XYNTAX

Manuals

Product Documentation

System Security

Setup/Edit Available Systems

This program will allow the user to set up available system codes and their descriptions. By setting up a special system code you can restrict individuals from using certain programs. These user defined codes also allow direct access to specific programs without going through menus.

Setup/Edit Authorized Users

This program will allow you to setup or edit operators and systems they will have access to. This is also where you will allocate access to printers and setup department restrictions.

Setup New Authorized User

Type in the operator code, must be capitalized.

Operator's Name - Enter the operator's given and surname.

Access Password - Type the password, may be up to eight alphanumerical characters and must be capitalized, this will be the password which will be entered in the initial login. If you are editing a user this password will appear in symbols and numbers (2$#3@9&) until you specify to view filed # 2. The password will then appear in normal characters.

System login - This is the initial login to access the server.

Allowable Systems - When creating a new operator you will have to set up the systems they will be able to access. These systems are defined in SY # 1 Setup/Edit Available Systems. In the code field type codes for the systems the operator will have access to. Such as AP for accounts payable, press <Enter>.

The menu will now be displayed all fields will be highlighted if then you decide the operator cannot have access to all programs within this menu. Enter the number and then it will no longer be highlighted. The operator will not have access to the fields which are not highlighted Press F4 when finished with this menu. Repeat these steps until all systems are setup for this user. If you choose to delete an allowable system re-type the code and choose (Y) or (N) to delete the allowable system for this operator.

Allowable Companies - You will define which companies the operator can access. If they will have access to all companies do not enter anything into this screen. Press F4. If they will have access to particular companies only, choose if the company is Payroll (P) or Accounting (A). Then enter the company number. Do this until they are setup with all companies they will have access to. Press F4.

Selected Printers - In this field you will choose the printers in which the operator may use to print.

After the printers are chosen the main screen will again be displayed. There are several other fields that can be chosen to setup the operators restrictions.

Specific User Limits - In this field you can set up the dollar limits of P.O and cheque requisitions, if they are permitted to go over budget and by what amounts, the maximum amount of purchase orders they can create, and if the inter-messaging system is enabled.

Band Membership Restrictions - You can setup restrictions, where the operator will only have access to certain bands.

Payroll Department Restrictions - In this field set up restrictions to particular payroll departments within payroll companies.

Profit Center Restrictions - In this field you can setup restrictions to profit centers within companies.

Default Printer - Enter the printer which will be the default printer for the specific operator.

Related Documents
Setup/Edit Available Systems (SY 1)

Setup/Edit Unix System Users

This program will switch you into a system console, where you will be able to work with the initial login for users of the system. To work with this program you will need the administration password.

Once in the system you can add, edit or delete unix system users. This program does not affect security settings for Xyntax itself, that is completed in Setup/Edit Authorized Users (SY # 2). Setting up this field will allow the operator to login into Xyntax.

Related Documents
Setup/Edit Authorized Users (SY 2)

Check User/Terminal Status

This program is used to view which users are logged on to what programs, the date, and what terminal they have logged onto.

Setup Budget Override Parameters

In this program the operator is able to setup specific budget override parameters. It allows passwords to be set for BUDGET overrides during input of invoices. The system will automatically check GL History and amount entered to determine if :

- There is a budget amount for this G/L Code and
- What level of authority is required for the amount to be entered (without increasing the budget amount in the GL) There are three levels of authority.

E.g. Jane has level 1 authority she can authorize $50.00 over budget, Bill has level 2 authority he can authorize $100.00, and Shannon has level 3 authority she can authorize $5000.00.

Budget Override Reporting

This program will produce a short report on budget overrides based upon the parameters which were setup in Security # 7, Setup Budget Override Parameters. This report displays the user, date, and in what program they authorized the budget override.

Print Activity Log

In this program you can view the activities of operators within specified dates.   This will allow viewing of the access time, company and programs accessed, operator code, name of operator, and the login, and terminal they had logged in with.

- Choose your start and end dates for the activity information to view
- Select which company
- Enter which operator or press <Enter> to view all
- Choose a program (AP,GL) or press <Enter> to select all

Display Logged in Time On/Off

This program gives the operator a choice of displaying the amount of time they have been logged on to Xyntax. Information given is the time, and date of login/ logout. Then the total amount of hours/minutes of the session. To use this function set the field to (Y) Yes, if you do not want this to appear each time operators logout set this field to (N) No.

Monthly Time Log

- This program allows you to view amount of time operators are using the system. There are three options available; by company usage, by operator, or by login. This report log will give amounts of time in specific programs, what dates they acessed them, and the time the program was accessed.

Month End Update

This program is where you will clear out the months time log. Simply choose (Y) to clear.

Display Tape Backup Results

In this program you are able to view the status of the backup log. **Results displayed are as follows :**

- The backup file which was created.
- Whether the backup was successful or unsuccessful.
- If the local backup script was completed, and the date

There is also an option to click on the a link to bring you to the full results of the local backup log. It is important that the local backup log is checked to see if it was successful. Also, it is recommended the tape or dvd be replaced daily and kept off site in a secure area (safe, bank deposit box). In case of flooding, fire, sabotage, etc.

Report Income Verification

This program allows you to print a report of any verifications requested in a period of time, and the operator that made this request.

Choose the band member for whom you want to search for any income verifications requested. Then, displayed will be the number of verifications found, and the dates requested.

This report will also show you the operator who preformed the income verification and out of which program, and the dates they searched for income. If the verification has been requested though Social Services it will also show the B&D number where they had requested this information from. The report will also display where the report was printed, terminal, PS (slave printer) etc.

Display A/P Cheque Printing Log

This security program shows the activity for each cheque run. It provides a auditing record to determine which cheques were processed, if the batch was reprinted, if the batch was accepted and other information collected in Accounts Payable # 21.

The print cheque options which were selected by the operator:

Print cheques by	Cash Req Type
Reprints ?	Printer Used
Individual cheques ?	Cheques Dated
Switch direct deposit ?	Bank GL Cash Req
Special Cash ?	Bank GL selected

Results recorded while processing :

- Assigned cheque numbers,
- Assigned D/D numbers
- Cheques printed from
- Cheque print accepted
- Updated to GL from
- CD number assigned
- Log closed by

Results indicate the following:

Assigned Cheque Numbers - shows numbers assigned to cheques during this cheque run.

Assigned D/D Numbers - same as for cheques.

Cheques Printed From - shows first number to be printed To -updated each completed cheque.

Cheque Print Accepted - shows if operator chose (Y) or (N) for job completed sucessfully.

Updated to GL From - shows first number to update from - updated each successfully completed cheque

CD number assigned - recorded after all GL postings are completed

Log closed by next job - blank for successful print job - shows time that next job started in this bank GL

The log stops recording results at any point where the operator exits the program, in cases of power outages or just turning off the machine. The next cheque print started in this GL bank account will update the 'Log closed' section with the date and time the next job was run. If the entry in the 'To' section is blank or less than the 'From' then the print job was interrupted at that point.

A complete successful cheque run should have the same set of numbers assigned, printed and updated, with a CD number at the bottom and no entry in the 'Log closed' line.

On a reprint, cheque numbers are usually already assigned so will probably be blank. 'Cheques printed from' may be different than the original if a 'Last Good Cheque Printed' was entered. The update will still show all the cheques in the batch. A successful update shows the CD number.

This log is meant to track cheque numbers processed. It can be used to determine if an operator printed more than one copy of a cheque. It does not track duplications caused by hardware errors (ie paper jams) where the printer reprints the last cheques in memory. It is not meant as a audit trail, only as a record of the processing of cheque forms.