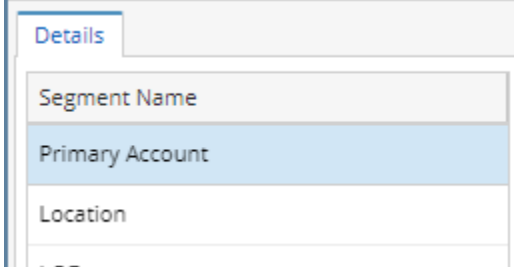


How To Add Non-primary Segment Accounts

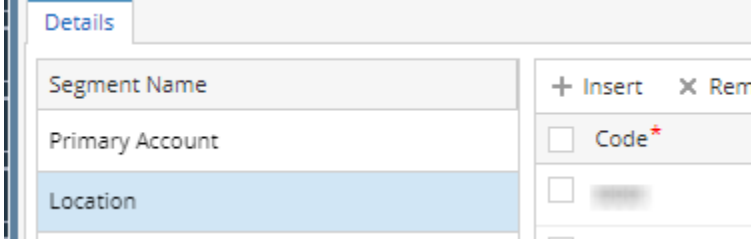
Here are the steps on how to add primary account segment codes and other segment codes:

1. Go to General Ledger, click **Segment Accounts** menu.
2. Select **Location** under Details tab on the left side of the screen



The screenshot shows the 'Details' tab of the Segment Accounts screen. The 'Location' field is highlighted in blue, indicating it is the selected segment. Other visible fields include 'Segment Name' and 'Primary Account'.

3. Click the **Insert** button next to the remove button. The cursor will automatically move to the **Code** column on the grid.



The screenshot shows the 'Details' tab with the 'Code' column highlighted in the grid. The 'Insert' button is visible next to the 'Remove' button. The 'Code' field is highlighted in blue, indicating it is the selected segment.

4. Add new code and its description and chart description.
5. Follow steps 3 to 4 over and over again to add more segment account codes.
6. The same steps will be followed in adding other non-primary segments.
7. 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.