
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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CONTENTS

| | |
|---|-----------|
| <u>SECURING REQUIREMENTS AND SUPPORTED FILE TYPES</u> | <u>3</u> |
| SECURITY REQUIREMENTS | 3 |
| SUPPORTED FILE TYPES | 3 |
| <u>(STEP 1): UPLOAD THE FILE TO CU*BASE</u> | <u>5</u> |
| <u>(STEP 2): IMPORT THE FILE INTO YOUR PENDING MEMBERSHIP APPLICATIONS FILE</u> | <u>9</u> |
| DEALING WITH DUPLICATES OR ERRORS | 12 |
| WHAT IF A SOCIAL SECURITY NUMBER DOES NOT EXIST FOR THE RECORD? | 13 |
| <u>CREATING NEW MEMBERSHIP RECORDS</u> | <u>14</u> |

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

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 | Only accepted if in MM/DD/CCYY Excel date format; 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

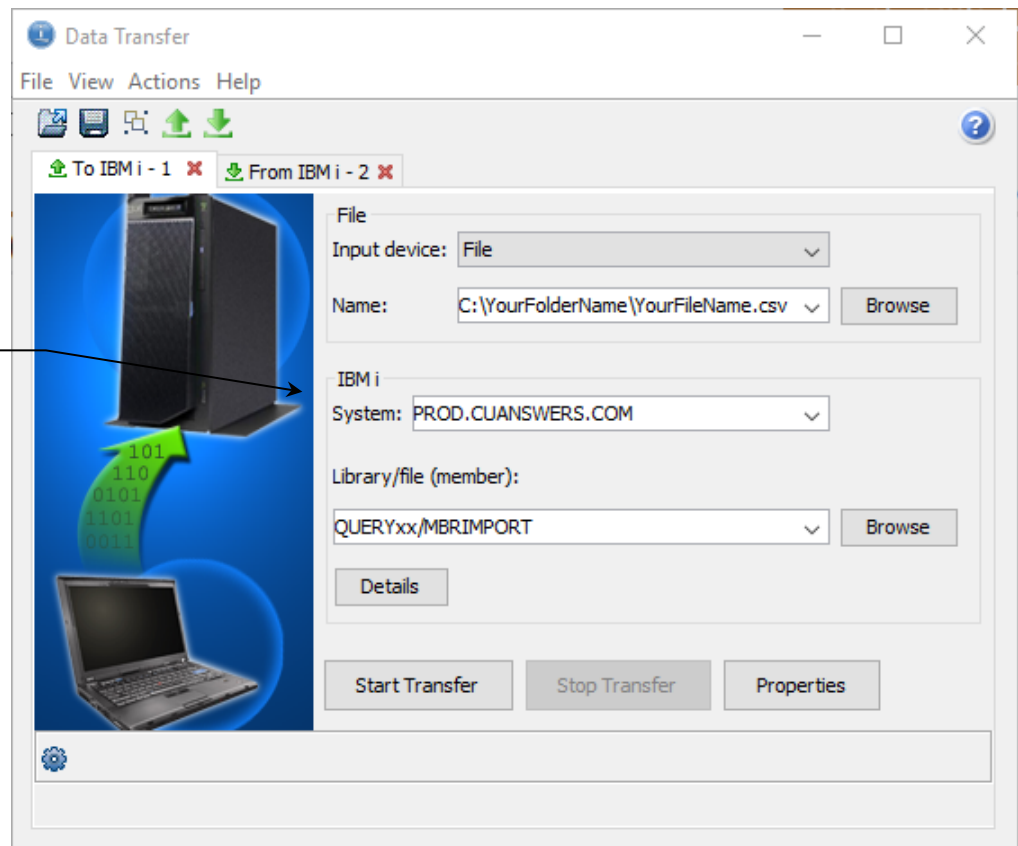
In this step you will upload your file from your PC to the IBM i so that it can be imported by the pending membership requests tool.

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.

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. |
| IBM i | This designates the iSeries system from to which the files will be uploaded. <ul style="list-style-type: none"> • Online Clients: PROD.CUANSWERS.COM • Site-Four Clients: PROD.SITE-FOUR.COM |
| 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: QUERYxx/MBRIMPORT <i>(For the xx, fill in your credit union's two-character credit union ID)</i> |

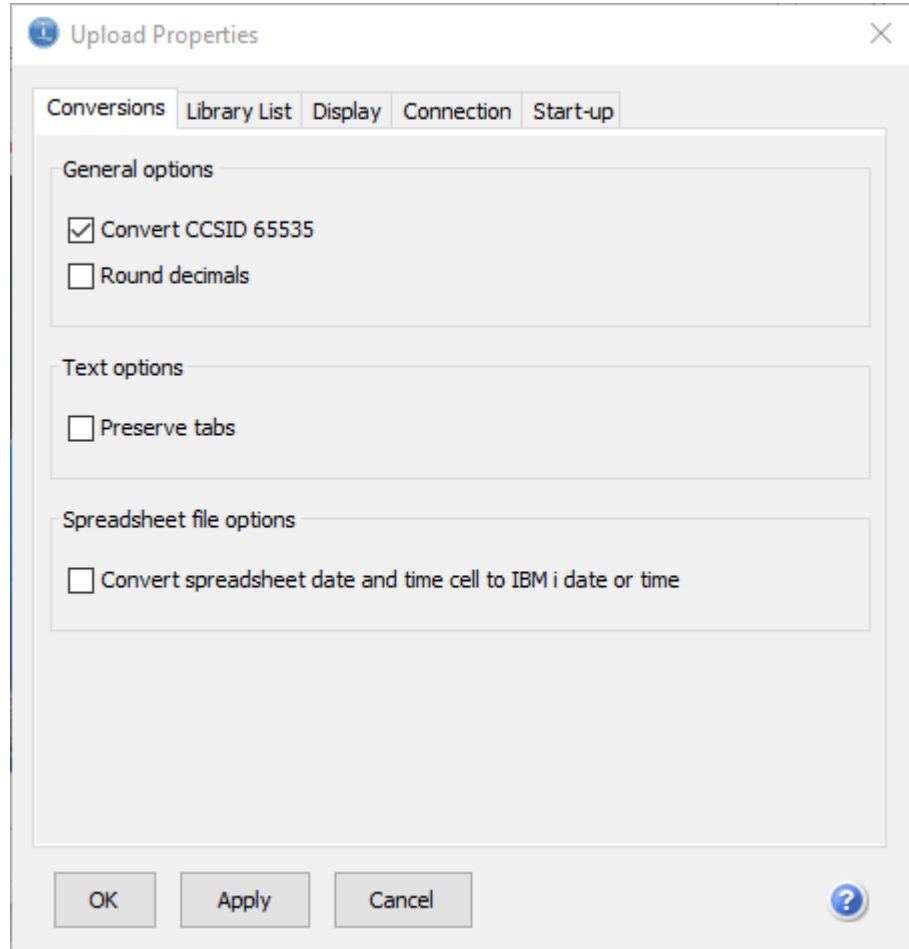
- Click the **Details** button
- Enter **C:\CUBASE\CUBASE\RESOURCES\MBRIMPORT.FDFX** in the screen as shown below (casing doesn't matter):

The screenshot shows a 'File Details' dialog box with the following settings:

- Client file description:**
 - Use client file description
 - File name: C:\CUBASE\CUBASE\RESOURCES\MBRIMPORT.FDFX
 - File type: Comma Separated Values (.csv)
 - Translate from: Use file description
- IBM i file:**
 - Create IBM i object: No, replace member only
 - Member text: (empty)
 - IBM i file type: Data Source
 - Field reference file name: (empty)
 - Record length: 92
 - Authority: Read/write
 - File text: (empty)

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

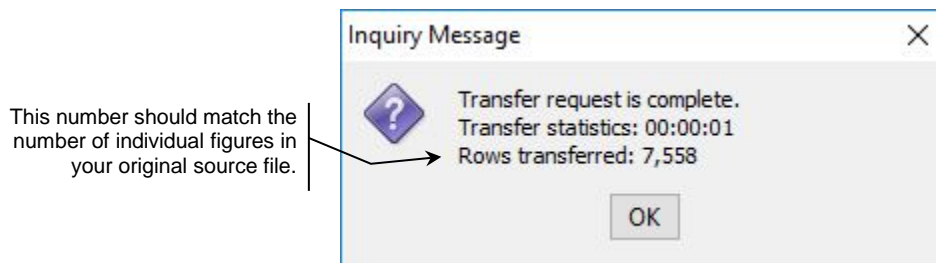
7. Select the **Properties** button on the Data Transfer window and check **Convert CCSID 65535** then click OK.



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.)

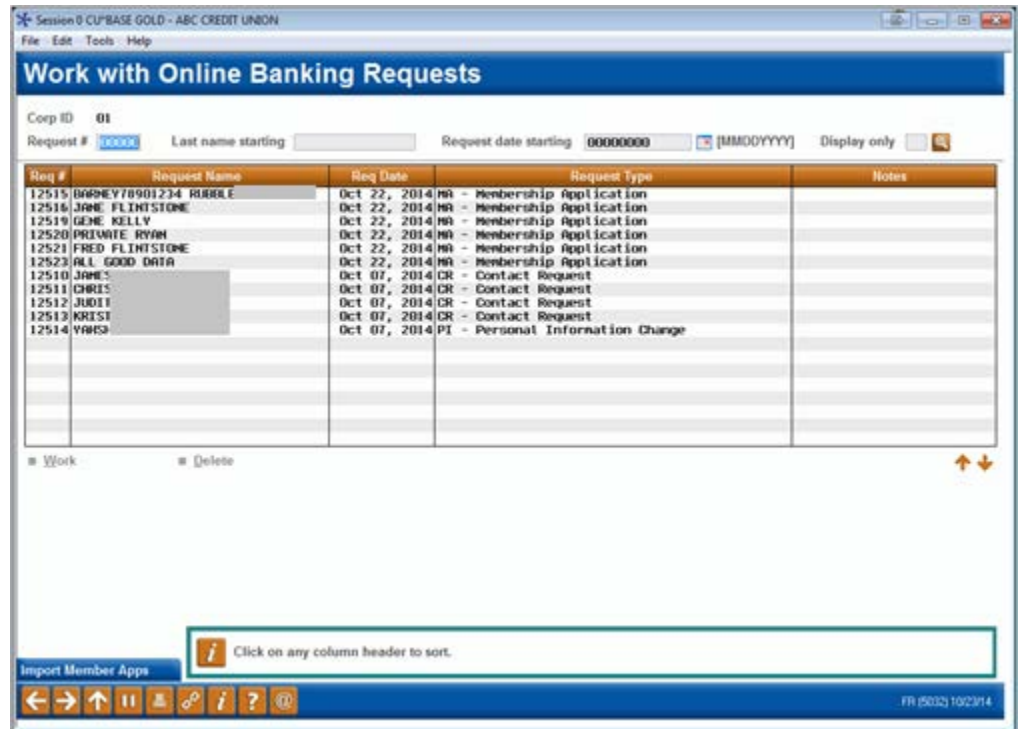


10. The file is now uploaded to the MBRIMPORT file definition and is ready for import into your pending membership database.

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

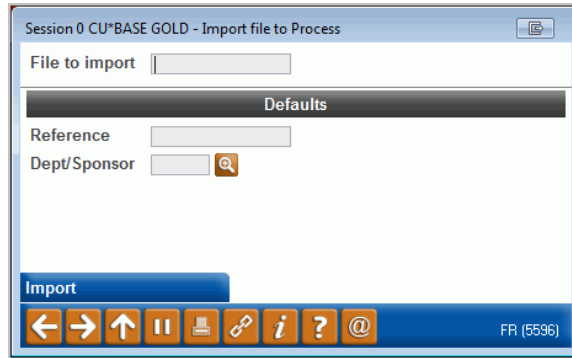
Once you have uploaded the data to CU*BASE, you will now be ready to import the records into your pending membership application requests database:

1. Use **Tool #13 Work Online Banking Apps/Requests**



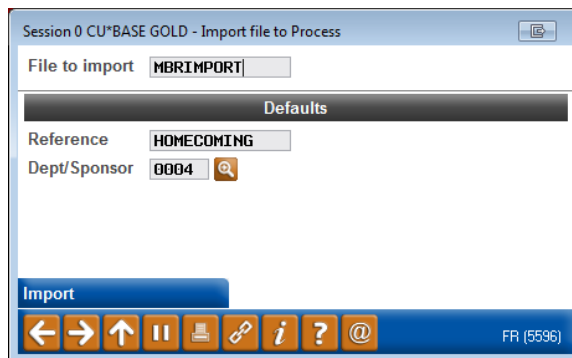
2. Use **Import Member Apps** (F11).

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.

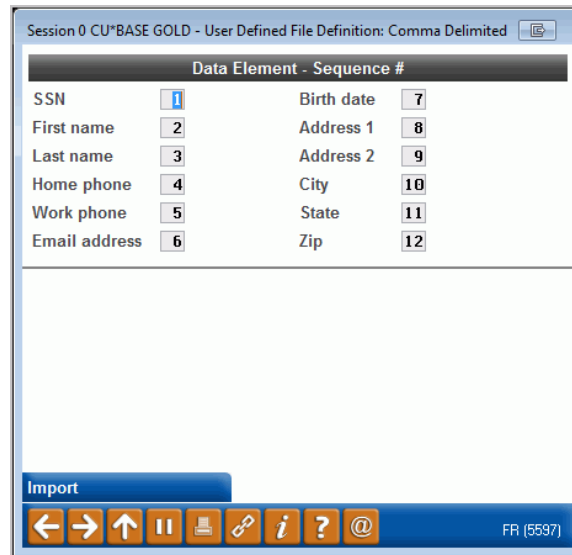
Here is an example for a credit union that is importing records it collected at a college homecoming:



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

5. 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.



- 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.

6. Use **Import** (F5) to complete the upload.

7. 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 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

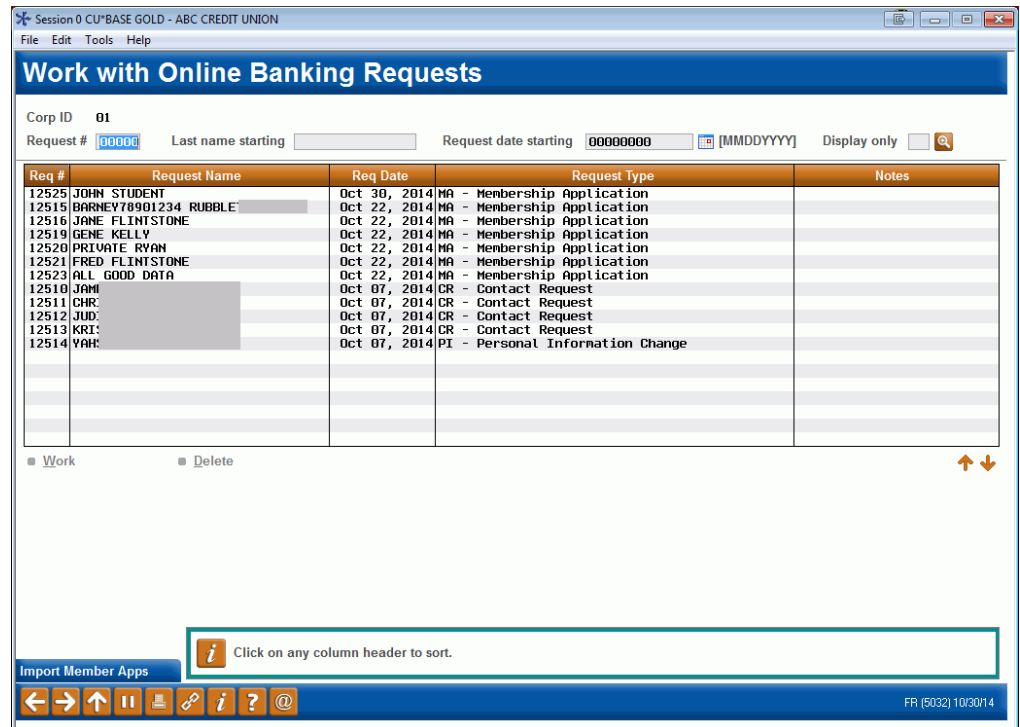
The screenshot shows a web browser window titled "Session 0 CU*BASE GOLD - ABC CREDIT UNION". The main heading is "Online Banking Membership Application" with an "UPDATE" button. The form displays the following information:

- Request # 12521, Request date Oct 22, 2014, Corp ID 01, Branch 01
- Section: Personal Information
- SSN: 993000003. A red warning message next to it reads: "This is an imitation SSN - Correct before approving!"
- Name: FRED, STUDENT
- Gender: Male (selected), Female
- Birthdate: 00000000, [MMDDYYYY]
- Marital status: Married (selected), Separated, Unmarried
- Address 1: 346 LEFT STREET, Address 2: APT 12
- City: SOMEWHEREVILL, State: IN
- ZIP code: 00000
- Phone #: 000 0000000, Work #: 269 5551212 Ext. 00000
- Fax #: 000 0000000
- Email: phonetest@yahoo.com
- Own/rent: Rent (selected), Own
- Landlord: [text field], Landlord phone #: 000 0000000
- License #: [text field], License state: [text field]
- Foreign citizen: [checkbox], Foreign address: [checkbox]
- Full middle name: [text field], Code word: [text field]
- Reference: 0014, Employee #: [text field]
- Department/sponsor: 0009

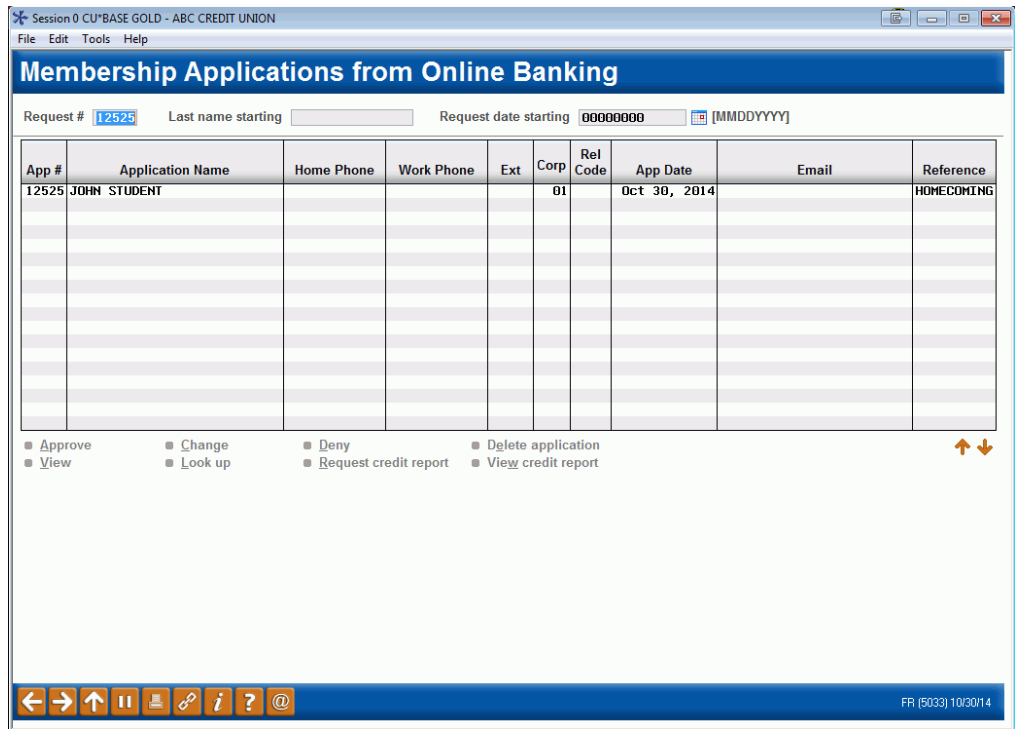
At the bottom, there are navigation buttons: Update, Global Search, Joint Owner 1, Joint Owner 2, and a toolbar with icons for back, forward, home, stop, print, search, help, and refresh. The footer text is "TR (5043) 11/03/14".

CREATING NEW MEMBERSHIP RECORDS

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



Select the record, and then *Work*.



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

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.