

GUIDE

# Prepare to migrate from Sage 50 to Sage Business Cloud Accounting

*Before you can move your data, there are a couple of things you need to check and prepare in Sage 50.*



## Before you move

Before you can move your data, you should check the following:

### You're using a recommended Internet browser

Sage Business Cloud Accounting is designed for use on the following browsers:

- Google Chrome.
- Mozilla Firefox.
- Apple Safari.
- Microsoft Edge.

We've had some reports of customers experiencing issues using Microsoft Internet Explorer. To ensure you get the best possible experience, we recommend that you always use one of the recommended browsers above.

### You don't have any foreign transactions

You will not be able to migrate if you have foreign currency transactions or balances in Sage 50 in the years you have selected to migrate.

### You're using a compatible version of Sage 50

If you're using v2018 and later go ahead and download the migration tool. If you're using v2017 or earlier, please download the latest Sage 50 trial [here](#), convert your company to the latest version, and then download the migration tool.

If you do not know what version of Sage 50 you are currently using, you can check your version, on the menu bar, click **Help** then click **About**. Your version appears as **Release 20XX.X**.

## Prepare to move

1. Pick a date when you want to start using Sage Business Cloud Accounting. We recommend you start at the beginning of a new accounting period. For example, the start of a new month, new quarter, or new fiscal year.
2. Enter all transactions up to the last day you want to use Sage 50.
3. Print the following reports as of the last day that you are using Sage 50 for:
  - Trial Balance
  - Balance Sheet
  - Year to Date Income Statement
  - Customer Aged Summary
  - Customer Aged Detail
  - Vendor Aged Summary
  - Vendor Aged Detail
  - Bank Rec Report

Go to Setup, Setup Users, select the sysadmin user, and select Modify User. Verify that that the user rights for the sysadmin user includes read/write access. If you are signed in as a different user, exit out of the company, and open it up again using the sysadmin user name and password, and then verify.

**You're now ready to move online.**

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