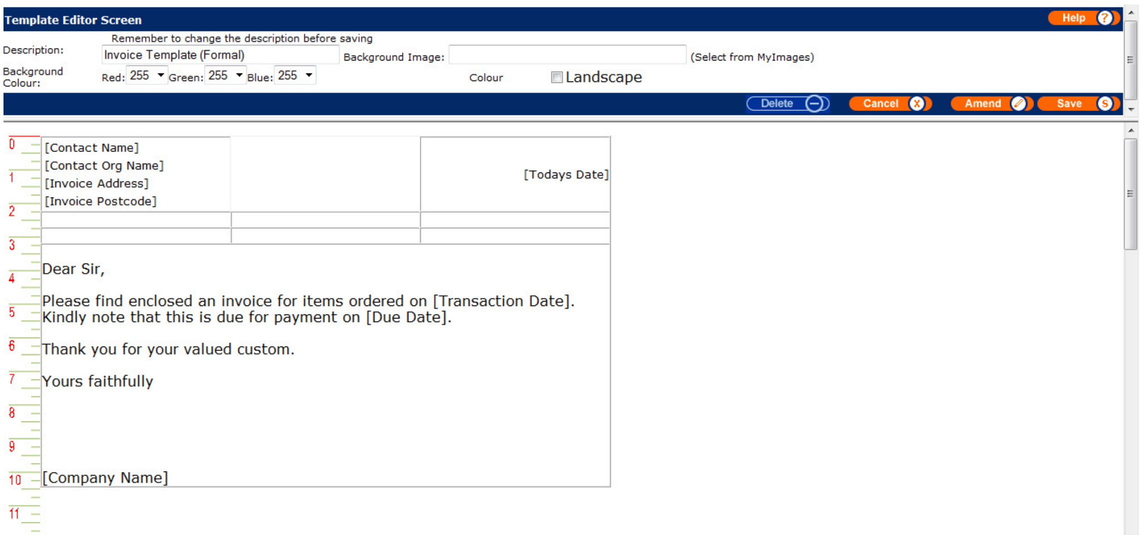
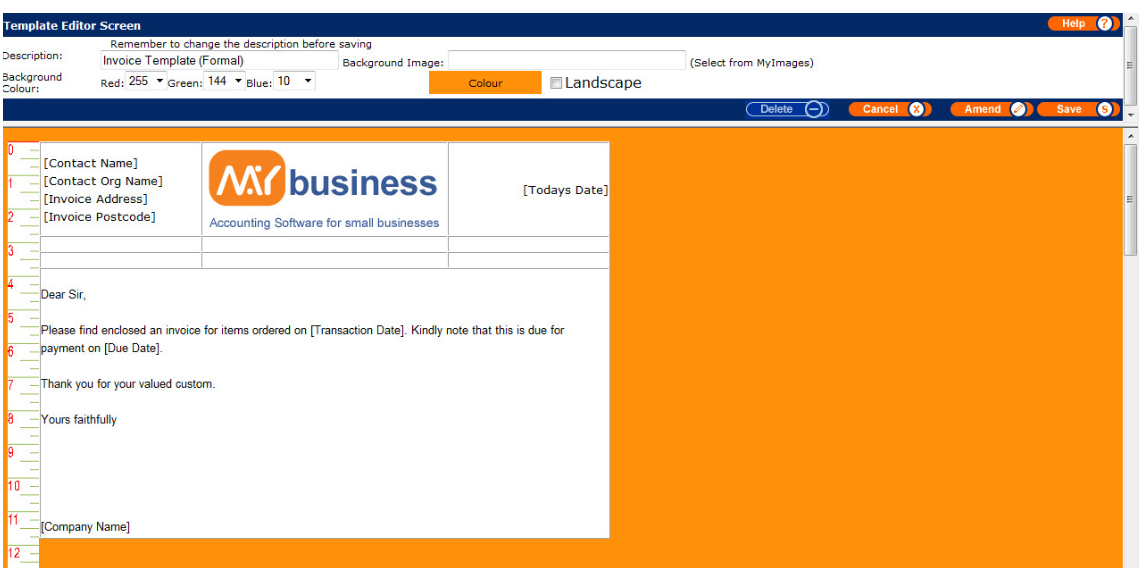
Customising Invoices

In MyBusiness if you are using our Essentials or Complete Manager package you will be able to access Templates within the software, here you can create and customise your invoice templates for customers and suppliers. The Templates feature of the software will allow you to change the background colour, change the font style, size and colour as well as add images such as your company logo.

The screen below shows a unedited formal invoice template:



The screen below shows an edited formal invoice template:



MYbusiness

Accounting Software for small businesses

Inserting Images

In order to insert images into an invoice the image must be saved into MyImages. Before creating the template itself, the image must be saved in the correct folder. The image should be an appropriate size and quality. The image can be altered with a program like Adobe Photoshop.

The image has to be saved in the MyImages folder within MyBusiness.
If the program is installed on the default path, the folder can be located by going to the following:

C:\Program Files\MyBusiness\webapps\ROOT\images\MyImages

To insert the image

From Templates click onto Accounts under Create Stationery, from here select the template that you wish to edit in order to insert an image. When you have selected a template click the "E" button to edit the template, when the invoice template opens click the cell that you wish for the image to go into. A drop down menu will appear, on this menu you will find a option of Cell properties select this and the properties editor window will open, when this window opens under content of the cell select Image. Once you have done this you will notice that [insert image] will appear in the cell, click the cell and select the option of Edit cell content, when you have done this a window will appear from here you can enter the name of the image that you want to insert, once you have entered the name and clicked save it will insert the image onto the template.

Change the size of the image

When choosing the image to be inserted you will notice an adjustment section, simply enter for example 94 X 26 and it will change the size of the image.