

How to Change Default Bank to Write Customer Refund Checks

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Sometimes companies will change banks that are used as a default. Below will step you through changing the default bank being used to write customer refund checks, as well as other checks.

Overview

Below are the steps to take to fix the bank to be used to write a customer refund that was done on an old default bank account.

Steps:

1. Will need to void the refund check on the wrong bank.
2. In SedonaSetup, click on GL Accounts Defaults AP
3. In the Primary Checking - make this the primary account to use

The screenshot shows the 'Sedona Setup' window with the 'GL Accounts for A/P' section. The left sidebar lists various setup areas, with 'GL Account Defaults' highlighted. The main area shows the 'GL Setup for A/P' configuration. The 'Accounts Payable' dropdown is set to '210100'. The 'Primary Checking' dropdown is set to '100220 Wells Fargo Checking' and is highlighted with a red box. The 'Inventory Receipt' dropdown is set to '210310'.

- This will default the checking account to use for all checks that are sent out going forward, either for customer refunds or vendor payments, etc.

4. Reissue the refund check verifying the correct bank is in the drop-down when issuing.