HOW TO BLOCK USER SELECT DOCUMENT DATE

[1.0]

Crimsen

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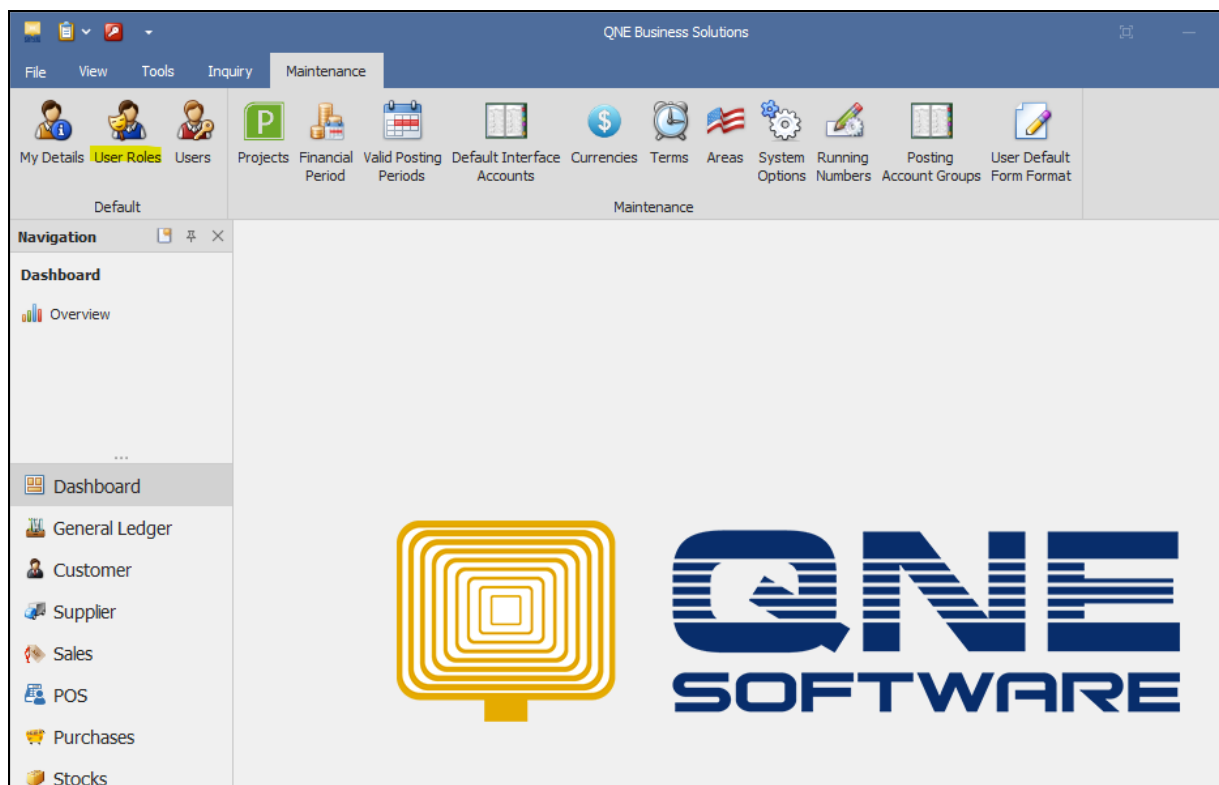| REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
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Amendment Record

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.

3. Go to Permission > Transactions > Select Doc Number

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

The document number can be selected in the system.

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

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