

E-Forms Duplicate Invoice Notification

APV

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

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.

Document Number: 1019840 Finished Agency Payment Voucher Funding Total: \$0.25 Description Total: \$0.25 Totals Match	Header	Vendor	Agency	Funding	Purch	Description	Flags	Trustees	Final Form
	View Form View Signature Sheet								
	Final Edits								
	Please correct the following before submitting the document.								
	Errors								
	Project GHEA600815 does not exist.								
	Award KS0227 is not valid with this Project.								
	Possible Duplicate Invoice(s)								
	This document may contain an invoice that has already been paid. Please review the document(s) listed below.								
	If this is not a duplicate payment, please proceed with submitting the document.								

Invoice	DocNo	Form Type	Vendor
696291142	952543	BPC	AIA KANSAS 00 OF 00

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.

[Logout 6051](#)

Create New Form
Search Existing Forms
Form Status
Document Tracking
Vendor Search
Main Menu
My Account
Changelog
Support

Document Tracking

Choose your search criteria:

Document Number ▼

952543

submit

[Pre FY2006 Document Search](#)
[Print STARS Formated Documents](#)

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.