

How to Change Default Bank Account for Accounts Payable

Last Modified on 12/12/2025 5:03 pm EST

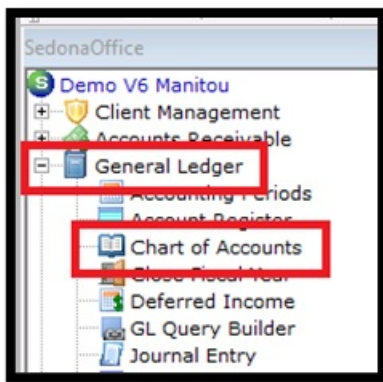
Below are the steps to take to set up a bank account that company uses to pay bills. Usually this is the same account payments are received. These steps can be done in SedonaOffice version 6.2.0 and above.

Overview

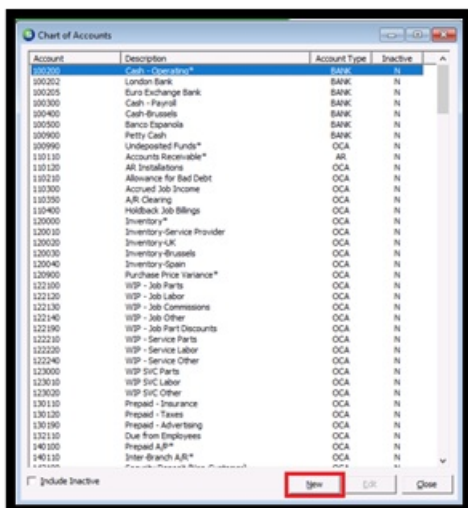
Prior to going through the steps, make sure you have the correct permissions needed to complete this. If not, your will need to get with someone who is authorized to add the needed permissions.

Steps

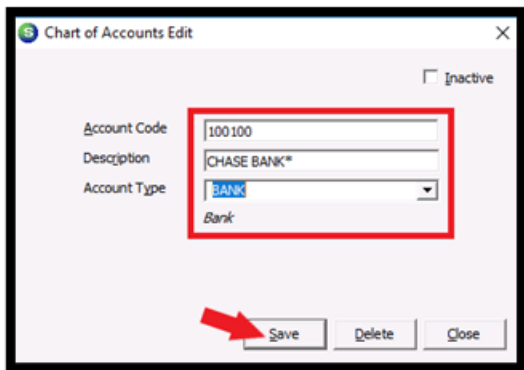
1. If a GL Account is not setup for the bank to be used, add one.
2. Click on General Ledger in the customer Tree.



3. When the Chart of Accounts screen opens, click the New button to add a new bank.



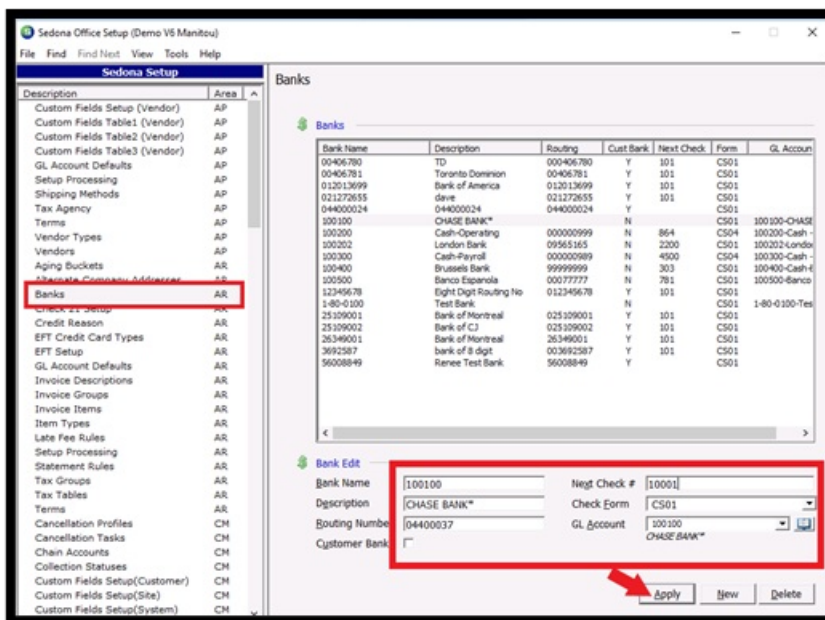
4. Fill in the Account Code, Description, and Account Type. Click the Save button when done.



The 'Chart of Accounts Edit' dialog box is shown. It has an 'Inactive' checkbox at the top right. The 'Account Code' field contains '100100'. The 'Description' field contains 'CHASE BANK*'. The 'Account Type' dropdown is set to 'BANK'. A red box highlights these three fields. At the bottom, there are 'Save', 'Delete', and 'Close' buttons. A red arrow points to the 'Save' button.

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.



The 'Sedona Office Setup (Demo VS Manitou)' window is shown. On the left is a tree view with 'Banks' selected under 'AR'. The main area displays a 'Banks' table with columns: Bank Name, Description, Routing, Cust Bank, Next Check, Form, and GL Account. The table contains several rows, including 'CHASE BANK*' with routing '044000024' and GL Account '100100-CHASE'. Below the table is a 'Bank Edit' form. The 'Bank Name' field contains '100100'. The 'Description' field contains 'CHASE BANK*'. The 'Routing Number' field contains '044000024'. The 'Next Check #' field contains '10001'. The 'Check Form' dropdown is set to 'CS01'. The 'GL Account' dropdown is set to '100100-CHASE BANK*'. A red box highlights the 'Bank Edit' form. At the bottom, there are 'Apply', 'New', and 'Delete' buttons. A red arrow points to the 'Apply' button.

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.

Sedona Office Setup (Demo V6 Manitou)

File Find Find Next View Tools Help

Sedona Setup

Description	Area
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
GL Account Defaults	AR
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
Terms	AP
Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Groups	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR
Cancellation Profiles	CM
Cancellation Tasks	CM
Chain Accounts	CM
Collection Statuses	CM
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM
Custom Fields Setup(System)	CM

GL Accounts for A/P

☒ GL Setup for A/P

Accounts Payable 210100
Accounts Payable*

Primary Checking 100100
Account Description Type
100100 CHASE BANK* Bank
Inventory Receipt 100200 Credit Card Payment* Card
100201 London Bank Bank
100205 Euro Exchange Bank Bank
100300 Cash - Payroll Bank
100400 Cash - Brussels Bank
100500 Banco Espanola Bank
100900 Petty Cash Bank

Customer Refunds
100205 Euro Exchange Bank Bank
100300 Cash - Payroll Bank
100400 Cash - Brussels Bank
100500 Banco Espanola Bank
100900 Petty Cash Bank

Inter-Branch Billing 258400
Inter-Branch Bills*

Pre-Pay Account 140100
Prepaid A/P*

Discount Account 810180
Discounts Taken

Write Off Non Bill 590910
Receipt Acct CCR-Write Off Non-Billed Receipts

Apply

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

Primary Checking 100100
CHASE BANK*

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

Pay Bills

- Selection Information -

Branch [MI]
Vendor <All Vendors>
As of Due Date 1/19/2024
☒ Show Vendor Code

- Payment Information -

Branch MI
Payment Date 1/19/2024
☒ Bank Account 100100
☐ Credit Card
CHASE BANK*

To apply Open Credits, select the Vendor whose credit you would like to use.