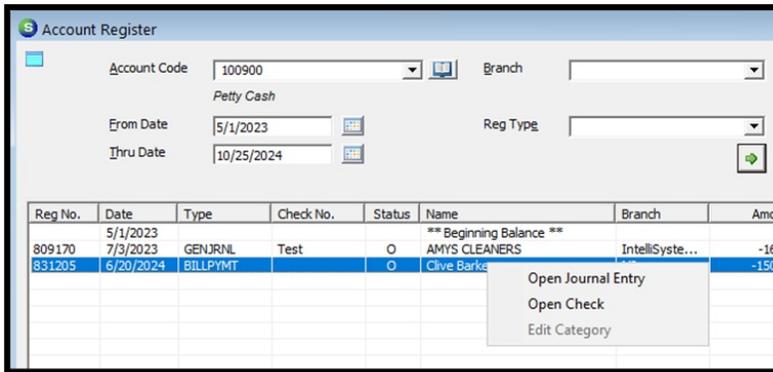


How to Provide Access to Edit Checks from the GL Register

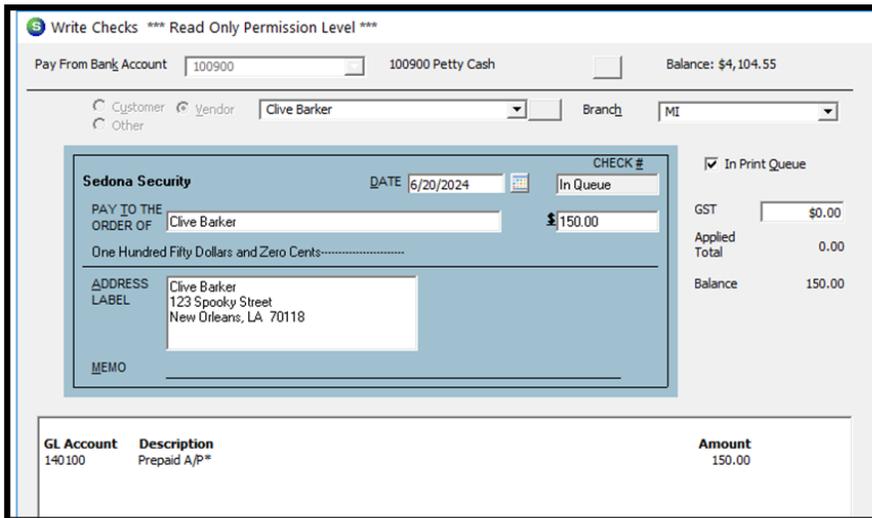
Last Modified on 10/28/2024 11:42 am EDT

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.



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



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	
<input checked="" type="checkbox"/> Write Checks	AP	
<input type="checkbox"/> AP Query Builder	AP	
<input type="checkbox"/> Comdata Interface	AP	
<input type="checkbox"/> Export Checks	AP	
<input type="checkbox"/> Acknowledge PO	AP	
<input checked="" type="checkbox"/> Edit Existing Transactions	AP	
<input type="checkbox"/> 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.

Write Checks

Pay From Bank Account: 100900 | 100900 Petty Cash | Balance: \$4,104.55

Customer Vendor Other Clive Barker | Branch: MI

Sedona Security | DATE: 6/20/2024 | CHECK #: In Queue

PAY TO THE ORDER OF: Clive Barker | \$ 150.00

One Hundred Fifty Dollars and Zero Cents-----

ADDRESS LABEL: Clive Barker, 123 Spooky Street, New Orleans, LA 70118

MEMO: _____

In Print Queue

GST: \$15.00
Applied Total: 165.00
Balance: -15.00

Bills \$0.00 | Parts \$0.00 | Expense \$150.00 | Costing: _____

General Ledger						Job Cost	
GL Account	Description	Amount	Branch	Category	Job	Type	
▶ 140100	Prepaid A/P*	150.00	MI	Admin G & A			
* _____							