

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.

Select a Company Type	<input checked="" type="checkbox"/>	Code	Description	Account Group	Account Category	Account Type
Accounts Payable	<input checked="" type="checkbox"/>	10000	Check book in Bank	Cash Accounts	Cash Account	Asset
AG Accounting	<input checked="" type="checkbox"/>	18000	Supplies	Inventories	General	Asset
C-Store	<input checked="" type="checkbox"/>	20000	Accounts Payable	Payables	AP Account	Liability
Fixed Asset	<input checked="" type="checkbox"/>	44000	Credit Card Fee	Other Income	General	Revenue
Grain	<input checked="" type="checkbox"/>	55000	Purchases Discounts	Purchases Disc...	General	Expense
Payroll	<input checked="" type="checkbox"/>	60000	Miscellaneous Expense	Other Expenses	General	Expense
Petrolac	<input checked="" type="checkbox"/>	61500	Fee Expense	Other Expenses	General	Expense
Inventory	<input checked="" type="checkbox"/>	35000	Owner's Equity	Owners Equities	General	Equity
	<input checked="" type="checkbox"/>	39000	Retained Earnings	Retained Earni...	General	Equity
	<input checked="" type="checkbox"/>	72500	Tax Expense	Other Expenses	General	Expense
	<input checked="" type="checkbox"/>	99000	Wash Account	Other Expenses	General	Expense

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 Accounts** screen.
8. All selected primary account codes is now added in Segment Accounts screen.