



## Resolving Duplicate ID Records in Finance Form

FRM-U5320.12B  
Accounting Services

W#	Name

- GUASYST:** Check to see how the W# is valued; what other modules share this record. If other modules are valued, then no resolution can be done without agreed consent by **ALL** other module owners.
- FTMVEND:** View to see what users have created addresses.
- GOAEACC:** View to see the person who belongs to the User ID's.
- If the records are valued in GUASYST with other modules besides Finance (Student, Alumni, HR, Financial Aid or Accounts Receivable), contact must be made with the owners of **each** module prior to bracketing. This is currently done via email to determine which record must be kept and which can be bracketed as the "bad" W#.
- If there is any HR history in a person W#, that record **MUST** be kept. If there are questions determining the correct W# and they have been valued as a Student, sometimes the Registrar's Office can help with identification via tools like Lexis Nexis, which A/P does not have access to. They are able to help identify previous address, phone number, DOB, mother's name, SSN, previous names, etc.
- Email the appropriate designated duplicate resolution person from each module with the possible duplicate information. Between all of you, there will be a determination made as to which W#(s) must be kept and which one(s) to bracketed as "bad".
- List below other areas that have ownership of records.

Name of person who has Ownership	Did you get permission to correct name?

- GUIALTI:** If there is a question as to whether the person/entity is actually the same on both records, further research can be done in GOIWSID, GUIALTI or SOAIDEN to obtain SSN/TIN, DOB and previous names.
- Is this a person? If yes, further detailed research needs to be done.  
Example: The addresses are different, but I have found webpages for each address showing the same members on the leadership team. I called and confirmed that they have moved from the 34<sup>th</sup> St to the Terry Avenue N. Address. The two IDs are for the same organization.



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- FPIOPOV:** Check for outstanding (open) PO's in the system. Delete FY and COA in order to obtain all information, not just the current fiscal year. Because this form is sometimes unreliable, verify information in FGIENCD for open/closed status if you have a very old PO still showing Open status.
- If there are open **purchase orders** sitting on a "bad" W#, you will need to request purchasing to cancel the PO and re-key under the "good" W#.

Purchase Orders that are Open against this W#	Did you contact the person who keyed the purchase order?

- FAIVNDH:** Check for outstanding (open) invoices that have not been completed for payment. Click on "O" for Open and delete FY in order to obtain all information, not just the current fiscal year. FOIDOCH will show you who keyed the invoice. If there are open **invoices** sitting on a "bad" W#, delete all invoices and re-key to the "good" W#

Invoices to be paid against this W#	Did you contact the person who keyed the document?

### AFTER EVERYTHING ABOVE IS COMPLETED

- FTMVEND** Verify/update addresses. Text (FOATEXT) anything that needs to be noted, such as additional history on "bad" W#, etc. In the "good" W#, note in Text: "See additional payment history under duplicate terminated W# Wxxxxxxx". Date and initial, save and exit. In the "bad" W#, note in Text: "Duplicate number. Use Wxxxxxxx." Date and initial, save and exit. Next, inactivate all addresses in the "bad" W#. If there is any monetary transactions, you CANNOT set a termination date, only inactive addresses.
- FOAIDEN** Use to curly bracket the "bad" W#.
- Notify** Purchasing and/or any other appropriate departments of the change (AS, Library, PFO, etc.)