How to Change the Default Bank Account in AP Print Checks for Customer Refunds

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To change the Bank Account that is used in AP – Print Checks when issuing a Customer Refund follow the below steps.

SedonaSetup - AP

In SedonaSetup go to AP - GL Accounts Defaults.

Select the drop-down menu for Primary Checking and select the Default Bank to use and click Apply.



AP - Print Checks

Under the AP Module, select Print Checks. The New Default Bank Account will be displayed.

Print Checks Bank Account 100202			Next Ched	Next Check Number : 2204 100202 London Bank		
Print	Check Date	Pay to the Or	der Of	Amount	Memo	
¢					>	
0 Checks To Prin Select All	t Unselect All	Print Bill List	Margins	Print	Glose	

Verify the Next Check Number is correct. If the Next Check Number needs to be changed, you can update that once you select Print.

Print Checks		-	_		
Bank Account 100202		•	Next Che 100202	ck Number : 220	04
Print V	Check Date 8/15/2024	Pay to the Order Of Elizabeth Arrington		Amount Memo 0.38	
<	Check Enter	Number the starting check	number.		Х ОК Cancel
1 Checks To Print Select All	Jnselect All	Print Bill List	Margins	s <u>P</u> rint	Close

Be sure to change the Default Bank Account back to the previous Bank Account if needed.