

Section: Additional Stuff  
Lesson: Users, Password, Etc.

THIS SECTION: ADDITIONAL STUFF

THIS LESSON...

**SETTING UP USERS AND PASSWORDS**



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QuickBooks™ Desktop Users

- ~ Unlimited number of users
- ~ Set up by company
- ~ Each employee can have different access

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QuickBooks™ Desktop Users

- ~ Default . No password and Admin is only user
- ~ First . Set password for Admin and select User Name, if desired

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Section: Additional Stuff  
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**Set Up Users and Passwords**

- ~ Select %Set Up Usersõ +
- ~ Edit User

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**Set Up Users and Passwords**

- ~ Select %Set Up Usersõ +
- ~ Edit User
- ~ Only ONE Admin per company

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**Set Up Users and Passwords**

- ~ Select %Set Up Usersõ +
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Section: Additional Stuff  
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### Set Up Users and Passwords

- ~ Select %Set Up Usersõ +
- ~ Edit User
- ~ Only ONE Admin per company
- ~ %All areas+does NOT give Admin access

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### Set Up Users and Passwords

- ~ Select %Set Up Usersõ +
- ~ Edit User
- ~ Only ONE Admin per company
- ~ %All areas+does NOT give Admin access

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### USER ACCESS AREAS

- ~ Sales and Accounts Receivable
- ~ Purchases and Accounts Payable
- ~ Checking and Credit Cards
- ~ Payroll and Employees
- ~ Sensitive Accounting Areas
  - Online banking functions
  - Journal entries and transferring funds
- ~ Sensitive Financial Reporting
- ~ Changing or Deleting Transactions

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### Set Up Users and Passwords

~ Summary screen for adding a new User

AREA	CREATE	PRINT	REPO.
Sales and Accounts Receivable	Y	Y	Y
Purchases and Accounts Payable	Y	N	N
Checking and Credit Cards	N	N	n/a
Payroll and Employees	Y	Y	Y
Sensitive Accounting Activities	Y	Y	Y
Sensitive Financial Reports	Y	N	n/a
Changing or Deleting Transactions	Y	n/a	n/a

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### Set Up Users and Passwords

~ Summary screen for adding a new User

~ Can Add, Edit, Delete and View any user

~ Employees can answer their security questions to reset their own passwords

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