

Setup Guide

Payroll – Version 10.0

To complete the activities in the Sage BusinessWorks Payroll curriculum, review the information in this setup guide to ensure you have the correct modules, case studies, and settings defined.

Software Requirements

<i>Software</i>	<i>Version</i>
<i>Sage BusinessWorks</i> <ul style="list-style-type: none">• System Manager• General Ledger• Cash Management• Accounts Payable• Accounts Receivable• Payroll	8.0 8.0 8.0 8.0 8.0 8.0
<i>Core Applications Case Study (DIXIE, BWLAB1, and BWLAB2)</i>	10.0
<i>Crystal Reports for Sage BusinessWorks</i>	10.0

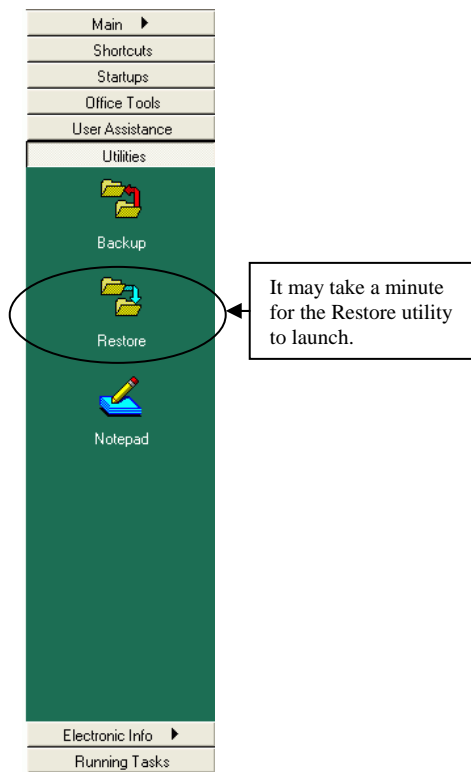
***Note:** Refer to the Welcome and Introduction lesson in the Sage BusinessWorks Payroll course curriculum for information on downloading the case study.

Loading the Case Study

After downloading the case study from the Education Web page, use the Restore utility to bring in the data.

Use the following directions to load the case studies:

1. Launch Sage BusinessWorks.
2. Locate and select Restore on the Utilities menu or the Resource Bar.



3. When the Database Restore Wizard displays, click Next to continue.



4. In the Select Restore File window, select the Dixie.zip file you downloaded previously and click Next.

5. The Begin Restore window displays. The Company ID field automatically defaults to the name of the file created. If this is not the name you want to use as the company ID, select the Restore to New Company ID check box and enter the appropriate ID at the Company ID field.
6. When you are satisfied with the name, click Start.



7. Repeat these steps to install additional case studies. When creating the company, use the appropriate company ID described for each zipped file.

Note: You can also use the Restore utility to refresh the data.