

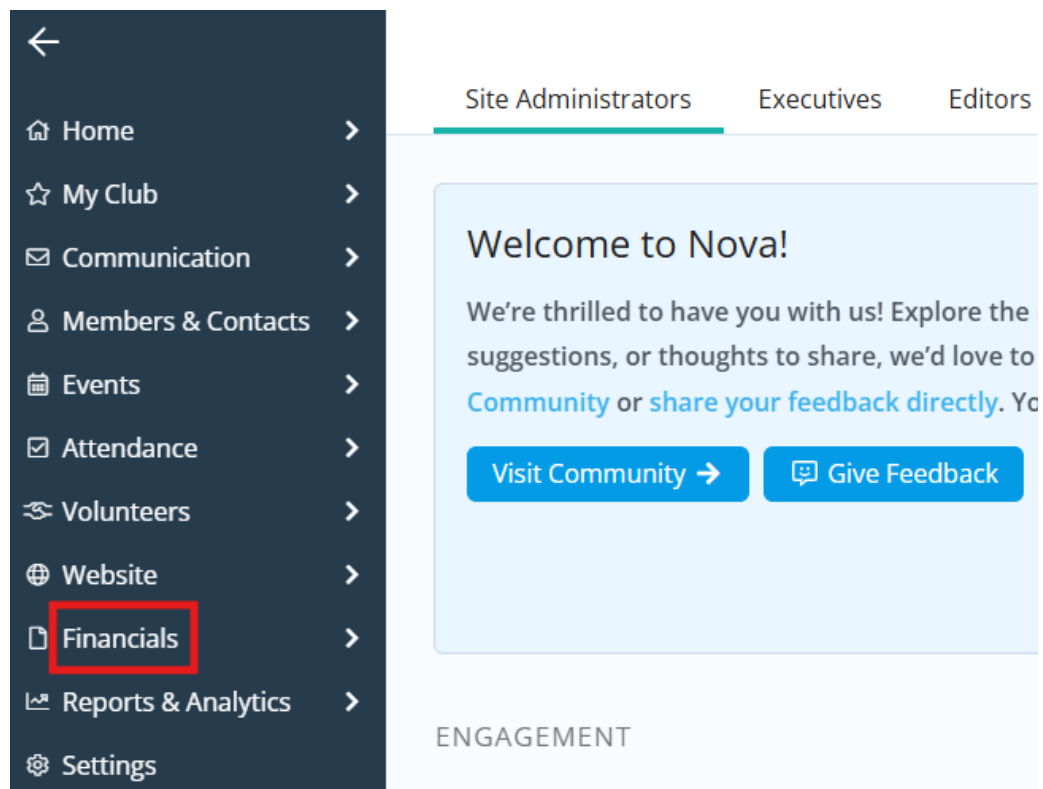
[NOVA] How do I add a GL account?

Michael M. - 2026-08-13 - [Financial](#)

A general ledger (GL) account is used to track financial transactions for a club or organization, whether it be revenue, equity, expense, or liability. The Financials module is equipped with standard GL accounts by default, but you can create additional GL accounts for logging transactions based on your club's specific needs.

This support article will show you how to add a new GL account to the Financials module.

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left-hand menu, click **Financials**.



3. Click **GL Account** in the Account Finance Settings section.

ACCOUNT FINANCE SETTINGS

Finance Settings

Payment Gateways and Currency

Finance Email Templates

Finance Email Notifications

Invoice Export Presets

GL Account

Service Fees

Products

Promotions

4. You will see a list of the existing GL accounts for the club, and may click the drop-down menu in the Actions column to edit, archive, delete, or set a default GL account.

Search

Active

Archived

+ Add GL Account

GL ACCOUNT CODE	DESCRIPTION	TYPE	ACTIONS
AccountReceivable		Accounts Receivable	Default Sales
Bank		Bank	Default Payment
Customer Prepaid Liability		Liability	Default Liability
Other		Other	
RI payments		Bank	
Sales		Sales	

Showing all 6 records

Set as Default Sales

Set As Default Payment

Set at Default Liability

Edit

Archive

Delete

5. To create a new GL account, click **Add GL Account**.

Search

Active

Archived

Add GL Account

GL ACCOUNT CODE	DESCRIPTION	TYPE	ACTIONS
AccountReceivable		Accounts Receivable	Default Sales

6. In the window that appears, enter the GL Account Code and an optional description, then select the GL account type by using the drop-down menu.

ACCOUNTS

Add GL Account

×

GL Account Code *

Donations

Description

GL account for tracking donation revenue

Total characters including HTML: 40/80

Type

Bank

Bank

Accounts Receivable

Sales

Expense

Other

☐ Default Payment

7. You have the option of setting the new account as the default Sales, Payment, or Liability account. These options are only available if you set the respective type for this GL account.

☐ Default Sales ?
 ☐ Default Payment

☐ Default Liability ?

Only available for Liability account types.

Cancel

Save

8. Click **Save** when finished and you will see the new GL account added to the list.

AccountReceivable	Accounts Receivable	Default Sales
Bank	Bank	Default Payment
Customer Prepaid Liability	Liability	Default Liability
Donations	GL account for tracking donation revenue	Bank
Other	Other	