

## Add a GL Account

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From the main menu, arrive at the GL Accounts setup with this path: Setup > Accounting > Chart of Accounts.

The Chart of Accounts list opens. Click the **Add GL Account** button at the upper left of the form.

Chart of Accounts

GL Register

+ Add GL Account

Export to Excel

☐ NO Show inactive GL accounts

Custom Grid Layout

Drag a column header and drop it here to group by that column

Account Number	Account Type	Description		
<a href="#">1000</a>	Bank Account	Cash in Bank	Edit	Delete
<a href="#">100001</a>	Income	Part	Edit	Delete
<a href="#">100001 - Part</a>	Income	Part	Edit	Delete
<a href="#">100003</a>	Income	Part	Edit	Delete
<a href="#">10100</a>	Bank Account	Charter One - Primary Checking - OH	Edit	Delete
<a href="#">10101</a>	Bank Account	Charter One - Primary Checking - Ohio	Edit	Delete
<a href="#">10102</a>	Bank Account	First National Bank	Edit	Delete
<a href="#">10200</a>	Bank Account	Huntington - Primary Checking - Michigan	Edit	Delete
<a href="#">10300</a>	Bank Account	Payroll Account	Edit	Delete
<a href="#">10301</a>	Bank Account	Huntington - Payroll Account	Edit	Delete
<a href="#">10302</a>	Other Asset	Employee Advance	Edit	Delete
<a href="#">10400</a>	Bank Account	TD - Money Market	Edit	Delete
<a href="#">10401</a>	Bank Account	TD Bank - Money Market	Edit	Delete

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1

2

3

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1 - 100 of 274 items

Refresh

The GL Account form opens. All three data entry fields are required.

- **Account Type:** Select the correct account type from the drop-down list.
- **Account Number:** Type in the GL Account Number.
- **Description:** Type in a description for this account (50 characters maximum).

Click the **Save** button when finished.

Repeat this process to enter additional GL Accounts.

GL Account ✕

Account Type ▾ Income

Account Number ▾ 44000

Description ▾ Monitoring

Save Cancel

- Current Asset
- Bank Account
- Fixed Asset
- Other Asset
- Current Liability
- Other Liability
- Long Term Liability
- Equity
- Distribution
- Cost of Goods Sold
- Income
- Expense