

SAGE 50 Upgrade to V26.3

Upgrade to the latest version of Sage 50 Accounts

Step 1

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.

Step 2

Install Sage 50 Version 26 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 26 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 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.
9. Yes, begin installation > when the Sage Software Updates window appears > click Close.
10. On the Install complete window, click Close.

Step 3

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.

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.