



# 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

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

**Purchase Invoices**

Details Supplier Deliver To Others Notes Files Info

Supplier: 800-B002 Currency: RM Rate: 1.00000000 Exchange Rate

From: BEST TECH SOLUTION SDN BHD Attention: MR. SIM Doc Date: 15/11/2023

Term: 90 DAYS Purchaser: Invoice No.: BIL2311/024

Location: Supplier DO No.: BIL2311/024

Project: ☐ Tax Inclusive ☐ Rounding

Supplier It...	Stock Code	Description	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
	BASKET	BASKET		25	UNIT(S)	4.00		100.00			100.00
	BOX	BOX		100	UNIT(S)	3.00		300.00			300.00

Taxable: 400.00 Tax: Rounding Adj: Due Amount: 400.00

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

**Sales Invoices**

Details Customer DO Address Others Notes Files Info JomPay

Customer: 700-B002 Currency: RM Rate: 1.00000000 Exchange Rate

To: BEST TECH SOLUTION SDN BHD Attention: MR. SIM Doc Date: 24/11/2023

Delivery Term: Agent: CINDY Invoice No.: INV00042

Term: 90 DAYS Our DO No.: Reference No.:

Location: Project: ☐ Tax Inclusive ☐ Rounding

Customer I...	Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Commission	Tax Code	Tax	Net	Point	Total P...
	APPLE	APPLE		20	PACK	10.00		200.00				200.00		
	ORANGE	ORANGE		15	PACK	10.00		150.00				150.00		
	KIWI	KIWI		3	BOX	18.90		56.70				56.70		
	DISC	DISCOUNT WITHOUT SPECIFIC AMOUNT					6.70	(6.70)				(6.70)		

Taxable: 400.00 Tax: Rounding Adj: Due Amount: 400.00 Total Points:

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

Navigation \* - Journal Entr x

General Ledger

Journal Entries

Journal

Description: Doc Date: 24/11/2023

Currency: RM Rate: 1.00000000 Journal #: JV2311/006

Project:

Account	Account Name	Description	Project	Reference/T...	Debit	Credit	Tax Code	Tax Debit	Tanff Code	Tax Credit	Company Name	GST Reg. No	Creditab...	Registration No
													Payable	
													Payable	
													Payable	
													Payable	
													Payable	

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

**Journal Entries**

Journal

Description: BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C Doc Date: 24/11/2023

Currency: RM Rate: 1.00000000 Journal #: JV2311/005

Project:

Account	Account Name	Description	Debit	Credit	Tax Code	Tax Debit	Tax Credit	Creditable/Payable
800-8002	BEST TECH SOLUTION S...	BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C	400.00					Payable
700-8002	BEST TECH SOLUTION S...	BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C		400.00				Creditable

400.00 400.00

☐ Tax Inclusive Different Debit 400.00 Credit 400.00

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

**Customer Knock Off**

Customer: 700-8002 BEST TECH SOLUTION SDN BHD ☒ Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
JV	JV2311/005	24/11/2023	BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C		400.00	400.00

400.00 400.00

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding	Payment	Match	Forex Posting Date
INV	INV00042	24/11/2023	SALES			400.00		400.00	<input checked="" type="checkbox"/>	

400.00 400.00

☒ Show Outstanding Only

Unmatched Amount

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

**Supplier Knock Off**

Supplier: 800-8002 BEST TECH SOLUTION SDN BHD ☒ Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
JV	JV2311/005	24/11/2023	BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C		400.00	400.00

400.00 400.00

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding	Payment	Match	Forex Posting Date
BL	BL2311/024	15/11/2023	PURCHASES			400.00		400.00	<input checked="" type="checkbox"/>	

400.00 400.00

☒ Show Outstanding Only

Unmatched Amount

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



## Account Inquiry

Filters

Account: 700-B002 BEST TECH SOLUTION SDN BHD

Date From: To: 24/11/2023

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd Description

Ledger | Ledger Detail | Aging | Statement | Collection & Payment | Outstanding | Overdue | Company Info | Attachments

Inquiry | View Variants

Drag a column header here to group by that column

Date	Document Code	Description	Reference No	Supplier Inv	Debit	Credit	Running Balance
24/11/2023	INV00042	SALES			400.00		400.00
24/11/2023	JV2311/005	BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C				400.00	0.00



## Account Inquiry

Filters

Account: 800-B002 BEST TECH SOLUTION SDN BHD

Date From: To: 24/11/2023

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd Description

Ledger | Ledger Detail | Aging | Statement | Collection & Payment | Outstanding | Overdue | Company Info | Attachments

Inquiry | View Variants

Drag a column header here to group by that column

Date	Document Code	Description	Reference No	Supplier Inv	Debit	Credit	Running Balance
15/11/2023	BIL2311/024	PURCHASES		BIL2311/024		400.00	400.00
24/11/2023	JV2311/005	BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C			400.00		0.00