



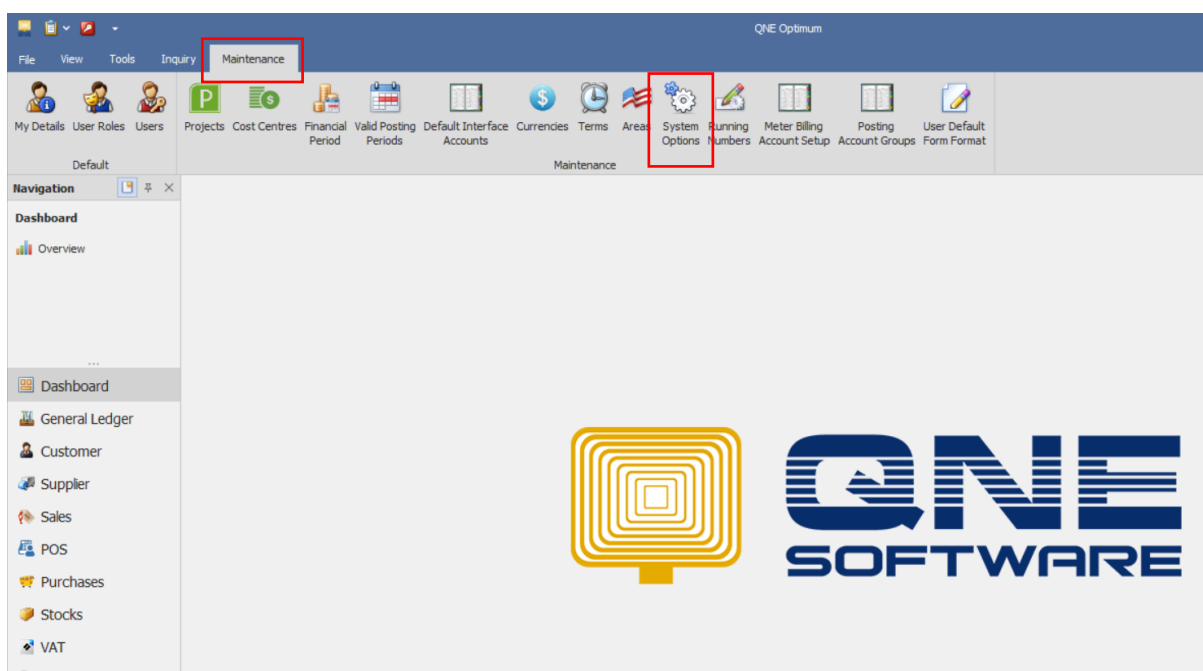
## HOW TO DISABLE LOWER CASE IN CHART OF ACCOUNTS?

### Scenario:

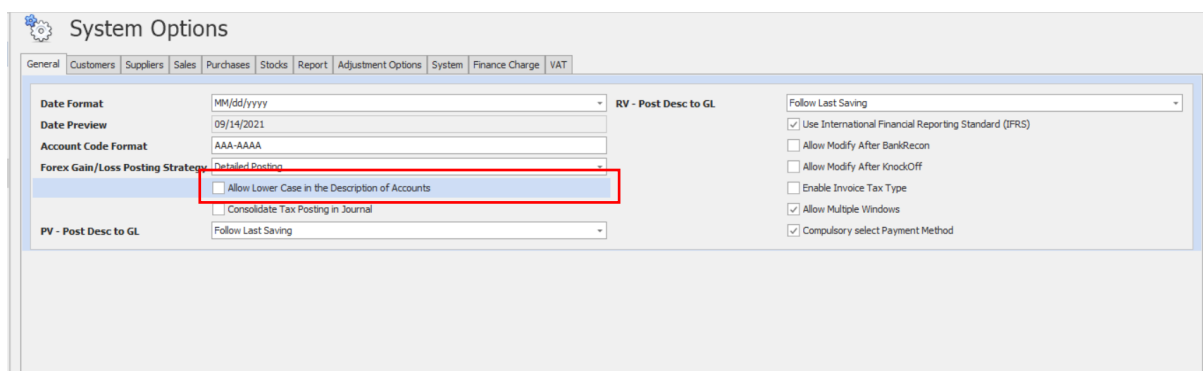
Supervisor requires generation of Financial Reports to be clean and uniform, thus, wanted to have all Account Names to be in Upper Case. However, User may still forget and encode it in Toggle Case.

### Procedure:

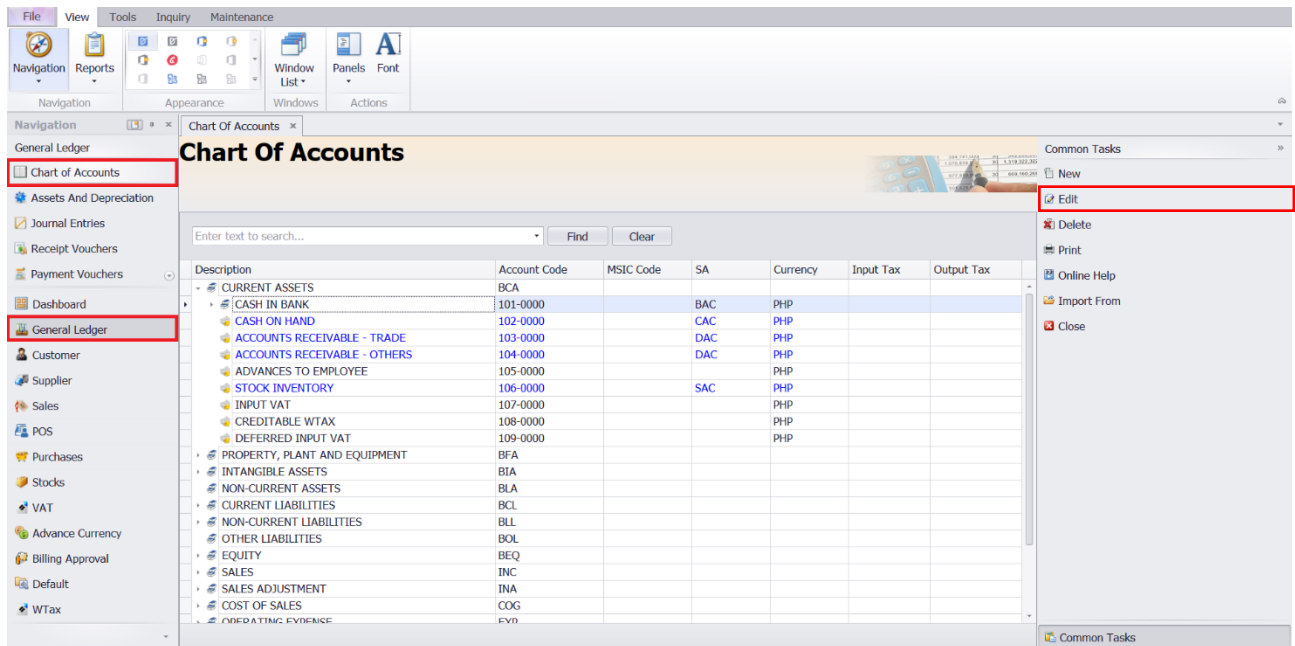
To Disable Lower Case in Chart of Accounts Description, Go to Maintenance Tab > System Options



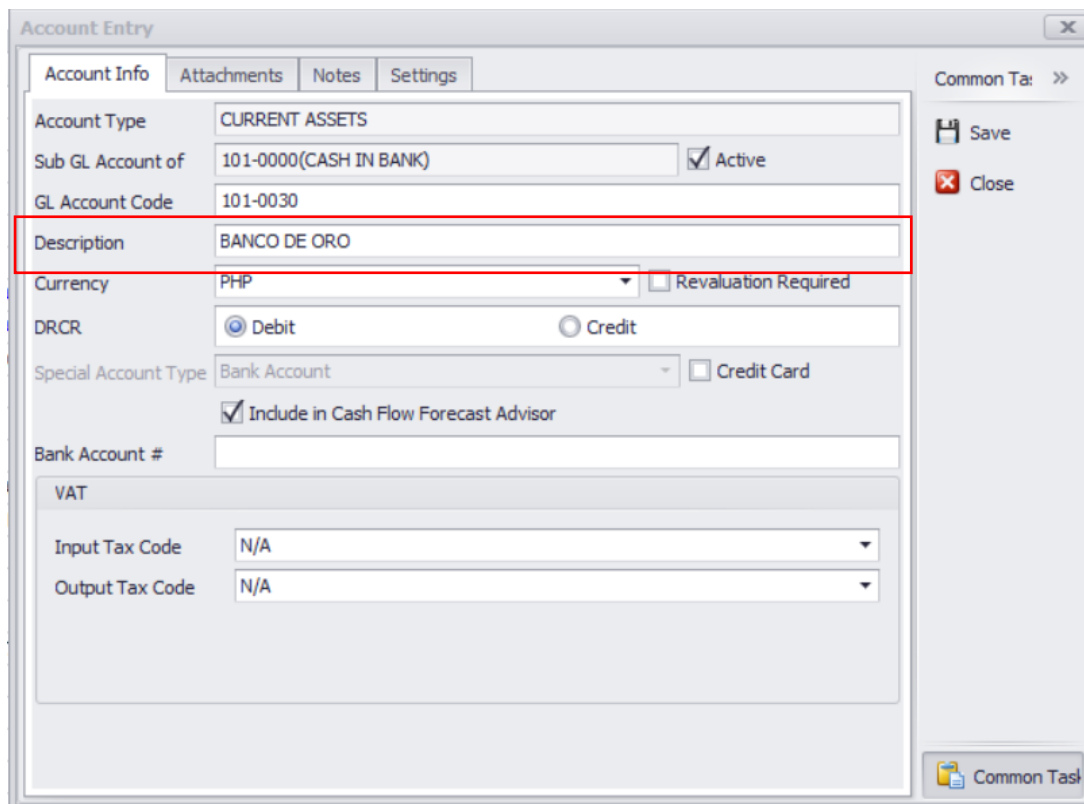
Under General Tab, **Untick** 'Allow Lower Case in the Description of Accounts' then Save.



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



The system will not allow Lower Case in Description.



Account Entry

Account Info | Attachments | Notes | Settings

Account Type: CURRENT ASSETS

Sub GL Account of: 101-0000(CASH IN BANK) ☒ Active

GL Account Code: 101-0030

Description: BANCO DE ORO

Currency: PHP ☐ Revaluation Required

DRCR: ☒ Debit ☐ Credit

Special Account Type: Bank Account ☐ Credit Card

☒ Include in Cash Flow Forecast Advisor

Bank Account #:

VAT

Input Tax Code: N/A

Output Tax Code: N/A

Common Ta: >>

Save

Close

Common Task