

Copy a Company Manually

Disclaimer:

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



Important Note

- The information contained in these articles should be treated as guidelines.
- Some articles are version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4300 or support.pastelpayroll@sage.com.

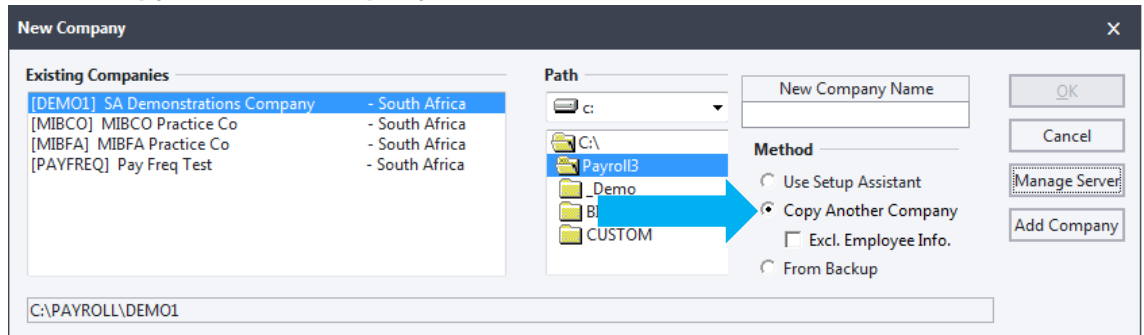
FAQ

Question:

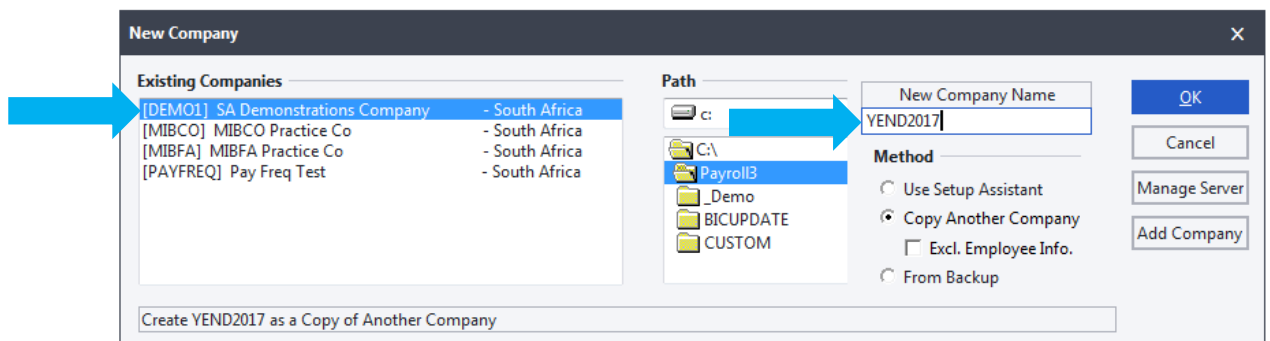
How do I create a copy company Manually in Sage Pastel Payroll?

Solution:

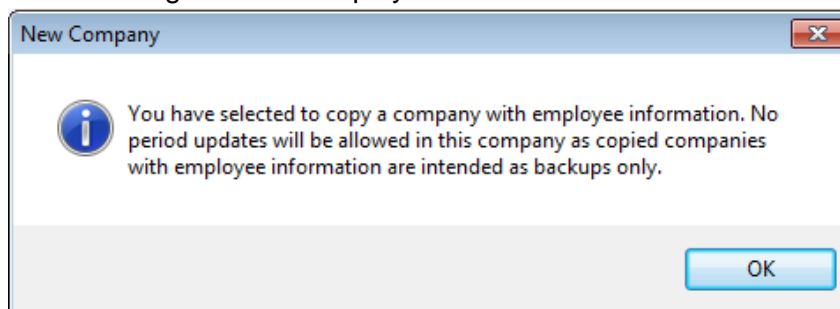
1. Open Sage Pastel Payroll.
2. Select **File...New**.
3. Select **Copy Another Company**.



4. Select the existing company that you would like to copy.
5. Insert the **copy company name YEND2017**



6. Select **Ok**.
7. The following screen is displayed:



8. Select **Ok**.

Note: The Password for the Copy Company will be the same as the original company's password.