

Archdiocese of Baltimore

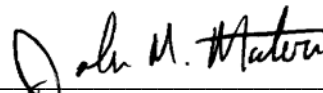
Privacy Policy Statement – Standardized Accounting System

General Statement – One of the key features regarding the decision to standardize on the Quickbooks Online accounting system relates to the Master Administrator role. There are two reasons why this role is considered key:

- In order for Intuit, the company behind QB Online, to apply the Affiliate Agreement, it is necessary for all applicable users to have the same source code in Intuit's system. This source code is tied to the master administrator role and allows for special pricing, billings and future offers.
- Because the master administrator must be a central figure, it has been assigned to the Director of Fiscal Services at the Catholic Center. The master administrator has full access to the online accounting records. In general, the master administrator will not access the online accounting system of parishes and schools. However, there will be times when such access will be necessary. The policy regarding access to the system by the Master Administrator follows.

Policy on Access of Accounting Systems by the QB Online Master Administrator

1. The master administrator will access the online accounting system when directly asked by the parish or school. Such requests can be brought to the master administrator by the pastor, principal or the local QB Online Administrator.
2. The master administrator may access the online accounting system when a clear business relationship exists. Prior to accessing the online system the Master Administrator will contact the pastor, principal and local QB Online Administrator regarding the reason.
3. Under no circumstance will the Master Administrator access the online system of a parish or school without their explicit knowledge. An automatic control within the system (activity log) may be used by the parish/school to monitor the actions of the Master Administrator and/or any other users within the system for any time period.
4. The Master Administrator (and any other user invited in to the books by the local QB administrator) shall never make any changes in one of the online systems unless requested by the local QB Online Administrator. Full and auditable documentation regarding any inputs by the Master Administrator should be kept on file at the local parish or school. This will require the full knowledge and understanding of the inputs at the parish/school level.



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