## **Set User Permissions for Accounting**

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As a center administrator, you can control which of your employees has access to the accounting information in KidKare Accounting. This setting is managed on the User Permissions page in KidKare.

- 1. From the menu to the left, click **Setup**.
- 2. Click **User Permissions**. The User Permissions page opens.
- 3. In the **Accounting Access** column, click to enable or disable access to Accounting. Your changes are saved automatically.