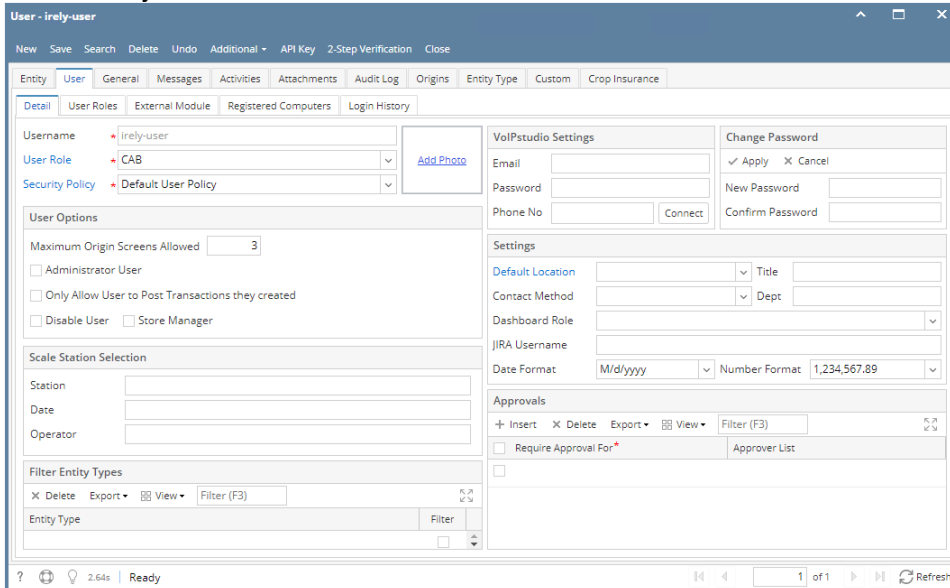


How to Set User to Only Post Transactions they Created in Users Screen

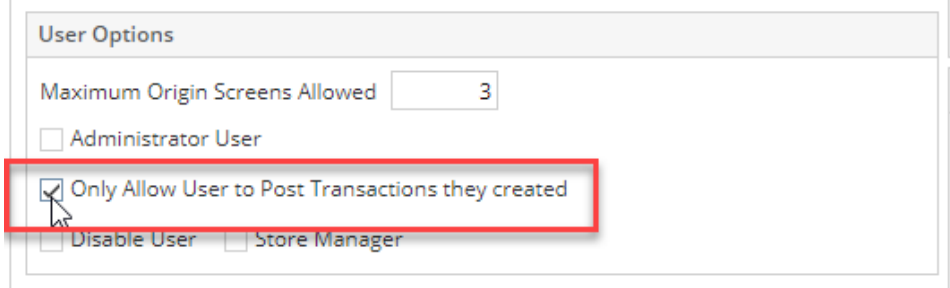
Admin users can set the user to post only the transaction they created in i21 by checking the user options checkbox in Users screen.

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

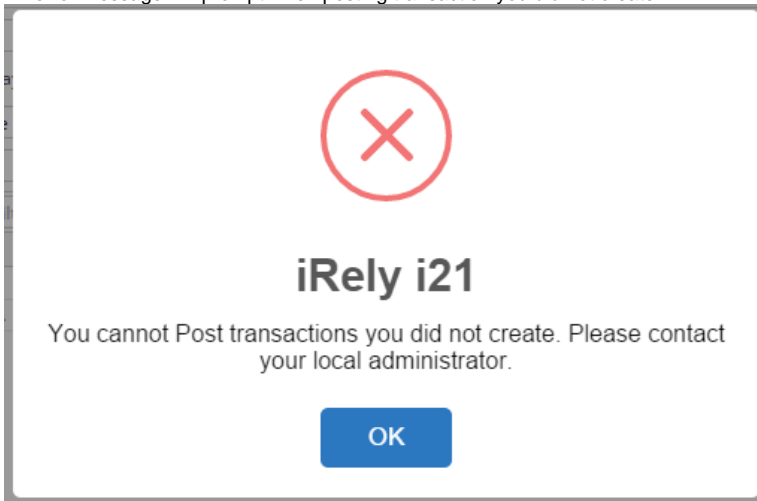


5. On the User Options area, check **Allow User to only Post Transactions they created**



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.



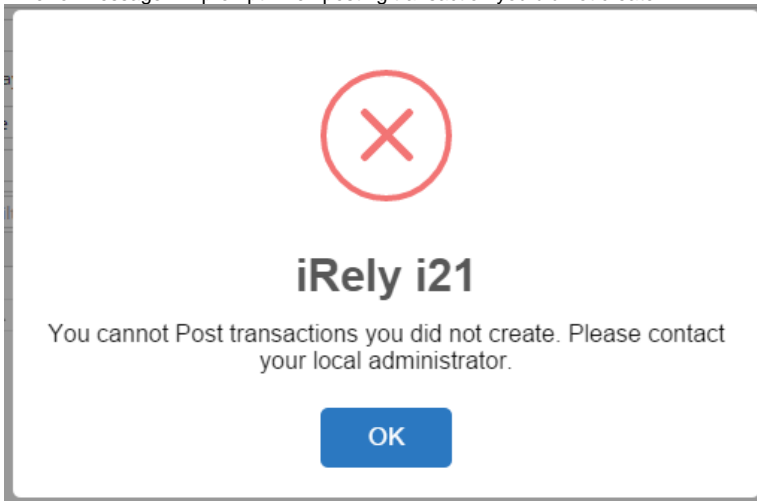
Here are the steps on how to Set User to Only Post Transaction they Created:

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**

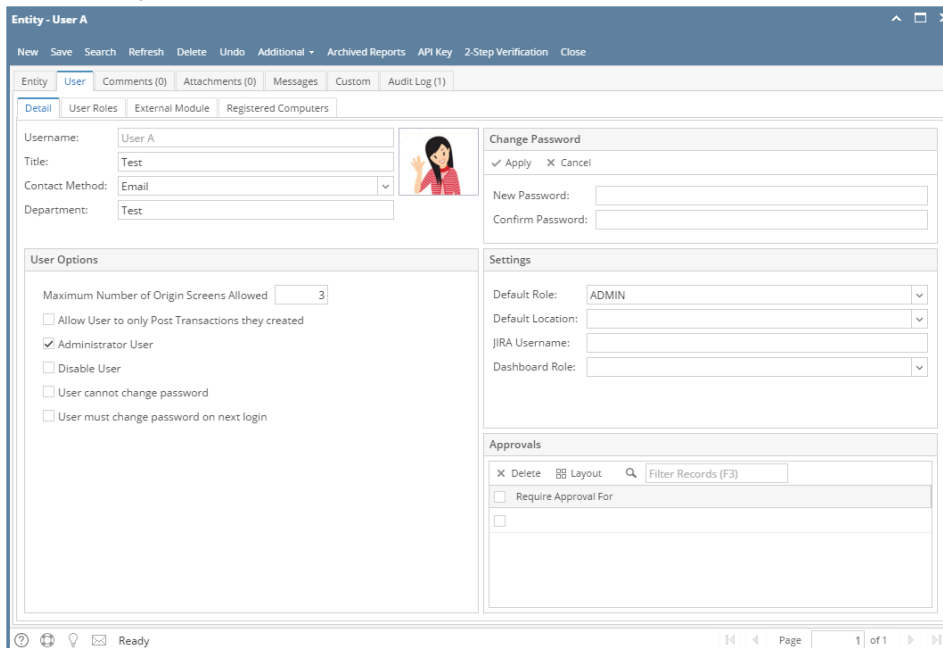
6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post** button.

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

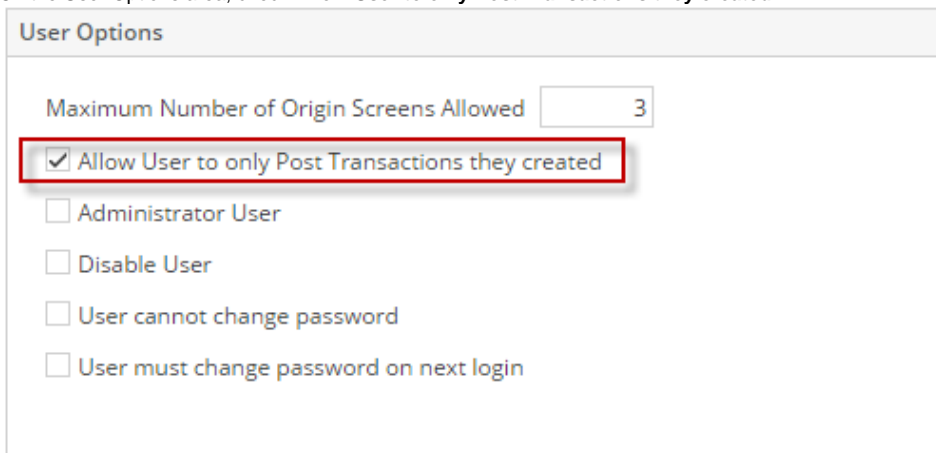


Here are the steps on how to Set User to Only Post Transaction they Created:

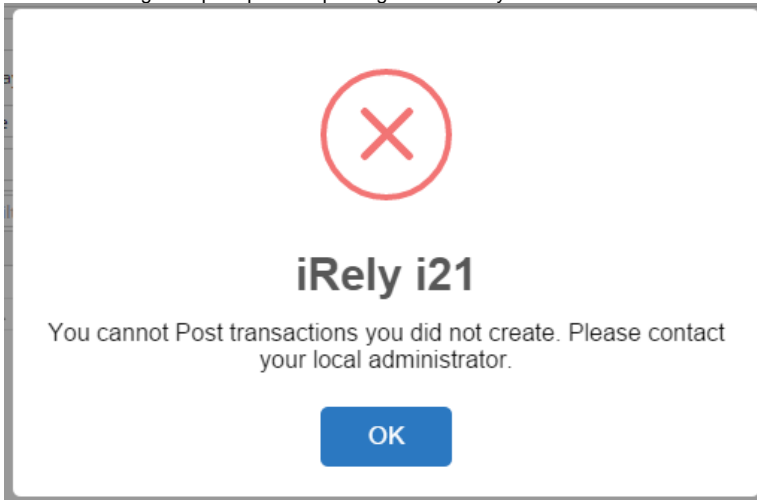
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab



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

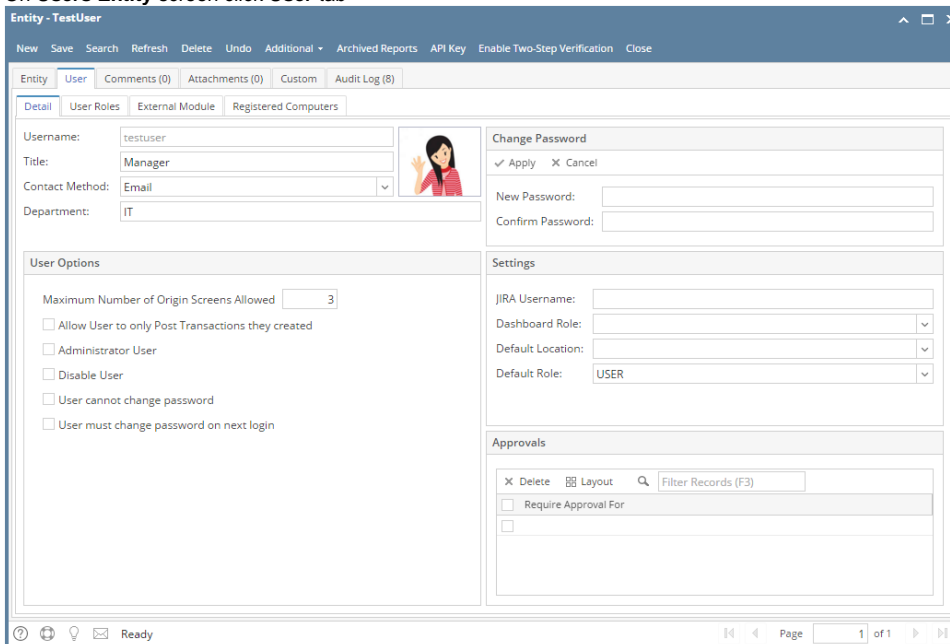


6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post** button.
11. An error message will prompt when posting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

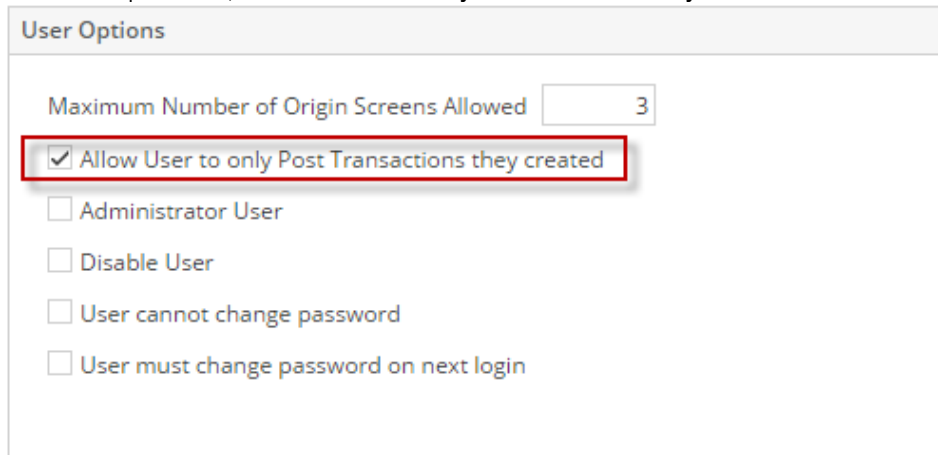


Here are the steps on how to Set User to Only Post Transaction they Created:

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

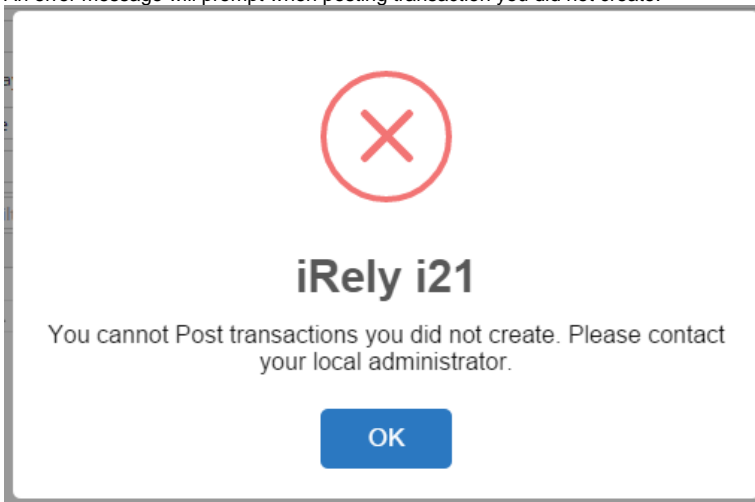


- On the User Options area, check **Allow User to only Post Transactions they created**



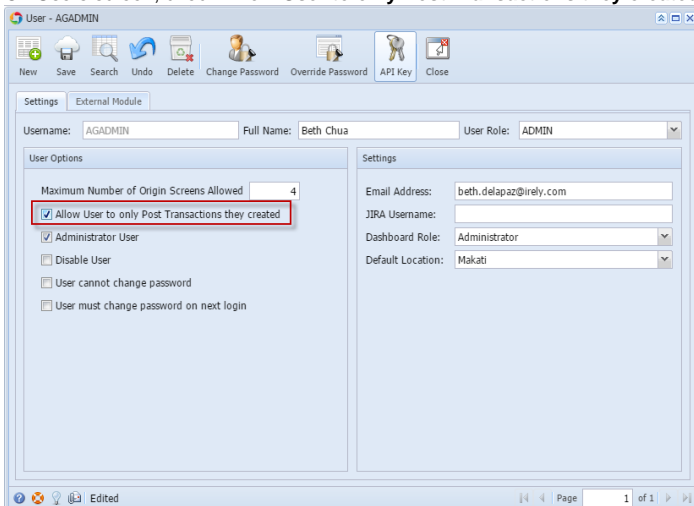
The image shows a 'User Options' dialog box. At the top, it says 'User Options'. Below that, there is a field 'Maximum Number of Origin Screens Allowed' with a value of 3. Below this, there is a checkbox labeled 'Allow User to only Post Transactions they created' which is checked and highlighted with a red rectangle. Below this checkbox, there are four other unchecked checkboxes: 'Administrator User', 'Disable User', 'User cannot change password', and 'User must change password on next login'.

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

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



The image shows a 'User Management' screen. At the top, there is a toolbar with icons for New, Save, Search, Undo, Delete, Change Password, Override Password, API Key, and Close. Below the toolbar, there is a 'Settings' tab. Under the 'Settings' tab, there are two sections: 'User Options' and 'Settings'. In the 'User Options' section, there is a field 'Maximum Number of Origin Screens Allowed' with a value of 4. Below this, there is a checkbox labeled 'Allow User to only Post Transactions they created' which is checked and highlighted with a red rectangle. Below this checkbox, there are four other unchecked checkboxes: 'Administrator User', 'Disable User', 'User cannot change password', and 'User must change password on next login'. In the 'Settings' section, there are fields for 'Email Address' (beth.delapaz@irely.com), 'JIRA Username', 'Dashboard Role' (Administrator), and 'Default Location' (Makati).

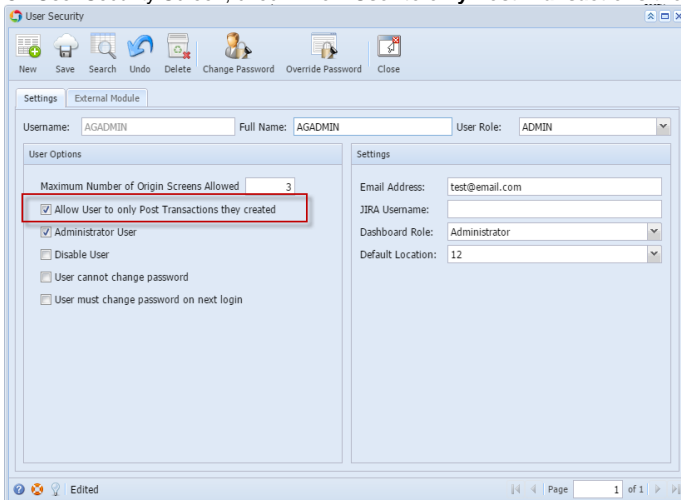
5. Save changes by clicking **Save** toolbar button.



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:

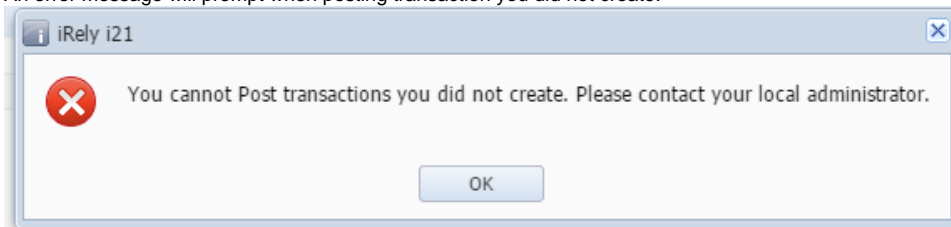
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Security**
3. Select and open the User on Search User Security
4. On User Security Screen, check **Allow User to only Post Transactions they created**



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



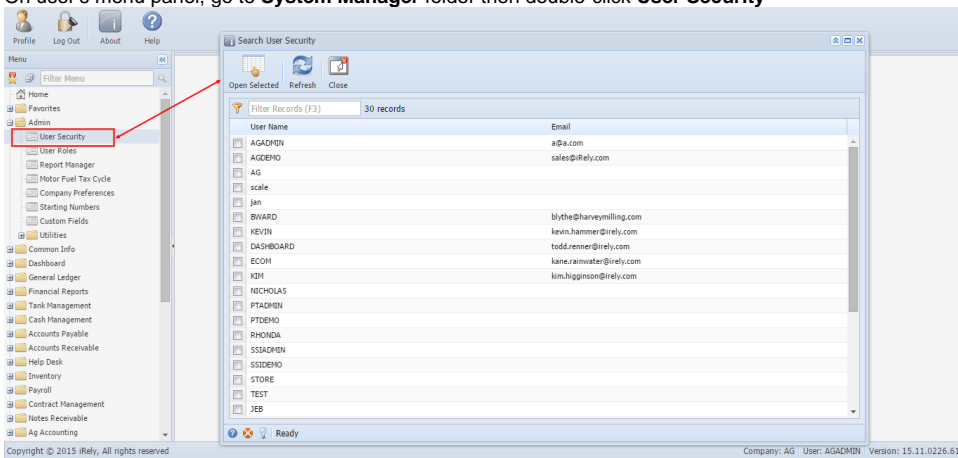
6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post button**.
10. An error message will prompt when posting transaction you did not create.



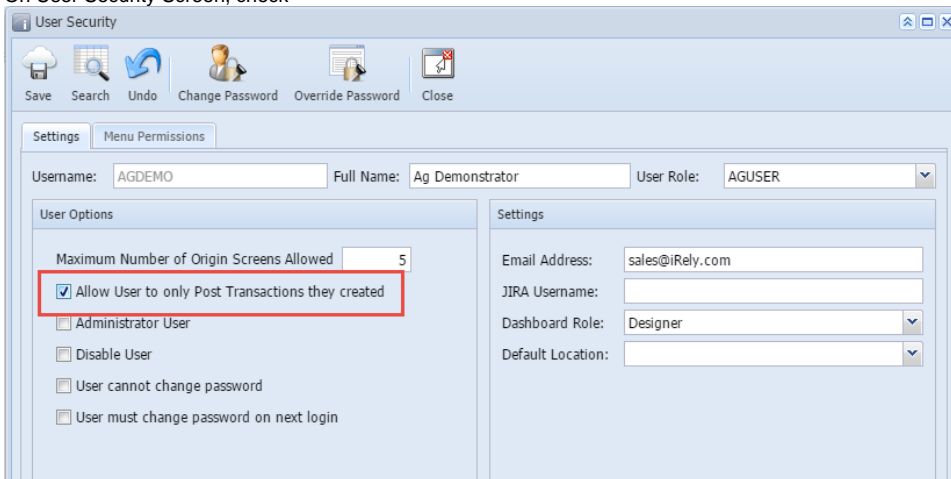
Here are the steps on how to Set User to Only Post Transaction they Created:

1. Log in as **Admin user**

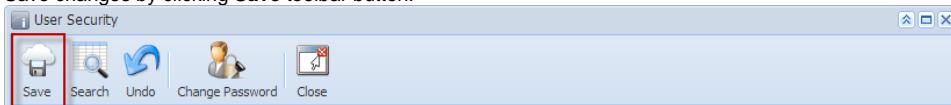
2. On user's menu panel, go to **System Manager** folder then double-click **User Security**



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



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

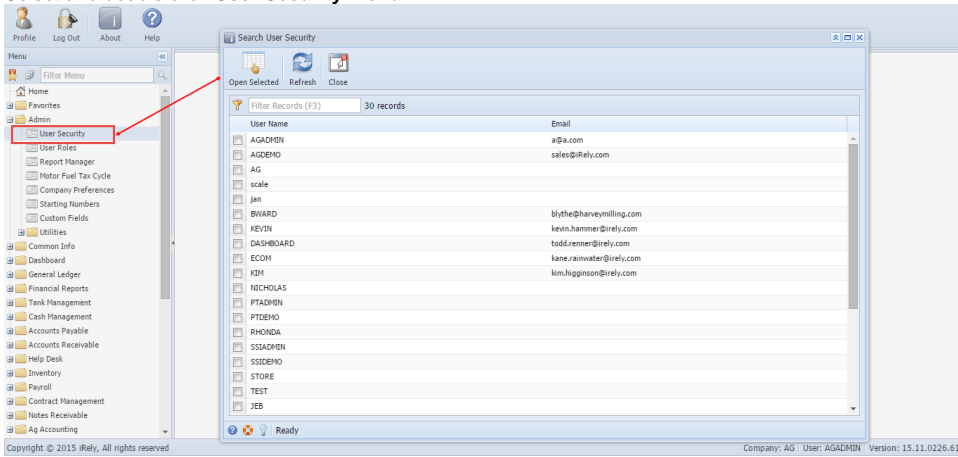


6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post** button.
10. An error message will prompt when posting transaction you did not create.

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

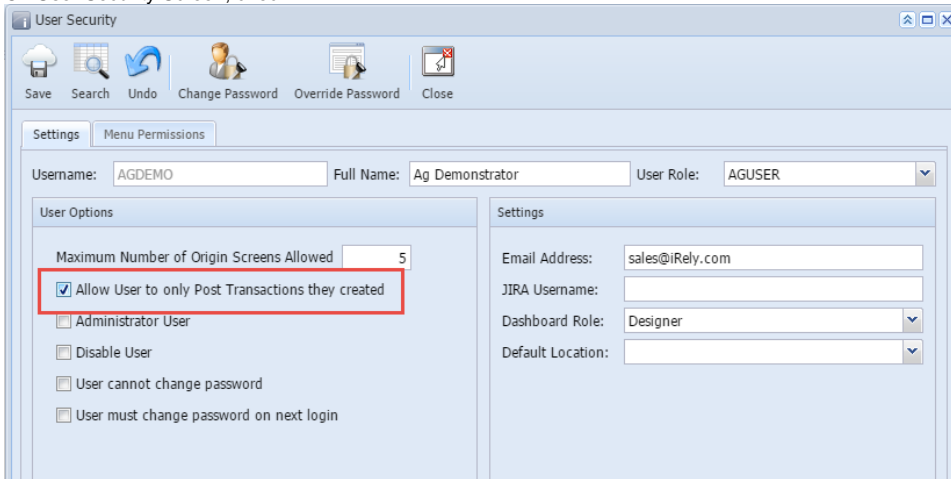
1. Login as Admin User
2. On the User's menu panel go to **Admin** folder

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

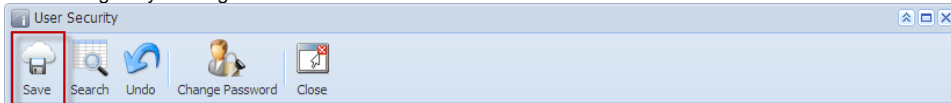


4. Select and open the User on Search User Security

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.

