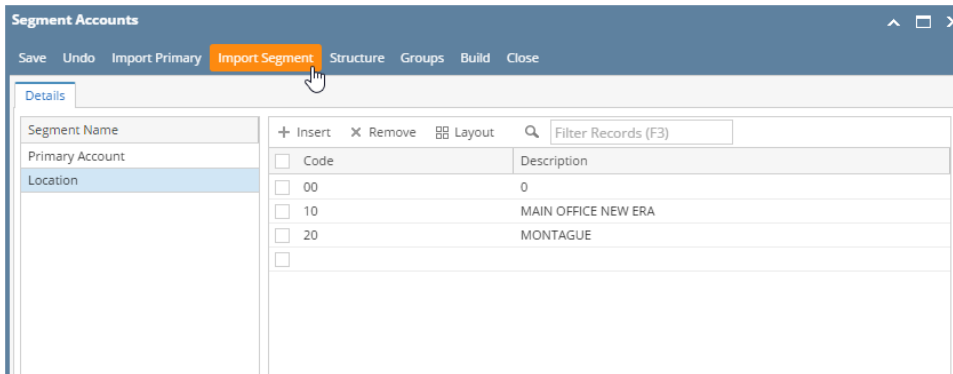


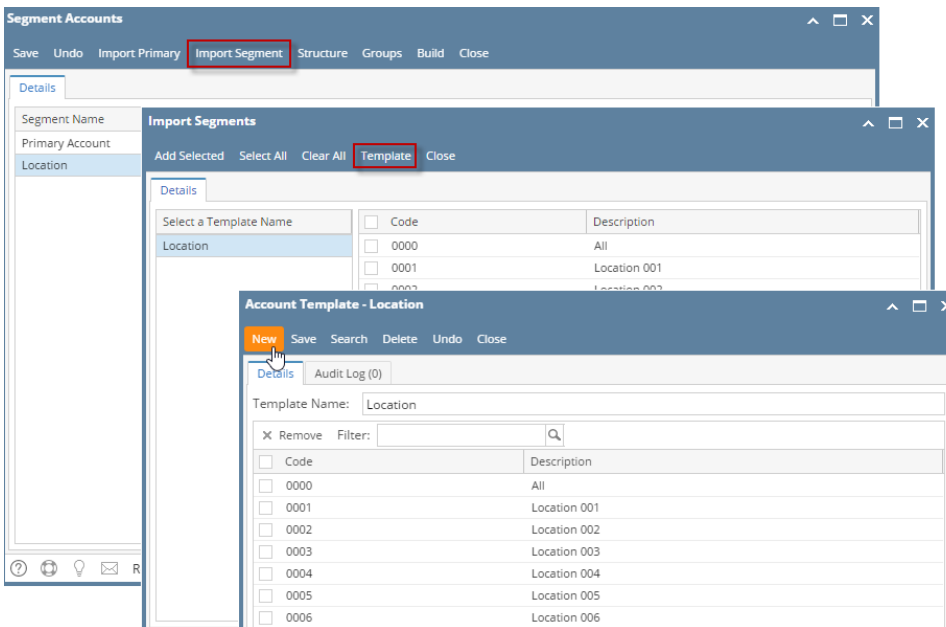
How To Create New Segment Template

Here are the steps on how to create new segment template:

1. From **General Ledger** search, click **Segment Accounts** menu.
2. Select a non-primary account segment name from the **Segment Name** panel and click **Import Segment** toolbar button to open **Import Segments** screen.



3. From Import Segments screen, click **Template** toolbar button to open
4. If there's already an existing segment template, **Search Segment Template** screen will open. Click **New** to open blank **Segment Template** screen. If there's none, then a blank Segment Template screen will open automatically.



5. Enter **Template Name**.
6. Click the empty row from the grid and start entering new segment codes and its description.
7. Click **Save** button to save the new segment template.