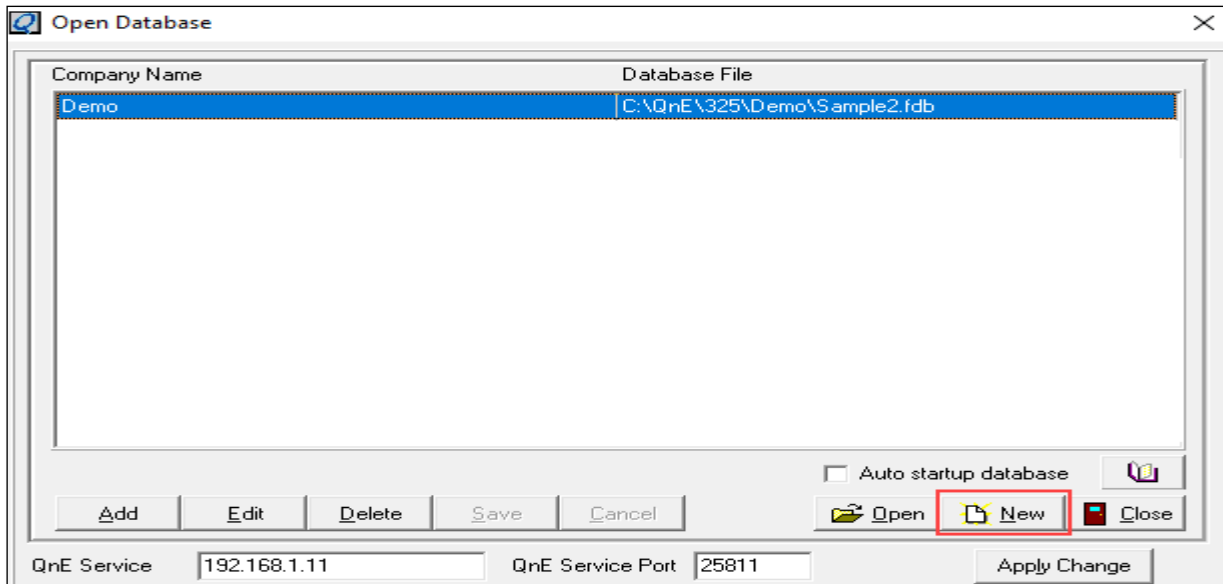




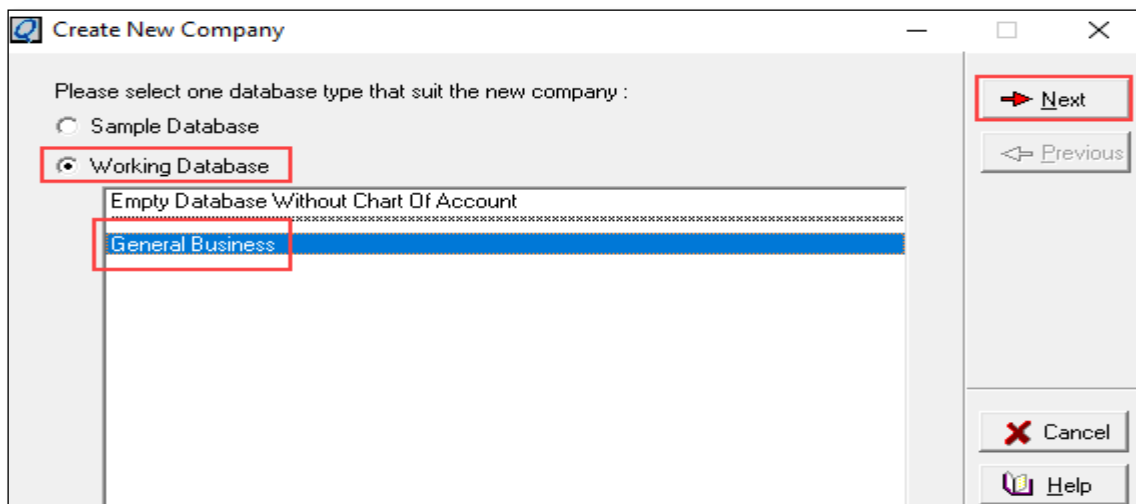
How to Create a New Company or Database

1. Open the QNE system and click **New**.

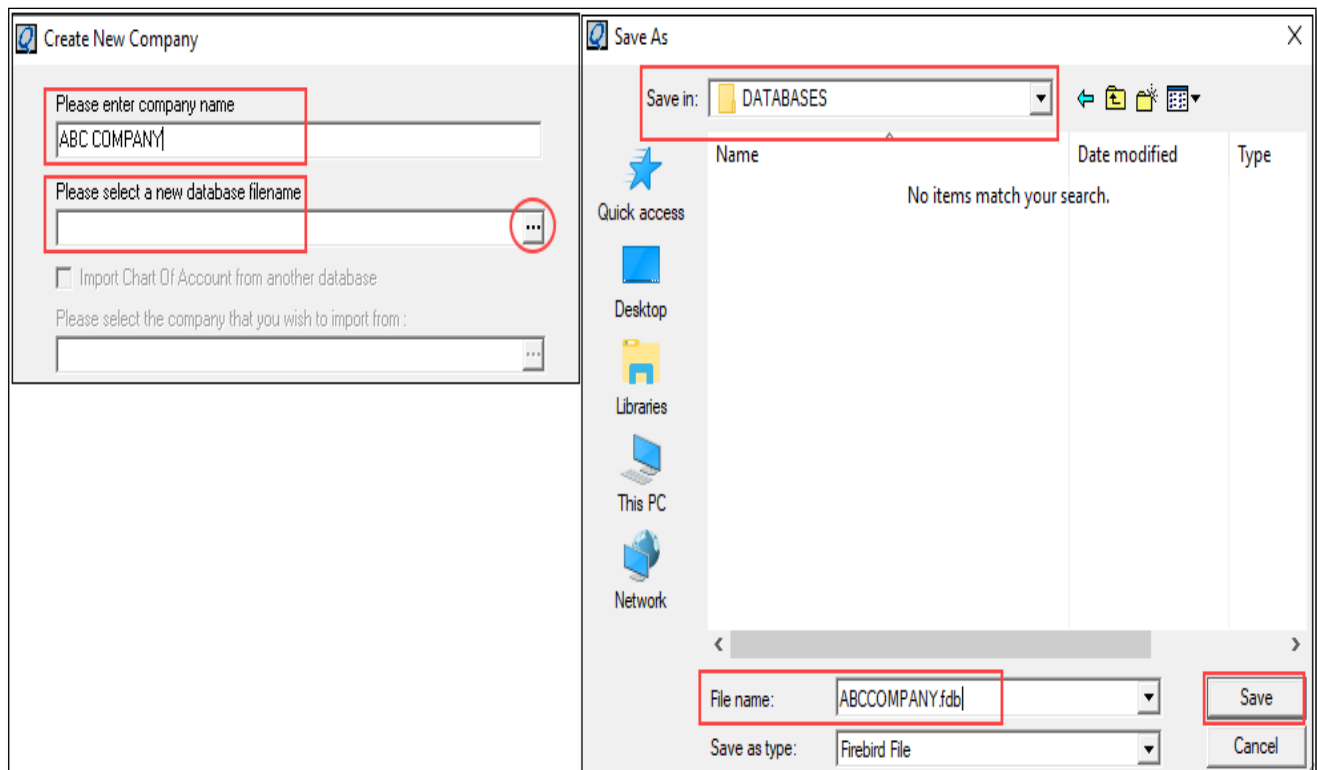


2. Select **Working Database** > choose a Template > click **Next**.
 - *Empty Database Without Chart of Accounts*
 - *General Business (with PH default Chart of Accounts)*

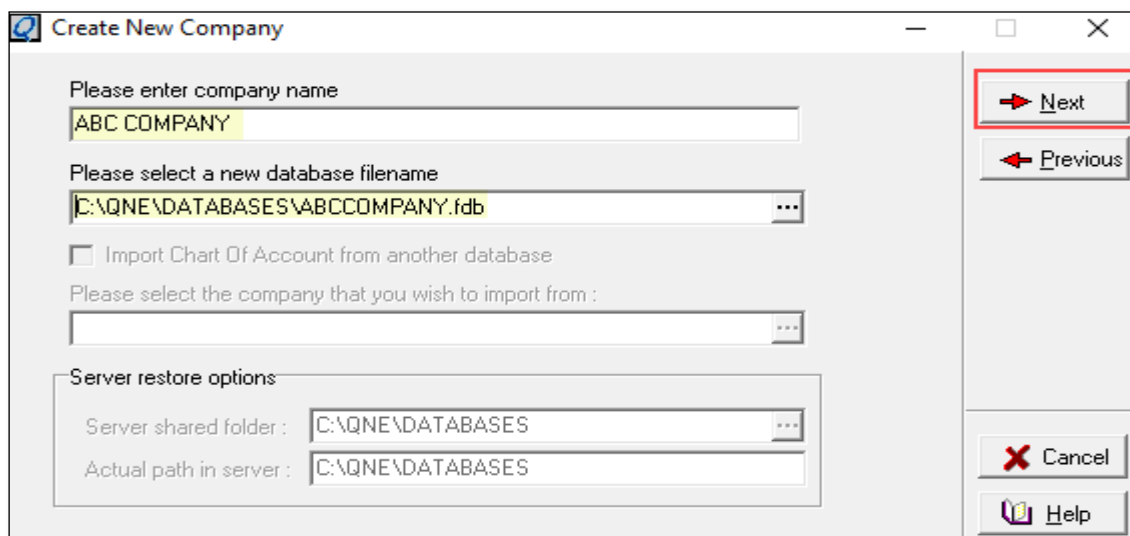
Note: *Sample Database* is used for trial/demo purposes



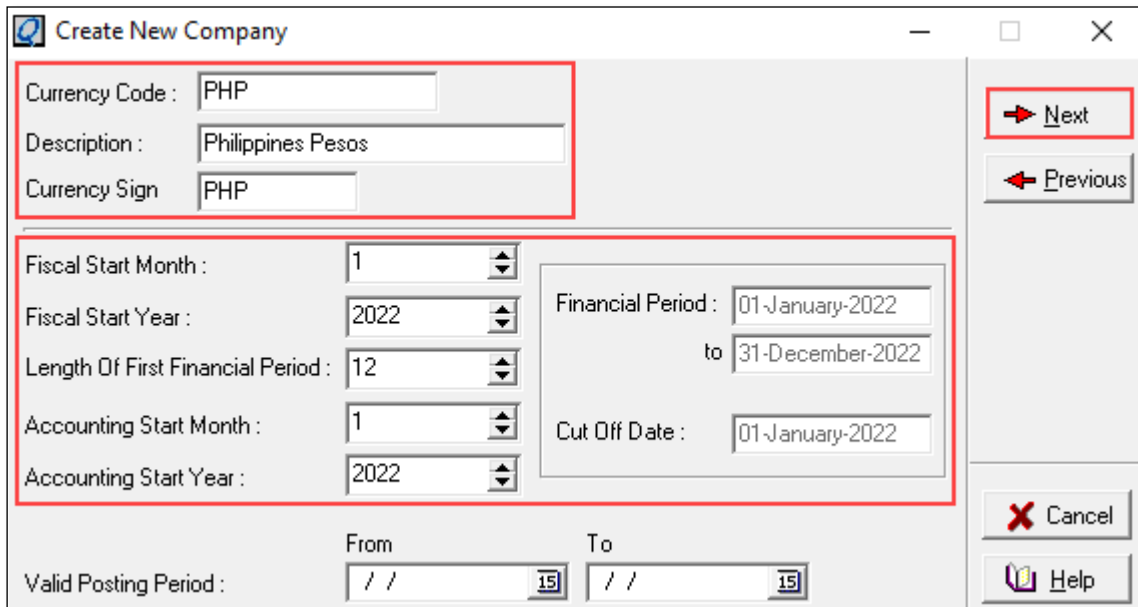
3. Enter the **Company Name**.
4. Enter the **Location** and **Database Filename** or click the ellipsis button (...), browse to the location or folder where the database will be stored, enter the Database Filename (e.g. ABCCOMPANY.fdb) and click **Save**.



5. Click **Next**.



6. Set up the Currency, Fiscal Year, Cut Off Date and click **Next**.



Create New Company

Currency Code : PHP
Description : Philippines Pesos
Currency Sign : PHP

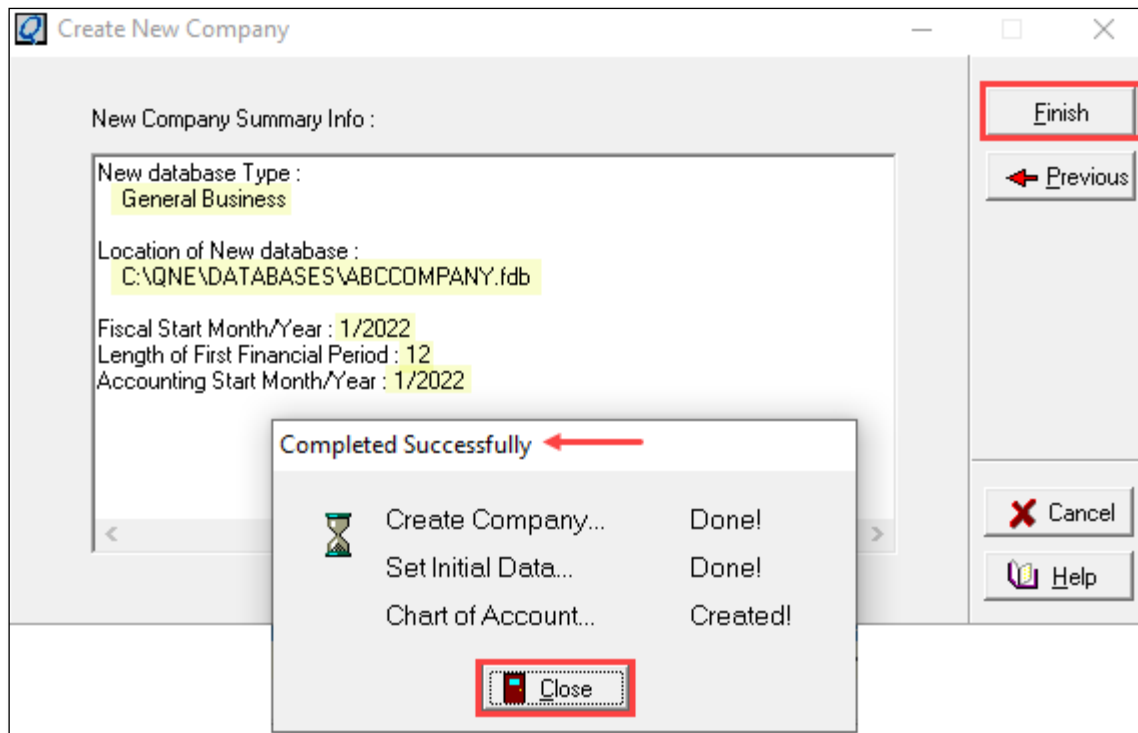
Fiscal Start Month : 1
Fiscal Start Year : 2022
Length Of First Financial Period : 12
Accounting Start Month : 1
Accounting Start Year : 2022

Financial Period : 01-January-2022 to 31-December-2022
Cut Off Date : 01-January-2022

Valid Posting Period : From / / 19 To / / 19

Next
Previous
Cancel
Help

7. Check the Company Summary Info, if all correct, click **Finish**.
8. Once created successfully, click **Close**.



Create New Company

New Company Summary Info :

New database Type : General Business
Location of New database : C:\QNE\DATABASES\ABCCOMPANY.fdb
Fiscal Start Month/Year : 1/2022
Length of First Financial Period : 12
Accounting Start Month/Year : 1/2022

Completed Successfully

Create Company...	Done!
Set Initial Data...	Done!
Chart of Account...	Created!

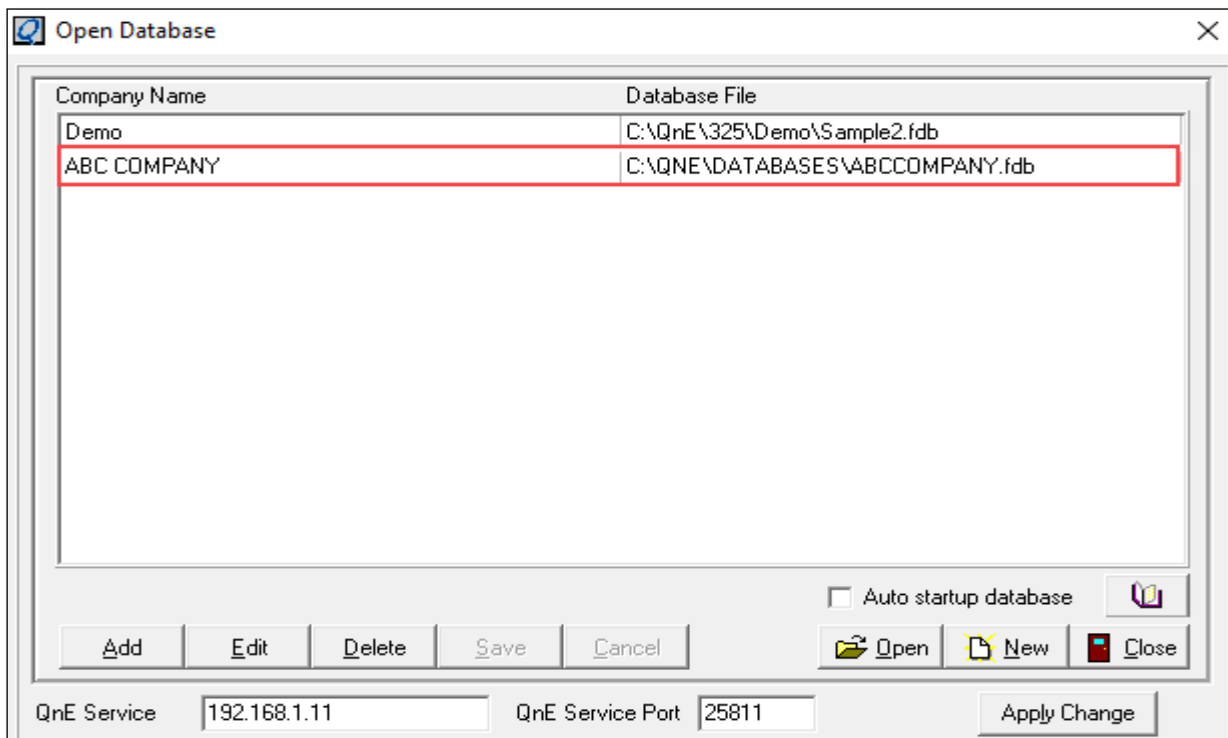
Close

Finish
Previous
Cancel
Help

9. A newly created Company/Database comes with a default Administrative User that you can use to add more Users.

Username: ADMIN

Password: <blank>



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