

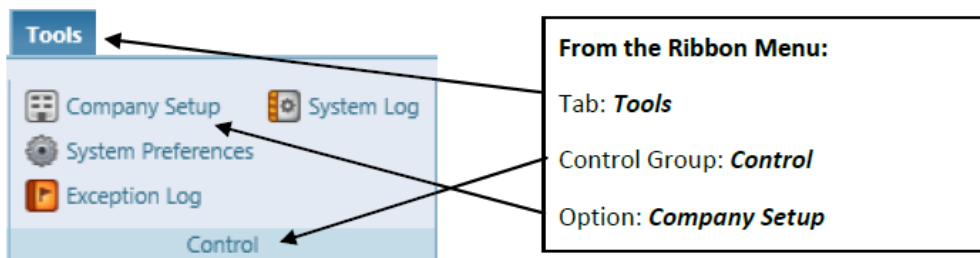
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How Do You Print the same message/information at the bottom of all my forms?

Tammy Mason - 2022-07-20 - in Tools & Controls

How Do You Print the same Message/Information at the Bottom of all Your Forms?



Explanation: Create templates for instructions or information to print at the bottom of order and Invoice forms. Attach these instructions under Company Setup-Document Defaults to the appropriate forms you want the instructions to print on. These templates will automatically attach to the correct forms when they are created through an Order or Invoice Resource, but can be edited or changed at that time.

Form instructions could include the “fine print” information you want to print at the bottom for each form. Each form could have separate information pertaining to the information on that form. The instructions template gives you the ability to use formatting such as bold, underline, bullets, and lists to help create your template.

Under Document Defaults, select Instructions.

+ Add Instruction

Send Method Email Instructions

Form Template

(Select) Acknowledgement All Forms Invoice Order-Commission Order-Internal Purchase Order

You must click "Add Instructions" for each form you'd like a template or select "All forms".

Template

(Select template and update instruction)

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