

≡ HOW FILE UPLOADS WORK

QUICK REFERENCE GUIDE

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INSIDE

What can I do with uploads?

The ABCs of Uploading Data to CU*BASE

Security Requirements

Quick Tips

FAQs

What can I do with uploads?

In a nutshell, uploads bridge the gap between data stored on a local workstation or network or received via a third-party vendor relationship, and your membership data stored in CU*BASE on the System i. Uploads let you combine disparate formats into a common language so that you can **analyze the data** and then **take action** with and for your members. Uploads can be used to:

Analyze your data – *Link data from an external source to CU*BASE data and find common bonds in membership traits, account composition or credit history trends; study loan and deposit patterns over time; track member participation in your products and services...and more using CU*BASE dashboard tools.*

Expand your data – *Use the Self-Service Data Floods tool to populate new data into your database.*

Connect with members – *Reach out and sell to members via Member Connect, Next Suggested Product, and other CU*BASE marketing tools.*

Take action on member accounts – *Pull in 3rd-party lists to post fees, rebates, or other transactions directly to member accounts.*

Streamline your back office – *Post transactions directly to your general ledger or perform other tasks for groups of members.*

The ABCs of Uploading Data to CU*BASE

A In order to bring data into the System i, there must already be a formatted table in which to place it. There must also be an *.FDF file on your PC that gives instructions on what the data looks like: field order and length, data format (numeric vs. date vs. alpha), etc.

B File uploads are performed via **Tool #1375 Data Transfers (Upload or Download)** which is an IBM Client Access function.

C Tables must be uploaded to your QUERYxx library and can be used only for approved purposes, such as Query, Common Bonds analysis, Member Connect communications, etc., or for populating specific tables, with data validation controlled by a CU*BASE tool.

Security Requirements

Special authority is required to upload data from a PC onto the CU*BASE system. Start by completing the **iShield Security Access Request for CU*BASE Uploads** form:

https://www.cuanswers.com/wp-content/uploads/iShieldRequestForm_Upload.pdf

The form lists the standard tables into which data can be uploaded, so that you can define exactly how broad the person's permissions should be. There is also an "All

A screenshot of a web form titled "iShield Security Access Request for CU*BASE Uploads". The form contains several sections with checkboxes and input fields. Key sections include: "Request Authority", "Requester Information", "Request Details", and "Request Summary". The form is designed to be filled out by a user requesting access to upload data to the CU*BASE system.

Tables” access option, intended for your data administrator, which lets them upload data into any table in your QUERYxx library.

IMPORTANT: Make sure someone at the CU is auditing the daily and monthly reports in CU*Spy. The monthly report LSECAUDITM shows who has upload authority, while the daily report LSECAUDIT shows who actually performed uploads during the past month.

Formats for Data to be Uploaded

The most common format for data coming from a PC is referred to as **comma-delimited** or the **comma-separated values** (*.CSV) format. Programs such as Microsoft® Excel can produce this format, which is then translated during the upload process to the fixed format used by CU*BASE tables. As a rule, worksheets you intend to 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	5	###,###,###.##
2	01	11101	01	2015	2	5	###,###,###.##
3	01	11101	01	2015	3	5	###,###,###.##
4	01	11101	01	2015	4	5	###,###,###.##
5	01	11101	01	2015	5	5	###,###,###.##
6	01	11101	01	2015	6	5	###,###,###.##
7	01	11101	01	2015	7	5	###,###,###.##
8	01	11101	01	2015	8	5	###,###,###.##
9	01	11101	01	2015	9	5	###,###,###.##
10	01	11101	01	2015	10	5	###,###,###.##
11	01	11101	01	2015	11	5	###,###,###.##
12	01	11101	01	2015	12	5	###,###,###.##
13	01	11102	02	2015	1	5	###,###,###.##

...not this:

	A	B	C	D	E	F	G
1	ABC Credit Union Budget Worksheet						
	Prepared by John Smith						
2							
3							
4							
5	Corp	Account	Branch	Budget	Year	Month	Amount
6							
7	01	111-01	01	2015	1	5	###,###,###.##
8	01	111-01	01	2015	2	5	###,###,###.##
9	01	111-01	01	2015	3	5	###,###,###.##
10	01	111-01	01	2015	4	5	###,###,###.##

Some tools, such as the Direct/Mail Post import, can also receive data in other formats (ACH, fixed length, etc.); refer to online help for details about available options for those specialty uploads.

Quick Tips

Tip #1: Use downloads and uploads like a pro

1. Start with Query or one of the nearly 100 analysis dashboard tools and export data into a database table in QUERYxx.
2. Download that table to your PC.
3. Manipulate the list in Excel, saving your end result as a *.CSV (comma-separated values) document.
4. Upload the new list into CU*BASE, choosing one of the standard table formats.
5. If needed, use Query to join with MASTER and/or other tables.
6. Use the resulting table with CU*BASE analysis tools like Member Connect or Common Bonds.

Tip #2: Protect your data from other uploaders

1. Upload data into one of the standard tables (see the next page) as usual.
2. Create a temporary new Query, choosing that standard table as the data source.
3. Change the Output type to “database file,” specifying a new table name of your choice.
4. Run the Query (no need to change any field or record selection criteria) to populate the new table.
5. Use the newly created table to perform your desired tasks, leaving the standard table available for the next person to use.

**BONUS TIP: Save the temporary query you create, then all you have to do next time is run it!*

Tip #3: Play matchmaker

1. After uploading your data, create a Query that joins that table to MASTER or MEMBERx in your FILExx library, using join type 1 (matched records) as usual.

The resulting list will include all of the hits where the accounts in your list found a match in your MASTER or MEMBERx tables.

2. Now go back into Choose files and change the join type to 3 (unmatched records with primary file).

The resulting list will include data in your table that did not match any of your member accounts.

Table Formats Available for Uploads

Following are the standard system tables into which data can be uploaded into your credit union's QUERYxx library. The necessary *.FDF files are already stored on your workstation with the CU*BASE GOLD software, so once you have requested authority to the tables, you're ready to pull in data.

Table Name in QUERYxx	Purpose	Contents/Format
DMPIMPORT	For importing a list of debit or credit transactions to be posted to member accounts via Tool # 341 Direct/Mail Member Posting .	Account base, type (suffix), transaction amount, description, trans code and IRA/HSA posting code <i>Learn more: Importing Transaction Files and Posting Them via Direct Mail Post</i>
FCPERSON FCBUSINESS	For importing the files from FinCEN for use when running Tool #769 Run FinCEN 314(a) Scan .	Formatted specifically for FinCEN 314(a) scans; should not be used for other upload processes
GLIMPORT	For importing a list of debit and credit entries to be posted directly to your general ledger via Tool #61 Create/Post GL Journal Entries , or to import budget figures into your GL with Tool #992 Work with CU Budget .	Branch, GL account number, debit transaction amount, credit transaction amount, source, and description <i>Learn more: Importing Transaction Files to the General Ledger and Budgeting with CU*BASE</i>
IMPACCTNUM	General-use table for bringing in a list of member savings, checking, or loan accounts.	Two numeric columns: 9 digits for an account base and 3 digits for an account suffix
IMPBTS	General-use table, designed for the Additional Signer Delinquency Level flood type, where you need the account base, type, and SSN to match data in the ADSL additional signers table.	Three numeric columns: 9 digits for an account base, 3 digits for an account suffix, and 9 digits for a SSN/TIN
IMPMBRNUM	General-use table for bringing in a list of membership account bases (can also be used for SSN/TINs for members or non-members).	One numeric column: 9 digits for an account or tax ID number
IMPTEXT	General-use table intended for future enhancements to the flood tool, but available to bring in comments or other free-form text to be joined with CU*BASE data for output to a table or report.	One 9-digit numeric column for an account base, followed by one 300-byte alphanumeric column for any text
MBRIMPORT	For importing data about potential members to be worked and approved for membership via Tool #13 Work Online Banking Apps/ Requests .	SSN, first name, last name, home phone, work phone, email address, birthdate, address 1, address 2, city, state, and ZIP code <i>Learn more: Importing a List of Prospective Member Names into the CU*BASE Pending Membership Applications Database</i>

FAQs

Q: I got a list of names and email addresses from a third-party vendor. What do I do next?

A: Once the data is uploaded into one of the available tables, Query can use it as is, just by joining that table to any other table on the system, like MASTER or MEMBERxx. Or, assuming the table has a 9-digit numeric account base in the first column, Common Bonds and Member Connect features can use the table as is, no joining required!

Q: When I use Query to look at the various generic tables used for importing, I see nothing – just one column and no data. Where does the layout come from?

A: The layout for these tables is actually controlled by a File Description File (*.FDFX) located on your PC and used during the data transfer process. The *.FDFX controls how your data will be organized and what type of content each column will have (numeric vs. alphanumeric, etc.).

Q: My credit union has a couple of people responsible for uploading data for various tasks. What happens if we upload data into the same table?

A: If there is already data in the table into which data is being imported, it **will be overwritten by the next upload**. CUs with busy data analyst teams may wish to use the import table as only a temporary holding place, immediately employing a Query to output the data into a separate table to be used for their final analysis needs. (See Quick Tip #2 above for the steps.) But be careful: There are some tools that require a specific table name in order to process, so check the user guide for the tool you're using to see if this technique will work or not.

Q: None of the standard upload tables are quite right for the data I want to import. Is there still a way to get the data into CU*BASE?

A: Yes, via a wizard in the IBM Client Access Data Transfer to IBM i tool (you'll need "All Tables" security access to your QUERYxx library to do this):

Launch **Tool #1375 Data Transfers (Upload or Download)** and use the "Create database file" button at the top of the window. Follow the

step-by-step instructions, which walk through the process of creating a new *.FDFX file on your PC to contain the formatting instructions.



After specifying the file that contains your data, the wizard will scan its contents and present a list of generic field names (F1, F2, etc.). Use the "Details..." button in that step to change those generic field names to something meaningful. You can also expand the length of the fields, to accommodate longer data should that *.FDFX be used again for future uploads.

Once the wizard is complete the *.FDFX will be ready for you to perform an upload into that table as usual.

Q: In order to set up selective statement inserts, the instructions say I must use one of the STMT## tables in FILExx. Can I upload directly into those tables?

A: No. For security reasons to maintain data integrity, no credit union employees are allowed to upload directly into any tables in the FILExx library. However, you can upload the account base into the IMPMBRNUM table and then use Query to output the data from there to the appropriate STMT## table in your FILExx library.

Q: How long are the tables I create in my QUERYxx library saved?

A: We monitor disk usage and manage the tables in QUERYxx and any CU-created tables are automatically purged *after 3 months of non-use*. The standard ones described elsewhere in this document, though, are set up so they don't get purged even if they aren't used, so they're always ready to go for when your CU decides to start using them.

Q: My auditor is asking for a list of randomly selected account numbers to use for the annual statement audit. Is there some combination of downloads and uploads that would help me get that list together?

A: Actually, CU*BASE has a tool for that! Use **Tool #710 Random Mbr Analysis/File** to generate a database table of randomly-selected accounts from your credit union's membership records.