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How Do You Determine if you already entered a Vendor's Invoice?

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When processing a Bill-New, the contents of the *Reference* field will be checked against the vendor's historical Bill-New transactions.

If the reference is found, the following message will be displayed: *"A bill with this reference already exists for this vendor. Are you sure you want to continue processing?"*. Selecting *Yes* will continue to process and add the bill. Selecting *No* will take you back to the Bills-New display.