

Report 1009: Permission List - By Category

[See previous W5 version guide](#)

PURPOSE

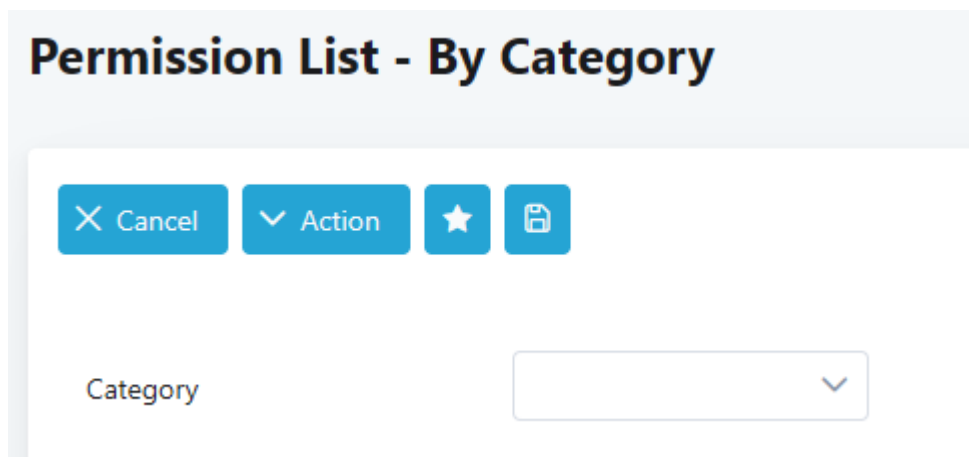
To provide the Rights ID and Description used by CS Lucas sorted by Category.

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.



Permission List - By Category

Cancel Action ★ Save

Category

2. Category is an optional parameter.

3. Click Action and select 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		
Category	Rights ID	Description
Accounting	12710	Access Accounting Module.
	12713	Recreate Journals.
	12714	Post Journals.
	12715	Access Period End.
	12716	View Journals details.
	12718	Save changes to Journals.
	12722	Add Accounting Period.
	12723	Delete Accounting Period.
	12724	Close Accounting Period.
	12726	Access Accounting File store.
	12727	Update Accounting Journal Preference.
	12728	Save Journal File store notes.

For explanation of Excel Raw export, 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>	<u>Rights ID</u>	<u>Description</u>
Accounting	12710	Access Accounting Module.

Follow the steps as shown below:

1. Navigate to Set Up > Global > User and Rights.
2. Click the Group button.
3. Click the Edit button next to the short name of the user group. In this example, TFS User Group.

User Group

Cancel Refresh Action

Search Columns

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Description ↑↓	Full Rights ↑↓
<input type="checkbox"/>		TFS User Group	TFS User Group	

1-1 of 1 records << < 1 > >> 50

4. Click Assign Permission.

5. Select Category: Accounting and click Refresh.

Assign Permission

Group Name: TFS User Group
Category: Accounting

Cancel Refresh Save

<input type="checkbox"/>	Right ID ↑↓	Category ↑↓	Permission ↑↓
<input type="checkbox"/>	12710	Accounting	Access Accounting Module.
<input type="checkbox"/>	12713	Accounting	Recreate Journals.
<input type="checkbox"/>	12714	Accounting	Post Journals.
<input type="checkbox"/>	12715	Accounting	Access Period End.
<input type="checkbox"/>	12716	Accounting	View Journals details.
<input type="checkbox"/>	12718	Accounting	Save changes to Journals.
<input type="checkbox"/>	12722	Accounting	Add Accounting Period.

B **A** **C**

<input type="checkbox"/>	Right ID ↑↓	Category ↑↓	Assigned Permission ↑↓
No records found.			

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[General Formatting For All Reports](#)

CHANGE HISTORY

Date	By	Changes
26-Apr-2016	Ruijin	Created.
23-May-2016	Rj	Formatted.
5-Aug-2016	Li Ping	Rewritten. Reformatted.
10-Dec-2019	Lyra	Updated screenshots.
14-Aug-2024	TS	Updated to W6 instructions and screenshots.