HOW TO BLOCK USER EDIT TRANSFERRED HEADER

[1.0]

Crimsen

[14/12/2021]

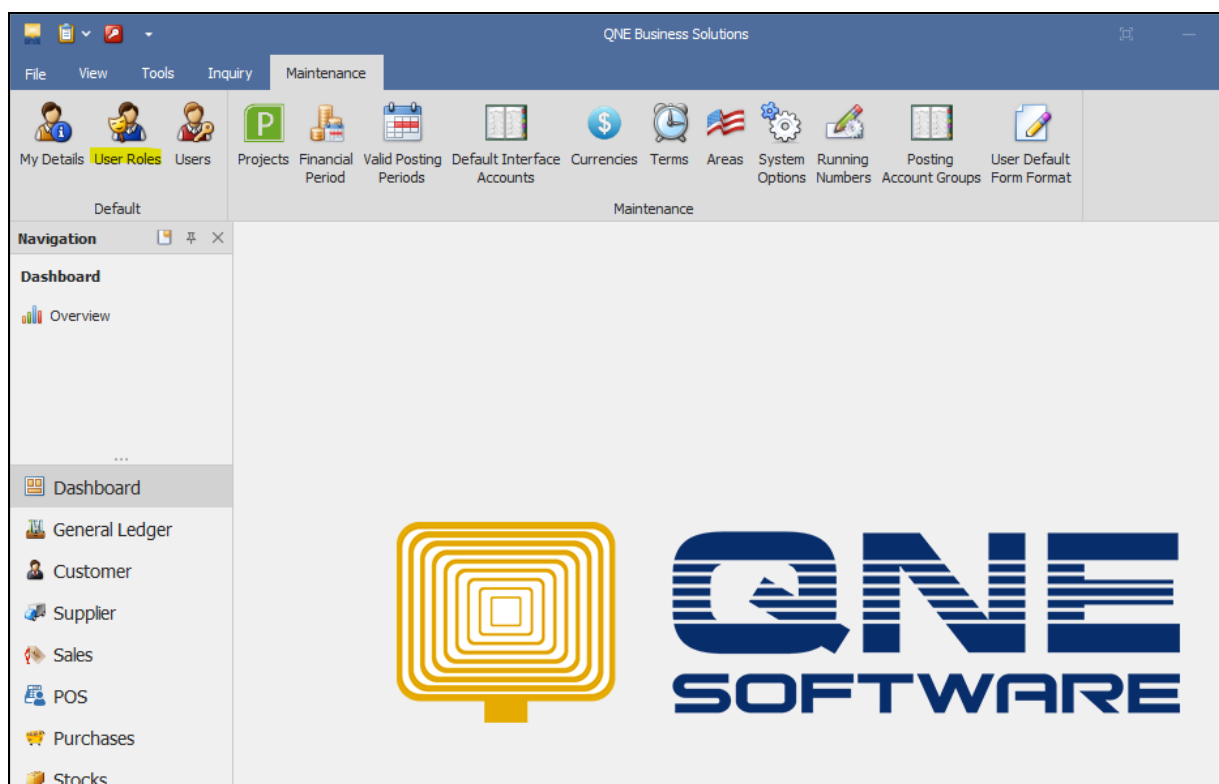| REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Crimsen Than	14/12/2021	

Amendment Record

SCENARIO

When a transaction document is transferred, some companies don't want the information being changed again to keep the original documents.

To prevent user change document header, user access right is set.

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 to allow user to **Edit Transferred Document's Header**

User is able to edit the header of transferred document.

5. Untick to block user edit header of transferred document.

Transferred header will be dim and cannot edit.

Purchase Requisitions (Transferred)

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

Supplier	800-D001	**Currency**	RM	**Rate**	1.0000
From	DELL ENTERPRISE SDN. BHD.	**Attention**	VINCENT	**Doc Date**	16/01/2011
Term	60 DAYS	**Purchaser**	ALVIN	**Requisition No.**	PR 00003
Location		**Require Date**	08/04/2011	**Reference No.**	
Project				☐ Tax Inclusive	☐ Rounding

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	Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
1.	CANON21...	CANON BJC-210 SP	10	UNITS	180.00	20%	1,800.00			1,440.00

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