

Report 1026: User Permission List

[See previous W5 version guide](#)

PURPOSE

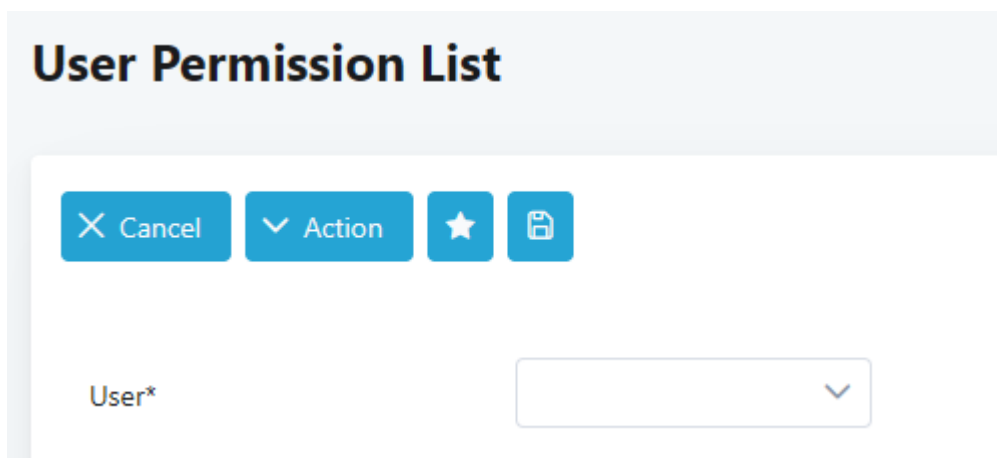
To provide what each user is able to access to in each category in CS Lucas system.

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.



User Permission List

Cancel Action ★ Save

User*

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

3. Click Action and select the required format.

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

Name of User ID	Name of Category	Description
<div> <div>1026</div> <div>CS LUCAS</div> </div> <div> <div>User Permission List</div> <div> <div>UserID</div> <div>admin@devent1.com</div> </div> <div> <div>Category</div> <div>Accounting</div> </div> <div> <div>Description</div> <div> <div> 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. </div> <div> Actual Cash Balance 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. </div> </div> </div> </div>		

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,

<u>UserID</u>	<u>Category</u>	<u>Description</u>
admin@devent1.com	Accounting	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.

User Group

✕ Cancel ↻ Refresh ▼ Action

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.

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

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

Assign Permission

Group Name

TFS User Group

Category

Accounting

Cancel

Refresh

Save

Right ID T↓

Category T↓

Permission T↓

No records found.

+

−

A

B

	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 QUESTIONS

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.