

# Report 1009: Permission List - By Category

[See previous W5 version guide](#)

## **PURPOSE**

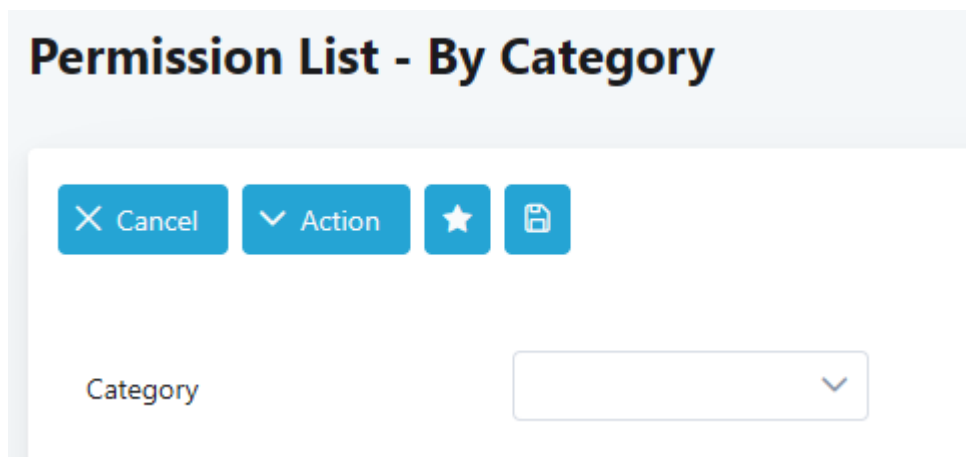
To provide the Rights ID and Description used by CS Lucas sorted by Category.

## **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.

The screenshot shows the top section of a web application interface. At the top, there is a light blue header bar with the title "Permission List - By Category" in bold black text. Below the header, there is a white container with a light blue border. Inside this container, there is a row of four blue buttons: "Cancel" with a white 'X' icon, "Action" with a white downward arrow icon, a star icon, and a save icon. Below these buttons, there is a label "Category" followed by a white dropdown menu with a light blue border and a downward arrow icon.

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
<div> <div>1009</div> <div>CS LUCAS</div> </div>		
<b>Permission List - By Category</b> Category: All		
<div>Category</div> <div>Accounting</div>	<div>Rights ID</div> <div>12710</div> <div>12713</div> <div>12714</div> <div>12715</div> <div>12716</div> <div>12718</div> <div>12722</div> <div>12723</div> <div>12724</div> <div>12726</div> <div>12727</div> <div>12728</div>	<div>Description</div> <div>Access Accounting Module.</div> <div>Recreate Journals.</div> <div>Post Journals.</div> <div>Access Period End.</div> <div>View Journals details.</div> <div>Save changes to Journals.</div> <div>Add Accounting Period.</div> <div>Delete Accounting Period.</div> <div>Close Accounting Period.</div> <div>Access Accounting File store.</div> <div>Update Accounting Journal Preference.</div> <div>Save Journal File store notes.</div>

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

<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   
Category

<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.