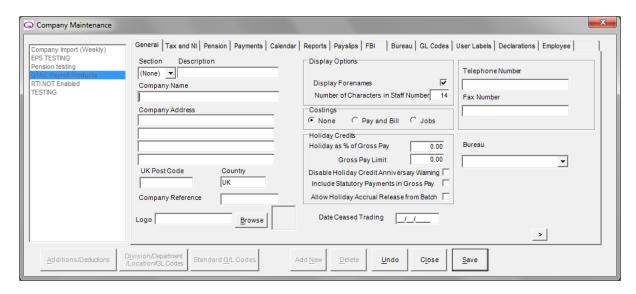# Setting up a new company
Help with setting up a new company

Created: December 2013   Created by: AH

This guide will help you in setting up a new company and some of the basic options. For a detailed list of every option in Company Maintenance see our full software manual (located in the payroll software under 'Help' > 'Help Topics').
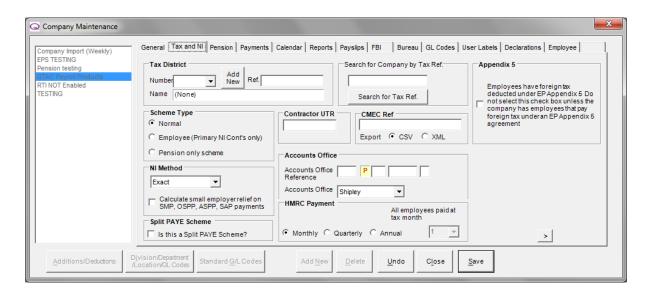
'General' Tab

You can setup new companies in the payroll by going into '**Company**' > '**Company Maintenance**' – if this is the first company you are setting up then you can simply start entering the details.

If you are setting up a new company and you already have other company's setup, then along the bottom of the screen click the '**Add New**' button to begin.

Start by entering in the '**Company Name**' (which is mandatory) and the '**Company Address**'. The '**UK Post Code**' and '**Telephone Number**' can be entered now or you can come back later and enter these details.
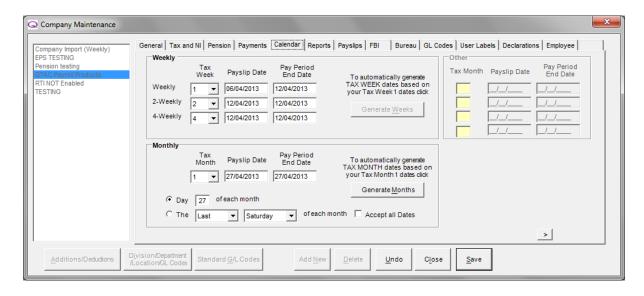
'Tax and NI' Tab

You will need to enter under the '**Tax District Number**' in the top left and then to the right the '**Ref**' (which is the PAYE Reference Number) and in the bottom right hand corner the '**Accounts Office Reference**'.

If a company is a small employer then you can tick the box '**Calculate Small Employer Relief on SMP, OSPP, ASPP, SAP Payments**' box – if the company is a small employer then you can tick this box to receive a higher percentage of recovery on statutory payments. This box can be ticked/unticked later if required.

'Calendar Tab' Tab

Before you can start paying employees in a company you must enter the company calendar dates. These dates tell QTAC which day you pay your employees.

You must set and confirm all dates you require for each pay frequency based on the first pay period of the year. Example: if you pay weekly on each Friday set the payslip date (the date that will appear

on the payslip) for tax week 1 to the first Friday of the Tax Year (The Tax Year starts on the 6th April), then change the pay period end date if applicable, then click '**Generate Weeks**' if applicable.

You will need to click the '**Accept All Dates**' checkbox in the bottom right corner.

Finally click '**Save**' then '**Close**' to return to the main screen of the payroll. The main screen will now show the company in a dropdown list on the left of the screen.

Again for a detailed list of every option in Company Maintenance see our full software manual (located in the payroll software under '**Help**' > '**Help Topics**').