



# Batch Security User Manual

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## Installation Guide

### Required programs

SQL Server Enterprise Manager

Dynamics GP 9, 10, 2010, or 2013

**Note:** SmartList filter functionality is not supported in GP 9.

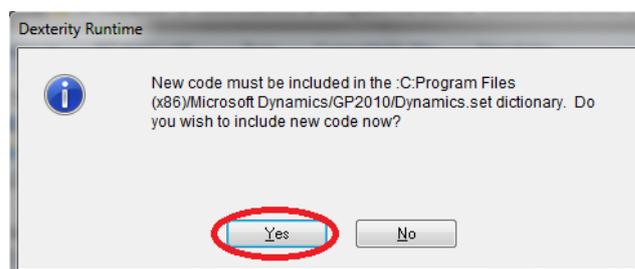
### How to install

Extract the contents of the zip file.

Copy the .CNK file to your Dynamics GP directory.

Run your copy of Dynamics GP.

When Dynamics GP prompts you that there is new code and asks you if you wish to use it, Click on the yes button.



## Setup Guide

### Table Setup

Log into Dynamics GP with the following username details:

**Username:** sa

**Password:** <supply your SQL System Administrator password>

**Tip:** You can also use DYNOSA

Select a company and log in.

This process creates the tables needed for Batch Security, and will need to be done once for each company database.

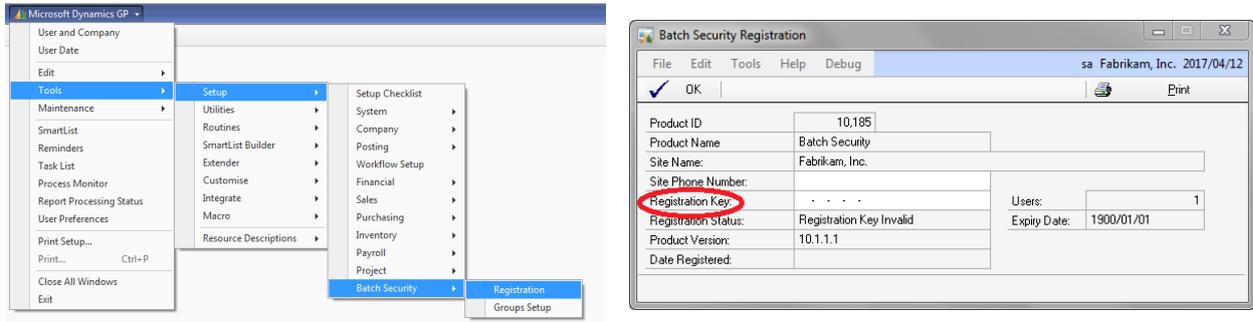
Close Dynamics GP once you have logged into each of your companies.

Open SQL Server Enterprise manager and open Grant.sql from the SQL/Utils subfolder of your Dynamics GP directory.

In turn, select each of the company databases, and execute Grant.sql. This will also need to be done against your DYNAMICS database. (or appropriate system database, which may not be named DYNAMICS if you are using Dynamics GP 2013)

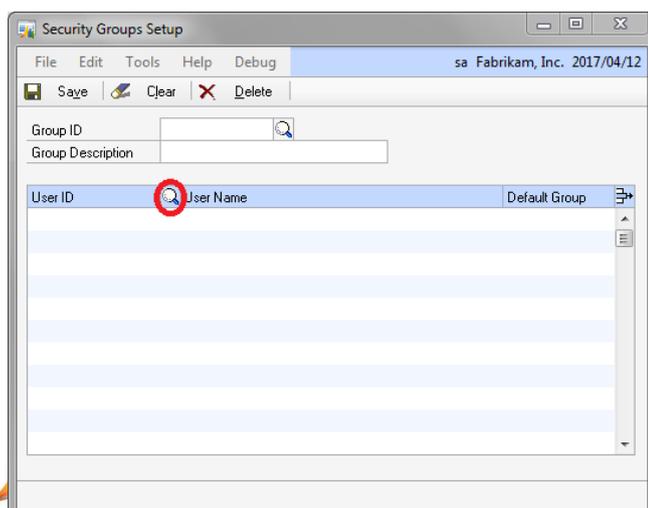
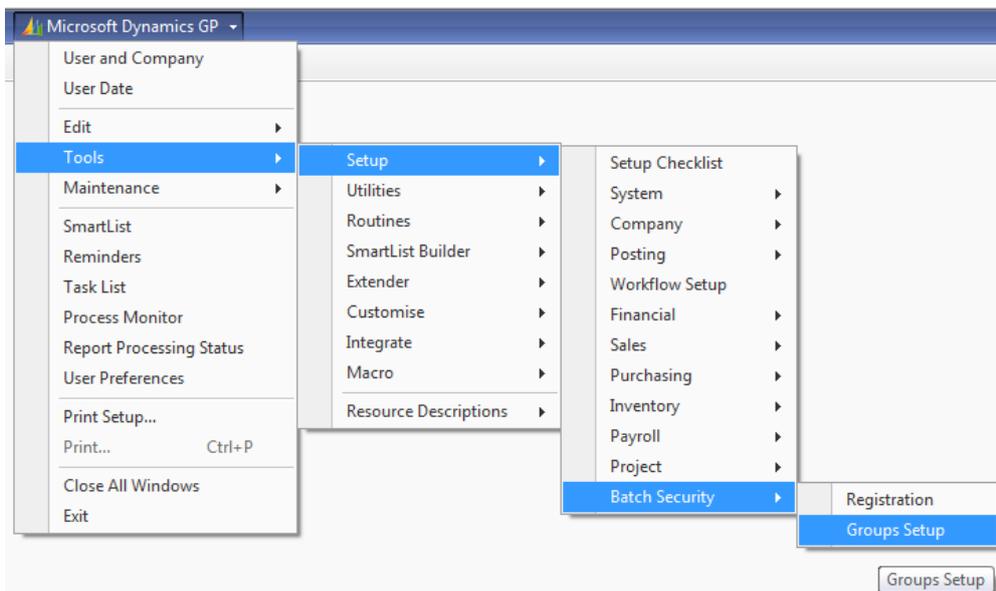
Then log in as 'sa' again and browse to "Microsoft Dynamics GP/Tools/Setup/Batch Security/Registration".

Enter your registration key. (You may skip this step if you are trying out the demo version on your TWO test database)



## Group Setup

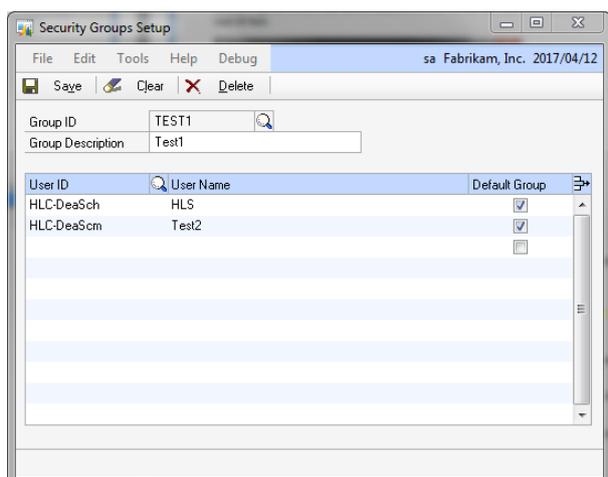
To set up a group, login as sa and go to Microsoft Dynamics GP/Tools/Setup/Batch Security/Group Setup.



To add a group, enter a Group ID. The Group ID is limited to 5 characters, and will be prefixed to the Batch Numbers of batches created by users belonging to the group.

Enter a description for the group, this can contain any characters, but can only be 30 characters long.

To add users to the group, click on the magnifying glass next to the User ID header, and add users by



selecting them. Only 1 user can be selected at a time.

After selecting a User press the TAB key on your keyboard to go to the next line, otherwise the user will be overwritten every time a new user is selected.

## Restrictions

A user can be added to multiple groups, but only 1 group can be a user's Default Group, which will dictate the prefix appended to the Batch Numbers generated by the user.

This Default Group ID for a user can be chosen by checking the default group checkbox in the group setup page, next to the User ID in question.

A user with less than 6 characters in their User ID will not have prefixing done to their batches, and will be exempt from Batch Security.

Users can only see batches and transactions created by users that belong to their groups, users in multiple groups can see all records belonging to their groups.

Any user that is part of the group called ADMIN can see all batches and transactions, but will still have prefixes applied to their Batch Numbers.

Any user who does not belong to a group will have "NOGRP" added to their batch numbers, all batches created by users of the NOGRP group will be able to be seen by all users.

Batches created by "sa" can't be seen by other users, unless "sa" belongs to one of their groups.

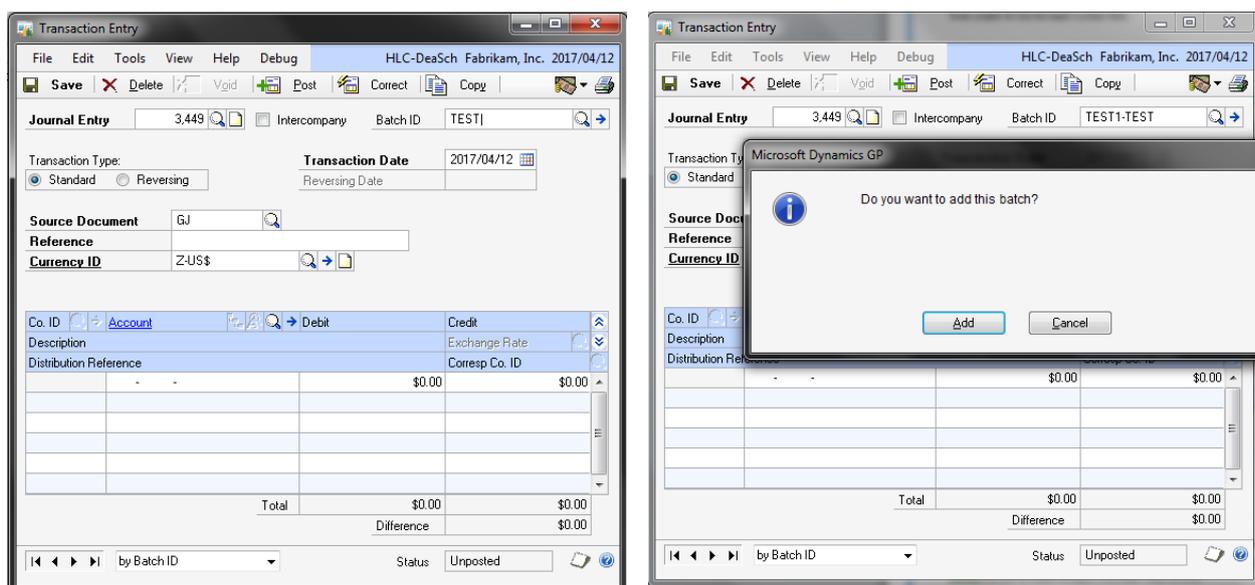
**Tip:** User Group information is loaded on GP startup, so any changes made to User Groups will only take effect upon restarting GP.

**WARNING:** Batches created before this product is installed will not work with this product and will only be able to be seen by a user with global access (ADMIN group) and by "sa".

## Using the Product

### Transaction Entry Screens

Enter a batch ID into the batch number field. Press TAB on your keyboard or click on another field and the batch will be prefixed with User's Group ID. Standard GP will prompt the user to create the batch if the batch does not exist. If the batch does exist, but belongs to a different Group, the User will be prevented from loading the batch.

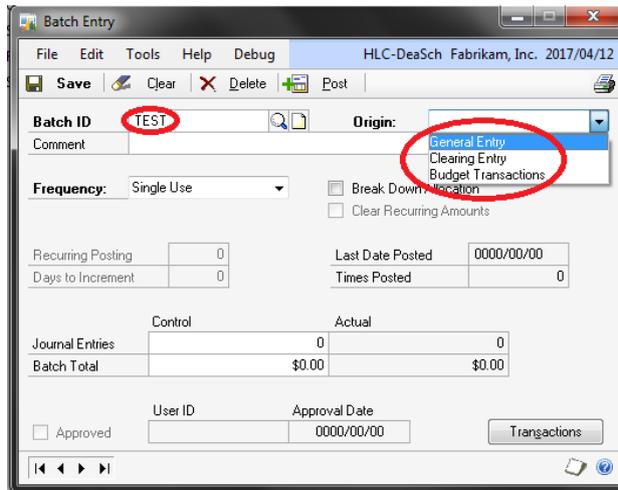


If you are loading an existing record using the lookup window, the lookup window will only display batches to which the user has access, unless the user is part of the "ADMIN" group.

This procedure applies to the following screens:

- SOP Sales Transaction Entry
- RM Transaction Entry
- GL Journal Entry
- PM Transaction Entry
- POP Receivings Transaction Entry
- POP Returns Transaction Entry

## Batch Entry Screens



The screenshot shows the 'Batch Entry' window with the following details:

- Batch ID:** TEST
- Origin:** General Entry (selected from a dropdown menu)
- Frequency:** Single Use
- Recurring Posting:** 0
- Days to Increment:** 0
- Last Date Posted:** 0000/00/00
- Times Posted:** 0
- Journal Entries Table:**

	Control	Actual
Journal Entries	0	0
Batch Total	\$0.00	\$0.00
- Approval:** User ID and Approval Date (0000/00/00) fields are present.

Type the batch number into the batch number field and then select the origin of the batch.

If the batch already exists, and the user has access to it, the batch will be loaded.

If the batch does not exist, the Batch Number will be prefixed with the User's default Group ID.

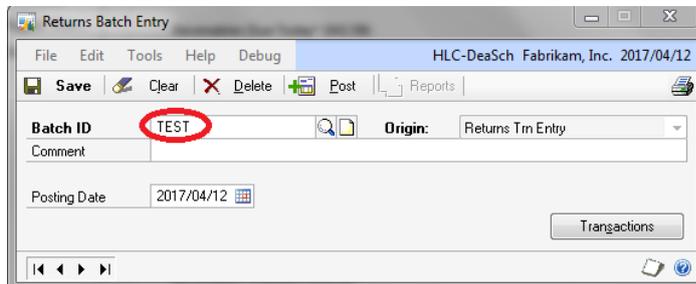
If you are loading an existing batch using the lookup window, only batches to which the user has access will be displayed.

This procedure applies to the following batch entry screens:

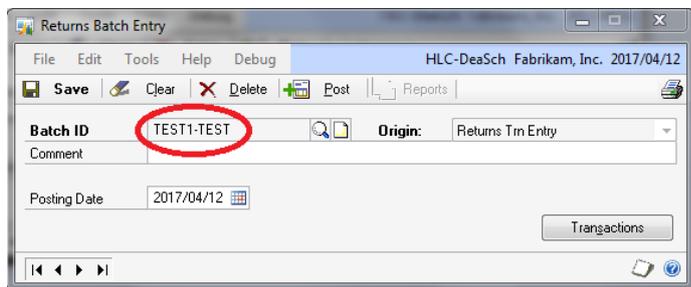
- SOP Sales Batches
- RM Receivables Batches
- GL Batches
- PM Batches
- POP Purchasing Batches

## POP Returns Batch Entry

Enter the batch number in the batch number field. If the batch exists and the user has access to the batch, then the batch will open.



If the batch does not exist, the Batch Number will be prefixed with the user's default Group ID.



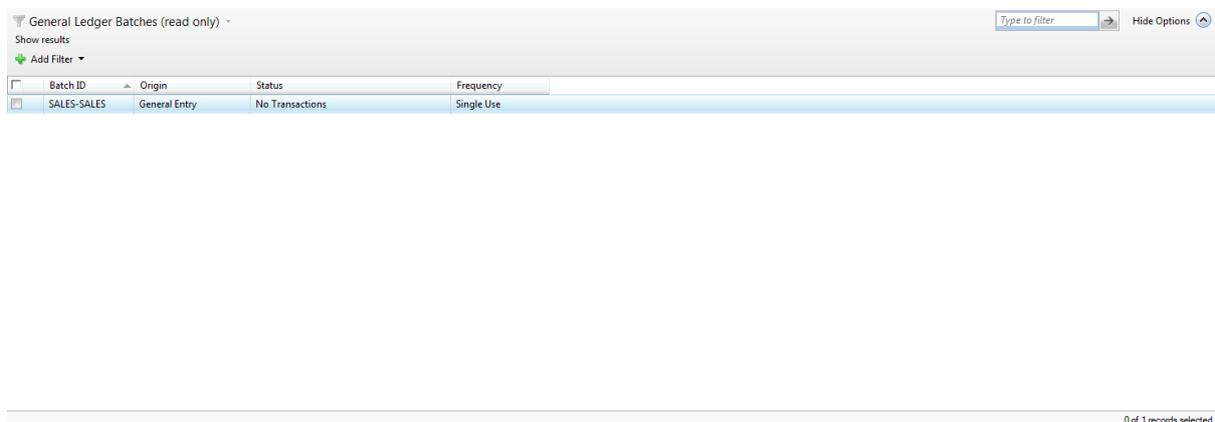
When using the lookup window, only batches to which the user has access will be visible.

## Smartlist Batches

To see batches using the smartlist, select the financial button at the bottom left of the screen or press CTRL + 2.

Then click on General Ledger Batches.

In here, all General Ledger batches can be seen; Batch Security is also applied here.



Batch ID	Origin	Status	Frequency
SALES-SALES	General Entry	No Transactions	Single Use

0 of 1 records selected.



## Contact Us

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