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# 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 a 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/client\\_reference.php](http://www.cuanswers.com/client_reference.php)  
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# FILE REQUIREMENTS

## SUPPORTED FILE TYPES

Supported File Types include:

- ACH format
- Flat file format
- User-defined fixed format
- User-defined comma-delimited format

These files must comply with specific layout restrictions with certain required fields. This section of the manual will discuss these requirements

### 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.

### Flat File Format

A credit union might create a Query to create a file in the flat file format. The flat file requirements are that the field order and field structures (length) follow this format:

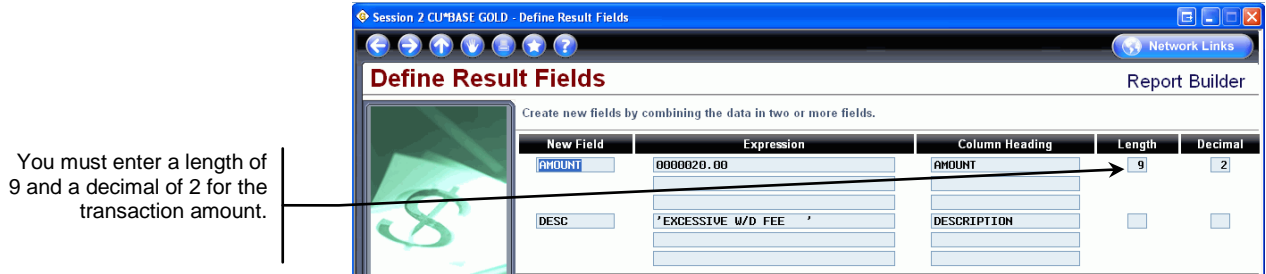
#### Field Structure Requirements

<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	

#### Notes on Contents of Fields:

- 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

- The IRA/HSA Code must be a valid IRA/HSA deposit or withdrawal code
- In the event you need to custom define the transaction Amount by specifically entering a length of 9 and a decimal of 2. (See picture below.)



## User Defined Code

A credit union might create a Query to create a file in the user defined format. The field structure (length) must follow the requirements for the flat file (the previous file discussed) but unlike the flat file, the fields can be in any order.

## Comma Separated Value (CSV) Format

This format might come from a vendor or from a credit union using, for example, Excel or another spreadsheet application. For the CSV format, the file must contain the files contained in the flat and user defined files, but the fields can be in any order. The only restriction on the field size is that it is not greater than the maximum field size of the flat file requirement. Additionally, currency amounts must include decimals - otherwise the amounts will pull 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.) CSV files can contain additional fields, but these fields must appear in the file to the right of the required fields. (They cannot exist between required fields.) The extra fields are disregarded by the Direct Mail Post program.

## Existing File Present

If an existing file has already been uploaded and data appears on the screen, you must first delete the existing data prior to uploading a new file.

# IMPORTING THE FILE

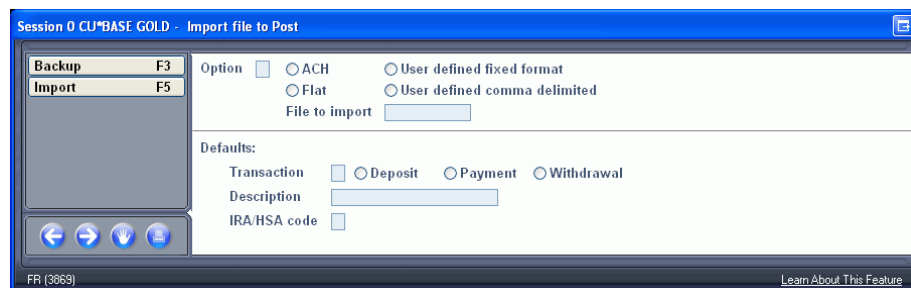
Once you have uploaded the file to CU\*BASE, you will need to import the data into the Direct Mail Post feature.

## MNSERV #2-Direct Mail Post Feature



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 F17-Import to view the following screen.

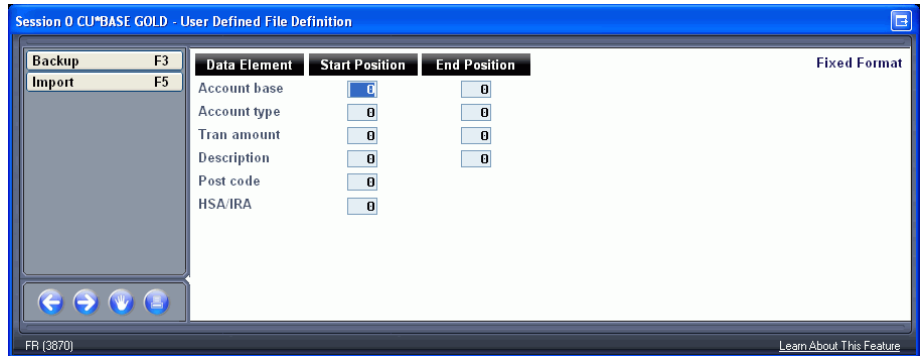
## Import Screen



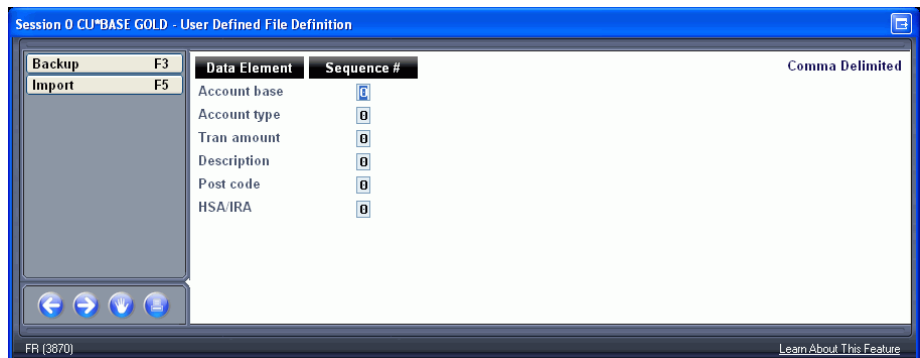
4. Select the Type of file (ACH, Flat, User defined fixed format, or User defined comma delimited).
5. Enter the filename in the File to Import field

6. 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.)
7. Use F5-Import.
8. 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



#### Comma Separated Value Format



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

## File Uploaded

Session 0 CU\*BASE GOLD - Mail/Direct Transaction Processing

**Mail/Direct Transaction Processing** Group: TEMPORARY

Branch: C U - MA Transaction date: Sep 24, 2010 Records imported: 3  
 Post code: 999 G/L account: 701.90 Allow negative balance:  Records in error: 1  
 Copies: 1 Printer: P1 Print register:

Seq	Susp/Act	Account #	Name	Tran Type	Amount	Description	IRA
1	<input checked="" type="checkbox"/>	45000	TESTARCHFRI, TESTARC	D = Deposit	2,000.00	Chk Direct Mail Post	
2	<input checked="" type="checkbox"/>	45000 120	TESTARCHFRI, TESTARC	D = Deposit	2,000.00	Chk Direct Mail Post	
3	<input checked="" type="checkbox"/>	450000000	TESTARCH2, TESTARCH2	D = Deposit	2,000.00	Chk Direct Mail Post	
4	<input checked="" type="checkbox"/>				0.00		
5	<input checked="" type="checkbox"/>				0.00		
6	<input checked="" type="checkbox"/>				0.00		
7	<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	6,000.00	
					Withdrawal	0.00	
					Total funds received	6,000.00	

Post F6 Cancel F7 Inquiry F12 Select Group F13 Clear Group F14 Import F17 Sort Errors F18

0101-Account type is not valid for account. Please try another. [Learn About This Feature](#)

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

- The file shown above, has an exception, colored in blue. 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 F18-Sort Errors to bring the exceptions to the top of the list so that you can work them.

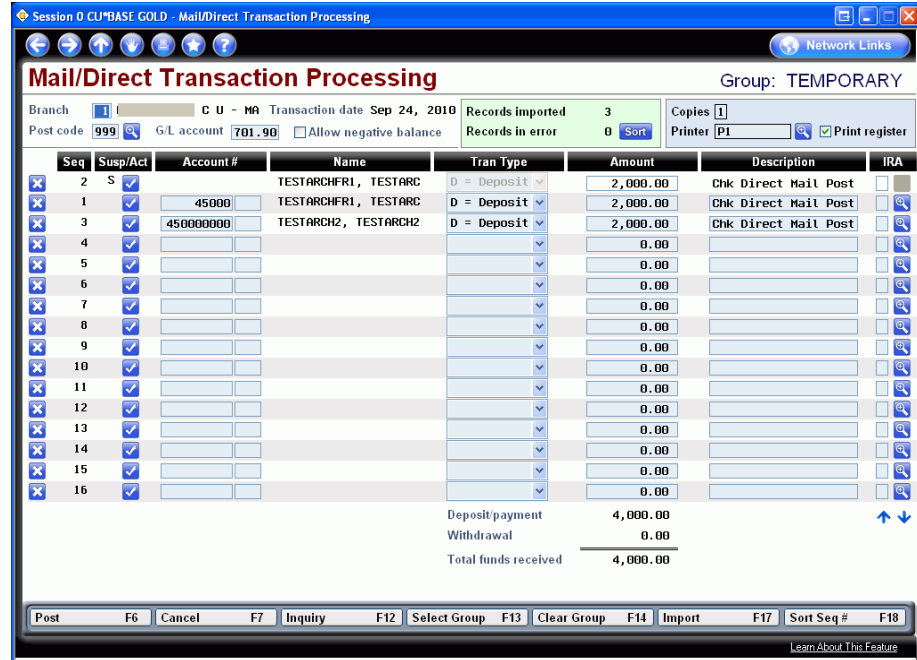
Exceptions Sorted to Top

The screenshot shows the 'Mail/Direct Transaction Processing' window. At the top, it displays 'Session 0 CU\*BASE GOLD - Mail/Direct Transaction Processing' and 'Group: TEMPORARY'. Below this, there are fields for Branch (1), Post code (999), G/L account (701.90), Transaction date (Sep 24, 2010), Records imported (3), and Records in error (1). A 'Sort' button is visible next to the 'Records in error' field. The main table lists transactions with columns for Seq, Susp/Act, Account #, Name, Tran Type, Amount, Description, and IRA. The first three rows show transactions with errors (marked with an 'X' in the Seq column) and are sorted to the top. The first row (Seq 2) has an amount of 2,000.00 and description 'Chk Direct Mail Post'. The second row (Seq 1) also has an amount of 2,000.00 and description 'Chk Direct Mail Post'. The third row (Seq 3) has an amount of 2,000.00 and description 'Chk Direct Mail Post'. Rows 4 through 16 show transactions with amounts of 0.00. At the bottom of the table, there is a summary: 'Deposit payment 6,000.00', 'Withdrawal 0.00', and 'Total funds received 6,000.00'. A status bar at the bottom displays function keys: Post (F6), Cancel (F7), Inquiry (F12), Select Group (F13), Clear Group (F14), Import (F17), and Sort Seq # (F18). A message at the bottom reads: '0101-Account type is not valid for account. Please try another.'

Seq	Susp/Act	Account #	Name	Tran Type	Amount	Description	IRA
X 2	✓	45000 120	TESTARCHFRI, TESTARC	D = Deposit	2,000.00	Chk Direct Mail Post	
X 1	✓	45000	TESTARCHFRI, TESTARC	D = Deposit	2,000.00	Chk Direct Mail Post	
X 3	✓	450000000	TESTARCH2, TESTARCH2	D = Deposit	2,000.00	Chk Direct Mail Post	
X 4	✓				0.00		
X 5	✓				0.00		
X 6	✓				0.00		
X 7	✓				0.00		
X 8	✓				0.00		
X 9	✓				0.00		
X 10	✓				0.00		
X 11	✓				0.00		
X 12	✓				0.00		
X 13	✓				0.00		
X 14	✓				0.00		
X 15	✓				0.00		
X 16	✓				0.00		
					Deposit payment	6,000.00	
					Withdrawal	0.00	
					Total funds received	6,000.00	

Then use the blue 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.

### Account Suspended



When all entries are completed and verified, use **F6-Post** 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 F14-Clear Group. A confirmation screen will appear. Use F16-Delete to remove the items from the screen.