E-Forms Duplicate Invoice Notification

APV

1. The *Description* tab will display the message above if a possible duplicate payment is detected. Please proceed to the *Final Form* tab for further review.
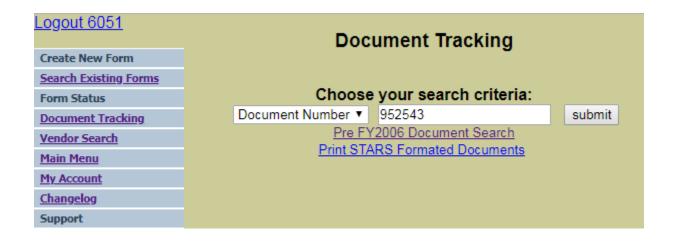

2. The *Final Form* tab will display the document number (DocNo) on which the initial payment was made. Please review the referenced document to ensure that this invoice has not been paid previously. If this is not a duplicate payment, please proceed with submitting the document for processing.

Note: Items in the *Final Edits* box must be corrected before the document can be submitted for processing. Items in the *Possible Duplicate Invoice(s)* box should be reviewed before submitting the document for processing.

3. To search the referenced document number for possible duplicate payment, go to the Main Menu in E-Forms. Select *Document Tracking* from the menu.

4. Enter the document referenced on the *Final Form* tab (DocNo.)

   Example: Item #2 above references document number 952543.

   Enter the number and click the *submit* button to review the document.