SAGE 50 Accounts

Upgrade to the latest version 27.2

Step 1

Open Sage 50 & check the version.

Select Help > About

Under Program details if the version number is under 27.2 then it is vital that you follow these steps in upgrading to ensure that you will be able to continue to use all the features of the software.

Step 2

Check data, back up and have the school sage accounts details to hand:

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.

On the menu bar click **Help**, click **About**, and print that screen for your record of the school account details for the sage software. The key information on this page is the licence information along with the system information and in particular the Windows version which should be V10.

Please note:

- *If you share your accounts data using Sage Drive, you must upgrade your main site before any remote sites.*
- *If your set up is Client-Server install, please check with your IT first as they would have to install the update on the server first depending on the setup.*
  Click on this link for further assistance with client-server installations.
  https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=02202411448493 1

Step 3   Install Sage 50 Version 27.2 Full Program

1. Close all copies of Sage Accounts and you will need **administrator** rights on your PC to run this upgrade.

2. Ensure that all the latest Windows updates are installed on the computer.

3. Click the following link for downloading Sage Accounts V27.2

   https://downloads.sage.co.uk/download/?did=fcfc91bd-7ae3-4705-af0e-4683ece3c200

or alternatively follow steps 1 – 5 here

   1. Using Google Chrome go to **https://my.sage.co.uk** and enter the relevant Sage login email and password. It must be the email address that is on Sage's system. It is important to have the login details for the Sage account as it will be needed to activate bank feeds and remote data access when required.
   Please email ivan.darmody@sage.com if you need assistance with accessing the account.

   2. Click Support > Download software and updates.
   3. Find downloads by > one of your products > Sage 50 Accounts > click search.
   4. Click the download for Sage 50 Accounts 27.2 Full program
   5. Click open when downloaded and run the upgrade.

4. To accept the terms and conditions, select the check box > Next.

5. Check the directory path matches the installation path shown on the account record printed in step 1 above. If it does, **click Upgrade.**

   If it does not, 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.

8. All remote machines will also have to be updated to the same version of Sage that is running on the main machine.

Step 4

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 are using a network version, you should do this on the server computer if possible as it runs quicker.

Check version again after upgrade.

Go to Help > About
Under program details version should be 27.2

Check for available updates.

Open Sage Accounts > Help > heck for Updates > Download Now > Install Now > if you've already taken a backup, click No. Alternatively, to back up your data click Yes.

Correction of Vat Control Account error message (if applicable)

If after checking data there is an error message about the VAT Control account then this is the way to rectify it:

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