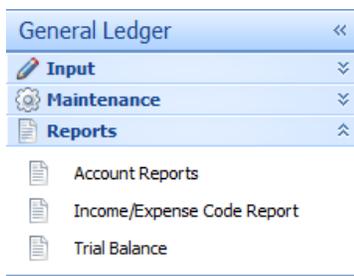




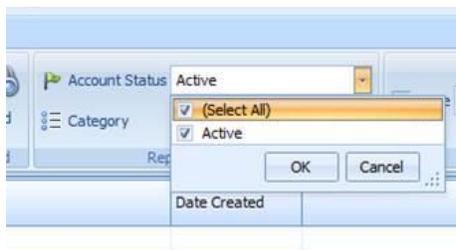
# Account Reports

Create a report of the company's active and inactive accounts, then you can see all current accounts and existing accounts

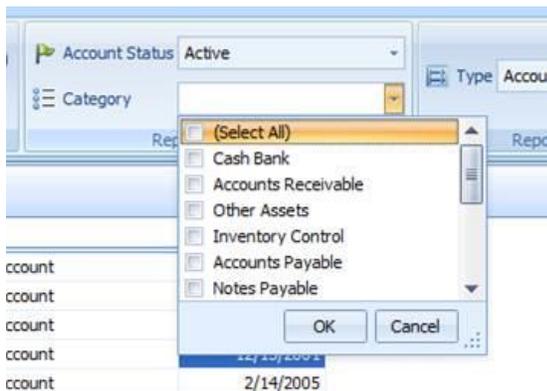
From the Main Menu (General Ledger > Reports > Account Reports)



**Account Status:** Use the drop down box to select if you want to see active or inactive accounts in your report

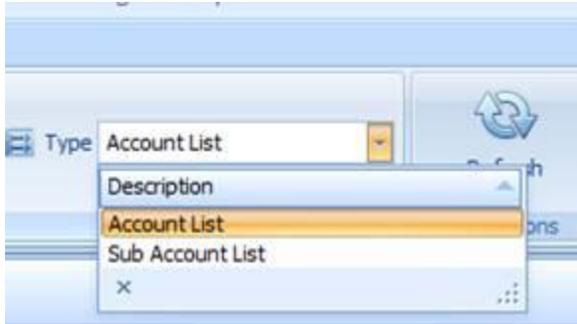


**Category:** Choose which account or accounts you want to view in your report just check the box next to each account

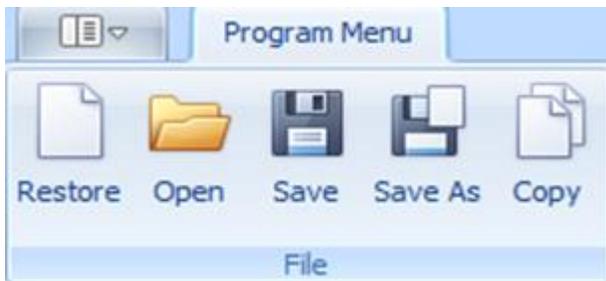


**Type:** Select the type of account that you want to view in your report

*Note: After choosing your settings you can save the report or reports for easy access and multiple viewing purposes.*



**To save your settings for recurring search formats:** Click on “save as” and save the search format as the description



**Legacy Account:** References the Hardhat Legacy account number that was set up prior to the Enterprise system

**Account:** Hardhat Enterprise account number that was set up in the Enterprise system, if this account is a new account and has never been set up in Hardhat Legacy then this number could possibly be the same in both systems.

**Category:** What category that you are including in this report, can be one or multiple accounts.

**Name:** Name of the account

**Account Type:** The type of account that you have included in this report

**Date Created:** This is the date the account was created, if you are using the Legacy system along with Hardhat Enterprise this could possibly be the date the account was set up in Hardhat Legacy.

Legacy Account	Account	Category	Name	Account Type	Date Created
110100	100100	Cash Bank	AMSOUTH BANK	General Ledger Account	8/14/1996
110200	100200	Cash Bank	Regions Operating	General Ledger Account	12/5/2012