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Version 1.0

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Course Overview

IDEAS Enhanced Security Module Description

The IDEAS Enhanced Security module complements the System Security module by providing additional security for the major inquiry and reporting features within IDEAS. Specifically, it allows security to be assigned within an inquiry or reporting function, rather than at the menu level. Within a single database, a user’s ability to perform element inquiries or run reports can be restricted, while others can be granted full access to those same functions. An example might be to provide full inquiry and reporting access to corporate accounting staff, while giving department managers access to only their areas of responsibility.

Menu options enhanced by this module include:

- Journal Entry, Corrections and Posting
- Journal Reports
- Account Balance Inquiry General Ledger Report
- Trial Balance Report
- Link Journal Import
- Column Format Definition
- Report Specification Maintenance
- Report Execution

Course Description

This class provides an overview of the IDEAS Enhanced Security module and then covers System options and detailed functionality within the Enhanced Security module itself that you can use to restrict user access and enhance security.

Audience, Course Level and Prerequisites

This intermediate level class is recommended for those who are responsible for IDEAS user setup and security. The prerequisite for this course is the IDEAS System Security course or comparable experience.
What You Will Learn

- Enhanced Security Module Overview
- Enhanced Security Module Functionality
  - System Options
  - Enhanced Security Selections
  - Report Wizard Reports
  - Default Settings
Lesson One: ENHANCED SECURITY OVERVIEW

The key advantage the Enhanced Security module offers over the System Security module alone is that restrictions can be limited to specific items within a function. Restricted items will not appear on drop down lists for those users that should not have access. This means a broad group of users may be granted access to a function, without compromising security, simply by limiting each user’s access to only those elements or reports needed by the user. With the System Security module alone, access to an entire function must be removed to limit access to a single item within that function.

Access to information can be limited to specific elements (or groups of elements) such as companies, departments and projects, to specific reports, or to both elements and reports. For example, department heads can be granted access to only those reports that are appropriate for their department. Likewise, their online inquiry capability can be limited by restricting the elements they may inquire against to only those that are appropriate for their department. When used together, the System Security and Enhanced Security modules provide effective limits to each user’s ability to input modify and extract data from IDEAS.

Currently in IDEAS for Windows (IFW), if you have access to Account Balance Inquiry, you can look at any account. Likewise, in the Custom General Ledger (GL) Report you can create and run a report on any group of accounts. In the Report Writer (RW), you can restrict who has access to the report definitions, but if you can run one report you can run them all.

These three inquiry and reporting options are targets for some enhanced security by user:

- Account Balance Inquiry
- Custom GL Report
- Report Writer

The intent is to design a flexible, simple approach to restricting access to IFW data by user ID.

- A new table can be used to centralize the security options, rather than updating many different tables. Setup may be by user, with fields for 10 elements, for GL report names and report writer report names. The 10 elements are maintained here in this new security option. The GL report and RW names are inserted and deleted from those functions, with the benefit of having a control report of these options.

- Alternately, you can have the table solely for ChartMaster security, and add a field to the GL and RW reports for user security.
Lesson Two: ENHANCED SECURITY FUNCTIONALITY

System Options

Path: System Security module > Functions > System Options

The Enhanced Security function must be turned on in the System Security module first. To do this, in the System Security module from the Functions menu, select System Options. The Systems Options window displays. Select the Enhanced Security check box.
Enhanced Security Selection

Path: Enhanced Security module > Functions > Enhanced Security


Elements Tab

In the Enhanced Security Selection window, you can select elements for permitted and restricted access.
When the Enhanced Security menu option is selected, the window opens with the Elements tab active. After you have selected the User ID and Ledger, use this tab to develop a list of elements that will be available when that user:

1. Creates, edits or posts journal batches using the General Ledger Module Journal Entry, Corrections, Posting or Journal Reports functions

2. Performs inquiries using the General Ledger Module Account Balance Inquiry function

3. Imports journal entries using the Spreadsheet Link Module Link Journal Entries function, designs reports using the General Ledger Module Custom GL Reporting and Trial Balance Report function


At the Element field, select an FQA element (Company, Account, AFE, Cost Center, Bill code and so forth).

For that element, select the permissions and the restrictions.

**Navigation**

- Restrict access to elements by selecting them from the **Permitted** (left) column and clicking the right arrow (>) in the middle of the screen to move them to the **Restricted** (right) column.
- Restore access by selecting the elements from the **Restricted** (right) column and clicking the left arrow (<) in the middle of the screen to return them to the **Permitted** (left) column.

Once all updates have been made, click **Save**. When finished, click **Close** to exit the window.
The GL Reports tab lists reports that were defined using the General Ledger module Custom GL Reporting function. Use it to limit access to those reports. The default setting grants access to all of those reports.

**Navigation**

The GL Reports tab looks similar to the Elements tab. The Ledger and User ID are displayed, a Permitted column is on the left, a Restricted column is on the right, and arrows in the center allow you to move items between columns. Save and Close buttons display at the bottom of the screen. *This will be the case with the other tabs as well.* The navigation for each tab is similar, but impacts a different area of IDEAS. Please see the *Elements Tab* section for navigation instructions.
The TB Reports tab lists reports that were defined using the General Ledger module Trial Balance Report function. Use it to limit access to those reports. The default setting grants access to all of those reports. The navigation on this tab is similar to the Element tab. Please see the Elements Tab section for navigation instructions.
**FRW C/F (Column Format) Tab**

The FRW C/F tab lists column formats that have been defined using the Financial Report Writer module Standard Column Definition function. Use it to limit each user’s ability to access those column formats. The default setting grants access to all column formats. In multi-user environments, several users may be defining and running reports in the Financial Report Writer module. The Enhanced Security module may be used to effectively limit each user’s access to include only specific reports. It does this by limiting access to column formats with The FRW C/F tab and limiting access to report maintenance and generation with the FRW Reports tab. The navigation on this tab is similar to the Element tab. Please see the *Elements Tab* section for navigation instructions.
The FRW Reports tab lists report names that have been defined using the Financial Report Writer Module Report Specification function. Use it to:

1. Limit a user’s ability to access or modify reports with that function

2. Concurrently limit that user’s ability to run those same reports using the Financial Report Writer Module Report Generation function

The default setting grants access to all reports. In multi-user environments, several users may be defining and running reports in the Financial Report Writer module. The Enhanced Security module may be used to effectively limit each user’s access to include only specific reports. It does this by limiting access to column formats with The FRW C/F tab and limiting access to report maintenance and generation with the FRW Reports tab.

The navigation on this tab is similar to the Element tab. Please see the Elements Tab section for navigation instructions.
**ES Reports Tab**

The ES Reports tab allows you to view which users are restricted from the following areas in the GL and FRW modules:

1. Elements – Specific elements uses that users are restricted from
2. GL – Specific reports that users are restricted from
3. TB Reports – Specific custom TB reports that users are restricted from
4. FRW Reports – Specific FRW reports that users are restricted from
5. Column Formats – Specific column formats that users are restricted from
Report Wizard Reports

Path: Enhanced Security module > Functions > Report Wizard Reports

In the Report Wizard Reports window, you can set the default permissions for the Report Wizard views.
If the default permission is set to:

- Permitted – The user has access to all views.
- Restricted – You must select the views the user should not have access to.
- Owner Rights- The user may execute report and edit specification.

**Navigation**

- Move items from the Permitted list to the Restricted list using the right arrow button.
- Move items from the Restricted list to the Permitted list using the left arrow button.

Once all updates have been made, click **Save**. When finished, click **Close** to exit the Report Wizard Views window.
Default Settings

Path: **Enhanced Security module > Functions > Default Settings**

*Elements Tab*

The elements tab is used to permit or restrict security rights to users by element. The system will default as permitted by the settings that you allow or change.
Navigation

- Move items from the Permitted list to the Restricted list using the right arrow button.
- Move items from the Restricted list to the Permitted list using the left arrow button.

Once all updates have been made, click **Save**.

**Reporting Tab**

The Reporting tab is used to permit or restrict security rights to users per report. The system will default as permitted.