

Add a Bank Account

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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 opens. Click the **Add Bank Account** button at the upper left of the form.

Bank Name	GL Account	Description
Charter One	11111 - Bank Account	Test bank account
Itsabank	987654 - test bank	bank
Visa CC	8901 - Chase Visa	Visa CC
Itsabank	8900 - Chase	bank
Itsabank	079999 - Placeholder Liability Account	bank
Test Bank	12565 - Sales Tax	This is a test bank
Test Bank 2	61000 - Sales Tax	This is a test bank 2
Test Bank 3	2200 - Sales Tax	Test Bank 3 Description
Chase1	12 - Monitoring Services	Chase test
TR Bank	12000 - Unapplied Cash	
TR Vendor Bank Account Main	111112 - TR Bank Account	
Test Bank 4	123455665 - scAScAsc	Another test bank account.

The Bank Account Edit form opens. 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