Synergy Acc2026 - Stop Staff Seeing Action > Print Sales Summary

You do not want some staff to see the cash difference summary (Action > Print Sales Summary) before they adjust. The function itself cannot be hidden, but you can remove the permission.

Before you start

- You need access to the Role settings.

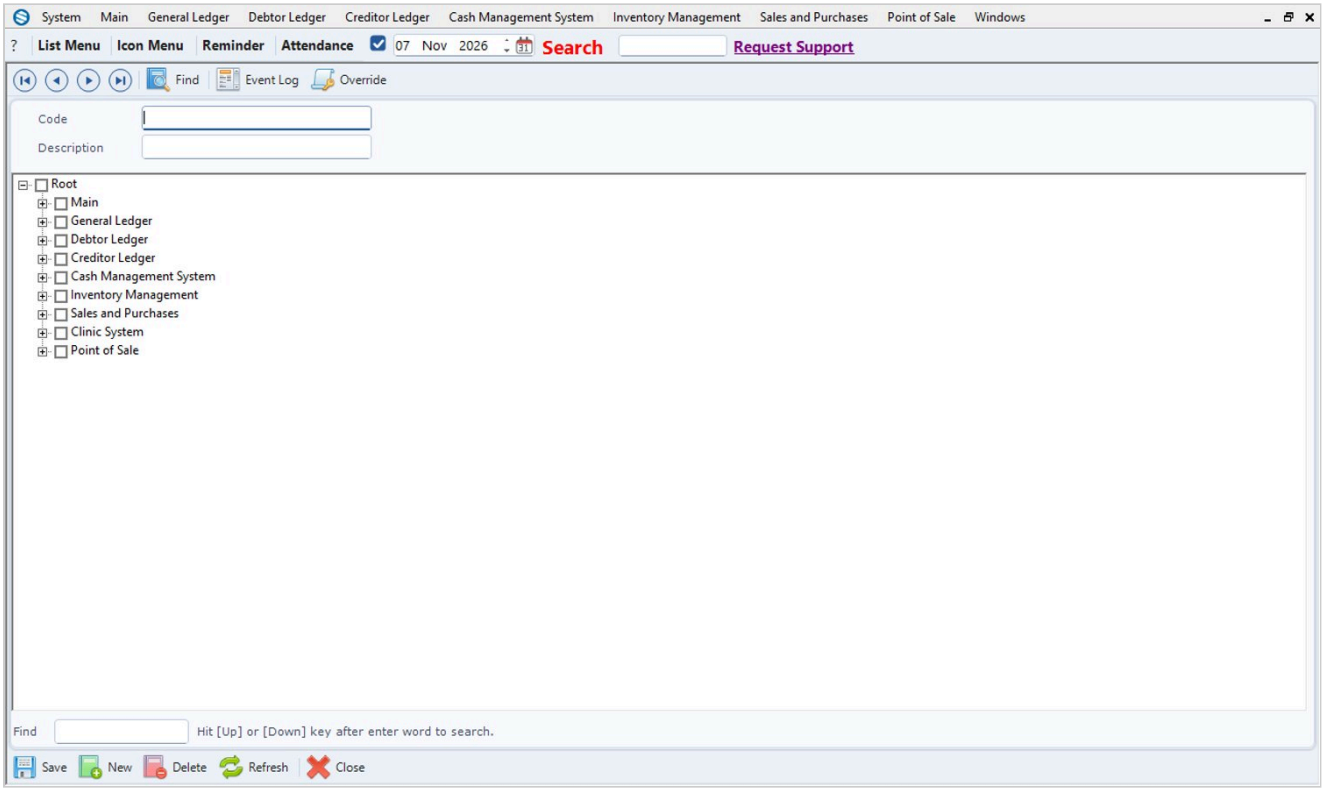
Steps

1. Know the limit

The function itself cannot be hidden.

2. Open the staff's Role

Open the Role that the staff member uses.



3. Remove the permission

Remove the permission to view this report from that Role, then save.

Tips

- If the staff can still see the summary, their Role probably still has permission to view reports.

Common problems

The staff still sees it

Check whether the staff ID still has permission to view reports. If it is still not working, contact Synergy support with the staff user ID and the role name.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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