



How to Change Company Date Format

Overview:

Upon database creation, there is already a default date format mm/dd/yyyy (e.g., 10/27/2022). However, the default date format can be amended based on user preference.

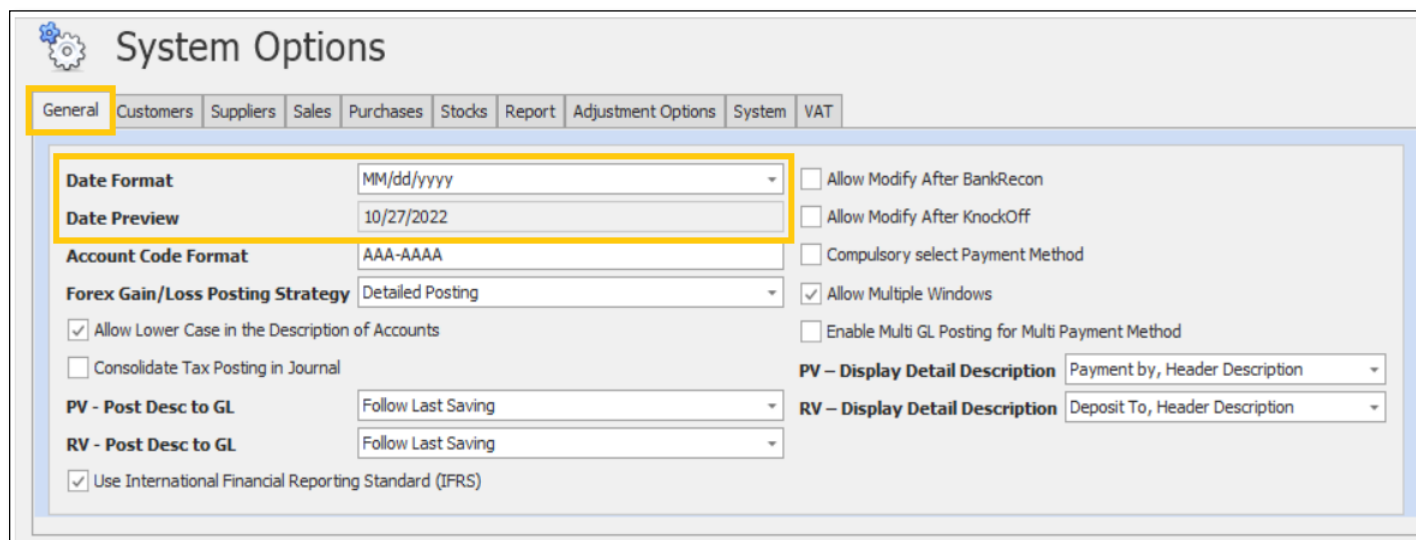
Procedure:

1. Go to **Maintenance > System Options**



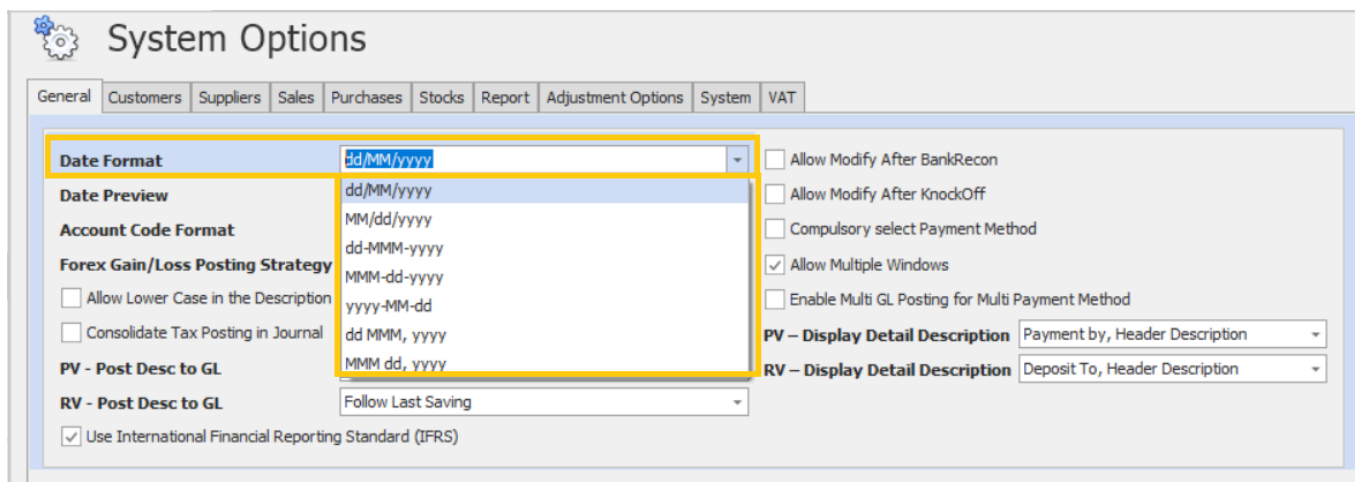
2. Under **General Tab > Date Format**, The default Date Format is MM/dd/yyyy, and the output can be seen in the Date Preview field.

For Example: October 27, 2022 = 10/27/2022



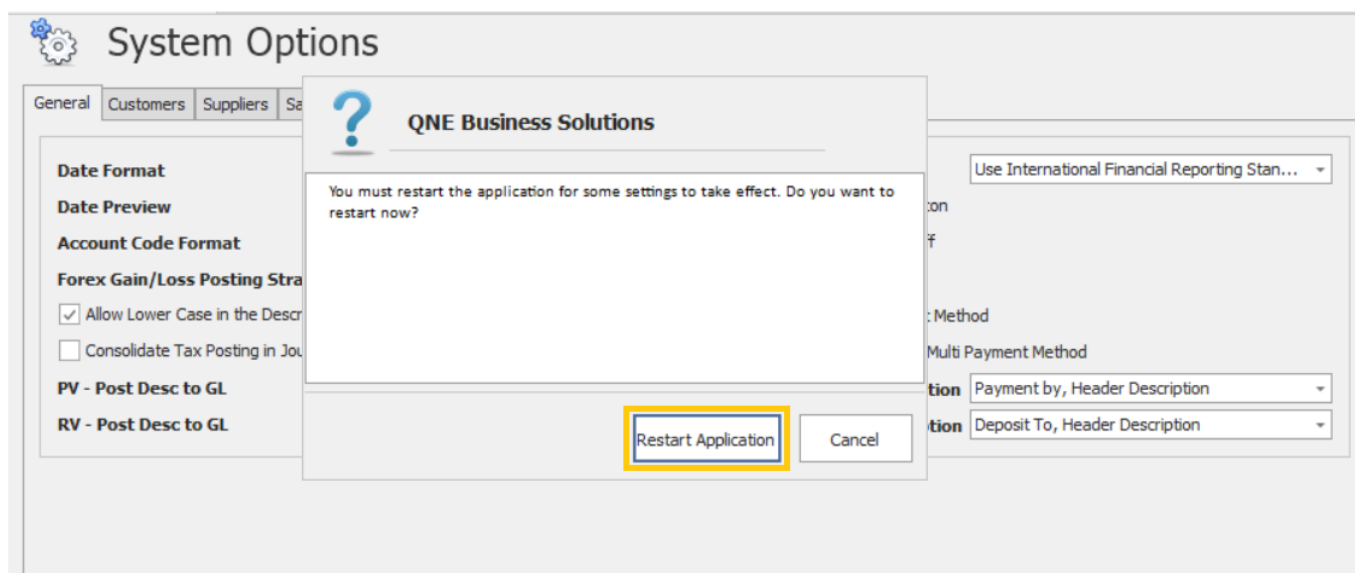
3. To change **Date Format**, it's either Type or dropdown date format to choose

Once done, click **Save**



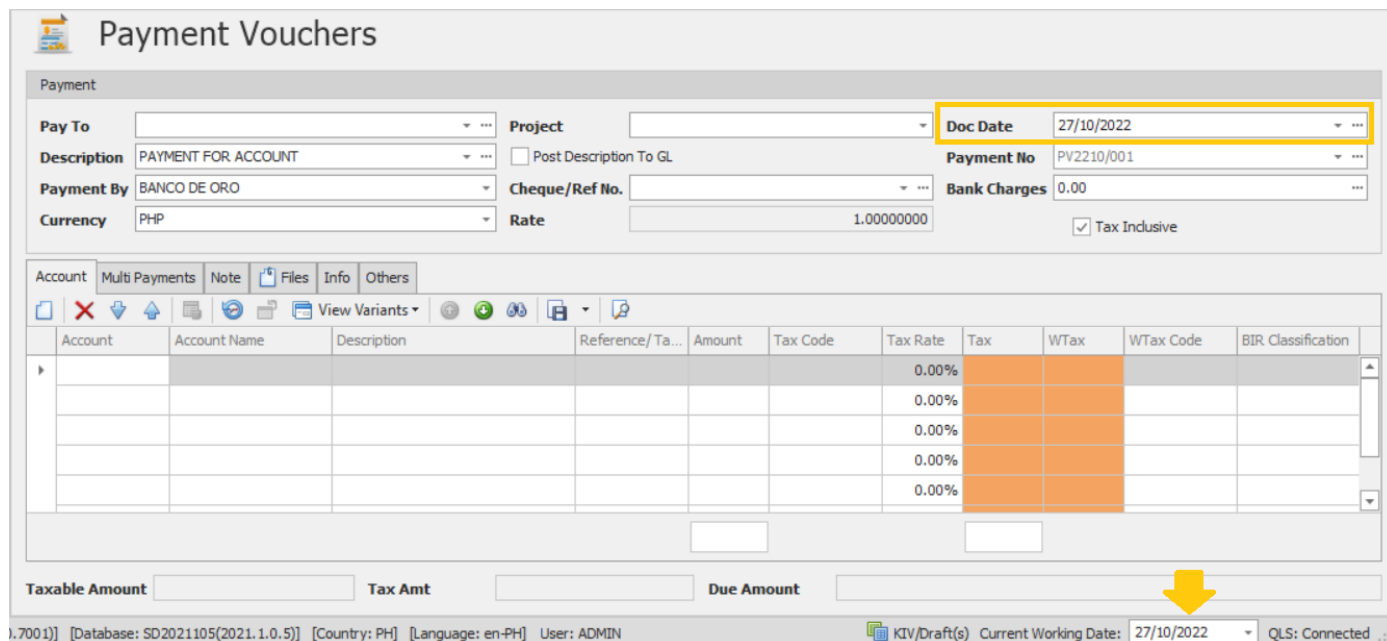
The system will prompt you to restart to apply the changes.

Click **Restart Application**.



Application:

Upon login again, new date format has been applied.



Payment Vouchers

Payment

Pay To: Project: Doc Date: 27/10/2022

Description: PAYMENT FOR ACCOUNT ☐ Post Description To GL Payment No: PV2210/001

Payment By: BANCO DE ORO Cheque/Ref No.: Bank Charges: 0.00

Currency: PHP Rate: 1.00000000 ☒ Tax Inclusive

Account Multi Payments Note Files Info Others

View Variants

Account	Account Name	Description	Reference/ Ta...	Amount	Tax Code	Tax Rate	Tax	WTax	WTax Code	BIR Classification
						0.00%				
						0.00%				
						0.00%				
						0.00%				
						0.00%				

Taxable Amount: Tax Amt: Due Amount:

1,7001]] [Database: SD2021105(2021.1.0.5)] [Country: PH] [Language: en-PH] User: ADMIN KIV/Draft(s) Current Working Date: 27/10/2022 QLS: Connected

Note: This will also apply to all user accounts within the company where the changes were made.



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