

## How to Allow User(s) to Change and/or Select Other Document Running Number

In Transaction Form, system will not allow non-administrator user accounts to change and/or select other document running number format.

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Bills Supplier											
Supplier		From					A	Doc Date	05/18/2021		· ···
Currency	PHP						T	Bil #	Auto Generate		τ
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## Procedure:

Go to Ribbon Menu > Maintenance Tab > Users

File View Tools Inquiry <mark>Maintenance</mark>	QNE Business Solutions				
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My Details User Role: Users Projects Cost Centres Financial Valid Posting Default Interface Currencies Terms Areas System Running Posting User Defaul Period Periods Accounts Options Numbers Account Groups Form Forme Default Maintenance					

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u> Follow our Twitter and Instagram account: @qnesoftwareph



In User Maintenance listing, Double Click the User to Modify.

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Drag a column header	Security System User Drag a column header here to group by that column								
User Name		Full Name		Remarks		Email			
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ADMIN									
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Choose the linked Role and Double Click to Modify

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Name	Administrative	Can Edit Model
▶ Manager		
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System will redirect you to Security System Role for modification.

**Note:** Permissions are applied to the System Role(s) and thus all other System Users that are also linked to the modified System Role will be given the same permissions.

1. Go to Permissions Tab > Transactions > Change Doc Number

Tick to allow user to change default doc number per transaction form type.

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Name		Manager		Adminis	trative	
				Change	New Password Every	1 Days
Desci	iption	Manager				۵ ۲
r 🖥	Permissions 凝 U	Isers 🤯 Roles				
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T	R <mark>B</mark> C					A
•	Bills					
	Cash Purchases					
	Cash Sales					
	Customer Credit N	lotes				
	Customer Debit N	otes				
	Customer Deposit	S				
	Delivery Orders					
	Finished Goods Pr	oduce				
	Foreign Account /	Adjustment				
	Free Gift Journals					



2. Go to Permissions Tab > Transactions > Select Doc Number

**Tick to allow** user to select other existing running number formats per transaction form type.

Į	Secul	ity System Role			
Nam	ie	Manager	Administ	rative	
			Change	New Password Every	1 Days
Des	cription	Manager			Å
<b>1</b>	Permissions 身 Data Operations	Isers 🤯 Roles			
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	Cash Purchases				
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	Customer Credit	Notes			
	Customer Debit N	lotes			
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	Delivery Orders				
	Finished Goods P	roduce			
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Once done, Click Save or Save and Closed.



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Manager  Description									
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Business Object	Allow								
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▶ Bils									
Cash Purchases									
Cash Sales									
Customer Credit Notes									
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Philsheu Guous Produce									

Alert message will prompt, click 'NO' to avoid override by View Unit and Selling Price.

ş	Security System	Role					
Nam	e Manager		Administrative				
Desc	Manager	<b>?</b> Alert		Change New Password Every 1 Day			
S Cru O	Permissions Data Operations other Operations edit Control Point Of Sales Change Doc Nu Change Doc Nu	User Roles Module Do you want to get override by View Unit Cost and View Selling P *Remark If press [Yes] then UnitCost/Price content will be override Data Op according to the setting. If press [No] then customized security role will be saved based on customized accordingly.	rice? eration customer	ck Control Change Unit Price Select Doc Number			
Т •	elle Bills Cash Purchases	Yes	No				
	Cash Sales Customer Credit Notes Customer Debit Notes Customer Deposits Delivery Orders Finished Goods Produce						
	Foreign Account Adjustment Free Gift Journals						

**NOTE:** 



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://qnesupportph.freshdesk.com

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