




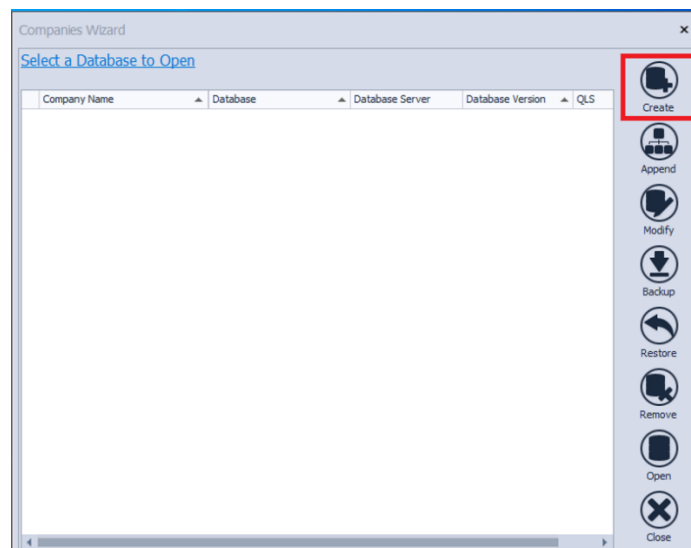
How To Create New Database

Procedure:

Open QNE Business Solutions > Go to **Companies Wizard** 

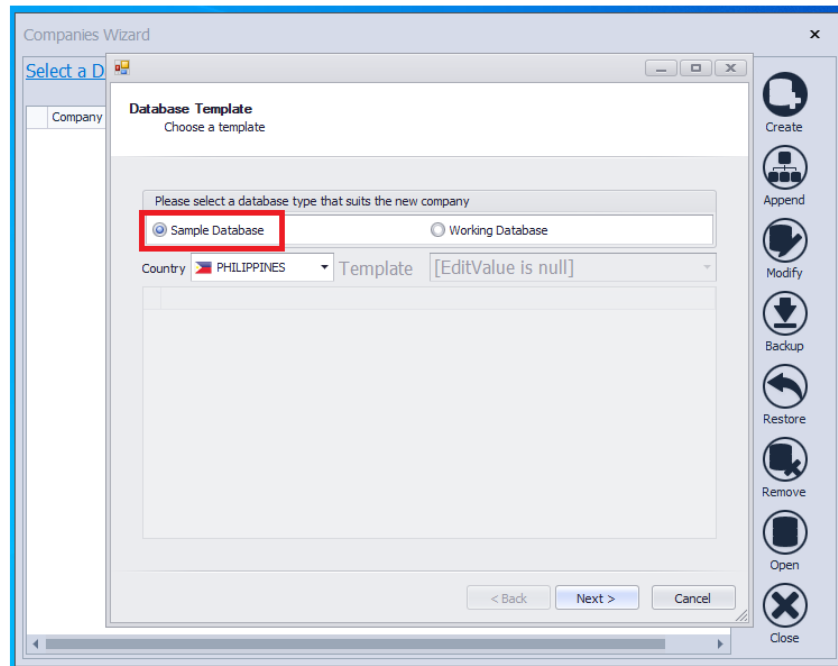


In Companies Wizard > Click **Create**

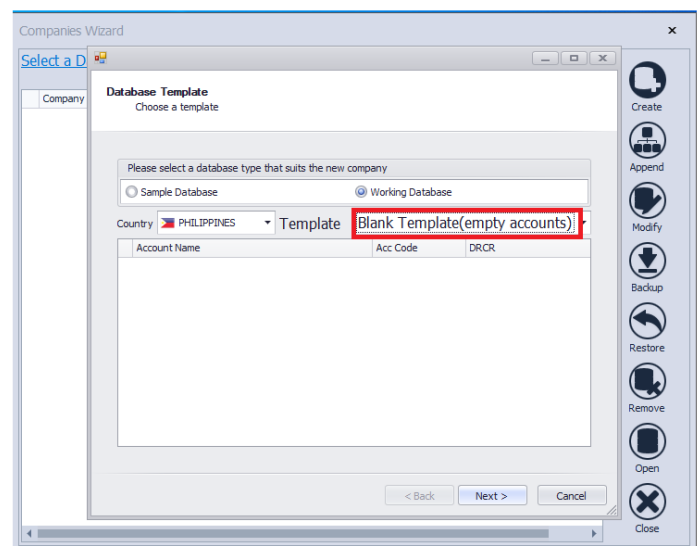
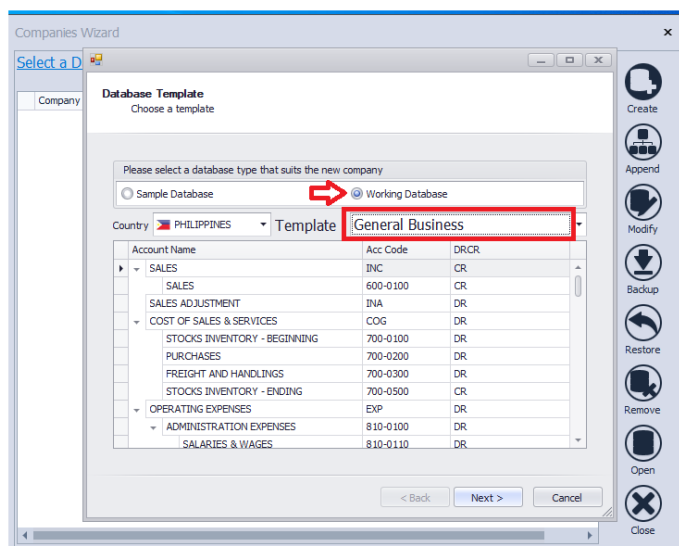


Choose Database Template:

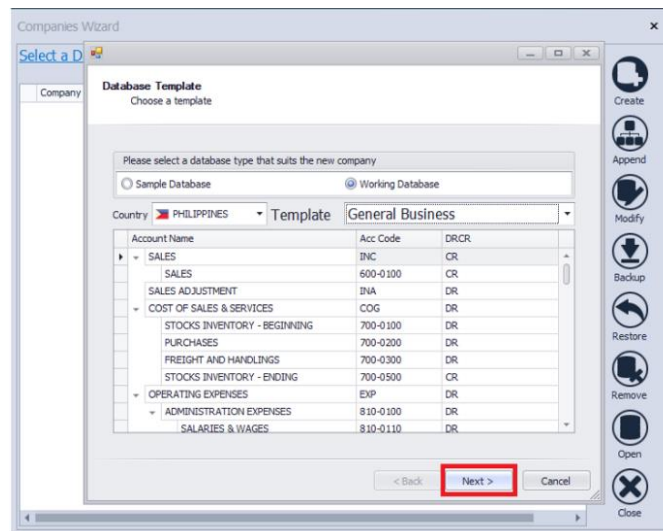
- Sample Database - has existing sample transactions



- Working Database (Template: General Business) – Empty Database with PH default Chart of Accounts
- Working Database (Template: Blank Template) - Empty Database and Chart of Accounts



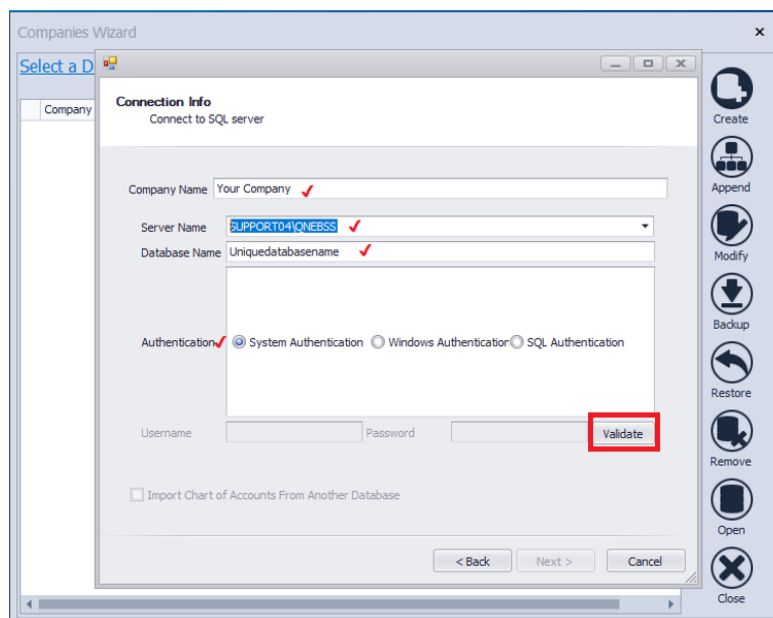
Click **Next**



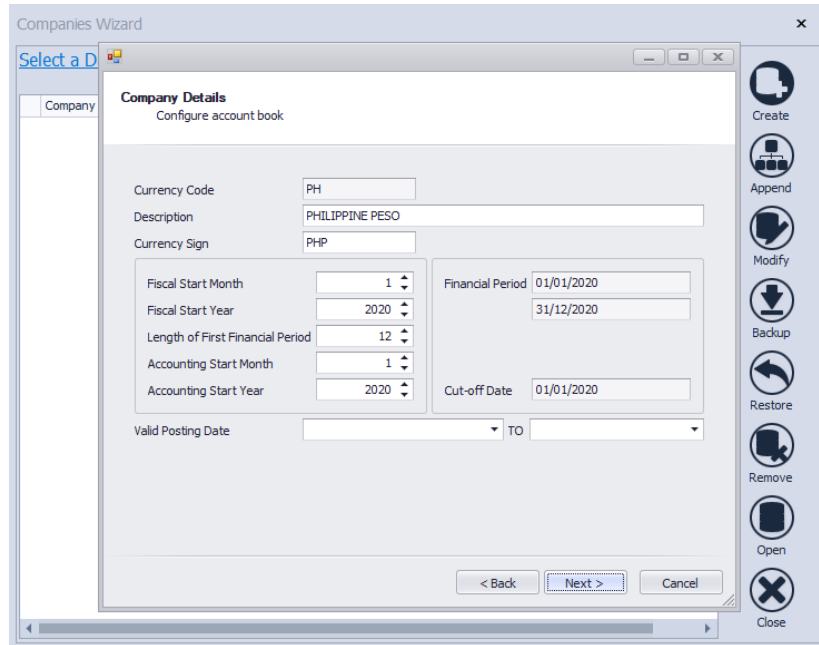
Fill in the Connection Info:

- Company Name
- Server name - Should be **ServerComputerName\QNEBSS** (e.g., SUPPORT04\QNEBSS)
- Database Name
- Authentication - Must be **System Authentication**

Once done, Click **Validate** then **Next**



Set the Currency, Fiscal Year and Cut Off date > Click **Next**

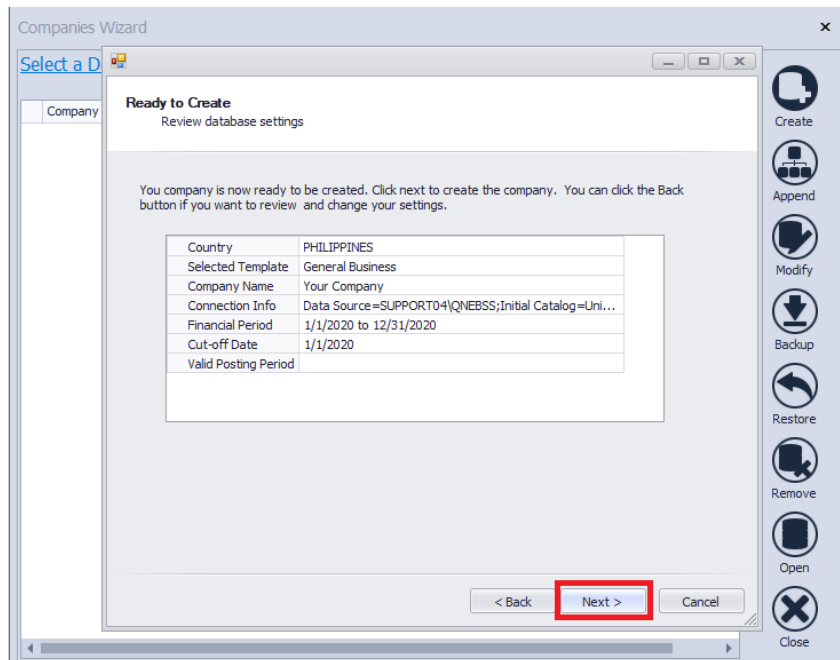


The screenshot shows the 'Companies Wizard' window with the 'Company Details' tab selected. The window title is 'Companies Wizard' and the subtitle is 'Configure account book'. The 'Company' list on the left is empty. The main area contains the following fields:

- Currency Code: PH
- Description: PHILIPPINE PESO
- Currency Sign: PHP
- Fiscal Start Month: 1
- Fiscal Start Year: 2020
- Length of First Financial Period: 12
- Accounting Start Month: 1
- Accounting Start Year: 2020
- Financial Period: 01/01/2020 to 31/12/2020
- Cut-off Date: 01/01/2020
- Valid Posting Date: (empty) TO (empty)

At the bottom are buttons for '< Back', 'Next >', and 'Cancel'. On the right side, there is a vertical toolbar with icons for Create, Append, Modify, Backup, Restore, Remove, Open, and Close.

Click **Next**



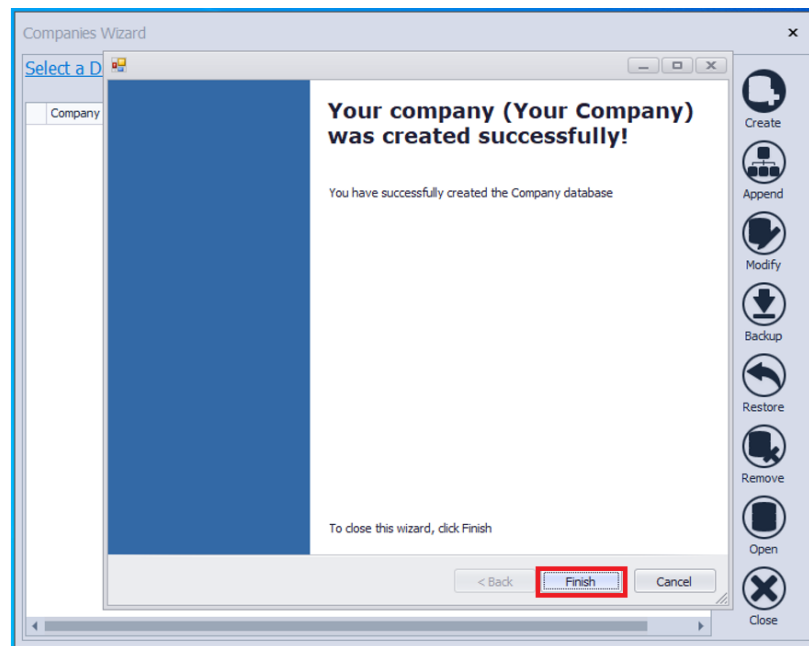
The screenshot shows the 'Companies Wizard' window with the 'Ready to Create' tab selected. The window title is 'Companies Wizard' and the subtitle is 'Review database settings'. The main area contains the following text and table:

You company is now ready to be created. Click next to create the company. You can click the Back button if you want to review and change your settings.

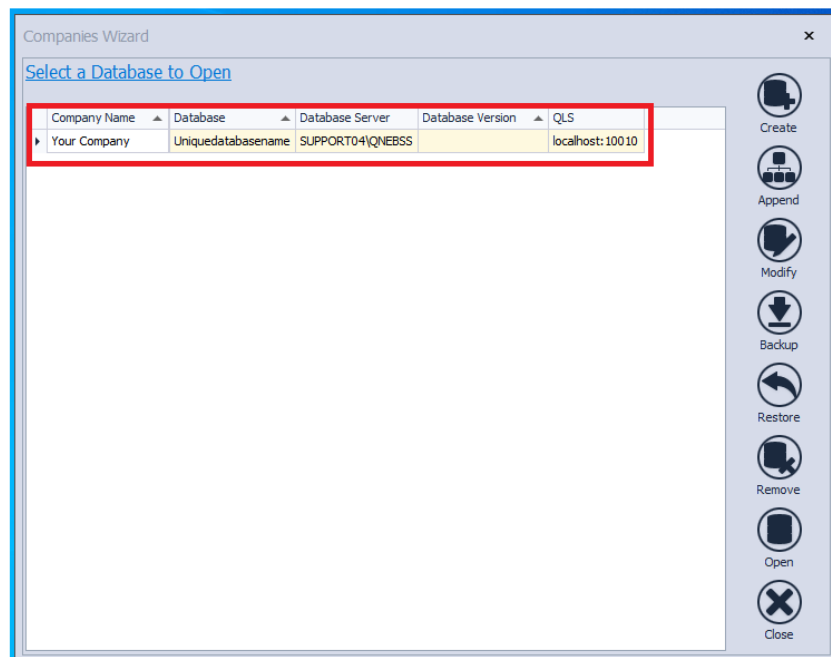
Country	PHILIPPINES
Selected Template	General Business
Company Name	Your Company
Connection Info	Data Source=SUPPORT04\QNEBSS;Initial Catalog=Uni...
Financial Period	1/1/2020 to 12/31/2020
Cut-off Date	1/1/2020
Valid Posting Period	

At the bottom are buttons for '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle. On the right side, there is a vertical toolbar with icons for Create, Append, Modify, Backup, Restore, Remove, Open, and Close.

Once database is created successfully > Click **Finish**



Double click your created Database



On the QNE login screen the default user account for newly created database is:

Username: ADMIN

Password: None/Blank



NOTE:



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