

How to move Sage Accounts onto a new computer and access your data

Prepare

Before you transfer Sage 50 Accounts to a new computer, you should check the following.

- ❖ Check that your new computer meets the recommended system requirements.
- ❖ In Sage 50 Accounts, on the menu bar click **Help**, click **About**, then make a note of the following:
 - ❖ **Licence information:**
Note your Serial Number, Activation Key and, if on subscription, your Account Number.
 - ❖ **Data location** Note your data directory. If you have more than one company in Sage 50 Accounts, repeat this for each one.
 - ❖ If your data is stored on your C:\ drive or another local drive on your computer, you must take an all files backup of your company data.
 - ❖ If your data is stored on your network you need to have the relevant permissions to your data folder. You may need to contact your IT support for help with this.
 - ❖ If you access your data via Sage Drive, you need your Sage ID, email and password, and the Encryption password entered when you first uploaded your data.
 - ❖ Check you're logged on to your new computer as an administrator.

Back up the data on your current computer

To ensure the successful transfer of your data to the new computer, you should check your data to ensure there are no errors and take 2 “**all files**” backups. Repeat this for each company set up in Sage Accounts. We recommend you backup to an external device such as a memory stick or a shared drive, so that you can transfer everything to your new computer.

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

Install Sage Accounts on your new computer

For detailed help to download and install Sage Accounts, **see below**.

Connect your data on the new computer

Please choose how you want to connect to your data, It may be restoring a backup or pointing to Sage Drive if that is activated.

Download Sage 50 Accounts v26

1. To download Sage 50 Accounts v26, open a web browser
2. Enter your [My Sage login details](#), click **Sign In**, then click **Download**.
3. If prompted to save the file, note the file name, then click **Save**.
Depending on your web browser, the file may automatically save to your Downloads folder. To view your Downloads folder, press **Ctrl + J** on your keyboard.
4. **Update all other computers.** On all other computers, follow the same steps above to download and install your software.
5. **Convert your data**
6. Once installed, open each company in Sage 50 Accounts v26 to convert your data.