

0--no access (\* denotes GCAS access)

LUCIS Software User Access Levels for Programs

(NOTE: boxed shaded items are in development)

(Features by access level -- Nov 2008)

(NOTE: unboxed shaded items are for future planning)

1--low level view \*

GLORGANIZER (1)\* GL Account Organizer (view only)  
 GLALOOKUP (1)\* GL Account Query (without balances)  
 GLCEDIT (1)\* GL Controls Editor (view only)

DNOLOOKUP (1)\* DN Offering Query (no amounts)  
 DNCEDIT (1)\* DN Donation Controls Editor (view only)

PYLOOKUP (1)\* PY Employee Query (minimal view)  
 PYCEDIT (1)\* PY Controls Editor (view only)

PAALOOKUP (1)\* PA Asset Query (no amounts)  
 PACEDIT (1)\* PA Asset Editor (view only)

2--low-level report \*

GLALIST (2)\* GL Account List  
 GLCLIST (2)\* GL Ledger Controls List

DNOLIST (2)\* DN Offering Lists (no amounts)  
 DNCLIST (2)\* DN Donation Controls List

PYELIST (2)\* PY Employee Lists (minimal)  
 PYCLIST (2)\* PY Payroll Controls List

PAALIST (2)\* PA Assets Lists (minimal)  
 PACLIST (2)\* PA Assets Controls List

3--mid-level view/report \*

GLCEDIT1 (3)\* GL Ledger Controls Editor-Adv (view only)  
 GLALOOKUP (3)\* GL Account Query (with balances)  
 GLAEDIT (3)\* GL Account Editor (view only)  
 GLABUDGET (3)\* GL Account Budget Editor (view only)  
 GLASTMT (3)\* GL Account Statements  
 GLEDGER (3)\* GL Ledger Report  
 GLTLOOKUP (3)\* GL Ledger Query  
 GLTEDIT (3)\* GL Entries Editor (view only)  
 GLTLIST (3)\* GL Entry List (Journal)

DNDLOOKUP (3)\* DN Donor Query (no amounts)  
 DNDEDIT (3)\* DN Donor Editor (view only)  
 DNOEDIT (3)\* DN Offering Editor (view only)

PYLOOKUP (3)\* PY Employee Query (general view)  
 PYEEDIT (3)\* PY Employee Editor (view only)

PAALOOKUP (3)\* PA Asset Query (amounts)  
 PAAEDIT (3)\* PA Asset Editor (view only)

GLINTEREST (3)\* GL 1099 Int  
 GLVERIFY (3)\* GL Verify Ledger Data (view/report only)  
 GLBACKUP (3)\* GL Backup Ledgers  
 GLCHANGES (3)\* GL Changes Log  
 GLFREPORTS (3)\* GL Financial Reports (Basic)

DNTLOOKUP (3)\* DN Donation Query  
 DNTLISTS (3)\* DN Entry Lists (Offering/Batch amounts)  
 DNDLIST (3)\* DN Donor Lists (no amounts)

PYBILL (3)\* PY Billing Invoices  
 PYREPORT (3)\* PY Employee Report  
 PYTLOOKUP (3)\* PY Payroll Entries Query

PAALISTS (3)\* PA Assets Lists (general)

PYTAXRPT (3)\* PY Tax Reports  
 PYVERIFY (3)\* PY Verify Payroll File (view/report)  
 PYBACKUP (3)\* PY Backup Payroll Files  
 PYCHANGES (3)\* PY Changes Log  
 PYSREAD (3)\* PY Spread Report

PAVERIFY (3)\* PA Verify Assets File (view/report)  
 PABACKUP (3)\* PA Backup Asset Files  
 PACHANGES (3)\* PA Changes Log  
 PASCHED (3)\* PA Schedules

5--mid-level update

GLCEDIT (5) GL Ledger Controls Editor (edit)  
 GLCEDIT1 (5) GL Ledger Controls Editor-Adv (tabs 1/4)  
 GLAEDIT (5) GL Account Editor (minimal edit)  
 GLFREPORTS (5) GL Financial Reports (Advanced)  
 GLTIMPORT (5) GL Import Entries  
 GLPAYMENTS (5) GL Payments Entry  
 GLRECEIPTS (5) GL Receipts Entry  
 GLTENTRY (5) GL General Entry  
 GLTRANSFER (5) GL Transfers Entry (retrieve/edit/post)  
 GLTBATCH (5) GL Batch Entry (Pro)  
 GLAGING (5) GL Account Aging  
 GLINTEREST (5) GL Interest Post/Checks  
 GLVERIFY (5)\* GL Verify Ledger Data (revision update)  
 GLCLOSE (5)\* GL Monthly/Annual Close (monthly)  
 GLTRECONCILE (5) GL Account Reconciliation (Bank, etc)

DNCEDIT (5) DN Donation Controls Editor (edit)  
 DNOEDIT (5) DN Offering Editor (edit)  
 DNDEDIT (5) DN Donor Editor (edit)  
 DNTIMPOT (5) DN Donation Import

PYEEDIT (5) PY Employee Editor (minimal edit)  
 PYTIMPORT (5) PY Import Entries

PACEDIT (5) PA Assets Controls Editor

PYTENTRY (5) PY General Entry

PAAEDIT (5) PA Asset Editor (minimal edit)

PYAUTOUP (5) PY Automatic Update  
 PYCHECKS (5) PY Pay Checks & Deposits  
 PYVERIFY (5)\* PY Verify Payroll File (revision update)  
 PYCLOSE (5)\* PY Monthly/Annual Close (monthly)

PADEPR (5) PA Depreciation Update  
 PAVERIFY (5)\* PA Verify Assets File (revision update)  
 PACLOSE (5)\* PA Monthly/Annual Close (monthly)

DNTENTRY (5) DN Donation Entry  
 DNT2GL (5) DN Post Closed Batch to GL  
 DNVERIFY (5)\* DN Verify Donation Data (revision update)  
 DNTCLOSE (5)\* DN Close Open Entries Batch

6--high-level view/report

GLEXPORT (6)\* GL Export Ledger Data

DNEXPORT (6)\* DN Export Donation data  
 DNTLISTS (6)\* DN Entry Lists (Donor amounts)  
 DNDSTMT (6)\* DN Donor Statements

PYEXPORT (6)\* PY Export Payroll Data

PAEXPORT (6)\* PA Export Assets Data

7--high-level update

GLCREATE (7) GL Create New Ledger  
 GLFILEIN (7)\* GL Ledger File Import  
 GLORGANIZER (7) GL Account Organizer (add/edit/remove)  
 GLAEDIT (7) GL Account Editor (general add/edit/delete)  
 GLABUDGET (7) GL Account Budget Editor (edit)  
 GLTEDIT (7) GL Entries Editor (edit)  
 GLMOVEBAL (7) GL Move Account Balances  
 GLTRANSFER (7) GL Transfers Entry (edit transfer controls)  
 GLCLOSE (7) GL Monthly/Annual Close (annual)  
 GLVERIFY (7) GL Verify Ledger Data (repair)  
 GLRENAME (7) File Menu: Rename General Ledger Fileset

DNCREATE (7) DN Create New Donor File  
 DNFILEIN (7)\* DN Donation File Import

PYCREATE (7) PY Create New Payroll File  
 PYFILEIN (7)\* PY Payroll File Import  
 PYEEDIT (7) PY Employee Editor (general add/edit/delete)

PACREATE (7) PA Create New Asset File  
 PAFILEIN (7)\* PA Asset File Import  
 PAAEDIT (7) PA Asset Editor (general add/edit/delete)

PYCLOSE (7) PY Monthly/Annual Close (annual)  
 PYVERIFY (7) PY Verify Payroll File (repair)  
 PYMAINT (7) PY Payroll Maintenance  
 PYRENAME (7) File Menu: Rename Payroll Fileset

PACLOSE (7) PA Monthly/Annual Close (annual)  
 PAVERIFY (7) PA Verify Assets File (repair)  
 PARENAME (7) File Menu: Rename Plant Assets Fileset

DNCLOSE (7) DN Close (annual)  
 DNVERIFY (7) DN Verify Donation Data (repair)  
 DNTDELETE (7) DN Delete Open Entries Batch  
 DNRENAME (7) File Menu: Rename Donations Fileset

9--unrestricted access

GLCEDIT1 (9) GL Controls Editor--Adv (edit tabs 2/3)  
 GLAEDIT (9) GL Account Editor (adv: edit RptBal, del Bgt Templates & renumber accts)  
 GLORGANIZER (9) GL Account Organizer (renumber cls/ct)  
 GLVERIFY (9) GL Verify Ledger Data (error recovery)  
 GLDELETE (9) File Menu: Delete General Ledger Fileset

DNVERIFY (9) DN Verify Donation Data (error recovery)  
 DNDELETE (9) File Menu: Delete Donations Fileset

PYCEDIT (9) PY Payroll Controls Editor  
 PYEEDIT (9) PY Employee Editor (advanced edit)

PAAEDIT (9) PA Asset Editor (advanced edit)

PYVERIFY (9) PY Verify Payroll Data (error recovery)  
 PYDELETE (9) File Menu: Delete Payroll Fileset

PAVERIFY (9) PA Verify Plant Assets Data (error recovery)  
 PADELETE (9) File Menu: Delete Plant Assets Fileset

(\* denotes GCAS access)

**LUCIS Software User Access Levels for Programs**  
(Features by program -- 1 Aug 2007)

<b>GLBUDGET (3)*</b>	GL Account Budget Editor (view only)	<b>DNBACKUP (3)*</b>	DN Backup Donation Files	<b>PYAUTOUP (5)</b>	PY Automatic Update	<b>PAAEIT (3)*</b>	PA Asset Editor (view only)
<b>GLBUDGET (7)</b>	GL Account Budget Editor (edit)	<b>DNCEEDIT (1)*</b>	DN Donation Controls Editor (view only)	<b>PYBACKUP (3)*</b>	PY Backup Payroll Files	<b>PAAEIT (5)</b>	PA Asset Editor (minimal edit)
<b>GLAEIT (3)*</b>	GL Account Editor (view only)	<b>DNCEEDIT (5)</b>	DN Donation Controls Editor (edit)	<b>PYBILL (3)*</b>	PY Billing Invoices	<b>PAAEIT (7)</b>	PA Asset Editor (general add/edit/delete)
<b>GLAEIT (5)</b>	GL Account Editor (minimal edit)	<b>DNCHANGES (3)*</b>	DN Changes Log	<b>PYCEDIT (1)*</b>	PY Controls Editor (view only)	<b>PAAEIT (9)</b>	PA Asset Editor (advanced edit)
<b>GLAEIT (7)</b>	GL Account Editor (general add/edit/delete)	<b>DNCLIST (2)*</b>	DN Donation Controls List	<b>PYCEDIT (9)</b>	PY Payroll Controls Editor	<b>PAALIST (2)*</b>	PA Assets Lists (minimal)
<b>GLAEIT (9)</b>	GL Account Editor (adv. edit RptBal, del Bgt Templates & renumber accts)	<b>DNCLOSE (7)</b>	DN Close (annual)	<b>PYCHANGES (3)*</b>	PY Changes Log	<b>PAALIST1 (3)*</b>	PA Assets Lists (general)
<b>GLAGING (5)</b>	GL Account Aging	<b>DNCREATE (7)</b>	DN Create New Donor File	<b>PYCHECKS (5)</b>	PY Pay Checks & Deposits	<b>PAALOOKUP (1)*</b>	PA Asset Query (no amounts)
<b>GLALIST (2)*</b>	GL Account List	<b>DNDEDIT (3)*</b>	DN Donor Editor (view only)	<b>PYCLIST (2)*</b>	PY Payroll Controls List	<b>PAALOOKUP (3)*</b>	PA Asset Query (amounts)
<b>GLALOOKUP (1)*</b>	GL Account Query (without balances)	<b>DNDEDIT (5)</b>	DN Donor Editor (edit)	<b>PYCLOSE (5)*</b>	PY Monthly/Annual Close (monthly)	<b>PABACKUP (3)*</b>	PA Backup Asset Files
<b>GLALOOKUP (3)*</b>	GL Account Query (with balances)	<b>DNDELETE (9)</b>	File Menu: Delete Donations Fileset	<b>PYCLOSE (7)</b>	PY Monthly/Annual Close (annual)	<b>PACEDIT (1)*</b>	PA Asset Editor (view only)
<b>GLASTMT (3)*</b>	GL Account Statements	<b>DNLIST (3)*</b>	DN Donor Lists (no amounts)	<b>PYCREATE (7)</b>	PY Create New Payroll File	<b>PACEDIT (5)</b>	PA Assets Controls Editor
<b>GLBACKUP (3)*</b>	GL Backup Ledgers	<b>DNDLOOKUP (3)*</b>	DN Donor Query (no amounts)	<b>PYDELETE (9)</b>	File Menu: Delete Payroll Fileset	<b>PACHANGES (3)*</b>	PA Changes Log
<b>GLCEDIT (1)*</b>	GL Controls Editor (view only)	<b>DNDSTMT (6)*</b>	DN Donor Statements	<b>PYEEDIT (3)*</b>	PY Employee Editor (view only)	<b>PACLIST (2)*</b>	PA Assets Controls List
<b>GLCEDIT (5)</b>	GL Ledger Controls Editor (edit)	<b>DNEXPORT (6)*</b>	DN Export Donation data	<b>PYEEDIT (5)</b>	PY Employee Editor (minimal edit)	<b>PACLOSE (5)*</b>	PA Monthly/Annual Close (monthly)
<b>GLCEDIT1 (3)*</b>	GL Ledger Controls Editor-Adv (view only)	<b>DNFILEIN (7)*</b>	DN Donation File Import	<b>PYEEDIT (7)</b>	PY Employee Editor (general add/edit/delete)	<b>PACLOSE (7)</b>	PA Monthly/Annual Close (annual)
<b>GLCEDIT1 (5)</b>	GL Ledger Controls Editor-Adv (tabs 1/4)	<b>DNODEIT (3)*</b>	DN Offering Editor (view only)	<b>PYEEDIT (9)</b>	PY Employee Editor (advanced edit)	<b>PACREATE (7)</b>	PA Create New Asset File
<b>GLCEDIT1 (9)</b>	GL Controls Editor-Adv (edit tabs 2/3)	<b>DNODEIT (5)</b>	DN Offering Editor (edit)	<b>PYELIST (2)*</b>	PY Employee Lists (minimal)	<b>PADELETE (9)</b>	File Menu: Delete Plant Assets Fileset
<b>GLCHANGES (3)*</b>	GL Changes Log	<b>DNOLIST (2)*</b>	DN Offering Lists (no amounts)	<b>PYELIST1 (3)*</b>	PY Employee Lists (general)	<b>PADEPR (5)</b>	PA Depreciation Update
<b>GLCLIST (2)*</b>	GL Ledger Controls List	<b>DNOLOOKUP (1)*</b>	DN Offering Query (no amounts)	<b>PYELOOKUP (1)*</b>	PY Employee Query (minimal view)	<b>PAEXPORT (6)*</b>	PA Export Assets Data
<b>GLCLOSE (5)*</b>	GL Monthly/Annual Close (monthly)	<b>DNOREMIT (3)*</b>	DN Offering Remittance Report	<b>PYELOOKUP (3)*</b>	PY Employee Query (general view)	<b>PAFILEIN (7)*</b>	PA Asset File Import
<b>GLCLOSE (7)</b>	GL Monthly/Annual Close (annual)	<b>DNRENAME (7)</b>	File Menu: Rename Donations Fileset	<b>PYEXPORT (6)*</b>	PY Export Payroll Data	<b>PARENAME (7)</b>	File Menu: Rename Plant Assets Fileset
<b>GLCREATE (7)</b>	GL Create New Ledger	<b>DNT2GL (5)</b>	DN Post Closed Batch to GL	<b>PYFILEIN (7)*</b>	PY Payroll File Import	<b>PASCHED (3)*</b>	PA Schedules
<b>GLDELETE (9)</b>	File Menu: Delete General Ledger Fileset	<b>DNTCLOSE (5)*</b>	DN Close Open Entries Batch	<b>PYMAINT (7)</b>	PY Payroll Maintenance	<b>PAVERIFY (3)*</b>	PA Verify Assets File (view/report)
<b>GLEXPORT (6)*</b>	GL Export Ledger Data	<b>DNTDELETE (7)</b>	DN Delete Open Entries Batch	<b>PYRENAME (7)</b>	File Menu: Rename Payroll Fileset	<b>PAVERIFY (5)*</b>	PA Verify Assets File (revision update)
<b>GLFILEIN (7)*</b>	GL Ledger File Import	<b>DNTENTRY (5)</b>	DN Donation Entry	<b>PYREPORT (3)*</b>	PY Employee Report	<b>PAVERIFY (7)</b>	PA Verify Assets File (repair)
<b>GLFREPORTS (3)*</b>	GL Financial Reports (Basic)	<b>DNFIMPOT (5)</b>	DN Donation Import	<b>PYSPREAD (3)*</b>	PY Spread Report	<b>PAVERIFY (9)</b>	PA Verify Assets File (corruption recovery)
<b>GLFREPORTS (5)*</b>	GL Financial Reports (Advanced)	<b>DNTLISTS (3)*</b>	DN Entry Lists (Offering/Batch amounts)	<b>PYTAXRPT (3)*</b>	PY Tax Reports		
<b>GLINTEREST (5)</b>	GL Interest Post/Checks	<b>DNTLISTS (6)*</b>	DN Entry Lists (Donor amounts)	<b>PYTENTRY (5)</b>	PY General Entry		
<b>GLLEDGER (3)*</b>	GL Ledger Report	<b>DNTLOOKUP (3)*</b>	DN Donation Query	<b>PYTIMPORT (5)</b>	PY Import Entries		
<b>GLMOVEBAL (7)</b>	GL Move Account Balances	<b>DNVERIFY (3)*</b>	DN Verify Donation Data (view/report)	<b>PYTLOOKUP (3)*</b>	PY Payroll Entries Query		
<b>GLORGANIZER (1)*</b>	GL Account Organizer (view only)	<b>DNVERIFY (5)*</b>	DN Verify Donation Data (revision update)	<b>PYVERIFY (3)*</b>	PY Verify Payroll File (view/report)		
<b>GLORGANIZER (7)</b>	GL Account Organizer (add/edit/remove)	<b>DNVERIFY (7)</b>	DN Verify Donation Data (repair)	<b>PYVERIFY (5)*</b>	PY Verify Payroll File (revision update)		
<b>GLORGANIZER (9)</b>	GL Account Organizer (renumber cls/fct)	<b>DNVERIFY (9)</b>	DN Verify Donation Data (corruption recovery)	<b>PYVERIFY (7)</b>	PY Verify Payroll File (repair)		
<b>GLPAYMENTS (5)</b>	GL Payments Entry			<b>PYVERIFY (9)</b>	PY Verify Payroll File (corruption recovery)		
<b>GLRECEIPTS (5)</b>	GL Receipts Entry						
<b>GLRENAME (7)</b>	File Menu: Rename General Ledger Fileset						
<b>GLINTEREST (3)*</b>	GL 1099 Int						
<b>GLTBATCH (5)</b>	GL Batch Entry (Pro)						
<b>GLTEDIT (3)*</b>	GL Entries Editor (view only)						
<b>GLTEDIT (7)</b>	GL Entries Editor (edit)						
<b>GLTENTRY (5)</b>	GL General Entry						
<b>GLTIMPORT (5)</b>	GL Import Entries						
<b>GLTLIST (3)*</b>	GL Entry List (Journal)						
<b>GLTLOOKUP (3)*</b>	GL Ledger Query						
<b>GLTRANSFER (5)</b>	GL Transfers Entry (retrieve/edit/post)						
<b>GLTRANSFER (7)</b>	GL Transfers Entry (edit transfer controls)						
<b>GLTRECONILE (5)</b>	GL Account Reconciliation (Bank, etc)						
<b>GLVERIFY (3)*</b>	GL Verify Ledger Data (view/report only)						
<b>GLVERIFY (5)*</b>	GL Verify Ledger Data (revision update)						
<b>GLVERIFY (7)</b>	GL Verify Ledger Data (repair)						
<b>GLVERIFY (9)</b>	GL Verify Ledger Data (corruption recovery)						

(NOTE: boxed shaded items are in development)  
(NOTE: unboxed shaded items are for future planning)

Access levels in parenthesis
0--no access
1--low level view *
2--low-level report *
3--mid-level view/report *
5--mid-level update
6--high-level view/report
7--high-level update
9--unrestricted access