

How To Grant Access to Extended User Defined Fields

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Issue:

User is requesting access to Extended User Groups in order to make changes to the fields available in the U/D Info button under systems.

The screenshot shows the '48960 Monitor Intrusion System' window. At the top, it displays 'Customer: 48960 AS Test' and 'Address: 123 Test Lane Pleasant Lake, MI 49272'. Below this are tabs for 'System', 'Custom Fields', 'Recurring', 'Equipment', 'Inspections', and 'Notes & Comments'. The 'System' tab is active, showing various fields for system configuration. At the bottom of the window, there are buttons for 'CS Data Tracking', 'U/D Info' (highlighted with a red box), 'Inactive', 'Save', and 'Close'.

Resolution:

This is granted using permissions under the User Groups.

In SedonaOffice, go to:

- SedonaSetup > User Groups
- Locate the User Group associated to the user who needs access
- Scroll to the SedonaSetup (SS) Application permissions
- Locate a permission labeled Accounts Receivable

Application Access		Report Access
Access		Modu
☐ User Defined Table 1		SS
☐ User Defined Table 2		SS
☐ User Defined Table 3		SS
☒ Application Preferences		SS
☐ Accounts Payable		SS
☒ Accounts Receivable		SS
☐ Central Station Tracking Defaults		SS

- Mark the Accounts Receivable permission box and click Apply to save the change

Once permission is granted, a new option will appear in SedonaSetup called Extended User Defined Fields. When opened, it displays all fields, which are editable, that appear in the U/D Info button under Systems.

Sedona Setup	
Description	Area
Custom Fields Setup (Vendor)	AP
Aging Buckets	AR
GL Account Defaults	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM
Custom Fields Setup(System)	CM
Custom Fields Table1 (Site)	CM
Custom Fields Table1 (System)	CM
Custom Fields Table2 (Site)	CM
Custom Fields Table2 (System)	CM
Custom Fields Table3 (Site)	CM
Custom Fields Table3 (System)	CM
Data Entry Defaults	CM
Email Setup	CM
Extended User Defined Fields	CM
Type Of Customer	CM
Chart of Accounts	GL
Open Current Accounting Period	GL