



# Get Started with QCA: Basic Company Setups

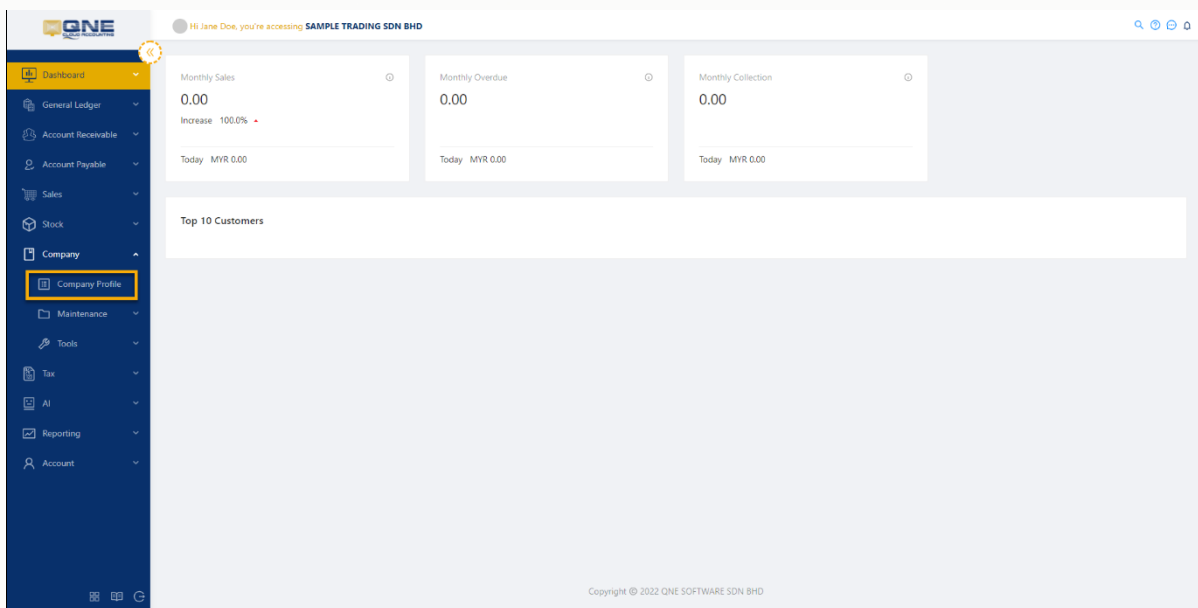
## Scenario:

After completing the On-Boarding Process, let's get started with the company basic setups

## Solution

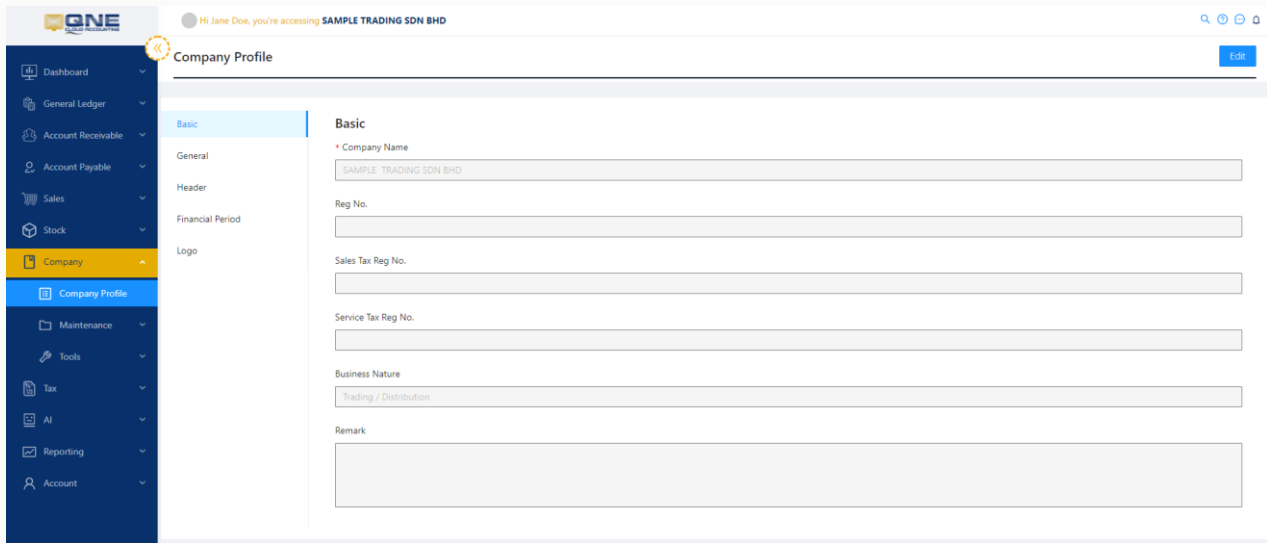
Before you start to key-in all your transactions, you still need to go through some basic setup, primarily to fill the information of your company on the Company Profile screen.

To do this, go to the Navigation Pane, click **Company > Company Profile**.



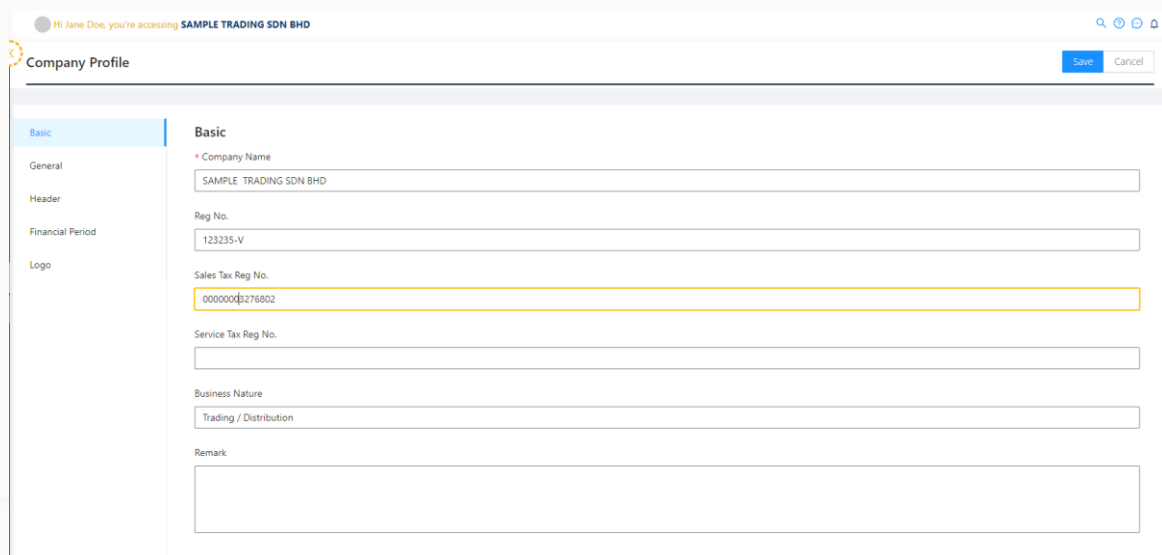
There are several tabs under Company Profile: Basic, General, Header, Financial Period, and Logo. Let's start with the **Basic** Details.

To modify the existing information, click '**Edit**'.



The screenshot shows the 'Company Profile' page in the QNE software. The left sidebar contains a menu with options: Dashboard, General Ledger, Account Receivable, Account Payable, Sales, Stock, Company (highlighted), Company Profile (selected), Maintenance, Tools, Tax, AI, Reporting, and Account. The main content area is titled 'Company Profile' and has an 'Edit' button in the top right. Under the 'Basic' tab, there are several input fields: 'Company Name' (containing 'SAMPLE TRADING SDN BHD'), 'Reg No.', 'Sales Tax Reg No.', 'Service Tax Reg No.', 'Business Nature' (containing 'Trading / Distribution'), and 'Remark'.

Update all the necessary details by typing within the text boxes. Once done, you may now proceed with the succeeding tabs.



This screenshot shows the same 'Company Profile' page, but with updated values in the 'Basic' tab. The 'Sales Tax Reg No.' field now contains '00000003276802'. The 'Reg No.' field contains '123235-V'. The 'Company Name' field remains 'SAMPLE TRADING SDN BHD'. The 'Business Nature' field remains 'Trading / Distribution'. The 'Remark' field is empty. The 'Edit' button has been replaced by 'Save' and 'Cancel' buttons.

Following the Basic Tab in the **General** Tab where you can enter the *Company Address, Website, Contact Person, and Contact Number*.

The screenshot shows the 'Company Profile' form with the 'General' tab selected. The form contains the following fields:

- Address:** 30 & 31, Ground & 1st Floor
- Header:** Jalan SP2/1, Taman Serdang Perdana.
- Financial Period:** Seri Kembangan, Selangor
- Logo:** Malaysia
- Zip Code:** 43300
- Website:** www.qne.com.my
- Attention:** Jane
- Email:** janedoeqne@gmail.com
- Phone 1:** 03123456789
- Phone 2:** (empty)
- Fax 1:** 03123546789
- Fax 2:** (empty)
- Country:** Malaysia
- State:** Selangor
- City:** Seri Kembangan

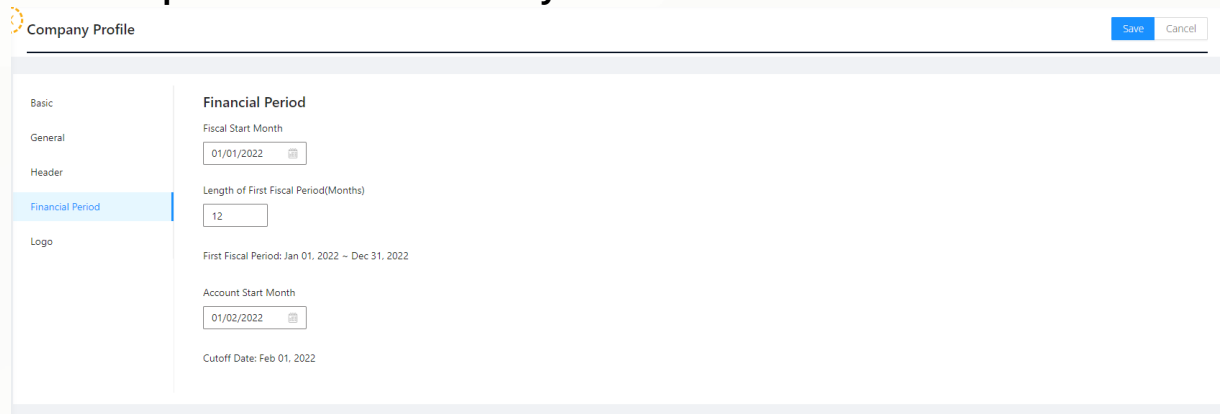
Under **Header** Tab, click 'Reset' to apply the changes made in the Basic and General Tabs. You can finalize your Company Report Header look, and further change the formatting styles by adjusting the Font Style, Color, Size, Alignment, etc.

The screenshot shows the 'Company Profile' form with the 'Header' tab selected. A notification banner at the top reads: "Hi Jane Doe, you're accessing SAMPLE TRADING SDN BHD" and "Reset company header success." The form contains the following fields:

- Reset** (button)
- Preview** (button)
- Header Content:**

**SAMPLE TRADING SDN BHD** (123235-V)  
Sales Tax Reg. No.: 00000003276802  
30 & 31, Ground & 1st Floor Jalan SP2/1, Taman Serdang Perdana, Seri Kembangan, Selangor Malaysia  
Tel: 03123456789 Fax: 03123546789  
Website: www.qne.com.my Email: janedoeqne@gmail.com

The Financial Period which was initially set up during on-boarding can be edited in the **Financial Period** tab, **provided no posted transactions have yet been made**.

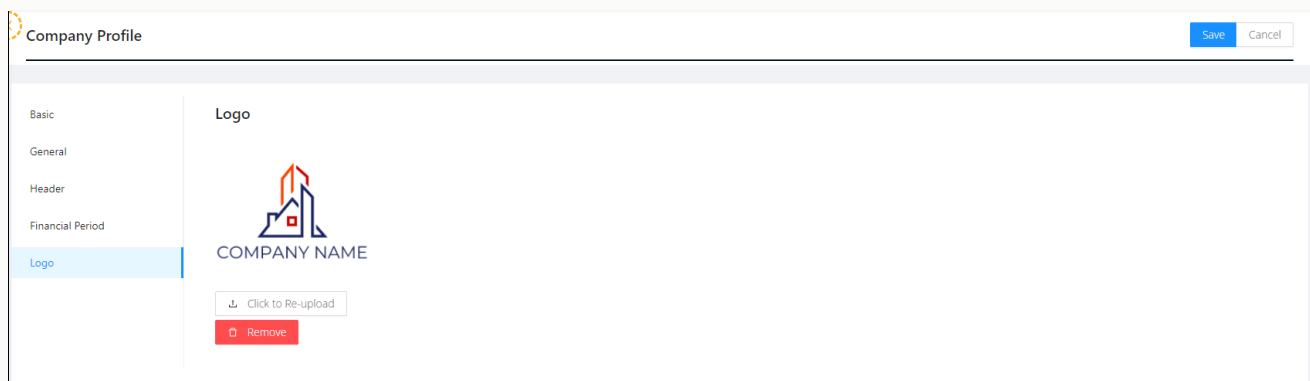


The screenshot shows the 'Company Profile' form with the 'Financial Period' tab selected. The form includes a sidebar with tabs: Basic, General, Header, Financial Period (selected), and Logo. The main content area for 'Financial Period' contains the following fields:

- Fiscal Start Month:** 01/01/2022
- Length of First Fiscal Period(Months):** 12
- First Fiscal Period:** Jan 01, 2022 ~ Dec 31, 2022
- Account Start Month:** 01/02/2022
- Cutoff Date:** Feb 01, 2022

At the top right of the form, there are 'Save' and 'Cancel' buttons.

Lastly, the **Logo** Tab allows you to remove or change the uploaded logo, or upload one in case you have skipped this step during the on-boarding process.



The screenshot shows the 'Company Profile' form with the 'Logo' tab selected. The main content area for 'Logo' displays a company logo with the text 'COMPANY NAME' below it. Below the logo, there are two buttons: 'Click to Re-upload' and 'Remove'.

Once updates for **Company Profile** is done, click '**Save**' to apply changes.



## NOTES



1. At **Company > Company Profile**, click Edit to modify Company Basic Info. Fill in your Sales Tax or Service Tax where applicable.
2. You may still modify the Company Header under Header tab.
3. Financial Period and Cut-Off Date can still be edited, **provided no transactions have been posted**.
4. You may remove or replace the Company Logo under Logo tab.
5. Remember to click on **Save** to apply all the changes you have made.