

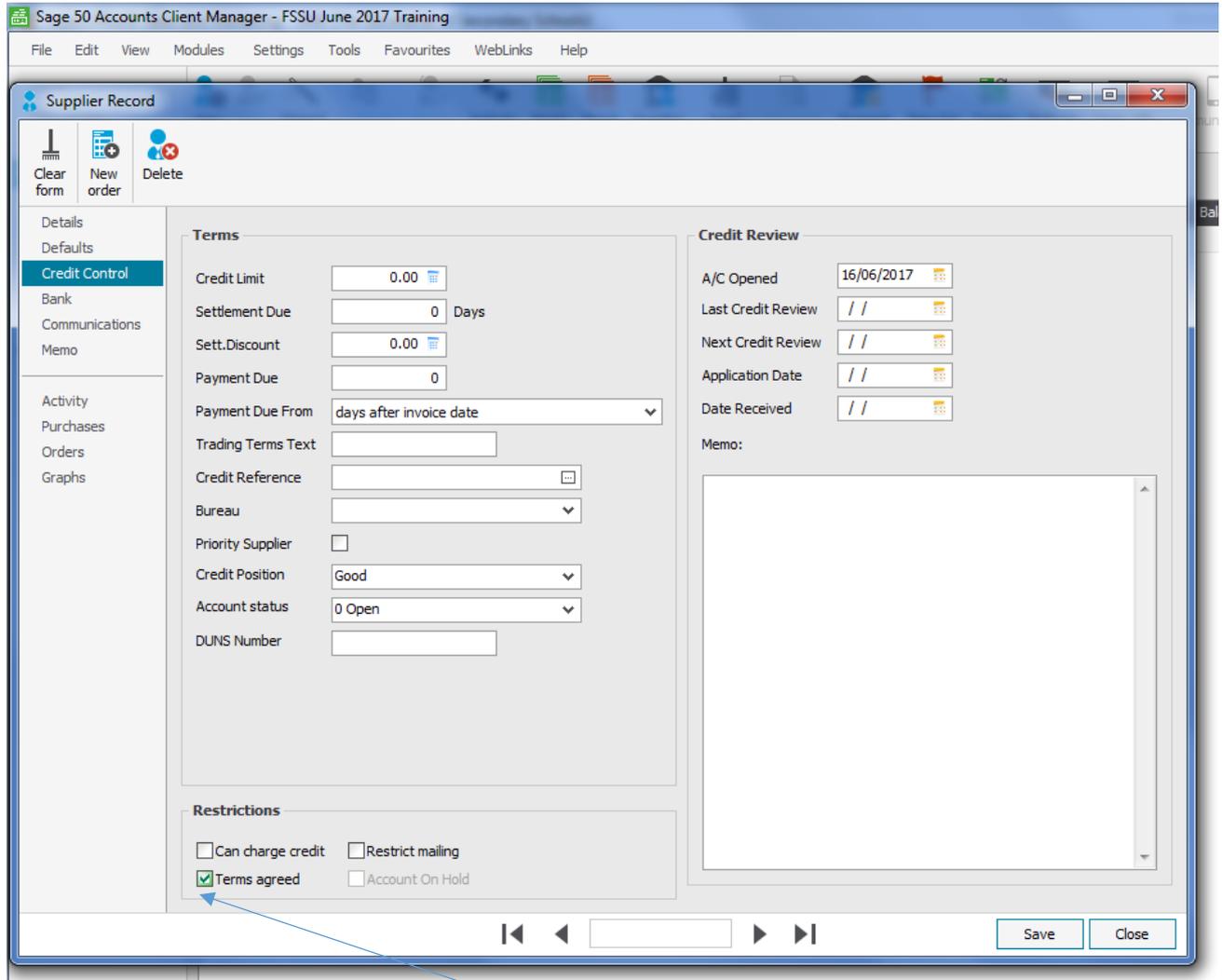
FAQ'S – Sage 50 - Supplier Module

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



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

The screenshot shows the 'Supplier Defaults' dialog box in Sage 50. The 'Record' tab is active. The 'Defaults' section includes fields for Country (Ireland), Currency (Euro), Std Tax Code (T9 0.00), and Def. N/C (4710). The 'Account status' section shows 'Default' as '0 Open' and 'Terms Agreed' as checked. A blue arrow points from the text 'Tick Terms Agreed box' to the 'Terms Agreed' checkbox. The dialog has 'OK' and 'Cancel' buttons at the bottom.

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

Supplier Payment - Current Account

Bank A/C Ref: 1800 Current Account Date*: 16/06/2017 Cheque No.:

Payee*: SMI001 Smith Electrical € 0.00

FSSU June 2017 Training

Show: All From: // To: // List Invoice/Credit by item line

No.	Type	A/C	Date	Due On	Ref	Ex.Ref	Department	Details	T/C	Amount €	Disputed?	Payment €	Discount €	Discount inc. VAT?
28	PI	SMI001	16/06/2017	16/07/2017	321		n/a	Electrical re...	n/a	5000.00		0.00	0.00	<input type="checkbox"/>
29	PI	SMI001	16/06/2017	16/07/2017	321VAT		n/a	VAT E Repair	n/a	675.00		675.00	0.00	<input type="checkbox"/>
30	PC	SMI001	16/06/2017	16/06/2017	321v		n/a	Transfer V...	n/a	675.00		675.00	0.00	<input type="checkbox"/>

Supplier Balance: 5000.00 Bank Balance: 52650.00 Analysis Total: 0.00

Save Close