

Address Change

Audit Control Letter Automation

This solution reads data change history and selects address change transactions. It creates an output file that contains the previous address field information as well as the new address. This file can then be used as input to a batch process to create an address change letter for both the old and the new addresses. The entire process does not require any change to the normal front office operations. This process satisfies the normal requirements of both internal and external auditors.

Features

- Control card-specified date range allows process to run daily, weekly, monthly, etc.
- Ability to specify address change command (i.e., MECH and ADCH).
- Generates a report of selected accounts.
- Generates an output file of member address change data, including before and after values for the address lines, city, state and ZIP.
- Tracks changes to email address, home phone, work phone, fax number.
- The letter generation process utilizes batch Adobe Output Designer and Central to create customizable letters. Additional letter generation options:
 - Combine address change letter with any corresponding email or phone number change
 - Separate letter for those accounts that only have an email address or phone number change
- Data file available to send directly to laser house.
- Separate formatting available for the 'old' and 'new' version of letter.
- Price includes program, implementation, and letter customization.

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