

Check for Duplicate Invoice Numbers by Vendor

Document #:	3237	Product:	CenterPoint [®]

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**.

Lisi Detail Filter Reports New General Details Sequence Infomation Abbreviation APIN Name Vendor Invoices Sequence Details Type Manualy Enter Invoice Numbers Screens Vendor Invoices (AP) Duplicates User On Duplicates Check When Deck for duplicates when tabbing off of the number field	ering bequences	×
New General Details Sequence Information Abbreviation APIN Nome Vendor Invoices Sequence Details Type Manualy Enter Invoice Numbers Screens Vendor Invoices (AP) Duplicates Warm On Duplicates Vendor Invoices (AP) Check When Oneck for duplicates when tabbing off of the number field Check When Oneck for duplicates when tabbing off of the number field	etail Filter Reports	
General Details Sequence Information Abbrevitation Abbrevitation Abrevitation April Name Vendor Invoices Sequence Details Type Manualy Enter Invoice Numbers Screens Vendor Invoices Duplicates Mam.On.Duplicates Check When On-eck for duplicates when tabbing off of the number field Check When On-eck for duplicates when tabbing off of the number field		
Sequence Information Abbrevitation Abbrevitation Vendor Invoices - Sequence Details Type Manually Enter Invoice Numbers - Screens Vendor Invoices (Afr) Duplicates Mam On Duplicates - Check When Oneck for duplicates when tabbing off of the number field -	J Details	
Abbreviation APIN Name Verdor Invoices Sequence Detals Type Manually Enter Invoice Numbers • Screens Vendor Invoices (AIP) Duplicates Warn On Duplicates • Check When One Start abbing off of the number field •	ence Information	
Name Vendor Invoices Sequence Deals Type Manualy Enter Invoice Numbers Screens Vandor Invoices (A/P) Duplicates Wan On Duplicates Check Vither Oneck for duplicates when tabbing off of the number field	previation APIN	
Sequence Details Type Manually Enter Invoice Numbers Screens Understand Screens Understand Screens Understand Screens Duplicates Warn On Duplicates Check When Dheck for duplicates when tabbing off of the number field	Name Vendor Invoices	
Type Manualy Enter Invoice Numbers Screens Vendor Invoices (A/F) Duplicates Mam On Duplicates V Check When Oneck for duplicates when tabbing off of the number field	ence Details	
Screens Vendor Invoices (AP) Duplicates Man On Duplicates Check When Oneck for duplicates when tabbing off of the number field	Type Manually Enter Invoice Numbers 🔹	
Duplicates (Men On Duplicates Check When Oneck for duplicates when tabbing off of the number field		
Check When Check for duplicates when tabbing off of the number field •	uplicates Wam On Duplicates 👻	
	ck When Check for duplicates when tabbing off of the number field 🔹	

- 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.