

Finance Account Rights (User Group)

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PATH: *System Administration > User Security > User Groups > Finance Account Rights*

Access Groups control access to General Ledger accounts and access to Budgets. Access Groups are the [UserAccess Code Groups](#) set up in the General Ledger application.

Until you assign an Access Group to a user, the user does not have access to any General Ledger accounts. When you give General Ledger Access to a user, the user is given access to the General Ledger Accounts contained within the User Access [Code Group](#) for all transactions, reporting and inquiry.

When you give a user Read, Write, or Approve Budget access to an Access Group, you are specifying the Budget Centers to which the user has access. For more information, see the [Creating Budget Centers](#) article.

Access Groups are assigned on the [Finance Account Rights](#) tab. The Finance Account Rights tab is part of the [User](#) and [User Group](#) tool sets.

General Ledger Access	Budget			Access Group
	Read	Write	Approve	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accountant (Senior)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accountant (Staff)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Director
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative Personnel
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department Chair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District Athletic Director
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR Analyst
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Supervisor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchasing Clerk

UserAccess Code Groups that you create become the Access Groups on the Finance Account Rights tab.

To Control Account Access

Step	Description
1	Set up the User Access Code Group . Code Groups are filters that specify specific ranges of dimension code(s). Users will have access to all records that include the account codes specified in the User Access Code Group.
2	Assign Access Groups, found on the on the Finance Account Rights tab, to users or user groups
