

# SAGE 50 upgrade to V25

## 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 Sage 50 Version 25 Full Program

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. Ensure that all the latest Windows updates are installed on the computer
3. Go to [https:// my.sage.co.uk](https://my.sage.co.uk) using the relevant Sage login email and password
4. Click Support/Downloads software and updates
5. Select Sage 50 Accounts/Subscription downloads/version 25 Full program/ click download
6. Subscription customers only - If prompted, click Download Accounts > Install Accounts.
7. To accept the terms and conditions, select the check box > Next.
8. 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.
9. Yes, begin installation > when the Sage Software Updates window appears > click Close.
10. 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.

## **Reset Vat Code to FSSU Vat Code**

The VAT control account for schools is nominal code 2260. To reset the VAT Control Code please go to

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

## **Check for available updates**

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.

## **What's new in Version 25?**

There are no significant changes that schools will notice from this upgrade. The unreconciled function is only available to users with a Sage 50c licence.

Remember when you are backing up to tick the data and the archive box to ensure that there is a copy of the archived data in the event of having to restore the backup.

For further assistance with downloading Sage 50 Accounts please refer to the sage help centre on [www.sage.ie/help](http://www.sage.ie/help). Some of the relevant articles include:

-  Article 36807: Prepare to install sage accounts for the first time
-  Article 36808: Install Sage 50 Single User for the first time
-  Article 36809: Network Installation
-  Article 36835: Network with data only server
-  Article 11744: Moving Sage 50 to a new PC
-  Article 20798: Troubleshooting Sage Accounts installation
-  Article 32014: Sage Accounts – Firewalls and Data Service