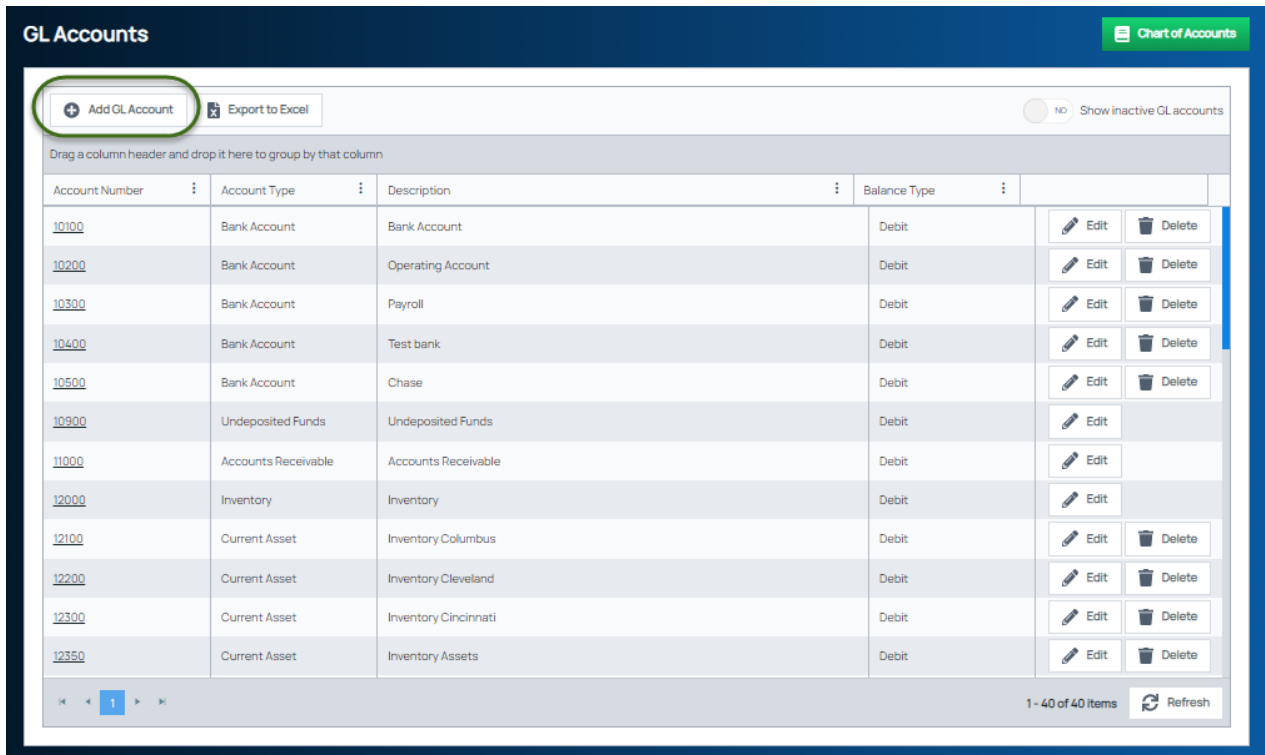


Add a GL Account

Last Modified on 04/27/2022 2:45 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 will be displayed. Click on the Add GL Account button at the upper left of the form.



The GL Account form will be displayed. 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.

