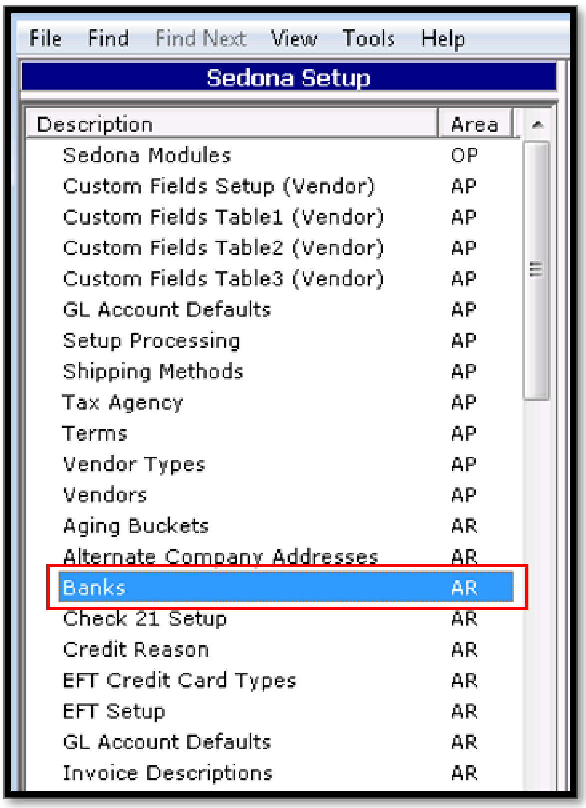
SedonaOffice Accounts Payable Check Forms

12/28/2023 2:41 pm EST

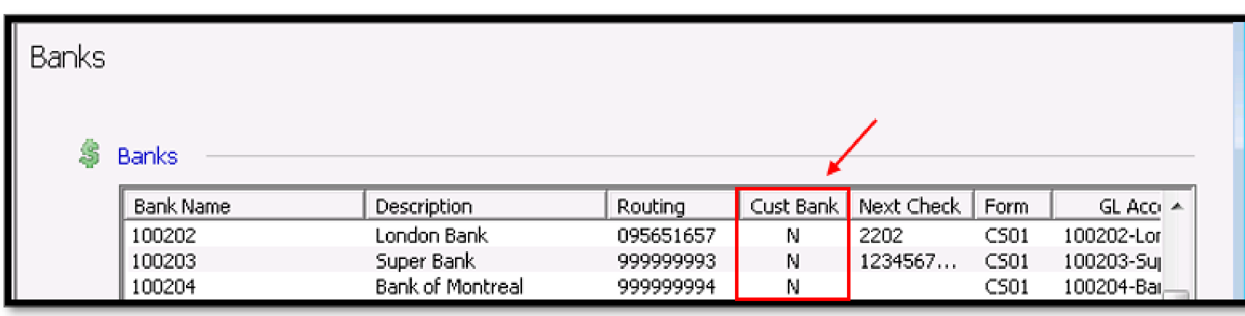
SedonaOffice has three AP Check Forms to select from that include the check itself and two payment stubs.

Sedona Setup

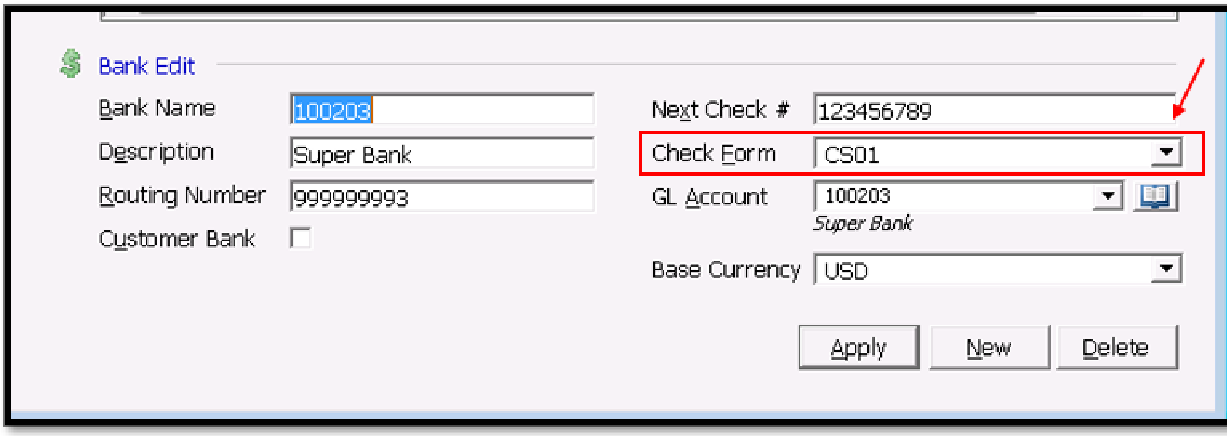
In SedonaSetup under AR select "Banks".



Select the correct Bank Account.
The Bank Account will have a "N" under Customer Bank.

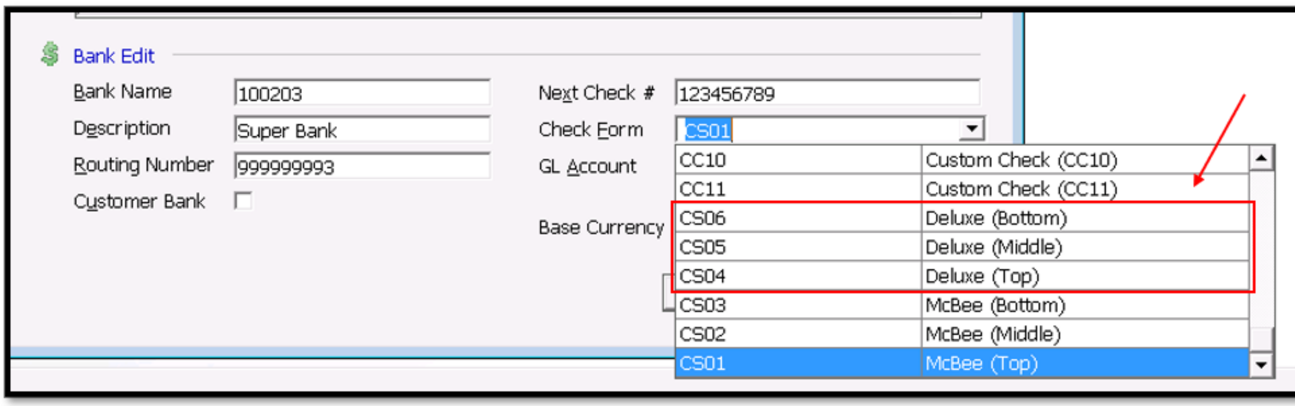


Select the arrow by the Check Form field to display the drop-down menu.

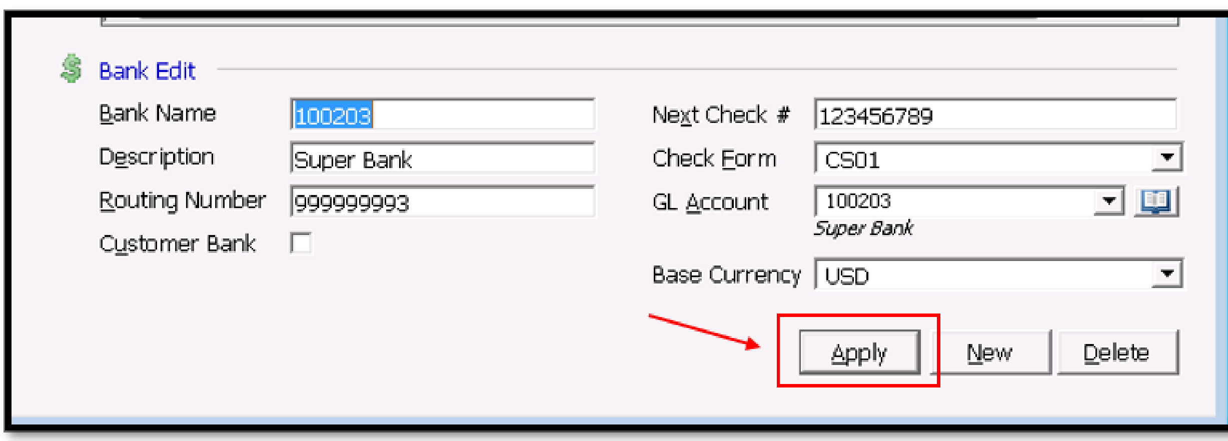


Select the appropriate Check Form:

CS04 – Check portion prints on the Top Section
CS05 – Check portion prints in the Middle Section
CS06 – Check portion prints in the Bottom Section



Click "Apply".



The other Check Forms in the drop-down menu are custom forms created for specific customers. If using one of these, make sure all information lines up correctly.