



Complete the On-Boarding Process with 3 Quick N' Easy Steps

Scenario:

What is the On-Boarding Process of QNE Cloud Accounting System?

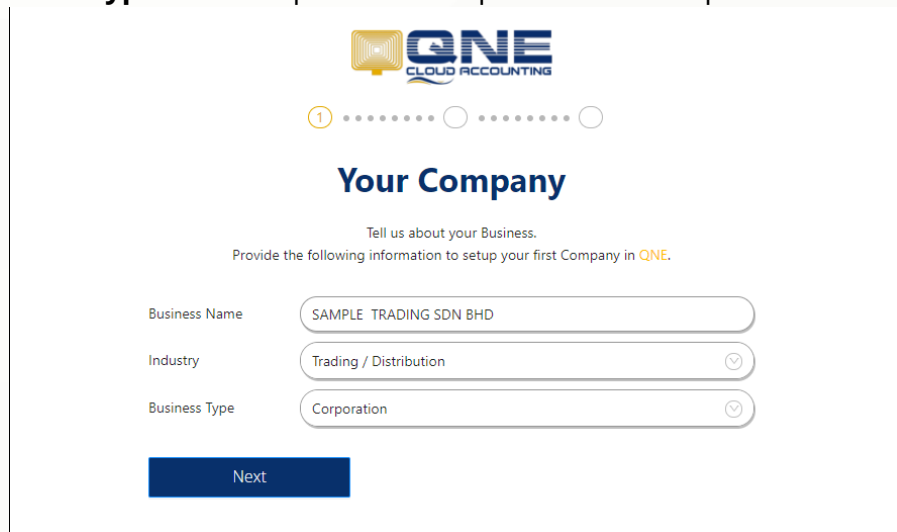
Solution

After completing the registration process and agreeing to *Terms of Service* and *Privacy Policies*, you will be taken to 3 **Quick N' Easy Steps On-boarding Process**. You may now start to set up your very first Company in QNE Cloud Accounting.



STEP 1: YOUR COMPANY

Fill-in your basic company information by entering the **Business Name** or Title, and choosing the **Industry** and **Business Type** from the pre-defined options in the dropdown selection.



Once completed, click '**Next**'.

STEP 2: ACCOUNTING SETUP

At this stage, you must define parameters pertaining to your Company's followed Fiscal Period, which will be the standard of the system for financial reporting.

Identify the **Fiscal Month** and **Year**, as well as the **Accounting Start Month** or **Cut-off Date**, which will serve as the basis for your Account Opening Balances.

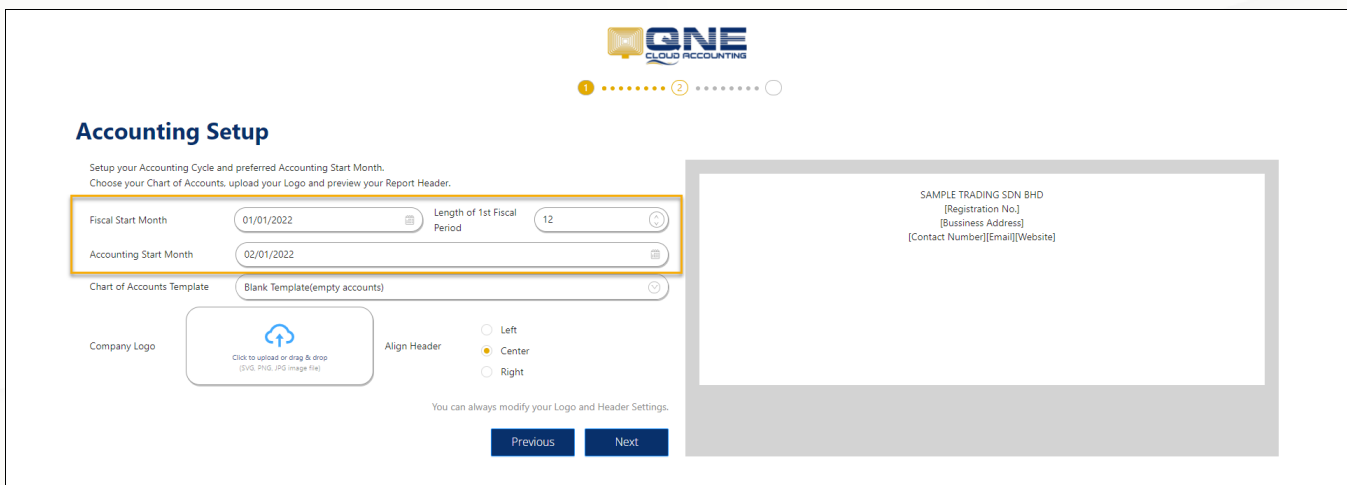


Chart of Accounts

You can decide whether to put up your own Chart of Accounts by selecting the "Blank Template (Empty Accounts)" option or use the pre-defined QNE Chart of Account Template (General Business).

The screenshot shows the 'Accounting Setup' screen in the QNE Cloud Accounting system. The progress bar at the top indicates that step 1 is completed. The 'Chart of Accounts Template' dropdown menu is open, showing two options: 'Blank Template(empty accounts)' (highlighted in yellow) and 'General'. The 'Fiscal Start Month' is set to 01/01/2022 and the 'Length of 1st Fiscal Period' is set to 12. The 'Accounting Start Month' is set to 02/01/2022. The 'Company Logo' section shows a placeholder for uploading a logo. A preview window on the right displays the report header with the company name 'SAMPLE TRADING SDN BHD' and placeholders for registration number, business address, contact number, email, and website. Navigation buttons 'Previous' and 'Next' are at the bottom.

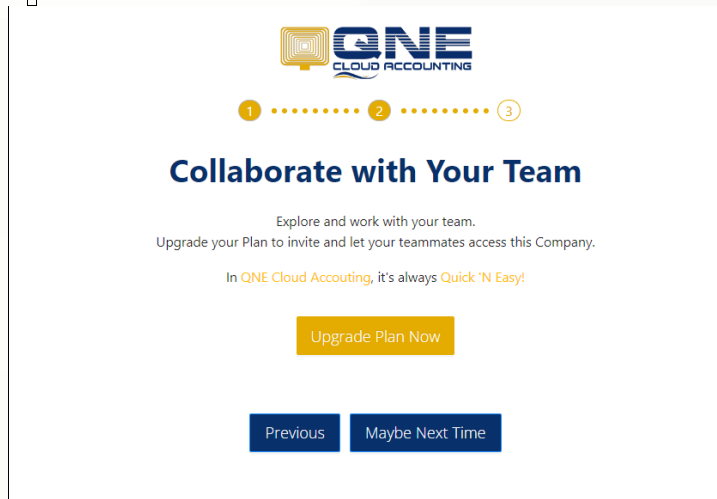
Company Logo

Company Logo may also be setup in this stage. Drop and drag an image file or double click to upload. As shown in the right part, where the system provides a *Preview* of the Company Report Header along with the Company Information entered from STEP 1, Logo Alignment may also be defined according to your chosen setting.

This screenshot shows the 'Accounting Setup' screen with the 'Company Logo' section highlighted by an orange box. The 'Chart of Accounts Template' is now set to 'General'. The 'Align Header' section has three radio button options: 'Left', 'Center' (which is selected), and 'Right'. The preview window on the right shows the company logo and name 'SAMPLE TRADING SDN BHD' aligned in the center of the report header. The 'Previous' and 'Next' navigation buttons are visible at the bottom.

STEP 3: COLLABORATE WITH YOUR TEAM

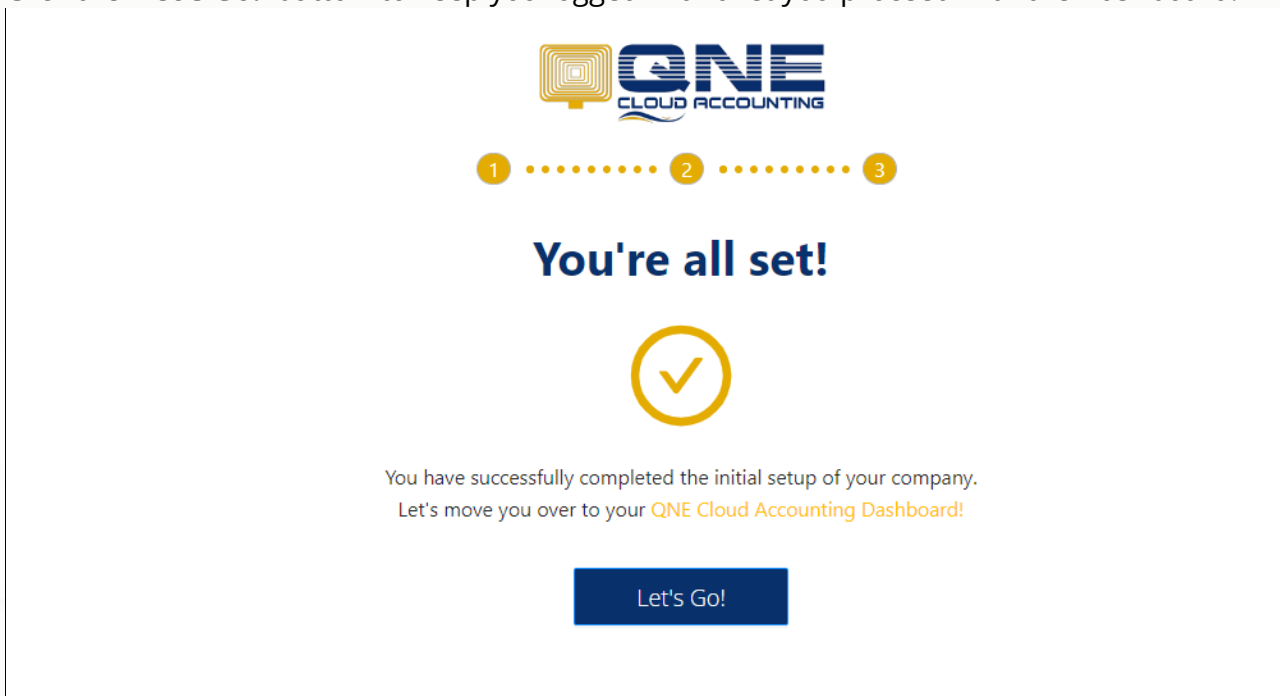
Click '**Upgrade Plan Now**' to choose a better Plan with more cutting-edge features that is appropriate for your accounting needs.



This step may be skipped by clicking '**Maybe Next Time**' and proceed to access QNE Cloud Accounting's **Free Plan** that offers basic or limited features to users at no cost.

Finally, your company's initial setup is complete.

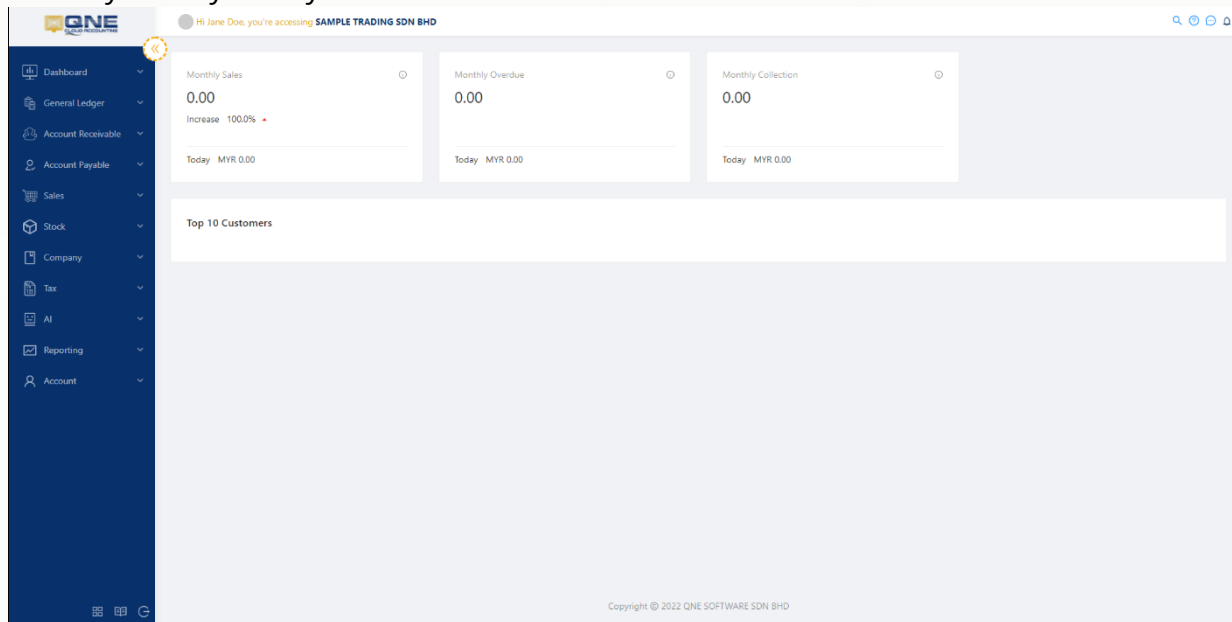
Click the '**Let's Go!**' button' to keep you logged in and let you proceed with the Dashboard.



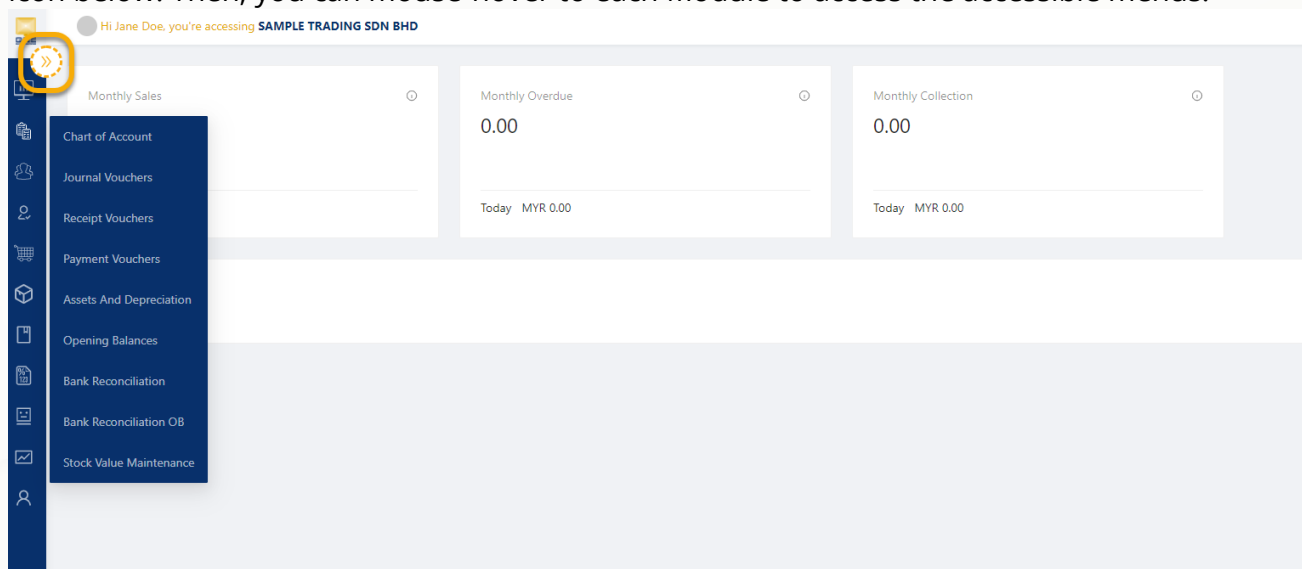
Dashboard

After successfully completing the 3 Quick N' Easy On-boarding Steps, it will already take you to your Home Screen that presents the **Dashboard**.

Be familiar with the **Navigation Pane** or the sidebar on the left, consists of the Modules where you can access your day-to-day transactions.



To have a larger center screen, you can select to hide the Navigation Pane by clicking the highlighted icon below. Then, you can mouse-hover to each Module to access the accessible menus.



NOTES

knowledge is power

QNE Knowledge Base Empowers Your Business





1. Easily complete your On-Boarding process by following only 3 steps.
2. STEP 1: Fill in your company basic information.
3. STEP 2: Define Financial Period and Cut Off Date, Chart of Account Template, Upload Company Logo and adjust your Document Header.
4. STEP 3: Choose to Collaborate with your Team with our respective plan.
5. Access Dashboard and other screens via the Navigation Pane and start your journey with QNE Cloud Accounting System.

