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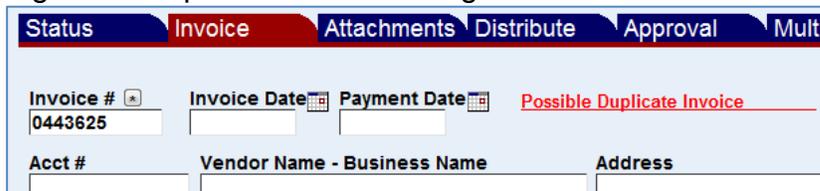
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# PAYMENT SERVICES USER MANUAL

## 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.

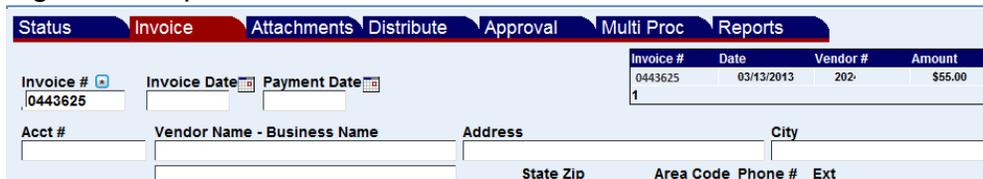
Figure 1 - Duplicate Invoice message



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

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 a 'Possible Duplicate Invoice' message expanded into a table. The table has columns for 'Invoice #', 'Date', 'Vendor #', and 'Amount'. The first row of data shows '0443625', '03/13/2013', '202', and '\$55.00'. Below the table, there are additional 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 in fact 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**.