How to Change Default Bank Account for Accounts Payable

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Below are the steps to take to set up a bank account that company uses to pay bills. Usually this is the same account payments are received. These steps can be done in SedonaOffice version 6.2.0 and above.

Overview

Prior to going through the steps, make sure you have the correct permissions needed to complete this. If not, your will need to get with someone who is authorized to add the needed permissions.
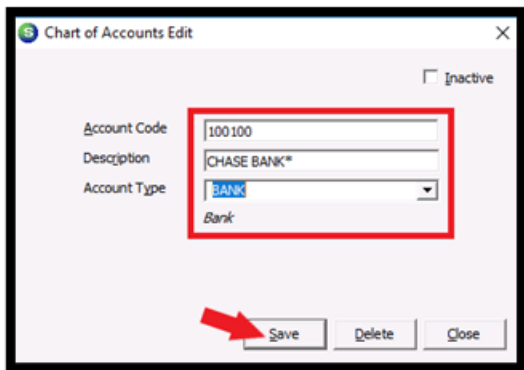
Steps

1. If a GL Account is not setup for the bank to be used, add one.
2. Click on General Ledger in the customer Tree.
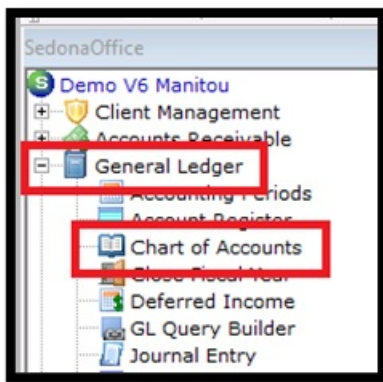
3. When the Chart of Accounts screen opens, click the New button to add a new bank.
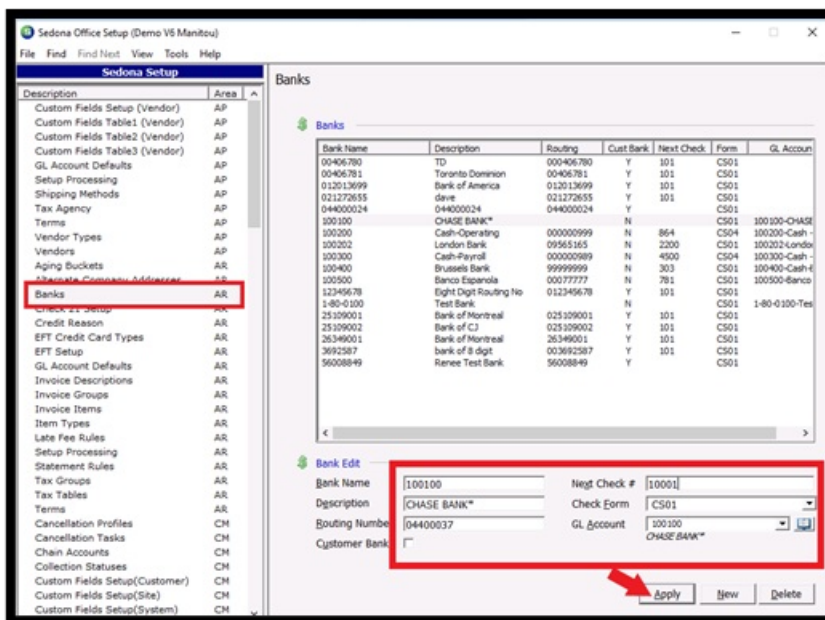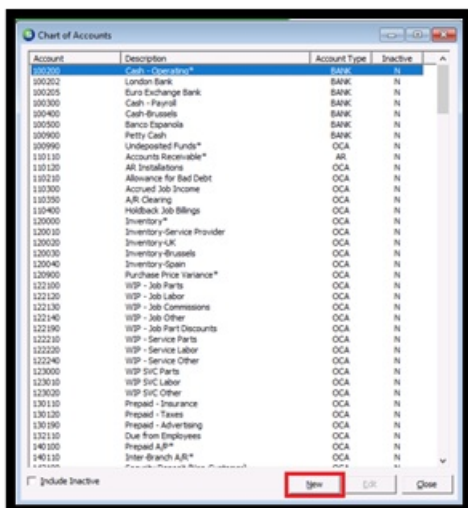
4. Fill in the Account Code, Description, and Account Type. Click the Save button when done.

5. Open SedonaSetup and click on Banks / AR.
6. Find the GL Bank that was just added, and enter the routing number and next check #. Click Apply.

7. Still in SedonaSetup, click on GL Account Defaults / AP.
8. Click on the Primary Checking dropdown and select the new bank account that was just added. Click Apply to save the change.

9. Now anytime a bill is to be paid the new bank account will show as the default.

10. Open Pay Bills from the tree to verify that you see the new bank.