

VALID POSTING PERIOD

[Version 1]

Hazel

[31/12/2020]



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1 of 3

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Valid Posting Period	Hazel	31/12/2020	Weina

Amendment Record



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SCENARIO

How to lock certain period of transaction so that the staff unable to edit/ delete.

There are 4 staff working in account department and I would like to set different valid posting period for them according to their working experience.

User Name	Full Name	Remarks
ADMIN		
Ali	Ali	
Hazel	Hazel	
Joe	Joe	

SOLUTION

1. Go to Maintenance > Valid Posting Period

User	Valid Date From	Valid Date To	Active
~ DEFAULT POSTING PERIOD			<input checked="" type="checkbox"/>


2. Set a Default Posting Period as below: **Default Posting Period=A period that every staff able to access*

***TICK = ALLOW, UNTICK = NOT ALLOW**

User	Valid Date From	Valid Date To	Active
~ DEFAULT POSTING PERIOD	01/01/2021	31/12/2021	<input checked="" type="checkbox"/>

3. Click "New"

User	Valid Date From	Valid Date To	Active
~ DEFAULT POSTING PERIOD	01/01/2021	31/12/2021	<input checked="" type="checkbox"/>

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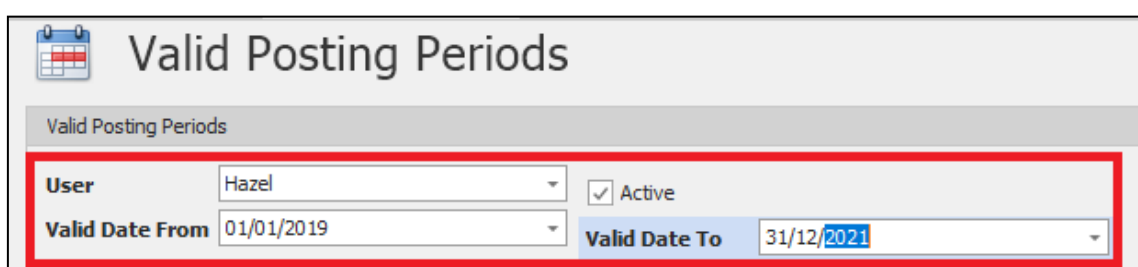
4. Now we set different Valid posting period for senior accountant Hazel as below:



User	Valid Date From	Valid Date To	Active
~ DEFAULT POSTING PERIOD			
Hazel	01/01/2021	31/12/2021	<input checked="" type="checkbox"/>

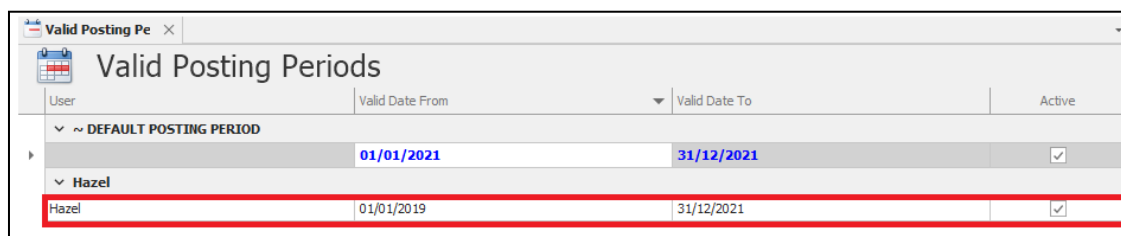
5. Select User "Hazel" then key in "Valid Date From" and "Valid Date To"> Then save.

Hazel able to access transaction from 01/01/2019 to 31/12/2021



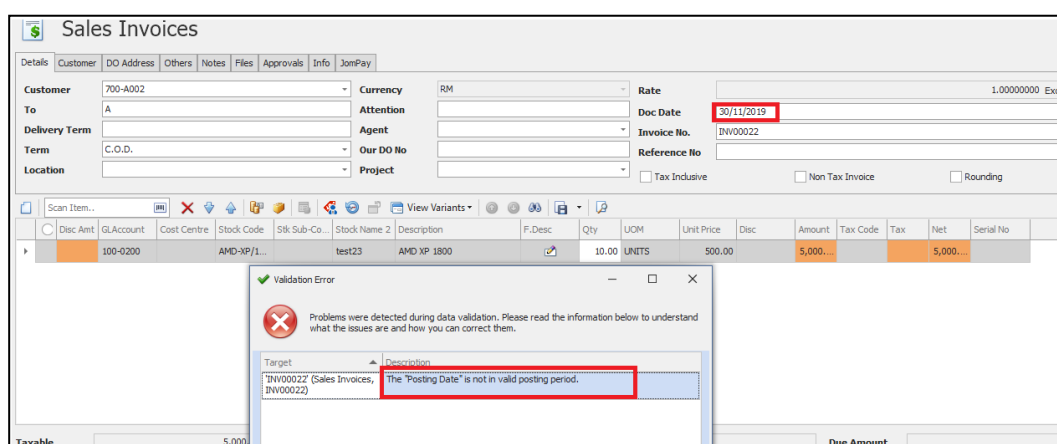
User	Valid Date From	Valid Date To	Active
Hazel	01/01/2019	31/12/2021	<input checked="" type="checkbox"/>

6. After save then you can see the record as below:



User	Valid Date From	Valid Date To	Active
~ DEFAULT POSTING PERIOD			
Hazel	01/01/2019	31/12/2021	<input checked="" type="checkbox"/>

7. If Other staff trying to amend transaction 2019 or earlier, system will prompt a warning message as below:



Validation Error

Problems were detected during data validation. Please read the information below to understand what the issues are and how you can correct them.

Target	Description
INV00022 (Sales Invoices, INV00022)	The "Posting Date" is not in valid posting period.

**Example: Ali is allowed to key in / amend transaction from 01/01/2021 to 31/12/2021 ONLY, so when he trying to edit INV00022 (30/11/2019). System not allowed him to do so.*

DONE 😊