

How To Add Primary Segment Accounts

Here are the steps on how to add primary account segment codes and other segment codes:

1. Go to General Ledger, click **Segments Accounts** menu under setup group.
2. Select **Primary Account** under Details tab on the left side of the screen.
3. click the **Insert** button next to the Delete button. The cursor will automatically move to the **Code** column on the grid.

| Segment Name | + Insert | X Remove |
|-----------------|---------------------------------|----------|
| Primary Account | <input type="checkbox"/> Code * | Desc |
| Location | <input type="checkbox"/> | |

4. Add new code and its description.
5. If selected segment is a Primary Account, assign account group by clicking **Account Group** combo box button. The type will automatically be filled in.
6. Follow steps 3 and 4 over and over again to add more primary account codes.
7. The same steps will be followed in adding other segments. But unlike **Primary Accounts**, only **Code** and **Description** will be entered.
8. Click **Save** toolbar button to save newly added account codes and other changes.



Note

Make sure that the number of digits of primary account, and other segments should match with the specified account structure.

[How To Open Account Structure](#)

1. To open **Segment Accounts** screen, from **GL Account Detail** search screen and click **Segments**.
2. Select **Primary Account** and click the **Insert** button next to the Delete button. The cursor will automatically move to the **Code** column on the grid.
3. Add new code and its description.
4. If selected segment is a Primary Account, assign account group by clicking **Account Group** combo box button. The type will automatically be filled in.
5. Follow steps 3 and 4 over and over again to add more primary account codes.
6. The same steps will be followed in adding other segments. But unlike **Primary Accounts**, only **Code** and **Description** will be entered.
7. Click **Save** toolbar button to save newly added account codes and other changes.