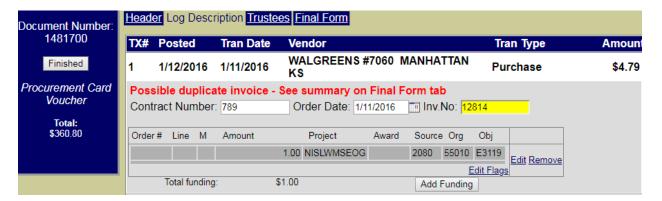
E-Forms Duplicate Invoice Notification

BPC



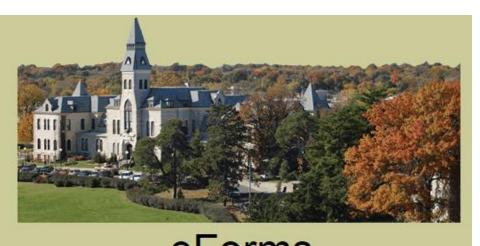
1. The *Log Description* tab will display the message above if a possible duplicate payment is detected. Please proceed to the *Final Form* tab for further review.

Document Number:	Header Log	Description	Trustees Final	Form	
1481700	View Form		View Signa	ature Sheet	
Finished	Please allow	v a few minu	ites for BPC vol	uchers to load.	
Procurement Card			Final Edits		
Voucher	Please correct the following before submitting the document.				
Total:	Errors				
\$360.80	Project NIS				
	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 #12	814
		•			

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.

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



eForms K-State Division of Financial Services

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	Document Tracking				
Create New Form	Ŭ				
Search Existing Forms					
Form Status	Choose your search criteria:				
Document Tracking	Document Number 999955	submit			
Vendor Search	Pre FY2006 Document Search Print STARS Formated Documents				
Main Menu					
My Account					
<u>Changelog</u>					
Support					

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.