

# How to avoid creating and paying a bill twice?

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There may be times in your daily operations where you may be creating a Purchase Order in Order Time and paying for the bill prior to you receiving the items.

When you have this type of scenario you want to make sure that you are paying your bill but that you are not paying it or creating it twice. The Receiving in Order Time is what will create the Bill that you need to pay in QuickBooks but since the items have not been received and you need to pay the bill first you will need to handle this a different way.

The workflow here is to create a "CHECK" in QuickBooks to the Vendor. You want to make the check using your Accounts Payable account and not use item details.

Check #1

Bank Account: 040113WEBEX INC | Balance: \$-50.00

AMOUNT: \$50.00

Account details table:

#	ACCOUNT	DESCRIPTION	AMOUNT	CUSTOMER	CLASS
1	Accounts Payable (A/P)	bill# 524	50.00	Enter Text	Enter Text

Do not use items on the check.

Item details: Memo, Attachments, Activities

Right sidebar: Add to Check. Bills # 5, 78, 97, 99, 110.

The check will create a negative Account Payable for the Vendor which you will be able to later offset when the bill comes in from the Order Time Receiver.