

The 'Other' Security of Dynamics GP

Overview

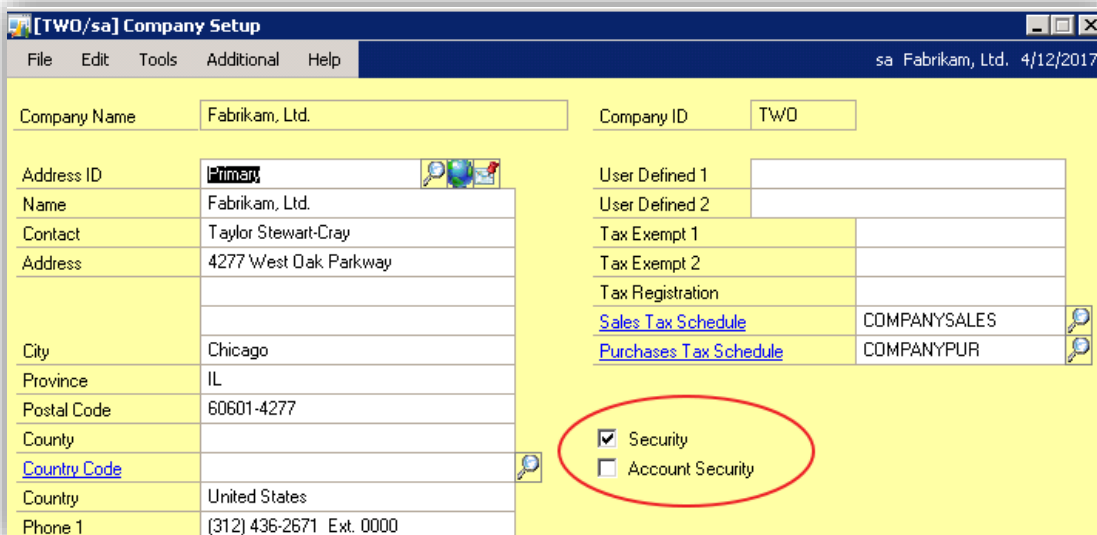
This Month's Tech Tip will show you an often less known security aspect than the main user security in Dynamics GP. It is called the 'Account-Level Security' or short ALS.

Based on the user's position in the company structure, users will be allowed to enter, edit and view financial account sets, based on the account access that was granted in the ALS. By using GP's ALS you can make your chart of account more manageable and avoid errors while also protecting some of your sensitive financial information

Instructions

Out-of-the-box Dynamics GP comes with no security enabled... The initial setup instructions tell you to go under: *Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company* and check the box to enable the user security. The first checkbox is responsible for the general Dynamics GP security and access control. The second one is required in order to protect your sensitive financials.

But before you do so, you may first look further down on what needs to be considered in order to setup the ALS. If you check that box before users are properly setup, you will be prevented from creating any new GL account (except for the 'sa' user).



The screenshot shows the 'Company Setup' window for 'Fabrikam, Ltd.' with the 'Security' checkbox selected. The window is titled '[TWO/sa] Company Setup' and has a menu bar with 'File', 'Edit', 'Tools', 'Additional', and 'Help'. The status bar indicates 'sa Fabrikam, Ltd. 4/12/2017'.

Company Name	Fabrikam, Ltd.	Company ID	TWO
Address ID	Primary	User Defined 1	
Name	Fabrikam, Ltd.	User Defined 2	
Contact	Taylor Stewart-Cray	Tax Exempt 1	
Address	4277 West Oak Parkway	Tax Exempt 2	
		Tax Registration	
City	Chicago	Sales Tax Schedule	COMPANYSALES
Province	IL	Purchases Tax Schedule	COMPANYPUR
Postal Code	60601-4277		
Country			
Country Code			
Country	United States		
Phone 1	(312) 436-2671 Ext. 0000		

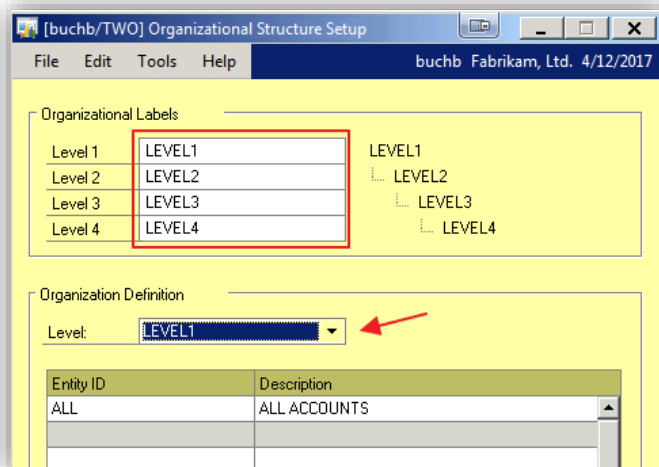
Security options:

- ☒ Security
- ☐ Account Security

Organizational Structure Setup

We'll start with the basic steps by preparing the structure that will allow us to control the access to your GL accounts.

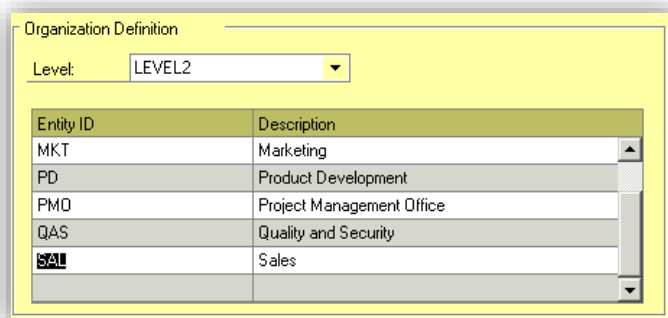
Use the Organizational Structure Setup window to add, define, rename and delete levels and entities. You can define up to four levels and up to 256 entities at each level: *Administration >> Setup >> System >> Organizational Structure*



Start to name your levels from the top and they will nicely show up on the right side. At the moment you start entering the levels, they are populated on the screen and become available in the pull-down menu for the Organization Definition. Of course mistakes are reversible, but the more you advance, the more it becomes difficult, so you may want to start drawing first on a white board or big paper sheet the structure you want to apply. Partially it will also depend on how your GL segments are setup (we'll see later how this can be used to roll-down the security).

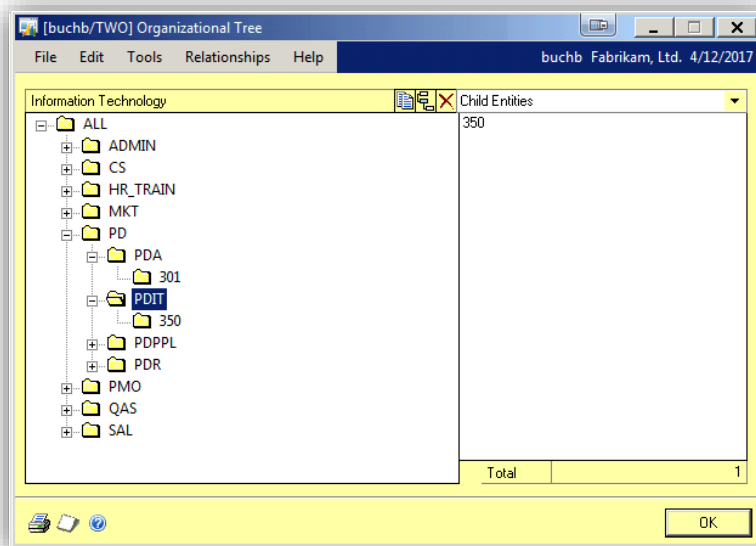
Unless you want to restrict severely the option in the user security to grant access to 'All Accounts', the first level could start with top-level business organization "ALL" which would be a way to provide access to all the GL accounts that are assigned to any level of ALS.

Gradually you could spread the access like a pyramid and continue with the Departments for example on Level 2:



Organizational Tree Setup

Once you've defined your organization structure, you can use the Organizational Tree window to display a graphical representation of your structure. You can print a nicely indented report from this window by using the printer icon at the bottom: *Administration >> Cards >> System >> Organizational Tree*



Refer to the system documentation for more options available in this form.

Organizational Assignment Setup

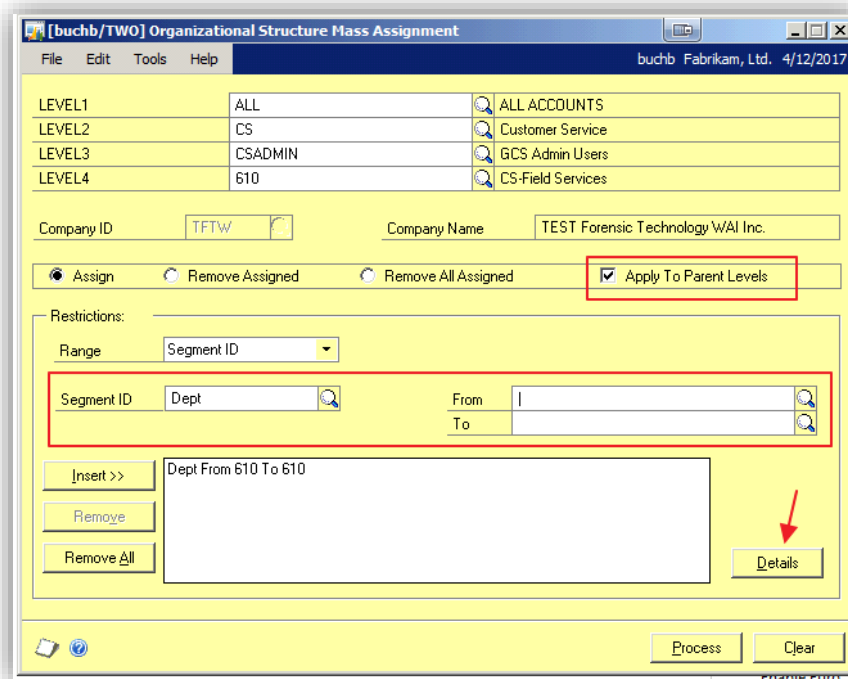
Now it's time to assign the various levels to the GL accounts in your system or revise previous assignments that you may have made before. You can assign a range of accounts to more than one position in the tree. It all depends on how you structured your chart of account: *Administration >> Cards >> System >> Organizational Assignments*

Be warned that only 'sa' and users granted access to *all accounts* can assign a range of accounts to the organizational structure.

The Organizational Structure Mass Assignment form allows you to apply in bulk the various ALS levels you've created to a whole range of GL Accounts, and this throughout all the GP companies (though one by one) from a single place.

1. Start to select the different Levels you want to assign (keep in sight your global organization)
2. Select the GP companies to which it will be applied
3. Chose which action you want to process: Assign, Remove Assigned or Remove All
4. Check to box to "Apply To Parent Level". This is valuable if you want the upper levels able to access the lower levels without having to define a separate security assignment.
5. Select either the 'Segment' or 'Account' range. If your CoA is built logically, Segment makes more sense than Account, because it's easier to select multiple accounts based on one segment (i.e. Dept.)

6. In the case of Segment, select which segment to use
7. And finally select the range of the segment you want this to apply and click on Insert.



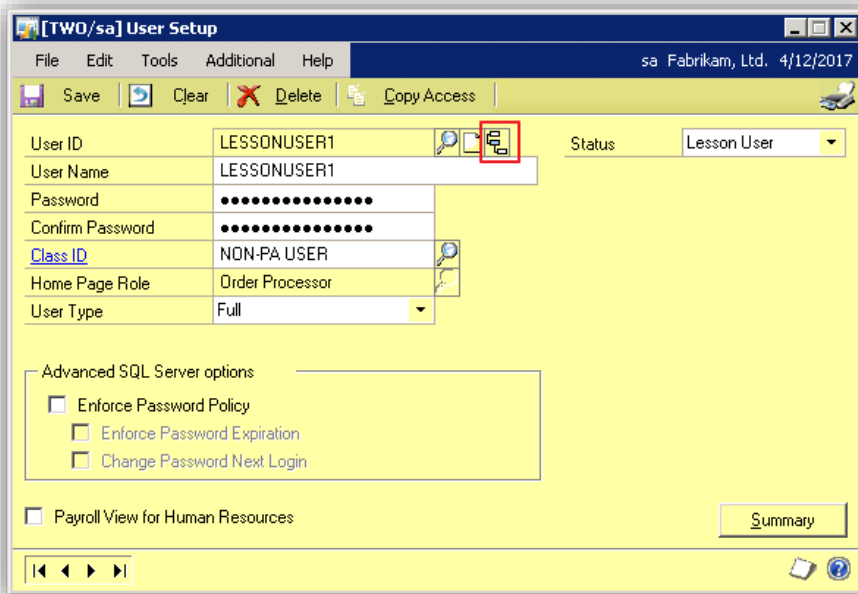
If you click on the 'Details' button, GP will open a window with a list of all the accounts that match the selection range. There you can selectively unmark accounts if you feel that they should not be in the list. Once your list is validated and closed, you can press the Process button and have GP apply the ALS security to all the selected Accounts.

Repeat the operation for all your various Levels and GL's you want to secure. GL Accounts that are not assigned to any ALS level will not be visible to the end-users. If you use the Business Portal for your procurement and requisitions, it's equally important that you assign the ALS security to the end-user, which we're going to look at in the next step.

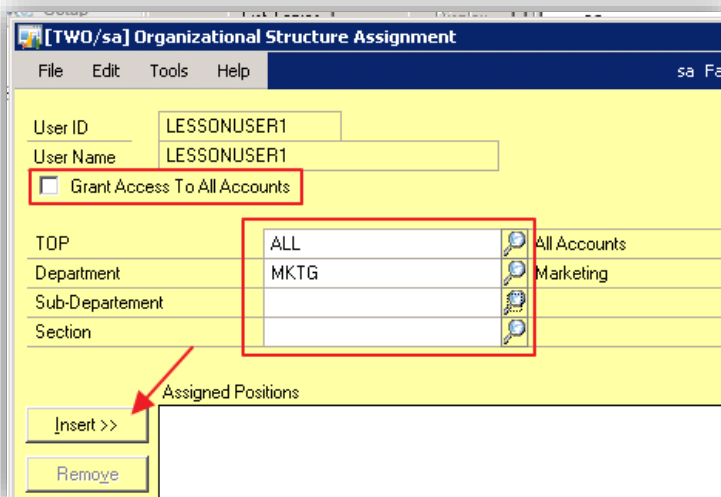
Users and user classes can be assigned to only one position in the organizational structure. Accounts can be assigned to more than one position. Only 'sa' and users granted access to all accounts can assign users, user classes and accounts to the organizational structure. Granting users access to all accounts is described in the next paragraph.

User Organization Setup

Once your ALS structure is assigned to the GL accounts, you can start assign users to the different ALS levels. Open the GP User security window: *Administration >> Setup >> System >> User*
Select a user from your list and click on the small Tree-like icon next to the User ID.



On the next window, use the lookup icon or type the short name for the different levels you want to assign



Don't forget to press the 'Insert>>' button to assign the selected level and click on OK to save the selection. If you have some users working in the Finance department, like the CFO or the AP/AR

manager, then you may want to give them 'unrestricted' access to all the GL accounts. This can be achieved by checking the box "Grant Access To All Accounts". Save the user's changes in the User Maintenance form and move on to the next user.

ALS security can also be assigned on User Classes to make the process faster if you have dozens of user to assign: *Administration >> Setup >> System >> User Classes*. The principle remains the same, just select a User Class and click on the small icon for the Organizational Structure. The selected levels will be applied to all the users pertaining to a given class.

Resources / Notes

The setup of the ALS is documented in the Dynamics GP 2013 setup documentation in Chapter 28.

- To find the user manual, click on the top right corner question mark icon (?)
- Click on 'Printable Manuals' and locate the 'System' section
- Click on the "System Setup Guide" which will launch your default PDF reader.
- Jump to the index table and locate Chap 18 (in the 2013 version it's on page 193)



Be warned that the ALS structure you create is valid across all your GP companies in the same instance. The settings are stored in the System DB DYNAMICS, thus it is in effect throughout all your companies where you decide to enable ALS. However, the security for the various users and GL accounts are stored in the different company DB's.

For a quick-and-dirty SQL script on who has access to which account in your GP Company, follow this link: <http://blogs.msdn.com/b/developingfordynamicsgp/archive/2012/07/02/sql-script-for-account-level-security.aspx#comments>

About the Author

Beat Bucher

Beat has been using Microsoft Dynamics Great Plains since version 7.x back in 2003. Learned up the ins & outs of the system, mainly by creating reports and Excel queries linked to the back-end of the Great Plains system. He has a very good knowledge of the Great Plains security model as he had to rebuild from ground up the security after the switch from the 'optimistic' mode in GP 9.0 to the 'pessimistic' mode where by default all the resources are denied to a new user.

Beat is a very active member of the GPUG community and was awarded the GPUG 2013 All Star recognition by his community peers during the last GPUG Summit in Tampa FL. He will also be in Atlanta at Convergence 2014 as a Speaker in various sessions sharing stage with other GPUG members.

