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

Company selection >								
Manage Your Businesses If you have more than one business, th with.	ey all will be listed here. Just c	lick on the name to sele	ct the one you wish to work					
New Company								
Name	Business Type	Acct Year Start	Owner					
1Sales Nominal Test	Limited Company	01/01/2012	Anne					
260112BR	Limited Company	01/01/2011	Anne					

- 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

😵 Company Cloning Details									
Tick the boxes to clone that section of the selected companies file.			Tick 1 Migra	Tick the items that you want to import into the new file and click on Migrate Records					
PLEASE DO NOT USE	THIS SECTION UNLESS SPECIFIC	ALLY ASKED BY AISLING SOF	TWARE. Thank You.						
- Nominals	- Suppliers	Clients	- Accounts	🗌 - Jobs	- Products	- Services			
						Migrate Records Cancel			

- 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.