

Down To Earth - System Security

Before you begin using Down To Earth, you must define security and assign a unique code to each user. There are two basic types of security in Down To Earth: master security and application-specific security. You must define a master security record before you define security for a specific application on any given Operator ID. To define either master or application specific security, select “Security” from the System Manager Maintenance menu column.



NOTE: If you define only master security for a user, that user will have access to every function in Down To Earth. He will be able to add, change, and delete any data. Don't forget to define application-specific security to customize a Operator or Class for restrictions or special access.

Class or Group security: Within these two types of security, you can define application security for a single user or for a group (class) of users. For example, suppose you have a group of accounting clerks who enter accounts receivable and accounts payable transactions, but you don't want them to be able to print reports or perform maintenance functions. You will first define master and application-specific security for their user class, and then you will define master security for each clerk, specifying that each clerk belongs to that class.

Security setup priority: Any security data that you enter for an individual user takes precedence over the data entered for the user class. For example, if you don't want the majority of users to be able to edit Down To Earth help text, enter **N** at the **Help status** prompt when you define master security for the user class. Enter **E** at this prompt when you define security for any individual user who should be permitted to edit help text.

Security changes taking effect: Security changes for any operator ID in the System Manager application do not take effect until after they exit DTE then log in with that Operator ID.

Sample Security Listing

In the following listing example, The both class codes 100 and 200 have been defined as having no Execute, Add, Change, Delete, or Look access in System Manager (SM) or General Ledger (GL). Within Accounts Payable (AP), the application is accessible, however there is not access to the Miscellaneous menu column (Z*****) but there is Execute, Add, Change, Delete, or Look access for the Checks column (C*****) with a password. No master record is required for Class code security definition.

Operator “User” has a master security record defined for Company 01 and Company 10. The security for Company 01 is associated with the class code 100 for the same

company while complete access to all applications, all menu selections is defined for Company 10 by the absence of a Class code.

Operator "User2" is assigned to class 200 (for company 02) and has no access to any other company.

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DATE: 30-JUN-01                Down To Earth Demo                PAGE: 1
TIME: 15:42                    SECURITY FILE                R_SECU
*****
OPERATOR      COMPANY  TERM  HELP  PRINTER  LOG DATE  USER  CLASS  PASSWORD
                SYSTEM  OPTION  E-A-C-D-L  PASSWORD LOG  CHANGED
*****

#100#          01          DTE_SM  N N N N N      No      N      6/30/2001
#100#          01          DTE_GL  N N N N N      No      N      6/30/2001
#100#          01      AP      C*****  Y Y Y Y Y      Yes     N      6/30/2001
#100#          01      AP      Z*****  N N N N N      No      N      6/30/2001

#200#          02          DTE_SM  N N N N N      No      N      6/30/2001
#200#          02          DTE_GL  N N N N N      No      N      6/30/2001
#200#          02      AP      C*****  Y Y Y Y Y      Yes     N      6/30/2001
#200#          02      AP      Z*****  N N N N N      No      N      6/30/2001

USER          Mstr 01      0      N      0      N      1      0a1  100  No
USER          Mstr 10      0      N      0      N      1      0a1   0  No

USER2         Mstr 02      0      N      0      N      1      0a1  200  No
    
```

Unique Identification Codes

When your system manager defined security, he assigned a unique three-character identification code (unique ID) to each user. These unique IDs are used to determine which transactions are printed on proof lists or posted, and which checks are printed from within Payroll. (Accounts Payable checks are not controlled by the Unique ID code.)

Whenever a transaction is entered, Down To Earth writes the unique ID of the person entering the transaction as part of each record. When you print proof lists or post transactions, Down To Earth compares your unique ID to the unique ID in each record in the transaction file. Only transactions that were entered with your unique ID or with a unique ID whose first character has a greater ASCII decimal value than the first character of your unique ID are included in the proof list or posting. Transactions entered with a unique ID that has the same first character as your unique ID (equal ASCII decimal value) are not included in the proof list or posted. See the information following for more details re the privileges and options of this code.

If you are the department or system manager and you want the accounting clerks to post and print invoices only for their own transactions, assign them unique IDs that begin with the same first character. If you want their manager to be able to post all transactions, assign him a unique ID that begins with a character that has a lower ASCII decimal value than the accounting clerks' unique IDs. (Lower ASCII values mean more privileges.) See the System

Manager Appendix: ASCII Decimal Table for a listing of characters and their corresponding ASCII value.

For example, you have four operator IDs with the unique IDs of **000**, **100**, **111**, and **200**. When accessing, proofing or posting transactions identified by unique IDs,

- The operator with the unique ID of **200** will see only their own transactions. The ASCII value of the first position of the unique ID has the highest value (050) and the lowest priority of the three.
- The operator ID with the unique ID of **100** will see their own transactions plus those transactions entered by the unique ID **200**, but not those belonging to **111**. The ASCII value of the first position of unique ID 100 is 049 which has priority for that value within the unique ID and any higher ASCII value.
- The operator ID with the unique ID of **111** will see their own transactions, those entered by the unique ID **200** but not the transactions entered by **100**. Even though the value of the first position of the unique ID is the same priority as 100, the actual unique ID is not the same. Therefore the transactions entered by unique ID 100 cannot be seen by unique ID 111.
- The operator ID with the unique ID of **000** will see transactions entered by all the operators in the example. The ASCII value of 048 gives the highest priority.



NOTE: If a manager views or accesses a transaction that was entered by a different operator, the manager's unique ID is written back to the record. Thereafter, that transaction can only be accessed, printed, or posted by the manager. If the manager needs to verify the transaction but the transaction unique ID should remain the original operator's, the manager must access the transaction logged into Down To Earth under the original operator's ID.

ASCII decimal values

032	(blank)	058	:	084	T	111	n
033	!	059	;	085	U	112	o
034	"	060	<	086	V	113	p
035	#	061	=	087	W	114	q
036	\$	062	>	088	X	115	r
037	%	063	?	090	Y	116	s
038	&	064	@	091	Z	117	t
039	'	065	A	092	[118	u
040	(066	B	093	\	119	v
041)	067	C	094]	120	w
042	*	068	D	095	^	121	x
043	+	069	E	096	_	122	y
044	,	070	F	097	`	123	z
045	-	071	G	098	a	124	{
046	.	072	H	099	b	125	
047	/	073	I	100	c	126	}
048	0	074	J	101	d	127	~
049	1	075	K	102	e		
050	2	076	L	103	f		
051	3	077	M	104	g		
052	4	078	N	105	h		
053	5	079	O	106	i		
054	6	080	P	107	j		
055	7	081	Q	108	k		
056	8	082	R	109	l		
057	9	083	S	110	m		