



University of Illinois

Address Cleansing Guide

TABLE OF CONTENTS

Address Cleansing Guide.....	3
Overview.....	3
Features.....	3
Banner Forms.....	3
Banner Address Types.....	4
Tips & Tricks.....	4
Using Postal Software.....	5
Best Practice - Valid US domestic address.....	5
Correcting misspellings and case usage.....	6
Entering an invalid US domestic address.....	7
Tips on correcting an invalid address.....	8
Entering “Attention” or “In Care Of” on Street Line field.....	8
Best practice - International addresses.....	11
Entering an Invalid Canadian Address.....	12
Converting PO Box addresses to 911 addresses.....	12

Address Cleansing Guide

Overview

The postal software is an address verification system integrated with the Banner Enterprise system. It will verify and standardize US and Canadian postal addresses entered in a Banner form or Student Self Service. In addition, the system will correct telephone number format errors.

The verification process is seamless. As information is entered, the software will verify, correct, and format addresses to USPS postal standards along with University of Illinois Data Entry Standards. If the verification system is unable to verify the address, warning windows will display offering suggestions to the user for correcting the address record.

Features

- Verifies and standardizes postal addresses in a number of Banner forms (see list below) using appropriate address types (see list below)
- Verifies and standardizes postal addresses in Student Self Service, Web for Prospect, and Web for Admissions.
- Corrects and reformats misspellings and improper use of upper/lower case to USPS standards and University of Illinois Data Entry Standards.
- Displays suggestions for correcting the entry when an invalid address is entered.
- Allows addresses it determines to be invalid but which are actually correct to be saved at the operator's discretion.

Banner Forms

The list of forms below will use the postal software to validate an address depending on the address type that is being updated or created.

PPAIDEN	HR	Identification Form
PEA1PAY	HR	One Time Payment Form
SPAIDEN	Student	General Person Identification Form
SAAQUIK	Student	Quick Entry Form
SRAQUIK	Student	Quick Recruit Form
SOASBGI	General	Source/Background Institution Base
SPAEMRG	Student	Emergency Contact
SHARQTC	Student	Transcript Request
SHADIPL	Student	Diploma

SAAETBL	Student	Electronic Application Submitted
APAIDEN	Advancement	Identification Form
GOAMTCH	Student	Common Matching Entry
FOAIDEN	Finance	Person Identification Form
FTMAGCY	Finance	Agency Code Maintenance Form
FTMVEND	Finance	Vendor Maintenance Form
FTMCUST	Finance	Customer Maintenance
FTMFMGR	Finance	Financial Manager Maintenance

Banner Address Types

The list of Banner Address Types below will use the postal software to verify domestic and Canadian addresses.

Address Type	Address Description
BI	Billing Information
DA	Diploma Address
HQ	Headquarters (Non-Illinois)
LE	Leave Address
MA	Mailing Address
P2	Parent Second
PA	Parent Home
PR	Permanent
PW	Payroll Windstar Address
SL	Student off Campus Local Temp
W2	W-2 Mailing

Tips & Tricks

- The County code will automatically populate for Illinois addresses, but is not available for non-Illinois addresses.
- Canada is the only foreign country that will be validated through the postal verification process.
- When entering a foreign address, it is helpful to enter the Nation code first. You cannot enter the postal code before entering the city or nation code (some countries have five digit zip codes that are similar to US zip codes).
- If you have entered the entire address and must change the city, state or zip code – navigate to Street Line 1 and delete the data out of all address fields and start over.
- Remember: If an address needs to be updated, end the existing address record and enter the new address as a new record..
- Typically, Street Line 3 is used for Campus Mail Code.
- Omit sub division names, apartment complex names, etc. (I.e. University Village, Boulder Ridge, Chateau Estates).

Using Postal Software

Best Practice - Valid US domestic address

1. Enter information on Street Lines 1, 2 and 3.
2. Tab and enter the Zip Code. The City, State, and County (Illinois address only) will automatically populate and initiate the validation process.

The screenshot shows the 'General Person Identification' window with the 'Address' tab selected. The 'ID' field contains '@01990549' and the name 'Tester, Tony'. The 'From Date' is '15-JAN-2008'. The 'Address Type' is 'MA' (Mailing Address). The 'Street Line 1' is '900 East Frederick Street'. The 'ZIP or Postal Code' is '60004'. A callout bubble points to the ZIP code field with the text: "Enter Street Line info and Zip Code to auto-populate City State and County (Illinois only).". Other fields include 'City', 'State or Province', 'County', 'Nation', 'Telephone Type', and 'Telephone'. There are also fields for 'Inactivate Address', 'Source', 'Delivery Point', 'Correction Digit', 'Carrier Route', and 'Last Update'.

(Figure 1 – Valid Address)

Note: City and State can be entered before Zip Code if desired. Tabbing off State will auto-populate Zip Code and initiate the validation process. The address will be formatted to USPS standards (see Figure 2).

The screenshot shows the 'General Person Identification' window with the 'Address' tab selected. The 'ID' field contains '@01990549' and the name 'Tester, Tony'. The 'From Date' is '15-JAN-2008'. The 'Address Type' is 'MA' (Mailing Address). The 'Street Line 1' is '900 E Frederick St'. The 'City' is 'Arlington Heights'. The 'State or Province' is 'IL' (Illinois). The 'ZIP or Postal Code' is '60004-5738'. The 'County' is '031' (Cook). A callout bubble points to the populated fields with the text: "All fields are populated and reformatted to USPS standards.". Other fields include 'Nation', 'Telephone Type', 'Telephone', 'Inactivate Address', 'Source', 'Delivery Point', 'Correction Digit', 'Carrier Route', and 'Last Update'.

(Figure 2 – Valid Address)

Correcting misspellings and case usage

The postal software will correct minor misspellings and improper upper/lower case usage (see Figure 3 & 4).

The screenshot shows the 'General Person Identification' software interface. The 'Address' tab is selected. The address fields contain the following text: Street Line 1: 900 eaST FreDRICK STreeT, Street Line 2: (empty), Street Line 3: (empty), City: arlINgton HeihTS, State or Province: IL. A callout box with a speech bubble points to these fields and contains the text: "Note: Multiple misspellings and upper/lower case combinations." Other fields include 'From Date' (15-JAN-2008), 'To Date' (empty), 'Inactivate Address' (checkbox), 'Address Type' (MA Mailing Address), 'Sequence Number' (empty), 'Source' (dropdown), 'Delivery Point' (00), 'Correction Digit' (7), 'Carrier Route' (C018), 'Telephone Type' (MA Mailing Address), and 'Telephone' (empty).

(Figure 3 – Misspellings and Case)

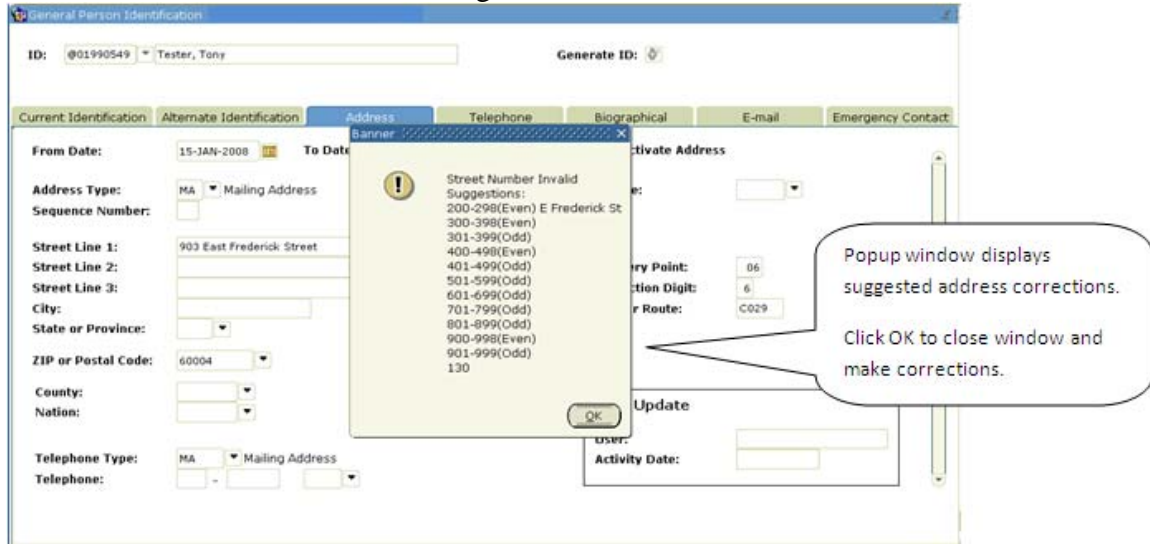
The screenshot shows the same 'General Person Identification' software interface, but the address fields have been reformatted. The address fields now contain: Street Line 1: 900 E Frederick St, Street Line 2: (empty), Street Line 3: (empty), City: Arlington Heights, State or Province: IL. A callout box with a speech bubble points to these fields and contains the text: "The address has been reformatted to USPS standards." Other fields are the same as in Figure 3.

(Figure 4 – Reformatted Address)

Entering an invalid US domestic address

If an invalid address is entered, a popup will display the warning with suggestions.

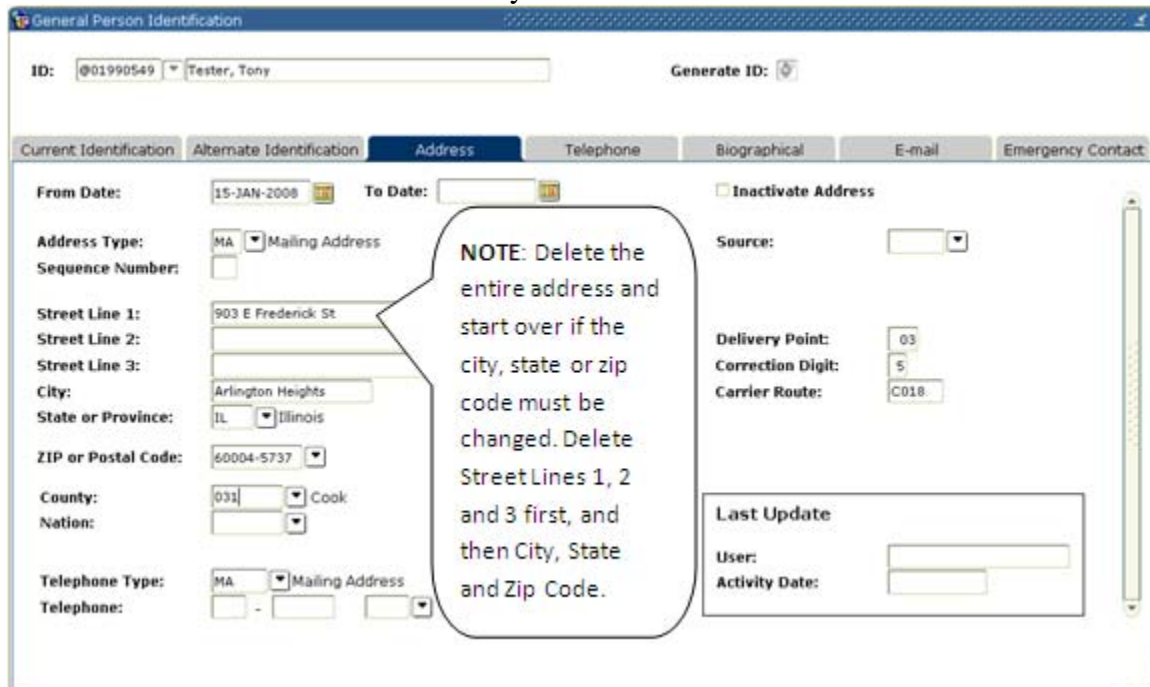
1. Enter an invalid address. (Notice the popup)
2. Click OK to close the warning windows.



(Figure 5 – Warning/Suggestions Popup)

Note: Up to 20 suggestions will display at a time. You may have to click the OK button more than once to see the full list of suggestions.

3. Correct the address or save it if you are confident that the address is correct.



(Figure 6 –Tips)

Note: If a match is not found, the street name will be saved as entered.

Tips on correcting an invalid address

- If you have entered the entire address and must change the city, state, or zip code – navigate to Street Line 1, delete the data out of all address fields, then start over (see Figure 6).
- If you must correct the Street Line 1, 2, or 3 fields – navigate to the appropriate Street field and make the correction. You don't have to start over.

Entering “Attention” or “In Care Of” on Street Line field

It is USPS standards to have Attention or In Care Of on Street Line 1. If a user enters either on Street Line 2, the postal software will automatically switch the address information to be on the line closest to the City field.

Attention Example:

1. Type a valid street address on Street Line 1.
2. Type Attention Tony on Street Line 2.

The screenshot displays the 'General Person Identification' application window. The 'Address' tab is active, showing various address-related fields. The 'Street Line 2' field is populated with 'Attention Tony'. The 'Street Line 1' field contains '900 E Frederick St'. The 'City' field is 'Arlington Heights', 'State or Province' is 'IL', and 'ZIP or Postal Code' is '60004-5738'. The 'County' is '031 Cook'. The 'Last Update' section indicates the user 'BANINST1' updated the record on '17-MAR-2008'. Other fields like 'From Date', 'To Date', 'Address Type', 'Sequence Number', 'Source', 'Delivery Point', 'Correction Digit', and 'Carrier Route' are also visible.

(Figure 7 –Street Line 2 Information)

3. Tab.

General Person Identification

ID: @02070387 Tester, Tony Generate ID: [icon]

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

From Date: 17-MAR-2008 To Date: [icon]

Inactivate Address

Address Type: MA Mailing Address Source: CBAT

Sequence Number: 2

Street Line 1: Attn Tony Attention Tony is abbreviated and moved to Street Line 1.

Street Line 2: 900 E Frederick St

Street Line 3: [icon]

City: Arlington Heights

State or Province: IL Illinois

ZIP or Postal Code: 60004-5738

County: 031 Cook

Nation: [icon]

Delivery Point: 00

Correction Digit: 7

Carrier Route: C018

Telephone Type: MA Mailing Address Phone

Telephone: [icon] - [icon] [icon]

Last Update

User: BANINST1

Activity Date: 17-MAR-2008

(Figure 8 –Address with USPS Standards)

In Care Of Example:

1. Type a valid street address on Street Line 1.
2. Type In Care of Tony on Street Line 2.

The screenshot shows the 'General Person Identification' window with the 'Address' tab selected. The ID is @02154349 and the name is Tester, Tony. The 'From Date' is 29-AUG-2008. The 'Address Type' is 'MA Mailing Address'. The 'Street Line 1' is '900 E Fredrick St' and 'Street Line 2' is 'In Care of Tony'. The 'City', 'State or Province', and 'ZIP or Postal Code' fields are empty. The 'Last Update' section shows 'User' and 'Activity Date' fields.

(Figure 9 –Street Line 2 Information)

3. Tab.

The screenshot shows the 'General Person Identification' window with the 'Address' tab selected. The ID is @02070387 and the name is Tester, Tony. The 'From Date' is 17-MAR-2008. The 'Address Type' is 'MA Mailing Address'. The 'Street Line 1' is 'c/o Tony' and 'Street Line 2' is '900 E Frederick St'. The 'City' is 'Arlington Heights', 'State or Province' is 'IL Illinois', and 'ZIP or Postal Code' is '60004-5738'. A callout bubble points to 'c/o Tony' with the text 'In Care of Tony is abbreviated and moved to Street Line 1.'. The 'Last Update' section shows 'User: BANINST1' and 'Activity Date: 17-MAR-2008'.

(Figure 10 –Address with USPS Standards)

Note: The postal software reformats the address.

Best practice - International addresses

There are multiple countries that have a five digit zip code that is similar to US zip codes. For that reason, it is helpful to enter the Nation code first followed by the Street Line information and then the city. Entering the Nation Code first will bypass the confusion of foreign zip codes and US zip codes.

1. Type the Nation code (GM for Germany) in the Nation field.

The screenshot shows the 'General Person Identification' form with the 'Address' tab selected. The 'Nation' field is highlighted with a red box and contains 'GM' for Germany. Other fields include 'From Date' (29-AUG-2008), 'Address Type' (MA Mailing Address), 'Street Line 1' through '3', 'City', 'State or Province', 'ZIP or Postal Code', 'County', 'Telephone Type' (MA Mailing Address Phone), and 'Telephone'. There are also fields for 'Inactivate Address', 'Source', 'Delivery Point', 'Correction Digit', 'Carrier Route', and a 'Last Update' section with 'User' and 'Activity Date' fields.

(Figure 11 –Best Practice: Valid Canadian Address: Nation Code)

2. Type the address on Street Line 1 and tab.
3. Type the city and tab.

The screenshot shows the 'General Person Identification' form with the 'Address' tab selected. The 'Street Line 1' field contains 'Rossdorfer Strasse 22' and the 'City' field contains 'Frankfurt Am Main'. The 'Nation' field still contains 'GM' for Germany. Other fields are the same as in Figure 11.

(Figure 14 –ISO Canadian Standards)

Note: The zip code does not automatically populate, thus avoiding the confusion between US and foreign five digit zip codes.

Entering an Invalid Canadian Address

If a user develops a habit of entering the Nation Code first, the user will not experience any warnings for invalid international addresses outside of Canada. The University of Illinois will only verify Canadian foreign addresses. If a user enters an invalid Canadian address with a misspelled street, the verification process will automatically correct the misspelling. If the street number is invalid or the street does not exist, the popup will not display suggestions, but rather the deliverability of the address.

1. Enter CA in the Nation field.
2. Enter 500 Leclaire on Street Line 1.
3. Type Montreal in the City field
4. Enter H1V 2Y9 in the Zip field and tab.

The screenshot shows the 'General Person Identification' application window. The 'Address' tab is selected. The address fields are filled with: Street Line 1: 500 Rue Leclaire, City: Montreal, State or Province: QC (Quebec), ZIP or Postal Code: H1V 2Y9, and Nation: CA. A 'Banner' dialog box is open in the center, displaying a warning icon and the text: 'Data cannot be corrected, but very likely to be deliverable'. To the right of the dialog, there is a 'Address Verification' section with a 'Verify' button. At the bottom right, a 'Last Update' box shows 'User: WWW_USER2' and 'Activity Date: 14-AUG-2008'.

(Figure 15 –Invalid Canadian Address)

Note: The message will state that the data cannot be corrected (because the street number is out of range), but also states that it is very likely to be delivered (since the street name is valid and the postal carrier can likely link the last name of the recipient to the street). Also notice that the verification process adds Rue to the street name. (A valid street number is 570).

Converting PO Box addresses to 911 addresses

The conversion process happens automatically. However not all rural route addresses have undergone a conversion from the USPS.

1. Type Export in the City field.
2. Select PA in the State field.

General Person Identification SPAIDEN

ID: @02157607 Tester, Tony Generate ID: [icon]

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

From Date: 15-SEP-2008 To Date: [] Inactivate Address

Address Type: MA Mailing Address Source: []

Sequence Number: []

Street Line 1: route 2 box 159 Delivery Point: 17

Street Line 2: [] Correction Digit: 1

Street Line 3: [] Carrier Route: R002

City: Export

State or Province: PA

ZIP or Postal Code: []

County: []

Nation: []

Telephone Type: MA Mailing Address

Telephone: [] - [] []

Last Update

User: []

Activity Date: []

(Figure 16 –PO Box Address)

3. Tab to the Zip field.

General Person Identification SPAIDEN

ID: @02157607 Tester, Tony Generate ID: [icon]

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

From Date: 15-SEP-2008 To Date: [] Inactivate Address

Address Type: MA Mailing Address Source: []

Sequence Number: []

Street Line 1: 217 Paradise Dr Delivery Point: 17

Street Line 2: [] Correction Digit: 1

Street Line 3: [] Carrier Route: R002

City: Export

State or Province: PA Pennsylvania

ZIP or Postal Code: 15632-1922

County: []

Nation: []

Telephone Type: MA Mailing Address

Telephone: [] - [] []

Last Update

User: []

Activity Date: []

(Figure 17 –911 Converted Address)

Note: The 911 address automatically updated the record.