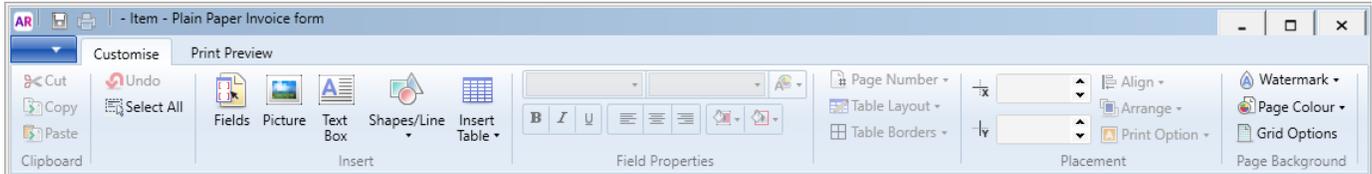


Personalising forms

This information is for AccountRight 2019. If you're not using AccountRight 2019 see the help for MYOB AccountRight v19 ([AU](#) | [NZ](#)) or MYOB AccountEdge ([AU](#) | [NZ](#)).

AccountRight uses *forms* to display your printed and emailed business documents, like invoices, purchase orders and payslips. Forms are like templates, and you can personalise them to suit your business needs.

AccountRight has some great design tools to help bring your business documents to life.



Here's a few things you can do:

- Add a 'How to pay' section to invoices and include payment instructions such as your bank account details
- Add your logo and use your business colour palette on invoices and payslips
- Remove unused information to make it easier to see what's important
- Increase font size or bold important information such as payment terms and due date

Importing and migrating forms

If you have customised forms in an older AccountRight version (v19 or earlier) you can migrate these forms into AccountRight.

If you have customised forms in another AccountRight company file, you can import these forms

Take a tour:

Now it's your turn

There's so much you can do with your forms it won't all fit in one help topic. Pick a task below for a closer look.

Task
Opening a form you want to design
Set the form size and background
Add pictures and shapes, text and tables
Saving personalised forms
Setting the default form to print and email
Sharing forms with other company files
Deleting a personalised form

Looking for something more specific?

Try these topics:

[Personalising invoices](#)

[Personalising cheques](#)

[Personalising pay slips](#)

[Personalising statements](#)

Related topics

[Forms you can print and email](#)

[Setting the default form to print and email](#)

[Set up your default email settings](#)

[Upgrade task - migrating personalised forms](#)

[Personalising invoices](#)

From the community

[Re: Time billing Charge rate appearing on screen is different when Invoice printed](#)

[Re: Update to 2019.3](#)

[Re: Remittance advice and No ABN Withholding](#)

[Re: Difference between JournalRecords and GeneralJournal](#)

[Re: customising invoices](#)

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