SAGE 100 ENHANCEMENTS
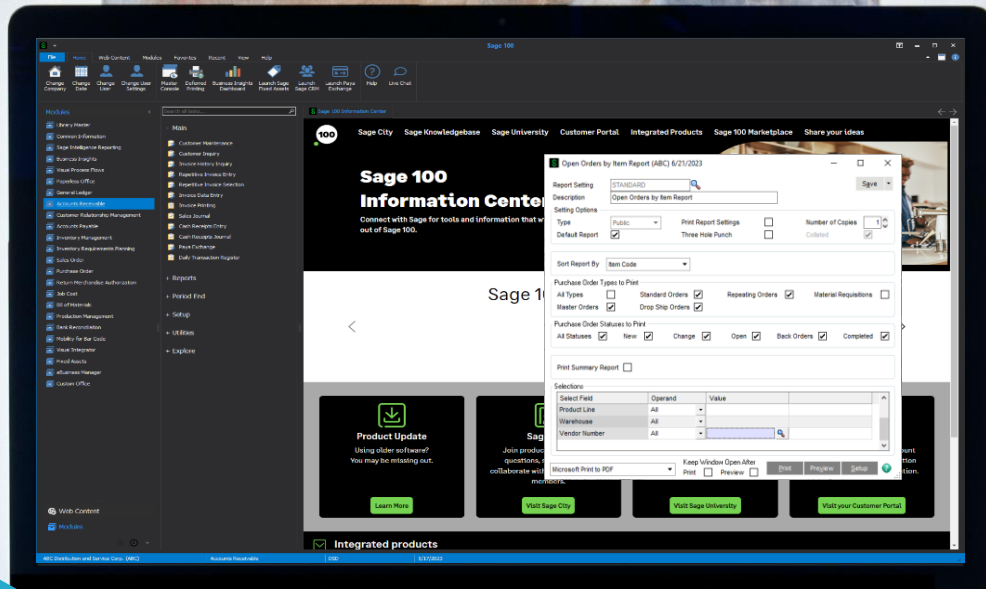
A058

A/P SECURITY BY DIVISION

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A/P Security by Division

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

A/P Security by Division Features

This DSD Extended Solution adds security by Division to specific locations in Accounts Payable, Purchase Order and Inventory. Users without clearance will not be allowed to enter Division Codes in specific reports, inquiries and data entry screens. You may choose if users should be included or excluded in the Setup for this Extended Solution.

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Section B: Getting Started

⚠️ **Important – Read this section prior to installing this enhancement.**

Updated Modules

This enhancement modifies several Sage 100 modules. If you reinstall one of the Sage 100 modules listed in the following table, you must also reinstall this enhancement. **Enhancements from different Sage Tech Partners may not be designed to work together.**

Module	A058
Accounts Payable	✓
Purchase Order	✓
Inventory Management	✓
Common Information	✓
Library Master	✓

If you are upgrading Sage 100 with a Product Update, check the DSD website for compatibility before upgrading. A new version of the enhancement may be required.

If you are upgrading Sage 100 to a new version (e.g., 2021 to 2023), you must obtain the latest compatible release from the DSD website prior to installing and converting.

Ensure the compatibility of all enhancements with the version being upgraded to prior to starting the installation process. Work with your reseller to ensure that enhancements are compatible with each other and note the proper order in which they should be installed.

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Installation

Back-up: Exit all Sage 100 sessions. Back-up existing Sage 100 data.

Check Levels: Sage 100 module levels must match those listed above.

Run Enhancement Setup Program: Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.

Send your Sage Serial Number to your DSD Representative: Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.

Re-Start Sage 100: Sage 100 will be updated.

Update Security: After installation, you may not see the modules you installed on the Launcher menu. You will need to update all your security Roles to include access to the newly installed modules. Make sure your user has sufficient rights to modify Role Maintenance and add access to the new DSD enhancements to the appropriate Roles.

> If this is your first DSD enhancement, make sure to add the DSD Enhancement Control Panel in the Library Master module to an appropriate Role.

Run the DSD Enhancement Control Panel: Run the DSD Enhancement Control Panel from the Library Master module under the Utilities menu.

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The DSD Enhancement Control Panel is accessed from the Library Master Utilities menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the DSD Enhancement License Agreement and Activation window will appear. Follow the steps shown on that window. You can click the Help button for more detailed instructions. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Agree to the License Agreement: On the DSD Enhancement License Agreement and Activation window, click on the Agree button to accept the DSD License Agreement. After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement **has web access** and you **have sent DSD your Sage Serial number**, you can unlock the Enhancement without assistance using

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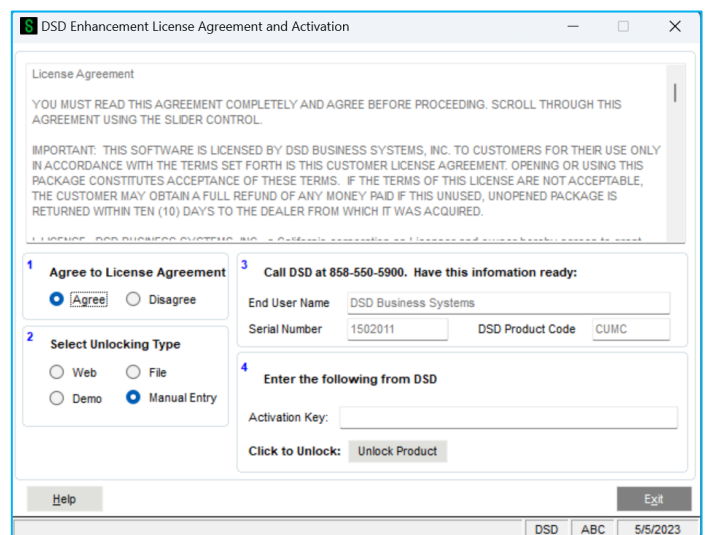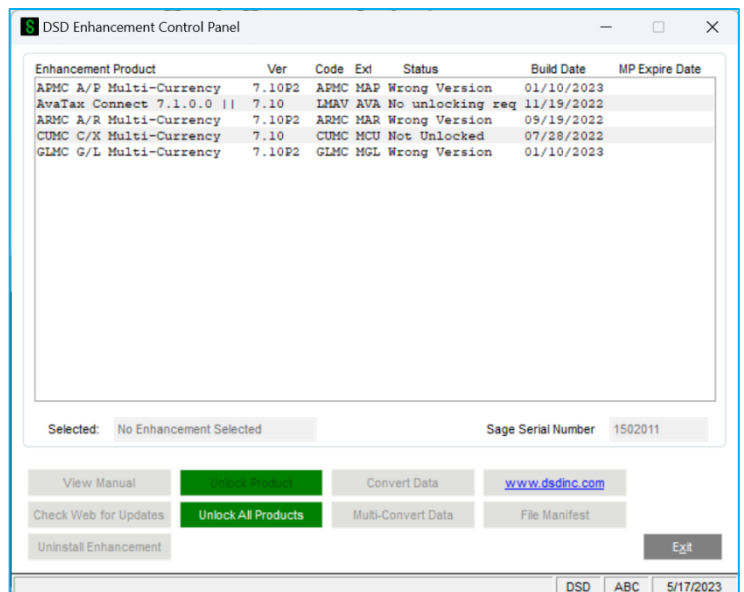
Web Unlock. When this option is selected, the licensing program will attempt to download encrypted serial number key file from DSD **and then proceed to unlock all enhancements contained in the file**.

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.

Manual Entry Unlock**:** If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.
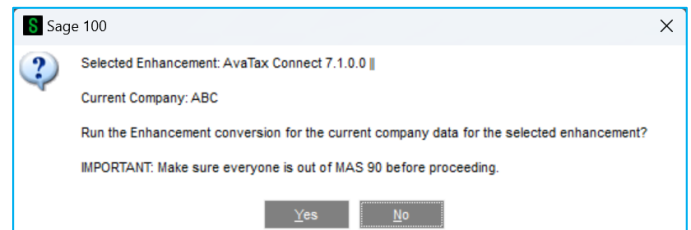
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
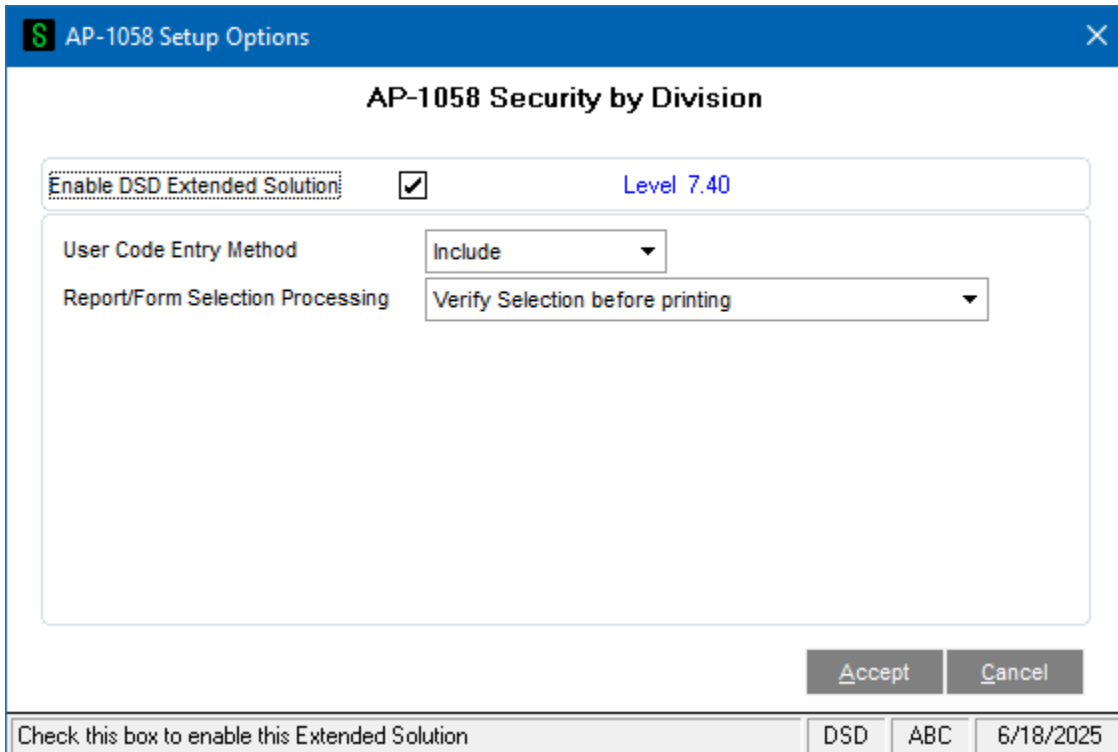
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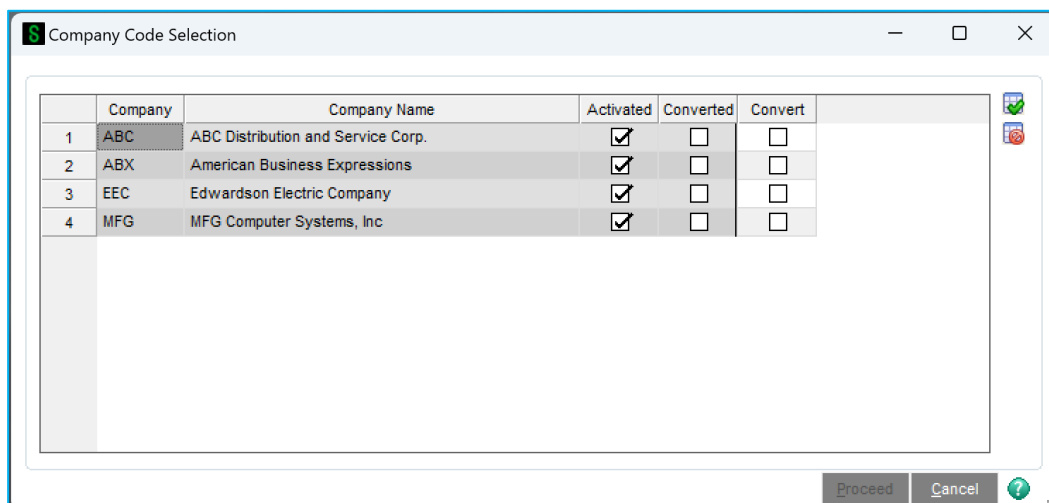
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement: If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. For more information see Uninstall DSD Enhancements.

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Section C: Setup

Upon completion of software installation, you will need to access DSD Extended Solutions Setup from the Accounts Payable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

Answer the following prompts:

User Code Entry Method: Select 'Include' to allow all users entered in the 'Security' option added to Division Maintenance access to the particular Division. Select 'Exclude' to exclude all User IDs entered in the 'Security' option from using the particular Division.

Report/Form Selection Processing: Select one of the following options from the Dropdown list:

Verify Selection before printing: Select this option to be notified before the Form or Report is generated that the selection may result in one or more Divisions being denied access for this User.

Filter Selection during printing with error message: Select this option to be notified after the Form or Report has been generated that one or more Divisions were not printed due to the User being denied access.

Filter Selection during printing without error message: Select this option to filter the Form or Report generation for only valid Divisions with no warning message. Note, this may result in the 'Data is not selected for report printing' message because all Divisions selected were denied access for that User.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance (Example)

The following Security Event has been added to Accounts Payable:

Allow Access to Security Options in Division Maintenance and All divisions

NOTE: Users who are assigned this Security Event will have access to the security button in Division Maintenance and have access full access to all divisions.

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Section D: System Operations

A/P Division Maintenance

A 'Security' button has been added. It is accessible only to users who are associated with the A/P security event 'Allow Access to Security Option. . .' noted in Setup.

After you enter a Division and click the 'Security' button, Security by Division maintenance will appear.

Specify the list of User Codes who are allowed access to this division or prevented access depending on what method you noted in Setup.

Vendor Maintenance

During A/P Vendor Maintenance, the user cannot create new vendors or enter on-file vendors which reference a division the user is not authorized to use.

Invoice Data Entry, Repetitive Invoice and Manual Check Entry

During Invoice Data Entry, Repetitive Invoice and Manual Check Entry, the user cannot create or maintain entries which reference a division the user has not been authorized to use.

A/P Reports and Inquiries

Security has been added to:

- Vendor F2 lookups
- Auto Complete
- Payment History Inquiry
- Vendor Inquiry
- Payment Selection
- Check Maintenance
- Vendor Listing
- Aged Invoice Report
- Trial Balance Report
- Check History Report
- Purchase Analysis
- Invoice History Report
- Payment History Report

Purchase Order

The user will be prevented from creating new vendors, or entering a vendor on an order or receipt that references a division the user is not authorized to use. The user cannot enter a Master/Repeating Purchase Order number that references a vendor that they have not been authorized to use. This protection only protects Purchase Order Entry, Receipt Entry, Return of Goods Entry, and Purchase Order Form printing.

Purchase Order Reports

A new 'Vendor Range' option has been added to the Open Orders by Item Report and the Purchase Order Recap. Users may only print for Vendors for Divisions they have been authorized to use when using these reports. Security has also been added to Receipt History Report, Purchase History Report, and Open PO's Reports.

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Inventory

The Orders Tab of Inventory Maintenance and Inventory Inquiry has been modified so that when Purchase Order Inquiry option is checked. Only the Purchase Orders for those Vendors for which the user has Security access will be displayed. The Totals at the bottom of the Tab will include only the orders included in the display.

Inventory Sales History Report, Sort by Vendor Number will prevent report printing if the selection references a division the user has not been authorized to use.

ODBC Dictionary

The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

File: *Fields:*

AP_DivisionSecurity_001   All Fields

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Version 7.40

In Business Insights, if the Top Vendors panel is displayed, no Security is available if one selects a Vendor. This was implemented because the User Code is not available when launching from this panel, so all Vendors are included.

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Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.
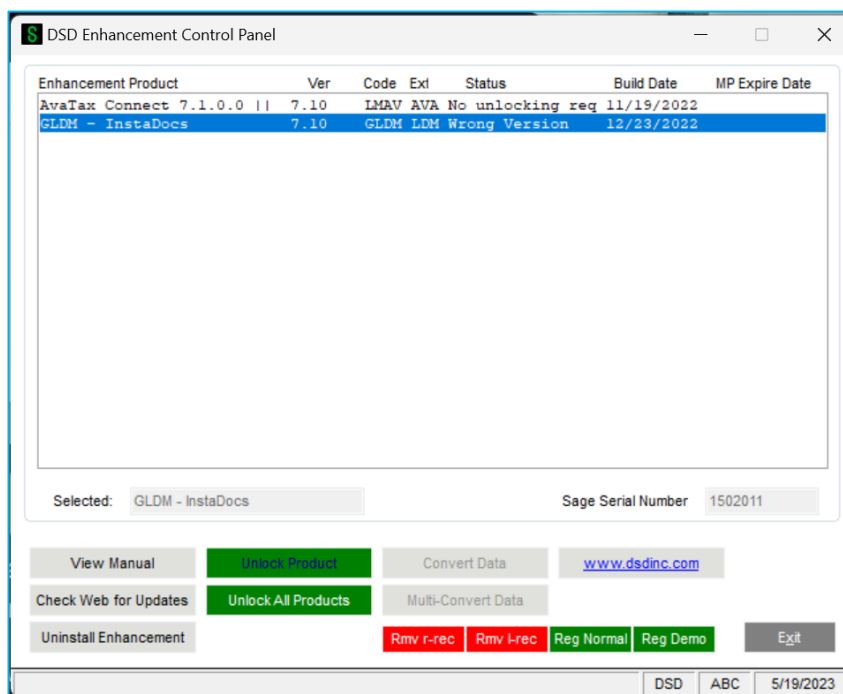

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:

- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process.
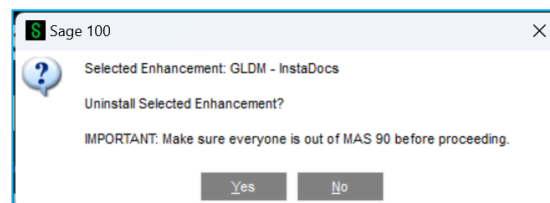
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.
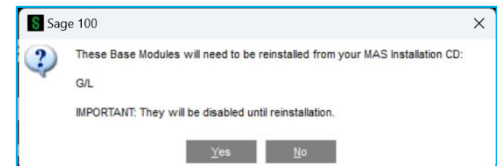

- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process.

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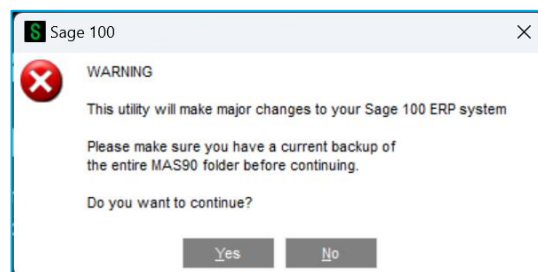
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.

- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.
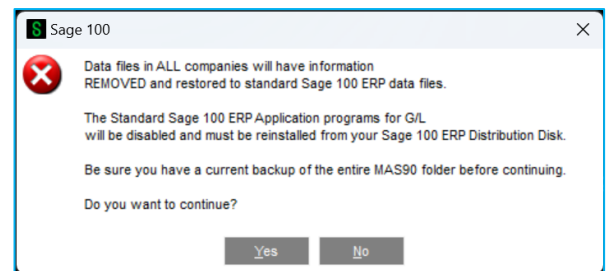
After completion of the Uninstall, the following message box will appear. Select OK to continue.
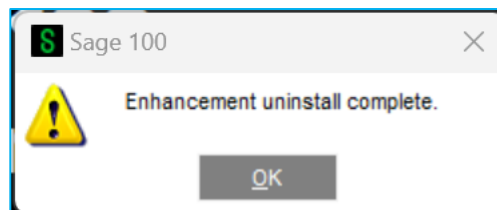
Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).

Section F: Resources and Support

Web Resources

DSD web site: http://www.dsdinc.com

The Enhancement page contains:

- Current Release Schedule
- Purchasing Information
- Installation Instructions
- Product Support
- Enhancement Links

Security by Division :

https://www.dsdinc.com/enhancements/marketplace/products/ap-1058-security-by-division

The product web page contains:

- Product Description
- Web Links
- Current Product Version Table
- Product Installation File Download
- Product Manual in .pdf Format

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate.

- Telephone: 858-550-5900
- Fax: 858-550-4900
- Email: enhancements@dsdinc.com

For a hard error, where the program displays an error dialog, report:

- Enhancement Name
- Error number
- Program name
- Line number

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- Program version
- Exact sequence that caused the error, including menus and menu selections
- Other pertinent information

If leaving a message, faxing or email, please include:

- Your name and company
- Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system remotely or by some other to duplicate the system.

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Since 1984, DSD Business Systems has been providing clients with professional business consulting services and business software solutions across the globe. Specialties include Sage Intacct, Acumatica Cloud ERP, Sage 100, Sage 300, Sage 500, Sage CRM, Sage HRMS and more.

DSD Business Systems has been a Sage Tech Partner, commonly referred to as a "Master Developer", for over 30 years. DSD currently has over 500 Enhancements to Sage 100 and has created thousands of custom solutions for end-users around the world. We have had the privilege of working with hundreds of Sage consultants, resellers, and end-users to produce powerful custom solutions that enhance the functionality of Sage 100.

Contact DSD Enhancements

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