


How To Create Account Structure

1. From **General Ledger**, click on **Account Structure** button. The Account Structure screen will open.

**Origin Integration**

If you are a new customer, you can hide the Origin tab. To do this, simply turn **OFF** the **Origin Integration** from the **Company Configuration**. This will prevent the **Origin** tab from displaying on the Account Structure screen.

Company Configuration

OK Cancel

System Manager

Tank Management

Sales

Purchasing

Help Desk

Notes Receivable

Contract Management

Payroll

Risk Management

System Manager

Audit Log (1)

Attachment (0)

Origin Integration: ☐

Source System:

Default Fields

Functional Currency:

USD

Reporting Currency:

Country:


Default Accounting Method

☒ Accrual

☐ Cash

2. Click on empty row to add new segments. Also, configure its **Length** and **Mask**.
- a. **Length** - this is the number of characters the structure will have.
 - i. For new customers, you can add as much segment as you want as long as the **total length of the structure** (primary codes + divider + segment codes) does not exceed **40** characters.
 - ii. For customer with Origin integration, maximum length of codes allowed is **16**. Eight for the Primary Account code and 8 for the Segment Codes. You can add as much segment as you want as long as the **total length of the combined segment codes** is 8.
 - b. **Mask** - this will determine what type, or types of characters can be used for account configuration. All valid mask characters accepted by the system together with its description are displayed when you clicked the Mask dropdown button.

Mask	Description
L	Requires an alphabetic character in this position. For U.S. this is A-Z and a-z.
I	Permits onl an alphabetic character in this position, but doesn't require it.
A	Requires and alphanumeric character in this position. For the U.S. this is A-Z, a-z, 0-9.
a	Permits only an alphanumeric character in this position, but doesn't require it.
C	Requires an arbitrary characters in this position.
c	Permits an arbitrary character in this position, but doesn't require it.
0	Requires a numeric character in this position.
9	Permits only a numeric character in this position, but doesn't require it.
#	Permits only a numeric character or a plus or minus sign in this position, but doesn't require it.

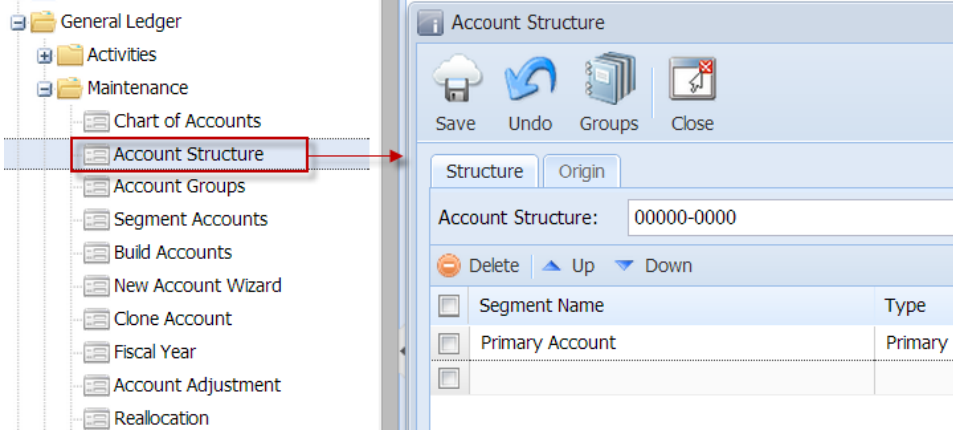
**Origin Integration**

If you are converting from Origin, **Origin Integration** from **Company Configuration** must be **ON**. All segments you entered on the **Structure** tab will also be available in **Origin** tab. These are the segments that will be mapped in **Origin COA** during synchronization process.

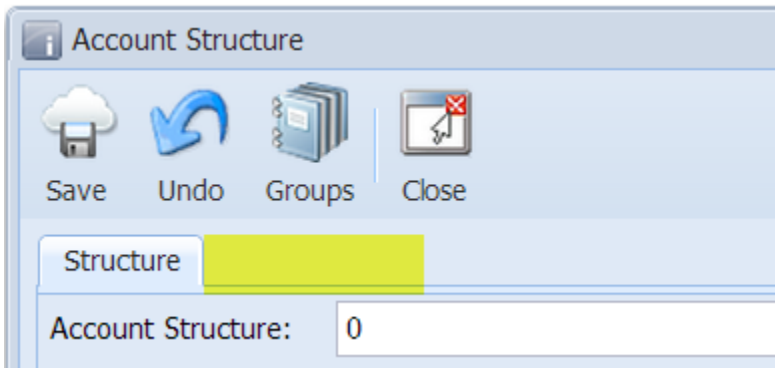
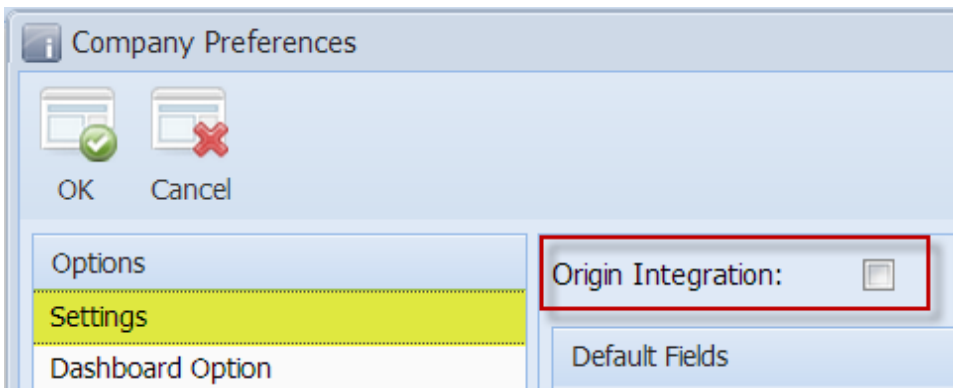
3. Click **Save** button to save the setup.

Here's how to set up your account structure:

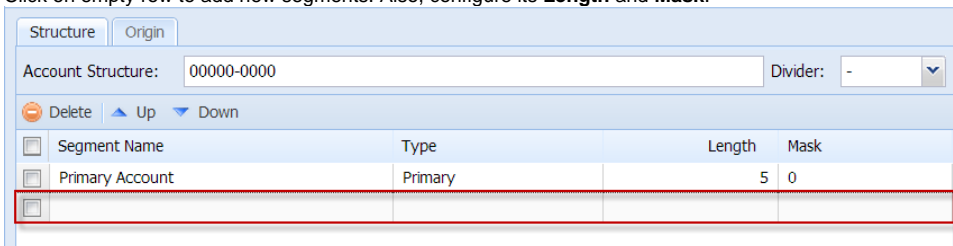
1. From **General Ledger Maintenance** menu, select **Account Structure**. The Account Structure screen will open.



If you are a new customer, you can hide the Origin tab. To do this, simply turn **OFF** the **Origin Integration** from the **Company Preferences**. This will prevent the **Origin** tab from displaying on the Account Structure screen.



2. Click on empty row to add new segments. Also, configure its **Length** and **Mask**.



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C	Requires an arbitrary characters in this position.
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9	Permits only a numeric character in this position, but doesn't require it.
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The top screenshot shows the 'Account Structure' window with the 'Structure' tab selected. It displays a table with columns: Segment Name, Type, Length, and Mask. The table contains two rows: 'Primary Account' (Type: Primary, Length: 5, Mask: 0) and 'Profit Center' (Type: Segment, Length: 4, Mask: 0). The 'Account Structure' field is set to '00000-0' and the 'Divider' is set to '-'. The bottom screenshot shows the same window with the 'Origin' tab selected. It displays a table with columns: Segment Name, Type, and Starting Position in Origin. The table contains two rows: 'Primary Account' (Type: Primary, Starting Position in Origin: 4) and 'Profit Center' (Type: Segment, Starting Position in Origin: 5).

3. Click **Save** button to save the setup.



Once the accounts have been created, modifying the account structure is not allowed.