
Importing Transaction Files and Posting Them via Direct Mail Post

INTRODUCTION

Does your credit union have a vendor file of, for example ATM Surcharge postings, and want to upload it to CU*BASE and post the transactions? CU*BASE allows you to do just that by using the Direct/Mail Posting program, which allows for batch processing of transactions with a single G/L account.

Now, if your third-party vendor (or you!) create a file of accounts with transaction details, formatted in one of the supported layout formats, you can upload the file to your QUERYxx library, import the list into the Direct/Mail screen, review the entries, then post the batch. We also changed the Direct/Mail post screen to allow you to sort the list so that exceptions/errors you need to work appear at the top.

This booklet covers the requirements for the file and the file types that are accepted, how to upload the file, process exceptions and post the transactions.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
<http://www.cuanswers.com/resources/doc/cubase-reference>
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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 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

| <i>Field Name</i> | <i>Type</i> | <i>Length</i> | <i>Decimals (if any)</i> |
|--------------------|--------------|---------------|--------------------------|
| 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 <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 style="list-style-type: none"> Field lengths cannot be greater than the sizes shown above Currency amounts <i>cannot</i> contain commas but <i>must</i> include decimals <p>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.</p> |

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:

| | A | B | C | D | E | F | G |
|----|----|-------|----|------|----|----------------------|---|
| 1 | 01 | 11101 | 01 | 2015 | 1 | S ###.###.###.###.## | |
| 2 | 01 | 11101 | 01 | 2015 | 2 | S ###.###.###.###.## | |
| 3 | 01 | 11101 | 01 | 2015 | 3 | S ###.###.###.###.## | |
| 4 | 01 | 11101 | 01 | 2015 | 4 | S ###.###.###.###.## | |
| 5 | 01 | 11101 | 01 | 2015 | 5 | S ###.###.###.###.## | |
| 6 | 01 | 11101 | 01 | 2015 | 6 | S ###.###.###.###.## | |
| 7 | 01 | 11101 | 01 | 2015 | 7 | S ###.###.###.###.## | |
| 8 | 01 | 11101 | 01 | 2015 | 8 | S ###.###.###.###.## | |
| 9 | 01 | 11101 | 01 | 2015 | 9 | S ###.###.###.###.## | |
| 10 | 01 | 11101 | 01 | 2015 | 10 | S ###.###.###.###.## | |
| 11 | 01 | 11101 | 01 | 2015 | 11 | S ###.###.###.###.## | |
| 12 | 01 | 11101 | 01 | 2015 | 12 | S ###.###.###.###.## | |
| 13 | 01 | 11102 | 02 | 2015 | 1 | S ###.###.###.###.## | |
| 14 | 01 | 11102 | 02 | 2015 | 2 | S ###.###.###.###.## | |
| 15 | 01 | 11102 | 02 | 2015 | 3 | S ###.###.###.###.## | |
| 16 | 01 | 11102 | 02 | 2015 | 4 | S ###.###.###.###.## | |
| 17 | 01 | 11102 | 02 | 2015 | 5 | S ###.###.###.###.## | |
| 18 | 01 | 11102 | 02 | 2015 | 6 | S ###.###.###.###.## | |
| 19 | 01 | 11102 | 02 | 2015 | 7 | S ###.###.###.###.## | |

...not this:

| | A | B | C | D | E | F | G |
|----|--|------------|----------|-------------|-------|-----------------------|---|
| 1 | ABC Credit Union Budget Worksheet | | | | | | |
| | Prepared by John Smith | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | Corp | GL Account | Branch # | Budget 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 | \$ ###.###.###.###.## | |

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.

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).

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

Your file must be in one of the formats described in the first section of this booklet. Specifically, this file must be in an ACH file, flat file, user defined fixed format, or user-defined comma-delimited format. For more information on the required formats, refer to Page 2.

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.)

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:

The screenshot shows a window titled "Data Transfer to IBM i" with a menu bar (View, Tools, Help) and a toolbar. The main area is divided into two sections: "PC" and "IBM i".

- PC Section:** Contains a "File name:" text box with the value "your_file_name.csv" and a "Browse..." button to its right.
- IBM i Section:** Contains an "IBM i:" dropdown menu with "PROD.CUANSWERS.COM" selected, a "Library/File(Member):" text box with "QUERYXX/DMPIMPORT" entered, and "Browse..." and "Details..." buttons to the right.
- At the bottom of the dialog is a large "Transfer data to IBM i" button.

Two callout boxes provide instructions:

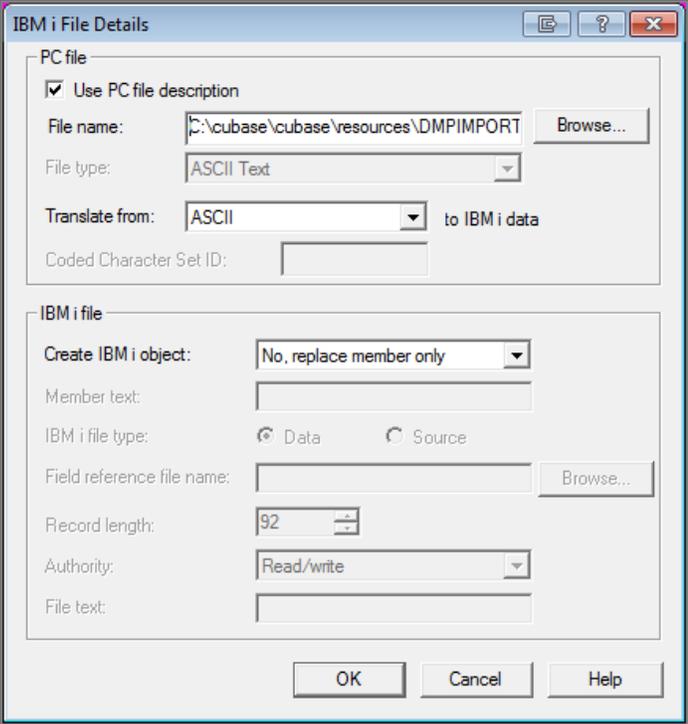
- A pink cloud callout points to the "File name" field, stating: "Enter the path and exact name of your file in this field along with the correct file extension (such as .XLS or .CSV.) You can also use the **Browse** button to the right to search for the file on your computer."
- A pink cloud callout points to the "Library/File(Member)" field, stating: "Remember to enter your CUID here in place of the XX."

3. Fill in as shown in the above sample, using these rules:

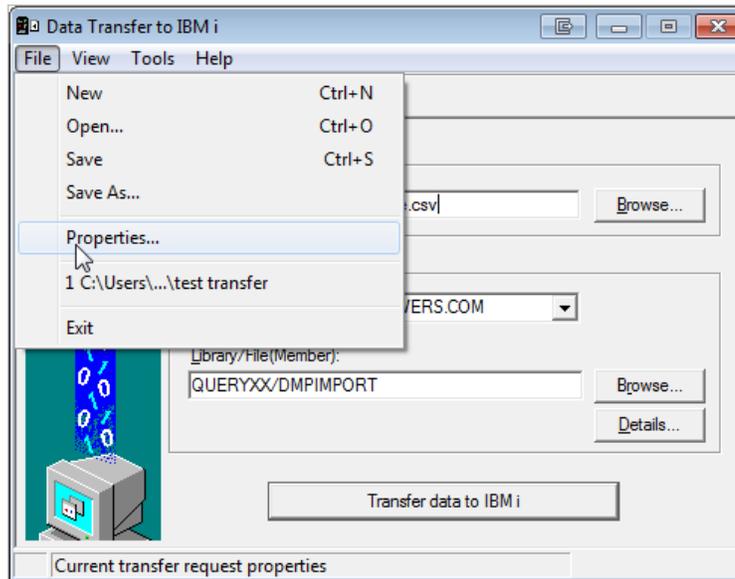
| Field Name | Description |
|------------|--|
| PC | These settings refer to where the data is coming from. |
| File name | Enter the path (the storage location, both drive and folder) and file name where the file is stored on your PC. Use backslashes between the folder name and the file name, as in the sample above (or better yet, use the Browse button to locate the file). |

| <i>Field Name</i> | <i>Description</i> |
|-----------------------|---|
| 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. <ul style="list-style-type: none"> 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 slash</u> , then the name of the file that holds records to be imported into the G/L: QUERYxx/DMPIMPORT <i>(For the xx, fill in your credit union's two-character credit union ID)</i> |

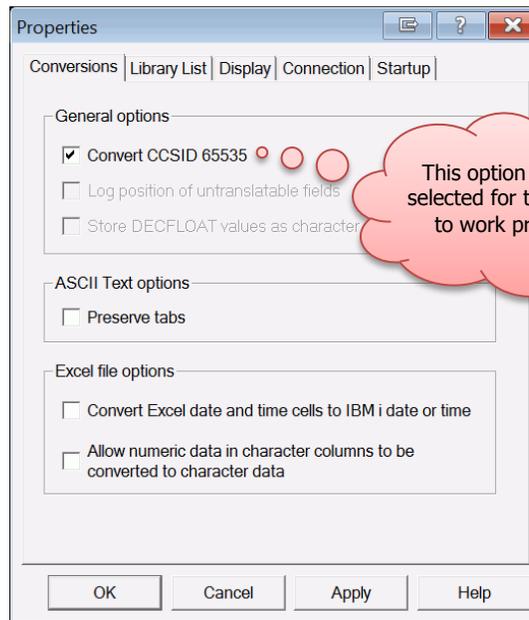
- Click the **Details** button
- Enter **C:\CUBASE\CUBASE\RESOURCES\DMPIMPORT.FDF** in the screen as shown below (casing doesn't matter):



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



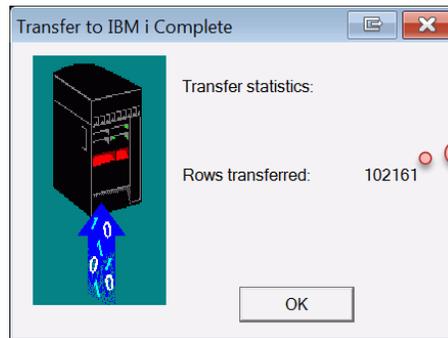
7. From the screen shown above, select the **File** menu and choose **Properties**



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* [X] to return to the CU*BASE menu.



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).

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

The batch details (F2) button allows you to enter zero dollar transactions: If this selection is checked, then zero dollar transactions can be included in the batch. This selection can be used to send messages to a group of members that will appear in their transaction history. NOTE: When this selection is made and the batch is posted, the last transaction date will not be updated for the zero dollar transaction records.

This button also allows you to apply a secondary transaction description to apply to all batch. On the following screen, enter a secondary transaction description, and it will be applied to all transactions when the batch is posted.

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).

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

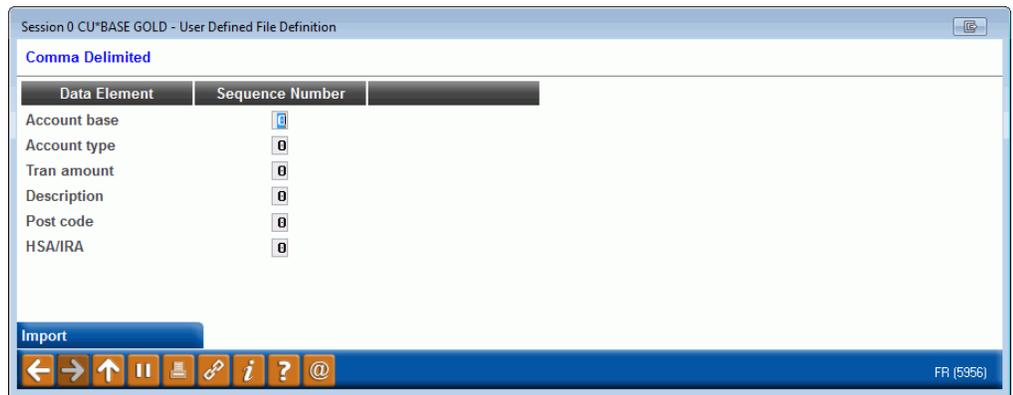
Import Screen

- Select the *Type* of file (ACH, Flat, User defined fixed format, or User defined comma delimited).
 - Enter the filename in the *File to Import* field.
 - In the *Defaults* area, enter the default that will be used if the field in the file does not contain data. (See previous page for image.)
 - If desired, you can place a hold on deposits to savings and checking accounts. Enter a hold days in the field provided. (You will be able to change the hold days before you post on the main Direct Mail Post screen. *Important note: Reg CC rules apply and the next-day \$200 release will apply.*)
- Use *Import* (F5).
 - With User Defined and Comma Separated Value files, you will be required to define the beginning and end position of the required fields. (ACH and Flat file formats do not require this step since the field start and end positions are defined by the file.)

User Defined Fixed Format

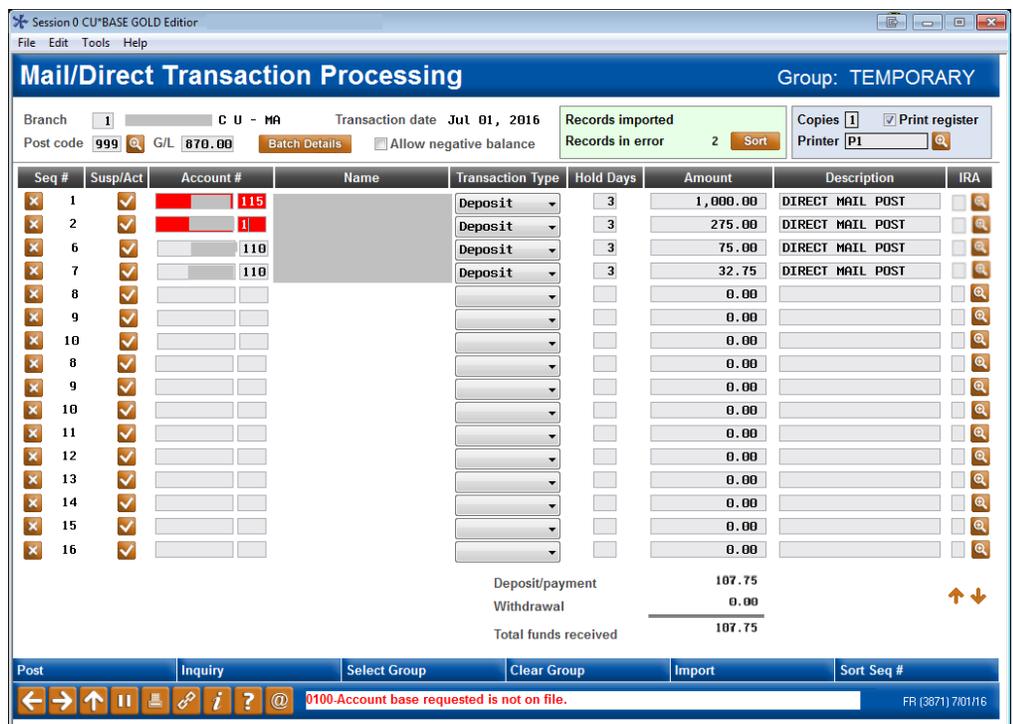
| Data Element | Start Position | End Position |
|--------------|----------------|--------------|
| Account base | 0 | 0 |
| Account type | 0 | 0 |
| Tran amount | 0 | 0 |
| Description | 0 | 0 |
| Post code | 0 | 0 |
| HSA/IRA | 0 | 0 |

Comma Separated Value Format



7. Use *Import* (F5) from these screens if needed.
8. The file values will be uploaded to the Direct Mail Post screen.

File Uploaded



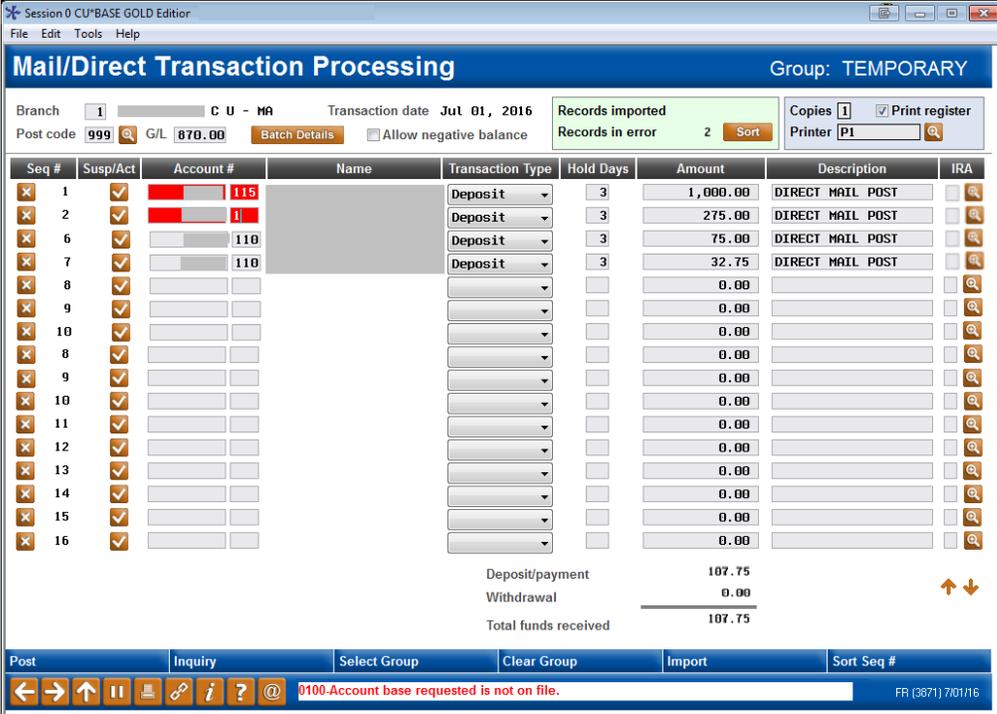
You can at this time make any needed changes to the transactions that have been imported, including adding or changing hold days in the *Hold Days* column.

- NOTE: Hold days can only be placed on deposit to savings and checking accounts. 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. *Important note: Reg CC rules apply and the next-day \$200 release will apply.*
- The file shown above has exceptions that are 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  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



Mail/Direct Transaction Processing Group: TEMPORARY

Branch: 1 C U - MA Transaction date: Jul 01, 2016 Records imported: 2 Records in error: 2

Post code: 999 G/L 870.00 Batch Details Allow negative balance

| Seq # | Susp/Act | Account # | Name | Transaction Type | Hold Days | Amount | Description | IRA |
|-------|-------------------------------------|-----------|------|------------------|-----------|----------------------|------------------|-----|
| 1 | <input checked="" type="checkbox"/> | 115 | | Deposit | 3 | 1,000.00 | DIRECT MAIL POST | |
| 2 | <input checked="" type="checkbox"/> | 11 | | Deposit | 3 | 275.00 | DIRECT MAIL POST | |
| 6 | <input checked="" type="checkbox"/> | 110 | | Deposit | 3 | 75.00 | DIRECT MAIL POST | |
| 7 | <input checked="" type="checkbox"/> | 110 | | Deposit | 3 | 32.75 | DIRECT MAIL POST | |
| 8 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 9 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 10 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 8 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 9 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 10 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 11 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 12 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 13 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 14 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 15 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| 16 | <input checked="" type="checkbox"/> | | | | | 0.00 | | |
| | | | | | | Deposit/payment | 107.75 | |
| | | | | | | Withdrawal | 0.00 | |
| | | | | | | Total funds received | 107.75 | |

0100.Account base requested is not on file. FR (3871) 7/01/16

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.