



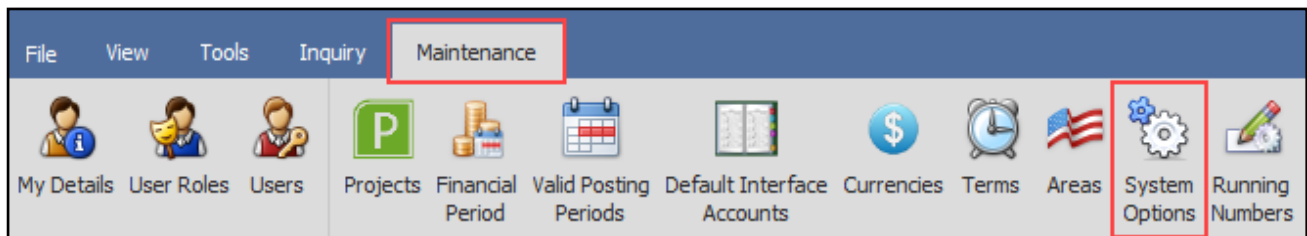
How to Prompt a Reminder Message for Overwriting the Document Number

Overview:

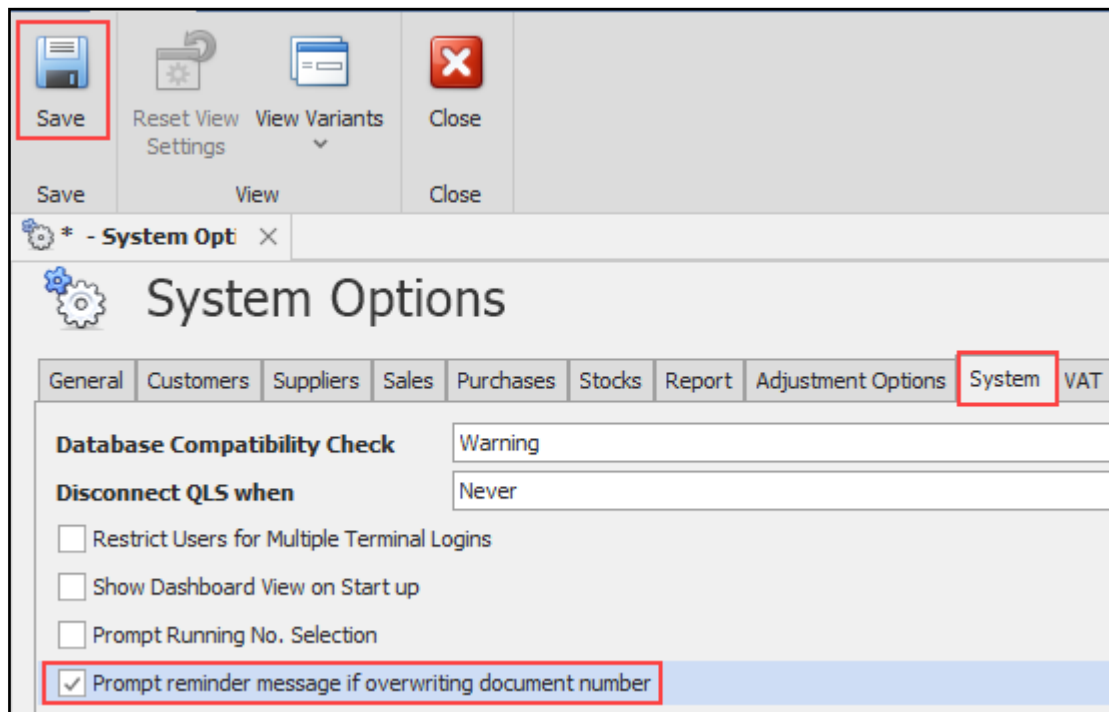
Unintended changing of document number can be avoided in QNE Optimum by setting up a prompt reminder message.

Procedure:

1. Go to *Maintenance > System Options*.

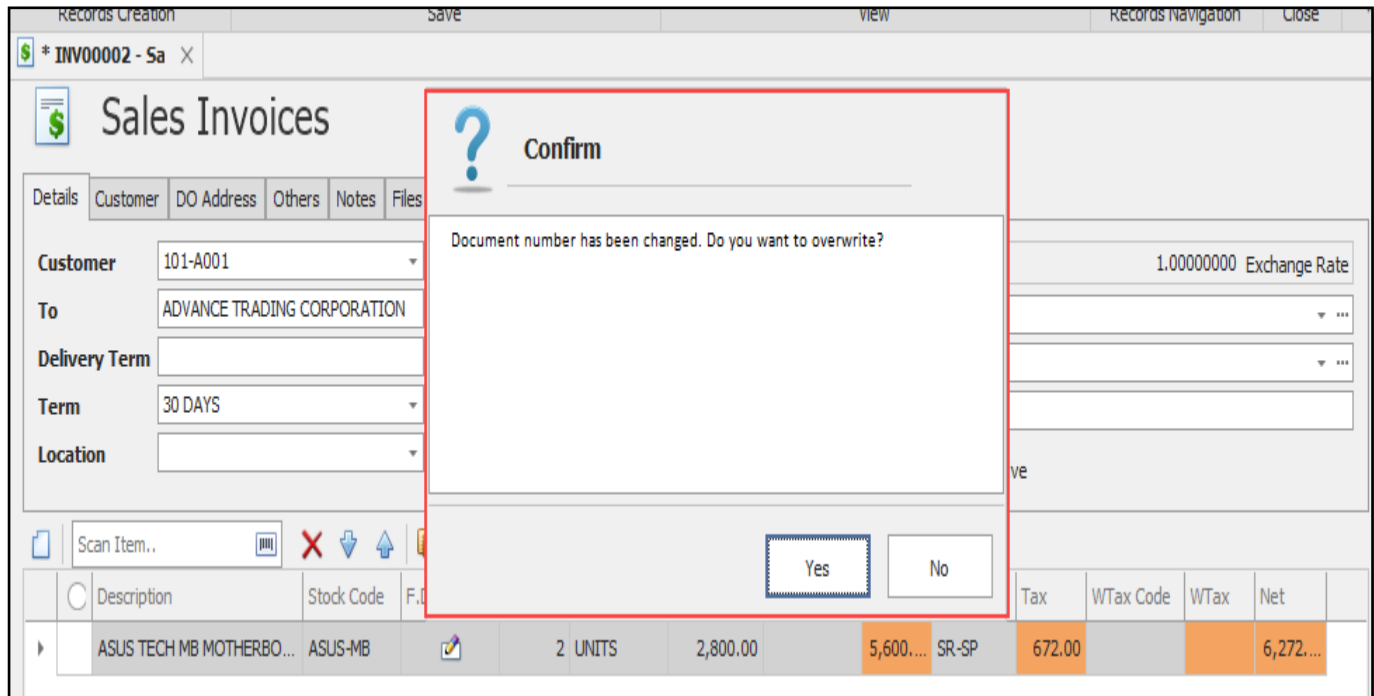


2. Under the *System* tab, tick the 'Prompt reminder message if overwriting document number' and click Save.



Application:

Open any saved transaction and change the document number. Upon clicking Save, the system will show a Confirm Box to ask the user whether he/she is sure to proceed with overwriting the document number.



The screenshot shows the 'Sales Invoices' application window. A confirmation dialog box is displayed in the center, asking: 'Document number has been changed. Do you want to overwrite?' with 'Yes' and 'No' buttons. The background window shows the 'Details' tab for a sales invoice with the following information:

Details	Customer	DO Address	Others	Notes	Files
Customer	101-A001				
To	ADVANCE TRADING CORPORATION				
Delivery Term					
Term	30 DAYS				
Location					

Below the details, there is a 'Scan Item..' button and a table of items:

Description	Stock Code	F.I.	Quantity	Unit Price	Total Price	SR-SP	Tax	WTax Code	WTax	Net
ASUS TECH MB MOTHERBO...	ASUS-MB		2 UNITS	2,800.00	5,600.00	SR-SP	672.00			6,272.00



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