Scott Gregory
QuickBooks® Expert

QuickBooks® Solutions for Your Business

"Thinking Beyond the Ledger"

Intuit QuickBooks

MAKING SENSE OF
USER SECURITY AND PERMISSION SETTINGS IN
QUICKBOOKS PRO, PREMIER AND ENTERPRISE
(WINDOWS VERSIONS)

Scott Gregory QuickBooks® Expert

Put Scott's
30 Years of Experience
to Work For You

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> *"What makes Scott Gregory unique amongst the QuickBooks Experts we have hired is his very practical approach to tailoring QuickBooks to our needs. His very in-depth knowledge of the "inner workings" of QuickBooks has transformed our operation in a very short time.*
>
> *He may appear a bit more expensive than other QuickBooks experts until you realize that he covers in an hour what takes others many, and has made our operation smooth and stress-free through clever short-cuts so few know of.*
>
> *I highly recommend him for setting up QuickBooks right. My employees know much more about QuickBooks now, as he has made it simple to use, and has showed us how to avoid issues in the future. In just a short time with Scott, he has made something which appeared daunting and difficult to use, simple and effective.*
>
> *I now can sleep at night knowing that my business is under control, and I can accurately view the state of my business at any moment by simply opening QuickBooks. Scott has not only made this possible, but did so in a very cost-effective manner. "*
>
> *David Marcarian*
> *President*
> *Precision Biometrics, Inc. / MyoVision*

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QuickBooks® Expert

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Don't let QuickBooks be a pain in the asset…

➢ **Getting headaches from trying to figure out QuickBooks?**

➢ **Tired of hearing "accountant-speak" from your CPA?**

➢ **Frustrated with the QuickBooks tech support group?**

➢ **Discovered your accountant doesn't know QuickBooks?**

About Scott

Benefit from having a trusted, professional advisor on your team at a fraction of the cost of full-time staff. My clients enjoy our working relationship simply because I don't talk "accounting or technology speak" – I can discuss your problems and offer solutions in plain English. See what my clients are saying about the help and insight I have provided for them.

Contact me for help before you throw up your hands in frustration! Working together, we can determine the extent of your QuickBooks problems and put a solution in place. Let's get your QuickBooks and accounting problems ironed out soon!


"Your training has literally revolutionized the way we run things here. Everyone in our entire company- from Customer Service, Purchasing, Marketing, Shipping to Management has benefitted greatly from what you have taught us! I couldn't recommend your expertise more- I would tell any Quickbooks user that a session with you is mandatory. The ROI is literally 50 fold for our company."

Victoria Marquard-Schultz, Esq.
General Counsel & Regulatory Director
Applied Home Healthcare Equipment, LLC

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SECURITY SETTINGS AND PERMISSIONS

This guide will help you understand the differences between the user security and permission settings found in Pro and Premier versions of QuickBooks and those contained in the Enterprise version.

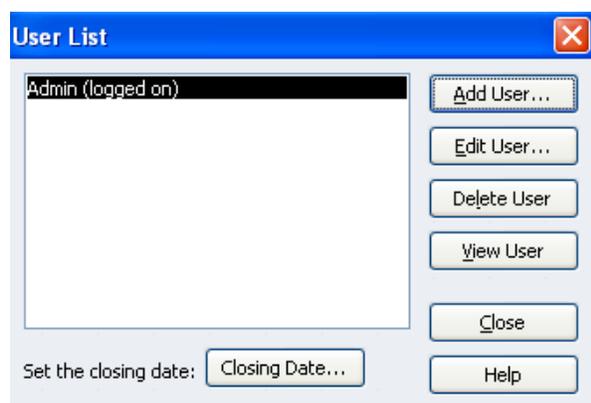## FIRST- A CLOSER LOOK AT THE PRO AND PREMIER VERSIONS
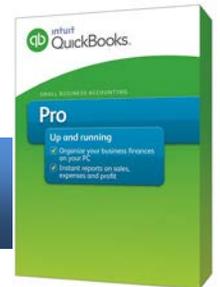
IDENTIFY YOUR VERSION AND NAVIGATE TO YOUR SECURITY SETTINGS

A quick tip to help you identify which version of QuickBooks you are using…

While working in QuickBooks, tap the F2 key and a Product Information window will appear. The very first line of that window will confirm just what version of QuickBooks you are using.

It is essential to understand that **the Pro and Premier versions of QuickBooks have identical user security and permission settings**, and we'll review them in more detail below.

To access the user security area, you will need to click Company (in the menu bar across the top), then Set Up Users and Passwords, then Set Up Users. A screen like this will appear that summarizes all user accounts currently established:

User List

Admin (logged on)

Add User…
Edit User…
Delete User
View User
Close
Help

Set the closing date: Closing Date…

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Once here, you have the following choices:
- **Add User** – to set up a new user for the QuickBooks company file
- **Edit User** – to make any changes to the password or security settings for the user
- **Delete User** – to completely remove the user account from the QuickBooks company file
- **View User –** to review the security permissions and settings for a particular user

SETTING UP A USER IN PRO AND PREMIER

To set up a new user, we'll click Add User, and the following appears:

Here you will define the name and password for the user account.

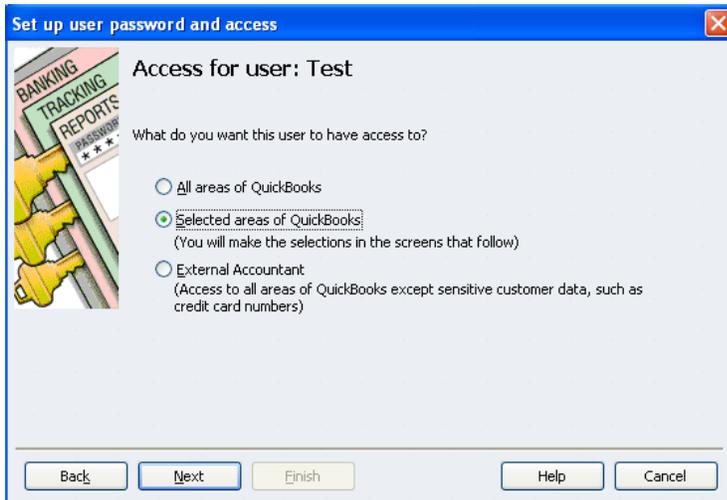If you choose NOT to enter a password, QuickBooks will bug you again about doing so:

NOTE: Passwords are highly recommended! Only the Admin account can create a user password and can also change the users' password at any time should the need arise.
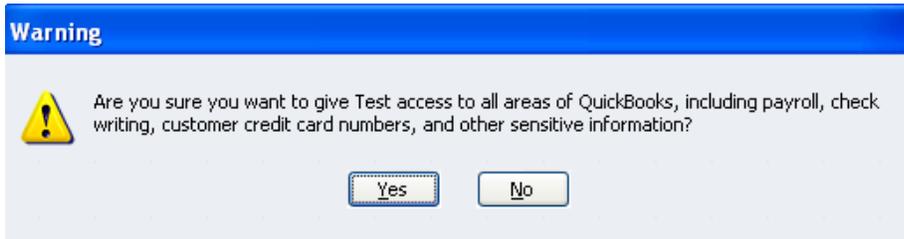
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And now, the big decision ahead of you…

Should I give full access or selected access to the user?

If you choose All areas of QuickBooks, a final warning notice will appear to ensure this is what you want to do:

However, assuming you only want to offer access to selected areas of QuickBooks, you will be presented with 10 screens to identify your choices. An example is shown below:

You will be presented with the following choices for each module (the Sales and Accounts Receivable module is shown in the screen shot above):

- No access
- Full access
- Selective access (create transactions only, create and print transactions, create transactions and create reports)
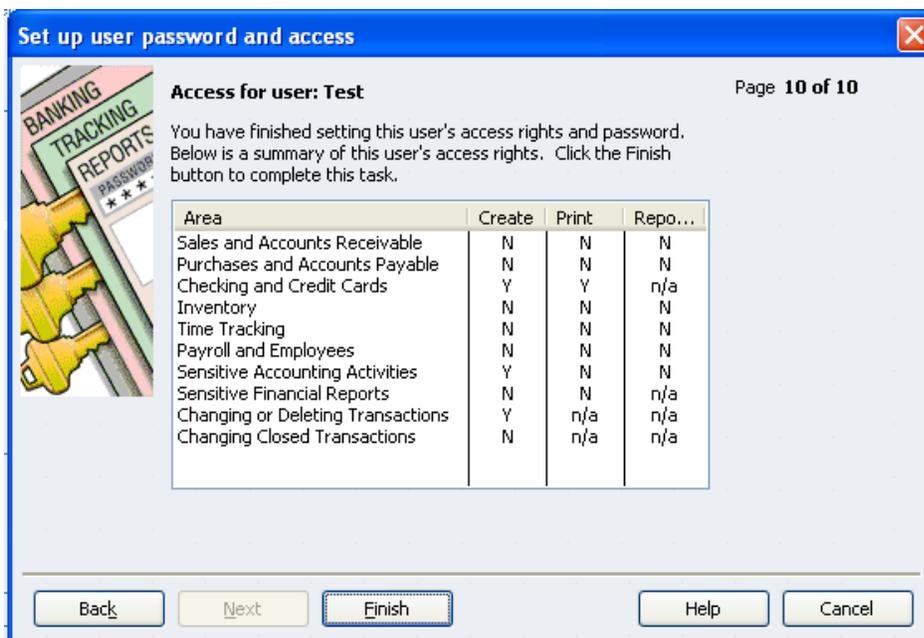
And the choices above will appear for each of the following modules within Pro or Premier:

- Sales and Accounts Receivable
- Purchases and Accounts Payable
- Checking and Credit Cards
- Inventory
- Time Tracking
- Payroll and Employees
- Sensitive Accounting Activities
- Sensitive Financial Reporting

Finally, you can grant the user permission to:

- Have the ability to change or delete transactions within the areas they have access to
- Have the ability to change or delete transactions prior to the closing date

Once you have made your selections, QuickBooks will present a recap of the security settings for the user, as shown below:
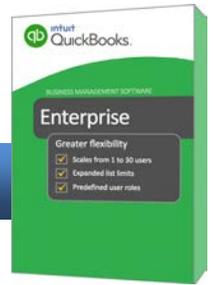
Set up user password and access

Access for user: Test   Page **10 of 10**

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

Back   Next   Finish   Help   Cancel

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BEST PRACTICE!

Once you have set up the desired user account and related security permissions and settings, log into QuickBooks as that user. **Once there, navigate around and ensure that the user can access desired areas only and not access other areas**. It is always easier to take restrictions away from a user account than find out later you had some unintended consequences of incorrect security settings.

MORE BEST PRACTICES!

Unless you are the ONLY user within QuickBooks, do NOT use the Admin account for daily activities. That account has superpowers that should be reserved for only those times when needed. Create a separate user account for yourself following the path outlined above.

QUICKBOOKS ENTERPRISE – USER SECURITY AND PERMISSIONS

Need a more robust set of security permissions than those provided in Pro or Premier?

The Enterprise version boosts the user security settings by a factor of ten or more!

To access the user security section of Enterprise, click Company (in the menu bar), then Users, then Set Up Users and Roles. While the initial screen looks similar to the one in Pro/Premier, there are MANY additional features built in that we'll investigate further.
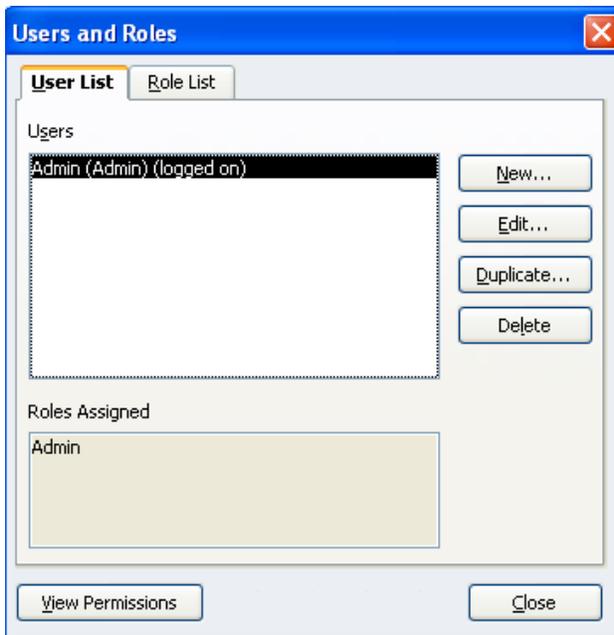
IMPORTANT NOTE: Observe both the "User List" tab and the "Role List" tabs in the screen shot above. In Enterprise, you create a user first, and then assign one or more roles to that user account.

In the <u>User List</u>, you'll have the ability to:

- Create a new user
- Edit an existing user
- Duplicate an existing user (this is NOT found in Pro or Premier)
- Delete a user

In the <u>Role List</u>, you will see a pre-defined list of roles to choose from, including:

- Accountant
- Accounts Payable
- Accounts Receivable
- Admin
- Banking
- External Accountant
- Finance
- Full Access (NOT the same as the Admin account)
- Inventory
- Payroll Manager
- Payroll Processor
- Purchasing
- Sales
- Time Tracking

And of course, my favorite role to keep the boss from messing up your hard work in QuickBooks….

- View-only mode (look, but don't touch!)

NOTE: Just like the settings for each user, every role provides the opportunity to create a new one, edit an existing one, duplicate an existing one or delete.
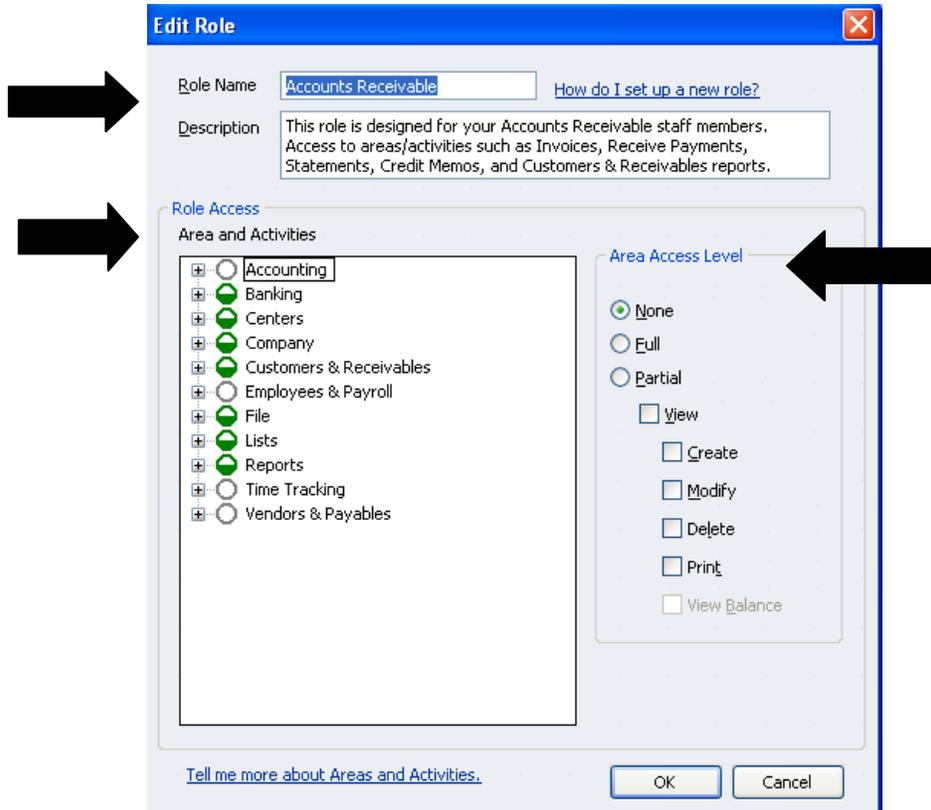

BEST PRACTICE!

<u>Never edit or delete an existing role</u>. If you want to edit a role, create a duplicate of an existing role and make changes to that. Deleting a role is irreversible – the role is lost permanently and would have to be recreated from scratch.

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A CLOSER LOOK AT HOW ROLES WORK AND HOW POWERFUL THEY CAN BE

The screen shot below is for the Accounts Receivable role. Let's break it down to better understand what's happening here…

Role Name – confirms which role you are working with
Description – a predefined narrative that provides an overview of what this role does

Role Access (left hand side of the window) – this is where you define what menu areas someone with this role can access. To decode the color scheme you see:
- Solid green circle – full access to that set of menu options (the role in this screen shot does not have any solid green circles)
- Partially green circle – the user has some access to different areas of that area/activity, but not all areas.
- Blank circle – no access at all to anything within that area/activity

Area Access Level (right hand side of the window)

Within each area or activity showing on the left hand side, you can also assign the following security permissions:
- No access
- Full access
- Partial access (create, modify, delete, print or view balance where applicable)

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SEE HOW DIFFERENT (AND FAR BETTER) ENTERPRISE SECURITY SYSTEMS ARE?

Hopefully, these screen shots are providing the insight you've been looking for to help compare and contrast the security and permission settings between QuickBooks Pro, Premier and Enterprise!

Here is something even more powerful in the Enterprise security settings…

If you don't like any of the predefined roles, simply create your own custom role!

Doing so is easy – just head to the Role list and click New. From there, you now have a blank role to begin constructing to suit your needs, as shown below:

CAN I ASSIGN MULTIPLE ROLES TO A USER?

You most definitely can have more than one role assigned to a user account!

Be aware – the role with the least amount of permissions wins when it comes to accessing various areas and activities in QuickBooks.

For example, if you give someone the Sales role and the Inventory role, if the Sales role says "no access" to the Reports activities (left hand side of the role definition) and Inventory says "full access", that user will have full access to the Reports activities.

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BEST PRACTICE!

Once you have set up the desired user account and related security permissions and settings, log into QuickBooks as that user. Once there, navigate around and ensure that the user can access desired areas only and not access other areas. It is always easier to take restrictions away from a user account than find out later you had some unintended consequences of incorrect security settings.

MORE BEST PRACTICES!

Unless you are the ONLY user within QuickBooks, do NOT use the Admin account for daily activities. That account has superpowers that should be reserved for only those times when needed. Create a separate user account for yourself following the path outlined above.

WHAT HAPPENS TO MY USER SECURITY SETTINGS IF I UPGRADE FROM PRO/PREMIER INTO ENTERPRISE?

Great news! Upgrading from Pro or Premier into Enterprise is a seamless process, and that includes your user security settings. Each user account settings are simply migrated into Enterprise and a new role automatically created with the same permissions they had in Pro or Premier.

For example, if my user account "Scott" was set up in Pro or Premier, I would then see a new role called "Scott's Role" once the data file was upgraded into the Enterprise version.

Naturally, you may want to expand or contract those user security settings once the upgrade into Enterprise is complete, so be sure to adjust and test accordingly.

Planning an Upgrade to Enterprise?

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NEED HELP MAKING SENSE OF ALL THIS?

No problem! Contact me today at (440) 527-5696 or Scott@BetterBottomLine.com.

We can schedule a time to connect and dig into your situation to figure things out. I've helped hundreds of businesses sort out their QuickBooks and accounting over the last twenty-five years.

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Scott's QuickBooks Services

Take the guesswork out of using QuickBooks for your financial needs – get the help of a trusted QuickBooks expert that has been helping businesses for years:

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Let me help resolve areas of confusion and ensure you are using QuickBooks the right way- don't waste time sitting in a "QuickBooks class" and then discover the class doesn't answer your specific questions! We can meet on-site or over the Internet for as little as an hour, or as long as it takes to get things right!

➢ INITIAL QUICKBOOKS SETUP

Just starting with QuickBooks? If your company data file is not set up correctly, you will be paying for it over and over again in higher accounting fees and troubleshooting expenses. Ensure you start your QuickBooks journey with a solid foundation! Don't blow this critical step in your QuickBooks journey.

➢ TRAINING – INDIVIDUAL OR GROUP

Put my QuickBooks expertise to work with your staff and adapt QuickBooks to the specific needs of your business – I make QuickBooks training easy, and you don't have to leave the office! Don't guess at how to use QuickBooks to meet your specific needs!

➢ TROUBLESHOOTING/PROBLEM RESOLUTION

Working together, we can determine the extent of you**r** QuickBooks problems and put a solution in place to prevent them from happening again. Let's talk before you toss your computer out the window!

➢ CONVERSION FROM AN EXISTING SYSTEM

Tap into my expertise to help minimize the pains of converting to QuickBooks and ensure success for you and your team! Moving from your existing accounting software to QuickBooks doesn't have to be a scary or budget-busting event.

➢ HELP SELECTING THE RIGHT QUICKBOOKS ADD-ON SOFTWARE

Trying to extend the functionality of QuickBooks? Avoid the classic mistakes many businesses do when looking for new software, especially packages that integrate with QuickBooks. Work with a QuickBooks expert to ensure your success.
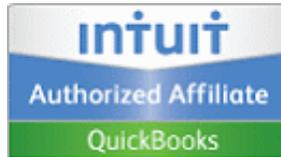
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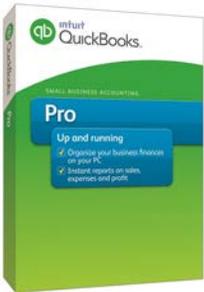
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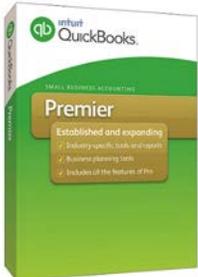
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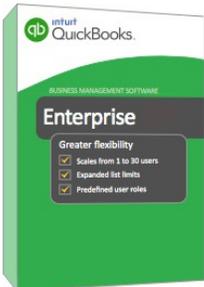- **QuickBooks Pro for Windows**
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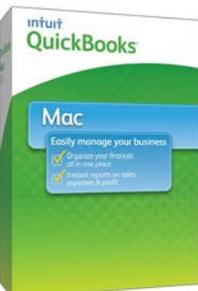 - 60 day money-back guarantee

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QuickBooks® Expert

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