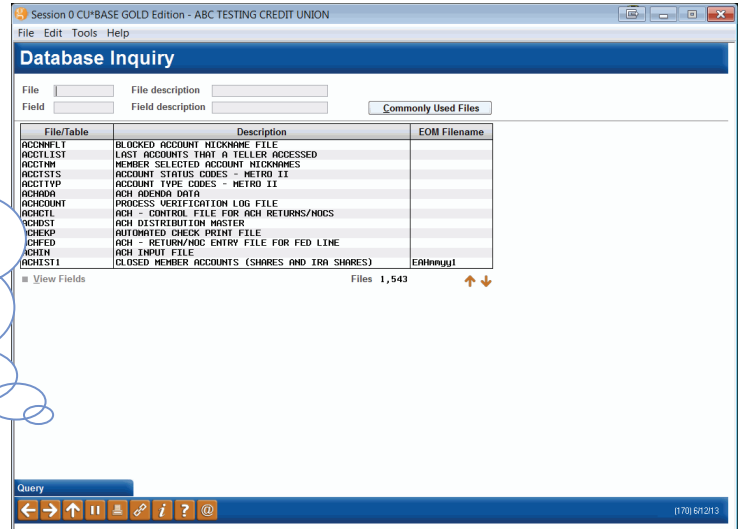


What file should I use for my custom report?

What is this field I see in my file maintenance log?

“Search for Files and Fields” on the CU*BASE Report Builder 1 (MNQUERY) menu

Find what you need with the **CU*BASE Database Inquiry**



A CU*BASE Data Mining Tool

Have you ever reviewed your End-of-Day Maintenance Log and wondered, “Pete updated BWCERT to a ‘C’...what in the world is that?” Or maybe you were working on a custom Query, but you weren’t sure what file to use to get the member’s e-statement option. If so, then you need look no further than **Search for Files and Fields** on the CU*BASE Report Builder 1 (MNQUERY) menu.

This menu option allows you to search for files and fields to see a description of what that field means and can really help with your research!

Using the Database Inquiry to Find a Field Description

In our example above, you see on your file maintenance log that Pete has updated field BWCERT in the MASTER file for a member. Due to length constraints on our field names, it’s hard to tell what this might actually be. So, we can go to **Search for Files and Fields** and type that exact field name into the search field and enter.

File File description
 Field Field description

The system will then display every file in which that field appears. More than that, CU*BASE will also give you other information regarding the field, including the description. For BWCERT we found out that it stands for “SSN/TIN Certified.” It seems Pete was able to verify the accuracy of the new member’s address and updated their record accordingly.

Using the Database Inquiry to Find a File for the Report Builder

Now you're working on a multi-file Query. You know you need MASTER for the member name and address, but you'd also like to include whether the member has elected to receive e-statements. There doesn't appear to be an e-statement field in MASTER, so we go to "Search for Files and Fields" and try typing "e-statement" into the Field description and we get:

Field descriptions containing the word: E-STATEMENT

File Name	Field Name	Type	Length	Decimals	Description
BVCIF	BUMESYN		1		E-STATEMENTS (Y/
DFLTWFLW	ESTATE		1		E-STATEMENT Y/N
MKTCLUB	MCREES	A	1		REQ ENROLL E-STATEMENTS
PCMBRCFG	ESOPTION	S	2	0	E-STATEMENT OPTION
TIERSL	TESTAT	S	3	0	PTS FOR E-STATEMENT

From here we can see that there might be a few options for what you need, so we can go one step further by selecting the file we think is the right one and see all the fields in that file. That'll give us a better idea of whether that's the file and field we want. After doing that, we know that ESOPTION in PCMBRCFG is the way to go!

Other Handy Tips and Benefits

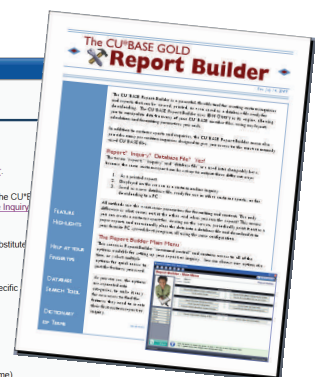
- The "Search for Files and Fields" function is the only place in CU*BASE that you can find an alphabetical listing of the fields in a file. Rather than paging through a file in Query, search for the fields you need in "Search for Files and Fields" first.
- When searching with the *File description* or *Field description* boxes, try typing a word or a phrase. The search will list all files with that word or phrase somewhere in the description.
- When searching with the *Field* box, you must enter an exact field name. For example, searching for ACCTB will net zero results, but searching for ACCTBS finds 151 occurrences.

Other Resources

Learn more about the CU*BASE Report Builder through CU*BASE GOLD Online Help (Index keyword: Report Builder). You can also find a list of the most commonly used CU*BASE files in online help (Index keyword: commonly).

The screenshot shows the 'Commonly Used CU*BASE Files' page in the Report Builder. It includes a search bar with 'commonly' entered, a list of file names and descriptions, and a table of file names and descriptions.

Current Month File Name	End-of-Month File Name	Description
ACCTNM	n/a	Account nicknames for all member sub-accounts.
ACHDST	n/a	ACH distribution information (now includes ACH company name).



http://www.cuanswers.com/client_reference.php