## Add a Bank Account

Last Modified on 09/12/2024 2:35 pm EDT

Use this setup page to enter bank accounts, reconcile bank accounts, and export the list to Excel. A bank account is typically defined as a financial institution:

- Into which your company deposits funds
  - From customer checks
  - EFT funded transactions
- Writes checks from (or record online payments)
- Transfer funds from one bank to another

Before setting up Bank Account records, you must first setup a GL Account with the account type of Bank, which will be linked to each bank account record.

To add a new Bank Account, from the main menu, arrive at the Bank Accounts setup with this path: General Ledger > Bank Accounts.

The Bank Accounts list will be displayed. Click the Add Bank Account button at the upper left of the form.

M	ANAGELY		Customers •	Customer Search: name - cust #
<b>^</b>	Home Accounts Receivable	Bank Accounts		
5	Accounts Payable	+ Add Bank Account	Reconcile Export to Excel	
5	Inventory •	Bank Name :	GLAccount :	Description
	eForms •	Charter One	11111 - Bank Account	Test bank account
	GL -	itsabank	987654 - test bank	bank
		Visa CC	8901 - Chase Visa	Visa CC
	GLRegister	itsabank	8900 - Chase	bank
1	Bank Accounts	itsabank	079999 - Placeholder Liability Account	bank
۴	Branches	Test Bank	12565 - Sales Tax	This is a test bank
v	Chart of Accounts	Test Bank 2	61000 - Sales Tax	This is a test bank 2
=	Credit Cards	Test Bank 3	2200 - Sales Tax	Test Bank 3 Description
W	Inter-Branch Queue	Chase1	12 - Monitoring Services	Chase test
		TR Bank	12000 - Unapplied Cash	
C,	Reports	TR Vendor Bank Account Main	1111112 - TR Bank Account	
\$	Setup	Test Bank 4	123455665 - scAScASc	Another test bank account.

The Bank Account Edit form will be displayed. Each data entry field is described below. All data entry fields except Description are required.

- **Bank Name** Type in a name for the bank account. This appears on drop-down lists where selecting a bank for a transaction. Maximum 25 characters.
- Description This is a longer description for the bank account. Maximum 50 characters.
- Next Check # Enter the next check number.
- Check Format Make a selection from the drop-down list.
- GL Account From the drop-down list, select the GL Account for this bank.
- Account # Enter the bank account number provided by your financial institution.
- Routing # Enter the bank routing number provided by your financial institution. This field is validated.

When finished, click the Save button at the bottom of the form.

Bank Account Edit				
Bank Name •	10500 Chase MM			
Description	Chase Money Market Account			
Next Check # •	21452			
Check Format	SSLT115			
GLAccount •	10500 - Chase Money Market			
Account # •	7844598			
Routing # •	072000326			
	Save Cancel			