Sage 200c VIP Release 5.2a
Steps to Install

Preparation

Before installing the update, make sure of the following:

- Check that you are currently on **Sage 200c VIP Release 5.1a or 5.1a+** before installing **Release 5.2a.**

- Ensure you have downloaded the **correct version** of the software: **32bit or 64bit** (based on operating system and previously installed version).

- **Full administrator rights** will be required by the user running the installation of the update. It is strongly advised to run the installation on the server if you are working in a server environment.

- **In a network environment**, the installation must be done on the server where the application is installed, and the AcuToWeb Desktop installation on workstations are required once the system install is complete, if the system is installed on the server. No installation must be done via mapped drives.

- This update is **compulsory** for ALL USERS and must be installed by all user in March.You will **not** be able to do a Start of Period to April 2019 on a previous release.

- RSA users **must install** the Release 5.2a update on the Tax Year-end system folders as well, as there are new IRP5 validations included.

- If you are a **Premiere ESS** and/or **Premier HR** user, it is important to also install their respective updates.

- The update must be installed **BEFORE** doing final processing, activating Stop Further Entry or Early Pay.

- Please allow enough time for the **conversion** and **do not interrupt** the process.

- Make sure that **ALL** operators are out of VIP. If they are not, programs and data may be corrupted.

Steps to install the Sage 200c VIP Release 5.2a update

Step 1

In the Installation Instructions below we are assuming that the VIP System in installed in C:\Sage200c\VIP.

To check where your VIP system is located, you can:
- Open the Landing page (on the Server, the Landing Page must be opened up directly on the server, where it will display the shortcut path.

Step 2

Double click on the Setup Application file, which you either downloaded from our website or with automatically downloaded, via Sage Connected Services. The preparation of the setup wizard will then begin:

Step 3

On the first screen that opens, make sure that it says *Update to Sage200c VIP R5.2a* on the bottom left hand corner and then click on Next.
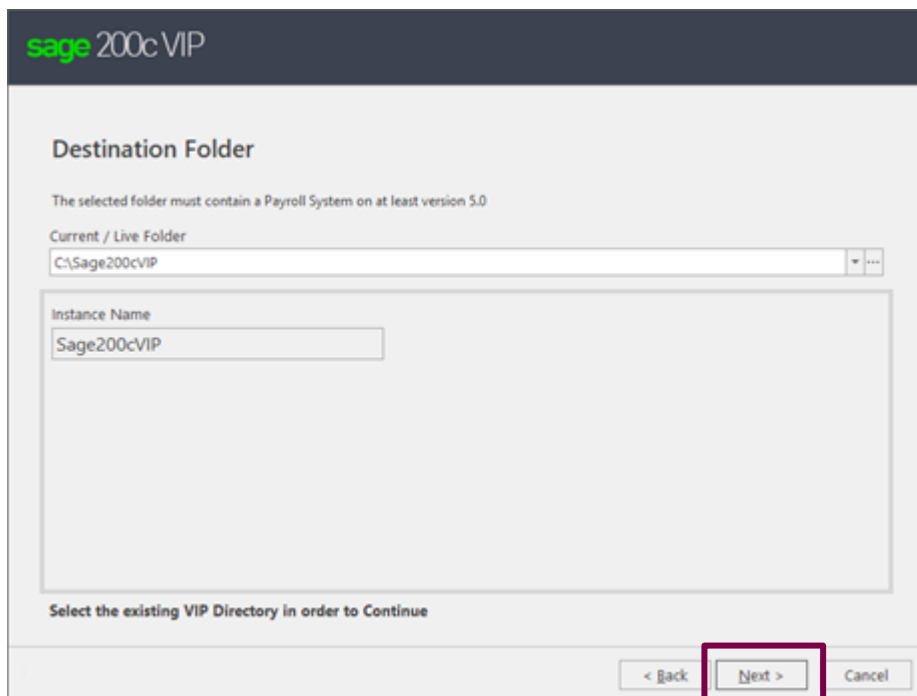
Step 4

The Select Destination Folder screen will be displayed. Click on **the** button, browse to your live/current directory (as indicated in step 1 of this document)

The **Instance name** linked to the selected folder will display. Click on Next to continue.

Please take note: Your VIP system must be on 200c Release 5.1 before installing Release 5.2a.

If Next is not available, you have selected an incorrect system folder, or the system in the selected folder is not on Release 5.1a.
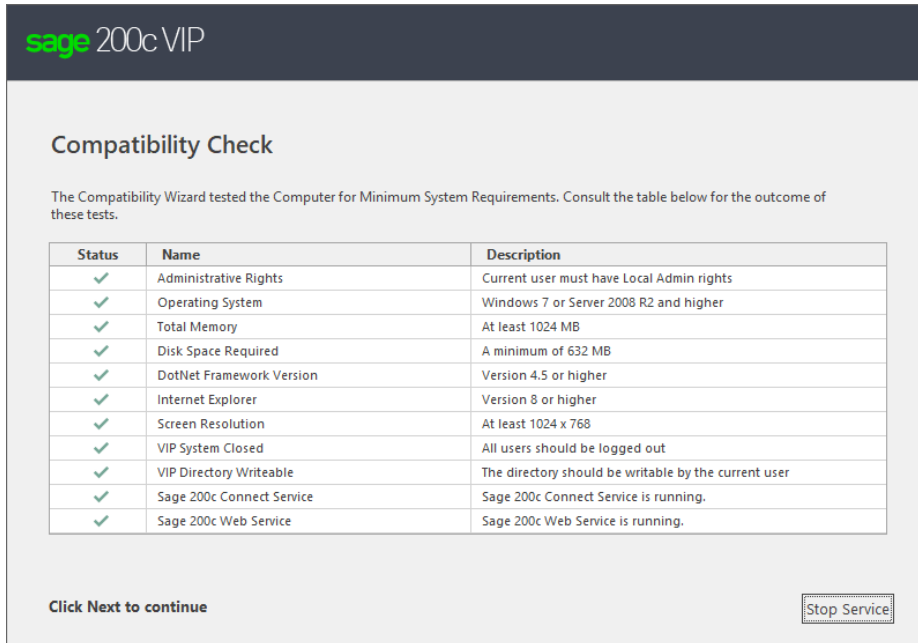
Step 5

The Compatibility Check screen will be displayed. This screen will show the Compatibility rules and Minimum System Requirements. Any warnings and/or fails that may cause the installation to fail will be indicated on the screen. Your IT will have to get involved here if there are any warnings and/or fails. Refer to the installation troubleshooting guide for more details.

If the status for all fields says Passed, click on Next.

PLEASE NOTE: this might take a long time as it will do all the minimum requirement checks as well as the port checks. Please do not interrupt the process.
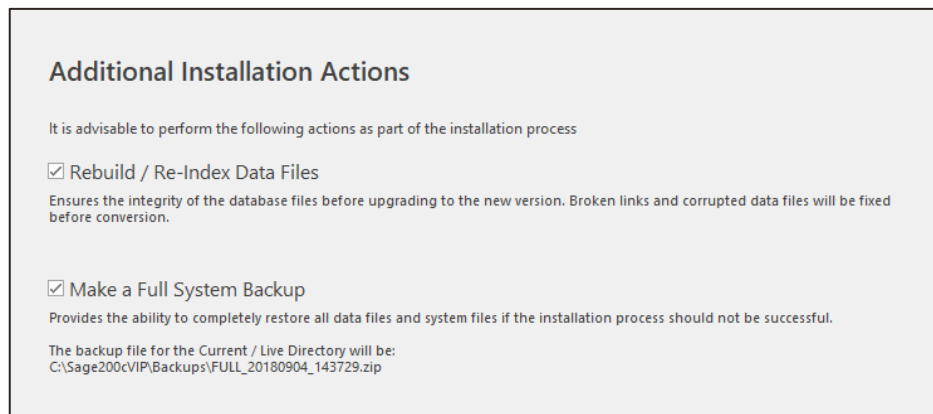
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Compatibility Check

The Compatibility Wizard tested the Computer for Minimum System Requirements. Consult the table below for the outcome of these tests.

Status	Name	Description
✓	Administrative Rights	Current user must have Local Admin rights
✓	Operating System	Windows 7 or Server 2008 R2 and higher
✓	Total Memory	At least 1024 MB
✓	Disk Space Required	A minimum of 632 MB
✓	DotNet Framework Version	Version 4.5 or higher
✓	Internet Explorer	Version 8 or higher
✓	Screen Resolution	At least 1024 x 768
✓	VIP System Closed	All users should be logged out
✓	VIP Directory Writeable	The directory should be writable by the current user
✓	Sage 200c Connect Service	Sage 200c Connect Service is running.
✓	Sage 200c Web Service	Sage 200c Web Service is running.

Click Next to continue   Stop Service

Step 6

The Backup Confirmation screen will be displayed. If you would like the installation wizard to make a full system backup and/or to rebuild the data files in the system (this is recommended), tick the required blocks and then select Next:

Additional Installation Actions

It is advisable to perform the following actions as part of the installation process

☑ Rebuild / Re-Index Data Files

Ensures the integrity of the database files before upgrading to the new version. Broken links and corrupted data files will be fixed before conversion.

☑ Make a Full System Backup

Provides the ability to completely restore all data files and system files if the installation process should not be successful.

The backup file for the Current / Live Directory will be:
C:\Sage200cVIP\Backups\FULL_20180904_143729.zip

Step 7
Premier Users: If you have the Employee Self Service and/or Premier HR modules, a warning message will be displayed that you need to update all the applications simultaneously.

To acknowledge the message, tick all the blocks and then click on Next. Refer to the respective application installation notes for more detail.

Warning

You are licensed for the ESS Application.

Please ensure that you have downloaded the ESS update that needs to be installed in conjunction with this Payroll update. The ESS Services must NOT be running during the installation process. If you are unsure, please contact Sage VIP Support before installing this software.

☑ The ESS Website is offline
☑ The Premier ESS Process Service has been stopped
☑ The Premier ESS Comms Service has been stopped

☑ I have read and performed the tasks above

Step 8
Click on Install after confirming the Ready to Install Information

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Ready to Install

The following installation settings will be applied:

- Destination Directory: **C:\Sage200cVIP**
- Rebuild / Re-Index Data Files: **YES**
- Make a Full System Backup: **YES**

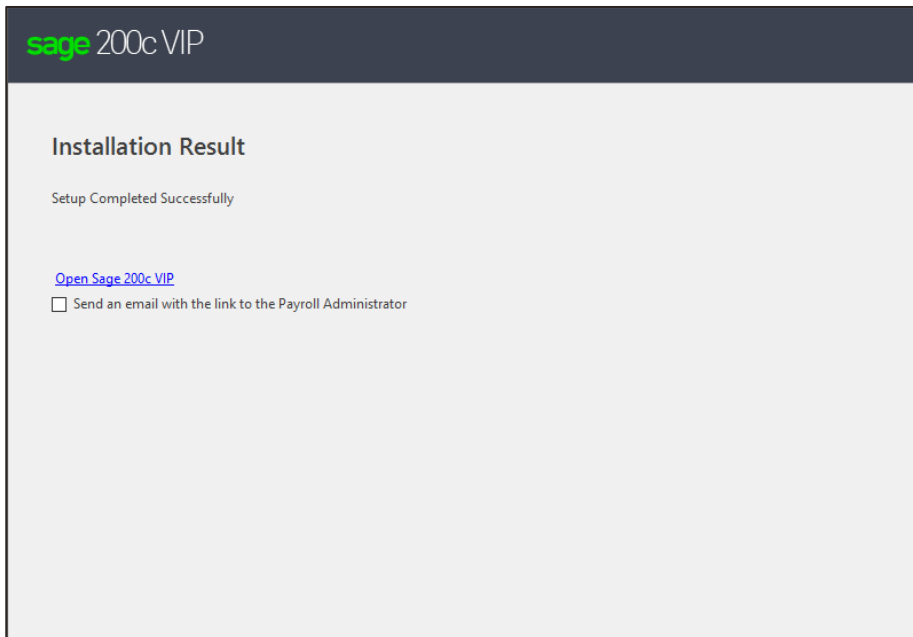**Click Install to start, or Back to revise settings**

Step 9
The Installation Process will start, and progress bars will indicate the status of the installation.

This process can take long, depending on the selections made in Step 7. PLEASE do not interrupt the process.

Step 10
Once completed, the Installation Result Screen will be displayed.

If you are working in a single user environment, you can now Click on Finish, or open the application to continue with the data conversion process.

You will be able to send an e-mail to all the Payroll Administrators with a link to the Landing Page, which will be required to download the AcuToWeb Desktop application.

Step 11
Once your Sage 200c VIP system has been updated to Release 5.2a, access the instance via your browser and update all companies to Release 5.2a.

Step 12
Access the link e-mailed to all administrators/users with access to Sage 200c VIP, download the AcuToWeb Desktop installation by accessing the Landing Page and run the install file.

Step 13
On the Company Listing screen, click on Help > Release Notes to access the Release notes for Release 5.2a. We recommend that you through the notes to familiarise yourself with all the changes included in Release 5.2a.

Step 14
If you make use of SMART or ODBC reporting, make sure that you Apply Changes: Access one of your companies > Utilities > ODBC Configuration > Enter your password > Apply Changes.

Take note:
RSA users must repeat steps 1 – 11 and install Sage 200c VIP Release 5.2a on the Tax Year-end Copy System as well, **before** running the IRP5 file export.

Premier ESS Users

All Premier ESS users installing Premier Payroll Release 5.2a must install the Employee Self Service V9.1 update to ensure communication integrity between the ESS and Payroll Applications.

Please refer to the separate Installation Instructions found on the VIP website for full details.

Premier HR Users

All Premier HR users installing the Premier Payroll Release 5.2a must install Premier HR Version 19.3.0.1 to ensure smooth integration between the HR and Payroll Applications.

Please refer to the separate Installation Instructions found on the VIP website for full details

Known issues with a Release

If you want to know what the issues are that we are aware of, visit our Known Issues page:

- From the main menu, click on Help
- Click on How To
- Press F5 to refresh the browser
- On the Contents Tab, click on Known Issues
- Select the relevant release

Experiencing Problems?

Please click here to assist you with any errors you may encounter during the Installation Procedure.