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# Importing Transaction Files to the General Ledger

## INTRODUCTION

Do you have an Excel spreadsheet with a batch of debit and credit entries you want to post? Have you ever wanted to be able to receive a list of journal entries from a third-party vendor and post them to your G/L? Now you can. The CU\*BASE Create/Post Journal Entries feature lets you pull data from a batch of journal entries directly from an external source.

In a nutshell, there are two main tasks in the process: Upload the data (from Excel, a CSV file, etc.) to the i5 system so CU\*BASE can access the data. Then start a new journal entry and use the Import Entries feature to pull that data in and create the batch of entries to be posted. The system will automatically verify and highlight all entries to check that valid G/L account numbers and other fields are filled in properly. From there the batch becomes a normal J/E batch you can post right away or suspend and post later.

This booklet describes the steps needed to upload the file and import the entries into the J/E tool, ready for final review and posting. For complete details on using the Create/Post Journal Entries feature to create and post batches to your General Ledger, refer to CU\*BASE GOLD Online Help.

## CONTENTS

SECURITY REQUIREMENTS .....	2
SUPPORTED FILE TYPES .....	3
(STEP 1): UPLOAD THE FILE TO CU*BASE .....	5
(STEP 2): IMPORTING THE FILE .....	9

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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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## 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 to request access privileges:

[http://www.cuanswers.com/pdf/spec\\_interest/iShieldRequestForm.pdf](http://www.cuanswers.com/pdf/spec_interest/iShieldRequestForm.pdf)

Request upload authority to GLIMPORT.

# SUPPORTED FILE TYPES

Supported File Types include the following:

- **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:

<i>Field Name</i>	<i>Type</i>	<i>Total Length</i>	<i>Decimals</i>
Branch	Numeric	2	0
G/L Acct #	Numeric	5	0
Debit Transaction Amount	Numeric	12	2
Credit Transaction Amount	Numeric	12	2
Source	Numeric	9	0
Description	Alphanumeric	25	

Other requirements for each file type:

<i>Type</i>	<i>Field order</i>	<i>Extra fields allowed?</i>	<i>Notes</i>
Flat File Format	Must be in the exact order as shown above	No	
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"> <li>▪ Field length must be exact and consistent from one record to the next</li> </ul>
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"> <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 <ul style="list-style-type: none"> <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> </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:

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

...not this:

	A	B	C	D	E	F	G
1	<b>ABC Credit Union Budget Worksheet</b>						
	Prepared 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	\$ ###,###.##	

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# (STEP 1): UPLOAD THE FILE TO CU\*BASE

## Prepare Your File for Upload

In this step you will upload your file from your PC to the IBM i so that it can be imported by the budget tool.

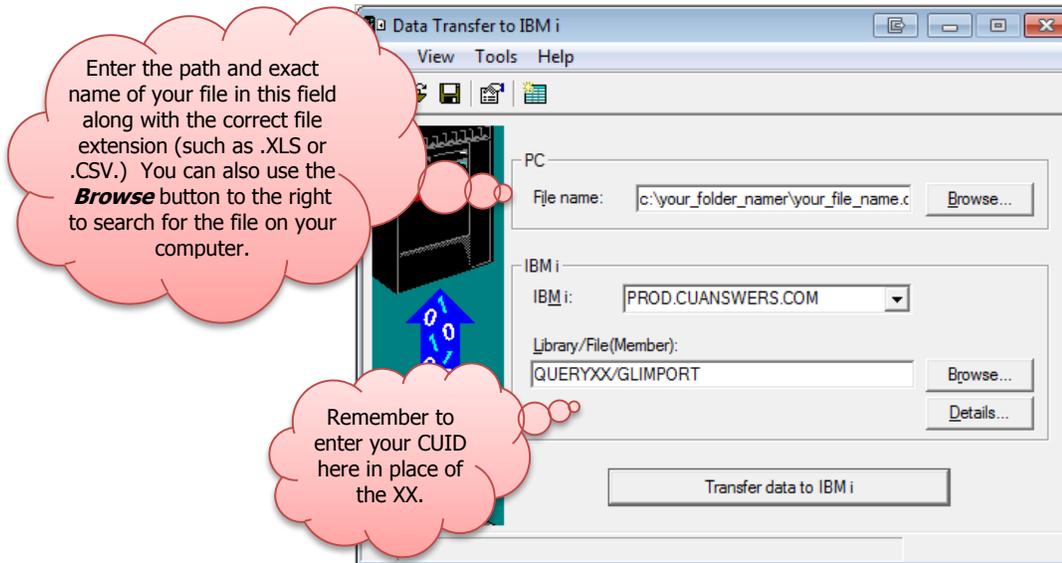
Once you have created your file, save it to your C:\ drive or a network location. (Either location works fine for the file upload process.)

Because of how a System i works, you will actually be pulling data into an existing file on CU\*BASE (basically a big, empty file that is large enough to contain the data you're uploading).

*BE CAREFUL: The file into which you will be pulling your budget data **is the same file as used by the import feature available in Create/Post Journal Entries** on the General Ledger (MNGELE) menu. So if you or someone else routinely pulls data into that file for posting to your G/L, 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 into your G/L.*

## Upload Your File

1. To upload your G/L file, use **File Upload (PC to iSeries)** on the File Transfer/Audit Functions (MNFILE) menu.
2. The upload screen will appear:

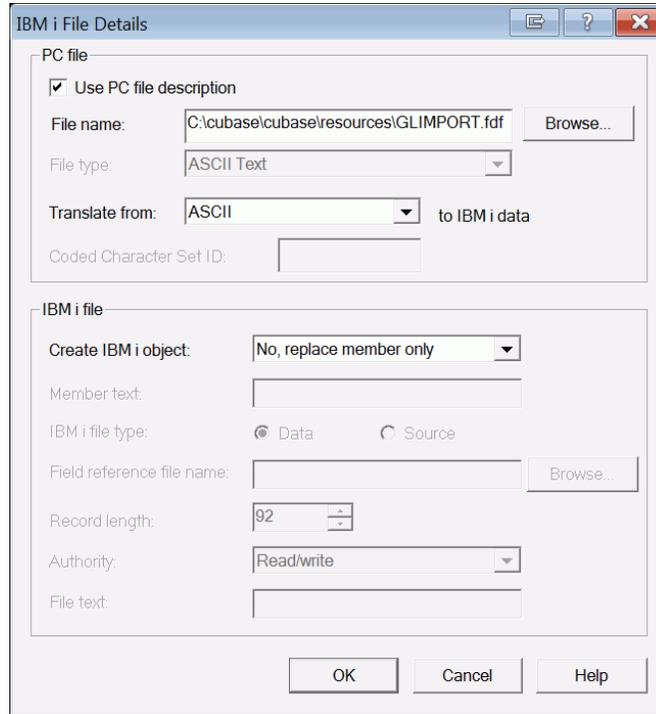


3. Fill in as shown in the above sample, using these rules:

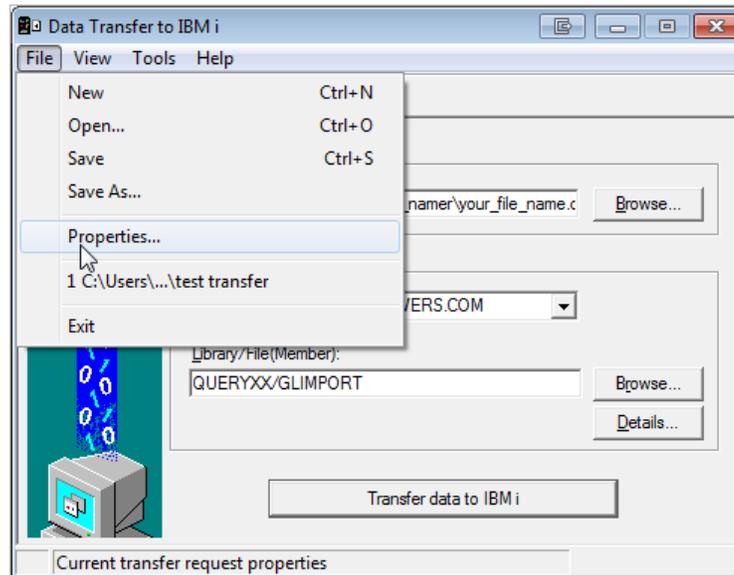
Field Name	Description
PC	These settings refer to where the data is coming from.
File name	Enter the path (the storage location, both drive and folder) and file name where the file is stored on your PC. Use backslashes between the folder name and the file name, as in the sample above (or better yet, 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. <ul style="list-style-type: none"> <li>NOTE: For CU*Northwest clients use PROD.CU-NORTHWEST.com and for CU*South clients use CUSOUTH.CUBASE.org</li> </ul>
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: <b>QUERYxx/GLIMPORT</b> (For the xx, fill in your credit union's two-character credit union ID)

4. Click the **Details** button

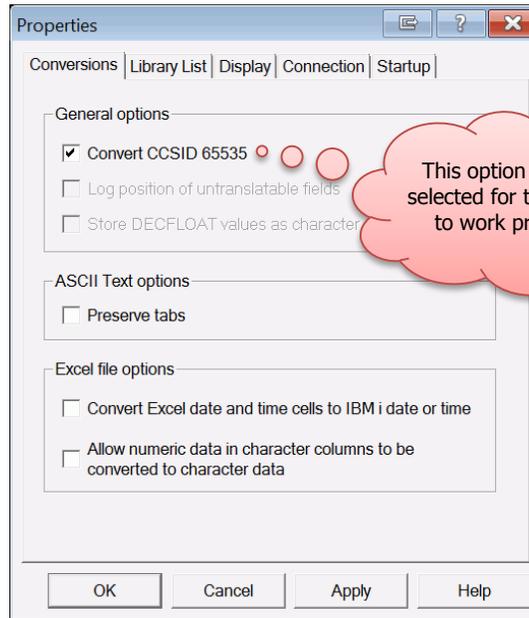
5. Enter **C:\CUBASE\CUBASE\RESOURCES\GLIMPORT.FDF** in the screen as shown below (casing doesn't matter):



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



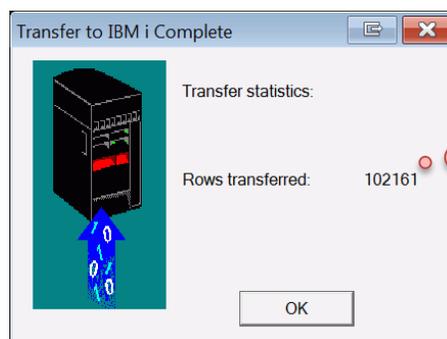
7. From the screen shown above, select the **File** menu and choose **Properties**



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.



12. The file is now uploaded to the GLIMPORT file definition and is ready for import into the *Create/Post Journal Entries* on the General Ledger (MNGELE) menu.

## (STEP 2): IMPORTING THE FILE

Once you have uploaded the file to CU\*BASE (see previous section), you will now be ready to import the data into the General Ledger.

1. Select **Create/Post Journal Entries** on the General Ledger (MNGELE) menu.

Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Work With Journal Entries

Create Journal Entry or Position To

Journal entry action  Create  Change  N/A Corp ID

Effective posting date  [MMDDYY] J/E ID  J/E ID #

Reversal date  [MMDDYY] Recurring date  [MMDDYY]

#### Work with Existing Journal Entries

Corp ID	Effective Date	ID	ID #	Reversal Date	Reversal Date	Year End	Status	Description
1	Feb 01, 2013	TR	00001			N	A	INTR ACCRUAL - G/L #701.00
1	Feb 12, 2013	DH	120507			N	A	COMM ALL INT ACCRUAL
1	Feb 13, 2013	DH	90708		Mar 13, 2013	N	A	LAND CONTRACT BEAMON
1	Feb 13, 2013	DH	120507		Feb 14, 2013	N	A	COMM ALLIANCE ACH POSTING
1	Feb 14, 2013	MM	00001		Mar 14, 2013	N	A	LAND CONTRACT KNAGGS
1	Feb 15, 2013	BC	123456		Feb 16, 2013	N	A	CREDIT CARD STL
1	Feb 15, 2013	DH	72706		Feb 16, 2013	N	A	CREDIT CARD STL
1	Feb 15, 2013	DH	80603		Mar 15, 2013	N	A	LAND CONTRACT KAUTEN
1	Feb 15, 2013	DH	100105		Feb 15, 2013	N	A	PAYDAY LOANS ACH ENTRY
1	Feb 15, 2013	DH	110131		Sep 24, 2013	N	A	NMS GOLD LOC WIRE OUT
1	Feb 15, 2013	03	50420		Apr 25, 2013	N	A	PARTICIPATION LOAN PVMT
1	Feb 15, 2013	13	00200		Feb 15, 2013	N	A	FCU FREDDIEFUNDING NEW LN

Change Copy Delete Rename Post

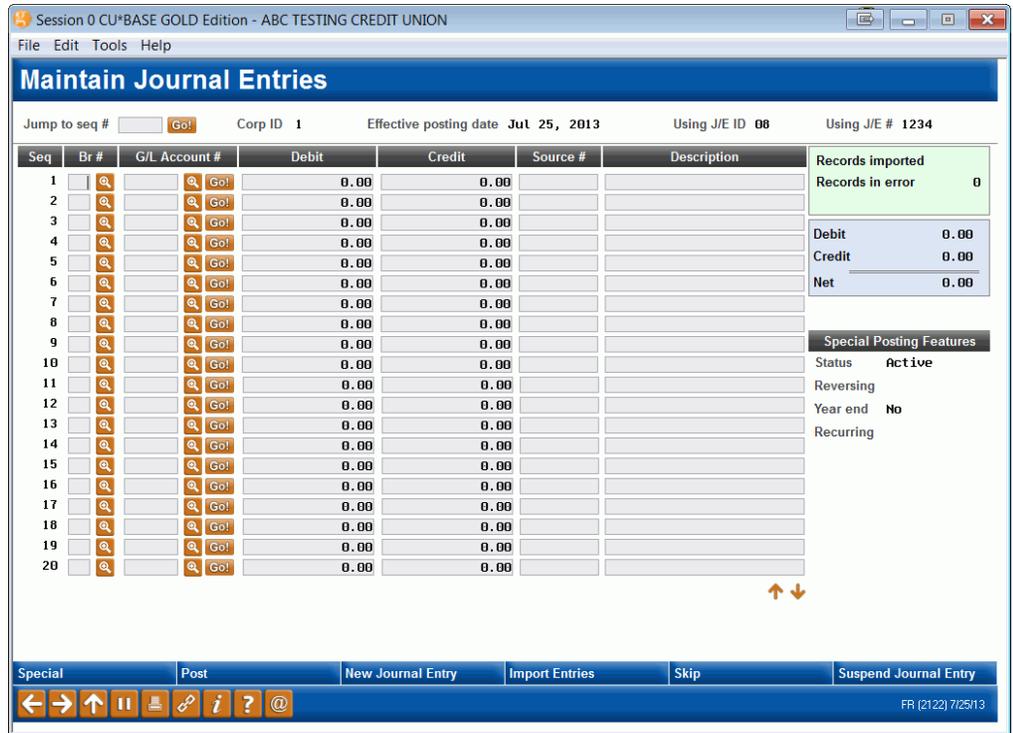
Press Enter to refresh this screen if the batch list is empty after canceling a subsequent screen.  
 Create New / Change: Fill in Corp ID, Effective posting date, J/E ID and J/E ID #, then press Enter.  
 Jump To: Fill in at least the Corp ID and the Effective posting date and click "Jump to Journal Entry" to bring that entry to the top.

Skip  
 Unpost Batch  
 Jump to Journal Entry

FR (2141) 4/24/13

2. Select to create a General Ledger entry.
  - Select *Create*.
  - Then enter a Corp ID, Effective Posting date, JE ID and JE ID #.
3. Press Enter.

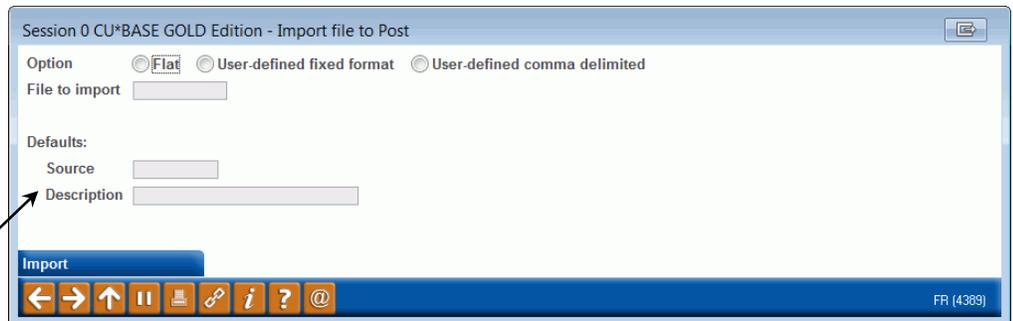
4. The Maintain Journal Entries screen will appear.



5. Use *Import Entries* (F11) from this screen to begin the file import process.

6. The *Import to Post* screen will appear.

**Warning!** Only use the Description and Source fields if you want to override the description and source fields in the file.



- Select the *Type* of file (ACH, Flat, User defined fixed format, or User defined comma delimited).
- Enter the **GLIMPORT** 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.
- Warning! Only use the Description and Source fields if you want to override the description and source fields in the file.

7. Use *Import* (F5).

- With User Defined files, you will be required to define the beginning and end position of the required fields. Use *Import* (F5) from this screen.

### User Defined Fixed Format

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

- With Comma Delimited files you will be required to order the fields. Use *Import* (F5) from this screen.

### Comma Delimited File

Data Element	Sequence Number
Branch/Location	1
G/L Acct #	2
Debit	3
Credit	4
Source #	5
Description	6

7. The file values will be uploaded to the Maintain Journal Entries screen.

## File Uploaded

Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Maintain Journal Entries

Jump to seq #  Go! Corp ID 1 Effective posting date Jul 25, 2013 Using J/E ID 08 Using J/E # 1234

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description
1	4	250.09	0.00	450.00	0	
2	4	250.09	0.00	1,074.91	0	
3	1	140.05	0.00	1,995.00	0	
4	1	260.05	0.00	1,800.00	0	
5	1	260.07	0.00	3,000.00	0	
6	1	260.08	0.00	1,150.00	0	
7	2	260.08	0.00	400.00	0	
8	3	260.08	0.00	350.00	0	
9		800.11	0.00	0.00	10219	
10			0.00	0.00		
11			0.00	0.00		
12			0.00	0.00		
13			0.00	0.00		
14			0.00	0.00		
15			0.00	0.00		
16			0.00	0.00		
17			0.00	0.00		
18			0.00	0.00		
19			0.00	0.00		
20			0.00	0.00		

Records imported 9  
Records in error 9

Debit 0.00  
Credit 10,219.91  
Net 10,219.91-

Special Posting Features  
Status Active  
Reversing  
Year end No  
Recurring

Special Post New Journal Entry Import Entries Skip Suspend Journal Entry

G/L-0012 Invalid G/L account number FR (2122) 7/25/13

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

- The file shown above has exceptions, colored in blue.

8. Use *Post* (F2) to post the entries.