



# DSD Business Systems

**Sage 100 Enhancements**

**R152**

**A/R Security by Division**

**AR-1152**

**Version 7.10**



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Security by Division User's Manual  
Version 7.10

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## Section A: Introduction

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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.

### Web Resources

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

The Enhancement page contains:

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

R152 Security by Division:

<http://www.dsdinc.com/enhancement/security-by-division-4>

The product web page contains:

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

### Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

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

- Error number.*
- Program name.*
- Line number.*
- Program version.*
- Exact sequence that caused the error, including menus and menu selections.*

*Other pertinent information.*

If leaving a message or faxing, please include:

*Your name.*

*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 with Symantec PCAnywhere or by some other means access or duplicate the system.

### ***Security by Division Features***

This DSD Extended Solution to the Accounts Receivable module adds security by Division to specific locations in Sales Order, Accounts Receivable and Inventory Management. Users without clearance will not be allowed to enter Division Codes in specific reports, data entry, and inquiry Screens. You can setup your list to include or exclude Users.

## Section B: Getting Started

### CAUTION

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

### Required Levels

| Sage 100 Module | Module Required | Required Level |
|-----------------|-----------------|----------------|
| A/R             | Y               | 7.10           |
| S/O             | N               | 7.10           |
| I/M             | N               | 7.10           |

### Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **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.
4. **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.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** 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.*

**Note:** On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

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 Web

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

- The Sage 100 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to your DSD Enhancements sales representative.

**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.

**Note:** You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the **Library Master Utilities Menu**. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.

### 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.

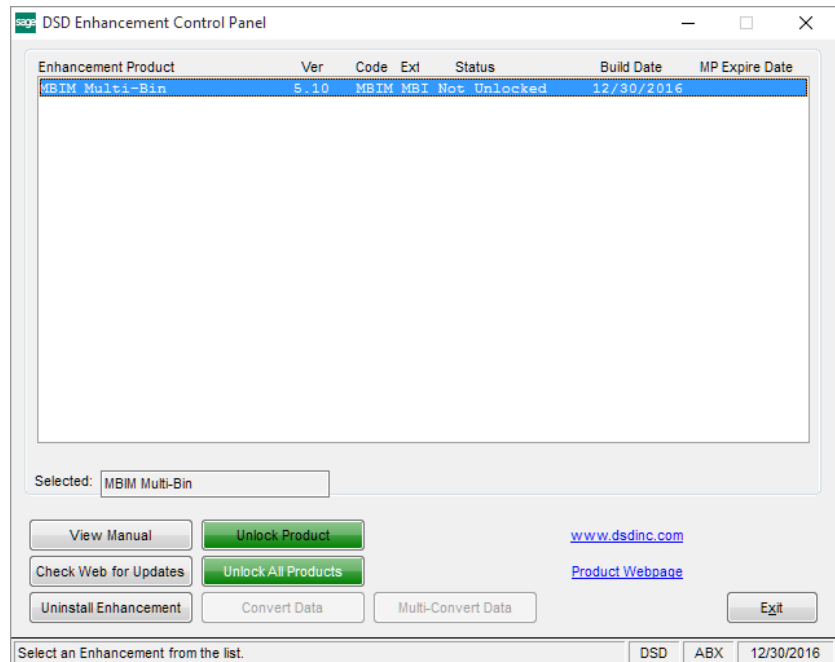
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

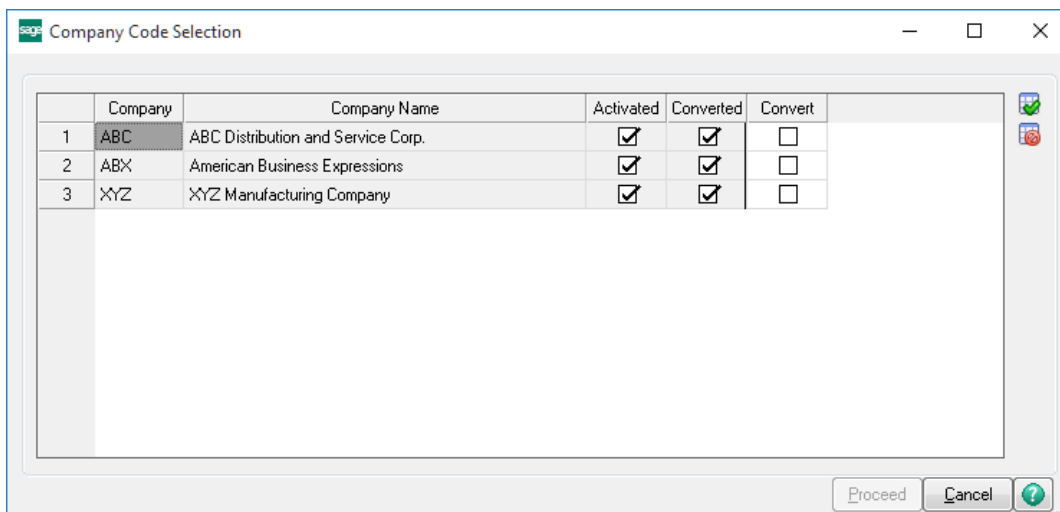
**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**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.)



**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](#))

## Section C: Setup

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

Answer the following prompts:

**User Code Entry Method:** Select 'Include' to allow the listed Users (entered in the 'Security' option of Division Maintenance) access to the particular Division. Select 'Exclude' to prohibit the listed Users access to the specified Division.

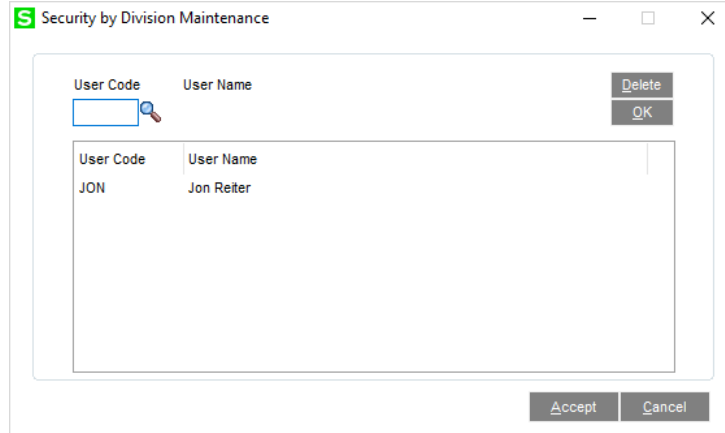
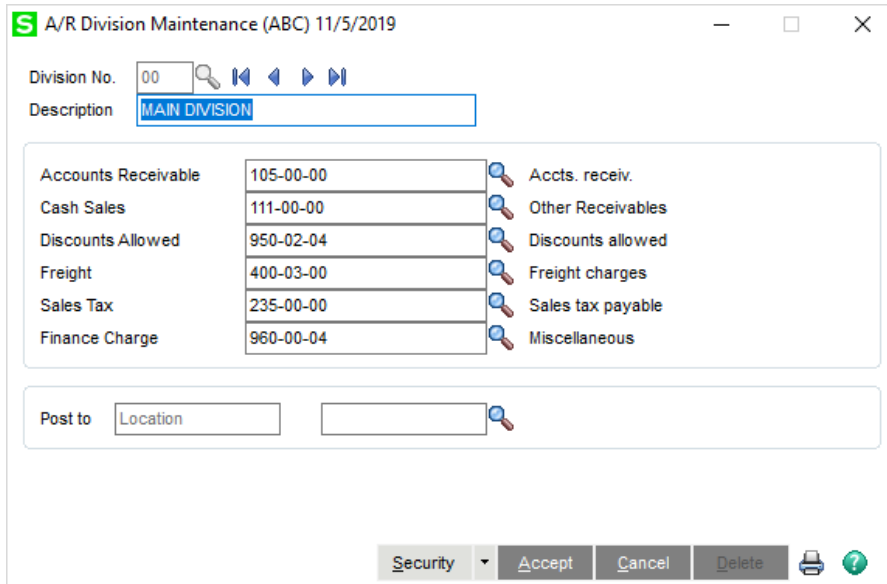
**Report/Form Selection Processing:** Select one of the following options from the Dropdown list:  
*Verify Selection before printing:* Select this option to be notified before the Form or Report is generated that the selection may result in one or more Divisions being denied access for this User.  
*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.

A new security event 'Allow Access to Security Option in Division Maintenance and All divisions' will be added to the Accounts Receivable module in Role Maintenance. Check this option to allow access to Security by Division Maintenance as well as access to all divisions. You should review your security setup in Role Maintenance and make appropriate changes.

## Section D: System Operations

Division Maintenance has been modified with a Security button. It is available to those users associated with the Security Event 'Allow Access to Security Option in Division Maintenance and All divisions'. Clicking the Security button will present you with Security By Division Maintenance.



If you chose to include all User Codes in Setup, all User Codes you enter will be allowed access to the Division. If you chose to exclude all User Codes in Setup, all User Codes you enter will be prevented from accessing or using the Division

If a User attempts to access data associated with a division which they are not allowed, they will be denied access.



The following security measures will be taken for Users who are restricted to particular divisions:

**Accounts Receivable Customer Maintenance**

Users will be prevented from creating new customers, or entering a customer that references a division they are not authorized to use.

**Sales Order and Invoice Entry**

Users will be prevented from entering a customer on an order or invoice that references a division they are not authorized to use. This protection applies only to Sales Order Entry, Sales Order Invoice Data Entry, creating Customers on-the-fly when using Master/Repeating orders and in the use of the 'Copy From' function in Sales Order Entry.

Once an Order or Invoice has been created, any user not authorized for a Customer's Division will not be able to retrieve that Order or Invoice for editing, nor will they be able to Invoice an Order that references a Customer Division for which they are not authorized.

The features of this Extended Solution are not available in Sales Order Shipping Data Entry.

**Reports and Forms Printing**

For reports and forms printing that contain a Customer Number selection range, users will be unable to enter a Customer that references a division they are not authorized to use. Users will need to define meaningful ranges in accordance with what their User security allows. If the range includes divisions for which the user is not authorized, that user will be told 'Access to Division xx is denied,' where 'xx' equals the first division it comes across to which the user is prohibited access.

The S/O 'Sales Recap by Division' report will only display information for divisions for which the user is authorized.

Security is in effect in the following places:

**ACCOUNTS RECEIVABLE***Main Menu*

- Customer Maintenance
- Invoice History Inquiry

*Reports Menu*

- Accounts Receivable Aged Invoice Report
- Accounts Receivable Trial Balance Report
- Customer Sales Analysis
- Accounts Receivable Invoice History Report
- Invoice History Printing

**SALES ORDER**

*Main Menu*

- Sales Order Entry
- Invoice Entry
- Sales Order Printing
- Invoice Printing

*Reports Menu*

- Open Sales Order Report
- Open Orders by Item Report
- Open Orders by Promise Date Report
- Sales Recap by Division
- Customer Sales History
- Sales Order Recap

**INVENTORY MANAGEMENT***Inventory Maintenance and Inventory Inquiry*

- Price Lookup by Customer
- Price Inquiry by Customer
- Sales History by Customer

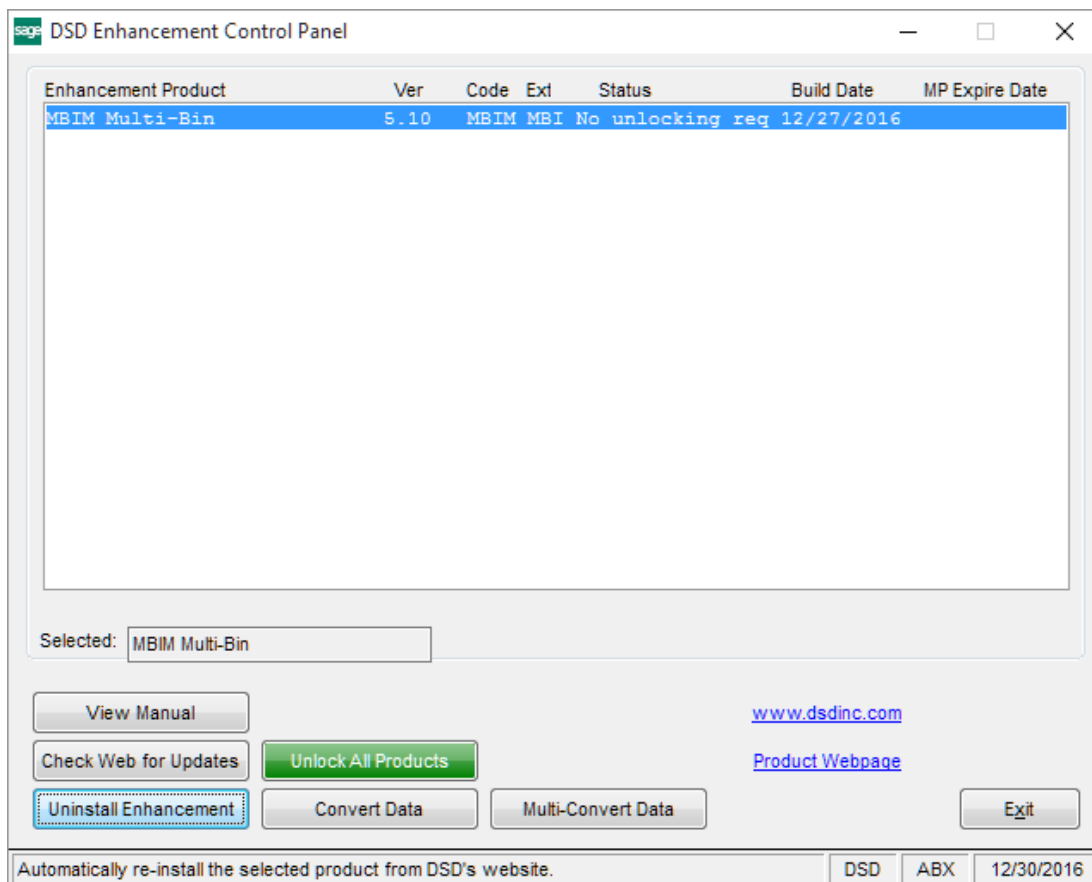
Inquiry Tab - with S/O clicked, will only display Orders for the Customers which the User has Security authorization to see. Totals at the bottom of the Tab will display only what is listed in the box.

*Reports Menu*

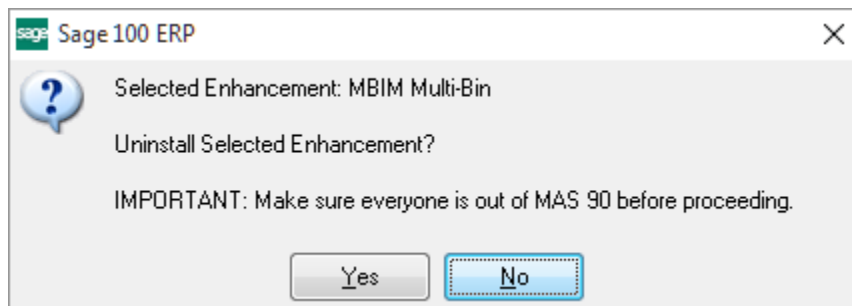
- Sales History Report

## 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.

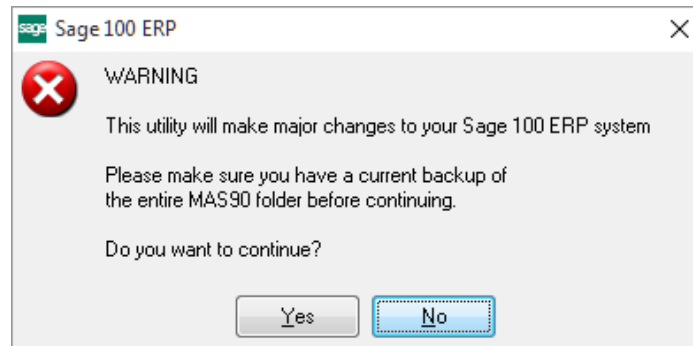


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



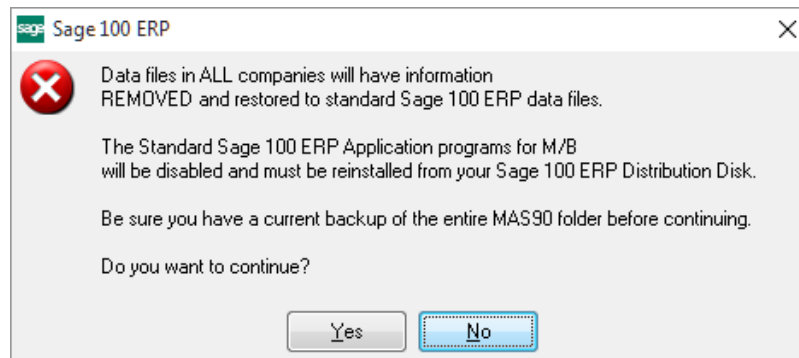
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

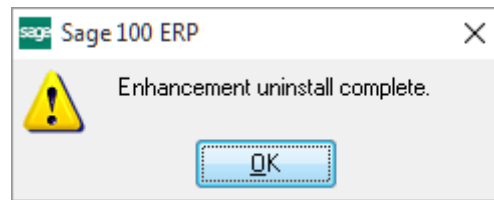
The following message box will appear, displaying the final warning message.



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).