



SOX User Management

User Guide

Important Notice

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SOX User Management User Guide

Summary

SOX User Management bridges the gap between Sage 300 and enterprise solutions by providing mechanisms to manage user setup and permissions. The following functions are provided (the meaning of “setup” is illustrated below, the meaning of **Everyone's setup** is described more fully in Appendix A):

- View a concise user and permissions display on screen and save to an Excel spreadsheet
- View and save reports: User Profiles, Locked Out Users, Disabled Users, Expiring Passwords, Advanced Security Settings, Commonly Used Passwords
- Copying user A's setup to user B for all selected companies
- Copying user A's setup to user B for a given company
- Copying user A's setup from company X to company Y
- Copy user A's setup from company X to all selected companies
- Copying all users' setup from company X to company Y
- Removing user A's setup from all selected companies
- Removing user A's setup from a given company
- Removing all users' setup from a given company
- Removing all users' setup from all companies
- Copy Everyone's setup from company X to company Y
- Copy Everyone's setup from company X to all selected companies
- Remove Everyone's setup from a given company
- Remove Everyone's setup from all selected companies
- Copy Security Groups from one system database to another - see Appendix B

| Setup | |
|--|--|
| <input type="checkbox"/> Copy Security Permissions | Which setup options to copy (or remove) is a selection from the checkboxes shown here – any combination of settings can be copied. |
| <input type="checkbox"/> Copy UI Profiles | |
| <input type="checkbox"/> Copy Customization Directories | Printer settings include destination, page size and driver name. |
| <input type="checkbox"/> Copy Printer Settings | |
| <input type="checkbox"/> Copy Desktop Folders, Macros, Reports, and Programs | |
| <input type="checkbox"/> Copy Process Flows | |

Larger organizations will have processes to on-board a Sage 300 user, on-board a new Sage 300 company and perhaps even to on-board a new printer for use with Sage 300. SOX User Management provides “one button” mechanisms to complete those operations in seconds, avoiding tedious and error-prone data entry or import/export mechanisms that may take hours to perform and correct. The remove functions support analogous off-boarding processes.

User and permissions reports are often requested during a compliance audit and are generally useful when managing more than a few user roles. SOX User Management creates such reports and will save the report as an Excel spreadsheet.

SOX User Management can only be run by the Sage 300 ADMIN user. For strict SOX environments where there is a separation of duties between user management and full admin access, the ADMIN user can designate special Authenticated Users (“proxies for ADMIN) who will be able to run SOX User Management. Windows authentication is also provided for users on a domain.

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Overview – The Permissions Report Tab

Sage 300 will produce Security Groups and User Authorization reports that are may total 50 to 100 pages in length and use IDS rather than descriptions for the permissions. These are “Crystal Reports” that connect to a database. SOX User Management assembles information from a system database, a company database, from proprietary files and from language resource files.

Not all of this information is accessible from a Crystal report. The goal is to concisely show the permissions for a given company (or set of companies), for a range of users. The information is shown in a Sage 300 style grid and can be saved in an Excel spreadsheet.

In a compliance audit situation, the report may have to be forwarded or physically printed and signed. The spreadsheet is designed to print the maximum amount of information per page.

Overview – The User Management Tab

The SOX User Management tab provides a rich set of functions, which are described in more detail on the following pages. A complete understanding of what is going on “under the covers” should be clear to an experienced Sage 300 implementer who has had to perform processes manually. Some general facts are set out in this section.

When copying setup from a source user to a target user and that target user does not exist, SOX User Management will launch the Sage 300 window that creates users before continuing its operation.

A log is displayed as the operation proceeds. This log is also placed in a log file, recording the changes.

Overview – The User Reports Tab

For implementations with a large number of users, Sage 300 user reporting is limited. Further, this data is stored in proprietary files. These reports can be viewed quickly on screen and saved to Excel files for printing: User Profiles, Locked Out Users, Disabled Users, Expiring Passwords, Advanced Security Settings, Commonly Used Passwords and Passwords That Never Expire.

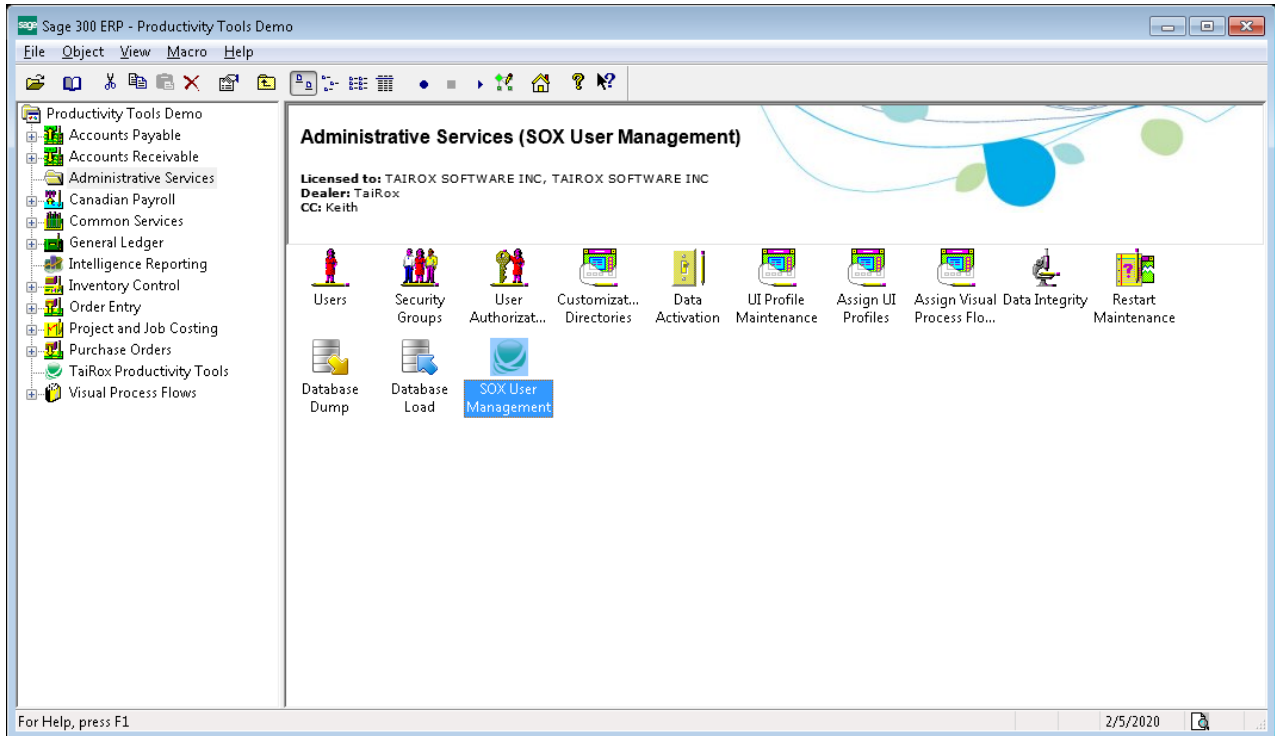
Important Note

The “Copy Printer Settings” function more exactly copies “Properties”, the default properties being printer settings. The properties actually in use by an installation are controlled by settings in an INI file. A description of the INI properties and their effects are beyond the scope of this document.

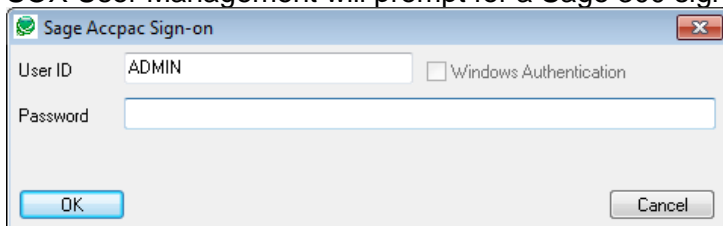
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Running SOX User Management

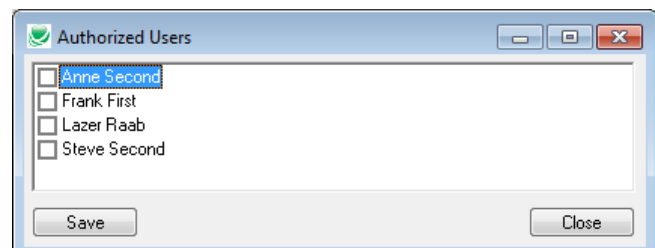
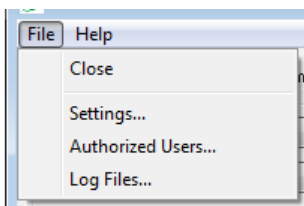
SOX User Management can be run as a stand-alone Windows program and launched from the Start button. A shortcut can be created on the Sage 300 desktop by an administrator as seen below. To do this, right click on the desktop, select “program” and point to the SOX User Management program in the installation folder.



SOX User Management will prompt for a Sage 300 sign-on.



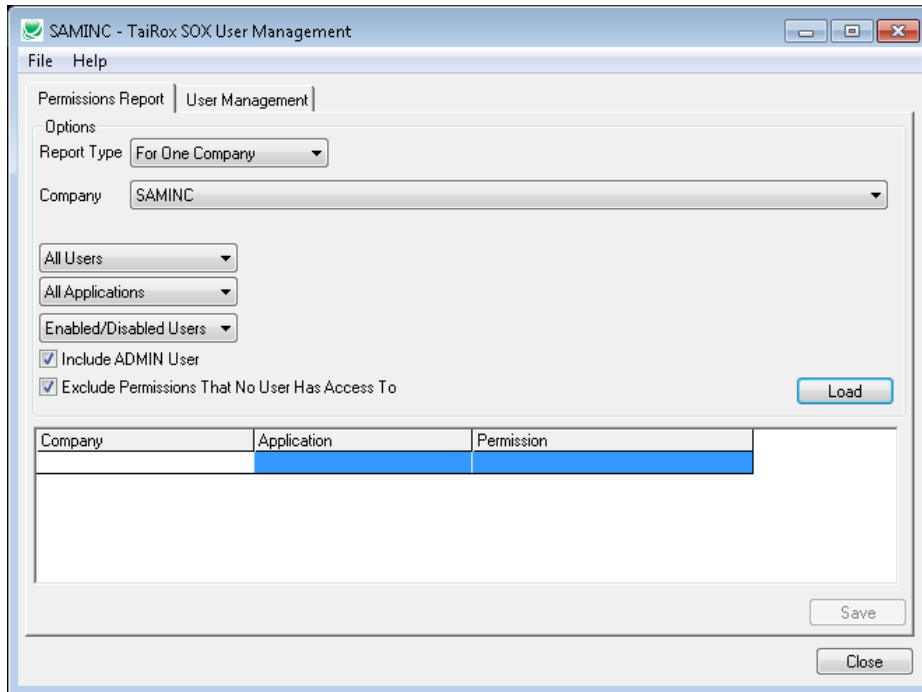
Note that any Sage 300 user can sign on ... but only the ADMIN user has the necessary rights to access and change the various tables that store users and permissions. SOX User Management allows the ADMIN user to set up Authorized Users (ADMIN proxies). These Authorized Users must be reauthorized them whenever the ADMIN password changes (the ADMIN password should be changed very infrequently).



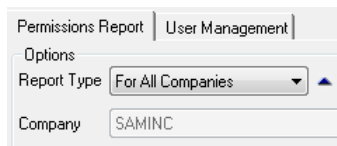
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Running SOX User Management – Permissions Report Tab

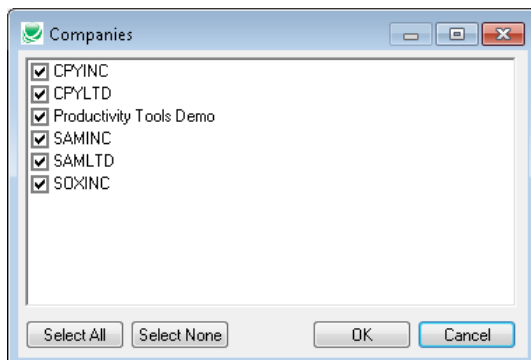
When SOX User Management starts, a window will be displayed so that company, user and application criteria can be selected using the same style as Sage 300 core modules:



The above window is as it appears when For One Company is the Report Type chosen. When For All Companies is selected, the Company drop-down is disabled and you will see an "up-arrow" appear beside the Report Type drop-down:



Clicking on the up-arrow pops up a new window that allows you to select which companies are to be included in the report:



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Running SOX User Management – Permissions Report Tab

Ranges of users, ranges of applications and other options are show here:

Once all criteria are selected, press the Load button and items matching the criteria and options will be displayed. Once saved in a spreadsheet the information has a similar layout and is formatted automatically with gridlines and vertically-oriented labels. Disabled Users' rights are displayed in red. Note also that when multiple companies are selected there is a checkbox that allows each company to be stored in a separate worksheet tab in the Excel spreadsheet.

| Company | Application | Permission | STAN | STEVE | SUPER | SUPERAP |
|--------------------------------|-----------------------|------------------------------|------|-------|-------|---------|
| PTDEMO-Productivity Tools Demo | Accounts Payable 6.1A | Setup Maintenance | Yes | | Yes | Yes |
| | | Control Payments | Yes | | Yes | Yes |
| | | Vendor Maintenance | Yes | | Yes | Yes |
| | | Invoice Batch Inquiry | Yes | | Yes | Yes |
| | | Invoice Batch Entry | Yes | | Yes | Yes |
| | | Invoice Batch Posting | Yes | | Yes | Yes |
| | | Payment Batch Inquiry | Yes | | Yes | Yes |
| | | Payment Batch Entry | Yes | | Yes | Yes |
| | | Payment Batch Posting | Yes | | Yes | Yes |
| | | Adjustment Batch Inquiry | Yes | | Yes | Yes |
| | | Adjustment Batch Entry | Yes | | Yes | Yes |
| | | Adjustment Batch Posting | Yes | | Yes | Yes |
| | | Vendor Analysis | Yes | | Yes | Yes |
| | | Clear History/Records/Stats. | Yes | | Yes | Yes |
| | | Period End Maintenance | Yes | | Yes | Yes |
| | | Year End Maintenance | Yes | | Yes | Yes |
| | | Import Process | Yes | | Yes | Yes |

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Running SOX User Management – Permissions Report Tab

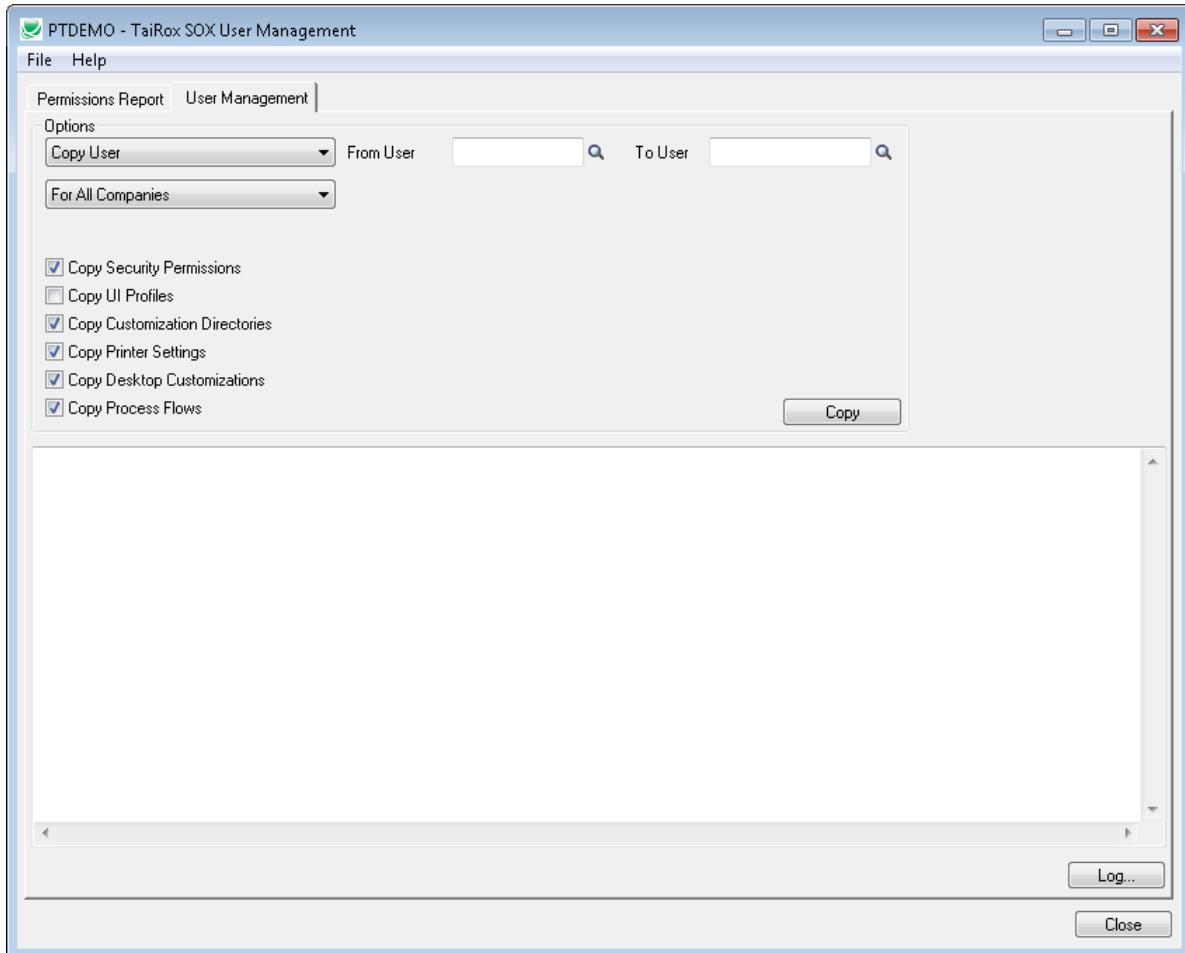
The spreadsheet produced by SOX User Management is shown here:

| Company | Application | Permission | STAN | STEVE | SUPER | SUPERAP |
|--------------------------------|-----------------------|------------------------------|------|-------|-------|---------|
| PTDEMO-Productivity Tools Demo | Accounts Payable 6.1A | Setup Maintenance | ● | ● | ● | ● |
| | | Control Payments | ● | ● | ● | ● |
| | | Vendor Maintenance | ● | ● | ● | ● |
| | | Invoice Batch Inquiry | ● | ● | ● | ● |
| | | Invoice Batch Entry | ● | ● | ● | ● |
| | | Invoice Batch Posting | ● | ● | ● | ● |
| | | Payment Batch Inquiry | ● | ● | ● | ● |
| | | Payment Batch Entry | ● | ● | ● | ● |
| | | Payment Batch Posting | ● | ● | ● | ● |
| | | Adjustment Batch Inquiry | ● | ● | ● | ● |
| | | Adjustment Batch Entry | ● | ● | ● | ● |
| | | Adjustment Batch Posting | ● | ● | ● | ● |
| | | Vendor Analysis | ● | ● | ● | ● |
| | | Clear History/Records/Stats. | ● | ● | ● | ● |
| | | Period End Maintenance | ● | ● | ● | ● |
| | | Year End Maintenance | ● | ● | ● | ● |
| | | Import Processing | ● | ● | ● | ● |

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Running SOX User Management – User Management Tab

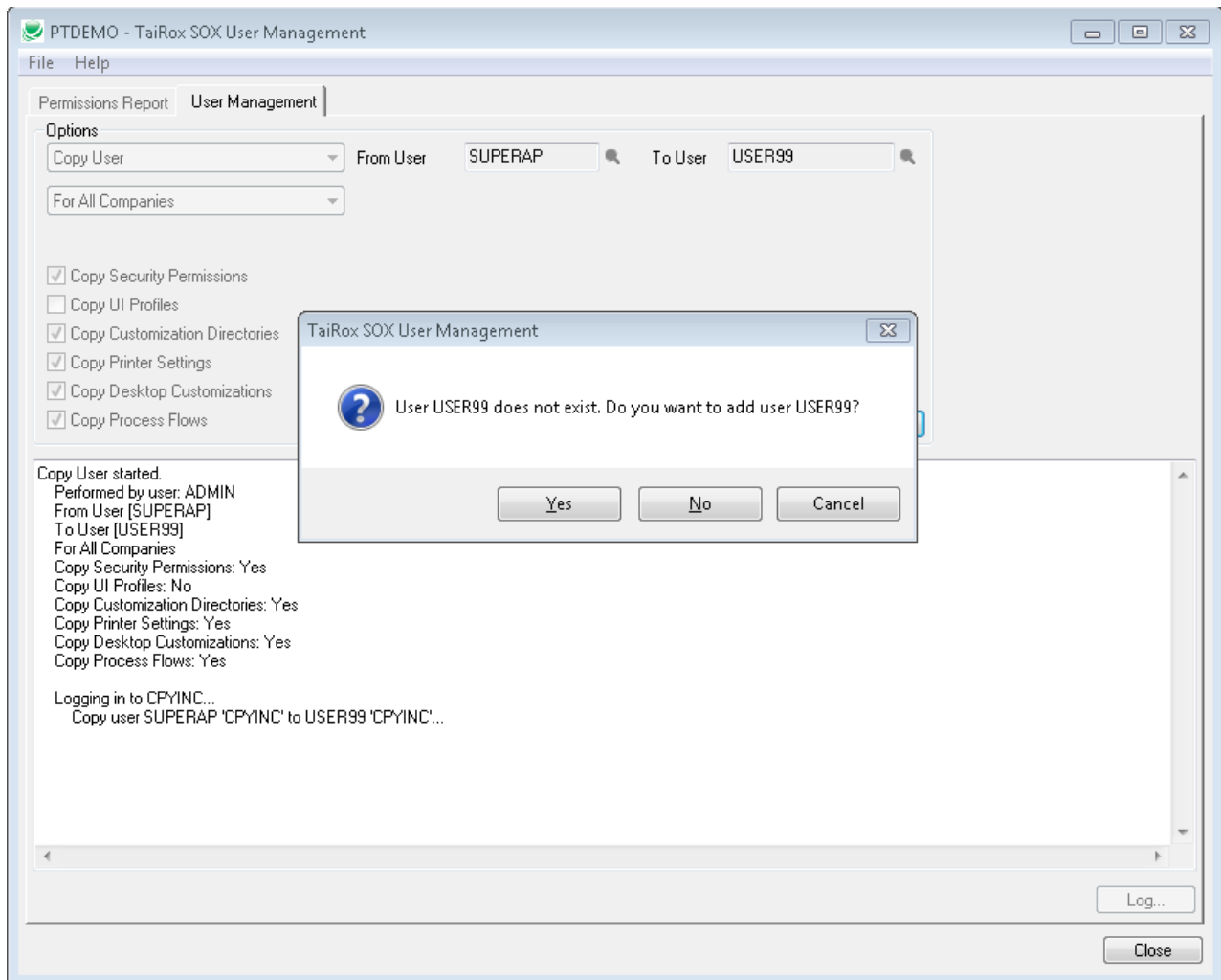
The User Management tab initially looks like this – with the operation (“Option”) set to copy one user’s setup to another user for all Sage 300 companies. This screen changes dynamically depending on the Option chosen and a button is pressed to proceed (for this function the button is labeled “Copy”). A complete set of screen variations is set out in Appendix A.



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Running SOX User Management – User Management Tab

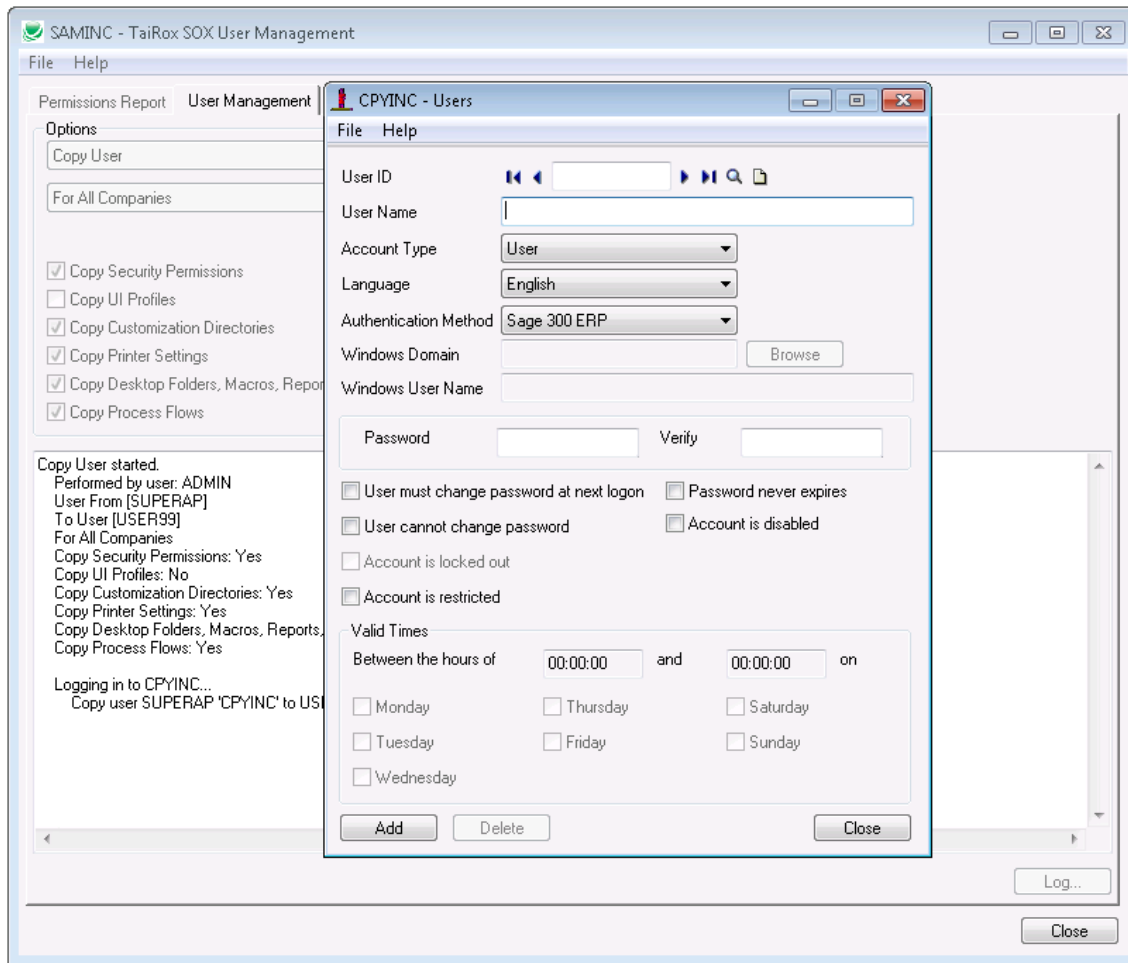
If the “From User” does not exist, a dialog will appear asking if that user is to be created:



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Running SOX User Management – User Management Tab

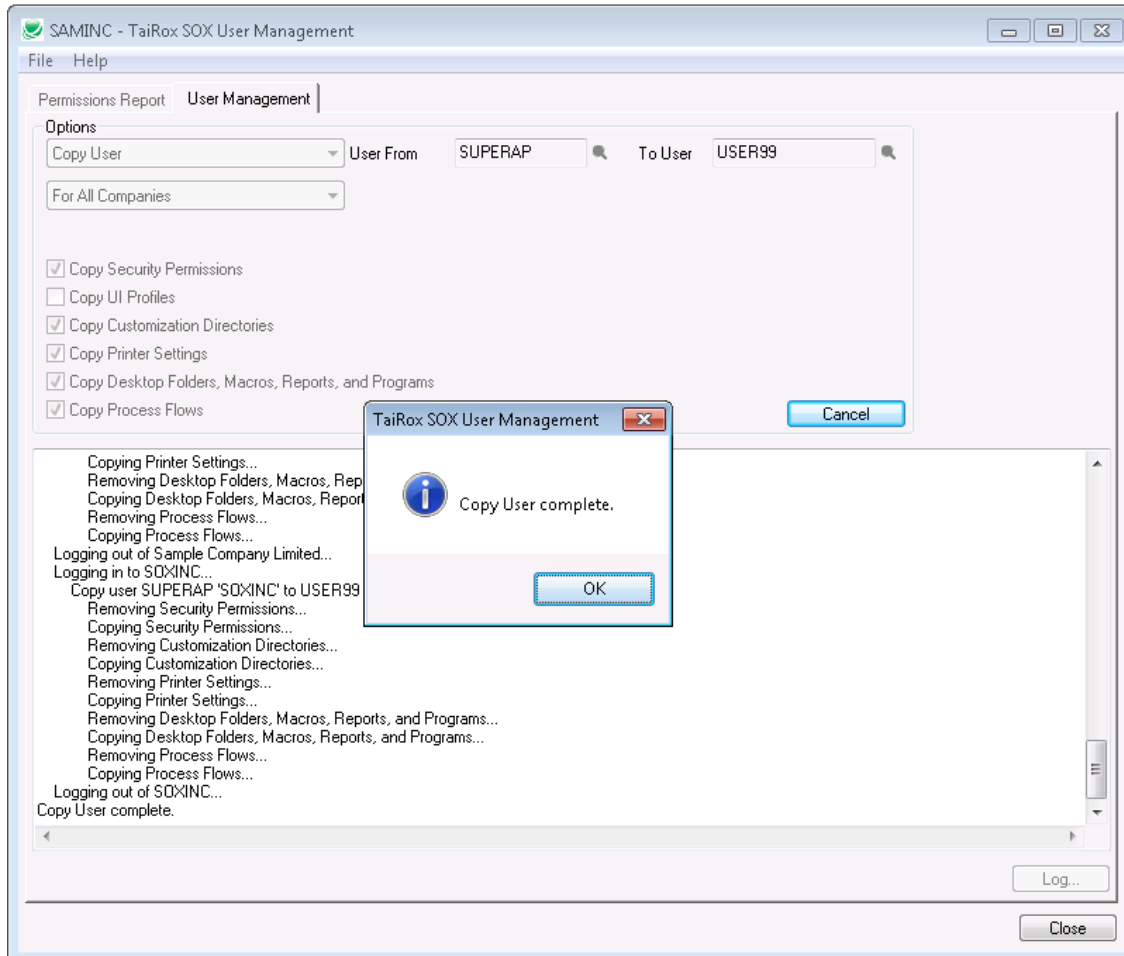
The Sage 300 dialog will be invoked, so that the user can be created:



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Running SOX User Management – User Management Tab

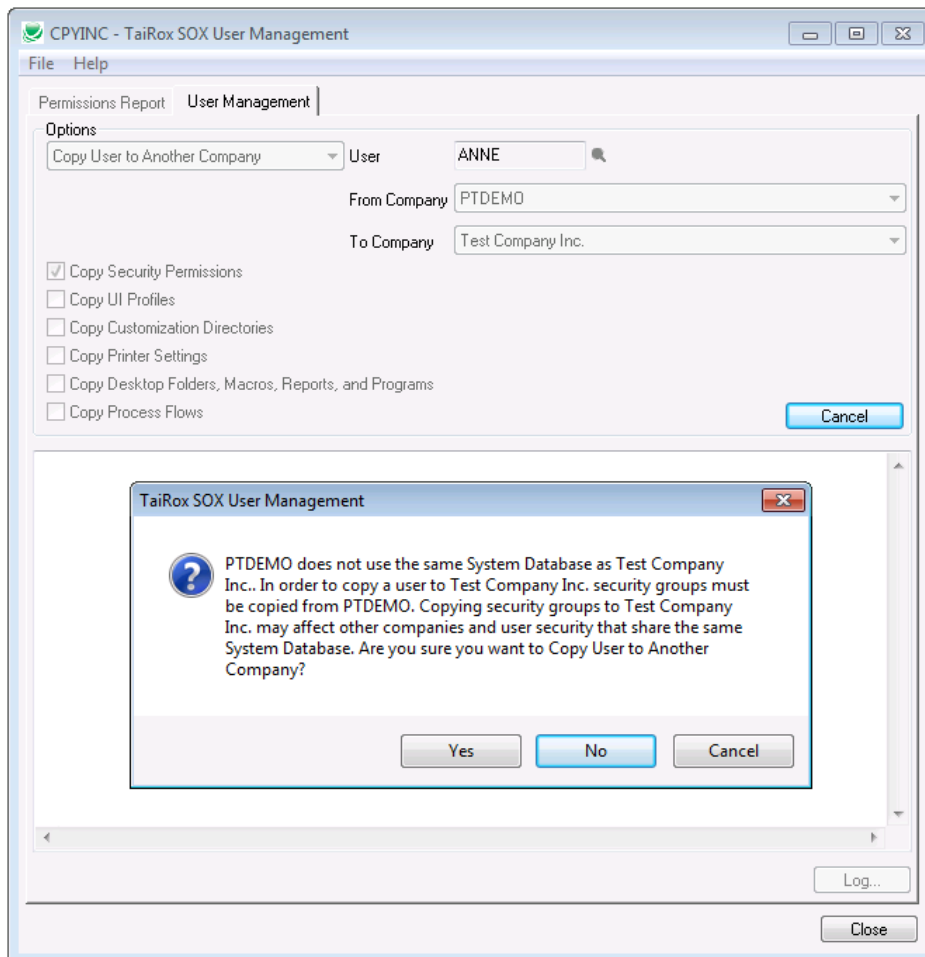
As the operation proceeds a log will be displayed. This log is also stored in a file, which can be launched by clicking on the Log button:



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Running SOX User Management – User Management Tab

There are many User Management variations summarized in Appendix A, some of which copy from company to company. A company to company operation sometimes involves multiple system databases. To duplicate rights from company X to company Y, when these companies have different system databases (say SX and SY), it is necessary to modify SY's security groups. The security group is removed from SY first, and then copied from SX to SY. **Important Note: This will affect all companies that have SY as their system database.** To help protect against unintentional results, a warning message is displayed. See message below. It may be advisable to eliminate multiple system databases in an installation. SOX User Management can greatly assist with this process.



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Running SOX User Management – User Reports Tab - User Profiles Report

The following information will be displayed:

PTDEMO - TaiRox SOX User Management

File Help

Permissions Report | User Management | User Reports

Options

Report Type: User Profiles

All Users

Enabled/Disabled Users

Include ADMIN User

Load

| User | Value | Information |
|-------|--|----------------------|
| ADMIN | Administrator | |
| | Account Type | Admin |
| | Language | English |
| | Authentication Method | Sage 300 |
| | Job Role | Select your job role |
| | User must change password at next logon | No |
| | Password never Expires | No |
| | User cannot change password | No |
| | Date password last changed | 9/17/2010 |
| | Time password last changed | 2:07:13 PM |
| | User cannot change password | No |
| | Account Disabled | No |
| | Account is locked out | No |
| | Account is restricted | No |
| | Phone | |
| | Email1 | |
| | Email2 | |
| | User receives e-mail from Sage with information relevant to job role | No |
| ANNE | Anne First | |
| | Account Type | User |
| | Language | English |

Save Users to Separate Sheets

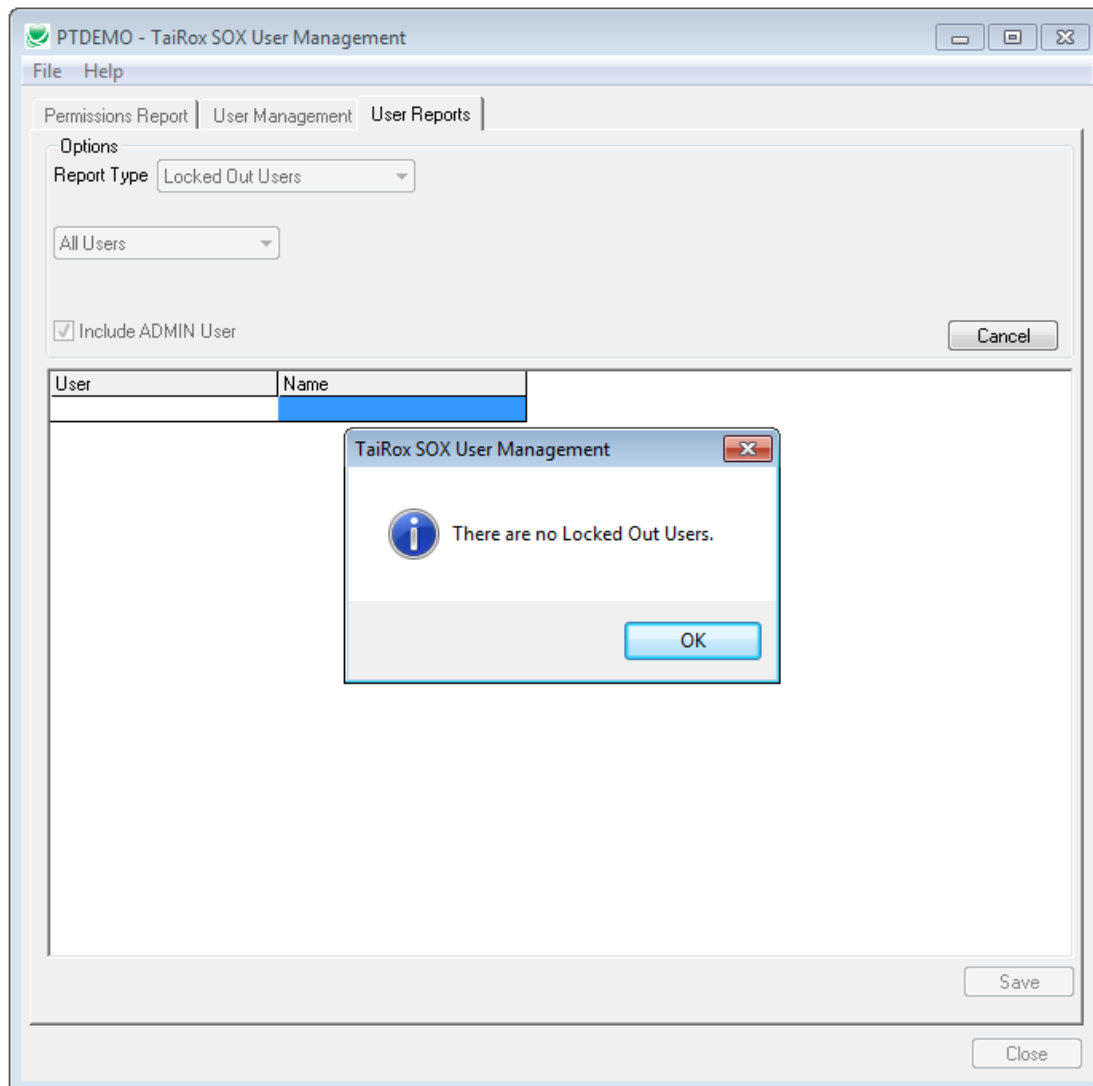
Save

Close

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Running SOX User Management – User Reports Tab - Locked Out Users

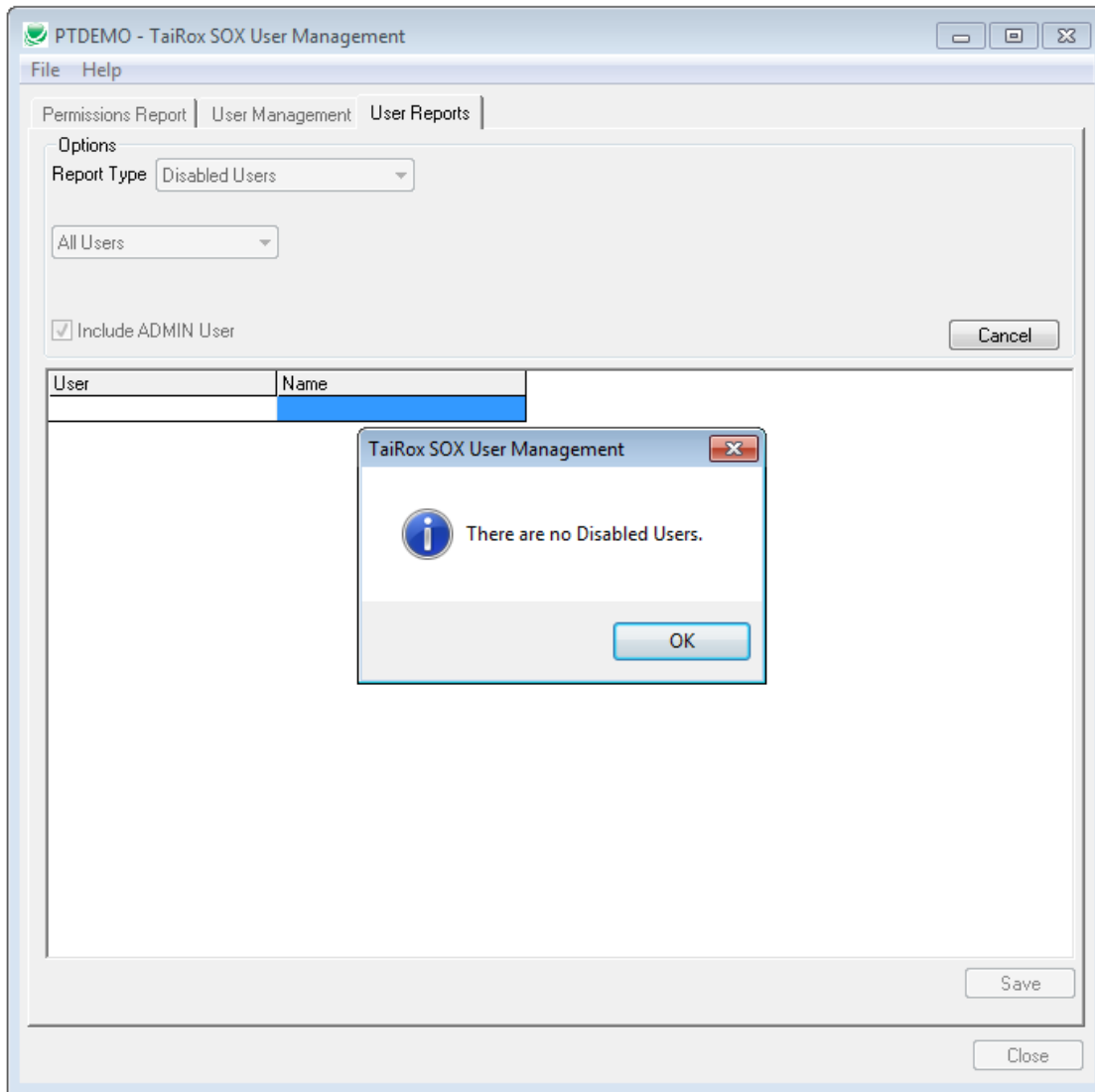
The User and Name are displayed. If there are no locked out users a message will be displayed:



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Running SOX User Management – User Reports Tab - Disabled Users

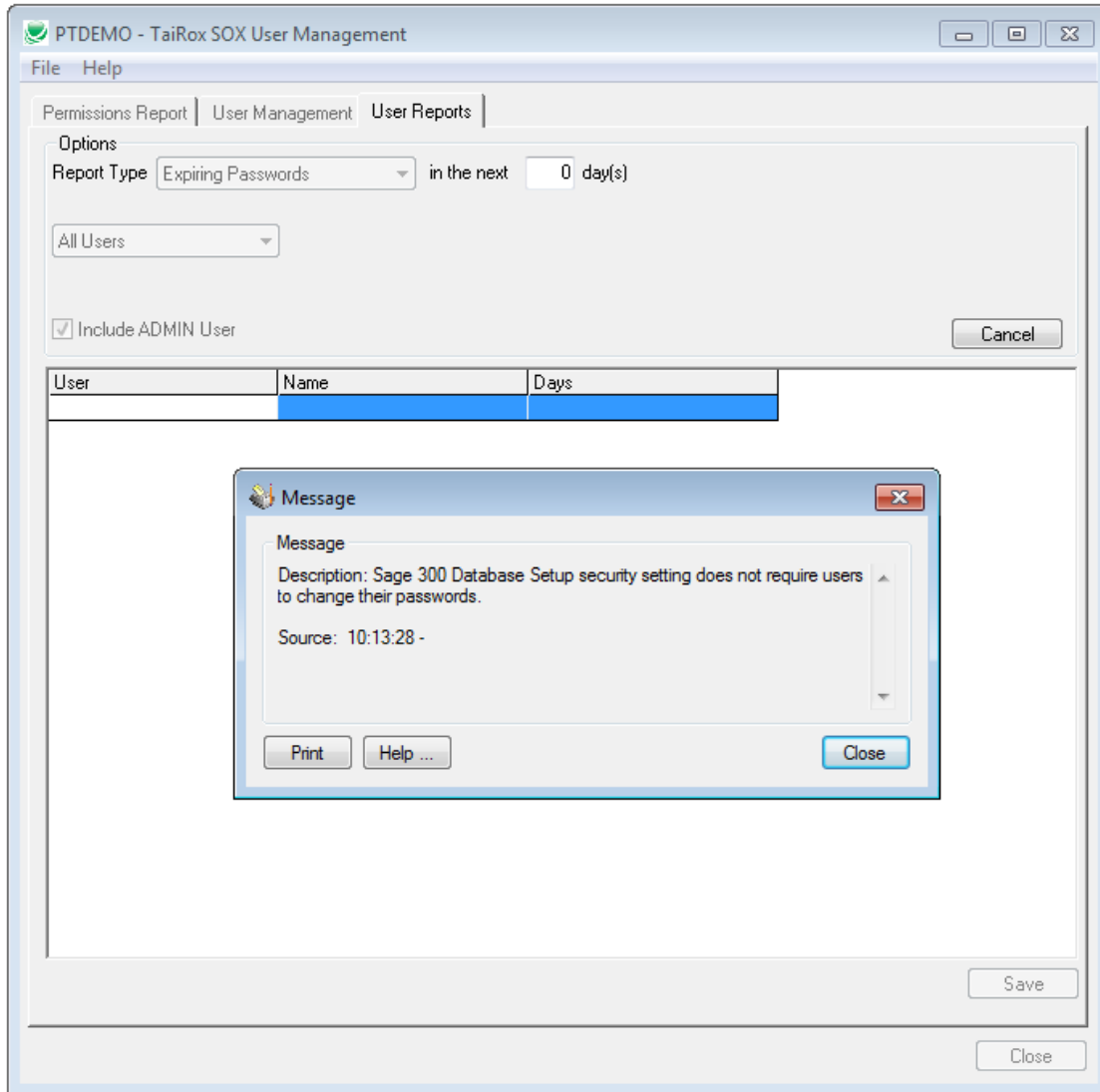
The User and Name are displayed. If there are no disabled users a message will be displayed:



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Running SOX User Management – User Reports Tab - Expiring Users

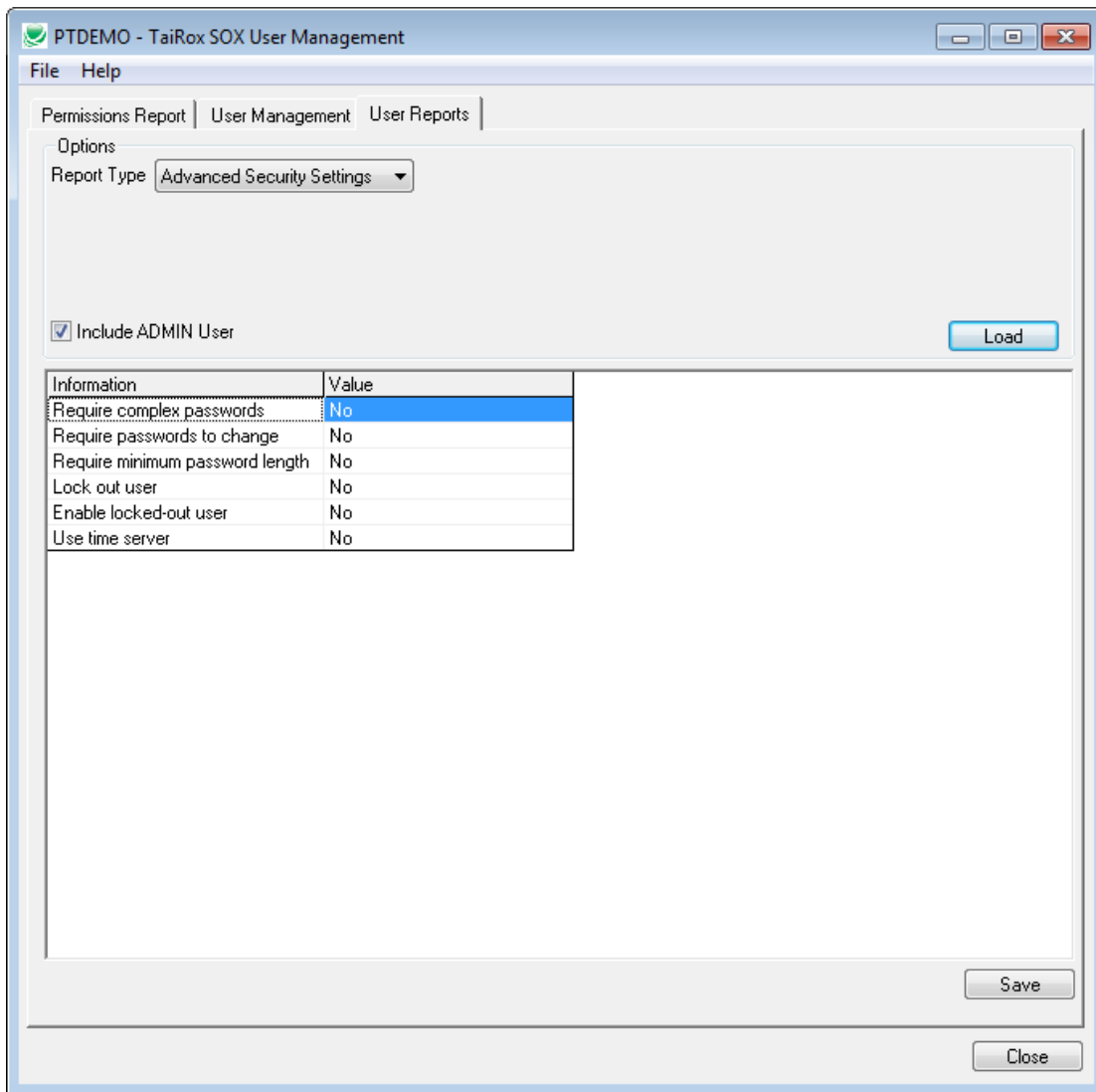
The User, Name a Days until expiry are displayed. If the security settings do not require password expiry, a message will be displayed:



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Running SOX User Management – User Reports Tab - Advanced Security Settings

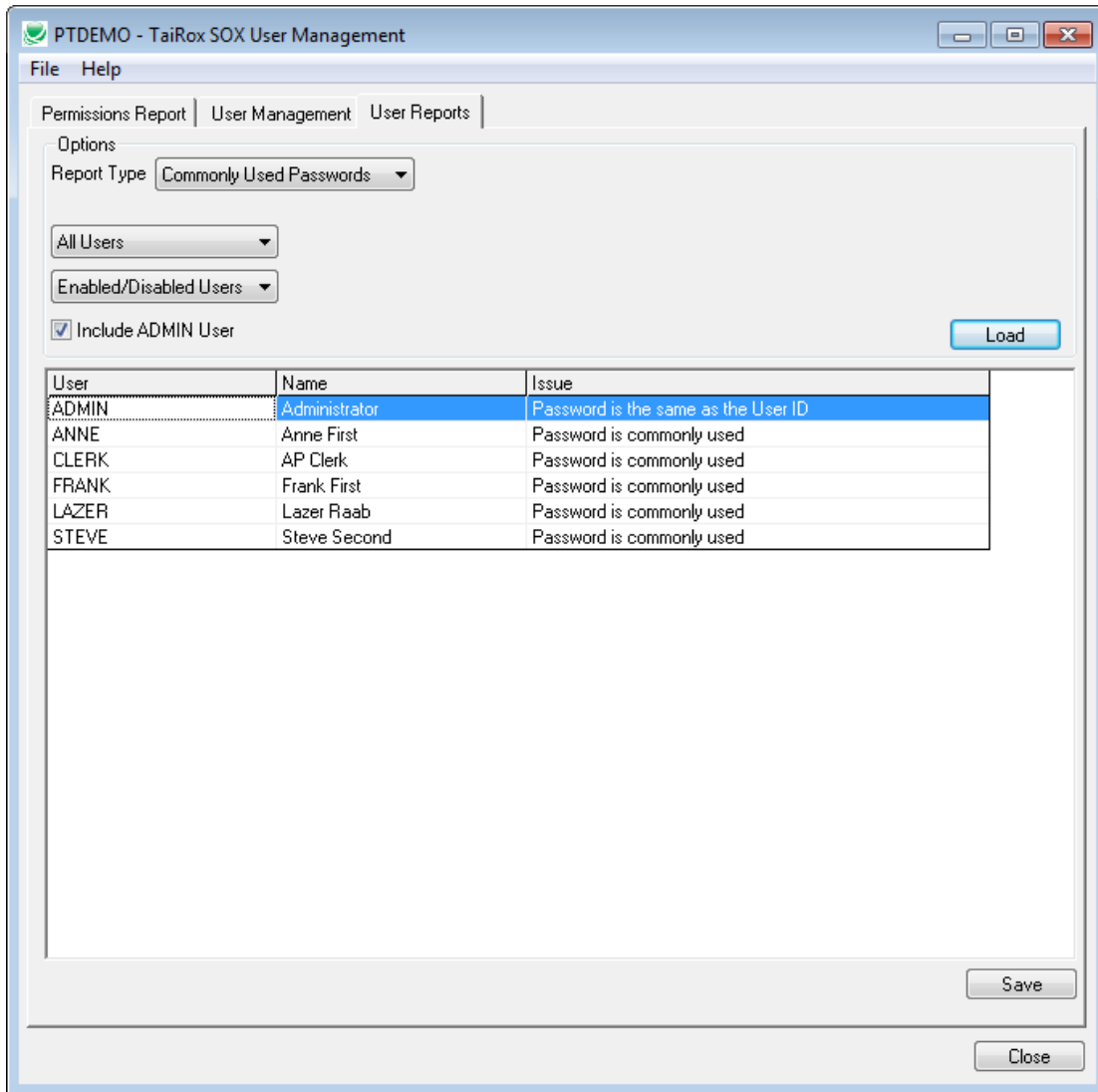
The following information will be displayed:



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Running SOX User Management – User Reports Tab - Commonly Used Passwords

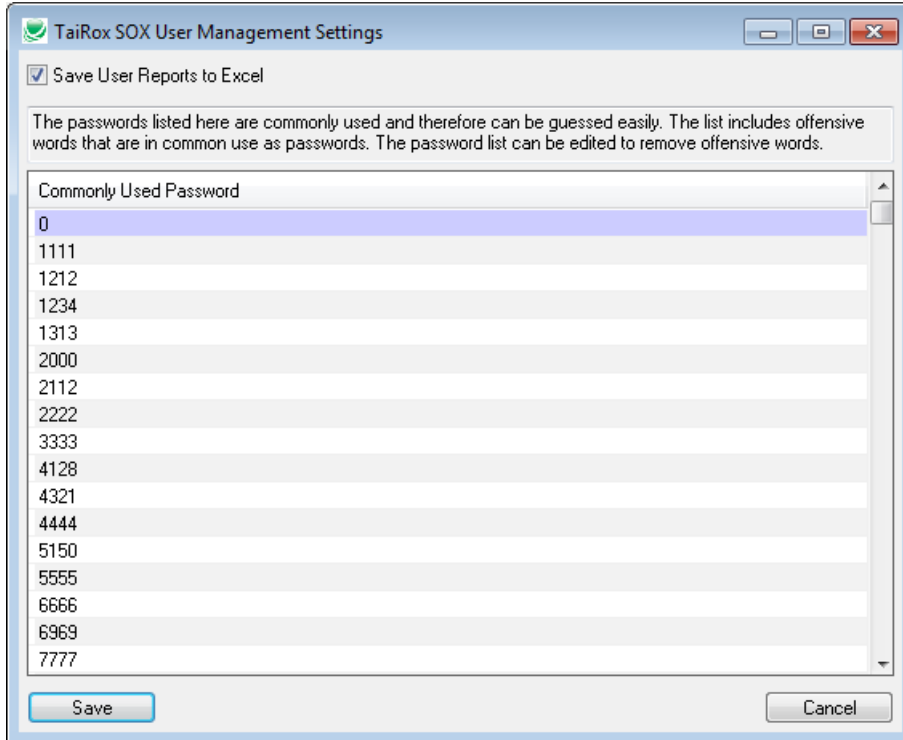
The User, Name and Issue are displayed. In this example the user name and password are the same (ADMIN) or the password is in common use.



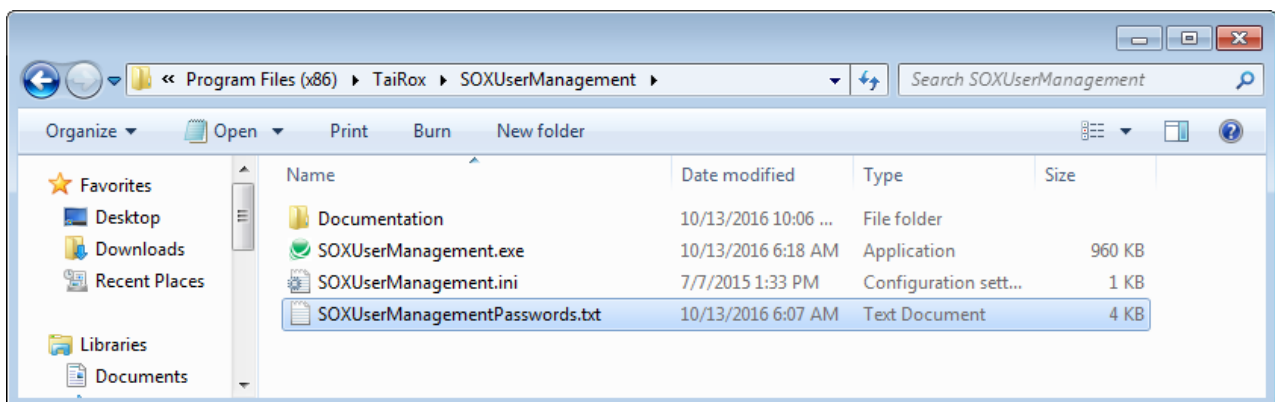
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Running SOX User Management – User Reports Tab - Commonly Used Passwords

The commonly used password list can be seen from the File, Settings menu. The list includes passwords that would not normally be in a "Top 10 Bad Password List", such as ACCPAC, SAGE and ACCOUNTS.



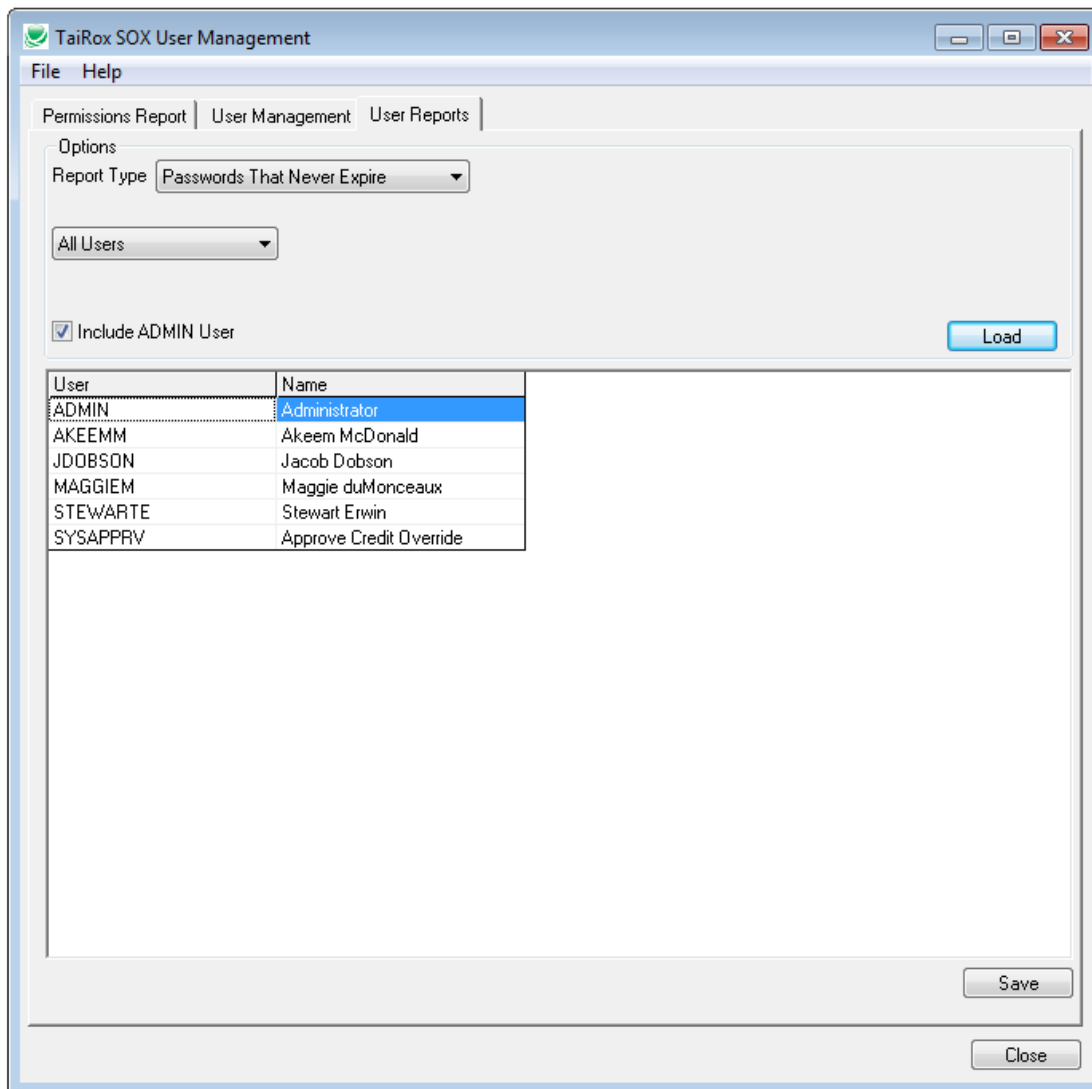
As noted in the above picture, the list includes many vulgar words - because they are commonly used. You may add to the list or delete offensive entries by editing the text file placed where SOX User Management is installed: SOXUserManagementPasswords.txt:



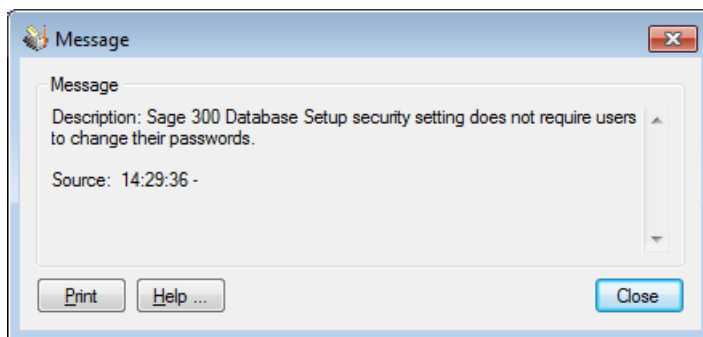
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Running SOX User Management – User Reports Tab - Passwords That Never Expire

The User and Name are displayed.



If Sage 300 security does not require users to change their passwords, this report will be empty and this message will be displayed:



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Appendix A – User Management Tab Variations

Copying user A's setup to user B for all selected companies

Options

Copy User From User To User

For All Companies

Copy Security Permissions
 Copy UI Profiles
 Copy Customization Directories
 Copy Printer Settings
 Copy Desktop Folders, Macros, Reports, and Programs
 Copy Process Flows

Copy

Copying user A's setup to user B for a given company

Options

Copy User From User To User

For One Company Company

Copy Security Permissions
 Copy UI Profiles
 Copy Customization Directories
 Copy Printer Settings
 Copy Desktop Folders, Macros, Reports, and Programs
 Copy Process Flows

Copy

Copying user A's setup from company X to company Y

Options

Copy User to Another Company User

From Company

To Company

Copy Security Permissions
 Copy UI Profiles
 Copy Customization Directories
 Copy Printer Settings
 Copy Desktop Folders, Macros, Reports, and Programs
 Copy Process Flows

Copy

Copying user A's setup from company X to all selected companies

Options

Copy User to Selected Companies User

From Company

To Companies

Copy Security Permissions
 Copy UI Profiles
 Copy Customization Directories
 Copy Printer Settings
 Copy Desktop Folders, Macros, Reports, and Programs
 Copy Process Flows

Copy

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Appendix A – User Management Tab Variations

Copying all users' setup from company X to company Y

Options

Copy All Users to Another Company ▾

From Company: ABC Company Seattle ▾

To Company: ABC Company Vancouver ▾

- Copy Security Permissions
- Copy UI Profiles
- Copy Customization Directories
- Copy Printer Settings
- Copy Desktop Folders, Macros, Reports, and Programs
- Copy Process Flows

Copy

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Appendix A – User Management Tab Variations

Removing user A's setup from all selected companies

Options

Remove User From All Companies ▾ ▲ User 🔍

Remove Security Permissions

Remove UI Profiles

Remove Customization Directories

Remove Printer Settings

Remove Desktop Folders, Macros, Reports, and Programs

Remove Process Flows

Remove

Removing user A's setup from a given company

Options

Remove User From A Company ▾ User 🔍

Company: ABC Company Seattle ▾

Remove Security Permissions

Remove UI Profiles

Remove Customization Directories

Remove Printer Settings

Remove Desktop Folders, Macros, Reports, and Programs

Remove Process Flows

Remove

Removing all users' setup from a given company

Options

Remove All Users From A Company ▾

Company: ABC Company Seattle ▾

Remove Security Permissions

Remove UI Profiles

Remove Customization Directories

Remove Printer Settings

Remove Desktop Folders, Macros, Reports, and Programs

Remove Process Flows

Remove

Removing all users' setup from all selected companies

Options

Remove All Users From All Companies ▾ ▲

Remove Security Permissions

Remove UI Profiles

Remove Customization Directories

Remove Printer Settings

Remove Desktop Folders, Macros, Reports, and Programs

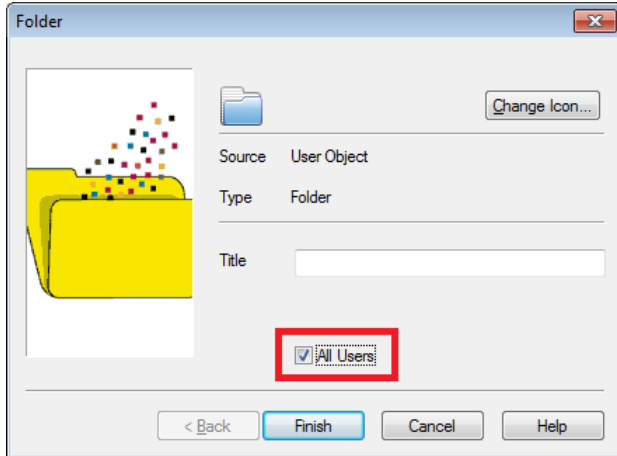
Remove Process Flows

Remove

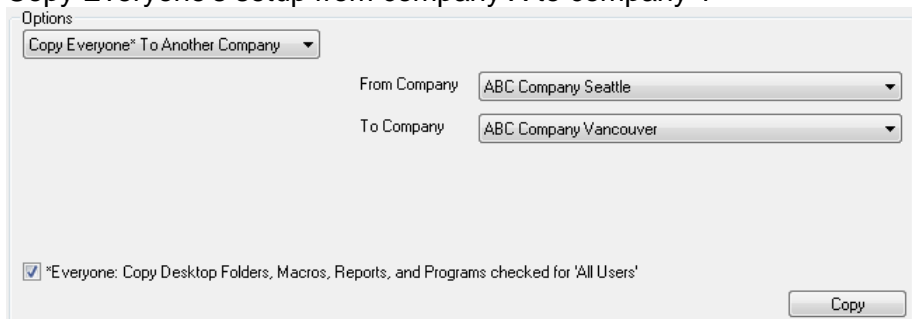
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Appendix A – User Management Tab Variations

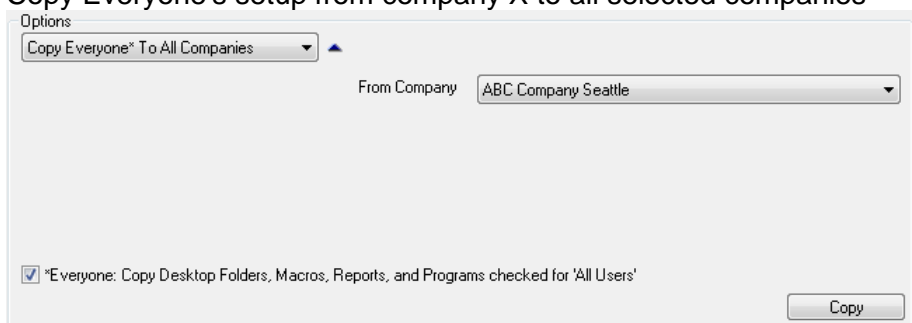
Notation: On this page, **Everyone's setup** means the desktop folders, macros, reports and programs that have the checkbox All Users selected as illustrated below. Implementation consultants may know that these are stored in a pseudo user folder `_EVERYONE`.



Copy Everyone's setup from company X to company Y



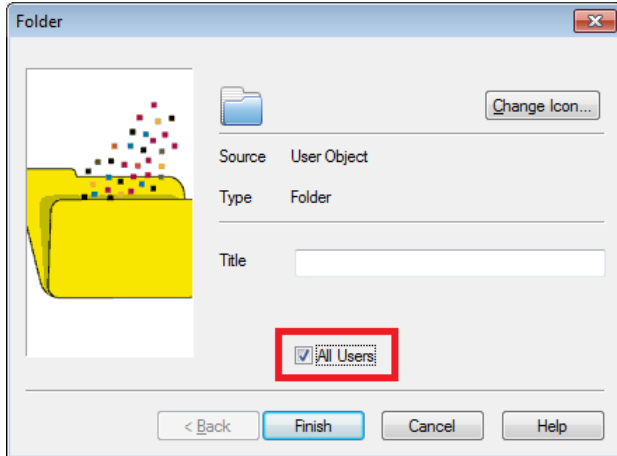
Copy Everyone's setup from company X to all selected companies



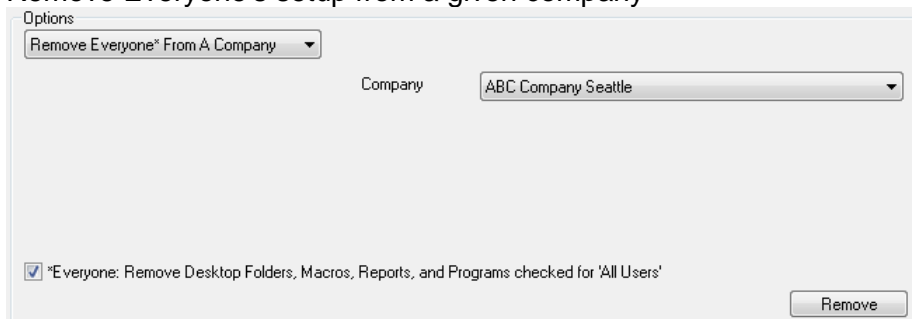
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Appendix A – User Management Tab Variations

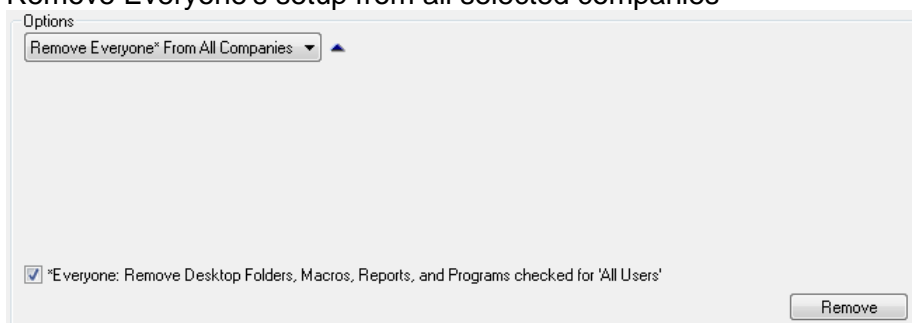
Notation: On this page, **Everyone's setup** means the desktop folders, macros, reports and programs that have the checkbox All Users selected as illustrated below. Implementation consultants may know that these are stored in a pseudo user folder `_EVERYONE`.



Remove Everyone's setup from a given company



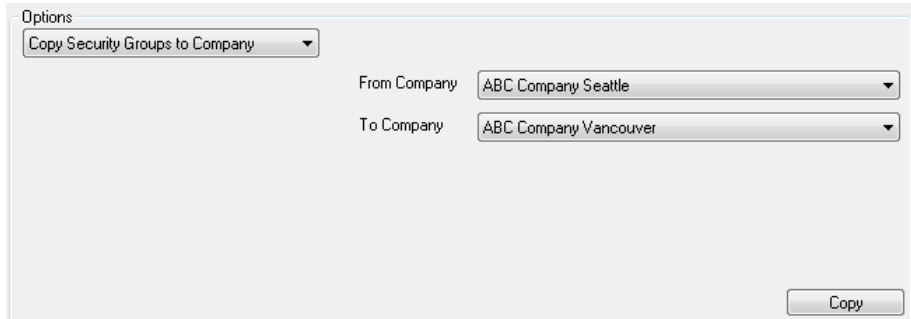
Remove Everyone's setup from all selected companies



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Appendix B – Copying Security Groups

SOX User Management will copy security groups from one company's system database to another's. If the source company system database is different than the target company system database then the security groups are copied from source to target by first removing the security groups from the target company, and then inserting those security groups from the source company system database into the target company system database. Any security groups that exist in the target company system database, but do not exist in the source company system database are not changed in the target company system database, and the result is a super set of both.



If the source company has the same system database as the target company system then it does not make sense to copy the security groups and an error message is displayed:

