**Possible Duplicate Payment Query**

**Background:** Ideally, each agency already has a process or procedure in place to identify possible duplicate payments before a duplicate payment is issued. This query does not attempt to address that issue. Currently, there is not an easy way for agencies to systematically identify **possible** duplicate payments after the fact. The Possible Duplicate Payment Query will assist agencies in the following ways:

1. Identify possible duplicate payments after the fact and assist in recovery of any duplicate payments.
2. Provide a tool for agencies to use when demonstrating due diligence in avoiding or identifying possible Federal improper (duplicate) payments.
3. Help to identify possible additional training needs for agency accounts payable personnel that emphasizes consistency in data entry.

In general, the query has fixed STARS data fields within an agency that are used to generate the report. Agencies can filter on a few fields to narrow the scope of the query, if they so choose. Other fields will display to assist in determining if the payments are actual duplicate payments. Those fields should be sufficient to allow agency personnel to track back to the originating payment documentation or do other research to verify if the payments are actually duplicates – or not. All fields (filtered or not) will display in the query results.

**Where:** The query can be found in IBIS under State of Idaho Public Folders/Statewide Reports/Accounting. The query is toward the bottom of the list.

**Fixed Filters:** These fields are used to create the list of possible duplicates and must be exact duplicates:

 **Agency Code -** The agency number available will be determined by the person’s security. Most agency personnel would have access to only their agency. SCO personnel, LSO auditors and any other agency personnel who already have statewide access will also have statewide access when using this query. Statewide or multiple agency access will require the user to select or enter the needed agency number.

 **Vendor Number -** The user will have the option of querying on all paid vendors, one vendor, or a list of vendors. The vendor number will not include the vendor suffix.

 **Invoice # -** The user does not have any options on this data element.

 **Amount –** The user will have the option of using the default of all amounts or can narrow the search to an amount greater than some amount that the user could input.

**Required Filter** – **Effective Date –** The user will always need to enter a From date and a To date which can overlap fiscal years.

**Fields with no filter but will display:**

 Vendor Sfx

 Vendor Name

 Process Date

 Expenditure Subobject

 Expenditure Subobject Detail

 Invoice Description

 Batch Number

Batch Type

 Warrant Number

 Warrant Issue Date

 Warrant Status

 Warrant Amount

**Excluded from the query:**

All Expenditure Object 4000 – Personnel.

Adjustment transactions are excluded. Excluded from the query are transactions in a batch type A and all transactions with TCs of 27A, 27B and 27C.

Transactions generated from the Pcard application in \* batches are excluded. The chances of duplicate expenditure transactions being generated from the Pcard application are very low.

Transactions generated in batch type R – recurring are excluded. By definition, a recurring transaction would be to the same vendor/payee for the same amount each month or other time period. The process and procedures needed to generate the recurring transactions should result in a very low possibility of actual duplicate payments being made.

Duplicate transactions that are paid on the same warrant number. These transactions are most likely allocations of the total bill and would have different PCAs and/or Indexes. However, if the multiple allocation payment is made twice, the query will catch that and report all as possible duplicates.

Transactions in batch type 'O' are excluded. These batches are generated from Travel Express and the possibility of duplicate payments from Travel Express is quite small. In fact, if the application is being used correctly, the possibility is almost non-existent.

**Security:**

 The person’s security will determine which agency number or numbers are available. Most agency personnel would have access to only their agency. SCO personnel, LSO auditors and any other agency personnel who already have statewide access will also have statewide access when using this query. Current multiple agency users will have access to query on those same agencies.