Modifying your invoice templates

MYOB AE provides you with several example billing templates that can be customised to suit your practice using Microsoft Word.

To modify your templates in Microsoft Word you need to:
- "Check macro security settings in Microsoft Word"
- "Find your invoice templates"
- "Edit an invoice template"

Check macro security settings in Microsoft Word

Some of the functions you use while editing your billing templates have been included as macros in Microsoft Word. You must allow these macros to run so you can update your templates.

1. Open **Microsoft Word**.

2. Click [icon] (or click File in Word 2010).
3. Click **Word Options** (or Options in Word 2010).
4. Click **Trust Center**.
5. Click **Trust Center Settings**.
6. Click **Macro Settings**.

7. Ensure that **Disable all macros with notification** is selected.

Note: This is the default setting. A security alert asks you if you want to allow any macros to run before they are run. This way, you can choose when to enable those macros on a case by case basis.

8. Click **OK** to save the macro settings
9. Click **OK** to close the Trust Centre.
10. Close Microsoft Word.

Find your invoice templates

1. In MYOB AE, select Maintenance > **Maintenance Map** from the menu.
2. Click **Documents** from the Tasks bar.
3. Click **Document Styles**. The list of templates is displayed.

Description	Enabl…	Word Template	Type
*			
▶ Adjustment Note	☑	C:\MYOBAO\AOSQL\Billing Templates\Arial 10\Example Adjustment Note Arial.dot	Adjustment
Credit Note	☑	C:\MYOBAO\AOSQL\Billing Templates\Arial 10\Example Credit Note Arial.dot	Client Bill
Invoice - total only	☑	C:\MYOBAO\AOSQL\Billing Templates\Arial 10\Example Invoice Total Only Arial.dot	Client Bill
Invoice - with paragraph totals	☑	C:\MYOBAO\AOSQL\Billing Templates\Arial 10\Example Invoice Paragraph Totals Arial.dot	Client Bill
Receipt	☑	C:\MYOBAO\AOSQL\Billing Templates\Arial 10\Example Tax Receipt Arial.dot	Client Re…

4. Write down the location of the Word Templates with a Type of **Client Bill**.

Editing an invoice template

1. Using Windows Explorer, navigate to the location of the template.
2. Right click on the template, and select **Open**.
Note: Never double click a template to edit it. If you do, a new document based on the template will be opened instead of the template.

3. When the template opens, a security warning appears at the top of the document.
4. Click **Options** and select **Enable this content**.
5. Edit the template to make any required changes.
6. To add in fields that display information from MYOB AE:

a. Place the cursor in the template where you want the field added.
b. Click **Add-Ins**. The Add-Ins tab opens displaying the **Custom Toolbars**.
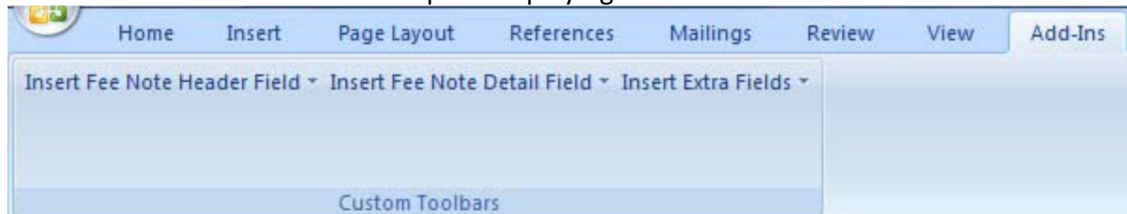
c. Click on the buttons in the Custom Toolbar to open a drop down list of fields you can add to your document.
d. Select a field from the drop down list to add it. The field is added to your template at the location.

7. Save the template and close Microsoft Word.
Once the template has been saved, any new draft bills (that have not been previewed) will use the modified template.

About editing templates
The invoice template for **Example Invoice Framed footer Version 1 Arial** is shown in two screen shots below:

● Invoice:

TAX INVOICE

BillToPersonText
BillToCompanyText
Address1
Address2
Address3
Town County PostCode

Invoice Date
InvoiceDate

Invoice No.
BillNo

Client Code
ClientCode

To our Professional Fees and Charges in attending to the following :-

LineText	LineAmount

Our Fee Total · NetTotal
Plus: GST · TaxTotal

TOTAL FEE · GrossAmount

Points to note:
- The text in the screen shot with grey background are fields that include information from MYOB AE.
- The address details are in a text box. This is shown by the red box in the screen shot.
- The **LineText** and **LineAmount** fields are in a table. These must stay in a table.
- The fields for **NetTotal**, **TaxTotal** and **GrossAmount** must be outside a table.

The text identifying these fields (**Our Fee Total**, **Plus GST**, **Total Fee)** can be changed to suit your practice.

- Framed footer

Remittance Advice - Please return with your payment
Payment required within Fourteen (14) Days from date of Invoice
Invoice Due Date : DueDate

BillToCompanyText

Client Code: ClientCode
Payment of: GrossAmount
Invoice Date: InvoiceDate
Invoice No: BillNo

Please find enclosed a cheque for: ....
Or Debit my:

Card No.: _____/_____/_____/_____

Expiry Date: ____/____   Amount: $ _____

Name of Cardholder: _____

Signature of Cardholder: _____

Direct Credit Details : BSB 11 2222 ACC 99999999
Liability limited by a scheme approved under Professional Standards Legislation

Points to note:

❍ The framed footer is designed to display on the last page of an invoice. This means if the invoice goes over 1 page then this footer will display on the last page, otherwise the footer will stay on the first page.

❍ The remittance advice can be changed to suit your practice.

❍ The database fields within the footer are to be in either a text box or tabbed to the correct position. They cannot be in a table. The fields shown in the example above are: **ClientCode**, **BillNo**, **GrossAmount**, **DueDate**.