Sage 50 Download Instructions
Last updated: 9th November 2022

Sage 50 Upload Instructions

The following instructions detail the process you will need to go through to download reports from Sage 50 for your accountant/Advisor.
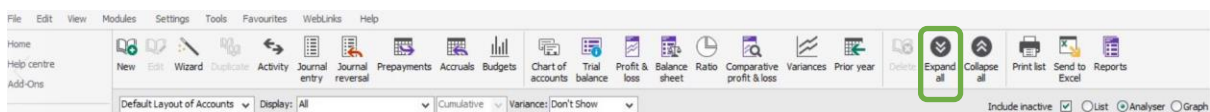
Download Reports from Sage 50

The reports required are (1) Nominal Codes (one report), (2) Nominal Activity (three reports) and (3) Trial Balance (one report).
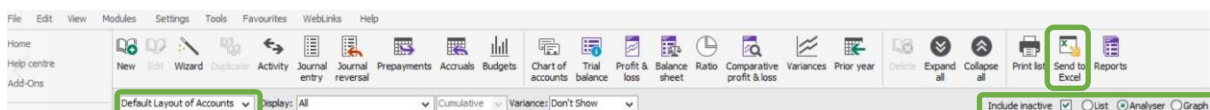
Nominal Codes File

1. Select 'Nominal Codes' from the menu on the left-hand side of the screen
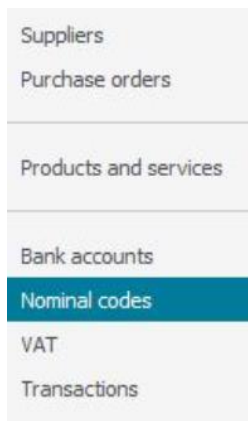
2. Select 'Expand all' from the menu bar across the top of the page

3. Ensure the desired 'Layout of Accounts' is selected, 'Include Inactive' box is ticked, and the 'Analyser' button is checked. Then select 'Send to Excel' from the menu bar across the top of the page
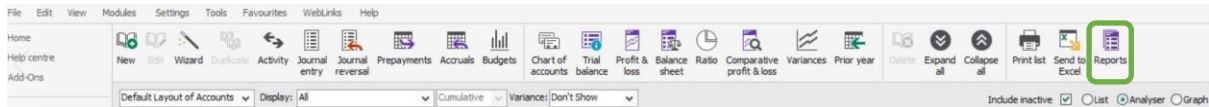

4. Save the file as 'Company Name – Nominal Codes.xls'
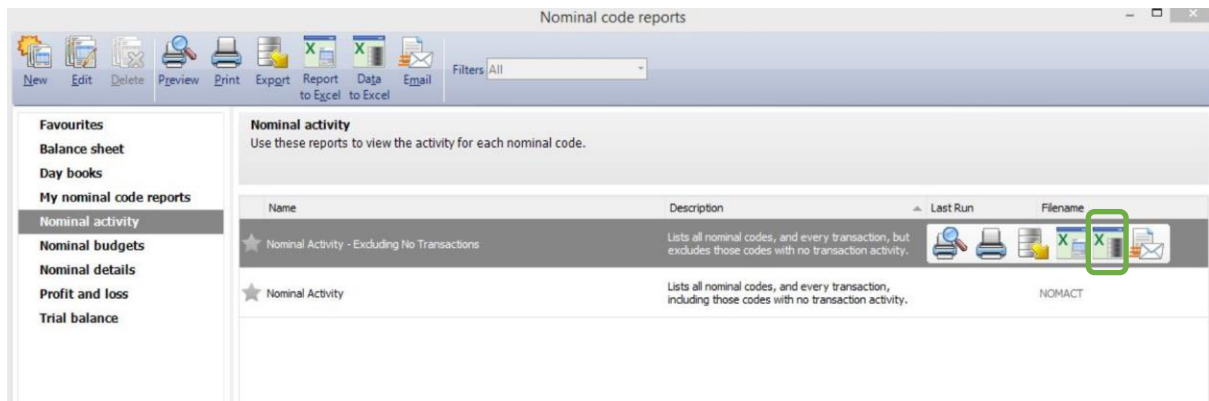
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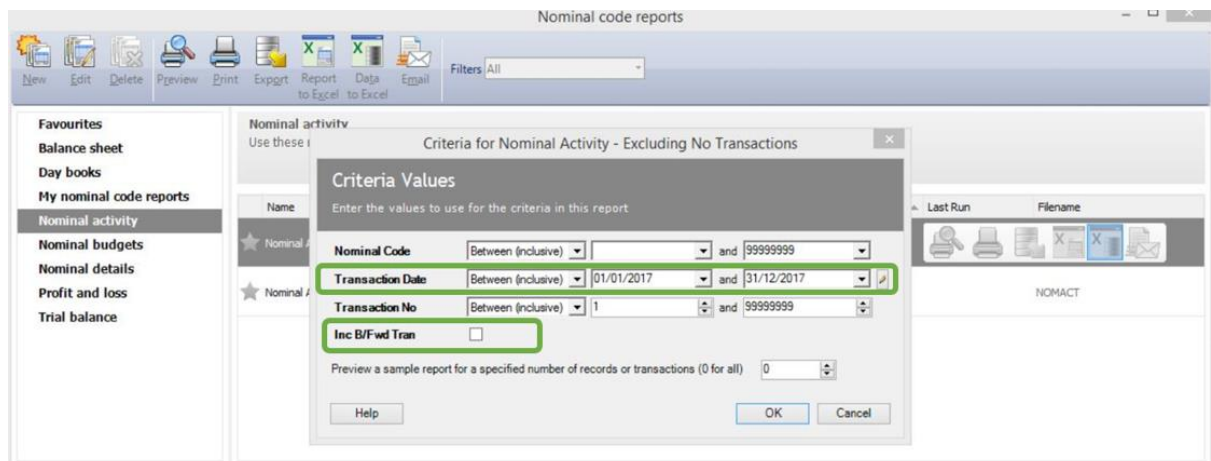
Nominal Activity

1. Select 'Reports' from the menu bar across the top of the page

2. Select 'Nominal Activity' from the menu on the left-hand side of the screen and then select the 'Data to Excel' icon within the 'Nominal Activity – Excluding No Transactions' report

3. When presented with the Criteria Values selection box, select the dates for the earliest of the last 3 years in the 'Transaction Date' section. If the most recent reporting month is December 2019, the dates selected should be from 01/01/2017 to 31/12/2017.
4. Ensure the 'Inc B/Fwd Tran' box **IS NOT** checked and click 'OK'


5. Save the file as ''Company Name' – Transactions 'end year'.xls'
6. Repeat steps 1 to 5 above for the following dates ensuring the 'Inc B/Fwd Tran' box **IS NOT** checked and click 'OK'.
    a. 01/01/2018 to 31/12/2018
    b. 01/01/2019 to 31/12/2019
7. If you are unsure which dates to use, please refer to the table in appendix 1
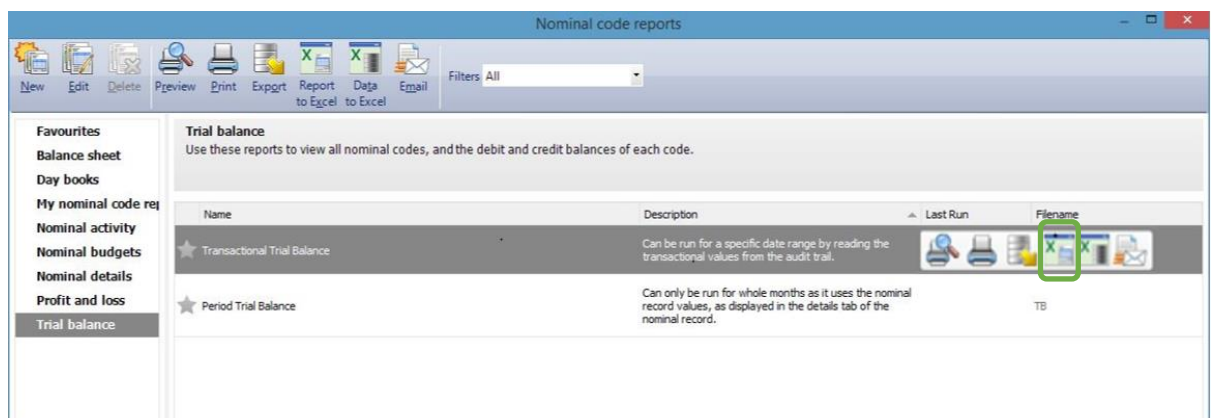
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Trial Balance

1. Select 'Reports' from the menu bar across the top of the page
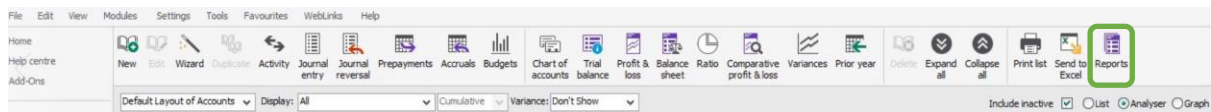
2. Select 'Trial Balance' from the menu on the left-hand side of the screen and then select the 'Report to Excel' icon within the 'Transactional Trial Balance' report

3. When presented with the Criteria Values selection box, the transaction date should be between 01/01/1980 (default value) and the day before your first Nominal Activity download. As our first transaction date was 01/01/2017 in our example, the transaction dates for the Transactional Trial Balance should be 01/01/1980 to 31/12/2016.

4. Save the file as 'Company Name – Trial Balance.xls'
5. If you are unsure which dates to use, please refer to the table in appendix 1

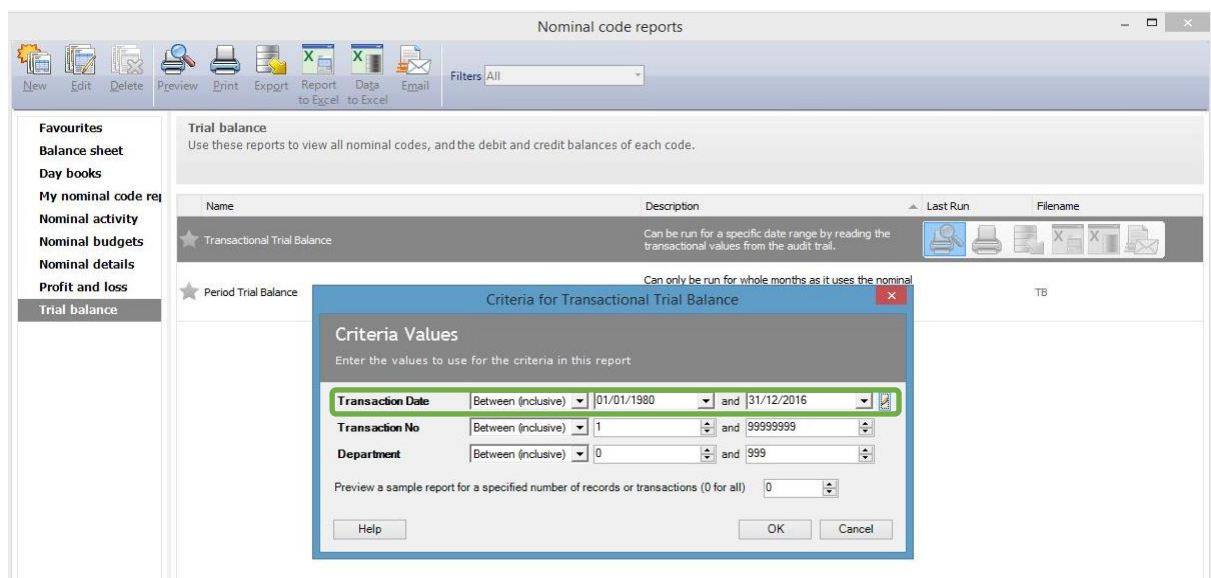# Sage 50 Download Instructions

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Check the files are correct

1. Open each of the files you have downloaded from Sage 50 and check they are correct. Examples of correct files can be found here with an example file on each tab.
   a. Nominal Balances
      i. Each and every nominal should be shown here. If you are only seeing nominal categories, it is likely that 'Expand All' was not selected here.
   b. Transactions
      i. The title shown in cell A1 should be 'Nominal Activity – Excluding No Transactions'. If it is just 'Nominal Activity' then it is likely the wrong option has been selected here.
      ii. Check that each file only has one years' worth of transactions covering the desired period.
   c. Trial Balance
      i. This should look like the example given above. If it doesn't it is possible 'Data to Excel' was selected instead of 'Report to Excel' here.
      ii. Check that the 'Tran Date To' is the day before the first date on the earliest transaction file.

Appendix 1 - Reporting Dates

Reporting Month	1st Nominal Activity Report	2nd Nominal Activity Report	3rd Nominal Activity Report	Transactional Trial Balance
December 2022	01/01/2020 to 31/12/2020	01/01/2021 to 31/12/2021	01/01/2022 to 31/12/2022	01/01/1980 to 31/12/2019
January 2023	01/02/2020 to 31/01/2021	01/02/2021 to 31/01/2022	01/02/2022 to 31/01/2023	01/01/1980 to 31/01/2020
February 2023	01/03/2020 to 28/02/2021	01/03/2021 to 28/02/2022	01/03/2022 to 28/02/2023	01/01/1980 to 29/02/2020
March 2023	01/04/2020 to 31/03/2021	01/04/2021 to 31/03/2022	01/04/2022 to 31/03/2023	01/01/1980 to 31/03/2020
April 2023	01/05/2020 to 30/04/2021	01/05/2021 to 30/04/2022	01/05/2022 to 30/04/2023	01/01/1980 to 30/04/2020
May 2023	01/06/2020 to 31/05/2021	01/06/2021 to 31/05/2022	01/06/2022 to 31/05/2023	01/01/1980 to 31/05/2020
June 2023	01/07/2020 to 30/06/2021	01/07/2021 to 30/06/2022	01/07/2022 to 30/06/2023	01/01/1980 to 30/06/2020
July 2023	01/08/2020 to 31/07/2021	01/08/2021 to 31/07/2022	01/08/2022 to 31/07/2023	01/01/1980 to 31/07/2020
August 2023	01/09/2020 to 31/08/2021	01/09/2021 to 31/08/2022	01/09/2022 to 31/08/2023	01/01/1980 to 31/08/2020
September 2023	01/10/2020 to 30/09/2021	01/10/2021 to 30/09/2022	01/10/2022 to 30/09/2023	01/01/1980 to 30/09/2020
October 2023	01/11/2020 to 31/10/2021	01/11/2021 to 31/10/2022	01/11/2022 to 31/10/2023	01/01/1980 to 31/10/2020
November 2023	01/12/2020 to 30/11/2021	01/12/2021 to 30/11/2022	01/12/2022 to 30/11/2023	01/01/1980 to 30/11/2020
December 2023	01/01/2021 to 31/12/2021	01/01/2022 to 31/12/2022	01/01/2023 to 31/12/2023	01/01/1980 to 31/12/2020