# Preventing Duplicate Payments on Disbursement Vouchers
## Verification of Previous Payments to a Payee

This procedure provides Disbursement Voucher (DV) initiators with a method to verify the previous payments made to a payee. Verifying previous payments helps prevent submission of duplicate payments to a specific payee.

Once the payee has been selected and the payment amount entered on the DV, note the Payee ID number (93611 for an employee in the example below). The Payee ID is in the Payment Information tab, just below the Payment Reason Code (O – Travel Reimbursement in the example). Save the DV document. Then, perform the following steps to check for duplicate payments. If the payee were a vendor, the Payee ID would include a dash (-). When entering the Payee ID on the Document Search page, be certain to include the entire vendor number, including the dash (such as 8540-0).



**1)** Go to the Main Menu – Custom Document Searches – Disbursement Vouchers (upper right side of menu).

**2)** In the Document Search page, enter the Payee ID (93611), and press the "search" button at the bottom of the page:

**Document Search** [?]    Back detailed search | i superuser search | clear saved searches

Searches ▼    * required field

| | |
|---|---|
| Document Type: | DV 🔍 |
| Initiator: | 🔍 |
| Document Id: | |
| Date Created From: | 🗓 |
| Date Created To: | 🗓 |
| Document Description: | |
| Organization Document Number: | |
| Payee ID: | 93611 ⟵ |

**3)** Review the results to determine whether the payment has been made previously. Examine the Document Description and Total Amount fields to assist with evaluation of whether a previous payment exists. From this example, the $1,689.30 reimbursement has already been made on document 3877790.

For Payees with numerous payments, results can be sorted by clicking on any of the column headings (such as Total Amount).

4 items retrieved, displaying all items.

| Document Id | Status | Document Description | Organization Document Number | Reports to Chart Code | Chart Code | Account Number | Organization Code | Responsibility Center Code | Reports to Organization | Ledger Document Type | Total Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 3887790 | FINAL | Travel Reimbursement for Weimin Chen | | | MS | RC061090 | 10046271 | 46 | 10046000 | DVCA | 1,689.30 ⟵ |
| 2690581 | DISAPPROVED | Chen, Weimin/Travel/San Antonio | | | MS | GA013821 | 10032586 | 32 | 10032000 | | 250.00 |
| 1643589 | FINAL | SOT Annual 2012 Chen Reimbursement | | | MS | GA016541 | 10046271 | 46 | 10046000 | | 500.00 |
| 722046 | FINAL | Travel Reimbursement for Chen, W | | | MS | RC060965 | 10046271 | 46 | 10046000 | DVCA | 618.65 |

If the dollar amounts do not match exactly, look for a similar amount. Verify that any similar amounts are not the same reimbursement or invoice.

Another way of looking at the search results is to click the radio button for "Workflow Data" near the bottom of the search page, and then press the "search" button again. The returned results look slightly different:

| Search Result Type: | ○ Document Specific Data ◉ Workflow Data |
| Name this search (optional): | |

search    clear    cancel

4 items retrieved, displaying all items.

| Document Id | Document Type | Title | Status | Initiator | Date Created |
|---|---|---|---|---|---|
| 3887790 | Disbursement Voucher | Disbursement Voucher O - Travel Reimbursement - Travel Reimbursement for Weimin Chen [E:N:N:N] | FINAL | Hambleton, Kimberly | 04/17/2014 02:13 PM |
| 2690581 | Disbursement Voucher | Disbursement Voucher O - Travel Reimbursement - Chen, Weimin/Travel/San Antonio [E:N:N:N] | DISAPPROVED | Mulks, Carolyn | 04/09/2013 02:08 PM |
| 1643589 | Disbursement Voucher | Disbursement Voucher O - Travel Reimbursement - SOT Annual 2012 Chen Reimbursement [E:N:N:N] | FINAL | Hambleton, Kimberly | 03/26/2012 03:47 PM |
| 722046 | Disbursement Voucher | Disbursement Voucher O - Travel Reimbursement - Travel Reimbursement for Chen, W [E:N:N:N] | FINAL | Hambleton, Kimberly | 04/29/2011 02:01 PM |

The results now include the document creation date. This may help the duplicate search by eliminating documents created before travel and receipt dates, or invoice dates. Document creation dates can also be entered in the search parameters in order to narrow the returned results.

| Document Type: | DV |
| Initiator: | |
| Document Id: | |
| Date Created From: | 01/01/2014 |
| Date Created To: | |
| Document Description: | |
| Organization Document Number: | |
| Payee ID: | 8540-0 |

If payment has already been made, cancel the saved DV. Otherwise, return to the saved DV and continue the payment.