Authorizations in Dynamics, our tips.

Are you getting started with authorizations in Dynamics NAV or Dynamics 365 Business Central? With the right approach and software, a solid authorization structure is closer than you think. However, there are a lot of things that you may ignore so the desired result will not be achieved and risks remain.

With the right tips you will ensure a solid authorization structure that guarantees a high quality security and internal control.

For each phase in the authorization cycle, we have listed tips for you:

1   Designing

A.   Make sure you talk to the right and relevant people for the authorization process. Involving the right people from IT and the controlling department is essential for an authorization project to succeed. We also advise to involve the management team for full support.

B.   Build two matrices for designing the authorization structure
   a.   a matrix of permission sets per function;
   b.   and a matrix of function per user.

C.   Always build permission sets on duty level. It is important to make these very detailed in order to keep Dynamics NAV / 365BC as controllable as possible.
   a.   For instance, think about separating the creating and booking of invoices.

D.   Use the need-to-use principle instead of the need-to-know principle.
   a.   What is the risk of users reading certain information i.e. order prices or personal data.

E.   The goal of your authorization design is to implement the desired segregation of duties. So take the separation of functions into account in the design.

2   Building

A.   Use a recorder. It may seem obvious, but there are enough cases in which all tables have been searched manually. For building the permission sets you can use the standard Dynamics NAV recorder or the recorder we provide in Authorization Box.

B.   Think of which types of documents are used in NAV / 365BC.
   a.   When it comes to purchase invoices, for example think of the warehouse administration, fixed assets, VAT and customization. Does all of this have to be in one permission set?

C.   When building permission sets, take the indirect rights into account. Risks seems to be limited with direct rights, but they are still present.

D.   See if and how you want to authorize master data separately, for example in logistic, administrative and financial fields.

E.   Test! Have key users test what you have built:
   a.   Different scenario per document type
   b.   Partial tests of individual authorization sets and
   c.   integral testing of entire functions

3 Refining

A. Take document approval into account.
   a. Users must be authorized to send and approve documents.

B. Ensure document approval. Document approval can help to implement segregation of duties. If a user has to create and book purchase invoices, approval functionality can prevent the booking of unauthorized documents. In Dynamics NAV / 365BC you will find purchase and sales line in the same table. In relation to risk management, you want these separated.
   This can be done by describing this in terms of procedure, but that's not enough. An external auditor will not agree to this either. Our **Field and Dataset Security** modules and Compliance apps can help you with this.
   a. Dataset security makes it possible to limit the rights of a user to e.g. one document type.

C. In Dynamics NAV / 365BC it is not possible to distinguish between e.g. logistic fields and fields on the article card. This can be done with **Field and Dataset Security**.
   a. Field Security is built to authorize every desired field as a separate duty.

D. Decentralize master data, otherwise too much information will be accessible to everyone. This can be done on a customised basis, but that is expensive and makes the upgrade process difficult.

E. Make sure that a user cannot see all the general ledger entries. This can be adjusted with our **Field and Dataset Security** module or Compliance Field Security App.
   a. Dataset security makes it possible to completely hide fields.

4 Managing

A. Ensure effective troubleshooting. Problems will emerge from the management of the authorizations. These problems must be solved as soon as possible. For troubleshooting you have to make sure that;
   a. screenshots are always requested or, if necessary, take a look together with the client or colleague,
   b. notification and solution are logged,
   c. the control department is involved; and
   d. the authorization design is modified.

B. Ensure a clear procedure for entering and leaving employment. Your proper authorization structure will be blurred in no time when you don't do this. This is important not only regarding to Dynamics NAV / 365BC, but also throughout the whole organization.

C. Use a clear procedure for holidays and leaves. Employees go on holiday and rights are 'temporarily' transferred to a colleague. Potential risks arise as a result. A clear procedure should also be used for holidays and workflow during leave. Note that temporary rights are not permanent.

D. Temporarily assign an additional function with start and end dates in the absence of colleagues. **Authorization Box** offers the solution for efficient authorization management.

5   Monitoring

A. Log everything that never changes!
   You need sufficient and complete information to monitor the authorizations. To do so, activate the changelog. Take the following into account:
   a. Settings / configuration data that never change: integral logging.
   b. Master data: fields such as booking groups and prices certainly log, and think about what you want to look back; integral logging makes the change log unclear.
   c. Process data as needed. When the organization does something with it.

B. Monitor the authorizations periodically. Authorization monitoring in Authorization Box supports this by means of demand-driven (conflict) analyses and reports with activity. With the Continuous Monitoring functionality you have real-time insight into the quality of the authorizations.

We hope we have helped you to get on the right path for enhancing the authorizations within Dynamics NAV / 365BC and get in control.

Do you want more tips? Or would you like to talk with an authorization specialist about a quick, simple and efficient set-up of authorizations in your company? We would like to discuss your issues and help you to move forward to a well secured and controllable Microsoft Dynamics environment.

[Get in touch with 2-Control.](#)