

# Upgrading to the Latest Version of Sage 50 Accounts

Before you install the latest version, back up and check your data:

1. Click **File**, then click **Back up**.
2. Enter a file name then click **Browse** and select the location and click **OK**.
3. Click **Select all file types to include in backup**, then click **OK**.
4. To check your data, click **Yes** and click **OK**. Any errors should be fixed before proceeding further.
5. Click **Close**, click **Close** again, then click **OK**.

**Download and install the update where your data is held.**

- ✓ You must be logged in as the administrator
- ✓ You must ensure all other programs are closed before upgrading
- ✓ All other users must be logged out of Sage50 completely.

**Instructions for download are here:**

**Some key pointers**

1. Install Sage 50 Accounts where your data is stored initially.
2. Once done, you can then upgrade Sage 50 Accounts on connected computers if you have multiple installations.
3. Close all Sage software before running the upgrade
4. **If the PC is running Windows 11**, it is only supported on 64-bit systems.
  - > [Click here](#) and select "Upgrade your installed software" and click the link to 'install the full software'.
5. This normally downloads automatically to your Downloads folder, if not select your Downloads folder, then click **Save**.
6. Locate and double-click the downloaded file.  
(To view your Downloads folder, press **Ctrl + J** on your keyboard when you have your web browser open.)
7. Accept the licence agreement and install.
8. If you are prompted to allow the application to make changes to your device, click Yes or Allow.
9. Once the installation is complete, click Launch Sage 50 Accounts.

10. Open your company and select yes to upgrade the data. Any errors found must be addressed before processing data in the new version. To continue select close.
11. If upgrading from Version 30 or below reconnect to the cloud service.
12. If using remote data access, a message will appear advising to sign in using the email address for the sage account.
13. If using other connected services, a Manage Cloud Connection window will appear.
  - Select the option 'work with connected services' and select continue.
  - Enter the email address for the sage account and password.
  - If prompted enter the 6-digit authentication code from you chosen authentication method.
  - Select Continue - A window to confirm the cloud connection has been reestablished will appear.
14. Under Help > About - check the version number is the latest version.