TAX SYSTEMS

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AlphaVAT

Allocating user roles

The User management feature offers the ability to control access to the system based on pre-defined roles that can be selected and folder/entity permissions that can be assigned.

When adding new users to the system you can choose a role that will determine what they can do and see. You can also edit existing users and change their role, should their access levels need to be increased/decreased.

The following table outlines the user roles available and the access they provide.

Role / Rights	Superuser	System Admn	Edit and Submit	Edit Only	Submit Only	Read Only
Set up new users (including add/edit/delete) (Administering user roles and root level access)	✓	✓	✗	✗	✗	✗
Administer user access for entities and folders	✓	✓	✗	✗	✗	✗
Add/Move/Edit/Delete folders	✓	✓	✗	✗	✗	✗
Create new entities (includes setting up groups/members)	✓	✗	✓	✓	✗	✗
Authorise entities (HMRC entities)	✓	✗	✓	✓	✗	✗
Entity details / Prepare VAT returns (using AlphaVAT, AlphaBridge or via file upload)	✓	✗	✓	✓	✗	✗
AlphaVAT Calculation builder (includes all features: PESM, upload files, file and data mapping, data cleansing and manual adjustments)	✓	✗	✓	✓	✗	✗
View calculation results via entity details page	✓	✗	✓	✓	✓	✓
View calculation reports (including exporting feature)	✓	✗	✓	✓	✓	✓
Uploading supporting documents	✓	✗	✓	✓	✗	✗
Group consolidation	✓	✗	✓	✓	✗	✗
Finalise VAT Returns	✓	✗	✓	✓	✗	✗
Submit VAT Returns	✓	✓	✓	✗	✓	✗
Add implementation entities (not linked to the HMRC API)	✗	✗	✗	✗	✗	✗
Add other implementation users	✗	✗	✗	✗	✗	✗
Custom cleansing checks (including automatic treatments)	✓	✗	✓	✓	✗	✗
Save templates	✓	✗	✓	✓	✗	✗
Archive template manager	✓	✗	✗	✗	✗	✗

Only those who have been assigned the role of System Admin, Superuser or Implementation User, have the ability to create new users and assign them roles and access permissions for folders/entities.

They can also set permissions on entities and folders, allowing you to restrict a user from accessing a specific folder or specific entities.

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