

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

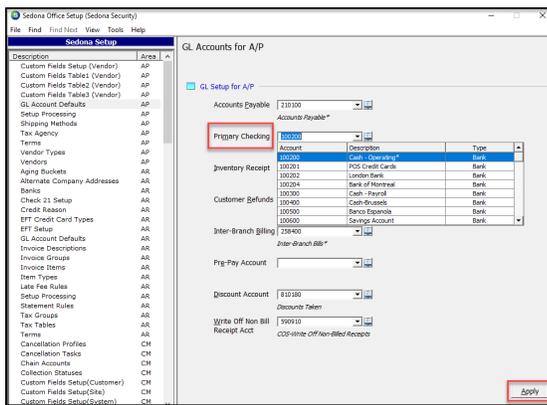
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To change the Bank Account that is used in AP – Print Checks when issuing a Customer Refund follow the below steps.

SedonaSetup - AP

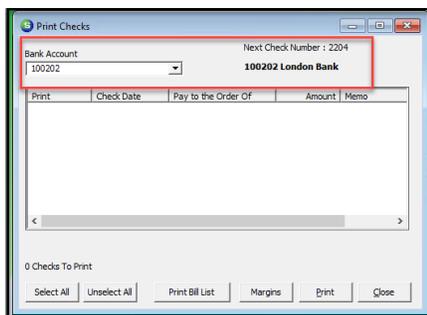
In SedonaSetup go to AP – GL Accounts Defaults.

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

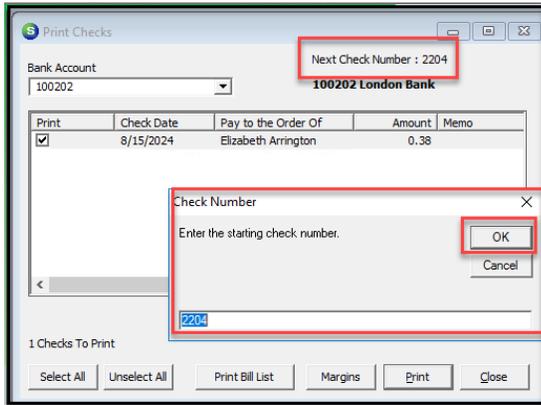


AP - Print Checks

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



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



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