How to Provide Access to Edit Checks from the GL Register

Last Modified on 10/28/2024 11:42 am EDT

How do we provide access to allow users to edit checks from the GL Register?

Right click on the register and see the Open Check option.

-	Account Code 100900		0	_▼ Щ Branch				
	<u>F</u> rom Date <u>T</u> hru Date	5/1/202 10/25/2	23 III 2024 III		Reg Ty			 ▼ ■
	Date	Туре	Check No.	Status	Name		Branch	A
Reg No.					** Reginning Bala	* Beginning Balance ** MYS CLEANERS IntelliSyste		
Reg No. 809170	5/1/2023 7/3/2023	GENJRNL	Test	0	AMYS CLEANERS	ance	IntelliSyste	

When Opened, the Check cannot be edited and only displays the information associated with the check.

SWrite Checks	*** Read Only Permission Lev	vel ***		
Pay From Bank Acco	unt 100900	100900 Petty Cash		Balance: \$4,104.55
C Custo C Other	ner 💿 Vendor 🛛 Clive Barker		Brandh	MI
Sedona S PAY TO T	ecurity HE research	DATE 6/20/2024	CHECK #	GST \$0.00
ORDER O	 Clive Barker red Fifty Dollars and Zero Cents 		≱ 150.00	Applied 0.00
ADDRESS LABEL	Clive Barker 123 Spooky Street New Orleans, LA 70118			Balance 150.00
МЕМО				J
GL Account D 140100 P	escription epaid A/P*			Amount 150.00

Resolution:

The issue is likely due to permissions.

- 1. In SedonaSetup, go to User Groups and find the user group of the user or users experiencing this.
- 2. Scroll to the AP module and locate a permission called Edit Existing Transactions.
- 3. If it is unmarked, mark it and click Apply to save the change.

Application Access Report Access					
Access	Module				
Write Checks	AP				
AP Query Builder	AP				
Comdata Interface	AP				
Export Checks	AP				
Acknowledge PO	AP				
Edit Existing Transactions	AP				
ADI Integration	AP				

- 4. Have those impacted log out of SedonaOffice and go to the Account Register.
- 5. Right click on the entry again and select Open Check.
- 6. The check view will now be editable.

(S) Wr	ite Checks						
Pay Fr	om Ban <u>k</u> Account	100900	100900 P	etty Cash		Balance: \$4, 104.55	
	C Cystomer @ C Other	Vendor Clive Barke	21		Branch	MI]
	Sedona Securit	у	<u>D</u> ATE 6/20/	2024 📃	CHECK <u>#</u> In Queue	In Print Queue	-
	ORDER OF Cli One Hundred Fif	ve Barker ty Dollars and Zero Cents-			\$150.00	Applied Total 165.0	00
	ADDRESS Clin LABEL 12 Ne	ve Barker 3 Spooky Street ew Orleans, LA 70118				Balance -15.	00
	<u>м</u> емо						
<u>B</u> ills	\$0.00 Parts \$0	0.00 Expense \$150.0	0		<u>C</u> os	ting	
			Gener	al Ledger			Job Cost
G	L Account	Description		Amount	Branch	Category	Job Type
▶ 1 *	40100	Prepaid A/P*		150.00	MI	Admin G & A	