

Committed To Providing Contractors Using QuickBooks With Solutions!

Sunburst Software Solutions, Inc. 2378 Dane Hill Road, West Charleston, VT 05872 Phone: (888) 348-2877 Fax: (866) 684-5157 Email: <u>sales@sunburstsoftwaresolutions.com</u> Website: <u>www.sunburstsoftwaresolutions.com</u> or <u>www.QB4Contractors.com</u>

Granting Certified Payroll Solution Permission to Access Your QuickBooks Pro/Premier 2005 or Enterprise Solutions 5.0 Company File

After opening the QuickBooks Company file that you will be using with CPS and clicking the OK button, CPS will now access your QuickBooks Pro/Premier company file requesting that you grant it permission to access your file. The following QuickBooks Integrated Application Screen will appear as shown below.

Intuit has made it easier to grant permissions in these versions and allows Developers such as ourselves to indicate "how" we will be accessing your QuickBooks company file. As shown below, CPS access will be "read-only" meaning that we will only **read** the information that you have already entered in QuickBooks without ever writing anything back. This screen also indicates that CPS requires access to personal data, such as Social Security Numbers which are required on Certified Payroll Reports.

QuickBooks - Application Ce	rtificate			×
	An application is requesting access to the following QuidBooks company file: CPS/CAPS Construction, Inc. Access will be read-only; it may include reading QuidBooks data as			
Demain	well as enhancing th The Application C Certified Payrol	ne QuickBooks use alls Itself I Solution	r interface.	
	Certificate Information Description: Certified Payroll Solution Developer: Subturs Software Solutions, Inc. Developer identity has been verified by: Versign Class 3 Code Signing 2004 CA			
	QuickBooks Solutions Marketplace Search for information about this application at the QuickBooks Solutions Marketplace			
Do you want to allow this applic C No	ation to read this com	pany file?		,
C Yes, prompt each time				
C Yes, whenever this QuickBo	oks company file is op	en		
 Yes, always; alow access ev Login as: Admin 	en if QuickBooks is n	st.running:		
This application requires and customer credit care	access to personal d d information.	ata such as Social	Security Number	rs <u>Tell me more</u>
	Continue	Cance		Help

On this screen, select the "Yes, Always; allow access even if QuickBooks is not running" option.

In the Login As: drop down choose Admin or someone who has payroll permissions.

Enterprise Users - be sure that the person chosen in the "login as" has sufficient permissions, refer to CPS Minimum Permission Setting for Enterprise Users. See

http://www.sunburstsoftwaresolutions.com/supp ort/cps-support/cps-technical/enterprise-5.0permissions.htm for more information.

Select **Continue** and confirm the settings that have just been initiated.

Permission Settings Overview:



Clicking the Done button you will be taken to **System Setup ->** Addresses tab

For troubleshooting information visit

<u>http://www.sunburstsoftwaresolutions.com/support/</u> for the most comprehensive and up to date list of common problems, error messages and resolutions.

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