



How to add logo in company header.

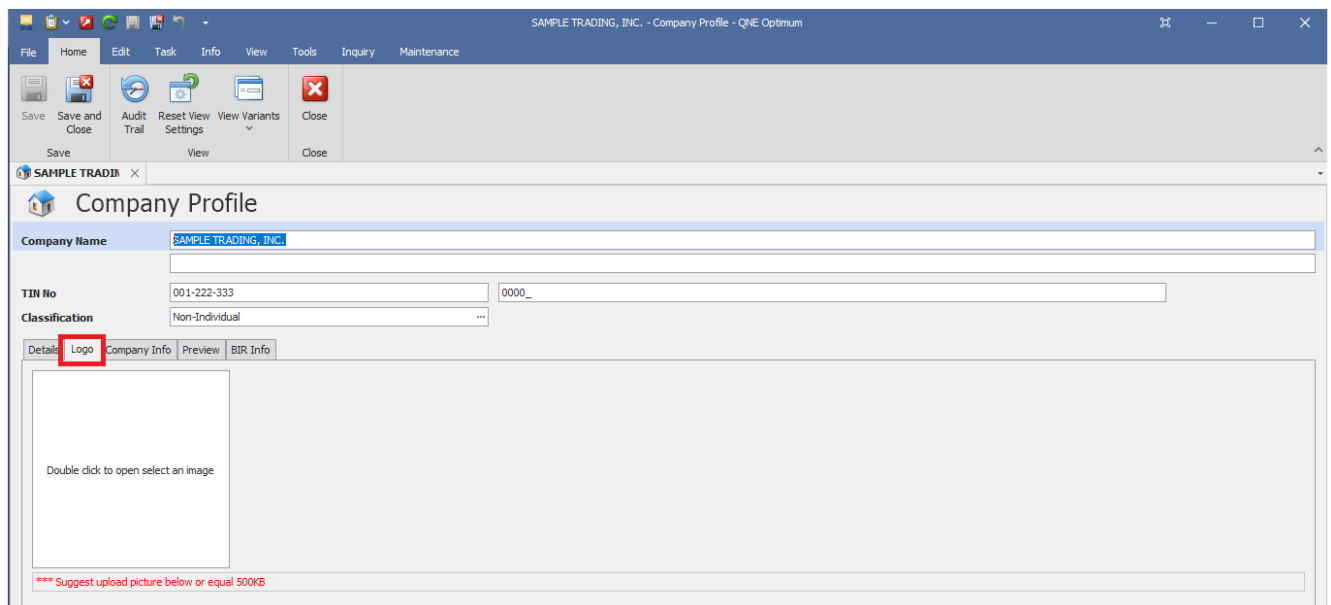
In the system, Company Logos can be added so as to be part of the Header of your Printed Forms and Reports.

To **upload Logo**, under **File** in Menu ribbon click **Company Profile**



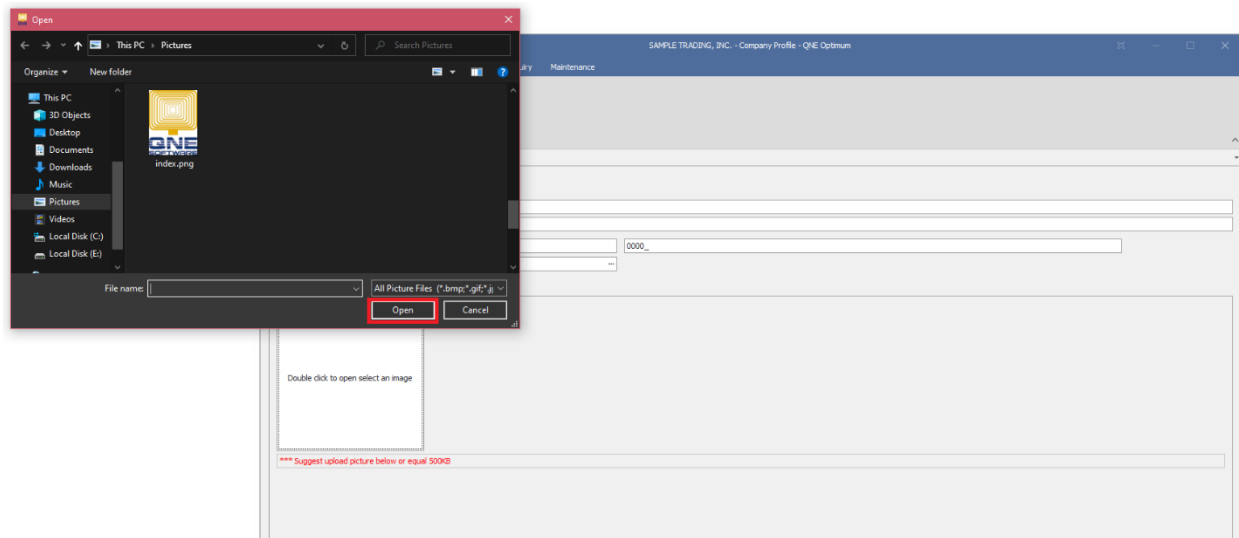
In **Company Profile**, Go to **Logo Tab** then *Double-Click* the Box for the picture.

Note that picture size should be 500KB and below only.

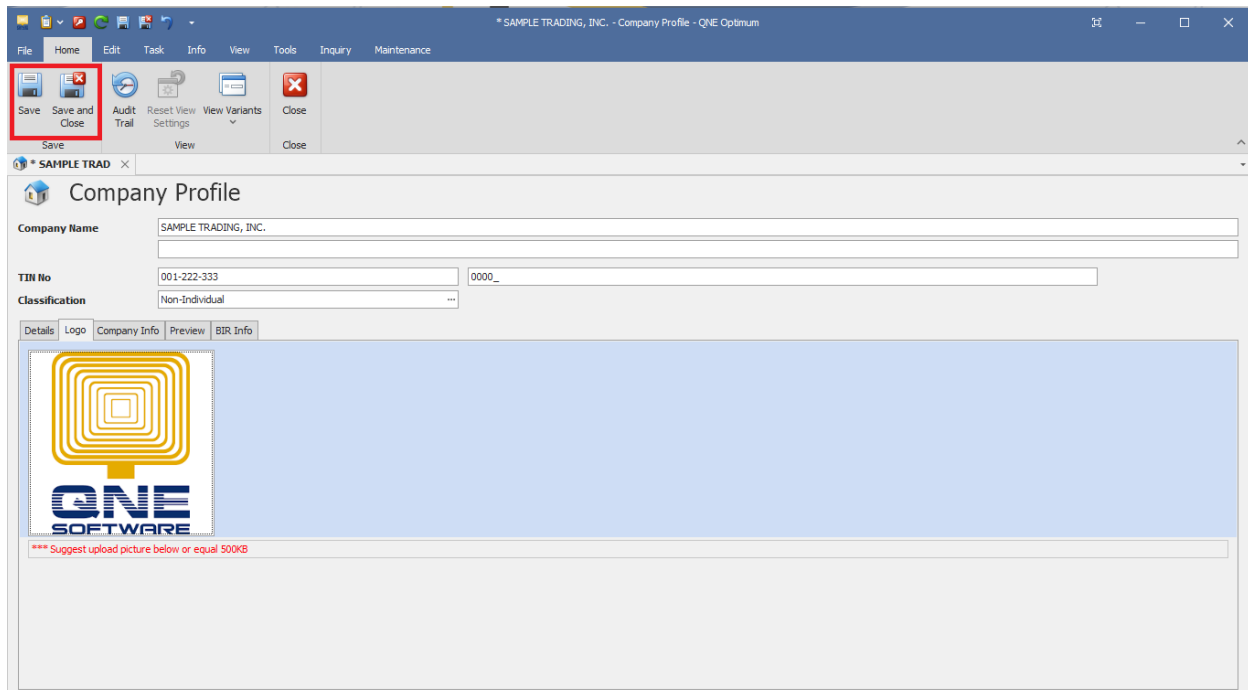


Upon double-clicking, system will allow you to choose single picture file.

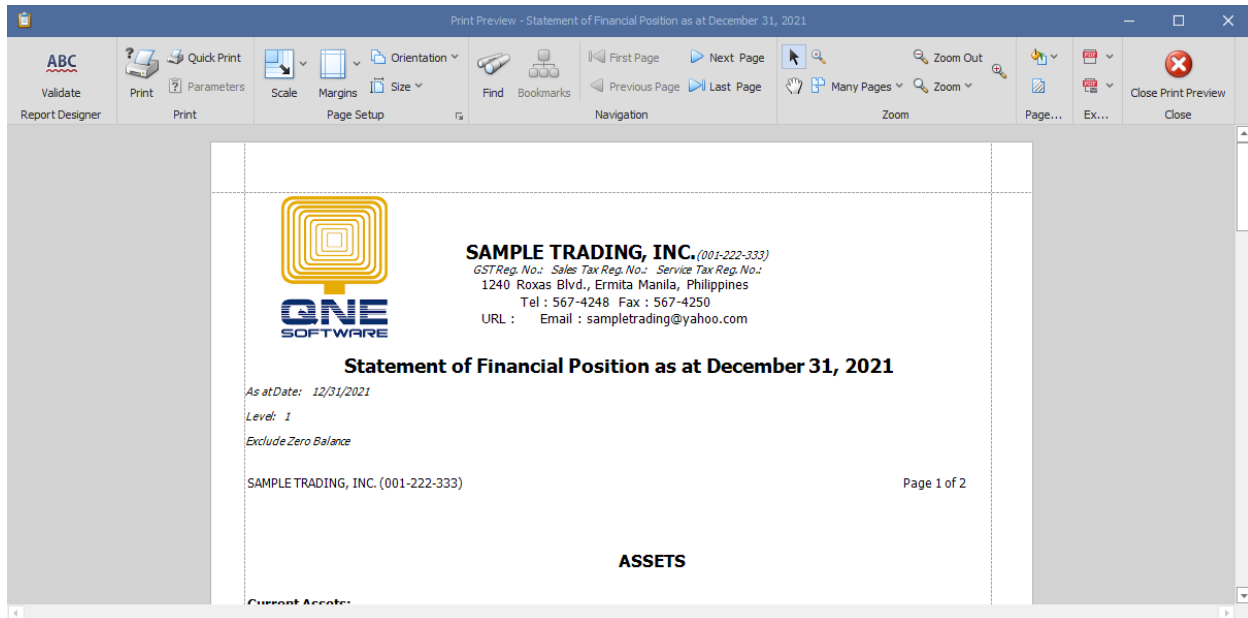
Look for the path where the picture is located then 'Open'.



Once picture is placed in Logo Box, Click Save or Save and Close.



Logo can now be viewed as part of the Header of Transaction Forms and some Reports (e.g., Go to Reports > GL Reports > Reports > Statement of Financial Positions > Statement of Financial Position with Details).

**NOTE:**

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