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# Downloading Your Financial Statements to Excel

## Downloading Data from CU\*BASE to PC

### INTRODUCTION

*How can I get my favorite financial statement from CU\*BASE into my Excel worksheet? How can I get this data in a way that makes it easy to perform calculations and format the results for to make prettier presentations?*

Independent PCs, LANs and WANs are a critical part of the online CU\*BASE environment. More and more, day-to-day credit union activities require that one of your most important assets—*data*—be available for analysis and manipulation on a platform other than CU\*BASE.

To that end, we are pleased to provide ability to download your financial statements from within CU\*BASE directly to Excel. This option makes translating data from CU\*BASE to and Excel simple to do, giving you results that you can immediately use to perform calculations and to format using today's most popular PC applications.

### CONTENTS

CREATING THE FILE FROM WITHIN CU*BASE .....	2
PREPARING THE FILE .....	2
DOWNLOADING THE FILE TO THE PC .....	3
OPENING A DOWNLOADED FILE USING MICROSOFT EXCEL .....	5
MISCELLANEOUS HINTS AND TIPS .....	7
SAVING TRANSFER SETTINGS .....	8
USING A SAVED TRANSFER REQUEST .....	9

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For an updated copy of this booklet, check out the Reference Materials page of our website:  
[http://www.cuanswers.com/client\\_reference.php](http://www.cuanswers.com/client_reference.php)  
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# CREATING THE FILE FROM WITHIN CU\*BASE

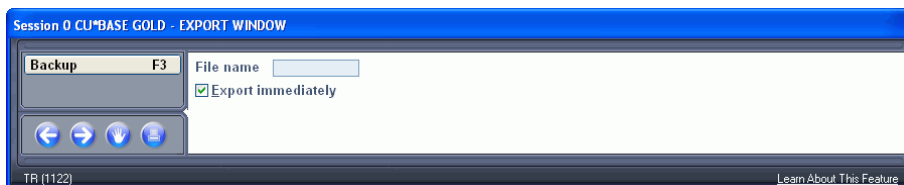
## PREPARING THE FILE

In this step you begin in CU\*BASE to select the financial statement report that you would like to download into Excel as well as print out a printed copy. Begin in MNGELE #16 – Print CU Financials and select your report and your parameters.

1. From this screen select **E-Print and Export to File** from the drop-down menu next to Report Format.



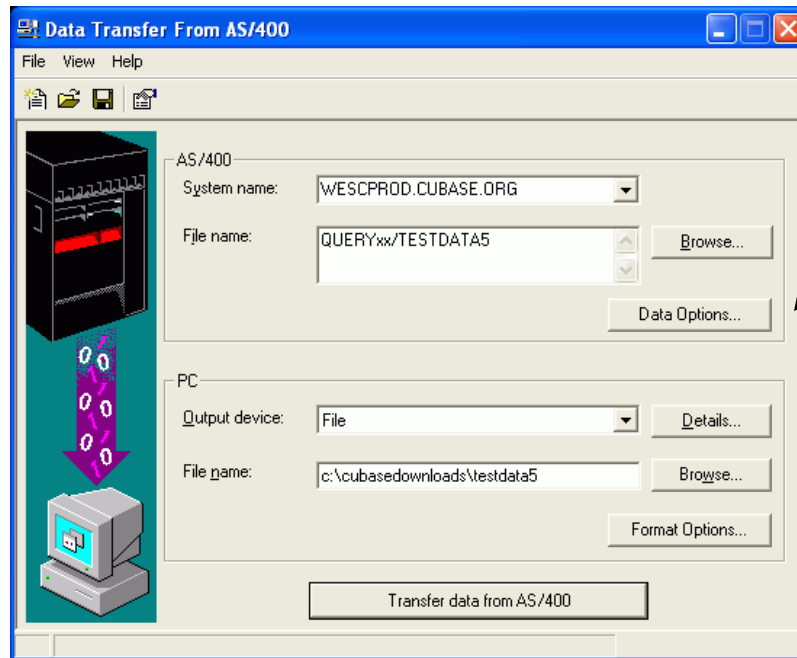
2. Name your exported results.



The next step is to take the database file created in CU\*BASE Report Builder, and transfer it to a file stored on your PC.

# DOWNLOADING THE FILE TO THE PC

1. Once you select to download the file, the following screen will appear.



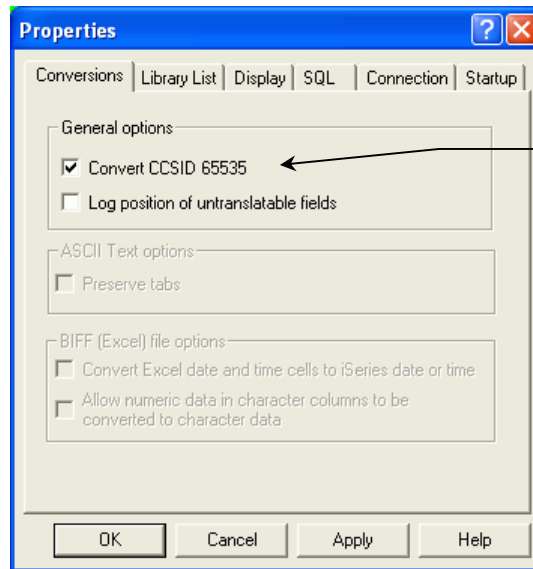
DO NOT use the Browse or Data Options buttons—they can cause a significant delay in processing your transfer!

2. Complete all of the following fields (none are case-sensitive):

## Field Descriptions

Field Name	Description
iSeries	These settings refer to where the data is coming from.
System name	This designates the iSeries system from which the files will be downloaded. For online credit unions, this will read WESCPROD.CUBASE.ORG and should not be changed.
File name	Enter your credit union's Query library name, a forward slash, then the name of the database file to be downloaded, as in the following sample:  QUERYxx/FILENAME  (For the xx, fill in your credit union's two-character credit union ID)
PC	These settings refer to where the data is going.
Output device	This setting controls the format in which the data will be downloaded. Click [▼] and choose File.
File name	Enter the path (the storage location, both drive and folder) and file name where the downloaded file should be stored on your PC. Use backslashes between the folder name and the file name, as in the follow sample:  C:\CUBASEDOWNLOADS\FILENAME  HINT: Locating downloaded files and keeping your computer storage clean will be much easier if you designate a special folder on your PC to receive all downloaded files, such as c:\cubase, c:\downloads, or something similar.

- From the **File** menu, choose **Properties**.
- Be sure that the option, “Convert CCSID 65535” is selected, then click OK.



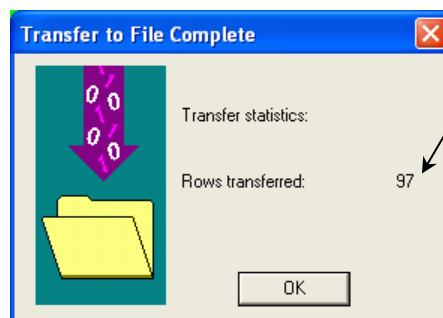
This option must be selected in order for the file to be in the correct format for use on the PC.

If the data looks garbled when you try to open the file on your PC, this is usually the culprit!

- To begin the transfer process, click the **Transfer data from AS/400** button. A series of messages will appear to report on the progress of the transfer.

*If you experience problems downloading, it may be because you have not been authorized to receive downloads from the CU\*BASE iSeries. Downloading files from the CU\*BASE iSeries requires special security authorization by a CU\*BASE representative. If you or a member of your staff needs to be able to download files, please contact a Client Service Representative to set up the proper permissions. Authorization by your credit union’s designated Security Officer is required to grant these permissions and confirm this clearance on a monthly basis.*

- When the transfer is complete, the following message will appear: Click OK and the Data Transfer dialog box will reappear. Click Close [X] to return to the CU\*BASE menu. (See below for details on saving the transfer request.)



Notice the number shown under “Rows transferred.” This indicates the total number of records that were downloaded, and should match the number of records found when running the original report.

Also make sure that your spreadsheet or other PC application can handle that many rows of data!

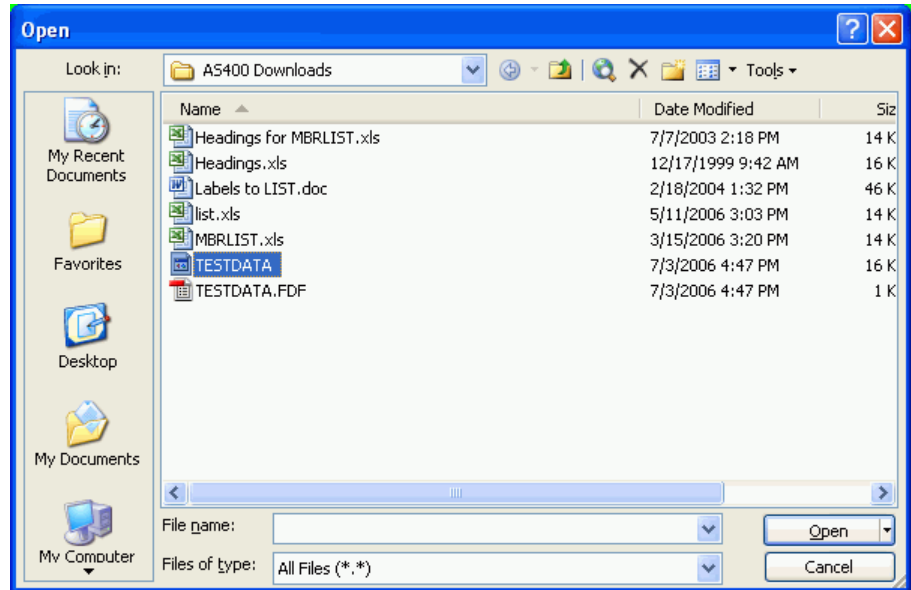
The text file is now saved in the designated folder, and can be opened in any spreadsheet or other PC application.

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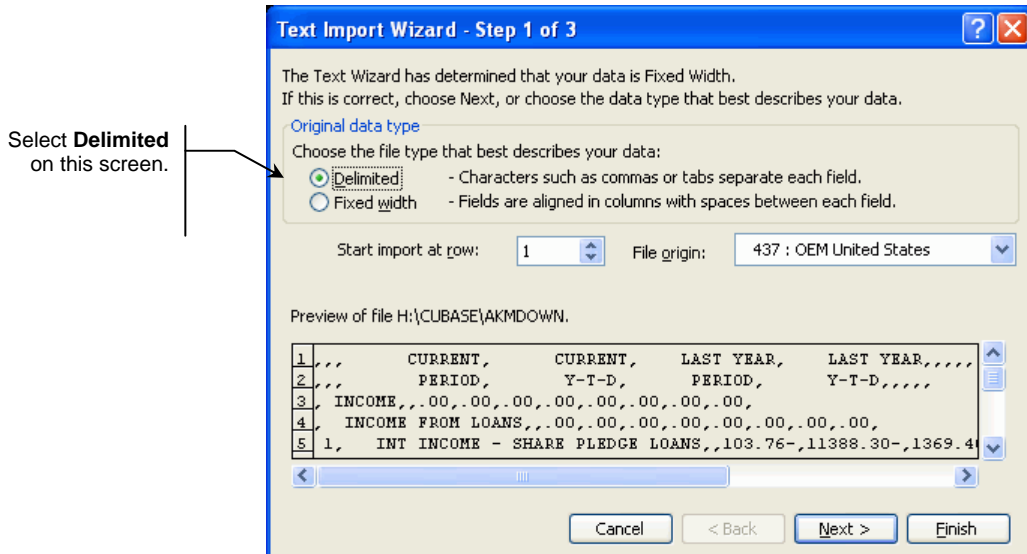
# OPENING A DOWNLOADED FILE USING MICROSOFT EXCEL

NOTE: The following is shown as an example only. For complete information on using Microsoft Excel or any of the many popular PC spreadsheet applications, refer to your software reference manual.

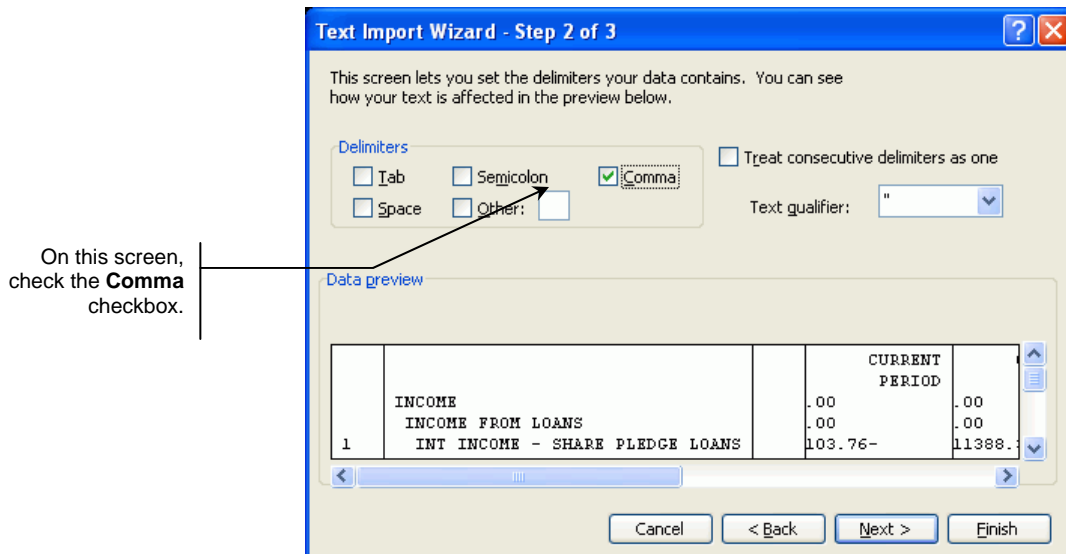
1. In Excel, from the **File** menu, choose **Open**.



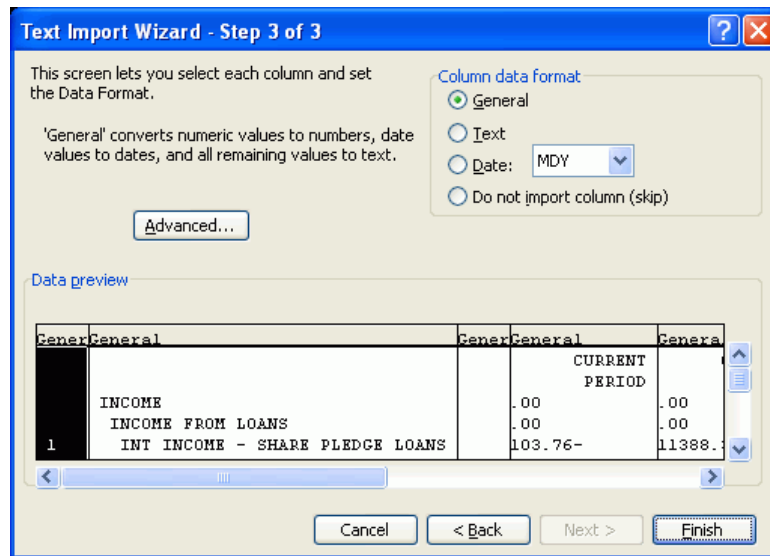
2. In the **Files of Type** list, choose **All Files (\*.\*)**. Use the **Look in** list to open the folder where the file was downloaded.
3. Select the file name to be opened, choosing the file without the \*.FDF extension, then click **Open**. A series of windows will appear to help you separate the text in the file into separate columns.
4. Select **Delimited** and click **Next** to proceed.



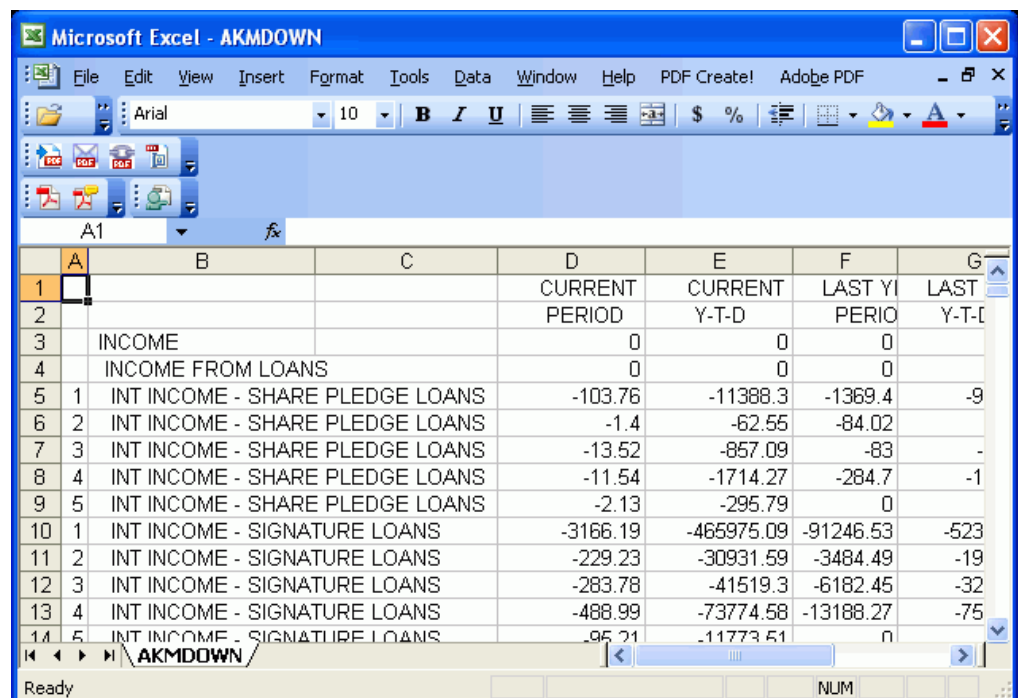
- On the next screen, check the **Comma** checkbox, and select Next.



- Click Finish on the next screen.



Once the data has been pulled into the spreadsheet, you may format it, add headings, set up calculations, and perform any other spreadsheet function you wish. Negative numbers arrive ready for calculations with a negative symbol appearing with the number. Be sure to save the file as an Excel document.



## MISCELLANEOUS HINTS AND TIPS

- Although downloaded data can be opened using a word processing application, such as Microsoft Word, it is generally not recommended. Remember that the file is a simple text file, with spaces to separate the fields and no formatting. Choosing a proportionally spaced font, for example, may make the data difficult to read.
- If you wish to use the data as part of a mail merge (for personalized form letters or mailing labels), open the data in a spreadsheet program and

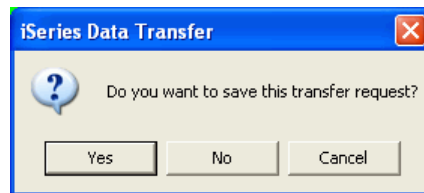
add one row at the top for the field labels. Then use your word processing program to create the form letter, using the spreadsheet as the database from which the variable information will be pulled.

- Data such as amounts, dates, ZIP codes, etc., can be formatted either when the custom report is created, or after the data has been pulled into your spreadsheet program, according to your preference.
- If upon opening the file you see a series of numbers and letters that appear to be “garbage,” it is usually because the “Convert CCSID 65535” flag was not checked when the download transfer was performed. Repeat the download procedure, using File, Properties to select the conversion option.

## SAVING TRANSFER SETTINGS

If you perform file transfers often, one way to speed things up and make sure that all settings are set correctly (especially the conversion format you selected using the File, Properties command), the transfer request can be saved. This feature simply stores all of the file names and other settings from the Data Transfer window so that they can be quickly filled in for you the next time a transfer is performed.

1. When closing the Data Transfer window after a transfer has been set up or performed, the following message may appear:

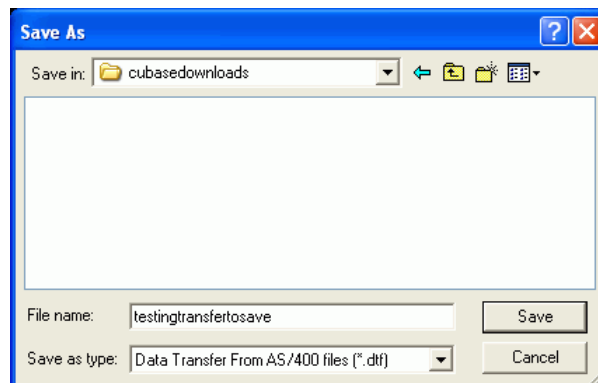


If this is a transfer you perform often, click **Yes**.

OR

1. At any time in the Data Transfer window, choose the **File** menu, then choose **Save**. If the transfer has not been saved before, the following dialog box will appear:

*HINT: If you have already saved the transfer once but wish to use a different name this time, use **File, Save As** instead.*



2. Enter a name for the transfer request, then click **Save**. The request will be saved and the CU\*BASE menu will reappear.

## USING A SAVED TRANSFER REQUEST

1. After creating the database file as usual, display the Data Transfer window (MNGELE option #16).
2. From the **File** menu, choose **Open**, select the desired transfer request from the list and click **Open**.
3. Make changes to the request specifics as needed (such as the PC file name, etc.), then click **Transfer data from AS/400** to begin the transfer as usual.