



It depends on what you're looking for or how you plan to use it. Are you looking for just a list of GL accounts? Is it to be used just internally (exported to excel) or is it to be shown to others (Crystal Report)?

The two easiest ways to pull this would be:

Excel Export:

1. Go to Financials > Edit Chart of Accounts.
2. "Select All" accounts.
3. When the results display, click the Excel export button (highlighted below) to export all accounts to excel:

Chart of Accounts

G/L Account Name

G/L Account Details

☐ Title ☒ Active Account

External Code

Currency: US Dollar

☐ Confidential Level: 2

Balance: 0.00 \$

Assets

CTA - Current Assets

10000 - Bank Accounts

- 10005-00 - Checking Account 1 (CORP)
- 10010-00 - Checking Account 2 (CORP)
- 10015-00 - Checking Account Payroll (CORP)
- 10020-00 - Savings Account (CORP)
- 10025-00 - EFT Clearing Account (CORP)
- 10030-00 - Cash on Hand (CORP)
- 10098-00 - Petty Cash (CORP)
- 10099-00 - Check Clearing Account (CORP)

Note: this will export accounts only, not balances.

Crystal Report:



1. Go to Financials > Financial Reports > Orchestrated Reports > Chart of Accounts List
2. Fill in the parameters and run the report (report below hides \$0 accounts and displays up to level 4):

Note: this can also be exported to Excel using the "Export Report" option in the upper left corner of the report screen.

Assets	
CTA - Current Assets	
10000	Bank Accounts
10005-00	Checking Account 1 (CORP)
10010-00	Checking Account 2 (CORP)
10020-00	Savings Account (CORP)
10025-00	EFT Clearing Account (CORP)
10095-00	Petty Cash (CORP)
10099-00	Check Clearing Account (CORP)
11000	Accounts Receivable
11005-00	Accounts Receivable (CORP)
12000	Inventory
12005-00	Inventory - Finished Goods - Packaged (CORP)
12010-00	Inventory - Finished Goods - Kegged (CORP)
12015-00	Inventory - Packaging (CORP)
12020-00	Inventory - Raw Materials (CORP)

Also, there are reports under Financials > Financial Reports > Financial that allows you to pull up a Balance Sheet, Trial Balance and Profit and Loss Statement.