

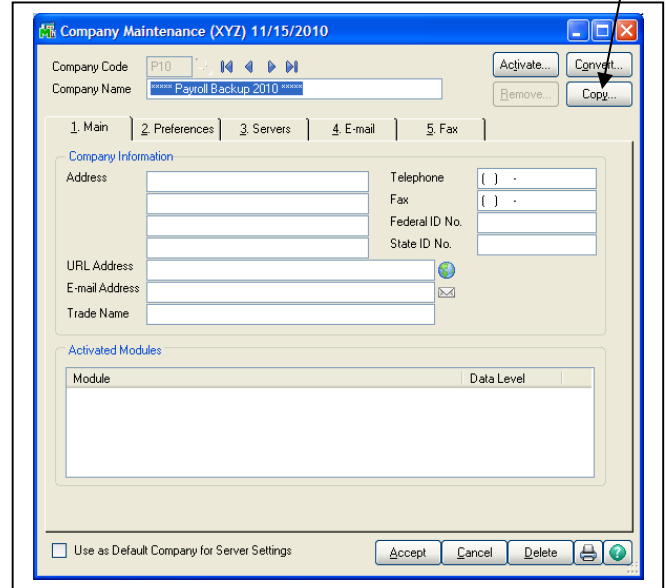
### Copy Company Data

- Do the following steps to copy MAS 90/200 data files, by module, to a new company code in MAS 90/200. This process can be used for making a test company, saving payroll year end information or making a backup copy of data files.

**Note: This program will copy over existing data! Do not use to copy information into an existing live company.**

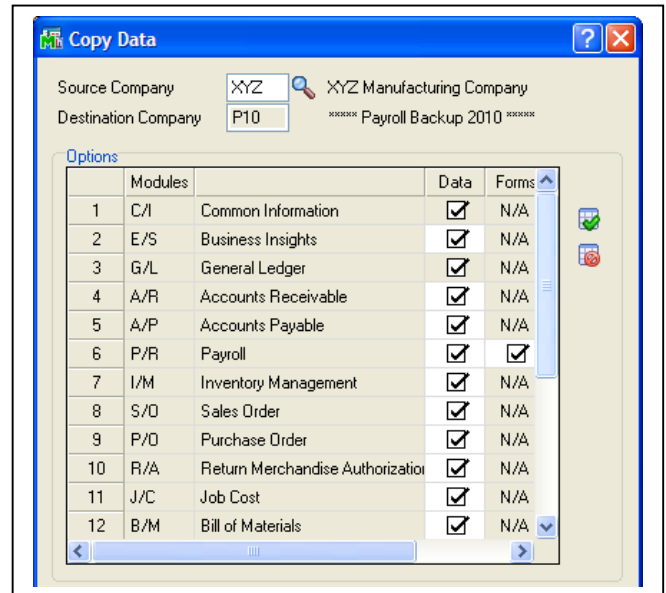
### Create New Company Code

- Go to Library Master, Main, Company Maintenance.
- If a new company code is to be created for the data (i.e. company P11 for 2011 Payroll backup), create the new company by entering the new company code and name.
- Choose the Company Code for the company you wish to copy to (Destination company).
- Click on Copy button.



### Copy Data

- Choose the source company (the data copied from).
- Choose the modules to be copied: Common Information, General Ledger and Electronic Reporting (if applicable) must always be copied even if you just want to backup Payroll at Year End.
- Verify the Source Company, Destination Company and modules.  
 Note: Destination Company data will be copied over by the source company. Be certain of all choices. There is no “undo” function!
- Click on Proceed. Say yes to copy.



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