

E-Forms Duplicate Invoice Notification

BPC

Document Number:
1481700

Finished

Procurement Card
Voucher

Total:
\$360.80

Header Log Description Trustees Final Form

TX#	Posted	Tran Date	Vendor	Tran Type	Amount
1	1/12/2016	1/11/2016	WALGREENS #7060 MANHATTAN KS	Purchase	\$4.79

Possible duplicate invoice - See summary on Final Form tab

Contract Number: 789 Order Date: 1/11/2016 Inv.No: 12814

Order #	Line	M	Amount	Project	Award	Source	Org	Obj
			1.00	NISLWMSEOG		2080	55010	E3119

Total funding: \$1.00 Add Funding

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

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Header Log Description Trustees Final Form

[View Form](#) [View Signature Sheet](#)

Please allow a few minutes for BPC vouchers to load.

Final Edits

Please correct the following before submitting the document.

Errors

Project NISLWMSEOG does not exist.

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	FormType	Vendor
12814	999955	BPC	WALGREENS #12814

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](#)

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[Search Existing Forms](#)
[Form Status](#)
[Document Tracking](#)
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Document Tracking

Choose your search criteria:

Document Number ▾

999955

submit

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4. Enter the document referenced on the *Final Form* tab (DocNo.)
Example: Item #2 above references document number 999955.
Enter the number and click the *submit* button to review the document.