

Dynamics NAV internal control checklist

Check the reliability of your data processing in 7 steps

This checklist serves as a tool for checking the reliability of your data processing in Dynamics NAV and as a starting point for taking measures.

- 1. Procedures and operational instructions**
 - a. Are tasks and responsibilities clearly defined in procedures?
Do your procedures have clear objectives and activities to monitor them?
 - b. Can your (new) employees rely on good working/operational instructions?
How do you guarantee the quality of specific information? (Master data, transaction data)

- 2. Authorizations**
 - a. To what extent are the current authorizations within Dynamics NAV in line with the tasks and responsibilities of your employees?
 - b. How many users have the authorization set SUPER?
 - c. Which authorization sets have access rights to Table data "0"?
 - d. How many user Ids are not directly traceable to actual persons?
 - e. Do the user Ids correspond to the current workforce?

- 3. Logging**
 - a. Have you set up logging for settings and master data and do you regularly check these?

- 4. Financial**
 - a. Do you use the settings for permitted booking dates?
 - b. Are the ledger accounts with sub administration blocked for direct bookings?
 - c. Do the booking group settings match your administrative organization?
 - d. Do you regularly check the connection between your sub- and ledger administration?

- 5. Change management**
 - a. Do you monitor the topicality of documentation about changes and the configuration of Dynamics NAV?
 - b. Do you use separate development, testing and acceptance environments? And how often are these updated?
 - c. Does your organization have a structural change procedure, with agreements on testing, acceptance and implementation in the production environment?

- 6. Security**
 - a. Is the SQL server management account password secure enough?
 - b. What attention do you pay from IT perspective to the security of your network, servers and databases?
 - c. How many users have Sysadmin rights within your SQL-server environment?

- 7. Operational management**
 - a. Do you have a plan to ensure the continuity of your automated data processing?
 - b. What certainty do you have that the right data is backed up on a daily basis?
 - c. Is your backup stored externally and is it regularly checked for the possibility of restoring it?

Do you have a clear view of the data processing within Dynamics NAV or are you left with unanswered questions?

We will help you!