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| **Memorandum** | E:\Users\bergg\Documents\My Templates\Word\Accountancy\Accountancy\Accountancy_color_h.png |

To: 4320 Students

From: Gary G. Berg

Date: October 28, 2024

Re: Assignment 12 – Duplicate Payments

* This assignment is lab 7-7
* Required:
  + Download the Excel file for this assignment.
  + Complete the lab
  + Filter the data to only show only record counts greater than one
  + **Do not remove any records**
* Additional requirement Two
  + Copy your source data to a new sheet
  + Repeat the analysis using the formula (=B2&D2)
  + Filter the data to only show only record counts greater than one
  + **Do not remove any records**

1. Submit the completed Excel file via the D2L dropbox. (**You are not submitting screenshots**)
   1. Files submitted to the wrong dropbox will receive a **grade of 0**
   2. Failure to follow directions will result in a grade of ZERO
2. **Additional Note: Make sure you submit the Excel file and not the temp file that is created when you are in Excel.** 
   1. **The temp file is erased when you exit an Excel, but there may be a delay before that happens.**
   2. **The Temp file size is only 1 KB**
   3. **It is your responsibility to make sure that you upload the correct file. Failure to do so will result in a grade of zero**
3. This is **not a** group assignment. Students should work independently.
   1. **Copying/plagiarism** will result in a **grade of 0** for all parties involved.
4. **Due on 11-01-2024, 11:30 p.m.**
5. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**