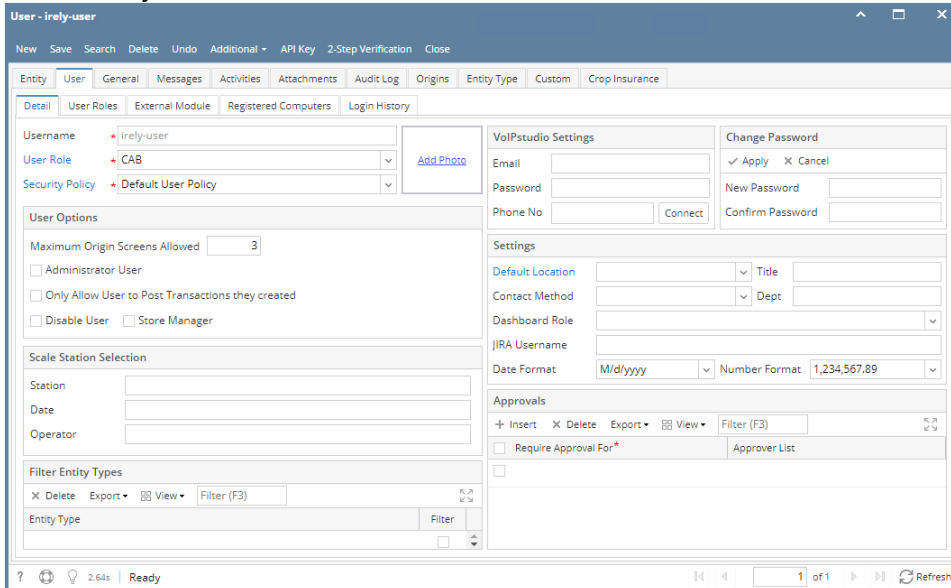# How to Set User to Only Post Transactions they Created in Users Screen
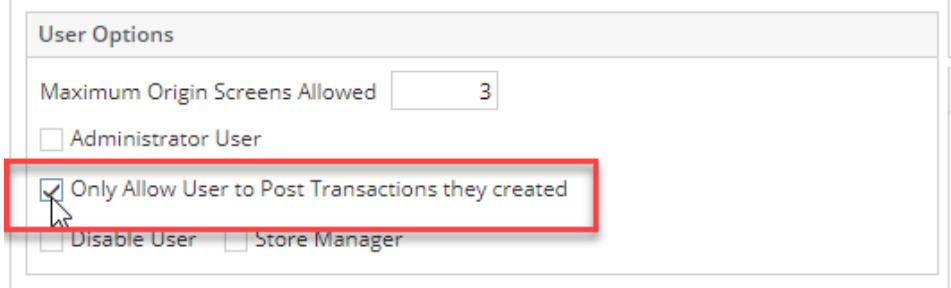
Admin users can set the user to post only the transaction they created in i21 by checking the user options checkbox in Users screen.

Here are the steps on how to Set User to Only Post Transaction they Created:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
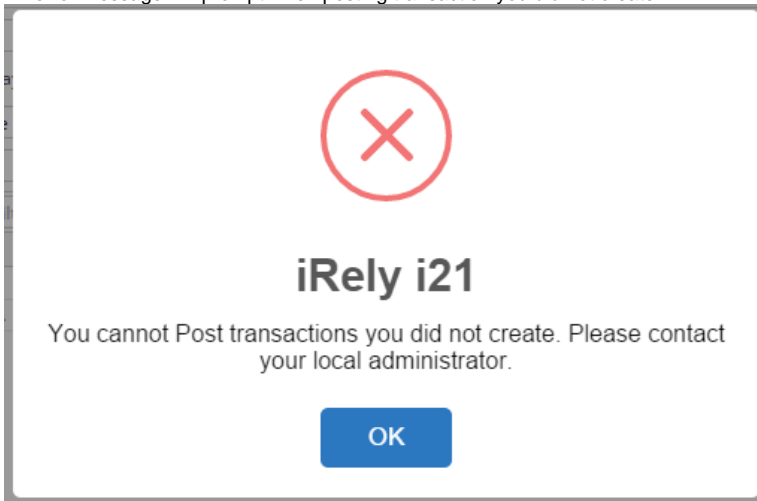4. On **Users Entity** screen click **User** tab

5. On the User Options area, check **Allow User to only Post Transactions they created**

6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post button**.

11. An error message will prompt when posting transaction you did not create.
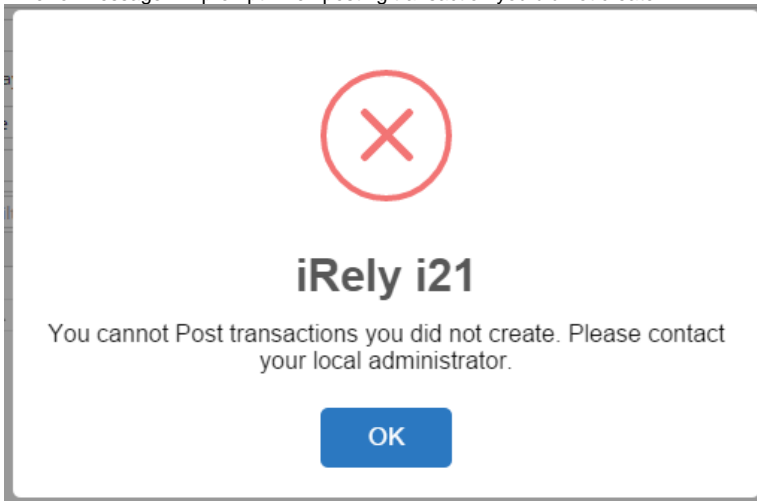

Here are the steps on how to Set User to Only Post Transaction they Created:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

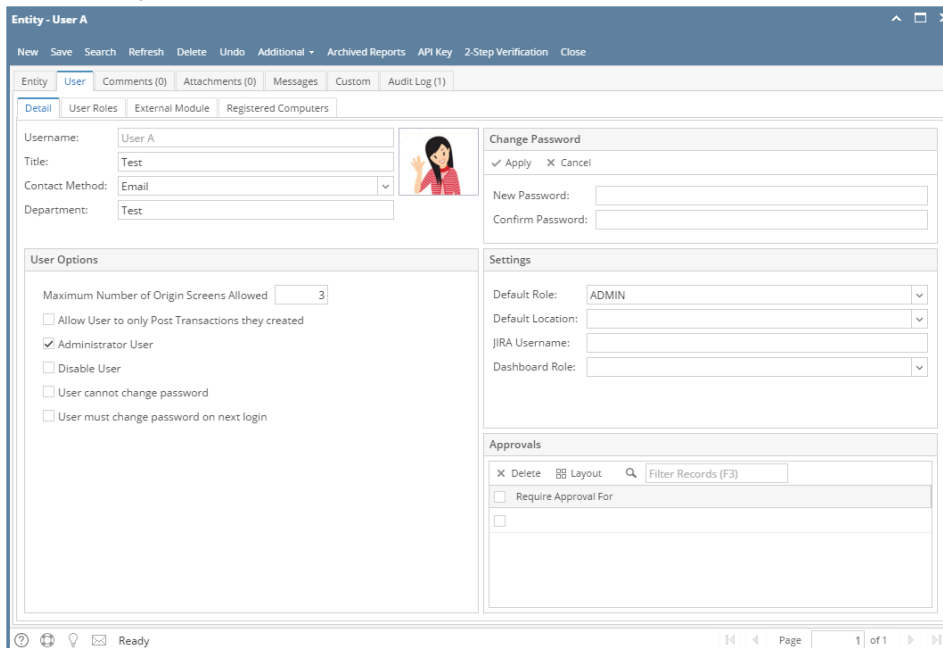5. On the User Options area, check **Allow User to only Post Transactions they created**

6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post button**.

11. An error message will prompt when posting transaction you did not create.
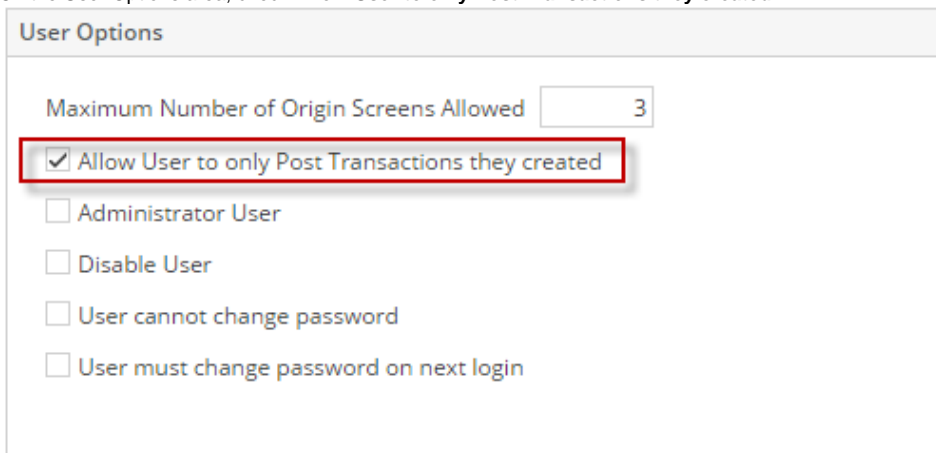

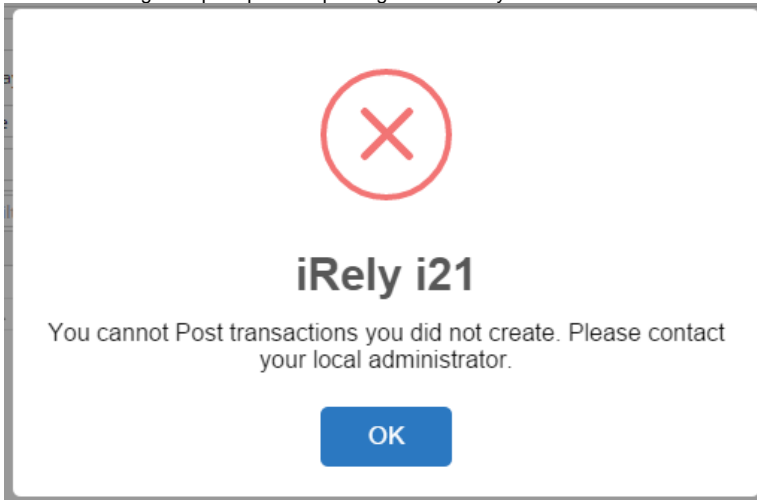**Here are the steps on how to Set User to Only Post Transaction they Created:**

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

5. On the User Options area, check **Allow User to only Post Transactions they created**
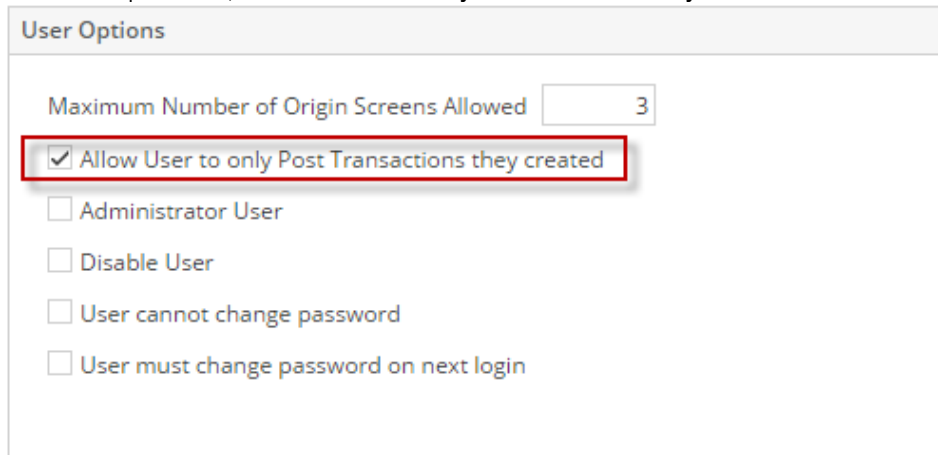
6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post button**.
11. An error message will prompt when posting transaction you did not create.

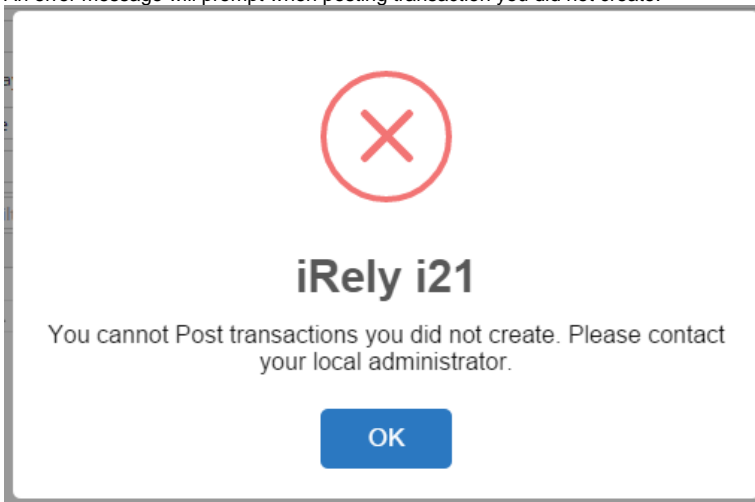**Here are the steps on how to Set User to Only Post Transaction they Created:**

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

5. On the User Options area, check **Allow User to only Post Transactions they created**
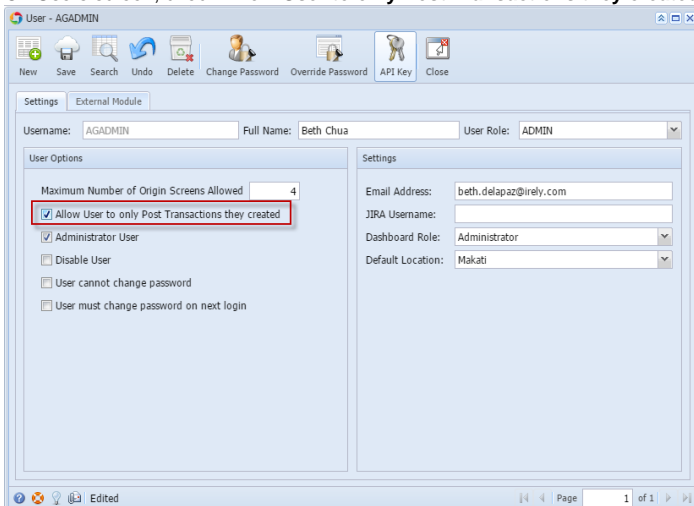
User Options

Maximum Number of Origin Screens Allowed   3

☑ Allow User to only Post Transactions they created

☐ Administrator User

☐ Disable User

☐ User cannot change password

☐ User must change password on next login

6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post button**.
11. An error message will prompt when posting transaction you did not create.

⊗

iRely i21

You cannot Post transactions you did not create. Please contact your local administrator.

OK

Here are the steps on how to Set User to Only Post Transaction they Created:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Select and open the User on search Users screen
4. On Users screen, check **Allow User to only Post Transactions they created**

User - AGADMIN								
New	Save	Search	Undo	Delete	Change Password	Override Password	API Key	Close

Settings   External Module

Username: AGADMIN   Full Name: Beth Chua   User Role: ADMIN

User Options

Maximum Number of Origin Screens Allowed 4

☑ Allow User to only Post Transactions they created

☑ Administrator User

☐ Disable User

☐ User cannot change password

☐ User must change password on next login

Settings

Email Address: beth.delapaz@irely.com

JIRA Username:

Dashboard Role: Administrator

Default Location: Makati
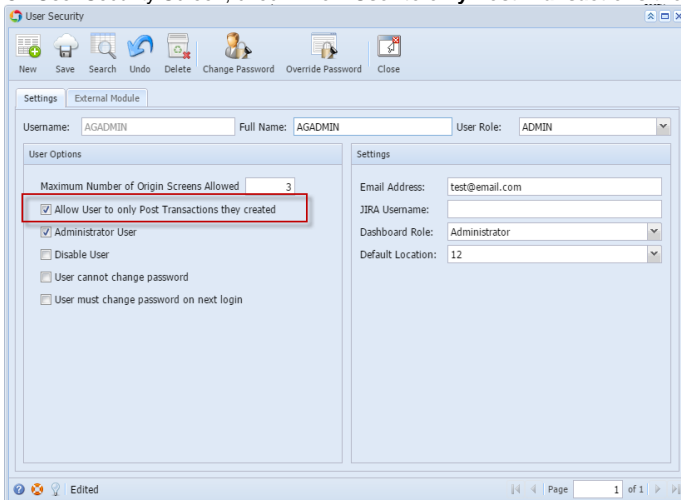
Edited   Page 1 of 1

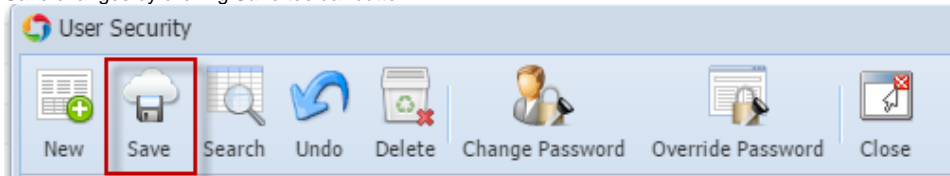5. Save changes by clicking **Save** toolbar button.

6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post button**.
10. An error message will prompt when posting transaction you did not create.

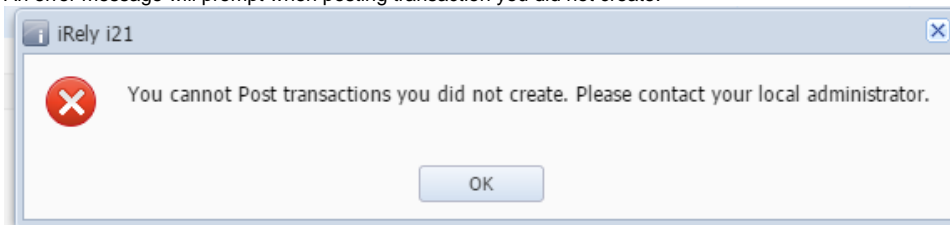**Here are the steps on how to Set User to Only Post Transaction they Created:**

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Security**
3. Select and open the User on Search User Security
4. On User Security Screen, check **Allow User to only Post Transactions they created**

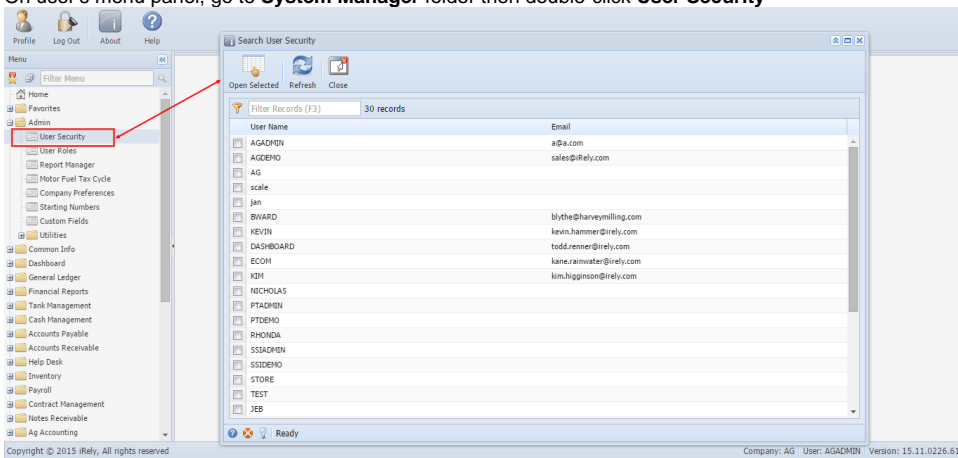5. Save changes by clicking **Save** toolbar button.

6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post button**.
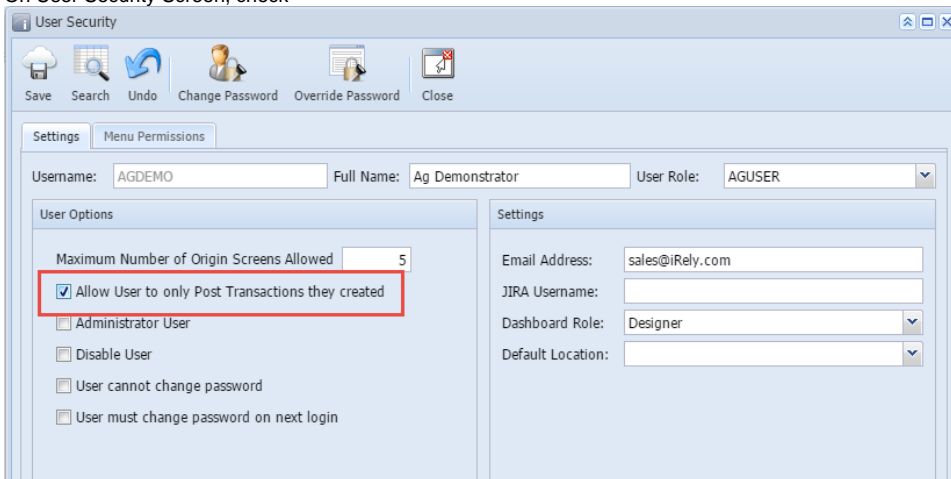10. An error message will prompt when posting transaction you did not create.

Here are the steps on how to Set User to Only Post Transaction they Created:
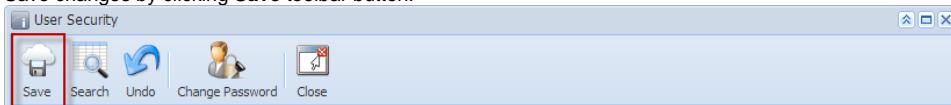
1. Log in as **Admin user**

2. On user's menu panel, go to **System Manager** folder then double-click **User Security**

3. Select and open the User on Search User Security
4. On User Security Screen, check

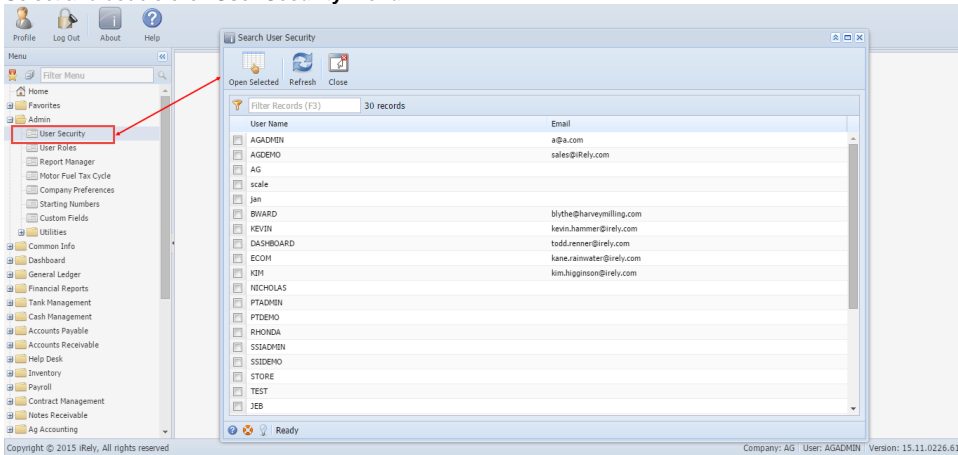5. Save changes by clicking **Save** toolbar button.

6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post button**.
10. An error message will prompt when posting transaction you did not create.

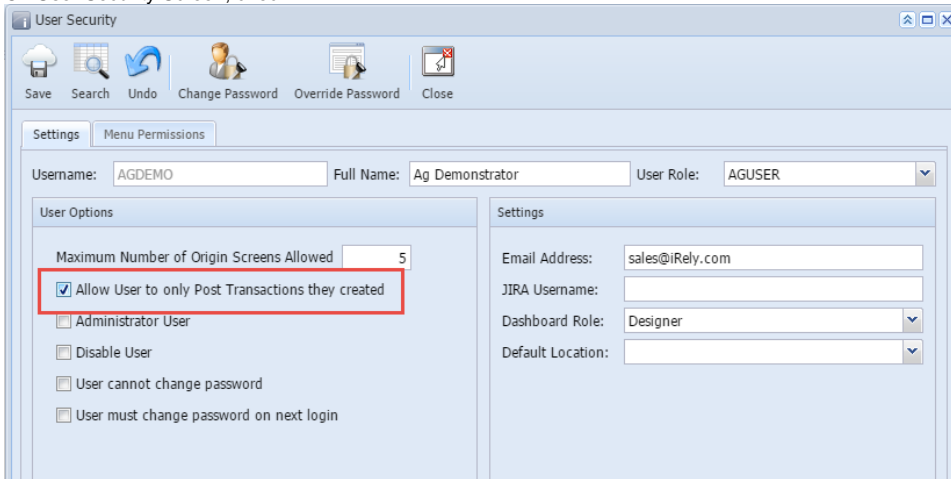**Here are the steps on how to Set User to Only Post Transaction they Created:**

1. Login as Admin User
2. On the User's menu panel go to **Admin folder**

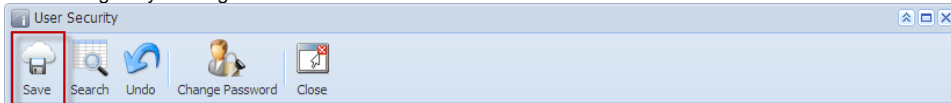3. Select and double click **User Security menu**

4. Select and open the User on Search User Security
5. On User Security Screen, check

6. Save changes by clicking **Save** toolbar button.

7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post button**.

11. An error message will prompt when posting transaction you did not create.