SYSPRO
and the Protection of Personal Information

SYSPRO™
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INDEX

1. INTRODUCTION

Increasingly in society there is a concern over the misuse of personal information. Many countries have created legislation to govern these concerns. Some examples are:

Australia – The Privacy Act

Canada – PIPEDA

South Africa – POPI

Malaysia – PDPA

The European Union has created a regulation known as the General Data Protection Regulation (GDPR). The United Kingdom will be adopting the GDPR, as of May 2018. It should be noted that the United States of America does not have a common law governing the protection of personal information. Instead one needs to consider various sectoral and state laws.

SYSPRO cannot offer any guarantee of compliance with any laws, regulations or standards governing the protection of personal information with the use of our software. This is because the requirements do not apply to just software, but rather the governance applied by a business, and how they make use of personal information. SYSPRO further cannot guarantee how our customers might use our software and apply the data fields and tools that we make available to our users. It is our customers' responsibility for adopting the governance measures that are deemed appropriate in their circumstances to achieve compliance.

ISO27001 is an established industry standard for information security. This Standard describes the best-practice requirements for implementing an information security management system (ISMS) that would embrace the protection of personal information. Many government organizations responsible for the governance of laws relating to the protection of personal information regard the observance of ISO27001 by a business as evidence of intent and effort to comply with the protection of personal data regulations.

This document aims to set out where SYSPRO records and reveals personal information, and what SYSPRO provides to assist in the protection and management of such information. Whilst every effort has been made to ensure the completeness of this document there is no guarantee that every aspect of SYSPRO with relevance to personal information has indeed been included. The document is intended for deployment on the SYSPRO InfoZone for use by the SYSPRO community.

This document applies to SYSPRO Version 7, Update 1. SYSPRO Espresso is not considered by this document. A later version of the document will include Espresso.

2. WHAT IS PERSONAL DATA?

A business will need to decide what information they are recording that may be construed as personal data. Requirements may vary from country to country, and within the United States of America, from state to state. For example, the GDPR regards the following as personal data:

- Name
- Address
- Email address
- Photo
- IP address
- Location data
- Online behavior (cookies)
- Profiling and analytics
- Race
- Religion
- Political opinions
- Trade union membership
- Sexual orientation
- Health information
- Biometric data
- Genetic data

3. IMPORTANT CONSIDERATIONS

Some information recorded in SYSPRO will always need to be regarded as personal information. Examples are contact information recorded via the Contact Management module and SYSPRO user information.

Depending on circumstances, some information may need to be regarded as personal information. For instance customers recorded in the Accounts Receivable module who are acting in their capacity as individuals, i.e. they are not going concerns. In such a situation careful consideration should be given to any categorization that may be regarded as "profiling and analytics".

If the SYSPRO licensee is an individual then any information recorded and handled by SYSPRO may be regarded as personal. This document does not consider any additional requirements that may be necessitated in such a situation.

This document categorizes personal information into the following categories:

- Data in SYSPRO that is always personal in nature, i.e. 3rd Party contact information
  (definitive personal information)

- Data in SYSPRO that potentially may be personal in nature, i.e. 3rd Party business identity information
  (information regarding individuals who the SYSPRO licensee is contracting with)

- Data regarding SYSPRO Users and defined roles
  (individuals recorded as users or responsible individuals in SYSPRO)

4. DATA FIELDS IN SYSPRO THAT STORE PERSONAL INFORMATION

The programs detailed below are the main sources of capture and maintenance of personal data, grouped as "always personal by nature", "may be personal by nature", "SYSPRO User and defined roles". It is possible that some fields may be added or updated in other programs. For instance Supplier Notes may be added or updated via the AP Supplier Master Maintenance program, but they may also be created via the Supplier Query program. Further, some master update programs are available in multiple SYSPRO modules.

Please note that for the purposes of this document customer and supplier e-mail addresses are regarded as "always personal" and EDI Sender/Receiver codes are regarded as "may be personal".

a) Always Personal

Module	Field	Update Program	Table
Contact Management	Contact (name)	Account Maintenance	CrmAccount
Contact Management	Preferred Name	Contact Maintenance	CrmContact
Contact Management	Full Name	Contact Maintenance	CrmContact
Contact Management	Customer List (associated with)	Contact Maintenance	CrmContact
Contact Management	Supplier List (associated with)	Contact Maintenance	CrmContact
Contact Management	Account List (associated with)	Contact Maintenance	CrmContact
Contact Management	Telephone number	Contact Maintenance	CrmContact
Contact Management	Mobile number	Contact Maintenance	CrmContact
Contact Management	Work E-Mail address	Contact Maintenance	CrmContact
Contact Management	Comment	Contact Maintenance	CrmContact
Contact Management	Language	Contact Maintenance	CrmContact
Contact Management	Gender	Contact Maintenance	CrmContact
Contact Management	Date of Birth	Contact Maintenance	CrmContact
Contact Management	ID Number	Contact Maintenance	CrmContact
Contact Management	Partner Name	Contact Maintenance	CrmContact
Contact Management	Partner Telephone	Contact Maintenance	CrmContact
Contact Management	Partner E-Mail	Contact Maintenance	CrmContact
Contact Management	Partner Birthday	Contact Maintenance	CrmContact
Contact Management	Contact Class	Contact Maintenance	CrmContact
Contact Management	Contact Type	Contact Maintenance	CrmContact
Contact Management	Contact Category	Contact Maintenance	CrmContact
Contact Management	Job Title	Contact Maintenance	CrmContact
Contact Management	Department	Contact Maintenance	CrmContact
Contact Management	Office	Contact Maintenance	CrmContact

a) Always Personal

Module	Field	Update Program	Table
Contact Management	Manager Name	Contact Maintenance	CrmContact
Contact Management	Manager Telephone	Contact Maintenance	CrmContact
Contact Management	Manager E-Mail	Contact Maintenance	CrmContact
Contact Management	Manager Birthday	Contact Maintenance	CrmContact
Contact Management	Assistant Name	Contact Maintenance	CrmContact
Contact Management	Assistant Telephone	Contact Maintenance	CrmContact
Contact Management	Assistant E-Mail	Contact Maintenance	CrmContact
Contact Management	Assistant Birthday	Contact Maintenance	CrmContact
Contact Management	Notes	Contact Maintenance	CrmContact
Contact Management	Image	Contact Maintenance	***
***	Individual files in user defined directory. Refer Setup, System	Contact Maintenance	
Quotations	Contact (name)	Quotations (capture)	QotMaster
Accounts Payable	Contact (Name)	AP Supplier Master	ApSupplier
Accounts Payable	E-mail address	AP Supplier Master	ApSupplier
Accounts Receivable	Contact (name)	AR Customer Master	ArCustomer
Accounts Receivable	E-Mail address	AR Customer Master	ArCustomer

b) May be Personal

Module	Field	Program Source	Table
Accounts Payable	Supplier Name	AP Supplier Master	ApSupplier
Accounts Payable	Telephone	AP Supplier Master	ApSupplier
Accounts Payable	E-mail address	AP Supplier Master	ApSupplier
Accounts Payable	Address (multiple fields)	AP Supplier Master	ApSupplierAddr
Accounts Payable	Remittance Address (multiple fields)	AP Supplier Master	ApSupplierAddr
Accounts Payable	VAT Registration number	AP Supplier Master	ApSupplier
Accounts Payable	Bank Details (multiple fields)	AP Supplier Master	ApSupplier
Accounts Payable	Nationality	AP Supplier Master	ApSupplier
Accounts Payable	Auto Vouchering E-Mail	AP Supplier Master	ApSupplier
Accounts Payable	EDI Receiver Code	AP Supplier Master	ApSupplier
Accounts Payable	Supplier Notes	AP Supplier Master	ApSupplierNar
Accounts Receivable	Customer Name	AR Customer Master	QotMaster
Accounts Receivable	Sold to Address (multiple fields)	AR Customer Master	ApSupplier
Accounts Receivable	Ship to Address (multiple fields)	AR Customer Master	ApSupplier
Accounts Receivable	E-Mail address	AR Customer Master	ArCustomer
Accounts Receivable	Telephone number	AR Customer Master	ArCustomer
Accounts Receivable	Additional telephone	AR Customer Master	ArCustomer
Accounts Receivable	EDI Sender Code	AR Customer Master	ArCustomer
Accounts Receivable	Document Transmission Contact	AR Customer Master	ArCustomer
Accounts Receivable	GST Exemption Code	AR Customer Master	ArCustomer
Accounts Receivable	Company Tax Registration	AR Customer Master	ArCustomer
Accounts Receivable	Management Notes	AR Customer Master	ArCustomer
Accounts Receivable	Customer Notes	AR Customer Master	ArCustomer
Accounts Receivable	Additional Notes	AR Customer Master	ArCustomer
Quotations	Customer Name	Quotations (capture)	QotMaster
Quotations	E-Mail address	Quotations (capture)	QotSoMasterHdr
Quotations	Telephone number	Quotations (capture)	QotMaster
Contact Management	Account (number)	Account Maintenance	CrmAccount
Contact Management	Account Name	Account Maintenance	CrmAccount

Module	Field	Program Source	Table
Contact Management	Sold to Address (multiple fields)	Account Maintenance	CrmAccount
Contact Management	Ship to Address (multiple fields)	Account Maintenance	CrmAccount
Contact Management	Geographic area	Account Maintenance	CrmAccount
Contact Management	Nationality	Account Maintenance	CrmAccount
Contact Management	E-Mail address	Account Maintenance	CrmEmail
Contact Management	Telephone number	Account Maintenance	CrmTelephone
Contact Management	Additional telephone	Account Maintenance	CrmTelephone
Contact Management	Contact (name)	Account Maintenance	CrmAccount
Contact Management	GST Exemption Code	Account Maintenance	CrmAccount
Inventory	Company Tax Registration	Approved Manuf. Maint	InvAppManufacturer
Trade Promotions	TP Account Description	Trade Promotions Acc Maint.	TpmCustomers

c) **SYSPRO Users and Defined Roles**

Module	Field	Update Program	Table
Foundation	Operator Name	Operators	ADMOPR.DAT
Foundation	Location	Operators	ADMOPR.DAT
Foundation	E-Mail Address	Operators	ADMOPR.DAT
Inventory	Buyer Name	Buyers Maintenance	InvBuyer
Inventory	Buyer Email	Buyers Maintenance	InvBuyer
Inventory	Planner Name	Planners Maintenance	InvPlanner
Inventory	Planner Email	Planners Maintenance	InvPlanner
Engineering Change Control	Engineering (SYSPRO) User	Engineering Users Maintenance	EccUser
Product Configurator	Engineer	Configuration Maintenance	CfgProductMaster
Load Planning/Bill of Materials	Driver's Name/ Employee	Load Transport Maintenance	BomEmployee
Work in Progress	Employee Number	Employee Maintenance	BomEmployee
Work in Progress	Employee Name	Employee Maintenance	BomEmployee
Work in Progress	Payroll Employee Number	Employee Maintenance	BomEmployee

5. DATA TABLES IN SYSPRO THAT STORE PERSONAL INFORMATION

The tables listed below have fields that contain personal data. The asterisks against the tables indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof.

Tables that contain only a reference number that indicates a 3rd party account, e.g. a customer number, and no further data of a personal nature, are not included in the list.

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
AdmCurrentUsers	Admin Users Currently Using SYSPRO	$wADMUSR$e			*
AdmDfmEmailConfirm	Admin Doc Flow Manager Email Confirm	$wADMDFR$e		*	
AdmJobLogging	Admin Job Logging	wcADMJOB$e			*
AdmOperAmendJnl	Admin Operator Amendment Journal	$wADMOPJ$e			*
AdmOperator	Admin Operator	$wADMOPR$e			*
AdmOperatorCompany	Admin Companies Allowed Per Operator	$wADMOPC$e			*
AdmOperatorPwd	Admin Operator Passwords	{SystemWideDb}			*
AdmOperGroupMult	Admin Operator Multiple Security Groups	$wADMGRM$e			*
AdmOperGroupProg	Admin Group Program Security	$wADMACC$e			*
AdmPrinterOper	Admin Printer For Operator And Program	wcADMPRD$e			*
AdmPrintFunct	Admin Printer Per Operator And Function	wcADMPRF$e			*
AdmPrintFunctEx	Admin Printer, Oper, Function Extra Info	wcADMPRH$e			*
AdmPrintOperEx	Admin Printer, Oper, Program Extra Info	wcADMPRE$e			*
AdmSignatureLog	Admin Electronic Signature Audit Log	wcADMSIG$e			*
AdmSignatureLogDet	Admin Electronic Signature Audit Detail	wcADMSID$e			*

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
AdmSpidHistory	Admin SQL Server SPID History	$wADMPID$e			*
AdmSystemAuditLog	Admin System Audit Log	$wADMJNS$e			*
AdmTaskGroup	Admin Task Group (System Wide)	$wADMTKG$e			*
AdmTaskGroupComp	Admin Task Group (Per Company)	wcADMTKJ$e			*
AdmTaskItem	Admin Task Item (System Wide)	$wADMTKI$e			*
AdmTaskItemComp	Admin Task Item (Per Company)	wcADMTKK$e			*
AdmUserProduct	Admin User Product	$wADMUSP$e			*
ApAmendmentJnl	AP Supplier Amendment Journal	dcAPSJNA$e		*	
ApCrDrReg	AP Registered Credit And Debit Notes	dcAPSRCD$e		*	*
ApGlDisburse	AP Supplier Disbursement Distribution	dcAPSDDI$e		*	
ApInvoiceReg	AP Invoice Registration	dcAPSREG$e		*	*
ApJnlSummary	AP Supplier Journal Summary	dcAPSJNS$e		*	
ApPayRunDet	AP Payment Run Detail	dcAPSPRD$e		*	
ApPermEntries	AP Supplier Permanent Entries	dcAPSENT$e		*	
ApSupplier	AP Supplier Master	dcAPSMST$e	*	*	
ApSupplierAddr	AP Supplier Address	dcAPSADD$e		*	
ApSupplierNar	AP Supplier Narrations	dcAPSNAD$e		*	
ApTax2DistDet	AP Supplier Second Tax Distribution Det	dcAPSD2D$e		*	
ArAmendmentJnl	AR Customer Amendment Journal	dcARSJNA$e	*	*	

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
ArCollectorRunDet	AR Collector Run Detail	dcARSCRD$e		*	*
ArCollectorRunHdr	AR Collector Run Header	dcARSCRH$e			*
ArcSalesOrderRef	Archive Cross Reference - Sales Orders	dcARCSOR$e		*	*
ArCshJnlDet	AR Cash Journal Payments And Adjustment	dcARSJND$e		*	*
ArCshJnlPay	AR Cash Journal Payment Details	dcARSJNP$e			*
ArCustomer	AR Customer Master	dcARSMST$e	*	*	*
ArInvoice	AR Customer Invoice	dcARSINV$e		*	*
ArInvoicePay	AR Invoice Payments And Adjustments	dcARSTRN$e		*	*
ArInvoiceReference	AR Invoice Reference	dcARSINX$e		*	*
ArMultAddress	AR Customer Multiple Ship-to-address	dcARSSHP$e		*	
ArPayHistory	AR Payment History	dcARSPAY$e		*	*
ArPayRunCus	AR Payment Run Customers	dcARSPRC$e		*	
ArPayRunDet	AR Payment Run Detail	dcARSPRD$e		*	*
ArPayRunHdr	AR Payment Run Header	dcARSPRH$e			*
ArSalesMove	AR Customer Sales Movement	dcARSMOV$e		*	*
ArTrnDetail	AR Sales Transaction Detail	dcARSSTD$e		*	*
ArTrnSummary	AR Sales Transaction Invoice Summary	dcARSSTS$e		*	*
AssetAmendmentJnl	Asset Amendment Journal	dcASSJNA$e			*
AssetCapexDefDet	Asset Capex Defaults Detail	dcASSDFD$e			*

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
AssetCapexItem	Asset Capex Item	dcASSCIT$e			*
AssetCapexLine	Asset Capex Requisition Line	dcASSCRL$e		*	*
AssetCapexSuspense	Asset Capex Asset In Suspense	dcASSCIS$e			*
AssetLabJnl	Asset Labor Transaction	dcASSLAB$e			*
AssetMaster	Asset Master	dcASSMST$e			*
AssetMechanic	Asset Mechanic	dcASSMCH$e			*
AssetOwner	Asset Owner	dcASSOWN$e			*
BomEmployee	BOM Employee	diBOMEMP$e			*
BomOperation	BOM Operation Master	diBOMOPS$e		*	*
BomWorkCentre	BOM Work Center	diBOMWRK$e		*	*
BpoMaster	Blanket PO Master	dcBPOMST$e		*	
BsoRelAckHdr	Blanket SO & Releases Acknowledge Header	dcBSOACH$e		*	*
BsoRelMaster	Blanket SO & Releases Header	dcBSOREL$e		*	*
CfgProductMaster	Prod Config Product Master	diCFGPRD$e			*
CrmAccount	Contact Accounts	dcCRMACC$e	*	*	*
CrmActivity	Contact Activities	dcCRMACT$e	*	*	*
CrmActivityAttach	Contact Activity Attachments	dcCRMACH$e	*	*	
CrmActivityAttend	Contact Activity Attendees	dcCRMACA$e	*		

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
CrmActivityAttendU	Contact Activity Unknown Attendees	dcCRMACB$e	*		
CrmAddress	Contact Address	dcCRMADD$e	*		
CrmContact	Contact Master	dcCRMCON$e	*		*
CrmDate	Contact Dates	dcCRMDAT$e	*		
CrmEmail	Contact Email Addresses	dcCRMEML$e	*		
CrmOperatorContact	Contact Operator Contact Cross Reference	dcCRMOPR$e	*		*
CrmOrganization	Contact Organizations	dcCRMORG$e	*	*	
CrmTelephone	Contact Telephone Numbers	dcCRMTEL$e	*		
CshChqReg	Cash Book On-line Check Reg Detail	dcCSHCRD$e		*	
EccActions	ECC Engineering Change Actions	diECCACT$e			*
EccAuditTrail	ECC Engineering Change Audit Trail	diECCTRL$e			*
EccAuthority	ECC Engineering Change Authorities	diECCAUT$e			*
EccChangeOrder	ECC Engineerin Change Order	diECCECO$e			*
EccNotes	ECC Notes Pointer File	diECCNOT$e			*
EccOperations	ECC Operation Master	diECCOPS$e		*	*
EccStatusEvent	ECC Status Event File	diECCEVT$e			*
EccUser	ECC User File	diECCUSR$e			*
EccUserXref	ECC User/Operator Cross-reference	diECCUSX$e			*

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
EftCbAmendmentJnl	EFT Cash Book Supplier Amendment Journal	dcEFTJNA$e		*	
EftCshSupplier	EFT Cash Book Supplier Master	dcEFTCBS$e		*	
EspOperatorStatus	Espresso Operator Logon Status	$wESPOPR$e			*
GenJournalCtl	GL Journal Control	dcGENJNC$e			*
GenTransaction	GL Detail Transactions	dgGENTRN$e		*	*
IntEdiInvExtra	EDI Invoice Extra Details	dcINTINE$e		*	
IntEdiInvHdr	EDI Invoice Header	dcINTINH$e		*	*
InvAppManufacturer	Inventory Approved Manufacturers	diINVAMM$e		*	
InvBuyer	Inventory Buyer	diINVBUY$e			*
InvDocument	Inventory Document Print Transaction	diINVDOC$e			*
InvMaster	Inventory Master	diINVMST$e			*
InvMovements	Inventory And Sales Movements	diINVMOV$e			*
InvPlanner	Inventory Planner	diINVPLN$e			*
InvSerialTrn	Inventory Serial Tracking Detail	diINVSTD$e		*	
IopColSelect	IO Collection Selections	diIOPCSL$e			*
IopSelectionSet	IO Selection Set	diIOPSEL$e			*
MdnMaster	MDN Dispatch Note Master	dcMDNMST$e		*	*
MdnMasterCons	MDN Consolidated Dispatch Note Master	dcMDNCMS$e			*
MdnMasterRep	MDN Reprint Dispatch Note Master	dcMDNRMS$e		*	*

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
MdnMasterRepCon	MDN Reprint Consolidated Dispatch Master	dcMDNPMS$e		*	*
MdnTrialBalance	MDN Multi-period Trial Balance	dcMDNBAL$e			*
MrpJobAllLab	MRP Snapshot Job Labor Allocations	scMRPLAL$e			*
MrpJobMaster	MRP Snapshot Job Master	scMRPJOB$e		*	
MrpPoMasterHdr	MRP Snapshot Purchase Order Header	scMRPPOH$e		*	*
MrpQotMaster	MRP Snapshot Quotation Master	scMRPQMS$e	*	*	
MrpQotNonStock	MRP Snapshot Quotation Non-stocked Mast	scMRPQNO$e			*
MrpQotOperation	MRP Snapshot Quotation Estimate Op	scMRPQOP$e			*
MrpQotSoMasterHdr	MRP Snapshot Quotation SO Header	scMRPQSH$e		*	*
MrpReqDetail	MRP Snapshot Requisition Detail	scMRPREQ$e			*
MrpSoMasterHdr	MRP Snapshot Sales Order Header	scMRPSOH$e		*	*
MrpSugJobMaster	MRP Suggested Job Master	scMRPSJM$e		*	
MrpSugReqDetail	MRP Suggested Requisition Detail	scMRPSRQ$e			*
PorMasterHdr	PO Master Header	dcPORMST$e		*	*
PrjContMaster	P&C Contract Master	dcPRJCON$e			*
QotConfirmedSupply	Quotation Confirmed Supplies	dcQOTCON$e			*
QotMaster	Quotation Master	dcQOTMST$e	*	*	
QotNonStock	Quotation Non-stocked Master	dcQOTNON$e			*

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
QotOperation	Quotation Estimate Operation	dcQOTOPS$e			*
QotReminder	Quotation Reminder	dcQOTREM$e			*
QotSoMasterHdr	Quotations Sales Order Header	dcQOTSOH$e		*	*
ReqCapex	Requisition Capex	dcREQCAP$e			*
ReqDetail	Requisition Detail	dcREQDET$e			*
ReqGroupAuthority	Requisition Group Authority Levels	dcREQGRP$e			*
ReqHeader	Requisition Header	dcREQHDR$e			*
ReqRoutedToUser	Requisition Routed To User	dcSOSPP8$e			*
ReqRouting	Requisition Routing	dcREQROU$e			*
ReqUser	Requisition User	dcREQUSR$e			*
RmaMaster	RMA Master	dcRMAMST$e	*	*	
SalHistoryMaster	SA Sales History Master	dcSALSHM$e			*
SalHistorySource	SA Sales History Source Transactions	dcSALSH1$e			*
SalSalesperson	SA Salesperson Master	dcSALSLS$e			*
SalSalespersonSum	SA Salesperson Transaction Summary	dcSALSLT$e			*
SorAdditions	Sales Order Additions To Sales Order	dcSORADD$e			*
SorCancelled	Sales Order Cancelled Orders	dcSORCAN$e			*
SorChanges	Sales Order Detail Line Changes	dcSORCHG$e			*

Table Name	Description	ISAM File Name	3rd Party Contact	3rd Party Business	Users
SorDeliveryPerf	Sales Order Cust Delivery Performance	dcSORPER$e			*
SorLoadTransport	Sales Order Load Transport	dcSORRTT$e			*
SorMaster	Sales Order Master	dcSORMST$e		*	*
SorMasterRep	Sales Order Master Reprint	dcSORRMS$e		*	*
SorRouteDetail	Sales Order Load Header	dcSORRTD$e			*
TpmCustomers	TPM Customers	dcTPMCUS$e		*	
TpmDeductionMaster	TPM Deductions Review Master	dcTPMMST$e			*
WipInspect	WIP Inspection Control	dcWIPINC$e		*	
WipJobAllLab	WIP Labor Allocations	dcWIPLAL$e			*
WipJobPost	WIP Job Detail Posting	dcWIPPST$e			*
WipLabJnl	WIP Labor Journal	dcWIPJNL$e			*
WipMaster	WIP Job Master	dcWIPMST$e		*	

6. PROGRAMS IN SYSPRO THAT RECORD, UPDATE OR REVEAL PERSONAL INFORMATION

The programs listed below update or reveal fields that contain personal data. The asterisks against the programs indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof. Programs that reveal only a reference number that indicates a 3rd party account, e.g. a customer number, and no further data of a personal nature, are not included in the list.

Operators responsible for transactions, master file data updates or running reports have not been included, but these must be considered. All transactions and master file updates are tagged in the data tables with the operator responsible, together with dates, times and PIDs.

For some programs not all personal data may be included by default, but this data may be added using screen customization and the "Field Chooser (Selector)" utility.

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Accounts Payable	AP Invoice Posting		*	
Accounts Payable	AP Invoice Registration		*	
Accounts Payable	AP Invoice Contra		*	
Accounts Payable	AP Permanent Entries Posting		*	
Accounts Payable	AP Customer-Supplier Contra		*	
Accounts Payable	AP Exchange Rate Revaluation		*	
Accounts Payable	Payment Cycle Maintenance		*	
Accounts Payable	Suppliers maintenance	*	*	
Accounts Payable	AP Permanent Entries		*	
Accounts Payable	AP Currency Conversion		*	
Accounts Payable	AP Initial Invoice Capture		*	
Accounts Payable	AP Supplier to Customer Link		*	
Accounts Receivable	AR Invoice Posting	*	*	*
Accounts Receivable	AR Customer-Supplier Contra		*	
Accounts Receivable	AR Finance Charge Calculation		*	
Accounts Receivable	AR Payments and Adjustments		*	
Accounts Receivable	Cash Posting Worksheet		*	
Accounts Receivable	AR Payment Run		*	*
Accounts Receivable	AR Collector Run Maintenance		*	*
Accounts Receivable	AR Exchange Rate Revaluation		*	
Accounts Receivable	AR Collectors		*	
Accounts Receivable	Customers maintenance	*	*	*

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Accounts Receivable	Multiple Ship to Addresses		*	
Accounts Receivable	Master Sub-accounts		*	
Accounts Receivable	Customer Stock Code Cross Reference		*	
Accounts Receivable	Customer Stock Codes		*	
Accounts Receivable	AR Permanent Entry Maintenance		*	
Accounts Receivable	AR Customer Stock Code Conversion		*	
Accounts Receivable	AR Currency Conversion		*	
Accounts Receivable	Proof of Delivery		*	
Accounts Receivable	AR Postdated Checks		*	
Accounts Receivable	AR Initial Invoice Capture		*	
Accounts Receivable	AR Initial Sales History		*	
Accounts Receivable	AR Customer to Supplier Link		*	
Cash Book	Cash Flow Models		*	
Cash Book	Cash Book Beneficiary Amendment		*	
Cash Book	Deposits and Withdrawals		*	
EFT	EFT Payments Extract		*	
EFT	EFT Cash Book Beneficiaries		*	
Assets	Asset Transfer			*
Assets	Asset Labor Time Sheet Posting			*
Assets	Assets in Suspense			*
Assets	Assets Maintenance			*
Assets	Asset Initial Capture			*
Assets	Asset Import			*
Assets	Asset Owners			*
Assets	Asset Mechanics			*
Assets	Asset Capex Items			*

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Contact Management	Accounts Maintenance	*	*	*
Contact Management	Contact Maintenance	*	*	
Contact Management	Contact Management to Outlook Sync	*		
Contact Management	Unknown Attendees Review	*		
Contact Management	Contact Query	*		
Contact Management	My Organization Query			*
Contact Management	Organization Lists		*	
Inventory	Stock Code Maintenance		*	*
Inventory	Buyers Maintenance			*
Inventory	Planners Maintenance			*
Inventory	Alternate Suppliers		*	
Inventory	Approved Manufacturers		*	
Inventory	Approved Manufacturers Supplier Maintenance		*	
Inventory	Approved Manufacturers Part Number Maintenance		*	
Purchase Orders	Purchase Order Entry	*	*	*
Purchase Orders	Purchase Order Receipts	*	*	*
Purchase Orders	Purchase Order Inspection		*	
Purchase Orders	Supplier Comments Maintenance		*	
Purchase Orders	Supplier Stock Code Cross Reference Maintenance		*	
Blanket Purchase Orders	Build Purchase Orders (Blanket)		*	
Blanket Purchase Orders	Contract Maintenance		*	

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Requisitions	Requisition Entry			*
Requisitions	Requisition Create Purchase Orders	*	*	*
Requisitions	Requisition Store Issues and Transfers			*
Requisitions	Requisition Capex Maintenance			*
Requisitions	Requisition Users Maintenance			*
Requisitions	Group Approval Limits			*
Landed Cost Tracking (LCT)	Bill of Landed Costs		*	
Sales Analysis	Sales Transaction Maintenance			*
Sales Analysis	Sales Target Maintenance		*	
Sales Analysis	Salespersons Maintenance			*
Sales Orders	Sales Order Entry Express	*	*	*
Sales Orders	Sales Order Entry	*	*	*
Sales Orders	Quick Sales Order Entry	*	*	*
Sales Orders	Orders Created Externally		*	
Sales Orders	SO Contract Price Maintenance by Customer		*	
Sales Orders	Back Order Release		*	
Sales Orders	Back Order Review		*	
Counter Orders	Point of Sale Entry	*	*	*
Blanket SO & Releases	Release Review and Confirmation		*	
Blanket SO & Releases	Global Purchase Order Change		*	
Dispatch Notes	Dispatch Note Maintenance		*	*
Return Merchandise	RMA Issues and Receipts	*	*	*
Trade Promotions	Trade Promotions Account Maintenance		*	
Trade Promotions	Deduction Review		*	
Trade Promotions	Master Sub-Account Maintenance		*	

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Load Planning	Load Planning Transport Maintenance			*
Engineering Change Control (ECC)	Change Orders			*
Engineering Change Control (ECC)	Users Maintenance (Engineering)			*
Bill of Materials	Employees Maintenance			*
Quotations	Quotations	*	*	*
Quotations	Quotation Confirmation		*	
Quotations	Estimates			*
Work in Progress	Job Entry		*	*
Work in Progress	Job Receipts		*	*
Work in Progress	Labor Posting			*
Work in Progress	Part Billings		*	*
Work in Progress	Job Closure			*
Work in Progress	WIP Labor Import			*
Projects and Contracts	Contract Maintenance		*	*
Net Requirements	Purchase Order Review		*	*
Net Requirements	Requisition Review			*
Net Requirements	Blanket Purchase Order Review		*	
Net Requirements	Job Review		*	
Net Requirements	Supply Chain Review		*	*
Net Requirements	Excess Stock Review		*	*
Net Requirements	Forecast Maintenance			*
Net Requirements	Multiple Forecast Additions		*	
Net Requirements	Build Schedule Maintenance			*
Inventory Planning	Pareto Analysis			*
Inventory Planning	Forecast Accuracy Review		*	*
Inventory Planning	Service Level Review		*	*

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Business-to-Business Trading	Purchase Order Export		*	*
Business-to-Business Trading	Blanket Purchase Order Export		*	
Business-to-Business Trading	Sales Order Import		*	*
Business-to-Business Trading	Blanket Sales Order Releases Export		*	
Business-to-Business Trading	Purchase Order Confirmation Import		*	*
Business-to-Business Trading	Invoice, Credit Note & Debit Note Export		*	*
SYSPRO to SYSPRO Interface	Interface Export		*	*
SYSPRO to SYSPRO Interface	Interface Export		*	*
Administration - Security	Operators Maintenance			*
Administration - Security	Operator Audit			*
Administration - Security	Role Maintenance			*
Administration - General	Operator Amendment Journal			*
Administration - Job Logging	Job Logging Query			*
Utilities	Diagnostics Manager			*
Utilities	Client/Server Diagnostic (IMPDG5)			*

7. REPORTS IN SYSPRO THAT REVEAL PERSONAL INFORMATION

The reports listed below reveal fields that contain or may contain personal data. The asterisks against the reports indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof. Reports that reveal only a reference number that indicates a 3rd party account, e.g. a customer number, and no further data of a personal nature, are not included in the list.

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Accounts Payable	AP Exchange Rate Revaluation		*	
Accounts Payable	Cash Requirements		*	
Accounts Payable	Released Payments Report		*	
Accounts Payable	AP Release Schedule		*	
Accounts Payable	AP Check and Remittance print	*	*	
Accounts Payable	AP Payment Register		*	
Accounts Payable	AP Invoice Journal		*	
Accounts Payable	AP Expense Distribution		*	
Accounts Payable	AP Disbursement Distribution		*	
Accounts Payable	AP Withholding Tax Report		*	
Accounts Payable	Withholding Tax Report		*	
Accounts Payable	AP Contra Invoices		*	
Accounts Payable	AP Trial Balance		*	
Accounts Payable	AP List of Suppliers	*	*	
Accounts Payable	AP Purchase Analysis		*	
Accounts Payable	AP Purchase Analysis History		*	
Accounts Payable	AP Aged Analysis		*	
Accounts Payable	AP Label Print	*	*	
Accounts Payable	SRS AP Label Print	*	*	
Accounts Payable	1099 Label Print	*	*	
Accounts Payable	SRS 1099 Label Print	*	*	
Accounts Payable	Supplier Amendment Journal	*	*	
Accounts Receivable	AR Bank Deposit Slip		*	
Accounts Receivable	AR Exchange Rate Revaluation		*	
Accounts Receivable	AR Invoice Register		*	*
Accounts Receivable	AR Invoice Register Optimized		*	*

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Accounts Receivable	AR Cash Journal		*	
Accounts Receivable	AR Trial Balance		*	
Accounts Receivable	AR List of Customers	*	*	*
Accounts Receivable	AR List of Customer Details	*	*	*
Accounts Receivable	Statement Print	*	*	*
Accounts Receivable	AR Label Print	*	*	*
Accounts Receivable	SRS AR Label Print		*	
Accounts Receivable	Credit Management		*	
Accounts Receivable	Summary Credit Management		*	
Accounts Receivable	AR Customer Movement Report		*	
Accounts Receivable	List of Post Dated Checks		*	*
Accounts Receivable	List of Customer Stock Codes		*	
Accounts Receivable	List of Customer Stock Codes Cross-Ref		*	
Accounts Receivable	List of Master Sub-Accounts		*	
Accounts Receivable	List of Multiple Addresses		*	
Accounts Receivable	AR Collector Run		*	
Accounts Receivable	Customer Amendment Journal	*	*	*
Cash Book	Deposits and Withdrawals - Check print		*	
Cash Book	CB On-line Payment Register		*	
Cash Book	Cash Book Journal		*	
Cash Book	Consolidated Statement		*	
Cash Book	Cash Book Print		*	
EFT	EFT Cash Book Release Selections		*	
EFT	EFT Cash Book Payment Release		*	
EFT	EFT Cash Book Beneficiary Amendment Journal		*	
EFT	EFT Cash Book Pending Transactions		*	
EFT	EFT Selected Payments		*	
EFT	EFT Pending Payments		*	
EFT	EFT Completed Payments		*	

Module	Program Name	3rd Party Contact	3rd Party Business	Users
General Ledger	GL Global Tax Report		*	
Assets	Asset List of Owners			*
Assets	Asset List of Mechanics			*
Assets	Assets Time Sheet Journals			*
Assets	Asset Full Enquiry Listing			*
Assets	Asset Label Print		*	*
Assets	SRS Asset Label Print		*	*
Contact Management	List of Accounts	*	*	*
Contact Management	List of Contacts	*	*	
Inventory	Inventory Amendment Journal		*	*
Inventory	Aged Inventory Valuation		*	
Inventory	Kardex Report		*	
Inventory	Optimized Kardex Report		*	
Inventory	Inventory Document Print		*	*
Inventory	Inventory Label Print		*	*
Inventory	List of Planners			*
Inventory	List of Buyers			*
Inventory	Goods in Inspection Offsite	*	*	
Purchase Orders - GRN	GRN Audit Trail		*	
Purchase Orders - GRN	GRN Trial Balance		*	
Purchase Orders - GRN	GRN Invoice Variance		*	
Purchase Orders - Requisitions	List of Requisition Users			*
Purchase Orders - Requisitions	Requisition List			*
Purchase Orders - Requisitions	Requisition Print			*
Purchase Orders - LCT	LCT Shipment Tracking Report		*	
Purchase Orders - LCT	LCT Sales Order Action Report		*	
Purchase Orders	AP Contract Price List		*	
Purchase Orders	Purchase Order Print	*	*	
Purchase Orders	Purchase Orders by Supplier		*	
Purchase Orders	Purchase Orders by Stock Code		*	

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Purchase Orders	Purchase Orders by Order Number		*	
Purchase Orders	Supplier's Performance		*	
Purchase Orders	Purchase Order Commitment		*	
Purchase Orders	List of Supplier Comments		*	
Sales Analysis	Sales by Salesperson			*
Sales Analysis	Sales by Customer		*	
Sales Analysis	Sales Analysis Commission - Commission Statement			*
Sales Analysis	Sales Turnover		*	*
Sales Analysis	Sales Turnover by Product Class		*	*
Sales Analysis	Sales Target Reports		*	*
Sales Analysis	Sales History Target Report			*
Sales Analysis	List of Sales Targets		*	
Sales Analysis	List of Salespersons			*
Sales Orders	Sales Order Document Print	*	*	*
Sales Orders - Blanket S/orders	Deliveries History Report		*	
Sales Orders - Blanket S/orders	Release Acknowledgement Report		*	
Sales Orders - Contract Pricing	Contract Price List		*	
Sales Orders - Contract Pricing	List of Buying Group Customer Cross Reference		*	
Sales Orders - Dispatch Notes	Dispatch Note Cross Reference		*	
Sales Orders - RMA	RMA Outstanding Authorizations		*	
Sales Orders - RMA	RMA Receiving Report		*	*
Sales Orders - RMA	RMA Document Print	*	*	*
Sales Orders - TPM	List of TPM Customers		*	
Sales Orders - Load Planning	Driver's Manifest		*	*
Sales Orders	Order and Booking Report		*	*
Sales Orders	Backlog Report by Stock Code		*	
Sales Orders	Backlog Report by Customer		*	
Sales Orders	Order Profitability		*	*
Sales Orders	Order-Invoice Cross Reference		*	
Sales Orders	Label Print		*	*

Module	Program Name	3rd Party Contact	3rd Party Business	Users
Bill of Materials	List of Employees			*
Engineering Change Control (ECC)	List of Engineering Users			*
Quotations	Quotation Batch Printing	*	*	*
Quotations	List of Quotations		*	
Work in Progress	WIP Detail		*	
Work in Progress	WIP Job Status Report		*	
Work in Progress	Dispatch List			*
Work in Progress	Trial Kitting			*
Work in Progress	Advanced Trial Kitting List		*	
Work in Progress	Labor Analysis			*
Work in Progress	Employee Efficiency			*
Work in Progress	Factory Documentation Print		*	*
Work in Progress	WIP Job Amendment Journals Report		*	*
Work in Progress	WIP Inspection Document Print		*	
Projects and Contracts	Contract Progress Report			*
Projects and Contracts	Job Transaction Report		*	
Projects and Contracts	Job Progress Report		*	
Report Writer	User defined Reports	*	*	*
SYSPRO Reporting Services	User defined Reports	*	*	*
Administration - Job Logging	Job Logging Report			*
Administration - Security	Detailed List of Operators			*
Administration - Security	Simplified List of Operators			*
Administration - Security	Operator Security List			*
Administration - Security	Operator Program List			*
Administration - Security	Program Operator List			*
Administration - General	Operator Amendment Journal Report			*

8. QUERY PROGRAMS IN SYSPRO THAT REVEAL PERSONAL INFORMATION

The Query programs listed below reveal fields that contain or may contain personal data. The asterisks against the reports indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof. Reports that reveal only a reference number that indicates a 3rd party account, e.g. a customer number, and no further data of a personal nature, are not included in the list.

For some Query programs not all personal data may be included by default, but this data may be added using screen customization and the "Field Chooser (Selector)" utility.

Module	Query Name	3rd Party Contact	3rd Party Business	Users
Accounts Payable	Supplier Query	*	*	
Accounts Receivable	Customer Query	*	*	*
Accounts Receivable	AR Find Customer for Invoice			
General Ledger	GL Query		*	*
Assets	Asset Query			*
Contact Management	Contact Query	*	*	*
Contact Management	My Organization Query		*	
Inventory	Customer Price Query	*	*	*
Inventory	Inventory Query			*
Purchase Orders	Purchase Order Query	*	*	*
Blanket Purchase Orders	Blanket Purchase Order Query	*	*	*
Blanket Purchase Orders	Blanket Purchase Order History Query		*	
Requisition System	Requisition Query			*
Sales Analysis	Sales Analysis Query			*

Module	Query Name	3rd Party Contact	3rd Party Business	Users
Sales Orders	Sales Order Query	*	*	*
Sales Orders	Sales Order Intake Query			*
Sales Orders	Sales Order Invoice Query	*	*	*
Counter Sales	Counter Sales Deposit Query		*	
Blanket SO & Releases	Release Master Query		*	
Dispatch Notes	Dispatch Notes Query	*	*	*
Return Merchandise	RMA Query	*	*	*
Load Planning	Delivery Load Query		*	*
Quotations	Quotations Query		*	*
Quotations	Quotations Query by Stock Code		*	
Work in Progress	WIP Query		*	
Work in Progress	WIP Multi-Level Job Query		*	
Projects & Contracts	P&C Contracts Query		*	*
Requirements Planning	Requirements Planning Query		*	*
Requirements Planning	MPS Review			*
Lot Traceability	Lot Traceability Up & Down Query		*	*

9. BROWSERS IN SYSPRO THAT REVEAL PERSONAL INFORMATION

The Browse programs listed below update or reveal fields that contain or may contain personal data. The asterisks against the browses indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof. Browse programs that reveal only a reference number that indicates a 3rd party account, e.g. a customer number, and no further data of a personal nature, are not included in the list.

For some Browse programs not all personal data may be included by default, but this data may be added using screen customization and the "Field Chooser (Selector)" utility.

Module	Browse Name	3rd Party Contact	3rd Party Business	Users
Accounts Payable	Browse on Suppliers		*	
Accounts Payable	Browse on AP Registered Invoices			*
Accounts Payable	Browse on AP Registered C/Notes&D/Notes			*
Accounts Receivable	Browse on Customers	*	*	
Accounts Receivable	Browse on Salespersons			*
Accounts Receivable	Browse on Multiple Ship to Addresses		*	
Accounts Receivable	Browse on Master Sub-Accounts		*	
Accounts Receivable	Browse on Customer Stock Codes		*	
Accounts Receivable	Browse on Customer Stock Code Cross-Ref		*	
Accounts Receivable	Browse on Collector			*
Accounts Receivable	Browse on AR Collector Run			*
EFT	Browse on EFT Cash Book Beneficiaries		*	
EFT	Browse on EFT Extracted Batches			*
Assets	Browse on Asset Owners			*
Assets	Browse on Asset Mechanics			*
Contact Management	Browse on Accounts	*	*	*
Contact Management	Browse on Customers	*	*	
Contact Management	Browse on Suppliers		*	
Contact Management	Browse on Contacts	*		

Module	Browse Name	3rd Party Contact	3rd Party Business	Users
Inventory	Browse on Buyers			*
Inventory	Browse on Planners			*
Inventory	Browse on Approved Manufacturers		*	
Inventory	Browse on Approved Manufacturers Parts		*	
Purchase Orders	Browse on Alternate Delivery Addresses		*	
Purchase Orders	Browse on Supplier Comments		*	
Requisitions	Browse on Requisition Capex			*
Requisitions	Browse on Requisition Users			*
Requisitions	Browse on Group Approval Limits			*
Sales Analysis	Browse on Salespersons			*
Sales Orders	Back Order Release			*
Sales Orders	Back Order Review		*	
Sales Orders	Orders Created Externally		*	
Trade Promotions	Browse on Trade Promotions Account		*	
Bill of Materials	Browse on Employees			*
Engineering Change Control (ECC)	Browse on Users (Engineering)			*
Work in Progress	Browse on Jobs		*	

10. DATA TRANSFER FILES THAT INCLUDE PERSONAL INFORMATION

The Data Transfer/Import programs listed below include fields that contain or may contain personal data in their file structure. The asterisks against the reports indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof. Data Transfer/Import that include only a reference number that indicates a 3rd party account, e.g. a customer number, and no further data of a personal nature, are not included in the list.

Module	Field	File/ Transaction	Source Table/File	Target Table/File	3rd Party Contact	3rd Party Business	Users
Contact Management	Contact Name	Contact Management to Outlook Sync	CrmContact	Outlook	*		
Contact Management	Company Name (Supplier)	Contact Management to Outlook Sync	ApSupplier	Outlook		*	
Contact Management	Company Name (Customer)	Contact Management to Outlook Sync	ArCustomer	Outlook		*	
Contact Management	Company Name (Contact account)	Contact Management to Outlook Sync	CrmAccount	Outlook		*	
Contact Management	Work Telephone	Contact Management to Outlook Sync	CrmTelephone	Outlook	*		
Contact Management	Home Telephone	Contact Management to Outlook Sync	CrmTelephone	Outlook	*		
Contact Management	Mobile	Contact Management to Outlook Sync	CrmTelephone	Outlook	*		
Contact Management	Email	Contact Management to Outlook Sync	CrmEmail	Outlook	*		
Contact Management	Status	Contact Management to Outlook Sync	CrmContact	Outlook	*		
Accounts Receivable		Credit Letter Extract		?ARSCRE.DAT		*	
Assets	Responsible user	Asset Import	ASSIMQ				*
Assets	Owner	Asset Import	ASSIMQ				*

Module	Field	File/ Transaction	Source Table/File	Target Table/File	3rd Party Contact	3rd Party Business	Users
Business-to-Business Trading	Sender & Receiver codes	Purchase Order Export		Any .EDI or .XML		*	
Business-to-Business Trading	Sales Person	Purchase Order Export		Any .EDI or .XML			*
Business-to-Business Trading	Sender & Receiver codes	Blanket Purchase Order Export		Any .EDI or .XML		*	
Business-to-Business Trading	Sender & Receiver codes	Sales Order Import	?.EDI			*	
Business-to-Business Trading	Sales Person	Sales Order Import	?.EDI				*
Business-to-Business Trading	Sender & Receiver codes	Blanket Sales Order Releases Import	?.EDI			*	
Business-to-Business Trading	Sender & Receiver codes	Purchase Order Confirmation Import	?.EDI			*	
Business-to-Business Trading	Various address & location fields	Purchase Order Confirmation Import	?.EDI			*	
Business-to-Business Trading	Sales person	Purchase Order Confirmation Import	?.EDI				*
Business-to-Business Trading	Multiple fields - EDI	Invoice, Credit Note & Debit Note Export		AINnnnnnnnn. XML		*	*
Business-to-Business Trading	Multiple fields - XML	Invoice, Credit Note & Debit Note Export		AINnnnnnnnn. XML		*	*
Work in Progress	Employee	WIP Labor Import	Any				*
Work in Progress	Customer Name	Job Creation Import	Any			*	
Quotations	Buyer	Estimate Structure Import	Any				*
Quotations	Planner	Estimate Structure Import	Any				*

Module	Field	File/Transaction	Source Table/File	Target Table/File	3rd Party Contact	3rd Party Business	Users
Quotations	Buyer	Estimate Route Import	Any				*
Quotations	Planner	Estimate Route Import	Any				*

11. CONTROLS & DATA MANAGEMENT FEATURES IN SYSPRO RELATING TO PERSONAL INFORMATION

There are several aspects to the control and management of personal data within SYSPRO. These are:

a. Field access restriction

b. Activity access restriction

c. Program restriction

d. Passwords

e. Electronic signatures

f. Operator Access to Data Groups

11.a. Field Access Restriction

Access to certain Personal Data fields can be restricted by operator, as per the table below. The access control settings are located in the Operator Maintenance program, under the Security tab, Fields and Selection. The asterisks against the fields indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof:

Field description	Module	3rd Party Contact	3rd Party Business	Users
AP Supplier check print name	Accounts Payable		*	
AP Supplier bank branch	Accounts Payable		*	
AP Supplier bank account number	Accounts Payable		*	
AP Supplier EFT bank account type	Accounts Payable		*	
AP Supplier bank	Accounts Payable		*	

Field description	Module	3rd Party Contact	3rd Party Business	Users
AR Credit limit	Accounts Receivable		*	
AR Credit terms	Accounts Receivable		*	
AR Credit checking method for customer	Accounts Receivable		*	
AS Assets owner	Assets Register			*
Customer Company Tax Registration number	Sales Orders		*	

11.b. Activity Access Restriction

Activities within programs that relate to the adding, updating or viewing of Personal Data fields can be restricted by operator, as per the table below. The Activity control settings are located in the Operator Maintenance program, under the Security tab, Activities and Selection. The asterisks against the Activities indicate whether the fields hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof:

Activity description	Module	3rd Party Contact	3rd Party Business	Users
AP Supplier add	Accounts Payable	*	*	
AP Supplier change	Accounts Payable	*	*	
AP Supplier delete	Accounts Payable	*	*	
AP Update/add/remove Management/ Supplier Notes	Accounts Payable		*	
AR Deletion of customers	Accounts Receivable	*	*	
AR Update/add/remove Management/ Customer Notes	Accounts Receivable		*	
CMS Allow synchronization of CMS contacts to Outlook	Contact Management	*		
CMS to Outlook sync can copy all contacts (not restricted to org list)	Contact Management	*		

Activity description	Module	3rd Party Contact	3rd Party Business	Users
CMS Allow synchronization of Outlook contacts to CMS	Contact Management	*		
CMS Outlook to CMS contact sync allows new contacts to be added	Contact Management	*		

11.c. Program Restriction

Access to any program within SYSPRO, and hence any program that relates to the adding, updating or viewing of Personal Data fields, can be restricted by user Group settings, or Role settings. These settings can also allow for Browse only access.

The Groups program control settings are located in the Groups Maintenance program, under Security Access. Note that if a Group is set to "System administrator" under Security, then that Group and all associated users will have access to all programs.

The Roles program control settings are located in the Roles Maintenance program, maintain Operator Roles, under the Role Usage tab, and clicking on the Primary Role you want to access. Note that under Role Configuration, Program Access must be set to "Configured by Role

11.d. Passwords

Access to a few programs that can maintain or utilize Personal Data within SYSPRO can be restricted by the use of a password. The table below lists the available passwords. The asterisks against the Passwords indicate whether the fields involved hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof:

Function	Module	3rd Party Contact	3rd Party Business	Users
AR Deletion of customers	Accounts Receivable	*	*	
Requisition Users	Purchase Orders			*

11.e. Electronic Signatures

Access to certain programs that can maintain or utilize Personal Data within SYSPRO can be restricted with the use of Electronic Signatures. The table below lists the Electronic Signatures available. The asterisks against the Electronic Signatures indicate whether the Programs involved hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof. Note that Electronic Signatures can be set up to target specific fields addressed by the relevant program.

Electronic Signatures can be set at Role level or operator level:

Module	Transaction description	3rd Party Contact	3rd Party Business	Users
Accounts Payable	AP Supplier added	*	*	
Accounts Payable	AP Supplier changed	*	*	
Accounts Payable	AP Supplier deleted	*	*	
Accounts Receivable	AR Customer added	*	*	*
Accounts Receivable	AR Customer changed	*	*	*
Accounts Receivable	AR Customer deleted	*	*	*
Accounts Receivable	AR Multiple Ship to Address changed		*	
Accounts Receivable	AR Multiple Ship to Address deleted		*	
Accounts Receivable	AR Multiple Ship to Address added		*	
Accounts Receivable	AR Customer added e.net	*	*	*
Accounts Receivable	AR Customer changed e.net	*	*	*
Accounts Receivable	AR Customer deleted e.net	*	*	*
Accounts Receivable	AR Multiple Ship to Address changed e.net		*	
Accounts Receivable	AR Multiple Ship to Address deleted e.net		*	
Accounts Receivable	AR Multiple Ship to Address added e.net		*	
Bill of Materials	BOM Employee added			*
Bill of Materials	BOM Employee changed			*
Bill of Materials	BOM Employee deleted			*
Cash Book	EFT Bank added		*	
Cash Book	EFT Bank changed		*	
Cash Book	EFT Bank deleted		*	
Cash Book	EFT Bank added e.net		*	
Cash Book	EFT Bank changed e.net		*	

Module	Transaction description	3rd Party Contact	3rd Party Business	Users
Cash Book	EFT Bank deleted e.net		*	
Contact Management	CMS Account added		*	
Contact Management	CMS Account changed		*	
Contact Management	CMS Account deleted		*	
Contact Management	CMS Account added e.net		*	
Contact Management	CMS Account changed e.net		*	
Contact Management	CMS Account deleted e.net		*	
Contact Management	CMS Contact added	*		
Contact Management	CMS Contact changed	*		
Contact Management	CMS Contact deleted	*		
Contact Management	CMS Contact added e.net	*		
Contact Management	CMS Contact changed e.net	*		
Contact Management	CMS Contact deleted e.net	*		
Quotations	QOT Add quotation	*	*	*
Quotations	QOT Change quotation	*	*	*
Quotations	QOT Cancel quotation	*	*	*
Quotations	QOT Copy quotation	*	*	*

11.f. Operator Access to Data Groups

Access to certain groups of information, such as a branch of AR Customers, can be restricted at Operator level. Refer Operator Maintenance, Access Tab and Access Type. Access can be set as all, none, allowed list or denied list. Therefore an operator can be limited to, say, accessing customers within a specific AR Branch that they might be responsible for.

The table below lists the groups of data that can be limited. The asterisks indicate whether the data groups hold 3rd party contact information (always personal in nature), 3rd party business information (potentially personal in nature), SYSPRO user information of a personal nature, or any combination thereof.

Access control	Module	3rd Party Contact	3rd Party Business	Users
AR Branch	Accounts Receivable	*	*	*
Contact property	Contact Management	*		
Contact class	Contact Management	*		
Contact type	Contact Management	*		
Contact category	Contact Management	*		

12. CONTROLS & DATA MANAGEMENT REQUIREMENTS NOT ACCOMODATED BY SYSPRO

There are many features in SYSPRO, and data management requirements outside of SYSPRO, that SYSPRO cannot control with respect to personal data. Here are some examples:

- The use of standard fields in SYSPRO or SYSPRO Espresso for purposes other than the purposes intended for those fields

- The use of user defined fields in SYSPRO or SYSPRO Espresso

- The use of Custom Form fields in SYSPRO or SYSPRO Espresso

- The use of GL Analysis codes

- The recording and management of personal data by third party products utilized by a SYSPRO licensee in association with SYSPRO

- The security of data held in a Sequel database, or any other files, permanent or temporary, that SYSPRO utilizes. This includes the use of ODBC connectivity

- Local area network access, controls and data protection

- Internet protection such as firewalls

13. SYSPRO TOOLS AND ACCESS TO PERSONAL DATA

SYSPRO makes several tools available to SYSPRO users that allow for the reporting on, and in some cases the updating of, all data within SYSPRO. These tools are therefore capable of reporting on any form of Personal Data within SYSPRO. The Tools are:

- SYSPRO Reporting Services
- Report Writer module (can also update data fields in SYSPRO)
- SYSPRO Analytics
- Data Dictionary Viewer (DDSBFI)

Control over the above tools is therefore paramount to the security of Personal Data within SYSPRO. Usually such tools would only be available to a SYSPRO System Administrator.

14. SUGGESTIONS REGARDING THE MANAGEMENT AND CONTROL OF PERSONAL DATA IN SYSPRO

This is not intended to be an exhaustive list of controls, processes and procedures that should be adopted by a SYSPRO licensee in relation to personal data in SYSPRO. The following are a guide, but each business needs to determine what is appropriate in their situation:

- Make use of the Roles functionality within SYSPRO, to control the access of SYSPRO operators with respect to Personal data. The following security functionality should be applied together with the Roles functionality (refer section 11 of this document):
  - Field access restriction
  - Activity access restriction
  - Program restriction
  - Passwords
  - Electronic signatures
  - Operator Access to Data Groups
- Make use of Setup Amendment Journals, especially for Accounts Payable and Accounts Receivable. This can highlight unauthorized access of Personal Data. The Amendment Journals should be reviewed by a senior Officer.
- Make use of Job Logging. Review Job Logging reports regularly. This can highlight unauthorized access of Personal Data. Purge old data at appropriate intervals. Job Logging should be reviewed by a senior Officer.
- Make use of the Contact Management purge facility to purge inactive contact information at appropriate intervals.
- Create reports to review customer and supplier records for non-movement. Contact details, Email addresses and EDI Sender/receiver codes should be deleted if not used for more than a defined period, e.g. 3 years. If any Supplier or Customer accounts are personal in nature, then any Supplier or Customer records with no movements for a defined period of time should be deleted.

- Review the SYSPRO Operator Maintenance program for user records with non-movement for a defined period of time and delete old user records. As an alternative to the review process, a report could be created to list obsolete users on an exception basis.

- Institute a process to take account of contacts who leave the employ of a customer, supplier or account. Make use of E-Signatures to control such a process, and, if required, e-mail the contact concerned confirming deletion of their personal information. Note that the Contact Query program needs to be applied for the deletion of single contacts

- Institute a process to take account of employees who leave the employ of the company. Remove such individuals, after an appropriate period, from the SYSPRO Operators file, and any role responsibility within SYSPRO, i.e.
  - Sales Persons
  - AR Collectors
  - Buyers
  - Planners
  - Drivers
  - Engineers
  - Assets Owners
  - Assets Mechanics
  - BOM Employees
  - ECC Users
  - WIP Employees
  - Requisition Users

- Make use of the SYSPRO Learning Channel to build knowledge on all the foregoing. The System Administrator course would be a good starting point.

- Consider implementing the ISO 27001 standard in your business and IT processes, especially in relation to the management and control of personal information within SYSPRO.

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