

HOW TO BLOCK USER CHANGE DOCUMENT DATE

[1.0]

Crimsen

[14/12/2021]



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum


Version: 1.00

Doc No : 1

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REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Crimsen Than	14/12/2021	

Amendment Record

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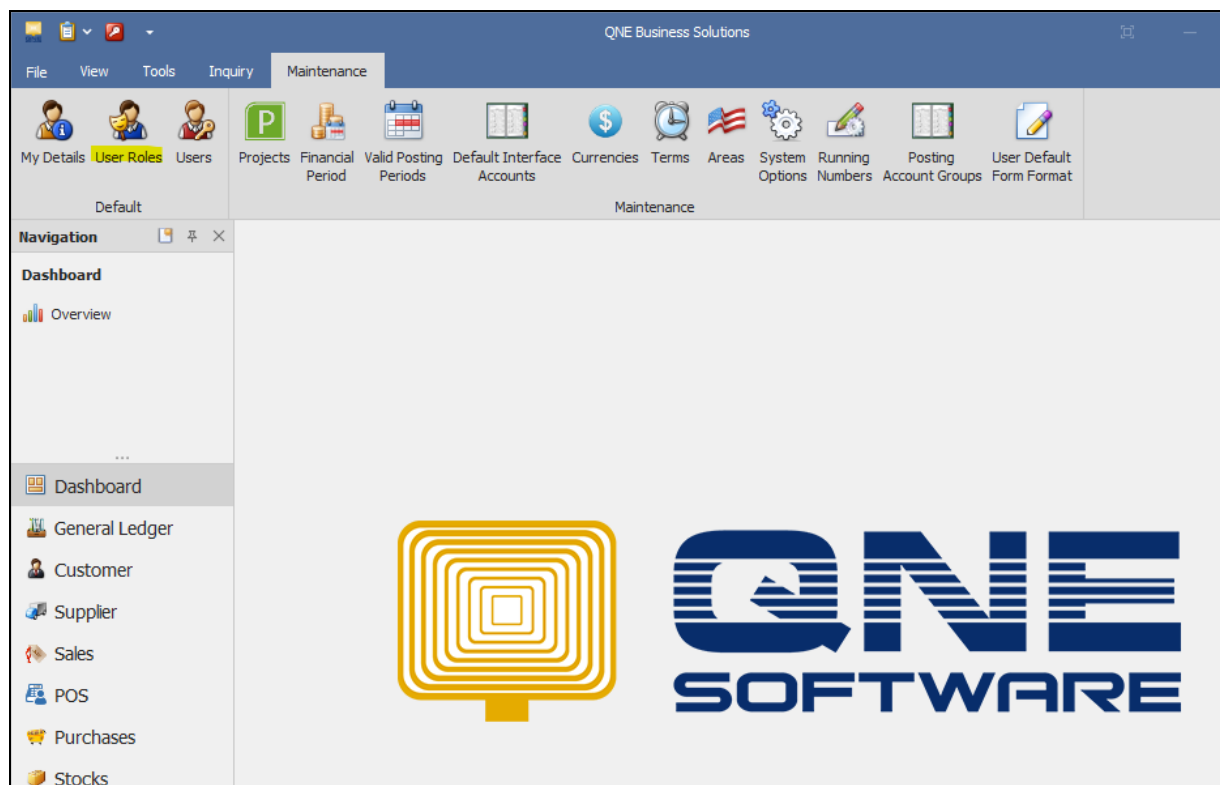
SCENARIO

Some companies are strict to have document in consistently for audit purpose.

To prevent user from randomly changing the document number, user access right is set.

SOLUTION

1. Go to Maintenance > User Roles





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2. Go to **Users** to set the role to user.

Security System Role

Name: ☐ Administrative

☐ Change New Password Every Days

Description:

Permissions **Users** Roles

User Name	Change Password On First Logon	Is Active
CODY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Go to Permissions > Transactions

Security System Role

Name: ☐ Administrative

☐ Change New Password Every Days


Description:

Permissions **Users** Roles

Data Operations Other Operations Dashboard **Transactions** Reports Current Permissions

Credit Control Point Of Sales **Change Doc Number** Change Unit Cost After Transfer Stock Reorder Level Control Negative Stock Control Change Unit Price Select Doc Number

Business Object	Allow
• Bills	<input type="checkbox"/>
• Cash Purchases	<input type="checkbox"/>
• Cash Sales	<input type="checkbox"/>
• Customer Credit Notes	<input type="checkbox"/>
• Customer Debit Notes	<input type="checkbox"/>
• Customer Deposits	<input type="checkbox"/>
• Delivery Orders	<input type="checkbox"/>
• Finished Goods Produce	<input type="checkbox"/>
• Foreign Account Adjustment	<input type="checkbox"/>
• Free Gift Journals	<input type="checkbox"/>
• Goods Received Notes	<input type="checkbox"/>

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4. **Tick** the documents you would like to **Change Doc Number**. For example, Purchase Requisition

Permissions Users Roles	
Data Operations Other Operations Dashboard Transactions Reports Current Permissions	
Credit Control Point Of Sales Change Doc Number Change Unit Cost After Transfer Stock Reorder Level Control Negative Stock Control Change Unit Price Select Doc Number	
View Variants	
Business Object	Allow
Point Of Sales	<input type="checkbox"/>
Purchase Debit Notes	<input type="checkbox"/>
Purchase Invoices	<input type="checkbox"/>
Purchase Orders	<input type="checkbox"/>
Purchase Requisitions	<input checked="" type="checkbox"/>
Purchase Returns	<input type="checkbox"/>
Quotations	<input type="checkbox"/>

The Document Number is PR2111/005

Purchase Requisitions											
Details Supplier Deliver To Others Notes Files Approvals Info											
Supplier	800-A001			Currency	RM		Rate	1.000			
From	ALI MANUFACTURING SDN. BHD.			Attention	EN. ALI		Doc Date	11/11/2021			
Term	30 DAYS			Purchaser			Requisition No.	PR2111/005			
Location				Require Date			Reference No.				
Project										<input type="checkbox"/> Tax Inclusive <input type="checkbox"/> Rounding	
Scan Item..											
	Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net	GLAccount
	AMD-XP/1...	AMD XP 1800	1	UNITS	595.00		595.00			595.00	

User is able to change the Document Number to PR2111/006

Purchase Requisitions											
Details Supplier Deliver To Others Notes Files Approvals Info											
Supplier	800-A001			Currency	RM		Rate	1.000			
From	ALI MANUFACTURING SDN. BHD.			Attention	EN. ALI		Doc Date	11/11/2021			
Term	30 DAYS			Purchaser			Requisition No.	PR2111/006			
Location				Require Date			Reference No.				
Project										<input type="checkbox"/> Tax Inclusive <input type="checkbox"/> Rounding	
Scan Item..											
	Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net	GLAccount
	AMD-XP/1...	AMD XP 1800	1	UNITS	595.00		595.00			595.00	



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5. Untick the Purchase Requisitions

Business Object	Allow
Point Of Sales	<input type="checkbox"/>
Purchase Debit Notes	<input type="checkbox"/>
Purchase Invoices	<input type="checkbox"/>
Purchase Orders	<input type="checkbox"/>
Purchase Requisitions	<input checked="" type="checkbox"/>
Purchase Returns	<input type="checkbox"/>

This block user from changing the doc number and disrupt the order of doc number.

Purchase Requisitions

Details | Supplier | Deliver To | Others | Notes | Files | Approvals | Info

Supplier: 800-A001 | Currency: RM | Rate: 1.0
From: ALI MANUFACTURING SDN. BHD. | Attention: EN. ALI | Doc Date: 11/11/2021
Term: 30 DAYS | Purchaser: | **Requisition No. PR2111/005**
Location: | Require Date: | Reference No.:
Project: |
☐ Tax Inclusive ☐ Rounding

Scan Item.. | View Variants

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
AMD-XP/1...	AMD XP 1800	1	UNITS	595.00		595.00			595.00