

# USNH

## Updating Addresses in Banner



**THE ‘WHY’**  
**(REASON FOR THE CHANGE)**

**AND**

**THE ‘HOW’**  
**(BANNER ADDRESS ENTRY AND  
UPDATE)**

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## **The 'Why':**

- Runner Technologies, inc. has developed a product called CLEAN\_Address which can be used to identify address coding errors and enforce institutional standards. This address cleansing software was designed for Oracle database applications and can be integrated into applications running on the Web and Oracle/Banner forms. The CLEAN\_Address project was proposed and approved for implementation on Banner HR.
- The software has been implemented and tested both on WISE and Oracle/Banner form (PPAIDEN)
- CLEAN\_Address on the Web will allow employees to update their own PM, W2 and RA address. This will have several positive EFFECTS
  1. Accurate addresses
  2. Addresses that comply to USNH standards
  3. Reduce the labor in HR department effort

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Why do you need training on something you already do every day?

- In the past our training document always dictated that you update the address that exists and not to insert a new sequence. This allowed us to always report, or print labels from address sequence = 01.
- In WISE, CLEAN\_Address always increments the address sequence number by 1.
- For this reason address data extracts and MR needs to be modified to look for the active addresses not just address sequence one.
- To be consistent and adhere to an audit suggestion, it was decided that addresses entered through PPAIDEN should also do a one up sequence when an address is changed.
- In the next section we will present The How.

## **The How:**

- What address types are currently being validated through CLEAN\_Address
- What HR address types need to up the sequence number when a change is made do to CLEAN\_Address.
- How to change an address in Banner
- How to manage error messages you will see because of the CLEAN\_Address validation process.

## What address types are currently being validated through CLEAN\_Address

1. PM – Postal Mailing Addresses
  2. RA – Residence Addresses
  3. W2 – Alternate IRS W2 Addresses
- Refer to the following link for better definitions of the above address types:

<http://usnh.edu/banner/training/active/Module3.pdf>

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What HR address types need to up the sequence number when a change is made do to CLEAN\_Address

- In WISE the employees are only allowed to change address types
  1. PM – Postal Mailing Addresses
  2. RA – Residence Addresses
  3. W2 – Alternate IRS W2 Addresses
- To be consistent ALL PPAIDEN HR address types will need to up the sequence when a change is made.  
(CK, CM, FR, PM, RA, W2)

## How to change an address in Banner (PPAIDEN)

- Enter ID of desired employee
- Next Block
- Select Address Tab

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**Step 1** Next Record until you get to the Address type you want to change. (It should be the active address)

**Step 2** Check Inactivate Address box

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification Form PPAIDEN 7.2.3.1 (BTST)

ID: 6259 Larry M Johnson Generate ID: [icon]

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

From Date: 15-JUL-2009 To Date: [icon]

Address Type: PM Permanent Mailing

Sequence Number: 12

Street Line 1: TEST BLOCK

Street Line 2: [icon]

Street Line 3: [icon]

City: TEST BLOCK

State or Province: NH New Hampshire

ZIP or Postal Code: 03855

County: [icon]

Nation: [icon]

Telephone Type: PM Permanent

Telephone: 603 - 0598031 [icon]

☒ Inactivate Address

Source: [icon]

☐ Override Address Verification

Delivery Point: [icon]

Correction Digit: [icon]

Carrier Route: [icon]

Last Update

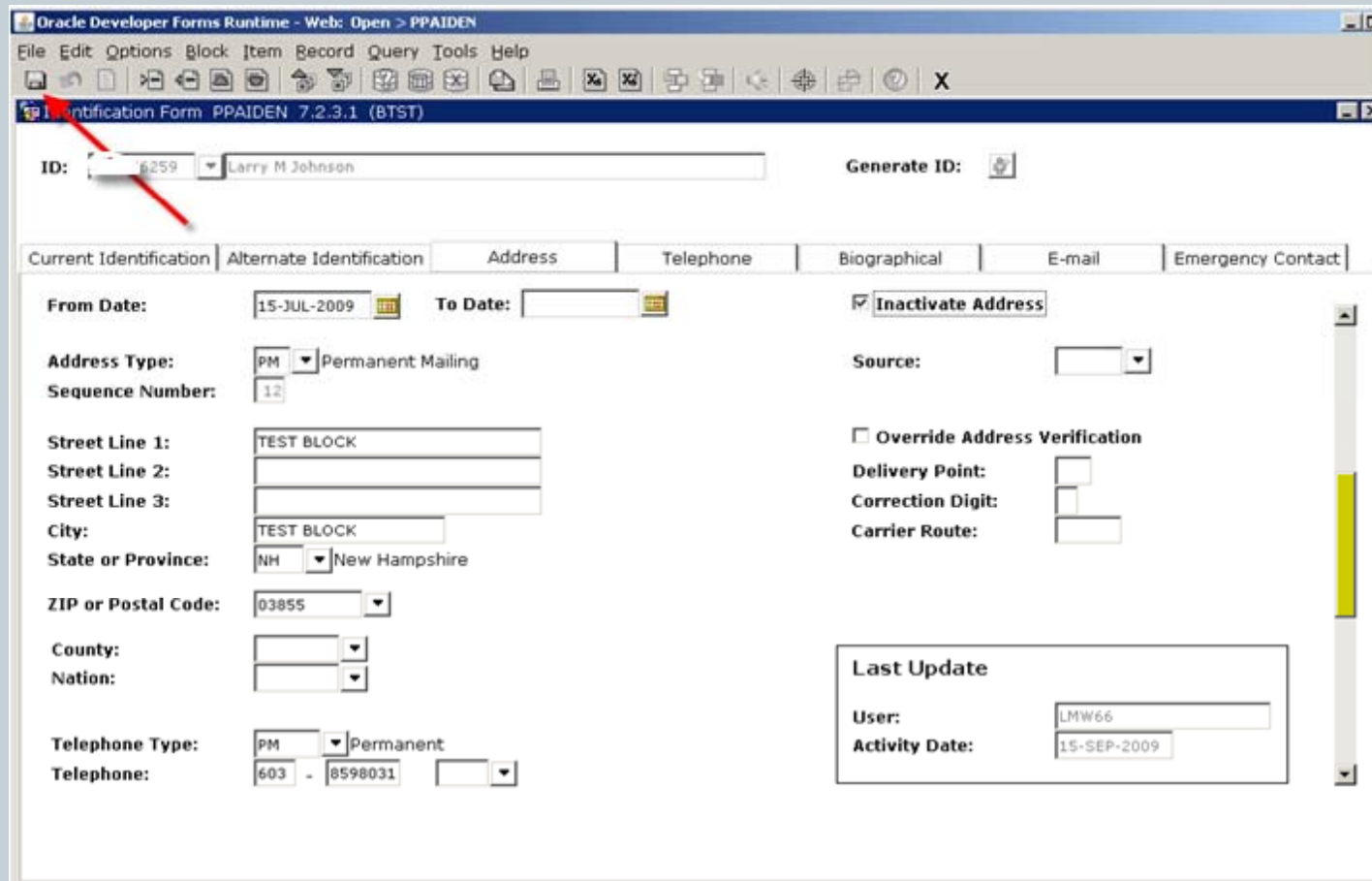
User: LMW66

Activity Date: 15-SEP-2009

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### Step 3 Save the change



Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification Form PPAIDEN 7.2.3.1 (BTST)

ID: 6259 Larry M Johnson Generate ID: [icon]

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

From Date: 15-JUL-2009 To Date: [calendar icon]

Address Type: PM Permanent Mailing

Sequence Number: 12

Street Line 1: TEST BLOCK

Street Line 2: [text box]

Street Line 3: [text box]

City: TEST BLOCK

State or Province: NH New Hampshire

ZIP or Postal Code: 03855

County: [dropdown]

Nation: [dropdown]

Telephone Type: PM Permanent

Telephone: 603 - 8598031 [dropdown]

☒ Inactivate Address

Source: [dropdown]

☐ Override Address Verification

Delivery Point: [text box]

Correction Digit: [text box]

Carrier Route: [text box]

Last Update

User: LMW66

Activity Date: 15-SEP-2009

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- Step 4 Record/Insert or F6 to insert a new record  
Step 5 Retype the address

The screenshot shows the Oracle Developer Forms Runtime window for PPAIDEN. The window has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The title bar reads "Identification Form PPAIDEN 7.2.3.1 (BTST)". The main form area has a tabbed interface with tabs for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Address" tab is active. It contains the following fields and controls:

- ID:** A dropdown menu showing "6259" and a text field containing "Larry M Johnson". To the right is a "Generate ID:" button with a refresh icon.
- From Date:** A date field showing "15-JUL-2009" with a calendar icon.
- To Date:** An empty date field with a calendar icon.
- Address Type:** A dropdown menu showing "PM" and a text field containing "Permanent Mailing".
- Sequence Number:** An empty text field.
- Street Line 1:** A text field containing "TEST BLOCK".
- Inactivate Address:** A checkbox that is currently unchecked.
- Source:** A dropdown menu.
- Override Address Verification:** A checkbox that is currently unchecked.

Two red arrows are drawn on the form: one points from the "Sequence Number" field to the "Inactivate Address" checkbox, and another points from the "Inactivate Address" checkbox to the "Source" dropdown menu.

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### Step 8 Save the change

Note: Sequence number has been updated

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification Form PPAIDEN 7.2.3.1 (BTST)

ID: C 1259 Larry M Johnson Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

From Date: 15-JUL-2009 To Date:

Address Type: PM Permanent Mailing

Sequence Number: 13

Street Line 1: TEST BLOCK

Street Line 2:

☐ Inactivate Address

Source:

☐ Override Address Verification

Delivery Point:

## How to manage error messages you will see because of the CLEAN\_Address validation process

1. Unknown street
2. Unknown street with suggestions
3. Street number invalid

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### Unknown street

1. Click on OK BUTTON
2. Make correction

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact
<b>From Date:</b> 15-JUL-2009		<b>To Date:</b>	<input type="checkbox"/> Inactivate Address			
<b>Address Type:</b> PM  Permanent Mailing		<b>Source:</b>				
<b>Sequence Number:</b> 13						
<b>Street Line 1:</b> Test Blocks						
<b>Street Line 2:</b>						
<b>Street Line 3:</b>						
<b>City:</b> new durhan		<input type="checkbox"/> Override Address Verification				
<b>State or Province:</b> NH  New Hampshire		<b>Delivery Point:</b>				
<b>ZIP or Postal Code:</b> 03855		<b>Correction Digit:</b>				
<b>County:</b>		<b>Carrier Route:</b>				
<b>Nation:</b>						
<b>Telephone Type:</b> PM  Permanent		<div><b>Last Update</b>  <b>User:</b> LMW66 <b>Activity Date:</b> 15-SEP-2009</div>				
<b>Telephone:</b> 603 - 8598031						

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### Unknown street with suggestions

Note: Suggestions made

1. Click on OK BUTTON
2. Make correction

The screenshot shows the Oracle Developer Forms Runtime - Web: Open > PPAIDEN application. The main form is titled 'Identification Form: PPAIDEN 7.2.3.1 (6TST)'. It has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The 'Address' tab is selected, showing fields for 'From Date' (15-JUL-2009), 'To Date' (empty), 'Address Type' (PM - Permanent Mailing), 'Sequence Number' (13), 'Street Line 1' (tedss), 'Street Line 2' (empty), 'Street Line 3' (empty), 'City' (New Durham), 'State or Province' (NH - New Hampshire), 'ZIP or Postal Code' (03855), 'County' (empty), 'Nation' (empty), 'Telephone Type' (PM - Permanent), and 'Telephone' (603 - 8598031). A 'Banner' dialog box is open in the center, displaying 'Unknown Street Suggestions: Ten Rod Rd' with an 'OK' button. Other tabs include 'Current Identification', 'Alternate Identification', 'Telephone', 'Biographical', 'E-mail', and 'Emergency Contact'. A 'Last Update' section shows 'User: LMW66' and 'Activity Date: 15-SEP-2009'.

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### Street number invalid

Note: Suggestions made

1. Click on OK BUTTON
2. Make correction

Identification Form PPAIDEN 7.2.3.1 (BTST)

ID: 16259 Larry M Johnson Generate ID: [Icon]

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact

From Date: 15-JUL-2009 To Date: [Icon] ☐ Inactivate Address

Address Type: PM Permanent Mailing Source: [Icon]

Sequence Number: 13

Street Line 1: 41 chamberlin way

Street Line 2: [Icon]

Street Line 3: [Icon]

City: New Durham

State or Province: NH New Hampshire

ZIP or Postal Code: 03855-2340

County: [Icon]

Nation: [Icon]

Telephone Type: PM Permanent

Telephone: 603 - 8598031 [Icon]

Override Address Verification

Delivery Point: 41

Correction Digit: 5

Carrier Route: R002

Last Update

User: LMW66

Activity Date: 15-SEP-2009

**Banner**

Street Number Invalid

Suggestions:

1-99(Odd) Chamberlin Way

2-98(Even)

OK

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## Other automatic actions:

- Will change all upper or lower case letters to capitalizing only the first character
- Zip code automatically populated when City and State code entered
- City and State populated if Zip Code entered
- 4 digit routing code added to Zip Code during all updates
- Abbreviations will be converted to match USNH standards
  1. St or ST converted to STREET
  2. Rd or RD converted to Road
  3. Refer to the following link for other abbreviation examples  
<http://usnh.edu/banner/training/active/Module3.pdf>

You can save an address with errors

**But should you?**

## MR Reporting Changes

- Presently, MR has identify the current address with the Address Sequence Number (Seq No.) equal to 1. Most reports that have addresses displayed on them look for this condition (Seq No = 1) to be satisfied. After CLEAN\_Address has been implemented, addresses with Seq No = 1 may not always be the current address for an address type.
- MR has developed a flag to denote the current address. The MR Team is going to modify all the published reports to use this flag to show current addresses. MR is asking HR Creators and DeskI users to modify any custom reports they have created that show addresses. MR has provided detail instructions on how to modify reports to show the most current address.
- If you don't make the changes, your reports will always extract an address with a sequence of 1. This could be an old address.
- If you require any assistance, MR will be happy to provide instructions or set up a demo session.

## E-mail Address Changes

- Select the E-mail tab
- Next Record until you get to the E-mail type you want to change. (It should be the active E-mail address)

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- Step 1** Next Record until you get to the Address type you want to change. (It should be the active address)
- Step 2** Check Inactivate box

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > PPAIDEN". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main window is titled "Identification Form PPAIDEN 7.2.3.1 (BTST)".

The form displays the following information:

- ID:** 6259 (dropdown menu) Larry M Johnson
- Generate ID:** [Generate ID icon]
- Current Identification** | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact
- E-mail Type:** CM (dropdown menu) Campus E-mail
- E-mail Address:** larry.johnson@usnh.edu
- Preferred:** ☐ **Inactivate:** ☒ **Display on Web:** ☒ **URL:** ☐
- Comment:** [Text area]
- Activity Date:** 23-APR-2009
- User:** WWW\_USER

A red arrow points to the **Inactivate** checkbox, which is checked.

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### Step 3 Save the change

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification Form PPAIDEN 7.2.3.1 (BTST)

ID: .6259 Larry M Johnson Generate ID: 

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact

E-mail Type: CM Campus E-mail

E-mail Address: larry.johnson@usnh.edu

☐ Preferred ☒ Inactivate ☒ Display on Web ☐ URL

Comment: Activity Date: 23-APR-2009 User: WWW\_USER

E-mail Type: E-mail Address: Preferred Inactivate Display on Web URL

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- Step 4 Record/Insert or F6 to insert a new record
- Step 5 Retype the E-mail address
- Step 8 Save the changes

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact
<b>E-mail Type:</b> <input type="text" value="CM"/> <input type="button" value="v"/> Campus E-mail						
<b>E-mail Address:</b> <input type="text" value="larry.johnson@usnh.edu"/>						
<input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Inactivate <input checked="" type="checkbox"/> Display on Web <input type="checkbox"/> URL						
<b>Comment:</b> <input type="text"/>		<b>Activity Date:</b> <input type="text" value="21-SEP-2009"/>		<b>User:</b> <input type="text" value="LMW66"/>		
<b>E-mail Type:</b> <input type="text" value="CM"/> <input type="button" value="v"/> Campus E-mail						
<b>E-mail Address:</b> <input type="text" value="larry.johnson@usnh.edu"/>						
<input type="checkbox"/> Preferred <input type="checkbox"/> Inactivate <input checked="" type="checkbox"/> Display on Web <input type="checkbox"/> URL						
<b>Comment:</b> <input type="text"/>		<b>Activity Date:</b> <input type="text" value="21-SEP-2009"/>		<b>User:</b> <input type="text" value="LMW66"/>		

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## Examples of errors that CLEAN\_Address will display

1. Missing Domain – No @
2. Missing Domain Suffix –No . After @
3. Missing Ping Test

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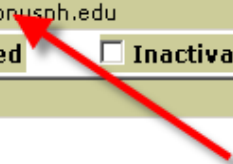
### Missing Domain – No @

Comment:		Activity Date:	21-SEP-2009	User:	LMW66
E-mail Type:	CM				
E-mail Address:	larry.johnsonusph.edu				
	<input type="checkbox"/> Preferred	<input type="checkbox"/> Inactivate	<input checked="" type="checkbox"/> Display on Web	<input type="checkbox"/> URL	
Comment:		Activity Date:	21-SEP-2009	User:	LMW66

Banner

Missing Domain - No @

OK



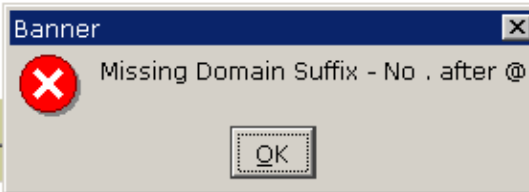
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### Missing Domain Suffix –No . After @

1. .edu
2. .com
3. .gov

Comment:	<input type="text"/>	Activity Date:	<input type="text" value="21-SEP-2009"/>	User:	<input type="text" value="LMW66"/>
E-mail Type:	<input type="text" value="CM"/> Campus E-mail				
E-mail Address:	<input type="text" value="larry.johnson@xxx"/>				
	<input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Inactivate	<input checked="" type="checkbox"/> Display on Web	<input type="checkbox"/> URL		
Comment:	<input type="text"/>	Activity Date:	<input type="text" value="21-SEP-2009"/>	User:	<input type="text" value="LMW66"/>



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### Missing Ping Test

E-mail Type: CM Campus E-mail

E-mail Address: larry.johnson@xxx.edu

☐ Preferred

☐ Inactivate

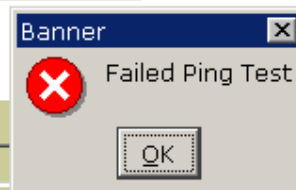
☒ Display on Web

☐ URL

Comment:

Activity Date: 21-SEP-2009

User: LMW66



## Questions

- For future questions, please contact one of the following people

- |    |                          |                                   |
|----|--------------------------|-----------------------------------|
| 1. | Larry Johnson            | Larry.Johnson@usnh.edu            |
| 2. | Amanda Riecks-Kurshinsky | Amanda.Riecks-Kurshinsky@usnh.edu |
| 3. | Carol Powers             | Carol.Powers@usnh.edu             |