File Transfers

Downloading Data from iSeries to PC

INTRODUCTION

*How can I get my favorite custom report from CU*BASE into my Excel worksheet? How do I get an address file ready for my insurance provider on a PC diskette? Can I make my financial statements look any "prettier" for presentation to my Board?*

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 the **CU*BASE PC File Transfer** system for CU*BASE GOLD users. Data can be quickly and easily translated from CU*BASE iSeries files to your PC, for use in today's most popular PC applications.

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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

OVERVIEW

Data can be downloaded from two different sources:

Using CU*BASE Report Builder (Query) Results

The CU*BASE Report Builder feature has always been an excellent resource for reviewing data from the CU*BASE database, allowing you to sort, group and summarize data such as account statistics or membership records in a report format. However, there may be times when you wish to manipulate the data even further, using various calculations and trying "what if" scenarios using your credit union's CU*BASE files. For this, a PC-based spreadsheet software is often the best tool.

In addition, you may need to create a series of personalized form letters using member data merged into a word processing document. The problem lies with how to get the data from CU*BASE onto your PC's word processing or spreadsheet program, without having to laboriously re-key the figures from a printed report.

The solution is the File Download procedure, where data from a custom report can be transferred to your PC, then imported into any spreadsheet or other application for further manipulation. Data is copied from the CU*BASE iSeries system, so you can manipulate and modify figures without affecting the on-line stored data.

See Page 5 for instructions.

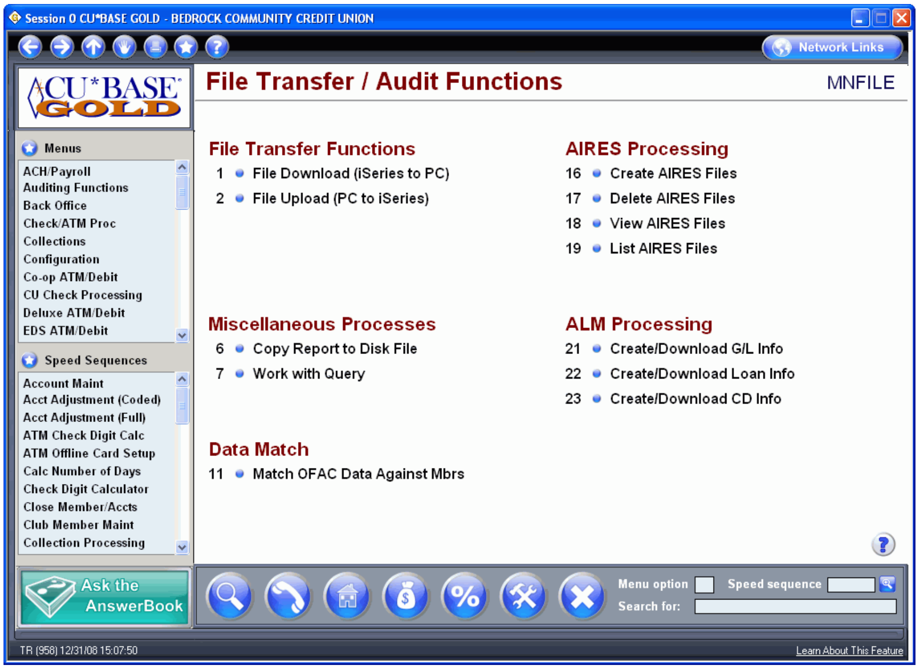
Using a Spooled Report File

Although the Report Builder system is powerful and very flexible, you may want to simply manipulate data that has already been formatted into a CU*BASE report, such as a financial statement or other standard statistical report.

With the "Copy Report to Disk File" feature, a spooled report can be formatted and copied to a library, then downloaded to the PC using the File Download command.

See Page 13 for instructions.

CU*BASE FILE TRANSFER / AUDIT FUNCTIONS MENU (MNFILE)



A special menu is available with all of the various applications related to transfers from CU*BASE to a PC. This booklet covers **File Download** (option #1) as well as the **Miscellaneous Processes** (options #6 & #7).

> *At this time, the File Upload feature (option #2) is only for use by CU*BASE self-processing credit unions and for online credit unions using either the FinCEN or G/L Import features. (Refer to these booklets for directions with these specialized programs.) For all other uses, contact a CU*BASE representative for instructions.*

SPECIAL NOTE: SECURITY REQUIREMENTS

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. On a monthly basis, your Security Officer will be required to confirm the staff that have been given clearance to download files.

DO YOU KNOW WHERE YOUR MEMBER DATA IS? Data that is downloaded to an employee's workstation or a credit union file server is no longer under the protection of normal CU*BASE security features. That means it is vulnerable to unauthorized access if not properly secured. Make sure that proper security precautions have been put in place to protect your sensitive member data!

TRANSFERRING REPORT BUILDER (QUERY) FILES

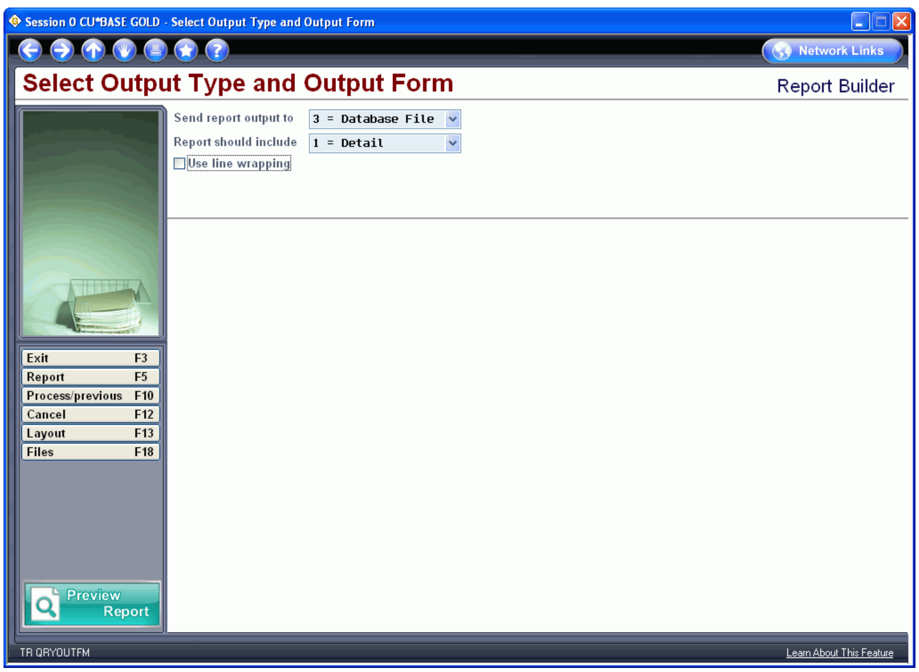
This section covers how to take the results of a custom report and download the data for use on a PC.

CREATING THE FILE

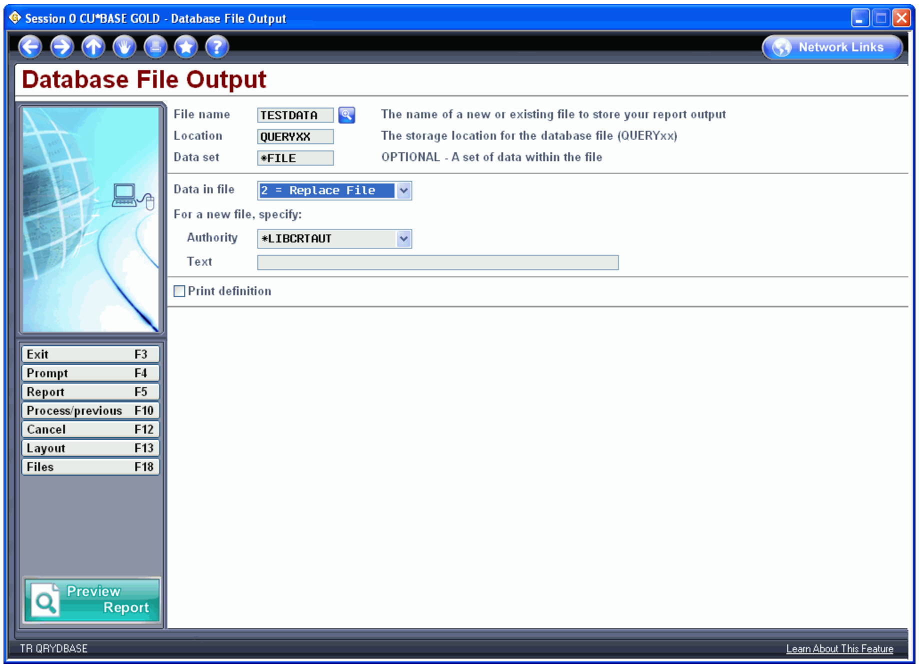
1. Start by creating a custom report which gathers all of the desired data from CU*BASE files. Set up selection parameters, field formats, and other options as usual.

> *For complete information about using CU*BASE Report Builder to pull information from CU*BASE member and account files, refer to the Report Builder / IBM Query (MNQURY) chapter in CU*BASE GOLD Online Help.*

2. Use the “Choose output” option to display the following screen:



3. In the first field, choose **3 = Database file**. Use Enter to proceed to the next screen.



4. In the *File name* field, enter a file name to be used for the file. This name will be used when downloading the data to the PC. Use any name you like, as long as it <u>begins with a letter</u> (max. 10 characters).

5. In the *Location* field, enter: **QUERY*xx*** (where *xx* is your credit union's 2-character ID).

6. In the *Data in file* field, Choose **2 = Replace file** (this will ensure that you can run this same report again or another report using this same file name in the future, without conflict).

NOTE TO CU*BASE CLIENT SERVICE REPRESENTATIVES: In order for your files to be usable by credit union staff, you must use *ALL in the *Authority* field. Credit union staff should use the default *LIBCRTAUT setting to allow access to others at the CU as well as client service staff.

7. Use Enter to record the changes.

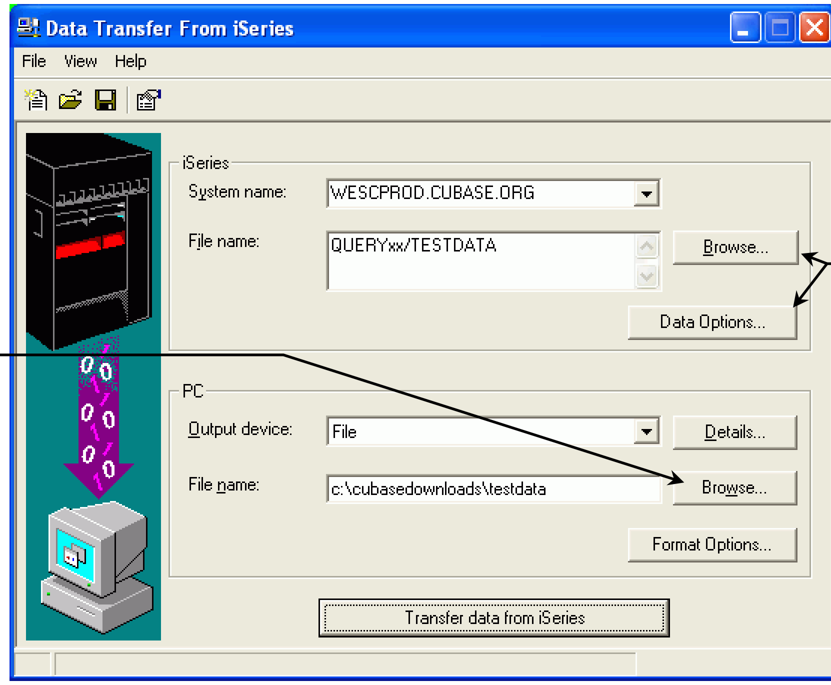
8. Save and <u>run</u> the report to generate the database file.

> *HINT: Before running the report, it is helpful to use the* ***Preview Report*** *feature (F5) to see a sample of the records the report will produce, and to make a note of the total number of records that will be selected. Also make sure your PC application can handle that number of records!*

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. From the MNFILE menu, choose #1 "File Download (iSeries to PC)." The following dialog box will appear:



You may use this Browse button to navigate to the folder on your computer containing the file you wan to upload

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

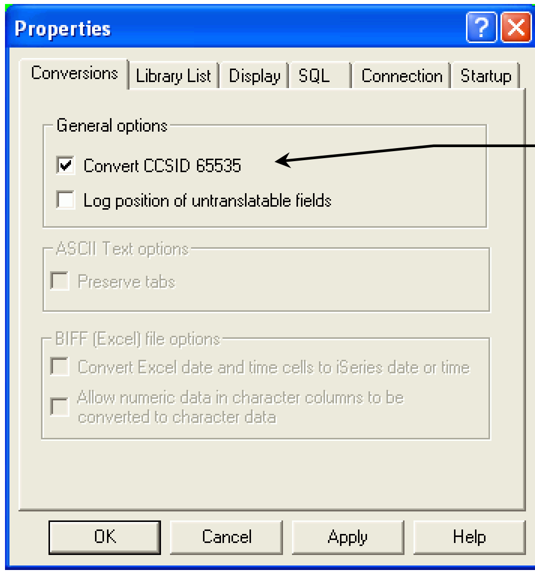
2. Complete all of the following fields (none are case-sensitive):

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,

Field Name	*Description*
	or something similar.

3. From the **File** menu, choose **Properties**.



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

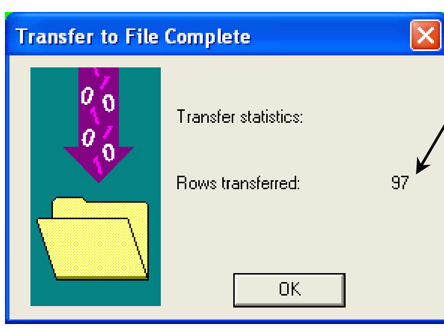
If the data looks garbled when you try to open the file on your PC, this is usually the culprit!

4. Be sure that the option, "Convert CCSID 65535" is selected, then click OK.

5. To begin the transfer process, click the **Transfer data from iSeries** 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. Refer to page 3 for details.*

6. When the transfer is complete, the following message will appear: Click OK and the Data Transfer dialog box will reappear. Click Close [✕] 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.

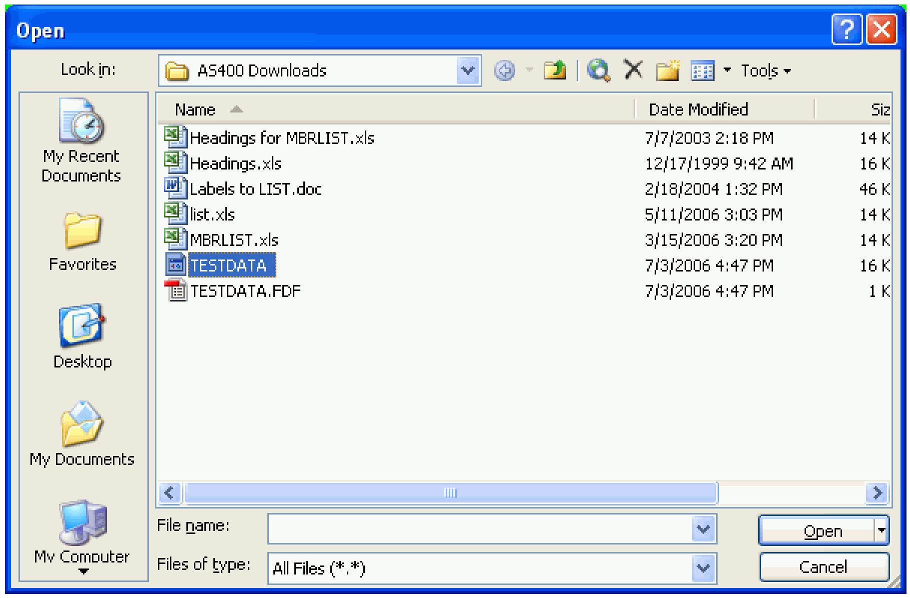
Also make sure that your spreadsheet or other PC application can handle that many rows of data!

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

OPENING A DOWNLOADED FILE USING MICROSOFT EXCEL

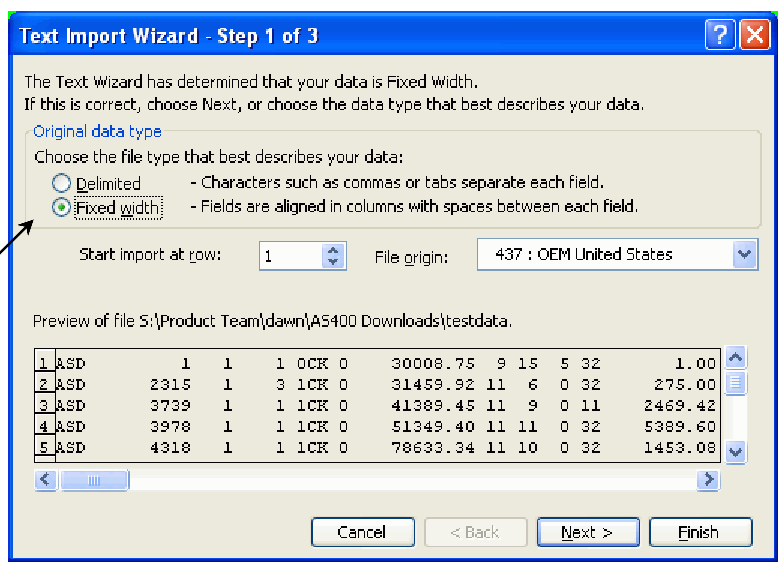
NOTE: The following is shown as an example only. For complete information on using Microsoft Excel or any of the many popular PC spreadsheet applications currently available, refer to your software reference manual.

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



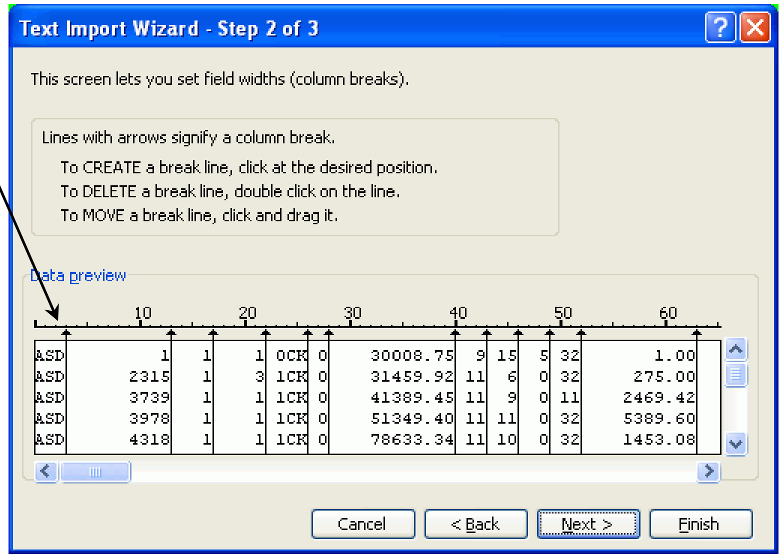
2. In the **Files of Type** list, choose **All Files (*.*)**. Use the **Look in** list to open the folder where the file was downloaded.

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. Follow the instructions on each window, clicking **Next** to proceed.

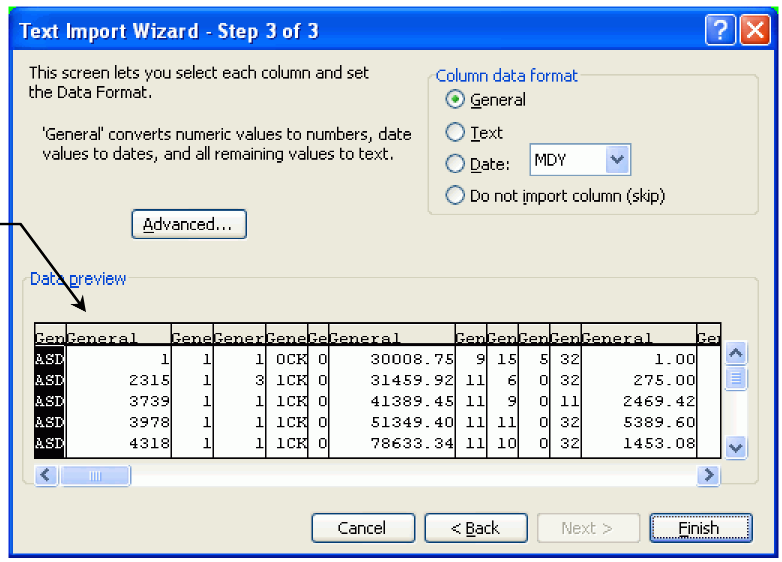


For files downloaded from CU*BASE, choose **Fixed Width**.

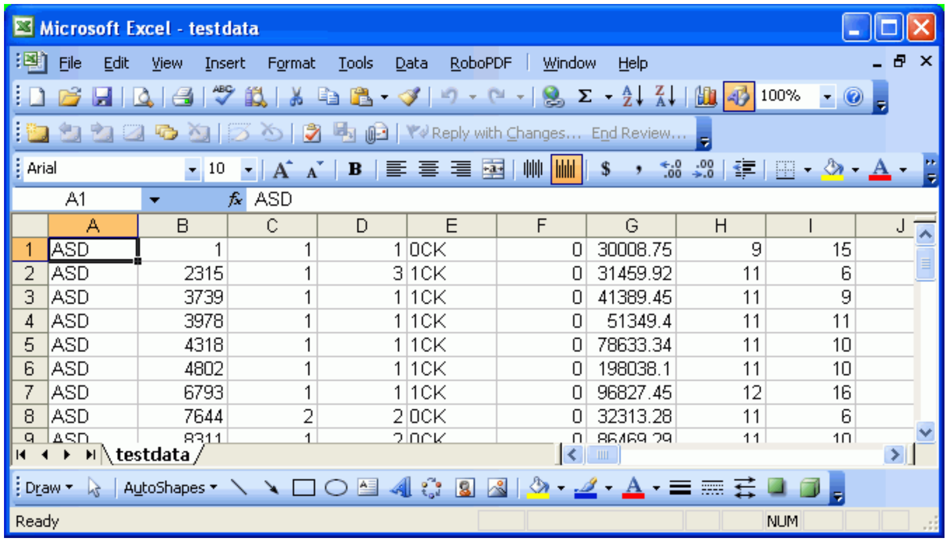
Excel will automatically guess where the data should be separated into separate columns. These markers can be adjusted, deleted, or new breaks added as needed.



Although columns can be formatted here, it is usually easier to wait until the spreadsheet has been created, then use the normal formatting features in Excel to format the data.



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. Be sure to save the file as an Excel document.



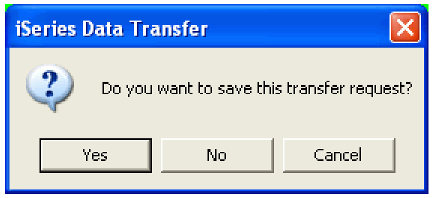
Miscellaneous Hints and Tips

- 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:

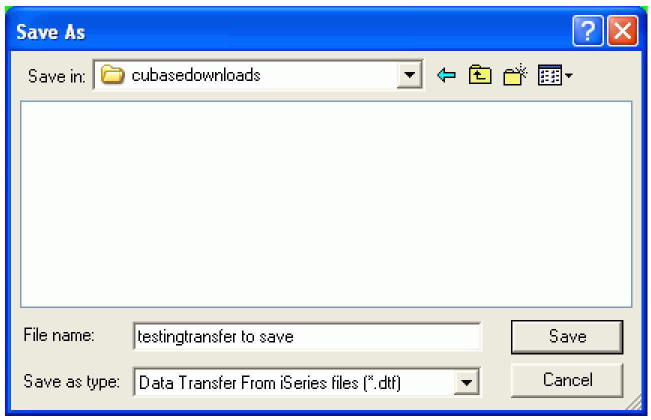


If this is a transfer you perform often, click **Yes**.

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 (MNFILE option #1).
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 iSeries** to begin the transfer as usual.

TRANSFERRING REPORT DATA

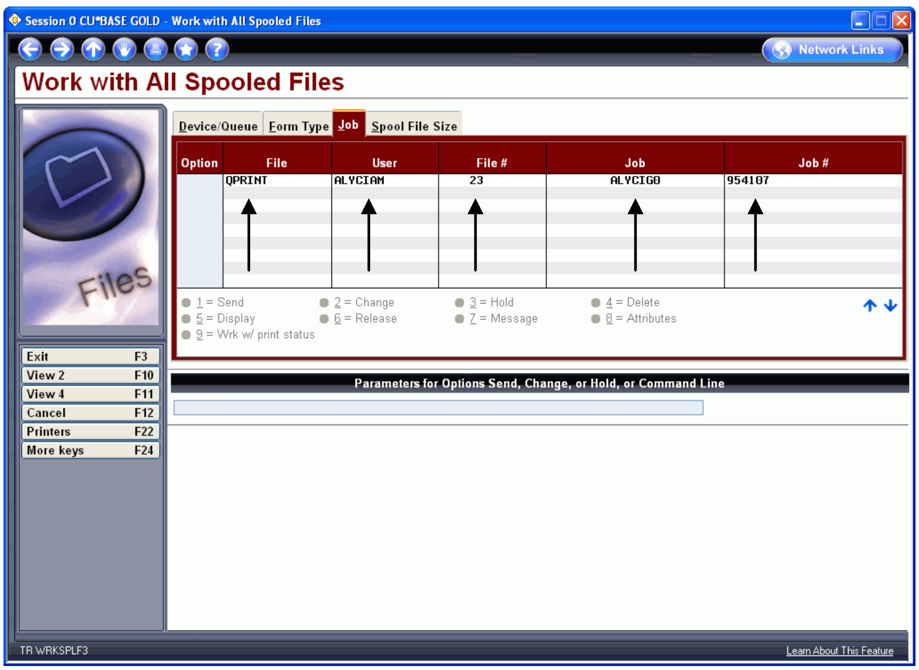
The procedures just described work well when the CU*BASE Report Builder (Query) system is being used to collect the working data. However, this section describes how to download data from a CU*BASE report, such as a financial statement or other standard statistical report.

Start by printing the desired report as usual, or locating the spooled report already in your personal spool file or a credit union OUTQ.

CONVERTING A SPOOLED REPORT

STEP 1 - The first step is to gather information from the spool file that will be used when converting the report for download.

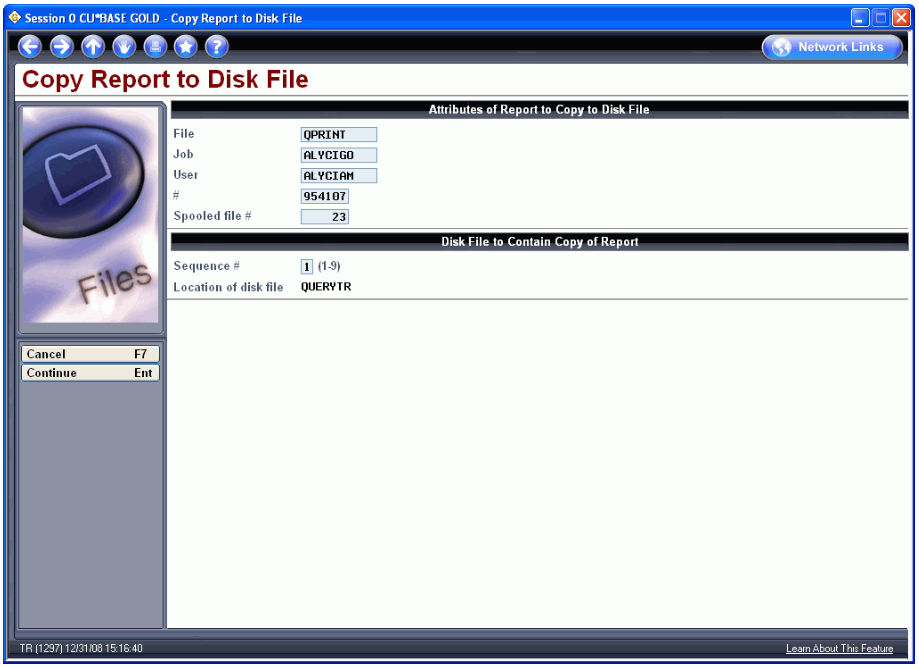
1. Display your spool file and click the **Job** tab to show the following display:



2. This screen contains all of the details necessary to identify this spool file so that it can be copied to a disk file format that can be downloaded. Print a copy of this screen to record the information marked in the above sample. Then use **F3=Exit** to return to the CU*BASE menus.

STEP 2 - The next step converts the spooled data to a file that can then be downloaded to the PC.

3. From the MNFILE menu, choose #6 “Copy Report to Disk File” to display the following screen:



4. On the top half of the screen, enter the spool file details obtained in the previous step. The remaining fields are used to specify the name and location of the converted file:

   - *Sequence number* - This number is used to identify the converted file. If you are converting several different reports at this time, use this to sequentially number each item (1-9). (If converting only one file, enter 1 in this field). This number will be used as part of the file name on the file transfer screen shown below.
   - *Location of disk file* **-** This will default to your credit union's Query library name and cannot be changed.

5. When done, press Enter. The system will convert the file and copy it to your QUERY*xx* library in a format that can be downloaded.

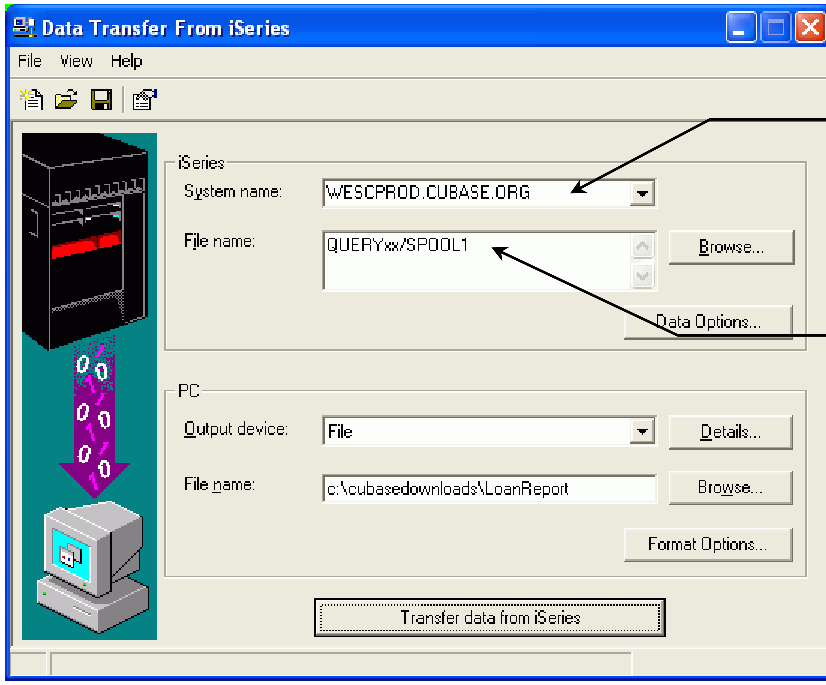
6. No confirmation message will appear upon completion of the process. Use F7-Cancel to return to the menu.

> *If the information is entered incorrectly, a message will indicate that program is "Unable to locate selected report".*

DOWNLOADING THE REPORT DATA TO THE PC

STEP 3 - Once the file has been converted and copied, it can be downloaded to the PC.

7. From the MNFILE menu, choose #1 "File Download (iSeries to PC)." The following dialog box will appear:



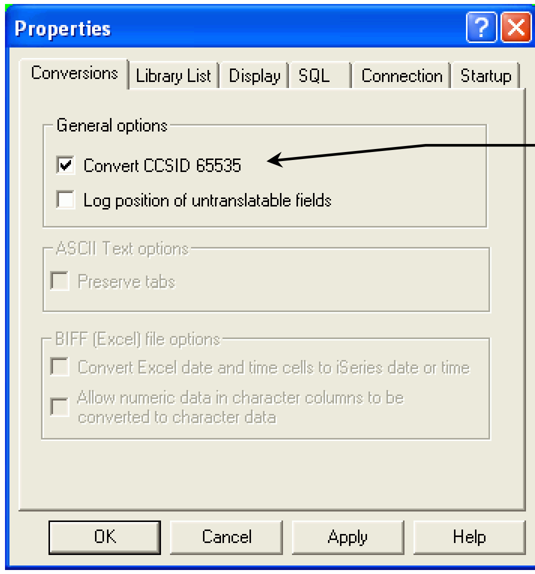
Be sure to enter your correct system name here based on the iSeries that you are on.

The number following the word "spool" here should match the *Sequence number* entered when the file was converted.

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

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 word "spool" and the sequence number used when the file was converted, as in the follow sample: QUERYxx/SPOOL1 *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 following sample: C:\cubasedownloads\ReportName

9. From the **File** menu, choose **Properties**.

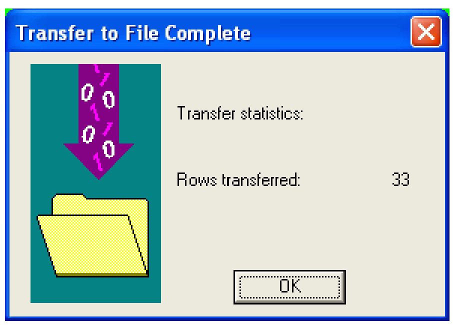


This option must be selected in order for the file to be in the correct format for use on the PC.

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

10. Be sure that the option, "Convert CCSID 65535" is selected, then click OK.

11. To begin the transfer process, click the **Transfer data from iSeries** button. A series of messages will appear to report on the progress of the transfer. When the transfer is complete, the following message will appear:



12. Click OK and the Data Transfer dialog box will reappear. Click Close [✕] to return to the CU*BASE menu. (See Page 11 for details on saving the transfer request.)

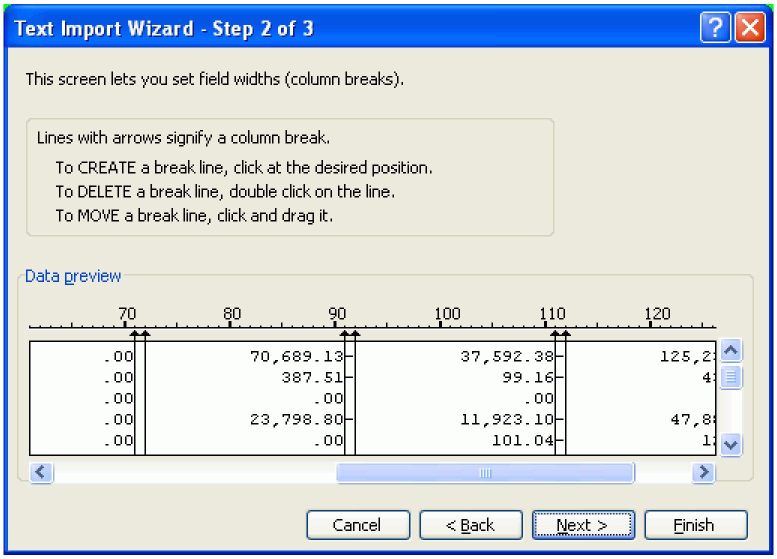
> *If you experience problems downloading, it may be because you have not been authorized to receive downloads from the CU*BASE iSeries. Refer to page 3 for details.*

The text file is now saved in the designated folder, and can be opened in any spreadsheet or other PC application. (See Page 9 for hints on opening a downloaded file in Microsoft Excel.)

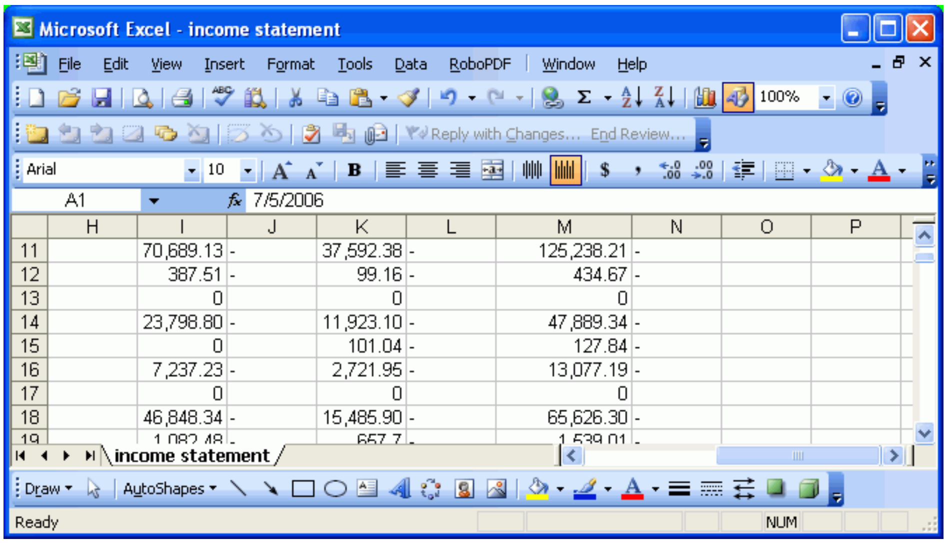
Miscellaneous Hints and Tips

- Prior to opening the file in your spreadsheet program, you may wish to preview the file using a text editor, such as Microsoft Notepad or WordPad. This will allow you to "clean up" some of the extraneous data from the top of the report or between the page breaks, to make the importing process easier. If using WordPad, when saving changes, be sure to save the file as a "Text Document" to keep it in the proper format for importing into Excel.

- When downloading a financial statement or other report into a spreadsheet program where you plan to perform calculations on the figures, be careful: if any of the figures display with the negative sign (-) after the number, Excel may read it as text, not a number, and will not allow it to be used in a calculation. To work around this problem, try separating the negative signs into a separate column. The following example shows how this could be done in Excel:



The results would be as follows:



- In order to enter a negative number in Excel (and many other spreadsheet packages), the negative sign must be typed in front of the number. Therefore, you could also choose to open the file first in Notepad or WordPad and manually move all of the negative (-) signs to the front of the number, before attempting to pull the file into Excel or another spreadsheet program.