

# SAGE 50 upgrade to V23

## Upgrade to the latest Sage 50 Accounts

### Check data, back up and check your installation path

Before upgrading your software from a previous version, you should **check your data** and ensure there are no errors and **take a backup**.

When you run Check Data, if errors are reported you must resolve these before you install your new software.

### Install your new software

Note: **If you share your accounts data using Sage Drive, we recommend that you upgrade your main site before any secondary sites.**

1. Close all copies of Sage Accounts > log onto the computer as an administrator.
2. Open Sage Accounts > Help > Check for Updates > Download Now > Install Now > if you've already taken a backup, click No. Alternatively, to back up your data click Yes.
3. Subscription customers only - If prompted, click Download Accounts > Install Accounts.
4. To accept the terms and conditions, select the check box > Next.
5. Check the directory path matches the installation path you noted earlier. If it does, click Upgrade. If it doesn't, click New folder > enter the correct folder > Next.
6. Yes, begin installation > when the Sage Software Updates window appears > click Close.
7. On the Install complete window, click Close.

### Convert your data

After you install Sage 50 Accounts, the next time you open it your data automatically converts. How long this takes depends on the size of your data files. If you're using a network version, you should do this on the server computer if possible as it runs quicker.

### Error message in relation to FSSU Vat Control Nominal Code 2260

During the upgrade process schools are receiving an error message in relation to the VAT control account. In order to resolve the error message please see steps below:

**1. Settings > Control Accounts> scroll down to Vat Liability> change the code to 2260 and click OK.**

**2. Go to nominal codes>locate and highlight nominal code 2202 Vat liability >from the toolbar click Delete**