Enterprise - Adding GL Bank Accounts

General Ledger Bank Accounts

You can add and manage any bank accounts you have in administration in order to keep track of different accounts used for your general ledger.

Bank accounts appear when you run payroll, invoicing, or accounts receivable:

🔋 invoicing	g - setup)			<u> </u>
Start Continue • Setup Select records View Transactions	begin processing invoices Choose the appropriate options below.				
Calculate View Invoices	Invoice Date Bank Account Run Type	3/24/2020			▦
Print		491 - TCF Bank - AP Bank Account			Ŧ
rinisn		InvWeekly			Ŧ
			Cancel	< Back	Next >

🗊 invoice	50	ayments	- select session				⑦ _ ×
 Select Session Enter Payments 		Start New	Payment Session				
Post Payments	2.	Payment Date	6/12/2018				
		Description	kayla.reid7 6/12/2018 11:41:44 AM	-			
	з.	Bank Account	507 - Bank of America - Bank Account 🗸				
		Funding Payee	AGR ~				
					4	4. Start	New Session

How to Add a Bank Account

To add a new bank account in Enterprise

- 1. Navigate to All Options > Administration
- 2. Select gls bank account on the left



- 3. Use the + in the upper right to add a new bank account
- 4. Enter the required information (see below for a breakdown of all the field options available)

Find a bank account	7 items available			*
TCF Bank	GLS Bank Account	Info	Reports	J
Bank of America Wells Fargo EFT	Active	×	AP Pay Check Report	
Well Fargo of NA	Hier !	.	ACH File Gen Proc	
US Bank	Invoice Number		Pos Pay File Gen Proc	
New Bank	Bank Name	New Bank	Contractor Check Report	
	Description			
	Check Number	0		
	Bank Address			
	Bank Routing Number			
	Bank Account Number			
	Bank Transit Number			
	E-Pay Check Number	0		
	E-Pay Routing Number			
	Destination Routing			
	Default AP Bank ID			
	EIN Prefix			
	GLAccount - Net Check	~		
	GLAccount - Invoice Payment	-		

5. Select save in the upper left

GLS Bank Account Options

The chart below walks through each required and optional field and provides a more detailed description for what should be entered

Field Name	Description			
	Uncheck this box when you want to deactivate this bank account. The bank account will continue to show up in			
Active Checkbox	search drop downs but will no longer be available when			
	running new payroll/invoices/etc. if this box is			
	unchecked.			
	Select from the dropdown which hierarchy level this			
Hior *	bank account should be set at. Is this bank account only			
	useable for one branch or entity or should it be used			
	system wide?			
	Enter the starting number for invoices that use this bank			
Invoice Number *	account. When you run your next invoice run and select			
	this bank account, it will start invoices at the number			
	entered here.			
	Enter a name for this bank account to make it easy for			
Bank Name*	back office users to identify and select when running			
	payroll or invoicing. This could be the name of the bank or			
	it's purpose (ex. AR Account or US Bank account)			
	Optionally, enter a description that will show to back			
	office users to let them know when this bank account			
	should be chosen.			
	The description will display when a user is trying to select			
	a bank account			
Description	begin processing invoices Choose the appropriate options below.			
	Invoice Date 9/3/2020 Bank Account 491 - TCF Bank - AP Bank Account Id Bank Description 491 TCF Bank AP Bank Account 507 Bank of America Bank Account 507 Bank of America Bank Account 514 Well Fargo of NA Payroll 521 US Bank Accounts Receivable 512 Wells Fargo EFT			
	Enter the starting check number for this bank account.			
Check Number *	The next payroll run done with this account will start			
	checks at the number entered here.			
	Optionally, enter the address for your bank for your			
Bank Address	records.			
Deals Deuting Number	Optionally, enter the routing number for your bank for			
Bank Routing Number	your records			
Bank Account Number *	Enter the bank account number			
	Optionally, enter the bank transit number for your			

Field Namet Number	Description			
	synonymous in the US but Transit numbers are used			
	widely in Canada and other countries.			
E-Pay Check Number	If you are utilizing E - Pay check numbers when running payroll in Enterprise, enter the starting E-Pay check number here.			
E-Pay Routing Number	If the routing number is different for E-Pay checks, enter it here.			
Destination Routing	If you have a destination routing number, enter it here.			
Default AP Bank ID Checkbox	This checkbox is for an older unsupported feature and should not be checked.			
EIN Prefix	Enter one character prefix for EIN for reporting and ACH purposes			
GLAccount - Net Check	Select the default GL account via the drop down that should be linked to net check amounts from this account			
GLAccount - Invoice Payment	Select the default GL account via the drop down that should be linked to to invoice payment amounts.			

To edit a bank account simply change the necessary fields and select save. For more information on General Ledger exports, check out GL Journal Entry Export Manual.

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