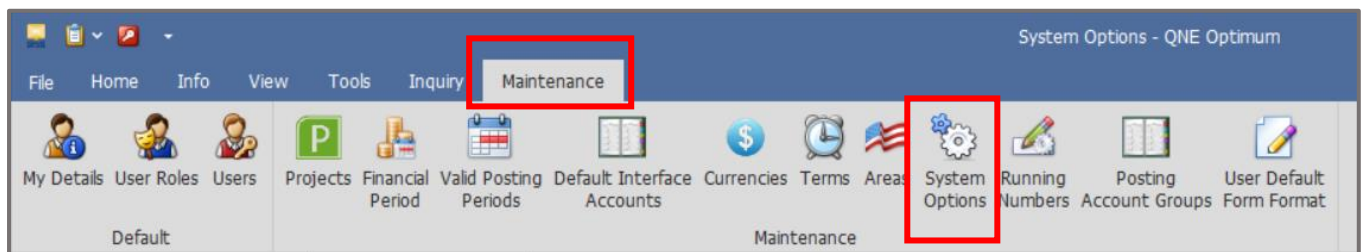# How to edit Account Code Format for GL Account, Customer and Supplier

Overview:

Upon Database creation, there is already a predefined format for GL Account Code, Customer Code, and Supplier Code. However, these default set codes can be amended based on user preference to align it with company's existing code format.

Procedure:

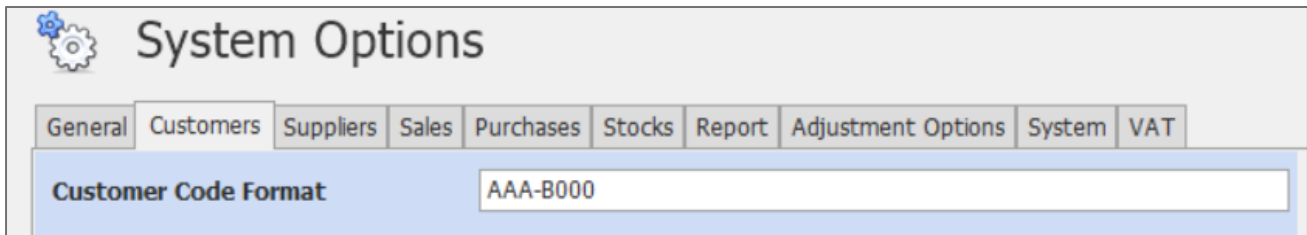1. To change the Code format, go to Maintenance > System Options:

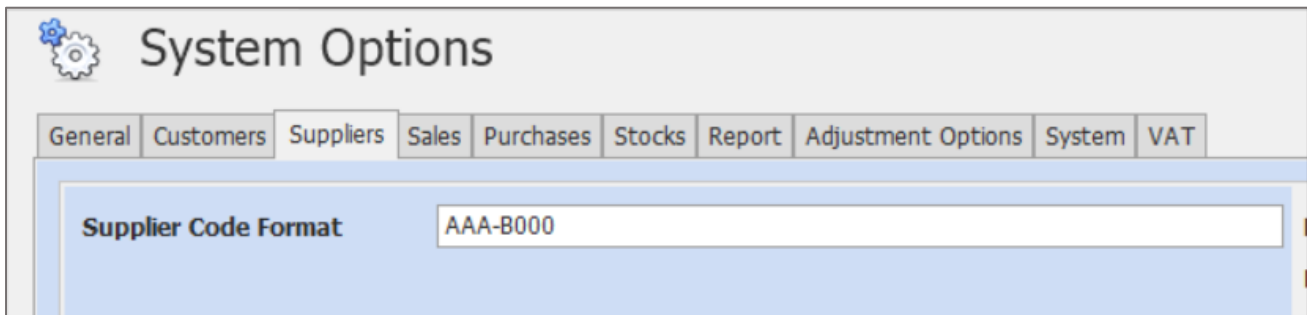1.1. For *GL Account Code*, go to *General Tab > Account Code Format*
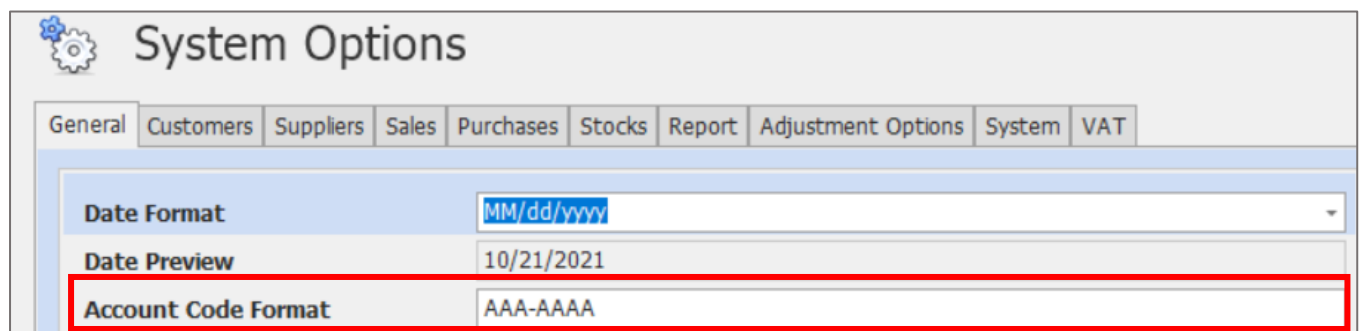
The default format set is AAA-AAAA where Letter A means Alphanumeric (A-Z, 0-9) character in the position.

1.2. For **Customer Code**, go to *Customers Tab > Customer Code Format*

1.3. For **Supplier Code**, go to *Suppliers Tab > Supplier Code Format*

For both Customer and Supplier Codes, the default format is set to AAA-B000 where AAA represents the first 3 digit of the GL Account Code based on associated Control Account, B means getting the first letter of the Company Name and 000 as the system auto generated Running Number.

Notes:
- GL, Customer and Supplier Codes should not exceed 20 characters
- Leaving the field empty or blank will make the Account/Customer/Supplier Code Format as a free text format

Application:

Given that the following Codes has been changed.

1. GL Account Code

Account Code Format	A-AAA

Output:

Chart Of Accounts

Enter text to search...		Find	Cle
Description		Account Code	
∨ CURRENT ASSETS		BCA	
BPI		1-001	

2. Customer Code

General	Customers	Suppliers	Sales	Purchases	Stocks	Report	Adjustment Options	System	VAT

Customer Code Format	B-0000

Output:

Customers

Customer Name COMPANY ABC

☐ Group Company

Control Account 103-0000   Classification

Customer # C-0001   Auto Code

3. Supplier Code

General	Customers	Suppliers	Sales	Purchases	Stocks	Report	Adjustment Options	System	VAT

Supplier Code Format	AAA-B-0000

Output:

Suppliers

Supplier Name ABC COMPANY

Control Account 301-0000

Supplier Code 301-A-0001   Auto Code

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://support.qne.com.ph