

How to Setup Mailing Labels / Shipping Label with MYOB Account Right 2016 v1272

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Intro – Printing Mail/Shipping Label with Invoice

Printing Labels (Shipping or Address labels) can be done using the "Review Sales Before Delivery" screen but unfortunately it is not an automatic process.

The Brother QL Labeler should be loaded with either "Address Label (DK-11201)" or "Shipping Label (DK-11202)" and its printer preferences and defaults must be set to that type of label.

<http://brother.com.au/consumable/dk-11201-detail>

<http://brother.com.au/consumable/dk-11202-detail>

When you print a service type sales invoice on the laser printer you can also print a shipping or address label on the QL labeler. In MYOB it will be called a packing slip

The Shipping/Packing label is printed on the Brother QL-700 using a customised service packing slip. All that customised packing slip has is the shipping address printed on it.

Download Form

[Download the customized form .ZIP file here.](#)

Import Form

Import the custom form that you have downloaded from above (Unzip the file first to your desktop)

In MYOB

1. Setup → Import Customised Forms
2. Browse for the form
3. If a form already exists
Select (reject the form being imported)
4. Next
5. Import
6. You should see 1 forms imported without errors
7. Finish

Setup Form

In MYOB click on "Print/Email Invoices"

This will show this screen below (Review Sales Before Delivery)

AR Review Sales Before Delivery

Email Defaults Help for this window

To Be Printed | To Be Emailed

Sales Type: Service

Print: 1 Copies of Each Selected Sale

Print: 0 Packing Slips per Sale

Print: 1 Labels per Sale

Advanced Filters...

Invoice No.	Date	Customer	Amount
No records exist or match your criteria			

Print Cancel

Set Sales Type to Service

Select Advanced Filters

This will show this screen

The screenshot shows a software window titled "AR Advanced Filters" with a "Help for this window" button. The main content area is titled "Print/Email Invoices". It contains several filter options: "Sale Type" is set to "Packing Slip (Service)", "Sale Status" is "Open", and "All Customers" is selected. There are also fields for "Sales Dated From", "Invoice Numbers Between", and "Selected Form for Sale", which is currently set to "Service - Brother DK-11201". At the bottom, there are "Print Alignment Form", "Customise", "OK", and "Cancel" buttons.

Set Sales Type to: Packing Slip (Service)

Set Form for Sale to: Service-Brother DK11201

(if you are going to use a larger label then select the Brother DK-11202)

Press OK

This will show this screen

AR Review Sales Before Delivery

Email Defaults

To Be Printed To Be Emailed

Sales Type: Service

Print: 1 Copies of Each Selected Sale

Print: 1 Packing Slips per Sale

Print: 0 Labels per Sale

Advanced Filters...

<input type="checkbox"/>	Invoice No.	Date	Customer	Amount
<input checked="" type="checkbox"/>	00000081	11/11/2015	Island Way Motel	\$260.00
<input checked="" type="checkbox"/>	00000012	12/18/2015	A-Z Stationery Supplies	\$250.00

Print Cancel

Using the form

- Set Sales Type to: Service
- Set Copies of Each Sale to 1
- Set Packing Slips per Sale to 1
- Select the invoice no(s) to be printed
- Press Print

The First Print window is the invoice printer (select your invoice printer, press print)

The Second Print window is the Label printer (select your QL label printer, press print)

The result should be that your invoices have been printed out on your Brother Laser printer and the address labels printed on your Brother QL-700.

Intro – Printing Mail Labels

MYOB has mailing label templates but they do not allow single records on a form as MYOB has a minimum is for '2 up' in a MYOB label template. We therefore must use "Create Personalised Letter" which will do the same thing

Download Word Template

[Download the customized form .ZIP file here](#).(same file as per above)

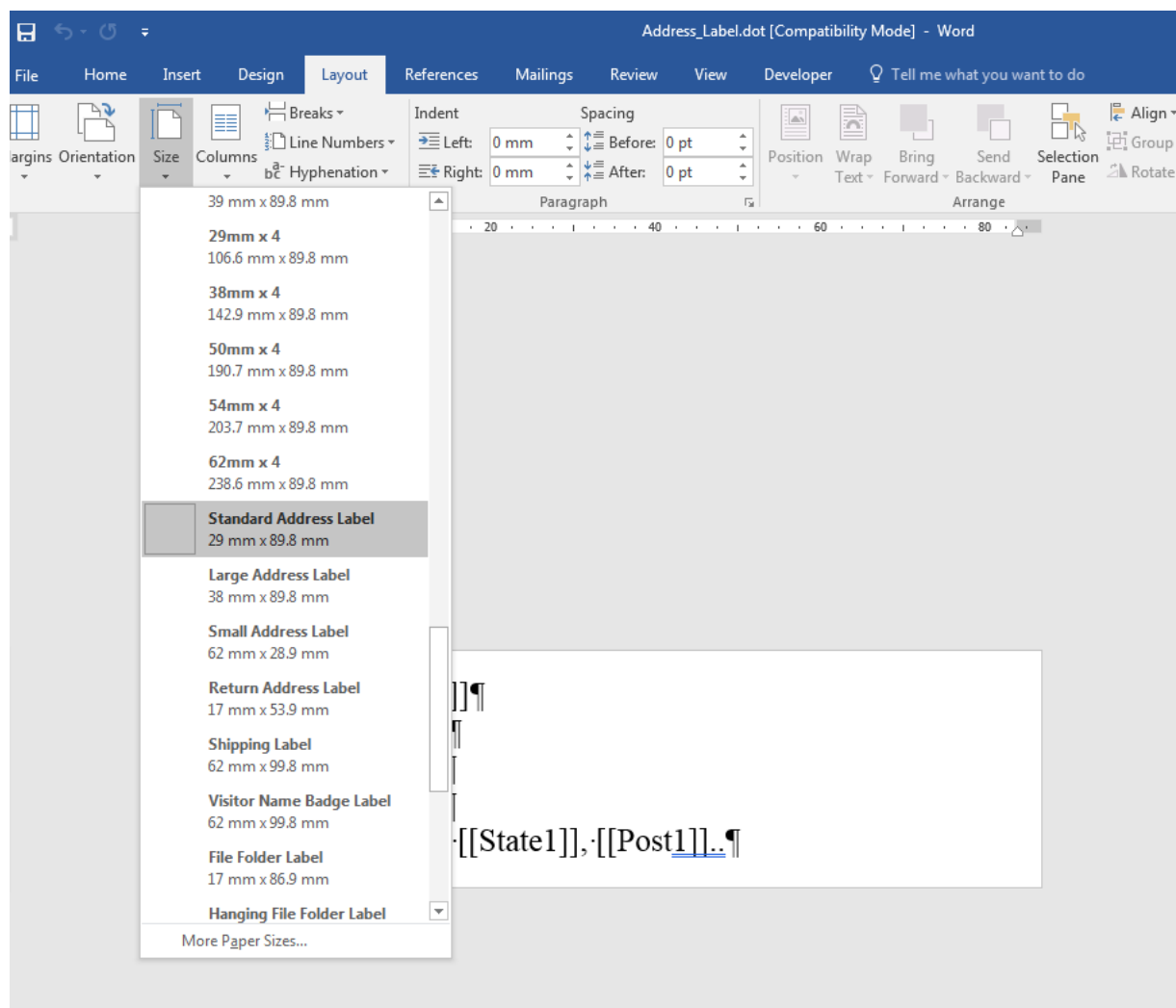
Copy the Address_Label.dot into the Letters folder

ie C:\Users\yourname\Documents\MYOB\AccountRight\2016.3\Letters

Setup Word Template

(Not required but just a FYI)

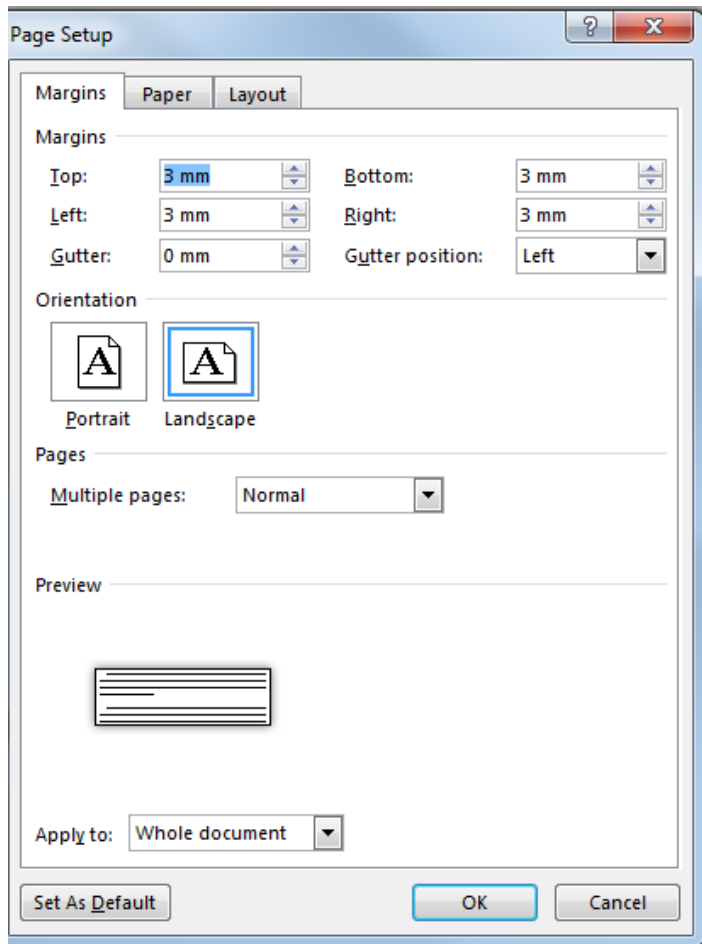
This file is formatted for QL-700 using the standard address label, Landscape orientation and page margins of 3mm all around



If you can't see the page sizes as above, you will need to go to:

File → Print → select the QL printer → press back to home

3mm margins (any smaller and word will give an error)



Using Word Template

In MYOB goto "Card File"

"Create Personalised Letters"

Select the customer/suppliers etc with the checkbox

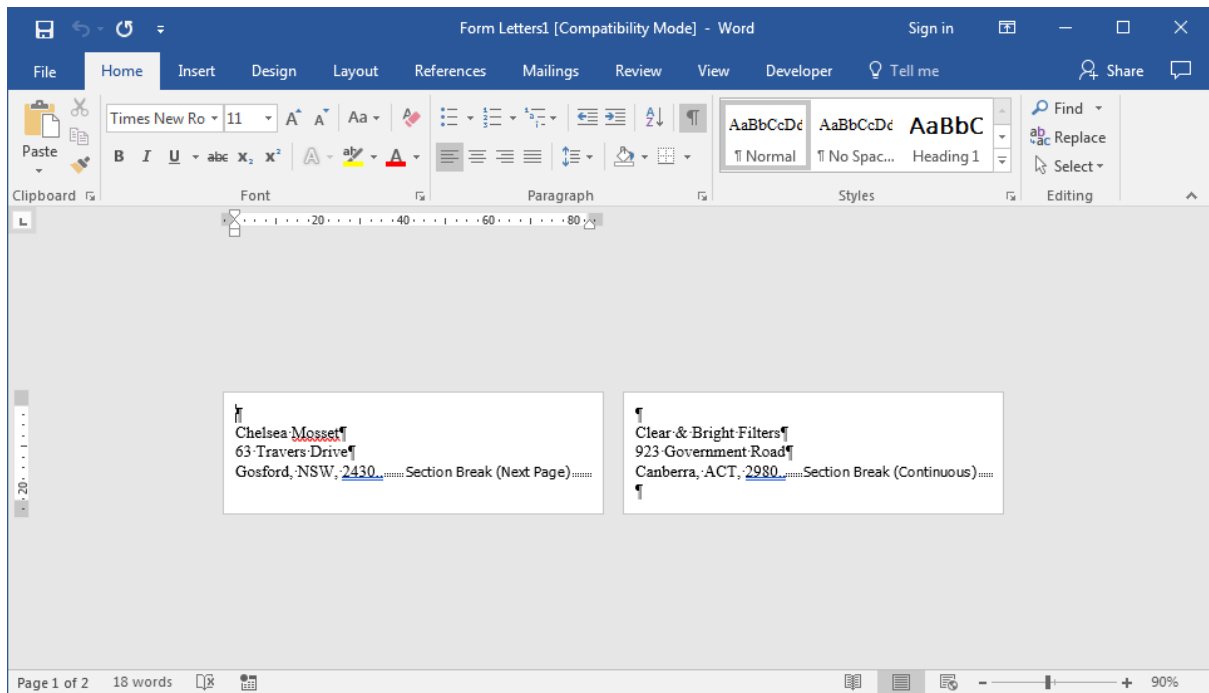
Select "Mail Merge"

Select "Address_Label.dot"

Select "Use Template"

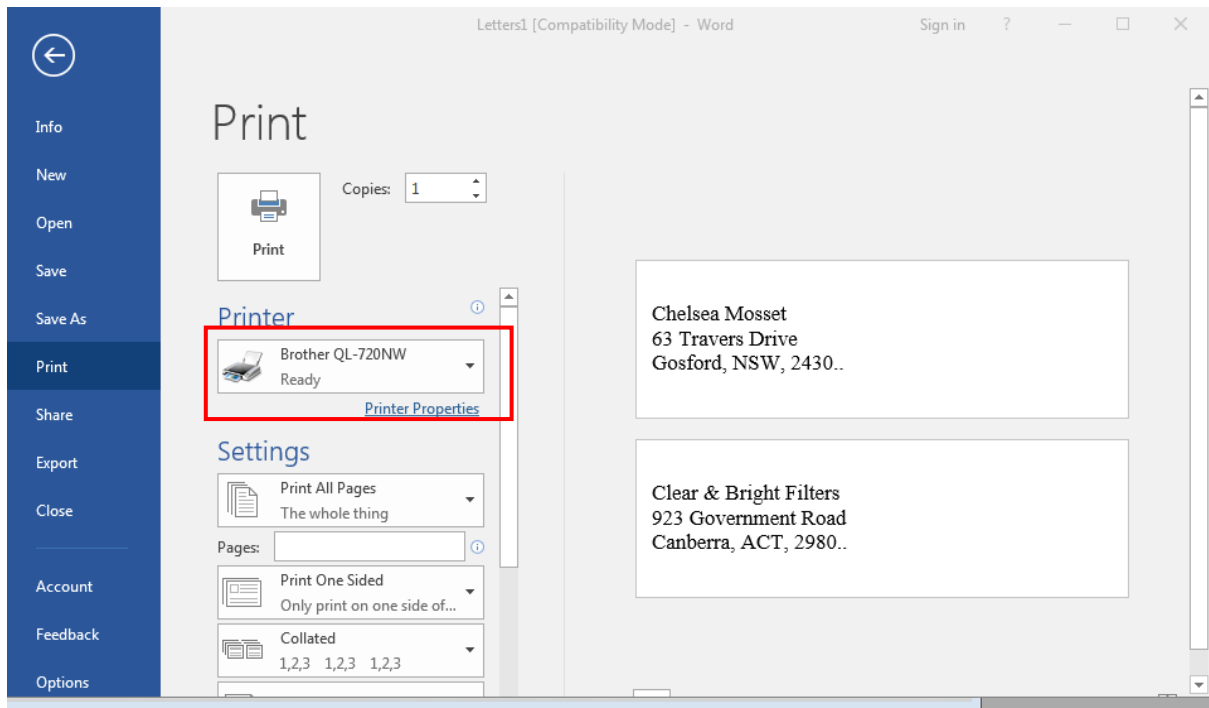
When asked for "Your Title", just press OK (do not add your title)

Word will mail merge the records as per below



Goto Print

Select your QL labeler



Press Print

This completes the procedure of printing mail labels and packing slips for MYOB

Notes

If your MYOB crashes when saving a custom form, change your default printer.