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)

The porce Parameters - ena	ine of Accounts						
Preview Save Close							
G Delete Filter:					Report Options		
Field Name	Condition	From	То	Join	Description	Appl	ly
Profit Center	Equal To			And			
Primary Account	Equal To			And			
Account Type	Equal To			And			
Account Group	Equal To			And			
Account Description	Equal To			And			
Account Id	Equal To			And			
					Sort Options		
					🕒 Delete 🛛 Filter:		٩
					Sort Field Name	Sort Direction	
						Ascending	
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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								
hart of Accounts	8							
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Chart of A	Accounts		SA	MPLE COMPANY				
Thursday, Novem	ber 28, 2013							
00.30.33 PM								
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.