

Inserting Disclaimers on Templates

Question:

“How can I add a disclaimer to the bottom of my templates in QuickBooks?”

Answer

QuickBooks has the ability to add what’s known as a Long Text Disclaimer field within your Templates, this can be particularly useful addition to layouts such as Invoices, Statements or Purchase Orders. The Long Text Disclaimer field enables a certain amount of text to be added to the footer of a layout. This text could be used for such wording as, an ownership of good clause, a warranty disclaimer, purchase order acceptance or details of finance charges on overdue accounts.

Step 1

Via the **Lists** drop down menu select **Templates**. Right click on your business template you wish to modify and select **Edit Template**.

Step 2

Click on the **Additional Customisation** button at the bottom of the screen and then click on the Footer tab. Within the **Long Text (disclaimer)** field type in the words for the disclaimer, and tick the **Print** box so it will appear on the printed form. You may also tick the **Screen** box if you also want to see the words displayed on the screen when you are within the template in QuickBooks (usually not necessary however).

Step 3

Click on the **Layout Designer** button at the bottom of the screen and ensure the disclaimer is being presented in the correct location on the template. This file can be formatted similar to any other field on the template layout. **OK** to save the template modifications.

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