

▶ **Copying a live S200  
database to a different  
S200 company**

Sage 200 Help Sheet



This guide covers creating a copy of a live Sage 200 SQL database, and restoring it to either a new SQL database or over-writing an existing database. You may be doing this to create a Sage 200 company which is a yearend backup, or you may be refreshing the data in a test company.

Much of the work for this is done in SQL Server Management Studio, which is normally only installed on the SQL Server. Only the final step is performed in System Administration.

## 1. Requirements:

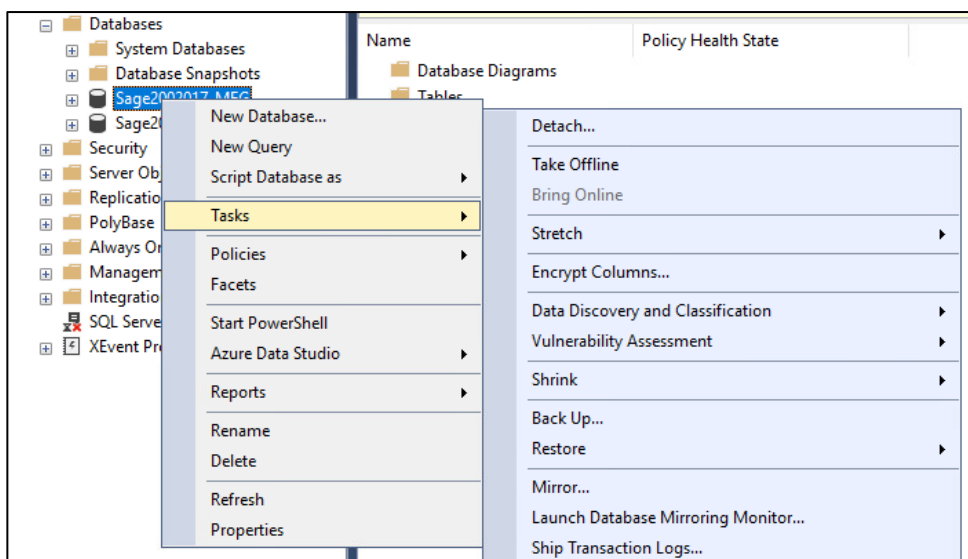
- ▶ Login for SQL Server Management Studio.
- ▶ Login for System Administration.

## 2. Steps:

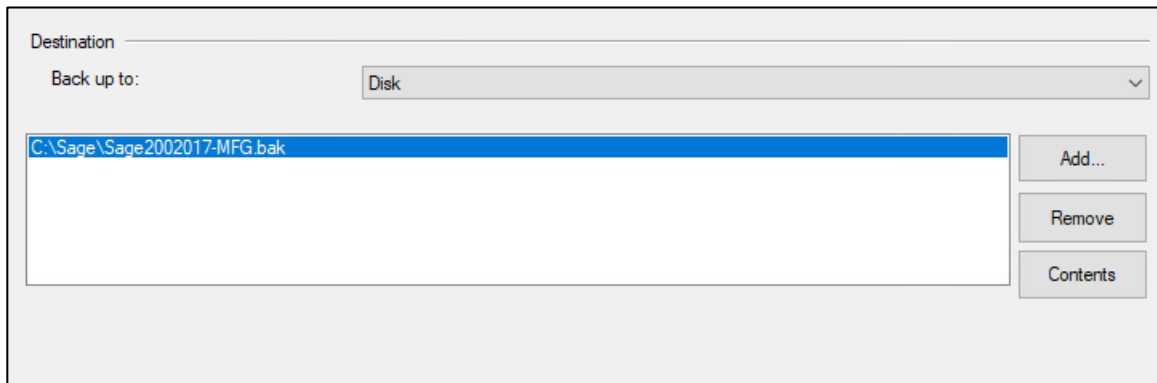
- ▶ Backup the existing database
- ▶ Over-write the existing database or create a new database
- ▶ Update the company in System Administration

### Step 1 – Backup the existing database

- ▶ Log in to Management Studio. Expand Databases, then right-click over the database name and choose Tasks, Back Up.



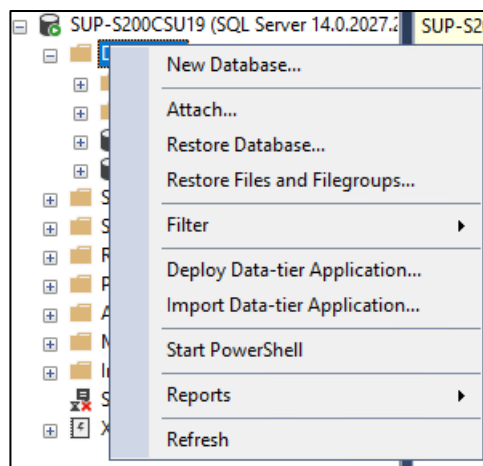
- In the Destination section, ensure that “Back up to” is set to Disk. If you are not offered a default path and file name below this, you can click Add to set the path and file name. Ensure the file name ends in .bak. If you are offered a default path and file name, remove this and use the Add button to create a specific backup file. This avoids any complications with backup sets. Again, ensure the file name ends in .bak.



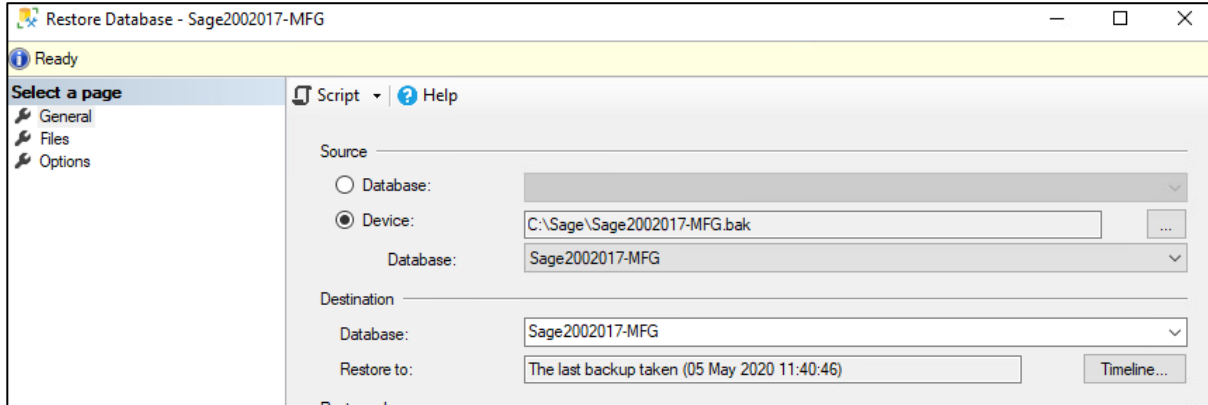
- Optional step: click Media Options and put a tick against “Verify backup when finished”.
- Click OK. The backup will now run to the file specified.

**Step 2a - Restoring the backup to a new database**

- Right-click over Databases in the left-hand menu and choose Restore Database.

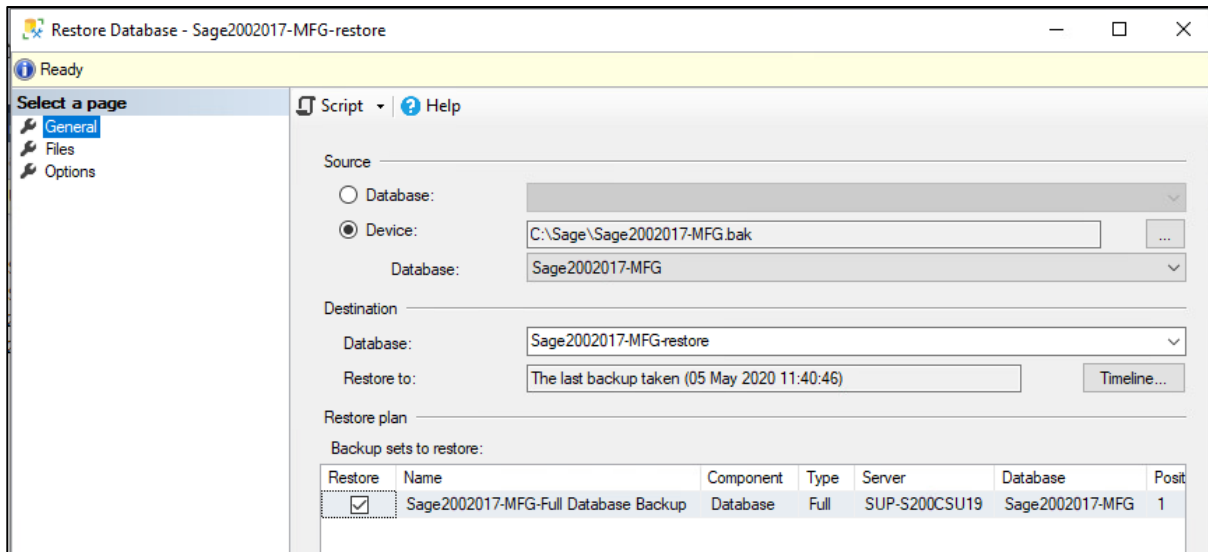


- ▶ Under Source, select Device then click the ellipsis button to select the backup file.

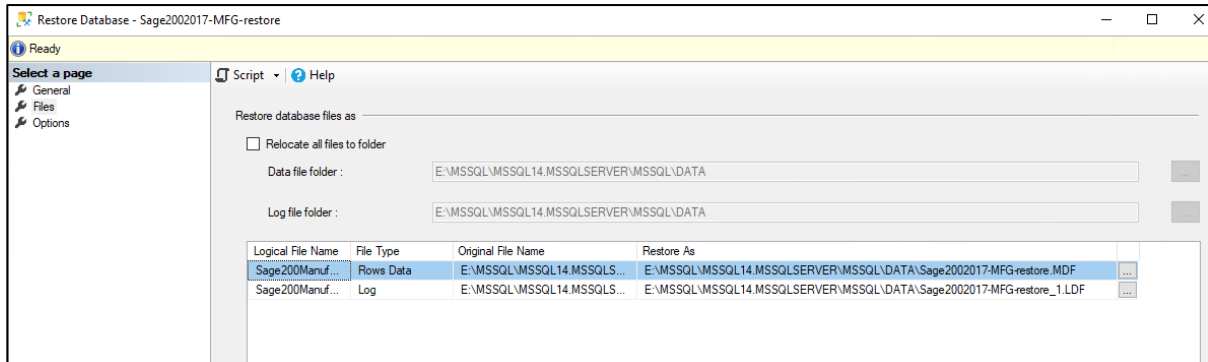


At this point, the Destination field will automatically be populated with the name of the original database – it's been read from the backup file.

- ▶ Change the Destination Database as required – here it's called Sage2002017-MFG-restore.



- ▶ Click on the Files option. Click into the Restore As box and verify that the file names have changed to reflect the new database name.

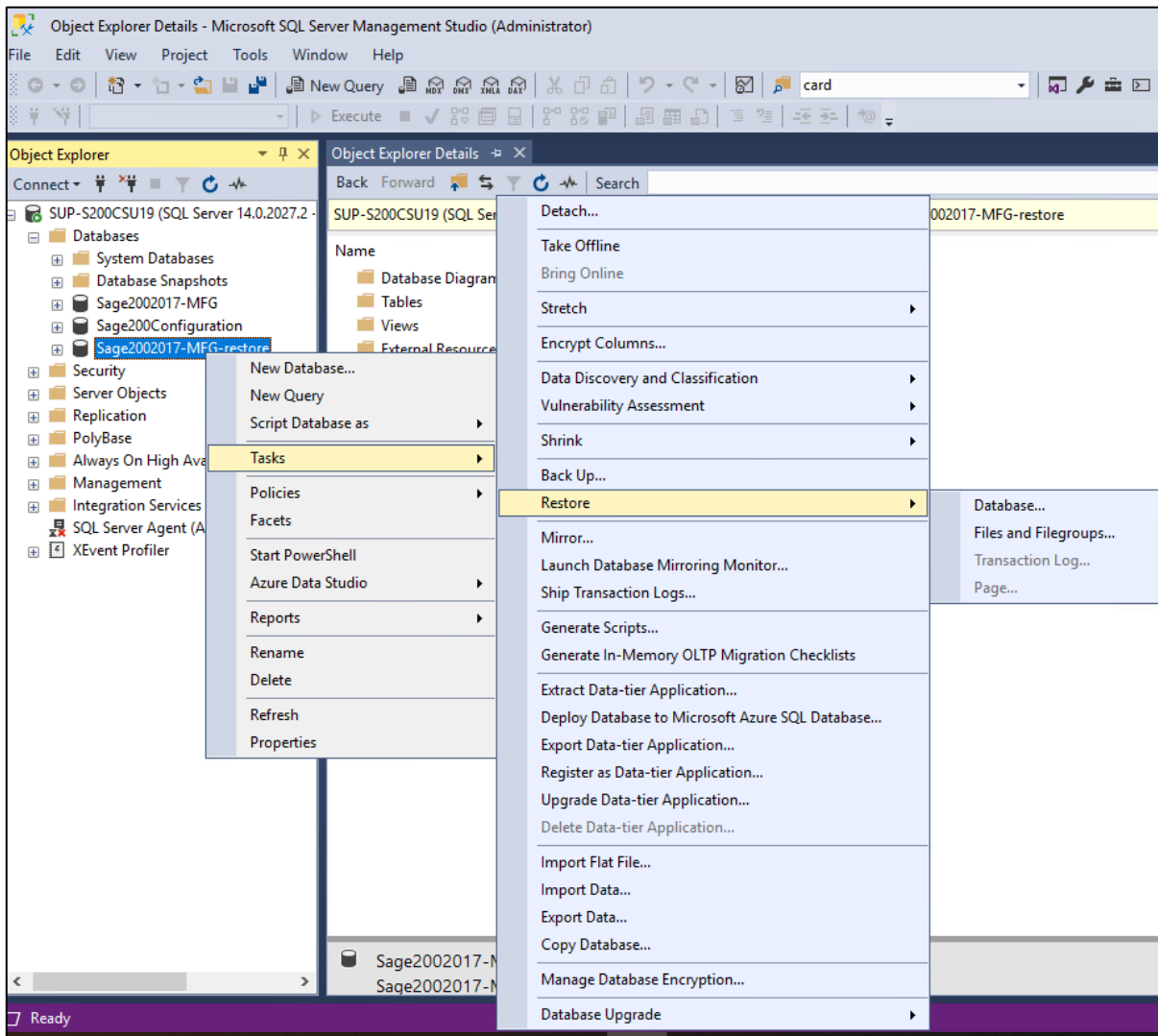


The logical file names will stay the same as the source database – this is OK and does not need to be changed.

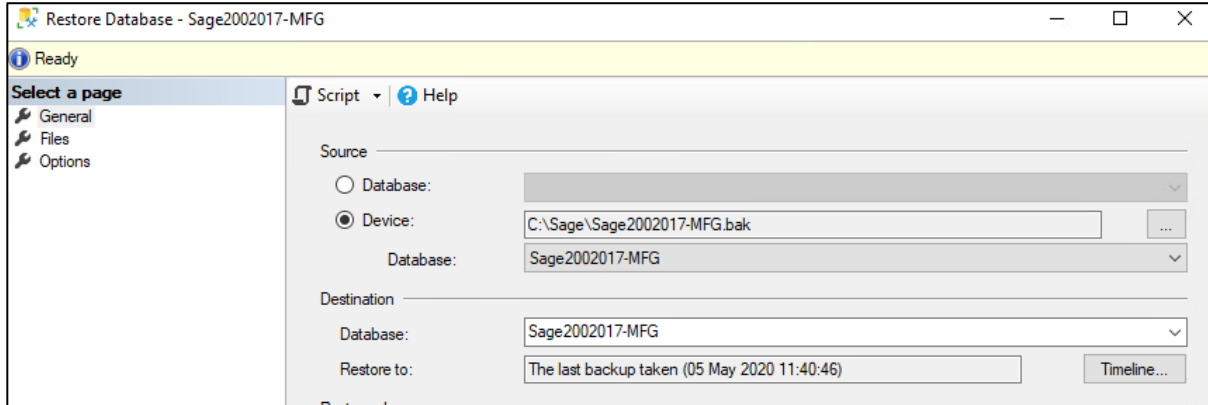
- ▶ Click OK. Once the restore is complete, the company can be set up in System Administration – see step 3a.

### Step 2b – Restoring over an existing database

Right-click over the database you want to refresh/restore over and choose Tasks, Restore, Database. In this example, the database “Sage2002017-MFG-restore” created in step 2a is used.

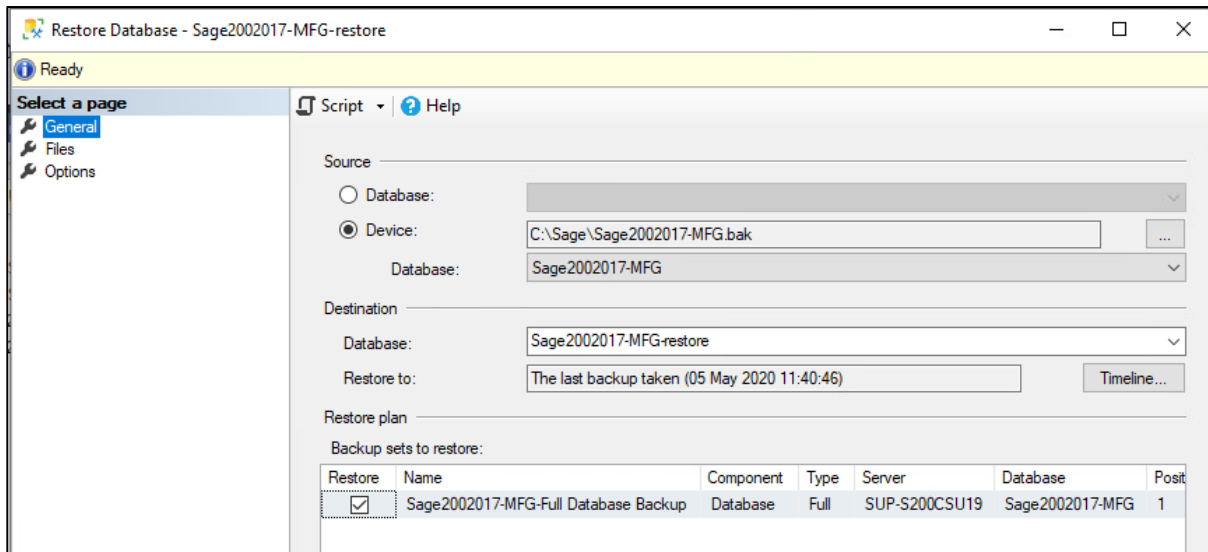


- Under Source, select Device then click the ellipsis button to select the backup file.

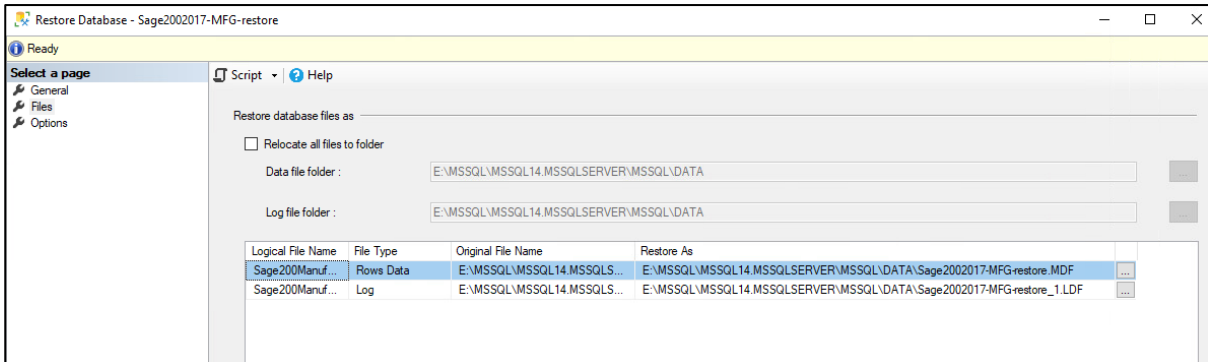


At this point, the Destination field will automatically be populated with the name of the original database – it's been read from the backup file.

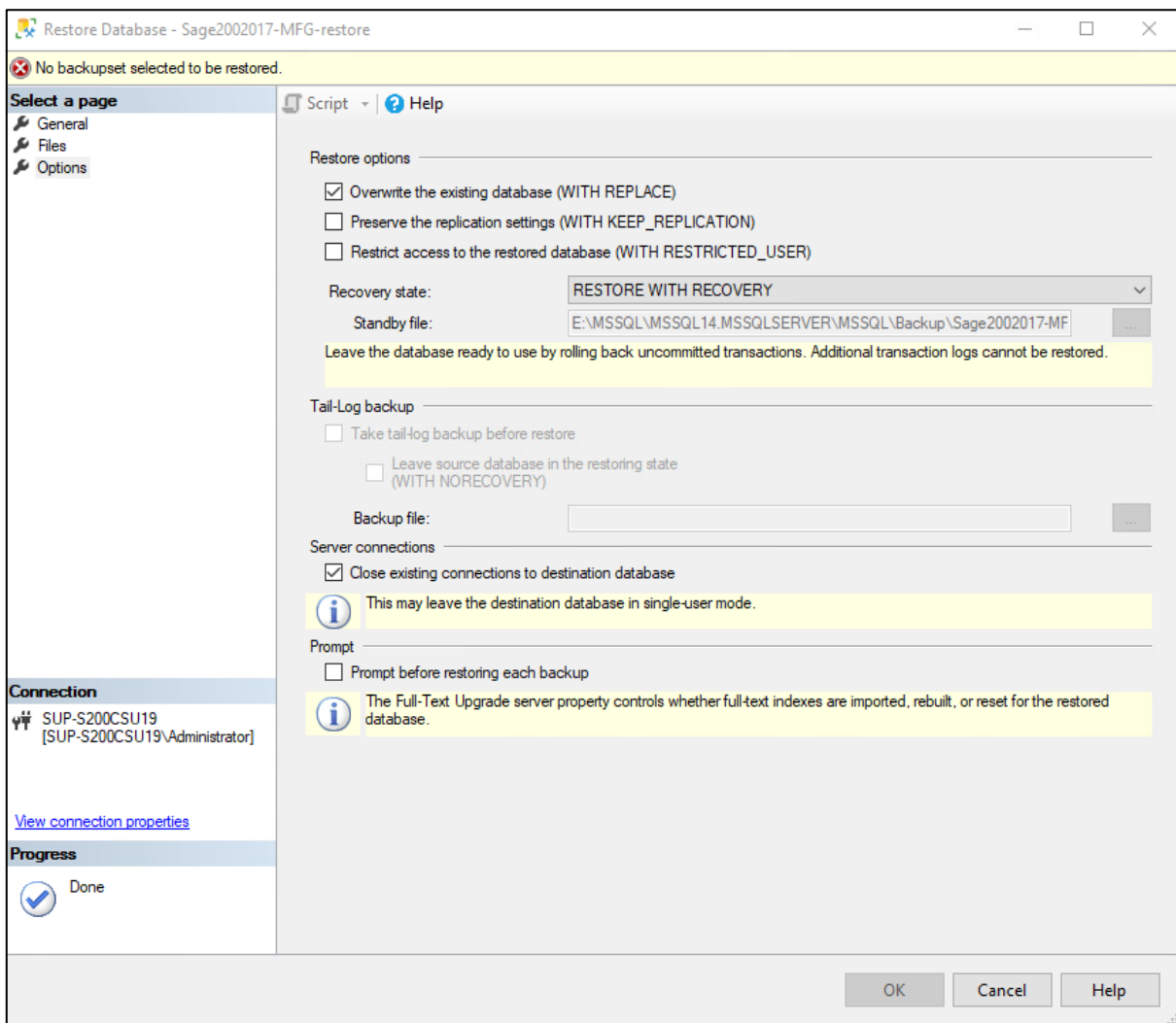
- Change the Destination Database as required – here, it's called Sage2002017-MFG-restore.



- Click on the Files tab. Click into the Restore As box and verify that the file names have changed to reflect the new database name.



- Click on the Options tab. Put ticks against “Overwrite the existing database (WITH\_REPLACE)” and “Close existing connections to the destination database.”





Once the restore has completed, the company needs to be updated in System Administration – see step 3b.

### Step 3a – Creating a new company in System Administration

- Launch System Administration. Please note that you will only be able to do this if you are a member of the Sage200Admins group in Active Directory. Go to Companies. Right-click over Companies and choose Add New Companies.

**Add New Company**

General | Members | Online Payments | Company Usage

Enter company data

**Company Settings**

Company Name:

Parent Company: No parent company has been selected ▼

Attachments:  ...

**Server Settings**

Server:  ▼

Database Name:  ▼

Test Update Create

**Banner Settings**

Company Colour: Not Set  Configure...

Show Company Name

OK Cancel Help

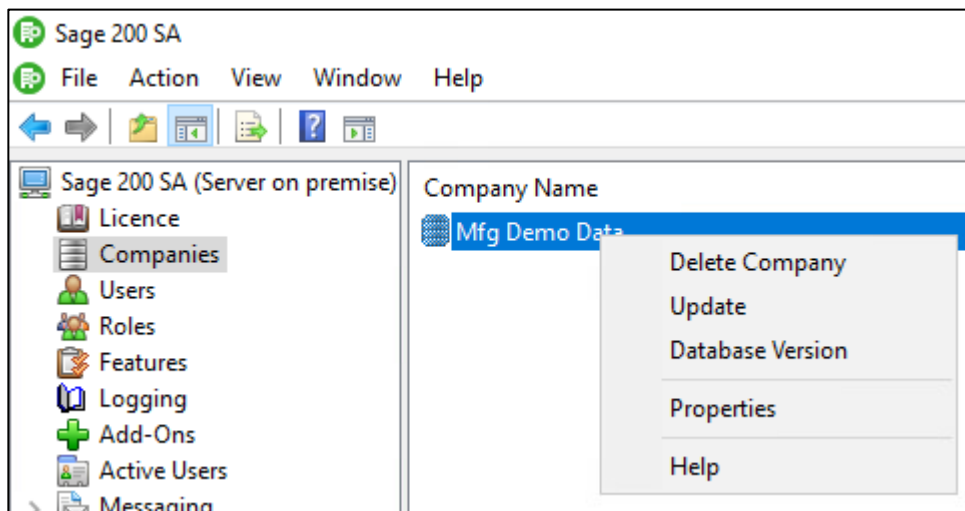
- Enter the company name as required. You may or may not need an attachments folder for this company – generally, test/year end companies do not require them, although it does no harm to add it. If you are going to use it, the path should be specified as [\\servername\sage\attach\CompanyName](#) - this path needs to be created before it can be entered. If you're not going to use it, specify the path as [\\servername\sage\attach](#).
- At Server, enter the name of the SQL Server instance. At Database Name, enter the name of the database you've just created.

- Click Test.
- Click Update.
- Click OK.

Please remember to assign access to this newly created company to the users who require it (double-click on a name in the Users list and go to Company Access).

### Step 3b – Updating the company in System Administration.

- Launch System Administration. Please note that you will only be able to do this if you are a member of the Sage200Admins group in Active Directory. Go to Companies, then right-click over the company you're just restored. Click Update.



This should only take a few minutes. Once it has completed, the test company can now be used.