How to Change Default Bank to Write Customer Refund Checks

04/29/2024 10:27 am EDT

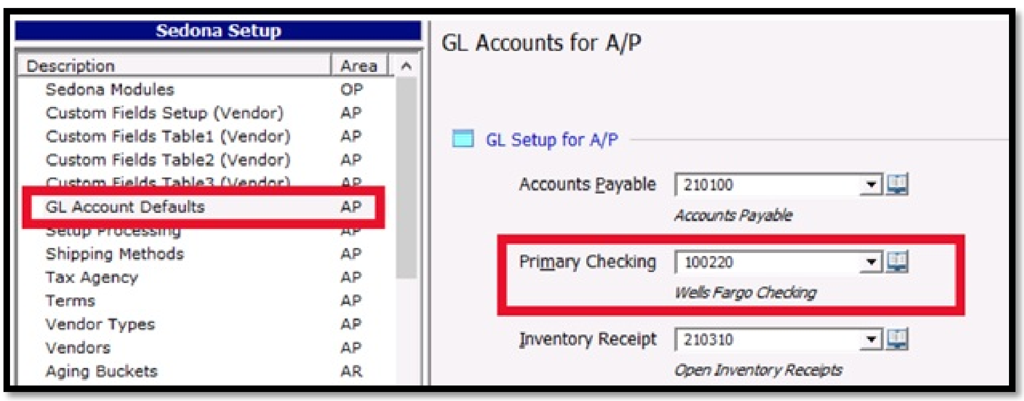
Sometimes companies will change banks that are used as a default. Below will step you through changing the default bank being used to write customer refund checks, as well as other checks.

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



- *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.