



Sage 100 2024

Upgrade Checklists

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Upgrade Checklists

These checklists provide instructions for migrating your data from your older Sage 100 installation and then upgrading the data to version 2024.

If you haven't already, follow the instructions in the *Sage 100 2024 Installation and System Administrator's Guide* to install and set up Sage 100 2024. The guide is in the Documents folder accessible within the installation program, and it's also available on the [Sage 100 Documents page](#).

The data upgrade process consists of three steps:

1. Preparing your data for upgrading
2. Migrating your data to your version 2024 installation
3. Converting your data to version 2024

This guide contains the information you'll need to migrate and convert your data. Use one of the following checklists based on the version of Sage 100 you're upgrading from.

- ["Upgrading from Version 2023 to Version 2024" \(page 2\)](#)
- ["Upgrading from Version 2022 to Version 2024" \(page 12\)](#)
- ["Upgrading from Version 2021 to Version 2024" \(page 23\)](#)
- ["Upgrading from Version 2020 to Version 2024" \(page 34\)](#)
- ["Upgrading from Version 2019 to Version 2024" \(page 45\)](#)
- ["Upgrading from Version 2018 to Version 2024" \(page 56\)](#)

Upgrading from Version 2023 to Version 2024

When upgrading to version 2024, you must perform a parallel installation, and use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 Installation and System Administrator's Guide*. You can find the guide on the [Sage 100 Documents page](#).

Pre-Upgrade Checklist

You must prepare your version 2023 data for upgrading. This should be done for each company you plan to upgrade.

Complete these steps in **your version 2023 installation**.

1. Process all pending credit card transactions.
2. Print and update all journals and registers.

Important! Failure to complete this step may result in loss of data.

3. If you use the Payroll module:
 - Update the Payroll Check Register.
 - Complete and purge all direct deposit transactions.

You must install the Payroll module in addition to installing Sage 100. Payroll is not part of the Sage 100 installation program. To avoid the need to run a separate data conversion for Payroll, install the module before proceeding to the Upgrade Checklist.

For more information, see the *Sage 100 Payroll Installation and Upgrade Guide* available on the [Sage 100 Documents page](#).

4. Create a backup of your version 2023 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.
5. Rebuild all data files.
 - If you're upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
 - If you're upgrading from Sage 100 Premium, use the Rebuild Sort File utility.
You must answer Yes to all recalculation questions.
6. Print all customized form definitions.
7. If you're using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.
8. Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
9. If you're upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2023 installation. Port 1433 is the default SQL Server port

Upgrade Checklist

After completing the ["Pre-Upgrade Checklist" \(page 2\)](#), you are ready to migrate your data to your version 2024 system.

Complete these steps in your version 2024 installation.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see ["Upgrade Checklist for Sage 100 Premium " \(page 5\)](#).

Note: If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

Upgrade Checklist for Sage 100 Standard and Advanced

1. Create a backup of your version 2024 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
2. Log into Sage 100 2024 as the Administrator. From the Administrative Tools window:
 - a. Start Role Maintenance and create a role that you'll use to run the Parallel Migration Wizard.
 - b. On the Tasks tab, expand Library Master > Miscellaneous Tasks, and then select the Parallel Migration check box.
 - c. Start User Maintenance, create a logon, and select the role that you created.
 - d. Close the Administrative Tools window.
3. Log in to Sage 100 2024, and select Library Master > Utilities > Parallel Migration. Follow the steps in the wizard to migrate your data.
4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

Important!

- You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2024 installation.
- Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

1. For your Sage 100 2024 installation, create a backup of the following:
 - a. The Sage 100 MAS90 folder
 - b. The MAS_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2. Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2024 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
 - a. Open the Control Panel, select Administrative Tools, and then select Services.
 - b. In the Services window, locate the SQL Server instance used for Sage 100 Premium, right-click it, and select Properties.
 - c. In the Properties window, click the Log On tab and select an option.
 - If the SQL Server instance that you're using for version 2024 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
 - If the SQL Server instance that you're using for version 2024 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d. Apply your changes and then stop and restart the services.
- e. If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3. Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard.
 - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
 - If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .bak files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL  
Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

You're now ready to convert your data to version 2024.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Data Conversion Checklist

Follow these steps to convert your data.

1. If your company data contains credit card information, install the latest version of Paya Connect Desktop and verify that the workstation you are using has a working internet connection. This is necessary so that credit card records can be transferred to a Paya Exchange Vault account during conversion. Credit card records must be transferred to a Paya Exchange Vault account before company data can be converted.

To install Paya Connect Desktop:

- a. Start the Sage 100 installation program.
 - b. Click Productivity Applications.
 - c. Click Install Paya Connect Desktop to start the installation wizard.
 - d. Proceed through the wizard to install the program.
2. Select Library Master Main menu > Company Maintenance. Select a company, and then click Convert to convert your data. You must convert data for each of your companies. In addition, you can select one or more of the following options:

- **Convert Data for All Companies:** Select this check box to convert data for all of your companies instead of doing it one-by-one. This check box may be unavailable if you're converting Payroll data, depending on which version of Payroll you're upgrading from.
- **Convert SAP Crystal Reports:** Select this check box to convert all of your custom reports and forms. The time required to convert your reports and forms depends on how many of them you have that need to be converted. The process runs in the background, and you can continue working in Sage 100 while it's running.

You can convert custom forms and reports later by running the Sage 100 Crystal Report Conversion Wizard.

- **Update Custom Office Panels to Current Level:** Select this check box to run the Custom Office panel update for any customized panels for the companies being converted. This update runs without any prompts.

You can update custom panels later by running the Update Customized Panels to Current Level utility on the Custom Office Utilities menu.

3. If you were not processing transactions through Paya but plan to start doing so, contact Paya to convert the Paya Exchange Vault-Only account created during conversion to a processing account.
4. If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.
 - Integration server port ID
 - Sage CRM SQL server name
 - Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2024. For more information on this process, refer to the Installing Sage CRM section in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5. If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.
 - a. Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.

- b. Sign in to Sage Payroll Services.
- c. Proceed through the wizard.
- d. Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact iSolved Support for assistance with resetting the link.

6. Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.
7. If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.
8. Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.
9. If you are also upgrading your Payroll Module, review the list of enhancements and upgrade instructions in the *Sage 100 Payroll Installation and Upgrade Guide*, available on the [Sage 100 Documents page](#).
10. Test your customized Crystal reports and forms.
 - If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2024.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth
 - If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.
 - If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see *SAP Crystal Reports FAQs* in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

- If you are using Sage 100 Premium, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrator's Guide* for more information.
11. If Sage 100 2024 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2023 installation to the same folder in your 2024 installation. You must complete this step on both the server and the workstation.
 12. If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.
 13. If you use Sage Intelligence Reporting, create a new repository for use with the latest version of Sage 100 and import any custom reports into it. For detailed instructions, see the "[Upgrading Sage Intelligence Reporting](#)" (page 68) checklist.
 14. Review the Paperless Office module configuration for emailing statements, reports, journals, registers, and other forms. For more information, see *Set Up Paperless Office* in the Help.
 15. Review your Business Insights Dashboard pages. For more information, see *Set Up Business Insights Dashboard* in the Help.
 16. To use the eBusiness Manager module:
 - a. Restore the copied templates back to the IW folder after re-installing the Web Engine.
 - b. Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpub\wwwroot\images folder and restart the IIS Web service.
 17. If you use Custom Financials Reporting, you must unhide the menu and tasks. Select File menu > Run and type ***unhidegl** in the Run Program window.
 18. Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
 19. If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.
 20. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.

21. If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
22. If you were using the classic Desktop, which is no longer available, and had task folders in your My Tasks area, you can add tasks to the Favorites list instead. For more information, see *Add Items to the Favorites Content Group* in the Help.
23. Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
24. To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records. To run the utility, select Library Master > Utilities > Build Search Index.
25. Install Paya Connect Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

To install Paya Connect Desktop for Sage 100 Standard:

- a. Use File Explorer to browse to the MAS90\Wksetup folder.
If you are installing Paya Connect Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c. Click Install Paya Connect Desktop.
- d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.

To install Paya Connect Desktop for Sage 100 Advanced and Premium:

- a. Use File Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
 - b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
 - c. Click Install Paya Connect Desktop.
 - d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
26. If you installed the 32-bit version of Sage 100 and need to convert to the 64-bit version, see ["Converting to 64-bit Version of Sage 100" \(page 67\)](#).

Upgrading from Version 2022 to Version 2024

When upgrading to version 2024, you must perform a parallel installation, and use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 Installation and System Administrator's Guide*. You can find the guide on the [Sage 100 Documents page](#).

Pre-Upgrade Checklist

You must prepare your version 2022 data for upgrading. This should be done for each company you plan to upgrade.

Complete these steps in **your version 2022 installation**.

1. Process all pending credit card transactions.
2. Print and update all journals and registers.

Important! Failure to complete this step may result in loss of data.

3. If you use the Payroll module:
 - Update the Payroll Check Register.
 - Complete and purge all direct deposit transactions.

You must install the Payroll module in addition to installing Sage 100. Payroll is not part of the Sage 100 installation program. To avoid the need to run a separate data conversion for Payroll, install the module before proceeding to the Upgrade Checklist.

For more information, see the *Sage 100 Payroll Installation and Upgrade Guide* available on the [Sage 100 Documents page](#).

4. If you're upgrading the Work Order module to Production Management, run Work Order Purge to move closed work orders into the history files. Work Order Purge is located on the Work Order Main menu.
5. Create a backup of your version 2022 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.
6. Rebuild all data files.
 - If you're upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
 - If you're upgrading from Sage 100 Premium, use the Rebuild Sort File utility. You must answer Yes to all recalculation questions.
7. Print all customized form definitions.
8. If you're using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.
9. Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
10. If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2022 installation. Port 1433 is the default SQL Server port

Upgrade Checklist

After completing the ["Pre-Upgrade Checklist" \(page 12\)](#), you are ready to migrate your data to your version 2024 system.

Complete these steps in **your version 2024 installation**.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see ["Upgrade Checklist for Sage 100 Premium" \(page 15\)](#).

Note: If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access

to all departments in each company.

Upgrade Checklist for Sage 100 Standard and Advanced

1. Create a backup of your version 2024 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
2. Log into Sage 100 2024 as the Administrator. From the Administrative Tools window:
 - a. Start Role Maintenance and create a role that you'll use to run the Parallel Migration Wizard.
 - b. On the Tasks tab, expand Library Master > Miscellaneous Tasks, and then select the Parallel Migration check box.
 - c. Start User Maintenance, create a logon, and select the role that you created.
 - d. Close the Administrative Tools window.
3. Log in to Sage 100 2024, and select Library Master > Utilities > Parallel Migration. Follow the steps in the wizard to migrate your data.
4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

Important!

- You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2024 installation.
- Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

1. For your Sage 100 2024 installation, create a backup of the following:
 - a. The Sage 100 MAS90 folder
 - b. The MAS_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2. Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2024 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
 - a. Open the Control Panel, select Administrative Tools, and then select Services.
 - b. In the Services window, locate the SQL Server instance used for Sage 100 Premium, right-click it, and select Properties.
 - c. In the Properties window, click the Log On tab and select an option.
 - If the SQL Server instance that you're using for version 2024 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
 - If the SQL Server instance that you're using for version 2024 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d. Apply your changes and then stop and restart the services.
- e. If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3. Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard.
 - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
 - If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .bak files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL  
Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

You're now ready to convert your data to version 2024.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Data Conversion Checklist

Follow these steps to convert your data.

1. If your company data contains credit card information, install the latest version of Paya Connect Desktop and verify that the workstation you are using has a working internet connection. This is necessary so that credit card records can be transferred to a Paya Exchange Vault account during conversion. Credit card records must be transferred to a Paya Exchange Vault account before company data can be converted.

To install Paya Connect Desktop:

- a. Start the Sage 100 installation program.
 - b. Click Productivity Applications.
 - c. Click Install Paya Connect Desktop to start the installation wizard.
 - d. Proceed through the wizard to install the program.
2. Select Library Master Main menu > Company Maintenance. Select a company, and then click Convert to convert your data. You must convert data for each of your companies. In addition, you can select one or more of the following options:

- **Convert Data for All Companies:** Select this check box to convert data for all of your companies instead of doing it one-by-one. This check box may be unavailable if you're converting Payroll data, depending on which version of Payroll you're upgrading from.
- **Convert SAP Crystal Reports:** Select this check box to convert all of your custom reports and forms. The time required to convert your reports and forms depends on how many of them you have that need to be converted. The process runs in the background, and you can continue working in Sage 100 while it's running.

You can convert custom forms and reports later by running the Sage 100 Crystal Report Conversion Wizard.

- **Update Custom Office Panels to Current Level:** Select this check box to run the Custom Office panel update for any customized panels for the companies being converted. This update runs without any prompts.

You can update custom panels later by running the Update Customized Panels to Current Level utility on the Custom Office Utilities menu.

3. If you were not processing transactions through Paya but plan to start doing so, contact Paya to convert the Paya Exchange Vault-Only account created during conversion to a processing account.
4. If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.
 - Integration server port ID
 - Sage CRM SQL server name
 - Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2024. For more information on this process, refer to the Installing Sage CRM section in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5. If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.
 - a. Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.

- b. Sign in to Sage Payroll Services.
- c. Proceed through the wizard.
- d. Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact iSolved Support for assistance with resetting the link.

6. Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.
7. If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.
8. Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.
9. If you are also upgrading your Payroll Module, review the list of enhancements and upgrade instructions in the *Sage 100 Payroll Installation and Upgrade Guide*, available on the [Sage 100 Documents page](#).
10. Test your customized Crystal reports and forms.
 - If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2024.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth
 - If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.
 - If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see *SAP Crystal Reports FAQs* in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

- If you are using Sage 100 Premium, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrator's Guide* for more information.
11. If Sage 100 2024 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2022 installation to the same folder in your 2024 installation. You must complete this step on both the server and the workstation.
 12. If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.
 13. If you use Sage Intelligence Reporting, create a new repository for use with the latest version of Sage 100 and import any custom reports into it. For detailed instructions, see the "[Upgrading Sage Intelligence Reporting](#)" (page 68) checklist.
 14. Review the Paperless Office module configuration for emailing statements, reports, journals, registers, and other forms. For more information, see *Set Up Paperless Office* in the Help.
 15. Review your Business Insights Dashboard pages. For more information, see *Set Up Business Insights Dashboard* in the Help.
 16. To use the eBusiness Manager module:
 - a. Restore the copied templates back to the IW folder after re-installing the Web Engine.
 - b. Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpub\wwwroot\images folder and restart the IIS Web service.
 17. If you converted Work Order data to Production Management data, purchase orders that were linked to work orders must be relinked to work tickets. Use either of the following methods to relink:
 - Use the Work Ticket to Purchase Order Post-Conversion Link Utility. Select File menu > Run, type ***utl** in the Run Program window, and click **OK**. In the Sage 100 Utilities window, select the utility and click **OK**.
 - Manually relink by selecting the purchase order in Purchase Order Entry and entering the applicable work ticket number in the **Work Ticket No.** field on the **Lines** tab.
 18. If you use Custom Financials Reporting, you must unhide the menu and tasks. Select File menu > Run and type ***unhidegl** in the Run Program window.

19. Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
20. If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.
21. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
22. If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
23. If you were using the classic Desktop, which is no longer available, and had task folders in your My Tasks area, you can add tasks to the Favorites list instead. For more information, see *Add Items to the Favorites Content Group* in the Help.
24. Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
25. To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records. To run the utility, select Library Master > Utilities > Build Search Index.
26. Install Paya Connect Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

To install Paya Connect Desktop for Sage 100 Standard:

- a. Use File Explorer to browse to the MAS90\Wksetup folder.
If you are installing Paya Connect Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c. Click Install Paya Connect Desktop.
- d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.

To install Paya Connect Desktop for Sage 100 Advanced and Premium:

- a. Use File Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
 - b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
 - c. Click Install Paya Connect Desktop.
 - d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
27. If you installed the 32-bit version of Sage 100 and need to convert to the 64-bit version, see ["Converting to 64-bit Version of Sage 100" \(page 67\)](#).

Upgrading from Version 2021 to Version 2024

When upgrading to version 2024, you must perform a parallel installation, and use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 Installation and System Administrator's Guide*. You can find the guide on the [Sage 100 Documents page](#).

Pre-Upgrade Checklist

You must prepare your version 2021 data for upgrading. This should be done for each company you plan to upgrade.

Complete these steps in **your version 2021 installation**.

1. Process all pending credit card transactions.
2. Print and update all journals and registers.

Important! Failure to complete this step may result in loss of data.

3. If you use the Payroll module:
 - Update the Payroll Check Register.
 - Complete and purge all direct deposit transactions.

You must install the Payroll module in addition to installing Sage 100. Payroll is not part of the Sage 100 installation program. To avoid the need to run a separate data conversion for Payroll, install the module before proceeding to the Upgrade Checklist.

For more information, see the *Sage 100 Payroll Installation and Upgrade Guide* available on the [Sage 100 Documents page](#).

4. If you're upgrading the Work Order module to Production Management, run Work Order Purge to move closed work orders into the history files. Work Order Purge is located on the Work Order Main menu.
5. Create a backup of your version 2021 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.
6. Rebuild all data files.
 - If you're upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
 - If you're upgrading from Sage 100 Premium, use the Rebuild Sort File utility.
You must answer Yes to all recalculation questions.
7. Print all customized form definitions.
8. If you're using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.
9. Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
10. If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2021 installation. Port 1433 is the default SQL Server port

Upgrade Checklist

After completing the ["Pre-Upgrade Checklist" \(page 23\)](#), you are ready to migrate your data to your version 2024 system.

Complete these steps in **your version 2024 installation**.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see ["Upgrade Checklist for Sage 100 Premium " \(page 26\)](#).

Note: If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to

all departments in each company.

Upgrade Checklist for Sage 100 Standard and Advanced

1. Create a backup of your version 2024 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
2. Log into Sage 100 2024 as the Administrator. From the Administrative Tools window:
 - a. Start Role Maintenance and create a role that you'll use to run the Parallel Migration Wizard.
 - b. On the Tasks tab, expand Library Master > Miscellaneous Tasks, and then select the Parallel Migration check box.
 - c. Start User Maintenance, create a logon, and select the role that you created.
 - d. Close the Administrative Tools window.
3. Log in to Sage 100 2024, and select Library Master > Utilities > Parallel Migration. Follow the steps in the wizard to migrate your data.
4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

Important!

- You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2024 installation.
- Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

1. For your Sage 100 2024 installation, create a backup of the following:
 - a. The Sage 100 MAS90 folder
 - b. The MAS_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2. Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2024 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
 - a. Open the Control Panel, select Administrative Tools, and then select Services.
 - b. In the Services window, locate the SQL Server instance used for Sage 100 Premium, right-click it, and select Properties.
 - c. In the Properties window, click the Log On tab and select an option.
 - If the SQL Server instance that you're using for version 2024 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
 - If the SQL Server instance that you're using for version 2024 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d. Apply your changes and then stop and restart the services.
- e. If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

- 3. Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard.
 - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
 - If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .bak files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL  
Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

You're now ready to convert your data to version 2024.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Data Conversion Checklist

Follow these steps to convert your data.

1. If your company data contains credit card information, install the latest version of Paya Connect Desktop and verify that the workstation you are using has a working internet connection. This is necessary so that credit card records can be transferred to a Paya Exchange Vault account during conversion. Credit card records must be transferred to a Paya Exchange Vault account before company data can be converted.

To install Paya Connect Desktop:

- a. Start the Sage 100 installation program.
 - b. Click Productivity Applications.
 - c. Click Install Paya Connect Desktop to start the installation wizard.
 - d. Proceed through the wizard to install the program.
2. Select Library Master Main menu > Company Maintenance. Select a company, and then click Convert to convert your data. You must convert data for each of your companies. In addition, you can select one or more of the following options:

- **Convert Data for All Companies:** Select this check box to convert data for all of your companies instead of doing it one-by-one. This check box may be unavailable if you're converting Payroll data, depending on which version of Payroll you're upgrading from.
- **Convert SAP Crystal Reports:** Select this check box to convert all of your custom reports and forms. The time required to convert your reports and forms depends on how many of them you have that need to be converted. The process runs in the background, and you can continue working in Sage 100 while it's running.

You can convert custom forms and reports later by running the Sage 100 Crystal Report Conversion Wizard.

- **Update Custom Office Panels to Current Level:** Select this check box to run the Custom Office panel update for any customized panels for the companies being converted. This update runs without any prompts.

You can update custom panels later by running the Update Customized Panels to Current Level utility on the Custom Office Utilities menu.

3. If you were not processing transactions through Paya but plan to start doing so, contact Paya to convert the Paya Exchange Vault-Only account created during conversion to a processing account.
4. If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.
 - Integration server port ID
 - Sage CRM SQL server name
 - Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2024. For more information on this process, refer to the Installing Sage CRM section in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5. If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.
 - a. Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.

- b. Sign in to Sage Payroll Services.
- c. Proceed through the wizard.
- d. Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact iSolved Support for assistance with resetting the link.

6. Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.
7. If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.
8. Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.
9. If you are also upgrading your Payroll Module, review the list of enhancements and upgrade instructions in the *Sage 100 Payroll Installation and Upgrade Guide*, available on the [Sage 100 Documents page](#).
10. Test your customized Crystal reports and forms.
 - If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2024.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth
 - If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.
 - If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see *SAP Crystal Reports FAQs* in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

- If you are using Sage 100 Premium, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrator's Guide* for more information.
11. If Sage 100 2024 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2021 installation to the same folder in your 2024 installation. You must complete this step on both the server and the workstation.
 12. If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.
 13. If you use Sage Intelligence Reporting, create a new repository for use with the latest version of Sage 100 and import any custom reports into it. For detailed instructions, see the "[Upgrading Sage Intelligence Reporting](#)" (page 68) checklist.
 14. Review the Paperless Office module configuration for emailing statements, reports, journals, registers, and other forms. For more information, see *Set Up Paperless Office* in the Help.
 15. Review your Business Insights Dashboard pages. For more information, see *Set Up Business Insights Dashboard* in the Help.
 16. To use the eBusiness Manager module:
 - a. Restore the copied templates back to the IW folder after re-installing the Web Engine.
 - b. Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpub\wwwroot\images folder and restart the IIS Web service.
 17. If you converted Work Order data to Production Management data, purchase orders that were linked to work orders must be relinked to work tickets. Use either of the following methods to relink:
 - Use the Work Ticket to Purchase Order Post-Conversion Link Utility. Select File menu > Run, type ***utl** in the Run Program window, and click **OK**. In the Sage 100 Utilities window, select the utility and click **OK**.
 - Manually relink by selecting the purchase order in Purchase Order Entry and entering the applicable work ticket number in the **Work Ticket No.** field on the **Lines** tab.
 18. If you use Custom Financials Reporting, you must unhide the menu and tasks. Select File menu > Run and type ***unhidegl** in the Run Program window.

19. Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
20. If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.
21. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
22. If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
23. If you were using the classic Desktop, which is no longer available, and had task folders in your My Tasks area, you can add tasks to the Favorites list instead. For more information, see *Add Items to the Favorites Content Group* in the Help.
24. Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
25. To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records. To run the utility, select Library Master > Utilities > Build Search Index.
26. Install Paya Connect Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

To install Paya Connect Desktop for Sage 100 Standard:

- a. Use File Explorer to browse to the MAS90\Wksetup folder.
If you are installing Paya Connect Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c. Click Install Paya Connect Desktop.
- d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.

To install Paya Connect Desktop for Sage 100 Advanced and Premium:

- a. Use File Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
 - b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
 - c. Click Install Paya Connect Desktop.
 - d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
27. If you installed the 32-bit version of Sage 100 and need to convert to the 64-bit version, see ["Converting to 64-bit Version of Sage 100" \(page 67\)](#).

Upgrading from Version 2020 to Version 2024

When upgrading to version 2024, you must perform a parallel installation, and use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 Installation and System Administrator's Guide*. You can find the guide on the [Sage 100 Documents page](#).

Pre-Upgrade Checklist

You must prepare your version 2020 data for upgrading. This should be done for each company you plan to upgrade.

Complete these steps in **your version 2020 installation**.

1. Process all pending credit card transactions.
2. Print and update all journals and registers.

Important! Failure to complete this step may result in loss of data.

3. If you use the Payroll module:
 - Update the Payroll Check Register.
 - Complete and purge all direct deposit transactions.

You must install the Payroll module in addition to installing Sage 100. Payroll is not part of the Sage 100 installation program. To avoid the need to run a separate data conversion for Payroll, install the module before proceeding to the Upgrade Checklist.

For more information, see the *Sage 100 Payroll Installation and Upgrade Guide* available on the [Sage 100 Documents page](#).

4. If you're upgrading the Work Order module to Production Management, run Work Order Purge to move closed work orders into the history files. Work Order Purge is located on the Work Order Main menu.
5. Create a backup of your version 2020 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.
6. Rebuild all data files.
 - If you're upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
 - If you're upgrading from Sage 100 Premium, use the Rebuild Sort File utility. You must answer Yes to all recalculation questions.
7. Print all customized form definitions.
8. If you're using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.
9. Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
10. If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2020 installation. Port 1433 is the default SQL Server port.

Upgrade Checklist

After completing the ["Pre-Upgrade Checklist" \(page 34\)](#), you are ready to migrate your data to your version 2024 system.

Complete these steps in **your version 2024 installation**.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see ["Upgrade Checklist for Sage 100 Premium" \(page 37\)](#).

Note: If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access

to all departments in each company.

Upgrade Checklist for Sage 100 Standard and Advanced

1. Create a backup of your version 2024 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
2. Log into Sage 100 2024 as the Administrator. From the Administrative Tools window:
 - a. Start Role Maintenance and create a role that you'll use to run the Parallel Migration Wizard.
 - b. On the Tasks tab, expand Library Master > Miscellaneous Tasks, and then select the Parallel Migration check box.
 - c. Start User Maintenance, create a logon, and select the role that you created.
 - d. Close the Administrative Tools window.
3. Log in to Sage 100 2024, and select Library Master > Utilities > Parallel Migration. Follow the steps in the wizard to migrate your data.
4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

Important!

- You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2024 installation.
- Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

1. For your Sage 100 2024 installation, create a backup of the following:
 - a. The Sage 100 MAS90 folder
 - b. The MAS_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2. Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2024 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
 - a. Open the Control Panel, select Administrative Tools, and then select Services.
 - b. In the Services window, locate the SQL Server instance used for Sage 100 Premium, right-click it, and select Properties.
 - c. In the Properties window, click the Log On tab and select an option.
 - If the SQL Server instance that you're using for version 2024 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
 - If the SQL Server instance that you're using for version 2024 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d. Apply your changes and then stop and restart the services.
- e. If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3. Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard.
 - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
 - If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .bak files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL  
Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

You're now ready to convert your data to version 2024.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Data Conversion Checklist

Follow these steps to convert your data.

1. If your company data contains credit card information, install the latest version of Paya Connect Desktop and verify that the workstation you are using has a working internet connection. This is necessary so that credit card records can be transferred to a Paya Exchange Vault account during conversion. Credit card records must be transferred to a Paya Exchange Vault account before company data can be converted.

To install Paya Connect Desktop:

- a. Start the Sage 100 installation program.
 - b. Click Productivity Applications.
 - c. Click Install Paya Connect Desktop to start the installation wizard.
 - d. Proceed through the wizard to install the program.
2. Select Library Master Main menu > Company Maintenance. Select a company, and then click Convert to convert your data. You must convert data for each of your companies. In addition, you can select one or more of the following options:

- **Convert Data for All Companies:** Select this check box to convert data for all of your companies instead of doing it one-by-one. This check box may be unavailable if you're converting Payroll data, depending on which version of Payroll you're upgrading from.
- **Convert SAP Crystal Reports:** Select this check box to convert all of your custom reports and forms. The time required to convert your reports and forms depends on how many of them you have that need to be converted. The process runs in the background, and you can continue working in Sage 100 while it's running.

You can convert custom forms and reports later by running the Sage 100 Crystal Report Conversion Wizard.

- **Update Custom Office Panels to Current Level:** Select this check box to run the Custom Office panel update for any customized panels for the companies being converted. This update runs without any prompts.

You can update custom panels later by running the Update Customized Panels to Current Level utility on the Custom Office Utilities menu.

3. If you were not processing transactions through Paya but plan to start doing so, contact Paya to convert the Paya Exchange Vault-Only account created during conversion to a processing account.
4. If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.
 - Integration server port ID
 - Sage CRM SQL server name
 - Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2024. For more information on this process, refer to the Installing Sage CRM section in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5. If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.
 - a. Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.

- b. Sign in to Sage Payroll Services.
- c. Proceed through the wizard.
- d. Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact iSolved Support for assistance with resetting the link.

6. Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.
7. If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.
8. Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.
9. If you are also upgrading your Payroll Module, review the list of enhancements and upgrade instructions in the *Sage 100 Payroll Installation and Upgrade Guide*, available on the [Sage 100 Documents page](#).
10. Test your customized Crystal reports and forms.
 - If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2024.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth
 - If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.
 - If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see *SAP Crystal Reports FAQs* in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

- If you are using Sage 100 Premium, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrator's Guide* for more information.
11. If Sage 100 2024 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2020 installation to the same folder in your 2024 installation. You must complete this step on both the server and the workstation.
 12. If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.
 13. If you use Sage Intelligence Reporting, create a new repository for use with the latest version of Sage 100 and import any custom reports into it. For detailed instructions, see the "[Upgrading Sage Intelligence Reporting](#)" (page 68) checklist.
 14. Review the Paperless Office module configuration for emailing statements, reports, journals, registers, and other forms. For more information, see *Set Up Paperless Office* in the Help.
 15. Review your Business Insights Dashboard pages. For more information, see *Set Up Business Insights Dashboard* in the Help.
 16. To use the eBusiness Manager module:
 - a. Restore the copied templates back to the IW folder after re-installing the Web Engine.
 - b. Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpub\wwwroot\images folder and restart the IIS Web service.
 17. If you converted Work Order data to Production Management data, purchase orders that were linked to work orders must be relinked to work tickets. Use either of the following methods to relink:
 - Use the Work Ticket to Purchase Order Post-Conversion Link Utility. Select File menu > Run, type ***utl** in the Run Program window, and click **OK**. In the Sage 100 Utilities window, select the utility and click **OK**.
 - Manually relink by selecting the purchase order in Purchase Order Entry and entering the applicable work ticket number in the **Work Ticket No.** field on the **Lines** tab.
 18. If you use Custom Financials Reporting, you must unhide the menu and tasks. Select File menu > Run and type ***unhidegl** in the Run Program window.

19. Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
20. If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.
21. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
22. If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
23. If you were using the classic Desktop, which is no longer available, and had task folders in your My Tasks area, you can add tasks to the Favorites list instead. For more information, see *Add Items to the Favorites Content Group* in the Help.
24. Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
25. To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records. To run the utility, select Library Master > Utilities > Build Search Index.
26. Install Paya Connect Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

To install Paya Connect Desktop for Sage 100 Standard:

- a. Use File Explorer to browse to the MAS90\Wksetup folder.
If you are installing Paya Connect Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c. Click Install Paya Connect Desktop.
- d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.

To install Paya Connect Desktop for Sage 100 Advanced and Premium:

- a. Use File Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
 - b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
 - c. Click Install Paya Connect Desktop.
 - d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
27. If you installed the 32-bit version of Sage 100 and need to convert to the 64-bit version, see ["Converting to 64-bit Version of Sage 100" \(page 67\)](#).

Upgrading from Version 2019 to Version 2024

When upgrading to version 2024, you must perform a parallel installation, and use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 Installation and System Administrator's Guide*. You can find the guide on the [Sage 100 Documents page](#).

Pre-Upgrade Checklist

You must prepare your version 2019 data for upgrading. This should be done for each company you plan to upgrade.

Complete these steps in **your version 2019 installation**.

1. Process all pending credit card transactions.
2. Print and update all journals and registers.

Important! Failure to complete this step may result in loss of data.

3. If you use the Payroll module:
 - Update the Payroll Check Register.
 - Complete and purge all direct deposit transactions.

You must install the Payroll module in addition to installing Sage 100. Payroll is not part of the Sage 100 installation program. To avoid the need to run a separate data conversion for Payroll, install the module before proceeding to the Upgrade Checklist.

For more information, see the *Sage 100 Payroll Installation and Upgrade Guide* available on the [Sage 100 Documents page](#).

4. If you're upgrading the Work Order module to Production Management, run Work Order Purge to move closed work orders into the history files. Work Order Purge is located on the Work Order Main menu.
5. Create a backup of your version 2019 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.
6. Rebuild all data files.
 - If you're upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
 - If you're upgrading from Sage 100 Premium, use the Rebuild Sort File utility. You must answer Yes to all recalculation questions.
7. Print all customized form definitions.
8. If you're using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.
9. Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
10. If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2019 installation. Port 1433 is the default SQL Server port.

Upgrade Checklist

After completing the ["Pre-Upgrade Checklist" \(page 45\)](#), you are ready to migrate your data to your version 2024 system.

Complete these steps in **your version 2024 installation**.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see ["Upgrade Checklist for Sage 100 Premium" \(page 48\)](#).

Note: If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to

all departments in each company.

Upgrade Checklist for Sage 100 Standard and Advanced

1. Create a backup of your version 2024 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
2. Log into Sage 100 2024 as the Administrator. From the Administrative Tools window:
 - a. Start Role Maintenance and create a role that you'll use to run the Parallel Migration Wizard.
 - b. On the Tasks tab, expand Library Master > Miscellaneous Tasks, and then select the Parallel Migration check box.
 - c. Start User Maintenance, create a logon, and select the role that you created.
 - d. Close the Administrative Tools window.
3. Log in to Sage 100 2024, and select Library Master > Utilities > Parallel Migration. Follow the steps in the wizard to migrate your data.
4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

Important!

- You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2024 installation.
- Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

1. For your Sage 100 2024 installation, create a backup of the following:
 - a. The Sage 100 MAS90 folder
 - b. The MAS_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2. Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2024 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
 - a. Open the Control Panel, select Administrative Tools, and then select Services.
 - b. In the Services window, locate the SQL Server instance used for Sage 100 Premium, right-click it, and select Properties.
 - c. In the Properties window, click the Log On tab and select an option.
 - If the SQL Server instance that you're using for version 2024 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
 - If the SQL Server instance that you're using for version 2024 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d. Apply your changes and then stop and restart the services.
- e. If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3. Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard.
 - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
 - If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .bak files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL  
Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

You're now ready to convert your data to version 2024.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Data Conversion Checklist

Follow these steps to convert your data.

1. If your company data contains credit card information, install the latest version of Paya Connect Desktop and verify that the workstation you are using has a working internet connection. This is necessary so that credit card records can be transferred to a Paya Exchange Vault account during conversion. Credit card records must be transferred to a Paya Exchange Vault account before company data can be converted.

To install Paya Connect Desktop:

- a. Start the Sage 100 installation program.
 - b. Click Productivity Applications.
 - c. Click Install Paya Connect Desktop to start the installation wizard.
 - d. Proceed through the wizard to install the program.
2. Select Library Master Main menu > Company Maintenance. Select a company, and then click Convert to convert your data. You must convert data for each of your companies. In addition, you can select one or more of the following options:

- **Convert Data for All Companies:** Select this check box to convert data for all of your companies instead of doing it one-by-one. This check box may be unavailable if you're converting Payroll data, depending on which version of Payroll you're upgrading from.
- **Convert SAP Crystal Reports:** Select this check box to convert all of your custom reports and forms. The time required to convert your reports and forms depends on how many of them you have that need to be converted. The process runs in the background, and you can continue working in Sage 100 while it's running.

You can convert custom forms and reports later by running the Sage 100 Crystal Report Conversion Wizard.

- **Update Custom Office Panels to Current Level:** Select this check box to run the Custom Office panel update for any customized panels for the companies being converted. This update runs without any prompts.

You can update custom panels later by running the Update Customized Panels to Current Level utility on the Custom Office Utilities menu.

3. If you were not processing transactions through Paya but plan to start doing so, contact Paya to convert the Paya Exchange Vault-Only account created during conversion to a processing account.
4. If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.
 - Integration server port ID
 - Sage CRM SQL server name
 - Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2024. For more information on this process, refer to the Installing Sage CRM section in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5. If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.
 - a. Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.

- b. Sign in to Sage Payroll Services.
- c. Proceed through the wizard.
- d. Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact iSolved Support for assistance with resetting the link.

6. Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.
7. If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.
8. Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.
9. If you are also upgrading your Payroll Module, review the list of enhancements and upgrade instructions in the *Sage 100 Payroll Installation and Upgrade Guide*, available on the [Sage 100 Documents page](#).
10. Test your customized Crystal reports and forms.
 - If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2024.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth
 - If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.
 - If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see *SAP Crystal Reports FAQs* in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

- If you are using Sage 100 Premium, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrator's Guide* for more information.
11. If Sage 100 2024 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2019 installation to the same folder in the 2024 installation. You must complete this step on both the server and the workstation.
 12. If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.
 13. If you use Sage Intelligence Reporting, create a new repository for use with the latest version of Sage 100 and import any custom reports into it. For detailed instructions, see the "[Upgrading Sage Intelligence Reporting](#)" (page 68) checklist.
 14. Review the Paperless Office module configuration for emailing statements, reports, journals, registers, and other forms. For more information, see *Set Up Paperless Office* in the Help.
 15. Review your Business Insights Dashboard pages. For more information, see *Set Up Business Insights Dashboard* in the Help.
 16. To use the eBusiness Manager module:
 - a. Restore the copied templates back to the IW folder after re-installing the Web Engine.
 - b. Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpub\wwwroot\images folder and restart the IIS Web service.
 17. If you converted Work Order data to Production Management data, purchase orders that were linked to work orders must be relinked to work tickets. Use either of the following methods to relink:
 - Use the Work Ticket to Purchase Order Post-Conversion Link Utility. Select File menu > Run, type ***utl** in the Run Program window, and click **OK**. In the Sage 100 Utilities window, select the utility and click **OK**.
 - Manually relink by selecting the purchase order in Purchase Order Entry and entering the applicable work ticket number in the **Work Ticket No.** field on the **Lines** tab.
 18. If you use Custom Financials Reporting, you must unhide the menu and tasks. Select File menu > Run and type ***unhidegl** in the Run Program window.

19. Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
20. If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.
21. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
22. If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
23. If you were using the classic Desktop, which is no longer available, and had task folders in your My Tasks area, you can add tasks to the Favorites list instead. For more information, see *Add Items to the Favorites Content Group* in the Help.
24. Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
25. To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records. To run the utility, select Library Master > Utilities > Build Search Index.
26. Install Paya Connect Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

To install Paya Connect Desktop for Sage 100 Standard:

- a. Use File Explorer to browse to the MAS90\Wksetup folder.
If you are installing Paya Connect Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c. Click Install Paya Connect Desktop.
- d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.

To install Paya Connect Desktop for Sage 100 Advanced and Premium:

- a. Use File Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
 - b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
 - c. Click Install Paya Connect Desktop.
 - d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
27. If you installed the 32-bit version of Sage 100 and need to convert to the 64-bit version, see ["Converting to 64-bit Version of Sage 100" \(page 67\)](#).

Upgrading from Version 2018 to Version 2024

When upgrading to version 2024, you must perform a parallel installation, and use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 Installation and System Administrator's Guide*. You can find the guide on the [Sage 100 Documents page](#).

Pre-Upgrade Checklist

You must prepare your version 2018 data for upgrading. This should be done for each company you plan to upgrade.

Complete these steps in **your version 2018 installation**.

1. Process all pending credit card transactions.
2. Print and update all journals and registers.

Important! Failure to complete this step may result in loss of data.

3. If you use the Payroll module:
 - Update the Payroll Check Register.
 - Complete and purge all direct deposit transactions.

You must install the Payroll module in addition to installing Sage 100. Payroll is not part of the Sage 100 installation program. To avoid the need to run a separate data conversion for Payroll, install the module before proceeding to the Upgrade Checklist.

For more information, see the *Sage 100 Payroll Installation and Upgrade Guide* available on the [Sage 100 Documents page](#).

4. If you're upgrading the Work Order module to Production Management, run Work Order Purge to move closed work orders into the history files. Work Order Purge is located on the Work Order Main menu.
5. Create a backup of your version 2018 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.
6. Rebuild all data files.
 - If you're upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
 - If you're upgrading from Sage 100 Premium, use the Rebuild Sort File utility.
You must answer Yes to all recalculation questions.
7. Print all customized form definitions.
8. If you're using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.
9. Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
10. If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2018 installation. Port 1433 is the default SQL Server port.

Upgrade Checklist

After completing the pre-upgrade and upgrade checklists, you are ready to migrate your data to your version 2024 system.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see "[Upgrade Checklist for Sage 100 Premium](#)" (page 59).

Note: If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

Upgrade Checklist for Sage 100 Standard and Advanced

1. Create a backup of your version 2024 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
2. Log into Sage 100 2024 as the Administrator. From the Administrative Tools window:
 - a. Start Role Maintenance and create a role that you'll use to run the Parallel Migration Wizard.
 - b. On the Tasks tab, expand Library Master > Miscellaneous Tasks, and then select the Parallel Migration check box.
 - c. Start User Maintenance, create a logon, and select the role that you created.
 - d. Close the Administrative Tools window.
3. Log in to Sage 100 2024, and select Library Master > Utilities > Parallel Migration. Follow the steps in the wizard to migrate your data.
4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

Important!

- You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2024 installation.
- Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

1. For your Sage 100 2024 installation, create a backup of the following:
 - a. The Sage 100 MAS90 folder
 - b. The MAS_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2. Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2024 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
 - a. Open the Control Panel, select Administrative Tools, and then select Services.
 - b. In the Services window, locate the SQL Server instance used for Sage 100 Premium, right-click it, and select Properties.
 - c. In the Properties window, click the Log On tab and select an option.
 - If the SQL Server instance that you're using for version 2024 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
 - If the SQL Server instance that you're using for version 2024 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d. Apply your changes and then stop and restart the services.
- e. If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3. Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard.
 - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
 - If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .bak files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL  
Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see Sage Knowledgebase article: [During Parallel Migration where Sage 100 Premium is on one server and SQL Server is on a different server \(solution ID 224924950076993\)](#).

4. After the migration is complete, log into Sage 100 2024 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
5. Review security tasks for new features in version 2024. Review ODBC security if it is used.
6. If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.
7. If you customized your Desktop, review the customizations.

You're now ready to convert your data to version 2024.

Important! After migrating data for companies that are connected to Bank Feeds, you cannot use Bank Feeds in any pre-existing company that was not migrated and converted. You will not be able to connect or disconnect banks or process transactions.

Data Conversion Checklist

Follow these steps to convert your data.

1. If your company data contains credit card information, install the latest version of Paya Connect Desktop and verify that the workstation you are using has a working internet connection. This is necessary so that credit card records can be transferred to a Paya Exchange Vault account during conversion. Credit card records must be transferred to a Paya Exchange Vault account before company data can be converted.

To install Paya Connect Desktop:

- a. Start the Sage 100 installation program.
 - b. Click Productivity Applications.
 - c. Click Install Paya Connect Desktop to start the installation wizard.
 - d. Proceed through the wizard to install the program.
2. Select Library Master Main menu > Company Maintenance. Select a company, and then click Convert to convert your data. You must convert data for each of your companies. In addition, you can select one or more of the following options:

- **Convert Data for All Companies:** Select this check box to convert data for all of your companies instead of doing it one-by-one. This check box may be unavailable if you're converting Payroll data, depending on which version of Payroll you're upgrading from.
- **Convert SAP Crystal Reports:** Select this check box to convert all of your custom reports and forms. The time required to convert your reports and forms depends on how many of them you have that need to be converted. The process runs in the background, and you can continue working in Sage 100 while it's running.

You can convert custom forms and reports later by running the Sage 100 Crystal Report Conversion Wizard.

- **Update Custom Office Panels to Current Level:** Select this check box to run the Custom Office panel update for any customized panels for the companies being converted. This update runs without any prompts.

You can update custom panels later by running the Update Customized Panels to Current Level utility on the Custom Office Utilities menu.

3. If you were not processing transactions through Paya but plan to start doing so, contact Paya to convert the Paya Exchange Vault-Only account created during conversion to a processing account.
4. If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.
 - Integration server port ID
 - Sage CRM SQL server name
 - Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2024. For more information on this process, refer to the Installing Sage CRM section in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5. If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.
 - a. Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.

- b. Sign in to Sage Payroll Services.
- c. Proceed through the wizard.
- d. Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact iSolved Support for assistance with resetting the link.

6. Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.
7. If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.
8. Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.
9. If you are also upgrading your Payroll Module, review the list of enhancements and upgrade instructions in the *Sage 100 Payroll Installation and Upgrade Guide*, available on the [Sage 100 Documents page](#).
10. Test your customized Crystal reports and forms.
 - If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2024.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth
 - If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.
 - If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see *SAP Crystal Reports FAQs* in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

- If you are using Sage 100 Premium, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrator's Guide* for more information.
11. If Sage 100 2024 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the 2024 installation. You must complete this step on both the server and the workstation.
 12. If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.
 13. If you use Sage Intelligence Reporting, create a new repository for use with the latest version of Sage 100 and import any custom reports into it. For detailed instructions, see the "[Upgrading Sage Intelligence Reporting](#)" (page 68) checklist.
 14. Review the Paperless Office module configuration for emailing statements, reports, journals, registers, and other forms. For more information, see *Set Up Paperless Office* in the Help.
 15. Review your Business Insights Dashboard pages. For more information, see *Set Up Business Insights Dashboard* in the Help.
 16. To use the eBusiness Manager module:
 - a. Restore the copied templates back to the IW folder after re-installing the Web Engine.
 - b. Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpub\wwwroot\images folder and restart the IIS Web service.
 17. If you converted Work Order data to Production Management data, purchase orders that were linked to work orders must be relinked to work tickets. Use either of the following methods to relink:
 - Use the Work Ticket to Purchase Order Post-Conversion Link Utility. Select File menu > Run, type ***utl** in the Run Program window, and click **OK**. In the Sage 100 Utilities window, select the utility and click **OK**.
 - Manually relink by selecting the purchase order in Purchase Order Entry and entering the applicable work ticket number in the **Work Ticket No.** field on the **Lines** tab.
 18. If you use Custom Financials Reporting, you must unhide the menu and tasks. Select File menu > Run and type ***unhidegl** in the Run Program window.

19. Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
20. If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.
21. To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center website.
22. If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.
23. If you were using the classic Desktop, which is no longer available, and had task folders in your My Tasks area, you can add tasks to the Favorites list instead. For more information, see *Add Items to the Favorites Content Group* in the Help.
24. Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
25. To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records. To run the utility, select Library Master > Utilities > Build Search Index.
26. Install Paya Connect Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

To install Paya Connect Desktop for Sage 100 Standard:

- a. Use File Explorer to browse to the MAS90\Wksetup folder.
If you are installing Paya Connect Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c. Click Install Paya Connect Desktop.
- d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.

To install Paya Connect Desktop for Sage 100 Advanced and Premium:

- a. Use File Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
 - b. Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
 - c. Click Install Paya Connect Desktop.
 - d. Proceed through the steps in the Paya Connect Desktop installation wizard to install the program.
27. If you installed the 32-bit version of Sage 100 and need to convert to the 64-bit version, see ["Converting to 64-bit Version of Sage 100" \(page 67\)](#).

Converting to 64-bit Version of Sage 100

If you installed the 32-bit version of Sage 100 on a computer running the 64-bit version of Windows, you can convert it to the 64-bit version. You should do this only if you are no longer using any earlier 32-bit versions of Sage 100 installed on the same computer, and if all of your Sage 100 workstations are running the 64-bit version of Windows.

All versions of Sage 100 released before version 2021 are 32-bit.

Warnings!

- If you have an earlier 32-bit version of Sage 100 installed on the computer, it will no longer work after you convert version 2024 to 64-bit.
- If you have any Sage 100 workstations running the 32-bit version of Windows, they will no longer be able to run Sage 100 after it has been converted to 64-bit.

Do not convert to 64-bit until after you've completed your testing and have created a backup of the data from your earlier version.

To convert from 32-bit to 64-bit

1. On the computer where Sage 100 2024 is installed, open the folder where the Sage 100 installation program is located.
2. Click or double-click the 32_64_Bit_Switch_Utility.exe file.
3. Click Next and then enter the password for the Sage 100 Administrator account.
4. Click Convert.

Sage 100 is converted to the 64-bit version.

The Workstation Synchronization program automatically upgrades the workstations the next time Sage 100 is started on the workstation.

Upgrading Sage Intelligence Reporting

If you use Sage Intelligence Reporting, follow the steps in this chapter to create a new repository for Sage 100 2024. If you have custom reports, follow the instructions to export custom reports from your prior version of the program and import them into the new repository.

For detailed instructions on each step, see:

- ["Export Custom Reports" \(page 68\)](#)
- ["Create a New Repository" \(page 69\)](#)
- ["Set Up Sage Intelligence Reporting in Sage 100 2024" \(page 69\)](#)
- ["Import Custom Reports" \(page 70\)](#)

Report Compatibility

Reports can be imported only from an earlier version of the program or another instance of the same version. For example, you can import a report created in version 2013 into version 2024. You **cannot** import a report created in version 2024 into version 2013.

Reports created in Sage 100 Standard and Sage 100 Advanced are not compatible with Sage 100 Premium. Likewise, reports created in Sage 100 Premium are not compatible with Sage 100 Standard and Sage 100 Advanced.

Export Custom Reports

In your prior version of Sage 100, export all of the custom reports that you want to use in version 2024.

To export custom reports

1. In your prior version of Sage 100, select Sage Intelligence Reporting Main menu > Report Manager.
2. Right-click a report and then click Export Report. (Alternately, select a report and then, on the Tools menu, click Export Report.)

3. Select the location where you want to save the file and then click Save. A file with an AL_ extension is created.
4. Repeat these steps for all custom reports that you want to use in version 2024.

Create a New Repository

Create a shared folder to use as the Sage Intelligence Reporting repository for Sage 100 2024. We recommend using a separate repository for each installation of Sage Intelligence Reporting.

Note: These steps may vary depending on what version of Windows you are using. Check with your network administrator if you need assistance.

To create a repository

1. Use Windows File Explorer to create a folder in the desired location.
2. Right-click the folder, point to "Share with," and click "Advanced sharing."
3. On the Sharing tab, select the "Share this folder" check box.
4. Enter a share name.
5. Click Permissions.
6. For all applicable users, select the Full Control or Read and Write check boxes.
7. Click OK.
8. If you use reporting trees or distribution settings, copy the following folders from the old repository to the new one:
 - Report Trees
 - Distribution

Set Up Sage Intelligence Reporting in Sage 100 2024

After creating the shared folder, enter its location in Sage 100 2024. If you haven't already registered your 2024 version of Sage Intelligence Reporting, you will be asked to do so.

To set up Sage Intelligence Reporting

1. In Sage 100 2024, select Sage Intelligence Reporting Main menu > Report Manager.
2. Click File and then click Change.
3. Click Yes in the message window.
4. In the Network Repository Path field, type the UNC path to the shared folder that you created. For example: \\ServerName\ReportRpository
5. Click OK.
6. If you receive a message asking you to register Sage Intelligence Reporting, click OK to open the License Manager window.
7. In the Account Number field, enter your Sage customer number.
8. In the Serial Number field, enter you unlocking key. This field is case-sensitive.
9. Click Apply and then click Perform Registration.

Import Custom Reports

After creating the new repository and registering Sage Intelligence Reporting, import any custom report files.

To import custom reports

1. If you want to create folders to organize your reports, on the Home tab, click Add Folder.
2. Right-click either the Home folder or any custom folder created in the prior step, and then click Import Report. (Alternately, you can click the Tools tab, and then click Import Report.)
3. Select one of the custom reports that you exported from your prior version.
4. In the Import Report window, in the Target Connection field, select a connection.
 - For consolidated reports, select Sage MAS Consolidation.

Note: You must own the Sage 100 Intelligence Connector module to generate consolidated reports.

- For any other type of report, select Sage MAS (Auto Connect).

Import Custom Reports

5. In the Report Destination field, select the folder for the report.
6. Click Import.
7. On the Home tab in the Actions group, click Refresh.
8. Repeat these steps for any other custom reports that you exported from your prior version of Sage Intelligence Reporting.