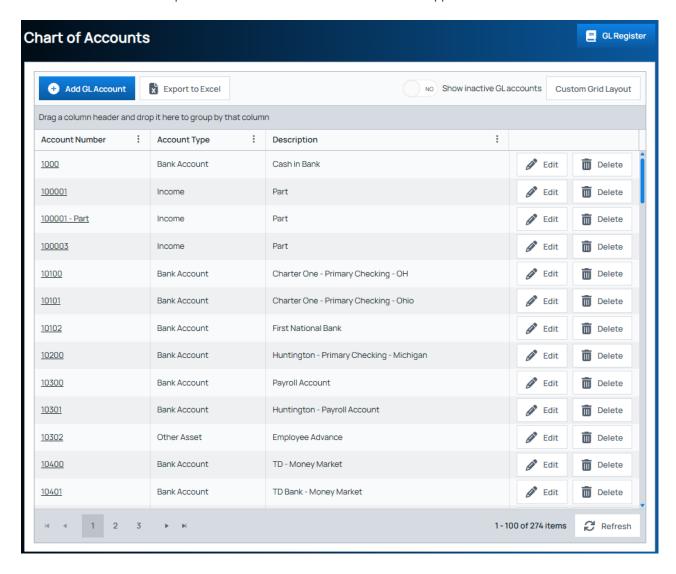
Add a GL Account

Last Modified on 07/16/2025 8:02 pm EDT

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.



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.

