

# Chart Of Account Report

## Report Module Guide: Chart of Account Report

### Module Location

General Ledger > Report > Chart of Account Report

### Module Objective

The **Chart of Account Report** module is used to display and export the complete list of all financial accounts (Chart of Accounts) used by the company. This report serves as the master list of the entire accounting structure and is the basis for all transaction journaling.

## 1. Report Parameters (Chart of Account Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Company Name : PT. UNGGUL INDO MODERN SEMANTERA

General Ledger | Report | Chart Of Account

Type of Report : Chart Of Account

Chart of Account Filter

1.  Include Account Numbers

2. Report Level : 1

3. Currency :

Respective Currency

Rate

Base Currency

Currency	Rate	IDR
AED	4,075.65	IDR
AUD	7,000.00	IDR
CNY	2,260.00	IDR
EUR	17,079.64	IDR
Euro	17,000.00	IDR
GBP	19,062.00	IDR
HKD	2,057.67	IDR
KHR	3.50	IDR
KRW	12.00	IDR
MMK	8.00	IDR
MYR	3,413.00	IDR
NGN	35.00	IDR
PHP	276.00	IDR
SGD	9,800.00	IDR
THB	431.00	IDR
TWD	554.00	IDR
USD	9,000.00	IDR
VND	0.63	IDR
YEN	11,721.00	IDR

4. Include Adjustment Period  Yes

Display Report | Export To MS Excel

Here is an explanation for each parameter:

- **Include Account Numbers:**

- Check this box to display account codes next to account names on the generated report.

- **Report Level:**

- This dropdown is used to set the depth or hierarchy of the accounts you want to display.

- **Currency:**

- Choose how currency values will be displayed if the report includes balances.
- **Respective Currency:** Displays values in their original currency.
- **Base Currency:** Converts all values to the company's base currency (e.g., IDR).

- **Include Adjustment Period:**

- Check **Yes** if you want to include adjusting entries in the balance calculations (if displayed).

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Fill in or select all the parameters you need in the **Chart of Account Filter** section.

**Filter**

1. Cost Center :  Selected Cost Center  All Cost Center

2. Report Level :

3. Transaction Date : From :  To :

4. Show Logo :  Yes

5.  Compare Report Within :   Same Period in Different Year  Same Period in Different Month

6. Currency :  Respective Currency  Base Currency  Rate

Selected Cost Center:  
UMS.00 - MANAGEMENT  
UMS.01 - CLUSTER FINANCE  
UMS.01.1 - ACCOUNTING  
UMS.01.2 - FINANCE  
UMS.01.3 - TAX AND BEA

## Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

- **Display Report:** To preview the Chart of Accounts list directly on your screen.

[Display Report](#)

- **Export To MS Excel:** To download the complete list in an Excel file format.

[Export To MS Excel](#)

## Tips & Important Notes

- This report is not a financial performance report (like a Profit & Loss or Balance Sheet), but rather a **master list** of all accounts in the system.
- This report is very useful for the Accounting team when they need to review the account structure or as a reference when creating a General Journal.
- Use the **Export To MS Excel** feature to get a complete list of accounts that can be used for analysis, documentation, or sharing with other departments.