
Self-Directed Data Floods

Tools for Making Batch Changes to Key CU*BASE Database Tables

INTRODUCTION

If you've ever paid for custom programming to flood certain values into a batch of your member accounts, you'll love this new Do-It-Yourself option! The Self-Directed Data Flood tool performs many of our most commonly-requested flood routines. It has built-in audit and exception reports, with validation to ensure only clean data is written into your member files.

This tool focuses on *what to flood* (what action to take), but leaves the question of *who to flood* (which accounts to change) up to you. All you need to do is compile a database table that lists all of the membership or account numbers that should be flooded. Then plug that list into the Self-Directed Data Floods tool, choose the data point you wish to be flooded, and go!

Although there will still be situations that will require custom programming, with more than 40 different flood routines to choose from, this tool can handle many of the most common requests, saving you money and adding flexibility to how you manage your member data.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
<https://www.cuanswers.com/resources/doc/cubase-reference/>
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SUMMARY OF FLOODS YOU CAN PERFORM

Flood Description	Data is flooded into:		Required in your list:		
	CU*BASE Table ¹	Column	Acct Base	Acct Type	Other
Account Nickname	ACCTNM	ANACCTNM	✓	✓	
Additional Signer Delinquency Level ²	ADSL	NOTIDLQ	✓	✓	Add'l Signer SSN
Approval ID (Closed End Loans)	MEMBER5	APRVID	✓	✓	
Approval ID (LOCs)	MEMBER6	APRVID	✓	✓	
CD Penalty Code	MEMBER3	PENAGL	✓	✓	
CD # of Times Bumped	MEMBER3	TIMEBUMP	✓	✓	
CD Max # of Bumps Allowed	MEMBER3	MAXTIMBUMP	✓	✓	
Collections ID (Closed End Loans)	MEMBER5	COLLID	✓	✓	
Collections ID (LOCs)	MEMBER6	COLLID	✓	✓	
Custom Fields – Account Data	CMBCFDTA	Selectable	✓	✓	✓ ³
Custom Fields – Member Data	CMSCFDTA	Selectable	✓		✓ ⁴
Delinquency Fine ID (Closed End Loans)	MEMBER5	FINEID	✓	✓	
Delinquency Fine ID (LOCs)	MEMBER6	FINEID	✓	✓	
Due Diligence Flag	MASTR	MTDDLVL	✓		
ECOA Code (Closed End Loans) ⁵	MEMBER5	ECOA	✓	✓	
ECOA Code (LOCs) ⁶	MEMBER6	ECOA	✓	✓	
Electronic Deposit Hold Group	MASTER	EDHGCD	✓		
eNotice Subscription	PCALTCFG	PCALTTYP	✓		
eStatement Enrollment Option	PCMBRCFG	ESOPTION	✓		
Freeze Code	MEMBER _x	FREEZE	✓	✓	
Insider/Employee Type Code	MASTER	EMTYPE	✓		
Interviewer ID (Closed End Loans)	MEMBER5	PRCSSR	✓	✓	
Interviewer ID (LOCs)	MEMBER6	PRCSSR	✓	✓	

¹ Any floods that update MASTER or MEMBER_x will also update the last maintenance date on that table. (Note: The MASTRL table does not have a last maintenance date.)

² Will also update the last maintenance date on the ADSL file.

³ Other fields required in a flood of custom fields are, of course, the custom field itself.

⁴ See previous footnote.

⁵ For this flood the system will present the list of alphanumeric ECOA codes that is familiar to end-users, but behind the scenes the data is translated into numeric digits before being populated into the database.

⁶ See previous footnote.

Flood Description	Data is flooded into:		Required in your list:		
	CU*BASE Table ¹	Column	Acct Base	Acct Type	Other
LOC Disbursement Limit	MEMBER6	DBLIMIT	✓	✓	
Loan Original Debt to Income (DTI) Ratio (Closed End)	MEMBER5	ORIGDTI	✓	✓	
Loan Original Debt to Income (DTI) Ratio (LOC)	MEMBER6	ORIGDTI	✓	✓	
Loan Original Loan to Value (LTV) Ratio (Closed End)	MEMBER5	ORIGLTV	✓	✓	
Loan Original Loan to Value (LTV) Ratio (LOC)	MEMBER6	ORIGLTV	✓	✓	
Marketing Opt Out – CU	MASTRL	MTCUCOPT	✓		
Marketing Opt Out - 3rd Party	MASTRL	MT3RDOPT	✓		
Maturity Date (Closed End Loans)	MEMBER5	MATDAT	✓	✓	
Maturity Date (LOCs)	MEMBER6	MATDAT	✓	✓	
Membership Designation	MASTER	MBRDESG	✓		
Negative Balance Limit Amount (Checking)	MEMBER2	MXNGBL	✓	✓	
Negative Balance Limit Amount (Savings)	MEMBER1	MXNGBL	✓	✓	
Negative Balance Lock (Checking)	MEMBER2	NBALCK	✓	✓	
Negative Balance Lock (Savings)	MEMBER1	NBALCK	✓	✓	
New Account Reason Code	MEMBER x	RSNCDEOPN	✓	✓	
New Member Reason Code	MASTER	NEWACT	✓		
Opened By ID (Closed End Loans)	MEMBER5	EMPLID	✓	✓	
Opened By ID (LOCs)	MEMBER6	EMPLID	✓	✓	
Payment/Delinquent Control Option	TRANSF	TFPCTL	✓	✓	
Photo ID On File Flag	MASTRL	MTPHOTOID	✓		
Purpose Code (Closed End Loans)	MEMBER5	LNTYPE	✓	✓	
Purpose Code (LOCs)	MEMBER6	LNTYPE	✓	✓	
Reg E Opt Out ⁷	MASTRL	MTANROPT	✓		
Review Date (Closed End Loans)	MEMBER5	REVWDT	✓	✓	
Review Date (LOCs)	MEMBER6	REVWDT	✓	✓	
Security Code (Closed End Loans)	MEMBER5	SECODE	✓	✓	
Security Code (LOCs)	MEMBER6	SECODE	✓	✓	
SEG Code	MASTER	DEPT	✓		
Statement Mail Group Code (Open Member)	MASTER	NOMAIL	✓		
Statement Mail Group Code (Closed Member) ⁸	MSHIST	NOMAIL	✓		

⁷ Will also update the Reg. E Opt In/Out Effective Date and Changed by Employee ID fields.

⁸ Note that if your credit union reuses account numbers, using this flood option will also update any open accounts with the same account base as the closed account that was updated.

Flood Description	<i>Data is flooded into:</i>		<i>Required in your list:</i>		
	CU*BASE Table¹	Column	Acct Base	Acct Type	Other
Statement Print Style Code	MASTER	MSFIL7	✓		
User-Defined Code 1	MASTER	MLCD1	✓		
User-Defined Code 2	MASTER	MLCD2	✓		
Variable Rate Code (Closed End Loans)	MEMBER5	VARINT	✓	✓	
Variable Rate Code (Line of Credit Loans)	MEMBER6	VARINT	✓	✓	
Verified By ID (Closed End Loans)	MEMBER5	VEMPID	✓	✓	
Verified By ID (LOCs)	MEMBER6	VEMPID	✓	✓	
Wrong Email Address ⁹	PCMBRCFG	PCWREMAIL1	✓		

⁹ Similar to **Tool #15 Update Membership Information**, when using this flood a Tracker record will be created showing that the invalid email address flag was changed (Tracker Type is AT, Memo Type is EI). This flood updates the “Email Address 1” (EMAIL1) only.

GETTING STARTED

IMPORTANT CAUTIONS BEFORE YOU BEGIN!

Rule #1: Self-directed floods CANNOT be undone.

Rule #2: See Rule #1.

Because these floods will be happening at the same time as other activity throughout your credit union, there will be NO way for us to restore data to its original form should you post a flood incorrectly by mistake. This rule cannot be stated strongly enough!

Rule #3: When in doubt, ask for help – we’ll even run the flood for you!

Contact Asterisk Intelligence at ai@cuanswers.com and their data experts will be happy to help. Or, visit the CU*Answers Store at <https://store.cuanswers.com/product/cu-directed-data-floods/>

WHO SHOULD BE DOING FLOODS?

Despite the many controls and warning messages incorporated into this tool, it is still not intended for use by just anyone at your credit union. The Self-Directed Floods tool was designed specifically for a credit union’s data administrator. This is the person who is responsible for understanding how your CU*BASE data is configured, and how it is used by your products and daily processes. This person is also usually responsible for setting the policies and internal rules related to your data, and monitoring that your rules are followed.

Authority to **Tool #1210: Self-Directed Data Floods** should be granted only to the person with these data administrator duties and a thorough understanding of the ramifications of altering CU*BASE data via a batch update. There are NO special security privileges (for example, maintenance Tier 2 security) needed to run this tool, so the tool should not be granted unless you intend for that person to be given full authority to manipulate your data.


In addition, if you’ll be pulling data from a PC to create the list of accounts to be flooded, you’ll also need to request special authority for performing these uploads (see “Gathering Your List from an External Source” below).

PREPARING THE LIST OF ACCOUNTS TO BE FLOODED

This tool requires you to assemble the list of account numbers to indicate which accounts should be flooded with new data. **All criteria to determine the accounts that will be changed must be done when compiling this file;** the flood tool itself contains no selection criteria of any kind.

Gathering Your List Using CU*BASE Tools

This list can be gathered via the CU*BASE Report Builder, the List Generator, or any of nearly 100 analysis dashboards that have export functionality.



Export

The compiled list needs to be stored as a database table in your credit union's QUERYxx library and must contain the required data elements (account base, type, etc.) in the specified order as the first columns in the table.

Gathering Your List from an External Source

You can also upload a list of accounts you've assembled in Excel or another PC program and upload it into CU*BASE, using one of several available upload tables in your credit union's QUERYxx library. This could even be something that started in CU*BASE, was downloaded to your PC for additional manipulation, then uploaded again back to your QUERYxx library.

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:

http://www.cuanswers.com/pdf/spec_interest/iShieldRequestForm_Uploads.pdf

Because of how a System i works, data must always be uploaded into an *existing* file on CU*BASE (basically you just need a big, pre-formatted table large enough to contain the data you're uploading). Following are several of the standard, generic tables in your QUERYxx library into which you can upload data suitable for the flood tool:

Table Name in QUERYxx	Contents	Purpose
IMPMBRNUM	One numeric column: 9 digits for an account or tax ID number	For bringing in a list of membership account bases (can also be used for SSN/TINs for members or non-members)
IMPACCTNUM	Two numeric columns: 9 digits for an account base and 3 digits for an account suffix	For bringing in a list of member savings, checking, or loan accounts
IMPBTS	Three numeric columns: 9 digits for an account base, 3 digits for an account suffix, and 9 digits for a SSN/TIN	Intended for the Additional Signer Delinquency Level flood type, where you need the account base, type, and SSN to match data in the ADSL additional signers table.
IMPTEXT	One 9-digit numeric column for an account base, followed by one 300-byte alphanumeric column for any text	Intended for future enhancements to the flood tool, but in the meantime you could also use it to bring in comments or other free-form text to be joined with CU*BASE data for output to a file or report.

*BE CAREFUL: If more than one person at your credit union is authorized to upload data, keep in mind that when data is uploaded, the import **will overwrite whatever is already in that table**. So be sure to coordinate the timing with anyone else at your credit union who is authorized to upload data into a particular table you are using.*

Instructions for uploading data into the generic IMP* files can be found in the Appendix starting on Page 18. **Learn More About Uploads:** [How File Uploads Work](#)

FAQs ABOUT SETTING UP AN ACCOUNT LIST

Q: If I'm creating my list in Query, can the output include data columns besides the required ones? And can I use any table name I like?

A: Yes. As long as the list has the required column(s) in the proper order, *as the first column(s) in the table*, additional columns are ignored by the flood tool. And you can use any table name you like (we recommend you NOT use the generic IMP* names described above, of course).

Q: I'm going to create my list in Excel. How do I set up my worksheet?

A: 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
1	1234	110	
2	1235	110	
3	1236	112	
4	1347	105	
5	2299	110	
6	292938	1	

...not this:

	A	B	C
List of Member Accounts That Need to Have a new Freeze Code			
Created 3/1/2018 by John Employee			
3	Acct Base	Suffix	Name
4	1234	110	DOE, JOHN A
5	1235	110	SMITH, MARY B
6	1236	112	TESTING, SOMEONE A
7	1347	105	MEMBER, FRED
8	2299	110	MEMBERSMA, VICKY
9	292938	1	TESTAGAIN, JOE

Q: What format should I use when saving my Excel worksheet?

A: In Excel, use File > Save As... and select this in the Save as type drop-down list:

Save as type:

Q: Can different types of accounts (savings, checking, loans) be included in the same list?

A: It depends on the type of flood being done. For example, if using the Freeze Code flood, any account types can be included because the routine is generic enough that overlapping into multiple MEMBERx tables is allowed by the programming.

However, some of the flood tools can flood data into only one table at a time. For example, if you're using the Maturity Date flood there are separate flood routines used if your list contains closed-end (MEMBER5) loans, versus if your list contains line-of-credit (MEMBER6) loans.

If you're not sure, or if you think your table contains loan accounts from both MEMBER5 and MEMBER6, when you run in audit mode the exception report will show the specific records that could not be found in the table being flooded. You can use the same table for both floods, although it might be a bit trickier to verify that the right records are being populated; separate tables are usually easier.

Q: I already can upload data into the DMPIMPORT and GLIMPORT tables for when I want to post transactions to members or the general ledger. Can those be used by the flood program?

A: No. Although the DMIMPORT table is used to upload accounts for use with the Direct/Mail Post tool, the format is not compatible with the flood tool. And since the GLIMPORT table uses a format for general ledger transactions, it is also incompatible.

Therefore, if you are uploading data from a PC for use with the flood tool, we recommend you use one of the generic IMP* tables described above. You may need to request a change to your upload authority via the iShield security system, via the [iShield Security Access Request for CU*BASE Uploads](#) form.

Q: When I use Query to look at the various generic tables used for importing, I often see nothing – just one column and no data. Where does the layout come from?

A: The layout for these tables is actually controlled by a File Description File (*.FDFX) located on your PC and used during the data transfer process. The *.FDFX anticipates how your data will be organized and what type of content each column will have (numeric vs. alphanumeric, etc.).

Q: When I use Tool #447 List Generator (Database/Labels) to create my list of memberships, the flood tool isn't finding any matching records. What am I doing wrong?

A: When you use this tool to produce a file, on the final screen where you specify the name there are two additional options that must be selected:

Make sure this is checked so an account base is included (it'll be the first column).

Report Options	Response
Replace member name with	
Output to database file	TESTLIST
Eliminate duplicates by	SSN/TIN
<input checked="" type="checkbox"/> Print/save account #	

This causes an SSN/TIN to be included in the file. It's not used by the flood system, but a column that contains blanks where a numeric value is expected causes the flood engine to reject the entire row.

USING THE FLOOD TOOL

BEFORE YOU BEGIN

Carefully read the instructions in the “Getting Started” section (Page 6), and use Query or other CU*BASE tools or an upload procedure to create the list of account numbers you wish to flood with new data. Remember that the flood tool itself has no selection criteria, which means that **all of the accounts in your list will be included in the flood.**

This compiled list must be stored in your QUERYxx library before you begin.

STEP 1: CHOOSE A FLOOD TYPE

Tool #1210: Self-Directed Data Floods

Data Element to be Updated	Acct Base	Acct Type	Data
ACCOUNT NICKNAME	X	X	X
ADDITIONAL SIGNER DELINQUENCY LEVEL	X	X	X
APPROVAL ID (CLOSED END LOANS)	X	X	
APPROVAL ID (LINE OF CREDIT LOANS)	X	X	
CD # OF TIMES BUMPED	X	X	X
CD MAX # OF BUMPS ALLOWED	X	X	X
CD PENALTY CODE	X	X	
COLLECTIONS ID (CLOSED END LOANS)	X	X	
COLLECTIONS ID (LINE OF CREDIT LOANS)	X	X	
COPY OF *ART DELQ CONTROL OPTION PROD	X	X	
CUSTOM FIELDS - ACCOUNT DATA	X	X	
CUSTOM FIELDS - MEMBER DATA	X	X	X
DELINQUENCY CONTROL	X	X	
DELINQUENCY FINE ID (CLOSED END LOANS)	X	X	
DELINQUENCY FINE ID (LINE OF CREDIT LNS)	X	X	
DUE DILIGENCE FLAG	X	X	
ECOA CODE (CLOSED END LOANS)	X	X	
ECOA CODE (LINE OF CREDIT LOANS)	X	X	
ELECTRONIC DEPOSIT HOLD GROUP	X	X	
ENTDICE SUBSCRIPTION	X	X	

Listed will be all the flood types available for you to run on your CU*BASE member tables. Select the flood you wish to run and use **Enter** to proceed to the next step.

Notice that many of these have two versions of the same flood, and differ only in account types being flooded, so select the one that matches where you got the data to populate your list. (Also see the FAQs on Page 8.)

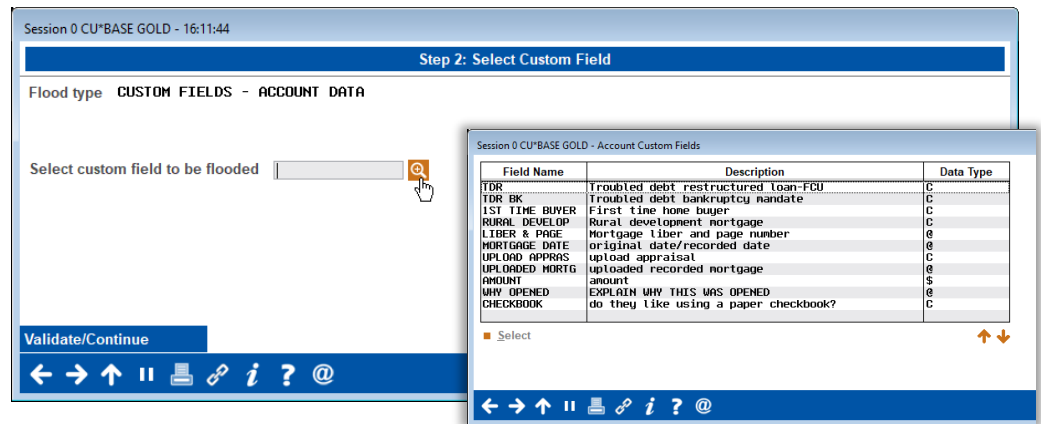
STEP 1B: CUSTOM FIELDS FIELD SELECTION



If selecting to perform a flood on Custom Fields, whether Account Data or Member Data, an additional step is required to select the custom field to be flooded. After selecting the flood type on the previous screen, use the spyglass to lookup the custom field, as shown below, from the list of available fields as configured in

Tool #1060 Configure Custom Fields – Member Data or **Tool #1065 Configure Custom Fields – Account Data**.

Select Custom Field



Once you have selected the appropriate custom field you wish to flood, select *Validate/Continue* to move forward to the next step in the process.

STEP 2: SPECIFY YOUR FLOOD SETTINGS

The flood settings screen contains three parts:

1. The top section lets you specify the table in QUERYxx where you have assembled the list of accounts to which the data should be flooded.
2. The middle section lets you choose the data that should be flooded. In most cases you'll be selecting from a list of configured codes, entering a date or other general data, or entering one of the valid codes listed right on the screen.
3. The bottom section lists all of the columns that must be included in your table, in the proper order, so that the flood can properly locate which accounts to flood.

The layout of the screen will vary slightly with each of the available flood types. The following samples show typical layouts you'll encounter.

Sample 1

The sample below floods data into a column in the MASTER (membership information) table. Notice that your table in QUERYxx just needs to contain an account base as the first column.

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION
File Edit Tools Help

Flood Data to List of Member Accounts

Step 2: Choose Flood Settings

Flood type: ELECTRONIC DEPOSIT HOLD GROUP
 Table name (in QUERYFR) for list of member accounts:
 Description for report:

New Value for All Accounts in the Account List

ELECTRONIC DEPOSIT HOLD GROUP

Your Table Must Include These Columns in This Order

1 Account Base	Type=Numeric Length=9 Decimals=0
----------------	----------------------------------

Validate/Continue

← → ↑ ↓ ⏸ ⏪ ⏩ ⓘ ? @ FR (6657) 4/10/18

Notice the lookup button, which will allow you to select from one of your credit union's configured codes.

Sample 2

The sample below floods data into a column in a MEMBERx (account information) table. Notice that your table in QUERYxx needs to contain both an account base and an account type (suffix) as the first and second columns.

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION
File Edit Tools Help

Flood Data to List of Member Accounts

Step 2: Choose Flood Settings

Flood type: FREEZE CODE
 Table name (in QUERYLH) for list of member accounts:
 Description for report:

New Value for All Accounts in the Account List

FREEZE CODE
 Available values are 0, 1, 2, 3

Your Table Must Include These Columns in This Order

1 Account Base	Type=Numeric Length=9 Decimals=0
2 Account Type	Type=Numeric Length=3 Decimals=0

Validate/Continue

← → ↑ ↓ ⏸ ⏪ ⏩ ⓘ ? @ FR (6657) 4/10/18

In this example, instead of a lookup button the valid values are listed right on the screen.

Sample 3

The sample below floods data into a column in the ADSL (additional signers information) table. Notice that your table in QUERYxx needs to contain an account base, an account type (suffix), and a SSN/TIN as the first three columns.

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Flood Data to List of Member Accounts

Step 2: Choose Flood Settings

Flood type: **ADDITIONAL SIGNER DELINQUENCY LEVEL**

Table name (in QUERYFR) for list of member accounts:

Description for report:

New Value for All Accounts in the Account List

ADDITIONAL SIGNER DELINQUENCY LEVEL

Available values are 0, 1, 2, 3, 4

Your Table Must Include These Columns in This Order

1 Account Base	Type=Numeric Length=9 Decimals=0
2 Account Type	Type=Numeric Length=3 Decimals=0
3 Addtl Signers SSH	Type=Numeric Length=9 Decimals=0

Validate/Continue

← → ↑ || 🖨️ 🔗 ⓘ ? @

FR 16557/411018

This particular flood type assumes your list comes from the ADSL additional signers file, which contains these three data elements for all of the co-signers on your loan accounts.

Sample 4

The sample below floods data into a column in the CMBCFDTA table, which is a column configured as an account data field within the custom fields tools. Notice that your table must include account base, account type, and the column selected as the flood as the first three columns.

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Flood Data to List of Member Accounts

Step 3: Choose Flood Settings

Flood type: **CUSTOM FIELDS - ACCOUNT DATA**

Table name (in QUERYFR) for list of member accounts:

Description for report:

New Value for All Accounts in the Account List

amount Pull from my table Specify

Type: \$

Length: 11

Decimals: 2

Your table must include these columns in this order

1 Account Base	Type=Numeric Length=9 Decimals=0
2 Account Type	Type=Numeric Length=3 Decimals=0
3 Variable Value To Be Flooded	Type=Character Length=40

Validate/Continue

← → ↑ || 🖨️ 🔗 ⓘ ? @

When working with custom fields, you can choose to specify the value, including clearing the field entirely.

Once you have filled in the table name, a description (which will appear at the top of the audit/posting reports) and chosen the data to be flooded, use **Validate/Continue** (Enter) to proceed to Step 3.

STEP 3: VALIDATE YOUR DATA AND PROCESS

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Flood Data to List of Member Accounts

Step 3: Validate Data and Process

Flood type: FREEZE CODE

Table name (in QUERY.LH) for list of member accounts: FLOODMERS

Description for report: Adding Freezes for accts with DD flag = 9

# of records in your list	36
# of records not found	0 Compared to current records found in table MEMBERX
# of errors found	0
# that will be updated	36

Run in Audit mode Update mode

Process

Revalidate List

FR (6058) 4/10/16

TIP: While still on this screen you can use another CU*BASE GOLD session to adjust your list table, then use the **Revalidate List** button to refresh the summary figures shown on this screen.

This screen will show which table is being flooded with data and therefore must match the account numbers in your list.

If your table contains duplicate records (more than one row for the same account), you may see a warning like this:

# of records in your list	24
# of records not found	0 Compared to current records found in table ADSL
# of errors found	0
# that will be updated	24

Run in Audit mode Update mode

Caution - Import table contains duplicate records
Only one table entry will end up being used

Duplicates can happen if you have combined (appended) multiple sources into a single table. Also, if you have used the “join” feature in Query, you might also want to verify that your definition uses the proper table order and join option to eliminate unnecessary duplicates.

Sometimes some trial and error is needed to get your list exactly right, which is why the Audit mode can be helpful.

Running a Pre-flood Audit

1. Make sure Audit mode Update mode is selected on the Step 3 screen
2. Use **Process** (F5)
3. A window will appear requesting a printer ID for the report; after choosing a printer (choose HOLDxx if you don't want anything to print) use Enter to proceed

Session 0 CU*BASE GOLD - Printer Select

Report Options



Please select printer information for report

Copies: 1

Printer: 28X01105

Continue


FR (4769)

4. A screen will appear showing the audit report that was generated (see Page 17 for a sample of this report); use  or  to return to the Step 3 screen and adjust any settings needed

The audit can be repeated as many times as needed before using the Update mode to flood data to your live tables.

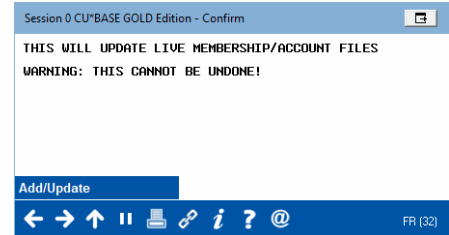
Flooding Live Data

1. Start by processing all of the audit runs you need to ensure the results are as expected

2. Return go the Step 3 screen and select  Audit mode Update mode



3. Use **Process** (F5)

4. The confirmation window shown to the right will appear →



5. Use **Add/Update** to confirm that you really want to update live files

6. A window will appear requesting a printer ID for the report; use Enter to proceed

7. A screen will appear showing the posting report that was generated (see Page 17 for a sample of this report); use  or  to return to the initial screen

AUDITING FILE MAINTENANCE DONE BY A FLOOD

Records showing all of the changes made by the flood will be written to your file maintenance log (CUFMAINT). Use **Tool #159 Audit CU File Maintenance** to view these records:

Date	Time	ID	Account	Type	Table/File	Column/Field	Change Made (Before/After)	Misc Info
Mar 15, 2018	10:55:03	;D	00000058	001	MEMBER1	FREEZE	2 0	
Mar 15, 2018	10:55:03	;D	00000059	055	MEMBER1	FREEZE	2 0	
Mar 15, 2018	10:55:03	;D	00000032	001	MEMBER1	FREEZE	2 0	
Mar 15, 2018	10:55:03	;D	00000033	001	MEMBER1	FREEZE	2 0	
Mar 15, 2018	10:55:03	;D	00000030	055	MEMBER1	FREEZE	2 0	

The program name of **UFLMAI** will be used (use the “Who made the change” button to see this on the dashboard):

Date	Time	ID	User	Workstation	Program	Maintenance Program Description
Mar 15, 2018	10:55:03	;D	DAWNH	QPADEVOG2	UFLMAI	
Mar 15, 2018	10:55:03	;D	DAWNH	QPADEVOG2	UFLMAI	
Mar 15, 2018	10:55:03	;D	DAWNH	QPADEVOG2	UFLMAI	
Mar 15, 2018	10:55:03	;D	DAWNH	QPADEVOG2	UFLMAI	
Mar 15, 2018	10:55:03	;D	DAWNH	QPADEVOG2	UFLMAI	

VIEWING A HISTORY OF FLOODS PERFORMED

To see a list of all floods that have been performed via the flood tool, create a query of the FLRUNHST file (in FILExx):

Line	System	System	Flood	Flood	User ID	Flood	To
	Table	Column	Processed	Processed		Report	Value
	Name	Name	Date	Time		Description	
000007	MASTER	BRANCH	2018-03-09	13.18.36	-2	branch test	02
000008	MASTER	DEPT	2018-03-09	13.28.07	-2	seg code department test	0088
000009	MASTER	EDHGCD	2018-03-09	13.34.12	-2	electronic dePOSIT HOLD GROUP	95
000010	MASTER	MLCD1	2018-03-09	13.40.07	-2	user defined code 1 user defined code 1 user defin	2
000011	MASTER	MLCD2	2018-03-09	13.44.07	-2	user defined code 2	1
000012	MASTER	MSFIL7	2018-03-09	13.49.30	-2	statement print style code TEST	02
000013	MASTER	NOMAIL	2018-03-09	13.53.00	-2	statement mail group code	2
000014	MEMBERX	RSNCDEOPN	2018-03-09	14.10.54	-2	NEW ACCOUNT REARASON CODE	56
000015	MASTER	NEWACT	2018-03-09	14.14.22	-2	new member reason code MASTER record	11

THE FLOOD REPORTS

AUDIT MODE

3/14/18 15:58:15		TESTING	UFLMAIN	PAGE
RUN ON 03/14/18		DATA FLOOD AUDIT REPORT	USER	DAWNM
Flood Type: SEG CODE				
Value Updated: Table = MASTER, Column = DEPT				
ACCT BASE	OLD VALUE	NEW VALUE		
10 000	0000	0001		
10 000	0000	0001		
15 000	0000	0001		
15 000	0000	0001		
19 000	0000	0001		
13 000	0000	0001		
10 000	0000	0001		
35 000	0000	0001		
45 000	0000	0001		
42 000	0000	0001		
37 000	0000	0001		
27 000	0000	0001		
30 000	0000	0001		
29 000	0000	0001		
39	= Records in your list			
0	= Records not found			
0	= Records in error			

39	= Total Records Processed			
*** END OF REPORT ***				

The report heading comes from what you entered on screen 1; the subheading indicates this is audit (non-posting) run only.

"Records not found" means your list had an account number that could not be found in your live database tables.

"Records in error" means there was some problem that prevented the record from being flooded – see the Exception Report for a message about each error found.

If records cannot be flooded for some reason, an Exception Report will show the reasons for the exceptions. This might include accounts that are not found in the table being flooded, or data that is already populated with the same values you are attempting to flood, as shown in the sample below:

3/14/18 16:48:35		TESTING A COMBINED FILE	UFLMAIN	PAGE
RUN ON 03/14/18		DATA FLOOD AUDIT EXCEPTION REPORT	USER	DAWNM
Flood Type: EOCR CODE (CLOSED END LOANS)				
Value Updated: Table = MEMBERS, Column = EOCR				
ACCT BASE	TYPE	EXCEPTION MESSAGE		
11	867	Account number not found		
18	001	Value does not change		
17	866	Account number not found		
19	055	Value does not change		
12	001	Value does not change		
1688	001	Value does not change		

TIP: "Value does not change" shows up as an error primarily so you know that no maintenance will done to those accounts (you won't see them in the CUFMAINT log, either).

When using the Wrong Email Address flood routine, the message "Invalid account number sent" simply means the account in your list has been closed in your live files. There will also occasionally be errors that will show more technical details intended for a programmer to interpret (for example, SQL State codes). **If you see an exception message that is unclear, contact a Client Service Representative** so that they can work with a programmer to determine what action might be appropriate.

UPDATE MODE

The posting report is identical to the audit report except for the title at the top of the report.

3/14/18 13:15:56		Adding freezes for accts with DD flag = 9	UFLMAIN	PAGE
RUN ON 03/16/18		DATA FLOOD POSTING REPORT	USER	DAWNM
Flood Type: FREEZE CODE				
Value Updated: Table = MEMBERX, Column = FREEZE				
ACCT BASE	TYPE	OLD VALUE	NEW VALUE	
17	615	0	3	
12	610	0	3	
17	706	0	3	
12	610	0	3	
18	605	0	3	
48	= Records in your list			
0	= Records not found			
0	= Records in error			

48	= Total Records Processed			
*** END OF REPORT ***				

APPENDIX A: UPLOADING DATA TO THE GENERIC TABLES

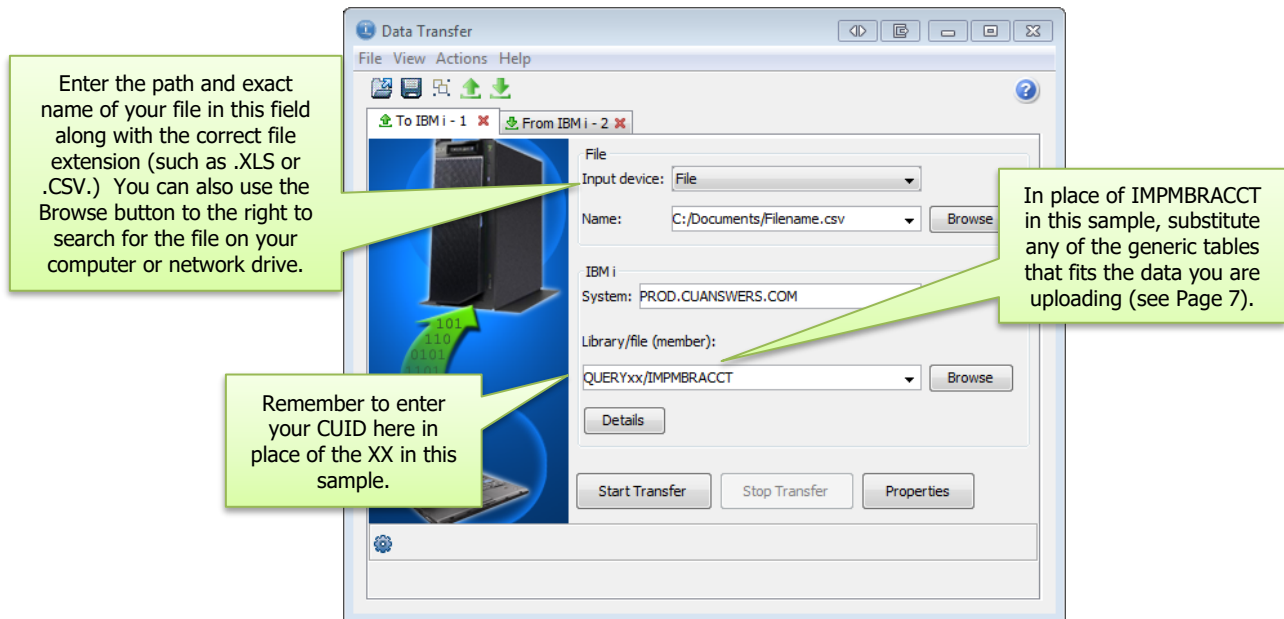
The instructions below can be used to upload data into any table in your QUERYxx library to which you have been granted upload privileges. If you have trouble uploading into a particular table, you may not have access to it via iShield. See Page 6 for instructions on requesting authority.

Learn More About Uploads: [How File Uploads Work](#)

IMPORTING FILES INTO THE SYSTEM I

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

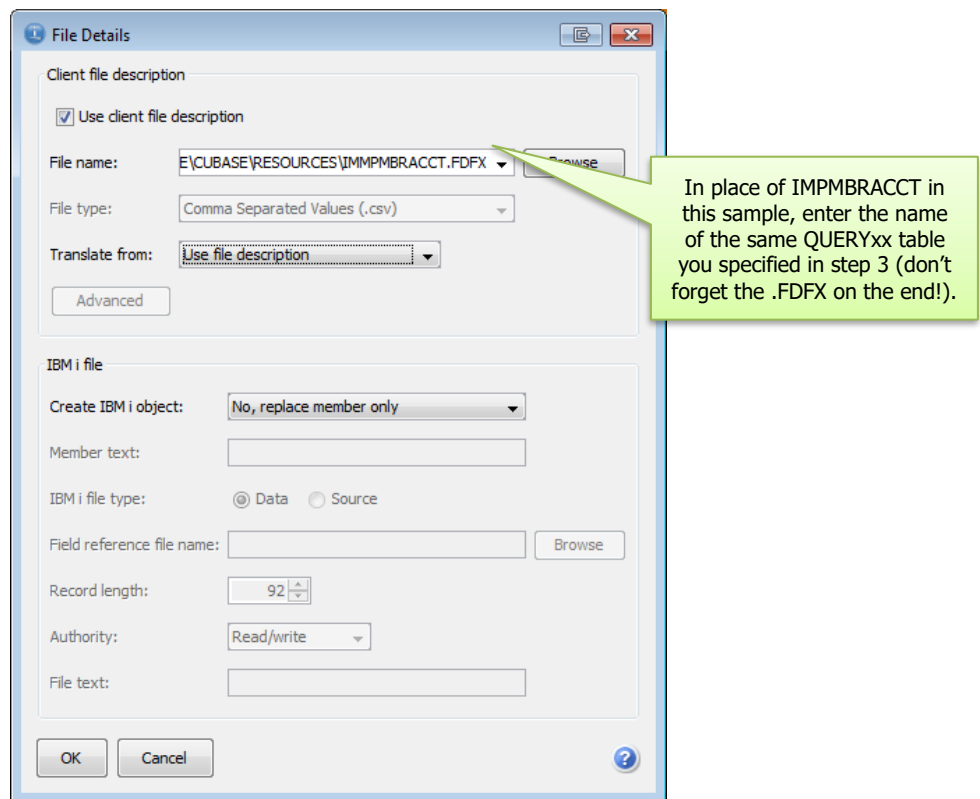


3. Fill in as shown in the above sample, using these rules:

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.
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.

Field Name	Description
	<ul style="list-style-type: none"> NOTE: CU*NorthWest clients should use PROD.CU-NORTHWEST.COM and CU*South clients should use CUSOUTH.CUBASE.ORG instead.
Library/File (Member)	<p>Enter your credit union's Query library name, a <u>forward slash</u>, then the name of the file that will hold the data being imported:</p> <p>QUERYxx/FILENAME</p> <p><i>(For the xx, fill in your credit union's two-character credit union ID)</i></p> <p><i>(In place of FILENAME enter the name of the existing generic table that most closely matches the data you are importing. See Page 7 for the list of table names you can use, assuming you have upload authority to those tables. You'll use this same filename in Step 5 below.)</i></p>

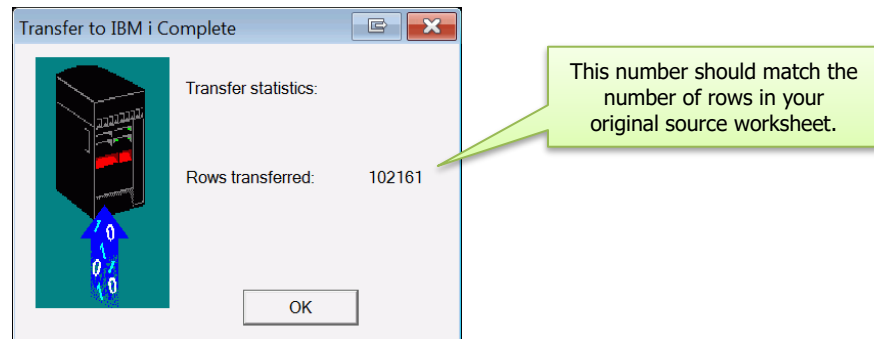
- Click the **Details** button
- Enter **C:\CUBASE\CUBASE\RESOURCES\filename.FDFX** in the screen as shown below, substituting the same QUERYxx filename you entered in the previous step (casing doesn't matter):



- Click **OK** to save and return to the Data Transfer window.
- From the Data Transfer screen, choose **Properties** and make certain that **Convert CCSID 65535** is selected (the option should automatically be checked) and click **OK**.
- 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.



10. The file is now uploaded to the table you specified and is ready for use with the flood tool.

APPENDIX B: OTHER AVAILABLE TOOLS FOR FLOODING DATA

MORE DIY FLOOD TOOLS

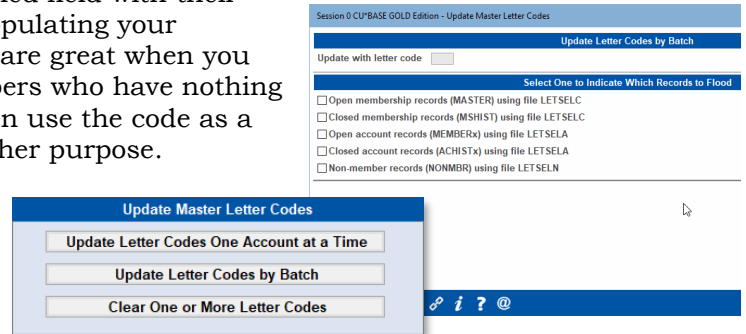
Following are other tools you can use to flood specific data into your CU*BASE database:

Tool #	Description	Uses
167	Auto-Enroll Marketing Club Mbrs	To enroll all accounts from a list into a designated Marketing Club. <i>Learn more via online help: search for auto-enroll</i>
365	eStatement Batch Unenrollment	To unenroll members from eStatements based on enrollment date, who haven't accepted the user agreement, or who haven't logged in to online banking. <i>Learn more via online help: search for unenrollment</i>
839	Tag Member Accts with Letter Codes	To flag individual or batches of member accounts with a 3-character code so that those accounts can be aggregated via Query for other purposes. <i>Learn more via online help: search for letter code</i> ➡ Also see the CU*TIP below.
1035	Reassign Tracker Follow-ups	To reassign outstanding member follow-ups to a different employee. <i>Learn more via online help: search for reassign</i>
1075	Reassign Collector on Accounts	To reassign existing collections accounts to a different collector ID. <i>Learn more via online help: search for reassign</i>
1116	Batch Unenroll Members from Bill Pay	To unenroll members from bill pay, based on a list provided. <i>Learn more via online help: search for unenroll bill pay</i>
1117	Batch Unenroll Members from P2P	To unenroll members from P2P, based on a list provided. <i>Learn more via online help: search for unenroll P2P</i>

☞ CU*TIP: Try Letter Codes for Gathering Your List of Accounts!

Letter Codes are a user-defined field with their own built-in flood tool for populating your MASTER table. Letter codes are great when you need to tag a group of members who have nothing else obvious in common, then use the code as a selection parameter for another purpose.

For example, say you had a community event at which attendees were asked to register for a drawing. You can tag all of those memberships with a Letter Code, then use **Member Connect** to communicate with them, or run the names against the **Common Bonds** dashboards to get a picture of who attended your event.



special

While more basic and targeted than the flood tool described in this booklet, the Letter Codes tools provide an easy, quick way to tag memberships. Then you can create a Query with the Letter Code field (MASTER/LETCDE) as the selection criteria, outputting the selected account numbers to a table for use with the flood tool, or Common Bonds, or Member Connect.

Learn more: <https://help.cubase.org/cubase/cubase.htm#UMLTR-01.htm>

FLOODS WE CAN DO FOR YOU

These tools must be run by a Client Service Representative, but may be helpful for special flood requirements. For more information, [contact a CSR via the AnswerBook](#).

Description	Uses
Credit CARD Act--Flood Due Dates	Originally intended for CUs adjusting the due dates on their credit card portfolio to comply with the Credit CARD Act, this tool will flood a specific due date <i>day</i> (such as the 28 th) into all accounts under selected loan categories (you can also specify an account list of your own), and will create trackers and \$0 memo transactions on the loans.
Credit Score Soft Pull - Upload	Run “soft pull” credit scores on batches of members, to adjust risk-based pricing or increase cross-selling opportunities with your members. <i>Learn more:</i> https://www.cuanswers.com/pdf/cb_ref/credit_score_soft_pulls.pdf

Description	Uses
Flood e-Stmt Mbrs for e-Notices	Auto-enroll members for eNotices, based on whether they are currently using eStatements, whether they have an email address, or whether they have accepted the It's Me 247 online banking use agreement.
Open End Contract Flood	Originally designed for responding to the Multi-Featured Open-End Lending (MFOEL) program, this tool adds a contract # and date to the Open End Loan Contract screen for selected LOC categories, so that those loans can be displayed on the member's periodic statement as required by Reg. Z.
Process File of Email Addresses	<p>Currently used by Xtend Call Center services, this tool takes a file of bounce-back email addresses, finds the matching membership accounts, and allows you to set the wrong email address flag as well change as the setting of the marketing opt out flags (CU and/or 3rd party). The tool can also produce an output file of matching account bases that you can then use with Query.</p> <p>NOTE: You can only flag addresses as wrong. This tool cannot be used to remove the flag on existing addresses already marked as wrong. This is necessary to reduce the number of invalid email addresses on the system, which can affect our adversely ability to process email for all clients on the network.</p>