

## PROCEDURE

Effective Date: April 9, 2013

Authority: [POL-U5320.12](#) Creating and

Approved by: Teresa Hart, Financial Services Director

Maintaining Vendor Account Records

Cancels:

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

### PRO-U5320.12C

### CORRECTING DUPLICATE VENDOR RECORDS IN THE FINANCIAL SYSTEM

Action by:

Action:

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.