



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



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.



Default Nominal Codes for suppliers start at 5000.

Customer & Supplier Defaults

When creating a new customer or supplier, default details about credit limit, terms, discount, etc. are needed. 11 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 the Ageing tab to enter Aged Balances Period, specifying calendar months or days
- 8 Click OK to save Supplier Defaults

Customer Defaults

Record Statements Ageing Discount

Defaults

Country: United Kingdom GB

Currency: 1 Pound Sterling

Std Tax Code: T1 20.00 Def. N/C: 4002

Department*: Sales

Discounts

Discount %: 0.00 Type: No additional

Price List: TRADEA

Account status

Default: 0 Open

Terms Agreed:

OK Cancel

Supplier Defaults

Record Ageing

Defaults

Country: United Kingdom GB

Currency: 1 Pound Sterling

Std Tax Code: T1 20.00 Def. N/C: 5000

Department*: Purchasing

Account status

Default: 0 Open

Terms Agreed:

OK Cancel

...cont'd

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

Field	Value
Item type	Stock Item
Sales nominal code	1000
Tax code	T1 20.00
Purchase nominal code	
Unit of sale	Each
Category	Paper Products
Department	7
Stage	Maintain Image Size
EC VAT description	
Quantity D.P.	2
Price D.P.	2



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

Control Account	N/C
Debitors Control	1100
Creditors Control	2100
Default Bank	1000
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



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