

Adding Company Logo

[See the previous W5 version guide.](#)


PURPOSE

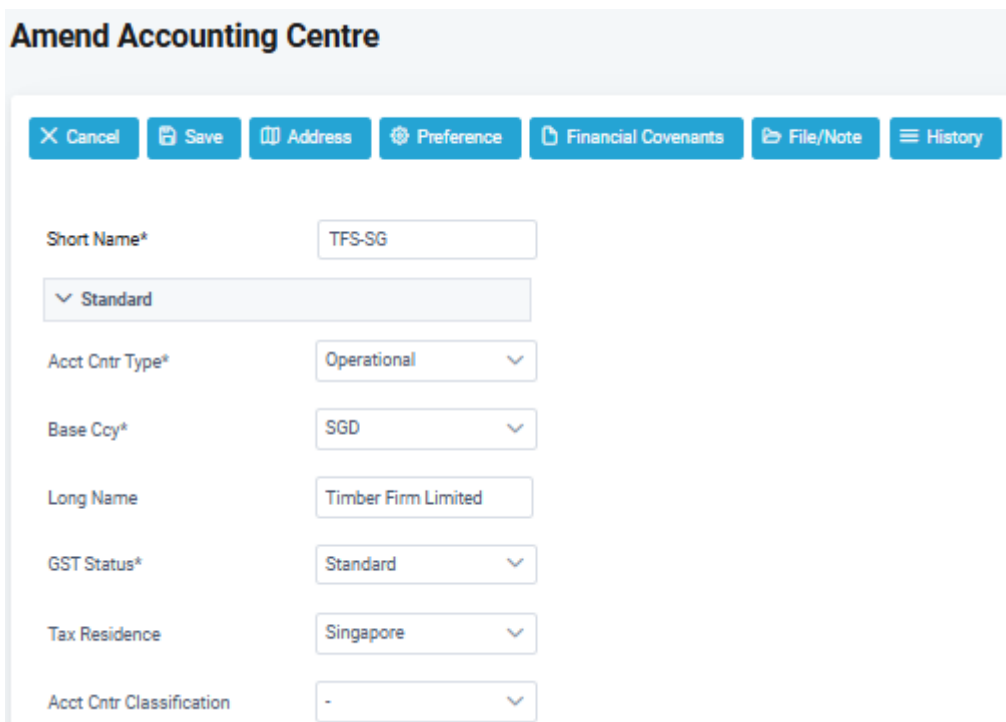
This document shows how to add company logo to confirmation letters.

WHY IS THIS IMPORTANT?

This allows company logo to be shown as the letterhead in the confirmation letters that send out to the trade counterparty.

PROCEDURE

1. From the main menu select Set Up > Static > Accounting Centre.
2. In the Accounting Centre menu click on the  of the entity where you want the logo to be placed. In this example, TFS-SG will be chosen.
3. The Amend Accounting Centre screen is displayed.



Amend Accounting Centre

Cancel Save Address Preference Financial Covenants File/Note History

Short Name* TFS-SG

▼ Standard

Acct Cntr Type* Operational ▼

Base Coy* SGD ▼

Long Name Timber Firm Limited

GST Status* Standard ▼

Tax Residence Singapore ▼

Acct Cntr Classification - ▼

4. Click the File/Note button.
5. Document and Notes screen is displayed.

Documents and Notes

TFS-SG

[← Back](#)

[Notes](#) [Documents](#) [Diary](#)

Category

Date Range

[Refresh](#) [New](#) [Delete](#)

[Columns](#)

Subject ↑↓	Category ↑↓	Date/Time ↑↓	UserID ↑↓
No records found.			

0-0 of 0 records << < > >> 50 ▼

6. Select the Documents tab.

Documents and Notes

TFS-SG

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[Notes](#) [Documents](#) [Diary](#)

Category

Date Range

[Refresh](#) [Delete](#)

[Columns](#)

Filename ↑↓	Description ↑↓	Category ↑↓	Date/Time ↑↓	UserID ↑↓
No records found.				

0-0 of 0 records << < > >> 50 ▼

Description*

Category

[Archive](#) No file chosen

7. Type the Description, LOGO_LETTERHEAD. Fill in the Category field with the same name as Description.

8. Click Choose File. Look for the company logo to upload.

NotesDocumentsDiary

Category

Date Range

dd/mm/yyyy

dd/mm/yyyy

Refresh

Delete

Search

Columns

Filename ↑↓

Description ↑↓

Category ↑↓

Date/Time ↑↓

UserID ↑↓

No records found.

0-0 of 0 records << < > >> 50 ▾

Description*

LOGO_LETTERHEAD

Category

LOGO_LETTERHEAD

Archive

Choose File

sample-logo.jpg

Note that the logo should have the specifications as below and should be in GIF or JPG format.

Dimensions	1489 x 141
Width	1489 pixels
Height	141 pixels
Horizontal resolution	96 dpi
Vertical resolution	96 dpi
Bit depth	24

9. Click Archive. The file uploaded will appear on the upper part of the screen.

Category Date Range

Filename ↑↓

Description ↑↓

Category ↑↓

Date/Time ↑↓

UserID ↑↓

[sample-logo.jpg](#)

LOGO_LETTERHEAD

LOGO_LETTERHEAI

5-Feb-25 2:08 PM

admin@devent1.com

1-1 of 1 records



1



50 ▾

Description*

Category

No file chosen

10. When printing confirmation for the entity, the logo will now be on the letter.

My Company Ptd Ltd
1 Building ABC (Lobby A)
#10-56 Central Centre
Singapore XXXXXX

Tel +65 1234 5678
Fax +65 1234 5678
www.mycompany.com.sg
Reg no 123456789A



Reference: MMK101450.16

25 August 2016

DBS Bank Ltd, Singapore
301 Upper Thompson Rd

Attention: Customer Service

CONFIRMATION OF LOAN

We confirm the new loan draw down as follows:

Currency	SGD
Principal	5,000,000.00
Interest	0.00
Proceeds at Maturity	5,000,000.00
Trade Date	18-Apr-16
Start Date	18-Apr-17
Maturity Date	18-Apr-17
Rate (%) p.a.	5.500000

For value date 18 April 2017 please credit account as follows:

Amount	SGD 5,000,000.00
Beneficiary	Timber Financial Services
Account Number	7667428
Bank	Citibank N.A. Singapore
Amount	SGD 5,000,000.00
Beneficiary	DBS Bank Ltd, Singapore
Account Number	111111
Bank	DBS Bank Ltd, Singapore

Please note our Deposit Account No is: 122.455.6452

Yours faithfully,

Timber Financial Services

FREQUENTLY ASKED QUESTION

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
18-Jul-2015		Created
25-Aug-2016	Clarissa	Reformatted. Rewritten.
23-Sep-2016	Clarissa	Added image format.
17-Aug-2018	Silpa	Updated step1.
26-Nov-2019	Lyra	Updated Screenshots.
13-Feb-2025	Lyra	Updated to W6 instructions and screenshots.