

HOW TO BLOCK USER MODIFY TRANSFERRED DOCUMENTS

[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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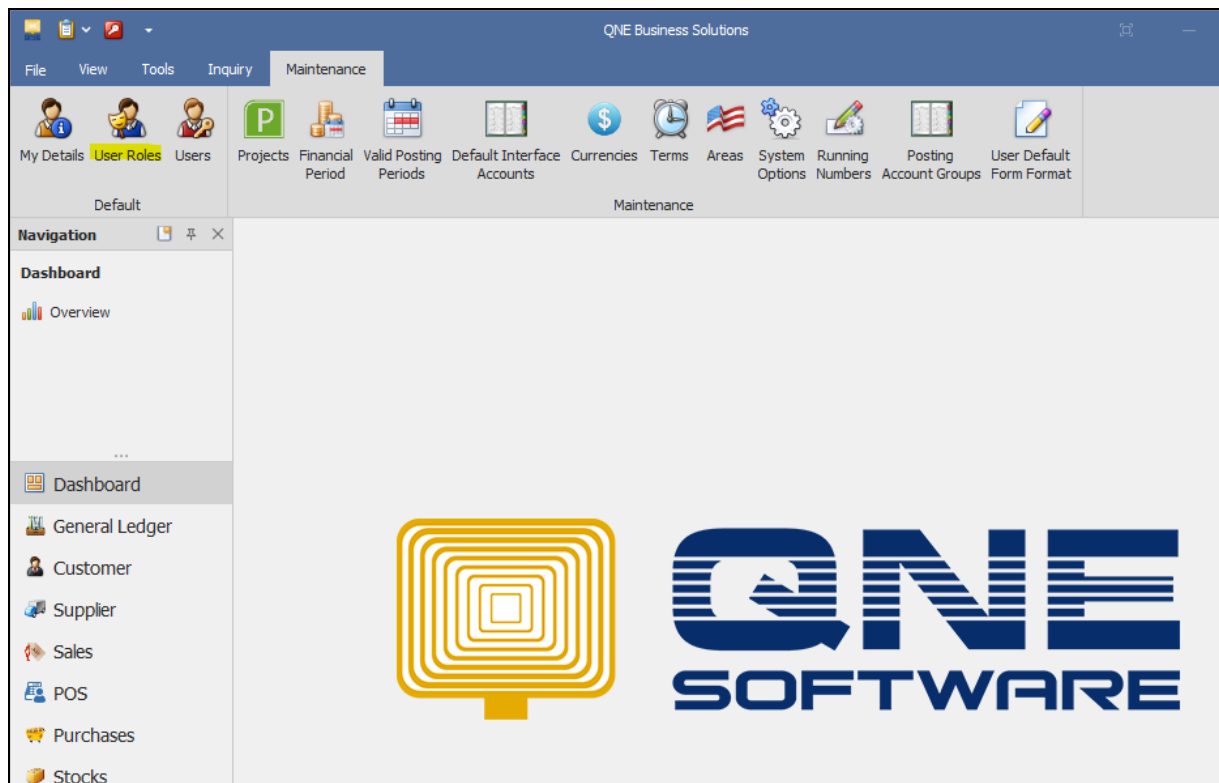
SCENARIO

Some companies do not want employees to edit the document after it has been transferred.

To prevent user modify transferred documents, 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**

View Variants

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 > Other Operations

Security System Role

Name: ☐ Administrative

☐ Change New Password Every Days

Description:

Permissions **Users** **Roles**

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

View Variants

Operation	Allow
Access Web Application	<input type="checkbox"/>
Access Windows Application	<input type="checkbox"/>
Allow Create Stock Batch Number	<input checked="" type="checkbox"/>
Allow Mark Documents as Bounced/Revert Cheque	<input type="checkbox"/>
Allow Mark Documents as Cancelled	<input type="checkbox"/>
Allow Mark Documents as Closed	<input type="checkbox"/>
Allow Mark Documents as PD Cheque	<input type="checkbox"/>
Allow Mark Documents as Received	<input type="checkbox"/>
Allow Select Stock (In) Batch Number	<input checked="" type="checkbox"/>
Allow To Edit Transferred Document's Header	<input type="checkbox"/>
Allow to Eject Cash Drawer in Cash Sales	<input type="checkbox"/>
Customization Center	<input type="checkbox"/>
Customize Layout	<input type="checkbox"/>
Database Backup	<input type="checkbox"/>
Database Restore	<input type="checkbox"/>

4. Tick the documents to allow user to **Modify Transferred Transactions (Purchase Module)**



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Permissions	Users	Roles
Data Operations	Other Operations	Dashboard
Transactions	Reports	Current Permissions
View Variants		
Operation	Allow	
Migration Assistant	<input type="checkbox"/>	
Modify Printed Transactions (Purchase Module)	<input type="checkbox"/>	
Modify Printed Transactions (Sales Module)	<input type="checkbox"/>	
Modify Transferred Transactions (Purchase Module)	<input checked="" type="checkbox"/>	
Modify Transferred Transactions (Sales Module)	<input type="checkbox"/>	
Module Manager	<input type="checkbox"/>	
Preview Other Report Formats (Purchase Module)	<input type="checkbox"/>	

For example, in Purchase Order unit price is RM 300

Purchase Orders (Transferred)

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 800-T001 Currency: RM Rate: 1.00000000 Exchange Rate

From: TRIWAY CREDITOR Attention: Mr. Kok Doc Date: 18/01/2011

Term: 30 DAYS Purchaser: JANE P. Order No.: PO 00005

Location: Require Date: 25/01/2011 Reference No.:

☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C...	Tax A...	Net
1. TRP	TRANSPORT CHARGES	2	TRIP	300.00		600.00			600.00

User is able to modify to RM400.

Purchase Orders (Transferred)

Details Supplier Deliver To Others Notes Files Info

Supplier: 800-T001 Currency: RM Rate: 1.00000000 Exchange Rate

From: TRIWAY CREDITOR Attention: Mr. Kok Doc Date: 18/01/2011

Term: 30 DAYS Purchaser: JANE P. Order No.: PO 00005

Location: Require Date: 25/01/2011 Reference No.:

☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C...	Tax A...	Net
1. TRP	TRANSPORT CHARGES	2	TRIP	400.00		800.00			800.00

5. Untick Modify Transferred Transactions (Purchase Module)



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Permissions

Users

Roles

Data Operations

Other Operations

Dashboard

Transactions

Reports

Current Permissions

Transferred transactions in purchase module will be dim and cannot edit.

Purchase Orders (Transferred)

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 800-T001 Currency: RM Rate: 1.00000000 Exchange Rate

From: TRIWAY CREDITOR Attention: Mr. Kok Doc Date: 18/01/2011

Term: 30 DAYS Purchaser: JANE P. Order No.: PO 00005

Location: Require Date: 25/01/2011 Reference No.:

Project: ☐ Tax Inclusive ☐ Rounding

Scan Item...

	Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C...	Tax A...	Net
1.	TRP	TRANSPORT CHARGES	2	TRIP	300.00		600.00			600.00

6. Tick Modify Transferred Transactions (Sales Module)

Permissions

Users

Roles

Data Operations

Other Operations

Dashboard

Transactions

Reports

Current Permissions

View Variants

Operation	Allow
Modify Printed Transactions (Purchase Module)	<input type="checkbox"/>
Modify Printed Transactions (Sales Module)	<input type="checkbox"/>
Modify Transferred Transactions (Purchase Module)	<input type="checkbox"/>
Modify Transferred Transactions (Sales Module)	<input checked="" type="checkbox"/>
Module Manager	<input type="checkbox"/>
Preview Other Report Formats (Purchase Module)	<input type="checkbox"/>

For example, this Quotation document have three different unit prices



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Quotations (Transferred)

Details Customer DO Address Others Notes Files Info JoinPay

Customer: 700-8001 Currency: RM Rate:
To: BEST TECH ENGINEERING SDN. BHD. Attention: MR. WONG Doc Date: 30/01/2011
Delivery Term: Before 31/01/2001 Agent: PETER Quotation No.: QT 00011
Term: 30 DAYS Validity: 30 Days Reference No.:
Location: Project:
☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C...	Tax	Net
1. OKI2170	OKI 2170 DOT MATRIX PRI...	1	UNITS	1,800.00		1,800.00			1,800.00
2. CANON21...	CANON BJC-210 SP	2	UNITS	190.00		380.00			380.00
3. M20G-100	MAXTOR 20GB 10000 HAR...	3	UNITS	490.00		1,470.00			1,470.00
- 3 years warranty									

User is able to modify the price of transferred quotation.

Quotations (Transferred)

Details Customer DO Address Others Notes Files Info JoinPay

Customer: 700-8001 Currency: RM Rate:
To: BEST TECH ENGINEERING SDN. BHD. Attention: MR. WONG Doc Date: 30/01/2011
Delivery Term: Before 31/01/2001 Agent: PETER Quotation No.: QT 00011
Term: 30 DAYS Validity: 30 Days Reference No.:
Location: Project:
☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C...	Tax	Net
1. OKI2170	OKI 2170 DOT MATRIX PRI...	1	UNITS	200.00		200.00			200.00
2. CANON21...	CANON BJC-210 SP	2	UNITS	200.00		400.00			400.00
3. M20G-100	MAXTOR 20GB 10000 HAR...	3	UNITS	200.00		600.00			600.00
- 3 years warranty									

7. Untick Modify Transferred Transactions (Sales Module)

Permissions Users Roles

Data Operations Other Operations Dashboard Transactions Reports Current Permissions

View Variants

Operation	Allow
Modify Printed Transactions (Purchase Module)	<input type="checkbox"/>
Modify Printed Transactions (Sales Module)	<input type="checkbox"/>
Modify Transferred Transactions (Purchase Module)	<input type="checkbox"/>
Modify Transferred Transactions (Sales Module)	<input type="checkbox"/>
Module Manager	<input type="checkbox"/>
Preview Other Report Formats (Purchase Module)	<input type="checkbox"/>

Transferred transactions in sales module will be dim and cannot edit.



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Quotations (Transferred)

Details Customer DO Address Others Notes Files Info JomPay

Customer 700-8001 **Currency** RM **Rate**

To BEST TECH ENGINEERING SDN. BHD. **Attention** MR. WONG **Doc Date** 30/01/2011

Delivery Term Before 31/01/2001 **Agent** PETER **Quotation No.** QT 00011

Term 30 DAYS **Validity** 30 Days **Reference No.**

Location **Project** ☐ Tax Inclusive ☐ Rounding

Scan Item...

	Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C...	Tax	Net
1.	OKI2170	OKI 2170 DOT MATRIX PRI...	1	UNITS	1,800.00		1,800.00			1,800.00
2.	CANON21...	CANON BJC-210 SP	2	UNITS	190.00		380.00			380.00
3.	M20G-100	MAXTOR 20GB 10000 HAR...	3	UNITS	490.00		1,470.00			1,470.00
		- 3 years warranty								