

BILLING APPROVALS CONTROL MODULE

[1.0]

CRIMSEN

[17/11/2021]



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1/22

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Crimsen Than	17/11/2021	

Amendment Record



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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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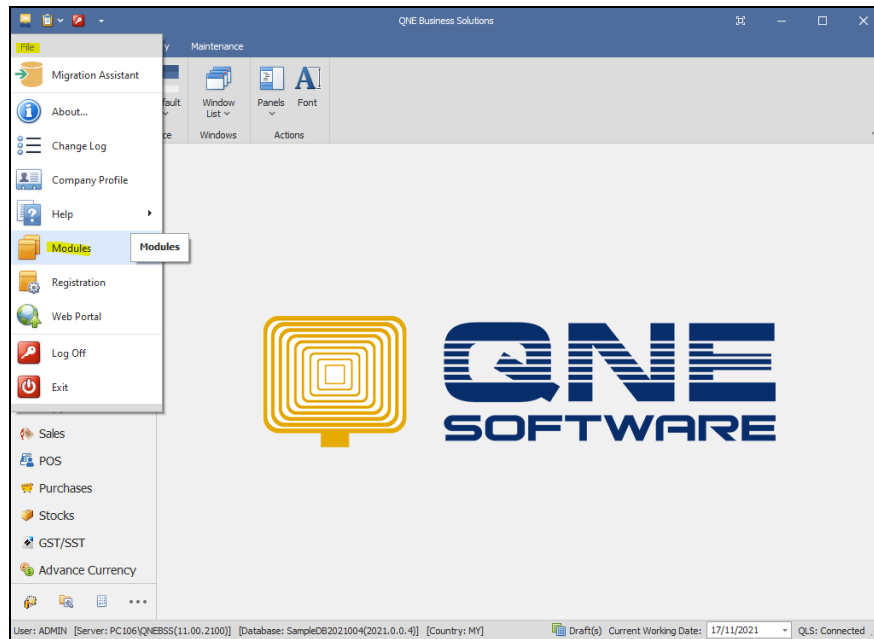
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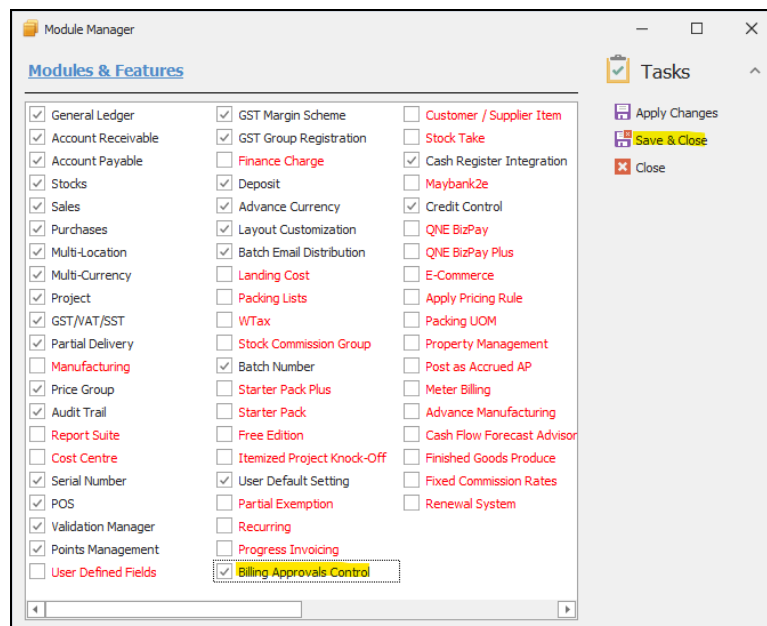
SOLUTION


USER ROLE SETTINGS

1. Go to File > **Module**

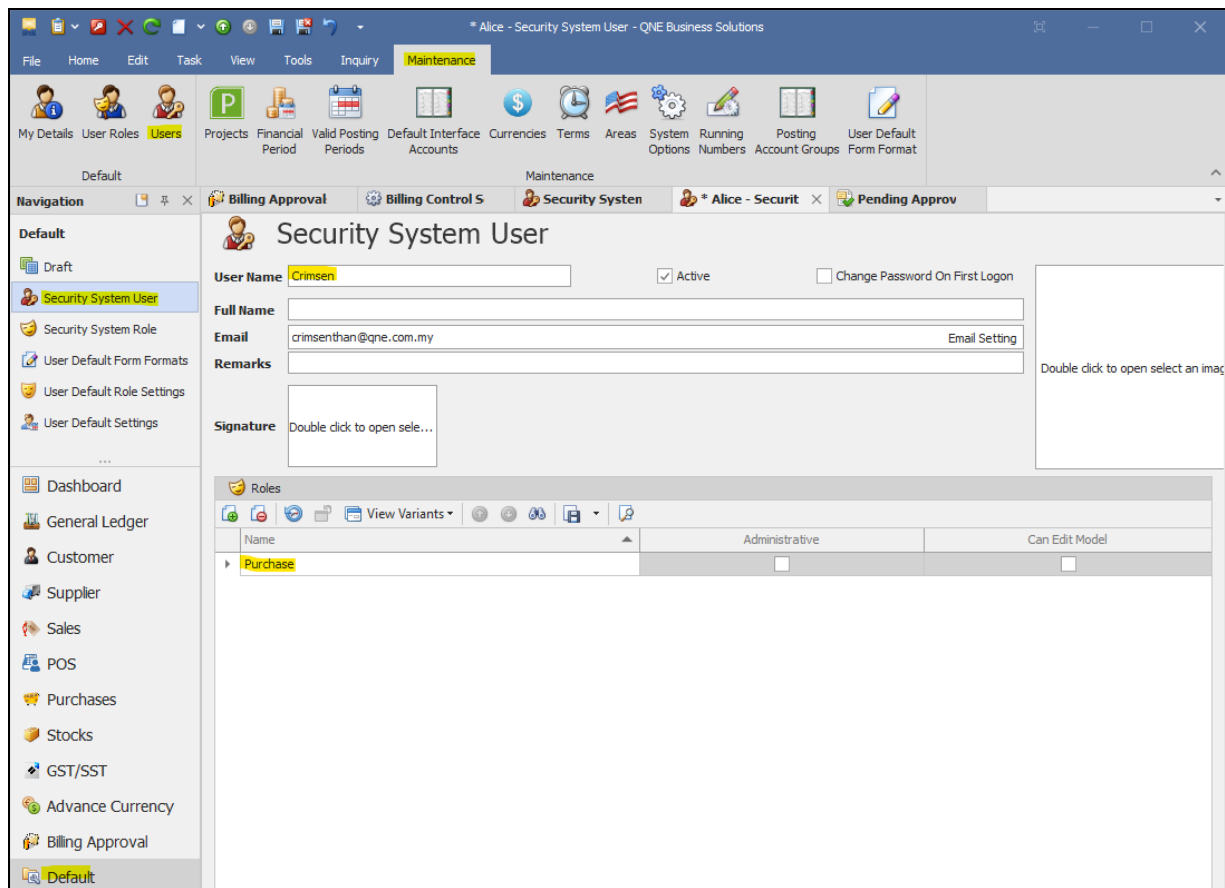


2. Tick **Billing Approvals Control**. Save & Close



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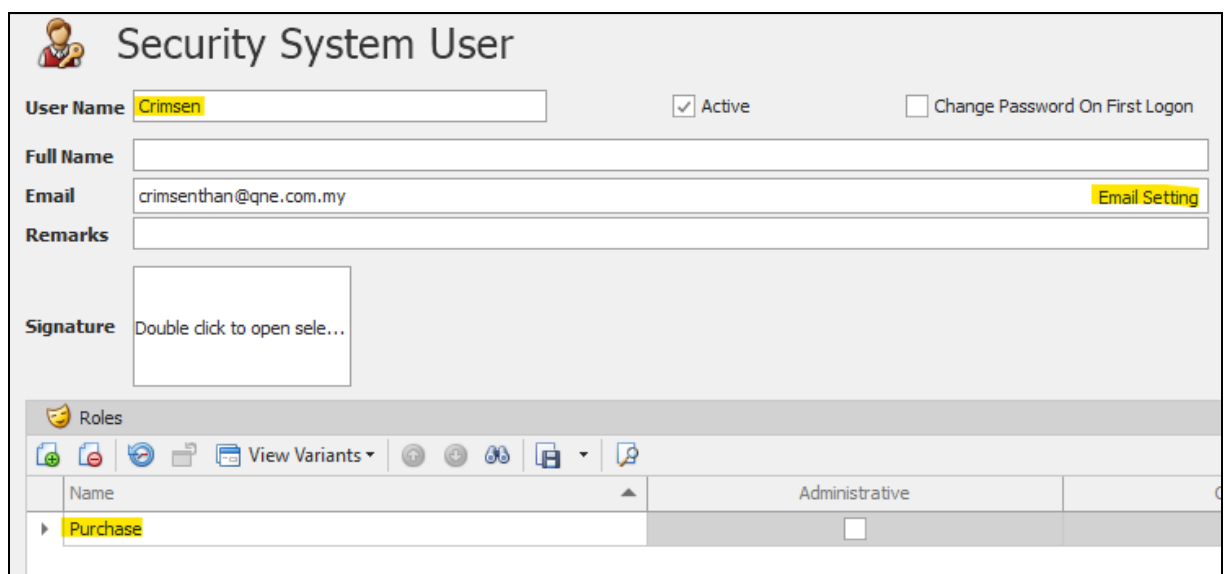
3. Create new user at **Maintenance > Users** or **Default > Security System User**



The screenshot shows the 'Security System User' form in the QNE Business Solutions software. The form is titled 'Security System User' and includes fields for 'User Name', 'Full Name', 'Email', 'Remarks', and 'Signature'. The 'User Name' field is set to 'Crimsen', 'Email' is 'crimsenthan@qne.com.my', and 'Role' is 'Purchase'. The 'Email Setting' button is highlighted. The 'Roles' table below the form shows the 'Purchase' role with 'Administrative' and 'Can Edit Model' checkboxes.


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.

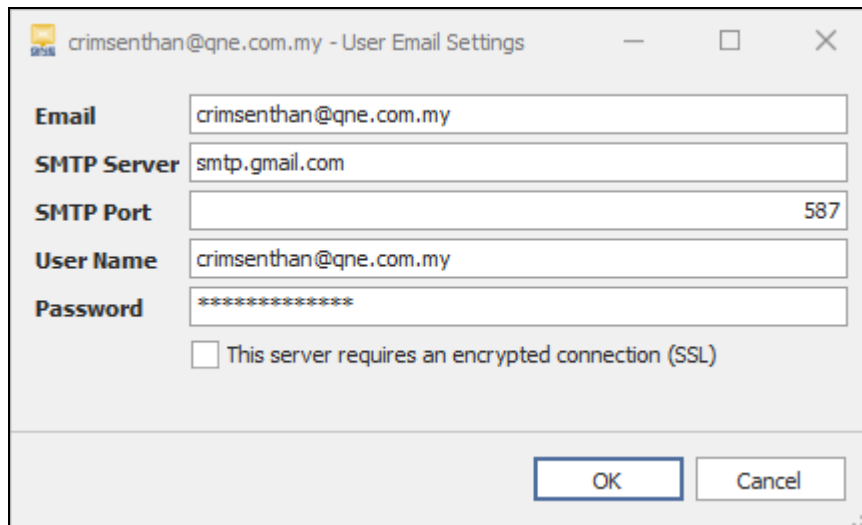


The screenshot shows the 'Security System User' form with the 'Email Setting' button highlighted. The 'User Name' field is set to 'Crimsen', 'Email' is 'crimsenthan@qne.com.my', and 'Role' is 'Purchase'. The 'Email Setting' button is highlighted. The 'Roles' table below the form shows the 'Purchase' role with 'Administrative' and 'Can Edit Model' checkboxes.

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

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5. Set the email for the purchaser



crimsenthan@qne.com.my - User Email Settings

Email: crimsenthan@qne.com.my

SMTP Server: smtp.gmail.com

SMTP Port: 587

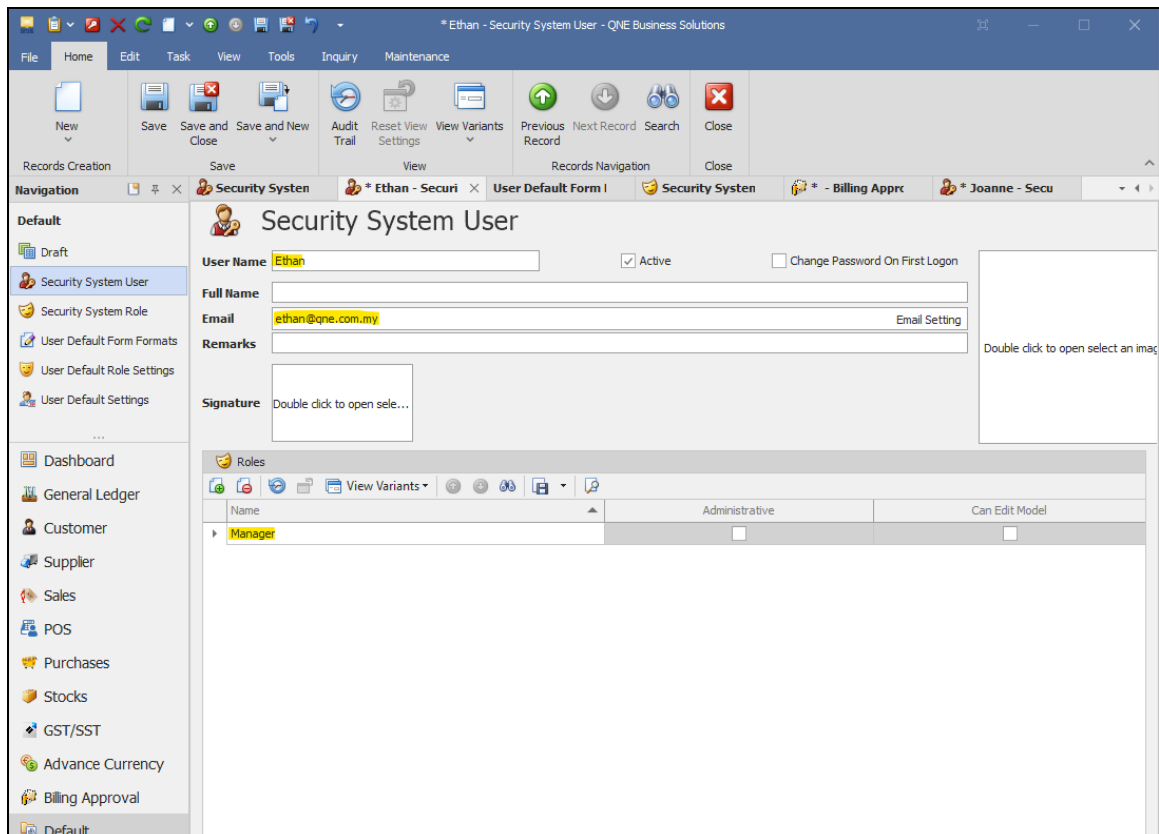
User Name: crimsenthan@qne.com.my

Password: *****

☐ This server requires an encrypted connection (SSL)

OK Cancel

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



Ethan - Security System User - QNE Business Solutions

File Home Edit Task View Tools Inquiry Maintenance

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

Navigation Security System * Ethan - Securi x User Default Form I Security System * - Billing Appr * Joanne - Secu

Default Draft Security System User Security System Role User Default Form Formats User Default Role Settings User Default Settings

Dashboard General Ledger Customer Supplier Sales POS Purchases Stocks GST/SST Advance Currency Billing Approval Default

Security System User

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

Full Name:

Email: ethan@qne.com.my Email Setting

Remarks:

Signature: Double click to open sele...

Double click to open select an imag

Roles

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



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Alex - Security System User - QNE Business Solutions

File Home Edit Task View Tools Inquiry Maintenance

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

Navigation Billing Control S Security System User Default Form I Security System - Billing Appr Alex - Secur

Default

- Draft
- Security System User
- Security System Role
- User Default Form Formats
- User Default Role Settings
- User Default Settings

Dashboard

- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks
- GST/SST
- Advance Currency
- Billing Approval
- Default

Security System User

User Name: Alex ☐ Active ☐ Change Password On First Logon

Full Name:

Email: alex@qne.com.my

Remarks:

Signature: Double click to open sele...

Roles

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

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

Joanne - Security System User - QNE Business Solutions

File Home Edit Task View Tools Inquiry Maintenance

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

Navigation Billing Control S Security System User Default Form I Security System - Billing Appr Joanne - Secu

Default

- Draft
- Security System User
- Security System Role
- User Default Form Formats
- User Default Role Settings
- User Default Settings

Dashboard

- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks
- GST/SST
- Advance Currency
- Billing Approval
- Default

Security System User

User Name: Joanne ☐ Active ☐ Change Password On First Logon

Full Name:


Email: joanne@qne.com.my

Remarks:

Signature: Double click to open sele...

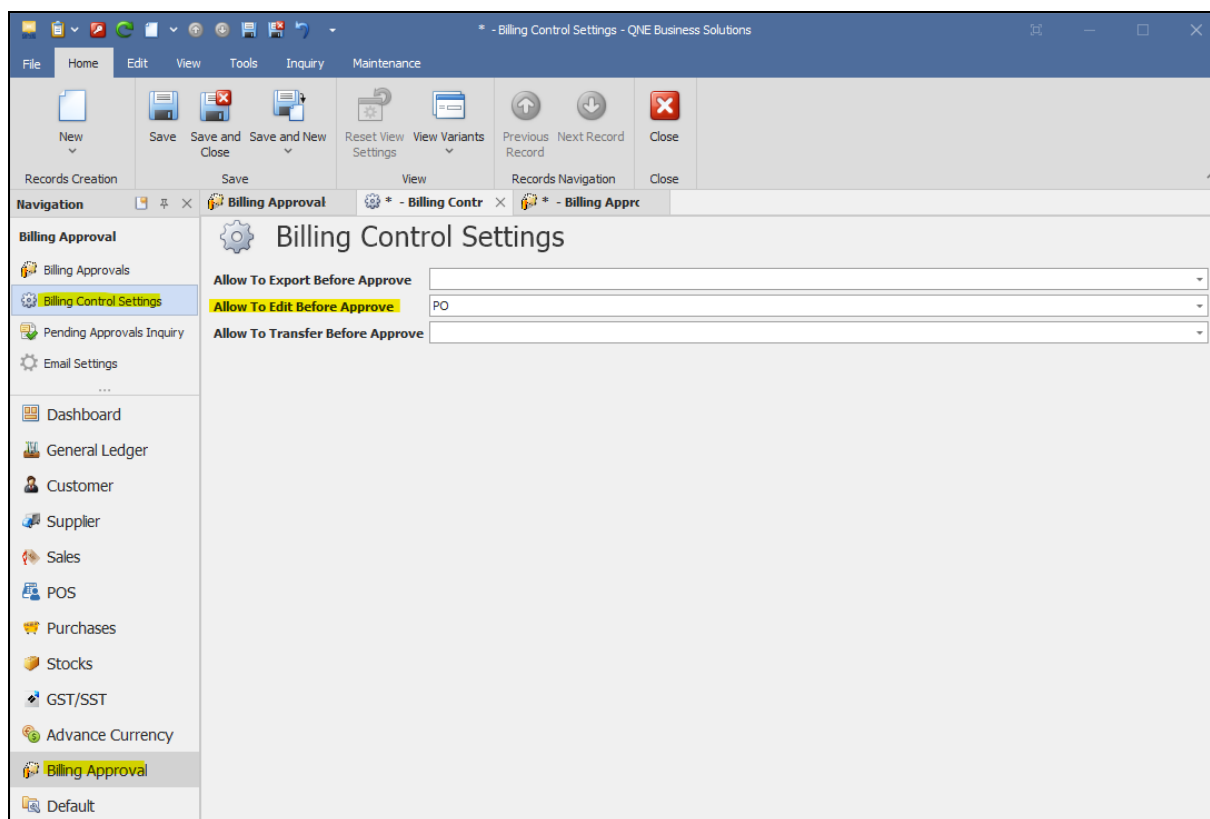
Roles

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

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BILLING APPROVAL SETTINGS

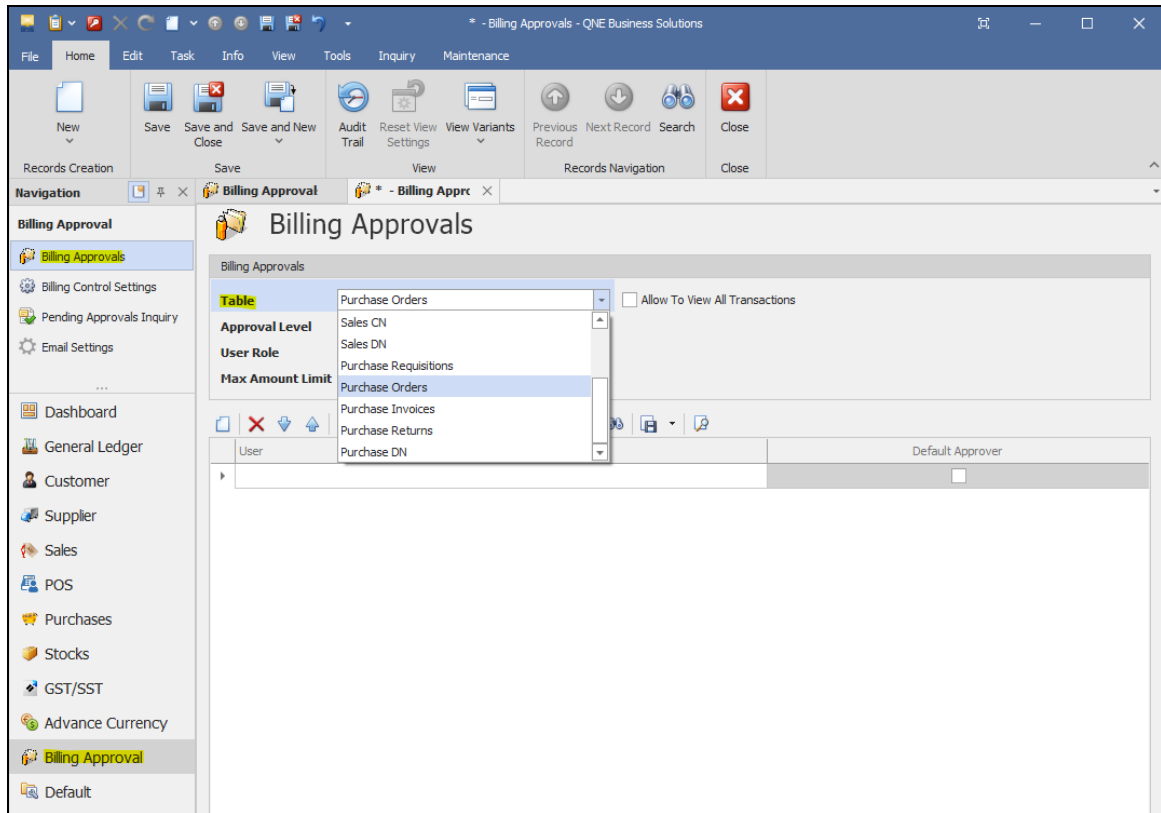
1. Go to Billing Approval > Billing Approval Control



- *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.

- At Billing Approval > Billing Approvals, select **Purchase Order**



Billing Approvals

Table: Purchase Orders

Approval Level: 1

User Role: Manager

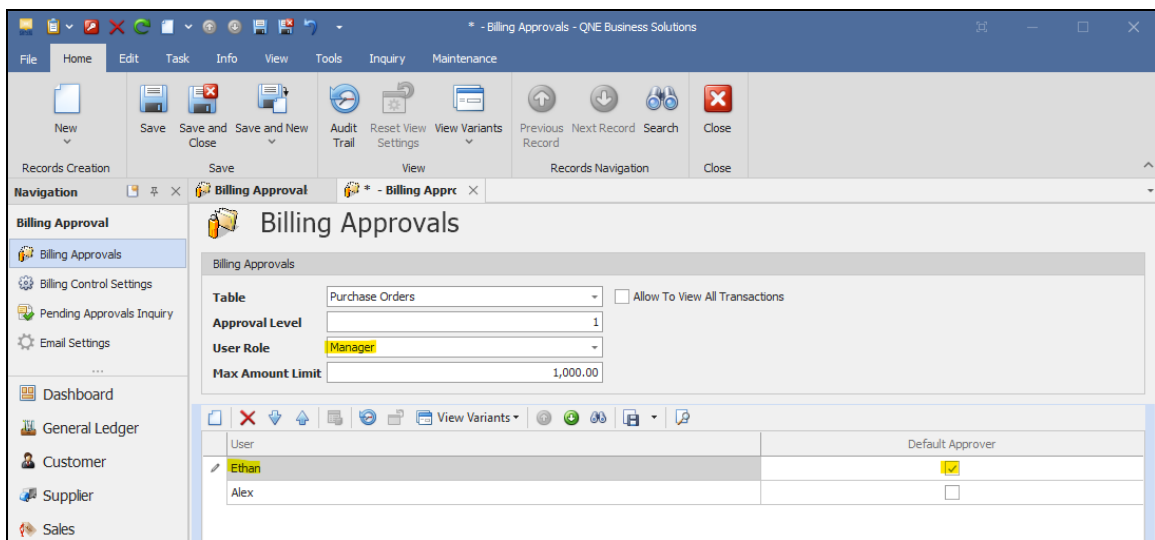
Max Amount Limit: 1,000.00

Allow To View All Transactions: ☐

User	Default Approver
Ethan	<input checked="" type="checkbox"/>
Alex	<input type="checkbox"/>

- 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.



Billing Approvals

Table: Purchase Orders

Approval Level: 1

User Role: Manager

Max Amount Limit: 1,000.00

Allow To View All Transactions: ☐

User	Default Approver
Ethan	<input checked="" type="checkbox"/>
Alex	<input type="checkbox"/>



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- 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 1st level to approve or reject.

User	Default Approver
Joanne	<input checked="" type="checkbox"/>

SCENARIO 1: AMOUNT LESS THAN RM 1000

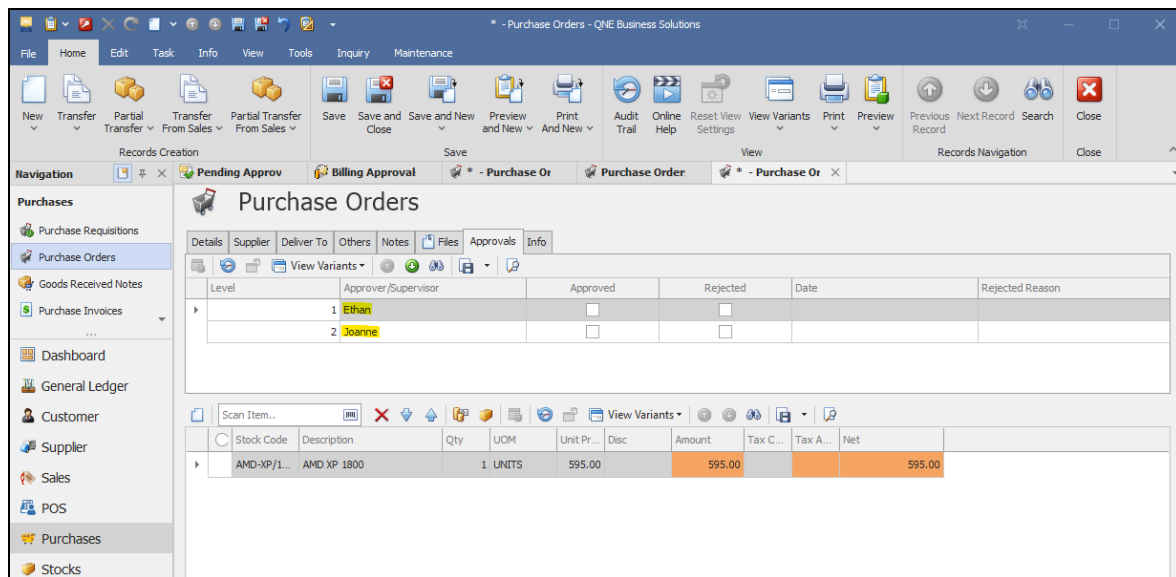
- Create a **Purchase Order** with amount less than RM 1000.

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

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

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

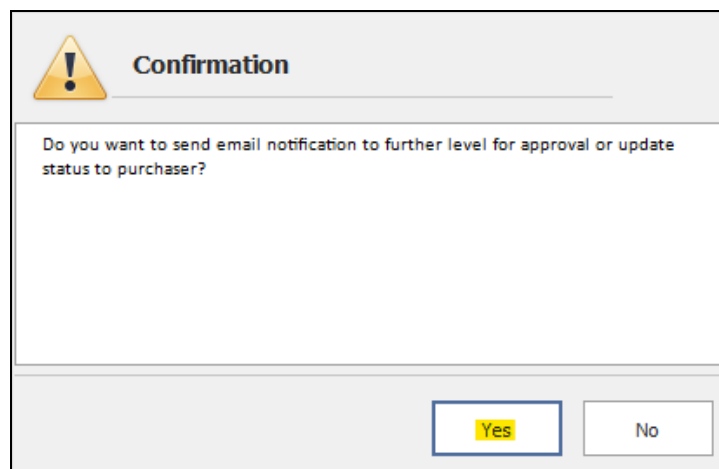
Since amount less than RM 1000 only requires 1st level approval, system won't send email to 2nd level.



Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
1	Ethan	<input checked="" 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

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

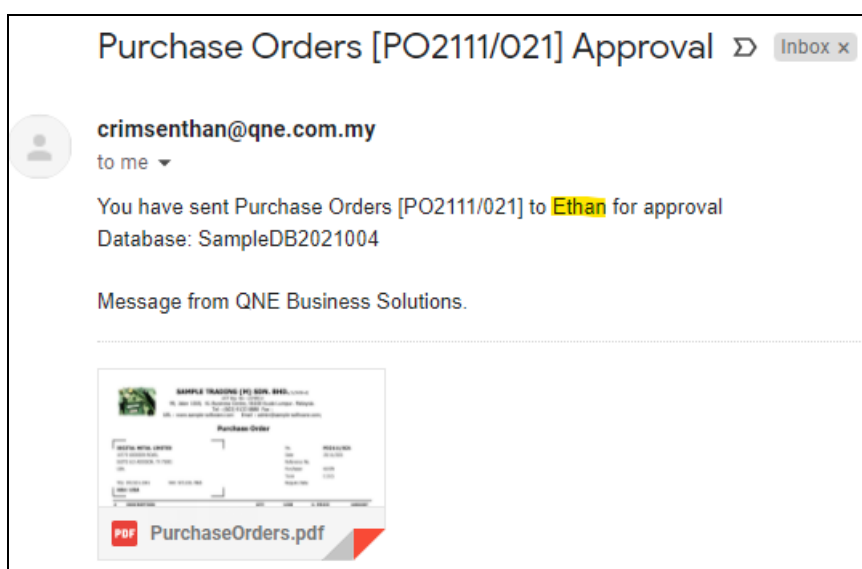
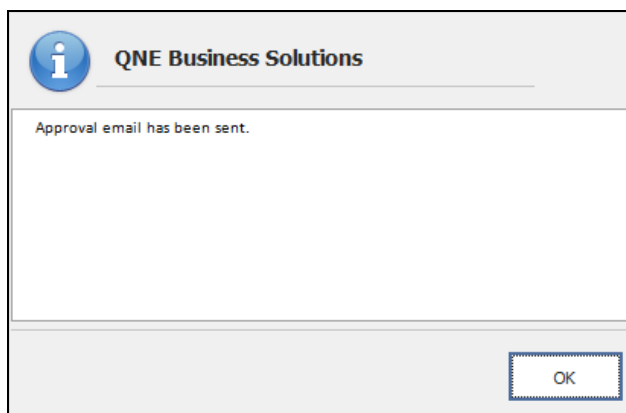


Confirmation

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

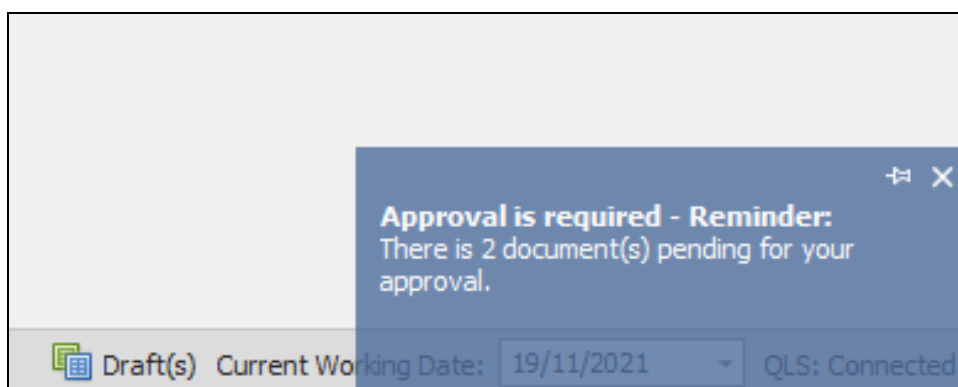
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- Click **OK** after email has been sent.



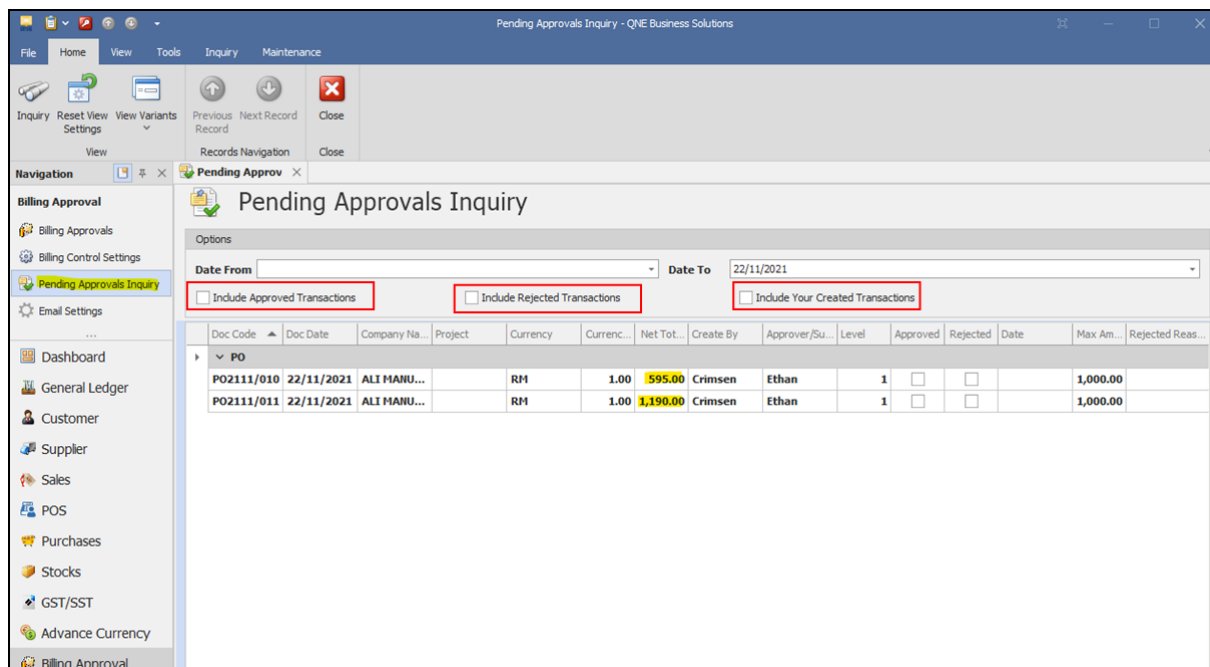
LOGIN AS ETHAN (1ST LEVEL APPROVAL)

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



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



Pending Approvals Inquiry

Options

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

☒ Include Approved Transactions ☐ Include Rejected Transactions ☐ Include Your Created Transactions

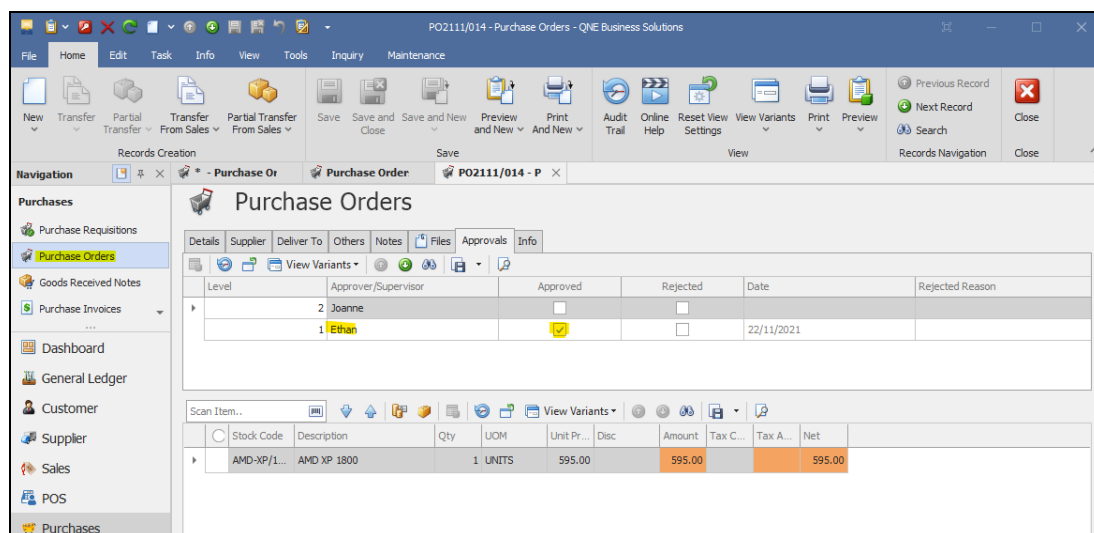
Doc Code	Doc Date	Company Na...	Project	Currency	Currenc...	Net Tot...	Create By	Approver/Su...	Level	Approved	Rejected	Date	Max Am...	Rejected Reas...
PO2111/010	22/11/2021	ALI MANU...		RM	1.00	595.00	Crimsen	Ethan	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1,000.00	
PO2111/011	22/11/2021	ALI MANU...		RM	1.00	1,196.00	Crimsen	Ethan	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1,000.00	

- *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.



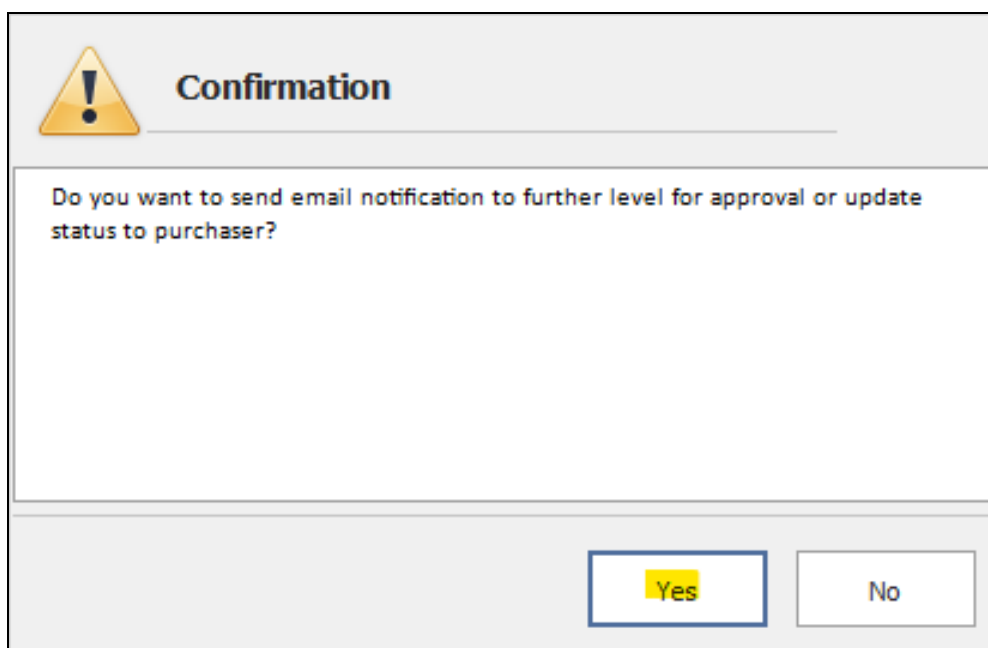
Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
2	Joanne	<input type="checkbox"/>	<input type="checkbox"/>		
1	Ethan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/11/2021	

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax A...	Net
AMD-XP/1...	AMD XP 1800	1	UNITS	\$95.00		\$95.00			\$95.00

4. Once 1st 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.




Confirmation

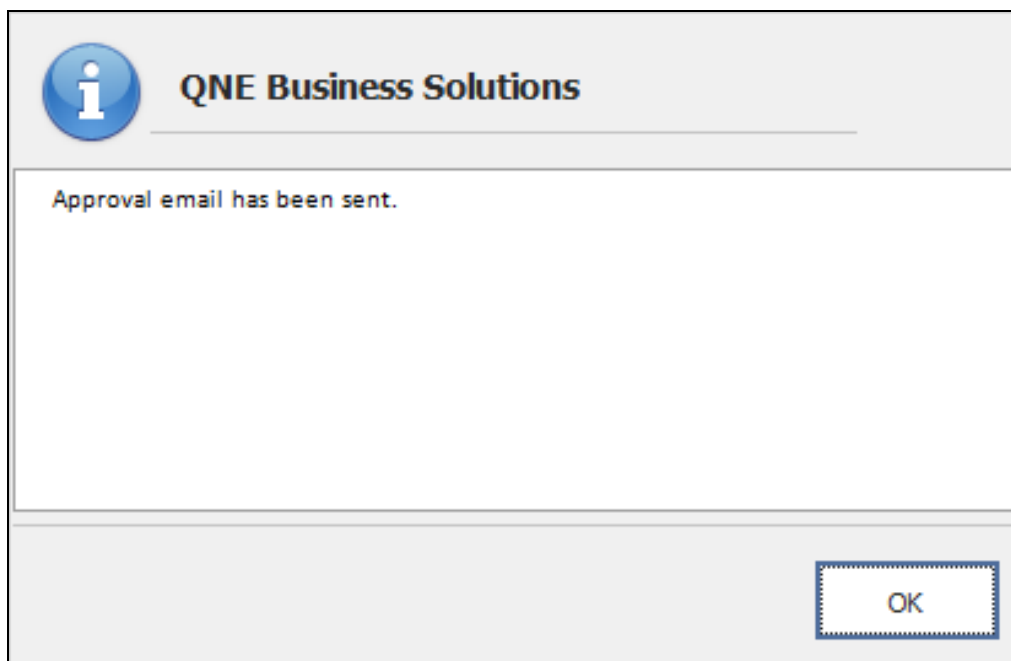
Do you want to send email notification to further level for approval or update status to purchaser?

Yes

No

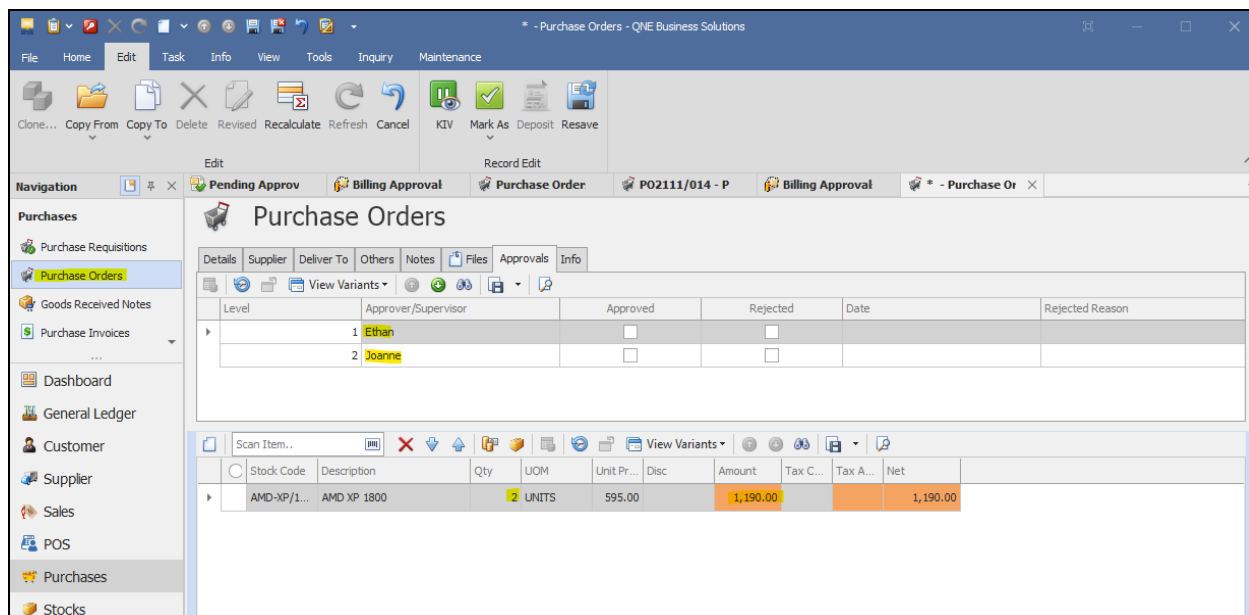
 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
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- Click **OK** after email has been sent.




SCENARIO 2: AMOUNT MORE THAN RM 1000

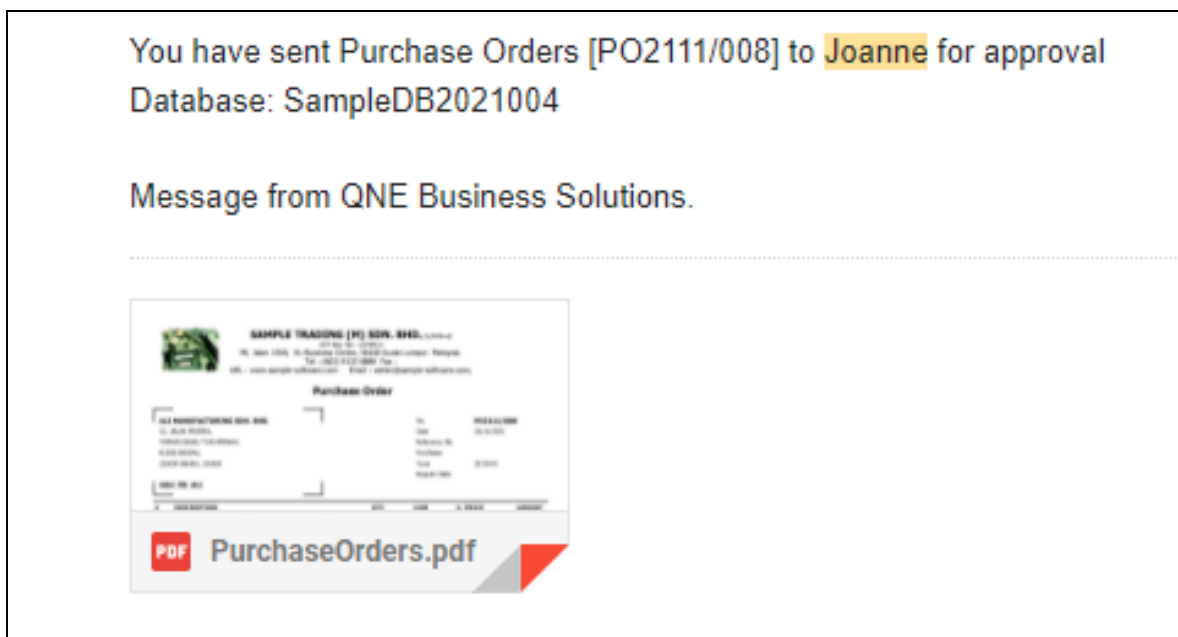
- Create another **Purchase Order** with amount more than RM 1000. Click **Save**



- Login as Ethan to approve as first level.

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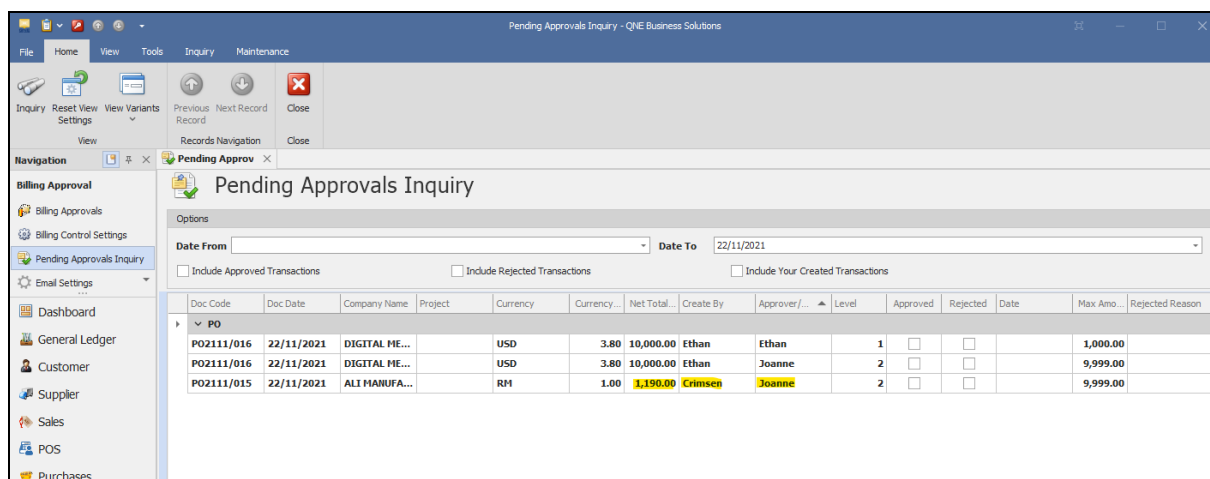
- Email will be sent from Ethan to upper level since total amount in the PO is more than 1k.



LOGIN AS JOANNE (2ND LEVEL APPROVER)

- 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
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	Crimson	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	



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2. 2nd 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?

Yes **No**



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- A screenshot of a web application interface. At the top, there is a blue circular icon with a white lowercase 'i' inside. To its right, the text 'QNE Business Solutions' is displayed in a bold, black, sans-serif font. Below this header, a horizontal line separates it from the main content area. The main content area is a large, empty white rectangle. In the bottom right corner of this area, there is a small, rectangular button with a dashed blue border and the text 'OK' in a blue, sans-serif font.

Message from QNE Business Solutions.





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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 displays a list of transactions with columns: Doc Code, Doc Date, Company Name, Project, Currency, Currency..., Net Total..., Create By, Approver/Sup..., Level, Approved, Rejected, Date, Max Amo..., and Rejected Reason. The table is filtered by 'PO' and shows several entries, including PO2111/016 and PO2111/015.

Doc Code	Doc Date	Company Name	Project	Currency	Currency...	Net Total...	Create By	Approver/Sup...	Level	Approved	Rejected	Date	Max Amo...	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...		RM	1.00	1,190.00	Crimsen	Joanne	2	<input type="checkbox"/>	<input type="checkbox"/>		9,999.00	
PO2111/007	17/11/2021	ALI MANUFA...		RM	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...		RM	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...		RM	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 displays a list of transactions with columns: Doc Code, Doc Date, Company Name, Project, Currency, Currency..., Net Total..., Create By, Approver/Sup..., Level, Approved, Rejected, Date, Max Amo..., and Rejected Reason. The table is filtered by 'PO' and shows one entry, PO2111/016, which is rejected.

Doc Code	Doc Date	Company Name	Project	Currency	Currency...	Net Total...	Create By	Approver/Sup...	Level	Approved	Rejected	Date	Max Amo...	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



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- 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 - QNE Business Solutions

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
PO														
PO2111/017	22/11/2021	PERFECT TRA...		RM	1.00	300.00	Joanne	Joanne	2				9,999.00	
PO2111/017	22/11/2021	PERFECT TR...		RM	1.00	300.00	Joanne	Ethan	1				1,000.00	

[Server: PC106\QNEBSS(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 - QNE Business Solutions

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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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					
11/01/2011	PR0101/004	800-D001	DELL ENTERPRISE SDN. BHD.	John					
10/01/2011	PR0101/003	800-A001	ALI MANUFACTURING SDN. BHD.	John					
08/01/2011	PR0101/002	800-D001	DELL ENTERPRISE SDN. BHD.	John					
05/01/2011	PR 00002	800-A001	ALI MANUFACTURING SDN. BHD.	John					
03/01/2011	PR0101/001	800-A001	ALI MANUFACTURING SDN. BHD.	John					
02/01/2011	PR 00001	800-A001	ALI MANUFACTURING SDN. BHD.	John					

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.				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		1,960.00
	11/01/2011	PR0101/004	800-D001	DELL ENTERPRISE SDN. BHD.			John		RM		1,175.00
	10/01/2011	PR0101/003	800-A001	ALI MANUFACTURING SDN. BHD.			John		RM		1,484.00
	08/01/2011	PR0101/002	800-D001	DELL ENTERPRISE SDN. BHD.			John		RM		110,540.00
	05/01/2011	PR 00002	800-A001	ALI MANUFACTURING SDN. BHD.			John		RM		12,800.00
	03/01/2011	PR0101/001	800-A001	ALI MANUFACTURING SDN. BHD.			John		RM		3,033.00
	02/01/2011	PR 00001	800-A001	ALI MANUFACTURING SDN. BHD.			John		RM		12,800.00



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

The screenshot displays the QNE Business Solutions software interface. The main window is titled 'Purchase Orders' and shows a table with columns: Level, Approver/Supervisor, and Appr. A right-click context menu is open over the 'Appr' column header, listing various options. The 'Column Chooser' option is highlighted in yellow. Other options include Sort Ascending, Sort Descending, Clear All Sorting, Group By This Column, Show Group By Box, Hide This Column, 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 background shows the software's navigation pane on the left with categories like Purchases, Goods Received Notes, Purchase Invoices, Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Stocks, GST/SST, and Advance Currency. The top menu bar includes File, Home, Edit, Task, Info, View, Tools, Inquiry, and Maintenance. The bottom status bar shows 'Taxable' with a value of 595.00 and 'Tax' with a value of 595.00.



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

Purchase Orders

Navigation: Pending Approv PO2111/006 - P PR2111/008 - P Purchase Requi PR2111/007 - P Billing Ap

Details Supplier Deliver To Others Notes Files Approvals Info

View Variants

Level	Approver/Supervisor	Approved	Rejected	Date	Rejected Reason
1	L2				

Scan Item...

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

Customization: Purchase Order Approvals

max

Max Amount Limit

Add...

Remove

Purchase Orders

Navigation: Pending Approv PO2111/006 - P PR2111/008 - P Purchase Requi PR2111/007 - P Billing Ap

Details Supplier Deliver To Others Notes Files Approvals Info

View Variants

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

Scan Item...

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