
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):

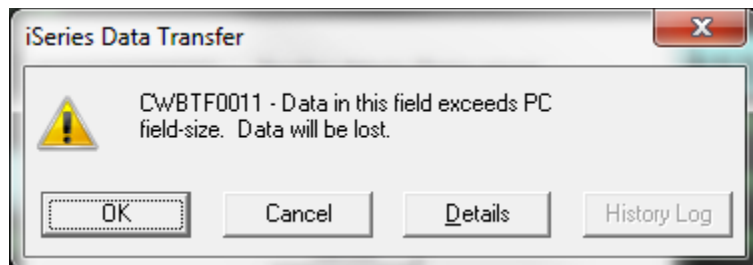
https://www.cuanswers.com/wp-content/uploads/iShieldRequestForm_Upload.pdf

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. Click *Cancel*.

UPLOAD FILES TO ISERIES

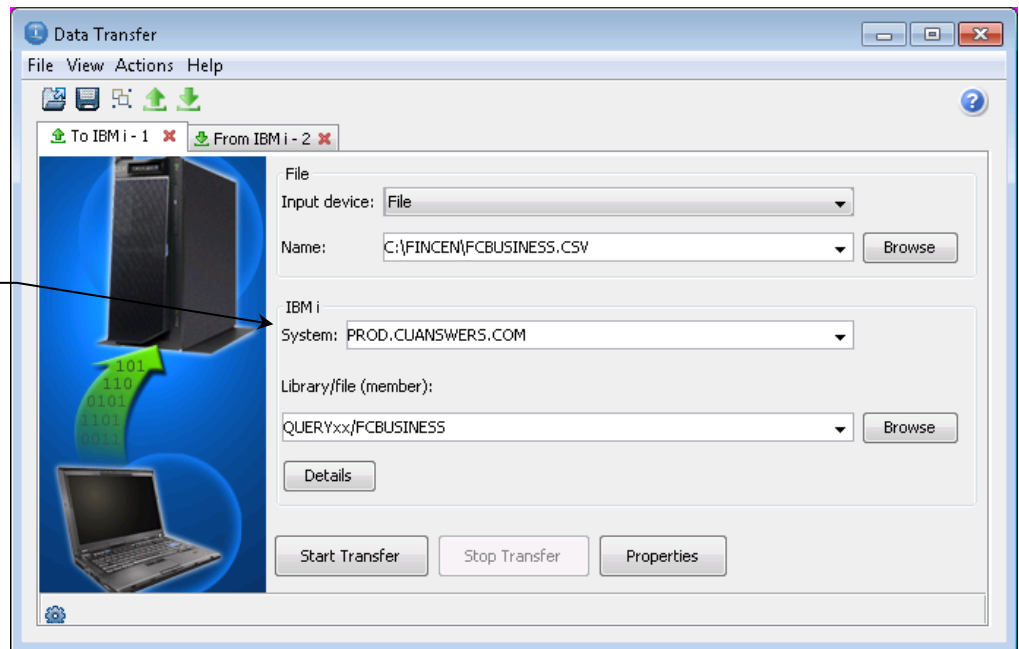
Once you have saved the files to your C:\ drive, you may upload them to the iSeries.

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.

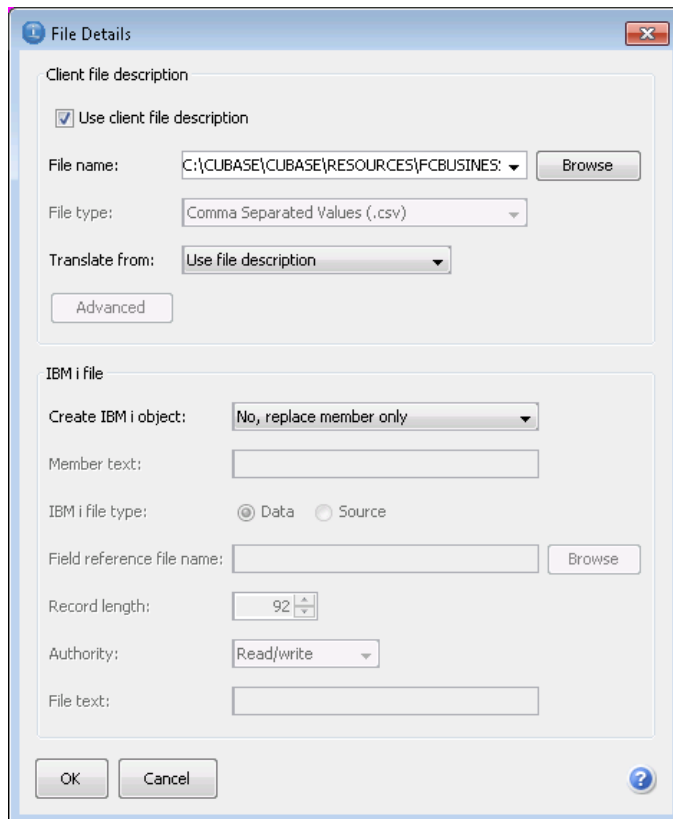


Field Descriptions

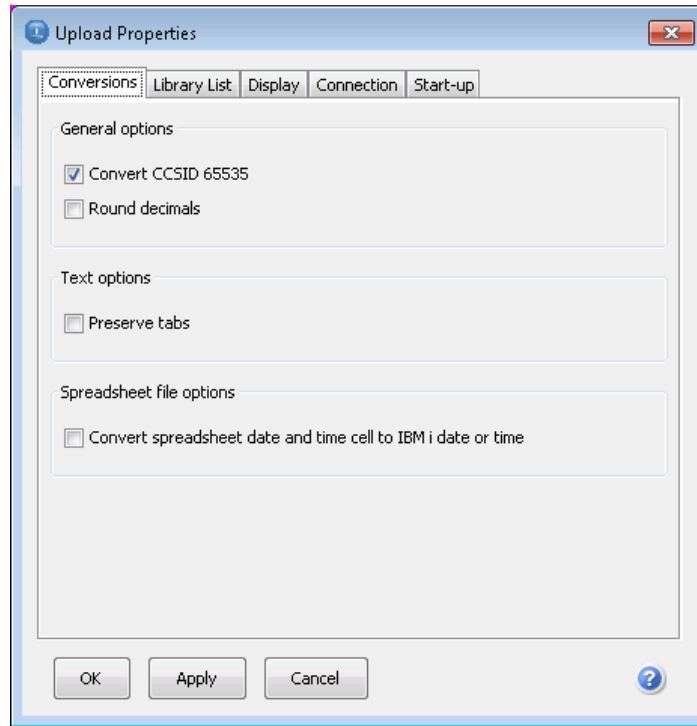
Field Name	Description
Input device	These settings refer to where the data is going. You will select "File" when uploading a file to the iSeries.

<i>Field Name</i>	<i>Description</i>
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. <div style="border-left: 1px solid gray; padding-left: 10px; margin-left: 20px;"> HINT: Locating files to upload and keeping your computer storage clean will be much easier if you designate a special folder for these files. </div>
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"> • Online Clients: PROD.CUANSWERS.COM • Site-Four Clients: PROD.SITE-FOUR.COM
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 <i>(For the xx, fill in your credit union's two-character credit union ID)</i>

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



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

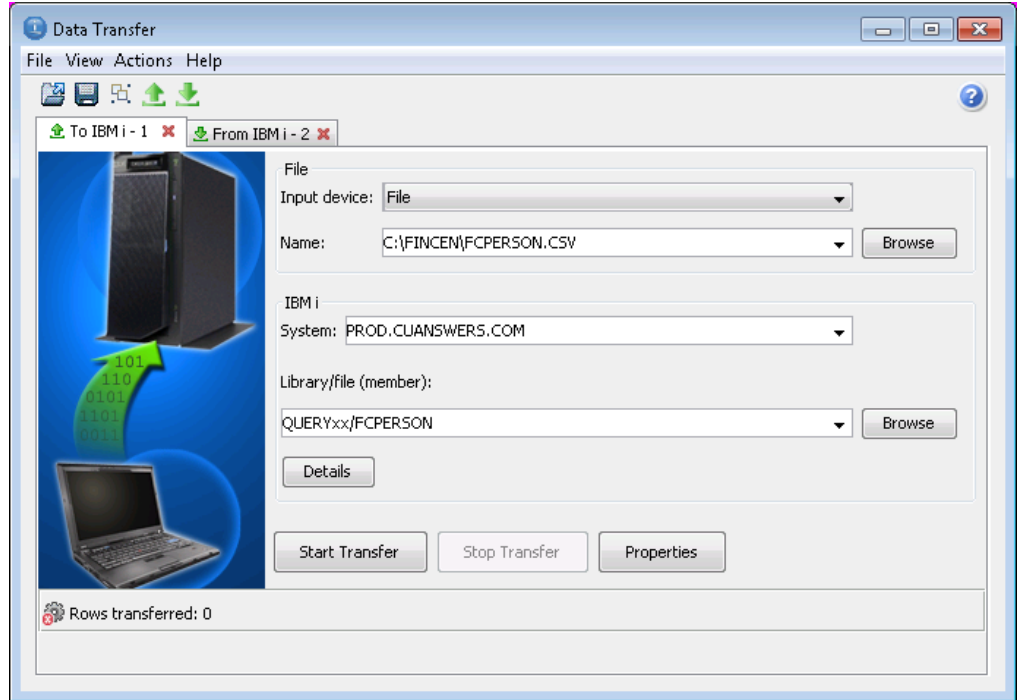


6. Under the Conversions tab, check *Convert CCSID 65535* as shown above and click OK.
7. To begin the transfer process, click the *Start Transfer* button. A series of messages will appear to report on the progress of the transfer.
 - If you experience problems uploading, it may be because you have not 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.



Field Descriptions

Field Name	Description
File	These settings refer to where the data is going.
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. <div style="border-left: 1px solid gray; padding-left: 10px; margin-left: 20px;"> HINT: Locating files to upload and keeping your computer storage clean will be much easier if you designate a special folder for these files. </div>
IBM i	These settings refer to where the data is going to.
IBM i	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. <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 forward slash, then the name of the file definition, that has been specifically created for the G/L Upload QUERYxx/FCPERSON <i>(For the xx, fill in your credit union's two-character credit union ID)</i>

11. Click the **Details** button

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

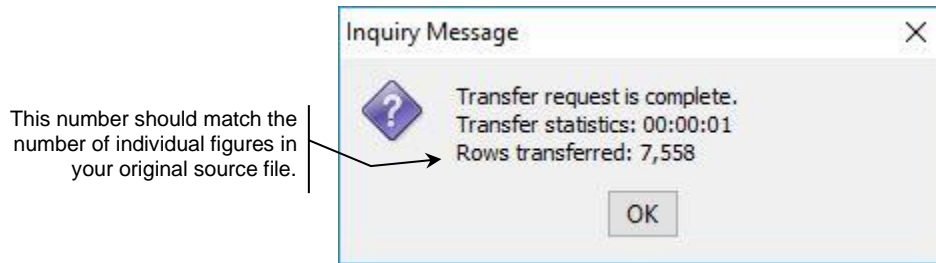
The screenshot shows the 'File Details' dialog box. It is divided into two main sections: 'Client file description' and 'IBM i file'.
In the 'Client file description' section, the checkbox 'Use client file description' is checked. The 'File name' field contains the path 'C:\CUBASE\CUBASE\RESOURCES\FCPERSON.' and there is a 'Browse' button to its right. The 'File type' is set to 'Text (.txt)'. The 'Translate from' dropdown is set to 'Use file description'. There is an 'Advanced' button below this section.
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 two radio buttons: 'Data' (selected) and 'Source'. The 'Field reference file name' field is empty with a 'Browse' button to its right. 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 'OK' and 'Cancel' buttons, and a help icon (?) in the bottom right corner.

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

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

The screenshot shows the 'Upload Properties' dialog box with the 'Conversions' tab selected. The dialog has several tabs: 'Conversions', 'Library List', 'Display', 'Connection', and 'Start-up'.
Under the 'General options' section, the checkbox 'Convert CCSID 65535' is checked, and 'Round decimals' is unchecked.
Under the 'Text options' section, 'Preserve tabs' is unchecked.
Under the 'Spreadsheet file options' section, 'Convert spreadsheet date and time cell to IBM i date or time' is unchecked.
At the bottom of the dialog are 'OK', 'Apply', and 'Cancel' buttons, and a help icon (?) in the bottom right corner.

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)

The screenshot shows a software interface titled "Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION". It features a table with two columns: "Report Options" and "Response". The table contains two rows of data: "Business list file last uploaded from FinCEN on" with a response of "Mar 07, 2019", and "Person list file last uploaded from FinCEN on" with a response of "Mar 20, 2019". To the right of the table is a control panel with a checked "Job queue" checkbox, a "Copies" field set to "1", and a "Printer" field set to "P1" with a search icon. Below the table is a "Run Scan" button. At the bottom of the window is a navigation bar with icons for back, forward, up, pause, print, link, help, and search, along with the text "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					