

How to change the next check number in Managely

07/16/2025 5:46 pm EDT

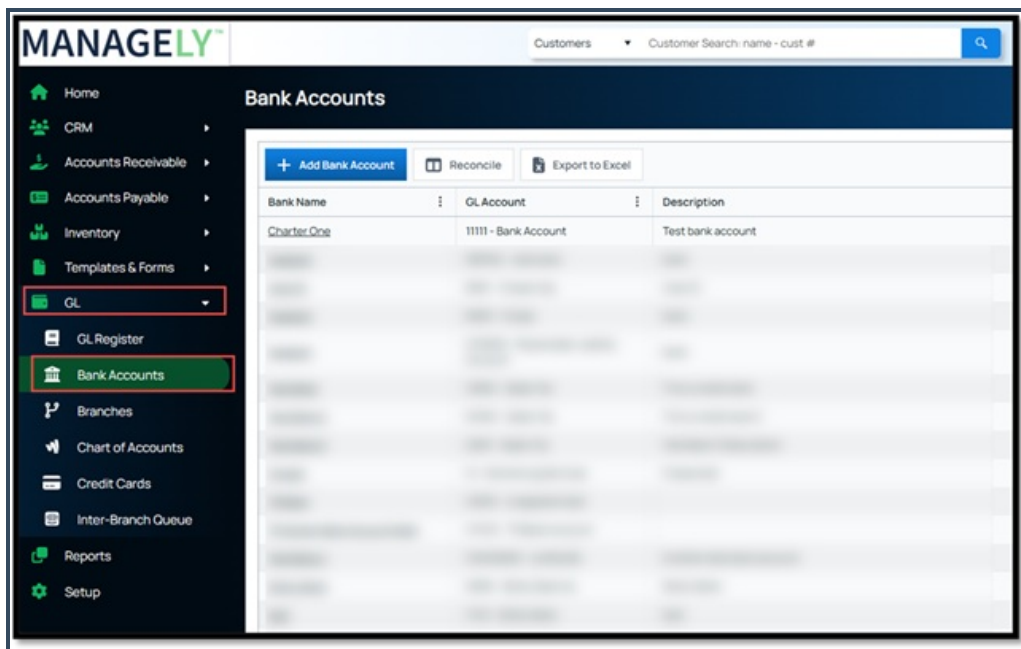
Managely allows the users to change the next check number.

Note: Unlike the next customer number, next invoice number, next vendor number and next purchase order number which are all found under Setup -> Under Company -> System Defaults, this feature is located in a different place.

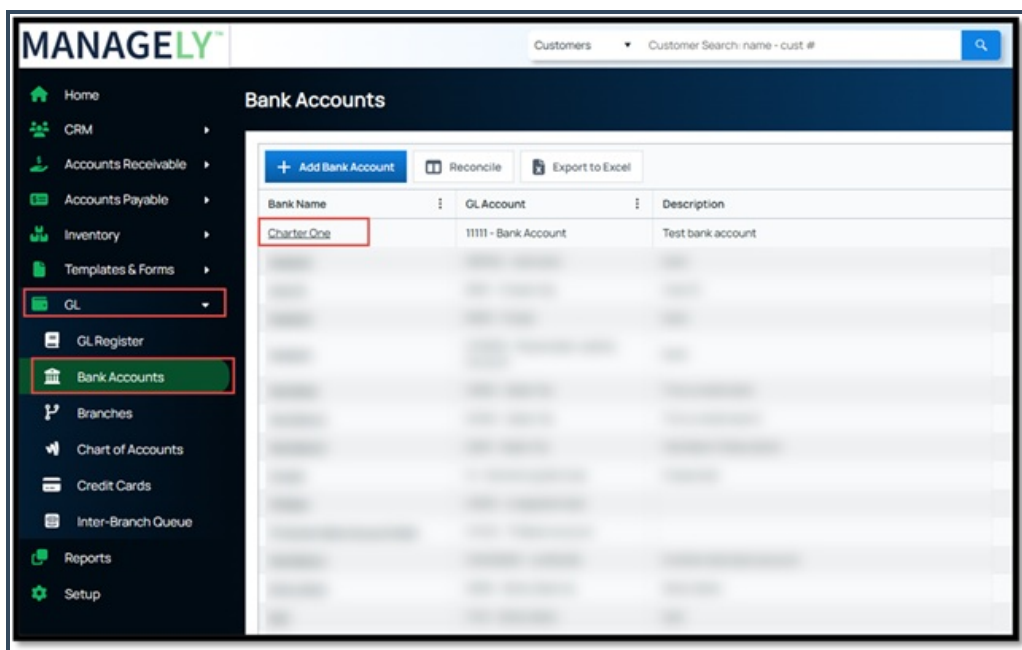
Follow the steps below to change the next check number.

The next check number can be found under each bank.

In Managely, go to GL -> Bank Accounts:



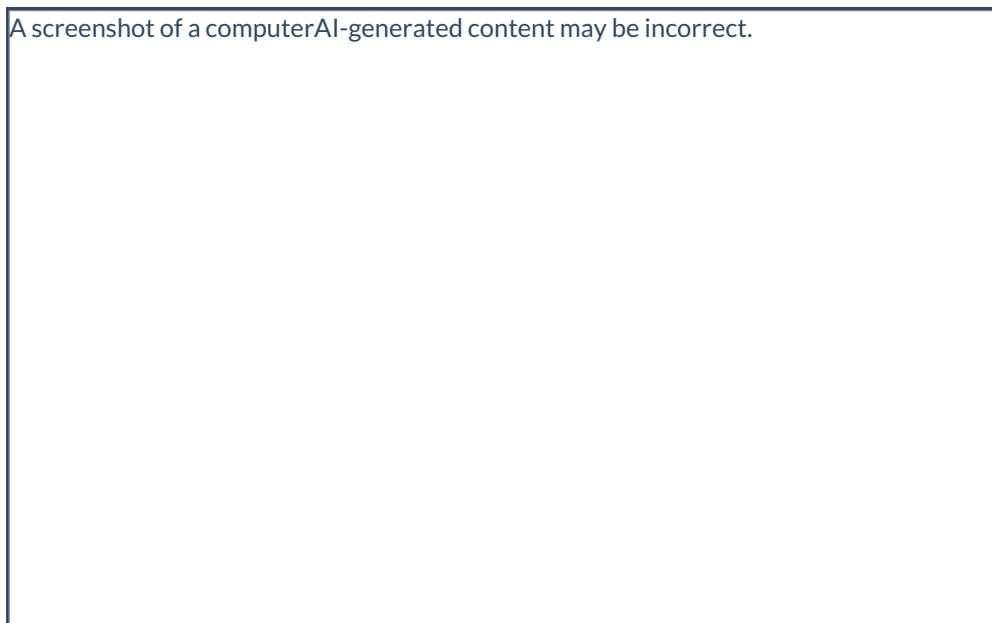
Click on the bank name:



Click Edit:



Adjust the next check number and click Save:



Note: if you have multiple banks set up, the steps need to be repeated for each bank that needs the next check number adjusted.
