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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 **Tool #13 Work Online Banking Apps/Requests** 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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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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# 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** form, available at the website shown below, to request access privileges (select the “MBRIMPORT” table):

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

Field Name	Notes
SSN	Excel Social Security Number format is required. Otherwise data will import incorrectly. Example: 123-45-6789
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	14 alpha-numeric characters, Excel Phone Number format is required. Otherwise the data will import incorrectly. Example: (555) 555-5555
Work Phone	14 alpha-numeric characters, Excel Phone Number format is required. Otherwise the data will import incorrectly. Example: (555) 555-5555
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.
(blank column)	(Only needed if ZIP code not present. Needed if previous column is blank to provide a comma after the final column, Enter a comma in the first position in that column. (All records do not need a comma.)

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.

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 **Tool #1375 Data Transfers (Upload or Download)**
2. The upload screen will appear:

The system name is dependent on which system you are on.

Site-Four credit unions (CU\*NorthWest and CU\*South) will use PROD.SITEFOUR.COM.

The screenshot shows the 'Data Transfer' window. The 'File' section has 'Input device' set to 'File' and 'Name' set to 'C:\YourFolderName\YourFileName.csv'. The 'IBM i' section has 'System' set to 'PROD.CUANSWERS.COM' and 'Library/file (member):' set to 'QUERYxx/MBRIMPORT'. The 'Start Transfer' button is highlighted.

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

Field Name	Description
File	These settings refer to where the data is coming from.

Field Name	Description
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.
System	This designates the iSeries system from to which the files will be uploaded. <ul style="list-style-type: none"> <li>• <b>Online Clients:</b> PROD.CUANSWERS.COM</li> <li>• <b>Site-Four Clients:</b> PROD.SITE-FOUR.COM</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: <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.FDFX** in the screen as shown below (casing doesn't matter):

**File Details**

**Client file description**

☒ Use client file description

File name: C:\CUBASE\CUBASE\RESOURCES\MBRIMPORT.FDFX Browse

File type: Comma Separated Values (.csv)

Translate from: Use file description

Advanced

**IBM i file**

Create IBM i object: No, replace member only

Member text:

IBM i file type: ☒ Data ☐ Source

Field reference file name: Browse

Record length: 92

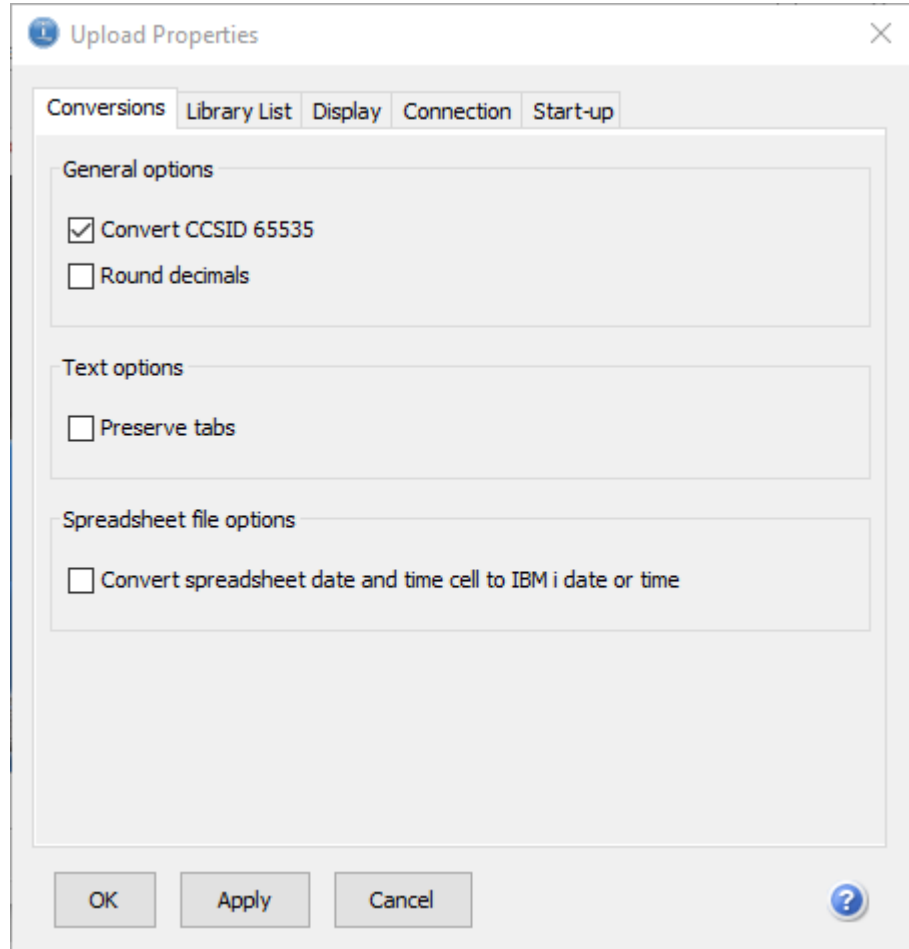
Authority: Read/write

File text:

OK Cancel ?

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

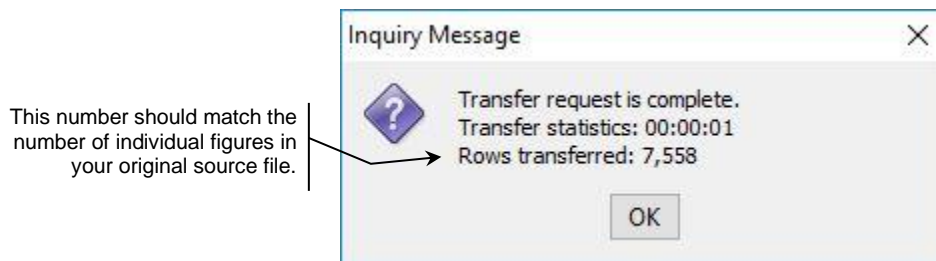
7. Select the **Properties** button on the Data Transfer window and check **Convert CCSID 65535** then click OK.



8. To begin the transfer process, click the **Start Transfer** 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.*

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



10. 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 **Tool #13 Work Online Banking Apps/Requests**

Session 9 CU\*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

### Work with Online Banking Requests

Corp ID: 01

Request #  Last name starting  Request date starting  [MMDDYYYY] Display only ☐

Req #	Request Name	Req Date	Request Type	Notes
12515	DARNEY/8901234 RARRLE	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	JAMES	Oct 07, 2014	CR - Contact Request	
12511	CHRIS	Oct 07, 2014	CR - Contact Request	
12512	JUDIT	Oct 07, 2014	CR - Contact Request	
12513	KRIST	Oct 07, 2014	CR - Contact Request	
12514	VARS	Oct 07, 2014	PI - Personal Information Change	

Work Delete

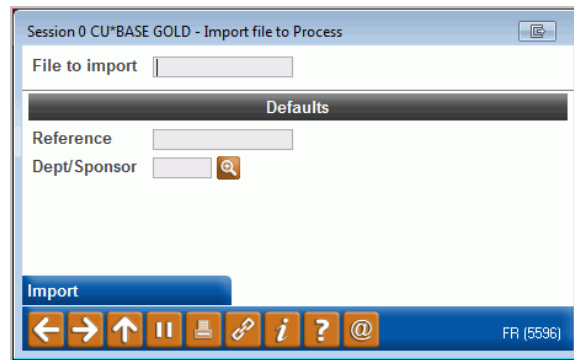
Import Member Apps

Click on any column header to sort.

FR (5032) 10/23/14

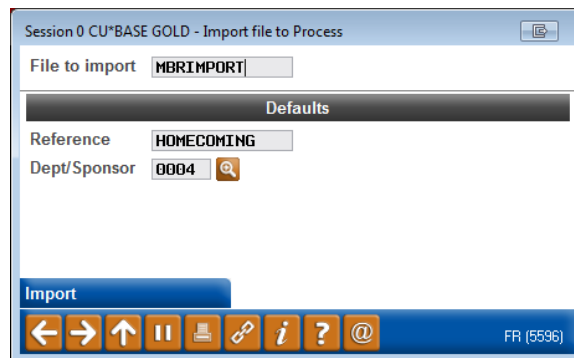
2. Use **Import Member Apps (F11)**.

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 shown below.

*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
First name	2
Last name	3
Home phone	4
Work phone	5
Email address	6
Birth date	7
Address 1	8
Address 2	9
City	10
State	11
Zip	12

Import

Navigation icons: back, forward, up, down, print, link, info, help, search.

FR (5597)

- Recommendation: If any of these fields are blank, it is recommended your csv file has a column in the correct sequence with no data. This ensures that the data is mapped to the correct fields in the application. For example, if you do not have a work phone, leave a blank column in your Excel spreadsheet for column 4. See example on page 4.
- 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.

Session 0 CU\*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

### Work with Online Banking Requests

Corp ID 01

Request # 000000 Last name starting Request date starting 00000000 [MMDDYYYY] Display only

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	

Work Delete

Click on any column header to sort.

Import Member Apps

FR [5032] 10/30/14

## 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
IMPORT MEMBERSHIP APPLICATIONS - EXCEPTIONS          USER
SSN      FIRST NAME    LAST NAME    HOME PHONE    CELL PHONE    BIRTH DATE MESSAGE
MARY      STUDENT
EMAIL:
/0000 No phone number or email in import file

***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 is available 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 displays the 'Online Banking Membership Application' window for 'Session 0 CU\*BASE GOLD - ABC CREDIT UNION'. The form includes fields for Request # (12521), Request date (Oct 22, 2014), Corp ID (01), and Branch (01). The 'Personal Information' section contains fields for SSN (993000003), Name (FRED), Birthdate (00000000), Address 1 (346 LEFT STREET), City (SOMEWHEREVILL), State (IN), County, Phone # (000 0000000), Fax # (000 0000000), Email (phonetest@yahoo.com), Gender (Male/Female), Marital status (Married/Separated/Unmarried), Address 2 (APT 12), ZIP code (00000), Work # (269 5551212 Ext. 00000), and Department/sponsor (0009). A red warning message states: 'This is an imitation SSN - Correct before approving!'. The form also includes sections for 'Own/rent' (Rent/Own), 'Landlord' information, 'License #', 'License state', 'Foreign citizen', 'Foreign address', 'Full middle name', 'Code word', 'Reference', and 'Employee #'. The bottom of the window features a navigation bar with buttons for 'Update', 'Global Search', 'Joint Owner 1', 'Joint Owner 2', and a status bar showing '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.

Session 0 CU\*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

## Work with Online Banking Requests

Corp ID: 01

Request #: 000000 Last name starting: Request date starting: 00000000 [MMDDYYYY] Display only: ☐

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	JAMIE	Oct 07, 2014	CR - Contact Request	
12511	CHRIS	Oct 07, 2014	CR - Contact Request	
12512	JUDY	Oct 07, 2014	CR - Contact Request	
12513	KRISTEN	Oct 07, 2014	CR - Contact Request	
12514	YAHYA	Oct 07, 2014	PI - Personal Information Change	

Work Delete

Import Member Apps

Click on any column header to sort.

FR (5032) 10/30/14

Select the record, and then *Work*.

[illegible]

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, etc.

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.