

# Adding an Account to the Chart of Accounts

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This guide explains how to create a new account for your chart of accounts. It is intended for advanced users.

You can add new accounts to your chart of accounts (COA) at any time. When you need to create a new bank account, simply flag the account accordingly.

Note: For details about account types, please read [Importing and Setting Up Your Chart of Accounts](https://aace6.knowledgeowl.com/help/importing-and-setting-up-your-chart-of-accounts) (<https://aace6.knowledgeowl.com/help/importing-and-setting-up-your-chart-of-accounts>).

1. Navigate from **Main Menu > Accounting > GL Accounts**.
2. At the GL Accounts list view, click **New**.
3. On the New GL Account dialog, specify the **Record Type**.

The screenshot shows a 'New GL Account' dialog box. It features a title bar with three window control buttons and a lock icon. The main content area has a green header bar. Below this, there is a 'Record Type' section with three radio buttons: 'Root Header', 'Header' (which is selected), and 'Detail'. Underneath is a 'Header Account' section containing a table with two columns: 'ID' and 'Name'. Below that is a section titled 'New GL Account:' with another table with 'ID' and 'Name' columns. At the bottom left, there is a checkbox labeled 'Bank Account'. At the bottom right, there are two buttons: 'Cancel' and 'Create New Account'.

4. For Header or Detail accounts, select the relevant **Header Account**.
5. In the New GL Account section, enter the new account ID/number and name.
6. If the new account is a bank account (e.g. a new checking account), mark the **Bank Account** flag.
7. Click **Create New Account**.