Dynamics SL Tips & Tricks Tutorials

CRIME: An Acronym for Internal Control Components

Your organization's system of internal control encompasses all of the electronic and manual processes you use to ensure accurate reporting of your financial affairs. Processes like bank reconciliations, manager approval of purchase orders, owner review of vendor payables, supervisor approval of time cards, etc. Having processes that ensure good internal controls significantly decreases the chance of crime in an organization.

In this article, we'll highlight a couple of features in your accounting software that are tasks included in a good internal control process. But first, let's look at how the word CRIME is an acronym for internal control components:

- **Control** - Policies and procedures in place that assist owners and management in ensuring its internal controls and directives are successfully implemented. Activities like proper segregation of duties, safeguarded computer systems, proper review and approval process of invoices, purchases, etc.
- **Risk** – A periodic assessment and discussion that identifies what the organization's risk tolerances are, what areas in the organization have the highest risk arising both internal and external sources, and what processes are in place to minimize the risks identified.
- **Information Systems** - Computer processing procedures that capture critical data and communicate that data effectively to designated employees, ensure good password and other computer security processes are in place, and promote ongoing communication with vendors and customers regarding billing policies, purchase order authorization procedures, etc.
- **Monitoring** - The ongoing process of evaluating and assessing the systems of internal controls to ensure that the procedures are consistently applied over an extended period of time.
- **Environment** – The company culture that sets the tone of an organization. Good internal controls are communicated from management with a goal of influencing the control consciousness of its employees. Communication about the organization's code of conduct, compliance with control activities, and a zero tolerance policy for abused or misused internal controls should be done regularly by management.

Internal Control Features in Dynamics SL - Follow steps below.

Dynamics SL Access Rights

One task of the **Monitoring** step would be to periodically review access rights in SL to ensure they are set up correctly and still relevant to your internal control process. We recommend using groups and then assigning each SL user to the group or groups based on the activities they need to accomplish for their position. To view the current access rights for a group, select *Administration > Security > Access Rights Maintenance*, select Group for the Type, and then enter in the desired group ID. You can also generate the Access Rights Report to view a user's effective access rights.

Date: 07/13/2015
Time: 9:22:55AM
User: SYSADMIN

Synergy Business Solutions
Access Rights

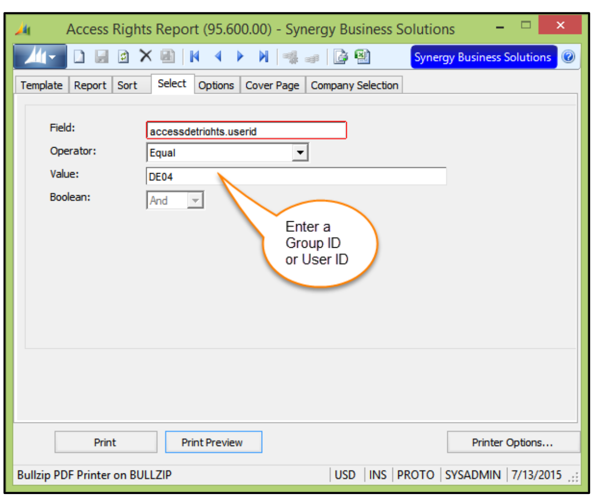
Page: 38
Report: 95600.rpt
Company: PROTO

Screen/Rpt	Type	Screen /Report Name	Module	View /	Update /	Insert /	Delete /	Init
0827000	Screen	Recurring Invoice	AR	Yes	Yes	Yes	Yes	Yes
0828000	Screen	Statement Cycle	AR	Yes	Yes	Yes	Yes	Yes
0829000	Screen	Customer Class	AR	Yes	Yes	Yes	Yes	Yes
0831000	Screen	Salesperson Maintenance	AR	Yes	Yes	Yes	Yes	Yes
0831100	Screen	Salesperson History	AR	Yes	Yes	Yes	Yes	Yes
0832000	Screen	Sales Territory	AR	Yes	Yes	Yes	Yes	Yes
0840000	Screen	Release AR Batches	AR	Yes	Yes	Yes	Yes	Yes
0841000	Screen	Reprint AR Batch Control Reports	AR	Yes	Yes	Yes	Yes	Yes
0845000	Screen	Small Balance/Credit Write Off	AR	Yes	Yes	Yes	Yes	Yes
0850000	Screen	Generate Recurring Invoices	AR	Yes	Yes	Yes	Yes	Yes
0851000	Screen	Auto Payment Application	AR	Yes	Yes	Yes	Yes	Yes
0852000	Screen	Apply Finance Charges	AR	Yes	Yes	Yes	Yes	Yes
0853000	Screen	Age Customer Detail	AR	Yes	Yes	Yes	Yes	Yes
0855000	Screen	Delete AR Detail	AR	Yes	Yes	Yes	Yes	Yes
0859000	Screen	Close Statement Cycle	AR	Yes	Yes	Yes	Yes	Yes
0860000	Report	Statements	AR	Yes	Yes	Yes	Yes	Yes
0860010	Screen	Statements (Prep)	AR	Yes	Yes	Yes	Yes	Yes
0860020	Screen	Statements (Post)	AR	Yes	Yes	Yes	Yes	Yes

Administration > Security > Access Rights Report

Tip!

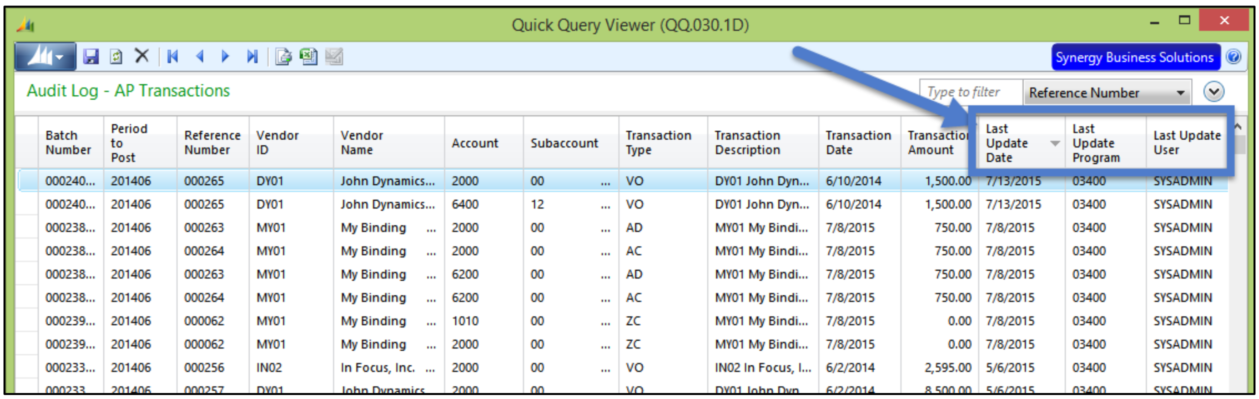
If you are using groups and you'd like to filter the Access Rights Report for a specific user, you have to add at least one screen or report to their user ID in the Access Rights Maintenance screen and then you can enter their User ID as a filter in the report.



Reviewing Transaction Update Fields

SL uses three fields to track information each time a transaction is updated in the system: Last Update User, Last Update Date, and Last Update Program. These three fields can help you keep an eye on who is doing what in your accounting software. These three fields can be added to any of the transaction detail quick queries, as well as some of the other quick queries available.

- **Last Update User** – This field stores who the last user was that updated the transaction.
- **Last Update Date** – This field stores the date a transaction was last updated.
- **Last Update Program** – This field stores the screen number that was used to update the transaction.

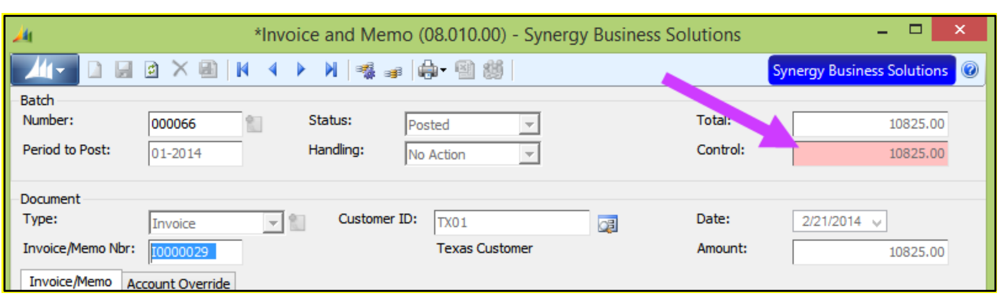


Batch Number	Period to Post	Reference Number	Vendor ID	Vendor Name	Account	Subaccount	Transaction Type	Transaction Description	Transaction Date	Transaction Amount	Last Update Date	Last Update Program	Last Update User
000240...	201406	000265	DY01	John Dynamics...	2000	00	VO	DY01 John Dyn...	6/10/2014	1,500.00	7/13/2015	03400	SYSADMIN
000240...	201406	000265	DY01	John Dynamics...	6400	12	VO	DY01 John Dyn...	6/10/2014	1,500.00	7/13/2015	03400	SYSADMIN
000238...	201406	000263	MY01	My Binding	2000	00	AD	MY01 My Bindi...	7/8/2015	750.00	7/8/2015	03400	SYSADMIN
000238...	201406	000264	MY01	My Binding	2000	00	AC	MY01 My Bindi...	7/8/2015	750.00	7/8/2015	03400	SYSADMIN
000238...	201406	000263	MY01	My Binding	6200	00	AD	MY01 My Bindi...	7/8/2015	750.00	7/8/2015	03400	SYSADMIN
000238...	201406	000264	MY01	My Binding	6200	00	AC	MY01 My Bindi...	7/8/2015	750.00	7/8/2015	03400	SYSADMIN
000239...	201406	000062	MY01	My Binding	1010	00	ZC	MY01 My Bindi...	7/8/2015	0.00	7/8/2015	03400	SYSADMIN
000239...	201406	000062	MY01	My Binding	2000	00	ZC	MY01 My Bindi...	7/8/2015	0.00	7/8/2015	03400	SYSADMIN
000233...	201406	000256	IN02	In Focus, Inc.	2000	00	VO	IN02 In Focus, I...	6/2/2014	2,595.00	5/6/2015	03400	SYSADMIN
000233...	201406	000257	DY01	John Dynamics...	2000	00	VO	DY01 John Dyn...	6/2/2014	8,500.00	5/6/2015	03400	SYSADMIN

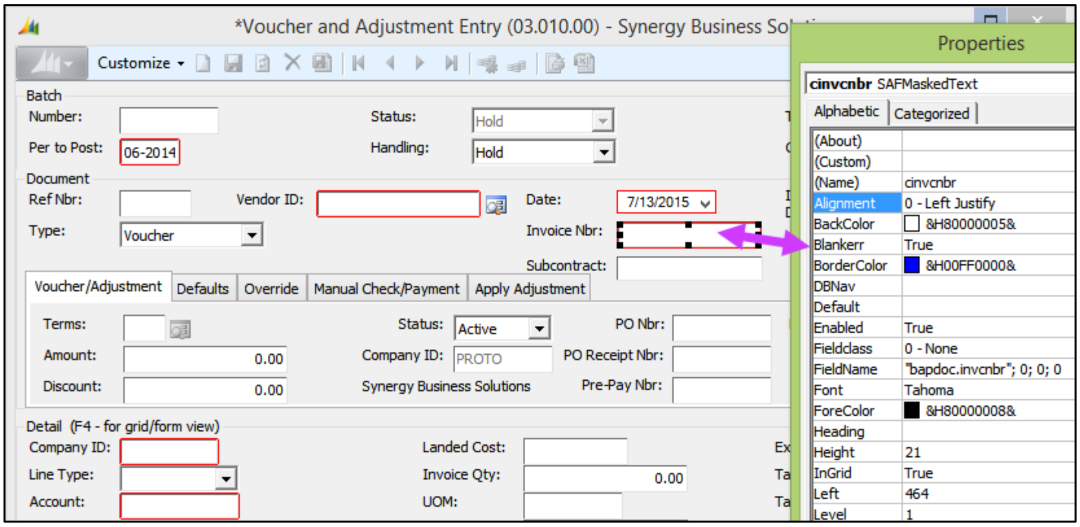
Customizing Screens to Keep an Eye on Data Entry

With the Customization module, you can add customizations to screens allowing you to help with your internal control process. Once you aware of the many different options available with screen customizations, you'll likely think of many ways to use them. Here are some basic customization examples to get you thinking:

- Disable a field so the user can't change the value in the field. For example, the Date field in entry screens automatically defaults to the current system date. If you didn't want users to be able to change the date the transaction was entered, you could disable the field.
- Default the value for a field when a screen is opened.
- Change the background color of a field so that it stands out.



- Require data in a field that is not already a required field. For example, make sure a value is always entered in the Invoice field of the AP Voucher and Adjustment screen. This is done by setting the Blankerr property to True.



- Have an email trigger based on the value in an amount field. For example, have the Controller receive an email anytime a Cash Manager transaction is over $100,000. This is a more advanced customization but we wanted you to be aware of the possibilities.

Caution!

Access rights to customize screens should be limited and customizations should be documented and backed up. You can export customizations under Utilities in System Manager. If you haven't used customizations before we recommend you contact Synergy Business Solutions for assistance until you are comfortable with the process.

I hope this article has you thinking about ways you can use Dynamics SL to help improve your internal controls. If you need more information or would like to discuss any of the features in this article, please don't hesitate to contact any of us at Synergy Business Solutions!

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