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**DUPLICATE INVOICE MESSAGE ..... 1**

# PAYMENT SERVICES USER MANUAL

## DUPLICATE INVOICE MESSAGE

If you enter an invoice that has the same **Invoice Number** as one you have previously entered, Payment Services will display a **Possible Duplicate Invoice** message. It is not an error and you can use the same invoice number if needed.

1. If you click **Save & Continue** immediately, the message will go away.

Figure 1 - Duplicate Invoice message

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Status, Invoice (selected), Attachments, Distribute, Approval, and Multi. Below the navigation bar, there are input fields for Invoice # (0443625), Invoice Date, and Payment Date. To the right of these fields, a red message reads "Possible Duplicate Invoice". Below this, there are input fields for Acct #, Vendor Name - Business Name, and Address.

2. Click the **Possible Duplicate Invoice** message to display a snapshot of the duplicate invoice.

Figure 2 - Duplicate Invoice

The screenshot shows the same web application interface as Figure 1, but with an additional table displayed. The table has columns for Invoice #, Date, Vendor #, and Amount. The data row shows Invoice # 0443625, Date 03/13/2013, Vendor # 202409337, and Amount \$56.00. Below the table, there are input fields for Acct #, Vendor Name - Business Name, Address, City, State Zip, Area Code, Phone #, and Ext.

A **Duplicate Invoice** message simply indicates that you may have inadvertently entered a duplicate invoice number.

Once you have verified that you are not adding an invoice you have already entered, you will have to click **New Invoice** at the bottom of the web page, re-enter the invoice number and then click **Save & Continue**.