



# Automation Email Statement of Account

## Optimizing Efficiency: Enabling QCA for Automated Statement of Account Delivery

Dashboard   Advanced Options   Scheduled E-Statement

Home / Automation

### Scheduled E-Statement

Reload

Delete

<input type="checkbox"/>	Scheduled Time	Customer#	Recipient	From	To	Status	
<input type="checkbox"/>	Mar 05, 2024 08:37	700-O001	usinfo@qca.com	Mar 01, 2024	Mar 31, 2024	Success	
<input type="checkbox"/>	Mar 05, 2024 08:37	700-Q001	usinfo@qca.com.my	Mar 01, 2024	Mar 31, 2024	Processing	
<input type="checkbox"/>	Mar 05, 2024 03:00	700-O001	usinfo@qca.com	Mar 01, 2024	Mar 31, 2024	Success	
<input type="checkbox"/>	Mar 05, 2024 03:00	700-Q001	usinfo@qca.com.my	Mar 01, 2024	Mar 31, 2024	Processing	
<input type="checkbox"/>	Feb 27, 2024 09:12	700-O001	usinfo@qca.com	Feb 01, 2024	Feb 29, 2024	Success	
<input type="checkbox"/>	Feb 27, 2024 09:12	700-Q001	usinfo@qca.com.my	Feb 01, 2024	Feb 29, 2024	Processing	

## Solution:

1st - Setup Email Setting in Advance Option, Mouse point to Company ID/Company Name > Press 'Advanced Options'

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**SAMPLE TRADING (M) SDN. BHD...**

Company ID: 05A-47B-BBC 

 My Companies

 Account Settings

 QNE Academy

 Advanced Options

 Logout

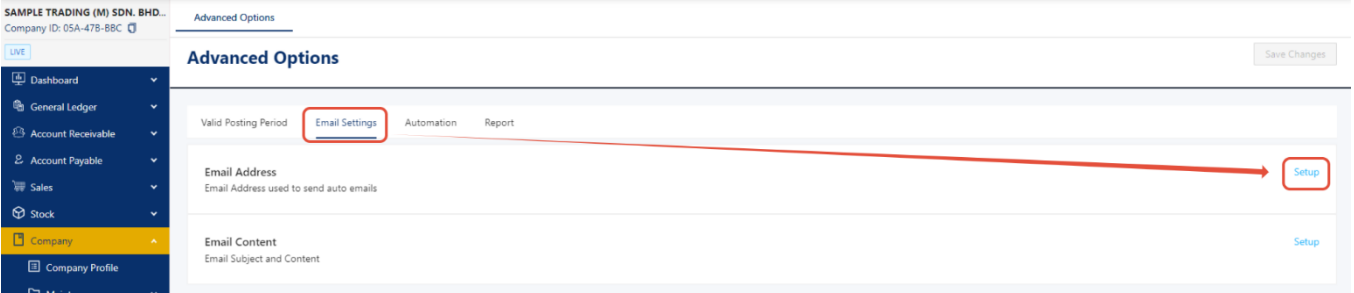
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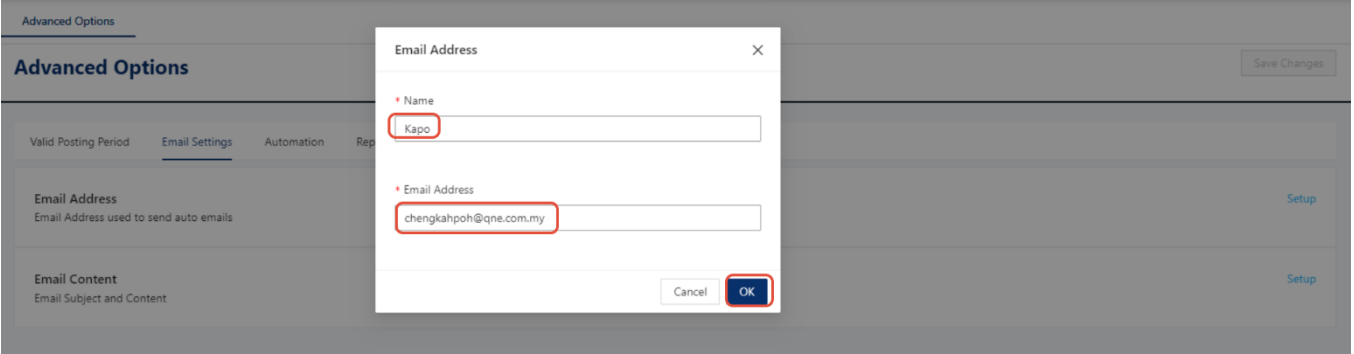
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2nd - in Advance Options > Press Email Settings > then Press 'Setup' Button next Email Address Options, to Configure email.



3rd - Insert Name, and Email Address > Press OK



4th - Press 'Setup' next to Email Content to configure Email Content



5th - Email Content Tab is used to view the current template used when sending e-statements, and this template can be amended within this screen.

- a. Subject – Email Subject
- b. Message – Email Message

**Note:** User allow to edit the Email Message, those wording which Bracket system will auto assign Customer name, or Contact Person

**Example:**

[Customer Name]  
[Contact First Name]



user just need to amend the message will do, those Bracket with word just keep it.

Advanced Options

Advanced Options

Valid Posting Period

Email Settings

Automation

Email Address

Email Address used to send auto emails

Email Content

Email Subject and Content

Email Content

Form Type

E-Statement

Subject

SAMPLE TRADING (M) SDN. BHD. (Test) Statement of Account

Message

Hi [Contact First Name].  
  
Good Day! Here's your statement as of [Statement Date Range] for [Customer Name].  
  
If you have any questions, please let us know.

Cancel

OK

Save Changes

Setup

Setup

Expected Outcome:

12:02

56



## Kathrin Wu Statement of Account

发件人 Kathrin Wu

隐藏

(由 bounces+60251...@sendgrid.net 代发)

收件人 wu@qne.com

时间: 2024年3月5日 03:00

附件: Statement of Account.pdf

Greeting , Good Day! Here's your statement as of [Mar 01, 2024 ~ Mar 31, 2024](#) for QNE OPTIMUM SDN BHD. If you have any questions, please let us know. Thank you,

Kathrin Wu

1个附件



Statement of Account.pdf

90.48K

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After Finish Email Setting > Press Automation to Schedule it for QNE AI Cloud Accounting System to send the Statement of Account.

Press Automation > Press 'Setup' next to E-Statement.



6th - After Press 'Setup' , Below Screen will pop out

Send E-Statement Automatically

Enable Auto-send

Schedule

Weekly

every

Fri

Statement Period

Start from previous year

to

Month date

7th

Outstanding Only

\* Report Format

Statement of Account

Cancel

OK

**Schedule Part:**  
a. Enable Auto-Button Toggle Button

- i. Turn On Toggle – will require user to select a schedule
- ii. Turn Off Toggle – will grayed out schedule fields

b. Schedule:

- i. Type (e.g., Monthly)
  - Weekly – should appear week day selection
    - a. Day (e.g., Monday, Tuesday, Wednesday..) – trigger day
  - Monthly – Should appear date selection
    - a. Monthly date (e.g., 1st, 2nd, 3rd, 4th, 5th, 28th, End) – trigger day
  - Quarterly – must generate every end of month (e.g., Q1 = March 31)
    - a. Q1 (Jan-Mar)
    - b. Q2 (Apr-Jun)
    - c. Q3 (Jul-Sep)
    - d. Q4 (Oct-Dec) • End of Year – End of the year (e.g., December 31)

Note : Schedule is where the user can define the specific date/day/period the statement is generated or issued to the customer. This trigger the system to generate the report and be presented as the Statement Date in the actual print-out generated

**Statement Period Part:**

- a. From (e.g., Start this year) – Coverage start day
  - i. Start from previous year – will include all previous year
  - ii. Start this year – start day of the current year
  - iii. Month date (e.g., 1st, 2nd, 3rd, 4th, 5th, 28th, End )
- b. To date (e.g., End of Month)
  - i. End of Month
  - ii. Month date (e.g., 1st, 2nd, 3rd, 4th, 5th, 28th, End )

Statement Period

Start from previous year ▼

to

Month date ▼

7th ▼

Outstanding Only

☐

\* Report Format

Statement of Account ▼

Cancel

OK

Statement Period specifies the timeframe or date coverage for which the statement summarizes the customer's account activity.

As an example, if the Schedule set is June 30, 2023, and the Statement Period is from June 1, 2023, to June 30, 2023, it means that the statement was issued on June 30, 2023, and it includes all the account transactions that occurred between June 1, 2023, and June 30, 2023.

Note: The month date selection must be from 1st to 28th, with an 'End' option to enable the system to generate based on the end date of the month.

## As Example:

**Note: i write this Knowledge Base at 07/03/2024 (Thursday)**

My Current Setting will help to send Statement of Account every week Friday  
Statement of Account will filter as of End of this Month

Means the statement of account will send by 08/03/2024 (Friday)



## Send E-Statement Automatically



Enable Auto-send



Schedule

Weekly



every

Fri



Statement Period

Start from previous year



to

End of month



Outstanding Only



\* Report Format

Statement of Account



Cancel

OK

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