






# GL Accounts

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The GL tab shows you a list of your GL Accounts. You can change them if you would like but you should contact your accountant before doing so.

## GL Accounts 2.

 Chart of Accounts

Drag a column header and drop it here to group by that column				
Account Number ▼	Account Type ▼	Description ▼	Balance Type ▼	
40000	Inventory	Inventory	Debit	 1.
684647	Accounts Receivable	Accounts Receivable	Debit	
20000	Accounts Payable	Accounts Payable	Credit	
30000	Retained Earnings	Retained Earnings	Debit	

### 1. Editing a GL Account

Click on the pencil icon on the right side of the page next to the GL account you would like to change. Edit desired fields including “Account Number”, “Account Type”, and “Description”. Click the check mark on the right side of the page to update.

### 2. Adding a GL Account

To add a new GL Account, click “Add GL Account” in the upper left corner of the page. Fill out fields and click the check mark on the right side of the screen to to save.