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# Importing a List of Prospective Member Names

Into the CU\*BASE Pending Membership Applications Database

## INTRODUCTION

Imagine being able to purchase lists of prospective members from external sources and having an easy way to import them directly into CU\*BASE. Or attending a trade show and being able to jot down name and email addresses for potential new members then pull them into CU\*BASE to be worked by your team.

The *Import Member Apps* (F11) button on the entry screen of **Work Online Banking Apps Requests** on the Member Service (MNSERV) menu allows your credit union to easily import data into partial membership-application records. The file must contain the first name, last name, and either an email address or phone number of the prospective member in a comma-delimited file (.CSV), such as an Excel spreadsheet.

- The process allows for the upload of additional information such as address, birthdate, and Social Security number. If you don't supply a SSN, a temporary imitation one is generated during the upload process to allow a record to be made. You can even enter a "source code" during the upload to track these prospects and for further statistics.

Once these partial records are uploaded, you will work them as you would an online membership request. Using the *Edit* feature, you then update the record with additional information (such as the correct SSN) prior to creating the membership record.

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# SECURING REQUIREMENTS AND SUPPORTED FILE TYPES

## 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, available at the website shown below, to request access privileges:

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

## SUPPORTED FILE TYPES

Supported File Types only include comma delimited files.

- **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.

Following are rules for field type and length:

<i>Field Name</i>	<i>Notes</i>
SSN	<b>No dashes allowed</b> ; however will accept Excel SSN format; otherwise will be ignored.
First Name	14 characters available in field. Beyond that will be truncated.
Last Name	15 characters available in field. Beyond that will be truncated.
Home Phone	7 or 10 digits, <b>no punctuation</b> ; however will accept Excel phone format; otherwise will be ignored.
Work Phone	7 or 10 digits, <b>no punctuation</b> ; however will accept Excel phone format; otherwise will be ignored.
Email address	100 characters allowed. Beyond that will be truncated.
Birthdate	<b>Only accepted if in MM/DD/CCYY Excel date format</b> ; otherwise will be ignored.
Address 1	25 characters allowed. Beyond that will be truncated.
Address 2	25 characters allowed. Beyond that will be truncated.
City	20 characters allowed. Beyond that will be truncated.
State	2 characters allowed.
ZIP code	5 digits. Beyond that will be truncated.

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
1	John	Student	jstudent@yahoo.com			
2	Mary	Student		(616) 555-5555	2/20/2001	
3						
4						

...not this:

	A	B	C	D	E	F
1	Homecoming Student List					
2						
3	Fname	Lname	Email	Phone #	Birthdate	
4	John	Student	jstudent@yahoo.com			
5	Mary	Student		(616) 555-5555	2/20/2001	

# (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 pending membership requests 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).

## Upload Your File

1. To upload your prospective membership list, 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:" field with the text "C:\YourFolderName\YourFileName.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):" field with "QUERYXX/MBRIMPORT" 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:

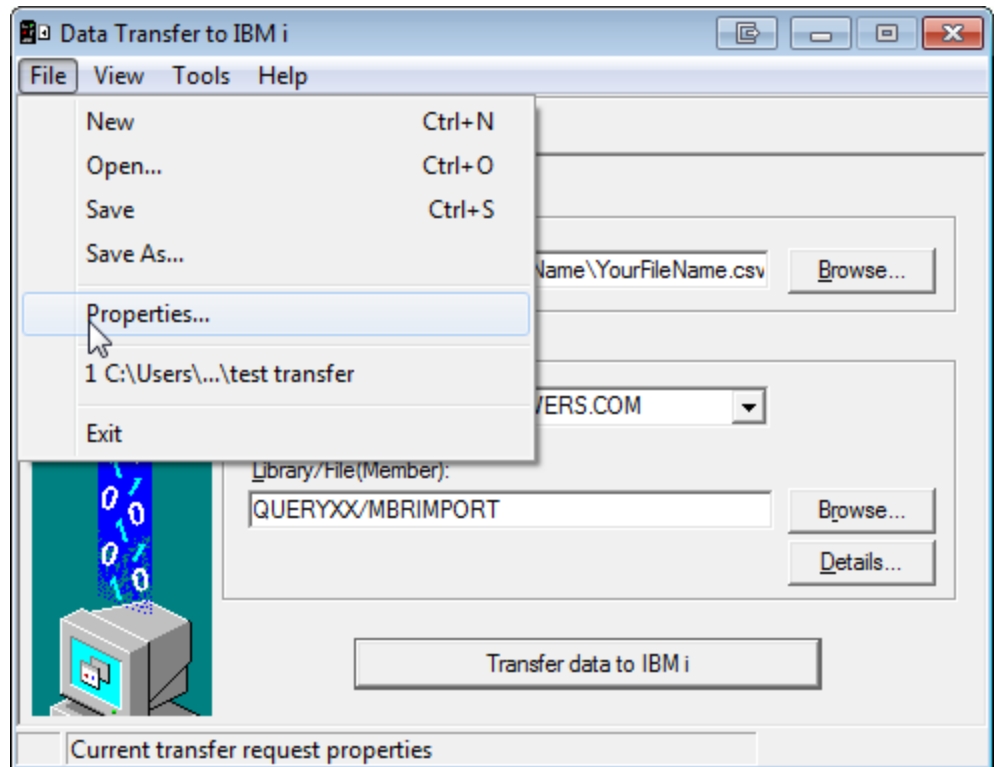
Field Name	Description
PC	These settings refer to where the data is coming from.
File name	Enter the path (the storage location, both drive and folder) and file name where the file is stored on your PC. Use backslashes between the folder name and the file name, as in the sample above (or better yet,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

Field Name	Description
	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.
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:  <b>QUERYxx/MBRIMPORT</b> <i>(For the xx, fill in your credit union's two-character credit union ID)</i>

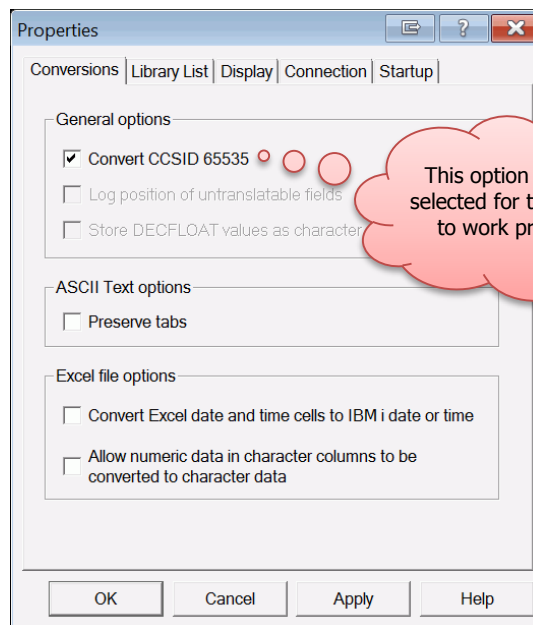
- Click the **Details** button
- Enter **C:\CUBASE\CUBASE\RESOURCES\MBRIMPORT.FDF** in the screen as shown below (casing doesn't matter):

The screenshot shows the 'IBM i File Details' dialog box. It is divided into two main sections: 'PC file' and 'IBM i file'.  
 In the 'PC file' section:  
 - 'Use PC file description' is checked.  
 - 'File name' is 'CUBASE\RESOURCES\MBRIMPORT.FDF'.  
 - 'File type' is 'ASCII Text'.  
 - 'Translate from' is 'ASCII' to IBM i data.  
 - 'Coded Character Set ID' is empty.  
 In the 'IBM i file' section:  
 - 'Create IBM i object' is 'No, replace member only'.  
 - 'Member text' is empty.  
 - 'IBM i file type' has 'Data' selected.  
 - 'Field reference file name' is empty.  
 - 'Record length' is '92'.  
 - 'Authority' is 'Read/write'.  
 - 'File text' is empty.  
 At the bottom are 'OK', 'Cancel', and 'Help' buttons.

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



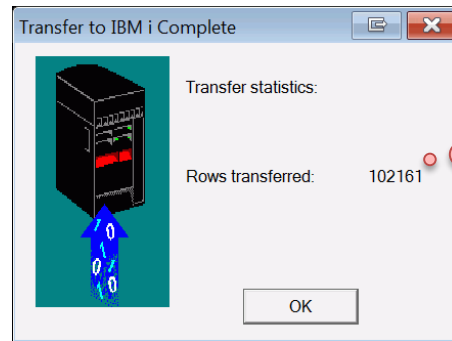
7. From the screen shown above, select the **File** menu and choose **Properties**



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. (See below for details on saving the transfer request.)



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

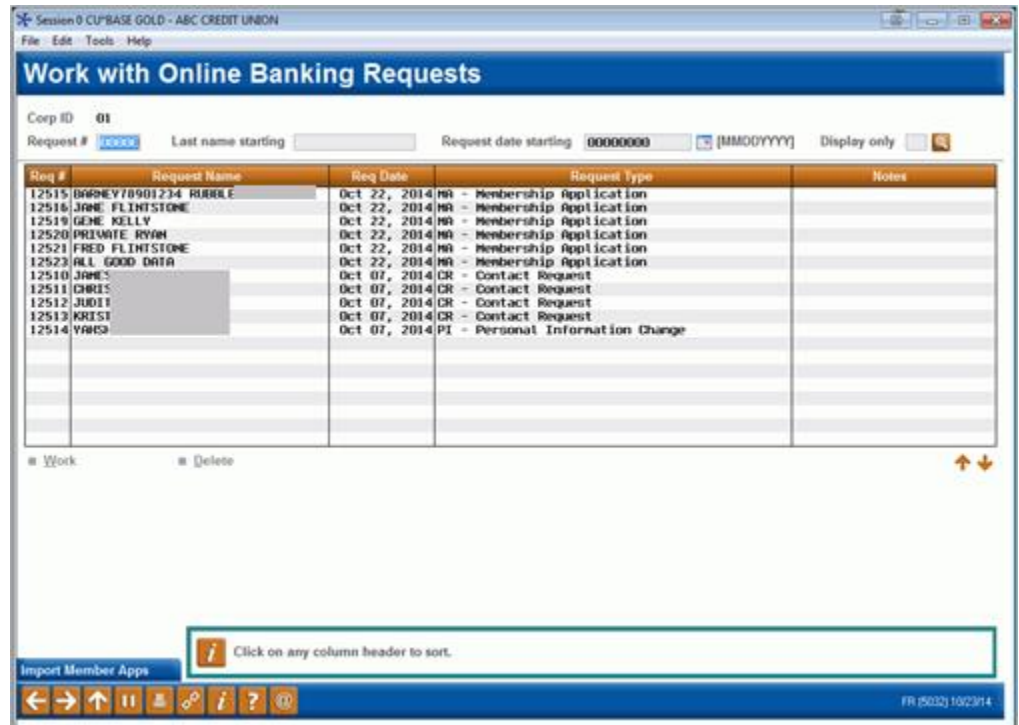
12. The file is now uploaded to the MBRIMPORT file definition and is ready for import into your pending membership database.



## (STEP 2): IMPORT THE FILE INTO YOUR PENDING MEMBERSHIP APPLICATIONS FILE

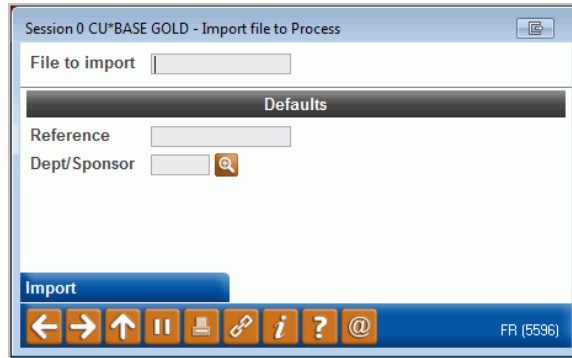
Once you have uploaded the data to CU\*BASE, you will now be ready to import the records into your pending membership application requests database:

1. Use **Work Online Banking Apps Requests** on the Member Service (MNSERV) menu.



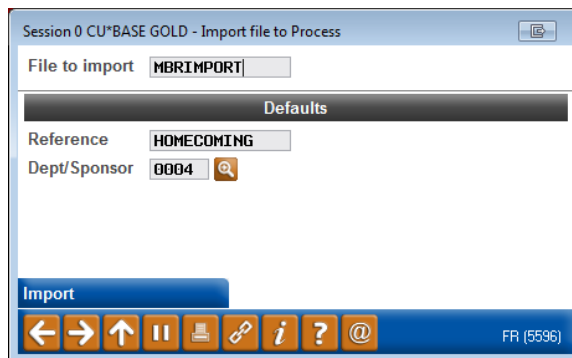
2. Use **Import Member Apps** (F11).

3. Fill in the following screen as follows:



- Enter **MBRIMPORT** in the *File to import* field.
- The *Reference* is a required field. Enter something that will help track the records in this upload. This will be recorded in *Reference* field in the application. Once the membership is created this is populated in the OLDACT field in the MASTER file.
- Use the lookup to select a *Dept/Sponsor*. This is used when the membership is created. It is a required field.

Here is an example for a credit union that is importing records it collected at a college homecoming:



4. Use **Import** (F5) to import the records.

- Specify the field sequence to *exactly* match the order in which the data appeared in your PC file.

*If you had extra fields after these 12, they will be ignored,  
But there cannot be extra columns between these required  
ones.*

Data Element - Sequence #			
SSN	1	Birth date	7
First name	2	Address 1	8
Last name	3	Address 2	9
Home phone	4	City	10
Work phone	5	State	11
Email address	6	Zip	12

- Use **Import** (F5) to complete the upload.
- You will receive a window counting the number of record that have been successfully uploaded.

8. The *Work with Online Banking Request* screen will now show the additional records you have uploaded. In the example below, John Student is now included in the list.

Req #	Request Name	Req Date	Request Type	Notes
12525	JOHN STUDENT	Oct 30, 2014	MA - Membership Application	
12515	BARNEY78901234 RUBBLE	Oct 22, 2014	MA - Membership Application	
12516	JANE FLINTSTONE	Oct 22, 2014	MA - Membership Application	
12519	GENE KELLY	Oct 22, 2014	MA - Membership Application	
12520	PRIVATE RYAN	Oct 22, 2014	MA - Membership Application	
12521	FRED FLINTSTONE	Oct 22, 2014	MA - Membership Application	
12523	ALL GOOD DATA	Oct 22, 2014	MA - Membership Application	
12510	JAMI	Oct 07, 2014	CR - Contact Request	
12511	CHR	Oct 07, 2014	CR - Contact Request	
12512	JUD	Oct 07, 2014	CR - Contact Request	
12513	KRI	Oct 07, 2014	CR - Contact Request	
12514	YAH	Oct 07, 2014	PI - Personal Information Change	

## DEALING WITH DUPLICATES OR ERRORS

Once you have uploaded your data, a report containing the exceptions will print. This will include records that could not be uploaded because they have insufficient data (were missing all the required information: First Name, Last Name, and either email or phone number). The listing will also include records that have Social Security Numbers that are exact duplicates with records of existing members, closed members, or non-members. (The MASTER, NONMBR and MSHIST files are reviewed.)

10/30/14 10:38:25						ABC CREDIT UNION		PCPEND	PAGE
SSN	FIRST NAME	LAST NAME	HOME PHONE	CELL PHONE	BIRTH DATE	MESSAGE	USER		
	MARY	STUDENT				/0000 No phone number or email in import file			
EMAIL:						***END OF REPORT***			

## WHAT IF A SOCIAL SECURITY NUMBER DOES NOT EXIST FOR THE RECORD?

A Social Security number is required for an entry to be created on the *Work with Online Banking Requests* screen. If this data is not included for the record, a temporary SSN will be generated. When this record is worked prior to membership creation, the valid SSN can be entered. The duplicate SSNs are generated with the next available number in the range 993-00-000 to 993-00-999. If no number in this range the record will appear on the Exception report mentioned previously. When the membership application is edited, this will be designated with a warning message next to the SSN field, as shown in the graphic below.

### Membership Application an Imitation Social Security Number

The screenshot shows a web browser window titled "Session 0 CU\*BASE GOLD - ABC CREDIT UNION". The main heading is "Online Banking Membership Application" with an "UPDATE" button. The form contains the following information:

Request # 12521      Request date Oct 22, 2014      Corp ID 01      Branch 01

**Personal Information**

SSN: 993000003 **This is an imitation SSN - Correct before approving!**

Name: FRED      STUDENT      Gender:  Male       Female

Birthdate: 00000000      (MMDDYYYY)      Marital status:  Married       Separated       Unmarried

Address 1: 346 LEFT STREET      Address 2: APT 12

City: SOMEWHEREVILL      State: IN      ZIP code: 00000

County:      Phone #: 000 0000000      Work #: 269 5551212 Ext. 00000

Fax #: 000 0000000      Email: phonetest@yahoo.com

Own/rent:  Rent       Own      Landlord phone #: 000 0000000

License #:      License state:       Foreign citizen       Foreign address

Full middle name:      Code word:      Reference: 0014      Employee #:      Department/sponsor: 0009

Navigation buttons: Update, Global Search, Joint Owner 1, Joint Owner 2, and a toolbar with back, forward, home, stop, print, search, help, and refresh icons.

TR (5043) 11/03/14

# CREATING NEW MEMBERSHIP RECORDS

Once these partial records are uploaded, you will work them as you would any online membership request.

The screenshot shows a software window titled "Session 0 CU\*BASE GOLD - ABC CREDIT UNION" with a menu bar (File, Edit, Tools, Help). The main area is titled "Work with Online Banking Requests". Below the title, there are input fields for "Corp ID" (01), "Request #" (000000), "Last name starting" (empty), "Request date starting" (00000000), and a "Display only" checkbox. A table with the following columns is displayed: Req #, Request Name, Req Date, Request Type, and Notes. The table contains 14 rows of data. Below the table are "Work" and "Delete" buttons. At the bottom, there is an "Import Member Apps" button, a help icon with the text "Click on any column header to sort.", and a toolbar with navigation icons. The footer shows "FR (5032) 10/30/14".

Req #	Request Name	Req Date	Request Type	Notes
12525	JOHN STUDENT	Oct 30, 2014	MA - Membership Application	
12515	BARNEY78901234 RUBBLE	Oct 22, 2014	MA - Membership Application	
12516	JANE FLINTSTONE	Oct 22, 2014	MA - Membership Application	
12519	GENE KELLY	Oct 22, 2014	MA - Membership Application	
12520	PRIVATE RYAN	Oct 22, 2014	MA - Membership Application	
12521	FRED FLINTSTONE	Oct 22, 2014	MA - Membership Application	
12523	ALL GOOD DATA	Oct 22, 2014	MA - Membership Application	
12510	JAM	Oct 07, 2014	CR - Contact Request	
12511	CHR:	Oct 07, 2014	CR - Contact Request	
12512	JUD:	Oct 07, 2014	CR - Contact Request	
12513	KRI:	Oct 07, 2014	CR - Contact Request	
12514	YAH:	Oct 07, 2014	PI - Personal Information Change	

Select the record, and then *Work*.

Session 0 CU\*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

## Membership Applications from Online Banking

Request #  Last name starting  Request date starting  [MMDDYYYY]

App #	Application Name	Home Phone	Work Phone	Ext	Corp	Rel Code	App Date	Email	Reference
12525	JOHN STUDENT					01	Oct 30, 2014		HOMEcoming

Approve     Change     Deny     Delete application  
 View     Look up     Request credit report     View credit report

↑ ↓

← → ↑ ⏸ ⌨ 🔑 ? @
FR (5033) 10/20/14

Then using *Change*, you then update the record with additional information (such as the correct SSN) prior to creating the membership record.

- If your credit union has activated the Blocked Persons scans in your Workflow Controls for opening new memberships, the system will scan this name against those list and appropriate windows will appear as confirmation of the results of those scans.

If a SSN was not included in the upload, an imitation or temporary one will be assigned. It is recommended that you enter the correct SSN prior to creating the membership.

### Membership Application with an Imitation Social Security Number

Session 0 CU\*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

## Online Banking Membership Application UPDATE

Request # 12521 Request date Oct 22, 2014 Corp ID 01 Branch 01

**Personal Information**

SSN 993000003 **This is an imitation SSN - Correct before approving!**

Name FRED  STUDENT Gender  Male  Female

Birthdate 00000000 (MMDDYYYY) Marital status  Married  Separated  Unmarried

Address 1 346 LEFT STREET Address 2 APT 12

City SOMEWHEREVILL State IN ZIP code 00000

County

Phone # 000 0000000 Work # 269 5551212 Ext. 00000

Fax # 000 0000000

Email phonetest@yahoo.com

Own/rent  Rent  Own

Landlord Landlord phone # 000 0000000

License # License state

Foreign citizen  Foreign address

Full middle name Code word

Reference 0014 Employee #

Department/sponsor 0009

Update Global Search Joint Owner 1 Joint Owner 2

Navigation icons: back, forward, up, down, search, info, help, @

TR (5043) 11/03/14

See Page 13 for the rules for assigning Social Security Numbers when one does not exist for a record.

Use *Update* once the changes are made and then follow your standard procedures for creating a membership.