

Extracts Manual

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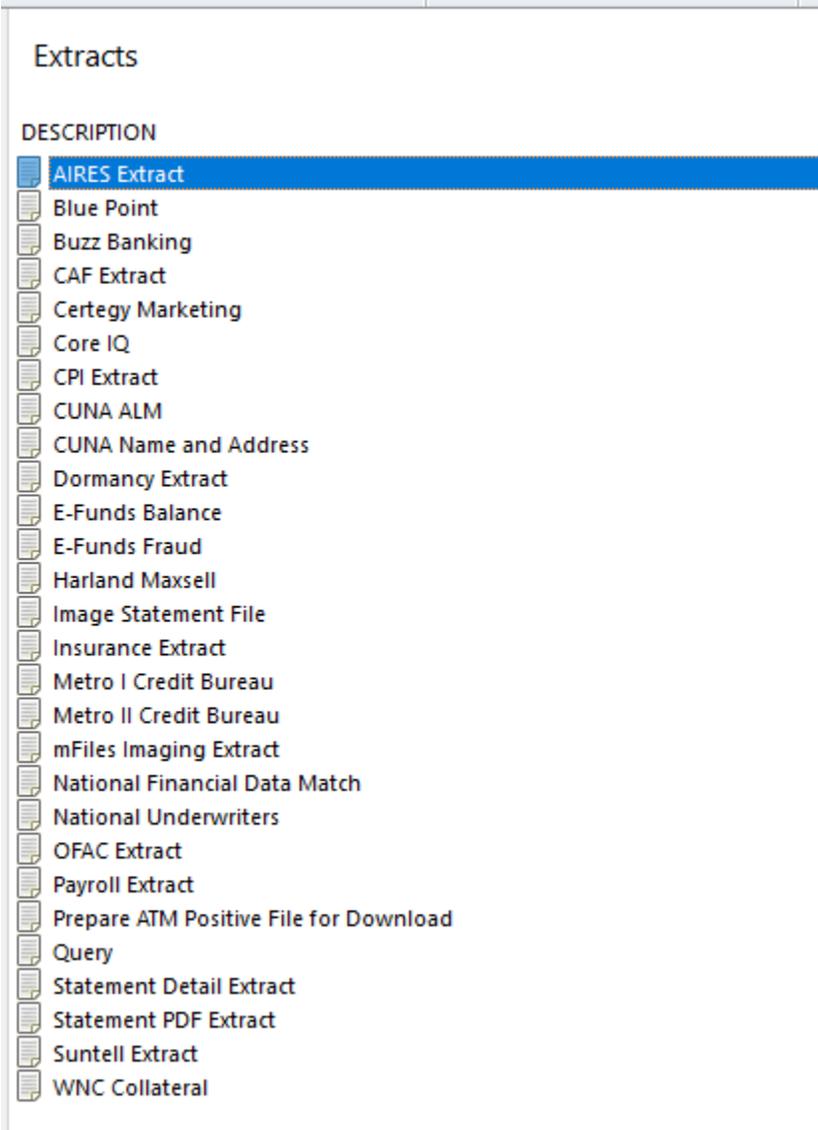
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Extracts

Select [Main Ribbon > Reports > Extracts]. This displays a variety of extracts that can be created when needed.

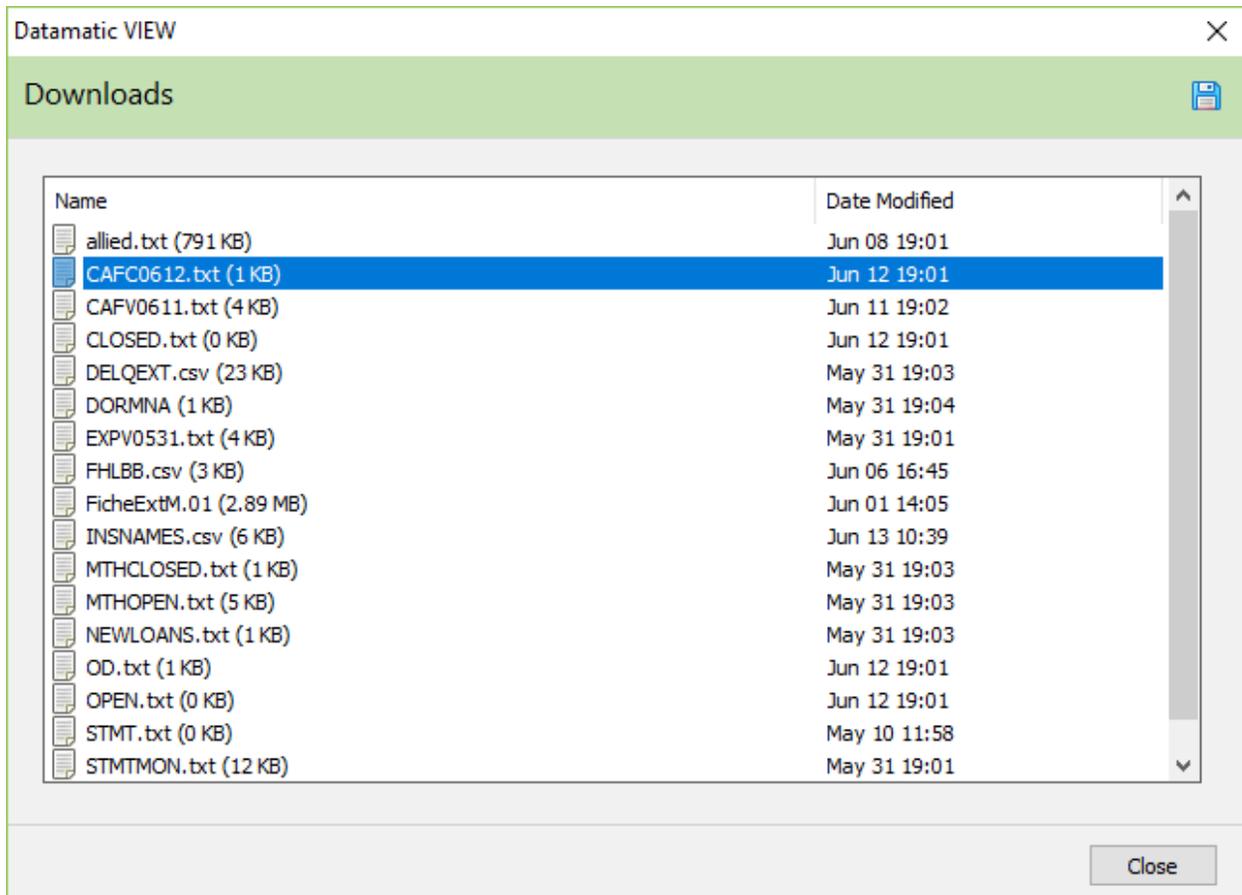
The security option for the Extracts must be marked which means permitted in order for an employee to have access to the options under Extracts. The employee will be able to create, download and delete extracts. This is found under [Main Ribbon > System Settings > Tellers]. After selecting the employee, select the Basic tab.



Downloads

Select [[Main Ribbon > Reports > Downloads](#)]. The Downloads folder contains extracts that have been created either today or within the last 65 days. After selecting Downloads, double click on the file to be downloaded. The file will be downloaded to the Datamatic folder on C:Drive or other directory setup by the credit union.

The system displays the extracts that have been generated.



The maximum number of extracts that will be displayed in this folder is 999.

The Date Modified column shows the date and time the report was created.

Credit unions using the following vendors with an online ATM/Debit Card interface will find a new ISO Trace Log every day in the Download folder under Extracts. This is based on the cutoff times for vendors that send a cutoff indicator at a specific time each day. This log is in time order and can be used to resolve out of balance issues when needed.

E-funds - file name equal **Efundsxxxx.txt** (xxxx = MMDD - Month/Day)
Co-op - file name equal **Coopxxxx.txt**
Star - file name equal **Starxxxx.txt**
MSVC (Co-op Service Center) file name equal **MSVCxxxx.txt**

End of Day processing will automatically remove any extracts that are more than 65 days old. This will prevent too many extracts from building up in the folder and some extracts not displaying due to space limitations.

The Download folder also displays the Query reports (with File as the Output Destination) and other files directed to the Download folder by Datamatic. The Queries and files in this folder will remain from day to day until they are overwritten, deleted by the credit union or deleted with End of Day processing after 65 days.

To print a Query report using the Download window, the report must first be downloaded to the PC. To download a Query report, double click on the file. (Also see the download instructions on pages 6-7 for downloading instructions.) To delete a report from the Download folder, highlight the report and press the delete key.

If an extract in this folder is deleted in error, programming may be able to restore the extract, if needed. First attempt to re-create the extract, however, if for some reason the extract cannot be re-created, a restore procedure can be done by programming today (if the extract was deleted today) or for a past date if the credit union has the End of Day backup tape for the day the extract was deleted. Contact Customer Support for assistance.

Extracts will remain in the Download folder until they are removed by the credit union or deleted with End of Day processing after 65 days. (If an extract(s) really needs to be saved for a length of time, download the extract then cut and paste the extract from the C:\Datamatic folder into a new folder on the PC.)

To remove an extract, highlight the extract and press the delete key. A confirmation box will display asking "Are you sure you want to remove this extract?". Select Yes to remove the extract. Otherwise, select No.

Download Instructions

Non-Terminal Server Users

To download an extract, double click on the file.

Other than teller security for Extracts marked which means permitted, no additional security is required in VIEW to be able to download extracts.

When the system is finished downloading the file to the PC, a message of Completed. File located in C:\Datamatic is displayed. The extract will be saved in the Datamatic folder on C:Drive. Select close.

If desired, the downloaded file can be moved to a different directory on the PC; such as the desktop or other location.

The file can be sent by FTP, if the third-party vendor can accept a file transfer via a PC. (Discuss with the vendor ways in which the file can be transferred to a secure web site, dial-up access or encrypting the file so that the information is not readily visible to hackers on the internet.) The credit union should already have established a way to transfer this file to the vendor.

IMPORTANT: This should be tested with the vendor to make sure it works OK on both ends. Follow the instructions from the vendor, after the file has been downloaded to a PC.

Terminal Server Users

Prior to credit unions using Terminal Server software using the Download File feature, a couple things will need to be done.

Other than teller security for Extracts marked which means permitted, no additional security is required in VIEW to be able to download extracts.

Each PC that will be using the upload and/or download options will need to map the disk drive by doing the following procedure:

Right click on the Icon that is used to connect with the Datamatic system and select Edit to display the Remote Desktop Connection. Next, select the Options button then click on the Local Resources tab. At the bottom of the window, click on Disk Drives to put a checkmark in the box. Click on the General tab and click on Save As. Usually, the File Name will be left the same as displayed and the File Name may also differ by credit union. Click on Save and answer Yes to the question Do you want to replace it?. Selecting Start on the Task Bar then All Programs, Accessories, Communications then Remote Desktop Connection is another method of displaying this selection.

To download an extract, double click on the extract.

When the system is finished downloading the file to the PC, a message of Completed. File located in C:\Datamatic is displayed. The extract will be saved in the Datamatic folder on C:Drive. Select close.

If desired, the downloaded file can be moved to a different directory on the PC; such as the desktop or other location.

The file can be sent by FTP, if the third-party vendor can accept a file transfer via a PC. (Discuss with the vendor ways in which the file can be transferred to a secure web site, dial-up access or encrypting the file so that the information is not readily visible to hackers on the internet.) The credit union should already have established a way to transfer this file to the vendor.

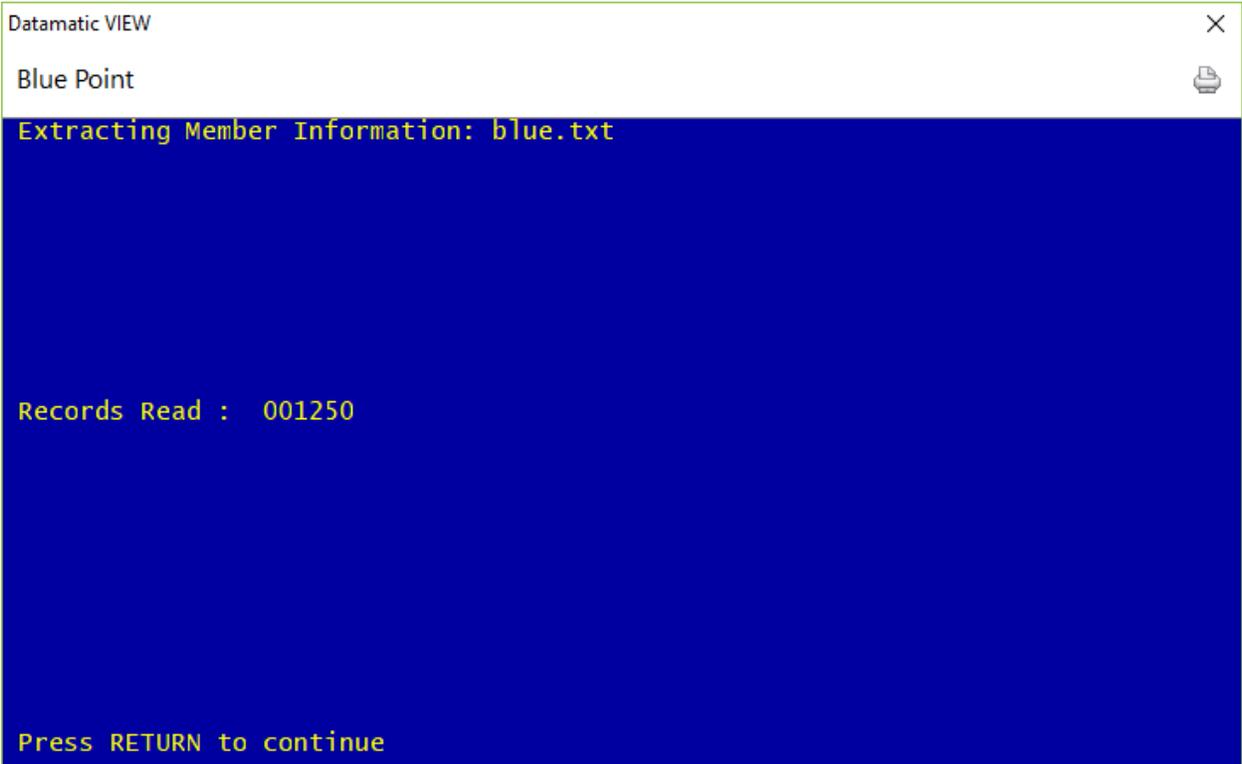
IMPORTANT: This should be tested with the vendor to make sure it works OK on both ends. Follow the instructions from the vendor, after the file has been downloaded to a PC.

Blue Point

The Blue Point option can be used by credit unions that use Blue Point Solution’s Receipt Manager Software.

The information contained in this extract includes Name and Address information for the members, as well as, balances.

After making the selection, the system will gather the information for the extract. A message of Press RETURN to continue will be displayed when finished.



Follow the instructions from Blue Point to get the file to them.

Buzz Banking Extract

The Buzz Banking Extract was designed to be used by credit unions using the Buzz Banking third party software. This is used to analyze debit card purchases. The extract pulls information from Member Information, suffix information on 00 and Draft accounts and Debit purchase transactions.

This extract can be setup to be generated automatically with End of Day processing. This can also be setup to automatically copy the files to another server via FTP. Contact Customer Support at 1.800.825.3854 to have this extract turned on, if your credit union would like this extract to be generated automatically (daily, weekly, etc.). Some manual setup is required and configuration from programming to specify the IP Addresses for the server FTP, etc.

Select the option and the system displays:

Press enter with Create highlighted in the upper left corner.

- ⇒ **Suffix Selection** - If a suffix(es) is entered, only the suffix(es) entered will be included in the Extract.
- ⇒ **Marketing Selection** - Make the appropriate selection.
 - A = Affiliate - Only members who have opted in to Affiliate marketing will be included in the Extract.
 - N = Non-Affiliate - Only members who have opted in to Non-Affiliate marketing will be included in the Extract.
 - E = Exempt - All Members - All members are included in the Extract.

The default values are leaving the Suffix Selection (Blank) and the Marketing Selection as Exempt - All Members.

Press enter after filling in and making selections on the screen. The extracts will be created. A message of Press Return to Continue, will be displayed when finished. The extracts will go to the Download folder under [\[Main Ribbon > Reports\]](#).

If the credit union has a Window Server, the system will ask Would you like to copy the Buzz Extracts to your Windows Server (y/n)?. If y for yes is entered, the extracts will be copied to the Windows Server at the credit union. If n for no is entered, the extracts will go Downloads under [\[Main Ribbon > Reports\]](#).

The three files created are as follows:

- ACCT.bbf
- CUST.bbf
- TXNS.bbf

Follow the instructions from Buzz Banking.

CAF Extract

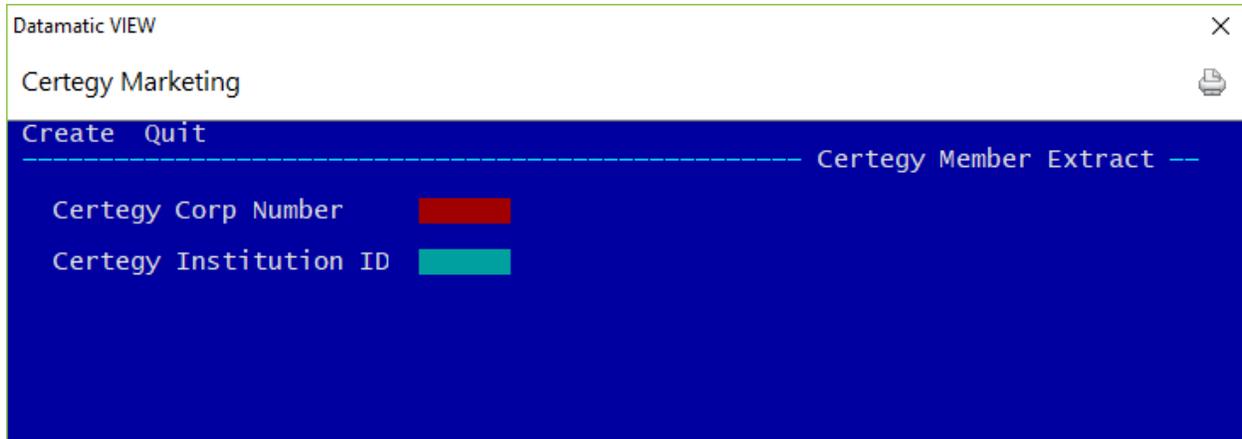
Contact Datamatic for more information.

Certegy Marketing

The Certegy Marketing option may be used by credit unions that use the Optional Visa software package. The file can be downloaded to a PC. The Extract Directory name is "certegy.dat".

The information contained in this extract includes Corporate and Institution ID's, Name and Address information for the members, as well as, Social Security Number. (See the file layout on the next page.)

After making the selection, the system displays.



Certegy Corp Number - Enter the Certegy Corp Number assigned to the credit union.

Press enter after entering the information. The system will gather the information for the extract.

Use the Downloads selection under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of Completed. File located in C:\Datamatic is displayed. The extract will be saved in the Datamatic folder on C:Drive. Select close.

Follow the instructions by Certegy to get the file to them.

File Layout is:	
Corp ID	Numeric 6
Institution ID	Numeric 6
First Name	Alpha 10
Last Name	Alpha 15
Address 1	Alpha 20
Address 2	Alpha 20
Address 3 (blank)	Alpha 20
City	Alpha 25
State	Alpha 2
SSN	Numeric 9
Filler	Alpha 30

Core iQ

Core iQ is an on-demand extract that can be created for a third-party product called Core iQ. For more information on this product visit <https://www.onovativebanking.com/>.

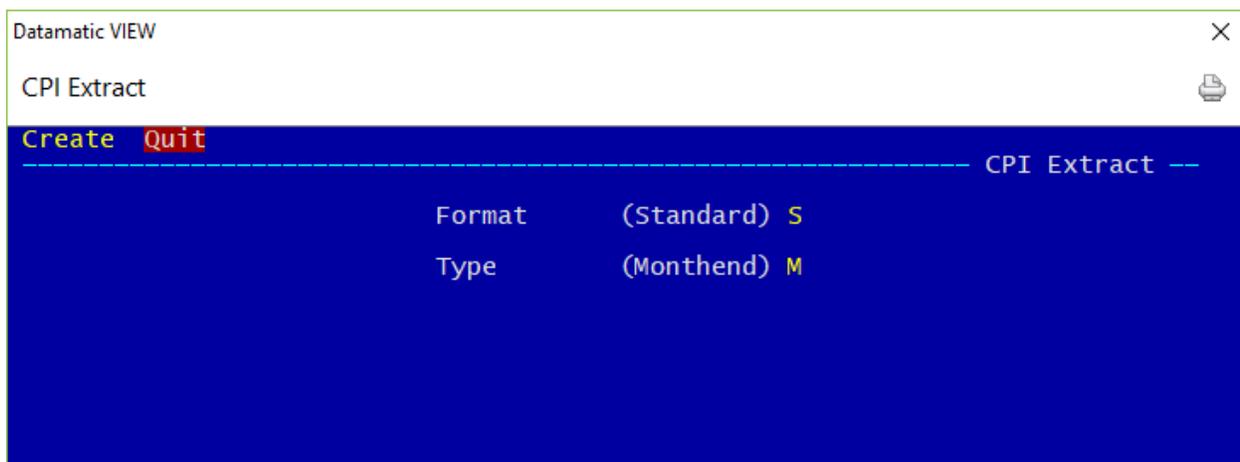
CPI Extract

The CPI Extract selection can be used to generate an extract of information pertaining to collateral protection insurance for all loans on the system. The extract can be downloaded to a PC and, burned on a CD or transferred via FTP.

The information pulled for this extract is as of monthend.

This extract can be setup to be generated automatically with End of Day processing. This can also be setup to automatically copy the files to another server via FTP. Contact Customer Support at 1.800.825.3854 to have this extract turned on, if your credit union would like this extract to be generated automatically (daily, weekly, etc.). Some manual setup is required and configuration from programming to specify the IP Addresses for the server FTP, etc.

After making the selection, the system displays:



To create the extract, use the arrow keys to select Create in the upper left corner of the screen. Next, select the format to be used.

Format: S = Standard
E = Extended **
A = Allied

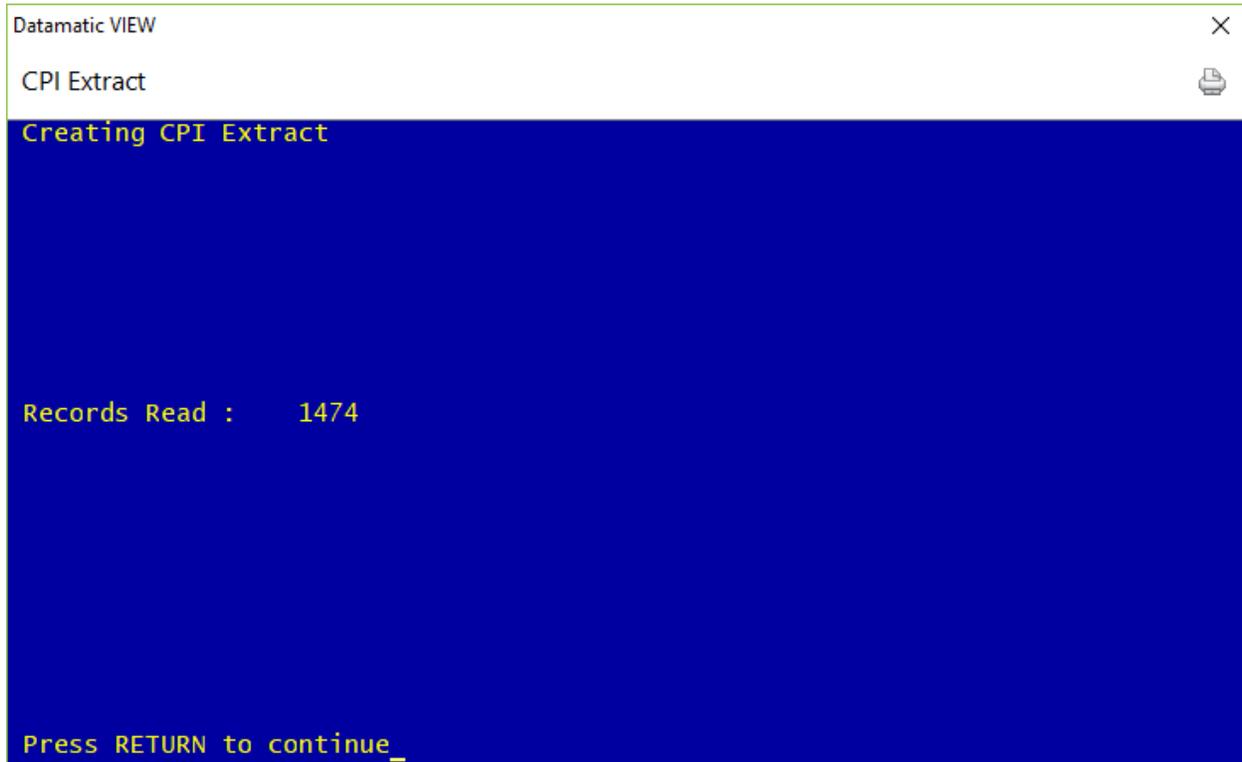
** The Extended format is the same as the standard format except it includes the following additional fields.

Line of Credit
Maturity Date
Loan Status

Type: C = Current
M = Monthend

Press enter after making the format selection. Select Yes to process and press enter. The extract will be created.

The system displays.



The system places the file in the Download folder in the Extracts window. The name in the Download folder is cpi.txt. If the Allied format is selected, the name in the Download folder is allied.txt.

Use the Downloads selection under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of Completed. File located in C:\Datamatic is displayed. The extract will be saved in the Datamatic folder on C:Drive. Select close.

The extract can then be burned on a CD or transferred via File Transfer Protocol (FTP). From this point, follow the instructions from the vendor for transferring the file.

CPI Extract Layout

Record Length: 242

Standard Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
1	Account Type	12	1	12	
2	Name	30	13	42	
3	Address Line 1	25	43	67	
4	Address Line 2	25	68	92	
5	City	20	93	112	
6	State	2	113	114	
7	Zip Code	9	115	123	
8	Security	2	124	125	See Table A
9	Date Open	8	126	133	MMDDCCYY
10	Payment Amount	9	134	142	9(7)V99
11	Frequency	2	143	144	See Table D
12	Original Amount	9	145	153	9(7)V99
13	Balance	9	154	162	9(7)V99
14	Interest Rate	6	163	168	99V9999
15	VIN	30	169	198	
16	Year	4	199	202	CCYY
17	Make	20	203	222	
18	Model	20	223	242	

Other Information

This extract includes closed loans.

The VIN field is the first collateral tracking record with a VIN the system finds for the loan. If no VIN is found, the year, make and model fields are left blank in this extract.

The VIN, year, make and model is not applicable for mortgage suffixes.

CPI Extract Layout

Record Length: 263

Extended Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
1	Account Type	12	1	12	
2	Name	30	13	42	
3	Address Line 1	25	43	67	
4	Address Line 2	25	68	92	
5	City	20	93	112	
6	State	2	113	114	
7	Zip Code	9	115	123	
8	Security	2	124	125	See Table A
9	Date Open	8	126	133	MMDDCCYY
10	Payment Amount	9	134	142	9(7)V99
11	Frequency	2	143	144	WK = Weekly BW = Bi-weekly SM = Semi-monthly MO = Monthly QR = Quarterly SA = Semi-annual AN = Annual SP = Single payment
12	Original Amount	9	145	153	9(7)V99
13	Balance	9	154	162	9(7)V99
14	Interest Rate	6	163	168	99V9999
15	VIN	30	169	198	
16	Year	4	199	202	CCYY
17	Make	20	203	222	
18	Model	20	223	242	
19	Line of Credit	11	243	253	9(9)V99
20	Maturity Date	8	254	261	MMDDCCYY
21	Loan Status	2	262	263	See Table C

CPI Extract Layout

Record Length: 1710

Allied Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
1	Branch	2	1	2	
2	Account	10	3	12	Base and check digit
3	Suffix	2	13	14	
4	Action Code	1	15	15	
5	Borrower Name	30	16	45	Primary name
6	Borrower Address 1	25	46	70	
7	Borrower Address 2	25	71	95	
8	Borrower City	20	96	115	
9	Borrower State	2	116	117	
10	Borrower Zip	9	118	126	
11	Co-Borrower Name	30	127	156	First Joint, Comaker or Guarantor name on loan
12	Co-Borrower Address 1	25	157	181	
13	Co-Borrower Address 2	25	182	206	
14	Co-Borrower City	20	207	226	
15	Co-Borrower State	2	227	228	
16	Co-Borrower Zip	9	229	237	
17	Loan Effective Date	8	238	245	MMDDCCYY
18	Loan Expiration Date	8	246	253	MMDDCCYY
19	Grade	2	254	255	
20	Term of Loan	3	256	258	Number of payments
21	Original Balance	11	259	269	9(9)V99
22	Current Balance	11	270	280	9(9)V99
23	APR	6	281	286	99V9(4)
24	Payment Amount	11	287	297	9(9)V99
25	Frequency	2	298	299	WK = Weekly BW = Bi-weekly SM = Semi-monthly MO = Monthly QR = Quarterly SA = Semi-annual AN = Annual SP = Single payment

Allied Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
26	Vehicle Year	4	300	303	CCYY
27	Vehicle Make	20	304	323	
28	Vehicle Model	20	324	343	
29	VIN	30	344	373	
30	Mortgage Address	30	374	403	
31	Mortgage City	25	404	428	
32	Mortgage State	2	429	430	
33	Mortgage Zip	9	431	439	9(9)
34	Security Code	2	440	441	See Table A
35	Purpose Code	2	442	443	See Table B
36	Escrow Flag	1	444	444	Y/N
37	Credit Score	5	445	449	
38	Line of Credit	11	450	460	9(9)V99
39	Loan Status	2	461	462	See Table C
40	Vehicle Year (2)	4	463	466	CCYY
41	Vehicle Make (2)	20	467	486	
42	Vehicle Model (2)	20	487	506	
43	VIN (2)	30	507	536	
44	Vehicle Year (3)	4	537	540	CCYY
45	Vehicle Make (3)	20	541	560	
46	Vehicle Model (3)	20	561	580	
47	VIN (3)	30	581	610	
48	Vehicle Year (4)	4	611	614	CCYY
49	Vehicle Make (4)	20	615	634	
50	Vehicle Model (4)	20	635	654	
51	VIN (4)	30	655	684	
52	Vehicle Year (5)	4	685	688	CCYY
53	Vehicle Make (5)	20	689	708	
54	Vehicle Model (5)	20	709	728	
55	VIN (5)	30	729	758	
56	Mortgage Address (2)	30	759	788	
57	Mortgage City (2)	25	789	813	
58	Mortgage State (2)	2	814	815	

Allied Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
59	Mortgage Zip (2)	9	816	824	9(9)
60	Mortgage Address (3)	30	825	854	
61	Mortgage City (3)	25	855	879	
62	Mortgage State (3)	2	880	881	
63	Mortgage Zip (3)	9	882	890	9(9)
64	Mortgage Address (4)	30	891	920	
65	Mortgage City (4)	25	921	945	
66	Mortgage State (4)	2	946	947	
67	Mortgage Zip (4)	9	948	956	9(9)
68	Mortgage Address (5)	30	957	986	
69	Mortgage City (5)	25	987	1011	
70	Mortgage State (5)	2	1012	1013	
71	Mortgage Zip (5)	9	1014	1022	9(9)
72	Auto Insurance Company	30	1023	1052	
73	Auto Insurance Policy	20	1053	1072	
74	Auto Insurance Agent	30	1073	1102	
75	Auto Insurance Phone	10	1103	1112	9(10)
76	Auto Insurance Received	1	1113	1113	Y = Yes N = No
77	Auto Insurance Company (2)	30	1114	1143	
78	Auto Insurance Policy (2)	20	1144	1163	
79	Auto Insurance Agent (2)	30	1164	1193	
80	Auto Insurance Phone (2)	10	1194	1203	9(10)
81	Auto Insurance Received (2)	1	1204	1204	Y = Yes N = No
82	Auto Insurance Company (3)	30	1205	1234	
83	Auto Insurance Policy (3)	20	1235	1254	
84	Auto Insurance Agent (3)	30	1255	1284	
85	Auto Insurance Phone (3)	10	1285	1294	9(10)
86	Auto Insurance Received (3)	1	1295	1295	Y = Yes N = No
87	Auto Insurance Company (4)	30	1296	1325	
88	Auto Insurance Policy (4)	20	1326	1345	
89	Auto Insurance Agent (4)	30	1346	1375	
90	Auto Insurance Phone (4)	10	1376	1385	9(10)
91	Auto Insurance Received (4)	1	1386	1386	Y = Yes N = No

Allied Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
92	Auto Insurance Company (5)	30	1387	1416	
93	Auto Insurance Policy (5)	20	1417	1436	
94	Auto Insurance Agent (5)	30	1437	1466	
95	Auto Insurance Phone (5)	10	1467	1476	9(10)
96	Auto Insurance Received (5)	1	1477	1477	Y = Yes N = No
97	Auto Value	11	1478	1488	9(9)V99
98	Auto Value (2)	11	1489	1499	9(9)V99
99	Auto Value (3)	11	1500	1510	9(9)V99
100	Auto Value (4)	11	1511	1521	9(9)V99
101	Auto Value (5)	11	1522	1532	9(9)V99
102	E-Mail Address	40	1533	1572	
103	Flood Zone (1)	6	1573	1578	
104	Flood Zone (2)	6	1579	1584	
105	Flood Zone (3)	6	1585	1590	
106	Flood Zone (4)	6	1591	1596	
107	Flood Zone (5)	6	1597	1602	
108	Next Payment Due Date	8	1603	1610	MMDDCCYY
109	NAICS Code	8	1611	1618	9(8)
110	Cell Phone	10	1619	1628	9(10)
111	Home Phone	10	1629	1638	9(10)
112	Filler	82	1639	1710	

Reference Table A: Security	
Code	Description
01	Unsecured
02	Share Pledge
03	Partial Share Pledge
04	New Vehicle
05	Used Vehicle
06	Recreational Vehicle
07	Boat
08	Furniture
09	Miscellaneous
10	FHA Title 1
11	First Mortgage
12	Other Mortgage
13	Student
14	Farm Equipment
15	Co-maker - Converts to "Unknown"
16	Other - assigned by Credit Union
17-40	Credit Union defined

Note: The codes listed are the system default security codes. For credit unions that define their own 01-16 codes, as well as use codes 17-40, see the Security Code Setup under System Settings.

Reference Table B: Purpose Code	
Code	Description
01	New Vehicle
02	Used Vehicle
03	Auto Repair
04	Refinance Car
05	Consolidate Debts
06	Medical/Dental/Funeral
07	Furniture & Appliances
08	Home Improvements
09	Vacation
10	Education

Reference Table B: Purpose Code	
Code	Description
11	Taxes
12	Boat and Trailer
13	Mobile Home or Camper
14	Real Estate
15	Christmas
16	Stocks or Bond Purchase
17	Insurance
18	Miscellaneous
19	Current Expense
20	Travel Expense
21	Recreational Equipment
22	Personal or Family Use
23	Land or Property
24	Vacation or Resort Property
25	Business Investment or Property
26	Purchase of Non-Durable Goods
27	Overdraft Advance
28-40	Credit Union defined

Note: The codes listed are the system default purpose codes. For credit unions that define their own 01-27 codes, as well as use codes 28-40, see the Purpose Code Setup under System Settings.

Reference Table C: Loan Status	
Code	Description
01	Official Family
02	Employee
03	Servicer Employee
04	Credit Union Loan
05	Judgment
06	Foreclosure
07	Deficiency Balance
08	Bankrupt
09	Chapter 13
10	Balloon
11	Member

Reference Table C: Loan Status	
Code	Description
13	Interim Student Loan
14	Payout Student Loan
15	Auxiliary Student Loan
16	Deferred Student Loan
17	Interim Loan Before 11/86
18	Payout Loan Before 11/86
19	Interim Loan After 11/86
20	Payout Loan After 11/86
21	Charged-Off Loan
22	Interim Loan After 10/92
23	Payout Loan After 10/92
24	8/10 Split Interim After 10/92
25	8/10 Split Payout After 10/92
26	Plus Loans in Payout
27	SLS Loans in Payout
28	Plus Loans in Interim
29	SLS Loans in Interim
30	Stafford Unsubsidized Loans
31	Stafford Unsubsidized Var Rate
32	Interim After 7/94
33	Payout After 1/94
34	Chapter 7
35	Chapter 11
36	Chapter 12
37	Reaffirmation of Debt
38	Charge-Off Loan Paid in Full
39	Repossession
40	Chapter 7 (Charge Off)
41	Chapter 11 (Charge Off)
42	Chapter 12 (Charge Off)
43	Chapter 13 (Charge Off)

Reference Table D: Frequency	
Code	Description
01	Weekly
02	Bi-Weekly
04	Monthly
05	Semi-Monthly
06	Quarterly
07	Semi-Annually
08	Annually
09	Single Payment

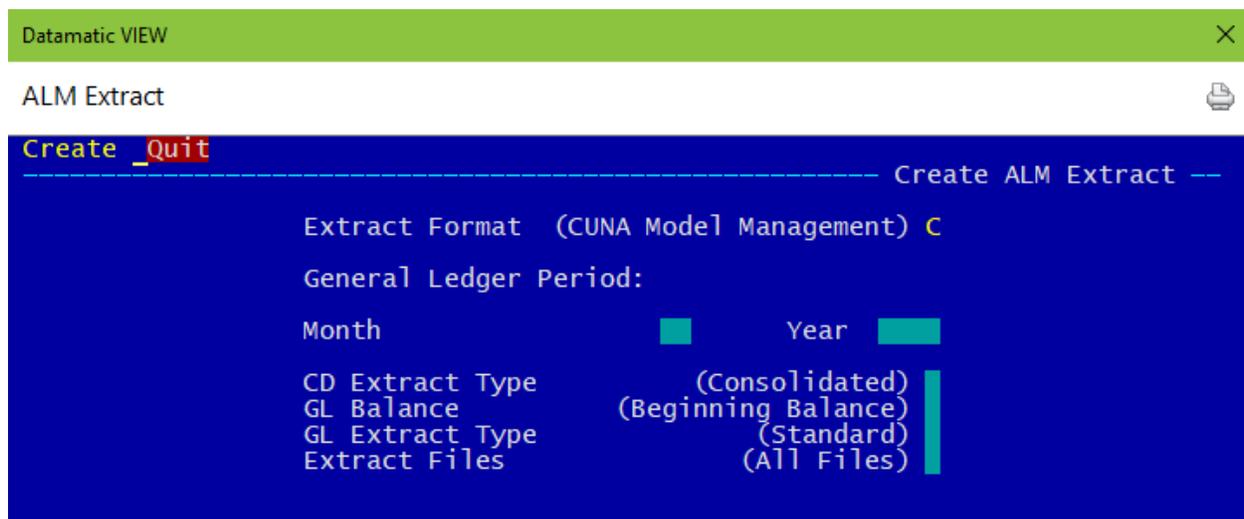
ALM

The ALM selection is used by credit unions that have purchased the optional ALM Extract software package. This software will download the information for Certificates, General Ledger and Loans so that the file can be opened using the CUNA Model Management software program.

Some smaller credit unions may use a less expensive software program called "CUPro" to open the downloaded information. This is just for the General Ledger download.

ALM = Asset Liability Management

After selecting the option, the system displays:



Select Create in the upper left corner of the screen using the arrow keys.

Extract Format - Select the desired format. The selections for this field are:
 C = CUNA Model Management
 F = Farin Foresight

Month - Enter the Month and Year for the General Ledger Period to be downloaded. (See below.)

For General Ledger information, the system will pull the beginning balance and the debits and credits for the month and year indicated. For CD's and Loans, the system pulls the information as of the monthend files that are on the system. A previous monthend file can be loaded, if a prior monthend is needed. The month and year is not applicable for CD and Loan information in this download.

CD Extract Type - Enter the desired CD Extract Type. The selections for this field are:
 0 = Consolidated
 1 = By Term

This will produce a one-digit term field and By Term will produce a two-digit term field. The corresponding option in the CUNA Model Management program needs to be set accordingly as either one or two digits in length.

GL Balance - Enter the desired GL Balance to be pulled. The selections for this field are:
0 = Beginning Balance
1 = Ending Balance

GL Extract Type - Enter the desired GL Extract Type. The selections for this field are:
0 = Standard (default)
1 = Consolidated

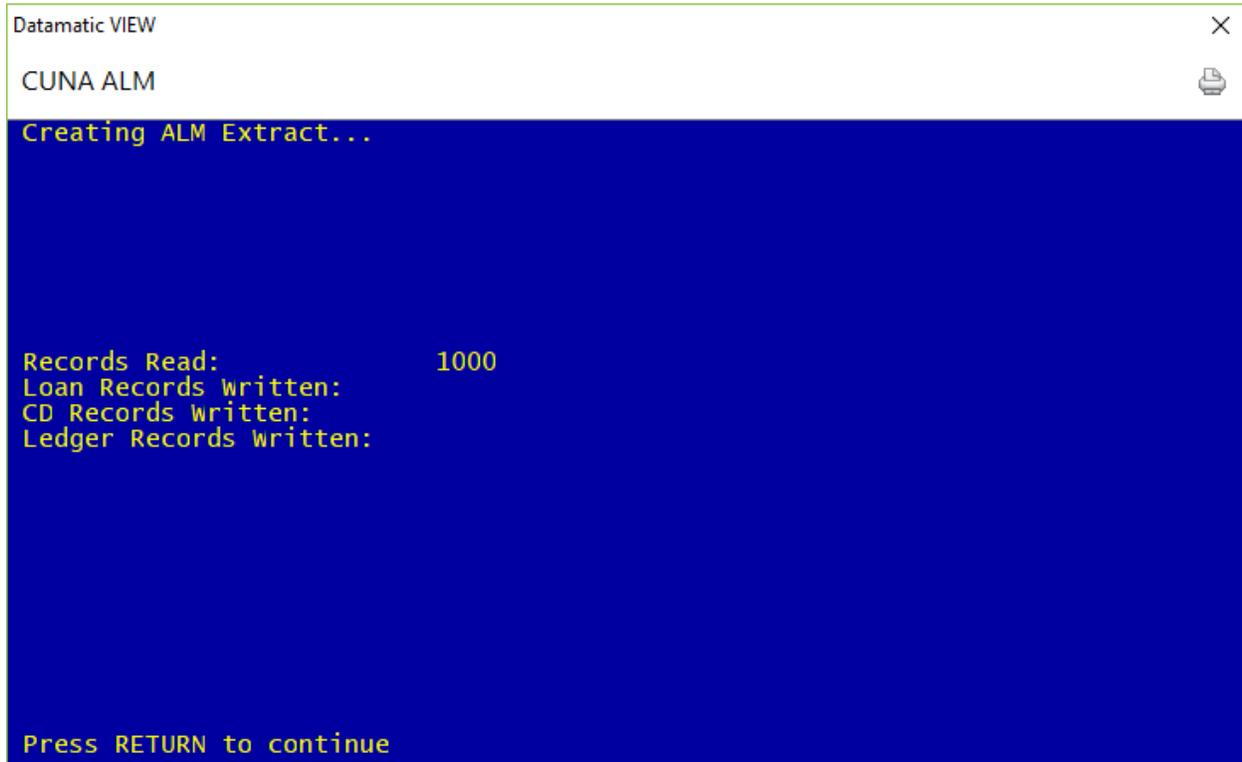
The **Standard** selection will list each ledger account separately (including the branch accounts).

The **Consolidated** selection will combine the ledger accounts together based on the six-digit account number and report them all as Branch 0. Thus making it match the file before a credit union started using the Branch Accounting Optional Software.

Extract File - Enter the desired Extract File to be pulled. The selections for this field are:
0 = All Files (Ledger, CD and Loan information)
1 = Ledger Only – CUPRO

Enter the information in the fields and press enter.

The system will gather the information for the extract. When finished, the system displays. (In this example, the Extract File selected was "All Files".)



Press Return to Continue to close the screen.

Use the Downloads selection under folder [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file (see file names below) to download.

File Names:	ALMGL =	General Ledger
	ALMCD =	Certificates
	ALMLN =	Loans

The file will be saved in the Datamatic folder on C:Drive.

The CUPro software is for the general ledger download only.

After the file(s) is downloaded to the PC, the file is available to be used in the CUNA Model Management software.

See the next page for the information extracted from the system for each application. This information is raw data and not in a report format. The CUNA Model Management software or CUPro software is used to format the information.

CUNA ALM Extract Layout

The **Farin Foresight Extract** contains information from Shares, Loans and CDs with just a slightly different layout.

General Ledger - Record Length 88		
Field	Position	Length
Account Number	1	9(6)
Description	7	X(25)
Monthly Balance	32	+9(8)V(2)
Filler	43	X(11)
Monthly Debit	54	+9(8)V(2)
Monthly Credit	65	+9(8)V(2)
Income Expense	76	X(9)
Branch	85	9(3)

Loans - Record Length 64		
Field	Position	Length
Account	1	9(12)
Collateral Code	13	9(2)
Balance	15	+9(8)V99
Interest Rate	26	99V9999
Maturity Date (MM-DD-YY)	32	9(6)
Branch	38	9(2)
Payment Amount	40	9(5)V99
Next Payment Date (MM-DD-YY)	47	9(6)
Payment Frequency	53	9(2)
Interest Type	55	9(3)
Balloon Date (MM-DD-YY)	58	9(6)

Certificates - Record Length 39 (CD Extract Type = Consolidated)		
Field	Position	Length
Account	1	9(12)
Certificate Type **	13	9(1)
Balance	14	+9(8)V99
Interest	25	99V9999
Maturity Date (MM-DD-YY)	31	9(6)
Branch	37	9(2)

** 0 = CD
1 = CD-IRA

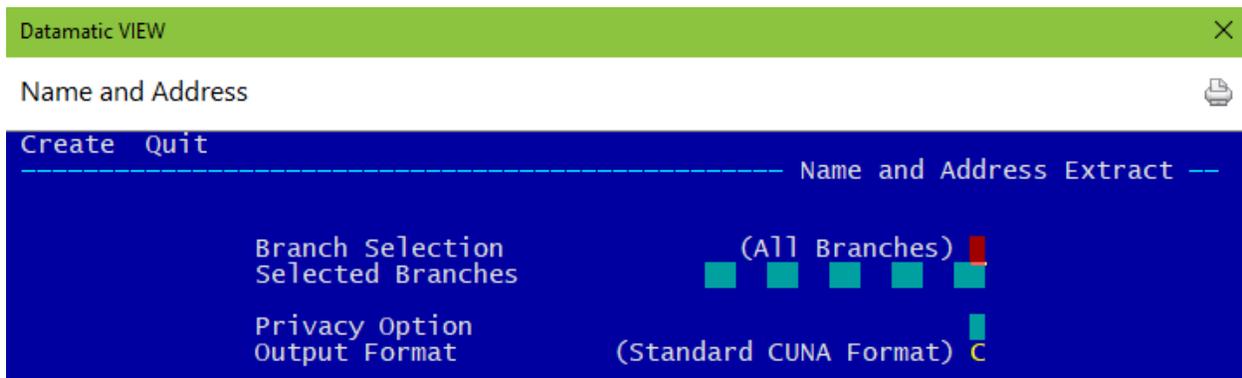
Certificates - Record Length 39 (CD Extract Type = By Term)		
Field	Position	Length
Account	1	9(12)
Certificate Type ***	13	9(2)
Balance	15	+9(8)V99
Interest	26	99V9999
Maturity Date (MM-DD-YY)	32	9(6)
Branch	38	9(2)

*** 2 = CD (3 Months)	12 = CD-IRA (3 Months)
3 = CD (6 Months)	13 = CD-IRA (6 Months)
4 = CD (12 Months/1 Year)	14 = CD-IRA (12 Months/1 Year)
5 = CD (18 Months)	15 = CD-IRA (18 Months)
6 = CD (24 Months/2 Years)	16 = CD-IRA (24 Months/2 Years)
7 = CD (36 Months/3 Years)	17 = CD-IRA (36 Months/3 Years)
8 = CD (60 Months/5 Years)	18 = CD-IRA (60 Months/5 Years)
9 = CD (25 Months)	19 = CD IRA (25 Months)
10 = CD (48 Months)	20 = CD IRA (45 Months)

Name and Address

The Name and Address option is used to pull a name and address list from the system. This is in a “fixed width layout” unless otherwise indicated. This extract can be downloaded to a PC and transferred via File Transfer Protocol (FTP), or copied to a CD (if the PC has a CD burner).

After making the selection, the system displays:



Branch Selection - Enter the branch selection desired. The options for this field are:

- 0 = All Branches (default)
- 1 = Selected Branches (Only used by credit unions with the Optional Branch Accounting Software.)

Selected Branches - Enter selected branches, if option 1 selected as the Branch Selection.

Privacy Option - Enter the Privacy Option desired. The options for this field are:

- A = Affiliate Extract
- N = Non-Affiliate Extract
- E = Exempt - Include all members

Affiliate Extract - Includes all members with a checkmark (for Include) for the Affiliates option on the Name Information window.

Non-Affiliate Extract - Includes all members with a checkmark (for Include) for the Non-Affiliates option on the Name Information window.

Output Format - Enter the Output Format desired. The options for this field are:

- C = Standard CUNA Format (includes an account indicator)
- S = SER Technologies Format (includes the account number)
- Z = Project Zip Code **

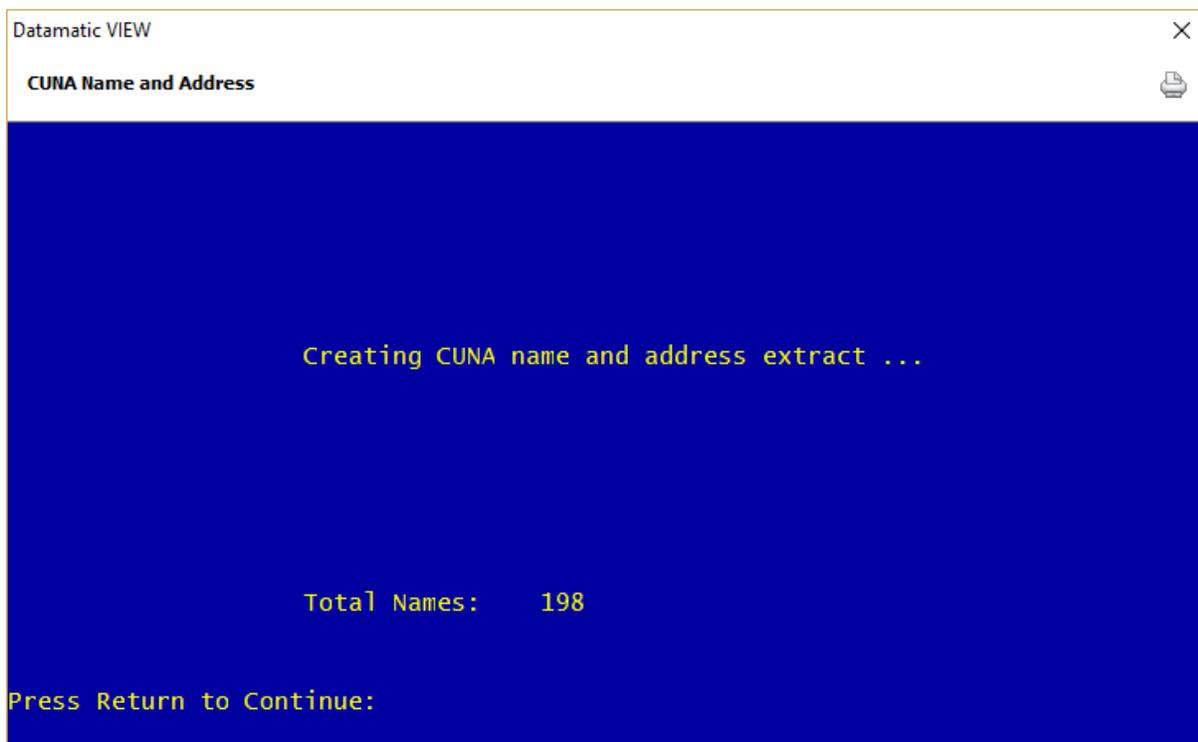
**This extract is a Comma Delimited format, one record per member and these fields:

Base-Check Digit	Address 2
First Name	City
Last Name	State
Address 1	Zip Code (5)

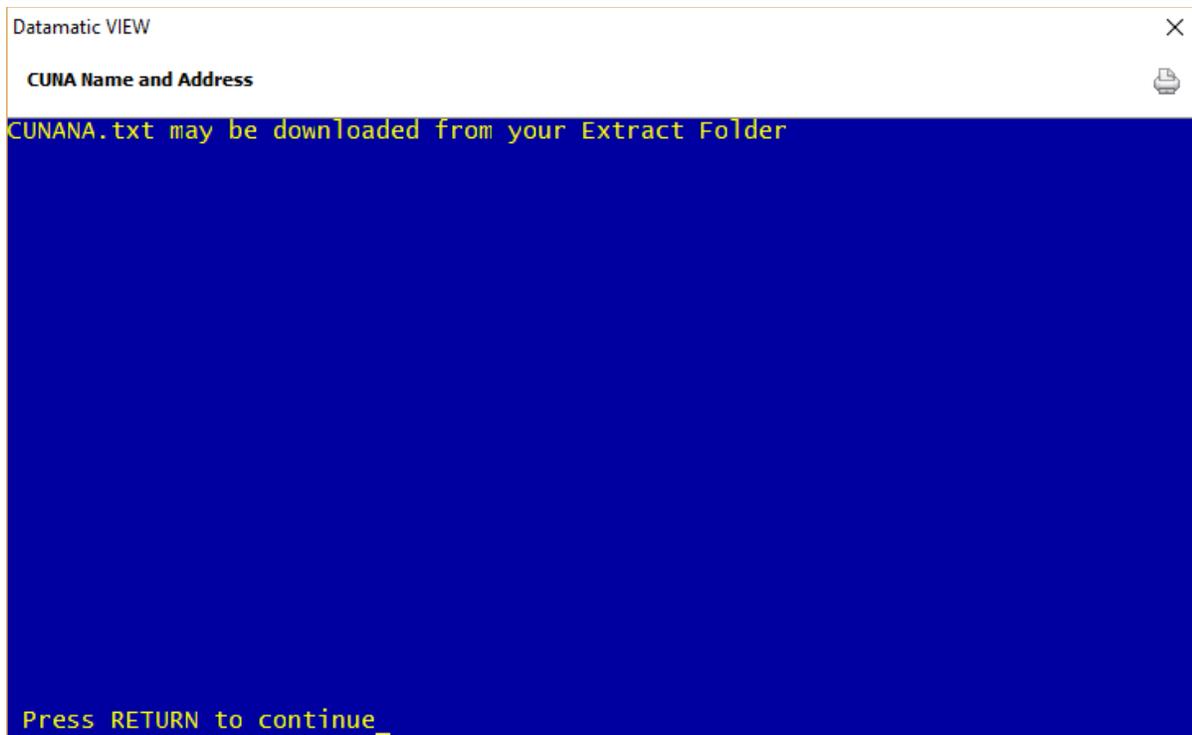
Name in Download Extract folder = PROJZIP.txt

After entering the selections, press enter. Select “Yes” in the upper right corner of the screen to process and press enter. The system will begin to generate the information for the extract.

When finished, the system will display.



Press Return to Continue and the system displays.



Press Return to continue.

Use the "Download" feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of **"Completed. File located in C:\Datamatic"** is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

The file can be transferred via File Transfer Protocol (FTP). From this point, follow the instructions from the vendor for transferring the file. The file could also be copied to a CD, if needed.

CUNA Name and Address Layout

Record Length: 244

Field #	Field Name	Length	Start Position	End Position	Comments
1	Credit Union Name	27	1	27	
2	Share Savings Account # Indicator	1	28	28	Y = Yes N = No
3	Name	30	29	58	
4	Address Line 1	30	59	88	
5	Address Line 2	30	89	118	
6	City	28	119	146	
7	State	2	147	148	
8	Zip Code	9	149	157	
9	Social Security Number	9	158	166	
10	Birthdate	8	167	174	MMDDCCYY
11	Share Draft Account # Indicator	1	175	175	Y = Yes N = No
12	Member Enrollment Date	8	176	183	CCYYMMDD
13	Gender	1	184	184	Blank
14	Phone Number	10	185	194	
15	Email Address	50	195	244	

CUNA Name and Address Layout SER Technology Format

Record Length: 250

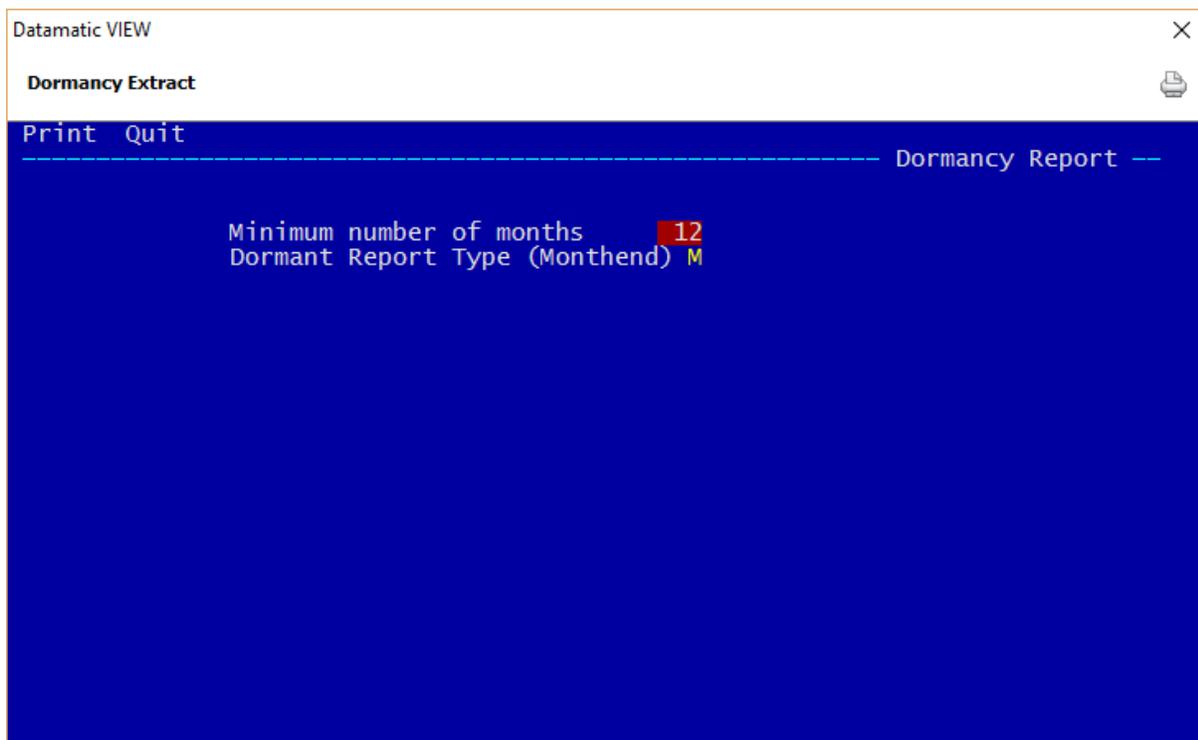
Field #	Field Name	Length	Start Position	End Position	Comments
1	Credit Union Name	27	1	27	
2	Savings Account #	12	28	39	
3	Filler	8	40	47	
4	Name	30	48	77	
5	Address Line 1	30	78	107	
6	Address Line 2	30	108	137	
7	City	28	138	165	
8	State	2	166	167	
9	Zip Code	9	168	176	
10	Social Security Number	9	177	185	
11	Birthdate	8	186	193	MMDDCCYY
12	Share Draft Acct Number	12	194	205	
13	Filler	8	206	213	
14	Member Enrollment Date	8	214	221	CCYYMMDD
15	Filler	1	222	222	
16	Phone Number	10	223	232	
17	Filler	18	233	250	

Dormancy Extract

The Dormancy Extract can be used to extract names and addresses of the dormant members. One of the uses of this extract would be to import the information into Microsoft Excel for a mail merge using Microsoft Word (for a letter or labels).

****Note:** The members pulled in this extract are the same as the Dormancy Report.

After selecting the option, the system displays:



Minimum Number of Months – Enter the minimum number of months for a member to be dormant to be included in the extract.

****Note:** A member is considered dormant when all share and loan suffixes meet the dormant criteria. If even one suffix is not dormant, the member will not appear on the Dormancy Report.

Dormant Report Type – Enter the report type desired. The options for this field are:

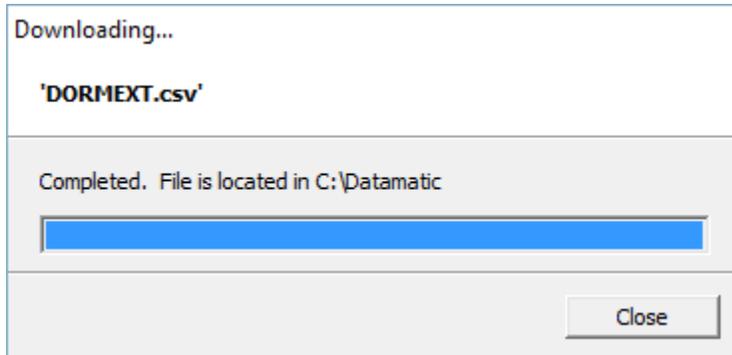
S = Standard
M = Monthend

Press enter. Select “Yes” to process and press enter. The system will create the extract.

When finished, a message of Press RETURN to continue will display. The following files can be found under [\[Main Ribbon > Reports > Downloads\]](#).

- Dormant_Accts (fixed width format)
- Dormant_Draft (fixed width format)
- DORMNA (line feed delimited format with one field per line)
- DORMEXT.csv (comma separated value format) After downloading, this opens in Excel.

To download the information in any of the extracts, double click on the file. The system displays.



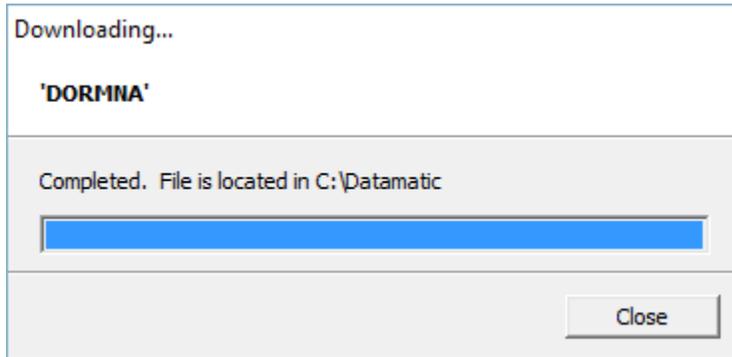
Select the “Close” button to complete the download.

DORMEXT.csv

Comma Delimited Values (CSV)
CR/LF Record Delimiters

Column	Description
A	Account
B	Balance
C	Date Active
D	Dormancy Date
E	Flagged with “Closed” if account is closed.
F	Name
G	Address 1
H	Address 2
I	City
J	State
K	Zip
L	Phone
M	Social Security Number (SSN)
N	Joint Name
O	Joint Social Security Number
P	Driver’s License

Column	Description
Q	Email
R	Birth Date
S	Date of Death



The fields in the **DORMNA** extract are:

Account	Address 1	State
First Name	Address 2	Zip
Last Name	City	(blank line)

Efunds Balance

The Efunds Balance selection is used by credit unions that have E-funds as their ATM/Debit Card processor. This is an E-funds Positive File extract that might be used by credit unions that have ONLINE interfaces to E-funds and gives them the ability to send balance information in the event their online connection goes down.

After making the selection, the system displays:

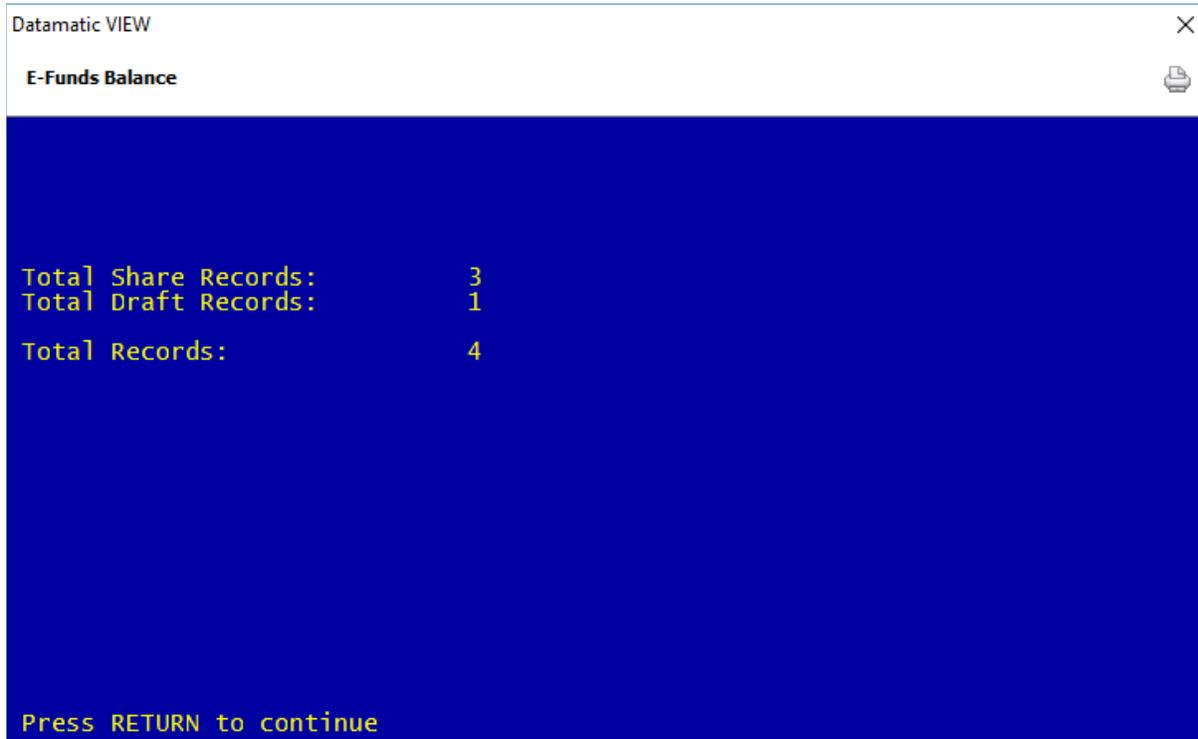
The screenshot shows a terminal window titled "Datamatic VIEW" with a subtitle "E-Funds Balance". The main display area has a dark blue background with white text. At the top left, it says "Create Quit". At the top right, it says "E-Funds Debit Balance Extract --". Below this, there are two input fields: "Control Number" with a red cursor and "R & T Number" with a green cursor.

Control Number - Enter the Control Number that has been assigned by the vendor.

R & T Number - Enter the Routing and Transit Number of the credit union. If the routing and transit number display automatically, verify the number then press enter.

When finished entering the information, press enter. Select "Yes" in the upper right corner of the screen to process and press enter. The system will gather the information for the extract.

The system displays.



When finished, press return to continue.

The file name is EFSP0S and the file can be found in the Download folder.

Use the "Download" feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of **"Completed. File located in C:\Datamatic"** is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

The file can be transferred to Efunds, etc. For further steps, refer to the instructions provided by Efunds.

Efunds Fraud

The Efunds Fraud selection is used by credit unions that participate in the Efunds Fraud Prevention Program. This job pulls member information to be furnished to Efunds.

After making the selection, the system displays:

Datamatic VIEW

E-Funds Fraud

Create Quit

----- Debit Card Fraud Extract -----

Statement Period Ending Date

Host ID

Control Number

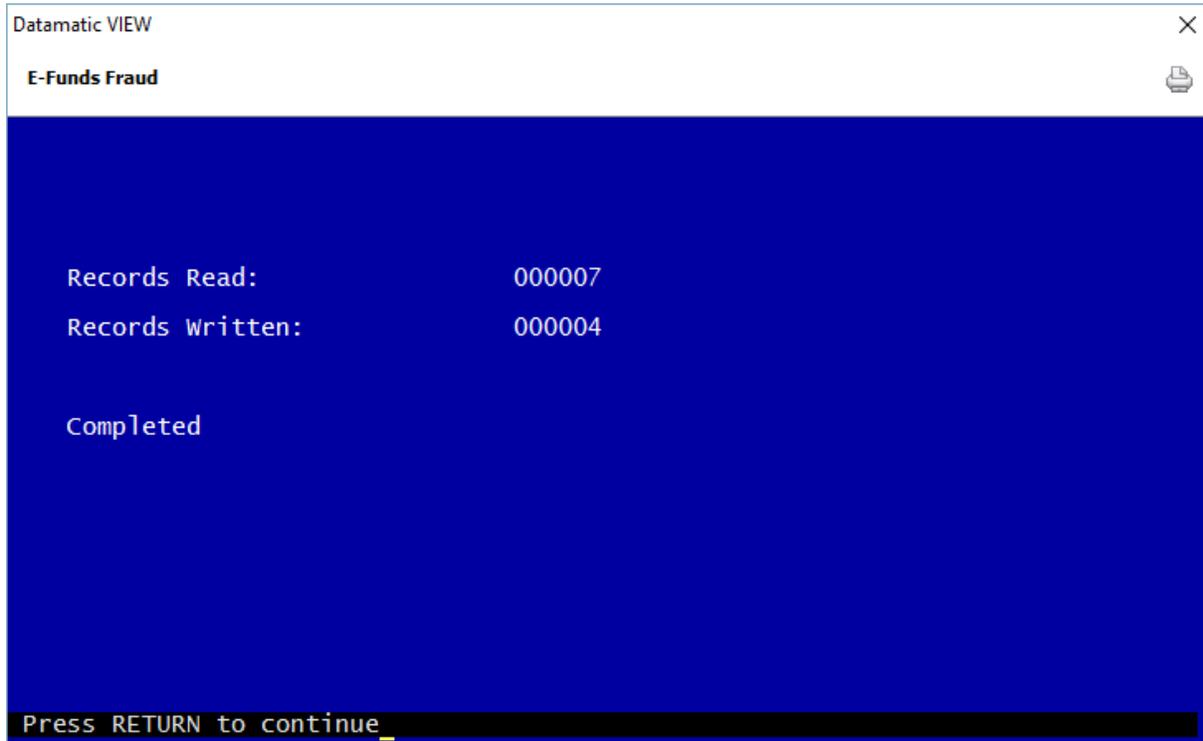
Statement Period Ending Date - Enter the Statement Period Ending Date for the extract.

Host ID - Enter the Host ID assigned by Efunds.

Control Number - Enter the Control Number assigned by Efunds. This is up to three digits in length.

When finished entering the information, press enter. Select “Yes” in the upper right corner of the screen to process and press enter. The system will gather the information for the extract.

The system displays.



When finished, press return to continue.

The file name is fraud.txt and the file can be found in the Download folder.

Use the "Download" feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of "Completed. File located in C:\Datamatic" is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

Example: mmddfraud.txt (mmdd = month and date)

Either tab to Save and press enter or click on Save.

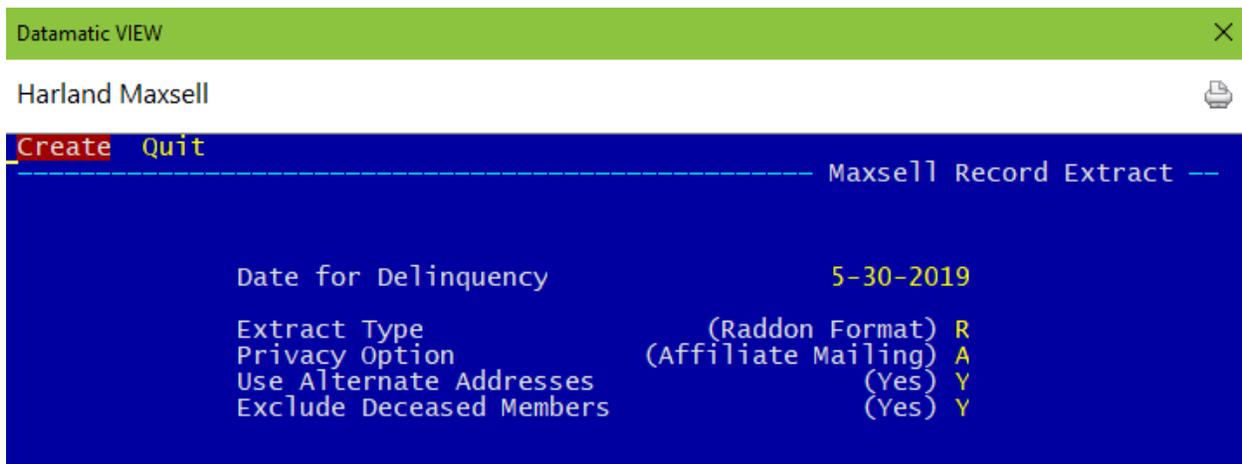
The file can be transferred to Efund, etc. For further steps, refer to the instructions provided by Efund.

Harland Maxsell

The Harland Maxsell option is used to pull specific member information from the system. The extract can be downloaded to a PC and burned on a CD, or transferred via FTP. ****Note:** The information pulled for this extract is as of monthend.

****Note:** This extract can be setup to be generated every time End of Day processing is done. This can also be setup to automatically copy the files to another server via FTP. Contact Customer Support at 1.800.825.3854 to have this extract turned on, if your credit union would like this extract to be generated automatically on a daily basis. Some manual setup is required and configuration from programming to specify the IP Addresses for the server FTP, etc. This job will use the Current File and the Current Date for delinquency. The “Other” format is used with a privacy option of exempt.

After making the selection, the system displays:



Date for Delinquency - Enter the appropriate monthend date for delinquency. This would be the date of the monthend file currently on the system. The default is today’s date.

Extract Type - Make a selection for the type of extract being pulled. The options for this field are:

- H = Harland/Maxsell Format – Standard **(pulls open accounts only)**
- R = Raddon Format **(pulls both open and closed accounts)**
- O = Other - 3rd Party **(pulls both open and closed accounts)**

The “**Other - 3rd Party**” option has additional fields that have been added. See pages 50 - 52 for details.

The “**Raddon Format**” option has fields not in the Standard or Other formats. See pages 53 - 59.

Privacy Option - Enter the Privacy Option desired. The options for this field are:

- A = Affiliate Mailing
- N = Non-Affiliate Mailing
- E = Exempt - Include all members

Use Alternate Addresses - Select whether or not an alternate address will be used for the member’s address in the file. An Alternate Address will be used if the current date is greater than or equal to the Start Date and the End Date for the Alternate Address has not been reached.

Y = Yes
N = No

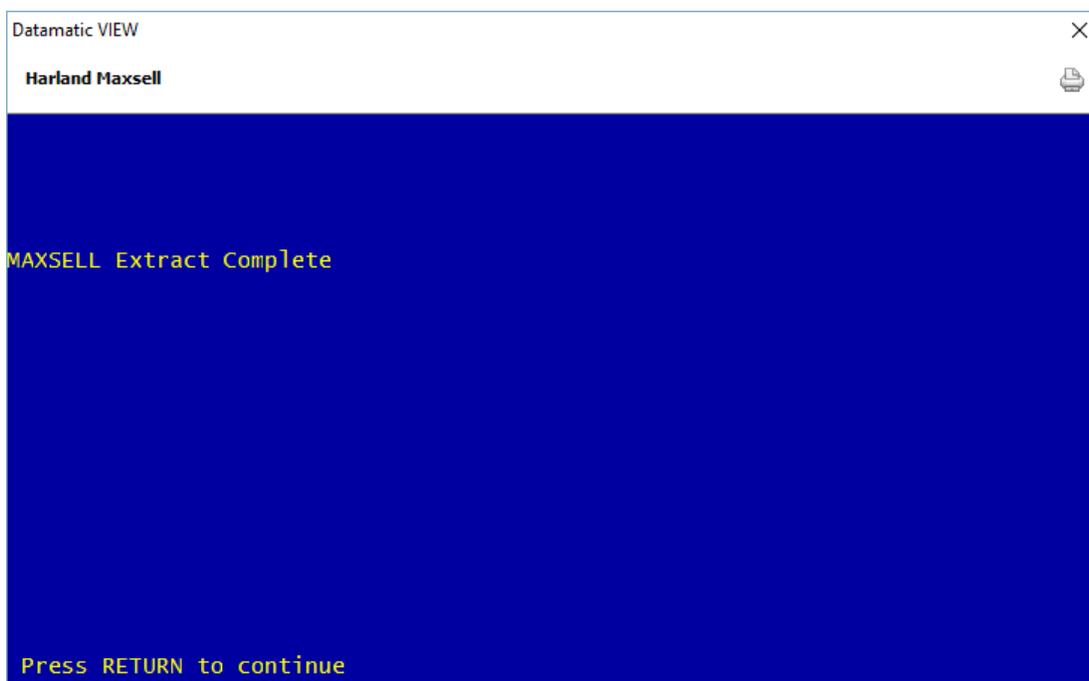
Affiliate Mailing - Includes all members with a checkmark (for Include) for the Affiliates option on the Name Information window.

Non-Affiliate Mailing - Includes all members with a checkmark (for Include) for the Non-Affiliates option on the Name Information window.

Exclude Deceased Members – Determines whether to exclude deceased members.

After entering the selections, press enter. Select “Yes” in the upper right corner of the screen to process and press enter. The system will begin to generate the information for the extract.

When finished, the system will display.



Press Return to continue.

The system places the file in the Download folder. **The name in the Download folder is MAXSELL.**

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File located in C:\Datamatic**” is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

The extract can then be burned on a CD or transferred via File Transfer Protocol (FTP). From this point, follow the instructions from the vendor for transferring the file.

1Harland Extract File Layout

Record Length: 450

Standard Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
1	Account Type	1	1	1	See Table 1
2	Account Number	12	2	13	
3	Reserved	3	14	16	
4	Address Line 1	40	17	56	
5	Address Line 2	40	57	96	
6	Amount 1	10	97	106	Zero
7	Appraisal Amount	10	107	116	Zero
8	Balance	10	117	126	PIC -9 (9)
9	Birthdate	8	127	134	MMDDCCYY
10	Branch	4	135	138	
11	City	20	139	158	
12	Reserved	2	159	160	
13	State	2	161	162	
14	Reserved	16	163	178	
15	Account Class	1	179	179	A = Loan L = Everything else
16	Line of Credit Amount	8	180	187	Dollars Only
17	Employee Number	5	188	192	Shares = MSR # Loans = Loan Officer Original #
18	Escrow Amount	6	193	198	Zero
19	Year to Date Interest	6	199	204	PIC 9 (6) Loan = Interest Paid Share = Dividend Paid
20	Item Count	3	205	207	Zero
21	Date of Last Activity	8	208	215	MMDDCCYY
22	LTV	6	216	221	Zero
23	Mail Code 1	1	222	222	Mail Code
24	Mail Code 2	1	223	223	Affiliate Code E = Exempt I = Include
25	CD Maturity Date	8	224	231	MMDDCCYY
26	Name	40	232	271	

Standard Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
27	Name Continued	40	272	311	Blank
28	Date Opened	8	312	319	MMDDCCYY
29	Original Amount	10	320	329	PIC -9 (9)
30	Principal + Interest	6	330	335	PIC 9 (6)
31	Product ID	6	336	341	Account Type plus Suffix
32	Interest Rate	6	342	347	PIC 99.999
33	Rate Type	3	348	350	blank
34	Sales Price	10	351	360	Zero
35	Social Security Number	11	361	371	
36	Home Phone Number	12	372	383	123-123-1234
37	Term	3	384	386	
38	Zip Code	10	387	396	12345-1234
39	Term Code	2	397	398	DY = Days MO = Months YR = Years
40	ATM Count	4	399	402	
41	NSF Count	4	403	406	
42	Draft Count	4	407	410	
43	Days Delinquent	3	411	413	
44	Delinquent Amount	9	414	422	PIC -9 (7) V99
45	Voice Response Flag	1	423	423	
46	Business Phone	12	424	435	123-123-1234
47	ATM Flag	1	436	436	0 = No 1 = Yes
48	Balance	10	437	446	PIC -9 (7) V99
49	Security Code	2	447	448	See Table 3
50	Purpose Code	2	449	450	See Table 4

Note: Each individual suffix is included on this extract not one record for each member.

Harland Extract File Layout

Record Length: 450

Other - 3 rd Party Layout (Pulls both open and closed accounts)					
Field #	Field Name	Length	Start Position	End Position	Comments
1	Account Type	1	1	1	See Table 1
2	Account Number	12	2	13	
3	Reserved	3	14	16	
4	Address Line 1	40	17	56	
5	Address Line 2	40	57	96	
6	Amount 1	10	97	106	Zero
7	Appraisal Amount	10	107	116	Zero
8	Balance	10	117	126	PIC -9 (9)
9	Birthdate	8	127	134	MMDDCCYY
10	Branch	4	135	138	
11	City	20	139	158	
12	Reserved	2	159	160	
13	State	2	161	162	
14	Reserved	16	163	178	
15	Account Class	1	179	179	A = Loan L = Everything else
16	Line of Credit Amount	8	180	187	Dollars Only
17	Employee Number	5	188	192	Shares = MSR # Loans = Loan Officer Original #
18	Escrow Amount	6	193	198	Zero
19	Year to Date Interest	6	199	204	PIC 9 (6) Loan = Interest Paid Share = Dividend Paid
20	Item Count	3	205	207	Zero
21	Date of Last Activity	8	208	215	MMDDCCYY
22	LTV	6	216	221	Zero
23	Mail Code 1	1	222	222	Mail Code
24	Mail Code 2	1	223	223	Affiliate Code E = Exempt I = Include
25	CD Maturity Date	8	224	231	MMDDCCYY
26	Name	40	232	271	

Other - 3rd Party Layout (Pulls both open and closed accounts)					
Field #	Field Name	Length	Start Position	End Position	Comments
27	Internet Home Banking	1	272	272	Y = Yes N = No
28	VISA (credit card)	1	273	273	Y = Yes N = No The system checks to see if there is a Credit Card number in the Cross Reference folder (Visa 1 or 2 fields). It also checks to see if there is Credit Card information in the Card Information folder. If there is one of these conditions, it will put a "Y" in this field; if neither is present an "N" will be there.
29	Action Code	1	274	274	CU Defined
30	Variable Rate	3	275	277	
31	Closed Account Flag	1	278	278	Y = Closed N = Open
32	Discretionary Data Fields	20	279	298	CU Defined
33	CD Type Code	2	299	300	See Table 2
34	Student Rate	6	301	306	PIC 99.999
35	Member Class	1	307	307	CU Defined
36	Credit Score	3	308	310	
37	Bill Pay	1	311	311	Y = Yes N = No
38	Date Opened	8	312	319	MDDCCYY
39	Original Amount	10	320	329	PIC -9 (9)
40	Principal + Interest	6	330	335	PIC 9 (6)
41	Product ID	6	336	341	Account Type plus Suffix
42	Interest Rate	6	342	347	PIC 99.999
43	Rate Type	3	348	350	blank
44	E-Statement Flag	1	351	351	Y = Yes N = No
45	ATM Savings	1	352	352	Y = Yes N = No
46	Any Alert Flag	1	353	353	Y = Yes N = No
47	ATM NSF Opt In	1	354	354	Y = Yes N = No
48	Payroll Deduction (last 90 days)	1	355	355	Y = Yes N = No

Other - 3rd Party Layout (Pulls both open and closed accounts)					
Field #	Field Name	Length	Start Position	End Position	Comments
49	Deferred Payments	2	356	357	
50	Credit Card Count (open)	1	358	358	
51	Debit Card Count (open)	1	359	359	
52	Reserved	1	360	360	
53	Social Security Number	11	361	371	
54	Home Phone Number	12	372	383	123-123-1234
55	Term	3	384	386	
56	Zip Code	10	387	396	12345-1234
57	Term Code	2	397	398	DY = Days MO = Months YR = Years
58	ATM Count	4	399	402	
59	NSF Count	4	403	406	
60	Draft Count	4	407	410	
61	Days Delinquent	3	411	413	
62	Delinquent Amount	9	414	422	PIC -9 (7) V99
63	Voice Response Flag	1	423	423	
64	Business Phone	12	424	435	123-123-1234
65	ATM Flag	1	436	436	0 = No 1 = Yes Positive File users - system checks ATM Positive File flag under Member Information. Online users - system checks for ATM/ Debit Card information in Card Information.
66	Balance	10	437	446	PIC -9 (7) V99
67	Security Code	2	447	448	See Table 3
68	Purpose Code	2	449	450	See Table 4

Note: Each individual suffix is included on this extract not one record for each member.

Field #'s 27-37 and 44-49 are additional fields in the **Other Information** layout but not in the Standard layout.

Harland Extract File Layout

Record Length: 1024

Fixed Length Format

Raddon Format					
Field #	Field Name	Length	Start Position	End Position	Comments
1	Account Type	1	1	1	See Table 1
2	Account Number	12	2	13	
3	Reserved	3	14	16	
4	Address Line 1	40	17	56	
5	Address Line 2	40	57	96	
6	Amount 1	10	97	106	Zero
7	Appraisal Amount	10	107	116	Zero
8	Balance	10	117	126	PIC -9 (9)
9	Birthdate	8	127	134	MMDDCCYY
10	Branch	4	135	138	
11	City	20	139	158	
12	Reserved	2	159	160	
13	State	2	161	162	
14	Reserved	16	163	178	
15	Account Class	1	179	179	A = Loan L = Everything else
16	Line of Credit Amount	8	180	187	Dollars Only
17	Employee Number	5	188	192	Shares = MSR # Loans = Loan Officer Original #
18	Escrow Amount	6	193	198	Zero
19	Year to Date Interest	6	199	204	PIC 9 (6) Loan = Interest Paid Share = Dividend Paid
20	Item Count	3	205	207	Zero
21	Date of Last Activity	8	208	215	MMDDCCYY
22	LTV	6	216	221	Zero
23	Mail Code 1	1	222	222	Mail Code
24	Mail Code 2	1	223	223	Affiliate Code E = Exempt I = Include
25	CD Maturity Date	8	224	231	MMDDCCYY

Raddon Format					
Field #	Field Name	Length	Start Position	End Position	Comments
26	Name	40	232	271	
27	Internet Home Banking	1	272	272	Y = Yes N = No
28	VISA (credit card)	1	273	273	Y = Yes N = No The system checks to see if there is a Credit Card number in the Cross Reference folder (Visa 1 or 2 fields). It also checks to see if there is Credit Card information in the Card Information folder. If there is one of these conditions, it will put a "Y" in this field; if neither is present an "N" will be there.
29	Action Code	1	274	274	CU Defined
30	Variable Rate	3	275	277	
31	Closed Account Flag	1	278	278	Y = Closed N = Open
32	Discretionary Data Fields	20	279	298	CU Defined
33	CD Type Code	2	299	300	See Table 2
34	Student Rate	6	301	306	PIC 99.999
35	Member Class	1	307	307	CU Defined
36	Credit Score	3	308	310	
37	Bill Pay	1	311	311	Y = Yes N = No
38	Date Opened	8	312	319	MDDCCYY
39	Original Amount	10	320	329	PIC -9 (9)
40	Principal + Interest	6	330	335	PIC 9 (6)
41	Product ID	6	336	341	See Table 5
42	Interest Rate	6	342	347	PIC 99.999
43	Rate Type	3	348	350	blank
44	E-Statement Flag	1	351	351	Y = Yes N = No
45	ATM Savings	1	352	352	Y = Yes N = No
46	Alert Flag	1	353	353	Y = Yes N = No
47	ATM NSF Opt In	1	354	354	Y = Yes N = No
48	Payroll Deduction	1	355	355	Y = Yes N = No

Raddon Format					
Field #	Field Name	Length	Start Position	End Position	Comments
49	Reserved	2	356	357	
50	Credit Card Count (open)	1	358	358	
51	Debit Card Count (open)	1	359	359	
52	Reserved	1	360	360	
53	Social Security Number	11	361	371	
54	Home Phone Number	12	372	383	123-123-1234
55	Term	3	384	386	
56	Zip Code	10	387	396	12345-1234
57	Term Code	2	397	398	DY = Days MO = Months YR = Years
58	ATM Count	4	399	402	
59	NSF Count	4	403	406	
60	Draft Count	4	407	410	
61	Days Delinquent	3	411	413	
62	Delinquent Amount	9	414	422	PIC -9 (7) V99
63	Voice Response Flag	1	423	423	
64	Business Phone	12	424	435	123-123-1234
65	ATM Flag	1	436	436	0 = No 1 = Yes Positive File users - system checks ATM Positive File flag under Member Information. Online users - system checks for ATM/ Debit Card information in Card Information.
66	Balance	10	437	446	PIC -9 (7) V99
67	Security Code	2	447	448	See Table 3
68	Purpose Code	2	449	450	See Table 4
69	Joint Name	30	451	480	
70	Last ACH Posting Date	8	481	488	MMDDCCYY
71	E-mail Address	40	489	528	
72	Dormancy Date	8	529	536	This only applies to share suffixes. Loan

Raddon Format					
Field #	Field Name	Length	Start Position	End Position	Comments
					and CD suffixes will display all zeros.
73	Last Internet Banking Login	8	537	544	MMDDCCYY
74	Last Mobile App Login	8	545	552	MMDDCCYY
75	Last in Branch Transaction	8	553	560	MMDDCCYY
76	Last Debit/ATM Transaction	8	561	568	MMDDCCYY
78	Filler	456	569	1024	blank

Note: Each individual suffix is included on this extract not one record for each member.

Field #'s 69-73 are additional fields in the **RADDON Information** layout but not in the Other layout.

Reference Table 1: Account Type	
Code	Description
S	Share
D	Share Draft Suffix
C	CD
L	Loan (All other loan suffixes)
	I = Installment Loan (05 - 29 suffixes)
	R = Revolving Loan (30 - 39 suffixes)
	M = Mortgage Loan (60 - 69 suffixes)

Reference Table 2: CD Type Code	
Code	Description
00	Traditional IRA
01	CD
02	CD-IRA
03	Roth IRA
04	Roth Conversion IRA
05	Coverdell Education Savings Account
06	Roth CD-IRA
07	Roth Conversion CD-IRA
08	Coverdell Education Savings Account CD-IRA
09	SEP CD-IRA
10	SEP IRA
11	Health Savings Account
12	Health Savings Account CD-IRA
13	Health Savings Account Family
14	Health Savings Account Family CD-IRA

Reference Table 3: Security Code	
Code	Description
01	Unsecured
02	Share Pledge
03	Partial Share Pledge
04	New Vehicle
05	Used Vehicle
06	Recreational Vehicle
07	Boat
08	Furniture
09	Miscellaneous
10	FHA Title 1
11	First Mortgage
12	Other Mortgage
13	Student
14	Farm Equipment
15	Co-maker - Converts to "Unknown"
16	Other - assigned by Credit Union
17-40	Credit Union defined

Note: The codes listed are the system default security codes. For credit unions that define their own 01-16 codes, as well as use codes 17-40, see the Security Code Setup under System Settings.

Reference Table 4: Purpose Code	
Code	Description
01	New Vehicle
02	Used Vehicle
03	Auto Repair
04	Refinance Car
05	Consolidate Debts
06	Medical/Dental/Funeral
07	Furniture & Appliances
08	Home Improvements
09	Vacation
10	Education

Reference Table 4: Purpose Code	
Code	Description
11	Taxes
12	Boat and Trailer
13	Mobile Home or Camper
14	Real Estate
15	Christmas
16	Stocks or Bond Purchase
17	Insurance
18	Miscellaneous
19	Current Expense
20	Travel Expense
21	Recreational Equipment
22	Personal or Family Use
23	Land or Property
24	Vacation or Resort Property
25	Business Investment or Property
26	Purchase of Non-Durable Goods
27	Overdraft Advance
28-40	Credit Union defined

Note: The codes listed are the system default purpose codes. For credit unions that define their own 01-27 codes, as well as use codes 28-40, see the Purpose Code Setup under System Settings.

An Alternate Address will be used if the current date is greater than or equal to the Start Date and the End Date for the Alternate Address has not been reached.

Reference Table 5: Product ID		
Suffixes 05-39		
Field	Length	Value
Account Type	1	I
Security Code	2	DTM Security Code
Indirect Code	1	I or blank based on Indirect Dealer #
Filler	2	blank

Suffixes 60-69		
Field	Length	Value
Account Type	1	M
Rate Code	1	F = Fixed Rate V = Variable Rate
Suffix	2	DTM Suffix Code
Filler	2	blank

Suffixes 75-79		
Field	Length	Value
Account Type	1	L
Filler	5	blank

Share Suffixes		
Field	Length	Value
Share	1	S
Suffix	2	DTM Suffix
Filler	3	blank

CD and CD-IRA Suffixes		
Field	Length	Value
CD/CD-IRA	2	CD = Certificate CI = Certificate IRA
Term in Months	2	Two-digit term
Filler	2	blank

Image Statement File

The Image Statement File option is used by credit unions that allow members the choice to receive image copies of drafts with the monthly statement.

After making the selection, the system displays:

Datamatic VIEW

Image Statement File

Create Quit

Image Statement Pull --

Start Date --

End Date --

Mail Code Selection

Start Date - Enter the starting date. (This is the beginning of the statement period.)

End Date - Enter the ending date. (This is the end of the statement period.)

Mail Code Selection - Enter the mail codes used to identify the members who have signed up for this service.

This job is run after monthend is completed when the statement tape/file is created or when statements are printed.

Use of this option requires a lengthy setup and testing process that will involve both Datamatic and your Check Image processor. If you are interested in the process and have a Check Image processor you are working with, please contact Alan Ross at (517) 882-4401 extension 301, or via e-mail at aross@datamatic.net for further information.

Insurance Extract

The Insurance Extract job can be used to create an extract of information to be provided to an insurance company. **The information in the extract is pulled as of monthend.** The file can be downloaded to a PC then burned on a CD or sent via FTP.

After making the selection, the system displays:

Datamatic VIEW

Insurance Extract

Create Quit

----- Loan Insurance Extract -----

Date 5-04-2016 Credit Union ID

Insurance Codes

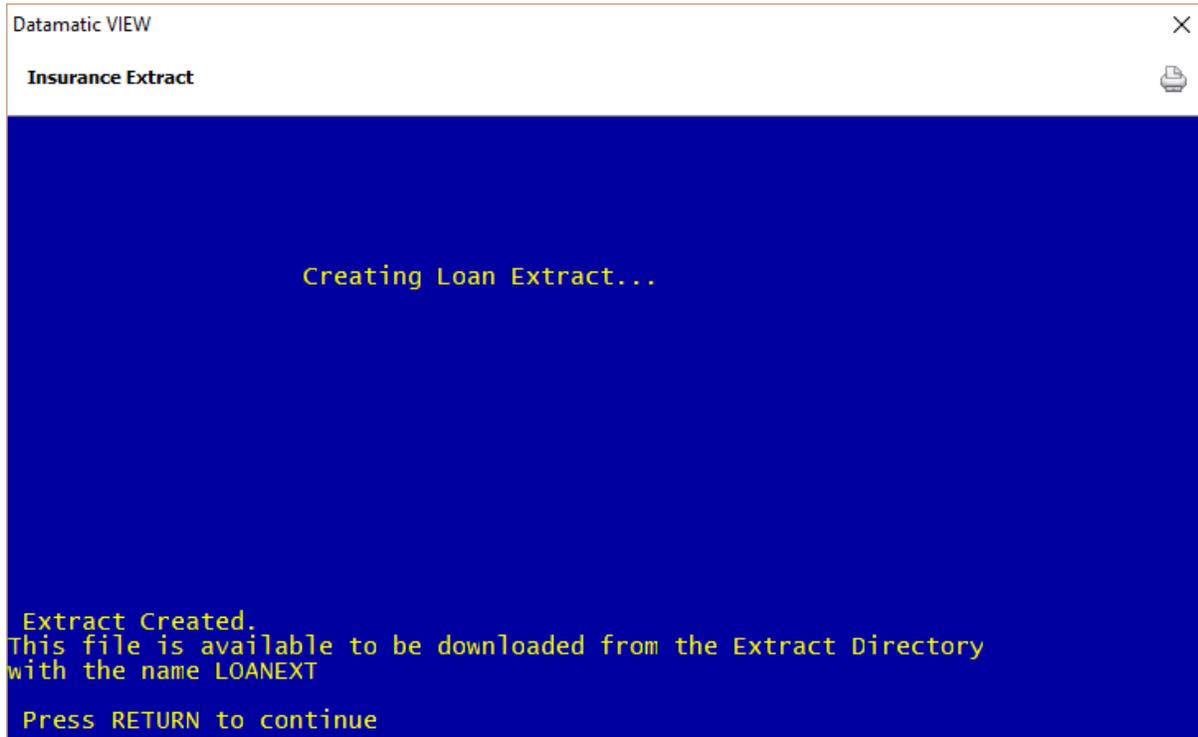
Date - The default is today's date.

Credit Union ID - Enter the Credit Union ID assigned by the insurance company.

Insurance Codes - Enter the Insurance Codes to be included in the extract. Leave blank if all loans are to be included in the extract.

After entering the selections, press enter. Select "Yes" in the upper right corner of the screen to process and press enter. The system will begin to generate the information for the extract.

When finished, the system will display.



Press RETURN to continue. The name of the extract is LOANEXT.

The format of the file is ASCII Fixed Value.

Use the "Download" feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of "Completed. File located in C:\Datamatic" is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

The extract can then be burned on a CD or transferred via File Transfer Protocol (FTP). From this point, follow the instructions from the vendor for transferring the file.

Insurance Extract Layout

Record Length: 110

Standard Layout					
Field #	Field Name	Length	Start Position	End Position	Comments
1	CU ID	9	1	9	
2	Account Number	12	10	21	
3	Name	25	22	46	
4	DOB	6	47	52	MMDDYY
5	Filler	1	53	53	
6	Insurance Code	2	54	55	
7	Filler	6	56	61	
8	Loan Original Amount	9	62	70	9(7)V99
9	Loan Term	3	71	73	
10	Payment Amount	6	74	79	9(6) (no cents)
11	Interest Rate - daily	6	80	85	V9(6) rate/365
12	Current Date	6	86	91	MMDDYY
13	Current Balance	9	92	100	9(7)V99
14	Original Date of loan	6	101	106	MMDDYY
15	Filler	4	107	110	

Loan Officer Statistical Report Extract

The **Loan Officer Statistical Report** can be created as an extract. [\[Main Ribbon > Reports > On Demand > Loan Officer Statistics\]](#) See **Loan Officer Statistical Report** for more details.

EXTRACT	File Name: LNAPP.csv	Type:	Comma Delimited (csv)
----------------	----------------------	-------	-----------------------

Field	Comments/Definition	
Status Date	Date that the loan application had a status change	
Status	A	Approved
	C	Counter Offer
	D	Denied
	E	External/Internet Banking
	I	In Progress
	M	Member Canceled
	R	Pending Review
	X	Pending Review with Exceptions
Decision Status	A	Approved
	C	Counter Offer
	D	Denied
	E	External/Internet Banking
	I	In Progress
	M	Member Canceled
	R	Pending Review
	X	Pending Review with Exceptions
Loan Officer		
Amount Requested		
Member Number		
Score		
Member Years	Number of Years as a member	
Rent/Own	Blank	Unknown
	R	Rent
	O	Own
Age		
Income		
Mortgage Flag Y/N	Y (Yes) or N (No)	
Mortgage Balance	Mortgage Information	
First Name		
Last Name		
Address		
City		
State		

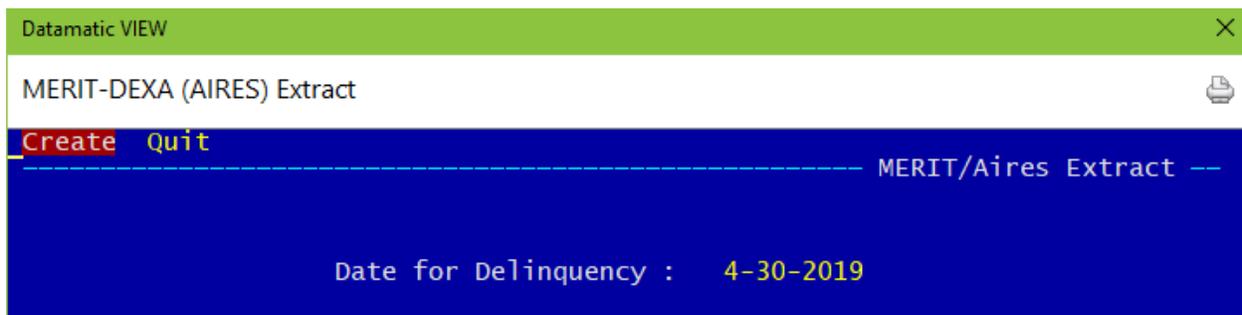
Zip	
Email	

MERIT-DEXA (AIRES) Extract

The MERIT-DEXA (AIRES) Extract [\[Main Ribbon > Reports > Extracts\]](#) job allows the credit union to create an Aires extract for the auditors. Two files, one for shares and one for loans will be placed in the Downloads folder under [\[Main Ribbon > Reports\]](#), after this job is run. (Shares include all non-loan suffixes.) This job uses the monthend files that are currently on the system to pull the information. If the auditors want information from an earlier monthend, that monthend file must be loaded on the system.

The account numbers and Social Security Numbers (SSN) are encrypted. This is for security purposes. If the auditors need more information or need actual Social Security Number verification etc., the **MERIT - Account Lookup** under [\[Main Ribbon > Operations\]](#) can be used to obtain the actual member account base and check digit or SSN. If creating an extract for a month in the past, the appropriate monthend file must be loaded so the MERIT Account Lookup uses the correct encryption. The system uses a different encryption each month.

After making the selection, the system displays:



Enter the Date for Delinquency and press enter. The Date for Delinquency is normally the date of the monthend file being used for the extract. Next, the system will gather the information for the extract.

When finished, the following files will be placed in the Download folder under [\[Main Ribbon > Reports > Downloads\]](#).

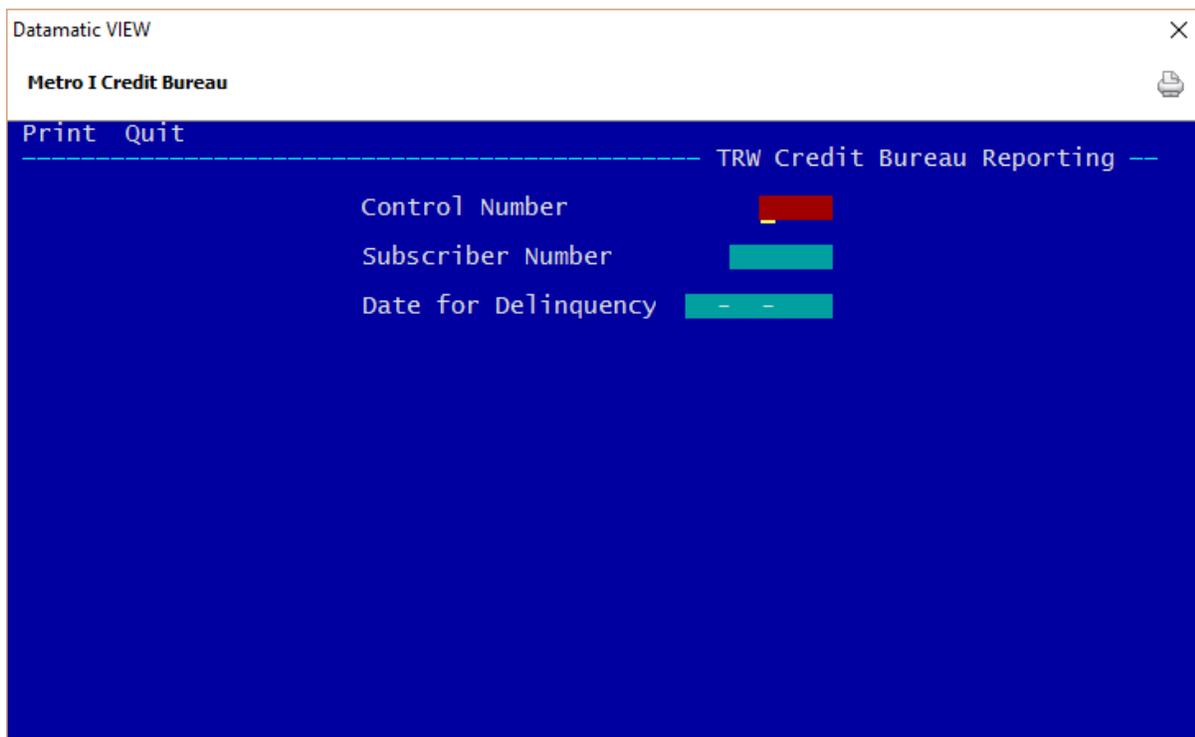
- ⇒ aires.share
- ⇒ aires.loan

To download a file to a PC, double click on the file. The file will go to the Datamatic folder on C:Drive.

Metro 1 Credit Bureau

The Metro 1 Credit Bureau option is used to create an extract to send to the credit bureau each month. Also, this option can be used to download the extract to a PC and transfer the file via the internet, direct PC dial or burn to a CD. This option always uses the monthend file that is currently on the system. Therefore, this job is normally run early in the month such as the first, second or third.

After selecting the printer option, the system displays: (Even though no report is generated, the printer selection is displayed. Select "Print to Disk" since an option must be selected to continue.)

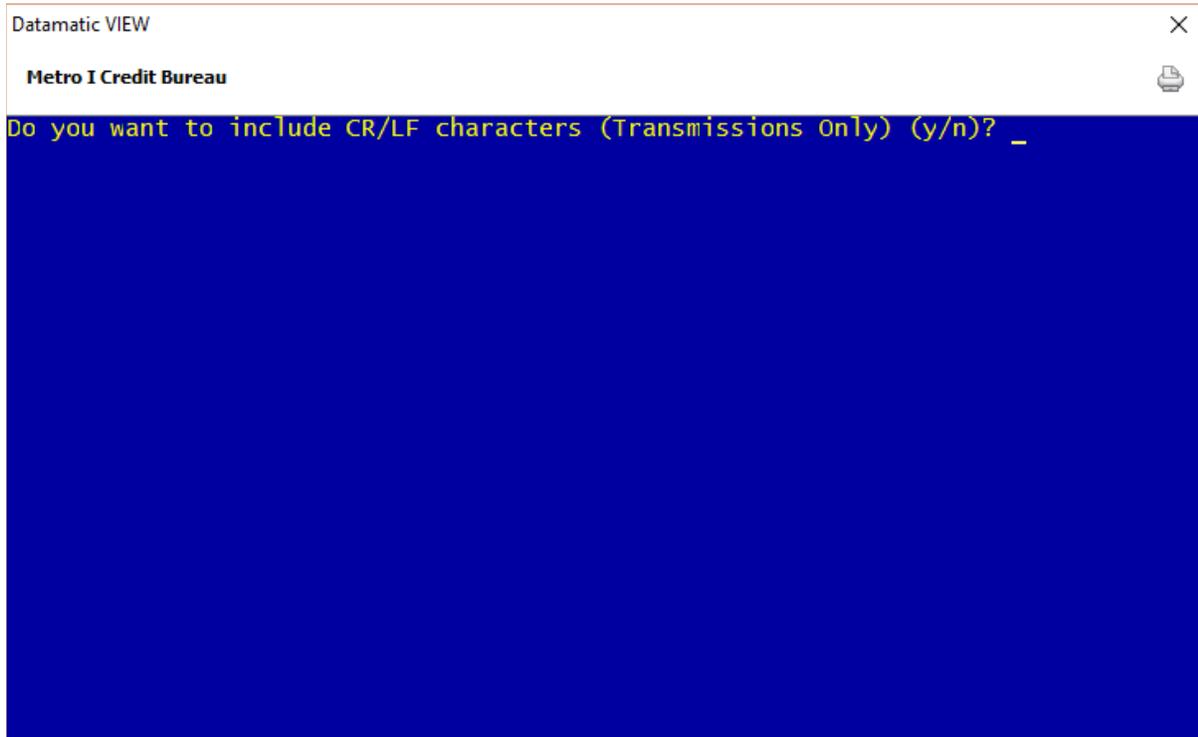


Control Number - This is assigned by the credit bureau. (Some credit bureaus use a control number and some do not.) If the credit bureau assigns a control number, use it each time the credit bureau extract is produced. If assigned, this must begin with a D or T.

Subscriber Number - This is assigned by the credit bureau. This number identifies the credit union for the credit bureau records. Use this number each time the credit bureau extract is produced. This can be both alpha and numeric characters.

Date for Delinquency - This is usually the date of the monthend file used for the extract. ****Note:** If an extract was being created for a previous monthend, that monthend date could be entered in this field for the delinquency date.

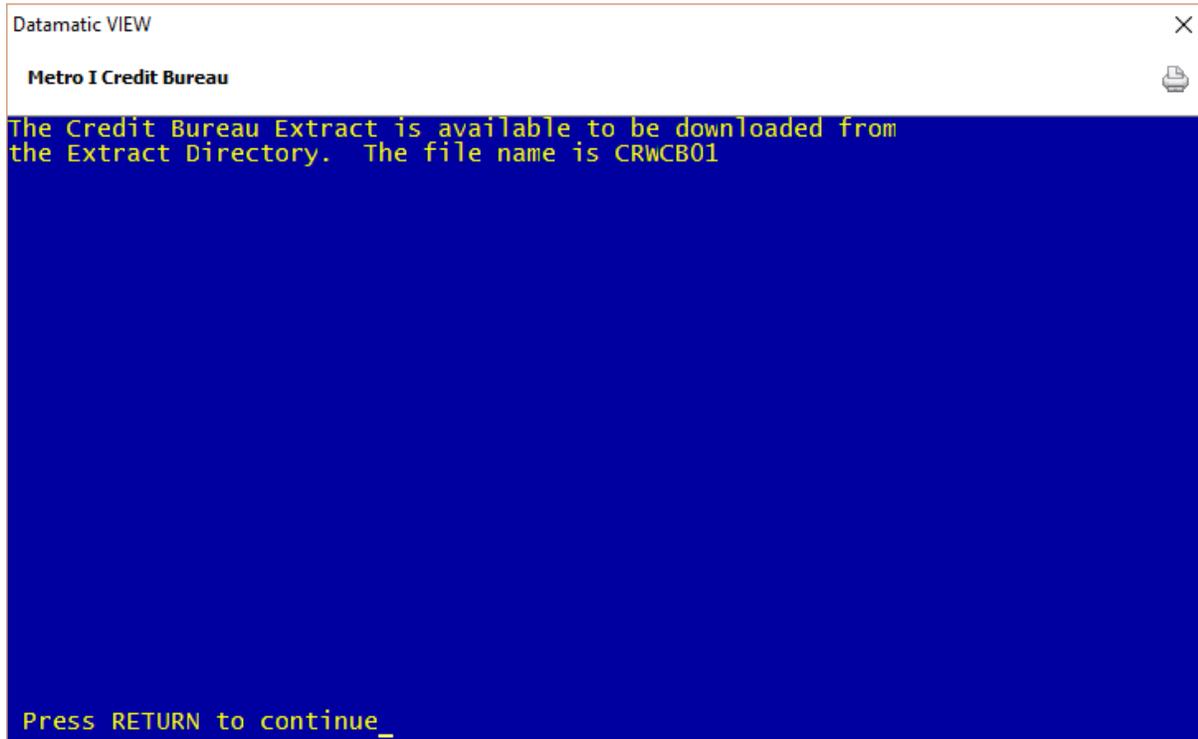
After entering the information, press enter. The system displays.



Answer "y" for yes to the question "Do you want to include CR/LF characters (Transmission Only) (y/n) ?". If "n" for no is selected, the format of the file will be a continuous string of information.

****Note:** The CR/LF stands for Carriage Return/Line Feed.

Press enter and the system displays.



The file name in the Extract Directory is CRWCB01.

Use the "Download" feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of "Completed. File located in C:\Datamatic" is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

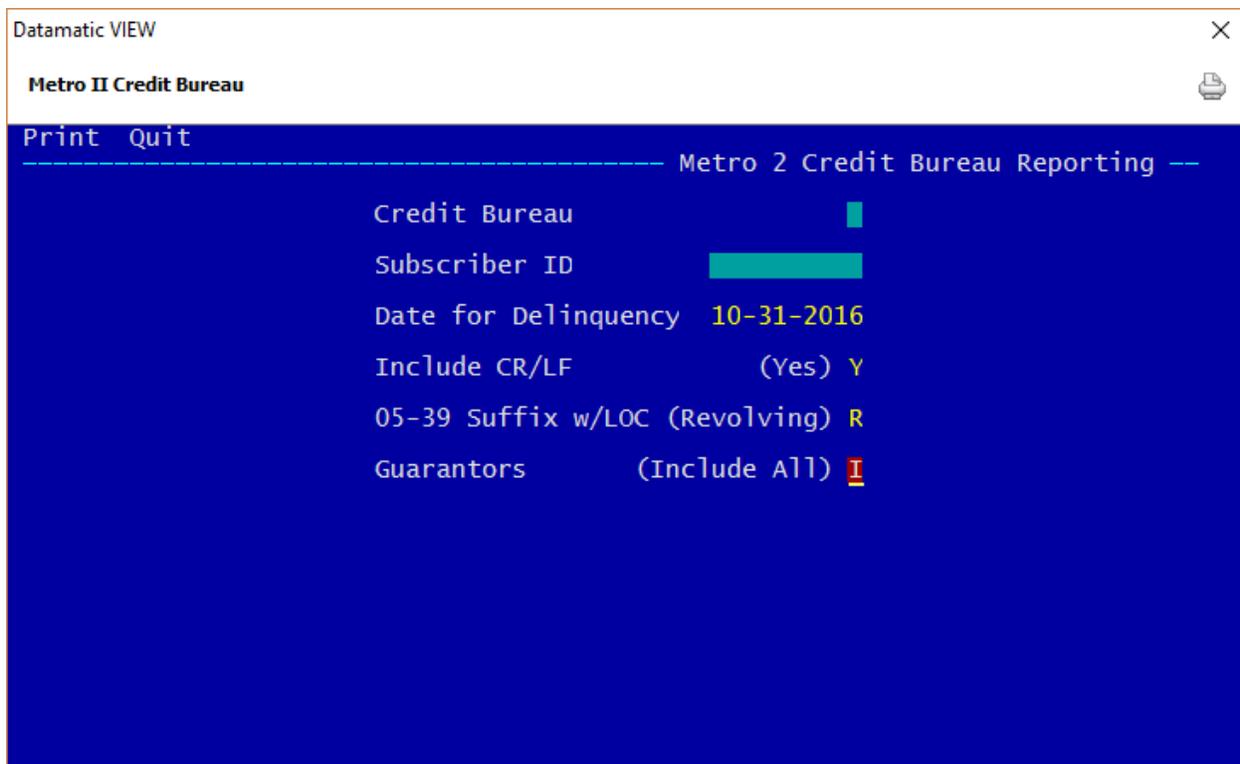
Next, follow the instructions from the vendor for transferring the file.

Metro 2 Credit Bureau

The Metro 2 Credit Bureau option is used to create an extract to send to the credit bureau(s) each month. This option can be used to download the extract to a PC and transfer the file via the internet, direct PC dial or burn to a CD. This option always uses the monthend file that is currently on the system. Therefore, this job is normally run early in the month such as the first, second or third.

IMPORTANT: The Metro 2 specifications require that a test file be sent to each credit bureau utilized by the credit union. The results of the test file must be reviewed by the credit union and the credit bureau to make sure the extract is what the credit bureau is expecting.

After selecting the printer option, the system displays:



Credit Bureau - Select the credit bureau for which the extract is being created. The options are:

- I = Innovis
- E = Equifax
- X = Experian
- T = Trans Union

Subscriber ID - This is assigned by the credit bureau. This number identifies the credit union for the credit bureau records. Use this number each time the credit bureau extract is produced. This can be both alpha and numeric characters.

Date for Delinquency - This is usually the date of the monthend file used for the extract. ****Note:** If an extract was being created for a previous monthend, that monthend date could be entered in this field for the delinquency date.

Include CR/LF - This field determines if the extract will have Carriage Returns and Line Feeds. Contact the credit bureau to find out whether this should be set to “Yes” or “No”. The options are:

- Y = Yes
- N = No (default)

05-39 Suffix w/LOC - This field might be used if the credit union converts to the Metro II format and experiences some problems with 05-39 suffix loans getting reported twice. Any credit union that has been reporting to the credit bureau using the Metro II format, without any problems with 05-39 suffix loans getting reported twice, should leave this option set to R. The options are:

- R = Revolving (default)
- L = LOC

For credit unions that offer a Line of Credit with a 05-39 suffix loan that convert to the Metro II format in the future, or that experience a problem in the future, it may be necessary to select L - LOC when generating this extract.

The Metro II format has a field called “**Portfolio Type**” which is an additional field and could be based on a Line of Credit amount. Going forward, 05-39 suffix loans will be reported as follows:

Option set to R - Revolving
 With LOC = R
 Without LOC = I

Option set to L - LOC
 With LOC = C
 Without LOC = I

Metro II Portfolio Types:

C = Line of Credit	O = Open Account
I = Installment	R = Revolving
M = Mortgage	

Other loan suffixes and the Portfolio Type reported.

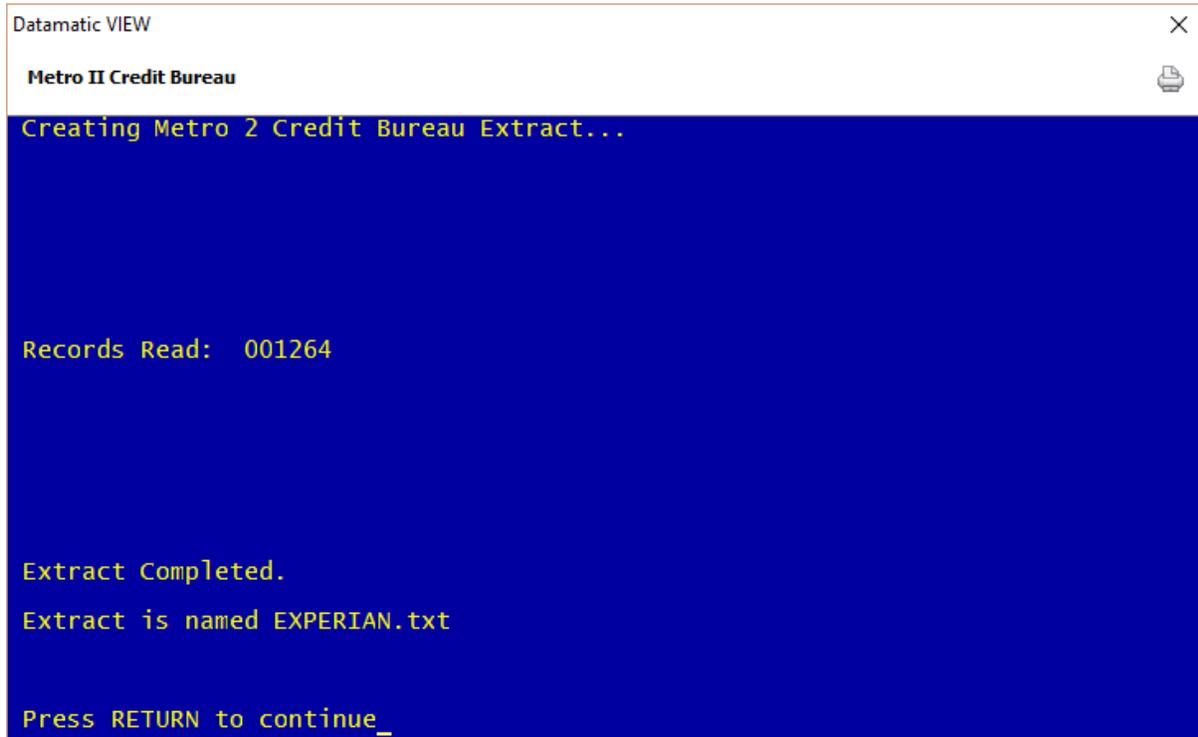
- 60-69 or additional mortgage without LOC = M
- 60-69 or additional mortgage with LOC = C
- 75-79 without LOC = I
- 75-79 with LOC = C

Guarantors - This is used to exclude Guarantors from the Metro 2 Credit Bureau Extract, if desired. The options are:

- I = Include All (default)
- E = Exclude All

After entering the information, press enter.

The system displays.



****Note:** If a message displays of “Missing Metro 2 Code for Security (xx)”, go to Security Code Setup (under System Settings) and enter the Metro 2 Security Code(s) for all the security codes used by the credit union.

After successfully completed, the Extract File name for the file is displayed on the screen. The file name will vary and is based on the credit bureau selection.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File located in C:\Datamatic**” is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

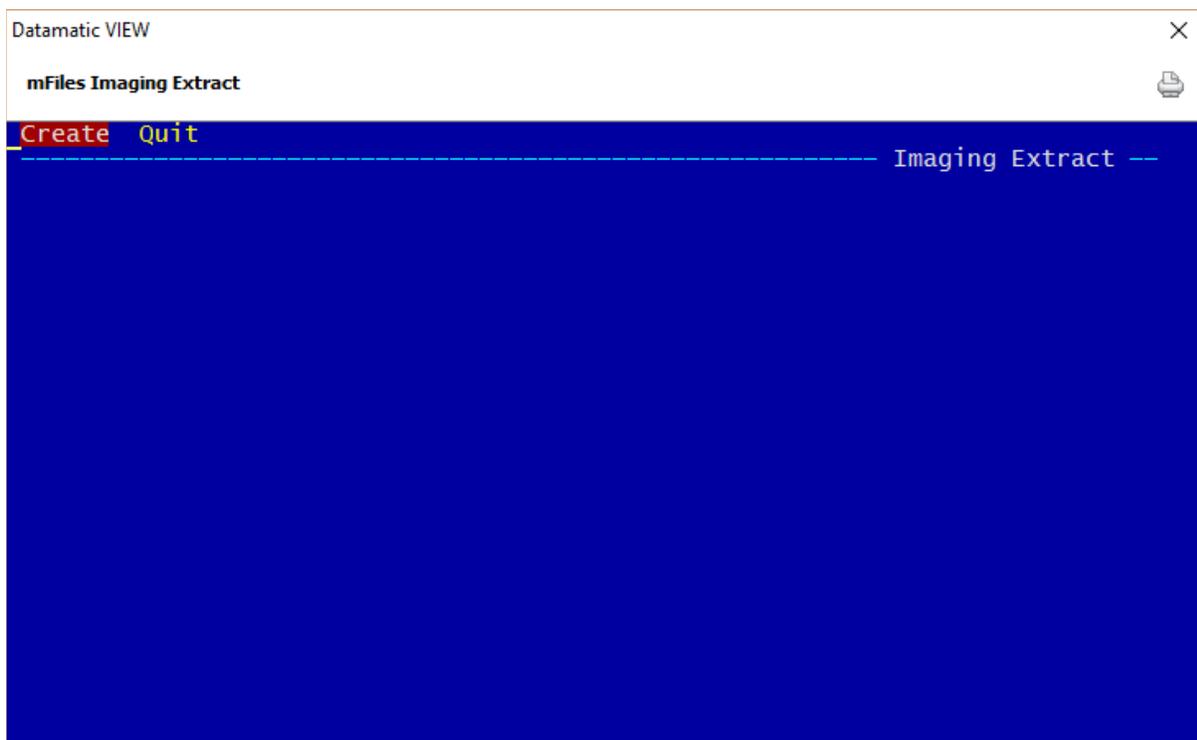
Next, follow the instructions from the vendor for transferring the file.

mFiles Imaging Extract

The mFiles Imaging Extract selection is used to generate an extract. Credit unions using this third party software will use this extract.

****Note:** This extract can be setup to be generated every time End of Day processing is done. This can also be setup to automatically copy the files to another server via FTP. Contact Customer Support at 1.800.825.3854 to have this extract turned on, if your credit union would like this extract to be generated automatically on a daily basis. Some manual setup is required and configuration from programming to specify the IP Addresses for the server FTP, etc.

After making the selection, the system displays:



Press enter to create the extract.

When the extract has finished being generated, Press RETURN to continue will be displayed.

The system places the file in the Download folder. **The names in the Download folder are as follows:**

IMAGELOAN.txt
IMAGENAME.txt
IMAGESHARE.txt

The file is comma delimited, as defined by mFiles.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File located in C:\Datamatic**” is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

Next, follow the instructions from the vendor for importing the extract into the third party software program or transferring the file.

The fields in this extract are as follows:

Fields
Member Number
Suffix
Share Account (Primary and once for each secondary name)
Loan Account (Primary and once for each secondary name)
Suffix Description
Name Type - numeric value
Name Type Description - in words
Role - account number and name type (numeric)
First Name
Last Name
Address 1
Address 2
City
State
Zip
SSN
Home Phone

Name Extract

The Name Extract contains name records associated with deposit accounts. This can be used to audit name information by member. [\[Main Ribbon > Reports > Extract > Name Extract\]](#)

EXTRACT	File Name: NAMEEXT.csv	Type:	Comma Delimited (csv)
----------------	------------------------	-------	-----------------------

Field	Comments/Definition
Account	
Name Type	Primary Joint Beneficiary Authorized Signer Custodian Guardian Power of Attorney Officer Conservator Personal Representative Representative Payee Trustee Doing Business As OE Plan Joint OE Plan Beneficiary
Ownership	Individual Joint Owner Trust Joint Member On Behalf of Organizational
Business Flag	Individual Business
First Name	
Last Name	
Address 1	
Address 2	
City	
State	
Zip	

National Financial Data Match

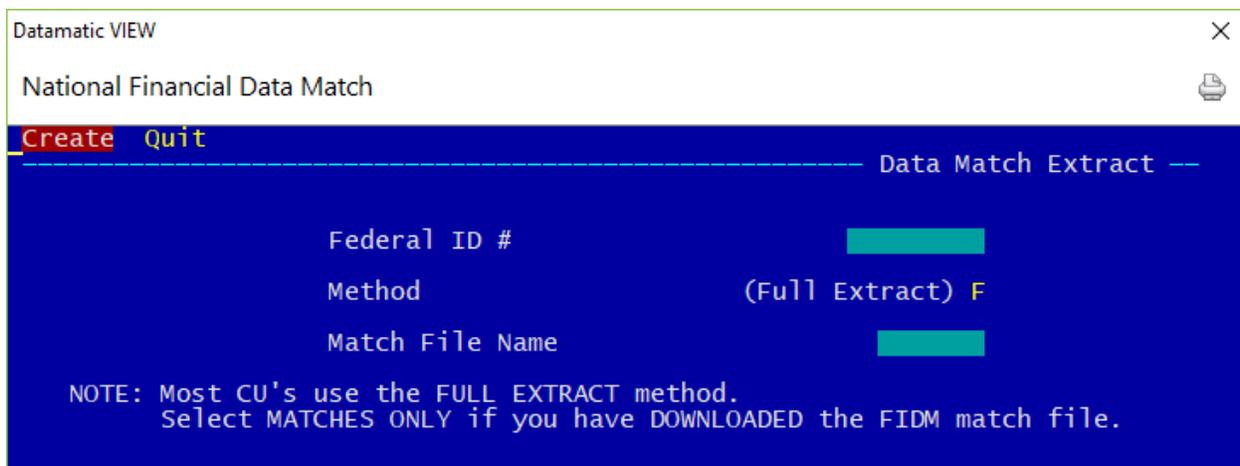
The National Financial Data Match option is used to create the information for transfer to a PC. The extract can then be downloaded to a PC. Contact the state agency to which the credit union is reporting for instructions on how they want this transferred and any special instructions that are to be followed. This job uses the **current files** when gathering the information for the extract.

Zero balance and negative balance accounts are excluded from this extract.

There are two different versions that the states allow for the data match process. Datamatic provides the means to send a file to the state for them to do the matching. The second version is where the state sends a tape/file to the credit union, containing the entire data base for the state's child support files, and the credit union does the matching. Datamatic supports "Matches Only" for TIER Technologies only.

****Note:** Support has been added for "Full Extract" (send to state), and two Matches Only options of "Matches Only - Send Name and SSN" and "Matches Only - Send All Data" for credit unions that use TIER Technologies. (See next page for further information.)

After making the selection, the system displays:



```

Datamatic VIEW
National Financial Data Match
Create Quit
----- Data Match Extract -----
Federal ID #
Method (Full Extract) F
Match File Name
NOTE: Most CU's use the FULL EXTRACT method.
      Select MATCHES ONLY if you have DOWNLOADED the FIDM match file.
  
```

Federal ID # - Select "Create" and enter the Federal Tax Identification number for the credit union.

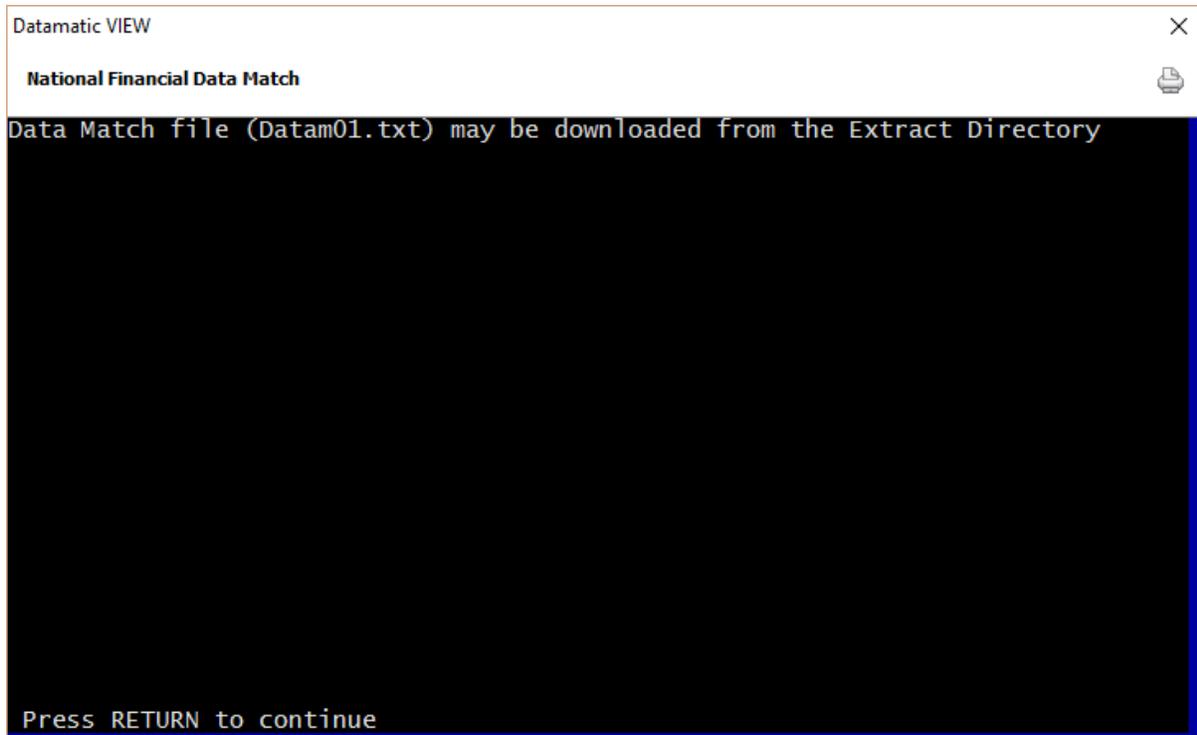
Method - If using TIER Technologies, select the Method being used for the extract. The options are:
 F = Full Extract (default)
 I = Matches Only - Send Name and SSN ** (Also includes a column of zeros for a balance.)
 M = Matches Only - Send All Data

** This option is for credit unions whose state allows only the Name, SSN and balance in this extract.

Match File Name - If using one of the Matches Only methods for TIER Technologies, enter the file name used when the file was downloaded from TIER Technologies. This must be FDMmdd (mdd = month and day). See next page for steps for Matches Only method.

After entering the information, press enter. The system will create the extract.

Full Extract - When finished, the system displays.



The file name in the Extracts directory is Datam01.txt.

Use the "Download" feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of "Completed. File located in C:\Datamatic" is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

The extract can then be transferred via File Transfer Protocol (FTP). From this point, follow the instructions from the state for transferring the file.

****Note:** See the next page if errors are found in the extract. A message of "Invalid name control for account" will be displayed while generating the extract, if an error(s) is found.

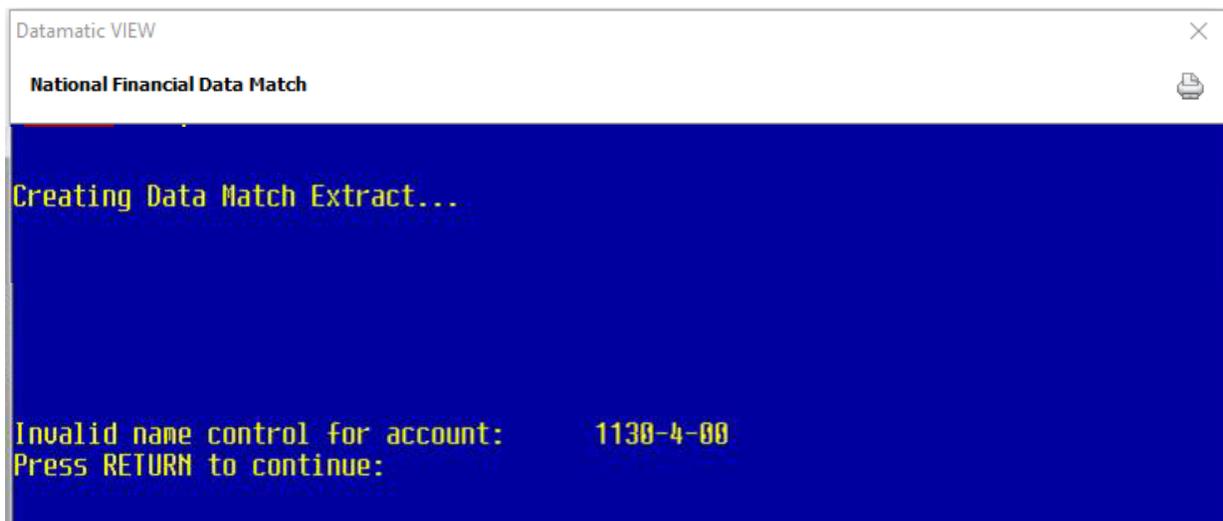
Matches Only - Steps to follow:

- Use web browser to DOWNLOAD the file from TIER Technologies. For credit unions using the **Matches Only methods**, the file downloaded from the State is a ZIPPED file. The zipped file needs to be uploaded. **Do NOT unzip the downloaded file.**
- Use VIEW to upload the file as FDMmdd. (Upload File Wizard - under Operations - Ctrl + O).
- Create the Extract and select “Matches Only - Send Name and SSN” or “Matches Only - Send All Data” for the Method and enter FDMmdd for the Match File Name.
- Download Datam01.txt from [\[Main Ribbon > Reports > Downloads\]](#).
- Upload the file from PC to TIER Technologies.

The “Matches Only” files contain members who matched the file from TIER Technologies. The “Full Extract” file contains all of the credit union’s members.

If errors found in extract...

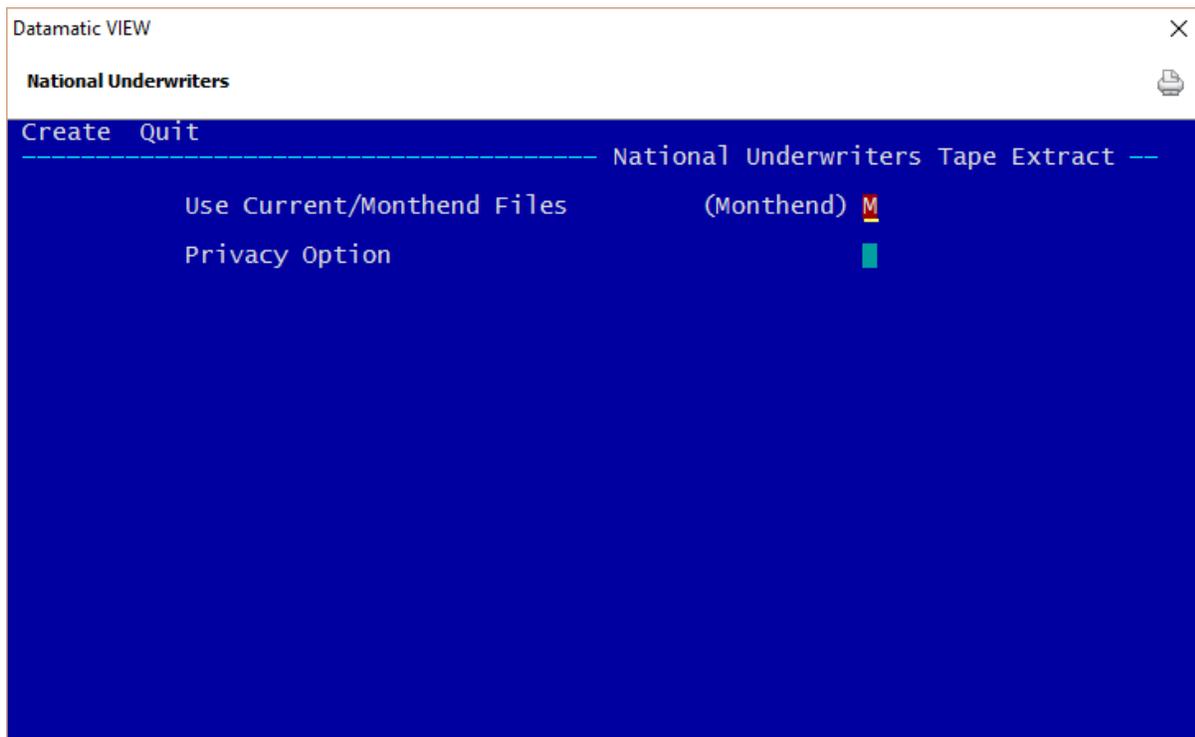
This extract will display the account number for any “**Payee Last Name Control**” errors found within the extract. This will allow the credit union to correct the name record(s) and generate the extract again. When generating this extract, write down the account number, if an error(s) is found. **(See example below.)** Press enter to continue generating the extract, each time the system finds an error. There may be multiple errors for the same account number. Most of the bad errors come from a business account not being coded as a business in the Name Information record. After correcting the name record(s) for the account number(s) with an error, generate the extract again until there are no errors.



National Underwriters

The National Underwriters option is used to create an extract containing specific information on members. The file can be downloaded to a PC then burned on a CD or sent via FTP.

After making the selection, the system displays:



Use Current/Monthend Files - Enter the file option desired for the extract. The options for this field are:

- C = Current
- M = Monthend

Privacy Option - Enter the Privacy Option desired. The options for this field are:

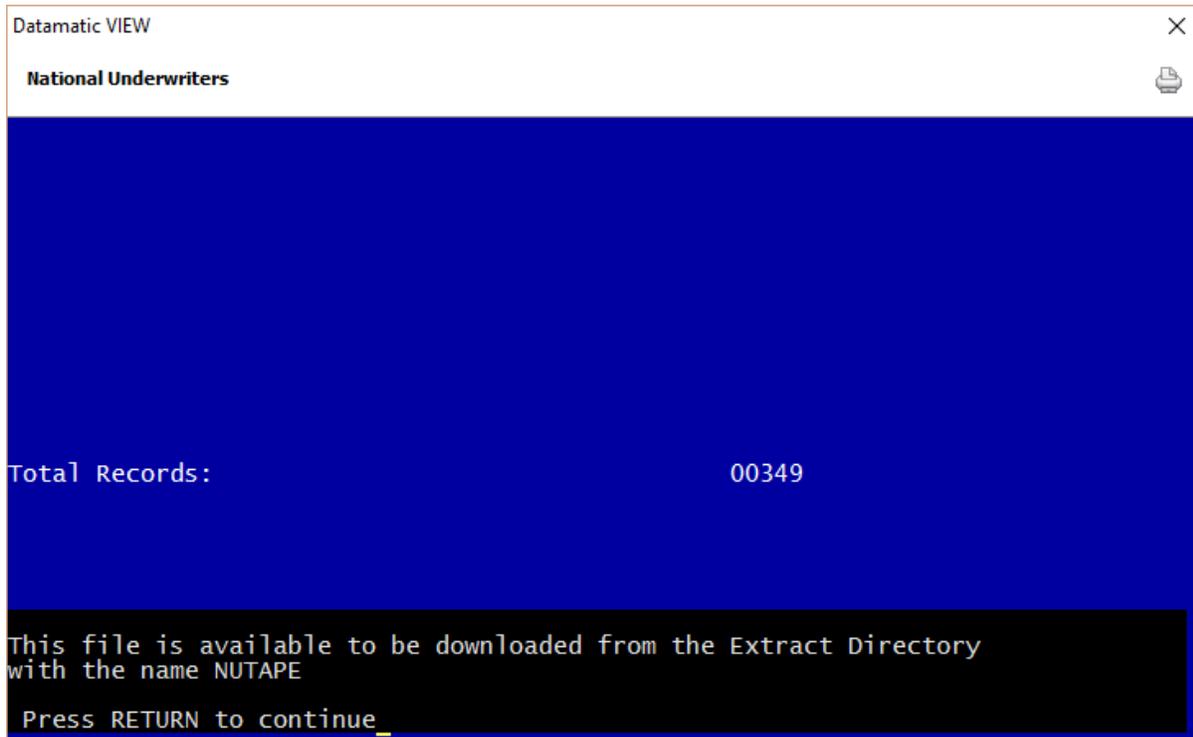
- A = Affiliate Extract
- N = Non-Affiliate Extract
- E = Exempt - Include all members

Affiliate Extract - Includes all members with a checkmark (for Include) for the Affiliates option on the Name Information window.

Non-Affiliate Extract - Includes all members with a checkmark (for Include) for the Non-Affiliates option on the Name Information window.

After entering the selections, press enter. Select “Yes” in the upper right corner of the screen to process and press enter. The system will begin to generate the information for the extract.

When finished, the system will display.



Press RETURN to continue. The name of the extract is NUTAPE.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File located in C:\Datamatic**” is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

The extract can then be burned on a CD or transferred via File Transfer Protocol (FTP). From this point, follow the instructions from the vendor for transferring the file.

National Underwriters Tape Layout

Record Length: 92

Field #	Record #1 Field Name	Length	Start Position	End Position	Comments
1	Reserved	5	1	5	
2	Account Number	12	6	17	
3	Name	23	18	40	
4	Address Line 1	25	41	65	
5	Address Line 2	25	66	90	
6	Security	2	91	92	See Table 1

Field #	Record #2 Field Name	Length	Start Position	End Position	Comments
1	Reserved	17	1	17	
2	City	16	18	33	
3	State	2	34	35	
4	Zip Code	5	36	40	
5	Reserved	1	41	41	
6	Insurance Code	1	42	42	Last digit of cr union defined ins meth. code
7	Loan Type	1	43	43	See Table 2
8	Security	2	44	45	See Table 1
9	Birth Date	6	46	51	MMDDYY
10	Loan Date	6	52	57	See Table 3
11	Payment Amount	5	58	62	3.2
12	Original Amount	7	63	69	5.2
13	Balance	7	70	76	5.2
14	Interest Rate	4	77	80	Daily Rate (0.4)
15	No. of Payments	3	81	83	
16	SSN	9	84	92	

Reference Table 1: Security Codes (defaults)	
Code	Description
01	Unsecured
02	Share Pledge
03	Partial Share Pledge
04	New Vehicle
05	Used Vehicle
06	Recreational Vehicle
07	Boat
08	Furniture
09	Miscellaneous
10	FHS Title 1
11	First Mortgage
12	Other Mortgage
13	Student
14	Farm Equipment
15	Co-maker (converts to TRW code "unknown")
16	Other

A maximum of 40 security codes can be defined by the credit union. Check the "Security Code Setup" under System Settings, if the credit union does not use the above default codes.

Reference Table 2: Loan Type	
Code	Description
1	All other loan suffixes
2	Suffixes 30-39

Reference Table 3: Loan Date	
Code	Description
1 (see loan type above)	Open Date of loan (YYMMDD)
2 (see loan type above)	Date of Last Issue (YYMMDD)

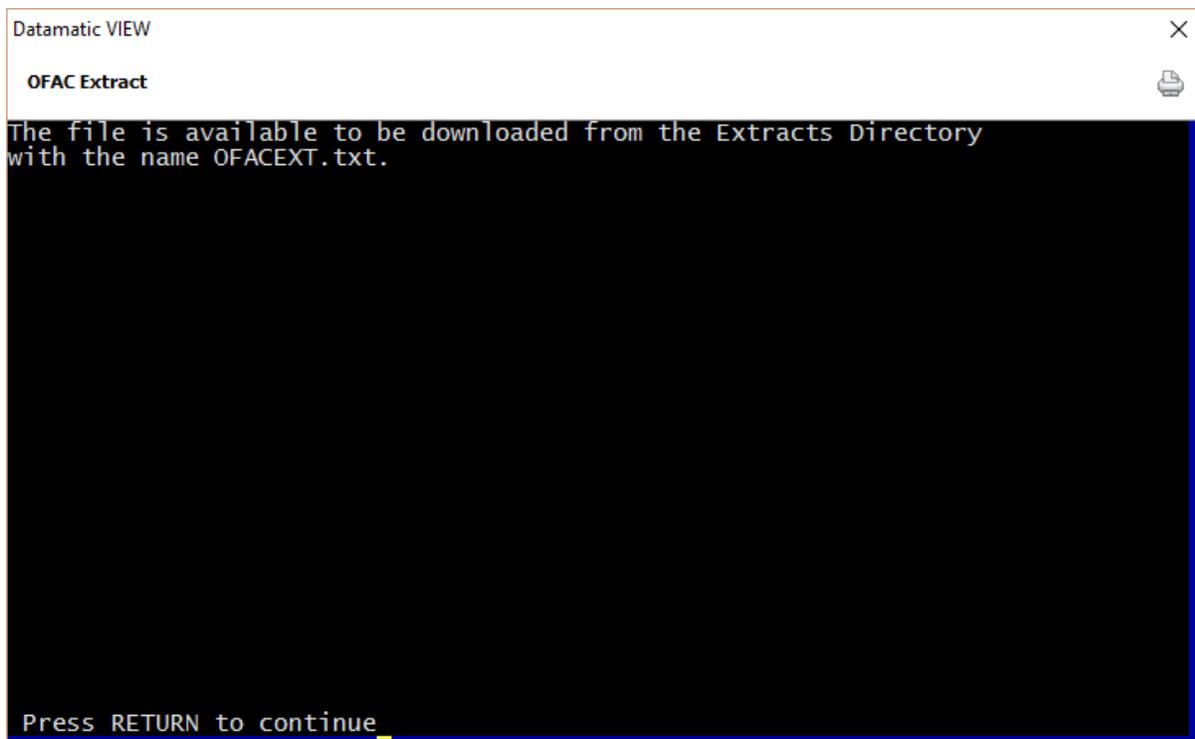
OFAC Extract

The OFAC Extract is a job that can be used to create an extract to be used to match the database records against a terrorist list provided by the government. This extract can be downloaded to a PC for use with a third party software program to match the names. (OFAC stands for Office of Foreign Assets Control.) This extract uses current information as of the date that the extract is created.

The information pulled by this extract is the Account Number, Member's Name, Address (line 1 and 2), City, State, Zip, Social Security Number and Birth Date for all name types for all suffixes. This extract pulls all name types on all open suffixes for each member.

This extract can be used by credit unions that do not have the Query Optional Software to create an extract of their database to match against the terrorist list as required by the government. This is in a **"comma delimited"** format. Credit unions that have Query can design their own extract or use this job, if desired.

After making the selection, the system creates the extract and displays:



Press enter to continue.

The file name for this extract is OFACEXT.txt.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of **“Completed. File located in C:\Datamatic”** is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

Next, follow the instructions from the vendor for importing the extract into a third party software program or transferring the file.

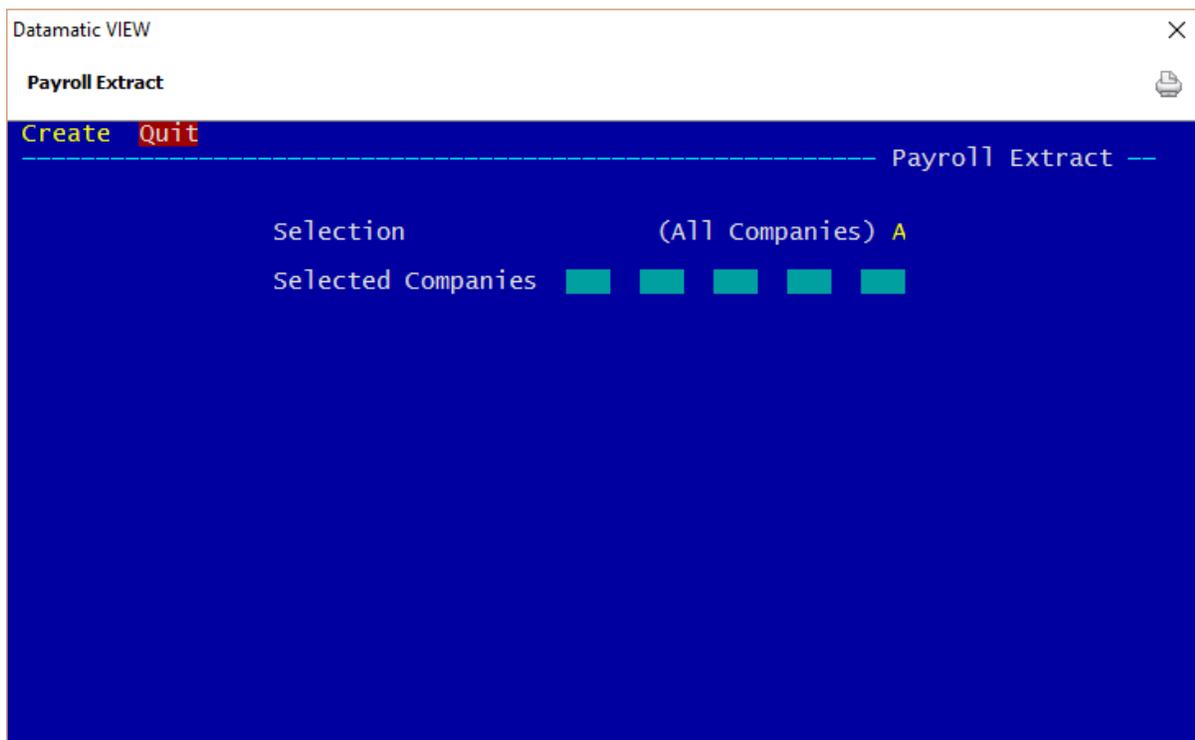
The extract can be copied to a CD rom, if needed. This can be done from the Datamatic folder on C:Drive. Right click on the file and send to the appropriate drive on the PC.

Payroll Extract

The Payroll Extract option is used to create an extract of information on members associated with a certain payroll company(s) or all payroll companies.

See **“Transmit Payroll Extract”** to transmit the payroll file created. This is in the Operations Box at the Main Console.

After making the selection, the system displays:



Select “Create” in the upper left corner of the screen and press enter.

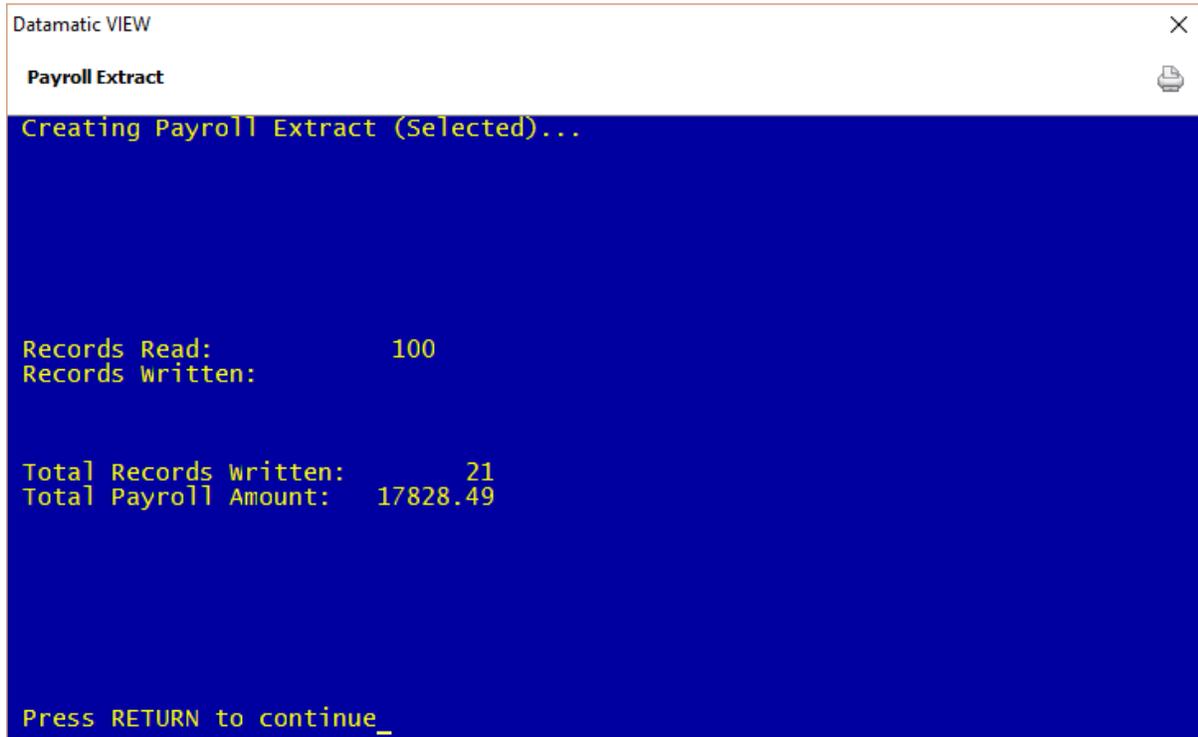
Selection - Enter the desired selection. The options for this field are:

- A = All Companies
- S = Selected Companies

Selected Companies - Enter the company number(s), if “S” was selected as the option for the selection above.

After making the selections, press enter. Select “Yes” in the upper right corner of the screen to process and press enter. The system will begin to gather the information for the extract.

When finished, the system displays.



```
Datamatic VIEW
Payroll Extract
Creating Payroll Extract (Selected)...

Records Read:          100
Records Written:

Total Records Written:    21
Total Payroll Amount: 17828.49

Press RETURN to continue_
```

Press RETURN to continue.

Post Office Box Extract

The Post Office Box Report can be created as an extract. [\[Main Ribbon > Reports > On Demand > Post Office Box Report\]](#). See [Post Office Box Report](#) for more details.

EXTRACT	File Name: POBOXEXT.csv	Type:	Comma Delimited (csv)
----------------	--------------------------------	--------------	------------------------------

Field	Comments/Definition
Account	
Name Type	
Name	
Address 1	
Address 2	
City	
State	
Zip	
Birth Date	
Physical Address	
Physical City	
Physical State	
Physical Zip	
Home Phone	
Business Phone	
Mobile Phone	
Email Address	

Prepare ATM Positive File for download

The Prepare ATM Positive File for download selection is used to prepare a positive file that has been created to be downloaded to a PC. This can be used by credit unions whose ATM Positive file vendor can accept a file transfer via a PC. The credit union should already have established a way to transfer this file to the vendor.

This job will take out the carriage returns and place the file in the Query (Extracts) directory.

IMPORTANT: This should be tested with the vendor before going live to make sure it works OK on both ends.

The steps that would be used to do this are as follows:

- Create ATM Positive File Extract
- Prepare ATM Positive File for FTP
- Go to the "Download" folder in Extracts to download file PC**
- Follow the instructions from the vendor to get the file to them.**

**The Query File Name will vary according to the vendor. Contact Datamatic for the Query File Name.

After making the selection, the system prepares the file and, when finished, gives a message that the file is ready for download.

Follow the instructions from the ATM Positive File vendor, after the ATM Positive File has been downloaded to a PC (C:\Datamatic).

Query

Query is an Optional Software Package. See the “Query Examples Manual” and “Query - Version 3 Manual” for information on using Query.

****Note:** The Query selection is under [\[Main Ribbon > Reports > Query\]](#).

The Query Software allows the credit union the capability of asking the computer system for selective information from the “Credit Union Database”. The information could be used for printing labels, a detailed report, a summary of the information selected or the ability to create a bar graph representing the information requested, just to name a few. Some of the many uses that credit unions have using Query for are as follows:

- Target service (sales promotions) to specific members then download information to a PC word processor.
- Move general ledger information to a PC spreadsheet.
- Get a “count” of a certain field(s) on the system.
- Write complex reports with “if and then” capabilities.
- Analyze the “Discretionary Data” fields or “Member Class” field available on the member information window, as well as, the “Action Code” field on the suffix inquiry for share and loan suffixes.
- Search the database for specific information that needs to be changed or corrected. Query can key on certain items to routinely clean up miss-typed/coded file areas.
- Allows the credit union to generate specific information over and above the standard Enterprise system reports.
- Security access controlled.

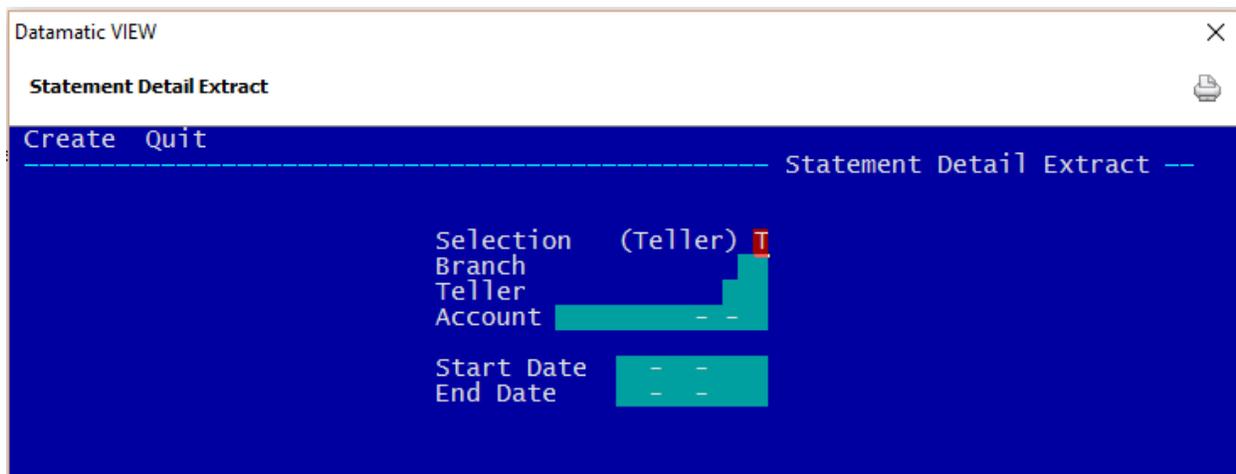
Statement Detail Extract

The Statement Detail Extract can be used to pull raw statement detail information and analyze it in Excel. The new extract creates a comma delimited file called STMT.txt with the following fields:

- ⇒ Branch where transaction occurred.
- ⇒ Teller
- ⇒ Year (CCYY)
- ⇒ Month (MM)
- ⇒ Day (DD)
- ⇒ Date (MMDDCCYY)
- ⇒ Hour (HH)
- ⇒ Minute (mm)
- ⇒ Transaction Code (TT)

****Note:** The transaction codes will be 01, 02, 03, 04 or 07. For reversals, the transaction codes will be 11, 12, 14 or 17.

After making the selection, the system displays:



The options for Selection are: T = Teller
O = Online (ATM or Internet Banking transactions)
A = Account

****Note:** ATM Transactions do not include Debit Card purchases.

Enter the **Branch**, **Teller** and **Account**, if applicable then enter the **Start and End Dates** for the extract.

Press enter to generate the extract. When finished, the extract will be in the Download folder. The extract will be named **STMT.txt**.

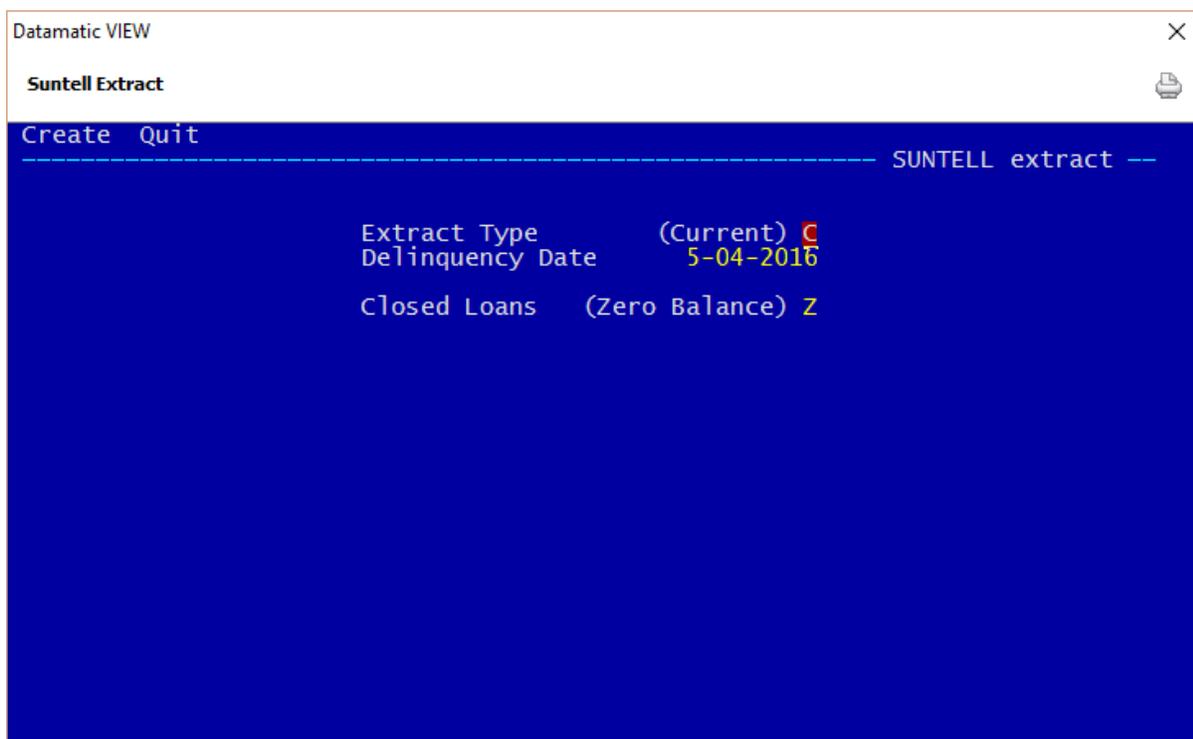
The extract can then be imported into Excel.

SUNTELL Extract

The SUNTELL Extract option is used to create an extract that will interface with the Suntell Loan Management System.

****Note:** This extract can be setup to be generated every time End of Day processing is done. This can also be setup to automatically copy the files to another server via FTP. Contact Customer Support at 1.800.825.3854 to have this extract turned on, if your credit union would like this extract to be generated automatically on a daily basis. Some manual setup is required and configuration from programming to specify the IP Addresses for the server FTP, etc.

After making the selection, the system displays:



Extract Type: Select the “**Extract Type**” desired. The options are:

C = Current

M = Monthend

Delinquency Date: The “**Delinquency Date**” field should match the extract type selected.

Examples: If “**Current**” is selected for the Extract Type, enter today’s date for the Delinquency Date.

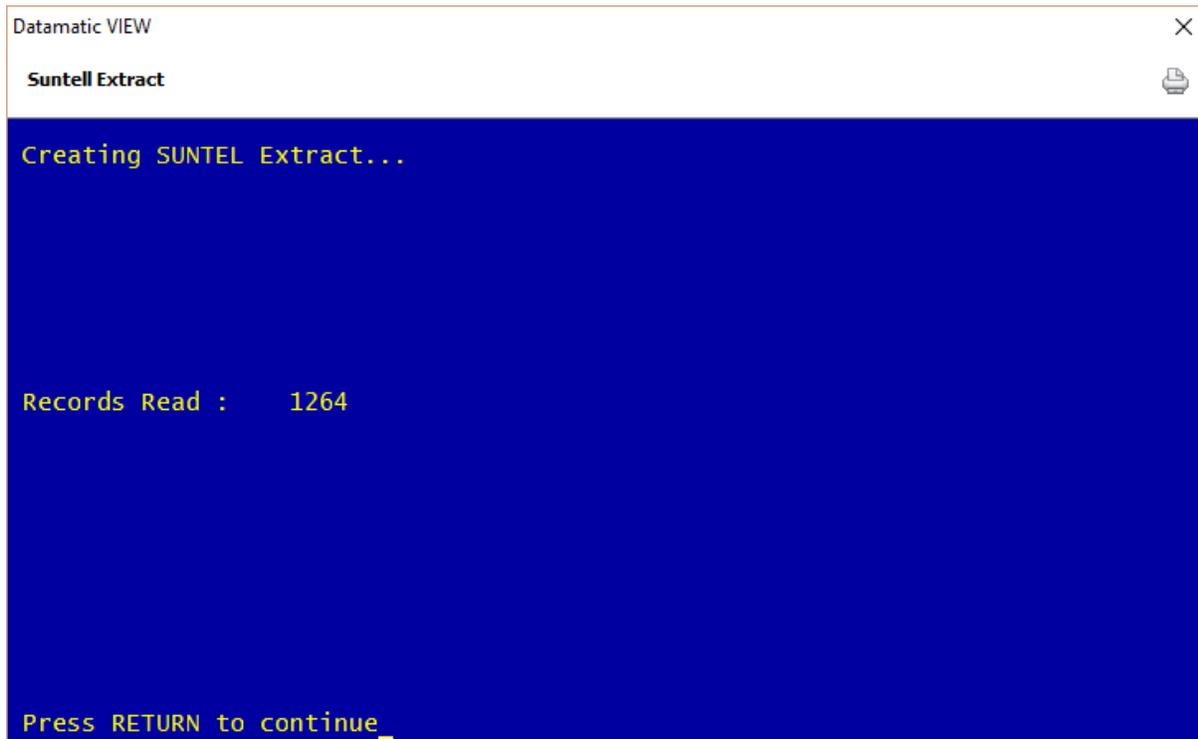
If “**Monthend**” is selected for the Extract Type, enter the appropriate monthend date for the Delinquency Date.

Closed Loans: Select the appropriate option for closed loans. The options are:

Z = Zero Balance
C = Marked Closed

After entering the selections, press enter. The system will begin to generate the information for the extract.

When finished, the system will display.



Press RETURN to continue.

The extract creates three files to download. These files will be in the Download folder in Extracts.

suncust.txt
sundep.txt
sunnote.txt

(These files are comma delimited)

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of **“Completed. File located in C:\Datamatic”** is displayed. The extract will be saved in the **Datamatic folder on C:Drive**. Select close.

Next, follow the instructions from the vendor for importing the extract into a third-party software program or transferring the file.

The fields in these extracts are as follows:

Customer File: suncust.txt	
Field #	Description
1	Base, Check Digit
2	Last Name
3	First Name
4	Birthdate
5	SSN
6	Address 1
7	Address 2
8	City
9	State
10	Zip
11	Home Phone
12	Work Phone
13	Work Extension
14	Cell Phone
15	E-mail
16	Branch
17	Driver's License
18	Credit Score

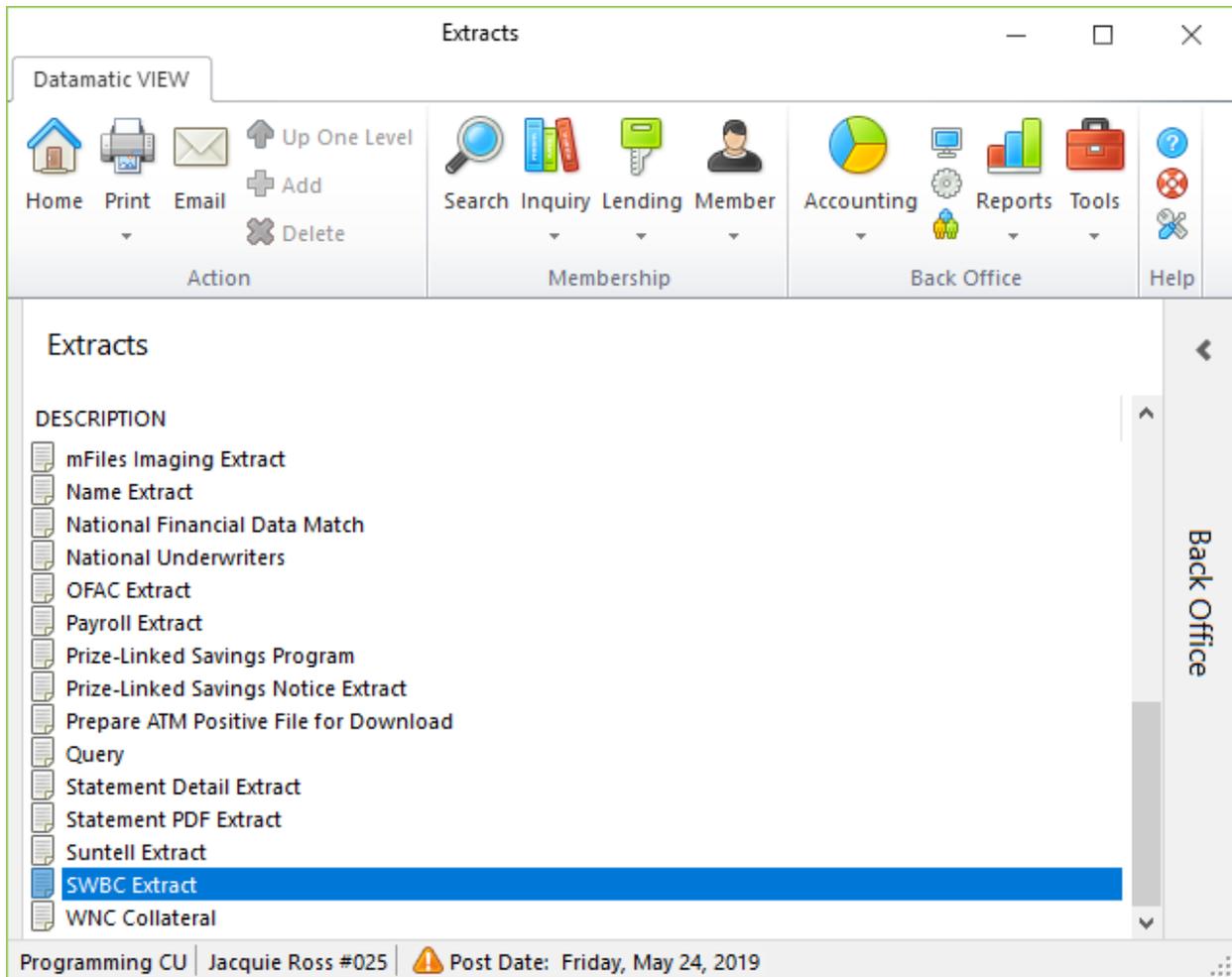
Deposit File: sundep.txt	
Field #	Description
1	Base, Check Digit and Suffix
2	Base, Check Digit
3	Date Open
4	Balance
5	Open/Close Flag
6	Savings/Checking
7	Days Overdrawn
8	YTD Dividend
9	CD Rate
10	CD Maturity Date
11	IRA Type
12	CD Penalty
13	CD Code

Note File: sunnote.txt	
Field #	Description
1	Base, Check Digit, Suffix
2	Base, Check Digit
3	Loan Officer
4	Original Amount
5	Balance
6	Branch
7	Open Date
8	Maturity Date
9	Payment
10	Payment Frequency
11	Interest Rate
12	Fixed/Variable Code (F/V)
13	Interest Owing
14	Purpose
15	Charge Off Flag (Y/N)
16	Delinquent Amount
17	Days Delinquent
18	Next Payment Due Date
19	Payoff
20	First Payment Date
21	Charge Off Date
22	Variable Rate Adjust Frequency
23	Variable Rate Index Type
24	Variable Rate Index Code
25	Variable Rate Offset (Index offset + risk based offsets)
26	Variable Rate Minimum Rate (Lifetime)
27	Variable Rate Maximum Rate (Lifetime)
28	Last Payment Date
29	Loan Payment Type
30	Call Report Mortgage Type
31	Call Report Business Type

SWBC Payment Processing Extract

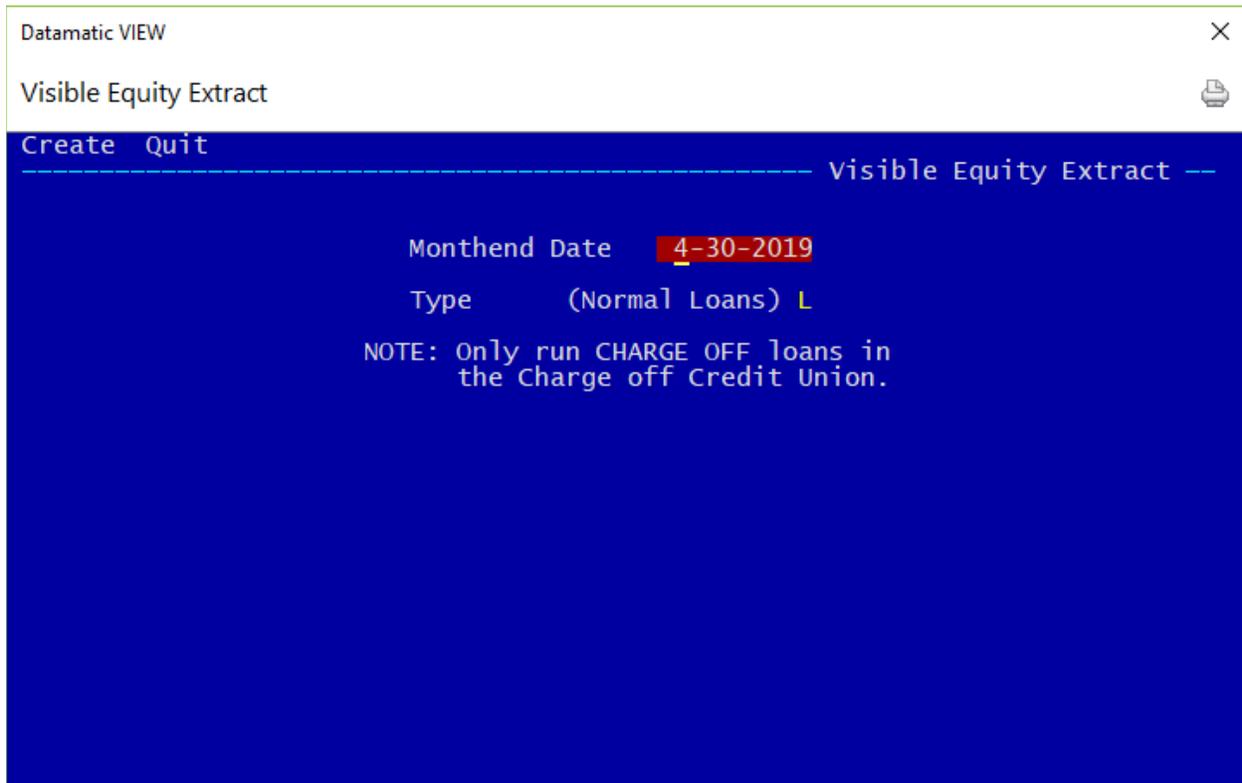
The SWBC extract is a third-party file that is sent to SWBC to support their payment processing product. The payment processing product from SWBC is a way to accept borrower's payments in a safe and secure platform. You can learn more about this product at <https://www.swbc.com/payment-processing>.

The SWBC Extract selection is in [\[Main Menu > Reports > Extracts > SWBC Extract\]](#)



Visible Equity Extract

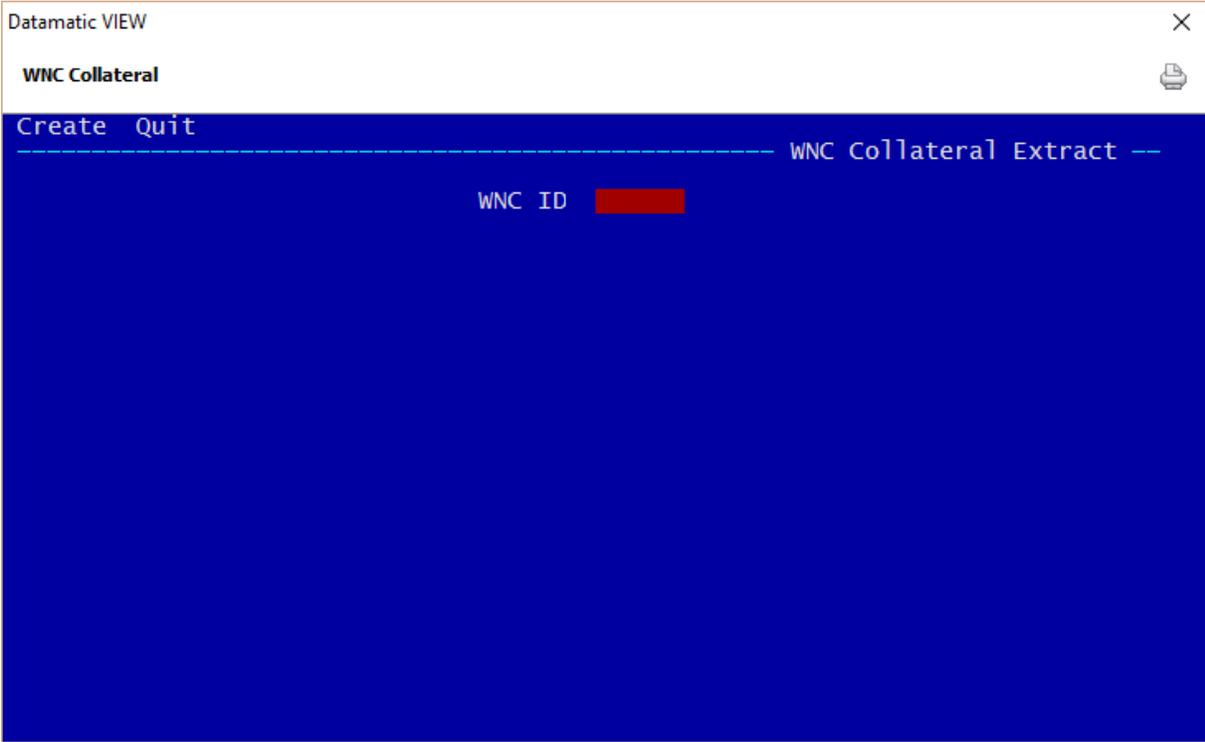
The Visible Equity Extract is a monthly third-party file that is sent to Visible Equity specifically for Loan Analytics and ALLL/CECL Analytics. You can learn more about this product at <https://www.visibleequity.com/>.



Selection	Comments		
Monthend Date	MM-DD-YYYY		
Type	Selections		
	L	Normal Loans	
	C	Charge Off Loans	Must be processed in Charge off credit union

WNC Collateral

The WNC Collateral option is used to generate an extract to be sent to a company called WNC. The information pulled for this extract is specific to this vendor.



Daily Extracts

This is a list of the extracts that the system generates automatically with End of Day Processing. Also, there is a section for each extract that lists the fields in these extracts.

- CLOSED.txt Closed Shares
- OD.txt Overdrawn Shares
- OPEN.txt New Shares

Closed Shares - CLOSED.txt

This is a list of the fields in the Closed Shares extract. This uses a Fixed Width format.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File is located in C:\Datamatic**” is displayed. The report will be saved in the **Datamatic folder on C:Drive**. Select close.

Description	Length	Additional Information
Account	14	999999999-9-99 (count the dashes)
Filler	1	
Base Account	9	
Filler	1	
Suffix	2	
Filler	1	
Date Open	10	MM-DD-CCYY
Filler	1	
Date	10	MM-DD-CCYY
Filler	1	
Name	30	First name (15) and Last Name (15)
Filler	1	
Address 1	30	
Filler	1	
Address 2	30	
Filler	1	
City	20	
Filler	1	
State	2	
Filler	2	
Zip Code	10	99999-9999 or BBBBB99999 (B = blank)
Filler	1	
Branch	3	
Filler	1	
Home Phone	10	

Description	Length	Additional Information
Filler	1	
Work Phone	10	
Filler	1	
Birthdate	10	MM-DD-CCYY
Filler	1	
Closing Withdrawal	11	99999999.99
Filler	1	
E-mail	40	
Filler	1	
SSN	9	

Overdrawn Shares - OD.txt

This is a list of the fields in the Overdrawn Shares extract. This uses a Fixed Width format.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of **“Completed. File is located in C:\Datamatic”** is displayed. The report will be saved in the **Datamatic folder on C:Drive**. Select close.

Account Number

New Shares - OPEN.txt

This is a list of the fields in the New Shares extract. This uses a Fixed Width format.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File is located in C:\Datamatic**” is displayed. The report will be saved in the **Datamatic folder on C:Drive**. Select close.

Description	Length	Additional Information
Account number	14	999999999-9-99 (count the dashes)
Filler	1	
Base Account	9	
Filler	1	
Suffix	2	
Filler	1	
Date	10	99-99-9999
Filler	1	
Name	30	First name (15) and Last Name (15)
Filler	1	
Address 1	30	
Filler	1	
Address 2	30	
Filler	1	
City	20	
Filler	1	
State	2	
Filler	2	
Zip Code	10	99999-9999 or BBBBB99999 (B = blank)
Filler	1	
Branch	3	
Filler	1	
Home Phone	10	
Filler	1	
Work Phone	10	

Description	Length	Additional Information
Filler	1	
Birthdate	10	MM-DD-CCYY
Filler	1	
Balance After	11	99999999.99
Filler	1	
Action Code	1	
Filler	1	
E-mail	40	
Filler	1	
SSN	9	
Filler	1	
MSR	3	
Filler	1	
OFAC Scan Date	8	MM-DD-CCYY
Filler	1	
Credit Score	5	
Filler	1	
Member Class	1	

Monthend Extracts

This is a list of the extracts that the system generates automatically with End of Month Processing. Also, there is a section for each extract that lists the fields in these extracts.

- NEWLOANS.txt New Loans
- MTHCLOSED.txt Closed Shares
- MTHOPEN.txt Open Shares

New Loans - NEWLOANS.txt

This is a list of the fields in the New Loans extract. This uses a Fixed Width format.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File is located in C:\Datamatic**” is displayed. The report will be saved in the **Datamatic folder on C:Drive**. Select close.

Description	Length	Additional Information
Account	12	Includes Base, Check Digit and Suffix
Filler	1	
Name	30	
Filler	1	
Original Date	8	MMDDCCYY
Filler	1	
New Money	11	99999999.99
Filler	1	
Original Amount	11	99999999.99
Filler	1	
Payment Amount	11	99999999.99
Filler	1	
First Pmt Date	8	MMDDCCYY
Filler	1	
Transfer Amount	11	99999999.99
Filler	1	
Transfer Sequence	1	
Filler	1	
Purpose Code	2	
Filler	1	
Security Code	2	
Filler	1	
New Refinance Code	1	
Filler	1	
Interest Rate	6	99.9999
Filler	1	
Number Payments	3	
Filler	1	
Loan officer	3	
Filler	1	
Loan Class	2	

Description	Length	Additional Information
Filler	1	
Payment Type	2	
Filler	1	
Payment Frequency	2	
Filler	1	
Loan Status	2	
Filler	1	
Interviewer	3	
Filler	1	
Pledge Code	1	
Filler	1	
Pledged Amount	11	99999999.99
Filler	1	
LOC	11	99999999.99
Filler	1	
SSN	9	
Filler	1	
Credit Score	4	
Filler	1	
Insurance Code	2	
Filler	1	
Decision Status*** (see table)	1	

***Decision Status Codes	Description
A	Approved
D	Denied
I	Incomplete
R	Pending Review
X	Pending Review - Approved with Exceptions

Closed Shares - MTHCLOSED.txt

This is a list of the fields in the Closed Shares extract. This uses a Fixed Width format.

Use the “Download” feature under [\[Main Ribbon > Reports\]](#) to download the file to a PC. Double click on the file to download. When the system is finished downloading the file to the PC, a message of “**Completed. File is located in C:\Datamatic**” is displayed. The report will be saved in the **Datamatic folder on C:Drive**. Select close.

Description	Length	Additional Information
Account	14	999999999-9-99 (count the dashes)
Filler	1	
Base Account	9	
Filler	1	
Suffix	2	
Filler	1	
Open Date	10	MM-DD-CCYY
Filler	1	
Date	10	MM-DD-CCYY
Filler	1	
Name	30	First Name (15) and Last Name (15)
Filler	1	
Address 1	30	
Filler	1	
Address 2	30	
Filler	1	
City	20	
Filler	1	
State	2	
Filler	1	
Zip Code	10	99999-9999 or BBBBB99999 (B = blank)
Filler	1	
Branch	3	
Filler	1	
Home Phone	10	
Filler	1	
Work Phone	10	
Filler	1	
Birthdate	10	MM-DD-CCYY
Filler	1	
Closing Withdrawal	11	99999999.99

Description	Length	Additional Information
Filler	1	
E-mail	40	
Filler	1	
SSN	9	
Filler	1	
MSR	3	

New Shares Extract

This extract is generated during end of month process and is available to download. [\[Main Ribbon > Reports > Download\]](#)

EXTRACT	File Name: MTHOPEN.txt	Type:	Fixed Width Columns
			CR/LF Record Delimiters

Field Name	Length	Comments/Definition
Account number	14	999999999-9-99
Filler	1	
Base Account	9	
Filler	1	
Suffix	2	
Filler	1	
Date	10	99-99-9999
Filler	1	
Name	30	First Name (15) and Last Name (15)
Filler	1	
Address 1	30	
Filler	1	
Address 2	30	
Filler	1	
City	20	
Filler	1	
State	2	
Filler	1	
Zip Code	10	99999-9999 or BBBBB99999 (B = blank)
Filler	1	
Branch	3	
Filler	1	
Home Phone	10	
Filler	1	
Work Phone	10	
Filler	1	
Birthdate	10	MM-DD-CCYY
Filler	1	
Balance After	11	99999999.99
Filler	1	
Action Code	1	
Filler	1	
E-mail	40	
Filler	1	
SSN	9	
Filler	1	
Field Name	Length	Comments/Definition
MSR	3	
Filler	1	
OFAC Scan Date	8	MMDDCCYY
Filler	1	

Field Name	Length	Comments/Definition
Credit Score	5	
Filler	1	
Member Class	1	
Filler	1	
Cell Phone	10	