

## Security by Division

AP-1058

### Overview

This 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.

### Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

[http://support.sagesoftwareonline.com/mas/extended\\_solutions/main.cfm](http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm)

### ***Installing Your Extended Solutions under Windows From a CD***

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

### **From the Sage FTP site**

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email [extendedsolutions.na@sage.com](mailto:extendedsolutions.na@sage.com) and we will assist you during normal business hours.

### ***Extended Solutions Control Center***

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

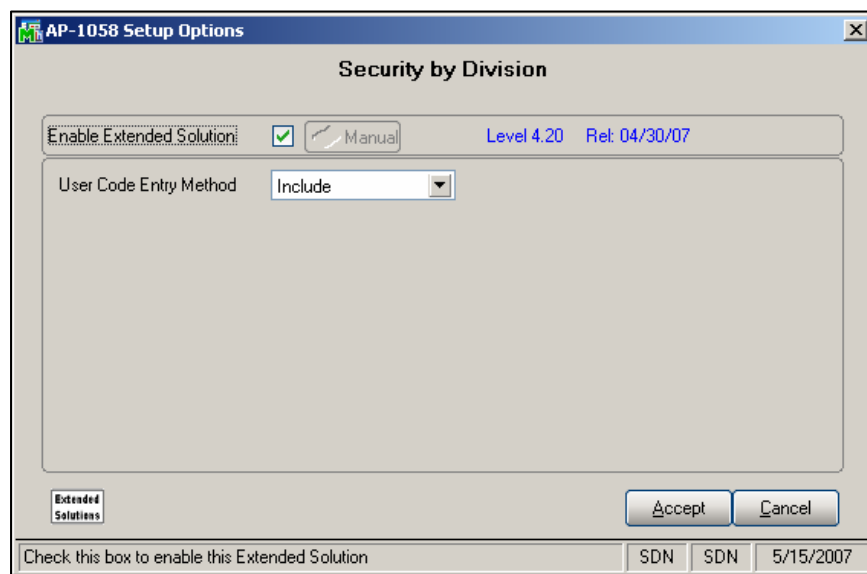
- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

### **Custom Office**

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

### **Setup**

Once the disk is installed, you will need to access the Accounts Payable Setup menu option screen. After the standard MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1).



**Figure 1**

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.

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

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events.

## Operation

### A/P Division Maintenance

A 'Security' button has been added (Figure 2). It is accessible only to users who are associated with the A/P security event 'Allow Access to Security Option. . .' noted in Setup.

The screenshot shows the 'A/P Division Maintenance (SDN) 4/30/2007' window. The 'Division No.' is '01' and the 'Description' is 'TRADE ACCOUNTS PAYABLE'. Below this, there are several account fields with their respective numbers and descriptions:

Accounts Payable	200-0100000000-0000000000-	Accounts payable - trade
Discounts Earned	950-0100000000-0400000000-	Discounts earned
Cash Account		
Freight Account	770-0000000000-0400000000-	Postage & other freight
A/P Sales Tax Account	665-0100000000-0000000000-	Miscellaneous expense
Nonrecoverable Tax Account		
Use Tax Account		

At the bottom of the window, there is a 'Security' button, along with 'Accept', 'Cancel', 'Delete', and a help icon.

Figure 2

After you enter a Division and click the 'Security' button, Security by Division maintenance will appear (Figure 3).

The screenshot shows the 'Security by Division Maintenance' window. It displays a list of users with their User Code and User Name. The 'LHD' user is selected.

User Code	User Name
MJF	Michael Fant
SDN	Susanne Neupauer
LHD	Luke Dean

At the top of the window, there is a search field with 'LHD' entered and a magnifying glass icon. To the right of the search field are 'Delete' and 'OK' buttons. At the bottom of the window, there are 'Accept' and 'Cancel' buttons.

Figure 3

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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 (Figure 4).

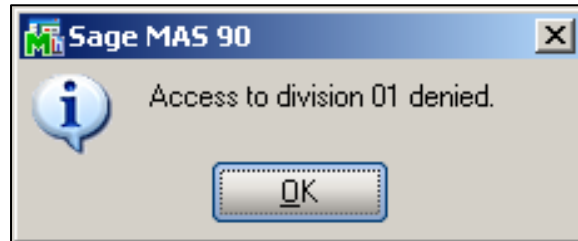


Figure 4

*Invoice Data Entry and Manual Check Entry*

During Invoice Data Entry 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:

- Invoice History Inquiry
- 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



Repetitive Invoice is not affected by this Extended Solution.

*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.

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*Purchase Order Reports*

The Purchase History Report and Open Purchase Order Report have a sort option by vendor, but have no selection by vendor, unless you sort by vendor. With this Extended Solution enabled, the program will force the sort option to Vendor for users who are not associated with the security event, and protect against entry by unauthorized users. A new 'Division Range' option has been added to the Open Purchase Order Report by Item (Figure 5) and the Purchase Order Recap (Figure 6). Users may only enter 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.

Figure 5

Figure 6

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*Inventory*

The Inquiry Tab of Inventory Maintenance and Inventory Inquiry has been modified when the 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:*

AP\_DivisionSecurity\_001

*Fields:*

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.

**What's New**

*With the 5-11-07 release:*

- Converted to Business Framework
- The AP\_DS file converted to the AP\_DivisionSecurity\_001 table

**Upgrades and Compatibility**

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

**Documentation**

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to their specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

