Personalizing Report Headers

Last Modified on 11/17/2026 5:20 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.

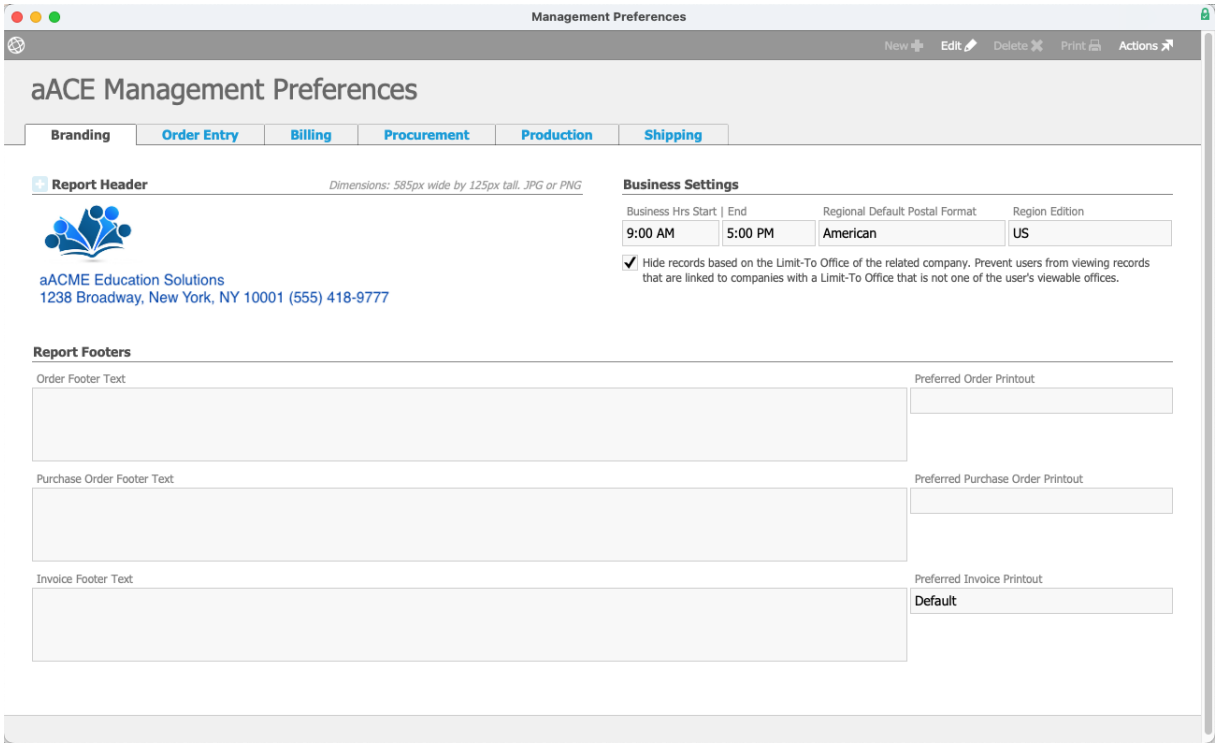
Table of Contents

- Update a Report Header for All Offices
- Update a Report Header for an Office

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**.



2. Select **Edit**.

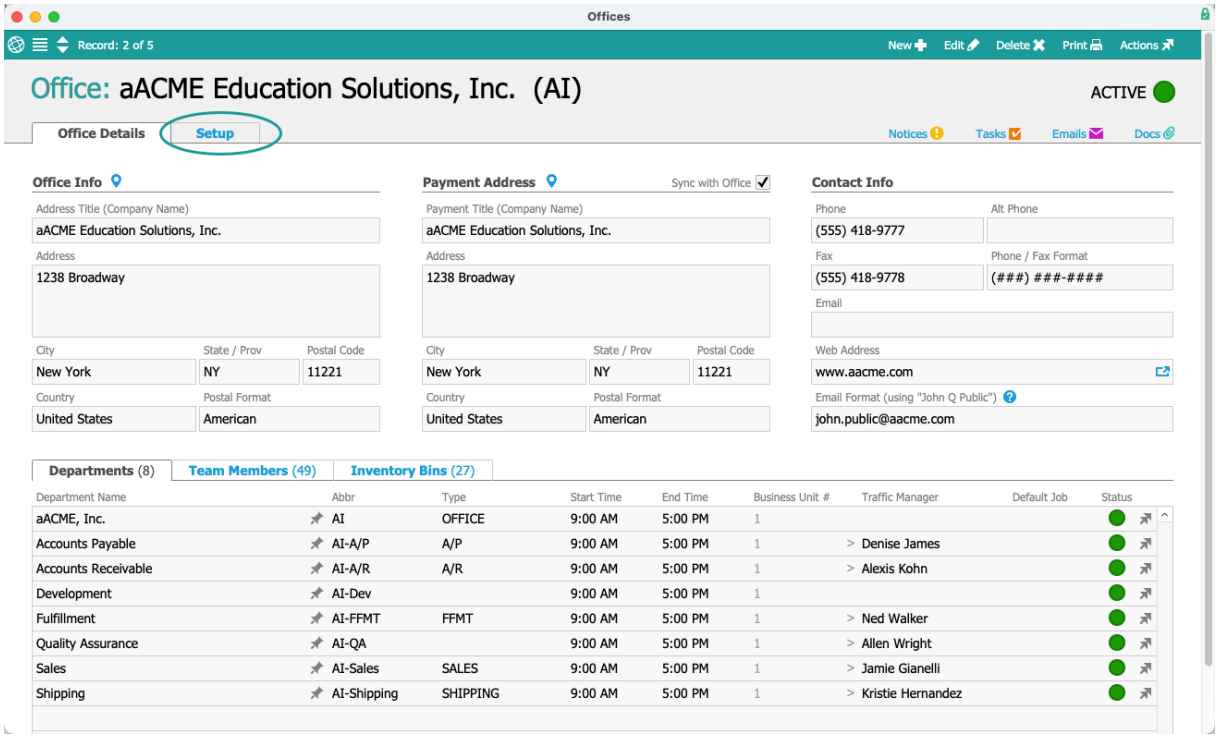
3. Select the **Add icon** ( ) to upload a new header.
4. Locate the new header image file and select **Open**.
   Use images measuring 585 x 125 pixels in .jpg, or .png format. Select **Save**.

Top

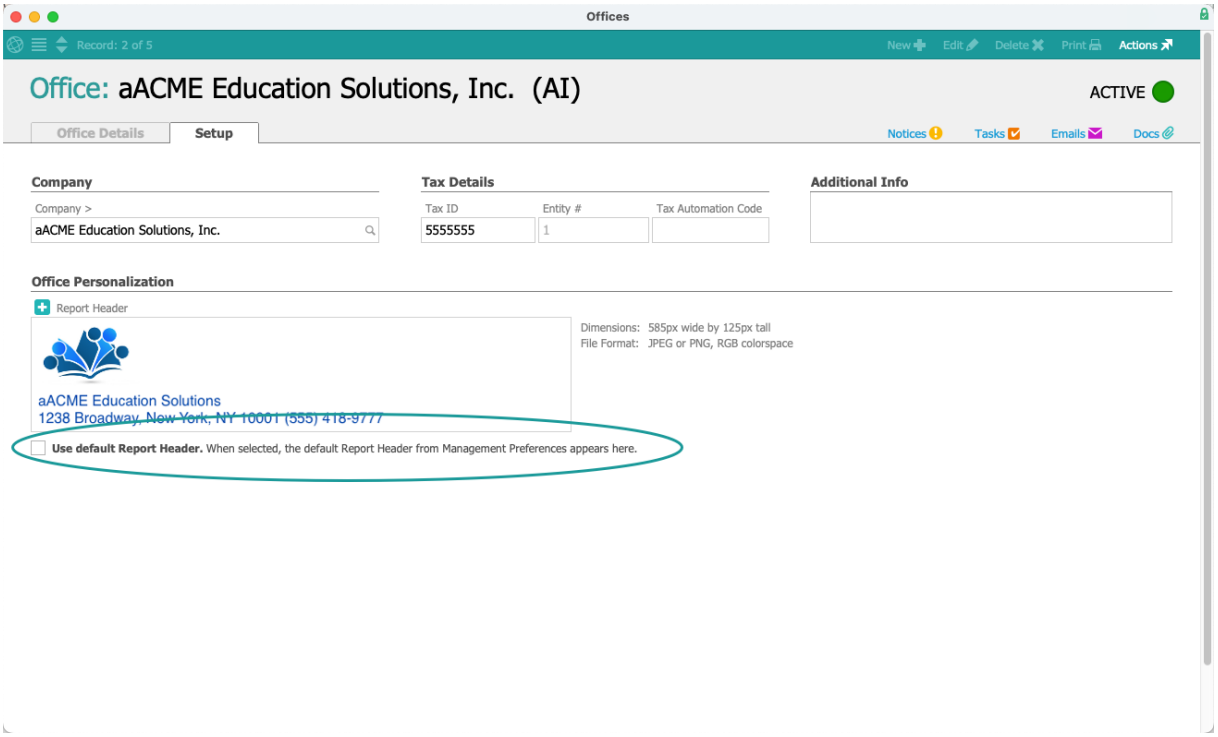
Update a Report Header for an Office

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**.



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**.