Posting Your Remote Deposits to CU*BASE

Using eDOC Innovations CheckLogic Products

INTRODUCTION

This document will show you how to post your remote deposit transactions that were made via an eDOC Innovations CheckLogic product into CU*BASE. In this document we will instruct you on how to get the posting file from eDOC's CheckLogic servers, transfer it to your workstation and then submit to CU*BASE so the transactions are automatically posted to the member accounts.

Interested in having the OpsEngine do this for you at a nominal charge? Check out this brochure for more information.
http://www.cuanswers.com/wp-content/uploads/RDC_DepositPosting.pdf

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SECURITY REQUIREMENTS

Special authority is required to upload files from a PC onto the CU*BASE system. Start by completing the **iShield Security Access Request for CU*BASE Uploads/Downloads** form:

http://www.cuanswers.com/pdf/spec_interest/iShieldRequestForm.pdf

Request upload authority to the Direct/Mail Processing Import File on QUERYXX (DMPIMPORT).

DOWNLOADING THE NACHA FILE

Follow these steps to download the NACHA file from the CheckLogic iDOC Vault website. This file contains your transactions. You will then upload these transactions using the Direct Mail Post feature, which is covered in the next section.
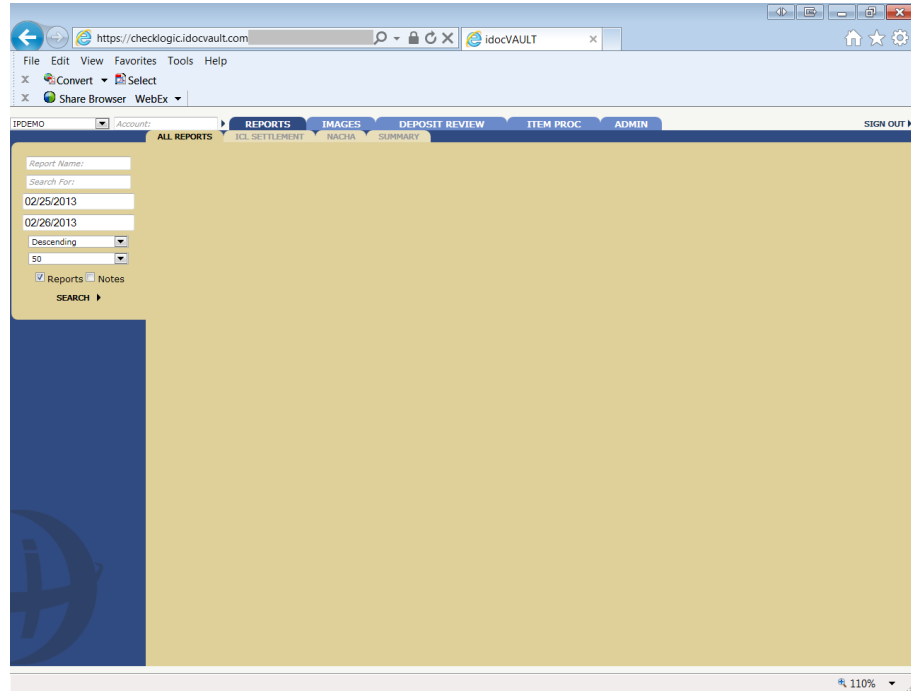
1. Open a browser and go to:

   https://checklogic.idocvault.com/clm/

2. Sign in at the top of the page with your credentials (username and password.
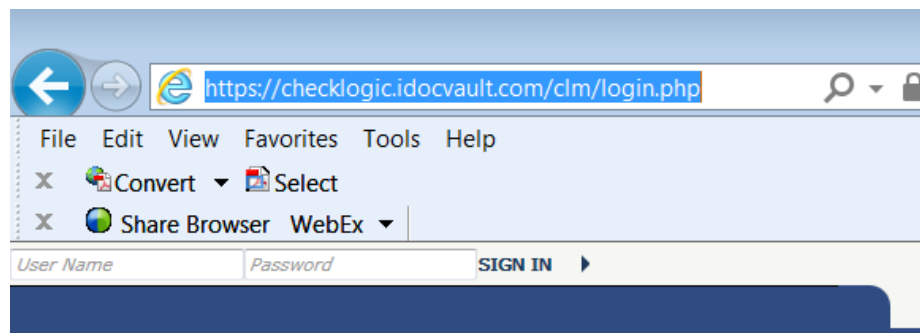

3. Click *SIGN IN*.

4. You are now logged into the website.

5. Click on the NACHA tab, or enter NACHA in first field and click Search.
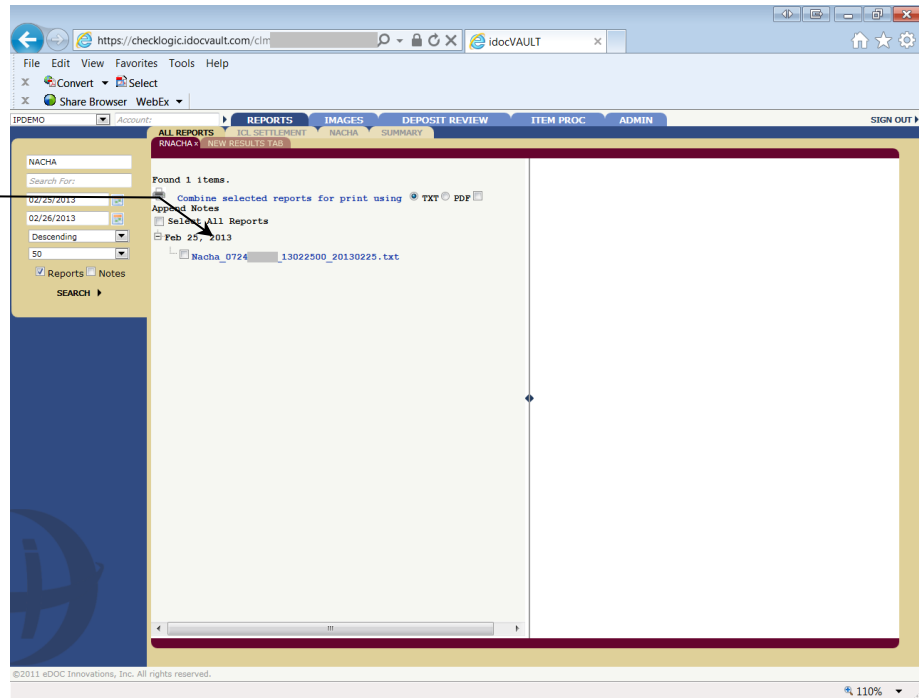
- Generally you will leave the date range as is (the current to previous day) since you will download the file daily. If a holiday or weekend has past, be sure to include these days as well.)

Enter NACHA in the first field and click Search or click the NACHA tab.
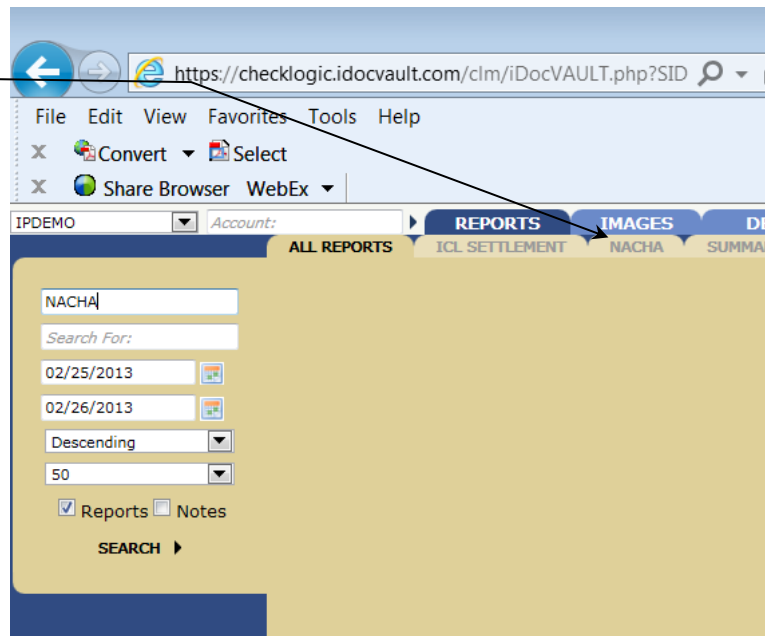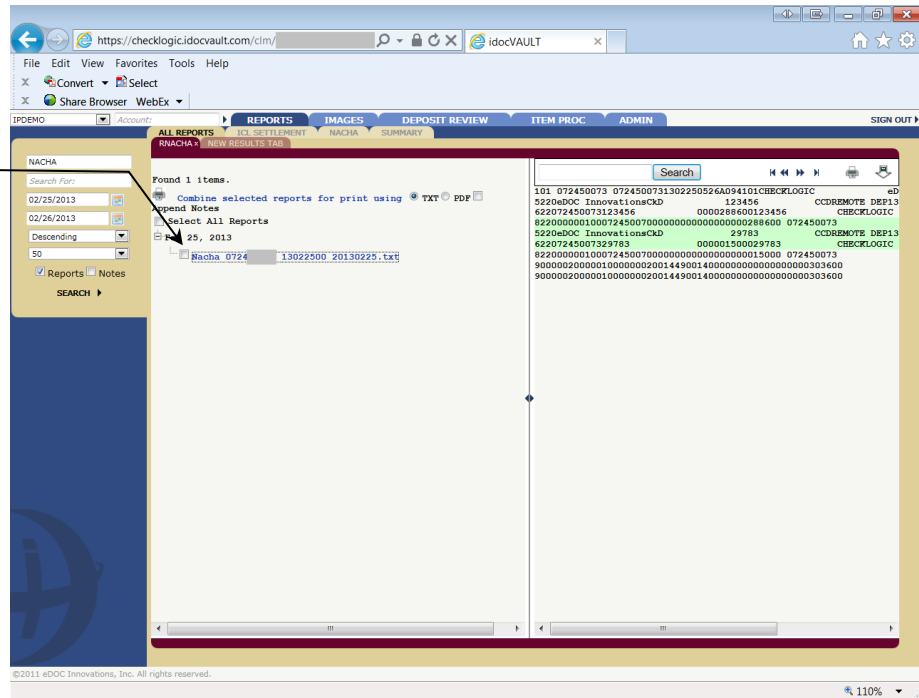
6. The file will appear in the listing.
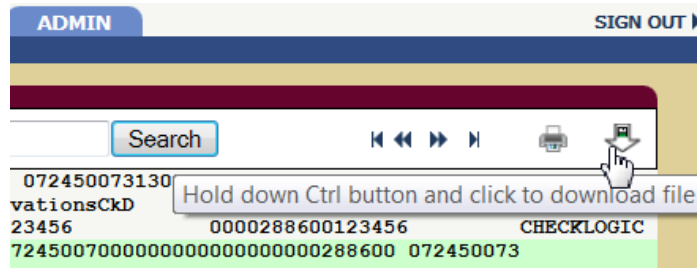
Here the file is listed.

7. Click on the hyperlink the view the entries in the file.

- See **Page 7** for directions to view individual transactions in the file.
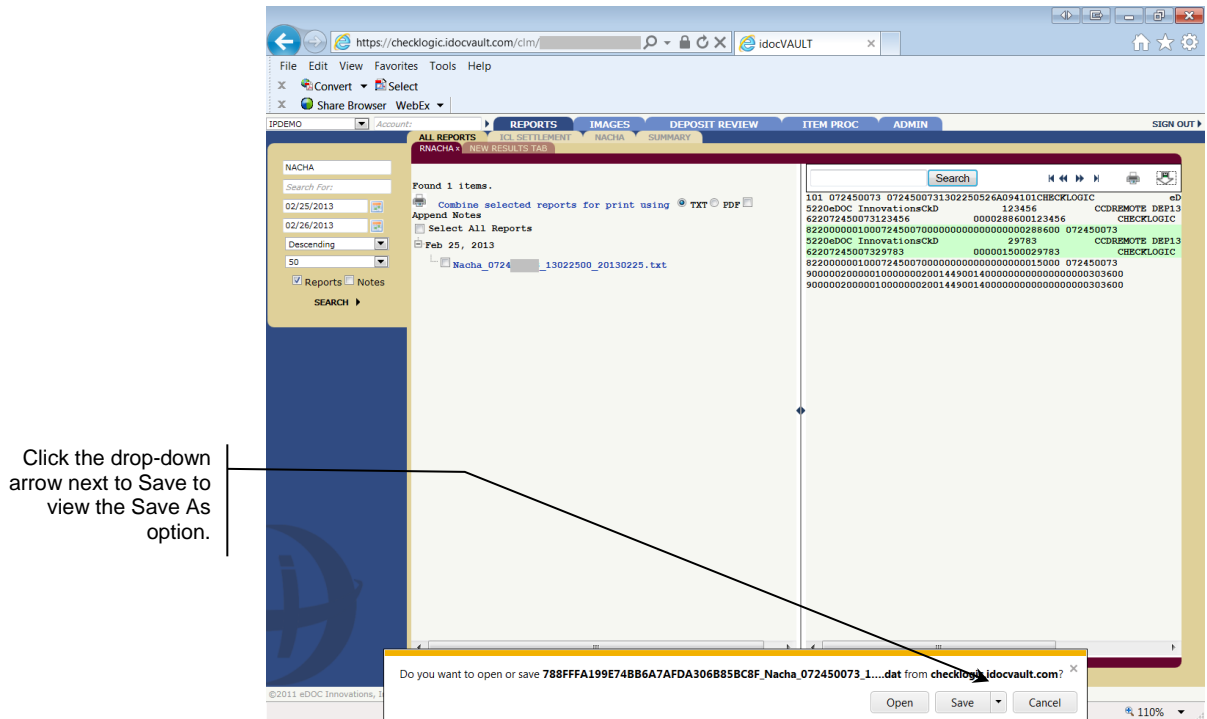
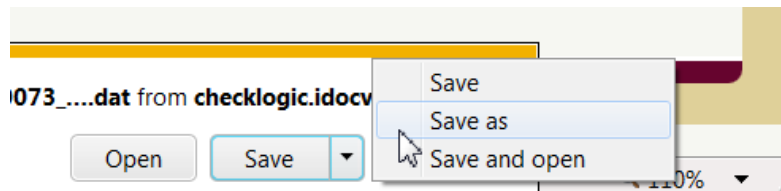Click on this hyperlink to view the contents of the file.

8. To download the file, hold down the Ctrl key and click the downward arrow. If you hover over this arrow, a hint will appear.

9. A window will appear allowing you to save this file to your computer.

Click the drop-down arrow next to Save to view the Save As option.

10. Click the down arrow next to *Save* and choose *Save As*.

11. Save the file to a location on your computer.

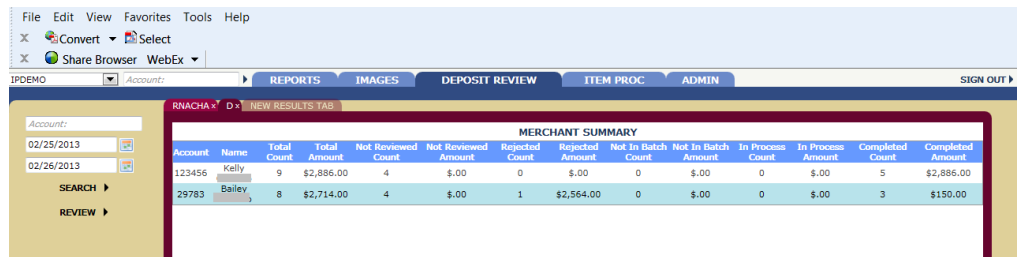# VIEWING INDIVIDUAL TRANSACTIONS INCLUDED IN THE FILE

These directions cover how you can view the individual transactions included in the file for cross verification.

1. Once you have selected the file in Step 7 of the previous directions, click the **Deposit Review** tab to view a detail of the deposits.

Click the **Deposit Review** tab shown here.
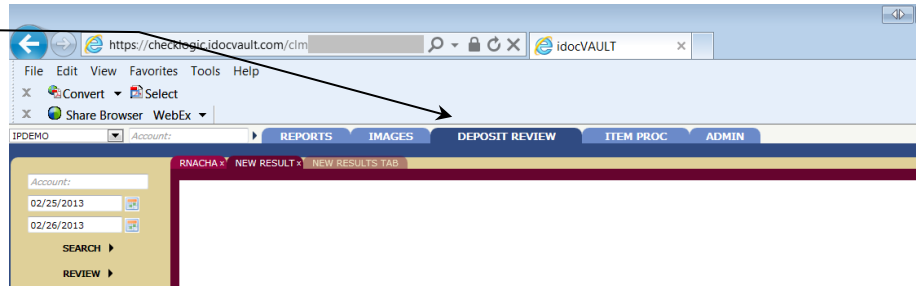
2. Click Search.

Here is a close-up of the detail:

Account	Name	Total Count	Total Amount	Not Reviewed Count	Not Reviewed Amount	Rejected Count	Rejected Amount	Not In Batch Count	Not In Batch Amount	In Process Count	In Process Amount	Completed Count	Completed Amount
123456	Kelly	9	$2,886.00	4	$.00	0	$.00	0	$.00	0	$.00	5	$2,886.00
29783	Bailey	8	$2,714.00	4	$.00	1	$2,564.00	0	$.00	0	$.00	3	$150.00

UPLOADING THE FILE TO THE ISERIES

In this step you will upload your file to the iSeries so that you can import the file into the CU*BASE General Ledger software.

PREPARE YOUR FILE FOR UPLOAD

Supported File Types

Supported File Types include the following:

ACH/NAHCA File Format - NOTE: eDOC Innovations file is in this format. Your vendor must provide the file in the standard ACH format for use with Direct Mail Post. The program will automatically interpret ACH numeric transaction codes and other data elements as needed by the Direct/Mail Post program.

Other supported file formats include:

- **Flat file format** – Not common, but might be an option available from your third-party vendor.

- **User-defined fixed file** – Instead of a delimiter (separator between fields), the fields are padded to a fixed width.

- **User-defined comma-delimited format** *(also referred to as CSV or comma-separated values)* – The most commonly used, this is the format typically created by spreadsheet program such as Microsoft© Excel.

All three formats must follow these rules for field type and length:

Field Structure Requirements

Field Name	Type	Length	Decimals (if any)
Account Number	Numeric	9	0
Account Type	Numeric	3	0
Transaction Amount	Numeric	9	2
Description	Alphanumeric	20	
Transaction Code	Alphanumeric	1	
IRA/HSA Code	Alphanumeric	1	

Other requirements for each file type:

Type	Field order	Extra fields allowed?	Notes
Flat File Format	Must be in the exact order as shown above	No	The Description is the primary transaction description that will be seen in the transaction history and on the member's statement ▪ The Transaction Code must be either a D, P or W
User-defined Fixed File Format	Same fields as above but can be in any order in the file	No	▪ Field length must be exact and consistent from one record to the next
User-defined Comma-Delimited Format	Same fields as above but can be in any order in the file	Yes, but must be to the right (after) the required fields, not between them	▪ Field lengths cannot be greater than the sizes shown above ▪ Currency amounts *cannot* contain commas but *must* include decimals Otherwise the amounts will pull in as whole dollars in CU*BASE. If you create a file in Excel this will happen auto-matically, but be sure to alert your vendor so that this is applied correctly.

As a rule, worksheets you intend to convert and upload **should not include** other extraneous information such as column headings, blank rows, titles, graphics, or other special layout formatting. In other words,

This: ...not this:

Once you have created your file, save it to your C:\ drive or a network location. (Either location works fine for the file upload process.)

> BE CAREFUL: The file into which you will be pulling data **is the same file as used by other imports using the Direct Mail Post feature** on the Member Service (MNSERV) menu. So if you or someone else routinely pulls data into that file for posting into Direct Mail Post, this import **will overwrite whatever is already in that file**. So be sure to coordinate the timing with anyone else at your credit union who is authorized to upload data via Direct Mail Post.

STEP 1: UPLOAD YOUR POSTING FILE

1. To upload your posting file, use *File Upload (PC to iSeries)* on the File Transfer/Audit Functions (MNFILE) menu.

2. The upload screen will appear:

> Enter the path and exact name of your file in this field along with the correct file extension (such as .XLS or .CSV.) You can also use the *Browse* button to the right to search for the file on your computer.

> Remember to enter your CUID here in place of the XX.
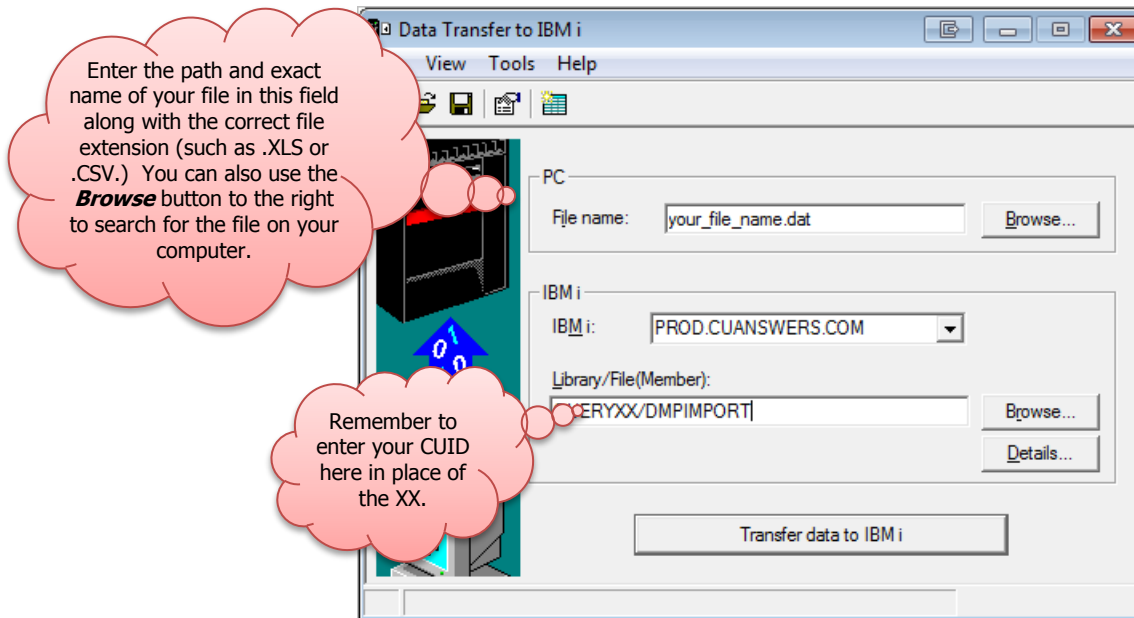
3. Fill in as shown in the above sample, using these rules:

| Field Name	Description
PC	These settings refer to where the data is coming from.
File name	Enter the path (the storage location, both drive and folder) and file name where the file is stored on your PC. Use backslashes between the folder name and the file name, as in the sample above (or better yet, use the Browse button to locate the file).
IBM i	These settings refer to where the data will be going.
IBM i	This designates the iSeries system to which the files will be uploaded. For online credit unions, this will read PROD.CUANSWERS.COM and should not be changed. • NOTE: For CU*Northwest clients use PROD.CU-NORTHWEST.com and for CU*South clients use CUSOUTH.CUBASE.org
Library/File (Member)	Enter your credit union's Query library name, a <u>forward</u> slash, then the name of the file that holds records to be imported into the G/L: **QUERYxx/DMPIMPORT** *(For the xx, fill in your credit union's two-character credit union ID)*

4. Click the *Details* button

5. Enter **C:\CUBASE\CUBASE\RESOURCES\DMPIMPORT.FDF** in the screen as shown below (casing doesn't matter):
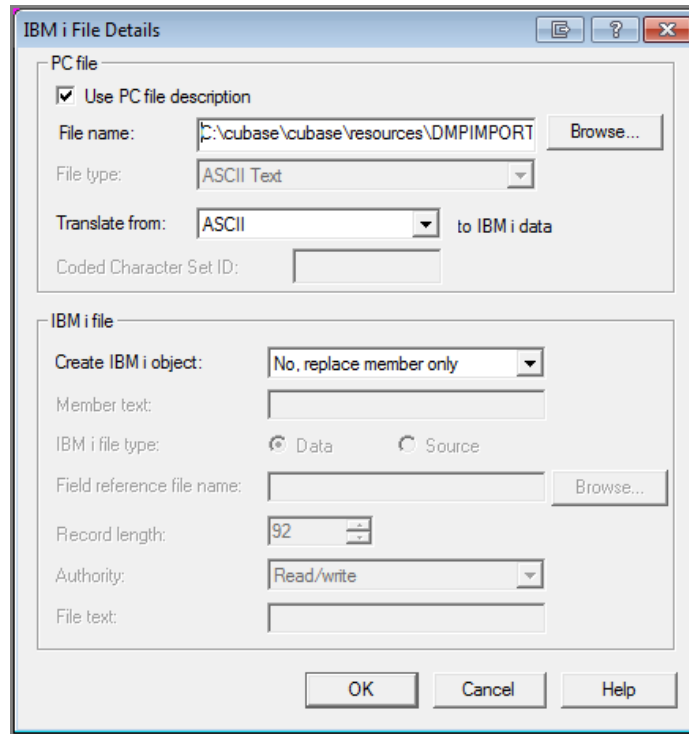
6. Click **OK** to save and return to the Data Transfer window.
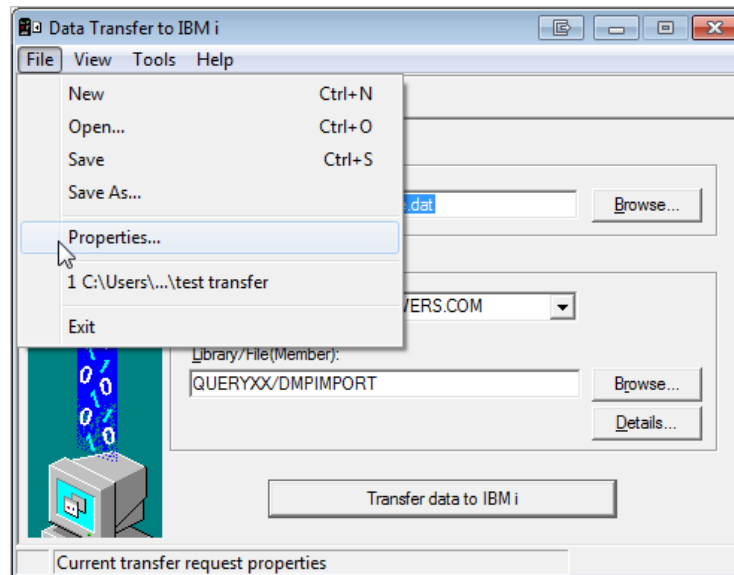
7. From the screen shown above, select the **File** menu and choose **Properties**

This option must be selected for the upload to work properly.
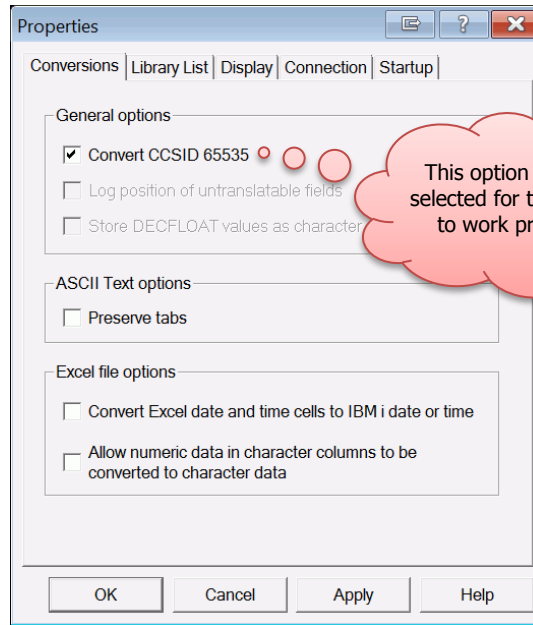
8. Check **Convert CCSID 65535** as shown above

9. Click **OK**

10. To begin the transfer process, click the **Transfer data to IBM i** button. A series of messages will appear to report on the progress of the transfer.

   > *If you experience problems uploading, it may be because you have not been authorized to upload data. If you receive the error: "Data in this field is incorrect or does not match the PC data type," make sure to set the properties as shown in #8 above.*

11. 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.)
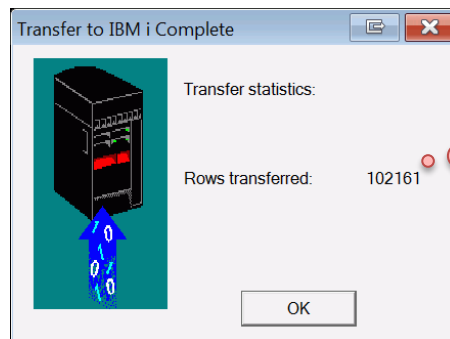
This number should match the number of individual figures in your original source file.

12. The file is now uploaded to the DMPIMPORT file definition and is ready for import into Direct Mail Post (see following section).

STEP 2: IMPORTING THE FILE

Once you have uploaded the file to CU*BASE, you will need to import the data into the Direct Mail Post feature.

"Direct Mail Post Feature" on the Member Service (MNSERV) menu

1. Enter a Branch and a Post Code in the upper left hand corner of the screen. If no codes have been configured, choose *Post code* 999 and the *G/L account* field will become available so you can enter the account number manually.

2. Select whether to allow accounts to go negative by checking the *Allow Negative Balance* checkbox (optional).

3. Use *Import* (F17) to view the following screen.

Import Screen

- For the *Option,* select **ACH format**.

- For the *File to Import* enter the **DMPIMPORT**.

- For the *Transaction Type*, select **Deposit**.

- For the *Description*, enter **RDC DEPOSIT**. (Recommended, however, you can enter any text in this field.)

- For the *IRA/HSA code*, enter C. (An entry is required.)

- **If desired enter a hold days for the check.** This feature can be used for deposits to savings and checking accounts only. (In the example below three days are selected.) *Important note: Although these transactions do not necessarily fall under Reg CC rules, the next-day $200 release will apply.*

4. Use *Import* (F5).

5. The file values will be uploaded to the Direct Mail Post screen.
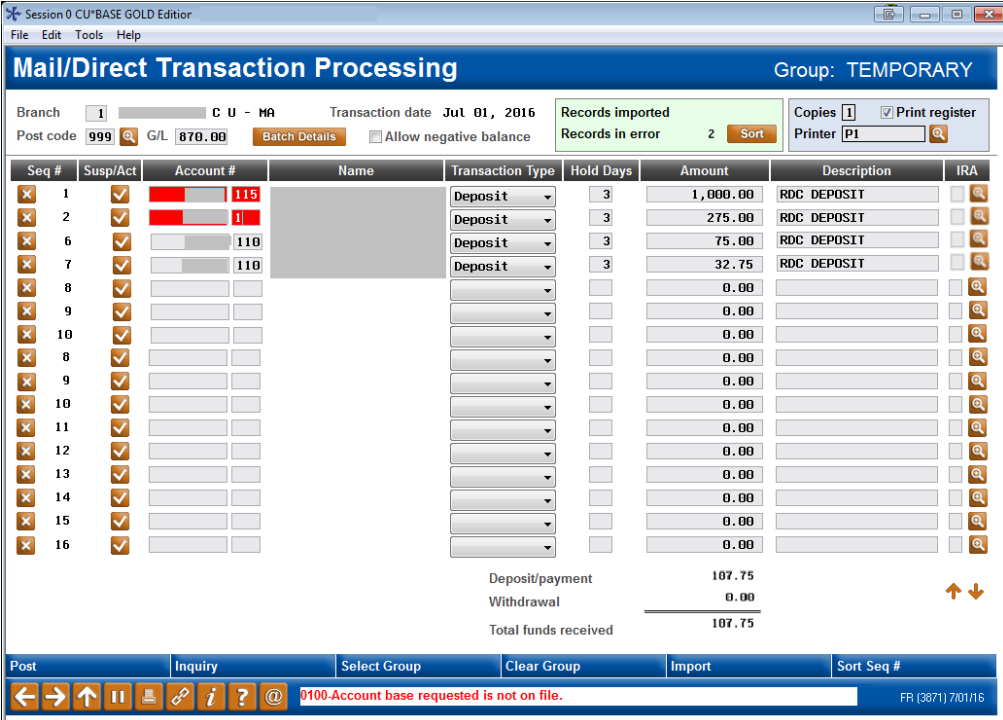
File Uploaded

You can at this time make any needed changes to the transactions that have been imported.

- NOTE: In the example above a three day hold has been placed on all deposits, however a longer hold could be placed, for example on a larger check.

- If the file has an exception, they will be highlighted. Refer to the following section for instructions on how to handle exceptions.

PROCESSING EXCEPTIONS AND POSTING THE TRANSACTIONS

Once you have uploaded the file, use the ![Sort] button or *Sort Errors* (F18) to bring the exceptions to the top of the list so that you can work them.

Exceptions Sorted to Top

Then use the checkmark under Susp/Act to suspend this transaction from posting. The account number will be removed and the line will appear in grey and white.

When all entries are completed and verified, use **Post** (F6) to post all items and clear the screen.

- Direct mail post follows 360 rules to determine if transactions are posted as a payment or to principal.

DELETING THE VALUES

If, once you have uploaded the file, you wish to clear the screen, use *Clear Group* (F14). A confirmation screen will appear. Use *Delete* (F16) to remove the items from the screen.