Role Based Access

All users of the system will have a **ROLE** that determines what features they are able to access and use.
In all there are fourteen roles, however many are very specific and are appropriate for use in larger and more complex entities.

Roles can be used to ensure users only have access to those features that they require to perform their duties. This provides exceptionally strong security, segregation of duties and control.

In many instances for a smaller entity the appropriate role will be the **CONTROLLER**, as this provides access to all features of the system. The other very common role will be the **REGULAR USER,** as this is the one that allows for input and management of simple day-to-day business transactions.

If you are the person that has set-up an entity you will almost certainly wish to take the **CONTROLLER** role. If you subsequently grant access to the system for others that work with the entity then making them a **REGULAR USER** or **ENHANCED USER** role may be appropriate. A person that runs the payroll will need the **PAYROLL ADMINISTRATION** role.

An initial role must be set when a user is granted access to an entity in the first place. This may subsequently be amended.

Roles that have the right to amend the roles of other users are:

- CONTROLLER
- ACCOUNTANT
- BUSINESS ADMINISTRATOR

The Roles

Many of the roles are hierarchical, with the lowest access level of **CASHBOOK USER** building to **CONTROLLER**. This hierarchy is demonstrated in any dropdown boxes where roles are selected.

CONTROLLER

Provides access to all features of the system including set-up and administration.

Appropriate for a user who has set up the entity and is a/the senior financial manager for it. The supervisor from an Accountant or Advisor will often have his role.

ACCOUNTANT

Provides access to all features of the system with the exception of those features offered to the **PAYROLL ADMINISTRATOR.**

Appropriate for a user who has set up the entity and is a/the senior financial manager for it but where the payroll and P11D features are not being used.

PAYROLL ADMINISTRATOR

Provides access to the payroll and management of P11D 's.

Appropriate for a user responsible for solely running and administrating the payroll on the system.

BOOKKEEPER

A role similar to the **ACCOUNTANT** role except that access to set-up and administration is not available.

Appropriate for a user providing full bookkeeping services to the entity, but for whom it is not required to set-up and provide other administration services for the entity.

ENHANCED USER

This role allows a user to access all the main accounting and reporting functions but without access to stock, payroll, asset register, set-up and administration.

Appropriate for an experienced and knowledgeable user undertaking substantially accounting management and transaction inputting.

REGULAR USER

This role allows a user to enter basic transactions for the entity.

Appropriate for a user undertaking the basic inputting of transactions where there is supervision to call upon.

CASHBOOK USER

This role allows a user to deal with simple cash based transactions for the entity.

Appropriate for a user entering cash based transactions only.

BUSINESS ADMINISTRATOR

This role allows a user to set-up the basic structure and profile of an entity, but with no access to the accounting features and data input.

Appropriate for a user providing administration support.

ANALYST OVERVIEW

This role allows a user to access analytical processes and reports.

Appropriate for a user charged with analysing and planning for the entity

ASSET ADMINISTRATOR

This role allows a user to access the asset register only.

Appropriate for a user only responsible for managing the asset register and adding new assets.

STOCK ADMINISTRATOR

This role allows a user full access to the stock, purchase order processing and sales order processing.

Appropriate for a user responsible for the full management of Sales Order and Purchase order processing and stock.

STOCK HANDLER

This role allows a user access to processes for managing stock only

Appropriate for a user only responsible for the management and administration of stock such as a warehouse manager.

SALES/CREDIT CONTROLLER

This role allows access to sales activity, sales ledger and credit control functions.

Appropriate for a user who is responsible for sales administration and credit controller.

PURCHASE CONTROLLER

This role allows access to purchase activities and purchase ledger

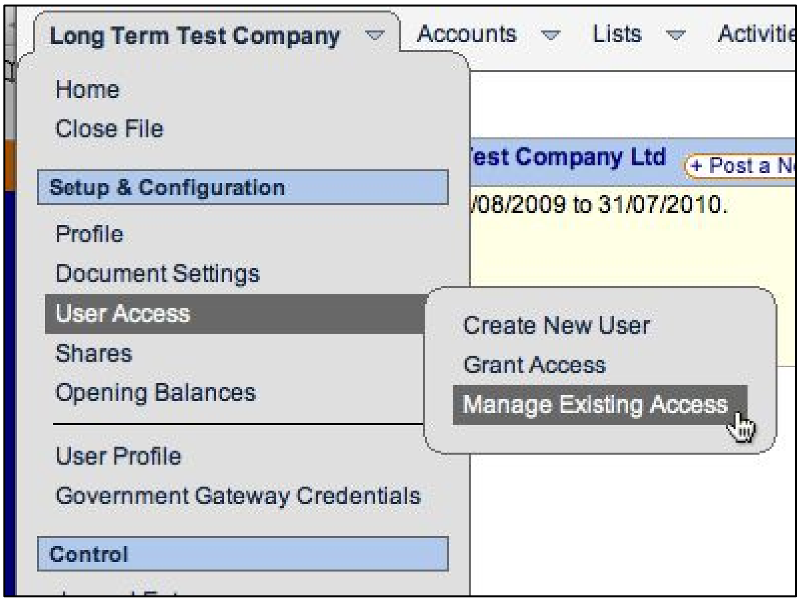
Appropriate for a user who is responsible for buying and purchase administration.

The diagram below provides a representation of the roles and the hierarchy.

Setting a Role

Roles are set initially when a user is given access to an entity. The management of adding a user to an entity and updating that access is via the Entity Name Menu. For the **CONTROLLER, ACCOUNTANT** and **BUSINESS ADMINISTRATOR** roles the menu is available under the **ENTITY NAME** menu.

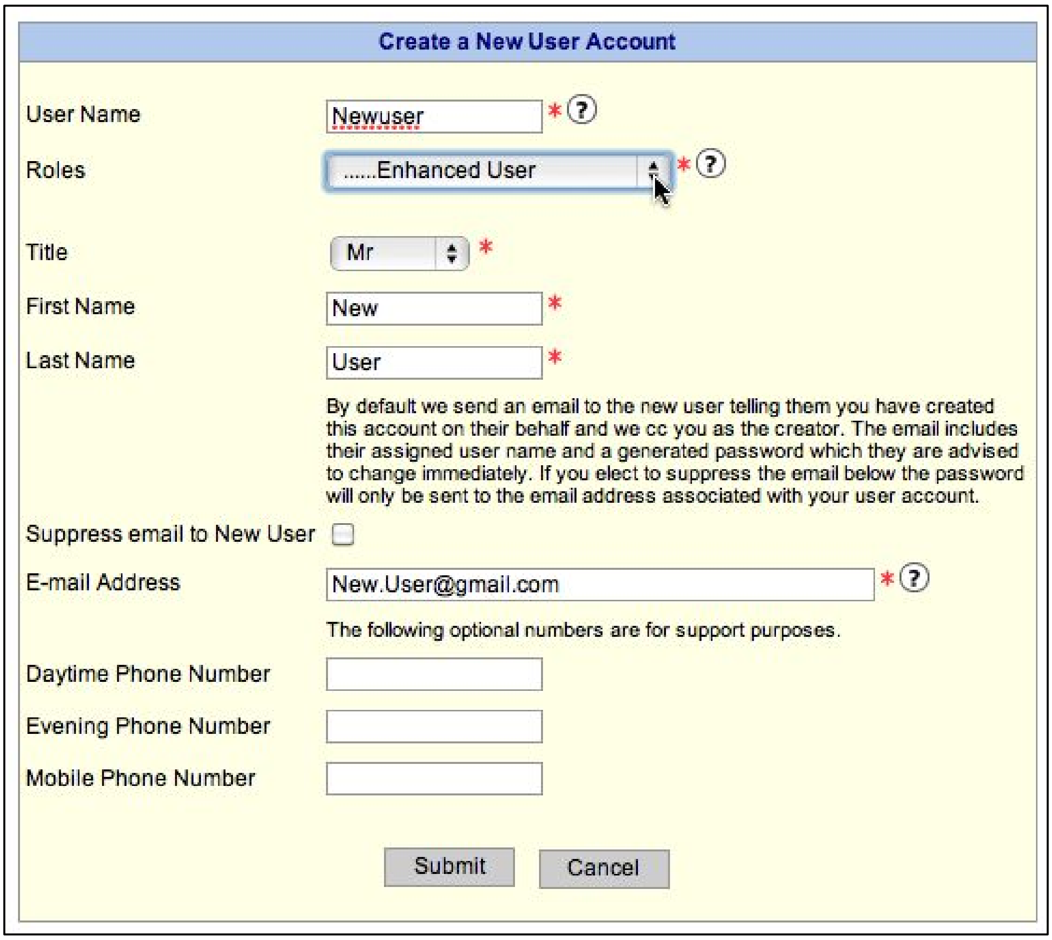
ENTITY NAME → USER ACCESS



There are three sub-menus that are described below.

Create New User

Use this to create a new user previously unknown to the system. You will need to define a user name and select an appropriate role. The system will send an email with a password (which subsequently can be amended by the user) to the creator and the new user unless requested not to by ticking the **Suppress email to New User** box.



- Enter a unique **User Name.** User names can be a maximum of 25 characters, are case sensitive and can be a combination of letters and numbers.
- Select the appropriate the role from the **Roles** drop-down box. Additional roles can be added via **Managing Existing Access**; see below.
- Enter the **Title, First** and **Last Names** for the user as well as an **E-mail Address**. Note that to prevent an email being sent to this address with the new users system generated password tick the **Suppress email to New User** box.
- If required for reference contact telephone numbers can be entered and stored.

The role can subsequently be changed if needed or it can be further refined in terms of eliminating elements of access that normally apply to the role by denying those elements. This is done by **Managing Existing Access;** see below.

Grant Access

A user already known to the system with an existing user name and password can be granted access to the entity. You will need to know the user name and will select an appropriate role.

- Enter the unique **User Name.**
- Select the appropriate the role from the **Roles** drop-down box. Additional roles can be added via **Managing Existing Access**; see below.
- Specify a date by which the access expires in the **Date Access Expires** field. If the access is to be indeterminate enter a date well out into the future.

The role can subsequently be changed if needed or it can be further refined in terms of eliminating elements of access that normally apply to the role by denying those elements. This is done by **Managing Existing Access;** see below.

Managing Existing Access

The screen displays those users that have access to the entity and provides the ability to view and amend the roles that the users have allocated to them. This screen is also used to revoke a users right to access the entity at all, just by clicking REVOKE button.

User Name	Full Name	Roles ?	Deny ?	Access ?
kate	Taylor, Kate - Access expires 31/12/2020	Edit	Edit	Revoke
paul	Taylor, Paul	Edit	Edit	Revoke
louisept	Taylor, Louise	Edit	Edit	Revoke

Grant Access | Create User

Click the EDIT button adjacent to the relevant user under the **Role** column. The current role(s) is displayed.

Roles assigned for user: kate

Roles	Granted ?
Analyst/Overview	☐
Controller	☐
....Accountant	☐
........Bookkeeper	☐
............Asset Administrator	☐
............Enhanced User	☐
................Regular User	☐
....................Cash Book User	☐
............Stock Administrator	☐
................Stock Handler	☐
........Business Administrator	☐
....Payroll Administrator	☐
Purchase Controller	☑
Sales/Credit Controller	☑

Submit | Cancel

In this example the user has both the **PURCHASE CONTROLLER** and **SALES/CREDIT CONTROLLER** roles. To make a change simply tick the new role or roles required and un-tick the ones not required. Click **SUBMIT** to make the change. The next time this user logs-in they will only have access to those items commensurate with that role.

Once a role or roles has been set it is possible view the menu items it allows a user to use and to further refine the menu items within the selected roles to which a user can be excluded.

Click the EDIT button adjacent to the relevant user under the **Deny** column. The menu items to which the role(s) are entitled to use are displayed. Tick the boxes adjacent to a particular menu item to deny the user access to the item.

Menu items denied for user: louisept	
Menu Items	**Denied**
Entity Name	☐
Accounts	☐
....Bank/Credit Accounts	☐
Lists	☐
....Find Transaction	☐
....Takings	☐
....Cheques	☐
....Debit Card Transactions	☐
....Electronic Payments	☐
Activities	☐
....Cash/Card Takings	☐
........VAT Breakdown	☐
........Record Takings	☐
........Debit Card	☑
....Cash Expense	☐
....Batch Expenditure	☐
....Transfer Funds	☐
....Bank Cash/Cheque Income	☐
....Miscellaneous Deposit	☐
....Reconcile Account	☐
Payroll	☑
....Reports	☑
........View Saved Payroll Reports	☑
........Payslips	☑

Submit Cancel

In this example of a **CASHBOOK USER** role and the menu items normally available to the role are displayed with additionally Payroll reporting and the use of the Debit Card transaction facilities denied.

To store this user configuration click **SUBMIT.**

Diagram of Roles and main activities