

Article # 1213

Technical Note: Effectively Utilizing AM7 Security Features

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AccountMate 7.1 for SQL and Express

Module(s) Affected: SM

Posting Date: 07/26/2006

DESCRIPTION

AccountMate 7.1 provides tight security features to address growing concerns of fraud. Understanding these security features enables you to effectively utilize them. This document discusses the security features available in the system. Once you become familiar with these features, you can then design your own security procedures by mixing and matching the available features for improved security and privacy.

SOLUTION

Below is a list of the security features in AccountMate 7.1:

1. Group/User Access Rights

It is always prudent to set up the appropriate Group and User access rights to ensure that sensitive information does not fall in the wrong hands. Information leakage may cost the company thousand of dollars; it could even cost the company its very existence.

For greater administrative control over sensitive data, you can do the following:

- a. Define Group and User access rights to functions and features
- b. Restrict user logins by day and time
- c. Disallow multiple logins per User
- d. Lock out a User account(s)
- e. Disable a User account(s)

You can use any of the following functions to review the security settings you have set up:

1. View Function Access Rights
2. View Extended rights
3. Function Access Rights Listing
4. Extended Rights Listing
5. Locked-out user Listing

You will find these features in the AccountMate Administrator Program -> Setup menu -> Security function. Access the Online Help and the Electronic Manual for detailed discussions on these features.

2. Password Policy

After you have defined the appropriate access rights, it is equally important to assure that these access rights are not violated. This is where the password comes into play. It is important to develop a strict password policy so that passwords cannot be easily deciphered. AccountMate supports secure password policy for Sarbanes-Oxley compliance.

a. Password complexity

AccountMate provides a number of options that you can use to define the parameters for your password structure. You can set up the following parameters to facilitate complex user passwords:

- 1) Minimum password length
- 2) Minimum number of letters
- 3) Minimum number of lower-case letters
- 4) Minimum number of digits
- 5) Minimum number of punctuation and other characters
- 6) Cannot be the same as the User Name
- 7) Cannot contain the User Name
- 8) Cannot be the same as the User Full Name

b. Password expiration

c. Disallow reuse of old password

d. Lockout user after a defined number of failed login attempts

e. Require password change during next login

f. Disallow changing of passwords

You can set up the preceding parameters in the AccountMate Administrator program -> Setup Menu -> Security -> Password Policy feature. The Online Help and Electronic Manual contain detailed discussions of these features.

3. Others

Aside from administrative control over Group and User access rights and password policy, additional security features are available on both the transaction and maintenance levels. These security features include the following:

a. Credit card encryption

The customers' credit card numbers are encrypted before they are saved in the database and decrypted before they are displayed on the AccountMate screen. This helps to protect your customers from unauthorized and fraudulent use of their credit card information.

b. User definable mask for printing Social Security Number (SSN)

You can mask the SSN printed on check stubs. This helps to protect your employees from unauthorized and fraudulent use of their SSN information.

c. Positive Pay file generation for fraud protection

You can transmit to banks a positive pay file and arrange with your bank to honor only those checks listed in the positive pay file. This feature helps to

protect your company against check fraud and improves cash management due to a security-enhanced environment.

The Online Help and the Electronic Manual house detailed discussions of these other features.

AccountMate 7.1 has powerful security settings. These security features are ready for your use; thus, we highly recommend that you examine each of these features and find ways to make use of these features in ways that can be of the best benefit to your organization.

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