# FAQ'S – Sage 50 - Supplier Module

- 1. How to agree terms for a single supplier
- 2. How to set terms agreed as a default for Supplier setup
- 3. How to match supplier credit notes

## 1. How to agree terms for a single supplier

Supplier module / highlight supplier on list/ click edit button

#### Select Credit control

File       Edit       Wew       Modules       Settings       Tools       Permas         Supplier       Record       Image: Settings       Terms       Image: Settings       Image: Setings       Image: Setings       Image: Setings       Image: Setings       Image: Setings       Image: Setings       Image: Setings	Sage 50 Accounts Client Manager - FS	SU June 2017 Training		
Suppler Record         Image: Suppler Record         Image: Suppler Record         Details         Details         Configuration         Bank         Communications         Memo         Payment Due         0         Activity         Payment Due         Payment Due         0         Activity         Payment Due From days after invoice date         Image: Credit Review         Credit Review         Image: Credit Review         Credit Review         Image: Credit Review         Activity         Payment Due From days after invoice date         Image: Credit Review         Image: Credit Revie	File Edit View Modules Setting	ıs Tools Favourites WebLinks Help		
Credit Service   Details   Details   Details   Defailuts   Credit Limit   Oredit Limit   Settlement Due   0   Days   Settlement Due   0   Days   Settlement Due   0   Payment Due   0   Payment Due   0   Payment Due From days after invoice date   Payment Due From days after	Supplier Record			
I Close Close	Supplier Record     Image: Clear form order     Details   Defaults   Credit Control   Bank   Communications   Memo     Activity   Purchases   Orders   Graphs     Trading Terms   Bureau   Priority Supplier   Credit Reference   Bureau   Priority Supplier   Credit Position   Account status   DUNS Number     Restrictions -	0.00 III   0 Days   0 Days </td <td>Credit Review         A/C Opened       16/06/2017         Last Credit Review       1         Next Credit Review       1         Application Date       1         Date Received       1         Memo:       1</td> <td></td>	Credit Review         A/C Opened       16/06/2017         Last Credit Review       1         Next Credit Review       1         Application Date       1         Date Received       1         Memo:       1	
				Save Close

Tick Terms Agree box at bottom right of screen

2. How to set terms agreed as a default for Supplier setup

### Settings > Supplier defaults

Under Record & Under Account status

## Tick Terms Agreed box

s (11)	Ralanca	Credit Limit Contact	Telephone
	Supplier Defaults		×
	Record Ageing		
	Defaults		
	Country	Ireland IE	▶
	Currency	3 Euro	✓
	Std Tax Code	T9 0.00 ✔ Def. N/C 4710	▼
	Department*	0 V Default	
	Account statu	5	
	Default	0 Open	*
	Terms Agreed	▼	
		OK	Cancel

Setting this default ensures that all new suppliers set up in Sage 50 will automatically have the *Terms Agreed box* ticked.

Suppliers set up with terms agreed box not ticked prior to the setting of the default will have to be manually ticked as agreed using the guide in no 1 above for a single supplier.

### 3. How to Match Supplier Credit Notes

#### Supplier > Supplier Payment

Select the relevant supplier

For the Purchase Invoice (Transaction no 29), click into the Payment box and type in the amount of 675

For the Purchase Credit (Transaction 30) click in the payment box and enter the same value of 675

Note that the payment amount on this screen will be zero

Save

Ta Su	Supplier Payment - Current Account														
Lear form	Lear form full (F3) Department Print list Send to Excel														
Ba Pay	Bank A/C Ref     1800     ✓     Current Account       Payee*     SMI001     ✓     Smith Electrical         €     0.00														
Show	All		✓ Fi	rom / /		īo //			_	List In	voice/Credit	by item line			
No	. Type	A/C	Date	Due On	Ref	Ex.Ref	Department	Details	T/C	Amount €	Disputed?	Payment €	Discount €	Discount inc. V	AT?
2	B PI	SMI001	16/06/2017	16/07/2017	321		n/a	Electrical re	n/a	5000.00		0.00	0.00		
2	9 PI	SMI001	16/06/2017	16/07/2017	321VAT		n/a	VAT E Repair	n/a	675.00		675.00	0.00		
3	D PC	SMI001	16/06/2017	16/06/2017	321v		n/a	Transfer V	n/a	675.00		675.00	0.00		
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<												>			
					Supp	lier Balance		5000.00	Ban	k Balance	526	550.00 Ar	nalysis Total		0.00
	Save Close												Si	Close	