HOW TO BLOCK USER MODIFY TRANSFERRED DOCUMENTS

[1.0]

Crimsen

[14/12/2021]

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

Amendment Record

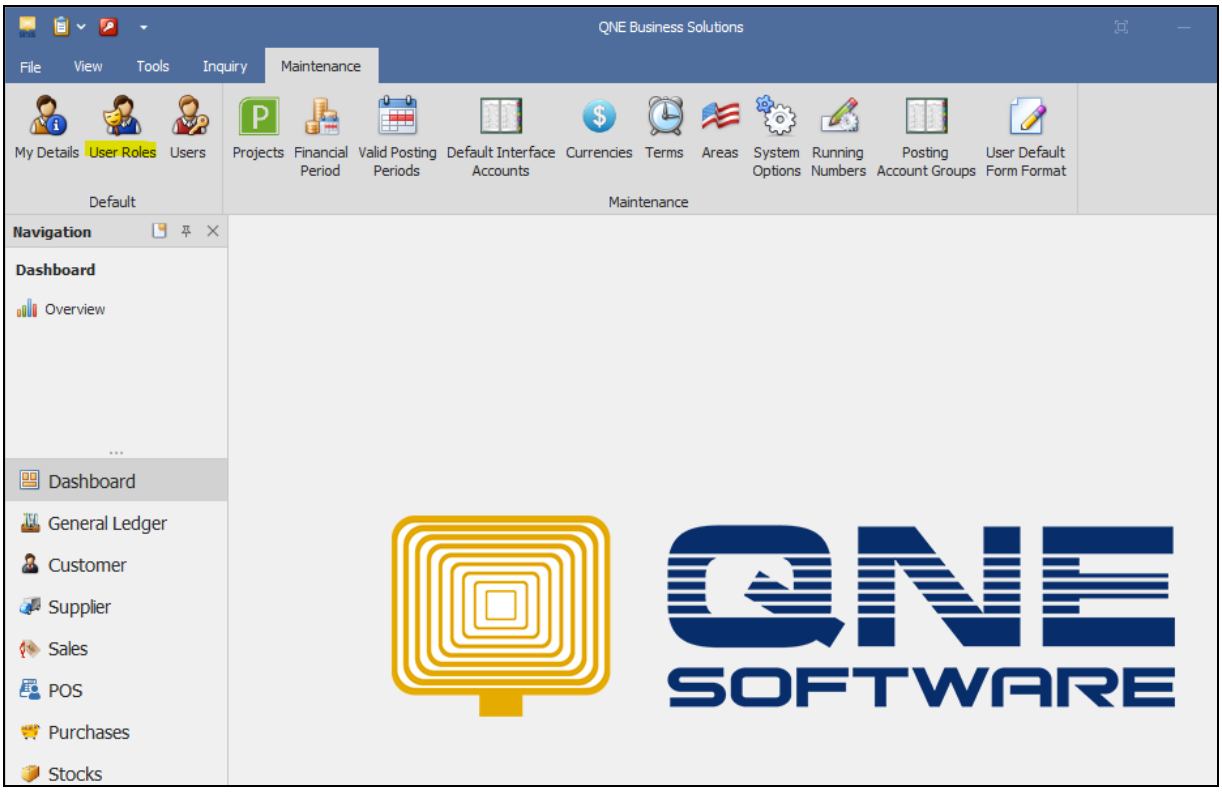
SCENARIO

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

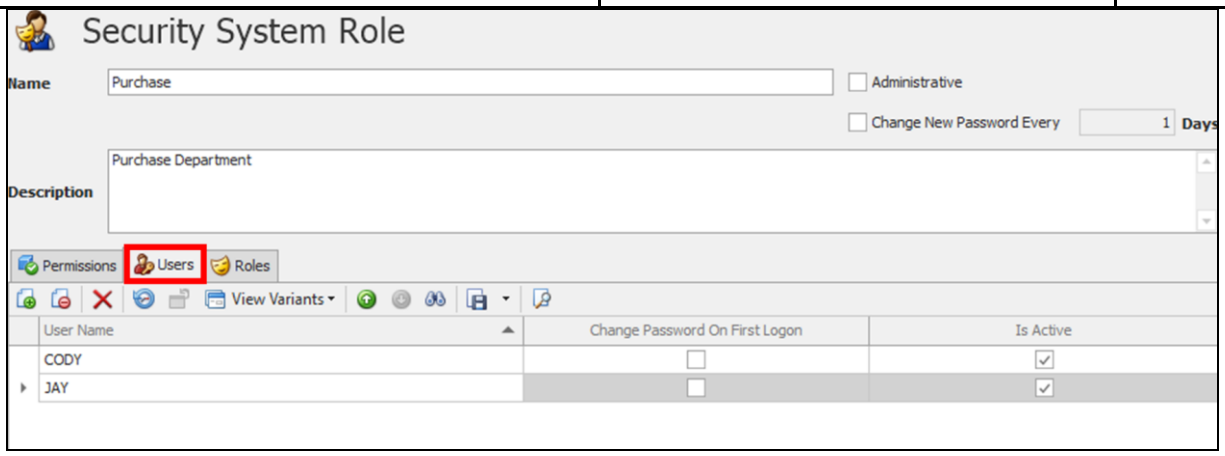
To prevent user modify transferred documents, access right is set in user role.

SOLUTION

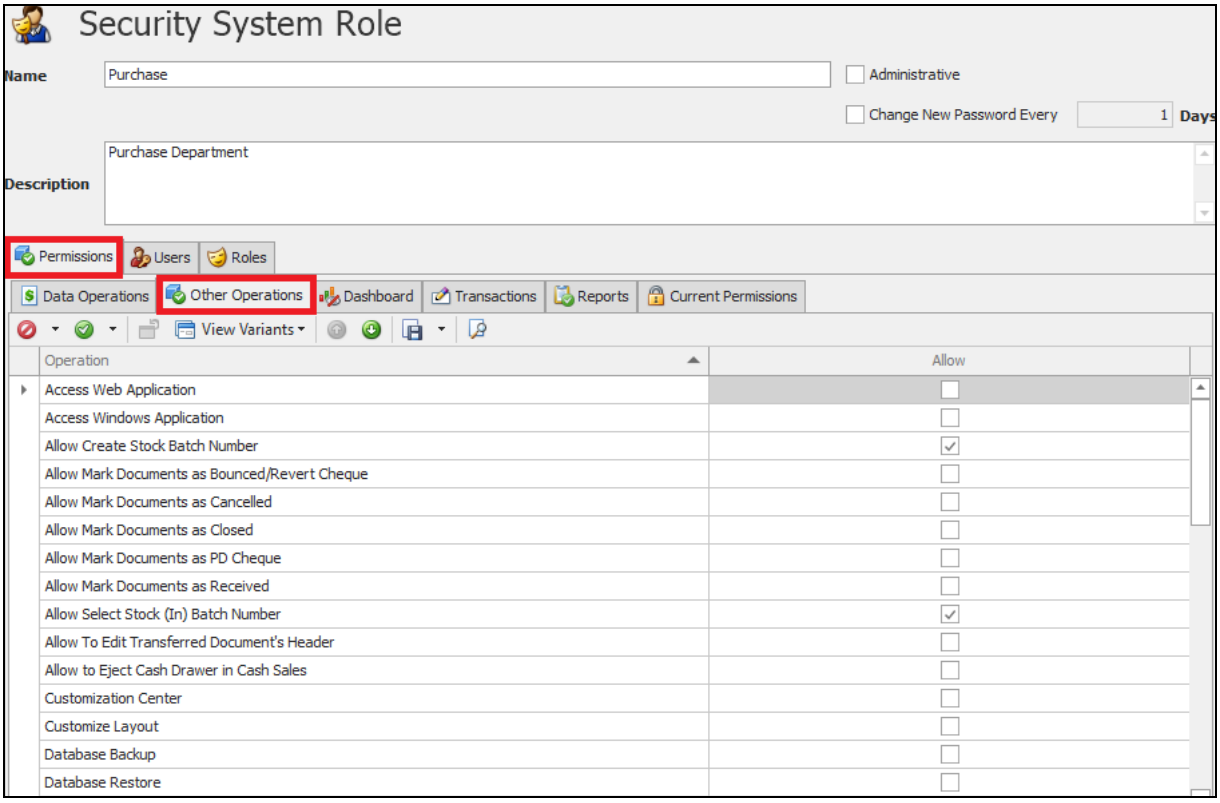
1. Go to Maintenance > User Roles



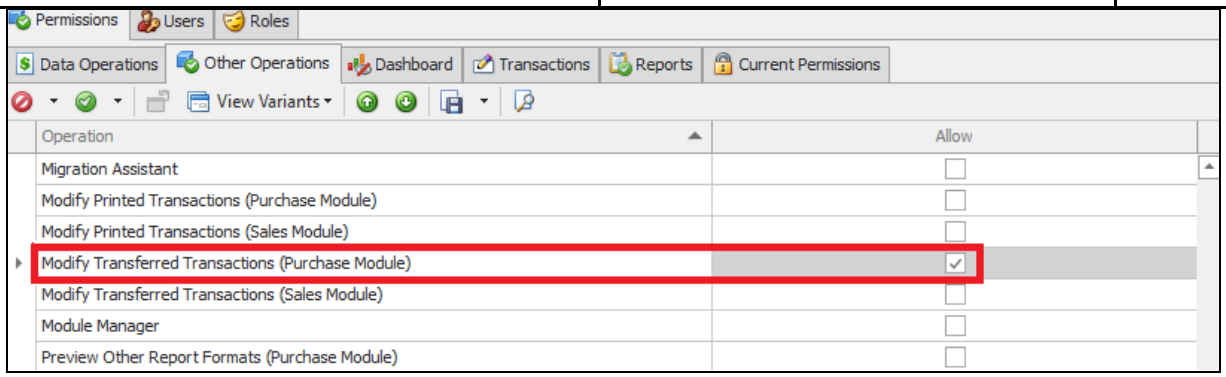
2. Go to **Users** to set the role to user.



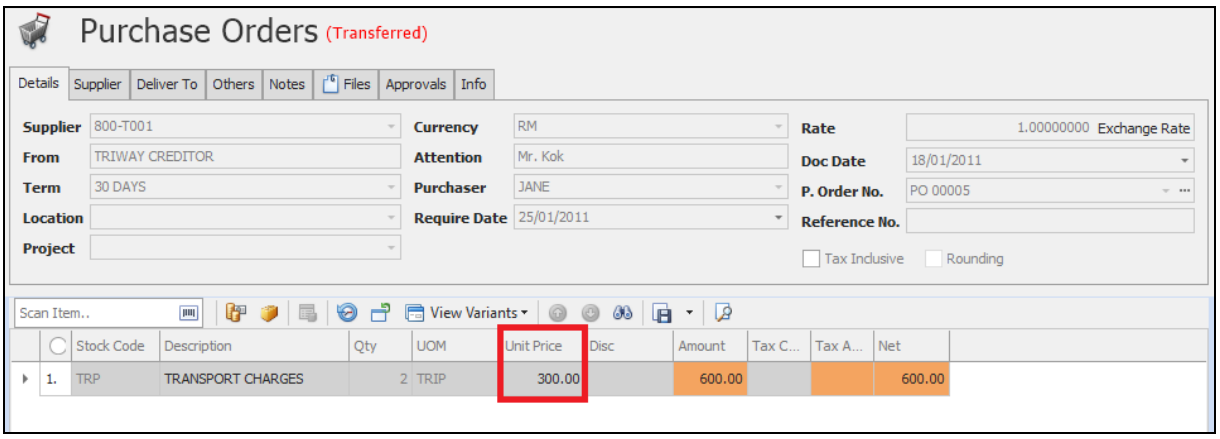
3. Go to Permission > Other Operations



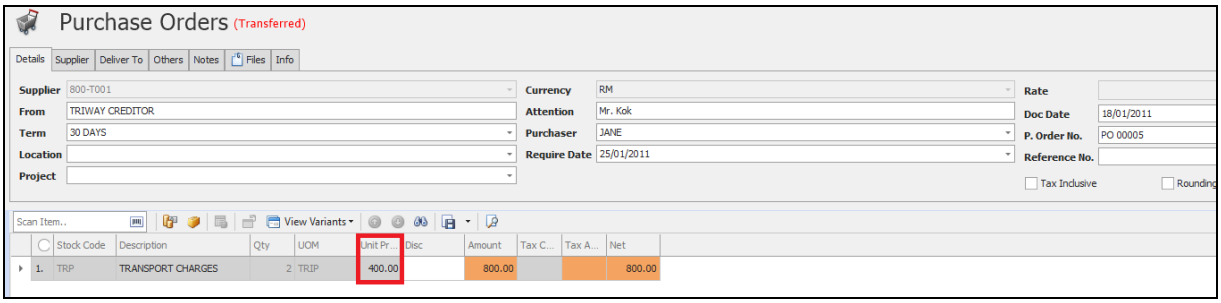
4. **Tick** the documents to allow user to **Modify Transferred Transactions (Purchase Module)**



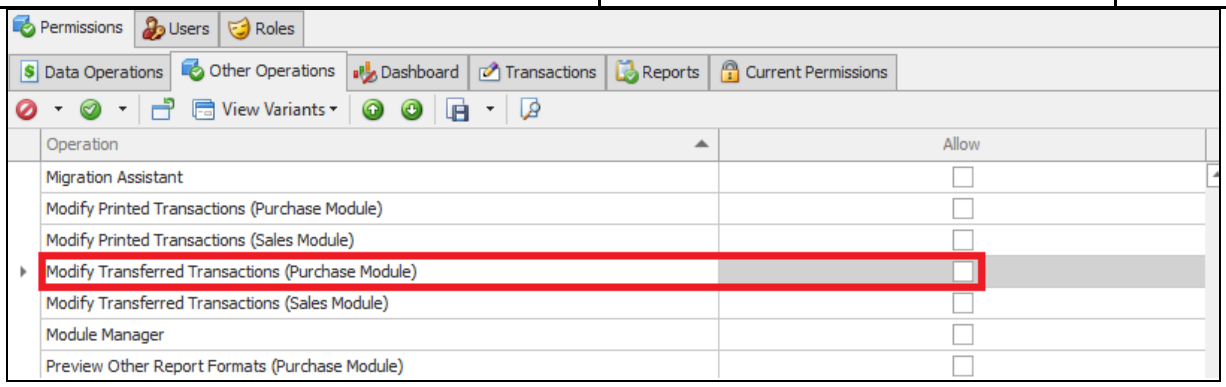
For example, in Purchase Order unit price is RM 300



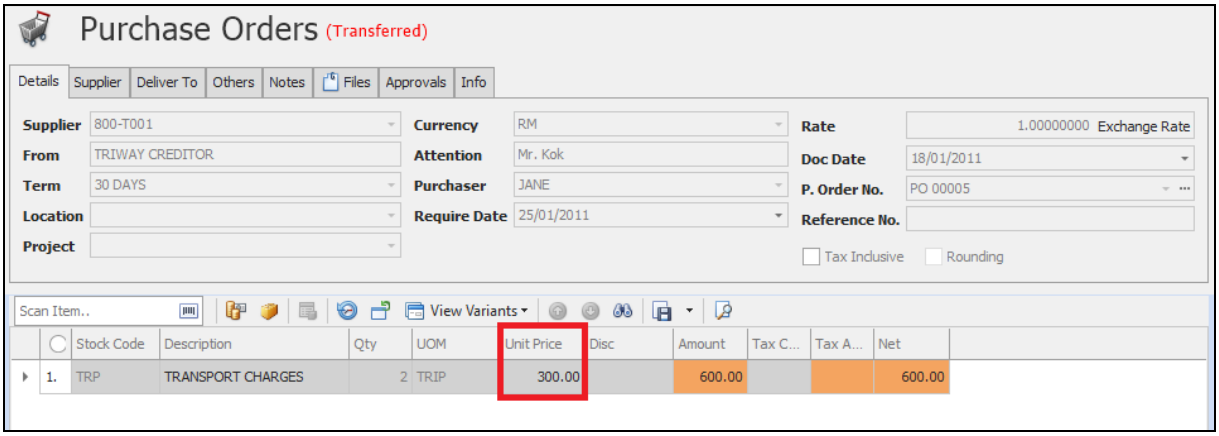
User is able to modify to RM400.



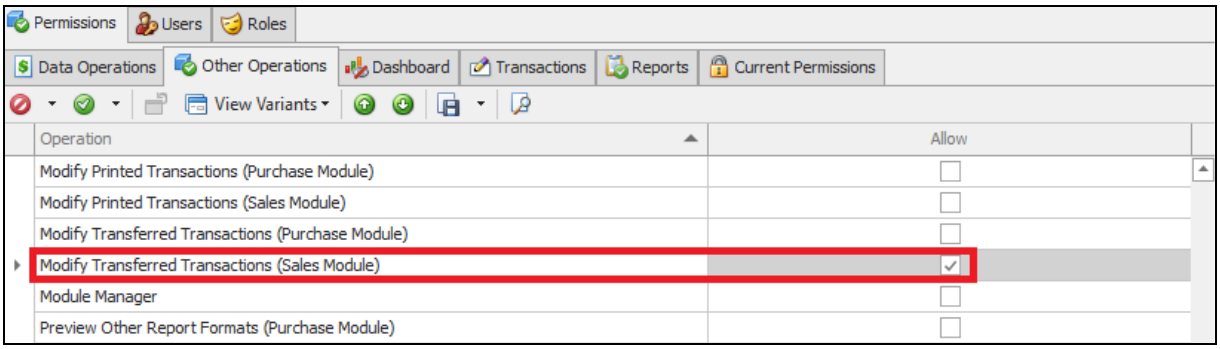
5. Untick Modify Transferred Transactions (Purchase Module)



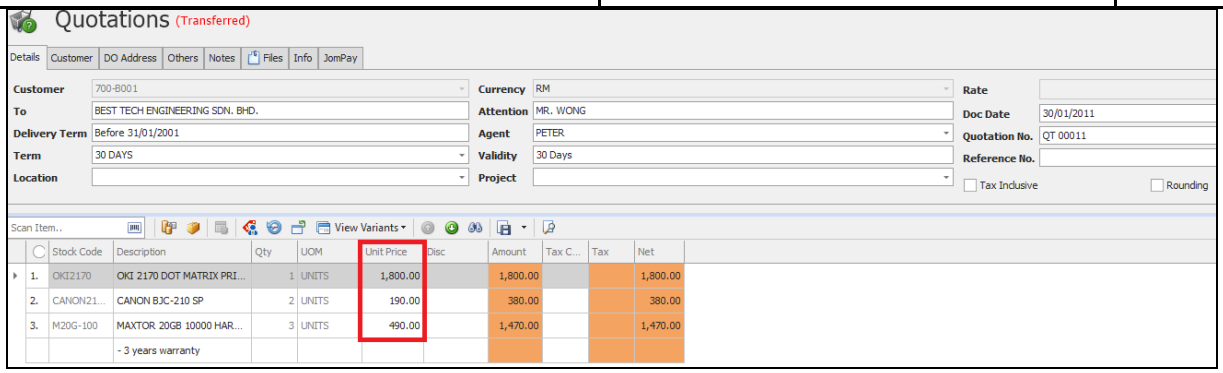
Transferred transactions in purchase module will be dim and cannot edit.



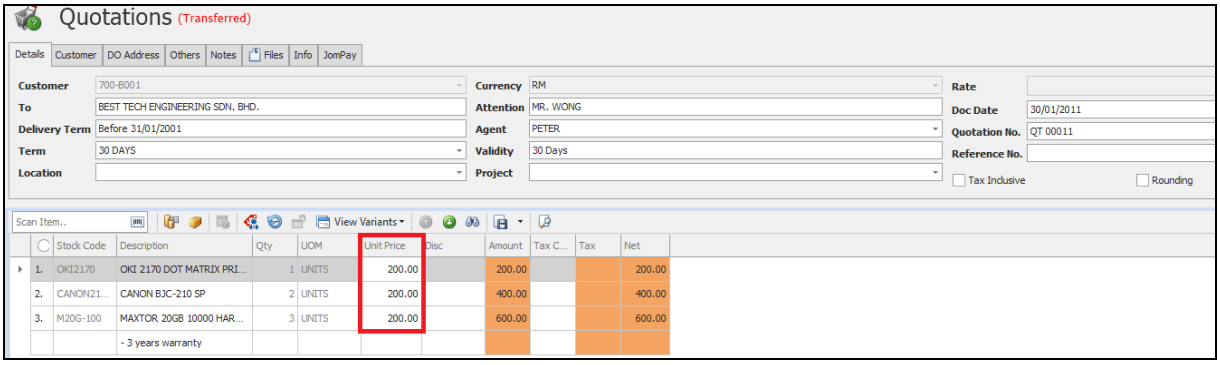
6. **Tick** Modify Transferred Transactions **(Sales Module)**



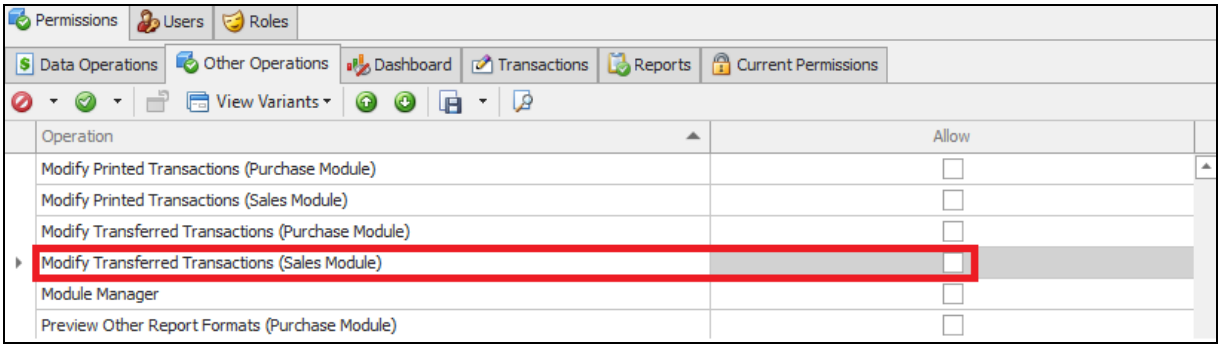
For example, this Quotation document have three different unit prices



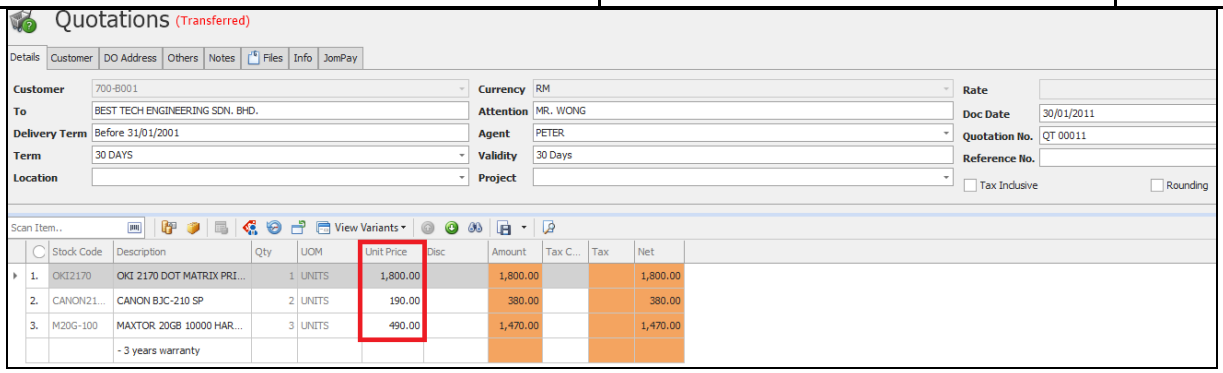
User is able to modify the price of transferred quotation.



7. Untick Modify Transferred Transactions (Sales Module)



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


Quotations (Transferred)
Details
Customer
DO Address
Others
Notes
Files
Info
JomPay
Customer 700-B001
To BEST TECH ENGINEERING SDN. BHD.
Delivery Term Before 31/01/2001
Term 30 DAYS
Location
Currency RM
Attention MR. WONG
Agent PETER
Validity 30 Days
Project
Rate
Doc Date 30/01/2011
Quotation No. QT 00011
Reference No.
Tax Inclusive
Rounding
Scan Item..
View Variants
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