sage

sage 50cloud

Installation and Activation Guide

Important

Read this first

- This guide is separated into two parts. First complete the installation instructions and then follow the steps to activate your product.

- During the installation of Sage 50cloud Accounting 2021–U.S. Edition, you'll be asked for your serial number, which can be located inside the product packaging or in an email that was sent to you.

- Be sure to follow directions for any notifications regarding your firewall programs. Certain Sage 50cloud files may trigger an alert message in Windows®; you must allow these Sage 50cloud files to run for a successful installation.

- Sage 50cloud Pro Accounting should only be installed on a single computer.

- If you are installing on a network, you must first install Sage 50cloud on the computer that will store your Sage 50cloud company data files. This computer will act as the server for the other workstations. All Sage 50cloud transactions and records (for all workstations) will be stored on the server.

Single computer installation

Program files vs. data files

Program files:
The Sage 50 software that is installed on every user workstation and server

Data files: (Primary Sage 50cloud company data)
The information that you enter and track in the Sage 50 program, such as customers, vendors, employees, and inventory

When installing on a single computer, the data files are stored on the same computer where you install the software. When installing on a network with multiple workstations, one computer acts as the server and holds the company data files that all workstations access.
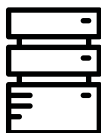
Installing on a single computer

Single computer (no network) installation is simple.

1. Visit: Sage.com/us/sage50cloud2021 to download Sage 50cloud, launch or run the downloaded file, and select **Install Sage 50 Accounting**. Alternately, if your purchase included an install disc, you may insert the disc and select **Install Sage 50 Accounting**.

2. Read and accept the license agreement.

3. You may be prompted to let Sage 50cloud set your firewall so that Sage 50cloud can be installed. We recommend you select **Yes**; however, you can also manually configure your firewall.

4. Enter the serial number located inside the product packaging or in an email that was sent to you.

5. On the Single Computer or Network window, select **Yes, confirming this is the only computer running Sage 50cloud**.

6. Choose the program files location. This must be a local drive (usually C or D). We recommend that you accept the default location.

7. Accept the recommended company data location or click **Browse** to select a different location.

8. Review the locations of your program and company data files. Make sure that these locations are correct. If you need to make a change, click **Back**.

9. Click **Install** to install Sage 50cloud.

**Once your installation is complete, please follow the
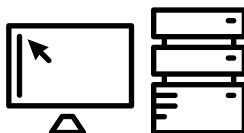Activation instructions to activate your product.**

Network installation

Server vs. workstations

Server
Install here first, on a local drive.
Data folder must be a shared folder
(you can share it during install).

Workstations
must point to the data
folder you shared when
installing on the server.

Installing on a network

1. First install Sage 50cloud on the computer that will store your
    Sage 50cloud company data files, which are the files that record your
    Sage 50cloud transactions and records. This computer is the server.

2. Install Sage 50cloud on each workstation after installing on
    the server.

3. At the end of the server installation, you'll get instructions for installing
    on your workstations. These instructions are also saved on the server
    in a file on the desktop called Sage 50-Network Installation Manager
    Instructions.htm. You will need to get these instructions to each
    computer where you are going to install Sage 50 by emailing them,
    saving them to a USB drive, or printing them out.

Server installation

1. Visit: Sage.com/us/sage50cloud2021 to download Sage 50cloud, launch
    or run the downloaded file, and select **Install Sage 50 Accounting.**
    Alternately if your purchase included an install disc, you may insert the
    disc and select **Install Sage 50 Accounting**.

2. Read and accept the license agreement.

3. You may be prompted to let Sage 50cloud set your firewall so that Sage
    50cloud can be installed. We recommend you select **Yes**; however,
    you can also manually configure your firewall.

4. Enter the serial number located inside the product packaging or in an
    email that was sent to you.

Network installation (continued)

5. On the Single Computer or Network window, select **No, Sage 50 company data will be shared on a network and accessed by multiple users.**

6. Select **This computer is the server.**

7. Choose the program files location or accept the default location. This must be a local drive (usually C or D).

8. Accept the recommended company data location or **Browse** to select a different location. This folder must be shared. When installing on your workstations, this is the company data location you will point to. (You'll have the opportunity to share this folder later in the install process.)

9. Review the locations of your program and company data files. Make sure that these locations are correct. If you need to make a change, click **Back**.

10. Click **Install** to install Sage 50cloud.

11. Next, you need to share your company data folder (if it's not already shared). By default, this folder is called "Peachtree." Click **Share the Folder** to open Windows Explorer with the folder highlighted. Right-click the folder and select **Properties**. On the Sharing tab, select **Share**. You may need to select **Advanced Sharing** to get the Share this folder option, depending on your version of Windows®. Note the Share Name. You'll point to this when installing on your workstations.

Workstation installation

After installing Sage 50cloud on the server, follow the instructions for installing Sage 50cloud on your workstations. These instructions are saved on the server in a file on the desktop called Sage 50-Network Installation Manager Instructions.htm.

1. Copy the instructions to each computer where you are going to install Sage 50cloud. You can also print out the instructions, if necessary.

2. On each workstation, open the file and click the link shown in Step 2 of the instructions to start the installation. If the link doesn't work or if you printed the instructions, you can copy/paste or type the link location in Start>Run or in Windows Explorer.

Network installation (continued)

3. In the window that appears with the title "Sage 50 Company Data file Storage", select **A different computer on the network is the server and will store Sage 50 company data option.** Confirm that **Sage has already been installed on the server.** On the Single Computer or Network window, select **No, Sage 50 company data will be shared on a network and accessed by multiple users.**

4. When the installation begins, verify the information on the Client Install screen. The default information on this screen should be correct, but you can change it if it's not.

5. Click **Install**.

You can use the network installation manager to install on multiple workstations at the same time. Get the installation started on one workstation and then move on to the next one.

Note: The network installation manager will not work over wireless networks.

If you have any problems using the network installation manager, you can install Sage 50cloud on each workstation by visiting: Sage.com/us/sage50cloud2021 to download Sage 50cloud. Alternately if your purchase included an install disc, you may insert the disc and select **Install Sage 50 Accounting.**

If installing from the downloaded installer file or disc, keep in mind:

- On the Single Computer or Network window, select **No, Sage 50 company data will be shared on a network and accessed by multiple users**.

- When asked to choose the company data files location, select the location you shared when installing on the server.

Once your installation is complete, please follow the Activation instructions to activate your product.

Activation (required to use your product)

Before you begin:

If you have purchased Sage 50cloud previously (i.e., this is not your first Sage 50 product), please call 1-877-481-0341 for assistance with your product activation.

1. After installation is complete, select **Finish** to launch Sage 50cloud.

2. From within Sage 50cloud, go to **Help**, **Sage 50 Activation**, **Licensing and Subscription Options**.

3. The Product Activation window will launch.

4. Select **Activate Online Now**.

5. The Activation Form window will launch.

6. Enter valid company information, then click **OK**.

7. The Activation Complete window will launch.

8. Verify successful activation by going back to **Help**, **About Sage 50 Accounting**.

9. The presence of a Serial Number, Customer ID, and Plan Level indicates Sage 50cloud is now activated.

If you have questions during the activation process, please call Support and Service at 1-877-481-0341 and reference your one-year support plan to complete the product activation.