

How To Open Account Structure

1. From **General Ledger**, click on **Account Structure** menu. The Account Structure screen will open.
2. Structure tab, will show the Account structure that should be use in building account
3. Segment Name, Type and its Length, will show the required length each segment should have

Segment Name	Type	Length	Mask
<input type="checkbox"/> Primary Account	Primary		
<input type="checkbox"/> Location	Location		

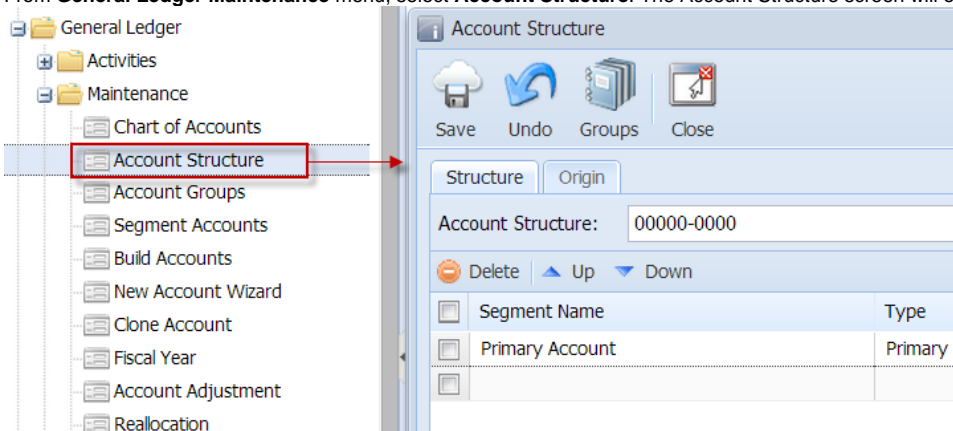


Account Structure is only editable for the new company without any GL account setup.

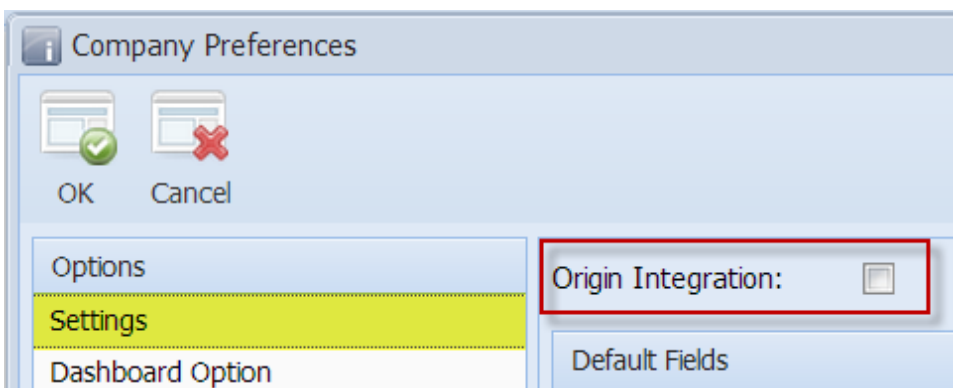
The List of segment name and hierarchy should be follow in building account.

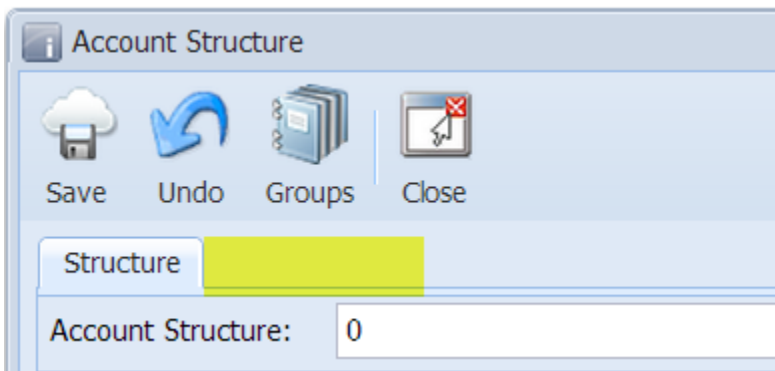
Here's how to set up your account structure:

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



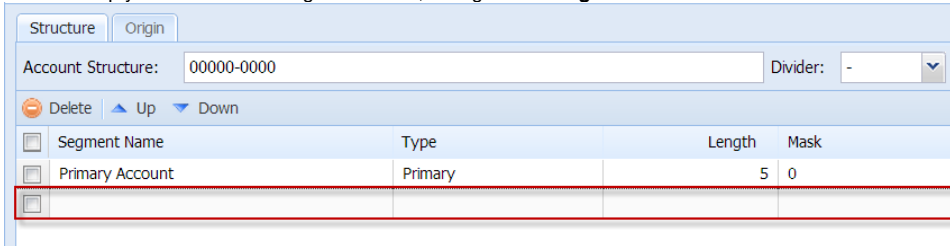
If you are a new customer, you can hide the Origin tab. To do this, simply turn **OFF** the **Origin Integration** from the **Company Preferences**. This will prevent the **Origin** tab from displaying on the Account Structure screen.





The 'Account Structure' dialog box features a toolbar with icons for Save, Undo, Groups, and Close. Below the toolbar, there is a 'Structure' tab and a yellow highlight. The 'Account Structure' field contains the value '0'.

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



The 'Account Structure' dialog box shows the 'Structure' tab. The 'Account Structure' field contains '00000-0000' and the 'Divider' is set to '-'. Below the fields are 'Delete', 'Up', and 'Down' buttons. A table lists the segments:

Segment Name	Type	Length	Mask
Primary Account	Primary	5	0

- 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.

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.

Account Structure

Save Undo Groups Close

Structure Origin

Account Structure: 00000-0 Divider: -

Delete Up Down

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

Account Structure

Save Undo Groups Close

Structure Origin

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.