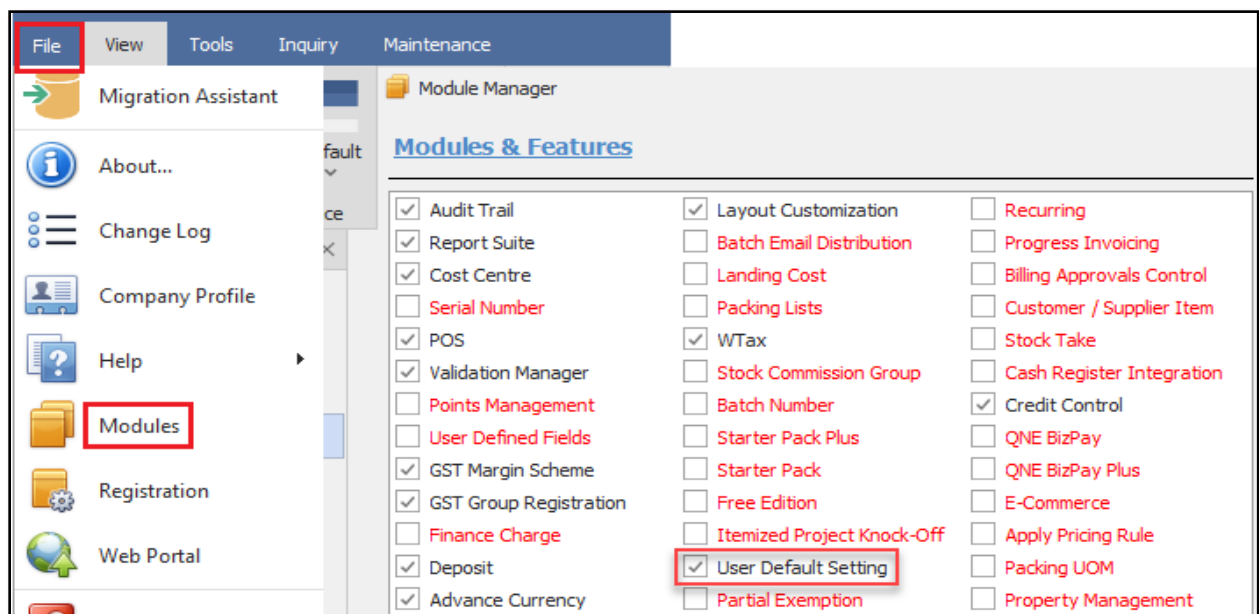# How to Set Compulsory Select Cost Centre

Overview:

Users may forget to select a Cost Centre in the transaction which will affect the reporting related to Cost Centre. To prevent this, selecting a Cost Centre can be set up as compulsory.

Procedure:

Make sure that the **User Default Setting** is enabled in Module Manager. Go to *File > Modules.*
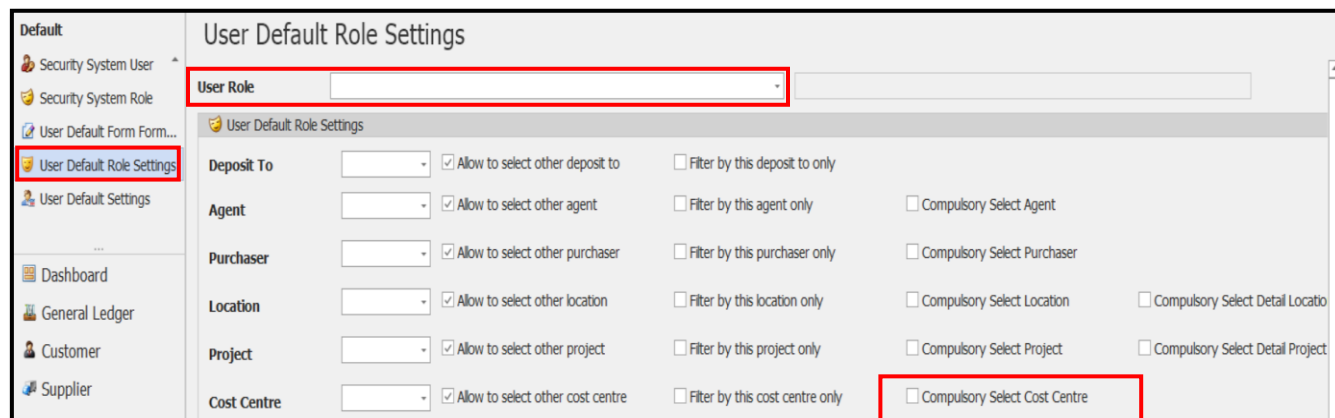

Note:

This is only applicable to the following Optimum Packages:
- ✓ Optimum Financials
- ✓ Optimum Advance
- ✓ Optimum Core
- ✓ Optimum Edge
- ✓ Optimum Ace

There are two ways this is done. Per **User Role** or **User**.
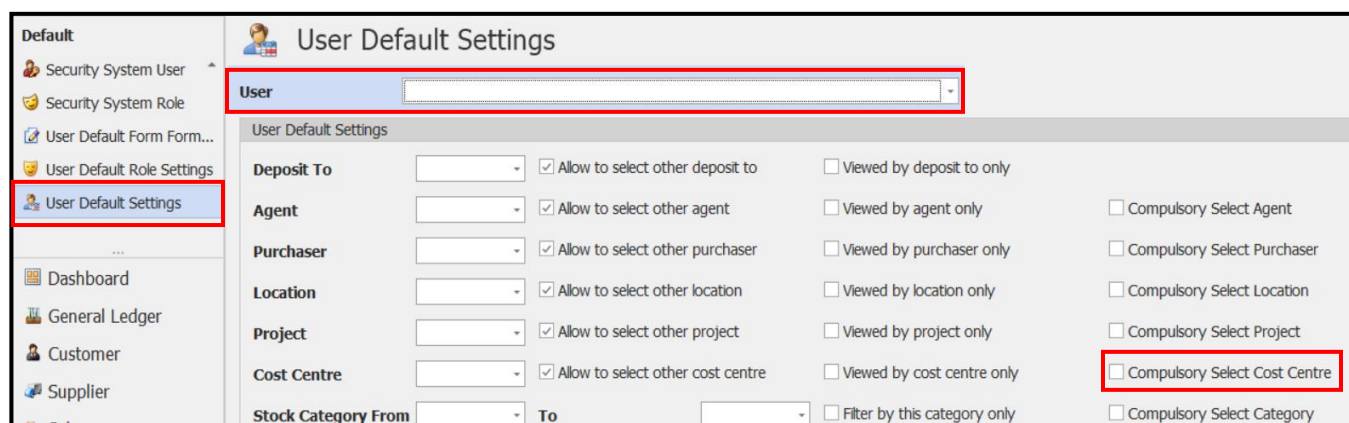
Per User Role

Go to *Maintenance* > *User Roles* > *User Default Role Settings*. Select a particular <u>User Role</u> and tick *Compulsory Select Cost Centre* then click **Save**.
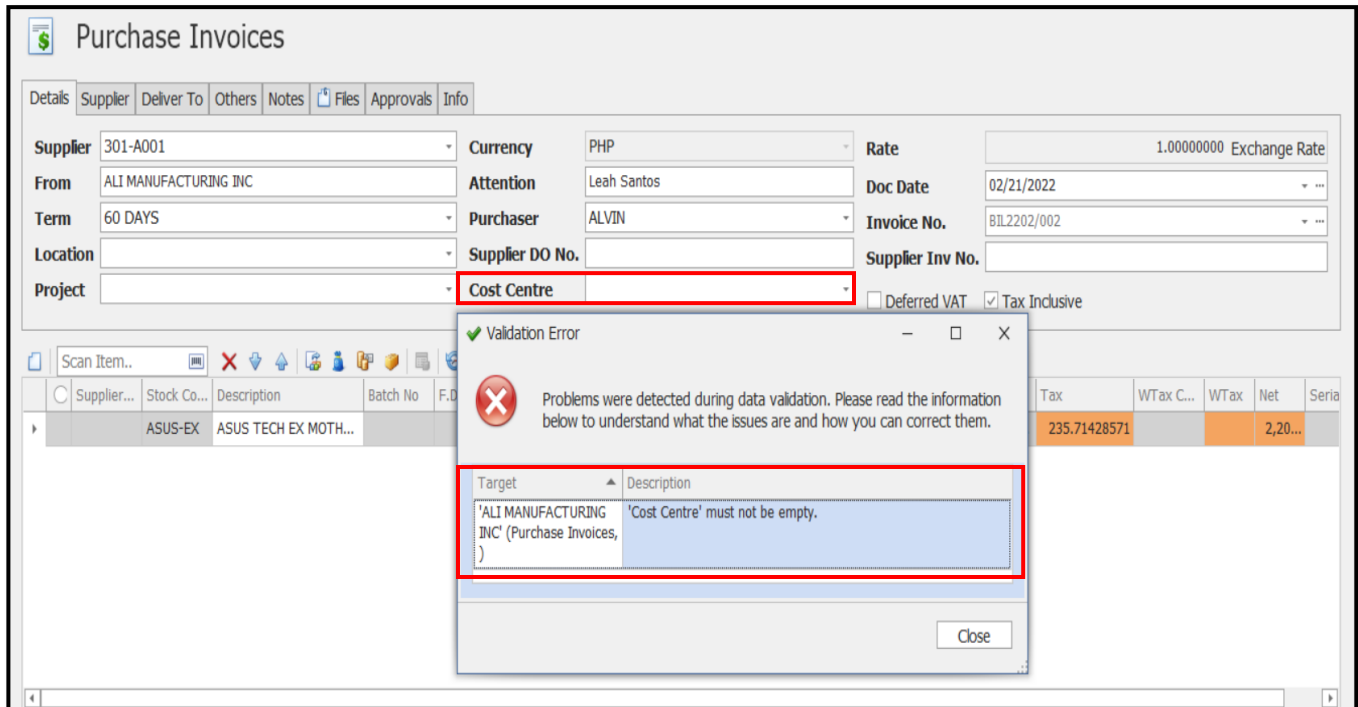

Per User

Go to *Maintenance* > *User Roles* > *User Default Settings*. Select a particular <u>User</u> and tick *Compulsory Select Cost Centre* then click **Save**.

Application:

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If the user forgot to select a Cost Centre, a validation error will appear upon saving the transaction to remind the user to select a Cost Centre.