Sage VIP Release 5.2a
## Steps to Install

Preparation

Before installing the update, make sure of the following:

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

- **Full administrator rights** will be required by the user running the installation of the update. You must run the installation on the server if you are working in a server environment, and not via mapped drive

- For each user logging into VIP, **full administrator rights** will be required for the first login after the installation of the update. This is a once off and can be removed again after the first login. A workstation reboot will be required if the user does not have full access.

- 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.

- Sage Self Service users do not have to install any additional software.

- 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.

Step 1

Confirm your live VIP system's location. In the Installation Instructions below, we are making the assumption that the live/current VIP System is installed in C:\SageVIP. To check where your VIP system is located, you can:

- Open up your VIP system
- On the **Company Listing screen**, click on the **Sup Help button**:
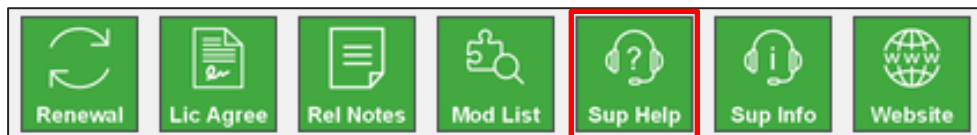
- The path of your VIP directory will be indicated under **System Information**:
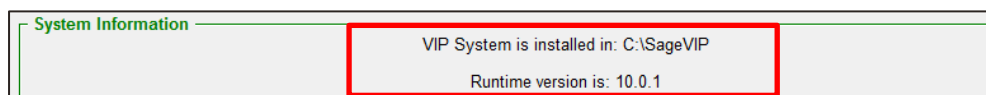
Step 2

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:
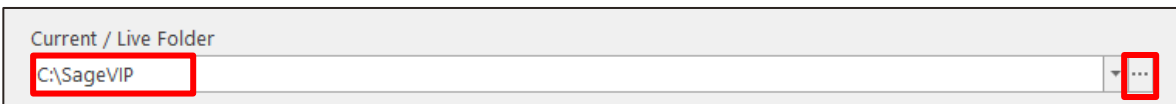
```
:·.     Please Wait
·· ·    Preparing the Wizard
```

Step 3

On the first screen that opens, make sure that it says Release 5.1a 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) and then click on Next:

Current / Live Folder

C:\SageVIP   ▼ ...

Please take note: Your VIP system must be on Release 5.0a or 5.0b before installing 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. If the status for all fields says Passed, click on Next.

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 304 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

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:\Premier\Backups\FULL_201681594121.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 Applications simultaneously. To acknowledge the message, tick all the blocks and then click on Next.

Step 8

Click on Install

Installation Progress

Click Install to start the installation   Install

Step 9
The Installation will begin, and the progress will be indicated. Do not interrupt this process:

Installation Progress

What can I expect after the installation?
Once you click on the VIP icon, a message will be displayed to ask whether you want to update all or select companies.

How long will the process take?
The update process will depend on the volume of date to be converted. It is important that you DO NOT interrupt the update process.

Creating Restore Point for the Current/Live Directory

Step 10
When the Installation is complete, you will get the below following screen. Click on **Finish**:

sage HR and Payroll

Installation Result

Setup Completed Successfully

< Back   Finish   Cancel

Step 11

Once your VIP system has been updated to Release 5.2a, open up the application via your VIP shortcut and update all companies to Release 5.2a.

Step 12

A new version of Sage Connected Services and Sage VIP Runtime will install when you access the system the first time, after the update. The following warning message will indicate that the rights will be attempted to be elavated, to install the program, and that the the computer might restart to complete the installation process:
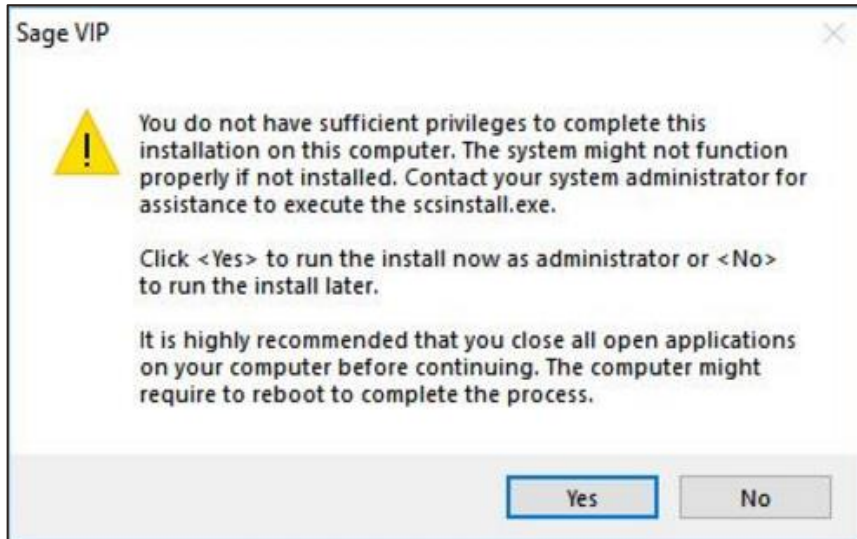
Step 13

On the Company Listing screen, click on the 'Rel Notes' button and print the release notes for Release 5.1a. Read through these release 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 – 12 and install 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

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

- Access a payroll company
- From the main menu, click on Help
- Click on How To
- 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.