

Company migration

*Sage 50 to
Sage Business Cloud Accounting*



Thank you for choosing Sage Business Cloud

This guide will support you in moving your data from Sage 50 successfully using the Sage Migration Tool.

This tool will show you how to extract your data from Sage 50 into **a JSON file**, and import it into Sage Business Cloud Accounting.

Get help on key steps:

- Prepare your data in Sage 50.
- Extract your data using the Migration Tool.
- Import data into Accounting.
- Check your data in Accounting.

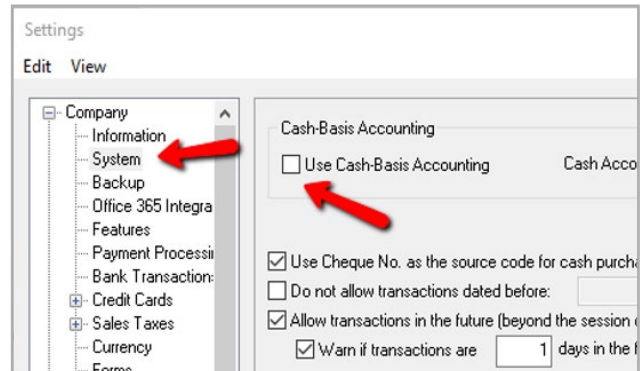
House keeping

Note:

1. If you are using "Cash Accounting" in Sage 50, this process will not work for you. We will not be able to migrate you from Sage 50 to SBCA with this tool.

Verify by going to **Setup > Settings > Company > System**

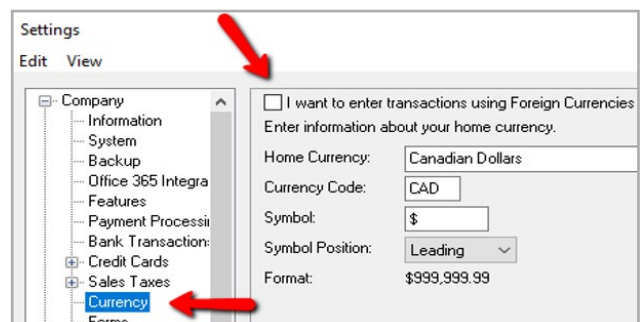
Make sure the box "Use Cash-Basis Accounting" is unchecked



2. You can only have Canadian currency set up, no other currencies. Although Sage Business Cloud Accounting supports foreign transactions, the migration tool currently does not.

Verify by going to **Setup > Settings > Company > Currency**

Make sure the box "I want to enter transactions using Foreign Currencies" is unchecked

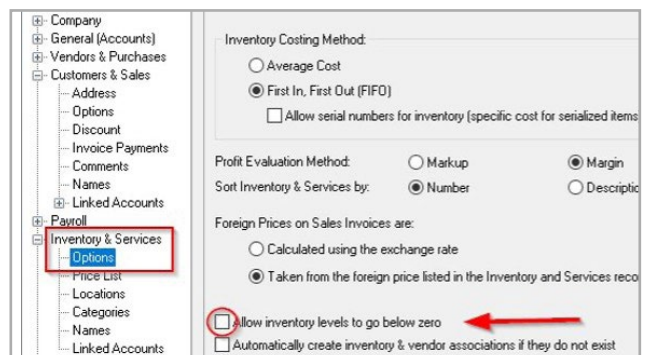


3. Verify that your Stock/Inventory setup does not allow levels to go below zero

Verify by going to **Setup > Settings > Inventory & Services > Options**

Make sure the box "Allow inventory levels to go below zero" is unchecked

If you are unable to uncheck that box because it is "greyed out" it's simply because you already have items in your inventory with a stock quantity below zero. Those would need to be adjusted to a quantity of zero or more in Sage50. Once that's corrected, you can then go back to the Stock/Inventory setup and uncheck the option to "Allow inventory Items to go below zero"



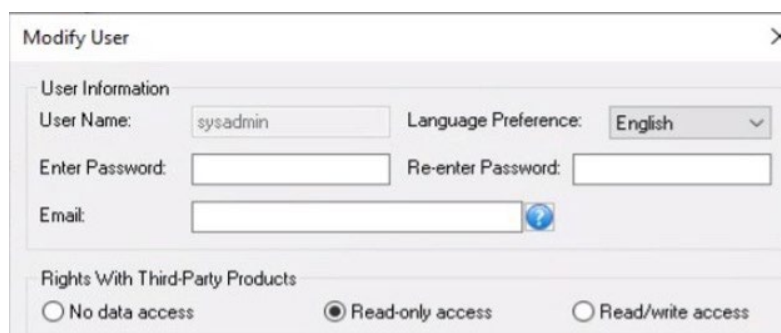
Preparing your data

Prerequisites to perform

Please ensure before migrating your data, you are opening your Sage50 in “**mono-user**” and logged in as **sysadmin** user. Also make sure you are not on HISTORY mode, you can tell by checking on your Menu bar, if you see History as an option, select it and Finish Entering History, then follow the prompts to close it.

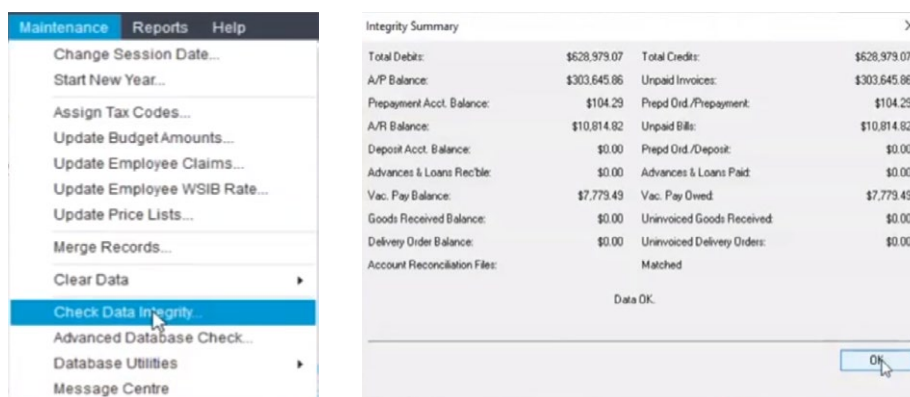
1. Check the sysadmin user setup level.

Go to **Setup > Setup Users**, select the sysadmin user, and select **Modify User**. Verify that the rights for third-party products for the sysadmin user includes at least **Read-only access** or **read/write access**.



2. Ensure the Integrity of your Data.

Use the “**Check Data Integrity**” tool in Sage 50 under the “**Maintenance**” menu to verify the integrity of your data, to make sure it says, “**Data OK**”. If the Data is not ok, you will need to correct it before performing the migration.



Integrity Summary			
Total Debits:	\$628,979.07	Total Credits:	\$628,979.07
A/P Balance:	\$303,645.86	Unpaid Invoices:	\$303,645.86
Prepayment Acct. Balance:	\$104.29	Prepd Ord./Prepayment:	\$104.29
A/R Balance:	\$10,814.82	Unpaid Bills:	\$10,814.82
Deposit Acct. Balance:	\$0.00	Prepd Ord./Deposit:	\$0.00
Advances & Loans Rec'ble:	\$0.00	Advances & Loans Paid:	\$0.00
Vac. Pay Balance:	\$7,779.49	Vac. Pay Oved:	\$7,779.49
Goods Received Balance:	\$0.00	Uninvoiced Goods Received:	\$0.00
Delivery Order Balance:	\$0.00	Uninvoiced Delivery Orders:	\$0.00
Account Reconciliation Files:		Matched	
Data OK.			

3. Ensure all accounts are linked.

Go to **Setup > Wizard > Linked Account**. Verify that all accounts are linked, specifically, Accounts Receivables and Accounts Payables.

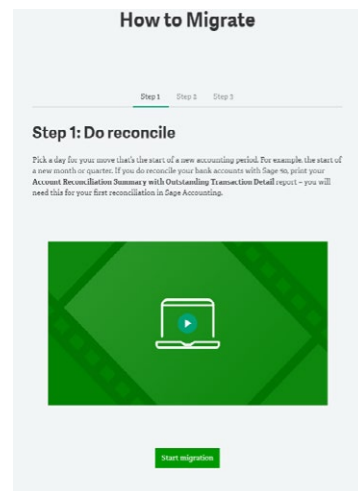
The Migration Tool

Download and install the migration tool

- To download the migration tool, [click here](#)
- Scroll down to the **How to Migrate** section
- Click on **Start migration**

Note:

In order for the tool to work, it must be run on the same PC as your Sage 50 installation.



- Once downloaded, run the **Migration_Tool_Installer_CA_S50_A_EXP.exe** file. This will place the following icon on your desktop:
- **Double-click** the icon from your desktop to run the tool.



Using the Migration Tool

Step 1 Select your company

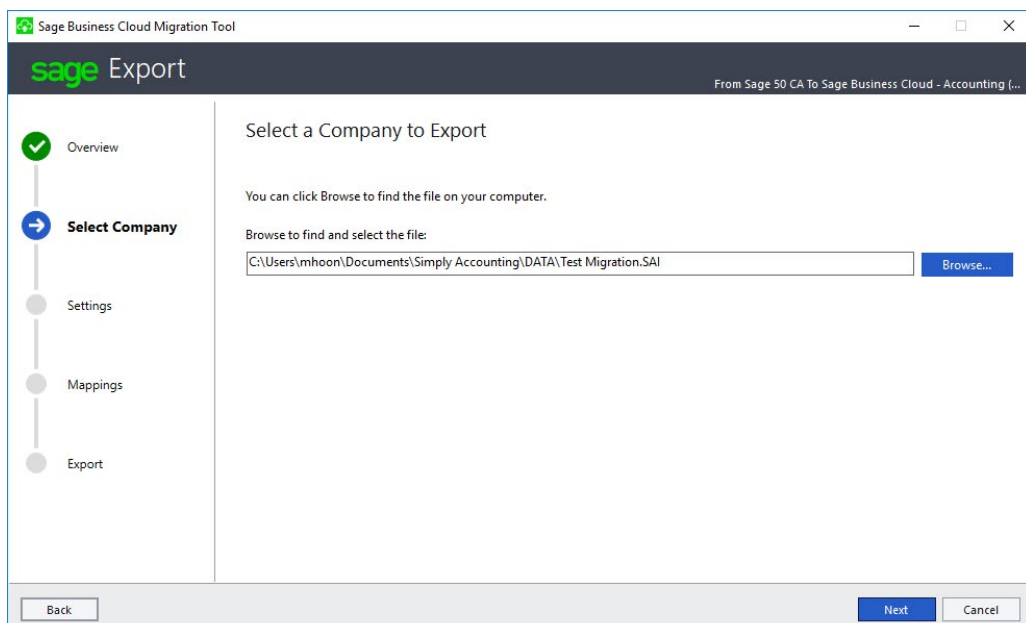
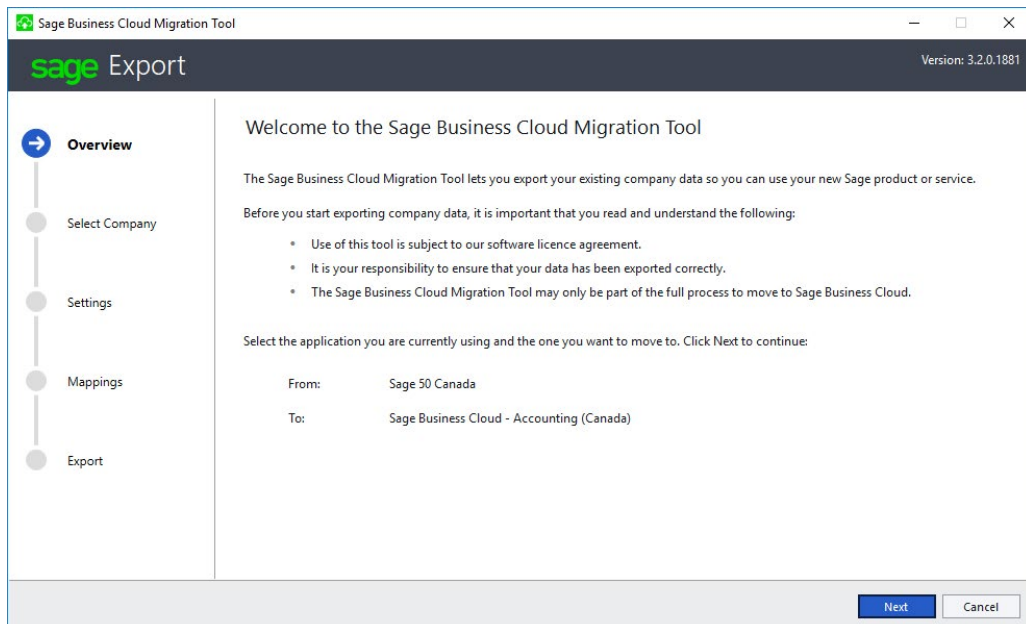
- Choose **'Next'** to continue.
- Choose **'Select'** and browse to the company folder of the company you'd like to migrate.

Note:

Your data will be located in your Sage 50 Data Location. By default, this is

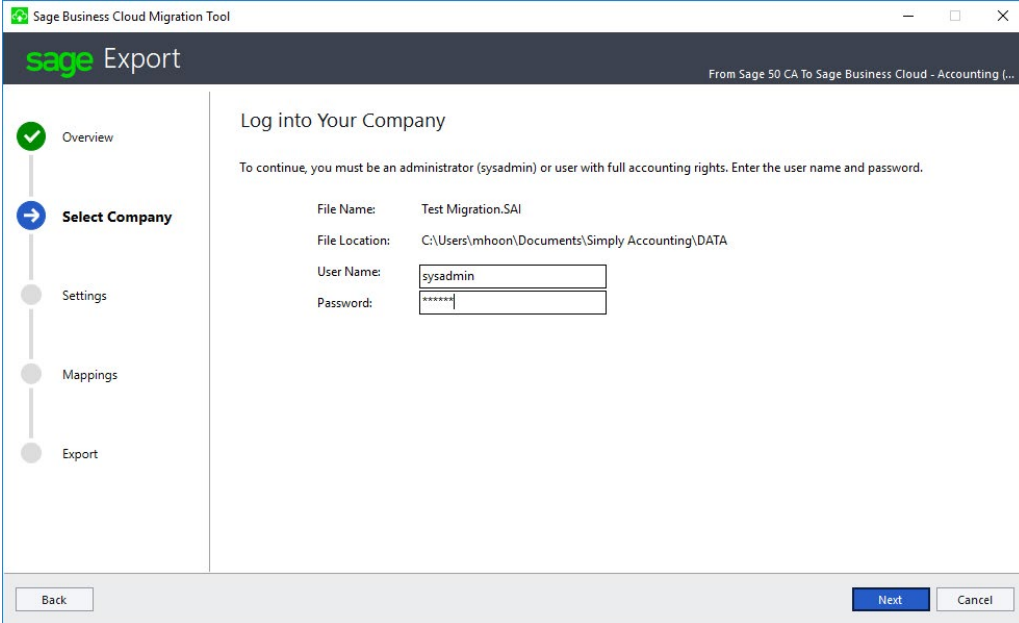
C:\Users\<UserName>\Documents\Simply Accounting\Data

This will be the Sage50 Company File, with the extension **".SAI"**



Log into your company

If you have a Sage50 sysadmin password, log in. Once you're comfortable that you've selected the right set of company data, choose **Next** to continue.



The screenshot shows the 'Sage Business Cloud Migration Tool' window. The title bar reads 'Sage Business Cloud Migration Tool'. The main header area contains the 'sage Export' logo and the subtitle 'From Sage 50 CA To Sage Business Cloud - Accounting (...)'. On the left, a vertical navigation pane lists five steps: 'Overview' (with a green checkmark), 'Select Company' (with a blue arrow), 'Settings', 'Mappings', and 'Export'. The main content area is titled 'Log into Your Company' and includes the instruction: 'To continue, you must be an administrator (sysadmin) or user with full accounting rights. Enter the user name and password.' Below this, there are four fields: 'File Name:' with the value 'Test Migration.SAI', 'File Location:' with the value 'C:\Users\mhoon\Documents\Simply Accounting\DATA', 'User Name:' with the value 'sysadmin', and 'Password:' with a masked value '*****'. At the bottom of the window, there are three buttons: 'Back', 'Next' (highlighted in blue), and 'Cancel'.

Step 2 Verify Company Information & Settings

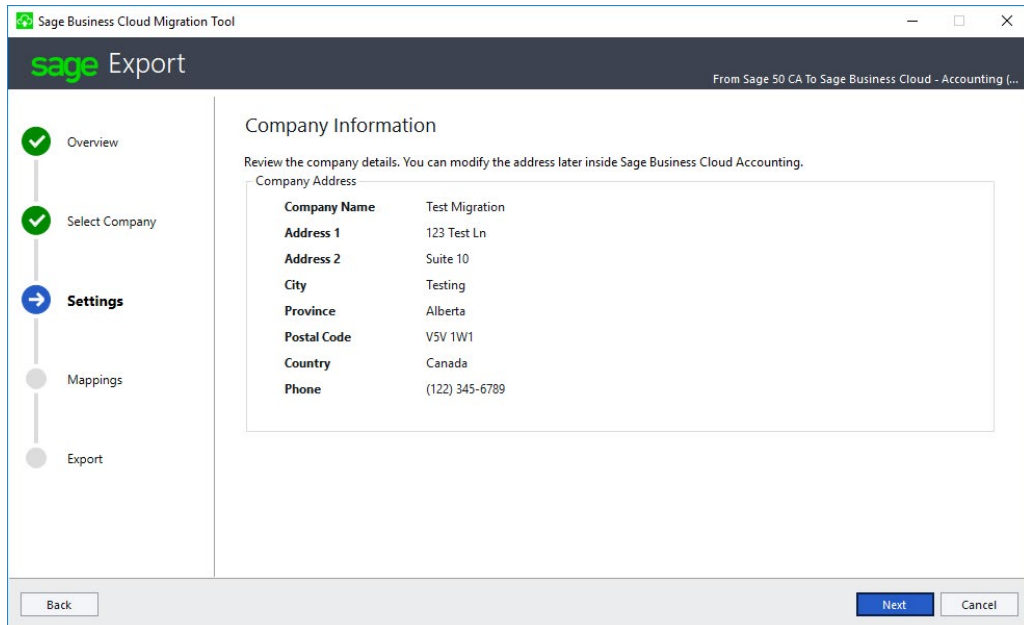
Verify that you have the correct company by checking your address information.

The next screen will display your company details as in the number of records there are to migrate. .

Note:

Based on the years to migrate, the tool will automatically populate the Opening Balances, Accounts and Year End dates. For example, if you are migrating Sage 50 data and migrating 2 years where your current financial year starts on 1st January 2017, the Opening Balances Date will default to 31st December 2015, the Account Start Date will be 1st January 2016 and the Year End Date 31st December 2017.

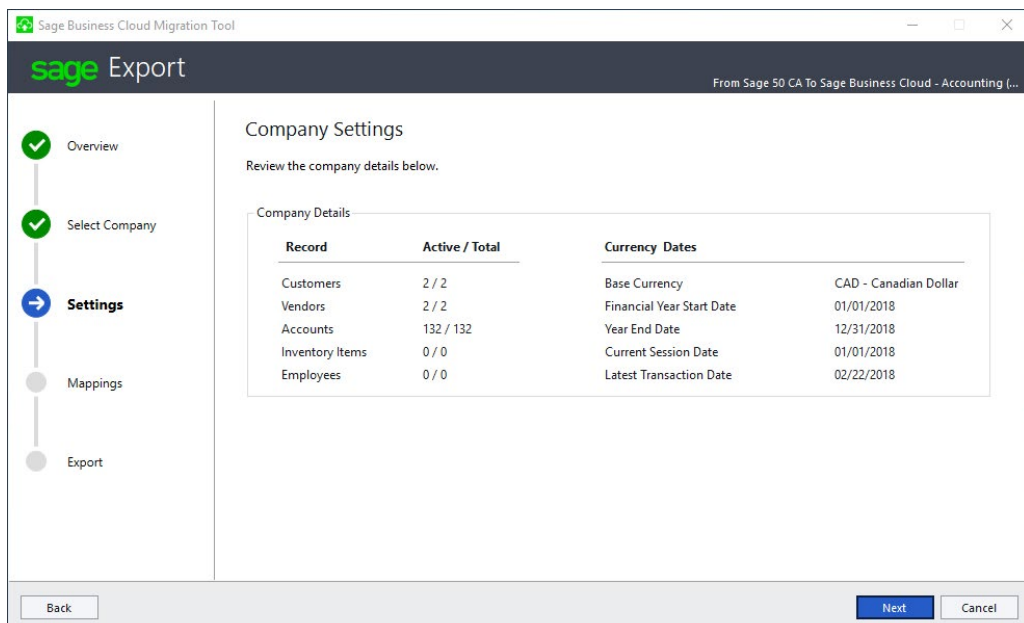
If your business does not have your sales tax registration numbers, you will be able to migrate. However, you must adjust your tax registration numbers in Accounting before your first tax return.



The screenshot shows the 'Company Information' screen in the Sage Business Cloud Migration Tool. The interface includes a sidebar with navigation options: Overview (checked), Select Company (checked), Settings (active), Mappings, and Export. The main content area is titled 'Company Information' and contains a sub-section 'Company Address' with the following details:

Company Name	Test Migration
Address 1	123 Test Ln
Address 2	Suite 10
City	Testing
Province	Alberta
Postal Code	V5V 1W1
Country	Canada
Phone	(122) 345-6789

At the bottom of the screen, there are 'Back', 'Next', and 'Cancel' buttons.



The screenshot shows the 'Company Settings' screen in the Sage Business Cloud Migration Tool. The interface includes a sidebar with navigation options: Overview (checked), Select Company (checked), Settings (active), Mappings, and Export. The main content area is titled 'Company Settings' and contains a sub-section 'Company Details' with the following information:

Record	Active / Total	Currency Dates	
Customers	2 / 2	Base Currency	CAD - Canadian Dollar
Vendors	2 / 2	Financial Year Start Date	01/01/2018
Accounts	132 / 132	Year End Date	12/31/2018
Inventory Items	0 / 0	Current Session Date	01/01/2018
Employees	0 / 0	Latest Transaction Date	02/22/2018

At the bottom of the screen, there are 'Back', 'Next', and 'Cancel' buttons.

Step 3 Map your Data

Select the number of fiscal years to migrate. Click "Next" then map your data.

The migration tool will attempt to match the accounts automatically. Please double check all data that is selected and add any missing data.

Export Options

You can select the type and amount of data that is exported by choosing from the following options:

Number of years
Select the number of fiscal years below.
1 (current fiscal year)

Records to export

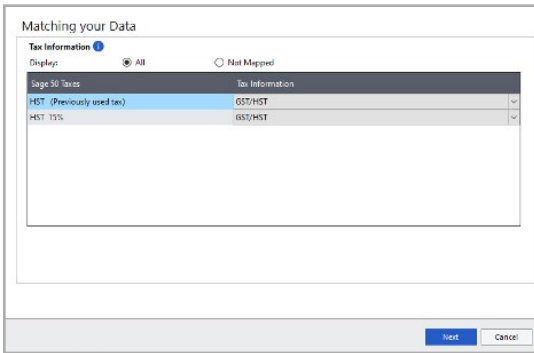
Type of Records	Include
Customers	Include All
Vendors	Include All
Inventory	Excluded from export
Employees	Excluded from export

i Inventory and services are not exported. You can import them manually in Sage Business Cloud Accounting.

Back Next Cancel

Note:

- The export tool will automatically select to export this year and last year if available.
- Additional years can be selected for export under the Number of Years drop down.
- Data can only be exported from 2014 or later.



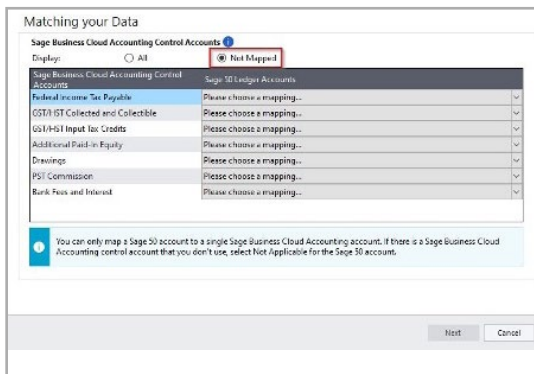
Checking or Resolving Conflicts with Tax Codes

Sage 50 allows users to create custom tax codes for tax transactions. Sage Business Cloud Accounting does not support custom tax codes and instead uses pre-set tax rates.

You must map any custom tax rate in Sage 50 to one of the tax rates in Sage Accounting.

Note:

- To work correctly in Accounting, accounts used to represent bank or cash deposits must be assigned to the bank category. This will be done automatically and you will not be allowed to make changes.
- To work correctly in Accounting, accounts used to represent credit cards must be assigned to the line of credit category. This will be done automatically and you will not be allowed to make changes.



Checking or Resolving Conflicts with System/Control Accounts

By default, Sage Business Cloud Accounting has more system and control accounts than Sage 50.

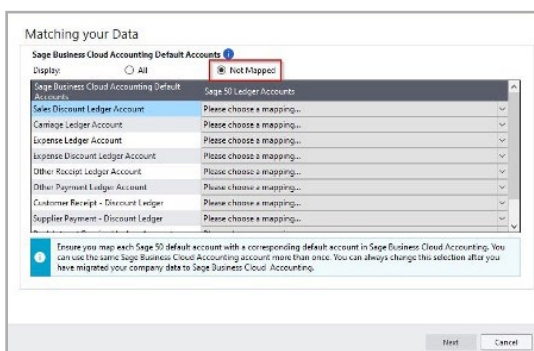
Your Chart of Accounts will be matched (where possible) against the new system/ control accounts.

Some System/Control Accounts cannot be matched automatically and must be selected manually.

All control accounts are mandatory. An account must be selected to continue.

Note:

- Sage Business Cloud Accounting does not permit the same account number to be specified for two or more system/control account roles.
- If you realize that your Sage 50 Accounts Ledger did not include all of the required please select "Not Applicable" option, the migration tool will create the necessary accounts for you.



Checking or Resolving Conflicts with Default Accounts

Sage uses a series of default accounts when posting certain transactions. In order to migrate, we must select which account numbers we'd like to become our defaults:

- Most Default Accounts can be over-written when posting transactions or changed later in Settings (such as your default sales account when creating an invoice) but some cannot be changed once the account has been created in Sage Business Cloud Accounting.
- Please take time to make sure you're comfortable with the account numbers chosen as Default Accounts.

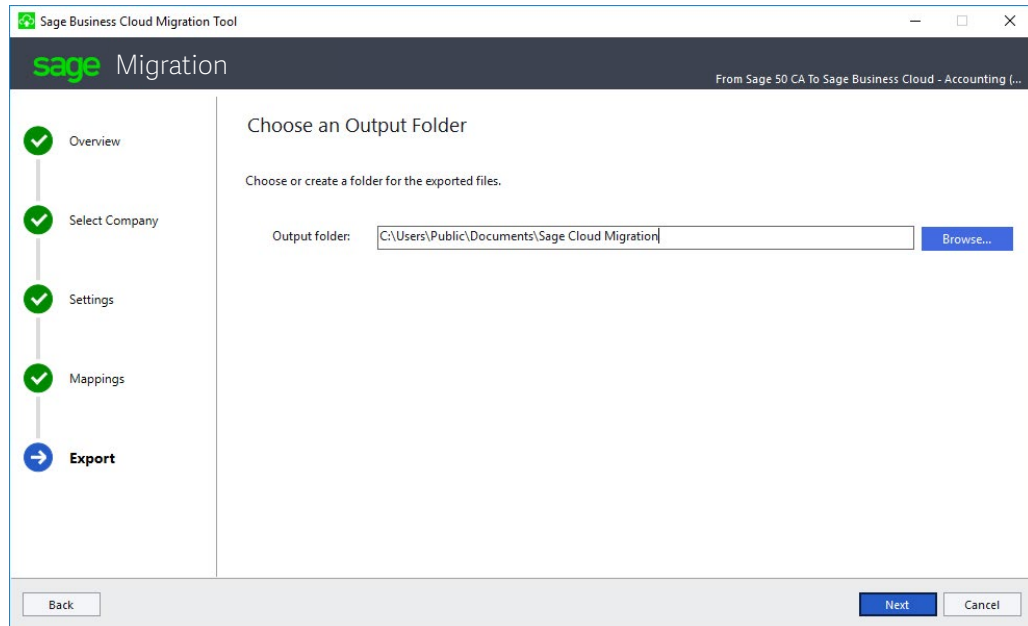
Step 4 Complete – Download Data File

The final step of the wizard is downloading your Sage 50 data, ready to be imported into Accounting.

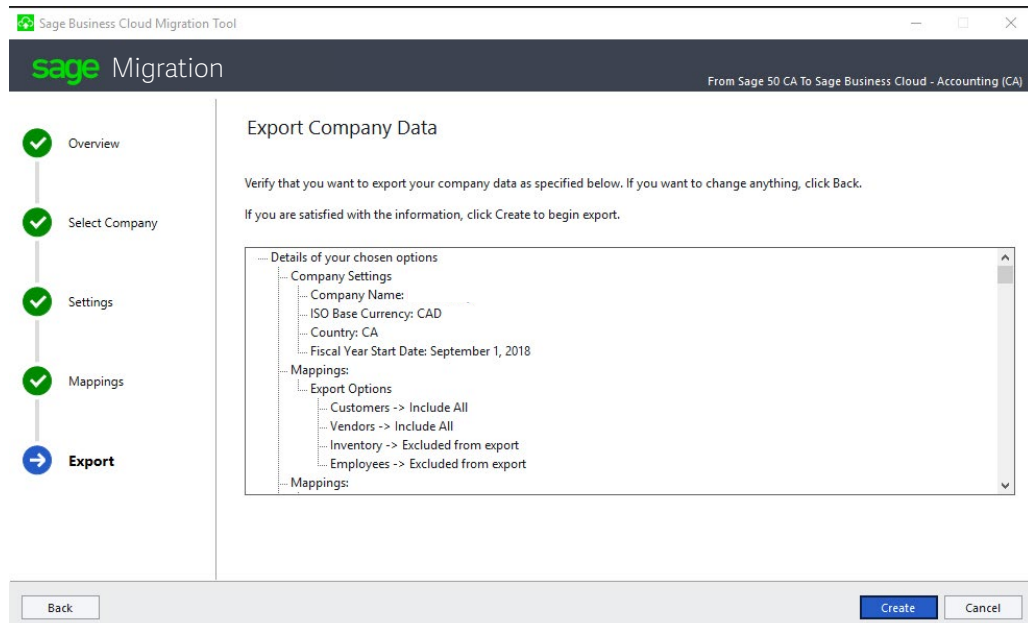
Choose **'Browse'** and select the folder in which to save your data file.

Note:

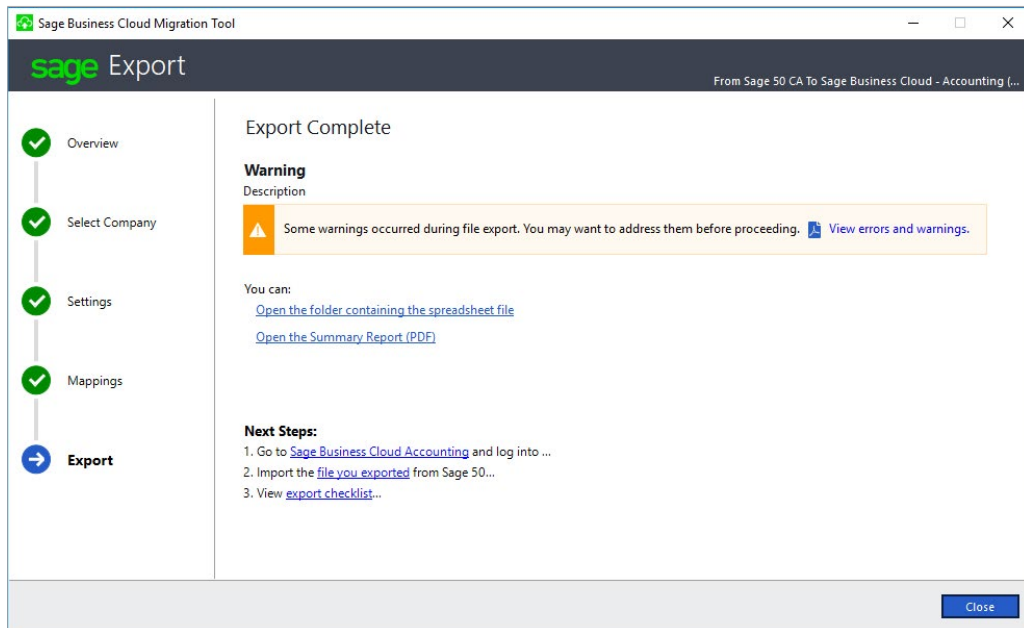
The file will be encrypted when download is complete to ensure security of the file and its contents.



Click **"Create"** if you are satisfied with the data that will be created.



The final step will produce a summary report with errors and warnings. Please review this prior to importing your data into Sage Accounting.



Note:

Warning will not prevent you from moving forward with the migration, but if you also have Errors, those will need to be addressed/corrected in Sage50 prior moving forward.

Once you have resolved the errors, you will need to restart the Migration and repeat the process from Step 1.

The Migration at that point will export your Sage50 data into the output folder you mentioned at Step 4. The folder will contain the data into a JSON file. That JSON file is what you need to import into Sage Business Cloud Accounting to complete the migration process.

Importing your data into Sage Business Cloud Accounting

Once you have prepared your data and exported your file from the Migration Tool, you are ready to import the JSON file data into a new Sage Business Cloud Accounting company.

Note:

When you migrate your data from Sage 50 to Accounting, you understand an active subscription is required to maintain service.

Please ensure to complete your purchase of Accounting subscription before the end of your trial.

You are now ready to import your data into Sage Business Cloud Accounting

Importing the migrated data into Sage Business Cloud Accounting

1. Sign-up or log-into your Sage Business Cloud Accounting account.
2. On the Quick Start Wizard, choose 'Use your existing Sage 50 data'.
3. Drag and drop or browse and select the migration JSON file.
4. Confirm you have selected the right company and click 'Yes, continue with this data' when ready. .

Let's set up your business

It's quick and easy to set up your account. Start from scratch or bring in your existing data.

Create a new business Use your existing Sage 50 data

2 Upload your data

Got a file? Let's take a look...

Upload your file

2 Upload your data

Got a file? Let's take a look...

Is this the right data?

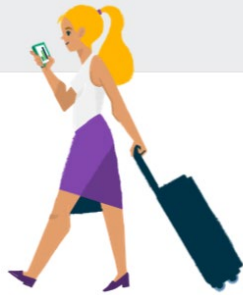
Business Name Test Migration

Product Sage 50 CA

Continue with this data

Try another migration file

Your data is on the move!



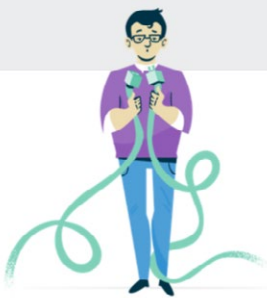
We're working through your data and will get things set up as quickly as we can.

This might take up to 24 hours but it's usually much quicker.

You can close this window and we'll send an email to [mhoontcmig1206@mailinator.com] when we're finished.

You will be prompted with a screen indicating your data is migrating. You will be emailed with the migration is complete. You do not need to keep this page open. Data will continue to move in the background.

That didn't go quite as we expected...



Don't worry, we're on it!

You can close this window and we'll send an email to [mhoontcmig1206@mailinator.com] when we've fixed it.

If the import fails for any reason, you will be prompted with an error screen. Do not worry, we have already been notified and will be reaching out to you with a solution.

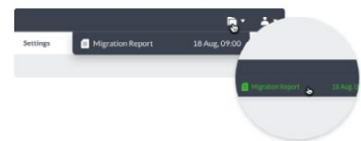
You're good to go!



Your data has been added to Sage Business Cloud Accounting.

There's a few things you might like to check or amend so we've created a report.

Click the **Folder Icon** in the top bar, and look for the **Migration Report**.



[Go to your Account](#)

Once the migration is complete, you will be notified via email that the migration is complete. Log into Accounting to see your account.

After the Migration

Check your data and settings

Run the following reports in Sage Business Cloud Accounting and compare to the reports you ran from Sage 50:

- **Trial Balance**
- **Profit and Loss**
- **Accounts Payable**
- **Balance Sheet**
- **Accounts Receivable**

The report balances and totals in Sage Business Cloud Accounting should match the reports printed earlier from Sage 50.

Check your chart of accounts – You can use your Trial Balance report you printed from Sage 50 to help you with this.

Review your bank accounts – Check your bank balances and create any additional account needed.

Connect to your bank account – Integrate Accounting with your bank to automatically import bank transactions.

Review your defaults and preferences – To save you time processing transactions, you can enter a number of defaults and preferences.

Set-up Products and Services – To invoice your customers faster, set-up your Products & Services.

Enable foreign currency transactions – If you work with companies outside of Canada, you can set up and process foreign currency transactions.

Check visibility for your account numbers – Your accounts will be available in all areas within Accounting. If necessary, you can change these by clearing or selecting the relevant Visibility check boxes against the general ledger. This will mean you can only see those account numbers relevant to the transactions you are entering and will make it easier to find what you need.

Create additional users – If you want more than one person to have access to your accounts, you can invite them to access Accounting.