

How To Edit 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 any **Segment** under Details tab on the left side of the screen.
3. On the right side of the screen, click the **Code** to edit. The cursor will automatically enable edit.

Details

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

Note
This only applicable if the segment was never use.

4. Click the description and chart desc to edit
5. For **Primary segments**, edit the Account Group and account category.

Note
Account group should match the structure
[How To Open Account Structure](#)

6. Click **Save** toolbar button to save changes.

If the Segment was use to build account but never use in any transaction.

- Delete the account first before editing the segment code

If the Segment was use to in any transaction.

- Can not edit the segment.