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Address Validation
Functional Overview
Ellipse EAM® 8.4

ABB

Table of Contents

Definitions, Acronyms and Abbreviations

Definition	Description
Address Line 1/2	The first 2 lines of an address not including the suburb, postcode (zip code), state or country. Example: Unit 1 177 Turbot Street Note: When data is entered in Address Line 1, the Suburb, State, Postcode and Country fields are mandatory. Address Line 2 is a non-mandatory field.
Address Line 3	Used to store Suburb (City). This field is validated against MSF81B when suburb/postcode validation is switched on. The field is a drop down box that displays suburb name, state, postcode and country combinations and the status when that is 'inactive only.
CRAV	The Country Address Validation Rules (CRAV) 010 table code controls (at a country code level) whether suburb/postcode validation is enforced for employees and for non-employees, the valid special characters that can be entered in the address line fields and the HR Administrator Position that receives notification emails for inactive code administration.
MSE81B	MSE81B – Suburb is the new Ellipse program used for creating and maintaining suburb/postcode (zip code) combinations for validation checking. Records are held on MSF81B.
MSE81S	MSE81S – Personnel Workbench is the Ellipse program used for updating core, personnel and payroll employee residential and postal addresses. Current address records are held on MSF810.
MSO811	MSO811 - Maintain Non-Employee Details (MSO811) is the Ellipse program used for updating non-employee residential and postal addresses. Current address records are held on MSF811.
Special Characters	Keyboard characters other than alphanumeric characters (i.e. not A-Z or 0-9). For example "#, _, &, ^, `, :". These special characters may or may not be acceptable for use in address line fields based on specific country requirements.
SUCI	The Suburb/City (SUCI) 010 table now obsolete with the release of this development item.

Introduction
Purpose

The purpose of this functional overview is to describe how to configure and use the address validation enhancements contained in Ellipse 8.4.

Scope

The functional scope of the Address Validation enhancements was to:

1. Provide a mechanism to validate suburb/postcode (zip code) combinations upon submit in the residential and postal address fields for employees (via MSE81S- Personnel Workbench) and non-employees (via MSO811 – Maintain Non-Employees). This also includes service level validation when updating directly through the Employee service (MSK810) rather than via the Ellipse front-end.

2. Develop a drop down handler on the suburb field which filter and display suburb/postcode combinations for employees when using the Personnel Workbench (MSE81S).

3. Automatically populate the state, postcode and country fields when a suburb is selected from the drop down on the Personnel Workbench (MSE81S).

4. Provide a mechanism for validating the use of specified special characters in the relevant address line fields for a country. This prevents other non-valid characters from being used. For example to prevent '&' from being used in the suburb field in Australia.

5. Provide a mechanism for administrators to manage valid suburb/postcode combinations, including notifications of newly created inactive codes.

The technical scope of this enhancement included:

Availability:	Ellipse 8.4.5 onwards
Modules:	3001 – General Module
Programs:	MSE81B – Suburb (New)
	MSE81S – Personnel Workbench
	MSO811 – Maintain Non-Employee Details
	MSO001 – Maintain System Control Files
010 Tables:	CRAV – Country Address Validation Rules
	SUCI – Suburb City Validation (Obsolete)
Services:	AddressSuburb (New)
	MSK810 - Employee
Files:	MSF81B – Suburb (New)

Scope Exclusions

The following was excluded from the Address Validation development in Ellipse 8.4:

1. The ability to enter a postcode and automatically populate the Suburb, State and Country fields in the Personnel Workbench (MSE81S) residential or postal address fields. This was due to a technical limitation which prevents this functionality from working in conjunction with the ability to automatically populate the Postcode, State and Country fields after selecting a Suburb from the drop down.

2. The inclusion of a suburb drop down handler on Maintain Non-Employee Details (MSO811). This was due to MSO811 being flagged for replacement in later releases of Ellipse and the drop down handler not being compatible for use with MSO programs.

Background

Employee and non-employee address information is used for a variety of purposes within Ellipse including employee/non-employee communication (e.g. mail to residential and postal addresses), travel payment calculations (based on home to base) and statutory reporting (e.g. wage and tax statements (W2s) in the US).

It is therefore important to keep accurate address records, whether the data source is from Employee Self Service (ESS), 3rd party system data uploads or via data processing undertaken directly in Ellipse.

Address validation is complicated by the lack of a global standard for address formats. where each country defines its own standards for address formats and delivery point identifiers (DPIDs). In Australia, for example, DPIDs are used for each physical address.

While it is difficult to totally eliminate incorrect addresses from being entered in Ellipse (e.g. due to human error), it is possible to reduce the risk by validating against known suburb/postcode combinations, auto-populating state, postcode and country information from the specified suburb and allowing only nominated special characters to be used in address fields for a country.

Prior to Ellipse 8, special character address validation and suburb/postcode validation were controlled via the SUCI and CRAV table codes.

This resulted in a number of limitations including:

1. Special character validation applied to the entire address rather than at the Address Line 1, Suburb, Postcode, Country level. For example, a hyphen '-' may be acceptable in the suburb field but not the postcode field. The previous solution could not differentiate between the fields.

2. Users were prevented from entering valid suburb/postcode combinations unless they were predefined on the SUCI table.

3. Only numeric postal codes were permitted

4. Defaulting of state, country and postcode information occurred only if the suburb description held on the SUCI table was unique.

5. Validation was on MSO applications only and excluded service updating.

The purpose of the Address Validation enhancements in Ellipse 8.4 is to overcome the above limitations and provide a user friendly option for entering address information and managing address validation.

Business Benefits

The customer business benefits include:

1. Improved accuracy of address information held in Ellipse for employees and non-employees.

2. Faster data entry for employee address entry via the automatic populating of state, postcode and country fields for suburbs held on the MSF81B Suburb table.

3. A simple method for managing valid suburb/postcode combinations in Ellipse including notification messages.

Functional Enhancements

The following section details the individual enhancements made with this development item and associated design decisions.

Special Character Validation on Address

The CRAV 010 table file was modified to enable the following in Ellipse 8.4 by country code:

1. Enforce special character validation for employees. The default is blank or no special character validation.

2. Enforce special character validation for non-employees. The default is blank or no special character validation.

3. Specify special characters that can be used in Address Line 1 and 2. Any special character not listed will therefore result in a validation error for addresses in that country. The default is blank and therefore no special characters are permitted.

4. Specify special character that can be used in Address Line 3 (Suburb). The default is blank and therefore no special characters are permitted.

5. Specify postcode as numeric only. The default is blank or no. This must be set to N to allow nominated special characters to be entered in the postcode field.

The following design decisions were made:

1. Special character validation is controlled at the country code level via the CRAV table associated questions.

2. Always allow alphanumeric character entry on Address Lines 1, 2 and 3 plus postcode by default.

3. Allow special character validation to be separately controlled for employees and non-employees. This decision was due to legacy data and potential issues in updating non-employee information if validation was switched on.

4. Special character validation is to apply to MSF811 and MSF810 residential and postal address records plus MSF81B transactions.

5. In the scenario where special character validation is on for employees and off for non-employees, and a special character is entered for a non-employee address, the MSF81B record will be created as inactive. If an employee attempts to use the suburb/postcode from the inactive MSF81B record, they will receive an error message on submit as it contains a special character that is not permitted to be used for an employee address.

6. The CRAV table code will not control case entry (e.g. UPPER, lower, CaMel case) for address fields. The suburb field will be upper case.

CRAV - HR System Administrator Position Associated Value

A new associated value has been added to the CRAV country code to identify the HR System Administrator position for the specific country. The default value is blank.

All primary, secondary and higher duties incumbents of the nominated position for the country will be notified by email when an invalid MSF81B suburb/postcode combination is used for a residential and/or postal address AND address validation is switched on for employees and/or non-employees for the country.

Remove Redundant Associated Questions on CRAV

The Currency Code and Validate 3rd Party Payroll associated questions on the CRAV table code are now obsolete and have been removed.

Default HR System Administrator Position on MSM001E

A new mandatory field of Default HR System Administrator Position was added to the System Control File (MSM001E). The new field has also been added to the review screen (MSM00RE).

This will be used as a global default if a HR System Administrator Position is not nominated at the country code level on the CRAV table file. Incumbents of the nominated position will receive email notifications when suburb/postcode validation is on and inactive codes are used for either employees or a non-employees.

The following design decisions were made:

1. The new field will be mandatory to ensure at least 1 user is notified when inactive codes are used.

2. The nominated position cannot be set to the Top, Suspended or Terminated positions.

3. The nominated position on the system control file cannot be removed from the current position hierarchy.

Automatic Conversion of SUCI Records to MSF81B

The model has been updated to automatically convert existing SUCI table file records to MSF81B records on upgrading to Ellipse 8.4.5 (or higher).

Records will then be deleted from the SUCI table.

New MSF81B Suburb City File

A new database file has been created to store the suburb information for validation and drop down purposes.

	COLUMN_NAME	DATA_TYPE	NULLABLE	DATA_DEFAULT	COLUMN_ID
1	SUBURB_UUID	CHAR(32 CHAR)	No	' '	1
2	COUNTRY	CHAR(2 CHAR)	No	' '	2
3	CREATION_DATE	CHAR(8 CHAR)	No	' '	3
4	CREATION_EMP	CHAR(10 CHAR)	No	' '	4
5	CREATION_TIME	CHAR(6 CHAR)	No	' '	5
6	CREATION_USER	CHAR(10 CHAR)	No	' '	6
7	LAST_MOD_DATE	CHAR(8 CHAR)	No	' '	7
8	LAST_MOD_EMP	CHAR(10 CHAR)	No	' '	8
9	LAST_MOD_TIME	CHAR(6 CHAR)	No	' '	9
10	LAST_MOD_USER	CHAR(10 CHAR)	No	' '	10
11	STATE	CHAR(2 CHAR)	No	' '	11
12	ZIPCODE	CHAR(10 CHAR)	No	' '	12
13	ACTIVE_SUBURB_IND	CHAR(1 CHAR)	No	' '	13
14	SUBURB_NAME	CHAR(32 CHAR)	No	' '	14

The following design decisions were made:

1. Exclude provision for GPS co-ordinates on MSF81B. This is not required for suburbs. If necessary, this could be added later.

2. Exclude provision for street validation in MSF81B. This could be added later if required.

New MSE81B Suburb Program and AddressSuburb Service

A new java service (AddressSuburb) and program (MSE81B – Suburb) has been added to Ellipse to enable the management of MSF81B records.

The detail screen on MSF81B is to display details of the record and separate tabs for the Employees and Non-Employees currently using the address combination in MSF810/MSF811 respectively. An action is available to navigate the user to MSE81S (for employees) and MSO811 (for non-employees).

The following design decisions were made:

1. The service is to support the creation, deletion and review of records only. There will be no modify method. The fields on the MSE81B detail screen will be protected.

2. The use of the Smart Excel feature is recommended for the bulk management of MSF81B records.

3. A separate method will be created for controlling the Active/Inactive status of a MSF81B record.

4. A user cannot delete a MSF81B record if the status is "Active".

5. A user cannot delete a MSF81B record is the status is "Inactive" AND there are employees and/or non-employees using the suburb/postcode combination in MSF810 or MSF811.

6. A user cannot create a MSF81B record if the suburb/postcode combination already exists on MSF81B.

7. Special character validation held on the CRAV table file also applies to MSF81B records if the employee and/or non-employee address validation flag is set to Y.

Address Validation via Personnel Workbench

(MSE81S)/Employee Service (MSK810)

The Employee Service (MSK810) (also used by MSE81S - Personnel Workbench) has been updated to enforce special character and suburb/postcode validation based on the CRAV table code settings.

A user will receive an error message on submit if invalid special characters are used in the residential and/or postal address fields for an employee.

A user will receive a warning message if address validation is switched on AND they are attempting to use an inactive or non-existent MSF81B Suburb/Postcode combination for a residential and/or postal address. If the user accepts, the MSF810 record will be updated for the employee and a notification with be sent to the relevant HR System Administrator for action. A MSF81B record with a status of inactive will also be created if the record did not already exist.

Address Validation/Special Character Validation on Appointing an Employee from a Non-Employee

The MSE81S - Personnel Workbench provides the option to create an employee record from a non-employee record. As a precondition, the non-employee must have a MSF811 record with an Applicant status and a MSF784 record.

The Employee Service has been modified to perform address and special character validation on create of employee record on the residential and postal address to ensure it conforms to the employee controls on the CRAV table file for the country.

Address Validation via Maintain Non-Employee Details (MSO811)

The MSO811 - Maintain Non-Employee Details program has been updated to enforce special character and suburb/postcode validation based on the CRAV table code settings.

A user will receive an error message on submit if invalid special characters are used in the residential and/or postal address fields for a non-employee.

A user will receive a warning message if address validation is switched on AND they are attempting to use an inactive or non-existent MSF81B Suburb/Postcode combination for a residential and/postal address for a non-employee. If the user accepts, the MSF811 record will be updated for the non-employee and a notification will be sent to the relevant HR System Administrator for action. A MSF81B record with a status of inactive will also be created if the record did not already exist.

The following design decisions were made:

1. The drop down handler for suburb will not be added to Maintain Non-Employee Details (MSO811) program.

Notification Email to HR System Administrator Position Incumbents

An email (using the exec notify function) will be sent to incumbents of the HR System Administrator position when an inactive MSF81B code is created or used and suburb/postcode validation is switched on.

The HR System Administrator position nominated against the relevant CRAV country code will be used. If this is blank, the Default HR System Administrator on MSM001E will be used.

The email details the:

- Employee ID and Name of the Employee/Non-Employee
- Address Type (i.e. Residential or Postal Address)
- Address details
- User ID and Name of the person creating/maintaining the details
- Contact work number and email address of the person maintaining the details

The intent is for the nominated position incumbent(s) to review the newly created code on MSF81B and either change the status to active or delete the invalid record.

The following design decisions were made:

1. Not to include a hyperlink to the associated MSE81B detail screen in the email notification for the inactive record. This was a scoping decision. The record is located via the search function on MSE81B.

2. Separate email notifications will be sent for residential and postal addresses (i.e. the HR System Administrator will receive 2 emails if the employee enters an inactive suburb/postcode combination for both the residential and postal addresses).

3. Email notifications will continue to be issued each time an inactive suburb/postcode is submitted for an employee/non-employee when validation is switched on.

Suburb Drop Down Handler on MSE81S

A drop down service handler has been added to the suburb fields (residential and postal address) in the Personnel Workbench (MSE81S).

The drop down is a filtered drop down (similar to the employee and position drop down handlers) and displays the suburb, postcode, state and country combination held in MSF81B. If a record has a status of "Inactive", the word "Inactive" will display in the drop down.

Selecting a suburb in the drop down results in the postcode, state and country fields automatically being populated based on the MSF81B data held for the suburb.

The following design decisions were made:

1. The drop down will appear whether address validation is turned on or off. This is because it enables the option for a customer to load MSF81B records but to not turn on address validation. The drop down would then display valid entries improving data quality and speed of entry, without the additional administrative overhead.

2. The drop down will perform a "contains" search on suburb only. It will not be a "contains" filter on postcode, state or country even though this information is displayed.

3. The Google Address API was not an option with existing infrastructure.

Additional Address Validation (MSO and MSE)

The following changes were made to address validation:

1. Address fields become mandatory if data is entered in Address Line 1.

2. Remove code to copy Address Line 2 to Address Line 3 (Suburb field) if Address Line 3 is blank. This code covered the situation where a user entered the suburb on the Address Line 2 in error. It is no longer required.

Please note that there was a change in Ellipse 8.4.0 that removed residential address from being mandatory for Core and Personnel employees. A residential address is mandatory for Payroll employees only (i.e. employees with an MSF820 record). These changes are still valid with the Address Validation enhancement.

Component Differences in Ellipse 8.4
New Components

The following new components have been implemented as a result of this development item:

MSF81B - Suburb
MSE81B - Suburb
AddressSuburb Service

Modifications to Existing Components

The following components have been modified as a result of this development item:

CRAV – Country Address Validation Rules 010 Table
MSE81S – Personnel Workbench
MSK810 – Employee Service
MSO811 – Maintain Non-Employee Details
MSM001E – System Control Files
MSM00RE – Review System Control Files

Obsolete Components

The following component has been made obsolete as a result of this development item:

Component ID	Obsolete Component Name	Functionality Replaced By
SUCI	Suburb/City 010 table code entries	MSF81B - Suburb

How to Configure
Modules

Module No	Module Name	Required	Notes
3001	General Module	Y	Required for employee and non-employee management.

System Control File

Screen	Attribute	Required	Notes
MSM001E	Default HR System Administrator	Y	New mandatory field. Will be used as the default HR System Administrator position if a position is not specified against the country code on the 010 CRAV table code.

District Control File

Not applicable

Table Codes

010 Table	Description	Table Type Def	Notes
CRAV	Country Address Validation Rules	Client	
SUCI	Suburb/City	Client	Obsolete table. Records will be automatically converted to MSF81B on migration to 8.4.5.

The CRAV table type associated values have been modified for this development item. Below is an explanation for configuration purposes.

```
MSM011C - REVIEW TABLE FILE    ×
  ✓ Submit  🔄 Reset  |  Return
```

Table Type	CRAV ▾	Country Address Validation Rules		
Table Code	AU			
Description	Australia			
Associated Values	YY HAP-2 /#& $@ Y			
Active	Y			
Last Mod Date	08 Jan 2014	Time	14: 14	

Associated Value Description	Pos.	Value
Validate Employee Suburb/Postcode (Y/N)	01	Y
Validate Employee Address Char (Y/N)	02	Y
Validate Non-Emp Suburb/Postcode (Y/N)	03	
Validate Non-Emp Address Char (Y/N)	04	
HR Administrator Position	10	HAP-2
Address Line 1/2 Special Characters Allowed	20	/#&
Suburb Special Characters Allowed	30	$@
Numeric Postal Code (Y/N)	40	Y
Postal Code Special Characters Allowed	41	

```
☑ ▾  🔲   Search        ∧ ∨
```

Validate Employee Suburb/Postcode (Y/N)

This controls whether validation is performed via MSK810 on the employee suburb field (residential and postal address) against records held on MSF81B. The default is N or blank. Change to Y to initiate validation. Validation is at a country level based on the relevant CRAV table code.

Validate Employee Address Char (Y/N)

This controls whether special character validation is performed on the employee address fields (residential and postal). The default is N or blank which means all special characters are accepted. Enter Y to initiate special character validation.

Validate Non-Emp Suburb/Postcode (Y/N)

This controls whether validation is performed via MSO811 on the non-employee suburb field (residential and postal address) against records held on MSF81B. The default is N or blank. Change to Y to initiate validation. Validation is at a country level based on the relevant CRAV table code.

Validate Non-Emp Address Char (Y/N)

This controls whether special character validation is performed on the non-employee address fields (residential and postal). The default is N or blank which means all special characters are accepted. Enter Y to initiate special character validation.

Note: If special character validation is switched on at the employee and/or non-employee level, validation will also be performed when MSF81B records are created via MSE81B or the AddressSuburb service.

HR Administrator Position

This is an optional field that allows a HR Administrator position to be nominated for the specific CRAV country code. This allows a country specific position to be nominated for the administration of MSF81B codes. The default is blank. If blank, the Default HR Administrator position nominated on the system control record will be used. All incumbents of the nominated HR Administrator Position will receive the email notification messages when an inactive MSF81 record is used or created for an employee or non-employee when validation of suburb/postcode is switched on.

Address Line 1/2 Special Characters Allowed

This associated value is used when special character validation is switched on for employees and/or non-employees. Nominate the special characters that are to be accepted in the Address Line 1 or 2 of the residential and postal address. Do not enter with spaces or commas between the special characters. Up to 10 special characters can be nominated. The punctuation special characters that may be specified are:

```
!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~
```

The default is blank or no special characters allowed.

Suburb Special Character Allowed

This associated value is used when special character validation is switched on for employees and/or non-employees. Nominate the special characters that are to be accepted in the suburb field of the residential and postal address. Do not enter with spaces or commas between the special characters. Up to 10 special characters can be nominated. The punctuation special characters that may be specified are:

```
!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~
```

The default is blank or no special characters allowed.

Numeric Postal Code (Y/N)

This associated value controls whether postal codes are numeric only or if other characters are allowed. The default is N or blank. Set to Y if the postal code is entirely numeric for the CRAV country code. Set to N to allow Alphabetic characters to be entered and the use of special character validation.

Postal Code Special Character Validation

This associated value is used when special character validation is switched on for employees and/or non-employees and the associated value for the Numeric Postal Code (Y/N) is set to N. Nominate the special characters that are to be accepted in the suburb field of the residential and postal address. Do not enter with spaces or commas between the special characters. Up to 10 special characters can be nominated. The punctuation special characters that may be specified are:

```
!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~
```

The default is blank or no special characters allowed.

Data Conversion

Conversion of SUCI table code records to MSF81B records have been incorporated into the model.

Security

Security for the new MSE81B – Suburb program will need to be configured for the appropriate users. Ventyx recommends the following be configured for a HR System Administrator.

MSE02D – Update Security Application

Application	Access Level			Notes
	Actor 1	**Actor 2**	**Actor 3**	
MSE81B - Suburb	HR System Administrator	n/a	n/a	HR System Administrator is the actor responsible for managing MSF81B records

MSE02C – Update Security Classes – Methods

Class Name	Class Method	Access Level	Notes
		HR System Administrator	
AddressSuburb	Create	9 – Full Access	
	Delete	9 – Full Access	

Class Name	Class Method	Access Level	Notes
		HR System Administrator	
	Read	9 – Full Access	
	Search	9 – Full Access	
	Activate	9 – Full Access	Used to control the Active/Inactive Status of records on MSF81B
	SearchEmployees	9 – Full Access	Used to retrieve employees using the MSF81B code in the MSE81B detail screen
	SearchNonemployees	9 – Full Access	Used to retrieve non-employees using the MSF81B code in the MSE81B detail screen

MSE02C – Update Security Classes – Attributes

Class Name	Class Attribute	Class Attribute Description	Review Flag	Access Level		
				HR System Administrator	**n/a**	**n/a**
AddressSuburb	ACTIVEIND	Boolean		Read Write Access		
	COUNTRY	Country Code		Read Write Access		
	CREATEDBYEMP	Employee Identification	Y	Read Only Access		
	CREATEDBYUSER	User ID	Y	Read Only Access		
	CREATEDTIME	Default defer time for batch run	Y	Read Only Access		
	CREATEDDATE	Creation Date	Y	Read Only Access		

Class Name	Class Attribute	Class Attribute Description	Review Flag	Access Level		
				HR System Administrator	**n/a**	**n/a**
	INACTIVEIND	Boolean		Read Write Access		
	MODIFIEDBYEMP	Employee Identification	Y	Read Only Access		
	MODIFIEDBYUSER	User ID	Y	Read Only Access		
	MODIFIEDDATE	Creation Date	Y	Read Only Access		
	MODIFIEDTIME	Default defer time for batch run	Y	Read Only Access		
	STATE	State Code		Read Write Access		
	SUBURB	Suburb		Read Write Access		
	SUBURBUUID	Universal Unique ID	Y	Read Only Access		
	ZIPCODE	Zip code		Read Write Access		

Core Menu Changes

The core menu has been updated to include the new MSE81B – Suburb program.

Other Configuration

1. Ensure there is at least one incumbent of the Default HR System Administrator position on MSM001E and the HR System Administrator associated value on the CRAV country code records.

2. Ensure the above incumbents have a valid work email address in order to receive email notification messages.

3. Update custom menus for MSE81B – Suburb administrator profiles.

Business Process

The following diagram represents the business process flow for address validation for a site using both special character validation and suburb/postcode validation.

Address Validation Process Flow
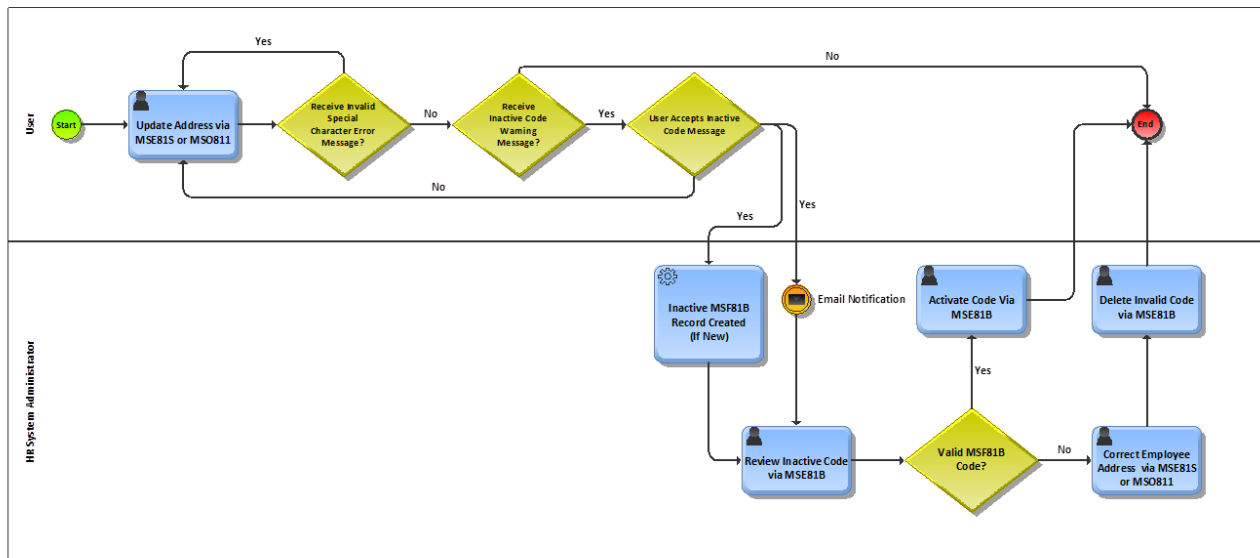
Key Steps:

1. The user updates the address details (residential and/or postal address) for an employee (using MSE81S) or a non-employee (MSO811). The Employee Service (MSK810) may also be used for employees.

2. The user receives an Ellipse error message if invalid special characters are used in the address fields. The user must remove the invalid special characters before re-submitting.

3. If no invalid special characters are found, Ellipse validates the suburb/postcode combination used in the address details against MSF81B. If an existing active MSF81B code is used, the update will be processed successfully. If the suburb/postcode combination does not exist on MSF81B or is an inactive code, the user will receive a warning message.

4. If the user cancels at the warning message, the entered address details will need to be corrected before resubmitting.

5. If the user accepts at the warning message, the update is processed. If the entered suburb/postcode combination does not exist on MSF81B, it is automatically created with a status of Inactive.

6. An email notification is generated to the incumbents of the nominated HR System Administrator position to advise of the use of an inactive MSF81B record.

7. Using MSE81B, the HR System Administrator must determine if the inactive code is valid. If yes, they must change the status of the MSF81B record to Active. If the code is not valid, they must correct the entered address details record and delete the inactive MSF81B record. Only inactive MSF81B codes not being used by MSF810 and/or MSF811 can be deleted.

Functional Overview

The following activities can be performed as a result of these development item:

HR System Administrator:

- Search for a suburb record on MSE81B
- Create a suburb record on MSE81B
- Activate/Inactivate a suburb record on MSE81B
- Delete a suburb record on MSE81B
- Action to Personnel Workbench (MSE81S) from MSE81B
- Action to Maintain Non-Employee Details (MSO811) from MSE81B

Ellipse User:
- Maintain Employee Residential/Postal Address (MSE81S)
- Maintain Non-Employee Residential/Postal Address (MSO811)

Search for a Suburb record on MSE81B

Step 1.

Launch MSE81B – Search Suburb.

Step 2.

Select an "Exact Match" Suburb Search Method and enter the suburb's name in the Suburb field.
Select Search.

Suburbs matching the search will display.

Notes:
1. Additional search methods of All, Starts From and Starts With are available.
2. Additional search filtering on Postcode/Zip Code, State and Country fields are available.
3. Use the Suburb Search Method of "All" and the Inactive Suburbs Only check box to identify all inactive MSF81B records

Create a Suburb record on MSE81B

Step 1.

Launch MSE81B – Search Suburb.

Step 2.

Select the "New" Button to launch MSE81B – Create Suburb
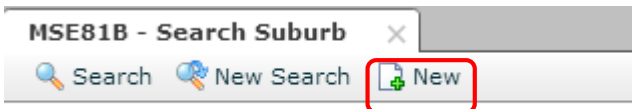
Step 3.

Enter the Suburb, Postcode, State and Country fields on MSE81B. Submit the record.

Notes:

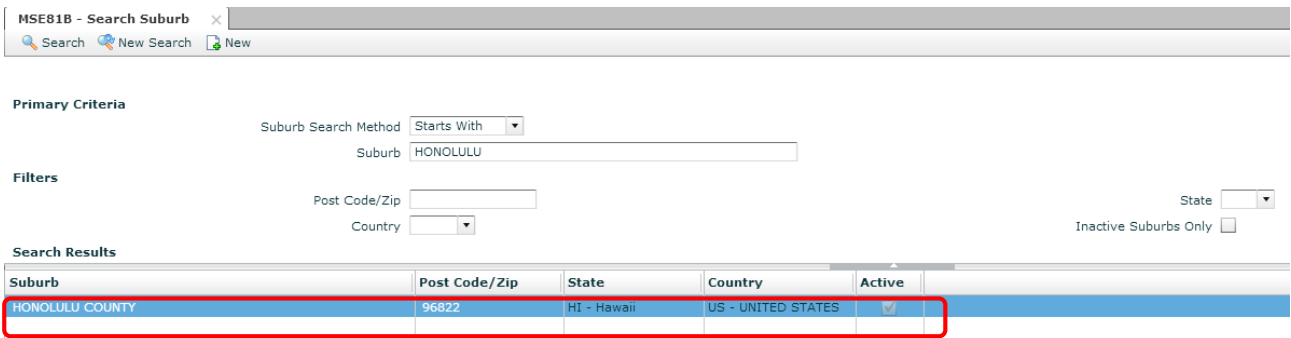1. The following error message will occur if a Suburb/Postcode combination already exists on MSF81B:
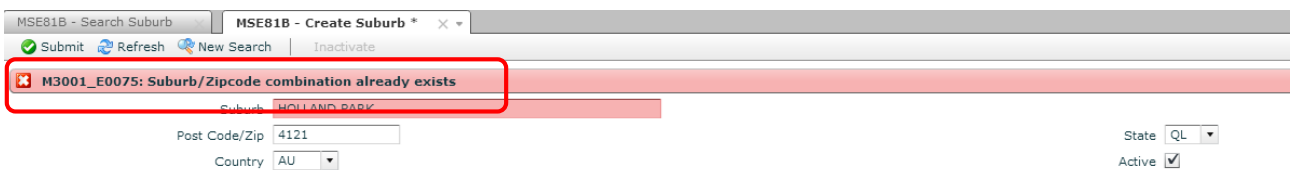
Activate/Inactivate a Suburb record on MSE81B
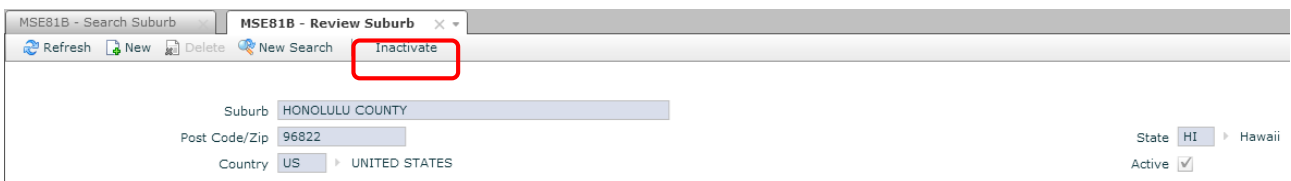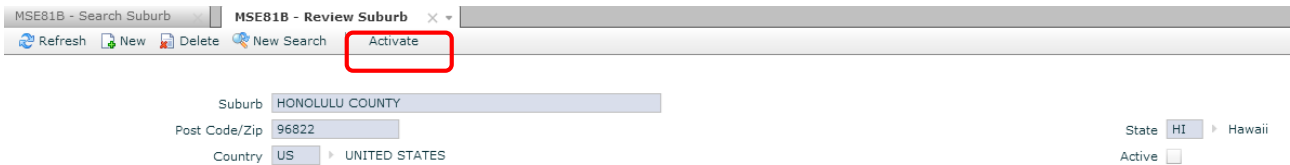
Step 1.

Launch MSE81B – Search Suburb.

Step 2.

Perform the search for the required record to be made active or inactive. Double click on the search results to open MSE81B – Review Suburb.


Step 3.

Select the Activate or Inactivate button as required.

Notes:

1. A record is activated by default upon creating via MSE81B.
2. It is possible to inactivate a record that is in use by Employees or Non-Employees. However, it is not possible to delete the record will it is in use.

Delete a Suburb record on MSE81B

Step 1.

Launch MSE81B – Search Suburb.

Step 2.

Perform the search for the required record to be deleted. Double click on the search results to open MSE81B – Review Suburb.

Step 3.

Ensure the record is inactive. Select the Delete Button.

Step 4.

Select Confirm. The record has now been deleted.
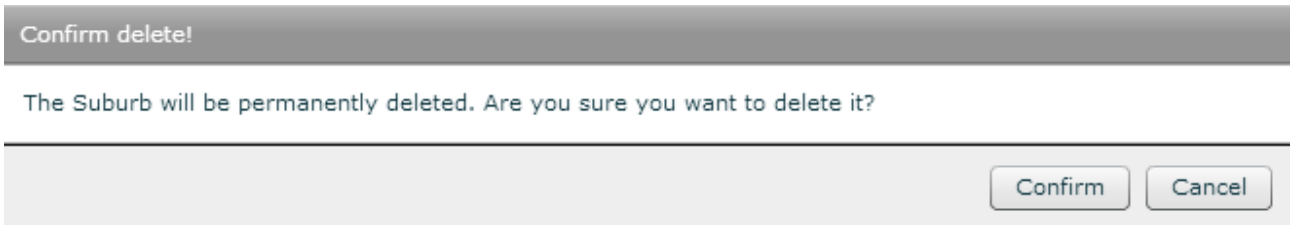
Notes:

1. A record cannot be deleted if an Employee(s) or a Non-Employee(s) is using the Suburb/Postcode combination in their residential and/or postal address. An administrator can tell if the record is in use on MSF810 and/or MSF811 by the Employees and Non Employees tabs on MSE81B. In the example below, there are 3 employees using the record.
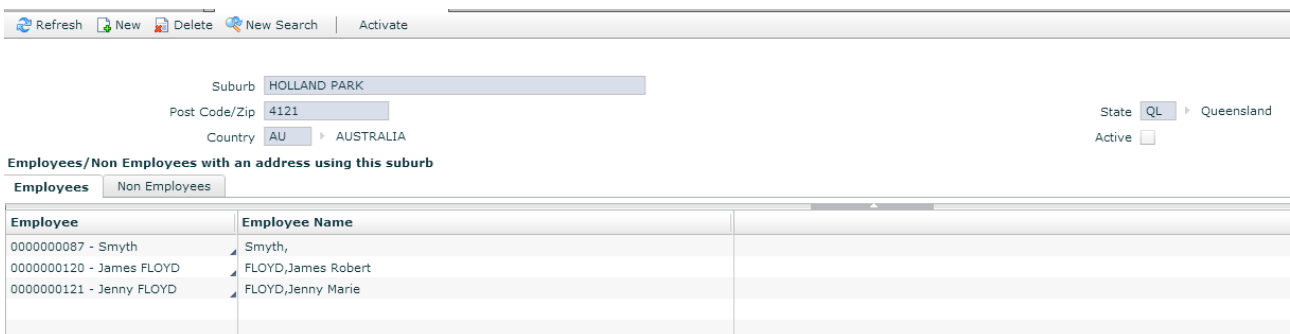
2. The user will receive the following message if they attempt to delete a record that is still in use on MSF810 and/or MSF811:
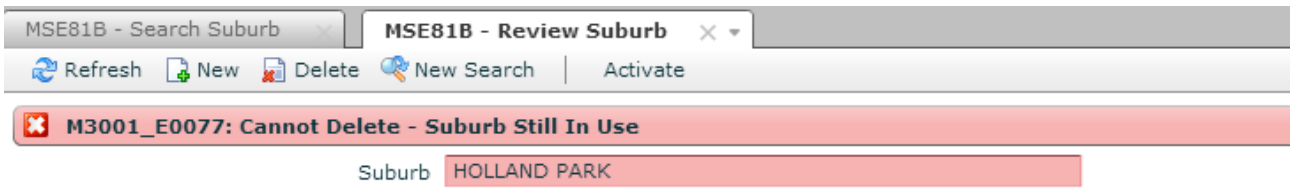
Action to Personnel Workbench (MSE81S) from MSE81B

Step 1.

Right click on the employee grid row and select the "Detail" option to open MSE81S – Personnel Workbench for the required employee. Update the employee's residential and/or postal address as required.
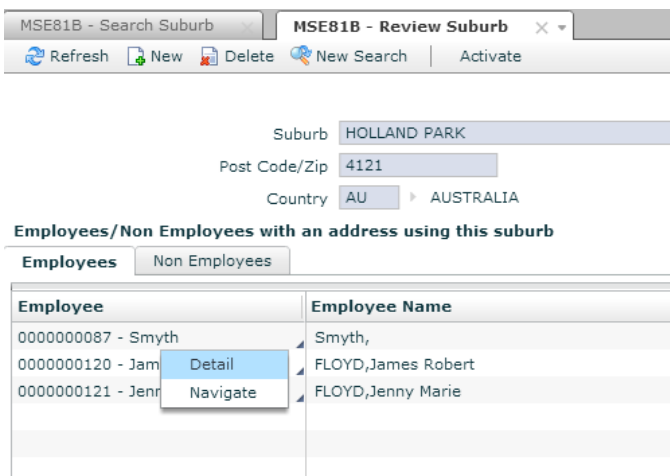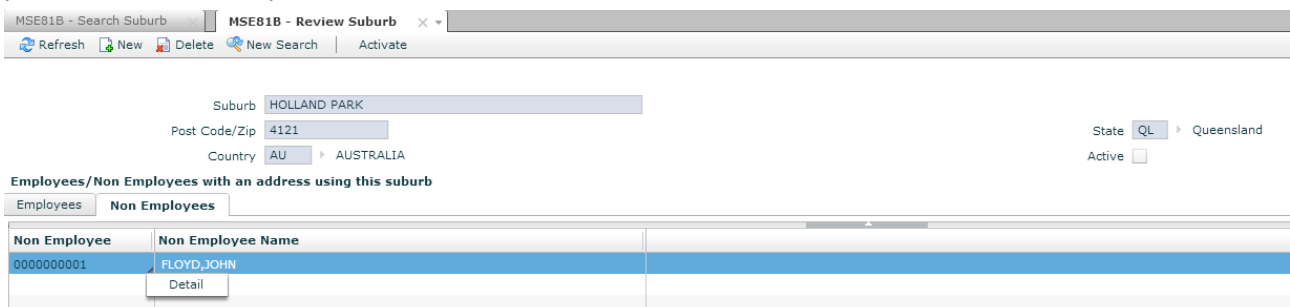

Notes:

1. Choose the "Navigate" option to launch Data Navigator for the specified employee.
2. Employees (Person Type = Core, Personnel, Personnel Terminated, Payroll and Payroll Terminated) will be displayed in the grid if they have a residential and/or postal address on MSF810 using this suburb/postcode combination.

Action to Maintain Non-Employee Details (MSO811) from MSE81B

Step 1.

Right click on the non-employee grid row and select the "Detail" option to open MSO811 – Maintain Non-Employee Details for the required non-employee. Update the non-employee's residential and/or postal address as required.

Notes:

1. Non-Employees will be displayed in the grid if they have a residential and/or postal address on MSF811 using this suburb/postcode combination.

Maintain Employee Residential/Postal Address (MSE81S)

Step 1.

Launch MSE81S – Personnel Workbench for the required employee.

Step 2.

Select the Address Tab.

Step 3.

Update the Residential and Postal Address fields as required. Submit.

Notes:

1. The residential address is only mandatory for payroll employees.

2. Entry of information in Address Line 1 (for residential or postal address) will result in the suburb, state, postcode and country fields becoming mandatory. This prevents partial addresses from being created.

3. Address Line 2 remains optional.

4. The City (Suburb) field is a filtered drop down. The Suburb, State, Postcode and Country will be displayed. Also if a record has an inactive status.

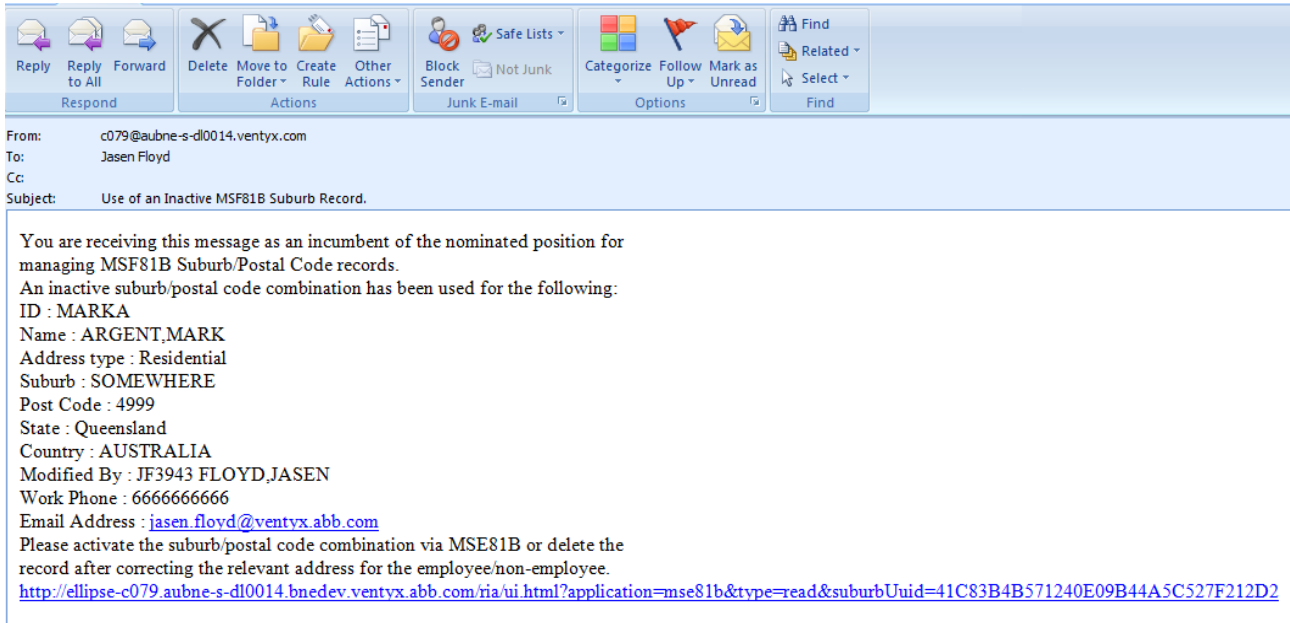5. The Postcode, State and Country fields will automatically be populated when a suburb is selected from the menu. If a suburb is not selected, the fields can be manually entered.

6. A user will receive the following warning message if suburb/postcode validation is switched on and they create a new suburb/postcode combination not held on MSF81B or select an inactive suburb/postcode combination

Warnings have occurred!

⚠ D207: ADDRESS COMBINATION DOES NOT EXIST

Confirm Cancel

7. If the user chooses to proceed with the creation of a new MSF81B record or the use of an inactive MSF81B record, the incumbents of the relevant HR System Administrator position will receive an email notification for actioning. Separate emails will be generated for residential and postal addresses using invalid records.

From: c079@aubne-s-dl0014.ventyx.com
To: Jasen Floyd
Cc:
Subject: Use of an Inactive MSF81B Suburb Record.

You are receiving this message as an incumbent of the nominated position for managing MSF81B Suburb/Postal Code records.
An inactive suburb/postal code combination has been used for the following:
ID : MARKA
Name : ARGENT,MARK
Address type : Residential
Suburb : SOMEWHERE
Post Code : 4999
State : Queensland
Country : AUSTRALIA
Modified By : JF3943 FLOYD,JASEN
Work Phone : 6666666666
Email Address : jasen.floyd@ventyx.abb.com
Please activate the suburb/postal code combination via MSE81B or delete the record after correcting the relevant address for the employee/non-employee.
http://ellipse-c079.aubne-s-dl0014.bnedev.ventyx.abb.com/ria/ui.html?application=mse81b&type=read&suburbUuid=41C83B4B571240E09B44A5C527F212D2

8. The recipient of the email notification must either activate MSF81B record if valid or correct the employee/non-employee addresses and delete the MSF81B record if invalid.

9. If a user enters an invalid special character in the address field, they will receive the following error message and will need to correct the record before re-submitting.

❌ 1640: INVALID CHARACTER USED IN STRING
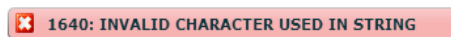
Maintain Non-Employee Residential/Postal Address (MSO811)

Step 1.

Launch MSO811 – Maintain Non-Employee Details for the required non-employee.

MSM811A - MAINTAIN NON-EMPLOYEE MENU ✕
✅ Submit 🔄 Reset

Option 2. Modify a Non-Employee ▼
Non-Employee Id 1

Step 2.

Select the Residential Address tab or the Postal Address tab.

MSM811B - MODIFY NON-EMPLOYEE DETAILS   ✕

✓ Submit   🔄 Reset

Non-Employee Id   0000000001
Category   6   ▼   Instructor

| Name | **Residential Address** | Postal Address | Contact | General | SSN/SIN | Skills Passport |

Address   11 Holland Rd

Suburb or City   HOLLAND PARK
State Code   QL   ▼   Post Code   4121
Country Code   AU   ▼
Use For Postal Addr   ▼

MSM811B - MODIFY NON-EMPLOYEE DETAILS   ✕

✓ Submit   🔄 Reset

Non-Employee Id   0000000001
Category   6   ▼   Instructor

| Name | Residential Address | **Postal Address** | Contact | General | SSN/SIN | Skills Passport |

Address

Suburb or City
State Code   ▼   Post Code
Country Code   ▼

<u>Step 3.</u>

Update the Residential and/or Postal Address fields as required. Submit.

Notes:

1. There is no drop down on the suburb (Suburb or City) field for MSO811.

2. A user will receive the following warning message if suburb/postcode validation is switched on and they create a new suburb/postcode combination not held on MSF81B or select an inactive suburb/postcode combination

Warnings have occurred!

⚠ D207: ADDRESS COMBINATION DOES NOT EXIST

Confirm   Cancel

3. If the user chooses to proceed with the creation of a new MSF81B record or the use of an inactive MSF81B record, the incumbents of the relevant HR System Administrator position will receive an email notification for actioning. Separate emails will be generated for residential and postal addresses using invalid records.

4. The recipient of the email notification must either activate the valid MSF81B record <u>or</u> correct the employee/non-employee addresses and delete the invalid MSF81B record.

5. If a user enters an invalid special character in the address field, they will receive the following error message and will need to correct the record before re-submitting.

❌ **1640: INVALID CHARACTER USED IN STRING**

FAQs

Question: 1

What happens if a HR System Administrator position is not nominated against a CRAV country code?

Response:

If the associated value for the HR System Administrator position on the CRAV table code is blank, the Default HR Administrator Position nominated on MSM001E – Maintain System Control File is used. The MSM001E Default HR Administrator Position field is mandatory.

Question 2:

CRAV table controls the address validation at a country level. How is the country to be validated against being determined for the employee/non-employee?

Response:

The country specified in the address field for the employee/non-employee is being used to validate against the CRAV country code settings. For example, if the user enters an address and specifies the country as Canada, then the address will be validated per the CRAV associated value settings against the Canada code.

Question: 3

Is special character validation in the address fields independent of the suburb/postcode validation?

Response:

Yes. These functions can be used independently. They are both managed at a country level via the CRAV table.

Question: 4

As a system administrator, do I have to migrate codes that already exist in the SUCI 010 table to MSF81B as part of the Ellipse 8.4 upgrade?

Response:

No. The migration will occur automatically. The SUCI table codes will then be deleted.

Question: 5

Why display inactive codes in the suburb field in MSE81S-Personnel Workbench?

Response:

Inactive codes are displayed (and tagged as "inactive") in the drop down so that potentially valid codes can be used. System administrators are required to delete invalid suburb/postcode combinations.

If suburb validation checking is switched on and inactive codes were not displayed, the suburb, state, postcode and country fields would be made blank prior to submit.

Question: 6

How do I load suburb/postcode records into MSF81B so that most entries for a country can be validated?

Response:

Appendix 1 details the steps for uploading records into MSF81B via Smart Excel.

Question: 7

Can I change the notification message that is sent to the HR System Administrator position incumbents?

Response:

No. This is a non-configurable message. Please advise Ventyx for suggestions of additional information to be included in the message.

# Appendix – Updating MSF81B via Smart Excel

The following provides an example of how to load new suburb records into MSF81B using the smart excel function:

<u>Step 1</u>

Select the Smart Excel option in the Excel dropdown from the MSE81B – Search Suburb program. There is no need to perform a search because in this exercise we are creating new records only.
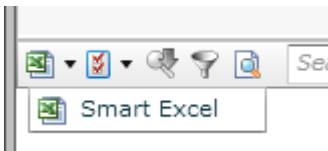
Note: Ensure all plugins are installed for the use of Smart Excel.
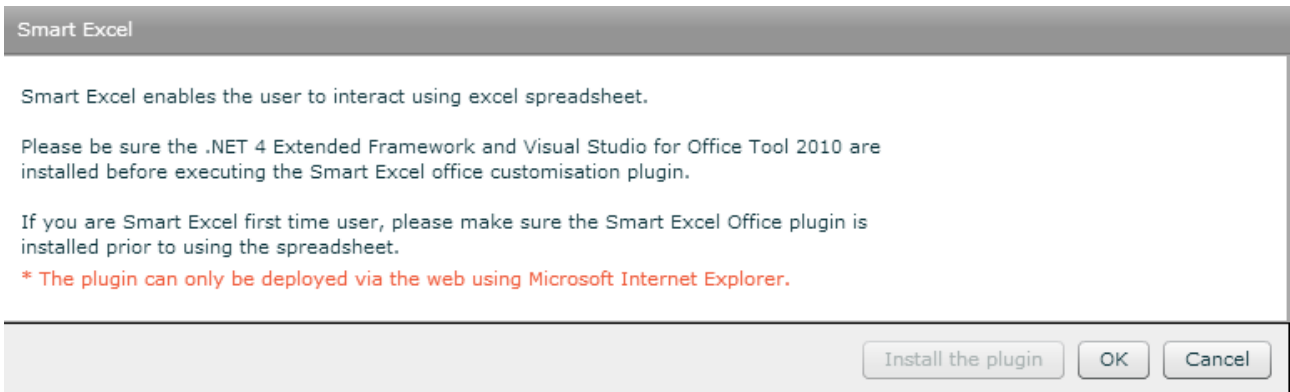
<u>Step 2</u>

Select "OK"
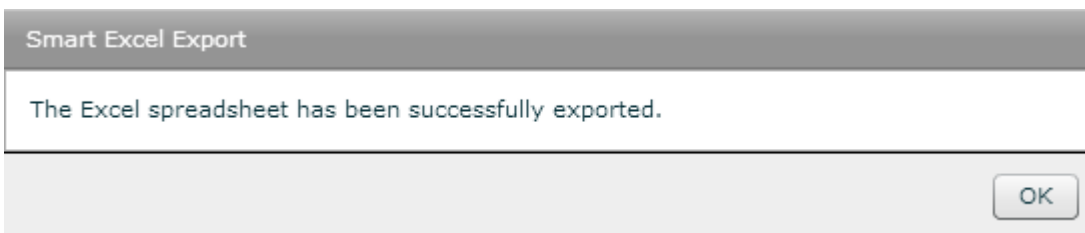
<u>Step 3</u>

Save the export to the required directory
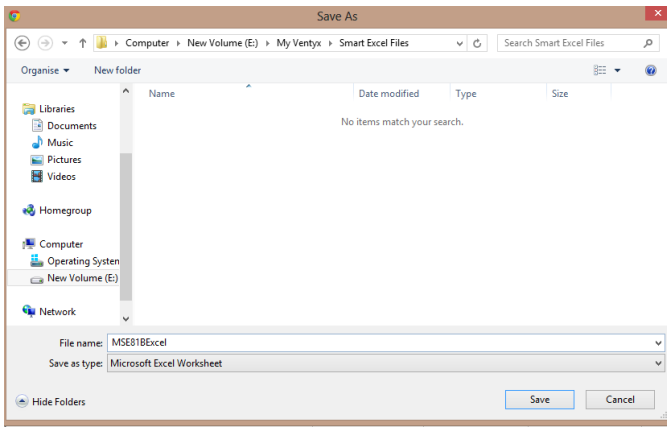
Step 4

Open the saved file in Excel and select the "Suburb" tab.
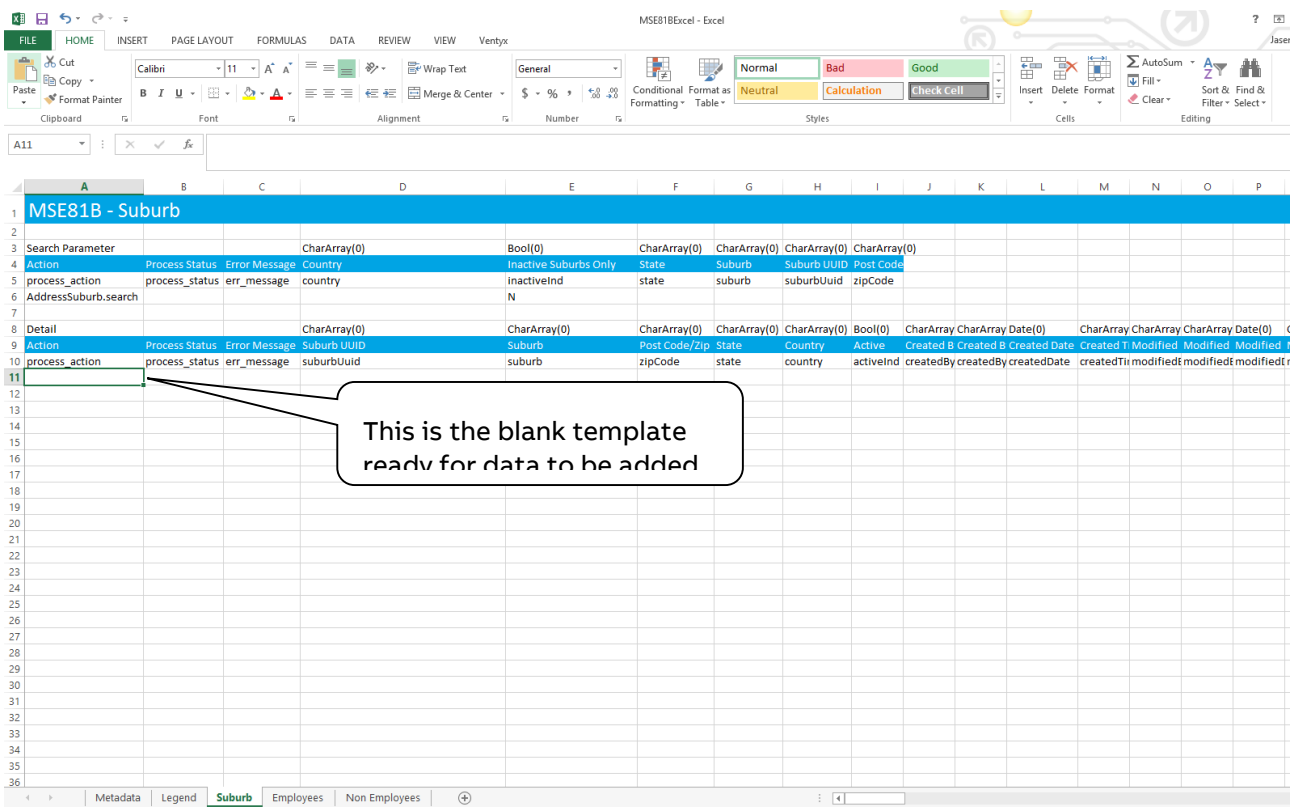
Step 5

Enter the new codes to be loaded into MSF81B from Excel.   In the example below, four new codes will be created:

HOLLAND PARK NORTH

HOLLAND PARK CENTRAL

HOLLAND PARK SOUTH

SAMPLE SUBURB (this code will be created with the status of inactive for demonstration purposes)

Detail			CharArray(0)	CharArray(0)	CharArray(0)	CharArray(0)	CharArray(0)	Bool(0)	CharArray	CharArray	Date(0)		CharArray	CharArray	Cha
Action	Process Status	Error Message	Suburb UUID	Suburb	Post Code/Zip	State	Country	Active	Created B	Created B	Created Date	Created Ti	Modified	Mo
process_action	process_status	err_message	suburbUuid	suburb	zipCode	state	country	activeInd	createdBy	createdBy	createdDate	createdTi	modifiedt	mo
AddressSuburb.create				HOLLAND PARK NORTH	4121	QL	AU	Y							
AddressSuburb.create				HOLLAND PARK CENTRAL	4121	QL	AU	Y							
AddressSuburb.create				HOLLAND PARK SOUTH	4121	QL	AU	Y							
AddressSuburb.create				SAMPLE SUBURB	9999	QL	AU	N							

Important: Ensure the Process Action of AddressSuburb.create is used.

Step 6

Select "Ventyx" from the menu bar.

|	A	B	C	D	E
7					
8	Detail			CharArray(0)	CharArray(0)
9	Action	Process Status	Error Message	Suburb UUID	Suburb
10	process_action	process_status	err_message	suburbUuid	suburb
11	AddressSuburb.create				HOLLAND PARK NORTH
12	AddressSuburb.create				HOLLAND PARK CENTRAL
13	AddressSuburb.create				HOLLAND PARK SOUTH
14	AddressSuburb.create				SAMPLE SUBURB
15					

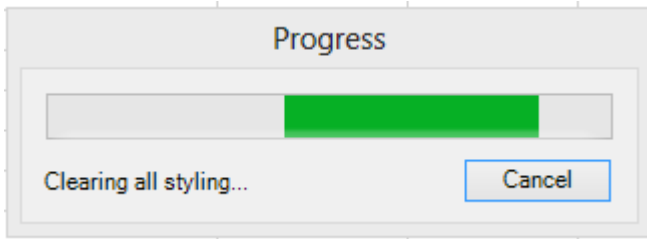## Step 7

Select Submit from the menu bar.
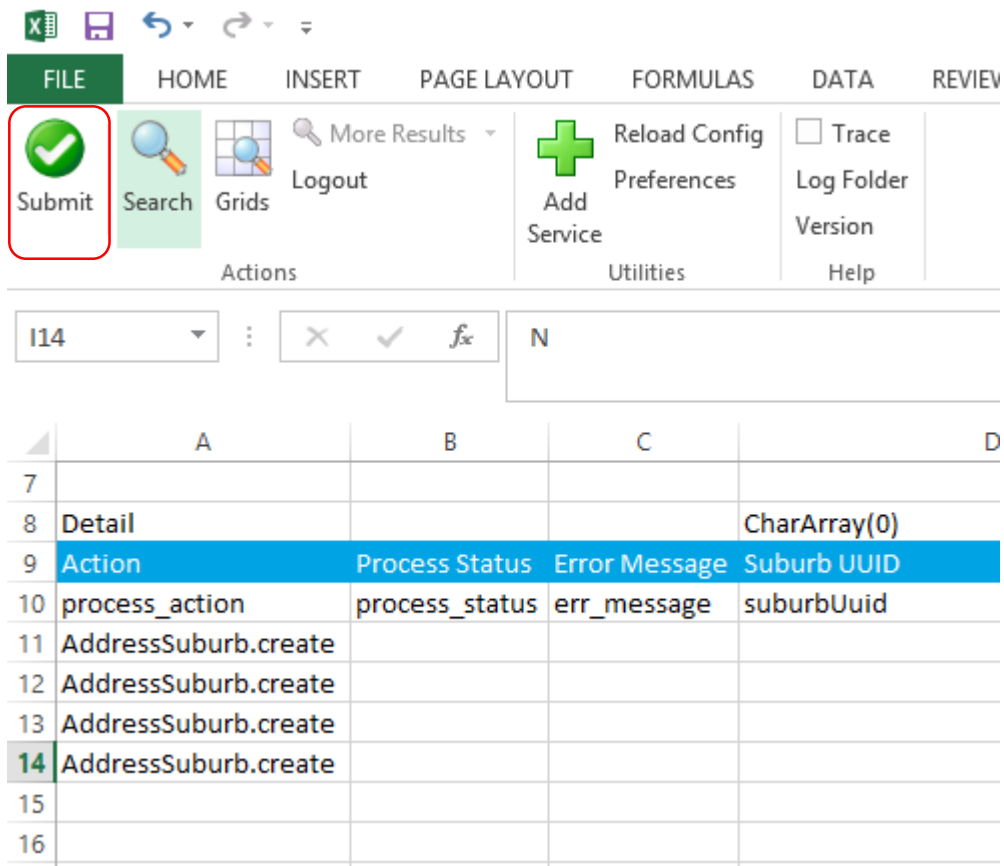
Step 8

Complete the log in details and select Login
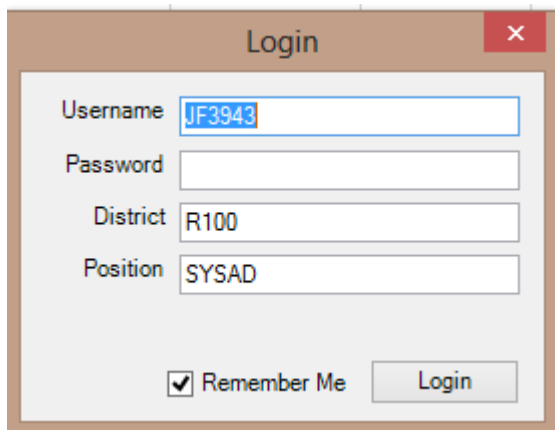
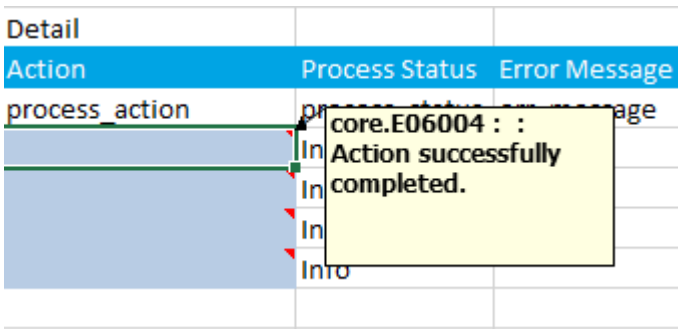## Step 9

A process bar will display the status of the update

Step 10

Review the results. The green shading means the load was successful for each record.

This can also be confirmed via the comments on the Process Action grid items per the screen capture below:

Step 11 (Optional)

Review the new records via MSE81B – Suburb Search