



Committed To Providing Contractors Using QuickBooks With Solutions!

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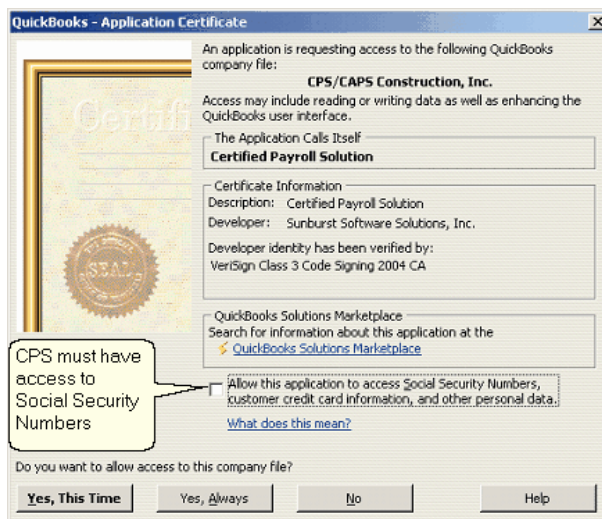
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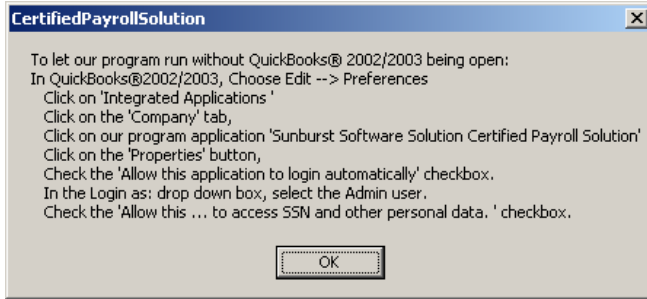
Granting Certified Payroll Solution Permission to Access Your QuickBooks Pro/Premier 2004 or Enterprise Solutions 4.0 Company File

CPS will now access your QuickBooks Pro/Premier company file requesting that you grant it permission to access your file - this is a two-step process in these versions, and instructions should carefully be followed.

The following QuickBooks Integrated Application Screen will appear, and it is important that you **check the box for "Allow this application to access Social Security Numbers and other personal data,"** and to click the **Yes, Always** button.



If the administrator is not the person who will be responsible for actually generating the certified payroll reports please follow the instructions in the message box that follows. In these versions granting permissions to a 3rd party application is a two-step process.



In QuickBooks 2004 & Enterprise 4.0, log in as the QuickBooks Administrator in single-user mode. From the Edit Menu, choose Preferences, Integrated Applications, Company Preferences Tab; click on Certified Payroll Solution, click on the Properties button, in the Access Rights tab, check **Allow this application to login automatically**, In the Login as: drop down box, select the Admin user, Check the **Allow this application to access SSN and other personal data** check box.

If you do not follow these instructions your Certified Payroll Reports will not contain Social Security Numbers or Wage Rates and you will have to be logged in as the Administrator with QuickBooks open each time you run reports! This is our number one technical support call for these versions of QuickBooks.

For troubleshooting information visit <http://www.sunburstsoftwaresolutions.com/support-area.htm> for the most comprehensive and up to date list of common problems, error messages and resolutions.

You will now automatically be taken to the **System Setup -> Addresses**.