



#### Procedure:

Open QNE Business Solutions > Go to Companies Wizard



#### In Companies Wizard > Click Create

Company Name	*	Database	*	Database Server	Database Version	▲ QLS	Crea
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							op



# **Choose Database Template:**

• Sample Database - has existing sample transactions

Companies Wiz	ard		×
Select a D			
Company	Database Template Choose a template		Create
	Please select a database type	that suits the new company	Append
	Sample Database	O Working Database	
	Country PHILIPPINES	Template [EditValue is null]	Modify
			Backup
			Restore
			Remove
			Open
		< Back Next >	Cancel
			Close

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

Data	abase Template Choose a template			Create	Company	Database Template Choose a template			
	Please select a database type that suits the new	company		Append		Please select a database to	ype that suits the new	/ company	
	🔾 Sample Database 🔹	🕨 🎯 Working Datab	oase			Sample Database		Working Databa	se
Co	untry PHILIPPINES Template	General Bus	siness	Modify		Country PHILIPPINES	<ul> <li>Template</li> </ul>	Blank Templ	ate(empty accounts)
	Account Name	Acc Code	DRCR			Account Name		Acc Code	DRCR
•		INC	CR						
	SALES	600-0100	CR	Backup					
	SALES ADJUSTMENT	INA	DR						
		COG	DR						
	STOCKS INVENTORY - BEGINNING	700-0100	DR						
	PURCHASES	700-0200	DR	Restore					
	FREIGHT AND HANDLINGS	700-0300	DR						
	STOCKS INVENTORY - ENDING	700-0500	CR						
	<ul> <li>OPERATING EXPENSES</li> </ul>	EXP	DR	Remove					
	<ul> <li>ADMINISTRATION EXPENSES</li> </ul>	810-0100	DR.						
	SALARIES & WAGES	810-0110	DR						
				Open					



## Click Next

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Company	Data	bas Ch	e Template oose a template				
		Pleas	se select a database type that suits the new c	ompany			
	(	) Sa	ample Database	() Working Datab	oase		
	Co	untr	y Template	General Bus	iness	•	
		Aci	count Name	Acc Code	DRCR		
	•	+	SALES	INC	CR		
			SALES	600-0100	CR	- 0	
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- 1		-	COST OF SALES & SERVICES	COG	DR		
			STOCKS INVENTORY - BEGINNING	700-0100	DR		
- 1			PURCHASES	700-0200 DR	DR		
			FREIGHT AND HANDLINGS	700-0300	DR		
- 1			STOCKS INVENTORY - ENDING	700-0500	CR		
- 1		+	OPERATING EXPENSES	EXP	DR		
- 1				+ ADMINISTRATION EXPENSES	810-0100	DR	
			SALARIES & WAGES	810-0110 DR	DR	*	

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

Companies	Wizard	×
Select a D		
Company	Connection Info Connect to SQL server	Create
	Company Name Your Company 🖌	Append
	Server Name SUPPORTO4/QNEBSS 🗸	
	Database Name Uniquedatabasename 🗸	Modify
		Backup
	Authentication	Restore
	Username Password Validate	Remove
	Import Chart of Accounts From Another Database	Open
	<back next=""> Cancel</back>	$\mathbf{X}$
•	•	Close



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

Companies Wizard		×				
Select a D Company Details Configure account book						
Currency Code P Description P Currency Sian P	Currency Code PH Description PHILIPPINE PESO					
Fiscal Start Month Fiscal Start Year Length of First Financial Period Accounting Start Month Accounting Start Year	1 ↓         Financial Period         01/01/2020           2020 ↓         31/12/2020         31/12/2020           1 ↓         Cut-off Date         01/01/2020	Modify Badup				
Valid Posting Date	• ] [ ] ] [ ] ] [ ] ] ] ] ] ] ] ] ] ] ]	Restore				
	< Back Next >	Cancel Close				

### Click Next

<u>ect a D</u>	•				
Company	Ready R	to Create eview database setting	S		Create
	You co butto	ompany is now ready to n if you want to review	be created. Click next to create the company. You can click and change your settings.	the Back	Append
	Γ	Country	PHILIPPINES		( )
		Selected Template	General Business		Modify
		Company Name	Your Company		$\sim$
		Connection Info	Data Source=SUPPORT04\QNEBSS;Initial Catalog=Uni		
		Financial Period	1/1/2020 to 12/31/2020		Ŀ
		Cut-off Date	1/1/2020		Backup
		Valid Posting Period			
					$\sim$
				_	Restore
					Remove
					$\mathbf{\nabla}$
					Open
			< Back Next >	Cancel	
			A DOCK MEXT 2	Carreer	



## Once database is created successfully > Click Finish

Companies Wizard		×
Select a D	- <b>- x</b>	0
Company	Your company (Your Company) was created successfully!	Create
	You have successfully created the Company database	Append
		Modify
		Backup
		Restore
		Remove
	To dose this wizard, dick Finish	Open Open
	< Back Finish Cancel	$(\mathbf{X})$
	•	Close

### 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