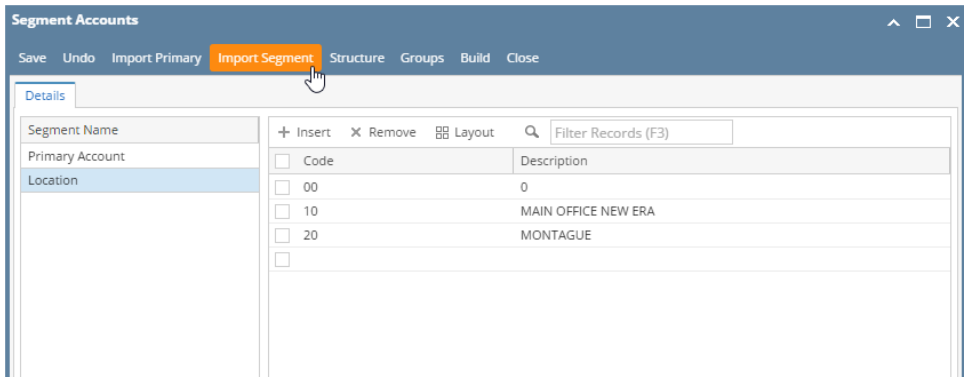


How To Import Segments to Segment Account Screen

Here are the steps on how to import segment codes to Segment Account screen:

- 1. From **General Ledger** menu, click **Segment Accounts** menu.
- 2. Select Non-Primary Accounts segments from the Segment Name panel and click **Import Segment** toolbar button to open **Import Segments** screen.



- 3. Select a template from the **Select a Template Name** panel. Corresponding segment codes 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 segment codes were successfully added will prompt.
- 7. Click **OK** to close message and then close Import Segments screen.
- 8. All selected segment codes is now added in Segment Accounts screen.