Changing the Default Postal and Phone Formats

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This guide explains how to change the default postal and phone formats. It is intended for system administrators.

aACE initially provides options for configuring the postal format and the phone format.

Postal Format

You can set the default postal format by navigating from Main Menu > Internal > Management Preferences > Branding:

		Billing	Procurement	Production	Shipping				
Report Header		Dimensions: 585px wide by 125px tall. JPG or PNG			Business Settings				
					Business Hrs Start 09:00 AM	05:00 PM	Regional Defaul	t Postal Format	Region Edition
port Footers									
ler Footer Text								Preferred Order	Printout
	Text							Preferred Purcha	ase Order Printout
chase Order Footer									
chase Order Footer								Preferred Invoic	e Printout

When you create companies and contacts, the postal format is automatically structured based on this setting.

Phone Format

You can specify the default phone format:

- 1. Navigate from Main Menu > System Admin > Postal Formats.
- 2. Click the postal format you want to change.

- 3. Click Edit.
- 4. Click the **Phone Format field** and select the preferred format.

E 🗢 Record: 1 of 2	New 🌵 Edit 🌮 I	Delete 🗶 Print 🗟 🛛 Actions 🤉
Postal Format: American		ACTIVE
Postal Format Details	Notices 😣 Task	es 🗹 Emails 🎦 Docs (
Postal Format		
Phone Format Country Code Currenc (###) ###-#### USD USD	CY	
< <company>> <<name>> <<department>> <<address> <<clty>>, <<region>> <<code>></code></region></clty></address></department></name></company>		
Merge Fields Available for Mail Format < Contact or Employee Name < Company to Office Name Company to Office Name <		
< <country>> Country</country>		

5. Click Save.