



# How to change Account Code, Customers code and Suppliers code format in System Option

## Scenario:

- In Chart of Account, there is default account code.

Chart Of Accounts

Enter text to search... Find Clear

Description	Account Code	MSIC Code
SALES	INC	
SALES - SOFTWARE	100-0100	
SALES - HARDWARE	100-0200	
SALES - PERIPHERALS	100-0300	
SALES - SERVICES	100-0400	
SALES ADJUSTMENT	INA	
LESS: COST OF SALES	COG	
ADD: OTHER INCOME	OTI	
LESS: EXPENSES	EXP	

- In this guide, you will learn how to change the account code, the below is an example of the outcome.

Chart Of Accounts

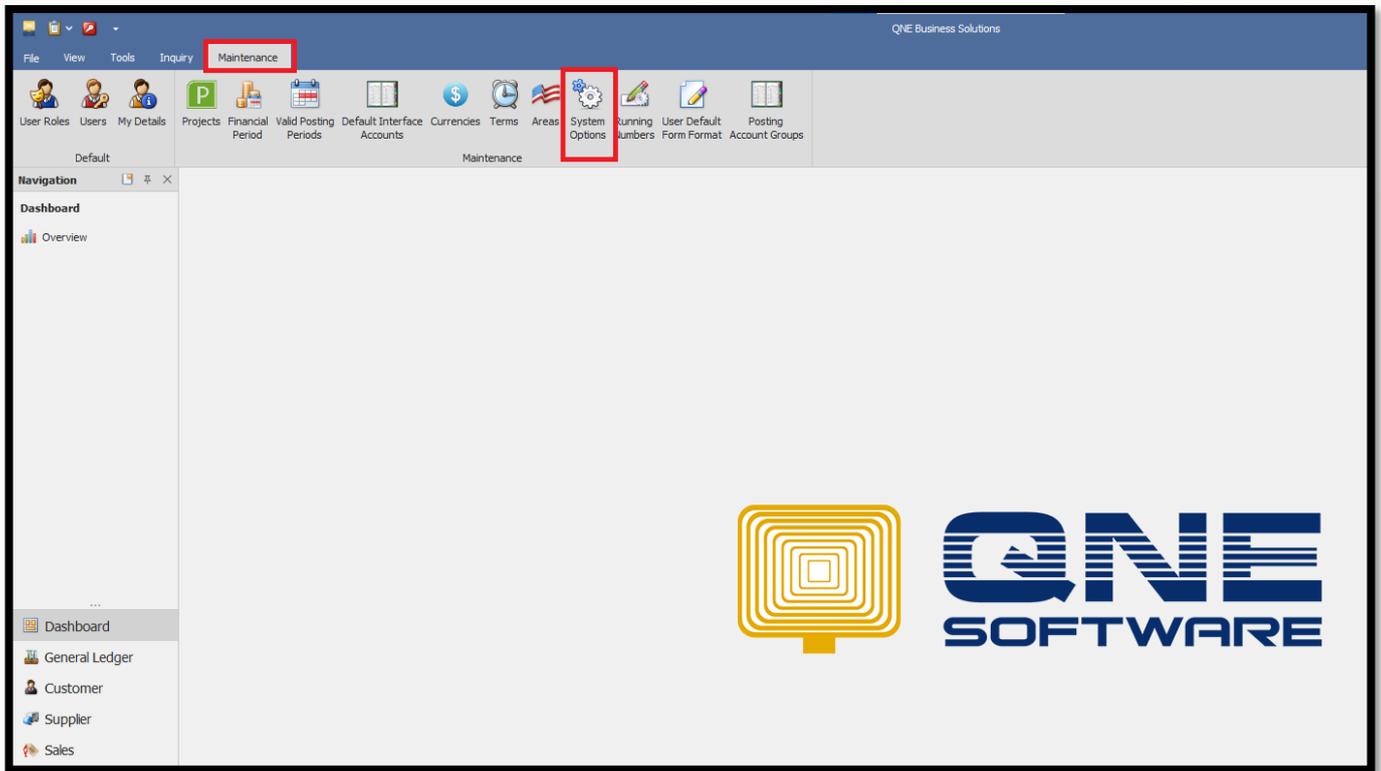
Enter text to search... Find Clear

Description	Account Code	MSIC Code
SALES	INC	
SALES - SOFTWARE	1000/1000	
SALES - HARDWARE	1000/2000	
SALES - PERIPHERALS	1000/3000	
SALES - SERVICES	1000/4000	
SALES ADJUSTMENT	INA	
LESS: COST OF SALES	COG	
ADD: OTHER INCOME	OTI	
LESS: EXPENSES	EXP	

- It might be used due to the default Account Code format has insufficient length, excessive length, or required to follow the company standard format.

# Solution

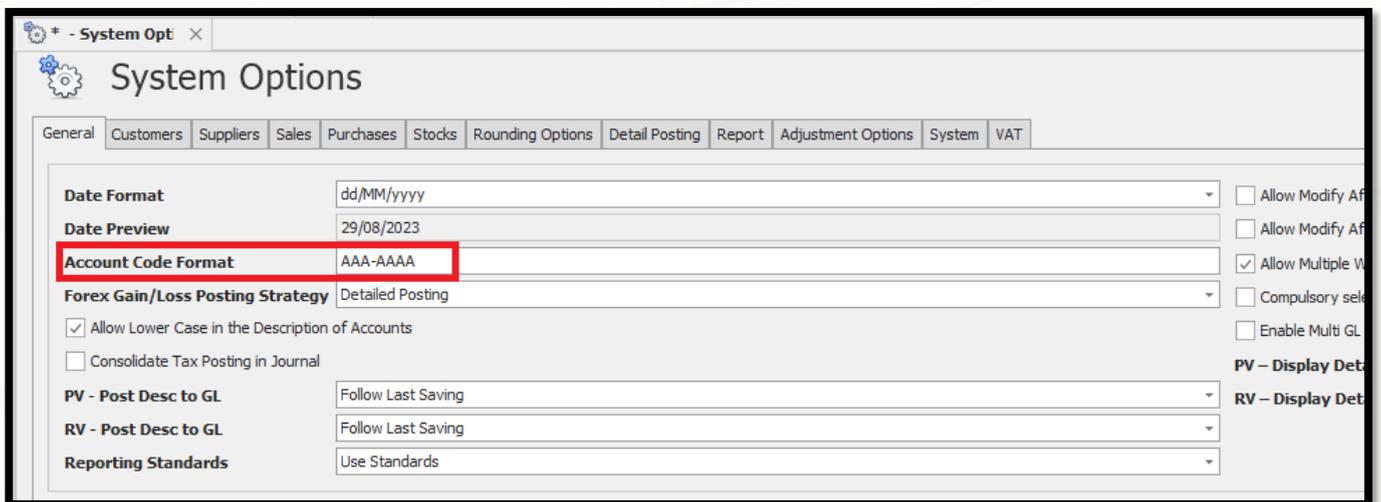
## 1. Go to Maintenance > System Option



## 2. In the system option, under General > Account Code Format

## 3. By default, it is set to AAA-AAAA

Which 3 digits in front, following by dash ( - ) then 4 digits behind



- Let's say you would like to change the format to 4 digits in front, following by slash (/) and 4 digits behind (*Sample output 1000/0000*)

You can change the format to AAAA/AAAA > Save it

**System Options**

General Customers Suppliers Sales Purchases Stocks Rounding Options Detail Posting Report Adjustment Options System VAT

**Date Format** dd/MM/yyyy  Allow Modify Aft

**Date Preview** 30/08/2023  Allow Modify Aft

**Account Code Format** AAAA/AAAA  Allow Multiple W

**Forex Gain/Loss Posting Strategy** Detailed Posting  Compulsory sele

Allow Lower Case in the Description of Accounts  Enable Multi GL F

Consolidate Tax Posting in Journal **PV – Display Deta**

**PV - Post Desc to GL** Follow Last Saving **RV – Display Deta**

**RV - Post Desc to GL** Follow Last Saving

**Reporting Standards** Use Standards

- Go to General Ledger > Chart of Accounts



Notice that the existing account codes still refer to the old format AAA-AAAA  
So you need to edit the existing codes as well to the new format

**Chart Of Accounts**

Enter text to search... Find Clear

Description	Account Code	MSIC Code	SA	Currency	Input Tax	Output Tax
SALES	INC					
SALES - SOFTWARE	100-0100			RM		
SALES - HARDWARE	100-0200			RM		
SALES - PERIPHERALS	100-0300			RM		
SALES - SERVICES	100-0400			RM		
SALES - OVERSEA	100-0500			RM		
SALES ADJUSTMENT	INA					
LESS: COST OF SALES	COG					
ADD: OTHER INCOME	OTI					
LESS: EXPENSES	EXP					
LESS: TAXATION	TAX					
ADD: EXTRA ORDINARY INCOME	EOI					
ADD: EXTRA ORDINARY EXPENSES	EOE					
APPROPRIATION ACCOUNT	APP					
FIXED ASSETS	BFA					
INTANGIBLE ASSETS	BIA					
CURRENT ASSETS	BCA					
CURRENT LIABILITIES	BCL					
LONG TERM ASSETS	BLA					
EQUITY	BEQ					
LONG TERM LIABILITIES	BLL					
OTHER LIABILITIES	BOL					



6. Click New to create an account as 1000/9000  
Please notice that system is followed the new account code format setting as AAAA/AAAA

System Options Chart Of Accounts X

## Chart Of Accounts

Ent Account Entry X

Account Info Notes

Account Type SALES

Sub GL Account of  Active

GL Account Code 1000/9000

Description SALES

Currency RM

DRCR  Debit  Credit

**GST/SST**

Input Tax Code N/A

Output Tax Code N/A

Major Industry Code

SST Tariff Code N/A

Common T >

Save

Close

... Common

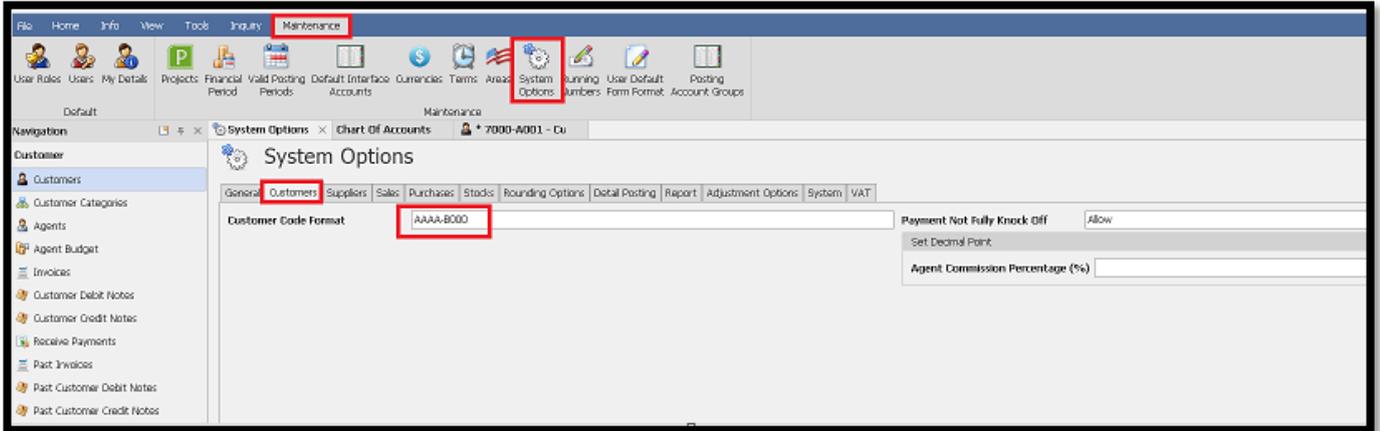
OTHER LIABILITIES BOL



It is advice to change the customer & supplier account code format as well If you have changed the account code format for GL Account code

### How to change Customer Code format:

Maintenance > System Options > Customers



### How to change Supplier Code format:

Maintenance > System Options > Suppliers

