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# Running a FinCEN 314(a) Scan Against Your CU\*BASE Database

## INTRODUCTION

Auditors will love the time they are saved by using the on-demand manual FinCEN scan, built directly into CU\*BASE. By using **Tool #769 Run FinCEN (314a) Scan**, they can quickly run the credit union membership against the FinCEN files downloaded from the FinCEN website. The scan will review open (MASTER) and closed (MSHIST) membership files, as well as non-member (MSNONMBR) files, and provides a printed report for reporting on the FinCEN website. This printed report will only list records where several key fields match the FinCEN file. If a match is made, the report will also list all other fields for this record, and whether these fields resulted in a match (or not). Asterisks will appear next to non-matching fields, further assisting the auditor in recognizing false positives.

Interested in using this feature? Contact a Client Services Representative to request upload privileges for your auditor. This individual will use the existing upload process available to upload the FinCEN files to the iSeries.

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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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## REQUESTING ACCESS

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 “FCPERSON & FCBUSINESS” tables):

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

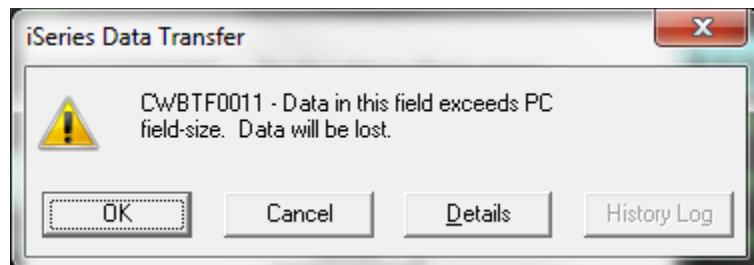
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# PROCEDURES FOR PREPARING FILES

## DOWNLOAD FILES FROM THE FINCEN WEBSITE

Use these steps to download the FinCEN list from the FinCEN website and prepare your data files for scanning.

1. Access the FINCEN web site (<https://www.fincen.gov/314a>) and download the .CSV version of the FINCEN PERSON file as instructed on the FINCEN website and save it to the following location with the file name **C:\FINCEN\FCPERSON.CSV**.
  - IMPORTANT: It is critical that the files are saved in the exact manner outlined in this step. Only download one file at a time.
2. Then use the same website and directions to download the .CSV version of the FINCEN BUSINESS file and save it to the following location with file name: **C:\FINCEN\FCBUSINESS.CSV**
  - IMPORTANT: It is critical that the files are saved in the exact manner outlined in this step. Only download one file at a time.
3. Prepare each file (FCPERSON and FCBUSINESS) for upload by using the following directions. (Follow these directions to prepare each file separately.)
  - Open Excel and browse to your saved file (the .CSV file you have saved to your C:\ drive).
  - Delete the Header Row (non-data material), generally the first row) of each file.
  - Resave the file as a .CSV file (not as an .XLS file) to the original location. Be sure to resave your file to the location listed above. (You will replace the original version you saved in Step 1 or Step 2.)
  - NOTE: If you do not follow the directions in Step 3, you will view the following error message when you attempt to upload the files to the iSeries. If you view this error message, select *Cancel*. Then follow Step 3 before attempting to upload the file.



## PREPARATION: FIRST TIME AT CREDIT UNION ONLY

**IMPORTANT:** Before you upload the FCPERSON and FCBUSINESS files *for the first time at your credit union*, you must first create the files in your QUERYXX library. To do this, simply:

1. Access **Tool #769 Run FinCEN 314(a) Scan**.
2. Use F7 to cancel.

## UPLOAD FILES TO ISERIES

Once you have saved the files to your C:\ drive, you may upload them to the iSeries.

**NOTE:** Once the FinCEN scan is run (see page 10), the FCPERSON and FCBUSINESS files on the iSeries will be cleared. The files on your local C:\ drive will not be cleared, however. If you need to run the scan a second time, follow the following directions to upload the files a second time. (Both FCBUSINESS and FCPERSON will need to be uploaded.)

- **IMPORTANT: It is critical that you enter the data on the screens exactly as it appears in the screens in this section.**
1. Select **Tool #1375 File Transfers (Upload or Download)**
  2. First upload the **FCBUSINESS** file to the iSeries. Fill in the screen exactly as shown below.

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

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

The screenshot shows the 'Data Transfer' window with the following fields and values:

- File** section:
  - Input device: File
  - Name: C:\FINCEN\FCBUSINESS.CSV
- IBM i** section:
  - System: PROD.CUANSWERS.COM
  - Library/file (member): QUERYxx\FCBUSINESS
- Buttons:** Start Transfer, Stop Transfer, Properties

### Field Descriptions

Field Name	Description
Input device	These settings refer to where the data is going. You will select "File" when uploading a file to the iSeries.

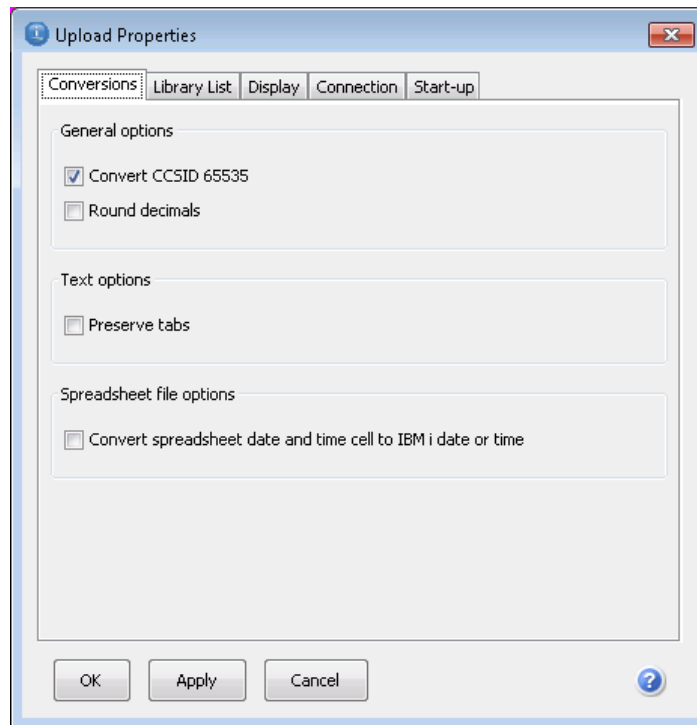
Field Name	Description
File name	Enter the path (the storage location, both drive and folder) and file name where the downloaded file should be stored on your PC. Use backslashes between the folder name and the file name, as in the sample above.  HINT: Locating files to upload and keeping your computer storage clean will be much easier if you designate a special folder for these files.
IBM i	These settings refer to where the data is going to.
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 forward slash, then the name of the file definition, that has been specifically created for the G/L Upload QUERYxx/FCBUSINESS (For the xx, fill in your credit union's two-character credit union ID)

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

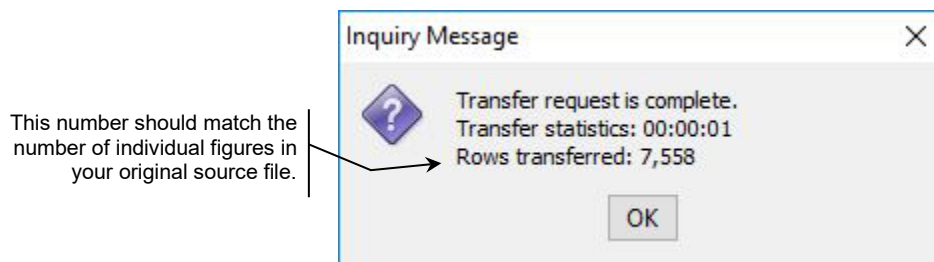
The screenshot shows the 'File Details' dialog box with the following settings:

- Client file description:**
  - ☒ Use client file description
  - File name: C:\CUBASE\CUBASE\RESOURCES\FCBUSINES
  - File type: Comma Separated Values (.csv)
  - Translate from: Use file description
  - Advanced button
- IBM i file:**
  - Create IBM i object: No, replace member only
  - Member text: (empty)
  - IBM i file type: Data (selected), Source
  - Field reference file name: (empty)
  - Record length: 92
  - Authority: Read/write
  - File text: (empty)
- Buttons: OK, Cancel, and a help icon (?)

- After returning to the data transfer window, select **Properties**.



6. Under the Conversions tab, check *Convert CCSID 65535* as shown above and click OK.
7. 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 above.
  -
8. When the transfer is complete, the following message will appear: Click OK and the Data Transfer dialog box will reappear.



9. The file is now uploaded to the FCBUSINESS file definition.

10. Next upload the **FCPERSON** file to the iSeries. Fill in the screen exactly as shown below, substituting your system name and CUID.

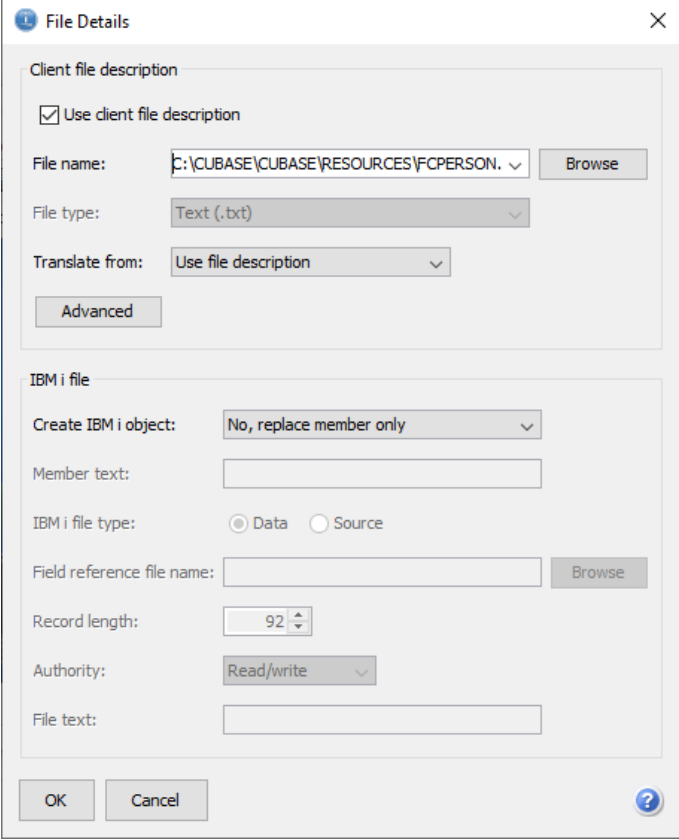
The screenshot shows a 'Data Transfer' window with a menu bar (File, View, Actions, Help) and a toolbar with icons for file operations. Below the toolbar, there are two tabs: 'To IBM i - 1' (selected) and 'From IBM i - 2'. The main area contains a graphic of a server and a laptop with a green arrow pointing from the laptop to the server. To the right of the graphic are input fields for 'File', 'IBM i', and 'Library/file (member)'. The 'File' section has 'Input device: File', 'Name: C:\FINCEN\FCPERSON.CSV', and a 'Browse' button. The 'IBM i' section has 'System: PROD.CUANSWERS.COM' and a dropdown for 'Library/file (member):' with 'QUERYxx/FCPERSON' selected and a 'Browse' button. Below these is a 'Details' button. At the bottom are 'Start Transfer', 'Stop Transfer', and 'Properties' buttons. A status bar at the very bottom shows 'Rows transferred: 0'.

### Field Descriptions

Field Name	Description
File	These settings refer to where the data is going.
Name	<p>Enter the path (the storage location, both drive and folder) and file name where the downloaded file should be stored on your PC. Use backslashes between the folder name and the file name, as in the sample above.</p> <p><b>HINT:</b> Locating files to upload and keeping your computer storage clean will be much easier if you designate a special folder for these files.</p>
IBM i	These settings refer to where the data is going to.
IBM i	<p>This designates the iSeries system from to which the files will be uploaded. For online credit unions, this will read PROD.CUANSWERS.COM and should not be changed.</p> <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)	<p>Enter your credit union's Query library name, a forward slash, then the name of the file definition, that has been specifically created for the G/L Upload</p> <p>QUERYxx/FCPERSON</p> <p>(For the xx, fill in your credit union's two-character credit union ID)</p>

11. Click the **Details** button

12. Enter **C:\CUBASE\CUBASE\RESOURCES\FCPERSON.FDFX** in the screen as shown below (casing doesn't matter):

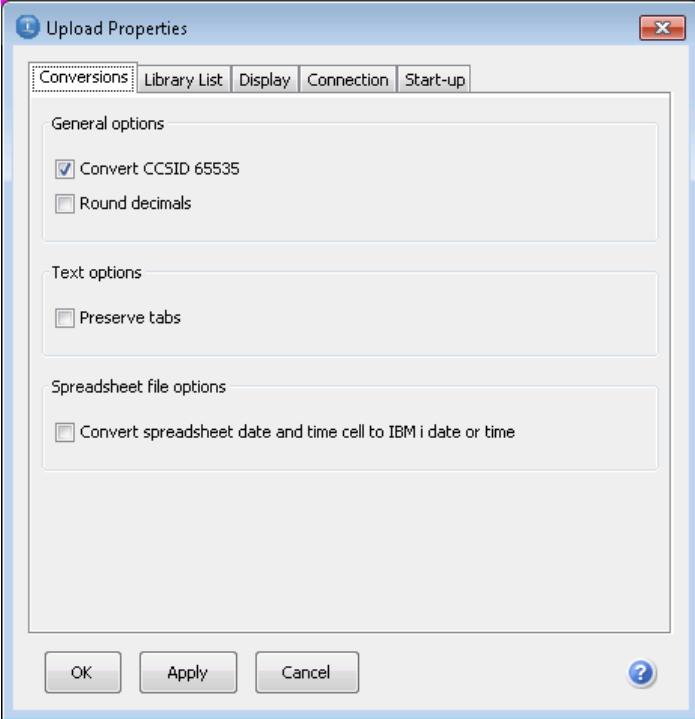


The 'File Details' dialog box is shown with the following settings:

- Client file description:**
  - ☒ Use client file description
  - File name: C:\CUBASE\CUBASE\RESOURCES\FCPERSON. (with a dropdown arrow)
  - File type: Text (.txt) (with a dropdown arrow)
  - Translate from: Use file description (with a dropdown arrow)
  - Advanced button
- IBM i file:**
  - Create IBM i object: No, replace member only (with a dropdown arrow)
  - Member text: (empty text box)
  - IBM i file type: ☒ Data ☐ Source
  - Field reference file name: (empty text box) with a Browse button
  - Record length: 92 (with a spinner box)
  - Authority: Read/write (with a dropdown arrow)
  - File text: (empty text box)
- Buttons: OK, Cancel, and a help icon (?)

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

14. After returning to the data transfer window, select **Properties**.

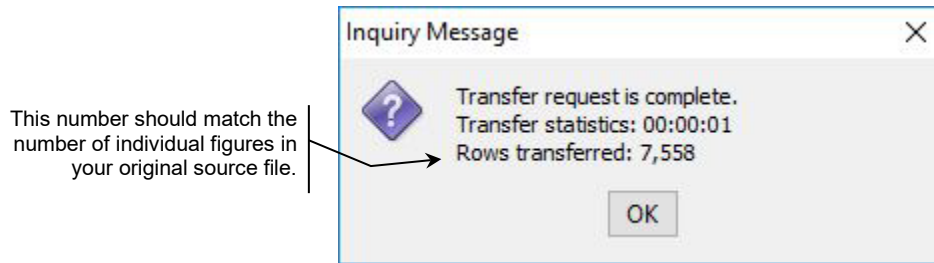


The 'Upload Properties' dialog box is shown with the 'Conversions' tab selected. The settings are as follows:

- General options:**
  - ☒ Convert CCSID 65535
  - ☐ Round decimals
- Text options:**
  - ☐ Preserve tabs
- Spreadsheet file options:**
  - ☐ Convert spreadsheet date and time cell to IBM i date or time
- Buttons: OK, Apply, Cancel, and a help icon (?)



15. Check *Convert CCSID 65535* as shown above and click OK.
16. 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 above.
  -
17. When the transfer is complete, the following message will appear:  
Click OK and the Data Transfer dialog box will reappear.



18. The file is now uploaded to the FCPERSON file definition.

# RUNNING THE SCAN

To run the scan, use the screen below and press *Run/Scan* (F5). This will generate the report.

IMPORTANT: Once the scan is run, the FCPERSON and FCBUSINESS files on the iSeries will be cleared. If you wish to run the scan a second time to produce another report, you will need to upload the files again to the iSeries. Follow the directions starting on page 4.

- NOTE: The dates on the screen are the dates the files were uploaded to the iSeries.

## Run FinCEN 314(a) Scan (Tool #769)

Report Options	Response
Business list file last uploaded from FinCEN on	Mar 07, 2019
Person list file last uploaded from FinCEN on	Mar 20, 2019

Job queue ☒

Copies

Printer

Run Scan

Navigation icons: back, forward, up, down, print, link, help, search. FR (3981)

## HOW THE SCAN WORKS

The file scans for first individuals with matches to the FCPERSON file, looking for matches to the MASTER (current members), MSNONMBR (current non-members), and MSHIST (closed members).

- The scan reviews MSHIST data for 12 months.

The scan looks for positive matches with FCPERSON for the following three required fields:

- FIRSTNAME
- LASTNAME
- BIRTHDATE

(Matches to Alias First Name, Alias Last Name and Birthdate will also appear in this section.)

The scan also looks for organization matches to the FCBUSINESS file. The scan looks for positive matches to the following required fields:

- BUSINESS NAME

(CU\*BASE compares against Last Name, First Name, Middle Initial data in CU\*BASE for this match. Dates are not matches to this file, since they can be variable.)

When the scan finds an individual or organization with matches to **all** of the required fields, the scan then also continues to scan the following fields for determine whether the data in these fields result in a match.

#### FCPERSON - Individuals

- Middle Initial
- SSN
- Address 1
- City
- State
- Zip + Zip 4
- Country (If the foreign address field in CU\*BASE is checked, the scan analyzes the CU\*BASE country name (which is stored in the City field) against the FinCEN file. If the foreign address field is not checked, the scan checks to ensure the FinCEN country name is US or USA.)

#### FCBUSINESS - Organizations

- TIN
- Charter Date
- Address 1
- City
- State
- Zip – Zip 4
- Phone
- Country (If the foreign address field in CU\*BASE is checked, the scan analyzes the CU\*BASE country name (which is stored in the City field) against the FinCEN file. If the foreign address field is not checked, the scan checks to ensure the FinCEN country name is US or USA.)

## WHAT RESULTS SHOW ON THE FINCEN REPORT

The report first list the FCPERSON scan matches; these results are further broken down by file – MASTER, MSNONMBR, and MSHIST. Next the matches to FCBUSINESS are listed. Individuals and organizations that appear on the report matched all required fields, and these matches appear as separate lines on the report.

The report assists auditor with determining if any of these “suspect” individuals or organizations are false positives by listing the results of all other scanned fields. Each additional field is listed on a separate line of the report. (Fields not containing data – blank fields are not shown on the report.) **An asterisk next to a field indicates that there was *not* a match.**

- For example, if John Smith appears on the report, he is suspect since his first name, last name and birth date resulted in a match. However, if all of the other fields on the report include asterisks (indicating no match), it is more likely that he is a false positive.

## REPORT SAMPLE

Below is an example of the file that is created by the scan. The business matches follow the person matches.

1/03/12 11:09.32

ABC CREDIT UNION

UFINCENS

PAGE

RUN ON 1/04/12

FINCEN 314(a) SCAN

USER

PERSON LIST - DOWNLOADED 1/04/12 PERSON RECORDS SCANNED = 103

\*\*\*\*\* CU MASTER FILES \*\*\*\*\*

\*\*\*\*\* FINCEN FILE \*\*\*\*\*

ACCT BASE MEMBER NAME FILENAME FIELD FIELD MATCHED TRACKING #

11 WILLIAM T. MEMBER JR MASTER LNAME LAST\_NAME 111111

MASTER FNAME FIRST\_NAME 111111

MASTER MIDIN MIDDLE\_NAME 111111

MASTER BDATE DOB 111111

\*\*\*\*\* CU NONMBR FILES \*\*\*\*\*

\*\*\*\*\* FINCEN FILE \*\*\*\*\*

12 ANNE J. NONMEMBER MSNONMBR LNAME LAST\_NAME 444444

MSNONMBR FNAME FIRST\_NAME 444444

MSNONMBR BDATE DOB 444444

\*\*\*\*\* CU NONMBR FILES \*\*\*\*\*

\*\*\*\*\* FINCEN FILE \*\*\*\*\*

51 JOHN A. OLDMEMBER MSHIST BDATE DOB 777777

MSHIST LNAME LAST\_NAME 777777

MSHIST LNAME LAST\_NAME 777777

MSHIST FNAME ALIAS\_FIRST\_NAME 777777

MSHIST LNAME ALIAS\_LAST\_NAME 777777

MSHIST SSN \*NUMBER 777777

\*\* 1 = Active account matches

\*\* 1 = Closed account matches

\*\* 1 = Non-Member matches

BUSINESS LIST - DOWNLOADED 1/04/12 BUSINESS RECORDS SCANNED = 29

\*\*\*\*\* CU MASTER FILES \*\*\*\*\*

\*\*\*\*\* FINCEN FILE \*\*\*\*\*

ACCT BASE MEMBER NAME FILENAME FIELD FIELD MATCHED TRACKING #

192 ABCD CHOICE UNITED MASTER NAME BUSINESS\_NAME 122222

MASTER ADDR1 \*STREET 122222

MASTER CITY \*CITY 122222

MASTER STATE \*STATE 122222

MASTER US/USA COUNTRY 122222

\*\* 1 = Active account matches

\*\* 0 = Closed account matches

\*\* 0 = Non-Member matches