



Committed To Providing Contractors Using QuickBooks With Solutions!

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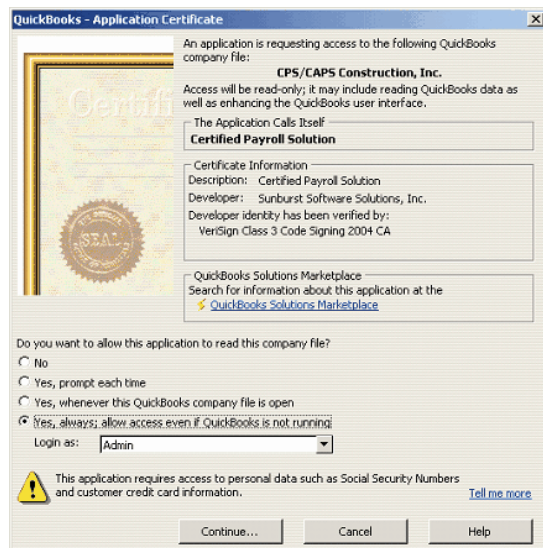
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Granting Certified Payroll Solution Permission to Access Your QuickBooks Pro/Premier 2005 or Enterprise Solutions 5.0 Company File

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.



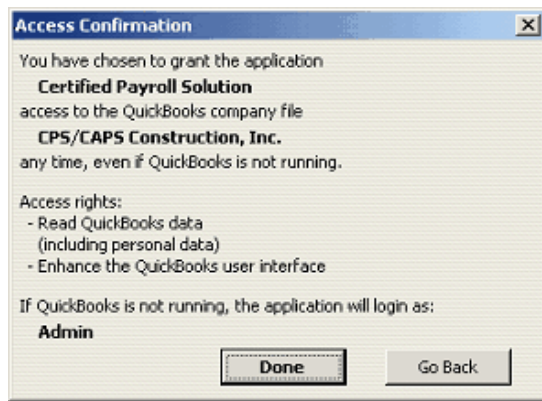
On this screen, select the "Yes, Always; allow access even if QuickBooks is not running" option.

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/support/cps-support/cps-technical/enterprise-5.0-permissions.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

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