



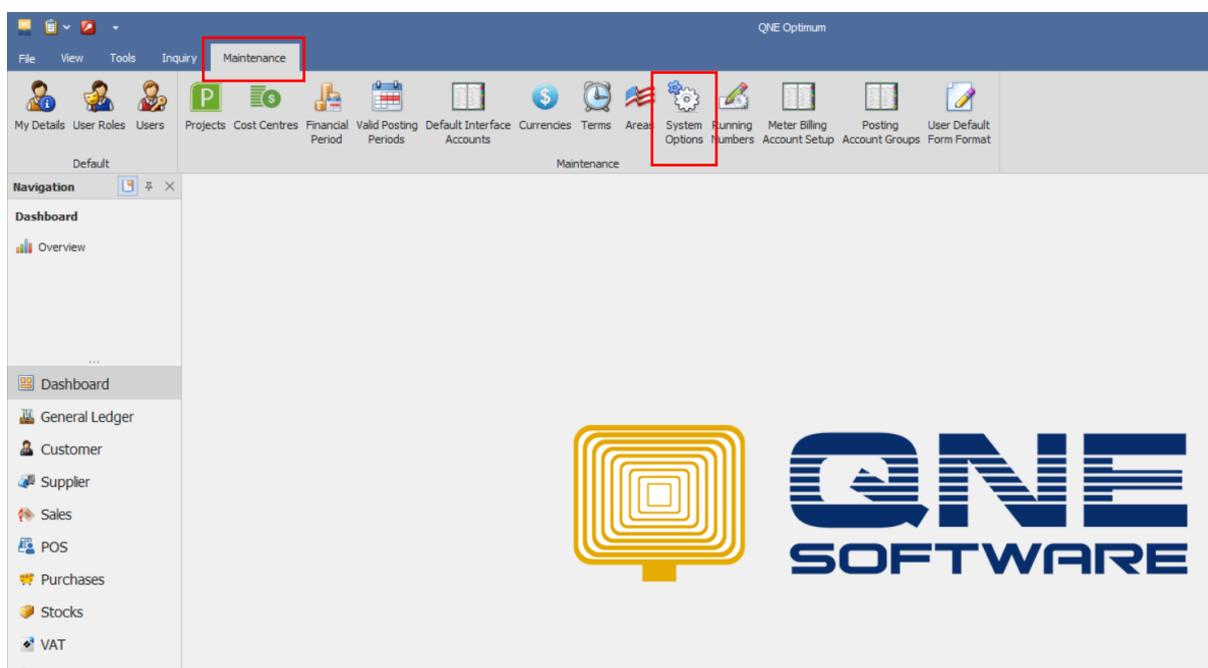
HOW TO DISABLE LOWER CASE IN CHART OF ACCOUNTS?

Scenario:

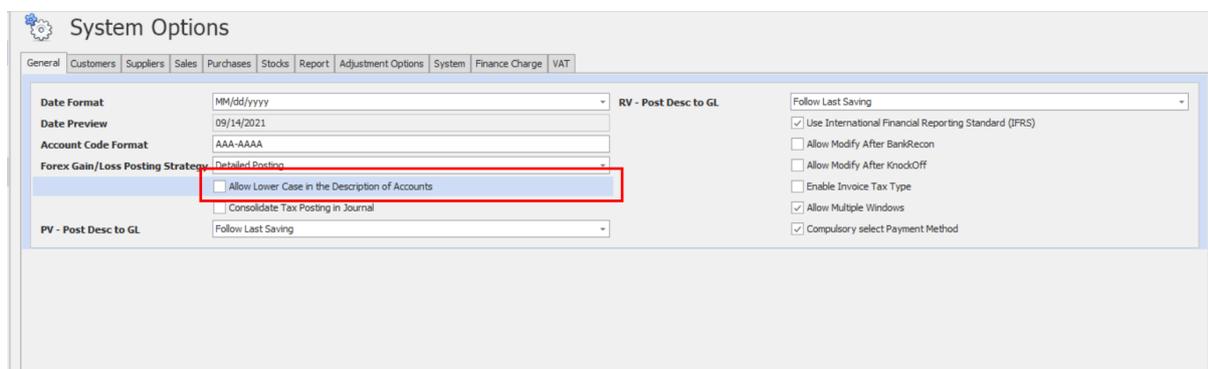
Supervisor requires generation of Financial Reports to be clean and uniform, thus, wanted to have all Account Names to be in Upper Case. However, User may still forget and encode it in Toggle Case.

Procedure:

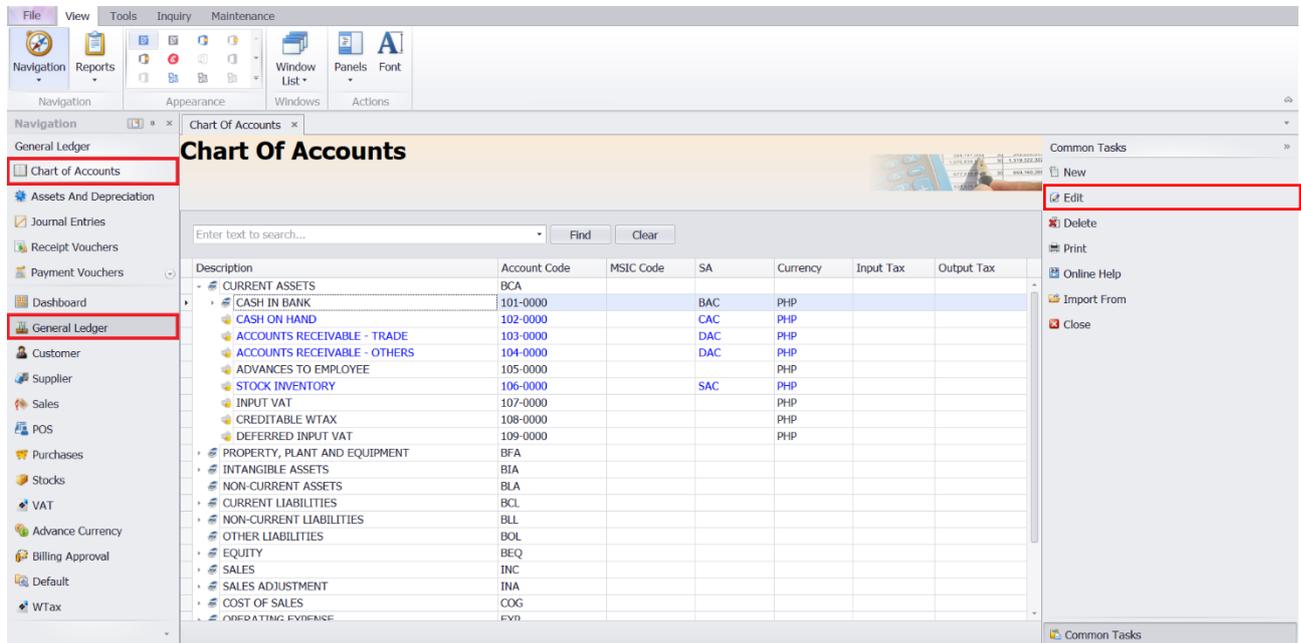
To Disable Lower Case in Chart of Accounts Description, Go to Maintenance Tab > System Options



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.

