Data Administration has purchased a software tool (Mailer+4) to cleanse address data in our systems. Unlike SIS, FRS has no batch job to extract addresses (vendor) from the database, flag the address records in the database so users know which ones are being/already been cleansed, and a means to subsequently upload the corrected addresses without overlaying updates to the records made in the interim online in the database. In order to improve the accuracy of the vendor addresses in FRS, we need a program(s) to do the extraction and upload. We would minimally like a program(s) that will extract the active vendor address records based on one or more parameters (e.g., a vendor number range, date established, etc.), place the extracted data in a location accessible by the Mailers+4 software for cleansing, and then a means of uploading the corrected data into FRS. Given there is currently no means to flag the data that has been cleansed in FRS (like we have in SIS), and therefore prohibit the overlay of a cleansed address record with a record that has been updated online in the interim, we will defer to the FRS programming team on how the corresponding functionality should be provided (i.e., either within or outside of IDMS). Programming to address this request will reduce the amount of staff time required to keep the vendor address records clean.

Key Issues

Costs  
IDMS applications programming time.

Available Funding  
IS personnel budget.

Funding Requirements  
None.

Benefits  
The benefits will be more efficient cleansing of the vendor address data which will reduce the amount of returned mail and improve services to our users and creditors.

Deadline  
No specific deadline.

Risk  
A delay in this project will mean a delay in improving the quality of the address data. In order to avoid overlaying an address in FRS that has been updated after an extract of the record and prior to the upload of the cleansed record, Purchasing will need to closely coordinate the data cleansing efforts with those users who have access to update the vendor address records.

Policy/Procedure  
None.