CU*CD User Guide

Viewing Reports and Statements on CD-ROM

INTRODUCTION

CU*Answers is pleased to present CU*CD: our own custom-designed software for viewing archived reports and statements on CD-ROM. CU*CD offers even faster turnaround, greater security and flexibility for future expansion, and an easy-to-learn user interface.

This booklet describes how to use CU*CD to view reports and member statements that have been archived on a CD-ROM.

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For an updated copy of this booklet, check out the Reference Materials page of our website: http://www.cuanswers.com/resources/doc/cubase-reference CU*BASE[®] is a registered trademark of CU*Answers, Inc.

SYSTEM REQUIREMENTS AND INSTALLATION

HARDWARE REQUIREMENTS

These specifications represent the minimum configuration for retrieving documents from a CU*CD archive CD-ROM.

- PC running Microsoft Windows 95 or above
- Microsoft .NET 1.1 Framework (see below for installation instructions)
- 16 Mb RAM
- CD-ROM drive
- Because of the time required to search through files, faster CPU speed will result in more efficient retrieval time

INSTALLATION

Each CU*CD CD-ROM contains the viewer software needed to view and print reports and statements. CU*CD does require that your PC be running Microsoft .NET 1.1 Framework. If your PC does not already have this software (or you do not know whether it does or not), it is easy to install. Simply go to <u>www.microsoft.com</u> and search for .NET Framework. You will need to install at minimum the 1.1 version.

If you do not have a high-speed Internet connection, contact Media Operations (800-327-3478 ext. 132, or mediaoperations@cuanswers.com) for information on how to obtain these files for free.

Once the .NET upgrade is complete, you may proceed to open your first CU*CD data CD.

BACKING UP YOUR ARCHIVE DATA

It is essential that you determine a disaster recovery plan in case your CD is damaged or destroyed. Extra copies of each quarter's CD can be ordered in advance but cannot be produced as a standalone CD after the initial CD burn.

Therefore, we recommend you either copy the contents of the CD to a secure backup location, burn a copy to another CD (if you have a CD burner), or purchase at least two copies of the CD each quarter. Contact Media Operations for details.

PASSWORD PROTECTION FOR YOUR CDS

To protect your valuable member data as it is in transit from CU*Answers to your credit union, and to allow you to control who on your staff can view archived reports and statements, each CD you receive will be passwordprotected. A letter will be mailed separately to your credit union CEO explaining what the password will be. The same password is used for all CDs produced while that password is in effect.

The passwords will be changed on a yearly basis by CU*Archives. You will be informed of the new password before your credit union receives them. Passwords are randomly generated and meet strong password criteria: 8 characters in length, consisting of at least one each uppercase letter, lowercase letter, and numeric digit.

Remember: Passwords should never be posted in a visible location or stored with the CDs. Just remember to keep good records of which CDs go with each year's password so that you can view CDs from previous years.

GETTING STARTED

OPENING CU*CD

1. Insert the CD into the CD-ROM drive on your computer. If your CD drive has the auto-run option turned on, the software will launch automatically.

If auto-run is turned off, click Start, then Run, then use the Browse button to select the file named **CDClient.exe** on the CD-ROM drive (usually D:\CDClient.exe). Click OK to launch the program.

2. The entry screen will appear, along with the login box. (If needed, click the screen for the login box to show.) The entry screen for reports is shown below:

Figure 1: The Entry Screen

🖤 CD Report Viewer					🗆 🔀
Eile Edit Navigate Help					
	Get Info Multiple Report Search			Viev	Exit
	Multiple Report Search			Viev	
	Report	Profile	Date Produced	Pages Total KB	
		There are no items to show			
Daily/EOM					
	Senter Password				
	18 Enter Password				
	Enter Password:				
			_		
		OK Exit			
ARCHIVES					
DATA ARCHIVING SOLUTIONS					

3. Please type in the password provided to your credit union. (See Page 2 for more information about this password.)



4. Click OK and the main Report Selection screen (Figure , below) will appear:

Figure 2: The Report Selection Screen

						View	Ex
	Report		Profile	Date Produced	Pages	Total KB	
	Mbrs CU, 08/01/08	0010	CU - Daily Reports	8/2/2008		3,386	
	Mbrs CU, 08/02/08	0010	CU - Daily Reports	8/3/2008	420	1,806	
Daily/EOI	Mbrs CU, 08/04/08	0010	CU - Daily Reports	8/5/2008	948	3,723	
Bally/EOI	mors co, 00/05/06	0010	CU - Daily Reports	8/6/2008	711	2,840	
	Mbrs CU, 08/06/08	0010	CU - Daily Reports	8/7/2008	592	2,304	
	Mbrs CU, 08/07/08	0010	CU - Daily Reports	8/8/2008	721	2,963	
	Mbrs CU, 08/08/08	0010	CU - Daily Reports	8/9/2008	748	3,072	
	Mbrs CU, 08/09/08	0010	CU - Daily Reports	8/10/2008	380	1,578	
	Mbrs CU, 08/11/08	0010	CU - Daily Reports	8/12/2008	756	3,135	
	Mbrs CU, 08/12/08	0010	CU - Daily Reports	8/13/2008	655	2,607	
	Mbrs CU, 08/13/08	0010	CU - Daily Reports	8/14/2008	583	2,255	
	Mbrs CU, 08/14/08	0010	CU - Daily Reports	8/15/2008	642	2,494	
	Mbrs CU, 08/15/08	0010	CU - Daily Reports	8/16/2008	725	2,946	
	Mbrs CU, 08/16/08	0010	CU - Daily Reports	8/17/2008	373	1,530	
	Mbrs CU, 08/18/08	0010	CU - Daily Reports	8/19/2008	737	3,046	
	Mbrs CU, 08/19/08	0010	CU - Daily Reports	8/20/2008	650	2,613	
	Mbrs CU, 08/20/08	0010	CU - Daily Reports	8/21/2008	584	2,286	
	Mbrs CU, 08/21/08	0010	CU - Daily Reports	8/22/2008	737	3,045	
	Mbrs CU, 08/22/08	0010	CU - Daily Reports	8/27/2008	724	3,019	
	Mbrs CU, 08/23/08	0010	CU - Daily Reports	8/27/2008	378	1,580	
	Mbrs CU, 08/25/08	0010	CU - Daily Reports	8/27/2008	764	3,183	
	Mbrs CU, 08/26/08	0010	CU - Daily Reports	8/27/2008	684	2,768	
	Mbrs CU, 08/27/08	0010	CU - Daily Reports	8/28/2008	598	2,344	
	Mbrs CU, 08/28/08	0010	CU - Daily Reports	8/29/2008	668	2,639	
	Mbrs CU, 08/29/08	0010	CU - Daily Reports	8/30/2008	840	3,579	
	Mbrs CU, 08/30/08	0010	CU - Daily Reports	8/31/2008	380	1,611	
	Mbrs CU, 08/31/08	0010	CU - Daily Reports	9/1/2008	430	1,778	
	Mbrs CU, 08/31/08	0010	CU - EOM Reports	9/13/2008	96	256	

Each of the items listed here is actually a **file** containing the entire group of reports produced on a particular date.

SELECTING A FILE

From the main Report Selection screen, double-click on the report or statement file you would like to see. The Report Viewer screen will appear next.

For instructions related to daily and monthly reports, **see Page 6.** For instructions and tips for member statements, **see Page 9.**

NEW! For instructions on how to search for a selected report or a statement of a selected member across several dates using the Multiple Report Search screen, **see Page 11.**

VIEWING AND PRINTING REPORTS

CD Report Viewer File Edit Navigate Help									
	idex: Page II	umber 🔽	Value 4		Next	Previous	Page 414 of 948	Back	Forward
	Find: Igtre		Find Next	Find All			J Ove	erlay Font Change	Info
Daily/EOM	ER Th /04/08 RUN ON	ird_Party 28.42 8/05/08			GENERAL LEDGER REPOR	REDIT INTERFACE TRI T AS OF 8/04/	AL BALANCE	LGLTRE	P. USER
			ENTIFICATION- DATE SEQ #		-DEBIT-	-CREDIT-	NET -DIFFERENCE-	DESCRIPTION	
111	1.01 I.I	E. AUTO/REC	VEHICLE						
111	1.01 01 1.01 01	TR-000001 TR-000001	080408 00001 080408 00002	01 01		1,512.62 309.60		INTR ACCRUAL- G/L #701.0 INTR ACCRUAL- G/L #701.0	1
						1,822.22 *		* Location Sub-Total	-
	1.01 01 1.01 01		080408 00003 080408 00004			694.22 130.70		INTR ACCRUAL- G/L #701.0 INTR ACCRUAL- G/L #701.0	1
						824.92 *		* Location Sub-Total	=
						2,647.14 *	2,647.14-	** Account Total	
111	1.02 I.I	E. HOME IMPP	ROVEMENT LOANS	s					
111	1.02 01	TR-000001	080408 00005	01		1.30		INTR ACCRUAL- G/L #701.0	2
						1.30 *		* Location Sub-Total ** Account Total	
						1.30 *	1.30-	** Account Total	
		E. CHRISTMAS							
111	1.03 01	IK-000001	080408 00006	01		4.26 *		INTR ACCRUAL- G/L #701.0 * Location Sub-Total	3
111	1.03 01	TR-000001	080408 00007	02		3.64		INTR ACCRUAL- G/L #701.0	3
						3.64 *		* Location Sub-Total	
						7.90 *	7.90-	** Account Total	
CI PARCHIVES 111	1.04 I.I	E. MISC. CLO	DSED END LOAN	s					100
	[Ш				>

Figure3: The Report Viewer Screen (Reports)

When a report file is first displayed it will show page 1 of the report file, which contains just your credit union name. You may move through the file now, one page at a time (click Next or Previous), or use the Index feature to locate a specific report type quickly:

- 1. From the Index drop-down list, choose **Report Code** (this lets you choose from a list of report names).
- 2. Use the **Value** drop-down list to choose the desired report name.

Index:	Page Number	*
	Report Code	
Find:	Page Number	γç

Value	LC01TXS	*
Find	LC01TXS LCKTB	^
	LCLACE LCLMBE	
	PACHD PACHD3	~

Tips:

- Each page of a multi-page report is listed as a separate entry, so to start with page 1 of the report, be sure to choose the first item with the desired name.
- Reports that do not have an obvious report name on them will be given a generic name of UNDEF (undefined). If you are unable to locate a particular report, trying moving to the first UNDEF item in the list and use the Next button to scan through all of the undefined reports to look for the one you need.

3. The selected report page will appear. Use the **Next**

Previous buttons to scroll through other pages of the report.

Tips:

• Notice the page number that appears immediately to the right of these buttons, and make a note of the report pages if you plan to print a copy of the report.



• For additional tips on scrolling, see Page 13.

USING FORM OVERLAYS

For large reports, use the **Overlay** button to choose a green bar overlay, similar to green bar paper, to make it easier to read across each row of data.

Overlay	Font
Show Ov	/erlay
Show Gr	eenbar
N	5

and

PRINTING REPORT PAGES

After locating the report page(s) you wish to print, click the Print button to print individual pages of the report file:

<u>Fi</u> le	<u>E</u> dit	Navigate	<u>H</u> elp
	<u>P</u> age Set	up	
	Print Pag	e	
I	hýnt Pre	view Page	
!	<u>P</u> rint Rep	ort	
	Print Pre	view Report	.
	E <u>xi</u> t		

- The "**Print Preview...**" options will first display a dialog box where you can select printer and page settings, and then a preview window will appear. OR
- Use **Print Page...** to print only the page currently being viewed.
 OR
- Choose **Print Report...** and then specify the group of pages to be printed from the report file. (See the following Figure 4.)

Figure 4: Print Report...

Print	? 🗙	
Printer		
Name: \\northpark\HP LaserJet	t 4100 Conversion 💌 🛛 Properties	
Status: Ready		
Type: HP LaserJet 4100 PCL 6		BE
Where: Conversions - Cindy's		you
Comment: HP 4100 TN	Print to file	rang enti
Print range	Copies	be p
O All 🖌	Number of copies: 1	
Pages from: 73 to: 74		
O Selection	123 123 Collate	
	OK Cancel	

CAREFUL: If a do not specify a ige of pages, the irre report file will printed!

VIEWING AND PRINTING MEMBER STATEMENTS

Initial View

When you first log into a Statement CD, you will see a listing of statement files ordered by date.

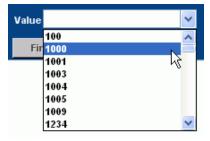
Figure 5 The Report Viewer (Statement)

💷 CD Report Viewer		
Eile Edit Navigate Help		
	Index: Page Number 🗸 Value 1 🔽 Next Previous	S Page 1 of 417 Back Forward
	Find: Find Find All	🚔 Overlay Font Change Info
	SBEDROCK COMMUNITY CREDIT UNION 0860	0
<u>Statements</u>	BED BOCK	ergin followed by an asterias (d) are open end credit. The balance applies the Finance Charge is the activition distanting balance each with are authorated and new advances or other charges are the daily periodic rate is the balance for the scatt number of balance manine outstanding. The outstanding balance is shown community. The authoration of the scatt number of balance manine outstanding. The outstanding balance is shown community. The authoration of the scatt number of balance manine outstanding balance is shown community. The authoration of the scatt number of the balay periodic rate is disclosed the balay periodic rate is disclosed the balay periodic rate is disclosed the balay periodic rate is the balance is the scatter of the scatter of the scatter of the scatter of the scatter the scatter of the scatter of the scatter of the scatter the scatter of the scatter of the scatter of the scatter of the scatter the scatter of the scatt
	Enom:	12/01/04 T0: 12/31/04
	2	Member #: 100
	SALLY SNOWS	#: 121-31-4151
	to prov	review this statement as prepared on our puter software for accuracy. If our effort advance for your cooperation and patience.
	MEMBERSHIP SUMMARY INFORMATION FOR MEMBER # 100 AS OF 10/3	1/04
	Suffix Account Description Last Tran 000 Resoluar ROCK SMARES 6/28/04 010 YABBA DABBA DOD DFTS 8/16/04 700 BRONTO BURGER 0/00/00 786 VEGAS-ROCKS LOC 6/28/04	Balance 234.23 245.82 .00 2,733.78
	SHARE ACCOUNTS ************************************	******
	000: REGULAR ROCK SHARES	
	Date Transaction Type ID Transfer Acct Deposit of 10/01/04 * Beginning Balance * 10/01/04 * Beginning Balance * 20/01/04 * SHARE DIVIDEND Manual Percentage yield Earned (AFYE) is 2. Balance of 233.74 for the 21 day period 10/01/04 ** Ending Balance **	ending 10/31/04. 234.23
	SHARE DRAFT ACCOUNTS ************************************	

When the statement file is first displayed it will show the first member in the file, which is in numeric order by member account base. You may move through the file now, one page at a time (click Next or Previous), or use the Index feature to locate a specific account number quickly:

- From the Index drop-down list, choose Member Account Number (this lets you choose from a list of account numbers) or Tax ID Number (to choose from a list of SSN/TINs).
- Index: Tax ID Number V Member Account Nur Find: Tax ID Number Page Number
- 2. Then use the Value drop-down list to choose the desired account number or SSN/TIN. OR

Type the account number or SSN/TIN into the Value box and press Enter.



3. Once the correct member's statement is displayed, from the Index drop-down list, choose **Page Number**.



1. Use the **Next** and **Previous** buttons to scroll through additional pages of the statement.

Tips:

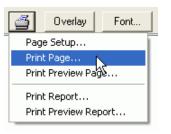
• Notice the page number that appears immediately to the right of these buttons, and make a note of the report pages if you plan to print a copy of the statement.



• For additional tips on scrolling, see Page 13.

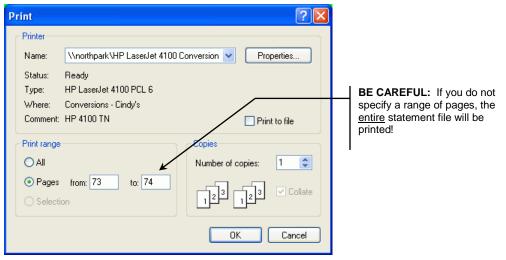
PRINTING STATEMENT PAGES

After locating the statement page(s) you wish to print, click the Print button to print individual pages of the statement file:



- The "Print Preview..." options will first display a dialog box where you can select printer and page settings, and then a preview window will appear. OR
- Use **Print Page...** to print only the statement page currently being viewed. OR
- Choose **Print Report...** and then specify the group of pages to be printed from the statement file (see Figure 6 below).

Figure 6: Print Report...



USING MULTIPLE SEARCH

Now it is even easier to find just the report or statement you want to view and print. For example, let's say you want to print all copies of a specific report for the month of June or a specific member's name (or account number's) statements for January through March. The Multiple Search feature filters for all the member's statements or the specific report on your CU*CD archive CD that fit your search criteria. Then you simply select the report or statement you need and print it. This eliminates the need to search for these statements or reports across the individual daily or monthly files on the CD.

USING MULTIPLE SEARCH WITH REPORTS

Let's say you want to retrieve every copy of a specific report across all of the days (or selected days) on your CU*CD archive CD-ROM. This process is easy with the Multiple Search feature.

1. From the initial screen (Figure 1 on page 4), click the Multiple Report Search button.

Figure 7: Multiple Search Button

Multiple Report Search

2. The Search screen opens. Type the report name in the **Find What?** Field and click the Find button. The resulting list shows all of the reports with this selected name across all of the dates included on the CD.

Find What?	lgtre		Find		
	Report		Profile	Date Produced	Page
	Mbrs CU, 08/01/08	0010	s CU - Daily Repo	08/02/2008	289
	Mbrs CU, 08/02/08	0010	s CU - Daily Repo	08/03/2008	284
	Mbrs CU, 08/04/08	0010	s CU - Daily Repo	08/05/2008	414
	Mbrs CU, 08/05/08	0010	s CU - Daily Repo	08/06/2008	309
	Mbrs CU, 08/06/08	0010	s CU - Daily Repo	08/07/2008	238
	Mbrs CU, 08/07/08	0010	s CU - Daily Repo	08/08/2008	255
	Mbrs CU, 08/08/08	0010	s CU - Daily Repo	08/09/2008	290
	Mbrs CU, 08/09/08	0010	s CU - Daily Repo	08/10/2008	272
	Mbrs CU, 08/11/08	0010	s CU - Daily Repo	08/12/2008	392
	Mbrs CU, 08/12/08	0010	s CU - Daily Repo	08/13/2008	300
	Mbrs CU, 08/13/08	0010	s CU - Daily Repo	08/14/2008	243
	Mbrs CU, 08/14/08	0010	s CU - Daily Repo	08/15/2008	248
	Mbrs CU, 08/15/08	0010	s CU - Daily Repo	08/16/2008	271
	Mbrs CU, 08/16/08	0010	s CU - Daily Repo	08/17/2008	265
	Mbrs CU, 08/18/08	0010	s CU - Daily Repo	08/19/2008	374
	Mbrs CU, 08/19/08	0010	s CU - Daily Repo	08/20/2008	306
	Mbrs CU, 08/20/08	0010	s CU - Daily Repo	08/21/2008	243
	Mbrs CU, 08/21/08	0010	s CU - Daily Repo	08/22/2008	267
	Mbrs (11,08/22/08	0010	CLL- Daily Repo	08/27/2008	291

Figure 8: Report Results for Multiple Search

- 3. Select a specific report from this list and the report for the selected date will open.
- 4. At this point you can print the individual report.

The Multiple Search Screen remains open, allowing you to select another report which matches your new Multiple Search selection.

USING MULTIPLE SEARCH WITH STATEMENTS

Let's say you want to retrieve all the statements for a specific member or account number across the months (or specific months) on your CU*CD archive CD-ROM. Just as with reports, you will use the Multiple Search feature.

1. From the initial screen (Figure 1 on page 4), click the Multiple Report Search button.

Figure 9: Multiple Search Button

Multiple Report Search

2. The Search screen opens. Type the member name or account number in the **Find What?** Field and click the Find button. The resulting list includes all of the statements for this member name (or account number) across all of the months included on the CU*CD archive CD-ROM.

ind What?	rubble		Find		
	Report	Pr	ofile	Date Produced	Page
	UNITY CREDIT UNION, From:			10/08/2008	13
ROCK COMM	UNITY CREDIT UNION, From:	10 Bedrock University	Member Statements	10/08/2008	139
DROCK COMM	UNITY CREDIT UNION, From:	11 Bedrock University	Member Statements	10/16/2008	13
ROCK COMM	UNITY CREDIT UNION, From:	11 Bedrock University	Member Statements	10/16/2008	139
DROCK COMM	UNITY CREDIT UNION, From:	12 Bedrock University	Member Statements	10/16/2008	13
ROCK COMM	UNITY CREDIT UNION, From:	12 Bedrock University	Member Statements	10/16/2008	139

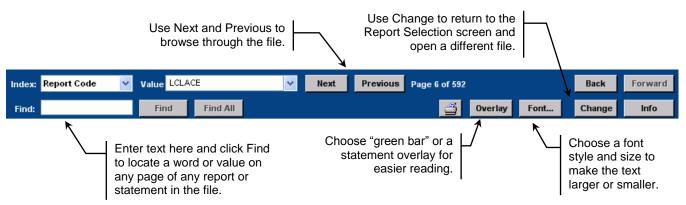
Figure 10: Statement Results for Multiple Search

- 3. Select a statement from this list and only the individual statement for the selected date will open.
- 4. At this point you can print the individual statement.

The Multiple Search Screen remains open, allowing you to select another statement which matches your new Multiple Search selection.

USING OTHER CU*CD FEATURES

THE CU*CD TOOLBAR



FINDING TEXT WITHIN A REPORT OR STATEMENT FILE

- 1. To locate a specific word, phrase, or amount on any page of the report or statement file, enter the text into the Find box.
- 2. Click the **Find** button. The first item found will be highlighted. The Find button will now read **Find Next**, and can be used to locate the next occurrence of the text.

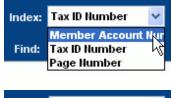
OR

Click **Find All** to highlight all occurrences of the text throughout the entire file. The Find All button will become a drop-down list showing all of the pages on which the text was found; simply select the desired page from the list.

SCROLLING THROUGH THE STATEMENT OR REPORT FILE

The behavior of the **Next** and buttons will depend on the **Index** currently in use. There are two different index types used by both reports and statements:

- **Report Code** or **Member Number** or **Tax ID Number** - With this index type, the Next and Previous buttons will move to the <u>first page</u> of the next/previous report or statement in the file.
- **Page Number** With this index, the Next and Previous buttons will move to the next or previous page within the file.





When viewing a **multi-page statement**, you will first need to use the Member Number or Tax ID Number index to locate the correct statement,

then switch to the Page Number index to scroll through additional pages for that statement.

When viewing a **multi-page report**, you can use the Report Code index to locate the correct report but do not need to switch back to the Page Number index to search for additional pages (because the report name is actually printed again at the top of every page of a report).