

Report 1009: Permission List - By Category (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

To provide the Rights ID and Description used by CS Lucas sorted by Category.

WHY IS THIS IMPORTANT?

Allow users to verify all the permissions that are available in each category.

QUERY

1. Navigate to Reporting > Standards > Report 1009: Permission List - By Category.

The screenshot shows a web interface for a report titled "Permission List - By Category". At the top, there is a navigation bar with a back arrow, three buttons labeled "PDF", "Excel", and "Word", and three icons: a download arrow, a star, and a save icon. Below this, there is a label "Category" followed by a text input field and a dropdown arrow.

2. Category is an optional parameter.

3. Click on the required format.

4. The report shows the Category, Rights ID and description.

Name of Category	Rights ID	Description
Permission List - By Category Category: All		
<u>Category</u> Accounting	<u>Rights ID</u> 12714 12730 12734 12731 12739 12716 12723 12738 12735 12736 12737 12715	<u>Description</u> Post Journals. Save Journal File store files. Refresh Period End. Delete Journal File store files. Amend Accounting Period. View Journals details. Delete Accounting Period. View Accounting Period Details. Process Period End. Reopen Period End. Hold and Release Journals. Access Period End.

For explanation of  button, please see link.

For explanation of   buttons, please see [link](#).

DATA SOURCE - PERMISSION LIST DETAILS

To view the following details,

A	B	C
<u>Category</u> Accounting	<u>Rights ID</u> 12714	<u>Description</u> Post Journals.

Follow the steps as shown below:

1. Navigate to Set Up > User and Rights.
2. Click on Group.
3. Click on any of the short name (Example: AU User Group).

User Group				
	Refresh	New Group	Delete Group	Approve 
	App? 	Short Name 	Description 	Full Rights 
☐		<u>AU User Group</u>	AU User Group	
☐		<u>Approver</u>	Approver	
☐		<u>EU User Group</u>	EU User Group	

4. Click on Assign Permission.

5. Select Category: Accounting and click Refresh.

Assign Permission

Group Name

AU User Group

Category

Accounting

←

Refresh

Save

☐	Right ID	Category	Permission
☐	12710	Accounting	Access Accounting Module.
☐	12713	Accounting	Recreate Journals.
☐	12714	Accounting	Post Journals.
☐	12715	Accounting	Access Period End.

Add

Remove

☐	Right ID	Category	Assigned Permission
No records found.			

B

A

C

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[General Formatting For All Reports](#)

CHANGE HISTORY

Date	By	Changes
26-Apr-2016	Ruijun	Created
23-May-2016	Rj	Formatted
05-Aug-2016	Li Ping	Rewritten. Reformatted.
10-Dec-2019	Lyra	Updated Screenshots.