**PROCEDURE**

**Effective Date:** April 9, 2013  
**Authority:** POL-U5320.12 Creating and Maintaining Vendor Account Records  
**Approved by:** Teresa Hart, Financial Services Director

**POL-U5320.12C Correcting Duplicate Vendor Records in the Financial System**

**Action by:**

**University Department**

1. **Contacts** Accounting Services if sees potential duplicate vendor record.

**Accounting Services Staff**

2. **Determines** if duplicate vendor exists by completing the *Resolving Duplicate ID Records* form (FRM-U5320.12B).

3. If a duplicate exists,
   
a. **Submits** form to Accounts Payable staff to notify of the duplicate record and request the record to be inactivated.

   b. **Goes** to step 5.

4. If no duplicate exists, **gives** explanation to University Department if necessary.

**Accounts Payable**

5. **Brackets** duplicate Vendor Name and documents reason in FOATEXT.

6. **Files** the completed *Resolving Duplicate ID Records in Finance* form when duplicates are found and corrected.

7. **Searches** Banner (FWRMSSN) for vendor duplicates on a quarterly basis.

See Also:  
FRM-U5320.12B Resolving Duplicate ID Records in Finance Form  
PRO-U5320.12A Requesting Accounting Services to Create a New Vendor Account  
PRO-U5320.12B Requesting Accounting Services to Update a Current Vendor Record