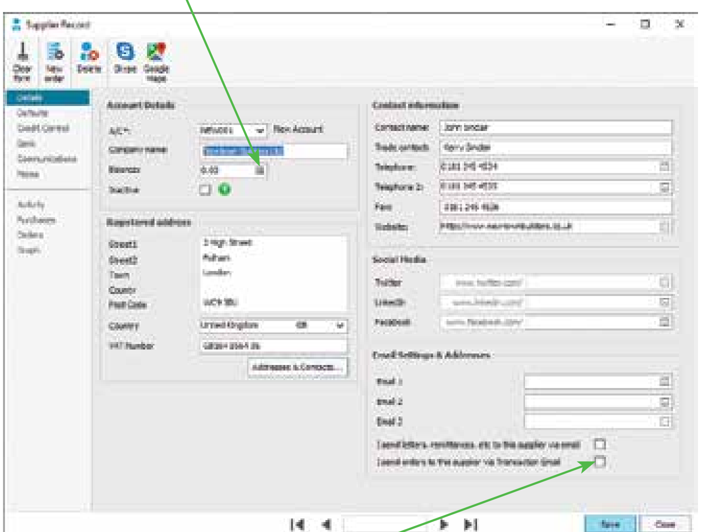
Creating Supplier Records

Within this window you can view, edit or delete a supplier record. If a supplier is also a customer you can automatically offset values from supplier and customer invoices against one another. With all of the details to hand, to add a new supplier do the following:

1. Select Suppliers from the Sage 50 navigation bar
2. Click on the New button on the Suppliers toolbar to bring up a blank Supplier Record window
3. Use Details to store basic supplier information
4. Use the O/B button if an Opening Balance is required



5. Tick here if orders are sent electronically
6. Enter credit terms using the Credit Control option and Bank to record bank details for payment transfers
7. Click Save to store the supplier record
8. Enter a new record or click Close to finish

Until you are familiar with Sage 50, use the New Wizard for simple step-by-step instructions for entering a new supplier record.

Always start with the Account Code when entering a new record.