

## Users and Security

Ensuring that the ACS users in your organization have adequate security rights is a very important task. In Users and Security, you can assign usernames 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.

If you use the Windows 2000 Professional, Windows XP, or Windows Vista operating systems, or the network version of ACS, see the topic [ACS and Network Rights and Permissions](#) for information about file level rights and permissions.