



ACS Users and Security



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Ensuring that the ACS users in your organization have adequate security rights is a very important task. In Users and Security, you can assign user names and passwords for ACS, along with each ACS user's security rights for the different modules. In some cases, users can only perform functions on data they have entered. For example, in Contributions, a user can only post transactions that they have entered into ACS.

Security in ACS is assigned per user. Users are granted rights for each module in ACS. Rights determine whether a user has access to different areas of the software. For example, a user who does not have rights to Add/Edit Chart of Accounts in General Ledger cannot add a new account or edit an existing account.

For information about file level rights and permissions, see the topic ACS and Network Rights and Permissions.

ACS and Network Rights and Permissions

Most operating systems allow an administrator to set security settings at the file and/or directory level. Often, a network administrator restricts certain users to read-only access to certain files and no access to others for security purposes.

ACS routinely writes temporary files into the various ACS directories on both the server and workstation. Because of this, users need full control permissions to certain folders and their sub-directories. Please note that this is full access and not administrative rights.

After installing ACS, users need full control permissions to the following folders:

- X:\ACSNET - the X represents your network drive
- C:\WINACS
- C:\ProgramData\ACSTechnologies

This does not allow uncontrolled access to sensitive data; ACS data files cannot be read in a text editor. These files must be read with special database software. Any files with sensitive information that can be easily discerned are password protected.

For information on how to set network rights and permissions, check your network operating system documentation or contact your network administrator.

Managing ACS Users


On the **Users** tab of the Add/Edit Users window, you can manage your organization's ACS users and their security rights.

Your first step is adding a user record for anyone in your church or organization who will use ACS. Then, you can set up security options for both ACS People Suite and ACS Financial Suite. If someone in your organization needs additional rights, you can edit the user record to assign those rights, or you can delete or deactivate records if an employee or volunteer leaves your organization.

You can also mass assign security settings, which lets you update security settings for all or several user names at once. This is helpful after installing an ACS upgrade or revision that may have new security features.


Adding ACS User Records

Before someone in your church or organization can use ACS, he or she must have a user record. You can set up a user record, including the individual's user name, password, and security permissions, in Add/Edit Users.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. In the Add/Edit Users window, click **Add**.
4. Enter a **User Name**, **First Name**, **Last Name**, and **Description** (such as a job description). All user names and passwords must be at least 3 characters in length.
5. If you want the user to be automatically logged into ACS when he/she logs in to the network, enter a **Network Login Name**. This allows the user to skip the login window.
6. In the **Password** and **Confirm Password** fields, enter and confirm the user's password, then click **Next**.
7. Enter the user's **Address** and **Phone/E-mail** information, then click **Next**.
8. To limit the user's access in the People Suite, select the area you want to limit and click **Select** to choose the individual restrictions for the area.
9. To limit the user's access in the Financial Suite, select the area you want to limit and click **Select** to choose the individual restrictions for the area.
10. Under **Set Security**, select one of the following options:
 - **Add/Edit Users** — If the user is the primary user or system administrator, select this option. ACS Technologies suggests that you select this feature for at least one user to always make sure you can access the ACS system, since selecting this feature prevents deletion of the user's profile.
 - **Copy From Template** — To copy security settings for the user from an existing template, select this option. Select the template to use from the drop-down list.
 - **Copy From Another User** — To copy security settings for the user from another user, select this option.
Select the user to copy security settings from in the drop-down list.
 - **Set to None** — To set all security settings for the user to **None**, select this option.
11. Click **Finish**.

Editing ACS User Records

You can change or update existing user accounts in Add/Edit Users.


1. Under Advanced Tools, click the **Admin Utilities** tab.
2. From the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select the user whose information you want to edit, then click **Edit**.
4. On the **User Name** and **Password** pane, make any needed edits to the User Name, Password, and Network Login Name.
5. On the **Information** pane, make any needed edits to the user's First Name, Last Name, and Description.
6. On the **Information**, **Security**, and **Contact Information** tabs, change the user's profile, security rights, address, or contact information, as needed.
7. When finished, click **Apply**, then **OK**.


Deleting and Deactivating ACS User Records

You can delete or deactivate ACS user records. Deleting a record removes the record from ACS completely, but if there's a chance you may need to update or use the record again in the future, you can deactivate it.

Info

If you delete an ACS user, then add the user back, you can access that user's saved searches and reports. This is helpful if a staff member leaves the church or organization and you need to access these. However, all user settings in grids and windows are lost when you delete a user.


1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select the user you want to delete, then click **Delete**.
4. When the confirmation message displays, click **Yes**, then **OK**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. From the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select the user you want to deactivate, then click **Edit**.
4. Under **User Name and Password**, select **Inactive**.
5. Click **Apply**, then **OK**.

Mass Assigning User Security Settings

If you want to update security settings for all or several user names at once, using the Mass Assign option can save you time and help avoid making errors. Since you select the security bit only once, you eliminate the risk of selecting a wrong security bit for a user.


An ideal time to use the Mass Assign expert is after installing an ACS upgrade with new features that require additional security settings. Once you determine your users who need the new security setting and the access you want to give them, use the following procedure to assign the security rights.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Click **Mass Assign**.
4. Make your selections in the first window of the expert, then click **Next**.
5. To update the security limits for the People or Financial Suites, make your selections in the second window of the expert, then click **Next**.
6. In the third window of the expert, select the users to which you want to assign the new security settings.

7. To update your security templates, select the templates that you want to update.
8. Click **Finish**, then **OK**.


Resetting ACS User Logins

If a user is unable to properly log out of ACS, the program may not let him or her log in, or an error displays saying that the user is already logged in. If this occurs, you can reset that user's login.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select the user whose user name you need to reset.
4. Click **Clear Login**.


Logging In as Another ACS User

In Admin Utilities, you can log in to ACS with another user name and password. This is helpful if someone else needs to log in to ACS on your computer, as you do not have to exit and restart the program. It's also helpful if you want to verify security rights when setting them up.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Login as...** and click **Go** .
3. Enter the user name and password, then click **OK** to log in.

Log In Users Automatically in Add/Edit Users

You can set up an option to log in to ACS automatically. This works along with your network user name (the one you use to log in to your computer) to bypass the ACS log in window.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select **Login Users Automatically**.
4. Select a user, then click **Edit**.
5. In the **Network Login Name** field, enter the user's network user name (the one you use to log in to the computer).

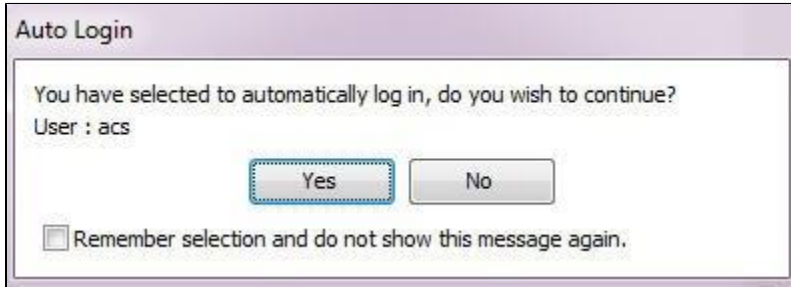


OnDemand Customers

For OnDemand customers, the **Network Login Name** will be your OnDemand user name.

6. Click **Apply**, then click **OK**.

Once this is set up, a message displays the next time you log in.



If you select to remember the selection and not display the message again, the program automatically opens. You can reset this so the message displays again upon opening the program, and you have the option to log in as another user.


1. Under Advanced Tools, click **My Preferences**.
2. Click **Reset Auto Login**.
3. When the confirmation message displays, click **Yes**.

Working with Users and Security Templates


Templates identify the type of ACS user and assign default security rights.

For example, if your organization has several staff personnel who are responsible for tracking youth oriented activities, you can create a template called Youth. Then, you can enter these people as ACS users and apply the Youth template to assign the appropriate security access levels.

If you use a template, you are not limited to the default rights assigned by that template. You can edit the individual user's rights at any time. Editing or deleting a template does not affect the user rights of any user whose security was set up using the template.


1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Click the **Templates** tab, then click **Add**.
4. In the **Template** field, enter a name for the template.
5. In the **Description** field, enter a description for the template.
6. **Optional:** Assign the user **All**, **View**, or **None** rights to all areas within the selected module using one of the following methods:
 - Type **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
Right-click on the module field and select the security setting you want.
7. **Optional:** Double-click on a module. The available security fields for the module display.
8. **Optional:** Assign the user All, View, or None rights to a specific area within the selected module using one of the following methods:



- Type **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the field and select the security setting you want.
 - Double-click the field until the security setting you want displays.
9. Click **OK**.

 1. Under Advanced Tools, click the **Admin Utilities** tab.
 2. In the drop-down list, select **Add/Edit Users** and click **Go** .
 3. On the **Templates** tab, select the template you want to edit, then click **Edit**.
 4. **Optional:** Assign the user **All**, **View**, or **Nonerights** to all areas within the selected module using the following methods:
 - Typing **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively. Right-click on the module field and select the security setting you want.
 5. **Optional:** Double-click on a module. The available security fields for the module display.
 6. **Optional:** Assign the user **All**, **View**, or **Nonerights** to a specific area within the selected module using the following methods:
 - Typing **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the field and select the security setting you want.
 - Double-click the field until the security setting you want displays.
 7. Click **Apply**, then **OK**.

Working with the User Log

When **Enable Log Tracking** is active, the **User Log** tab displays the login and logout times for all users who have accessed the People Suite, Financial Suite, or Utility Manager.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **User Log** tab, click **Enable Log Tracking**. To disable this option, click **Disable Log Tracking**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **User Log** tab, click **Print**.
4. When the report displays, click **Print Report** .
- 5.

Viewing User Security Settings


The View User Security tab displays ACS users and their security settings in a grid view. You can sort and filter the grid, plus print several reports.


Filtering and Sorting Information

You can sort the information in the grid in a variety of ways. For example, you may want to see all modules and all areas that one of your users has access to, or you may want to know who has rights to the Promotion option in Attendance. You can:

- **Group by item within a column** — Highlight an item in a column (such as a user name, module, or security option) and click the item heading.
- **Group by Heading** — Drag a column heading into the gray area above to group information by the heading. Expand the groupings to view additional information.
- **Sort column in ascending or descending order** — Click a heading then click the small gray up or down arrows in the heading bar.
- **Select multiple columns to sort** — Press Shift and select the columns you want to sort.



To filter the grid, you must select **Enable Filtering**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .

3. On the **View User Security** tab, highlight a column heading.
4. Click  in the heading.
5. Choose the filter you want to use.

Printing the User Profile Report

You can also print the User Profile report, which includes each user and their permissions for each module. Select Print Limits on User Profile (in the right-click list) before printing if you want each user's limits included in the report. These limits include comment and contact types, and Master Groups, Reservation activity, financial dataset, and GL Inquiry limits.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Click on the **View User Security** tab.
4. Under **User Name**, select the user whose profile you want to print.
5. Inside the grid, right-click and select **Print**.
6. When the report displays, click **Print Report** .

Setting People Suite Security Rights


On the **Security** tab, you can set an ACS user's security rights in the People Suite.

When setting up security rights, remember it's easier to give more clearance as you go than take away access. It's also a good idea to make sure all employees and volunteers in your organization have access to what they need. To verify security rights, you can log in as another ACS user.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **Users** tab, select the ACS user whose security rights you want to edit, then click **Edit**. If the user does not have an ACS user name, see Adding ACS User Records to learn how to set one up.
4. In the Edit User window, click on the **Security** tab.
5. Expand the name of the module you want to edit security rights for.
6. Use one of the following methods to assign the user All, View, or None rights to a specific area:
 - Type **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the field and select the security setting you want.
 - Double-click the field until the security setting you want displays.
7. When finished, click **Apply**, then **OK**.

Attendance Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Attendance module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Attendance**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Additional Field Information

Add/Edit Individual Classes

Determines whether the user can add an individual to an Attendance class.

Change Group's Parent

Determines whether or not the user can edit a groups' parent.

Enter/Post Attendance

Determines whether the user can record attendance.

Graphs

Determines whether the user can view or print graphs.

Inquiry

Determines whether the user can view individual or group Attendance markings.

Mark Non-Enrolled

Determines whether the user can mark attendance as non-enrolled.

Promotion

Determines whether the user can promote whole classes at one time.

Reports

Determines whether the user can print or preview Attendance reports.

Searches

Determines whether the user can perform searches on attendance data.

Setup


Determines whether the user can add, edit, delete, or configure Attendance classes.

View/Edit Group Classes

Determines whether the user can set up class rosters.

Checkpoint Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Checkpoint module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Checkpoint**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Additional Field Information

Add/Edit Badge Design

Determines whether the user can add, edit, or delete a badge design.

Add/Edit Checkpoint Defaults

Determines whether a user can add or edit Checkpoint defaults.

Add/Edit Individuals

Determines whether a user can add, edit, or delete individual information in Checkpoint.

Add/Edit Sessions

Determines whether the user can add, edit, or delete Checkpoint sessions.

Add/Edit Templates

Determines whether the user can add, edit, or delete Checkpoint templates.

Check In/Out

Determines whether the user can access the Check In/Out and Express Check In/Out menus.

Edit Add People Defaults

Determines whether the user can modify the defaults for new individual records added in Checkpoint.

Edit Name Options

Determines whether the user can modify name option defaults in Checkpoint.

Off-Site Synchronization

Determines whether the user can import/export data to/from an off-site network.

Reports


Determines whether the user can print or preview reports.

Session Statistics

Determines whether the user can access or modify the Session Statistics window.


Church Growth Tools Security Rights

You can grant rights to Reports in the Church Growth Tools module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Church Growth Tools**.
6. Select **Reports**, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Connections Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Connections module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Connections**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Additional Field Information

Add/Edit Contacts

Determines whether the user can add new contacts, schedule contacts, assign contacts, add special instructions for the connections team, record connections by prospects to your church, print the Connections Profile, and schedule future actions.

Allow Contact Completion

Determines whether the user can complete a contact.

Define Lists

Determines whether the user can rename the Assignment Team and Age Group lists, add elements to the Age Group list, add classifications and responses, assign responses, add and edit templates, add teams, and assign members to teams.

Edit Cards

Determines whether the user can create new connections cards, edit existing cards, and delete old cards.

Graphs

Determines whether the user can view or print graphs.

Inquiry

Determines whether the user can view Connections information.

Mass Add

Determines whether a user can add a contact to several Connections records at one time using the Mass Add function.

Mass Change

Determines whether the user can use Mass Change to update multiple records at the same time.

Reports

Determines whether the user can print or preview reports and cards from Connections.


Searches

Determines whether the user can perform searches on contacts and responses.

Contributions Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Contributions module.

To edit a user's security rights

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. Click the **Security** tab.
5. Expand **Contributions**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, and **OK**. Your changes take effect the next time the user logs in to ACS.

Additional Field Information

Add/Edit Fund Codes

Determines whether the user can [add new funds](#), [change the accounts associated with a contributions fund](#) or [set up a giving plan for a fund](#).

Add/Edit Memorial / In Honor

Determines whether the user can add a new memorial for an individual, change an existing memorial, or delete a memorial.

Add/Edit Pledges

Determines whether the user can add a new [pledge](#) for an individual, change an existing pledge, delete a pledge record, or copy a group of pledges from one year to another.

Define Lists

Determines whether the user can add a name for Memorial / In Honor under Contributions Define Lists.

Edit All Users Transactions

Select to allow the user to [edit](#) and [delete](#) contributions gifts entered by all users.

Enter All Funds

This option applies only to multi-campus users and users who have limited campus rights. Select to allow the user to enter a gift to another campus's fund. Once the gift is posted, the user no longer sees the gift. This situation happens when a contributor visits a campus other than their home campus and makes a contribution, but wants their gift applied to their home campus.

Enter Transactions Contributions

Determines whether the user can [enter contributions transactions](#).

Graphs

Determines whether the user can [view or print graphs](#).

Inquiry By Fund Codes

Determines whether the user can [view transactions for each fund](#).

Inquiry By Individual

Determines whether the user can [view an individual's giving record](#) including the Active Contributor flag on the [Profile](#) tab.

Post All Users Batches

Determines whether the user can [post batches of gifts](#) entered by other users, or only batches the user has entered.

Post Transactions

Determines whether the user can [post gifts](#) he/she entered.

Reports

Determines whether the user can [print or preview Contributions reports](#), including statements listed on the Reports menu.

Searches

Determines whether the user can perform searches on contributions gifts and pledges.

Setup

Determines whether the user can [configure Contributions](#), update a contributor's checking account information, set up bank account information for use with direct withdrawal, and reassign envelope numbers for a group of contributors.

Setup Vanco Accounts

Determines whether the user can set up Vanco Payment Solutions Accounts for the Vanco Gift Import.

Statements

Determines whether the user can print or preview [Contributions statements](#) listed on the Statements menu. This does not affect statements on the Reports menu.

Summarize Data


Determines whether the user can [summarize Contributions data](#).

DataShare Security Rights

Before using DataShare, all connected sites need to set up security rights in Add/Edit Users. The security options you select depend on the data you will send and receive.


For example, if your church or organization needs to send records to a denominational office, organization, or diocese, you need access to **Send Changes to DataShare**. If the denominational office or diocese changes records that also need to be updated in your database, you need access to **Get Changes from DataShare**.

If you do not want volunteers to send and receive updated information in DataShare, select **None**. Users who do not have access to DataShare still see updated records after changes are received.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. Select **Add/Edit Users** and click **Go** .
3. On the **Users** tab, select the user whose DataShare security options you want to grant or restrict, then click **Edit**.
4. In the Edit User window, on the **Security** tab, expand **DataShare**.
5. If granting access to DataShare, under **Access**, select **All** for **Get Changes from DataShare** or **Send Changes to DataShare**.
6. If restricting access, select **None** for **Get Changes from DataShare** or **Send Changes to DataShare**.
7. Click **OK**.


Organizations Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of ACS Organizations.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Organizations**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.


People Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the People module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **People**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Reservations Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Reservations module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Reservations**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Special Mailings Security Rights

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go**.
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Special Mailing**.

6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Setting Financial Suite Security Rights

On the **Security** tab, you can set an ACS user's security rights in the Financial Suite.

When setting up security rights, remember it's easier to give more clearance as you go than take away access. It's also a good idea to make sure all employees and volunteers in your organization have access to what they need. To verify security rights, you can log in as another user.


1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **Users** tab, select the ACS user whose security rights you want to edit, then click **Edit**. If the user does not have an ACS user name, see Adding ACS User Records to learn how to set one up.
4. In the Edit User window, click on the **Security** tab.
5. Expand the name of the module you want to edit security rights for.
6. Use one of the following methods to assign the user All, View, or None rights to a specific area:
 - Type **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the field and select the security setting you want.
 - Double-click the field until the security setting you want displays.
7. When finished, click **Apply**, then **OK**.

Accounts Payable Security Rights

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Accounts Payable**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Accounts Receivable Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Accounts Receivable module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Accounts Receivable**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Fixed Assets Security Rights


You can grant rights for the different portions of the Fixed Assets module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Fixed Assets**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS

General Ledger Security Rights

Note

If you own the Accounts Payable module, the Add/Edit Vendors option in General Ledger controls the ability to add vendors through the Enter Checks option only. If you do not own the Accounts Payable module, the Add/Edit Vendors option in General Ledger controls all vendor information.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **General Ledger**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Parochial Report Security Rights

the different portions of the Parochial Report.

1. Under Advanced Tools, click the **Admin Utilities**
2. In the drop-down list, select **Add/Edit Users**
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Parochial Report**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing in ACS.

Payroll Security Rights

1. Under Advanced Tools, click the **Admin Utilities**
2. In the drop-down list, select **Add/Edit Users**
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Payroll**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Purchase Orders Security Rights

1. Under Advanced Tools, click the **Admin Utilities**
2. In the drop-down list, select **Add/Edit Users**
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Purchase Orders**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Report Designer Security Rights

1. Under Advanced Tools, click the **Admin Utilities**
2. In the drop-down list, select **Add/Edit Users**
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Report Designer**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Utilities Security Rights

1. Under Advanced Tools, click the **Admin Utilities**
2. In the drop-down list, select **Add/Edit Users**
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click on the **Security** tab.
5. Expand **Utilities**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.