

Finance Account Rights (User Group)

Last Modified on 12/14/2025 8:45 pm CST

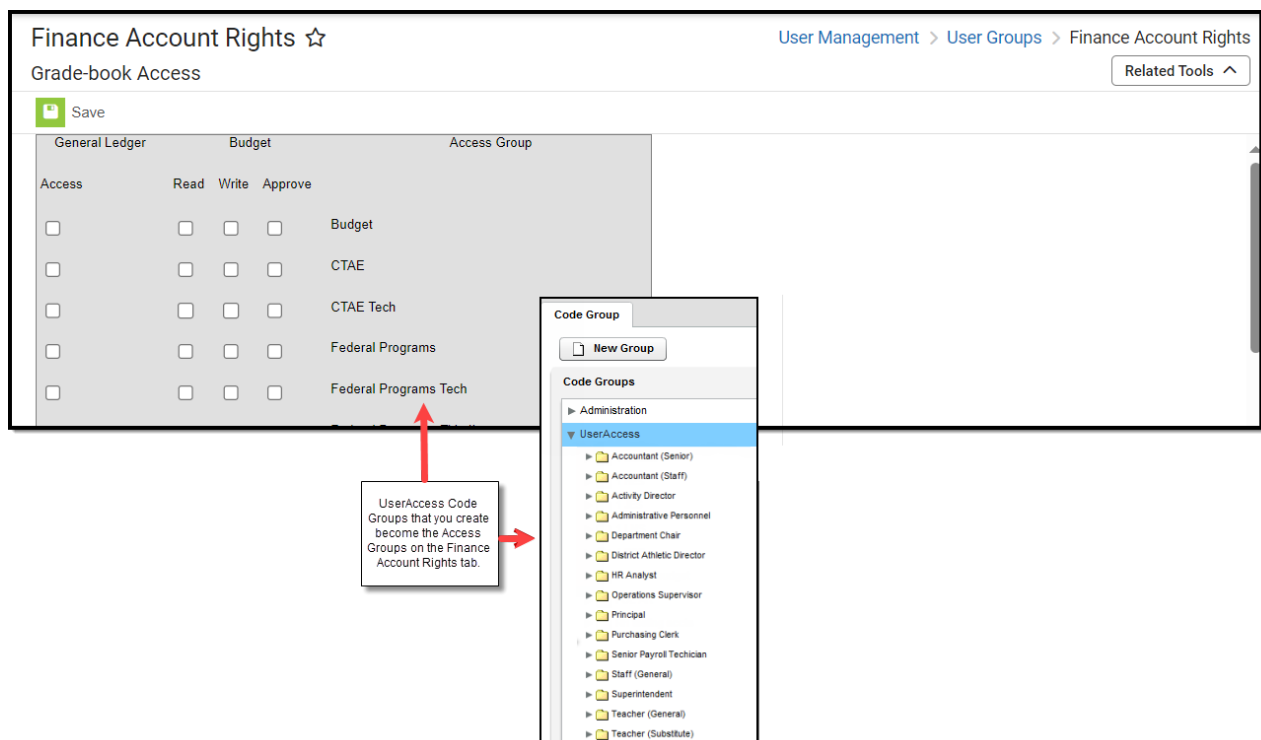
Tool Search: Finance Account Rights

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

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

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

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



The screenshot shows the 'Finance Account Rights' interface. At the top, there's a breadcrumb trail: 'User Management > User Groups > Finance Account Rights'. Below this is a 'Grade-book Access' section with a 'Save' button. The main area is a table with columns: 'General Ledger', 'Budget', and 'Access Group'. The 'General Ledger' column has a sub-column 'Access' with checkboxes. The 'Budget' column has sub-columns 'Read', 'Write', and 'Approve', each with checkboxes. The 'Access Group' column lists several groups: 'Budget', 'CTAE', 'CTAE Tech', 'Federal Programs', and 'Federal Programs Tech'. A 'Code Group' dropdown menu is open, showing a list of 'UserAccess' groups. A callout box with an arrow points to the 'UserAccess Code Groups' section of this dropdown, stating: 'UserAccess Code Groups that you create become the Access Groups on the Finance Account Rights tab.'

To Control Account Access

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

