

QuickBooks information and business [QuickBooks help center](#)

QUICKBOOKS USER ACCESS RIGHTS: Setting up new users

- ◆ Begin by completing the worksheet (attached) for each employee who will be using QuickBooks..
- ◆ Log into QuickBooks as “Admin” (There can only be one admin.. It is the administrator who assigns passwords and access privileges to other users) We suggest leaving the user name as “admin” and not modifying. Also any password assigned to the admin user should be provided to the CPA or Company attorney for safekeeping (in the event something happens to the admin user).
- ◆ From the company menu>Select Add User
- ◆ Enter the password for the user. (the new user will be able to modify his/her password when logged into QuickBooks under his/her user name)
- ◆ Use the worksheet (attached) to complete the password/access wizard.

The next page provides an example of permissions given to one employee. Use the following pages to determine what your employees will be allowed to do in QuickBooks.

Before completing the worksheet, you might find our article about [internal controls for the small business](#) very helpful.

If your business needs greater flexibility in access rights, consider SAM, the sales access management software that integrates with QuickBooks (http://www.qbalance.com/Quickbooks_Add_Ons.htm). With this software, employees, customers, or sales reps can be limited to one activity or one report (or pick and choose). As of this date, the limitation applies to sales activities but the company has other options under development. Other solutions can be found on this same page under passwords and permissions header. Call us to for more information 908-638-5500.

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Example of user access rights www.QBalance.com QuickBooks Information Center

Below is a sample of a new user which we have named Mr. Create NoPrint. The owner of the company does not want Mr. NoPrint to have permission to view or print reports. He will strictly be limited to entering and printing any type of transaction.

In the Example A we have given permission to create and print transactions and have not given permission to view or print reports.

Example B is an example of what NOT TO DO. We have limited Mr. NoPrint to creating and printing transactions. We restricted his ability to view and print reports in each area of QuickBooks, BUT we have nullified this restriction by giving him access to sensitive financial reports (one of the last selections in the new user wizard) So be careful how you respond to the new user options and test out before assigning the new user his QuickBooks access name and password.

Example A : Correct- If the result is no reports available to user

Access for user: CreatePrint

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	Y	N
Checking and Credit Cards	Y	Y	n/a
Inventory	Y	Y	N
Time Tracking	Y	Y	N
Payroll and Employees	Y	Y	N
Sensitive Accounting Activities	Y	Y	N
Sensitive Financial Reports	N	N	n/a
Changing or Deleting Transactions	N	n/a	n/a
Changing Closed Transactions	N	n/a	n/a

Example B: Incorrect – if user is not to be given access to reports

Access for user: CreatePrint

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	Y	N
Checking and Credit Cards	Y	Y	n/a
Inventory	Y	Y	N
Time Tracking	Y	Y	N
Payroll and Employees	Y	Y	N
Sensitive Accounting Activities	Y	Y	N
Sensitive Financial Reports	Y	N	n/a
Changing or Deleting Transactions	N	n/a	n/a
Changing Closed Transactions	N	n/a	n/a

Although the user in Example A above may not view or print any reports, because sensitive accounting activities have not been restricted, Mr. NoPrint will have access to balances in the chart of accounts list. The chart of accounts list will show the balance in the checking, assets owned by the company, loans payable and retained earnings. By restricting access to “sensitive accounting activities” (see Example C below), Mr. NoPrint will no longer have access to balances except for the accounts receivable and accounts payable totals.

Example C: User will not be able to view chart of account balances

Access for user: CreatePrint

This user has the following access rights. Click the Leave button to return.

Area	Create	Print	Reports
Sales and Accounts Receivable	Y	Y	N
Purchases and Accounts Payable	Y	Y	N
Checking and Credit Cards	Y	Y	n/a
Inventory	Y	Y	N
Time Tracking	Y	Y	N
Payroll and Employees	Y	Y	N
Sensitive Accounting Activities	N	N	N
Sensitive Financial Reports	N	N	n/a
Changing or Deleting Transactions	N	n/a	n/a
Changing Closed Transactions	N	n/a	n/a

Setting up new employees as QuickBooks Users

X

Shaded area represents the features in each section of QuickBooks that will be affected by the option
 The white region represents features not available with the option

Options					Selected areas
Full access	No access	Create transactions	Create & print transactions	Create trans create reports	
Sales and accounts receivable					
X	X	X	X	X	Enter sales and returns(invoices, sales receipts, credit memos, and sales orders (premier only) Create estimates and create invoices or progress billing from estimates Import reimbursable expenses into invoices Receive and deposit customer payments including credit card payments Apply finance charges to late payments Create new or edit (modify) the list items Customer:Job, Customer Type, Job Type, Customer Messages, Payment Method, and Ship Via. Use the accounts receivable register and individual customer registers Customize the sales forms (Invoices, sales receipts, statements & credit memos)
X	X		X		Print invoices, credit memos, statements and mailing labels. To allow printing, you must select either Full Access or "Create and print transactions " under Selective Access. Enter statement charges and prepare statements. To allow this, you must select either Full Access or "Create and print transactions" under Selective Access.
X	X			X	Create reports for accounts receivable, sales, and customer. To allow access to these reports, you must select either Full Access or "Create transactions and Create Reports" under Selective Access.
Select the access rights by placing a check under one of the columns					Enter employee name
					1.
					2.
					3.
					4.

X	Shaded area represents the features in each section of QuickBooks that will be affected by the option
	The white region represents features not available with the option

Options					
Selected areas					
Full access	No access	Create transactions	Create & print transactions	Create trans create reports	
Purchases and accounts payable					
X	X	X	X	X	Enter and pay bills. Enter reimbursable expenses. Write purchase orders. Receive against purchase orders. Enter credit card charges. Pay sales tax. Create new or edit (modify) the list items: Vendor, Vendor Type, and Purchase Orders lists. Use the accounts payable register. Customize the purchase order form.
X	X		X		Print 1099 forms. To allow printing, you must select either Full Access or "Create and print transactions" under Selective Access.
X	X			X	Create accounts payable, purchase, and vendor reports. To allow access to these reports, you must select either Full Access or "Create transactions and Create Reports" under Selective Access
Select the access rights by placing a check under one of the columns					Enter employee name
					1.
					2.
					3.
					4.

X

Shaded area represents the features in each section of QuickBooks that will be affected by the option
 The white region represents features not available with the option

Options				Selected areas
Full access	No access	Create transactions	Create & print transactions	
X	X	X	X	Checking and credit cards
X	X		X	Write checks for expenses (but not payroll checks). Void checks. Make deposits. Pay bills. Pay sales tax. Enter credit memos and create credit memo refund checks.. Enter credit card charges.
				Print checks and deposit slips. To allow printing, you must select either Full Access or "Create and print transactions" under Selective Access
Select the access rights by placing a check under one of the columns				Enter employee name
				1.
				2.
				3.
				4.

X

Shaded area represents the features in each section of QuickBooks that will be affected by the option

The white region represents features not available with the option

Options					Selected areas
Full access	No access	Create transactions	Create & print transactions	Create trans create reports	
					Inventory
X	X	X	X	X	Write purchase orders. Receive against purchase orders Build or unbuild assemblies (premier only) Make adjustments to inventory. Create new or edit (modify) the list item: inventory Enter bills. Edit an item's history.
X	X		X		Print purchase orders. To allow printing, you must select either Full Access or "Create and print transactions" under Selective Access.
X	X			X	Create inventory, purchase, and vendor reports. To allow access to these reports, you must select either Full Access or "Create transactions and Create Reports" under Selective Access.
Select the access rights by placing a check under one of the columns					Enter employee name
					1.
					2.
					3.
					4.

X

Shaded area represents the features in each section of QuickBooks that will be affected by the option

The white region represents features not available with the option

Options					Timesheets
Selected areas					
Full access	No access	Create transactions	Create & print transactions	Create trans create reports	
X	X	X	X	X	Prepare weekly timesheets Enter time for single activities Export and import Timer data
X	X		X		Print timesheets. To allow printing, you must select either Full Access or "Create and print transactions" under Selective Access.
X	X			X	Create time reports. To allow access to these reports, you must select either Full Access or "Create transactions and Create Reports" under Selective Access
Select the access rights by placing a check under one of the columns					Enter employee name
					1.
					2.
					3.
					4.

X Shaded area represents the features in each section of QuickBooks that will be affected by the option
 The white region represents features not available with the option

Options					Selected areas
Full access	No access	Create transactions	Create & print transactions	Create trans create reports	
					Payroll
X	X	X	X	X	Write and view paychecks. Pay payroll-related liabilities. Set up year-to-date amounts. Make adjustments to payroll liabilities. Access the payroll service. Prepare Forms 940 and 941. (see print below) Prepare Forms W2 and W3. (see print below) Create new or edit (modify) the list items: Employee list and Payroll Items list. Maintain payroll-related information about employees (example: social security numbers)
X	X		X		Print paychecks, paystubs, and forms W2, W3, 940, and 941. To allow printing, you must select either Full Access or "Create and print transactions" under Selective Access
X	X			X	Create payroll reports. To allow access to these reports, you must select either Full Access or "Create transactions and Create Reports" under Selective Access
Select the access rights by placing a check under one of the columns					Enter employee name
					1.
					2.
					3.
					4.

X

Shaded area represents the features in each section of QuickBooks that will be affected by the option

The white region represents features not available with the option

Options					Selected areas	
Full access	No access	Create transactions	Create & print transactions	Create trans create reports		
Sensitive accounting activities						
X	X	X	X	X	Use online banking. Any access to sensitive accounting gives the user online banking access if the user also has PIN access. Create new or edit (modify) the list items: chart of accounts. Work in the register for any balance sheet account, including the register for undeposited funds. Transfer funds between accounts. Reconcile accounts. Create budgets. Make general journal entries. Condense data. Use Accountant's Review	
X	X		X		Print registers. To allow printing, you must select either Full Access or "Create and print transactions" under Selective Access	
X	X			X	Create the payroll report that is available when the "Payroll reports only" preference is selected in the Payroll Preferences window (this is a different report than those that are available when payroll is fully turned on). To allow access to these reports, you must select either Full Access or "Create transactions and Create Reports" under Selective Access.	
Select the access rights by placing a check under one of the columns					Enter employee name	
					1.	
					2.	
					3.	
					4.	

Sensitive Financial Reporting				Users with access to sensitive financial reports can create all reports and graphs
Full access	No access	Create and view reports	Create and view or print reports	Employee name
				1.
				2.
				3.
				4.

Changing or Deleting Transactions		This permission gives a user the ability to change and delete transactions in areas where he or she has access. For example, if a person has access to sales only, that person can change invoices, credit memos, and sales receipts, but not transactions that originate in other areas (for example, paychecks). <i>Note: If you do not give a user permission to delete transactions, he or she can still delete a transaction they create as long as it was created during the same QuickBooks session.</i>
Yes	No	Employee name
		1.
		2.
		3.
		4.



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CPA

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You are using the best accounting software available!

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- Are you using the most efficient activities to enter transactions?
- Is there a quicker way to obtain information?
- Are your reports accurate? Do you trust them to make business decisions? Are you using the right reports to make decisions?
- Are you using the right version of QuickBooks?

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