description field.

Notes

Changing Field Order on Forms

To change the order of fields on a form:

1. Click the **Columns** tab.
2. Double-click the Order column in the Quantity row to select the number.
3. Type **2**.
4. Double-click the Order column in the Description row to select it.
5. If it has not changed to 3 automatically, type **3**.

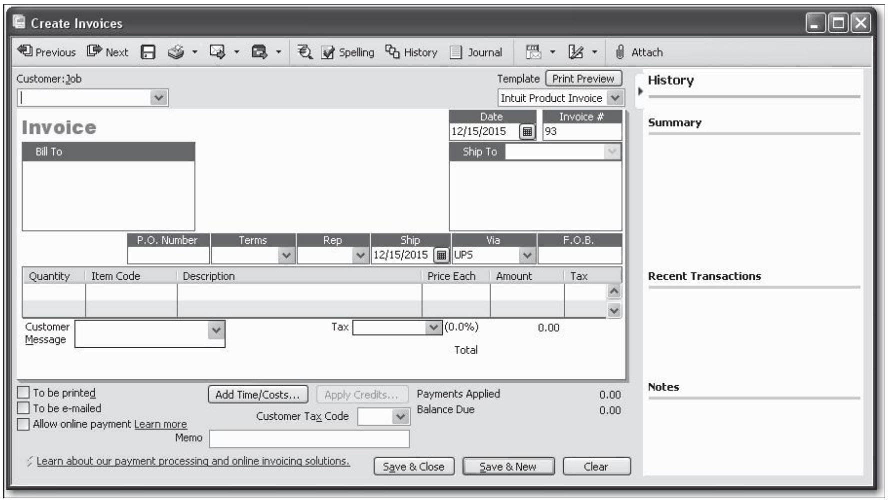


6. Click the **Footer** tab.
7. Click the **Print** tab.
8. Click **OK** to record the changes.
9. Click **OK** again and then close the Templates window.

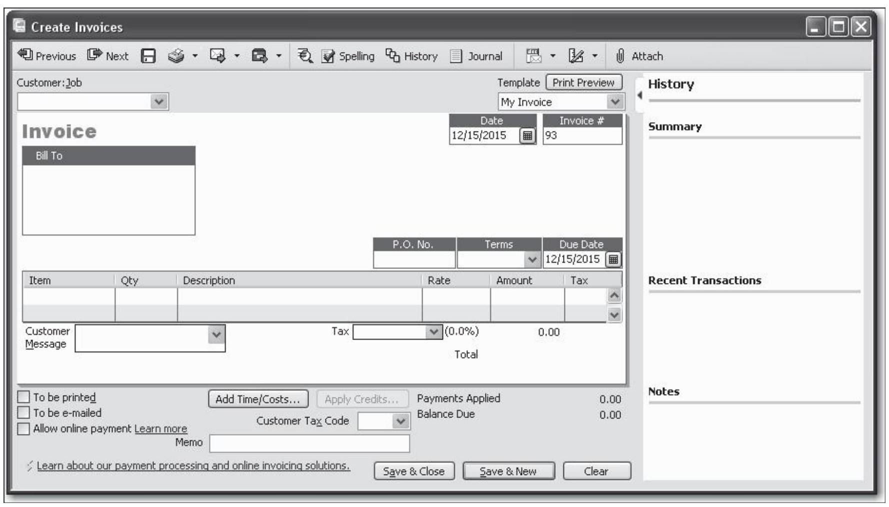
Displaying your Customized Form

To display the custom form:

1. From the Customers menu, choose **Create Invoices**.



2. In the Template field, choose **My Invoice** from the drop-down list.



3. Leave the Create Invoices window open, you'll use it in the next exercise.

Notes

Designing Custom Layouts for Forms

Here are a few examples of what you can do with a custom layout:

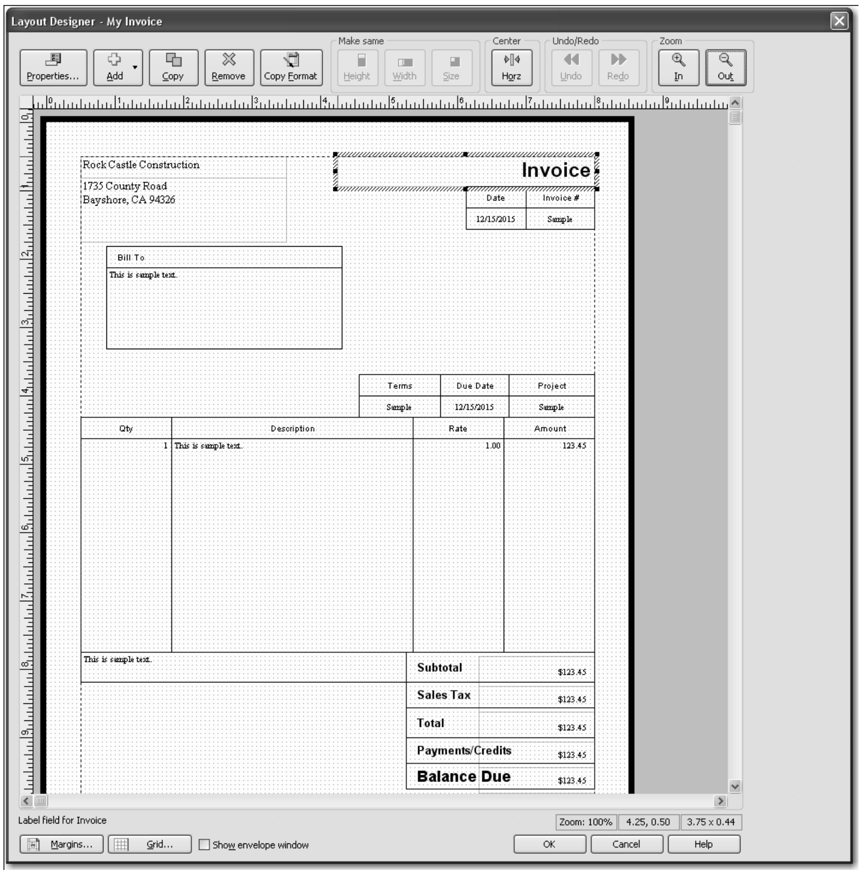
- Give your company name, address, and logo special treatment on the form. For example, you could center your logo at the top of the form and put your company name and address in a special font immediately below the logo.
- Enlarge a custom field so that it can display more information.
- Position the customer's billing address so that 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

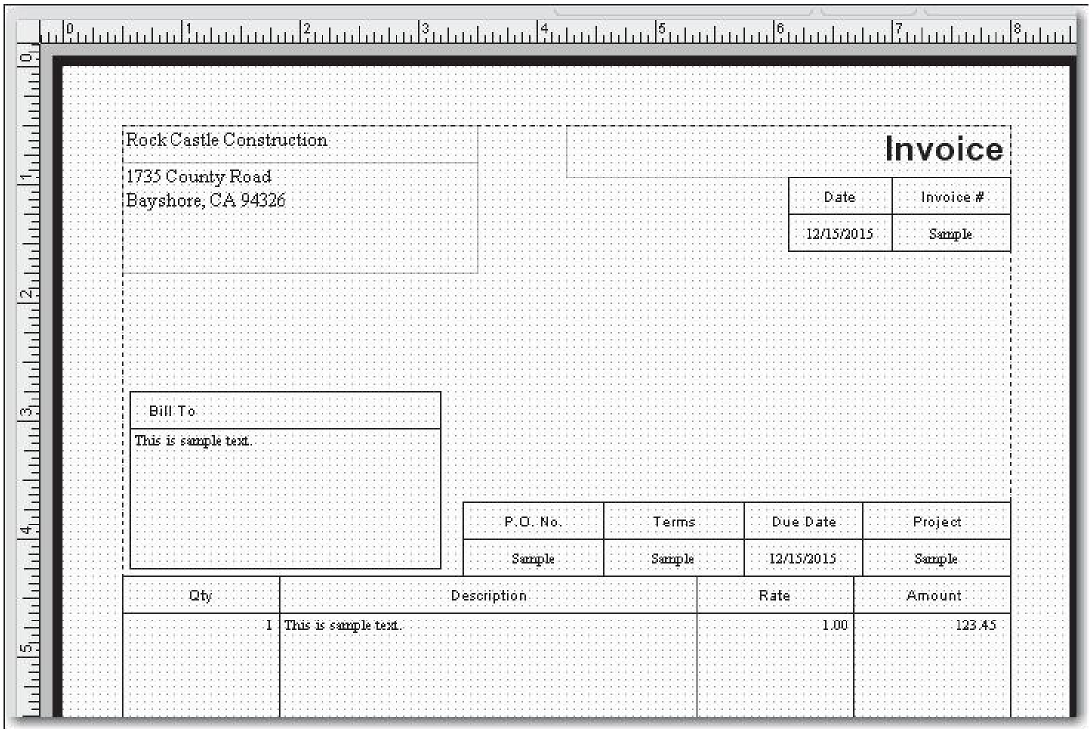
To move fields on forms:

1. In the Create Invoices window, click the customize icon.
2. Click **Customize Data Layout**.
3. Click **Layout Designer**.



4. Click the **Bill To** field.
5. Press and hold the Shift key.
6. Click the field directly below the Bill To field (the field containing the words “This is sample text”).
7. Release the Shift key.
8. With the cursor over the selected fields, press and hold the left mouse button.
9. Drag the selected fields down about one inch.

10. Release the mouse button.



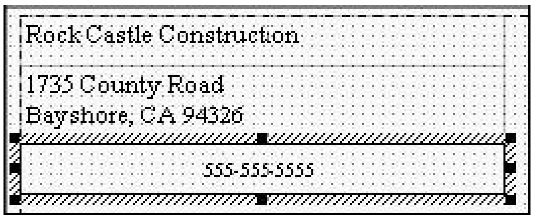
11. Select the field containing Rock Castle's address.
12. Move the mouse over one of the dark squares on the bottom of the field and then hold the mouse button while you drag the bottom of the field up to a point just below the address—the goal being to get rid of the extra space below the address so you can place the phone number directly beneath it.
13. Scroll to the bottom of the screen and select the Phone # field.
14. Click **Remove**.
15. Select the field containing the numbers 555-555-5555.
16. Holding down the mouse button, drag the field so that it sits just below Rock Castle's address.

Notes

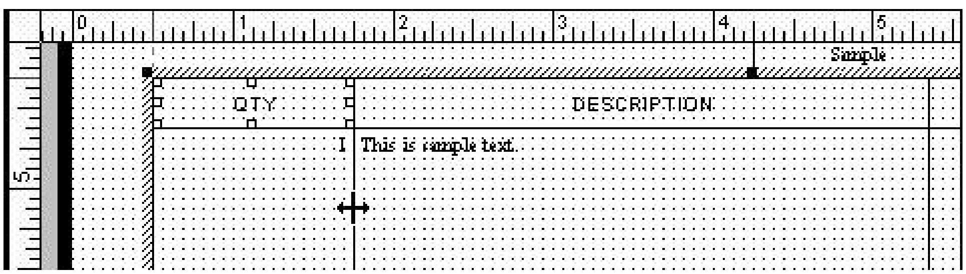
Changing Field Widths

To change the width of a field:

1. Select the field containing the telephone number and drag the right border further to the right while holding down the mouse button.



2. In the Layout Designer window, scroll until the Qty column is visible.
3. Click the **Qty** column to select it.



4. Click and hold the left mouse button on the line separating the Qty and Description columns.
5. While holding down the mouse button, drag the column line to the left (to the one-inch mark on the ruler).
6. Release the mouse button.

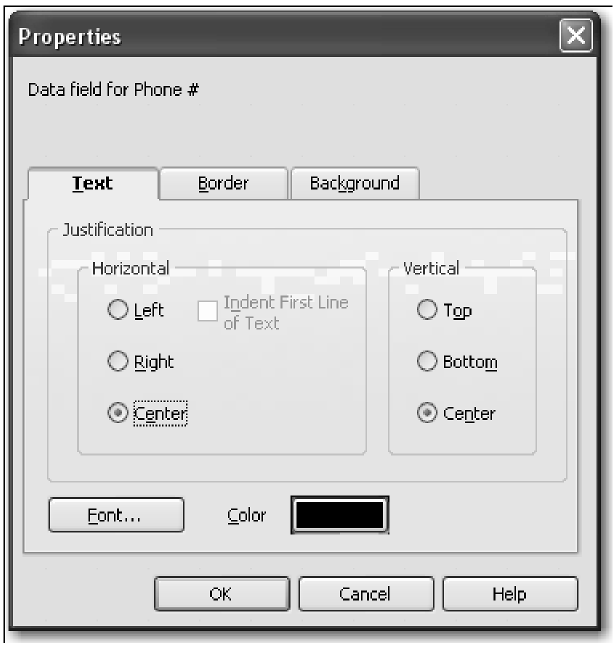
Notes

Changing Fonts, Borders, and Colors

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

To change fonts, borders, and colors:

1. With the phone number field selected, click **Properties**.
2. On the Text tab, select **Left** for horizontal justification.



3. Click **Font**.
4. In the Size drop-down list, select **12**, and then click **OK**.
5. Click the **Border** tab.
6. Click to remove the Top, Bottom, Right, and Left checkboxes.
7. Click **OK** to save your changes in the Properties window.
8. Click **OK** to save the changes in the Layout Designer.
9. Click **OK** to close the Additional Customization window.

Notes

Previewing New Forms

Notice that the invoice 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 the printed invoice form will look, click the **Print Preview** button (above the Template drop-down list.)
2. When you are finished looking at the preview, click **Close**.

Notes

Customizing the design for all your forms

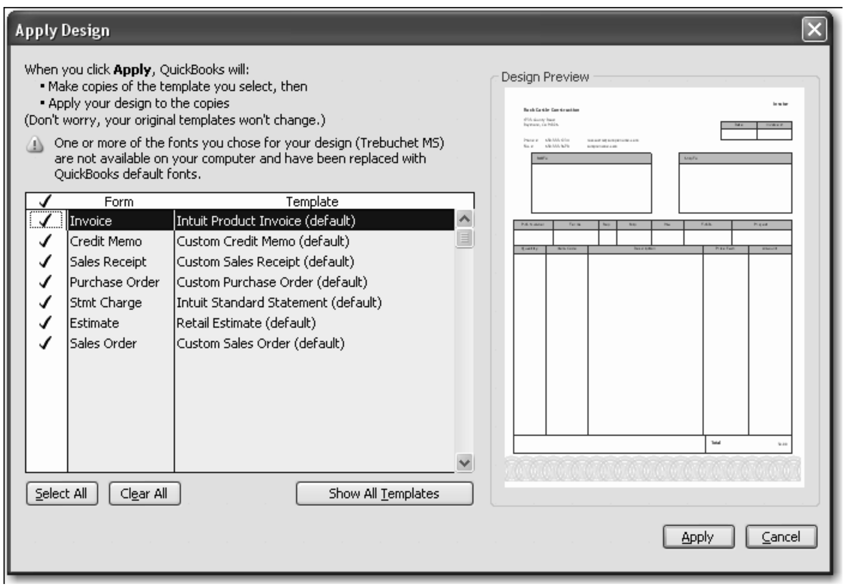
You can create a new design that reflects your business identity, or brand and use if for all your QuickBooks forms to give them a consistent professional look.

To customize the design of your forms:

1. In the Create Invoices window, click the customize icon.
2. Click Create New Design.

   A new window opens and connects to the Intuit QuickBooks Forms Customization web page.

3. Follow the onscreen instructions to customize the design of your forms.
4. In the Apply Design window, select the QuickBooks forms that you want to use your new design.



5. Click Apply.
6. Click OK in the confirmation screen.
7. If you want, give the design a name and click Save to save it online. Then you will be able to use it to customize Intuit products like checks, or to use it again for additional forms.
8. Close the form designer window.
9. Close the Create Invoices window.

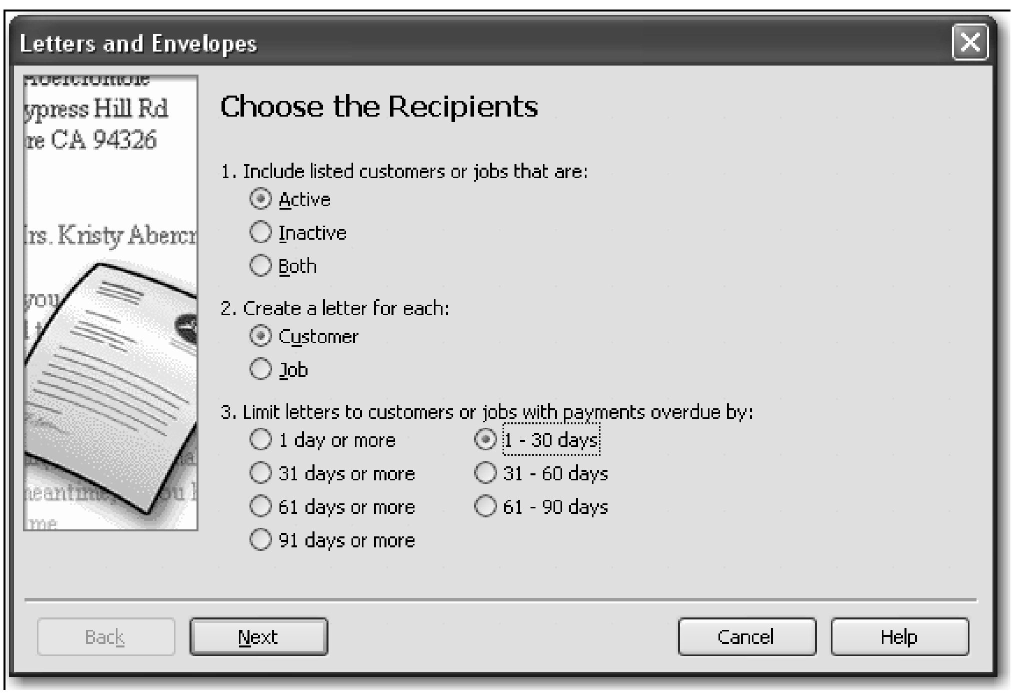
Preparing Collection Letters

To prepare a collection letter:

1. From the Company menu, choose **Prepare Letters with Envelopes**, and 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 QBtrain folder.

   QuickBooks opens the Letters and Envelopes wizard.

3. When QuickBooks prompts you to choose who you want to write to, make the following selections:
   - For number 1, choose **Active**.
   - For number 2, choose **Customer**.
   - For number 3, choose **1-30 days**.



Notes

Preparing Collection Letters

4. Click **Next**.

5. Leave Lew Plumbing selected and click **Next**.
6. When QuickBooks prompts you to choose the letter you want to use, click **Friendly collection** and click **Next**.
7. In the Name field of the next screen, type **Tom Ferguson**. In the Title field, type **President**.
8. Click **Next**.
9. If QuickBooks displays a message about missing information, click **OK**.
10. Close the Microsoft Word file without saving the letters.
11. Return to QuickBooks and click **Cancel**.

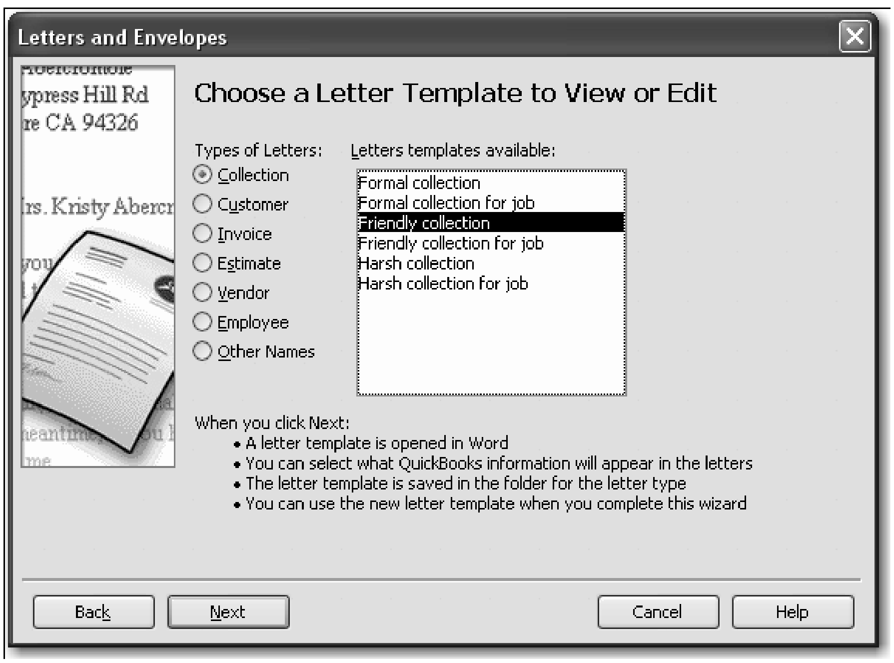
Notes

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 **Collection**, and then select **Friendly collection** from the list of available letters.



5. Click **Next**.
6. Click your mouse pointer after the period at the end of the first sentence and the press the Space bar once. (You'll insert a sentence into the paragraph.)

Notes

Editing QuickBooks Letters

7. Type **Our records show that your balance is past due**.
8. Click your mouse pointer after the word ***is*** in the sentence you just typed, and press the Space bar again.
9. From the Insert Collection Info. Fields drop-down list on the QuickBooks Collection Letter Fields toolbar, select **Range (days) of Overdue Invoices**.

   QuickBooks adds the <<OverdueRange>> field to the sentence you just typed.

> «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.

10. From the Word File menu, choose **Save As**.
11. Enter a new filename and click **Save**.
12. 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).
13. When you get to the "Choose a Letter Template" screen, select the name of the file you just saved, and then click **Next**.
14. Close Microsoft Word.
15. Click Cancel in QuickBooks.

Notes

Lesson 15: Customizing Forms and 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 the 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 Receipts*
   c *Credit Memos*
   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 ________________ ________________ 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