

# **Improving Security of Important Business Data**

**In Sage 100**

**Chortek LLP  
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## Executive Summary

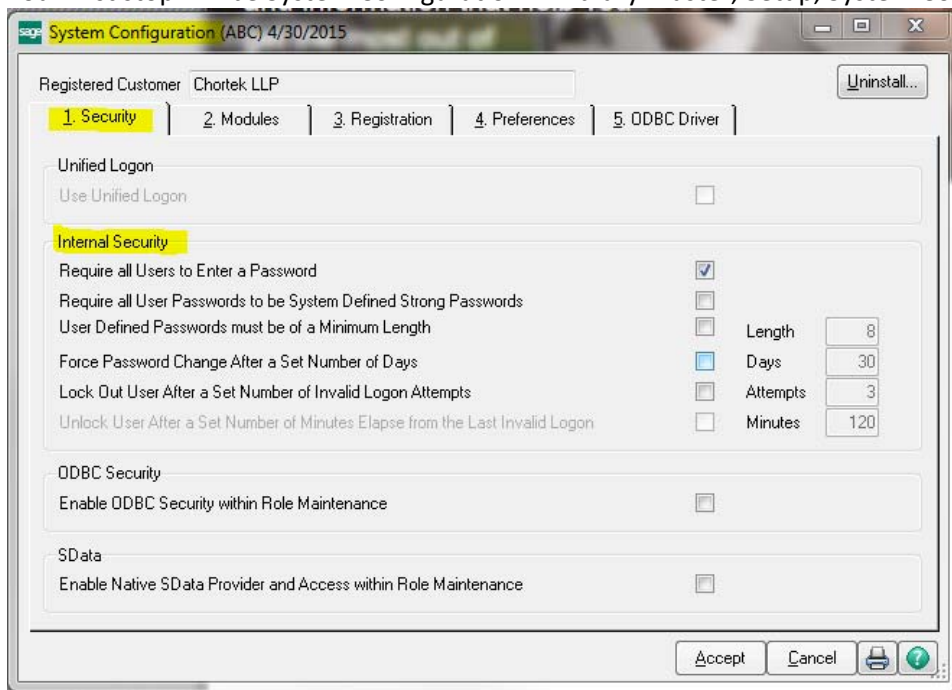
Sage 100 can be configured to secure your critical business information from the individuals who do not and should not have access to it and reduce the opportunity for someone to get access to information and use it improperly. This document covers some of the minimum items to review.

Topics addressed below include:

- Setting up password rules
- Roles and Users
- Restrict Exporting information to Excel
- Additional security in Payroll
- Password secure Paperless documents

## System Configuration

Your first stop will be System Configuration in Library Master, Setup, System Configuration

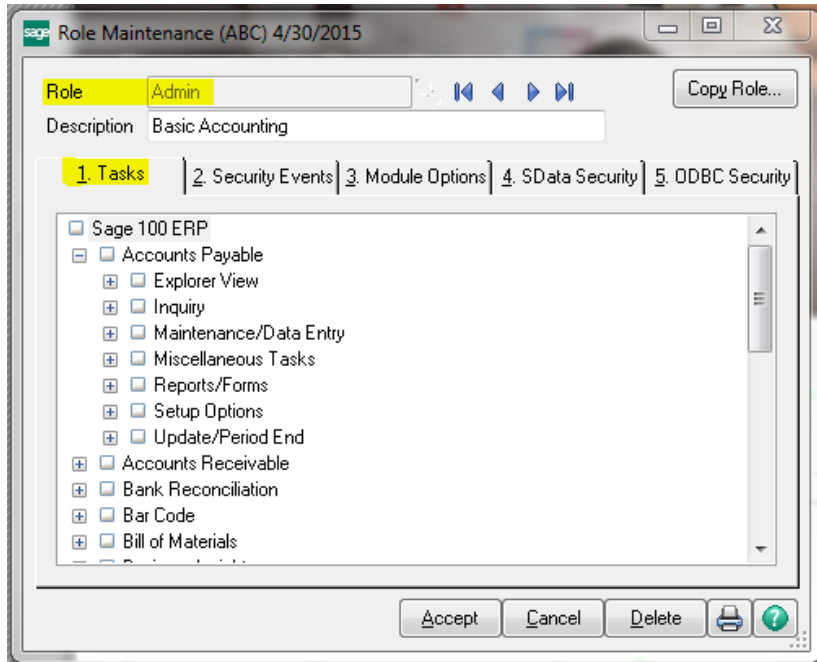


You should require all users to enter a password then decide if you need strong passwords (8 characters, combination of letters and numbers and no repeating characters), passwords of a certain minimum length, whether they are required be changed and how often and the number of attempts before lockout. Review these carefully (use the ? Help feature for more information on each option) and select the best choices for your company.

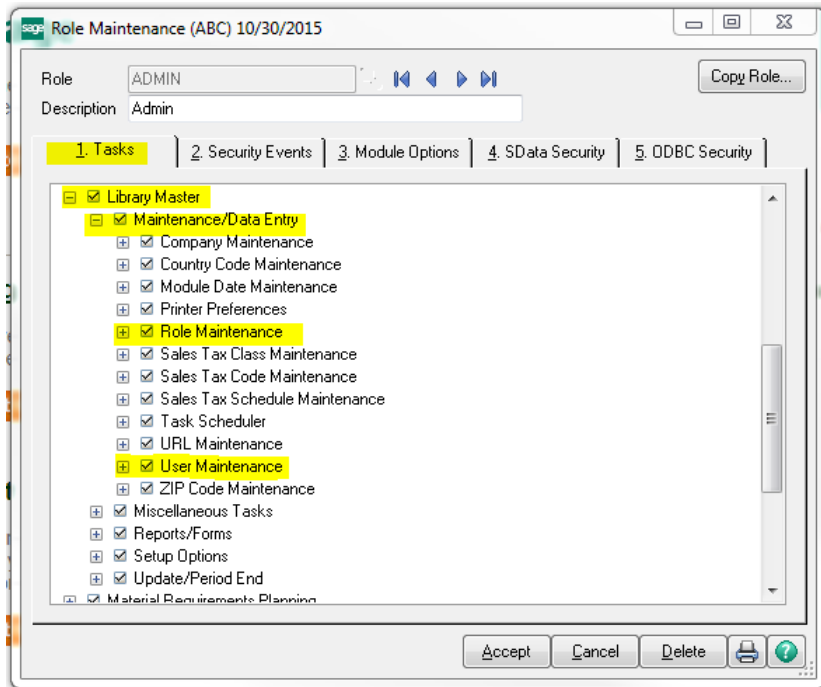
## Role Maintenance

Security in Sage 100 is to create roles and then assign users to those roles restricting access to modules and menu items within the modules.

First, **Roles** (Library Master, Main, Role Maintenance) are created indicating what **Tasks** that role has access to in Sage 100 including explorer type menus to get right down to the actual menu item you can restrict access to. You can further allow or restrict the level of access to tasks within a module by selecting or clearing the check boxes for various tasks (such as create, modify, remove, view, print, or update rights).

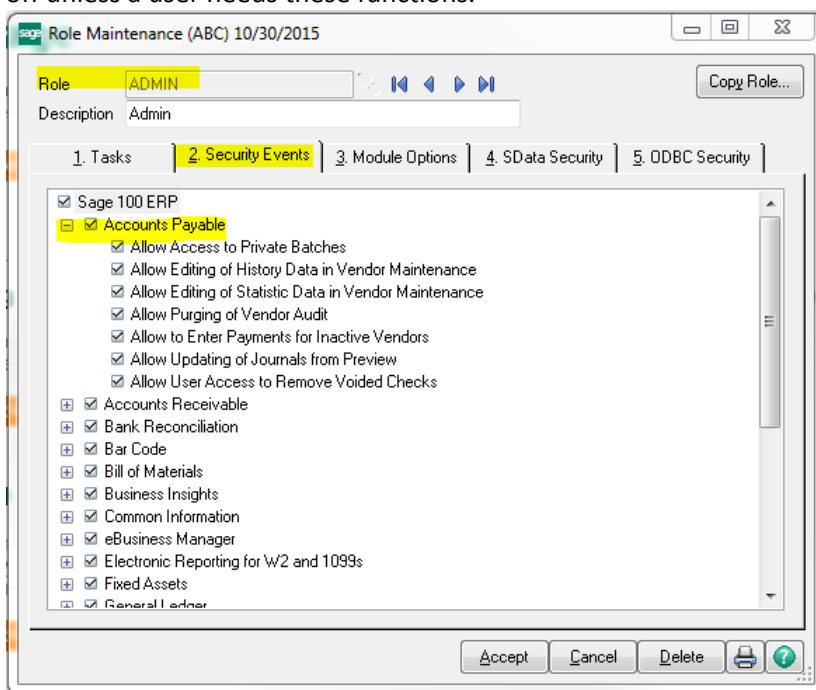


One of the overlooked tasks is to restrict the roles ability to modify Role Maintenance and User Maintenance. Be sure to turn this off for roles other than administrators who will maintain role and user security.



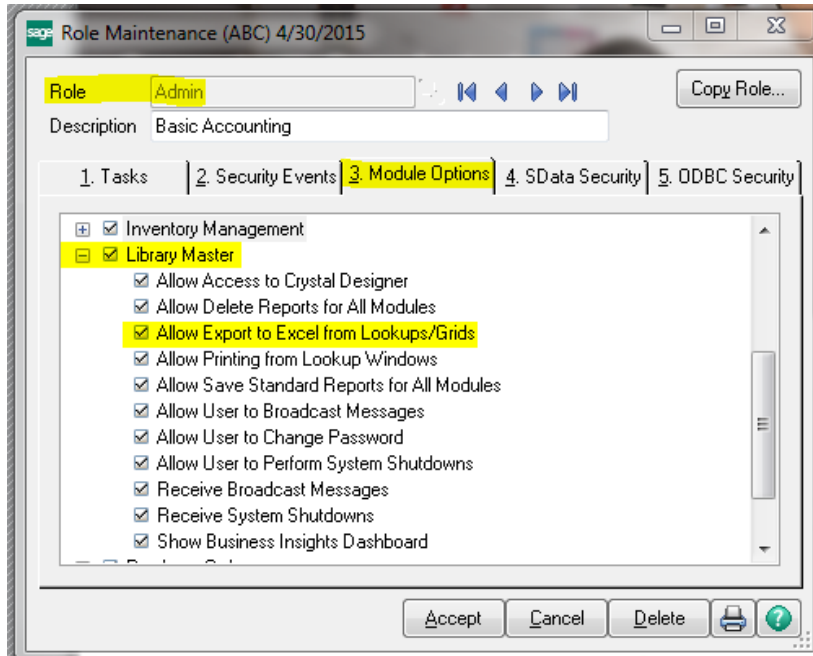
Review the **Security Events** tab.

The Security Events tab usually contains items that are higher level security items and should be turned off unless a user needs these functions.



Review the **Module Options** tab.

It is highly recommended that you restrict the ability to export to Excel from Lookups/Grids.



## User Maintenance

Once you have defined roles, then **user maintenance** allows you to assign the login and password for the user along with the companies and role(s) in that company this user has.

It is suggested not to delete a user when they leave the company but to enter an Expires date which will lock the user account but still allow reports to show the user that performed the transaction, etc.

The screenshot shows the Sage User Maintenance window for user 'Admin'. The window title is 'User Maintenance (ABC) 10/30/2015'. The user's details are as follows:

- User Logon: Admin
- First Name: Jane
- Last Name: Doe
- User Code: JD
- Password: \$\$\$\$\$\$\$\$\$\$
- Confirm Password: \$\$\$\$\$\$\$\$\$\$
- Customization Group: (empty)
- Expires: (empty)

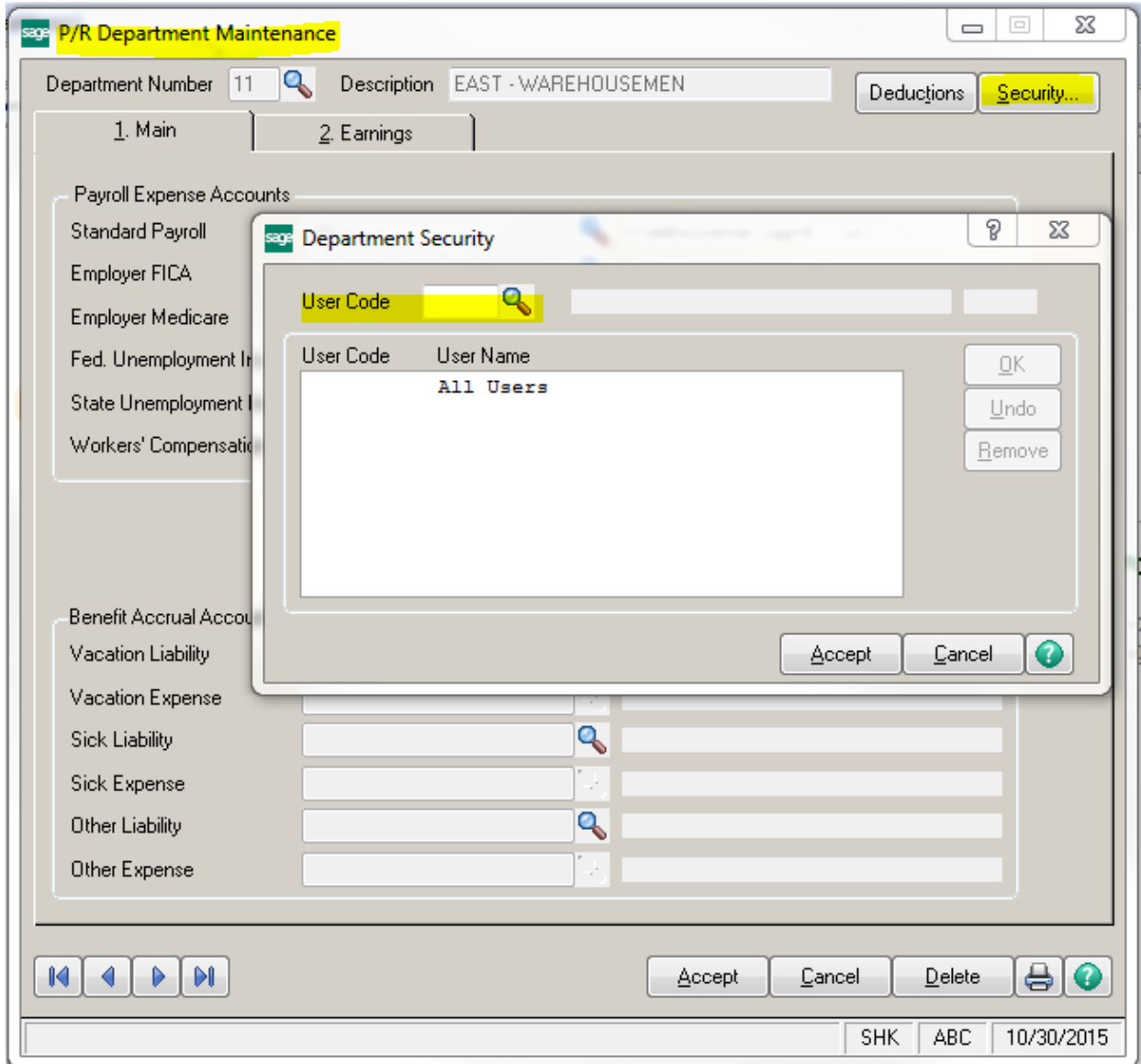
The window has two tabs: '1. Maintenance' (selected) and '2. Preferences'. The Maintenance tab contains a table with the following data:

	Company	Role	Start Date	Expiration Date
1	ABC (ABC Distribution and Service Corp)	Admin		
2	EEC (Edwardson Electric Company)	Admin		
3				

At the bottom of the window, there is a checkbox for 'User Account Locked' (unchecked) and buttons for 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon.

## Payroll Department Security

If you have the Payroll Module and wish to further restrict access to certain groups of employees (admin/management verses hourly payroll for example), creating departments allows a number of benefits for general ledger postings but also allows you to set security on that department only allowing users granted access to process payroll, reports, etc for that department.



## Paperless Office

Paperless Office is a great feature for eliminating printing and filing documents in file cabinets for records retention but also requires the same level of care in locking the file cabinets containing sensitive information (such as Payroll).

Most often we see clients Password Protect Payroll Journals and Registers. Remember, if users have access to the location the pdf's are stored on the network, they have the ability go to that directory and open the pdf documents unless they are password protected. The password must be entered to open the document whether in Sage 100 or directly accessing them via the network.

The screenshot shows a software window titled "sage Journal and Register Maintenance (ABC) 10/14/2015". The window contains several input fields and controls:

- Company Code:** A text box containing "ABC" with navigation buttons (back, forward, refresh) and a "Copy From..." button.
- Company Name:** A text box containing "ABC Distribution and Service Corp."
- Module Code:** A dropdown menu with "P/R" selected and "Payroll" displayed next to it.
- Document:** A dropdown menu with "All Documents" selected.
- PDF Directory:** A text box with a folder icon on the right.
- Auto Create PDF:** A dropdown menu with "Prompt" selected.
- Password Protect:** A dropdown menu with "Yes" selected.
- Password:** An empty text box.
- Confirm Password:** An empty text box.
- Prompt for Associated PDF During Journal/Register Printing:** A checkbox that is currently unchecked.
- Delete Associated PDF When Journal/Register Is Deleted in Viewer:** A dropdown menu with "Prompt" selected.
- Associated PDF Directory:** An empty text box.

At the bottom of the window, there are five buttons: "Accept", "Cancel", "Delete", a printer icon, and a help icon (a question mark inside a circle).