

Report 1018: Access Group And Permission

[See previous W5 version guide](#)

PURPOSE

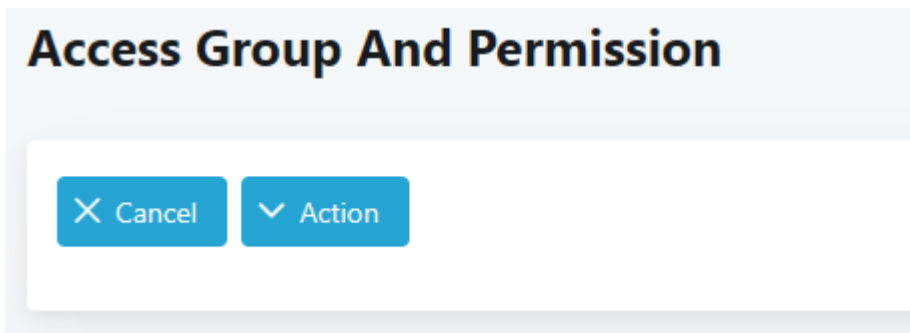
To provide the description used by CS Lucas of the different categories in the user group that have different permission to view or edit in the system.

WHY IS THIS IMPORTANT?

Allow users to verify the descriptions in each category by Group.

QUERY

1. Navigate to Reporting > Standards > Report 1018: Access Group And Permission.



2. Click Action and select the required format.

3. The report shows the User group name, category and description.

Name of User Group		Name of Category	User Rights ID	Description
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1018

CS LUCAS

Access Group And Permission

Group

TFS User Group

Category

Accounting

Rights ID

12726
12710
12715
12722
12739
12724
12723
12731
12729
12737
12714
12735
12713
12732
12734
12736
12718
12730
12728
12733
12727
12738
12716
17500
17511
17514
17506
17509
17515
17503
17508
17507
17510
17501
17512
17502
17505
17513

Description

Access Accounting File store.
Access Accounting Module.
Access Period End.
Add Accounting Period.
Amend Accounting Period.
Close Accounting Period.
Delete Accounting Period.
Delete Journal File store files.
Delete Journal File store notes.
Hold and Release Journals.
Post Journals.
Process Period End.
Recreate Journals.
Refresh Journals.
Refresh Period End.
Reopen Period End.
Save changes to Journals.
Save Journal File store files.
Save Journal File store notes.
Unpost Journals.
Update Accounting Journal Preference.
View Accounting Period Details.
View Journals details.
Access Actual Cash Balance.
Access Actual Cash History.
Access Manage MT940 Files.
Access MT940 Import.
Archive MT940 Files.
Delete MT940 File.
Import Actual Cash Balance.
Import MT940 Files.
Read MT940 Files.
Receive MT940 Auto Load Error Logs.
Refresh Actual Cash Balance.
Refresh Actual Cash History.
Save Actual Cash Balance.
Save Actual Cash Ledger.
View MT940 Statement.

Actual Cash Balance

For explanation of Excel Raw export, please see [link](#).



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

DATA SOURCE – USER GROUP DETAILS

To view the following details,

A	B	C	D
<u>Group</u>	<u>Category</u>	<u>Rights ID</u>	<u>Description</u>
TFS User Group	Accounting	12726	Access Accounting File store.

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 user group: TFS User Group.

Amend User Group

✕ Cancel

💾 Save

👤 Assign Permission

📄 Duplicate

👤 Assign User

≡ History

Short Name*

TFS User Group

Full Rights

No

Apply To Acct Cntr Group*

TFS Group

Description

TFS User Group

- 4. Click Assign Permission.
- 5. Select Category: Accounting, and click Refresh.

Assign Permission

Group Name

TFS User Group

A

Category

Accounting

✕ Cancel

🔄 Refresh

💾 Save

☐

Right ID T↓

Category T↓

Permission T↓

No records found.

⊕

⊖

C

B

D

<input type="checkbox"/>	Right ID T↓	Category T↓	Assigned Permission T↓
<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.
<input type="checkbox"/>	12723	Accounting	Delete Accounting Period.
<input type="checkbox"/>	12724	Accounting	Close Accounting Period.
<input type="checkbox"/>	12726	Accounting	Access Accounting File store.
<input type="checkbox"/>	12727	Accounting	Update Accounting Journal Preference.

FREQUENTLY ASKED QUESTION

RELATED INFORMATION

[General Formatting For All Reports](#)

CHANGE HISTORY

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