

Sometimes, in the re-enrollment process, a member can have the same project entered on their record more than once. This usually only happens in counties that keep projects from year to year, and is usually caught by a “Key Violation” error, but sometimes these duplicate projects sneak in. They can sit there and never cause any problems all year long, UNTIL it’s time to do Year-End Processing. At that time, the duplicate project will cause an error in that process, your computer will lock up, and year-end processing will be only half done.

There is an easy way to be sure that you won’t have this problem:

- ◆ Choose **Utility|File Utilities**. Then, from the Utilities menu, choose **Remove Duplicate Projects**. Say “OK” to any warning messages, and a very short time later, you will get an informational message, saying duplicate projects have been removed. Click OK, and you’re done.

