



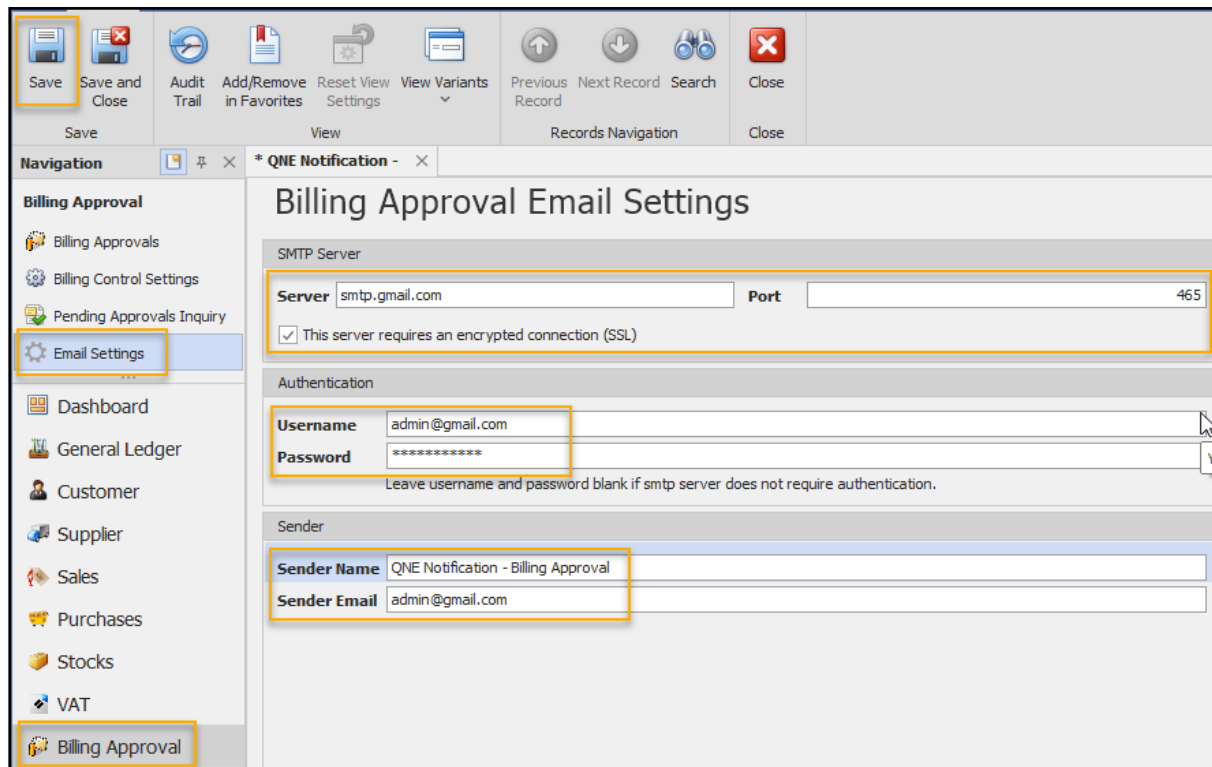
HOW TO SET UP EMAIL NOTIFICATION FOR BILLING APPROVAL

The Billing Approval module enables the management to approve or reject created purchases and sales transactions. It can also send an email to notify the Approver(s) of the purchases and sales transactions that require his/her approval. Likewise, it can send an email to notify the Requestor once approved or rejected.

The Billing Approver must be set up first. If you have not done this yet, please visit our Knowledge Base via the link below (*copy and paste the link to your browser*) and search for the Article 'How to Set Up Billing Approval.'

<https://support.qne.com.ph/support/solutions>

To set up the Billing Approval Email Notification, go to **Billing Approval > Email Settings**. The email account you set up here is the one the system will use for sending all email notifications to the Approver(s) and to the Requestor(s).



The screenshot shows the 'Billing Approval Email Settings' form within the QNE software interface. The form is divided into three main sections: SMTP Server, Authentication, and Sender. The SMTP Server section includes fields for 'Server' (smtp.gmail.com) and 'Port' (465), with a checked box for 'This server requires an encrypted connection (SSL)'. The Authentication section includes fields for 'Username' (admin@gmail.com) and 'Password' (masked with asterisks). The Sender section includes fields for 'Sender Name' (QNE Notification - Billing Approval) and 'Sender Email' (admin@gmail.com). The left sidebar shows the navigation menu with 'Email Settings' highlighted. The top toolbar contains various icons for saving, auditing, and navigating records.

Below are the settings if using Gmail

SMTP Server: **smtp.gmail.com**

SMTP Port: **465 (or 587)**

This server requires an encrypted connection (SSL): **Ticked**

Username: **Email Address**

Password: **Email Password**

Sender Name: **Display Name** (*any name you want*)

Sender Email: **Email Address**

Should you encounter a problem where email notification fails on sending using Gmail, please visit our Knowledge Base and search for the Article 'Sending Email Notification Fails Using Gmail.'

Below are the settings if using Yahoo

SMTP Server: **smtp.mail.yahoo.com**

SMTP Port: **587**

This server requires an encrypted connection (SSL): **Ticked**

Username: **Email Address**

Password: **Your App Password** (*This is not your normal password. You may search on Google for how to generate App password in your Yahoo Account*)

Sender Name: **Display Name** (*any name you want*)

Sender Email: **Email Address**

Below are the settings if using Hotmail

SMTP Server: **smtp-mail.outlook.com**

SMTP Port: **587**

This server requires an encrypted connection (SSL): **Ticked**

Username: **Email Address**

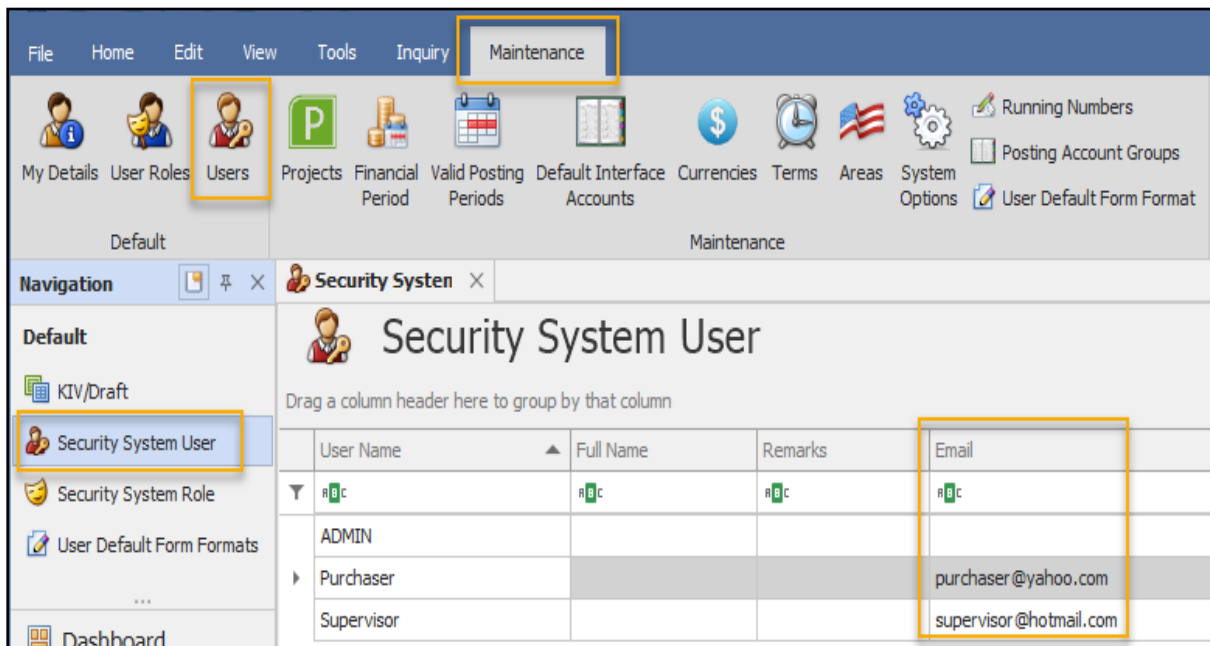
Password: **Email Password**

Sender Name: **Display Name** (*any name you want*)

Sender Email: **Email Address**

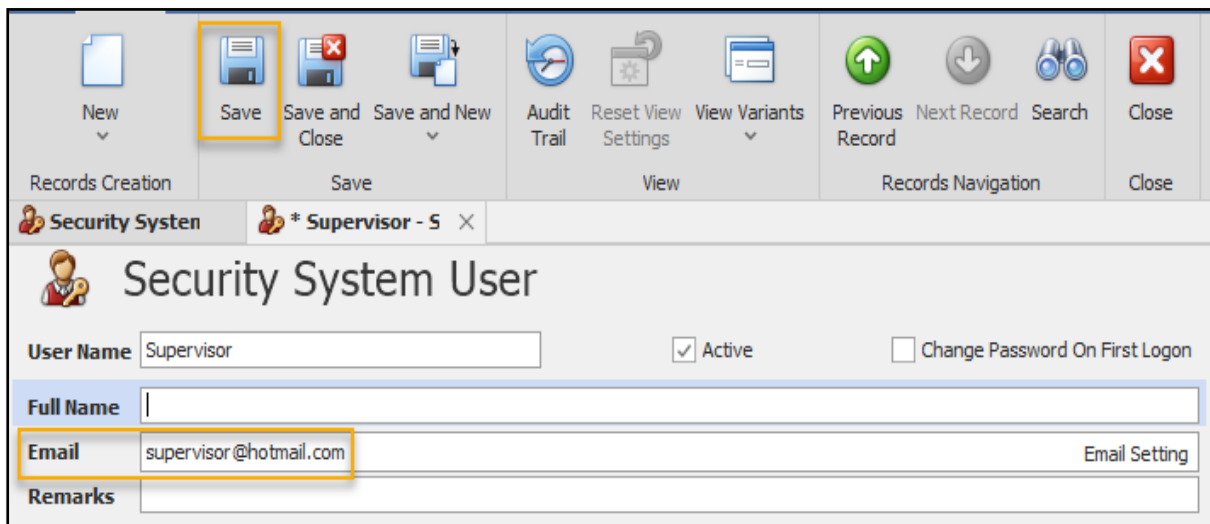
Note: If you have your own Email Domain, please check with your company's IT for the Email Settings.

In **System User Maintenance**, make sure there's an email address of the Approver(s) and of the Requestor(s).



| User Name | Full Name | Remarks | Email |
|------------|-----------|---------|------------------------|
| ADMIN | | | |
| Purchaser | | | purchaser@yahoo.com |
| Supervisor | | | supervisor@hotmail.com |

Double-click the User Name, enter his/her email address, and click Save.



New Save Save and Close Save and New Audit Trail Reset View Settings View Variants Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

Security System * Supervisor - 5

Security System User

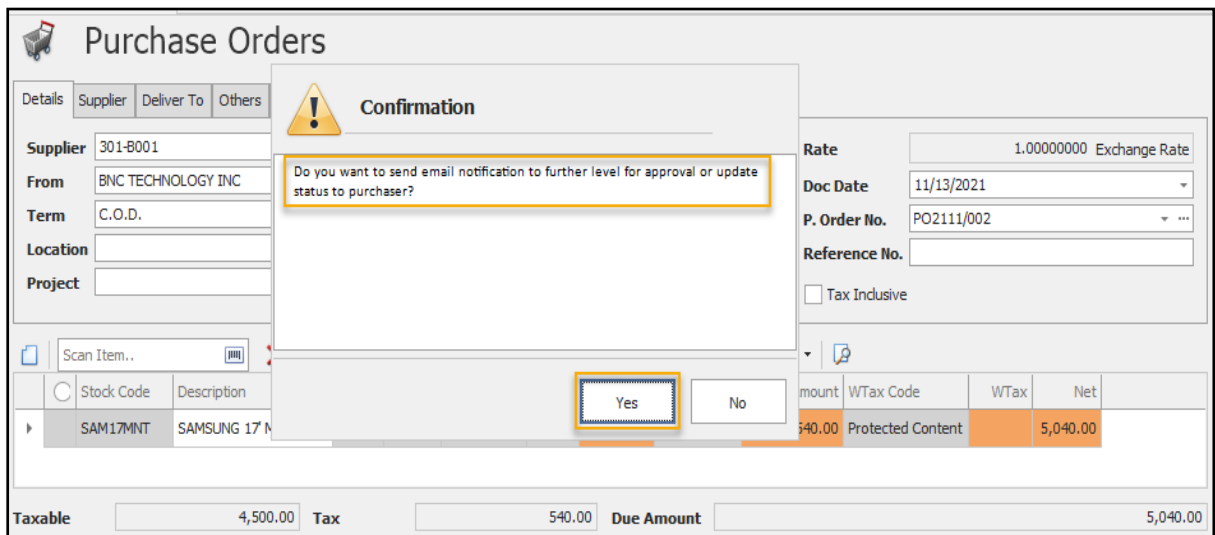
User Name: Supervisor ☒ Active ☐ Change Password On First Logon

Full Name:

Email: supervisor@hotmail.com

Remarks:

Now, in creating Purchase Order, for instance, upon saving there will be a prompt for sending email notification to the Approver.



Purchase Orders

Details | Supplier | Deliver To | Others

Supplier 301-B001

From BNC TECHNOLOGY INC

Term C.O.D.

Location

Project

Scan Item..

Stock Code Description

SAM17MINT SAMSUNG 17 M

Confirmation

Do you want to send email notification to further level for approval or update status to purchaser?

Yes No

Rate 1.00000000 Exchange Rate

Doc Date 11/13/2021

P. Order No. PO2111/002

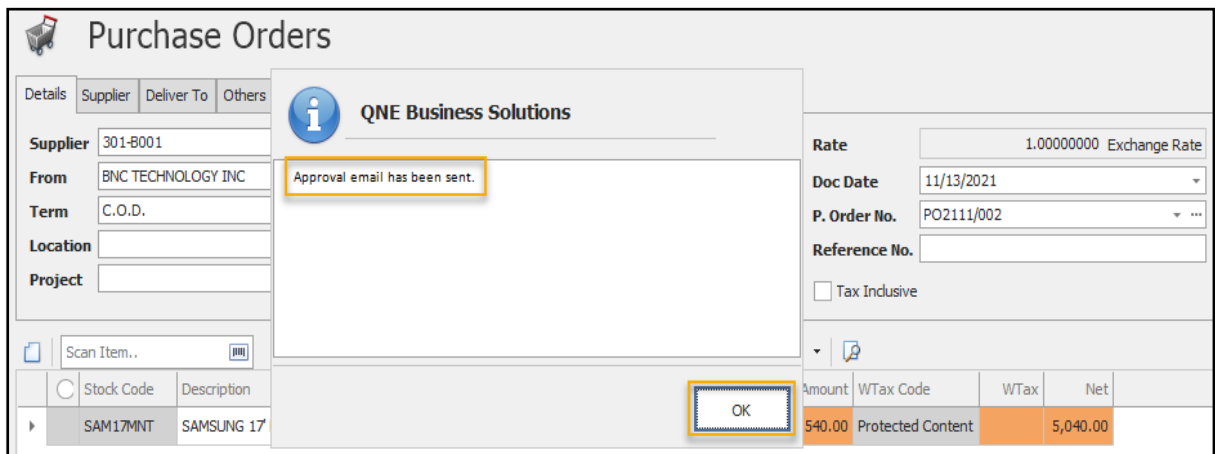
Reference No.

☐ Tax Inclusive

| Amount | WTax Code | WTax | Net |
|--------|-------------------|------|----------|
| 540.00 | Protected Content | | 5,040.00 |

Taxable 4,500.00 Tax 540.00 Due Amount 5,040.00

Click **Yes** to send the email. Wait until it is sent and click OK.



Purchase Orders

Details | Supplier | Deliver To | Others

Supplier 301-B001

From BNC TECHNOLOGY INC

Term C.O.D.

Location

Project

Scan Item..

Stock Code Description

SAM17MINT SAMSUNG 17 M

QNE Business Solutions

Approval email has been sent.

OK

Rate 1.00000000 Exchange Rate

Doc Date 11/13/2021

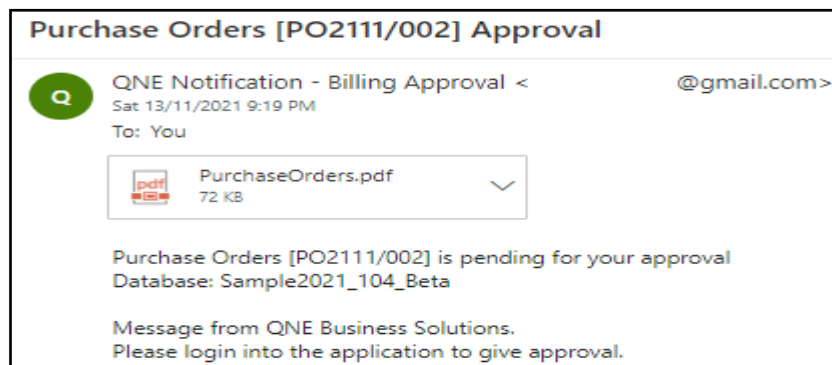
P. Order No. PO2111/002

Reference No.

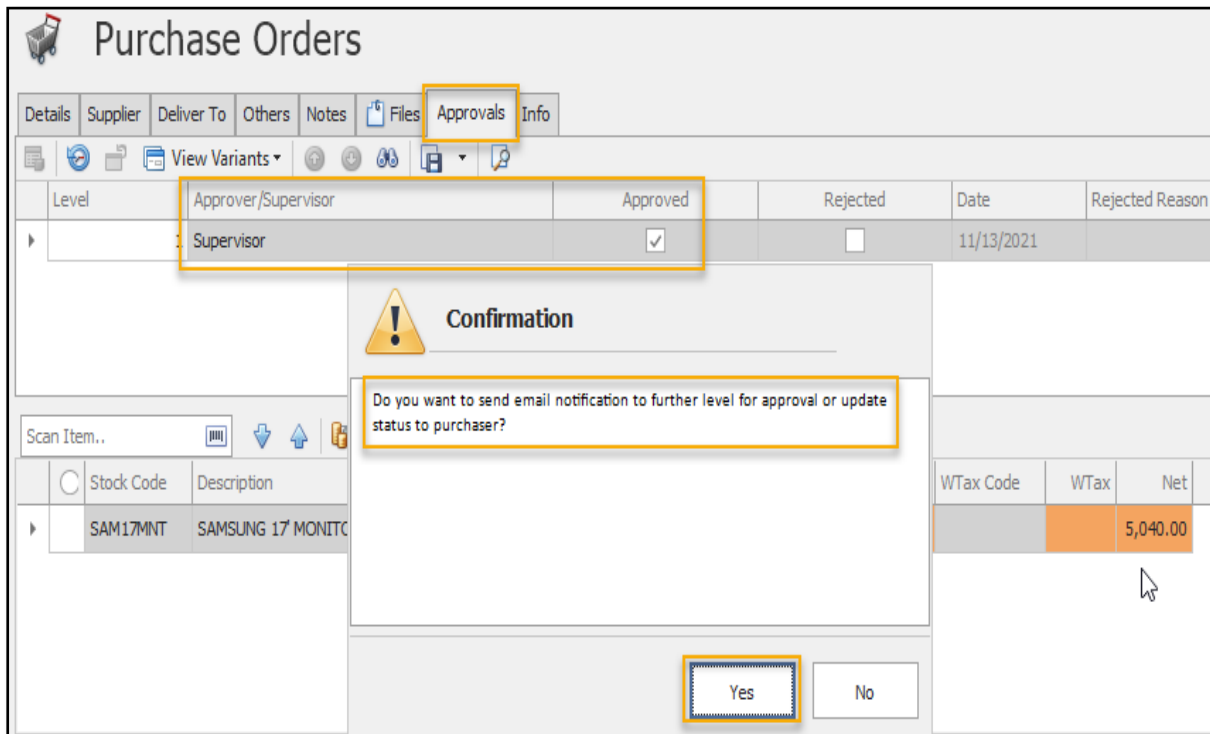
☐ Tax Inclusive

| Amount | WTax Code | WTax | Net |
|--------|-------------------|------|----------|
| 540.00 | Protected Content | | 5,040.00 |

Below is a sample email sent to the Approver.



In approving or rejecting the transaction, upon saving there's also a prompt for sending email notification to the Requester. Click **Yes** to send the email. Wait until it is sent and click OK.



Purchase Orders

Details Supplier Deliver To Others Notes Files **Approvals** Info

View Variants

| Level | Approver/Supervisor | Approved | Rejected | Date | Rejected Reason |
|-------|---------------------|-------------------------------------|--------------------------|------------|-----------------|
| | Supervisor | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11/13/2021 | |

Confirmation

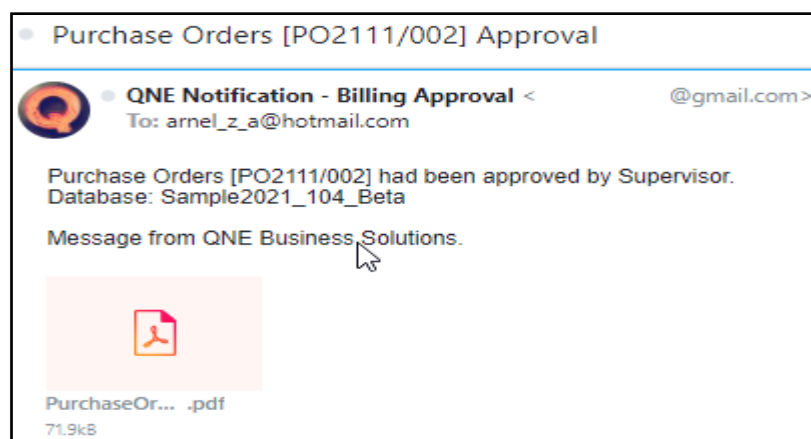
Do you want to send email notification to further level for approval or update status to purchaser?

Yes No

Scan Item..

| Stock Code | Description | WTax Code | WTax | Net |
|------------|-------------------|-----------|------|----------|
| SAM17MNT | SAMSUNG 17 MONITC | | | 5,040.00 |

Below is a sample email sent to the Requestor.



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

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines

Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250

Website: www.qne.com.ph

Facebook: <https://www.facebook.com/QnEPH>

Follow our Twitter and Instagram account: @qnesoftwareph