

How To Export Primary Accounts via Account Template Screen

Here are the steps on how to export primary accounts via Account Template screen:

1. From **General Ledger** search, click **Segment Accounts** to open **Segment Accounts** screen.
2. Click **Import Primary** toolbar button to open **Import Primary Accounts** screen
3. Open the existing account template you want to export.
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.