

How to Create a Copy of the Existing Company Database

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**

The screenshot shows the 'Company Configuration' window with the 'System Manager' tab active. The 'Environment Type' dropdown is set to 'Production' and is highlighted in yellow. Other settings include Functional Currency: USD, Reporting Currency: USD, Country: United States, and Default Accounting Method: Accrual. SMTP Email Settings are also visible.

- Note** that the Environment Type must be Production, otherwise Create New Company Database will not be available.
3. Scroll down to see the Create New Company panel

The screenshot shows the 'Create New Company' panel. It contains fields for Database Prefix, Company Code, Environment Type (dropdown), and Copy From Current Company (checkbox). A 'Create' button is at the bottom right.

- a. Enter the Database Prefix, Company Code and select an Environment Type. Make sure Copy From Current Company is checked.

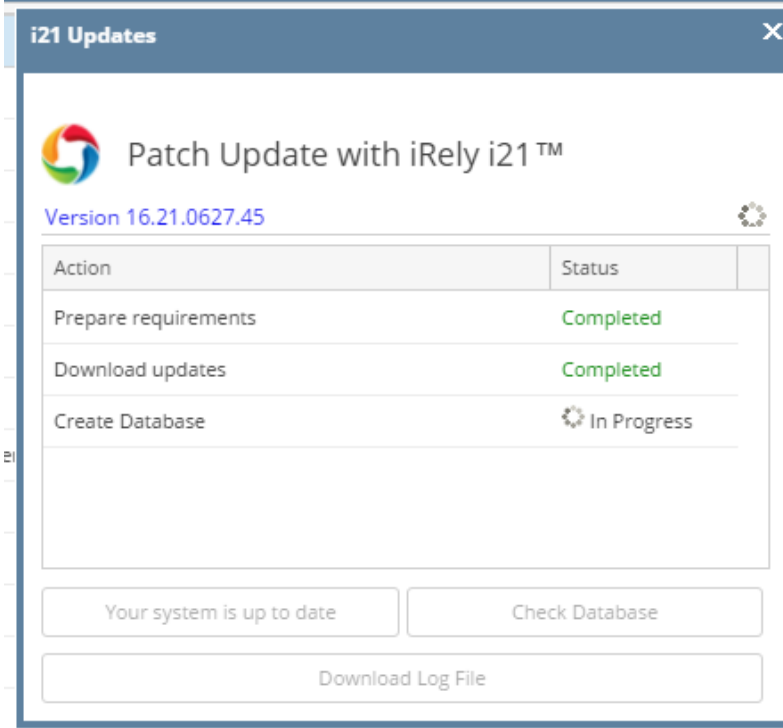
The screenshot shows the 'Create New Company' panel with the following values: Database Prefix: irely, Company Code: TE, Environment Type: Test, and Copy From Current Company: checked. The 'Create' button is visible.

Field	Description
Database Prefix	Database Prefix
Company Code	Must be unique. Ex. 01, 02, TE, EOM
Environment Type	Selections are: Test, Month End, Other

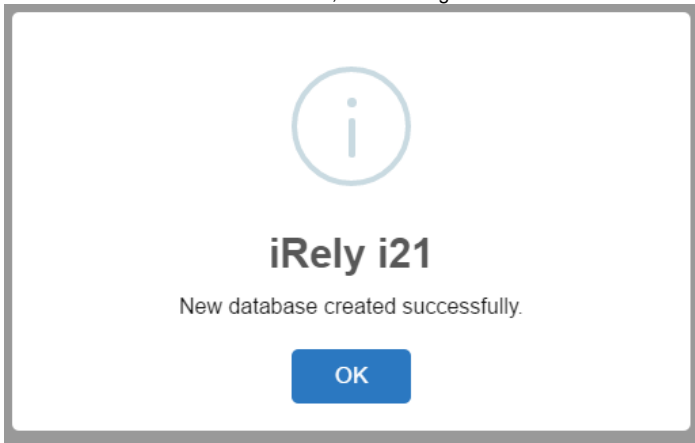
Copy From Current Company

Checked = will create a copy of existing company database
Unchecked = will create a fresh company database

4. Click the **Create** button. Patch Update screen will open to show the progress of the creation of the database



5. After successful creation of database, this message will show



6. Database will be created and added to the company's list of database