



Mail Restriction Maintenance

MailRestrictionTool.dnax

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Overview:

The Mail Restriction Tool DNAapp allows users to easily set and adjust Mail Restrictions, Overrides, and an optional UserFieldCode to some or all the accounts related to an account holder.

The application specifically adds the ability for users to add/remove Verify Address – Returned Mail warning flag on the person, add/remove mail holds/overrides on the TRO accounts for Persons and/or Organizations, and add/remove an optional UserFieldCode to select account types or all accounts for Persons or Organizations.

Key Benefits:

- Mail restriction on customer's TRO accounts can be updated in one page.
- Mail restriction updates can now be performed faster and easier than ever before, with any valid address use codes configured in the calculation variable AddressUseCodes.
- The optional UserFieldCode can be applied to all or to selected customer TRO accounts, as configured in the calculation variable UserFieldAccountTypes.

User Configuration:

To access and use the Mail Restriction Tool interfaces, users must be assigned the following authorizations with all available permissions:

- Mail Restriction Upd AuthItem
- CAPR 7719
- CAPR 7736
- CAPR 7772
- CAPR 7783

Processing:

The following messages are triggered by the causes shown in the table below.

Message	Cause
"The calculation variable VerifyAddrFlag is not set or has empty value."	VerifyAddrFlag variable is blank
"The calculation variable VerifyAddrFlag is not valid"	User enters an invalid VerifyAddrFlag
"No Information Found."	There are no accounts to display
"Unable to load the Notes form."	There is a problem loading the Notes form
"INQUIRY ONLY – Employee with Non-Employee Relationship to this Activity."	An employee is attempting to access his/her own mail restriction information
"User Does not have Authority to this interface."	User has not been granted the proper authorizations to access the form
"The calculation variable AddressUseCodes is not set or had empty value."	User has cleared out all content from the variable
"Invalid Address Use Codes found and cannot be used: "<AddrUseCd>". Please contact an administrator to resolve this issue."	User enterer one or more invalid Address Use Codes into the AddressUseCodes variable. Such values will be ignored, and the tool will remain open and functional
"The calculation variable UserFieldCode is not valid or does not have a description."	User entered an invalid value into the UserFieldCode variable
"Invalid Major:Minor Account Type pair(s) found and cannot be used: "<MajorCd:MinorCd>". Please contact an administrator to resolve this issue."	User entered invalid comma separated value(s) into the UserFieldAccountTypes variable, where each value is a colon separated Major Account Type code and Minor Account Type code. Such values will be ignored, and the tool will remain open and functional
"UserFieldAccountTypes has value but UserFieldCode does not. UserFieldAccountTypes value(s) will be ignored."	There are one or more value pairs in the UserFieldAccountTypes variable, but no value is set for the optional UserFieldCode

Person/Member Maintenance

In the Person/Member Maintenance, after the selected person appears on the screen, the user will go to the Additional menu item and select Mail Restriction Tool. The Mail Restriction Tool screen will display "Verify Address Flag" as ON if there is a verify address warning flag

on the person and as OFF if there is no verify address flag on the person. It also lists all the TRO accounts of the person, including information on whether the account has a mail hold.

In the Person/Member Form, the tool user may take the following actions:

- Double click a record in the Account List to display the Notes form and show if there are any notes on the selected account.
- Add or remove the verify address warning flag on the person by switching between the ON and OFF buttons.
- Change the mail type on each account using the drop-down list on the selected account in the Account List.
- Change the mail type on all the accounts in the Account List using the All Accounts Mail Type drop down list.
- Change the mail override on each account using the drop-down list on the selected account in the Account List.
- Change the mail override on all the accounts in the Account List using the All Accounts Mail Override drop down list.
- If the UserFieldCode is provided, then the user may change the selected userfield on each account using the drop-down list on the selected account in the Account List.
- If the UserFieldCode is provided, and the UserFieldAccountTypes variable contains no account types, then the user may change the userfield on all the accounts in the Account List using the Enabled Accounts <Selected UserField Description> drop down list.
- If the UserFieldCode is provided, and the UserFieldAccountTypes variable contains account types, then the user may change the userfield only for those accounts whose account type is contained in the list of account types within the UserFieldAccountTypes variable.

If the logged in employee has a non-employee role for an account, the mail type, mail override and selected userfield cannot be updated on that account.

After making all the necessary changes, click the Process button. If successful, a message will be displayed as "Processed Successfully." The Clear button will reset all the changes made by the user as long as the Process button has not yet been clicked.

Organization Maintenance

In Organization Maintenance, after the selected organization appears on the screen, the user will go to the Additional menu item and select Mail Restriction Tool. The Mail Restriction Tool screen will display all the TRO accounts of the organization, including information on whether the account has a verify address warning flag and/or a mail hold.

In the Organization Form, the tool user may take the following actions:

- Double click a record in the Account List to display the Notes form and show if there are any notes on the selected account.
- Add or remove the verify address warning flag on each account by checking or unchecking the Verify Address Flag of the selected account in the account list.
- Add or remove the verify address warning flag on all the accounts in the Account List using the All Accounts Verify Address Flag drop down list
- Change the mail type on each account using the drop-down list on the selected account in the Account List.
- Change the mail type on all the accounts in the Account List using the All Accounts Mail Type drop down list.
- Change the mail override on each account using the drop-down list on the selected account in the Account List.
- Change the mail override on all the accounts in the Account List using the All Accounts Mail Override drop down list.
- If the UserFieldCode is provided, then the user may change the selected userfield on each account using the drop-down list on the selected account in the Account List.
- If the UserFieldCode is provided, yet the UserFieldAccountTypes has no value, then the user may change the userfield on all the accounts in the Account List using the Enabled Accounts <Selected UserField Description> drop down list.
- If the UserFieldCode is provided, and the UserFieldAccountTypes variable contains account types, then the user may change the userfield only for those accounts whose account type is contained in the list of account types within the UserFieldAccountTypes variable.

If the logged in employee has a non-employee role for an account, the mail type, mail override and selected userfield cannot be updated on that account.

After making all the necessary changes, click the Process button. If successful, a message will be displayed as "Processed Successfully." The Clear button will reset all the changes made by the user if the Process button has not yet been clicked.

Parameters:

N/A.

Variables:

Only the value of the variables 9R8U through 9R8W, 9RG0, ZUAC, ZUFA can be customized by the financial institution.

Calculation Categories:

A calculation category is required to associate the variables to the application. The following calculation category is used for that purpose.

Calculation Cat Code	Description
9RFC	Custom Category

Calculation Types:

A calculation type is required to associate the variables to the application. The following calculation variable is used for that purpose.

Calculation Cat Code	Calculation Type Code	Description (how used)	MjMiYN
9RFC	9R0J	Mail Restriction Tool	N

Calculation Variables:

The following calculation variables are required for the application. They are populated within the '9R0J' calculation type.

Variable	Code	Description (how used)	Data Type	Default
ExcludedStatus	9R8U	Current account status(es) to exclude from displaying in the Account List. Comma-delimited, no spaces. If value is passed as blank, no account status(es) will be excluded.	STR	<Blank>
VerifyAddrFlag	9R8V	The warning flag code used for Verify Address – Returned Mail.	STR	VADD
NbrOfYears	9R8W	Number of years to release the verify address warning flag. If value is passed as blank, there will be no release date on the added warning flag.	NUM	<Blank>
AddressUseCodes	ZUAC	Comma separated Address Use Codes may be configured to allow more/less options than those provided in the default value. Wildcard matching with “%” is allowed, as AL% matches all address use codes that begin with AL.	STR	PRI,BUS,AL %
UserFieldCode	9RG0	The optional userfield code to use in the application. If provided, the All Accounts UserField drop down box and the UserField column in the Account List will be visible.	STR	<Blank>

Variable	Code	Description (how used)	Data Type	Default
UserFieldAccountTypes	ZUFA	In conjunction with the optional userfield code, accounts that match the comma separated pairs of Major and Minor account type codes listed in this variable that follow the format MjAcctTypCd1:MiAcctTypeCd1, MjAcctTypCd2: MiAcctTypeCd2 will be enabled to receive userfield changes.	STR	<Blank>

Scheduling and re-run information (for batch applications):

N/A

Notices:

N/A

Report (s):

N/A

File Layout(s):

N/A

Real-time Interaction with Other Applications:

N/A

Screens:**Navigation:**

Variables: Services > System (Module) > Institution > Variables > Calculation Type: Mail Restriction Tool (Note: Changes take place at next Sign On)

Services > Relationships (Module) > Maintenance > Person / Member > Additional > Mail Restriction Tool

Services > Relationships (Module) > Maintenance > Organization > Additional > Mail Restriction Tool

Screen Appearance:

Figure 1: Institution Variables Table Maintenance Examples for Mail Restriction Tool

Table Maintenance ⊕

Variables

Selection Criteria

Calculation Type Mail Restriction Tool ▼ Show History

System Variables

Type Description	Variable Description	Value
Mail Restriction Tool	AddressUseCodes	PRI,BUS,AL%
	ExcludedStatus	
	NbrOfYears	
	UserFieldAccountTypes	CH:ACHV,TD:18MR
	UserFieldCode	BADA
	VerifyAddrFlag	VADD

Figure 2: Mail Restriction Tool on Person

Person - [Name]

Mail Restriction Tool

Verify Address Flag ON OFF

All Accounts Mail Type

All Accounts Mail Override

Account List

Account Number	Minor	Status	Restrictions	Mail Type	Mail Override
[Account Number]	Traditional IRA	Active		Hold All Mail	<None>
[Account Number]	3 Year IRA	Active		Hold All Mail	<None>
[Account Number]	Working Credit LOC	Originati...		Hold All Mail	<None>
[Account Number]	Traditional IRA	Active		Hold All Mail	<None>
[Account Number]	18 Month Special IRA	Active		Hold All Mail	<None>
[Account Number]	3 Year IRA	Active		Hold All Mail	<None>
[Account Number]	12 Month CD	Originati...		Hold All Mail	<None>
[Account Number]	Totally Free Checking	Active		Hold All Mail	<None>
[Account Number]	Totally Free Checking	Active		Hold All Mail	<None>

Close Review

Figure 3: Mail Restriction Tool on Organization

Organization - [Organization Name]

Mail Restriction Tool

All Accounts Verify Address Flag

All Accounts Mail Type

All Accounts Mail Override Clear

Account List

Account Number	Minor	Status	Restrictions	Verify Address Flag	Mail Type	Mail Override
[Account Number]	Participation	Closed		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Negotiable Term	Active		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Closed	Direct Deposit	<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Analysis Checking	Closed		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant	Direct Deposit	<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant	Direct Deposit	<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Closed		<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Totally Free Checking	Dormant	Direct Deposit	<input type="checkbox"/>	Regular Mail...	<None>
[Account Number]	Money Market Che...	Active		<input type="checkbox"/>	Regular Mail...	<None>

Close Close Review Process

Figure 4: Mail Restriction Tool on Person with UserFieldCode provided

Person - Smith, A. O

Mail Restriction Tool

Verify Address Flag ON OFF

All Accounts Mail Type

All Accounts Mail Override

Enabled Accounts

Bad Address

Account List

Account Number	Minor	Status	Restrictions	Mail Type	Mail Override	Bad Address
700842838	Traditional IRA	Active		Hold All Mail	<None>	<None>
700842851	3 Year IRA	Active		Hold All Mail	<None>	<None>
700842830	Working Credit LOC	Originati...		Hold All Mail	<None>	<None>
700842818	Traditional IRA	Active		Hold All Mail	<None>	<None>
700842823	18 Month Special IRA	Active		Hold All Mail	<None>	<None>
700842831	3 Year IRA	Active		Hold All Mail	<None>	<None>
700842851	12 Month CD	Originati...		Hold All Mail	<None>	<None>
700842847	Totally Free Checking	Active		Hold All Mail	<None>	<None>
700844100	Totally Free Checking	Active		Hold All Mail	<None>	<None>

Close Review

Figure 5: Mail Restriction Tool on Organization with UserFieldCode provided

Organization - *Anywhere Fin...*

Mail Restriction Tool

All Accounts Verify Address Flag
 All Accounts Mail Type
 All Accounts Mail Override

Enabled Accounts Bad Address

Account List

Account Number	Minor	Status	Restrictions	Verify Address Flag	Mail Type	Mail Override	Bad Address
151038048	Participation	Closed		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	Bad A... <input type="button" value="v"/>
458007063	Negotiable Term	Active		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	Bad A... <input type="button" value="v"/>
568008018	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008028	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008034	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008043	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008058	Totally Free Checking	Closed	Direct Deposit	<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008067	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008091	Analysis Checking	Closed		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008108	Totally Free Checking	Dormant		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008158	Totally Free Checking	Dormant	Direct Deposit	<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
568008208	Totally Free Checking	Dormant	Direct Deposit	<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
570134114	Totally Free Checking	Closed		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
578198294	Totally Free Checking	Dormant	Direct Deposit	<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>
588008078	Money Market Che...	Active		<input type="checkbox"/>	Regular Mail... <input type="button" value="v"/>	<None> <input type="button" value="v"/>	<None> <input type="button" value="v"/>

Close Review

Field Listing:

Mail Restriction Tool on Person / Member Maintenance

Field	Description
Verify Address Flag	ON – Add verify address warning flag on the person. OFF – Remove verify address warning flag on the person.
All Accounts Mail Type	Selections are mail type description, plus <None>. This change will apply to all accounts listed in the Account List.
All Accounts Mail Override	Selections are available address use description of the tax owner, plus <None>. This change will apply to all accounts listed in the Account List.

Field	Description
Enabled Accounts <Selected UserField Description>	Visible if the calculation variable UserFieldCode is provided. Selections are userfield value description from the UserFieldValue table, plus <None>. This change will apply to all accounts listed in the Account List.
Clear Button	Clear all the changes made by the user as long as the Process button is not clicked.
Account List	
Account Number	Account number.
Minor	Minor type description of the account.
Status	Current status of the account.
Restrictions	Existing warnings and lockouts on the account.
Mail Type	Mail type description
Mail Override	Address use description
<Selected UserField Description>	Userfield value description. Visible if the calculation variable UserFieldCode is provided.
Process Button	Process the selected changes on the screen: Add or remove verify address warning flag and/or add or remove mail holds and/or change mail override and/or update userfield value.
Cancel/Close Button	Cancel the changes and close the form, or when no changes just close the form.

Mail Restriction Tool on Organization Maintenance

Field	Description
All Accounts Verify Address Flag	ON – Add verify address warning flag on all accounts in the Account List. OFF – Remove verify address warning flag on all accounts in the Account List.
All Accounts Mail Type	Selections are mail type description, plus <None>. This change will apply to all accounts listed in the Account List.
All Accounts Mail Override	Selections are available address use description of the tax owner, plus <None>. This change will apply to all accounts listed in the Account List.

Field	Description
Enabled Accounts <Selected UserField Description>	Visible if the calculation variable UserFieldCode is provided. Selections are userfield value description from the UserFieldValue table, plus <None>. This change will apply to all accounts listed in the Account List.
Clear Button	Clear all the changes made by the user as long as the Process button is not clicked.
Account List	
Account Number	Account number.
Minor	Minor type description of the account.
Status	Current status of the account.
Restrictions	Existing warnings and lockouts on the account.
Verify Address Flag	If checked, add verify address warning flag on the selected account. If unchecked, remove verify address warning flag on the selected account.
Mail Type	Mail type description
Mail Override	Address use description
<Selected UserField Description>	Userfield value description. Visible if the calculation variable UserFieldCode is provided.
Process Button	Process the selected changes on the screen: Add or remove verify address warning flag and/or add or remove mail holds and/or change mail override and/or update userfield value.
Cancel/Close Button	Cancel the changes and close the form, or when no changes just close the form.

Additional Requirements:

- Fiserv DNA 4.2.2 or above
- CoreAPI Service 2.2.0.14 or above
- .NET Framework 4.5.2

Authorizations

Authorization needs to be granted to employees who will be using the Mail Restriction Tool DNAapp.

If the app is going to be used by a small number of employees, you may elect to use the "auth" created in the script as follows:

- Go into Security module
- Search for employee
- Select Assign Authorizations tab
- Authorizations available are on left, and assigned ones are on right. The Mail Restriction Upd Auth would show up on left. It should be selected (moved to right) and processed.

If the app is going to be used by one or more already established classes of employees (e.g., all Tellers) then there is already an existing Auth that represents the class of employees. Using this Auth, and the AuthItem code for Mail Restriction Tool DNAapp, assign the newly created AuthItem into this Auth.

- Go into Security module, then Authorizations menu
- Search for the Auth that represents the class of employees
- Select the Authorization Item Maintenance tab
- Authorization Items available are on left, and assigned ones are on right. The CAPR 7772, CAPR 7736, CAPR 7719, CAPR 7783 and Mail Restriction Upd AuthItem would show up on left. They should be selected (moved to right) and processed.
- Select the CAPR 7772 from the Selected list and click on the Authorization Permission Maintenance. Move all the available permission to the Selected list and processed.
- Select the CAPR 7736 from the Selected list and click on the Authorization Permission Maintenance. Move all the available permission to the Selected list and processed.
- Select the CAPR 7719 from the Selected list and click on the Authorization Permission Maintenance. Move all the available permission to the Selected list and processed.
- Select the CAPR 7783 from the Selected list and click on the Authorization Permission Maintenance. Move all the available permission to the Selected list and processed.
- Select the Mail Restriction Upd AuthItem from the Selected list and click on the Authorization Permission Maintenance. Move all the available permission to the Selected list and processed.

Configuration Checklist:

Item	Test Environment	Production Environment
Variables		

Revisions:

Date	App Version #	Change
08/2020	1.2.1.0	Added configurability to available Address Use Codes and User Field Account Types
04/2019	1.2.0.0	Fixed issue remote logon and changed to use CoreAPI Service
09/2016	1.1.0.0	Added another column in the Account List for an optional account user field. Upgraded to DNA 4.2.2
10/2012	1.0.2.0	Application created.