# How to Change Default Bank Account for Accounts Payable

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 the user has the correct permissions needed to complete.  If not, user 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 one will need to be added.

2. Click on General Ledger in the customer Tree

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3. When Chart of Accounts open – Click on New button to add a new bank

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4. Fill in the Account Code, Description and Account Type – Click on Save button when done

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5. Open SedonaSetup – Click on Banks / AR

6. Find the GL Bank that was just added and enter the routing number and next check # - Click Apply

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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 on Apply to save the change

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

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10. Open Pay Bills from the tree to verify now seeing the new bank

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