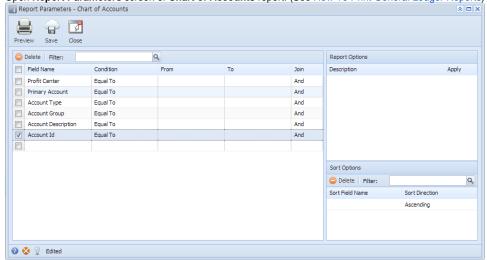# How To Print Chart of Accounts Report
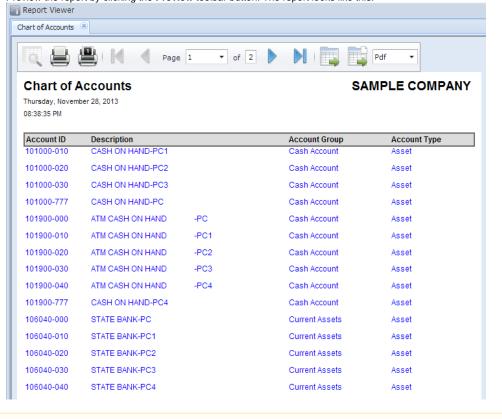
Here are the steps on how to print Chart of Accounts report:

1. Go to **GL Account Detail** menu.
2. When GL Account Detail search opens, the **Chart of Accounts** tab is opened by default.
3. Click **Export** then select Excel or PDF or Text.
4. Upon export, it should automatically save the exported data in the format selected.

1. Open **Report Parameters** screen of **Chart of Accounts** report. (See How To Print General Ledger Reports)

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
    - **Profit Center** - This refer to the segment with Segment type. This may vary depending on the segment name you entered when you create your Account Structure. Use this to filter the account ids based on the selected segment code.
    - **Primary Account** - This refer to the segment with Primary type. Use this to filter the account ids based on the selected primary account.
    - **Account Type** - This refer to the type assigned on the accounts when it is created. Use this to filter the accounts based on the type selected on the field.
    - **Account Group** - This refer to the type assigned to the accounts when it is created. Use this to filter the accounts based on the type selected on the field.
    - **Account Description** - This refer to the description assigned to the accounts when it is created. Use this to filter the accounts based on the description selected on the field.
    - **Account Id** - Use this to filter the report by the selected account ids based on the condition setup.

3. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Report Viewer

Chart of Accounts ⊠

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Chart of Accounts   SAMPLE COMPANY

Thursday, November 28, 2013
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Account ID	Description		Account Group	Account Type
101000-010	CASH ON HAND-PC1		Cash Account	Asset
101000-020	CASH ON HAND-PC2		Cash Account	Asset
101000-030	CASH ON HAND-PC3		Cash Account	Asset
101000-777	CASH ON HAND-PC		Cash Account	Asset
101900-000	ATM CASH ON HAND	-PC	Cash Account	Asset
101900-010	ATM CASH ON HAND	-PC1	Cash Account	Asset
101900-020	ATM CASH ON HAND	-PC2	Cash Account	Asset
101900-030	ATM CASH ON HAND	-PC3	Cash Account	Asset
101900-040	ATM CASH ON HAND	-PC4	Cash Account	Asset
101900-777	CASH ON HAND-PC4		Cash Account	Asset
106040-000	STATE BANK-PC		Current Assets	Asset
106040-010	STATE BANK-PC1		Current Assets	Asset
106040-020	STATE BANK-PC2		Current Assets	Asset
106040-030	STATE BANK-PC3		Current Assets	Asset
106040-040	STATE BANK-PC4		Current Assets	Asset

⚠ You can also print this report directly from Chart of Accounts screen and then follow the same steps.