

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. Sage 50 recommend a 64-bit operating system to get the best experience.
- ❖ In Sage 50 Accounts, on the menu bar click **Help**, click **About**, then make a note of the following:
 1. **Licence information:** Note your Serial Number, Activation Key and, if on subscription, you're a/c number.
 2. **Data location:** Note your data directory. If you have more than one company in Sage 50 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 are 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.
When you run Check Data, if errors are reported you must resolve these before you install your new software. 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.

Repeat this for each company set up in Sage Accounts.

Install Sage Accounts on your new computer

For detailed help to download and install Sage Accounts, **see page 2**.

Connect your data on the new computer

Please choose how you want to connect to your data, it may be restoring a backup (see page 2) or pointing to Sage Drive if that is activated.

Download Sage 50 Accounts

Check you are logged on to your new computer as an administrator.

1. To download Sage 50 Accounts, sign into your “My Sage account” on this website: <https://signon.sage.co.uk/>
2. 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. If not automatically selected, select the Sage 50 Accounts (Recommended).
5. Accept the licence agreement & install.
6. If you are prompted to allow the application to make changes to your device, click Yes or Allow.
7. Once the installation is complete, click Launch Sage 50 Accounts.

Restore the company data to the new PC

1. Click File then select Restore.
2. Click Browse, browse to and select the backup file you want to restore, select Open, Next and Restore.

Add a company

Add a Company

Select an option to add a company to your list.

Create Create a new company in Sage 50 Accounts.	Connect Open a company from a network location.	Restore Restore a company from a backup.	Download Use Remote Data Access to download a company.
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Browse to your backup file

C:\ProgramData\Sage\Accounts\2022\ **Browse**

Your company data will be created in the following location

C:\Programdata\Sage\Accounts\2021\Company.007 **Change**

3. Log in using your username and password.
4. If you are using connected services, The manage Cloud Connection window opens, select Work with Connected Services.
5. Select the option Reconnect using your Sage account – Continue
If prompted enter the 6-digit authentication code from you chosen authentication method.
6. Close the confirmation window.