



The QuickBooks™ Client Newsletter

Helping You Grow a Profitable Business with QuickBooks™ Software

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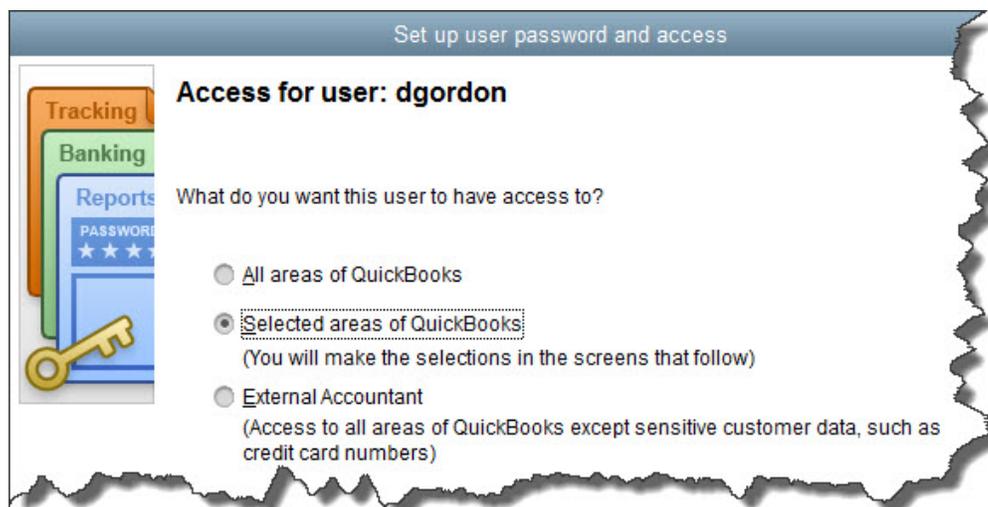
Setting Up User Access in QuickBooks

Will multiple employees be working with your QuickBooks company file?

If so, we highly recommend you should define their permission levels.

If you ever did your bookkeeping manually, you probably did not allow every employee to see every sales form and account register and payroll stub. Most likely you established a system that allowed staff to work only with information that related to their jobs. Even so, there may have been times when, for example, someone pulled the wrong file folder or was sent a report that he or she shouldn't have seen.

QuickBooks helps prevent this by setting virtual boundaries. You can specify which features of the software can be accessed by employees who work with your accounting data. Each employee receives a unique user name and password that unlocks only the areas he or she should be visiting.



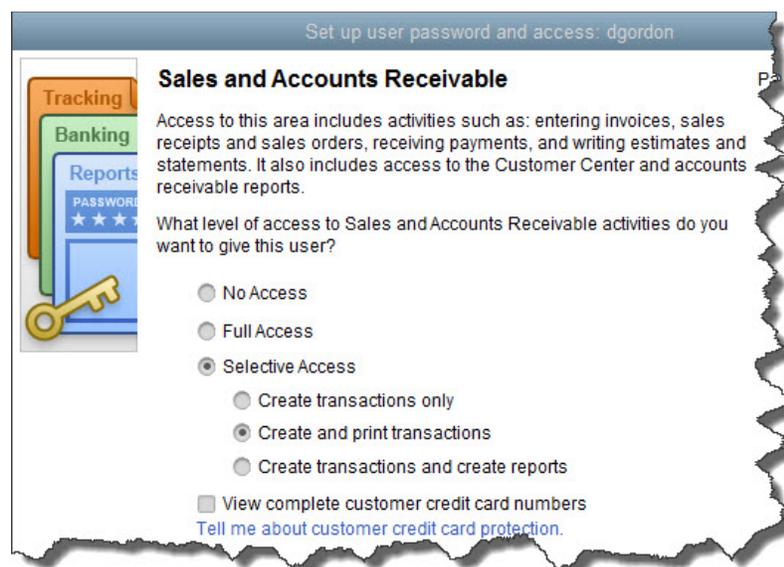
(Figure 1) To help minimize errors, maintain data integrity, and preserve confidentiality, QuickBooks lets you restrict users to designated areas in the software.

Here is how you as the Administrator can define these roles. Open the **Company** menu and select **Set Up Users and Passwords | Set Up Users**. The **User List** window opens. You should see yourself signed up as the **Admin**. Click **Add User** and enter a **User Name** and **Password** for the employee you are adding.

Note: You can have as many as five people working in your QuickBooks company file at the same time, depending on how many user licenses you have purchased. Not sure? Press **F2** and look in the upper left corner. If you need more than five user licenses, talk to us about upgrading to QuickBooks Enterprise Solutions.

In the next window that opens (see above screen), you will be given three options. Probably you will most often select the second option, which lets you specify the screens this user can see and what he or she can do there. The first—**All areas of QuickBooks**—would seldom be granted. And the third allows us to come in and do whatever tasks have been outlined in our work relationship (troubleshooting, monitoring, creating and analyzing reports, etc.).

Click the button in front of **Selected areas of QuickBooks** and then **Next**. You'll see the first in a series of screens that deal with the software's functional areas: **Sales and Accounts Receivable, Purchases and Accounts Payable, Checking and Credit Cards, Inventory, Time Tracking, Payroll and Employees, Sensitive Accounting Activities** (funds transfers, online banking, etc.), **Sensitive Financial Reporting**, and **Changing or Deleting Transactions**.



*(Figure 2) When you give employees **Selective Access** in a particular area, you can further define their roles there.*

The **Sales and Accounts Receivable** screen is a good example. You can see the options offered in figure 2. By clicking on the buttons pictured, you are giving this employee permission to both create and print transactions. Below these options, you will be able to keep him or her from seeing customers' credit card numbers in their entirety by clicking in the small box. When you are finished, click **Next**.

Keep clicking **Next** and proceed through the rest of the screens. Your choices will be similar on each. But be sure to *read all of the descriptive text very carefully*. Keep in mind the importance of confidentiality issues and security as you go along.

The ninth screen, **Changing or Deleting Transactions**, deserves **special** attention. First, should this employee be able to change or delete transactions in his or her assigned area(s)? Even though you trusted these employees to work with finances when you hired them, consider this question carefully. Depending on the volume of transactions processed every day, you may want to reserve this ability for yourself.

We may or may not have established and password-protected a **Closing Date** for your company file. This is the date when the books for a specific time frame have been "closed," meaning that transactions should not be entered, added, or deleted prior to it. We can talk with you about the pros and cons of such an action.



Access for user: dgordon

You have finished setting this user's access rights and password. Below is a summary of this user's access rights. Click the Finish button to complete this task.

AREA	CREATE	PRINT	REPORTS
Sales and Accounts Receivable	Y	Y	N
Purchases and Accounts Payable	Y	N	N
Checking and Credit Cards	Y	N	n/a
Inventory	N	N	N
Time Tracking	Y	Y	N
Payroll and Employees	N	N	N
Sensitive Accounting Activities	N	N	N

(Figure 3) A summary of user access rights

Here and on every other screen in this multi-step wizard, you can always click the **Back** button if you want to return to a previous window. When you are finished, you will see a screen like the one in figure 3 that summarizes the choices you have just made.

If you are feeling any uncertainty or confusion about the whole issue of access rights, we will be happy to go over your options with you. These are important decisions. You will want to stress to your employees that restricting their permissions does not signal a lack of your trust in them. Rather, QuickBooks provides these tools to protect *everyone* who uses the software as well as any external individuals and companies that might be affected.

We hope you find this QuickBooks tip helpful. Please visit our company website <http://www.accountingconnections.org> often as it is updated constantly and offers a wealth of tax and accounting tips, along with links to better serve your business needs. Our QuickBooks Tips newsletters are archived on our website as well.

Accounting and Taxation is **our** business; having us a part of your team allows **you** to concentrate on **your** core business.



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Enrolled Agent (EA), Master of Accounting (MAcc), NTPI Fellow (National Tax Practice Institute), Certified QuickBooks™ ProAdvisor



An **Enrolled Agent (EA)** is a federally licensed tax professional, who has taken an extensive test in taxation and must comply with continuing education in tax law to maintain their license.

Enrolled Agents are allowed to represent clients before all administrative levels of IRS without their clients' presence (the same as a Certified Public Accountant).