

HOW TO DISABLE LOWER CASE IN CHART OF ACCOUNTS?

Scenario:

Supervisor requires generation of Financial Reports to be clean and uniform, thus, wanted to have all Account Names to be in Upper Case. However, User may still forget and encode it in Toggle Case.

Procedure:

To Disable Lower Case in Chart of Accounts Description, Go to Maintenance Tab > System Options

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My Details User Roles Users	P ES La Cost Centres Financial Valid Posting Default Interface Currencies Terms Areas System Surning Meter Biling Posting User Default Options Numbers Account Setup Account Groups Form Format Maintenance
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🚜 General Ledger	
& Customer	
🚚 Supplier	
🏇 Sales	
📇 POS	SOFTWARE
🛒 Purchases	
Stocks	
VAT	

Under General Tab, *Untick* 'Allow Lower Case in the Description of Accounts' then Save.

General Customers Suppliers Sales	Purchases Stocks Report Adjustment Options System Finance Charge VAT			
Date Format Date Preview Account Code Format Forex Gain/Loss Posting Strateg	MM/dd/yyyy 09/14/2021 AAA-AAA v Detailed Posting Allow Lower Case in the Description of Accounts	* RV - Post Desc to GL	Follow Last Saving Use International Financial Reporting Standard (IFRS) Allow Modify After BankRecon Allow Modify After KnockOff Enable Invoice Tax Type	v
PV - Post Desc to GL	Consolidate Tax Posting in Journal Follow Last Saving	•	 ✓ Allow Multiple Windows ✓ Compulsory select Payment Method 	

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Now, go to General Ledger > Chart Of Accounts and try to edit an Account.

Navigation	Image: Second system Image: Second system Image: Second system Ima							
Navigation 📑 *	× Chart Of Accounts ×							
General Ledger	Chart Of Accounts							Common Tasks
Chart of Accounts	Chart of Accounts						1.010.029 0	a.sea.241
Assets And Depreciation							101623.0	Ø Edit
🕗 Journal Entries								🕱 Delete
🚯 Receipt Vouchers	Enter text to search	• Find	Clear					🛤 Print
💈 Payment Vouchers	(*) Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax	🔁 Online Help
	- # CURRENT ASSETS	BCA						*
Dashboard	 	101-0000		BAC	PHP			🍱 Import From
🗓 General Ledger	CASH ON HAND	102-0000		CAC	PHP			Close Close
	ACCOUNTS RECEIVABLE - TRADE	103-0000		DAC	PHP			
🚨 Customer	ACCOUNTS RECEIVABLE - OTHERS	104-0000		DAC	PHP			
🖉 Supplier	ADVANCES TO EMPLOYEE	105-0000			PHP			
supplier 🖉	STOCK INVENTORY	106-0000		SAC	PHP			
🛞 Sales	INPUT VAT	107-0000			PHP			
E 200	CREDITABLE WTAX	108-0000			PHP			
🐴 POS	DEFERRED INPUT VAT	109-0000			PHP			
🐖 Purchases	PROPERTY, PLANT AND EQUIPMENT	BFA						
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	> # SALES	INC						
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The system will not allow Lower Case in Description.

Account Entry						
Account Info Attachments Notes Settings	Common Ta: >>					
Account Type CURRENT ASSETS	💾 Save					
Sub GL Account of 101-0000(CASH IN BANK)	Close					
GL Account Code 101-0030						
Description BANCO DE ORO						
Currency PHP Revaluation Required						
DRCR Debit Credit						
Special Account Type Bank Account						
Include in Cash Flow Forecast Advisor						
Bank Account #						
VAT						
Input Tax Code N/A 👻						
Output Tax Code N/A 👻						
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