



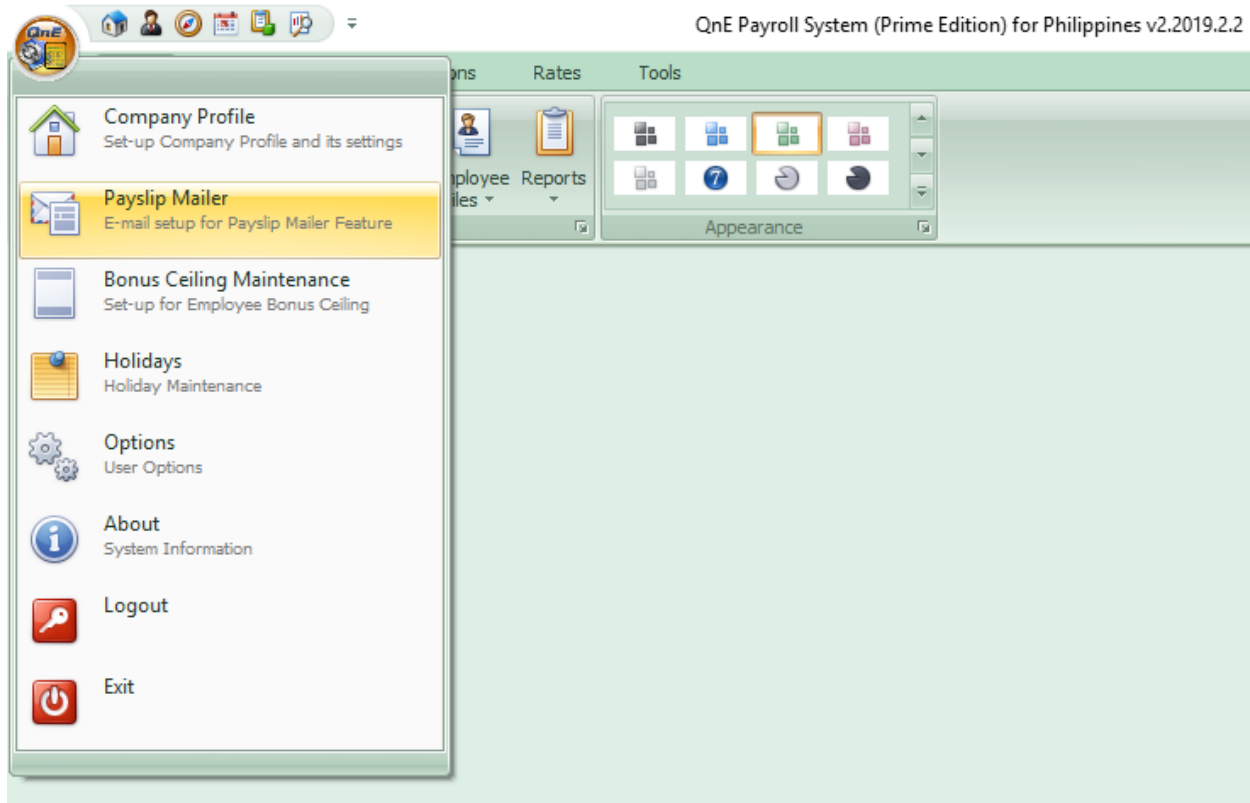
## HOW TO SETUP PAYSLIP MAILER

### Problem Scenario:

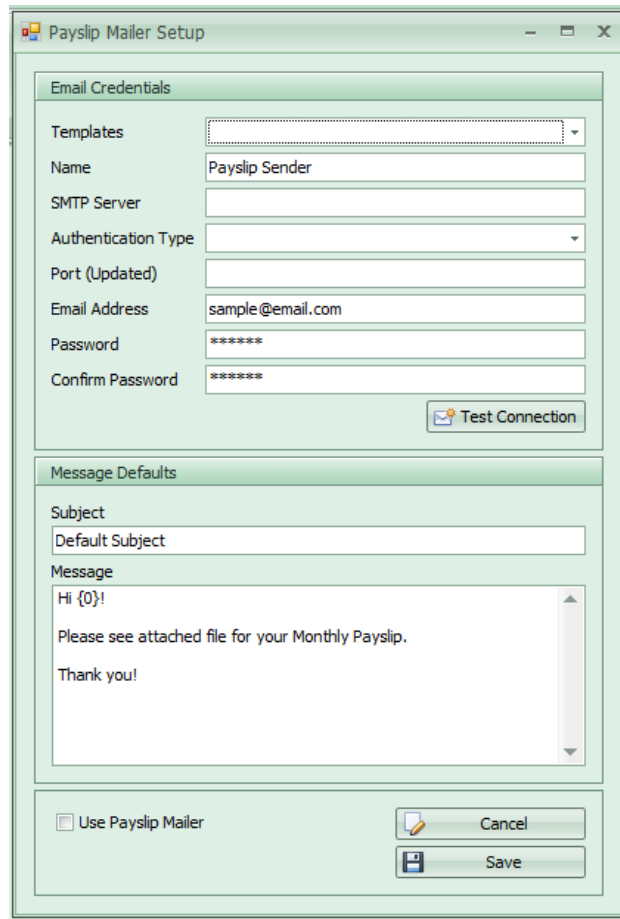
Client's management requires to send Payslip to their employees via email

### Resolution:

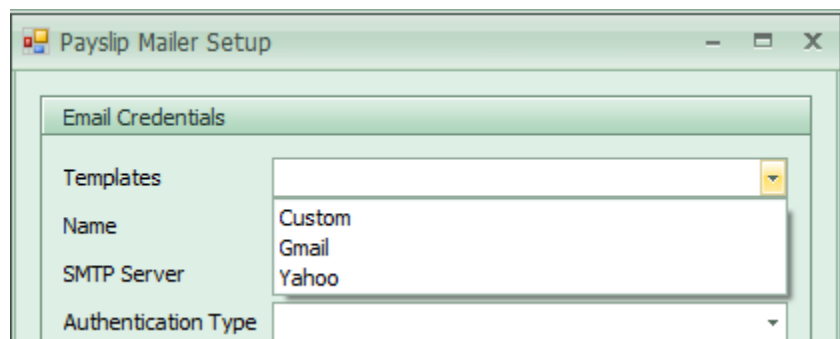
First is to Configure the Payslip Mailer. Go to QnE logo then click Payslip Mailer



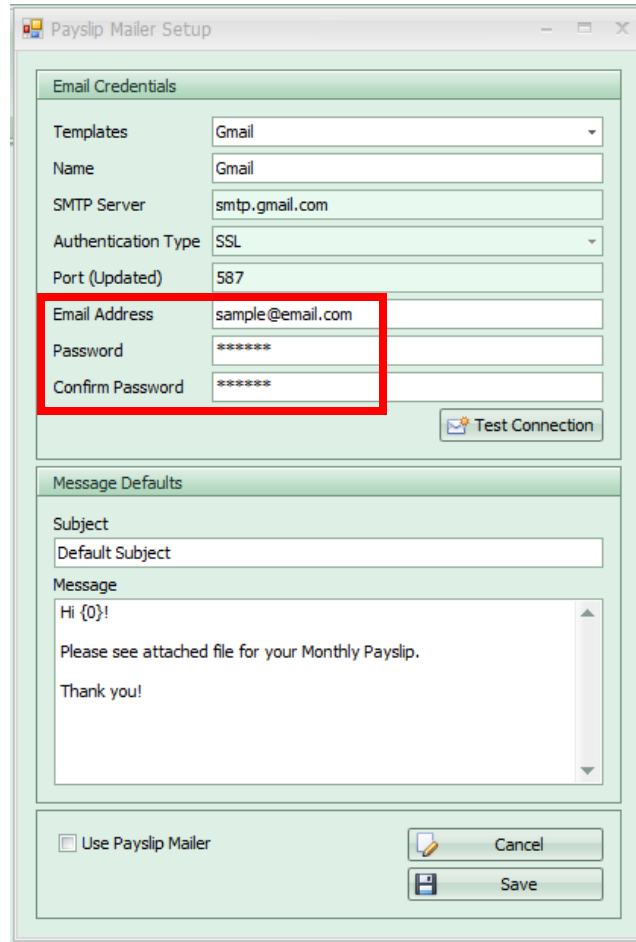
Upon clicking Edit, this will be the settings



Select from one of the Templates that you will use



Upon selection, some of the fields are automatically set to a value



The screenshot shows the 'Payslip Mailer Setup' dialog box. The 'Email Credentials' section is highlighted with a red box. The fields in this section are: Templates (Gmail), Name (Gmail), SMTP Server (smtp.gmail.com), Authentication Type (SSL), Port (Updated) (587), Email Address (sample@email.com), Password (\*\*\*\*\*), and Confirm Password (\*\*\*\*\*). A 'Test Connection' button is located at the bottom right of the 'Email Credentials' section. Below this section is the 'Message Defaults' section, which includes a 'Subject' field (Default Subject) and a 'Message' text area containing the text: 'Hi {0}!', 'Please see attached file for your Monthly Payslip.', and 'Thank you!'. At the bottom of the dialog box, there is a checkbox for 'Use Payslip Mailer', a 'Cancel' button, and a 'Save' button.

Set your email to the email that will be used for sending the Payslip.

After setting up your email, click Test Connection. If successful, check your email if the test email has been sent. If email has been received, the setup is correct and you may now post your transaction and send your Payslips to employees.

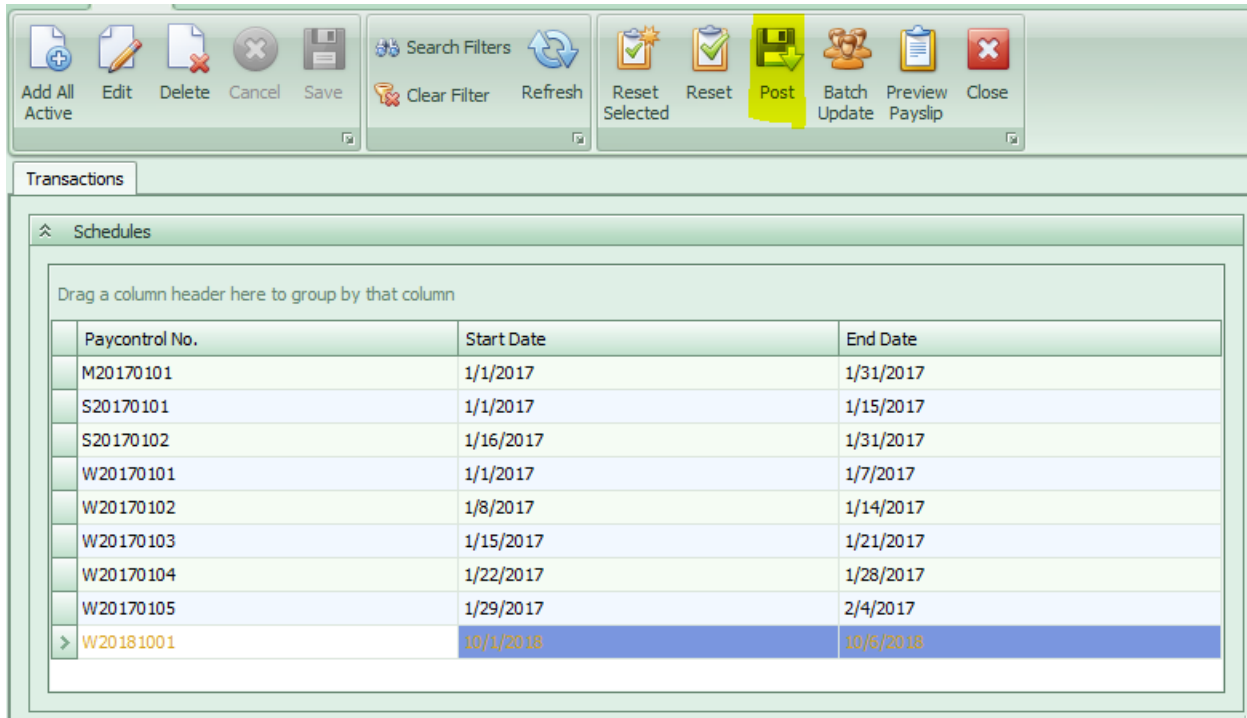
### QNE Payslip Mailer Test Message Inbox x

**paulo@qne.com.ph**

to me ▾

This is a test message from QNE Payslip Mailer.  
Kindly Ignore this message.

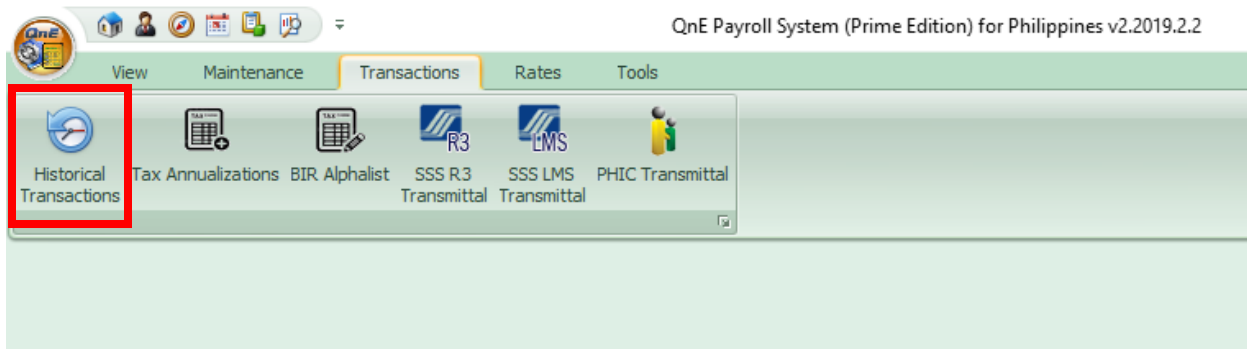
Go to Transactions and post the schedule



The screenshot shows the 'Transactions' menu with the 'Post' button highlighted in yellow. Below the menu is a 'Schedules' table with the following data:

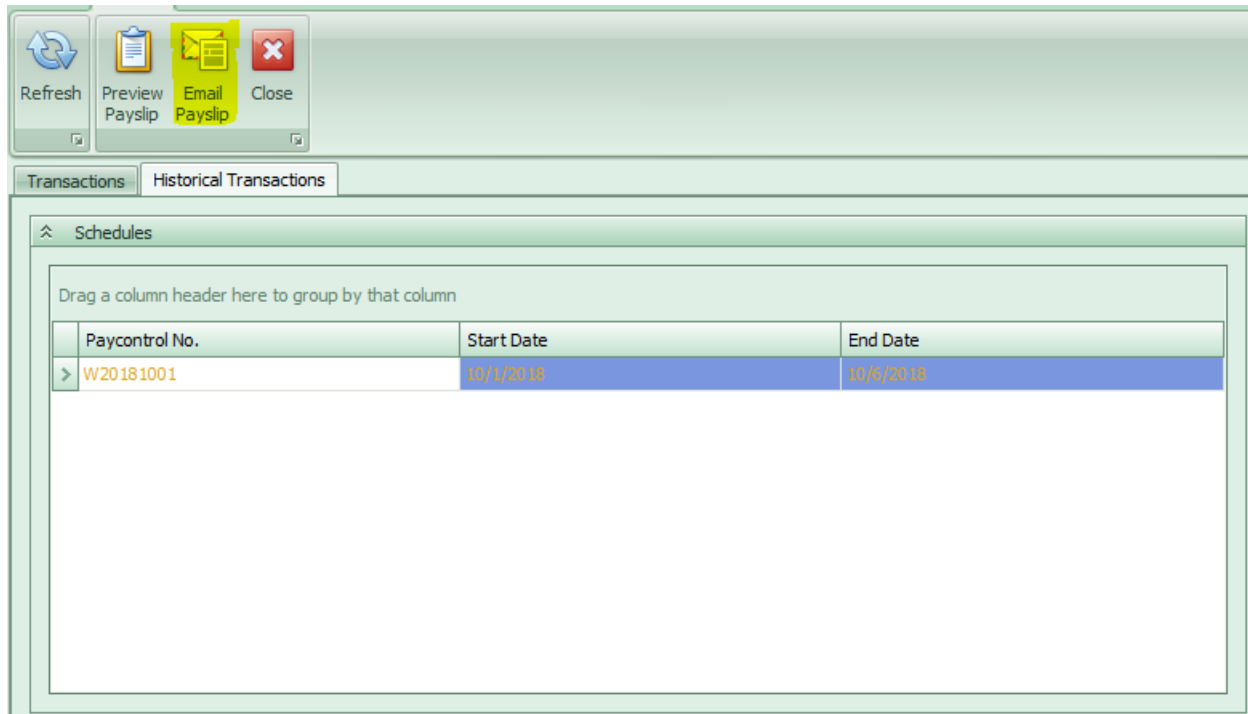
Paycontrol No.	Start Date	End Date
M20170101	1/1/2017	1/31/2017
S20170101	1/1/2017	1/15/2017
S20170102	1/16/2017	1/31/2017
W20170101	1/1/2017	1/7/2017
W20170102	1/8/2017	1/14/2017
W20170103	1/15/2017	1/21/2017
W20170104	1/22/2017	1/28/2017
W20170105	1/29/2017	2/4/2017
> W20181001	10/1/2018	10/5/2018

Once a transaction has been posted, you may view it in the Historical Transactions.

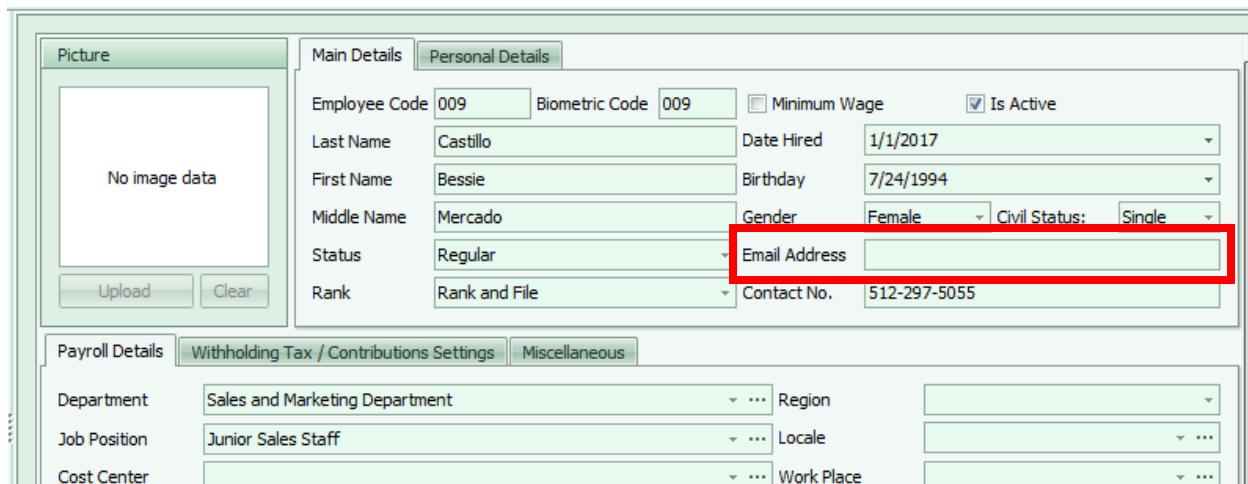


The screenshot shows the 'QnE Payroll System (Prime Edition) for Philippines v2.2019.2.2' interface. The 'Transactions' menu is selected, and the 'Historical Transactions' button is highlighted with a red box. Other buttons in the menu include 'Tax Annualizations', 'BIR Alphalist', 'SSS R3 Transmittal', 'SSS LMS Transmittal', and 'PHIC Transmittal'.

There is an option to email the Payslip to your employees



Email that is set to employee profile will be the one to receive the Payslip



**NOTE:**



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