

How to Change Default Bank Account for Accounts Payable

12/12/2025 5:03 pm EST

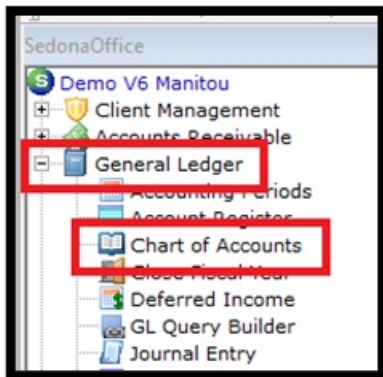
Below are the steps to take to set up a bank account that company uses to pay bills. Usually this is the same account payments are received. These steps can be done in SedonaOffice version 6.2.0 and above.

Overview

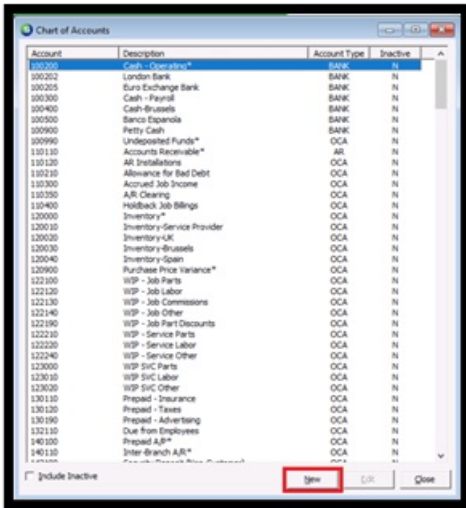
Prior to going through the steps, make sure you have the correct permissions needed to complete this. If not, you will need to get with someone who is authorized to add the needed permissions.

Steps

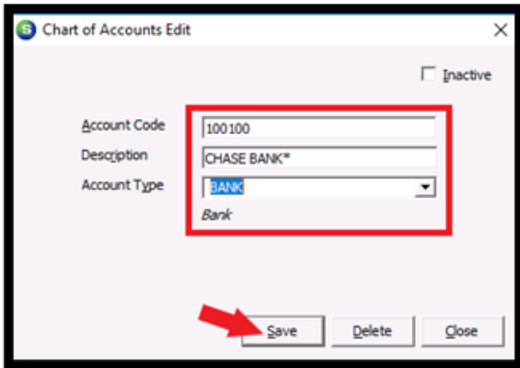
1. If a GL Account is not setup for the bank to be used, add one.
2. Click on General Ledger in the customer Tree.



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

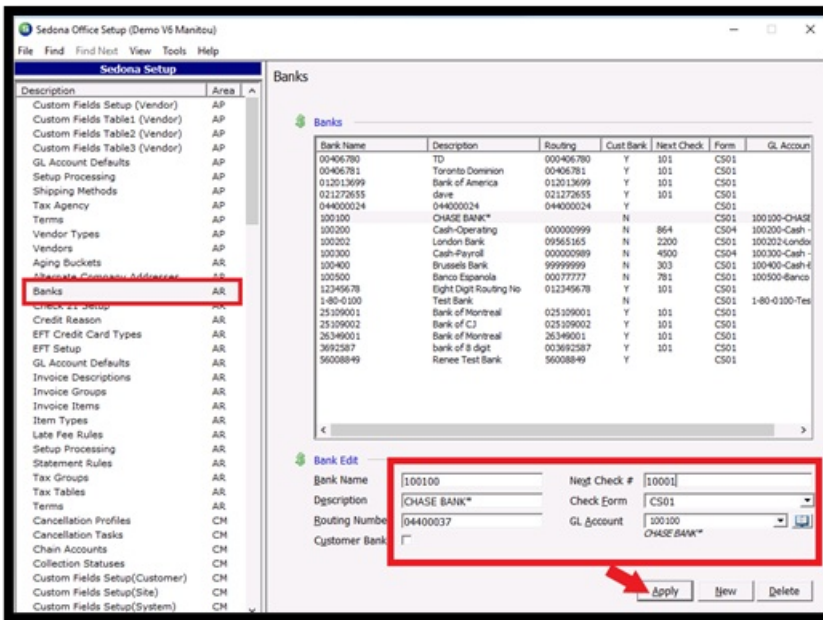


4. Fill in the Account Code, Description, and Account Type. Click the Save button when done.



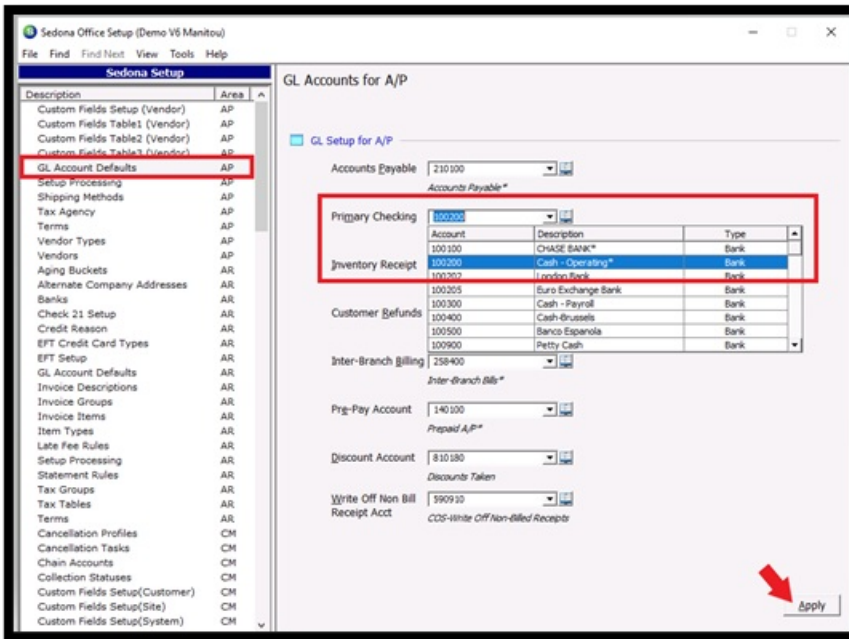
5. Open SedonaSetup and click on Banks / AR.

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

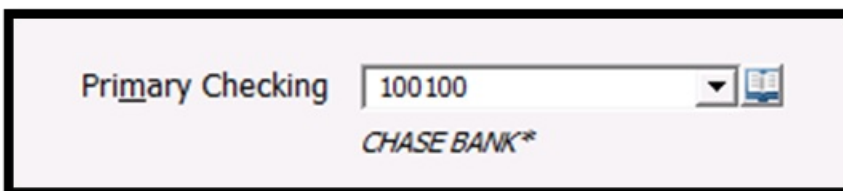


7. Still in SedonaSetup, click on GL Account Defaults / AP.

8. Click on the Primary Checking dropdown and select the new bank account that was just added. Click Apply to save the change.



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



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

The screenshot displays the 'Pay Bills' window, which is divided into two main sections: 'Selection Information' and 'Payment Information'. The 'Selection Information' section includes a 'Branch' dropdown menu, a 'Vendor' dropdown menu currently set to '<All Vendors>', and an 'As Of Due Date' field set to '1/19/2024'. There is also a checked checkbox for 'Show Vendor Code'. A note at the bottom of this section reads: 'To apply Open Credits, select the Vendor whose credit you would like to use.' The 'Payment Information' section includes a 'Branch' dropdown menu set to 'MI', a 'Payment Date' field set to '1/19/2024', and two radio button options: 'Bank Account' (which is selected) and 'Credit Card'. The 'Bank Account' dropdown menu is highlighted with a red rectangular box and shows the value '100100'. Below these options, the text 'CHASE BANK*' is displayed and underlined.