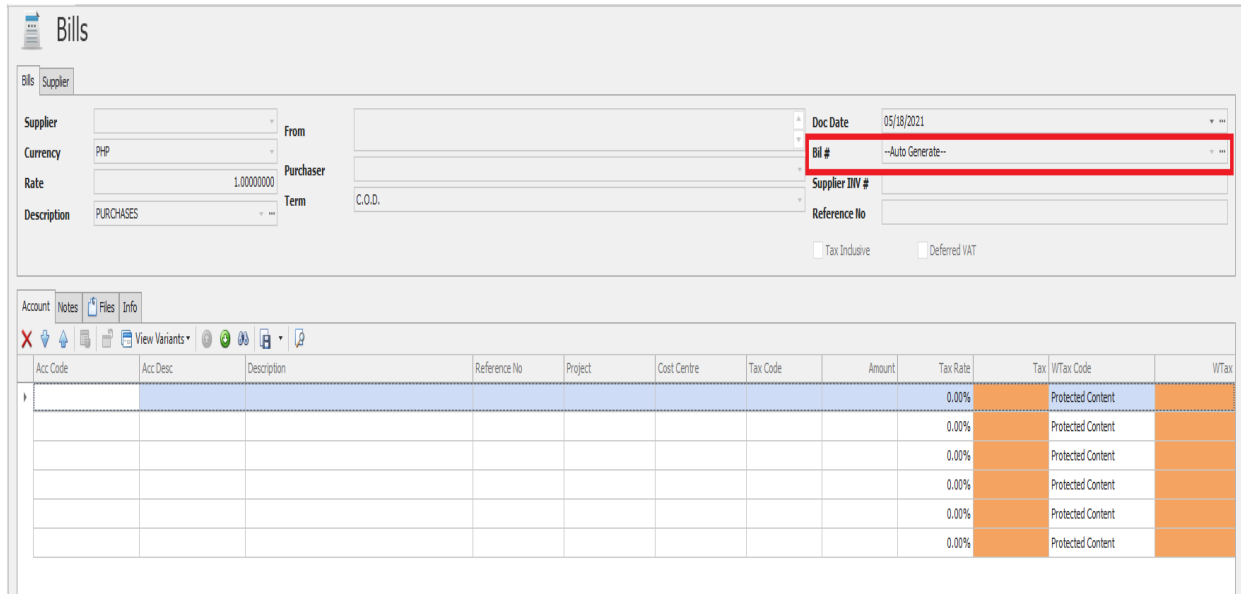




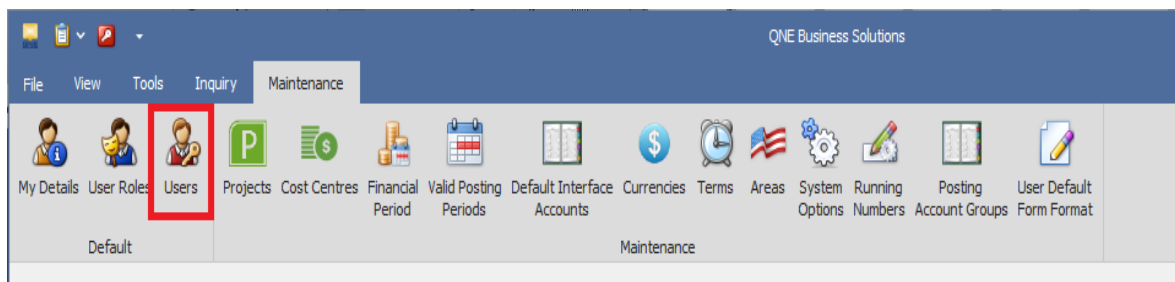
## How to Allow User(s) to Change and/or Select Other Document Running Number

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

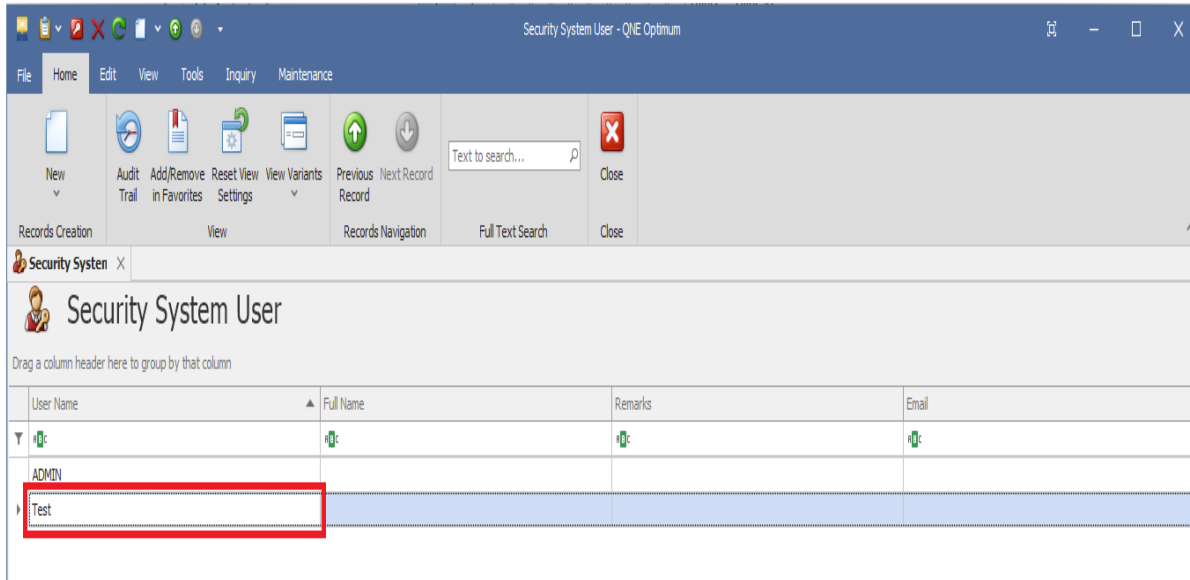


### Procedure:

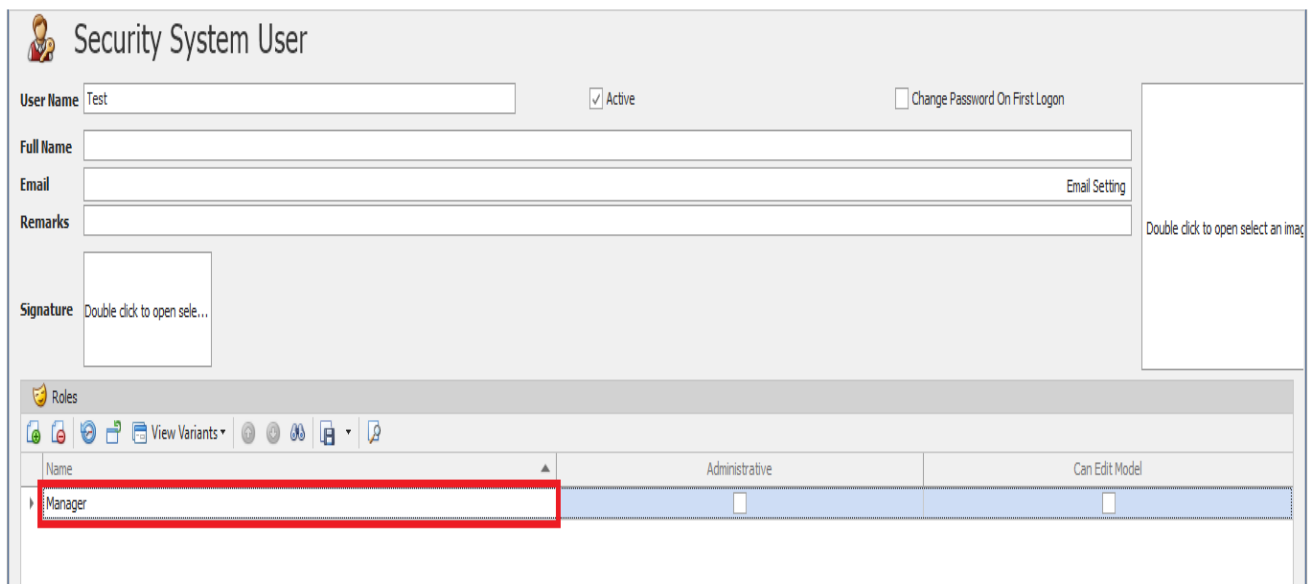
Go to Ribbon Menu > Maintenance Tab > **Users**



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



Choose the **linked Role** and Double Click to **Modify**

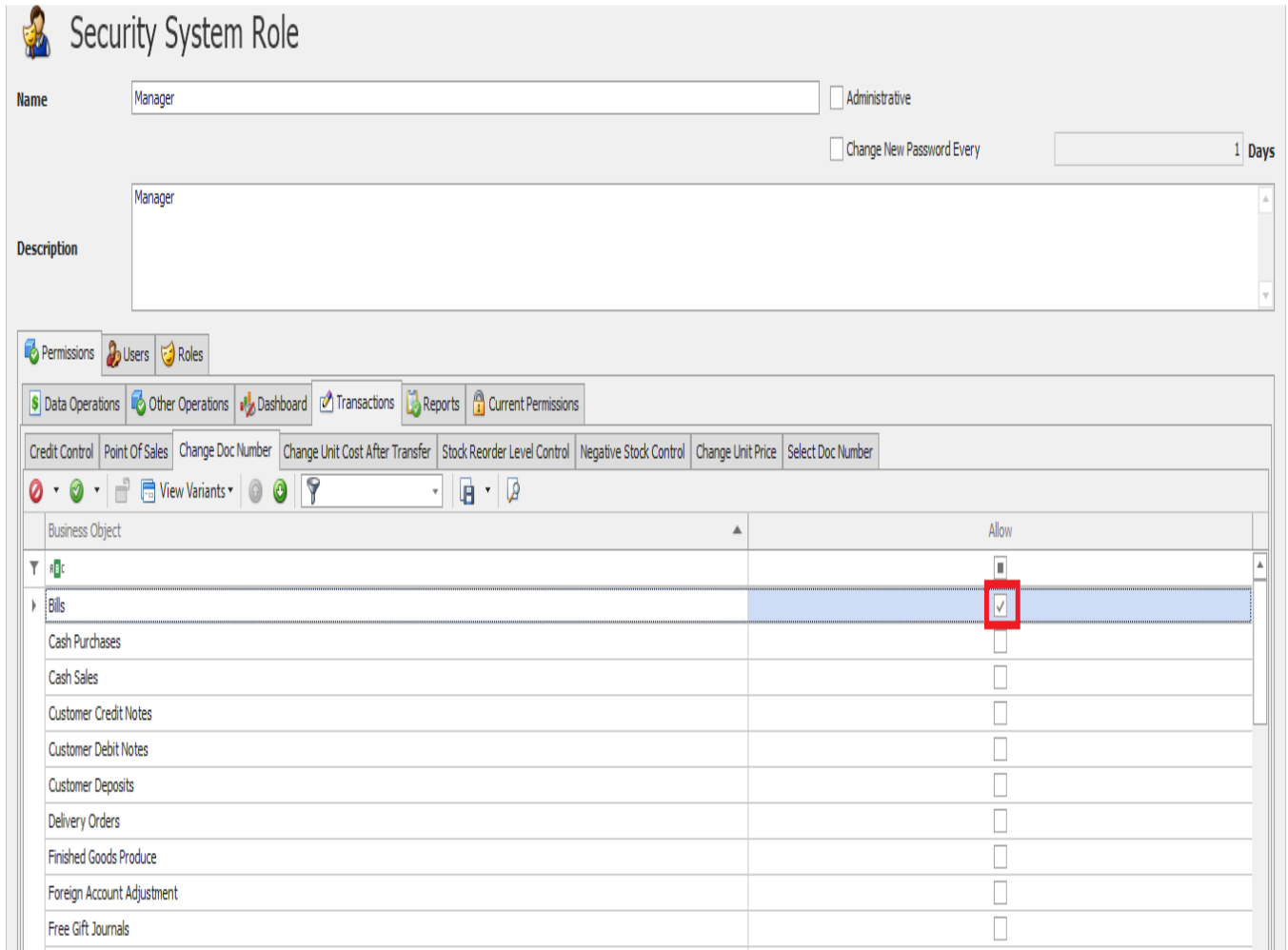


System will redirect you to **Security System Role** for modification.

**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.



**Security System Role**

Name:   Administrative  Change New Password Every  Days

Description:

Permissions | Users | Roles

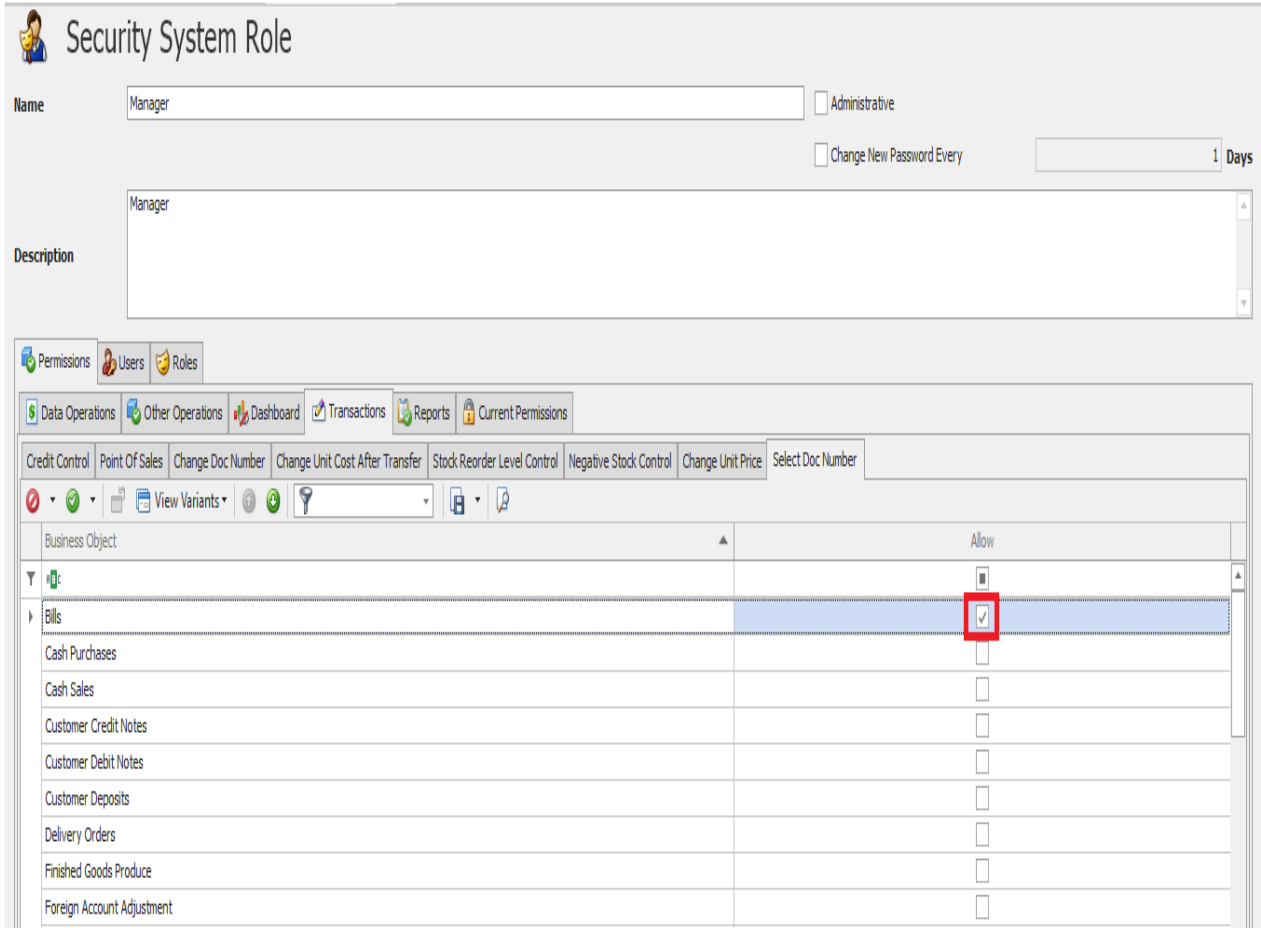
Data Operations | Other Operations | Dashboard | Transactions | Reports | Current Permissions

Credit Control | Point Of Sales | Change Doc Number | Change Unit Cost After Transfer | Stock Reorder Level Control | Negative Stock Control | Change Unit Price | Select Doc Number

Business Object	Allow
Bills	<input checked="" type="checkbox"/>
Cash Purchases	<input type="checkbox"/>
Cash Sales	<input type="checkbox"/>
Customer Credit Notes	<input type="checkbox"/>
Customer Debit Notes	<input type="checkbox"/>
Customer Deposits	<input type="checkbox"/>
Delivery Orders	<input type="checkbox"/>
Finished Goods Produce	<input type="checkbox"/>
Foreign Account Adjustment	<input type="checkbox"/>
Free Gift Journals	<input type="checkbox"/>

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

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



**Security System Role**

Name:   Administrative

Change New Password Every  Days

Description:

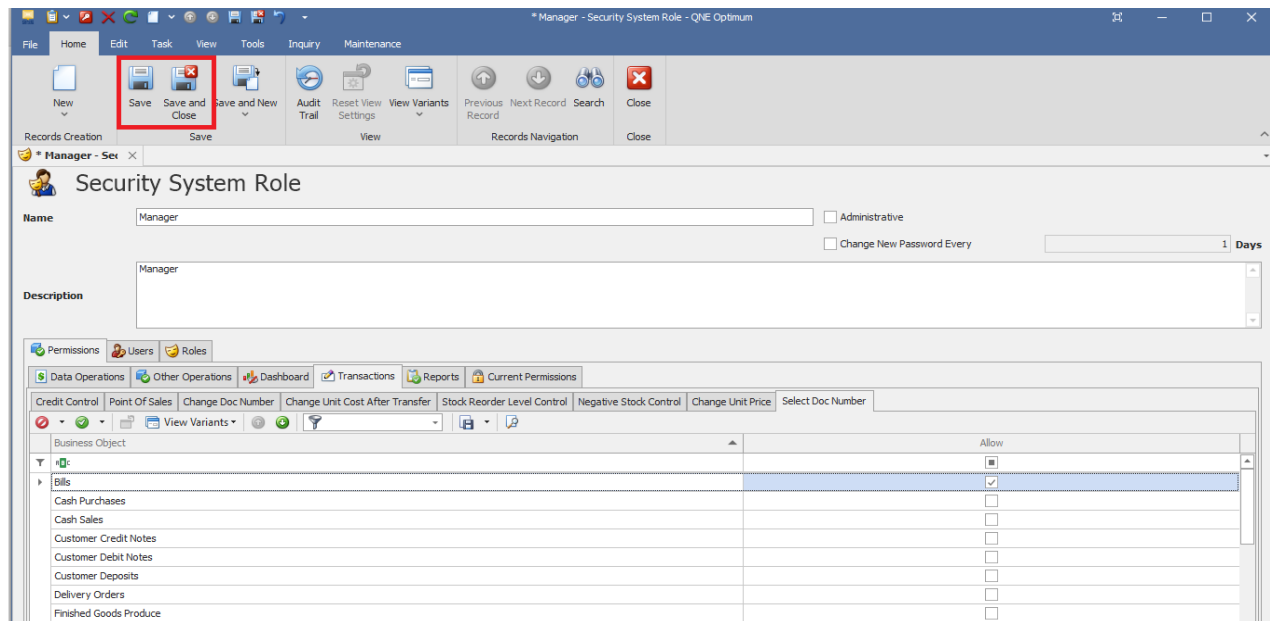
Permissions | Users | Roles

Data Operations | Other Operations | Dashboard | Transactions | Reports | Current Permissions

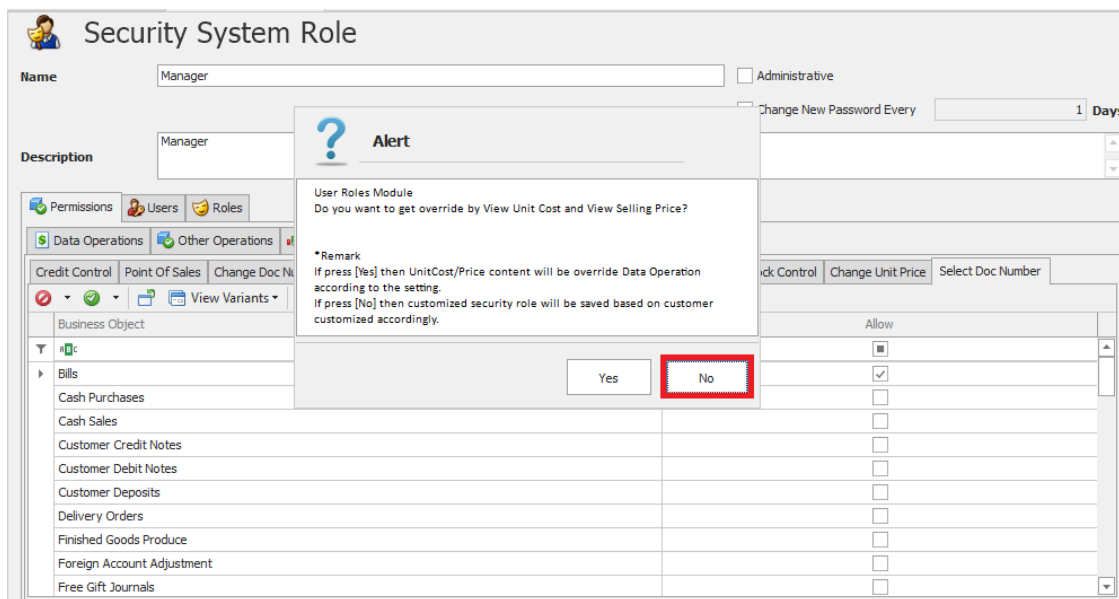
Credit Control | Point Of Sales | Change Doc Number | Change Unit Cost After Transfer | Stock Reorder Level Control | Negative Stock Control | Change Unit Price | **Select Doc Number**

Business Object	Allow
+	<input type="checkbox"/>
+	<input checked="" type="checkbox"/>
Cash Purchases	<input type="checkbox"/>
Cash Sales	<input type="checkbox"/>
Customer Credit Notes	<input type="checkbox"/>
Customer Debit Notes	<input type="checkbox"/>
Customer Deposits	<input type="checkbox"/>
Delivery Orders	<input type="checkbox"/>
Finished Goods Produce	<input type="checkbox"/>
Foreign Account Adjustment	<input type="checkbox"/>

Once done, Click **Save** or **Save and Closed**.



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



**NOTE:**



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