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OfficeLink Overview

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Accounting Plus OfficeLink allows you to automatically create word processing and spreadsheet documents using Accounting Plus data. You must be using OfficeLink-compatible word processing and spreadsheet programs.

These products are compatible with OfficeLink:

- Microsoft Excel Version 7.0 (Office 95), 8.0 (Office 97) and 2000.
- Microsoft Word Version 6.0, 7.0 (Office 95), 8.0 (Office 97) and 2000.
- Corel WordPerfect Version 8.0 and 9.0.

Viewing reports in Microsoft Excel

While Accounting Plus provides a wide range of reports and graphing tools, there may be times when you'll find it more convenient to use Microsoft Excel to create what-if scenarios, budgets and the like. With OfficeLink, you can transfer Accounting Plus reports to Excel as easily as you can print them.

In order to use OfficeLink, you must also be using Microsoft Excel Version 7.0 (Office 95), 8.0 (Office 97) or Excel 2000. In addition, you must have selected to use Excel when you installed OfficeLink. If you haven't done this already, reinstall Accounting Plus and select to use Excel with OfficeLink during the installation process.

If the Excel button in the Index to Reports window is dimmed, OfficeLink hasn't been installed properly for Excel.

Click below for the step-by-step procedure:

[To view Accounting Plus reports in Excel](#)

Modifying OfficeLink templates for Microsoft Excel

To display an Accounting Plus report in Microsoft Excel, Accounting Plus uses a set of special Excel templates, which are installed when you indicate that you use Excel during the Accounting Plus installation process. Each Excel template is associated with a specific Accounting Plus report. You can modify these templates, if you wish.

If you accidentally delete an OfficeLink template for your Excel reports or word processing program's letters, you can recreate the missing template by reinstalling the Accounting Plus program files. Any missing templates will be added when you reinstall.

Any templates you've modified won't be replaced when you reinstall Accounting Plus. If you wish to replace a modified template when you reinstall Accounting Plus, you must first rename or delete the template you modified. (Refer to the documentation that accompanied your computer for information about renaming and deleting files using your computer's operating system.)

Click below for the step-by-step procedure:

[To modify OfficeLink templates for Microsoft Excel](#)

Creating personalized letters using OfficeLink

From time to time, you may need to send a letter to a customer, reminding him that his payment is late, or

perhaps to tell a customer the items she's ordered are back ordered and will be delayed by a few days. Using OfficeLink, it's easy to create letters for a single person or several companies-the only requirement is that they have cards in your Accounting Plus Card File.

In order to use OfficeLink, you must also be using an OfficeLink-compatible word processing program. (See [OfficeLink Overview](#) for a list of compatible programs.) In addition, you must have selected one or more of these programs when you installed OfficeLink. If you haven't done this already, refer to your Getting Started manual for general information about reinstalling Accounting Plus to take advantage of OfficeLink's capabilities.

Even if you haven't installed OfficeLink, you can create a "mail-merge" file that can be used with your word processing program to create personalized letters. This process is more time-consuming, however. We recommend that you take advantage of OfficeLink's capabilities if you can. If you choose not to use OfficeLink, see [Exporting data from MYOB Accounting Plus](#) for information about creating an export file of Accounting Plus information that can be mail-merged into letters and other documents.

Accounting Plus provides a number of letter templates for you to use. If you wish to make permanent modifications to the templates, see [OfficeLink templates for personalized letters](#) and consult the documentation for your word processing program for instruction on doing so.

Using OfficeLink, you can send personalized letters to any person or company for whom you've created a card using the Card Information window. You may find this handy for writing collection letters, apologies or notices that your customer's items have been back ordered.

You can also view a list of all your unpaid receivables-that is, the sales you've entered in Accounting Plus that your customers haven't fully paid yet. When you've finished viewing the information, you can create collection letters to send to customers whose payments are overdue.

Click below for the step-by-step procedures:

[To send personalized letters to multiple people in your Card File](#)

[To send personalized letters to a single person or company](#)

[To send personalized letters to customers who have unpaid invoices](#)

OfficeLink templates for personalized letters

When you create personalized letters using OfficeLink, you must choose a template for the letter you're creating for the customers you select.

Changing the OfficeLink templates

The OfficeLink templates are specially designed to work with your Accounting Plus data and your word processing software to create personalized letters. Special entries, known as field codes, have been inserted in these templates to ensure your Accounting Plus data appears in the proper places in your letters. These field codes are similar, but are not the same, as the typical mail-merge field codes that you would normally work with in Microsoft Word or Corel WordPerfect. As a result, we recommend that you don't make changes to any of the field codes in your OfficeLink templates. Also, if you plan to change your templates, we suggest that you first learn about how your word processing program works with templates.

OfficeLink templates for personalized letters are located in the Letters folder inside the folder in which Accounting Plus is installed. Letters with the extension .DOT are Microsoft Word templates; letters with the extension .WPT are WordPerfect templates. We recommend that you make backups of the existing templates before you begin making changes.

In each template, the format for each Accounting Plus OfficeLink field code is text surrounded by double brackets, like this:

[[Name]]

If you intend to manually add or change any OfficeLink field codes, be sure the codes use double brackets in

this manner.

Click below for the step-by-step procedure:

[To choose an OfficeLink template for personalized letters](#)

[Accounting Plus fields that can be merged into OfficeLink](#)

[To view OfficeLink field codes](#)

Removing prompts for your name and title from OfficeLink templates

When you use OfficeLink to print mail-merge letters using Microsoft Word or Corel WordPerfect, you'll be prompted to enter your name and title in a dialog box when the letters are created. Your entries will appear at the end of your letters. If you're the only person who prints mail-merge letters, however, you may wish to remove these prompts and place your name and title in the letter templates you use most often.

Click below for the step-by-step procedure:

[To modify Microsoft Word templates](#)

[To modify Corel WordPerfect templates](#)

OfficeLink Overview

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Important note about changing templates! You must have extensive knowledge about Word or WordPerfect templates to use the information we've provided here. If you don't feel comfortable with this information, we strongly encourage you to enlist some assistance from someone who is more knowledgeable about templates, such as a Certified Consultant.

To view Accounting Plus reports in Excel

If you haven't already read the OfficeLink Overview, see [Viewing reports in Microsoft Excel](#) for more information.

The [Index to Reports window](#) should be displayed.

1. Highlight the report you want to display in Excel.

Click Filters to limit the amount of information that appears on the report. The Report Filters window appears, and you can specify the information you want to see on the report. Click OK.

2. Click the Excel button at the bottom of the Index to Reports window. The report will appear in an Excel worksheet.

(If you want to view the information on the report in Accounting Plus before opening Excel, click the Display button, rather than the Excel button; the report will appear in Accounting Plus's Screen Reports window. When you're ready to view the report in Excel, click the Excel button in the Screen Reports window.)

3. In Excel, make any changes you like to the report information.

To view Accounting Plus reports in Excel

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Warning: Avoid exiting Accounting Plus while exporting reports using OfficeLink While you are exporting Accounting Plus reports to Excel using OfficeLink, it's very important that you don't use the Windows Task Manager to close either Accounting Plus or the DRVXL16.exe program. If you exit either Accounting Plus or the DRVXL16.exe program using the Task Manager before all the report information has been transferred from Accounting Plus to Excel, a General Protection Fault error will occur. We strongly recommend that you wait until the report information has been transferred to Excel before attempting to exit Accounting Plus. **Note: If you want to view the Cash Flow Analysis Report in Excel** In order to view the Accounting Plus Cash Flow Analysis report in Excel, you must first display the Cash Flow Worksheet. If you choose the Cash Flow Analysis report in the Index to Reports window, then click Excel, a message will appear to alert you about this requirement. Click OK and the Cash Flow Worksheet window will be displayed for you automatically. Click the Analyze Cash Needs button in that window, then click the Excel button in the Index to Reports to view the report in Excel.

To modify OfficeLink templates for Microsoft Excel

If you haven't already read the OfficeLink Overview, see [Modifying OfficeLink templates for Microsoft Excel](#) for more information.

Click below for a list of Accounting Plus reports and their corresponding Excel templates:

[General Ledger Tab](#)

[Checkbook Tab](#)

[Sales Tab](#)

[Time Billing Tab](#)

[Purchases Tab](#)

[Payroll Tab](#)

[Inventory Tab](#)

[Card File Tab](#)

To modify OfficeLink templates for Microsoft Excel

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Warning: Use caution when modifying Accounting Plus's Excel templates! If you modify the Excel templates for your Accounting Plus reports, be sure that you do not move the [[Tbl:Body Table]] field. This field **must** be located in Column B, row 15, in order for each report's total amounts to be calculated correctly. If you move [[Tbl:Body Table]], the totals will be inaccurate.

Also note that you cannot directly reference a specific piece of data within a report when creating additional calculations on your report data. This is because Excel will push the reference field you create to a field below the end of the report body when the report is imported into Excel. As an alternative, we suggest that you either create a macro that will be calculated after the report is imported or place your reference field on a separate spreadsheet that will be updated after the report is imported.

General Ledger Tab

Report

Account History (OfficeLink)
Account Inquiry
Balance Sheet
Balance Sheet (Spreadsheet)
Balance Sheet (Budget Spreadsheet)
Balance Sheet (Last Year Analysis)
Balance Sheet (Budget Analysis)
Chart Of Accounts (Summary)
Chart Of Accounts (Detail)
Currency List
Currency Realized Gain/Loss
Currency Unrealized Gain/Loss
General Journal
GST and PST Return
Job Activity (Summary)
Job Activity (Detail)
Job Budget History (OfficeLink)
Job History (OfficeLink)
Job Inquiry
Job Profit & Loss
Job Reimbursable Expenses
Jobs (Budget Analysis)
Jobs List

Template File Name

accthist.xlt
acctinq.xlt
balsht.xlt
balshts.xlt
balshtbs.xlt
balshtla.xlt
balshtba.xlt
coasum.xlt
coadet.xlt
curlst.xlt
curre.xlt
curunre.xlt
genjrl.xlt
gstreg.xlt
jobacts.xlt
jobactd.xlt
jobbudhi.xlt
jobhist.xlt
jobinq.xlt
jobpl.xlt
jobreexp.xlt
jobba.xlt
joblist.xlt

Profit & Loss	pl.xlt
Profit & Loss (Spreadsheet)	pls.xlt
Profit & Loss (Budget Spreadsheet)	plbs.xlt
Profit & Loss (with Year to Date)	plytd.xlt
Profit & Loss (with Last Year)	plyy.xlt
Profit & Loss (% Sales Analysis)	plsa.xlt
Profit & Loss (Last Year Analysis)	plya.xlt
Profit & Loss (Budget Analysis)	plba.xlt
Recurring General Journal Entry	recgj.xlt
Session Report	session.xlt
Trial Balance (Summary)	trlbas.xlt
Trial Balance (Detail)	trlbald.xlt

OfficeLink Templates - General Ledger Tab

Checkbook Tab

Report

Cash Disbursements Journal
Cash Flow Analysis
Cash Receipts Journal
Checkbook Register
Reconciliation Report
Bank Deposit
Recurring Checks

Template File Name

cdjrnl.xlt
cashflw.xlt
crjrnl.xlt
chkbkreg.xlt
reconcil.xlt
bdr.xlt
recchk.xlt

Recurring Deposits
To Do List (Recurring Transactions)

recdep.xlt
tdirectn.xlt

OfficeLink Templates - Checkbook Tab

Sales Tab

Report	Template File Name	
Aged Receivables (Summary)	agedars.xlt	
Aged Receivables (Detail)	agedard.xlt	
Analyze Sales (Item)	zsalit.xlt	
Analyze Sales (Item - FY Comparison)	zsalitly.xlt	
Analyze Sales (Item Spreadsheet)	zsalits.xlt	
Analyze Sales (Activity)	zsalac.xlt	
Analyze Sales (Activity - FY Comparison)	zsalacly.xlt	
Analyze Sales (Activity Spreadsheet)	zsalits.xlt	
Analyze Sales (Customer)	zsalc.xlt	
Analyze Sales (Customer - FY Comparison)	zsalcly.xlt	
Analyze Sales (Customer Spreadsheet)	zsalcs.xlt	
Analyze Sales (Salesperson)	zsalsp.xlt	
Analyze Sales (Salesperson - FY Comparison)	zsalsply.xlt	
Analyze Sales (Salesperson Spreadsheet)	zsalsps.xlt	
Customer Payment (Closed Invoices)	custpyh.xlt	
Customer Payments (Salesperson)	custpysp.xlt	
Customer Reimbursable Expense	custrexp.xlt	
Invoice Inquiry	invinq.xlt	
Receivables Reconciliation (Summary)	arrecsum.xlt	
Receivables Reconciliation (Detail)		arrecdtl.xlt
Recurring Sales Templates		recsale.xlt
Referral Source		inqsrc.xlt
Sales & Receivables Journal		salejrn1.xlt
Sales (Customer Summary)		salcusts.xlt
Sales (Customer Detail)		salcustd.xlt
Sales History by Customer (OfficeLink)		salhiscu.xlt
Sales History by Salesperson (OfficeLink)		salhissp.xlt
Sales (Salesperson Summary)		salsps.xlt
Sales (Salesperson Detail)		salspd.xlt
Sales (Activity Summary)		salacts.xlt
Sales (Activity Detail)		salactd.xlt
Sales (Item Summary)		salitms.xlt
Sales (Item Detail)		salitmd.xlt
Sales Register (All Sales)		srall.xlt
Sales Register (Closed Invoices)		srclol.xlt
Sales Register (Open Invoices and Orders)		srinvor.xlt
Sales Register (Quotes)		srquo.xlt
Sales Register (Returns and Credits)		srcred.xlt
Sales Tax (Summary)		saltxs.xlt
Sales Tax (Summary - Cash)		saltxsc.xlt
Sales Tax (Detail)		saltxd.xlt
Sales Tax (Detail - Cash)		saltxdc.xlt
Sales Tax Exceptions (Checkbook)		tcect.xlt
Sales Tax Exceptions (Sales/Purchases)		tceit.xlt
Tax Code List		txcodlst.xlt
To Do List (Receivables)		tdlar.xlt
To Do List (Recurring Sales)		tdlrcsal.xlt
To Do List (Orders to be Shipped & Received)		tdlordrs.xlt

OfficeLink Templates - Sales Tab

Time Billing Tab

Report

Template File Name

Activity List	actlist.xlt	
Activity Log Detail	actlogdl.xlt	
Activity Log Diary	actlogdy.xlt	
Activity Slip (Activity Detail)	asactdet.xlt	
Activity Slip (Activity Summary)	asactsum.xlt	
Activity Slip (Customer Detail)	ascusdet.xlt	
Activity Slip (Customer Summary)	ascussum.xlt	
Activity Slip (Employee Detail)	asempdet.xlt	
Activity Slip (Employee Summary)	asempsum.xlt	
Hourly Productivity (Detail)		hrprodd.xlt
Hourly Productivity (Summary)		hrprods.xlt
Rate Exceptions		rateexcp.xlt

OfficeLink Templates - Time Billing Tab

Purchases Tab

Report

Aged Payables (Detail)
Aged Payables (Summary)
Analyze Purchases (Item Spreadsheet)
Analyze Purchases (Vendor FY Comparison)
Analyze Purchases (Vendor Spreadsheet)
Analyze Purchases (Vendor)
Bill Inquiry
Payables Reconciliation (Detail)
Payables Reconciliation (Summary)
Purchase History by Vendor (OfficeLink)
Purchases & Payables Journal
Purchases (Item Detail)
Purchases (Item Summary)
Purchases Register (All Purchases)
Purchases Register (Closed Bills)
Purchases Register (Open Bills and Orders)
Purchases Register (Quotes)
Purchases Register (Returns and Debits)
Purchases (Vendor Detail)
Purchases (Vendor Summary)

Template File Name

agedapd.xlt
agedaps.xlt
zpurits.xlt
zpurvly.xlt
zpurvs.xlt
zpurv.xlt
poinq.xlt
aprecond.xlt
aprecons.xlt
purhisv.xlt
papjrn1.xlt
puritmd.xlt
puritms.xlt
prall.xlt
prclol.xlt
prbilor.xlt
prquo.xlt
prcred.xlt
purvendd.xlt
purvends.xlt

Recurring Purchase Templates	recpo.xlt
To Do List (Expiring Discounts)	tdlexpd.xlt
To Do List (Payables)	tdlap.xlt
To Do List (Recurring Purchases)	tdlrecpr.xlt
Vendor Payment History	vdrpyh.xlt
Vendor Payments	vdrpyt.xlt

OfficeLink Templates - Purchases Tab

Payroll Tab

Report

Employee Payroll List
Employer Accrual Expense Balance (Detail)
Employer Accrual Expense Balance (Summary)
Insurable Earnings
940 Report
941 Report
Accrual Balance (Summary)
Accrual Balance (Detail)
Employee Payroll List
Payroll Activity (Summary)
Payroll Activity (Detail)
Payroll Category Inquiry
Payroll Earnings
Payroll Journal
Payroll Register (Summary)
Payroll Register (Detail)
Payroll Summary
Quarterly Tax Totals
Recurring Paychecks
RL-1 Summary
T4 Summary
Tax Detail (Employee)
Tax Liabilities

Template File Name

empyrlst.xlt
empexpbd.xlt
empexpbs.xlt
insureng.xlt
940.xlt
941.xlt
aclbals.xlt
aclbald.xlt
empyrlst.xlt
payacts.xlt
paycatd.xlt
paycatiq.xlt
pradv.xlt
payjrnl.xlt
payregs.xlt
payregd.xlt
paysum.xlt
qtrtt.xlt
recpychk.xlt
releves.xlt
tfours.xlt
txdetemp.xlt
taxliab.xlt

OfficeLink Templates - Payroll Tab

Inventory Tab

Report

Analyze Inventory (Summary)
Analyze Inventory (Detail)
Auto Build
Inventory Count Sheet
Inventory Journal
Item Sales History (OfficeLink)
Items List (Summary)
Items List (Detail)
Price Analysis
Price List (Summary)
Price List (Detail)
To Do List (Stock Alert)

Template File Name

zinvs.xlt
zinvd.xlt
autobld.xlt
invctst.xlt
invjrnل.xlt
itemsalh.xlt
itmls.xlt
itmld.xlt
pricez.xlt
prclsst.xlt
prclsstd.xlt
tdlsa.xlt

OfficeLink Templates - Inventory Tab

Card File Tab***Report***

Address List
Card File (Summary)
Card File (Detail)
Card Inquiry
Contact Log
Identifiers
To Do List (Overdue Contacts)

Template File Name

addlst.xlt
cfsum.xlt
cfdet.xlt
cfinq.xlt
clog.xlt
ids.xlt
tdloc.xlt

OfficeLink Templates - Card File Tab

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To send personalized letters to multiple people in your Card File

If you haven't already read the OfficeLink Overview, see [Creating personalized letters using OfficeLink](#) for more information.

If you're not using OfficeLink, see [Exporting data from MYOB Accounting Plus](#) for information on creating an export file that can be used to create mail-merge letters.

The [Forms Selection - Personalized Letters window](#) should be displayed.

1. Make selections about the data you want to export and then click OK. The Review Cards Before Exporting window appears.
2. All cards whose data fit the criteria you entered in the Personalized Letters window appear in the list with a mark in their Export field.

If you don't want to export the data for a card, click the mark in its Export field to remove the mark.

3. Click Mail Merge.
4. The Select From List window appears with a list of letter templates you can use to create personalized letters for the customers you've selected.

Highlight the template you want, and click the Use Template button.

(See [To choose an OfficeLink template for personalized letters](#) for a list of letter templates available for use with OfficeLink.)

5. Your word processor will open, and a series of dialog boxes will appear, allowing you to enter additional information that will appear in the letters. For all letters, you'll be asked to enter your name and business title.

If you're printing letters to alert your customers that some of their items are on back order, using the BACKORD template, you also will be asked to indicate the items that are on back order.

If you enter multiple items, they will be printed in a column; to ensure that they appear properly, we suggest that you make your entries in the dialog box in the following format:

#WP-FLO Floral Wallpaper

#WP-GEO Geometric Wallpaper

If you're printing letters to alert customers that the checks they used to pay you have bounced, using the BOUNCED template, you'll be asked to specify the check number and the amount for each customer you've selected.

When you've made all the entries required, the personalized letters for the customers you selected will be displayed. You can edit these letters, if you like, or print them just as they are.

To send personalized letters to multiple people in your Card File

© MYOB Limited. All rights reserved.

Warning: Some templates shouldn't be used or changed OfficeLink uses several templates and macros to create personalized letters, and some of these templates shouldn't be used to create letters, changed or deleted.

If you are using Microsoft Word, avoid using or changing the MYOBMAIN.DOT or MYOBMN97.dot template.

If you are using WordPerfect, avoid using or changing the MYOBFILL.WCM and MYOBGTAG.WCM macros.

Note: The items you enter in the dialog box will be used on all the letters you've selected You can enter more than one item in the dialog box that appears when your word processing program is started. It's important to note, however, that whatever entries you make in the dialog box will be used for every letter you've selected. Using the example above, every customer you've selected will be told that their geometric wallpaper and floral wallpaper are on back order.

If some customers have ordered another combination of items that are back ordered, you'll need to repeat this procedure for those customers. Following our example, you might create one set of letters for people

who ordered geometric wallpaper, a second set of letters for those who ordered floral wallpaper, and a third set of letters for those who ordered both types of wallpaper.

To send personalized letters to a single person or company

If you haven't already read the OfficeLink Overview, see [Creating personalized letters using OfficeLink](#) for more information.

The [Cards List window](#) should be displayed.

1. Click on the name you want to highlight it.
2. Click the Letter button at the bottom of the window.
3. The Select From List window will appear with a list of letter templates you can use to create personalized letters for the person or company you've selected.

Highlight the template you want, then click the Use Template button.

See [To choose an OfficeLink template for personalized letters](#) for a list of letter templates available for use with OfficeLink.

4. Your word processor will open, and a series of dialog boxes will appear, allowing you to enter additional information that will appear in the letter. For all types of letters, you'll be asked to enter your name and business title.

If you're printing a letter to alert your customer that some of their items are on back order, using the BACKORD template, you also will be asked to indicate the items that are on back order.

If you enter multiple items, they will be printed in a column; to ensure that they appear properly, we suggest that you make your entries in the dialog box in the following format:

#WP-GEO Geometric Wallpaper

#WP-FLO Floral Wallpaper

If you're printing a letter, using the BOUNCED template, to alert a customer that the check they used to pay you has bounced, you'll be asked to specify the check number and the amount of the check that bounced.

When you've made all the entries required, the personalized letter for the customer you selected will be displayed. You can edit this letter, if you like, or print it just as it is.

To send personalized letters to a single person or company

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Warning: Some templates shouldn't be used, changed or deleted OfficeLink uses several templates to create personalized letters, but some of these templates shouldn't be used, changed or deleted.

If you are using Microsoft Word, avoid using, changing or deleting the MYOBMAIN.DOT or MYOBMN97.DOT template.

If you are using WordPerfect, avoid using, changing or deleting the MYOBFILL.WPT or MYOBGTAG.WPT macros.

Note: The items you enter in the dialog box will appear on all the letters you've selected

You can enter more than one item in the dialog box that appears when your word processing program is started. It's important to note, however, that whatever entries you make in the dialog box will be used for every letter you've selected. Using the example above, every customer you've selected will be told that their geometric wallpaper and floral wallpaper are on back order.

If some customers have ordered another combination of items that are back ordered, you'll need to repeat this procedure for those customers. Following our example, you might create one set of letters for people who ordered geometric wallpaper, a second set of letters for those who ordered floral wallpaper, and a third set of letters for those who ordered both types of wallpaper.

To send personalized letters to customers who have unpaid invoices

If you haven't already read the OfficeLink Overview, see [Creating personalized letters using OfficeLink](#) for more information.

If you're not using OfficeLink, see page [Creating personalized letters using exported data](#) for information on creating an export file that can be used to create mail-merge letters for your customers with unpaid invoices.

The [To Do List window](#) should be displayed.

1. Click the A/R (Accounts Receivable) tab to display a list of all your unpaid receivables.
2. If you want to view detail about a specific sale, click the zoom arrow to the left of the customer's name.
3. Click the Action column for each customer in the list to whom you want to send a letter.
4. Click the Mail Merge button at the bottom of the window.
5. The Select From List window appears with a list of letter templates you can use to create personalized letters for the customers you've selected. Accounting Plus provides four templates for collection letters. Highlight the template you want from the following list, and click the Use Template button.

See [To choose an OfficeLink template for personalized letters](#) for a list of letter templates available for use with OfficeLink.

6. Your word processor will open, and a series of dialog boxes will appear, allowing you to enter your name and business title.

When you've made all the entries required, the personalized letters for the customers you selected will be displayed. You can edit these letters, if you like, or print them just as they are.

To send personalized letters to customers who have unpaid invoices

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Warning: Some templates shouldn't be used, changed or deleted OfficeLink uses several templates to create personalized letters, but some of these templates shouldn't be used, changed or deleted.

If you are using Microsoft Word, avoid using, changing or deleting the MYOBMAIN.DOT or MYOBMN97.DOT template.

If you are using WordPerfect, avoid using, changing or deleting the MYOBFILL.WPT or MYOBGTAG.WPT macros.

To choose an OfficeLink template for personalized letters

If you haven't already read the OfficeLink Overview, see [OfficeLink templates for personalized letters](#) for more information.

You must have extensive knowledge about Word or WordPerfect templates to change your templates in Accounting Plus. If you don't feel comfortable with this information, we strongly encourage you to enlist some assistance from someone who is more knowledgeable about templates, such as a Certified Consultant.

Choose a template from the list below:

[Apology letter](#)

[Backorder letter](#)

[Blank letter](#)

[Bounced check letter](#)

[First collection letter](#)

[Second collection letter](#)

[Third collection letter](#)

[Final collection letter](#)

[Fax cover page](#)

[Resolution letter](#)

[Thank you letter](#)

To choose an OfficeLink template for personalized letters

Apology letter

Template names:

APOLOGY.DOT (Word)
6APOLOGY.WPT (WordPerfect V.6)
APOLOGY.WPT (WordPerfect V.8 and V.9)

Use this letter template to apologize for a problem your company has caused for a customer, and to assure the customer that the problem will be addressed.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Please accept my sincere apology, on behalf of InfoTech Consulting for the difficulties we've caused you. We've made a sincere effort to address your problem, and we hope that you find the resolution satisfactory. Please contact me directly if you have any remaining issues or questions; it's important to me that your concerns are fully addressed.

Sincerely,

Mark Davidson
Vice President

Apology letter

Backorder letter

Template names:

BACKORDR.DOT (Word)

BACKORD.WPT (WordPerfect V.8 and V.9)

Use this letter template to let your customers know the items they've ordered are on back order and will be shipped as soon as possible.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Thank you for the order you placed. Unfortunately, the following item(s) you've ordered are currently on back order with our supplier:

We expect these items to arrive shortly, and we'll ship your order as soon as they do.

If you have any questions or you'd like to make a change to your order, please call us. We appreciate your business, and we apologize for any inconvenience this delay causes you.

Sincerely,

Mark Davidson
Vice President

Backorder letter

Blank letter

Template names:

BLANK.DOT (Word)
BLANK.WPT (WordPerfect V.8 and V.9)

Use this letter format when none of the other Accounting Plus templates meet your needs and you wish to write your own letter. The following information for the selected person or company will appear in your word processing document: contact name, company name, address, city, state, zip code and salutation. In addition, your company name and address will appear at the top of the document.

Blank letter

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<p>Infotech Consulting 254 Willow Street Parsippany, NJ 07860</p> <p>10/4/00</p> <p>Dave Bertrand Bertrand Engineering 915 Rock River Way Parsippany, New Jersey 07860</p> <p>Dear Dave:</p>
<p>(Insert your own text here in this space of the Blank Template.)</p>
<p>Sincerely,</p> <p>Mark Davidson Vice President</p>

Bounced check letter

Template names:

BOUNCECK.DOT (Word)
BOUNCED.WPT (WordPerfect V.8 and V.9)

Use this letter template for customers whose payment checks have been returned to you marked "NSF" (non-sufficient funds).

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Your bank has returned your check, number 5001, for \$1,000 to us. The bank indicated that your account doesn't have sufficient funds to pay the check.

In order for you to keep your account with us in good standing, it's important that you make payment within 3 days. We ask that you use the enclosed envelope to make your payment., and we ask that you make your payment using a certified check, money order or cashier's check. (If the overdraft occurred because of a bank error, please simply send a replacement check.)

If you're unable to make a full payment or if you have questions about the returned check, please call immediately. We will work with you, if need be, to find a solution that allows you to keep your good credit standing with us.

Sincerely,

Mark Davidson
Vice President

Bounced check letter

First collection letter

Template names:

COLL_1ST.DOT (Word)
COLL_1.WPT (WordPerfect V.8 and V.9)

Use this letter template for customers whose accounts have become past due. This letter serves as a gentle reminder to your customers to bring their account balance up to date.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Our records show that your current balance with us is \$1,866.56, of which \$1,866.56 is now past due. We hope this is merely an oversight on your part. If you haven't already sent a payment for the past due amount to us, please do so today. If a problem has arisen that we should be aware of, please call us immediately to discuss it.

We value your business, and we'd like for you to resolve this issue as quickly as possible.

Sincerely,

Mark Davidson
Vice President

First collection letter

Second collection letter

Template names:

COLL_2ND.DOT (Word)
COLL_2.WPT (WordPerfect V.8 and V.9)

This letter template expresses greater urgency than COLL_1ST and requests that your customer contact you immediately.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
15 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Is there a reason we have not heard from you? Your overdue balance is now \$1,866.56 and is long past due. This is beginning to concern us. Please let us hear from you at once.

Sincerely,

Mark Davidson

Vice President

Second collection letter

Third collection letter

Template names:

COLL_3RD.DOT (Word)
COLL_3.WPT (WordPerfect V.8 and V.9)

This letter template is similar to COLL_2ND, but expresses even greater urgency, and encourages the customer to take action before his credit history is damaged.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

We have not yet received your overdue balance of \$1,866.56. Please contact us immediately.

We'd like to continue thinking of you as a valued customer. We'd prefer not to damage our relationship by turning your account over to a collection agency. However, we will do so if we don't receive payment from you immediately.

If you've already sent the payment, please call us. If you haven't done so, please send your payment in full today.

Sincerely,

Mark Davidson
Vice President

Third collection letter

Final collection letter

Template names:

COLL_FIN.DOT (Word)
COLL_FI.WPT (WordPerfect V.8 and V.9)

This letter template is the most strongly worded of the Accounting Plus collection letters. It indicates that you will turn the customer's account over to a collection agency if payment isn't made within a specified number of days.

Infotech Consulting

254 Willow Street
Parsippany, New Jersey 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Despite our previous efforts to settle this matter, your account remains unpaid and is long overdue. Unless we receive full payment of \$1,866.56, we will turn your account over to our collection agency for collection.

As you know, such action is likely to damage your credit rating and your ability to do business with other companies. We don't wish for that to happen. We've enjoyed doing business with you, but we really must settle your account.

If you call me, we may be able to find a solution that allows you to make payment and avoid the unpleasantness of the collection process. I urge you to call me today.

Please call today or make immediate payment in full. Otherwise, I will turn your account over to our collection agency.

Sincerely,

Mark Davidson
Vice President

Final collection letter

Fax cover page

Template names:

FAXCOVER.DOT (Word)
FAXCOVR.WPT (WordPerfect V.8 and V.9)

Use this letter template to create a fax cover page for the people or companies you've selected. This page includes room for a memo, should you wish to include one.

Fax cover page

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<p>FAX Cover Page</p> <p>To: Dave Bertrand Bertrand Engineering 915 Rock River Way Parsippany, NJ 07860</p> <p>Fax: 973-555-2345</p> <p>From: Infotech Consulting 254 Willow Street Parsippany, NJ 07860</p> <p>973-555-5555</p> <p>Date: 10/4/00</p> <p>Pages: _____</p> <p>Memo: (This is where you can add a memo should you wish to include one)</p>

Resolution letter

Template names:

RESOLVED.DOT (Word)

RESOLUT.WPT (WordPerfect V.8 and V.9)

Use this letter format for customers who have questioned an amount on their monthly statement. This letter indicates that you are looking into the matter and that you will credit the customer's account for the amount in question while the matter is investigated.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Thanks for alerting us to your concerns about your statement. We are researching the changes on the statement, and we expect to contact you shortly with a resolution to the problem. In the meantime, we've credited your account for the amount in question.

Please feel free to call me if you have any further questions about this matter, or if I can assist you in some other way.

Sincerely,

Mark Davidson
Vice President

Resolution letter

Thank you letter

Template names:

THANKYOU.DOT (Word)

THANKYO.WPT (WordPerfect V.8 and V.9)

Use this letter to thank new customers for their business.

Infotech Consulting

254 Willow Street
Parsippany, NJ 07860

10/4/00

Dave Bertrand
Bertrand Engineering
915 Rock River Way
Parsippany, NJ 07860

Dear Dave:

Thanks for choosing us! We appreciate your business and the opportunity to serve you. We know you could have chosen one of our competitors, and we're delighted and honored that you've chosen to work with us instead. I trust we'll meet or exceed your expectations in the coming months and years.

Please call me if I can assist you in any way.

Sincerely,

Mark Davidson
Thank you letter

Accounting Plus fields that can be merged into OfficeLink

If you haven't already read the OfficeLink Overview, see [Changing the OfficeLink templates](#) for more information.

Only a specific number of Accounting Plus fields are available for use in the OfficeLink templates. You must have extensive knowledge about Word or WordPerfect templates to use the information we've provided here. If you don't feel comfortable with this information, we strongly encourage you to enlist some assistance from someone who is more knowledgeable about templates, such as a Certified Consultant.

The following Accounting Plus fields can be merged into OfficeLink templates.

<i>Accounting Plus field</i>	<i>Where the field is located in Accounting Plus</i>
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[[Company]]	Company Name field in the Company Information window
[[Cadd1]]	First line of the Address field in the Company Information window
[[Cadd2]]	Second line of the Address field in the Company Information window
[[Cadd3]]	Third line of the Address field in the Company Information window
[[Cadd4]]	Fourth line of the Address field in the Company Information window
[[CPhone]]	Phone Number field in the Company Information window
[[Name]]	Company Name field in the Card Information window for companies; Last Name and First Name fields in the Card Information window for individuals
[[Add1]]	First line of the Address 1 field in the Card Information window
[[Add2]]	Second line of the Address 1 field in the Card Information window
[[Add3]]	Third line of the Address 1 field in the Card Information window
[[Add4]]	Fourth line of the Address 1 field in the Card Information window
[[Add5]]	Fifth line of the Address 1 field in the Card Information window
[[City1]]	The City field of the Address 1 field in the Card Information window
[[State1]]	The state field of the Address 1 field in the Card Information window
[[ZIP1]]	The zip code field of the Address 1 field of the Card Information window
[[Sadd1]]	First line of the Address 2 field in the Card Information window (used for customers and vendors only)
[[Sadd2]]	Second line of the Address 2 field in the Card Information window (used for customers and vendors only)
[[Sadd3]]	Third line of the Address 2 field in the Card Information window (used for customers and vendors only)
[[Sadd4]]	Fourth line of the Address 2 field in the Card Information window (used for customers and vendors only)
[[Sadd5]]	Fifth line of the Address 2 field in the Card Information window (used for customers and vendors only)
[[City2]]	The City field of the Address 2 field in the Card Information window (used for customers and vendors only)

[[State2]]	The state field of the Address 2 field in the Card Information window (used for customers and vendors only)
[[ZIP2]]	The zip code field of the Address 2 field in the Card Information window (used for customers and vendors only)
[[Phone1]]	Phone #1 field in Address 1 in the Card Information window
[[Phone2]]	Phone #2 field in Address 1 in the Card Information window
[[Fax]]	Fax field in Address 1 in the Card Information window
[[Salutation]]	Salutation field in Address 1 in the Card Information window
[[Contact]]	Contact field in Address 1 in the Card Information window
[[Balance]]	The balance, in dollars, of customers' and vendors' accounts, as calculated by Accounting Plus
[[Overdue]]	The overdue balance, in dollars, of customers and vendors, as calculated by Accounting Plus

Accounting Plus fields that can be merged into OfficeLink

To view OfficeLink field codes

If you haven't already read the OfficeLink Overview, see [OfficeLink templates for personalized letters](#) for more information.

In Microsoft Word, you can choose Options from the Tools menu to display the Options window. To view field codes, mark the Field codes option and click OK.

In Corel WordPerfect, you can view field codes simply by opening a template. Depending upon how your system is set up, the field codes may be displayed in a different color.

To view OfficeLink field codes

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To modify Microsoft Word templates

If you haven't already read the OfficeLink Overview, see [Removing prompts for your name and title from OfficeLink templates](#) for more information.

1. Start Microsoft Word.
2. Choose Open from the File menu. The Open dialog box will appear.
3. Using this dialog box, locate your Accounting Plus software folder, then locate the Letters folder within it. Display the contents of this folder.
4. Choose All Files from the Files of Type field. All your OfficeLink letter templates will appear.
5. Highlight the template you wish to modify, and click Open. The template you selected will open.

If you're unsure about which template you want, see [To choose an OfficeLink template for personalized letters](#) for descriptions of OfficeLink letter templates.

6. Choose Options from the Tools menu; the Options window will appear.
7. Click the View tab. If the Field Codes option isn't marked, mark it, then click OK. When this option is marked, a number of hidden fields will appear in your template.
8. Locate the following fields at the bottom of the template, and delete them:

```
{ FILLIN "Enter your Name:"\o }  
{ FILLIN "Enter your title:"\o }
```

9. Type your name and title at the bottom of the letter.
10. Choose Save from the File menu.

To modify Microsoft Word templates

To modify Corel WordPerfect templates

If you haven't already read the OfficeLink Overview, see [Removing prompts for your name and title from OfficeLink templates](#) for more information.

1. Start Corel WordPerfect.
2. Choose Open from the File menu. The Open dialog box will appear.
3. Using this dialog box, locate your Accounting Plus software folder, then locate the Letters folder within it. Display the contents of this folder.
4. Choose **WP Templates (*.wpt)** from the For Type field. All your OfficeLink letter templates for WordPerfect will appear.
5. Locate the template you wish to modify, and make a note of its name; you'll need this information in a later step. Highlight the template and click Open. The template you selected will open.

If you're unsure about which template you want, see [To choose an OfficeLink template for personalized letters](#) for descriptions of OfficeLink letter templates.

6. A dialog box will appear, asking for your name and title (and other information, possibly, depending upon the template you've chosen). Choose Cancel.
7. Locate the following fields at the bottom of the template, and type your name and title in their place. **Don't** put brackets around the text you enter.
 - [Please Enter Your Name]
 - [Please Enter Your Title]
8. Choose Save As from the Edit menu. The Save As dialog box will appear. Save the document using a name other than the template's earlier name (the name we asked you to note in step 5). That way, you'll be able to use the original template again in the future if you wish to do so. Be sure your modified template has a **.wpt** extension, and be sure to save it in the Letters folder inside your Accounting Plus software folder.

To modify Corel WordPerfect templates