Include Logo on Transactional Documents and Reports

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A company logo may be added to the following types of documents:

- AP - ACH Payment Advice
- AR Invoice
- AR Statement
- Booking Contract
- Booking Document
- Budget Billing Statement
- Deferred Payment Contract
- Purchase Contract
- Purchase Settlement
- Sales Contract

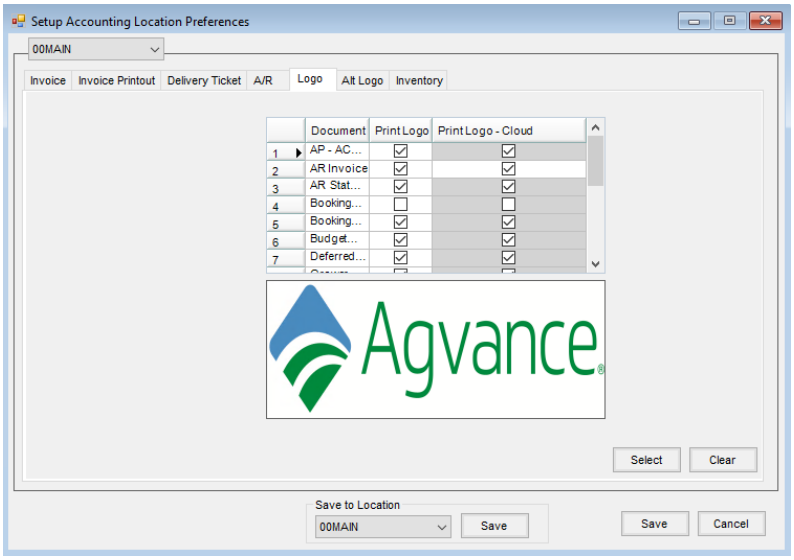
Navigate to the *Logo* tab at *Accounting / Setup / Location Preferences*. Choose **Select** and browse to the location of the logo file to select it.

Note: Crystal Reports can only handle JPG files in RGB mode. To learn more about CMYK and RGB files, see **here**. If the image is in CMYK mode, it can be converted to RGB **here**.

Select **Open**. The logo selected displays on the *Logo* tab.

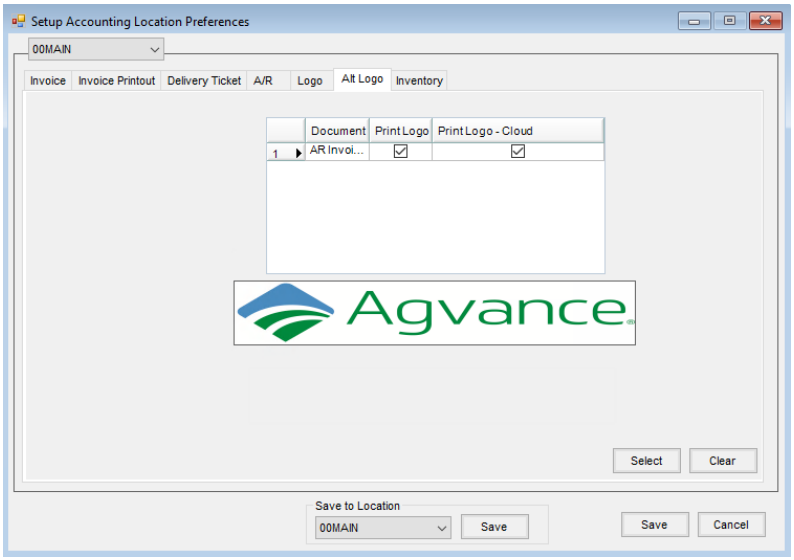
Note: The *Print Logo - Cloud* option is disabled for all documents other than *AR Invoice*. When enabled and a logo has been uploaded, the AR Invoice will include the logo on Invoices that are emailed and those that are sent to S3. When disabled, the address will print instead of the logo on those Invoices.

Choose **Save**.



If using the Bill To/Ship To format for an AR Invoice, navigate to the *Alt Logo* tab at *Accounting / Setup / Location Preferences*.

Note: When the *Print Logo - Cloud* option is enabled and a logo has been uploaded, the AR Invoice will include the logo on Invoices that are emailed and those that are sent to S3. When disabled, the address will print instead of the logo on those Invoices.



If logos are to be used at multiple Locations, save the appropriate logo file for each Location. The Location's logo will be included on both electronic and printed versions of the designated documents.

Logo Tab Setup Notes

- The logo file must be a jpeg format.
- The size of the image that prints on the document is 108 pixels H x 288 pixels W (1.5 in. H x 4 in. W) for an image in a 72DPI format. Images in a 96DPI format, images 144 pixels H x 384 pixels W will display best. Although it is not required to upload that specific image size, the image used should be that size or

proportional to that size for best results.

Note: Keeping images to a size around 75-100 KB will provide the best quality and performance when saving large groups of statements to PDF.

- The logo only works for the *Standard Invoice Format* found on the *Invoice Printout* tab at *Accounting / Setup / Location Preferences*.
- When a logo is selected, the *Print Company Heading* and *Center* options are not available on the *Invoice Printout* tab at *Accounting / Setup / Location Preferences*.
- When a logo is selected, the *Print Location Heading on Statements* and *Center* options are not available on the *A/R* tab at *Accounting / Setup / Preferences*.
- The logo for the Invoice's location prints on the Invoice document.
- The logo for the default location selected in Agvance Accounting Reports when printing the Standard, Alternate1, and Alternate2 versions Combo Statements prints regardless of the location set on the customer.
- The Alternate3 version of the Combo Statement offers the option to *Print logo of customer's location*. This checkbox is available on the *Print Combo Statement* window under the **Setup** button.

Alt Logo Tab Setup Notes

- The logo file must be a jpeg format.
- The size of the image that prints on the document is 2.5 cm H x 11.5 cm W.

Additional information regarding Location Preferences in Accounting can be found **here**.