

**Sage** *Pastel Accounting*  
***The User Access Report***

We have enhanced the Setup| Users screens and created a new report to assist our customer's to manager their user's access within Sage Pastel Accounting.

This report is called the '**User Access Report**' and will display all the permission the user has access to in Sage Pastel accounting.

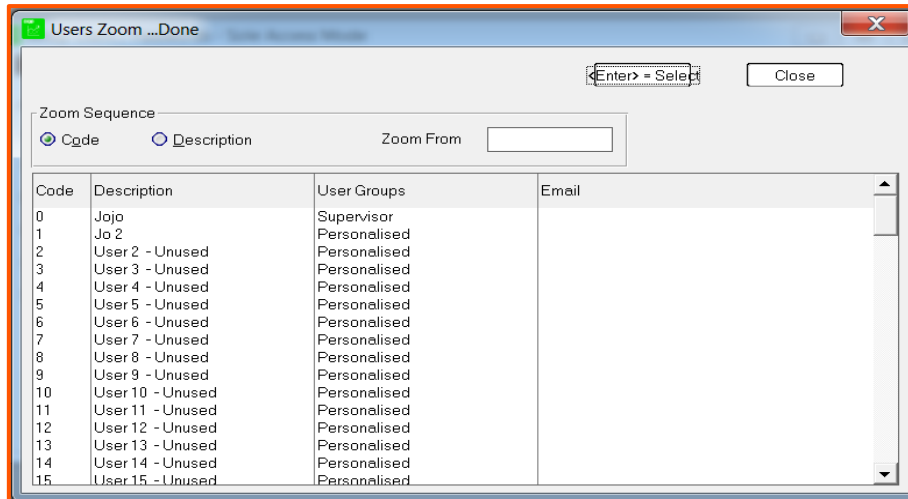
### Old screen vs new screen:

- Go to **Setup| Users/Password| Users**

#### Old screen:

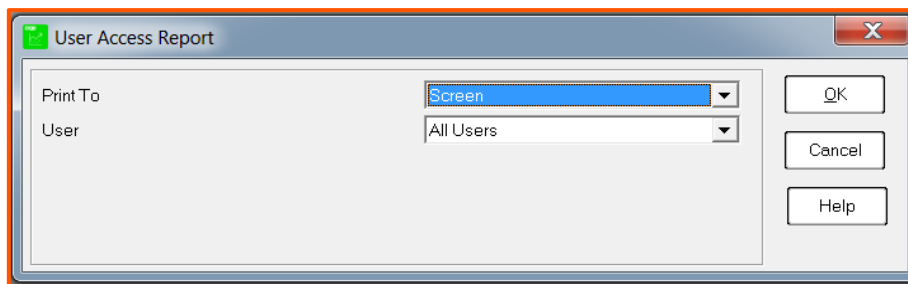
#### New screen:

- There is a tool bar similar to the **Edit| Customer/Supplier/Inventory** screens
- The **<> arrows** allow you to **tab** through the **user accounts**
- The **magnifying glass** allows you to **generate** the '**User Zoom**' screen



### To access the User Access Report:

- Go to **Setup| Users/Passwords| User Access Report**
- The **'User Access Report Filters'** screen will display:



- Select the output option under **Print To**
- Select the **user option** you would like to view the report for under **User**
- Click **OK**
- The **'User Access Report'** will generate to the output option selected:

Group : Supervisor		User : Jojo	
Menu Access		Process Options / Stores / Intelligence Reporting	
File	View	Process Options	General Ledger
Open	Zoom	Can Block and Unblock General Ledger Accounts	Y
New	General Ledger	Multi-Period Processing	Y
Delete	Customers	Can Change Transaction Date	Y
Consolidate	Suppliers	Can Update Batches	Y
Export / Import	Inventory	Can Delete Batches	Y
Data Integrity	Activities	Can Process Into Last Year	Y
Backup	Employees	Can Process To Bank Accounts In Journals	Y
Restore	Drill Down	Can Process Bank Transfers	Y
Pastel IronTree Online Backups	General Ledger	Can Create or Edit CL Report Writer Reports	Y
Register Pastel IronTree	Financial Reports	Can Reprint Cheques	Y
Select Data to Backup	Trial Balance	Can Access Pastel Bank Manager	Y
Backup Now	Income Statement	Show Blocked General Ledger Accounts in Zoom	-
Send and Receive Accountant Data	Balance Sheet	Hide Cashbook Balances	-
	Cash Movement		
	Transactions		
Edt	Detailed Ledger	Customers	
General Ledger	Ledger by Entry Type	Can Block and Unblock Customer Accounts	Y
Accounts	Entry Type Details	Can Block and Unblock Sales Analysis Codes	Y
Budgets	Cash Book Details	Change Selling Prices While Processing	Y
Customers	Transaction Audit Trail	Change Discounts While Processing	Y
Accounts	Cheques	Change Sales Analysis Codes On Customer Accounts	Y
Categories	Account Balances	Change Sales Analysis Codes While Processing	Y
Sales Analysis Codes	Tax	Can Delete Documents	Y
Customer Prices	Reports	Can Exceed Maximum Invoice Discount	Y
Suppliers	Audit Trail of Electronic Tax Documents	Can Exceed Maximum Selling Price	Y
Accounts	Listings	Can Exceed Maximum Line Discount	Y
Categories	Accounts	Can Enter a Selling Prices Below Cost	Y
Terms	Budgets	Can Exceed Minimum GP Percentage	Y
Normal Payment Terms	Report Writer Categories	Can Exceed Credit Limit	Y
Early Payment Terms	Financial Categories	Can Copy Recurring Invoices	Y
Inventory	Report Writer	Can Make One Invoice For All Customers	Y
Categories	Customers	Can Process Invoices if Customer is Overdue	-
Item File	Print Document	Can Process CL Lines on Documents	-
Adjust Selling Prices	Tax Invoice	Enable Foreign Exchange Warning	Y
Manufacturing	Credit Note	Enable Customer Reference Notification	Y
Bills of Materials	Debit Note	Can Access Entry / Banking tab	Y
Kit Item Codes	Receipt	Can Request Sage Pay Security Rating	Y
Copy BOM / Kit Item Code	Analyse Sales	Show Blocked Customer Accounts in Zoom	-
Replace Components	Sales Journal	Show Blocked Sales Analysis Codes in Zoom	-
Projects	Sales by Item		
Project Groups	Sales by Customer	Suppliers	
Budgets	Sales by Sales Code	Can Block and Unblock Supplier Accounts	Y
Tax Type Adjustment	Detailed Ledger	Can Delete Documents	Y
Time and Billing	By Customer	Can Exceed Maximum Purchase Amount	Y
Activities	By Entry Type	Can Exceed Maximum Cost Difference Percentage	Y
Expenditure	Customer Order / Book Orders	Can Exceed Profit Loss	Y

- This report shows all the **permissions** available in **Sage Pastel Accounting**
- **Y** means the user **has access to use this function**
- **-** means the user **does not have access to use this function**