

GL Segmentation Setup

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Pathway: [Setup > Accounting > GL Segmentation](#)

The GL Segmentation screen is used to organize financial transactions into segments based on a business's structure and reporting needs. Segments can be based on Division, Line of Business, Service Region, Account Class, etc and are visible in [Accounting > GL Transaction Processing](#).

The screenshot displays the 'GL SEGMENTATION SETUP' interface. At the top, there are three main settings: 'ACTIVE' (set to 'Yes'), 'FILLER' (set to '0'), and 'SEPARATOR' (set to '-'). Below these, a red note states: 'Any modifications to segmentation will be applied to new transactions.'

The screen is organized into several sections, each with a table of segments. Each segment row includes a 'SEGMENT' number, a 'LENGTH' field, and a 'SOURCE' dropdown menu.

- AR:** SEGMENT 1 (Length: 5, Source: Account Class), SEGMENT 2 (Length: 5, Source: Division), SEGMENT 3 (Length: 0, Source: empty).
- Revenue:** SEGMENT 1 (Length: 5, Source: Transaction GL account), SEGMENT 2 (Length: 4, Source: Division), SEGMENT 3 (Length: 4, Source: Line of Business), SEGMENT 4 (Length: 4, Source: ServiceRegion).
- Intercompany:** SEGMENT 1 (Length: 1, Source: Division), SEGMENT 2 (Length: 3, Source: Line of Business).
- Write Off:** SEGMENT 1 (Length: 8, Source: Division), SEGMENT 2 (Length: 7, Source: Transaction GL account), SEGMENT 3 (Length: Type e, Source: empty).
- Unearned Revenue:** SEGMENT 1 (Length: 5, Source: ServiceRegion), SEGMENT 2 (Length: 5, Source: Transaction GL account), SEGMENT 3 (Length: 4, Source: Line of Business), SEGMENT 4 (Length: Type e, Source: empty).
- Surcharge:** SEGMENT 1 (Length: 5, Source: Transaction GL account), SEGMENT 2 (Length: 4, Source: Division), SEGMENT 3 (Length: 4, Source: Generator), SEGMENT 4 (Length: Type e, Source: Site Class).
- Tax:** SEGMENT 1 (Length: 5, Source: Transaction GL account), SEGMENT 2 (Length: 6, Source: Division), SEGMENT 3 (Length: 4, Source: Site Class), SEGMENT 4 (Length: 6, Source: Generator), SEGMENT 5 (Length: Type e, Source: Division).
- Franchise Fees:** SEGMENT 1 (Length: 4, Source: Transaction GL account), SEGMENT 2 (Length: 2, Source: Division), SEGMENT 3 (Length: 3, Source: Line of Business), SEGMENT 4 (Length: 8, Source: Division).

Field Descriptions

Field	Description
Active	Controls the availability of GL Segmentation. This status applies to all GL segmentation setups displayed on the screen.
Filler	A filler will automatically be inserted for GL segments if the values from the source do not meet the required segment length. <ul style="list-style-type: none"> '0': inserts a '0' for each missing value. ' ' : indicates a space and inserts an empty character every each missing value.
Separator	Configures the display of GL segments, allowing them to be separated by either a comma or a dash.

Segments	<p>GL Segments can be set up for the following areas to track their specific revenue streams:</p> <ul style="list-style-type: none"> • AR • Write Off • Unearned Revenue • Revenue • Surcharge • Tax • Franchise Fees • Intercompany
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GL Segmentation Setup

GL Segmentation organizes financial transactions into distinct segments. This allows for detailed insight into how revenue is generated, tracked, and allocated. GL Segmentation is configured across the following core financial areas.

- Accounts Receivable (AR)
- Write Off
- Unearned Revenue
- Revenue
- Surcharge
- Tax
- Franchise Fees
- Intercompany

Each financial area has a predefined number of segments. There are a few validation **Rules** when setting up GL Segmentation and for every segment defined within an area, its **Source** and **Length** must be provided.

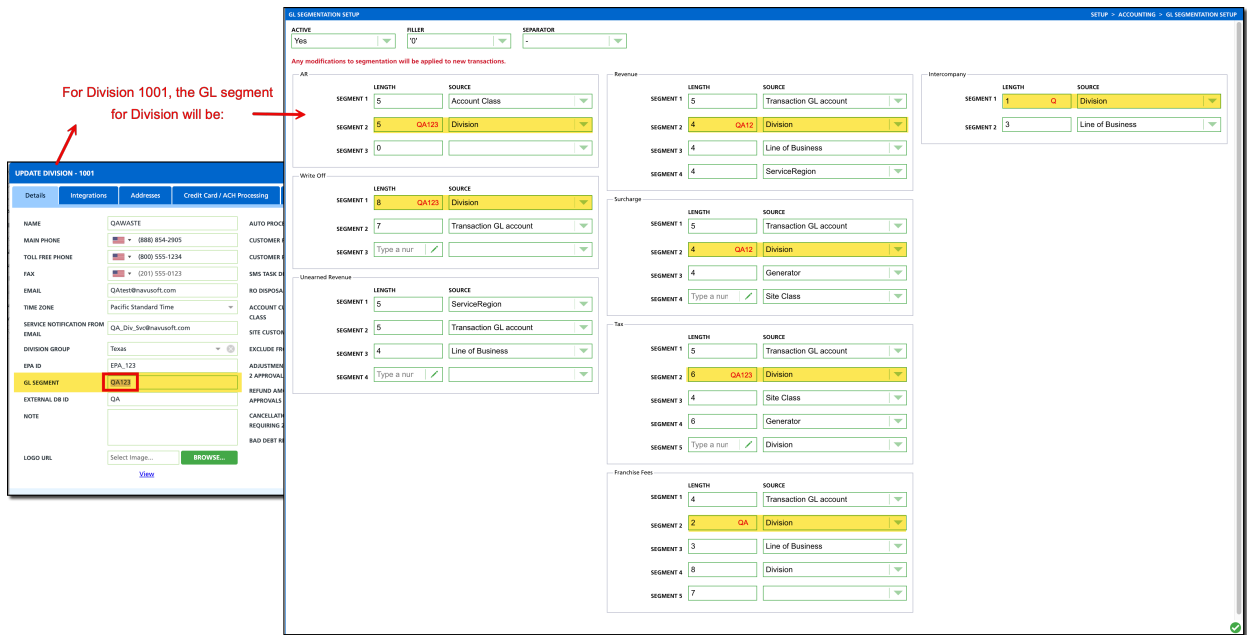
Rules

When defining GL segmentation, there are a few rules that the system will validate.

- First segment of each section needs to have length > 0 (except for Write Off).
- All sections require at least one segment with a source of Transaction GL Account, except for AR and Intercompany sections.
- Intercompany section requires that one segment be configured with Division as the source.

Length

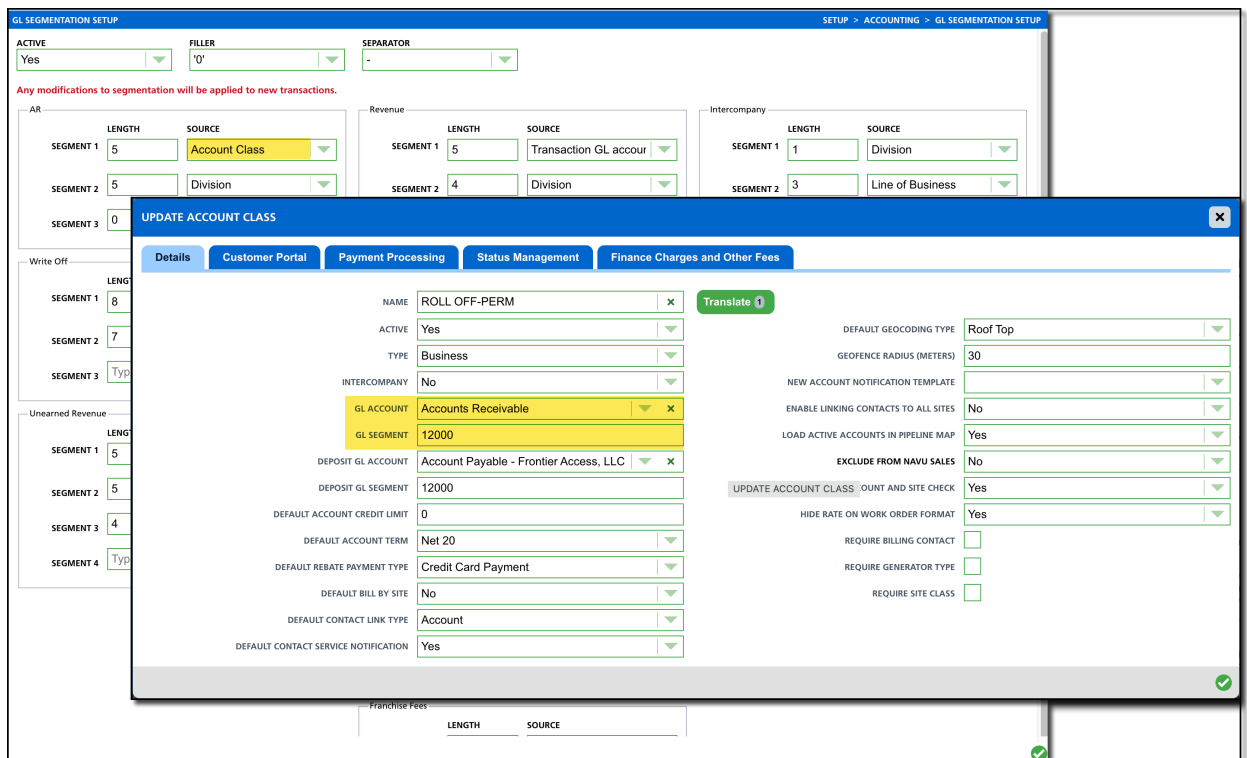
The **Length** field defines how many characters from the setup location's (source) GL Segment field are displayed in reports. For each Source, the associated Setup screens, such as [Division Setup](#), include a GL Segment field to capture the unique GL segment specific to each setup. For example:



Source

The **Source** field specifies where the segment is being pulled from (e.g., Division, Account Class, Line of Business (LOB), etc.). Selecting the drop down will display a list of available sources. If a source is selected, then there is a configuration that needs to be set for that source.

In the example illustrated below, **AR Segment 3** will pull from the **Account Class**. As shown, the Account Class setup includes the GL required configurations.



Note: If a source is selected, make sure it is configured with a GL Segment defined. See the chart below to help navigate to these areas.

Source

Setup Pathway

For more information

Account Class	Setup > Account > Account Class > Details tab	Account Class Setup
Division	Setup > System > Division > Details tab	Division Setup
Generator	Setup > Account > Generator	Generator Type Setup
Line of Business	Setup > Services > Line of Business > Settings tab	Line of Business Setup
Material	Setup > Operations > Material Type	Material Type Setup
Service Region	Setup > Services > Service Region	Service Region Setup
Site Class	Setup > Account > Site Class	Site Class Setup

Review GL Segments

GL Segments are displayed within [GL Transaction Processing](#) after billing and can be reviewed by clicking either the Count link or the Reference # link.

The screenshot displays the 'GL TRANSACTION PROCESSING' interface. At the top, the 'AR PERIOD' is set to 'Sep 2024'. Below this, there are tabs for 'Pending', 'In Progress' (with a count of 22), 'Posted', and 'Summary'. A 'LOAD' button is also present. The main table shows a list of billing batches with columns for TYPE, REFERENCE #, AR PERIOD, DATE, COUNT, ERRORS, AMOUNT, and DIVISIONS. A red arrow points to the 'COUNT' column for the batch with reference # 25912. An overlay window titled 'GL PROCESSING - PENDING - BILLING BATCH - 25912' is open, showing a detailed view of the GL account breakdown for this batch. The breakdown table has columns for GL ACCOUNT, DIVISION, PERIOD, COUNT, ERRORS, DEBIT AMOUNT, and CREDIT AMOUNT. The 'GL ACCOUNT' column is highlighted with a red box.

GL ACCOUNT	DIVISION	PERIOD	COUNT	ERRORS	DEBIT AMOUNT	CREDIT AMOUNT
24030-L301-D100	DAYTON	2024-09	21		0.00	317.98
24060-L301	DAYTON	2024-09	63		0.00	327.82
40100-L301-D100-SV	DAYTON	2024-09	21		0.00	3,974.31
SEG12-L301-L30100	DAYTON	2024-09	105		4,620.11	0.00

Break Down of GL Account

The image below illustrates how GL segments can be configured and how they appear in GL Transaction Processing and other areas where GL segments are displayed. In this example, the dash separator was also used to create a separation between each segment.

GL PROCESSING - PENDING - BILLING BATCH - 25911						
GL ACCOUNT ↑	DIVISION	PERIOD	COUNT	ERRORS	DEBIT AMOUNT	
12000-L301-L30100	DAYTON	2024-09	2		1,108.8	
40120-L301-D300-SV	DAYTON	2024-09	2		0.00	

Permissions

The following permissions are required to edit GL segments:

Permission ID	Permission Name
22	Setup / Accounting

Related Articles

[GL Transaction Processing](#)