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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 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	

*NOTE: The IRA/HSA code field can be left blank. Additionally, the Hold Days field can be left blank. Upon import you can elect to use the configured Automated Holds for direct mail post. See page 10.*

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"> <li>The Transaction Code must be either a D, P or W</li> </ul>
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                             <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> </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	\$ ##,###,###.##	

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 Tool #341 Direct/Mail Member Posting. 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.

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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** form, available at the website shown below, to request access privileges (select the “DMPIMPORT” table):

[https://www.cuanswers.com/wp-content/uploads/iShieldRequestForm\\_Upload.pdf](https://www.cuanswers.com/wp-content/uploads/iShieldRequestForm_Upload.pdf)

# 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 **Tool #374 File Upload (PC to System i)**
2. The upload screen will appear:

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

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

Three callout boxes provide additional instructions:

- A cloud-shaped callout on the left 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 cloud-shaped callout on the right points to the "IBM i:" dropdown, stating: "This should default to your system name."
- A cloud-shaped callout at the bottom left 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:

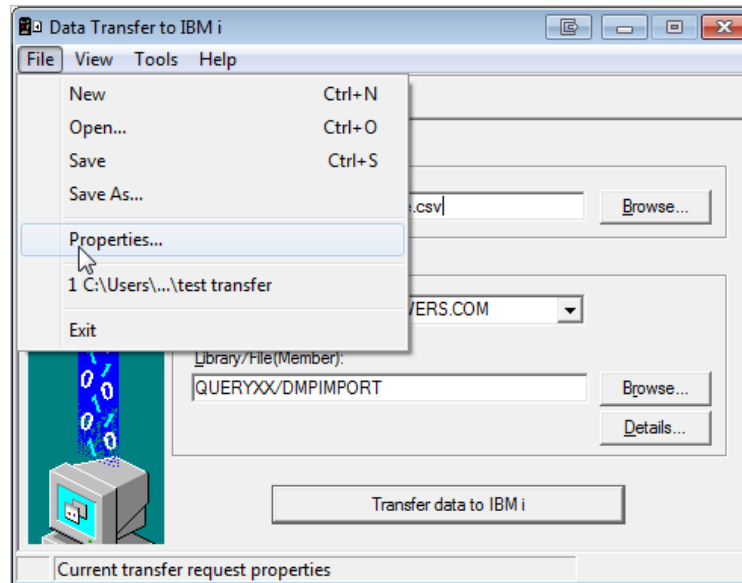
Field Name	Description
PC	These settings refer to where the data is coming from.
File name	Enter the path (the storage location, both drive and folder) and file name where the file is stored on your PC. Use backslashes between the folder name and the file name, as in the sample above (or better yet,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

<i>Field Name</i>	<i>Description</i>
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. <i>(If this defaults to something else, leave it as the default.)</i>
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: <b>QUERYxx/DMPIMPORT</b> <i>(For the xx, fill in your credit union's two-character credit union ID)</i>

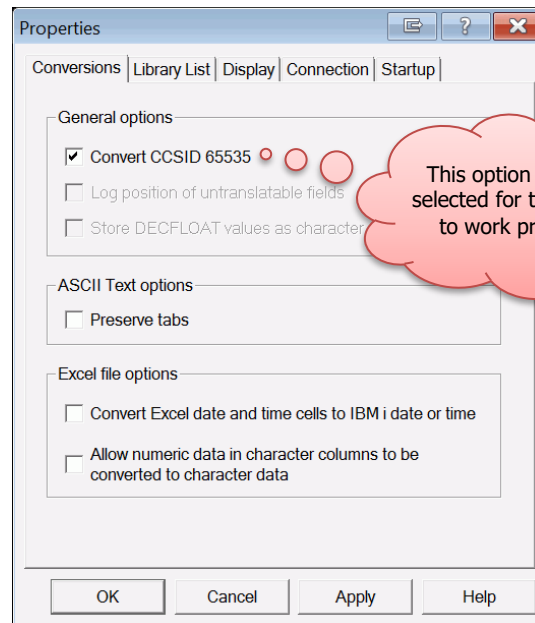
- Click the **Details** button
- Enter **C:\CUBASE\CUBASE\RESOURCES\DMPIMPORT.FDF** in the screen as shown below (casing doesn't matter):

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, the 'Use PC file description' checkbox is checked. The 'File name' field contains the path 'C:\cubase\cubase\resources\DMPIMPORT'. The 'File type' is set to 'ASCII Text'. The 'Translate from' dropdown is set to 'ASCII'.  
 In the 'IBM i file' section, the 'Create IBM i object' dropdown is set to 'No, replace member only'. The 'Member text' field is empty. The 'IBM i file type' has radio buttons for 'Data' (selected) and 'Source'. The 'Field reference file name' field is empty. The 'Record length' is set to '92'. The 'Authority' dropdown is set to 'Read/write'. The 'File text' field is empty.  
 At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

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



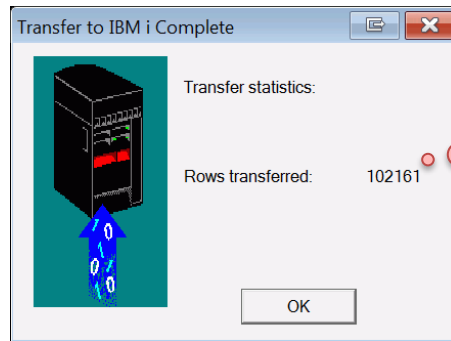
7. From the screen shown above, select the **File** menu and choose **Properties**



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 exit.



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 Member Posting (Tool #341)

Session 0 CU\*BASE GOLD Edition -  
File Edit Tools Help

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

Branch  Transaction date Jul 01, 2016 Records imported  Copies 1  Print register  
Post code    Allow negative balance Records in error 0  Printer P1

Seq #	Susp/Act	Account #	Name	Transaction Type	Hold Days	Amount	Description	IRA
1	<input checked="" type="checkbox"/>					0.00		
2	<input checked="" type="checkbox"/>					0.00		
3	<input checked="" type="checkbox"/>					0.00		
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	0.00	
						Withdrawal	0.00	
						Total funds received	0.00	

Post Inquiry Select Group Clear Group Import Sort Errors

FR [3871] 7/01/16

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. (This would be DMPIMPORT if you have followed the directions previous in this booklet about uploading the file.)
- In the *Defaults* area, enter the default that will be used if the field if the file does not contain data. *NOTE: The IRA/HSA code field can be left blank.*
- If desired, check **Apply deposit automated holds** to apply your credit-union defined automated holds. If allowed, you may adjust these holds or add your own holds after you upload the batch.

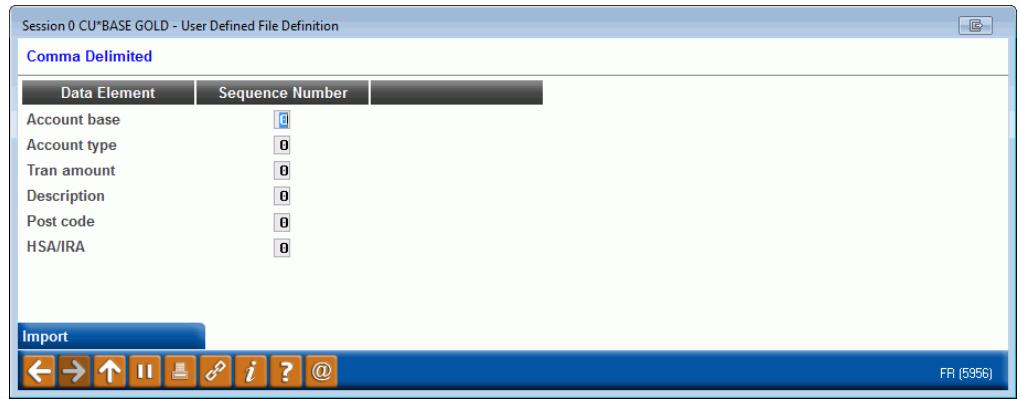
*You will first need to configure your Mail/Direct Main Post holds using **Tool 849: Automated Holds Config**. Refer to the [Automated Deposit Holds booklet](#) for more details on holds.*

- 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

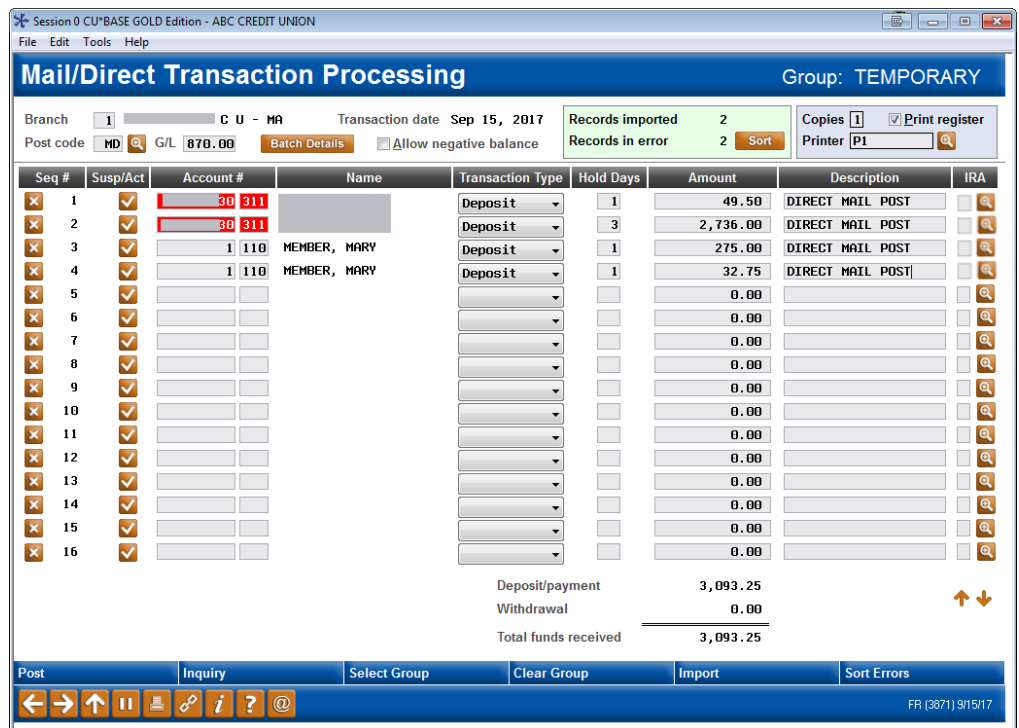
Data Element	Start Position	End Position
Account base	<input type="text" value="0"/>	<input type="text" value="0"/>
Account type	<input type="text" value="0"/>	<input type="text" value="0"/>
Tran amount	<input type="text" value="0"/>	<input type="text" value="0"/>
Description	<input type="text" value="0"/>	<input type="text" value="0"/>
Post code	<input type="text" value="0"/>	
HSA/IRA	<input type="text" value="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 (if allowed).

- The file shown above has exceptions that are highlighted. Refer to the following section for instructions on how to handle exceptions.
- NOTE: Hold days can only be placed on deposit to savings and checking accounts. As mentioned earlier when importing a batch you can select check **Apply deposit automated holds** to apply your credit-union defined automated holds for direct mail post. (If allowed by the configuration, you may adjust these holds or add your own holds after you upload the batch.) You will first need to configure your Mail/Direct Main

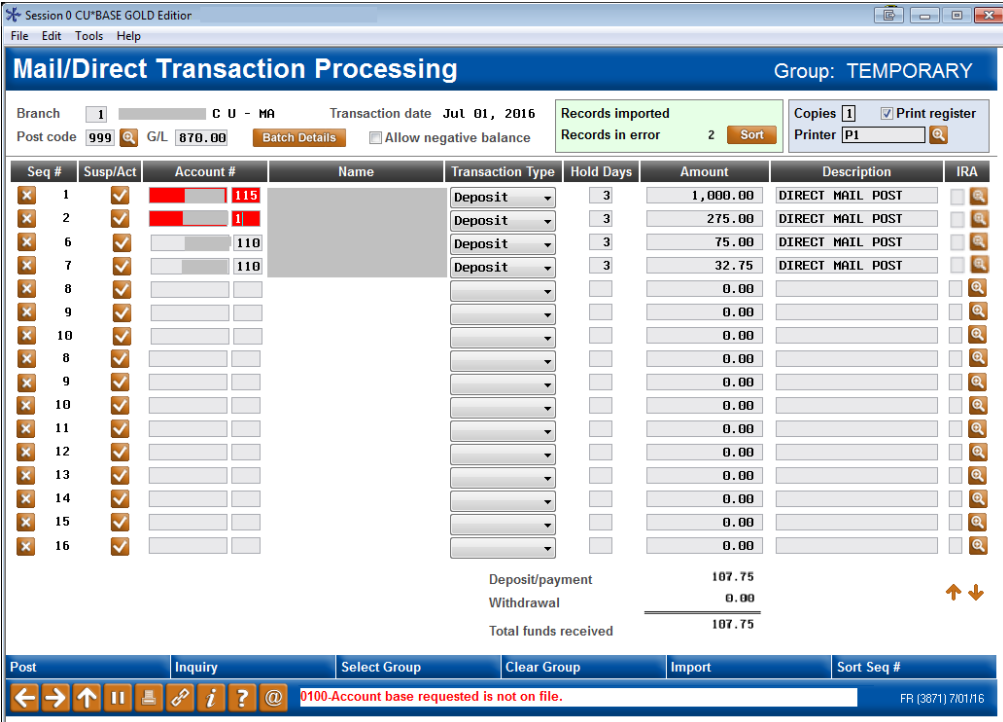
Post holds using **Tool 849: Automated Holds Config**. Refer to the [Automated Deposit Holds booklet](#) for more details on holds. (This configuration also controls your rules for Reg CC holds.

- NOTE: Direct/Mail Post has an additional layer of security disallows posting to accounts that are restricted, either because of an employee type code or special security restrictions. The batch cannot be posted until the restricted accounts are removed or until account restrictions are lifted.

## 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



The screenshot shows the 'Mail/Direct Transaction Processing' window in 'Session 0 CU\*BASE GOLD Editor'. The window title is 'Group: TEMPORARY'. The interface includes a menu bar (File, Edit, Tools, Help), a status bar (Post, Inquiry, Select Group, Clear Group, Import, Sort Seq #), and a main data table. The table has columns for Seq #, Susp/Act, Account #, Name, Transaction Type, Hold Days, Amount, Description, and IRA. The first four rows are highlighted in red, indicating exceptions. A 'Sort' button is highlighted in the top right corner of the window. The bottom status bar shows a message: '0100.Account base requested is not on file.' and the date 'FR (3871) 7/01/16'.

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

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.