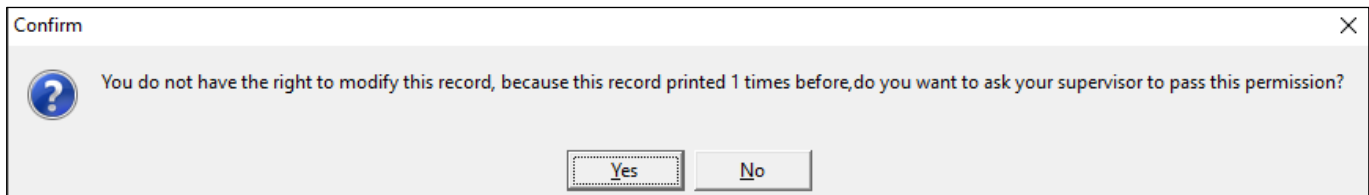




How to Allow 'Modify After Printout' in Sales Module and/or Purchases Module

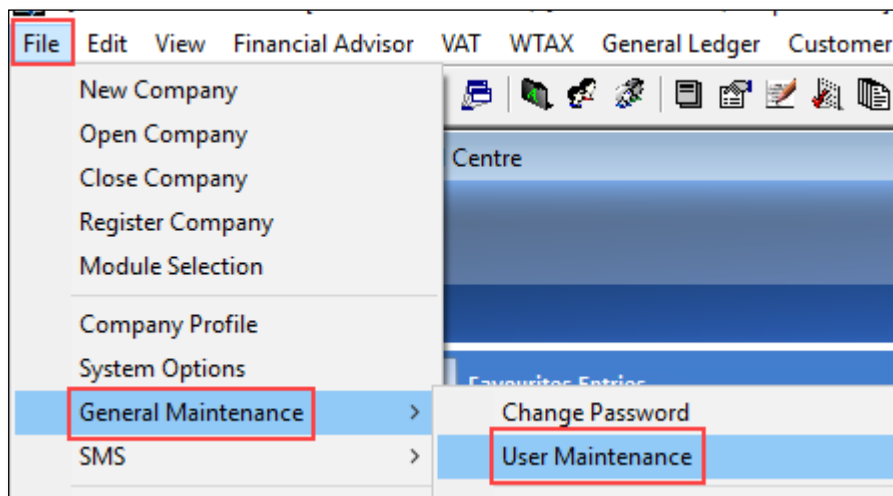
Overview:

The system has a user control setting whether or not to still allow to modify transactions after they've been already printed out. If a particular user does not have the right to modify, the system will show the message prompt below.

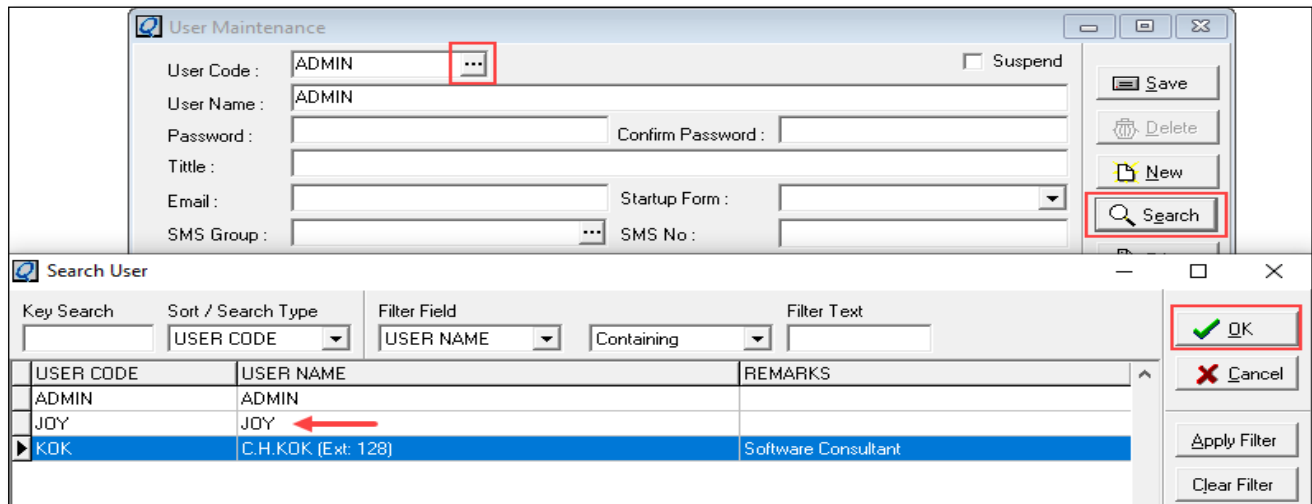


Procedure:

1. Log in using a User with Admin Rights.
2. Go to **File > General Maintenance > User Maintenance**.



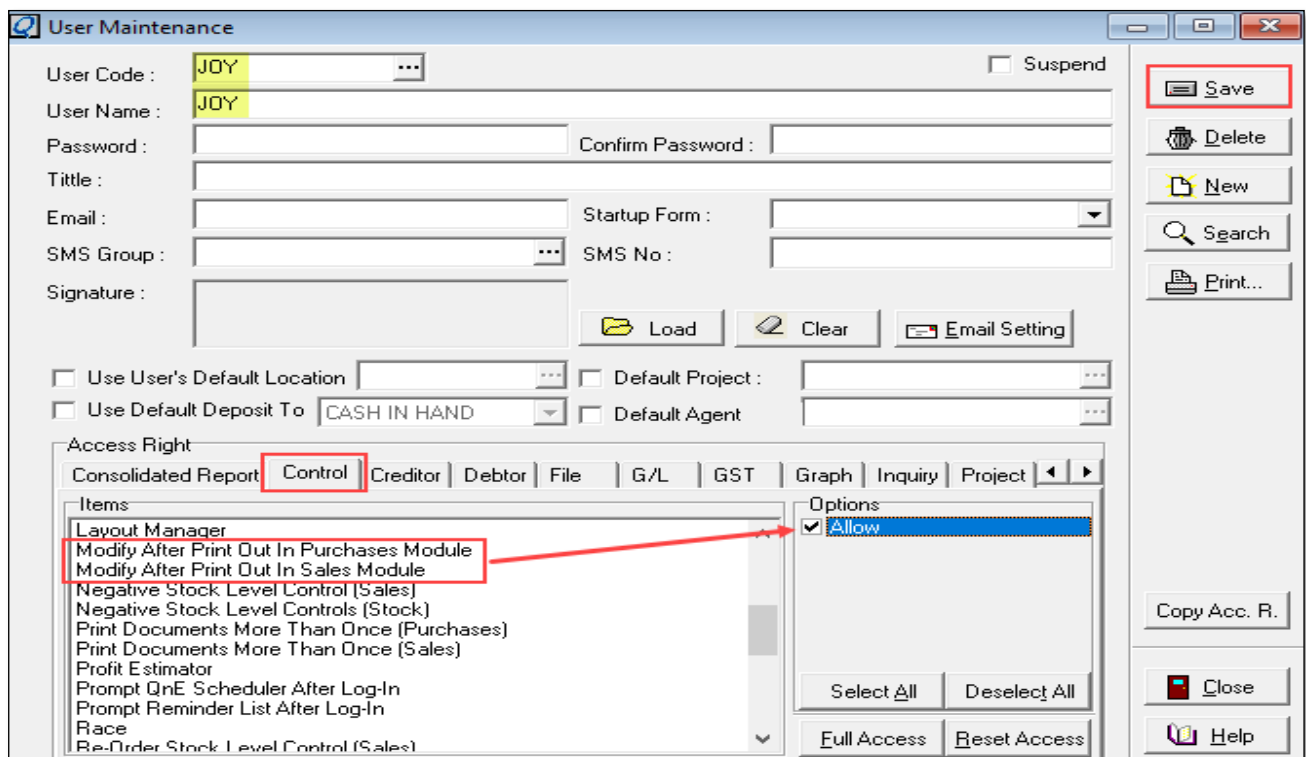
3. Click the **Ellipsis (...)** button or the **Search** button and select or double-click the User to be given access to modify (e.g. JOY).



The image shows two overlapping windows from the QNE software. The top window is 'User Maintenance' with fields for User Code (ADMIN), User Name (ADMIN), Password, Confirm Password, Title, Email, Startup Form, SMS Group, and SMS No. A red box highlights the search icon in the top right. The bottom window is 'Search User' with a table of results. A red arrow points to the 'JOY' user in the table.

USER CODE	USER NAME	REMARKS
ADMIN	ADMIN	
JOY	JOY	
KOK	C.H.KOK (Ext: 128)	Software Consultant

4. Under the **Control** tab, tick the **Allow** checkbox for **Modify After Print Out in Purchases Module** and/or **Modify After Print Out in Sales Module** and click **Save**.



The image shows the 'User Maintenance' window with the 'Access Right' tab selected. The 'Control' sub-tab is active. In the 'Items' list, 'Modify After Print Out In Purchases Module' and 'Modify After Print Out In Sales Module' are highlighted with a red box. A red arrow points from this box to the 'Options' column where the 'Allow' checkbox is checked. Other tabs include Consolidated Report, Creditor, Debtor, File, G/L, GST, Graph, Inquiry, and Project. Buttons for Save, Delete, New, Search, Print, Load, Clear, Email Setting, Copy Acc. R., Close, and Help are visible on the right.



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