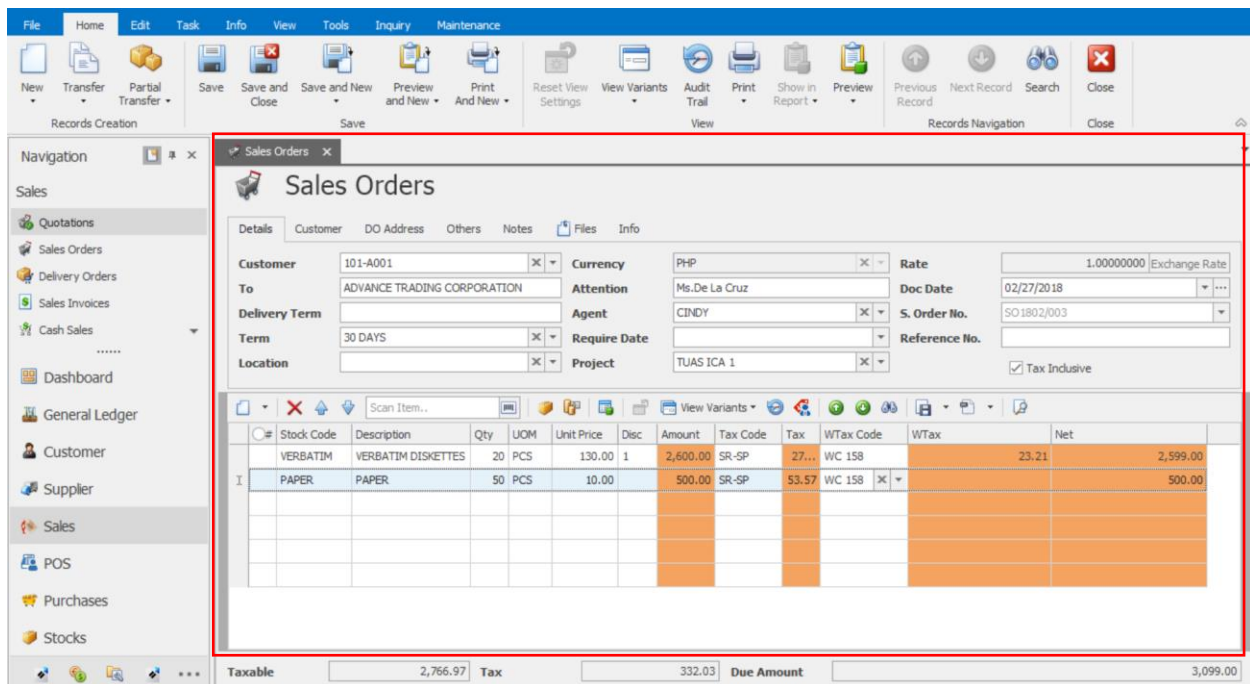




HOW TO USE THE “SAVE AS DRAFT”

Save as Draft function allows the user to keep the encoded transaction as a rough sketch before considering as official transaction document.

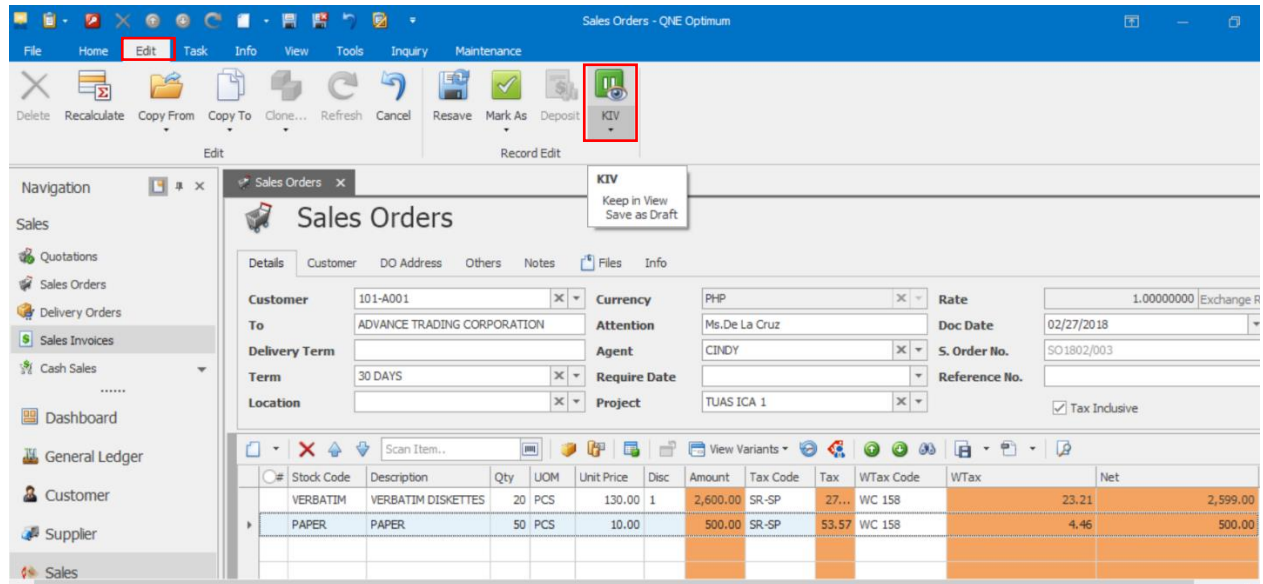
Create a transaction (sample: Sales Order). Provide all the necessary details as well as the particular items.



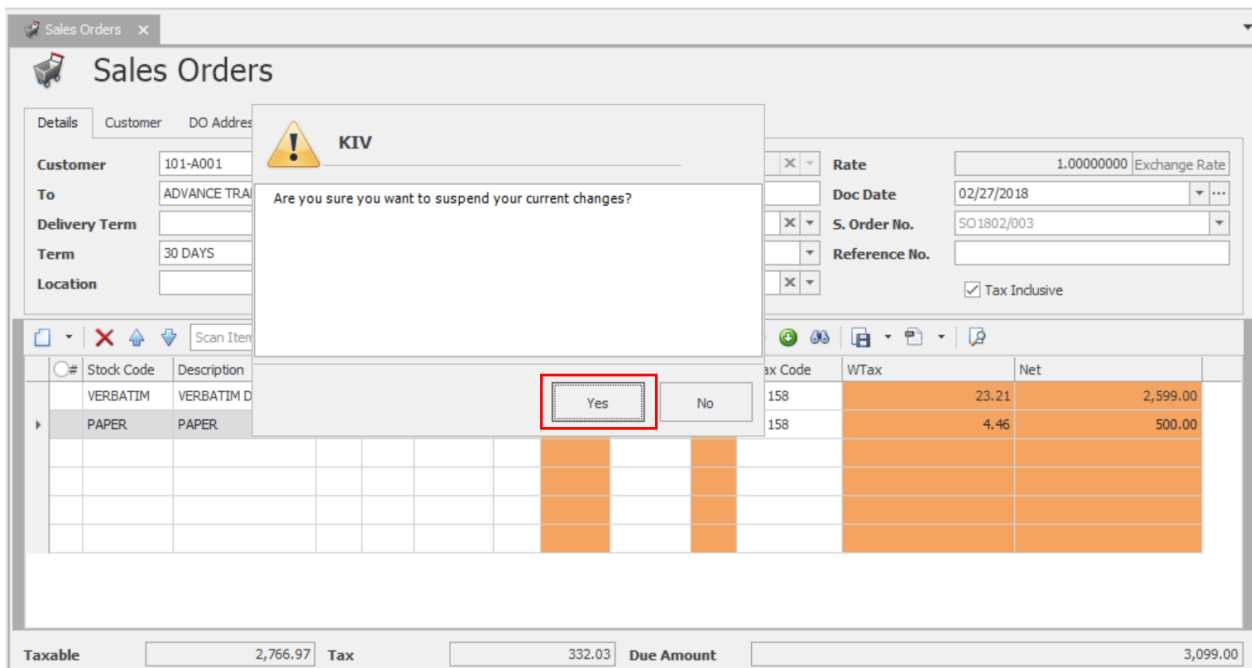
Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net	Taxable
VERBATIM	VERBATIM DISKETTES	20	PCS	130.00	1	2,600.00	SR-SP	27.00	WC 158	23.21	2,599.00	
PAPER	PAPER	50	PCS	10.00		500.00	SR-SP	53.57	WC 158		500.00	

Taxable: 2,766.97 Tax: 332.03 Due Amount: 3,099.00

Now, in order to Save the transaction as draft, go to the Record Edit section under Edit menu and select the KIV (Keep In View).

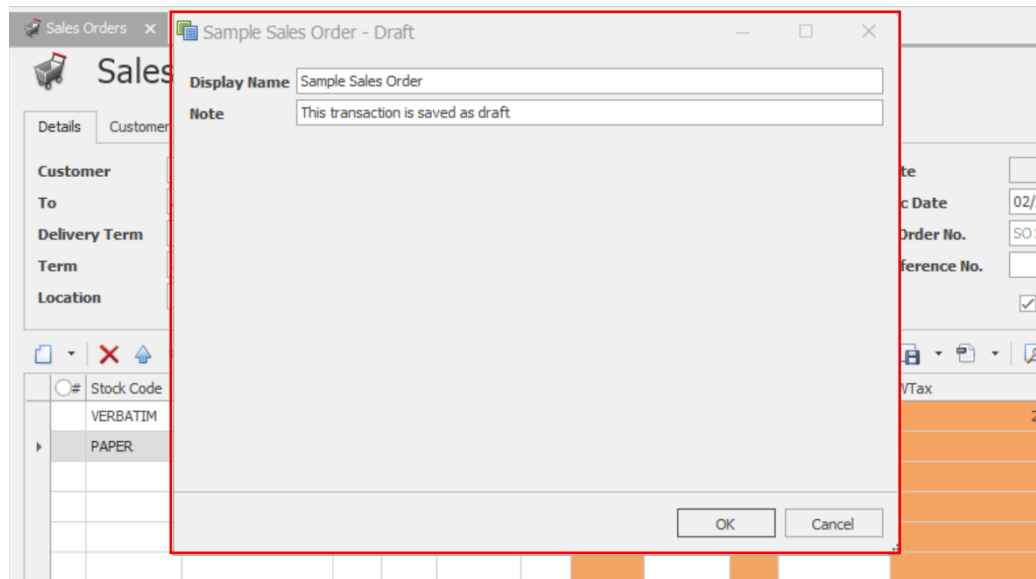


Click “Yes” when a message prompt appears.

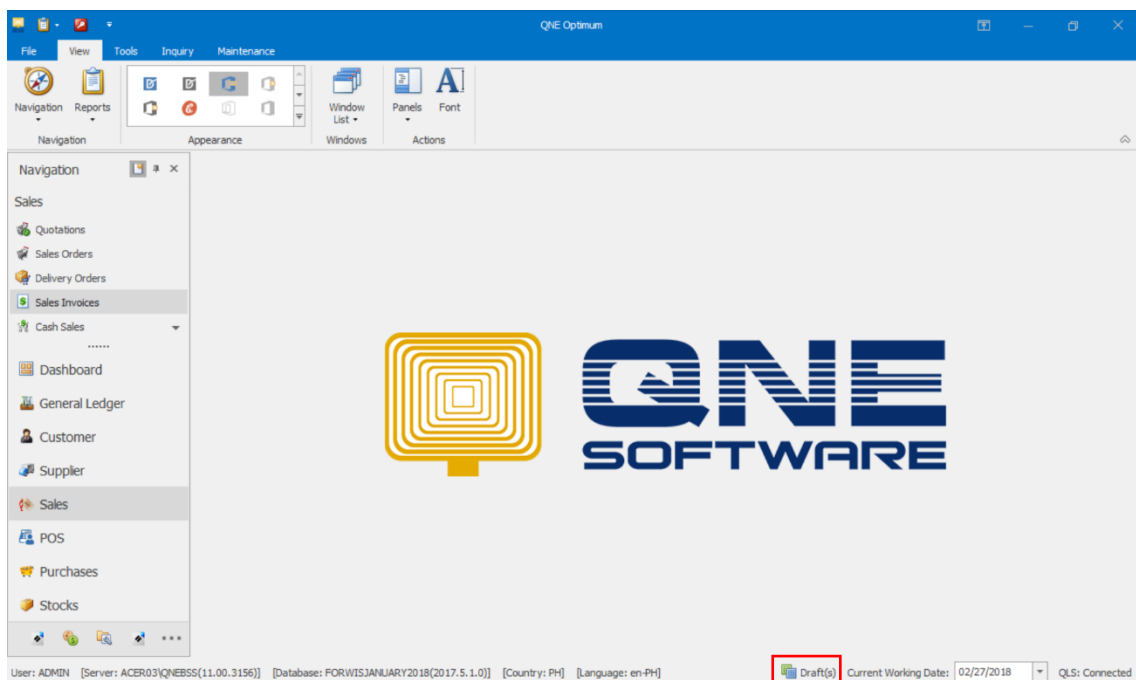


Provide a Display Name as well as Note.

Reminder: Specify a descriptive remark to a transaction which you need to save as draft in order for you to be reminded on the content of your transaction.

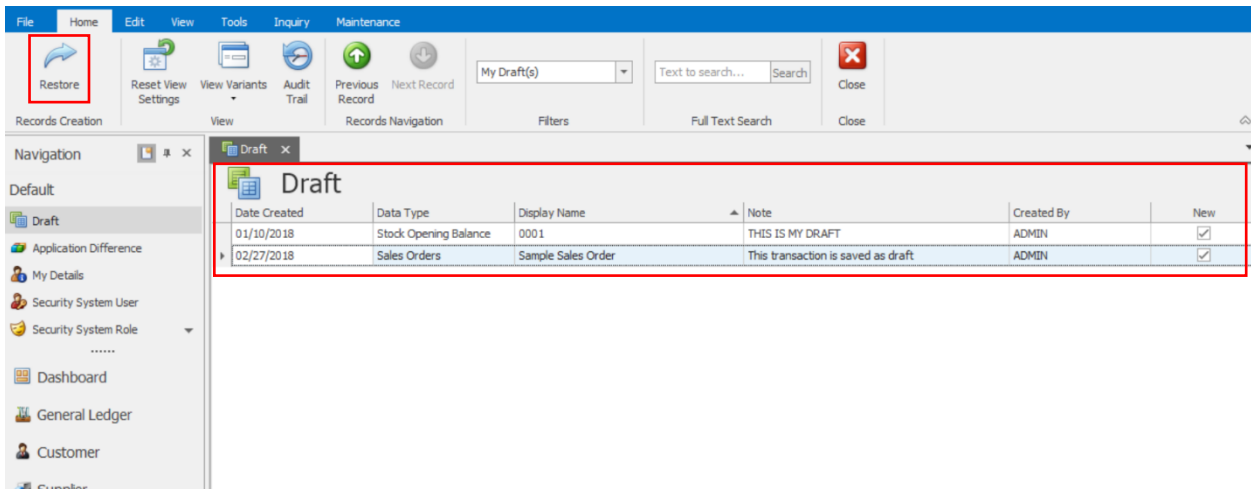


In order to check all the created drafts, go to the Draft icon in the status bar.



In the Draft list, you can see all the draft transactions that has been created and all the necessary information such as the creator of the document and what type of document.

To officially save the transaction, you can restore it using the “Restore” function under Records Creation panel.



The screenshot shows the QNE software interface. The top menu bar includes File, Home, Edit, View, Tools, Inquiry, and Maintenance. The Home tab is active, showing a toolbar with buttons for Records Creation, Reset View Settings, View Variants, Audit Trail, Previous Record, and Next Record. A red box highlights the 'Restore' button in the Records Creation panel. Below the toolbar, the 'Draft' list is displayed, showing a table of draft transactions. The table has columns for Date Created, Data Type, Display Name, Note, Created By, and New. Two draft transactions are listed: one from 01/10/2018 for Stock Opening Balance and another from 02/27/2018 for Sales Orders. The 'New' column for both transactions has a checked checkbox.

Date Created	Data Type	Display Name	Note	Created By	New
01/10/2018	Stock Opening Balance	0001	THIS IS MY DRAFT	ADMIN	<input checked="" type="checkbox"/>
02/27/2018	Sales Orders	Sample Sales Order	This transaction is saved as draft	ADMIN	<input checked="" type="checkbox"/>