How to avoid creating and paying a bill twice?

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There may be times in your daily operations were 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 X +								- 0
→ C A https://c27.qbo.intuit.com/app/check?txnld=9762							\$ 6	۵ 🛛
Check #1								? Help
SAU113WEBEX INC Burk Account ass4 Balance \$-50.00				\$5			Add to Check	
Alling address Payment date AD0113WEBEX INC 11/06/2018				Check m 1 Prin Permit n	nt later		Bill # 5 Jan 24 \$225.00 Add	Open
Account details a Account DESCRIPTION 1 Accounts Payable (AP) Imit and	AMOUNT 50.00	CUSTOMER Enter Text	•	CLASS Enter Text	•		Bill # 78 Aug 28 \$14.74 Add	Open
Add Inus Clear all Inus						-	Bill # 97 Sept 25 \$740.00	
Item details Do not use items on the check. Muno				Total	\$50.0	00	Add Bill # 99 Sept 26 \$140.00	Open
Attachments Maximum size: 20MB Drag:Dhop files here or click the icon Show existing							Add Bill # 110 Oct 23 \$4,139.00	Open

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.