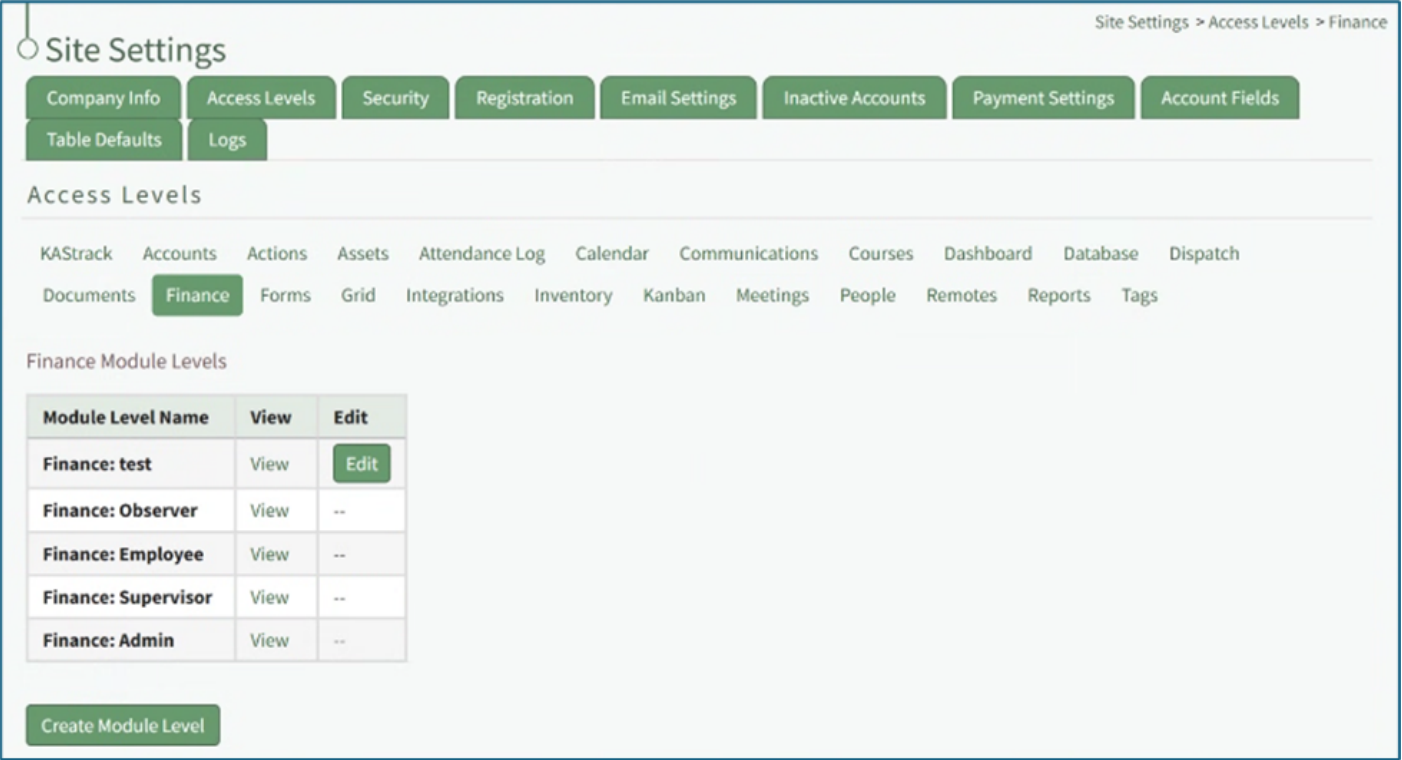


Create a New Module Level (Finance Module)

To create a customized module level in the Finance Module, go to the Access Levels Tab in the Site Settings Module. Select the clickable link “Finance” to open the Finance Module Levels Table. Select the “Create Module Level” button below the table.



This opens the Create New Budgets Module Level Page.

Access Levels

KAStrack

Accounts

Actions

Assets

Attendance Log

Calendar

Communications

Courses

Dashboard

Database

Dispatch

Documents

Finance

Create New Budgets Module Level

Module Level Name *

Level Type

☐ Can only be edited by Kastrack Admins

Permissions

☐ Can access active budgets
☐ Can access closed budgets
☐ Can access archived budgets
☐ Can view accessible budgets assigned to me
☐ Can view accessible budgets of supervised users
☐ Can view accessible budgets of all users
☐ Can submit budget items for approval for budgets assigned to me
☐ Can submit budget items for approval for budgets of my supervised users
☐ Can submit budget items for approval for all budgets
☐ Can edit existing budget items for viewable budgets (including the notes field)
☐ Can edit existing budget item notes field
☐ Can create and delete budget items for viewable budgets
☐ Can edit budgets
☐ Can create and delete budgets
☐ Can mark budgets paid
☐ Can archive and un-archive budgets
☐ Can close and open budgets

Level hierarchy

Observer

Employee

Supervisor

Admin

New Level

Create Budgets Module Level

Cancel

Input the new module level name and select the permissions to be granted to the module level.

Select the “Create Budgets Module Level” button and the new module level will now show in the Module Level Table on the Finance Tab of the Access Level Page.

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