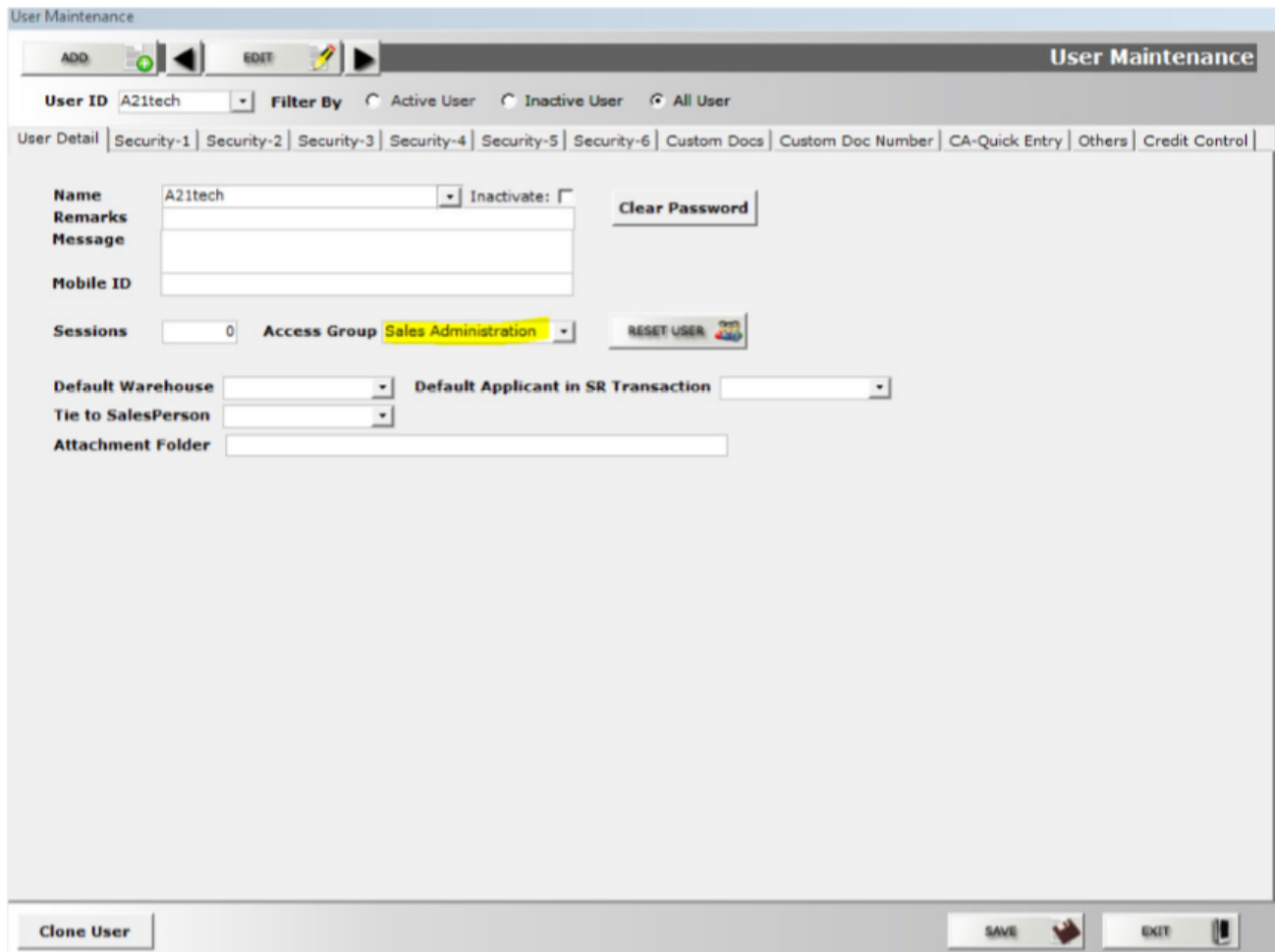


# GENERAL LEDGER

## Assigning menu to users

The administrator of system may assign a menu for users.

To assign - Go to system manager -> user maintenance.

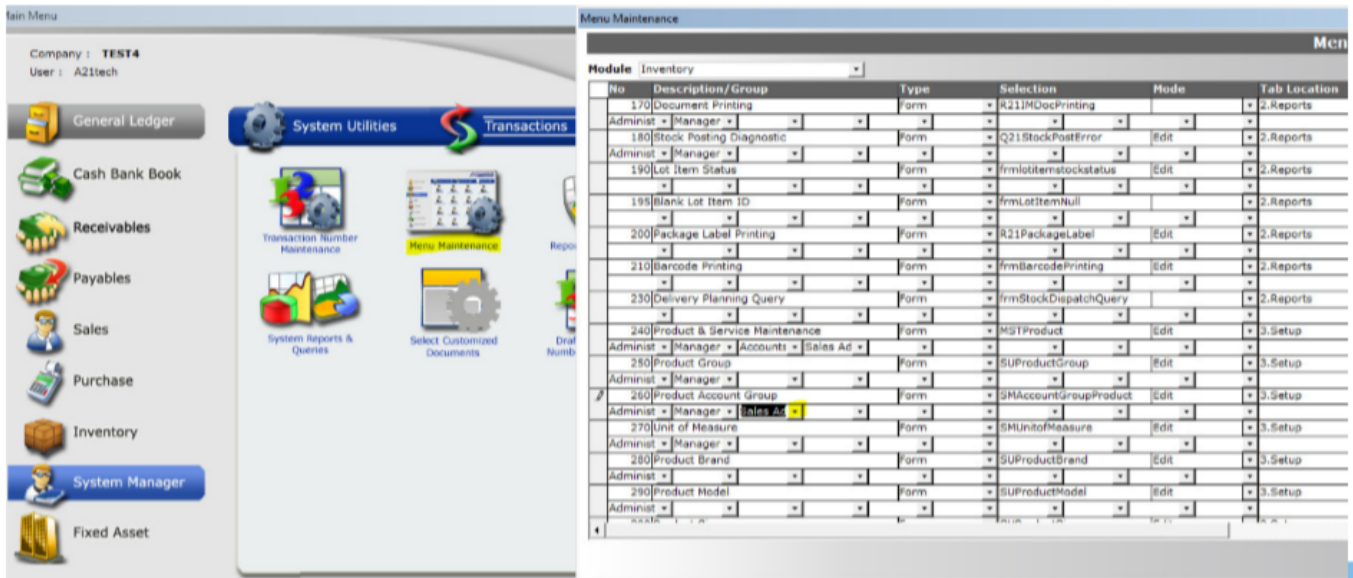


The screenshot shows the 'User Maintenance' window. At the top, there are buttons for 'ADD' (with a green plus icon), 'EDIT' (with a pencil icon), and a 'User Maintenance' title bar. Below the title bar, there is a 'User ID' dropdown menu set to 'A21tech' and a 'Filter By' section with radio buttons for 'Active User', 'Inactive User', and 'All User'. A tabbed interface is visible with tabs for 'User Detail', 'Security-1', 'Security-2', 'Security-3', 'Security-4', 'Security-5', 'Security-6', 'Custom Docs', 'Custom Doc Number', 'CA-Quick Entry', 'Others', and 'Credit Control'. The 'User Detail' tab is active, showing fields for 'Name' (A21tech), 'Remarks', 'Message', 'Mobile ID', 'Sessions' (0), 'Access Group' (Sales Administration), 'Default Warehouse', 'Default Applicant in SR Transaction', 'Tie to SalesPerson', and 'Attachment Folder'. There are also buttons for 'Clear Password', 'RESET USER', 'Clone User', 'SAVE', and 'EXIT'.

Once you have identified the access group, go to the Menu Maintenance and assign the access group to the respective menu you want to give access.

The menu is grouped by module then by description [based on the functions of a specific module].

# GENERAL LEDGER



In the given example, the user's group which is 'sales administrator' is assigned to menu- product account group. Result, when the user opens the system, he/she can view the product account group window.

Unique solution ID: #1039

Author: Maria Fuerte

Last update: 2020-01-24 04:15