

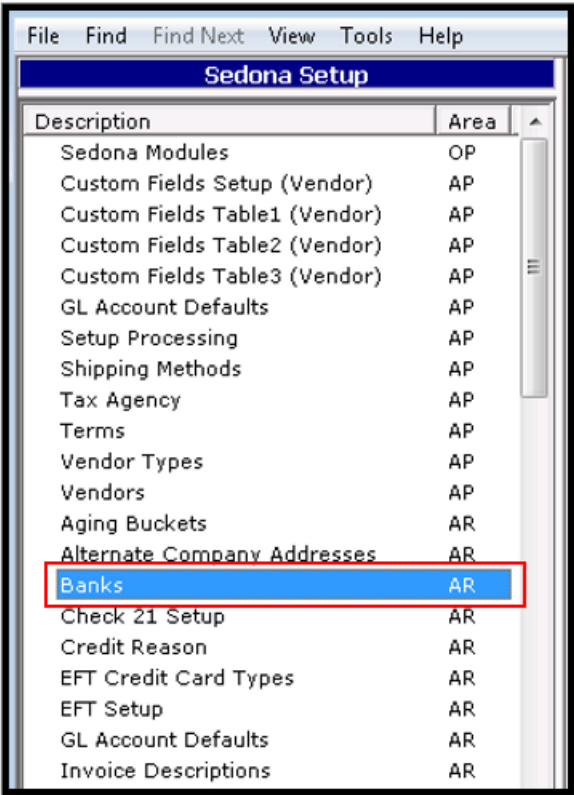
SedonaOffice Accounts Payable Check Forms

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.

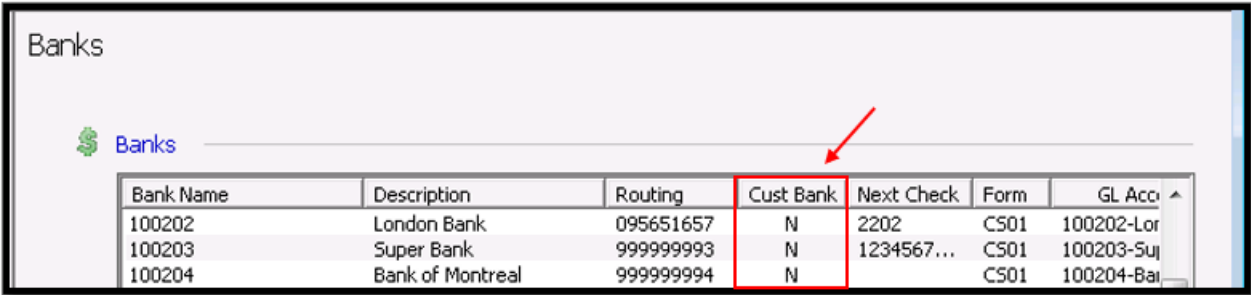
Sedona Setup

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.

Bank Edit

Bank Name: 100203

Description: Super Bank

Routing Number: 999999993

Customer Bank: ☐

Next Check #: 123456789

Check Form: CS01

GL Account: 100203
Super Bank

Base Currency: USD

Buttons: Apply, New, Delete

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

Bank Edit

Bank Name: 100203

Description: Super Bank

Routing Number: 999999993

Customer Bank: ☐

Next Check #: 123456789

Check Form: CS01

GL Account: CC10, Custom Check (CC10)

Base Currency: CC11, Custom Check (CC11)

CS06	Deluxe (Bottom)
CS05	Deluxe (Middle)
CS04	Deluxe (Top)
CS03	McBee (Bottom)
CS02	McBee (Middle)
CS01	McBee (Top)

Click "Apply".

Bank Edit

Bank Name: 100203

Description: Super Bank

Routing Number: 999999993

Customer Bank: ☐

Next Check #: 123456789

Check Form: CS01

GL Account: 100203
Super Bank

Base Currency: USD

Buttons: Apply, New, Delete

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.