

## 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.

**Adding a new Customer**  
Use this section to add your Customers and other Sources of money.

The "Type" section allows you to differentiate between whether they are regular "Customers", Or for RCV purposes a "Principal Contractor", or in the case of the Revenue Commissioners, etc "Others".

You can also specify the respective credit terms extended to each Customer here, as well as their VAT number for EU customers to appear on your sales invoices. Remember to select the right Country too for correct VAT reporting purposes.

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.

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- Show Terms

Terms of Payment: VAT on this supply to be accounted for by the Principal Contractor

- Show Options

Account: [dropdown]

Payment Options: [text area]

- Remittance

myid: 270

Save

### Invoice 1

Big Construction Ltd  
Main Street  
Dublin  
Ireland

Smooth Finish Plastering  
High Street  
Dundalk  
Louth  
Ireland  
accounts@accounts.com

Invoice No: 1  
Issued: 02/02/2012  
Due: 02/02/2012

Item	Description	Price	Quantity	VAT rate	Net
Service	Plastering work	0.00	1	Zero	2,000.00

Subtotal: 2,000.00  
VAT (Zero): 0.00  
Total: 2,000.00  
**Total due: 2,000.00**

**Payment Terms**  
VAT on this supply to be accounted for by the Principal Contractor

## 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.

**Add**

Name: *	Michael Lynch	City/Town:	
Payee: *	Supplier	County:	
	Supplier	Post Code:	
	Sub-Contractor	Country: *	Ireland
	Employee		
	Other		
Address Line2:		<input type="checkbox"/> - VAT Exempt	
Address Line3:		<input checked="" type="checkbox"/> - VAT Registered	

**Adding Suppliers**

This section can be used to add Suppliers, Sub-Contractors, Employees or any Other people that your company deals with.

Just use the Payee section to differentiate between each type.

OK Cancel