# How to Set Up Default Nominals in SortMyBooks

Setting up default nominals helps you save time and reduce errors when entering purchase invoices. Once defaults are set, you'll only need to enter the gross amount—everything else will be filled in automatically.

**There are two ways to set up default products and services:**

**Option 1: Add Defaults While Creating a New Supplier**

1. Go to **Purchases** > **Suppliers**.
2. Click **Add**.
3. Type the name of a new supplier.
4. On the right-hand side, find the **Default Item** box.
5. Select a suitable default item or create a new one.
6. Click the **Plus (+)** button.
7. Select either **Service** or **Product**.
8. Enter the following details: **Name, Purchase VAT Rate, Purchase Nominal**
9. Click **OK** to save.

You can also create a generic supplier for recurring items like petrol.
Example:

- Supplier name: *Petrol Station*
- Product: *Petrol*
- VAT Rate: *Zero* (VAT cannot be reclaimed on petrol)
- Nominal: *Motor Fuel*

**Option 2: Add Defaults to an Existing Supplier**

1. Go to **Purchases** > **Suppliers**.
2. Find and click on the supplier's name.
3. Click on **Details**.
4. In the **Default Item** section,
5. Select a suitable default item or create a new one.
6. Click the **Plus (+)** button.
7. Select **Service** or **Product**.
8. Fill in the **Name**, **VAT Rate**, and **Purchase Nominal**.
9. Click **OK** to save.

Once set up, the default nominal and VAT rate will automatically appear each time you enter an invoice for that supplier, making your data entry faster and more consistent.