How to Add a Company Bank Account

When adding a New Company Bank Account, the first step is to set up the GL Account for that Bank.

Under Sedona Setup go to GL – Chart of Accounts.

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Select "New" and enter the GL Account Code and Description.

For Account Type select "Bank" from the drop-down menu. Click "Apply"

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The next step is to Add the Bank Information.

Under Sedona Setup go to AR – Banks.

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Select "New" and enter the Bank Name, Description and Routing Number.

Do Not select the box for "Customer Bank."

If you will be printing checks from this Bank Account, enter the "Next Check #" and select the "Check Form" from the Drop-down menu.

Select the "GL Account" that you added in the previous step from the dropdown menu. Click "Apply."

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