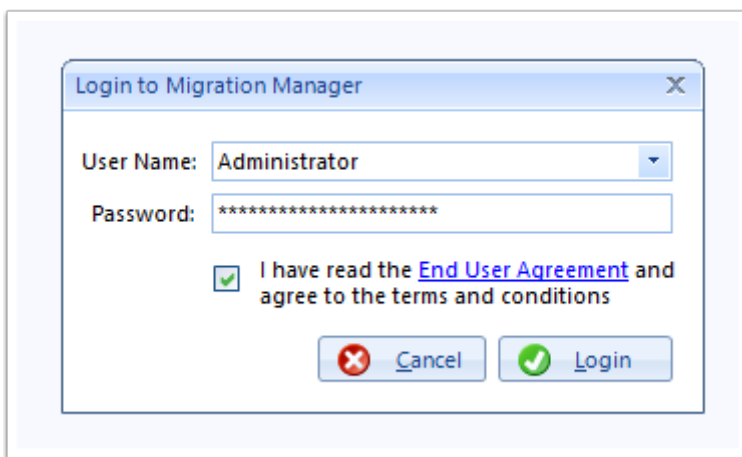


# User Permissions needed for Bank Reconciliation

In order to be able to perform or undo a bank reconciliation, a user must be given access via the User Permissions settings in Preferences.

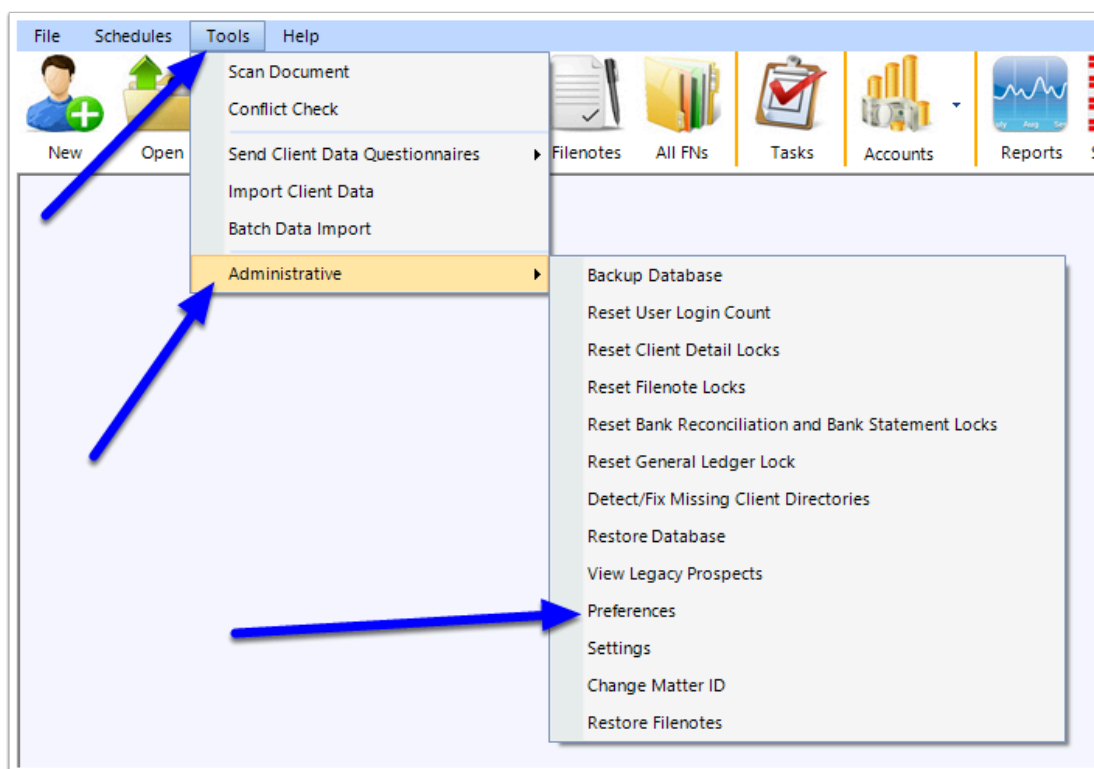
## 1. Login as Administrator

Only the Administrator can vary the User Permissions. So first you will need to login as the Administrator.

A screenshot of a Windows-style dialog box titled "Login to Migration Manager". It contains a "User Name:" label followed by a dropdown menu showing "Administrator". Below that is a "Password:" label followed by a text box filled with asterisks. A checkbox is checked, and the text "I have read the [End User Agreement](#) and agree to the terms and conditions" is displayed. At the bottom are two buttons: "Cancel" with a red 'X' icon and "Login" with a green checkmark icon.

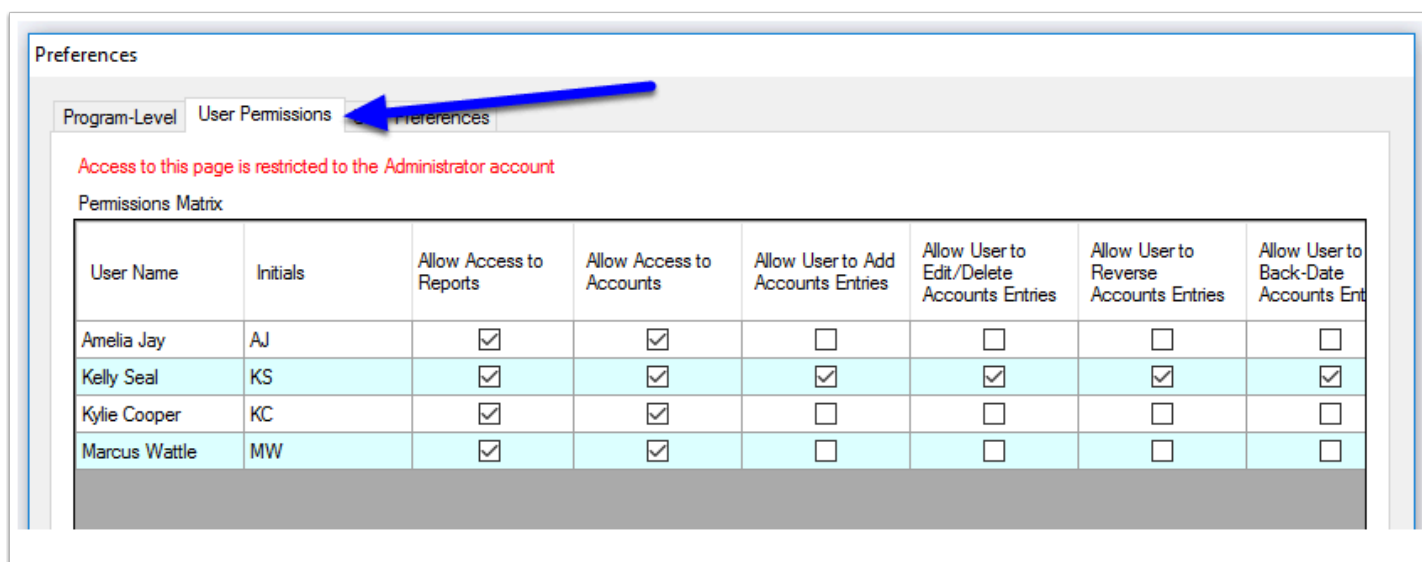
## 2. Navigate to Tools > Administrative > Preferences

In the top toolbar, navigate to **Tools > Administrative > Preferences**.



### 3. Go to User Permissions

When the Preferences window opens, go to the *User Permissions* tab.



### 4. Set Permissions

To enable a user to access and perform a bank reconciliation, they will need to have access to at least the following permissions:

1. Allow Access to Accounts

2. Allow User to Add Account Entries (this is needed in circumstances where an adjustment might need to be made)
3. Allow User to Merge Accounts Documents (this is needed in circumstances where an adjustment might need to be made)
4. Allow Access to Bank Rec and Bank Statements

Preferences

Program-Level User Permissions User Preferences

Access to this page is restricted to the Administrator account

Permissions Matrix

User Name	Initials	1 Allow Access to Accounts	2 Allow User to Add Accounts Entries	Allow User to Edit/Delete Accounts Entries	Allow User to Reverse Accounts Entries	Allow User to Back-Date Accounts Entries	Allow User to Merge Accounts Documents
Amelia Jay	AJ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Seal	KS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kylie Cooper	KC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marcus Wattle	MW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferences

Program-Level User Permissions User Preferences

Access to this page is restricted to the Administrator account

Permissions Matrix

User Name	Initials	User to Back-Date Entries	3 Allow User to Merge Accounts Documents	Allow User to Approve Invoices and Deposit Requests	Allow User to Finalise Invoices and Deposit Request	4 Allow Access to Bank Rec and Bank Statements	Allow User to Undo Bank Reconciliations
Amelia Jay	AJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Seal	KS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kylie Cooper	KC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marcus Wattle	MW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Exit Without Saving Save & Exit

If the user is to also have the ability to reverse/undo a previous reconcillation, tick 'Allow User to Undo Bank Reconciliations',

Preferences

Program-Level User Permissions User Preferences

Access to this page is restricted to the Administrator account

Permissions Matrix

User Name	Initials	Allow User to Manage Accounts Documents	Allow User to Approve Invoices and Deposit Requests	Allow User to Finalise Invoices and Deposit Request	Allow Access to Bank Rec and Bank Statements	Allow User to Undo Bank Reconciliations	Default Rate per Hour
Amelia Jay	AJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200
Kelly Seal	KS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	350
Kylie Cooper	KC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	150
Marcus Wattle	MW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	200

## 5. Click Save & Exit

To finish, click **Save & Exit**.

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Exit Without Saving Save & Exit