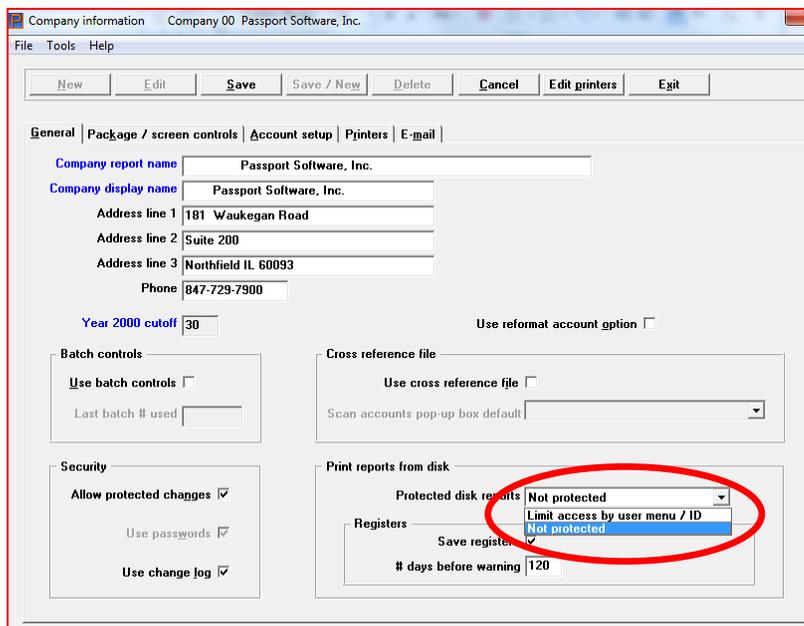**PBS Tips and Tricks #7 – Protected Reports**

In this segment of Tips and Tricks we will show how custom menus can also be used to control who can see what printed-to-disk reports.

For example, what stops a non-payroll person from taking a look at saved (Print-to-Disk –P2D) payroll reports?

Protect Reports

What good is the security system in PBS if although locking people out of screens and applications, it still allows those people to see the reports produced by the very applications they are not allowed to use? This security system is not doing its job if a person who is not allowed to see Payroll or General Ledger reports can simply wait until an authorized person runs a report for the weekly payroll and prints it to disk, after which the unauthorized person can see it in the Print-reports-from-disk function and displays or prints it.

There is a feature in PBS that is controlled in the Company Information data to exclude people from seeing any reports that they themselves are prohibited from producing. With this function turned on if you can't run the report (because your menu setup prohibits it), then you aren't allowed to see it. The feature is turned on as seen below:


This is how this works:

a) Ensure the people to be excluded from seeing particular reports have a PBS login that is "General" not "Administrator". (Administrators have full rights so you can't restrict what they can do or see.)
b) Further, they must have a (custom) menu setup that applies to them (as individuals or as a member of a group).
c) This custom menu must exclude them from access to the screens/functions within PBS that produce the report to be restricted. For example, if you don't want them to run any Payroll reports turn off access to running all Payroll Reports or deny them access to Payroll in general. If you want them to

be able to list the Chart of Accounts in GL but not see the Trial Balance turn off their access to the run Trial Balance in the custom menu setup leaving other reports in the same menu enabled.

Here is an example for user Nancy:

This is her user setup in Setup Users:
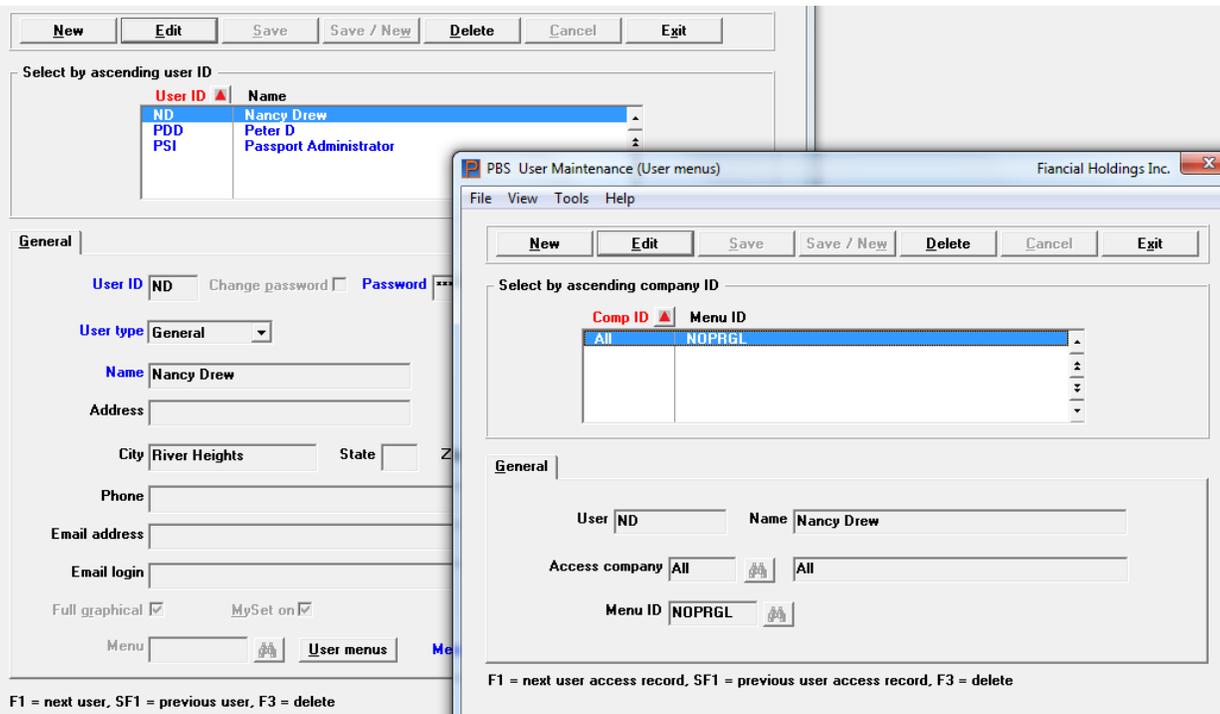
By going into her user setup you see she is a General User. Clicking on User menus show that for all companies in this PBS system she is governed by the NOPRGL menu. The custom menu, "no PR or GL" shown here indicates that she has full access to AP (all items asterisked), partial access to the functions in the CTL menu and just the ability to print a Chart of Accounts in the GL/Lists Menu.

Menu ID ▲ Description
NOPRGL   All Apps except PR & GL

General

Menu ID NOPRGL
Menu description All Apps except PR & GL
Assign menu items

* A/P
  * Vendors
  * Payables...
  * Recurring payables...
  * Open items...
  * Prepare payments...
  * Print checks and post
  * Void checks...
  * Reports...
  * Reports, vendor...
  * View vendor invoices
  * Year-end...
  * Close a period
  * Master information
  * Utility...
* A/R

<F1> = next menu, <F3> = delete

Menu ID ▲ Description
NOPRGL   All Apps except PR & GL

General

Menu ID NOPRGL
Menu description All Apps except PR & GL
Assign menu items

* A/P
  * Vendors
  * Payables...
  * Recurring payables...
  * Open items...
  * Prepare payments...
  * Print checks and post
  * Void checks...
  * Reports...
  * Reports, vendor...
  * View vendor invoices
  * Year-end...
  * Close a period
  * Master information
  * Utility...
* A/R

<F1> = next menu, <F3> = delete

Menu ID ▲ Description
NOPRGL   All Apps except PR & GL

General

Menu ID NOPRGL
Menu description All Apps except PR & GL
Assign menu items

Financial statement layouts...
Financial statements...
Extract financial data...
Close fiscal year...
Utility...
* Reports (lists)...
  Budgets
  Budgets change log
  Budget types
  Comparatives
  Comparatives change log
  * Chart of accounts
  Chart of accounts change log
  Sub accnt / Cst cntr groups
  Texts
Master information...

<F1> = next menu, <F3> = delete

If you were an Administrative user or a general user with full access, going into Print Reports from Disk would show something like this:

Pkg	Report #	Report name	Created ▼		User	Pages	Last printed	File name
GL	1000014	General Ledger Trial Balance	05/22/2019	11:15	PDD	330		CHGL1000014
GL	1000013	Chart of Accounts List	05/22/2019	11:15	PDD	856		CHGL1000013
RW	1000012	Cost Centers/Sub Accounts List	05/22/2019	10:31	PDD	3		CHRW1000012
RW	1000011	Valid G/L Account List	05/22/2019	10:29	PDD	814		CHRW1000011
GL	1000010	Income Statement/Schedule	05/03/2019	17:58	PDD	1		CHGL1000010
GL	1000009	Income Statement/Schedule	05/03/2019	17:00	PDD	1		CHGL1000009
GL	1000008	Balance Sheet/Schedule	05/03/2019	15:39	PDD	2		CHGL1000008
GL	1000007	Income Statement/Schedule	05/03/2019	15:38	PDD	1		CHGL1000007
GL	1000006	Balance Sheet/Schedule	05/03/2019	13:40	PDD	2		CHGL1000006
GL	1000005	Income Statement/Schedule	05/03/2019	13:38	PDD	1		CHGL1000005
GL	1000004	Balance Sheet/Schedule	05/03/2019	11:26	PDD	2		CHGL1000004
GL	1000003	Income Statement/Schedule	05/03/2019	11:26	PDD	1		CHGL1000003
GL	1000002	Balance Sheet/Schedule	05/03/2019	11:20	PDD	2		CHGL1000002
GL	1000001	Income Statement/Schedule	05/03/2019	11:20	PDD	1		CHGL1000001

First 10 lines of report:

```
Date 05/03/2019  Time 17:58:25                    Report #1000010   Page 0001

                    Aero Snow Holdings (DE) LLC
                    Schedule of Direct Expenses
                  Period: 01/01/2019 to 01/31/2019

              2019              2019                 2018                    2018
          CURR PERIOD       YEAR-TO-DATE         CURR PERIOD             YEAR-TO-DATE
            ACTUALS            ACTUALS           COMPARATIVES            COMPARATIVES
         All Sub Accts     All Sub Accts        All Sub Accts           All Sub Accts
```

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

Notice here that there are CTL reports (Cost Centers, Valid GL Account List), a GL Chart of Accounts and a Trial Balance plus a number of Financial Statements.

If we have Nancy look at the Print to Disk menu in the same way this is what she sees:

The only items she can see and print are functions explicitly assigned to her in the above menu selections.

Access to PDF forms is controlled by disallowing the user access to the PDF form file processing (in the CTL main menu).