

# Purchase orders.

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Sage

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# Defaults.

## Availability

- Sage 50 Accounts Professional

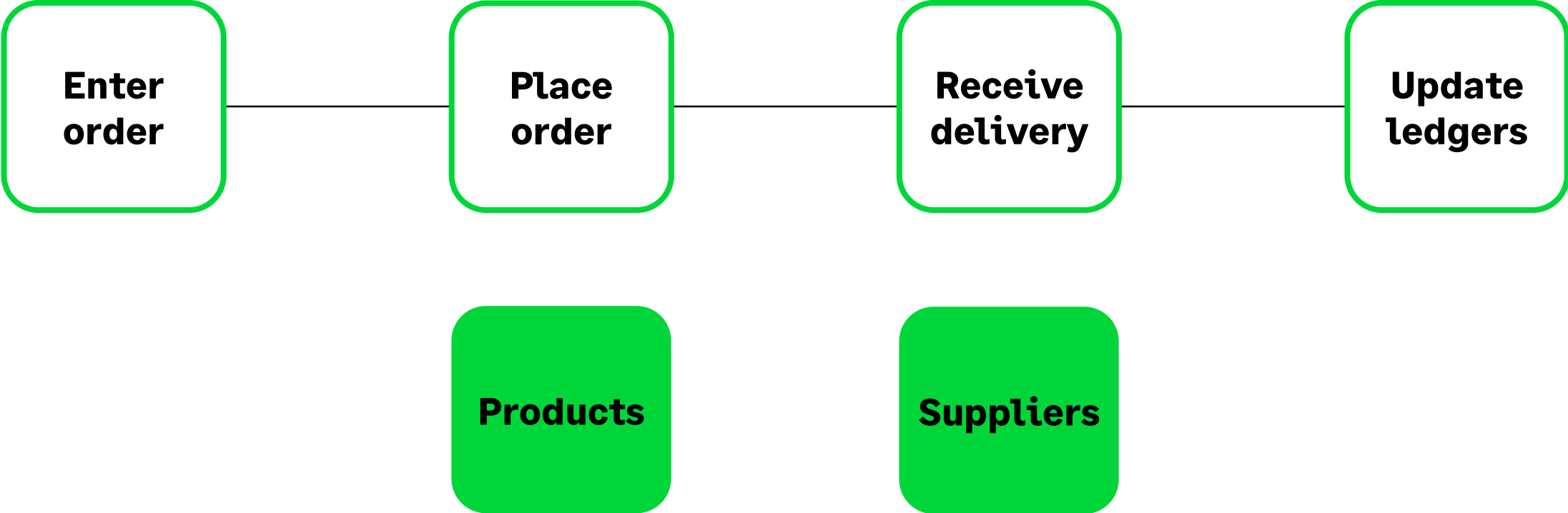
## Can't see the option?

- Check using Professional
- Access level
- Option hidden on navigation bar



[The Purchase orders module](#)

# Products and Suppliers.



# Defaults.

## Settings > Invoice & Order Defaults

- Numbering
- Prompt to Order Stock
- Update ledgers



## Settings - Purchase order defaults

Invoice and Order Defaults

Discounts    Intrastat    Cash Sales    Quick Print    Email

General    Footer Defaults    Options    Update ledgers

**General**

- Invoices default to Account Reference
- Invoice Items default to Quantity
- Show special product codes in Invoicing / SOP / POP
- Place Order Shortfalls on Order Automatically
- Lock Autonumber on Invoicing / SOP / POP
- Prompt to Order Stock when saving a Purchase Order
- Prompt to Allocate Stock when saving a Sales Order
- Enable Transaction Email

Default Invoice: Product Invoice

Default Credit: Product Credit

Default Sales Order: Product Sales Order

Convert quotes to: Invoices

EC VAT description (services):

**Purchase Order Delivery Address**

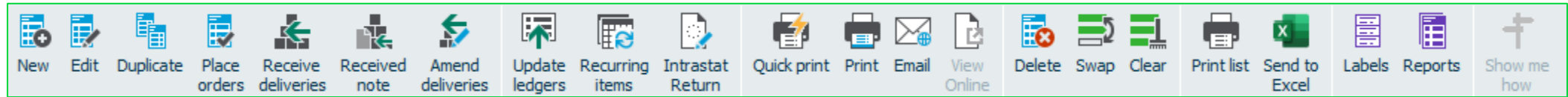
Default to Company Delivery Addresses in Purchase Orders

**Currency Exchange Rates**

Always prompt to save exchange rate changes

Help    OK    Cancel

# Options.



## Key options > Reports

- Duplicate
- Recurring items
- Quick print/ Email



[The Purchase orders module](#) / [Cancel a purchase order](#) / [Delete or reverse a purchase order](#)

# Help Centre

[www.sage.co.uk/help](http://www.sage.co.uk/help)

- Search the knowledgebase
- Support guides
- Webinars
- Videos
- Get in touch

The screenshot shows the Sage Help Centre website. At the top, there is a navigation bar with the Sage logo and links for 'Help Centre', 'Products', 'Integrated Apps', 'Sage University', and 'Useful links'. Below this, a secondary navigation bar includes 'Sage 50cloud Accounts', 'Hot topics', 'Manage your account', 'Free training', 'Sage City', and 'Webinars'. The main content area features a large banner with the text 'You need help. We have answers.' and a search bar labeled 'Search for answers...'. To the right of the search bar is an illustration of a desk with a computer monitor, keyboard, and a person's head. Below the banner, a section titled 'What do you need help with today?' contains six cards, each with an icon and a description: 'Install your software' (download icon), 'Protect and repair your data' (shield icon), 'Manage your VAT' (document icon), 'Working with the bank' (bank building icon), 'Run your accounts remotely' (cloud icon), and 'Financial year end' (calendar icon). Each card has a right-pointing arrow.

# What's included as a Sage member?





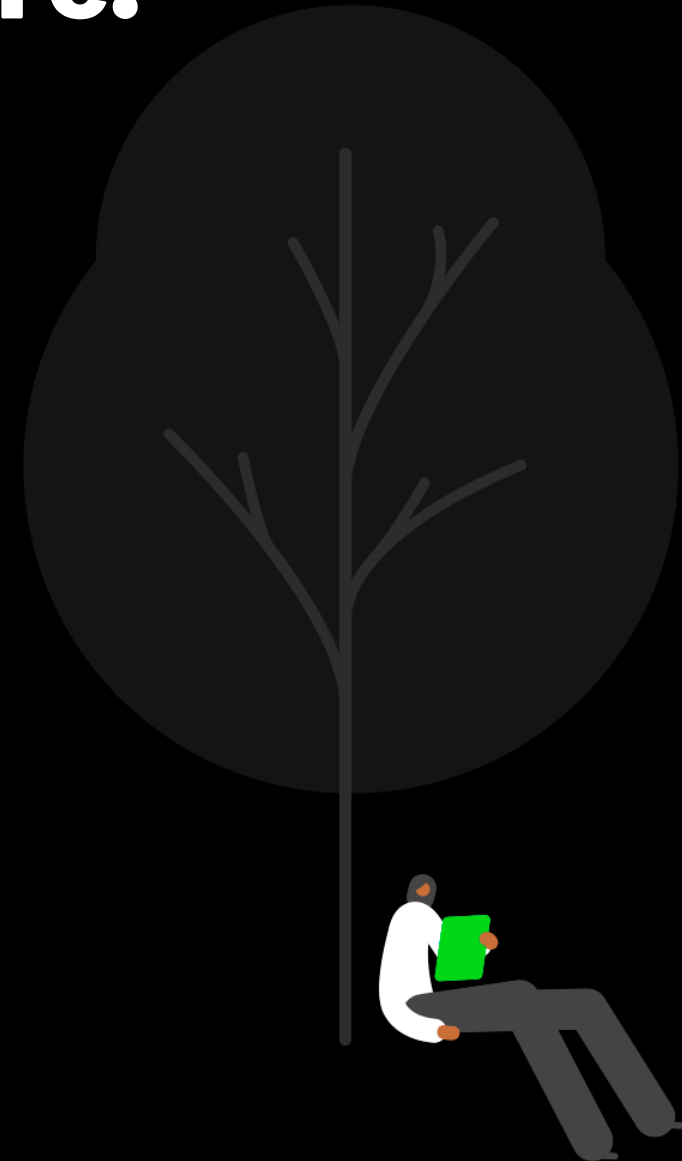
# More than just great software.

We know that running a business can be tough and at Sage we want to help you and your business with the many challenges you face.

## That's why Sage goes beyond great software solutions

As a valued Sage customer and member of the Sage community, you'll enjoy benefits that help you and your business by connecting with brilliant experts and industry peers.

**Sage is here to help you grow and your business flow.**



# A member of the Sage community.

All included as a member of Sage – FREE

Being a Sage member you get **great software solutions**, expert advice to **get the most from your solutions** and **more help with the business challenges you face**. All wrapped in the **human touch of Sage's community** of customers, partners and colleagues.

Exclusive member benefits include:

Member  
Masterclass

Learning

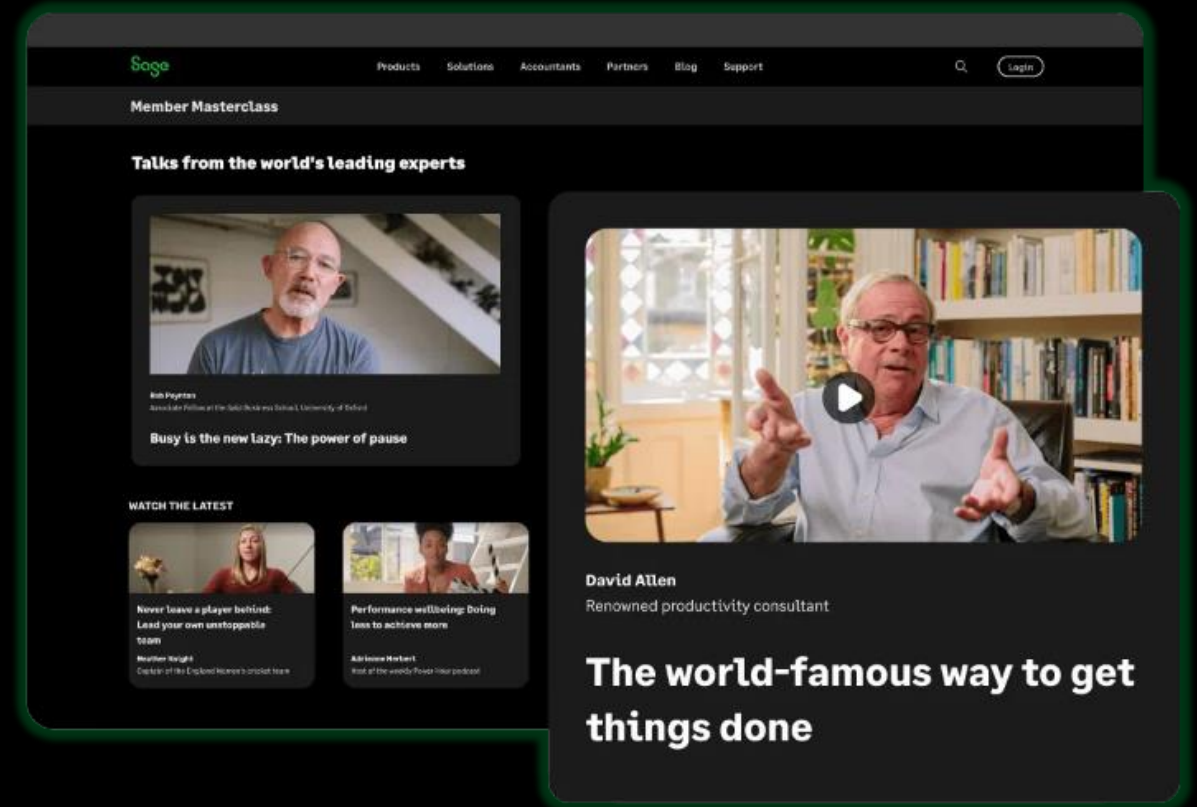
Community  
Forums

Award winning  
support

Business Advice

Software  
Certification

Find out more about these [exclusive benefits](#).



# Member Masterclass.


As a Sage customer or partner you have automatic access to exclusive benefits, which includes expert human advice in Member Masterclass.

We asked customers what the most pressing issues and problems are that they face in their business and have built [Member Masterclass](#) to support you with the challenges you face and help your businesses grow.

Season 1 looks at finding and keeping great people, while Season 2 focuses on unlocking productivity.

Each season includes a keynote talk, plus new talks published each week alongside short articles providing a range of insights, advice and inspiration. Talks are around 15 minutes long and bitesize articles are only a 5-minute read.

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Renowned productivity consultant

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**Rob Poynton**  
Associate Fellow at the Saïd Business School, University of Oxford

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Captain of the England Women's cricket team

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If you want to keep up to date with Member Masterclass, why not have the latest talks and articles delivered to your inbox by subscribing to the [magazine](#).

# Upcoming webinars.

## Upcoming

Batch reporting

Customer corrections

Month end

Year end

Bank reconciliation

VAT Return

## Key Topics

### **Reconciling your Aged debtor and Aged creditor reports** **Wednesday 21 June 2pm**

This session looks at reconciling your aged reports against your management reports at month end and year end. It explains how the reports calculate and how to track down any differences.

### **Do you have any requests?**

Please add them to the exit survey as you leave.

# Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars and watch recordings.



Live Webinars



Recorded Webinars