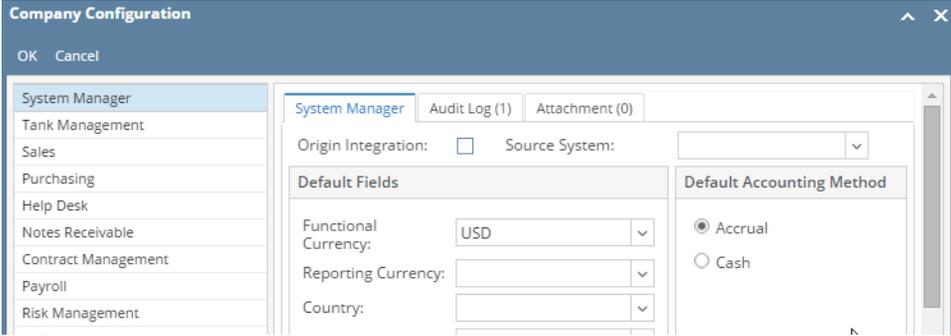


# How To Create Account Structure

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.



The screenshot shows the 'Company Configuration' dialog box with the 'System Manager' tab selected. The 'Origin Integration' checkbox is unchecked. The 'Default Accounting Method' section has 'Accrual' selected. The 'Default Fields' section shows 'Functional Currency' set to 'USD'.

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 on 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.

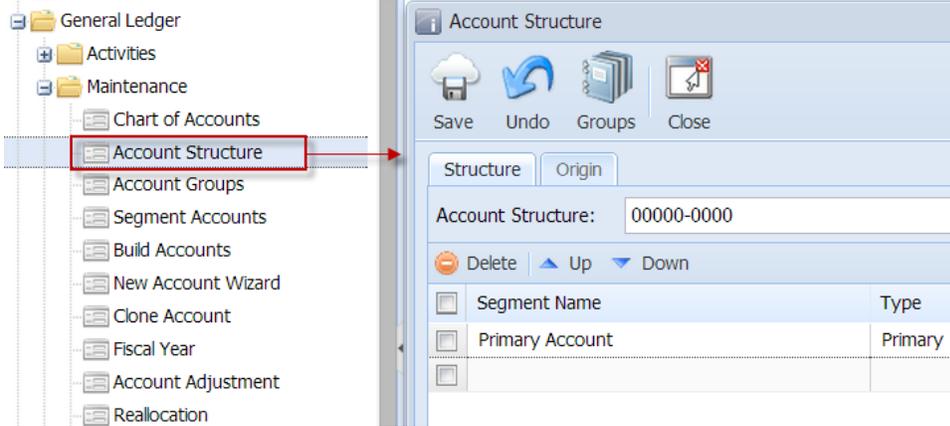
**Origin Integration**

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.

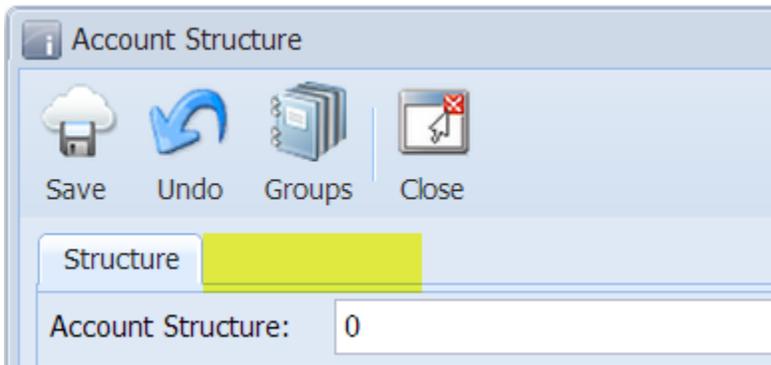
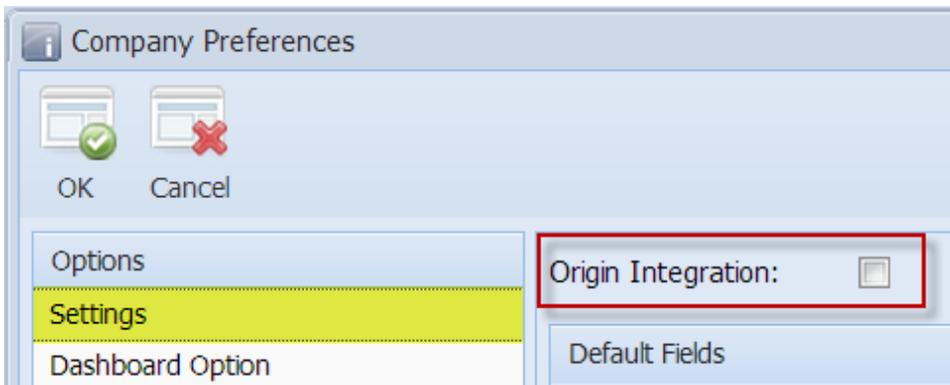
3. Click **Save** button to save the setup.

Here's how to set up your account structure:

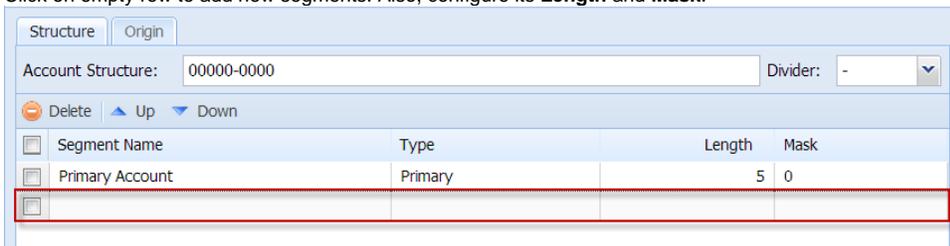
1. From **General Ledger Maintenance** menu, select **Account Structure**. The Account Structure screen will open.



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**.



- 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.
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- 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.

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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.

If you are converting from Origin, **Origin Integration** from **Company Preferences** 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.

The top screenshot shows the 'Structure' tab of the 'Account Structure' dialog. The 'Account Structure' field contains '00000-0' and the 'Divider' is set to '-'. Below this is a table of segments:

Segment Name	Type	Length	Mask
Primary Account	Primary	5	0
Profit Center	Segment	4	0

The bottom screenshot shows the 'Origin' tab of the same dialog. It displays a table mapping the segments to their starting positions in the Origin COA:

Segment Name	Type	Starting Position in Origin
Primary Account	Primary	4
Profit Center	Segment	5

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



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