

## How secure is your system?

*A few software features can save you from security headaches*

Security and fraud prevention are hot topics right now, and for good reason. Small businesses can get into trouble if their systems don't offer strong security features and controls for fraud prevention; basic accounting isn't enough anymore. How secure is your current system?

Technology can and should assist you in ensuring that your secure information stays safe. For example, here are a few ways that Peachtree by Sage helps customers safeguard their accounting information:

### **Security**

Using the powerful security features of Peachtree to restrict access to sensitive financial data is one of the best defenses against fraud in small businesses. Peachtree allows the creation of user profiles for each person, requiring a user name and password in order to access company data. And access can be granted to only select areas, right down to the screen level.

### **Audit Trail**

The audit trail found in Peachtree helps provide accountability of users, deters users from fraudulent activity or mistakes, and tracks transaction history. The audit trail feature logs when a person enters data, maintains (edits) existing data, and removes data.

### **Account Reconciliation**

A fundamental practice in the effort to detect fraudulent activity is regular, thorough account reconciliation. Peachtree helps to make this task easy with its account reconciliation tool, which allows reconciliation of any general ledger account in Peachtree. Users of Peachtree can use the Peachtree online banking capability to make the process even easier by electronically importing statements directly from the bank.<sup>1</sup>

### **Internal Accounting Review**

The Internal Accounting Review<sup>2</sup> is a unique tool in Peachtree that allows an internal audit to be run on company data. The Review looks for common transaction mistakes and potentially fraudulent activity by running a series of up to 15 checks. If potential problems are found, they are listed and grouped with a description of the issue, ready for the appropriate actions to be taken.

### **Backup and Restore**

It is always recommended that you backup company data on a regular basis and store those backups in a separate, secure location. Besides being an essential safeguard against potential errors and data corruption, data backups can be restored if fraudulent

activity is suspected. Backups are also useful for auditing purposes. For example, you can restore a backup that was made prior to closing a fiscal year to examine detailed transaction history.

### **Alerts**

Cases of fraud are most easily dealt with, and their effects minimized, when they are detected early. Peachtree provides a means for administrators to set alerts that are triggered by specific customer, vendor, employee, or other activity. For example, users of Peachtree can immediately email an alert to an administrator as soon as the purchase volume for any vendor reaches a specified level. Alerts in Peachtree act like another set of eyes that are on the books 24 hours a day.

Now is a great time to do an inventory of your own system's capabilities. If you're currently not using a system that offers these capabilities, it may be time to change. Recognizing the importance of tracking and protecting your assets and ensuring that you are equipped to manage them puts you ahead of the game!

Note: Features and functionality vary by product. For a more specific overview of the Peachtree product line, please visit [www.peachtree.com](http://www.peachtree.com)

<sup>1</sup>Internet access required. See [www.peachtree.com/banks](http://www.peachtree.com/banks) for a current list of supported banks, which is subject to change. Your bank may charge a fee to download statements.

<sup>2</sup>Sage Software is not liable or responsible for any fines or penalties that may result from errors in your company accounting records. The Internal Accounting Review is not intended to uncover all questionable transactions.