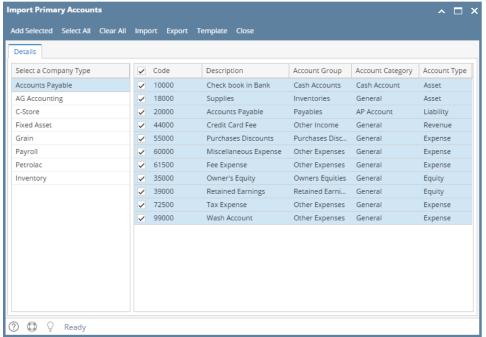
How To Add Imported Primary Account Codes to Segment Account Screen

Here are the steps on how to add imported primary account codes to Segment Account screen:

- 1. From General Ledger search, click Segment Accounts.
- 2. Select Primary Accounts from the Segment Name panel and click Import Primary toolbar button to open Import Primary Accounts screen.
- 3. Select a template from the **Select a Company Type** panel. Corresponding primary account codes imported for the selected template will be displayed in the grid on the opposite side of the panel.
- 4. Click Select All button or check individual checkboxes of codes.



- 5. After codes were selected, click Add Selected button.
- 6. A message informing user that primary codes were successfully added will prompt.
- 7. Click **OK** to close message and then close **Import Primary Account**s screen.
- 8. All selected primary account codes is now added in Segment Accounts screen.