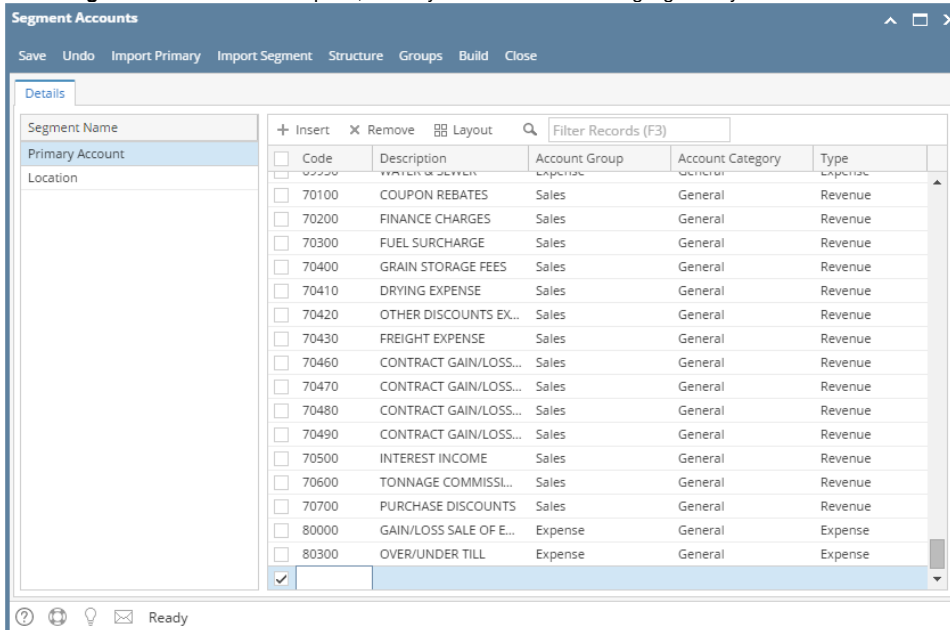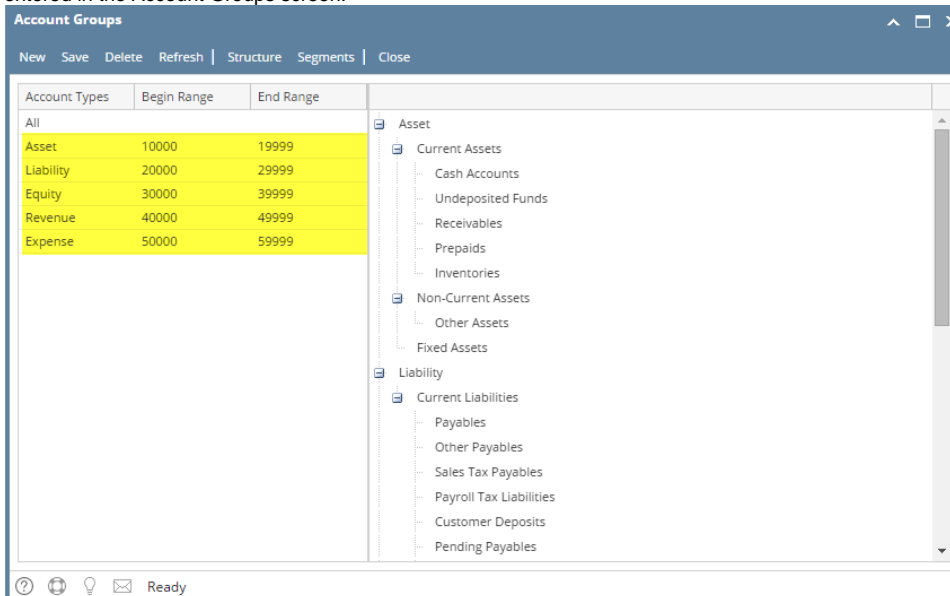# How To Create New Chart of Accounts

1. Open the **GL Account Detail** menu then click on **Segments**.
2. When **Segment Account** screen opens, Primary Account account is highlighted by default.

3. Clink Insert or scroll down to the next available blank row in the grid.
4. Enter Code, Description and Account Group. Account Type will be selected automatically based on the selected Account Group.
   Code must be unique. If the Origin Integration is turned off, the Code's validation will be based in the Begin and End Range of Account Types entered in the Account Groups screen.

5. Once Primary Code or Location is added, click Build.

6. In the **Build Account** screen, select the Primary and Location Codes then click on **Build**.

7. **Commit Chart of Accounts** will display. This screen will display the account id(s) that will be built. Click **Commit**.

Once successfully added, it will display the new account in **GL Account Detail | Chart of Accounts tab**.

There are two ways on how to open the New Account Wizard screen:

a. By opening **Chart of Accounts** from **General Ledger Maintenance > Chart of Accounts** and then click the **New** button.
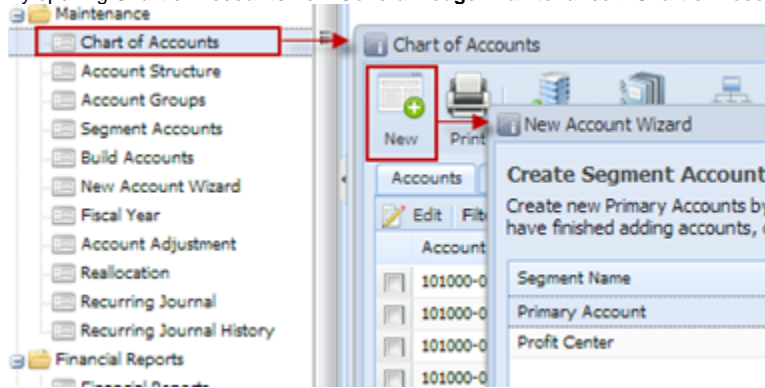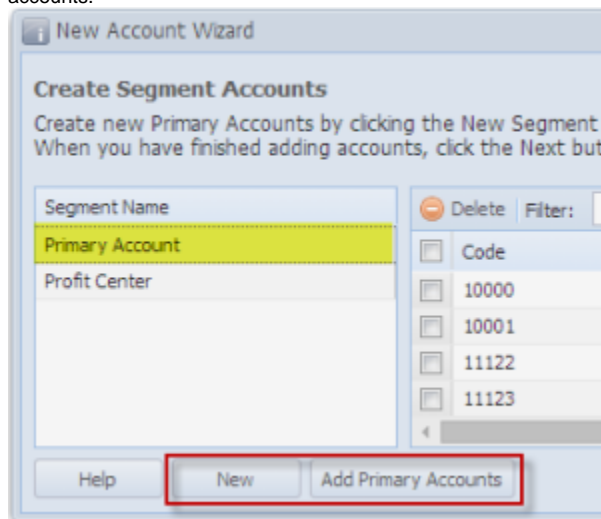

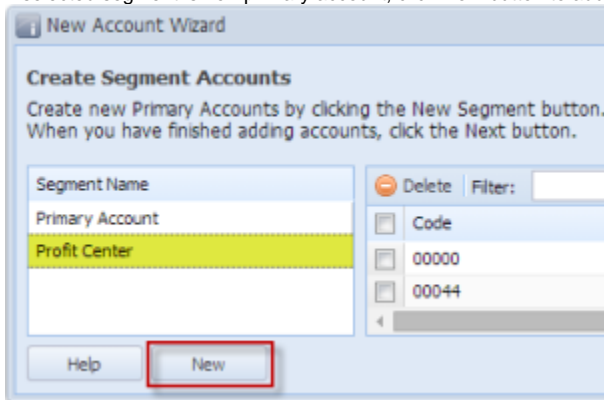b. By clicking the **New Account Wizard** from **General Ledger Maintenance** menu.
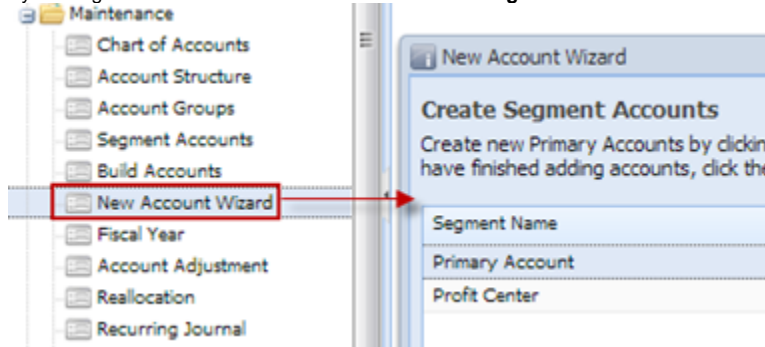
Here are the steps on how to create/add new Chart of Accounts:

1. The first window of the wizard is the **Create Segment Accounts**.
   a. If selected segment is a primary account, click **New** button to add new segment or click **Add Primary Account** button to import primary accounts.
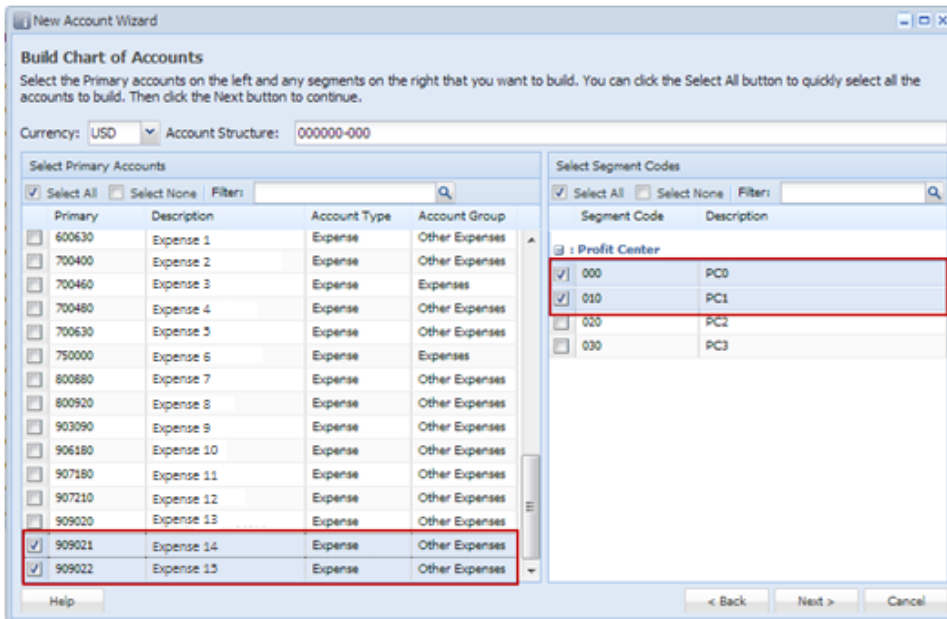
b. If selected segment is non-primary account, click **New** button to add new segment

2. Click **Next** to move to **Build Chart of Accounts** window. Select the primary account and segment codes to be built by checking the check box for each code.
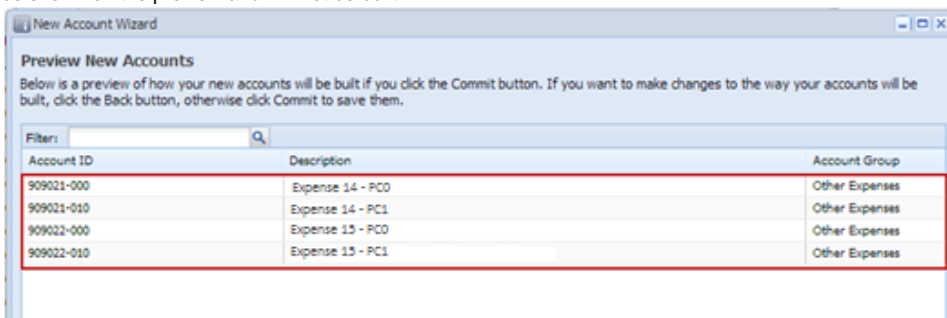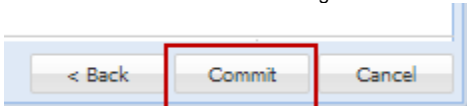

3. Click **Next** to preview the accounts to be built. In case that a selected combination of primary account and segment already exists, it will no longer be shown on the preview and will not be built.

4. Click **Commit** button to start building the accounts. This will also start the synchronization process of **i21** and **Legacy**.

5. Click **Ok** on the message to complete the wizard. All created i21 accounts will be added in the Legacy COA.