User Group Security-Accounts Payable

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For a user to be able to use various options within the Accounts Payable module, certain security privileges must be granted to the user through the User Group Security options within SedonaSetup. The following User Group Security options located within Application Access/AP security options section pertain to Accounts Payable.

- **Bills**: allows a user to enter vendor bills.
- **Credits**: allows a user to enter vendor credits.
- **Pay Bills**: allows a user to mark vendor bills for payment and apply Vendor Credits to Bills.
- **Print Checks**: allows a user to print accounts payable checks from the check printing queue.
- **Purchase Orders**: allows a user to enter or modify purchase orders.
- **Print Purchase Orders**: allows a user to print purchase orders.
- **Recurring Items**: allows a user to enter, modify, and delete vendor recurring bills and recurring payments.
- **Suggested PO List**: allows a user access to the Suggested PO List function.
- **Vendors**: allows a user to view, enter, modify or delete vendor records.
- **Write Checks**: allows a user to write and print accounts payable checks.
- **Edit Existing Transactions**: allows a user to edit bills, credits, receipts which are dated in an open accounting period.
- **Acknowledge PO**: allows a user to acknowledge a purchase order.
- **Vendor Custom Fields**: allows a user to view, enter, modify or delete information in vendor custom fields.
- **Vendor Documents**: allows a user access to vendor documents. Purchase of the add-on module SedonaDocs is required for this feature.
- **View Only Access for Checks**: allows a user to view accounts payable checks but not be able to make any changes.
- **Edit Vendor Notes**: allows a user to edit existing vendor notes.
- **Delete Vendor Notes**: allows a user to delete existing vendor notes.
- **AP Query Builder**: allows a user access to the AP Query Tool to design reports related to Accounts Payable data.
- **Access to Secure Vendors**: allows a user full access to any vendor marked as a Secure Vendor on the vendor setup.
- **Read Only Vendor Access**: if this option is selected, a user can open and view vendor records, but cannot modify any information.
- **Hide Vendor Social Security No**: if this option is selected, on a vendor record the Social Security Number field is blanked out.