

SAGE BUSINESS CLOUD ACCOUNTING

USER ACCESS PERMISSIONS - USER MANUAL

www.pwholdings.lk

+94 777 885 883

info@pwholdings.lk

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User Access Permissions

In Accounting you assign permissions per user according to the menu options.

To access this function, go to Administration...Control User Access. The following screen displays:

Control User Access

Select the company to manage user access and permissions

Select	Name ▲	Email	Active
<input type="checkbox"/>	Brett's Buggy Shop	brett.parkin@sagepastel.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Company		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Help Centre Training Company		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Help Centre Training Company Ltd		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Help Company		<input checked="" type="checkbox"/>

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List of all users you have invited

Name	Email
My Business User	lene.eksteen@pastel.co.za

Drag a user to the right to give them access to Help Company

Users that have access to Help Company

Name	Email
permissions My Business User	lene.eksteen@pastel.co.za
permissions Gerhard van der Berg	gerhard@pastel.co.za

To remove a user, choose the delete button. To set permissions, click the permissions link.

[Save](#)

Click on the permissions link next to the user you want to assign permissions to. The following screen displays:

User Permissions - Gerhard van der Berg

Access Options

Name	Allowed
<input checked="" type="checkbox"/> Accountant's Area	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Accounts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Add-Ons	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Banking	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Customers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Dashboard	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Items	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Quick Views	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Search	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Suppliers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> VAT	<input checked="" type="checkbox"/>

Save

If you want to grant a user permission to all the menu options, check all of the check boxes displayed in the Allowed column. If you want to grant a user permission to specific menu options, check the check box next to the main menu options that you want to grant access to.

In order to assign detailed permissions to a user, expand the menu options displayed in the previous screen.

User Permissions - Gerhard van der Berg

Access Options

Name	Allowed
<input checked="" type="checkbox"/> Accountant's Area	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Add a Note	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Journals Processed Report	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Process Journal Entries	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Edit/Delete Journal Entry	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Process Journal Entry	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Opening Balances and VAT Adjustments	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Send a Note to My Accountant	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Trial Balance Export	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Accounts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Account Reporting Groups	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Accounts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Adjust Account Opening Balances	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Add-Ons	<input checked="" type="checkbox"/>

Save

Now you can assign detailed permissions by checking the check boxes next to specific tasks that you want the user to access or perform. Click on the Save button to save the permissions for the user.