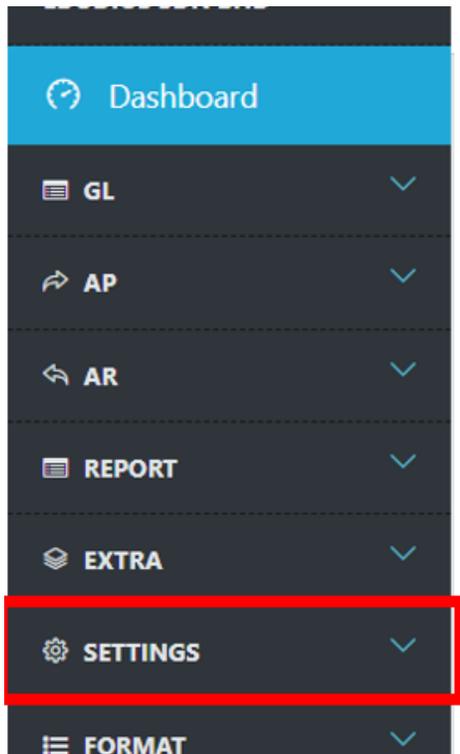
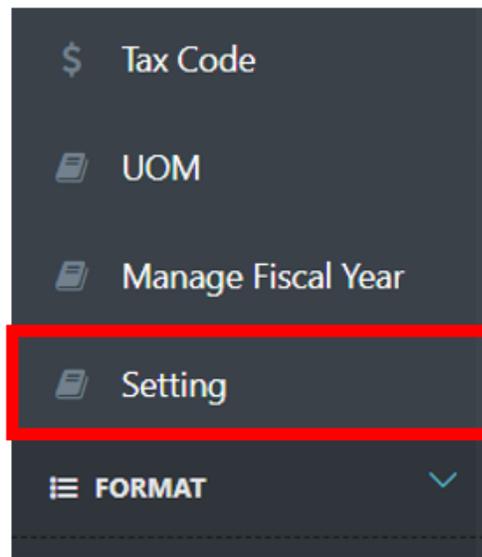


Step 2 - Manage Account Code Format

1.

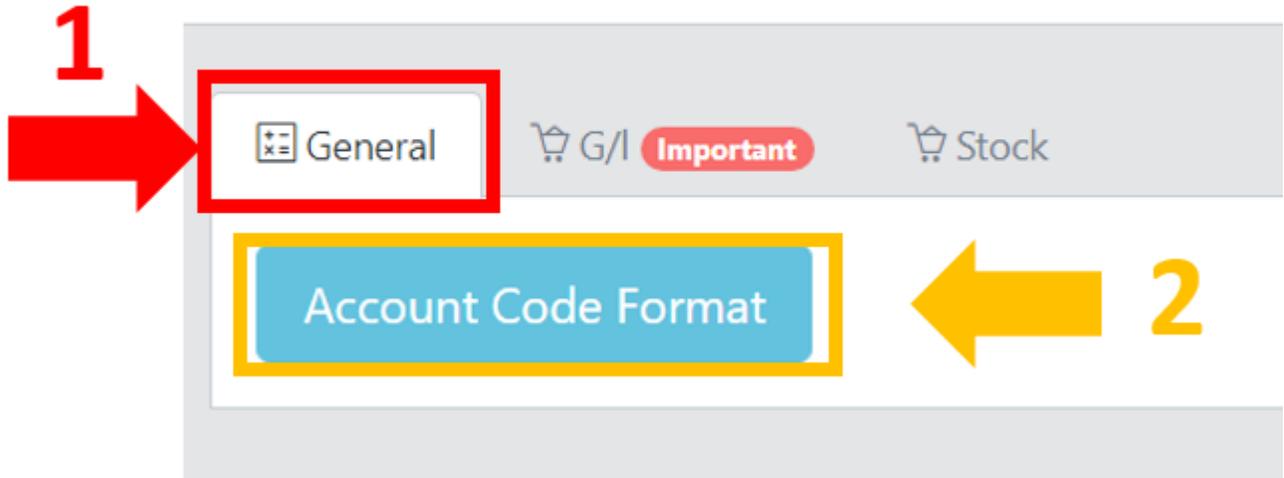


and click **Settings > Settings**.



2.

When you view this page, please click account code format to do setting.



4. The system will set the default format for you when you create need account book.
 1. If you want to change the chart of account code format, you can edit in account code format (**red color box**).
 2. If you want to change the debtor or creditor format, you can edit the the automatic generate debtor / creditor code format (**yellow color box**)
.
 3. When you edit the format, you need to follow the

standard at the table.

Account Code Format

Account Code Format	AAA-AAAA
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* Remark : Max 12 Character

Character	Meaning
L	An L character requires an uppercase alphabetic character only in
A	An A character requires an alphanumeric only in this position, which is A-Z, 0-9.
0	An 0 character requires an numeric character only in this position.
/ - () { }	Literal

Automatic Generate Debtor Code Format	PPP-F000
Automatic Generate Creditor Code Format	PPP-F000

* Remark : Max 12 Character

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