

# Personalizing Report Headers

Last Modified on 01/08/2026 5:01 pm EST

This guide explains adding custom report headers for business documents. It is intended for advanced users.

aACE allows you to use a single report header or personalize the report headers by office.

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## Update a Report Header for All Offices

Report headers for all offices display on documents such as invoices, purchase orders, and receipts regardless of which office a user is logged in to.

1. From the Main Menu, go to **Internal > Management Preferences > Branding**.

The screenshot shows the 'Management Preferences' window with the 'Branding' tab selected. The interface includes a navigation bar with tabs for Branding, Order Entry, Billing, Procurement, Production, and Shipping. The main content area is divided into three sections: Report Header, Business Settings, and Report Footers.

**Report Header** (Dimensions: 585px wide by 125px tall. JPG or PNG)

  
aACME Education Solutions  
1238 Broadway, New York, NY 10001 (555) 418-9777


**Business Settings**

Business Hrs Start	End	Regional Default Postal Format	Region Edition
9:00 AM	5:00 PM	American	US

Hide records based on the Limit-To Office of the related company. Prevent users from viewing records that are linked to companies with a Limit-To Office that is not one of the user's viewable offices.

**Report Footers**

Text Field	Printout Option
Order Footer Text	Preferred Order Printout
Purchase Order Footer Text	Preferred Purchase Order Printout
Invoice Footer Text	Preferred Invoice Printout

2. Select **Edit**.
3. Select the **Add icon** (  ) to upload a new header.
4. Locate the new header image file and select **Open**.

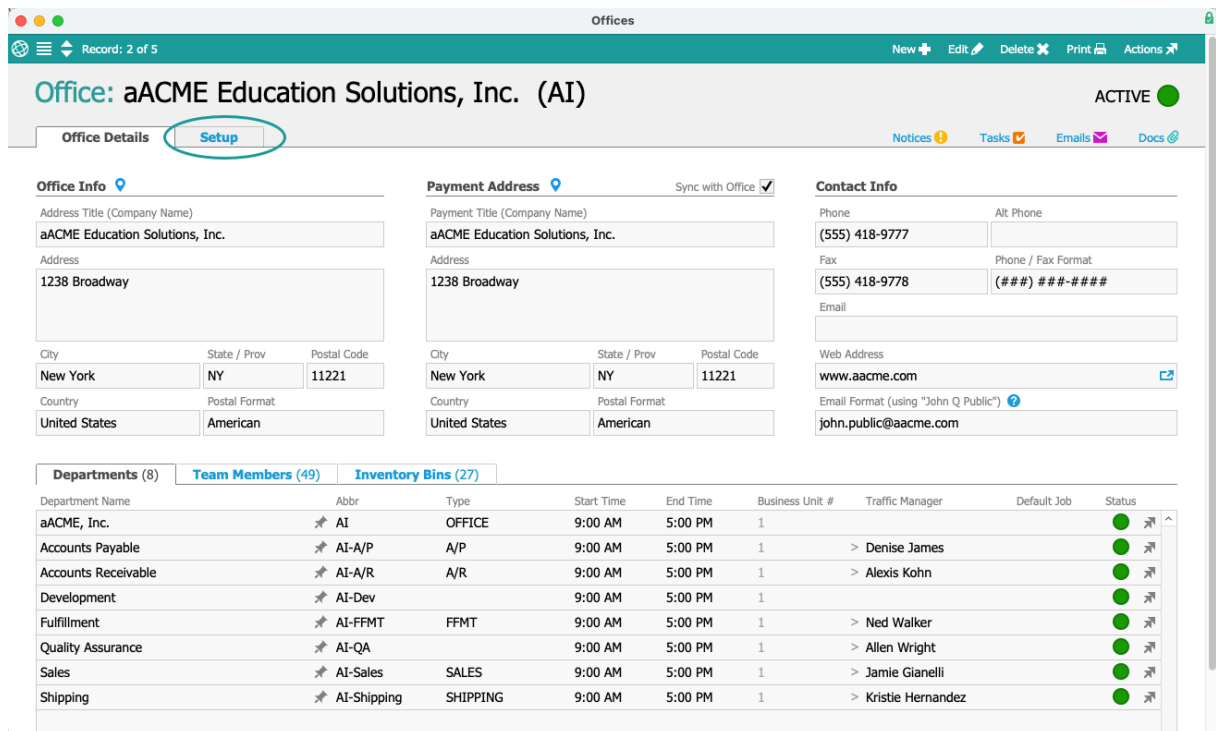
Use images measuring 585 x 125 pixels in .jpg, or .png format. Select **Save**.

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## Update a Report Header for an Office

Once you upload an office-specific report header, documents such as invoices, purchase orders, and receipts for that office will include the branding.

1. From the Main Menu, go to **Internal > Offices**.
2. Use the Quick Search bar to locate the office record.
3. At the detail view, select **Setup**.



**Office: aACME Education Solutions, Inc. (AI)** ACTIVE

Office Details **Setup** Notices Tasks Emails Docs

**Office Info**

Address Title (Company Name)  
aACME Education Solutions, Inc.

Address  
1238 Broadway

City State / Prov Postal Code  
New York NY 11221

Country Postal Format  
United States American

**Payment Address** Sync with Office

Payment Title (Company Name)  
aACME Education Solutions, Inc.

Address  
1238 Broadway

City State / Prov Postal Code  
New York NY 11221

Country Postal Format  
United States American

**Contact Info**

Phone Alt Phone  
(555) 418-9777

Fax Phone / Fax Format  
(555) 418-9778 (###) ###-####

Email

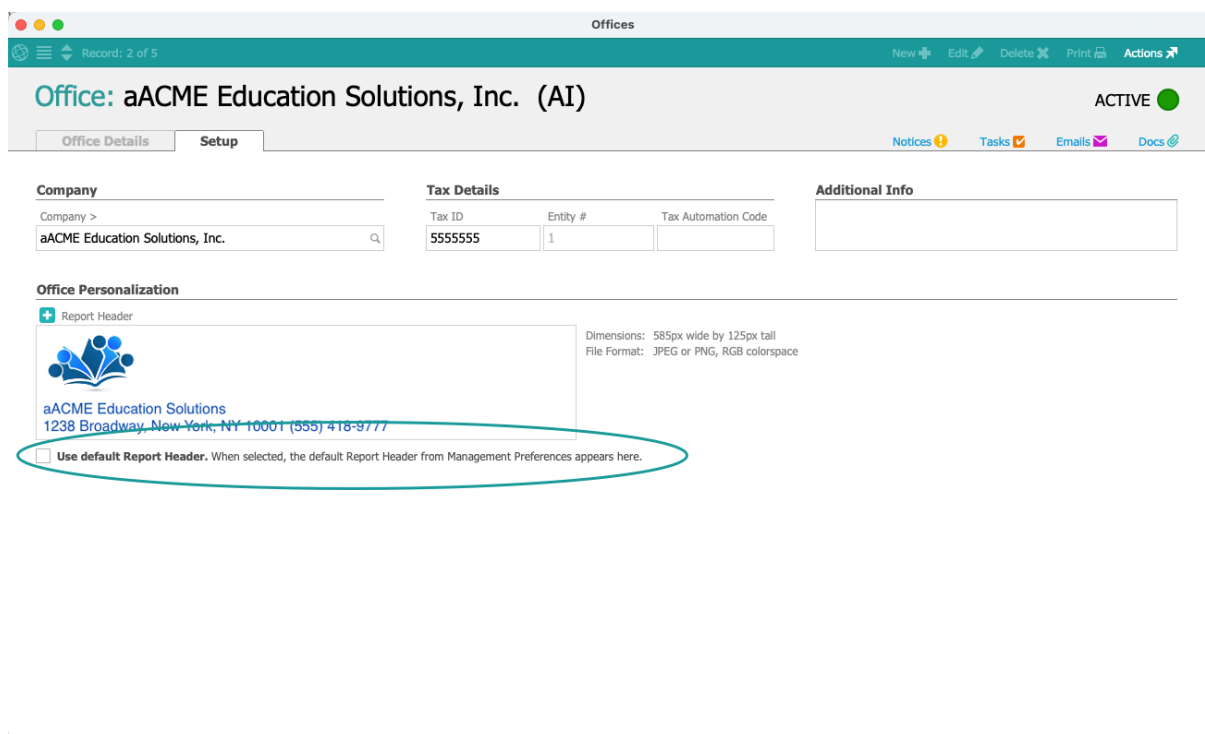
Web Address  
www.aacme.com


Email Format (using "John Q Public")  
john.public@aacme.com

**Departments (8)** **Team Members (49)** **Inventory Bins (27)**

Department Name	Abbr	Type	Start Time	End Time	Business Unit #	Traffic Manager	Default Job	Status
aACME, Inc.	AI	OFFICE	9:00 AM	5:00 PM	1			<span style="color: green;">●</span>
Accounts Payable	AI-A/P	A/P	9:00 AM	5:00 PM	1	> Denise James		<span style="color: green;">●</span>
Accounts Receivable	AI-A/R	A/R	9:00 AM	5:00 PM	1	> Alexis Kohn		<span style="color: green;">●</span>
Development	AI-Dev		9:00 AM	5:00 PM	1			<span style="color: green;">●</span>
Fulfillment	AI-FFMT	FFMT	9:00 AM	5:00 PM	1	> Ned Walker		<span style="color: green;">●</span>
Quality Assurance	AI-QA		9:00 AM	5:00 PM	1	> Allen Wright		<span style="color: green;">●</span>
Sales	AI-Sales	SALES	9:00 AM	5:00 PM	1	> Jamie Gianelli		<span style="color: green;">●</span>
Shipping	AI-Shipping	SHIPPING	9:00 AM	5:00 PM	1	> Kristie Hernandez		<span style="color: green;">●</span>

4. Select **Edit**.
5. Disable the preference **Use default Report Header**.



6. Select the **Add icon** (  ) to upload a new header.
7. Locate the new header image file and select **Open**.  
Use images measuring 585 x 125 pixels in .jpg, or .png format.
8. Select **Save**.