



# 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:

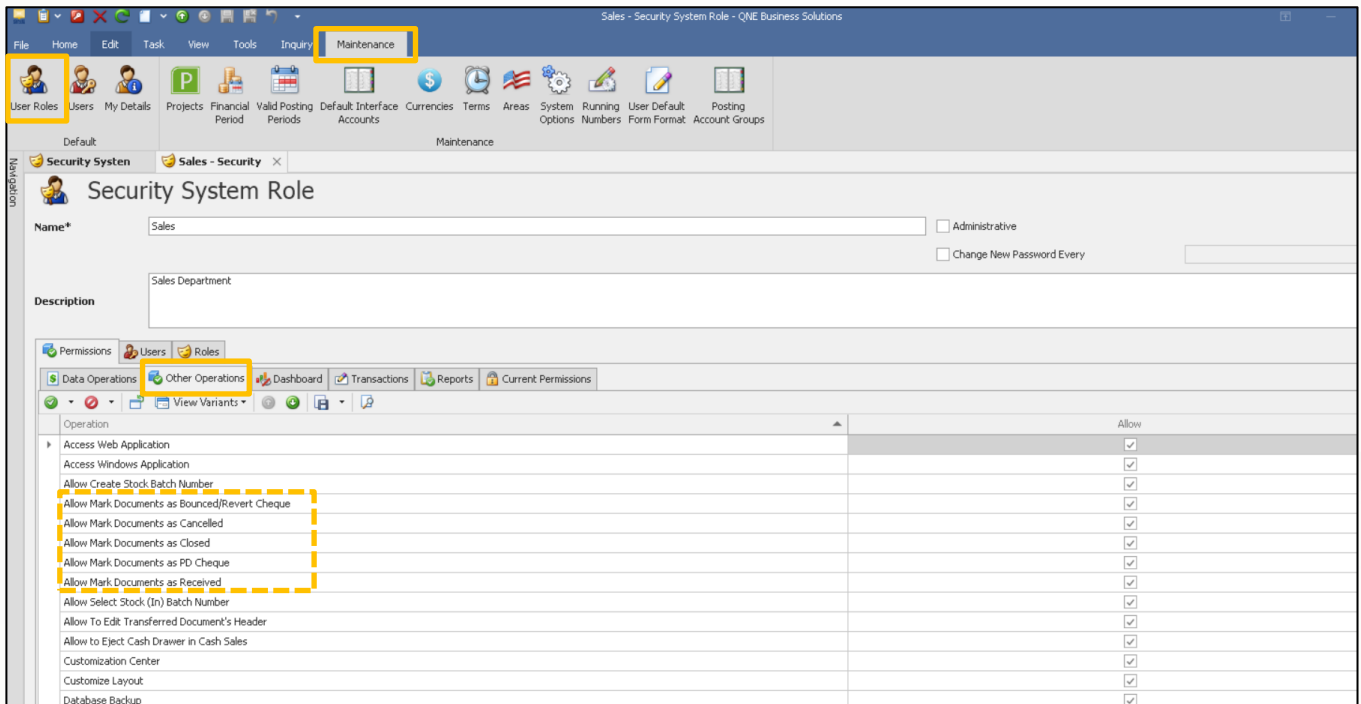
1. Cancellation: Without this restriction, a user might accidentally cancel an important document, leading to disruptions in operations. For instance, an invoice mistakenly cancelled could result in delayed payments or inventory discrepancies.
2. Closure: Preventing closure of documents ensures that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



## A. Allow Mark Document as Bounced / Revert Cheque

By default, in all Received and Payment transactions, user allowed to mark document as Bounced / Revert Cheque.

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding
INV	INV 1006	01/09/2000	SALES			350.00	350.00
INV	INV 1008	01/10/2000	SALES			1,320.00	1,320.00

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

Operation	Allow
Allow Mark Documents as Bounced/Revert Cheque	<input type="checkbox"/>
Allow Mark Documents as Cancelled	<input checked="" type="checkbox"/>
Allow Mark Documents as Closed	<input checked="" type="checkbox"/>
Allow Mark Documents as PD Cheque	<input checked="" type="checkbox"/>
Allow Mark Documents as Received	<input checked="" type="checkbox"/>
Allow Select Stock (In) Batch Number	<input checked="" type="checkbox"/>
Allow To Edit Transferred Document's Header	<input checked="" type="checkbox"/>
Allow to Eject Cash Drawer in Cash Sales	<input checked="" type="checkbox"/>

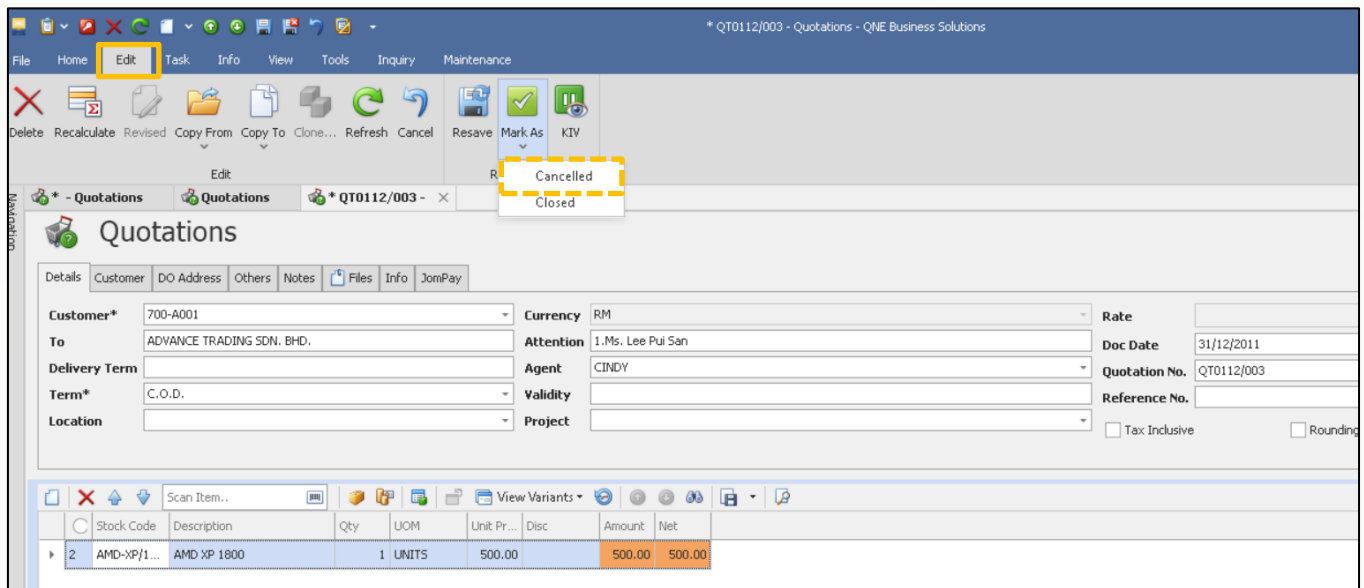
User cannot see the function anymore

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding
------	-------	------	-------------	--------------	---------	--------	-------------

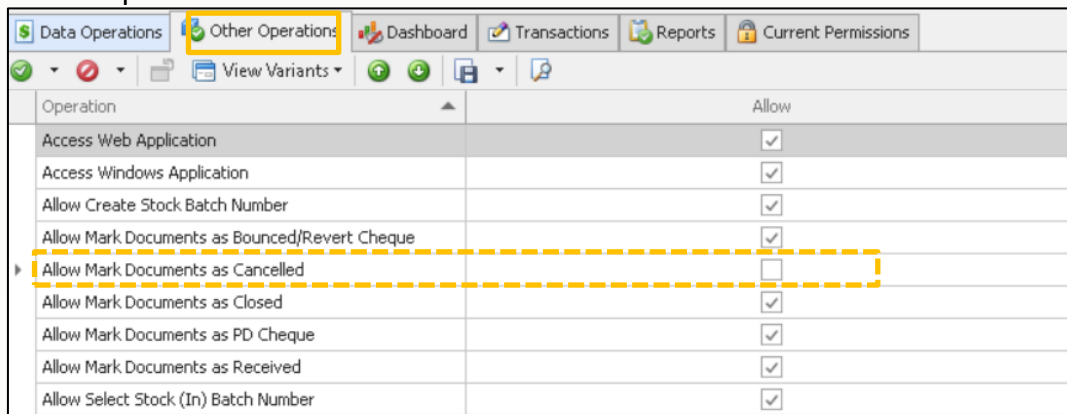
## B. Allow Mark Document as Cancelled

Cancelled button is available in all transactions.

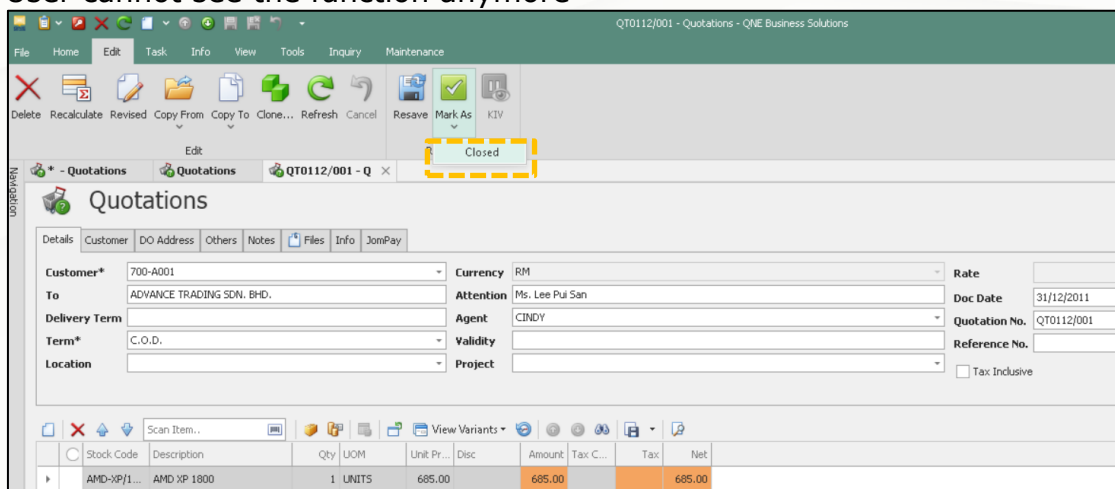
By default, user can cancel in the transactions example in Sales Module, Quotation



Unticked the setting "Allowed Mark Document as Cancelled" under User Roles > Other Operations

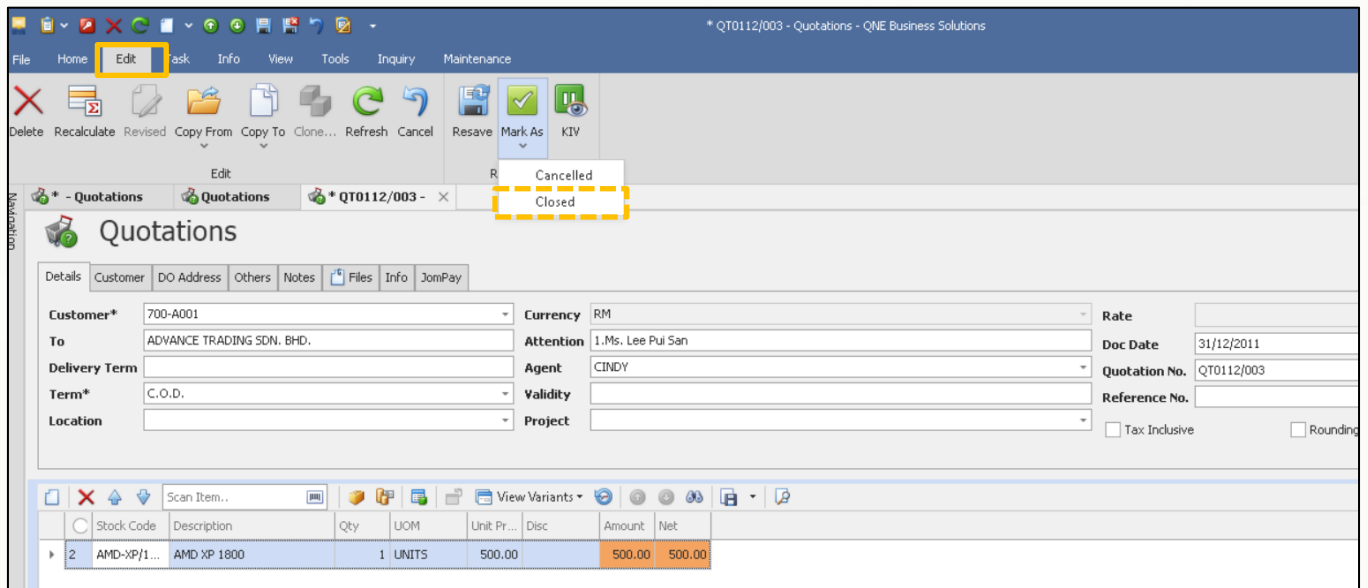


User cannot see the function anymore

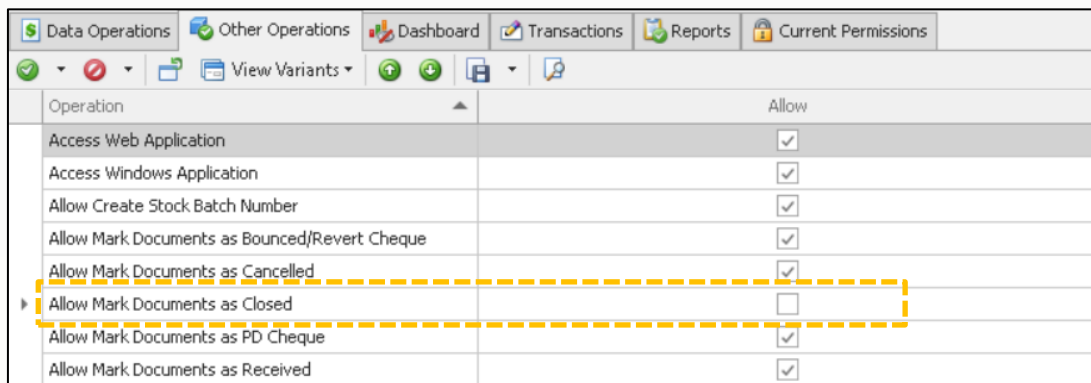


## C. Allow Mark Document as Closed

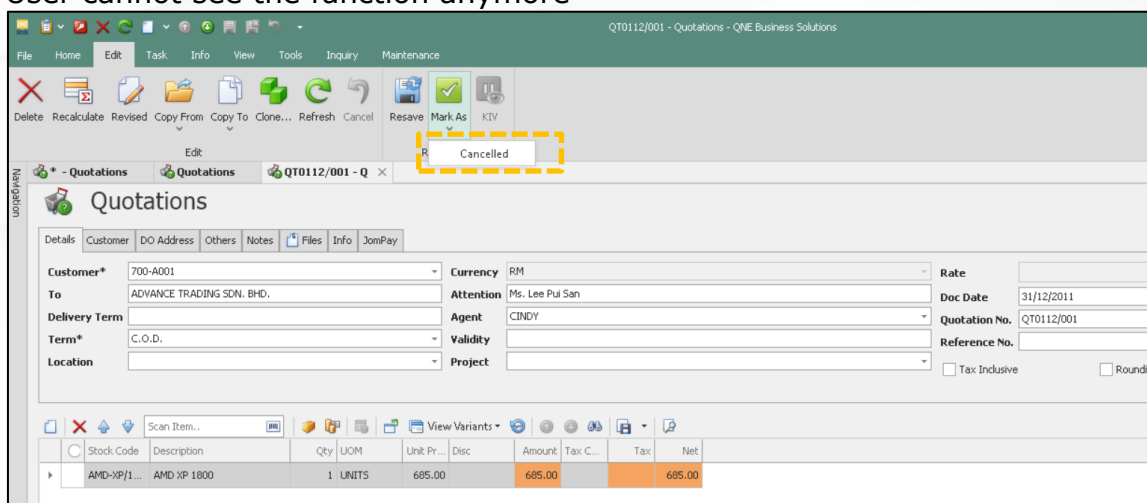
By default, in Quotation, Sales Order, and Delivery Order, user allowed to mark document as Closed. For Purchase Module: Purchase Requisition, Purchase Order and Goods Received Notes



Unticked the setting "Allowed Mark Document as Closed" under User Roles > Other Operations



User cannot see the function anymore



## D. Allow Mark Document as PD Cheque

By default, in all Received and Payment transactions, user allowed to mark document as PD Cheque.

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding
INV	INV 1006	01/09/2000	SALES			350.00	350.00
INV	INV 1008	01/10/2000	SALES			1,320.00	1,320.00

Unticked the setting "Allowed Mark Document as PD Cheque" under User Roles > Other Operations

Operation	Allow
Access Web Application	<input checked="" type="checkbox"/>
Access Windows Application	<input checked="" type="checkbox"/>
Allow Create Stock Batch Number	<input checked="" type="checkbox"/>
Allow Mark Documents as Bounced/Revert Cheque	<input checked="" type="checkbox"/>
Allow Mark Documents as Cancelled	<input checked="" type="checkbox"/>
Allow Mark Documents as Closed	<input checked="" type="checkbox"/>
Allow Mark Documents as PD Cheque	<input type="checkbox"/>
Allow Mark Documents as Received	<input checked="" type="checkbox"/>

User cannot see the setting anymore

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding	Payment
INV	INV 0004	01/02/2000	SALES			5,110.00	5,110.00	0.00

## E. Allow Mark Document as Received

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

The screenshot shows the 'Purchase Invoices (Received)' form in QNE Business Solutions. The 'Mark As' dropdown menu is open, showing 'Cancelled' and 'Received' options. The 'Received' option is highlighted with a yellow dashed box. The form fields include Supplier\* (800-T002), From (TECH COM INTERNATIONAL), Term (C.O.D.), Location, Project, Currency (USD), Attention (MR. JOHN), Purchaser (JANE), Supplier DO No., Doc Date (01/07/2011), Invoice No. (BIL0107/001), and Supplier Inv No.\* (BIL0107/001). The table below shows items:

Stock Code	Description	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Net
1	CANON43...	CANON BJC-4310 SP	2	UNITS	100.00	20%	200.00	160.00
4	SAM17MNT	SAMSUNG 17" MONITOR	5	UNIT	118.42		592.10	592.10

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

The screenshot shows the 'Permissions' tab in the 'Users' section. The 'Other Operations' sub-tab is selected. The 'Allow Mark Documents as Received' checkbox is unchecked, highlighted with a yellow dashed box. Other checkboxes are checked: 'Allow Mark Documents as Bounced/Revert Cheque', 'Allow Mark Documents as Cancelled', 'Allow Mark Documents as Closed', and 'Allow Mark Documents as PD Cheque'.

User cannot see the function anymore

The screenshot shows the 'Purchase Invoices' form in QNE Business Solutions. The 'Mark As' dropdown menu is open, showing 'Cancelled' and 'Received' options. The 'Cancelled' option is highlighted with a yellow dashed box. The form fields include Supplier\* (800-K001), From (KTA SUPPLIES), Term (30 DAYS), Location, Project, Currency (RM), Attention (MR. KONG), Purchaser (ALVIN), Supplier DO No., Doc Date (06/04/2024), Invoice No. (BIL2404/017), and Supplier Inv No.\* (BIL2404/017). The table below shows items:

Stock Code	Description	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
1.	AMD-XP/1...	AMD XP 1800	10	UNITS	555.00		5,550.00			5,550.00