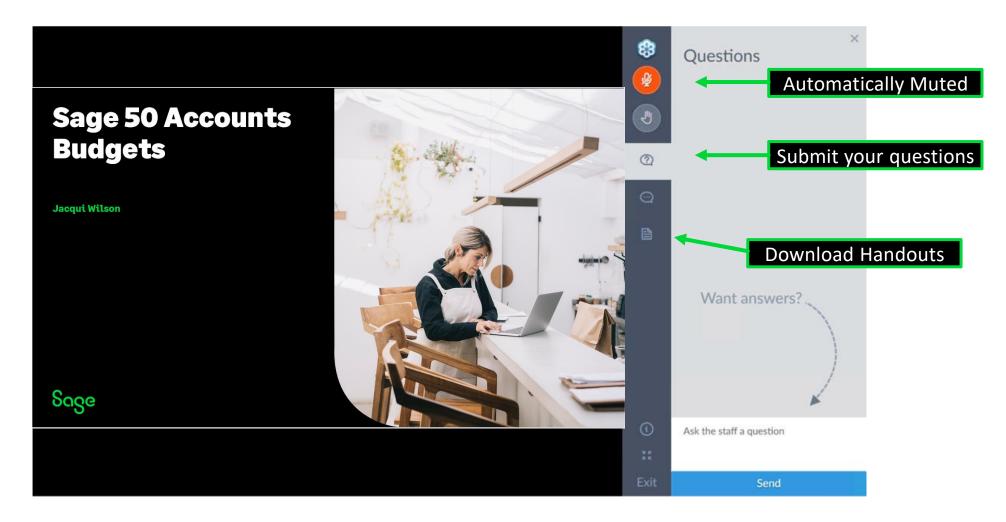
Global changes.

Jacqui Wilson





Housekeeping





Contents

The global changes wizard

Increasing Credit limits

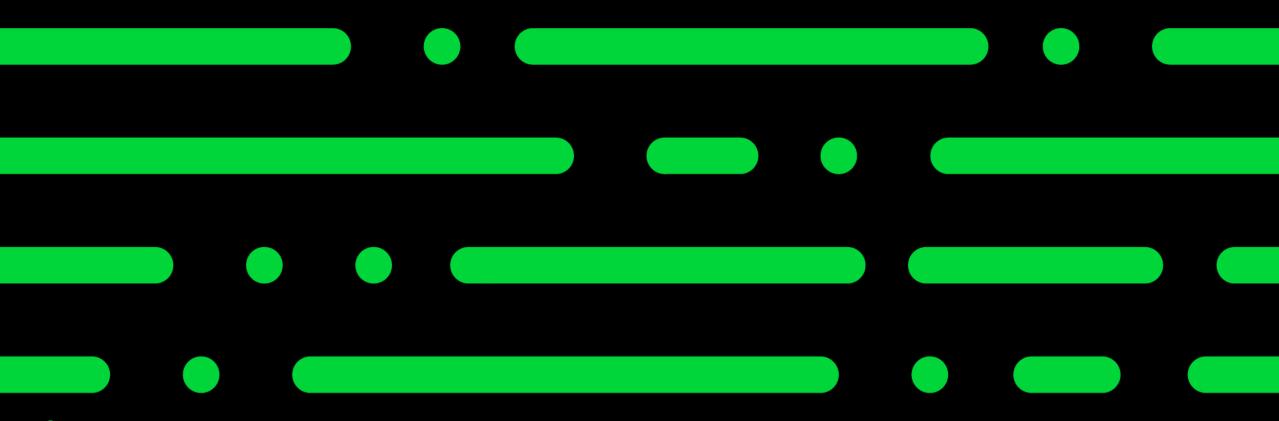
Increasing Product sales prices

Altering discounts

Batch changes



Global changes





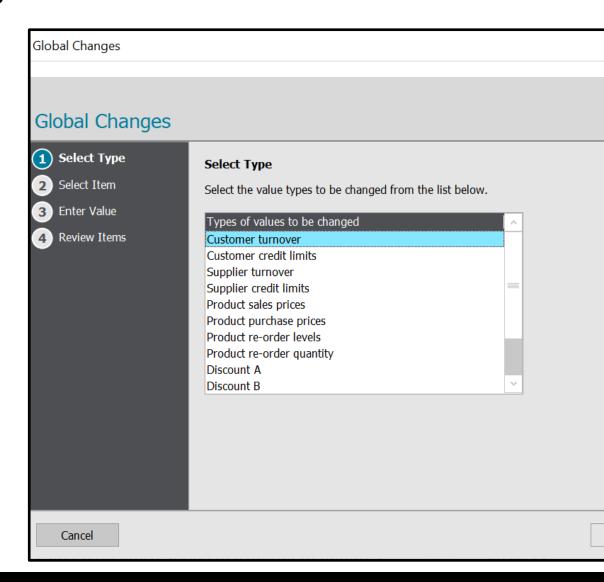
Global Changes Wizard.

Use the Global Changes Wizard to amend a range of information at once rather than manually amending each individual record

Useful in the new year for increasing Credit limits or applying price changes.

The Global changes enables you to choose which records the changes apply to.

The wizard can be found within the tools menu.





Global Changes Wizard.

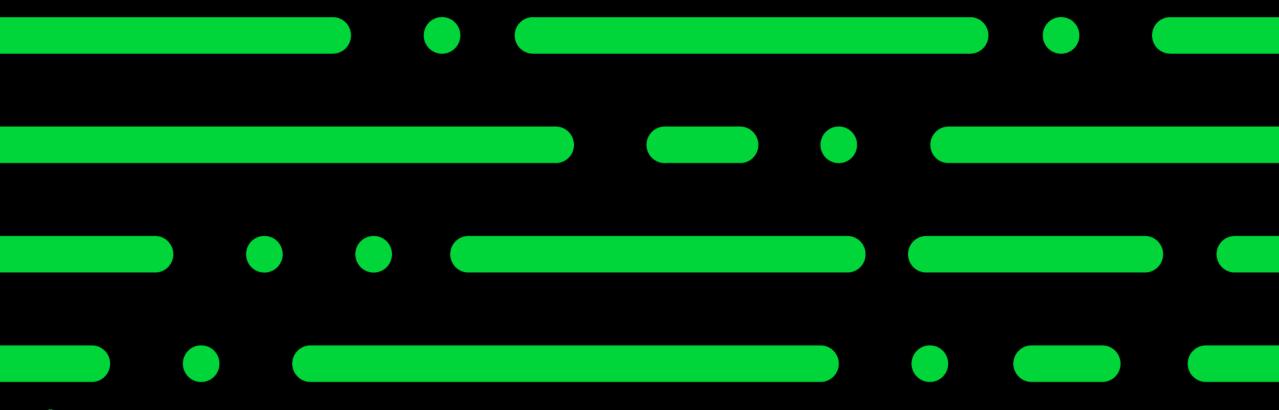
The following changes can be made using the Global changes wizard.

- Customer and Supplier Turnover
- Customer Credit Limits
- Supplier Credit Limits
- Product Sales Prices
- Product Purchase Prices
- Product Re-Order Levels
- Product Re-Order Quantities
- Discount Matrices

Some of these features are not available in Sage 50 essentials



Changing Credit Limits





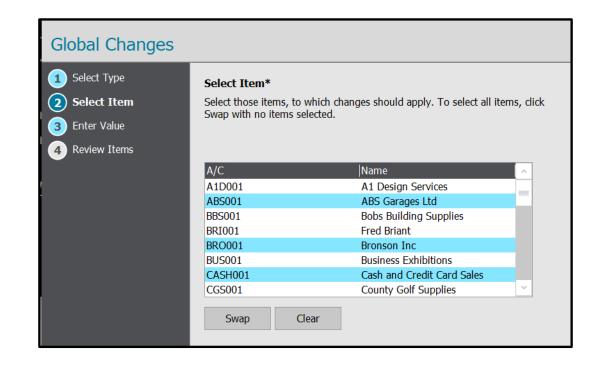
Changing credit limits.

Customer or supplier records can be selected to apply changes to

The following changes can be made.

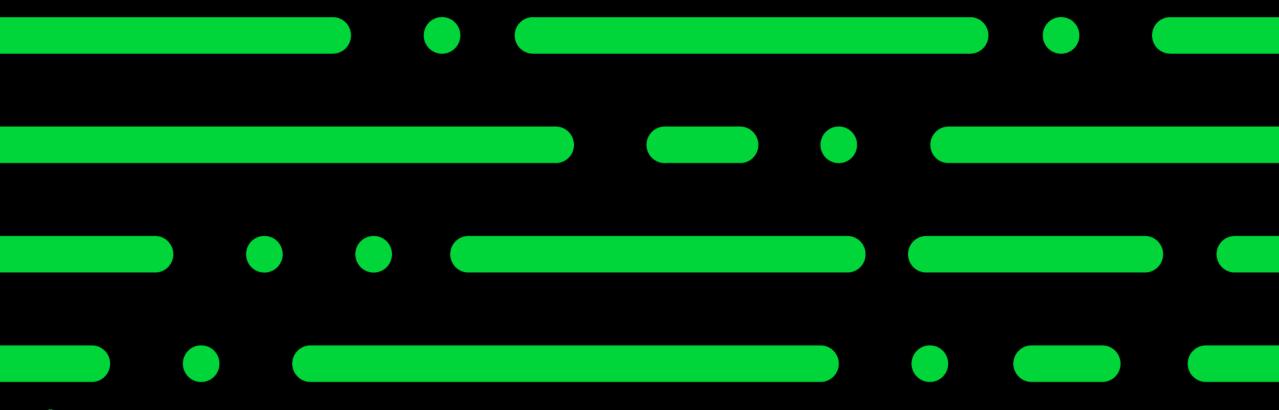
- Add Amount
- Subtract amount
- Multiply by amount
- Divide by amount
- Increase by percentage
- Decrease by percentage
- Give figure

In addition rounding and adjustments can be applied





Changing Product sales price





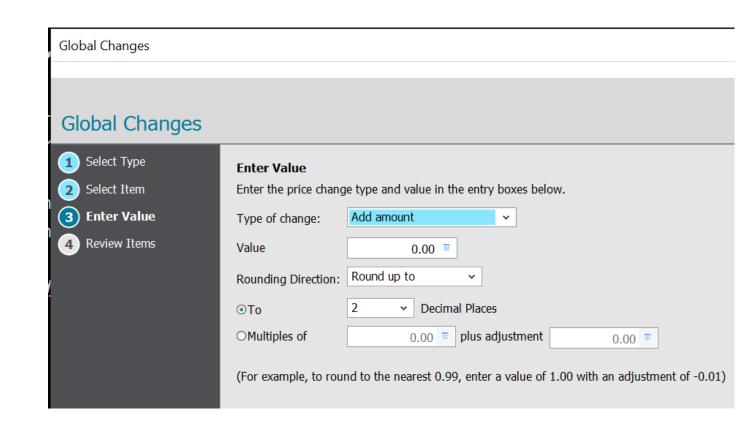
Changing product sales price.

Product records can be selected to apply changes to

The following changes can be made.

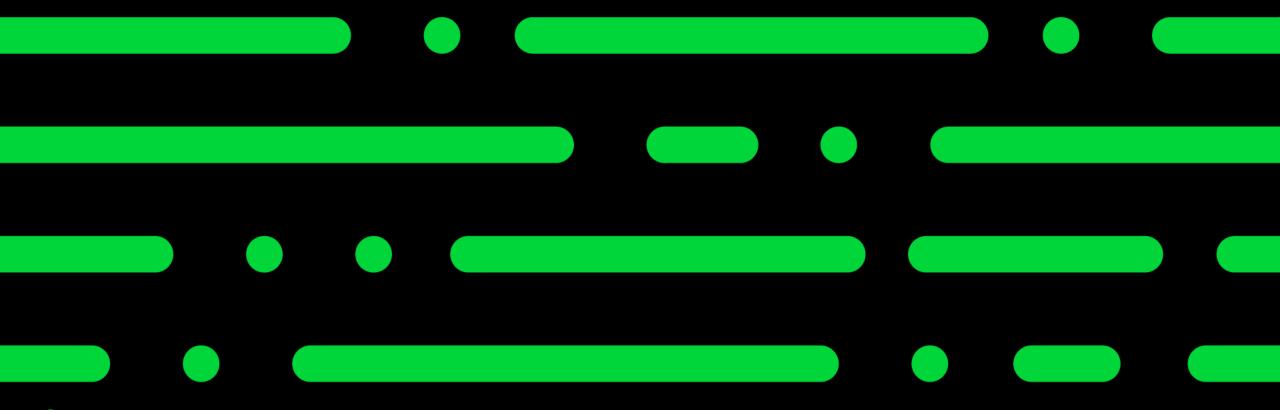
- Add Amount
- Subtract amount
- Multiply by amount
- Divide by amount
- Increase by percentage
- Decrease by percentage
- Give figure

In addition rounding and adjustments can be applied





Altering Discounts



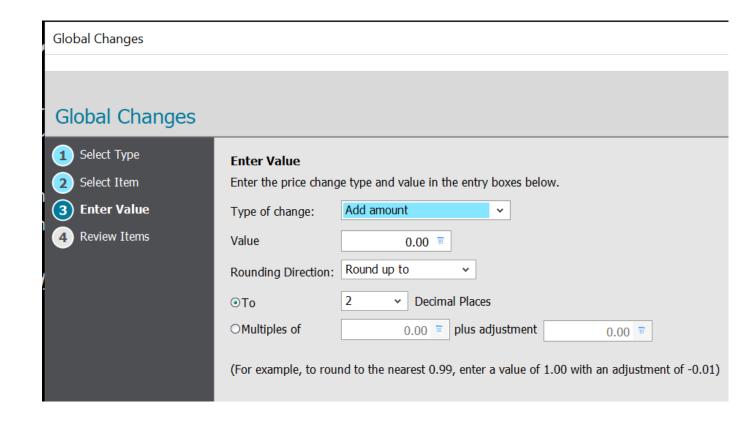


Altering discounts.

Product quantity discounts can be entered into product records.

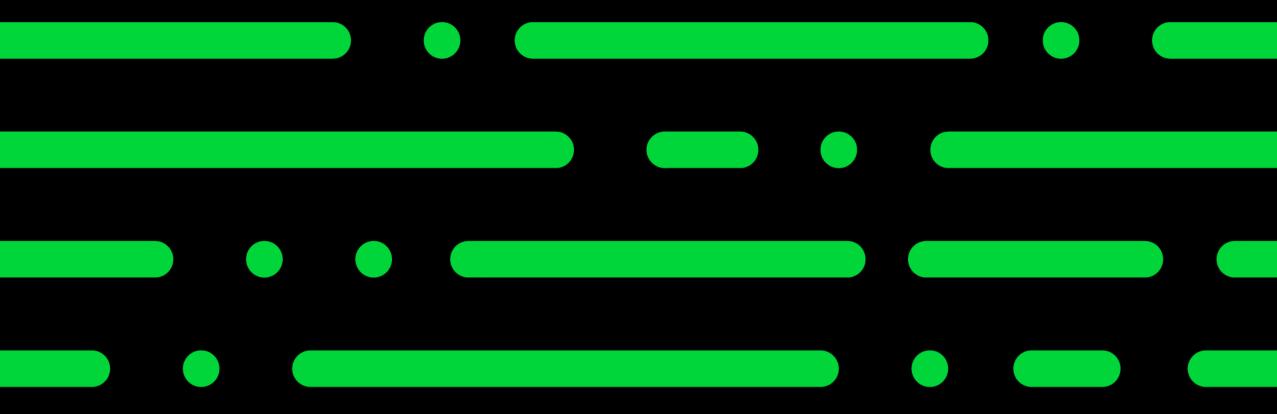
A percentage discount can be applied when Quantity thresholds are met.

This can be altered with a Global change





Batch changes





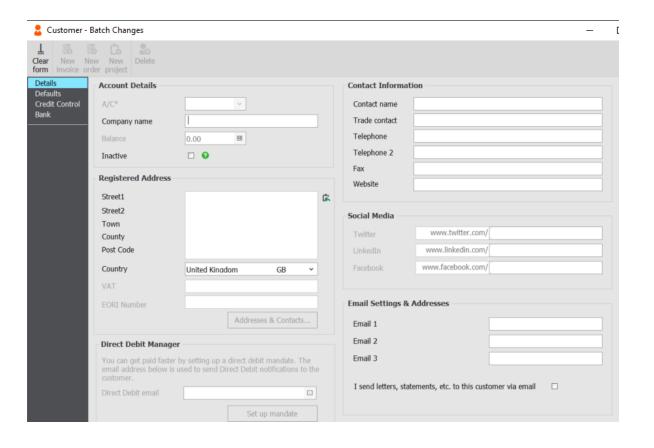
Batch changes.

Not available in Sage 50 Essentials.

Found within Customers, Suppliers, Products an services and the Fixed asset Register.

The batch changes feature enables some changes to fields across multiple records simultaneously.

Those fields which can be changed show as active fields, those which cannot be changed are greyed out.





Summary





Summary.

- The Global changes wizard is found within the tools menu.
- Global changes can be used to make changes to multiple records simultaneously and records to apply the new settings too can be selected.
- These allow different changes to be applied for example changes to sales prices and credit limits.
- The changes applied include options for a fixed amount or a percentage increase/decrease.
- Batch changes can also allow changes to multiple records



Upcoming Webinars.

Upcoming

VAT Return

Projects - Part 2

Invoicing

Report Designer Edit your invoice layout

Recurring items

Tips and Tricks in Sage 50cloud Accounts

Key Topics

Running your Year end Fri Jan 6 2pm

This webinar explains the year end process from start to finish, including how to prepare for and run your year end and the optional post-year end tasks.

Report Design-Regrouping layouts Wed Jan 11 2pm

The next in our report design series



What is Sage Membership?

Sage University – Sageu.com

Sage City – **Sagecity.com**

Sage Masterclass



Member Masterclass

Season 1: Finding and keeping great people

Built exclusively for Sage members and available to everyone for a limited time only.

Your greatest asset is your people. So, how do you find and keep the best?

Whether you're a one-person business or already lead a team, a great hire is game-changing.

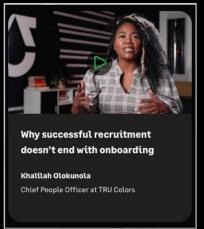
In the very first season of Member Masterclass, you'll discover:

- How to create a world-class onboarding experience.
- How to develop and nurture your talent.
- How to retain the talent you have.

Visit <u>sage.com/uk/masterclass</u> now and learn from visionary leaders on how to hire and retain top talent.













And more...

Thank you!

