

Bank Accounts

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Bank Accounts

Screen Location - Main Menu > Banking > Bank Accounts

Overview

The **Bank Accounts** module is used to set up and maintain all company bank accounts within the HaulWare system. This includes defining account details, linking them to General Ledger accounts, managing check numbering, and accessing related functions such as Checks, Deposits, Adjustments, and the Check Register.

Bank Account Maintenance Screen

This is the primary screen for viewing, creating, and editing bank account information.

Check Writer

Bank Account: **Chase Bank Checking**

Bank Accounts | Checks | Deposits | Adjustments

Account Number: **1885** | Bank Name: Chase Bank Checking | Type: Bank Account

Street: | ABA Number: |
Suite: | Routing No: |
City: | Contact Name: |
State: | Phone Number: |
Zip: | Country: | Fax Number: |

MICR Line: |

GL Account: 1002 | Current Balance: \$9,995,449.55 | Last Reconciliation: |
Chase Bank Checking |
Next Check Number: 0101

New **Delete** **Find** **Print** **Register** **Done**

Key Elements:

1. **Bank Account** (Dropdown): Select the bank account to view or edit.
2. **Tabs**:
3. **Bank Accounts**: Main setup information (shown above).
4. **Checks**: Check-related settings and history.
5. **Deposits**: Deposit tracking and settings.
6. **Adjustments**: Bank adjustment entries.
7. **Account Information**:
8. **Account Number**
9. **Bank Name**
10. **Street, City, State, Zip**
11. **ABA Number / Routing No**
12. **MICR Line**
13. **Contact Name, Phone, Fax**
14. **GL Account**: The linked General Ledger account.
15. **Current Balance**: Current balance of the bank account in the system.
16. **Last Reconciliation**: Date of the most recent bank reconciliation.
17. **Next Check Number**: The next check number to be used when printing checks.

Action Buttons:

1. **New:** Create a new bank account.
2. **Delete:** Remove a bank account (use with caution).
3. **Find:** Search for bank accounts.
4. **Print:** Print bank account information.
5. **Register:** Open the **Check Register** for this bank account.
6. **Done:** Close the screen.

How to Access

1. Navigate to **Banking > Bank Accounts**.
2. Select an existing bank account from the dropdown at the top, or click **New** to set up a new one.
3. Click the **Register** button to view the full Check Register for the selected account.

Common Uses

1. Setting up new bank accounts for the company.
2. Updating bank contact and routing information.
3. Linking bank accounts to the proper General Ledger accounts.
4. Managing next check numbers.
5. Accessing the Check Register for transaction review and reconciliation.

Tips

1. Always ensure the **GL Account** is correctly linked so transactions flow properly to the General Ledger.
2. The **Next Check Number** is automatically incremented when checks are printed through the system.
3. Use the **Register** button to access detailed transaction history and perform bank reconciliations.
4. Keep bank address and routing information up to date for accurate check printing and electronic payments.

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