DSD Business Systems

Sage 100 Enhancements

I154

Security by Warehouse
IM-1154

Version 7.40

Information in this document is subject to change without notice.

Security by Warehouse User's Manual
Version 7.40

14 August, 2025

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Table of Contents

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.

Web Resources

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

The Enhancement page contains:

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

I154 Security by Warehouse:

http://www.dsdinc.com/enhancement/security-by-warehouse-2

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 Warehouse Features

This DSD Extended Solution adds security by warehouse to Bill Of Materials, Inventory Management, Purchase Order and Sales Order. Users without clearance will not be allowed to enter warehouse codes in various report selections, inquiry and data entry screens. You may choose if users should be included or excluded in the Setup for this Extended Solution.

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
I/M	**Y**	7.40
B/M	**N**	7.40
P/O	**N**	7.40
S/O	**N**	7.40

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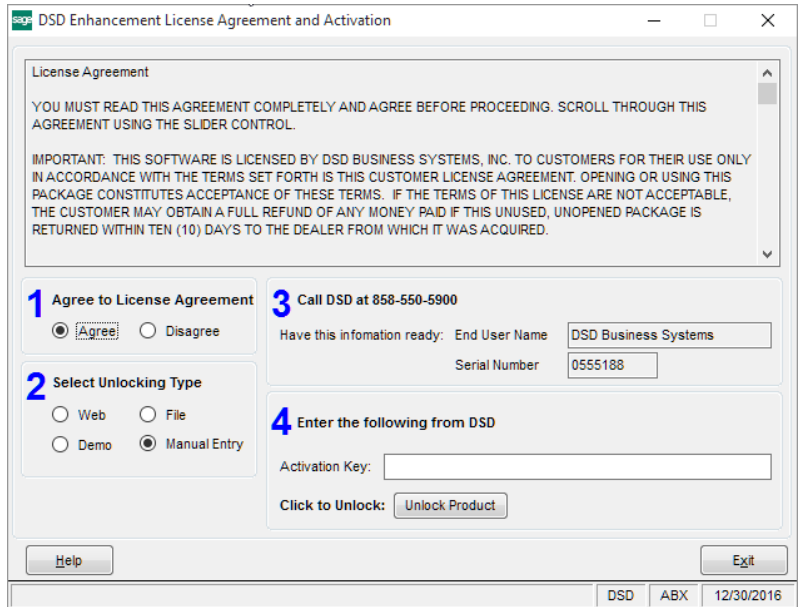
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

*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.*
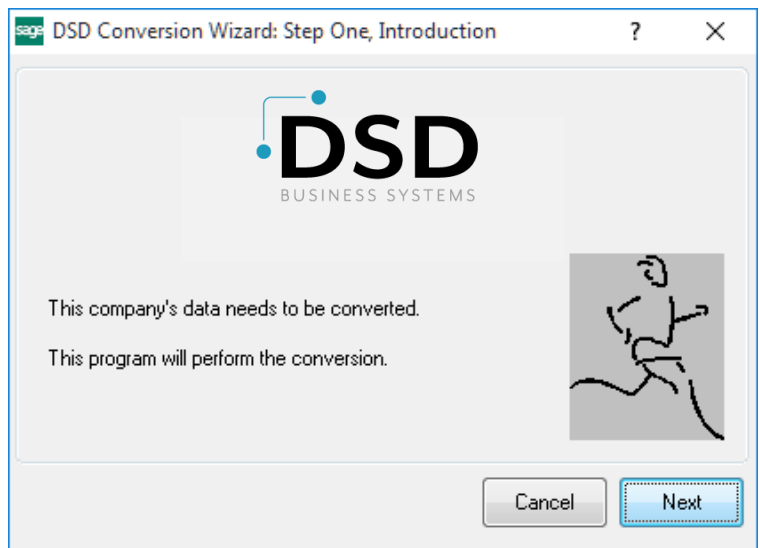
DSD Enhancement Control Panel

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.)*
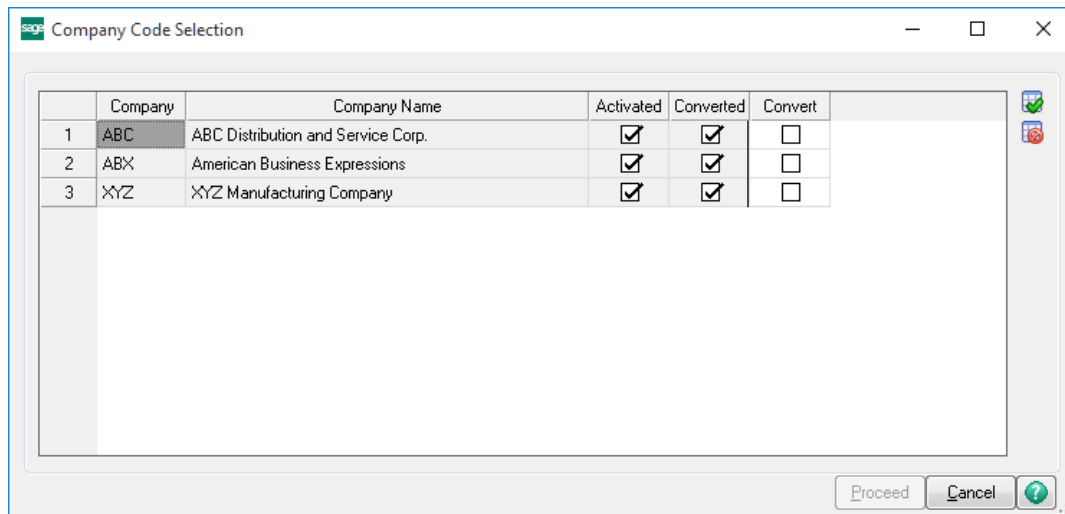
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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 Inventory 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:

If the Bill of Materials module is installed, you will have access to this option:

Apply Security Features To B/M: Check this option to apply security features to Bill Of Materials Production Entry and Disassembly Entry. See Operations for details.

Include/Exclude User Codes From Warehouses: Select 'Include' to allow all users entered in the 'More...' option added to Warehouse Code Maintenance access to that particular Warehouse Code. Select 'Exclude' to exclude all User Codes entered in the 'More...' option from using the particular Warehouse Code.
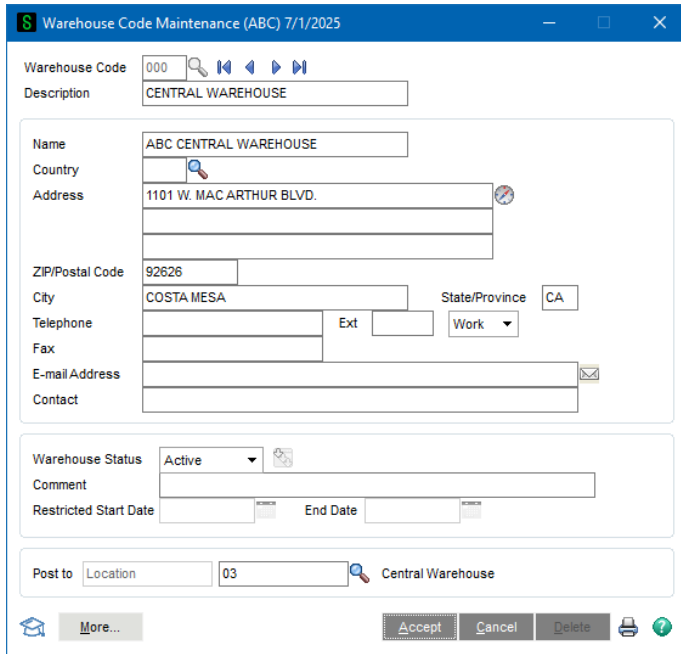
Roles Maintenance

The following Security Event has been added to Inventory Management:
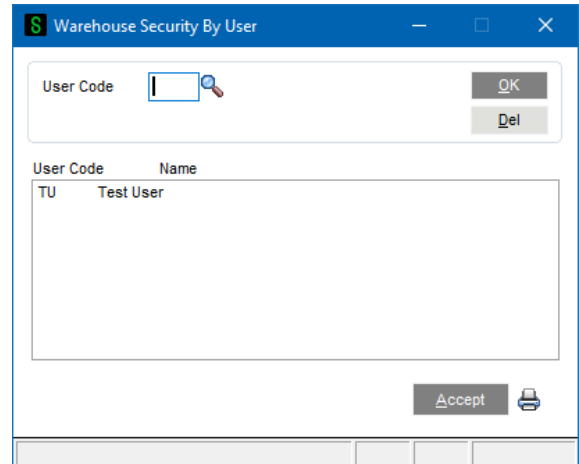
• Master User for Security by Warehouse

Note: Users who are assigned this Security Event will have access to the security button in Warehouse Code Maintenance and have full access to all warehouses.

Section D: System Operations

Warehouse Code Maintenance has been modified with a MORE button. Only those users associated with the Security Event 'Master User for Security by Warehouse' will have access to it. Click the button and you will be presented with Warehouse Security by User.
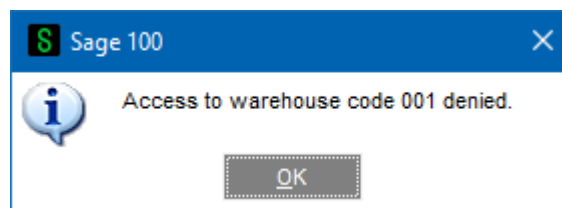
If you chose to Include All User Codes in Setup, the User Codes you enter will be allowed access to the Warehouse Code. If you chose to exclude all User Codes in Setup, all Users you enter will be prevented from accessing or using the Warehouse Code.

The following security measures will be taken for User Codes with limited access.

Inventory Maintenance/Item Inquiry

Users without access to a particular warehouse cannot enter an unauthorized warehouse code, or see entries for an unauthorized warehouse code on the Quantity, History, Transactions or Cost Detail tabs.

Inventory Transaction Entry

Users without access to a particular warehouse cannot perform transaction entry for that warehouse. This protection applies to all transaction types.

A new option has been added to the Inventory Transaction Register print selection screen for 'Warehouse Code'.
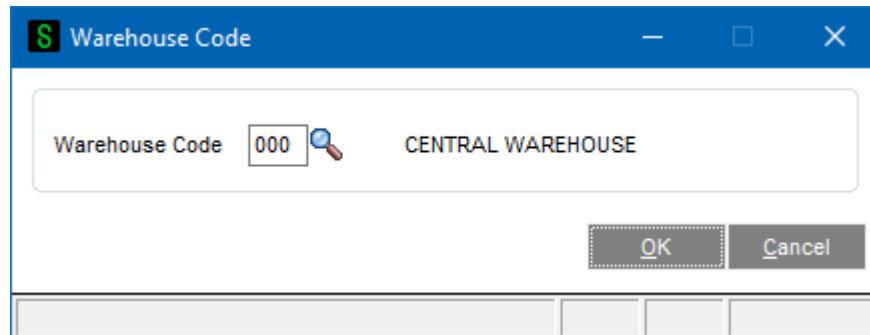
The user may enter a single warehouse code. The user will be prevented from entering an unauthorized warehouse code or leaving the field blank.

The Transaction Journal will print entry numbers where the Default Warehouse (the 'From Warehouse' for Transfer Entries) matches the warehouse code entered on the selection screen. No check is made of the line referenced warehouse code within the transaction entry. The user is prevented from entering an unauthorized warehouse code during data entry.

The user may update the Transaction Journal, although only entries included on the printed copy of the Transaction Journal will be updated. Multiple users will be prevented from updating journals simultaneously. One update must be complete before another may be started.

Physical Count Entry/Update

The user may not print the physical count worksheet or perform physical count entry for any warehouse other than those for which they have been authorized for access.

The Physical Count Variance Register may be printed and updated for multiple warehouses. However, a user will be prevented from printing a Physical Count Variance Register with a Warehouse range that contains any warehouse(s) for which they do not have unauthorized access to.

The Variance Register will print entries only for the warehouse(s) entered on the selection screen.

The user may update the Variance Register, although only entries included on the printed copy of the Variance Register will be printed.

Multiple users will be prevented from updating journals simultaneously. One update must be complete before another may be started.

Inventory Reports

The following Inventory Reports will now prevent the user from entering in a warehouse code for which they are not authorized. If the user enters a range of warehouse codes, they must be authorized for all warehouses within the range or they will be prompted to reenter report selections.

Item Listing with Sales History, Inventory Stock Status Report, Inventory Reorder Report, Inventory Valuation Report, Period to Inventory Valuation Report by Period, Inventory Turnover Report, Inventory Sales Analysis, Inventory Sales History Report, Inventory Receipts History Report, Inventory Issue History Report, Inventory Detail Transaction Report, Inventory Trial Balance, Lot Serial Transaction History Report, and Inventory Negative Tier Report.

Purchase Order Entry/Receipt Of Goods/Receipt Of Invoice/Return Of Goods

The user will be prevented from entering a warehouse code on the header or lines screen for which they are not authorized from the following locations:

Purchase Order Entry, Receipt Of Goods Entry, Receipt Of Invoice Entry, Return Of Goods Entry

Purchase Order Reports

The following Purchase Order Reports will now prevent the user from entering a warehouse code for which they are not authorized. If the user enters a range of warehouse codes, they must be authorized for all warehouses within the range or they will be prompted to reenter report selections.

Open Orders By Item Report, Expected Delivery Report, Expected Delivery Recap Report, Purchase Order Receipt History Report

Sales Order Entry, Invoice Entry

The user will be prevented from entering a warehouse code on the header or lines screen for which they are not authorized. The user may inquire into alternate warehouses on the Sales Order line, but may not select an unauthorized warehouse code.

Sales Order Reports

The following Sales Order Reports will now prevent the user from entering in a warehouse code for which they are not authorized. If the user enters a range of warehouse codes, they must be authorized for all warehouses within the range or they will be prompted to make selections for the report again.

Open Orders By Item Report, Open Orders By Promise Date Report, Back Order Report, Sales Recap by Product Line, Sales Recap by Warehouse, Sales Recap by Warehouse by Product Line

### Bill of Materials - Production and Disassembly Entry

If the 'Apply Security Features To B/M' Setup option is checked, then Production Entry and Disassembly Entry will prevent the user from entering an unauthorized warehouse code in the Parent and Component Warehouse code fields on the Header Tab as well as the Warehouse field on the Line Tab. Users will be allowed access to an existing entry with an unauthorized Parent or Component Warehouse, but be disallowed from saving any changes.

*Bill of Materials - Production Register Printing and Disassembly Register Printing*

During Production Register Printing and Disassembly Register Printing, the user will be prompted for a warehouse code. The register will print only entries that contain this parent warehouse code. Register Update will update only those entries that were printed.

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.
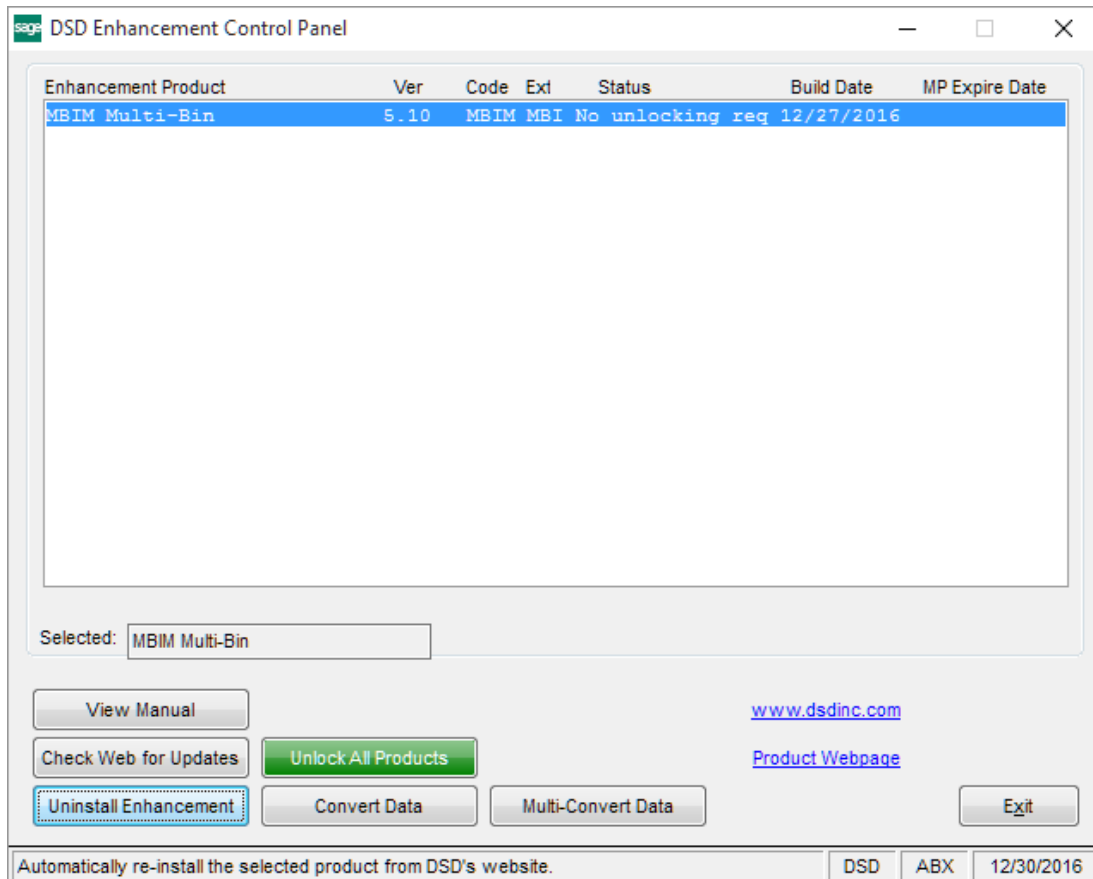

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
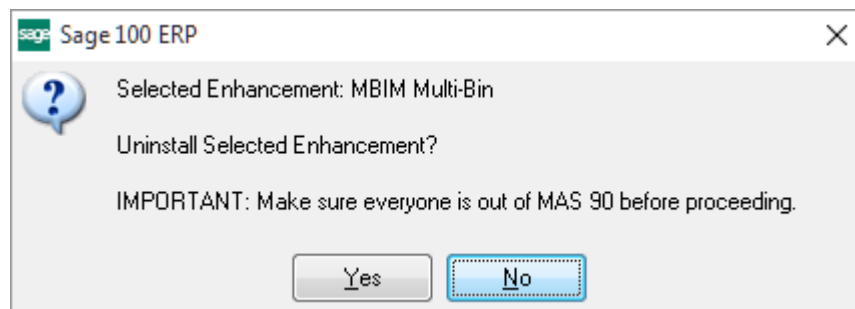
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
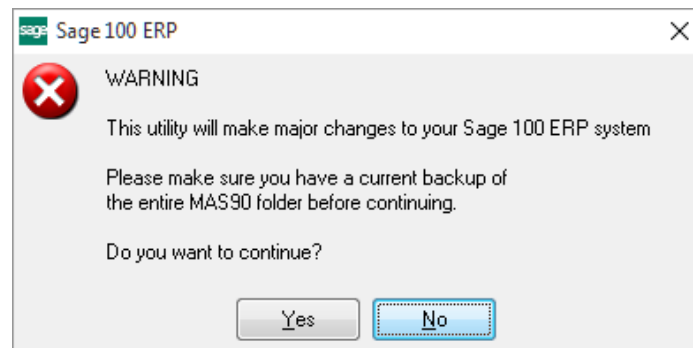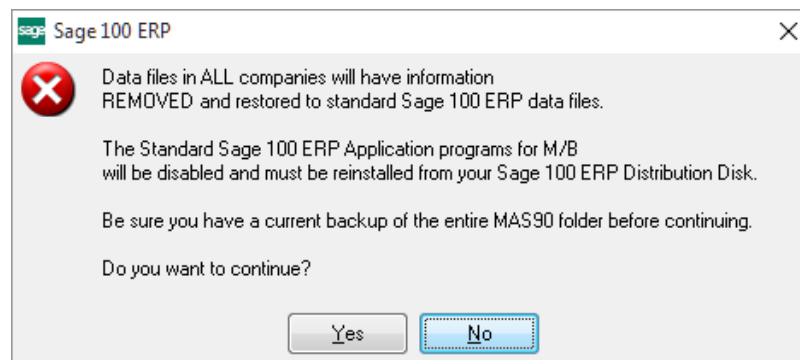

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
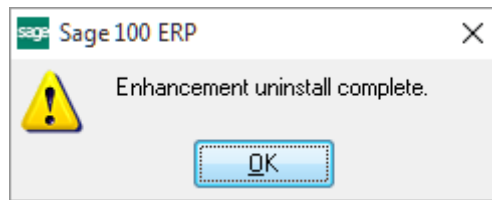
Now that the Uninstall process is completed, you must:

- 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).