

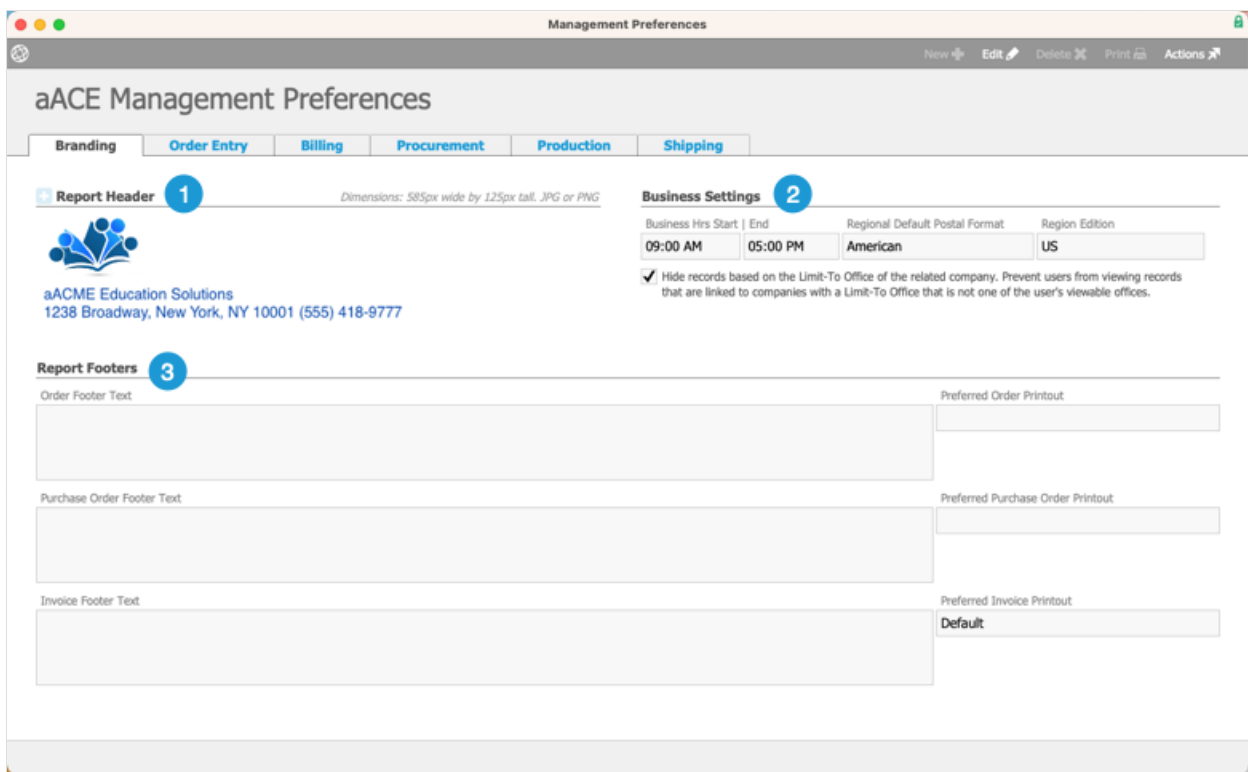
# Overview of Branding Preferences

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This guide provides additional information on personalizing your company's settings and branding preferences. It is intended for system administrators.

To work with Branding and Business settings, navigate from Main Menu > Internal > Management Preferences > Branding tab:

Note: You must click Edit to update these settings and preferences.



## 1. Report Header

You can upload your company logo or report header image here. This image will be displayed at the top of all reports, invoices, purchase orders, and other record types.

Note: For individual offices, the header information is [set at the Offices module](https://aace6.knowledgeowl.com/help/personalize-report-branding-by-office) (<https://aace6.knowledgeowl.com/help/personalize-report-branding-by-office>).

## 2. Business Settings

The Business Hours settings allow you to specify your company's normal working hours.

Various modules within aACE use this setting for calculations.

Using the various Region settings, you can specify the pre-defined postal format and edition for your country.

### **3. Report Footers**

The Report Footer text fields allow you to publish custom messages in the footer areas of the respective reports.

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