

Voyager allows the creation and payment of duplicate invoices. This problem occurs usually with smaller vendors that place an invoice in the item and mail a second copy or with subscription vendors who mail multiple renewal invoices. To help prevent this, small vendor, one-item invoices should be handled this way:

- 1) Open to the purchase order.
- 2) If the **Related Invoices** tab is green, click on it and check past invoices.
- 3) If the item/subscription on the invoice in hand has been paid, there is nothing to do. If it has not been paid, return to the PO, click on the **Header** tab and look at the information there.
- 4) If the currency on the invoice in hand DOES NOT match the PO currency, create and approve the invoice in the usual way. If the currency does match, click on the word **Order**, click on **Create Invoice**.
- 5) In the invoice header, put in the invoice number and correct all invoice information.
- 6) The invoice I-line is already added. Click on **Details** and add in the price, identifiers, etc.
- 7) Finish off the invoice (added charges, approving) as usual.