

Optimum-How to set only certain user can unlock taxable period?

[Version 1]

Hazel

[11-10-2017]



REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Hazel	11-10-2017	Weina

Amendment Record

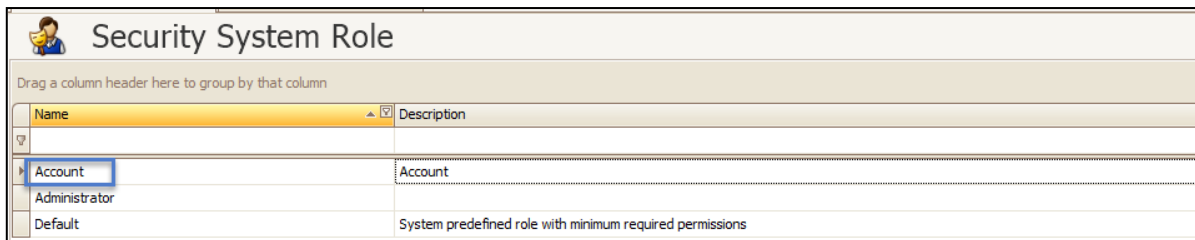
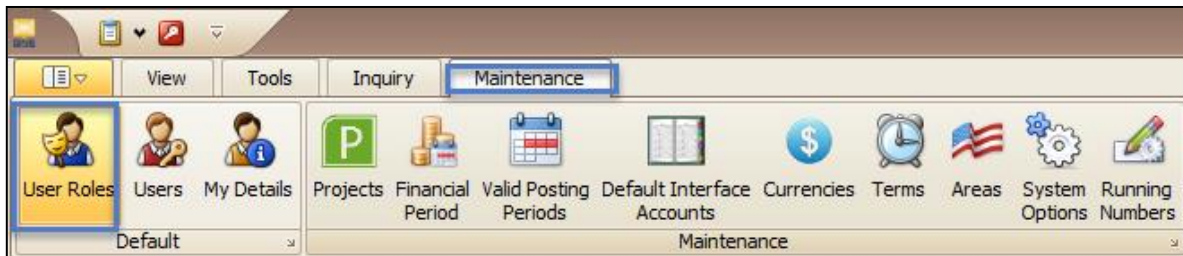


SCENARIO

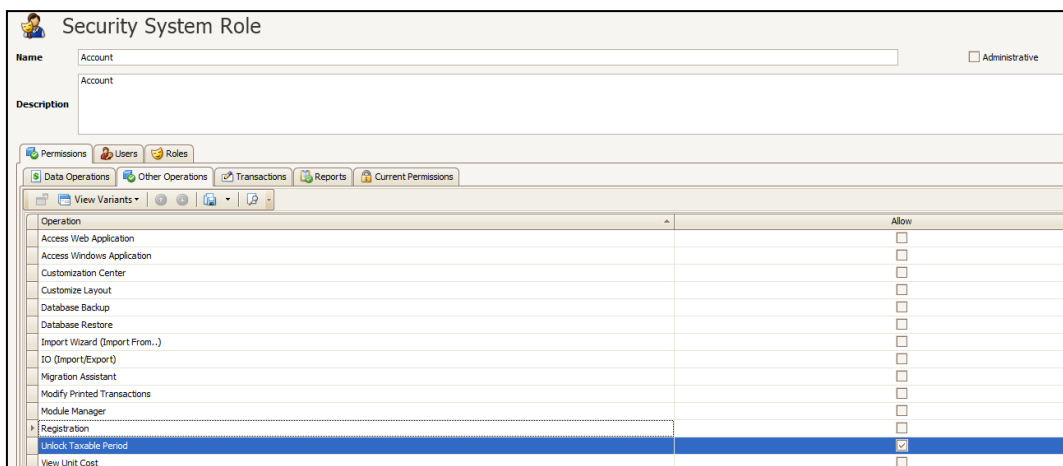
Management wish to set only certain user (Superiors) can unlock taxable period. Other staffs are not given permission to do this since they are not allowed to amend previous month transaction.

SOLUTION

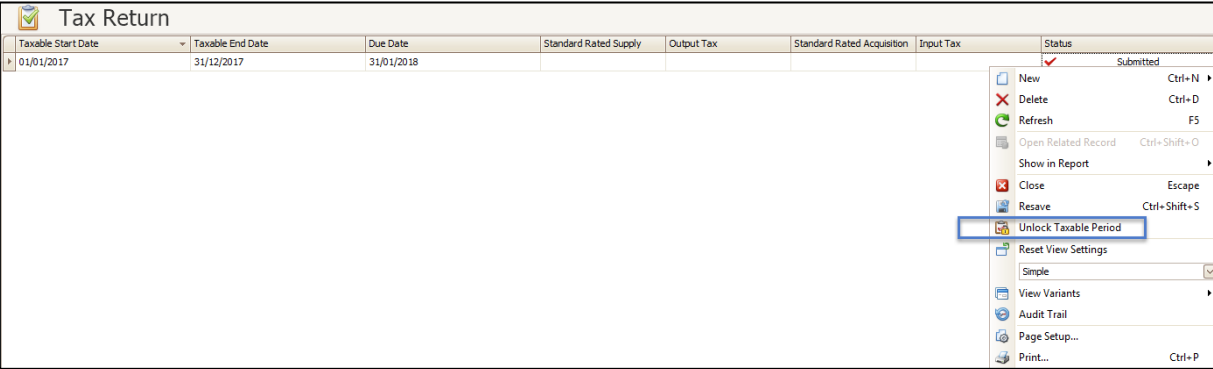
1. Login database by using user granted with administrative access right
2. Go to Maintenance > User Roles



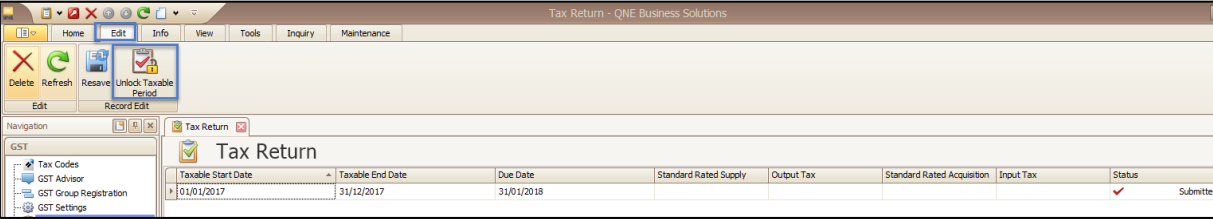
3. Double click on that role
*example: Account
4. Go to Permissions > Other Operations
5. Tick on "Unlock Taxable Period" > Save




Result as below:



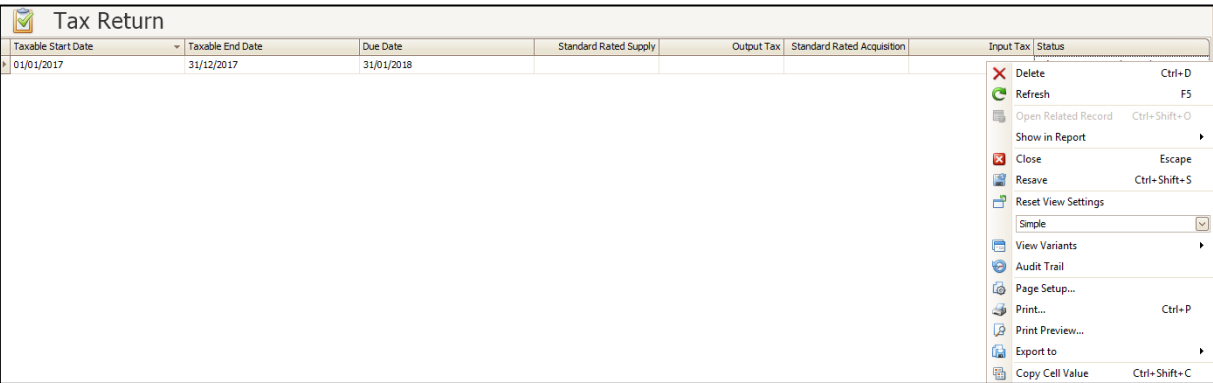
There's a "Unlock Taxable Period" when you right click on "Submitted" and when you click on "Edit"



	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 4 of 3

If untick “Unlock Taxable Period” in system user role

Result as below:



****Unlock Taxable Period button has been hidden.***

