

Staff access matrix

Ceus One example / Invoice permissions

Agree which roles can view records and approve changes.

Role	View invoices	Record payment
Manager	Allowed	Allowed
Sales	Allowed	Denied
Finance	Allowed	Allowed

Negative test

A direct payment request from Sales must be refused by the server.

Positive test

Finance can record a payment and the action appears in the audit trail.

Your owner approves the roles; the delivery team records the server-test results before launch.

Illustrative only. No client data or completed audit.