



Sage 100 2025

Installation and System Administrator's Guide

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Installation Overview

Read this guide completely before installing or upgrading your Sage 100 system. Before installing Sage 100, your hardware must be properly configured, and the appropriate operating system software must be fully installed and operational. *Incorrect configurations of protocols and services running on the server can cause major delays in the implementation of Sage 100.*

The installation procedures in this document address Windows® environments. For a complete list of system requirements, refer to the Sage Knowledgebase article:

[Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

In some parts of this guide, the Sage 100 Integration Engine is referred to simply as the Integration Engine.

About Sage 100

Sage 100 was consolidated into a single product with three installation approaches in version 2023. The former names Sage 100 Standard, Sage 100 Premium, and Sage 100 Advanced are used in this guide to describe the three installation approaches in the following table.

Former Name	Architecture	Database
Sage 100 Standard	Stand-Alone or LAN	ProvideX
Sage 100 Advanced	Client/Server	ProvideX
Sage 100 Premium	Client/Server	Microsoft SQL Server

Contents of Installation Programs

The Sage 100 installation programs are divided into two separate self-extracting executable files (Sage 100 2025.exe and Sage 100 2025 CRM file). The Sage 100 2025 file contains the following:

- Installation program for Sage 100.
- Installation programs for Sage Intelligence Reporting, which is automatically installed with Sage 100 Standard and when running Workstation Setup for Sage 100 Advanced and Sage 100 Premium.
- Documentation for Sage 100 products, which includes this guide, as well as the *Getting Started Guide* and the *Customer Upgrade Guide*. To access the documentation, click Documentation on the Autorun screen.
- Additional programs, such as SAP Crystal Reports® Designer and Acrobat Reader, available by clicking Productivity Applications on the Autorun screen.

The Sage 100 2025 CRM file contains installation programs for Sage CRM.

General Installation Tips

Keep the following in mind when installing your Sage 100 system:

- If your serial number includes leading zeros, be sure to include all zeros when typing the number.
- When specifying where to install Sage 100, do not nest a destination folder in folders named MAS90 or SOA.
- Installing SAP Crystal Reports Designer is optional; however, it must be installed on the workstation if you want to create new reports and modify existing ones. For more information, ["Installing SAP Crystal Reports Designer" \(page 66\)](#).
- You can install modules that have not been purchased and access most of them for 45 days before you are required to purchase and register them. The 45-day trial period begins the first time the module is accessed. The eBusiness Manager, Custom Office, and Visual Integrator modules must be registered before they can be accessed. Modules that have been purchased are automatically selected for installation.

Warning! Do not integrate your purchased modules with non-registered modules unless you plan to purchase those modules.

- You have the option to install the Customer Relationship Management module and the Sage 100 Integration Engine with Sage 100 or separately.
- If you're upgrading, all modules installed on your source system must be installed on the destination installation. After you've upgraded to the current version, you can uninstall modules that are no longer needed.

Installing Sage 100 Standard

Read this guide completely before installing and setting up Sage 100 Standard. A series of procedures must be completed for new installations. For more information, read the *Getting Started Guide*, which is available in the Documentation folder within the Sage 100 installation program.

When upgrading a system, there are additional pre- and post-installation instructions for converting to the current version. For more information, read the *Customer Upgrade Guide*. To access this guide, click Documentation on the Autorun screen.

Installation Requirements

All prerequisites must be installed before installing Sage 100 Standard; any prerequisite that is not on your system will be installed by the Sage 100 2025 installation program.

For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

Important! If you're upgrading from a prior version, you must install Sage 100 version 2025 to a new location and perform a parallel installation.

Pre-Installation Tasks

Perform these tasks before beginning the installation process.

- If you're upgrading from a prior version, read the *Customer Upgrade Guide*, which is available on the [Sage 100 Documents page](#) and in the Documentation folder within the Sage 100 installation program.
- Verify that you have your Sage Download Notification email, which includes the serial number, customer number, user key, and product key, which are required to install Sage 100 Standard for the correct number of users and to register the modules. This information is also available on the Sage Customer Portal under Products > Details.

Note: If you use the Payroll module and you're upgrading from version 2017 or earlier, you must enter your new product key when installing Sage 100 2025. If you enter a product key obtained when purchasing version 2017 or earlier, you will not be able to open any Payroll tasks.

- Depending on your Internet connection speed, downloading the installation files may take several hours; therefore, you may want to download the files in advance. The installation files should be downloaded directly onto the server where Sage 100 will be installed.
- Test and validate all of the hardware and network configurations using the following resources, which can be found in the [Sage Knowledgebase](#).
 - [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#)
 - [Integrated Solutions Compatibility Matrices for Sage 100 \(Solution ID 223924950048274\)](#)

Important! If you install Sage 100 on a server with an unsupported operating system, Sage 100 Customer Support will be unable to assist you if you encounter any problems.

- If you plan to use Sage Intelligence Reporting, open Microsoft Excel to ensure that it has been licensed and activated.
- If you will be installing the Sage Web Engine, refer to the *eBusiness Manager Installation Guide*. The guide is available on the [Sage 100 Documents page](#).
- If a prior version of the Sage Web Engine is installed for the eBusiness Manager module, back up any customized templates in the IW folder to another location, and then uninstall the Sage Web Engine. After version 2025 of the Sage Web Engine is installed, move the templates back to the IW folder.
- Third-party applications used with Sage 100 Standard may require a drive mapping or UNC path to the server where the data files are located. This drive must be mapped to a share point on the server above the MAS90 folder. Any application written to access the data files (including third-party or Sage developer partner applications) must have a valid logon to the server and may require a logical drive mapping or UNC path.
- If you're installing on a Windows server, review "[Considerations for Installing on a Windows Server](#)" (page 13).
- If you're installing Sage CRM and using the Integrated Logon for SQL Server, create a Windows user account with permissions to access both the server where

Sage 100 Standard will be installed and the SQL Server database. This account is used by the Integration Engine to send data between the Sage 100 server and the Sage CRM server. You are optionally asked to provide this information during the Sage 100 installation. For more information, see ["Installing Sage CRM" \(page 42\)](#).

Installation Process

Run the Sage 100 Standard installation wizard to install a new instance of Sage 100 Standard or to upgrade your system from a prior version. The installation wizard guides you through the installation.

To install Sage 100 Standard

1. Log on to the server where Sage 100 will be installed using the Administrator account. Please note:
 - You must use the Administrator account rather than an account with administrator rights.
 - You must run the Setup program on the Windows server, not from a workstation connected to the server.
2. Close down other programs. Do not close antivirus, antispymware, and script-blocking software unless it is actually interfering with the installation.
3. Download the Sage 100 2025.exe file from the location specified in your Download Notification email from Sage.

Note: Save the download file in a folder located directly beneath the root directory. For example: C:\temp.

The installation program must be saved on the server where you're installing Sage 100.

4. If you aren't automatically asked to extract the installation files, click the Sage 100 2025.exe file to extract them. The Sage 100 2025 folder, which contains the installation files, will be extracted.
5. In the Sage 100 2025 folder, right-click **Autorun.exe**, and then select **Run as administrator**. You must start the installation program using the Autorun.exe file. Starting the program by running a different file may result in installation errors.
6. On the Autorun screen, click **Sage 100 2025** to start the installation.
7. Follow the steps in the installation wizard to install a new instance or upgrade an existing installation.

Note: When specifying where to install Sage 100, do not nest a destination folder in folders named MAS90 or SOA.

- a. If you're installing on a computer running a 64-bit version of Windows, the installation program defaults to install the 64-bit version of Sage 100 but can be changed. If you're installing on a system that has an earlier version of Sage 100, we recommend matching the 32-bit or 64-bit of the earlier version.

Important:

- If you're installing on a computer with an earlier 32-bit version of Sage 100 installed, **the 32-bit version will no longer work** if you install the 64-bit version.
- If you install the 64-bit version of Sage 100, then **only workstations with the 64-bit version of Windows will be able to run Sage 100.**

- b. On the Architecture screen, select the **Stand-Alone or LAN** option.
- c. When you reach the Sage 100 Integration Engine Service screen, keep the following notes in mind:
 - If you're integrating Sage 100 with Sage CRM, the user account that you enter must have access to run the Sage 100 Integration Engine service and also the server where Sage CRM is installed.
 - The service is disabled by default. For more information, see ["Installing Sage CRM" \(page 42\)](#).
 - If you're not using Sage CRM, you can click **Skip** to bypass configuring the Sage 100 Integration Engine.

The time required to install depends on the number of modules selected. If several modules are installed, this process may take several minutes.

If you receive a message stating that no installation of Adobe Acrobat Reader was detected, click OK to continue with the installation. To install the application, on the Sage 100 2025 Autorun screen, click Productivity Applications, and then click Install Acrobat Reader.

After the Sage 100 installation is completed, the Upgrade Checklist automatically appears if Acrobat Reader is installed. To manually access this document, click Documentation on the Sage 100 2025 Autorun screen.

Important! If a message appears asking you to restart the computer, you must do so before the installation will be fully functional.

Post-Installation Tasks

Perform the following tasks after installing Sage 100 Standard.

1. Create a backup of the MAS90 folder created when you installed Sage 100. The backup will be useful in case you need to reverse any changes; you may be able to do so without reinstalling the product.
2. If you're upgrading, refer to the *Customer Upgrade Guide*, which is available on the [Sage 100 Documents page](#) and in the Documentation folder within the Sage 100 installation program.

Review the changes that have been made in Sage 100, and follow instructions in the upgrade checklist to migrate and convert your data.

3. Install any Sage 100 2025 updates that are available in the [Sage Knowledgebase](#).
4. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
5. Install Sage CRM if you plan to use that product (see "[Installing Sage CRM](#)" (page 42)).
6. Run Workstation Setup on all workstations that will access the Sage 100 Standard installation.

For details, see "[Workstation Setup](#)" (page 9).

- Workstations used to process credit card transactions or set up credit card processing require a working Internet connection.
 - Add www.sageexchange.com to the list of trusted websites for any workstations that will be using the Paya Connect Desktop to set up credit card related data.
7. If you process credit cards or ACH payments through Paya (formerly Sage Payment Solutions), you must install Paya Connect Desktop. For more information, see "[Setting Up Credit Card and ACH Payment Processing](#)" (page 74).

8. If you plan to use Sage Intelligence Reporting, see ["Installing Sage Intelligence Reporting" \(page 11\)](#).
9. Install optional productivity applications, such as SAP Crystal Reports Designer, on each workstation as needed. Installing SAP Crystal Reports Designer is necessary only if you plan to create or modify reports.
10. If you're installing Federal and State Tax Reporting, you must install it on each Sage 100 workstation. For more information see ["Installing Federal and State Tax Reporting" \(page 72\)](#).
11. If you're using the Payroll module, to ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.

If you're upgrading from an earlier version of Sage 100, you can skip the following steps.

12. Create companies and activate modules (see ["Creating and Activating Companies" \(page 77\)](#)).
13. Create roles and user codes, and set up system preferences (see ["Setting Up Roles and Users for Security" \(page 79\)](#)).
14. Set up the modules for your companies. If you're converting your existing business management system to Sage 100 Standard, assemble the data you need to set up each module. For more information, refer to the *Getting Started Guide*.

Workstation Setup

The Workstation Setup wizard installs the required software, common programs, and Help files to the workstations that will access the Sage 100 Standard installation. The workstation installation wizard copies all of the necessary Dynamic Link Libraries, ActiveX controls, and other components to the local Windows\System folder and sets up the initialization files for the workstation.

Note: Run the Workstation Setup program after every Sage 100 software upgrade.

Workstation Setup Requirements

For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

Workstations used to process credit card transactions or set up credit card processing require a working Internet connection.

Add www.sageexchange.com to the list of trusted websites for any workstations that will be using Paya Connect Desktop to process credit card and ACH payments.

If you have installed Sage 100 Standard on only one computer, it is not necessary to run Workstation Setup to access Sage 100 Standard on that computer; Workstation Setup is necessary only for additional workstations that will be accessing the installation.

Running Workstation Setup

To install Workstation Setup, you must access the program using the shared location or UNC path for the server where Sage 100 is installed.

To run Workstation Setup

1. Log onto the workstation using the Administrator account.
You must use the Administrator account rather than an account with administrator rights.
2. Close down other programs. Do not close antivirus, antispymware, and script-blocking software unless it is actually interfering with the installation.
3. Map a drive letter to a share at least one folder above the MAS90 folder where the Sage 100 server component is installed.
4. Use Windows Explorer to attach to the server share point where Sage 100 is installed, and locate the MAS90\Wksetup folder.
5. Double-click **Autorun.exe** to run the program; it takes a few seconds to launch.
6. Follow the steps in the Workstation Setup wizard.

If you receive a message stating that no installation of Adobe Acrobat Reader was detected, click OK to continue with the installation. To install Acrobat Reader, start the Sage 100 installation program. In the Sage 100 2025 Autorun screen, click Productivity Applications, and then click Install Acrobat Reader.

Important! If a message appears asking you to restart the computer, you must do so before the installation will be fully functional.

If Sage Intelligence Reporting will be used on this workstation, see "[Setting Up Sage Intelligence Reporting](#)" (page 12).

To create a Workstation Setup DVD, copy the contents of the MAS90\WKSETUP folder to the root folder of a blank DVD. For detailed information on creating a DVD, refer to your DVD burner software.

Sage 100 Payroll

If you plan to use the Sage 100 Payroll module, it must be installed separately. The Sage 100 Payroll Installation and Upgrade Guide is available on the [Sage 100 Documents page](#).

Sage Intelligence Reporting

Sage Intelligence Reporting is selected by default on the Module Selection screen when installing Sage 100 Standard; therefore, it is automatically installed.

For additional workstations that will access the Sage 100 Standard installation, Sage Intelligence Reporting is automatically installed when running Workstation Setup if you select the Complete setup type.

If you select the Custom setup type, Sage Intelligence Reporting is installed unless you change the default options on the Custom Setup screen.

Installing Sage Intelligence Reporting

If you change the default installation options so that Sage Intelligence Reporting is not included when you first install Sage 100 or run Workstation Setup, you can install it later by running Workstation Setup.

To install Sage Intelligence Reporting

1. Make sure that Microsoft Excel is installed and activated, and then close Excel.
2. Start the Workstation Setup wizard.
For details, see ["Running Workstation Setup" \(page 10\)](#).
3. Proceed through the wizard to the **Setup Type** screen.
4. Select the **Custom** option and then click **Next**.
5. Select the **Sage Intelligence Reporting** option and proceed through the rest of the wizard.

After the installation is complete, follow the steps under ["Setting Up Sage Intelligence Reporting" \(page 12\)](#).

Setting Up Sage Intelligence Reporting

Before using Sage Intelligence Reporting, follow the steps below to set up a repository and register the product.

The repository will be used to store Sage Intelligence Reporting data, reporting trees, report templates and other settings. Centralizing this information in one folder has the following advantages:

- Using a single folder makes it easier to back up and restore the information.
- Multiple users can access the information.

To set up Sage Intelligence Reporting

1. Create a shared folder to serve as the repository. The folder can be created locally or on a network; however, you must use a UNC format when entering the repository path: \\server\share name\repository folder name

If you're upgrading from a previous version of Sage 100, you must create a new repository. If you have custom reports that you want to use in version 2025, export them from your preexisting repository and import them into the new one.

For more information, see the Upgrading Sage Intelligence Reporting section in the *Sage 100 Customer Upgrade Guide*.

2. Grant Sage Intelligence Reporting users read and write permissions to the folder.

3. Open the Report Manager from within Sage 100. Select **Sage Intelligence Reporting > Reports > Report Manager**.
4. When the window appears asking for the path to the repository, enter the UNC path to the shared folder that you created, and click **OK**.
5. When a window appears asking you to run the license manager, click **Yes**.
6. In the **License Manager** window, enter your Sage customer account number and serial number, and then click **Apply**.
7. Click **Perform Registration**.

Click the **Help** button on any Sage Intelligence Reporting window for detailed information about the product's features.

For instructions on running Sage Intelligence Reporting outside of Sage 100, see ["Running Sage Intelligence Reporting outside of Sage 100" \(page 113\)](#).

Considerations for Installing on a Windows Server

The following are special considerations to be aware of before installing or upgrading Sage 100 Standard on a Windows network.

For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

- Perform the installation on Sage 100 Standard directly on the server.
- When installing, close down all other visible desktop applications (for example, Microsoft Office applications). Do not shut down antivirus and antispymware software unless it is actually interfering with the installation.
- At the server, create a share at least one folder above the MAS90 folder. Do not create the share directly at the MAS90 folder. Every workstation will access Sage 100 through this share point.
- Each workstation must recognize the network drive on which Sage 100 Standard is loaded using a mapped drive letter. Using Universal Naming Convention (UNC) paths is not supported.

If company data is moved to a different data location using Library Master Company Maintenance, the same drive letter must be used from all workstations to point to the alternate folders, including the server if it is used as a workstation.

Make sure the drive mapping is created so it remains persistent after restarting the workstation. Generally this is accomplished either through a logon script or by

selecting the **Reconnect at Logon** check box in the **Map Network Drive** window on the workstation.

Installing Sage 100 Advanced

Read this guide completely before installing and setting up Sage 100 Advanced. A series of procedures must be completed for new installations. For more information, read the *Getting Started Guide*, which is available in the Documentation folder within the Sage 100 installation program.

When upgrading a system, there are additional pre- and post-installation instructions for converting to the current version. For more information, read the *Customer Upgrade Guide*. To access this guide, click Documentation on the Autorun screen.

Installation Requirements

Sage 100 Advanced uses the TCP/IP protocol for all communications between the workstation and server. To run Sage 100 Advanced, TCP/IP must be properly configured on both the Windows Server and all workstations that will run Sage 100 Advanced on the server. For more information, see ["TCP/IP Protocol" \(page 109\)](#).

If you are installing Sage 100 Advanced on a Windows Server with Terminal Services enabled, see ["Remote Desktop Services Considerations" \(page 112\)](#).

For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

All prerequisites must be installed before installing Sage 100 Advanced; any prerequisite that is not on your system will be installed by the Sage 100 2025 installation program.

Important! If you're upgrading from a prior version, you must install Sage 100 version 2025 to a new location and perform a parallel installation.

Pre-Installation Tasks

Perform these tasks before beginning the installation process.

- If you're upgrading from a prior version, read the *Customer Upgrade Guide*, which is available on the [Sage 100 Documents page](#) and in the Documentation folder within the Sage 100 installation program.

- Verify that you have your Sage Download Notification email, which includes the serial number, customer number, user key, and product key, which are required to install Sage 100 Advanced for the correct number of users and to register the modules. This information is also available on the Sage Customer Portal under Products > Details.

Note: If you use the Payroll module and you're upgrading from version 2017 or earlier, you must enter your new product key when installing Sage 100 2025. If you enter a product key obtained when purchasing version 2017 or earlier, you will not be able to open any Payroll tasks.

- Depending on your Internet connection speed, downloading the installation files may take several hours; therefore, you may want to download the files in advance. The installation files should be downloaded directly onto the server where Sage 100 will be installed.
- Test and validate all of the hardware and network configurations using the following resources, which can be found in the [Sage Knowledgebase](#).
 - [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#)
 - [Integrated Solutions Compatibility Matrices for Sage 100 \(Solution ID 223924950048274\)](#)

Important! If you install Sage 100 on a server with an unsupported operating system, Sage 100 Customer Support will be unable to assist you if you encounter any problems.

- If you will be installing the Sage 100 Web Engine, verify that IIS is installed and running.
- If a prior version of the Sage Web Engine is installed for the eBusiness Manager module, back up any customized templates in the IW folder to another location, and then uninstall the Sage Web Engine. After version 2025 of the Sage Web Engine is installed, move the templates back to the IW folder.
- Configure TCP/IP as a protocol on your server and workstations. All workstations must be able to ping the server and the server must be able to ping all of the workstations. For information on pinging the server, see "[Basic Configuration](#)" ([page 109](#)).
- Third-party applications used with Sage 100 Advanced may require a drive mapping or UNC path to the server where the data files are located. This drive must be mapped to a share point on the server above the MAS90 folder. Any application written to access the data files (including third-party or Sage developer partner

applications) must have a valid logon to the server and may require a logical drive mapping or UNC path.

- If you're installing Sage CRM and using the Integrated Logon for SQL Server, create a Windows user account with permissions to access both the server where Sage 100 Advanced will be installed and the SQL Server database. This account is used by the Integration Engine to send data between the Sage 100 server and the Sage CRM server. You are optionally asked to provide this information during the Sage 100 installation. For more information, see ["Installing Sage CRM" \(page 42\)](#).

Installation Process

Run the Sage 100 Advanced installation wizard to install a new instance of Sage 100 Advanced or to upgrade your system from a prior version. The installation wizard guides you through the installation.

To install Sage 100 Advanced

1. Log on to the server where Sage 100 will be installed using the Administrator account. Please note:
 - You must use the Administrator account rather than an account with administrator rights.
 - You must run the Setup program on the Windows server, not from a workstation connected to the server.
2. Close down other programs. Do not close antivirus, antispyware, and script-blocking software unless it is actually interfering with the installation.
3. Download the Sage 100 2025.exe file from the location specified in your Download Notification email from Sage.

Note: Save the download file in a folder located directly beneath the root directory. For example: C:\temp.

The installation program must be saved on the server where you're installing Sage 100.

4. If you aren't automatically asked to extract the installation files, click the Sage 100 2025.exe file to extract them. The Sage 100 2025 folder, which contains the installation files, will be extracted.

5. In the Sage 100 2025 folder, right-click **Autorun.exe**, and then select **Run as administrator**. You must start the installation program using the Autorun.exe file. Starting the program by running a different file may result in installation errors.
6. On the Autorun screen, click **Sage 100 2025** to start the installation.
7. Follow the steps in the installation wizard to install a new instance or upgrade an existing installation.

Note: When specifying where to install Sage 100, do not nest a destination folder in folders named MAS90 or SOA.

- a. If you're installing on a computer running a 64-bit version of Windows, the installation program defaults to install the 64-bit version of Sage 100 but can be changed. If you're installing on a system that has an earlier version of Sage 100, we recommend matching the 32-bit or 64-bit of the earlier version.

Important:

- If you're installing on a computer with an earlier 32-bit version of Sage 100 installed, **the 32-bit version will no longer work** if you install the 64-bit version.
- If you install the 64-bit version of Sage 100, then **only workstations with the 64-bit version of Windows will be able to run Sage 100.**

- b. On the Architecture screen, select the **Client/Server** option. Then on the next screen, select the **ProvideX** option for database.
- c. When you reach the Sage 100 Integration Engine Service screen, keep the following notes in mind:
 - If you're integrating Sage 100 with Sage CRM, the user account that you enter must have access to run the Sage 100 Integration Engine service and also the server where Sage CRM is installed.
 - The service is disabled by default. For more information, see "[Installing Sage CRM](#)" (page 42).
 - The default port number is used only for the integration with Sage CRM, not for the Sage 100 Application Server.
 - If you're not using Sage CRM, you can click **Skip** to bypass configuring the Sage 100 Integration Engine.

The time required to install depends on the number of modules selected. If several modules are installed, this process may take several minutes.

If you receive a message stating that no installation of Adobe Acrobat Reader was detected, click OK to continue with the installation. To install the application, on the Sage 100 2025 Autorun screen, click Productivity Applications, and then click Install Acrobat Reader.

After the Sage 100 installation is completed, the Upgrade Checklist automatically appears if Acrobat Reader is installed. To manually access this document, click Documentation on the Sage 100 2025 Autorun screen.

Important! If a message appears asking you to restart the computer, you must do so before the installation will be fully functional.

Post-Installation Tasks

Perform the following tasks after installing Sage 100 Advanced.

1. Create a backup of the MAS90 folder created when you installed Sage 100. The backup will be useful in case you need to reverse any changes; you may be able to do so without reinstalling the product.
2. If you're upgrading, refer to the *Customer Upgrade Guide*, which is available on the [Sage 100 Documents page](#) and in the Documentation folder within the Sage 100 installation program.

Review the changes that have been made in Sage 100, and follow instructions in the upgrade checklist to migrate and convert your data.

3. Install any Sage 100 2025 updates that are available in the [Sage Knowledgebase](#).
4. Create a share at least one folder above the MAS90 folder. This is required before running Workstation Setup. For more information, see "[Sage 100 Security Permissions](#)" (page 103).
5. Set up and start the Application Server (see "[Using the Application Server](#)" (page 56)).
6. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.

7. Install Sage CRM if you plan to use that product (see ["Installing Sage CRM" \(page 42\)](#)).
8. Run Workstation Setup on all workstations that will access the Sage 100 Advanced installation.

For details, see ["Workstation Setup" \(page 21\)](#).

- Workstations used to process credit card transactions or set up credit card processing require a working Internet connection.
 - Add www.sageexchange.com to the list of trusted websites for any workstations that will be using the Paya Connect Desktop to set up credit card related data.
9. If you process credit cards or ACH payments through Paya (formerly Sage Payment Solutions), you must install Paya Connect Desktop. For more information, see ["Setting Up Credit Card and ACH Payment Processing" \(page 74\)](#).
 10. If you plan to use Sage Intelligence Reporting, see ["Installing Sage Intelligence Reporting" \(page 25\)](#).
 11. Install optional productivity applications, such as SAP Crystal Reports Designer, on each workstation as needed. Installing SAP Crystal Reports Designer is necessary only if you plan to create or modify reports.
 12. If you're installing Federal and State Tax Reporting, you must install it on each Sage 100 workstation. For more information see ["Installing Federal and State Tax Reporting" \(page 72\)](#).
 13. If you're using the Payroll module, to ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.

If you're upgrading from an earlier version of Sage 100, you can skip the following steps.

14. Create companies and activate modules (see ["Creating and Activating Companies" \(page 77\)](#)).
15. Create roles and user codes, and set up system preferences (see ["Setting Up Roles and Users for Security" \(page 79\)](#)).

16. Set up the modules for your companies. If you're converting your existing business management system to Sage 100 Advanced, assemble the data you need to set up each module. For more information, refer to the *Getting Started Guide*.

Workstation Setup

The Workstation Setup wizard installs the required software, common programs, and Help files to the workstations that will access the Sage 100 Advanced installation. The workstation installation wizard copies all of the necessary Dynamic Link Libraries, ActiveX controls, and other components to the local Windows\System folder and sets up the initialization files for the workstation.

Note: Run the Workstation Setup program after every Sage 100 software upgrade.

Workstation Setup Requirements

Each workstation must have its own set of workstation components on a local hard drive. Installing Workstation Setup on the server is helpful for testing and troubleshooting, but using a server operating system as a Sage 100 workstation is not supported.

Workstations used to process credit card or ACH payment transactions or set up credit card and ACH payment processing require a working Internet connection.

Add www.sageexchange.com to the list of trusted websites for any workstations that will be using Paya Connect Desktop to set up credit card and ACH payment related data.

If you're running Sage 100 through Remote Desktop Services (RDS) or Citrix, do not run the workstation installation wizard directly at the Terminal Server or Citrix server. Instead, run the workstation installation wizard only once through a remote session. Running the workstation installation wizard from an RDS session will set up the correct registry entries for Crystal forms and reports access and copy the multi-user activation file from the Application Server to the Terminal or Citrix server. For more information, see ["Running in a Remote Desktop Services or Citrix Environment" \(page 111\)](#).

Running Workstation Setup

To install Workstation Setup, you must access the program using the shared location or UNC path for the server where Sage 100 is installed.

To run Workstation Setup

1. Log onto the workstation using the Administrator account.
You must use the Administrator account rather than an account with administrator rights.
2. Close down other programs. Do not close antivirus, antispymware, and script-blocking software unless it is actually interfering with the installation.
3. Connect to the server using the UNC path to the share point where Sage 100 Advanced is installed.
4. Use Windows Explorer to attach to the server share point where Sage 100 is installed, and locate the MAS90\Wksetup folder.
5. Double-click **Autorun.exe** to run the program; it takes a few seconds to launch.
6. Follow the steps in the Workstation Setup wizard.

If you receive a message stating that no installation of Adobe Acrobat Reader was detected, click OK to continue with the installation. To install Acrobat Reader, start the Sage 100 installation program. In the Sage 100 2025 Autorun screen, click Productivity Applications, and then click Install Acrobat Reader.

Important! If a message appears asking you to restart the computer, you must do so before the installation will be fully functional.

If you are running through Remote Desktop Services or Citrix, you are prompted to indicate whether Sage 100 Advanced will be accessed through the Terminal Server.

- Click **Yes** to copy the activation key file. This allows multiple Remote Desktop Services/Citrix sessions to access Sage 100 Advanced at the same time.
- Click **No** to leave the activation set for a single user.

If you typed NO ACCESS at the Server field in the Sage 100 Advanced Server Path page, this message does not appear.

If you click **Yes** to copy the activation key file but receive a message indicating the copy was not successful, you must manually copy the file to the MAS90\Home\Lib\Keys folder.

To create a Workstation Setup DVD, copy the contents of the MAS90\WKSETUP folder to the root folder of a blank DVD. For detailed information on creating a DVD, refer to your DVD burner software.

Multiple Installations

A Sage 100 Advanced workstation can attach to multiple servers. For example, if your site has three servers and Sage 100 Advanced is installed on each server, you can connect to the appropriate server by clicking a single icon rather than having a separate icon for each installation.

Only one current version on a server is supported.

Adding a Server to Existing Workstation

To add a server to an existing workstation, from the Sage 100\MAS90\wksetup folder, double-click the **Autorun.exe**, and then click **Install Sage 100 2025 Client Server Workstation**. On the Program Maintenance page, click **Add** and enter the server name, path, and port ID associated with the server you want to add. After Workstation Setup is complete, click **Finish**.

Selecting a Server

If the Workstation Setup wizard has been run for only one server, your system is configured automatically for that server. Running the Workstation Setup wizard again (from a different server path) allows you to select from multiple servers using the same workstation files.

If multiple servers are found in your local configuration file, a dialog box opens and lists both the server name and the socket number on which the program is running. Select the server and socket number pair to attach to and then click **OK**. If you do not want to start Sage 100, click **Cancel** to close the program.

You cannot have multiple installations for the same version of the Sage 100 Advanced server component on the same server.

Editing, Adding, and Removing Servers

Use the **Select Server** window to edit, add, or remove entries in the window by clicking the appropriate button.

Click **Add** to open a window in which you can enter a server name, alias, and socket number. After all the information is entered, click **Accept** to save the entry.

The Edit feature functions similarly to the Add feature, except that the window contains all of the current information about the server and port ID. The **Edit Server** window can be used to modify existing data or change the socket number, if necessary. To remove the server entry from the configuration file, click **Remove** in the **Select Server** window.

Aliasing a Server

It may be practical to assign an alias to the server and socket number pairs. For example, you can label one installation as “Accounting” and a second installation as “Payroll.” You can assign an alias to any server and socket number pair in the list of installed servers by clicking Alias in the Select Server window.

Select the server and socket number pair to alias by selecting the line and clicking Alias. Type the name of the alias to use for this server and socket number, and click Accept. If you do not want to alias this server, click Cancel.

The aliases associated with servers are local to each individual workstation. The configuration information is stored in the SOTA.INI file located in the \MAS90\Launcher folder. To use the same configuration files on multiple workstations, copy the SOTA.INI file to each workstation's \MAS90\Launcher folder.

Setting a Default Server

When multiple servers are present, you may want to set a default server and port ID to start up. Even if the server and port are set to Default, the **Select Server** window always appears; however, the selected server is the one chosen as the default. To start Sage 100 on the default server, click **OK**.

To set a server and socket number as the default, select the server and socket number pair by clicking the line, and selecting the **Default** check box. When Sage 100 is started from this workstation, the server and socket number selected as the defaults are highlighted.

Sage 100 Payroll

If you plan to use the Sage 100 Payroll module, it must be installed separately. The Sage 100 Payroll Installation and Upgrade Guide is available on the [Sage 100 Documents page](#).

Sage Intelligence Reporting

Sage Intelligence Reporting is automatically installed when running Workstation Setup if you select the Complete setup type.

If you select the Custom setup type and clear the Sage Intelligence Reporting option, you can install the program at a later time by rerunning Workstation Setup.

Installing Sage Intelligence Reporting

To install Sage Intelligence Reporting

1. Make sure that Microsoft Excel is installed and activated, and then close Excel.
2. Start the Workstation Setup wizard.
For details, see ["Running Workstation Setup" \(page 21\)](#).
3. Proceed through the wizard to the **Setup Type** screen.
4. Select the **Custom** option and then click **Next**.
5. Select the **Sage Intelligence Reporting** option and proceed through the rest of the wizard.

After the installation is complete, follow the steps under ["Setting Up Sage Intelligence Reporting" \(page 25\)](#).

Setting Up Sage Intelligence Reporting

Before using Sage Intelligence Reporting, follow the steps below to set up a repository and register the product.

The repository will be used to store Sage Intelligence Reporting data, reporting trees, report templates and other settings. Centralizing this information in one folder has the following advantages:

- Using a single folder makes it easier to back up and restore the information.
- Multiple users can access the information.

To set up Sage Intelligence Reporting

1. Create a shared folder to serve as the repository. The folder can be created locally or on a network; however, you must use a UNC format when entering the repository

path: \\server\share name\repository folder name

If you're upgrading from a previous version of Sage 100, you must create a new repository. If you have custom reports that you want to use in version 2025, export them from your preexisting repository and import them into the new one.

For more information, see the Upgrading Sage Intelligence Reporting section in the Sage 100 *Customer Upgrade Guide*.

2. Grant Sage Intelligence Reporting users read and write permissions to the folder.
3. Open the Report Manager from within Sage 100. Select **Sage Intelligence Reporting > Reports > Report Manager**.
4. When the window appears asking for the path to the repository, enter the UNC path to the shared folder that you created, and click **OK**.
5. When a window appears asking you to run the license manager, click **Yes**.
6. In the **License Manager** window, enter your Sage customer account number and serial number, and then click **Apply**.
7. Click **Perform Registration**.

Click the **Help** button on any Sage Intelligence Reporting window for detailed information about the product's features.

For instructions on running Sage Intelligence Reporting outside of Sage 100, see ["Running Sage Intelligence Reporting outside of Sage 100" \(page 113\)](#).

Installing Sage 100 Premium

Read this guide completely before installing and setting up Sage 100 Premium. A series of procedures must be completed for new installations. For more information, read the *Getting Started Guide*, which is available in the Documentation folder within the Sage 100 installation program.

When upgrading a system, there are additional pre- and post-installation instructions for converting to the current version. For more information, read the *Customer Upgrade Guide*. To access this guide, click Documentation on the Autorun screen.

Installation Requirements

Microsoft SQL Server must be installed before installing Sage 100 Premium. Sage supports the installation of Sage 100 Premium and Microsoft SQL Server on the same server as well as the installation of the two products on separate servers. For instructions on installing Microsoft SQL Server, see ["Microsoft SQL Server Installation Process" \(page 28\)](#).

Sage 100 Premium uses the TCP/IP protocol for all communications between the workstation and server. To run Sage 100 Premium, TCP/IP must be properly configured on both the Windows Server and all workstations that will run Sage 100 Premium on the server. For more information, see ["TCP/IP Protocol" \(page 109\)](#).

If you're installing Sage 100 Premium on a Windows Server with Terminal Services enabled, see ["Remote Desktop Services Considerations" \(page 112\)](#).

For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

All prerequisites must be installed before installing Sage 100 Premium; any prerequisite that is not on your system will be installed by the Sage 100 2025 installation program.

Important! If you're upgrading from a prior version, you must install Sage 100 version 2025 to a new location and perform a parallel installation.

Microsoft SQL Server Installation Process

If you purchased Microsoft SQL Server from Sage, follow the steps below to perform the installation.

To install SQL Server

1. Log onto the server where SQL Server will be installed using the Administrator account.

You must use the Administrator account rather than an account with administrator rights.

2. Close down other programs. Do not close antivirus, antispysware, and script-blocking software unless it is actually interfering with the installation.
3. Download the Microsoft SQL Server installation file from the location specified in your Download Notification email from Sage.

Note: Save the download file in a folder located directly beneath the root directory. For example: C:\temp

Tip: When installing Microsoft SQL Server, use the "[Sage Recommended SQL Server Settings](#)" (page 28) to optimize performance.

4. If you're asked to restart your system after components are installed, restart the computer, and then resume the installation.

Note: The SQL Server Setup window appears during the installation, which may take up to an hour.

Sage Recommended SQL Server Settings

Use these recommended settings when installing Microsoft SQL Server.

Parameter	Setting	Description
ACTION	INSTALL	Specifies a setup work flow, such as Install, Uninstall, or Upgrade. This is a required parameter.

Parameter	Setting	Description
FEATURES	SQL, IS, TOOLS	Specifies which features to install, uninstall, or upgrade. The list of top-level features includes SQL, AS, RS, IS, and Tools. The SQL feature installs the database engine, replication, and full-text. The IS feature installs Integration Services, which includes the SQL Server Import and Export Wizard, Log Providers and Logging, XML Source, SSIS Run-Time, Basic Data Profiling Tools, and SSIS Package Designer and Service. The Tools feature installs Management Tools, Books Online, Business Intelligence Development Studio, and other shared components.
INSTANCENAME	MSSQLSERVER	Specifies a default or named instance. MSSQLSERVER is the default instance for non-Express editions, and SQL Express is the default for Express editions. This parameter is required when installing the SQL Server Database Engine (SQL), Analysis Services (AS), or Reporting Services (RS).
SECURITYMODE	SQL	SQL is used for mixed-mode authentication.

Parameter	Setting	Description
SQLSVCACCOUNT	SYSTEM	Specifies the account for the SQL Server service: domain\user or system account.
ISSVCAccount	SYSTEM	Can be either domain user name or a system account.
SQLSYSADMINACCOUNTS	ADMINISTRATOR	Specifies which Windows account(s) to provision as SQL Server system administrators.
AGTSVCACCOUNT	SYSTEM	Can be either domain user name or a system account.

Pre-Installation Tasks

Perform these tasks before installing Sage 100 Premium.

- If you're upgrading from a prior version, read the *Customer Upgrade Guide*, which is available on the [Sage 100 Documents page](#) and in the Documentation folder within the Sage 100 installation program.
- Verify that you have your Sage Download Notification email, which includes the serial number, customer number, user key, and product key, which are required to install Sage 100 Premium for the correct number of users and to register the modules. This information is also available on the Sage Customer Portal under Products > Details.
- Depending on your Internet connection speed, downloading the installation files may take several hours; therefore, you may want to download the files in advance. The installation files should be downloaded directly onto the server where Sage 100 will be installed.
- Test and validate all of the hardware and network configurations using the following resources, which can be found in the [Sage Knowledgebase](#).
 - [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#)
 - [Integrated Solutions Compatibility Matrices for Sage 100 \(Solution ID 223924950048274\)](#)

Important! If you install Sage 100 on a server with an unsupported operating system, Sage 100 Customer Support will be unable to assist you if you encounter any problems.

- Configure TCP/IP as a protocol on your server and workstations. All workstations must be able to ping the server and the server must be able to ping all of the workstations. For information on pinging the server, see "[Basic Configuration](#)" ([page 109](#)).
- Verify that the Application Server port ID is open, and create an inbound rule, if necessary.
- Third-party applications used with Sage 100 Premium may require a drive mapping or UNC path to the server where the data files are located. This drive must be mapped to a share point on the server above the MAS90 folder. Although Sage 100 Premium itself does not require a logical drive mapping, any application written to access the data files (including third-party or Sage developer partner applications) must have a valid logon to the server and may require a logical drive mapping or UNC path.
- If you're installing Sage CRM and using the Integrated Logon for SQL Server, create a Windows user account with permissions to access both the server where Sage 100 Premium will be installed and the SQL Server database. This account is used by the Integration Engine to send data between the Sage 100 server and the Sage CRM server. You are optionally asked to provide this information during the Sage 100 installation. For more information, see "[Installing Sage CRM](#)" ([page 42](#)).

Sage 100 Premium Installation Process

Run the Sage 100 Premium installation wizard to install a new instance of Sage 100 Premium or to upgrade your system from a prior version. The installation wizard guides you through the installation.

To install Sage 100 Premium

1. Log on to the server where Sage 100 will be installed using the Administrator account. Please note:
 - You must use the Administrator account rather than an account with administrator rights.
 - You must run the Setup program on the Windows server, not from a workstation connected to the server.

- If you plan to select the Windows authentication option when running the installation wizard, the account must be a member of the sysadmin role on the server. This is necessary to ensure that the MAS_SYSTEM SQL database is created correctly.
2. Close down other programs. Do not close antivirus, antispayware, and script-blocking software unless it is actually interfering with the installation.
 3. Download the Sage 100 2025.exe file from the location specified in your Download Notification email from Sage.

Note: Save the download file in a folder located directly beneath the root directory. For example: C:\temp.

The installation program must be saved on the server where you're installing Sage 100.

4. If you aren't automatically asked to extract the installation files, click the Sage 100 2025.exe file to extract them. The Sage 100 2025 folder, which contains the installation files, will be extracted.
5. In the Sage 100 2025 folder, right-click **Autorun.exe**, and then select **Run as administrator**. You must start the installation program using the Autorun.exe file. Starting the program by running a different file may result in installation errors.
6. On the Autorun screen, click **Sage 100 2025** to start the installation.
7. Follow the steps in the installation wizard to install a new instance or upgrade an existing installation.

Note: When specifying where to install Sage 100, do not nest a destination folder in folders named MAS90 or SOA.

- a. If you're installing on a computer running a 64-bit version of Windows, the installation program defaults to install the 64-bit version of Sage 100 but can be changed. If you're installing on a system that has an earlier version of Sage 100, we recommend matching the 32-bit or 64-bit of the earlier version.

Important:

- If you're installing on a computer with an earlier 32-bit version of Sage 100 installed, **the 32-bit version will no longer work** if you install the 64-bit version.

- If you install the 64-bit version of Sage 100, then **only workstations with the 64-bit version of Windows will be able to run Sage 100.**

- b. On the Architecture screen, select the **Client/Server** option. Then on the next screen, select the **Microsoft SQL Server** option for database.
- c. When you reach the Sage 100 Integration Engine Service screen, keep the following notes in mind:
 - If you're integrating Sage 100 with Sage CRM, the user account that you enter must have access to run the Sage 100 Integration Engine service and also the server where Sage CRM is installed.
 - The service is disabled by default. For more information, see "[Installing Sage CRM](#)" (page 42).
 - The default port number is used only for the integration with Sage CRM, not for the Sage 100 Application Server.
 - If you're not using Sage CRM, you can click **Skip** to bypass configuring the Sage 100 Integration Engine.

The time required to install depends on the number of modules selected. If several modules are installed, this process may take several minutes.

If you receive a message stating that no installation of Adobe Acrobat Reader was detected, click OK to continue with the installation. To install the application, on the Sage 100 2025 Autorun screen, click Productivity Applications, and then click Install Acrobat Reader.

After the Sage 100 installation is completed, the Upgrade Checklist automatically appears if Acrobat Reader is installed. To manually access this document, click Documentation on the Sage 100 2025 Autorun screen.

Important! If a message appears asking you to restart the computer, you must do so before the installation will be fully functional.

Post-Installation Tasks

Perform the following tasks after installing Sage 100 Premium.

1. Create a backup of the MAS90 folder created when you installed Sage 100. The backup will be useful in case you need to reverse any changes; you may be able to do so without reinstalling the product.
2. If you're upgrading, refer to the *Customer Upgrade Guide*, which is available on the [Sage 100 Documents page](#) and in the Documentation folder within the Sage 100 installation program.

Review the changes that have been made in Sage 100, and follow instructions in the upgrade checklist to migrate and convert your data.

3. Install any Sage 100 2025 updates that are available in the [Sage Knowledgebase](#).
4. Create a share at least one folder above the MAS90 folder. This is required before running Workstation Setup. For more information, see "[Sage 100 Security Permissions](#)" (page 103).
5. Set up and start the Application Server (see "[Using the Application Server](#)" (page 56)).
6. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
7. Install Sage CRM if you plan to use that product (see "[Installing Sage CRM](#)" (page 42)).
8. Run Workstation Setup on all workstations that will access the Sage 100 Premium installation.

For details, see "[Workstation Setup](#)" (page 35).

- Workstations used to process credit card transactions or set up credit card processing require a working Internet connection.
 - Add www.sageexchange.com to the list of trusted websites for any workstations that will be using the Paya Connect Desktop to set up credit card related data.
9. If you process credit cards or ACH payments through Paya (formerly Sage Payment Solutions), you must install Paya Connect Desktop. For more information, see "[Setting Up Credit Card and ACH Payment Processing](#)" (page 74).
 10. If you plan to use Sage Intelligence Reporting, see "[Installing Sage Intelligence Reporting](#)" (page 40).

11. Install optional productivity applications, such as SAP Crystal Reports Designer, on each workstation as needed. Installing SAP Crystal Reports Designer is necessary only if you plan to create or modify reports.
12. If you're installing Federal and State Tax Reporting, you must install it on each Sage 100 workstation. For more information see ["Installing Federal and State Tax Reporting" \(page 72\)](#).
13. If you're using the Payroll module, to ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.

If you're upgrading from an earlier version of Sage 100, you can skip the following steps.

14. Create companies and activate modules (see ["Creating and Activating Companies" \(page 77\)](#)).
15. Create roles and user codes, and set up system preferences (see ["Setting Up Roles and Users for Security" \(page 79\)](#)).
16. Set up the modules for your companies. If you're converting your existing business management system to Sage 100 Premium, assemble the data you need to set up each module. For more information, refer to the *Getting Started Guide*.

Workstation Setup

The Workstation Setup wizard installs the required software, common programs, and Help files to the workstations that will access the Sage 100 Premium installation. The workstation installation wizard copies all of the necessary Dynamic Link Libraries, ActiveX controls, and other components to the local Windows\System folder and sets up the initialization files for the workstation.

Note: Run the Workstation Setup program after every Sage 100 software upgrade.

Workstation Setup Requirements

Each workstation must have its own set of workstation components on a local hard drive. Installing Workstation Setup on the server is helpful for testing and troubleshooting, but

using a server operating system as a Sage 100 workstation is not supported.

Workstations used to process credit card or ACH payment transactions or set up credit card and ACH payment processing require a working Internet connection.

Add www.sageexchange.com to the list of trusted websites for any workstations that will be using the Sage Exchange Desktop to set up credit card and ACH payment related data.

If you are running Sage 100 through Remote Desktop Services (RDS) or Citrix, do not run the workstation installation wizard directly at the Terminal Server or Citrix server. Instead, run the workstation installation wizard only once through a remote session. Running the workstation installation wizard from an RDS session will set up the correct registry entries for Crystal forms and reports access and copy the multi-user activation file from the Application Server to the Terminal or Citrix server. For more information, see "[Running in a Remote Desktop Services or Citrix Environment](#)" (page 111).

If you have multiple installations of the same version of Sage 100 Premium, see "[Multiple Installations](#)" (page 37).

Running Workstation Setup

To install Workstation Setup, you must access the program using the shared location or UNC path for the server where Sage 100 is installed.

To run Workstation Setup

1. Log onto the workstation using the Administrator account.
You must use the Administrator account rather than an account with administrator rights.
2. Close down other programs. Do not close antivirus, antispymware, and script-blocking software unless it is actually interfering with the installation.
3. Connect to the server using the UNC path to the share point where Sage 100 Advanced is installed.
4. Use Windows Explorer to attach to the server share point where Sage 100 is installed, and locate the MAS90\Wksetup folder.
5. Double-click **Autorun.exe** to run the program; it takes a few seconds to launch.
6. Follow the steps in the Workstation Setup wizard.

If you receive a message stating that no installation of Adobe Acrobat Reader was detected, click OK to continue with the installation. To install Acrobat Reader, start the Sage 100 installation program. In the Sage 100 2025 Autorun screen, click Productivity Applications, and then click Install Acrobat Reader.

Important! If a message appears asking you to restart the computer, you must do so before the installation will be fully functional.

If you are running through Remote Desktop Services or Citrix, you are prompted to indicate whether Sage 100 Premium will be accessed through the Terminal Server.

- Click **Yes** to copy the activation key file. This allows multiple Remote Desktop Services/Citrix sessions to access Sage 100 Premium at the same time.
- Click **No** to leave the activation set for a single user.

If you typed NO ACCESS at the Server field in the Sage 100 Premium Server Path page, this message does not appear.

If you click **Yes** to copy the activation key file but receive a message indicating the copy was not successful, you must manually copy the file to the MAS90\Home\Lib\Keys folder.

To create a Workstation Setup DVD, copy the contents of the MAS90\WKSETUP folder to the root folder of a blank DVD. For detailed information on creating a DVD, refer to your DVD burner software.

Multiple Installations

A Sage 100 Premium workstation can attach to multiple servers. For example, if your site has three servers and Sage 100 Premium is installed on each server, you can connect to the appropriate server by clicking a single icon rather than having a separate icon for each installation.

Only one current version on a server is supported.

Adding a Server to Existing Workstation

To add a server to an existing workstation, from the Sage 100\MAS90\wksetup folder, double-click the **Autorun.exe**, and then click **Install Sage 100 2025 Client Server Workstation**. On the Program Maintenance page, click **Add** and enter the server name,

path, and port ID associated with the server you want to add. After Workstation Setup is complete, click **Finish**.

Selecting a Server

If the Workstation Setup wizard has been run for only one server, your system is configured automatically for that server. Running the Workstation Setup wizard again (from a different server path) allows you to select from multiple servers using the same workstation files.

If multiple servers are found in your local configuration file, a dialog box opens and lists both the server name and the socket number on which the program is running. Select the server and socket number pair to attach to and then click **OK**. If you do not want to start Sage 100, click **Cancel** to close the program.

You cannot have multiple installations for the same version of the Sage 100 Premium server component on the same server.

Editing, Adding, and Removing Servers

Use the **Select Server** window to edit, add, or remove entries in the window by clicking the appropriate button.

Click **Add** to open a window in which you can enter a server name, alias, and socket number. After all the information is entered, click **Accept** to save the entry.

The Edit feature functions similarly to the Add feature, except that the window contains all of the current information about the server and port ID. The **Edit Server** window can be used to modify existing data or change the socket number, if necessary. To remove the server entry from the configuration file, click **Remove** in the **Select Server** window.

Aliasing a Server

It may be practical to assign an alias to the server and socket number pairs. For example, you can label one installation as “Accounting” and a second installation as “Payroll.” You can assign an alias to any server and socket number pair in the list of installed servers by clicking **Alias** in the **Select Server** window.

Select the server and socket number pair to alias by selecting the line and clicking **Alias**. Type the name of the alias to use for this server and socket number, and click **Accept**. If you do not want to alias this server, click **Cancel**.

The aliases associated with servers are local to each individual workstation. The configuration information is stored in the SOTA.INI file located in the \MAS90\Launcher folder. To use the same configuration files on multiple workstations, copy the SOTA.INI file to each workstation's \MAS90\Launcher folder.

Setting a Default Server

When multiple servers are present, you may want to set a default server and port ID to start up. Even if the server and port are set to Default, the **Select Server** window always appears; however, the selected server is the one chosen as the default. To start Sage 100 on the default server, click **OK**.

To set a server and socket number as the default, select the server and socket number pair by clicking the line, and selecting the **Default** check box. When Sage 100 is started from this workstation, the server and socket number selected as the defaults are highlighted.

Sage 100 Payroll

If you plan to use the Sage 100 Payroll module, it must be installed separately. The Sage 100 Payroll Installation and Upgrade Guide is available on the [Sage 100 Documents page](#).

Sage Intelligence Reporting

Sage Intelligence Reporting is automatically installed when running Workstation Setup if you select the Recommended setup type.

If you select the Custom setup type and clear the Sage Intelligence Reporting option, you can install the program at a later time by rerunning Workstation Setup.

Installing Sage Intelligence Reporting

To install Sage Intelligence Reporting

1. Make sure that Microsoft Excel is installed and activated, and then close Excel.
2. Start the Workstation Setup wizard.
For details, see ["Running Workstation Setup" \(page 36\)](#).
3. Proceed through the wizard to the **Setup Type** screen.
4. Select the **Custom** option and then click **Next**.
5. Select the **Sage Intelligence Reporting** option and proceed through the rest of the wizard.

After the installation is complete, follow the steps under ["Setting Up Sage Intelligence Reporting" \(page 40\)](#).

Setting Up Sage Intelligence Reporting

Before using Sage Intelligence Reporting, follow the steps below to set up a repository and register the product.

The repository will be used to store Sage Intelligence Reporting data, reporting trees, report templates and other settings. Centralizing this information in one folder has the following advantages:

- Using a single folder makes it easier to back up and restore the information.
- Multiple users can access the information.

To set up Sage Intelligence Reporting

1. Create a shared folder to serve as the repository. The folder can be created locally or on a network; however, you must use a UNC format when entering the repository path: \\server\share name\repository folder name

If you're upgrading from a previous version of Sage 100, you must create a new repository. If you have custom reports that you want to use in version 2025, export them from your preexisting repository and import them into the new one.

For more information, see the Upgrading Sage Intelligence Reporting section in the *Sage 100 Customer Upgrade Guide*.

2. Grant Sage Intelligence Reporting users read and write permissions to the folder.

3. Open the Report Manager from within Sage 100. Select **Sage Intelligence Reporting > Reports > Report Manager**.
4. When the window appears asking for the path to the repository, enter the UNC path to the shared folder that you created, and click **OK**.
5. When a window appears asking you to run the license manager, click **Yes**.
6. In the **License Manager** window, enter your Sage customer account number and serial number, and then click **Apply**.
7. Click **Perform Registration**.

Click the **Help** button on any Sage Intelligence Reporting window for detailed information about the product's features.

For instructions on running Sage Intelligence Reporting outside of Sage 100, see ["Running Sage Intelligence Reporting outside of Sage 100" \(page 113\)](#).

Installing Sage CRM

The Sage CRM server(s) host the Sage CRM program files, Internet Information Services (IIS) Web Server, and SQL Server database. These components should be installed on a separate server from the one with Sage 100 installed. Depending on the number of users accessing the Sage CRM server, it may be necessary to split the Sage CRM SQL Server database and the IIS Web server across two or more servers.

For Sage CRM hardware and software requirements, refer to the *Sage CRM 2024 R2 Software Requirements* guide, available in the [Sage CRM Help Center](#).

- If you're not upgrading from an earlier version of Sage CRM, start with the "[Pre-Installation Tasks](#)" (page 42).
- If you're upgrading from an earlier version of Sage CRM, see "[Upgrading Sage CRM](#)" (page 45).
- If you already have Sage CRM 2024 R2 installed and need to integrate it with Sage 100 2025, see "[Integrating Sage CRM 2024 R2](#)" (page 48).

Pre-Installation Tasks

Perform these tasks before beginning the installation process.

- Ideally, Sage 100 should be installed before installing Sage CRM.
- If you're upgrading from a prior version of Sage CRM, third-party customizations may be overwritten. Contact your Sage business partner for assistance. For more information, see "[Upgrading Sage CRM](#)" (page 45).
- Determine the name of the database server you will install to and the port number that SQL Server is using for TCP/IP connectivity.
- When installing an additional instance of Microsoft SQL Server, you must enter a specific port number and make note of that port number so that you can enter it in CRM Company Options.
- Depending on your Internet connection speed, downloading the installation files may take several hours; therefore, you may want to download the files in advance.

Note: Microsoft SQL Server Express is not supported in a production environment.

Installation Process

Perform this installation at the IIS Web server. This section refers only to a new installation. For information on upgrading, see ["Upgrading Sage CRM " \(page 45\)](#).

To install Sage CRM

1. Log on to the IIS Web server where you are installing the Sage CRM software.
2. Close down other programs. Do not close antivirus, antispysware, and script-blocking software unless it is actually interfering with the installation.
3. Download the Sage CRM 2024 R2.exe file for Sage 100 2025 from the location specified in your Download Notification email from Sage.

Note: To avoid errors when extracting the installation program from the download file, save the file in a folder located directly beneath the root directory. For example: C:\temp

4. If you're not automatically asked to extract the files, click the EXE file to extract them. The folder that contains the installation files is extracted.
5. In the folder, click **Autorun.exe**.
6. On the Autorun screen, click **Install Sage CRM 2024 R2 or Upgrade from Sage CRM 2022 R1 or Later**. The installation program may take a few seconds to start.
7. Follow the steps in the installation wizard to install Sage CRM.

Note the name of the Sage CRM SQL Server database and logon information. When setting up the Customer Relationship Management module in Sage 100, you will be required to provide this information.

If Internet Information Services (IIS) is running on the server, you are asked to stop IIS before the installation process begins.

Warning! Stopping the IIS server disconnects all users who are currently using any Web site connected to the IIS server.

Click **OK** to stop the IIS server and perform the installation. After the installation has completed, IIS will be restarted automatically.

Configuring Sage 100 Integration Engine

To configure the Integration Engine

1. In the Sage 100 2025 folder that contains the Sage 100 installation program, right-click **Autorun.exe**, and then select **Run as administrator**.
2. On the Autorun screen, click **Productivity Applications**, and then click **Configure Sage 100 Integration Engine**.
3. Follow the steps in the installation wizard to configure the Integration Engine.
 - a. On the Choose Sage 100 Location screen, confirm the folder where Sage 100 is installed. The Integration Engine will be configured to the Sage 100 installation location.
 - b. On the Sage 100 Integration Engine Service screen, keep the following notes in mind:
 - The user account that you enter must have access to run the Integration Engine service and also the server where Sage CRM is installed.
 - The Integration Engine service is disabled by default.
 - If you have Sage 100 Advanced or Sage 100 Premium installed, the default port number is used only for the integration with Sage CRM, not for the Sage 100 Application Server.

Post-Installation Tasks

Perform the following tasks after installing Sage CRM and Sage 100.

Note: If the Integration Engine was not configured during the Sage 100 installation, you'll need to do so before completing the following steps. To configure the Integration Engine, see "[Configuring Sage 100 Integration Engine](#)" ([page 44](#)).

1. The Integration Engine must be started before setting up Sage CRM. Perform the following steps to start the Integration Engine:
 - a. Select Windows **Start menu > Control Panel > Administrative Tools > Services**.
 - b. Right-click Sage 100 **Integration Engine** and then click **Properties**.

- c. In the **Startup Type** field, select **Automatic**, and then click **Apply**. Close the **Properties** window.
 - d. Right-click **Sage 100 Integration Engine** and then click **Start**.
2. Set up and create users, territories, and security profiles in Sage CRM. One Sage CRM user must be created for each Sage 100 user who will be creating quotes and orders or maintaining customer information.

For more information, refer to the *Sage CRM System Administrator Guide*.

3. Set up the Customer Relationship Management module in your Sage 100 installation. Sage 100 and Sage CRM will not be integrated until you set up the module in CRM Server Options and CRM Company Options.

For more information, see Set Up Customer Relationship Management for a new Company in the Sage 100 help.

Upgrading Sage CRM

If you're upgrading from a previous version of Sage CRM, refer to the Sage CRM 2024 R2 System Administrator Help and the Release Notes for full details on completing the upgrade. This information is available in the [Sage CRM Help Center](#).

The steps provided in this guide are an overview of the upgrade process. This chapter is not a substitute for the information in the Sage CRM Help Center, which should serve as your reference.

Important! There is one exception to the information provided in the Upgrading article. The Licensing section suggests using a trial license key to create a test installation. However, the mirror installation that you will create is the one that will be upgraded and integrated with your Sage 100 2025 installation; therefore, you must use a valid Sage CRM 2024 R2 license key. You can use the same 2024 R2 license key for two installations as long as they are not on the same server.

If your existing installation has third-party customizations, they may be overwritten. Contact your Sage business partner for assistance. After completing the upgrade process and migrating your data, you can simultaneously run your 2025 installation and your previous installation for a test period.

Upgrading From Sage CRM 2022 R1 or Later

Follow these steps if you're using Sage CRM version 2022 R1 or later.

Note: If your Sage 100 2025 installation is on the same server as the Sage 100 system you are upgrading, you must use a different Integration Engine port ID for your version 2025 installation.

1. Create a backup of your Sage CRM database.
2. Create a fully functioning duplicate copy of your existing Sage CRM installation. This mirror copy must be set up exactly the same as your production installation. This is the Sage CRM installation that will be integrated with Sage 100 2025.
3. Restore the backup of your Sage CRM database to the mirror installation created in the prior step.
4. Upgrade the mirror installation to Sage CRM 2024 R2.
 - a. Close down other programs. Do not close antivirus, antispyware, and script-blocking software unless it is actually interfering with the installation.
 - b. Download the Sage CRM 2024 R2.exe file for Sage 100 2025 from the location specified in your Download Notification e-mail from Sage.

Note: To avoid errors when extracting the installation program from the download file, save the file in a folder located directly beneath the root directory. For example: C:\temp

- c. The Sage Download Manager window opens and indicates the amount of time remaining to download the file.
 - d. Click the EXE file to extract the installation files. The folder that contains the installation files will be extracted.
 - e. In the folder, click **Autorun.exe**.
 - f. On the Autorun screen, click **Install Sage CRM 2024 R2 or Upgrade from Sage CRM 2022 R1 or Later**.
 - g. Proceed through the steps in the wizard to update your mirror installation, and to install the components necessary for integration with Sage 100.
5. If you've not yet migrated your Sage 100 data, complete that process before completing the next step.

6. After migrating your data, log into Sage 100 and check the settings in CRM Server Options. Update the settings as needed. For more information, see the CRM Server Options help.

For information on migrating your data, see the Upgrade Checklist in the *Sage 100 Customer Upgrade Guide*.

7. If you're using Quick Order Entry, see ["Resetting the Tomcat Port Number for Quick Order Entry" \(page 47\)](#).

Upgrading From Earlier Versions of Sage CRM

If you're upgrading from a version of Sage CRM released earlier than 2022 R1, you can use the version 2022 R1 installation program to upgrade from the following versions:

- 2021 R1, R2, or R3
- 2020 R1, R2, or R3

To upgrade from an earlier version of Sage CRM, first upgrade to one of the versions listed above. After you've upgraded to Sage CRM 2022 R1, follow the steps under ["Upgrading From Sage CRM 2022 R1 or Later" \(page 46\)](#).

For information on obtaining prior versions of Sage CRM to complete the upgrade path, contact Sage 100 Customer Support.

Important! After upgrading Sage CRM, you must log on to Sage CRM as a system administrator at least once before upgrading to the next version. This is required to correctly update the Sage CRM database.

Resetting the Tomcat Port Number for Quick Order Entry

Upgrading Sage CRM may change the Tomcat port number that is used for Quick Order Entry. If you use Quick Order Entry, follow these steps to reset the port number.

To reset the Tomcat port number

1. On the server where Sage CRM is installed, open the Windows Control Panel.
2. Select **Administrative Tools > Internet Information Services (IIS) Manager**.
3. In the **Connections** pane, under **Sites > Default Web Site**, select the Sage CRM installation that you need to update.
4. In the pane on the right, click **Features View**.

5. In the **IIS** area, click **URL Rewrite**.
6. In the **URL Rewrite** window, select **sage100erp_rwc**.
7. On the **Actions** menu, click **Edit**.
8. In the **Edit** window, scroll to the **Action** area.
9. In the **Rewrite URL** field, change the port number to the value used for the Sage CRM instance that you've upgraded.

If you're not sure of the port number, you can find it by executing the following command in SQL Server Manager on the server where the Sage CRM instance that you've upgraded is installed:

```
select parm_name, parm_value from custom_sysparams where parm_name='CRMTomcatPort'
```

10. Restart IIS and the Tomcat service.

Integrating Sage CRM 2024 R2

If you already have Sage CRM 2024 R2 installed, and you need to integrate it with Sage 100 2025, follow the steps below.

1. In the folder containing the installation files used to install Sage CRM, click **Autorun.exe**.
2. On the Autorun screen, click **Integrate Existing Sage CRM 2024 R2 Installation with Sage 100 2025**.
3. Follow the steps in the wizard to set up the integration.

Installing Quick Order Entry

To use Quick Order Entry for entering orders and quotes within Sage CRM, you must install the Quick Order Entry Component. Quick Order Entry is available for use only with Sage 100 Advanced and Premium.

To install Quick Order Entry

1. In the folder containing the installation files used to install Sage CRM, click **Autorun.exe**.
2. On the Autorun screen, click **Install Quick Order Entry Component**, and follow the steps in the wizard to complete the installation.

3. If you have Sage CRM and Sage 100 installed on two different servers, or if they are on the same server and you are not using the default port number (10000), edit the web.xml file:

- a. On the server, browse to the following location within the Sage CRM installation folder: ..\tomcat\webapps\richwebclient_swt\WEB-INF
- b. Right-click the **web.xml** file and click **Edit** to edit the file in Notepad.

You must run Notepad as the administrator. If you're not logged in as the administrator, open Notepad by right-clicking it on the Windows Start menu and then clicking **Run as administrator**.

- c. Review the settings in the table below and update them as needed.

Setting	Note
pvx host name	The name of the server where Sage 100 is installed. The default value is localhost, which is applicable only if Sage 100 is installed on the same server as Sage CRM.
pvx host socket	The port number used by the Sage 100 server to listen for client connections. The default host socket value is 10000.

4. Stop and then restart the Tomcat service on the server where Sage CRM is installed.

Uninstalling and Reinstalling

Uninstalling Sage 100 requires uninstalling each component separately. The server and workstation uninstall routines will remove all program files and registry entries made by the Sage 100 installation routines.

The program does not remove your Sage 100 data files. To remove these files, you must manually delete the MAS90 folder. All Sage 100 client workstation files are removed automatically by the workstation uninstall program.

Overview of Uninstalling Process

The installation process below describes all the procedures that must be performed to uninstall Sage 100.

1. If you are using Sage Fixed Assets, uninstall Sage Fixed Assets from the server and each workstation.
2. Uninstall Sage 100 from the Application Server and each workstation (see ["Uninstalling Sage 100" \(page 50\)](#)).
3. Uninstall the Sage CRM software, if it is installed (see ["Uninstalling Sage CRM" \(page 53\)](#)).
4. If you are using Web Services, uninstall it.
5. If you are using the Web Engine, uninstall it.
6. If you have no other Sage products installed, uninstall Sage Advisor. Do not uninstall Sage Advisor if you have other Sage products installed that use Sage Advisor to receive updates.

Uninstalling Sage 100

The uninstall program performs a complete deletion of all Sage 100 related files other than the data files; they must be manually removed by deleting the MAS90 folder.

If your system is integrated with Sage CRM, and you plan to continue using Sage CRM after uninstalling Sage 100, delete the linked Sage 100 companies before uninstalling.

This will remove references to those companies from the Sage CRM database. For more information, see [Delete a Company in the Help System](#).

Note: If the Integration Engine is installed and running, stop the engine before uninstalling Sage 100.

To uninstall the server component

1. Ensure that all users are logged out of the system.
2. In the Windows Control Panel, click the **Programs and Features** icon.
3. Select the Sage 100 server component from the list. Click **Uninstall** to start the uninstall process. If you have more than one installation of Sage 100 on your server, each installation will be identified by its version or installation path.
4. The uninstall splash screen appears briefly and is replaced by the **Confirm Uninstall** window. Click **OK**.
5. The **Uninstall Options** screen appears. Select the type of uninstall to perform.

Important! If you choose to remove registry entries, you will be removing them from all installations of Sage 100 on the server.

6. Click **Next**. The uninstall program will begin removing the components of the server application according to what is contained in the Uninstall Log. This includes the following components:
 - All system files installed by Sage 100. This reduces the usage count of the shared system files, except for core components.
 - All files copied during installation
 - The program folder and program items created during installation
7. If you want to remove your Sage 100 data files, manually delete the MAS90 folder.

If there are any files that the uninstall program was unable to delete, a message appears stating that you can click the **Details** button to view a listing of the files and/or registry entries that could not be removed; otherwise, a message stating that the uninstall process was successful appears.

If you're uninstalling Sage 100 as a troubleshooting step and plan to reinstall, verify that the following files were uninstalled. Delete them if they remain on the system.

Important! If you have other instances of Sage 100 on the same server, deleting the following files will cause problems with those instances.

- In the C:\WINDOWS\SYSTEM32\ folder:
 - pvxio.dll
 - pvxsec32.dll
 - pvxodbc.dll
- In the C:\ProgramData\Sage\Common Components\ folder:
 - Common Components
 - MAS Fixed Assets

Note: When uninstalling Sage 100 Premium from the server, the SQL database is not removed. Use the Microsoft database tools to remove the SQL database.

Uninstalling the Workstation Component

The uninstall process for the Sage 100 workstation component is similar to the server component uninstall process.

To uninstall the workstation component

1. In the Windows Control Panel, click the **Programs and Features** icon.
2. Select the Sage 100 workstation component from the list.
3. Click **Uninstall/Change** to start the uninstall process. When asked to confirm your selection, click **Yes**.
4. Some registry entries may be needed by other installations of the Sage 100 workstation. The uninstall program asks if you want to remove those entries.

Click **Yes** to remove the registry entries that are shared with other installations of Sage 100 on this workstation. Click **No** to keep those registry entries.

After the uninstall process is complete, if there are any files or registry entries that the uninstall program could not delete, a message states that you can click Details to view a listing of those files and/or registry entries. Otherwise, a message stating that the uninstall process was successful appears.

Uninstalling Sage CRM

Before uninstalling, verify that all users are logged out of Sage CRM, and shut down Internet Information Services (IIS). The Sage CRM uninstall program removes the Sage CRM program files.

To uninstall Sage CRM

1. In the Windows Control Panel, double-click the **Programs and Features** icon.
2. Select **Sage CRM 200**, and then click **Uninstall**.
3. Follow the steps in the wizard to uninstall Sage CRM.
4. When the uninstall process is complete, select the **View Uninstall Log File** check box to view logging information.
5. Click **Finish**. The log file is displayed.
 - If you need to manually delete any files, details are specified in the log.
 - Review the log file to make sure there are no errors. Resolve any errors listed in the log file before reinstalling Sage CRM.

Unresolved errors may prevent future installations of Sage CRM from functioning correctly.

Reinstalling Sage 100

If you previously installed the 2025 version of the software, you can install over the existing 2025 installation or install a new copy of the software. Installing over an existing 2025 version of the software streamlines the installation process.

Before reinstalling Sage 100, if the Sage Web Engine is installed for the eBusiness Manager module, back up any customized templates in the IW folder to another location, and then uninstall the Sage Web Engine. After version 2025 of the Sage Web Engine is installed, move the templates back to the IW folder.

To reinstall Sage 100

1. In the Sage 100 installation program Autorun screen, click **Install Sage 100 2025**.
2. When the wizard starts, click **Next**, enter the administrator password, and then click **Next**.

3. Select **Reinstall** and click **Next**.

If the Integration Engine is installed and running, a message appears stating that you must stop the Integration Engine before continuing. To stop the Integration Engine:

- a. Start the Windows **Control Panel** and then click **Administrative Tools > Services**.
 - b. In the **Services** window, select **Integration Engine**.
 - c. Click the **Stop Service** button.
 - d. In the message dialog box, click **OK**.
4. Proceed through the remaining steps in the installation wizard to complete the reinstallation.
5. When the reinstallation is complete, restart the Integration Engine using the following steps:
- a. Start the Windows **Control Panel** and then click **Administrative Tools > Services**.
 - b. In the **Services** window, select **Integration Engine**.
 - c. Click the **Start Service** button.

Reinstalling Sage CRM

If you previously installed Sage CRM Sage CRM you'll have the option to do a complete reinstall when running the installation wizard. After the License Agreement page, the Sage CRM 200 Setup page appears that provides you setup options to install, upgrade, change, or reinstall the Sage CRM software.

Warning! Selecting the Complete Reinstall option will remove all data from the database.

To reinstall Sage CRM

1. Start the Sage CRM installation program and proceed through the wizard.
2. On the Sage CRM 200 Setup page, select the **Complete Reinstall** installation option.
3. If you have more than one Sage CRM installation, select the installation to reinstall. Click **Next**.

4. Follow the steps in the installation wizard to complete the reinstallation. For more information, see ["Installing Sage CRM" \(page 42\)](#).

Changing an Existing Sage CRM Installation

The Sage CRM installation wizard allows you to change specific components in Sage CRM without performing a full reinstallation. You can reinstall the database, registry, program files, IIS aliases, and license key. Changing the license key allows you to add features or increase the number of licensed users.

To change an existing installation of Sage CRM

1. Start the Sage CRM installation program and proceed through the wizard.
2. On the Sage CRM 200 Setup page, select the **Change existing install of CRM** option.
3. If you have more than one Sage CRM installation, select the installation to update. Click **Next**.
4. Follow the steps in the installation wizard to complete the update. For more information, see ["Installing Sage CRM" \(page 42\)](#).

If you selected options other than the license key, you are prompted to back up components that will be affected. Perform the backup before you proceed.

Reinstalling the Workstation Application

If you previously installed the 2025 version of Workstation Setup, you can either install over the existing installation or install a new copy. Installing over an existing 2025 version of the software streamlines the installation process.

To reinstall the workstation application

1. Use Windows Explorer to attach to the server share point where the Application Server is installed and browse to the MAS90\Wksetup folder.
2. In the Wksetup folder, double-click WkSetup.exe to run the workstation installation wizard. It takes the workstation installation wizard a few seconds to launch.
3. Follow the steps in the installation wizard to reinstall the workstation.

Using the Application Server

Note: This chapter applies to Sage 100 Advanced and Premium.

Application Server Overview

Sage 100 Advanced and Premium are powered by the Application Server, which allows multiple users to remotely access the server using TCP/IP. Users can be connected on an internal LAN or externally through an intranet or WAN. The Application Server also allows for encryption using SSL to protect your data if operating in an environment that is not secure, such as over the Internet.

Configuring the Application Server

Before you can start Sage 100 Advanced or Premium, you must first configure the Application Server. The Application Server can be configured to run as a service; it must be configured using the following steps to access the Sage 100 server.

To configure the Application Server

1. On the server where Sage 100 is installed, from the Windows Start menu, run the Application Server Configuration program. This program should be a shortcut in the Sage program group.

2. In the **Application Server Configuration** window, click the **Server** tab.

The server selected in the Server field is the logical name to identify the Application Server. This does not refer to the physical machine name of the server.

Verify the **KeepAlives** check box is cleared.

3. For security purposes, the first setting you should change is the socket number on which the Application Server listens for requests. By default, this is set to 10000, but can be any valid socket (port) between 9000 and 10000. Make sure the socket you choose is not being used by another service or application on this server.
4. Click **Start** to start the Application Server. In the upper-right corner, the Status field changes from Stopped to Running.

5. Click **Exit** to exit the Application Server Configuration program. Users can now access Sage 100 after performing workstation setup.

The Application Server continues to run and will service incoming requests from Sage 100 clients, even though you have exited the Application Server Configuration program.

In this current configuration, a user must remain logged onto the server where the Application Server is running. The user logged on to this server must have access to all resources required by Sage 100 (all rights to all program and data folders in Sage 100).

After the Application Server has been configured once, you do not need to re-run the Application Server Configuration program to start the Application Server.

You can start the Application Server by selecting the Application Server Startup menu item from the Windows Start menu. This starts the Application Server, which will continue to run until the user is logged off or the server is shut down.

To view users currently running Sage 100 and the tasks that users are running, click the **Sessions** tab.

Turning Off the Application Server

There may be instances when you want to turn off the Application Server, such as before installing an operating system update.

To turn off the Application Server

1. Run the Application Server Configuration program.
2. Click the Servers tab and then click Stop. The Status field changes from Running to Stopped.

You can also turn off the Application Server by closing the Application Server task that appears on the Task Bar of the server. To do this, right-click the task and click **Close** from the pop-up menu. The Application Server will shut down after a few seconds.

Configuring as a Service

Depending on your needs, you may want to start the Application Server as a service of the operating system. Running as a service has a number of advantages:

- The Application Server can be configured to start automatically so that if the server is rebooted, you do not have to re-start the Application Server.
- It is more secure because someone does not need to be logged onto the server in order for the Application Server to run.

To configure the Application Server as a service

1. Configure the Application Server. For instructions, see "[Configuring the Application Server](#)" (page 56).
2. Exit the Application Server Configuration program after the Application Server has been configured.
3. If you already have a Windows domain user account set up to run the Application Server, skip this step; otherwise, create a new domain user on your server that has appropriate access rights to run all the functions and features of Sage 100. This should include the Modify permission to the application folder, any folders where Sage 100 data is located, the Windows folder, and access to the Registry. This account must also be granted the Log On as a Service right.

If you are not running in a domain environment, create and use a local computer account for your workgroup; however, you must ensure this account can execute a UNC path to the MAS90 folder. Test this by entering the UNC path in Windows Explorer. If you are prompted for a user name and password, the account is not set up properly.

4. After a user is created, on the Windows Start menu, select All Programs > Sage > Application Server Service Setup. A dialog box appears.
5. Select the path of the Sage 100 installation, if it is different than the default Sage 100 installation path. The Application Server Service installation wizard installs the service components necessary to run the Application Server as a service.
6. Use the Services applet to configure the service.

Note: Your screens may vary slightly depending on the version of Windows you are using.

- a. Right-click the **Computer** shortcut on the Window's Desktop, and then select **Manage**. The **Server Manager** window opens.
- b. In the left pane of the **Server Manager** window, select **Configuration**. The **Services** item appears in the right pane of the window.

- c. Double-click **Services**. All of the services available on the server appear in the right pane of the window.
- d. Double-click either **Sage 100 Advanced Service** or **Sage 100 Premium Service**, depending on which product you are using. The properties window for the service opens.
- e. There are two settings you may want to change:
 - The startup type, by default, is set to **Manual**. To have the service start automatically whenever the system is restarted, change the startup method to **Automatic**.

If the service is set to **Manual**, you will need to launch this window to start up the service each time the server is reset. You may want to set the service to **Manual** if you plan on performing maintenance on the server and do not want the Application Server service to start up after restarting.

- Change the logon user to the domain user that was created previously to run the Sage 100 Application Server. Provide the user logon and password information where specified.

Warning! Do not run the Sage 100 Application Server service under the Local System account. The Local System account does not have access to certain network resources that Sage 100 requires.

7. Click **Apply** to save any changes.
8. On the **General** tab, click **Start** to begin the service. The Service Status message changes to Started, and users can now access Sage 100.

Advanced Features

The Application Server has a number of additional features that can be useful for system administrators. You can enable some of these features for added security or logging purposes; however, these are not required to run Sage 100. To enable these features, you must log on to the server and start the Application Server Configuration program.

Session Tracking

In the **Application Server Configuration** window, on the **Sessions** tab, you can view a list of all the users who are currently in the system and which task they are running. This

window also provides you with more detailed information about the machine name, IP address, and connection time for each process. This is useful when trying to find users on the system or people in a particular application. Master Console in Sage 100 can also be used for this purpose.

Individual sessions can be terminated if they appear to be locked up or become unresponsive. Terminating a process in this manner can cause data corruption issues and should be done only as a last resort. To terminate a session, select the session from the list and then click **Terminate**.

SSL Encryption

The Application Server can be configured to use SSL to encrypt data being sent to and from the Application Server. This can be extremely useful when using the Internet or any other unsecure medium to connect workstations to the server; however, SSL does add extra overhead in terms of performance. This feature should be enabled only if it is necessary. Using SSL in a secured, intranet environment or over an already protected tunneling protocol (like VPN) is not recommended due to the potential performance impact.

The SSL component of the Application Server uses the OpenSSL protocol and drivers. To use SSL, you must first configure the Sage 100 Application Server to use SSL and then generate an SSL certificate. For more information, ["Generating an SSL Certificate" \(page 61\)](#).

To configure the Sage 100 Application Server to use SSL

1. Make sure all users are out of Sage 100. After SSL is enabled, a different connection string is required for each of the workstations connecting to the server. Workstations that do not have this additional information will not be allowed to connect to Sage 100.
2. Run the Application Server Configuration program.
3. In the **Application Server Configuration** window, click the **Server** tab and select the **Encrypt** check box. The **Certificate** field becomes enabled so that you can enter the path to the SSL certificate.
4. Enter the full path to the certificate relative to the server where Sage 100 is installed. After the certificate is entered and validated, the server automatically updates its configuration.

5. On each workstation that will be connecting to Sage 100, change the Sage 100 shortcut as follows: in the Target command line, add -SSL to the end of the parameter list.

If you receive an error trying to connect to the server after configuring SSL, perform the following:

- Verify that the workstation startup shortcut was modified.
- Verify which start-up icon the user used when trying to connect to the server, and verify that the -SSL argument is in the target command line. Users may have multiple shortcuts connecting to the server that need to be modified.

Generating an SSL Certificate

To use the SSL capabilities of the Application Server, create a .pem file that contains both the certificate and your private key in X509 format.

For information on generating an SSL certificate, see Sage Knowledgebase article: [How to create signed SSL certificates \(Solution ID 223924950045855\)](#).

If you are unfamiliar with generating a certificate for secure transactions, consult a network consultant or business partner.

Configuring the Client/Server ODBC Driver

Note: This chapter applies to Sage 100 Advanced.

The Sage 100 Advanced server installs client/server ODBC driver components, which allow remote workstations to process worktables using server-side ODBC processing. Report rendering is completed using a locally cached copy of the form or report and a local SAP Crystal Reports print engine.

Server-Side Configuration

Set up the client/server ODBC driver to run as an application or as a service before configuring the server.

Running as an Application or Service

Determine whether to run the client/server ODBC driver as an application or as a service, and perform one of the following:

- To run the client/server ODBC driver as an application, in Windows Explorer, locate and double-click the **pvxiosvr.exe** file in the following location:

```
..\MAS90\Home\pvxiosvr.exe
```

- To run the client/server ODBC driver as a service, select File > Run on the server and enter the server's local path to **pvxiosvr.exe** followed by the **-i** parameter. For example:

```
X:\Sage\Sage 100 Advanced\MAS90\Home\pvxiosvr.exe -i
```

- To uninstall previous versions of the client/server ODBC driver as a service, select File > Run on the server and enter the server's local path to **pvxiosvr.exe** followed by the **-u** parameter. For example:

```
X:\Sage\Sage 100 Advanced\MAS90\Home\pvxiosvr.exe -u
```

Configuring the Server

If you set up the client/server ODBC driver to run as a service, follow the procedure for your server's operating system to configure the server.

Note: The screens may vary depending on your version of Windows Server.

To configure the server

1. On the Sage 100 Advanced server, open **Server Manager**.
2. In the **Server Manager** window, on the **Tools** menu, click **Services**. The **Services** window opens.
3. In the services list, double-click **Sage 100 Client Server ODCB Driver Service**. The **Properties** window for the service opens.
4. In the **Properties** window, on the **General** tab, select Automatic in the **Startup** type field.
5. On the **Log On** tab, enter the login and password for a domain administrator-level account.

Note: In some environments, not having the correct permissions may lead to a "Database logon failure" message when attempting to run reports

6. Click the **General** tab, and then click **Apply**.
7. Click **Start** and verify that the service starts successfully.
8. Click **OK**.

Workstation Configuration

Use the Library Master System Configuration task to configure the workstation and then test the ODBC data source.

To configure the workstation

1. In Sage 100 Advanced, select **Library Master > Setup > System Configuration**. The System Configuration window opens.
2. On the **ODBC Driver** tab, select the **Enable C/S ODBC Driver** check box.
3. In the **ODBC Server Name** field, enter the server name or IP address where the client/server ODBC application or service is running.

4. In the **ODBC Server Port** field, enter an accessible server port or leave the field blank to use the default port, 20222.
5. Perform one of the following:
 - If all users (both LAN and remote) will be using the client/server ODBC driver, select the **Enable for All Users** check box.
 - To enable the ODBC driver for an individual user, select **Library Master > Main > User Maintenance**. On the **Preferences** tab, select the **Enable C/S ODBC Driver** check box.
6. Close and restart the workstation client.
7. Access and test the ODBC data source.

If you're running a 32-bit system, perform the following steps:

- a. Open the Windows Control Panel and double-click **Administrative Tools**.
- b. Double-click **Data Sources (ODBC)**. The **ODBC Data Source Administrator** window opens.
- c. On the **User DSN** tab, double-click **SOTAMAS90**. The **ProvideX ODBC Driver Setup** window opens.
- d. Click the **Debug** tab, and then click **Test Connection**.

If a message appears stating that the connection was successful, the client/server ODBC service is running correctly.

If you're running on a 64-bit system, perform the following steps:

- a. On the Windows desktop, double-click the Computer icon.
- b. In the Computer window, locate the c:\windows\SysWOW64 folder.
- c. Double-click Odbcad32.exe. The ODBC Data Source Administrator window appears.
- d. On the User DSN tab, double-click the SOTAMAS90 item. The ProvideX ODBC Driver Setup window appears. Click the Debug tab, and then click Test Connection.

If a message appears stating that the connection was successful, the client/server ODBC service is running correctly.

Note: If you encounter problems connecting to the client/server ODBC service, see "[Configuring the Workstation for the ODBC Driver Service](#)" (page 101).

Sharing Permissions

On the Sage 100 Advanced server, you can set the share permissions to allow users to print server reports. You can grant permissions at the share point to allow for Read, Change, or Full Control access. When printing a form or report, the user can print to any valid Windows printer, defer reports, or export or e-mail the report.

Users with no access to the Sage 100 Advanced share point on the server will be able to print to Deferred. To print or preview from Deferred Printing, users must have a minimum of Read access to the Sage 100 Advanced server share point.

For more information about setting permissions, see "[Sage 100 Security Permissions](#)" ([page 103](#)).

Installing SAP Crystal Reports Designer

SAP Crystal Reports Designer is a powerful, graphics-oriented reporting program that allows users to customize their graphical forms. SAP Crystal Reports Designer is fully integrated with Sage 100. Sage 100 provides a number of customizable SAP Crystal Reports forms as part of the standard installation.

The Workstation Setup program for Sage 100 installs the standard SAP Crystal Reports Run-Time Engine on each workstation, which allows all users to view and print reports created through SAP Crystal Reports; however, to modify the standard forms included with Sage 100, or to create your own reports, you must install the SAP Crystal Reports Designer.

SAP Crystal Reports Designer is licensed for use with the Sage 100 ODBC driver and the standard Microsoft SQL Server ODBC driver.

If you're using Sage 100 Premium, you'll need read access to the applicable database. For information, see ["Modifying SAP Crystal Reports in Sage 100 Premium" \(page 67\)](#).

Installing SAP Crystal Reports Designer to the Workstation

To modify or create SAP Crystal Reports forms and reports, install SAP Crystal Reports Designer to the workstation and select the Typical installation option, which uses pre-assigned settings.

To install SAP Crystal Reports Designer to the workstation

1. Start the Sage 100 installation program, and on the Autorun screen, click **Productivity Applications**.
2. On the **Productivity Applications** screen, click **Install SAP Crystal Reports Designer**.
3. The **SAP Crystal Reports 2020 for Sage Setup** page appears. Follow the steps in the installation wizard to install SAP Crystal Reports Designer.

Tip: Select the **Typical** installation type.

A progress meter appears while the installation is in progress.

Modifying SAP Crystal Reports in Sage 100 Premium

To modify reports in Sage 100 Premium using SAP Crystal Reports Designer, you must either be logged on using a Windows account that has read access to the applicable SQL Server database, or you must have a separate SQL Server authenticated logon ID and password.

Integrated Security is used by default; if your Windows account does not have rights to the database, a logon dialog box appears, allowing you to enter a different logon ID and password for database access.

Set up an OLE DB (ADO) Connection

In addition to using SAP Crystal Reports Designer to modify reports, you can also modify the reports through the operating system by setting up an OLE DB (ADO) connection to the SQL Server database. Only modifications such as moving items around on the report, changing font information, and hiding or showing information already in the database is supported.

To set up an OLE DB (ADO) connection

1. In Windows Explorer, browse to the .rpt file to modify in the MAS90\Reports folder, and open the file.
2. Select **Database > Database Expert**.
3. Expand **Create New Connection** and then expand **OLE DB (ADO)** to open the OLE DB (ADO) window.
4. From the **Provider** list, select **Microsoft OLE DB Provider for SQL Server** and click **Next**.
5. Type the server name where the database is installed, select the database, and select the **Integrated Security** check box.
6. Click **Finish** and then, in the **Database Expert** window, click **OK**.
7. Save the report.

The report is now linked to the SQL Server database. Any dictionary changes that have been made to the table are now available in SAP Crystal Reports Designer.

Converting SAP Crystal Reports from a Prior Version

When upgrading from a prior version of Sage 100, any custom SAP Crystal reports and forms must be converted to run in version 2025.

Note: If you're using the Premium edition, see "[Converting Reports for Sage 100 Premium](#)" (page 69).

Converting Reports

The Sage 100 Crystal Report Conversion Wizard converts prior versions of Sage 100 Crystal Reports forms and reports to the latest data dictionary revisions and SAP Crystal Reports format.

This wizard runs the first time you access a SAP Crystal Report created using a level of Sage 100 earlier than 2025.

To convert reports

1. In the MAS90\Home folder, double-click **masrcrw.exe**. The Sage 100 Crystal Report Conversion Wizard appears. Click **Next**.
2. In the **Select Reports** page, verify the connection type.
3. In the **User Name** field, type the user logon and type the password in the **Password** field.
4. In the **Company** field, type your company code in uppercase.

Verify that the company selected has the appropriate modules installed. For example, do not convert Bill of Materials reports for demo company code ABC. Those modules do not exist in company ABC, and the conversion will not complete for those reports.

5. In the **Directory** field, verify that the path is correct. Click **Next**.
6. In the **Reports Path** field, enter the path, or click **Browse** and select the folder to search for reports that require conversion. All forms and reports that have been previously converted and those that contain the current Sage 100 version as a keyword will not be selected for conversion.
7. Click **Search** to generate a list of reports. Click **Cancel** to stop the search.

You can select individual or multiple reports within the listing to convert. Select the report, or press CTRL to make multiple selections. Click **Select All** to convert all

reports within the listing. Click **Clear** to clear the listing. To complete the conversion, click **Next**.

8. In the Completing the Sage 100 Crystal Report Conversion Wizard page, perform one of the following:

- Click **Finish** to initiate the conversion process.
- Click **Back** to return to the previous wizard or page.
- Click **Cancel** to exit the wizard.

9. If you clicked **Finish**, the Converting Reports window opens. Click **Save** to save the listing of the selected reports and the conversion status of each report. The listing can be printed to the default Windows printer.

If a field name used within the report or form no longer exists in the data source, it will be noted on the listing and removed from the report or form. If the removed field is contained in a formula, an SAP Crystal Reports error in printing message will appear when printing.

Successfully converted reports generate an unconverted backup file in the same folder with a file extension of .rp_.

- If Status:Complete appears, the report is successfully converted.
- If Status:Failed appears, note the error message and verify that the company you are logged onto using ODBC contains application data files for the selected report.

If the conversion wizard cannot convert that report, the report must be manually converted. If errors are encountered during the conversion, the wizard will skip the report and continue with the next selected report.

Converting Reports for Sage 100 Premium

Follow the steps below to convert customized Crystal forms and reports from a prior version for Sage 100 Premium.

1. In the form or report printing window, click the drop-down arrow in the top-right corner, and then click **Designer**.

Converting SAP Crystal Reports from a Prior Version

Customer Sales Analysis (ABC) 5/31/2025

Report Setting: STANDARD

Description: Customer Sales Analysis

Setting Options

Type: Public

Print Report Settings:

Number of Copies:

Default Report:

Three Hole Punch:

Collated:

Sort Report By: Customer Number

Options

Fiscal Year: 2025

Accounting Period: 05 5/31/2025

Data to Print

Period to Date Data:

Year to Date Data:

Prior Year Data:

Selections

Select Field	Operand	Value
Customer Number	All	
Customer Name	All	
Salesperson	All	
Customer Type	All	

Printer: NPI627F02 (HP LaserJet 100 colorMFP I)

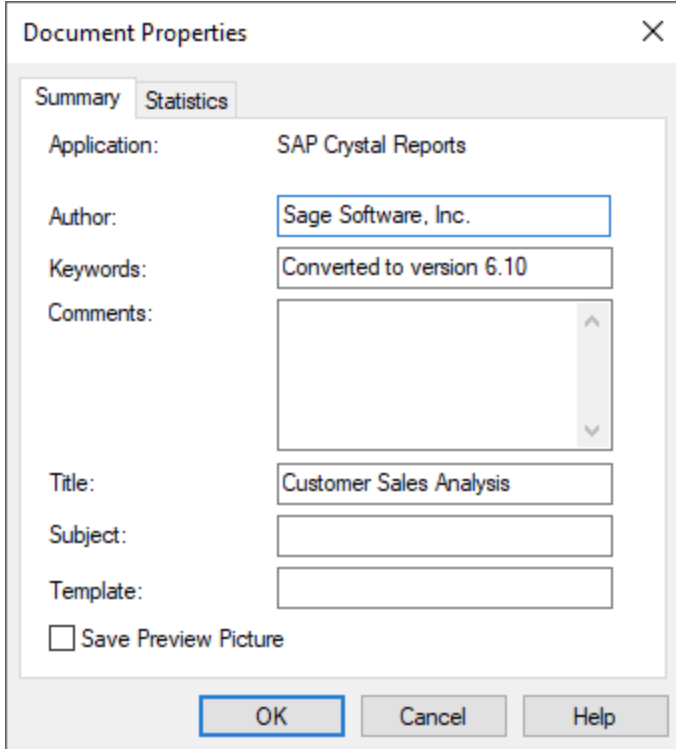
Keep Window Open After: Print Preview

Buttons: Print, Preview, Setup

Save dropdown menu options: Save, Save As, Delete, Designer, Report Viewer

2. In the **SAP Crystal Reports Designer** window, on the **File** menu, select **Summary Info**.
3. In the **Document Properties** window, in the **Keywords** field, verify that the version shown is the current version, and then click **OK**.

Converting SAP Crystal Reports from a Prior Version



The screenshot shows the 'Document Properties' dialog box with the 'Summary' tab selected. The 'Application' field is set to 'SAP Crystal Reports'. The 'Author' field contains 'Sage Software, Inc.'. The 'Keywords' field contains 'Converted to version 6.10'. The 'Comments' field is empty. The 'Title' field contains 'Customer Sales Analysis'. The 'Subject' and 'Template' fields are empty. There is an unchecked checkbox for 'Save Preview Picture'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Application:	SAP Crystal Reports
Author:	Sage Software, Inc.
Keywords:	Converted to version 6.10
Comments:	
Title:	Customer Sales Analysis
Subject:	
Template:	

Save Preview Picture

OK Cancel Help

4. On the **Database** menu, select **Verify Database**. The **OLE DB (ADO)** window opens.
5. Perform one of the following:
 - If your Windows logon account has Read access to the database, click **Finish**.
 - If your Windows logon account does not have Read access to the database, clear the **Integrated Security** check box, enter a user ID with access to the database and its password, and then click **Finish**.
 - If it is necessary to remap any fields, follow the instructions in the SAP Crystal Reports Designer Help system. Complete these steps for all forms and reports that were customized in the previous version.

Installing Federal and State Tax Reporting

Overview

Federal and State Tax Reporting software allows you to print and electronically file your payroll tax forms and 1099 forms using signature-ready plain paper tax forms. Every report is saved in its own history or draft file for easy retrieval.

Installing Federal and State Tax Reporting on a Workstation

You must install Federal and State Tax Reporting separately on each Sage 100 workstation. Do not install the program on the server.

To install Federal and State Tax Reporting on a workstation

1. Log on to the workstation as a user with Administrator rights.
2. Start the Sage 100 installation program by clicking the **Autorun.exe** file.
3. Click **Productivity Applications**.
4. On the **Productivity Applications** screen, click **Install Federal and State Tax Reporting**.
 - To begin the installation process from a server installation of Sage 100 Standard, map a drive letter to a share point on the server above the MAS90 folder. In the MAS90\Wksetup folder, double-click **Autorun.exe**, and then click **Install Federal and State Tax Reporting**.
 - To begin the installation process from a server installation of Sage 100 Advanced or Premium, use Windows Explorer to attach to the server share point where Sage 100 is installed. In the MAS90\Wksetup folder, double-click **Autorun.exe**, and then click **Install Federal and State Tax Reporting**.
5. Proceed through the steps in the Federal and State Tax Reporting installation wizard to complete the installation.
6. Click **Accept** to accept the terms of the license agreement. You must accept the agreement to continue with the installation. A progress meter appears while the installation is in progress.

Share and NT File System (NTFS) Permissions

For Sage 100 Advanced and Premium, on the server where Sage 100 is installed, you must set the share permissions to Change. For users that will generate eFiling forms and reports, set the Write permissions to the following folders (where XXX is the company code):

...\MAS_XXX\APXXX\eFilingReporting

...\MAS_XXX\PRXXX\eFilingReporting

The share permissions and folder NTFS permission must be set up before users can use Federal and State Tax Reporting.

Note: For more information about setting permissions, see "[Sage 100 Security Permissions](#)" (page 103).

Setting Up Credit Card and ACH Payment Processing

Use the credit card and ACH payment processing feature to authorize credit card and ACH payment transactions. You must have the Accounts Receivable module installed and have a valid merchant account with Paya (formerly Sage Payment Solutions).

Installing Paya Connect Desktop

You must install Paya Connect Desktop on each workstation that will be used to access credit card or ACH payment information in Sage 100.

The first step is to install Paya Connect Desktop. Then when you start the program, you'll be asked to upgrade to Paya Connect Desktop.

Considerations for Using Paya Connect Desktop

- Workstations used to process credit card and ACH payment transactions or set up credit card and ACH payment processing require a working internet connection.
- Add www.sageexchange.com to the list of trusted websites for any workstations that will be using Paya Connect Desktop to set up credit card and ACH payment features.

To install Paya Connect Desktop

1. Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.

If you're using a stand-alone installation of Sage 100 Standard, browse to the MAS90\Wksetup folder on the computer.

2. Double-click **Autorun.exe** to open the Workstation Setup program; it takes a few seconds to launch.
3. Click **Install Paya Connect Desktop**.
4. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
5. When the installation is complete, a window appears to let you know that a software

update is available.

6. Follow the prompts to install Paya Connect Desktop.

Enabling Credit Card and ACH Payment Processing

The simplest way to enable credit card and/or ACH payment processing is to use the setup wizard. The wizard guides you through enabling the feature and creating payment types.

You will need to enter the merchant ID and merchant key for your Paya account, so have that available before you start the wizard.

To start the wizard, select **Accounts Receivable > Setup > Payment Setup Wizard**.

For information on setting up credit card and ACH payment processing without using the wizard, see *Set Up Credit Card and ACH Payment Processing* in the Help.

Performing System Startup

After installing Sage 100, you are ready to set up companies, security, and system preferences. One company must be created in Sage 100 before anyone can access the system.

During the installation, a program group is added to the Windows Start > All Programs menu. Click the Sage 100 Desktop icon in this program group to start the software.

Starting the Software

When first starting Sage 100, you are prompted to enter the Administrator password that you entered during the installation.

After entering your Administrator password, the Administrative Tools screen appears.

Logging on as Administrator does not give you full access to the software. Only certain Library Master tasks are available. To access the software, you must set up a user logon (other than the Administrator logon) and password in User Maintenance. For more information, see ["Setting Up Security" \(page 78\)](#).

Performing Administrative Tasks

You can perform the following tasks from the Administrative Tools screen:

- Create and activate companies for new installations (see ["Creating and Activating Companies" \(page 77\)](#))
- Define user roles, create users, and assign roles to users (see ["Setting Up Roles and Users for Security" \(page 79\)](#))

Note: You must create and activate companies and then create user roles before creating users.

- Set up system preferences (see ["Setting System Preferences" \(page 87\)](#))
- Change your administrator password (see ["Changing Your Administrator Password" \(page 90\)](#))
- Change your participation in the Sage Product Enhancement Program.

Creating and Activating Companies

You must create and activate the companies for which data will be processed. Many systems are set up with multiple companies to keep financial records for individual companies separate, and to separate real company data from test company data. Each company is identified using a three-character company code. Within the modules, you can set up data files for each company.

If you are creating companies that contain similar information, you can create companies from an existing company by copying information from the source company. For more information, see ["Copying a Company" \(page 77\)](#).

Note: You must define at least one company code before activating any modules.

To create and activate a company

1. Use any of the following methods to open the Company Maintenance window:
 - On the Administrative Tools screen, click **Company Maintenance**.
 - In Sage 100 select **Library Master > Main > Company Maintenance**.

Note: You must create at least one role and user before you can sign into Sage 100 and access the Library Master menu.

2. In the **Company Maintenance** window, enter a company code and company name.
3. Enter the information for your company.
4. Click **Activate** to activate one or more modules. When you are asked to save the new company, click **Yes**.
5. In the **Activate Module** window, select the module(s) to activate and click **Proceed**. This process creates data files for each selected module for the company.
6. The **Company Maintenance** window appears again after the activation process is complete. Verify that the modules you selected appear in the **Activated Modules** section of the window.

The demo data company codes are automatically created with activated if they were selected during the installation process.

Copying a Company

You can create a new company from an existing company. You can copy information, including company data and company forms, from the source company.

To copy a company

1. Use any of the following methods to open the Company Maintenance window:
 - On the Administrative Tools screen, click **Company Maintenance**.
 - In Sage 100 select **Library Master > Main > Company Maintenance**.

Note: You must create at least one role and user before you can sign into Sage 100 and access the Library Master menu.

2. In the **Company Maintenance** window, enter a company code and company name.
3. Click **Copy**.
4. In the **Copy Data** window, in the **Source Company** field, enter the company you are copying from.
5. To copy data and/or forms, select the corresponding check boxes.

Note: For Sage 100 Premium, only data can be copied.

6. Click **Proceed**.

Upgrading and Converting Data

If you are upgrading data from a previous installation, refer to the *Customer Upgrade Guide* for upgrading instructions. The guide is available on the [Sage 100 Documents](#) page.

Setting Up Security

Sage 100 offers flexible security that can be used to provide appropriate access to the system and to meet your company's specific requirements. The security system can be either simple or elaborate, protecting various combinations of companies, modules, menus, tasks, and security permissions by creating multiple roles, and assigning these roles to users. Roles are assigned to users so that users are restricted to only the tasks that pertain to the roles they are assigned to. If the user attempts to access a secured area, access is denied.

Setting Up Roles and Users for Security

To implement effective security, you must define roles for your system, and then create user codes and assign users to specific roles.

Roles should be set up to reflect the functional roles of your organization. You should define roles with access to certain modules, tasks, and security options that allow users to perform tasks related to their jobs. Roles are company independent, though you can assign roles to users who are restricted from entering certain companies.

A Default role is included in Sage 100. Users assigned to the Default role have access to all modules and certain security options. The Default role cannot be modified in Role Maintenance.

When establishing your system's security, use the concept of roles to identify the specific tasks and options you want users to be able to access. Users can be assigned to multiple roles so design your roles to be as granular as you like. Role permissions are cumulative, which means if a user is assigned to two roles where one role gives the user access to a program while another role does not, the user will be granted access to this program.

You must determine the requirements for your security system. In most cases, it is better to start with a simple arrangement. As more sophistication is needed, this flexible system can be easily refined.

Defining Roles

Roles are set up to reflect the functional roles within an organization. These roles are global to the software and are company independent. Permissions assigned to roles allow assigned users access to the areas of the software they need to perform their job functions.

Security can be further refined by assigning Create, Modify, Remove, or View permissions to maintenance tasks, or by setting Update or Print Only permissions to update tasks. For setup tasks, permissions can be set to Modify or View. Additionally, some security options, such as allowing batches to be merged can be allowed or restricted.

Defining roles is considered the first step in enabling security for your system. Before you define roles in your system, determine the functional roles needed for your organization.

After you have created a role, you can create a copy of it for use as a starting point when creating additional roles.

Notes:

- To access Role Maintenance, you must be logged on as Administrator, or have a role assigned to you that allows access to Role Maintenance.
- Library Master tasks are not company-specific.

To define roles if you purchased Sage 100 through a subscription plan

1. Use one of the following methods to open the Role Maintenance window:
 - In the **Administrative Tools** screen, click **Role Maintenance**.
 - Select **Library Master > Security > Role Maintenance**.
2. Enter a role name and description.
3. In the **Type** field, select a role type.
4. To copy role settings from a template or another role:
 - a. Click **Copy**.
 - b. Select either a template or an existing role.
 - c. Select one or more check boxes to specify which settings to copy.
 - d. Click **OK**.
 - e. Continue with the next step to modify the role as needed.

Note: To view a detailed list of permissions available for each role template, print the Role Report and select Role Template Details in the Type of Report to Print field.

5. On the **Tasks** tab, select the check boxes for the modules and tasks to which users should have access. To allow access to all modules and tasks, select the **Sage 100** check box.

To refine the level of security for each task, click the + icon to expand the list of related permissions. When you select the task check box, the permissions are selected by default, but you can clear them for more granular access control.

6. On the **Security Options** tab, select the check boxes next to the security options that you want to enable for the role. Select the **Sage 100** check box to select all security options.

If you group the list by Security Option, the module grouping is removed. Then you can select a check box for a security option that's applicable to multiple modules to enable it for all modules.

7. On the **ODBC Security** tab, select the Sage 100 check box to select all ODBC security permissions or select the individual check boxes to assign ODBC security permissions and allow access to individual data tables and fields.

Note: This tab is available only if the Enable ODBC Security within Role Maintenance check box is selected in System Configuration. Also this tab is not available for Sage 100 Premium.

8. Click **Accept**.

The role can now be assigned to users in User Maintenance.

To copy settings from an existing role or template to a new role (available only with subscription)

1. Use one of the following methods to open the Role Maintenance window:
 - In the **Administrative Tools** screen, click **Role Maintenance**.
 - Select **Library Master > Security > Role Maintenance**.
2. Enter a role name.
3. Click **Copy**.
4. In the **Copy From** window, select either a template or an existing role to copy from.
5. Select the check boxes for the settings that you want to copy.
6. Click **OK**.
7. In Role Maintenance, make any needed changes to the role, and then click **Accept**.
8. The role can now be assigned to users in User Maintenance.

To define roles if you did not purchase Sage 100 through a subscription plan

1. Use one of the following methods to open the Role Maintenance window:
 - In the **Administrative Tools** screen, click **Role Maintenance**.
 - Select **Library Master > Main > Role Maintenance**.
2. Enter a role name and description.

3. On the **Tasks** tab, select the check boxes for the modules and tasks to which users should have access. To allow access to all modules and tasks, select the **Sage 100** check box.

To refine the level of security for each task, click the + icon to expand the list of related permissions. When you select the task check box, the permissions are selected by default, but you can clear them for more granular access control.

4. On the **Security Events** tab, select the check boxes next to the security events that you want to enable for the role. Select the **Sage 100** check box to select all security events.
5. On the **Module Options** tab, all check boxes are selected by default. Clear the check boxes next to the module options that you do not want to enable for the role.
6. On the **ODBC Security** tab, select the **Sage 100** check box to select all ODBC security permissions or select the individual check boxes to assign ODBC security permissions and allow access to individual data tables and fields.

Note: This tab is available only if the Enable ODBC Security within Role Maintenance check box is selected in System Configuration. Also this tab is not available for Sage 100 Premium.

7. Click **Accept**.

The role is defined and can now be assigned to users in User Maintenance.

After defining all roles for the system, you can create users, and then assign these roles to users.

Creating Users and Assigning Roles

Defining a user includes setting up a logon and password, assigning access to specific companies, and assigning a role or multiple roles to the user.

A user account can be defined with an expiration date to lock the user out of the system after a certain amount of time. You can also define start and end dates for any role assigned to the user. This feature allows a user access to certain areas of the system and security events for the limited period of time.

If you have multiple roles assigned to a user, the role with the most access takes precedence.

Note: You can access User Maintenance only if you are logged on as Administrator, or if you have a role assigned to you that allows access to User Maintenance.

To create users and assign them to roles in User Maintenance

1. Use one of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click **User Maintenance**.
 - If you purchased Sage 100 through a subscription plan, select **Library Master > Security > User Maintenance**.
 - If you did **not** purchase Sage 100 through a subscription plan, select **Library Master > Main > User Maintenance**.
2. Enter a user logon.
3. Enter the user's name and user code.

Note: The user code is referenced in the software, but it is not used as the user's logon.

4. Complete the remaining fields in the heading section.
5. On the **Maintenance** tab, select the one or more companies and a corresponding role. Enter start and expiration dates if applicable.

Note: If you purchased Sage 100 through a subscription plan, you can also assign users to roles through Role Maintenance. See the following section for more information.

6. On the **Preferences** tab, select user-specific preferences, such as the default zoom level when previewing reports.
7. If the **Enable Auto-Complete** check box is selected in System Configuration, you can configure this feature on a per-user basis on the **Auto-Complete** tab.
8. Click **Accept**.

The user can now log in to Sage 100 using the account.

To assign existing users to roles in Role Maintenance (subscription plan only)

1. Select **Library Master > Security > Role Maintenance**.
2. Select a role.

3. Click **Assign**.
4. In the **Assign Users to Role** window, select one or more companies. You can either:
 - Enter a company code in the **Company** field.
 - Click the **Lookup** button to select a company or select **ALL** to enable this role in all companies.
 - Click the **Select Company** button, and then select companies.You'll be able to change the company for individual users.
5. Enter a start date and expiration date if applicable. You'll be able to change these dates for individual users.
6. In the **Available Users** list, double click users or use the **Add** button to add them to the **Assign to Role** list.
7. To change the company or dates for a specific user:
 - a. Select that user in the **Assign to Role** list.
 - b. Click the **Edit Company** button.
 - c. In the **Company Access** window, select the **Include** or **Exclude** check boxes to each company as needed.
 - d. Enter start and expiration dates if applicable.
 - e. Click **OK** to return to the **Assign Users to Role** window.
8. Click **Proceed**.

The users are assigned to the roles.

Copying a User

You can create a new user from an existing user. You can copy information including roles and preferences.

To copy a user

1. Use one of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click **User Maintenance**.
 - If you purchased Sage 100 through a subscription plan, select **Library Master > Security > User Maintenance**.

- If you did not purchase Sage 100 through a subscription plan, select **Library Master > Main > User Maintenance**.
2. In the **User Maintenance** window, enter a new user logon.
 3. Click **Copy**.
 4. In the **Copy User** window, at the **Copy From** field, enter the user you are copying from.
 5. Select whether you are copying all user information including roles and preferences, and then click **Proceed**.

Setting Additional User Preferences for Security

User preferences are preferences that apply to each user. You can set up additional security measures for individual users such as setting a workstation to automatically log off, and manually locking certain users out of the system.

Setting a Workstation to Automatically Log Off

For security purposes, a workstation can automatically log off if it is left unattended for a specified period of time. This feature ensures that workstations are not accidentally left with the software running, allowing unauthorized users access to sensitive information.

The Automatic Logoff feature is not activated if the Sage 100 Desktop is the active window on your workstation. In addition, the Sage 100 Desktop does not automatically shut down any activity in process, such as an update or report, that is currently processing, or if the Sage 100 Desktop is idle within an option's window, such as a data entry or inquiry window.

Important! When a user is working in Sage CRM through the Sage 100 Desktop, the system does not recognize the Sage CRM activity for the purpose of determining whether to automatically log off the user. Therefore, if this check box is selected, and users are working exclusively in Sage CRM accessed through the Desktop, **they may be logged out of Sage 100 without warning**. The Desktop will close, and any unsaved changes in Sage CRM would be lost.

To automatically log off a workstation

1. Use one of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click **User Maintenance**.
 - If you purchased Sage 100 through a subscription plan, select **Library Master > Security > User Maintenance**.
 - If you did not purchase Sage 100 through a subscription plan, select **Library Master > Main > User Maintenance**.
2. In the **User Logon** field select a user.
3. On the **Preferences** tab, select the **Automatic Logoff** check box.
4. In the **Automatic Logoff Delay in Minutes** field, type the number of minutes that the system is to remain active before automatically logging off this workstation. The maximum amount of time that can be specified is 999 minutes.
5. Click **Accept**. After you save a user record, the dollar signs (\$) in the **Confirm Password** field are no longer visible.

Locking Users Out

Another security feature is the option to lock users out of the system. This procedure illustrates how to manually lock users out of the system. Users can also be locked out of the system if a number of incorrect logon attempts occur, or if the expiration date for all users' roles has expired. This can be done using the System Configuration task.

To lock users out of the system

1. Use one of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click **User Maintenance**.
 - If you purchased Sage 100 through a subscription plan, select **Library Master > Security > User Maintenance**.
 - If you did not purchase Sage 100 through a subscription plan, select **Library Master > Main > User Maintenance**.
2. In the **User Logon** field select a user.
3. Select the **User Account Locked** check box and then click **Accept**.

Setting System Preferences

The software is equipped with a number of features that can effectively keep unauthorized users from accessing programs and files. In addition to basic security features, additional measures can be taken to further secure your data. These additional measures include, requiring a password, enabling intruder detection, and specifying lockout duration.

Requiring a Password

To further protect your system, you can require all users to have a password. First decide if you will set up your users with a unified logon, or a Sage 100 logon.

- A unified logon allows Sage 100 to authenticate and use the Windows logon. If you implement a unified logon, users do not need to reenter a logon and password when accessing Sage 100.
- A Sage 100 logon is independent of the Windows logon, and will be required to enter the software. When you set up a Sage 100 logon, which locks a user out of the system when a certain number of logon attempts fail. This prevents unauthorized users from trying numerous passwords while attempting to access your system.

To use unified logon

1. Use one of the following methods to open the System Configuration window:
 - In the **Administrative Tools** screen, click System Configuration.
 - Select **Library Master > Main > System Configuration**.
2. In the **System Configuration** window, select the **Use Unified Logon** check box to enable a unified logon for each user.
3. Click **Accept**.

To require a Sage 100 password

1. Use one of the following methods to open the System Configuration window:
 - In the **Administrative Tools** screen, click System Configuration.
 - Select **Library Master > Main > System Configuration**.
2. In the **System Configuration** window, select the **Require all Users to Enter a Password** check box.

3. To require passwords that meet the following criteria, select the **Require all User Passwords to be System Defined Strong Passwords** check box.
 - At least eight characters in length
 - Includes both letters and numbers
 - Does not include repeating characters
4. To include a minimum length on passwords, select the **User Defined Passwords must be of a Minimum Length** check box, and then enter the minimum number of characters required.
5. To require all users to change their password after a number of days, select the **Force Password Change After a Set Number of Days** check box, and then type a number of days.
6. To enable intruder detection, select the **Lock Out User After a Set Number of Invalid Logon Attempts** check box, and then type the number of attempts you will allow before a user is locked out of the system.
7. To specify an optional lockout duration, select the **Unlock User After a Set Number of Minutes Elapse from the Last Invalid Logon** check box, and type the amount of time you want the lockout to be in effect. After the amount of time has passed, the user can attempt to access the system.

Note: If you do not specify a lockout duration, a user locked out by intruder detection can attempt to log back onto the system only if the User Account Locked check box is cleared in the User Maintenance window.

8. Click **Accept**.

If users were initially set up without passwords, the next time they log into Sage 100, they will be asked to create a new password.

Setting Accounting Date Preferences

The software maintains personal preferences for each workstation. One of these preferences is to prompt for the accounting date the first time a user accesses a module for that day, or you can automatically default the accounting date based on the system date.

Setting a Prompt for the Accounting Date

If a prompt for the accounting date is not set in Company Maintenance, the module defaults to the accounting date it was last set at on that workstation, unless the Auto Set Accounting Date from System Date check box is selected.

To set a prompt for the accounting date

1. Select **Library Master > Main > Company Maintenance**.
2. On the **Preferences** tab, select the **Prompt for Accounting Date** check box. The default date is the system date.
3. Click **Accept**.

Setting the Accounting Date from the System Date

The accounting date for all modules can be set from the workstation's system date for convenience and to ensure that users do not accidentally use an old accounting date.

To set the accounting date from the system date

1. Select **Library Master > Main > Company Maintenance**.
2. On the **Preferences** tab, select the **Auto Set Accounting Date from System Date** check box.
3. Click **Accept**.

Restricting the Accounting Date to Current and One Future Period

When performing certain data entry and register printing functions, the accounting date is used as the default date. When the posting date used for updates does not fall within the current or one future period for the module, the summarized totals for the current or future period will not match the transaction detail reports.

To prevent this problem, you can restrict the accounting date to the current and one future period for the Accounts Payable, Accounts Receivable, Inventory Management, Job Cost, Purchase Order, and Sales Order modules.

To restrict the accounting date

1. Select **Library Master > Main > Company Maintenance**.
2. On the **Preferences** tab, select the **Restrict Accounting Date to Current and One Future Period** check box.
3. Click **Accept**.

Changing Your Administrator Password

Changing your administrator password on a frequent basis is a good idea to protect your system from unauthorized users.

To change your administrator password

1. In the **Administrative Tools** screen, click **Administrator Password**.
2. In the **Administrator Security Password** window, enter a new password and then confirm the password.
3. Click **OK**.

Setting Up Security for Sage CRM

This section describes basic security concepts for Sage CRM, including how to log on after installing, passwords, and the types of security that can be set up. For more information about Sage CRM security, refer to your Sage CRM *System Administrator Guide*.

Logging On as the Administrator

After installing Sage CRM, you can log on as the system administrator with a user name of admin and no password. You should also change the password to prevent unauthorized administrative access.

User Authentication / Password Setup

A user requires a user name logon ID to access the system. You can also set the minimum length and strength of passwords. A user's password is encrypted both within the system and in the database for maximum security. The System Administrator can change, but not view, a user's existing password.

A password can also be set to expire within a specified number of days. When the password is changed, the expiration date is adjusted accordingly.

Security Profiles and Territories

The system administrator can manage security access rights across the organization by setting up security profiles and territories. A profile is a way of grouping users together when defining access rights (for example, View, Update, Insert, and Delete).

In addition to basic access rights profiles, you can further divide users rights by territory. For example, you may want users in the West Coast territory to view all Opportunities within the East Coast territory, but not to be able to update them.

Field Security

The system administrator can set up field security for the entire Sage CRM system, for individuals, teams, and for security profiles.

For example, it's possible to make a field invisible to some users, allow others to view the contents of the field but not to change it, and allow others to both view and change it. In addition, it's possible to require a field entry before the user can submit the form. For more information on field security, refer to the *Sage CRM System Administrator Guide*.

Company Team Restrictions

Rights to view the following tabs can be restricted to individual users depending on company team membership. If a user has not been assigned to work on an account on the Company Team tab, that user cannot view or update information in the following tabs:

- Quick Look
- Dashboard
- Marketing (if available)
- Notes
- Communications
- Opportunities
- Cases

- Company Team
- Documents

The tabs are displayed with “no entry” symbols. If the user selects one of the restricted tabs, a message is displayed informing the user that this information is available only to members of the appropriate team.

If the user searches for a related entity, such as an Opportunity, and they are not on the Company Team of the associated company, when they click the hyperlink of the entity in the list, a security message dialog box is displayed.

Restricting Updates

The Delete and Edit buttons are available on the Company summary page only if the user is on the Company team.

In addition, rights to update the following tabs can be restricted for individual users depending on Company Team membership. This means that if you have not been assigned to work on an account using the Company Team tab, you can view, but not update any of the following information related to that account:

- Quick Look
- Notes
- Communications
- Leads
- Opportunities
- Cases
- Documents

Server Security

There are many ways to secure the system from unauthorized access:

- Use NT Challenge/Response to allow access to clients with a valid domain login.
- Use SSL Encryption to secure your data sessions with client users.
- Use a firewall to restrict unauthorized access from outside of your network and allow only authorized users through.

You can use all three or a combination of the above methods to secure connections to the system.

Database Security

Users do not have direct access to the SQL database for the Sage CRM server. The eWare DLL accesses the database by using a predefined logon. When a user requests data, the eWare DLL connects to the database using Microsoft Data Access Components (MDAC) and retrieves the required data.

For more security the eWare DLL can be configured to access SQL using a login with limited access, or access with the appropriate rights to add, change and delete data from every table in the database.

For information on changing the SQL logon password, refer to your Sage CRM *System Administrator Guide*.

Firewalls

To allow users to access the system remotely, the best way to protect your network from the Internet is to install a firewall. This will ensure that only authorized traffic accesses your Sage CRM database and protects your server from unauthorized users. You can configure rules to allow only certain traffic through. By doing this you can ensure that your server is protected from Internet attacks. You can also install a firewall in all of your remote sites and set up Virtual Private Networks (VPNs) to increase the security of data being sent. Mobile users can be set up as mobile firewall users so they can access the VPN to transmit and receive data securely.

SSL (Secure Sockets Layer)

Without using a firewall, IIS can use different methods to secure transmitted and received data. One of these methods is by using an SSL server certificate. This ensures that data that has been transmitted and received between the server and the user is encrypted. There are two versions of SSL encryption: 40-bit and 128-bit. It is currently possible to crack the 40-bit encryption, but not 128-bit. SSL cannot protect your server from unauthorized access, only encrypt sessions between the server and a user.

An SSL certificate can be imported into IIS to create a secure connection between Sage CRM and its users. When a client logs onto Sage CRM, the SSL certificate is downloaded

and the data sent to and from the client is encrypted. Using this method, anybody can log on and download the SSL certificate. To be more secure, IIS can be configured to only allow clients with a SSL certificate installed on their machine and deny anybody without the appropriate certificate. IIS can also use Windows NT Challenge/Response, which requests a user to log on using a valid user name and password for that domain before allowing them access to data.

Application Security

All users must be assigned a valid user name and password by the system administrator. Each user can be assigned different levels of access security depending on their job role (for example, IT, Accounts). To increase security, all users should be advised to use an alphanumeric password of no fewer than six characters. When IIS uses SSL encryption, Sage CRM is aware of this and when the client attaches any documents to a form in Sage CRM, it sends it through the encrypted session.

System Administrator Tasks

This chapter provides procedures for maintaining certain tasks that are performed by a system administrator.

Determining Who is Accessing the System and Modules

Use Master Console to display all currently logged on users. The Master Console includes data on each workstation, the module and task being accessed, and the accounting date for each user.

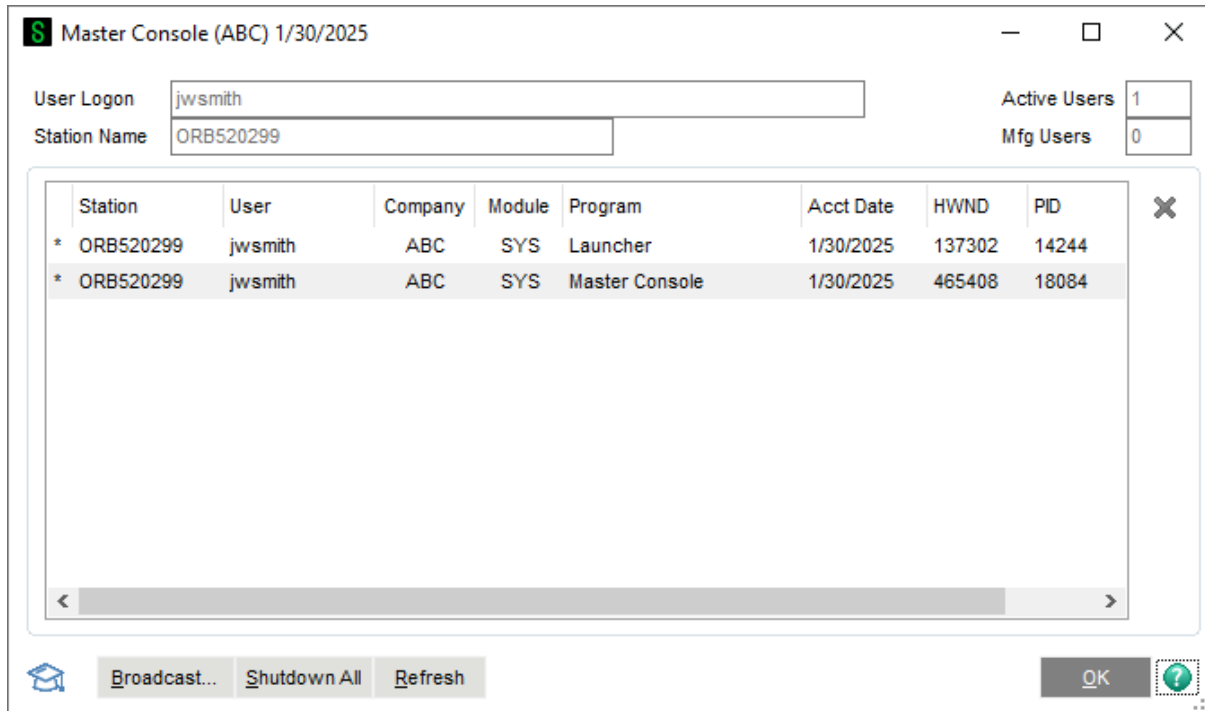
To determine who is accessing the system/modules

Use one of the following methods to open the Master Console window:

- Select **Library Master > Main > Master Console**.
- On the Sage 100 **File** menu, click **Master Console**.
- On the **Home** tab, click the **Master Console** button.

In the **Master Console** window, the user logon and company display. If they're using a task, it displays in the **Program** column.

Modifying Company Preferences



Modifying Company Preferences

For each company, you can set a preference to print a user logon on all reports, allow the company to be accessed externally, and change the location of the company data and Payroll folder.

To modify company preferences

1. Use any of the following methods to open the **Company Maintenance** window:
 - In the **Administrative Tools** screen, click **Company Maintenance**.
 - Select **Library Master > Main > Company Maintenance**.
2. In the **Company Maintenance** window, click the **Preferences** tab.
3. To display the user logon of the user generating a report or listing on all reports, select the **Print User Logon on Reports** check box.
4. To use the workstation's default printer when printing reports with the STANDARD report setting, select the **Use Workstation Default Printer for STANDARD Report Setting** check box. Clear this check box to save a specific printer as the default for the STANDARD report setting in the report windows.

5. To use the workstation's default printer when printing forms with the STANDARD form code, select the **Use Workstation Default Printer for STANDARD Form Code** check box. Clear this check box to save a specific printer as the default for the STANDARD form code in the form windows.
6. To change the location of the company data and Payroll folder for security reasons, click **Change Data Location**, and type the path to the new location. The data location is company-specific and not module-specific. The path must be appended with MAS_XXX, where XXX represents the company code.
7. Click **Accept**.

Uninstalling Modules

You can remove all menu records and programs from Sage 100 for a specific module. Prior to removing modules, this utility will check to ensure there are no data files for that module. If data files exist, they can be deleted using the Remove feature in Company Maintenance.

The Custom Office module cannot be removed using Uninstall Modules. Removing this module will impact access to customized forms and user-defined fields (UDFs).

Removing the Visual Integrator (VI) module will remove the module from the Modules menu; however, the VI folder and two associated files, VIOPER and VI0XRF, will remain in the file structure. The VI0XRF file contains the definitions for the default VI perform logic and is a cross-referenced file that provides shared UDF access between Visual Integrator and Custom Office.

To uninstall a module

1. Use either of the following methods to open the System Configuration window:
 - In the **Administrative Tools** screen, click **System Configuration**.
 - Select **Library Master > Setup > System Configuration**.
2. In the **System Configuration** window, click **Uninstall**.
3. In the **Uninstall Modules** window, select the module to uninstall and then click **Delete**.

Advanced Features and Troubleshooting

Note: This chapter applies to Sage 100 Advanced and Premium.

This chapter explains some of the advanced features of Sage 100 Advanced and Premium, including Remote Access using Windows Routing and Remote Access Service (RRAS), push-down installation through Microsoft's Systems Management Server (SMS), and some basic troubleshooting techniques. Detailed technical information required by some IT professionals is also provided; some of the content in this chapter may not be applicable to every Sage 100 user.

Remote Access

Sage 100 Advanced and Premium are ideally suited for remote access and wide-area networks (WANs) by virtue of the product architecture. Communication across the remote connection is limited to data displayed on the window and user interface commands from the server. The local workstation handles the actual user interface and leaves the processing to the server.

Routing and Remote Access Service (RRAS)

Performance through RRAS is slower than the performance of a computer attached directly to the network because the transfer rate is limited by the Internet connection speed. The minimum workstation requirements are the same for a remote workstation as they are for a local workstation. For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

Note: You should limit the initial number of records displayed in a lookup by setting the Lookup Limit for Initial Display field in Library Master User Maintenance.

The server must be configured with RRAS provided by Microsoft on the appropriate Windows Server DVD. For more information on installing and configuring RRAS on your server system, consult a Microsoft Windows Server engineer or consultant.

After RRAS is configured, remote users should be able to dial into the network and log on. Before attempting to start Sage 100, perform the following tasks:

- Verify that you can access Windows Explorer and see all appropriate network resources.
- Verify that firewalls between the remote workstation and the Sage 100 server are configured to allow traffic between the server and workstation using the specified TCP/IP port.
- Verify that the IP addresses are unique.
- Verify that you can ping to the server on which Sage 100 is installed.

If these tasks are successful, Sage 100 will start. Run the workstation installation wizard from the server. The installation may take several minutes, depending on the speed of the network and the modem connecting the workstation to the server.

Sage 100 does not require a logical drive connection; however, if you intend to use SAP Crystal Reports or other third-party software that accesses Sage 100 data files, these programs will require a drive mapping. When accessing a system remotely, if possible, install the applications on the local hard drive rather than accessing them from the server. This minimizes the amount of data transferred across the phone line and significantly improves performance.

Wide Area Networks (WAN)

Sage 100 runs on any TCP/IP-based WAN and has been tested using ISDN, Frame Relays, and T1 connections. The configuration and setup of Sage 100 on a WAN are the same as those for remote access, and the same tests should be performed to make sure the remote workstation can access all network resources (including the ability to ping to the Sage 100 server).

Individual requirements vary from site to site, based on the amount of data being transferred and the number of users on the system. Sage cannot support the various hardware configurations possible in TCP/IP WANs. To set up and configure TCP/IP WANs using Windows servers (including routers, gateways, and DNS servers), consult

with a Windows server WAN specialist or a Sage business partner qualified to support WAN configurations.

Note: Verify that routers and other network services do not re-map IP addresses for the server or workstation when packets are transferred through the WAN.

Performance Over RRAS/WAN

When running Sage 100 over a WAN or RRAS, you will experience slower system performance, specifically with screen displays. Slower system performance is caused by actions that travel from the remote workstation through the phone lines or dedicated cabling to the server, which processes the request and sends the response back to the remote workstation.

Clicking action controls (such as buttons) may require you to click the control more than once before the action begins. To make sure the command executes, hold the mouse button down until you see the button change to its depressed mode. When you release the mouse button, control returns to its normal mode. Additionally, do not click controls before the screen loads completely.

The **Low Speed Connection** check box on the User Maintenance **Preferences** tab will turn off the screen display while the panel is loading. Otherwise, if you click controls before they are loaded completely, you may receive some error conditions if certain controls are not loaded or are not properly initialized. Similar conditions may also be experienced when running through Windows with Terminal Services, especially if you are dialing in to the Windows server.

Note: Selecting the Low Speed Connection check box is recommended in environments with low bandwidth.

Virtual Private Network (VPN)

If you are implementing VPN, you should consider that software-based solutions, such as VPN bundled with Windows Server on low speed connections, may slow performance, because of the security overhead.

Pinging a Server or Workstation

If you are having problems pinging to a server or workstation, for each LAN workstation, use the built-in TELNET utility to ping the specific socket and port the Application Server is listening on. For remote workstations, you can use ping and TELNET if the server's router or firewall does not block Internet Control Message Protocol (ICMP) commands. If the router or firewall does block ICMP commands, use a port scanning utility instead.

Configuring the Workstation for the ODBC Driver Service

When configuring a Sage 100 Advanced workstation to use the client/server ODBC driver, if a failure occurs when testing the connection from the workstation to the client/server ODBC service, use the built-in TELNET utility or a port scanning utility to verify the workstation can connect to the server on port 20222.

Hanging Processes

On occasion, a process may become orphaned from the workstation if the connection between the workstation and server fails. This is more prevalent in low bandwidth remote WAN connections where reliability and stability cannot be guaranteed.

Detecting Existing Processes

When the Sage 100 Desktop is started, Sage 100 checks to see whether any processes exist for that computer. If there are orphaned processes or if a Sage 100 Desktop is already in use by this workstation, a message appears informing you that another Desktop has already been started for the computer.

Users in a LAN environment should not encounter these errors unless an error previously occurred, causing the workstation to lose its connection with the server, or if another Sage 100 Desktop is in use for this workstation. There is also the possibility that another computer on the network has the same name as the machine attempting to connect to the server.

Ending Processes

If the message dialog box stating that a Sage 100 Desktop is already in use appears when there is no Desktop in use, use Windows Task Manager to end any orphaned processes.

Important! Use this option only when you are certain that the tasks left on the server are, in fact, orphaned and not processing any information. Tasks that are interrupted in the middle of an update can continue to update, even though the connection has been severed.

If an update process has started and the connection is lost, let the task complete and end rather than “kill” the task using the option mentioned ["To end an orphaned process" \(page 102\)](#). Unless a remote connection is extremely stable (such as a dedicated ISDN line), do not run update or register programs from a remote workstation. This reduces the chances of data corruption and allows the files to be updated and closed correctly.

To end an orphaned process

1. Press **CTRL + ALT + DELETE** to access the Windows Task Manager.
2. In the **Task Manager** window, click the **Processes** tab.
3. Select each instance of **Pvxwin32.exe**, and click **End Process**.

Increasing Default Limits Set by Windows Server

Windows servers may limit the number of Sage 100 processes that can run simultaneously, especially when the Application Server has been configured to run as a service. This can create an issue when a significant number of users are using Sage 100 at the same time. Blank, white screens may appear when any user tries to start a new task. If a user closes down an existing screen and then tries to open the original task, it then opens successfully. For more information on this issue, see Sage Knowledgebase article: [Cannot create a new session with large number of users \(Solution ID 222924550020344\)](#).

Sage 100 Security Permissions

The information in this chapter provides the minimum Share and NT File System (NTFS) permission settings for servers and workstations to work properly with Sage 100. This chapter also provides procedures for setting permissions.

Setting NTFS and Share Permissions

There are two methods mentioned in this chapter for applying permission settings in an operating system: the Share (share point) method and the NTFS method. The following procedures describe how to set permissions using each method.

To set permissions using the Share method

1. In Windows Explorer, right-click the share point folder and select **Properties**. The **Properties** window opens.
2. Click the **Sharing** tab, and then select **Share this folder**.
3. Click **Permissions**. The **Permissions** window appears.
4. In the **Group or user names** section, select the group or user.
5. In the **Permissions** section, select the applicable permission (**Full Control, Change, or Read**).

To set permissions using the NTFS method

1. In Windows Explorer, right-click the folder and select **Properties**. The **Properties** window opens.
2. Click the **Security** tab.
3. In the **Group or user names** section, select the group or user.
4. In the **Permissions** section, select the applicable permission (**Full Control, Change, or Read**).

Sage 100 Server Minimum Permission Settings

The following information provides minimum permission settings for the local user account running on the Sage 100 server and for any network user account accessing the

server from another computer.

Permissions for the Local User Running the Sage 100 Server

The following table provides the minimum permission settings for the local user account running the Sage 100 application either as a service or an application. The user account must be a member of the Administrators group (or equivalent). Do not use the system account to run the Sage 100 server application.

Set the share point and NTFS permissions in the table below for the local user account running on the server to perform the functions and tasks indicated.

Task	Minimum Share Permission	Minimum NTFS Permission	Folder
Application Utilities	Change	Full Control	..\MAS90
Business Insights Explorer	Change	Full Control	..\MAS90
Business Insights Reporter	Change	Full Control	..\MAS90
Change Data Location	Change	Full Control (for the destination location)	..\MAS90
Custom Office	Change	Full Control	..\MAS90
Office Template Manager	Change	Full Control	..\MAS90
Modifying Forms and Reports from within Modules	Change	Full Control	..\MAS90
Library Master Utilities	Change (for the Sage 100 share point)	Full Control	..\MAS90
Printing Tasks	Change	Full Control	..\MAS90
Report Manager	Change	Full Control	..\MAS90
Update Tasks	Change	Full Control	..\MAS90

When updating user-defined fields (UDFs), if alternate directories exist, the account running on the Sage 100 server must have Change permissions set to all share point folders where company data exists to be able to update records.

Permissions for Other Users accessing the Sage 100 Server

The following information provides the minimum permission settings for user accounts performing Sage 100 tasks on the Sage 100 server from another computer.

Note: For printing tasks, a Read, Change, or Full permission is required to print to local and network printers. If no share permission is defined, printing is restricted to deferred reports. Access to the Deferred Printing task is based on security settings in Role Maintenance.

Task	Minimum Share Setting	Minimum NTFS Setting	File or Folder
ACH Electronic Payments Folder	Change	Write	..\MASxxx\APxxx where xxx represents the company code (Default folder can be changed in Accounts Payable Options)
Application Utilities	No Permissions Required	No Permissions Required	
Business Insights Explorer	Change	Write	..\MAS90\BIExplorer\views
Business Insights Reporter	Change	Write	<p>Files:</p> <p>..\MAS90\Providex.DDF ..\MAS90\PVXVIEW ..\MAS90\PVXVIEW.GPD ..\MAS90\PVXVIEW.ITM ..\MAS90\PVXVIEW.SRC ..\MAS90\PVXVIEW.VUE</p> <p>Folders:</p> <p>..\MAS90\HOME\LIB ..\MAS90\MAS_SYSTEM ..\MAS90\Reports\BIReporter</p>

Task	Minimum Share Setting	Minimum NTFS Setting	File or Folder
Change Data Location	No Permissions Required	No Permissions Required	
Custom Office	No Permissions Required	No Permissions Required	
Office Template Manager	Change	No Permissions Required	..\MAS90\OfficeTemplates
Task	Minimum Share Setting	Minimum NTFS Setting	File or Folder
Modifying Forms and Reports from within Modules	Change	Write	..\MAS90\MAS_XXX\Reports ..\MAS90\Reports\###-### ..\MAS90\###-XXX ..\MAS90\MAS_System\Reports (where XXX is the company code)
Federal and State eFiling and Reporting	Change	Write	..\MAS90\MAS_XXX \APXXX\efilingReporting ..\MAS90\MAS_XXX \PRXXX\efilingReporting (where XXX is the company code)
Library Master Utilities	No Permissions Required	No Permissions Required	
Paperless Office	Change	Write	Defined in Paperless Office

Task	Minimum Share Setting	Minimum NTFS Setting	File or Folder
PDF Folder			maintenance tasks
Payroll Direct Deposit (ACH) File Folder	Change	Write	..\MASxxx\PRxxx where xxx represents the company code (Default folder can be changed in Payroll Options)
Printing Tasks	None/ Read/ Change/ Full	No Permissions Required	
Report Manager (for modifying forms)	Change	Write	..\MAS90\MAS_XXX\Reports ..\MAS90\Reports\###-### ..\MAS90\###-XXX ..\MAS90\MAS_System\Reports
Update Tasks	No Permissions Required	No Permissions Required	

Sage 100 Workstation Permission Settings

The following information provides minimum permission settings that must be set for Sage 100 workstations.

Installation Security for Workstations

Administrator rights must be set at the local workstation to install the workstation software and to run the Migrate Level 3 Data wizard and the Parallel Migration Wizard.

Report Security for Sage 100 Advanced Workstations

For Sage 100 Advanced, reports are cached in the following client workstation hidden folder:

C:\ProgramData\Sage Software\Cache\MAS 200\Reports

The permission setting for this folder is set by the operating system, and should not be changed.

NTFS Permissions for Sage 100 Advanced and Premium Workstations

The following NTFS permission settings must be set at the Sage 100 Advanced and Premium workstations.

Minimum NTFS Setting	Folder
Modify	..\Mas90\Launcher
Write	..\Mas90\Home
Write	..\Mas90\Soa

TCP/IP Protocol

Sage 100 uses the TCP/IP protocol for all communications between the workstation and server. TCP/IP must be properly configured on both the Windows server and all workstations.

Although this section discusses configuration settings and options available in configuring a TCP/IP network, it is not a guide for installing TCP/IP on your server or workstation. Contact your Windows systems consultant for specific information regarding the installation and configuration of TCP/IP on your network.

Warning! Do not make changes to the TCP/IP configuration without consulting your system administrator.

Basic Configuration

There are no specific requirements for your Sage 100 system with regard to the configuration of TCP/IP. To determine if a workstation is communicating with a server or vice versa, ping the server or workstation.

To ping a server or workstation

1. In the Windows **Search** field, type **CMD**, and then open the **Command Prompt** window.
2. In the **Command Prompt** window, type **PING MACHINE_NAME**, where **MACHINE_NAME** is the name of the server or workstation with which you are attempting to communicate.
3. If you are successful in communicating with another machine, a response similar to the output below will appear.

```
C:\WINDOWS>PING SERVER
```

```
Pinging SERVER [128.0.153.253] with 32 bytes of data:
```

```
Reply from 128.0.153.253: bytes=32 time=1ms TTL=32
```

```
Reply from 128.0.153.253: bytes=32 time=1ms TTL=32
```

```
Reply from 128.0.153.253: bytes=32 time=1ms TTL=32
```

```
Reply from 128.0.153.253: bytes=32 time=1ms TTL=32
```

```
C:\WINDOWS>
```

If you do not get a response and receive messages such as “unknown host MACHINE_NAME” or “timed_out,” then the computer with which you are attempting to communicate is not receiving or acknowledging information from the workstation. This indicates that either TCP/IP is not configured correctly on the server or workstation, or the server is unreachable.

If the workstation cannot find a server by its name, it is likely that a name resolution mechanism is not in place. If this is the case, go to the server to find its IP address or contact your system administrator. You will receive a Bad IP address message dialog box if your name resolution is not working.

If you receive an error message when running the Ping program, it is possible that the workstation itself is not configured properly for TCP/IP. Contact your system administrator or a Windows system consultant for assistance in configuring TCP/IP.

Important! If an Internet connection is used in your Sage 100 infrastructure, make sure adequate precautions are taken to secure the data traveling through those connections.

Testing the Configuration for Sage 100 Advanced and Premium

After installing Sage 100 Advanced or Premium, test the TCP/IP configuration.

To test the configuration

1. At the server, use the built-in NETSTAT utility or equivalent software to verify that the Application Server is running on its configured port. The default port is 10000.
2. From each workstation, ping the Application Server on its configured port. The TCP/IP built-in ping.exe utility does not provide a way for pinging a specific port. The network administrator should use port scanning software or equivalent to ping the specific port the Application Server is listening on.

Note: If you encounter problems pinging the server, see ["Pinging a Server or Workstation" \(page 101\)](#).

Running in a Remote Desktop Services or Citrix Environment

Note: This chapter applies to Sage 100 Advanced and Premium.

The Sage 100 server supports running through a Windows Server with Remote Desktop Services (RDS) enabled.

The Sage 100 server application should be installed on a server within the LAN that is not running RDS/Citrix. Remote users connect up to a Windows server running RDS. From there, they run the workstation component and connect to the Sage 100 server. This limits the amount of processing and resources required by the Terminal Server computer. Separating out the workstation and server components allows users coming through Remote Desktop Services to take advantage of the client-server architecture of Sage 100.

Installing the Sage 100 Server

Install Sage 100 as you would any other installation. This server should not have RDS running on it. Because the Sage 100 server is doing all the processing for each of the clients attaching to the server, having the additional burden of running RDS will significantly slow down the server. The Sage 100 Server can be a Windows server that meets the minimum system requirements for Sage 100.

Users can connect to the Sage 100 server from anywhere on the network; they do not have to come in through the Terminal Server. This flexibility allows some users who are running through a corporate intranet to connect directly to Sage 100 while remote users can run Sage 100 through the Terminal Server.

Installing on the Workstation

From a RDS/Citrix session, run the workstation installation wizard logged on as an administrator. Do not run the workstation installation wizard directly at the RDS/Citrix Server.

Run the Sage 100 installation program from the Terminal Server. You can also run Workstation Setup from the Sage 100 server's share point by browsing to the MAS90\Wksetup folder and double-clicking the WkSetup.exe file.

Because multiple users will use the Sage 100 client, a multi-user activation key is required. To obtain this key, you must first activate the server before running Workstation Setup. This causes a multi-user activation key to be copied to the Sage 100 client folder on the Terminal Server.

To install the workstation, see ["Workstation Setup" \(page 21\)](#) for Sage 100 Advanced or ["Workstation Setup" \(page 35\)](#) for Sage 100 Premium.

Remote Desktop Services Considerations

Sage 100 will retrieve the workstation name of the client that is coming into the Terminal Server environment and will use that workstation's name for tracking sessions. This allows for a single installation of the workstation that all users can access; however, verify that all user's machines that are coming in through the Terminal Server have unique workstation names.

Because multiple users will use the Sage 100 client, a multi-user activation key is required. To obtain this key, you must first activate the server. After the server is activated, running the workstation installation wizard through a Terminal Server desktop session (not directly at the server) will copy the ACTIVATE.PVX file in the Sage 100 server's MAS90\Home\Lib\Keys folder to the MAS90\Home\Lib\Keys folder of the Sage 100 client on the Terminal Server. If a message appears indicating that the copy was not successful, you must manually copy the file.

To use Sage 100 under Remote Desktop Services, users must be granted permissions to the MAS90 folder where the client-side application software is installed, if it is installed on an NT File System (NTFS). For information on NTFS permissions requirements, see ["NTFS Permissions for Sage 100 Advanced and Premium Workstations" \(page 108\)](#).

For a complete list of system requirements, refer to the Sage Knowledgebase article: [Supported Platform Matrices for Sage 100 \(Solution ID 223924950047649\)](#).

Running Sage Intelligence Reporting outside of Sage 100

Sage Intelligence Reporting is accessible from the Sage 100 Modules Menu toolbar and Tasks tab; however, you can also run the program outside of Sage 100. To do this, create shortcuts for the different Sage Intelligence Reporting menu items.

To create Sage Intelligence Reporting desktop shortcuts

1. Right-click the Windows Desktop, point to **New**, and then click **Shortcut**. The Create Shortcut window opens.
2. For the item location, enter the path to the BiSignOn.exe file followed by the parameter for the specific Sage Intelligence Reporting menu item.

The table below lists the parameters that you must append to the item location to create each shortcut.

Menu Item	Shortcut Name
Report Manager	RMNG
Report Viewer	VWR
Connector	ADMIN
License Manager	LICMAN
Security Manager	SEC

The BiSignOn.exe file is located in the ..\MAS90\Home\Intelligence folder.

You can click the Browse button to locate the file, and then type the parameter.

Type the location of the item:

"C:\Sage\Sage 100 Standard ERP 2014\MAS90\Home\Intelligence\BiSignOn.exe" RMNG

Browse...

3. Click **Next**.
4. Type the name of the menu item, and then click **Finish**.

After creating the shortcuts, change the icons so that they match the ones used in the product.

To change the icon for a shortcut

1. Right-click the shortcut and select **Properties**.
2. On the **Shortcut** tab click the **Change** icon.
3. Click **Browse**, and browse to the ..\Intelligence\BIRES\Icons folder.
4. Select the appropriate icon for the menu item using the table below.

Menu Item	Icon Name
Report Manager	ReportManager.ico
Report Viewer	ReportViewer.ico
Connector	Administrator
License Manager	LicenseManager.ico
Security Manager	SecurityManager.ico

Default Database Properties

Note: This chapter applies to Sage 100 Premium.

Certain properties are set by default for the company and MAS_SYSTEM SQL Server databases. Changing the default settings may cause the product to operate incorrectly. The following is a list of properties and their default settings that should not be changed.

Property	Default Setting
General	
Collation	SQL_Latin1_General_CP1_CI_AS
Options	
ANSI NULL Default	False
ANSI NULLS Enabled	False
ANSI Padding Enabled	False
ANSI Warnings Enabled	False
Concatenate Null Yields Null	False
Parameterization	Forced
Database Read-Only	False

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