

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