

Overview & Objective – The purpose of this O M & U is to provide guidance on Intacct Subscription Setup. The procedures outlined here succeed the instructions, “Intacct User Setup” –picking-up after the Intacct User has been added. These procedures must be completed prior to User’s being available in OpenAir for bookings or time entry.

Note: As presented, these procedures do not necessarily fit the business rules/requirements of every company using OpenAir. In addition, certain terminology presented provides only a sampling of possible names that could be applied.

Initial Navigation – To navigate to the Intacct User Setup Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Company Module
3. Go to the Records dropdown (middle of the menu bar)
4. Select the Record “Users”
5. Once in the Users screen click the “subscriptions” link for any User
6. From the Subscriptions screen Roles can be assigned, which grant preconfigured Access and Permissions for either an Employee or Supervisor Role.

ASSIGNING AN EMPLOYEE ROLE – This procedure outlines how to assign an Employee Role:

- I. From the Subscription Screen go to the “Select a Role” dropdown and choose “Employee”
- II. This will preconfigure the following Module Access AND should be modified as follows:
 - **Company** – Access should be deactivated (the check-box should be **unchecked**)
 - **Client Expenses** – Grant access and allow all permissions **EXCEPT**:
 - Approve Expenses – Check-box should be **unchecked**
 - **Time & Billing** – Grant access and allow all permissions **EXCEPT**:
 - Time Sheets (Approve) – Check-box should be **unchecked**
 - Time Bills (Run) – Check-box should be **unchecked**
 - Bill Expenses (Run) – Check-box should be **unchecked**
 - Invoice Templates (Add) – Check-box should be **unchecked**
 - **Business Development** – Grant access and allow all permissions **EXCEPT**:
 - Resources – Check-box should be **unchecked**
 - Projects – Check-box should be **unchecked**
 - Prospects – Check-box should be **unchecked**
 - Customers – Check-box should be **unchecked**
 - Products – Check-box should be **unchecked**
 - Purchase Requests – Check-box should be **unchecked**
 - **Employee Expenses** – Access should be deactivated (the check-box should be **unchecked**)

...When Module Access and Permissions have been set as above click, “Save”

⇒ This completes setup of the Intacct Employee Role and allows further OpenAir User setup.

ASSIGNING A SUPERVISOR ROLE – This procedure outlines how to assign a Supervisor Role:

- I. From the Subscription Screen go to the “Select a Role” dropdown and choose “Supervisor”
- II. This will preconfigure the following Module Access AND should be modified as follows:
 - **Company** – Access should be deactivated (the check-box should be **unchecked**)
 - **Client Expenses** – Grant access and allow all permissions

ASSIGNING A SUPERVISOR ROLE (Setup Continued)

- **Time & Billing** – Grant access and allow all permissions **EXCEPT**:
 - Time Bills (Run) – Check-box should be **unchecked**
 - Bill Expenses (Run) – Check-box should be **unchecked**
 - Invoice Templates (Add) – Check-box should be **unchecked**
- **Business Development** – Grant access and allow all permissions **EXCEPT**:
 - Customers – Check-box should be **unchecked**
 - Products – Check-box should be **unchecked**
 - Purchase Requests – Check-box should be **unchecked**
- **Employee Expenses** – Access should be deactivated (the check-box should be **unchecked**)

...When Module Access and Permissions have been set as above click, "Save"

⇒ This completes setup of the Intacct Supervisor Role and allows further OpenAir User setup.

Further Instruction & Use – For further information regarding Intacct Subscription Setup contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.