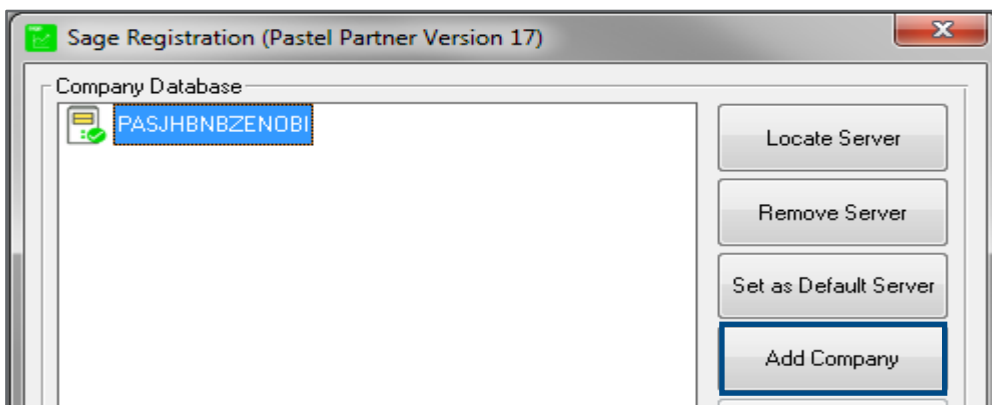# sage Pastel Accounting

Manage Companies

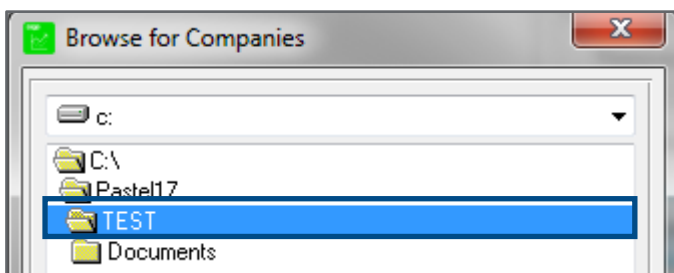**i**   **Companies are added on the Server and activated on the Workstations**

This process needs to be followed if a company that you wish to work on is not showing in the **Open a Company** screen on Sage Pastel Accounting.
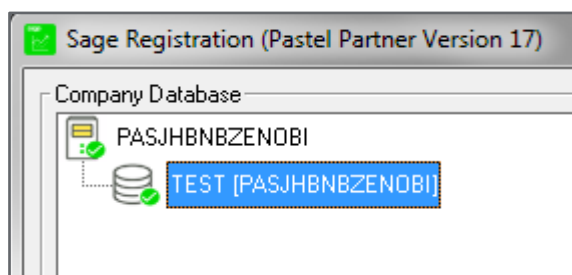
Adding a Company on the Server

- Select File > Open
- Select Add Company
- Select Add Company again
  - The computer that is the server for Sage Pastel Accounting will show in the top left-hand side of this screen

- The Pastel Directory will open on the C Drive. This is where companies are saved by default unless the location is changed.
  - Should the companies not be on this default location you would need to select the drop-down arrow and locate your company
  - Once you have the company, double click on the folder (it must show the documents folder beneath the folder you selected), then select **OK**

- On the **Company Database screen**, you will see all the companies listed below.
- Select **Close** once you see your company on the list

- On the **Open a Company** screen all the added companies will show.
- To open a company, ensure it is highlighted in blue and then select **Open**, you will be prompted to enter your password.

> **Open Last Used Company on Start - Up**
>
> **This will open the last company you worked in when Sage Pastel Accounting was closed. This option is beneficial if you only work in one company. Should there be multiple companies we suggest you leave this option de-selected.**
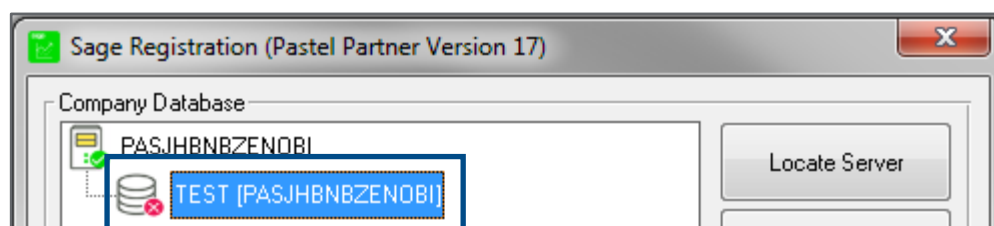
Activating a Company on a Workstation

> **Ensure a map drive has been created to connect to the server, if this has not been done, you will not be able to connect to the server.**
>
> **Not sure how to connect a map drive, look at the list of getting started documents.**

- Select File > Open
- Select Manage
- On the **Company Database** screen, all the companies will be listed, companies that have red crosses next to them will have to be activated

- Select the company that needs to be activated and select **Activate Company,** select the drop down and browse to your mapped drive
- Double click on your company and select **OK**
- The registered server will appear in brackets, this is the computer that holds the companies
- On the **Open a Company** screen all the added companies will show.
- To open a company, ensure it is highlighted in blue and then select **Open**, you will be prompted to enter your password.