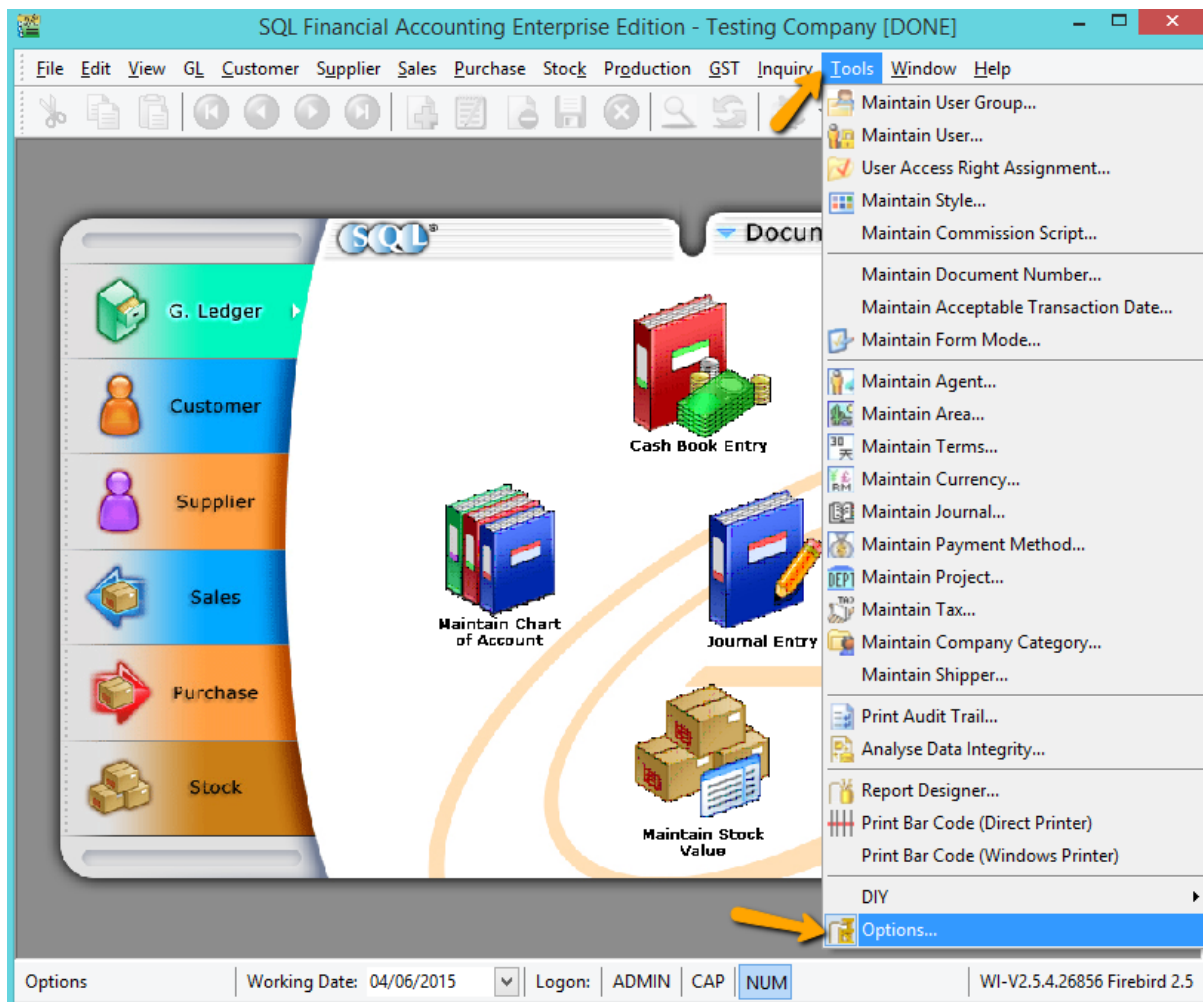# Customer Contra and Supplier Contra

If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as making a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means when you record the invoices as being paid, it doesn't affect your current bank account balance.
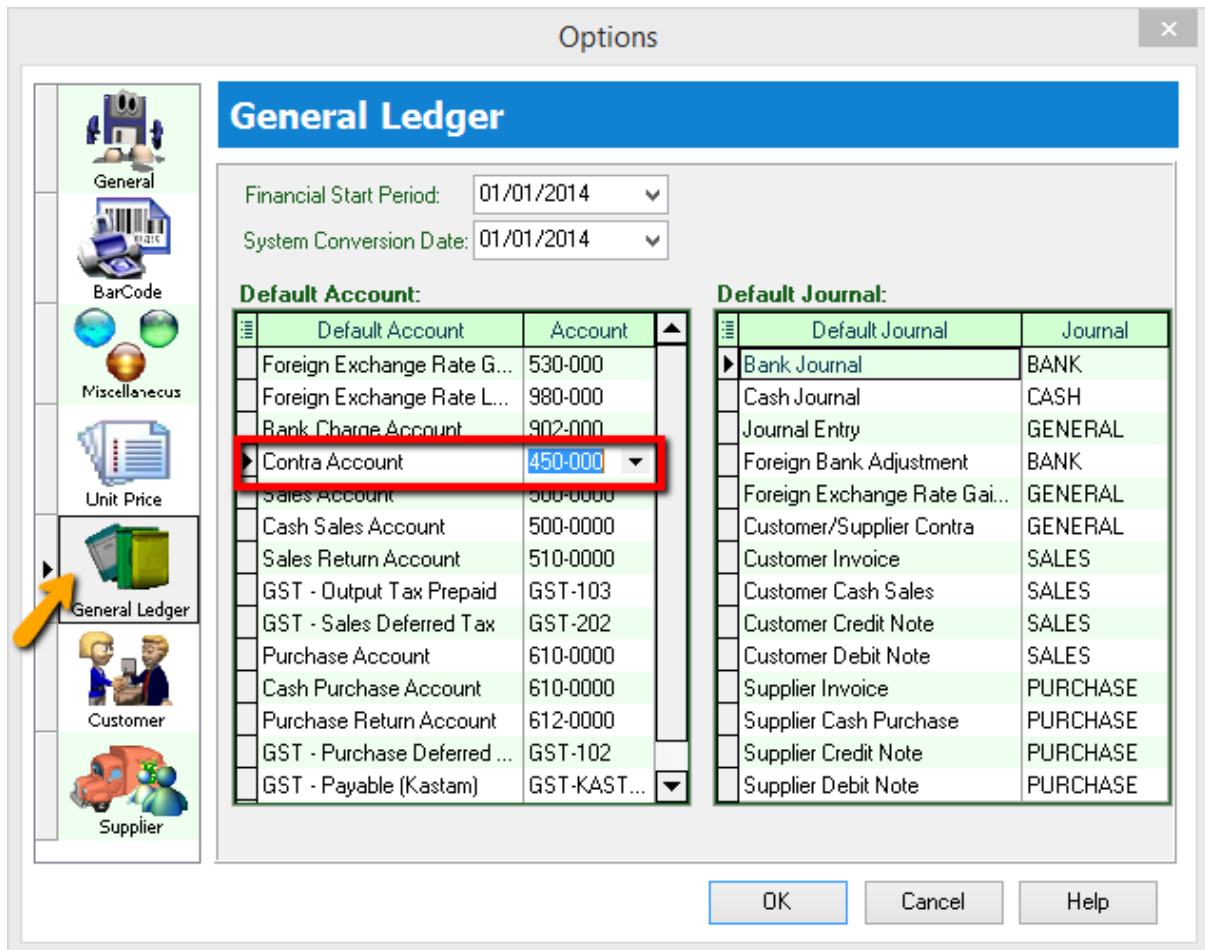
For example:

If you have an outstanding sales invoice for RM200 and a purchase invoice for RM150 for the same person or company, the actual amount owed to you is RM50 and the contra entry amount is RM150.
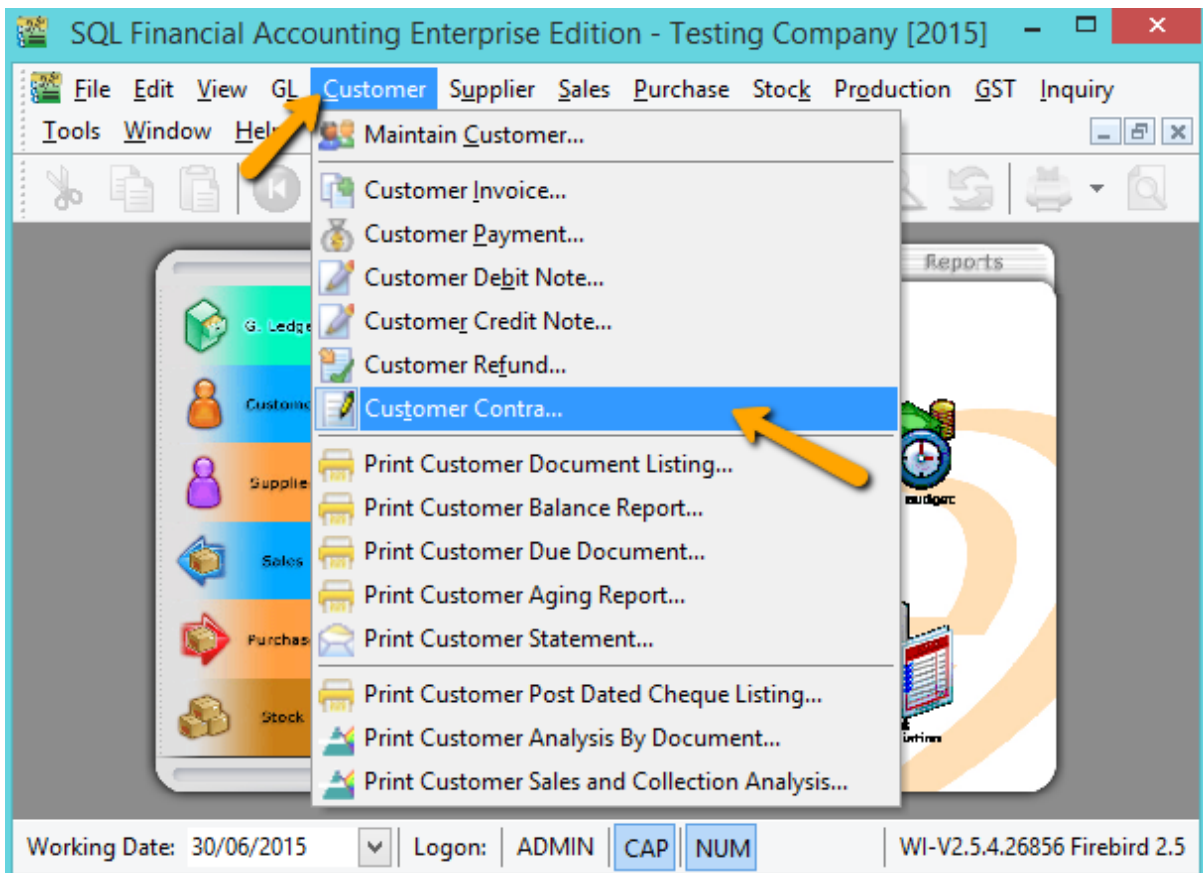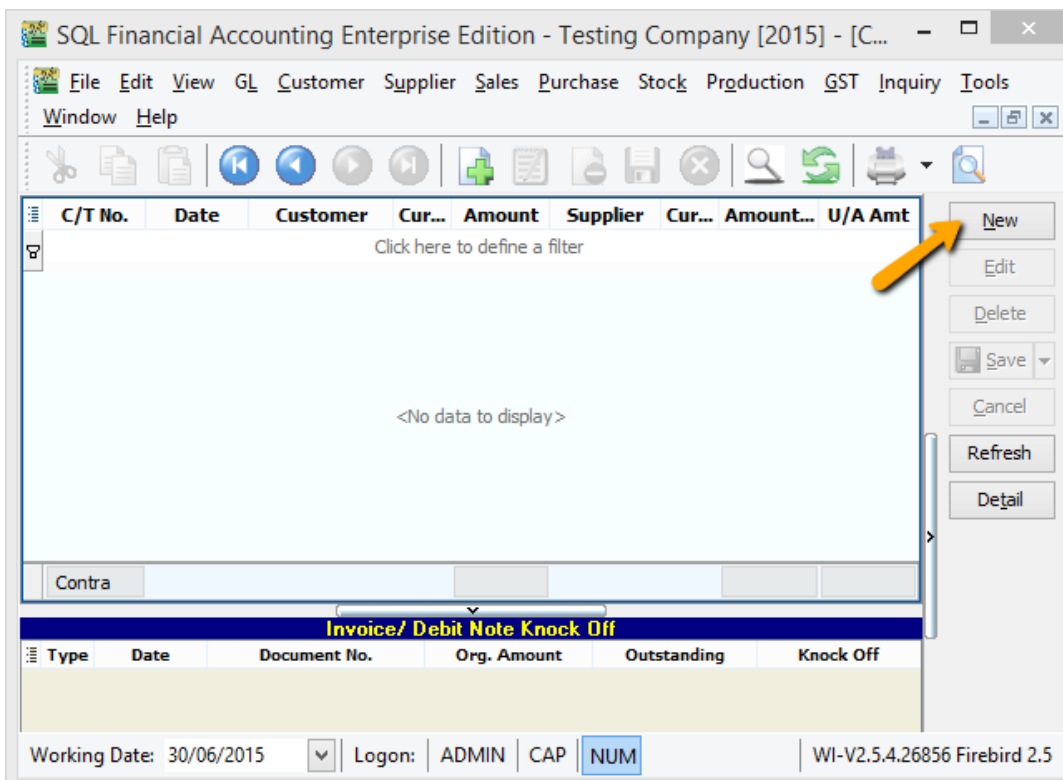
Setting:

1) Tools | Options

2) General Ledger | make sure you had chosen a valid Contra Account

Step :

1) Go Customer | Customer Contra
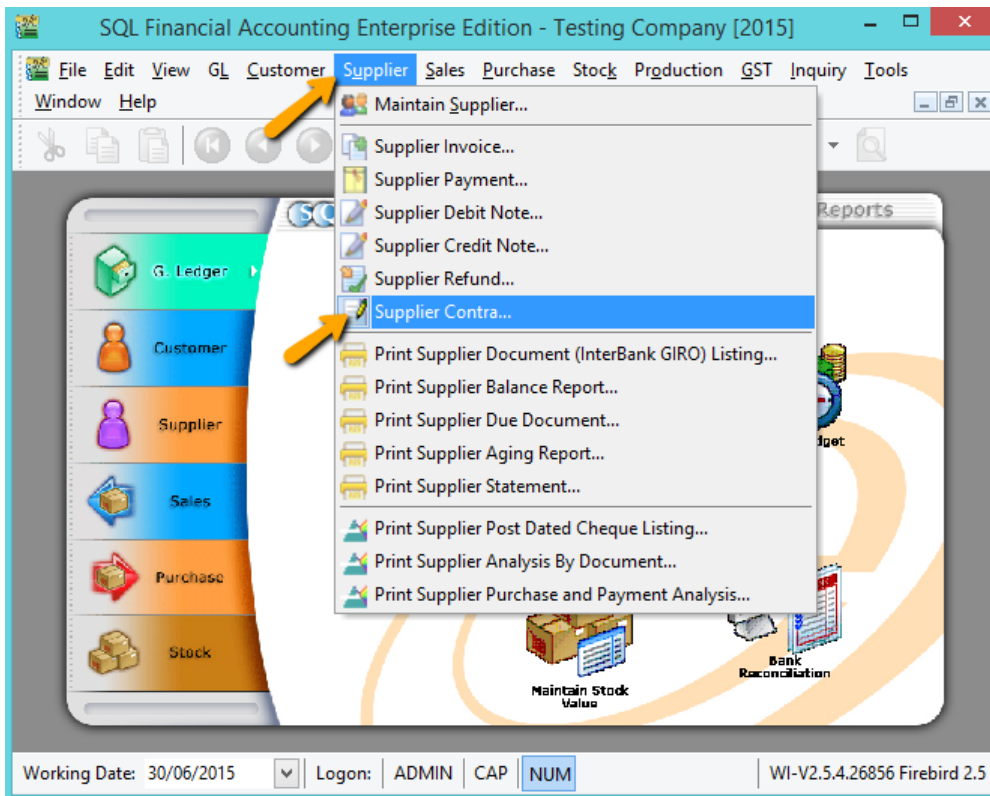
2) Press on **NEW**

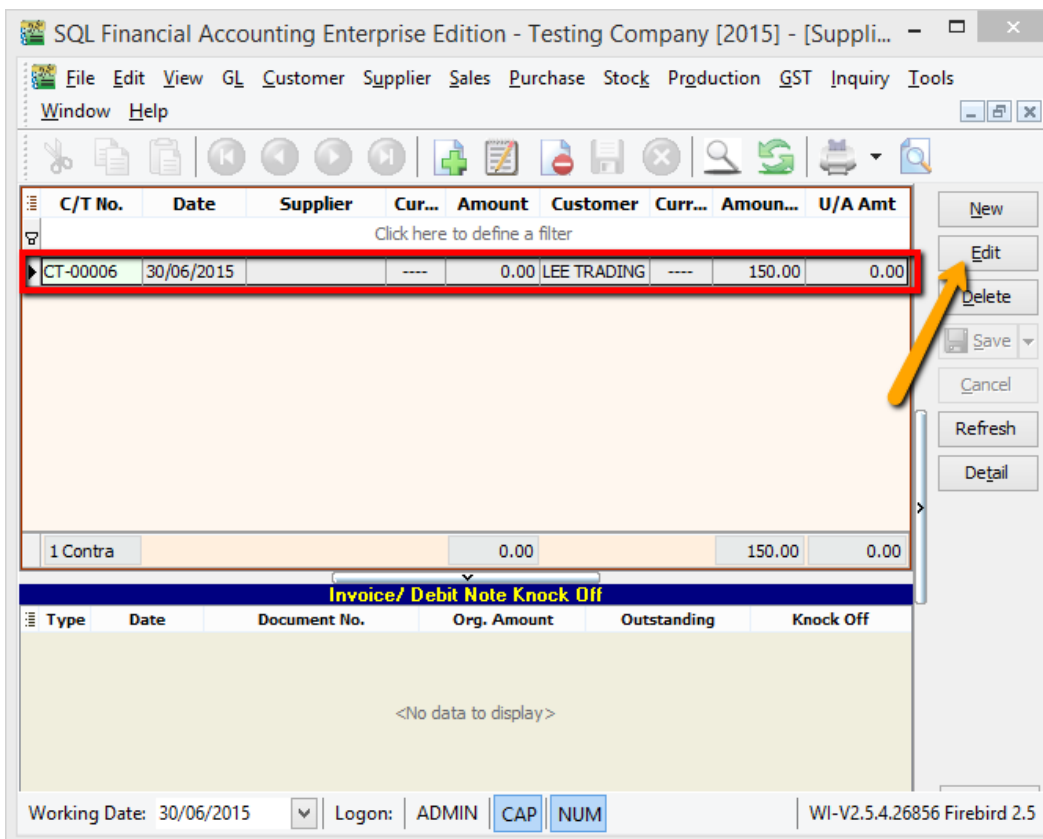2a) Select your Customer Code

2b) Enter your Contra Amount

2c) Knock off your Invoice
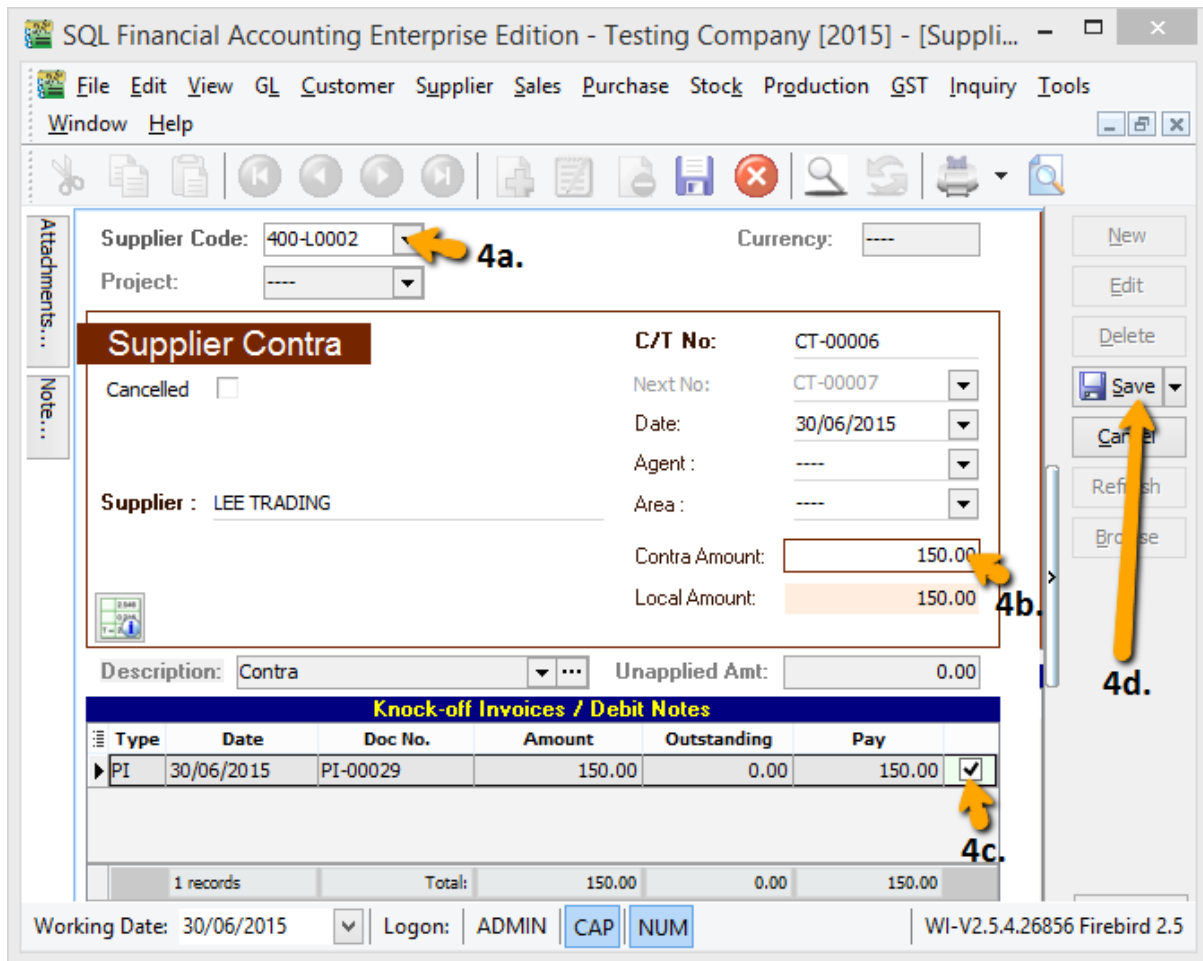
2d) Press on SAVE Button

2e) System will auto generated a Contra Number, jot down the number and **go Supplier contra to edit it.**

3) Go Supplier | Supplier Contra

4) Look for the Same Contra Number (refer step 3e), **EDIT** it.

4a) Select your Supplier

4b) Enter Contra Amount (Must be same as Customer Contra Amount)

4c) Knock off your Supplier Invoice

4d) Press on SAVE Button

After you post the contra entry:

- The outstanding amount on the sales invoice is RM50.
- The purchase invoice is fully knock off.
- When you receive the RM50, you can record this against the sales invoice using your normal Customer Payment entry.

- DONE -