

How to manage invoicing when it's both the customer and supplier

Scenario:

If I have a customer which also our supplier, is there a way to knock off the invoice?

Solution

If supplier and customer are same person, will need to create one customer code and one supplier code. To create the code, can refer below guidance

1) Go to Customer > Customers > create new > key in the details > save



2) Go to Supplier > Suppliers > create new > key in details > save

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3) Example, I buy product with supplier and created Purchase Invoice

S Purchase Invoices

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 4) Next, the supplier also our customer buy product with us as well, so created Sales Invoice
 Sales Invoices

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5) To knockoff invoice, go to General Ledger > Journal Entries > create new

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6) At Journal Entries, select supplier and customer code > key in the amount that need to knockoff > save

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7) Go to Customer > Customer Knock Off > select the customer > tick invoice to match > save

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8) Same as supplier, go to Supplier > Supplier Knock Off > select the supplier > tick the invoice to match > save

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9) Now both have knock off the invoice and here's the result

👭 Account Inquiry

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