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ABM Support Bulletin #101

Setting Up Report List Groups

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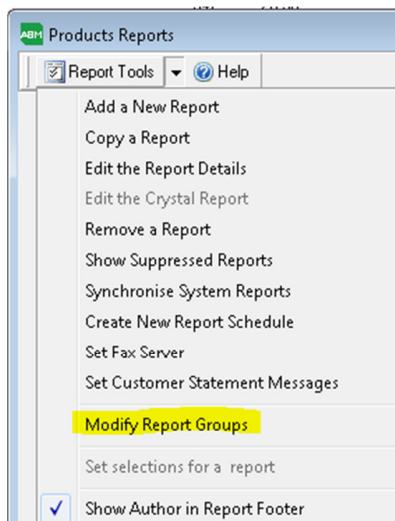
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REPORTS LIST GROUPS

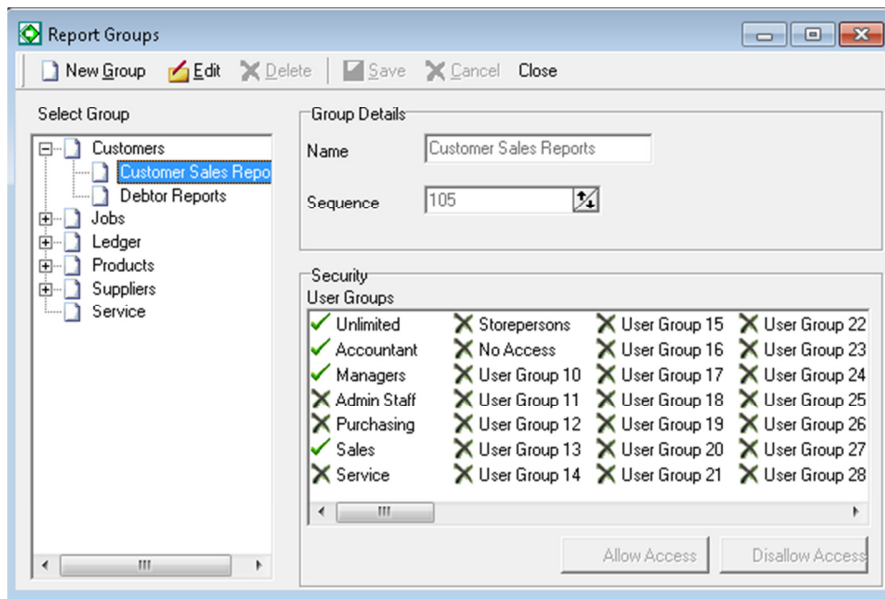
ABM has default reporting groups defined for each ledger but you can setup your own set of report groups and assign relevant reports to each custom group.

ADDING REPORT GROUPS

From the main Reports screen, click the arrow to the right of **Report Tools**.
The following drop-down menu appears:



1. Select **Modify Report Groups** from the list and the Report Groups screen appears:



2. Select a report group, e.g. Debtor Reports and select **New Group** from the menu bar.
3. You can now add a new name, e.g. "End of Month Report", sequence and user group security features to the report group.
4. If you want to change the security features of the user group, select the relevant user group, and select either **Allow Access** or **Disallow Access**.
5. When you have made the appropriate additions to the report group, select **Save** to record the new group.

MODIFYING REPORT GROUPS

1. From the main Reports screen, click the arrow to the right of **Report Tools**.
Select **Modify Report Groups** from the list.
2. Expand the report group list by clicking the "+" buttons and select the relevant report, e.g. Debtor Reports.
3. The user group security features of the selected report are displayed. Green ticks beside the user group indicate the group has access to the report. Red exes indicate the report group does not have access to the report.
4. If you want to modify features of the report, select **Edit** from the menu bar.
You can change the name and sequence of the report at this stage.
If you want to change the security features of the user group, select the relevant group, and select either **Allow Access** or **Disallow Access**.
5. When you have finished making the appropriate changes to the report group, select **Save** to record changes