

## USER GROUP RIGHTS

**User Group Rights Module** is the process of granting authorized users the *right* to use a module, while *preventing* access to non-authorized users. In this page, you can create groups to categorize the access rights. Listed in the *Figure 1* are the User Groups created in the Accounting System.

Figure 1

| User Group           | Description              | Status | Action |
|----------------------|--------------------------|--------|--------|
| System Administrator | Can access all features. | ✓      |        |
| Accounting           | Accounting               | ✓      |        |
| HR Office            | HR Office                | ✓      |        |
| Purchasing           | Purchasing               | ✓      |        |
| Sales                | Sales                    | ✓      |        |

Showing 1 to 5 of 5 entries

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Click the **Create User Group Button** to create new. Fill the Form (Figure 2) and click the **Save Button** to save.

Figure 2

Add User Group

\* User Group : Purchasing

\* Description : Purchasing

SAVE CANCEL

Clicking the **+ Button** will show the current Permissions of the user (Figure 3). Choose *Enable* or *Disable* for each module as per your preference. Click **Save User Group Rights Button** at the bottom to save.

Figure 3

Purchasing Purchasing

Information User Group Rights

| Description                     | Permission |
|---------------------------------|------------|
| General Journal                 | Enable     |
| Cash Disbursement               | Enable     |
| Purchase Journal                | Enable     |
| Sales Journal                   | Enable     |
| Cash Receipt                    | Disable    |
| Monthly Percentage Tax Return   | Disable    |
| Quarterly Percentage Tax Return | Disable    |
| Certificate of Creditable Tax   | Disable    |

Save User Group Rights