# 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. <u>http://www.cuanswers.com/wp-content/uploads/RDC\_DepositPosting.pdf</u>

## CONTENTS

SECURITY REQUIREMENTS	2
Downloading the NACHA File	3
VIEWING INDIVIDUAL TRANSACTIONS INCLUDED IN THE FILE	7
UPLOADING THE FILE TO THE ISERIES	8
Prepare Your File for Upload	8
STEP 1: UPLOAD YOUR POSTING FILE	10
STEP 2: IMPORTING THE FILE	13
PROCESSING EXCEPTIONS AND POSTING THE TRANSACTIONS	16
Deleting the Values	16

**Revision date: July 14, 2016** 

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<sup>®</sup> is a registered trademark of CU\*Answers, Inc.

# 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.	← ← https://checklogic.idocvault.com/clm/iDocVAULT.php?SID タ ← f File Edit View Favorites Tools Help ★ €Convert ← Select ★ ⓒ Share Browser WebEx ←
	IPDEMO Account: REPORTS IMAGES DE
	ALL REPORTS ICL SETTLEMENT NACHA SUMMAR
	NACHA
	Search For:
	02/25/2013
	02/26/2013
	Descending
	50 💌
	🗹 Reports 🗖 Notes
	SEARCH )

6. The file will appear in the listing.



- 7. Click on the hyperlink the view the entries in the file.
  - See Page 7 for directions to view individual transactions in 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.

ADMIN					SIGN O	UT ▶
Sea	rch	M 44 M			K.	
072450073130 vationsCkD	Hold down Ctrl	button an	d click	c to dow	nload	file
23456	00002886001	23456		CHECKL	.OGIC	
724500700000	00000000000028	8600 072	45007	3		

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



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

073	dat from c	hecklogic.idocv	Save	
		necklogic.luocv	Save as	
	Open	Save 💌	Save and oper	۱ ۱۷۷ –
				- 110/0 ·

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.



Here is a close-up of the detail:

	MERCHANT SUMMARY												
Account	Name		Total Amount		Not Reviewed Amount				Not In Batch Amount				Completed Arnount
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<sup>©</sup> Excel.

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

Field	Structure	Requirements	

-----

Field Name	Туре	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:

Туре	Field order	Extra fields allowed?	Notes
Flat File Format	Must be in the exact order as shown above	No	<ul> <li>The Description is the primary transaction description that will be seen in the transaction history and on the member's statement</li> <li>The Transaction Code must be either a D, P or W</li> </ul>
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	<ul> <li>Field lengths cannot be greater than the sizes shown above</li> <li>Currency amounts <i>cannot</i> contain commas but <i>must</i> include decimals</li> <li>Otherwise the amounts will pull in as whole dollars in CU*BASE. If you create a file in Excel this will happen automatically, but be sure to alert your vendor so that this is applied correctly.</li> </ul>

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:

	A	В	С	D	E	F	G
1	01	11101	01	2015	1	\$ ##,###,###,###.##	
2	01	11101	01	2015	2	\$ 00,000,000,000,000	
3	01	11101	01	2015	3	\$ ##,###,###,###.##	
4	01	11101	01	2015	4	\$ 00,000,000,000,000	
5	01	11101	01	2015	5	\$ ##,###,###,###.##	
6	01	11101	01	2015	6	\$ ##,###,###,###.##	
7	01	11101	01	2015	7	\$ 00,000,000,000,000	
8	01	11101	01	2015	8	\$ ##,###,###,###.##	
9	01	11101	01	2015	9	\$ ##,###,###,###.##	
10	01	11101	01	2015	10	\$ 00,000,000,000,000	
11	01	11101	01	2015	11	\$ ##,###,###,###.##	
12	01	11101	01	2015	12	\$ 00,000,000,000,000	
13	01	11102	02	2015	1	\$ ##,###,###,###.##	
14	01	11102	02	2015	2	\$ ##,###,###,###.##	
15	01	11102	02	2015	3	\$ 00,000,000,000,000	
16	01	11102	02	2015	4	\$ ##,###,###,###.##	
17	01	11102	02	2015	5	\$ ##,###,###,###.##	
18	01	11102	02	2015	6	\$ 00,000,000,000,000.00	
19	01	11102	02	2015	7	<	

_	A	В	С	D	E	F	G
1	AB	C Cred	it Uni	on Buc	lget W	Vorksheet	
			Prepar	ed by John	Smith		
2							
3							
4		GL	Branch	Budget			
5	Corp	Account	#	Year	Month	Amount	
6							
7	01	111-01	01	2015	1	\$ ##,###,###,###.##	
8	01	111-01	01	2015	2	\$ ##,###,###,###.##	
9	01	111-01	01	2015	3	\$ ##,###,###,###.##	
10	01	111-01	01	2015	4	\$ ##,###,###,###.##	
11	01	111-01	01	2015	5	\$ ##,###,###,###.##	
12	01	111-01	01	2015	6	\$ ##,###,###,###.##	
13	01	111-01	01	2015	7	\$ ##,###,###,###.##	
14	01	111-01	01	2015	8	\$ ##,###,###,###.##	
15	01	111-01	01	2015	9	S ## ### ### ### ##	

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:

Data Transfer to IBM i	
Enter the path and exact View Tools Help	
name of your file in this field	
along with the correct file extension (such as .XLS or	
.CSV.) You can also use the PC	
Browse button to the right to search for the file on your File name: your file name.dat	Browse
to search for the file on your computer.	<u></u>
IBM I: PROD.CUANSWERS.COM	
	<u> </u>
Library/File(Member):	
Remember to CERYXX/DMPIMPORT	Browse
enter your CUID	Details
here in place of the XX.	
Transfer data to IBM i	

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):

IBM i File Details	E ? 💌
PC file	
Use PC file description	
File name: D:\cub	ase\cubase\resources\DMPIMPORT Browse
File type: ASCII 1	Text 🗸
Translate from: ASCII	▼ to IBM i data
Coded Character Set ID:	
IBM i file	
Create IBM i object:	No, replace member only
Member text:	
IBM i file type:	Data     C Source
Field reference file name:	Browse
Record length:	92 🕂
Authority:	Read/write 💌
File text:	
	OK Cancel Help

6. Click **OK** to save and return to the Data Transfer window.

📳 Data Transfer to	o IBM i	E	
File View Tool	s Help		
New	Ctrl+N		
Open	Ctrl+O		
Save	Ctrl+S		
Save As		.dat	Browse
Properties			
1 C:\Users\ Exit	\test transfer	ERS.COM	
000	Library/File(Member): QUERYXX/DMPIMPORT		B <u>r</u> owse Details
	Trans	fer data to IBM i	
Current transf	er request properties		

7. From the screen shown above, select the *File* menu and choose *Properties* 

Properties	
Conversions Library List Display Connection	Startup
General options  Convert CCSID 65535  Convert CCSID	This option must be selected for the upload to work properly.
ASCII Text options	
Excel file options Convert Excel date and time cells to IBM Allow numeric data in character columns converted to character data	
OK Cancel Apply	Help

- 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*  $[\mathbf{X}]$  to return to the CU\*BASE menu. (See below for details on saving the transfer request.)



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.

lail/Direct Tr	ansaction Pr	ocessing		C	Group: TEMPORAR
ranch 🔄 ost code 📃 🍳	Tra Batch Details	ansaction date Jul			Copies 1 Print regist
	ccount # N	lame Trai	nsaction Type Hold Days	Amount	Description IF
< 1 🗸			<b></b>	0.00	
2			- L	0.00	
3 🗸 🗌			<u> </u>	0.00	
< 4 🗸 🗌				0.00	
6 🗸			•	0.00	
7 🗸			•	0.00	
3 8 🔽				0.00	
< 9 🗸				0.00	
10 🔽 🚃				0.00	
< 11 🔽 📃				0.00	
4 12 🔽 🚺				0.00	
🖌 13 🛛 🔽				0.00	
< 14 🗸 🗌			<b>•</b>	0.00	
< 15 🗸			<b></b>	0.00	
4 16 🔽				0.00	
			Deposit/payment	0.00	
			Withdrawal	0.00	<b>†</b>
			Total funds received	0.00	
st	quiry	Select Group	Clear Group	Import	Sort Errors

- 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**

Session 0 CU*BASE GOLD - Import file to Post			E
Option		Defaults	
© ACH	Transaction	💿 Deposit 💿 Payment 💿 Withdrawal	
⊚ Flat	Description		
O User defined fixed format	IRA/HSA code		
O User defined comma delimited	Hold days		
File to import			
Import			
$\leftarrow \rightarrow \uparrow \Vdash \blacksquare  \mathscr{P} i ? @$		FF	R (5955)

- 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.

Session 0 CU*BASE GOLD - Import file to Post			F
Option		Defaults	
ACH	Transaction	💿 Deposit 💿 Payment 💿 Withdrawal	
⊚ Flat	Description	RDC DEPOSIT	
O User defined fixed format	IRA/HSA code	С	
O User defined comma delimited	Hold days	3	
File to import DMPIMPORT			
Import			
$\boldsymbol{\leftarrow} \boldsymbol{\rightarrow} \boldsymbol{\uparrow} \amalg \triangleq \mathscr{C}  i \ ? \ @$		FF	R (5955)

- 4. Use Import (F5).
- 5. The file values will be uploaded to the Direct Mail Post screen.

#### **File Uploaded**

	n 0 CU*E it Tools	ASE GOL 5 Help	D Edition						
Mai	l/Di	rect	Transacti	on Processi	ng			Group: TE	MPORARY
Branch Post co	n ode ge	_	CU-MA G/L 870.00		e Jul 01, 2016 negative balance	Records impor Records in erro		Copies 1 Printer P1	Print register
Seq i	# Su	sp/Act	Account #	Name	Transaction Type Deposit	Hold Days	Amount 75.00	Descrip	tion IRA
×	7	<b>V</b>	110		Deposit +	3	32.75	RDC DEPOSIT	
×	8	$\checkmark$			•		0.00		
×	9	$\checkmark$					0.00		
×	10	$\checkmark$			-		0.00		C C
×	8	$\checkmark$			-		0.00		
×	9	$\checkmark$			-		0.00		6
	10	$\checkmark$			-		0.00		
	11	$\sim$			-		0.00		
	12 13	$\mathbf{\tilde{\mathbf{v}}}$					0.00		
=	14						0.00		
_	15				<b></b>		0.00		
_	15						0.00		
	16	<b>V</b>			-		0.00		
	16	$\checkmark$			-		0.00		
					Deposit/pa	vment	107.75		
					Withdrawa	-	0.00		<b>↓</b> ↓
					Total funds	= received	107.75		
ost			Inquiry	Select Group	Clear G	roup	Import	Sort	Seq #
			- 8 i ? 0						FR (3871) 7/01/1

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**

	lit Tools								
lai	il/Dire	ect T	ransactio	n Processir	ıg			Group: TE	MPORARY
ranc ost c	-	🔍 G/L	CU-MA 870.00 Batch	Transaction date	Jul 01, 2016 egative balance	Records impo Records in err		Copies 1 Printer P1	Print register
Seq	# Susp/	Act	Account #	Name	Transaction Type	e Hold Days	Amount	Descript	
<		/	115		Deposit 🗸	3	1,000.00	RDC DEPOSIT	
×	2	/	1		Deposit 👻	3	275.00	RDC DEPOSIT	
×			110		Deposit 🗸	3	75.00	RDC DEPOSIT	
ĸ	7		110		Deposit 🗸	3	32.75	RDC DEPOSIT	
ĸ	8	<u> </u>			-		0.00		
<	-				-		0.00		
۲.					-		0.00		
ĸ					-		0.00		
K							0.00		
< <							0.00		
、 く							0.00		
` <							0.00		
` <							0.00		
• <	15						0.00		
<	16						0.00		
	-				Deposit/pa	yment	107.75		
					Withdrawa		0.00		<b>^</b> •
					Total fund	s received	107.75		
st			Inquiry	Select Group	Clear G	roup	Import	Sort S	Seq #

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.