# Star System Solutions Pty Ltd

# Star Projects

# Security Matrix Guide

# Version 6.x

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## *About This Guide*

## About this user guide

This user guide is aimed at explaining the differing security levels that are available within Project Accounting and the functionality that each security level provides within each function / screen within Project Accounting.

Please Note that all Project Accounting security is set within Module Manager – for further information on how to use Module Manager please see the relevant User Guide that is included on the star products CD.

### Prerequisite

This guide assumes a working knowledge of Module Manager.

This guide assumes a working knowledge of Project Accounting.

Module Manager must be installed.

Project Accounting must be installed.

User logins must be set up either within PA or SQL

This manual is a guide to the use of the security settings and explains the options available within Module Manager and its impact on Project Accounting access and functionality.   It is NOT necessarily intended for users to be able to implement Project Accounting and security setting on their own. Many options and configurations are available and we recommend the involvement of a suitably qualified and certified consultant to provide advice and expertise when first planning the use of the security matrix.

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| | | No Access to the screen as a security level has not yet been set (This is the system default). | Security level has been manually set to no Access to the screen. | Read Only – can open the screen and view only. | Read & Write but cannot Delete. | Can Read / Write & Delete. | Selected Administrator functionality or access to Administrator fields within a screen. |
| Add New User | **Add New User** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Can add a new user to the Project Accounting database. | As per 'Advanced' security setting. |
| Apply Expense Rules | **Apply Expense Rules** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot gain access to the Auto Review button - thus cannot process this function. | Can set all filters except the 'Reviewer' field – can process the Auto Review Process. | As per 'Normal' security setting. | As per 'Normal' security setting. + Can also set the Reviewer field. |
| Apply Timesheet Rules | **Apply Timesheet Rules** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot gain access to the Auto Review button - thus cannot process this function. | Can set all filters except the 'Reviewer' field – can process the Auto Review Process. | As per 'Normal' security setting. | As per 'Normal' security setting. + Can also set the Reviewer field. |
| Authorise Expenses | **Authorise Expenses** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and look at expenses that are returned but cannot edit / Approve / Review or Reject. | Can set all filters except the 'Reviewer' & 'Approver' fields – therefore can only Authorise/Edit those records that the user is named as Reviewer / Approver or Delegator. | As per 'Normal' security setting. | As per 'Normal' security setting. + Can also set the Reviewer /Approver filter fields thus can Authorise/Edit any records. |
| Authorise Invoices | **Authorise Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and look at invoices that are returned but cannot Edit or Authorise. | Can set all filters except the 'Reviewer' & 'Approver' fields – therefore can only Authorise/Edit those records that the user is named as Reviewer / Approver or Delegator. | As per 'Normal' security setting. | As per 'Normal' security setting. + Can also set the Reviewer /Approver filter fields thus can Authorise/Edit any records. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Authorise Journals | **Authorise Journals** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and look at journal lines that are returned but cannot Edit or Authorise. | Can set all filters except the 'Reviewer' & 'Approver' fields – therefore can only Authorise/ Edit those records that the user is named as Reviewer / Approver or Delegator. | As per 'Normal' security setting. | As per 'Normal' security setting. + Can also set the Reviewer field thus can Authorise/Edit any records. |
| Authorise Journals – More | **Authorise Journals – More** | As per - Authorise Journals security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Authorise Timesheets | **Authorise Timesheets** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and look at timesheets that are returned but cannot edit / Approve / Review or Reject. | All fields enabled except Reviewer & Approver filters + enables Auth/Unauth/Reject buttons on Edit Timesheets screen. | As per 'Normal Security Setting. | As per 'Normal' Security Setting + can change Reviewer /Approver filter fields thus can Authorise/Edit any records. |
| Automatic Numbering | **Automatic Numbering** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot affect any field. | Can set both the 'Number' and 'Mask' fields. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Budget Detail Currency | **Budgets - Transaction Currency** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | Read Only. | Read Only. | Read Only. |
| Budget Wizard | **Budget Wizard** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the Insert icon in order to be able to use the Budget Wizard to create new budgets for the selected project. | Can create New budgets using the budget wizard. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Change Monthly Period | **Change Monthly Period** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot change the base period. | Can access this screen and Change the base period. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Change Password | **Change Password** | Cannot open the PA screen. | Cannot open the PA screen. | Change password for the user login. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Change Weekly Period | **Change Weekly period** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot change the base period. | Can access this screen and Change the base period. | As per 'Normal' security setting. | As per 'Normal' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Copy Budget | **Copy Budget** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the Copy Budget button. | Can access this screen and copy a budget. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Copy Project Tasks | **Copy Project Tasks** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | Can access this screen and copy project tasks. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Copy Task Template – Security Level (control content) | **Copy Task Template** | As per '**Administrator**' security setting. | Restrict access to task templates allowed in the Task Templates security tab in the Maintain Task Templates screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all task templates in the Copy Task Templates screen. |
| Currency Calculator | **Exchange Rate Calculator** | Cannot open the PA screen. | Cannot open the PA screen. | Ability to calculate exchange rates. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Delete Budget | **Delete Budget** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the Delete Budget button. | Unable to access this field. | Able to delete an existing budget. | As per 'Advanced' security setting. |
| Document Review | **Document Review** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and look at documents that are returned but cannot open or copy. | Can set all filters, open and copy documents. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Documents | **Documents** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot insert, delete, open copy or add links. | Can insert, open, copy and add links but cannot delete. | As per 'Normal' security setting + can delete existing documents. | As per 'Advanced' security setting. |
| Edit Expenses | **Edit Expenses** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot change any records. | Able to access this screen and edit all editable fields. | As per 'Normal' security setting. | As per 'Normal' security setting + Can authorise regardless of Authorise setting thus can Authorise / Edit any records. |
| Edit Reimbursements | **Edit Reimbursement (From the Normal Invoice Review screen)** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot change any records. | Able to access this screen and edit all editable fields. | As per 'Normal' security setting. | As per 'Normal' security setting + Can authorise regardless of Authorise setting thus can Authorise / Edit any records. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Edit Timesheets | **Edit Timesheets** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Ok & Advise buttons are disabled Auth/Unauth/Reject buttons depend on Authorise Timesheets. | Able to access this screen and edit all editable fields. | As per 'Normal' security setting. | As per 'Normal' Security Setting + Can authorise regardless of Authorise setting thus can Authorise / Edit any records. |
| Edit Timesheets - Cost | | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot change any records. | Able to access this screen and edit all editable fields. | As per 'Normal' security setting. | As per 'Normal' security setting + Can authorise regardless of Authorise setting thus can Authorise / Edit any records. |
| Edit Timesheets - Overhead | | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot change any records. | Able to access this screen and edit all editable fields. | As per 'Normal' security setting. | As per 'Normal' Security Setting. |
| Enter Journals | **Enter Journals** | Cannot open the PA screen. | Cannot open the PA screen. | Can view the Enter Filter Selection screen but cannot gain access to the OK button – so are unable to enter records. | Can access this screen and Insert records. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the 'All Users Batches' checkbox. |
| Enter Journals – More | **Enter Journals – More** | As per - Enter Journals security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Enter Progress Invoices | **Enter Progress Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Can view the Enter Filter selection screen but cannot gain access to the OK button – so are unable to enter records. | Can access this screen and Insert records. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the 'All Users Batches' checkbox. |
| Enter Progress Invoices – More | **Enter Progress Invoices – More** | As per – Enter Progress Invoices security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Find Resource | **Find Resource** | Cannot open the PA screen. | Cannot open the PA screen. | Can set all filters and look at resources that are returned. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Get WIP Lines | **Get WIP Lines** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and view the records returned but cannot access the OK button to process the GET WIP function. | Can access this screen and use the Get WIP functionality. Unable to edit the Client/Project or Phase fields of the Get WIP filter screen. | As per 'Normal' security setting. | As per 'Normal' Security Setting + can access the Client/Project or Phase fields of the Get WIP filter screen. |
| Import Expenses | **Import Expenses** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the OK button in order to process the Import function. | Can access this screen and Import records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Import Timesheets | **Import Timesheets** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot access OK button to process the Import | Can access this screen and Import records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Invoice Currency | **Invoice Currency** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Invoice Detail Currency | **Transaction Currency / Invoice Detail Currency** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Invoice Print Formats | **Invoice Print Formats** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Journal Filter Selection | **Journal Filter Selection** | Cannot open the PA screen. | Cannot open the PA screen. | OK button disabled. | Can create New Batches. | As per 'Normal' security setting. | As per 'Normal' security setting + Can select the "All users Batches" check box (it becomes enabled). |
| Maintain Activities | **Maintain Activity** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Activities – More | **Maintain Activities – More** | As per – Maintain Activities security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Maintain Activity Types | **Maintain Activity Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Analysis Codes | **Maintain Analysis Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Attribute Codes | **Maintain Attribute Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Branch – More | **Maintain Branch – More** | As per – Maintain Branch Codes security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Branch Codes | **Maintain Branch Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Budget Codes | **Maintain Budget Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Budget Types | **Maintain Budget Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Calendar | **Maintain Calendar** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Maintain Client | **Maintain Client** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. Can access the Update Projects Button. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Client – Close | **Maintain Client** | As per 'Normal' security setting. | As per 'Browse' security setting. | Read Only – Can view the closed checkbox but cannot edit. | Able to access the client closed checkbox and edit. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Client – Create | **Maintain Client** | As per 'Normal' security setting. | As per 'Normal' security setting. | Cannot Insert records. | Can Insert records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Client – More | **Maintain Client – More** | As per – Maintain Client security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Client Types | **Maintain Client Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Commission Codes | **Maintain Commission Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Company | **Maintain Company** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Company – More | **Maintain Company – More** | As per – Maintain Company security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Cost Rates | **Maintain Cost Rates** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – cannot Insert/Edit or Delete records. | Can Insert & Edit cannot Delete records. | As per 'Normal' security setting + can Delete. | As per 'Advanced' security setting. |

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| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Maintain Currency Codes | **Maintain Currency Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Department Codes | **Maintain Department Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Department Codes – More | **Maintain Department Codes – More** | As per – Maintain Department Codes security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Exchange Rate Definitions | **Maintain Exchange Rate Definitions** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Exchange Rates | **Maintain Exchange Rates** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Expense – More | **Maintain Expenses – More** | As per – Maintain Expense Codes security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Expense Codes | **Maintain Expense Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Expense Rules | **Maintain Expense Rules** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Maintain GL Account Codes | **Maintain GL Account Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Invoice Cycle Codes | **Maintain Invoice Cycle Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Location Codes | **Maintain Location Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Method of Payment Codes | **Maintain Method of Payment Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain No Charge Codes | **Maintain No Charge Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Phase | **Maintain Phase** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Phase - More | **Maintain Phase - More** | As per 'Normal' security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Posting Account Codes | **Maintain Posting Account Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Maintain Project | **Maintain Project** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records & re-open closed project records. | As per 'Advanced' security setting + can edit a 'completed' project record. |
| Maintain Project – Activities | **Maintain Project – Activities** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Able to access all fields - Can Allow & Disallow all Activities. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Budgets | **Maintain Project – Budgets** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Able to access all fields except Lock Budget & Delete Budget buttons. | As per 'Normal' security setting + can delete budgets. | As per 'Advanced' security setting + can Lock & Unlock Budgets. |
| Maintain Project - Budgets – More | **Maintain Project - Budgets – More** | As per – Maintain Project - Budgets security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Budget Detail – More | **Maintain Project – Budget Detail – More** | As per – Maintain Project - Budgets security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Closed | **Maintain Project – General** | As per 'Normal' security setting. | As per 'Browse' security setting. | Read Only – Can view the closed checkbox but cannot close the project. | Able to access the project closed checkbox to close. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – End Date | **Maintain Project – General** | As per 'Normal' security setting. | As per 'Browse' security setting. | Read Only – Can access and view the project end date field but cannot Insert/Edit or Delete. | Able to access the project end date field and Insert/Edit or Delete. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – General | **Maintain Project – General** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Maintain Project – Invoice Schedules | **Maintain Project – Invoice Schedules** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Project – Invoice Text | **Maintain Project – Invoice Text** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete notes. | Can Insert / Edit or Delete Invoice Text. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Invoices | **Maintain Project – Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can access all fields. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – More | **Maintain Project – More** | As per – Maintain Project - General security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Notes | **Maintain Project – Notes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert / Edit or Delete Invoice Note Text. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Phases | **Maintain Project – Phases** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Project – Project Status | **Maintain Project – General** | As per 'Normal' security setting. | As per 'Browse' security setting. | Read Only – Can access and view the project status field but cannot Insert/Edit or Delete. | Able to access the project status field and Insert/Edit or Delete. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Reporting | **Maintain Project – Reporting** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can utilise this screen functionality. | As per 'Normal' security setting. | As per 'Normal' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Maintain Project – Resources | **Maintain Project – Resources** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Able to access all fields - Can Allow Unassign & Disallow all Resources. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Security | **Maintain Project – Security tab** | Maintain Project – Project security tab not visible. | As per 'Not Set' security setting. | Read Only – Can access and view the tab screen but cannot Allow, Disallow or Unassign access for Projects. | Able to access all fields - Can Allow, Disallow or Unassign access for Projects. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Projects – Security Level (controls content) | **Maintain Project** | As per '**Administrator**' access. | Restrict access to resources allowed in the Projects Security tab in Maintain Projects screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all projects in the Maintain Projects screen. |
| Maintain Project – Start Date | **Maintain Project – General** | As per 'Normal' security setting. | As per 'Browse' security setting. | Read Only – Can access and view the project start date field but cannot Insert/Edit or Delete. | Able to access the project start date field and Insert/Edit or Delete. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Project – Tasks | **Maintain Project – Tasks** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Able to Insert & Edit Tasks against the project but cannot Delete existing tasks | As per 'Normal' security setting + Can delete existing tasks. | As per 'Advanced' security setting |
| Maintain Project Status Codes | **Maintain Project Status Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Project Types | **Maintain Project Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Report Node | **Maintain Report Node** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Maintain Resource – More | **Maintain Resource – More** | As per – Maintain Resource Codes security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Resource – Security | **Maintain Resource – Security tab** | Maintain Resource – Resource security tab not visible. | As per 'Not Set' security setting. | Read Only – Can access and view the tab screen but cannot Allow, Disallow or Unassign access for Resources. | Able to access all fields - Can Allow, Disallow or Unassign access for Resources. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Resource - Security Level (controls content) | **Maintain Resource** | As per '**Administrator**' security setting. | Restrict access to resources allowed in the Resource Security tab in the Maintain Resource Codes screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all resources in the Maintain Resource Codes screen. |
| Maintain Resource Class Codes | **Maintain Resource Class Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Resource Codes (controls actions) | **Maintain Resource Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Resource Types | **Maintain Resource Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Sell Rates | **Maintain Sell Rates** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Maintain Staff Types | **Maintain Staff Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Task Template (controls actions) | **Maintain Task Template** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Task Template – More | **Maintain Task Template – More** | As per – Maintain Task Template security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Task Template - Security | **Maintain Task Template – Security tab** | Maintain Task Template – Task Template security tab not visible | As per 'Not Set' security setting. | Read Only – Can access and view the tab screen but cannot Allow, Disallow or Unassign access for Task Templates. | Able to access all fields - Can Allow, Disallow or Unassign access for Task Templates. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Task Template Detail – More | **Maintain Task Template Detail – More** | As per – Maintain Task Template security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Task Template – Security Level (controls content) | **Maintain Task Template** | As per '**Administrator**' security setting. | Restrict access to task templates allowed in the Task Template Security tab in the Maintain Task Templates screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all task templates in the Maintain Task Templates screen. |
| Maintain Tasks | **Maintain Tasks** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Maintain Tasks – Edit Task Dates | **Maintain Tasks** | As per 'Normal' security setting. | As per 'Browse' security setting. | Read Only – Can access and view the task start and end date fields but cannot Insert/Edit or Delete. | Able to access the task start and end date fields and Insert/Edit or Delete. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Tasks– More | **Maintain Tasks – More** | As per – Maintain Tasks security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Maintain Tax Codes | **Maintain Tax Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Tax Type Codes | **Maintain Tax Type Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Terms Codes | **Maintain Terms Code** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | Can Insert & Edit cannot Delete records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Timesheet Rules | **Maintain Timesheet Rules** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Transaction Types | **Maintain Transaction Types** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Edit records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain WBS Codes | **Maintain WBS Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Maintain Workgroup Codes | **Maintain Workgroup Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Maintain Write Off Codes | **Maintain Write Off Codes** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Monthly Period Maintenance | **Monthly Period Maintenance** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert or Delete periods. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records | As per 'Advanced' security setting. |
| Move Timesheet | **Move WIP** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Ability to carry out this function within the invoice review screen | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Name and Options | **Name and Options** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | Cannot access unique projects code field. | 'Normal' + Can access 'Unique Project Code'. | As per 'Normal' security setting. |
| Options Explorer | **Options Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Modify settings. | Ability to modify all settings. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Period Wizard | **Period Wizard** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Ability to utilise the Wizard function to create new periods. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Post Expenses | **Post Expenses** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Post' button in order to process the Post Function. | Ability to run the Post Process – However the Force posting of Unapproved / Unreviewed transactions checkboxes are disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access both the Force posting of Unapproved / Unreviewed transactions checkboxes. |
| Post Journals | **Post Journals** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Post' button in order to process the Post Function. | Ability to run the Post Process – However the 'Force posting of Unapproved' / 'Unreviewed' transactions checkboxes and the 'All Batches' checkbox are disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access both the Force posting of Unapproved / Unreviewed transactions checkboxes and select the All Batches checkbox. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Post Normal Invoices | **Post Normal Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Post' button in order to process the Post Function. | Ability to run the Post Process – However the 'Force posting of Unapproved' / 'Unreviewed' transactions checkboxes and the 'All Batches' checkbox are disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access both the Force posting of Unapproved / Unreviewed transactions checkboxes and select the All Batches checkbox. |
| Post Progress Invoices | **Post Progress Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Post' button in order to process the Post Function. | Ability to run the Post Process – However the 'Force posting of Unapproved/Unreviewed trans &'All Batches' checkbox are disabled. | As per 'Normal' security setting. | 'Normal' security setting + can access both the Force posting of Unapproved / Unreviewed transactions checkboxes and select the All Batches checkbox. |
| Post Timesheets | **Post Timesheets** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Post' button in order to process the Post Function. | Ability to run the Post Process – However the Force posting of Unapproved / Unreviewed transactions checkboxes are disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access both the Force posting of Unapproved / Unreviewed transactions checkboxes. |
| Prepare Normal Invoices (controls actions) | **Prepare Normal Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Prepare' button in order to process the Prepare Function. | Ability to run the Prepare Process – However the 'All Batches' checkbox is disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the All Batches checkbox. |
| Prepare Normal Invoices – Security Level (controls content) | **Prepare Normal Invoices** | As per '**Administrator**' security setting. | Restrict access to projects allowed in the Projects security tab in the Maintain Projects screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all projects in the Prepare Normal Invoices screen. |
| Prepare Scheduled Milestone Invoices | **Prepare Milestone Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Prepare' button in order to process the Prepare Function. | Ability to run the Prepare Process – However the 'All Batches' checkbox is disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the All Batches checkbox. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Prepare Scheduled Normal Invoices (control actions) | **Prepare Scheduled Normal Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Prepare' button in order to process the Prepare Function. | Ability to run the Prepare Process – However the 'All Batches' checkbox is disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the All Batches checkbox. |
| Prepare Scheduled Normal Invoices – Security Level (controls content) | **Prepare Scheduled Normal Invoices** | As per '**Administrator**' security setting. | Restrict access to projects allowed in the Projects security tab in the Maintain Projects screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all projects in the Prepare Scheduled Normal Invoices screen. |
| Prepare Scheduled Progress Invoices (controls actions) | **Prepare Scheduled Progress Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Prepare' button in order to process the Prepare Function. | Ability to run the Prepare Process – However the 'All Batches' checkbox is disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the All Batches checkbox. |
| Prepare Scheduled Progress Invoices – Security Level (control content) | **Prepare Scheduled Progress Invoices** | As per '**Administrator**' security setting. | Restrict access to projects allowed in the Projects security tab in the Maintain Projects screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all projects in the Prepare Scheduled Progress Invoices screen. |
| Print Normal Invoices | **Print Normal Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'Print' button in order to process the Print Function. | Ability to run the Print Process – However the 'All Batches' checkbox is disabled. | As per 'Normal' security setting. | As per 'Normal' security setting + can access the All Batches checkbox. |
| Print Progress Invoices | **Print Progress Inv** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot access 'Print' button. | 'All Batches' checkbox is disabled. | As per 'Normal' security setting. | 'Normal' + can access the All Batches checkbox. |
| Pro-Rata Write Offs and Discount | **Pro-Rata Write Offs and Discount** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot gain access to the 'OK' button in order to process the Pro-Rata Function. | Access to all fields within the ProRata write off and discount function. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Project – Calc Percent Complete | **Calculate Percentage Complete** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot calculate. | Can calculate records. | As per 'Normal' security setting. | As per 'Normal' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Project – Enter Percent Complete | **Enter Percentage Complete** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Project – Modify Complete – More | **Enter and Review Percentage Complete – More** | As per – Project – Enter and Review Complete security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Project – Modify Complete – Security level (controls content) | **Percentage Complete** | As per '**Administrator**' access. | Restrict access to resources allowed in the Projects Security tab in Maintain Projects screen. | As per 'No Access' security setting. | As per 'No Access' security setting. | As per 'No Access' security setting. | Access to all projects in the Maintain Projects screen. |
| Project – Post Percent Complete | **Post Percentage Complete** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Post records. | Can Post records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Project – Review Percent Complete | **Review Percentage Complete** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Project Activity Enquiry | **Project Activity Enquiry** | Cannot open the PA screen. | Cannot open the PA screen. | Can process the enquiry. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Project Activity Enquiry – Security level | **Project Activity Enquiry** | Cannot open the PA screen. | Cannot open the PA screen. | Can process the enquiry for only those projects security access is setup for. | As per 'Browse' security setting. | As per 'Browse' security setting. | Can process the enquiry for all client/projects. |
| Project Explorer | **Project Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Able to navigate through the explorer viewing hierarchy of records. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Project Explorer – Security Level | **Project Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Able to navigate through the explorer viewing hierarchy of records for only those projects security access is setup for. | As per 'Browse' security setting. | As per 'Browse' security setting. | Able to navigate through the explorer viewing hierarchy of records for all client/projects. |
| Project Ledgers | **Project Ledgers** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – unable to Insert/Edit or Delete records. | Ability to Insert / Edit project ledgers – However the delete button is disabled. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Project Markups | **Project Markups** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only - Insert & Delete buttons are disabled – thus user is unable to Insert/Edit or Delete records. | Ability to Insert / Edit project markup records – However the delete button is disabled. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Project Wizard | **Project Wizard** | Cannot open the PA screen. | Cannot open the PA screen. | Insert Icon disabled – thus user is unable to gain access to the Project Wizard screen. | Ability to access the Project Wizard in order to create new projects. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Rate Checker | **Rate Checker** | Cannot open the PA screen. | Cannot open the PA screen. | Ability to check rates. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Rate Explorer | **Rate Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can navigate through the Rate Explorer but cannot Insert/Edit or Delete records. | As per 'Browse' security setting + Can Insert & Edit records but cannot delete records. | As per 'Normal' security setting + can delete existing records. | As per 'Advanced' security setting. |
| Recover Normal Invoices | **Recover Normal Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot recover. | Ability to recover and recover all. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Recover Progress Invoices | **Recover Progress Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot recover. | Ability to recover and recover all. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Recover Expenses | **Recover Expenses** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot recover. | Ability to recover and recover all. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Recover Timesheets | **Recover Timesheets** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot recover. | Ability to recover and recover all. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Rejected Expenses | **Rejected Expenses** | Cannot open the PA screen. | Cannot open the PA screen. | Can set all filters and edit expenses depending on edit expenses role function security. | As per 'Browse' security setting. | As per 'Browse' security setting. | Can set all filters, edit and reset rejected expenses. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Rejected Timesheets | **Rejected Timesheets** | Cannot open the PA screen. | Cannot open the PA screen. | Can set all filters and edit timesheets depending on edit timesheets role function security. | As per 'Browse' security setting. | As per 'Browse' security setting. | Can set all filters, edit and reset rejected timesheets. |
| Report - Activity List | **Report - Activity List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Budget List – Detail | **Report – Budget List - Detail** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Budget List – Summary | **Report - Budget List – Summary** | Can see menu option but will error when run | Cannot see menu option | Can see menu option Report runs ignoring project security | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Budget V Actual | **Report - Budget V Actual** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Budget V Actual By Activity | **Report - Budget V Actual By Activity** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Budget V Actual By Res Time | **Report – Budget V Actual by Res Time** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Client List | **Report – Client List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Client List by Manager | **Report – Client List by Manager** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Commitments | **Report – Commitments** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Cost Rate List | **Reports – Cost Rate List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Delegate List | **Reports – Delegate List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Equipment Hire | **Reports – Equipment Hire** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Report - Inter Branch Costs | **Reports – Inter Branch Costs** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Inter Branch Invoices | **Reports – Inter Branch Invoices** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Inter Company Cost | **Reports – Inter Company Costs** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Inter Company Invoices | **Reports – Inter Company Invoices** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Invoice Summary | **Reports – Invoice Summary** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Invoice Summary By Manager | **Reports – Invoice Summary By Manager** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Leave Detail | **Reports – Leave Detail** | Can see menu option but will error when run | Cannot see menu option | Can see menu option report will run using **resource security** | As per 'Browse' security | As per 'Browse' security | Report will run ignoring **resource security**. |
| Report - Leave Summary | **Reports – Leave Summary** | Can see menu option but will error when run | Cannot see menu option | Can see menu option report will run using **resource security** | As per 'Browse' security | As per 'Browse' security | Report will run ignoring **resource security**. |
| Report - Missing Costs | **Reports – Missing Costs** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Missing Report Trees | **Reports – Missing Report Trees** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Missing Timesheets | **Reports – Missing Timesheets** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Missing Timesheets by Day | **Reports – Missing Timesheets by Day** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Other Resource List | **Reports – Other Resource List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |

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| Report - Percent Complete | **Reports – Percent Complete** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Posted Expenses – Detail | **Reports - Posted Expenses – Detail** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Posted Journals | **Reports – Posted Journals** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Posted Timesheets | **Reports - Posted Timesheets** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Print Invoices – Normal | **Reports – Print Invoices – Normal** | Can see menu option but will error when run | Cannot see menu option | My batches only restricts invoices to the created user that matches logged in resource, otherwise can see all invoices | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Print Invoices – Progress | **Reports – Print Invoices - Progress** | Can see menu option but will error when run | Cannot see menu option | My batches only restricts invoices to the created user that matches logged in resource, otherwise can see all invoices | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Productivity Hours | **Reports - Productivity Hours** | Can see menu option but will error when run | Cannot see menu option | Can see menu option report will run using **resource security** | As per 'Browse' security | As per 'Browse' security | Report will run ignoring **resource security**. |
| Report - Productivity Target | **Reports - Productivity Target** | Can see menu option but will error when run | Cannot see menu option | Can see menu option report will run using **resource security** | As per 'Browse' security | As per 'Browse' security | Report will run ignoring **resource security**. |
| Report - Profit / Loss Report | **Reports - Profit / Loss Report** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project Activity | **Reports - Project Activity** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project Activity with Commitments | **Reports - Project Activity with Commitments** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Report - Project Activity List | **Reports - Project Activity List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project List – Detail | **Reports - Project List – Detail** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project List – Summary | **Reports - Project List – Summary** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project List by Manager | **Reports - Project List by Manager** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project Markup Report | **Reports - Project Markup Report** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project Resource List | **Reports – Project Resource List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Project Security List | **Reports – Project Security List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Rate List | **Reports – Rate List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Report Selections | **Reports – Report Selections** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Report Tree | **Reports – Report Tree** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Resource Authorisation | **Reports – Resource Authorisation** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Resource Planning – Detail | **Reports – Resource Planning – Detail** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Resource Planning – Summary | **Reports – Resource Planning – Summary** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |

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| Report - Resource Report Tree | **Reports - Resource Report Tree** | Can see menu option but will error when run | Cannot see menu option | Can see menu option report will run using **resource security** | As per 'Browse' security | As per 'Browse' security | Report will run ignoring **resource security**. |
| Report - Revenue Earned by Resource | **Reports - Revenue Earned by Resource** | Can see menu option but will error when run | Cannot see menu option | Can see menu option report will run using **resource security** | As per 'Browse' security | As per 'Browse' security | Report will run ignoring **resource security**. |
| Report - Role Functions | **Reports – Role Functions** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Scale List | **Reports - Scale List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Scheduled Invoices | **Reports – Scheduled Invoices** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Staff Resource List | **Reports - Staff Resource List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Target V Actual Tasks | **Reports - Target V Actual Tasks** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Task List | **Reports - Task List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Task Template List | **Reports - Task Template List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Tax List | **Reports – Tax List** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report – Timesheet Authorisation | **Reports – Timesheet Authorisation** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Transaction Listing | **Reports - Transaction Listing** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Transaction Listing All Currencies | **Reports – Transaction Listing All Currencies** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |

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| Report - Transaction Listing by Client | **Reports - Transaction Listing by Client** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Transaction Listing by Type | **Reports - Transaction Listing by Type** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Unposted Expenses | **Reports - Unposted Expenses** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Unposted Journals | **Reports - Unposted Journals** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Unposted Timesheet Verification | **Reports - Unposted Timesheet Verification** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - Unposted Timesheets | **Reports - Unposted Timesheets** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - User Roles | **Reports – User Roles** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report - WIP @ Cost | **Reports - WIP @ Cost** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - WIP Detail | **Reports - WIP Detail** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - WIP Summary | **Reports - WIP Summary** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run using project security | As per 'Browse' security | As per 'Browse' security | Report will run ignoring project security. |
| Report - Write-Off Analysis | **Reports – Write-Off Analysis** | Can see menu option but will error when run | Cannot see menu option | Can see menu option and report will run. | As per 'Browse' security | As per 'Browse' security | As per 'Browse' security |
| Report Node Edit | **Report Node Edit** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot modify fields. | Ability to access all fields within this screen to Create new / edit existing records – Delete is not permitted. | As per 'Normal' security setting + ability to delete records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Resource Attributes | **Maintain Resource Attributes** | Cannot open the PA screen. | Cannot open the PA screen. | Read only – cannot insert, edit or delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + Can delete existing attributes. | As per 'Advanced' security setting. |
| Resource Planning | **Resource Planning** | Cannot open the PA screen. | Cannot open the PA screen. | Can process this enquiry but cannot access the 'Find Resource' Functionality. | As per 'Browse' security setting + can access the 'Find Resource' Functionality. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Resource Schedule | **Resource Schedule** | Cannot open the PA screen. | Cannot open the PA screen. | Can process the enquiry. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Review Invoices – Discount | **'Discount' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Invoices – Tax Amount | **'Tax' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Invoices – Write Off | **'Write Off' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Journals | **Review Journals** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot Edit or Delete transactions. | Can Edit / Authorise journals but cannot delete records. | As per 'Normal' security setting+ can Delete records. | As per 'Advanced' security setting + can select the 'All Users batches' checkbox on the journal review filter screen. |
| Review Journals – More | **Review Journals – More** | As per – Review Journals security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices | **Review Normal Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot Edit or Delete transactions. | Can Edit / Authorise invoices but cannot delete records. | As per 'Normal' security setting+ can Delete / Void Invoices. | As per 'Advanced' security setting + can select the 'All Users batches' checkbox on the Invoice review filter screen. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Review Normal Invoices – Invoice Detail – More | **Review Normal Invoices – Invoice Detail – More** | As per – Review Normal Invoices security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices – More | **Review Normal Invoices – More** | As per – Review Normal Invoices security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices – Call Number | **'Call Number' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices – Fee | **'Fee' field within Norm Inv Review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices – Inventory | **'Inventory' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices – No Charge | **'NC' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Normal Invoices – Qty | **'Qty' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Review Normal Invoices – Rate | **'Rate' field within Normal Invoice review screen** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – This field is disabled. | Can access / edit this field. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Review Posted Transactions | **Display / Review Posted Transactions** | Cannot open the PA screen. | Cannot open the PA screen. | Ability to review posted records but are unable to edit or delete records. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Review Progress Invoices | **Review Progress Invoices** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot Edit or Delete transactions. | Can Edit / Authorise invoices but cannot delete records. | As per 'Normal' security setting+ can Delete / Void Invoices. | As per 'Advanced' security setting + can select the 'All Users batches' checkbox on the Invoice review filter screen. |
| Review Progress Invoices – More | **Review Progress Invoices – More** | As per – Review Progress Invoices security setting. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert, Edit & Delete records. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Scale Edit | **Scale Maintenance** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot delete records. | As per 'Normal' security setting + can delete existing records. | As per 'Advanced' security setting. |
| Scale Explorer | **Scale Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can navigate through the Explorer but cannot Insert/Edit or Delete records. | As per 'Browse' security setting + Can Insert & Edit records but cannot delete records. | As per 'Normal' security setting + can delete existing records. | As per 'Advanced' security setting. |
| Secure Cost Value | **Rate Maintenance – cost field** | Cannot see the 'Cost' field within the Rate maintenance screen or both the 'Cost' & 'Profit' screen within the Invoice Transaction edit screen. | As per 'Not Set' security setting. | Read Only – Can view the field but cannot Edit the 'Cost' field within the Rate maintenance screen or both the 'Cost' & 'Profit' screen within the Invoice Transaction edit screen. | Can view and Edit the 'Cost' field within the Rate maintenance screen or both the 'Cost' & 'Profit' screen within the Invoice Transaction edit screen. | As per 'Normal' security setting + can delete existing records. | As per 'Normal' security setting + can delete existing records. |
| Sell Rate Edit | **Rate Maintenance** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot Insert/Edit or Delete records | Can Insert & Edit records but cannot delete records. | As per 'Normal' security setting + can delete existing records. | As per 'Advanced' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
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| Split Timesheet Line | **Split Timesheet Line** | Cannot open the PA screen. | Cannot open the PA screen. | Unable to carry out this function. | Ability to utilise this functionality. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Standard Paragraphs | **Standard Paragraphs** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen but cannot Insert/Edit or Delete records. | Can Insert & Edit records but cannot Delete Existing records. | As per 'Normal' security setting + can Delete records. | As per 'Advanced' security setting. |
| Synchronise Masters | **Synchronise Masters** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Cannot run a synchronise process but can view screen settings. | Can run a Synchronise process. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Toolbar – Application Settings | **Tools – Application Settings** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can access and view the screen and modify System Settings based on 'Options Explorer' security. | 'Normal' + can access Impersonate role. | As per 'Advanced' security setting. |
| Toolbar – Create Audit | **Tools – Audit Change** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Can create, edit and stop field audits. |
| Toolbar – Database Explorer | **Tools – Database Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Toolbar – Display Database Link | **Tools – Display Database Link** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Toolbar – Object Inspector | **Tools – Screen Designer** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Toolbar – Personal Desktop | **Tools – Personal Desktop** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Can access the Personal Desktop to utilise the favourites and most recently used functions. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Toolbar – Show Audits | **Tools – Show Audits** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only. | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |
| Toolbar – Menu Explorer | **Tools – Menu Explorer** | Cannot open the PA screen. | Cannot open the PA screen. | Can access the Menu Explorer to explorer the menus | As per 'Browse' security setting. | As per 'Browse' security setting. | As per 'Browse' security setting. |

| Module Manager Role Function | PA Menu Item | Not Set | No Access | Browse | Normal | Advanced | Administrator |
|---|---|---|---|---|---|---|---|
| Toolbar – Application Monitor | **Tools – Application Monitor** | Cannot open the PA screen. | Cannot open the PA screen. | Cannot open the PA screen. | Can access the Application Monitor to record events and SQL processes for support. | As per 'Normal' security setting. | As per 'Normal' security setting. |
| Transaction Audit | **Transaction Audit** | Cannot open the PA screen. | Cannot open the PA screen. | Read Only – Can set filters and view the audit transaction but cannot post records. | As per 'Browse' security setting. | As per 'Browse' security setting + can post records. | As per 'Advanced' security setting. |