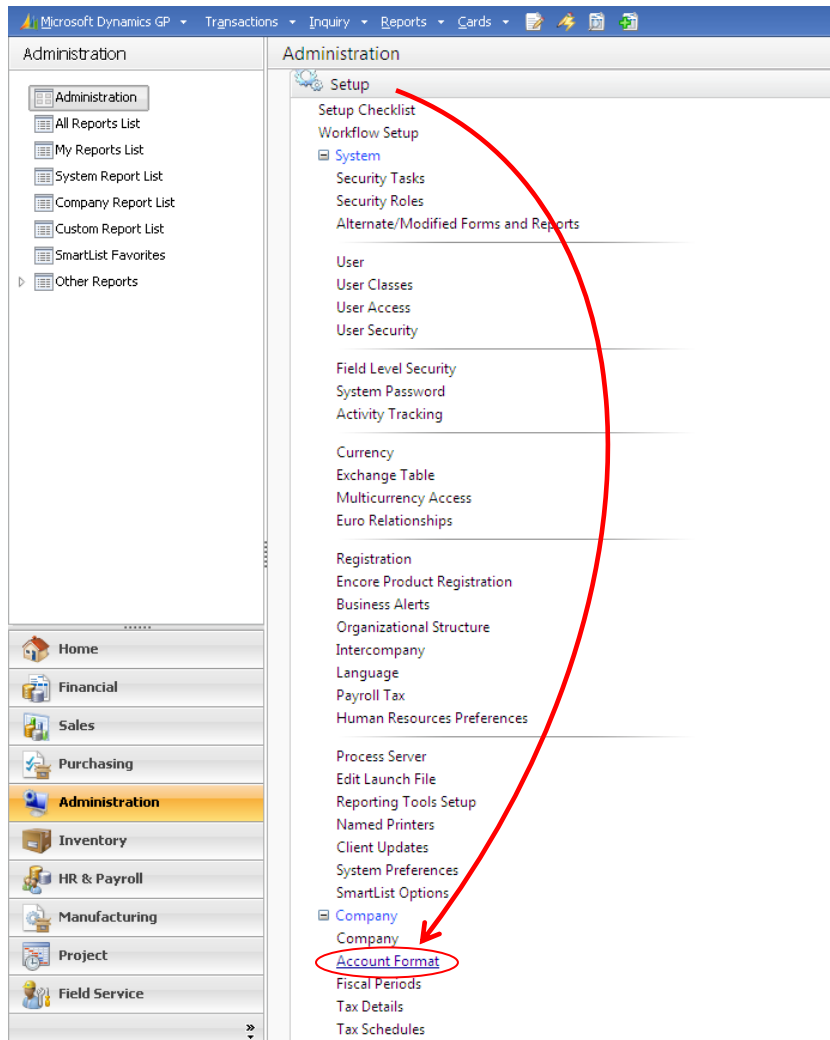


Tip & Trick - Changing Account Segment Names

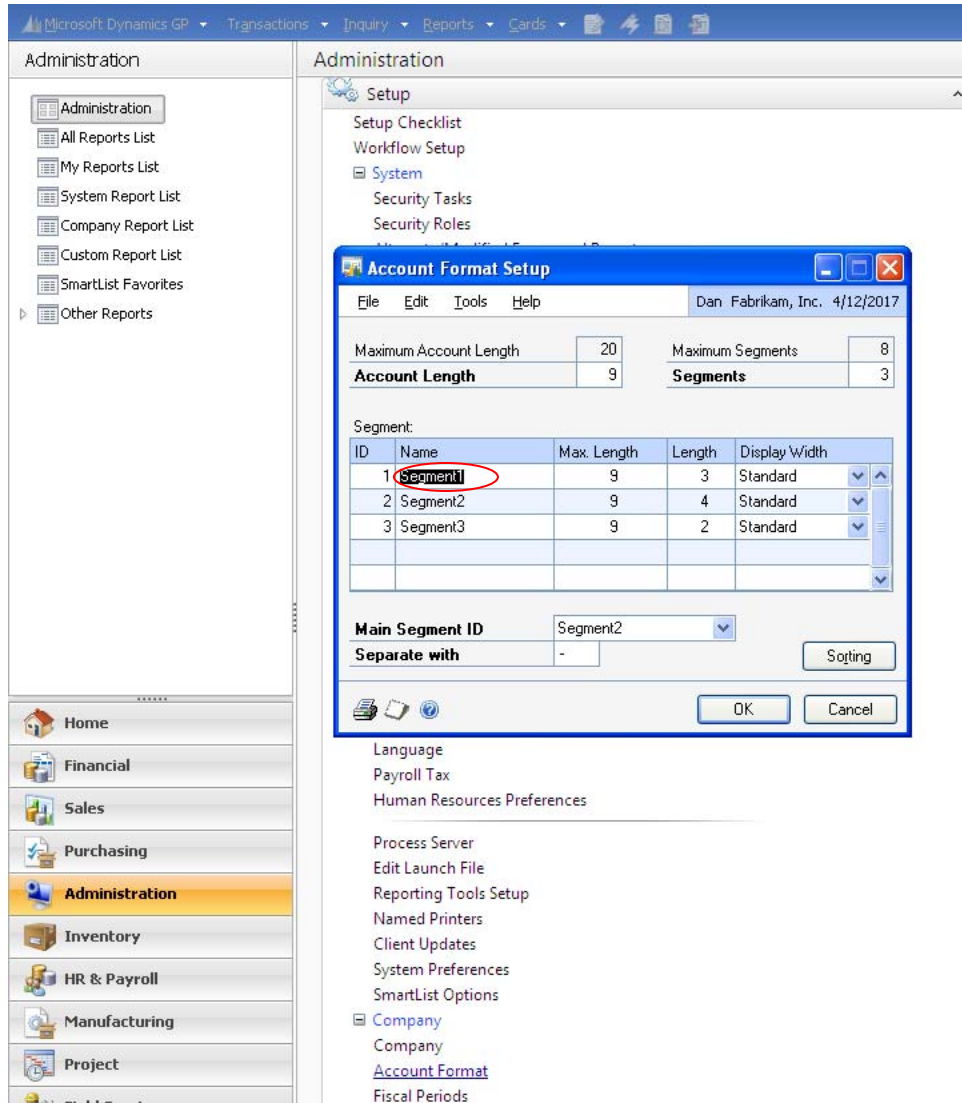
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By default, the Microsoft Dynamics GP system names each segment of the account number format with the standard names; Segment1, Segment2, Segment3, etc... These names can be changed to meaningful names such as Main Site, Department, Division, etc... To do this, follow these steps:

1. Go to 'The Account Format' Setup window (*Tools OR Administration -> Setup -> Company -> Account Format*)



- Simply highlight the current segment name in the *Name* column of the window and enter the desired new name. Click OK when done to save the changes.



The screenshot shows the Microsoft Dynamics GP Administration interface. The 'Administration' menu is open, and the 'Account Format Setup' dialog box is displayed. The dialog box contains the following information:

Maximum Account Length: 20
 Maximum Segments: 8
Account Length: 9
Segments: 3

Segment ID	Name	Max. Length	Length	Display Width
1	Segment1	9	3	Standard
2	Segment2	9	4	Standard
3	Segment3	9	2	Standard

Main Segment ID: Segment2
 Separate with: -

Buttons: OK, Cancel

Note: FRx also uses the segment names and will pull these new names from the Dynamics GP tables.