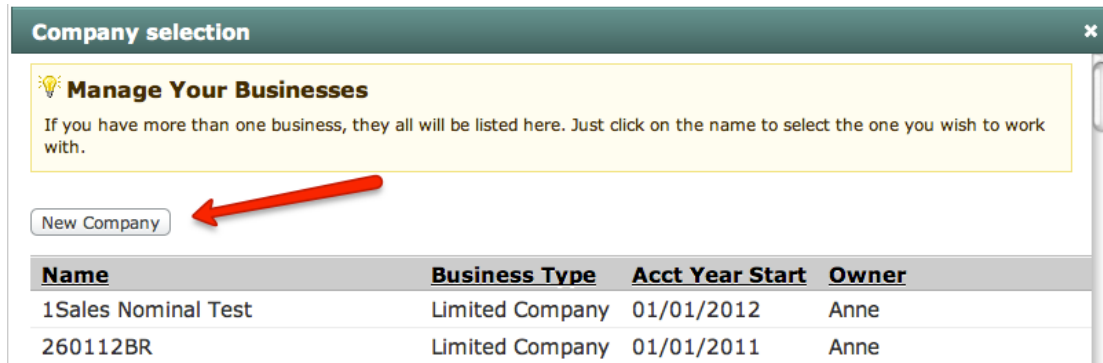
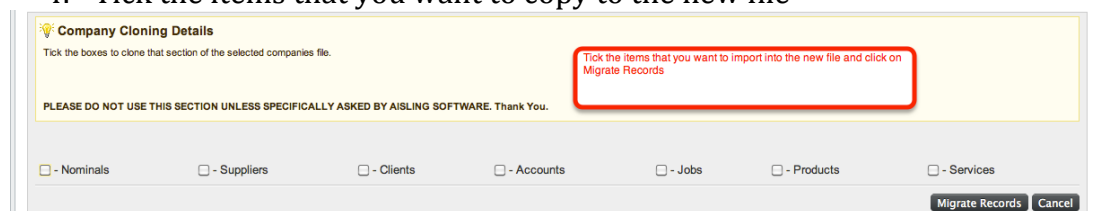


How to Clone a company or how to copy Nominals, Customers, Suppliers, Bank Accounts, Products and Services to a new file

1. Create new company (click on **Change** and then click on **New Company**)



2. Once you have set up the new company click on **Home, Settings**, and click on the **Cloning Tab**
3. Select the Company that you want to copy details from
4. Tick the items that you want to copy to the new file



5. Click on **Migrate Records**
6. Click on **Tools** and **Nominals** to check the Nominals are correct.
7. Click on **Accounts** and **Bank** to check your bank accounts have copied
8. Click on **Purchases** and **Suppliers** to check Suppliers have copied
9. Click on **Sales** and **Customers** to check Customers have copied
10. Click on **Tools** and **Products** and **Tools** and **Services** to make sure those have copied
11. Click on **Tools** and **Jobs** to make sure jobs have copied
12. Note: You will need to re-associate services/products with Suppliers and Customers. The associations do not copy.