

View Only Access to Checks in SedonaOffice

05/31/2024 9:13 am EDT

Description of Issue:

We are experiencing an issue with some of our users not being able to write checks. We've set up a User Group that grants all permissions for the AP module but they're unable to write checks.

Resolution:

This is caused by a permission in the AP Module permissions under User Groups that specifically only allows users to have View Only access for Checks. It will cancel out the permission to Write Checks. This will need to be unmarked in the User Group.

Go to Sedona Setup.

Go to User Groups.

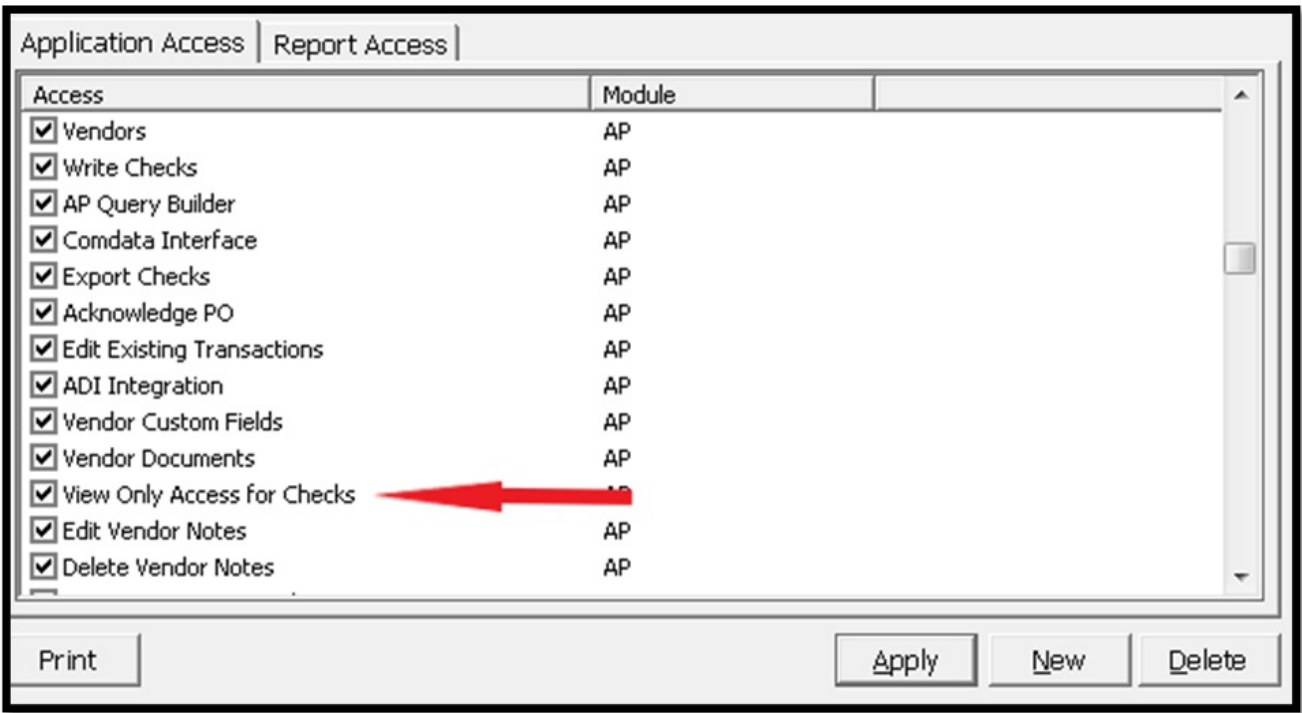
Locate the User Group that the user is assigned to.

Locate the Accounts Payable Module permissions.

Scroll down the list of AP Module permissions.

Locate the permission called View Only Access for Checks.

If View Only Access for Checks is marked, it will need to be unmarked.



Apply to save change.

Have the user try to write a check.

If the user is still receiving a message saying they do not have access permissions to perform the action, they will need to log out of SedonaOffice and log back in.