Step 1: How to check the version of the Sage 50 software

Under Help > About >

• **Program details** > Version should be V29.

If your version number is <u>not</u> V29, details for upgrading are in **step 2** below.

If the Version is currently on V29, no further action is required.

Step 2: How to Upgrade to Sage 50 Version 29

- 1) Take a full backup of Data
- 2) Open the Sage software and open the Help Centre

Then carry out the following:

- Click "Install your software"
- Click "Update your software"
- Click on the relevant Download Software option
- Click "Download Sage 50cloud Accounts"
- > Run the program & follow the on-screen instructions
- > Open Sage and it will upgrade the data and return to the usual login screen