**Maintain Acceptable Transaction Date**

SQL can no need perform year end, it will auto doing cut off. Once account closed, if you wish to block the period to avoid your users changed the account figure, you may do this setting.

Date that sets between allowed transaction date are **ALLOWING** the document to be edited in between the dates. Vice-versa, date that falls outside the transaction period are not allowed to be edit or created.
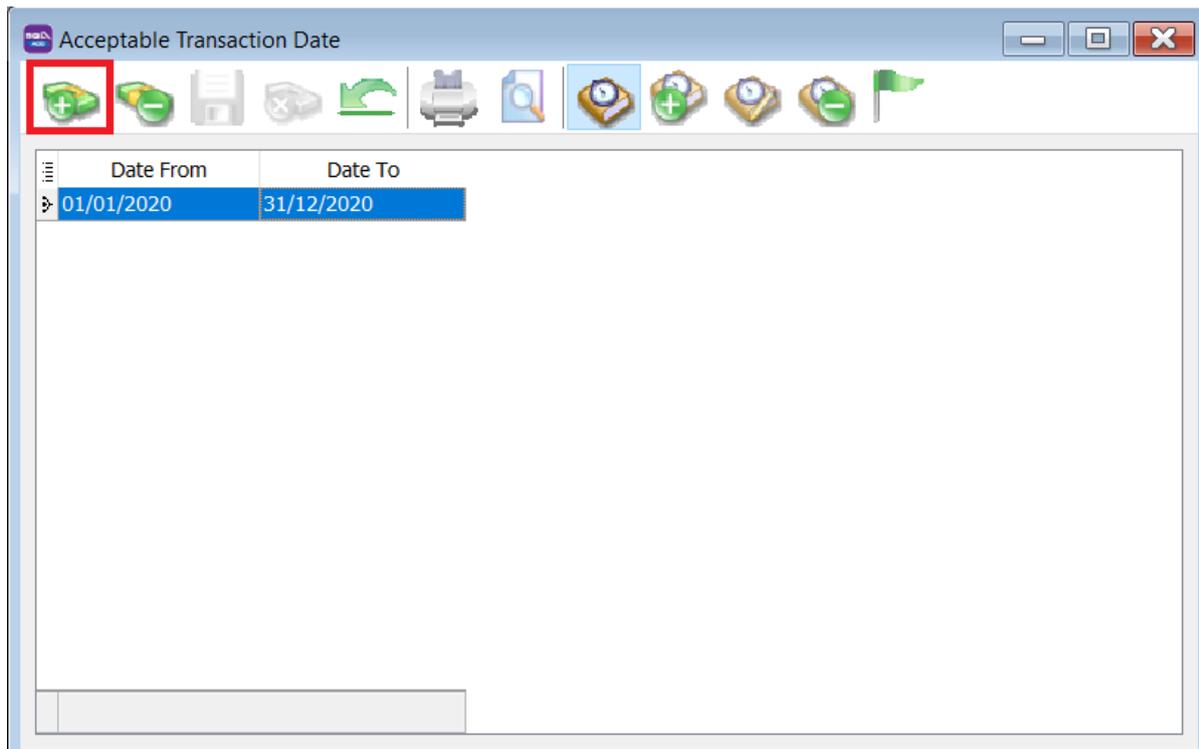
Scenario A:

My Financial Period is on (1/1/20XX – 31/12/20XX), I have close the financial year for 2019, I wish to block the period to avoid user edit or created, what should I do?
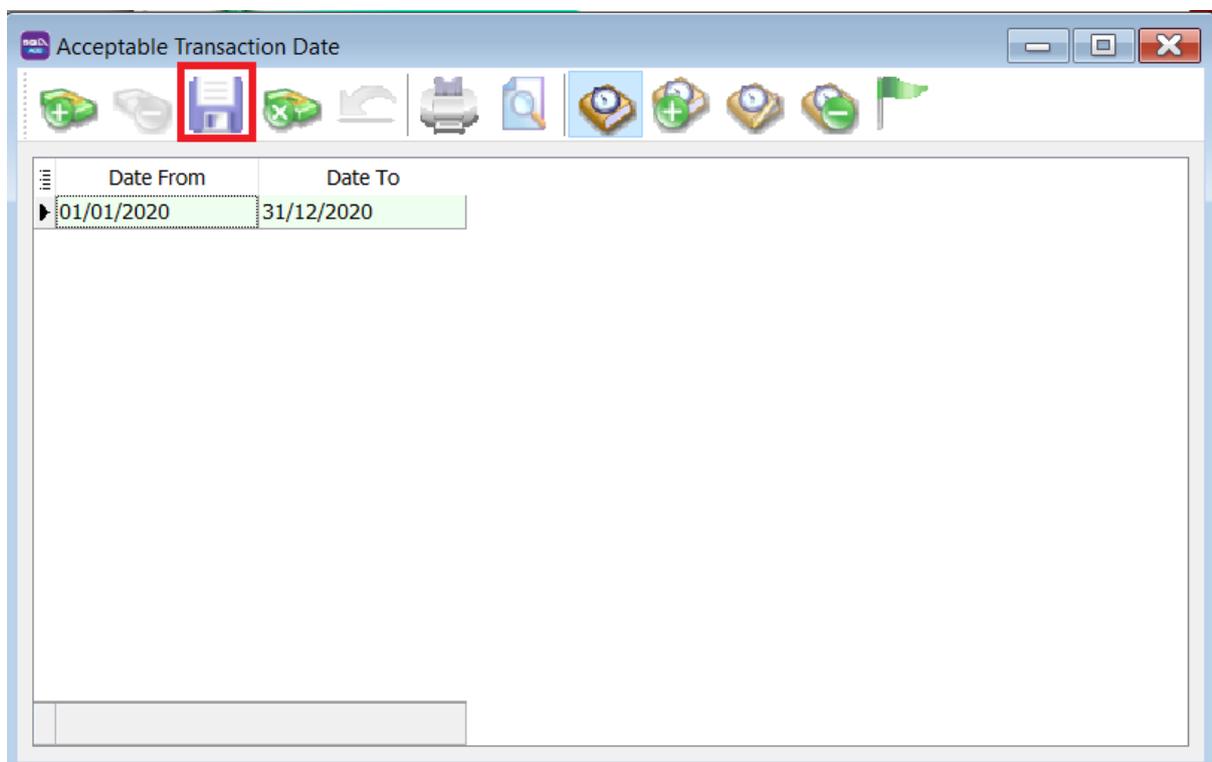
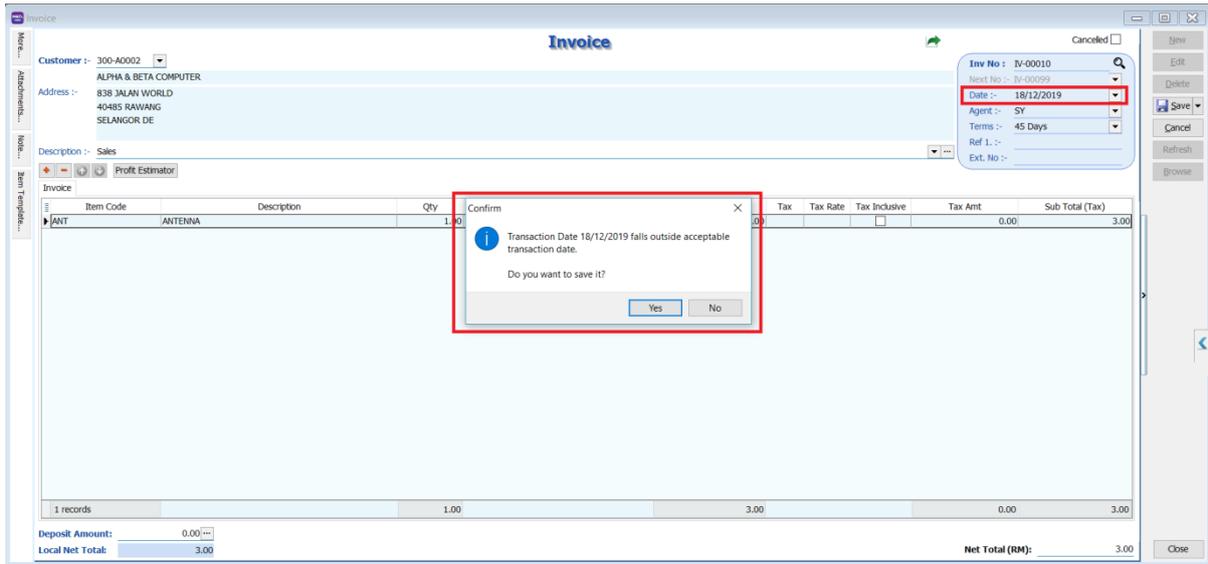Step 1: Tools > Maintain Acceptable Transaction Date
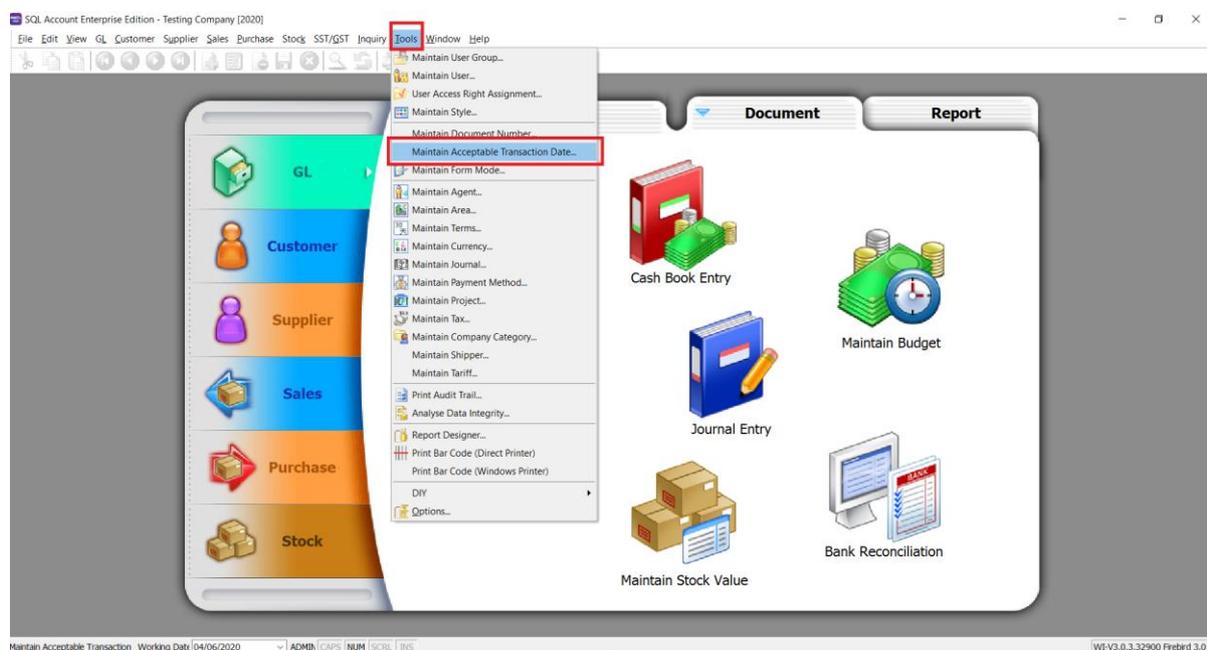
Step 2: Click on Append (Icon with + symbol) then select the date from and date to.

Step 3: After selecting date from and date to, Save it

After do the setting, this is the results: It will show the message that shows out if users try to save a document that are not in acceptable transaction period.
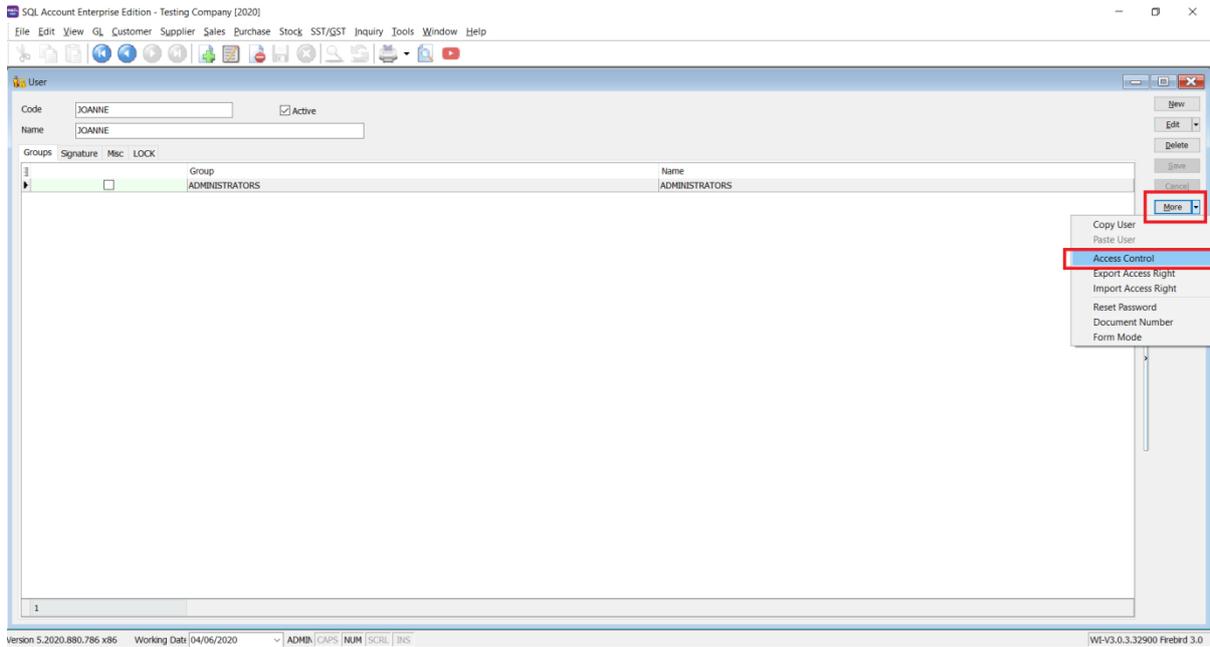
Thus, you are not allowed to edit the document which is fall outside of the period…

TIPS: Please maintain access rights before allowing any user to override the acceptable transaction date.

Step 1: Tools > Maintain User
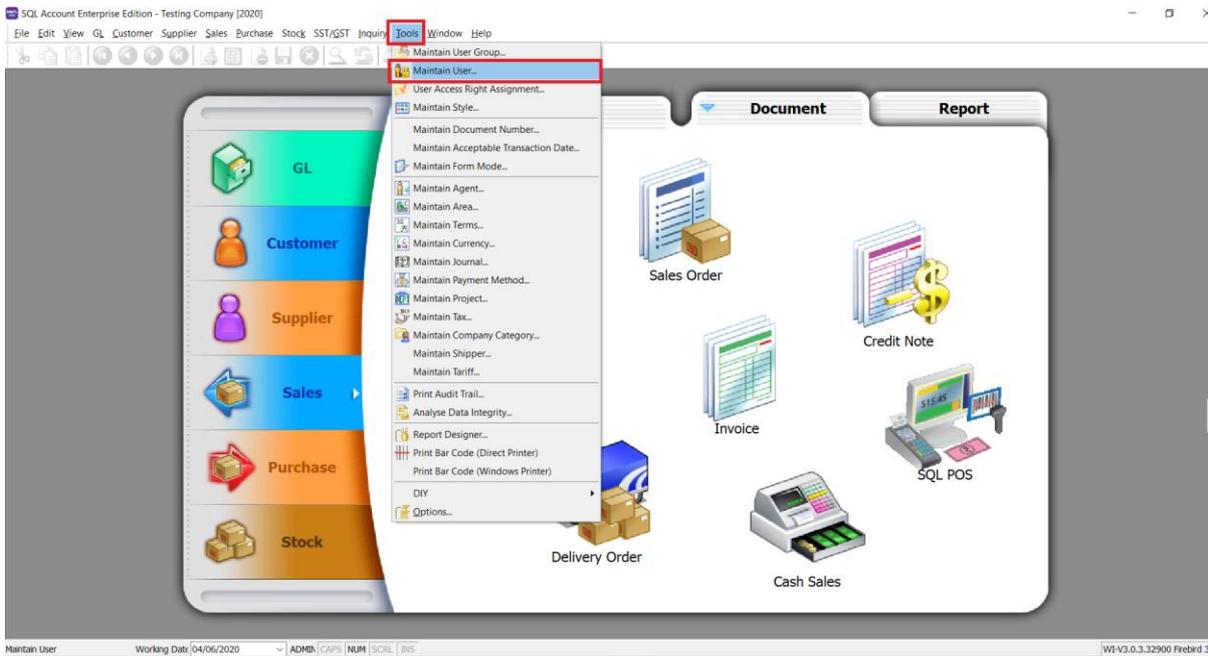
Step 2: Edit the user > Click on more > Access Control

Step 3: Go to Group : Tools > Untick Maintain Acceptable Transaction Date and Override Acceptable Transaction Date > Save