Vendor Portal Permissions

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Staff Permissions

To be able to approve vendors, staff users must have at least 01-Allow for AP - Approve Vendors. To edit vendors, the same permissions as before still apply and they would need at least 02-Modify for AP - Vendor Maintenance.

User or Group:			~		
Application:	A	.ccounts Payable 🛛 🗸	Search 🏳		
Task:					
User or Group	~	Task	~	Access Level ×	Description
		Approve Vendors		01 - Allow 🔹	Approve and disapprove vendor portal vendors.
		Vendor Maintenance		02 - Modify 👻	Maintenance of A/P vendor information

When Vendor Portal Users are setup, they are all given the same default permissions as shown in the screenshot below. You can modify the permissions if needed.

- 1099 History: Browse and print 1099 forms for vendor associated with user
- Account History: Browse Invoices for vendor associated with user
- Payment History: Browse Payments for vendor associated with user
- Vendor Custom Information: Browse or modify the user-defined custom vendor info
- Vendor EFT: Maintenance of A/P vendor EFT information
- Vendor Federal ID: Browse or modify the vendor federal ID number
- Vendor Maintenance: Maintenance of A/P vendor information
- Vendors: Browse Vendor

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- $\circ~$ 00- Not Allow: Cannot view content related to that permission
- **01-Allow:** Can view but not change content related to that permission
- O2-Modify: Can view and modify content related to that permission Text