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.

Segment Accounts		^ □ X
Save Undo Import Primary Import	Segment Structure Groups Build Close	
Details		
Segment Name	+ Insert × Remove III Layout Q Filter Records (F3)	
Primary Account	Code Description	
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- 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.