How To Add Non-primarySegment Accounts
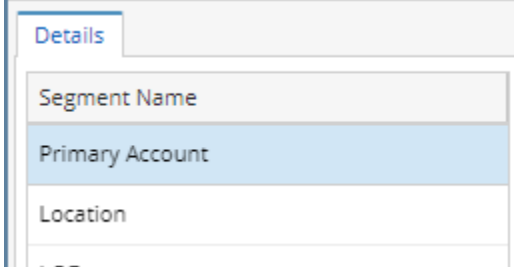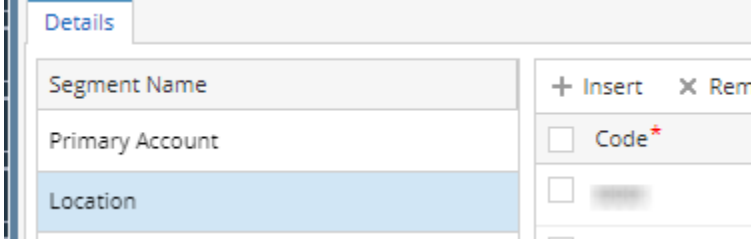
Here are the steps on how to add primary account segment codes and other segment codes:

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

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

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.