

# Add a New GL Account

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To setup a new G/L Account, follow the instructions below.

1. Navigate to the General Ledger module from the Main Application Menu and select the Chart of Accounts option.
2. The Chart of Accounts list opens. Click the New button located at the lower right of the form.
3. The Chart of Accounts Edit form opens.

**Account Code:** Enter the new Account Number; the number of digits must be the same as established in your company setup.

**Description:** Type in a Description for the account, up to 50 characters.

**Account Type:** Select the appropriate account type from the drop-down list.

When finished, click the **Save** button.

If you enter an account number that already exists, there is an error message. If you review the account list and do not find the account number that the application will not allow you to enter, it is because the account exists but has been inactivated.

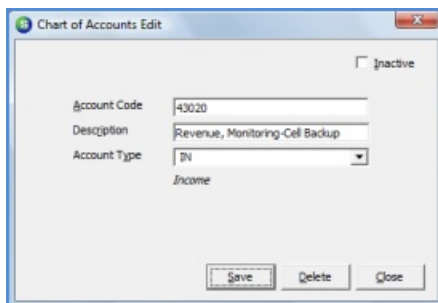


Chart of Accounts Edit

Inactive

Account Code: 43020

Description: Revenue, Monitoring-Cell Backup

Account Type: IN

Income

Save Delete Close