Customer & Supplier Defaults

When creating a new customer or supplier, default details about credit limit, terms, discount, etc. are needed. **1**   Select Customer Defaults from the Settings options

Hot tip

For customers, default Nominal Codes (N/C) start at 4000.

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

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 as desired.

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 the Ageing tab to enter Aged Balances Period, specifying calendar months or days

Hot tip

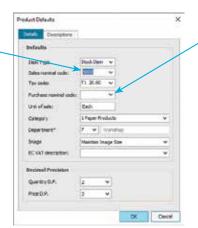Default Nominal Codes for suppliers start at 5000.

8   Click OK to save Supplier Defaults

Product Defaults

Defaults also need to be set up for your 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

> **Hot tip**
>
> Use the Finder button on the right of the Purchase 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

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