

GL Segmentation Setup

Last Modified on 03/20/2026 2:11 pm PDT

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.

GL SEGMENTATION SETUP

ACTIVE

FILLER

SEPARATOR

Any modifications to segmentation will be applied to new transactions.

AR

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="15"/>	<input type="text" value="Account Class"/>
SEGMENT 2	<input type="text" value="14"/>	<input type="text" value="Division"/>
SEGMENT 3	<input type="text"/>	<input type="text" value="None"/>

Write Off

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="5"/>	<input type="text" value="Division"/>
SEGMENT 2	<input type="text" value="7"/>	<input type="text" value="Transaction GL account"/>
SEGMENT 3	<input type="text" value="4"/>	<input type="text" value="Account Class"/>

Unearned Revenue

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="5"/>	<input type="text" value="ServiceRegion"/>
SEGMENT 2	<input type="text" value="5"/>	<input type="text" value="Transaction GL account"/>
SEGMENT 3	<input type="text" value="4"/>	<input type="text" value="Line of Business"/>
SEGMENT 4	<input type="text" value="8"/>	<input type="text" value="Division"/>

Revenue

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="5"/>	<input type="text" value="Transaction GL account"/>
SEGMENT 2	<input type="text" value="4"/>	<input type="text" value="Division"/>
SEGMENT 3	<input type="text" value="4"/>	<input type="text" value="Line of Business"/>
SEGMENT 4	<input type="text" value="3"/>	<input type="text" value="ServiceRegion"/>

Surcharge

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="5"/>	<input type="text" value="Transaction GL account"/>
SEGMENT 2	<input type="text" value="4"/>	<input type="text" value="Division"/>
SEGMENT 3	<input type="text" value="4"/>	<input type="text" value="Line of Business"/>
SEGMENT 4	<input type="text"/>	<input type="text"/>

Tax

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="5"/>	<input type="text" value="Transaction GL account"/>
SEGMENT 2	<input type="text" value="6"/>	<input type="text" value="Division"/>
SEGMENT 3	<input type="text" value="4"/>	<input type="text" value="Site Class"/>
SEGMENT 4	<input type="text"/>	<input type="text"/>
SEGMENT 5	<input type="text"/>	<input type="text"/>

Franchise Fees

	LENGTH	SOURCE
SEGMENT 1	<input type="text" value="4"/>	<input type="text" value="Transaction GL account"/>
SEGMENT 2	<input type="text" value="2"/>	<input type="text" value="Division"/>
SEGMENT 3	<input type="text" value="3"/>	<input type="text" value="Line of Business"/>
SEGMENT 4	<input type="text"/>	<input type="text"/>
SEGMENT 5	<input type="text"/>	<input type="text"/>

Permissions

The following permissions are required to edit GL segments:

Permission ID	Permission Name
22	Setup / Accounting

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 very each missing value.
Separator	Configures the display of GL segments, allowing them to be separated by either a comma or a dash.
GL Segmentation	
Segments	GL Segments can be set up for the following areas to track their specific revenue streams: <ul style="list-style-type: none"> AR Write Off Unearned Revenue Revenue Surcharge Tax Franchise Fees

GL Segmentation Setup

There are five revenue areas where GL Segmentation can be established to organize financial transactions into segments, allowing for detailed insight into where revenue is generated and allocated. These areas include: Accounts Receivable (AR), Write-Off, Unearned Revenue, Revenue, Surcharge, and Tax.

Length

Setup screens, such as Account Class Setup and Division Setup, include a GL Segment field to capture the unique GL segment specific to each setup. The **Length** field on the GL Segmentation Setup screen defines how many characters from the setup location's (source) GL Segment field are displayed in reports.

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. In the example illustrated below, **AR Segment 3** will pull from the **Account Class**.

GL SEGMENTATION SETUP

ACTIVE: Active | FILLER: '0' | SEPARATOR: -

Any modifications to segmentation will be applied to new transactions.

AR

SEGMENT	LENGTH	SOURCE
SEGMENT 1	5	Account Class
SEGMENT 2	5	Division
SEGMENT 3	0	

Write Off

SEGMENT	LENGTH	SOURCE
SEGMENT 1	8	Account Class
SEGMENT 2	7	Transaction
SEGMENT 3		

Unearned Revenue

SEGMENT	LENGTH	SOURCE
SEGMENT 1	5	Service
SEGMENT 2	5	Transaction

Revenue

SEGMENT	LENGTH	SOURCE
SEGMENT 1	5	Transaction GL account
SEGMENT 2	4	Line of Business
SEGMENT 3	8	Division
SEGMENT 4	4	Site Class

Surcharge

SEGMENT	LENGTH	SOURCE
SEGMENT 1		
SEGMENT 2		

UPDATE ACCOUNT CLASS

Details | Customer Portal | Payment Processing | Status Management | Finance Charges and Other Fees

NAME: COMMERCIAL | Translate

ACTIVE: Yes | GEOCODING TYPE: Street Side

TYPE: Business | GEOFENCE RADIUS (METERS): 30

INTERCOMPANY: No | NEW ACCOUNT NOTIFICATION TEMPLATE: Acct Notify Template

GL ACCOUNT: Accounts Receivable | ENABLE LINKING CONTACTS TO ALL SITES: Yes

GL SEGMENT: COM | LOAD ACTIVE ACCOUNTS IN PIPELINE MAP: Yes

DEPOSIT GL ACCOUNT: CNB Bank Account | EXCLUDE FROM NAVU SALES: No

DEPOSIT GL SEGMENT: 14000 | ENABLE DUPLICATE ACCOUNT AND SITE CHECK: Yes

DEFAULT ACCOUNT CREDIT LIMIT: 500 | HIDE RATE ON WORK ORDER FORMAT: Yes

DEFAULT ACCOUNT TERM: Net 20 | REQUIRE BILLING CONTACT:

DEFAULT REBATE PAYMENT TYPE: ACH | REQUIRE GENERATOR TYPE:

DEFAULT BILL BY SITE: No | REQUIRE SITE CLASS:

DEFAULT CONTACT LINK TYPE: Account

DEFAULT CONTACT SERVICE NOTIFICATION: Yes

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. More information about the GL Transaction Processing screen can be found here: [GL Transaction Processing](#).

GL TRANSACTION PROCESSING

AR PERIOD: Sep 2024 | LOAD

Pending | In Progress **22** | Posted | Summary

TYPE: All | Setup Errors (9)

TYPE	REFERENCE #	AR PERIOD	DATE	COUNT	ERRORS	AMOUNT	DIVISIONS
TOTALS	6			116	0	\$ 6,474.38	
Billing Batch	25911	2024-09	09/12/2024	2		\$ 1,108.63	DAYTON
<input checked="" type="checkbox"/> Billing Batch	25912	2024-09	09/12/2024	105		\$ 4,620.11	DAYTON
Billing Batch	25913	2024-09	09/30/2024	6		\$ 494.64	QAWASTE
Billing Batch	25914	2024-09	09/23/2024	1		\$(50.00)	HOUSTON

GL PROCESSING - PENDING - BILLING BATCH - 25912

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 ACCOUNT ↑	DIVISION	PERIOD	COUNT	ERRORS	DEBIT AMT
12000-L301-L30100	DAYTON	2024-09	2		1,108.6
40120-L301-D300-SV	DAYTON	2024-09	2		0.00

Annotations for the GL Account '40120-L301-D300-SV':

- Transaction GL Account (points to '40120')
- Division (points to 'L301')
- Line of Business (points to 'D300')
- Service Region (points to 'SV')