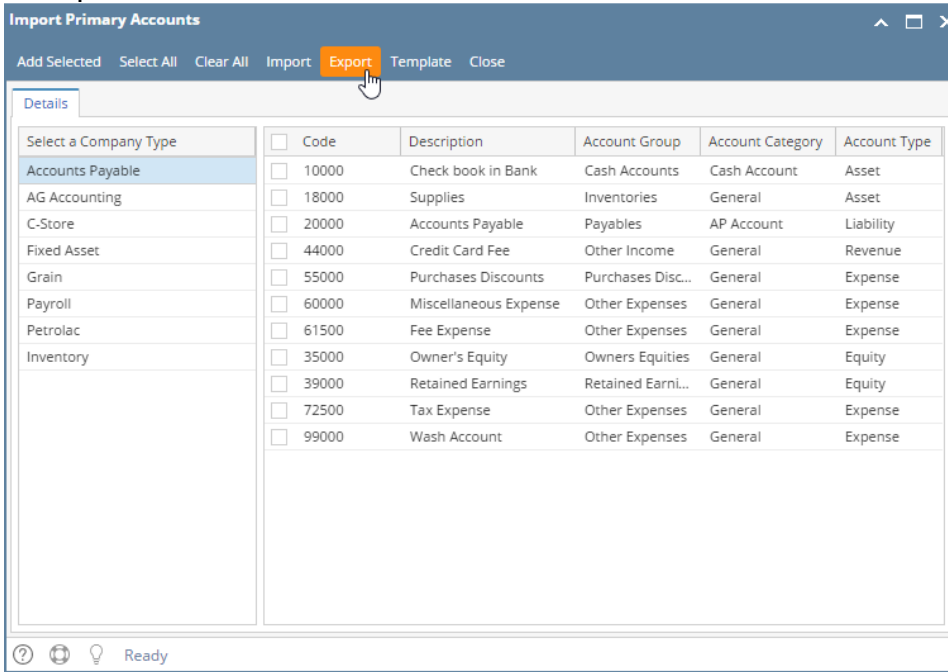


How To Export Primary Accounts via Import Primary Accounts Screen

Here are the steps on how to export primary accounts via Import Accounts screen:

1. From **General Ledger**, click **Segments Accounts** menu under setup group.
2. Click **Import Primary** toolbar button to open **Import Primary Accounts** screen
3. Select the template of the primary accounts you want to export from the **Select a Company Type** panel.
4. Click **Export** button.



5. A file will be downloaded on your local pc on the location set for your downloads.
6. After exporting process is finished, a message will prompt. Click **OK** to complete the process.