

SOP: Updating Facility Logo and Contacts on Receipt and Invoice

(Last update: Nov 2025)

TASK:	Provide guide to update facility logo, and Contacts on Receipt and Invoice
OBJECTIVE:	Build capacity of Facility Champions and System Admin to update
WHO:	Facility EMR Champions, System Admin.
REQUIREMENTS:	Functional TaifaCare,

SUMMARY

This guide will help respective Health Facilities to customize logos and contacts that will appear on their payment receipts and invoices.

<p>1. Obtain the facility logo in a .png(Portable Network Graphic) format</p> <p>Steps:</p> <ul style="list-style-type: none"> Save the logo on Home Directory then open terminal Use the script below to copy the file to opt directory as shown 	<pre> test@test: ~ test@test:~\$ sudo cp logo.png /var/opt/ test@test: /var/opt test@test:~\$ sudo cp logo.png /var/opt/ [sudo] password for test: test@test:~\$ cd /var/opt/ test@test:/var/opt\$ ll total 36 drwxr-xr-x 2 root root 4096 Nov 4 17:50 ./ drwxr-xr-x 14 root root 4096 Feb 20 2024 ../ -rw-r--r-- 1 root root 27641 Nov 4 17:50 logo.png test@test:/var/opt\$ </pre>
---	---

2. Access Global Properties

- Access the Global Properties and locate **kenyaemr.cashier.receipt.facilityInformation** property

The screenshot shows the TaifaCare web application interface. At the top, there is a navigation bar with a search icon, a settings icon (a 3x3 grid), and user profile icons. Below the navigation bar is a dashboard with various modules: Manage Stocks, Billing, Dispensing App, Supplies Dispensing, Lab Manifest App, Bed Management, Legacy Admin, Cross Border, ADR Assessment, and Reports. The 'Legacy Admin' module is highlighted with a red box. A red arrow points from the 'Legacy Admin' module to a 'Maintenance' sidebar. The 'Maintenance' sidebar contains several links: Set Implementation Id, System Information, View Quick Reports, Settings, Advanced Settings, View Server Log, View Database Changes, Manage Locales And Themes, View Logged In Users, and Search Index. The 'Advanced Settings' link is highlighted with a red box. A red arrow points from 'Advanced Settings' to a JSON editor window. The JSON editor window shows the following JSON structure:

```
{
  "facilityName": "",
  "tagline": "",
  "logoPath": "",
  "contacts": {
    "tel": "",
    "email": "",
    "emergency": "",
    "address": "",
    "website": ""
  }
}
```

Below the JSON editor, there is a text area with the following text:

JSON formatted facility information containing name, tagline, and contact details for invoice letterhead

3. Updating Global Properties

- Update the property value with relevant details and the path to where the logo was saved as shown

Click **Save** when done for the changes to be effected

kenyaemr.cashier.receipt.facilityInformation

```
{
  "facilityName": "",
  "tagline": "",
  "logoPath": "",
  "contacts": {
    "tel": "",
    "email": "",
    "emergency": "",
    "address": "",
    "website": ""
  }
}
```

Remove

JSON formatted facility information containing name, tagline, and contact details for invoice letterhead

kenyaemr.cashier.receipt.facilityInformation

```
{
  "facilityName": "Sabatia SCH",
  "tagline": "",
  "logoPath": "/var/opt/logo.png",
  "contacts": {
    "tel": "0722 222222",
    "email": "test@test.co.ke",
    "emergency": "0722 222222",
    "address": "P.O.Box 22, Rongwe",
    "website": "www.test.co.ke"
  }
}
```

Remove

JSON formatted facility information containing name, tagline, and contact details for invoice letterhead

You have made changes.
Save changes or Revert

Save

Cancel

4. Receipt and Invoice Access in TaifaCare

- Login to TaifaCare and locate Billing
- Open a patient's bill and access the receipt and Invoice as shown with the logo and contacts updated as shown

The screenshot displays the TaifaCare interface for a patient's bill. At the top, patient details are shown: RIM, 40 yrs - 1985 - OpenMRS ID: M7G4P - Patient Clinic Number: 02037 - Unique Patient Number: [REDACTED], National ID: [REDACTED], National Unique patient identifier: [REDACTED]. The patient is marked as 'Active Visit', 'CCC', and 'Not Urgent'. Below this is the 'Invoice Summary' section with the following details:

Field	Value
Invoice Number	0001-8
Date And Time	04-Nov-2025, 17:06
Invoice Status	PAID
Cash Point	Cashier's Office
Cashier	68-7 - kogutu kogutu

Buttons for 'Print', 'Close Bill', and 'Additional Payment' are visible. A dropdown menu for 'Print' includes options: 'Print invoice', 'Print receipt', 'Print Bill Statement', and 'Balance'. The 'Balance' is listed as KES 0.00. Below the summary, two print preview windows are shown side-by-side. Both windows feature the Sabatia SCH logo and contact information. A yellow callout points to the logo, stating 'Updated logos for both Receipt and invoice'. The 'Print Preview Receipt' window shows the receipt details, including the date, time, receipt number, patient information, and a table of items:

Qty	Item	Price	Total
30	Paracetamol Tablet 500mg	3.00	90.00
Total			90.00

The 'Payment' section shows 'Insurance Payment' with a 'Ref No' of 90.00. The 'Print Preview Invoice' window shows the invoice details, including the date, time, invoice number, patient information, and a table of items:

No	Chargeable service/Item	Quantity	Unit price	Total
1	Paracetamol Tablet 500mg	30	Ksh 3.00	Ksh 90.00
Total: Ksh 90.00				

The 'Payment' section of the invoice shows a table with columns: No, Payment Method, Amount Paid, Balance Due, and Date & Time.

No	Payment Method	Amount Paid	Balance Due	Date & Time
1	Bill Total	Ksh 90.00	Ksh 90.00	-
2	Insurance Payment	Ksh 90.00	Ksh 0.00	04/11/2025 17:07

The final balance is listed as Ksh 0.00. Both preview windows have a 'Close' button at the bottom.

*****THE END*****