



Tips and Tricks #55 - Passport and Security

In the last several installments we have spent time covering costing, purchase orders and order entry. As a break from this, we will take a look at security – a subject we hear about every day, so its practical ramifications with the Passport accounting system should be of interest.

Physical Security

These points will be concerned with access to the system and security controls on what you are allowed to do once you logged in.

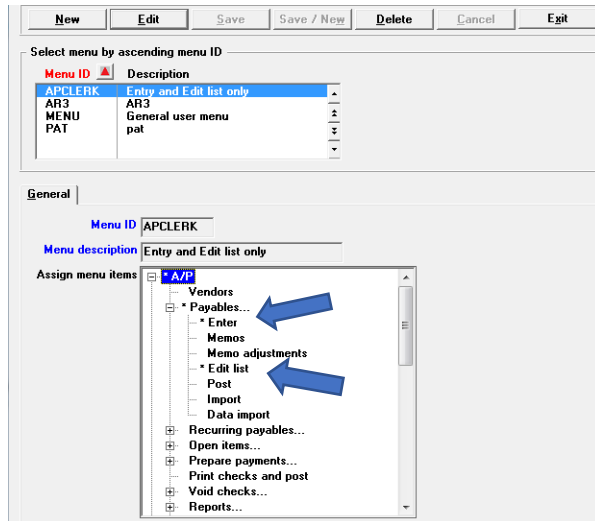
1. Passport's Login/Password access can be implemented down to the individual user and for all users, medium strong passwords are required. (6 to 10 characters with upper case, lower case and numbers). In addition, each person can be assigned to one or more functional groups that determine menu entries a person is shown and what functions they can use.

Assigning an "admin" status to anyone allows them access to all functions within the system.

The responsibility for setting up the login and passwords, as well as setting up these categories of access, is part of the set of system controls under the CTL/Setup menu and these functions should only be available to system administrators.

2. The important thing about these group controls is that each individual can/should have their own unique password and with that, their own specific set of functions. Let's say you assign a functional group e.g. "APClerk" or "Superv" to a person. When designing/setting up these groups you can allow or disallow access by the person to each and every menu item in the system down to the detailed sub-menu level. That means for example, taking a page from the Sarbanes-Oxley revisions to the GAAP rules – two sets of eyes on every transaction - we can specify that "APClerk" can enter vouchers, do the selection of vouchers for check payment and run edit lists but cannot post. We can also enable the "Superv" to run edit lists and be able to post these transactions. This will result in the AP clerk being able to do all of the data entry for the AP system but will require the Supervisor to post these transactions. (Presumably the Supervisor will check the data with an edit list.)

An example of a Group to allow Voucher entry and Edit listing but not posting selected items is shown below - enabled menu items have an asterisk beside them:



3. The Print-To-Disk (P2D) function provides the ability to store reports as files which are indexed and available for viewing from within the system. This means that all important documents – month end reports, accounting transaction posting journals, etc. are available for review or audit. (This includes being backed up as part of the accounting system backup – so reports are never at risk of being lost).

To use the P2D functions simply select print to disk from your printer menu when printing a report or journal. If you also want to have a copy on paper or rendered into PDF both of these options are available – see the function buttons along the top of the screen below.

Here is a screen shot of the index screen that has accumulated numerous printed reports:

File View Tools Help

How many copies 1 Select printer PDF HTML Archive Delete Cancel Exit

Reports for All packages

Sort by descending created date

Report #	Name	Created	User	Pages	Last printed	File name
102003	Cash Receipts Journal	02/05/24	18:58	PDD	2	00AR0102003
102002	Magnetic 1099 Exception Report	01/15/2024	20:00	PDD	1	00AP0102002
102001	A/P Positive Pay Register	01/15/2024	19:59	PDD	1	00AP0102001
102000	Payables Register	01/15/2024	19:59	PDD	2	00AP0102000
101999	Magnetic 1099 Exception Report	01/15/2024	19:49	PDD	1	00AP0101999
101998	Magnetic 1099 Exception Report	01/15/2024	19:43	PDD	1	00AP0101998
101997	Magnetic 1099 Exception Report	01/15/2024	19:25	PDD	1	00AP0101997
101996	Magnetic 1099 Exception Report	01/15/2024	19:08	PDD	1	00AP0101996
101995	A/P Positive Pay Register	01/15/2024	19:03	PDD	1	00AP0101995
101994	Payables Register	01/15/2024	19:03	PDD	2	00AP0101994
101993	A/P Positive Pay Register	01/15/2024	18:59	PDD	1	00AP0101993
101992	Payables Register	01/15/2024	18:59	PDD	2	00AP0101992
101991	Magnetic 1099 Exception Report	01/15/2024	17:58	PDD	1	00AP0101991
101990	Magnetic 1099 Exception Report	01/15/2024	17:56	PDD	1	00AP0101990
101989	Magnetic 1099 Exception Report	01/15/2024	17:55	PDD	1	00AP0101989
101988	Magnetic 1099 Exception Report	01/15/2024	17:53	PDD	1	00AP0101988
101985	Magnetic 1099 Exception Report	01/10/2024	21:47	PDD	1	00AP0101985
101984	Magnetic 1099 Exception Report	01/10/2024	21:36	PDD	1	00AP0101984
101983	AP 1099 Exception Report	01/10/2024	21:29	PDD	1	00AP0101983
101982	Magnetic 1099 Exception Report	01/10/2024	21:11	PDD	1	00AP0101982
101981	Magnetic 1099 Exception Report	01/10/2024	20:46	PDD	1	00AP0101981
101980	Magnetic 1099 Exception Report	01/10/2024	20:45	PDD	1	00AP0101980
101979	Magnetic 1099 Exception Report	01/10/2024	19:45	PDD	1	00AP0101979
101978	Magnetic 1099 Exception Report	01/10/2024	19:44	PDD	1	00AP0101978
101977	Magnetic 1099 Exception Report	01/10/2024	19:29	PDD	1	00AP0101977

First 10 lines of report:

Date 02/05/2024 Time 18:58:59 test - no subaccounts Report #0102003 Page 0001

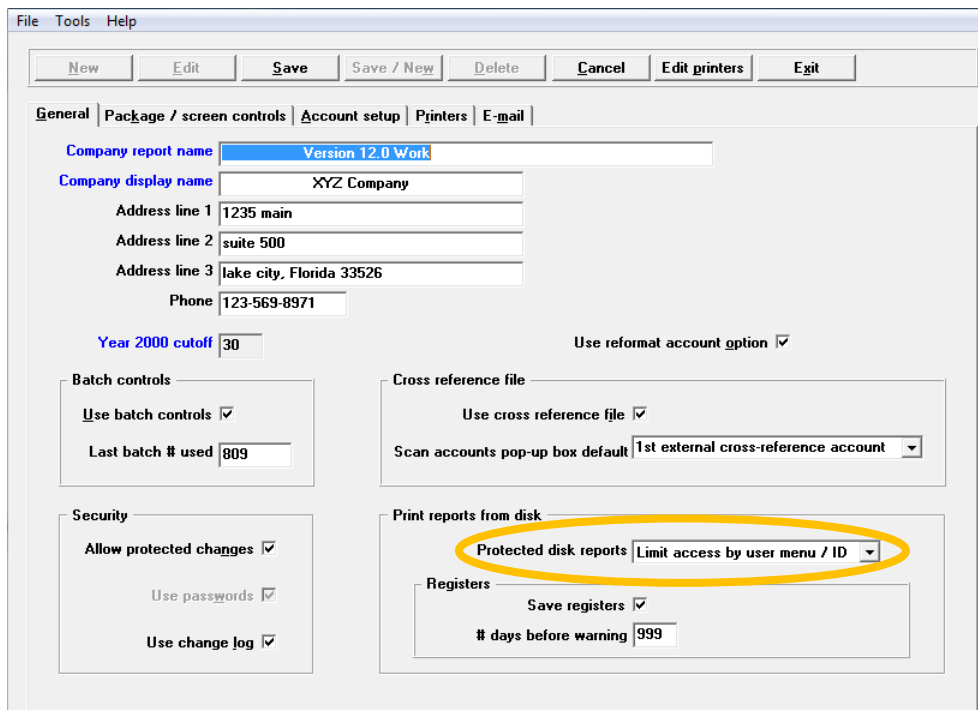
CASH RECEIPTS JOURNAL

Cust-#	Name	Bal-meth	Rect-dat	Check-#	Amount-recd	Cash-account
200	21st Century Enterprisesk	OPEN-ITEM	03/05/21	111111	200.00	1000
			Bank route #:			Cash account #13557-000

<F1> = next report, <SF1> = previous report, <F5> = one package, <SF8> = Jump to first, <SF9> = Jump to last

Note besides the 4 columns that can be sorted (red column headings with blue arrows), the yellow arrow points to a drop-down that allows selection of reports only from the selected package/module (i.e. look only at reports out of AR, etc.) At the bottom of the selection screen, the display gives you a preview of the report you have highlighted.

- Since P2D reports are permanently saved within the Passport system itself, the Passport security system provides a feature that can prevent an individual who does not have privileges to use a menu function from being able to see any reports coming out of that function. For example, non-payroll-clerk employees cannot access or view the PR reports with salary and other sensitive information as long as they do not have the Payroll menu functions on their custom menu as set up in section 2 above.



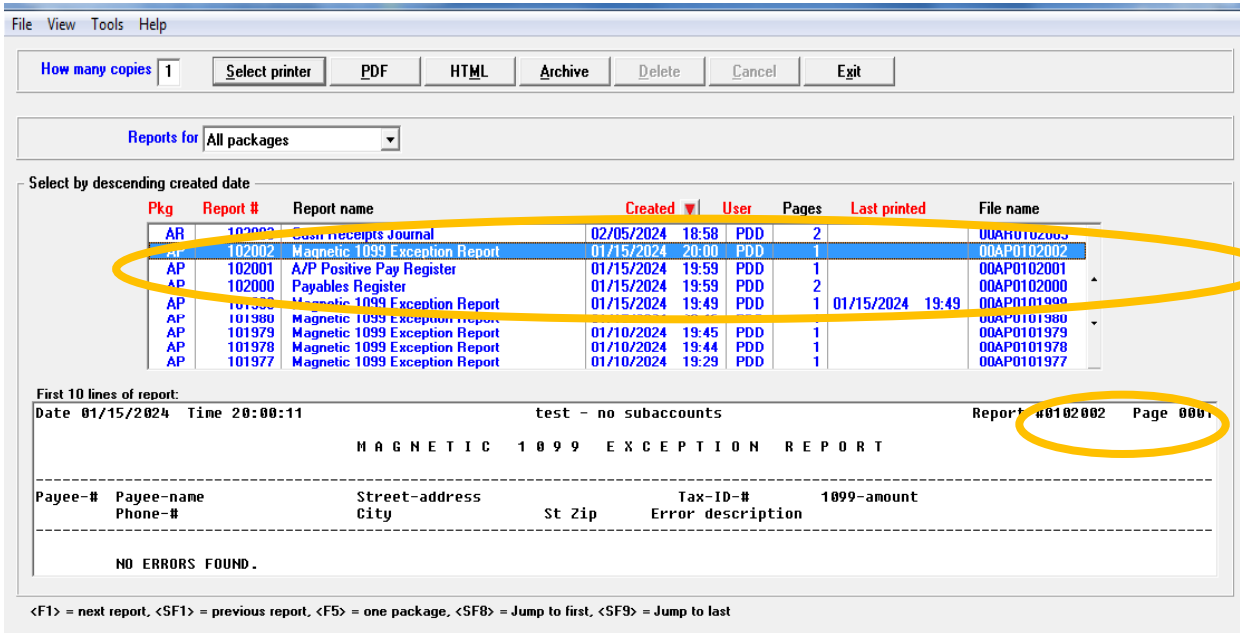
5. Sensitive information e.g. Soc Sec. Numbers, Bank Account numbers etc. can be encrypted so that the only way of seeing the information is to have privileges to the functions that actually maintains this data and even then, that particular encrypted field will only show part of its contents until the user is actually on the particular field. This means that if a screen is open with an encrypted field e.g. an employee record with its SSN#, the encrypted fields are not shown until actually being edited by an authorized user. This minimizes exposure to a casual passerby. This protection extends to reports where the sensitive field is shown with asterisks much like when your credit card number is given as '****_****_****_1234

Accounting integrity and “provability”

One of the important ways an accounting system can help protect you is to provide warnings and stops and ways to cross check your work. These last three sections are some ways the system tries to make it harder to make mistakes, and help diagnose the mistakes once made.

6. All reports are sequentially numbered. and the number assigned to the report is made part of the identification of that report when saved by the system in the Print to Disk function. This means for example, that every report that has been printed-to-disk is uniquely identified. That report number is also made part of the (GL) Journal Number field saved with every accounting distribution entry when the distribution is posted to the General Ledger. This feature provides a clear unbroken audit trail from each detail in the

GL back to the original the posting report that generated the distribution and therefore to the details from that generating transaction. This is illustrated in the picture below:



The above shows three reports highlighted with the large orange ellipse. There are two AP reports and one AR report. You can see the coding of the File Name column, which is equivalent to the Journal Number, is nnXXrrrrrr. Where nn is the company ID ("00" in this case); XX is the application and function. In this case "AP" is an AP voucher. An AP check would show "AK" (AP "cash"). Finally, the seven-digit report number. The AP Magnetic 1099 report is report number 0102002 and this is echoed by the report number field in the report snippet (again in orange) at the bottom right.

The Journal Number is also seen in the following screen shot of a General Ledger view on account 5020-200:

Date	DR amount	CR amount	Reference	Journal#	Source	Document#	F-Year
02/02/15	525.00		Vermont Metal Products	AP0100219	AP	14DHJ	2015
04/20/15		33.10	Vermont Metal Products	AP0100230	AP	10000060	2015
07/01/15	300.00		Vermont Metal Products	AP0100307	AP	64164641	2015
08/17/15		300.00	Vermont Metal Products	AP0100307	AP	6644	2015
08/17/15	3,000.00		Vermont Metal Products	AP0100308	AP	333	2015
09/28/15	100.00		Vermont Metal Products	AP0100311	AP	4476946947	2015
09/28/15	200.00		Vermont Metal Products	AP0100312	AP	CF	2015
10/05/15		100.00	Vermont Metal Products	AP0100321	AP	GG	2015
10/21/15	14,476.70		Vermont Metal Products	AP0100322	AP	1416	2015
11/19/15	200.00		Vermont Metal Products	AP0100344	AP	131	2015
10/14/16	800.00		Vermont Metal Products	AP0100700	AP	FD555	2016
10/27/16	200.00		Vermont Metal Products	AP0100718	AP	31	2016
10/27/16		200.00	Vermont Metal Products	AP0100720	AP	32	2016
01/03/17	140.46		Cost of goods sold	IC0100965	IC		2017
04/06/17	100.00		Vermont Metal Products	AP0100955	AP	132465	2017
04/06/17		150.00	Vermont Metal Products	AP0100955	AP	46SD46D4	2017
04/18/17	160.70		Cost of goods sold	IC0100965	IC		2017
11/09/17	2,311.00		Vermont Metal Products	AP0101076	AP	FCSDG	2017
03/07/18		500.00	Vermont Metal Products	AP0101167	AP	DFSDFF	2018
03/23/18	200.00		Vermont Metal Products	AP0101180	AP	163163D	2018
04/24/18	100.00		Vermont Metal Products	AP0101198	AP	XA	2018
* Correcting entry			Total DR	Total CR	Beginning balance:		
					Net change:		
					Ending balance:		

The blue highlighted item at the bottom, shows Journal# AP010198 (note the company ID has been removed in this case). Like the previous example, the GL entry was generated by an AP

(voucher) posting that was recorded in posting report 0101198 – giving the direct link back to the above print-to-disk screen shot.

- The above functions have been enhanced in AP (with other modules to follow) with a linkage system named Navigator that links any given GL transaction with the history record that was created in parallel with this distribution entry when the original transaction was posted. For example, the posting of a vendor invoice (voucher) and its payment (check) are both recorded as entries in the vendor history. In the GL View function above, we have highlighted the DB expense for the voucher at the bottom of the screen Jrn# 0101198. If we were to click on the “View Source Transaction” button (bottom left) on the screen, we would see a sub-screen with, in this case, the AP voucher history entries also created at the time this transaction was posted. This is the Navigator function linking the AP Vendor History with the corresponding GL data.

The screenshot displays a financial software window titled "View accounts" with a menu bar (File, View, Print, Options, Tools, Help) and a toolbar (New, Edit, Save, Save / New, Delete, Cancel, Exit). The main area is divided into several sections:

- Vendor Invoice Summary:** Shows "View invoices for vendor" 100. A table lists invoices:

Vend-#	Inv-c-#	Inv-c-date	Chk-#	Chk-date	Vchr-#	P.O. #	Document type
100	XA	04/24/2018	163129	04/24/2018	2008		Invoice
100	XA						Prepaid check
- General Vendor Info:** Vendor # 100, Vendor name Vermont Metal Products, Voucher # 2008, Invoice # XA, Original amount 100.00, Invoice date 04/24/2018, Dist date 04/24/2018, Discount amount 2.00.
- Distribution History Table:**

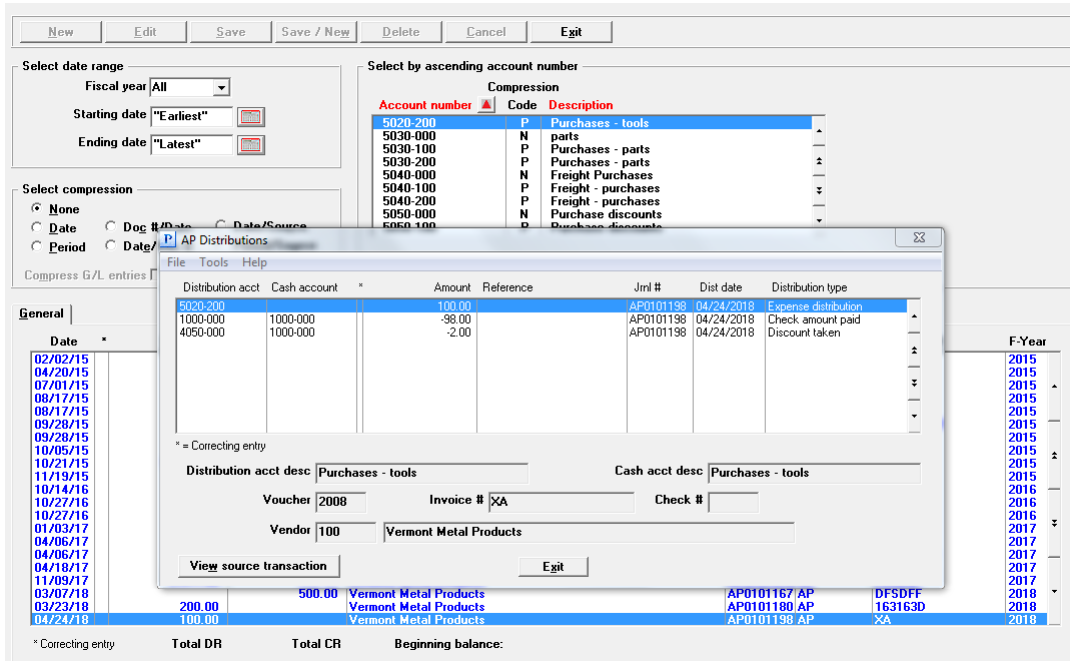
Date	Type	Check #	Cash Account	Jrn#	Amount Paid	Disc Taken
04/24/2018	Invoice			AP0101198	-100.00	-2.00
04/24/2018	Non-A/P chk	163129	1000-000 Cash account #13557-000	AP0101198	100.00	2.00
Totals applied					-100.00	-2.00
Balance					.00	.00
- Summary Table:**

Date	DR	CR	Vendor	AP	Doc	Year
02/02/15						
04/20/15						
07/01/15						
08/17/15						
08/17/15						
09/28/15						
10/05/15						
10/21/15						
11/19/15						
10/14/16						
10/27/16						
01/03/17						
04/06/17						
04/06/17						
04/18/17						
11/09/17						
03/07/18						
03/23/18	200.00	500.00	Vermont Metal Products	AP0101167 AP	DFSDF	2018
04/24/18	100.00		Vermont Metal Products	AP0101198 AP	1631630	2018
			Vermont Metal Products	AP0101198 AP	XA	2018

At the bottom, there are summary fields: Total DR, Total CR, Beginning balance, Net change, and Ending balance. Buttons for "View source transaction" and "View related distributions" are located at the bottom left.

The button on the bottom right – “View related distributions” will give a secondary screen that shows the other distributions that made up that GL transaction, i.e., the set of

accounts that net to zero for this transaction. This is effectively a mini cross-reference listing for this one GL transaction:



8. Something that is extremely important, data integrity, and can easily be taken for granted. Certain system dates and system-controlled numbers (e.g. month-end closing dates and next check numbers) are protected and can only be changed using an override system.

Security is critical for your business and Passport Software understands the need for stringent security measures when you deal with sensitive information. We have amped this up by adding ACH Accounts Payable with remittance advices going to vendors via email, Payroll employee Pay advices being emailed, and W2's too!

Contact us with any questions or comments, we are here to help.

The PSI Team

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