

Report 1026: User Permission List (W5)

[This version is superseded.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

PURPOSE

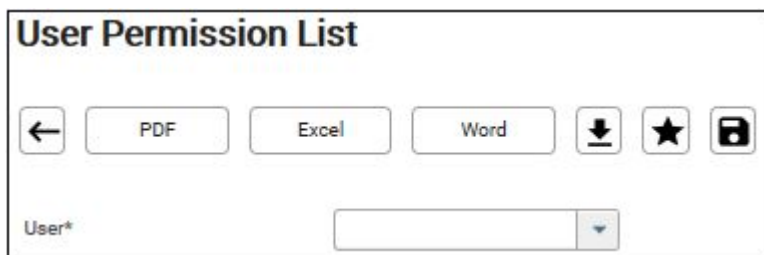
To provide what each user is able to access to in each category in CS Lucas system.

WHY IS THIS IMPORTANT?

To verify each of the user permission rights in the system.

QUERY

1. Navigate to Reporting > Standards > Report 1026: User Permission List.

The screenshot shows the 'User Permission List' report interface. At the top, there is a title 'User Permission List'. Below the title, there is a row of buttons: a back arrow, 'PDF', 'Excel', 'Word', a download icon, a star icon, and a save icon. Below these buttons, there is a label 'User*' followed by a text input field and a dropdown arrow.

2. Select the User. User is a mandatory parameter.

3. Click on the required format.

4. The report shows the User ID, Category and Description.

Name of <u>UserID</u>	Name of Category	Description
<div>1026</div> <div>CS LUCAS</div>		
User Permission List		
UserID	Category	Description
dev01@12dl2d.com	Accounting	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 Accounts Payable/Receivable. Access Purge Accounts Payable/Receivable. Import Accounts Payable/Receivable. Purge Accounts Payable/Receivable. Refresh Accounts Payable/Receivable. Refresh Purge Accounts Payable/Receivable. Access Actual Cash. Actual Cash Template. Delete Loaded Actual Cash.
	Accounts Payable/Receivable	
	Actual Cash	

For explanation of  button, please see link.

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

DATA SOURCE – USER GROUP DETAILS

To view the following details,

A		B
<u>UserID</u>	<u>Category</u>	<u>Description</u>
dev01@12dl2d.com	Accounting	Access Accounting File store.

Follow the steps as shown below:

1. Navigate to Set Up > User and Rights.
2. Click on Group.

3. Select UAGroup dev.

User Group

← Refresh New Group Delete Group Approve ↓

	App? ⇅	Short Name ⇅	Description ⇅	Full Rights ⇅
<input type="checkbox"/>		<u>AU User Group</u>	AU User Group	
<input type="checkbox"/>		<u>Approver</u>	Approver	
<input type="checkbox"/>		<u>EU User Group</u>	EU User Group	
<input type="checkbox"/>		<u>FX Dealing Group</u>	FX Dealing Group	
<input type="checkbox"/>		<u>SSI Group</u>	SSI Group	
<input type="checkbox"/>		<u>TFS User Group</u>	TFS User Group	Y
<input type="checkbox"/>		<u>Trial User Group</u>	Trial User Group	
<input type="checkbox"/>		<u>UAGroup_dev</u>	UAGroup_dev	

4. Click on Assign Permission.

← Save Assign Permission Duplicate Assign User History

Short Name* UAGroup_dev

Full Rights No ▼

Apply To Acct Cntr Group* TFS Group ▼

Description UAGroup_dev

5. Select Accounting on Category drop-down-list and click Refresh.

← Refresh Save

	Right ID ⇅	Category ⇅	Permission ⇅
No records found.			

Add Remove

	Right ID ⇅	Category ⇅	Assigned 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.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[General Formatting For All Reports](#)

CHANGE HISTORY

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