

HOW TO BLOCK USER SELECT DOCUMENT DATE

[1.0]

Crimsen

[14/12/2021]



QNE TIPS

Product : QNE Optimum


Version: 1.00

Doc No : 1

Page No: 1 of 5

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

Amendment Record

	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 2 of 5

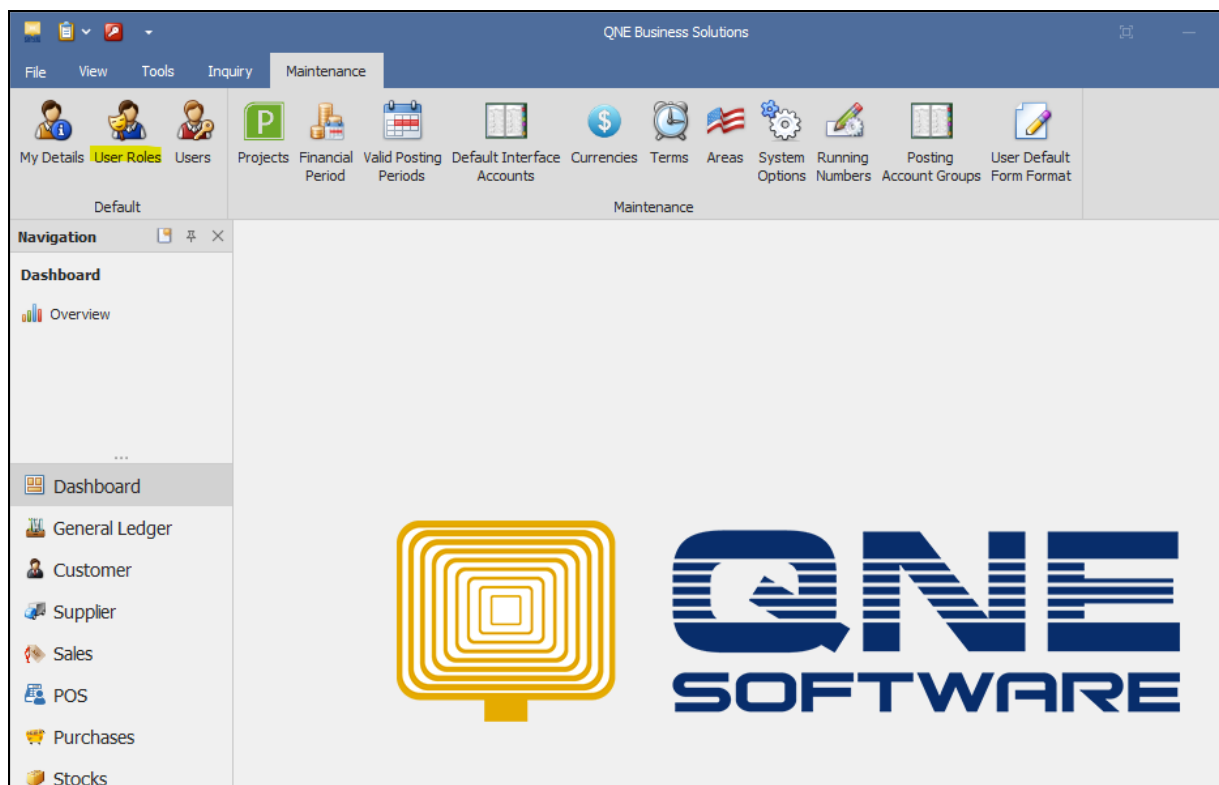
SCENARIO

Some companies have set the default document number.

To prevent user select other document number, access right is set in user role.

SOLUTION

1. Go to Maintenance > User Roles



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 Permission > Transactions > Select Doc Number

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
Journal Entries	<input type="checkbox"/>
Invoices	<input type="checkbox"/>
Receipt Vouchers	<input type="checkbox"/>
Customer Debit Notes	<input type="checkbox"/>
Customer Credit Notes	<input type="checkbox"/>
Bills	<input type="checkbox"/>
Payment Vouchers	<input type="checkbox"/>
Supplier Debit Notes	<input type="checkbox"/>
Cash Sales	<input type="checkbox"/>
Delivery Orders	<input type="checkbox"/>
Sales Invoices	<input type="checkbox"/>
Quotations	<input type="checkbox"/>
Sales Orders	<input type="checkbox"/>

4. **Tick** the documents to allow user to Select Doc Number. For example, tick Purchase Requisitions



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QNE TIPS

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Version: 1.00

Doc No : 1

Page No: 4 of 5

Business Object	Allow
Purchase Orders	<input type="checkbox"/>
Purchase Requisitions	<input checked="" type="checkbox"/>
Stock Assembly Order	<input type="checkbox"/>
Cash Purchases	<input type="checkbox"/>
Purchase Invoices	<input type="checkbox"/>
Purchase Returns	<input type="checkbox"/>
Supplier Credit Notes	<input type="checkbox"/>
Customer Deposits	<input type="checkbox"/>
Receive Payments	<input type="checkbox"/>

The document number can be selected in the system.

Purchase Requisitions (Transferred)

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

Supplier: 800-K001 | Currency: RM | Rate: 1.00000000 Exchange Rate

From: KTA SUPPLIES | Attention: MR. KONG | Doc Date: 15/01/2011

Term: 30 DAYS | Purchaser: ALVIN | Requisition No.: 20.000005

Location: | Require Date: 08/04/2011 | Reference No.: PR {yy}-{mm}/{n3}

Project: | Tax Inclusive: ☐ Rounding: ☐

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net	GLAccount
1.	AZ56K-EXT AZTECH 56K EXTERNAL MO...	20	UNITS	98.00		1,960.00			1,960.00	

5. Untick the documents to block user to Select Doc Number

Business Object	Allow
Purchase Orders	<input type="checkbox"/>
Purchase Requisitions	<input type="checkbox"/>
Stock Assembly Order	<input type="checkbox"/>
Cash Purchases	<input type="checkbox"/>
Purchase Invoices	<input type="checkbox"/>
Purchase Returns	<input type="checkbox"/>
Supplier Credit Notes	<input type="checkbox"/>
Customer Deposits	<input type="checkbox"/>
Receive Payments	<input type="checkbox"/>

The document number will be dim and user cannot select other doc number.



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Version: 1.00

Doc No : 1

Page No: 5 of 5

PR 00005 - Purchase Requisitions - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer From Sales Partial Transfer From Sales Save Save and Close Save and New Preview and New Print And New Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

Navigation Purchase Requi PR 00005 - Purc

Purchases

- Purchase Requisitions
- Purchase Orders
- Goods Received Notes
- Purchase Invoices
- Cash Purchases
- Purchase Debit Notes
- Purchase Returns
- Purchase Requisition Ap...
- Mark Purchases Docume...
- Dashboard
- General Ledger
- Supplier

Purchase Requisitions (Transferred)

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier 800-K001 Currency RM Rate 1.00000000 Exchange Rate

From KTA SUPPLIES Attention MR. KONG Doc Date 15/01/2011

Term 30 DAYS Purchaser ALVIN Requisition No. PR 00005

Location Require Date 08/04/2011 Reference No.

Project

☐ Tax Inclusive ☐ Rounding

Scan Item...

View Variants

	Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
1.	AZ56K-EXT	AZTECH 56K EXTERNAL MO...	20	UNITS	98.00		1,960.00			1,960.00