



## How to Add Logo in Company Header?

**Overview:**

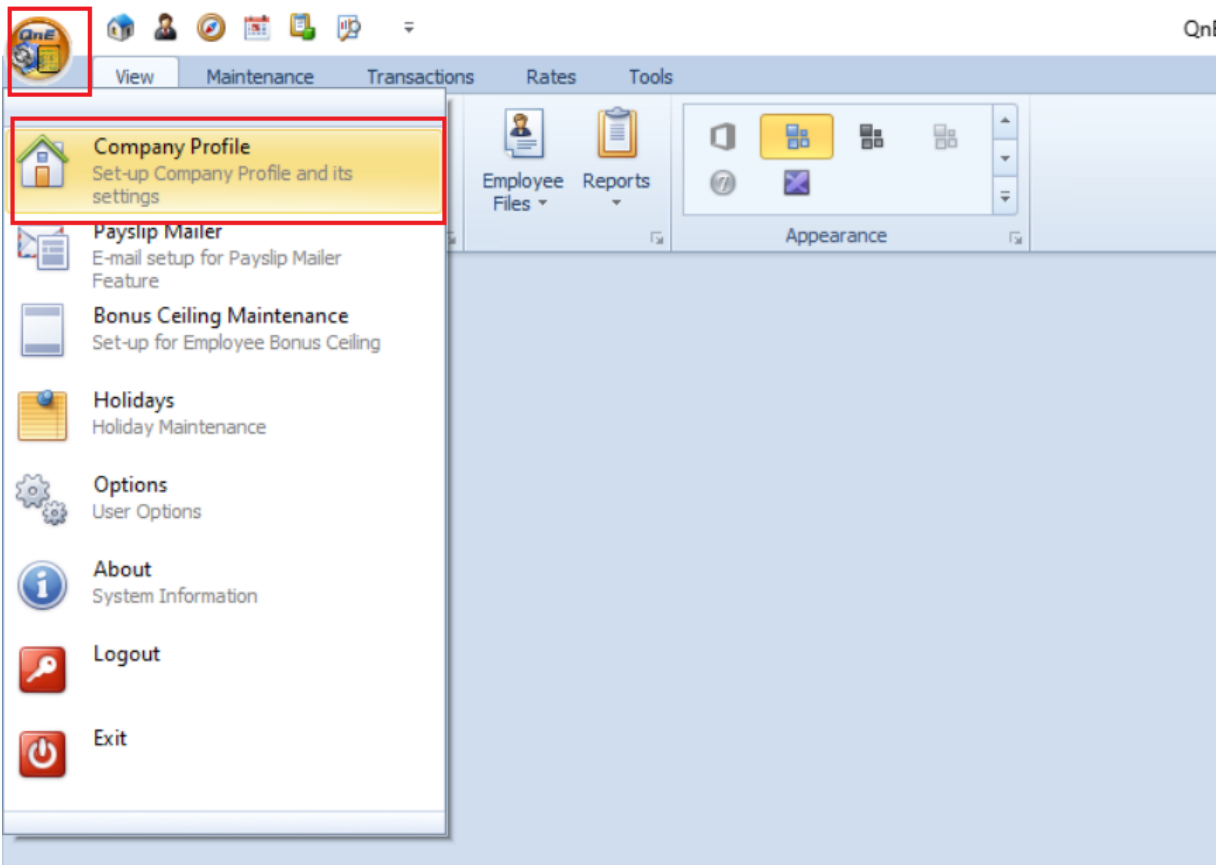
In the system, Company Logo can be added to be part of the Header of your Printed Forms and Reports.

**Scenario:**

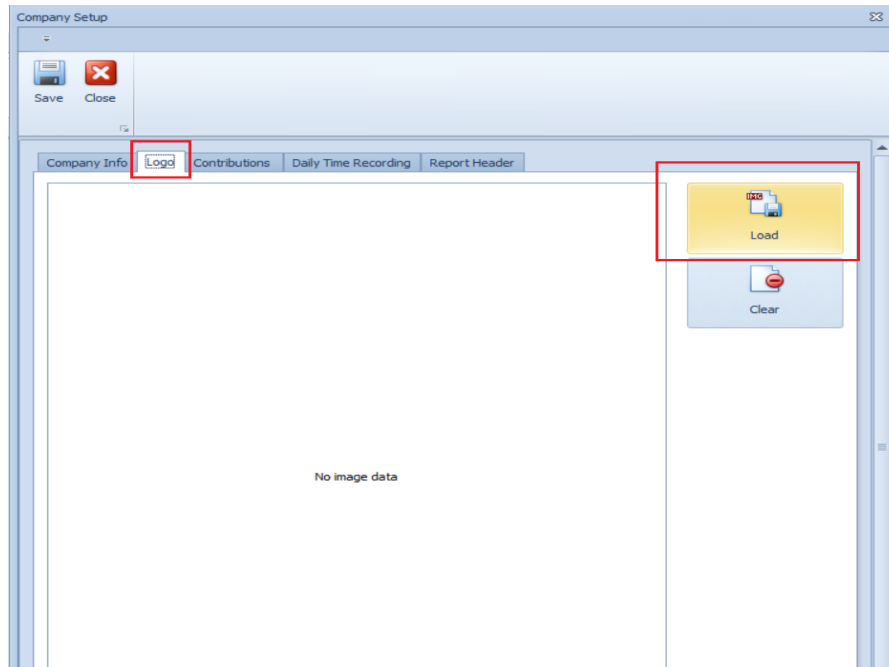
How to upload Add Logo in Company Header

**Procedure:**

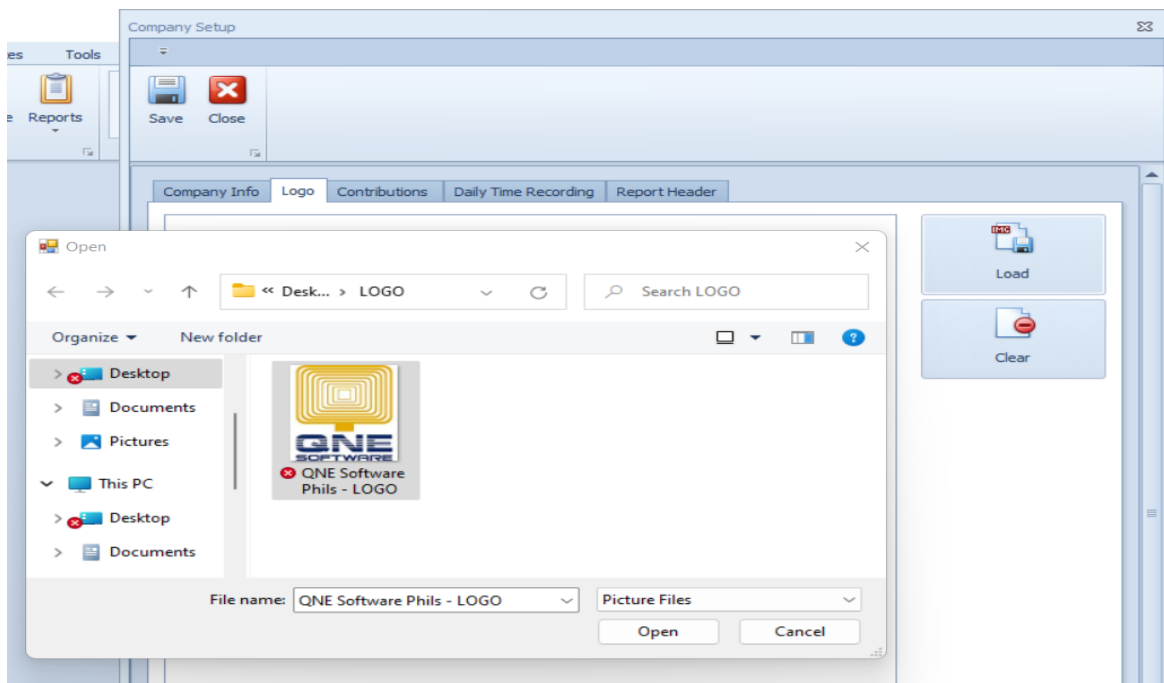
To upload Logo, click QNE Logo > click Company Profile



Under Logo Tab > click Load



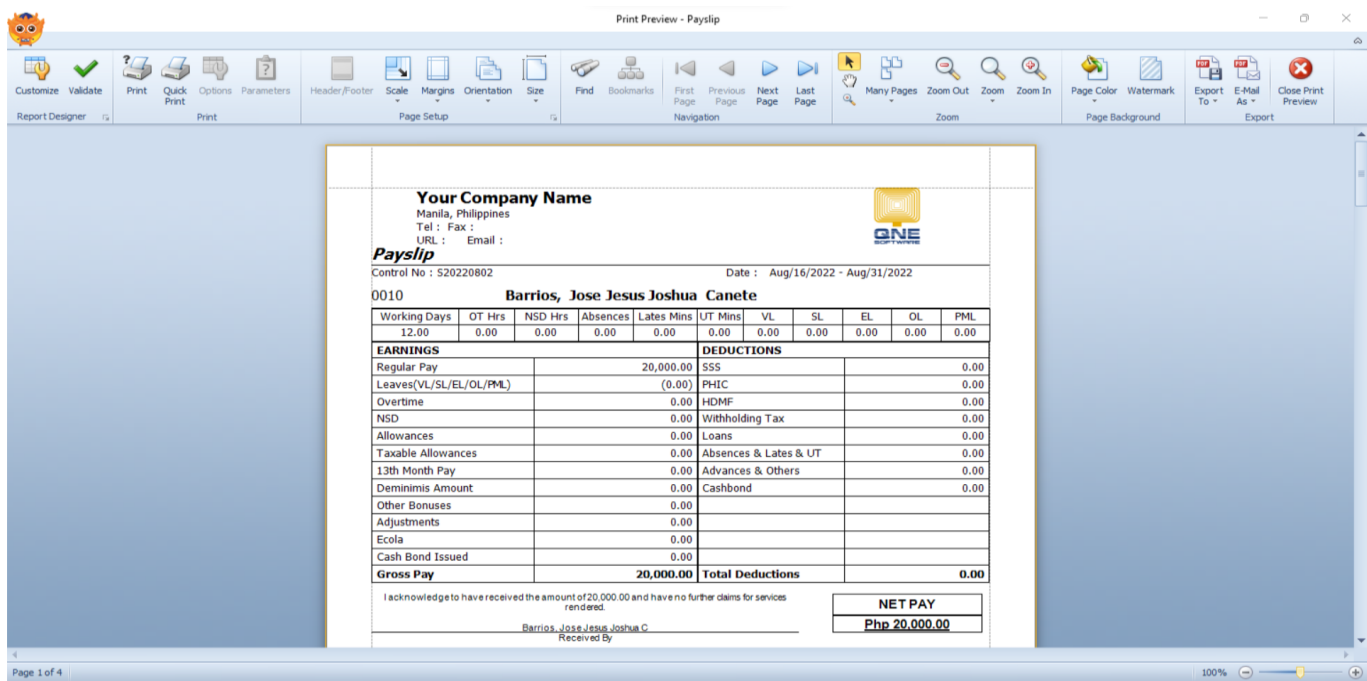
Locate the Image to upload > click Open



Click Save



Logo can now be viewed as part of the Header of Transaction Forms and some Reports (e.g., Go to Reports > Transactions > Reports > Payslip).



**Your Company Name**  
Manila, Philippines  
Tel : Fax :  
URL : Email :

**Payslip**  
Control No : S20220802 Date : Aug/16/2022 - Aug/31/2022

0010 **Barrios, Jose Jesus Joshua Canete**

| Working Days | OT Hrs | NSD Hrs | Absences | Lates Mins | UT Mins | VL   | SL   | EL   | OL   | PML  |
|--------------|--------|---------|----------|------------|---------|------|------|------|------|------|
| 12.00        | 0.00   | 0.00    | 0.00     | 0.00       | 0.00    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| EARNINGS                |                  | DEDUCTIONS              |             |
|-------------------------|------------------|-------------------------|-------------|
| Regular Pay             | 20,000.00        | SSS                     | 0.00        |
| Leaves(VL/SL/EL/OL/PML) | (0.00)           | PHIC                    | 0.00        |
| Overtime                | 0.00             | HDMF                    | 0.00        |
| NSD                     | 0.00             | Withholding Tax         | 0.00        |
| Allowances              | 0.00             | Loans                   | 0.00        |
| Taxable Allowances      | 0.00             | Absences & Lates & UT   | 0.00        |
| 13th Month Pay          | 0.00             | Advances & Others       | 0.00        |
| Deminimis Amount        | 0.00             | Cashbond                | 0.00        |
| Other Bonuses           | 0.00             |                         |             |
| Adjustments             | 0.00             |                         |             |
| Ecola                   | 0.00             |                         |             |
| Cash Bond Issued        | 0.00             |                         |             |
| <b>Gross Pay</b>        | <b>20,000.00</b> | <b>Total Deductions</b> | <b>0.00</b> |

I acknowledge to have received the amount of 20,000.00 and have no further claims for services rendered.

Barrios, Jose Jesus Joshua C  
Received By

**NET PAY**  
**Php 20,000.00**



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>