

Deleting a Custom Segment Definition

WARNING

This feature is not currently enabled in your account. To enable this feature, please contact your administrator.

Depending on the Allow GL Custom Segment Deletion setting in [General Accounting Preferences](#), you may be able to delete custom segments. If custom segments cannot be deleted, you can inactivate them.

Warning: If you delete a custom segment definition, both the custom segment definition and all custom segment values and instances on records are removed anywhere they are used. Consequently, custom segment values are removed from transactions, even in closed periods. You cannot reverse the deletion of a custom segment.

To delete a custom segment, you must have the appropriate permissions. Authorized users include the following:

- **Administrative users** – Users assigned to the Administrator role.
- **Other users** – Users assigned to a role that has the Full level of the Custom Segments permission.

You cannot delete a custom segment if it has dependent segments. For example, if another segment references this segment in the Filtered by field, the first segment cannot be deleted.

You cannot delete the custom segment if it is used for criteria in duplicate detection. If you try to do so, you will receive an error message. For more information about duplicate detection, see [Setting Up Duplicate Detection](#).

To delete a custom segment definition:

1. Go to Customization > Lists, Records, & Fields > Custom Segments (Administrator).
2. Locate the name of the segment you want to delete and click **Edit**.
3. In the **Action** menu, click **Delete**.
The system displays a warning asking if you are sure you want to delete the custom segment.
4. Click **OK**.

Related Topics