

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

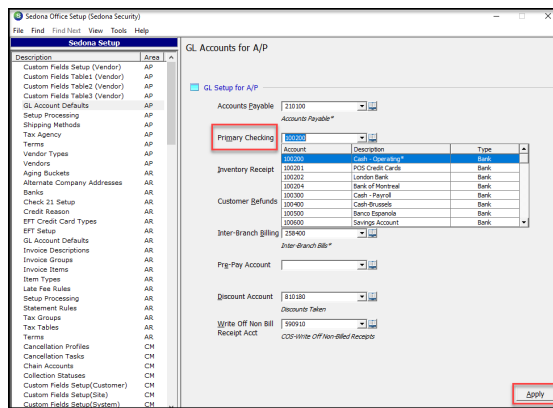
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To change the Bank Account that is used in AP – Print Checks when issuing a Customer Refund follow the below steps.

SedonaSetup - AP

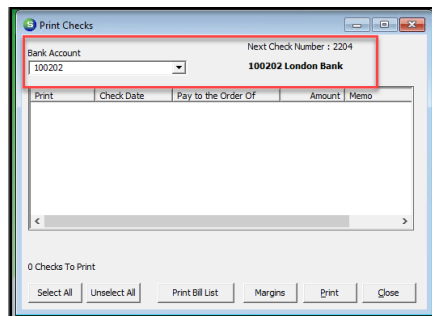
In SedonaSetup go to AP – GL Accounts Defaults.

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.

The screenshot shows a 'Print Checks' window. At the top, a 'Bank Account' dropdown is set to '100202'. A red box highlights the text 'Next Check Number : 2204' and '100202 London Bank'. Below this is a table with columns: Print, Check Date, Pay to the Order Of, Amount, and Memo. The first row has a checked 'Print' box, date '8/15/2024', payee 'Elizabeth Arrington', and amount '0.38'. A 'Check Number' sub-dialog is open in the foreground, asking to 'Enter the starting check number.' with '2204' entered in the text field. The 'OK' button in the sub-dialog is highlighted with a red box. At the bottom of the main window, it says '1 Checks To Print' and has buttons for 'Select All', 'Unselect All', 'Print Bill List', 'Margins', 'Print', and 'Close'.

Print	Check Date	Pay to the Order Of	Amount	Memo
☒	8/15/2024	Elizabeth Arrington	0.38	

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