

Businesses

The **Businesses** tab is the first screen you see when you open Manager. It acts as a gateway to access your specific business entities.



On this screen, you will find a list of all the businesses you have added. You can select the one you wish to work on by clicking on its name.

Create a New Business

To create a new business:

1. Click the **Add Business** button.
2. Select the **Create New Business** option from the drop-down menu.

For more information, see [Create New Business](#).

Back Up Your Business Data

If you use **Desktop Edition**, it's crucial to regularly back up your business or businesses to avoid losing data. While **Cloud Edition** automatically backs up your data, you have the option to create your own backups for added security.

For more details, see [Backup](#).

Compacting Data File Size

As you enter, edit, and possibly delete transactions, customers, suppliers, assets, inventory items, accounts, and attachments, the accounting data file for a business can grow larger than necessary. To compact the data file size:

1. Go to the **Businesses** screen.
2. Click on the file size displayed next to a business.

For more information, see [Vacuum](#).

Remove a Business

To delete an existing business:

1. Click the **Remove Business** button.

For further details, see [Remove Business](#).

Import an Existing Business

To import an existing business:

1. Click the **Add Business** button.
2. Select the **Import Business** option from the drop-down menu.

For more information, see [Import Business](#).

Change the Application Data Folder

If you are using **Desktop Edition**, your data is stored in the default application data folder. The default location depends on your operating system. You can easily move this folder by:

1. Clicking the **Change Folder** button.

This is useful if you want your data automatically saved in your preferred synced folder such as Dropbox, OneDrive, Google Drive, iCloud, or similar services for automatic backup.

For more details, see [Change Folder](#).

User Access and Permissions

- **Administrators:** If you're logged in as an administrator on either **Cloud Edition** or **Server Edition**, you'll be able to see all the businesses.
- **Non-Administrators:** If you're not an administrator, you'll only see the businesses that the administrator has assigned to you. These assignments can be managed under the **Users** tab.

For more information, see [Users](#).

Handling Corrupted Databases

Manager can refuse to open a corrupted business database. If you encounter this issue, refer to [Corrupt Database](#) for guidance.

Importing from a Newer Version

Manager may also refuse to open a business database that has been imported from a newer version of the software. For assistance, see [Newer Version Required](#).