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Set up user password and access: karen

Sales and Accounts Receivable Page 1 of 9

Access to this area includes activities such as: entering invoices, sales receipts and sales orders, receiving payments, and writing estimates and statements. It also includes access to the Customer Center and accounts receivable reports.

What level of access to Sales and Accounts Receivable activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions
 - Create transactions and create reports
- View complete customer credit card numbers
[Tell me about customer credit card protection.](#)

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Set up user password and access: karen

Purchases and Accounts Payable Page 2 of 9

Access to this area includes activities such as: Entering and paying bills, entering credit card charges, and entering purchase orders. It also includes access to the Vendor Center and accounts payable reports.

What level of access to Purchases and Accounts Payable activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions
 - Create transactions and create reports

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Tracking Banking Reports
PASSWORD
★ ★ ★

Checking and Credit Cards

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Access to this area includes common banking activities such as writing and printing checks, making deposits, and entering credit card charges.

What level of access to Checking and Credit Card activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions

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Tracking Banking Reports
PASSWORD
★ ★ ★

Time Tracking

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Access to this area includes activities such as: entering time sheets, importing and exporting Timer data, and running Time reports.

What level of access to Time Tracking activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions
 - Create transactions and create reports

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Payroll and Employees Page 5 of 9

You can grant or restrict user access to the following activities: create paychecks and paystubs; print payroll tax forms; pay/e-pay payroll taxes; access Employee and Payroll Centers; and run/view payroll reports.

What level of access to Payroll activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create, print, e-pay, and e-file transactions and forms
 - Create transactions and create reports

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Set up user password and access: karen

Sensitive Accounting Activities Page 6 of 9

This area allows the user to perform activities such as transfer funds between accounts, make general journal entries, and do online banking.

What level of access to Sensitive Accounting Activities activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions
 - Create transactions and create reports

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Set up user password and access: karen

Sensitive Financial Reporting Page 7 of 9

This area gives access to all QuickBooks reports. It overrides any other reporting restrictions placed on this user.

What level of access to Sensitive Financial Reporting do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create sensitive reports only
 - Create and print sensitive reports

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Set up user password and access: karen

Changing or Deleting Transactions

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Do you want this user to have the ability to change or delete transactions in the areas they have access to?

Yes
 No

Should this user also have the ability to change or delete transactions that were recorded before the closing date?

Yes
 No

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Set up user password and access

Access for user: karen

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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	REPO...
Sales and Accounts Receivable	N	N	N
Purchases and Accounts Payable	N	N	N
Checking and Credit Cards	N	N	n/a
Time Tracking	N	N	N
Payroll and Employees	N	N	N
Sensitive Accounting Activities	N	N	N
Sensitive Financial Reports	N	N	n/a

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