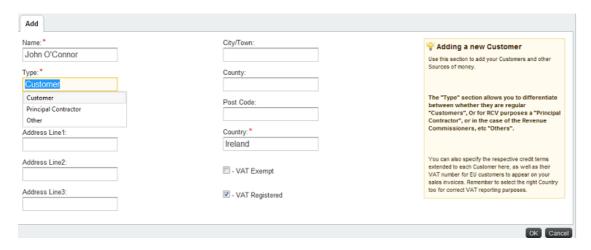
How to input a Sub-Contractor Sales Invoice Where the Principal Contractor has to Reverse Charge Vat (RCV) invoice and How to input a Sub-Contractor Purchase Invoice where you are the Principal Contractor

How to create a sub-contractor invoice

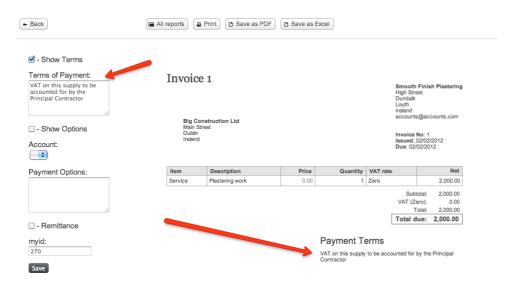
Go to Sales and click on Customer, click the Add button and Enter the name of the Principal Contractor. Click in the Type box and this will give you a dropdown list, click on the Principal Contractor option, and click ok.

Now click on invoices and create an invoice for the Principal Contractor, the system will not allow you to add VAT rate other than Zero% to this invoice.



How to Print the Invoice with the phrase 'VAT on this supply to be accounted for by the Principal Contractor'.

Once you've added in your Invoice details please click on Preview to print it to the screen. On the left-hand side where tick the box for Show Terms, type in 'VAT on this supply...' and click on Save. You'll see the phrase listed in the Payment Terms section.



How to input Sub-Contractors invoices if you are a Principal Contractor

Go to Purchases and Supplier. Click the add button and enter the name of your sub contractor.

Select payee as sub contractor, and save the details.

Go to purchases and invoices and enter your invoice details as usual, select the vat option of 13.5%. Save your invoice.

When you check your vat reconciliation report you will see that in your T1 Column your sales vat will show in the RCV and in your T2 column for purchases the vat appears as well.

