

Configuring Access Rights to Restrict Document Cancellation, Closure, Received, and set as PD Cheque / Bounced Cheque Setting

Scenario

This setting is implemented to restrict users from performing certain actions on documents such as cancellation, closure, receipt, and PD (Post Dated) cheque setting. By enforcing these limitations, it ensures better control over document management processes and reduces the risk of unauthorized changes or errors.

Example Scenarios:

1. Cancellation: Without this restriction, a user might accidentally cancel an important document, leading to disruptions in operations. For instance, an invoice mistakenly cancelled could result in delayed payments or inventory discrepancies.

2. Closure: Preventing closure of documents ensures that all necessary actions are completed before finalizing a transaction. For instance, a sales order should not be closed until all items are delivered and invoiced correctly.

3. Receipt: Restricting receipt actions ensures that only authorized personnel can acknowledge receipt of goods or services. For example, receiving goods without proper inspection could lead to acceptance of defective items.

4. PD Cheque Setting: Limiting PD cheque setting helps prevent unauthorized modifications to payment terms. For instance, changing a cheque's post-dated status could disrupt cash flow projections or lead to unintended financial commitments.

By configuring access rights to disallow these actions, organizations can maintain data integrity, improve compliance, and mitigate risks associated with document handling.



Solution

Go to Maintenance > User Roles, select the particular User Roles > Other Operations. User allow to set the following setting

- A. Allow Mark Document as Bounced / Revert Cheque
- B. Allow Mark Document as Cancelled
- C. Allow Mark Document as Closed
- D. Allow Mark Document as PD Cheque
- E. Allow Mark Document as Received

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A. Allow Mark Document as Bounced / Revert Cheque

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Unticked the setting "Allowed Mark Document as Bounced / Revert Cheque" under User Roles > Other Operations

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B. Allow Mark Document as Cancelled

Cancelled button is available in all transactions. By default, user can cancel in the transactions example in Sales Module, Quotation

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C. Allow Mark Document as Closed

By default, in Quotation, Sales Order, and Delivery Order, user allowed to mark document as Closed. For Purchase Module: Purchase Requisition, Purchase Order and Goods Received Notes

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E. Allow Mark Document as Received

By default, in Purchase Invoice, user allowed to mark as document as Received

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