



# BILLING APPROVALS CONTROL MODULE

[1.0]

CRIMSEN

[17/11/2021]





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**SOFTWARE**

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 2/22

### SCENARIO

With Billing Approval Module, user may now monitor and review the company's transaction documents before allowing it to proceed to the actual transaction, reducing the risk for any possible carelessness and man-made mistakes that could bring to company lost.

In this module, user may setup multiple level approvers for different transaction amount range. With these settings, any transaction documents with amount reaches or exceeding the maximum amount are required to go through an approval process in order to proceed.

Email notifications for these approval requests and its response will also be send to the respective approvers and requestors.

For example, the company requires transaction documents with amount less than RM1000 requires the approval of the senior supervisor level; while transaction amount more than RM1000 needs to go through 2 levels of approval - the senior supervisor level first and then the Managerial level.

User Crimsen creates a purchase order with total amount less than RM 1000. To proceed, the document requires the approval of Ethan, his senior supervisor. If Ethan is not available, another senior supervisor, Alex may also approve or reject the PO.

When Crimsen creates another PO with total amount more than RM 1000, this document needs to go through 2 approval levels - the 1st level, Ethan which is the senior supervisor level, and then 2nd level approver, Joanne, the department manager if approved. When both levels give their approval, the document will be valid to proceed as actual transaction.



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Product : QNE Optimum

Version: 1.00

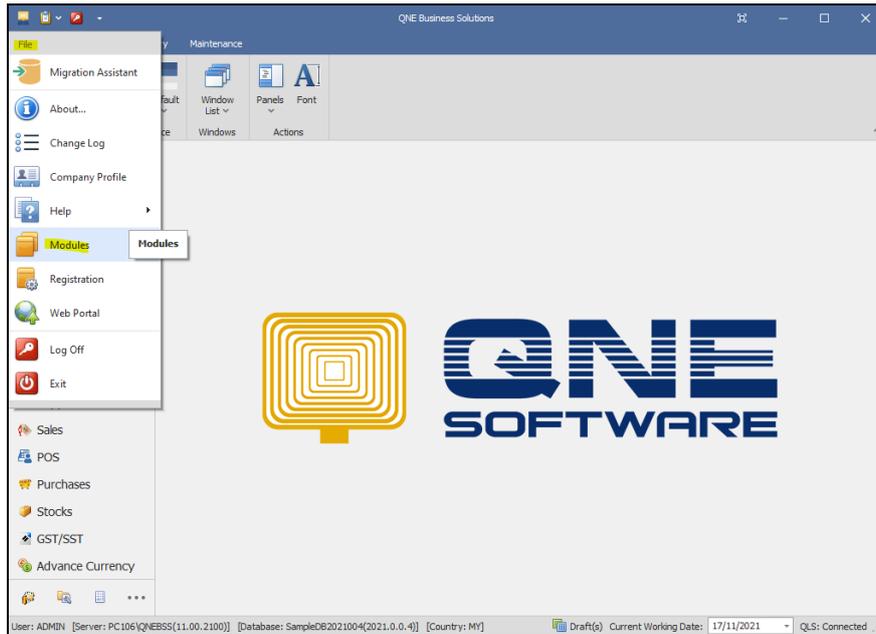
Doc No : 1

Page No: 3/22

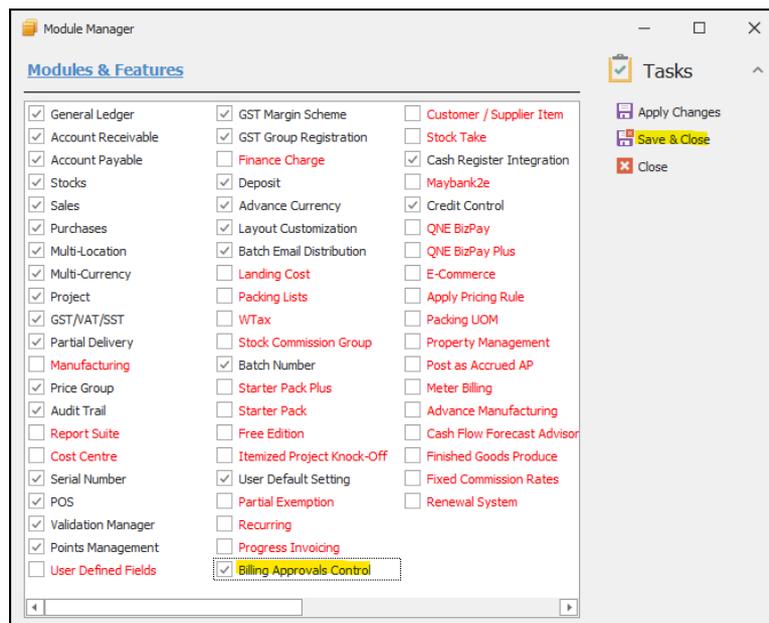
### SOLUTION

## USER ROLE SETTINGS

1. Go to File > **Module**



2. Tick **Billing Approvals Control**. Save & Close





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## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 4/22

3. Create new user at **Maintenance > Users** or **Default > Security System User**

The screenshot shows the 'Security System User' form in the QNE Business Solutions software. The 'User Name' field is filled with 'Crimsen'. The 'Email' field is filled with 'crimsenthan@qne.com.my'. The 'Roles' table below shows the 'Purchase' role selected.

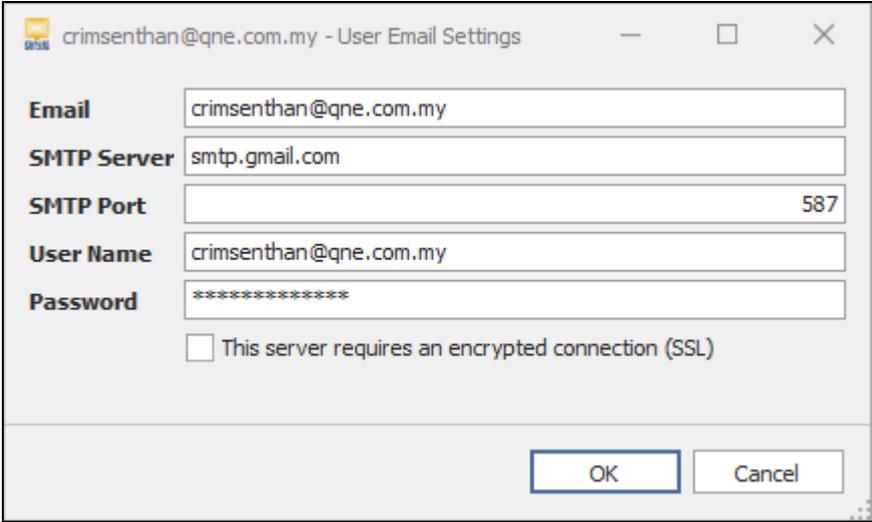
Name	Administrative	Can Edit Model
Purchase	<input type="checkbox"/>	<input type="checkbox"/>

4. Set the role as **Purchase** and click **Email Setting** to enter user email information.

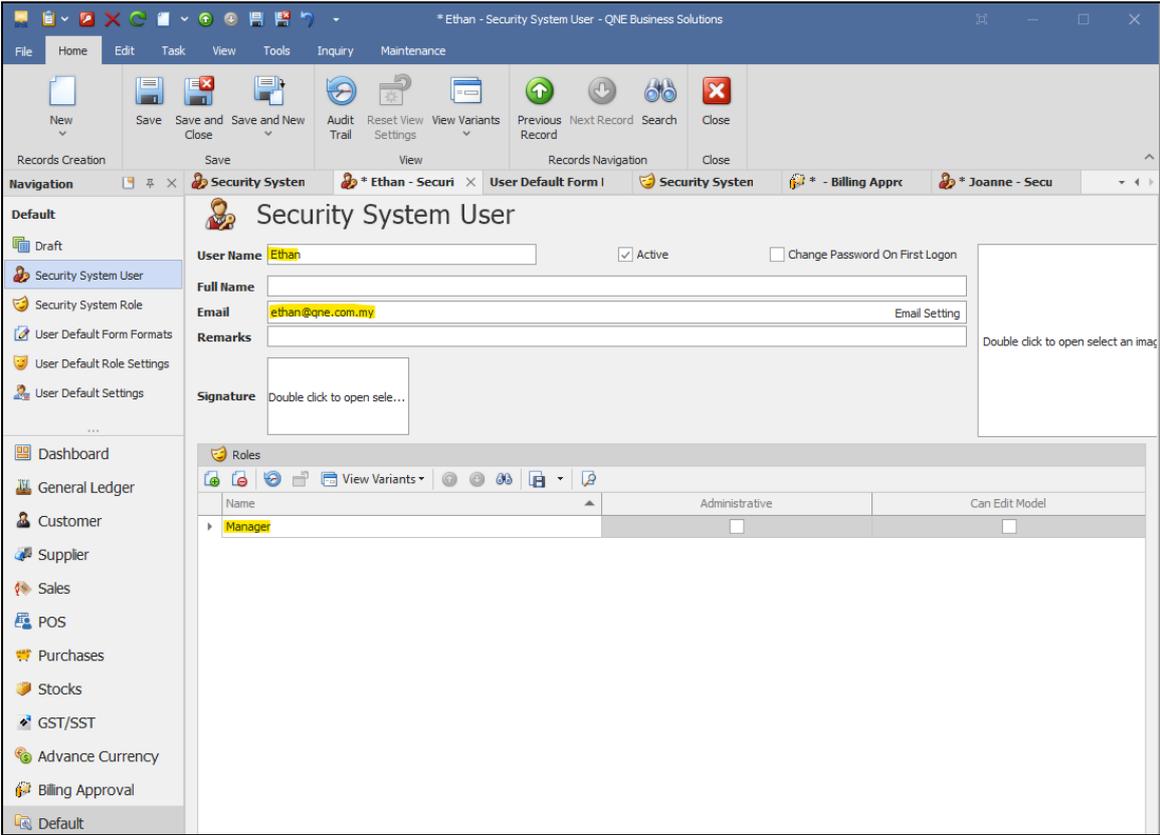
The close-up screenshot shows the 'Security System User' form. The 'Email' field is filled with 'crimsenthan@qne.com.my'. The 'Email Setting' link is highlighted with a yellow box. The 'Roles' table below shows the 'Purchase' role selected.

Name	Administrative	Can Edit Model
Purchase	<input type="checkbox"/>	<input type="checkbox"/>

5. Set the email for the purchaser



6. Create two users as **Manager** and set the role and email



Name	Administrative	Can Edit Model
Manager	<input type="checkbox"/>	<input type="checkbox"/>



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## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 6/22

The screenshot shows the 'Security System User' form in the QNE Business Solutions application. The user 'Alex' is being edited. The form includes fields for User Name, Full Name, Email, Remarks, and Signature. The 'Roles' table below shows the 'Manager' role assigned to the user.

Name	Administrative	Can Edit Model
Manager	<input type="checkbox"/>	<input type="checkbox"/>

7. Create another user as **Administrative** and set the role and email

The screenshot shows the 'Security System User' form in the QNE Business Solutions application. The user 'Joanne' is being edited. The form includes fields for User Name, Full Name, Email, Remarks, and Signature. The 'Roles' table below shows the 'Administrator' role assigned to the user.

Name	Administrative	Can Edit Model
Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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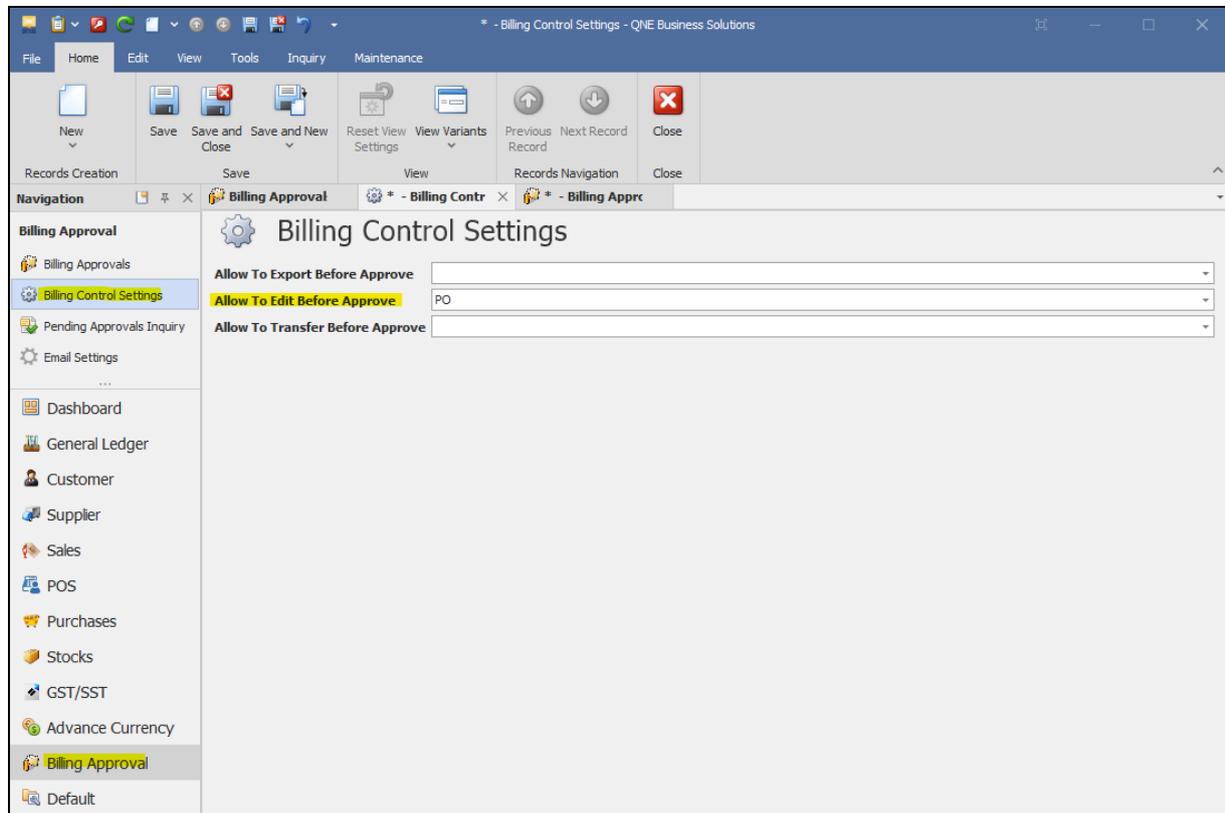
Version: 1.00

Doc No : 1

Page No: 7/22

### BILLING APPROVAL SETTINGS

#### 1. Go to Billing Approval > Billing Approval Control

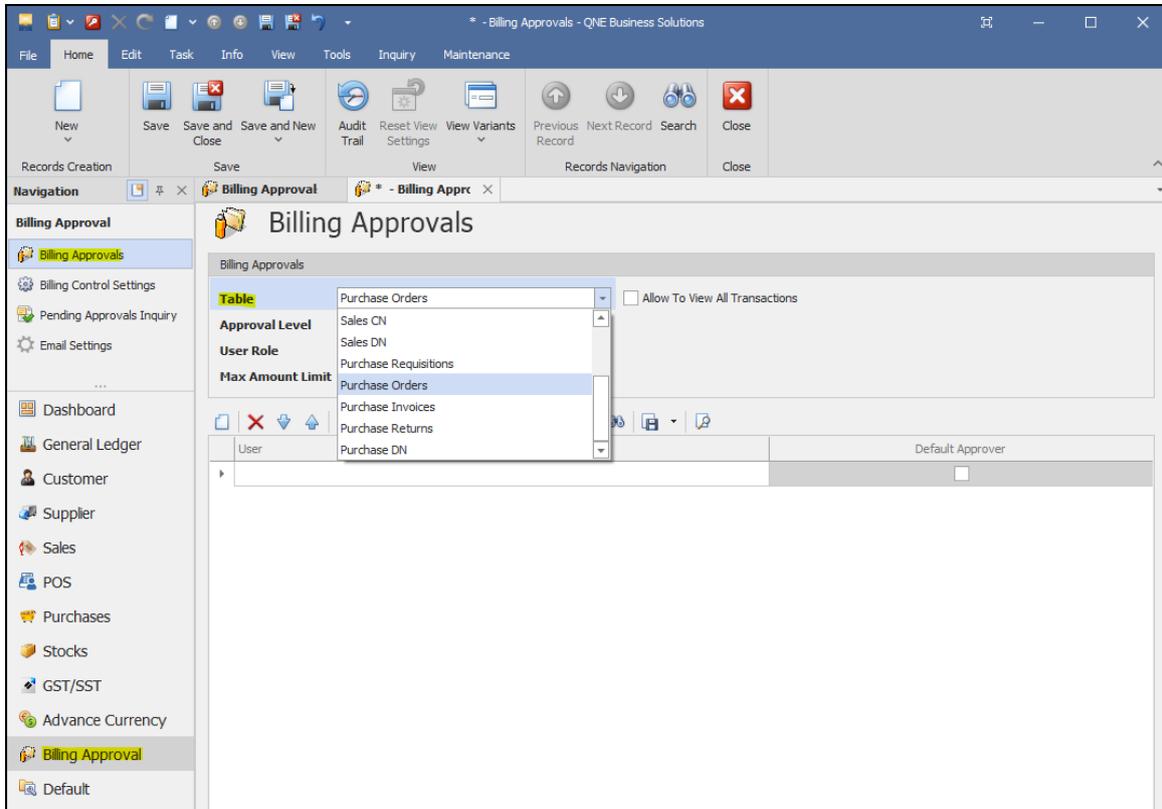


- *Allow to Export before Approve = User can export the request documents as pdf or other files even though the request document is not approved by the first and second levels.*
- *Allow edit before Approve = User can edit then details of request documents before getting the approval from the first level and second level.*
- *Allow to Transfer before Approval = User can transfer and the request document to other documents even though the request documents are not approved by the first and second levels. For example, if users have a request purchase requisition that needs to get approval and this setting is allowed, they can transfer the purchase requisition to Purchase Order, Goods Received Note or Purchase Invoice.*

In this PO example, Allow edit before Approve is recommended to **tick** to edit  
Allow to Export before Approve and Allow to Transfer before Approval is recommended to **untick** to prevent export and transfer before approve.

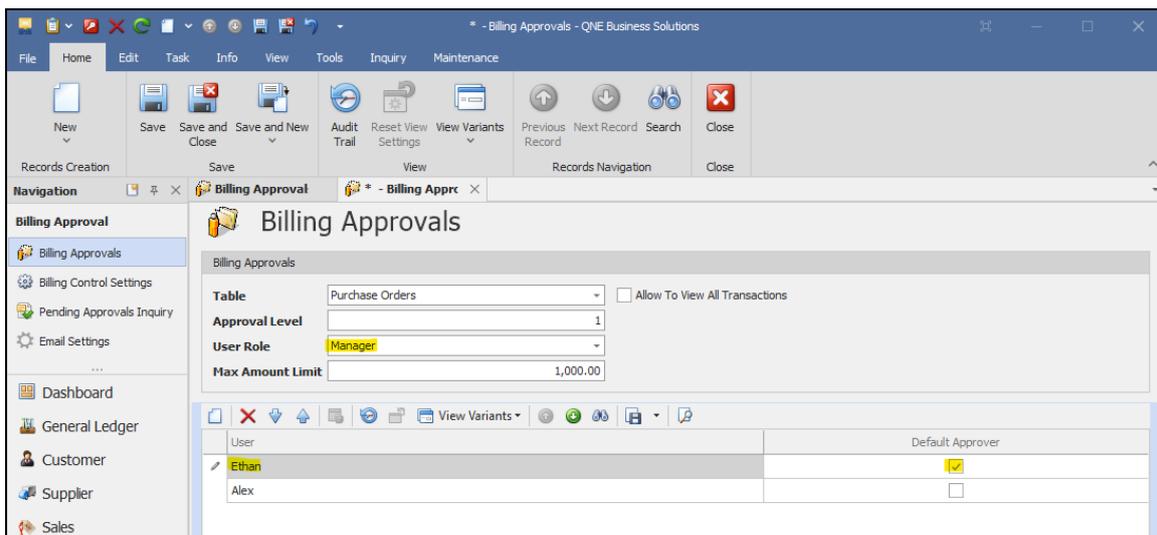


2. At Billing Approval > Billing Approvals, select **Purchase Order**



3. Enter **Approval Level** as 1, **User Role** as Manager, **Max Amount Limit** as RM 1000.

Ethan is ticked as **Default Approver**. Alex can replace Ethan for PO approval in case Ethan is not available.



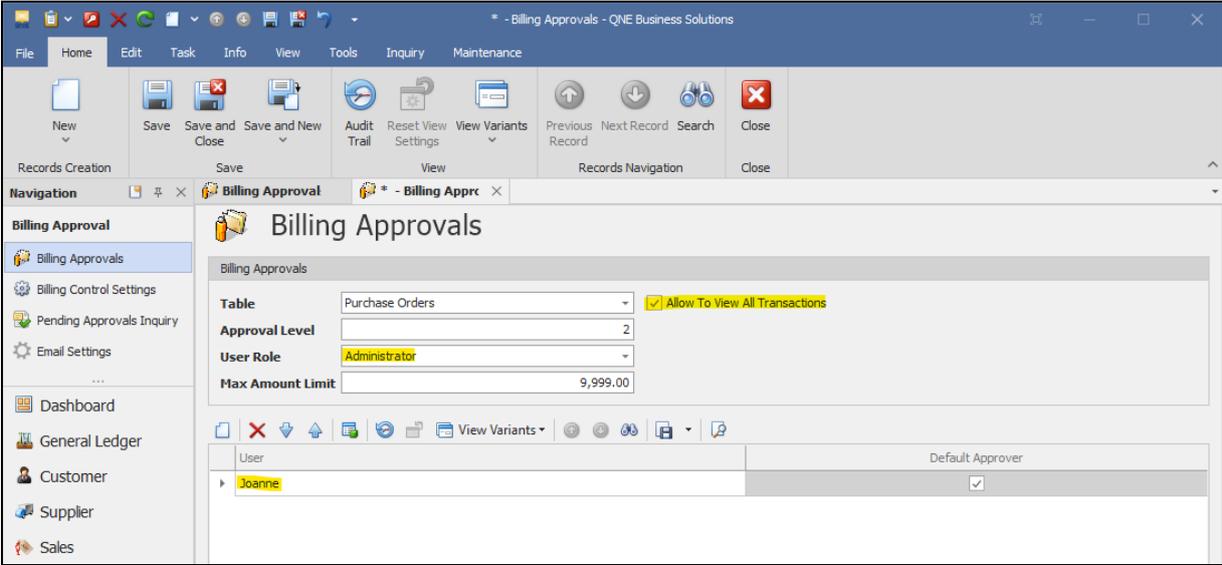


<b>QNE TIPS</b>	
Product : QNE Optimum	Version: 1.00
Doc No : 1	Page No: 9/22

4. Set second level approval for PO.

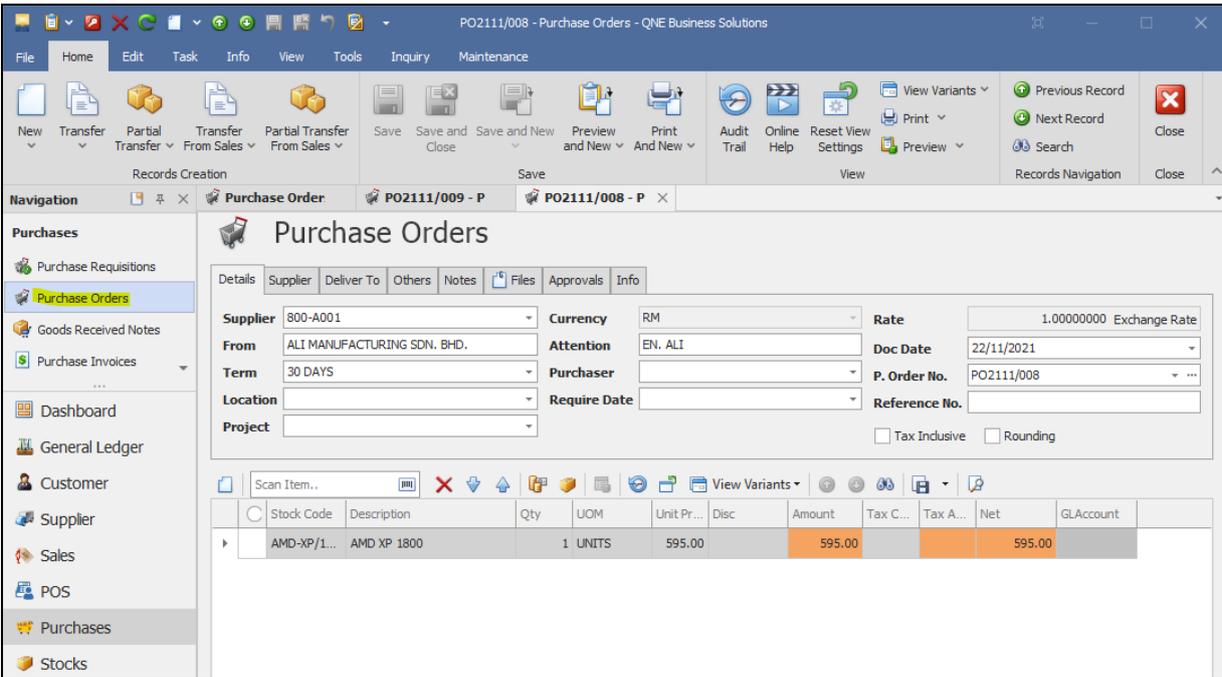
Enter **Approval Level** as 2, **User Role** as Administrator, **Max Amount Limit** as RM 9999.

Tick **Allow To View All Transactions** to be able to view all PO that have been or still waiting for 1<sup>st</sup> level to approve or reject.



**SCENARIO 1: AMOUNT LESS THAN RM 1000**

1. Create a **Purchase Order** with amount less than RM 1000.





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Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 10/22

2. Go to **Approvals** to check the PO status.

It is normal to have all default levels to display in the system.

Since amount less than RM 1000 only requires 1<sup>st</sup> level approval, system won't send email to 2<sup>nd</sup> level.

Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
1	Ethan	<input type="checkbox"/>	<input type="checkbox"/>		
2	Joanne	<input type="checkbox"/>	<input type="checkbox"/>		

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax A...	Net
AMD-XP/1...	AMD XP 1800	1	UNITS	595.00		595.00			595.00

3. Click **Save**. Click **Yes** to send email notification to remind upper level for approval.

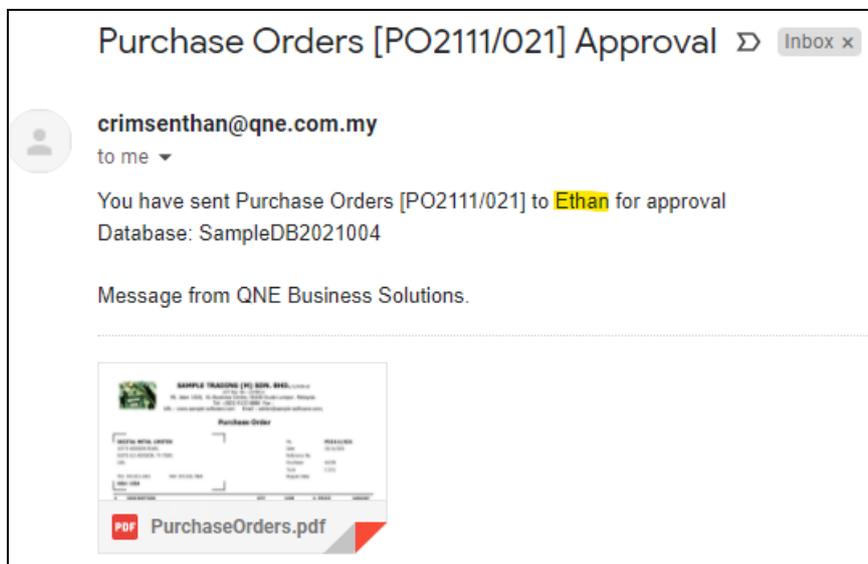
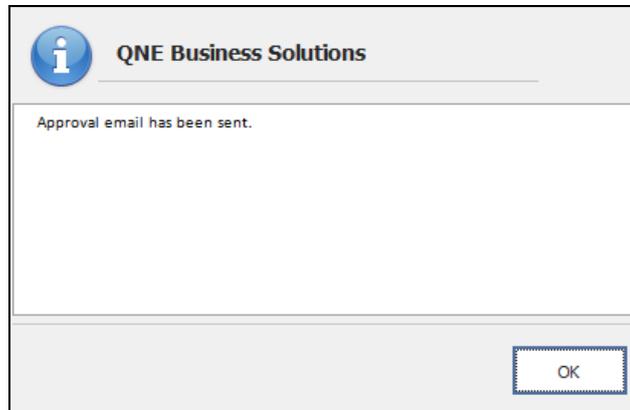


### Confirmation

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

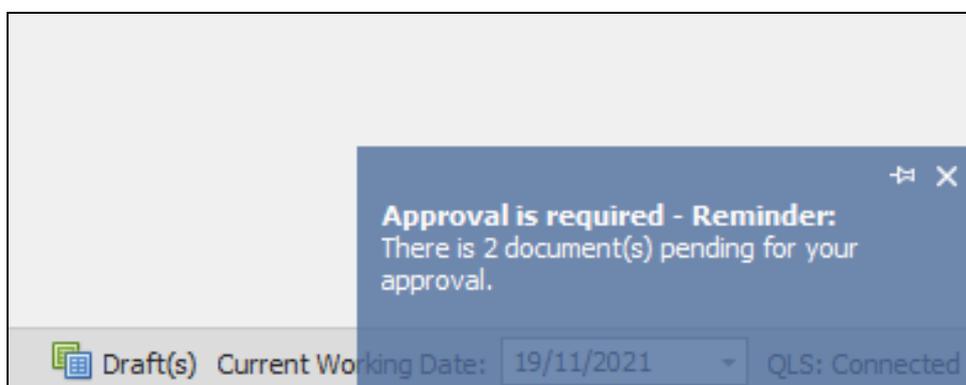
	<b>QNE TIPS</b>	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 11/22

4. Click **OK** after email has been sent.

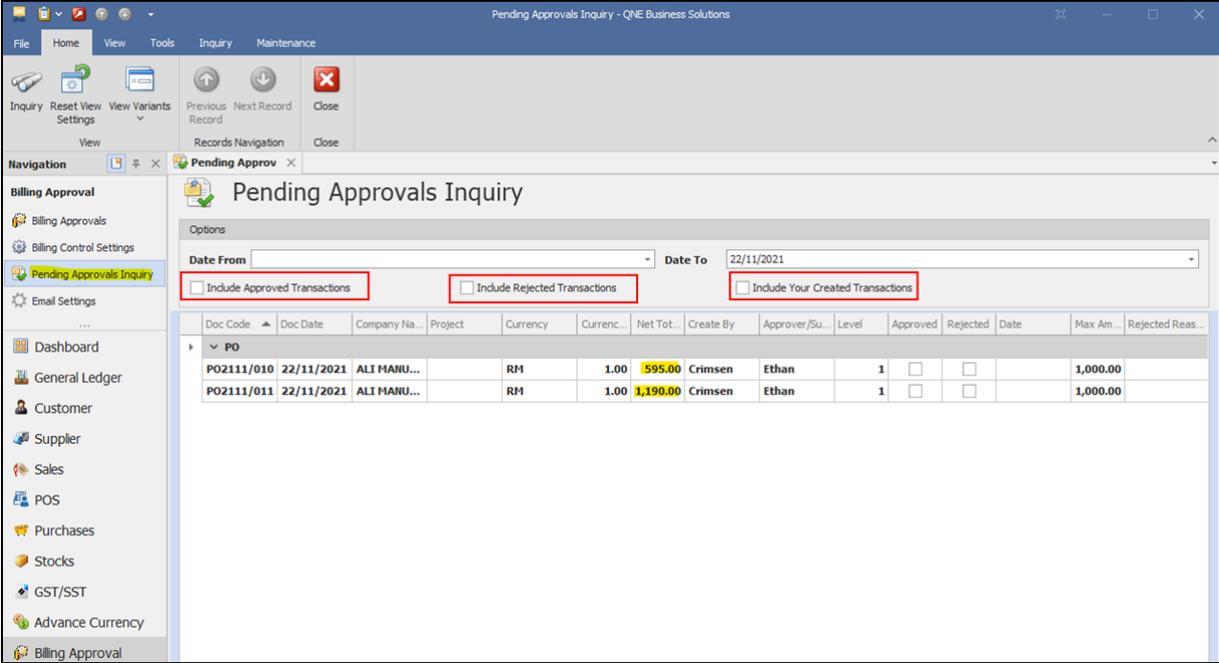


### LOGIN AS ETHAN (1<sup>ST</sup> LEVEL APPROVAL)

1. Once 1st level approver login to the system, click the **notification** popped out at right corner of the screen.



2. Approver can check the pending document from this screen, Go to Billing Approval > **Pending Approvals Inquiry** to view pending request documents.

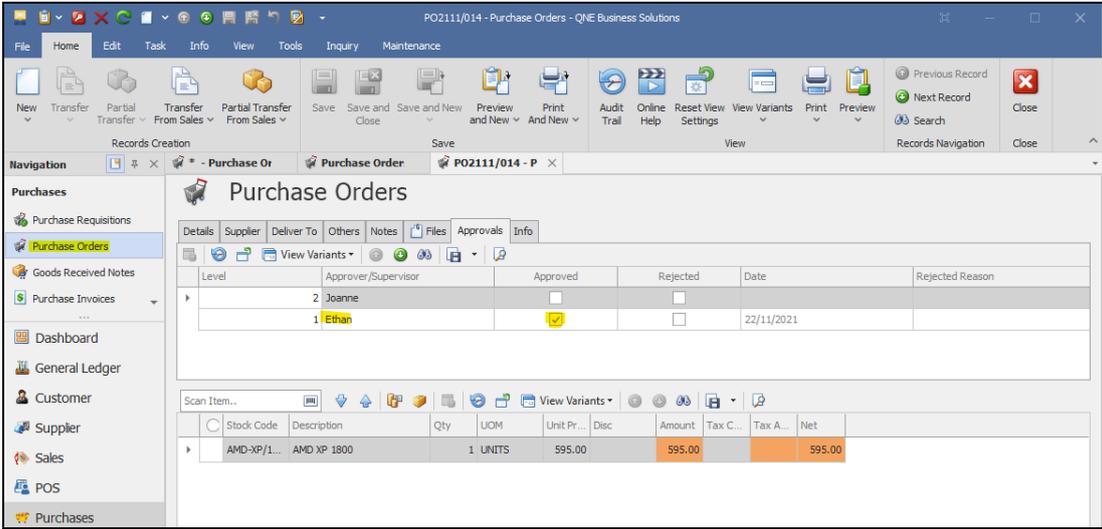


- *Include Approved Transactions* – When ticked, approved documents in the past will be shown too.
- *Include Rejected Transactions* – When ticked, rejected documents in the past will be shown too.
- *Include Your Created Transactions* – When ticked, documents that are created by you and pending approval from higher level will be shown too.

3. Go to the particular Purchase Order created by purchaser just now. Tick **Approved**.

If tick Rejected, please state the Rejected Reason.

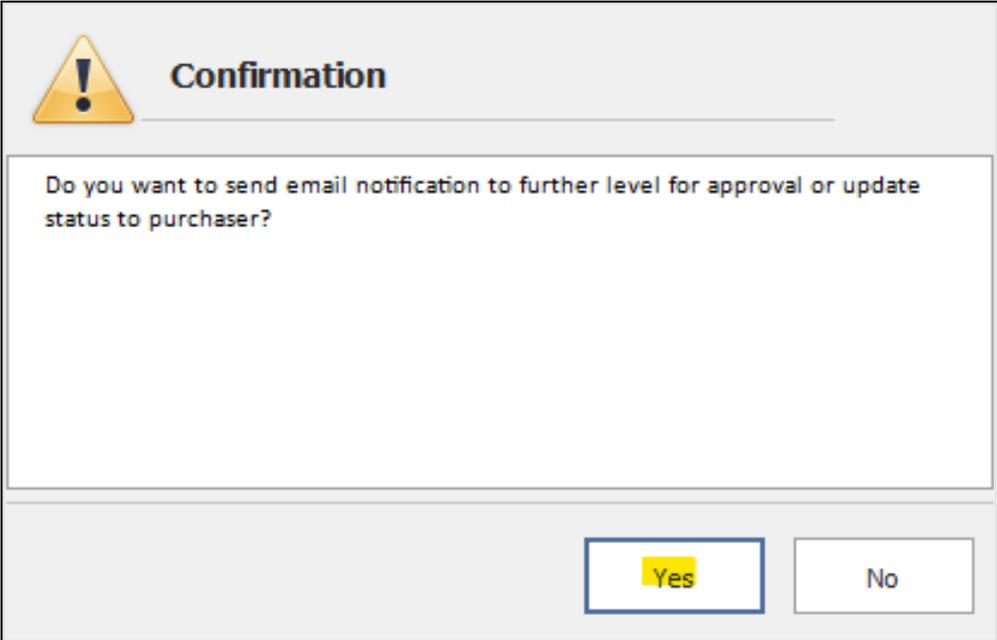
After ticked approved, the requester is not allowed to edit or change the document.



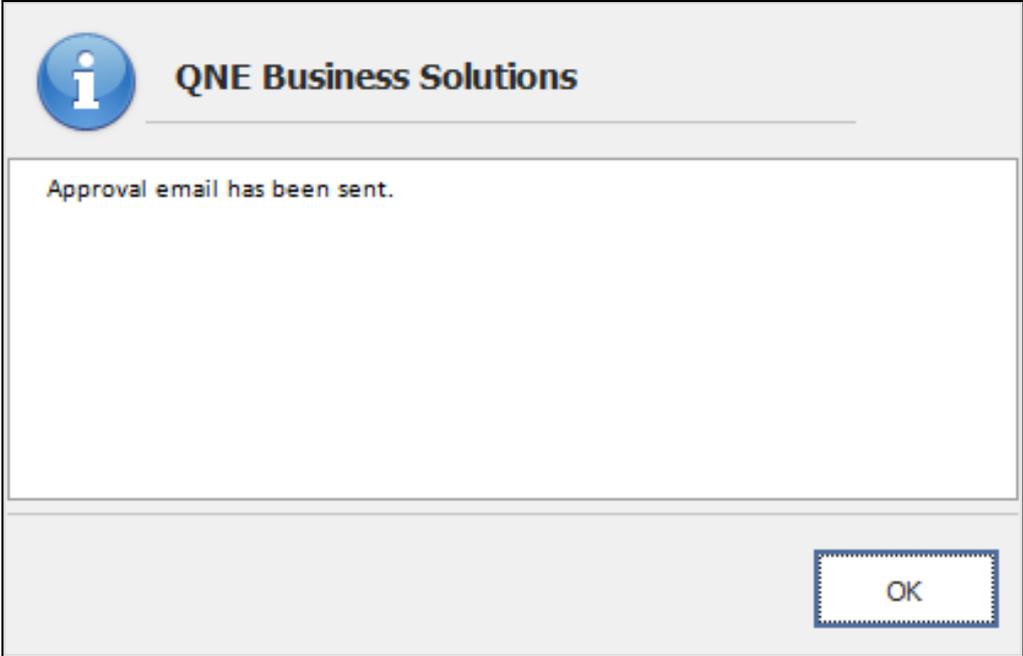
4. Once 1<sup>st</sup> level has approved and click save

If the total amount in the PO is less than 1k system will send notification to the requester.

If the total amount in the PO is more than 1k system will send email notification to the 2nd level approver.

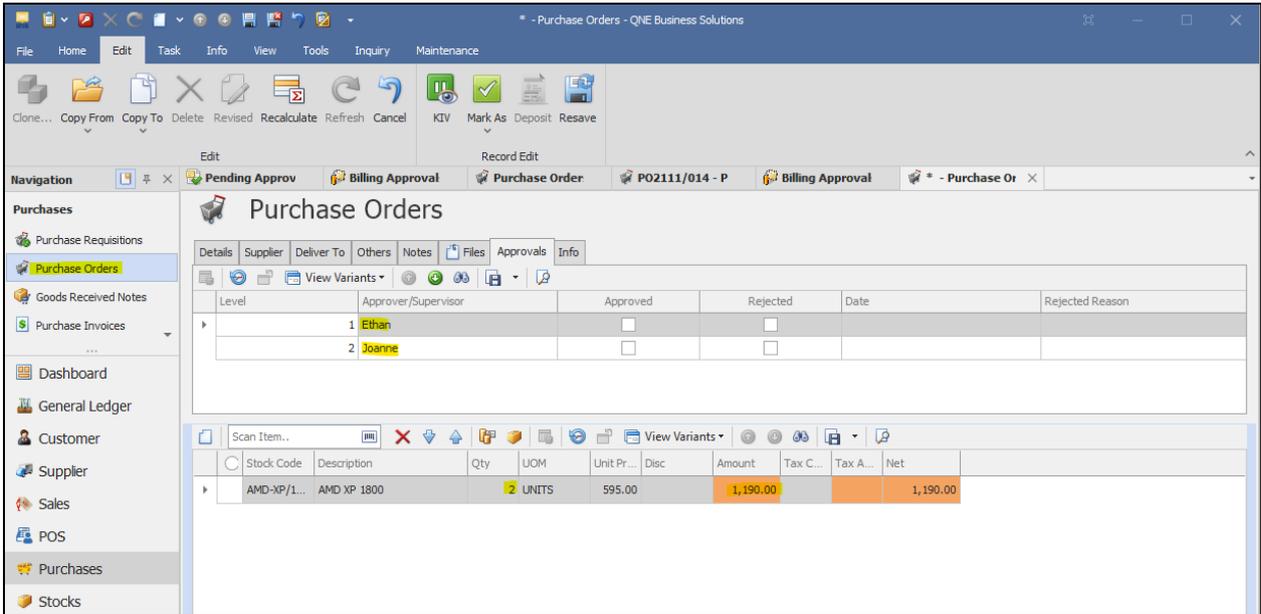


5. Click **OK** after email has been sent.



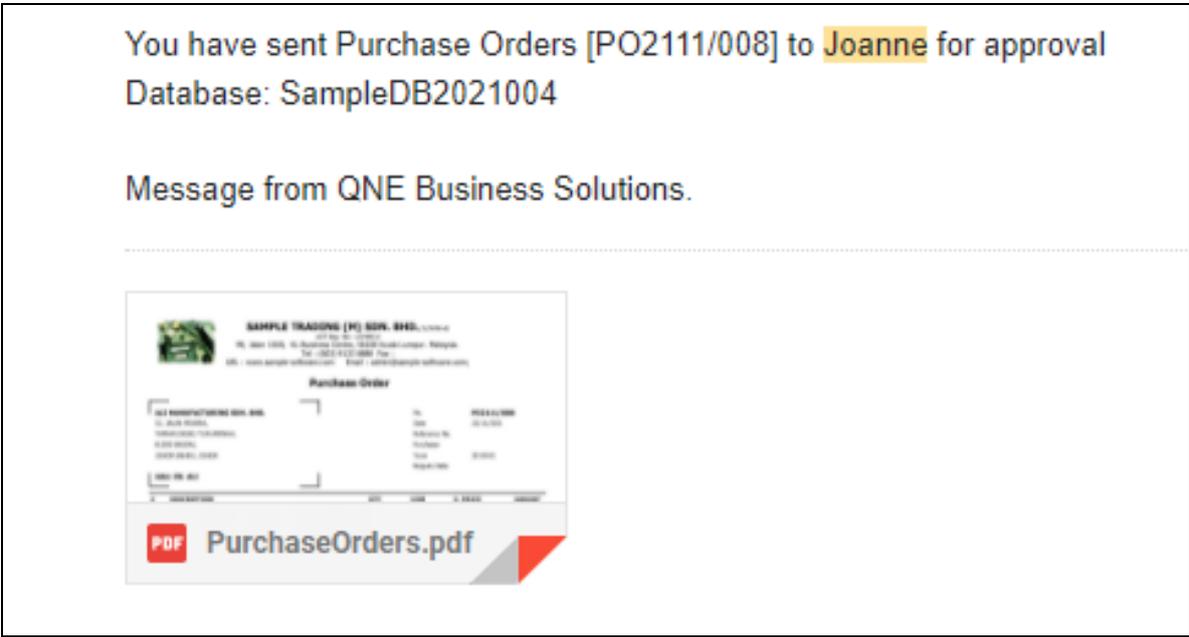
**SCENARIO 2: AMOUNT MORE THAN RM 1000**

1. Create another **Purchase Order** with amount more than RM 1000. Click **Save**



2. Login as Ethan to approve as first level.

3. Email will be sent from Ethan to upper level since total amount in the PO is more than 1k.



**LOGIN AS JOANNE (2<sup>ND</sup> LEVEL APPROVER)**

1. Go to Billing Approval > **Pending Approvals Inquiry** to view requesting documents.

Since Allow To View All Transactions is ticked in step 11 above, approvals pending others are shown too.

Doc Code	Doc Date	Company Name	Project	Currency	Currency...	Net Total...	Create By	Approver/...	Level	Approved	Rejected	Date	Max. Amo...	Rejected Reason
PO														
PO2111/016	22/11/2021	DIGITAL ME...		USD	3.80	10,000.00	Ethan	Ethan	1	<input type="checkbox"/>	<input type="checkbox"/>		1,000.00	
PO2111/016	22/11/2021	DIGITAL ME...		USD	3.80	10,000.00	Ethan	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	
PO2111/015	22/11/2021	ALI MANUFA...		RM	1.00	1,190.00	Crimscn	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	



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## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 16/22

2. 2<sup>nd</sup> level can approve or reject pending documents

Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
1	Ethan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/11/2021	
2	Joanne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/11/2021	

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax A...	Net
AMD-XP/1...	AMD XP 1800	2	UNITS	595.00		1,190.00			1,190.00

Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
1	Ethan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/11/2021	
2	Joanne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22/11/2021	too many

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax A...	Net
CANON43...	CANON BJC-4310 SP	100	UNITS	100.00		10,000.00			10,000.00

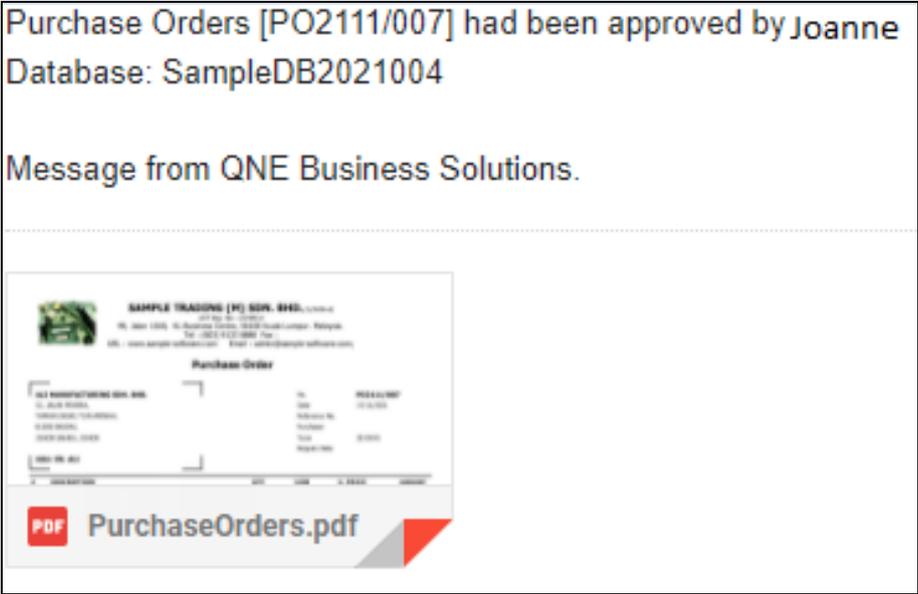
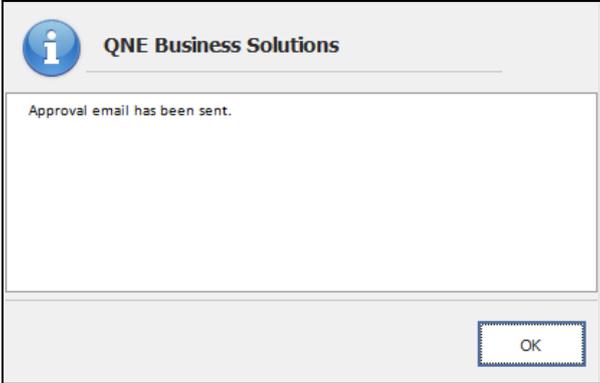
3. Click **Save**. Click **Yes** to send email notification to remind the requester.

**Confirmation**

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

	<b>QNE TIPS</b>	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 17/22

- Click **OK** after email has been sent. The email notification will send to requestor once 2nd level has approved





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## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 18/22

### SETTINGS IN PENDING APPROVALS INQUIRY

1. When **Include Approved Transactions** is ticked, approved documents in the past will be shown.

The screenshot shows the 'Pending Approvals Inquiry' window in QNE Business Solutions. The 'Options' section has 'Include Approved Transactions' checked. The table below displays a list of transactions, including those that have been approved.

Doc Code	Doc Date	Company Name	Project	Currency	Currency...	Net Total...	Create By	Approver/Supe...	Level	Appro...	Rejected	Date	Max Amou...	Rejected Reason
PO														
PO2111/016	22/11/2021	DIGITAL MET...		USD	3.80	10,000.00	Ethan	Ethan	1	<input type="checkbox"/>	<input type="checkbox"/>		1,000.00	
PO2111/014	22/11/2021	ALI MANUFACT...		RM	1.00	595.00	Crimsen	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	
PO2111/016	22/11/2021	DIGITAL MET...		USD	3.80	10,000.00	Ethan	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	
PO2111/015	22/11/2021	ALI MANUFA...		RH	1.00	1,190.00	Crimsen	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	
PO2111/007	17/11/2021	ALI MANUFA...		RH	1.00	1,190.00	Crimsen	ADMIN	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17/11/2021	1,000.00	
PO2111/015	22/11/2021	ALI MANUFA...		RH	1.00	1,190.00	Crimsen	Ethan	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/11/2021	1,000.00	
PO2111/014	22/11/2021	ALI MANUFA...		RH	1.00	595.00	Crimsen	Ethan	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/11/2021	1,000.00	

2. When **Include Rejected Transactions** is ticked, rejected documents in the past will be shown.

The screenshot shows the 'Pending Approvals Inquiry' window in QNE Business Solutions. The 'Options' section has 'Include Rejected Transactions' checked. The table below displays a list of transactions, including those that have been rejected.

Doc Code	Doc Date	Company Name	Project	Currency	Currency...	Net Total...	Create By	Approver/Supe...	Level	Approved	Rejected	Date	Max Amou...	Rejected Reason
PO														
PO2111/016	22/11/2021	DIGITAL ME...		USD	3.80	10,000.00	Ethan	Joanne	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22/11/2021	9,999.00	too many



# QNE SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 19/22

3. After creating a PO and ticked **Include Your Created Transactions**, documents that are created by you and pending approval from others will be shown.

Pending Approvals Inquiry

Options

Date From: [ ] Date To: 22/11/2021

Include Approved Transactions  Include Rejected Transactions  Include Your Created Transactions

Doc Code	Doc Date	Company Name	Project	Currency	Currency	Net Total	Create By	Approver/Sup...	Level	Approved	Rejected	Date	Max Amo...	Rejected Reason
PO2111/017	22/11/2021	PERFECT TRA...		RM	1.00	300.00	Joanne	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	
PO2111/017	22/11/2021	PERFECT TR...		RM	1.00	300.00	Joanne	Ethan	1	<input type="checkbox"/>	<input type="checkbox"/>		1,000.00	

Server: PC106\QNESS(11.00.2100) Database: SampleDB2021004(2021.0.0.4) Country: MY Language: en-MY Company: SAMPLE TRADING (M) SDN. BHD. User: Joanne Draft(s) Current Working Date: 22/11/2021 QLS: Connected

\*\* REMARK

Right click at column and click **Column Chooser**

Purchase Requisitions

Drag a column header here to group by that column

Date	P. Requisition #	Supplier	Name	Purchaser	Request By	Currency	Tax	Net Total
24/11/2021	PR2111/009	800-A001	ALI MANUFACTURING SDN. BHD.			RM		34,350.00
24/11/2021	PR2111/010	800-A001	ALI MANUFACTURING SDN. BHD.			RM		70.00
19/11/2021	PR2111/007	800-A001	ALI MANUFACTURING SDN. BHD.			RM		595.00
19/11/2021	PR2111/008	800-A001	ALI MANUFACTURING SDN. BHD.			RM		595.00
17/11/2021	PR2111/005	800-A001	ALI MANUFACTURING SDN. BHD.			RM		595.00
17/11/2021	PR2111/006	800-A001	ALI MANUFACTURING SDN. BHD.			RM		595.00
16/01/2011	PR 00003	800-D001	DELL ENTERPRISE SDN. BHD.			RM		1,440.00
16/01/2011	PR 00004	800-D001	DELL ENTERPRISE SDN. BHD.			RM		3,040.00
15/01/2011	PR 00005	800-K001	KTA SUPPLIES			RM		1,960.00
11/01/2011	PR0101/004	800-D001	DELL ENTERPRISE SDN. BHD.			RM		1,175.00
10/01/2011	PR0101/003	800-A001	ALI MANUFACTURING SDN. BHD.			RM		1,484.00
08/01/2011	PR0101/002	800-D001	DELL ENTERPRISE SDN. BHD.			RM		110,540.00
05/01/2011	PR 00002	800-A001	ALI MANUFACTURING SDN. BHD.			RM		12,800.00
03/01/2011	PR0101/001	800-A001	ALI MANUFACTURING SDN. BHD.			RM		3,033.00
02/01/2011	PR 00001	800-A001	ALI MANUFACTURING SDN. BHD.			RM		12,800.00

Context Menu:

- Sort Ascending
- Sort Descending
- Clear All Sorting
- Group By This Column
- Hide Group By Box
- Hide This Column
- Column Chooser
- Best Fit
- Best Fit (all columns)
- Filter Editor...
- Show Find Panel
- Hide Auto Filter Row
- Conditional Formatting
- Auto Width
- Enter Move Next Row
- Hide Footer
- Show All Columns
- Reset Layout
- Rename



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**QNE TIPS**

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 20/22

User can drag these 2 columns, **Has Approved** & **Has Rejected** to see the status of this approval status.

**Purchase Requisitions**

Drag a column header here to group by that column

Date	P. Requisition #	Supplier	Name	Purchaser	Request By	Currency	Tax	Net Total
24/11/2021	PR2111/009	800-A001	ALI MANUFACTURING SDN. BHD.		ADMIN	RM		34,350.00
24/11/2021	PR2111/010	800-A001	ALI MANUFACTURING SDN. BHD.		ADMIN	RM		70.00
19/11/2021	PR2111/007	800-A001	ALI MANUFACTURING SDN. BHD.		ADMIN	RM		595.00
19/11/2021	PR2111/008	800-A001	ALI MANUFACTURING SDN. BHD.		ADMIN	RM		595.00
17/11/2021	PR2111/005	800-A001	ALI MANUFACTURING SDN. BHD.		ADMIN	RM		595.00
17/11/2021	PR2111/006	800-A001	ALI MANUFACTURING SDN. BHD.		ADMIN	RM		595.00
16/01/2011	PR 00003	800-D001	DELL ENTERPRISE SDN. BHD.	John		RM		1,440.00
16/01/2011	PR 00004	800-D001	DELL ENTERPRISE SDN. BHD.	John		RM		3,040.00
15/01/2011	PR 00005	800-K001	KTA SUPPLIES	John		RM		
11/01/2011	PR0101/004	800-D001	DELL ENTERPRISE SDN. BHD.	John		RM		
10/01/2011	PR0101/003	800-A001	ALI MANUFACTURING SDN. BHD.	John		RM		
08/01/2011	PR0101/002	800-D001	DELL ENTERPRISE SDN. BHD.	John		RM		
05/01/2011	PR 00002	800-A001	ALI MANUFACTURING SDN. BHD.	John		RM		
03/01/2011	PR0101/001	800-A001	ALI MANUFACTURING SDN. BHD.	John		RM		
02/01/2011	PR 00001	800-A001	ALI MANUFACTURING SDN. BHD.	John		RM		

Customization: Purchase Requisitions

has

Has Approved

Has Rejected

Supplier Purchaser

Add...

Remove

If the approve is fully complete then only it will display ✓

**Purchase Requisitions**

Drag a column header here to group by that column

Date	P. Requisition #	Supplier	Name	Has Approved	Has Rejected	Purchaser	Request By	Curre...	Tax	Net Total
24/11/2021	PR2111/009	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	RM		34,350.00
24/11/2021	PR2111/010	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	RM		70.00
19/11/2021	PR2111/007	800-A001	ALI MANUFACTURING SDN. BHD.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		ADMIN	RM		595.00
19/11/2021	PR2111/008	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	RM		595.00
17/11/2021	PR2111/005	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	RM		595.00
17/11/2021	PR2111/006	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	RM		595.00
16/01/2011	PR 00003	800-D001	DELL ENTERPRISE SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		1,440.00
16/01/2011	PR 00004	800-D001	DELL ENTERPRISE SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		3,040.00
15/01/2011	PR 00005	800-K001	KTA SUPPLIES	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		1,960.00
11/01/2011	PR0101/004	800-D001	DELL ENTERPRISE SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		1,175.00
10/01/2011	PR0101/003	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		1,484.00
08/01/2011	PR0101/002	800-D001	DELL ENTERPRISE SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		110,540.00
05/01/2011	PR 00002	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		12,800.00
03/01/2011	PR0101/001	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		3,033.00
02/01/2011	PR 00001	800-A001	ALI MANUFACTURING SDN. BHD.	<input type="checkbox"/>	<input type="checkbox"/>	John		RM		12,800.00



**QNE**  
SOFTWARE

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 21/22

In Approvals, right click at column and click **Column Chooser**

The screenshot shows the 'Purchase Orders' window in QNE Business Solutions. The window title is '- Purchase Orders - QNE Business Solutions'. The menu bar includes File, Home, Edit, Task, Info, View, Tools, Inquiry, and Maintenance. The toolbar contains icons for Clone, Copy From, Copy To, Delete, Revised, Recalculate, Refresh, Cancel, KIV, Mark As, Deposit, and Resave. The navigation pane on the left lists various modules like Purchases, Goods Received Notes, Purchase Invoices, Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Stocks, GST/SST, and Advance Currency. The main area displays a table with columns: Level, Approver/Supervisor, Appr, and Rejected Reason. A context menu is open over the 'Appr' column, listing options such as Sort Ascending, Sort Descending, Clear All Sorting, Group By This Column, Show Group By Box, Hide This Column, **Column Chooser**, Best Fit, Best Fit (all columns), Filter Editor..., Show Find Panel, Show Auto Filter Row, Auto Width, Enter Move Next Row, Show Footer, Show All Columns, Reset Layout, and Rename. The 'Column Chooser' option is highlighted in yellow. Below the table, there is a summary row with columns: Taxable, 595.00, Tax, Due Amount, and 595.00.



**QNE**  
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## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 22/22

User can drag this column, Max Amount Limit to show the approver max amount

The screenshot shows the 'Purchase Orders' screen in QNE Business Solutions. The 'Approvals' table has the following data:

Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
1	L2				

The 'Max Amount Limit' column is highlighted in yellow. Below the table, there is a 'Customization: Purchase Order Approvals' dialog box with a search field containing 'max' and a list of items including 'Max Amount Limit'.

The screenshot shows the 'Purchase Orders' screen in QNE Business Solutions. The 'Approvals' table has the following data:

Level	Approver/Supervisor	Max Amount Limit	Approved	Rejected	Date	Rejected Reason
1	L2	500.00				

The 'Max Amount Limit' column is highlighted in yellow. Below the table, there is a 'Scan Item...' dialog box with a search field containing 'max' and a list of items including 'Max Amount Limit'.