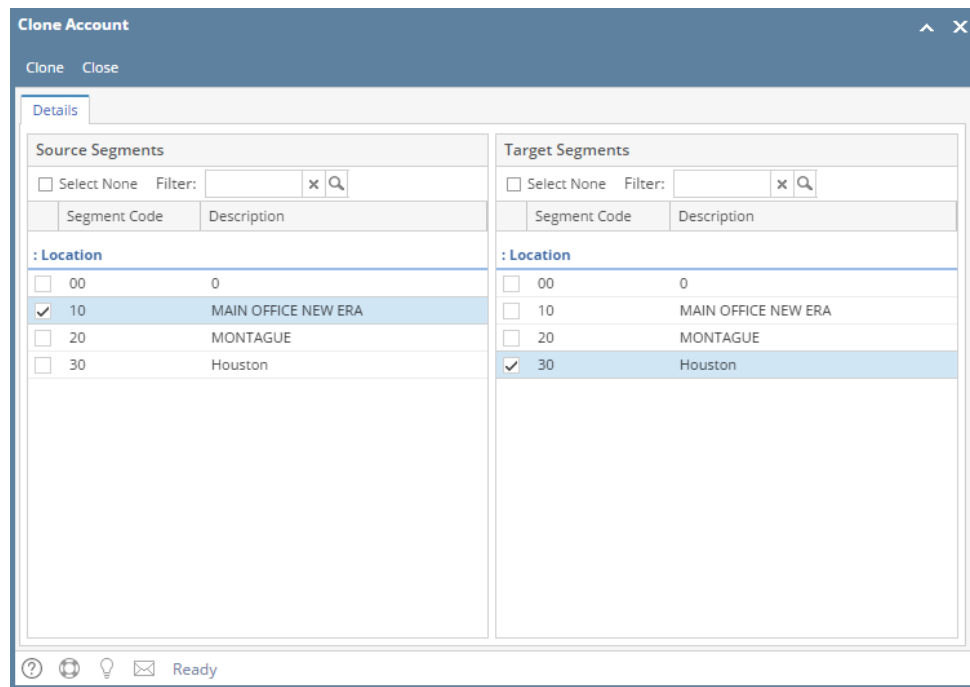


How To Clone Accounts

This is how to create accounts via Clone Account:

- 1. From **GL Account Detail** menu, click on **Clone** to open **Clone Account** screen.
On the left side panel is the **Source Segments**. Select accounts to be copied by checking the segment code.
- 2. On the right side panel is the **Target Segments**. Check code for the segment to create new segment combinations to be used when creating the new accounts.



- 3. Click **Clone** toolbar button to start the account cloning.
- 4. The system will then search all the existing accounts that are under the selected source segment code and will display it on the **Commit Chart of Accounts** screen using the selected target segment code. In case the combination you selected from the target segment code already exists for the filtered primary account, they are not displayed on this screen and will no longer be built.
- 5. Click **Commit** button.
- 6. This message will show if the new accounts were successfully created.Click **OK** button to close the message.
- 7. You can now check the newly created accounts on the **Chart of Accounts** tab of **GL Account Detail**.