

# How To: Contra a Sales Invoice With a Supplier's Invoice

This document outlines a process of offsetting how to contra a sales invoice with a supplier invoice.

An example of this is where installers purchase goods from the store as well as is owed money by the store for installation services.

## Here is an example of this scenario:

Rob the Floor Layer has purchased materials worth \$500 from the store

Rob is also owed \$1500 for installation services for which he has submitted invoices.

Rob owes the store \$500 and the store owes Rob \$1500.00. The store will deduct the \$500.00 from the payment they make to Rob.

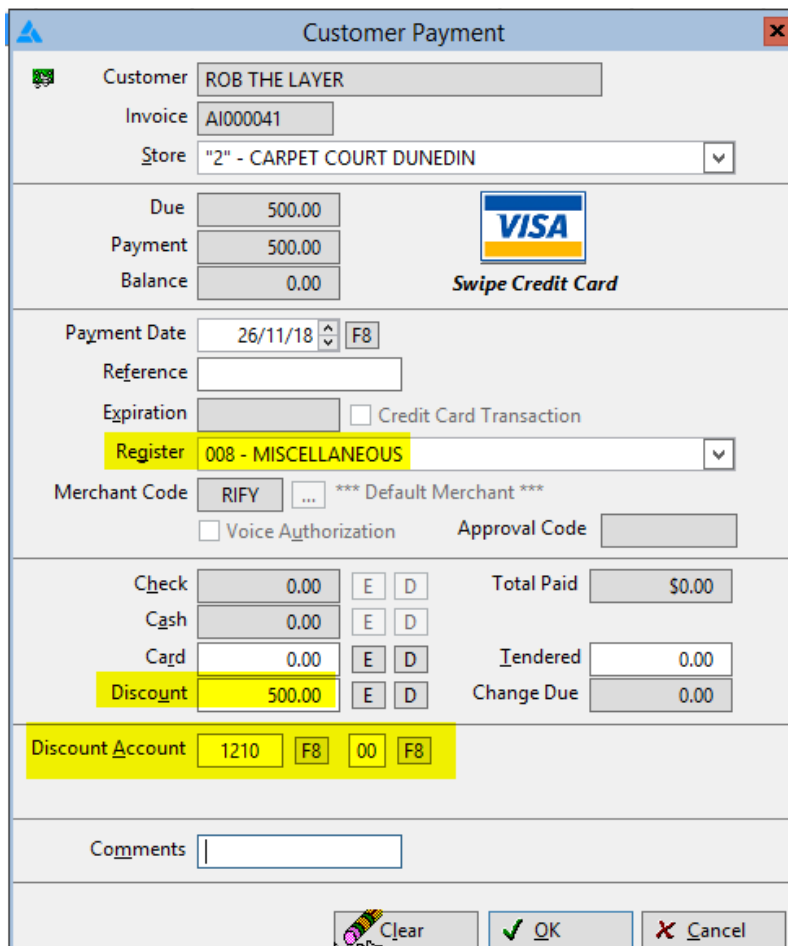
1. Process a Customer Discount Payment on Robs Invoice in Order Entry.


## PROCESS

### In Order Entry:

Receive in the \$500 he owes you and record it against the Miscellaneous register.

Change the Discount Account GL account to a clearing account (in this scenario it has been changed to 1210 which is an AR Clearing Account in Current Assets)

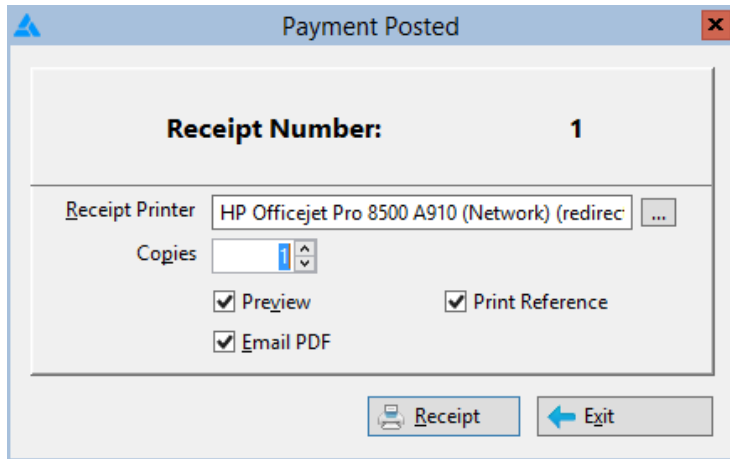


Customer Payment			
Customer	ROB THE LAYER		
Invoice	AI000041		
Store	"2" - CARPET COURT DUNEDIN		
Due	500.00		
Payment	500.00		
Balance	0.00		Swipe Credit Card
Payment Date	26/11/18	F8	
Reference			
Expiration	<input type="checkbox"/> Credit Card Transaction		
Register	008 - MISCELLANEOUS		
Merchant Code	RIFY	*** Default Merchant ***	
	<input type="checkbox"/> Voice Authorization	Approval Code	
Check	0.00	E D	Total Paid 0.00
Cash	0.00	E D	
Card	0.00	E D	Tendered 0.00
Discount	500.00	E D	Change Due 0.00
Discount Account	1210	F8	00 F8
Comments			
Clear OK Cancel			

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Click OK to post.

A message to print the receipt will be the next screen



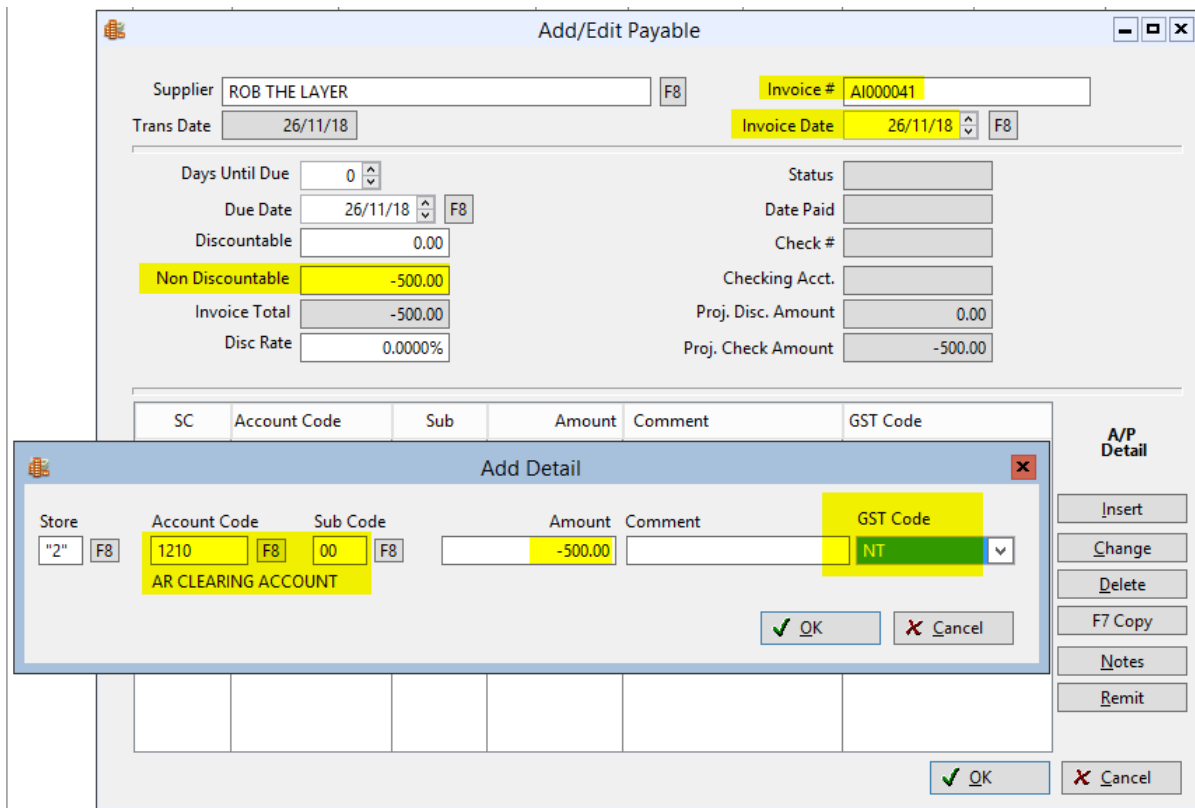
Click Exit to continue

## In Accounts Payable:

Create a credit AP in Accounts payable.

- The Invoice # should be the Order Entry number
- The Invoice Date should match the Customer Discount Payment date in Order Entry
- The Invoice total should match the Customer Discount Value in Order Entry
- The GL Dissection should be the clearing account the Customer Discount Payment was coded to. In this example 12101, AR Clearing Account.
- The GST Code on the AP should be NT.

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The screenshot shows two overlapping windows in the RFMS software. The background window is titled "Add/Edit Payable" and contains the following fields:

- Supplier: ROB THE LAYER (F8)
- Invoice #: AI000041
- Trans Date: 26/11/18
- Invoice Date: 26/11/18 (F8)
- Days Until Due: 0
- Due Date: 26/11/18 (F8)
- Discountable: 0.00
- Non Discountable: -500.00
- Invoice Total: -500.00
- Disc Rate: 0.0000%
- Status: (empty)
- Date Paid: (empty)
- Check #: (empty)
- Checking Acct.: (empty)
- Proj. Disc. Amount: 0.00
- Proj. Check Amount: -500.00

The foreground window is titled "Add Detail" and contains the following fields:

- Store: "2" (F8)
- Account Code: 1210 (F8)
- Sub Code: 00 (F8)
- Amount: -500.00
- Comment: (empty)
- GST Code: NT
- AR CLEARING ACCOUNT

Buttons for "OK" and "Cancel" are present in both windows. On the right side of the "Add/Edit Payable" window, there is a vertical menu labeled "A/P Detail" with buttons for "Insert", "Change", "Delete", "F7 Copy", "Notes", "Remit", "OK", and "Cancel".