

## How to enter a Sub Contractor purchase invoice.

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.

**Add**

Name: \*  
John Doe

City/Town:

Payee: \*  
Sub-Contractor

County:

Credit Terms:  
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Post Code:

Address Line1:

Country: \*  
Ireland

Address Line2:

- VAT Exempt

Address Line3:

- 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

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

**Add**

11213

VAT Period	Invoice No	Sequence	Date	Supplier	VAT%	Net	Gross	VAT	EU/RCV VAT	Nominal	Status	Resale
Sep-Oct 2011	123	89	11/10/2011	John Doe	13.5%	50.00	50.00	0.00	6.75	Purchases	unpaid	N
Sep-Oct 2011	55555	88	04/10/2011	Firm	21%	74.31	80.91	14.60	0.00	Resale	reconciled	N

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.