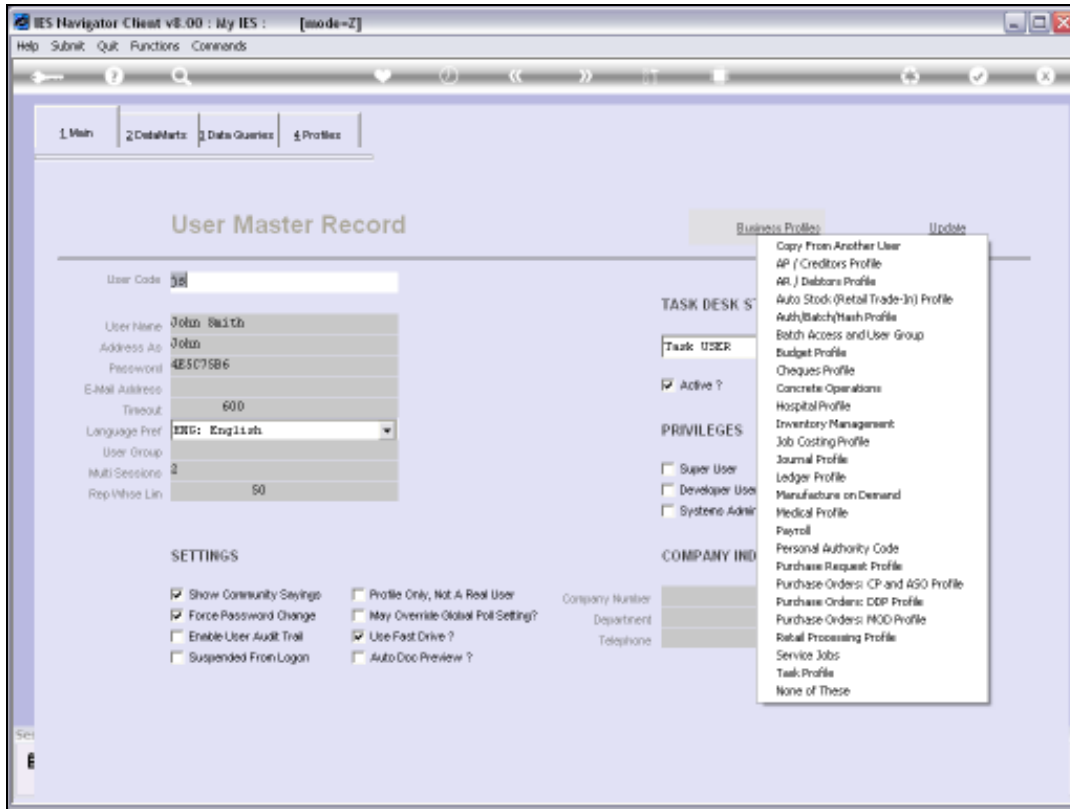
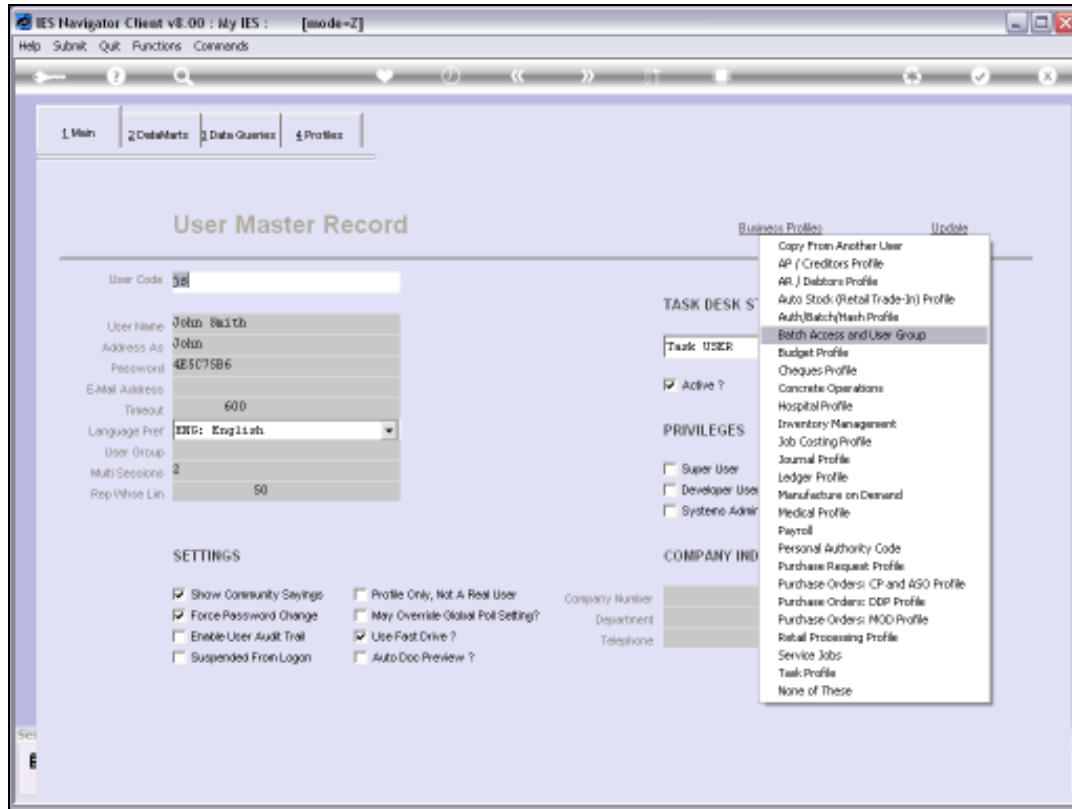


Slide 1

We are busy with Business Profiles and in this session we are looking at the "Batch Access and User Group" Business Profile.

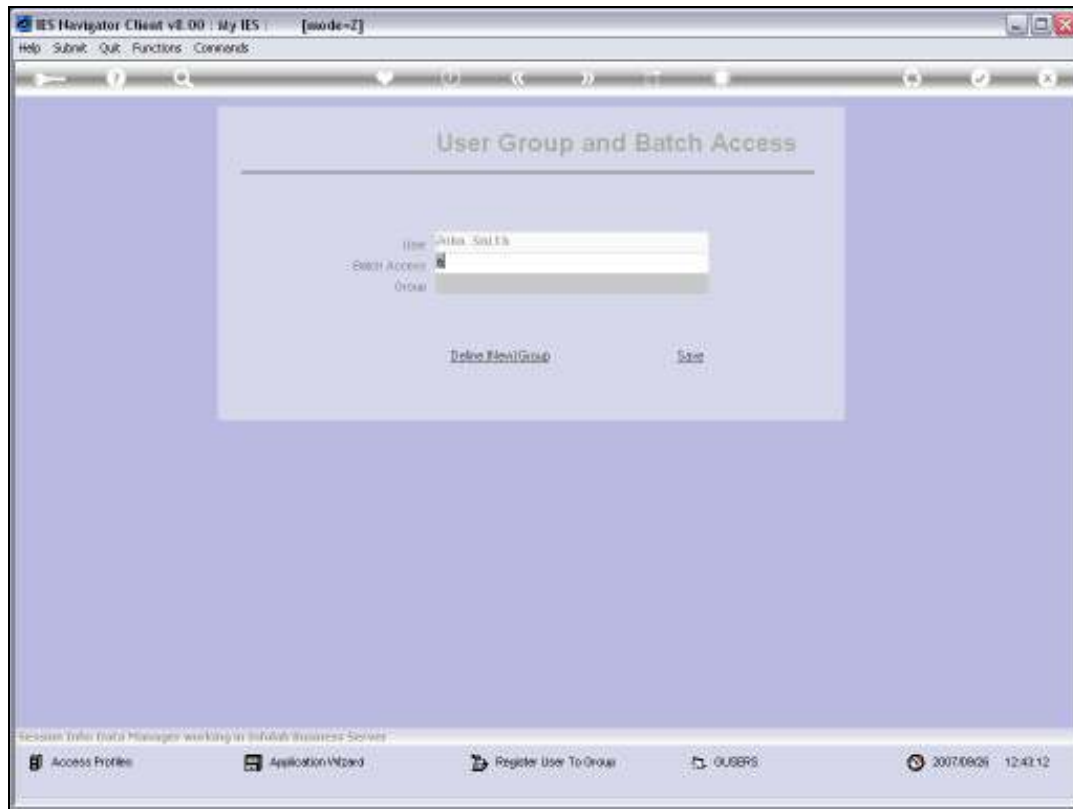


Slide 2



Slide 3

We access this Business Profile from the User’s Master Record, by choosing “Business Profiles” and then selecting the “Batch Access and User Group” Profile.



Slide 4

This particular Business Profile is in use if one of the following scenarios apply in your setup.

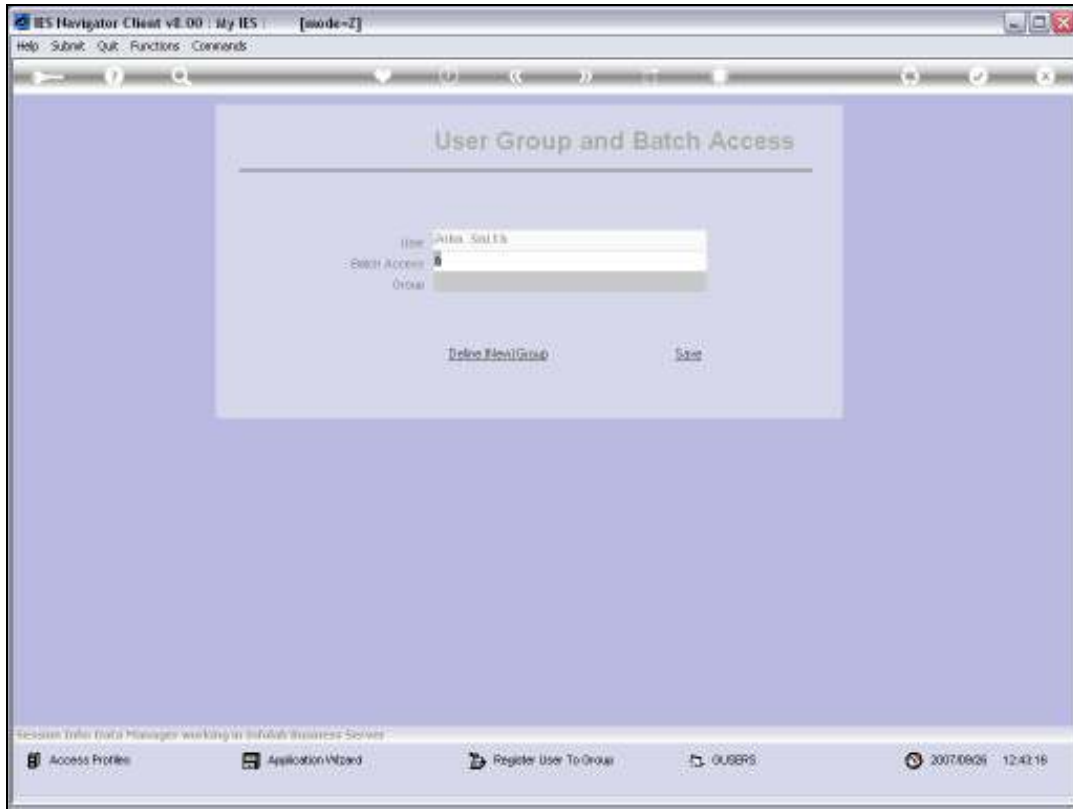
In the 1st instance, if Batch numbers are used during Journal Processing. Then of course it is important for Users to have a setting whether they can Access any Batch, or only their own Batches.

Secondly, the Group here is not the normal Access User Group, but in fact a "Period Open Group".

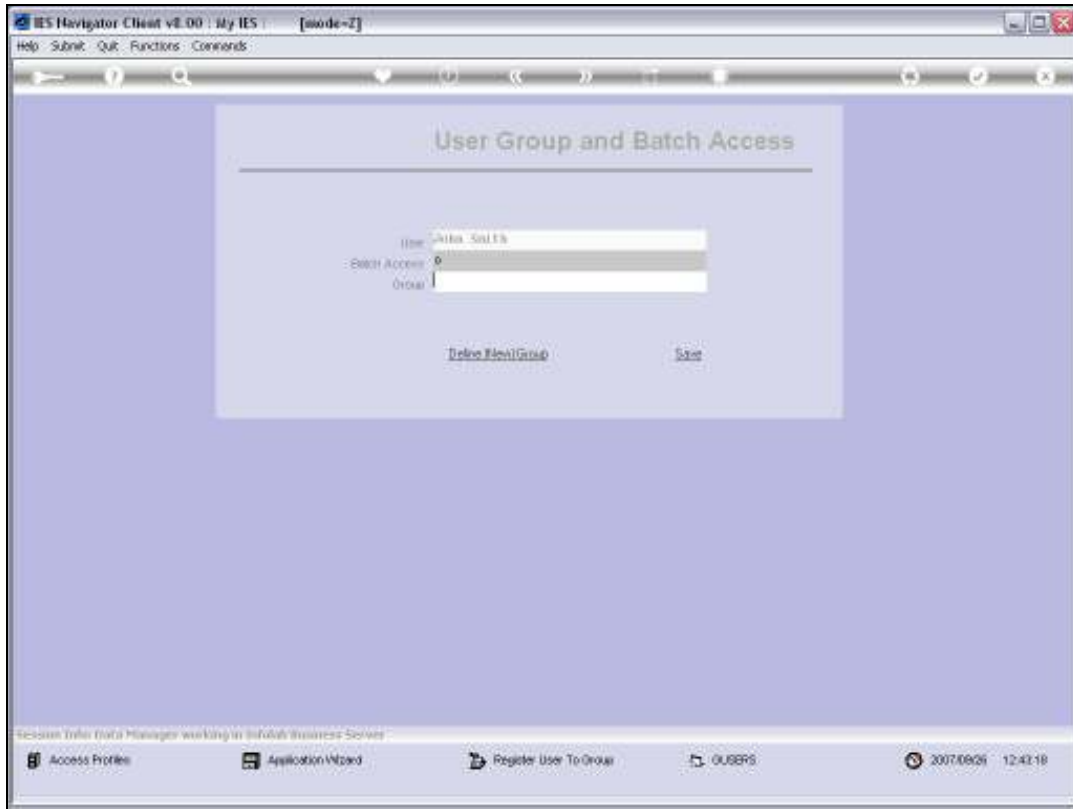
So in the case, where we have multiple Periods open, and we control the Users as to which Open Periods they may actually Access for Processing of Journals and Transactions, then we put them in a group and we control from the group which Periods may be Accessed.



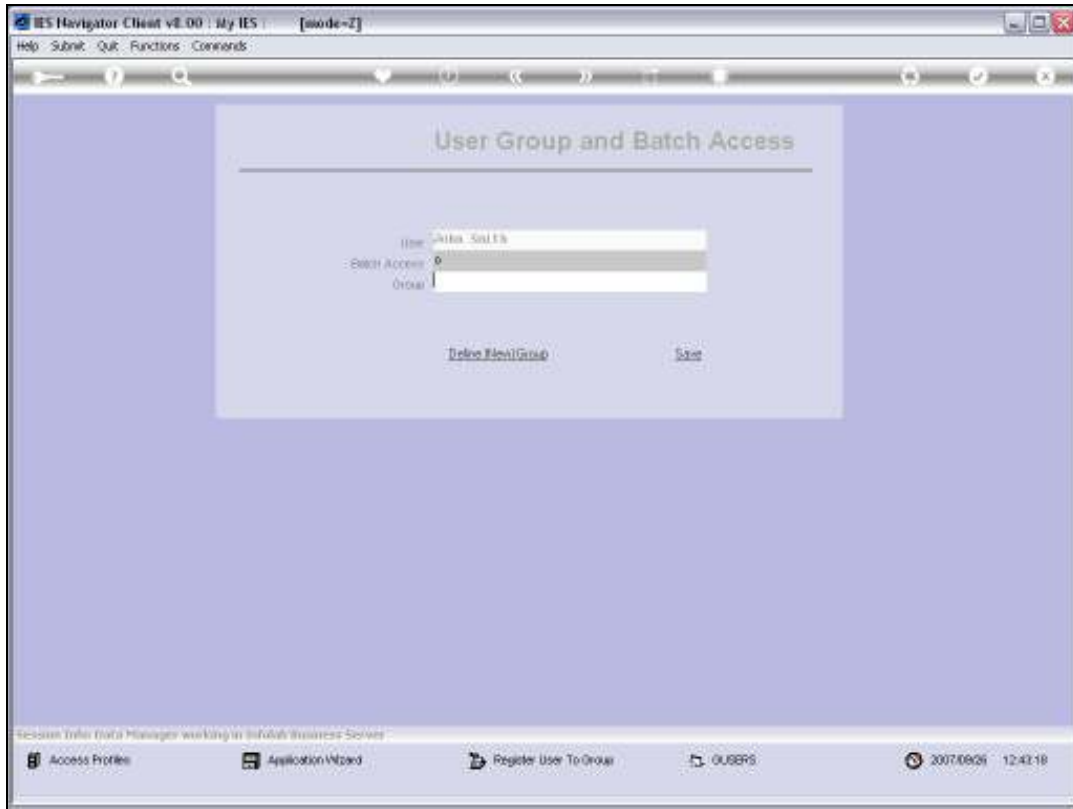
Slide 5



Slide 6



Slide 7



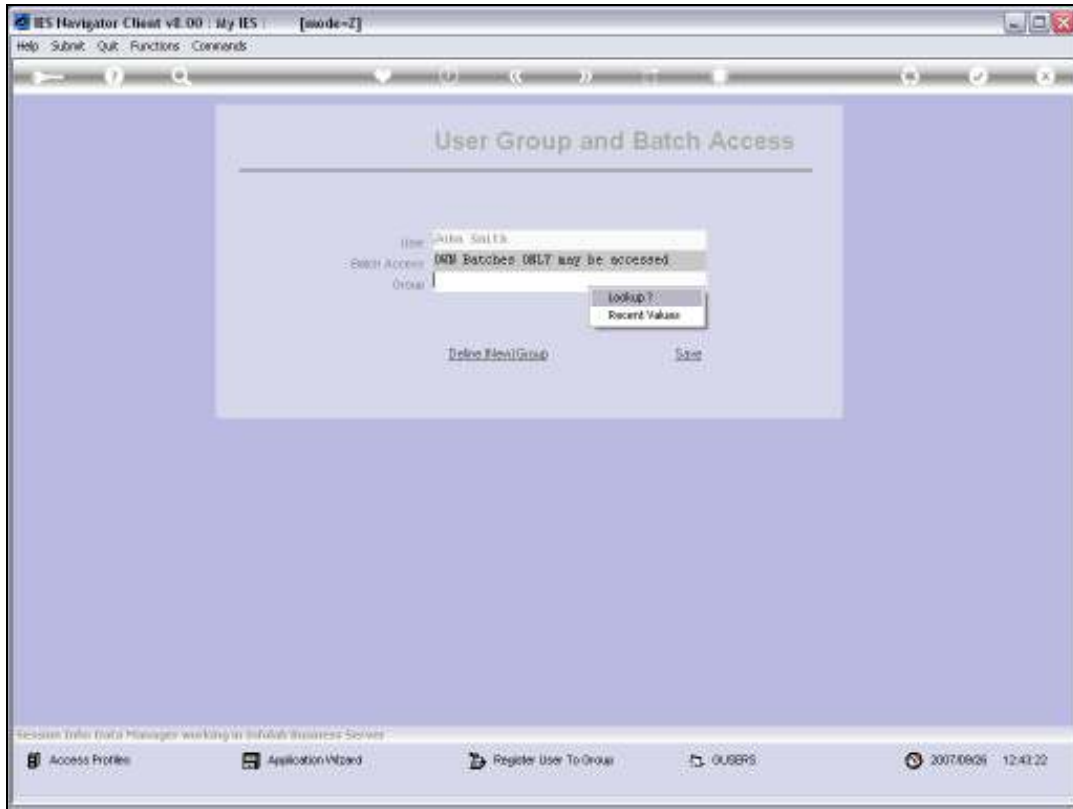
Slide 8



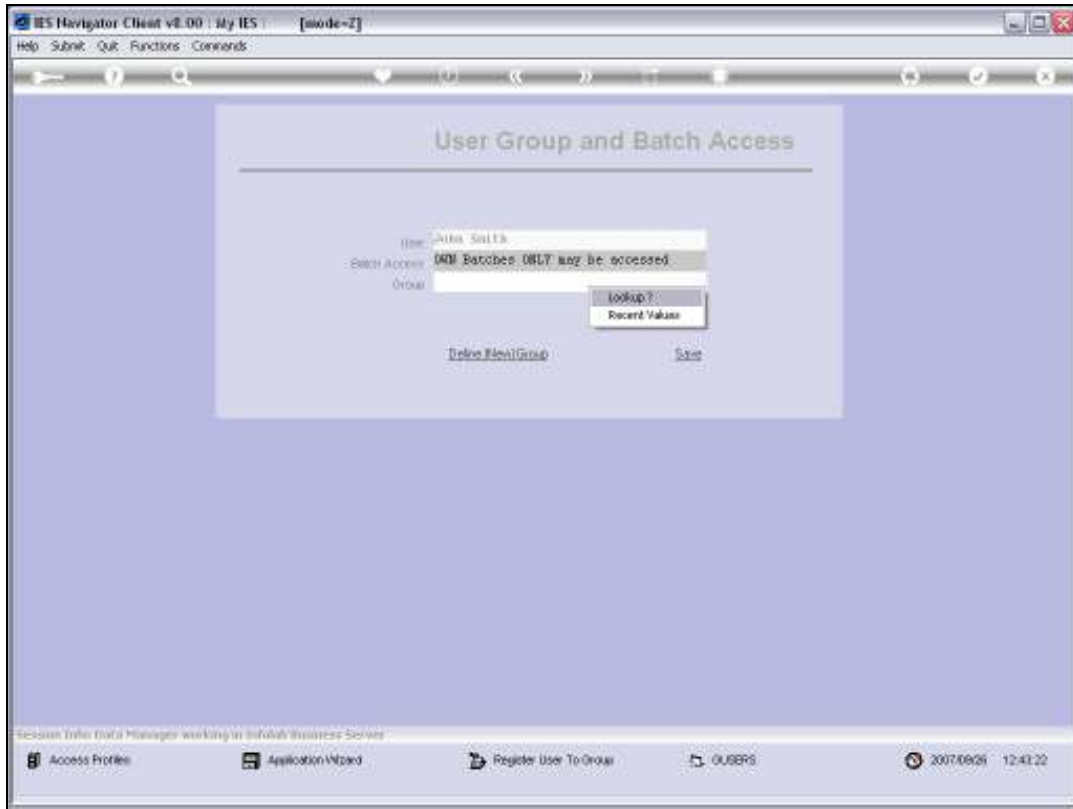
Slide 9

So if we apply "A" for Batch Access, that means that the User may Access any Batch, own Batches and also other User's Batches, for Updates to such Batches.

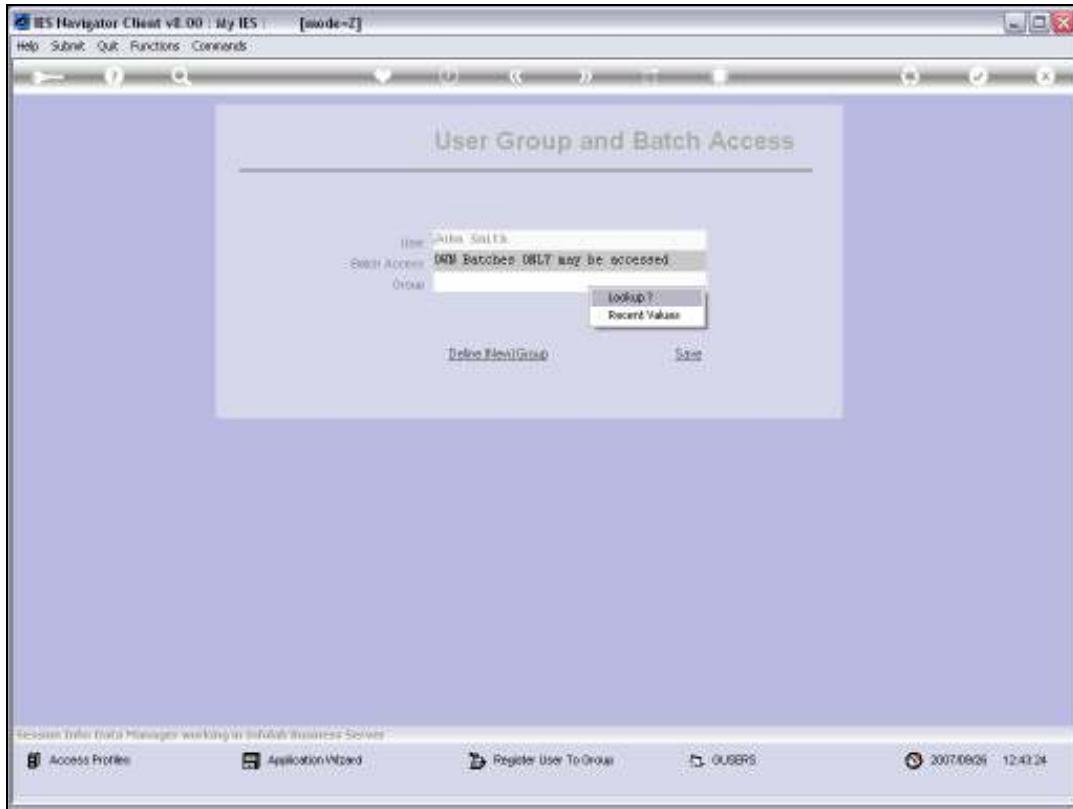
If we apply "O", then the User may only Access "own" Batches. In other words, Batches opened and processed by this User.



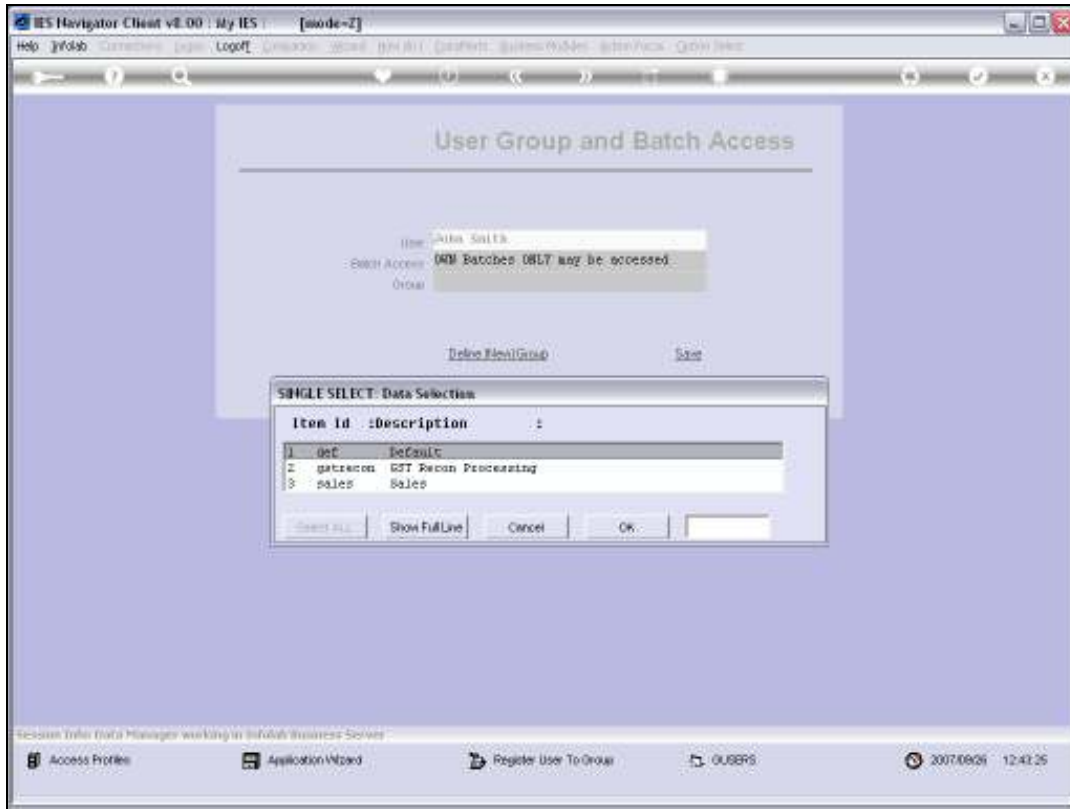
Slide 10



Slide 11



Slide 12



Slide 13

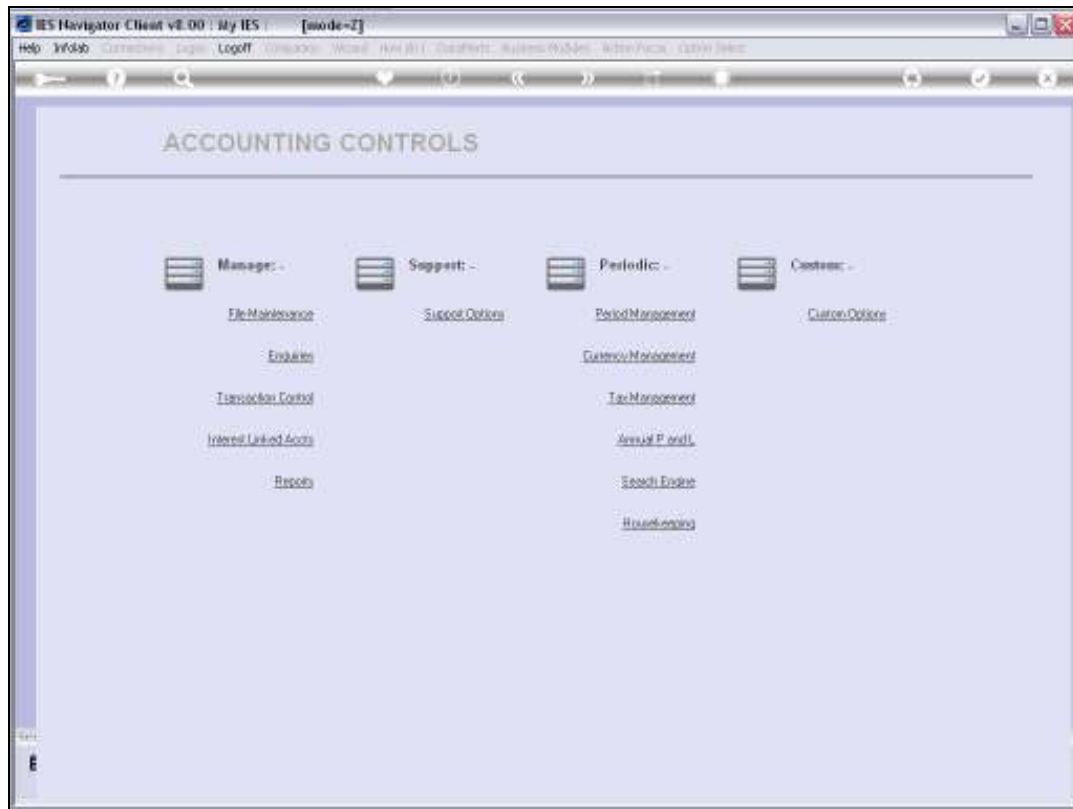


Slide 14

It is not mandatory to Register the User to a "Batch Access Group", for Period Control, but if we do, we can put the User in a Group, where we control, for that Group, which Open Periods may be processed, for new transactions.

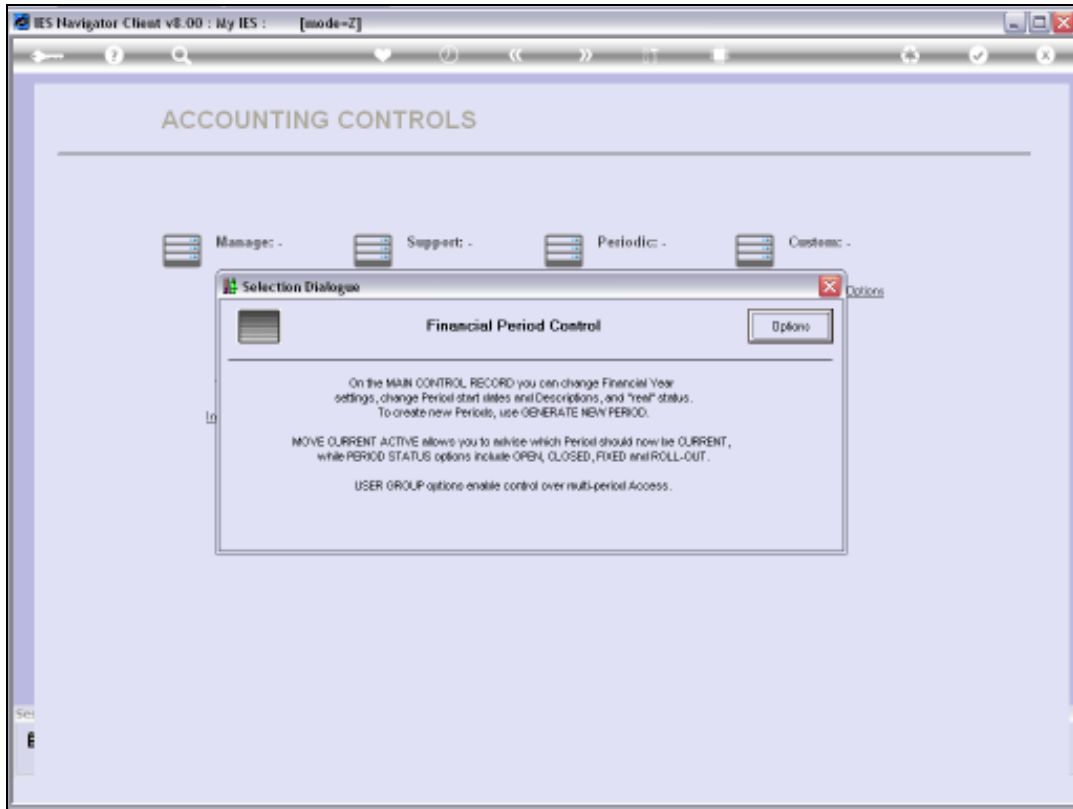


Slide 15

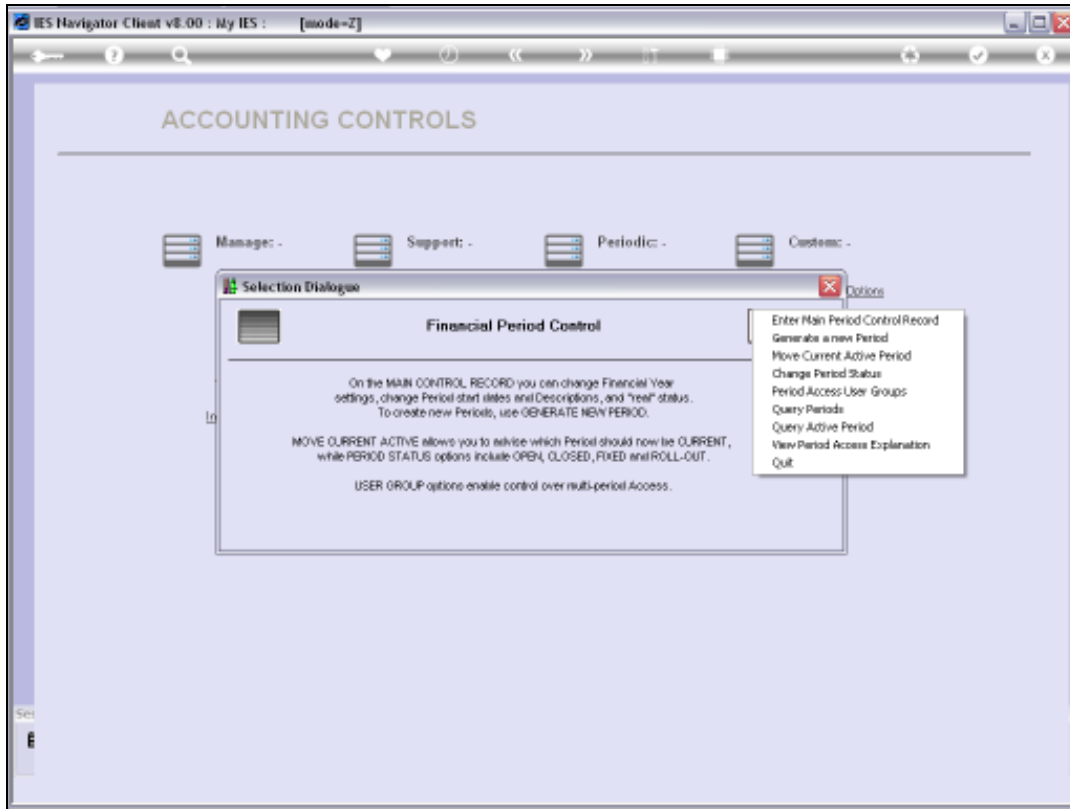


Slide 18

Period Control is of course a separate subject that is fully discussed in other tutorials, but we just show here the relevance of that Group on the Profile that we have just looked at, by looking in "Accounting Controls", at "Period Management".

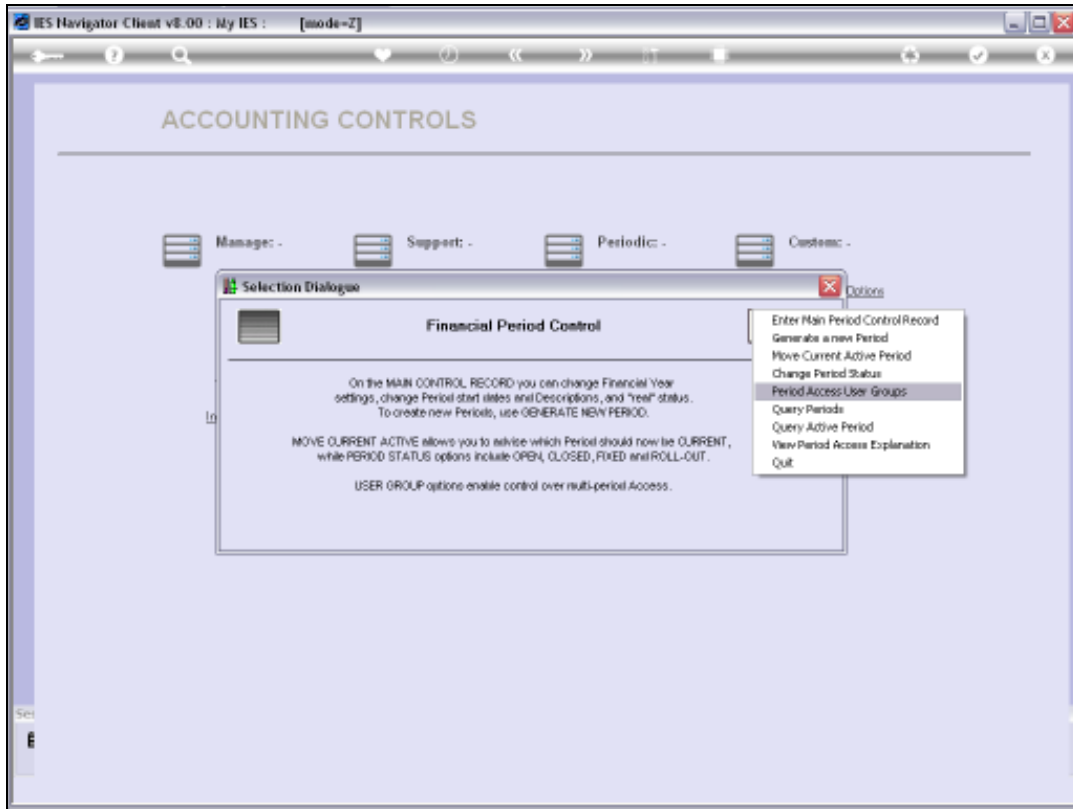


Slide 19

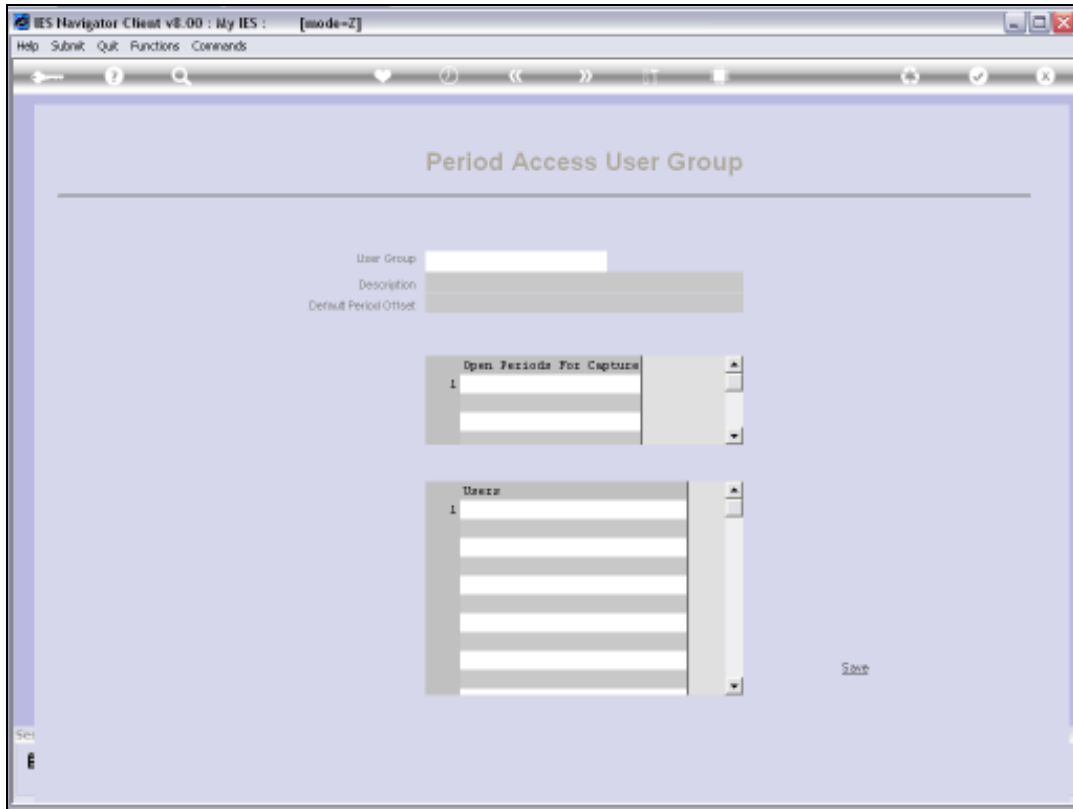


Slide 20

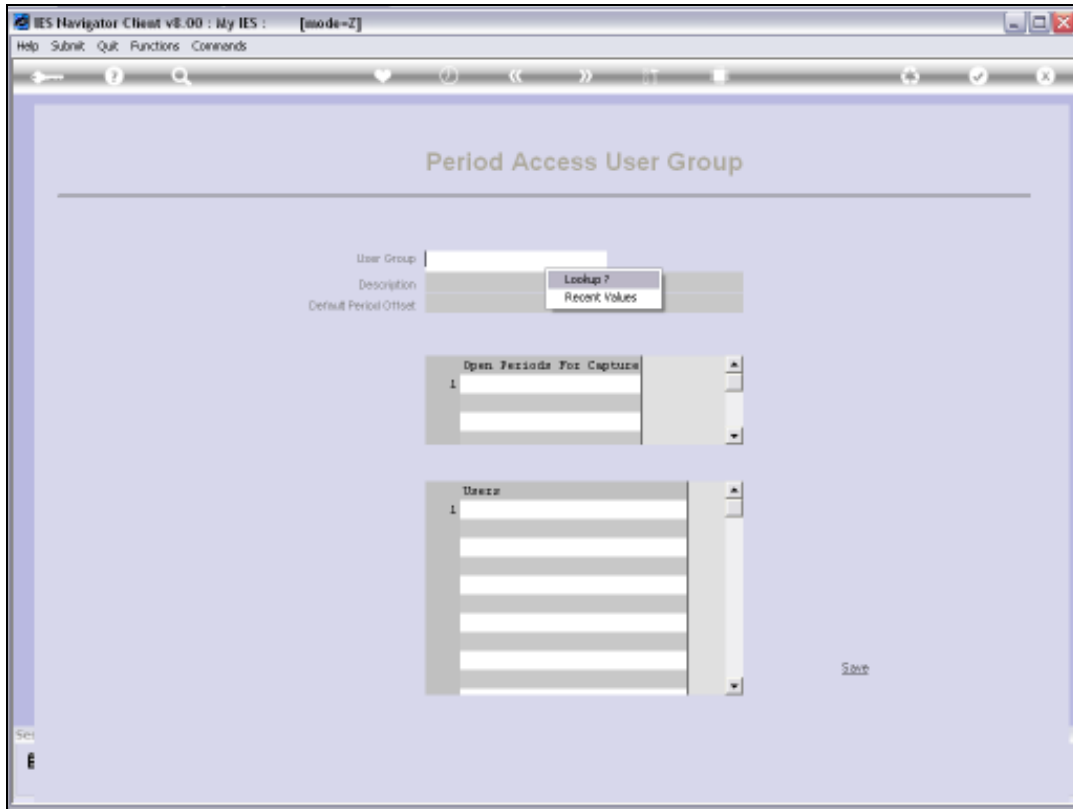
And here we find an Option for "Period Access User Groups".



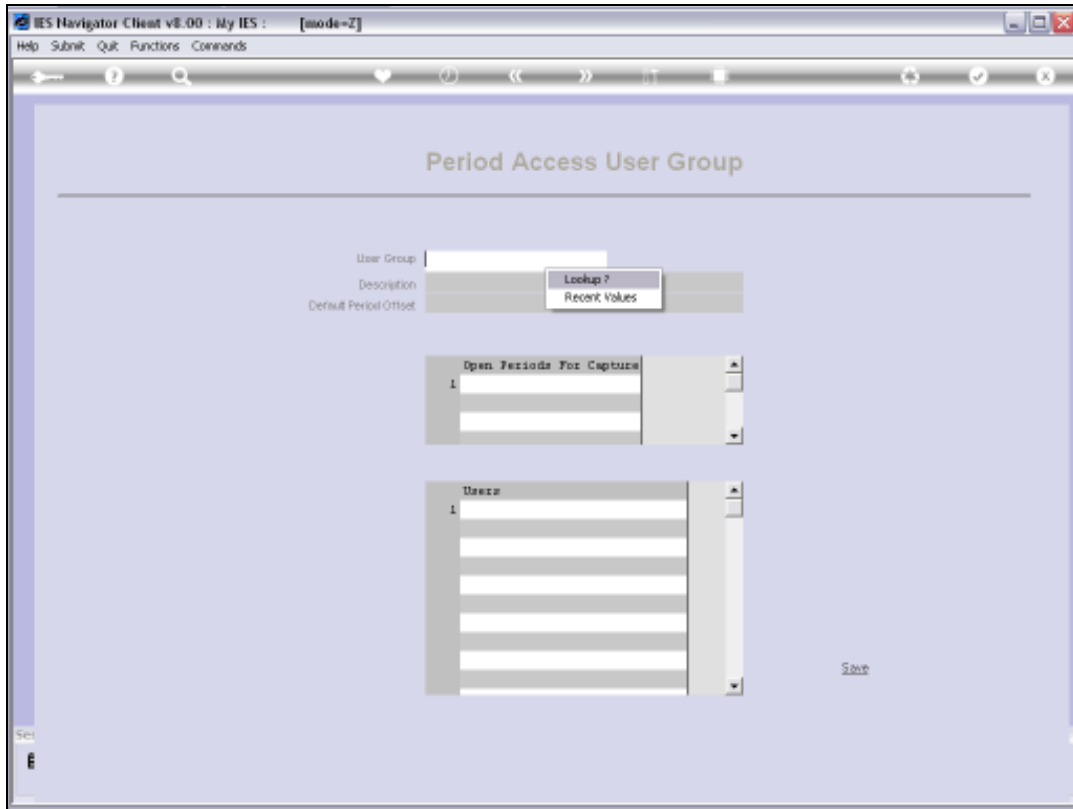
Slide 21



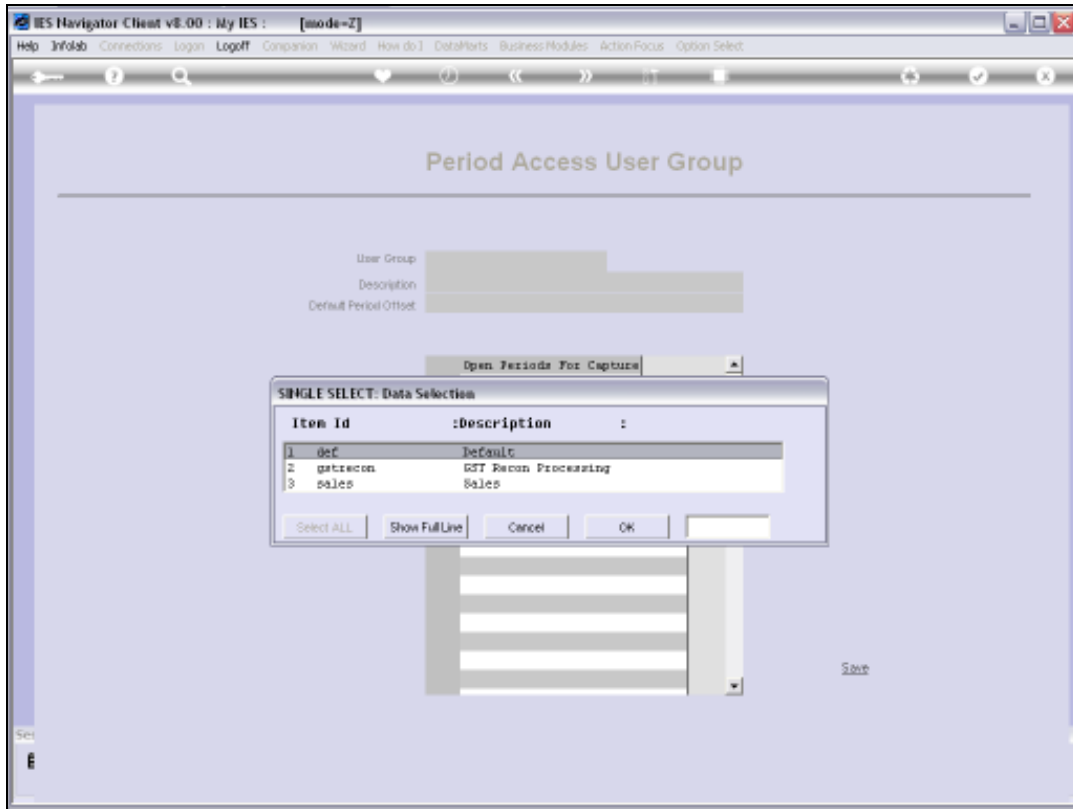
Slide 22



Slide 23

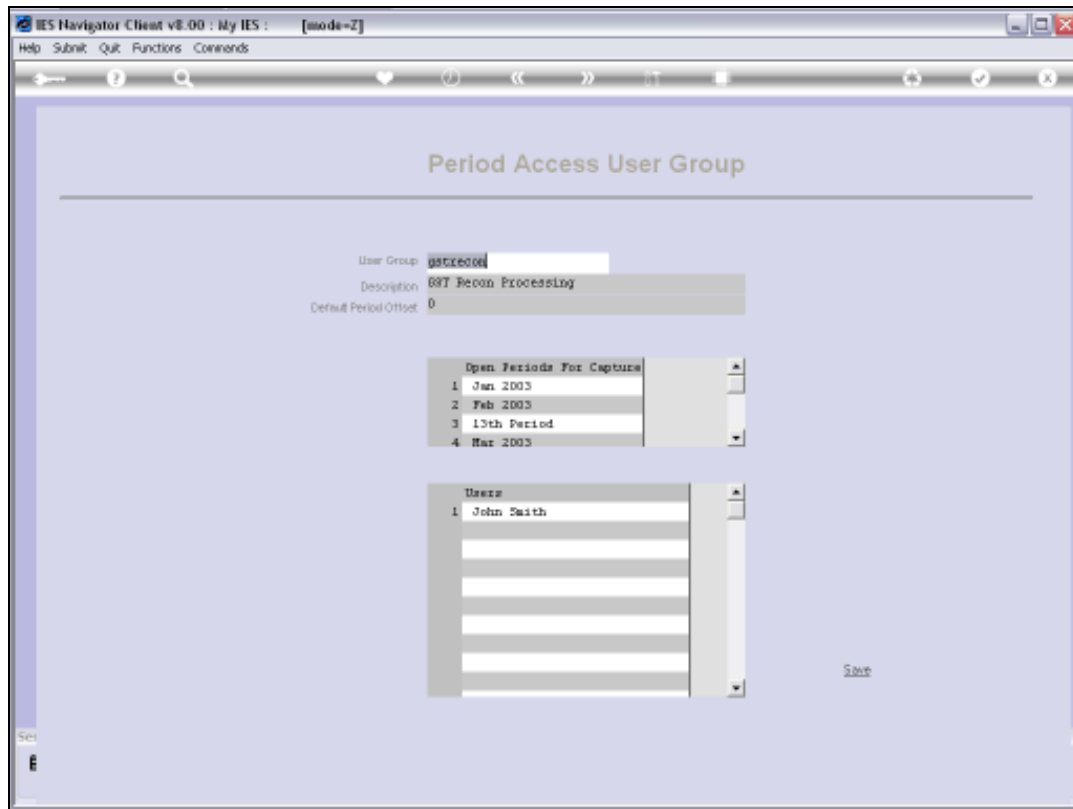


Slide 24



Slide 25

And of course these Groups are the very same ones that we saw in the Lookup on that Business Profile.



Slide 26

And here we can see that when we Registered John Smith, just now, to the "gstrecon" Processing Group, that John Smith is now listed here as one of the Users in this Group. Just above the Users we see the Open Periods for Capturing. In other words, we specify by these User Groups, which open Financial Periods in the System they may Process for New Transactions.