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	

Doc No : 1

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

🚆 🗎 × 🙆 🔸	QNE Business Solutions	¥ —
File View Tools Inqu	uiry Maintenance	
My Details User Roles	Projects Financial Valid Posting Default Interface Currencies Terms Areas System Running Posting User Default Projects Periods Valid Posting Default Interface Currencies Terms Areas System Running Posting User Default	
Default Navigation	Maintenance	
Dashboard Overview		
😬 Dashboard		
🛎 General Ledger		
🚨 Customer		
🛹 Supplier		
🚸 Sales		
📇 POS	SOFTWAR	SE
🛒 Purchases		
Stocks		

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



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🔏 Security System Role

	_	-											
lam	e	Purchase									Administrative		
											Change New Password E	Every	1 Days
Desc	cription	Purchase Dep	partment										* *
6	Permission	ns 🕹 Users	🮯 Roles										
6	6	< 🕝 📄	📑 View Va	riants 🕶	 O 	<i>0</i> 0	•	Ø					
	User Nam	ie							Change Passwor	rd On First Logon	Is	Active	
	CODY											\checkmark	
۲	JAY											\checkmark	

3. Go to Permission > Other Operations

<u>&</u>	Security System Role	
Name	Purchase	Administrative
		Change New Password Every 1 Days
	Purchase Department	A
Descript	ion	
	nissions 🌡 Users 🤯 Roles	Ţ
S Dat		nt Permissions
○ •		Allow
· ·	ess Web Application	Allow
	ess Windows Application	
	w Create Stock Batch Number	
Allo	w Mark Documents as Bounced/Revert Cheque	
Allo	w Mark Documents as Cancelled	
Allo	w Mark Documents as Closed	
Allo	w Mark Documents as PD Cheque	
Allo	w Mark Documents as Received	
Allo	w Select Stock (In) Batch Number	✓
Allo	w To Edit Transferred Document's Header	
Allo	w to Eject Cash Drawer in Cash Sales	
Cus	tomization Center	
Cus	tomize Layout	
Dat	abase Backup	
Dat	abase Restore	

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



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0	Permissions 🕹 Users 🤯 Roles			
\$	Data Operations 🕏 Other Operations 🥠 Dashboard 🖉 Transactions	👪 Reports	Current Permissions	
0	🔹 🥥 👻 📄 🔚 View Variants 🗸 🙆 🙆 📳 🔹 🕼			
	Operation		Allow	
	Migration Assistant			
	Modify Printed Transactions (Purchase Module)			
	Modify Printed Transactions (Sales Module)			
Þ	Modify Transferred Transactions (Purchase Module)			
	Modify Transferred Transactions (Sales Module)			
	Module Manager			
	Preview Other Report Formats (Purchase Module)			

For example, in Purchase Order unit price is RM 300

	Purch	nase Orde	TS (Transfer	red)								
Details	Supplier De	liver To Others Not	tes 🍈 Files Ap	oprovals Info								
Suppl	ier 800-T001		Ŧ	Currency	RM			Ŧ	Rate		1.0000	0000 Exchange Rat
From	TRIWAY	CREDITOR		Attention	Mr. Kok				Doc Date	18/01/	2011	,
Term	30 DAYS		Ŧ	Purchaser	JANE			Ŧ	P. Order No.	PO 00005 ~		
Locat	ion		Ŧ	Require Date	25/01/2011	25/01/2011 -				lo.		
Proje	ct		Ŧ						Tax Indus	ive F	lounding	
Scan It	em	···· 📴 🎾	5 8 -	📑 View Varian	ts • () <i>0</i> 0 [- 🔎					
C	Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax C.	Tax A N	let		
▶ 1.	TRP	TRANSPORT CHARG	ES	2 TRIP	300.00		600.00			600.00		

User is able to modify to RM400.

	Purchase Orders (Transferred)											
Details	Details Supplier Deliver To Others Notes 1 Files Info											
Supplie	Supplier 800-7001 Currency RM Rate											
From	TRIWAY CREDITOR	Attention	Mr. Kok	Doc Date	18/01/2011							
Term	30 DAYS *	Purchaser	JANE	P. Order No.	PO 00005							
Locatio	•	Require Date	25/01/2011	* Reference No.								
Project				Tax Indusiv	e Rounding							
Scan Ite	Scan Item 🔳 📴 🥃 📑 🚍 View Variants - 🚳 🕹 📴 - 😥											
0	Stock Code Description Qty UOM Unit Pr 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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5	Permissions 🕹 Users 🤯 Roles		
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	Operation		Allow
	Migration Assistant		
	Modify Printed Transactions (Purchase Module)		
	Modify Printed Transactions (Sales Module)		
	Modify Transferred Transactions (Purchase Module)		
	Modify Transferred Transactions (Sales Module)		
	Module Manager		
	Preview Other Report Formats (Purchase Module)		

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

	Ĩ	Pure	chase	e Oro	ders	(Transfer	red)										
Deta	ils	Supplier	Deliver To	Others	Notes	🖺 Files 🛛 A	pprovals In	nfo									
Sup	plie	r 800-T(01			~	Currency	y RI	Μ			Ŧ	Rate		1.0000000 E	xchange Rate	
Fro	m	TRIWA	Y CREDITO	R			Attentio	m M	r. Kok				Doc Date	18/01	/2011	*	
Ter	m	30 DA	S			-	Purchase	er J/	ANE			Ŧ	P. Order N	D. PO 00	PO 00005		
Loc	atio	n				~	Require	Date 2	5/01/201	1		*	Reference	No.			
Pro	ject	:				-							Tax Ind	usive	Rounding		
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	\odot	Stock Coo	e Descri	ption		Qty	UOM	Unit	t Price	Disc	Amount	Tax C.	Tax A	Net			
•	1.	TRP	TRANS	SPORT CH	ARGES		2 TRIP		300.00		600.00			600.00			
															-		

6. Tick Modify Transferred Transactions (Sales Module)

2	Permissions 🕹 Users 🤯 Roles	
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	Operation	Allow
	Modify Printed Transactions (Purchase Module)	
	Modify Printed Transactions (Sales Module)	
	Modify Transferred Transactions (Purchase Module)	
×	Modify Transferred Transactions (Sales Module)	✓
	Module Manager	
	Preview Other Report Formats (Purchase Module)	

For example, this Quotation document have three different unit prices



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X	Quotations (Transferred)																
Deta	ils Custor	ner D	O Address Others N	lotes	🖺 Files	Info JomPa	зу										
Cus	tomer	700	I-B001					Ŧ	Currency	RM					Rate		
То	BEST TECH ENGINEERING SDN. BHD.								Attentio	MR. W	DNG				Doc Date	•	30/01/2011
Del	very Ter	n Befo	ore 31/01/2001						Agent	PETER					Quotatio	n No.	QT 00011
Ter	m	30 0	DAYS					*	Validity	30 Day	s				Referen	e No.	
Loc	ation							-	Project							Tax Indusive	
Scan	Item		📖 🛛 📴 🥥 📃	I	🕻 🕑 i	💾 📑 Vie	w Variants 🔹	0 🕚 (36 🖬 ·	· 😡							
	Stock	Code	Description		Qty	UOM	Unit Price	Disc	Amount	t Tax	2	Tax	Net				
+	1. OKI21	70	OKI 2170 DOT MATRI	X PRI	1	UNITS	1,800.00		1,800	.00			1,800.00				
:	2. CANO	N21	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.

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1	Quotations (Transferred)														
De	tails	Customer	DO Address Others Notes	Files	Info JomPay										
c	ustor	ner 7	00-B001				Ŧ	Currency	RM			-	Rate		
т	To BEST TECH ENGINEERING SDN. BHD.								MR. WON	IG			Doc Date	30/01/2011	
D	elive	ry Term B	efore 31/01/2001					Agent	PETER			•	Quotation No.	QT 00011	
т	erm	3	0 DAYS				Ŧ	Validity	30 Days				Reference No.		
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	0	Stock Code	e 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				
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 凝 Users 🤯 Roles			
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	Operation		Allow	
	Modify Printed Transactions (Purchase Module)			A
	Modify Printed Transactions (Sales Module)			
	Modify Transferred Transactions (Purchase Module)			
•				
	Module Manager			
	Preview Other Report Formats (Purchase Module)			

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



QNE TIPS

Product : QNE Optimum

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0	Quotations (Transferred)																
etails	Customer	Notes	🖺 Files	Info 1	lomPay												
iustomer 700-8001 · ·						Currency	RM			v	Rate						
o	BEST TECH ENGINEERING SDN. BHD.									Attention	MR. WON	3			Doc Date	30/01/2011	
eliv	livery Term Before 31/01/2001									Agent	PETER			*	Quotation No.	QT 00011	
erm		30 DAYS -								Validity	30 Days				Reference No.		
ocation *								*	Project				•	Tax Indusive Rounding			
an It	an Item 🔳 📴 🥥 🔚 🤹 🌝 📑 🗟 View Variants - 💿 🔕 🚳 📴 - 🖟																
	Stock Coo	le Description	n		Qty	UOM		Unit Price	Disc	Amount	Tax C	Tax	Net				
1.	OKI2170	OKI 2170 DOT MATRIX PRI			1 UNITS	'S 1,800.00			1,800.	00		1,800.00					
2.	CANON2:	DN21 CANON BJC-210 SP			2 UNITS	;	190.00		380.	00		380.00					
з.	M20G-100 MAXTOR 20GB 10000 HAR			3 UNITS	;	490.00		1,470.	00		1,470.00						
		- 3 years v	- 3 years warranty														