## **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.