Add company to company selection list - SAGE Business Vision

Step 01

- Start SAGE Business Vision
- Login to any company on the selection list

Options

Option 1 – If the company name appears on the screen, follow;

1. User ID - **BUSINESS**
2. Password – **VISION**
3. Then click **File**, Company Selection
4. Click "**Amend**"
5. Click "**Open**"
6. Then locate **"Bvcon.fil**" in the data folder you want to add
7. Click **Open**, the company name will be displayed
8. Click **Add** then **Close**

Note -

If you are using windows 10, ensure the version of SAGE Business Vision be at least 2015 7.77

Option 2 – If you cannot log into any company on the company list, follow;

1. Close Business Vision
2. Using Windows My computer browse to the C:\BusinessVision folder
3. If the folder contains a folder called **Data**, rename the file to **Data1**
4. Rename **Multico.idx** file to **Multico.idxold**
5. Rename **Multico.ism** file to **Multico.ismold**
6. Start BusinessVision, the program will automatically search for data files, immediately click "**abort**"
7. Click "**Yes**" to the "Are you sure you want to abort the directory search for SAGE Business Vision files"?
8. Click "**Open**" on the No company list window
9. On the Open Company file window browse to the correct location of the company data. The data is typically on your server. You should see the **Bvcon.fil** file for the company displayed. Click "**Open**".
10. On the Open Control File window the company name for the data will be displayed. This window should show you the correct company name if you in the correct folder. Click "**Add**".
11. Log into the company and confirm that you have added the correct