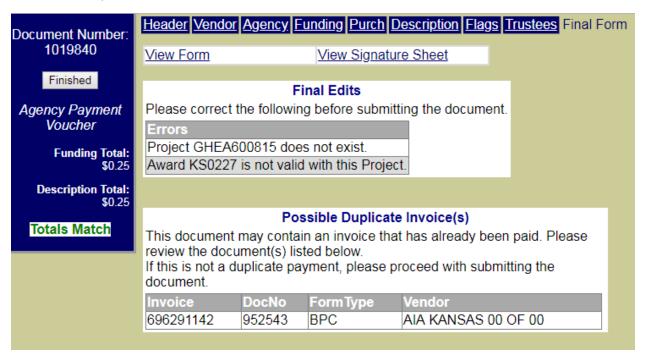
## **E-Forms Duplicate Invoice Notification**

## **APV**

| Document Number:<br>1019840 | Header Vendor Agency Funding Purch Description Flags Trustees Final Form  Possible duplicate invoice - See summary on Final Form screen |             |               |            |        |
|-----------------------------|---|-------------|---------------|------------|--------|
| Finished                    | Description Information   |             |               |            |        |
|                             | Page 1  | Go to Page: | 1 ▼           |            |        |
| Agency Payment              | Date  | Invoice No  | Quantity Unit | Unit Price | Amount |
| Voucher                     | 4/1/2013  | 696291142   | 1 acre        | ▼ 0.25     | \$0.25 |
| Funding Total:<br>\$0.25    | Description   |             |               |            |        |
|                             |   |             |               |            |        |
| Description Total:          |   |             |               |            |        |
| \$0.25                      |   |             |               |            |        |
| Totals Match                |   |             |               |            |        |

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.

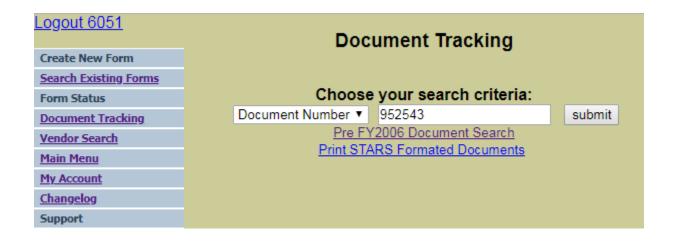


2. The *Final Form* tab will display the document number (DocNo) on which the initial payment was made. Please review the referenced document to ensure that this invoice has not been paid previously. If this is not a duplicate payment, please proceed with submitting the document for processing.

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.