



Creating a New Accpac Company

Important Notice

The software product described in this documentation is ready for initial deployment. During development, we have performed some testing in a development environment. The level of testing is often constrained by budget. The software product may exhibit defects or limitations when used with an untested permutation of input conditions. The development environment may not exactly match your production environment. The software product may exhibit defects or limitations when run in your production environment. The software product may require further modifications, including the correction of defects. This additional work will be charged for. The work to date has kept costs down by limiting testing. We believe that by possibly paying for correction of defects, rather than certainly paying for exhaustive testing, your costs will be kept to a minimum.

Creating A New Accpac Company

Overview

Non-technical users attempting to create a new Accpac company are often stymied because they do not know which administrative tools to use and the user names and passwords that are required to use them. Larger companies with IT staff may deliberately restrict access to these tools and passwords. Smaller companies may have no deliberate restrictions, but non-technical users may not know how to do the tasks or may feel uncomfortable using database administrative tools. The purpose of this document is to enable non-technical users to create a new Accpac company without becoming administrative experts.

We will take you step-by-step through the process of creating a new Accpac company, ABCINC, in a SQL Server Express database environment that is already running Accpac. Enumerable setting options are possible. This document assumes that all programs are all installed using default settings, which would be a common situation in a small Accpac environment.

Before You Start

Creating a new company database is normally done “outside Accpac” by running the SQL Server Management Console (sometimes called Studio or Studio Express) and the Accpac Database Setup program. The former program physically creates the database files and the latter lets Accpac know about them. You will need to know the administrative users and passwords for these programs. Defaults are given here.

Program	User Name	Default Password
Sql Server Management Studio	sa	<left blank>
Accpac Database Setup	ADMIN	admin

The following steps are described in detail below:

- Step 1: Create a SQL Server Database
- Step 2: Let Accpac know about the SQL Server Database

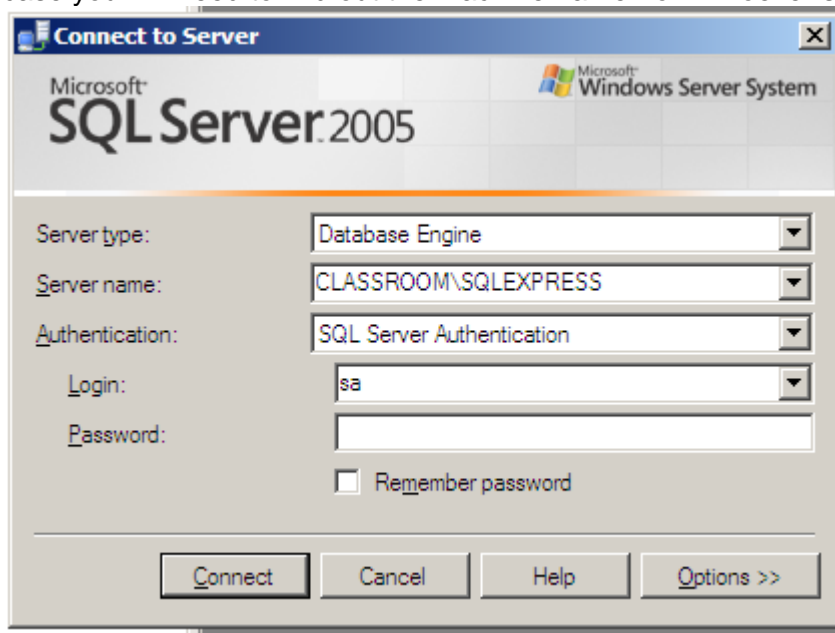
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Step 1: Create a SQL Server Database

Open the management console (aka studio aka studio express). Normally this will be found under Programs > Microsoft SQL Server 20xx as here:

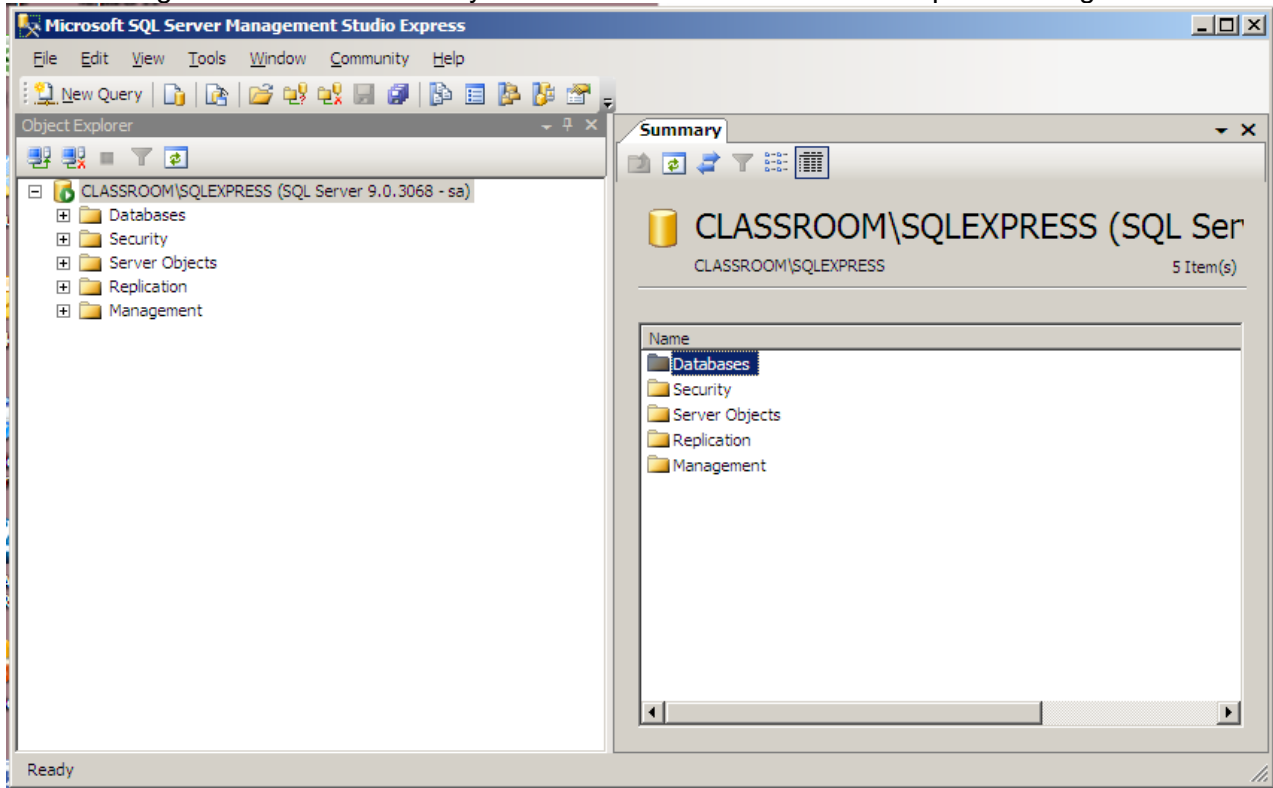


You will be asked to authenticate yourself. A screen similar to this one will appear. With any luck, you just need to type the password in and leave the other settings alone. You may need to change the authentication method to be SQL Server Authentication (instead of Windows Authentication). Although Windows Authentication may seem easier, you will need to know how to access the database using the sa user anyway, so might as well get the password now. There is some chance you will need to enter the Server name and will be unable to browse to find it. In this case you will need to find out the machine name from whoever set up the server.

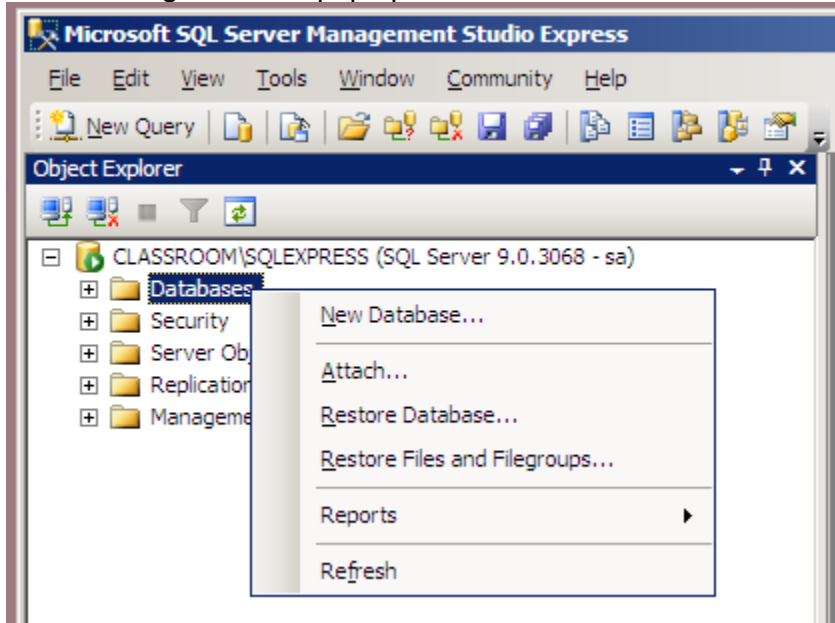


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You should now see the management console. Can you delete or wreck all your databases from here? Yes you can, so be careful. Most drastic actions will ask for you to confirm before making actual changes. Just do what we say here. Select **Databases** in the left pane and right click.

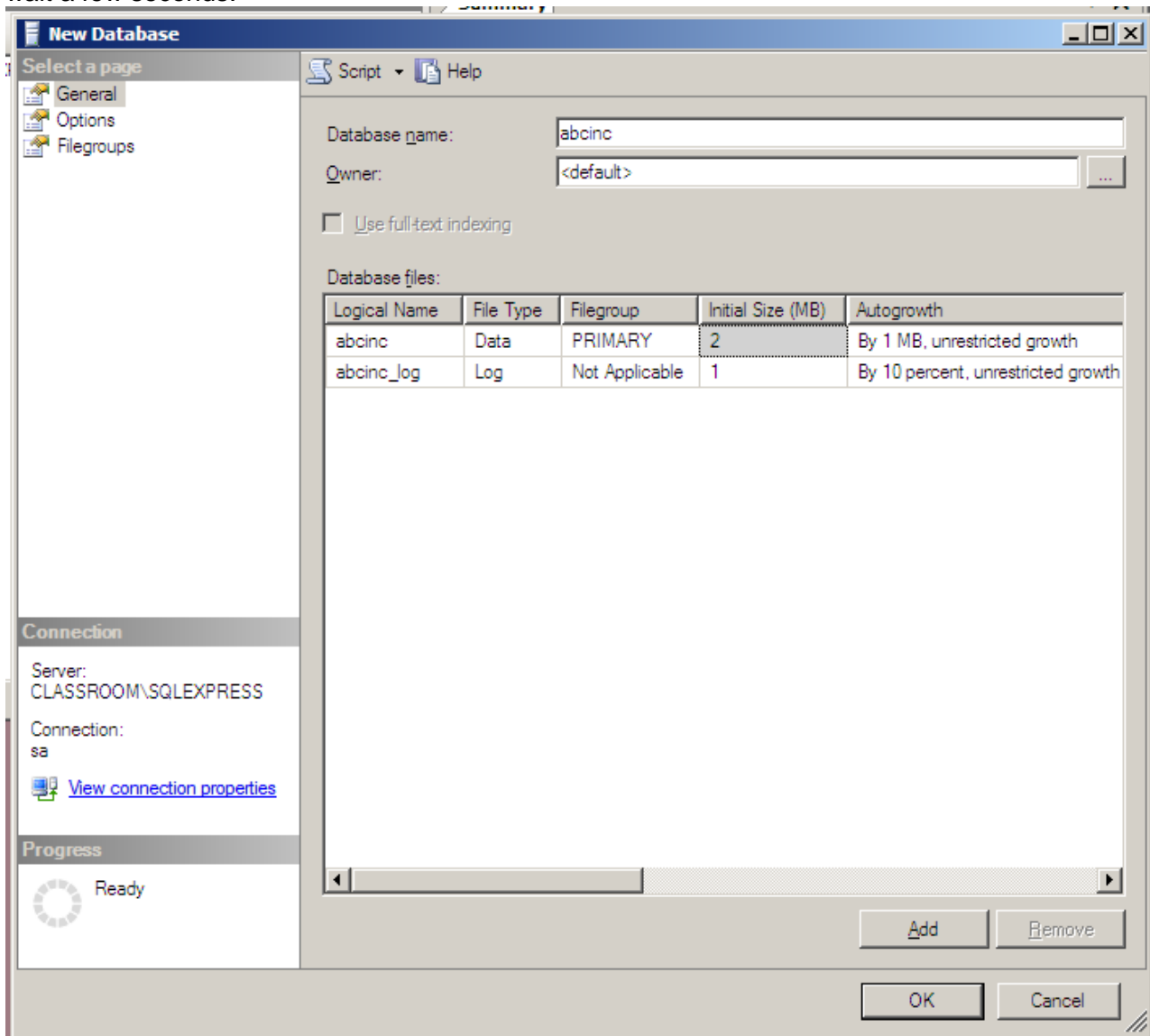


The following menu will pop up. You want to choose "New Database".



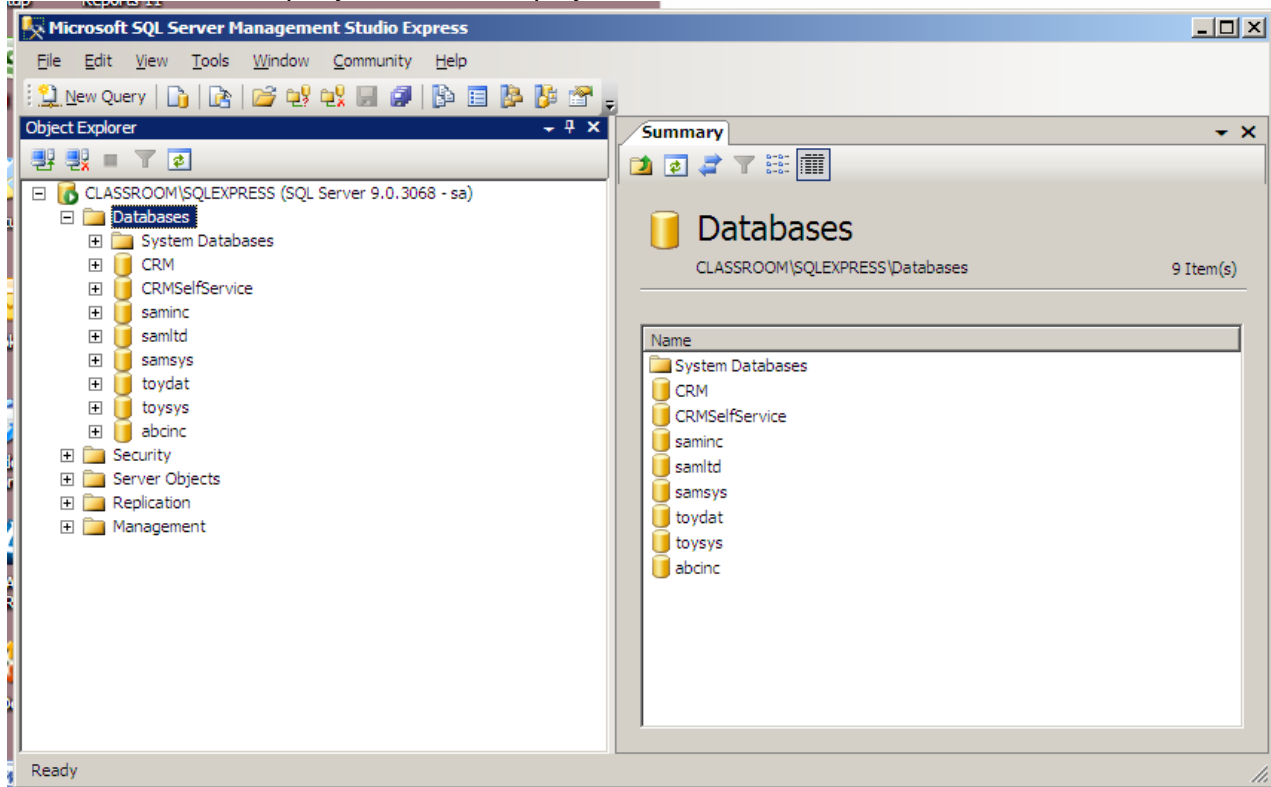
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You will get the following window. Type the new company name in the Database name fields (6 characters, letters and digits only, all lower case). Here we've typed in abcinc. Now click Ok and wait a few seconds.



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Sql Server will create the database files. If you want to check, open up the databases folder and see that the new company, abcinc, is displayed.

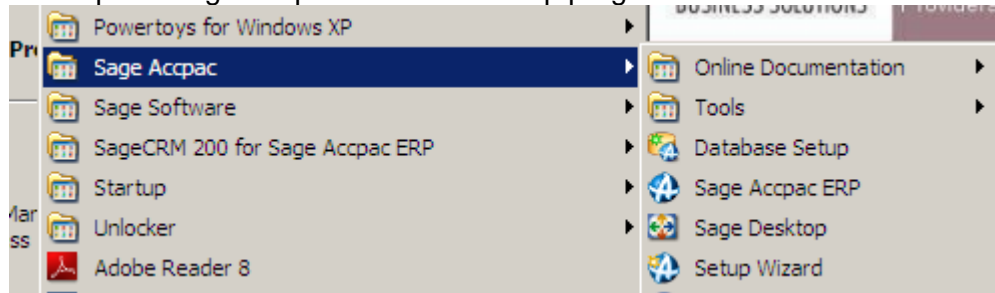


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Step 2: Let Accpac know about the SQL Server Database

You've created a new company database, abcinc. You might think that all you need to do is tell Accpac its name. It's not quite that simple. In Accpac, each company database uses currency codes from a "system database". There is probably only one of these on your network. You need to find out its name. To do this, you need to look at an existing company database and use whatever system database it is using.

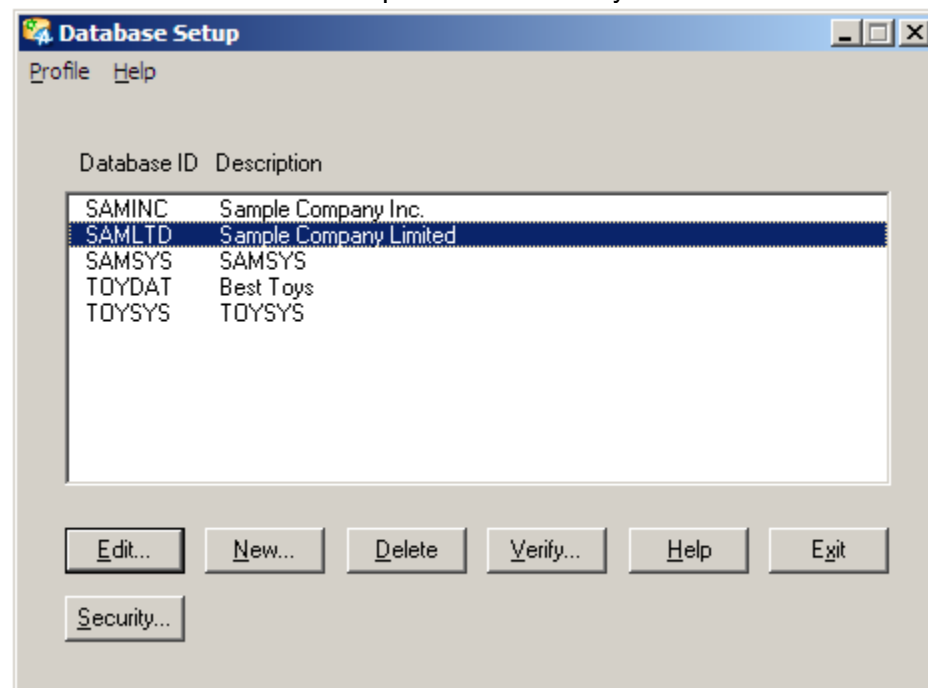
Start up the Sage Accpac Database Setup program:



You will need the ADMIN password:

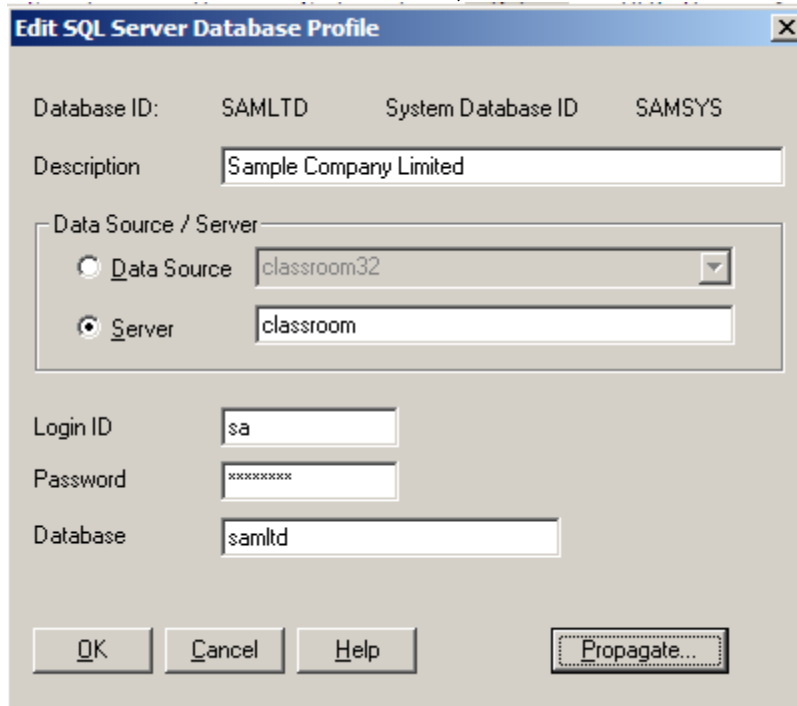


And should then see the Accpac databases in your network. Edit an existing company database.



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The Edit screen shows the Sample Company Limited “Company Database” with its name SAMLTD and the “System Database” it is using, namely SAMSYS. Take a screen shot or write down all the fields and their values, then click on Cancel.

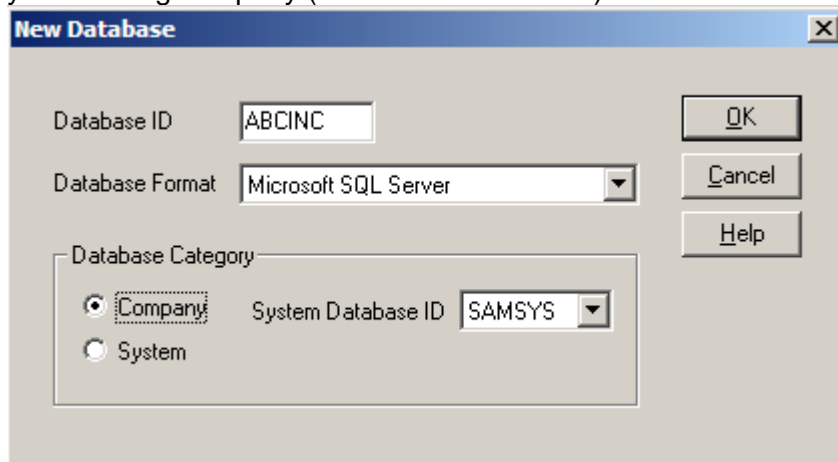


The screenshot shows the 'Edit SQL Server Database Profile' dialog box. It contains the following fields and values:

Database ID:	SAMLTD	System Database ID	SAMSYS
Description	Sample Company Limited		
Data Source / Server			
<input type="radio"/> Data Source	classroom32		
<input checked="" type="radio"/> Server	classroom		
Login ID	sa		
Password	*****		
Database	sam ltd		

Buttons at the bottom: OK, Cancel, Help, Propagate...

Now you can create a new company database by clicking on the New button. A New Database window will appear, into which you can type abcinc's database id, all uppercase, making sure that the database format is Microsoft SQL Server and that it has the same System Database ID as your existing company (SAMSYS in this case). Click OK.



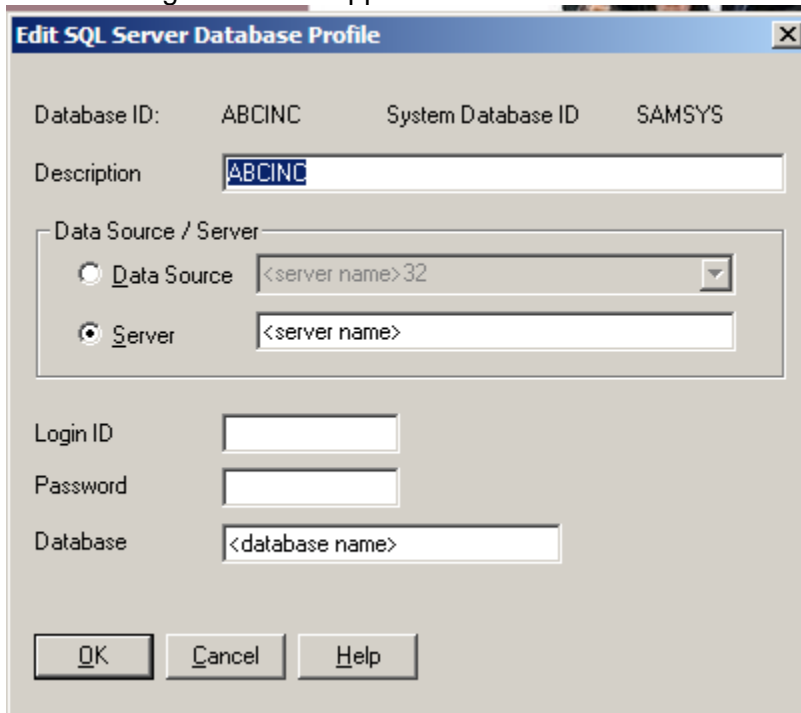
The screenshot shows the 'New Database' dialog box. It contains the following fields and values:

Database ID	ABCINC	OK
Database Format	Microsoft SQL Server	Cancel
Database Category		
<input checked="" type="radio"/> Company	System Database ID	SAMSYS
<input type="radio"/> System		

Buttons at the bottom: OK, Cancel, Help

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The following screen will appear:



Edit SQL Server Database Profile

Database ID: ABCINC System Database ID: SAMSYS

Description: ABCINC

Data Source / Server:

- Data Source: <server name>32
- Server: <server name>

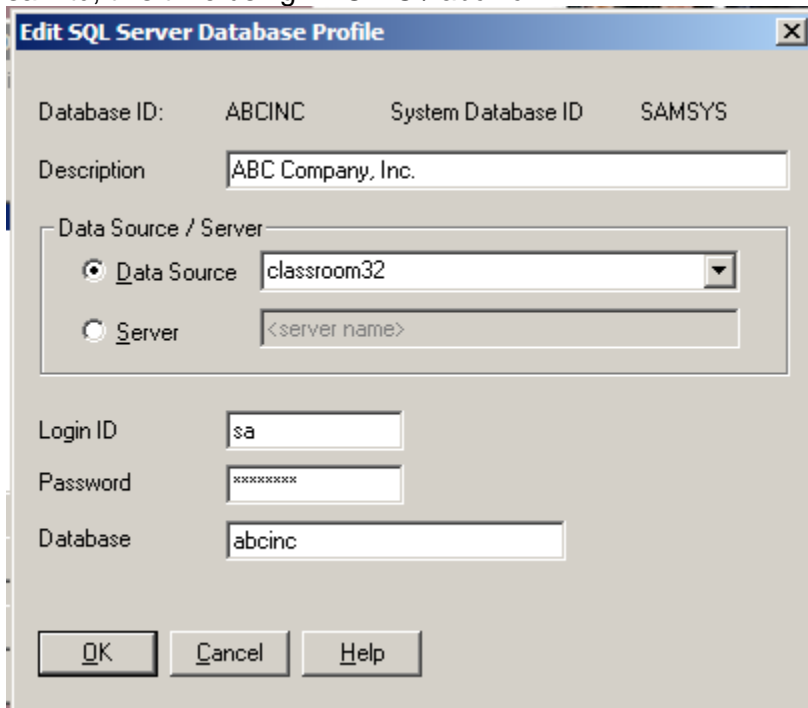
Login ID:

Password:

Database: <database name>

OK Cancel Help

You must change the settings to match what you wrote down or printed earlier for SAMLTD / samltd, this time using ABCINC / abcinc:



Edit SQL Server Database Profile

Database ID: ABCINC System Database ID: SAMSYS

Description: ABC Company, Inc.

Data Source / Server:

- Data Source: classroom32
- Server: <server name>

Login ID: sa

Password: *****

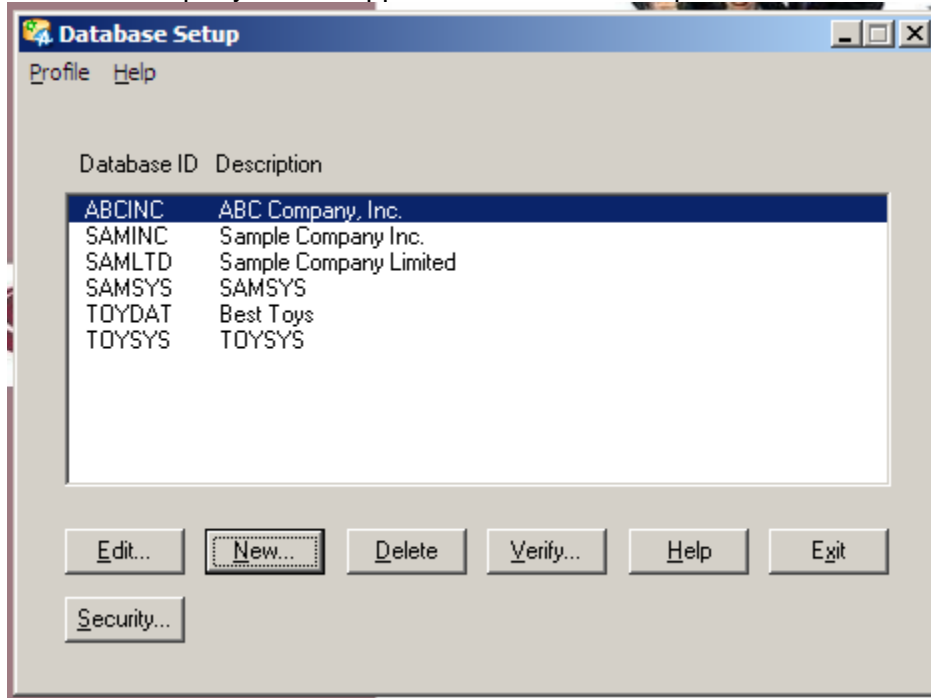
Database: abcinc

OK Cancel Help

Double check that you got all the settings the same and click OK.

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The new company should appear in Database Setup.



When you start up Accpac, ABC Company, Inc. will appear on the drop-down list for companies you can access.