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Construction Application for Payment Solution Enterprise User Permissions

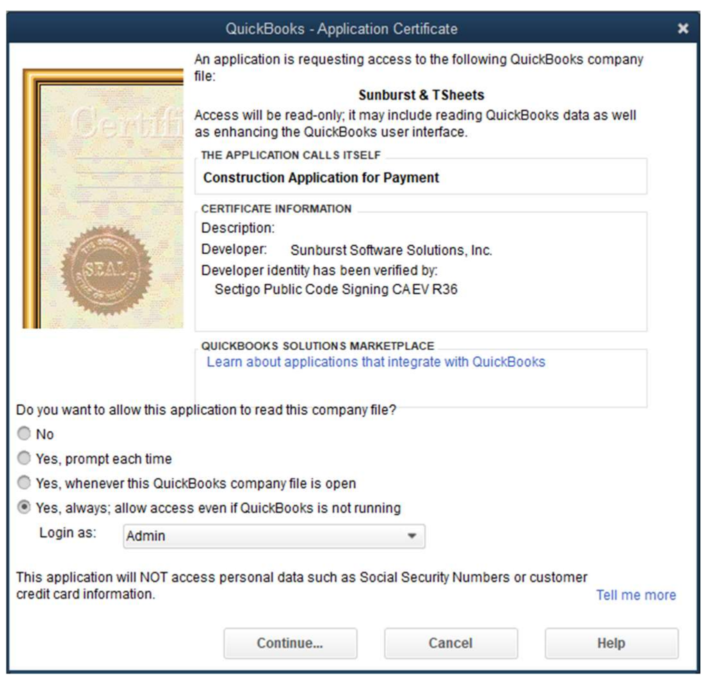
The advanced permission setting in the QuickBooks® Enterprise Solutions version can certainly make a business owner feel more confident that only the people they really want to have access to certain data are the only ones that will indeed be able to access it. **However, we have seen many business owners, ProAdvisors, and IT people get "carried away" --- effectively stopping people from actually doing their job!**

NOTE: Billings created by Construction Application for Payment Solution should be done by the same person that creates invoices in QuickBooks and manages Accounts Receivable!

When granting Construction Application for Payment Solution access rights to your QuickBooks file the user that is assigned in the "Login As" drop-down section of the Integrated Application properties screen, must have the following access rights to the QuickBooks company file – otherwise, Construction Application for Payment Solution will not be able to access the required information to complete your billing and contract form sand the user will receive a QuickBooks Error Message.

Example:
Larry, who is the QuickBooks Administrator (ADMIN), originally set up Construction Application for Payment Solution and initially chose Admin from the "Login As" drop down menu of the Integrated Application Properties screen.

Larry did all the setup and ran the first few billings and contract forms to make sure everything was set up and working properly.



Larry then gave the task of generating reports to Suzy, who normally handles ONLY Accounts Payable.

Billings and contract forms should be run by the same user that does invoicing and manages Accounts Receivable in QuickBooks!

In QuickBooks, Suzy's user profile has no permission to access Estimate and Invoicing data.

When Suzy is logged into QuickBooks as herself and attempts to run Construction Application for Payment Solution, she will receive the following error message in Construction Application for Payment Solution that has been created by QuickBooks and is now being reported.

> Retrieving "X" (invoices) from QuickBooks failed
> Error Code 0: "X"
> (Invoice) query failed. QB returns: Insufficient permission level to perform this action.

At this point Suzy is unable to run the billings and contract forms because Larry told Construction Application for Payment Solution that only the Admin user (or a user with Admin permissions) can run billings and form – and Suzy does not have the correct permissions.

To avoid a call to Sunburst Technical Support, Larry has 4 options:

1. Tell Suzy that when she needs to run billings and contract forms to have the QuickBooks company file closed. This allows the program to login and connect to the QuickBooks file automatically using Admin permissions (as long as the Admin is not currently logged into QuickBooks). This method causes a considerable delay in the programs initial connection to the QuickBooks company file, and you might feel that the software is not working.
2. Edit Suzy's QuickBooks User Account and give her the required permissions so that she can have QuickBooks open while running billings and also to correct any errors that CAPS encounters. On Suzy's computer the QuickBooks Administrator, while in single-user mode, must go to the:
    - Edit menu → choosing Preferences.
    - Scroll to Integrated Applications → click on the Company Preferences tab.
    - Click on Certified Payroll Solution → and click Properties.
    - And change the "Login As" to be Suzy's user.

The Admin can now Exit QuickBooks. Suzy can log in as herself and can now run reports.

3. Create a new User Account in QuickBooks called CAPS, who has the permission outlined **below**. Changing the "Login As" as detailed above.
4. Create a new permissions **Role** called Billing in QuickBooks – **recommended method**.

Important Note: If Larry chooses Option 1 or 3 and Suzy encounters any errors, such as **Estimate #X with Invoice #X for Customer: Job X. This entry has more invoice detail lines (#) that Estimate Lines (#)** – Suzy will be unable to go into QuickBooks and correct the problems. Larry or the person handling Accounts Receivable will have to log into QuickBooks and correct the errors before Suzy can create the billings or contract forms without errors.

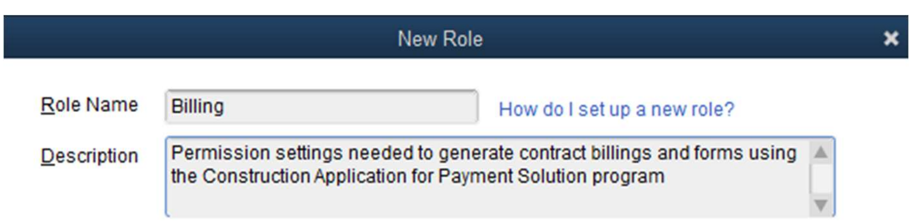
In theory, this sounds like it can be accomplished. However, in reality we don't see this happen and billings and contract forms are generated with errors, then rejected, causing payments to be withheld.

As the QuickBooks Administrator, Certified QuickBooks ProAdvisor, Accountant, IT Consultant, etc. setting up this program, please take the necessary time up front to make sure the following permission settings exist – we suggest that you create a new **Role**, in QuickBooks called Billing and assign it to multiple people or as needed.

Taking the time to ensure that the person whom you wish to have run Construction Application for Payment Solution has the proper permissions outlined below will alleviate the need for a support call and overall frustration with the software.

How to create a Billing Role in QuickBooks.

1. From the QuickBooks Company menu, select Users -> Setup Users and roles.
2. Enter the Admin password when prompted → click OK.
3. Click the Role List tab → New.
4. Roll name = Billing
5. Description = Permission settings needed to generate contract billings and forms using the Construction Application for Payment Solution program



Click on the + sign next to Centers.

1. Click on Customer Center → choose Partial → select View, Modify, Print and View Balance

Click the + sign next to Company**

1. Click on Company Information → choose Full → View and Modify

Click the + sign next to Customers & Receivables

1. Select Accounts Receivable Accounts → choose Full → View and Print
2. Select Estimates → choose Partial → View, Create, Modify, and Print
3. Select Invoices → choose Partial → View, Create, Modify, and Print
4. Select Receive Payments → choose Partial → View (used in some of the Contract Forms)

Click the + sign next to Lists.

1. Click the + sign next to Customer & Vendor Profile Lists
    a. Choose Customer Type List → choose Partial → View List, Modify Entries, and Print List
    b. Choose Job Type List → choose Partial → View List, Modify Entries, and Print List
    c. Choose Payment Method List → View List and Print List
2. Click the Item List → choose Partial → choose View List and Print List

Click the + sign next to Reports.

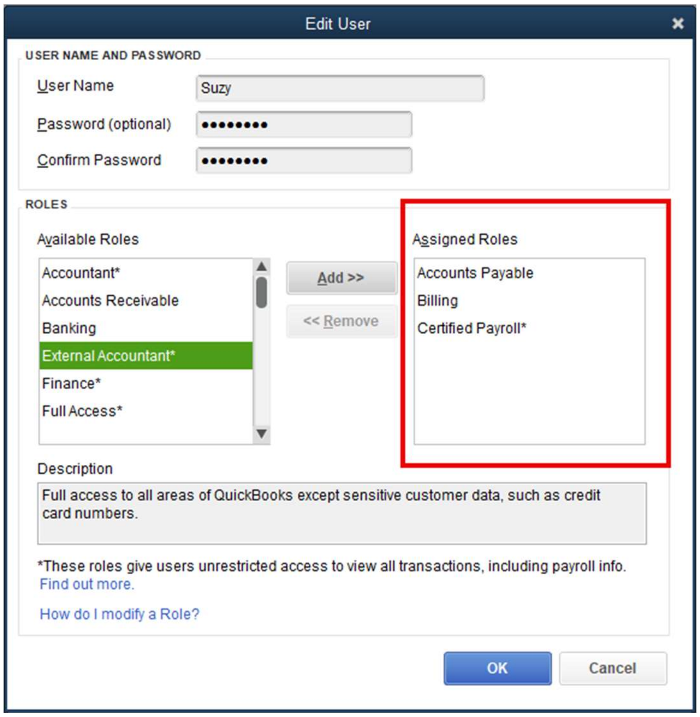
1. Click on Customers & Receivables → choose Full → View and Print
2. Click the +sign next to Jobs.
    a. Choose Jobs Detail → choose Full → View and Print
    b. Choose Jobs Summary → choose Full → View and Print
    c.

Assign the Billing Role to Users

Once these permissions have been selected, Click OK.
Still logged in as the Administrator, click the User List tab

- Select Suzy's user → choose Edit.
- From the Available Roles block → click on the Certified Payroll role just created → and click Add

Suzy's user profile should now look like this:



Click OK → then Close.

From the QuickBooks Edit menu

1. Choose Preferences→ Integrated Applications → Company Preferences
2. click on Certified Payroll Solution → click Properties.
3. change the login as to Suzy on this computer.
4. Click OK, Ok again to exit Preferences.

At this point, the Administrator should Exit QuickBooks.
Susy should log into QuickBooks as herself and be able to create billing and contract forms without error.

If errors still exist, carefully review the settings above, before contacting Sunburst Support. We have carefully tested and documented all settings.