



# Get Started with QCA: Basic Company Setups

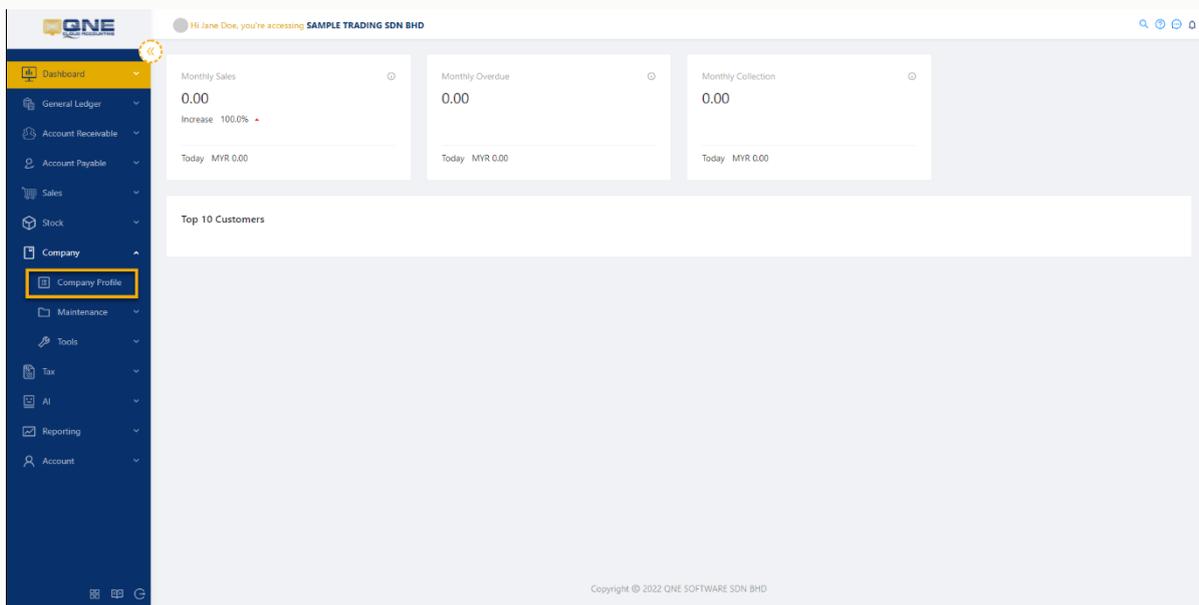
## Scenario:

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

## Solution

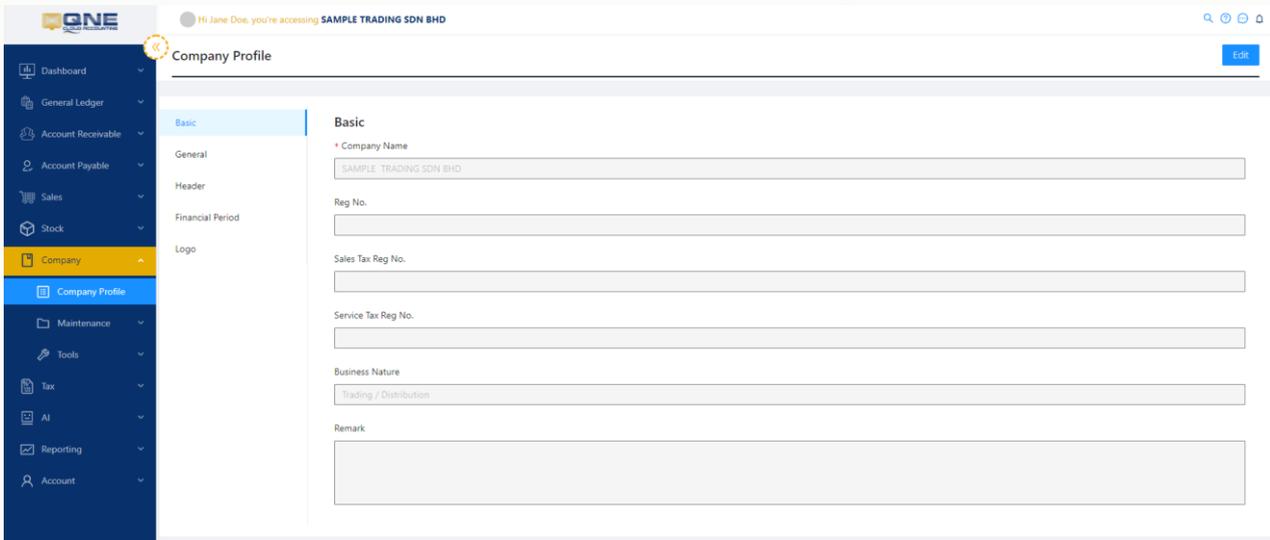
Before you start to key-in all your transactions, you still need to go through some basic setup, primarily to fill the information of your company on the Company Profile screen.

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.

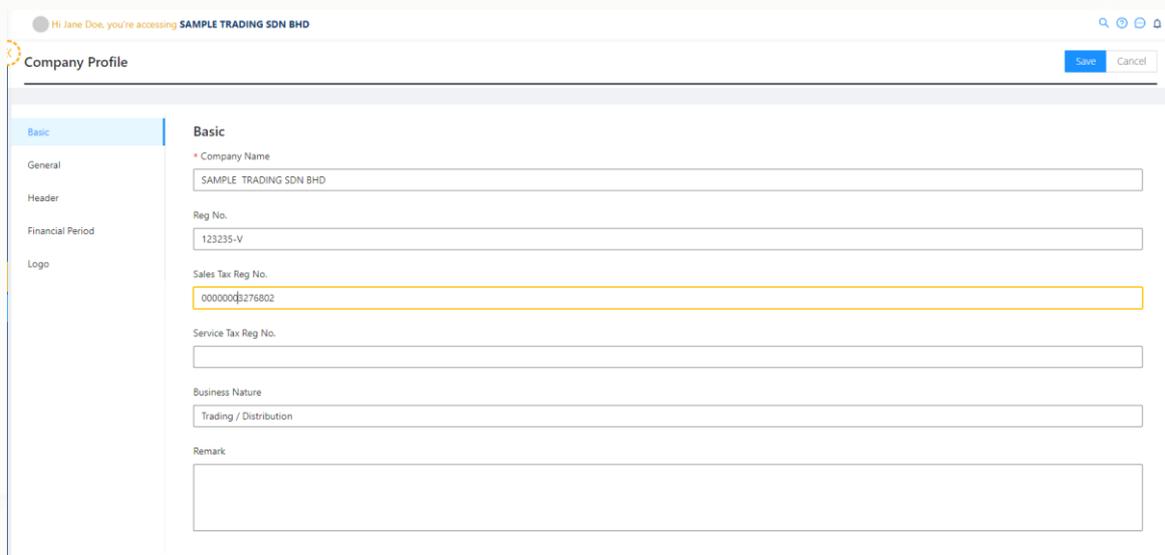
To modify the existing information, click '**Edit**'.



The screenshot shows the 'Company Profile' page in the QNE software. The 'Basic' tab is selected, and the 'Edit' button is visible in the top right corner. The form contains the following fields:

- Company Name: SAMPLE TRADING SDN BHD
- Reg No.:
- Sales Tax Reg No.:
- Service Tax Reg No.:
- Business Nature: Trading / Distribution
- Remark:

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



The screenshot shows the 'Company Profile' page in the QNE software. The 'Basic' tab is selected, and the 'Save' and 'Cancel' buttons are visible in the top right corner. The 'Sales Tax Reg No.' field is highlighted with a yellow border. The form contains the following fields:

- Company Name: SAMPLE TRADING SDN BHD
- Reg No.: 123235-V
- Sales Tax Reg No.: 000000b276802
- Service Tax Reg No.:
- Business Nature: Trading / Distribution
- Remark:

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

Company Profile Save Cancel

Basic  
General  
Header  
Financial Period  
Logo

**General**

Address  
30 & 31, Ground & 1st Floor

Jalan SP2/1,Taman Serdang Perdana.

Seri Kembangan, Selangor

Malaysia

Zip Code Website  
43300 www.qne.com.my

Attention Email Phone 1  
Jane janedoeqne@gmail.com 03123456789

Phone 2 Fax 1 Fax 2  
(empty) 03123546789 (empty)

Country State City  
Malaysia Selangor 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.

Hi Jane Doe, you're accessing SAMPLE TRADING SDN BHD Reset company header success. Save Cancel

Company Profile

Basic  
General  
Header  
Financial Period  
Logo

**Header**

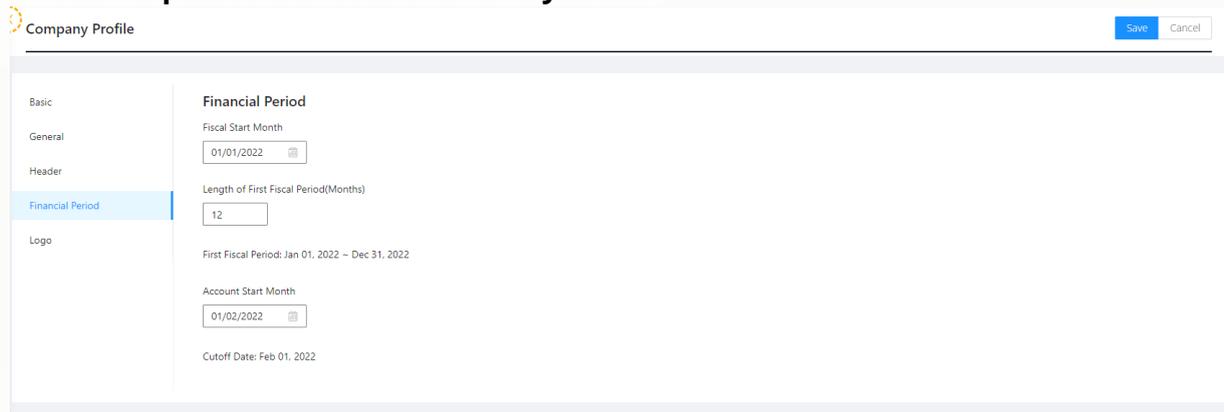
Reset Preview

Size Font B I S U [align icons] A°

**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 fields are as follows:

Field	Value
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

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 form displays a logo for 'COMPANY NAME' and includes the following controls:

- Click to Re-upload
- 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.