

## Check for Duplicate Invoice Numbers by Vendor

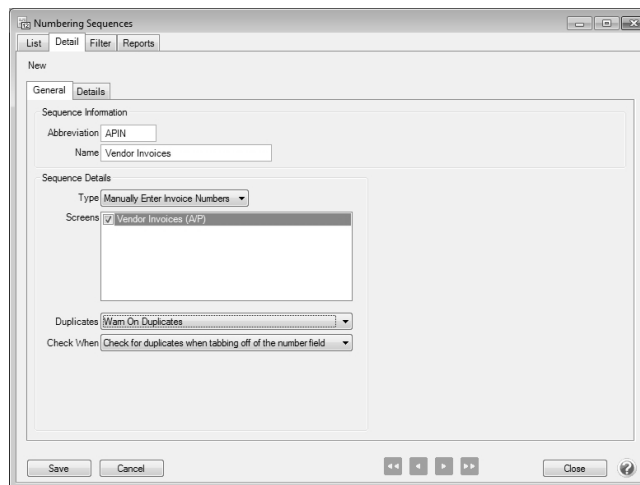
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| <b>Document #:</b> | 3237 | <b>Product:</b> | CenterPoint® |
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This document explains how to modify the numbering sequence for vendor invoices so CenterPoint will check for duplicate accounts payable invoice numbers by vendor. This can prevent you from accidentally entering the same vendor invoice twice.

### Modify the Vendor Invoice Numbering Sequence:

1. Select **Processes > Purchases > Vendor Invoices (A/P)**.
2. Right-click in the **Reference #** field and select **Edit**.

 Note: If Edit is not an option when you right click, then select **New** instead.



3. If you chose **New** in step 2, then specify an **Abbreviation** and **Name** for this sequence. Otherwise skip to step 4.
4. Change the **Type** to **Manually Enter Invoice Numbers**.
5. Check the box for the **Vendor Invoices (A/P)** screen.
6. Choose **Warn on Duplicates** or **No Duplicates Allowed**. Warn on Duplicates will warn you if a duplicate invoice is found, but will allow you to continue entering an invoice even if there is a duplicate.
7. **Check When** allows you to decide when you want the system to check for a duplicate invoice number. Select the option you prefer; **Check for duplicates when tabbing off of the number field** or **Check for duplicates when saving the transaction**.
8. Click **Save**.