How to Set Compulsory Select Purchaser

Overview:

End-users may forget to select the Purchaser in the transaction which will affect the reporting related to Purchases by Purchaser. Compulsory Select Purchaser is used to prompt end-users if they have not selected the Purchaser.

Note:

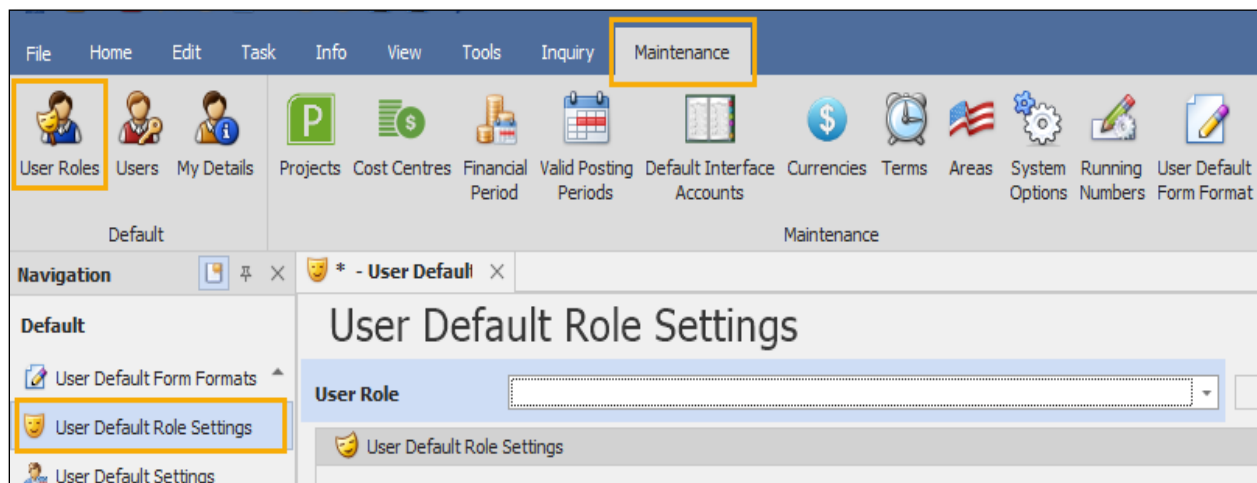This is only applicable to the following Optimum Packages:

✓ Optimum Financials
✓ Optimum Advance
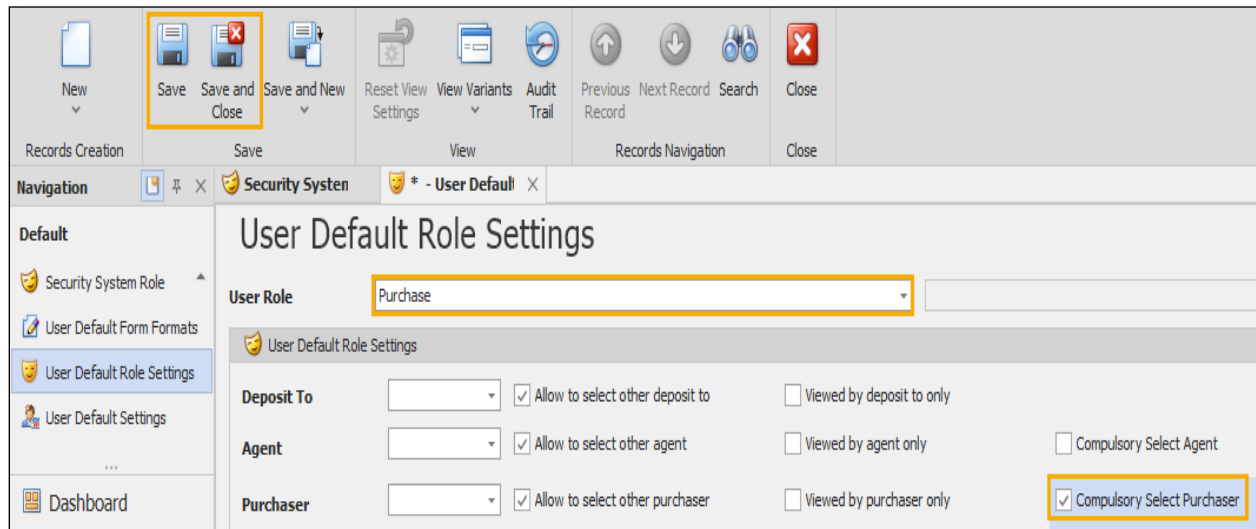✓ Optimum Core
✓ Optimum Edge
✓ Optimum Ace

Procedure:

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

Per User Role

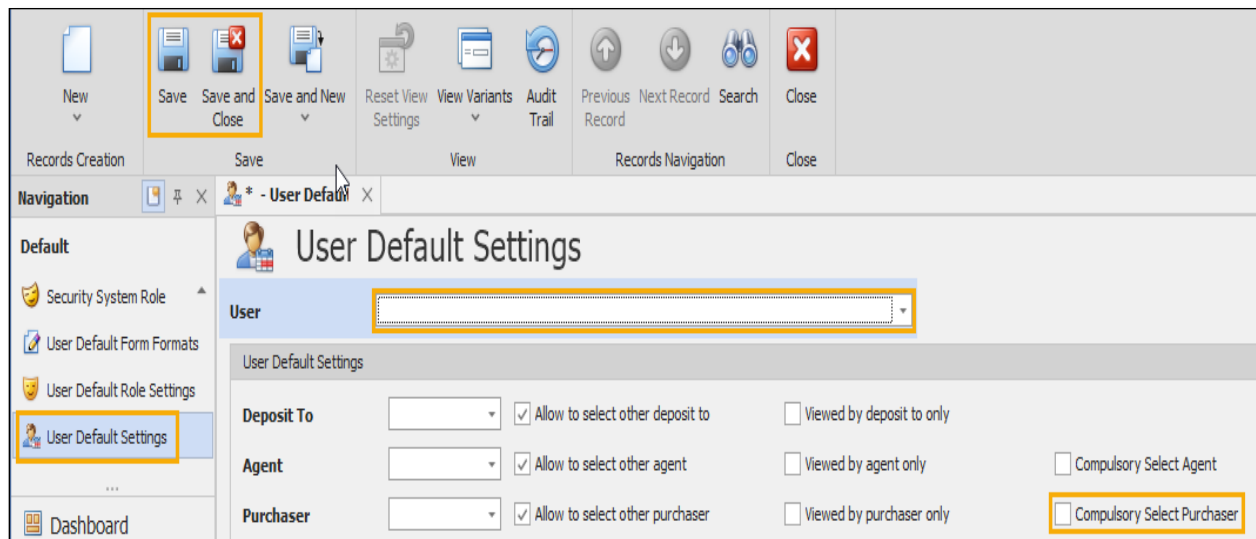1. Go to **Maintenance** > **User Roles** > **User Default Role Settings**.

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2. Select a particular **User Role** and tick **Compulsory Select Purchaser** then click **Save**.
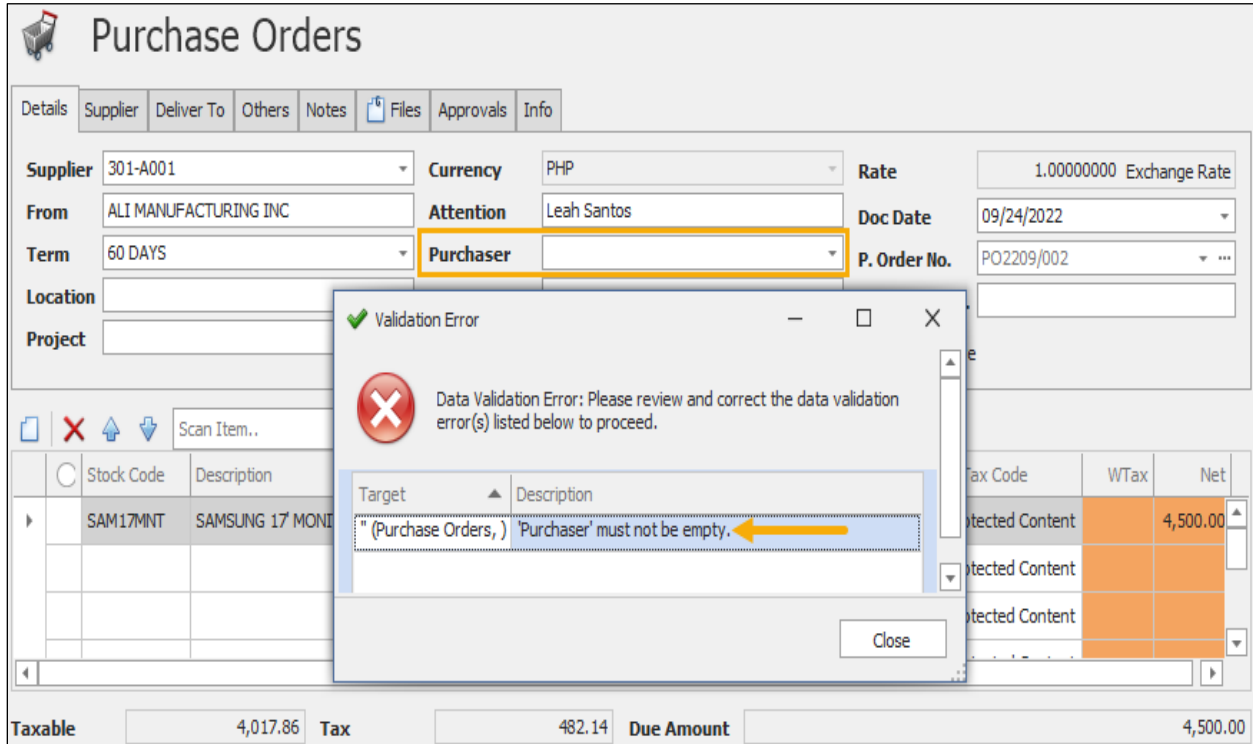

Per User

1. Go to **Maintenance** > **User Roles** > **User Default Settings**.
2. Select a particular **User** and tick **Compulsory Select Purchaser** then click **Save**.

Application:

If the end-user forgot to select the Purchaser, the dialog box below will appear upon saving which prompts the end-user to select the Purchaser because it is compulsory.