

# VeriMove™

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User's Guide for IBM i

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# Introduction to VeriMove

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### What is VeriMove?

VeriMove is a certified interface to the USPS NCOA<sup>Link</sup> Change of Address (COA) system. VeriMove updates mailing lists with any change of address requests that the USPS has received, ensuring that a mail piece will arrive at the appropriate destination in a timely manner. VeriMove complies with the United States Postal Move Update requirement.

With VeriMove, input addresses must be *standardized* according to USPS regulations using a CASS-certified coding engine. Using ZIP + 4 address matching, CODE-1 Plus may be used to standardize your addresses before submitting them as input to move update and name matching. Standardizing addresses before move update processing ensures all possible move updates will be performed.

The USPS NCOA<sup>Link</sup> system uses secure data store technology in the form of “hash” tables. When queried, the hash tables only provide new address information if the query is an encrypted name and old address as provided on the USPS Change of Address form (PS 3575). This enables the USPS to securely release address information to licensees in a format that is not a clear text address, but is instead encrypted.

### What is NCOA<sup>Link</sup>?

NCOA<sup>Link</sup><sup>®</sup> is a technology developed by the USPS that provides access to approximately 160 million permanent change of address (COA) records contained in the NCOA database. NCOA<sup>Link</sup> data is provided as encrypted files that you can place on any secure machine in your environment.

The USPS requires NCOA<sup>Link</sup> licensees to monitor the USPS Rapid Information Bulletin Board System web site at <http://www.ribbs.usps.gov> for the most current information.

### What is ANK/Link?

The USPS has enhanced the existing 18-month NCOA<sup>Link</sup> product with the Address Not Known (ANK<sup>Link</sup><sup>™</sup>) feature. Currently, the existing 18-month NCOA<sup>Link</sup> product provides change of address information for moves occurring in the last 18 months. ANK<sup>Link</sup> makes it possible for NCOA<sup>Link</sup> Limited Service Provider and End User Mailer licensees to optionally acquire an additional 30 months of change of address information. ANK<sup>Link</sup> data does not return a new address but informs mailers that customer moves have occurred in the 19-48 month range and provides a move effective date.

The USPS packages ANK<sup>Link</sup> as an enhancement to the NCOA<sup>Link</sup> product. The USPS covers the development, distribution, and use of ANK<sup>Link</sup> under the existing NCOA<sup>Link</sup> license.

VeriMove includes an ANK<sup>Link</sup> Return Code output field. VeriMove populates the ANK<sup>Link</sup> Return Code output field with the value “77” when an ANK<sup>Link</sup> match is detected and sets the appropriate ANK<sup>Link</sup> Footnote Code. If VeriMove detects an ANK<sup>Link</sup> match and sets a Footnote Code, the NCOA<sup>Link</sup> Processing Summary Report includes the ANK<sup>Link</sup> Footnote Statistics section. This section displays:

- Number of records resulting in an ANK<sup>Link</sup> match
- Percentage of records in the input file resulting in an ANK<sup>Link</sup> match
- Listing of the ANK<sup>Link</sup> footnotes
- Number of records in the input file for each ANK<sup>Link</sup> Footnote Code
- Percentage of records in the input file for each Footnote Code

If all Footnote Codes are equal to zero, the ANK<sup>Link</sup> Footnote Statistics section does not print on the NCOA<sup>Link</sup> Processing Summary Report.

The NCOA<sup>Link</sup> Processing Summary Report includes the USPS NCOA<sup>Link</sup> Footnote Descriptions section to provide detailed descriptions for each Footnote Code generated during processing.

For more information on the NCOA<sup>Link</sup> Processing Summary Report, see ["NCOA/Link Processing Summary Report" on page 73](#).

## What is Suite/Link?

The USPS Suite<sup>Link™</sup> database contains data on business addresses that were identified as high-rise default records during CASS processing. VeriMove uses the USPS Suite<sup>Link</sup> database to correct the secondary (suite) information in business addresses identified in the input file as high-rise default records. Records that have been processed through CASS Certified™ ZIP + 4® matching software and identified as high-rise defaults are potential candidates for Suite<sup>Link</sup> processing.

Suite<sup>Link</sup> processing provides you with the ability to improve the deliverability of your mailing list by adding accurate secondary (suite) information to the business addresses in your mailing list. This additional information makes USPS delivery sequencing available for addresses in your mailing list that previously were not eligible. Some of the benefits available with Suite<sup>Link</sup> processing are:

- Improves the business address information in your mailing list by appending secondary (suite) information to business addresses.
- Ensures USPS delivery sequencing for the business addresses in your mailing list.
- Improves postal coding accuracy resulting in less undeliverable mail.

## What is the LACS<sup>Link</sup>?


---

The Suite<sup>Link</sup> Footnote Codes below are generated during CASS processing of the input record and stored (or written) to the Suite<sup>Link</sup> Footnote output field.

### Suite<sup>Link</sup> Footnote Codes

Footnote Code	Description
A1	Exact Match - All words in the business name matched.
A2	Good Match - All but one word in the business name matched.
A3	Poor Match - At least one word in the business name matched
B0	No match
C0	The name does not contain words that can be used for matching.
D0	The ZIP + 4 provided was not a high rise default.
E0	The database was expired.

---

 Suite<sup>Link</sup>® reporting is now required for all levels of production NCOA<sup>Link</sup> processing. Additionally, the USPS CASS regulations require Suite<sup>Link</sup> processing.

---

The NCOA<sup>Link</sup> Processing Summary Report indicates whether Suite<sup>Link</sup> processing was performed. If Suite<sup>Link</sup> processing was performed, the report includes processing statistics. For more information on the NCOA<sup>Link</sup> Processing Summary Report, see "[NCOA/Link Processing Summary Report](#)" on page 73.

## What is LACS<sup>Link</sup>?

The USPS LACS<sup>Link</sup> database contains data on address conversions. An example is an address converted from a rural route/PO box address format to a number/street address format in order to receive 911 emergency response services. The USPS LACS<sup>Link</sup> database provides mailers with a method for converting the old addresses. The USPS Change of Address (COA) database does not contain these addresses since these changes are actually conversions and not moves resulting in a change of address. LACS<sup>Link</sup> processing queries the LACS<sup>Link</sup> database to convert addresses.

---

 USPS CASS regulations require LACS<sup>Link</sup> processing for CASS certification.

---

The NCOA<sup>Link</sup> Processing Summary Report indicates whether LACS<sup>Link</sup> processing was performed. If LACS<sup>Link</sup> processing was performed, the report includes processing statistics. For more information on the NCOA<sup>Link</sup> Processing Summary Report, see "[NCOA/Link Processing Summary Report](#)" on page 73.



## What is Delivery Point Validation (DPV)?


Delivery Point Validation (DPV) processing matches the addresses in your address file against the USPS data file to determine whether an address exists and that the USPS actually delivers mail to the address.

### Example

Your input file contains an address "42 Main Street." CASS processing determines that the address "42 Main Street" falls within the known range "00-99 Main Street" and standardizes the "42 Main Street" address. CASS processing assigns the ZIP Code, ZIP + 4 Code, carrier route code, and delivery point barcode for the known range "00-99 Main Street" to the "42 Main Street" address. However, the "42 Main Street" address belonged to a building that no longer exists. Any mail addressed to "42 Main Street" will be returned to the sender as undeliverable as addressed.

VeriMove solves this problem by using DPV data from the USPS to determine whether an address actually exists. DPV processing verifies the existence of an address to as fine a level as an apartment or suite. You can use DPV processing to ensure the addresses in your address file are actual physical addresses to which the USPS delivers mail.

---

 USPS CASS regulations require Delivery Point Validation (DPV) processing for CASS certification.

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The NCOA<sup>Link</sup> Processing Summary Report indicates whether DPV processing was performed. If DPV processing was performed, the report includes processing statistics. For more information on the NCOA<sup>Link</sup> Processing Summary Report, see "[NCOA/Link Processing Summary Report](#)" on page 73.

## VeriMove Benefits

VeriMove benefits are described next.


- **A USPS certified interface to NCOA<sup>Link</sup>** — When you use VeriMove to interface with NCOA<sup>Link</sup>, you have access to either 48 or 18 months of Move Update information. NCOA<sup>Link</sup> also provides footnote information that contains more detail about moves and near matches.
- **USPS ANK<sup>Link</sup> support** — VeriMove includes ANK<sup>Link</sup> support to allow NCOA<sup>Link</sup> Limited Service Provider and End User Mailer licensees to optionally acquire an additional 30 months of change of address information. While ANK<sup>Link</sup> data does not return a new address, it informs mailers that customer moves have occurred in the 19-48 month range and provides a move effective date.
- **USPS Suite<sup>Link</sup> support** — VeriMove includes Suite<sup>Link</sup> support to provide you with the ability to improve the deliverability of your mailing list by adding accurate secondary (suite) information to the business addresses in your mailing list. This additional information makes USPS delivery sequencing available for addresses in your mailing list that previously were not eligible.

## What Does VeriMove Include?

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- **USPS LACS<sup>Link</sup> support**—VeriMove includes LACS<sup>Link</sup> support to provide you with the ability to identify address conversions. The USPS Change of Address (COA) database does not contain these addresses since these changes are actually conversions and not moves resulting in a change of address. LACS<sup>Link</sup> processing queries the LACS<sup>Link</sup> database to convert these old addresses.
- **USPS DPV support**—VeriMove includes DPV support to ensure the addresses in your address file are actual physical addresses to which the USPS delivers mail.
- **USPS postage discounts through Move Update** — To qualify for all automated rates, mailers must update COA information within six months of the mailing using a USPS-approved method. This is the Move Update requirement. You can use VeriMove to satisfy this requirement and significantly reduce the costs associated with the Move Update process.
- **Support for multi-system sites** — VeriMove is available through site licensing which means that you can load data onto multiple computers at a site with a single license. This can greatly improve performance.
- **Open System** — VeriMove supports the use of external CASS and Delivery Point Validation (DPV) processes that you may already have in place. This allows for easier integration into your existing system.
- **USPS postage discounts through CASS** — To qualify for postage rate discounts, mailers must check the accuracy of their address records every six months using a CASS-certified software program. You can use VeriMove with an external CASS processor, such as CODE-1 Plus®, that has been CASS-certified by the USPS to accurately perform these tasks:
  - Check addresses for accuracy
  - Standardize address elements in a manner regulated by the USPS
  - Assign and/or correct address elements needed for NCOA<sup>Link</sup> processing, including CASS ZIP Apartment, CASS ZIP Code, CASS ZIP Rural Route, and CASS ZIP + 4An external CASS processor, such as CODE-1 Plus®, can CASS-certify your address records and prepare your address records for presentation to an NCOA<sup>Link</sup> system. You can use an external software package to CASS-certify your address records and use VeriMove for Move Update processing. This is called "External" CASS processing.

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 IBM i users must use external CASS processing.

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## What Does VeriMove Include?

The basic VeriMove system includes:

- An interface to NCOA<sup>Link</sup>
- Support for the USPS ANK<sup>Link</sup> feature
- Support for the USPS Suite<sup>Link</sup> feature
- A method to define and run jobs from Command Language (CL)
- All the reports needed for Move Update processing
- External CASS Support which allows VeriMove to be used with the CASS-certified software package CODE-1 Plus.


## Databases

In order for change of address processing to be performed properly, there are two databases that you will need to update periodically:

- U.S. Postal database
- NCOA<sup>Link</sup> database

The USPS delivers the NCOA<sup>Link</sup> database on a weekly or monthly basis.

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 The minimum required version of CODE-1 Plus to use with VeriMove 3.5.4 is CODE-1 Plus 3.6.0.

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### U.S. Postal Database

USPS NCOA<sup>Link</sup> regulations require input addresses to be standardized according to USPS regulations using a CASS-certified coding engine before submitting the addresses as input for move update and name matching. Standardizing addresses before move update processing ensures all possible move updates are performed. To standardize addresses according to USPS regulations, a CASS-certified ZIP + 4 coding engine must match records against a national address database provided by the USPS. Although the U.S. Postal database is valid for general use for a 105-day period, VeriMove licensees are required to update these files on a monthly basis to obtain the best possible COA results. If you are using the Pitney Bowes Software CODE-1 Plus product for the IBM i platform as your CASS-certified ZIP + 4 coding engine, an updated U.S. Postal database is available monthly from Pitney Bowes Software to download and install on your system. See the CODE-1 Plus documentation for instructions on downloading and installing the monthly U.S. Postal database.

### NCOA<sup>Link</sup> Database

Once you are a licensed NCOA<sup>Link</sup> user, the USPS provides you with database updates on a daily, weekly, or monthly basis depending on your license type. Daily updates, also called “Daily Deletes,” are provided on the Internet and are required for Full-Service Providers. Weekly and monthly updates are provided on DVD.

---

 Because the USPS delivers the NCOA<sup>Link</sup> database on DVD media, you will need a DVD drive on your IBM i machine, or a PC with a DVD drive, available for downloading the data before transferring it to your production environment. You can load the DVD directly on your IBM i machine. As an alternative, you can load the DVD on a LAN workstation and then upload to the IBM i IFS file system.

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## VeriMove Options

VeriMove includes a variety of options you can use to easily integrate VeriMove into existing mailing operations as well as advanced file preparation features.

- **Site Support License Key** — The Site Support License key option allows you to install VeriMove on multiple systems, including both testing and production systems, and facilitates system redundancy. In addition, a Site Support License key can help improve overall performance by allowing you to spread multiple files over multiple systems. When you use a Site Support License key, VeriMove Site Support can be used to generate the set of monthly reports to send to the USPS.
- **Delivery Point Validation** — Delivery Point Validation (DPV) allows you to verify that the address is a deliverable address.
  - USPS NCOA<sup>Link</sup> regulations require Delivery Point Validation (DPV) processing for all NCOA<sup>Link</sup> license levels.
  - USPS CASS regulations require Delivery Point Validation (DPV) processing to generate the USPS Form 3553 (USPS CASS Summary Report).

## Reports

VeriMove provides the following electronic monthly reports required by USPS:


- Customer Service Log
- Broker/Agent/List Administrator Report
- Processing Acknowledgement Form (PAF) Report

For more information on these reports, see ["Monthly Reports" on page 70](#).

Additionally, VeriMove generates the Processing Summary Report for every job. For more information on the Processing Summary Report, see ["NCOA/Link Processing Summary Report" on page 73](#).

## System Overview

This section describes all the VeriMove processed inputs and VeriMove generated outputs. See ["Step 2. Run the NCOALink Job" on page 14](#) for an overview of VeriMove processing.

- 
-  Your input file must consist of a *minimum* of 100 unique name/address records; otherwise, the job will not run and an error message is generated. The system will not notify you of this error until Step 3 in the process.
-

## Step 1. Run the ZIP + 4 Coding Process

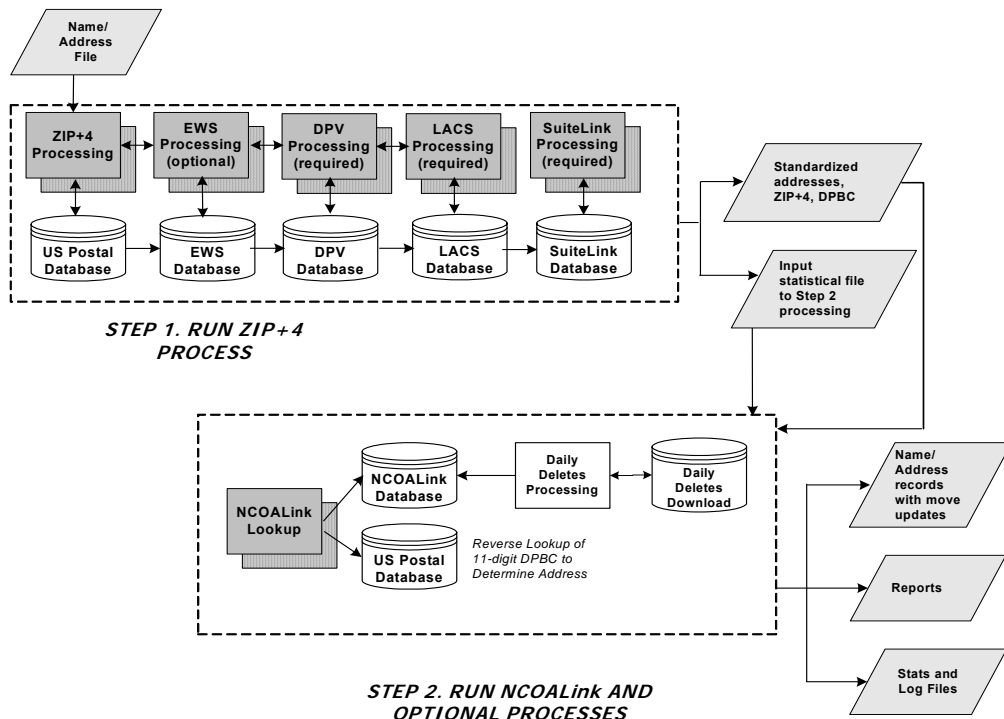
You must process your input name/address file through a CASS-certified ZIP + 4 coding engine such as the Pitney Bowes Software CODE-1 Plus coding engine to:

- Standardize addresses
- Obtain accurate Delivery Point Barcodes (DPBCs)
- Perform EWS processing (optional)
- Perform DPV, LACS<sup>Link</sup>, and Suite<sup>Link</sup> processing
  - USPS NCOA<sup>Link</sup> regulations require DPV, LACS<sup>Link</sup>, and Suite<sup>Link</sup> processing for all NCOA<sup>Link</sup> license levels.
  - USPS CASS regulations require DPV, LACS<sup>Link</sup>, and Suite<sup>Link</sup> processing to generate the USPS Form 3553 (USPS CASS Summary Report).

The parsed and standardized output, along with the names, serves as input to the VeriMove COA processing engine.

You can use the VeriMove IBM i interface to define a job that tells the ZIP + 4 coding engine the format of the input file and defines the job processing options. VeriMove generates XML based on the options and information you specify.

## Overview of VeriMove Processing



## Step 2. Run the NCOA<sup>Link</sup> Job

After processing your file through CODE-1 Plus (and any optional processes such as EWS, DPV, and LACS<sup>Link</sup>), you can use VeriMove to:

- Convert each record
- Compare each record against the NCOA<sup>Link</sup> hash tables
- Identify any Move Updates
- Return the following information for matched records:
  - New Delivery Point Barcode (DPBC)
  - Move effective date
  - Name data
  - Gender identification

VeriMove looks up the updated DPBC and matches it to the correct address and assigns intelligence flag codes as appropriate. You use the VeriMove IBM i interface to define NCOA<sup>Link</sup> processing options.

## Importing a Job

VeriMove allows you to import previously defined jobs. To accomplish this, you must first create a “shell” job by following these steps:

1. Create a new job from the *Work with Jobs (NLCPMM03)* screen by pressing **F6** and following the prompts.

```

                                VeriMove
                                Replace with screen heading desired
                                Work with Jobs
                                T NLCPMM00
                                M NLCPMM03
                                B
Type options, press Enter.
 3=Copy      4=Delete  6=Print  7=Rename  12=Work with
16=Submit   99=Release job lock
                                Position to job
Opt  JobID  Creation *----- Last Activity -----*  Work
      Date  Date      User      Function
@1VP@ 03/31/2004 05/24/2005 BHI GGINS Job Definition 0137  Library
DBC01 01/21/2004 03/22/2005 METZ3410 Job Definition  DBCLIB
1VPZZ 09/22/2004 09/22/2004 METZ3410 2/Config Opts  METZ3410
1VP2  08/21/2004 08/21/2004 METZ3410 2/Config Opts  G11VP
1VP7  08/30/2004 08/30/2004 METZ3410 2/Config Opts  G11VP
TUMAT 05/19/2005 05/25/2005 BHI GGINS Job Definition 0033  METZ3410
ZAK  02/02/2004 02/16/2004 COUR2960 Job Definition  METZ3410
ZAK2 02/05/2004 02/27/2004 METZ3410 2/Out Rec Layout  METZ3410
ZAK3 03/01/2004 03/18/2004 METZ3410 2/Config Opts  METZ3410
ZM1VP 03/02/2004 04/05/2004 METZ3410 Job Definition 0059  METZ3410
ZMZMZ 04/08/2004 04/08/2004 METZ3410 Job Definition  TEST
ZM3  04/08/2004 04/08/2004 METZ3410 Job Definition 0001  TEST
-----
F3=Exit      F5=Refresh  F6=Create   F7=Reporting  F8=Options
F12=Cancel   F11=Display Desc  F20=Database Func  F24=More keys
    
```

2. Enter the "New Job ID" on the *Work With Jobs (NLCPMM03)* screen.

```

hh: mm: ss                               Veri Move                               T  NLCPMM00
mm/dd/yyyy                               Replace wi th screen heading desi red       M  NLCPMM03
                                           Work wi th Jobs                             B  RI s NN. N

New Job ID:  MYJOB

Opt JobID      Creation *----- Last Activi ty -----*  Work
   @IVP@      Date      Date      User      Functi on      Li brary
   FMT1       10/08/2009 11/19/2009 ZA003ME  Output Defini ti on G11 VP
   FMT2       10/08/2009 10/08/2009 METZ3410 Output Defini ti on G11 VP
   ZMTST      11/12/2009 11/19/2009 ZA003ME  Job Defini ti on    G11 VP

-----
F12=Cancel
  
```

3. Enter the following information on the *Create New Job (NLCPNJ00)* screen:

- Library for job objects
- Input file name information
- Job description to use

```

hh: mm: ss                               Veri Move                               NLCPNJ00
mm/dd/yyyy                               Replace wi th screen heading desi red       NLCPNJ01
Job MYJOB                                 Create new Job                             RI s NN. N

Speci fy li brary to hold j ob objects:

Li brary for Job objects . . . . .

Provi de job detai ls as requi red:

Input N/A fi le. . . . .
  Li brary . . . . . *LI BL
  Member. . . . . *FI RST

Job descri ption . . . . . QAMTJOB D
  Li brary . . . . . QSYS

-----
F3=Exi t  F6=Create Job
  
```

- Press F6 to create the job. The *Define/Submit a Job (NLCPDS02)* screen displays.

```

hh: mm: ss                Veri Move                T  NLCPMM00
mm/dd/yyyy              Replace with screen heading desired M  NLCPMM03
Job MYJOB                Define/Submit a Job                RI s NN. N

Type options, press Enter.
  2=Edit

                                         *----- Last Activity -----*
                                         Date           Time           User

G1  General
F1  Files and Reports
C1  CASS/DPV/LACS/Sui telink
I1  Input Defini tion
O1  Output Defini tion

SB  Submi t Job

-----
F3=Exi t   F12=PrevScr n
    
```

- Select "General" from the *Define/Submit a Job (NLCPDS02)* screen. The *General Job (NLCPG110)* screen displays.

```

hh: mm: ss                Veri Move                NLCPG100
mm/dd/yyyy              Replace with screen heading desired NLCPG110
Job MYJOB                General                RI s NN. N

Information:
Customer Company Name . . . Sample Job Only                (F4=Select)
Operator ID. . . . . SAMPLEJOB                (F4=Select)
Name . . . . . Sample Job Tester

Enter Range of Records to process, if desired:
Start at Record . . . . . 1
Stop After Record . . . . . 10000

NCOA/Link Data:
Database Library . . . . . NLDB

Daily Delete file, if desired:
File . . . . . DLYDEL
Library . . . . . NLDB
Member . . . . . DELYDEL


More...

-----
F3=Exi t   F6=Update
    
```



6. Edit the “shell” job from the *General Job (NLCPG110)* screen. Fill in the following fields for this “shell” job:
- Customer Company Name
  - Operator Name
  - Database Library
  - Daily Delete File (if desired).

---

 Refer to "Job Option Screens" on page 49 for more information on the specific screens you need to use to define a **Customer Company Name** and **Operator Name**.

---

7. Complete all the fields on the *Files and Reports (NLCPF110)* screen

Veri Move		NLCPF100
Replace with screen heading desired		NLCPF110
Job MYJOB	Files and Reports	
Input File:		
File . . . . .	G11VPNL	
Library . . . . .	G11VP	
Member . . . . .	*FIRST	
Processing Category:		
EMP TRAIN, INT DB TST, NORMAL, STAGE I, STAGE II, SYS TEST, MKTG TEST		
Output Files:		
File 1 Contents . . . . .	B M, U, B, N, O	
M=Matched, U=Unmatched, B=Both, N=Matched only non-ANK, O=Matched ANK only		
File . . . . .	NLIVPOUT	
Library . . . . .	G11VP	
Member . . . . .	NLIVPOUTN	
File 2 Contents . . . . .	M, U, B, N, O	
M=Matched, U=Unmatched, B=Both, N=Matched only non-ANK, O=Matched ANK only		
File . . . . .	NLIVPOUT	
Library . . . . .	G11VP	
Member . . . . .	NLIVPOUT0	Bottom
F3=Exit F6=Update		

---

 The **File 2** fields are optional.

---

- Run the **NLSBMJOB** command from the command line. Before invoking the command, ensure that the VeriMove product library (which defaults to G1NLPGMS) is in the library list.

```

Submit Veri Move Job (NLSBMJOB)


Type choices, press Enter.

Job ID . . . . . Character value
Database Library . . . . . *DEFAULT Character value, *DEFAULT
Daily Delete File Name . . . . . *SAME Name, *SAME
Library . . . . . *SAME Name, *SAME
Member . . . . . *SAME Name, *SAME
Input File Name . . . . . *SAME Name, *SAME
Library . . . . . *SAME Name, *SAME
Member . . . . . *SAME Name, *SAME
Record Length . . . . . Number
Output File 1 Name . . . . . *SAME Name, *SAME
Library . . . . . *SAME Name, *SAME
Member . . . . . *SAME Name, *SAME
Record Length . . . . . Number
Output File 2 Name . . . . . *SAME Name, *SAME
Library . . . . . *SAME Name, *SAME
Member . . . . . *SAME Name, *SAME
Record Length . . . . . Number
Job XML . . . . . *SAME
Job Description . . . . . *SAME Name, *SAME
Library . . . . . *SAME Name, *SAME
Job Name . . . . . *SAME Name, *SAME
Hold on Job Queue? . . . . . N Y, N

F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=How to use this display
F24=More keys
Messages pending on other displays.
    
```

- Fill in the **JOB ID** parameter and place the XML data in the **Job XML** field.
- VeriMove is multi-threaded, it has to run in the batch subsystem. So the NLRUNJOB command must be used inside a CL program that runs in batch, and must use a JOB D that allows multiple threads. Alternately, the NLSBMJOB command may be used; however, note that also requires a JOB D that allows multiple threads. The default JOB D of QAMTJOB D should work for most situations.

---

 Your System Administrator may be responsible for importing pre-existing jobs. Consult your System Administrator before you import any pre-existing jobs.

---

## Using This Guide

“Using Windows and IBM i Together in VeriMove,” on page 19 summarizes the tasks that you must perform on each platform, and where in this guide you can find instructions.

### Using Windows and IBM i Together in VeriMove

Task	Windows	IBM i	Where in User Guide
Install/update NCOA <sup>Link</sup> database	Install on Windows first using explode.bat and then upload to IBM i or install directly to IBM i using IBM i DB upload utility.	Install uploaded files.	See the “Installing the Database” section of the <i>VeriMove Installation Guide for IBM i</i> .
Install/update Daily Delete file		Install uploaded files.	Consult the <i>VeriMove Installation Guide for IBM i</i> .
Install/update EWS file		Install uploaded files.	Consult the CODE-1 Plus documentation for details on the EWS file.
Set up and run VeriMove job		Perform job definition and setup	"Job Submission and Definition Screens" on page 26
Run monthly service reports	E-mail monthly reports to the USPS, as directed by your license agreement.	Run reports on IBM i, then download report files to Windows for e-mailing to USPS, if applicable.	"Monthly Reports" on page 70

## USPS Required Text

*As a non-exclusive NCOA<sup>Link</sup> Software Interface provider, Pitney Bowes Software, Inc. is required by the USPS to provide the following text to our existing and prospective customers. This text explains the NCOA<sup>Link</sup> process in detail.*

Pitney Bowes Software, Inc. is a non-exclusive Licensee of the United States Postal Service® (USPS®) to provide USPS certified NCOA<sup>Link</sup>® interface software to authorized Full Service Provider, Limited Service Provider, and End User Licensee candidates.

The NCOA<sup>Link</sup> Product is a USPS proprietary system of move information that on average contains approximately 160 million permanent changes-of-address (COAs) filed with the USPS. These COAs are retained on the file for a four-year period from the move-effective date and the file is updated weekly.

## USPS Required Text

---

It is important to note that not all Service Providers can provide the same level of service. Data quantity differs based on license level. Full Service Providers receive the full 48 month data set on a weekly basis. Limited Service Providers receive an 18 month data set on a weekly basis. End Users receive an 18 month data set on a monthly basis. All data fulfillments are provided under direct license from the USPS.

The sole purpose of NCOA<sup>Link</sup> processing is to provide a mailing list correction tool for lists that will be used for the preparation of mailings for acceptance and delivery by the USPS. The NCOA<sup>Link</sup> Product may not be used to create, generate, or maintain new movers lists or as a source to any other proprietary database for the purpose of redistribution or sale.

An input name and address must match the name and old address on a COA in order to obtain a match. When queried with a matching name and old address as input, the NCOA<sup>Link</sup> process will yield the new address as the result. New address information is provided only when a match to the input name and address is attained.

Before being added to the NCOA<sup>Link</sup> file, the **Old** address supplied by the Postal customer must be ZIP + 4<sup>®</sup> coded. The **New** addresses must be ZIP + 4 coded and validated using the USPS' proprietary database of actual delivery points. (NOTE: The delivery point database does not include NAMES or COA information.) Each delivery point confirmed **New** address is included on the NCOA<sup>Link</sup> file. If unable to validate the **New** address, the NCOA<sup>Link</sup> process will indicate that a move exists but will not provide the undeliverable **New** address.

The typical profile of the **New** address information contained on the NCOA<sup>Link</sup> file is as follows:

80.92%	Forwardable moves containing delivery point confirmed <b>New</b> addresses – <b>New</b> address provided
1.18%	Moves containing unconfirmed <b>New</b> addresses – <b>New</b> address not provided
13.80%	Moved, left no address
3.92%	P. O. Box <sup>™</sup> Closed
0.18%	Foreign moves

When possible, postal customers who move multiple times within the NCOA<sup>Link</sup><sup>®</sup> time period are “linked” or “chained” to ensure that the latest address is furnished when an NCOA<sup>Link</sup> match is attained. This is not always possible if subsequent COAs are not filed in exactly the same manner as a COA filed previously (e.g., name spelling differences or conflicting secondary information).

The provision of change of address information is controlled by strict name and address matching logic. NCOA<sup>Link</sup> processing will only provide new address information when queried with a specific algorithm of the name and input address from a mailers address list which matches the information on the NCOA<sup>Link</sup> Product. Data contained in and information returned by NCOA<sup>Link</sup> is determined by the move type (Business, Individual, or Family) indicated on a Postal customer's Change of Address form.

The NCOA<sup>Link</sup> Product is comprised of approximately 6% business moves, 54% individual moves, and 40% family moves.

All matches made to the NCOA<sup>Link</sup> file require a ZIP + 4® coded input address.

The five types of processing modes are Standard (S); Business and Individual (C); Individual (I); Business (B); and Residential (R).

#### **Standard Processing Mode (S)**

- Standard Processing Mode requires inquiries in the following order:
- Business – Match on business name.
- Individual – Match on first name, middle name, surname and title required. Gender is checked and nickname possibilities are considered.
- Family – Match on surname only.
- **Under no circumstances shall there be a “Family” match only option.**

#### **Business and Individual Processing Mode (C)**

- The NCOA<sup>Link</sup> customer may choose to omit all “Family” match inquiries and allow only “Individual” and “Business” matches to be acceptable. This matching process is also known as C Processing Mode.

#### **Individual Processing Mode (I)**

- The NCOA<sup>Link</sup> customer may also choose to omit “Business” match inquiries when processing individual names for mailing lists that contain no business addresses.

#### **Business Processing Mode (B)**

- The NCOA<sup>Link</sup> customer may choose to process for only “Business” matches when processing a “Business-to-Business” mailing list which contains no residential (Individual or Family) addresses.

#### **Residential Processing Mode (R)**

- The NCOA<sup>Link</sup> customer may choose to omit “Business” match inquiries and allow only “Individual” and “Family” matches to be acceptable under Residential Processing Mode. This matching process is also known as R Processing Mode.

The USPS has opted to remove soundex from the matching logic process. Consequently, the USPS has established a process called the “Rules Table.” This process will produce matches that otherwise would not be possible, i.e. JOHNY and JOHNNY, without the risks associated with soundex.

All nickname possibilities are derived from a standard USPS® nickname list. In considering alternate presentations of an input name, only reasonable derivatives of the original input name are acceptable. If an input name and address do not match to NCOA<sup>Link</sup>® and alternative queries are attempted, any variations which obtain NCOA<sup>Link</sup> matches will be provided to the NCOA<sup>Link</sup> customer for analysis.

When a match or a near match of an input name and address to NCOA<sup>Link</sup> is identified, a standard NCOA<sup>Link</sup> return code is provided indicating the type of match made or reason that a match could not be made.

The return code provided is the final result of an NCOA<sup>Link</sup> query. At the option of the NCOA<sup>Link</sup> Licensee, additional return code values from intermediate queries may be provided. The query name and/or address which generated the specific return code may not be the exact input or final query name and address provided in the standard output of a USPS NCOA<sup>Link</sup> process.

The standard output of a USPS NCOA<sup>Link</sup> process is:

- a. Each original unaltered input name and address as it was presented.
- b. The standardized input address appended with the correct ZIP + 4/DPC, other postal values and any other intelligence flags or footnotes that result from the CASS<sup>TM</sup> processing segment.
- c. For each mailing address for which there is a match to the NCOA<sup>Link</sup> hash table(s) as defined in this document, the 11-digit DPBC and a conversion to a standardized address, and standard return codes. Software shall assign all applicable standard return codes.
- d. When a match is made, the following elements must be returned: the move effective date (CCYYMM), specific name and address utilized in the query that obtained the match, and the move type.
- e. For each mailing address for which there is not a match to the NCOA<sup>Link</sup> hash table(s), the software shall return all elements as appropriate under a and b as well as any standard return codes as may be appropriate.
- f. The urbanization name information, when applicable.
- g. The carrier route information for new (updated) addresses.
- h. DPV<sup>®</sup> results, if returned.
- i. LACS<sup>Link</sup><sup>®</sup> results, if returned.
- j. Suite<sup>Link</sup><sup>TM</sup> results, if returned.
- k. Processing summary report containing information to identify the specific list, the statistics resulting from the NCOA<sup>Link</sup> process, and a notice of any other processed performed on the list.

Although every record must be returned, the format of the records returned by a Service Provider to their clients is determined by a separate agreement between the processor and the customer.

NCOA<sup>Link</sup> processing has the potential to reduce returned mail, yet the USPS does not make any guarantees, express or implied, on the reduction of such mail. Thus any costs associated with returned mail are the Licensees' and/or their customers' sole responsibility.

An NCOA<sup>Link</sup> Licensee with questions about specific processes within an NCOA<sup>Link</sup> software interface and/or results returned from an NCOA<sup>Link</sup> process must first contact the software distributor for explanation and resolution.

The ANK<sup>Link</sup><sup>TM</sup> option is available through Limited Service Provider Licensees and to End User Licensees to enable mailers to make informed choices regarding a specific customer contact. If the data indicates a move, the mailer may choose to suppress the record from their list or attempt to determine the actual new address by engaging the services of an NCOA<sup>Link</sup> Full Service Provider (FSP) Licensee.

Mailers choosing to engage the services of an FSP Licensee may submit only those ANK<sup>Link</sup> matches for which they need additional processing provided that:

1. The mailer informs the FSP Licensee that the list is derived from a prior ANK<sup>Link</sup> process.
2. The list submitted to the FSP for processing meets the mailing list requirement of at least 100 unique names and addresses.
3. The final results are incorporated back into the original list.
4. The records separated for processing are not used to create a derivative product.

The following trademarks are owned by the United States Postal Service®: NCOA<sup>Link</sup>, ZIP + 4, CASS, ANK<sup>Link</sup>, DPV, LACS<sup>Link</sup>, Suite<sup>Link</sup>, USPS and United States Postal Service.






# IBM i Screen Reference

## In this chapter:

- ♦ **Job Submission and Definition Screens** . . . . . 26
- ♦ **Job Option Screens** . . . . . 49
- ♦ **Database Installation Screens** . . . . . 62

## Job Submission and Definition Screens

 A basic knowledge of the IBM i environment is necessary for this section. Consult your IBM i system documentation for more information.

### Work with Jobs Screen (NLCPMM03)

To start the application, use command G1MM00 or G1MM01 in the global library (defaults to G1@@PGMS). This screen lists the available applications.

```
hh:mm:ss          Pitney Bowes Software Application Selection      G1MM01
mm/dd/yyyy          Replace with screen heading desired          G1MM0001
                                                            RIs NN.N

Select one of the following:

    1. MailStream Plus Presorting and Reporting System
    2. List Conversion System
    3. Label Printing System
    4. Merge/Purge System
    5. CODE-1 Plus Name/Address Coding System
    6. Generalized Selection System
    7. EZ-CASE Plus
    8. Geographic Coding Plus
    9. I/O-Jet Plus
   10. Business Merge/Purge Plus
   11. GeoTAX
   12. VeriMove

    60. Canadian/International Products

Option
-----
F3=Exit
```

Select option 12 for VeriMove. G1MM00 signs you off the system when you exit the application.

The *Work with Jobs Screen (NLCPMM03)* lists all of the jobs you can work with in the VeriMove system.

Opt	JobID	Creation Date	*----- Last Activity -----*	Work Library
@IVP@	03/31/2004	05/24/2005	BHIGGINS Job Definition 0137	G11VP
DBC01	01/21/2004	03/22/2005	METZ3410 Job Definition	DBCLIB
IVPZZ	09/22/2004	09/22/2004	METZ3410 2/Config Opts	METZ3410
IVP2	08/21/2004	08/21/2004	METZ3410 2/Config Opts	G11VP
IVP7	08/30/2004	08/30/2004	METZ3410 2/Config Opts	G11VP
TUMAT	05/19/2005	05/25/2005	BHIGGINS Job Definition 0033	METZ3410
ZAK	02/02/2004	02/16/2004	COUR2960 Job Definition	METZ3410
ZAK2	02/05/2004	02/27/2004	METZ3410 2/Out Rec Layout	METZ3410
ZAK3	03/01/2004	03/18/2004	METZ3410 2/Config Opts	METZ3410
ZMIVP	03/02/2004	04/05/2004	METZ3410 Job Definition 0059	METZ3410
ZMVMZ	04/08/2004	04/08/2004	METZ3410 Job Definition	TEST
ZM3	04/08/2004	04/08/2004	METZ3410 Job Definition 0001	TEST

F3=Exit    F5=Refresh    F6=Create    F7=Reporting    F8=Options  
F12=Cancel    F11=Display Desc    F20=Database Func    F24=More keys

### Work with Jobs Screen Function Keys (Part 1 of 2)

Function/Option	Description
3	Copy a job.
4	Delete a job.
6	Print screen.
7	Rename a job.
12	Display the Define/Submit a Job Screen (NLCPDS02).
16	Displays the Submit Job Screen (NLCPDS01).
99	Attempt to release the lock on a particular job so it can be edited.
F3	Exit the screen.
F4	Work with the selected job.
F5	Refresh the screen.
F6	Create a new job.
F7	Display the .

**Work with Jobs Screen Function Keys (Part 2 of 2)**

<b>Function/Option</b>	<b>Description</b>
F8	Display the Job Options Screen (NLCPPPT10) to enter the details of Operator IDs, Broker/Agent/List Admins, and Customers.
F11	Toggle the display to show the Description field instead of the User, Function, and Work Library fields.
F12	Exit the application.
F14	Submit the selected job.
F17	Go to top.
F18	Go to bottom.
F20	Display the Database Functions Screen (NLCPDB01).
F22	Display messages.
F24	Display more options.

## Define/Submit a Job Screen (NLCPDS02)

After you select a job (option 12) on the *Work with Jobs Screen (NLCPMM03)*, the *Define/Submit a Job Screen (NLCPDS02)* displays. Use this screen to define the options, format, and layout of the address fields on the input and output records.

```

                                Veri Move
                                Replace wi th screen headi ng desi red
                                Defi ne/Submi t a Job
                                NLCPDS00
                                NLCPDS02

Job MYJOB

Type options, press Enter.
  2=Edi t

                                *----- Last Acti vi ty -----*
                                Date      Time      User
G1  General                      05/09/2005  16:06:57  METZ3410
F1  Files and Reports             05/09/2005  16:07:38  METZ3410
C1  CASS/DPV/LACS/Sui teLi nk    07/05/2006  15:07:39  METZ3410
I1  Input Defi ni ti on          05/09/2005  16:07:08  METZ3410
O1  Output Defi ni ti on         05/09/2005  16:07:13  METZ3410

SB  Submi t Job                   05/12/2005  10:21:29  METZ3410

-----
F3=Exi t  F12=PrevScrn
  
```

### Define/Submit a Job Screen Function Keys

Function/Option	Description
2	Edit the selected job sections.
F3	Exit the screen.
F12	Return to the Previous Screen.

## General Job Screen (NLCPG110)

The *General Job Screen* displays the basic job properties.

```

hh:mm:ss                               Veri Move                               NLCPG100
mm/dd/yyyy                             Replace with screen heading desired    NLCPG110
Job MYJOB                               General                                  RI s NN. N

Information:
Customer Company Name . . . Sample Job Only (F4=Select)
Operator ID. . . . . SAMPLEJOB (F4=Select)
Name . . . . . Sample Job Tester

Enter Range of Records to process, if desired:
Start at Record . . . . . 1
Stop After Record . . . . . 10000

NCOA/Link Data:
Database Library . . . . . NLDB

Daily Delete file, if desired:
File . . . . . DLYDEL
Library . . . . . NLDB
Member . . . . . DELYDEL

More . . .

F3=Exit F6=Update
    
```

### General Job Screen Fields (Part 1 of 2)

Field	Description
Information <ul style="list-style-type: none"> <li>Customer Company Name</li> <li>Operator ID</li> </ul>	Allows you to assign Customer and Operator ID information: <ul style="list-style-type: none"> <li>The Customer ID identifies the owner of the list that the job will process. The owner is the company that filled out the Processing Acknowledgement Form for the list. Press F4 to select from a list of defined Customer Company Names. To create a Customer ID, refer to <a href="#">"Customers Screen (NLPCU10)" on page 55</a>.</li> <li>The Operator ID identifies the person who will execute this job. The Operator ID is required if you have a Full-Service Provider or Limited-Service Provider license for NCOA<sup>Link</sup>. This field is optional if you have an End User license. Press F4 to select from a list of defined Operator IDs. To create an Operator ID, refer to <a href="#">"Operator IDs Screen (NLCPOI10)" on page 50</a>.</li> </ul>
Enter Range of Records to Process, if desired <ul style="list-style-type: none"> <li>Start at Record</li> <li>Stop After Record</li> </ul>	Allows you to process only a specified range of records within an input file: <ul style="list-style-type: none"> <li>Enter the first record you want to process.</li> <li>Enter the last record you want to process.</li> </ul>

---

### General Job Screen Fields (Part 2 of 2)

Field	Description
NCOA <sup>Link</sup> Data	Allows you to specify the library name of the NCOA <sup>Link</sup> database.
<ul style="list-style-type: none"><li>Database Library</li></ul>	
Daily Delete file, if desired	Allows you to specify the library and filename of the Daily Delete file. The Daily Delete file contains addresses that are pending deletion or adjustment from NCOA <sup>Link</sup> .
<ul style="list-style-type: none"><li>File</li><li>Library</li><li>Member</li></ul>	

---

### General Job Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Update the job.
F4	Select a Customer Company Name or Operator Name from a list.

## General Job Screen (NLCPG120) - Continued

The *General Job Screen (NLCPG120)* displays more job options.

```

hh:mm:ss                      VeriMove                      NLCPG100
mm/dd/yyyy                    Replace with screen heading desired NLCPG120
Job @IVP@                      General                      RI S NN. N

Options:
Copy Input Record to Output Record . . . Y  Y, N
Do Not Overlay Standardized Address
with Forwarding Address Data . . . . . Y  Y, N
Use Unconfirmed Plus 4 . . . . . Y  Y, N

NCOA/Link Matching:
Option . . . . . 4  1-5
1=Individual Only
2=Business Only
3=Individual and Business Only
4=Standard
5=Individual and Family Only

Limit Move Effective Range, if desired:
Months Prior to Start . . . . . 0-48
Months Prior to go Through . . . . . 99 0-48

Bottom

F3=Exit  F6=Update
    
```

### General Job Screen Fields (Part 1 of 2)

Field	Description
Copy Input Record to Output Record	Allows you to copy the input record information to the output record.
Do Not Overlay Standardized Address with Forwarding Address Data	Allows you to prevent forwarding address information from overwriting standardized input information in the output fields.
Use Unconfirmed Plus 4	Allows you to use an unconfirmed Plus 4 code for NCOA <sup>Link</sup> processing to achieve an NCOA <sup>Link</sup> match. The Plus 4 code was found on the USPS ZIP+4 database. However, the address could not be DPV confirmed. Per USPS regulations, for CASS certification purposes, CASS processing cannot present this as a valid ZIP + 4 because the address was not DPV confirmed. USPS regulations do allow NCOA <sup>Link</sup> processing to use this unconfirmed ZIP + 4 during NCOA <sup>Link</sup> processing to achieve an NCOA <sup>Link</sup> match.
NCOA <sup>Link</sup> Matching Option	Indicate which move types will be considered for matching: <ul style="list-style-type: none"> <li>• <b>1</b> — Includes Individual moves only</li> <li>• <b>2</b> — Includes Business moves only</li> <li>• <b>3</b> — Includes both Individual and Business moves</li> <li>• <b>4</b> — Includes Business, Individual, or Family moves.</li> <li>• <b>5</b> — Includes Individual and Family moves only.</li> </ul>



---

### General Job Screen Fields (Part 2 of 2)

Field	Description
Limit Move Effective Range, if desired	Allows you to process only records that have a move effective date in a given range.
<ul style="list-style-type: none"><li>Months Prior to Start</li><li>Months Prior to go Through</li></ul>	<ul style="list-style-type: none"><li>Defines the beginning of the range.</li><li>Defines the end of the range.</li></ul>

---

### General Job Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Update the job.

## Files and Reports Screen (NLCPF110)

The *Files and Reports Screen (NLCPF110)* displays the input and output files that are associated with a particular job.

```
hh:mm:ss                      VeriMove                      NLCPF100
mm/dd/yyyy                   Replace with screen heading desired NLCPF110
Job @IVP@                     Files and Reports                      RNN.NNNN

Input File:
File . . . . . G11VPNL
Library . . . . . G11VP
Member . . . . . *FIRST
Processing Category:         SYS TEST
EMP TRAIN, INT DB TST, NORMAL, STAGE I, STAGE II, SYS TEST, MKTG TEST

Output Files:
File 1 Contents . . . . . B M, U, B, N, O
M=Matched, U=Unmatched, B=Both, N=Matched only non-ANK, O=Matched ANK only
File . . . . . NLI VPOUT
Library . . . . . G11VP
Member . . . . . NLI VPOUTN
File 2 Contents . . . . . M, U, B, N, O
M=Matched, U=Unmatched, B=Both, N=Matched only non-ANK, O=Matched ANK only
File . . . . . NLI VPOUT
Library . . . . . G11VP
Member . . . . . NLI VPOUTO                      Bottom

-----
F3=Exit  F6=Update
```

### Files and Reports Screen Fields (Part 1 of 3)

Field	Description
Input File	Allows you to specify the library and filename of your Input file.
<ul style="list-style-type: none"><li>• File</li><li>• Library</li><li>• Member</li></ul>	

---

**Files and Reports Screen Fields (Part 2 of 3)**

Field	Description
Processing Category	<p>Indicate what type of processing is being performed. Enter one of the following:</p> <ul style="list-style-type: none"> <li>• <b>EMP TRAIN</b> — File processed as part of employee training.</li> <li>• <b>INT DB TST</b> — Test for proprietary Licensee database.</li> <li>• <b>NORMAL</b> — Process mailing list for update prior to mailing.</li> <li>• <b>STAGE I</b> — Test for matching performance against USPS self-test file.</li> <li>• <b>STAGE II</b> — Test for matching performance scored by USPS.</li> <li>• <b>SYS TEST</b> — File processed as part of system testing such as loading of USPS file updates.</li> <li>• <b>MKTG TEST</b> — Select this option if the job will be run to perform marketing analysis on external customer lists. To process customer address files for marketing analysis, licensees should set the processing category to MKTG TEST.</li> </ul> <p>Per USPS regulations, updated February 26, 2009, for NCOA<sup>Link</sup> Developer Service Providers (SPRs) and Full and Limited Service Providers (LPRs):</p> <ul style="list-style-type: none"> <li>• A PAF is not required for the MKTG TEST processing category.</li> <li>• The list owner's company name (the company for whom the marketing test was performed) must be written to the Customer Service Log in positions 1423-1452.</li> </ul> <p>To comply with this requirement, the licensee must populate the Mail List Name field in the Customer properties with the list owner's Company Name (the company for whom the marketing test was performed). VeriMove always populates positions 1423-1452 in the CSL Detail Record Layout with the information contained in Mail List Name field. For all other processing categories, the Mail List Name field must contain the Mailing List Name.</p> <p><b>NOTE:</b> Per USPS regulations, licensees are allowed to return statistics only. When using the MKTG TEST processing category, it is the responsibility of the licensee to discard change of address (COA) information from the marketing processing run as sensitive information. Licensees are not allowed to return change of address (COA) information to their customers.</p>

### Files and Reports Screen Fields (Part 3 of 3)

Field	Description
Output File Contents (File 1, File 2)	<p>Allows you to select the type of records you want included in the output file.</p> <ul style="list-style-type: none"> <li><b>Matched</b> — The output file will contain only those records from the input file that were matched to a new address in NCOA<sup>Link</sup>.</li> </ul> <p><b>NOTE:</b> If the Copy Input Record to Output Record option is selected and you specify only matched addresses should appear in the output file, only new addresses will appear in that file.</p> <ul style="list-style-type: none"> <li><b>Unmatched</b> — The output file will contain only those records from the input file that were not matched to a new address in NCOA<sup>Link</sup>.</li> <li><b>Both</b> — The output file will contain all records from the input file regardless of whether or not a new address was found in NCOA<sup>Link</sup>.</li> <li><b>Matched only non-ANK</b> — The output file will contain only those records that matched to a new address in NCOA<sup>Link</sup> but did not return ANK<sup>Link</sup> footnote code 77.</li> <li><b>Matched ANK only</b> — The output file will contain only those records that matched to a new address in NCOA<sup>Link</sup> and returned ANK<sup>Link</sup> footnote code 77.</li> </ul>

### Files and Reports Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Update job.

## CASS Processing Options Screen (NLCP110)

The *CASS Processing Options Screen (NLCP110)* displays the options for external CASS processing.

```

Veri Move
Replace with screen heading desired
CASS/DPV/LACS
NLCP100
NLCP110

Job MYJOB

External CASS Processing Options:
Rural Route/Highway Contract Option . . . 1 1-3
1=Route Default, 2=Route Number in Unit, 3=Box Number in Unit
If 3, Route Number in Range? . . . . . Y, N

PO Box Option . . . . . 1 1-3
1=Default, 2=Box Number in Unit, 3=Box Number in Street

Use Delivery Point Validation (DPV)? . . . Y Y, N

Use LACSLink? . . . . . Y Y, N

Use SuiteLink? . . . . . Y Y, N

Bottom

F3=Exit F6=Update
    
```

### CASS Processing Options Screen Fields (Part 1 of 2)

Field	Description
Rural Route/Highway Contract Option	Indicate the output location for the Rural Route/Highway Contract: <ul style="list-style-type: none"> <li>• <b>1</b> — Record matched to a Rural Route Default record.</li> <li>• <b>2</b> — Record matched to a Route Number in Unit field.</li> <li>• <b>3</b> — Record matched to a Box Number in Unit field.</li> </ul>
If 3, Route Number in Range?	Limits the Route Number range in matching.
PO Box Option	Indicate how you want PO Box matching handled in your job: <ul style="list-style-type: none"> <li>• <b>1</b> — Use the default option.</li> <li>• <b>2</b> — Match the Box number in Street field.</li> <li>• <b>3</b> — Match the Box number in the Unit field.</li> </ul>
Use Delivery Point Validation (DPV)?	Indicate whether CASS processing included Delivery Point Validation (DPV) processing: <ul style="list-style-type: none"> <li>• <b>Y</b> — CASS processing included DPV processing.</li> <li>• <b>N</b> — CASS processing did not include DPV processing.</li> </ul> <p><b>NOTE:</b> USPS CASS regulations require Delivery Point Validation (DPV) processing.</p>

**CASS Processing Options Screen Fields (Part 2 of 2)**

Field	Description
Use LACSLink?	<p>Indicate whether CASS processing included LACSLink processing:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> — CASS processing included LACSLink processing.</li> <li>• <b>N</b> — CASS processing did not include LACSLink processing.</li> </ul> <p><b>NOTE:</b> USPS CASS regulations require LACSLink processing.</p>
Use SuiteLink?	<p>Indicate whether CASS processing included SuiteLink processing:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> — CASS processing included SuiteLink processing.</li> <li>• <b>N</b> — CASS processing did not include SuiteLink processing.</li> </ul> <p><b>NOTE:</b> SuiteLink® reporting is now required for all levels of production NCOALink processing. Additionally, USPS CASS regulations require SuiteLink processing.</p>

**CASS Processing Options Screen Function Keys**

Function/Option	Description
F3	Exit the screen.
F6	Update job.


## Input Definition Screen (NLCP110)

The *Input Definition Screen (NLCP110)* lists the fields you have specified for your input file records. This screen allows you to add or edit fields.

Job MYJOB	Veri Move Replace with screen heading desired Input	NLCP1 100 NLCP1 110
Minimum Allowable Record Length . . . . .	625	
Field Count . . . . .	15	
2=Edit, 4=Delete (F10=Add, F14=Delete All)		
Name	Pos	Len
Personal Name Line - Primary	30	66
URB Information	361	28
House Number	389	10
Street Address Pre Directional	399	2
Street Name	401	28
Street Suffix	429	4
Street Address Post Directional	433	2
Unit Number - Primary	439	8
Unit Designator - Primary	435	4
City Name	447	28
		More. . .
F3=Exit F6=Save F10=Add F12=Cancel F14=Delete All		

### Input Definition Screen Function Keys

Function/Option	Description
2	Edit a field. Pressing this key displays the Edit Input Definition Screen (NLCP1120).
4	Delete the field.
F3	Exit the screen.
F6	Save the fields and return to previous screen.
F10	Add a field to the job. Press F10 to display the Edit Input Definition Screen (NLCP1120). The Edit Input Definition Screen (NLCP1120) allows you to define or edit input fields.
F12	Cancel and return to previous screen.
F14	Delete all fields.

 For more information on the input and output fields, refer to the *VeriMove Reference Guide*.




## Edit Input Definition Screen (NLCPI120)

The Edit Input Definition Screen (NLCPI120) allows you to define or edit input fields.

Job MYJOB	Veri Move Replace with screen heading desired Input	NLCPI 100 NLCPI 120
Edit input definition, if desired:		
Name:		F4=Prompt
Position . . . . .		Default =
Length . . . . .		
F3=Exit F6=Save		

### Edit Input Definition Screen Fields

Field	Description
Name	Enter the name for the field.
Position	Enter the starting position for the field.
Length	Enter the length of the field.

 For more information on the input and output fields, refer to the *VeriMove Reference Guide*.

### Edit Input Definition Screen Function Keys (Part 1 of 2)

Function/Option	Description
F3	Exit the screen.

### Edit Input Definition Screen Function Keys (Part 2 of 2)

Function/Option	Description
F4	Display prompt. Press F4 on the Field Name line to display the Field Selection window listing all fields available for selection. After selecting a field from that window, you are returned to NCLPO120 and the field name is filled in for you.
F6	Save input field definition.


#### Field Selection Window

```

hh:mm:ss                               Veri Move                                NLCP1 100
:                                       :                                       :
:                               Field Selection                               :   NLCP1 120
:                               :                                       :   RNN. NNNN
:  Type options, press Enter.      :                                       :
:  1=Select                        :                                       :
:  :                               : Prompt                               :
:  Box Number                      10 :                                       :
:  Carrier Route                   4  : aul t =                               :
:  City Name                       28 :                                       :
:  City, State, Zip, Zip + 4 Line - Primary 70 :                                       :
:  City, State, Zip, Zip + 4 Line - Secondary 70 :                                       :
:  County Code                     5  :                                       :
:  CASS - Detail Result Indicators 250 :                                       :
:  CASS - DPV Delivery Point Info   24 :                                       :
:  CASS - LACSLink Footnote         2  :                                       :
:  CASS - Match Level Indicator     1  :                                       :
:                                       More... :                                       :
:                                       :                                       :
:.....:
F3=Exit  F6=Save
    
```

#### Input Field Selection Screen Function Keys

Function/Option	Description
1	Select the field.
F3	Exit the screen.
F6	Save the fields and return to previous screen.

 For more information on the input and output fields, refer to the *VeriMove Reference Guide*.

## Output Definition Screen (NLCPO110)

The *Output Definition Screen (NLCPO110)* allows you to build output definitions.

Job MYJOB	Veri Move Replace with screen heading desired Output	NLCPO100 NLCPO110
Minimum Allowable Record Length . . . . .		
Field Count . . . . .	30	
2=Edit, 4=Delete (F10=Add, F14=Delete All)		
Name	Pos	Len
NCOA Audit Query Name	299	62
NCOA Audit Query Address	361	125
Forwarding Urbanization Name	486	28
Forwarding House Number	514	10
Forwarding Address Pre Directional	524	2
Forwarding Street Name	526	28
Forwarding Street Suffix	554	4
Forwarding Address Post Directional	558	2
Forwarding Unit Designator	560	4
Forwarding Unit Number	564	8
		More . . .
F3=Exit F6=Save F10=Add F12=Cancel F14=Delete All		

### Output Definition Screen Function Keys

Function/Option	Description
2	Edit the field.
4	Delete the field.
F3	Exit the screen.
F6	Save the fields and return to previous screen.
F10	Add field to job.
F12	Cancel and return to previous screen.
F14	Delete all fields.

 For more information on the input and output fields, refer to the *VeriMove Reference Guide*.


## Output Definition Screen (NLCPO120)

The *Output Definition Screen (NLCPO120)* allows you to define the output fields.

Job MYJOB	Veri Move Replace with screen heading desired Output	NLCPO100 NLCPO120
Edit Output definition, if desired:		
Name:		F4=Prompt
Position . . . . .		Default =
Length . . . . .		
F3=Exit F6=Save		

### Output Definition Screen Fields

Field	Description
Name	Enter the name for the field.
Position	Enter the starting position for the field.
Length	Enter the length of the field.

 For more information on the input and output fields, refer to the *VeriMove Reference Guide*.

### Output Definition Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F4	Display prompt. Press F4 on the Field Name line to display the Field Selection window. This window lists all fields available to select for your output. After you select a field from that window, you are returned to NCLPO120 and the field name is now filled in for you.
F6	Save the output field definition.

**Output Definition Screen (NLCPO120) - Output Field Selection Window**

```

hh:mm:ss                               Veri Move                               NLCPO100
:                                                                              NLCPO120
:          Field Selection          :          RNN. NNNN
: Type options, press Enter.      :
: 1=Select                        :
:                                  : Prompt
: Auto-Carrier Route              1 :
: ANKLink Return Code             2 :
: Box Number - Primary            10 :
: Box Number - Secondary          10 :
: Business Name Match Percent     3 :
: Carrier Route Code              4 :
: City Name                       28 :
: City, State, Zip, Zip + 4 Line  70 :
: County Code                     5 :
: Delivery Point                  2 :
:                                  :
:                                  : More... :
:.....:

```

---

F3=Exit F6=Save

**Output Field Selection Screen Function Keys**

Function/Option	Description
1	Select field.
F3	Exit the screen.
F6	Save the fields and return to previous screen.

 For more information on the input and output fields, refer to the *VeriMove Reference Guide*.

## Submit Job Screen (NLCP SB01)

The *Submit Job Screen (NLCP SB01)* allows you to review your job settings and options before you submit the job.

**i** Values entered on the General Job Screen (NLCPG110) and the Files and Reports Screen (NLCPF110) are used to complete the Submit Job screens (NLCP SB01, NLCP SB02, and NLCP SB03). You can change the library and file names on the Submit Job screens if necessary.

```

hh: mm: ss                Veri Move                NLCP SB00
mm/dd/yyyy                Replace wi th screen heading desired        NLCP SB01
Job @I VP@                RIs NN.N

Review job details, press F6 to submit to batch:
Database library . . . . . NLDB

Daily Delete file . . . . . DLYDEL
Library . . . . . NLDB
Member . . . . . DLYDEL

Job Description . . . . . QAMTJOB D
Library . . . . . QSYS

Job Name . . . . . @I VP@0020

Hold on Job Queue? . . . . . Y

More. . .

F3=Exit  F6=Submit
    
```

### Submit Job Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Submit the job.

## Submit Job Screen (NLCPSB02) - Continued

The second *Submit Job Screen (NLCPSB02)* allows you to review additional job settings and options before you submit the job.

```

hh:mm:ss                      Veri Move                      NLCPSB00
mm/dd/yyyy                    Replace with screen heading desired NLCPSB02
Job @IVP@                      RNN.NNNN

Review job details, press F6 to submit to batch:
Processing Category . . . . . SYS TEST
EMP TRAIN, INT DB TST, NORMAL, STAGE I, STAGE II, SYS TEST, MKTG TEST

Input File:
Input Name and Address file . . . . . G11VPNL
Library . . . . . G11VP
Member . . . . . *FIRST
Record Length . . . . . 625           Mi n: 625

Output Files:
Output File 1 Contents . . . . . B           M, U, B, N, O
M=Matched, U=Unmatched, B=Both, N=Matched only non-ANK, O=Matched ANK only
File . . . . . NLI VPOUT
Library . . . . . G11VP
Member . . . . . NLI VPOUT
Record Length . . . . . 840           Mi n: 840
More...

F3=Exit  F6=Submit
  
```

### Submit Job Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Submit the job.

## Submit Job Screen (NLCP SB03) - Continued

The third *Submit Job Screen (NLCP SB03)* allows you to review additional job settings and options before you submit the job.

```

hh: mm: ss                Veri Move                NLCP SB00
mm/dd/yyyy              Repl ace wi th screen heading desi red  NLCP SB03
Job @I VP@                NLCP SB03
                                                                    RNN. NNNN

Review job details, press F6 to submit to batch:
Output Files:
Output File 2 Contents . . . . . M, U, B, N, O
M=Matched, U=Unmatched, B=Both, N=Matched only non-ANK, O=Matched ANK only
File . . . . .
Library . . . . .
Member . . . . .
Record Length . . . . . Mi n: 840

                                                                    Bottom
-----
F3=Exi t   F6=Submi t
    
```

### Submit Job Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Submit the job.



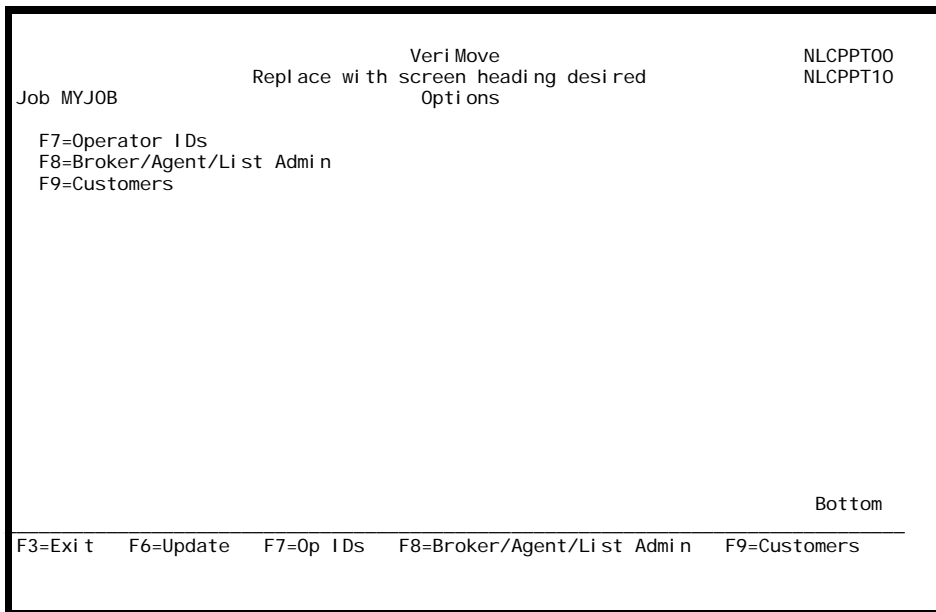
## Job Option Screens

This section contains descriptions of the functions and options of each VeriMove job option screen.

**i** A basic knowledge of the IBM i screen environment is necessary for this section. Consult your IBM i system documentation for more information.

### Job Options Screen (NLCPPT10)

The *Job Options Screen (NLCPPT10)* lists the main job options available to you in VeriMove. This screen is reached by pressing **F8** from the *Work With Jobs Screen*.



#### Job Options Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Update the job.
F7	Display the Operator IDs Screen (NLCPOI10).
F8	Display the Brokers/Agents/List Administrators Screen (NLCPBR10).
F9	Display the Customers Screen (NLCPCU10).

## Operator IDs Screen (NLCPOI10)

The *Operator IDs Screen (NLCPOI10)* allows you to create, edit, and delete Operator ID information.

```

hh:mm:ss                               Veri Move                               NLCPOI 00
mm/dd/yyyy                             Replace wi th screen heading desired  NLCPOI 10
                                          Operator IDs                               RI s NN.N

2=Edit, 4=Delete (F10=Add, F14=Delete All)
ID      Name
AUDIT   Audit Operator
SAMPLEJOB Sample Job Tester

                                          Bottom

-----
F3=Exit  F6=Save  F10=Add                               F14=Delete All
    
```

### Operator IDs Screen Function Keys

Function/Option	Description
2	Edit an operator ID.
4	Delete an operator ID.
F3	Exit the screen.
F6	Save the Operator ID.
F10	Add an Operator ID.
F14	Delete all Operator IDs.

## Operator IDs Screen (NLCPOI20) - Continued

The *Operator IDs Screen (NLCPOI20)* allows you to define the fields required for Operator ID records.

hh: mm: ss	Veri Move	NLCPOI 00
mm/dd/yyyy	Repl ace wi th screen headi ng desi red	NLCPOI 20
	Operator IDs	RNN. NNNN
2=Edi t, 4=Del ete (F10=Add, F14=Del ete All )		
ID	Name	
AUDI T	Audi t Operator	
SAMPLEJOB	Sampl e Job Tester	
Bottom		
F3=Exi t F6=Save F10=Add		F14=Del ete All

### Operator IDs Screen Fields

Field	Description
Operator ID	Enter/Edit the Operator ID number.
Operator Name	Enter/Edit the Operator Name.

### Operator IDs Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Save the Operator ID.

## Brokers/Agents/List Administrators Screen (NLCPBR10)

The *Brokers/Agents/List Administrators Screen (NLCPBR10)* allows you to create, edit, and delete Brokers/Agents/List Administrators.

```

hh: mm: ss                Veri Move                NLCPBR00
mm/dd/yyyy                Replace with screen heading desired NLCPBR10
                               Brokers/Agents/List Administrators RNN. NNNN

2=Edit, 4=Delete (F10=Add, F14=Delete All)
T ID      Name
B B00001  Brokers Inc

                                                    Bottom

F3=Exit  F6=Save  F10=Add                F14=Delete All
    
```

### Brokers/Agents/List Administrators Screen Function Keys

Function/Option	Description
2	Edit a Broker/Agent/List Administrator.
4	Delete a Broker/Agent/List Administrator.
F3	Exit the screen.
F6	Save the Broker/Agent/List Administrator.
F10	Add a Broker/Agent/List Administrator.
F14	Delete all Broker/Agent/List Administrators.

## Brokers/Agents/List Administrators Screen (NLCPBR20) - Continued

The Brokers/Agents/List Administrators Screen (NLCPBR20) allows you to define the fields required for Broker/Agent/List Administrator records.

```

hh:mm:ss                               Veri Move                               NLCPBR00
mm/dd/yyyy                             Replace with screen heading desired  NLCPBR20
                                         Brokers/Agents/List Administrators  R1s NN.N

Edit Broker/Agent/List Administrator details, if desired:
Broker/Agent or List Administrator? . B                               B, L
ID . . . . .                               B00001
Company Name . . . . .                               Brokers Inc
Address . . . . .                               1010 No Where Lane
City . . . . .                               East Peoria
State . . . . .                               IL
ZIP . . . . .                               61611 - 1234
Telephone Number . . . . .                               3095551234      No dashes
NAICS/SIC . . . . .                               123456
Date Signed . . . . .                               05212009      MMDDYYYY
Website:
  TEST.COM
  www.yoursite.com

                                         Bottom

F3=Exit  F6=Save
  
```

### Brokers/Agents/List Administrators Screen Fields (Part 1 of 2)

Field	Description
Broker/Agent or List Administrator	Identify this person as a Broker/Agent (B) or a List Administrator (L).
ID	Enter <b>five</b> alphanumeric characters for the unique broker/agent or list administrator ID.
Company Name	Enter the name of the broker/agent or list administrator to be added. You may enter up to <b>30</b> alphanumeric characters. This is a required field.
Address	Enter the address of the broker/agent or list administrator. You may enter up to <b>50</b> alphanumeric characters. This is a required field.
City	Enter the city name for the broker/agent or list administrator. You may enter up to <b>28</b> alphanumeric characters. This is a required field.
State	Select the state for the broker/agent or list administrator. This is a required field.
ZIP	Enter the ZIP Code for the broker/agent or list administrator. This is a required field.

**Brokers/Agents/List Administrators Screen Fields (Part 2 of 2)**

<b>Field</b>	<b>Description</b>
Telephone Number	Enter the <b>10-character</b> telephone number ( <i>with no hyphens or any other punctuation</i> ) for the broker/agent or list administrator. This is a required field.  Do not use dashes in this field.
NAICS/SIC	Enter the <b>6-digit</b> NAICS/SIC code used to identify the company type.
Date Signed	Enter the date that the broker/agent or list administrator signed the Processing Acknowledgement Form (PAF). The PAF is a USPS-required form that brokers/agents and list administrators must sign to acknowledge that they will use the output from NCOA <sup>Link</sup> legally. This form must be signed annually. Enter the date in the format <b>MMDDYYYY</b> .  For example, if the PAF was signed on January 10, 2009 you would enter <b>01102009</b> .
Website	Enter up to <b>40</b> alphanumeric characters for the web site for the broker/agent or list administrator.

**Brokers/Agents/List Administrators Screen Function Keys**

<b>Function/Option</b>	<b>Description</b>
F3	Exit the screen.
F6	Save the job.

## Customers Screen (NLCPCU10)

The *Customers Screen (NLCPCU10)* allows you to create, edit, and delete Customer information.

```

hh: mm: ss                Veri Move                NLCPCU00
mm/dd/yyyy                Replace wi th screen heading desi red  NLCPCU10
                                Customers                RNN. NNNN

2=Edi t, 4=Del ete (F10=Add, F14=Del ete All)
T PAF ID Company Name
I SAMPLE Sample Job Onl y
I STAGE2 USPS

                                Bottom

F3=Exi t  F6=Save  F10=Add                F14=Del ete All
  
```

### Customers Screen Function Keys

Function/Option	Description
2	Edit a Customer.
4	Delete a Customer.
F3	Exit the screen.
F6	Save the Customer.
F10	Add a Customer.
F14	Delete all Customers.

## Customers Screen (NLCPCU20) - Continued

The *Customers Screen (NLCPCU20)* allows you to define fields required for Customer records.

```

hh:mm:ss                               Veri Move                               NLCPCU00
mm/dd/yyyy                             Replace with screen heading desired    NLCPCU20
                                         Customers                                RI s NN.N

Edit List Owner definition, if desired:
PAF ID . . . . . SAMPLE
Mailer ID . . . . .
Company Name . . . . . Sample Job Only
Parent Company Name . . . . .
Marketing Company Name . . . . .
Address . . . . . 1 System Testing Place
City . . . . . East Peoria
State . . . . . IL
ZIP . . . . . 61611 - 0001
Telephone Number . . . . . 5555555555 No dashes
6-digit NAICS/SIC . . . . . 000001
Signer . . . . . Internal Tester
Title . . . . . System Tester
Date Signed . . . . . 05012013 MMDDYYYY
Buyer Company Name . . . . .
Buyer Mailing ZIP . . . . .

More...

F3=Exit F6=Save
    
```

### Customers Screen Fields (Part 1 of 2)

Field	Description
PAF ID	Enter the <b>6-character</b> unique PAF ID for this customer.
Mailer ID	Enter the <b>15-character</b> mailer ID.
Company Name	Enter the name of the company that owns the mailing list. If you are processing a mailing list for your own company, specify your company's name. If you are processing a list for another company (for example, if you are a service bureau) specify the name of the company that owns the list you are using.
Parent Company Name	Enter the parent company of the company you entered in the Parent Company Name field, if applicable.
Marketing Company Name	Enter the name that the company uses for advertising, if it is different from the company name.
Address	Enter the address of the company. You may enter up to <b>50</b> alphanumeric characters. This is a required field.
City	Enter the city name for the company. You may enter up to <b>28</b> alphanumeric characters. This is a required field.



**Customers Screen Fields (Part 2 of 2)**

<b>Field</b>	<b>Description</b>
State	Select the state for the company. This is a required field.
ZIP	Enter the ZIP Code for the company. This is a required field.
Telephone Number	Enter the <b>10-character</b> telephone number ( <i>with no hyphens or any other punctuation</i> ) for the broker/agent or list administrator. This is a required field. Do not use dashes in this field.
Tax ID Number	Enter the <b>12-digit</b> tax ID number of the customer to be added ( <i>with no hyphens or any other punctuation</i> ). This is a required field. Do not use dashes in this field.
6-digit NAICS/SIC	Enter the <b>6-digit</b> NAICS/SIC code used to identify the type of company.
Signer	Specify the name of the individual who has signed the Processing Acknowledgement Form (PAF).
Title	Specify the title of the individual who has signed the PAF.
Date Signed	Enter the date that the broker/agent or list administrator signed the Processing Acknowledgement Form (PAF). The PAF is a USPS-required form that brokers/agents and list administrators must sign to acknowledge that they will use the output from NCOA <sup>Link</sup> legally. This form must be signed annually. Enter the date in the format <b>MMDDYYYY</b> . For example, if the PAF was signed on January 10, 2009 you would enter <b>01102009</b> .
Buyer Company Name	Enter the name of the company that is buying the list after the list is processed.
Buyer Mailing ZIP	Enter the ZIP Code of the company that is buying the list after the list is processed.

**Customers Screen Function Keys**

<b>Function/Option</b>	<b>Description</b>
F3	Exit the screen.
F6	Save the job.

## Customers Screen (NLCPCU21) - Continued

The *Customers Screen (NLCPCU21)* allows you to define additional fields required for Customer records.

```

hh:mm:ss                               Veri Move                               NLCPCU00
mm/dd/yyyy                             Replace with screen heading desired NLCPCU21
                                         Customers                               RIs NN.N

Edit List Owner definition, if desired (continued):
Equivalent Alternative PAF Indicator . A          blank, A
Email Address:
NCOA@PB.COM
Company Website:
WWW.PB.COM

Edit Mailing List and Processing Information, if desired:
Class of Mail . . . . . A          A-0
Mailing List Name . . . . . Sample Job for System Test
Frequency . . . . . 99          1-52, 99 weeks
1-52=Entire File, 99=Multiple Selects
High Match Rate Indicator. . . . . S          blank, A, S, R
A=ANKLink, S=Stage, R=Return Mail

More...

F3=Exit  F6=Save
    
```

### Customers Screen Fields (Part 1 of 2)

Field	Description
Equivalent Alternative PAF Indicator	Indicate whether you are submitting an alternative Processing Acknowledgement Form (PAF). <ul style="list-style-type: none"> <li>• <b>Blank</b> — No alternative PAF</li> <li>• <b>A</b> — Yes, submitting an alternative PAF</li> </ul>
Email Address	Enter up to <b>64 characters</b> for the email address of the individual signing the PAF.
Company Website	Enter up to <b>40 characters</b> for the company web site.
Class of Mail	Select the class of mail that will be sent using the mailing list that you will be processing.
Mailing List Name	Enter the name used to identify the mailing list.

### Customers Screen Fields (Part 2 of 2)

Field	Description
Frequency	<p>Specify the frequency with which the list will be processed, in weeks.</p> <ul style="list-style-type: none"> <li>• <b>1-52</b> — For example, if you processes the entire list using one run every 16 weeks, select 16 in the Frequency field.</li> <li>• <b>99</b> — Enter “99” If the entire list will be processed, either all at once or over multiple runs.</li> </ul>
High Match Rate Indicator	<p>Identify the lists that have high match rates and indicate the reason for the high match rate.</p> <ul style="list-style-type: none"> <li>• <b>Blank</b> — Regular File (Default)</li> <li>• <b>A</b> — ANK<sup>Link</sup> Processed File</li> <li>• <b>S</b> — Stage File</li> <li>• <b>R</b> — Return Mail File</li> </ul>

### Customers Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Save the options.
F12	Return to the Previous Screen.

## Customers Screen (NLCPCU22) - Continued

The *Customers Screen (NLCPCU22)* allows you to define additional fields required for Customer records.

hh:mm:ss mm/dd/yyyy	Veri Move Replace with screen heading desired Customers	NLCPCU00 NLCPCU22 RI s NN.N
Edit Processes Performed, if desired:		
Pre . . . . .	P	N, Y, D, P, B
String . . . . .	CASS	
Post . . . . .	N	N, Y, D, P, B
String . . . . .		
Edit Licensee Assigned Information, if desired:		
Type . . . . .	I	I, M, R
Date Signed . . . . .	03152009	MMDDYYYY
Broker/Agent . . . . .	(F4=Prompt)	
List Administrator . . . . .	(F4=Prompt)	
Bottom		
<hr/>		
F3=Exit F6=Save		

### Customers Screen Fields

Field	Description
Processes Performed • Pre • Post	<p>Select the choices that describe any pre- and post- processing that occurs outside of VeriMove.</p> <ul style="list-style-type: none"> <li>• <b>N</b> — None</li> <li>• <b>Y</b> — Yes, no data altered</li> <li>• <b>D</b> — Yes, altered from non-postal data only</li> <li>• <b>P</b> — Yes, altered from postal data only</li> <li>• <b>B</b> — Yes, altered from postal and non-postal data</li> </ul> <p>If you select any option other than None, click <b>Edit</b>, then enter the appropriate information to describe the processing. This information is reported on the Statistics Report and the Customer Service Log.</p>
Type	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Initial</b> — Select this if this is a new PAF.</li> <li>• <b>Renewal</b> — Select this if you are updating the PAF due to changes that require you to renew your PAF. The USPS requires you to review your PAF annually (based on your PAF signed date) for changes to the information contained on your original or last reviewed PAF form. If the information on your PAF has not changed, you do not have to submit a new PAF to the USPS. If the information on your PAF has changed, you have to submit a new PAF to the USPS and update the PAF information in your VeriMove job.</li> <li>• <b>Modification</b> — Select this if you are modifying to modify the PAF with updates or corrections not related to a renewal.</li> </ul>
Date Signed	<p>Enter the date that the NCOA<sup>Link</sup> licensee signed the PAF. Use the <b>MMDDYYYY</b> format. For example, if the PAF was signed on January 10, 2009 you would enter <b>01102009</b>.</p>
Broker/Agent	<p>Select a Broker/Agent from the list if you are using one.</p>
List Administrator	<p>Select a List Administrator from the list if you are using one.</p>

### Customers Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Save the options.

## Database Installation Screens

This section contains descriptions of the functions and options of each VeriMove database installation screen.

### Database Functions Screen (NLCPDB01)

The *Database Functions Screen (NLCPDB01)* lists the first set of options for database installation. You can access this screen using **F20** from the *Work With Jobs (NLCPMM03)* screen.

hh: mm: ss mm/dd/yyyy	Veri Move Replace with screen heading desired Database Functions	NLCPDB00 NLCPDB01 RI s NN. N
Select one of the following:		
<ol style="list-style-type: none"> <li>1. Load DB from IFS (after explode.bat on PC)</li> <li>2. Load Daily Delete file from IFS</li> <li>3. Install DB from USPS DVD (using IBM i DVD drive)</li>   <li>8. Change default Database Library</li> </ol>		
Option		
F3=Exit		

### Database Functions Screen Function Keys

Function/Option	Description
F3	Exit the screen.
1	Load DB from IFS (after explode.bat on PC); displays the IFS Installation Screen (NLCPDB01) – Load Database.
2	Load Daily Delete file from IFS; displays the IFS Installation Screen (NLCPDB01) – Load Daily Delete File.
3	Install DB from USPS DVD (using IBM i DVD drive). Refer to the <i>VeriMove Reference Guide</i> for details on installing the NCOA <sup>Link</sup> database.
8	Change default Database Library; displays the Default Database Screen (NLCPDB90).

## IFS Installation Screen (NLCPDB01) – Load Database

To load the Database from IFS (after explode.bat on PC), select option 1 on the Database Functions Screen. The *IFS Installation Screen (NLCPDB01)*. This screen allows you to install databases from specific locations on your system's IFS. Consult the *VeriMove Installation Guide for IBM i* for more information on using this screen.

```

hh:mm:ss                               Veri Move                               NLCPDB00
mm/dd/yyyy                             Replace with screen heading desired  NLCPDB01
                                         Database Functions                       RNN.NNNN

Enter database installation options, press Enter.

To install a new database, first run explode.dat, then copy the resulting
files to a folder on the IFS.

Source IFS folder . . . . .                               Like: /VeriMoveTemp
Target library . . . . .

Existing files in Target library will be replaced!

Press F6 to install the files from the IFS to the Target library. A job
called INSTDB will be submitted to batch. When the process completes, the
files on the IFS may be deleted.

-----
F3=Exit   F6=Execute
  
```

### IFS Installation Screen Fields

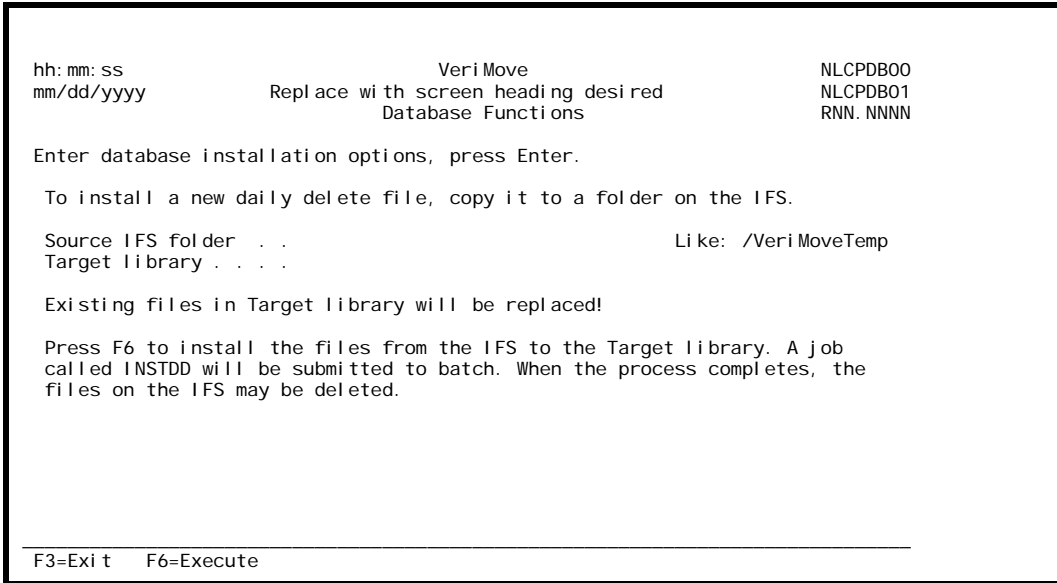
Field	Description
Source IFS folder	Enter the IFS folder where the source is located.
Target library	Enter the library where you want to install the database.

### IFS Installation Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Execute the installation.

## IFS Installation Screen (NLCPDB01) – Load Daily Delete File

To load the Daily Delete file from the IFS, select option 2 on the *Database Functions Screen*. The *IFS Installation Screen (NLCPDB01)* displays. This screen allows you to install the Daily Delete file from a specific location on your system's IFS. Consult the *VeriMove Installation Guide for IBM i* for more information on the use of this screen.



### IFS Installation Screen Fields

Field	Description
Source IFS folder	Enter the IFS folder where the source is located.
Target library	Enter the library where you want to install the database.

### IFS Installation Screen Function Keys

Function/Option	Description
F3	Exit the screen.
F6	Execute the installation.



## IFS Installation Screen (NLCPEX01) – Load from USPS DVD

To Install the Database from the USPS DVD (using IBM i DVD drive), select option 3 on the *Database Functions Screen*. The *IFS Installation Screen (NLCPEX01)* displays. This screen allows you to install the database directly from the USPS DVD (using the IBM i DVD drive). Consult the *VeriMove Installation Guide for IBM i* for more information on the use of this screen.

```

hh:mm:ss                               Veri Move                               NLCPEX00
mm/dd/yyyy                             Replace with screen heading desired       NLCPEX01
                                           Explode DVD Loader                          RNN.NNNN

Specify installation parameters, press F6:

Note: Installation of an NCOALink database may require up to 20GB of
free space on your system.

Target DB Library Name . . . . . NLDB
Temporary IFS Folder Name . . . . /VeriMoveDBLoadTemp

IFS Path to DVD 1 . . . . . /QOPT/18 MONTH DATA D1
IFS Path to DVD 2 . . . . . /QOPT/18 MONTH DATA D2

Turbo Mode . . . . . Y, N
After loading both DVDs, turbo mode selects the defaults for you.

-----
F3=Exit  F6=Continue                                     F12=Skip
  
```

### IFS Installation Screen Fields

Field	Description
Target DB Library Name	Enter the target database library name.
Temporary IFS Folder Name	Enter the name of the a "temp" folder to use during the installation.
IFS Path to DVD 1	Enter the path to the first USPS DVD.
IFS Path to DVD 2	Enter the path to the second USPS DVD.
Turbo Mode	After loading both DVDs, indicate whether to use the explode DVD process default values. <ul style="list-style-type: none"> <li>• <b>Y</b> — Use the explode DVD process default values.</li> <li>• <b>N</b> — Do not use the explode DVD process default values.</li> </ul>

**IFS Installation Screen Functions and Options**

<b>Function/Option</b>	<b>Description</b>
F3	Exit the screen.
F6	Execute the installation.

## Default Database Screen (NLCPDB90)

The *Default Database Screen (NLCPDB90)* allows you to change the default database for VeriMove.

Job MYJOB	Veri Move Replace with screen heading desired Database Functions	NLCPDB00 NLCPDB90
Specify Default Database Library:		
Default VeriMove Database Library: NLDATABASE		
F3=Exit		

### Default Database Screen Fields

Function/Option	Description
Default VeriMove Database Library	Enter the name of the database you want to specify as default.

### Default Database Screen Function Keys

Function/Option	Description
F3	Exit the screen.



# Reports

## In this chapter:

- ♦ **Monthly Reports** ..... 70
- ♦ **Job Reports** ..... 73

## Monthly Reports

The USPS requires a copy of certain reports every month. The table below shows which reports are required for each NCOA<sup>Link</sup> license level.

**Reports Required for Each License Level**

Report	End User	Limited Service Provider	Full Service Provider
<b>Customer Service Log</b>	X	X	X
<b>Broker/Agent/List Administrator</b>		X	X
<b>PAF Report</b>		X	X

### Customer Service Log

The Customer Service Log contains setup information and statistics for each job. All USPS licensees must generate and submit the Customer Service Log to the USPS every month. This report is designed for automated data review by the USPS so it is not intended to be read by a person. The layout of the Customer Service Report matches the required layout specified by the USPS. For more information, see the USPS RIBBS website at <http://www.ribbs.usps.gov>.

### Broker/Agent/List Administrator Report

The Broker/Agent/List Administrator report contains registration information for brokers, agents, and list administrators as entered in the **Broker/Agent/List Admin** tab in VeriMove. Full Service Providers and Limited Service Providers must generate and submit the Broker/Agent/List Administrator Report to the USPS every month. This report was designed for automated data review by the USPS so it is not intended to be read by a person. The layout of the Broker/Agent/List Administrator Report matches the required layout specified by the USPS. For more information, see the USPS RIBBS website at <http://www.ribbs.usps.gov>.

### Processing Acknowledgement Form (PAF) Report

The Processing Acknowledgement Form Report shows the PAF information entered in the *Customer Properties* window in VeriMove. Full Service Providers and Limited Service Providers must generate and submit the Processing Acknowledgement Form Report to the USPS every month. This report was designed for automated data review by the USPS so it is not intended to be read by a person. The layout of the Processing Acknowledgement Form Report matches the required layout specified by the USPS. For more information, see the USPS RIBBS website at <http://www.ribbs.usps.gov>.

## Generating Monthly Reports

To produce the monthly service reports, follow the directions below.

1. Press **F7** from the *Work With Jobs Screen (NLCPMM03)*.

```

Veri Move                                T  NLCPMM00
Replace with screen heading desired      M  NLCPMM03
Work with Jobs                           B

Type options, press Enter.
  3=Copy      4=Delete  6=Print  7=Rename  12=Work with
  16=Submit   99=Release job lock

Position to job

  Creation *-----* Last Activity -----* Work
Opt JobID  Date      Date      User      Function  Library
@IVP@ 03/31/2004 05/24/2005 BHHGINS  Job Defini tion 0137 G11VP
DBC01 01/21/2004 03/22/2005 METZ3410 Job Defini tion  DBCLIB
IVPZZ 09/22/2004 09/22/2004 METZ3410 2/Config Opts  METZ3410
IVP2  08/21/2004 08/21/2004 METZ3410 2/Config Opts  G11VP
IVP7  08/30/2004 08/30/2004 METZ3410 2/Config Opts  G11VP
TUMAT 05/19/2005 05/25/2005 BHHGINS  Job Defini tion 0033 METZ3410
ZAK    02/02/2004 02/16/2004 COUR2960 Job Defini tion  METZ3410
ZAK2   02/05/2004 02/27/2004 METZ3410 2/Out Rec Layout METZ3410
ZAK3   03/01/2004 03/18/2004 METZ3410 2/Config Opts  METZ3410
ZMIVP  03/02/2004 04/05/2004 METZ3410 Job Defini tion 0059 METZ3410
ZMZM   04/08/2004 04/08/2004 METZ3410 Job Defini tion  TEST
ZM3    04/08/2004 04/08/2004 METZ3410 Job Defini tion 0001 TEST

F3=Exit      F5=Refresh  F6=Create   F7=Reporting  F8=Options
F12=Cancel   F11=Display Desc  F20=Database Func  F24=More keys
  
```

2. On the *Reporting Screen*, enter the dates for the monthly reports and specify the monthly reports to generate.

```

hh:mm:ss                                Veri Move                                NLCPRP00
mm/dd/yyyy                               Replace with screen heading desired      NLCPRP10
Job                                        Reporting                                  RIs NN.N

Edit USPS Monthly Report options, if desired:
Start Date . . . . . 07012009  mmddyyyy
End Date . . . . . 07312009  mmddyyyy
Default if blank:
  If current day of month is <= 15, Start Date is first day of last month,
  End Date is last day of last month.
  If current day of month is > 15, Start Date is first day of this month,
  End Date is today.

Generate BALA Report? . . . . . Y Y, N
Generate CSL Report? . . . . . Y Y, N
Generate PAF Report? . . . . . Y Y, N

Output Files: BALA          CSL          PAF
File . . . MUREPORTB      MUREPORTC    MUREPORTP
Library . . . NLPGMS      NLPGMS       NLPGMS
Member . . . BDEEP709     CDEEP709     PDEEP709

Bottom


F3=Exit  F6=Generate Reports
  
```

## Monthly Reports

---

3. Enter the **Start Date** if necessary.


---

 If you change the Start Date, press Enter to update the Output Files shown.

---

4. Enter the **End Date** if necessary.
5. Indicate whether you want to generate the **BALA Report** (Broker/Agent/List Administrator Report).
6. Indicate whether you want to generate the **CSL Report** (Customer Service Log).
7. Indicate whether you want to generate the **PAF Report** (Processing Acknowledgement Form Report).
8. You cannot enter data in the fields in the **Output Files** section of the screen. These fields display the report output file information. The information for these output files replaces the BALARPT, CSLRPT, and PAFRPT report files from previous releases.

---

 If you run a report a second time for the same month and year, the old/previous file members are replaced.

---

9. Press **F6** to generate your selected reports.



## Job Reports

VeriMove generates the Processing Summary Report with every job.

### NCOA/Link Processing Summary Report

The Processing Summary Report provides processing information about a specific run. According to USPS requirements, a statistics report must be generated for every list processed. While the USPS requires certain pieces of information to be part of the Processing Summary Report, it does not mandate the entire content, nor the layout.

A sample report is shown next.

NCOALink Processing Summary Report  
Veri Move (3.5.4.F01) Wednesday, March 12, 2014 17:44:16

---

Job Information:

Job Name:	SAMPE3
Job Status:	Completed
Licensee:	Pitney Bowes Software Inc
List Name:	Sample Data
Category:	SYS TEST
Date Completed:	03/12/2014
Date Returned:	03/12/2014

Process Flags:

Pre-Process:	P
Concurrent:	N
PostProcess:	N
Standard Output:	Y
Data Returned:	C
Class of Mail:	0

Listing of ALL Processes Used (Postal and/or Proprietary):

- CASS
- DPV
- LACSLink
- SuiteLink
- NCOALink

Customer Information:

Customer Name:	PITNEY BOWES SOFTWARE
Customer ID:	SAMPEC
PAF ID:	DBBR12345699SAMPEC

Files:

Input File:	C:\PB\Veri Move\SampleData\SAMPE3IE
Output File 1:	C:\PB\Veri Move\SampleData\SAMPE3Out1.dat
Output File 2:	C:\PB\Veri Move\SampleData\SAMPE3Out2.dat
Statistics File:	C:\PB\Veri Move\SampleData\SAMPE3Summary.txt
Product Version:	F (18 Month with ANKLink Flat)

Data Files:

Release Date:	03/01/2014
Release Number:	0875

Settings:

Copy input record to output record:	On
Do Not Overlay Primary Output fields with Forwarding fields:	On

Internal CASS:	Off
Internal DPV:	Off
Internal LACSLink:	Off

## Job Reports

Internal Sui teLink: Off  
Name and Address Scanning: Off  
Matching Logic: S (Standard)  
Character Set: ASCII with CR/LF

Record Options: Process all records

### Statistics:

Actual Records Processed: 114368  
Run Time: 00:47:03  
Throughput: 145847 records per hour  
Address Count: 114368 100.0%  
Invalid Address Count: 2925 2.6%  
Valid Address Count: 111443 97.4%  
Plus4 Supplied Count: 111443 97.4%  
Addresses Affected by EWS: 0 0.0%  
ZIP+4/DPV Confirmed: 110587 96.7%  
LACSLink Matched: 292 0.3%  
Sui teLink Matched: 0 0.0%  
NCOALink Records Matched: 9233 8.1%  
ANKLink Records Matched: 17356 15.2%

### NCOALink Return Code Statistics:

A - COA MATCH	8151	7.1%
91 - COA MATCH - SECONDARY NUMBER DROPPED FROM COA	119	0.1%
92 - COA MATCH - SECONDARY NUMBER DROPPED FROM INPUT	47	0.0%
01 - COA MATCH - FOREIGN MOVE	6	0.0%
02 - COA MATCH - MOVE LEFT NO ADDRESS	453	0.4%
03 - COA MATCH - PO BOX CLOSED NO FORWARDING ADDRESS	88	0.1%
04 - CANNOT MATCH COA - STREET ADDRESS WITH SECONDARY	24	0.0%
05 - COA MATCH - A NEW ADDRESS CAN NOT BE PROVIDED	7	0.0%
06 - CANNOT MATCH COA - MIDDLE NAME CONFLICT	0	0.0%
07 - CANNOT MATCH COA - GENDER CONFLICT	0	0.0%
08 - CANNOT MATCH COA - CONFLICTING INSTRUCTIONS	0	0.0%
09 - CANNOT MATCH COA - HIGHRI SE DEFAULT	3	0.0%
10 - CANNOT MATCH COA - RURAL DEFAULT	0	0.0%
11 - CANNOT MATCH COA - INSUFFICIENT COA NAME	0	0.0%
18 - CANNOT MATCH COA - GENERAL DELIVERY	0	0.0%
19 - FOUND COA - NEW ADDRESS NOT ZIP+4 OR DPV CONFIRM	107	0.1%
20 - CANNOT MATCH COA - CONFLICTING DIRECTIONS	0	0.0%
12 - CANNOT MATCH COA - MIDDLE NAME TEST FAILED	22	0.0%
13 - CANNOT MATCH COA - GENDER TEST FAILED	4	0.0%
14 - COA MATCH - NEW ADDRESS WOULD NOT CONVERT	255	0.2%
15 - CANNOT MATCH COA - INDIVIDUAL NAME INSUFFICIENT	1	0.0%
16 - CANNOT MATCH COA - SECONDARY NUMBER DISCREPANCY	18	0.0%
17 - CANNOT MATCH COA - OTHER INSUFFICIENT NAME	0	0.0%
66 - DAILY DELETE	427	0.4%
77 - ANKLINK PRIMARY RETURN CODE	17492	15.3%

### ANKLink Return Code Statistics:

A - COA MATCH	15039	13.1%
91 - COA MATCH - SECONDARY NUMBER DROPPED FROM COA	253	0.2%
92 - COA MATCH - SECONDARY NUMBER DROPPED FROM INPUT	81	0.1%
01 - COA MATCH - FOREIGN MOVE	14	0.0%
02 - COA MATCH - MOVE LEFT NO ADDRESS	1534	1.3%
03 - COA MATCH - PO BOX CLOSED NO FORWARDING ADDRESS	187	0.2%
04 - CANNOT MATCH COA - STREET ADDRESS WITH SECONDARY	44	0.0%
05 - COA MATCH - A NEW ADDRESS CAN NOT BE PROVIDED	21	0.0%
06 - CANNOT MATCH COA - MIDDLE NAME CONFLICT	1	0.0%
07 - CANNOT MATCH COA - GENDER CONFLICT	0	0.0%
08 - CANNOT MATCH COA - CONFLICTING INSTRUCTIONS	1	0.0%
09 - CANNOT MATCH COA - HIGHRI SE DEFAULT	6	0.0%
10 - CANNOT MATCH COA - RURAL DEFAULT	0	0.0%
11 - CANNOT MATCH COA - INSUFFICIENT COA NAME	1	0.0%
18 - CANNOT MATCH COA - GENERAL DELIVERY	1	0.0%
19 - FOUND COA - NEW ADDRESS NOT ZIP+4 OR DPV CONFIRM	227	0.2%
20 - CANNOT MATCH COA - CONFLICTING DIRECTIONS	2	0.0%
12 - CANNOT MATCH COA - MIDDLE NAME TEST FAILED	44	0.0%
13 - CANNOT MATCH COA - GENDER TEST FAILED	4	0.0%
14 - COA MATCH - NEW ADDRESS WOULD NOT CONVERT	0	0.0%
15 - CANNOT MATCH COA - INDIVIDUAL NAME INSUFFICIENT	0	0.0%

16 - CANNOT MATCH COA - SECONDARY NUMBER DISCREPANCY	31	0.0%
17 - CANNOT MATCH COA - OTHER INSUFFICIENT NAME	1	0.0%
66 - DAILY DELETE	0	0.0%

Move Activity:

Current Month: 0

Month	Matched	Month	Matched	Month	Matched
1	0	17	536	33	1259
2	384	18	605	34	1266
3	395	19	566	35	875
4	391	20	632	36	317
5	355	21	773	37	236
6	425	22	833	38	155
7	386	23	1039	39	105
8	429	24	1061	40	94
9	489	25	1155	41	83
10	561	26	985	42	72
11	693	27	948	43	57
12	620	28	964	44	51
13	648	29	928	45	68
14	653	30	1046	46	79
15	540	31	1044	47	55
16	557	32	1063	48	113

Total Matched: 26589

Move Activity by NCOALink Return Code Category:

NCOALink Return Codes A, 91, 92	Months	Matched
	0-3	707
	4-6	1039
	7-12	2877
	13-18	3185
	19-48	15882
	Total	23690

NCOALink Return Codes 01, 02, 03	Months	Matched
	0-3	48
	4-6	79
	7-12	172
	13-18	207
	19-48	1776
	Total	2282

NCOALink Return Codes 05, 14, 19	Months	Matched
	0-3	24
	4-6	53
	7-12	129
	13-18	147
	19-48	264
	Total	617

Input Definitions:

Record Length: 735

Name: Personal Name Line - Primary	Pos: 3	Len: 70
Name: URB Information	Pos: 361	Len: 28
Name: Street Address Post Directional	Pos: 433	Len: 2
Name: House Number	Pos: 389	Len: 10
Name: Unit Designator - Primary	Pos: 435	Len: 4
Name: CASS - Detail Result Indicators	Pos: 486	Len: 250
Name: City Name	Pos: 447	Len: 28

## Job Reports

Name: State Abbreviation	Pos: 475	Len: 2
Name: ZIP Code	Pos: 477	Len: 5
Name: Zip + 4 Code	Pos: 482	Len: 4
Name: Street Address Pre Directional	Pos: 399	Len: 2
Name: Street Name	Pos: 401	Len: 28
Name: Street Suffix	Pos: 429	Len: 4
Name: Unit Number - Primary	Pos: 439	Len: 8

### Output Definitions:

Record Length: 998

Name: NCOA Audit Query Name	Pos: 299	Len: 62
Name: NCOA Audit Query Address	Pos: 361	Len: 125
Name: Forwarding Urbanization Name	Pos: 486	Len: 28
Name: Forwarding House Number	Pos: 514	Len: 10
Name: Forwarding Address Pre Directional	Pos: 524	Len: 2
Name: Forwarding Street Name	Pos: 526	Len: 28
Name: Forwarding Street Suffix	Pos: 554	Len: 4
Name: Forwarding Address Post Directional	Pos: 558	Len: 2
Name: Forwarding Unit Designator	Pos: 560	Len: 4
Name: Forwarding Unit Number	Pos: 564	Len: 8
Name: Forwarding City Name	Pos: 572	Len: 28
Name: Forwarding State Abbreviation	Pos: 600	Len: 2
Name: Forwarding Delivery Point Barcode	Pos: 602	Len: 12
Name: Forwarding Carrier Route Code	Pos: 614	Len: 4
Name: NCOA Audit Drop Flag	Pos: 618	Len: 1
Name: NCOA Audit Drop N Flag	Pos: 619	Len: 1
Name: Forwarding Effective Date	Pos: 620	Len: 6
Name: NCOA Audit Middle Name	Pos: 626	Len: 2
Name: NCOA Audit Gender	Pos: 628	Len: 1
Name: NCOA Audit Hint Byte	Pos: 629	Len: 8
Name: NCOA Forwarding Footnote	Pos: 637	Len: 2
Name: NCOA ZIP+4 Footnote	Pos: 639	Len: 2
Name: NCOA DPV Footnote	Pos: 641	Len: 2
Name: NCOA Audit EMDP	Pos: 643	Len: 16
Name: NCOA Audit EMDP SHA	Pos: 659	Len: 40
Name: NCOA Audit 48 Byte Object- EMDP Component	Pos: 699	Len: 16
Name: NCOA Audit 48 Byte Object Name Component	Pos: 715	Len: 40
Name: NCOA Audit 48 Byte Object SHA	Pos: 755	Len: 40
Name: NCOA Audit Data Retrieved	Pos: 795	Len: 16
Name: NCOA Audit Result Value	Pos: 811	Len: 17
Name: Forwarding Type Code	Pos: 828	Len: 1
Name: ANKLink Return Code	Pos: 837	Len: 2
Name: LACS Footnote	Pos: 839	Len: 2
Name: SuiteLink Footnote	Pos: 841	Len: 2
Name: Unit Designator - Primary	Pos: 844	Len: 4
Name: Unit Number - Primary	Pos: 848	Len: 10
Name: Zip + 4 Code	Pos: 859	Len: 4
Name: NCOA Audit ZIP+4 Addon	Pos: 864	Len: 4

### USPS NCOALink Return Code Descriptions

- 01 COA MATCH - FOREIGN MOVE - MATCH FOUND, BUT NEW ADDRESS OUTSIDE USPS DELIVERY AREA - A NEW ADDRESS CAN NOT BE PROVIDED
- 02 COA MATCH - MOVE LEFT NO ADDRESS - MATCH FOUND, BUT NEW ADDRESS WAS NOT PROVIDED TO THE USPS - A NEW ADDRESS CAN NOT BE PROVIDED
- 03 COA MATCH - PO BOX CLOSED NO FORWARDING ADDRESS - MATCH FOUND, BUT NEW ADDRESS WAS NOT PROVIDED TO THE USPS - A NEW ADDRESS CAN NOT BE PROVIDED
- 04 CANNOT MATCH COA - A COA WAS FOUND UTILIZING THE LAST NAME AND ADDRESS BUT THE INPUT DID NOT CONTAIN A SECONDARY NUMBER AND THE COA CONTAINED A SECONDARY NUMBER
- 05 COA MATCH - A NEW ADDRESS CAN NOT BE PROVIDED - THE DPBC REPRESENTS MORE THAN ONE ADDRESS - THE NEW ADDRESS CAN NOT BE PROVIDED
- 06 CANNOT MATCH COA - MIDDLE NAME CONFLICT - MORE THAN ONE COA AND THE MIDDLE NAMES OR INITIALS ON THE COA'S ARE DIFFERENT - NEW ADDRESS CAN NOT BE PROVIDED DUE TO UNRESOLVED CONFLICT
- 07 CANNOT MATCH COA - GENDER CONFLICT - MORE THAN ONE COA EXISTS AND THE GENDERS ON THE COA'S ARE DIFFERENT - NEW ADDRESS CAN NOT BE PROVIDED DUE TO UNRESOLVED CONFLICT

08 CANNOT MATCH COA - CONFLICTING INSTRUCTIONS - MORE THAN ONE COA  
EXISTS WITH DIFFERENCES IN THE NEW ADDRESS - NEW ADDRESS CAN NOT BE  
PROVIDED DUE TO UNRESLOVED CONFLICT

09 CANNOT MATCH COA - HIGHRISE DEFAULT - FAMILY COA WITH HIGH-RISE  
ADDRESS ZIP+4 CODED TO BUILDING DEFAULT - INDIVIDUAL NAME INFORMATION  
REQUIRED FOR MATCH MISSING OR NOT MATCH COA

10 CANNOT MATCH COA - RURAL DEFAULT - FAMILY COA WITH RURAL ROUTE OR  
HIGHWAY CONTRACT ADDRESS ZIP+4 CODED TO A ROUTE DEFAULT - INDIVIDUAL  
NAME INFORMATION REQUIRED FOR MATCH MISSING OR NOT MATCH COA

11 CANNOT MATCH COA - INDIVIDUAL MATCH - INSUFFICIENT COA NAME FOR MATCH  
- INDIVIDUAL NAME INFORMATION ON THE COA IS INSUFFICIENT TO ALLOW A  
MATCH

12 CANNOT MATCH COA - MIDDLE NAME TEST FAILED - INPUT MIDDLE NAME  
INFORMATION DOES NOT MATCH COA MIDDLE NAME INFORMATION - MATCH NOT  
ALLOWED - NEW ADDRESS CAN NOT BE PROVIDED

13 CANNOT MATCH COA - GENDER TEST FAILED - INPUT GENDER INFORMATION DOES  
NOT MATCH COA GENDER INFORMATION - MATCH NOT ALLOWED - NEW ADDRESS  
CAN NOT BE PROVIDED

14 COA MATCH - NEW ADDRESS WOULD NOT CONVERT AT RUNTIME - ADDRESS COULD  
NOT BE CONVERTED TO A DELIVERABLE ADDRESS - THE NEW ADDRESS COULD NOT  
BE PROVIDED

15 CANNOT MATCH COA - INDIVIDUAL NAME INSUFFICIENT - THE INPUT DOES NOT  
CONTAIN A FIRST NAME OR CONTAINS INITIALS ONLY - THE INDIVIDUAL NAME  
INFORMATION REQUIRED TO MAKE MATCH WAS MISSING FROM INPUT

16 CANNOT MATCH COA - SECONDARY NUMBER DISCREPANCY - EITHER THERE IS  
CONFLICTING SECONDARY INFORMATION OR INPUT HAD SECONDARY INFORMATION  
AND MATCHED TO A FAMILY RECORD WITHOUT SECONDARY INFORMATION

17 CANNOT MATCH COA - OTHER INSUFFICIENT NAME - INPUT NAME IS DIFFERENT  
OR NOT SUFFICIENT ENOUGH TO PRODUCE A MATCH

18 CANNOT MATCH COA - GENERAL DELIVERY - THE INPUT RECORD MATCHED TO A  
FAMILY RECORD FROM A GENERAL DELIVERY ADDRESS - THIS ADDRESS TYPE  
REQUIRES AN INDIVIDUAL NAME MATCHING TO OBTAIN A MATCH

19 FOUND COA - NEW ADDRESS NOT ZIP+4 CODED OR NEW ADDRESS PRIMARY NUMER  
NOT DPV CONFIRMABLE - THE NEW ADDRESS COULD NOT BE PROVIDED

20 CANNOT MATCH COA - CONFLICTING DIRECTIONS AFTER RECHAINING - MULTIPLE  
COA'S EXIST BUT CONTAIN DIFFERENT NEW ADDRESSES

66 DAILY DELETE - COA IS PENDING DELETION FROM THE MASTER FILE

77 ANKLINK PRIMARY RETURN CODE - INDICATES THAT THE INPUT MATCHED TO AN  
ANKLINK RECORD WITH A MOVE EFFECTIVE DATE BETWEEN 19 & 48 MONTHS OLD  
- WILL NEVER PROVIDE A NEW ADDRESS

91 COA MATCH - SECONDARY NUMBER DROPPED FROM COA - MATCHED TO AN  
INDIVIDUAL COA - THE COA CONTAINED A SECONDARY NUMBER AND THE INPUT  
DID NOT CONTAIN A SECONDARY NUMBER - A NEW ADDRESS IS PROVIDED

92 COA MATCH - SECONDARY NUMBER DROPPED FROM INPUT - MATCHED TO AN  
INDIVIDUAL COA - THE INPUT CONTAINED A SECONDARY NUMBER AND THE COA  
DID NOT CONTAIN A SECONDARY NUMBER - A NEW ADDRESS IS PROVIDED

A COA MATCH - A NEW ADDRESS IS PROVIDED



# Glossary

This section contains an alphabetical listing of terms used in this guide. Its purpose is to define and clarify programming terms, terms that may have multiple definitions, and terms that apply only to this guide.

## **ANK<sup>Link</sup>**

The USPS has enhanced the existing 18-month NCOA<sup>Link</sup> product with the Address Not Known (ANK<sup>Link</sup>) ANK<sup>Link</sup>™ feature. Currently, the existing 18-month NCOA<sup>Link</sup> product provides change of address information for moves occurring in the last 18 months. ANK<sup>Link</sup> makes it possible for NCOA<sup>Link</sup> Limited Service Provider and End User Mailer licensees to optionally acquire an additional 30 months of change of address information. ANK<sup>Link</sup> data does not return a new address but informs mailers that customer moves have occurred in the 19-48 month range and provides a move effective date. The USPS packages ANK<sup>Link</sup> as an enhancement to the NCOA<sup>Link</sup> product. The USPS covers the development, distribution, and use of ANK<sup>Link</sup> under the existing NCOA<sup>Link</sup> license.

## **Alphabetic character**

Any one of the letters A through Z (upper case and lower case).

## **Alphanumeric character**

Any one of the alphabetic characters, or any one of the digits 0 through 9.

## **Batch job**

A batch job consists of a predefined group of processing actions that are done with little or no interaction between a user and the system. A user puts the batch job on a job queue (or list), where it waits until the system is ready for it.

## **Bit**

A unit of data used to make up the bytes of information to be used in processing. Either of the binary digits 0 or 1.

## **Byte**

A group of 8 adjacent bits. In the EBCDIC and ASCII coding systems, 1 byte represents a character, such as 1 letter in the alphabet. In the double-byte coding system, 2 bytes represent a character.

---

**CASS**

CASS stands for Coding Accuracy Support System, a system implemented by the USPS that provides a common platform for measuring the quality of address matching software.

**Character**

Any letter, number or other symbol in the data character set that is part of the organization, control, or representation of data.

**Carrier-Route code**

A unique identifier assigned to groups of addresses on a mail carrier's route. This helps the carrier to organize mail in the most efficient delivery route possible.

**Coded output file**

Output file that contains processed records coded with ZIP+4 and/or carrier route codes.

**Constant**

Data that has an unchanging, predefined value to be used in processing. A constant does not change during the running of the program, while the contents of a field or variable can.

**Customer file**

An input or output file that contains customer's names and addresses.

**Default value**

A value supplied by the system that is used when no other value is specified by the user.

**Delivery Point Validation (DPV)**

Delivery Point Validation (DPV) processing uses DPV data available from the USPS to determine whether an address actually exists. The Delivery Point Validation (DPV) process can verify the existence of an address to as fine a level as an apartment or suite. Mailers can use the Delivery Point Validation (DPV) Option to ensure the addresses in their address file are actual physical addresses to which the USPS delivers mail. The USPS regulations require Delivery Point Validation (DPV) processing for all NCOA<sup>Link</sup> license levels. DPV is part of CODE-1 Plus and Finalist. USPS CASS regulations require Delivery Point Validation (DPV) processing to generate the USPS Form 3553 (USPS CASS Summary Report).

**Directional**

A prefix or suffix on an address that identifies a direction. Pre-directionals precede street names, such as W. Terry Avenue. Post-directionals follow street names, such as 23 Democracy Avenue, NW.

**Dropped address information**

Address elements dropped during the address matching process.

**Embedded blank**

A space between the characters in a unit of data.

**Field**

A group of related characters (such as a name or amount) that are treated as a unit in a record.

**File**

A generic term for a set of related records treated as a unit.

**Firm name**

The company name associated with an address.



**General delivery**

Mail picked up at post offices by customers who do not use a post office box.

**High-rise delivery point**

An address in an apartment or office building that accepts mail for tenants or companies within the building.

**Highway contract route**

A mail route assigned to a private carrier on a contract basis. The post office sometimes assigns contracts for sparsely populated rural areas.

**Input file**

Contains variable data used for input. It is typically a name/address file, but may contain any type of data. The input file is described by the user. It may have any file attributes and may reside on either disk, diskette, or tape.

**Job description**

A set of characters that defines how the system handles a job.

**Job queue**

A waiting list. In this case, a list of the jobs waiting for processing.

**LACS<sup>Link</sup>**

The USPS LACS<sup>Link</sup> database contains data on address conversions. USPS CASS regulations require LACS<sup>Link</sup> processing for CASS certification.

**Library**

An object on disk that serves as a directory of other objects. A library groups related objects, and enables you to find objects by name.

**Leading zeros**

Zeros that are place-holders to the left of numbers that are right-aligned and smaller than the specified field length.

**List codes**

A generic term for codes placed next to records in a file. A list code might be used to sort records or perform other operations that require codes to identify like records.

**Match attempts**

Number of tries the system made to match the input address.

**Matching algorithm**

Program logic that controls address matching.

**Member**

Different files within a library.

**National character**

One of the characters \$, @, #, or \_ (underscore).

**NCOA**

National Change of Address system.

---

**NCSC**

National Customer Support Center. Located in Memphis, TN, the NCSC has responsibility for the NCOA<sup>Link</sup> certification process.

**Numeric character**

Any one of the digits 0 through 9.

**Packed data**

Data that is in a packed decimal format.

**Packed field**

A field that contains data in packed decimal format.

**Packed decimal format**

Representation of a decimal value in which each byte within a field represents two numeric digits except the rightmost byte, which contains one digit in bits 0 through 3 and the sign in bits 4 through 7. For all other bytes, bits 0 through 3 represent one digit; bits 4 through 7 represent one digit. For example, the decimal value for +123 would be represented as 0001 0010 0011 1100 in binary notation, or X'123C' in hexadecimal notation. Note that some computers use alternative representations for packed decimal numbers.

**PAF**

Processing Acknowledgement Form. A form required by the USPS that details information about the customer using Move Update services.

**Parameter**

Data passed to or received from another program.

**Record**

A collection of related data or words, treated as a unit, such as one name, address, and telephone number.

**Record layout**

Layout of a record, showing all the fields it contains along with each field's length, type, and position in the record.

**Record position**

The position in a record where a field is located.

**Record types**

The Postal Service categorizes addresses and assigns each category a code called a record type. For example, a rural route is assigned a record type of "R."

**Return codes**

Codes produced by the system that indicate matching success and either changes made or discrepancies found in the input address during matching.

**Rural route**

A delivery route operated in communities lacking convenient postal facilities. These facilities are often maintained by area residents.

**Secure Hash Algorithm (SHA)**

As used in the USPS NCOA<sup>Link</sup>, SHA is a FIPS-standard data encoding technique that produces a mathematical value unique to every name/address combination presented.

**Special characters**

One of the characters \$, @, #, or \_ (underscore).

**Suite<sup>Link</sup>**

The USPS Suite<sup>Link</sup> database contains data on business addresses that were identified as high-rise default records during CASS processing. VeriMove uses the USPS Suite<sup>Link</sup> database to correct the secondary (suite) information in business addresses identified in the input file as high-rise default records. Records that have been processed through CASS Certified™ ZIP + 4® matching software and identified as high-rise defaults are potential candidates for Suite<sup>Link</sup> processing. Suite<sup>Link</sup> reporting is now required for all levels of production NCOA<sup>Link</sup> processing. USPS CASS regulations require Suite<sup>Link</sup> processing to generate the USPS Form 3553 (USPS CASS Summary Report).

**ZIP Code**

A 5-digit code identifying the post office or delivery station associated with an address.

**ZIP + 4 Code**

A 4-digit code added to a ZIP Code. The first two digits designate a sector that corresponds to a portion of a zone, rural route, several city blocks, or a large building. A company on one floor of a large office building can have its own ZIP + 4 Code.



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# *Feedback*

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