



# Duplicate Record Report Preliminary Findings Worksheet

Personal information on this form is *confidential*. All hard copies of completed forms should be securely stored.

Person Submitting Form: \_\_\_\_\_ Date: \_\_\_\_\_

<b>First Banner ID#:</b>	<b>Second Banner ID#:</b>
PIDM # (If, known):	PIDM# (If, known):
Name on Banner Record:	Name on Banner Record:
Name on Admission Application:	Name on Admission Application:
Date of Birth:	Date of Birth:
DOB Same on Application: Yes <input type="checkbox"/> No <input type="checkbox"/>	DOB Same on Application: Yes <input type="checkbox"/> No <input type="checkbox"/>
SS# on Admission Application:	SS# on Admission Application:
SS# Same on Application: Yes <input type="checkbox"/> No <input type="checkbox"/>	SS# Same on Application: Yes <input type="checkbox"/> No <input type="checkbox"/>
Assigned AAMU International #: Yes <input type="checkbox"/> No <input type="checkbox"/>	Assigned AAMU International #: Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, Assigned AAMU International #:	If yes, Assigned AAMU International #:
Data exists on GOAINTL: Yes <input type="checkbox"/> No <input type="checkbox"/>	Data exists on GOAINTL: Yes <input type="checkbox"/> No <input type="checkbox"/>
Correct Name on Passport:	Correct Name on Passport:
Citizenship Type on Banner Record:	Citizenship Type on Banner Record:
Correct Citizenship Type: Yes <input type="checkbox"/> No <input type="checkbox"/>	Correct Citizenship Type: Yes <input type="checkbox"/> No <input type="checkbox"/>

### SYSTEM IDENTIFICATION GUASYST FORM

(Mark all modules which contain information for this BID# that apply)

First Banner ID#

Student	Human Resources	Advancement	Financial Aid	Finance	Accounts Receivable
<input type="checkbox"/> Recruiting	<input type="checkbox"/> Applicant	<input type="checkbox"/> Individual	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agency	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Admissions	<input type="checkbox"/> Employee	Category:	<input type="checkbox"/>	<input type="checkbox"/> Bank	<input type="checkbox"/>
<input type="checkbox"/> Transfer Work	<input type="checkbox"/> Beneficiary	Class:	<input type="checkbox"/>	<input type="checkbox"/> Customer	<input type="checkbox"/>
<input type="checkbox"/> General Student	<input type="checkbox"/> Cobra Person	<input type="checkbox"/> Organization	<input type="checkbox"/>	<input type="checkbox"/> Employee	<input type="checkbox"/>
<input type="checkbox"/> Registration	<input type="checkbox"/>	Category:	<input type="checkbox"/>	<input type="checkbox"/> Financial Manager	<input type="checkbox"/>
<input type="checkbox"/> Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Vender	<input type="checkbox"/>
<input type="checkbox"/> Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Second Banner ID#

Student	Human Resources	Advancement	Financial Aid	Finance	Accounts Receivable
<input type="checkbox"/> Recruiting	<input type="checkbox"/> Applicant	<input type="checkbox"/> Individual	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agency	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Admissions	<input type="checkbox"/> Employee	Category:	<input type="checkbox"/>	<input type="checkbox"/> Bank	<input type="checkbox"/>
<input type="checkbox"/> Transfer Work	<input type="checkbox"/> Beneficiary	Class:	<input type="checkbox"/>	<input type="checkbox"/> Customer	<input type="checkbox"/>
<input type="checkbox"/> General Student	<input type="checkbox"/> Cobra Person	<input type="checkbox"/> Organization	<input type="checkbox"/>	<input type="checkbox"/> Employee	<input type="checkbox"/>
<input type="checkbox"/> Registration	<input type="checkbox"/>	Category:	<input type="checkbox"/>	<input type="checkbox"/> Financial Manager	<input type="checkbox"/>
<input type="checkbox"/> Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Vender	<input type="checkbox"/>
<input type="checkbox"/> Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### CORRECTIVE ACTION

Email Notification of Upcoming Review to all Applicable Banner Module Owners: Yes  No

Date Referred to Data Management Committee \_\_\_\_\_ Supporting Documentation Attached: Yes  No

Area Lead Signature \_\_\_\_\_

PIDM # Designated to be Deleted "Duplicate Do Not Use": \_\_\_\_\_ BID# Designated to be Deleted \_\_\_\_\_

Good PIDM # \_\_\_\_\_ Good BID# \_\_\_\_\_ Correct SS# \_\_\_\_\_ Correct Name \_\_\_\_\_

Date Approved by Data Management Committee \_\_\_\_\_ Date End User Updated Correct Record \_\_\_\_\_