



KTL Payroll Security



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Purpose

Apply user access rules to payroll windows and reports. Instruct in the installation and configuration of the KTL Payroll Security product.

Dictionary Information

Product ID: 4321

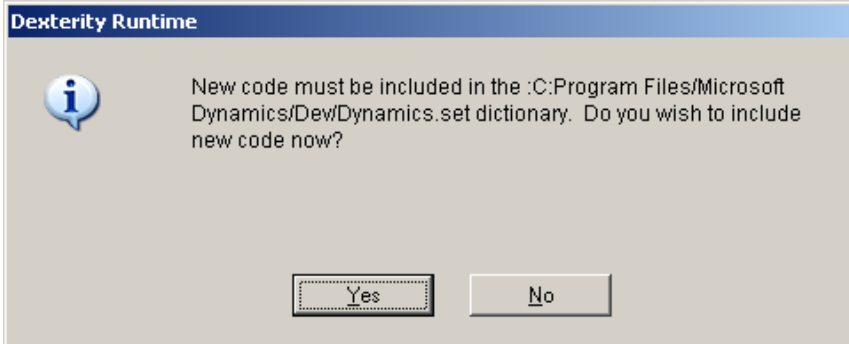
Forms Dictionary: KTL4321F.DIC

Reports Dictionary: KTL4321R.DIC

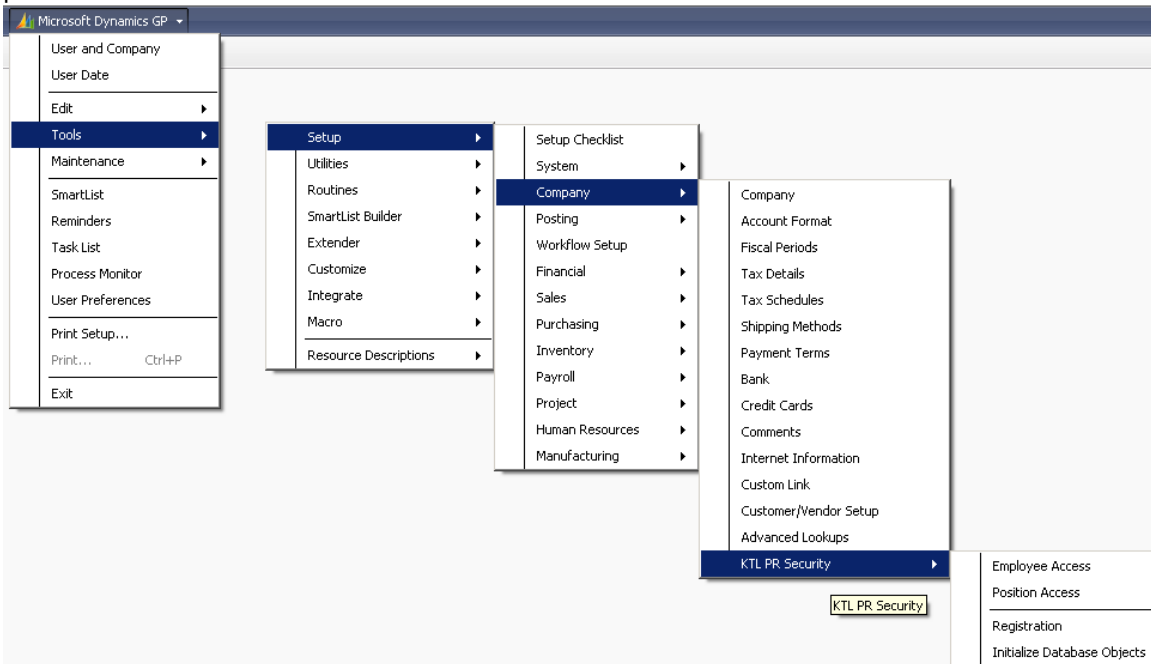
Installation

Please follow the following steps to install KTL Payroll Security on the Great Plains client machine.

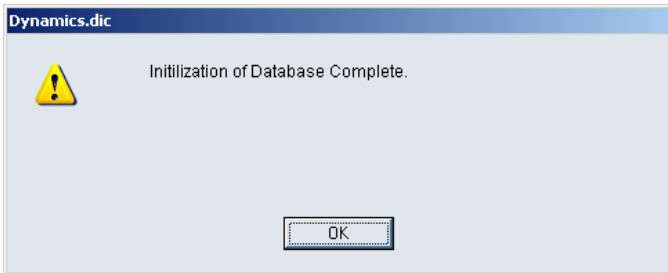
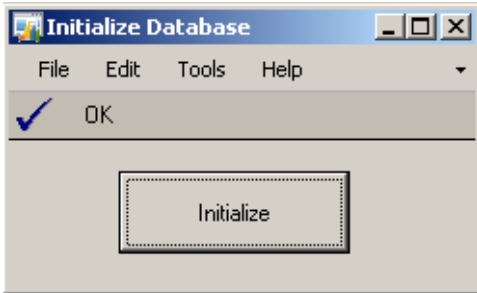
1. Copy the chunk file to your Great Plains directory
2. Launch Great Plains and “select yes” to include new code



3. Log into a company as 'sa'
4. Use the KTL Payroll Security menu under setup\company to create the database tables and procedures needed.



5. Select Initialize Database Objects
6. Press the Initialize button and wait for the prompt that the procedure has completed.

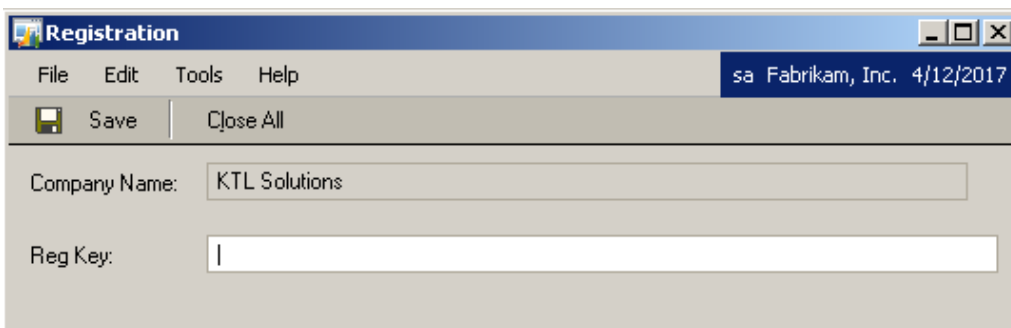


Repeat Steps 4 through 6 for each company database that will use KTL Payroll Security.

Registration

KTL Payroll security requires a registration key in order to function properly. You should have received this key in an email from KTL Solutions.

1. Use the KTL Payroll Security menu shown earlier to bring up the Registration window
2. The Registration window will appear and allow entry of the registration key



7. The Registration key should have been sent to you via email.
8. Enter the registration key and press Save and Close the window.

This is a one time only step and registers the product across all companies.

Department or Division Setup (With HR)

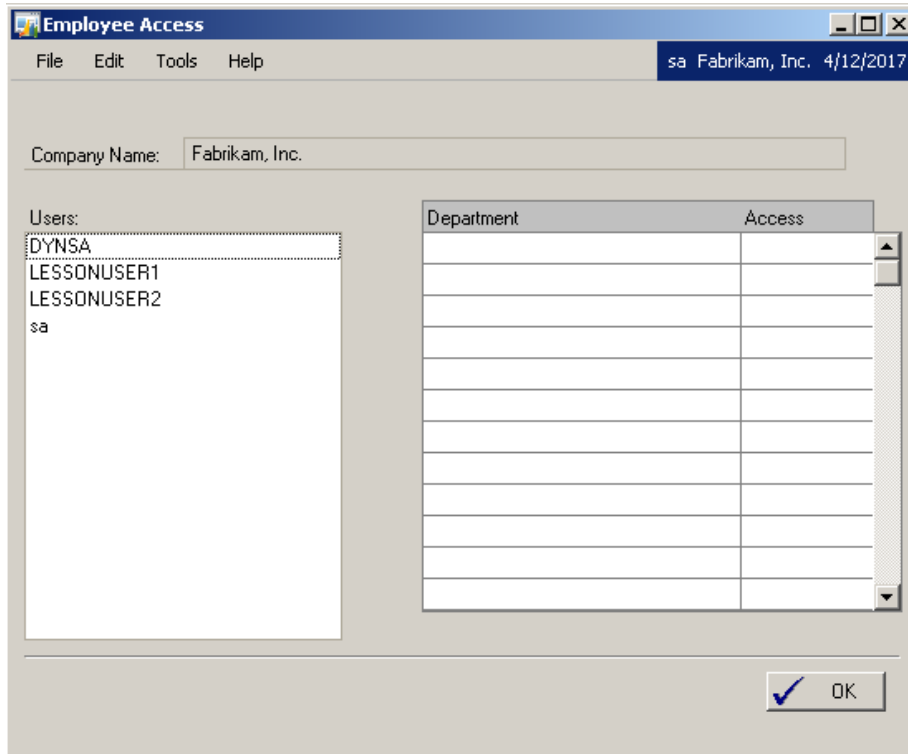
Payroll Security follows the same security rules as setup in your HR Preferences. If you have already set up your HR security that security should now also impact the payroll screens and reports discussed latter in this document.

1. Go to Setup->System->HR Preferences
2. Verify or select the Employee Filters, Department or Division
3. Click on the expansion button of the Department or Division
4. The Employee Filter Departments or Divisions window will open
5. Verify or click on the User.
6. Verify, check to give access or uncheck to deny access for each Department or Division
These security settings can be changed when necessary.

Department Setup (Without HR)

Note: Divisions are a part of HR; therefore without HR only department access may be restricted.

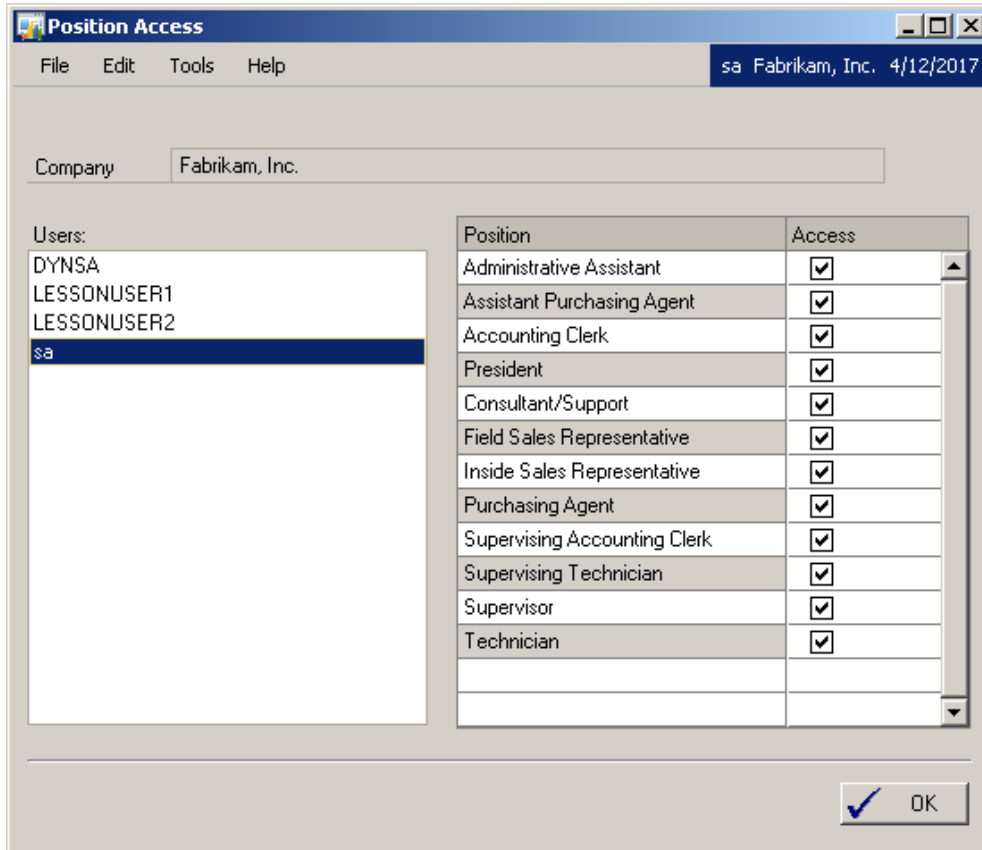
1. Using the KTL Payroll Security menu shown earlier open the Employee Access screen.
2. You may now adjust user security to payroll forms and reports using the Employee Access window.



Position Setup

The position access portion of KTL payroll security is limited to only a few windows. They are the Employee maintenance window and the Employee pay code window.

1. Using the KTL Payroll Security menu shown earlier open the Position Access screen.
2. You may now adjust user security to payroll forms and reports using the Position Access window.



Security Setup

KTL Payroll Security requires two different sets of security tasks be created in order for the addon to function properly and allow administrators to access the setup screens. Due to the workings of the addon GP may not allow normal users to log in without this security setup.

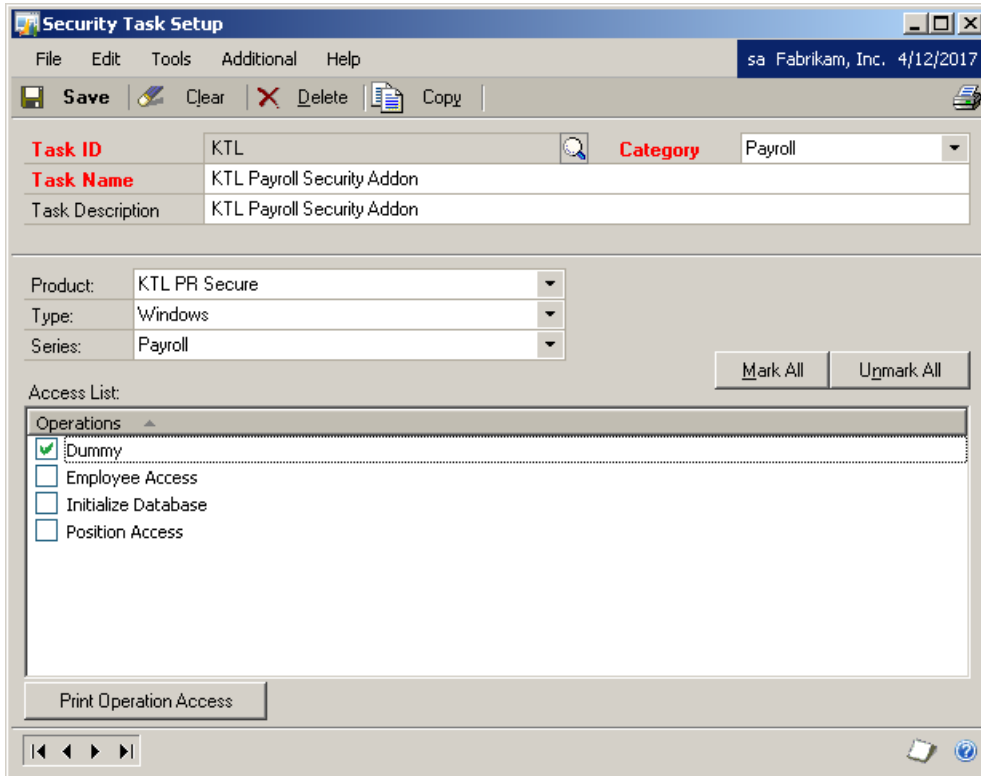
1. Security For All Users

This security setting is to allow all users to the menu options created by Payroll Security and to allow all users access to the processing “dummy” windows used behind the scenes by the addon.

First we must create a new security task by selecting the Microsoft Dynamics menu\Tools\Setup\System\Security Tasks

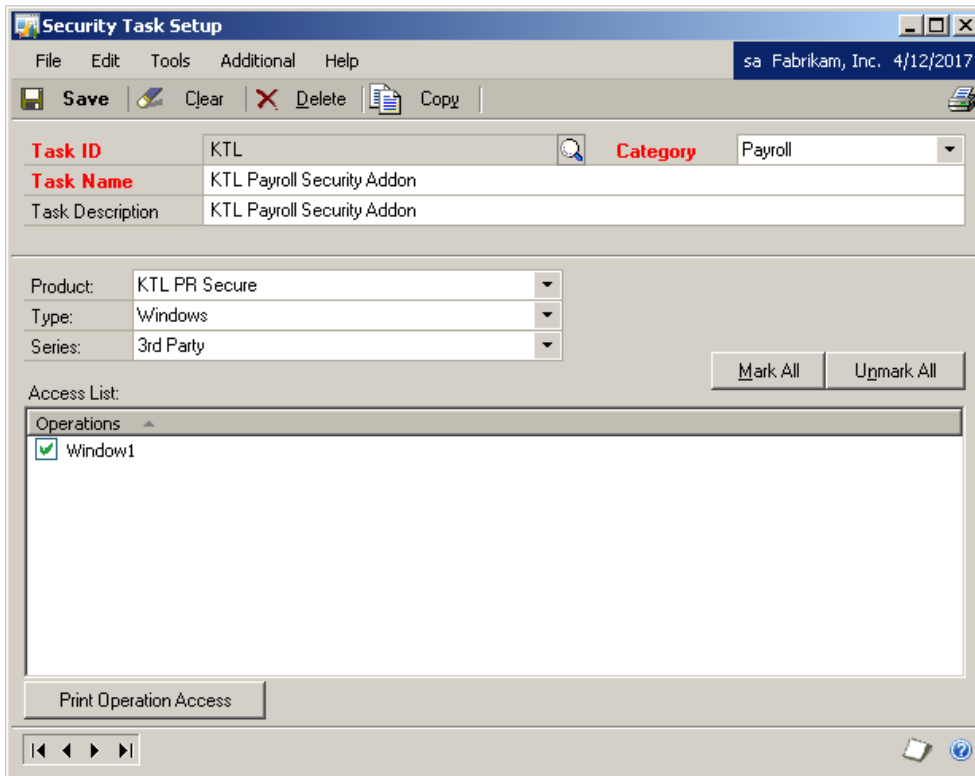
Next create a new security task in the category of Payroll. You can name this task anything you wish, but it is recommended that it be significant to the access it will grant.

The first window to grant access to is the Dummy window under KTL PR Secure, Windows, and Payroll. (See picture below)



Next we grant access to the Window1 window under KTL PR Secure, Windows, and 3rd Party. (See picture below).

Now that we have checked both these windows as accessible to this security task press save. Next using the Security Roles screen add the security task to one or more security roles used in your system so that all users that login will have access to these screens.



1. Security For Administrators

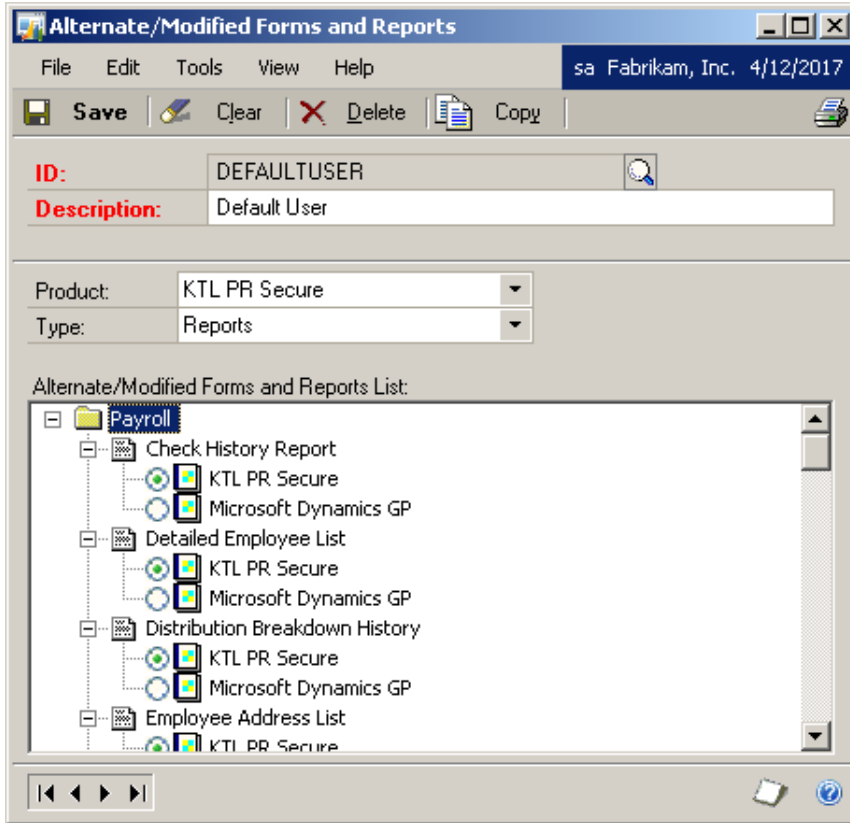
Security must also be setup to allow Administrators access to the screens that control the security setup and registration for Payroll Security. To do this you can simply use the sa account or a user setup to be a Power User.

Report Setup

Many payroll reports secured through KTL Payroll Security must be granted access on a security ID basis using the Great Plains Alternate\Modified Forms and Reports window in order for the these reports to be filtered by the Employee Access or HR Preference window.

1. Open the Great Plains security window. Microsoft Dynamics GP -> Tools -> Setup -> System -> Alternate\Modified Forms and Reports
2. Select the Security ID.
3. For Product select KTL Payroll Security
4. For Type select Reports

5. Expand the Payroll folder.



6. Expand each report or select Expand All from the view menu on this screen.

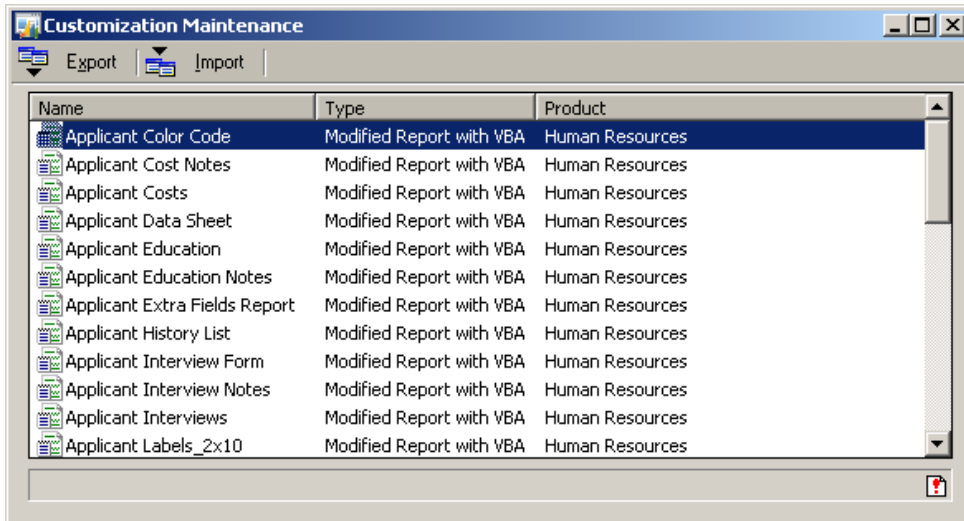
7. Select the KTL Payroll Security option under each report.

Modified HR Reports (HR Only)

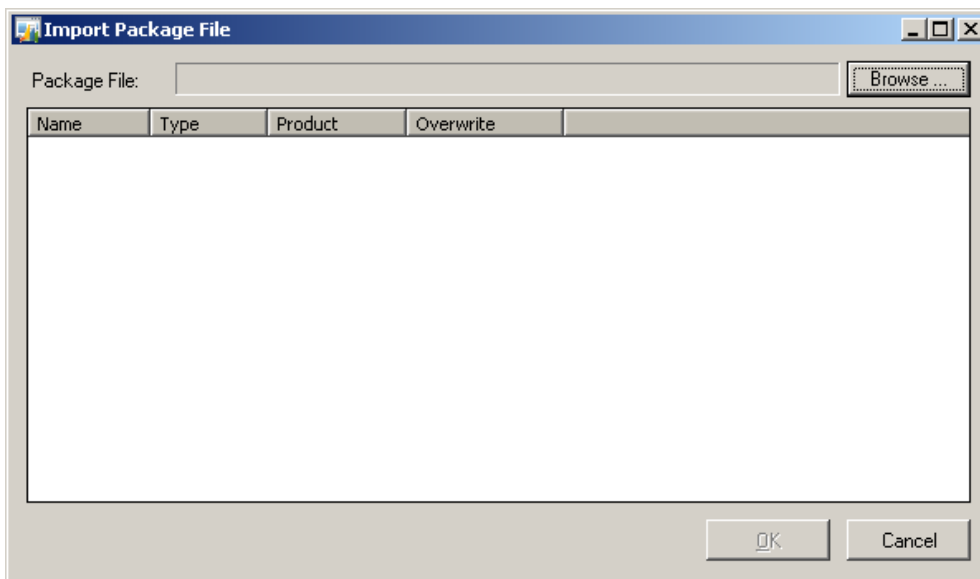
*Note: The installation of Great Plains will require the Customization Site License in order for the below reports to function.

Some Human Resource reports have been modified using VBA and modifier to allow the Payroll Security access to affect them. These reports are imported using customization maintenance and a .package file. Once imported they must also be granted security like the reports above.

1. Open Customization Maintenance from the GP menu
Microsoft Dynamics GP\ Tools\Customize\Customization Maintenance.



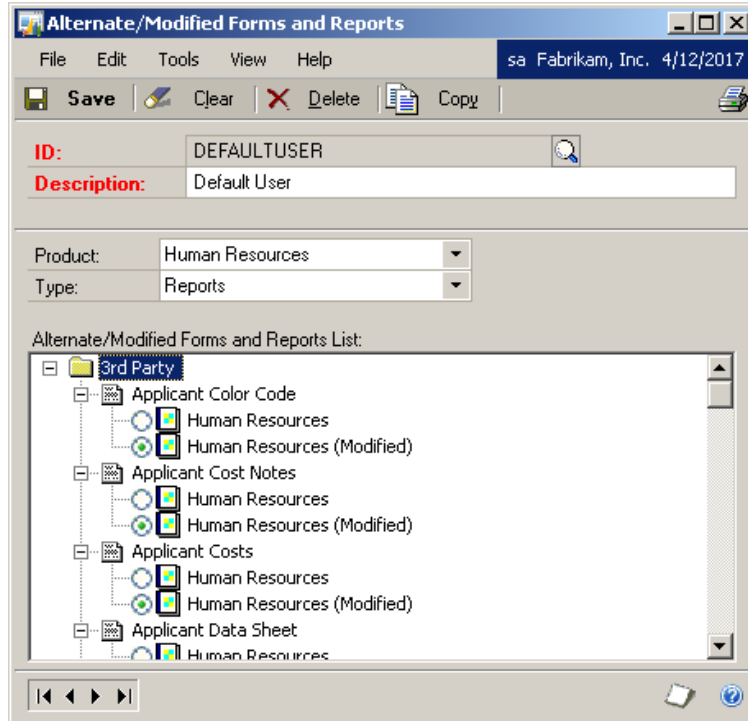
2. Press the Import button.



3. Once the import screen opens press the Browse button.

4. Using the dialog to select the package file included with the product in the zipped file.

5. Follow the report setup from the earlier section, but this time select the option below.
6. Select the security ID.
7. For Product select Human Resources
8. For Type select Reports
10. Mark all the reports with the (modified) qualifier as in the below image.



APENDIX I (REPORTS)

The following reports were modified to support the security process and were granted access through the alternate Great Plains reports:

1. UPR Check Inquiry Report
2. Employee Address List
3. Employee List by Class
4. Employee List by Department
5. Employee List by Job Title
6. Employee Pay History Report
7. Employee Personnel by ID
8. Transaction Edit List
9. Transaction History Report
10. Reprint Benefit Register
11. Reprint Check Posting Register
12. Reprint Check Register
13. Reprint Deduction Register
14. Reprint Department Register
15. Reprint FUTA Posting Register
16. Reprint Job Title Register

17. Reprint Local Tax Register
18. Reprint Pay Code Register
19. Reprint State Tax Register
20. Reprint SUTA Posting Register
21. Reprint Work Comp Posting Register
22. Reprint Vic/Sick Accrual Register
23. Detailed Employee List
24. Distribution Breakdown History Report
25. Check History Report
26. Employee List by Location
27. Employee List by Supervisor
28. Employee List (Vacation/Sick Time Left)
29. Employee Earnings Report
30. Employee Wage and Hour Report

The following reports were modified using triggers and no security needs to be applied:

1. Employee List by Benefit
2. Employee List by Deduction
3. Employee List by Local Tax
4. Employee List by Pay Code
5. Quarterly Employee FUTA Report
6. Quarterly Employee SUTA Report
7. Employee Workers Compensation Report
8. State Wage and Hour Report
9. Monthly Futa Report
10. Monthly Suta Report

The following reports are modified using VBA and Modifier. (Included in package file)

*Note: The installation of Great Plains will require the Customization Site License in order for the below reports to function.

1. Applicant
2. Applicant Color Code
3. Applicant Cost Notes
4. Applicant Costs
5. Applicant Data Sheet
6. Applicant Education
7. Applicant Education Notes
8. Applicant Extra Fields Report
9. Applicant History List
10. Applicant Labels 2 x 10
11. Applicant Labels 2 x 10 Zip sort
12. Applicant Labels 2 x 7
13. Applicant Labels 2 x 7 Zip Sort
14. Applicant Labels 3 x 10
15. Applicant Labels 3 x 10 Zip Sort
16. Applicant List
17. Applicant Notes
18. Applicant Summary
19. Applicant Test Notes
20. Applicant Tests
21. Applicant Without Letter
22. Applicant Work History Notes
23. Applicant Work History
24. Applications
25. Interview Form
26. Interview Form Blank
27. Interview Notes
30. Interviews
31. Phone Letter
32. Position History
33. Reference Notes
34. References
35. Referral Source

APENDIX II (WINDOWS)

The following windows have been modified using form triggers to restrict access to payroll information using the HR security methods:

Payroll Screens

1. Employee Card
2. Employee Tax Card
3. Employee State Tax Card
4. Employee Local Tax Card
5. Employee Quick Assignment Card
6. Employee Pay Code Card

7. Employee Deduction Card
8. Employee Benefit Card
9. Employee Summary Card
10. Employee Post-Dated Pay Rates Card
11. Employee Direct Deposit Card
12. Payroll Check History Inquiry
13. Payroll Transaction History Inquiry
14. Employee Inquiry
15. Employee Record Inquiry
16. Employee Record Summary Inquiry
17. Employee Summary Inquiry
18. Employee Pay History Inquiry
19. Employee Pay Code History Inquiry
20. Payroll Transaction Entry
21. Payroll Build, Calculate & Print Checks
22. Payroll Manual Checks
23. Payroll Void Checks
24. Payroll Activate Post-Dated Rates

HR Screens

25. Applicant Card
26. Costs Card
27. Education Card
28. Hire Card
29. Interviews Card
30. Offers Card
31. References Card
32. Requisitions Card
33. Skills Card
34. Tests Card
35. User Defined Card
36. Work History Card
37. Earnings History Card (Secured by Default)
38. Transfers Card (Secured by Default)
49. Compensation Management Utilities
40. Redlined Status Inquiry
41. Benefits/Deductions Inquiry

The Smart List Explorer has also been modified to filter the results based on the Payroll Security setup.

Only payroll SmartLists are affected there is no action taken against Human Resources SmartLists.