

Vendor Add Permission

Last Modified on 11/04/2025 10:27 am EST

There is a new user permission for adding vendors called "Vendor Add". This allows limiting users who can add new vendors but still gives them the ability to edit existing vendors.

This is a new user group permission. Navigate to Sedona Setup > OP > User Groups and select a user group to see the details. Under the AP module section, on the Application Access tab, is the new Vendor Add permission.

Sedona Office Setup (SODb1)

File Find Find Next View Tools Help

Sedona Setup

Description	Area
Warranty Types	SV
Warehouses	IN
Vendors	AP
Vendor Types	AP
Users	OP
User Groups	OP
User Defined Table4	SM
User Defined Table3	SM
User Defined Table2	SM
User Defined Table1	SM
User Defined Setup	SM
Type Of Customer	CM
Terms	AP
Terms	AR
Technicians	SV
Tax Tables	AR
Tax Groups	AR
Tax Agency	AP
System Types	CM
Status	SM
Statement Rules	AR
Shipping Methods	AP
Setup Processing	AP
Setup Processing	AR
Setup Processing	JM
Setup Defaults	SV
Service Ticket Message	SV
Service Levels	SV
Service Companies	SV
Scheduling and Appointments	SV
Sales Resolution Codes	SM
Sales Managers	SM
Sales Items	SM
Sales Departments	SM
Sales Department Maintenance	SM
Routes	SV

User Groups

☐ User Groups

Group	Description	Level	Credit Limit
Administrator	Administrator	3	\$50,000.00
Clerk	Clerk	1	\$0.00
Manager	Manager	1	\$0.00
NOJOBACCESS	User Group without Job access	1	\$0.00
Sales	Sales Group	1	\$0.00
Service	Service	1	\$0.00
TestCMOnly	Testing access to Client Management EFHistory	1	\$0.00

☐ Include Inactive

☐ User Group Edit ☐ Inactive

Code Description Level Credit Memo Limit

Administrator Administrator 3 \$50,000.00

Application Access Report Access

Access	Module
☒ Vendors	AP
☒ Write Checks	AP
☒ AP Query Builder	AP
☒ Comdata Interface	AP
☒ Export Checks	AP
☒ Vendors Add	AP
☒ Acknowledge PO	AP
☒ Edit Existing Transactions	AP
☒ ADI Integration	AP
☒ Vendor Custom Fields	AP
☒ Vendor Documents	AP
☐ View Only Access for Checks	AP
☒ Edit Vendor Notes	AP

Print Apply New Delete

Users with this permission will see the New Vendor button on Accounts Payable > Vendors and Sedona Setup > Vendors.