

## AA9P Security Access / User Level Setup

Level access	Manager	Executive	Normal User
<b>MODULE</b>			
<b>General Ledger</b>			
General Ledger > Chart Of Account	Y	Y	Y
General Ledger > Sub Account	Y	Y	Y
General Ledger > Budget Entry	Y	Y	Y
General Ledger > Account Group / (Department)	Y	Y	Y
General Ledger > Cost Centre	Y	Y	Y
General Ledger > Particular	Y	Y	Y
General Ledger > Project	Y	Y	Y
General Ledger > Source Code	Y	Y	Y
General Ledger > Batch Title	Y	Y	Y
General Ledger > Change Account Code	Y	Y	N
General Ledger > Delete Inactive Account	Y	Y	Y
General Ledger > Table Setup > Service Table	Y	Y	N
General Ledger > Table Setup > Currency Table	Y	Y	Y
General Ledger > Table Setup > Salesman Table	Y	Y	Y
General Ledger > Table Setup > Agent Table	Y	Y	Y
General Ledger > Table Setup > Area Table	Y	Y	Y
General Ledger > Table Setup > Class Table	Y	Y	Y
General Ledger > Table Setup > Term Table	Y	Y	Y
General Ledger > Table Setup > Debtor Group	Y	Y	Y
General Ledger > Table Setup > Collection Term Table	Y	Y	Y
General Ledger > Table Setup > GST MSIC Table	Y	Y	Y
<b>Debtor Ledger</b>			
Debtor Ledger > Debtor Enquiry	Y	Y	Y
Debtor Ledger > View Report > Debtor Balance	Y	Y	Y
Debtor Ledger > View Report > Debtor Ledger	Y	Y	Y
Debtor Ledger > View Report > View Unpaid Invoice	Y	Y	Y
Debtor Ledger > Print Report > Debtor List	Y	Y	Y
Debtor Ledger > Print Report > Statement	Y	Y	Y
Debtor Ledger > Print Report > Statement (Group)	Y	Y	Y
Debtor Ledger > Print Report > Statement By Invoice	Y	Y	Y
Debtor Ledger > Print Report > Debtor Ageing Summary	Y	Y	Y
Debtor Ledger > Print Report > Debtor Ageing Summary by Month	Y	Y	Y
Debtor Ledger > Print Report > Debtor Ageing Detail	Y	Y	Y
Debtor Ledger > Print Report > Debtor Balance	Y	Y	Y
Debtor Ledger > Print Report > Debtor Ledger	Y	Y	Y
Debtor Ledger > Print Report > Transaction Summary	Y	Y	Y
Debtor Ledger > Print Report > Top Volume	Y	Y	Y
Debtor Ledger > Print Report > Sales Analysis	Y	Y	Y
Debtor Ledger > Print Report > Print Unpaid Invoice	Y	Y	Y
Debtor Ledger > Print Report > Unpaid Invoice Reminder	Y	Y	Y
Debtor Ledger > Print Report > Invoice Report	Y	Y	Y
Debtor Ledger > Print Report > Unapplied Payment Item	Y	Y	Y
Debtor Ledger > Print Report > Debtor Payment Report	Y	Y	Y
Debtor Ledger > Print Report > Debtor Payment Detail Report	Y	Y	Y
Debtor Ledger > Print Report > Error Journal Report	Y	Y	Y
<b>Creditor Ledger</b>			
Creditor Ledger > Creditor Enquiry	Y	Y	Y
Creditor Ledger > View Report > Creditor Balance	Y	Y	Y
Creditor Ledger > View Report > Creditor Ledger	Y	Y	Y
Creditor Ledger > View Report > View Unpaid Invoice	Y	Y	Y
Creditor Ledger > Print Report > Creditor List	Y	Y	Y
Creditor Ledger > Print Report > Unapplied Payment Item	Y	Y	Y
Creditor Ledger > Print Report > Statement	Y	Y	Y
Creditor Ledger > Print Report > Creditor Balance	Y	Y	Y
Creditor Ledger > Print Report > Creditor Ledger	Y	Y	Y
Creditor Ledger > Print Report > Creditor Ageing Summary	Y	Y	Y
Creditor Ledger > Print Report > Creditor Ageing Summary by Month	Y	Y	Y

Creditor Ledger > Print Report > Creditor Ageing Detail	Y	Y	Y
Creditor Ledger > Print Report > Top Volume	Y	Y	Y
Creditor Ledger > Print Report > Purchase Analysis	Y	Y	Y
Creditor Ledger > Print Report > Transaction Summary	Y	Y	Y
Creditor Ledger > Print Report > Print Unpaid Invoice	Y	Y	Y
Creditor Ledger > Print Report > Invoice Journal	Y	Y	Y
Creditor Ledger > Print Report > Creditor Payment Report	Y	Y	Y
Creditor Ledger > Print Report > Creditor Payment Detail Report	Y	Y	Y
Creditor Ledger > Print Report > Error Journal Report	Y	Y	Y
<b>Payroll System</b>			
Payroll System > Module > Employee Enquiry	Y	N	N
Payroll System > Entry > Wages Entry	Y	N	N
Payroll System > Entry > Half Month Entry	Y	N	N
Payroll System > Entry > Overtime Entry	Y	N	N
Payroll System > Entry > Leave Entry	Y	N	N
Payroll System > Entry > Lateness Entry	Y	N	N
Payroll System > Entry > Advance Payment	Y	N	N
Payroll System > Entry > Allowance Entry	Y	N	N
Payroll System > Entry > Commission Entry	Y	N	N
Payroll System > Entry > Job Rate Entry	Y	N	N
Payroll System > Entry > Hourly Entry	Y	N	N
Payroll System > Payslip > Print Monthly Payslip > Print Payslip	Y	N	N
Payroll System > Payslip > Print Monthly Payslip > Wages Register	Y	N	N
Payroll System > Payslip > Print Monthly Payslip > Print Cash Payment Report	Y	N	N
Payroll System > Payslip > Print Monthly Payslip > Print Bank Remittance	Y	N	N
Payroll System > Payslip > Print Half Monthly Payslip > Print Payslip	Y	N	N
Payroll System > Payslip > Print Half Monthly Payslip > Wages Register	Y	N	N
Payroll System > Payslip > Print Half Monthly Payslip > Print Cash Payment Report	Y	N	N
Payroll System > Payslip > Print Half Monthly Payslip > Print Bank Remittance	Y	N	N
Payroll System > Report > Employee List	Y	N	N
Payroll System > Report > E.P.F Borang A	Y	N	N
Payroll System > Report > Print Borang BBCD	Y	N	N
Payroll System > Report > Socso Borang 8A	Y	N	N
Payroll System > Report > Income Tax > Print CP39	Y	N	N
Payroll System > Report > Income Tax > Print E.A Form (C.P.8A)	Y	N	N
Payroll System > Report > Income Tax > Print CP159	Y	N	N
Payroll System > Monthly Report > Half Monthly Report	Y	N	N
Payroll System > Monthly Report > Monthly Report	Y	N	N
Payroll System > Monthly Report > Allowance Report	Y	N	N
Payroll System > Monthly Report > Deduction Report	Y	N	N
Payroll System > Monthly Report > Overtime Report	Y	N	N
Payroll System > Monthly Report > E.P.F. Report	Y	N	N
Payroll System > Monthly Report > Socso Report	Y	N	N
Payroll System > Monthly Report > Income tax Report	Y	N	N
Payroll System > Yearly Report > Payroll Report	Y	N	N
Payroll System > Yearly Report > Allowance Report	Y	N	N
Payroll System > Yearly Report > Deduction Report	Y	N	N
Payroll System > Yearly Report > Overtime Report	Y	N	N
Payroll System > Yearly Report > E.P.F. Report	Y	N	N
Payroll System > Yearly Report > Socso Report	Y	N	N
Payroll System > Yearly Report > Income tax Report	Y	N	N
Payroll System > Yearly Report > Salary Analysis	Y	N	N
Payroll System > Yearly Report > Personal Yearly Report	Y	N	N
Payroll System > Yearly Report > Yearly Report	Y	N	N
Payroll System > Utility > Change Employee Code	Y	N	N
Payroll System > Utility > Purge Transactions	Y	N	N
Payroll System > Utility > Clear Data	Y	N	N
Payroll System > Utility > Lock/Unlock Period	Y	N	N
Payroll System > Utility > Annual/Sick Leave Renewal	Y	N	N
Payroll System > Utility > Annual/Sick Leave Maintenance	Y	N	N
Payroll System > Utility > Import From Other System	Y	N	N

Payroll System > Setup > Payroll Setup	Y	N	N
Payroll System > Setup > Table Setup > Bank Table	Y	N	N
Payroll System > Setup > Table Setup > Designation	Y	N	N
Payroll System > Setup > Table Setup > Department Table	Y	N	N
Payroll System > Setup > Table Setup > Qualification	Y	N	N
Payroll System > Setup > Table Setup > Holiday table	Y	N	N
Payroll System > Setup > Table Setup > Country table	Y	N	N
Payroll System > Setup > Table Setup > Race Table	Y	N	N
Payroll System > Setup > Table Setup > Job Rate Table	Y	N	N
Payroll System > Setup > Ea Form Setup	Y	N	N
Payroll System > Setup > System Setup	Y	N	N
Payroll System > Setup > User Setup	Y	N	N
<b>Bank Reconciliation</b>	Y	Y	Y
<b>Billing/ Invoicing</b>			
Billing / Invoicing > Issue DO > Print D.O.	Y	Y	Y
Billing / Invoicing > Issue DO > Reprint D.O.	Y	Y	Y
Billing / Invoicing > Issue DO > Purge D.O./Invoice	N	N	N
Billing / Invoicing > Issue DO > Report	Y	Y	Y
Billing / Invoicing > Invoicing > Issue/Reverse Invoice	Y	Y	Y
Billing / Invoicing > Invoicing > Reprint Invoice	Y	Y	Y
Billing / Invoicing > Invoicing > Update General Ledger	Y	Y	Y
Billing / Invoicing > Invoicing > Purge D.O./Invoice	N	N	N
Billing / Invoicing > Invoicing > Report	Y	Y	Y
Billing / Invoicing > Note Payable/Proforma Invoice > Issue	Y	Y	Y
Billing / Invoicing > Note Payable/Proforma Invoice > Report	Y	Y	Y
Billing / Invoicing > Note Payable/Proforma Invoice > Payment Process	Y	N	N
Billing / Invoicing > Note Payable/Proforma Invoice > Bill Statement	Y	N	N
Billing / Invoicing > Note Payable/Proforma Invoice > Customer Bill Report	Y	N	N
Billing / Invoicing > Credit Note/Creditor Debit Note	Y	Y	Y
Billing / Invoicing > Debit Note/Creditor Credit Note	Y	Y	N
Billing / Invoicing > Issue Self Billed Invoice	Y	Y	N
Billing / Invoicing > Purchase Order > Issue Purchase Order	Y	Y	N
Billing / Invoicing > Purchase Order > Purchase Order Report-Summary	Y	Y	N
Billing / Invoicing > Purchase Order > Purchase Order Report-Detail	Y	Y	N
Billing / Invoicing > Purchase Invoice/Debit Note Entry	Y	Y	N
Billing / Invoicing > Purchase Return Note/Credit Note	Y	Y	N
Billing / Invoicing > Quotation	Y	Y	Y
Billing / Invoicing > Sales Order	Y	Y	N
Billing / Invoicing > Report > Delivery Order	Y	Y	Y
Billing / Invoicing > Report > Invoice	Y	Y	Y
Billing / Invoicing > Report > Quotation	Y	Y	Y
Billing / Invoicing > Report > Sales Order	Y	Y	N
Billing / Invoicing > Report > Purchase Order	Y	Y	N
Billing / Invoicing > Template	Y	Y	N
<b>Cash Bill</b>			
Cash Bill > Issue / Reverse Cash Bill	Y	Y	Y
Cash Bill > Reprint	Y	Y	Y
Cash Bill > Update Stock Ledger	Y	Y	Y
Cash Bill > Update General Ledger	Y	Y	Y
Cash Bill > Report	Y	Y	Y
Cash Bill > Cash Bill Statement	Y	Y	Y
<b>Cheque Writer</b>	Y	Y	Y
<b>Appointment/Reminder</b>	Y	Y	Y
<b>ENTRY</b>			
<b>Batch Entry</b>			
Batch Entry > Opening Balance	Y	Y	Y
Batch Entry > Quick Entry	Y	Y	Y
Batch Entry > Batch Entry	Y	Y	Y
Batch Entry > Edit/Insert/Delete Posted Transactions	Y	Y	Y
Batch Entry > Delete Batch	Y	Y	N
<b>Cash Sales Entry</b>	Y	Y	Y

<b>Cash Purchase Entry</b>	Y	Y	Y
<b>Cash Book Entry</b>			
Cash Book Entry> Payment Voucher	Y	Y	Y
Cash Book Entry> Receiving Voucher	Y	Y	Y
Cash Book Entry> Contra/Credit Entry	Y	Y	Y
Cash Book Entry> Edit/Delete Transactions > Payment Voucher	Y	Y	Y
Cash Book Entry> Edit/Delete Transactions > Receiving Voucher	Y	Y	Y
Cash Book Entry> Edit/Delete Transactions > Contra / Credit Entry	Y	Y	Y
<b>Debtor Entry</b>			
Debtor Entry > Receive Payment	Y	Y	Y
Debtor Entry > Invoice Entry	Y	Y	Y
Debtor Entry > Debit Note	Y	Y	Y
Debtor Entry > Credit Note Entry	Y	Y	Y
Debtor Entry > Contra Account	Y	Y	Y
Debtor Entry > Edit/Delete Transactions > Receive Payment	Y	Y	Y
Debtor Entry > Edit/Delete Transactions > Invoice / Debit Note Entry	Y	Y	Y
Debtor Entry > Edit/Delete Transactions > Credit Note	Y	Y	Y
Debtor Entry > Edit/Delete Transactions > Contra Account	Y	Y	Y
<b>Creditor Entry</b>			
Creditor Entry > Payment Entry	Y	Y	Y
Creditor Entry > Purchase/Debit Entry	Y	Y	Y
Creditor Entry > Credit Entry	Y	Y	Y
Creditor Entry > Contra Account	Y	Y	Y
Creditor Entry > Edit/Delete Transactions > Payment	Y	Y	Y
Creditor Entry > Edit/Delete Transactions > Purchase / Debit Note	Y	Y	Y
Creditor Entry > Edit/Delete Transactions > Credit Note	Y	Y	Y
Creditor Entry > Edit/Delete Transactions > Contra Account	Y	Y	Y
<b>Journal Entry</b>	Y	Y	Y
<b>Payroll Entry</b>	Y	Y	Y
<b>Reprint Voucher</b>	Y	Y	Y
<b>VIEW</b>			
<b>Account Report</b>			
Account Report >By Account	Y	N	N
Account Report >By Group	Y	N	N
<b>Account Balance</b>	Y	N	N
<b>General Ledger Account</b>	Y	N	N
<b>View Batch Of Transaction</b>	Y	N	N
<b>Search/Edit Transaction</b>	Y	N	N
<b>Delete Transaction</b>	Y	N	N
<b>Double/Duplicate Transaction</b>	Y	N	N
<b>Delete Batch</b>	Y	N	N
<b>REPORTS</b>			
<b>Trial Balance</b>	Y	N	N
<b>Trial Balance By Month</b>	Y	N	N
<b>Trial Balance By Year</b>	Y	N	N
<b>Balance Sheet</b>	Y	N	N
<b>Profit &amp; Loss</b>	Y	N	N
<b>Profit &amp; Loss By Group (Department)</b>	Y	N	N
<b>Profit &amp; Loss By Cost Centre</b>	Y	N	N
<b>Profit &amp; Loss By Project</b>	Y	N	N
<b>Profit &amp; Loss (12 Month)</b>	Y	N	N
<b>Manufacturing Account</b>	Y	N	N
<b>Income and Expenditure Statement</b>	Y	N	N
<b>General Ledger Account</b>	Y	N	N
<b>Account Balance</b>	Y	N	N
<b>Batch Of Transaction</b>	Y	N	N
<b>Account Group Report</b>	Y	N	N
<b>Cost Centre Report</b>	Y	N	N
<b>Project Report</b>	Y	N	N
<b>Chart of Account</b>	Y	N	N
<b>Batch Title Report</b>	Y	N	N

<b>Batch Error Report</b>	Y	N	N
<b>Export Data</b>			
Export Data > Lejar Am (LHDN)	Y	N	N
<b>GST</b>			
<b>GST-03 Submission</b>	Y	N	N
<b>21 days Rule Delivery Order</b>			
21 days Rule Delivery Order > 21 days Rule Delivery Order Process	Y	N	N
22 days Rule Delivery Order > 21 days Rule Delivery Order Report	Y	N	N
<b>GST Deemed Supply Entry</b>			
GST Deemed Supply Entry > Imported Services Entry	Y	N	N
GST Deemed Supply Entry > Deemed Supply Note Entry	Y	N	N
GST Deemed Supply Entry > Deemed Supply Report > Deemed Supply Transaction Report	Y	N	N
GST Deemed Supply Entry > Deemed Supply Report > Deemed Supply Invoice & Payment Report	Y	N	N
<b>Margin Scheme Entry</b>	Y	N	N
<b>Imported Goods Entry</b>	Y	N	N
<b>AR Bad Debt Relief/Recovery</b>			
AR Bad Debt Relief/Recovery > AR Bad Debt Relief Process	Y	N	N
AR Bad Debt Relief/Recovery > AR Bad Debt Report	Y	N	N
AR Bad Debt Relief/Recovery > AR Bad Debt Reminder	Y	N	N
<b>JKDM AP Recover/Relief Entry</b>			
JKDM AP Recover/Relief Entry > JKDM AP Recover Process	Y	N	N
JKDM AP Recover/Relief Entry > JKDM AP Recover Report	Y	N	N
<b>Annual Adjustment</b>	Y	N	N
<b>Submitted GST Taxable Period Report</b>	Y	N	N
<b>Submitted GST Taxable Yearly Report</b>	Y	N	N
<b>General Report</b>			
General Report > GST Monthly/Quarterly Input/Output	Y	N	N
General Report > GST Monthly/Quarterly Report	Y	N	N
General Report > GST Transaction Report > GST Transaction by Account	Y	N	N
General Report > GST Transaction Report > GST Transaction by Input Tax	Y	N	N
General Report > GST Transaction Report > GST Transaction by Output Tax	Y	N	N
General Report > GST Yearly Report	Y	N	N
General Report > GST Summary Report > GST Summary for Acquisition & Input Tax	Y	N	N
General Report > GST Summary Report > GST Summary for Total Supply & Output Tax	Y	N	N
General Report > GST Summary Report > List of Invoice For Debit Note	Y	N	N
General Report > GST Summary Report > List of Invoice For Credit Note	Y	N	N
General Report > GST Summary Report > GST Summary for Bad Debt Claims(Sales)	Y	N	N
General Report > GST Summary Report > GST Summary for Bad Debt Recovered(Purchase)	Y	N	N
General Report > GST Summary Report > GST Summary for Other Supply	Y	N	N
General Report > Sales Report	Y	N	N
General Report > Purchase Report	Y	N	N
General Report > List of Capital Goods Acquired	Y	N	N
General Report > GST Audit File (GAF)	Y	N	N
General Report > GST Standard Code	Y	N	N
<b>Capital Goods Adjustment (Optional Module)</b>		N	N
<b>Setup</b>	Y	N	N
<b>UTILITY</b>			
<b>Data Maintenance</b>			
Data Maintenance > Batch Checking	Y	Y	Y
Data Maintenance > Period Checking	Y	Y	Y
Data Maintenance > Data Recovery	Y	N	N
Data Maintenance > Match Unpaid Invoice	Y	N	N
Data Maintenance > Check/Verify Ledger Posting	Y	N	N

Data Maintenance > Clear Entry History File	Y	Y	N
<b>Periodic Process</b>			
Periodic Process > Roll Up Accounting Year	Y	Y	N
Periodic Process > Closing Account	Y	Y	N
<b>Closing Stock Entry</b>	Y	Y	N
<b>Lock Accounting Period</b>	Y	Y	Y
<b>Combine Account</b>	Y	N	N
<b>Consolidate</b>			
Consolidate > Export To File	Y	Y	Y
Consolidate > Import From File	Y	Y	Y
Consolidate > Direct Consolidate	Y	Y	Y
Consolidate > Unmark Exported Transaction	Y	Y	Y
<b>Rebuild Voucher</b>	Y	N	N
<b>Report Generator</b>	Y	N	N
<b>House Keeping</b>			
House Keeping > Index Database	Y	Y	Y
House Keeping > Clear Marked Transaction	Y	Y	N
House Keeping > Clear All Transactions	Y	Y	N
House Keeping > Clear New Account System	Y	Y	N
House Keeping > Delete Document > D.O.	N	N	N
House Keeping > Delete Document > Invoice	N	N	N
House Keeping > Delete Document > Cash Bill	N	N	N
<b>Backup Data</b>	Y	Y	N
<b>Restore Data</b>	Y	Y	N
<b>SETUP</b>			
<b>Setup Fiscal Period</b>	Y	Y	Y
<b>Setup Company Information</b>	Y	Y	Y
<b>Counter/Default Setting</b>	Y	Y	Y
<b>User Setup</b>	Y	Y	Y
<b>Edit Invoice Item Format</b>	Y	Y	Y
<b>Edit Invoice Header Format</b>	Y	Y	Y
<b>Edit D.O Header Format</b>	Y	Y	Y
<b>Edit P.O Header Format</b>	Y	Y	N
<b>Edit P.O. Item Format</b>	Y	Y	Y