

**Hot tip**

For customers, default nominal codes (N/C) start at 4000.

**Don't forget**

A customer can be a member of a price list. However, as a customer can only belong to one price list, if you want to change the list that the selected customer belongs to simply choose a different price list from the drop-down list. Note that on each price list, additional discounts can still be applied.

**Hot tip**

Default nominal codes for suppliers start at 5000.

# Customer & Supplier Defaults

When creating a new customer or supplier, details about credit limit, terms, discount etc. are needed. Customer and Supplier records are discussed in Chapters 2 & 3 respectively but before this, defaults need to be set up.

- 1 Select Customer Defaults from the Settings options
- 2 Enter defaults for your customer records on the first Tab

- 3 Click on the relevant Tabs to enter Statements, Ageing Balance and appropriate Discount defaults

- 4 Click OK to save the Customer Defaults entered

- 5 Now select Supplier Defaults from the Settings options

- 6 Enter relevant Supplier Defaults

- 7 Use Ageing Tab to enter Aged Balances Period, specifying calendar months or days

- 8 Click OK to save Supplier Defaults

...cont'd

## Product Defaults

Defaults also need to be set up for Products:

- 1 Select Product Defaults from the Settings options
- 2 Enter the Nominal Account code here
- 3 Allocate the correct Tax Code for the Product
- 4 Complete the rest of the defaults as necessary
- 5 Enter the Decimal Point placing for the product
- 6 Click OK to save this information

Product Defaults

Details Descriptions

Defaults

Sales nominal code: 4000

Tax code: T1 20.00

Purchase nominal code:

Unit of sale: Each

Category: 1 Paper Products

Department: 7

Image options: Maintain Image Size

EC VAT description:

Decimal Precision

Quantity D.P.: 2

Unit D.P.: 2

OK Cancel

### Hot tip



Use the Finder button on the right of the Nominal Code box to speed up code entry.

## Control Accounts

Sage 50 uses Control Accounts to make automatic double-entry postings to the ledger.

- 1 To view or edit these Nominal Codes select Control Accounts from the Settings options
- 2 To change a Control account click on the nominal code and type the new code or use the Finder button
- 3 Click OK to save and close or Cancel to abandon changes

Control Accounts

Control Account	N/C
Debtors Control	1100
Creditors Control	2100
Default Bank	1200
VAT on Sales	2200
VAT on Purchases	2201
Sales Discount	4009
Purchase Discount	5009
Retained Earnings	3200
Default Sales	4000
Accruals	2109
Prepayments	1103
Bad Debts	8100
Mispostings	9999
Suspense	9998

OK Cancel

### Beware



Unless you have created your own Chart of Accounts, the Control accounts should never need changing.