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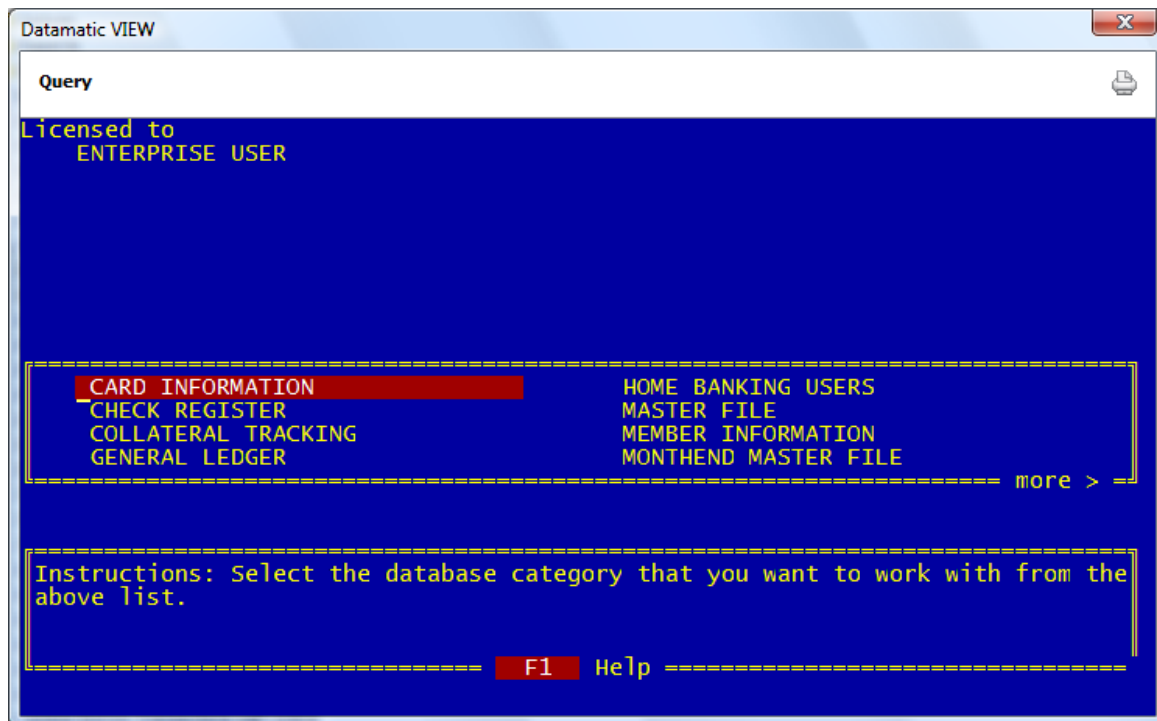
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## Query Report Examples

### Query Basics

The **Query** software can be accessed from [\[Main Ribbon > Reports > Query\]](#). The employee will need security for Extracts and Reports, as well as, security for Query marked which means “permitted” to be able to use Query.

It will take a few seconds to load the program and in the middle of the screen it will say “Press any key to continue”. The system displays.



**Figure 1**

There are six more databases to choose from and they can be viewed by using the arrow key and moving over to the right. These are the Payroll Deduction, Safe Deposit, Statement File - Current Quarter, Statement File - Prior Quarter, Stop Payment File and Warning File.

This first chapter will give basic information about using Query, how to choose the correct or best database category and the different features that can be used in Query.

The sections that follow are examples of step by step instructions of how to obtain certain information in Query. These exercises will give users some practice in working with Query. The choices made in the search criteria and output will determine the results obtained. One thing to keep in mind when using Query is that different selections may need to be tried before getting the results that are desired. It does take some practice to learn the different features in Query and how to use them to get the information desired.

## **Tips for using Query**

When designing a Query, here are some questions to ask yourself before beginning the process:

- What specifically do I want Query to search for? Writing down a list may be helpful.
- What information do I want to see in the output? Do I want to print a report, print labels or download the file to a PC, etc? Do I want the information to be sorted or subtotaled in any specific way?
- Where in the system might I find the information I want? This will help you decide which database to use.
- Do I need to do some calculations (temporary field functions) to get the information I want? (\*\*See examples below.)
- If the first attempt is not successful, is there another way to get Query to pull the information needed? Did I use the correct indicator(s) such as = (equal), < (less than), > (greater than), or range, etc. Do I need to add more fields to the search criteria to get more specific information?

\*\*\*Here are some examples where calculations would be needed to pull the information. These are just a few different examples. The possibilities are endless.

- ➔ Can Query pull members with a certain age or age group? Think about how this could be accomplished even though the actual member's age is not stored in the system.

TODAY'S-DATE minus NAME-BIRTH-DATE = DAYS  
DAYS DIVIDED BY 365 = AGE

- ➔ Can Query pull loans maturing in the next 6 months? Think about how this could be done even though there is not an active field for loan maturity date stored in the system.

LOAN-PAYMENT-AMOUNT multiplied by 6 = TOTAL-BALANCE  
Search for Balance <= TOTAL-BALANCE

**\*\*Note:** Even though the Loan Maturity Date field is now active, the concept of this calculation in Query could be useful for other things. Also, since older loans may not have the Loan Maturity Date filled in; this calculation could be used to find these loans, if needed.

- ➔ Can Query pull members that have signed up for Voice Response and/or Home Banking? How does your credit union identify members that have signed up for Voice Response and/or Home Banking? An "Action Code" or "Discretionary Data Field" could be used and these fields are available in Query.

**\*\*Note:** "Yes" or "No" fields are available in Member Information that can be used to identify if members have signed up for Voice Response or Home Banking. These fields can be used to Query on these members, if needed.

## The Query database categories:

**Card Information** – This file can be used to pull information concerning ATM, Debit and Credit card information entered on the system.

**Check Register** – This file might be used by Credit Unions who do not have Check Reconciliation and need additional information.

**Collateral Tracking** – This file can be used to pull collateral/security information entered for loan suffixes. Loans with a collateral tracking folder (on the Member Summary window) can be pulled using this database.

**General Ledger** – This file is not used very often due to the regular reports containing the information needed by the Credit Unions. However, the file is available to use, if needed.

**Home Banking Users** – This file would be used by credit unions with the Internet Banking Optional Software to pull information on either or secondary users with regards to Internet Banking options.

**Master File** – This file contains information as of today (current information) as opposed to as of Monthend. (\*\*Note: Some information for the primary members pertaining to Internet Banking is also in this data base.)

**Member Information** – This file would be used to pull specific information on the member.

**Monthend Master File** – This file contains information as of the last monthend. The monthend file that is on the system is what query will use when this database is selected. The suffix information is as of monthend, however, the member and name information is current. (\*\*Note: Some information for the primary members pertaining to Internet Banking is also in this data base.)

**Name and Address File** – This file contains information found on the name and address window. If searching for non-primary names or needing information in the output for non-primary names, the Name and Address File should be used.

**Payroll Deduction** – This file would be used to pull information on Payrolls.

**Safe Deposit** – This file would be used to pull information on Safe Deposit Boxes.

**Statement File (Current Qtr)** – This file would be used to pull information in the current quarter such as transactions, effective dates and balances etc.

**Statement File (Prior Qtr)** – This file would be used to pull information in the prior quarter such as transactions, effective dates and balances etc.

**Stop Payment File** – This file would be used to pull information on Stop Payments that are on the system.

**Warning File** – This file would be used to pull information on accounts with warning messages.

After selecting a database, the system displays.

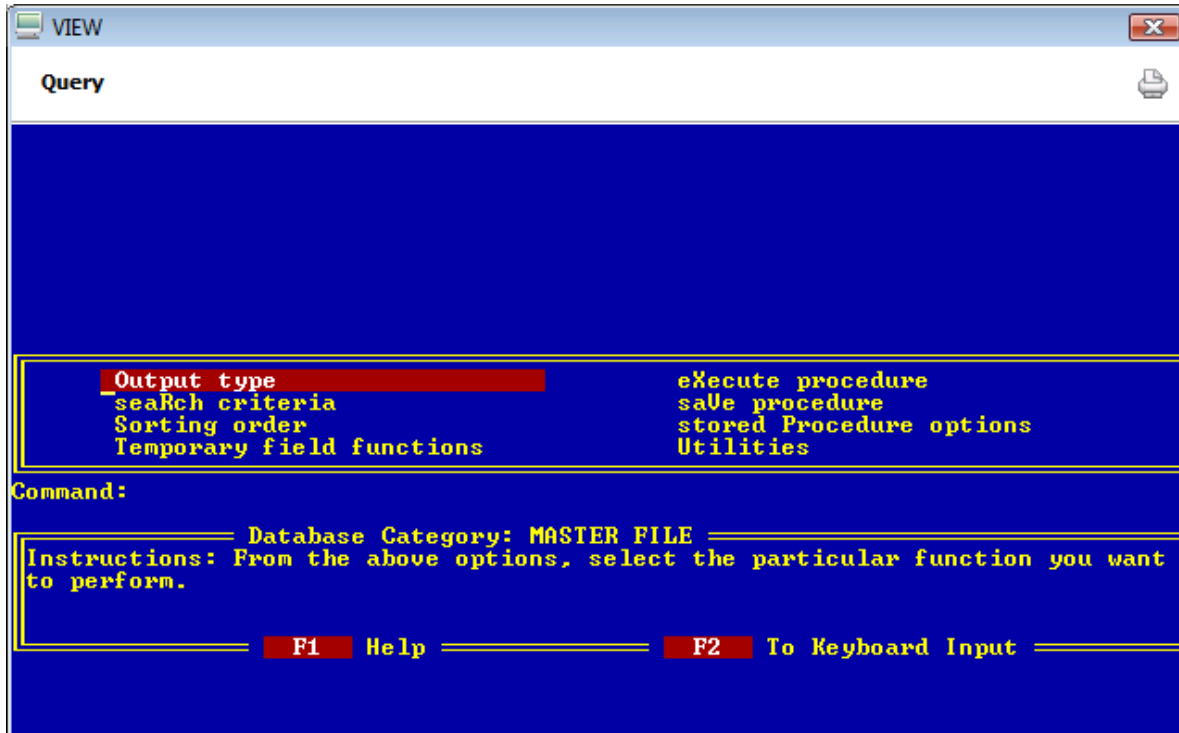


Figure 2

**Output Type** – Is where to select the type of output (Columnar, Report, Graph, Labels or Matrix) and what information will appear in the end result.

**Search Criteria** – Is where to select the information for Query to search on. This selection is usually done first unless a Temporary Field Function is needed.

**Sorting Order** – Is where a field is selected to sort by and how this information is sorted. The selections for sorting order are Ascending and Descending. Sometimes Query will select the most logical field to sort but this can be edited if a different field is desired.

**Temporary Field Functions** – There are six temporary field functions that can be used to pull the information needed.

- **Arithmetic** – Can be used to do some arithmetic to obtain the information. Some examples are for Loan Annual Interest Rates, CD Penalties, Available LOC and Ages, just to name a few.
- **Prompt** – Is used for Query to prompt each time a file is executed to enter Alpha, Numeric or Date information. This would be useful when the same Query is run each week/month/quarter and need to enter different criteria such as a different date or date range to obtain the information.
- **Substring** – Is used to create temporary fields that consist of part of another field. **Examples:** Only using the first initial of a member's first name as opposed to the whole first name or

pulling information based on the month portion only of the Name-Birth-Date field. (See Query Version 3 manual for more information.)

- **Concatenate** – Is used to create temporary fields that consist of two or more different elements. (See Query Version 3 manual for more information.)
- **Initialize** – Is used to set a field to a particular value at the beginning of the procedure.
- **Move** – Is used for more complicated Queries that create temporary fields and move information to these fields, as directed.

**Execute Procedure** – This will execute the Query to display on screen, print to a printer, print to backup or download to a PC. **\*\*Note:** If a Query report is printed from a backup directory, it will print landscape rather than portrait.

**Save Procedure** – Is how to save the Query to use later. Whenever any changes are made (edit), remember to re-save the procedure each time. Save over the name the procedure was originally given by saying “yes” to “Do you want to replace an existing procedure?”.

**Stored Procedure Options** – Is how to pull up a procedure that has been saved. When a procedure is saved, Query gives a prompt to name the procedure. To pull up a stored procedure, use the arrow keys to go through the stored procedure directory and find the name given to the procedure. They are in alphabetical order by lower case and upper case.

**Utilities** – Here are the available options under Utilities.

- **Review** – This allows the procedure (Query definitions) or field information to be displayed or printed.
- **Title** – This allows a title to be given to the procedure. This will be printed at the top of the report in the center.
- **Author** – This allows the author’s name to be included on the report.
- **Edit Procedure** – This allows changes to be made to the procedure. Each time “edit” is used, make sure to save the procedure.
- **Limit Records** – This allows a limit to be placed on the procedure for the number of records processed, selected or in output.
- **Format for Output** – This selection will probably not be needed.
- **Device for Output** – This selection can be used to indicate the default printer selection for this Query. (If a default printer is chosen for a Query, when the Query is Executed, the user will just select “Printer” for the Output Destination and the Query will be printed based on the default chosen earlier.) The same Output Destination selections display here that are displayed when a Query is Executed.
- **Clear Procedure** – This clears out the procedure entirely and allows the opportunity to start over.

The following are selections for output.

**Columnar** – This option creates a report with the information in columns. Select one of the following options:

- **Detail Only** – This is exactly what is says, detail only. No totals or subtotals are given in the output.
- **Detail with Subtotals** – Use this option to see detail in the output and subtotals with a total at the end. Even if subtotals are not desired, this is the only way to see detail with a grand total at the end.
- **Subtotals Only** – This allows one or more columns of information to be subtotaled or a count for each category listed. Detail can be displayed.
- **Grand Totals Only** – This will show a grand total of the field selected. No detail is shown.

**Report (Custom)** – This is a custom report created from scratch or a columnar report can be altered with some changes to it (such as spacing, combining and moving information around).

**Graph** – There are two different graphs that can be done from this selection. One is an **XY Graph** that gives a comparison between two data fields. The other is a **Histogram** which gives a frequency count of a particular data field. These options are not widely used.

**Labels** – This is a way to print labels for certain members. Query allows more selection criteria than the Member Labels job and also allows a choice as to what is printed on the labels.

**Matrix** – This creates a cross tabulation report that uses three fields. It has a columns field, rows field and a summary field. This is rarely used but is available for those who would like to use it.

The most popular types of output are Columnar, Labels and Report.

The four different types of Output Destinations are as follows:

**Display** – This allows a display of the report on the screen. A screen print, however, will only print what shows on the screen. If there is information that can be found by arrowing over to the right, it will not show on a screen print. Separate screen prints will be required.

**Printer/Alternate Printer** – Whatever printer the terminal or PC normally prints to is where the report will be printed when this option is selected with the exception of “Print to Backup” if selected. (See “Select New Printer” below.) Depending on the printer setup at the credit union, this will decide the options for where the report can be printed. See “Select New Printer” to change the printer selection. If the output is more than 6-7 columns, the information may not print on the report. Either download the report to Excel, etc. or use the Report output selection to print all of the output information.

**Select New Printer** – This will change the printer option for the above selection. The selections here are Alternate Printer, Main Printer or Print to Backup. If “Print to Backup” is selected, the Query report will be sent to the Backup folder under the Reports window. The Query will be named Query01, Query02, Query03, etc. with the number sequence starting over after End of Day processing. Query reports printed from the Backup folder will print landscape.

**File** – This allows downloading a query to a PC in an ASCII or Lotus format to be opened up in Microsoft Word, Works, Excel, Access, Word Perfect or copied to a CD or floppy. Knowledge of this software is required. The File selection might also be used to FTP the Query data to a third party to a secure web site. The file might also be encrypted so that the information is not readily visible to hackers on the internet.



## Example 1 - Detail Only

This example is using the Master File to pull a listing of all the members who have share draft balances of \$500 or more.

After selecting Query, select the Master File as the database. Use the arrow keys to move left, right, up and down. Use the enter key to actually make the selection.

The system displays.

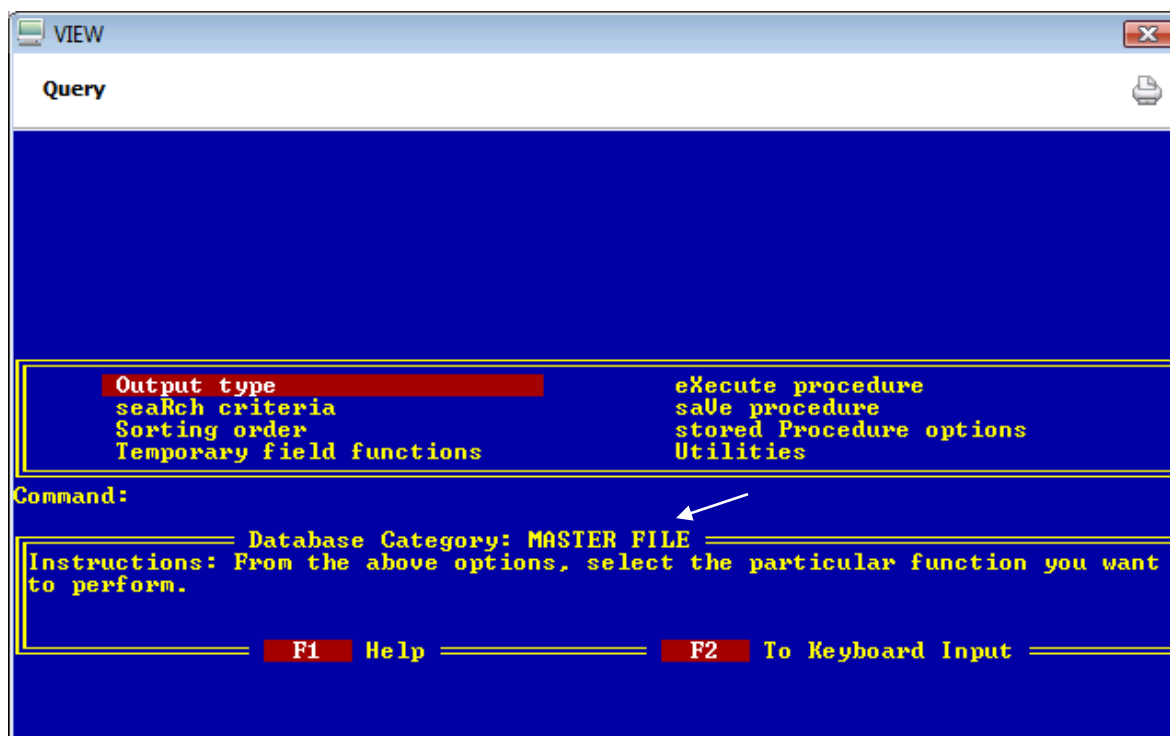


Figure 3

**\*\*Note:** In the second box in the above picture, the database category that was selected earlier displays here. Directions appear here with instructions as to what to do next.

Using the arrow keys, select **Search Criteria**. After this is done, the following screen will display.

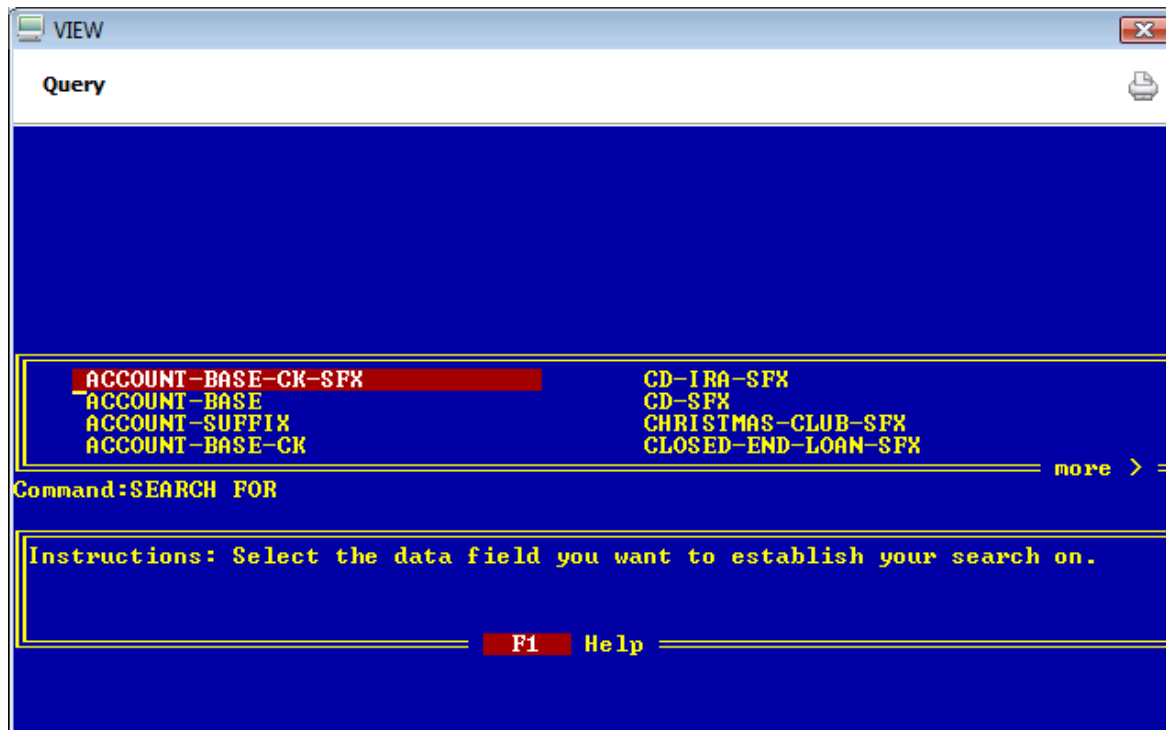


Figure 4

Arrow down to **ACCOUNT-SUFFIX** and use the enter key to make the selection. Once selected, each item will show on the **Command** line in the order selected.

**Hint:** If a wrong selection is made, use the **Esc** key to remove the selection.

The system displays.

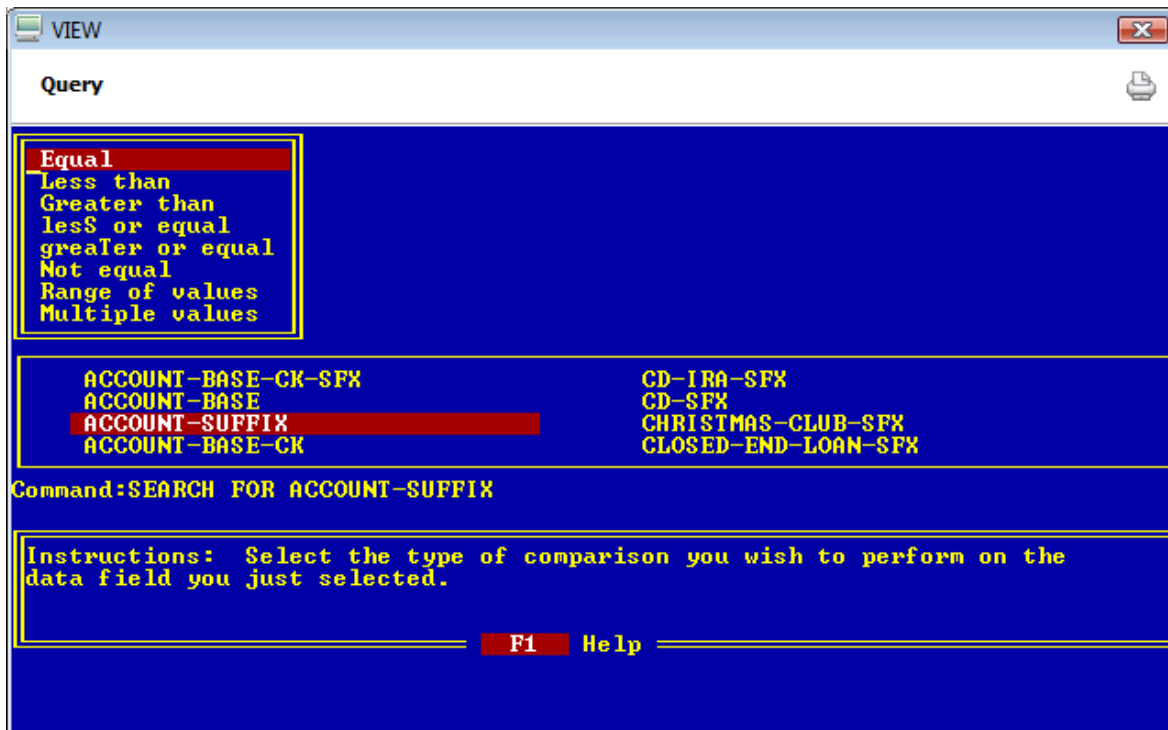


Figure 5

**\*\*Note:** See what is on the Command line. So far, Query has been told to search for Account Suffix. Now tell Query which suffix to search for. In the example, suffix 70 is the only suffix desired, so select **Equal**. Once Equal has been selected, another box will appear and ask for a Constant or Another field. Select **Constant** and enter 70 in the space. The 70 represents suffix 70.

Press ENTER.

The system displays.

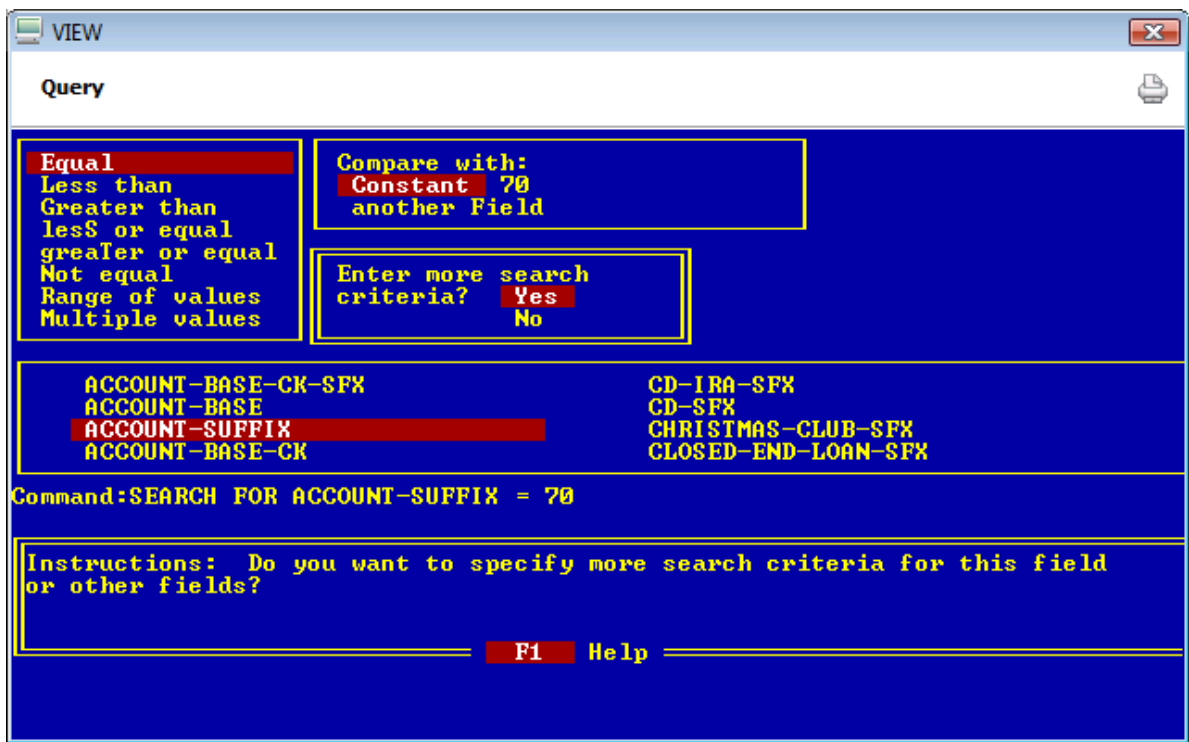


Figure 6

See the addition to the Command line.

Also see the two places that ask if more search criteria needs to be entered. The first place is in the middle of the screen under the compare with box. The second place is in the Instructions box at the bottom of the screen.

In the example, answer “yes” to the question “Enter more search criteria?”.

After yes is selected, Query wants to know if it should Combine with previous criteria using: And or Or. Select “and” for this example. The goal here is to only select the accounts that are suffix 70 and that have balances greater than or equal to \$500.

After selecting “and”, the data dictionary box is ready for the next selection. Using the arrow keys, find **Balance** then use the enter key to make the selection.

After making the selection, the system displays.

**VIEW**

**Query**

☒ **Equal**  
☐ Less than  
☐ Greater than  
☐ less or equal  
☐ greater or equal  
☐ Not equal  
☐ Range of values  
☐ Multiple values

Compare with:  
☐ Constant  
☐ another Field

Enter more search criteria? ☒ Yes ☐ No

Combine with previous criteria using: ☒ And ☐ Or

ACTION-CODE  
☒ **BALANCE**  
 DATE-ACTIVE  
 DIVIDEND-TYPE

FREQUENCY-NO  
 IRS-HOLD-CODE  
 LAST-AMOUNT  
 LAST-METHOD-CODE

Command:SEARCH FOR ACCOUNT-SUFFIX = 70 AND BALANCE

Instructions: Select the type of comparison you wish to perform on the data field you just selected.

**F1 Help**

**Figure 7**

Just like the first time a data selection was made, Query now wants to know more about what balance information is desired. Select "Greater or Equal" as the selection here. Then select Constant and enter 500. (Do not use the \$ sign or the cents.)

Query is again asking "Enter more search criteria?". This time the answer is going to be "no".

Now Query is back to the Selection screen.

The system displays.

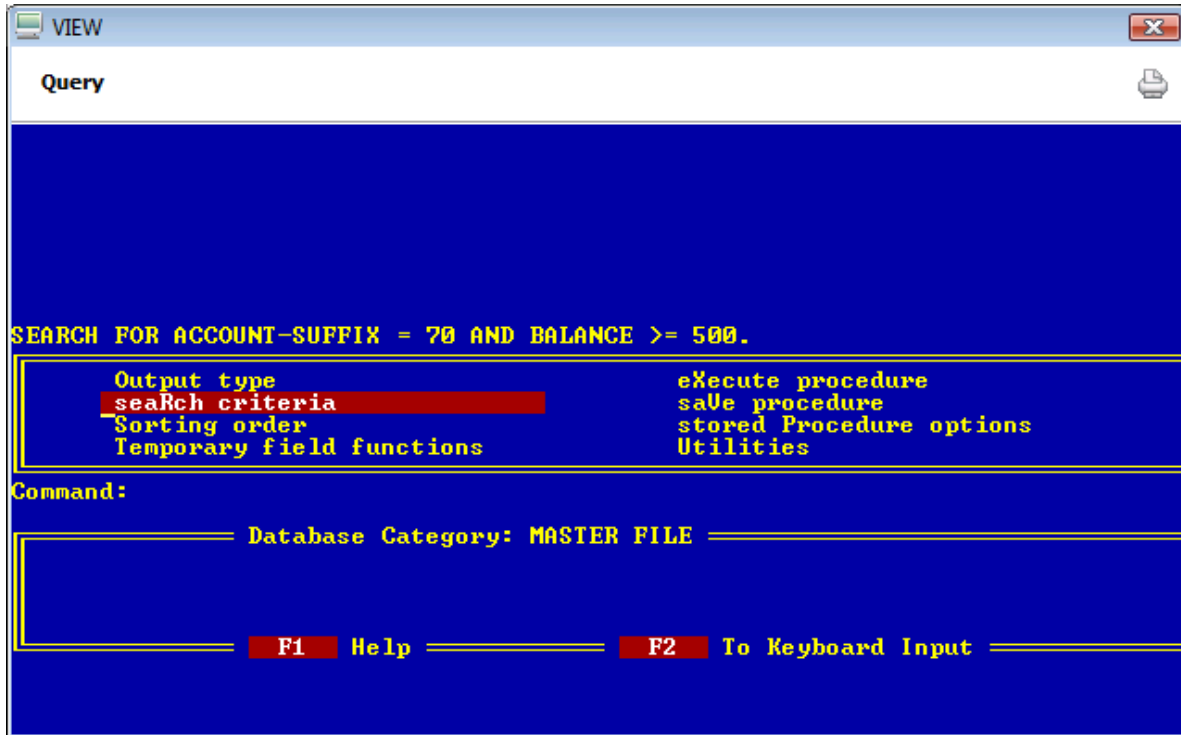


Figure 8

See that the Search Criteria is now above the Selection box and that the Command line is now blank.

It is now time to select the Output Type.

After the Output Type is selected, the system displays.

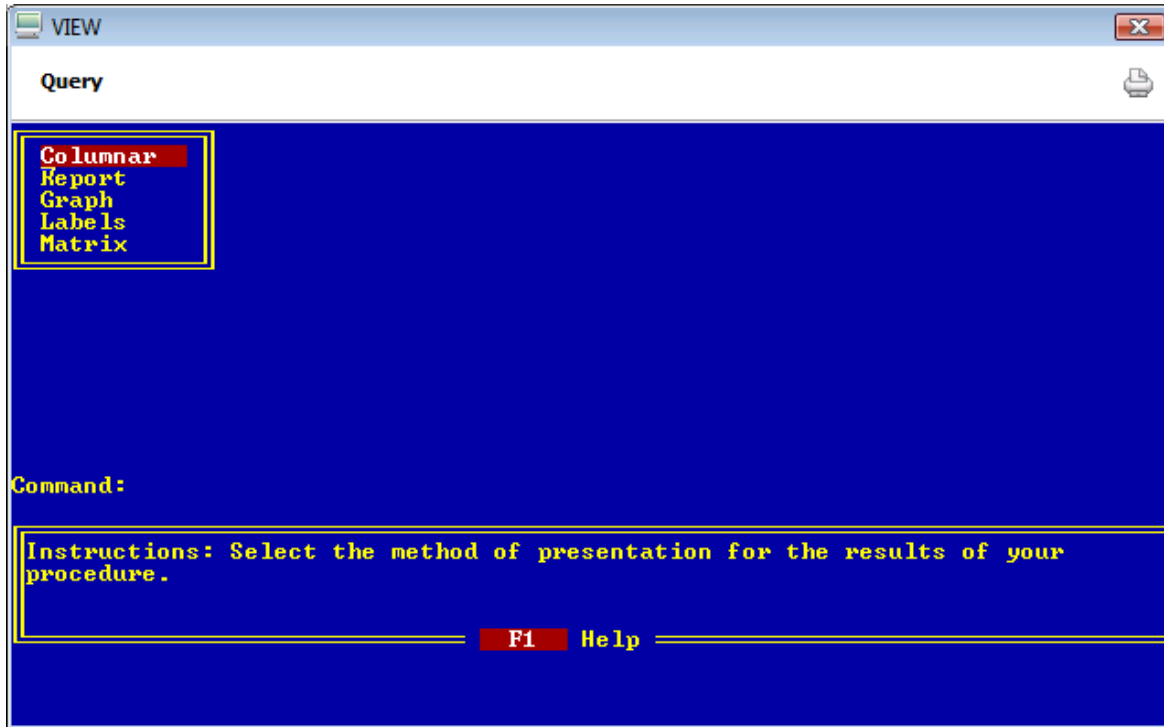


Figure 9

For the example, select **Columnar** as the Output Type. This just means that the different selections that are chosen in the output will be in columns.

After selecting Columnar, the following selections are displayed.

- Detail Only
- Detail with Subtotals
- Subtotals Only
- Grand Totals Only

Each one of these selections will have an impact on the type of output for the Query. The quickest and easiest type is Detail Only. In this example, select Detail Only.

After selecting Detail Only, the system displays.

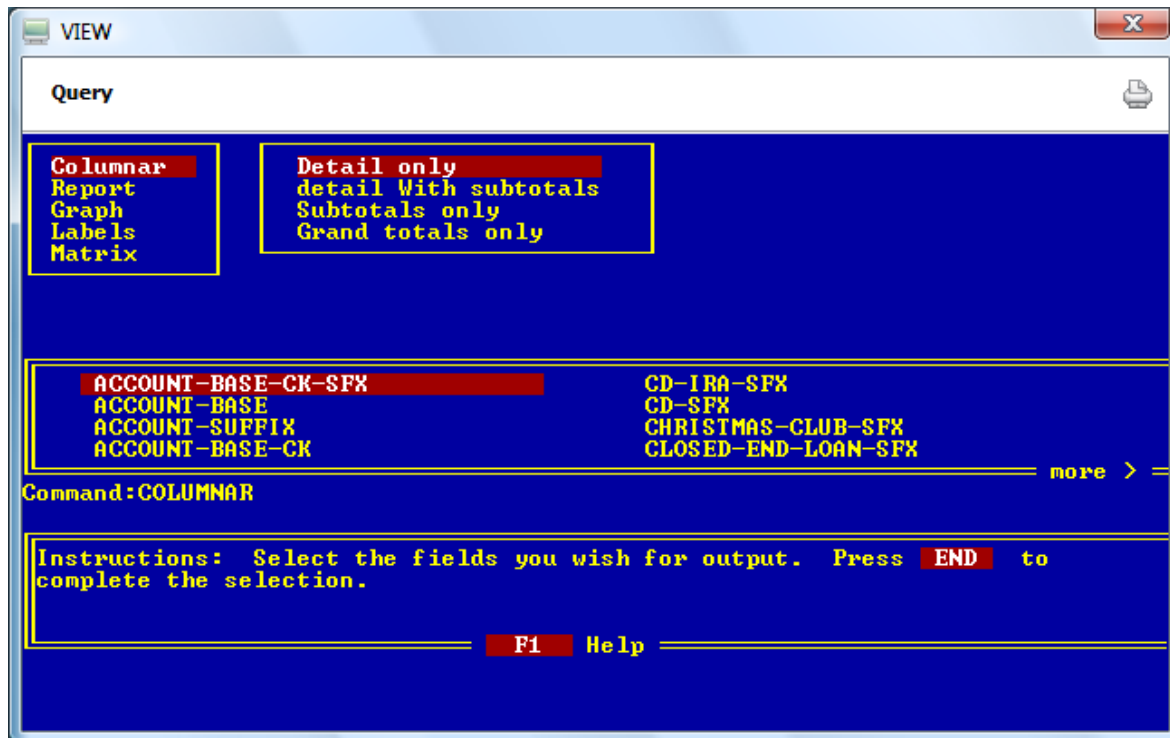


Figure 10

The Instructions box now gives instructions to select the fields that are desired for the output.

In the example, select ACCOUNT-BASE-CK-SFX, BALANCE AND OPEN-DATE as the output. Press END when finished with the output selections. (END = Control E on a PC).



After ending the output selections, the system displays.

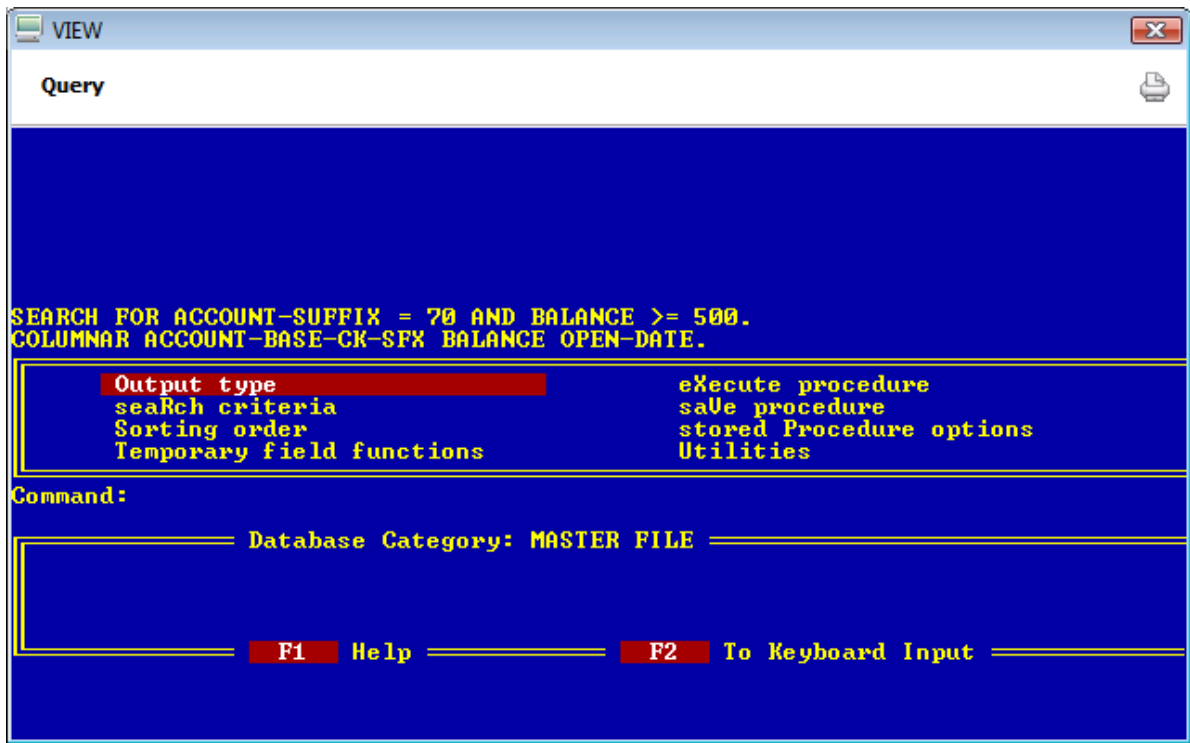


Figure 11

See both the Search Criteria and Columnar Output are now above the Selection box and that the Command line is now blank.

The next step is to **Execute** the procedure.

Use the arrow key to select Execute Procedure. The system displays.

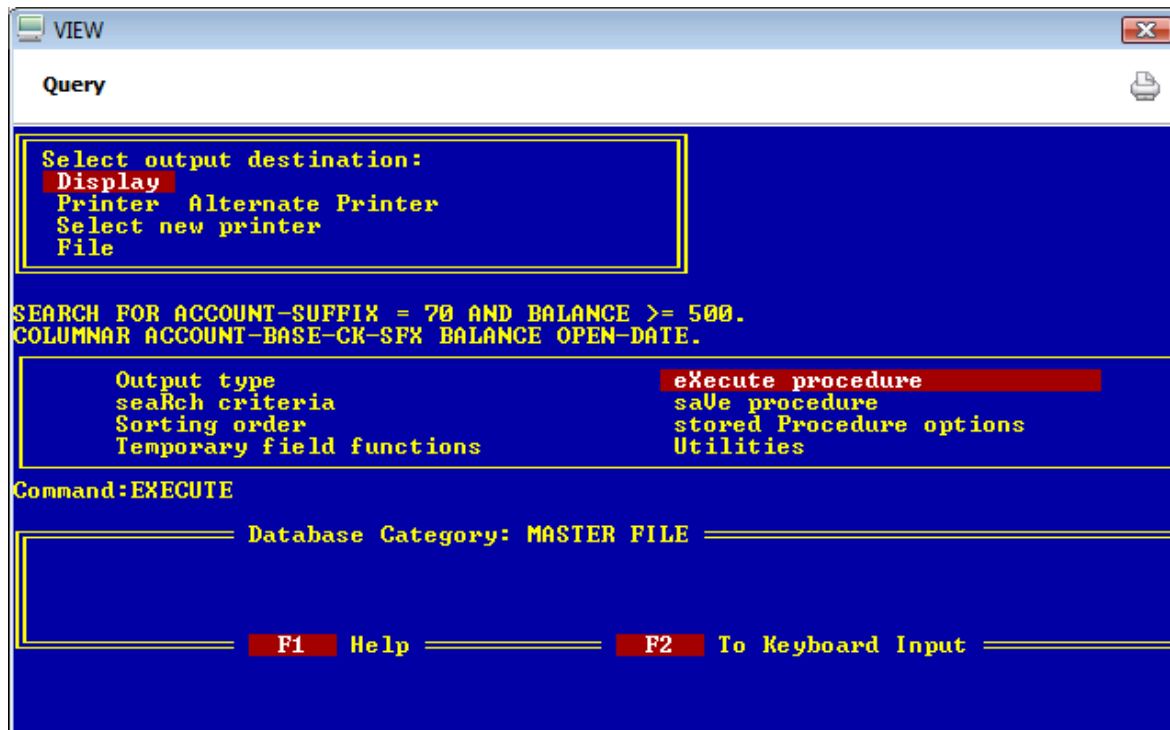


Figure 12

This is where to select the Output Destination. In the example, select **Display**. With this selection, the report will appear on the screen. If the “printer” option had been selected, then the report would begin to print at this time.

The system displays.

ACCOUNT-BASE-CK-SFX	BALANCE	OPEN-DATE
1870	154474.76	07/01/2004
2670	39397.38	07/01/2004
32370	42182.99	07/01/2004
61270	635.66	07/01/2004
191770	5300.00	07/01/2004
222070	1534.00	07/01/2004
610670	8154.00	07/01/2004
612270	10604.21	06/05/2004
613070	1713.00	07/01/2004
614870	1325.00	09/01/2004
615570	3402.56	07/01/2004
616370	527.15	07/01/2004
617170	1788.00	07/01/2004
618970	1303.75	09/01/2004
620570	23245.14	07/01/2004
622170	900.00	09/01/2004
726070	9375.22	07/01/2004
727870	15300.00	09/01/2004
1244370	29289.08	07/01/2004

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 13

ACCOUNT-BASE-CK-SFX	BALANCE	OPEN-DATE
2323470	15771.06	07/01/2004
2588270	1491.05	07/01/2004
4556770	533.50	07/01/2004
4658170	14442.89	09/01/2004
9965570	1000.00	07/01/2004
11152670	9220.63	09/01/2004
11154270	1718.22	07/01/2004
12345570	505.00	07/01/2004
22244870	3150.00	02/20/2004
32786670	3022.55	05/10/2003
35713770	20392.44	07/01/2004
41498770	800.00	07/01/2004
60562670	988.00	07/01/2004
61057670	2260.00	07/01/2004
65814670	1000.00	07/01/2004
66334470	9887.50	06/10/2003
100361570	56188.00	07/01/2004
554422670	18985.00	07/01/2004
55555270	4632.45	07/01/2004

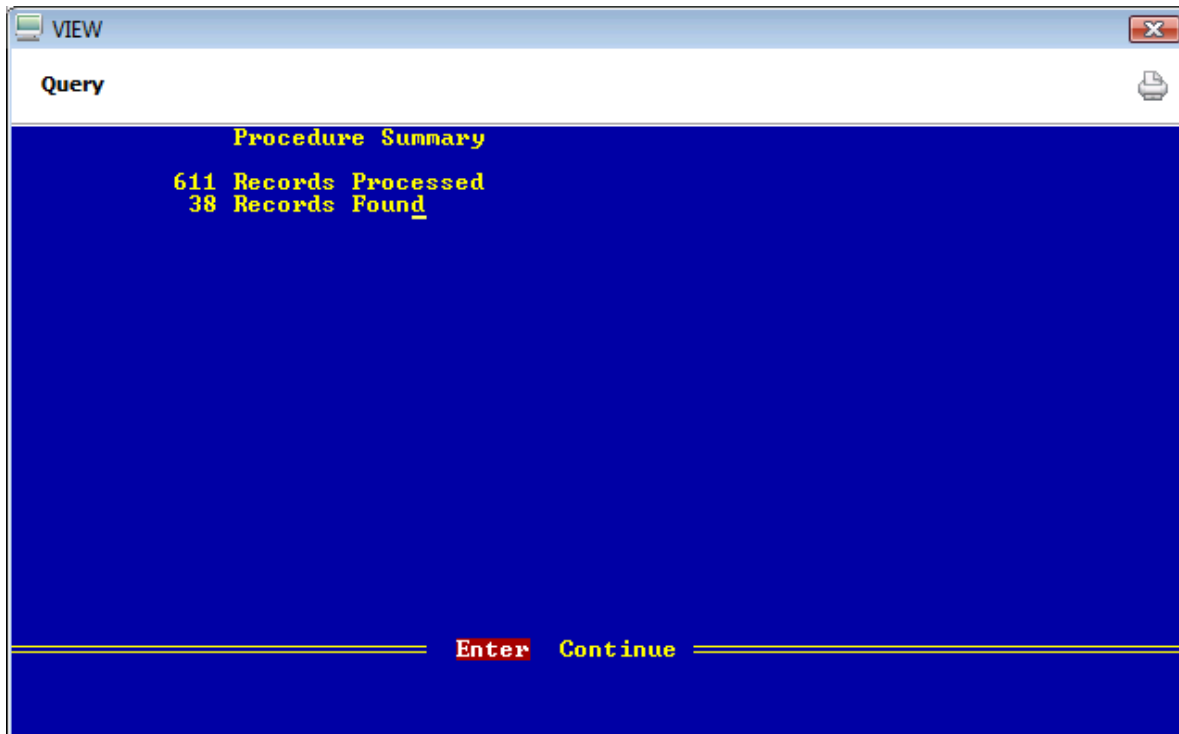
Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 14

**\*\*Note:** At the bottom of the screen it says “Enter”, “Arrows” and “Escape”. Use the Enter key to continue through the report page by page from beginning to end. Use the Arrow up and down keys to browse within a particular page. Use the Escape key to get out of the report.

Press enter one more time while on the last page of the report and Query will show the number of records processed and the number of records found. This is a summary of the procedure.

Example below.



**Figure 15**

Press enter again and Query will go back to the Query Definitions and the Selections screen.

In this example, the save procedure option is not going to be used. Push Esc and then answer “yes” to “Are you sure you want to exit the program?”.

Now either start another Query or push Esc again to get back to the main screen.

## Example 2 - Discretionary Data Field

This example is using the Master File to pull information from Discretionary Data field 10. Based on what is needed in the output, this will determine which Query database to use. **\*\*TIP:** If information on secondary names is needed, the Name and Address File will need to be used.

After selecting Query, select the Master file as the database. Use the arrow keys to move left, right, up and down. Use the enter key to actually make the selection.

The system displays.

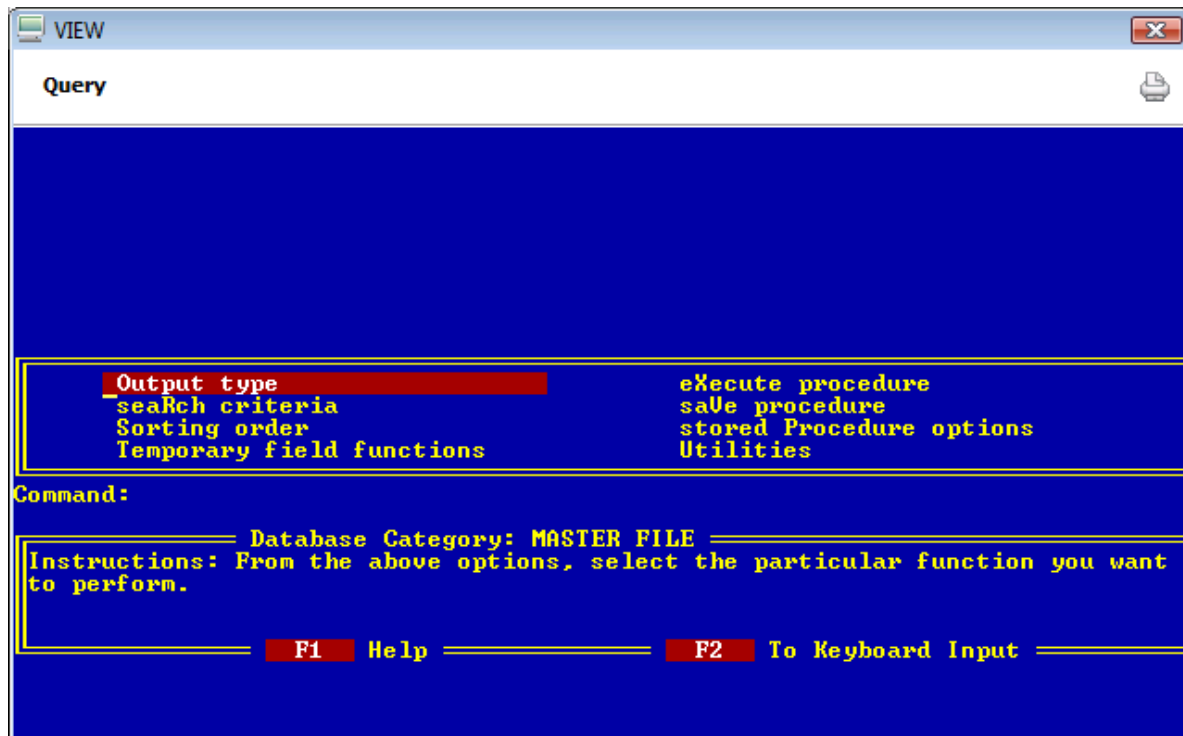


Figure 16

**\*\*Note:** In the second box in the above picture, the database category that was selected earlier displays here. Directions appear here with instructions as to what to do next.

Using the arrow keys, select **Search Criteria**. Once this has been done, the following screen will display.

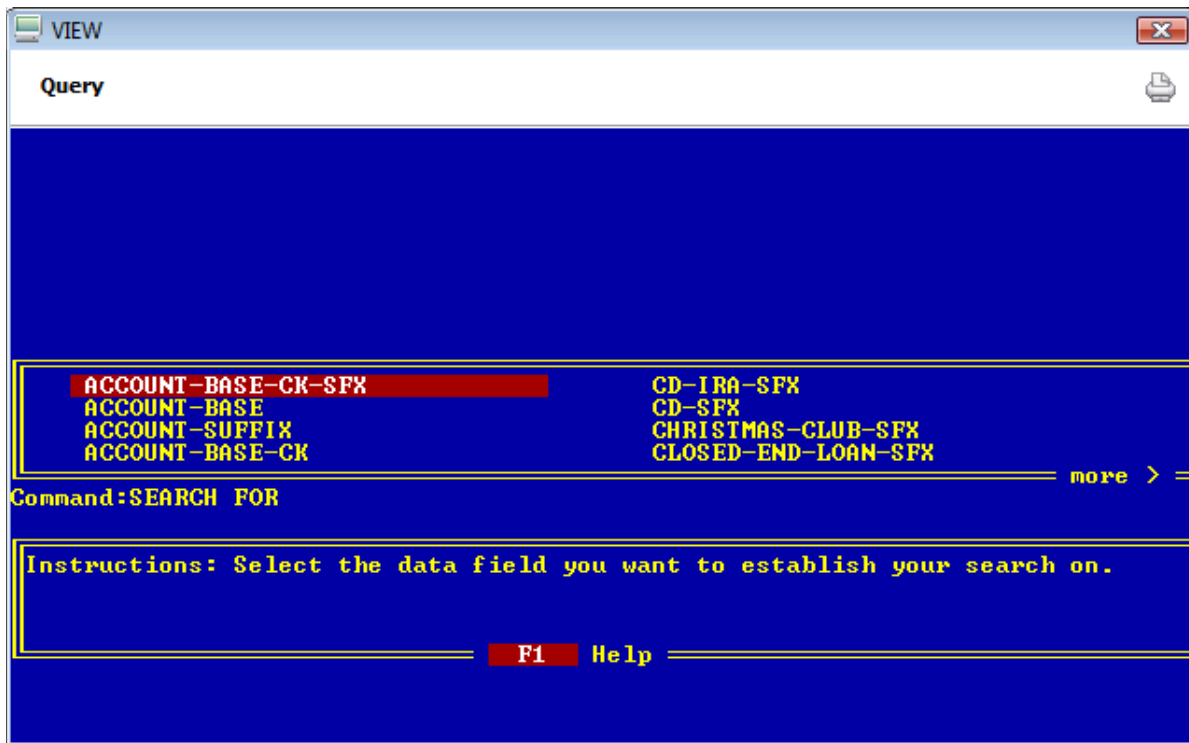


Figure 17

There are two ways to enter the Search Criteria to give Query the fields to search for. The first way is to use the arrow keys to move to the left, right, up and down in the data dictionary box, as shown in Example 1. Once the data field is found, use the enter key to actually make the selection. Once selected, the data field will appear on the **Command** line after Search For. If a wrong selection is made, use the **Esc** key to remove the selection.

The second way to enter the Search Criteria is to type in the data field exactly the way it appears in the data dictionary box. A list of the data dictionary selections for each database is included in this manual. As these selections become more familiar, this will most likely become the method of choice. Example: To search on Security Codes, type in LOAN-SECURITY-CODE. As the selection is typed in, each letter will appear in the middle of the screen on the top line surrounding the data dictionary box. Usually, before the entire name is typed in, the selection will appear on the screen without having to arrow over to that field. Use the enter key to actually make the selection. Once selected, the data field will appear on the **Command** line after "Search For". In the beginning, using the arrow keys will be the best method to use.

In this example, search on MEMBER-DISC-DATA. Certain selections that have more than one field will require an element to be filled in. Since there are ten (10) Discretionary Data Fields, Query is asking whether to search for all elements or a single element. After selecting MEMBER-DISC-DATA, the system displays.

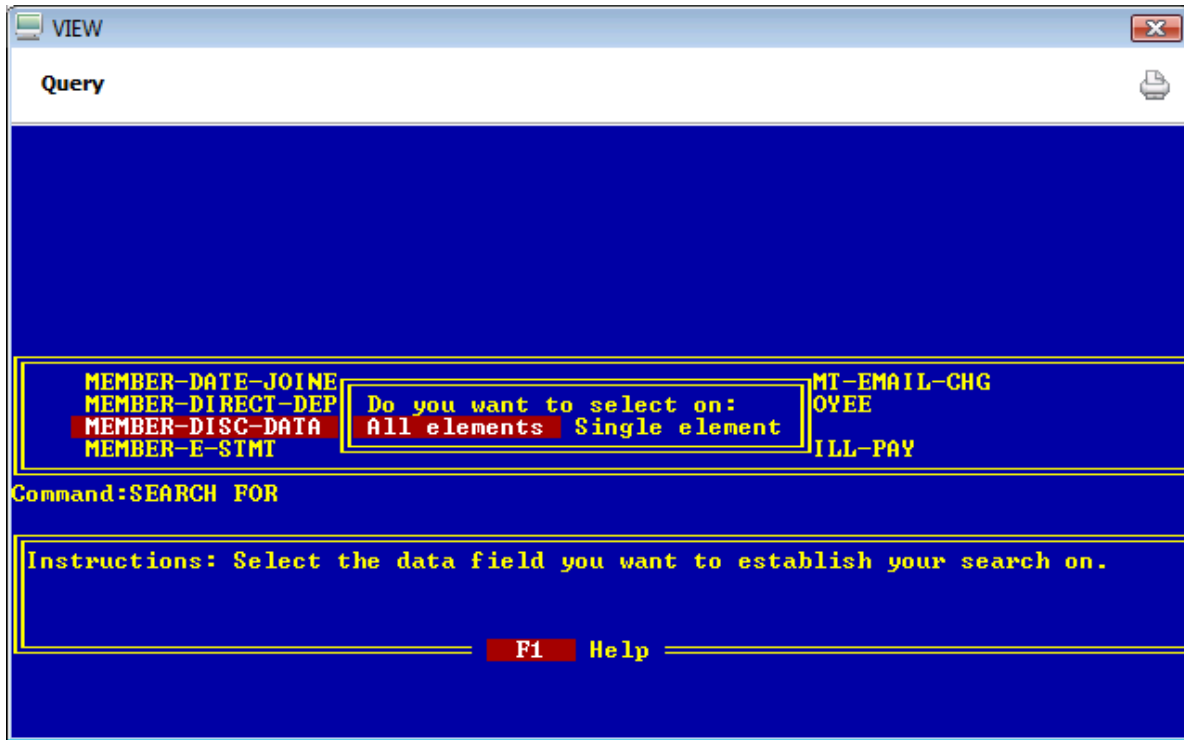


Figure 18

In the example, select Single Element.

Next, Query will want the desired element number. Enter a 10 as the desired element number, since the goal is to pull accounts with XX in Discretionary Data field 10.

After 10 is entered as the desired element number, the system displays.

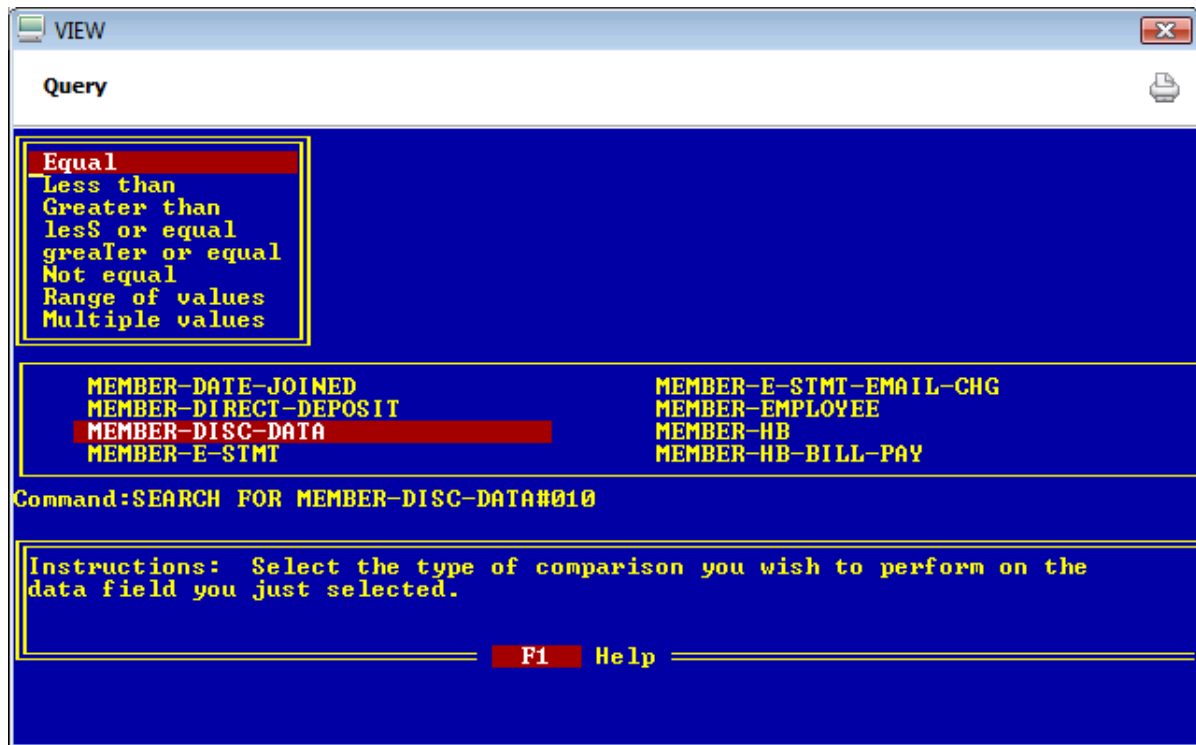


Figure 19

**\*\*Note:** See what is on the Command line. So far, Query has been instructed to search for Discretionary Data Field 10. As more selections are made in Query, the Command Line will become bigger.

Now Query wants to know what to look for in field 10 of the Discretionary Data fields. This selection will depend on what the Credit Union uses this field for and what is entered in that field.

In the example, select Equal. Once Equal has been selected, another box will appear and ask for Begins with, Contains, Matches or Ends with. Choose **Contains**.

After selecting Contains, another box will appear and ask for a Constant or Another field. Select **Constant** and enter XX in the space. The XX represents the XX that employees fill in on the Member Information window in Discretionary Data field 10. Fill in whatever the Credit Union uses in that field when designing a Query.

Press ENTER.



The system displays.

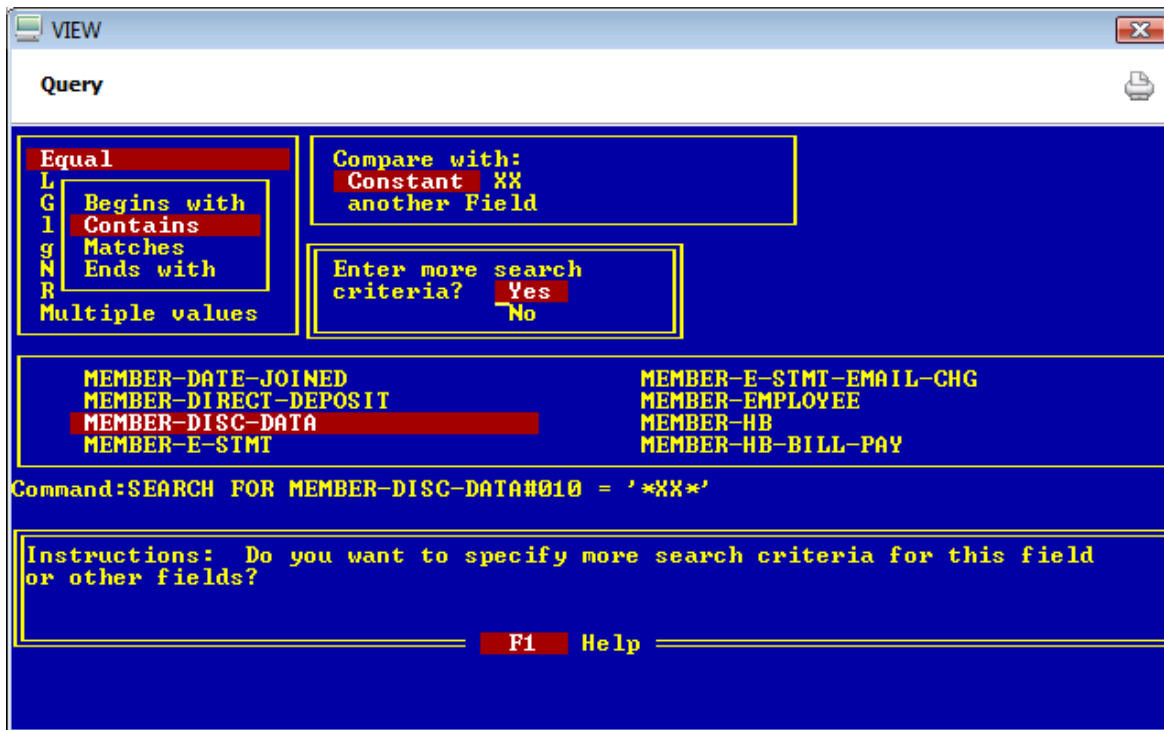


Figure 20

See the addition to the Command line.

Also see the two places that ask if more search criteria is desired. The first place is in the middle of the screen under the compare with box. The second is in the Instructions box at the bottom of the screen.

In the example, select “yes” to the question “Enter more search criteria?”. Next, Query will want a selection for “and” or “or”. Select **“and”** in this example and press enter.

The next field to add to the search is ACCOUNT-SUFFIX equal to constant of 00. This will be added to the search criteria so that only one record for each member found with “XX” in Discretionary Data field 10 will be added to the output.

Now select “no” to the question “Enter more search criteria?”. Query goes back to the Selection screen.

The system displays.

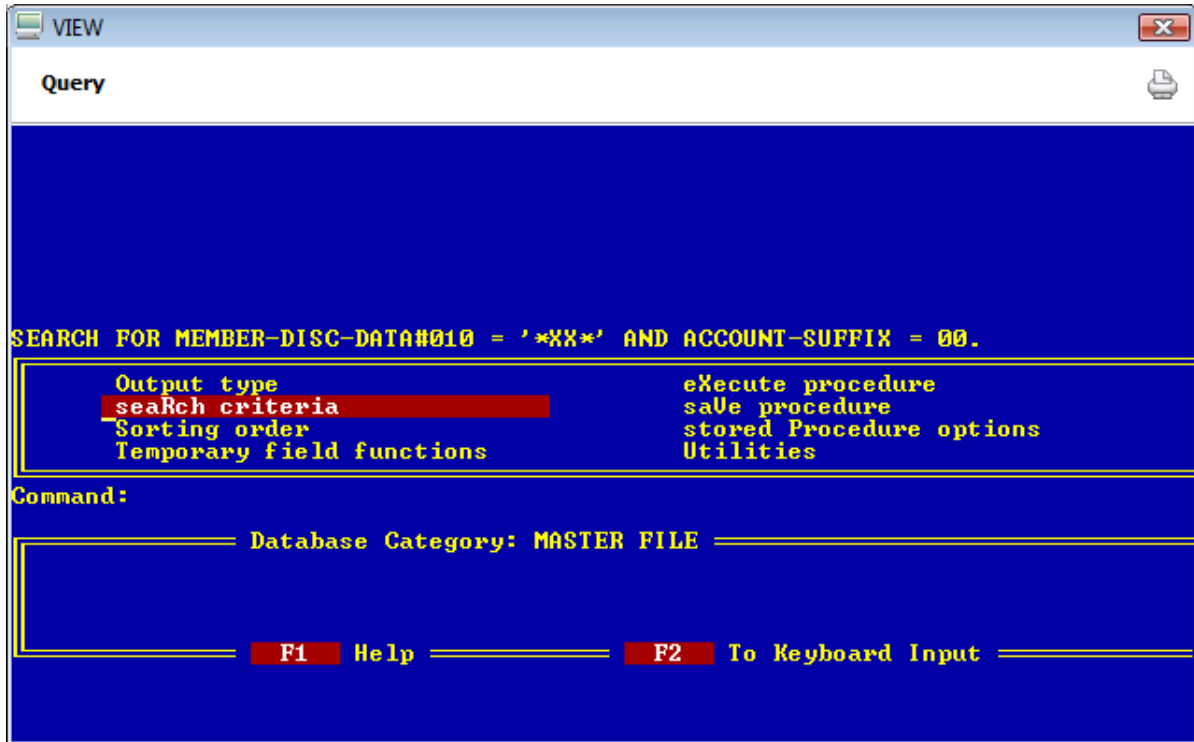


Figure 21

See that the Search Criteria is now above the Selection box and that the Command line is now blank.

It is now time to select the Output Type.

After Output type is selected, the system displays.

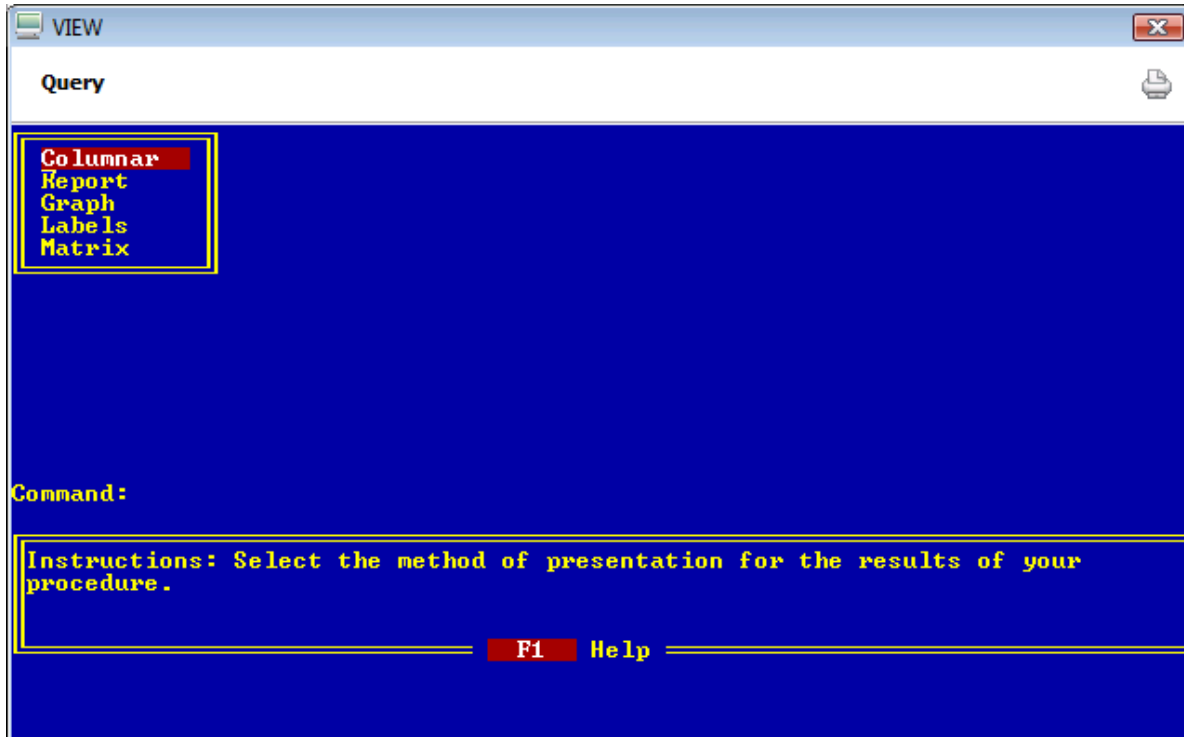


Figure 22

Of the five selections for output type Columnar, Report and Labels are the most useful and popular types.

In the Example, select **Columnar** for the output type. This just means that the different selections chosen in the output will be in columns.

After selecting Columnar, the following selections come up.

- Detail Only
- Detail with Subtotals
- Subtotals Only
- Grand Totals Only

Each one of these selections will have an impact on the type of output for your Query. The quickest and easiest type is Detail Only. Select "**Detail Only**" in the example.

After “Detail Only” has been selected, the system displays.

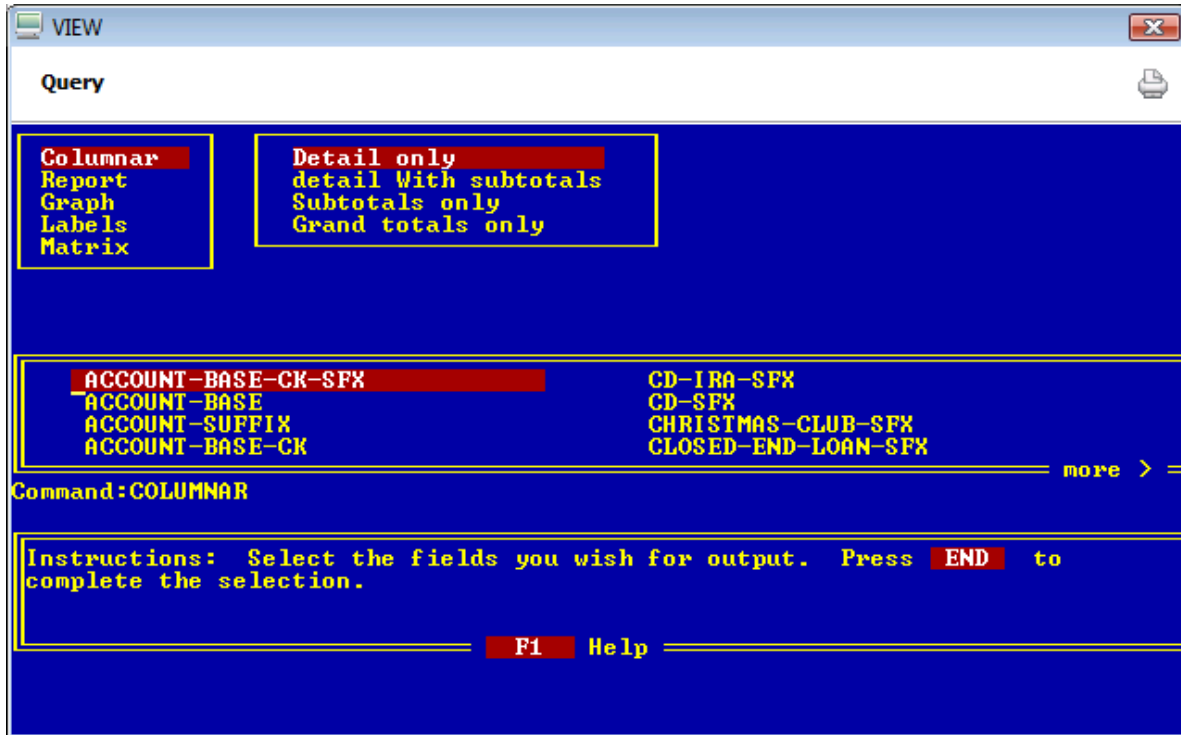


Figure 23

Now Query is giving directions in the Instructions box to select the fields desired for the output. Use either the arrow keys to make the selections or type in the selections, as discussed earlier.

For the example, select ACCOUNT-BASE-CK-SFX, BALANCE, MEMBER-DISC-DATA#010 AND NAME-BIRTH-DATE as the output. Press END when finished with the output selections. (**END = Control E** on a PC keyboard).

When the output selections have been entered, the system displays.

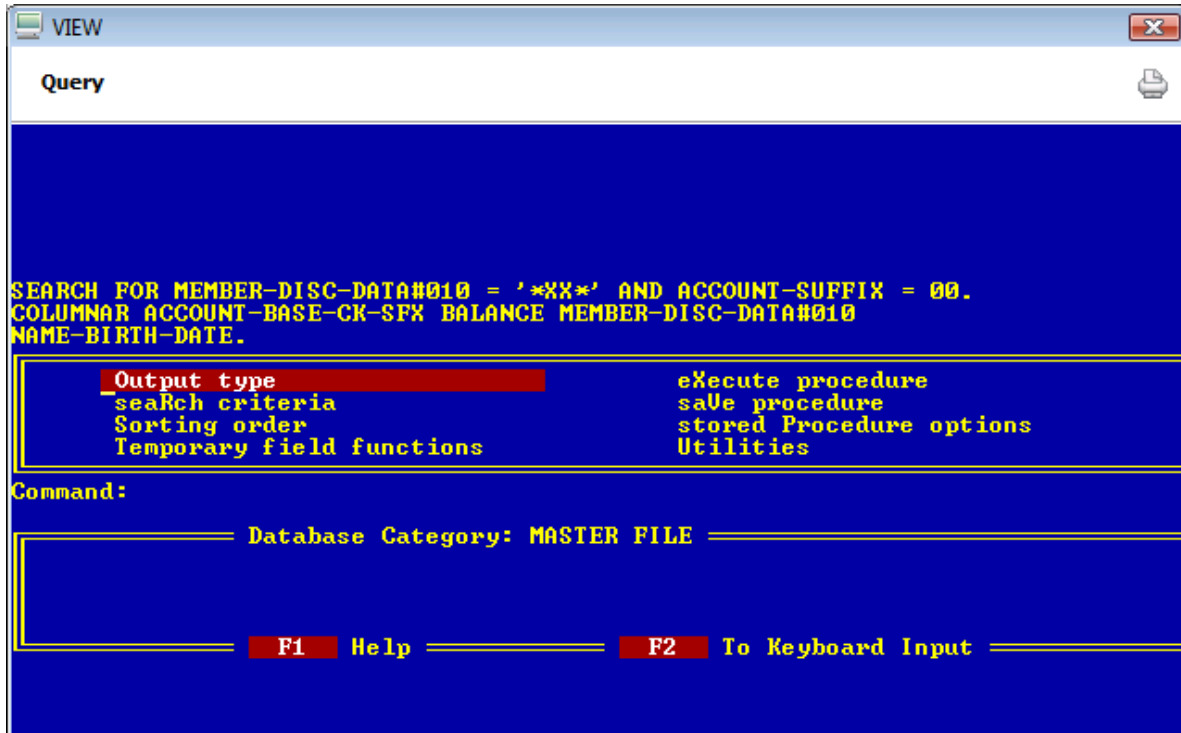


Figure 24

See both the Search Criteria and Columnar output are now above the Selection box and that the Command line is now blank.

Arrow down to the Utilities selection to take a look at options.

Review	Limit Records
Title	Format for Output
Author	Device for Output
Edit Procedure	Clear Procedure

Use **"Review"** to take a look at what has been done so far in the Query.

Use **"Title"** to give a title to the Query which will show at the top of the report.

Use **"Author"** to add the creator's name which will show on the left side of the report.

Use **"Edit Procedure"** if changes need to be made to the report.

Use **"Limit Records"** if a limit to the records processed, selected or output is desired.

These selections will probably not be needed - **"Format for Output"** or **"Device for Output"**.

Use **"Clear Procedure"** (carefully). This will clear the procedure entirely and start over.

Follow the directions to use any of the features in the Utilities section. In the example, use the Title and Author features. After adding these, the system displays.

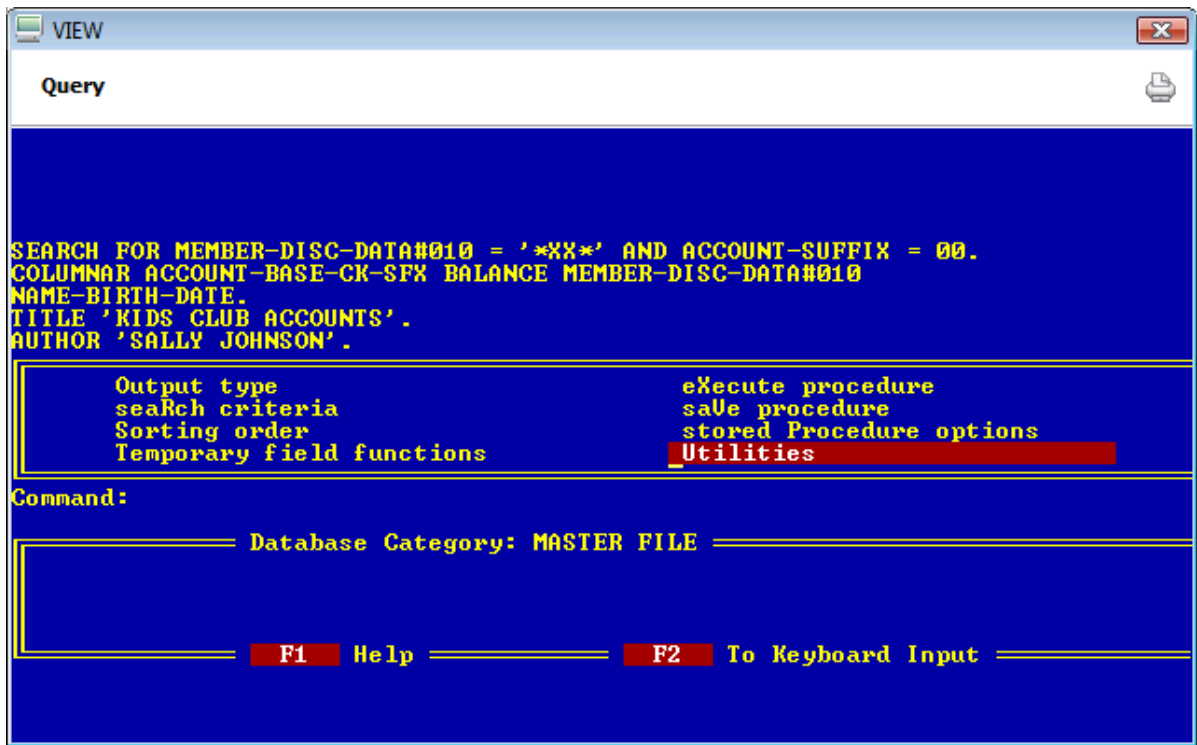


Figure 25

Next save the procedure. This is a good idea if there is a need to pull this information frequently. It saves time with not having to input the information each time the Query procedure needs to be run.

Use the arrow key to move to Save Procedure. After selecting Save Procedure, Query will ask “Do you want to replace an existing procedure? No Yes.” For brand new Querys, answer “no”. For changes to a stored procedure, usually answer “yes” then select the stored procedure to replace.

In the example, say “no”. Next Query will ask to “Enter Descriptive Name of Procedure” \_\_\_\_\_. This is what will be selected when bringing up a stored procedure in Query. Once that is entered, it will ask to “Select the Desired Permissions for this Procedure”. Always use “Public Read/Write” only. Since this is a third party software program and on the system everyone uses the same login (signon), the other options will not work.

The next step is to Execute Procedure. Use the arrow key to make the selection. The system displays.

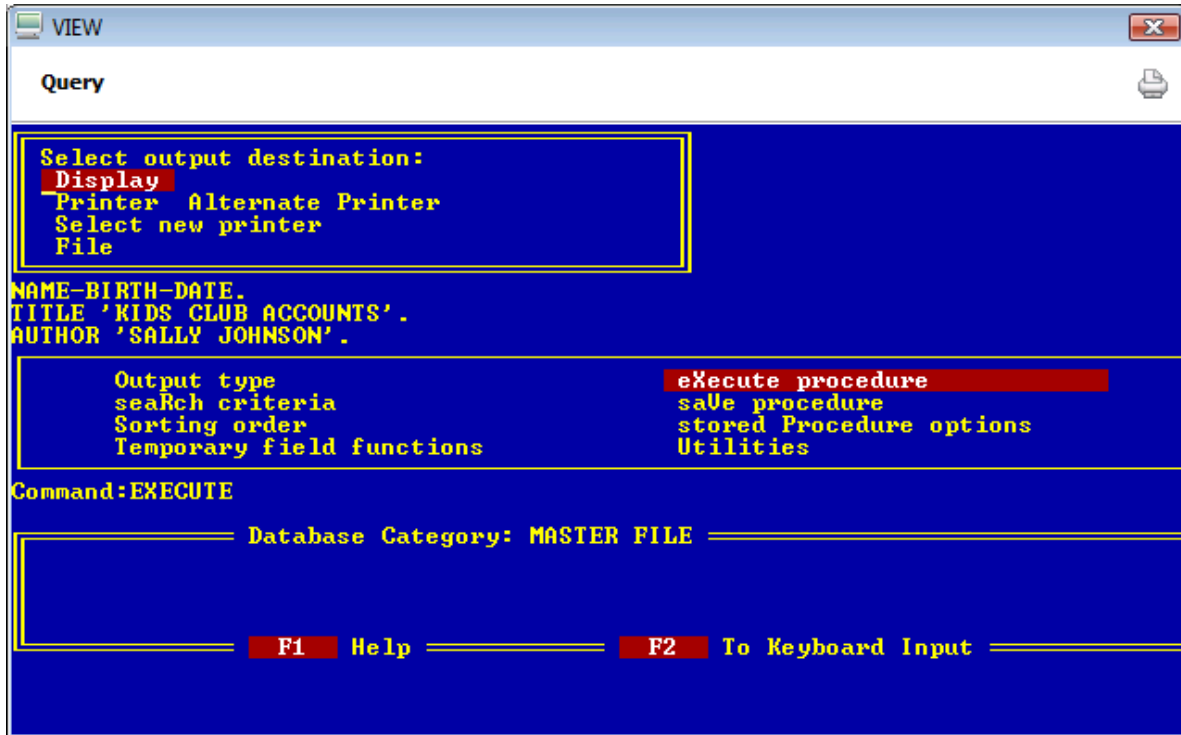


Figure 26

This is where to select the Output Destination. To display the report on the screen, choose **"Display"**. Select **"Printer"** to print to the printer to which the PC normally prints. If an alternate printer(s) is setup and a different printer is needed, select **"Select New Printer"** then choose "Alternate Printer". Choose **"File"** to download the report to a PC. If "File" is selected as the output destination, the file will be located under [\[Main Ribbon > Reports > Downloads\]](#). These directions will be covered later in this manual. If opening the file in Microsoft Word, Works, Excel or Access, etc., knowledge of this software is also required.

In the example, select Display for the output destination. Once this selection has been made, the report will appear on the screen. If one of the printer options had been selected, then the report would begin to print shortly.

This is what the report looks like. If there are more columns than will fit on the screen, use the arrow keys to move the screen to the right to view more pages of the report. Keep in mind that if the selection is made for the report to display, that a screen print will only print what is showing on the screen. If the selection is made for the report to be printed, and if the output is more than 6-7 columns, the additional columns of information may not print on the report. Either download the report to Excel, etc. or use the Report output selection to print all of the output information.

Query			
05/15/2007	KIDS CLUB ACCOUNTS		PAGE
SALLY JOHNSON			
ACCOUNT-BASE-CK-SFX	BALANCE	MEMBER-DISC-DATA#010	NAME-BIRTH-DATE
145300	650.00	XX	11/06/1988
611400	9661.63	XX	07/23/1997
618900	4951.38	XX	11/05/2002
6119200	397.50	XX	11/14/2002
58411000	1000.00	XX	11/06/1987
44455700	75.00	XX	01/10/2000

==== Enter Continue ==== Arrows Browse ==== ESCAPE Interrupt =====

Figure 27

The Detail Only type of output will always give the date that the report was run on the left side. The right side of the report will give the page number. Also, note the **"Title"** at the top and the **"Author"** on the left side under the date. These were features used under the Utilities options.

To get out, use the esc (escape) key. By pushing this once, it will go back to the Query definitions and the selection screen. If esc is pushed again, a message will appear stating "You have not saved the current procedure. Are you sure you want to exit the program?". Even if the procedure has been saved once, if changes have been made, the procedure needs to be saved again. If the Query procedure does not need to be saved, just say "yes" to exit the program.

In the example, save the procedure if asked because this query is not finished.



To practice using the “Edit” procedure, add the “count” feature to the output. There are two ways to “Edit” a Query. One way is to use the Utilities option. This can be used while still in the Query procedure that is currently being worked on. In other words, before exiting the Query procedure\*\*\*. The second way is to go into the Stored Procedure Options. Upon selecting the particular stored procedure that needs to be “Edited”, it will ask for a selection to be made of Execute, Edit or Delete a stored procedure. Select “Edit Stored Procedure”\*\*\*. \*\*\*From this point on, the procedures to “Edit” are the same regardless of which method is used to get into the “Edit” mode.

When using the “Edit” feature, type in the new information or use the delete key (or spacebar) to remove what is not desired. Use the Utilities feature and select “Edit Procedure”.

This is what the screen will display when first entering the “Edit” procedure.

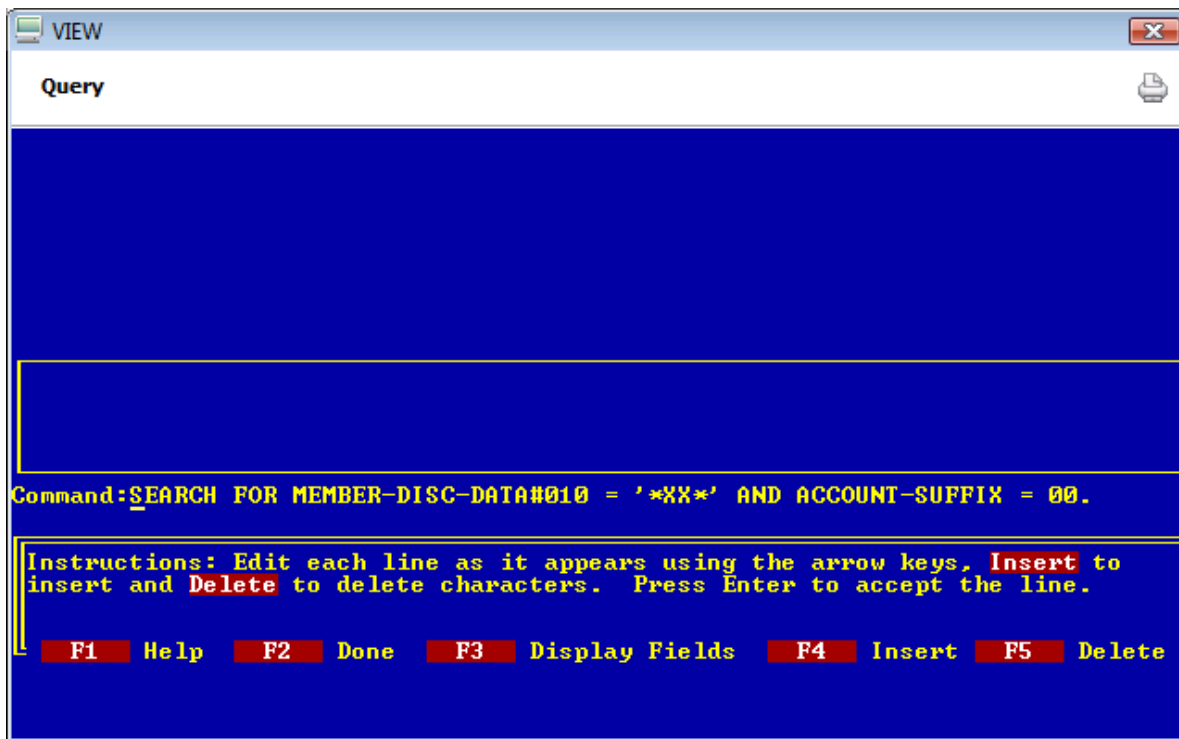


Figure 28

The Edit procedure is going to go line by line through the Query definitions and give the opportunity to make changes. In the example, the Search Criteria is OK so just press enter to accept the line.

After pressing enter, the system displays.

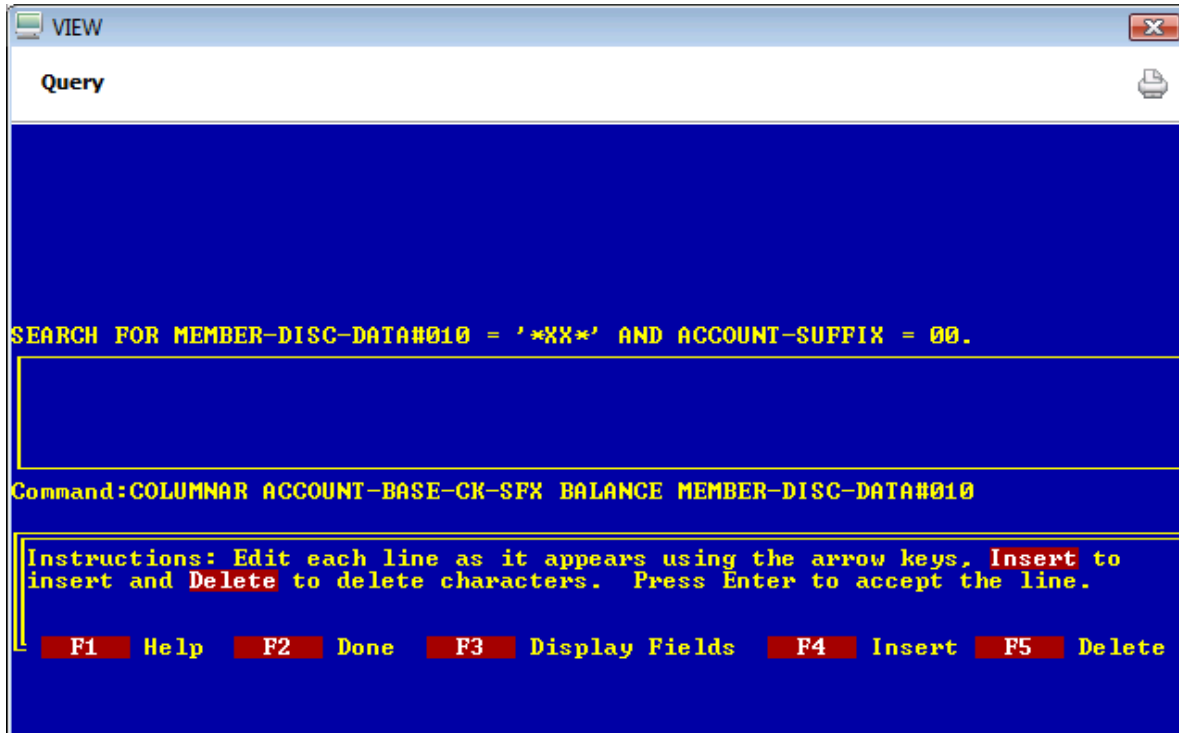


Figure 29

See that the Search Criteria line went up to the top and now the Columnar selections are ready to Edit. **IMPORTANT:** A period is used to indicate the end of a section. At the end of the Search Criteria, after the 00 there is a period. That indicates the end of the Search Criteria.

Now look at the Columnar line. There is no period after the #010. That means that there is at least another line of output. The goal here is to get to the end of the output and insert "COUNT". Push the enter key again.

The last part of the output which now shows on the second line is NAME-BIRTH-DATE. Use the arrow key and move over to the period after DATE. Use the space-bar to remove the period and type in COUNT (use upper case letters). Make sure to put the period after count so that it indicates an end to the output. Enter through the remaining lines so that everything is on the top and nothing in on the Command line.

**\*\*TIP:** When editing a Query and inserting a data field(s), remove the period at the end of the line. If there is not enough room on the line, press enter (to get to the next line) then press the F4 (insert) key. This will insert a blank line so that the data fields, etc. can be manually typed in. Press F2 (done) when finished with editing.

The system displays.

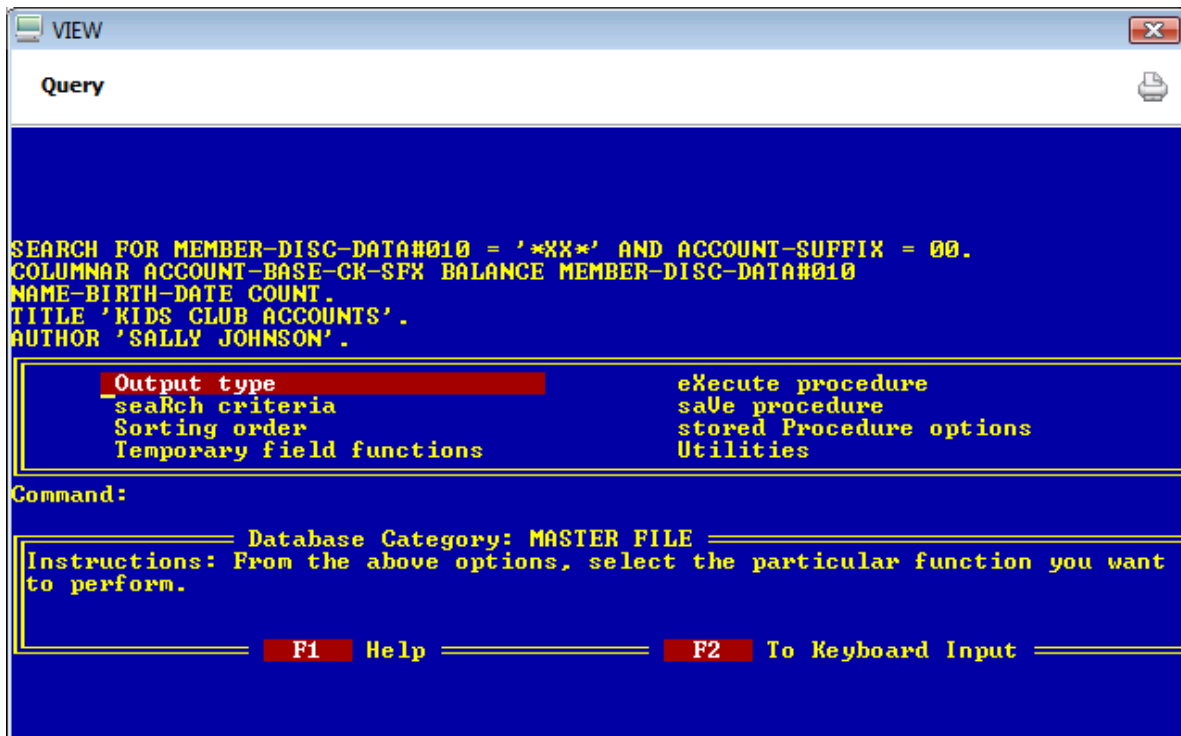


Figure 30

Compare this to the Query definitions on page 29.

Next save the procedure since changes have been made since the last time the procedure was saved. This time select “yes” to “Do you want to replace an existing procedure?” and select the name originally given to the Query.

Now Execute the procedure, select display and see what the Query report looks like now.

**VIEW**

**Query**

05/15/2007 KIDS CLUB ACCOUNTS PAGE

SALLY JOHNSON

ACCOUNT-BASE-CK-SFX	BALANCE	MEMBER-DISC-DATA#010	NAME-BIRTH-DATE
145300	650.00	XX	11/06/1988
611400	9661.63	XX	07/23/1997
618900	4951.38	XX	11/05/2002
6119200	397.50	XX	11/14/2002
58411000	1000.00	XX	11/06/1987
444555700	75.00	XX	01/10/2000

6

==== **Enter** Continue ==== **Arrows** Browse ==== **ESCAPE** Interrupt =====

**Figure 31**

See the 6 at the bottom left side. This is the count of the number of accounts in the output. This was just added to the Query using the Edit feature.

Compare this report to the report on page 31.

### Example 3 - Detail with Subtotals

This example is using the Master File to pull the accounts with balances greater than \$100 for the Club Account Types 2 and 3. This information will be as of today so use the Master File, as opposed to the Monthend Master File, from which to pull the information.

First select Query and press any key to continue. Select **Master File** as the database then select **Search Criteria**. After this has been done, the following screen will display.

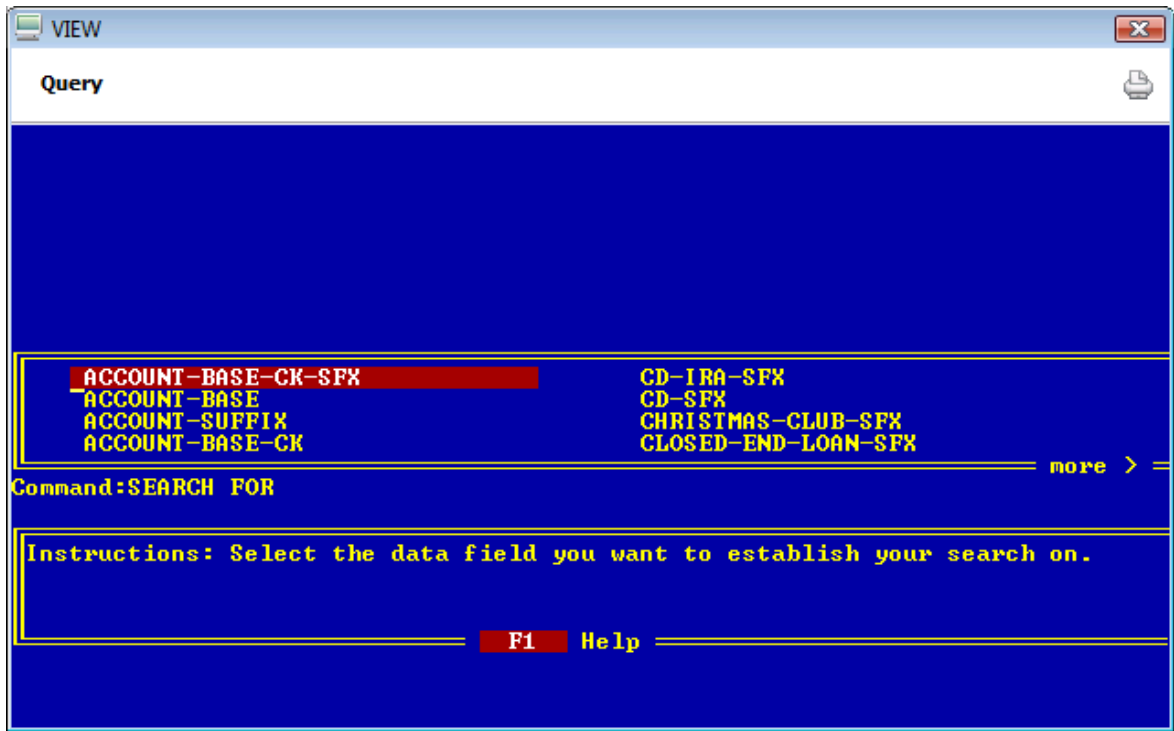


Figure 32

Earlier in Example 1, the two ways in which to select the Search Criteria were covered. The first way is to use the arrow keys to move left, right, up and down in the data dictionary box. The second way is to type in the data field exactly the way it appears in the data dictionary box. Use the method that is easiest.

In the example, search for Share Club Account Types 2 and 3 and balances greater than \$100.00. Find SHARE-CLUB-ACCT-TYPE in the data dictionary box. After the selection is made, the system displays.

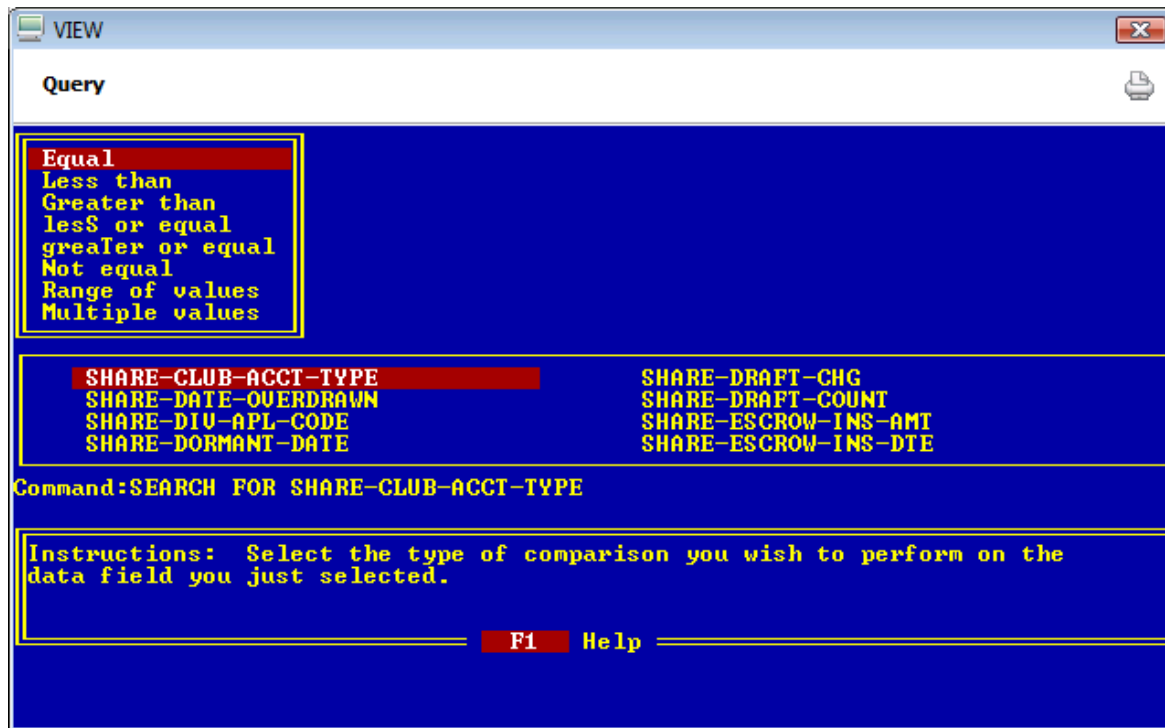


Figure 33

Now Query wants to know what Share Club Account Types to look for. Since there is a range of types to search for, select **Range of Values**. Use whichever selection that fits with each Query that is run.

Once Range of Values is selected, another box will appear to the right of the first box. It will say Compare with - Constant or another field. In this case, Query will automatically select **Constant** and now enter 2 for the first type. (Query knows that with a Range of Values, there is a first value and a last value.) Use the enter key and then it will ask for the next number in the range. Now enter the 3 and use the enter key again. Notice the Command Line and what has been selected so far in the search.

Query now asks if there is more Search Criteria to be entered. Since there is more to enter, select "Yes". Next Query is asking to choose from Combine with Previous Criteria using - And or Or. **Important:** Only one or the other of these two selections may be used in the same Query. Once "And" is selected, all remaining selections must also be "And". The same is true for "Or". In the example, select "And".

Now select **Balance** in the data dictionary box. **Hint:** Just press B key and the Balance selection will be displayed to select.

After Balance is selected, the system displays.

**VIEW**

Query

<b>Equal</b> Less than Greater than less or equal greater or equal Not equal Range of values Multiple values	Compare with: Constant 3 another Field
	Enter more search criteria? <b>Yes</b> No
	Combine with previous criteria using: <b>And</b> Or

ACTION-CODE <b>BALANCE</b> DATE-ACTIVE DIVIDEND-TYPE	FREQUENCY-NO IRS-HOLD-CODE LAST-AMOUNT LAST-METHOD-CODE
---	--

Command:SEARCH FOR SHARE-CLUB-ACCT-TYPE = 2 TO 3 AND BALANCE

Instructions: Select the type of comparison you wish to perform on the data field you just selected.

**F1 Help**

Figure 34

Next Query wants to know what balances to search for. The cursor should be in the box in the upper left hand corner of the screen. Use the down arrow key to make the selection of **Greater Than**.  
**\*\*\*\*Note:** If a wrong selection is made, use the **Esc** key to undo the selection. Another important thing to note is that if **Esc** is used to undo a selection on the Output line, the entire line might be removed not just the last selection. If this happens, the output would need to be re-selected.

After selecting Greater Than, the cursor is now in the Compare With box. Select Constant and enter 100. (Do not type in the dollar sign or the decimal and cents.)

The cursor is now in the Enter More Search Criteria Box. The Search Criteria has all been entered so answer "No" to Enter More Search Criteria.

After “No” is entered, the system displays.

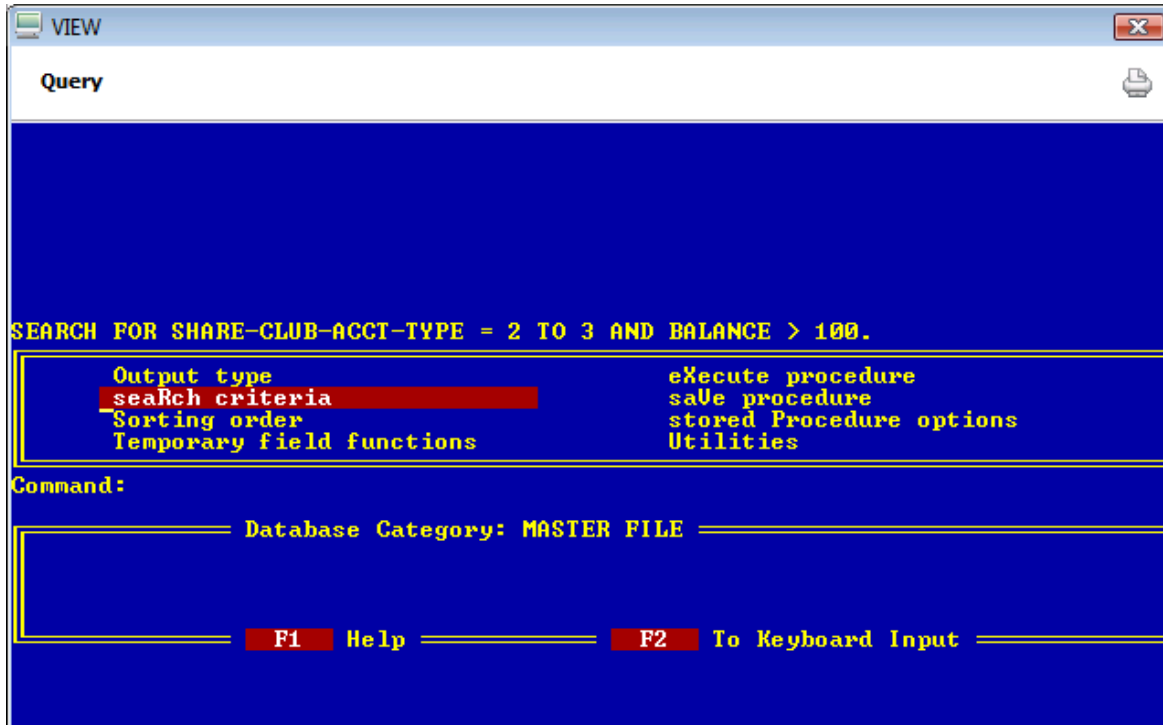


Figure 35

Notice that the Command Line is now blank and the Search Criteria is above the selection box.

Now use the arrow key to select **Output Type**. After selecting Output Type, the Instructions box will prompt to – Select the method of presentation for the results of your procedure. Select Columnar as the output.

Next it will ask to – Select the type of columnar report to create. Select **Detail with Subtotals** in this example. Detail is desired, however, this will show a subtotal for type 2, a subtotal for type 3 and a grand total at the end. **\*\*\*\*Note:** Since there is not an option for Detail and a Grand Total, this is the closest option that is available. Even if subtotals are not needed, this is the only way to get Detail and a Grand Total on the same Query.



Arrow down to Detail with Subtotals and enter. The system displays.

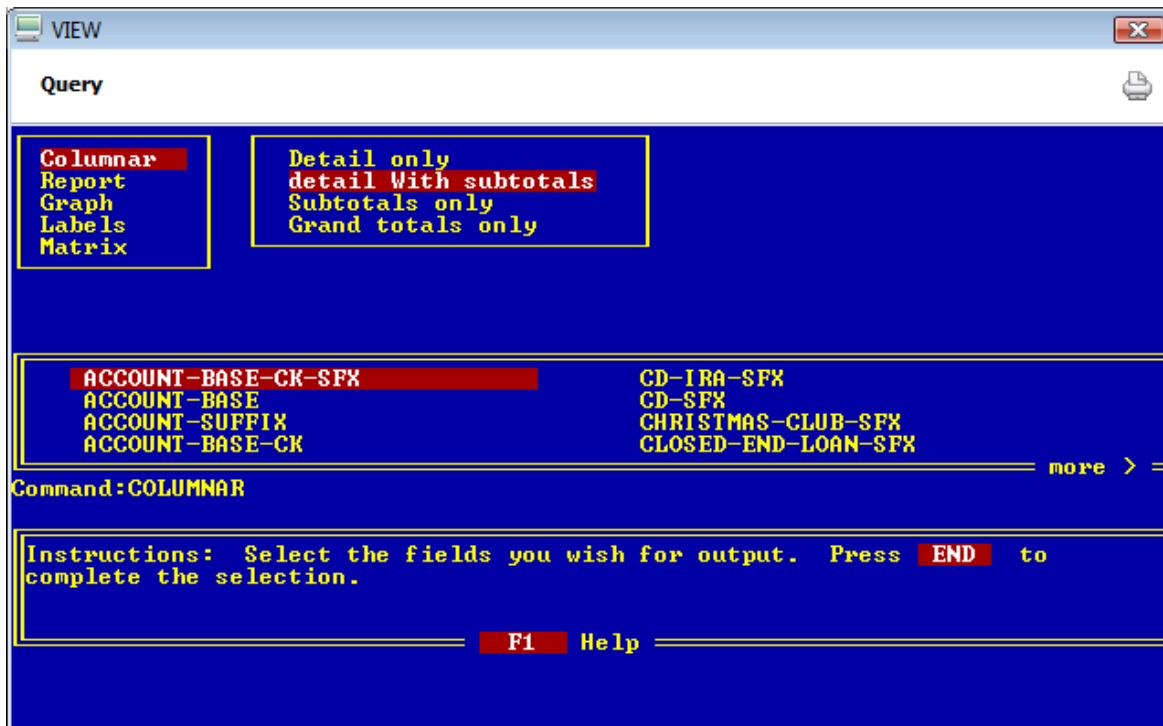


Figure 36

Next make the selections for the output. In the example, select ACCOUNT-BASE-CK-SFX, BALANCE, NAME-BIRTH-DATE and SHARE-CLUB- ACCT-TYPE.

After the selections have been made, do Control E to end.

The system displays.

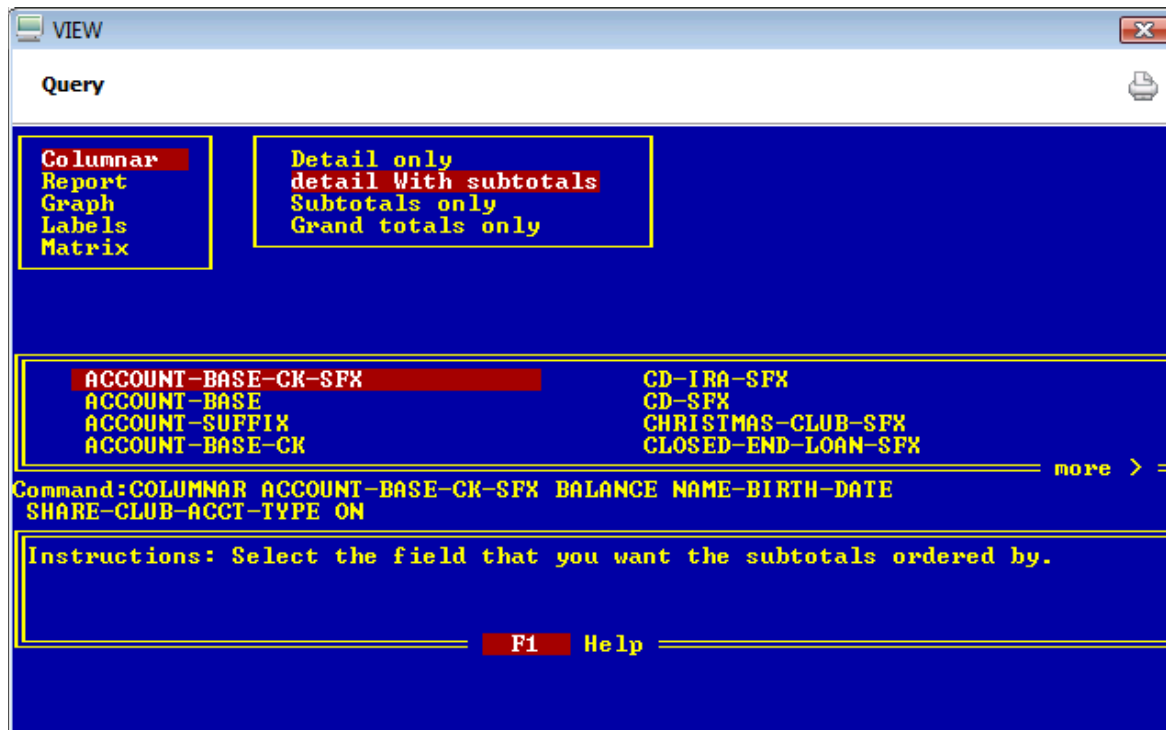


Figure 37

Since Detail with Subtotals was chosen, Query needs to know what to order the subtotals by. In other words, what fields to subtotal. In the example, subtotal on the Share Club Account Types.

**\*\*Note:** See on the Command Line the word “on” at the end. Since Detail with Subtotals was selected, Query knew it had to ask what to subtotal on.

Using the Data Dictionary, select SHARE-CLUB-ACCT-TYPES.

After the selection of what field(s) to be subtotaled, the system displays.

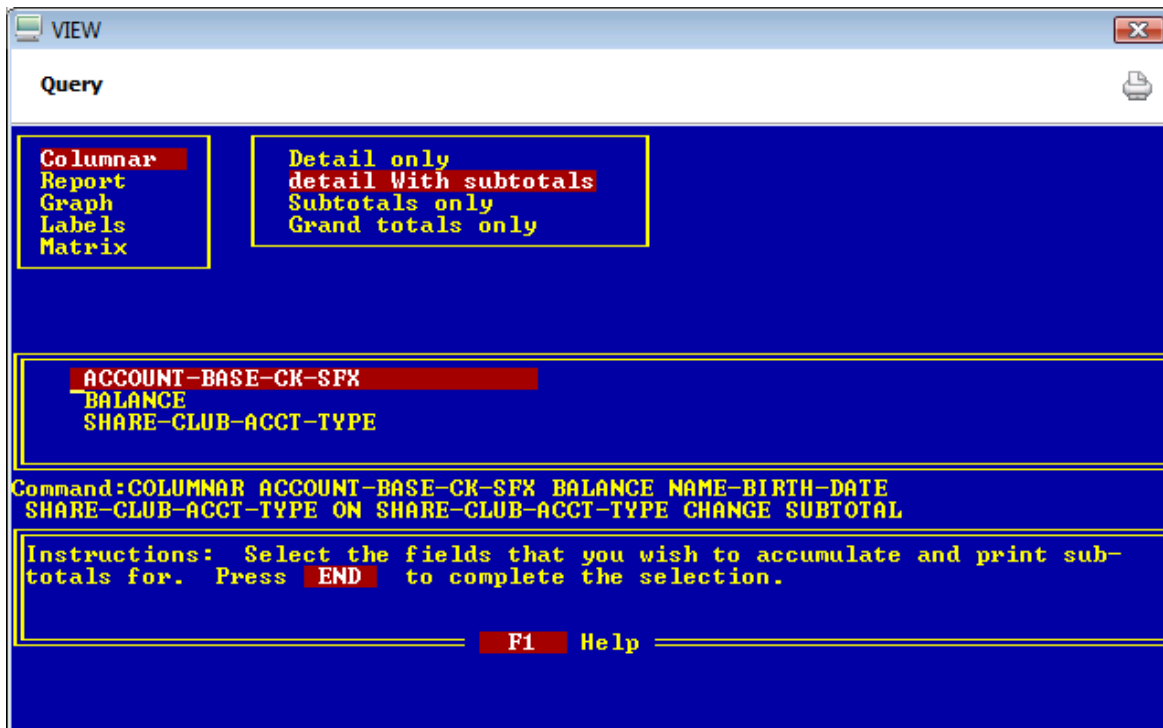


Figure 38

Next Query gives the list of fields that can be chosen to be subtotaled. The most common selection would be the balance. Query will add the numeric value of the selection made here.

In the example, select **Balance**.

Now do a Control-E to end.

The system displays.

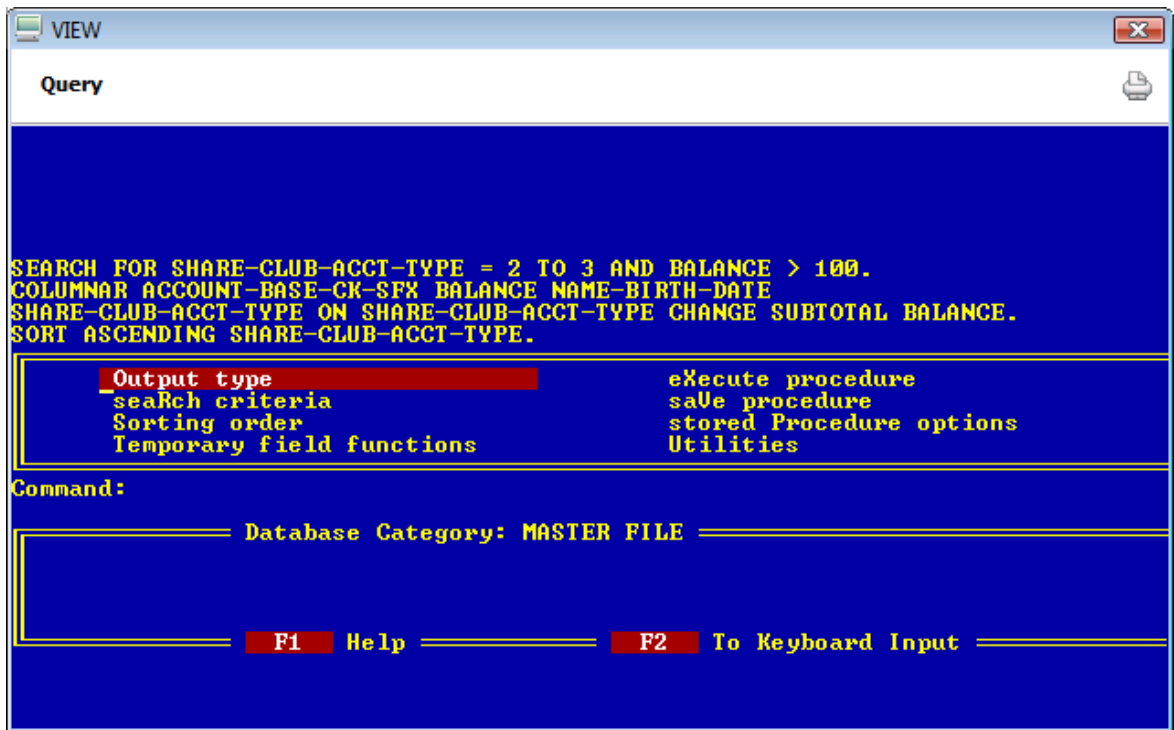


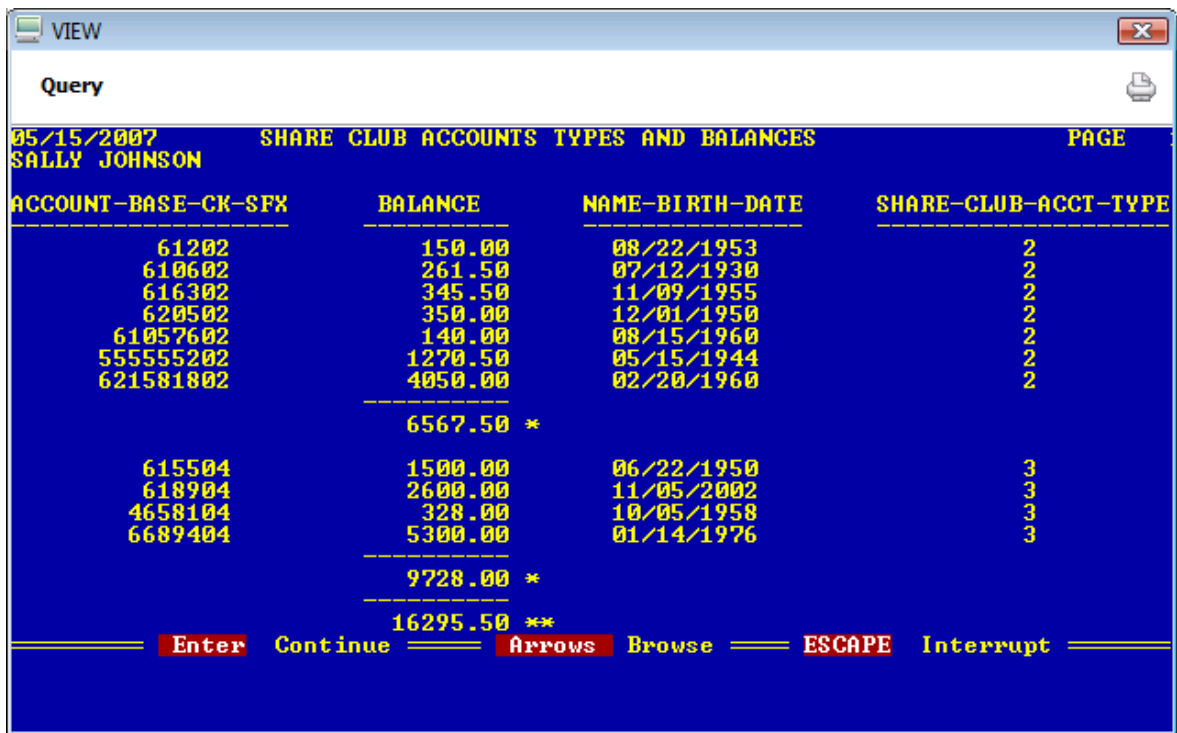
Figure 39

**\*\*Note:** See that Query has added a **Sort** selection in the definitions. The sort is in ascending order by SHARE-CLUB-ACCT-TYPE. Query makes this selection based on the choices made for the output. If a different field is needed for the sort, go under Utilities and choose Edit to make the changes. Most of the time Query selects the field that will work out the best based on the selections made in the output.

For practice, add a title and author's name to the Query. Go under Utilities to add these. Next save the procedure.

The next step is to **Execute** the procedure. Select Execute and press enter.

In the example, select “Display” as the Output Destination. The system displays.

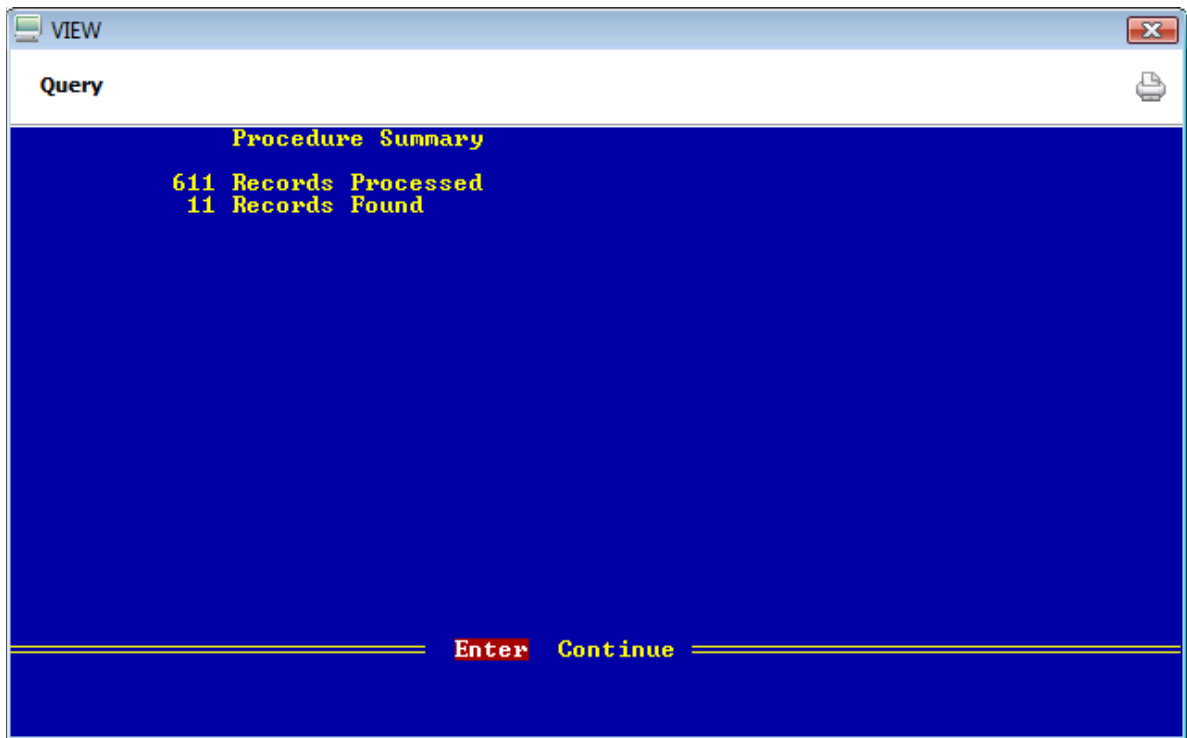


The screenshot shows a window titled 'VIEW' with a 'Query' tab. The query result is displayed on a blue background with yellow text. The title of the query is '05/15/2007 SHARE CLUB ACCOUNTS TYPES AND BALANCES PAGE'. The data is organized into four columns: ACCOUNT-BASE-CK-SFX, BALANCE, NAME-BIRTH-DATE, and SHARE-CLUB-ACCT-TYPE. The first group of records shows a total balance of 6567.50. The second group shows a total balance of 9728.00. The final total balance is 16295.50. At the bottom, there are instructions: 'Enter Continue' and 'Arrows Browse ESCAPE Interrupt'.

ACCOUNT-BASE-CK-SFX	BALANCE	NAME-BIRTH-DATE	SHARE-CLUB-ACCT-TYPE
61202	150.00	08/22/1953	2
610602	261.50	07/12/1930	2
616302	345.50	11/09/1955	2
620502	350.00	12/01/1950	2
61057602	140.00	08/15/1960	2
555555202	1270.50	05/15/1944	2
621581802	4050.00	02/20/1960	2
-----			
	6567.50 *		
615504	1500.00	06/22/1950	3
618904	2600.00	11/05/2002	3
4658104	328.00	10/05/1958	3
6689404	5300.00	01/14/1976	3
-----			
	9728.00 *		
-----			
	16295.50 **		

Enter Continue Arrows Browse ESCAPE Interrupt

Figure 40



The screenshot shows a window titled 'VIEW' with a 'Query' tab. The query result is displayed on a blue background with yellow text. The title of the query is 'Procedure Summary'. The data shows '611 Records Processed' and '11 Records Found'. At the bottom, there are instructions: 'Enter Continue'.

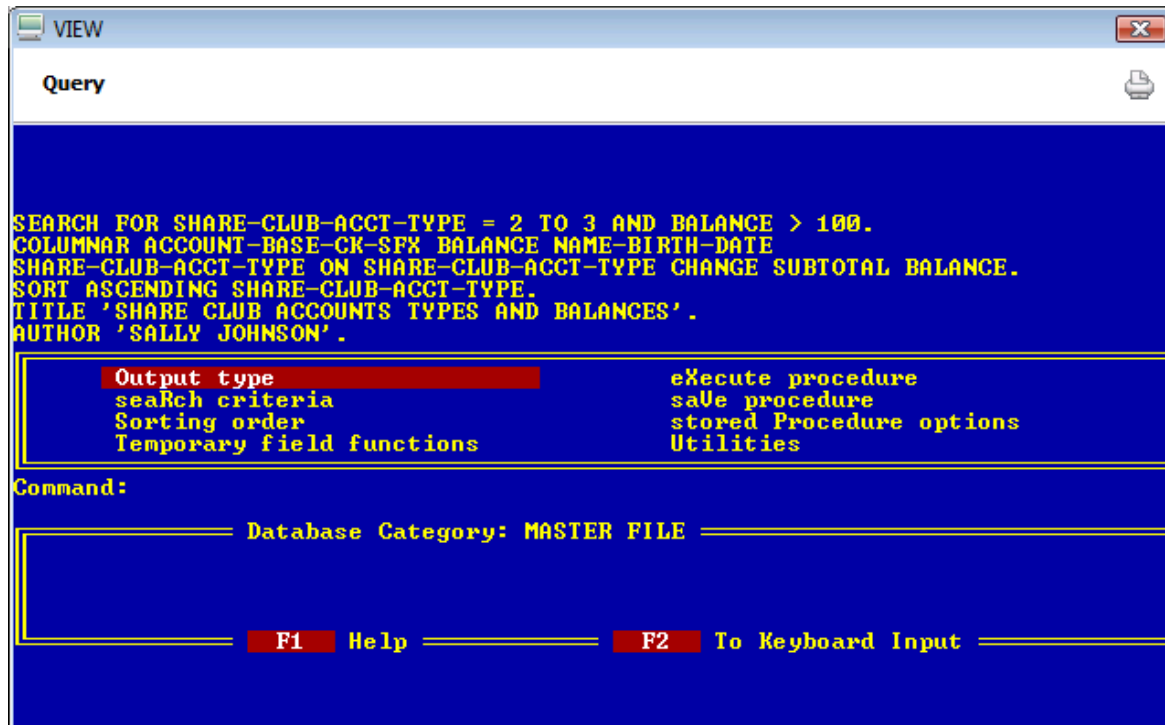
Procedure Summary
611 Records Processed
11 Records Found

Enter Continue

Figure 41

**\*\*Note:** Query has totaled the dollar amount of Club Account Type 2, the dollar amount of Club Account Type 3 and also given a Grand Total at the end. If enter is pressed again from the page with the grand totals, the page with the **Procedure Summary** will display. This will give the number of Records Processed and the number of Records Found.

Now push the Enter key and the screen with the Query definitions will display.



**Figure 42**

Press Esc (escape) when finished with this Query. Press escape again, to get all the way out of Query and close the screen.

When assistance is needed in working with Query and it is necessary for Datamatic employees to see the Query definitions, this is what Datamatic is asking for when we ask you to fax the Query definitions.

Example 4 - Labels

This example is using the Master File to print mailing labels for the Kids Club Accounts. Use the same Search Criteria as was used in Example 2. This time choose the **Labels** output.

**\*\*Note:** The “Labels” output in Query uses continuous labels. To use laser labels, the information would need to be downloaded to a PC. The “Mail Merge” feature in Microsoft Word (or similar software) could be used to print laser labels.

Select the Master File database then Search Criteria. Search for MEMBER-DISC-DATA. Next select Single Element then the Desired Element Number is 10.

The next selection will be Equal then Contains. Next select Constant then type in XX and press the enter key. The system displays.

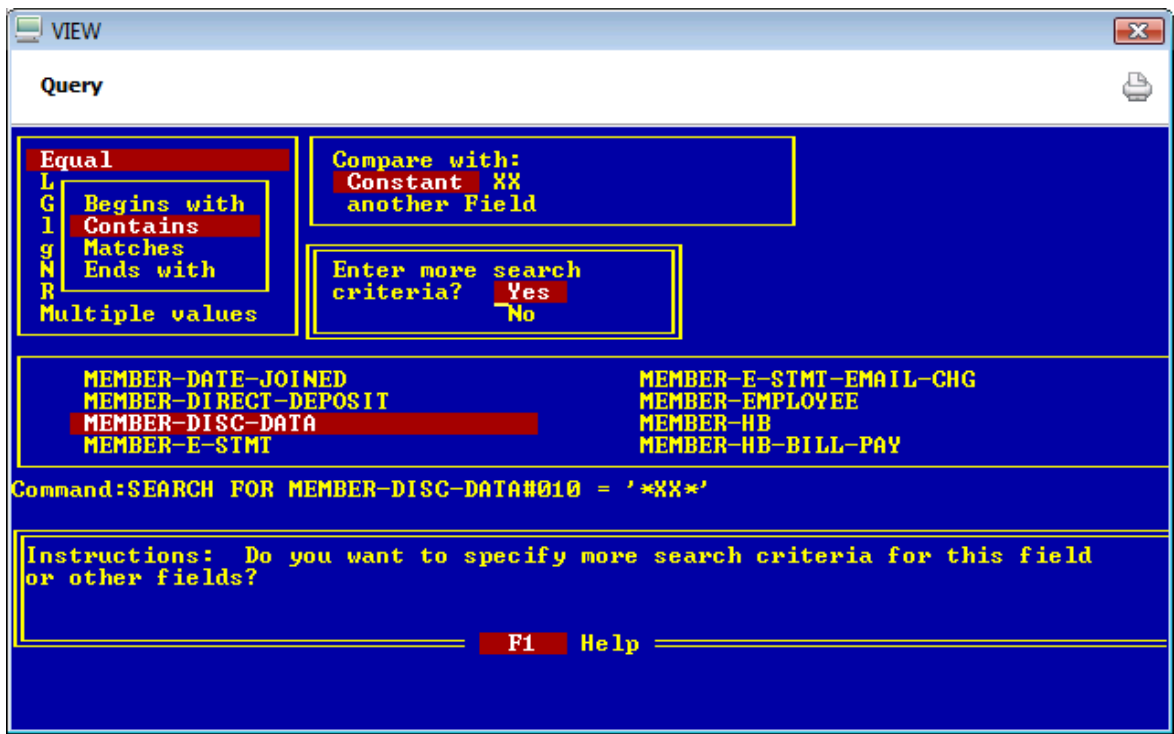


Figure 43

Now Query wants to know if more search criteria will be entered. Answer “yes” to this question. Next, Query will want a selection for “and” or “or”. Select “and” in this example and press enter. The next field to add to the search is ACCOUNT-SUFFIX equal to constant of 00, so that only one record per member is included in the output. This is how the credit union being used codes their Kids Club Accounts. Each credit union codes them differently.

Now select “no” to the question “Enter more search criteria?”. Query goes back to the Selection screen.

Next select Output Type then arrow down to Labels and press the enter key. The system displays.

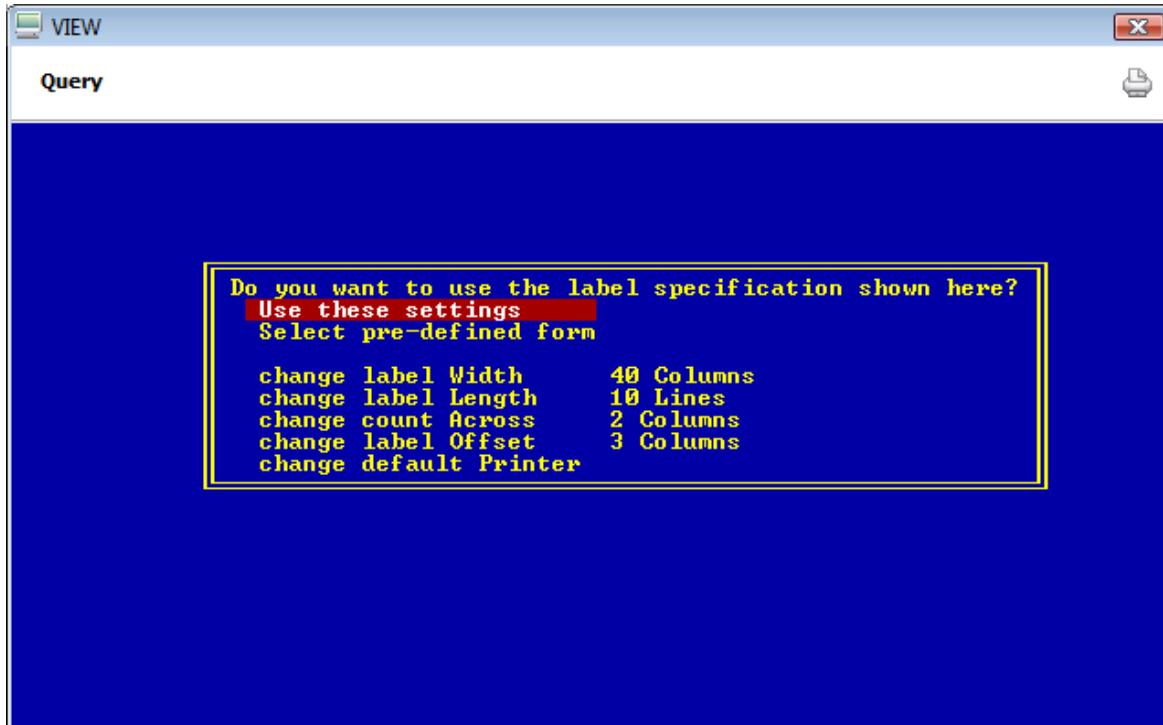


Figure 44

Either select **Use these settings** or arrow down and change the settings according to the size of labels being used. There are no pre-defined forms from which to select.

The **Label Width** is the number of characters from the beginning (left edge) of one label to the beginning of the next label (space included). The **Label Length** is the number of lines from the top of one label to the top of the next label (space included). The **Count Across** is the number of labels across the top of the sheet of labels. The **Label Offset** is the number of characters in from the edge of the left margin where the printer will begin printing. The printer that the terminal or PC being used normally prints to is where the labels will be printed. Use the **Change Default Printer** option, if there is an alternate printer that can be printed to and that printer is needed to print the labels.

**\*\*Note:** This labels job prints on "Continuous" labels.



After the selection is made for the size of the labels being used, select use these settings. The system displays.

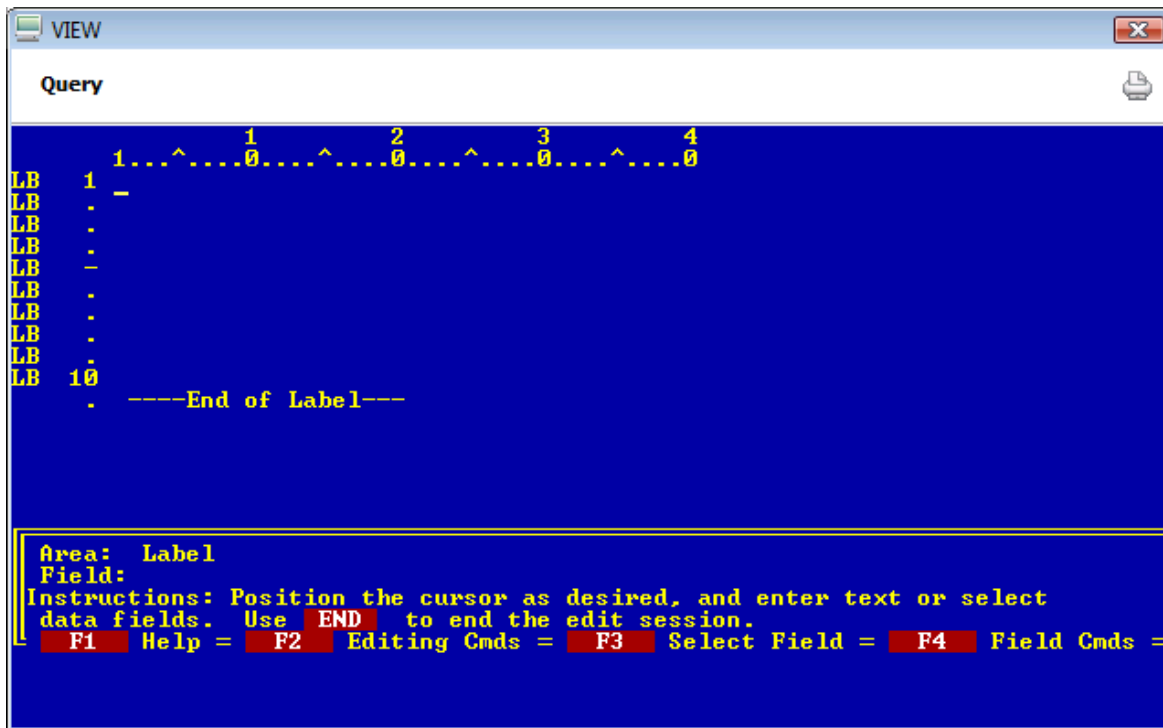


Figure 45

Next make the selections for what is to be printed on the labels.

Notice the “F” keys at the bottom of the screen. These will be used in making the selections and editing them later.

Usually the first line on the label is not used, so press the enter key. That will bring the cursor down to the second line on the label. Next press the F3 key to bring up the data dictionary box.

Now find and select the first field that is to be printed on the labels. In the example, find and select NAME-FIRST-NAME.

The system displays.

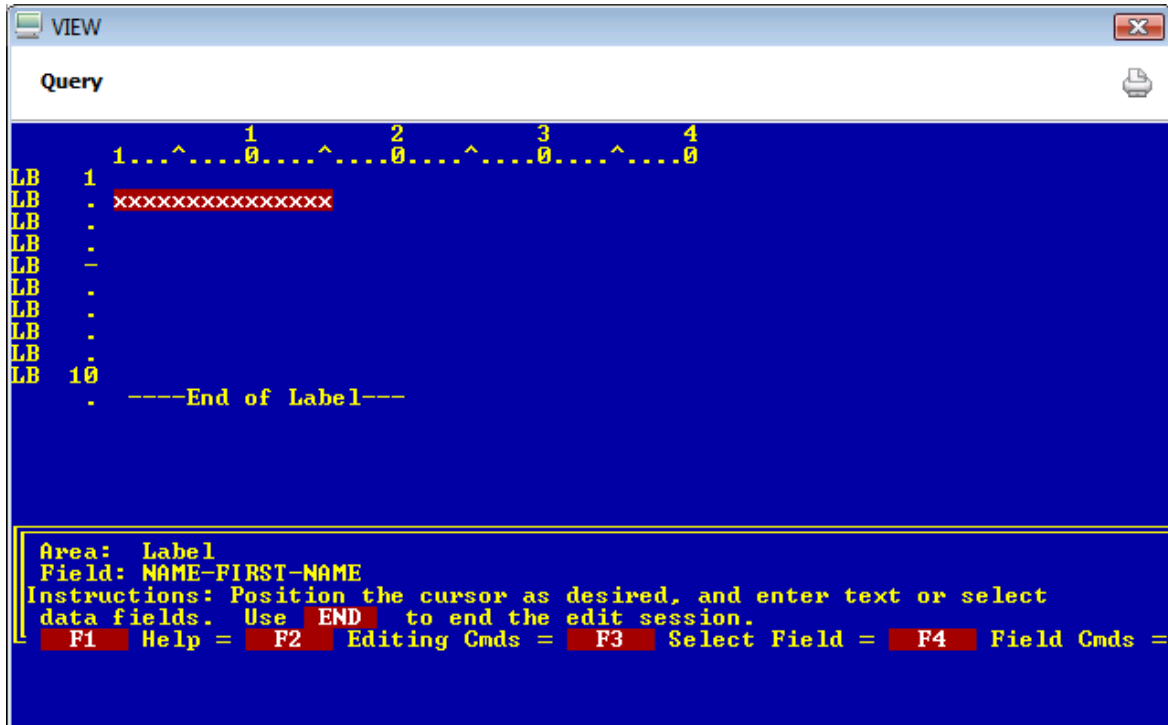


Figure 46

The NAME-FIRST-NAME field that was selected is represented on the screen by a series of xxxx's. Press the Enter key to make the selection then push the spacebar two times. This will anchor the data field. (If the Enter key is not used before the spacebar, the series of xxxx's will move each time the spacebar is pressed. Use the right or left arrow keys to move the data field back into place, if this occurs.)

Next press the F3 key, which brings back the data dictionary box. Now make the next selection to be printed on the labels. Find and select NAME-LAST-NAME.

Enter twice this time after the series of xxxx's appears on the screen. This will move the cursor to the next line on the label.

The system displays.

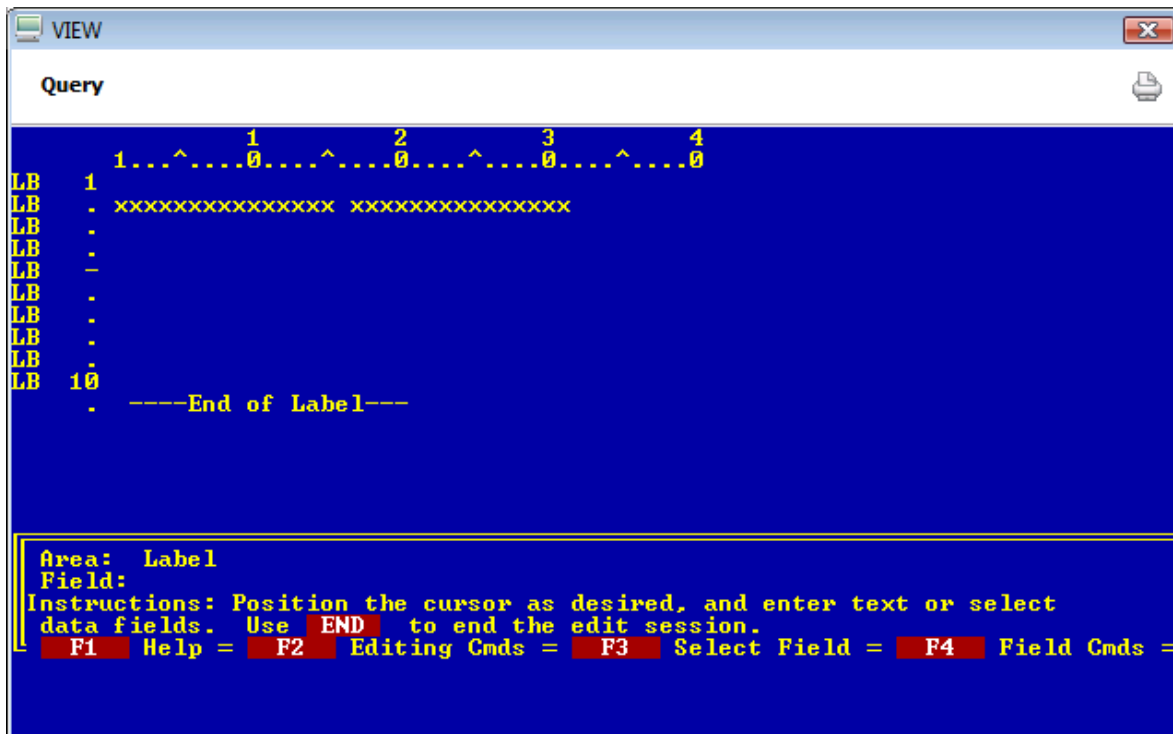


Figure 47

Next press the F3 key and make the following selections. (Remember to press the F3 key before making each selection to bring up the data dictionary box.)

- NAME-ADDRESS-1 (press the enter key twice)
- NAME-ADDRESS-2 (press the enter key twice)
- NAME-CITY (press the enter key once and the spacebar two times)
- NAME-STATE (press the enter key once and the spacebar three times)
- NAME-ZIP (press the enter key once)

The system displays.

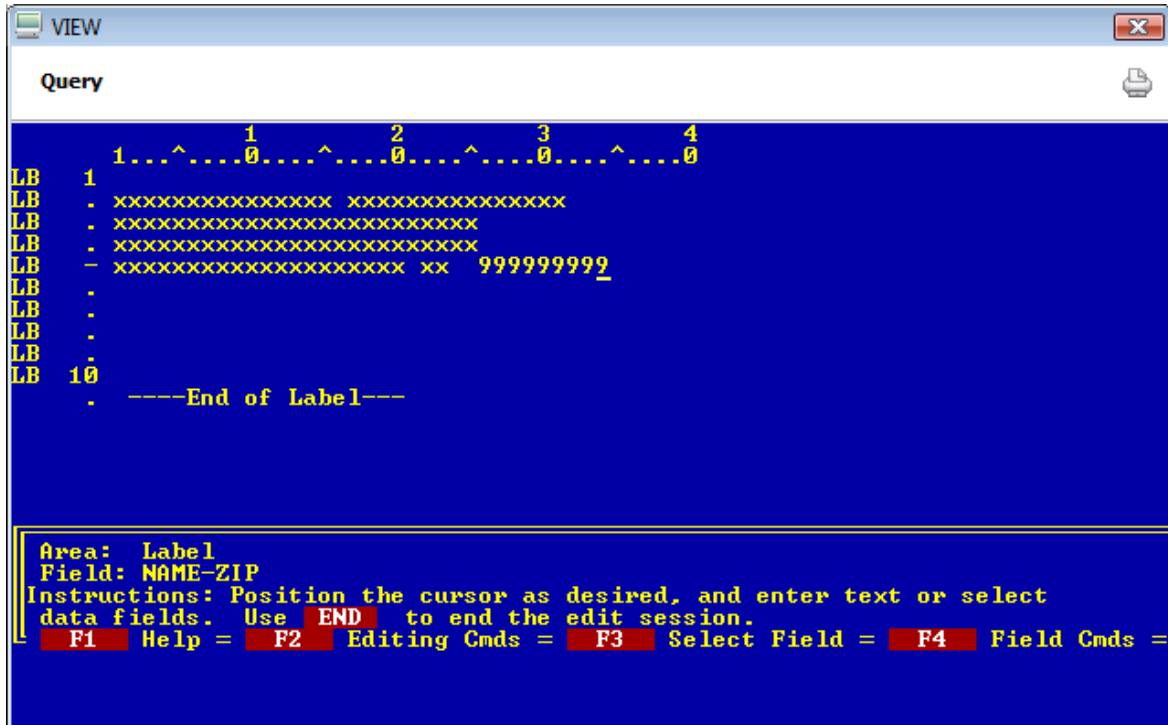


Figure 48

Next, end the session by doing a Control E. This will go back to the Selection screen. Use the arrow keys to go over to Execute Procedure and select display as the output destination.

The system displays.

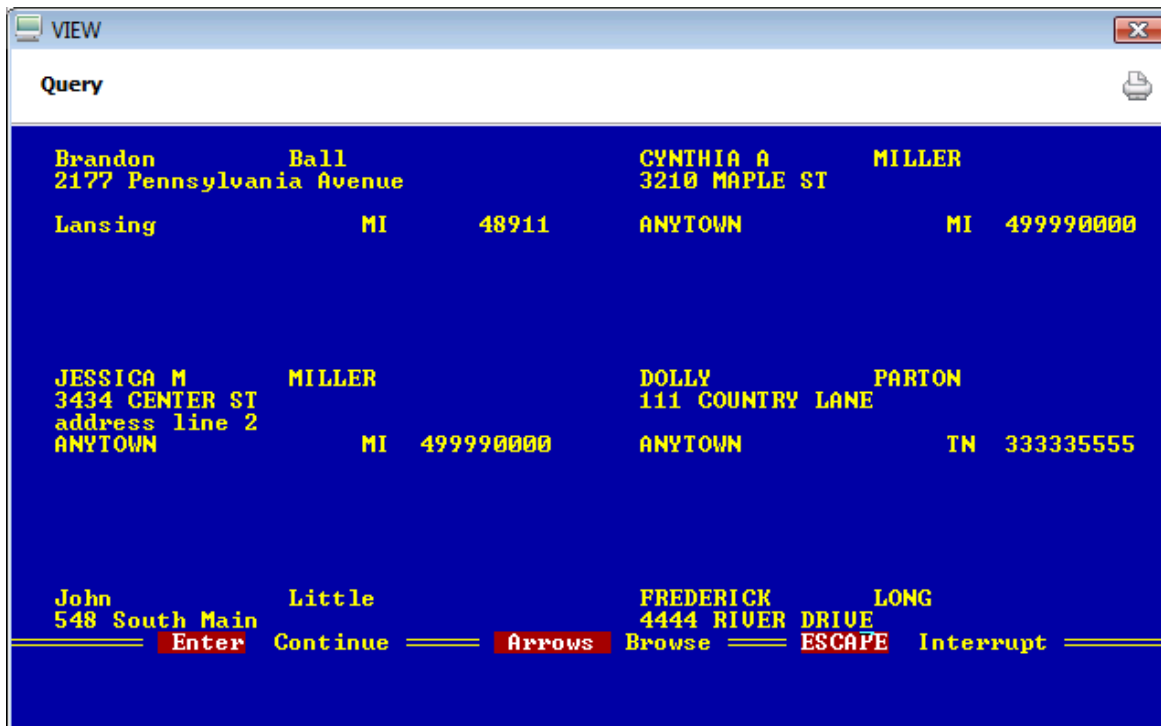


Figure 49

Notice the spacing between the names, city, state, zip and the blank line after the street address. Query has a way to fix this, which will be covered next. In order to appreciate what the fix will do, showing what the labels looked like before the fix was necessary.

Press escape to get back to the Selection screen. Select Output Type, enter and select labels. This will bring back the label screen. Now by using the Field Cmds (F4) options, Query offers some editing options so that changes can be made.

Using the arrow down key, move the cursor to the first “x” which represents the first name. Next press the F4 key.

The system displays.

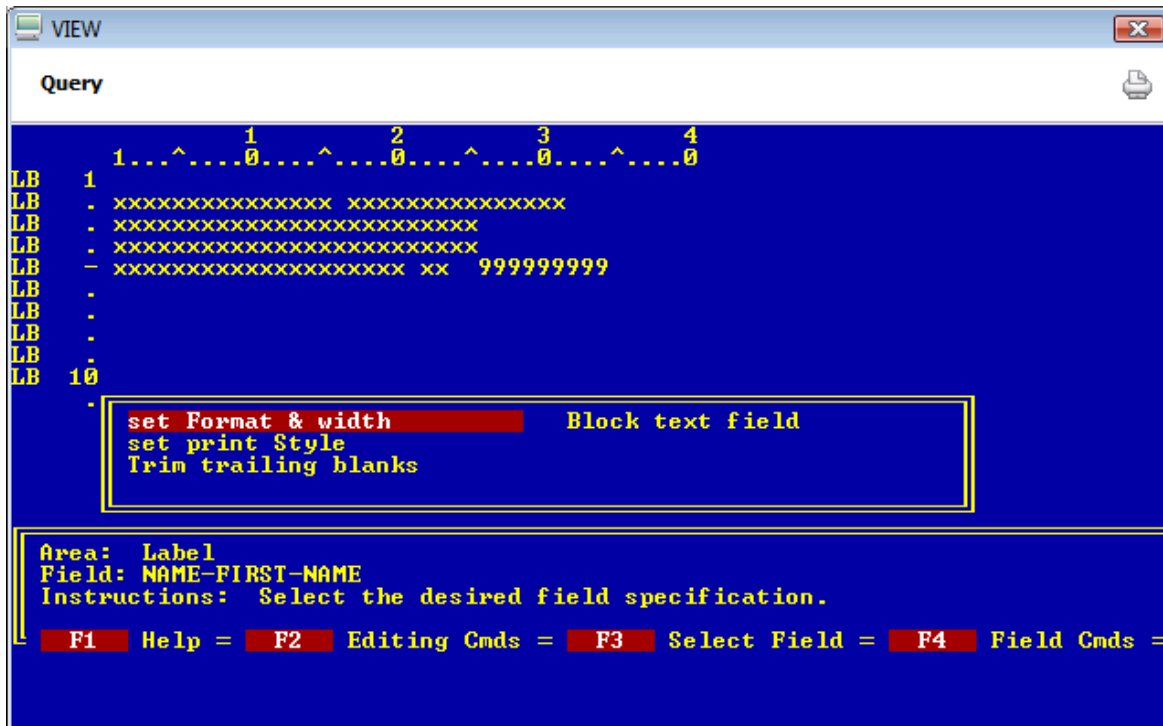


Figure 50

Select **Trim Trailing Blanks** and press enter. Arrow down to the next line and do the same thing. (Remember to press the F4 key with each new line in the label. Continue this until each line in the label has been done.)

Next the zip code needs to be re-formatted. At this time, the dash character does not work the way it should, so a space will be added so that all nine numbers in the zip code are not crammed together.

Arrow over to the first “9” in the zip code area. Push F4 and this time select **Set Format and Width** and press Enter.

The system displays.

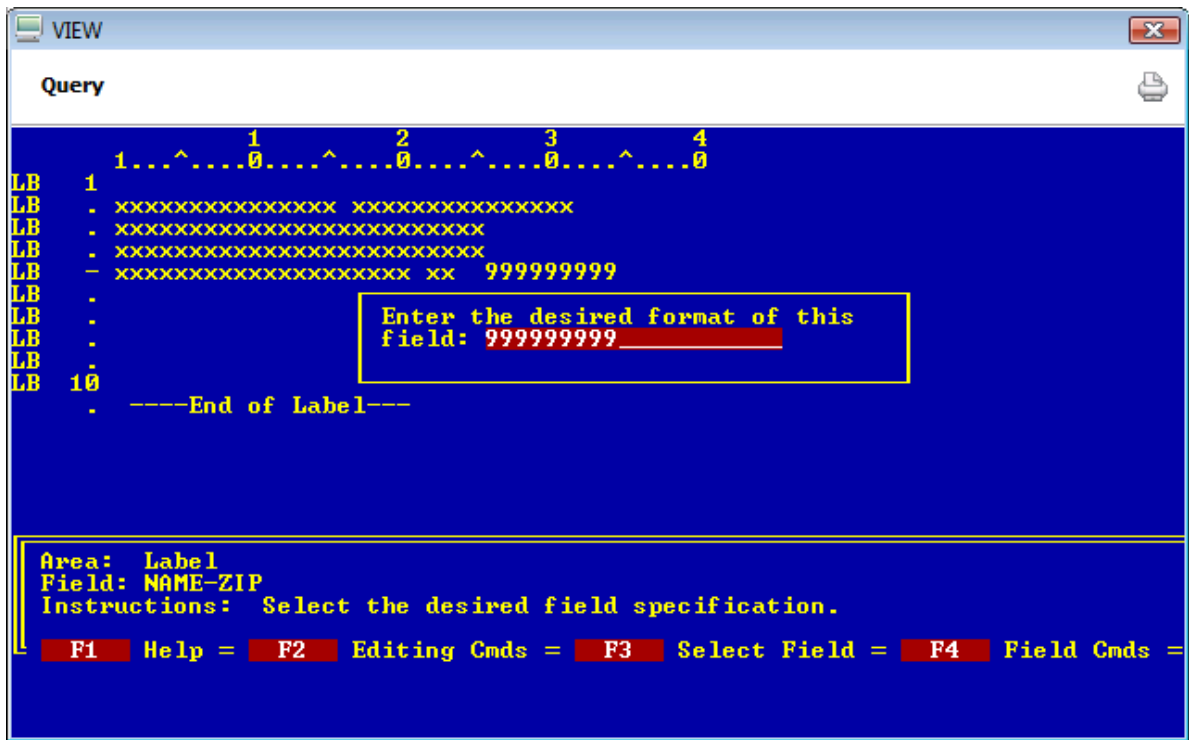


Figure 51

This is where to format the zip code. Type in 99999 9999 and Enter. Take a look at how the zip code is formatted on the label screen.

Do a Control E to end and Query goes back to the Selection screen. The procedure may be saved, if desired. Otherwise, select Execute Procedure. Select Display as the Output Destination.

This is how the labels will now look when they are printed.

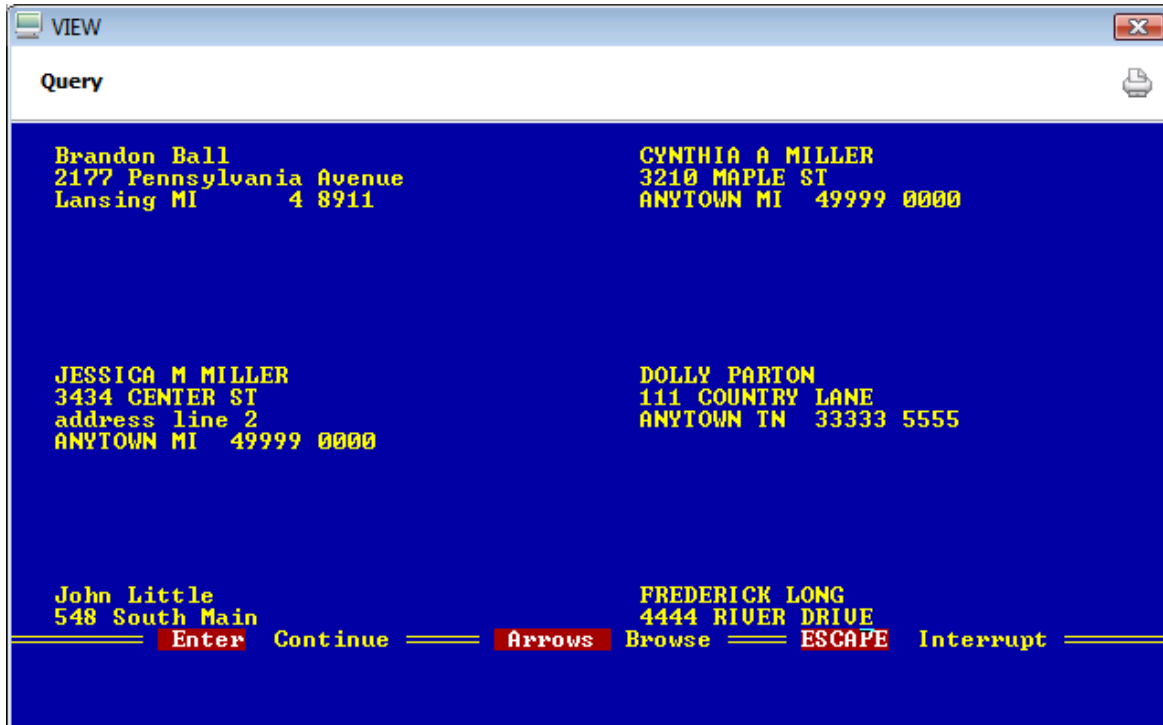


Figure 52

Notice the difference in how the labels look now as opposed to on page 52.

Press escape to get back to the Selection screen. There is one more feature to go over in labels. Select Output Type then labels to get back to the labels screen.

Press the F2 key to take a look at the Editing Cmds. These can be used when creating the labels. Most of these are self-explanatory so they will not be covered in detail here. Use the Query – Version 3 manual, if more information is needed on how these work.

To get out, press escape once then Control E to end. Next push escape to get back to the Selection screen then press escape again. Now the database selections will show on the screen.



Example 5 - Prompts

This example is going to show how to use “**prompts**” when creating a Query. Upon Executing a Procedure, this will prompt the person to enter a date, number or alpha character to direct the selection process done by Query.

Say the boss needs a list of how many loans were opened each month for only loans with certain security codes. The report needs to be broken down by the different loan security codes with a total loan balance for each code as of monthend. Use the Monthend Master File as the database for this report.

Usually when creating a Query, the Search Criteria is selected first. When a Temporary Field Function is needed, such as for a prompt, the Temporary Field Function should be done first.

After selecting the Monthend Master File, select **Temporary Field Function**. A list of all the functions will come up. Arrow down to “prompt” and press enter.

The system displays.

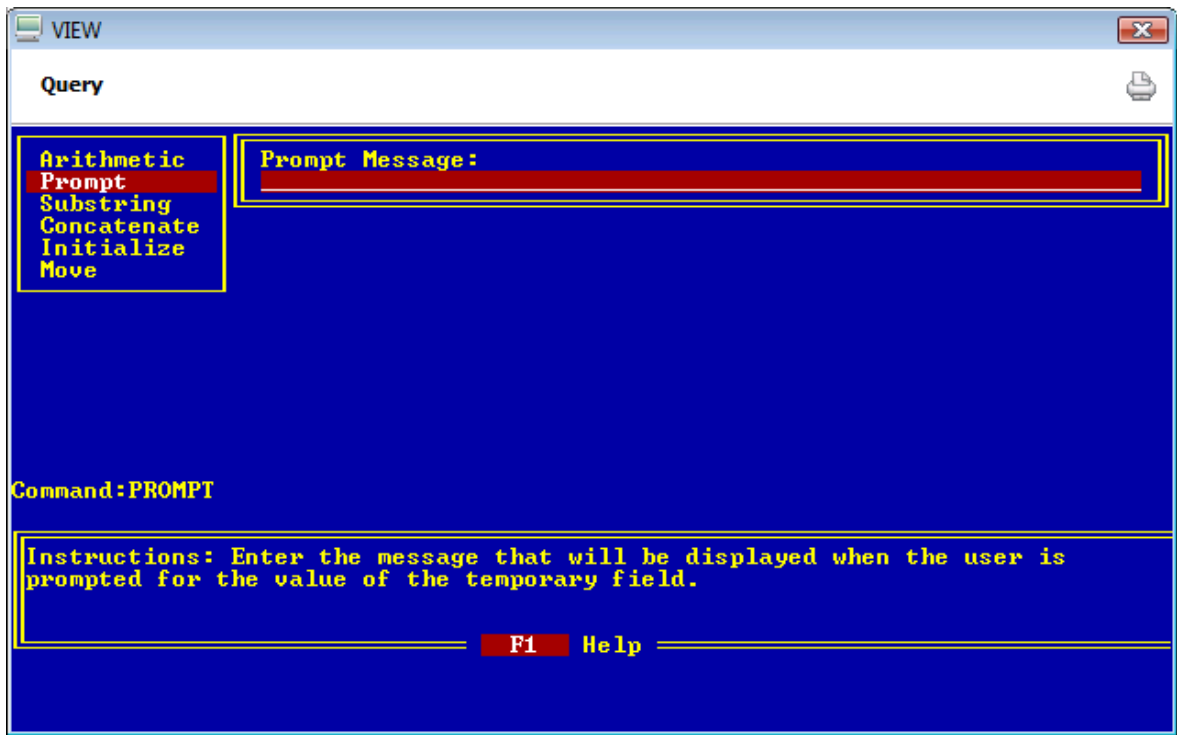


Figure 53

For the **Prompt Message** type in ENTER STARTING DATE and press enter. Another selection will come up to enter a Field to Create. Type in START-DATE and press enter. Now Query wants to know if the field that will be filled in for the prompt is an alpha, numeric or a date field. In this example, the prompt is for a date (date opened) so arrow down to “date” and press enter.

Query is now back to the Selection screen. Select Temporary Field Functions again then arrow down to prompts and press enter. This time for the **Prompt Message** type in ENTER ENDING DATE and press enter. The Field to Create will be END-DATE and press enter. This is also a date so in the Type box arrow down to date and press enter.

After this has been done, the system displays.

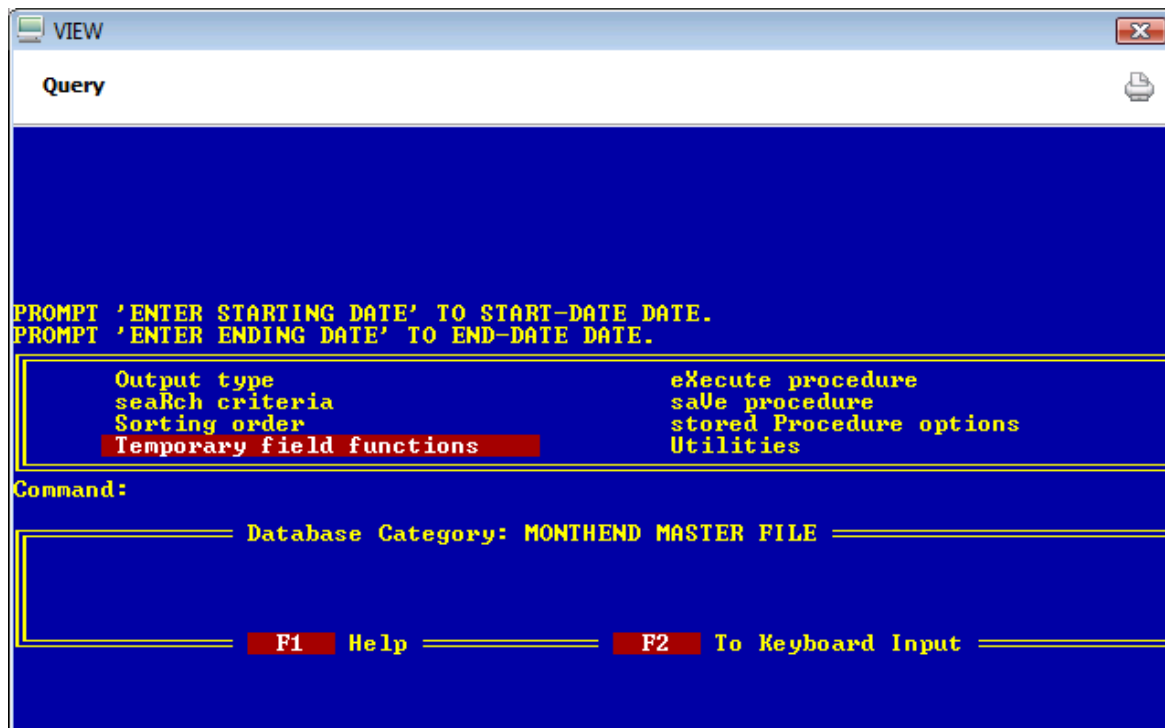


Figure 54

The next step will be to enter the Search Criteria. After selecting Search Criteria, the data dictionary box appears and the Command Line says Search For.

For the search selections, search for OPEN-DATE greater or equal to (another field) START-DATE and OPEN-DATE less or equal to (another field) END-DATE and RECORD-TYPE equal to (constant) 2 and LOAN-SECURITY-CODE (use either Range of Values or Multiple Values) (constant) 4 5 6 7 8. Select “no” for Enter More Search Criteria and Query goes back to the Selection screen.

Select Output Type then Columnar and then Detail with Subtotals. For the output select ACCOUNT-BASE-CK-SFX BALANCE NAME-FIRST-NAME NAME-LAST-NAME and LOAN-SECURITY-CODE. Do a Control E to end the selections. Select LOAN-SECURITY-CODE for the field that Query will subtotal by. Next Query wants to know what field to accumulate and print subtotals for. Select Balance. Do a Control E to end and Query will go back to the Selection screen.

The system displays.

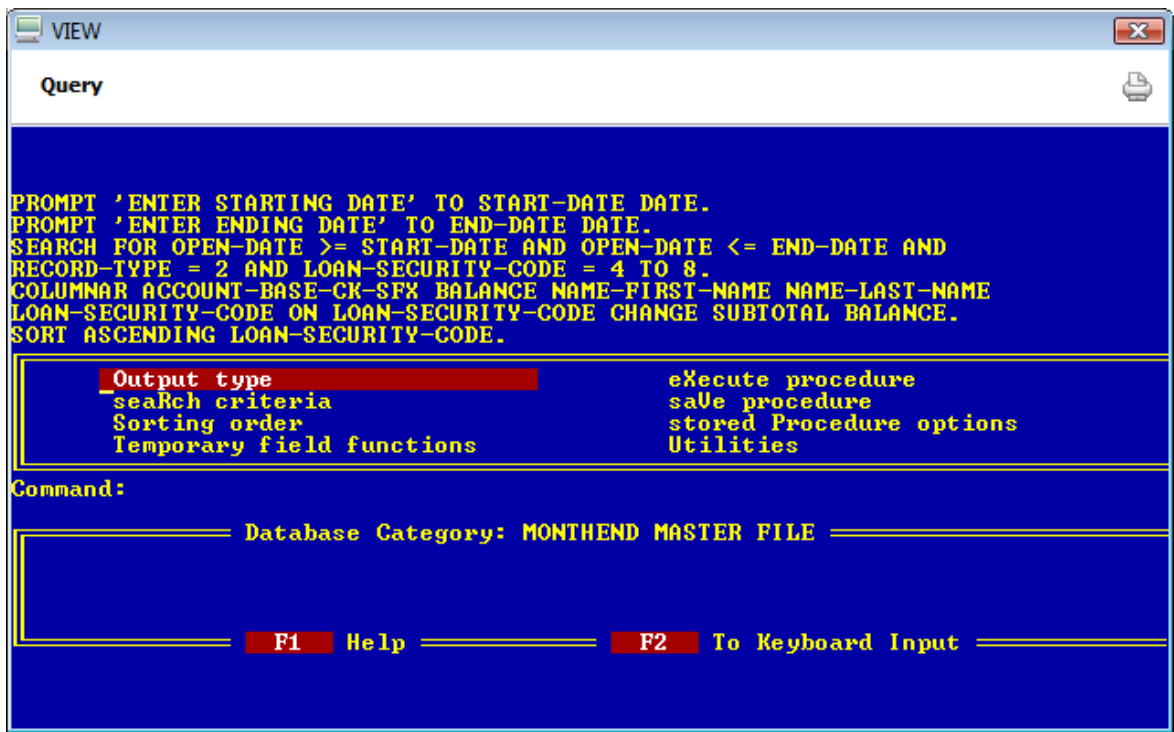


Figure 55

For practice, go under Utilities and give the procedure a title and an author.

The system displays.

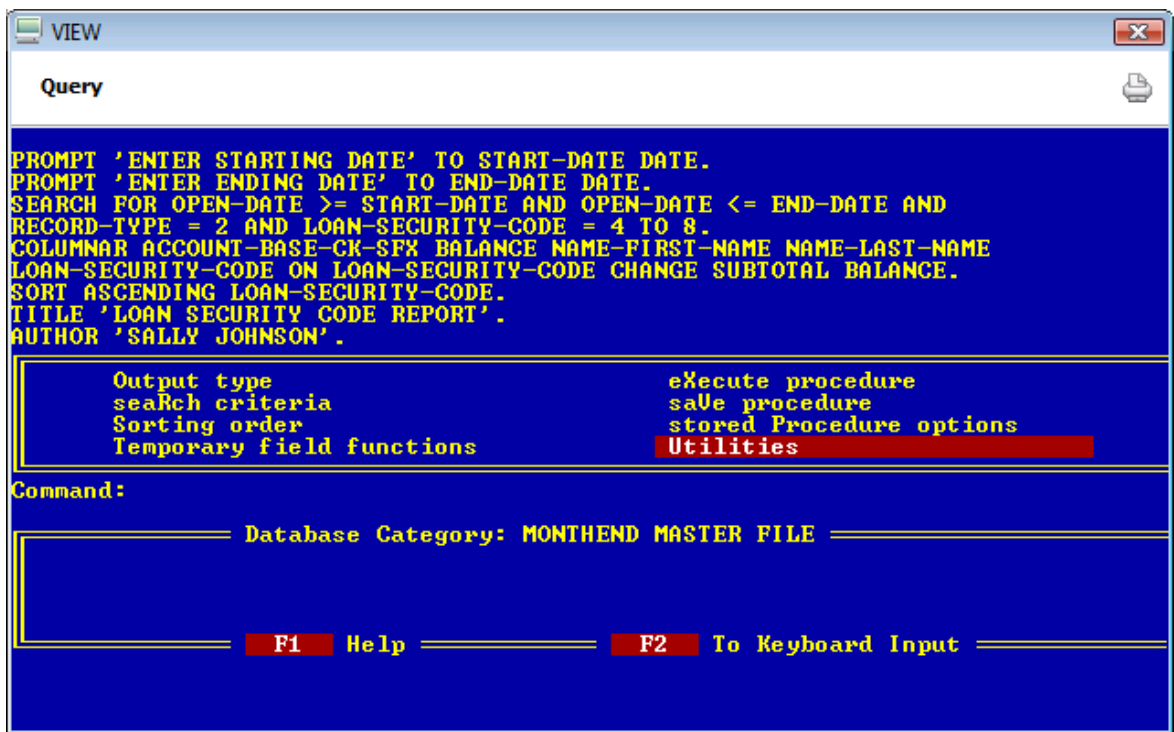


Figure 56

Next, select Execute Procedure. Notice that the prompt is asking for the Starting Date. Fill in the date in the same format shown here 01012000. (Do not use dashes, spaces, but use a four digit year and use zeros not the letter O.)

After filling in the Starting Date and pressing enter, the prompt will come up to enter the Ending Date. Enter that date the same way as instructed for the Starting Date. If this procedure is saved, each time this Query Procedure is executed, the prompts will ask for the Starting Date and Ending Date to be entered.

Next select Display as the Output Destination.

The system displays.

ACCOUNT-BASE-CK-SFX	BALANCE	NAME-FIRST-NAME	NAME-LAST-NAME
2323406	1889.67	ACME Printing C	ompany
2323411	10.67	ACME Printing C	ompany
2323412	9394.58	ACME Printing C	ompany
2323418	0.00	ACME Printing C	ompany
22244806	16143.79	Rocky	Road
22244814	3700.00	Rocky	Road
41498708	23400.00	Benjamin	Gates
	424738.59 *		
1816	19500.00	George	Jetson
611405	10000.00	CYNTHIA A	MILLER
2323414	11449.60	ACME Printing C	ompany
2323415	15155.00	ACME Printing C	ompany
2323416	5153.00	ACME Printing C	ompany

==== Enter Continue ==== Arrows Browse ==== ESCAPE Interrupt =====

Figure 57

ACCOUNT-BASE-CK-SFX	BALANCE	NAME-FIRST-NAME	NAME-LAST-NAME
12345566	1000.00	CONNIE	JOHNSON
41498711	1000.00	Benjamin	Gates
61057606	9747.49	MARVIN M	MEMBER
555553710	10000.00	KELLY P	MORGAN
	83005.09 *		
	767200.12 **		

==== Enter Continue ==== Arrows Browse ==== ESCAPE Interrupt =====

Figure 58

Use the arrow keys to move over to the right, to see the last column for the Loan Security Codes. Even though the information does not show on the screen, if the printer selection is chosen, all of the information will print on the report for this Query. If a screen print is done, only the information on the screen will print.

There are a couple ways to move this information closer together to fit more information on a screen. One way is to use the Report type of output. This allows the creator of the report to move each column as desired. This will be covered in a different example.

The second way is by using the Temporary Field Functions (Concatenate) to create new fields which are shorter than the selections above. **Example:** The First Name and Last Name fields could be combined to form a new field called Member Name. See **Other Examples #4** in this manual and the Query – Version 3 manual for more information on using this feature.

## Example 6 - Subtotals Only

This is an example using the output type of Columnar with **Subtotals Only**. This Query will give a list of the Loan Purpose Codes and give the total dollar amount of the loans under each code. A “count” can be edited in that will give the total count of loans under each code. **\*\*\*\*Note:** Using “Subtotals Only” will always give the sum of the numeric value of the field chosen to be subtotaled.

Get into Query and select Master File as the database. The Search Criteria will be LOAN-PURPOSE-CODE (range) 1 – 10. Answer “no” to Enter More Search Criteria.

Now select Output Type then Columnar and then Subtotals Only. The output selection is LOAN-PURPOSE-CODE. Once this has been done, do a Control E to end (even though this is not in the instructions box).

Next Query will want to know what data field to summarize. Select BALANCE as the field to summarize. A box will appear in the middle of the data dictionary box with the choices of Total, Average, Minimum and Maximum.

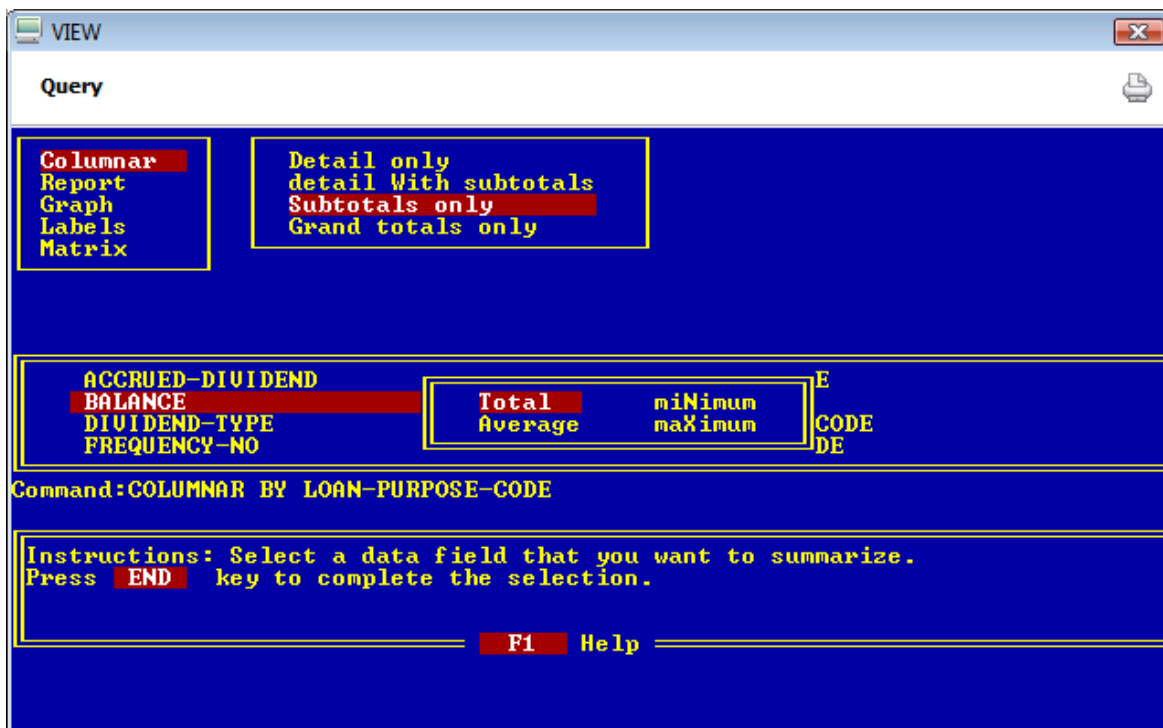


Figure 59

Select **Total** as the choice here. After that has been done, do a Control E to end.

The system displays. Notice that Query has added the sort order.

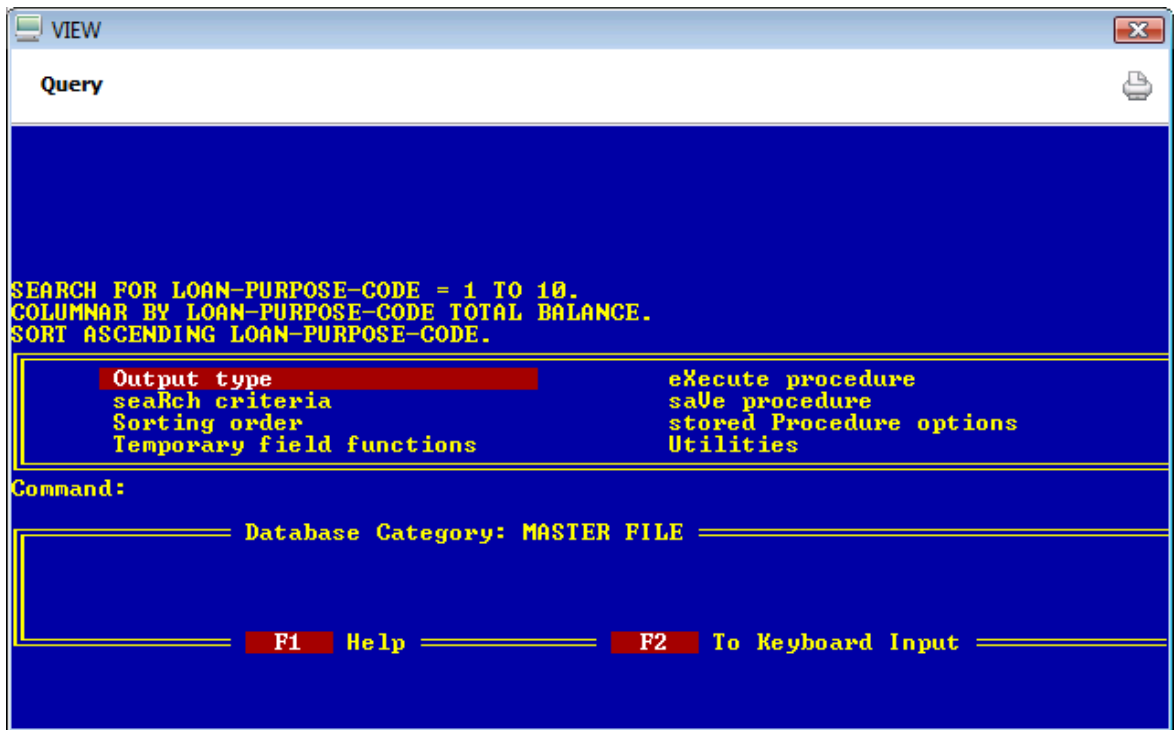


Figure 60

\*\*\*\***Note:** By looking at the Query definitions above, it does not indicate in words that the Output Type is Subtotals Only. With more experience in working with Query, it will be easier to identify this by looking at Query definitions.

To add the “count” to the Query output, go into Utilities. Arrow down to Edit Procedure and press enter. Press enter so that the Search line goes above the box.



The system displays.

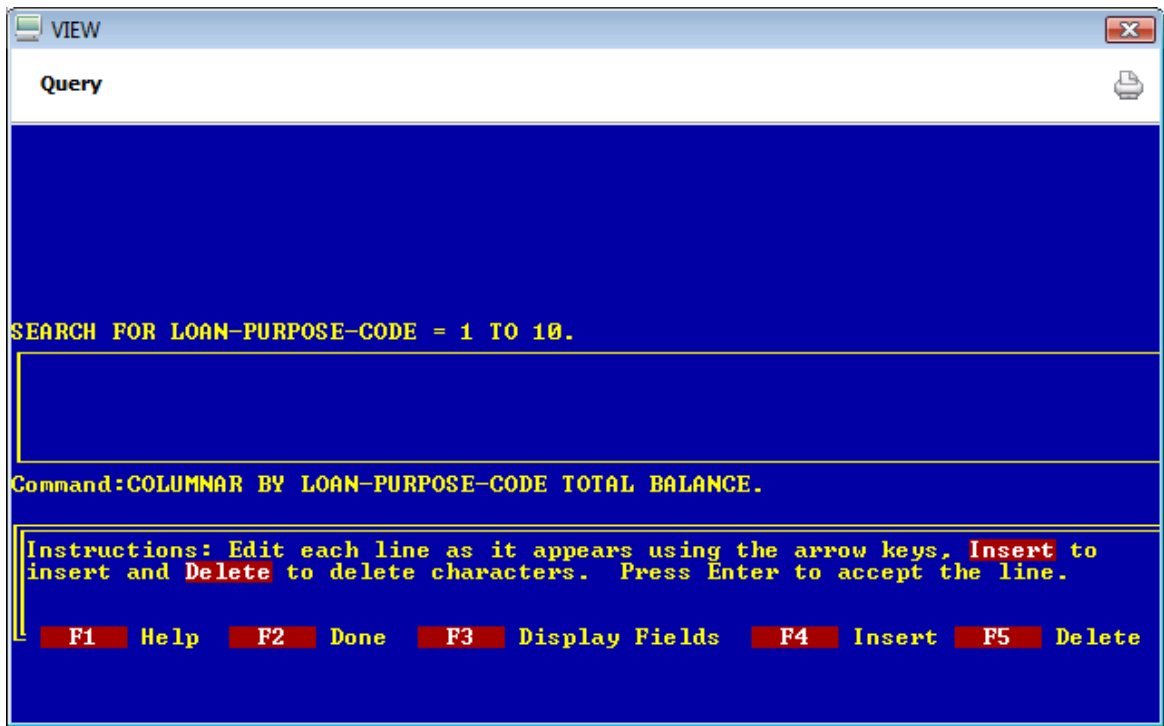


Figure 61

Arrow to the right so that the cursor is under the “T” in Total. Using upper case letters, type in COUNT TOTAL BALANCE. Make sure that the . (period) shows after BALANCE. Press enter so that the line goes above the box. Next press enter again so that the SORT line goes above the box. There should not be any more information on the Command line.

The system displays.

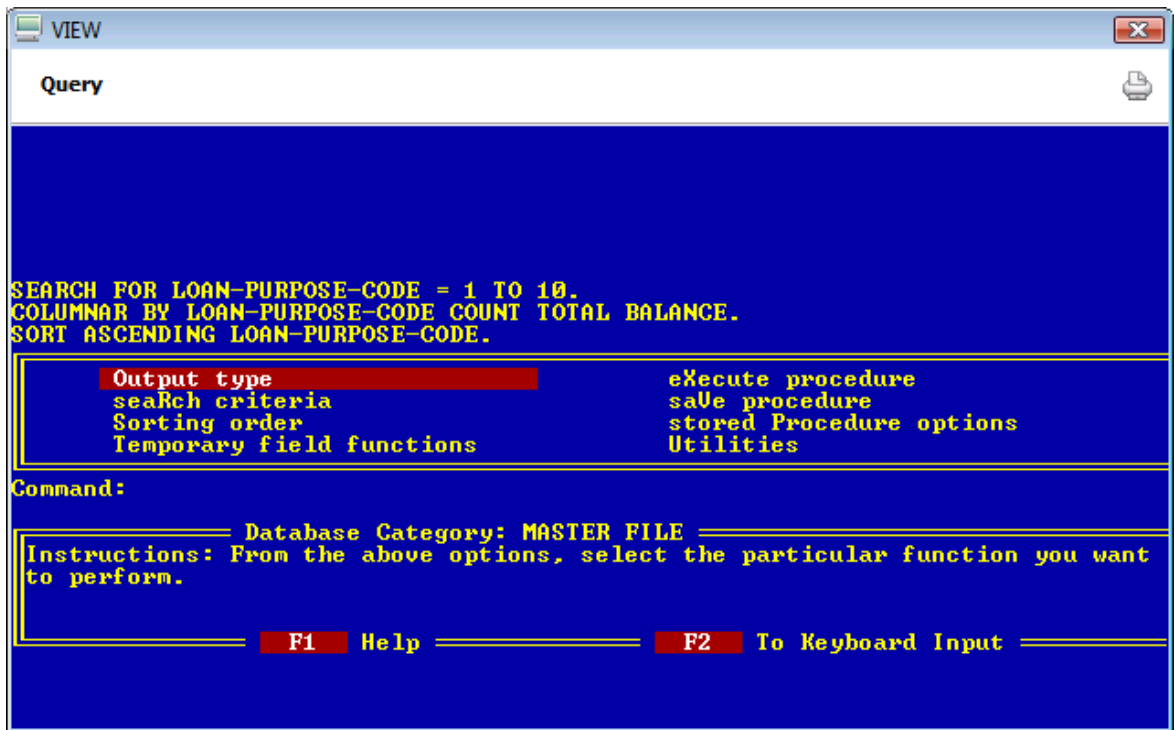


Figure 62

Now Execute the procedure. Select Display as the Output Destination.

This is what the report looks like.

05/15/2007 PAGE

LOAN-PURPOSE-CODE	TOTAL COUNT	TOTAL BALANCE
1	42 *	656784.91 *
2	12 *	92665.20 *
3	19 *	75484.59 *
5	5 *	54413.19 *
6	2 *	2250.00 *
7	2 *	12286.21 *
8	3 *	56427.58 *
9	1 *	2050.00 *
	86 **	952361.68 **

==== **Enter** Continue ==== **Arrows** Browse ==== **ESCAPE** Interrupt =====

**Figure 63**

This Credit Union has 42 loans under Loan Purpose Code 1 but they only have 3 loans under Loan Purpose Code 8.

By adding a Date Opened range to the Search Criteria, a count of the loans opened each month by Loan Purpose Code could be obtained. Using the Open-Close Flag will sort out closed loans.

This is just one example of how “Subtotals Only” could be used. Try using Query to pull different information using this feature for practice.

## Example 7 - Grand Totals Only

This is an example of using the output type of Columnar with **Grand Totals Only**. The goal here is to get a total sum of loans with a Loan Purpose Code of 1-10. The “count” can be added to the output also, if desired.

**\*\*\*Note:** Using “Grand Totals Only” will always give the sum of the numeric value of the field chosen to be summarized.

Get into Query and select the Master File as the database. For the Search Criteria, select LOAN-PURPOSE-CODE (range) of 1-10. Answer “no” to Enter More Search Criteria.

Now select Output Type then Columnar and then Grand Totals Only.

The Output Type of “Grand Totals Only” has a selection in the data dictionary box for count. The “count” does not need to be edited in like it does the other Output Types. It is the last selection in the data dictionary box. For a shortcut, use the arrow key that points to the left, which will go backwards through the fields rather than going all the way through the selections to get to the end.

The output selection (field to summarize) is BALANCE. A box will appear in the middle of the data dictionary box with the choices of Total, Average, Minimum and Maximum. Select Total.

**\*\*Note:** More than 1 field to be summarized can be selected. After each field is selected, the box to select Total, Average, Maximum and Minimum will display for a selection to be made.

After this has been done, do a Control E to end the selection process.

The system displays.

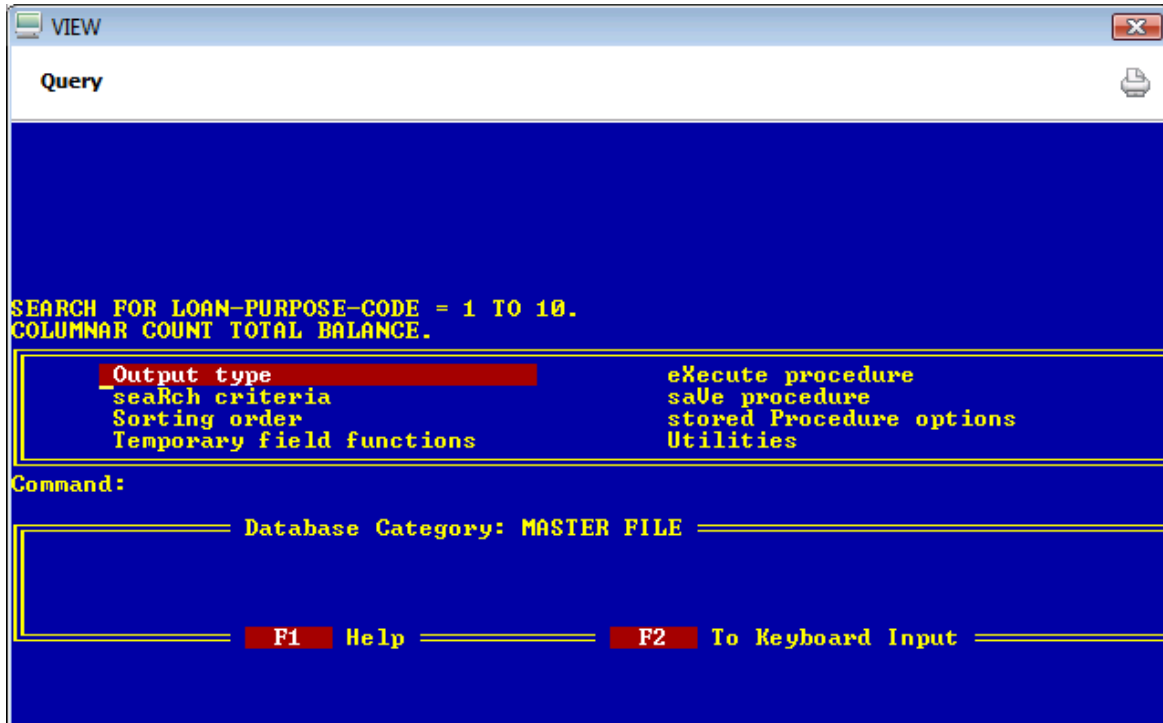


Figure 64

Now Execute the procedure. Select Display as the Output Destination.

The system displays.

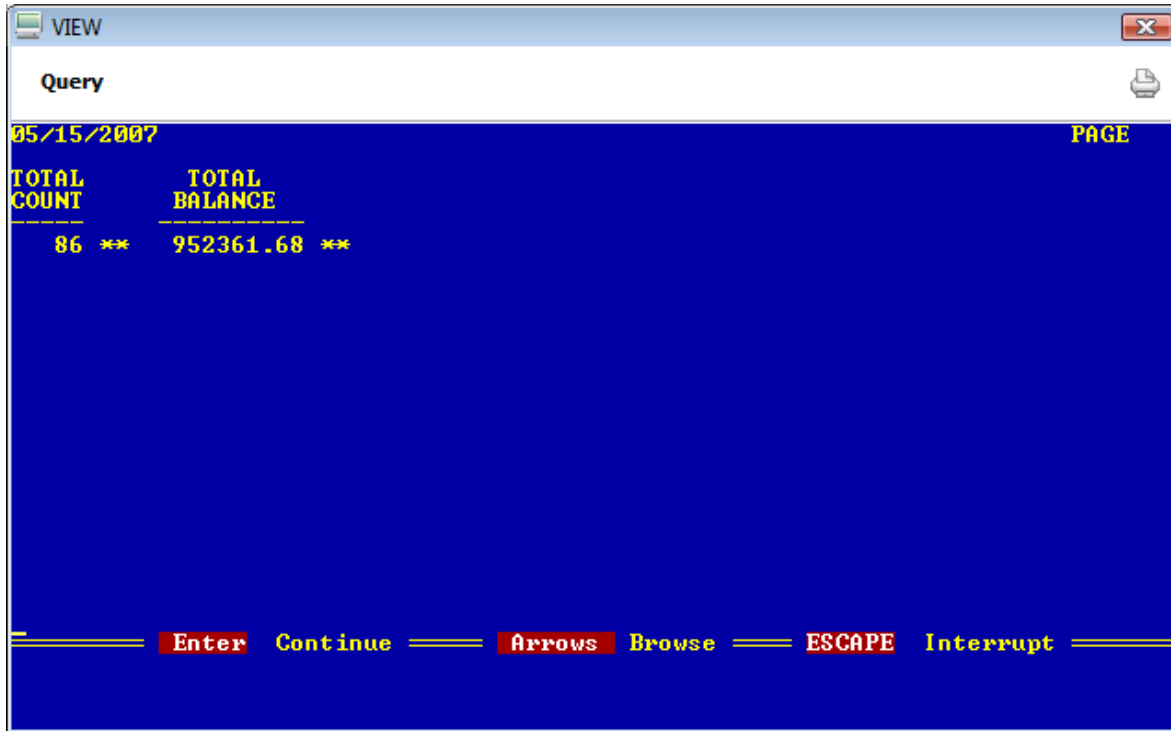


Figure 65

Compare this report to the report in Example 6. The Total Count and Total Balance are the same on both reports.

This is just one example of how “Grand Totals Only” could be used. Try using Query to pull different information using this feature for practice.

## Example 8 - Temporary Field Functions (Arithmetic)

This example is going to show how to use the **Temporary Field Functions** feature to do an arithmetic calculation to get the information that is needed from Query. A calculation of the ages of certain members is going to be calculated, just to give an idea of how this feature might be used.

Go into Query and select Master File as the database.

When using a Temporary Field Function in a Query, it works out best to do the Temporary Field Functions first before the Search Criteria.

Select Temporary Field Functions and press enter. Select Arithmetic from the six selections in the box and press enter.

The system displays.

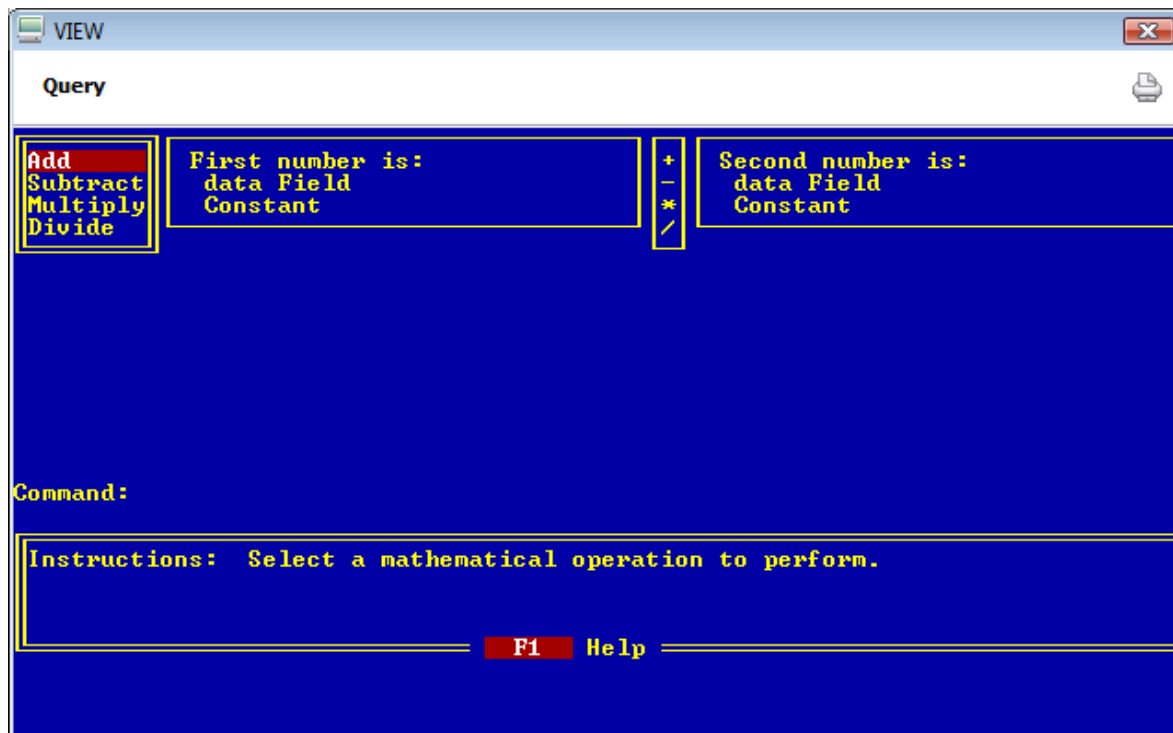


Figure 66

In this example, select **Subtract** and press enter. The cursor is now in the box that asks **First Number Is : Data Field or Constant**. Select Data Field and find **TODAYS-DATE** and press enter. (Hint: It is the last selection so just press the left arrow key once and the field should be there.)

Now the cursor is in the box that asks **Second Number Is : Data Field or Constant**. Select Data Field and find **NAME-BIRTH-DATE** and press enter.

The system displays.

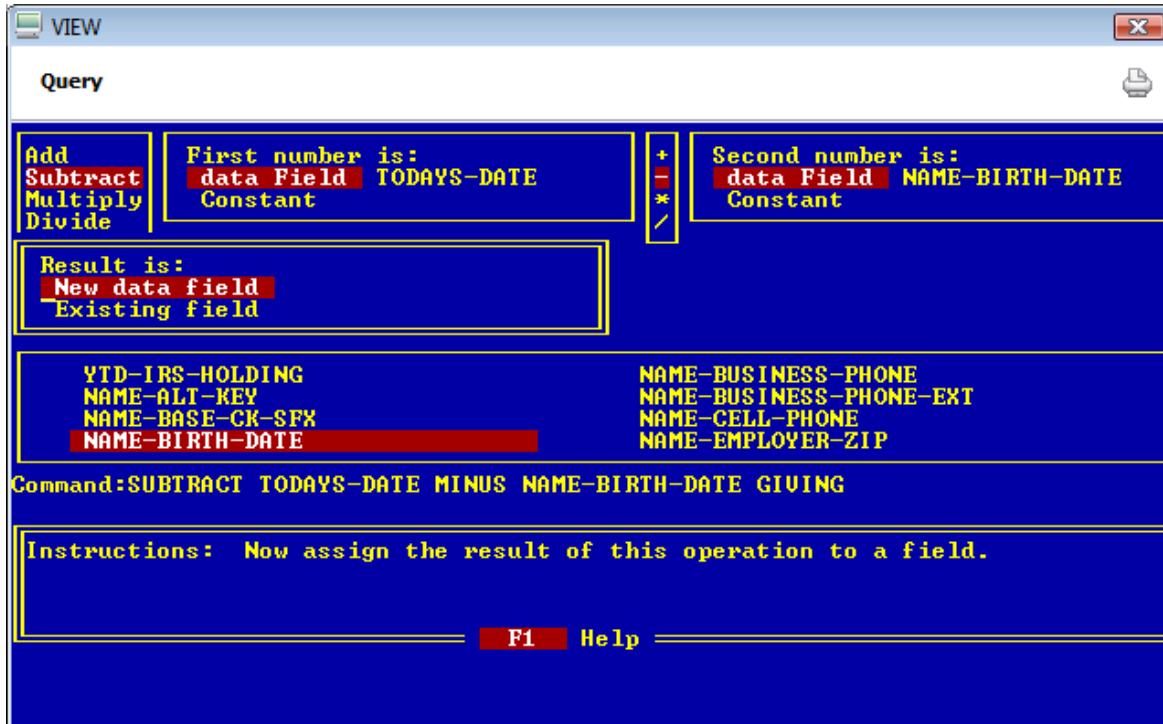


Figure 67

The result will be a **New Data Field** (temporary field). After pressing enter, type in **DAYS-OLD** (in upper case and don't forget the dash). Press enter again.



The system displays.

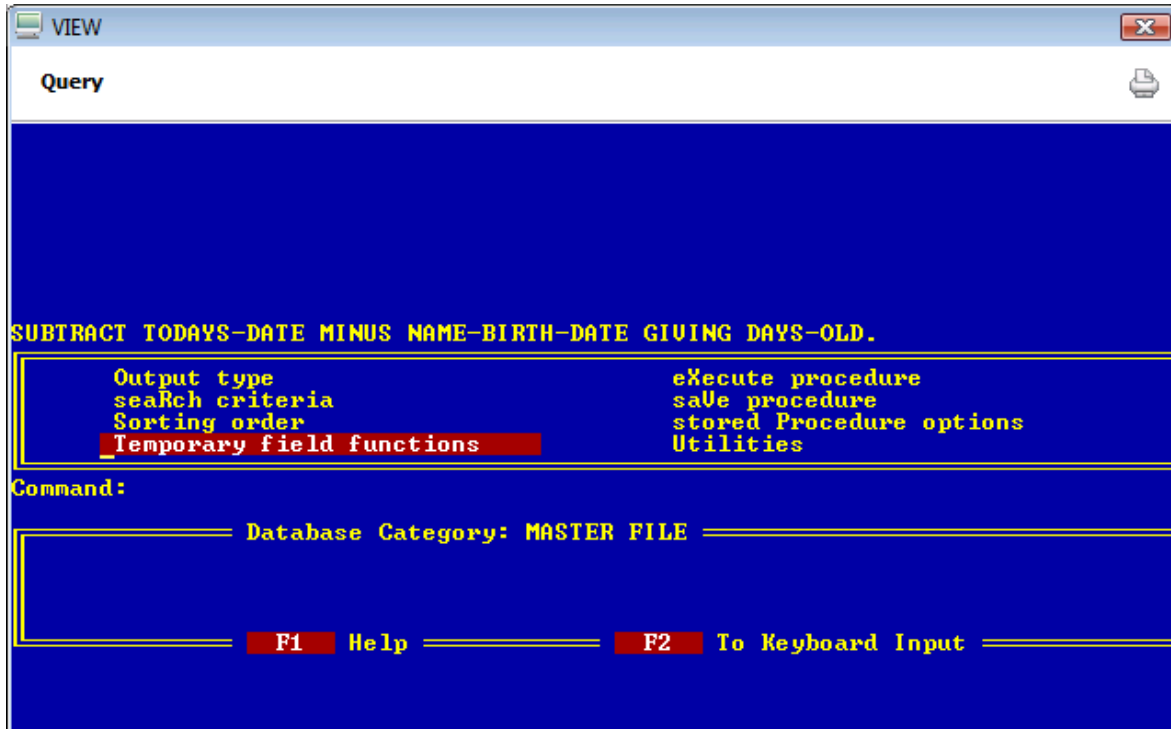
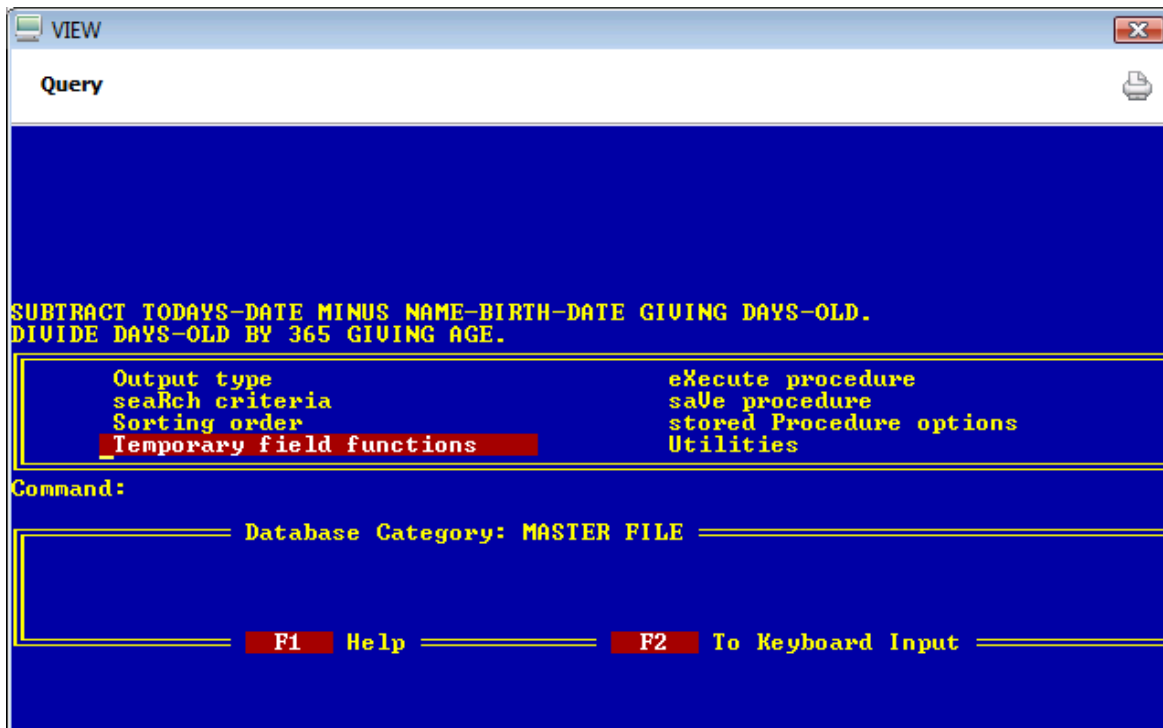


Figure 68

Next select Temporary Field Functions and press enter. Select Arithmetic and press enter. Arrow down to Divide and press enter. Select **Data Field** then find and select **DAYS-OLD** and press enter. Next select **Constant** and type in **365** then press enter.

For the "Result is" select New Data Field and type in **AGE** then press enter.

The system displays.



**Figure 69**

Two new temporary fields have been added to the data dictionary box. These are not permanent fields and will go away when exiting Query.

Now select Search Criteria and press enter. The search will be for -  
 Name-Birth-Date < 01011950 and  
 Account-Suffix = 00

Next select Output Type, Columnar then Detail With Subtotals. Select the following output selections –  
 Account-Base-Ck-Sfx  
 Balance  
 Name-First-Name  
 Name-Last-Name  
 Age  
 Name-Birth-Date

Do a Control E to end the selection process.

Next Query wants to know what field to order the subtotals by. Find and select AGE. Next Query wants to know what to accumulate and print subtotals for. The possible selections will show in the data dictionary box. Balance is usually chosen since Query will add the numeric values in the subtotal and grand total at the end of the report.

Select Balance and press enter. Do a Control E to end.

The system displays.

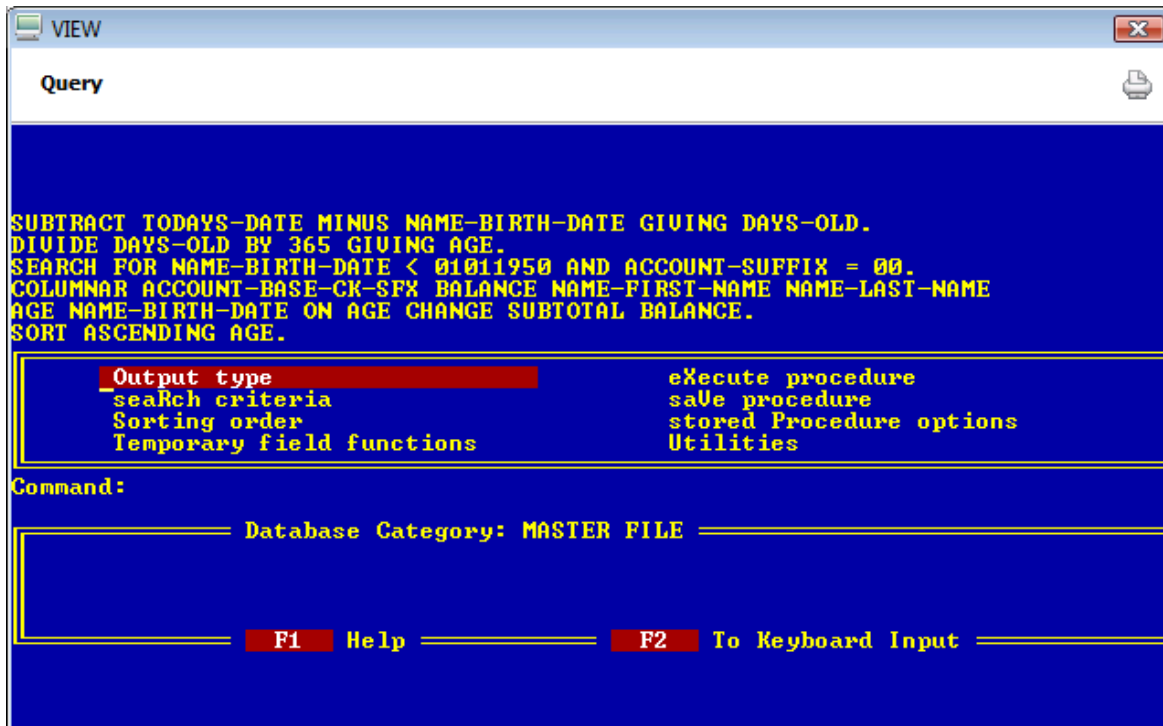


Figure 70

**\*\*Note:** Query added the Sort Ascending Age as the Sort option.

Next select Execute Procedure and choose Display as the Output Destination.

The system displays. Use the right arrow key, to see the last two columns.

ACCOUNT-BASE-CK-SFX	BALANCE	NAME-FIRST-NAME	NAME-LAST-NAME
4200	107393.06	DATAMATIC PROCE	SSING INC
6672000	188.50	Linda	Reis land
	107581.56 *		
615500	3495.00	RICHARD P	JONES
13400700	154945.80	CHARLES	GATES
66334400	9426.26	CINDY	JONES
	167867.06 *		
727800	200.00	CONNIE L	SMITH
2694098100	496.50	ELVIS	PRESLEY
	696.50 *		

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 71

NAME-FIRST-NAME	NAME-LAST-NAME	AGE	NAME-BIRTH-DATE
DATAMATIC PROCE	SSING INC	58	02/28/1949
Linda	Reis land	58	02/23/1949
RICHARD P	JONES	59	06/22/1948
CHARLES	GATES	59	03/15/1948
CINDY	JONES	59	02/16/1948
CONNIE L	SMITH	60	04/22/1947
ELVIS	PRESLEY	60	01/08/1947

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 72

This is just one example of how arithmetic can be used to get the information needed in Query. These types of Querys can be complicated but take some practice, as well as, trial and error to get the desired results.

Example 9 - Report Writer

This is an example of the **Report** type of output. This allows the creator of the report to design the layout of what the report will look like. One way to use this is to first select Columnar as the Output Type then change to Report before Executing the procedure. Changes can then be made, as desired, and then the report can be printed. It is also possible to design the entire report using the Report feature. It will take some practice, as well as, trial and error to obtain the desired results.

This is what the Query definitions look like that are being used in this example.

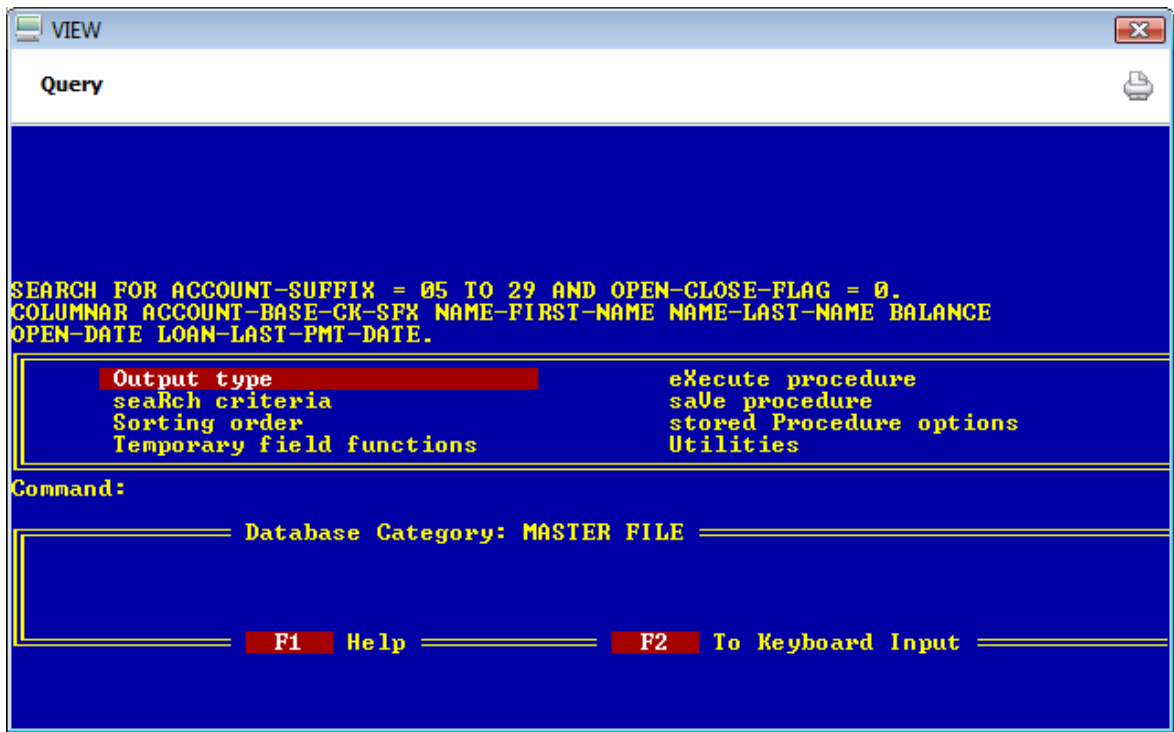
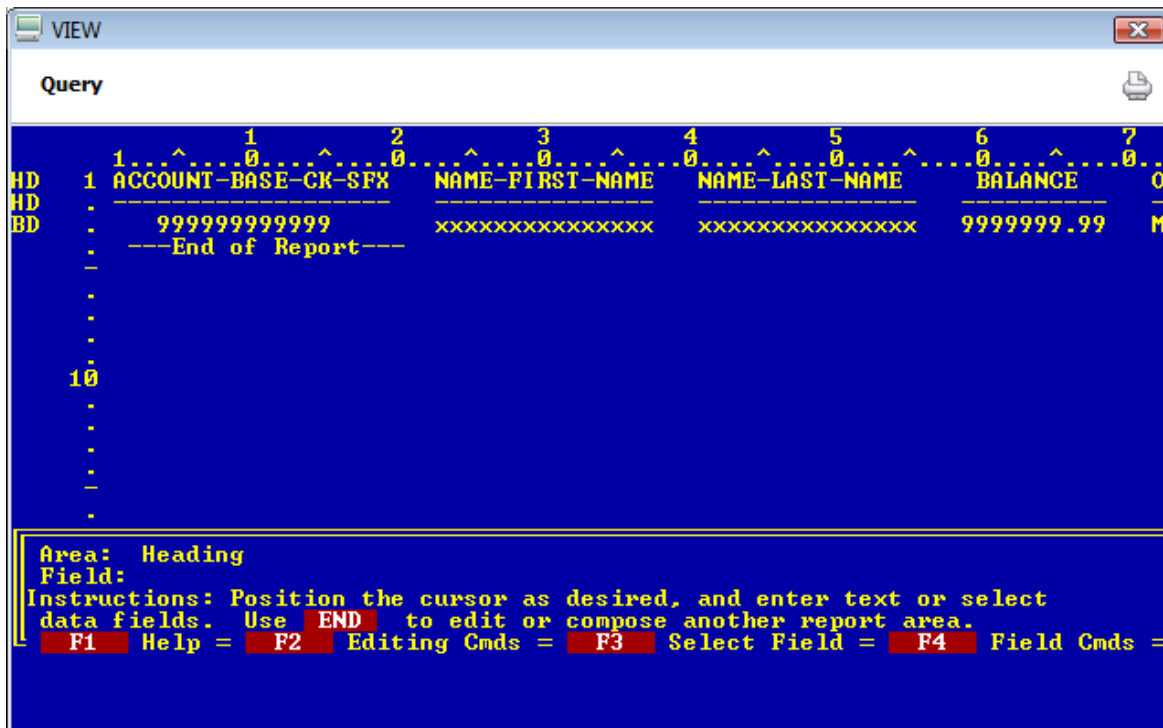


Figure 73

The Output Type of **Columnar** and **Detail Only** was selected in this procedure.

Next, select Output Type again, arrow down to Report and press enter.

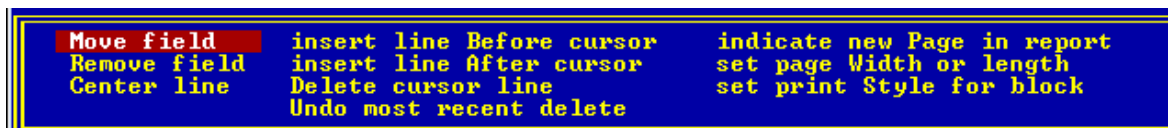
The system displays.



**Figure 74**

The box at the bottom of the screen is giving some directions as to what needs to be done now. Currently, this Query is in the **Heading** section of the report. The “F” keys need to be used to design and make changes to the report.

Press the F2 key and see what selections can be made. The selections are displayed below.



### Figure 75

With the cursor under the A in Account-Base-Ck-Sfx, arrow over to **Insert Line Before Cursor** and press enter. Do this a second time so that there are now two blank lines at the top of the page.

Now type in the title of the report **CLOSED END LOAN REPORT**. Press the F2 key and select **Center Line** as the feature to be used. The title will automatically be centered.

The system displays.

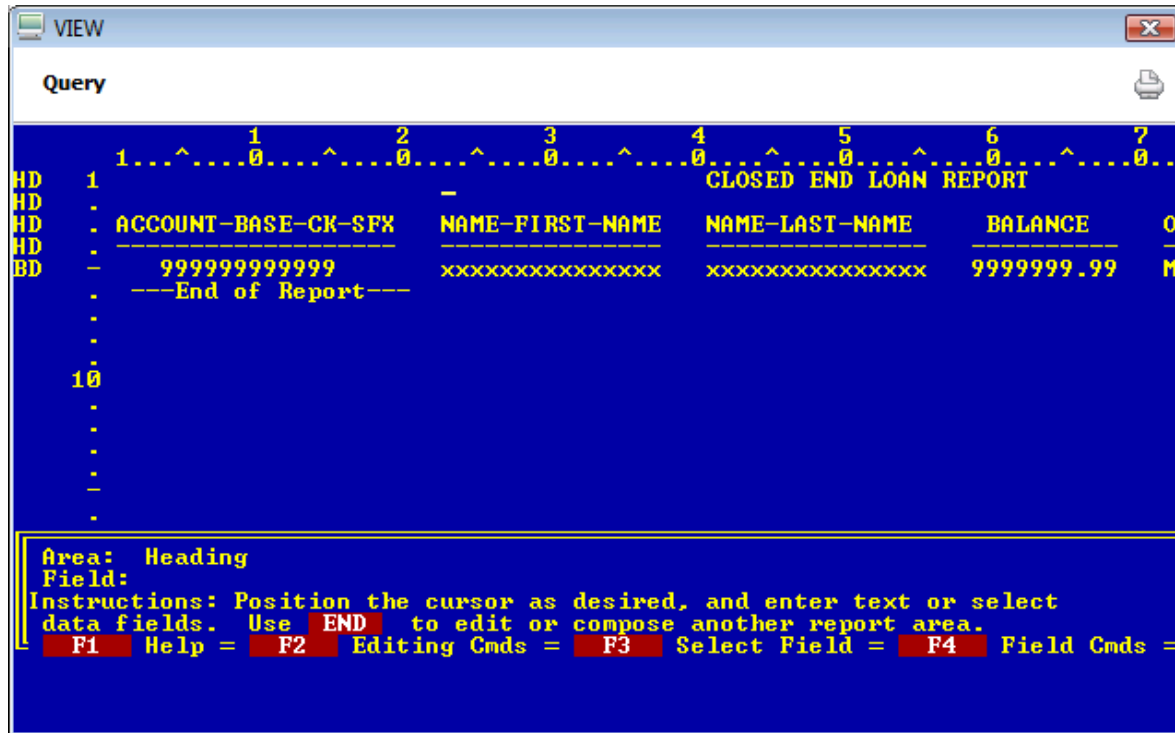


Figure 76

Now some changes will be made to give some ideas on what could be done with the Report feature. The first name and last name will appear as a single name and the address will be added.

Move the cursor under the first X representing the Last Name field. Press the F2 key and select Move Field. The xx's representing the Last Name are now in reverse video. This whole field can now be moved.

Use the left arrow key to move the field so that only one space separates it from the First Name field. Press enter to anchor it there. The x's are not in reverse video anymore.

Move the cursor up one line and to the left so that it is on the first space after the dashes under the words Name-First-Name. Type enough dashes to connect the existing dashes that are under Name-First-Name with those under Name-Last-Name.

Now move the cursor to the beginning of the words Name-First-Name. Type in MEMBER NAME/ADDRESS and use the spacebar to erase what is remaining of Last-Name.

Next, move the cursor so that it is anywhere on the xx's that represent the Name-First-Name field. Press the F4 Field Commands key. The system displays.

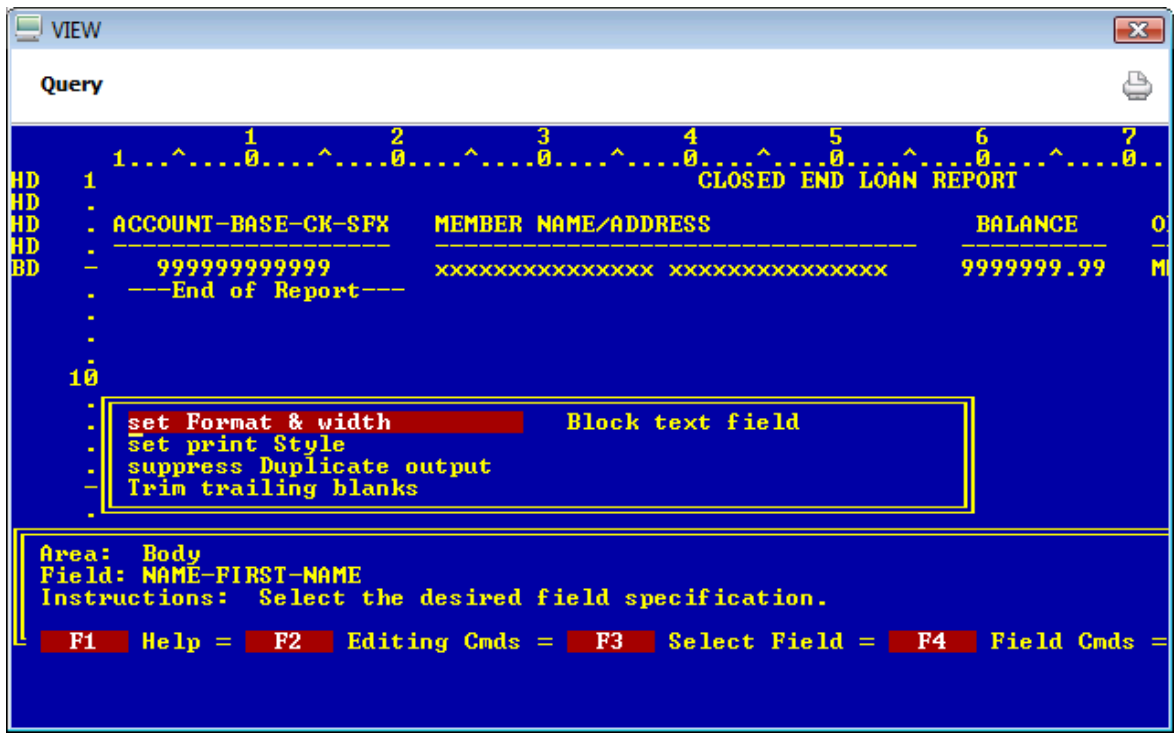


Figure 77

Select Trim Trailing Blanks and press enter.

Now add four more lines to the body of the report to hold the address and a blank line between the accounts. Press the F2 key and select Insert Line After Cursor. Do this three more times so that four more lines have been added.

The cursor should be on the first line of the four lines that were just added to the Body under Member Name/Address. Press the F3 Select Field key. Find and select **Name-Address 1**. Press enter again to anchor it there. (If the position of the xx's is not in the correct spot, move it using the arrow keys to the correct spot before anchoring it.)

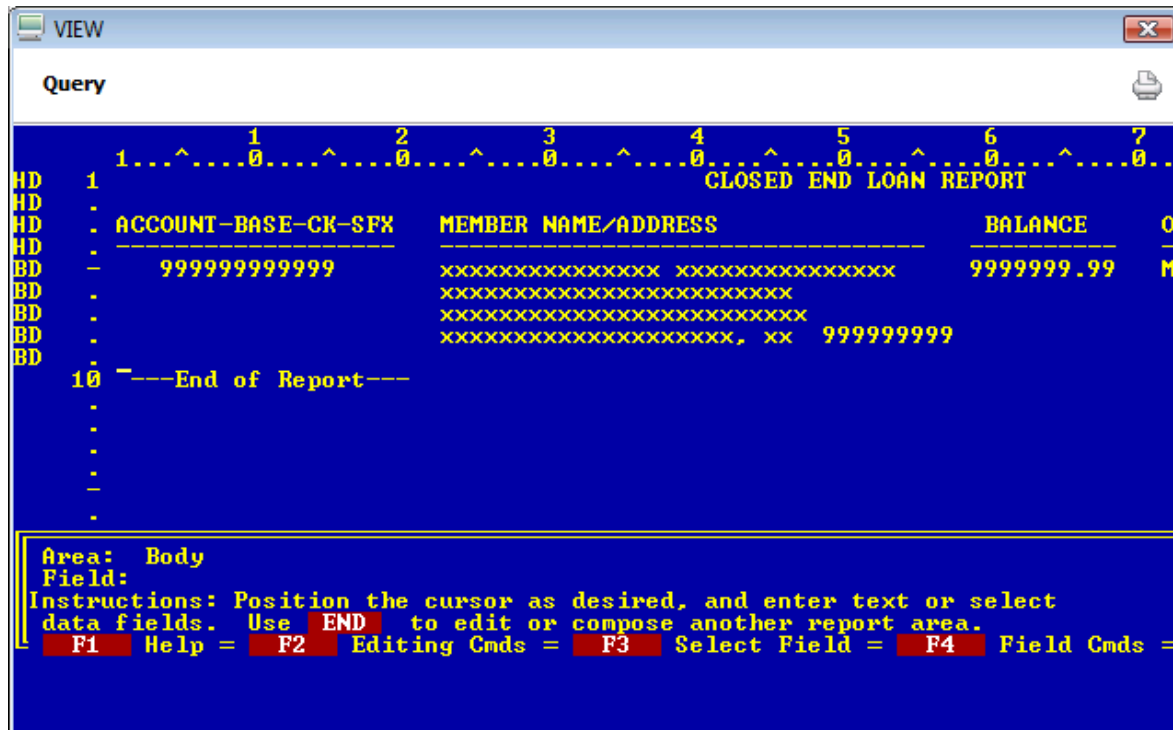
Press the F3 key. Find and select **Name-Address 2**. Once it is in the correct position (under the xx's representing Name-Address 1) press enter to anchor it.

With the cursor still positioned on Address Line 2, press the F4 key and select Trim Trailing Blanks. This will cause a blank line not to show if there is no information on address line 2.



Press enter to get to the last line of the Body of the Report. Use the spacebar to get the cursor under Address Line 2. Press the F3 key then find and select Name-City then press enter again to anchor. Press the F4 key and select Trim Trailing Blanks. Type a comma immediately after the City field and press the spacebar once. Press the F3 key then find and select Name-State. Press enter again to anchor it and press the spacebar twice. Press the F3 key then find and select Name-Zip. Press enter again to anchor it.

The system displays.



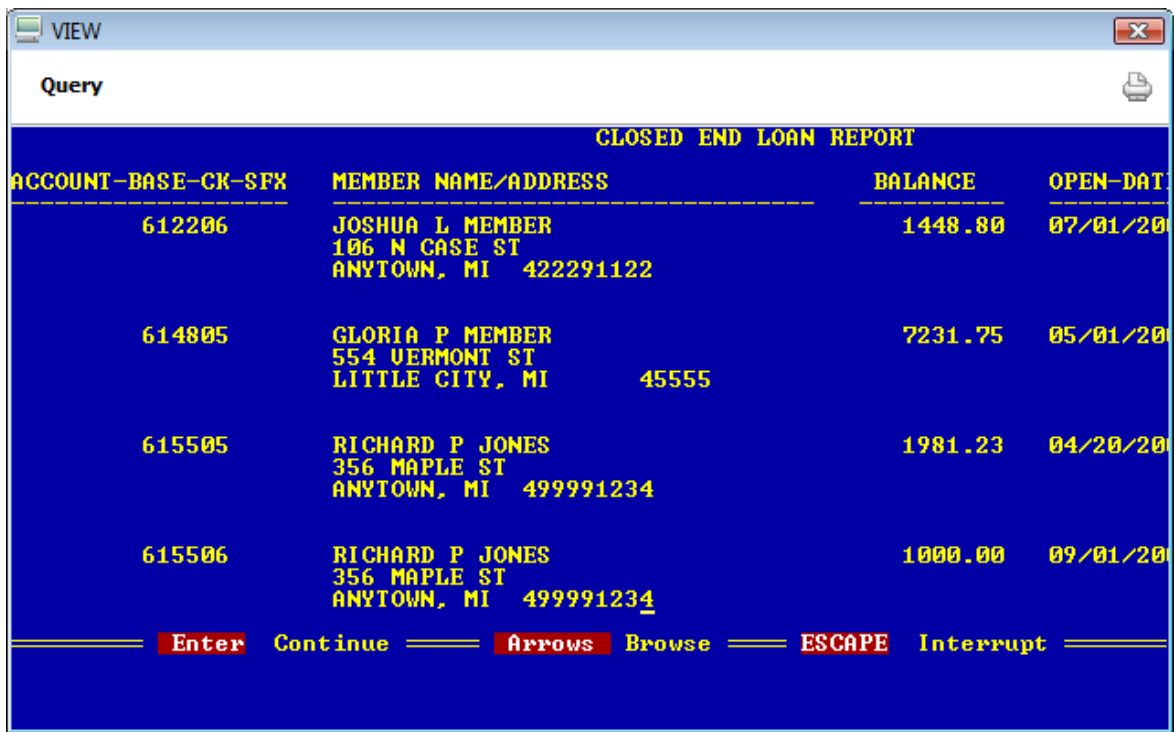
**Figure 78**

This is all that will be changed in this example. Use the right arrow key to view the columns of the report that do not show on the screen. Remember that this information will be printed on the report, if a printer is selected.

Now do a Control E to end and select End of Report. Query will go back to the Selection screen. Next select Execute Procedure and Display as the Output Destination.

Use the down arrow key to scroll through the report. The end of a page is indicated by a dotted line. Press enter to get to the next page.

The system displays.



CLOSED END LOAN REPORT			
ACCOUNT-BASE-CK-SFX	MEMBER NAME/ADDRESS	BALANCE	OPEN-DATE
612206	JOSHUA L MEMBER 106 N CASE ST ANYTOWN, MI 422291122	1448.80	07/01/20
614805	GLORIA P MEMBER 554 UERMONT ST LITTLE CITY, MI 45555	7231.75	05/01/20
615505	RICHARD P JONES 356 MAPLE ST ANYTOWN, MI 499991234	1981.23	04/20/20
615506	RICHARD P JONES 356 MAPLE ST ANYTOWN, MI 499991234	1000.00	09/01/20

==== **Enter** Continue ==== **Arrows** Browse ==== **ESCAPE** Interrupt =====

Figure 79

There are many different features that allow different fields and options to be added to the report. For practice, try using the Report Output Type to design a report of your own. It takes practice to learn how to use this option. See the Query Version 3 manual for more information.

If desired, try using the Report Output Type and design the report completely from the beginning. After selecting Report as the Output Type, a screen will come up to select the page settings. Either use these settings or make changes if needed.

Next Query gives selections to choose the report area to define. After this is selected, the Report selection screen comes up. The options here are the same as in the above example.

**TIP:** When using the “Report” output type, and counting and using subtotals and/or grand totals, always use a sort option, otherwise Query will count every record and not just based on the search criteria.

## **Teller Transactions by Date and Time**

The following is a Query designed to pull and display a count of teller transactions by date and time. This can be built in either the Statement File (Current Quarter) or Statement File (Prior Quarter) or both, depending on the needs of the credit union.

The Query will need to be run separately for each branch (if applicable) and for the entire credit union, if desired. This requires that the Teller numbers in the Query be edited. Depending on the time period (weekly, monthly or quarterly, etc.) desired by the credit union, the Process Date may also need to be edited.

This Query is done using one of the Statement File databases. There are a few different methods that can be used to enter the information when building the Query. The easiest method will be covered here. Some of this has to be entered using the keyboard input and some can be entered using the menu input, however, it is easier to just use the keyboard input rather than go back and forth between the two methods.

After selecting the desired database, press F2 to use the Keyboard Input. The letters must be in upper case. Type as follows, except enter the Process-Dates desired:

SEARCH FOR DESCRIPTION-CODE = 1 AND PROCESS-DATE = 07012004 TO 07312004 AND BATCH = 00 AND (TELLER = 100 TO 199 OR TELLER = 300 TO 399).

MOVE 0 TO HOUR-08.  
 MOVE 0 TO HOUR-09.  
 MOVE 0 TO HOUR-10.  
 MOVE 0 TO HOUR-11.  
 MOVE 0 TO HOUR-12.  
 MOVE 0 TO HOUR-13.  
 MOVE 0 TO HOUR-14.  
 MOVE 0 TO HOUR-15.  
 MOVE 0 TO HOUR-16.  
 MOVE 0 TO HOUR-17.  
 DIVIDE PROCESS-TIME BY 100 GIVING TRAN-HOUR.  
 IF TRAN-HOUR = 08 THEN MOVE 1 TO HOUR-08.  
 IF TRAN-HOUR = 09 THEN MOVE 1 TO HOUR-09.  
 IF TRAN-HOUR = 10 THEN MOVE 1 TO HOUR-10.  
 IF TRAN-HOUR = 11 THEN MOVE 1 TO HOUR-11.  
 IF TRAN-HOUR = 12 THEN MOVE 1 TO HOUR-12.  
 IF TRAN-HOUR = 13 THEN MOVE 1 TO HOUR-13.  
 IF TRAN-HOUR = 14 THEN MOVE 1 TO HOUR-14.  
 IF TRAN-HOUR = 15 THEN MOVE 1 TO HOUR-15.  
 IF TRAN-HOUR = 16 THEN MOVE 1 TO HOUR-16.  
 IF TRAN-HOUR = 17 THEN MOVE 1 TO HOUR-17.  
 SORT ASCENDING PROCESS-DATE.

**\*\*Note:** Depending on the hours that the credit union is open, additional hours (HOUR-07 or HOUR-18, etc.), may need to be added to the Query, or less hours may need to be entered.

Next press F2 to return to Menu Input. Save the Query.

Select Output Type **then** Report **then** Use these Settings. The following selections are displayed.

Select report area to define.

- Page Heading
- Subheading
- Body
- Subtotal
- Grand Total
- Page Footing
- End of Report

Select **Page Heading** using the arrow keys and press enter. The system displays.

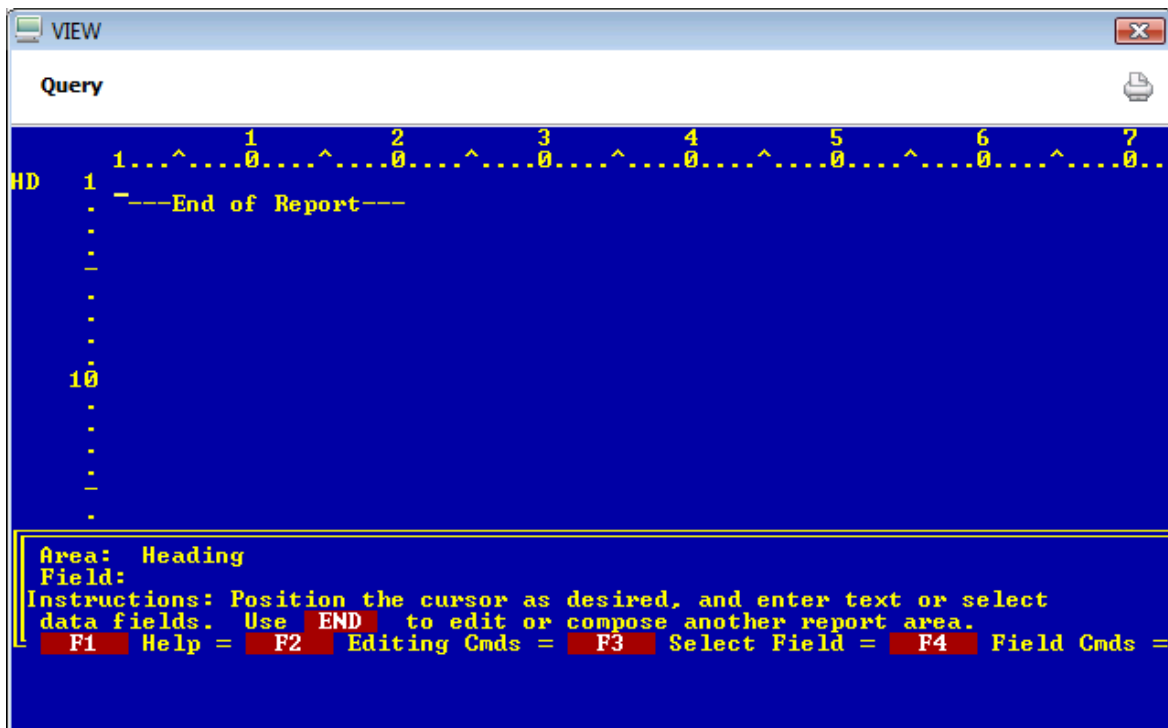
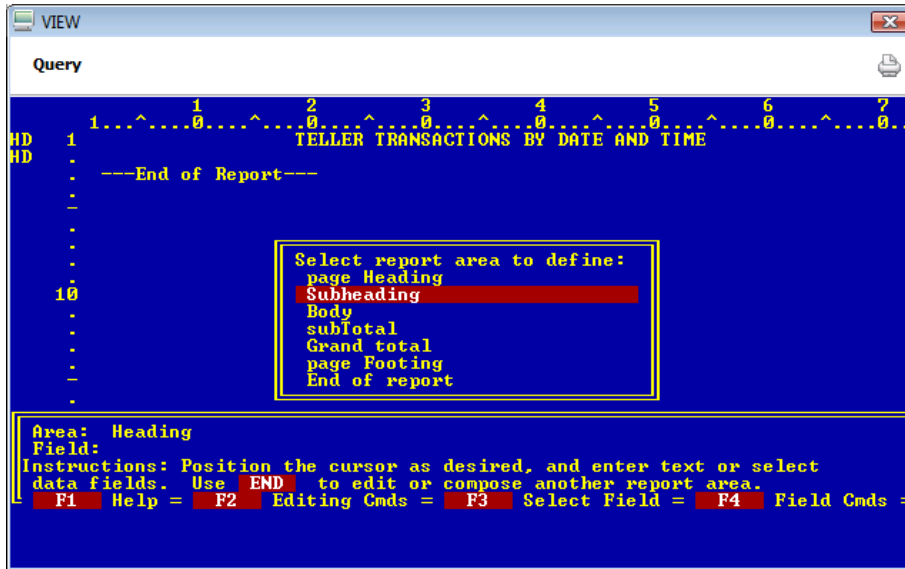


Figure 80

The **Page Heading** area can be used to enter a “Title” for the Report. Use the arrow keys or spacebar to move the cursor to the desired position to start typing. Type in the title to be displayed on the report then press enter.

Next, select Ctrl + E. The system displays.



The F2, F3 and F4 selections will be used throughout designing this Query.

Figure 81

Use the arrow keys to highlight the **Subtotal** area and press enter. Select PROCESS-DATE as the data field and press enter. The system displays.

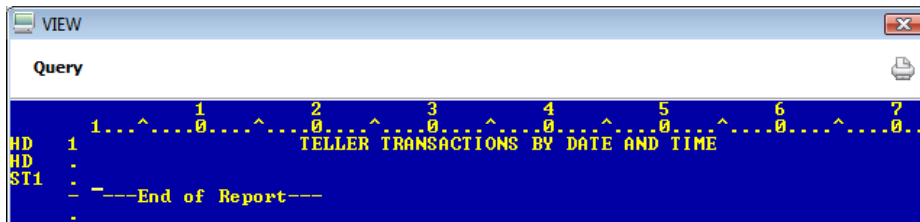


Figure 82

Type in the following:

=== Date:

Press the spacebar once after the colon then press F3. Select "data Fields" and find the PROCESS-DATE field and press enter. Next, select **Set Format & Width** and press enter. Type in the format as follows:

ZZ/ZZ/ZZ

(\*\*Note: A slash or a dash can be used between the month, date and year in the Process-Date.)



Figure 83

Press enter. The ZZ/ZZ/ZZ will display on the screen in RED. Press enter a second time to **anchor** the data field, otherwise, the field will move when using the arrow keys or spacebar. **\*\*Note:** This is important and will be used a lot throughout this Query.

Next, use the arrow keys to move the cursor to the first space after the last Z then press the spacebar twice and type in ===

Press enter and the system displays.

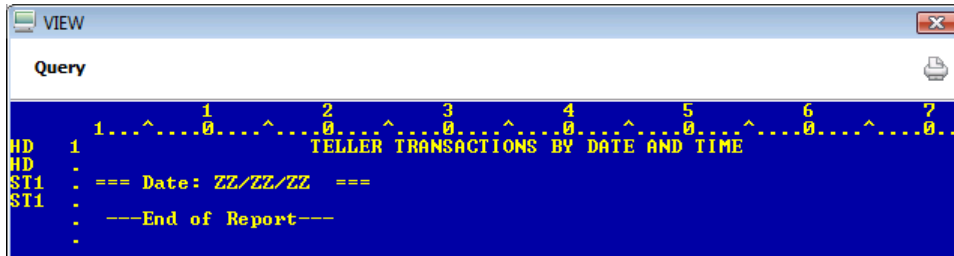


Figure 84

Notice the area on the left hand side of the screen. This corresponds to the specific report areas defined on the report (see previous page) and these will directly affect how the information is pulled for the report.

Press enter to add another ST1 (subtotal) line on the report. Type the following information which will be displayed on the report.

Time Count

Next, press enter to add another ST1 line on the report. Type in the following:

8:00 - 8:59am

The system displays.

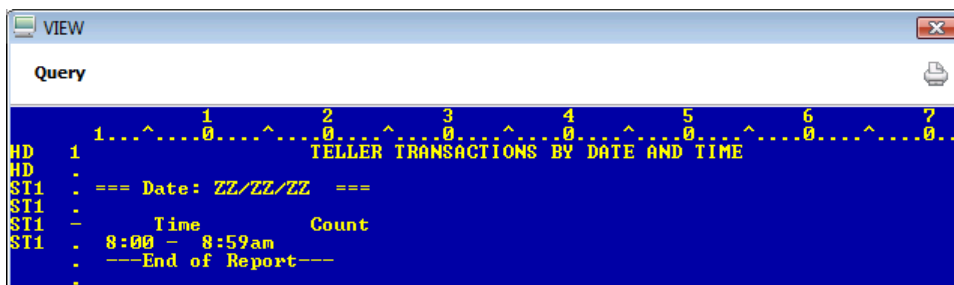


Figure 85

Next use the arrow keys to move the cursor under the "C" in Count. Press F3 and select **data fields**. Find the **HOURL-08** data field and press enter. Next, select **Subtotal with Reset** and press enter.

The system displays.

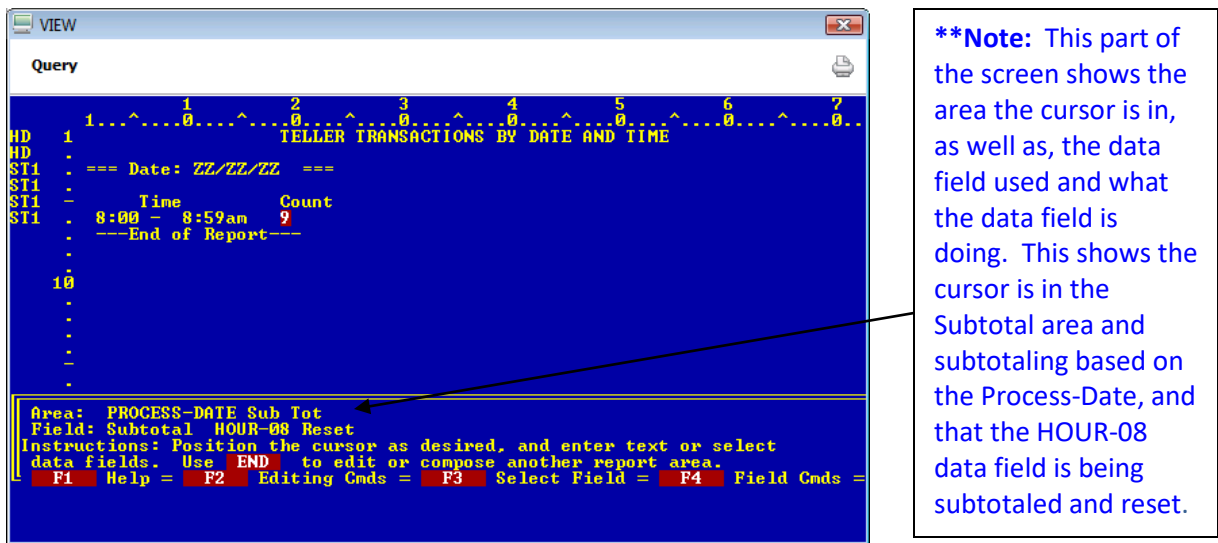


Figure 86

Next, press F4 to format the field. Select **Set Format and Width** and press enter. Type five 9's in the field as follows: 99999. This will change the field from one digit to five digits long. Press enter. Next, press enter to **anchor** the data field. Press enter to continue to the next line. Continue this process for each different hour during the day (see below). Instead of selecting HOUR-08 for the count field, select HOUR-09, etc.

**\*\*Note:** Remember to save the Query periodically. It is important to press Ctrl + E to get to the **Select report area to define** screen and select **End of Report**. After this is done, then select **Save Procedure**. If this is not done, the report output may be lost and need to be redone.

Press enter twice to add two more ST1 lines. When finished, this is how it should look.

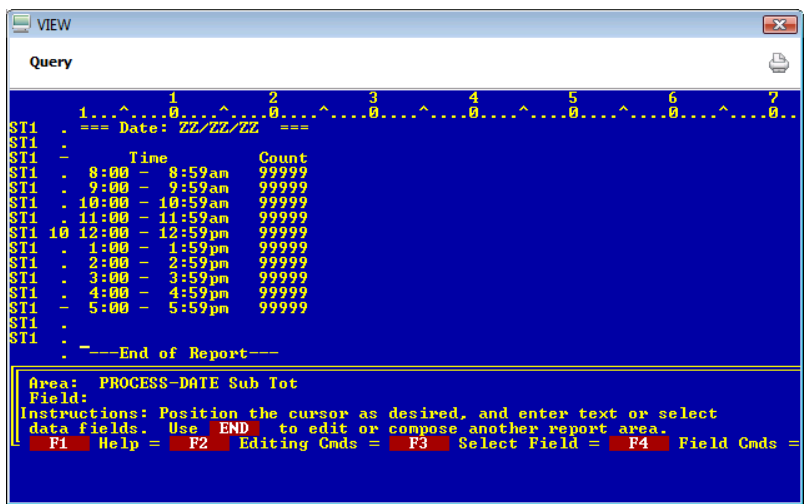


Figure 87

Next, press Ctrl + E to display the **Set report area to define** screen. Select **Grand Total** and press enter. Type in the following:

\*\*\* All Dates \*\*\*

Press enter twice to add to more GT (Grand Total) lines. Type in the following:

Time Count

Line them up with the Time and Count columns with the subtotal lines, if desired. Press enter once to add another GT line. The system displays.

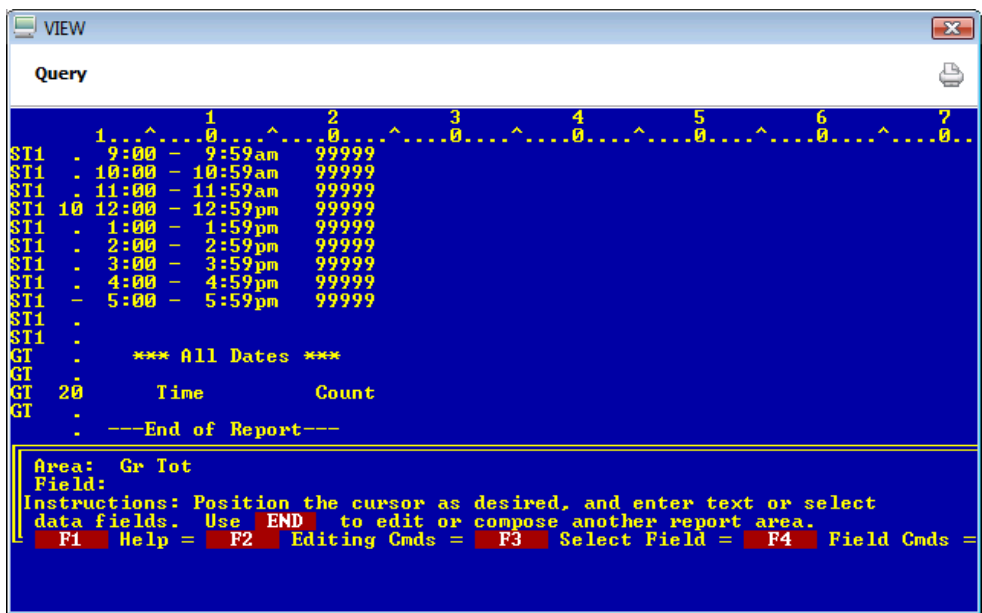


Figure 88

Next, type in the first time slot.

8:00 - 8:59am

Next use the arrow keys to move the cursor under the “C” in Count. Press F3 and select **data fields**. Find the **HOUR-08** data field and press enter. Next, select **Grand Total of Field**. Next, select **Set Format and Width** (might need to select F4) and press enter. If five 9’s are displayed, press enter then press enter to **anchor** the data field.

(Otherwise, type five 9’s in the field as follows: 99999. This will change the field from one digit to five digits long. Press enter. Next, press enter to **anchor** the data field. Press enter to continue to the next line.)

Continue this process for each different hour during the day (see next page). Instead of selecting HOUR-08 for the count field, select HOUR-09, etc.



**\*\*Note:** Remember to save the Query periodically. It is important to press Ctrl + E to get to the **Select report area to define** screen and select **End of Report**. After this is done, then select **Save Procedure**. If this is not done, the report output may be lost and need to be redone.

Example of definitions.

```

VIEW
Query
1...^...0...^...0...^...0...^...0...^...0...^...0...^...0...
ST1 .
ST1 .
GI .      *** All Dates ***
GI .
GI 20      Time      Count
GI . 8:00 - 8:59am  99999
GI . 9:00 - 9:59am  99999
GI . 10:00 - 10:59am 99999
GI . 11:00 - 11:59am 99999
GI . 12:00 - 12:59pm 99999
GI . 1:00 - 1:59pm  99999
GI . 2:00 - 2:59pm  99999
GI . 3:00 - 3:59pm  99999
GI . 4:00 - 4:59pm  99999
GI 30 5:00 - 5:59pm  99999
GI .      ---End of Report---
Area: Gr Tot
Field: Total      HOUR-17
Instructions: Position the cursor as desired, and enter text or select
data fields. Use END to edit or compose another report area.
F1 Help = F2 Editing Cnds = F3 Select Field = F4 Field Cnds =

```

**\*\*Note:** This part of the screen shows the area the cursor is in, as well as, the data field used and what the data field is doing. This shows the cursor is in the Grand Total area, and that the HOUR-17 data field is being totaled.

Figure 89

Next, press Ctrl + E and select **End of Report** then select **Save Procedure**. Now select **Execute Procedure**. The following is in a Test Credit Union for example purposes only.

```

VIEW
Query
TELLER TRANSACTIONS BY DATE AND TIME
=== Date: 07/01/04 ===
Time      Count
8:00 - 8:59am  47
9:00 - 9:59am  75
10:00 - 10:59am 127
11:00 - 11:59am  85
12:00 - 12:59pm  41
1:00 - 1:59pm  115
2:00 - 2:59pm   82
3:00 - 3:59pm   73
4:00 - 4:59pm   87
5:00 - 5:59pm   39
=== Date: 07/04/04 ===
Time      Count
8:00 - 8:59am   0
9:00 - 9:59am   0
10:00 - 10:59am  0
Enter Continue == Arrows Browse == ESCAPE Interrupt ==

```

Figure 90

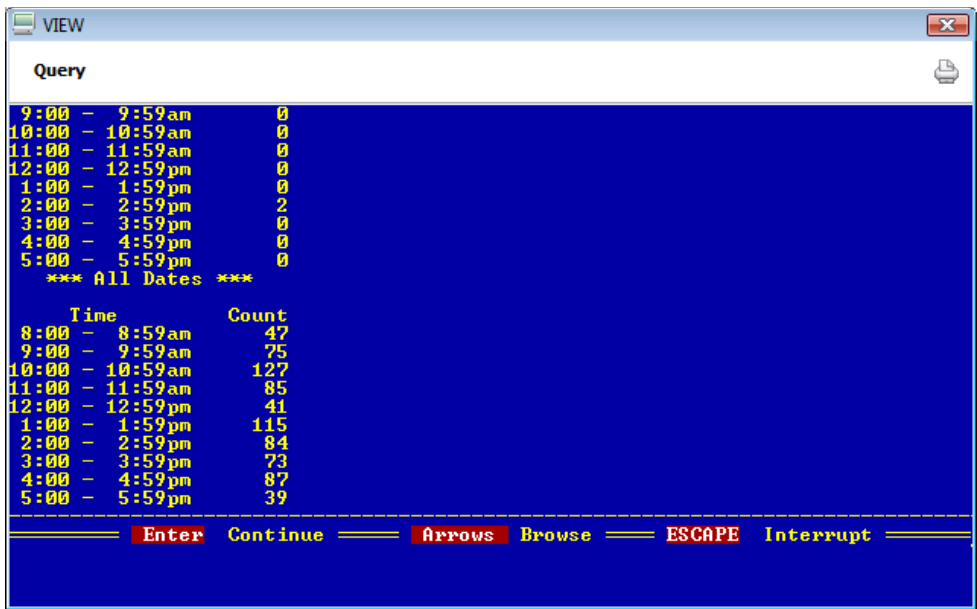


Figure 91

The Test Credit Union used just has two dates and the total of all the dates. A real credit union will have each date in the month that had teller transactions and a grand total at the end.

**TIPS for using the “Report” output in Query -**

- When using the “**Report**” output type, and counting and using subtotals and/or grand totals, always use a sort option, otherwise Query will count every record and not just based on the search criteria.
- If an incorrect data field is selected, it will be necessary to delete the data field (F2) and select the correct data field (F3). The cursor must be within the data field, to delete a specific data field.

**Report - other uses:** The “Report” output type can also be used to get a total of a field(s) from a Columnar output type and Detail Only. The easiest way to do this is to first build the Query by entering the search criteria then entering the output data fields desired. Afterwards, select “Output Type” then “Report”. The output data fields selected will already be displayed on the screen.

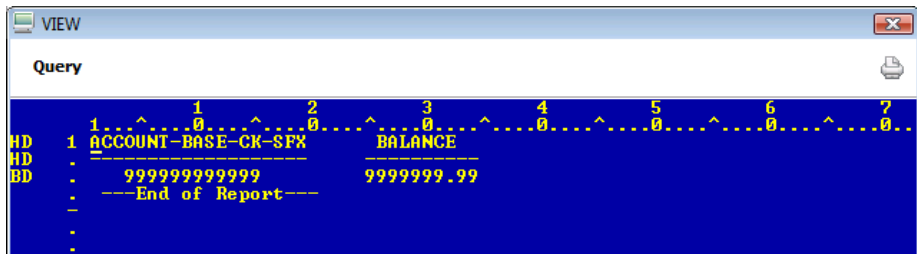


Figure 92

Use the arrow keys to move the cursor to the end of the last line in the output, select Ctrl + E then Grand Total. Enter any detail to be printed, move the cursor to the desired location on the screen and select the data field(s) to be totaled by pressing F3. A count may also be added, if desired by pressing F3. See example below.

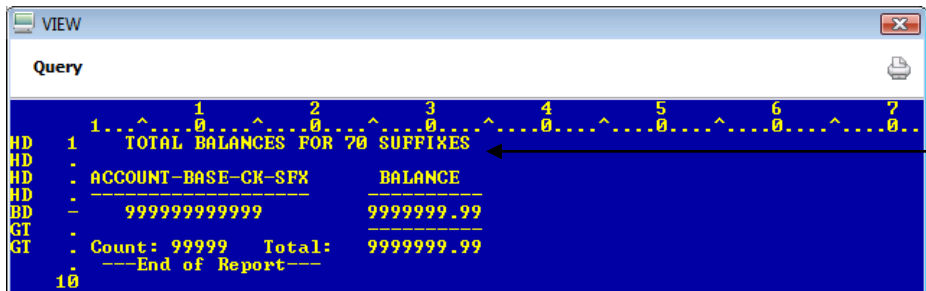


Figure 93

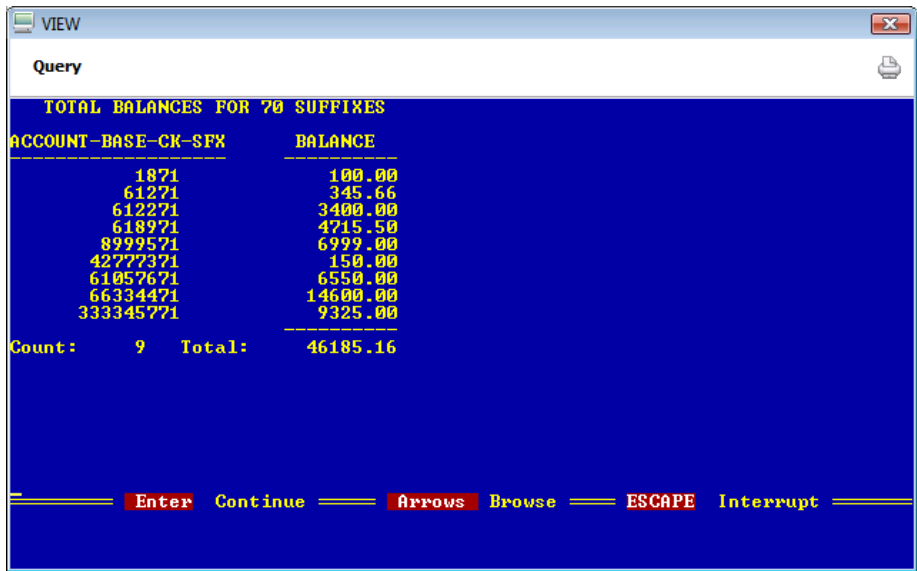


Figure 94

Example 10 - Download Query File to PC

This is an example of how to download a Query file to a PC to open up in Word, Excel, Access, Works or a Lotus program. Knowledge of these types of software is required in order to do this. The downloaded Query file can also be copied to a floppy diskette, burned on a CD or transferred to a third party, etc.

The first step is to build a Query. Pick one of the other examples or design one of your own and enter the information until the Output Destination is reached in the Execute Procedure step.

The system displays.

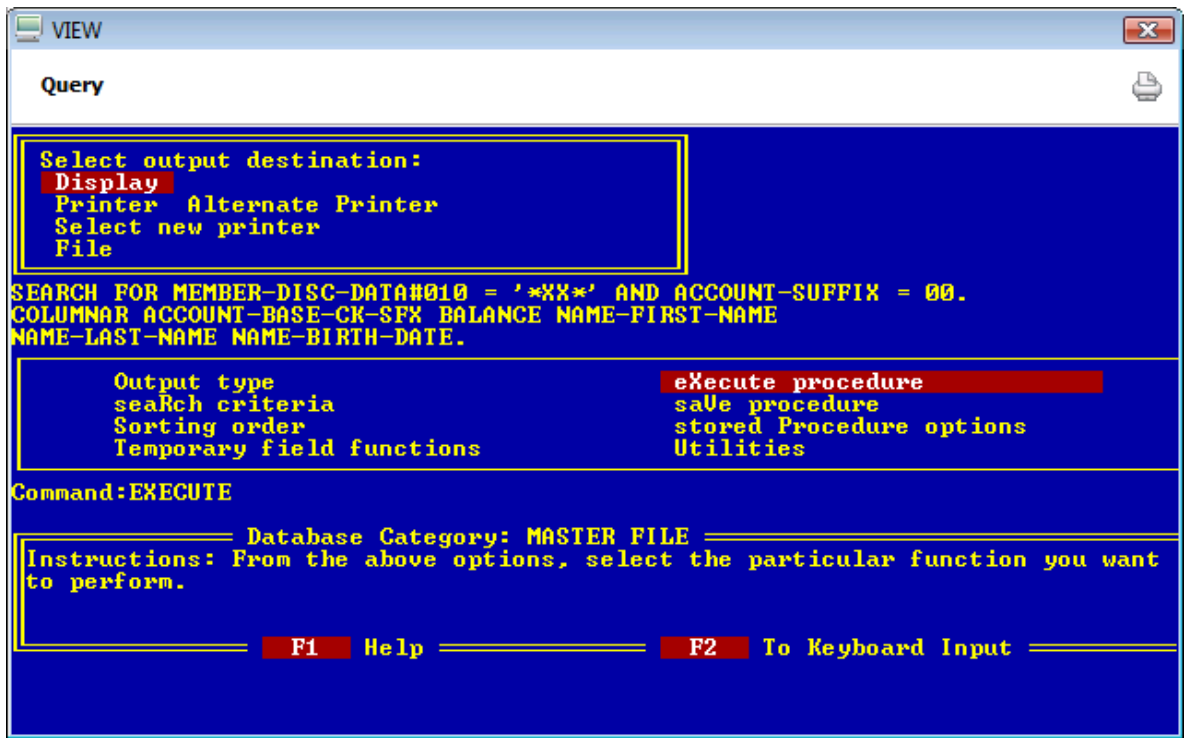


Figure 95

Use **Columnar** and **Detail Only** for the Output Type when downloading a Query file to a PC. The sorting, subtotalling and grand totals etc. are usually done in Word, Excel, Access, Works or Lotus, etc.

Arrow down to **File** and press enter. The system displays.

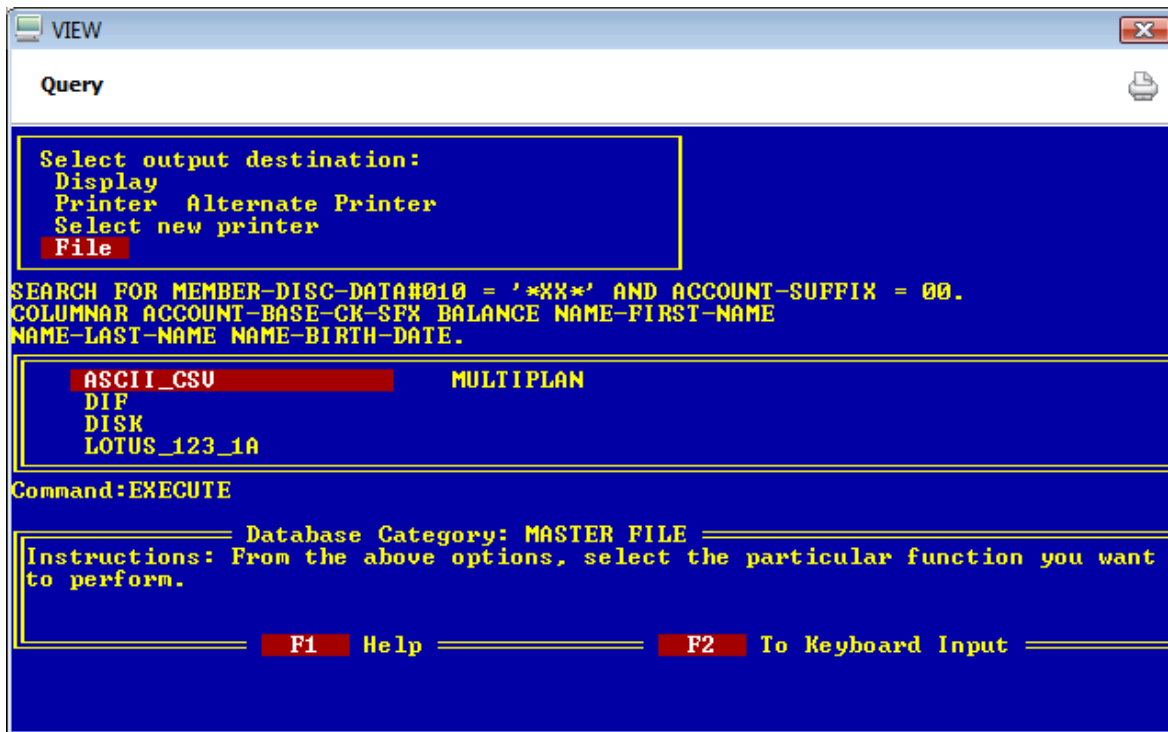


Figure 96

Choose either the **ASCII CSV** (comma separated value) or **Lotus 123** format from the selections here depending on what type of output is needed.

ASCII CSV is the mostly commonly used method. In the example, select ASCII CSV.

The extension for ASCII CSV is .TXT. This works when opening the file in either Word, Excel, Access or Works. The extension for Lotus 123 is .WKS and this is used when opening the file in Lotus. Since Lotus has a limit of 2048 records at a time, only use this if a small file is being downloaded.

After the selection is made, the system displays.

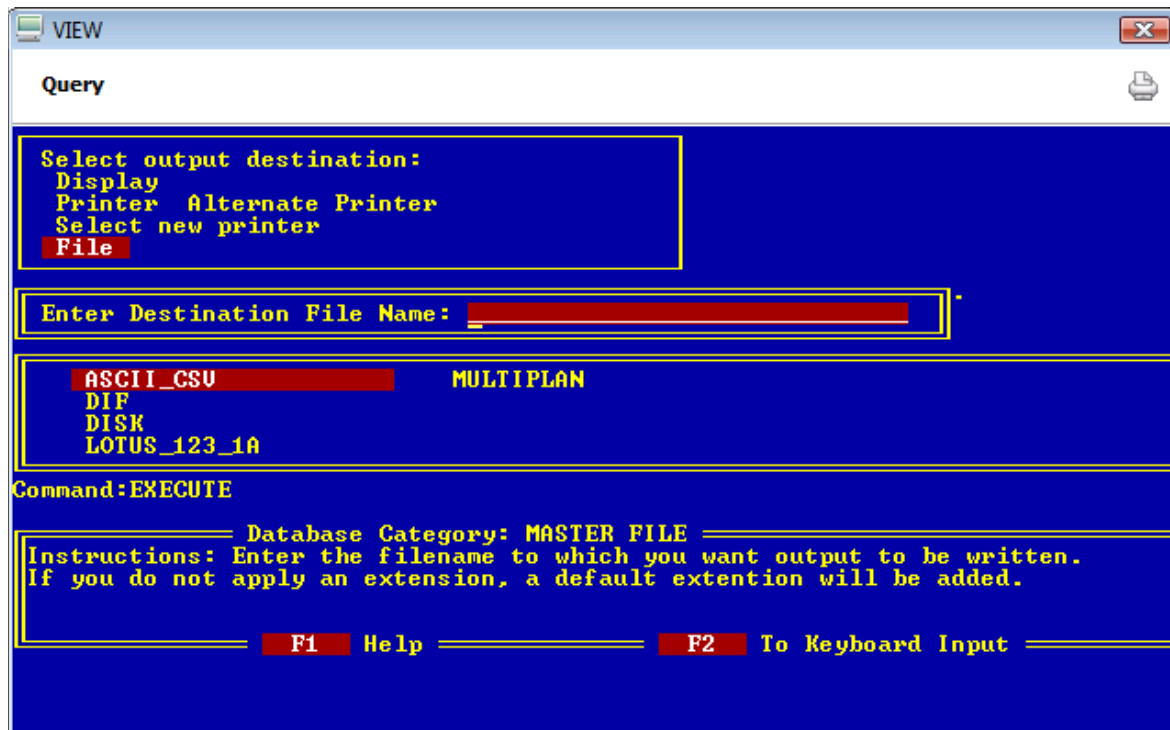


Figure 97

Now Query is asking to **Enter Destination File Name:**\_\_\_\_\_. The file name entered here will depend on the destination. What is entered here will also be used later in the download process. If upper case letters are used here then they must also be used later in the download process the same exact way. A maximum of eight (8) letters can be used for the file name not including the extension. It is not recommended to use numbers in the file name.

For the example, use **KIDSClub.TXT** as the destination file name. As far as the extension, use **.TXT** for an ASCII CSV file and use **.WKS** for a Lotus 123 file.

Press enter after typing in the file name.

If a message appears that says “A file with that name already exists. Do you want to overwrite it? No Yes The answer will depend on the following.

- Is this a file that is run often with new updated information? The answer here would probably be yes.
- Did the name just get duplicated (used again) and the file is really a different file. The answer here would probably be no, so the new file can be given a new destination file name.

Next Query will ask the question – Make a data dictionary for this file? Yes No. Always answer “no” to this question.

After selecting “no” and pressing enter, the system displays.

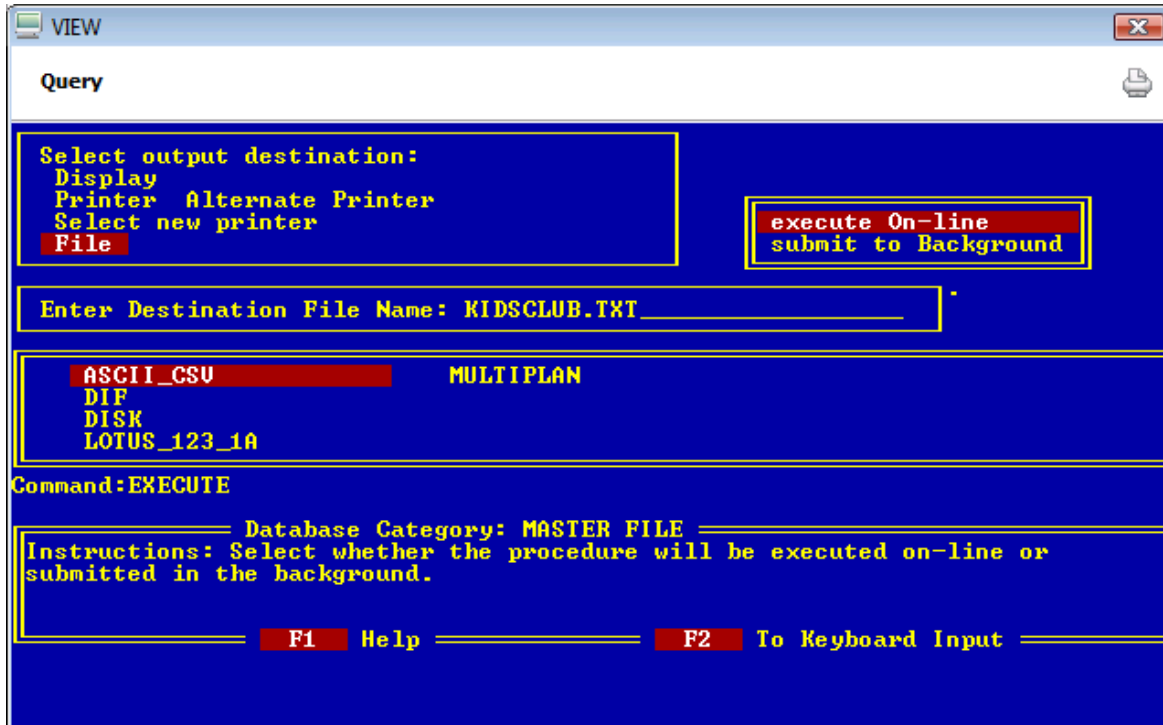


Figure 98

The cursor is in the small box on the right side of the page. Select **Execute on-line** and press enter.

After Query has finished gathering the information requested, a record count will display on the screen then Query will go back to the screen with the Query definitions.

## VIEW Download Instructions (On-line and Terminal Server users)

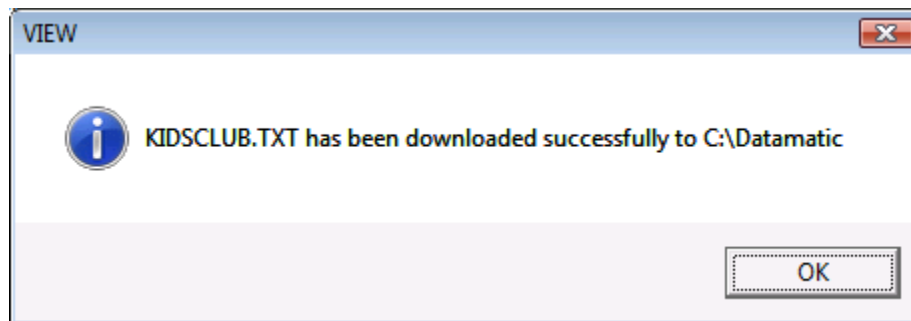
Prior to credit unions using Terminal Server software using the Download File feature, the following will need to be done.

- 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.

Select [\[Main Ribbon > Reports > Query\]](#). This is where to build the Query or execute an existing Query. Follow instructions on pages 91 - 94.

Select [\[Main Ribbon > Reports > Downloads\]](#). To download a Query, double click on the file.

When the download is finished, the system displays.



The system will display the Datamatic folder on C:drive (C:/Datamatic). **\*\*Note:** All Uploading, Downloading, Importing and Exporting files to or from the Datamatic system is done using this folder (or other directory setup by the credit union).



The report could be opened in Word, Note Pad or Word Pad or imported into Excel or Access, etc. From there, the Word document, Excel spreadsheet or Access database, etc. could be burned on a CD or copied to a floppy diskette, if desired. The file can also be sent by FTP, if the third-party vendor can accept a file transfer via a PC. (\*\*Note: 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.

**\*\*Note:** For file transfers (FTP), the file may be moved from the Datamatic folder on C:drive to the desktop or another directory, if desired.

**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.

**\*\*Note:** For downloading an extract from **Downloads** folder, leave the “File Name” as is or change the name, if desired. The name of the file must be no more than eight (8) characters with a .txt at the end of the file name as the extension.

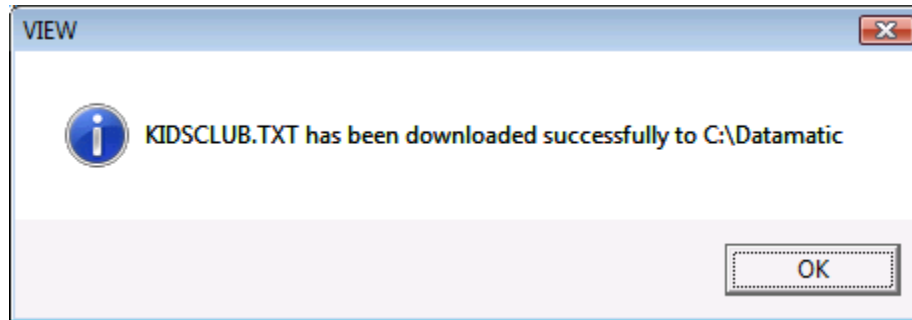
The Downloads folder displays the Query reports (with “File as the Output Destination) and other extracts directed to this folder by Datamatic. The Queries and extracts in this folder will remain from day to day until they are overwritten, deleted by the credit union or deleted with End of Day processing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

## VIEW Download Instructions (In-House)

Select [\[Main Ribbon > Reports > Query\]](#). This is where to build the Query or execute an existing Query. Follow instructions on pages 91 - 94.

Select [\[Main Ribbon > Reports > Downloads\]](#). To download a Query, double click on the file.

When the download is finished, the system displays.



The system will display the Datamatic folder on C:drive (C:/Datamatic). **\*\*Note:** All Uploading, Downloading, Importing and Exporting files to or from the Datamatic system is done using this folder (or other directory setup by the credit union).

The report could be opened in Word, Note Pad or Word Pad or imported into Excel or Access, etc. From there, the Word document, Excel spreadsheet or Access database, etc. could be burned on a CD or copied to a floppy diskette, if desired. The file can also be sent by FTP, if the third-party vendor can accept a file transfer via a PC. (**\*\*Note:** 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.

**\*\*Note:** For file transfers (FTP), the file may be moved from the Datamatic folder on C:drive to the desktop or another directory, if desired.

**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.

**\*\*Note:** For downloading an extract from the **Downloads** folder, leave the "File Name" as is or change the name, if desired. The name of the file must be no more than eight (8) characters with a .txt at the end of the file name as the extension.

The Downloads folder displays the Query reports (with "File" as the Output Destination) and other reports directed to the Download folder by Datamatic. The Queries and extracts 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.

## Example 11 - Graphs

This section is going to show two examples of how to use Query to use the **Graph** type of output. The first example is of a **Histogram** which shows the frequency count of a particular field. The second example is of a **XY Graph** which is a comparison between two data fields/items.

For the Histogram, use the Name and Address File database. Select Search Criteria and press enter. Select NAME-BIRTH-DATE in the data dictionary box then Range of Values. For the beginning range type in 01011901 then enter. For the ending range type in 01312000 then enter. Answer "NO" to Enter More Search Criteria.

Next select Output Type then Graph and then Histogram. The system displays.

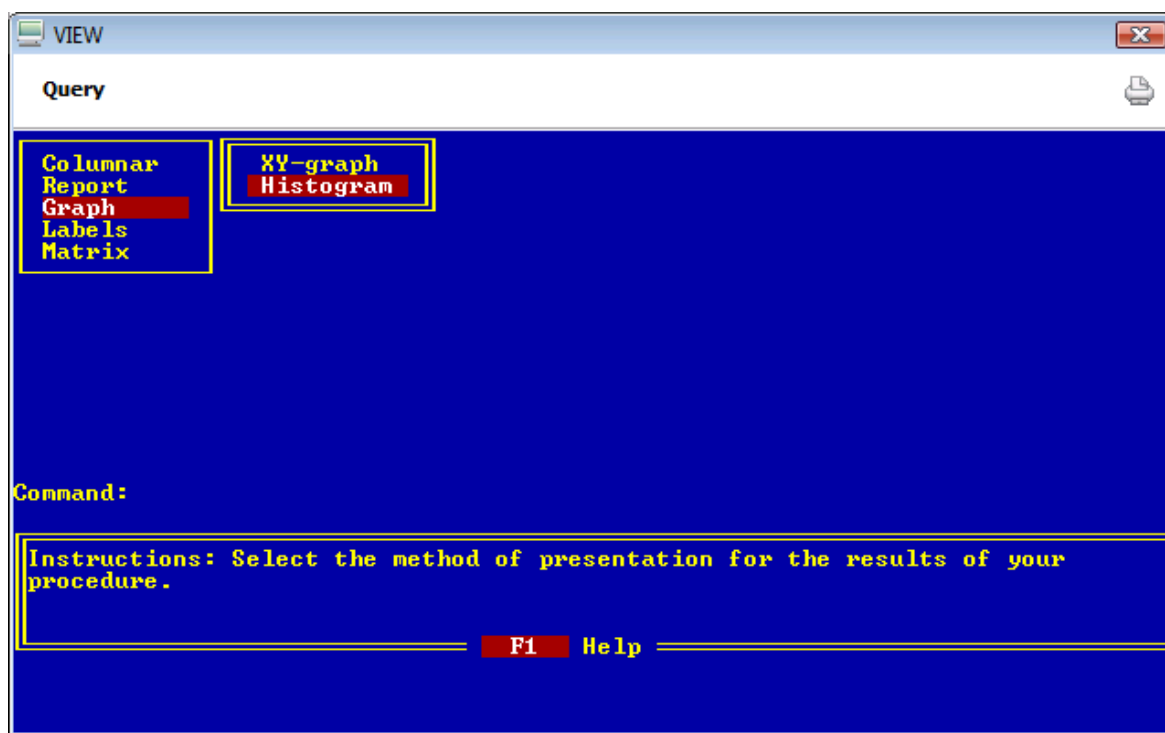


Figure 99

Next Query wants to know the data field to be graphed. Select NAME-BIRTH-DATE in the data dictionary box. Then Query will go back to the Selection screen. Only one data field can be graphed with a Histogram.

The system displays.

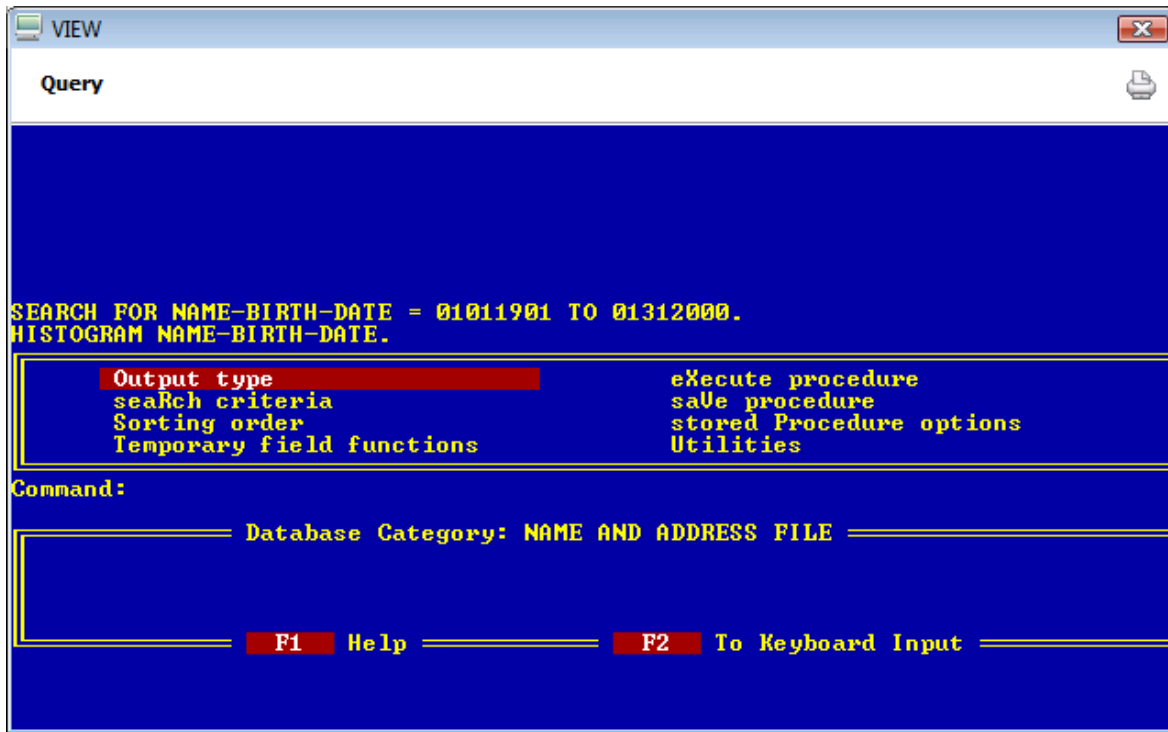
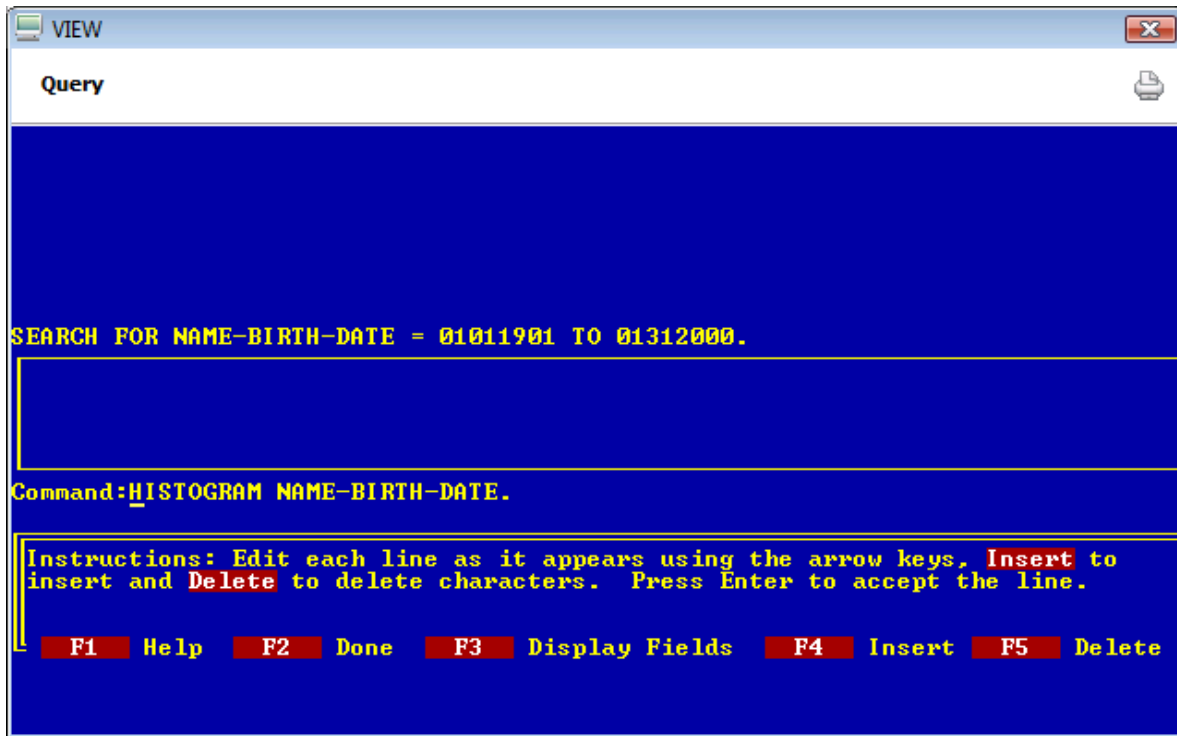


Figure 100

Next the Utilities selection will be used so that the remaining instructions can be edited in. Here is where the selections will be made that will determine how the graph will look.

Select Utilities then Edit Procedure. Query will put the first line of the definitions on the Command Line to be edited if needed. Since this line is OK (Search Criteria), press enter and the next line (Histogram) will appear on the Command Line.

The system displays.



**Figure 101**

To Edit, arrow over to the period after date on the Command Line. The period means that this is the end of the Histogram selection. Use the spacebar to remove the period so that more information can be added.

Type in (using all caps) WITH 3 BARS WITH VALUES 01011901 TO 12311939, (press enter for the next line) 01011940 TO 12311979, 01011980 TO 01312000 LEGEND '61-99', '21-60', '0-20'. These are the ages that the birth date ranges represent. Make sure to put a period at the end, otherwise Query will not know that the selections are done. Press enter.

Now press the F2 (to menu input) key and Query will go back to the Selection screen.

The system displays the updated definitions for this Query.

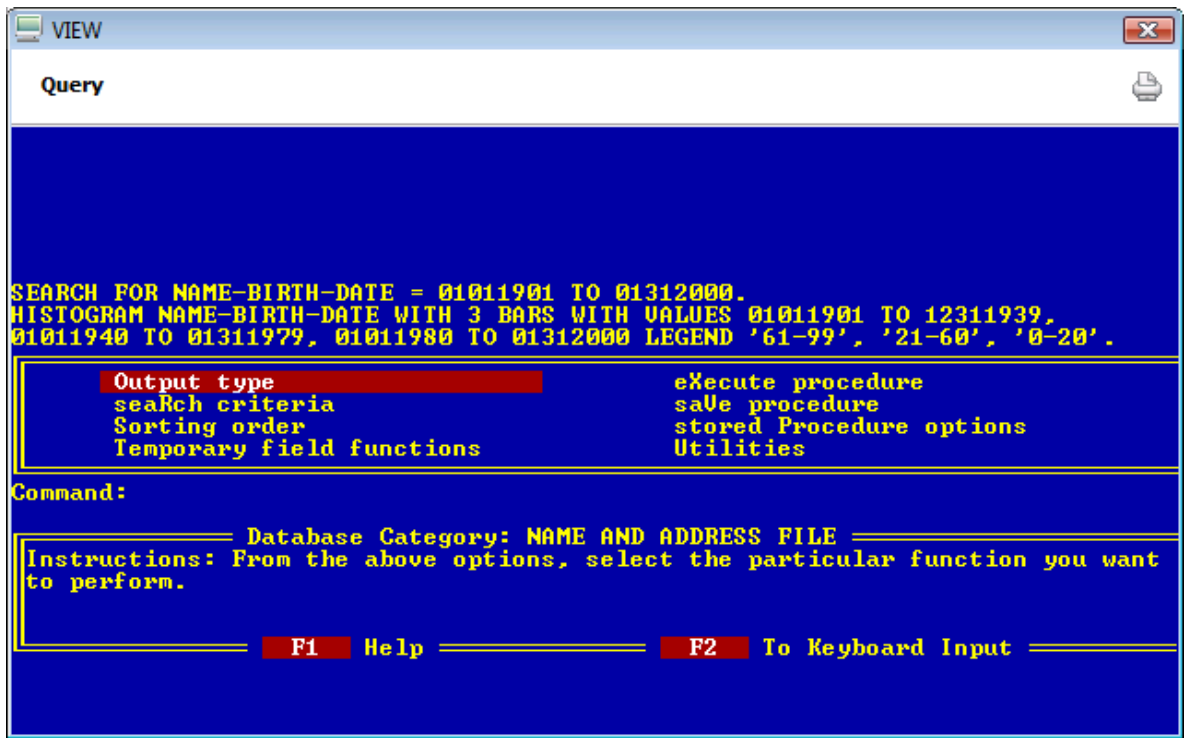


Figure 102

Now select Execute Procedure and Display as the Output Destination.

The system displays.

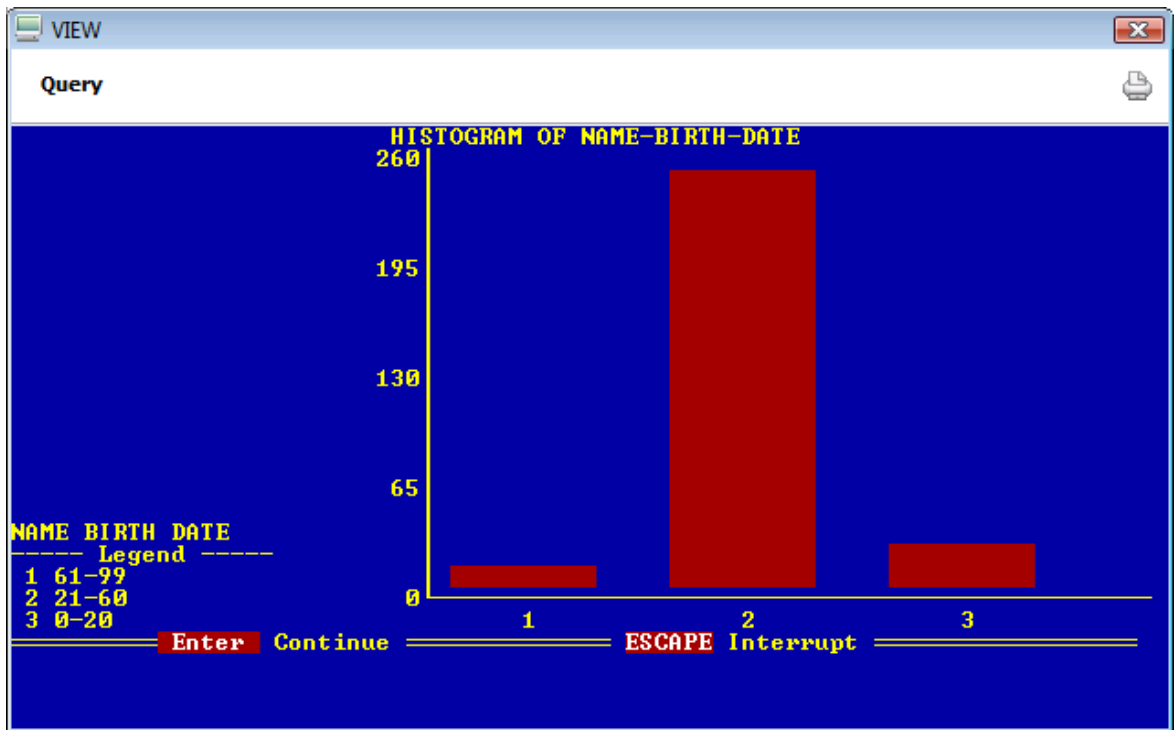


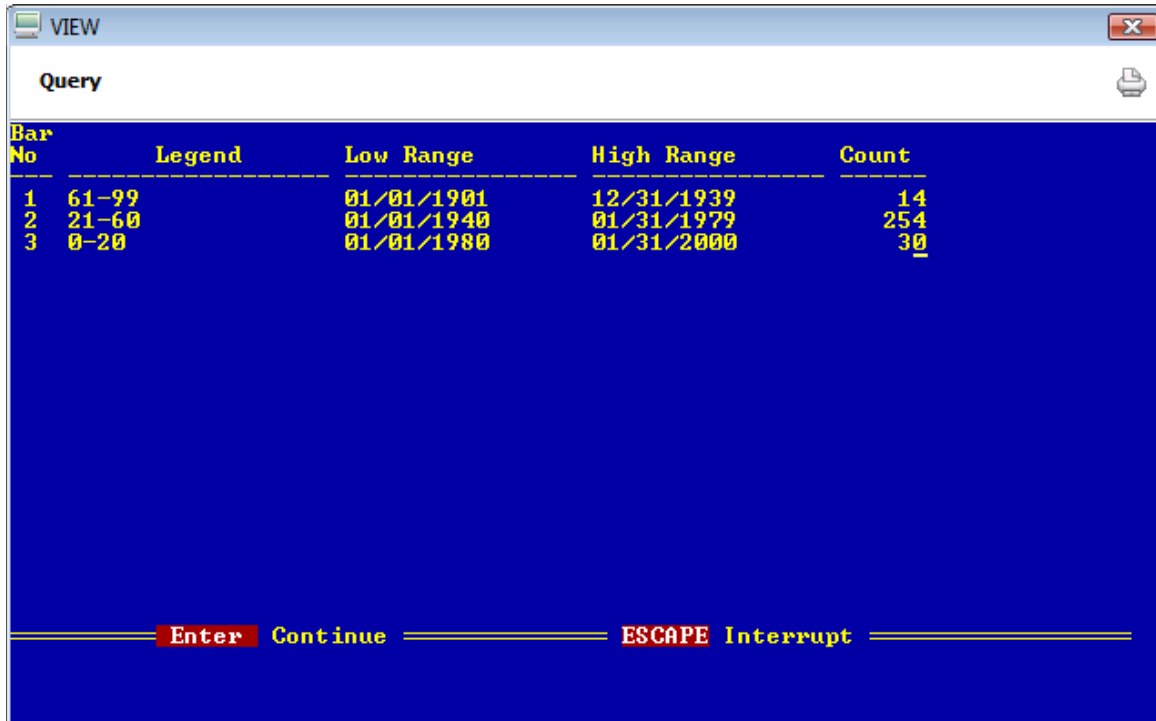
Figure 103

This graph says that based on the selections; there are less than 65 members in the database that are age 61-99. There are almost 260 members age 21-60 and about 25-30 members between the ages of 0-20.

**\*\*Note:** When selecting Display as the Output Destination, 12 bars are the maximum. When selecting for the report to be printed, 24 bars are the maximum. Query will display a message, if information is being omitted because of the maximums being exceeded.

Press enter to get to the next screen.

The system displays.



Bar No	Legend	Low Range	High Range	Count
1	61-99	01/01/1901	12/31/1939	14
2	21-60	01/01/1940	01/31/1979	254
3	0-20	01/01/1980	01/31/2000	30

Enter Continue      ESCAPE Interrupt

**Figure 104**

This screen gives an actual count in the different age ranges where with the graph it is difficult to tell the actual count.

**\*\*Note:** If the number of bars in the graph, the values of each range and the legends are not defined like was done here in this example, Query will assign them. These will depend on the output but will probably have more bars, ranges and legends than is needed. (See the next couple pages for another example. After selecting the Search Criteria and Output, Execute the Procedure and see what the graph looks like.)

The last page is the Procedure Summary. Press enter to view this.

This is just one example of how Query can be used to pull information using a Histogram. See the Query Version 3 manual, if more information on Graphs is needed.



This is another example of a Histogram.

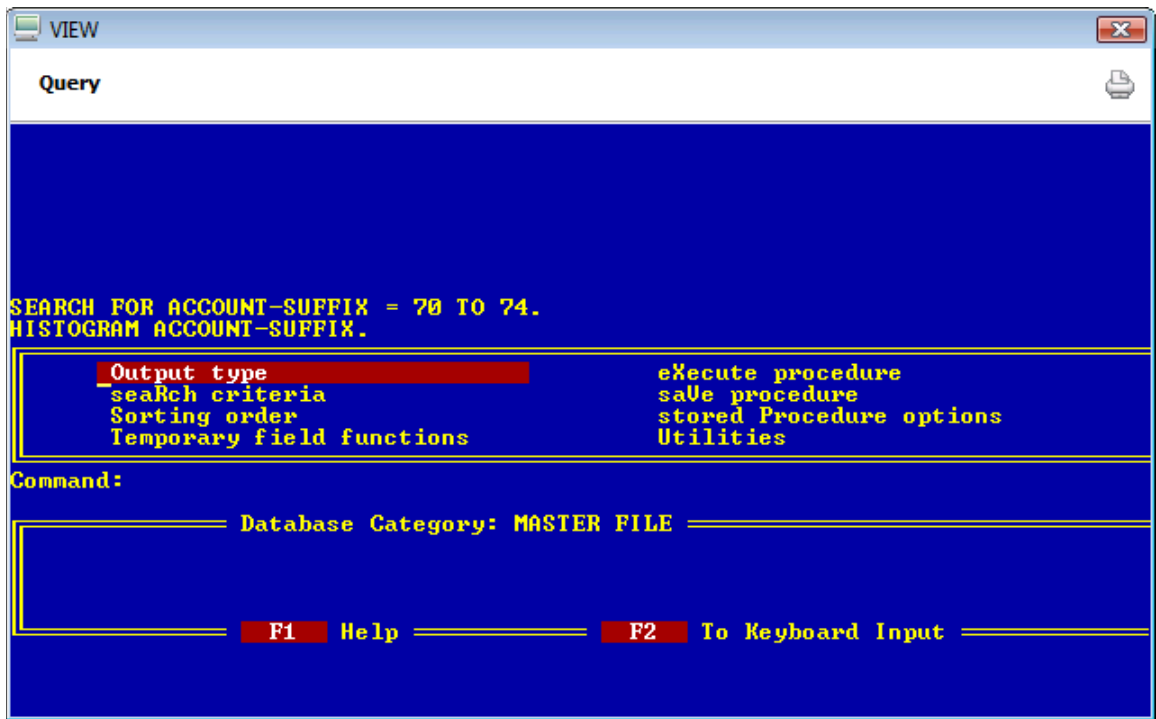


Figure 105

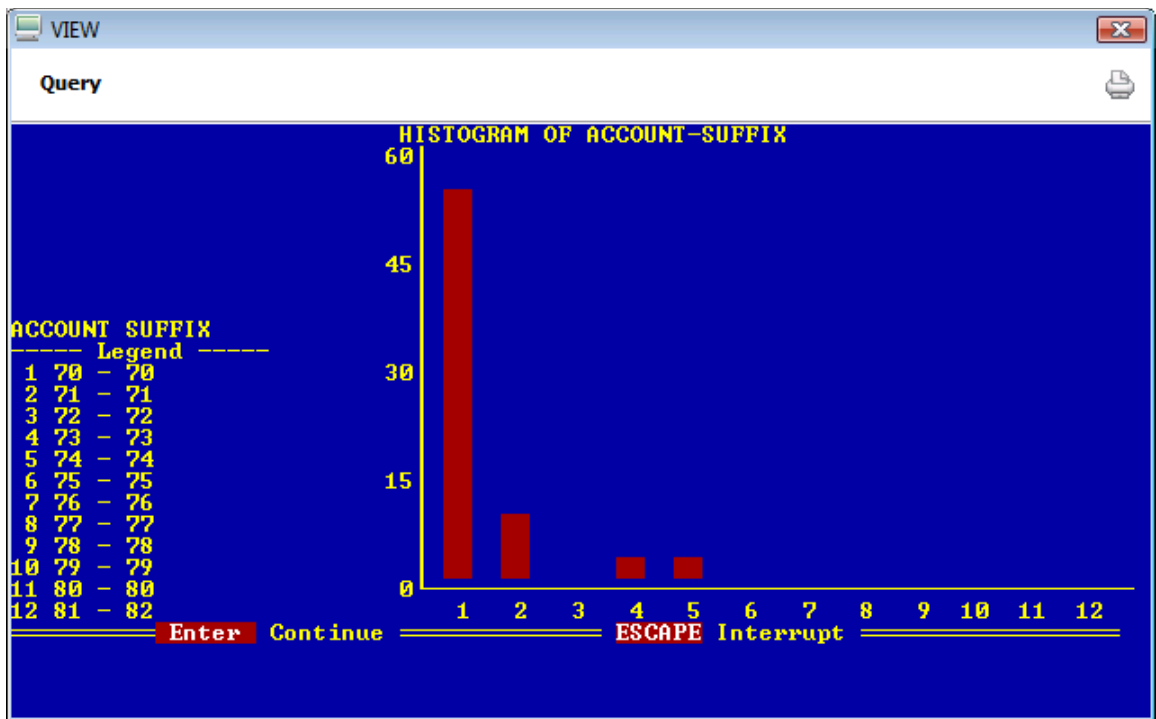
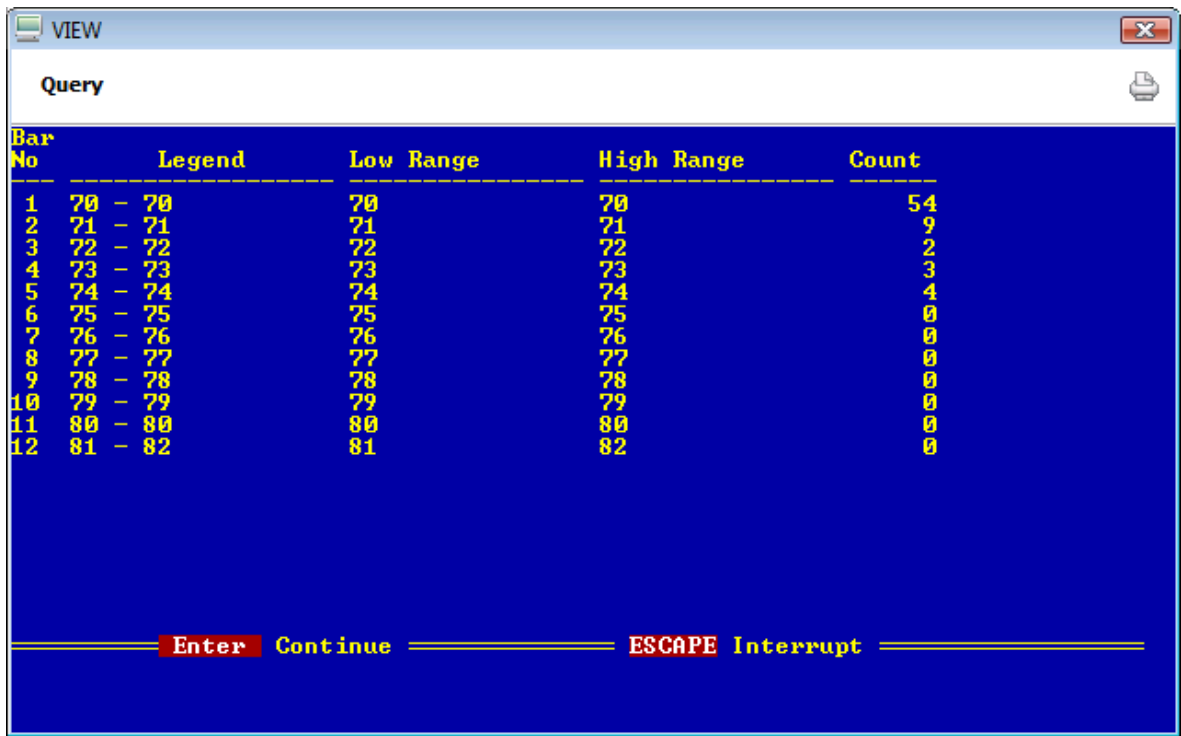


Figure 106

This shows a count of the number of suffix 70-74's in the database.



Bar No	Legend	Low Range	High Range	Count
1	70 - 70	70	70	54
2	71 - 71	71	71	9
3	72 - 72	72	72	2
4	73 - 73	73	73	3
5	74 - 74	74	74	4
6	75 - 75	75	75	0
7	76 - 76	76	76	0
8	77 - 77	77	77	0
9	78 - 78	78	78	0
10	79 - 79	79	79	0
11	80 - 80	80	80	0
12	81 - 82	81	82	0

**Enter** Continue      **ESCAPE** Interrupt

Figure 107

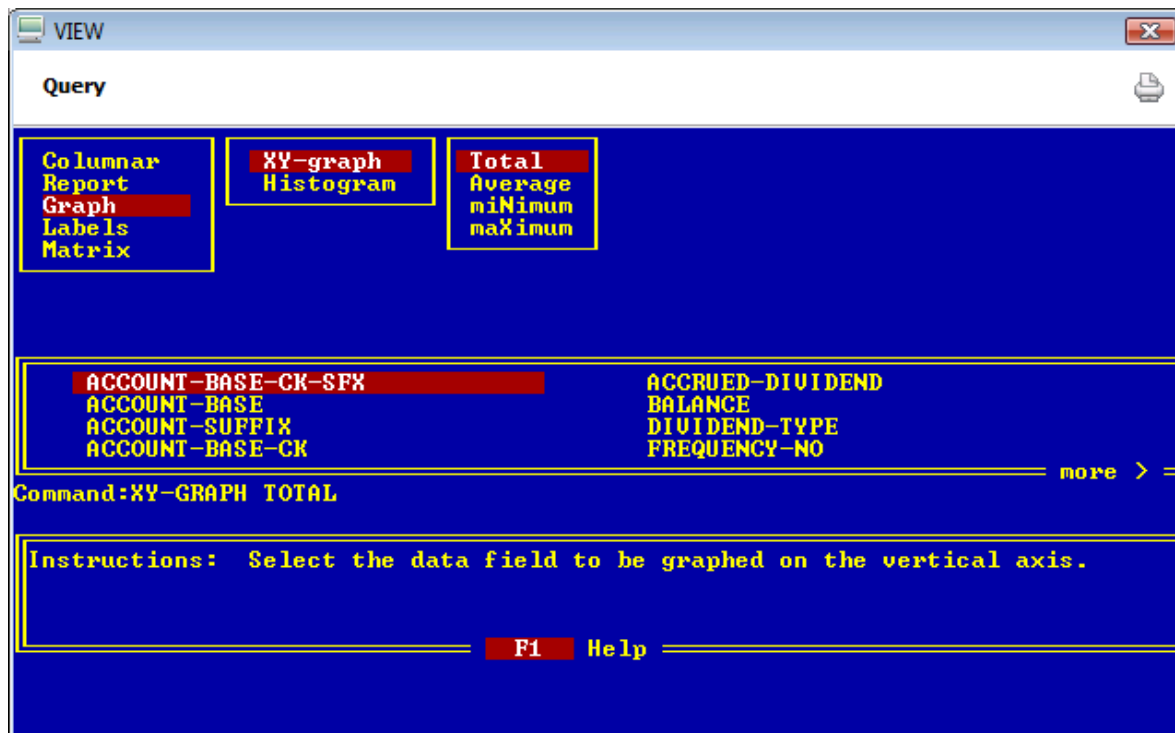
The following pages are an example of the XY-Graph.

## XY-Graph

For the XY-Graph, use the Master File. Select Search Criteria and press enter. Select RECORD-TYPE in the data dictionary box then Equal. Next select Constant and type in 1 and press enter. Answer "no" to Enter More Search Criteria.

Next select Output Type then Graph and then XY-Graph. Now Query wants to know to give a Total, Average, Minimum or Maximum on the graph. Select Total and press enter.

The system displays.



**Figure 108**

Now Query needs to know the data field to be graphed on the vertical axis. (See Instructions box.)

Find and select BALANCE. Now the data field to be graphed on the horizontal axis needs to be selected. Find and select ACCOUNT-SUFFIX.

The system displays.

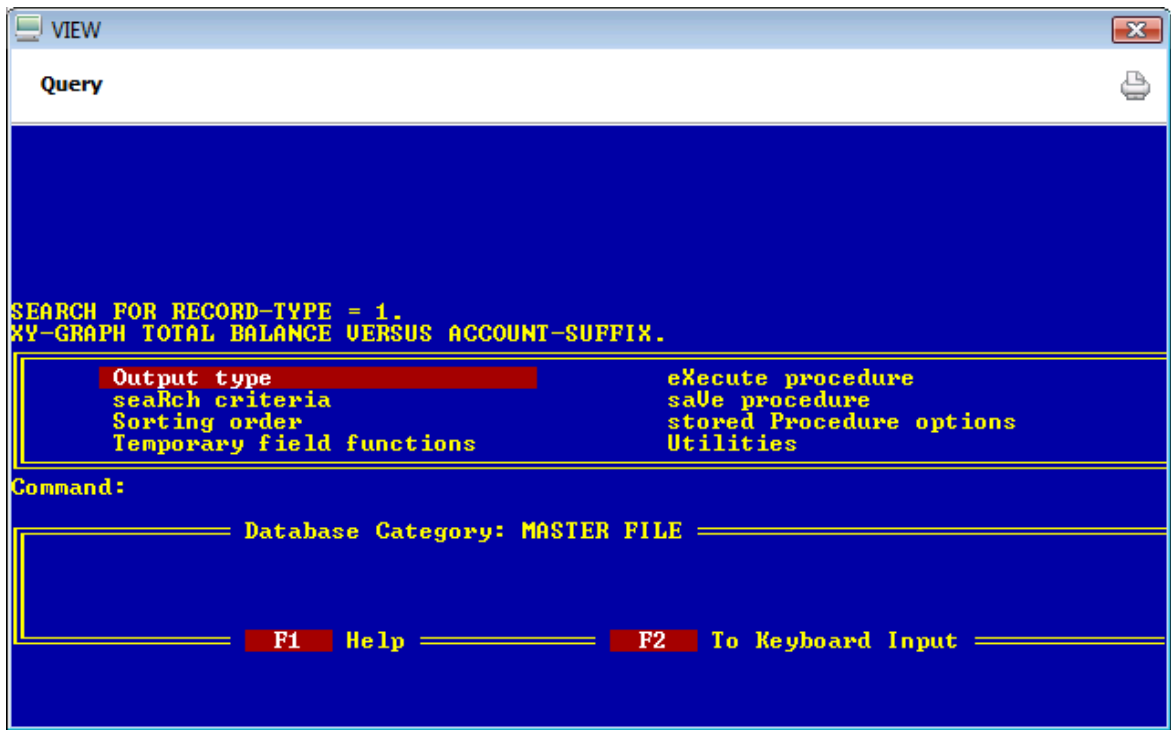


Figure 109

Just as in the Histogram, the number of bars, values and legends needs to be edited in using the Utilities function. After selecting Utilities, arrow down and select Edit Procedure.

The cursor should be under the S in Search. Press Enter so that the Search line moves above the Selection box. Now the XY-Graph output is on the Command Line. Arrow over to the period after ACCOUNT-SUFFIX and press the spacebar once to delete the period.

Now type in WITH 4 BARS WITH VALUES (press enter to go to next line) 00, 01 TO 04, 45 TO 59, 80 TO 99 LEGEND '00', '01 TO 04', '45 TO 59', (press enter to go to next line) '80 TO 99'. Make sure to type in the period at the end. Press enter to accept the line. Now the output information is above the selection box and the Command Line is blank.

Press the F2 key (to menu input) to go back to the selection screen.

The system displays.

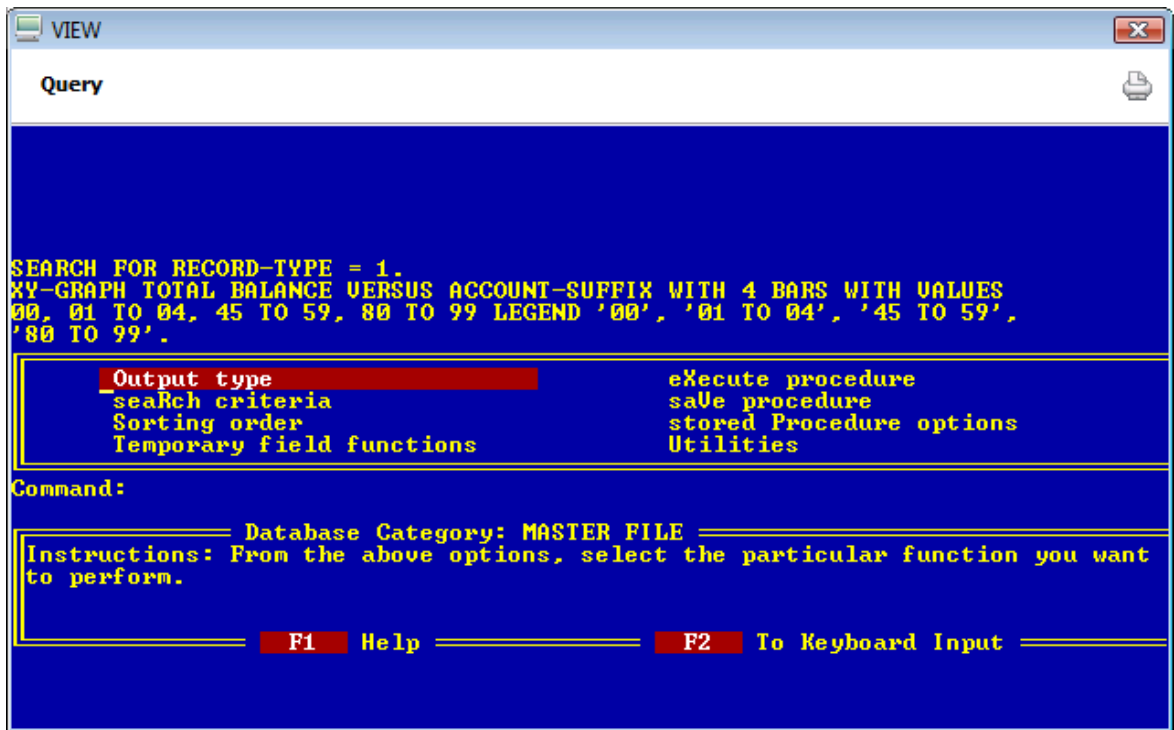


Figure 110

Select Execute Procedure and then select Display as the Output Destination.

The system displays.

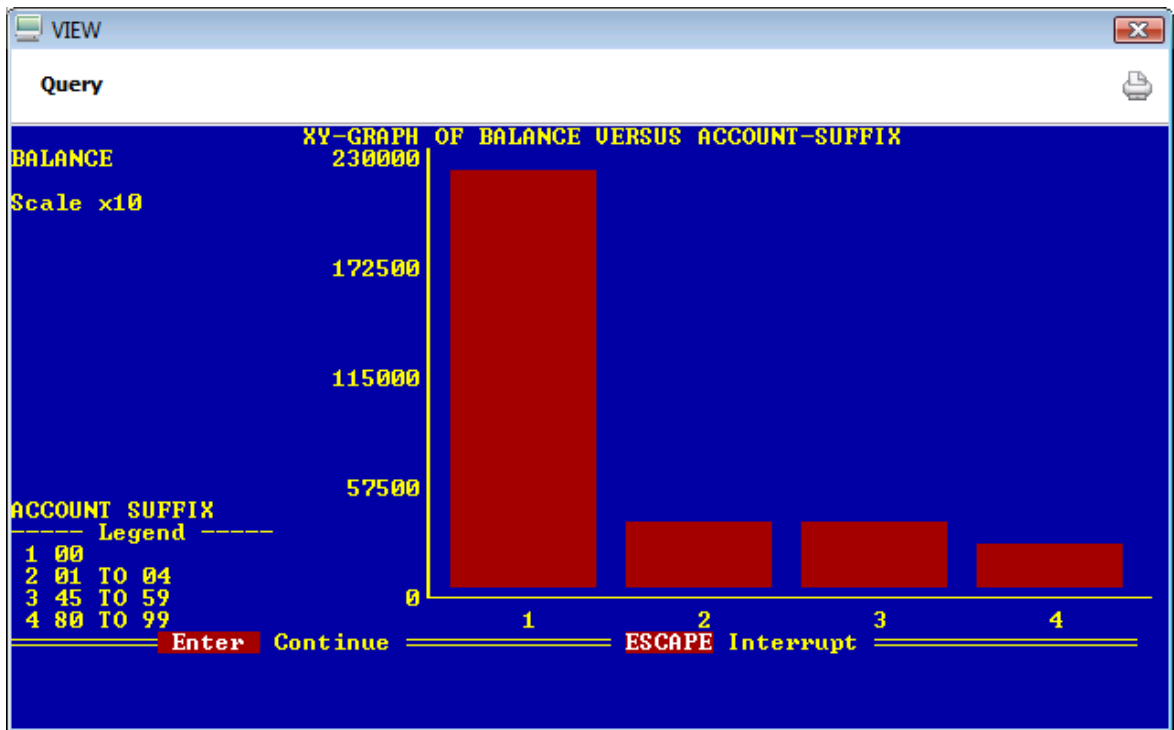


Figure 111

Press enter to get to the second screen.

The system displays.

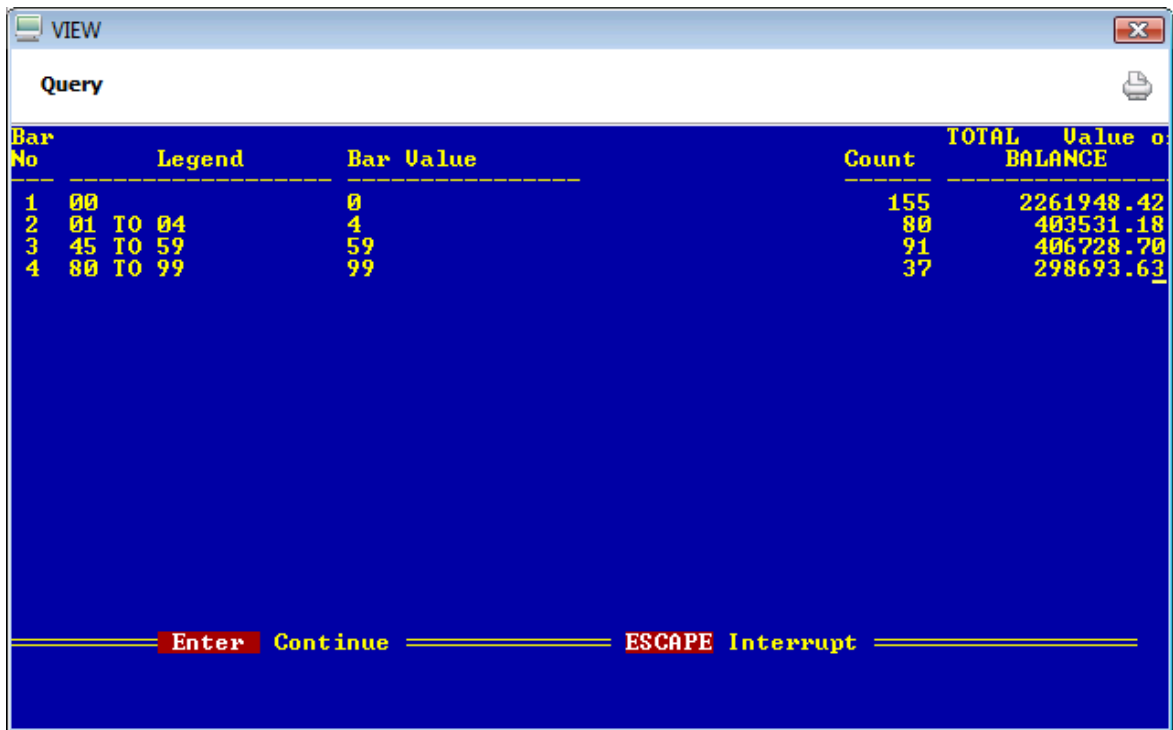


Figure 112

Press enter to see the Procedure Summary or escape (Esc) to get back to the selection screen.

This is just one example of how to use an XY-Graph.

## Example 12 - Temporary Field Functions (Other Uses)

This example is to show how to use initialize, move, if, then and else in writing a Query procedure. These Querys require some extra thought to put together and can get quite complicated to write. However, with practice, these are useful options to know about and can help in getting the needed information.

This is a brief explanation of the six **Temporary Field Functions** that can be used to write a Query procedure. For a more detailed explanation of each of these functions, see the Query Version 3 manual.



**Arithmetic** – Does addition, subtraction, multiplication and division calculations to create computed fields. A constant or a data field can be used in the calculations.

**Prompt** – Brings up a prompt for information during the execution of a procedure.

**Substring** – Used to take a specific portion of an alpha or date field and move it into a temporary field.

**Concatenate** – Used to combine two alpha fields into a temporary field.

**Initialize** – This sets a field to a particular value at the beginning of the procedure. The field is then modified using other temporary field functions.

**Move** – This creates a temporary field by moving a constant, string or the entire contents of one field to a new field.

This example is to find members over the age of 50 who have a Visa, ATM card and/or Debit card with the Credit Union. Since either “and” or “or” (not both) can be used in the Search Criteria, this is a way that the information needed can be obtained in the same Query procedure.

After selecting the **Master File**, select **Temporary Field Functions**. Next select **Initialize** and press enter.

The Field to Create is **CARD-FIELD**. Type this in and press enter. For Initial Value type in N and press enter. Next Query wants to know if the initial value is an Alpha, Numeric or Date field. For this example, select Alpha and press enter. Next Query wants to know what the size of the field is. Type in 1 and press enter.



The system displays.

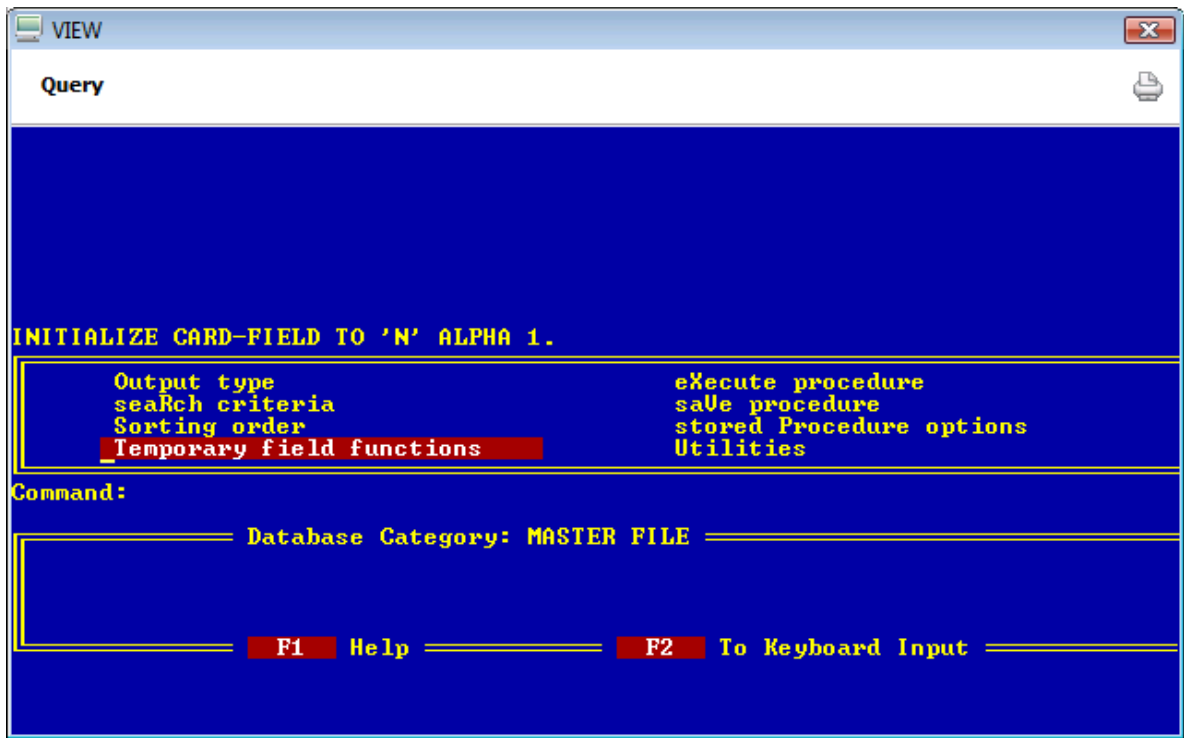


Figure 113

Select **Temporary Field Functions** again then arrow down to **Move** and press enter. Select **CONSTANT**, enter N and press enter. Next select **Existing Field** for Result is then the data dictionary box will come up. If not already there, find and select **CARD-FIELD** and press enter.

The system displays.

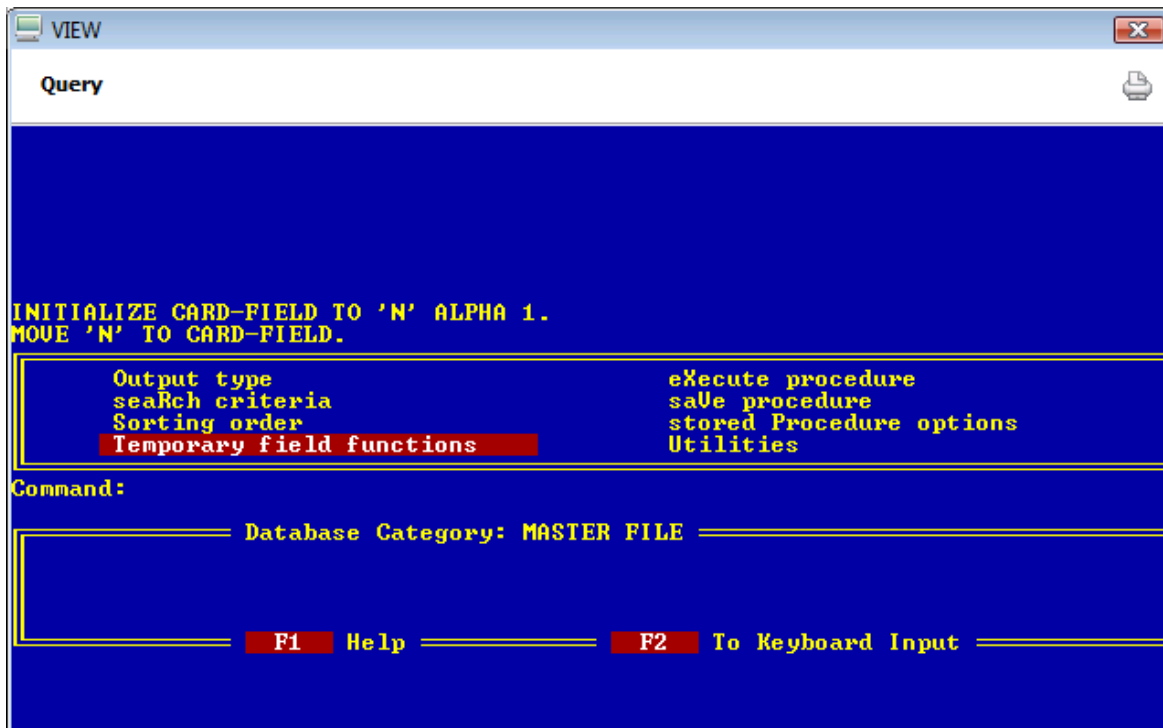


Figure 114

All **If, Then or Else** scenarios must be manually typed in. This is done using the F2 (To Keyboard Input) key or by Editing.

Press the F2 key. This takes away the items in the Selection box and moves the cursor to the Command Line. Using upper case letters, type in -

- IF MEMBER-DISC-DATA#001 = "01" THEN MOVE "Y" TO CARD-FIELD. (enter)
- IF MEMBER-DISC-DATA#002 = "XX" THEN MOVE "Y" TO CARD-FIELD. (enter)
- IF MEMBER-DISC-DATA#003 = "XX" THEN MOVE "Y" TO CARD-FIELD.

(If Numeric is selected rather than Alpha, omit the " " as shown in the above example. Each symbol/character tells query what action to perform.)

The idea here is to find the members age 50 or older who have one, two or all of these services offered. Field 001 is for Visa, field 002 is for ATM cards and field 003 is for Debit cards in this example.

Next push the F2 (To Menu Input) which will bring back the Selection screen.

The system displays.

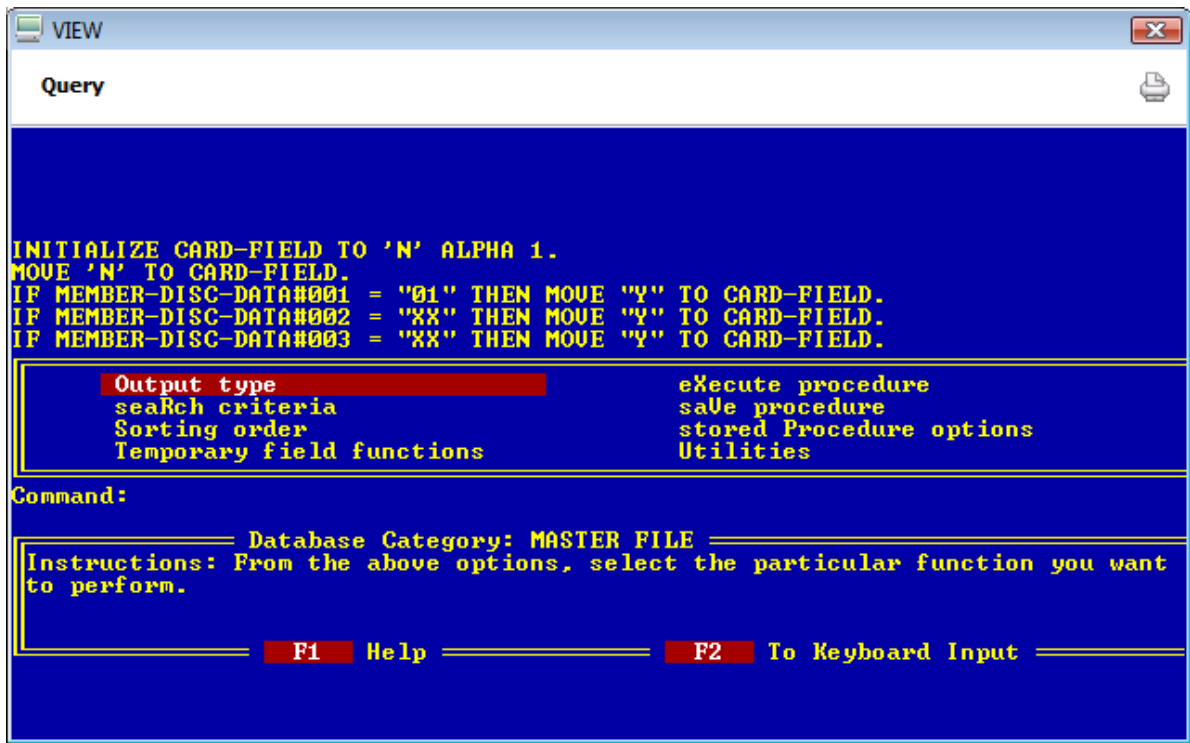


Figure 115

Next select the Search Criteria and press enter. Find and make these selections: ACCOUNT-SUFFIX (multiple values) 00 70 71 AND OPEN-CLOSE-FLAG = 0 AND NAME-BIRTH-DATE < 01011950 AND CARD-FIELD = Y. Now answer no to Enter More Search Criteria.

Next select Output Type then Columnar, Detail with Subtotals and press enter. Select ACCOUNT-BASE-CK-SFX and BALANCE for the output. Do a Control E to end. Select ACCOUNT-BASE for the field to order the subtotals by. Then select BALANCE as the field to accumulate and print subtotals for. Do a Control E to end.

A “count” is desired to get the number of accounts with these services. Go under Utilities and select Edit Procedure. Enter through each line until **Columnar** is on the **Command Line**. This line ends with subtotal not a period. This means that there is at least one more line in the Columnar Output. Enter again so that the next line appears on the screen. Arrow over to the right so that the cursor is underneath the period after Balance. Push the spacebar once to remove the period then type in (upper case) COUNT. Make sure to put the period after count.

Enter through the remaining lines so that nothing is on the Command Line.

The system displays.

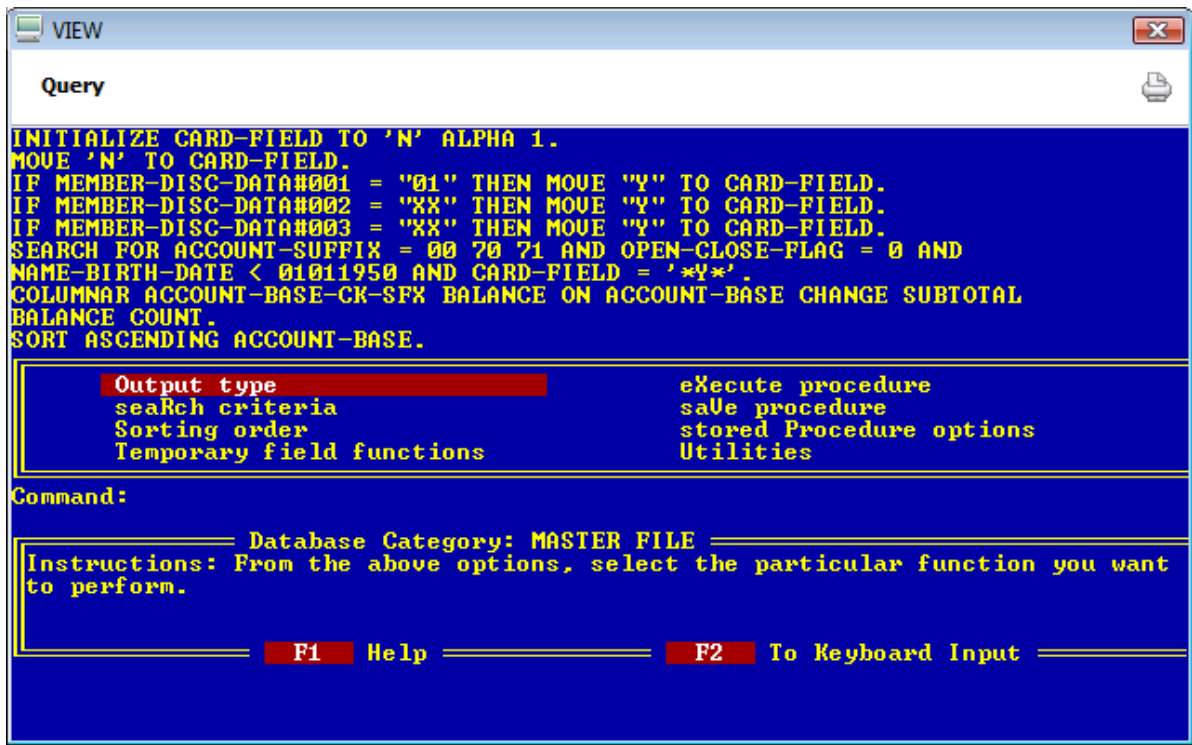


Figure 116

Now Execute Procedure with Display as the Output Destination.

The system displays.

ACCOUNT-BASE-CK-SFX	BALANCE
612200	6917.42
612270	10604.21
612271	3400.00
3	20921.63 *
615500	3495.00
615570	3402.56
2	6897.56 *
619700	0.00
1	0.00 *
4658100	23693.43

Figure 117

ACCOUNT-BASE-CK-SFX	BALANCE
65988800	4394.07
1	4394.07 *
12	1097992.16 **

Figure 118

If other information is desired, like actually seeing the birth date or Discretionary Data Fields on the report, these can be added to the output. This shows just one way of using move, if, then or else so that the concept can be learned.

Other Examples

The following pages are examples that just show the definitions and part of the report to show the output. These are to show just some of the different ways that Query can be used to pull information. There are seven examples in this chapter.

Other Examples #1

This Query is to pull Deposits, Withdrawals and Loan Payments made with cash. The columns are subtotaled by Tran-Code.

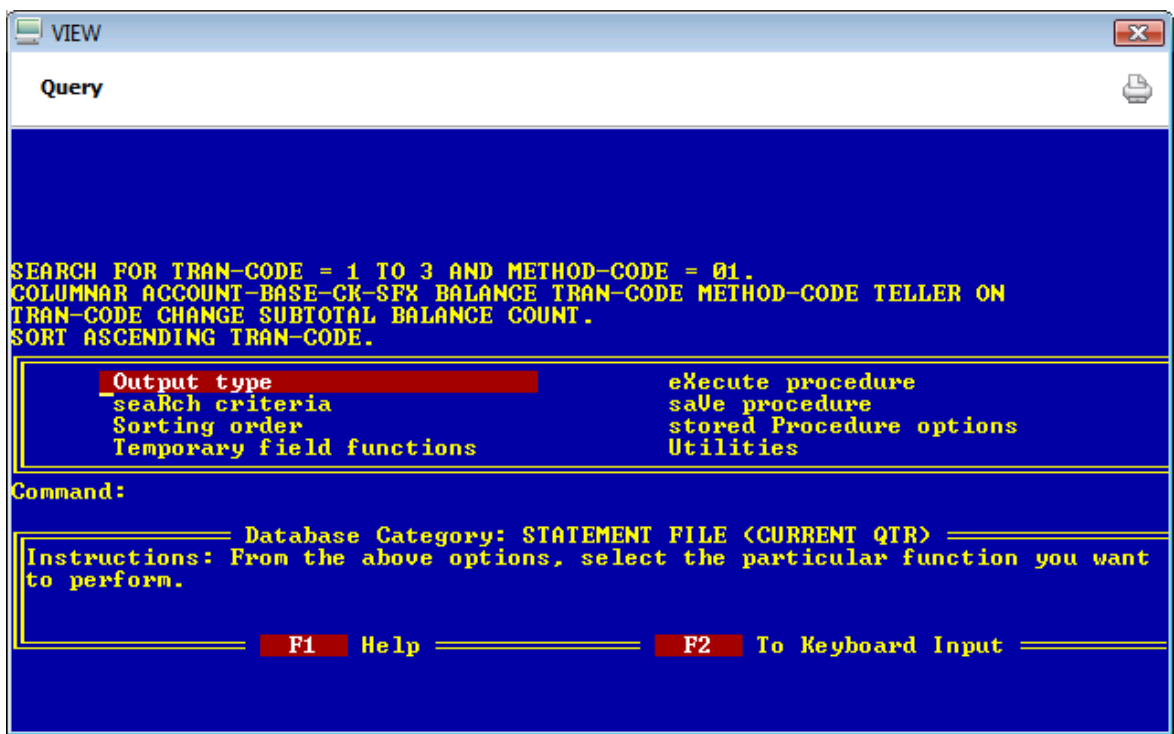


Figure 119

The report is on the next couple pages.

After running the first report, if the same information is needed for Deposits, Withdrawals and Loan Payments made by check or internal transfer; just use the Edit Procedure option and change the Method Code to 02 or 03.

Example of report.

VIEW

Query

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ACCOUNT-BASE-CK-SFX	BALANCE	TRAN-CODE	METHOD-CODE	TELLER
145300	650.00	1	1	45
145300	650.00	1	1	99
145345	0.00	1	1	200
145346	15000.00	1	1	200
145349	30000.00	1	1	200
191700	4982.50	1	1	200
191701	100.00	1	1	200
191770	5300.00	1	1	200
191770	5300.00	1	1	104
191780	15000.00	1	1	3
214700	0.00	1	1	200
214700	0.00	1	1	200
222000	2488.40	1	1	99
222000	2488.40	1	1	5
222070	1534.00	1	1	99
222070	1534.00	1	1	99

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 120

VIEW

Query

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PAGE 5

ACCOUNT-BASE-CK-SFX	BALANCE	TRAN-CODE	METHOD-CODE	TELLER
621581870	0.00	1	1	21
621581870	0.00	1	1	21
621581870	0.00	1	1	21
621581870	0.00	1	1	21
621581870	0.00	1	1	21
621581870	0.00	1	1	21
621581870	0.00	1	1	21
621581872	153.97	1	1	21
621581872	153.97	1	1	21
621581872	153.97	1	1	21
770777100	100.00	1	1	21
986252500	18.50	1	1	3
2694098100	496.50	1	1	200
2694098100	496.50	1	1	200
830	82629536.69*			

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 121

Example of report.

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Query

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ACCOUNT-BASE-CK-SFX	BALANCE	TRAN-CODE	METHOD-CODE	TELLER
2670	39397.38	2	1	1
2670	39397.38	2	1	2
2670	39397.38	2	1	21
4200	107393.06	2	1	1
4200	107393.06	2	1	2
4200	107393.06	2	1	5
4200	107393.06	2	1	2
4200	107393.06	2	1	99
4270	288.00	2	1	22
4270	288.00	2	1	22
19000	10010.00	2	1	200
19000	10010.00	2	1	200
32300	12320.15	2	1	99
32300	12320.15	2	1	99
32300	12320.15	2	1	99
32300	12320.15	2	1	99

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 122

VIEW

Query

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ACCOUNT-BASE-CK-SFX	BALANCE	TRAN-CODE	METHOD-CODE	TELLER
621581802	4050.00	2	1	21
621581802	4050.00	2	1	21
621581870	0.00	2	1	21
621581870	0.00	2	1	99
621581870	0.00	2	1	21
621581870	0.00	2	1	21
621581870	0.00	2	1	21
621581872	153.97	2	1	21
621581872	153.97	2	1	21
345	37228630.64*			
1805	0.00	3	1	22
1809	5000.00	3	1	200
1860	59600.00	3	1	22
1860	59600.00	3	1	45

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 123



Other Examples #2

This Query shows how to use Detail with Subtotals to give subtotals on two different data fields on the same report. This Credit Union wanted to pull a list of certain balance ranges within a suffix and show the dividends paid within each range. Since there are three different ranges, three separate Query procedures will need to be done.

This is what the Query definitions look like for the first range.

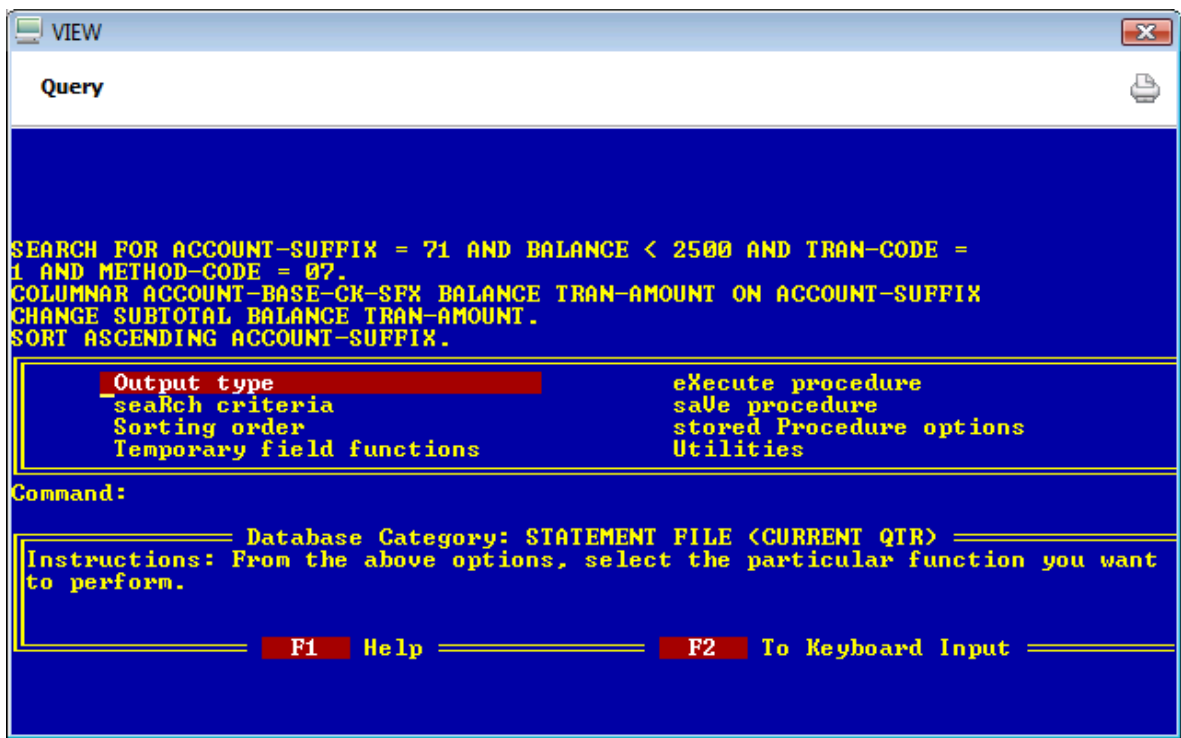


Figure 124

The report displays.

Query			PAGE
05/16/2007			
ACCOUNT-BASE-CK-SFX	BALANCE	TRAN-AMOUNT	
1871	101.53	1.53	
61271	351.33	5.67	
42777371	151.01	1.01	
	603.87 *	8.21 *	
	603.87 **	8.21 **	

Enter Continue Arrows Browse ESCAPE Interrupt

Figure 125

Using the Edit Procedure option under Utilities, change < 2500 to = 2500 TO 24999 (range). **Hint:** Print the screen before beginning to edit.

The Query definitions and the report are on the next page.

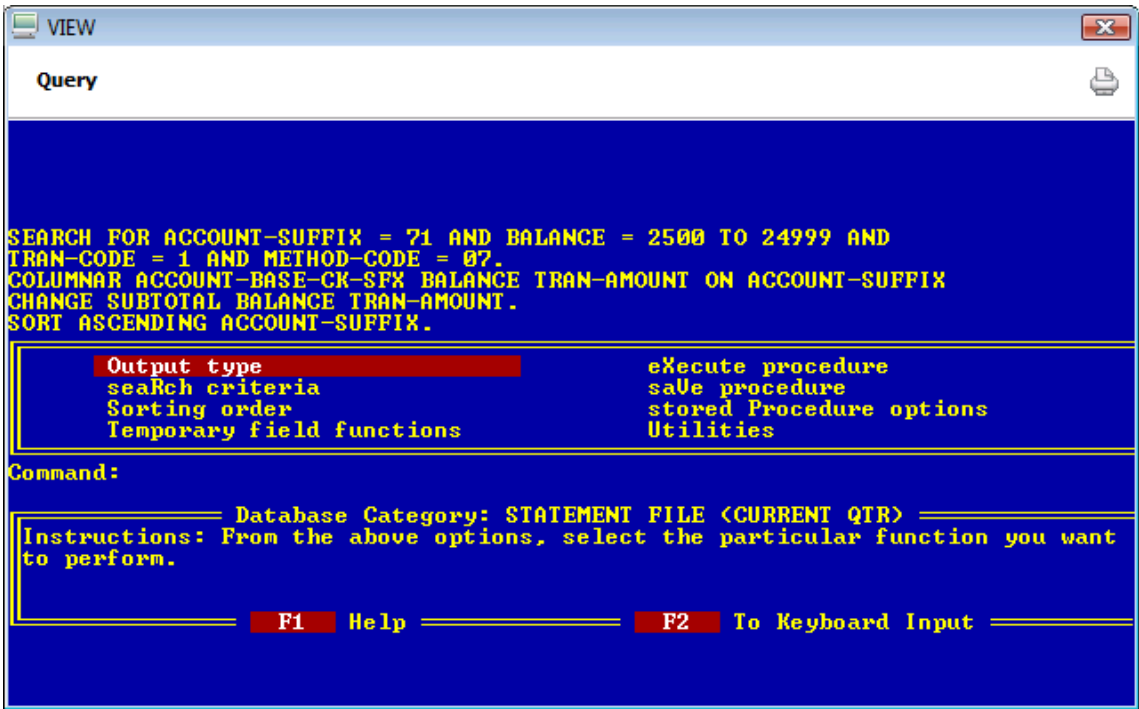


Figure 126

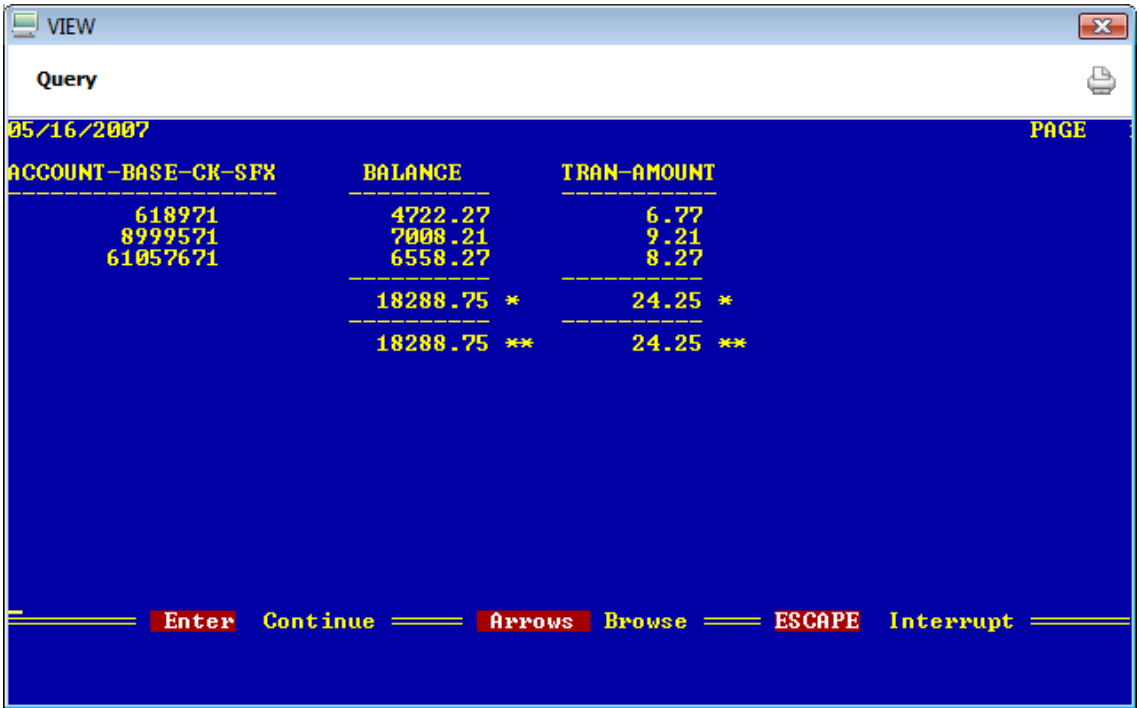


Figure 127

Now go in and edit again to get balances greater than 25000.

This is what the definitions and report look like.

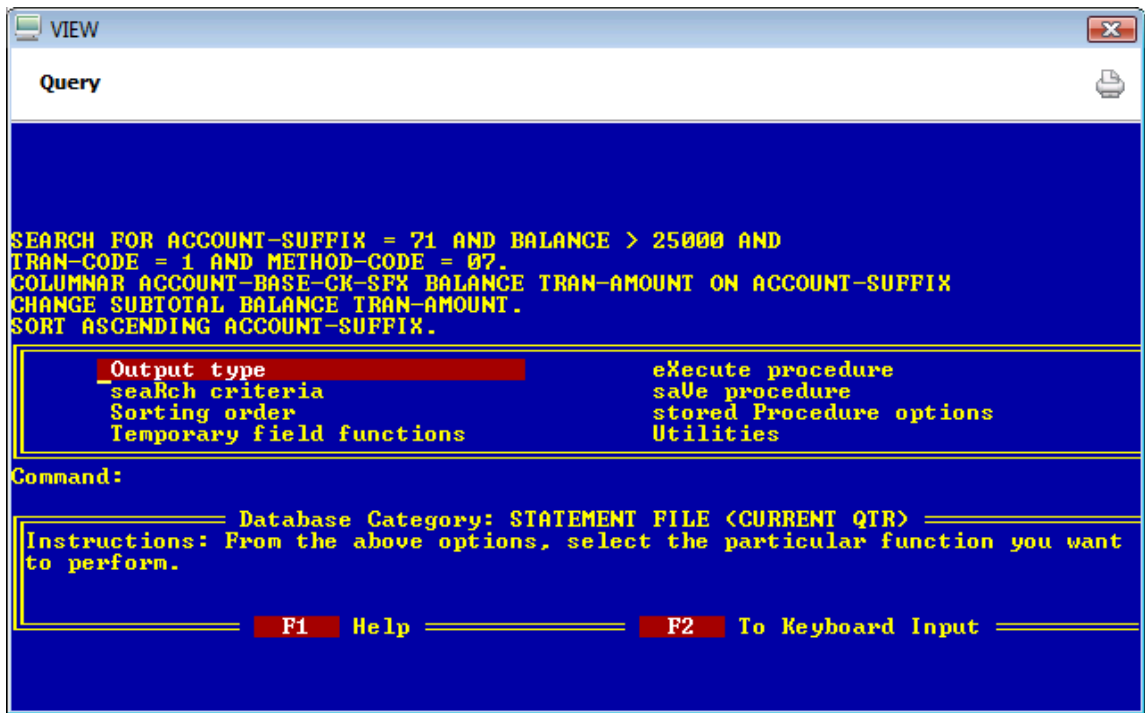


Figure 128

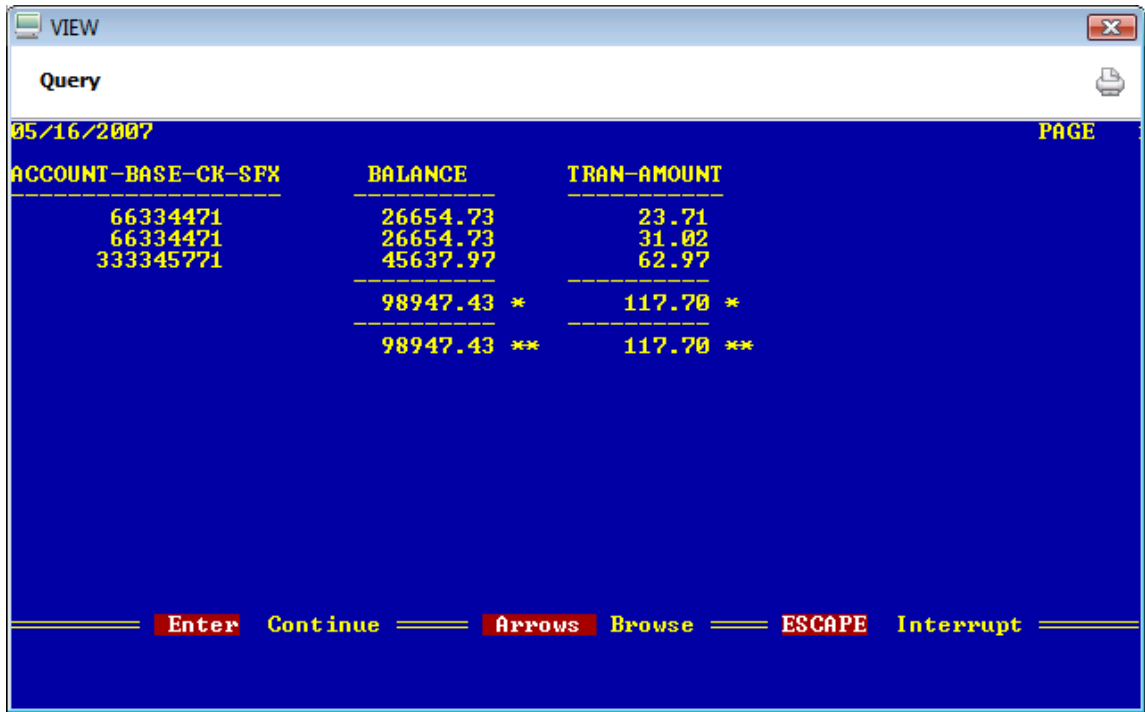


Figure 129

Other Examples #3

This is an example of using Temporary Field Functions to calculate a mailing date based on the open date of a share or loan.

Here are the definitions for the procedure.

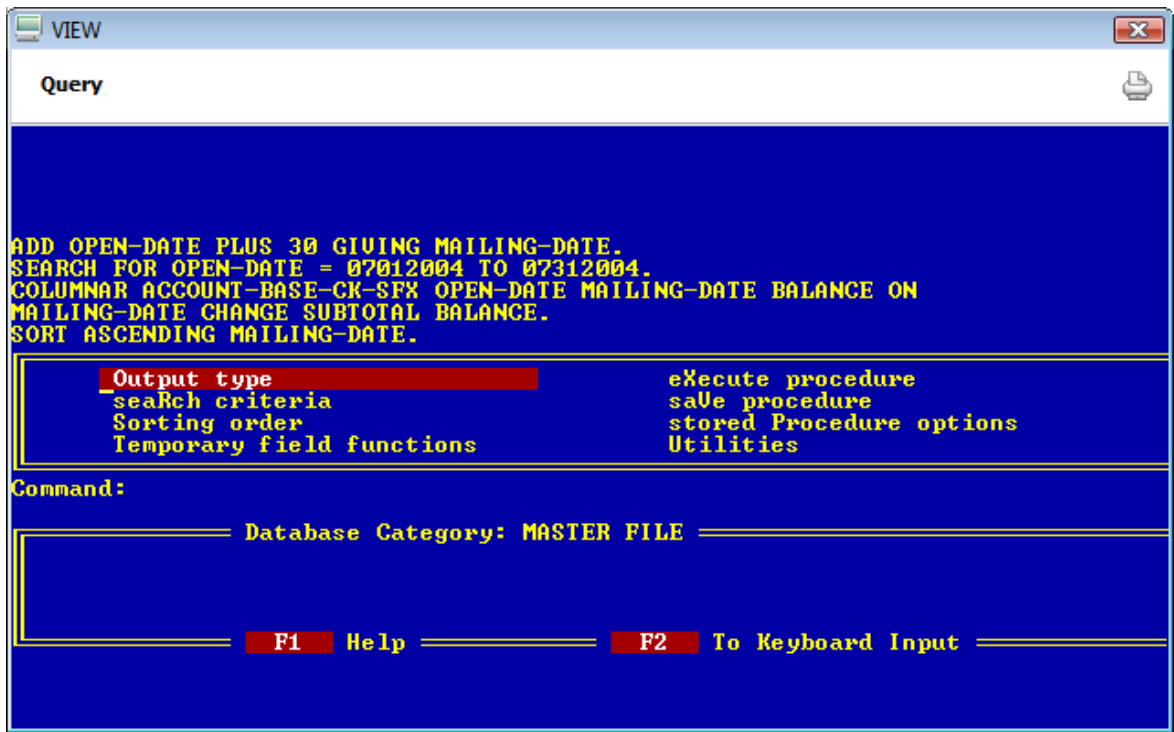


Figure 130

The report displays.

VIEW

Query

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ACCOUNT-BASE-CK-SFX	OPEN-DATE	MAILING-DATE	BALANCE
11154204	07/01/2004	07/31/2004	0.00
11154270	07/01/2004	07/31/2004	1718.22
11154280	07/01/2004	07/31/2004	20000.00
11354800	07/01/2004	07/31/2004	2338.50
12345500	07/01/2004	07/31/2004	2196.50
12345566	07/01/2004	07/31/2004	1000.00
12345570	07/01/2004	07/31/2004	505.00
12346300	07/01/2004	07/31/2004	250.06
12346302	07/01/2004	07/31/2004	0.00
13400700	07/01/2004	07/31/2004	154945.80
13400703	07/01/2004	07/31/2004	995.50
13400707	07/01/2004	07/31/2004	3000.00
13400708	07/01/2004	07/31/2004	150000.00
13400745	07/01/2004	07/31/2004	100.00
13400746	07/01/2004	07/31/2004	200.00
13400770	07/01/2004	07/31/2004	88.00

Enter Continue Arrows Browse ESCAPE Interrupt

Figure 131

VIEW

Query

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ACCOUNT-BASE-CK-SFX	OPEN-DATE	MAILING-DATE	BALANCE
2680	07/10/2004	08/09/2004	1000.00
			1000.00 *
1244304	07/25/2004	08/24/2004	10000.00
			10000.00 *
			4234381.91 **

Enter Continue Arrows Browse ESCAPE Interrupt

Figure 132

## Other Examples #4

This is an example using one of the 14 special fields in the Master File to run a report showing the members who have a suffix 70 draft account but do not have a Closed-End Loan.

This feature can be especially useful when doing a marketing promotion for a certain product.

The Query Definitions.

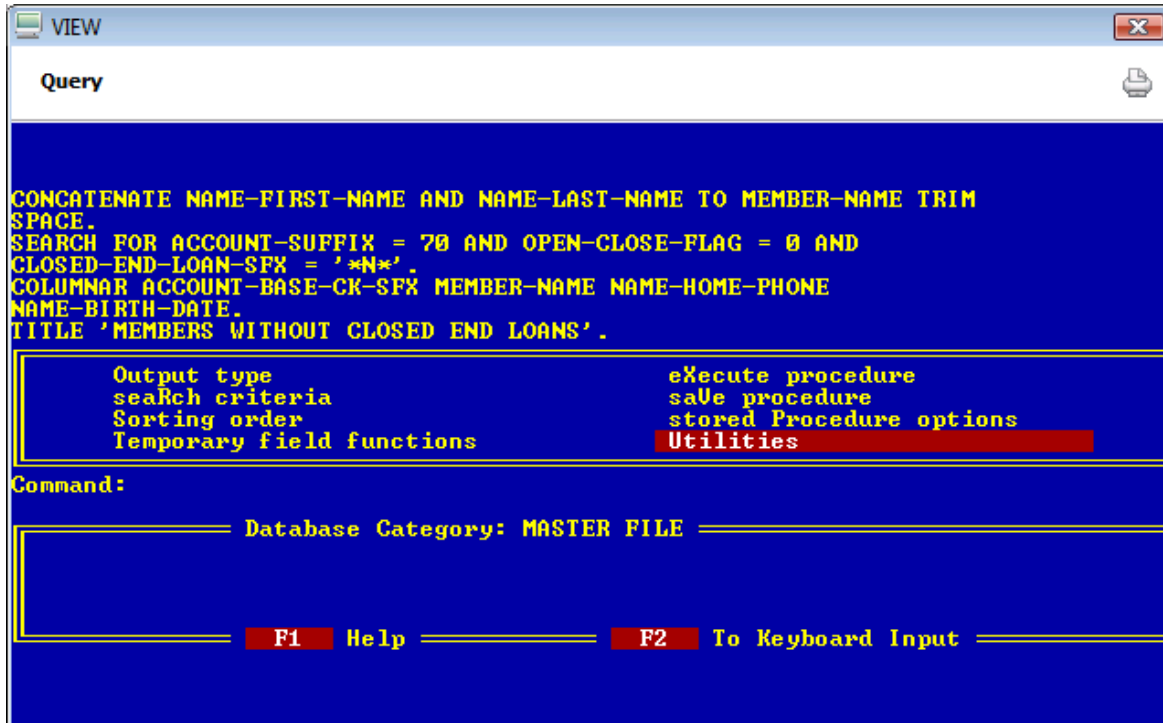


Figure 133

Also note that the **“Concatenate”** function under Temporary Field Functions was used to combine Name-First-Name and Name-Last-Name to form a new field called Member-Name. This feature might be used to save space on the report or to make the report easier to read. The concatenate feature might be used with other fields also, if desired.

The report displays.

ACCOUNT-BASE-CK-SFX	MEMBER-NAME	NAME-HOME-PHONE	NAME-BIR
191770	Feel Good Again	5173694444	12/06/
222070	JONES FLOWER S HOP	5178825567	04/01/
613070	DEBRA L GARRISO N TRUST	5554445555	12/25/
617170	ESTATE OF DEBOR AH M TURNER	5554444455	06/22/
727870	CONNIE L SMITH	5554446666	04/22/
2854870	Dell Simmons	5178883764	11/06/
4556770	Sara Walker	5176789987	09/07/
6672070	Linda Reisland	2053341026	02/23/
8547270	Doug Johnson	5173935918	12/06/
8876570	Kay Taylor	5176945588	09/01/
8999570	JENNY JONES	9207785679	02/19/
11154270	KAREN YELLER	5178820988	02/01/
11352270	Alex Lakeside	5178891022	12/26/
12345570	CONNIE JOHNSON	5553334444	07/03/
32786670	AMY M MEMBER	5553331212	03/27/
35713770	UANTASSEL AUCTION SERVICE	0	
42777370	Kites Unlimited	5178890133	
60562670	AUNTIE EMM	3088889030	01/01/
65814670	Brian Solution	0	10/06/

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 134

Another way that these 14 special fields can be used is in the output. Query can be asked to Search for Suffix 00 and to show in the output CD-SFX or VACATION-CLUB-SFX, etc. This would show a list of members with either a Y or N under these columns to show whether or not they do or do not have a suffix coded as a CD or a Vacation Club.

See the next page for the definitions and the report.



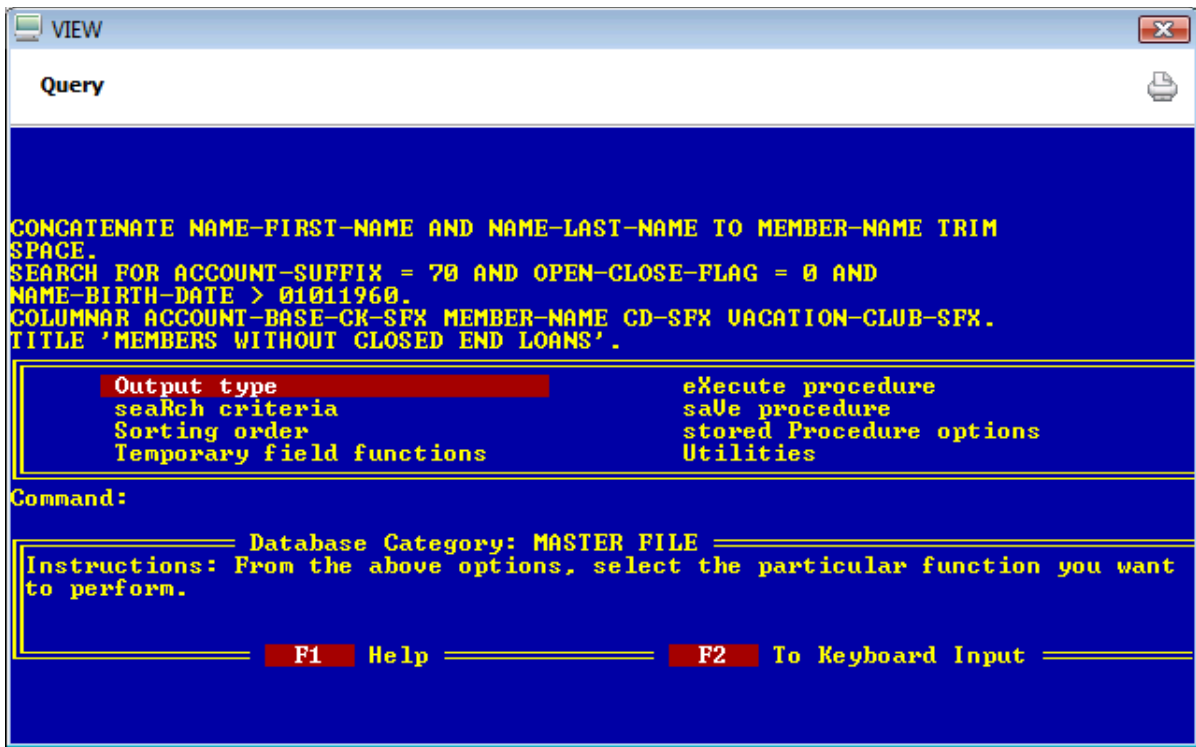


Figure 135

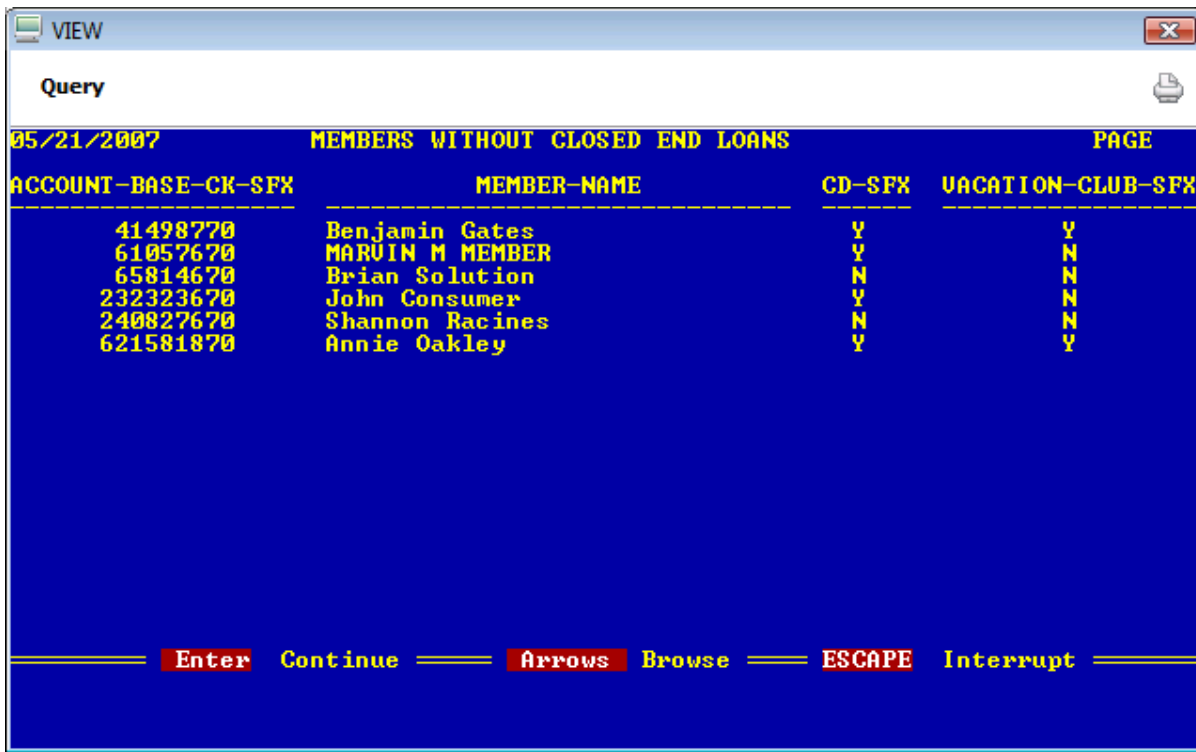


Figure 136

## Other Examples #5

This is an example of a query that would find all members who just have a 00 or 01 suffix and no other suffixes at the credit union. Since some credit unions use the 01 as the membership account, these accounts will also show up depending on how the credit union uses the suffixes.

Select the Master File as the database.

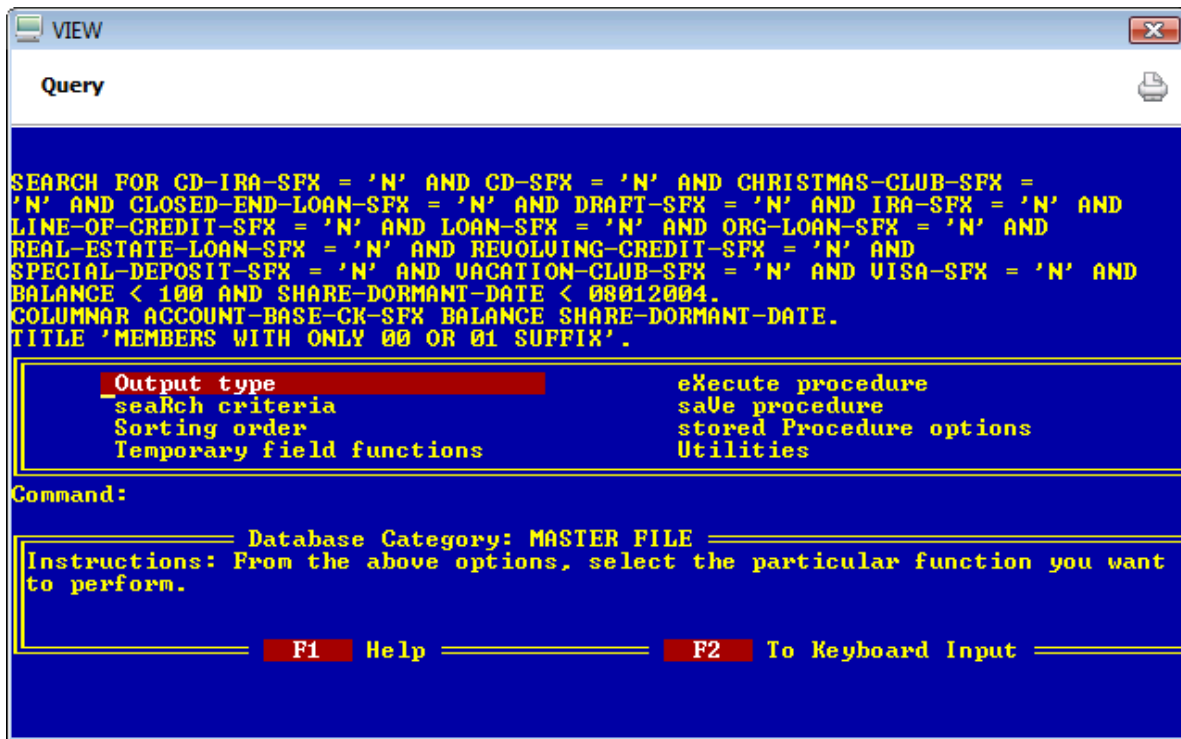
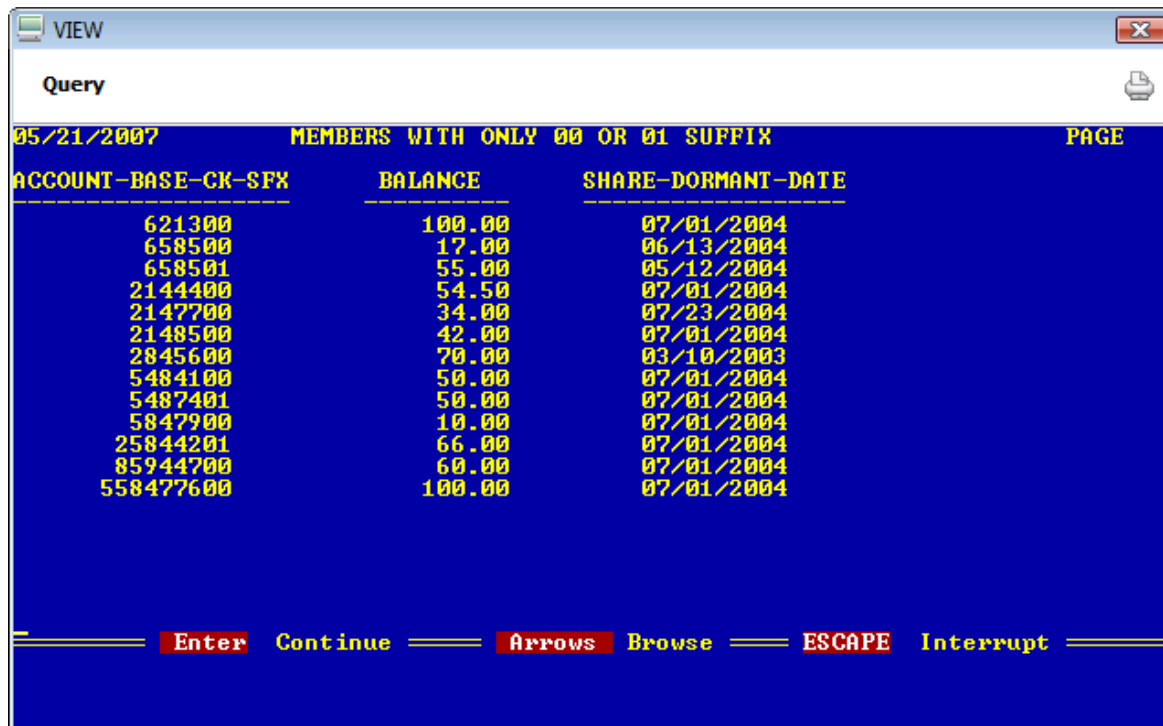


Figure 137

This query also has search criteria of Balance < 100 and Share-Dormant-Date < 04-21-2001. The search criteria that is needed by a specific credit union may differ from what is shown here. The desired output may also be different than what is shown in this example.

Example of output below.



ACCOUNT-BASE-CK-SFX	BALANCE	SHARE-DORMANT-DATE
621300	100.00	07/01/2004
658500	17.00	06/13/2004
658501	55.00	05/12/2004
2144400	54.50	07/01/2004
2147700	34.00	07/23/2004
2148500	42.00	07/01/2004
2845600	70.00	03/10/2003
5484100	50.00	07/01/2004
5487401	50.00	07/01/2004
5847900	10.00	07/01/2004
25844201	66.00	07/01/2004
85944700	60.00	07/01/2004
558477600	100.00	07/01/2004

Enter Continue    Arrows Browse    ESCAPE Interrupt

Figure 138

**TIP:** If **ACCOUNT-SUFFIX = 00** is added to the search criteria, Query will look for only members without a 00 suffix that meet the other search criteria also. The 01 suffixes will not be included in the output.

## Other Examples #6

This is an example of how to get Query to give a count of the number of records (members) that contain a certain number or letter, etc in a certain field such as Discretionary Data Fields. This Query is using the Master File, Output Type of Columnar and Grand Totals Only. It is also an example of using temporary fields.

To build this Query, first start by selecting Temporary Field Functions. Next select Initialize, Field to Create = CREDIT-SCORE-A, Initial Value = 0, Type = Numeric and Size = 5.

Example below.

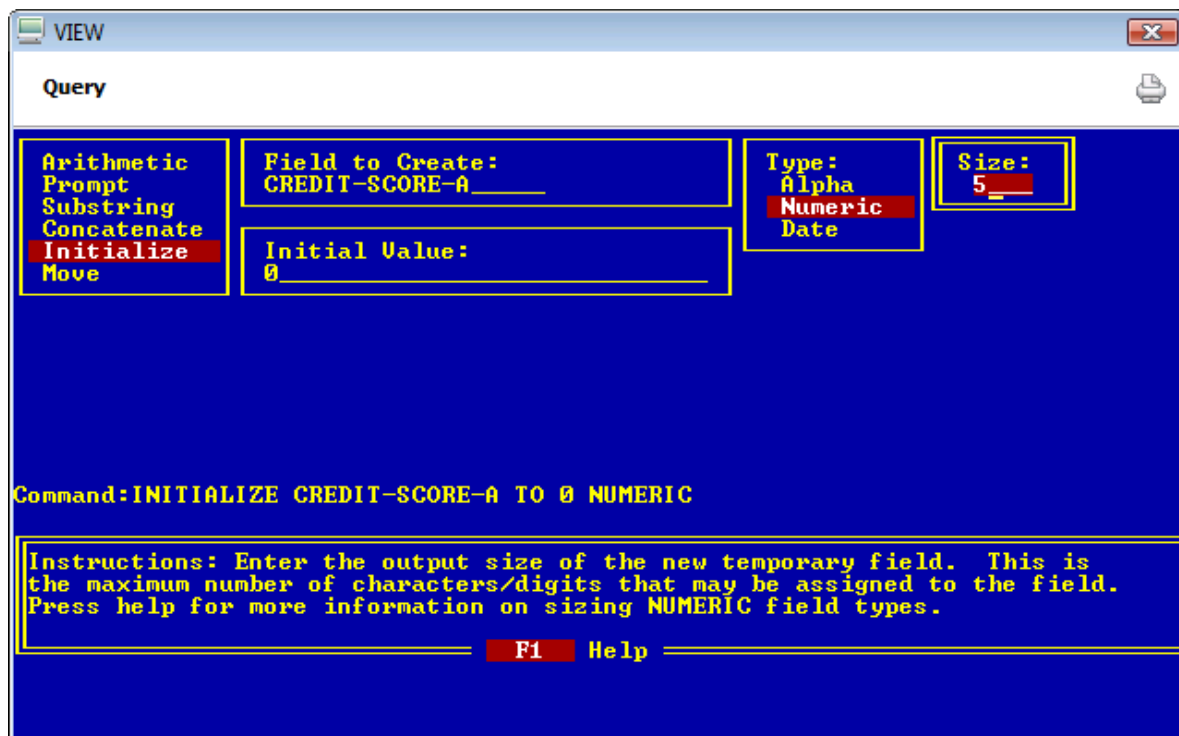


Figure 139

Do these same steps two more times for Credit Score B and Credit Score C.

Next select Temporary Field Functions. Now select Move, Constant = 0 and Result is Existing Field = Credit-Score-A.

Example below.

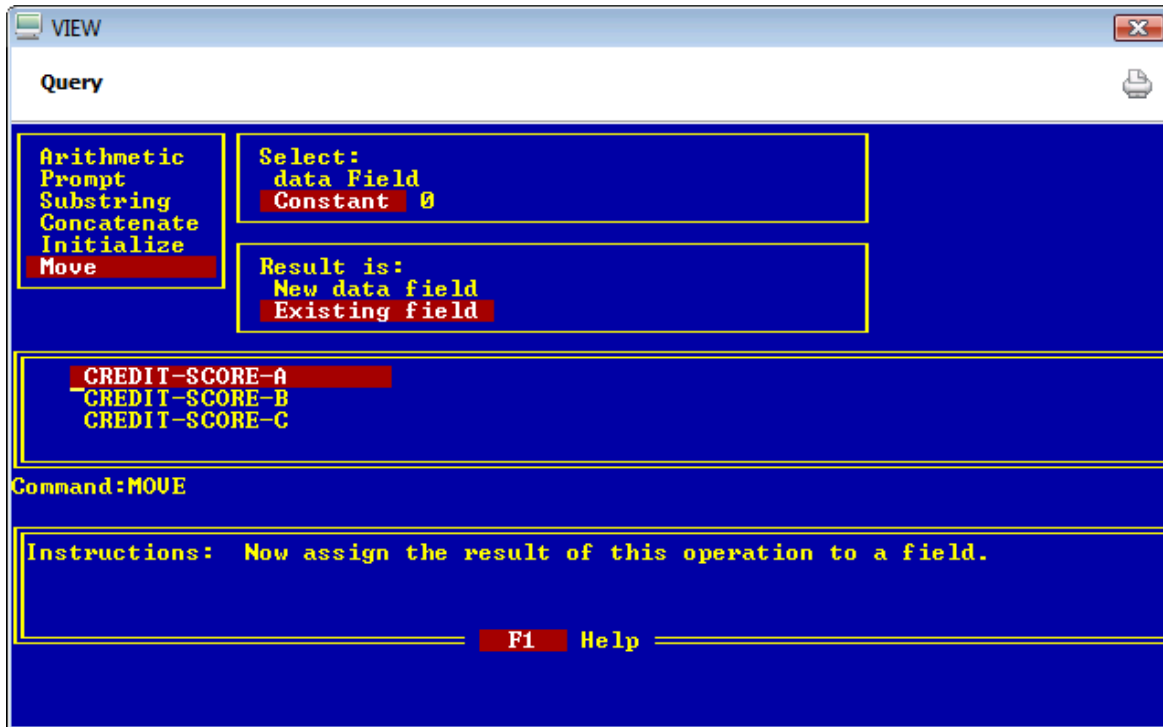


Figure 140

Do these same steps two more times for Credit Score B and Credit Score C.

This is what the Query should look like so far.

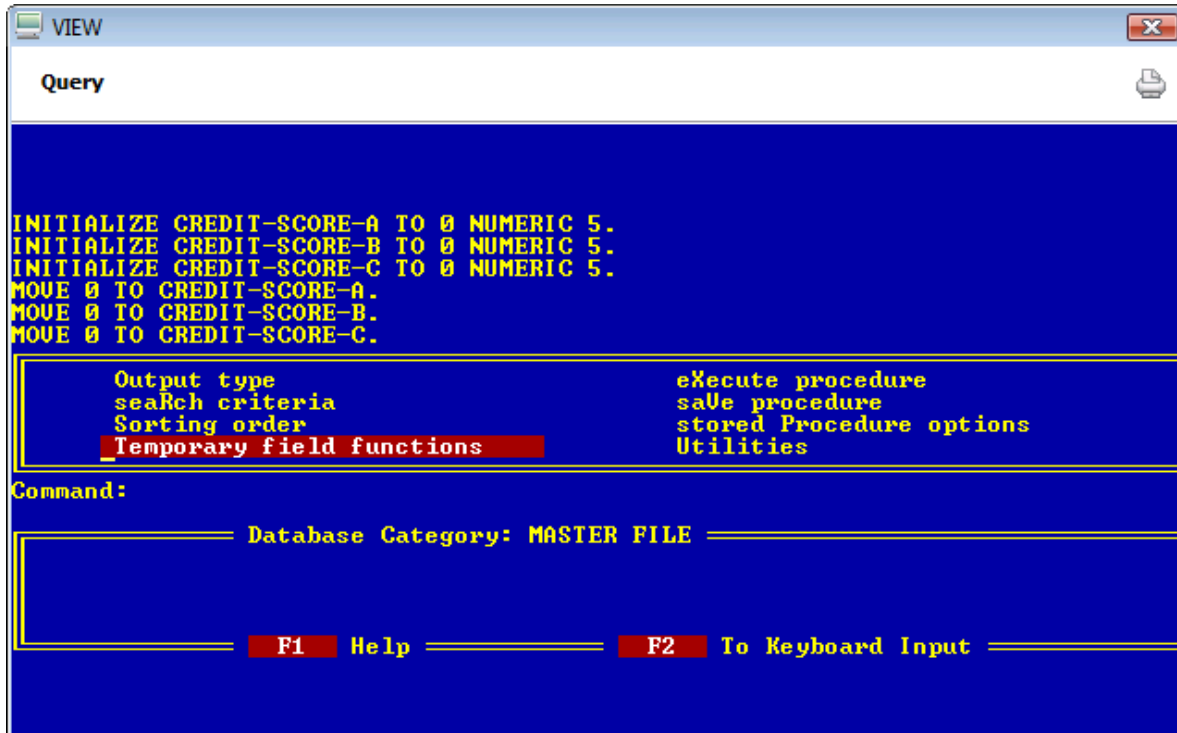


Figure 141

Next press F2 to get to Keyboard Input. The "if" statements must be manually typed in to the Query definitions.

Type this on the Command line exactly as shown here. Press enter after each line is typed and it will be added to the Query definitions.

```

IF MEMBER-DISC-DATA#006 = "A" THEN MOVE 1 TO CREDIT-SCORE-A.
IF MEMBER-DISC-DATA#006 = "B" THEN MOVE 1 TO CREDIT-SCORE-B.
IF MEMBER-DISC-DATA#006 = "C" THEN MOVE 1 TO CREDIT-SCORE-C.
  
```

**\*\*\*\*Note:** "If" statements are part of the search criteria so it is not necessary to separately tell Query to search for this information in the Search Criteria selection.

When finished, press F2 to get back to Menu Input.

Next the Search Criteria will be selected. Select the following fields: Name-Birth-Date (range) 02011936 to 02011981 and Loan-Sfx = (contains) N and Account-Suffix = 00.

For Output Type select the following: Columnar, Grand Totals Only, Credit-Score-A (total), Credit-Score-B (total) and Credit-Score-C (total). Do a Control E to end the selection.

This is what the Query definitions look like now.

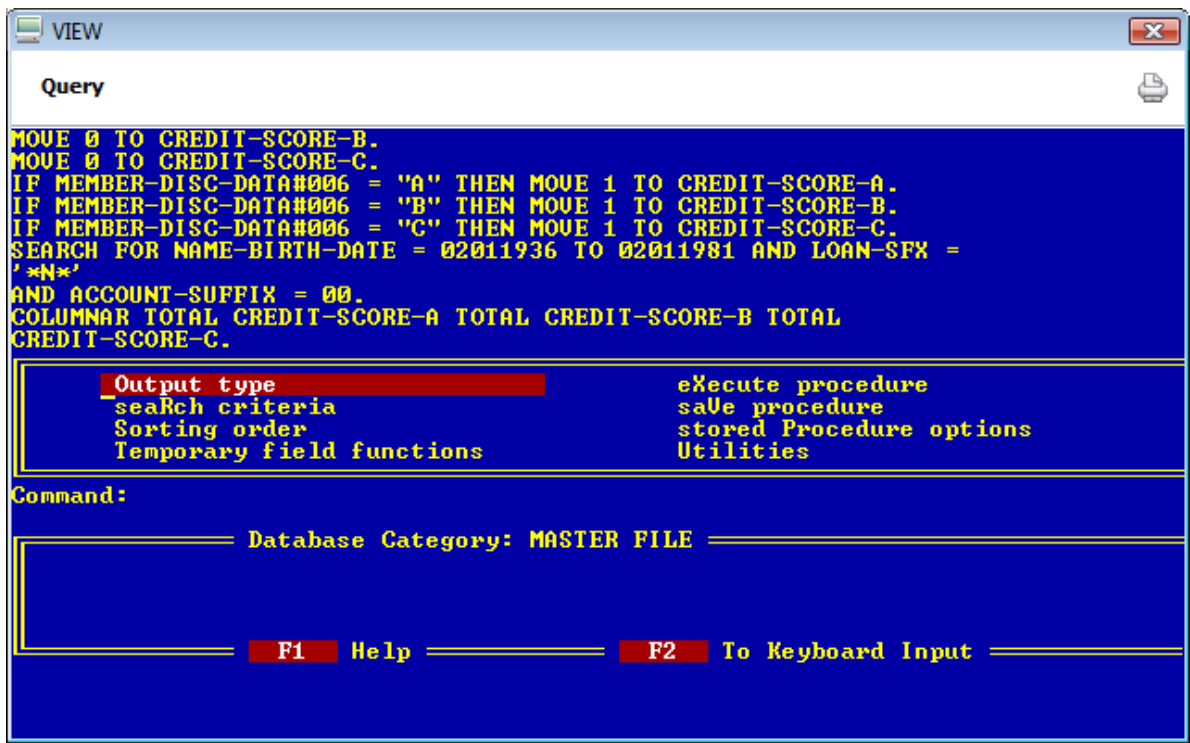


Figure 142

\*\*\*\***Note:** Since the Query definitions are so long, all of the information will not be displayed on this screen. This information is not lost; just not displayed.

The report can be given a Title, if desired. This is done using the Utilities option.

If this Query is going to be used again, it would be a good idea to save it now using the Save Procedure option. Give it a name that is descriptive enough so that it can be identified later.

Now Execute the procedure. Select to display the report or it may be printed, if desired.

This is what the report will look like.

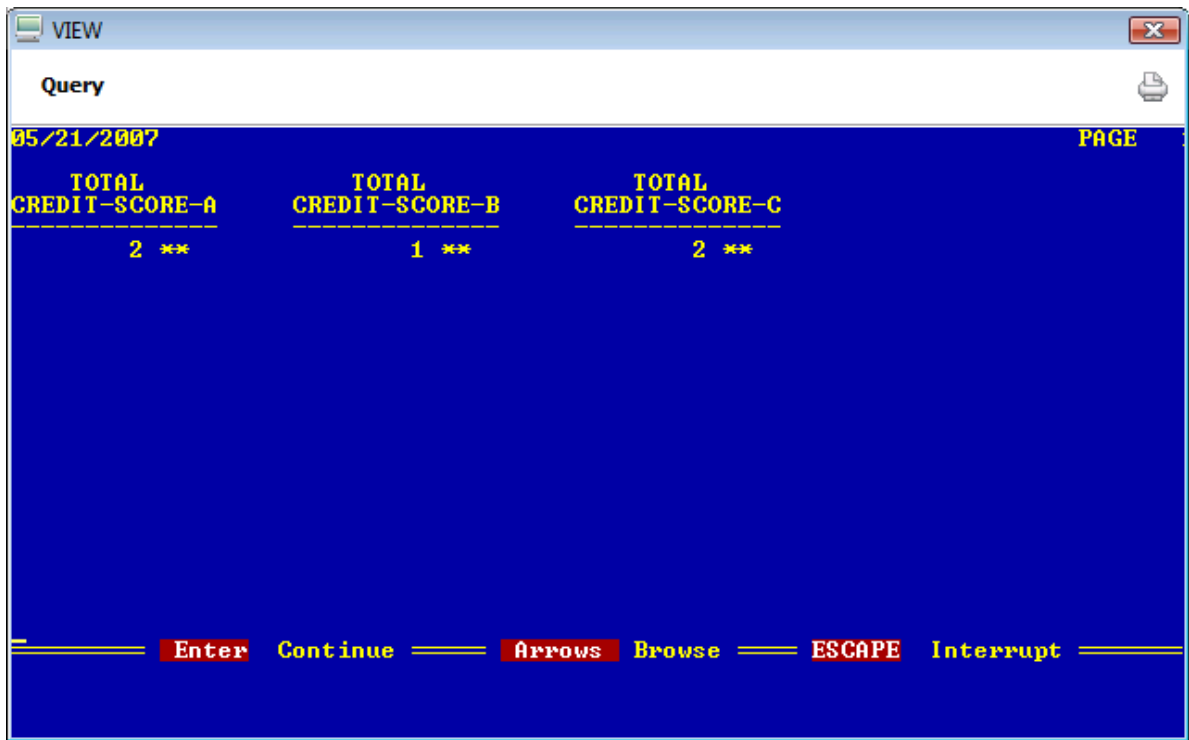


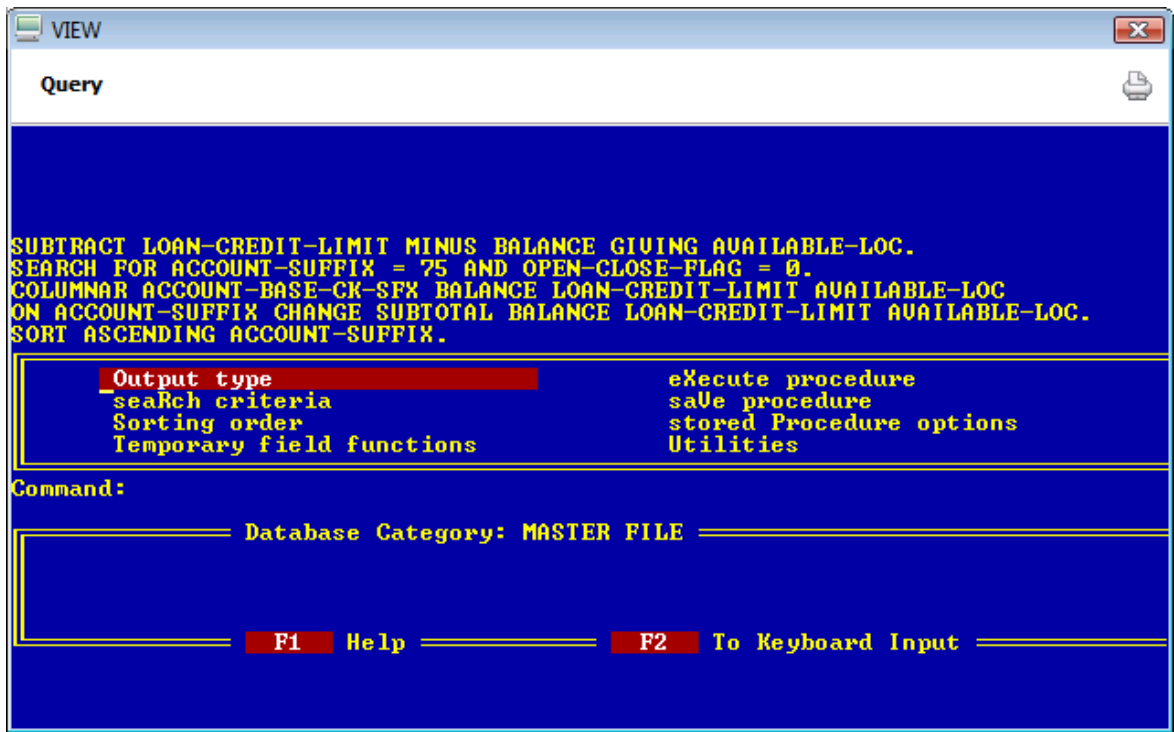
Figure 143



**Other Examples #7**

This is an example of using Query to pull the available funds that have not been advanced on Line of Credit loans. This could be used for just one loan suffix or a range of loan suffixes.

The Query definitions.



**Figure 144**

**\*\*Note:** If desired, the “count” can be edited in (between Available-LOC and on in the output) after building the Query.

Example of report.

VIEW

Query

05/30/2007

PAGE

ACCOUNT-BASE-CK-SFX	BALANCE	LOAN-CREDIT-LIMIT	AVAILABLE-LOC
4275	100.00	1000	900.00
726075	404.14	5000	4595.86
2323475	3045.00	10000	6955.00
41498775	65.00	7000	6935.00
55555275	350.00	1000	650.00
621581875	1586.00	5000	3414.00
	5550.14 *	29000 *	23449.86 *
	5550.14 **	29000 **	23449.86 **

Enter Continue   Arrows Browse   ESCAPE Interrupt

Figure 145

## Query Definitions by Database

### Card Information

This is not an entire listing of the fields that can be used in the Card Information database. These are fields that are unique to the Card Information only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

#### **CARD-ACCOUNT**

Account Number field on the Card Information window.

#### **CARD-ACTION**

This is used to indicate if a new card should be ordered or if a card should be deactivated. There is not an actual field for this on the Card Information window.

Blank = No Action

N = New Card

D = Delete Card

#### **CARD-AUTO-REORDER**

Auto Reissue field on the Card Information window.

#### **CARD-CHECKING-SFX**

Checking Suffix field on the Card Information window.

#### **CARD-EMBOSSING-COMMENTS**

Emboss Comment field on the Card Information window.

#### **CARD-EXP-MM**

Expiration (MM) field on the Card Information window.

#### **CARD-EXP-YYYY**

Expiration (YYYY) field on the Card Information window.

#### **CARD-ID**

ID number on the Card Information window.

#### **CARD-ISSUE-DATE**

Issue Date field on the Card Information window.

#### **CARD-LIMIT**

Credit Limit field on the Card Information window.

**CARD-NAME-NAME-TYPE**

The numeric value of the name associated with the card.

0	= Primary	66-75	= Officer
1-10	= Joint 1-10	76-77	= Conservator
11-20	= Comaker 1-10	78-79	= Personal Representative
21-30	= Guarantor 1-10	80	= Representative Payee
31-40	= Beneficiary 1-10	81-90	= Trustee 1-10
41-50	= Authorized Signer 1-10	91-96	= Doing Business As 1-6
51-55	= Custodian 1-5	97	= OE Plan Joint
56-60	= Guardian 1-5	98	= OE Plan Beneficiary
61-65	= Power of Attorney 1-5	99	= Alt Address

**CARD-NAME-SFX**

The suffix associated with the name in the Emboss Name field under Card Information.

**CARD-OLD-CHECKING-SFX****CARD-OLD-SAVINGS-SFX****CARD-ORDER-CARD**

Order field on the Card Information window.

**CARD-ORIGINAL-ISSUE-DATE**

Original Issue Date field on the Card Information window.

**CARD-PAN**

Account/Pan field on the Card Information window.

**CARD-SAVINGS-SFX**

Savings Suffix field on the Card Information window.

**CARD-STATUS**

Status field on the Card Information window.

C = Closed	M = Compromised
D = Delete	O = Open
H = Hot Carded	P = Permanently Closed
J = Hot Carded Capture	S = Stolen
L = Lost	X = Member Disabled

**CARD-STOCK**

Card Stock field on the Card Information window.

**CARD-TYPE**

Card Program field on the Card Information window.

**Old program values**

A = ATM Card  
 C = Credit Card  
 D = Debit Card  
 S = Secondary Credit Card  
 T = Secondary Debit Card

**New program values \*\*\***

1 = First program listed  
 2 = Second program listed  
 3 = Third program listed  
 4 = Forth program listed  
 5 = Fifth program listed, etc.

\*\*\* Since programs can be added and deleted from the Card Program Setup window (under System Settings), the number values may change. See the Card Program Setup window for the actual value when building a Query.

**CARD-UPDATE-ADDRESS**

Indicates if an address change has occurred since the last card update. There is not an actual field for this on the Card Information window.

N = No  
 Y = Yes

**CARD-UPDATE-CHECKING**

Indicates if a checking account number change has occurred since the last card update. There is not an actual field for this on the Card Information window.

N = No  
 Y = Yes

**CARD-UPDATE-NAME**

Indicates if A name change has occurred since the last card update. There is not an actual field for this on the Card Information window.

N = No  
 Y = Yes

**CARD-UPDATE-OTHER****CARD-UPDATE-SAVINGS**

Indicates if a saving account number change has occurred since the last card update. There is not an actual field for this on the Card Information window.

N = No  
 Y = Yes

**CARD-UPDATE-STATUS**

Indicates if a change in status has occurred since the last card update. There is not an actual field for this on the Card Information window.

N = No  
 Y = Yes

## **Collateral Tracking**

This is not an entire listing of the fields that can be used in the Collateral Tracking database. These are fields that are unique to the Collateral Tracking only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

### **COLLATERAL-ACCOUNT**

Account Base, Check Digit and Suffix of the member loan suffix.

### **COLLATERAL-COLOR**

Color field on the Automotive/UCC tab on the Collateral Tracking window.

### **COLLATERAL-ID**

The ID number assigned to the collateral for the loan. These are located in the Collateral Tracking folder under the member. Each loan can have up to six different items used for collateral.

### **COLLATERAL-INS-AGENT**

Agent field (1-4) on the Insurance tab on the Collateral Tracking window.

### **COLLATERAL-INS-COMPANY**

Company field (1-4) on the Insurance tab on the Collateral Tracking window.

### **COLLATERAL-INS-COVERAGE**

Coverage field (1-4) on the Insurance tab on the Collateral Tracking window.

### **COLLATERAL-INS-ESCROW**

Escrow field (1-4) on the Insurance tab on the Collateral Tracking window.

Y = Yes

N = No

### **COLLATERAL-INS-HOLDER**

Policy Holder field (1-4) on the Insurance tab on the Collateral Tracking window.

C = Condo Association

O = Owner

### **COLLATERAL-INS-PHONE**

Phone field (1-4) on the Insurance tab on the Collateral Tracking window.

### **COLLATERAL-INS-POLICY**

Policy Number field (1-4) on the Insurance tab on the Collateral Tracking window.

### **COLLATERAL-INS-POLICY-EXP**

Expiration (date) field (1-4) on the Insurance tab on the Collateral Tracking window.

**COLLATERAL-INS-STATUS**

Status field (1-4) on the Insurance tab on the Collateral Tracking window.

N = Not Received  
 C = Cancelled  
 P = Purchased  
 R = Received  
 W = Waived

**COLLATERAL-INS-STATUS-DATE**

Status Date field (1-4) on the Insurance tab on the Collateral Tracking window.

**COLLATERAL-INS-TYPE**

Type field (1-4) on the Insurance tab on the Collateral Tracking window.

**Automotive/UCC**

A = Automobile  
 E = Extended Warranty  
 G = GAP

**Mortgage**

B = Business Personal Property  
 F = Flood  
 H = Hazard  
 W = Wind

**COLLATERAL-INS-WAIVED-REASON**

Status Date field (1-4) on the Insurance tab on the Collateral Tracking window.

D = Declined  
 O = Other

**COLLATERAL-KEY**

Key Number field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-MAKE**

Make field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-MILEAGE**

Mileage field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-MODEL**

Model field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-MORT-1<sup>ST</sup>-BAL**

1<sup>st</sup> Mortgage Amount field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-2<sup>ND</sup>-BAL**

2<sup>nd</sup> Mortgage Amount field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-ADDRESS**

Address field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-APPRAISAL**

Appraisal field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-APPRAISAL-DATE**

Appraisal Date field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-CITY**

City field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-DEED-STATUS**

Deed Status field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-FLOOD-ZONE**

Flood Zone field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-PARCEL-ID**

Parcel ID field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-PROP-TAX**

Tax Amount field on the Mortgage tab on the Collateral Tracking window. (Suffixes 69-69 only)

**COLLATERAL-MORT-PROP-TAX-DELQ**

Delq Taxes field on the Mortgage tab on the Collateral Tracking window. (Suffixes 69-69 only)  
Y = Yes  
N = No

**COLLATERAL-MORT-PROPERTY-COUNTY**

County field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-PROPERTY-TYPE**

Property Type field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)  
B = Building  
C = Condo  
D = Duplex  
H = House  
L = Land  
M = Multi-Unit

**COLLATERAL-MORT-RECORDED**

Recorded field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)  
Y = Yes  
N = No

**COLLATERAL-MORT-RECORDED-DATE**

Date Recorded field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)



**COLLATERAL-MORT-RELEASE-DATE**

Release Date field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-REVIEW-DATE**

Review Date field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-STATE**

State field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-TAX-SEASON**

Season field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

F = Fall

S = Spring

M = Summer

W = Winter

O = Other

**COLLATERAL-MORT-TAX-YEAR**

Tax Year field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-TITLE-STATUS**

Title Status field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-TRACK-TAXES**

Track Taxes field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

Y = Yes

N = No

**COLLATERAL-MORT-UNITS**

Property Units field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-MORT-USE**

Property Use field on the Mortgage tab on the Collateral Tracking window.

C = Commercial

I = Investment

P = Primary Residence

S = Secondary Residence

**COLLATERAL-MORT-ZIP**

Zip field on the field on the Mortgage tab on the Collateral Tracking window. (Suffixes 60-69 only)

**COLLATERAL-SUFFIX**

Two-digit suffix for the member's loan.

**COLLATERAL-TITLE**

Title Number field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-TITLE-RECEIVED**

Received field on the Automotive/UCC tab on the Collateral Tracking window.

Y = Yes

N = No

**COLLATERAL-TITLE-RELEASE-DATE**

Release Date field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-TITLE-RELEASED-TO**

Release To field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-TITLE-STATUS**

Title Status field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-TYPE**

The Collateral Type on the loan.

A = Automotive/UCC

M = Mortgage

**COLLATERAL-UCC-EXPIRATION**

Expiration (date) field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-UCC-FILING**

Filing Number field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-UCC-FILING-DATE**

Filing (date) field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-UCC-RECORDED**

UCC Recorded field on the Automotive/UCC tab on the Collateral Tracking window.

Y = Yes

N = No

**COLLATERAL-UCC-RECORDED-DATE**

Recorded (date) field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-UCC-STATUS**

Filing Status field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-VALUE**

Value field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-VALUE-DATE**

Value Date field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-VIN**

VIN Number field on the Automotive/UCC tab on the Collateral Tracking window.

**COLLATERAL-YEAR**

Year field on the Automotive/UCC tab on the Collateral Tracking window.

**CREDIT-CARD**

This data field is set by the system based on the member having a Credit or Credit Secondary card listed in the Card Information folder that has a status that is anything but closed. (See the list of status' in the Card Information data base section.) If all the member's credit cards (if more than one) are marked with a status of "closed", the member will be flagged as "No" for this field. **\*\*Note:** If a card is expired but still on the system, it will flag the member as Yes.

Y = Yes

N = No

**DEBIT-CARD**

This data field is set by the system based on the member having a Debit, Debit Secondary or ATM card listed in the Card Information folder that has a status that is anything but closed. (See the list of status' in the Card Information data base section.) If all the member's debit cards (if more than one) are marked with a status of "closed", the member will be flagged as "No" for this field. **\*\*Note:** If a card is expired but still on the system, it will flag the member as Yes.

Y = Yes

N = No

**TODAYS-DATE**

This is a number not a date field. This is the actual date not the credit union date.

**General Ledger File****ACCOUNT-DESCRIPTION**

Account Title entered on the Ledger Account window.

**ACCOUNT-NUMBER**

Six (6) digit general ledger account number.

**BEGINNING-BALANCE**

Beginning balance figure as shown on the General Ledger Trial Balance.

**BRANCH**

Two (2) digit branch number specified in front of the general ledger account number. (Only for Credit Unions with **Branch Accounting** software).

**FULL-ACCOUNT-NUMBER**

Branch number followed by a six (6) digit general ledger account number. (Only for Credit Unions with **Branch Accounting** software).

**MONTHLY-BUDGET**

Monthly budget figure entered on the Ledger Account window.

**MTD-CREDITS**

Total of all credit entries for the month.

**MTD-DEBITS**

Total of all debit entries for the month.

**POST-YEAR**

The year the general ledger entry was posted. (\*\*Note: Use the "Post Year" in the search criteria to just get information for a specific year. Otherwise a line for each year for each GL will display in the output.)

**PREVIOUS-YR-BALANCE**

Previous year actual monthly figure as indicated on the Ledger Account window.

**TODAYS DATE**

Today's date.

**TOTAL-BUDGET**

Annual budget figure specified on the Ledger Account window.

**TOTAL-PREV-YR-BAL**

Annual previous year figure specified on the Ledger Account window.

## **Home Banking Users File**

The data fields from the Master File for the 00 suffix are available in the HB Users database in Query. It uses the current information only and cannot pull records from the Monthend files. Also, when using OPEN-CLOSE-FLAG = 0 in the HB Users database in the search criteria, always use ACCOUNT-BASE-CK-SFX <> (not equal) 0 along with it. If this is not done, closed records could be included in the output. See the "Master File" data base for the shared data fields and definitions.

### **ACCOUNT-BASE-CK**

Member account base plus check digit.

### **NAME-ADDRESS-1**

Address line 1 on the Name Information window.

### **NAME-ADDRESS-2**

Address line 2 on the Name Information window.

### **NAME-ALT-KEY**

Numerical Alternate Lookup field on the Name Information window.

### **NAME-BASE-CK-SFX**

Member's account base number plus check digit and suffix.

### **NAME-BIRTH-DATE**

Member's birth date as displayed on the Name Information window.

### **NAME-BUSINESS-PHONE**

Business phone number entered on the Name Information window.

### **NAME-BUSINESS-PHONE-EXT**

Business phone number extension entered on the Name Information window.

### **NAME-CELL-PHONE**

Cell phone number entered on the Name Information window.

### **NAME-CITY**

City portion of member's address on the Name Information window.

### **NAME-DATE-OF-DEATH**

Date of Death entered on the Name Information window.

### **NAME-DRIVERS-LICENSE**

Driver's license entered on the Name Information window.

**NAME-E-MAIL-ADDRESS**

E-mail address entered on the Name Information window (for the primary member) and the E-mail Address entered on the Member Information window in the "E-mail Address (Primary)" field. If one field is file maintained the other field is also changed.

**NAME-EMPLOYER-ADDRESS**

Employer address entered on the Name Information window.

**NAME-EMPLOYER-CITY**

Employer city entered on the Name Information window.

**NAME-EMPLOYER-NAME**

Employer name entered on the Name Information window.

**NAME-EMPLOYER-STATE**

Employer state entered on the Name Information window.

**NAME-EMPLOYER-ZIP**

Employer zip entered on the Name Information window.

**NAME-END-ALT-ADDR**

Alternate Address Ending Date on the Name Information window.

**NAME-FIRST-NAME**

Member's first name on the Name Information window.

**NAME-HOME-PHONE**

Home phone number entered on the Name Information window.

**NAME-LAST-NAME**

Member's last name on the Name Information window.

**NAME-LEGAL-ADDRESS**

Legal address on the Name Information window.

**NAME-LEGAL-CITY**

Legal city on the Name Information window.

**NAME-LEGAL-STATE**

Legal state on the Name Information window.

**NAME-LEGAL-ZIP**

Legal zip on the Name Information window.

**NAME-MMN**

Mother's maiden (name) on the Name Information window.

**NAME-NAME-CODE**

Indicates whether the name record is for an individual or organization.

0 = Member Name (Lookup by Last Name)

1 = Organization Name (Lookup by First Name)

**NAME-OFAC-EXEMPT-DATE**

This is a date stored by the system (but not visible) indicating when the name became exempt with regards to an OFAC scan. The "OFAC Scan" field on the Name Information window is used to mark a name record as "exempt", if needed.

**NAME-OFAC-SCAN-DATE**

Date in the Scan Date field on the Name Information window.

**NAME-ORGANIZATION-NAME**

Organization name on the Name Information window. (Combines the first and last name fields in one field.)

**NAME-OTHER-PHONE**

Other phone number entered on the Name Information window.

**NAME-PIC-ID-EXPIRE-DATE**

Expiration Date field on the Picture ID tab on the Name Information window.

**NAME-PRIVACY-AFFILIATE**

Privacy Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-PRIVACY-NON-AFFILIATE**

Privacy Non-Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-SFX**

Two (2) digit account suffix.

**NAME-SSN**

Social Security Number entered on the Name Information window.

**NAME-SSN-TYPE**

Social Security type on the Name Information window.

0 = SSN

1 = EIN

2 = ITIN (for resident and non-resident aliens)

3 = ITIN - Non Resident Alien (for non-resident aliens - not on IRS file)

**NAME-START-ALT-ADDR**

Alternate Address Starting Date displayed on the Name Information window.

**NAME-STATE**

State portion of member's address shown on the Name Information window.

**NAME-TEXT-MSG-ADDRESS**

Text Msg Address field on the Name Information window.

**NAME-TYPE**

Number identifying the primary and secondary names, etc. on the system.

0	= Primary	66-75	= Officer
1-10	= Joint 1-10	76-77	= Conservator
11-20	= Comaker 1-10	78-79	= Personal Representative
21-30	= Guarantor 1-10	80	= Representative Payee
31-40	= Beneficiary 1-10	81-90	= Trustee 1-10
41-50	= Authorized Signer 1-10	91-96	= Doing Business As 1-6
51-55	= Custodian 1-5	97	= OE Plan Joint
56-60	= Guardian 1-5	98	= OE Plan Beneficiary
61-65	= Power of Attorney 1-5	99	= Alt Address

**NAME-ZIP**

Zip code portion of member's address on the Name Information window.

**HB-USER-ACCESS**

Status of the user's access from the "Access" field in the Internet Banking folder.

Y = Yes  
 N = No  
 X = Expired Password  
 D = Disabled

**HB-USER-BASE-CK**

Base Number and Check Digit for Member.

**HB-USER-BILL-PAY-ALLOWED**

Bill Pay field in the Internet Banking folder.

Y = Yes  
 N = No

**HB-USER-CREDIT-CARD-ALLOWED**

Credit Card field in the Internet Banking folder.

Y = Yes  
 N = no

**HB-USER-DESC**

Description of the secondary user.



**HB-USER-EMAIL-LOGIN**

Successful Logins field under Alerts on the My Account window in Internet Banking. This indicates if the member will be sent an e-mail by the system after all successful logins to Internet Banking.

Y = Yes

N = No

**HB-USER-ID**

User Name field in the Internet Banking folder. Defaults to account number (account base and check digit) if no ID chosen yet.

**HB-USER-INQUIRY-ALLOWED**

This will determine if the secondary user will see the account summary display in Internet Banking. This field is in the secondary user folder under Securities - Inquiries.

Box checked                      Y = Yes

Box unchecked                  N = No

**HB-USER-LAST-DATE**

This is the last date (MMDDCCYY) the user accessed their account from Internet Banking. The date of file maintenance on the user will also affect this field. This field is hidden and not visible in the Internet Banking folder.

**HB-USER-PIN-EMAIL**

Challenge PIN Email Address in the Internet Banking folder. Secondary users, if applicable, will be displayed also with the same account number.

**HB-USER-REMOTE-DEPOSIT-ALLOWED**

Remote Deposit field in the Internet Banking folder for the primary user.

Y = Yes

N = No

Security option Remote Deposit field for secondary users.

Box Checked                      Y = yes

Box Unchecked                  N = No

**HB-USER-STATEMENTS-ALLOWED**

This determines if the member will have access to the "credit union generated statements". Statement field in the Internet Banking folder for the primary user.

Y = Yes

N = No

Security option Statements field for secondary users.

Box Checked                      Y = yes

Box Unchecked                  N = No

**HB-USER-TRANSFERS-ALLOWED**

Transfers field in the Internet Banking folder for the primary user.

Y = Yes

N = No

Security option transfers field for secondary users.

Box Checked                      Y = yes

Box Unchecked                  N = No

**HB-USER-TWO-FACTOR-TYPE**

Authentication Security the member selected for Two Factor login. This displays only for the primary user in the Internet Banking folder Authentication Type field and is available but not displayed for the secondary users.

P = Random PIN

Q = Questions

**HB-USER-TYPE**

User type.

P = Primary

S = Secondary

**HB-USER-WIRE-TRANSFER-ALLOWED**

Wire Transfer field in the Internet Banking folder for the primary user.

Y = Yes

N = No

Security option Wire Transfer field for secondary users

Box Checked                      Y = yes

Box Unchecked                  N = No

**MEMBER-ACCOUNT**

Account Base and Check Digit of the member.

**MEMBER-ACH-LAST DATE**

This is the last date (MMDDYYYY) that a batch ACH transaction posted for this member. This field is not truncate driven.

**MEMBER-ADDRESS-CHANGE-DATE**

Address Change Date field on the Member Information window. This indicates the last date of the last address change for the member.

**MEMBER-ALERT-DAILY-BAL**

Alert Daily Balance field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-DEPOSIT**

Alert ACH/Payroll Deposits field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-ELECTRONIC**

Alert Electronic field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-HB-LOGIN**

Alert Internet Banking Logins field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-LOAN-PMT**

Alert Loan Payments field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-LOAN-PMT-DAYS**

Alert Loan Payment Days field on the Member Information window.

**MEMBER-ALERT-LOAN-RATES**

Alert Loan Rates field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-LOW-BALANCE**

Alert Low Balances field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-LOW-BALANCE-AMT**

Alert Low Balances Amount field on the Member Information window.

**MEMBER-ALERT-NEWS**

Alert News field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-NEWSLETTER**

Alert Newsletters field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-PREAUTH**

Alert Debit Pre-Authorizations field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-SHARE-RATES**

Alert Share Rates field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-VISA-PMT**

Alert Visa Payments field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ATM-LAST-DATE**

This is the last date (MMDDYYYY) that an ATM/Debit transaction posted for this member. For credit unions with online interfaces (Co-op, Efunds, Pulse, ELAN, STAR, FDR, NYCE, etc.), this includes inquiries and debit/pos authorizations as well. This field is not truncate driven.

**MEMBER-ATM-POS-FILE**

ATM Positive File field on the Member Information window. This indicates if a member's information will be included on positive file jobs.

- Y = Include
- N = Exclude

**MEMBER-ATM-SAVINGS**

ATM Round Up field on the Member Information window.

Y = Yes	1 = Yes + \$1
N = No	2 = Yes + \$2

**MEMBER-ATM-SAVINGS-SFX**

ATM Round Up Suffix field on the Member Information window.

**MEMBER-BANKRUPTCY-SCORE**

Credit Score (Bankruptcy) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-BRANCH**

Branch field on the Member Information window. Find numeric value in [\[Main Ribbon > System Settings > Branches\]](#).

**MEMBER-BUSINESS**

Entity Type field on the Member Information window.

N = None	Q = Limited Liability Partnership (LLP)
A = Association	H = Memorial
J = Benefit	O = Non-Profit
D = Cooperative Association	G = Organization
C = Corporation	P = Partnership
E = Estate	M = Political Campaign
Y = General	K = Professional Limited Liability
B = Government Entity	Company (PLLC)
I = IOLTA (Interest on Lawyers Trust Acct)	F = Real Estate Trust
L = Limited Liability Company	S = Sole Proprietorship
R = Limited Liability Limited Partnership (LLLP)	T = Trust

**MEMBER-CB-TAPE**

Credit Bureau Tape field on the Member Information window. This indicates if a member is included or exempt from credit bureau reporting.

Y = Include  
N = Exclude

**MEMBER-CHECKS-ORDERED**

Checks Ordered (date) field on the Member Information window.

**MEMBER-CLASS**

Member Class field on the Member Information window. This is a one-digit alpha or numeric field that is credit union defined. See System [\[Main Ribbon > System Settings > Member Class Setup\]](#) for credit union defined classes.

**MEMBER-CLOSEOUT-REASON**

Closeout Reason field on the Member Information window. See [\[Main Ribbon > System Settings > Account Closeout Reason Setup\]](#) for credit union defined reasons.

**MEMBER-CODE**

Member Code field on the Member Information window. This is a three-character field (alpha or numeric) that is credit union defined.

**MEMBER-CONTACT-NAME**

Contact Name field on the Member Information window.

**MEMBER-CONTACT-PHONE**

Contact Phone Number field on the Member Information window.

**MEMBER-COURTESY-PAY**

Courtesy Pay field on the Member Information window.

2 = Fraud/Suspicious Activity	D = Not Allowed
3 = Overdrawn Too Long	N = No
4 = Delinquent Loan	O = Opt-Out
5 = Bankruptcy	R = Revoked
7 = Minor Account	Y = Yes

**MEMBER-COURTESY-PAY-MAX**

Courtesy Pay Maximum field on the Member Information window.

**MEMBER-CREDIT-SCORE**

Credit Score field on the Member Information window. This is a five-digit numeric field.

**MEMBER-CREDIT-SCORE-DATE**

Credit Score Date field on the Member Information window.

**MEMBER-CROSS-ACCT**

Cross Account 1-5 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking and/or Voice Response.

**MEMBER-CROSS-ACCT2**

Cross Account 6-10 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking (asp.net).

**MEMBER-DATE-JOINED**

Date Joined field on the Member Information window.

**MEMBER-DIRECT-DEPOSIT**

Direct Deposit field on the Member Information window.

Y = Yes  
N = No

**MEMBER-DISC-DATA**

Credit union defined Discretionary Data fields on the Member Information window. There are 10 discretionary data fields.

**MEMBER-E-STMT**

E-Statement field on the Member Information window. This indicates if the member is getting an electronic statement.

Y = Yes

N = No

O = Opt Out

**MEMBER-E-STMT-DISC-DATE**

E-Statement Disclosure Date field on the Member Information window. This is for credit unions using the Datamatic version of E-Statements to indicate the date that the member went through the enrollment process in Internet Banking. It also might be the date that the 6.70 release was loaded for members already signed up for E-Statements prior to the enrollment process being added.

**MEMBER-E-STMT-EMAIL-CHG**

E-Statement Email Last Changed field on the Member Information window. This represents the date that the member's e-mail address was last changed either in Home Banking or under Name Information.

**MEMBER-ELIGIBILITY**

Eligibility field on the Member Information window. These options are credit union defined. There are twelve options (1-12) that can be setup and the number corresponds to the value of the field.

**MEMBER-EMPLOYEE**

Employee Account field on the Member Information window. This indicates whether or not the member is an employee of the credit union.

Y = Yes

N = No

**MEMBER-ENTITY-AUTHORIZATION**

Entity Authorization field on the Member Information window. This indicates whether or not the business/organization member has an entity authorization form on file with the credit union and who the authorization signers are for the business/organization.

Y = Yes

N = No

**MEMBER-ENTITY-TYPE**

See MEMBER-BUSINESS.

**MEMBER-HB**

Internet Banking field on the Member Information window. This indicates if the member will have access to internet banking or if there is no access.

Y = Yes                      blank = Never

N = No

**MEMBER-HB-BP-LAST-DATE**

Internet Banking Last Access (Bill Pay) field on the Member Information window.

**MEMBER-HB-CC-LAST-DATE**

Internet Banking Last Access (Credit Card) field on the Member Information window.

**MEMBER-HB-COLLECT-EMAIL**

Collect Email field in the Internet Banking folder. This indicates if the member will be prompted to enter their e-mail address upon logging into Internet Banking, when their e-mail address is not on record at the credit union.

Y = Yes

N = No

**MEMBER-HB-DISCLOSURE-DATE**

Disclosure Date field in the Internet Banking folder.

**MEMBER-HB-LAST-DATE**

Activity Date field in the Internet Banking folder for either the primary or secondary internet banking user. This is the last date (MMDDYYYY) the user accessed their account from Internet Banking.

**MEMBER-HB-MSG-TO-MBR**

Message to Member field in the Internet Banking folder on the Member Summary.

**MEMBER-HB-QUICK-SWITCH**

Quick Switch fields (1-10) in the Internet Banking folder on the Member Summary.

**MEMBER-HB-VIEW-STMT-DATE**

Statement Last Accessed field in the Internet Banking folder on the Member Summary.

**MEMBER-HB-VIEW-VISA-DATE**

VISA Statement Last Accessed field in the Internet Banking folder on the Member Summary.

**MEMBER-HEAD-OF-HOUSEHOLD**

Head of Household field on the Member Information window.

Y = Yes

N = No

**MEMBER-HEARD-ABOUT-US**

Heard About Us field on the Member Information window. These are the default values which can be changed by the credit union, if desired. Fields 17-40 are credit union defined.

0 = Unknown

1 = Website

2 = Search Engine

3 = Facebook

4 = Twitter

5 = Social Media

6 = Radio

7 = TV

8 = Mail

9 = Newspaper

10 = Billboard

11 = Member

12 = Employee

13 = Auto Dealer

14 = E-Mail

15 = Realtor

16 = Know Member

99 = Other



**MEMBER-ID-ON-FILE**

Picture ID on File field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-ID-ON-FILE-JOINT**

Picture ID on File (Secondary) field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-IRS-ADDRESS-1**

IRS Address 1 field on the Member Information window.

**MEMBER-IRS-ADDRESS-2**

IRS Address 2 field on the Member Information window.

**MEMBER-IRS-CITY**

IRS City field on the Member Information window.

**MEMBER-IRS-NAME**

IRS Name field on the Member Information window.

**MEMBER-IRS-NAME-2**

IRS Name 2 field on the Member Information window.

**MEMBER-IRS-STATE**

IRS State field on the Member Information window.

**MEMBER-IRS-ZIP**

IRS Zip Code field on the Member Information window.

**MEMBER-JOINT-CREDIT-SCORE**

Credit Score (Joint) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-LEGAL-ALIEN**

Legal Alien field on the Member Information window.

Y = Yes

N = No

**MEMBER-LOAN-LIMIT**

Loan Limit field on the Member Information window.

**MEMBER-MAIL-CODE**

Mail Code field on the Member Information window. This is a numeric credit union defined field.

**MEMBER-MAIL-STMT**

Mail Statement field on the Member Information window. This indicates if the member's statement is to be mailed or held.

Y = Yes

N = No

**MEMBER-MOBILE-APP-LAST-DATE**

Internet Banking Last Date (Mobile App) field on the Member Information window.

**MEMBER-MOBILE-CONSENT-DATE**

Mobile Consent Date field on the Member Information window.

**MEMBER-MOBILE-DEP-DISC-DATE**

Mobile Deposit Disclosure Date field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEPOSIT**

Mobile Deposit field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEP-PROFILE**

Mobile Deposit Profile field in the Internet Banking folder on the Member Summary.

**MEMBER-MONEY-SERVICE-BUSINESS**

Money Services Business field on the Member Information window.

Y = Yes

N = No

**MEMBER-MTH-STMT**

Monthly Statement field on the Member Information window. This indicates if the member is to receive monthly statements.

Y = Yes

N = No

**MEMBER-MTH-STMT-DATE**

Monthly Statement Date field on the Member Information window.

**MEMBER-NSF-RETD-FEES**

NSF Returned Fees field on the Member information window.

Y = Charge

N = Exempt

**MEMBER-OD-ACCT**

Overdraft Coverage Account 1-5 fields on the Member Information window. This indicates the order that share accounts will be used for overdraft coverage for the member.

**MEMBER-OD-COVERAGE**

Overdraft Coverage field on the Member Information window.

0 = Credit Union Predefined	3 = Loan then Share
1 = Share Only	4 = Loan Only
2 = Share then Loan	5 = Notice Only

**MEMBER-OPEN-END-APP-DATE**

Open End Application Date field on the Member Information window.

**MEMBER-OPEN-END-CANCEL-DATE**

Open End Plan Cancel Date field on the Member Information window.

**MEMBER-OPEN-END-DIS-ELECTION**

Open End Plan Insurance Election (Disability) field on the Member Information window.

**MEMBER-OPEN-END-PLAN**

Open End Plan field on the Member Information window.

I = Individual
J = Joint
N = No

**MEMBER-OPEN-END-PLAN-INS**

Open End Plan Insurance field on the Member Information window.

**MEMBER-OPEN-END-SCL-ELECTION**

Open End Plan Insurance Election (SCL) field on the Member Information window.

**MEMBER-REFERRED-BY-ACCT**

Referred By field on the Member Information window.

**MEMBER-REG-D**

Regulation D field on the Member Information window. This indicates whether or not Reg D exceeded overrides apply to the member.

Y = Yes (Reg D applies)
N = No (Reg D does not apply)

**MEMBER-REP-PAYEE**

Representative Payee field on the Member Information window.

Y = Yes
N = No

**MEMBER-SVC**

Service Center field on the Member Information window. This indicates if the member will have access to the service center, if applicable to the credit union.

Y = Yes
N = No

**MEMBER-SVC-LAST-DATE**

This is the last date (MMDDYYYY) the member accessed their account from Service Center (CUSV or Michigan). This field is not tranocode driven.

**MEMBER-SC-CORPORATE**

Service Charge - Corporate field on the Member Information window. This indicates if the member will be assessed a Corporate service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DESIGNATED**

Service Charge - Designated field on the Member Information window. This indicates if the member will be assessed a Designated service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DORMANCY**

Service Charge - Dormancy field on the Member Information window. This indicates if the member will be assessed a Dormancy service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAIL-CODE**

Service Charge - Mail Code field on the Member Information window. This indicates if the member will be assessed a Mail Code service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAILED-CHECK**

Service Charge - Mailed Checks field on the Member Information window. This indicates if the member will be assessed a Mailed Check service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MIN-BALANCE**

Service Charge - Minimum Balance field on the Member Information window. This indicates if the member will be assessed a Minimum Balance service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-PHONE-TRF**

Service Charge - Phone Transfer field on the Member Information window. This indicates if the member will be assessed a Phone Transfer service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SERVICE-CHECK**

Service Check field on the Member Information window.

A = Ask  
C = Completed  
N = Never  
R = Referred

**MEMBER-SERVICE-CHECK-DATE**

Service Check Date field on the Member Information window.

**MEMBER-STATEMENT-TYPE**

Statement Type field on the Member Information window.

B = Business  
S = Standard

**MEMBER-SUSPICIOUS-ACTIVITY**

Suspicious Activity field on the Member Information window.

N = No  
L = Low  
M = Medium  
H = High

**MEMBER-TAX-YEAR-ON-FILE**

Taxes Year on File field on the Member Information window.

**MEMBER-TAXES-REQUIRED**

Taxes Required field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELEMARKETING-CB**

Telemarketing - Credit Bureau field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELEMARKETING-TPCA**

Telemarketing - TPCA (Non-Credit Bureau) field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELLER-LAST-DATE**

This is the last date (MMDDYYYY) the member's account was accessed in VIEW or Enterprise.

**\*\*Note:** This does not mean that the member was present. Displaying the member will update this date.

**MEMBER-VISA-FEE**

Visa Annual Fee field on the Member Information window. This is for credit unions that use the Optional VISA software package.

Y = Charge

N = Exempt

**MEMBER-VISA-LAST-DATE**

This is the last date (MMDDYYYY) that a batch Visa Purchase/Advance was posted for the member. These would be purchases and cash advances from outside the credit union. This is for credit unions using the Visa Optional Software package. This field is not trancode driven.

**MEMBER-VOICE**

Voice Response field on the Member Information window. This indicates if the member will have access to voice response.

Y = Yes

N = No

**MEMBER-VOICE-LAST-DATE**

This is the last date (MMDDYYYY) that the member accessed their account from Audio Response. This field is not trancode driven.

**NAME-OFAC-EXEMPT-DATE**

This is a date stored by the system (but not visible) indicating when the name became exempt with regards to an OFAC scan. The "OFAC Scan" field on the Name Information window is used to mark a name record as "exempt", if needed.

**NAME-PRIVACY-AFFILIATE**

Privacy Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-PRIVACY-NON-AFFILIATE**

Privacy Non-Affiliates code under Name Information.

I = Include

E = Exclude

**TODAYS-DATE**

This is a number not a date field. This is the actual date not the credit union date.

## **Master File and Monthend Master File**

### **ACCOUNT-BASE-CK-SFX**

Entire member account number consisting of base account, check digit and suffix.

### **ACCOUNT-BASE**

Base portion of member account number.

### **ACCOUNT-SUFFIX**

Suffix portion of member account number.

### **ACCOUNT-BASE-CK**

Member account base plus check digit.

### **CD-IRA-SFX**

Share Suffixes coded as a CD-IRA.

Y = yes   or   N = no

### **CD-SFX**

Share Suffixes coded as a CD.

Y = yes   or   N = no

### **CHRISTMAS-CLUB-SFX**

Share Suffixes coded as a Christmas Club.

Y = yes   or   N = no

### **CLOSED-END-LOAN-SFX**

Loans coded as Closed End Suffixes 05-29.

Y = yes   or   N = no

### **DRAFT-SFX**

Share Draft Suffixes 70-74.

Y = yes   or   N = no

### **IRA-SFX**

Share Suffixes coded as an IRA.

Y = yes   or   N = no

### **LINE-OF-CREDIT-SFX**

Loans coded as LOC Suffixes 75-79.

Y = yes   or   N = no

### **LOAN-SFX**

Accounts coded as loans.

Y = yes   or   N = no

**ORG-LOAN-SFX**

Loans coded for organizations.  
Y = yes or N = no

**REAL-ESTATE-LOAN-SFX**

Loans coded as Real Estate Loan Suffixes 60-69.  
Y = yes or N = no

**REVOLVING-CREDIT-SFX**

Loans coded as Revolving Credit Loan Suffixes 30-39.  
Y = yes or N = no

**SPECIAL-DEPOSIT-SFX**

Share Suffixes coded as a Special Deposit (accounts without a CD setup that are not suffix 00 or 01).  
Y = yes or N = no

**VACATION-CLUB-SFX**

Share Suffixes coded as a Vacation Club.  
Y = yes or N = no

**VISA-SFX**

Loans coded as Visa Suffixes 40-44.  
Y = yes or N = no

**SUFFIX-FLAG**

There are 99 occurrences of this field. The value are Y = Yes / N = No. Occurrences are determined by the existence of a suffix (01 – 99)

**ACCRUED-DIVIDEND**

Accrued daily interest amount on the Share and IRA Suffix Inquiry or the **CD Accrued Int to Date** found on the CD Suffix Inquiry.

**ACTION-CODE**

Credit union defined Action Code field on the Suffix Inquiry for share and loan suffixes.

**BALANCE**

Current balance in share account or principal balance on loan account.

**DATE-ACTIVE**

Date of Last Activity on the Loan Suffix Inquiry, CD or CD-IRA Suffix Inquiry.

**DIVIDEND-TYPE**

Dividend Type field on the Share Suffix Inquiry.

**FREQUENCY-NO**



Frequency of payroll deposits.

0 = bi-weekly

1 = weekly

2 = monthly

**HB-SUFFIX-VISIBLE**

The Internet Banking - Visible field on a Share or Loan Suffix Inquiry.

N = No

Y = Yes

**HB-TRANSFER-OPTION**

The Internet Banking - Transfers field on a Share or Loan Suffix Inquiry.

A = Allowed

F = From Only

N = Not Allowed

T = To Only

**IRS-HOLD-CODE**

IRS Withholding Code on the Share Suffix Inquiry.

0 = Do NOT withhold % of dividends

1 = Withhold % of dividends

**LAST-AMOUNT**

Last transaction amount posted on a member's account.

**LAST-METHOD-CODE**

Last two digits of the last transaction code displayed on the History Inquiry. (Method code portion only).

**LAST-TRAN-CODE**

First digit of the last transaction code as displayed on the History Inquiry.

**LOCK-CODE**

The Locked field on the Share and Loan Suffix Inquiry.

0 = Unlocked

1 = Locked - no transactions can be posted to member's account

2 = Locked (Restricted Withdrawals)

**LOW-BALANCE**

Low Monthly Balance the Regular Share Suffix Inquiry.

**MONTHLY-PAYROLL**

Payroll Deduction Count field on the Share Suffix Inquiry.

**MSR**

Member Service Representative field on both the Share Suffix and Loan Suffix Inquiry window.

Three-digit numeric field.

**NICKNAME**

Nickname field on both the Share and Loan Suffix Inquiry windows.

**NSF-RETURNED-FEE-YTD**

NSF Returned Fees - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-RETURNED-MTD (Formerly - Share-Draft-MTD-NSF)**

NSF Returned Count - Month to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-RETURNED-PREV-YTD (Formerly - Share-Draft-Prev-YTD-NSF)**

NSF Returned Count - Previous Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-RETURNED-YTD (Formerly Share-Draft-YTD-NSF)**

NSF Returned Count - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-FEE-YTD**

NSF Paid Fees - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-MTD**

NSF Paid Count - Month to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-PREV-YTD**

NSF Paid Count - Previous Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-YTD**

NSF Paid Count - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**OPEN-CLOSE-FLAG**

Open/Close flag on the Share or Loan Suffix Inquiry.

0 = Account is open

1 = Account is closed

**OPEN-DATE**

Date Opened field on the Share or Loan Suffix Inquiry.

**OWNERSHIP-TYPE**

Numerical ownership type on a Share or Loan Suffix.

0 = Individual

5 = Organizational

1 = Joint Owner

6 = Escrow

2 = Trust

7 = Guarantor (Cosigner)

3 = Joint Member

8 = Comaker

4 = On Behalf of

9 = Tenants in Common

**PASSBOOK-FLAG**

Passbook Printing option on the Suffix Inquiry.

- 0 = No Passbook
- 1 = Short Passbook
- 2 = Long Passbook

**PAYROLL-DEDUCTION**

Last payroll amount posted to a member's account.

**PLEDGE-CODE**

Pledge Type field on the Loan Suffix Inquiry.

- 0 = Decline with Balance
- 1 = Decline with Payments
- 3 = 5% of Outstanding Balance

**RECORD-TYPE**

Field used to designate Share and Loan Accounts.

- 1 = All Share Accounts.
- 2 = All Loan Accounts.

**REG-D-MO-COUNT**

Regulation D Counter on the Share or IRA Suffix Inquiry.

**STATEMENT-BALANCE**

Balance in account as of the beginning of the Statement Period.

**SUFFIX-LINK**

Mortgage Suffix linked with Escrow Suffix. For a Mortgage Suffix, the system looks at the Escrow Suffix field. For an Escrow Suffix, the system looks at the Mortgage Suffix field.  
(Only for Credit Unions with **Mortgage Processing** software).

**YTD-IRS-HOLDING**

IRS Withheld amount found on the Share Suffix Inquiry.

**NAME-ADDRESS-1**

Address line 1 on the Name Information window.

**NAME-ADDRESS-2**

Address line 2 on the Name Information window.

**NAME-ALT-KEY**

Numerical Alternate Lookup field on the Name Information window.

**NAME-BASE-CK-SFX**

Member's account base number plus check digit and suffix.

**NAME-BIRTH-DATE**

Member's birth date as displayed on the Name Information window.

**NAME-BUSINESS-PHONE**

Business phone number entered on the Name Information window.

**NAME-BUSINESS-PHONE-EXT**

Business phone number extension entered on the Name Information window.

**NAME-CELL-PHONE**

Cell phone number entered on the Name Information window.

**NAME-CITY**

City portion of member's address on the Name Information window.

**NAME-DATE-OF-DEATH**

Date of Death entered on the Name Information window.

**NAME-DRIVERS-LICENSE**

Driver's license entered on the Name Information window.

**NAME-E-MAIL-ADDRESS**

E-mail address entered on the Name Information window (for the primary member) and the E-mail Address entered on the Member Information window in the "E-mail Address (Primary)" field. If one field is file maintained the other field is also changed.

**NAME-EMPLOYER-ADDRESS**

Employer address entered on the Name Information window.

**NAME-EMPLOYER-CITY**

Employer city entered on the Name Information window.

**NAME-EMPLOYER-NAME**

Employer name entered on the Name Information window.

**NAME-EMPLOYER-STATE**

Employer state entered on the Name Information window.

**NAME-EMPLOYER-ZIP**

Employer zip entered on the Name Information window.

**NAME-END-ALT-ADDR**

Alternate Address Ending Date on the Name Information window.

**NAME-FIRST-NAME**

Member's first name on the Name Information window.

**NAME-HOME-PHONE**

Home phone number entered on the Name Information window.

**NAME-LAST-NAME**

Member's last name on the Name Information window.

**NAME-LEGAL-ADDRESS**

Legal address on the Name Information window.

**NAME-LEGAL-CITY**

Legal city on the Name Information window.

**NAME-LEGAL-STATE**

Legal state on the Name Information window.

**NAME-LEGAL-ZIP**

Legal zip on the Name Information window.

**NAME-MMN**

Mother's maiden (name) on the Name Information window.

**NAME-NAME-CODE**

Indicates whether the name record is for an individual or organization.

0 = Member Name (Lookup by Last Name)

1 = Organization Name (Lookup by First Name)

**NAME-OFAC-EXEMPT-DATE**

This is a date stored by the system (but not visible) indicating when the name became exempt with regards to an OFAC scan. The "OFAC Scan" field on the Name Information window is used to mark a name record as "exempt", if needed.

**NAME-OFAC-SCAN-DATE**

Date in the Scan Date field on the Name Information window.

**NAME-ORGANIZATION-NAME**

Organization name on the Name Information window. (Combines the first and last name fields in one field.)

**NAME-OTHER-PHONE**

Other phone number entered on the Name Information window.

**NAME-PIC-ID-EXPIRE-DATE**

Expiration Date field on the Picture ID tab on the Name Information window.

**NAME-PRIVACY-AFFILIATE**

Privacy Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-PRIVACY-NON-AFFILIATE**

Privacy Non-Affiliates code under Name Information.

I = Include

E = Exclude

#### **NAME-SFX**

Two (2) digit account suffix.

#### **NAME-SSN**

Social Security Number entered on the Name Information window.

#### **NAME-SSN-TYPE**

Social Security type on the Name Information window.

0 = SSN

1 = EIN

2 = ITIN (for resident and non-resident aliens)

3 = ITIN - Non Resident Alien (for non-resident aliens - not on IRS file)

#### **NAME-START-ALT-ADDR**

Alternate Address Starting Date displayed on the Name Information window.

#### **NAME-STATE**

State portion of member's address shown on the Name Information window.

#### **NAME-TEXT-MSG-ADDRESS**

Text Msg Address field on the Name Information window.

#### **NAME-TYPE**

Number identifying the primary and secondary names, etc. on the system.

0	= Primary	66-75	= Officer
1-10	= Joint 1-10	76-77	= Conservator
11-20	= Comaker 1-10	78-79	= Personal Representative
21-30	= Guarantor 1-10	80	= Representative Payee
31-40	= Beneficiary 1-10	81-90	= Trustee 1-10
41-50	= Authorized Signer 1-10	91-96	= Doing Business As 1-6
51-55	= Custodian 1-5	97	= OE Plan Joint
56-60	= Guardian 1-5	98	= OE Plan Beneficiary
61-65	= Power of Attorney 1-5	99	= Alt Address

#### **NAME-ZIP**

Zip code portion of member's address on the Name Information window.

#### **SHARE-12-31-DIV**

Dividend amount posted 12/31 for the previous year.

#### **SHARE-ATM-DEBIT-NSF-ALLOWED**

NSF Fee (ATM/Debit) field on the Share Suffix Inquiry.

Y = Yes

N = No

#### **SHARE-ATM-EFT-CHG**

Number designated if member is to receive monthly EFT Service Charges on the Share Suffix Inquiry.

0 = No

1 = Yes

#### **SHARE-ATM-EFT-COUNT**

Number of ATM transactions completed within the month on the Share Suffix Inquiry.

#### **SHARE-CHECKS-ENCODED-MTD**

Number in the Checks Encoded - MTD field on the Share Draft Suffix Inquiry window for suffixes 70-74.

#### **SHARE-CLUB-ACCT-TYPE**

Club Type column on the Member Summary window.

0 = Regular Share

2 = Christmas Club

3 = Vacation Club

10 = Traditional IRA

11 = Roth IRA

12 = Coverdell IRA

13 = SEP IRA

15 = Single HSA

16 = Family HSA

20 = Regular CD

30 = Regular CD-IRA

31 = Roth CD-IRA

32 = Coverdell CD-IRA

33 = SEP CD-IRA

35 = Single CD-HSA

36 = Family CD-HSA

#### **SHARE-DATE-OVERDRAWN**

Date Overdrawn field on the Share Suffix Inquiry.

#### **SHARE-DIV-APL-CODE**

Dividend Application option on the Share Suffix Inquiry.

0 = Same Suffix

1 = 00 Suffix

2 = 01 Suffix

3 = 70 Suffix

4 = 71 Suffix

5 = 72 Suffix

6 = 73 Suffix

7 = 74 Suffix

#### **SHARE-DORMANT-DATE**

Dormant Date field on Share and IRA Suffix Inquiries.

#### **SHARE-DRAFT-BUS-TYPE**

Business Checking Type field on the Share Draft Suffix Inquiry window. Values 1-10. See [\[Main Ribbon > System Settings > Business Checking Type Setup\]](#) for corresponding word values.

**SHARE-DRAFT-CHG**

Indicates if member is to receive a Monthly Draft Service Charge. Listed on the Share Draft Suffix Inquiry.

0 = No

1 = Yes

**SHARE-DRAFT-COUNT**

Number of drafts cleared each month as shown in the Draft Service Count field on the Share Draft Suffix Inquiry.

**SHARE-ESCROW-INS-AMT**

Insurance Distribution Amount on the Escrow Suffix Inquiry.

**SHARE-ESCROW-INS-DTE**

Insurance Distribution Date listed on the Escrow Suffix Inquiry.

**SHARE-ESCROW-INS-ID**

Insurance Company number assigned to the Escrow Insurance Company that displays on the Escrow Suffix Inquiry. See [\[Main Ribbon > System Settings > Mortgage Processing\]](#) for the ID's assigned to the Insurance Company(s).

**SHARE-ESCROW-STX-AMT**

Summer Tax Distribution Amount on the Escrow Suffix Inquiry.

**SHARE-ESCROW-STX-DTE**

Summer Tax Distribution Date on the Escrow Suffix Inquiry.

**SHARE-ESCROW-TAX-AMT**

Winter Tax Distribution Amount on the Escrow Suffix Inquiry.

**SHARE-ESCROW-TAX-DTE**

Winter Tax Distribution Date on the Escrow Suffix Inquiry.

**SHARE-ESCROW-TAX-ID**

Tax Municipality number assigned to the Escrow Tax Name that displays on the Escrow Suffix Inquiry. See [\[Main Ribbon > System Settings > Mortgage Processing\]](#) for the ID's assigned to the Tax Municipality(s).

**SHARE-FGL-AMOUNT**

Last FGL Amount on the Share Suffix Inquiry.

**SHARE-HLD-DTE-EXPIRE**

Freeze Expiration Date on the Share Suffix Inquiry.

**SHARE-HOLD-AMOUNT**



Freeze Amount on the Share Suffix Inquiry.

**SHARE-INSURABLE-BAL**

Insurable Balance field on the Share Suffix Inquiry.

**SHARE-LAST-PR-COMP**

Payroll Company Number on the Share Suffix Inquiry.

**SHARE-LS-BAL**

Any of the twelve Low Share Balance fields listed on the Share Suffix Inquiry.

**SHARE-MAILED-CHK-CNT**

Mailed Check Counter on the Share Suffix Inquiry.

**SHARE-MO-PAYROLL**

The last Payroll Deduction Amount for a member as shown on the History Inquiry.

**SHARE-MO-STMT-BAL**

Balance in Member's account as of the beginning of the Statement Period.

**SHARE-MTD-NO-SW**

MTD number of Counter Withdrawals for ALL share accounts a member has.

(Example: The 00 suffix has 6 for the month, the 02 suffix has 3. The MTD Number of Share Withdrawals would be 9).

**SHARE-PHONE-TRF-CNT**

Number of Phone Transfers listed on the Share Suffix Inquiry.

**SHARE-PLEDGE-AMOUNT**

Pledge Amount field on the Share Suffix Inquiry.

**SHARE-PREV-DIVIDENDS**

Previous YTD Dividends on the Share Suffix Inquiry.

**SHARE-PRV-SAV-BOND**

Previous YTD Interest Savings Bond on the Share Suffix Inquiry.

**SHARE-REWARD-DATE**

The Rewards - Start Date field on the Share Draft Suffix Inquiry.

**SHARE-REWARD-TYPE**

The Rewards - Type field on the Share Draft Suffix Inquiry.

**SHARE-REWARD-YTD**

The Rewards - Year to Date field on the Share Draft Suffix Inquiry.

**SHARE-SC-MIN-BALANCE**

Service Charge - Minimum Balance field on the Share Suffix Inquiry.

Y = Charge

N = Exempt

**SHARE-SWEEP-ACCOUNT**

Sweep Account field on the Share Suffix Inquiry.

**SHARE-SWEEP-TARGET**

Sweep Target Amount field on the Share Suffix Inquiry.

**SHARE-SWEEP-TYPE**

Sweep Type field on the Share Suffix Inquiry.

Blank = none

I = In

B = Both (In and Out)

O = Out

**SHARE-TRANSFER-AMT**

Transfer Amount specified on Share Suffix Inquiry.

**SHARE-TRANSFER-BASE-CK**

Transfer Donor Base Account plus check digit.

**SHARE-TRANSFER-DONOR**

Transfer Donor field on the Share Suffix Inquiry.

**SHARE-TRANSFER-SFX**

Transfer Donor Suffix.

**SHARE-WD-COUNT**

Number of Counter Withdrawals on the Share Suffix Inquiry.

**SHARE-YTD-DIVIDENDS**

YTD Dividends Earned shown on the Share Suffix Inquiry.

**SHARE-YTD-IREBATE**

YTD Interest Rebate posted on a member's account.

**SHARE-YTD-NO-SW**

YTD number of Counter Withdrawals for ALL share accounts a member has.

(Example: the 00 suffix has 24, the 02 suffix has 13. The YTD number would be 37).

**SHARE-YTD-SAV-BOND**

YTD Savings Bond Interest on the Share Suffix Inquiry.

**CD-BUMP-UP-ALLOWED**

Bump Up Allowed field on the CD Suffix Inquiry.

Y = Yes

N = No

**CD-BUMP-UP-DATE**

Bump Up Date field on the CD Suffix Inquiry.

**CD-CERTIFICATE-NUM**

Certificate Number on CD as shown on the CD Suffix Inquiry.

**CD-COMPOUND-CODE**

CD Compounding Method on the CD Suffix Inquiry.

0 = None

1 = Daily

**CD-INT-PAYMENT-CODE**

CD Interest Payment Date on the CD Suffix Inquiry.

0 = Issue Date

1 = End of Period

2 = First of Period

**CD-INT-PMT-METHOD**

Interest Payment Method on the CD Suffix Inquiry.

0 = Share

1 = Check

2 = Draft

3 = CD

4 = Other

**CD-INTEREST-ACCOUNT**

CD Interest Payment Account (used with Interest Payment Method option "other").

**CD-INTEREST-CALC**

Interest Calculation field on the CD Suffix Inquiry.

1 = 365 days

2 = 360 days

3 = 360 day alt

4 = daily interest

**CD-INTEREST-FREQ**

Interest Payment Frequency field on the CD Suffix Inquiry.

A = Annually

S = Semi-Annual

M = Monthly

X = At Maturity

Q = Quarterly

**CD-IRA-CODE**

See "SHARE-CLUB-ACCT-TYPE".

**CD-MATURITY-CODE**

Maturity Code field on the CD Suffix Inquiry.

- 0 = Funds stay in CD
- 1 = Auto Renewal
- 2 = Auto Renewal
- 3 = Transfer to Share
- 4 = Transfer to IRA
- 5 = Transfer - Interest Account

#### **CD-MATURITY-DATE**

Maturity Date of CD on the CD Suffix Inquiry.

#### **CD-ORIGINAL AMOUNT**

Original Amount of CD on the CD Suffix Inquiry.

#### **CD-PENALTY-CODE**

Penalty Type displayed on the CD Suffix Inquiry.

- |                      |                      |
|----------------------|----------------------|
| 0 = No Penalty       | 5 = 90 Day-Balance   |
| 1 = 90 Day-Orig Amt  | 6 = 180 Day-Balance  |
| 2 = 180 Day-Orig Amt | 7 = 365 Day-Orig Amt |
| 3 = 30 Day-Orig Amt  | 8 = 365 Day-Balance  |
| 4 = 30 Day-Balance   |                      |

#### **CD-PREV-YTD-PENALTY**

Based on Previous YTD Penalty field on CD Suffix Inquiry.

#### **CD-PROFILE-TYPE**

CD Profile Type Code on the CD Suffix Inquiry.

#### **CD-RATE**

Interest Rate field on the CD Suffix Inquiry. (To get the daily interest rate, if needed, divide the CD-Rate by 365).

#### **CD-SETUP-TYPE**

Credit Union defined CD Profile Type Code.

#### **CD-TERM-CODE**

CD Term used in conjunction with the Term Length.

- 0 = Days
- 1 = Months
- 2 = Years

#### **CD-TERM-LENGTH**

Number used in conjunction with the Term Code.

#### **CD-YTD-INTEREST**

YTD Interest Earned on the CD on the CD Suffix Inquiry.

#### **CD-YTD-PENALTY**

Early Withdrawal Penalty amount on the CD Suffix Inquiry.

**IRA-BALANCE-PRIOR**

Previous Year Ending Balance on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-COMP-DEATH-DIST**

IRA Distribution Death - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-DISABILITY-DIST**

IRA Distribution Disability - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-EXCESS-CURRENT-DIST**

IRA Contribution Excess - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-EXCESS-PRIOR-DIST**

IRA Contribution xxxx Excess - Complete field on the IRA Suffix Inquiry. (xxxx = prior year)

**IRA-COMP-NORM-DIST**

IRA Contribution Normal - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-OTHER-DIST**

IRA Distribution Other - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-PREM-DIST**

IRA Distribution Premature - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-PREM-EXCEPTION-DIST**

IRA Distribution Premature Distribution with Exception - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-ROLLOVER-DIST**

IRA Distribution Direct Rollover to IRA - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-ROLLOVER-PLAN-DIST**

IRA Distribution Direct Rollover to Retirement Plan - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-TRANSFER-DIST**

IRA Distribution Direct Transfer - Complete field on the IRA Suffix Inquiry.

**IRA-DEPOS-CUR-TAX**

Current Year Contribution for Prior Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DEPOS-CURRENT**

Current Year Contribution for Current Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DEPOS-PRIOR**

Prior Year Contribution for Prior Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DEPOS-PRIOR-TAX**

Prior Year Contribution for Previous Prior Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DIVIDEND-APL-CD**

Dividend Application Option on the IRA Suffix Inquiry.

- 0 = Same Suffix
- 1 = 00 Suffix
- 2 = 01 Suffix
- 3 = 70 Suffix
- 4 = 71 Suffix
- 5 = 72 Suffix
- 6 = 73 Suffix
- 7 = 74 Suffix

**IRA-INTEREST-CURRENT**

YTD IRA Dividends Earned on the IRA Suffix Inquiry.

**IRA-INTEREST-PRIOR**

Previous YTD IRA Dividends Earned on the IRA Suffix Inquiry.

**IRA-PART-DEATH-DIST**

IRA Distribution Death - Partial field on the IRA Suffix Inquiry.

**IRA-PART-DISABILITY-DIST**

IRA Distribution Disability - Partial field on the IRA Suffix Inquiry.

**IRA-PART-EXCESS-CURRENT-DIST**

IRA Contribution Excess - Partial field on the IRA Suffix Inquiry.

**IRA-PART-EXCESS-PRIOR-DIST**

IRA Contribution xxxx Excess - Partial field on the IRA Suffix Inquiry. (xxx = prior year)

**IRA-PART-NORMAL-DIST**

IRA Distribution Normal - Partial field on the IRA Suffix Inquiry.

**IRA-PART-OTHER-DIST**

IRA Distribution Other - Partial field on the IRA Suffix Inquiry.

**IRA-PART-PREMATURE-DIST**

IRA Distribution Premature - Partial field on the IRA Suffix Inquiry.

**IRA-PART-PREM-EXCEPTION-DIST**

IRA Distribution Premature Distribution with Exception - Partial field on the IRA Suffix Inquiry.

**IRA-PART-ROLLOVER-DIST**

IRA Distribution Direct Rollover to IRA - Partial field on the IRA Suffix Inquiry.

**IRA-PART-ROLLOVER-PLAN-DIST**

IRA Distribution Direct Rollover to Retirement Plan - Partial field on the IRA Suffix Inquiry.

**IRA-PART-TRANSFER-DIST**

IRA Distribution Direct Transfer - Partial field on the IRA Suffix Inquiry.

**IRA-PRIOR-PRIOR-BAL**

Ending Balance two years ago on the IRA Suffix Inquiry.

**IRA-ROLLOVER-CURRENT**

Current Year Rollover Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-ROLLOVER-PRIOR**

Prior Year Rollover Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-ROTH-CONV-CURRENT**

Current Year Roth Conversion Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-ROTH-CONV-PRIOR**

Prior Year Roth Conversion Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-TRANSFER-CURRENT**

Current Year Direct Transfer Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-TRANSFER-PRIOR**

Prior Year Direct Transfer Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-YTD-FEDERAL-WITHHOLDING**

IRA Distribution YTD Federal Withholding field on the IRA Suffix Inquiry.

**IRA-YTD-STATE-WITHHOLDING**

IRA Distribution YTD State Withholding field on the IRA Suffix Inquiry.

**LOAN-ACCUM-PMTS**

Late Charge Accumulated Payments field on the Loan Suffix Inquiry.

**LOAN-ACH-PR-PMT-ALLOWED**

Payments (ACH & Payroll) Allowed - Month to Date field on the Loan Suffix Inquiry.

**LOAN-ACH-PR-PMT-COUNT**

Payments (ACH & Payroll) Posted - Month to Date field on the Loan Suffix Inquiry.

**LOAN-ALLOWANCE-LOAN-LOSS**

Allowance for Loan Loss field on the Loan Suffix Inquiry.

**LOAN-ANNUAL-ANIV-INT-RATE**

Interest Rate - Annual Anniversary field on the Loan Suffix Inquiry.

**LOAN-BALANCE-PREV-YEAR**

Balance - Previous Year field on the Loan Suffix Inquiry.

**LOAN-BALLOON-DATE**

Balloon Date field on the Loan Suffix Inquiry.

**LOAN-BANKRUPTCY-SCORE**

Credit Score (Bankruptcy) field on the Loan Suffix Inquiry. This is a five-digit numeric field.

**LOAN-BUSINESS-REVIEW-DATE**

Business Loan - Review Date field on the Loan Suffix Inquiry.

**LOAN-BUSINESS-RISK-RATING**

Business Loan - Risk Rating field on the Loan Suffix Inquiry. This can be a 1 or 2-digit alpha or numeric value. The values are credit union defined.

**LOAN-CALL-REPORT-BUS-TYPE**

The Call Report Business Type field on the Loan Suffix Inquiry.

00 = None

70 = Construction and Development

71 = Farmland

72 = Non-Farm Residential Property

73 = Owner Occupied Non Farm/Non Res. Property

74 = Non-Owner Occupied Non Farm/Non Res. Property

75 = Agriculture and other loans to farmers

76 = Commercial and Industrial

77 = Unsecured Business Loans

78 = Unsecured Revolving LOC for Business

**LOAN-CALL-REPORT-MORT-TYPE**

The Call Report Business Type field on the Loan Suffix Inquiry.

F = First Mortgage

S = Second Mortgage

**LOAN-CENSUS-CTY-CD**

Escrow Census County Code on the Mortgage Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-CENSUS-STATE-CD**



Escrow Census State Code on the Mortgage Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-CENSUS-TRACK**

Escrow Census Track Number on the Mortgage Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-CLASS-CODE**

Loan Class field on the Loan Suffix Inquiry.

- 01 = Closed End
- 02 = Open End
- 03 = Line of Credit Loan
- 04 = First Mortgage Loan
- 05 = Second Mortgage Loan
- 06 = Home Improvement Loan
- 07 = FHA Title 1 Loan
- 08 = Term Loan (One Payment)
- 09 = Student Loan
- 10 = Loans from Liquidating CU
- 11 = Other

**LOAN-COLLECTOR**

Three-digit Collector Number (Only for Credit Unions with **Collection** software).

**LOAN-CREDIT-GRADE**

Credit Grade field on the Loan Suffix Inquiry. This is a two-character field.

**LOAN-CREDIT-LIMIT**

Credit Limit on the Loan Suffix Inquiry.

**LOAN-CREDIT-SCORE**

Credit Score field on the Loan Suffix Inquiry. This is a five-digit numeric field.

**LOAN-CREDIT-TAPE**

Credit Bureau Tape field on the Loan Suffix Inquiry.

- Y = Include
- N = Exclude

**LOAN-CURRENT-LTV**

Loan To Value field on the Loan Suffix Inquiry.

**LOAN-DATE-ACTIVE**

Date of Last Activity on the Loan Suffix Inquiry.

**LOAN-DATE-DELINQUENT**

Date of Occurrence on the Loan Suffix Inquiry. This is the date that the loan first became delinquent for credit bureau reporting.

**LOAN-DATE-LAST-ISSUE**

Date of Last Issue on the Loan Suffix Inquiry.

**LOAN-DAYS-DELQ**

Computed field from Loan Suffix Inquiry as of the previous End of Day or End of Month.

**LOAN-DECISION-STATUS**

Decision Status field on the Loan Suffix Inquiry.

A = Approved

D = Denied

E = Exception (approved with exception)

I = Incomplete

P = Pending Review

**LOAN-DEFERRED-PMTS**

Number of Payments that have been deferred to the end of the loan term.

**LOAN-DELQ-AMT**

Computed field from Loan Suffix Inquiry as of the previous End of Day or End of Month.

**LOAN-DELQ-HISTORY**

There are twelve Delinquency History fields on the Loan Suffix Inquiry. 0 = Not delinquent, 1 = January, 2 = February, 3 = March, etc. The values = 0 - 9.

**LOAN-DELQ-NOTICE**

Send Delinquency Notice field on the Loan Suffix Inquiry.

0 = Yes

1 = No

**LOAN-ESCROW-MO-PMT**

Escrow Payment Amount on the Mortgage Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-FEES-YTD**

Fees Year to Date field on the Loan Suffix Inquiry.

**LOAN-FIRST-PMT-DATE**

First Payment Date field on the Loan Suffix Inquiry.

**LOAN-INDIRECT-FEE-BAL**

Indirect Lending Fee - Balance field on the Loan Suffix Inquiry.

**LOAN-INDIRECT-NUMBER**

Credit Union defined Indirect Dealer field on the Loan Suffix Inquiry. This is a three-digit (numerical) field.

**LOAN-INDIRECT-ORIG-FEE**

Indirect Lending Fee - Original field on the Loan Suffix Inquiry.

**LOAN-INSURANCE-CODE**

Credit Union defined Insurance Method Code field on the Loan Suffix Inquiry.

**LOAN-INSURED-DIS-NAME-TYPE**

Insurance Election (Disability) field on the Loan Suffix Inquiry. This represents the name of the insured person for Single Disability, if different than the primary. The numeric value of the Name Type is available in Query.

1-10 = Joint  
11-20 = Comaker  
21-30 = Guarantor

**LOAN-INSURED-SCL-NAME-TYPE**

Insurance Election (SCL/Debt Protection) field on the Loan Suffix Inquiry. This represents the name of the insured person for Single Credit Life/Debt Protection, if different than the primary. The numeric value of the Name Type is available in Query.

1-10 = Joint  
11-20 = Comaker  
21-30 = Guarantor

**LOAN-INTEREST-OWING**

Interest Owing field on the Loan Suffix Inquiry.

**LOAN-INTEREST-PRV**

Previous YTD Interest field on the Loan Suffix Inquiry.

**LOAN-INTEREST-RATE**

Interest Rate field on the Loan Suffix Inquiry. This is a computed field with End of Day processing. (To get the daily interest rate, if needed, divide the Loan-Interest-Rate by 365).

**LOAN-INTERVIEWER**

Three-digit Interviewer Number on the Loan Suffix Inquiry.

**LOAN-INTRO-MONTHS**

Loan Rate - Introductory Months field on the Loan Suffix Inquiry.

**LOAN-INTRO-RATE**

Loan Rate - Introductory field on the Loan Suffix Inquiry.

**LOAN-LAST-ISS-AMOUNT**

Last Loan Issue Amount on the Loan History Inquiry.

**LOAN-LAST-PMT-AMT**

Last Loan Payment Amount on the Loan History Inquiry.

**LOAN-LAST-PMT-DATE**

Last Payment Date field on the Loan History Inquiry.

**LOAN-LAST-PR-DATE**

Last Payroll field on the Loan Suffix Inquiry.

**LOAN-LATE-CHG-CODE**

Loan Late Charge field on the Loan Suffix Inquiry.

0 = Standard

1 = Exempt

3 = Alternate Fee #1

4 = Alternate Fee #2

5 = Alternate Fee #3

6 = Alternate Fee #4

7 = Alternate Fee #5

8 = Alternate Fee #6

9 = Alternate Fee #7

**LOAN-LATE-CHG-OWING**

Late Charge Owing field on the Loan Suffix Inquiry.

**LOAN-LOC-EXPIRE-DATE**

Line of Credit Expire Date field on the Loan Suffix Inquiry.

**LOAN-MATURITY-DATE**

Maturity Date field on the Loan Suffix Inquiry.

**LOAN-MO-STMT-BAL**

Loan Balance at the beginning of Statement Period.

**LOAN-MORT-POSITION**

Mortgage Holder Position field on the Loan Suffix Inquiry.

0 = none

1 = First

2 = Second

3 = Third

4 = Fourth

**LOAN-NEXT-PMT-DT**

Computed field from Loan Suffix Inquiry as of the previous End of Day or End of Month.

**LOAN-NUMBER-OF-PMTS**

Number of Payments field on the Loan Suffix Inquiry.

**LOAN-OFFICER**

Three-digit Loan Officer number on the Loan Suffix Inquiry.

**LOAN-ORIG-DATE-OPEN**

Date Open - Original field on the Loan Suffix Inquiry.

**LOAN-ORIG-FIRST-PMT-DATE**

Original First Payment Date field on the Loan Suffix Inquiry.

**LOAN-ORIG-OFFICER**

Loan Officer - Original field on the Loan Suffix Inquiry.

**LOAN-ORIGINAL-AMT**

Original Amount of the loan on the Loan Suffix Inquiry.

**LOAN-ORIGINAL-INT-RATE**

Interest Rate - Original field on the Loan Suffix Inquiry.

**LOAN-ORIGINAL-LTV**

Loan To Value - Original field on the Loan Suffix Inquiry.

**LOAN-OWNER-OCCUPIED**

Owner Occupied field on the Loan Suffix Inquiry

H = Homestead

N = No

Y = Yes

**LOAN-PAID-AHEAD-OPTION**

Paid Ahead Option on the Loan Suffix Inquiry.

0 = Allowed

1 = Not Allowed

**LOAN-PAID-TO-DATE**

Paid-to-Date field on the Loan Suffix Inquiry.

**LOAN-PARTICIPATION-ID**

Participation Lender field on the Loan Suffix Inquiry. See [\[Main Ribbon > System Settings > Participation Lenders\]](#) for the ID's setup by the credit union.

**LOAN-PARTICIPATION-RATE**

Participation Rate field on the Loan Suffix Inquiry.

**LOAN-PAYMENT-AMT**

Payment Amount field on the Loan Suffix Inquiry.

**LOAN-PAYMENT-FREQ**

Payment Frequency field on the Loan Suffix Inquiry.

1 = Weekly

6 = Quarterly

2 = Bi-weekly

7 = Semi-annually

4 = Monthly

8 = Annually

5 = Semi-monthly

9 = Single Payment

**LOAN-PAYMENT-TYPE**

Payment Type field on the Loan Suffix Inquiry.

1 = Principal and Interest

4 = Variable Payment

5 = Alt Variable Payment

6 = 360 Day Interest

7 = 360 Day Daily Interest

**LOAN-PLEDGE-AMOUNT**

Pledge Amount field on the Loan Suffix Inquiry.

#### LOAN-PMT-NOTICE

Send Payment Notice field on the Loan Suffix Inquiry.

0 = No

1 = Yes

2 = Payment Book

#### LOAN-POTENTIAL-LOSS

Potential Loss field on the Loan Suffix Inquiry.

A = Acceptable

D = Doubtful

L = Loss

S = Substandard - Accrual

N = Substandard - Non-Accrual

#### LOAN-PREVIOUS-BALANCE

Balance - Previous Year field on the Loan Suffix Inquiry.

#### LOAN-PROMISE-ACT-PMT

Paid on Promise Amount on the Collection Information Member Information selection. (Only for Credit Unions with **Collection** software).

#### LOAN-PROMISE-AMOUNT

Promise to Pay Amount on the Collection Information Member Information selection. (Only for Credit Unions with **Collection** software).

#### LOAN-PROMISE-DATE

Promise to Pay Date on the Collection Information Member Information selection. (Only for Credit Unions with **Collection** software).

#### LOAN-PURPOSE-CODE

Two-digit Purpose Code field on the Loan Suffix Inquiry. (These are the default descriptions and codes)

New Vehicle	01
Used Vehicle	02
Auto Repair	03
Refinance Car	04
Consolidate Debts	05
Medical/Dental/Funeral	06
Furniture & Appliances	07
Home Improvements	08
Vacation	09
Education	10
Taxes	11
Boat and Trailer	12
Mobile Home or Camper	13
Real Estate	14

Christmas	15
Stocks or Bond Purchase	16
Insurance	17
Miscellaneous	18
Current Expense	19
Travel Expense	20
Recreational Equipment	21
Personal or Family Use	22
Land or Property	23
Vacation or Resort Property	24
Business Investment or Property	25
Purchase of Non-Durable Goods	26
Overdraft Advance	27

The credit union can change the Purpose descriptions under [\[Main Ribbon > System Settings > Purpose Codes\]](#), if desired. Also, a maximum of 40 Purpose Codes can be used.

**\*\*Note:** To search for either Loan-Purpose-Code or Loan-Security-Code that are blank (they show as 41 = Unknown on the “Purpose and Security Reports”) use either = 0 or <1 in the search criteria.

#### LOAN-PURPOSE-DESC

Purpose Description field on the Loan Suffix Inquiry.

#### LOAN-REFINANCE-FLAG

Indicates if loan has been refinanced, extended, add-on done or had the line of credit updated under Action then Change Line of Credit.

- 1 = Refinance
- 2 = Extension
- 3 = Add-on
- 4 = Update Line of Credit

#### LOAN-SECURITY-CODE

Two-digit Security Code on the Loan Suffix Inquiry. (These are the default descriptions and codes.)

Unsecured	01
Share Pledge	02
Part Pledge	03
New Auto	04
Used Auto	05
Recreational Vehicle	06
Boat	07
Furniture	08
Miscellaneous	09
FHA Title 1	10
First Mortgage	11
Other Mortgage	12
Student	13
Farm Equipment	14

Co-maker (**see below)	15
Other	16

The credit union can change the Security descriptions, TRW Codes or Metro 2 Codes under [\[Main Ribbon > System Settings > Security Codes\]](#), if desired. Also, a maximum of 40 Security Codes can be used.

**\*\*Note:** To search for either Loan-Purpose-Code or Loan-Security-Code that are blank (they show as 41 = Unknown on the “Purpose and Security Reports”) use either = 0 or <1 in the search criteria.

**\*\*This gets reported to the credit bureau as unknown. Discontinue using this code. Comaker is not a security/collateral reason.**

#### **LOAN-SECURITY-DESC**

Security Description field on the Loan Suffix Inquiry.

#### **LOAN-SKIP-CODE**

Not Used

#### **LOAN-SKIP-MON-START**

Not Used

#### **LOAN-STANDARD-RATE**

Interest Rate - Standard field on the Loan Suffix Inquiry.

#### **LOAN-STATUS-CODE**

Two-digit Loan Status code on the Loan Suffix Inquiry.

Official Family	01
Employee	02
Servicer Employee	03
Credit Union Loan	04
Judgment	05
Foreclosure	06
Deficiency Balance	07
Bankrupt	08
Chapter 13	09
Balloon	10
Member	11
Interim Student Loan	13
Payout Student Loan	14
Auxiliary Student Loan	15
Deferred Student Loan	16
Interim Loan Before 11/86	17
Payout Loan Before 11/86	18
Interim Loan After 11/86	19
Payout Loan After 11/86	20
Charged-Off Loan	21
Interim Loan After 10/92	22
Payout Loan After 10/92	23



8/10 Split Interim After 10/92	24
8/10 Split Payout After 10/92	25
Plus Loans in Payout	26
SLS Loans in Payout	27
Plus Loans in Interim	28
SLS Loans in Interim	29
Stafford Unsubsidized Loans	30
Stafford Unsubsidized Var Rate	31
Interim After 7/94	32
Payout After 7/94	33
Chapter 7	34
Chapter 11	35
Chapter 12	36
Reaffirmation of Debt	37
Charge-Off Loan Paid in Full	38
Repossession	39
Chapter 7 (Charged Off)	40
Chapter 11 (Charged Off)	41
Chapter 12 (Charged Off)	42
Chapter 13 (Charged Off)	43
Chapter 128	44
Chapter 128 (Charged Off)	45

**LOAN-STUDENT-RATE**

Student Interest Rate field on the Loan Suffix Inquiry.

**LOAN-TDR-CODE**

Troubled Debt Restructure field on the Loan Suffix Inquiry.

N = No

Y = Yes

**LOAN-TDR-DATE**

Troubled Debt Restructure Date field on the Loan Suffix Inquiry.

**LOAN-TRANSFER-ACCT**

Transfer Base Account plus check digit.

**LOAN-TRANSFER-AMT**

Transfer Amount on the Loan Suffix Inquiry. This data field can also be used to search for loans setup for a transfer by using LOAN-TRANSFER-AMT > 0.

**LOAN-TRANSFER-SKIP-COUNT**

Transfer Skip Count field on the Loan Suffix Inquiry. Two-digit numeric field.

**LOAN-TRANSFER-SUFFIX**

The Suffix portion of the Transfer Donor Account on the Loan Suffix Inquiry.

**LOAN-UNCOLLECTED-INS-PREM**

Uncollected Insurance Premium field on the Loan Suffix Inquiry.

**LOAN-VAR-PMT-INDEX**

The Variable Payment Index code on the Loan Suffix Inquiry. This is a numeric credit union defined field.

**LOAN-VAR-PMT-SCHEDULE**

The "Payment Amount Scheduled - January", "Payment Account Scheduled - February", etc. fields on the Loan Suffix Inquiry. Only applicable to loans coded with a variable payment type using a Method of "Payment Schedule".

**LOAN-VAR-RATE-CHG-DATE**

The Variable Rate Index Change Date field on the Loan Suffix Inquiry. Only applicable to loans with a Variable Rate Index entered on the Loan Suffix Inquiry.

**LOAN-VAR-RATE-INDEX**

The Variable Rate Index code on the Loan Suffix Inquiry. This is a numeric credit union defined field.

**LOAN-VAR-RATE-INDEX-RATE**

The Variable Rate Index Rate field on the Loan Suffix Inquiry. Only applicable to loans with a Variable Rate Index entered on the Loan Suffix Inquiry.

**LOAN-VAR-RATE-RISK-OFFSET**

The Variable Rate Risk Offset (+) or Variable Rate Risk Offset (-) fields on the Loan Suffix Inquiry. Only applicable to loans with a Variable Rate Index entered on the Loan Suffix Inquiry.

**LOAN-VAR-RATE-TYPE**

Credit Union defined Variable Rate Legacy code found on the Loan Suffix Inquiry.

**LOAN-VISA-ADV-BAL**

Balance on VISA account as shown on the Loan Suffix Inquiry.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-ADV-RATE**

VISA Cash Advance Interest Rate as displayed on the Loan Suffix Inquiry. (Annual rate)  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-ADV-ST-BAL**

VISA Loan Balance at the beginning of the Statement Period.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-BLOCK-CODE**

Block Code on the Loan Suffix Inquiry. (Only for Credit Unions with **VISA** processing software).

- 0 = Account NOT blocked
- 1 = Pickup Card
- 2 = Account under collection
- 3 = Lost Card
- 4 = Credit Union Defined

**LOAN-VISA-CARD-TYPE**

Card Type field on the Loan Suffix Inquiry. (Only for Credit Unions with **VISA** processing software).

- C = Classic
- P = Platinum

**LOAN-VISA-MTD-AD-PMT**

Payments made each month towards Cash Advance Balance.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-MTD-ADV-CH**

Amount of fees charged each month for advances.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-MTD-PR-PMT**

Payments made each month toward purchases.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-MTD-PUR-CH**

Amount of fees charged each month for purchases.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-PUR-BAL**

Purchase Balance. (Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-PUR-ST-BAL**

Statement Purchase Balance. (Only for Credit Unions with **VISA** processing software).

**LOAN-VR-RISK-OFFSET**

Variable Rate Risk Offset (+) (-) fields on the Loan Suffix Inquiry.

**LOAN-YTD-INTEREST**

Year to Date Interest Paid field on the Loan Suffix Inquiry.

**LOAN-YTD-ISSUES**

Issues Year to Date field on the Loan Suffix Inquiry.

**LOAN-YTD-MORTGAGE-INS**

Mortgage Insurance - Year to Date field on the Loan Suffix Inquiry.

**LOAN-YTD-POINTS**

Points field on the Loan Suffix Inquiry for a non-visa loan suffix.

#### **CREDIT-CARD**

This data field is set by the system based on the member having a Credit or Credit Secondary card listed in the Card Information folder that has a status that is anything but closed. (See the list of status' in the Card Information data base section.) If all the member's credit cards (if more than one) are marked with a status of "closed", the member will be flagged as "No" for this field. **\*\*Note:** If a card is expired but still on the system, it will flag the member as Yes.

Y = Yes

N = No

#### **DEBIT-CARD**

This data field is set by the system based on the member having a Debit, Debit Secondary or ATM card listed in the Card Information folder that has a status that is anything but closed. (See the list of status' in the Card Information data base section.) If all the member's debit cards (if more than one) are marked with a status of "closed", the member will be flagged as "No" for this field. **\*\*Note:** If a card is expired but still on the system, it will flag the member as Yes.

Y = Yes

N = No

#### **MEMBER-ACCOUNT**

Account Base and Check Digit of the member.

#### **MEMBER-ACH-LAST DATE**

This is the last date (MMDDYYYY) that a batch ACH transaction posted for this member. This field is not truncate driven.

#### **MEMBER-ADDRESS-CHANGE-DATE**

Address Change Date field on the Member Information window. This indicates the last date of the last address change for the member.

#### **MEMBER-ALERT-DAILY-BAL**

Alert Daily Balance field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-DEPOSIT**

Alert ACH/Payroll Deposits field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-ELECTRONIC**

Alert Electronic field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-HB-LOGIN**

Alert Internet Banking Logins field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-LOAN-PMT**

Alert Loan Payments field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-LOAN-PMT-DAYS**

Alert Loan Payment Days field on the Member Information window.

#### **MEMBER-ALERT-LOAN-RATES**

Alert Loan Rates field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-LOW-BALANCE**

Alert Low Balances field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-LOW-BALANCE-AMT**

Alert Low Balances Amount field on the Member Information window.

#### **MEMBER-ALERT-NEWS**

Alert News field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-NEWSLETTER**

Alert Newsletters field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-PREAUTH**

Alert Debit Pre-Authorizations field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-SHARE-RATES**

Alert Share Rates field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ALERT-VISA-PMT**

Alert Visa Payments field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

#### **MEMBER-ATM-LAST-DATE**

This is the last date (MMDDYYYY) that an ATM/Debit transaction posted for this member. For credit unions with online interfaces (Co-op, Efunds, Pulse, ELAN, STAR, FDR, NYCE, etc.), this includes inquiries and debit/pos authorizations as well. This field is not truncate driven.

#### **MEMBER-ATM-POS-FILE**

ATM Positive File field on the Member Information window. This indicates if a member's information will be included on positive file jobs.

Y = Include

N = Exclude

#### **MEMBER-ATM-SAVINGS**

ATM Round Up field on the Member Information window.

Y = Yes

1 = Yes + \$1

N = No

2 = Yes + \$2

#### **MEMBER-ATM-SAVINGS-SFX**

ATM Round Up Suffix field on the Member Information window.

#### **MEMBER-BANKRUPTCY-SCORE**

Credit Score (Bankruptcy) field on the Member Information window. This is a five-digit numeric field.

#### **MEMBER-BRANCH**

Branch field on the Member Information window. Find numeric value in [\[Main Ribbon > System Settings > Branches\]](#).

#### **MEMBER-BUSINESS**

Entity Type field on the Member Information window.

N = None	Q = Limited Liability Partnership (LLP)
A = Association	H = Memorial
J = Benefit	O = Non-Profit
D = Cooperative Association	G = Organization
C = Corporation	P = Partnership
E = Estate	M = Political Campaign
Y = General	K = Professional Limited Liability Company (PLLC)
B = Government Entity	F = Real Estate Trust
I = IOLTA (Interest on Lawyers Trust Acct)	S = Sole Proprietorship
L = Limited Liability Company	T = Trust
R = Limited Liability Limited Partnership (LLLP)	

#### **MEMBER-CB-TAPE**

Credit Bureau Tape field on the Member Information window. This indicates if a member is included or exempt from credit bureau reporting.

- Y = Include
- N = Exclude

#### **MEMBER-CHECKS-ORDERED**

Checks Ordered (date) field on the Member Information window.

#### **MEMBER-CLASS**

Member Class field on the Member Information window. This is a one-digit alpha or numeric field that is credit union defined. See [\[Main Ribbon > System Settings > Member Class Setup\]](#) for credit union defined classes.

#### **MEMBER-CLOSEOUT-REASON**

Closeout Reason field on the Member Information window. See [\[Main Ribbon > System Settings > Account Closeout Reason Setup\]](#) for credit union defined reasons.

#### **MEMBER-CODE**

Member Code field on the Member Information window. This is a three-character field (alpha or numeric) that is credit union defined.

#### **MEMBER-CONTACT-NAME**

Contact Name field on the Member Information window.

#### **MEMBER-CONTACT-PHONE**

Contact Phone Number field on the Member Information window.

#### **MEMBER-COURTESY-PAY**

Courtesy Pay field on the Member Information window.

2 = Fraud/Suspicious Activity	D = Not Allowed
3 = Overdrawn Too Long	N = No
4 = Delinquent Loan	O = Opt-Out
5 = Bankruptcy	R = Revoked
7 = Minor Account	Y = Yes

#### **MEMBER-COURTESY-PAY-MAX**

Courtesy Pay Maximum field on the Member Information window.

#### **MEMBER-CREDIT-SCORE**

Credit Score field on the Member Information window. This is a five-digit numeric field.

#### **MEMBER-CREDIT-SCORE-DATE**

Credit Score Date field on the Member Information window.

#### **MEMBER-CROSS-ACCT**

Cross Account 1-5 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking and/or Voice Response.

#### **MEMBER-CROSS-ACCT2**

Cross Account 6-10 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking (asp.net).

#### **MEMBER-DATE-JOINED**

Date Joined field on the Member Information window.

#### **MEMBER-DIRECT-DEPOSIT**

Direct Deposit field on the Member Information window.

Y = Yes  
N = No

#### **MEMBER-DISC-DATA**

Credit union defined Discretionary Data fields on the Member Information window. There are 10 discretionary data fields.

#### **MEMBER-E-STMT**

E-Statement field on the Member Information window. This indicates if the member is getting an electronic statement.

Y = Yes  
N = No  
O = Opt Out

#### **MEMBER-E-STMT-DISC-DATE**



E-Statement Disclosure Date field on the Member Information window. This is for credit unions using the Datamatic version of E-Statements to indicate the date that the member went through the enrollment process in Internet Banking. It also might be the date that the 6.70 release was loaded for members already signed up for E-Statements prior to the enrollment process being added.

**MEMBER-E-STMT-EMAIL-CHG**

E-Statement Email Last Changed field on the Member Information window. This represents the date that the member's e-mail address was last changed either in Home Banking or under Name Information.

**MEMBER-ELIGIBILITY**

Eligibility field on the Member Information window. These options are credit union defined. There are twelve options (1-12) that can be setup and the number corresponds to the value of the field.

**MEMBER-EMPLOYEE**

Employee Account field on the Member Information window. This indicates whether or not the member is an employee of the credit union.

Y = Yes

N = No

**MEMBER-ENTITY-AUTHORIZATION**

Entity Authorization field on the Member Information window. This indicates whether or not the business/organization member has an entity authorization form on file with the credit union and who the authorization signers are for the business/organization.

Y = Yes

N = No

**MEMBER-ENTITY-TYPE**

See MEMBER-BUSINESS.

**MEMBER-HB**

Internet Banking field on the Member Information window. This indicates if the member will have access to internet banking or if there is no access.

Y = Yes                      blank = Never

N = No

**MEMBER-HB-BP-LAST-DATE**

Internet Banking Last Access (Bill Pay) field on the Member Information window.

**MEMBER-HB-CC-LAST-DATE**

Internet Banking Last Access (Credit Card) field on the Member Information window.

**MEMBER-HB-COLLECT-EMAIL**

Collect Email field in the Internet Banking folder. This indicates if the member will be prompted to enter their e-mail address upon logging into Internet Banking, when their e-mail address is not on record at the credit union.

Y = Yes

N = No

#### **MEMBER-HB-DISCLOSURE-DATE**

Disclosure Date field in the Internet Banking folder.

#### **MEMBER-HB-LAST-DATE**

Activity Date field in the Internet Banking folder for either the primary or secondary internet banking user. This is the last date (MMDDYYYY) the user accessed their account from Internet Banking.

#### **MEMBER-HB-MSG-TO-MBR**

Message to Member field in the Internet Banking window on the Member Summary.

#### **MEMBER-HB-QUICK-SWITCH**

Quick Switch fields (1-10) in the Internet Banking window on the Member Summary.

#### **MEMBER-HB-VIEW-STMT-DATE**

Statement Last Accessed field in the Internet Banking window on the Member Summary.

#### **MEMBER-HB-VIEW-VISA-DATE**

VISA Statement Last Accessed field in the Internet Banking window on the Member Summary.

#### **MEMBER-HEAD-OF-HOUSEHOLD**

Head of Household field on the Member Information window.

Y = Yes

N = No

#### **MEMBER-HEARD-ABOUT-US**

Heard About Us field on the Member Information window. These are the default values which can be changed by the credit union, if desired. Fields 17-40 are credit union defined.

0 = Unknown

9 = Newspaper

1 = Website

10 = Billboard

2 = Search Engine

11 = Member

3 = Facebook

12 = Employee

4 = Twitter

13 = Auto Dealer

5 = Social Media

14 = E-Mail

6 = Radio

15 = Realtor

7 = TV

16 = Know Member

8 = Mail

99 = Other

#### **MEMBER-ID-ON-FILE**

Picture ID on File field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-ID-ON-FILE-JOINT**

Picture ID on File (Secondary) field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-IRS-ADDRESS-1**

IRS Address 1 field on the Member Information window.

**MEMBER-IRS-ADDRESS-2**

IRS Address 2 field on the Member Information window.

**MEMBER-IRS-CITY**

IRS City field on the Member Information window.

**MEMBER-IRS-NAME**

IRS Name field on the Member Information window.

**MEMBER-IRS-NAME-2**

IRS Name 2 field on the Member Information window.

**MEMBER-IRS-STATE**

IRS State field on the Member Information window.

**MEMBER-IRS-ZIP**

IRS Zip Code field on the Member Information window.

**MEMBER-JOINT-CREDIT-SCORE**

Credit Score (Joint) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-LEGAL-ALIEN**

Legal Alien field on the Member Information window.

Y = Yes

N = No

**MEMBER-LOAN-LIMIT**

Loan Limit field on the Member Information window.

**MEMBER-MAIL-CODE**

Mail Code field on the Member Information window. This is a numeric credit union defined field.

**MEMBER-MAIL-STMT**

Mail Statement field on the Member Information window. This indicates if the member's statement is to be mailed or held.

Y = Yes

N = No

**MEMBER-MOBILE-APP-LAST-DATE**

Internet Banking Last Date (Mobile App) field on the Member Information window.

**MEMBER-MOBILE-CONSENT-DATE**

Mobile Consent Date field on the Member Information window.

**MEMBER-MOBILE-DEP-DISC-DATE**

Mobile Deposit Disclosure Date field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEPOSIT**

Mobile Deposit field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEP-PROFILE**

Mobile Deposit Profile field in the Internet Banking folder on the Member Summary.

**MEMBER-MONEY-SERVICE-BUSINESS**

Money Services Business field on the Member Information window.

Y = Yes

N = No

**MEMBER-MTH-STMT**

Monthly Statement field on the Member Information window. This indicates if the member is to receive monthly statements.

Y = Yes

N = No

**MEMBER-MTH-STMT-DATE**

Monthly Statement Date field on the Member Information window.

**MEMBER-NSF-RETD-FEES**

NSF Returned Fees field on the Member information window.

Y = Charge

N = Exempt

**MEMBER-OD-ACCT**

Overdraft Coverage Account 1-5 fields on the Member Information window. This indicates the order that share accounts will be used for overdraft coverage for the member.

**MEMBER-OD-COVERAGE**

Overdraft Coverage field on the Member Information window.

- |                             |                     |
|-----------------------------|---------------------|
| 0 = Credit Union Predefined | 3 = Loan then Share |
| 1 = Share Only              | 4 = Loan Only       |
| 2 = Share then Loan         | 5 = Notice Only     |

**MEMBER-OPEN-END-APP-DATE**

Open End Application Date field on the Member Information window.

**MEMBER-OPEN-END-CANCEL-DATE**

Open End Plan Cancel Date field on the Member Information window.

**MEMBER-OPEN-END-DIS-ELECTION**

Open End Plan Insurance Election (Disability) field on the Member Information window.

**MEMBER-OPEN-END-PLAN**

Open End Plan field on the Member Information window.

- I = Individual
- J = Joint
- N = No

**MEMBER-OPEN-END-PLAN-INS**

Open End Plan Insurance field on the Member Information window.

**MEMBER-OPEN-END-SCL-ELECTION**

Open End Plan Insurance Election (SCL) field on the Member Information window.

**MEMBER-REFERRED-BY-ACCT**

Referred By field on the Member Information window.

**MEMBER-REG-D**

Regulation D field on the Member Information window. This indicates whether or not Reg D exceeded overrides apply to the member.

- Y = Yes (Reg D applies)
- N = No (Reg D does not apply)

**MEMBER-REP-PAYEE**

Representative Payee field on the Member Information window.

- Y = Yes
- N = No

**MEMBER-SVC**

Service Center field on the Member Information window. This indicates if the member will have access to the service center, if applicable to the credit union.

- Y = Yes
- N = No

**MEMBER-SVC-LAST-DATE**

This is the last date (MMDDYYYY) the member accessed their account from Service Center (CUSV or Michigan). This field is not truncate driven.

**MEMBER-SC-CORPORATE**

Service Charge - Corporate field on the Member Information window. This indicates if the member will be assessed a Corporate service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DESIGNATED**

Service Charge - Designated field on the Member Information window. This indicates if the member will be assessed a Designated service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DORMANCY**

Service Charge - Dormancy field on the Member Information window. This indicates if the member will be assessed a Dormancy service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAIL-CODE**

Service Charge - Mail Code field on the Member Information window. This indicates if the member will be assessed a Mail Code service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAILED-CHECK**

Service Charge - Mailed Checks field on the Member Information window. This indicates if the member will be assessed a Mailed Check service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MIN-BALANCE**

Service Charge - Minimum Balance field on the Member Information window. This indicates if the member will be assessed a Minimum Balance service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-PHONE-TRF**

Service Charge - Phone Transfer field on the Member Information window. This indicates if the member will be assessed a Phone Transfer service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SERVICE-CHECK**

Service Check field on the Member Information window.

A = Ask  
C = Completed  
N = Never  
R = Referred

**MEMBER-SERVICE-CHECK-DATE**

Service Check Date field on the Member Information window.

**MEMBER-STATEMENT-TYPE**

Statement Type field on the Member Information window.

B = Business  
S = Standard

**MEMBER-SUSPICIOUS-ACTIVITY**

Suspicious Activity field on the Member Information window.

N = No  
L = Low  
M = Medium  
H = High

**MEMBER-TAX-YEAR-ON-FILE**

Taxes Year on File field on the Member Information window.

**MEMBER-TAXES-REQUIRED**

Taxes Required field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELEMARKETING-CB**

Telemarketing - Credit Bureau field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELEMARKETING-TPCA**

Telemarketing - TPCA (Non-Credit Bureau) field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELLER-LAST-DATE**

This is the last date (MMDDYYYY) the member's account was accessed in VIEW or Enterprise.

**\*\*Note:** This does not mean that the member was present. Displaying the member will update this date.

**MEMBER-TELLER-LAST-DATE**

This is the last date (MMDDYYYY) the member's account was accessed in VIEW or Enterprise.  
**\*\*Note:** This does not mean that the member was present. Displaying the member will update this date.

**MEMBER-VISA-FEE**

Visa Annual Fee field on the Member Information window. This is for credit unions that use the Optional VISA software package.

Y = Charge

N = Exempt

**MEMBER-VISA-LAST-DATE**

This is the last date (MMDDYYYY) that a batch Visa Purchase/Advance was posted for the member. These would be purchases and cash advances from outside the credit union. This is for credit unions using the Visa Optional Software package. This field is not truncate driven.

**MEMBER-VOICE**

Voice Response field on the Member Information window. This indicates if the member will have access to voice response.

Y = Yes

N = No

**MEMBER-VOICE-LAST-DATE**

This is the last date (MMDDYYYY) that the member accessed their account from Audio Response. This field is not truncate driven.

**STOP-ACCOUNT**

Member Account Base Number, Check Digit, plus 00, 70 Suffix or LOC Loan Suffix.

**STOP-ACH-EXPIRE-DATE**

The Expiration Date on the Stop Payment Member Information selection for an ACH stop payment. Each stop payment has an individual expiration date.

**STOP-ACH-HIGH-AMT**

The Range To amount on the Stop Payment Member Information selection for an ACH stop payment.

**STOP-ACH-LOW-AMT**

The Amount Range From amount on the Stop Payment Member Information selection for an ACH stop payment.

**STOP-ACH-ORIGINATOR**

The Originator ID on the Stop Payment Member Information selection for an ACH stop payment.

**STOP-ACH-TRAN-TYPE**



The Tran Type on the Stop Payment Member Information selection for an ACH stop payment.

A = All

D = Deposit

W = Withdrawal

**STOP-DRAFT-EXPIRE-DATE**

The Expiration Date on the Stop Payment Member Information selection for a draft stop payment. Each stop payment has an individual expiration date.

**STOP-DRAFT-HIGH-AMT**

The Amount Range To amount on the Stop Payment Member Information selection for a draft stop payment.

**STOP-DRAFT-HIGH-NUMBER**

The Draft Number To number on the Stop Payment Member Information selection for a draft stop payment.

**STOP-DRAFT-LOW-AMT**

The Amount Range From amount on the Stop Payment Member Information selection for a draft stop payment.

**STOP-DRAFT-LOW-NUMBER**

The Draft Number From number on the Stop Payment Member Information selection for a draft stop payment.

**STOP-ID**

The ID number assigned to a stop payment after processing a new stop payment.

**STOP-TYPE**

The type of stop payment.

D = Draft

A = ACH

**TODAYS-DATE**

This is a number not a date field. This is the actual date not the credit union date.

**Member Information****ACCOUNT-BASE-CK**

Member account base plus check digit.

**NAME-ADDRESS-1**

Address line 1 on the Name Information window.

**NAME-ADDRESS-2**

Address line 2 on the Name Information window.

**NAME-ALT-KEY**

Numerical Alternate Lookup field on the Name Information window.

**NAME-BASE-CK-SFX**

Member's account base number plus check digit and suffix.

**NAME-BIRTH-DATE**

Member's birth date as displayed on the Name Information window.

**NAME-BUSINESS-PHONE**

Business phone number entered on the Name Information window.

**NAME-BUSINESS-PHONE-EXT**

Business phone number extension entered on the Name Information window.

**NAME-CELL-PHONE**

Cell phone number entered on the Name Information window.

**NAME-CITY**

City portion of member's address on the Name Information window.

**NAME-DATE-OF-DEATH**

Date of Death entered on the Name Information window.

**NAME-DRIVERS-LICENSE**

Driver's license entered on the Name Information window.

**NAME-E-MAIL-ADDRESS**

E-mail address entered on the Name Information window (for the primary member) and the E-mail Address entered on the Member Information window in the "E-mail Address (Primary)" field. If one field is file maintained the other field is also changed.

**NAME-EMPLOYER-ADDRESS**

Employer address entered on the Name Information window.

**NAME-EMPLOYER-CITY**

Employer city entered on the Name Information window.

**NAME-EMPLOYER-NAME**

Employer name entered on the Name Information window.

**NAME-EMPLOYER-STATE**

Employer state entered on the Name Information window.

**NAME-EMPLOYER-ZIP**

Employer zip entered on the Name Information window.

**NAME-END-ALT-ADDR**

Alternate Address Ending Date on the Name Information window.

**NAME-FIRST-NAME**

Member's first name on the Name Information window.

**NAME-HOME-PHONE**

Home phone number entered on the Name Information window.

**NAME-LAST-NAME**

Member's last name on the Name Information window.

**NAME-LEGAL-ADDRESS**

Legal address on the Name Information window.

**NAME-LEGAL-CITY**

Legal city on the Name Information window.

**NAME-LEGAL-STATE**

Legal state on the Name Information window.

**NAME-LEGAL-ZIP**

Legal zip on the Name Information window.

**NAME-MMN**

Mother's maiden (name) on the Name Information window.

**NAME-NAME-CODE**

Indicates whether the name record is for an individual or organization.

0 = Member Name (Lookup by Last Name)

1 = Organization Name (Lookup by First Name)

**NAME-OFAC-EXEMPT-DATE**

This is a date stored by the system (but not visible) indicating when the name became exempt with regards to an OFAC scan. The "OFAC Scan" field on the Name Information window is used to mark a name record as "exempt", if needed.

**NAME-OFAC-SCAN-DATE**

Date in the Scan Date field on the Name Information window.

**NAME-ORGANIZATION-NAME**

Organization name on the Name Information window. (Combines the first and last name fields in one field.)

**NAME-OTHER-PHONE**

Other phone number entered on the Name Information window.

**NAME-PIC-ID-EXPIRE-DATE**

Expiration Date field on the Picture ID tab on the Name Information window.

**NAME-PRIVACY-AFFILIATE**

Privacy Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-PRIVACY-NON-AFFILIATE**

Privacy Non-Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-SFX**

Two (2) digit account suffix.

**NAME-SSN**

Social Security Number entered on the Name Information window.

**NAME-SSN-TYPE**

Social Security type on the Name Information window.

0 = SSN

1 = EIN

2 = ITIN (for resident and non-resident aliens)

3 = ITIN - Non Resident Alien (for non-resident aliens - not on IRS file)

**NAME-START-ALT-ADDR**

Alternate Address Starting Date displayed on the Name Information window.

**NAME-STATE**

State portion of member's address shown on the Name Information window.

**NAME-TEXT-MSG-ADDRESS**

Text Msg Address field on the Name Information window.

**NAME-TYPE**

Number identifying the primary and secondary names, etc. on the system.

0	= Primary	66-75	= Officer
1-10	= Joint 1-10	76-77	= Conservator
11-20	= Comaker 1-10	78-79	= Personal Representative
21-30	= Guarantor 1-10	80	= Representative Payee
31-40	= Beneficiary 1-10	81-90	= Trustee 1-10
41-50	= Authorized Signer 1-10	91-96	= Doing Business As 1-6
51-55	= Custodian 1-5	97	= OE Plan Joint
56-60	= Guardian 1-5	98	= OE Plan Beneficiary
61-65	= Power of Attorney 1-5	99	= Alt Address

**NAME-ZIP**

Zip code portion of member's address on the Name Information window.

**MEMBER-ACCOUNT**

Account Base and Check Digit of the member.

**MEMBER-ACH-LAST DATE**

This is the last date (MMDDYYYY) that a batch ACH transaction posted for this member. This field is not truncate driven.

**MEMBER-ADDRESS-CHANGE-DATE**

Address Change Date field on the Member Information window. This indicates the last date of the last address change for the member.

**MEMBER-ALERT-DAILY-BAL**

Alert Daily Balance field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-DEPOSIT**

Alert ACH/Payroll Deposits field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-ELECTRONIC**

Alert Electronic field on the Member Information window.

- B = Email and Text Message
- E = Email
- N = No Alert
- T = Text Message

**MEMBER-ALERT-HB-LOGIN**

Alert Internet Banking Logins field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOAN-PMT**

Alert Loan Payments field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOAN-PMT-DAYS**

Alert Loan Payment Days field on the Member Information window.

**MEMBER-ALERT-LOAN-RATES**

Alert Loan Rates field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOW-BALANCE**

Alert Low Balances field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOW-BALANCE-AMT**

Alert Low Balances Amount field on the Member Information window.

**MEMBER-ALERT-NEWS**

Alert News field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-NEWSLETTER**

Alert Newsletters field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-PREAUTH**

Alert Debit Pre-Authorizations field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-SHARE-RATES**

Alert Share Rates field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-VISA-PMT**

Alert Visa Payments field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ATM-LAST-DATE**

This is the last date (MMDDYYYY) that an ATM/Debit transaction posted for this member. For credit unions with online interfaces (Co-op, Efunds, Pulse, ELAN, STAR, FDR, NYCE, etc.), this includes inquiries and debit/pos authorizations as well. This field is not truncate driven.

**MEMBER-ATM-POS-FILE**

ATM Positive File field on the Member Information window. This indicates if a member's information will be included on positive file jobs.

Y = Include

N = Exclude

**MEMBER-ATM-SAVINGS**

ATM Round Up field on the Member Information window.

Y = Yes

1 = Yes + \$1

N = No

2 = Yes + \$2

**MEMBER-ATM-SAVINGS-SFX**

ATM Round Up Suffix field on the Member Information window.

**MEMBER-BANKRUPTCY-SCORE**

Credit Score (Bankruptcy) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-BRANCH**

Branch field on the Member Information window. Find numeric value in [\[Main Ribbon > System Settings > Branches\]](#).

**MEMBER-BUSINESS**

Entity Type field on the Member Information window.

N = None	Q = Limited Liability Partnership (LLP)
A = Association	H = Memorial
J = Benefit	O = Non-Profit
D = Cooperative Association	G = Organization
C = Corporation	P = Partnership
E = Estate	M = Political Campaign
Y = General	K = Professional Limited Liability Company (PLLC)
B = Government Entity	F = Real Estate Trust
I = IOLTA (Interest on Lawyers Trust Acct)	S = Sole Proprietorship
L = Limited Liability Company	T = Trust
R = Limited Liability Limited Partnership (LLLP)	

**MEMBER-CB-TAPE**

Credit Bureau Tape field on the Member Information window. This indicates if a member is included or exempt from credit bureau reporting.

- Y = Include
- N = Exclude

**MEMBER-CHECKS-ORDERED**

Checks Ordered (date) field on the Member Information window.

**MEMBER-CLASS**

Member Class field on the Member Information window. This is a one-digit alpha or numeric field that is credit union defined. See [\[Main Ribbon > System Settings > Member Class Setup\]](#) for credit union defined classes.

**MEMBER-CLOSEOUT-REASON**

Closeout Reason field on the Member Information window. See [\[Main Ribbon > System Settings > Account Closeout Reason Setup\]](#) for credit union defined reasons.

**MEMBER-CODE**

Member Code field on the Member Information window. This is a three-character field (alpha or numeric) that is credit union defined.

**MEMBER-CONTACT-NAME**

Contact Name field on the Member Information window.

**MEMBER-CONTACT-PHONE**

Contact Phone Number field on the Member Information window.



**MEMBER-COURTESY-PAY**

Courtesy Pay field on the Member Information window.

2 = Fraud/Suspicious Activity	D = Not Allowed
3 = Overdrawn Too Long	N = No
4 = Delinquent Loan	O = Opt-Out
5 = Bankruptcy	R = Revoked
7 = Minor Account	Y = Yes

**MEMBER-COURTESY-PAY-MAX**

Courtesy Pay Maximum field on the Member Information window.

**MEMBER-CREDIT-SCORE**

Credit Score field on the Member Information window. This is a five-digit numeric field.

**MEMBER-CREDIT-SCORE-DATE**

Credit Score Date field on the Member Information window.

**MEMBER-CROSS-ACCT**

Cross Account 1-5 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking and/or Voice Response.

**MEMBER-CROSS-ACCT2**

Cross Account 6-10 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking (asp.net).

**MEMBER-DATE-JOINED**

Date Joined field on the Member Information window.

**MEMBER-DIRECT-DEPOSIT**

Direct Deposit field on the Member Information window.

Y = Yes  
N = No

**MEMBER-DISC-DATA**

Credit union defined Discretionary Data fields on the Member Information window. There are 10 discretionary data fields.

**MEMBER-E-STMT**

E-Statement field on the Member Information window. This indicates if the member is getting an electronic statement.

Y = Yes  
N = No  
O = Opt Out

**MEMBER-E-STMT-DISC-DATE**

E-Statement Disclosure Date field on the Member Information window. This is for credit unions using the Datamatic version of E-Statements to indicate the date that the member went through the enrollment process in Internet Banking. It also might be the date that the 6.70 release was loaded for members already signed up for E-Statements prior to the enrollment process being added.

**MEMBER-E-STMT-EMAIL-CHG**

E-Statement Email Last Changed field on the Member Information window. This represents the date that the member's e-mail address was last changed either in Home Banking or under Name Information.

**MEMBER-ELIGIBILITY**

Eligibility field on the Member Information window. These options are credit union defined. There are twelve options (1-12) that can be setup and the number corresponds to the value of the field.

**MEMBER-EMPLOYEE**

Employee Account field on the Member Information window. This indicates whether or not the member is an employee of the credit union.

Y = Yes

N = No

**MEMBER-ENTITY-AUTHORIZATION**

Entity Authorization field on the Member Information window. This indicates whether or not the business/organization member has an entity authorization form on file with the credit union and who the authorization signers are for the business/organization.

Y = Yes

N = No

**MEMBER-ENTITY-TYPE**

See MEMBER-BUSINESS.

**MEMBER-HB**

Internet Banking field on the Member Information window. This indicates if the member will have access to internet banking or if there is no access.

Y = Yes                      blank = Never

N = No

**MEMBER-HB-BP-LAST-DATE**

Internet Banking Last Access (Bill Pay) field on the Member Information window.

**MEMBER-HB-CC-LAST-DATE**

Internet Banking Last Access (Credit Card) field on the Member Information window.

**MEMBER-HB-COLLECT-EMAIL**

Collect Email field in the Internet Banking folder. This indicates if the member will be prompted to enter their e-mail address upon logging into Internet Banking, when their e-mail address is not on record at the credit union.

Y = Yes

N = No

**MEMBER-HB-DISCLOSURE-DATE**

Disclosure Date field in the Internet Banking folder.

**MEMBER-HB-LAST-DATE**

Activity Date field in the Internet Banking folder for either the primary or secondary internet banking user. This is the last date (MMDDYYYY) the member accessed their account from Internet Banking.

**MEMBER-HB-MSG-TO-MBR**

Message to Member field in the Internet Banking window on the Member Summary.

**MEMBER-HB-QUICK-SWITCH**

Quick Switch fields (1-10) in the Internet Banking window on the Member Summary.

**MEMBER-HB-VIEW-STMT-DATE**

Statement Last Accessed field in the Internet Banking window on the Member Summary.

**MEMBER-HB-VIEW-VISA-DATE**

VISA Statement Last Accessed field in the Internet Banking window on the Member Summary.

**MEMBER-HEAD-OF-HOUSEHOLD**

Head of Household field on the Member Information window.

Y = Yes

N = No

**MEMBER-HEARD-ABOUT-US**

Heard About Us field on the Member Information window. These are the default values which can be changed by the credit union, if desired. Fields 17-40 are credit union defined.

0 = Unknown

1 = Website

2 = Search Engine

3 = Facebook

4 = Twitter

5 = Social Media

6 = Radio

7 = TV

8 = Mail

9 = Newspaper

10 = Billboard

11 = Member

12 = Employee

13 = Auto Dealer

14 = E-Mail

15 = Realtor

16 = Know Member

99 = Other

**MEMBER-ID-ON-FILE**

Picture ID on File field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-ID-ON-FILE-JOINT**

Picture ID on File (Secondary) field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-IRS-ADDRESS-1**

IRS Address 1 field on the Member Information window.

**MEMBER-IRS-ADDRESS-2**

IRS Address 2 field on the Member Information window.

**MEMBER-IRS-CITY**

IRS City field on the Member Information window.

**MEMBER-IRS-NAME**

IRS Name field on the Member Information window.

**MEMBER-IRS-NAME-2**

IRS Name 2 field on the Member Information window.

**MEMBER-IRS-STATE**

IRS State field on the Member Information window.

**MEMBER-IRS-ZIP**

IRS Zip Code field on the Member Information window.

**MEMBER-JOINT-CREDIT-SCORE**

Credit Score (Joint) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-LEGAL-ALIEN**

Legal Alien field on the Member Information window.

Y = Yes

N = No

**MEMBER-LOAN-LIMIT**

Loan Limit field on the Member Information window.

**MEMBER-MAIL-CODE**

Mail Code field on the Member Information window. This is a numeric credit union defined field.

**MEMBER-MAIL-STMT**

Mail Statement field on the Member Information window. This indicates if the member's statement is to be mailed or held.

Y = Yes

N = No

**MEMBER-MOBILE-APP-LAST-DATE**

Internet Banking Last Date (Mobile App) field on the Member Information window.

**MEMBER-MOBILE-CONSENT-DATE**

Mobile Consent Date field on the Member Information window.

**MEMBER-MOBILE-DEP-DISC-DATE**

Mobile Deposit Disclosure Date field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEPOSIT**

Mobile Deposit field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEP-PROFILE**

Mobile Deposit Profile field in the Internet Banking folder on the Member Summary.

**MEMBER-MONEY-SERVICE-BUSINESS**

Money Services Business field on the Member Information window.

Y = Yes

N = No

**MEMBER-MTH-STMT**

Monthly Statement field on the Member Information window. This indicates if the member is to receive monthly statements.

Y = Yes

N = No

**MEMBER-MTH-STMT-DATE**

Monthly Statement Date field on the Member Information window.

**MEMBER-NSF-RETD-FEES**

NSF Returned Fees field on the Member information window.

Y = Charge

N = Exempt

**MEMBER-OD-ACCT**

Overdraft Coverage Account 1-5 fields on the Member Information window. This indicates the order that share accounts will be used for overdraft coverage for the member.

**MEMBER-OD-COVERAGE**

Overdraft Coverage field on the Member Information window.

0 = Credit Union Predefined	3 = Loan then Share
1 = Share Only	4 = Loan Only
2 = Share then Loan	5 = Notice Only

**MEMBER-OPEN-END-APP-DATE**

Open End Application Date field on the Member Information window.

**MEMBER-OPEN-END-CANCEL-DATE**

Open End Plan Cancel Date field on the Member Information window.

**MEMBER-OPEN-END-DIS-ELECTION**

Open End Plan Insurance Election (Disability) field on the Member Information window.

**MEMBER-OPEN-END-PLAN**

Open End Plan field on the Member Information window.

I = Individual
J = Joint
N = No

**MEMBER-OPEN-END-PLAN-INS**

Open End Plan Insurance field on the Member Information window.

**MEMBER-OPEN-END-SCL-ELECTION**

Open End Plan Insurance Election (SCL) field on the Member Information window.

**MEMBER-REFERRED-BY-ACCT**

Referred By field on the Member Information window.

**MEMBER-REG-D**

Regulation D field on the Member Information window. This indicates whether or not Reg D exceeded overrides apply to the member.

Y = Yes (Reg D applies)
N = No (Reg D does not apply)

**MEMBER-REP-PAYEE**

Representative Payee field on the Member Information window.

Y = Yes
N = No

**MEMBER-SVC**

Service Center field on the Member Information window. This indicates if the member will have access to the service center, if applicable to the credit union.

Y = Yes
N = No

**MEMBER-SVC-LAST-DATE**

This is the last date (MMDDYYYY) the member accessed their account from Service Center (CUSV or Michigan). This field is not truncate driven.

**MEMBER-SC-CORPORATE**

Service Charge - Corporate field on the Member Information window. This indicates if the member will be assessed a Corporate service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DESIGNATED**

Service Charge - Designated field on the Member Information window. This indicates if the member will be assessed a Designated service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DORMANCY**

Service Charge - Dormancy field on the Member Information window. This indicates if the member will be assessed a Dormancy service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAIL-CODE**

Service Charge - Mail Code field on the Member Information window. This indicates if the member will be assessed a Mail Code service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAILED-CHECK**

Service Charge - Mailed Checks field on the Member Information window. This indicates if the member will be assessed a Mailed Check service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MIN-BALANCE**

Service Charge - Minimum Balance field on the Member Information window. This indicates if the member will be assessed a Minimum Balance service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-PHONE-TRF**

Service Charge - Phone Transfer field on the Member Information window. This indicates if the member will be assessed a Phone Transfer service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SERVICE-CHECK**

Service Check field on the Member Information window.

A = Ask  
C = Completed  
N = Never  
R = Referred

**MEMBER-SERVICE-CHECK-DATE**

Service Check Date field on the Member Information window.

**MEMBER-STATEMENT-TYPE**

Statement Type field on the Member Information window.

B = Business  
S = Standard

**MEMBER-SUSPICIOUS-ACTIVITY**

Suspicious Activity field on the Member Information window.

N = No  
L = Low  
M = Medium  
H = High

**MEMBER-TAX-YEAR-ON-FILE**

Taxes Year on File field on the Member Information window.

**MEMBER-TAXES-REQUIRED**

Taxes Required field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELEMARKETING-CB**

Telemarketing - Credit Bureau field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELEMARKETING-TPCA**

Telemarketing - TPCA (Non-Credit Bureau) field on the Member Information window.

Y = Yes  
N = No

**MEMBER-TELLER-LAST-DATE**

This is the last date (MMDDYYYY) the member's account was accessed in VIEW or Enterprise.

**\*\*Note:** This does not mean that the member was present. Displaying the member will update this date.



**MEMBER-VISA-FEE**

Visa Annual Fee field on the Member Information window. This is for credit unions that use the Optional VISA software package.

Y = Charge

N = Exempt

**MEMBER-VISA-LAST-DATE**

This is the last date (MMDDYYYY) that a batch Visa Purchase/Advance was posted for the member. These would be purchases and cash advances from outside the credit union. This is for credit unions using the Visa Optional Software package. This field is not truncate driven.

**MEMBER-VOICE**

Voice Response field on the Member Information window. This indicates if the member will have access to voice response.

Y = Yes

N = No

**MEMBER-VOICE-LAST-DATE**

This is the last date (MMDDYYYY) that the member accessed their account from Audio Response. This field is not truncate driven.

**TODAYS-DATE**

This is a number not a date field. This is the actual date not the credit union date.

## **Name and Address File**

### **ACCOUNT-BASE-CK-SFX**

Entire member account number consisting of base account, check digit and suffix. Only the 00 and 01 suffixes are in the Name and Address File data base.

### **ACCOUNT-BASE**

Base portion of member account number.

### **ACCOUNT-SUFFIX**

Suffix portion of member account number.

### **ACCOUNT-BASE-CK**

Member account base plus check digit.

### **ACCRUED-DIVIDEND**

Accrued daily interest amount on the Share and IRA Suffix Inquiry or the **CD Accrued Int to Date** found on the CD Suffix Inquiry.

### **ACTION-CODE**

Credit union defined Action Code field on the Suffix Inquiry for share and loan suffixes.

### **BALANCE**

Current balance in share account or principal balance on loan account.

### **DATE-ACTIVE**

Date of Last Activity on the Loan Suffix Inquiry, CD or CD-IRA Suffix Inquiry.

### **DIVIDEND-TYPE**

Dividend Type field on the Share Suffix Inquiry.

### **FREQUENCY-NO**

Frequency of payroll deposits.

0 = bi-weekly

1 = weekly

2 = monthly

### **HB-SUFFIX-VISIBLE**

The Internet Banking - Visible field on a Share or Loan Suffix Inquiry.

N = No

Y = Yes

**HB-TRANSFER-OPTION**

The Internet Banking - Transfers field on a Share or Loan Suffix Inquiry.

A = Allowed

F = From Only

N = Not Allowed

T = To Only

**IRS-HOLD-CODE**

IRS Withholding Code on the Share Suffix Inquiry.

0 = Do NOT withhold % of dividends

1 = Withhold % of dividends

**LAST-AMOUNT**

Last transaction amount posted on a member's account.

**LAST-METHOD-CODE**

Last two digits of the last transaction code displayed on the History Inquiry. (Method code portion only).

**LAST-TRAN-CODE**

First digit of the last transaction code as displayed on the History Inquiry.

**LOCK-CODE**

The Locked field on the Share and Loan Suffix Inquiry.

0 = Unlocked

1 = Locked - no transactions can be posted to member's account

2 = Locked (Restricted Withdrawals)

**LOW-BALANCE**

Low Monthly Balance the Regular Share Suffix Inquiry.

**MONTHLY-PAYROLL**

Payroll Deduction Count field on the Share Suffix Inquiry.

**MSR**

Member Service Representative field on both the Share Suffix and Loan Suffix Inquiry window.  
Three-digit numeric field.

**NICKNAME**

Nickname field on both the Share and Loan Suffix Inquiry windows.

**NSF-RETURNED-FEE-YTD**

NSF Returned Fees - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-RETURNED-MTD (Formerly - Share-Draft-MTD-NSF)**

NSF Returned Count - Month to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-RETURNED-PREV-YTD (Formerly - Share-Draft-Prev-YTD-NSF)**

NSF Returned Count - Previous Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-RETURNED-YTD (Formerly Share-Draft-YTD-NSF)**

NSF Returned Count - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-FEE-YTD**

NSF Paid Fees - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-MTD**

NSF Paid Count - Month to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-PREV-YTD**

NSF Paid Count - Previous Year to Date field on the Share and Share Draft Suffix Inquiry window.

**NSF-PAID-YTD**

NSF Paid Count - Year to Date field on the Share and Share Draft Suffix Inquiry window.

**OPEN-CLOSE-FLAG**

Open/Close flag on the Share or Loan Suffix Inquiry.

0 = Account is open

1 = Account is closed

**OPEN-DATE**

Date Opened field on the Share or Loan Suffix Inquiry.

**OWNERSHIP-TYPE**

Numerical ownership type on a Share or Loan Suffix.

0 = Individual

5 = Organizational

1 = Joint Owner

6 = Escrow

2 = Trust

7 = Guarantor (Cosigner)

3 = Joint Member

8 = Comaker

4 = On Behalf of

9 = Tenants in Common

**PASSBOOK-FLAG**

Passbook Printing option on the Suffix Inquiry.

0 = No Passbook

1 = Short Passbook

2 = Long Passbook

**PAYROLL-DEDUCTION**

Last payroll amount posted to a member's account.

**PLEDGE-CODE**

Pledge Type field on the Loan Suffix Inquiry.

0 = Decline with Balance

1 = Decline with Payments

3 = 5% of Outstanding Balance

**RECORD-TYPE**

Field used to designate Share and Loan Accounts.

1 = All Share Accounts.

2 = All Loan Accounts.

**REG-D-MO-COUNT**

Regulation D Counter on the Share or IRA Suffix Inquiry.

**STATEMENT-BALANCE**

Balance in account as of the beginning of the Statement Period.

**SUFFIX-LINK**

Mortgage Suffix linked with Escrow Suffix. For a Mortgage Suffix, the system looks at the Escrow Suffix field. For an Escrow Suffix, the system looks at the Mortgage Suffix field. (Only for Credit Unions with **Mortgage Processing** software).

**YTD-IRS-HOLDING**

IRS Withheld amount found on the Share Suffix Inquiry.

**NAME-ADDRESS-1**

Address line 1 on the Name Information window.

**NAME-ADDRESS-2**

Address line 2 on the Name Information window.

**NAME-ALT-KEY**

Numerical Alternate Lookup field on the Name Information window.

**NAME-BASE-CK-SFX**

Member's account base number plus check digit and suffix.

**NAME-BIRTH-DATE**

Member's birth date as displayed on the Name Information window.

**NAME-BUSINESS-PHONE**

Business phone number entered on the Name Information window.

**NAME-BUSINESS-PHONE-EXT**

Business phone number extension entered on the Name Information window.

**NAME-CELL-PHONE**

Cell phone number entered on the Name Information window.

**NAME-CITY**

City portion of member's address on the Name Information window.

**NAME-DATE-OF-DEATH**

Date of Death entered on the Name Information window.

**NAME-DRIVERS-LICENSE**

Driver's license entered on the Name Information window.

**NAME-E-MAIL-ADDRESS**

E-mail address entered on the Name Information window (for the primary member) and the E-mail Address entered on the Member Information window in the "E-mail Address (Primary)" field. If one field is file maintained the other field is also changed.

**NAME-EMPLOYER-ADDRESS**

Employer address entered on the Name Information window.

**NAME-EMPLOYER-CITY**

Employer city entered on the Name Information window.

**NAME-EMPLOYER-NAME**

Employer name entered on the Name Information window.

**NAME-EMPLOYER-STATE**

Employer state entered on the Name Information window.

**NAME-EMPLOYER-ZIP**

Employer zip entered on the Name Information window.

**NAME-END-ALT-ADDR**

Alternate Address Ending Date on the Name Information window.

**NAME-FIRST-NAME**

Member's first name on the Name Information window.

**NAME-HOME-PHONE**

Home phone number entered on the Name Information window.

**NAME-LAST-NAME**

Member's last name on the Name Information window.

**NAME-LEGAL-ADDRESS**

Legal address on the Name Information window.

**NAME-LEGAL-CITY**

Legal city on the Name Information window.

**NAME-LEGAL-STATE**

Legal state on the Name Information window.

**NAME-LEGAL-ZIP**

Legal zip on the Name Information window.

**NAME-MMN**

Mother's maiden (name) on the Name Information window.

**NAME-OFAC-EXEMPT-DATE**

This is a date stored by the system (but not visible) indicating when the name became exempt with regards to an OFAC scan. The "OFAC Scan" field on the Name Information window is used to mark a name record as "exempt", if needed.

**NAME-NAME-CODE**

Indicates whether the name record is for an individual or organization.

0 = Member Name (Lookup by Last Name)

1 = Organization Name (Lookup by First Name)

**NAME-OFAC-SCAN-DATE**

Date in the Scan Date field on the Name Information window.

**NAME-ORGANIZATION-NAME**

Organization name on the Name Information window. (Combines the first and last name fields in one field.)

**NAME-OTHER-PHONE**

Other phone number entered on the Name Information window.

**NAME-PIC-ID-EXPIRE-DATE**

Expiration Date field on the Picture ID tab on the Name Information window.

**NAME-PRIVACY-AFFILIATE**

Privacy Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-PRIVACY-NON-AFFILIATE**

Privacy Non-Affiliates code under Name Information.

I = Include

E = Exclude

**NAME-SFX**

Two (2) digit account suffix.

**NAME-SSN**

Social Security Number entered on the Name Information window.

**NAME-SSN-TYPE**

Social Security type on the Name Information window.

0 = SSN

1 = EIN

2 = ITIN (for resident and non-resident aliens)

3 = ITIN - Non-Resident Alien (for non-residents - not on IRS file)

**NAME-START-ALT-ADDR**

Alternate Address Starting Date displayed on the Name Information window.

**NAME-STATE**

State portion of member's address shown on the Name Information window.

**NAME-TEXT-MSG-ADDRESS**

Text Msg Address field on the Name Information window.

**NAME-TYPE**

Number identifying the primary and secondary names, etc. on the system.

0 = Primary \*\*\*

66-75 = Officer

1-10 = Joint 1-10

76-77 = Conservator

11-20 = Comaker 1-10

78-79 = Personal Representative

21-30 = Guarantor 1-10

80 = Representative Payee

31-40 = Beneficiary 1-10

81-90 = Trustee 1-10

41-50 = Authorized Signer 1-10

91-96 = Doing Business As 1-6

51-55 = Custodian 1-5

97 = OE Plan Joint

56-60 = Guardian 1-5

98 = OE Plan Beneficiary

61-65 = Power of Attorney 1-5

99 = Alt Address

**\*\*\*Note:** Not valid in the Name and Address database. Use the Master File or Monthend Master File database for the Primary name.

**NAME-ZIP**

Zip code portion of member's address on the Name Information window.

**SHARE-12-31-DIV**

Dividend amount posted 12/31 for the previous year.

**SHARE-ATM-DEBIT-NSF-ALLOWED**

NSF Fee (ATM/Debit) field on the Share Suffix Inquiry.

Y = Yes

N = No

**SHARE-ATM-EFT-CHG**

Number designated if member is to receive monthly EFT Service Charges on the Share Suffix Inquiry.

0 = No

1 = Yes



**SHARE-ATM-EFT-COUNT**

Number of ATM transactions completed within the month on the Share Suffix Inquiry.

**SHARE-CHECKS-ENCODED-MTD**

Number in the Checks Encoded - MTD field on the Share Draft Suffix Inquiry window for suffixes 70-74.

**SHARE-CLUB-ACCT-TYPE**

Club Type column on the Member Summary window.

0 = Regular Share	
2 = Christmas Club	
3 = Vacation Club	
10 = Traditional IRA	30 = Regular CD-IRA
11 = Roth IRA	31 = Roth CD-IRA
12 = Coverdell IRA	32 = Coverdell CD-IRA
13 = SEP IRA	33 = SEP CD-IRA
15 = Single HSA	35 = Single CD-HSA
16 = Family HSA	36 = Family CD-HSA
20 = Regular CD	

**SHARE-DATE-OVERDRAWN**

Date Overdrawn field on the Share Suffix Inquiry.

**SHARE-DIV-APL-CODE**

Dividend Application option on the Share Suffix Inquiry.

0 = Same Suffix
1 = 00 Suffix
2 = 01 Suffix
3 = 70 Suffix
4 = 71 Suffix
5 = 72 Suffix
6 = 73 Suffix
7 = 74 Suffix

**SHARE-DORMANT-DATE**

Dormant Date field on Share and IRA Suffix Inquiries.

**SHARE-DRAFT-BUS-TYPE**

Business Checking Type field on the Share Draft Suffix Inquiry window. Values 1-10. See [\[Main Ribbon > System Settings > Business Checking Type Setup\]](#) for corresponding word values.

**SHARE-DRAFT-CHG**

Indicates if member is to receive a Monthly Draft Service Charge. Listed on the Share Draft Suffix Inquiry.

0 = No
1 = Yes

**SHARE-DRAFT-COUNT**

Number of drafts cleared each month as shown in the Draft Service Count field on the Share Draft Suffix Inquiry.

**SHARE-ESCROW-INS-AMT**

Insurance Distribution Amount on the Escrow Suffix Inquiry.

**SHARE-ESCROW-INS-DTE**

Insurance Distribution Date listed on the Escrow Suffix Inquiry.

**SHARE-ESCROW-INS-ID**

Insurance Company number assigned to the Escrow Insurance Company that displays on the Escrow Suffix Inquiry. See [\[Main Ribbon > System Settings > Mortgage Processing\]](#) for the ID's assigned to the Insurance Company(s).

**SHARE-ESCROW-STX-AMT**

Summer Tax Distribution Amount on the Escrow Suffix Inquiry.

**SHARE-ESCROW-STX-DTE**

Summer Tax Distribution Date on the Escrow Suffix Inquiry.

**SHARE-ESCROW-TAX-AMT**

Winter Tax Distribution Amount on the Escrow Suffix Inquiry.

**SHARE-ESCROW-TAX-DTE**

Winter Tax Distribution Date on the Escrow Suffix Inquiry.

**SHARE-ESCROW-TAX-ID**

Tax Municipality number assigned to the Escrow Tax Name that displays on the Escrow Suffix Inquiry. See [\[Main Ribbon > System Settings > Mortgage Processing\]](#) for the ID's assigned to the Tax Municipality(s).

**SHARE-FGL-AMOUNT**

Last FGL Amount on the Share Suffix Inquiry.

**SHARE-HLD-DTE-EXPIRE**

Freeze Expiration Date on the Share Suffix Inquiry.

**SHARE-HOLD-AMOUNT**

Freeze Amount on the Share Suffix Inquiry.

**SHARE-INSURABLE-BAL**

Insurable Balance field on the Share Suffix Inquiry.

**SHARE-LAST-PR-COMP**

Payroll Company Number on the Share Suffix Inquiry.

**SHARE-LS-BAL**

Any of the twelve Low Share Balance fields listed on the Share Suffix Inquiry.

**SHARE-MAILED-CHK-CNT**

Mailed Check Counter on the Share Suffix Inquiry.

**SHARE-MO-PAYROLL**

The last Payroll Deduction Amount for a member as shown on the History Inquiry.

**SHARE-MO-STMT-BAL**

Balance in Member's account as of the beginning of the Statement Period.

**SHARE-MTD-NO-SW**

MTD number of Counter Withdrawals for ALL share accounts a member has.

(Example: The 00 suffix has 6 for the month, the 02 suffix has 3. The MTD Number of Share Withdrawals would be 9).

**SHARE-PHONE-TRF-CNT**

Number of Phone Transfers listed on the Share Suffix Inquiry.

**SHARE-PLEDGE-AMOUNT**

Pledge Amount field on the Share Suffix Inquiry.

**SHARE-PREV-DIVIDENDS**

Previous YTD Dividends on the Share Suffix Inquiry.

**SHARE-PRV-SAV-BOND**

Previous YTD Interest Savings Bond on the Share Suffix Inquiry.

**SHARE-REWARD-DATE**

The Rewards - Start Date field on the Share Draft Suffix Inquiry.

**SHARE-REWARD-TYPE**

The Rewards - Type field on the Share Draft Suffix Inquiry.

**SHARE-REWARD-YTD**

The Rewards - Year to Date field on the Share Draft Suffix Inquiry.

**SHARE-SC-MIN-BALANCE**

Service Charge - Minimum Balance field on the Share Suffix Inquiry.

Y = Charge

N = Exempt

**SHARE-SWEEP-ACCOUNT**

Sweep Account field on the Share Suffix Inquiry.

**SHARE-SWEEP-TARGET**

Sweep Target Amount field on the Share Suffix Inquiry.

**SHARE-SWEEP-TYPE**

Sweep Type field on the Share Suffix Inquiry.

Blank = none

I = In

B = Both (In and Out)

O = Out

**SHARE-TRANSFER-AMT**

Transfer Amount specified on Share Suffix Inquiry.

**SHARE-TRANSFER-BASE-CK**

Transfer Donor Base Account plus check digit.

**SHARE-TRANSFER-DONOR**

Transfer Donor field on the Share Suffix Inquiry.

**SHARE-TRANSFER-SFX**

Transfer Donor Suffix.

**SHARE-WD-COUNT**

Number of Counter Withdrawals on the Share Suffix Inquiry.

**SHARE-YTD-DIVIDENDS**

YTD Dividends Earned shown on the Share Suffix Inquiry.

**SHARE-YTD-IREBATE**

YTD Interest Rebate posted on a member's account.

**SHARE-YTD-NO-SW**

YTD number of Counter Withdrawals for ALL share accounts a member has.

(Example: the 00 suffix has 24, the 02 suffix has 13. The YTD number would be 37).

**SHARE-YTD-SAV-BOND**

YTD Savings Bond Interest on the Share Suffix Inquiry.

**CD-BUMP-UP-ALLOWED**

Bump Up Allowed field on the CD Suffix Inquiry.

Y = Yes

N = No

**CD-BUMP-UP-DATE**

Bump Up Date field on the CD Suffix Inquiry.

**CD-CERTIFICATE-NUM**

Certificate Number on CD as shown on CD Suffix Inquiry.

**CD-COMPOUND-CODE**

CD Compounding Method on the CD Suffix Inquiry.

0 = None

1 = Daily

**CD-INT-PAYMENT-CODE**

CD Interest Payment Date on the CD Suffix Inquiry.

0 = Issue Date

1 = End of Period

2 = First of Period

**CD-INT-PMT-METHOD**

Interest Payment Method on the CD Suffix Inquiry.

0 = Share

1 = Check

2 = Draft

3 = CD

4 = Other

**CD-INTEREST-ACCOUNT**

CD Interest Payment Account (used with Interest Payment Method option other).

**CD-INTEREST-CALC**

Interest Calculation field on the CD Suffix Inquiry.

1 = 365 days

2 = 360 days

3 = 360-day alt

4 = daily interest

**CD-INTEREST-FREQ**

Interest Payment Frequency field on the CD Suffix Inquiry.

A = Annually

S = Semi-Annual

M = Monthly

X = At Maturity

Q = Quarterly

**CD-IRA-CODE**

See "SHARE-CLUB-ACCT-TYPE".

**CD-MATURITY-CODE**

Maturity Code field on the CD Suffix Inquiry.

0 = Funds stay in CD

1 = Auto Renewal

2 = Auto Renewal

3 = Transfer to Share

4 = Transfer to IRA

5 = Transfer - Interest Account

**CD-MATURITY-DATE**

Maturity Date of CD on the CD Suffix Inquiry.

**CD-ORIGINAL AMOUNT**

Original Amount of CD on the CD Suffix Inquiry.

**CD-PENALTY-CODE**

Penalty Type displayed on the CD Suffix Inquiry.

0 = No Penalty	5 = 90 Day-Balance
1 = 90 Day-Orig Amt	6 = 180 Day-Balance
2 = 180 Day-Orig Amt	7 = 365 Day-Orig Amt
3 = 30 Day-Orig Amt	8 = 365 Day-Balance
4 = 30 Day-Balance	

**CD-PREV-YTD-PENALTY**

Based on Previous YTD Penalty field on CD Suffix Inquiry.

**CD-PROFILE-TYPE**

CD Profile Type Code on the CD Suffix Inquiry.

**CD-RATE**

Interest Rate field on the CD Suffix Inquiry. (To get the daily interest rate, if needed, divide the CD-Rate by 365).

**CD-SETUP-TYPE**

Credit Union defined CD Profile Type Code.

**CD-TERM-CODE**

CD Term used in conjunction with the Term Length.

0 = Days
1 = Months
2 = Years

**CD-TERM-LENGTH**

Number used in conjunction with the Term Code.

**CD-YTD-INTEREST**

YTD Interest Earned on the CD on the CD Suffix Inquiry.

**CD-YTD-PENALTY**

Early Withdrawal Penalty amount on the CD Suffix Inquiry.

**IRA-BALANCE-PRIOR**

Previous Year Ending Balance on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-COMP-DEATH-DIST**

IRA Distribution Death - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-DISABILITY-DIST**

IRA Distribution Disability - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-EXCESS-CURRENT-DIST**

IRA Contribution Excess - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-EXCESS-PRIOR-DIST**

IRA Contribution xxxx Excess - Complete field on the IRA Suffix Inquiry. (xxxx = prior year)

**IRA-COMP-NORM-DIST**

IRA Contribution Normal - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-OTHER-DIST**

IRA Distribution Other - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-PREM-DIST**

IRA Distribution Premature - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-PREM-EXCEPTION-DIST**

IRA Distribution Premature Distribution with Exception - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-ROLLOVER-DIST**

IRA Distribution Direct Rollover to IRA - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-ROLLOVER-PLAN-DIST**

IRA Distribution Direct Rollover to Retirement Plan - Complete field on the IRA Suffix Inquiry.

**IRA-COMP-TRANSFER-DIST**

IRA Distribution Direct Transfer - Complete field on the IRA Suffix Inquiry.

**IRA-DEPOS-CUR-TAX**

Current Year Contribution for Prior Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DEPOS-CURRENT**

Current Year Contribution for Current Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DEPOS-PRIOR**

Prior Year Contribution for Prior Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DEPOS-PRIOR-TAX**

Prior Year Contribution for Previous Prior Year on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-DIVIDEND-APL-CD**

Dividend Application Option on the IRA Suffix Inquiry.

- 0 = Same Suffix
- 1 = 00 Suffix
- 2 = 01 Suffix
- 3 = 70 Suffix
- 4 = 71 Suffix
- 5 = 72 Suffix
- 6 = 73 Suffix
- 7 = 74 Suffix

**IRA-INTEREST-CURRENT**

YTD IRA Dividends Earned on the IRA Suffix Inquiry.

**IRA-INTEREST-PRIOR**

Previous YTD IRA Dividends Earned on the IRA Suffix Inquiry.

**IRA-PART-DEATH-DIST**

IRA Distribution Death - Partial field on the IRA Suffix Inquiry.

**IRA-PART-DISABILITY-DIST**

IRA Distribution Disability - Partial field on the IRA Suffix Inquiry.

**IRA-PART-EXCESS-CURRENT-DIST**

IRA Contribution Excess - Partial field on the IRA Suffix Inquiry.

**IRA-PART-EXCESS-PRIOR-DIST**

IRA Contribution xxxx Excess - Partial field on the IRA Suffix Inquiry. (xxx = prior year)

**IRA-PART-NORMAL-DIST**

IRA Distribution Normal - Partial field on the IRA Suffix Inquiry.

**IRA-PART-OTHER-DIST**

IRA Distribution Other - Partial field on the IRA Suffix Inquiry.

**IRA-PART-PREMATURE-DIST**

IRA Distribution Premature - Partial field on the IRA Suffix Inquiry.

**IRA-PART-PREM-EXCEPTION-DIST**

IRA Distribution Premature Distribution with Exception - Partial field on the IRA Suffix Inquiry.

**IRA-PART-ROLLOVER-DIST**

IRA Distribution Direct Rollover to IRA - Partial field on the IRA Suffix Inquiry.

**IRA-PART-ROLLOVER-PLAN-DIST**

IRA Distribution Direct Rollover to Retirement Plan - Partial field on the IRA Suffix Inquiry.



**IRA-PART-TRANSFER-DIST**

IRA Distribution Direct Transfer - Partial field on the IRA Suffix Inquiry.

**IRA-PRIOR-PRIOR-BAL**

Ending Balance two years ago on the IRA Suffix Inquiry.

**IRA-ROLLOVER-CURRENT**

Current Year Rollover Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-ROLLOVER-PRIOR**

Prior Year Rollover Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-ROTH-CONV-CURRENT**

Current Year Roth Conversion Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-ROTH-CONV-PRIOR**

Prior Year Roth Conversion Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-TRANSFER-CURRENT**

Current Year Direct Transfer Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-TRANSFER-PRIOR**

Prior Year Direct Transfer Total on the IRA Suffix Inquiry and on the IRA Totals Inquiry under Other Inquiries.

**IRA-YTD-FEDERAL-WITHHOLDING**

IRA Distribution YTD Federal Withholding field on the IRA Suffix Inquiry.

**IRA-YTD-STATE-WITHHOLDING**

IRA Distribution YTD State Withholding field on the IRA Suffix Inquiry.

**LOAN-ACCUM-PMTS**

Late Charge Accumulated Payments field on the Loan Suffix Inquiry.

**LOAN-ACH-PR-PMT-ALLOWED**

Payments (ACH & Payroll) Allowed - Month to Date field on the Loan Suffix Inquiry.

**LOAN-ACH-PR-PMT-COUNT**

Payments (ACH & Payroll) Posted - Month to Date field on the Loan Suffix Inquiry.

**LOAN-ALLOWANCE-LOAN-LOSS**

Allowance for Loan Loss field on the Loan Suffix Inquiry.

**LOAN-ANNUAL-ANIV-INT-RATE**

Interest Rate - Annual Anniversary field on the Loan Suffix Inquiry.

**LOAN-BALANCE-PREV-YEAR**

Balance - Previous Year field on the Loan Suffix Inquiry.

**LOAN-BALLOON-DATE**

Balloon Date field on the Loan Suffix Inquiry.

**LOAN-BANKRUPTCY-SCORE**

Credit Score (Bankruptcy) field on the Loan Suffix Inquiry. This is a five-digit numeric field.

**LOAN-BUSINESS-REVIEW-DATE**

Business Loan - Review Date field on the Loan Suffix Inquiry.

**LOAN-BUSINESS-RISK-RATING**

Business Loan - Risk Rating field on the Loan Suffix Inquiry. This can be a 1 or 2-digit alpha or numeric value. The values are credit union defined.

**LOAN-CALL-REPORT-BUS-TYPE**

The Call Report Business Type field on the Loan Suffix Inquiry.

00 = None

70 = Construction and Development

71 = Farmland

72 = Non-Farm Residential Property

73 = Owner Occupied Non Farm/Non Res. Property

74 = Non-Owner Occupied Non Farm/Non Res. Property

75 = Agriculture and other loans to farmers

76 = Commercial and Industrial

77 = Unsecured Business Loans

78 = Unsecured Revolving LOC for Business

**LOAN-CALL-REPORT-MORT-TYPE**

The Call Report Business Type field on the Loan Suffix Inquiry.

F = First Mortgage

S = Second Mortgage

**LOAN-CENSUS-CTY-CD**

Escrow Census County Code on the Mortgage Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-CENSUS-STATE-CD**

Escrow Census State Code on the Mortgage Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-CENSUS-TRACK**

Escrow Census Track Number on the Mortgage Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-CLASS-CODE**

Loan Class field on the Loan Suffix Inquiry.

- 01 = Closed End
- 02 = Open End
- 03 = Line of Credit Loan
- 04 = First Mortgage Loan
- 05 = Second Mortgage Loan
- 06 = Home Improvement Loan
- 07 = FHA Title 1 Loan
- 08 = Term Loan (One Payment)
- 09 = Student Loan
- 10 = Loans from Liquidating CU
- 11 = Other

**LOAN-COLLECTOR**

Three-digit Collector Number (Only for Credit Unions with **Collection** software).

**LOAN-CREDIT-TAPE**

Credit Bureau Tape field on the Loan Suffix Inquiry.

- Y = Include
- N = Exclude

**LOAN-CREDIT-GRADE**

Credit Grade field on the Loan Suffix Inquiry. This is a two-character field.

**LOAN-CREDIT-LIMIT**

Credit Limit on the Loan Suffix Inquiry.

**LOAN-CREDIT-SCORE**

Credit Score field on the Loan Suffix Inquiry.

**LOAN-CURRENT-LTV**

Loan To Value field on the Loan Suffix Inquiry.

**LOAN-DATE-ACTIVE**

Date of Last Activity on the Loan Suffix Inquiry.

**LOAN-DATE-DELINQUENT**

Date of Occurrence on the Loan Suffix Inquiry. This is the date that the loan first became delinquent for credit bureau reporting.

**LOAN-DATE-LAST-ISSUE**

Date of Last Issue on the Loan Suffix Inquiry.

**LOAN-DECISION-STATUS**

Decision Status field on the Loan Suffix Inquiry.

A = Approved

D = Denied

E = Exception (approved with exception)

I = Incomplete

P = Pending Review

**LOAN-DEFERRED-PMTS**

Number of Payments that have been deferred to the end of the loan term.

**LOAN-DELQ-HISTORY**

There are twelve Delinquency History fields on the Loan Suffix Inquiry. 0 = Not delinquent, 1 = January, 2 = February, 3 = March, etc. The values = 0 - 9.

**LOAN-DELQ-NOTICE**

Send Delinquency Notice field on the Loan Suffix Inquiry.

0 = Yes

1 = No

**LOAN-ESCROW-MO-PMT**

Escrow Payment Amount on the Loan Suffix Inquiry. (Only for Credit Unions with **Mortgage Processing** software).

**LOAN-FEES-YTD**

Fees Year to Date field on the Loan Suffix Inquiry.

**LOAN-FIRST-PMT-DATE**

First Payment Date field on the Loan Suffix Inquiry.

**LOAN-INDIRECT-FEE-BAL**

Indirect Lending Fee - Balance field on the Loan Suffix Inquiry.

**LOAN-INDIRECT-NUMBER**

Credit Union defined Indirect Dealer field on the Loan Suffix Inquiry. This is a three-digit (numerical) field.

**LOAN-INDIRECT-ORIG-FEE**

Indirect Lending Fee - Original field on the Loan Suffix Inquiry.

**LOAN-INSURANCE-CODE**

Credit Union defined Insurance Method Code field on the Loan Suffix Inquiry.

**LOAN-INSURED-DIS-NAME-TYPE**

Insurance Election (Disability) field on the Loan Suffix Inquiry. This represents the name of the insured person for Single Disability, if different than the primary. The numeric value of the Name Type is available in Query.

1-10 = Joint  
 11-20 = Comaker  
 21-30 = Guarantor

**LOAN-INSURED-SCL-NAME-TYPE**

Insurance Election (SCL/Debt Protection) field on the Loan Suffix Inquiry. This represents the name of the insured person for Single Credit Life/Debt Protection, if different than the primary. The numeric value of the Name Type is available in Query.

1-10 = Joint  
 11-20 = Comaker  
 21-30 = Guarantor

**LOAN-INTEREST-OWING**

Interest Owing field on the Loan Suffix Inquiry.

**LOAN-INTEREST-PRV**

Previous YTD Interest field on the Loan Suffix Inquiry.

**LOAN-INTEREST-RATE**

Interest Rate field on the Loan Suffix Inquiry. This is a computed field with End of Day processing. (To get the daily interest rate, if needed, divide the Loan-Interest-Rate by 365).

**LOAN-INTERVIEWER**

Three-digit Interviewer Number on the Loan Suffix Inquiry.

**LOAN-INTRO-MONTHS**

Loan Rate - Introductory Months field on the Loan Suffix Inquiry.

**LOAN-INTRO-RATE**

Loan Rate - Introductory field on the Loan Suffix Inquiry.

**LOAN-LAST-ISS-AMOUNT**

Last Loan Issue Amount on the Loan History Inquiry.

**LOAN-LAST-PMT-AMT**

Last Loan Payment Amount on the Loan History Inquiry.

**LOAN-LAST-PMT-DATE**

Last Payment Date field on the Loan History Inquiry.

**LOAN-LAST-PR-DATE**

Last Payroll field on the Loan Suffix Inquiry.

**LOAN-LATE-CHG-CODE**

Loan Late Charge field on the Loan Suffix Inquiry.

0 = Standard

1 = Exempt

3 = Alternate Fee #1

4 = Alternate Fee #2

5 = Alternate Fee #3

6 = Alternate Fee #4

7 = Alternate Fee #5

8 = Alternate Fee #6

9 = Alternate Fee #7

**LOAN-LATE-CHG-OWING**

Late Charge Owing field on the Loan Suffix Inquiry.

**LOAN-LOC-EXPIRE-DATE**

Line of Credit Expire Date on the Loan Suffix Inquiry.

**LOAN-MATURITY-DATE**

Maturity Date field on the Loan Suffix Inquiry.

**LOAN-MO-STMT-BAL**

Loan Balance at the beginning of Statement Period.

**LOAN-MORT-POSITION**

Mortgage Holder Position field on the Loan Suffix Inquiry.

0 = none

1 = First

2 = Second

3 = Third

4 = Fourth

**LOAN-NUMBER-OF-PMTS**

Number of Payments field on the Loan Suffix Inquiry.

**LOAN-OFFICER**

Three-digit Loan Officer number on the Loan Suffix Inquiry.

**LOAN-ORIG-DATE-OPEN**

Date Open - Original field on the Loan Suffix Inquiry.

**LOAN-ORIG-FIRST-PMT-DATE**

Original First Payment Date field on the Loan Suffix Inquiry.

**LOAN-ORIG-OFFICER**

Loan Officer - Original field on the Loan Suffix Inquiry.

**LOAN-ORIGINAL-AMT**

Original Amount of the Loan on the Loan Suffix Inquiry.

**LOAN-ORIGINAL-INT-RATE**

Interest Rate - Original field on the Loan Suffix Inquiry.

**LOAN-ORIGINAL-LTV**

Loan To Value - Original field on the Loan Suffix Inquiry.

**LOAN-OWNER-OCCUPIED**

Owner Occupied field on the Loan Suffix Inquiry.

H = Homestead

N = No

Y = Yes

**LOAN-PAID-AHEAD-OPTION**

Paid Ahead Option on the Loan Suffix Inquiry.

0 = Allowed

1 = Not Allowed

**LOAN-PAID-TO-DATE**

Paid-to-Date field on the Loan Suffix Inquiry.

**LOAN-PARTICIPATION-ID**

Participation Lender field on the Loan Suffix Inquiry. See [\[Main Ribbon > System Settings > Participation Lenders\]](#) for the ID's setup by the credit union.

**LOAN-PARTICIPATION-RATE**

Participation Rate field on the Loan Suffix Inquiry.

**LOAN-PAYMENT-AMT**

Payment Amount field on the Loan Suffix Inquiry.

**LOAN-PAYMENT-FREQ**

Payment Frequency field on the Loan Suffix Inquiry.

1 = Weekly

6 = Quarterly

2 = Bi-weekly

7 = Semi-annually

4 = Monthly

8 = Annually

5 = Semi-monthly

9 = Single Payment

**LOAN-PAYMENT-TYPE**

Payment Type field on the Loan Suffix Inquiry.

1 = Principal and Interest

4 = Variable Payment

5 = Alt Variable Payment

6 = 360 Day Interest

7 = 360 Day Daily Interest

**LOAN-PLEDGE-AMOUNT**

Pledge Amount field on the Loan Suffix Inquiry.

**LOAN-PMT-NOTICE**

Send Payment Notice field on the Loan Suffix Inquiry.

0 = No

1 = Yes

2 = Payment Book

**LOAN-POTENTIAL-LOSS**

Potential Loss field on the Loan Suffix Inquiry.

A = Acceptable

D = Doubtful

L = Loss

S = Substandard - Accrual

N = Substandard - Non-Accrual

**LOAN-PREVIOUS-BALANCE**

Balance - Previous Year field on the Loan Suffix Inquiry.

**LOAN-PROMISE-ACT-PMT**

Paid on Promise Amount on the Collection Information Member Information selection. (Only for Credit Unions with **Collection** software).

**LOAN-PROMISE-AMOUNT**

Promise to Pay Amount on the Collection Information Member Information selection. (Only for Credit Unions with **Collection** software).

**LOAN-PROMISE-DATE**

Promise to Pay Date on the Collection Information Member Information selection.  
(Only for Credit Unions with **Collection** software).

**LOAN-PURPOSE-CODE**

Two-digit Purpose Code field on the Loan Suffix Inquiry. (These are the default descriptions and codes)

New Vehicle	01
Used Vehicle	02
Auto Repair	03
Refinance Car	04
Consolidate Debts	05
Medical/Dental/Funeral	06
Furniture & Appliances	07
Home Improvements	08
Vacation	09
Education	10
Taxes	11
Boat and Trailer	12
Mobile Home or Camper	13
Real Estate	14
Christmas	15
Stocks or Bond Purchase	16



Insurance	17
Miscellaneous	18
Current Expense	19
Travel Expense	20
Recreational Equipment	21
Personal or Family Use	22
Land or Property	23
Vacation or Resort Property	24
Business Investment or Property	25
Purchase of Non-Durable Goods	26
Overdraft Advance	27

The credit union can change the Purpose descriptions under [\[Main Ribbon > System Settings > Purpose Codes\]](#), if desired. Also, a maximum of 40 Purpose Codes can be used.

**\*\*Note:** To search for either Loan-Purpose-Code or Loan-Security-Code that are blank (they show as 41 = Unknown on the “Purpose and Security Reports”) use either = 0 or <1 in the search criteria.

#### **LOAN-PURPOSE-DESC**

Purpose Description field on the Loan Suffix Inquiry.

#### **LOAN-REFINANCE-FLAG**

Indicates if loan has been refinanced, extended, add-on done or had the line of credit updated under Action then Change Line of Credit.

- 1 = Refinance
- 2 = Extension
- 3 = Add-on
- 4 = Update Line of Credit

#### **LOAN-SECURITY-CODE**

Two-digit Security Code on the Loan Suffix Inquiry. (These are the default descriptions and codes.)

Unsecured	01
Share Pledge	02
Part Pledge	03
New Auto	04
Used Auto	05
Recreational Vehicle	06
Boat	07
Furniture	08
Miscellaneous	09
FHA Title 1	10
First Mortgage	11
Other Mortgage	12
Student	13
Farm Equipment	14
Co-maker (**see below)	15
Other	16

The credit union can change the Security descriptions, TRW Codes or Metro 2 Codes under [\[Main Ribbon > System Settings > Security Codes\]](#), if desired. Also, a maximum of 40 Security Codes can be used.

**\*\*Note:** To search for either Loan-Purpose-Code or Loan-Security-Code that are blank (they show as 41 = Unknown on the “Purpose and Security Reports”) use either = 0 or <1 in the search criteria.

**\*\*This gets reported to the credit bureau as unknown. Discontinue using this code. Comaker is not a security/collateral reason.**

#### **LOAN-SECURITY-DESC**

Security Description field on the Loan Suffix Inquiry.

#### **LOAN-SKIP-CODE**

Not Used

#### **LOAN-SKIP-MON-START**

Not Used

#### **LOAN-STANDARD-RATE**

Interest Rate - Standard field on the Loan Suffix Inquiry.

#### **LOAN-STATUS-CODE**

Two-digit Loan Status code on the Loan Suffix Inquiry.

Official Family	01
Employee	02
Servicer Employee	03
Credit Union Loan	04
Judgment	05
Foreclosure	06
Deficiency Balance	07
Bankrupt	08
Chapter 13	09
Balloon	10
Member	11
Interim Student Loan	13
Payout Student Loan	14
Auxiliary Student Loan	15
Deferred Student Loan	16
Interim Loan Before 11/86	17
Payout Loan Before 11/86	18
Interim Loan After 11/86	19
Payout Loan After 11/86	20
Charged-Off Loan	21
Interim Loan After 10/92	22
Payout Loan After 10/92	23
8/10 Split Interim After 10/92	24
8/10 Split Payout After 10/92	25
Plus Loans in Payout	26

SLS Loans in Payout	27
Plus Loans in Interim	28
SLS Loans in Interim	29
Stafford Unsubsidized Loans	30
Stafford Unsubsidized Var Rate	31
Interim After 7/94	32
Payout After 7/94	33
Chapter 7	34
Chapter 11	35
Chapter 12	36
Reaffirmation of Debt	37
Charge-Off Loan Paid in Full	38
Repossession	39
Chapter 7 (Charged Off)	40
Chapter 11 (Charged Off)	41
Chapter 12 (Charged Off)	42
Chapter 13 (Charged Off)	43
Chapter 128	44
Chapter 128 (Charged Off)	45

**LOAN-STUDENT-RATE**

Student Interest Rate field on the Loan Suffix Inquiry.

**LOAN-TDR-CODE**

Troubled Debt Restructure field on the Loan Suffix Inquiry.

N = No

Y = Yes

**LOAN-TDR-DATE**

Troubled Debt Restructure Date field on the Loan Suffix Inquiry.

**LOAN-TRANSFER-ACCT**

Transfer Base Account plus check digit.

**LOAN-TRANSFER-AMT**

Transfer Amount on the Loan Suffix Inquiry. This data field can also be used to search for loans setup for a transfer by using LOAN-TRANSFER-AMT > 0.

**LOAN-TRANSFER-SKIP-COUNT**

Transfer Skip Count field on the Loan Suffix Inquiry. Two-digit numeric field.

**LOAN-TRANSFER-SUFFIX**

The Suffix portion of the Transfer Donor Account on the Loan Suffix Inquiry.

**LOAN-UNCOLLECTED-INS-PREM**

Uncollected Insurance Premium field on the Loan Suffix Inquiry.

**LOAN-VAR-PMT-INDEX**

The Variable Payment Index code on the Loan Suffix Inquiry. This is a numeric credit union defined field.

**LOAN-VAR-PMT-SCHEDULE**

The "Payment Amount Scheduled - January", "Payment Account Scheduled - February", etc. fields on the Loan Suffix Inquiry. Only applicable to loans coded with a variable payment type using a Method of "Payment Schedule".

**LOAN-VAR-RATE-CHG-DATE**

The Variable Rate Index Change Date field on the Loan Suffix Inquiry. Only applicable to loans with a Variable Rate Index entered on the Loan Suffix Inquiry.

**LOAN-VAR-RATE-INDEX**

The Variable Rate Index code on the Loan Suffix Inquiry. This is a numeric credit union defined field.

**LOAN-VAR-RATE-INDEX-RATE**

The Variable Rate Index Rate field on the Loan Suffix Inquiry. Only applicable to loans with a Variable Rate Index entered on the Loan Suffix Inquiry.

**LOAN-VAR-RATE-RISK-OFFSET**

The Variable Rate Risk Offset (+) or Variable Rate Risk Offset (-) fields on the Loan Suffix Inquiry. Only applicable to loans with a Variable Rate Index entered on the Loan Suffix Inquiry.

**LOAN-VAR-RATE-TYPE**

Credit Union defined Variable Rate Legacy code found on the Loan Suffix Inquiry.

**LOAN-VISA-ADV-BAL**

Balance on VISA account as shown on the Loan Suffix Inquiry.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-ADV-RATE**

VISA Cash Advance Interest Rate as displayed on the Loan Suffix Inquiry. (Annual Rate)  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-ADV-ST-BAL**

VISA Loan Balance at the beginning of the Statement Period.  
(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-BLOCK-CODE**

Block Code on the Loan Suffix Inquiry. (Only for Credit Unions with **VISA** processing software).

- 0 = Account NOT blocked
- 1 = Pickup Card
- 2 = Account under collection
- 3 = Lost Card
- 4 = Credit Union Defined

**LOAN-VISA-CARD-TYPE**

Card Type field on the Loan Suffix Inquiry. (Only for Credit Unions with **VISA** processing software).

C = Classic

P = Platinum

**LOAN-VISA-MTD-AD-PMT**

Payments made each month towards Cash Advance Balance.

(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-MTD-ADV-CH**

Amount of fees charged each month for advances.

(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-MTD-PR-PMT**

Payments made each month toward purchases.

(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-MTD-PUR-CH**

Amount of fees charged each month for purchases.

(Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-PUR-BAL**

Purchase Balance. (Only for Credit Unions with **VISA** processing software).

**LOAN-VISA-PUR-ST-BAL**

Statement Purchase Balance. (Only for Credit Unions with **VISA** processing software).

**LOAN-VR-RISK-OFFSET**

Variable Rate Risk Offset (+) (-) fields on the Loan Suffix Inquiry.

**LOAN-YTD-INTEREST**

Year to Date Interest Paid field on the Loan Suffix Inquiry.

**LOAN-YTD-ISSUES**

Issues Year to Date field on the Loan Suffix Inquiry.

**LOAN-YTD-MORTGAGE-INS**

Mortgage Insurance - Year to Date field on the Loan Suffix Inquiry.

**LOAN-YTD-POINTS**

Points field on the Loan Suffix Inquiry for a non-visa loan suffix.

**MEMBER-ACCOUNT**

Account Base and Check Digit of the member.

**MEMBER-ACH-LAST DATE**

This is the last date (MMDDYYYY) that a batch ACH transaction posted for this member. This field is not truncate driven.

**MEMBER-ADDRESS-CHANGE-DATE**

Address Change Date field on the Member Information window. This indicates the last date of the last address change for the member.

**MEMBER-ALERT-DAILY-BAL**

Alert Daily Balance field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-DEPOSIT**

Alert ACH/Payroll Deposits field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-ELECTRONIC**

Alert Electronic field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-HB-LOGIN**

Alert Internet Banking Logins field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOAN-PMT**

Alert Loan Payments field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOAN-PMT-DAYS**

Alert Loan Payment Days field on the Member Information window.

**MEMBER-ALERT-LOAN-RATES**

Alert Loan Rates field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOW-BALANCE**

Alert Low Balances field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-LOW-BALANCE-AMT**

Alert Low Balances Amount field on the Member Information window.

**MEMBER-ALERT-NEWS**

Alert News field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-NEWSLETTER**

Alert Newsletters field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-PREAUTH**

Alert Debit Pre-Authorizations field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-SHARE-RATES**

Alert Share Rates field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ALERT-VISA-PMT**

Alert Visa Payments field on the Member Information window.

B = Email and Text Message

E = Email

N = No Alert

T = Text Message

**MEMBER-ATM-LAST-DATE**

This is the last date (MMDDYYYY) that an ATM/Debit transaction posted for this member. For credit unions with online interfaces (Co-op, Efunds, Pulse, ELAN, STAR, FDR, NYCE, etc.), this includes inquiries and debit/pos authorizations as well. This field is not truncate driven.

**MEMBER-ATM-POS-FILE**

ATM Positive File field on the Member Information window. This indicates if a member's information will be included on positive file jobs.

Y = Include

N = Exclude

**MEMBER-ATM-SAVINGS**

ATM Round Up field on the Member Information window.

Y = Yes

1 = Yes + \$1

N = No

2 = Yes + \$2

**MEMBER-ATM-SAVINGS-SFX**

ATM Round Up Suffix field on the Member Information window.

**MEMBER-BANKRUPTCY-SCORE**

Credit Score (Bankruptcy) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-BRANCH**

Branch field on the Member Information window. Find numeric value in [\[Main Ribbon > System Settings > Branches\]](#).

**MEMBER-BUSINESS**

Entity Type field on the Member Information window.

N = None

A = Association

J = Benefit

D = Cooperative Association

C = Corporation

E = Estate

Y = General

B = Government Entity

I = IOLTA (Interest on Lawyers Trust Acct)

L = Limited Liability Company

R = Limited Liability Limited Partnership (LLLP)

Q = Limited Liability Partnership (LLP)

H = Memorial

O = Non-Profit

G = Organization

P = Partnership

M = Political Campaign

K = Professional Limited Liability  
Company (PLLC)

F = Real Estate Trust

S = Sole Proprietorship

T = Trust



**MEMBER-CB-TAPE**

Credit Bureau Tape field on the Member Information window. This indicates if a member is included or exempt from credit bureau reporting.

Y = Include

N = Exclude

**MEMBER-CHECKS-ORDERED**

Checks Ordered (date) field on the Member Information window.

**MEMBER-CLASS**

Member Class field on the Member Information window. This is a one-digit alpha or numeric field that is credit union defined. See [\[Main Ribbon > System Settings > Member Class Setup\]](#) for credit union defined classes.

**MEMBER-CLOSEOUT-REASON**

Closeout Reason field on the Member Information window. See [\[Main Ribbon > System Settings > Account Closeout Reason Setup\]](#) for credit union defined reasons.

**MEMBER-CODE**

Member Code field on the Member Information window. This is a three-character field (alpha or numeric) that is credit union defined.

**MEMBER-CONTACT-NAME**

Contact Name field on the Member Information window.

**MEMBER-CONTACT-PHONE**

Contact Phone Number field on the Member Information window.

**MEMBER-COURTESY-PAY**

Courtesy Pay field on the Member Information window.

2 = Fraud/Suspicious Activity

D = Not Allowed

3 = Overdrawn Too Long

N = No

4 = Delinquent Loan

O = Opt-Out

5 = Bankruptcy

R = Revoked

7 = Minor Account

Y = Yes

**MEMBER-COURTESY-PAY-MAX**

Courtesy Pay Maximum field on the Member Information window.

**MEMBER-CREDIT-SCORE**

Credit Score field on the Member Information window. This is a five-digit numeric field.

**MEMBER-CREDIT-SCORE-DATE**

Credit Score Date field on the Member Information window.

**MEMBER-CROSS-ACCT**

Cross Account 1-5 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking and/or Voice Response.

**MEMBER-CROSS-ACCT2**

Cross Account 6-10 fields on the Member Information window. The Account Base and Check Digit(s) listed here can transfer funds to suffixes for the member they are under using Home Banking (asp.net).

**MEMBER-DATE-JOINED**

Date Joined field on the Member Information window.

**MEMBER-DIRECT-DEPOSIT**

Direct Deposit field on the Member Information window.

Y = Yes

N = No

**MEMBER-DISC-DATA**

Credit union defined Discretionary Data fields on the Member Information window. There are 10 discretionary data fields.

**MEMBER-E-STMT**

E-Statement field on the Member Information window. This indicates if the member is getting an electronic statement.

Y = Yes

N = No

O = Opt Out

**MEMBER-E-STMT-DISC-DATE**

E-Statement Disclosure Date field on the Member Information window. This is for credit unions using the Datamatic version of E-Statements to indicate the date that the member went through the enrollment process in Internet Banking. It also might be the date that the 6.70 release was loaded for members already signed up for E-Statements prior to the enrollment process being added.

**MEMBER-E-STMT-EMAIL-CHG**

E-Statement Email Last Changed field on the Member Information window. This represents the date that the member's e-mail address was last changed either in Home Banking or under Name Information.

**MEMBER-ELIGIBILITY**

Eligibility field on the Member Information window. These options are credit union defined. There are twelve options (1-12) that can be setup and the number corresponds to the value of the field.

**MEMBER-EMPLOYEE**

Employee Account field on the Member Information window. This indicates whether or not the member is an employee of the credit union.

Y = Yes

N = No

**MEMBER-ENTITY-AUTHORIZATION**

Entity Authorization field on the Member Information window. This indicates whether or not the business/organization member has an entity authorization form on file with the credit union and who the authorization signers are for the business/organization.

Y = Yes

N = No

**MEMBER-ENTITY-TYPE**

See MEMBER-BUSINESS.

**MEMBER-HB**

Internet Banking field on the Member Information window. This indicates if the member will have access to internet banking or if there is no access.

Y = Yes                      blank = Never

N = No

**MEMBER-HB-BP-LAST-DATE**

Internet Banking Last Access (Bill Pay) field on the Member Information window.

**MEMBER-HB-CC-LAST-DATE**

Internet Banking Last Access (Credit Card) field on the Member Information window.

**MEMBER-HB-COLLECT-EMAIL**

Collect Email field in the Internet Banking folder. This indicates if the member will be prompted to enter their e-mail address upon logging into Internet Banking, when their e-mail address is not on record at the credit union.

Y = Yes

N = No

**MEMBER-HB-DISCLOSURE-DATE**

Disclosure Date field in the Internet Banking folder.

**MEMBER-HB-LAST-DATE**

Activity Date field in the Internet Banking folder for either the primary or secondary internet banking user. This is the last date (MMDDYYYY) the member accessed their account from Internet Banking.

**MEMBER-HB-MSG-TO-MBR**

Message to Member field in the Internet Banking window on the Member Summary.

**MEMBER-HB-QUICK-SWITCH**

Quick Switch fields (1-10) in the Internet Banking window on the Member Summary.

**MEMBER-HB-VIEW-STMT-DATE**

Statement Last Accessed field in the Internet Banking window on the Member Summary.

**MEMBER-HB-VIEW-VISA-DATE**

VISA Statement Last Accessed field in the Internet Banking window on the Member Summary.

**MEMBER-HEAD-OF-HOUSEHOLD**

Head of Household field on the Member Information window.

Y = Yes

N = No

**MEMBER-HEARD-ABOUT-US**

Heard About Us field on the Member Information window. These are the default values which can be changed by the credit union, if desired. Fields 17-40 are credit union defined.

0 = Unknown

9 = Newspaper

1 = Website

10 = Billboard

2 = Search Engine

11 = Member

3 = Facebook

12 = Employee

4 = Twitter

13 = Auto Dealer

5 = Social Media

14 = E-Mail

6 = Radio

15 = Realtor

7 = TV

16 = Know Member

8 = Mail

99 = Other

**MEMBER-ID-ON-FILE**

Picture ID on File field on the Member Information window.

Y = Yes

N = No

**MEMBER-ID-ON-FILE-JOINT**

Picture ID on File (Secondary) field on the Member Information window.

Y = Yes

N = No

U = Unknown

**MEMBER-IRS-ADDRESS-1**

IRS Address 1 field on the Member Information window.

**MEMBER-IRS-ADDRESS-2**

IRS Address 2 field on the Member Information window.

**MEMBER-IRS-CITY**

IRS City field on the Member Information window.

**MEMBER-IRS-NAME**

IRS Name field on the Member Information window.

**MEMBER-IRS-NAME-2**

IRS Name 2 field on the Member Information window.

**MEMBER-IRS-STATE**

IRS State field on the Member Information window.

**MEMBER-IRS-ZIP**

IRS Zip Code field on the Member Information window.

**MEMBER-JOINT-CREDIT-SCORE**

Credit Score (Joint) field on the Member Information window. This is a five-digit numeric field.

**MEMBER-LEGAL-ALIEN**

Legal Alien field on the Member Information window.

Y = Yes

N = No

**MEMBER-LOAN-LIMIT**

Loan Limit field on the Member Information window.

**MEMBER-MAIL-CODE**

Mail Code field on the Member Information window. This is a numeric credit union defined field.

**MEMBER-MAIL-STMT**

Mail Statement field on the Member Information window. This indicates if the member's statement is to be mailed or held.

Y = Yes

N = No

**MEMBER-MOBILE-APP-LAST-DATE**

Internet Banking Last Date (Mobile App) field on the Member Information window.

**MEMBER-MOBILE-CONSENT-DATE**

Mobile Consent Date field on the Member Information window.

**MEMBER-MOBILE-DEP-DISC-DATE**

Mobile Deposit Disclosure Date field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEPOSIT**

Mobile Deposit field in the Internet Banking folder on the Member Summary.

**MEMBER-MOBILE-DEP-PROFILE**

Mobile Deposit Profile field in the Internet Banking folder on the Member Summary.

**MEMBER-MONEY-SERVICE-BUSINESS**

Money Services Business field on the Member Information window.

Y = Yes

N = No

**MEMBER-MTH-STMT**

Monthly Statement field on the Member Information window. This indicates if the member is to receive monthly statements.

Y = Yes

N = No

**MEMBER-MTH-STMT-DATE**

Monthly Statement Date field on the Member Information window.

**MEMBER-NSF-RETD-FEES**

NSF Returned Fees field on the Member information window.

Y = Charge

N = Exempt

**MEMBER-OD-ACCT**

Overdraft Coverage Account 1-5 fields on the Member Information window. This indicates the order that share accounts will be used for overdraft coverage for the member.

**MEMBER-OD-COVERAGE**

Overdraft Coverage field on the Member Information window.

0 = Credit Union Predefined

1 = Share Only

2 = Share then Loan

3 = Loan then Share

4 = Loan Only

5 = Notice Only

**MEMBER-OPEN-END-APP-DATE**

Open End Application Date field on the Member Information window.

**MEMBER-OPEN-END-CANCEL-DATE**

Open End Plan Cancel Date field on the Member Information window.

**MEMBER-OPEN-END-DIS-ELECTION**

Open End Plan Insurance Election (Disability) field on the Member Information window.

**MEMBER-OPEN-END-PLAN**

Open End Plan field on the Member Information window.

I = Individual

J = Joint

N = No

**MEMBER-OPEN-END-PLAN-INS**

Open End Plan Insurance field on the Member Information window.

**MEMBER-OPEN-END-SCL-ELECTION**

Open End Plan Insurance Election (SCL) field on the Member Information window.

**MEMBER-REFERRED-BY-ACCT**

Referred By field on the Member Information window.

**MEMBER-REG-D**

Regulation D field on the Member Information window. This indicates whether or not Reg D exceeded overrides apply to the member.

Y = Yes (Reg D applies)

N = No (Reg D does not apply)

**MEMBER-REP-PAYEE**

Representative Payee field on the Member Information window.

Y = Yes

N = No

**MEMBER-SVC**

Service Center field on the Member Information window. This indicates if the member will have access to the service center, if applicable to the credit union.

Y = Yes

N = No

**MEMBER-SVC-LAST-DATE**

This is the last date (MMDDYYYY) the member accessed their account from Service Center (CUSV or Michigan). This field is not tranocode driven.

**MEMBER-SC-CORPORATE**

Service Charge - Corporate field on the Member Information window. This indicates if the member will be assessed a Corporate service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DESIGNATED**

Service Charge - Designated field on the Member Information window. This indicates if the member will be assessed a Designated service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-DORMANCY**

Service Charge - Dormancy field on the Member Information window. This indicates if the member will be assessed a Dormancy service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAIL-CODE**

Service Charge - Mail Code field on the Member Information window. This indicates if the member will be assessed a Mail Code service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MAILED-CHECK**

Service Charge - Mailed Checks field on the Member Information window. This indicates if the member will be assessed a Mailed Check service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-MIN-BALANCE**

Service Charge - Minimum Balance field on the Member Information window. This indicates if the member will be assessed a Minimum Balance service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SC-PHONE-TRF**

Service Charge - Phone Transfer field on the Member Information window. This indicates if the member will be assessed a Phone Transfer service charge, if applicable.

Y = Charge

N = Exempt

**MEMBER-SERVICE-CHECK**

Service Check field on the Member Information window.

A = Ask

C = Completed

N = Never

R = Referred

**MEMBER-SERVICE-CHECK-DATE**

Service Check Date field on the Member Information window.

**MEMBER-STATEMENT-TYPE**

Statement Type field on the Member Information window.

B = Business

S = Standard

**MEMBER-SUSPICIOUS-ACTIVITY**

Suspicious Activity field on the Member Information window.

N = No

L = Low

M = Medium

H = High

**MEMBER-TAX-YEAR-ON-FILE**

Taxes Year on File field on the Member Information window.



**MEMBER-TAXES-REQUIRED**

Taxes Required field on the Member Information window.

Y = Yes

N = No

**MEMBER-TELEMARKETING-CB**

Telemarketing - Credit Bureau field on the Member Information window.

Y = Yes

N = No

**MEMBER-TELEMARKETING-TPCA**

Telemarketing - TPCA (Non-Credit Bureau) field on the Member Information window.

Y = Yes

N = No

**MEMBER-TELLER-LAST-DATE**

This is the last date (MMDDYYYY) the member's account was accessed in VIEW or Enterprise.

**\*\*Note:** This does not mean that the member was present. Displaying the member will update this date.

**MEMBER-VISA-FEE**

Visa Annual Fee field on the Member Information window. This is for credit unions that use the Optional VISA software package.

Y = Charge

N = Exempt

**MEMBER-VISA-LAST-DATE**

This is the last date (MMDDYYYY) that a batch Visa Purchase/Advance was posted for the member. These would be purchases and cash advances from outside the credit union. This is for credit unions using the Visa Optional Software package. This field is not trancode driven.

**MEMBER-VOICE**

Voice Response field on the Member Information window. This indicates if the member will have access to voice response.

Y = Yes

N = No

**MEMBER-VOICE-LAST-DATE**

This is the last date (MMDDYYYY) that the member accessed their account from Audio Response. This field is not trancode driven.

**TODAYS-DATE**

This is a number not a date field. This is the actual date not the credit union date.

## **Payroll Deduction File**

This is not an entire listing of the fields that can be used in the Payroll File database. These are fields that are unique to the Payroll File only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

### **PRD-ACCOUNT**

Account Base Number, Check Digit and Suffix that payroll is coming in to.

### **PRD-AMOUNT**

Total Payroll Deduction Amount coming in for the member.

### **PRD-COMPANY**

Company Number that the payroll deduction is listed under.

### **PRD-COMPANY-NAME**

Payroll Company Name on the Company Maintenance screen.

(Note: This field is only valid when the sequence (reference) number equals zero).

### **PRD-COMPANY-TRANCODE**

Transaction Code on the Company Maintenance screen.

(Note: This field is only valid when the sequence (reference) number equals zero).

### **PRD-DTE-LAST-CHG**

Date the payroll was last posted.

### **PRD-MBR-NAME**

Member's Name on the Payroll Deduction screen.

### **PRD-PERIOD**

The number of times the payroll deduction is to post for the member. (Frequency Number entered in the # column on the Group or Individual Employee Maintenance screen).

### **PRD-SEQ-NUM**

Reference Number assigned to each member within the payroll company.

### **PRD-SPLIT-AMT**

Split Amount field on the Group or Individual Employee Maintenance screen.

### **PRD-SPLIT-SFX**

Suffix field on the Group or Individual Employee Maintenance screen.

**Safe Deposit**

This is not an entire listing of the fields that can be used in the Safe Deposit database. These are fields that are unique to the Safe Deposit only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

**SAFE-DEPOSIT-AMOUNT-DUE**

Amount Due field on the Safe Deposit Inquiry window.

**SAFE-DEPOSIT-BOX-NUMBER**

Box Number field on the Safe Deposit Inquiry window.

**SAFE-DEPOSIT-BOX-SIZE**

Box Size field on the Safe Deposit Inquiry window.

**SAFE-DEPOSIT-DATE-DUE**

Date Due field on the Safe Deposit Inquiry window.

**SAFE-DEPOSIT-ID**

Non-visible number assigned to each safe deposit box on the system for a specific member. The first safe deposit box is ID 1, the second safe deposit box is ID 2, etc.

**SAFE-DEPOSIT-MEMBER**

Account Base and Check Digit for a member with a Safe Deposit Box record.

**SAFE-DEPOSIT-NOTICE**

Notice field on Safe Deposit Inquiry window.

Y = Yes, send notice

N = No, do not send notice

**SAFE-DEPOSIT-RENEWAL-MONTH**

Renewal Month field on the Safe Deposit Inquiry window.

**SAFE-DEPOSIT-SUFFIX**

“Withdrawal from” suffix on the Edit Safe Deposit Box window. This is the suffix from which the safe deposit box fee is being withdrawn.

**Statement File**

This is not an entire listing of the fields that can be used in the Statement File database. These are fields that are unique to the Statement File only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

**ACCOUNT**

Member Base Account Number, Check Digit and Suffix.

**BALANCE**

Current Balance in Share Account or Principal Balance in Loan Account.

**BATCH**

Batch number assigned for transactions such as payroll, system transfers, etc. Teller transactions are Batch 00.

**BLOCK-ACCOUNT**

Member Base Account Number, Check Digit and Suffix.

**BLOCK-ACCT-SFX**

Suffix portion of the Account Number.

**BLOCK-NUMBER**

Not Used.

**BRANCH**

Branch field on the Member Information window. Find numeric value in [\[Main Ribbon > System Settings > Branches\]](#).

**CHECK-NUMBER**

Draft Number on the History Inquiry.

**DESCRIPTION-CODE**

Statement History includes three types of Description Codes:

- 1 = Transactions (including batch)
- 2 = Statement descriptions
- 3 = File Maintenance

**EFFECTIVE-DATE**

Effective Date of the transaction. The format is MMDDYYYY.

**INTEREST-PMT**

Interest portion of a Loan Payment.

**LATE-CHG**

Late Charge portion of a Loan Payment.

**METHOD-CODE**

Last two digits of the Transaction Code. (See list on following pages.)  
(Example: If transaction code was 105, the method code is 05).

**PASSBOOK-PRINT-FLAG**

Indicates if Statement Detail has been printed in member's passbook.  
0 = Detail has NOT been printed  
1 = Detail HAS been printed  
2 = Transaction(s) have been coded not to print

**PRINCIPAL-AMT**

Principal portion of a Loan Payment.

**PROCESS-DATE**

Date the transaction was processed. The format is MMDDYYYY. (Do not cross years when searching on this data field.)

**PROCESS-TIME**

Time the transaction was processed.

**TELLER**

Three-digit Teller Number.

**TRACE-NUMBER**

Trace Number that appears on the Share Draft History Inquiry.

**TRAN-AMOUNT**

Amount of the transaction.

**TRAN-CODE**

First digit of the Transaction Code. (See list on following pages.)  
(Example: If transaction code was 105, the tran code is 1).

**TRAN-SCREEN-NUMBER**

The screen number of the transaction, if processed by a teller.

**Transaction and Method Codes**

**\*\*Note:** Word descriptions are used to select/enter transactions in VIEW. Transaction and Method codes are what the backend uses to process the transactions.

Transaction Codes:

- 1 = Deposit
- 2 = Withdrawal
- 3 = Loan Payment
- 4 = Loan Payment - Teller Figures Interest (TFI)
- 7 = Loan Issue

\* Next to the Method Code indicates that the transaction will reset the Paid to Date field on a loan.

**Loan****Cash/Check**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Issue (or Issue Cash)	7	01
Issue - Draft Cleared on CU	7	80
Payment (or Payment Cash)	3	01
Payment (Check)	3	02
Payment (Closeout)	3	75
Payment Teller Figures Interest (or Cash)	4	01
Payment Teller Figures Interest (Check)	4	02
Payment Teller Figures Interest (Closeout)	4	75

**Back Office (non-cash)**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Check Issue Wizard	7	31
Transfer Funds Wizard - Issue	7	31
Transfer Funds Wizard - Payment	3	03
Interest Rebate	1	08
Issue - ACH	7	88
Issue - Add On	7	31
Issue - Auto Insurance	7	24
Issue - Check	7	02*
Issue - Collection Fees	7	09
Issue - Debit Card (batch POS and Neg files)	7	81
Issue - Debit PIN	7	82
Issue - Debit Signature	7	83
Issue - Debt Protection	7	54
Issue - Disability Insurance	7	63
Issue - Draft Purchase	7	46
Issue - EFT	7	87
Issue - EFT Service Charge	7	38
Issue - Fee	7	48
Issue - Finance Charge	7	58
Issue - Insurance	7	64

## Optional Software

Issue - Insurance Refund	7	74
Issue - Interoffice Transfer	7	03*
Issue - Journal Voucher	7	22*
Issue - Legal Fee	7	29
Issue - Member Fee	7	30
Issue - NSF Charge	7	26
Issue - NSF Charge (Paid)	7	41
Issue - NSF Charge (Returned)	7	25
Issue - NSF Check Return	7	42
Issue - NSF Return	7	76
Issue - Overdraft Transfer	7	16
Issue - Payroll	7	05
Issue - Phone Transfer	7	06*
Issue - Property Taxes	7	40*
Issue - Protection Insurance	7	04
Issue - Repossession Expense	7	49
Issue - Reward	7	79
Issue - Service Center	7	85
Issue - Service Charge	7	39
Issue - Stop Payment Charge	7	66
Issue - Transfer (computer)	7	33
Issue - Transfer Fee	7	86
Issue - Visa Cash Advance	7	68
Issue - Visa Purchase	7	78
Issue - Voice Response Transfer	7	84
Issue - Wire Transfer	7	89
Payment - ACH	3	88
Payment - ACH (TFI)	4	88
Payment - Auto Insurance	3	24
Payment - Auto Insurance (TFI)	4	24
Payment - Charge Off Loan	3	69
Payment - Charge Off Loan (TFI)	4	69
Payment - Check	3	02
Payment - Check (TFI)	4	02
Payment - Close Account	3	75
Payment - Close Account (TFI)	4	75
Payment - Collection Fees	3	09
Payment - Collection Fees (TFI)	4	09
Payment - Debit Card (batch POS and Neg files)	3	81
Payment - Debit Card (batch POS and Neg files) (TFI)	4	81
Payment - Debit PIN	3	82
Payment - Debit PIN (TFI)	4	82
Payment - Debit Signature	3	83
Payment - Debit Signature (TFI)	4	83
Payment - Delinquent Loan Transfer	3	43
Payment - Delinquent Loan Transfer (TFI)	4	43
Payment - Disability Insurance	3	63
Payment - Disability Insurance (TFI)	4	63

Payment - Draft Service Charge	3	28
Payment - Draft Service Charge (TFI)	4	28
Payment - EFT	3	87
Payment - EFT (TFI)	4	87
Payment - FGL Insurance	3	04
Payment - FGL Insurance (TFI)	4	04
Payment - Finance Charge	3	58
Payment - Finance Charge (TFI)	4	58
Payment - Insurance	3	64
Payment - Insurance (TFI)	4	64
Payment - Insurance Refund	3	74
Payment - Insurance Refund (TFI)	4	74
Payment - Interoffice Transfer	3	03
Payment - Interoffice Transfer (TFI)	4	03
Payment - Journal Voucher	3	22
Payment - Journal Voucher (TFI)	4	22
Payment - Legal Fee	3	29
Payment - Legal Fee (TFI)	4	29
Payment - Member Fee	3	30
Payment - Member Fee (TFI)	4	30
Payment - NSF Charge	3	26
Payment - NSF Charge (TFI)	4	26
Payment - NSF Charge (Paid)	3	41
Payment - NSF Charge (Paid) (TFI)	4	41
Payment - NSF Charge (Returned)	3	25
Payment - NSF Charge (Returned) (TFI)	4	25
Payment - NSF Check Return	3	42
Payment - NSF Check Return (TFI)	4	42
Payment - NSF Return	3	76
Payment - NSF Return (TFI)	4	76
Payment - Payroll	3	05
Payment - Payroll (TFI)	4	05
Payment - Pension	3	55
Payment - Pension (TFI)	4	55
Payment - Phone Transfer	3	06
Payment - Phone Transfer (TFI)	4	06
Payment - Property Taxes	3	40
Payment - Property Taxes (TFI)	4	40
Payment - Repossession Expense	3	49
Payment - Repossession Expense (TFI)	4	49
Payment - Reward	3	79
Payment - Reward (TFI)	4	79
Payment - Service Center	3	85
Payment - Service Center (TFI)	4	85
Payment - Social Security	3	65
Payment - Social Security (TFI)	4	65
Payment - Transfer	3	33
Payment - Transfer (TFI)	4	33



Payment - Transfer Fee	3	86
Payment - Transfer Fee (TFI)	4	86
Payment - Voice Response Transfer	3	84
Payment - Voice Response Transfer (TFI)	4	84
Payment - Wire Transfer	3	89
Payment - Wire Transfer (TFI)	4	89

**Share and CD****Cash/Check**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Deposit (or Deposit Cash)	1	01
Deposit (Check)	1	02
Deposit (Remote Capture) Home Banking	1	45
Withdrawal	2	01
Withdrawal (Closeout) - No Final Dividend	2	75
Draft Cleared on CU	2	80

**Back Office (non-cash)**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Check Issue Wizard	2	02
Transfer Funds Wizard - deposit	1	03
Transfer Funds Wizard - withdrawal	2	03
Deposit - ACH	1	88
Deposit - Auto Insurance	1	24
Deposit - Certificate Interest	1	47
Deposit - Certified	1	56
Deposit - Certified Draft	1	52
Deposit - Check	1	02
Deposit - Check Hold	1	20
Deposit - Collection Fees	1	09
Deposit - Debit Card (batch POS and Neg files)	1	81
Deposit - Debit PIN	1	82
Deposit - Debit Signature	1	83
Deposit - Disability Insurance	1	63
Deposit - Draft Service Charge	1	28
Deposit - EFT	1	87
Deposit - EFT Service Charge	1	38
Deposit - Fee (Visa)	1	48
Deposit - FGL Insurance	1	04
Deposit - Homeowners Insurance	1	54
Deposit - Insurance	1	64
Deposit - Insurance Refund	1	74
Deposit - Interest Earned	1	17
Deposit - Interoffice Transfer	1	03
Deposit - IRS Withholding	1	77

Deposit - Journal Voucher	1	22
Deposit - Legal Fee	1	29
Deposit - Member Fee	1	30
Deposit - Mobile Deposit	1	44
Deposit - NSF Charge	1	26
Deposit - NSF Charge (Paid)	1	41
Deposit - NSF Charge (Returned)	1	25
Deposit - NSF Check Return	1	42
Deposit - NSF Return	1	76
Deposit - Overdraft Transfer	1	16
Deposit - Payroll	1	05
Deposit - Penalty Interest	1	37
Deposit - Pension	1	55
Deposit - Phone Transfer	1	06
Deposit - Property Taxes	1	40
Deposit - Repossession Expense	1	49
Deposit - Reward	1	79
Deposit - Service Center	1	85
Deposit - Service Charge	1	39 ***
Deposit - Social Security	1	65
Deposit - Stop Payment Charge	1	66
Deposit - Transfer	1	03
Deposit - Transfer Fee	1	86
Deposit - Voice Response Transfer	1	84
Deposit - Wire Transfer	1	89
Dividend	1	07
Special Deposit Interest	1	27
Withdrawal - ACH	2	88
Withdrawal - Auto Insurance	2	24
Withdrawal - Certificate Interest	2	47
Withdrawal - Certified	2	56
Withdrawal - Certified Draft	2	52
Withdrawal - Charge Off Loan	2	69
Withdrawal - Check	2	02
Withdrawal - Close Account	2	75
Withdrawal - Collection Fees	2	09
Withdrawal - Debit Card (batch POS and Neg files)	2	81
Withdrawal - Debit PIN	2	82
Withdrawal - Debit Signature	2	83
Withdrawal - Debt Protection	2	54
Withdrawal - Delinquent Loan Transfer	2	43
Withdrawal - Disability Insurance	2	63
Withdrawal - Draft Purchase	2	46
Withdrawal - Draft Service Charge	2	28
Withdrawal - EFT	2	87
Withdrawal - EFT Service Charge	2	38
Withdrawal - Fee	2	48
Withdrawal - FGL Insurance	2	04

Withdrawal - Finance Charge	2	58
Withdrawal - Homeowners Insurance	2	54
Withdrawal - Insurance	2	64
Withdrawal - Insurance Refund	2	74
Withdrawal - Interest Earned	2	17
Withdrawal - Interoffice Transfer	2	03
Withdrawal - IRS Withholding	2	77
Withdrawal - Journal Voucher	2	22
Withdrawal - Legal Fee	2	29
Withdrawal - Member Fee	2	30
Withdrawal - Mobile Deposit	2	44
Withdrawal - NSF Charge	2	26
Withdrawal - NSF Charge (Paid)	2	41
Withdrawal - NSF Charge (Returned)	2	25
Withdrawal - NSF Check Return	2	42
Withdrawal - NSF Return	2	76
Withdrawal - Overdraft Transfer	2	16
Withdrawal - Payroll	2	05
Withdrawal - Penalty Interest	2	37
Withdrawal - Pension	2	55
Withdrawal - Phone Transfer	2	06
Withdrawal - Property Taxes	2	40
Withdrawal - Repossession Expense	2	49
Withdrawal - Reward	2	79
Withdrawal - Service Center	2	85
Withdrawal - Service Charge	2	39 ***
Withdrawal - Social Security	2	65
Withdrawal - Stop Payment Charge	2	66
Withdrawal - Transfer	2	33
Withdrawal - Transfer Fee	2	86
Withdrawal - Visa Purchase	2	78
Withdrawal - Voice Response Transfer	2	84
Withdrawal - Wire Transfer	2	89

**\*\*\*Both batch and manually processed (teller) transactions using a 39 method code do not affect the Dormant Date. (139, 239, 1139 and 1239)**

**IRA's****Cash/Check**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Direct Rollover (2014)	1	10
Direct Transfer (2014)	1	11
Other (Internal Transfers)	1	18
Regular Contribution (2014 for 2014)	1	14
Regular Contribution (2014 for 2013)	1	15
Roth Conversion (2014)	1	34

**Back Office (non-cash)**

Contribution - Direct Rollover (2013)	1	12
Contribution - Direct Rollover (2014)	1	10
Contribution - Direct Transfer (2013)	1	13
Contribution - Direct Transfer (2014)	1	11
Contribution - Other (2014)	1	18
Contribution - Regular (2013 for 2013)	1	19
Contribution - Regular (2014 for 2013)	1	15
Contribution - Regular (2014 for 2014)	1	14
Contribution - Roth Conversion (2013)	1	35
Contribution - Roth Conversion (2014)	1	34
Distribution - Complete Death	2 (IRS code 4)	72
Distribution - Complete Direct Rollover to Retirement Plan	2 (IRS code G)	50
	(Conduit IRA w/d to retirement plan)	
Distribution - Complete Direct Transfer	2	96
	(External transfer to another financial institution)	
Distribution - Complete Disability	2 (IRS code 3)	70
Distribution - Complete Excess Contribution Deposited for XXXX (prior year)	2 (IRS code P)	62
Distribution - Complete Excess Contribution Deposited for XXXX (current year)	2 (IRS code 8)	60
Distribution - Complete Normal	2	92
	(IRS code 7 - traditional IRA/SEP IRA)	
	(IRS code M - coverdell education savings account)	
	(IRS code T - roth IRA)	
Distribution - Complete Other	2 (internal transfer)	98
Distribution - Complete Premature	2	90
	(IRS code 1 - traditional IRA/SEP IRA)	
	(IRS code J - roth IRA)	
Distribution - Partial Death	2 (IRS code 4)	73
Distribution - Partial Direct Rollover to Retirement Plan	2 (IRS code G)	51
	(Conduit IRA w/d to retirement plan)	
Distribution - Partial Direct Transfer	2	97
	(External transfer to another financial institution)	

Distribution - Partial Disability	2	(IRS code 3)	71
Distribution - Partial Excess Contribution			
Deposited for XXXX (prior year)	2	(IRS code P)	61
Distribution - Partial Excess Contribution			
Deposited for XXXX (current year)	2	(IRS code 8)	59
Distribution - Partial Normal	2		93
		(IRS code 7 - traditional IRA/SEP IRA)	
		(IRS code M - coverdell education savings account)	
		(IRS code T - roth IRA)	
Distribution - Partial Other	2	(internal transfer)	99
Distribution - Partial Premature	2		91
		(IRS code 1 - traditional IRA/SEP IRA)	
		(IRS code J - roth IRA)	
Distribution - Premature Distribution	2	(IRS code 2)	23
with Exception (partial)			
Distribution - Premature Distribution	2	(IRS code 2)	21
with Exception (complete)			
Withdrawal - XXXX YTD Federal Withholding	2		67
Withdrawal - XXXX YTD State Withholding	2		57

**Miscellaneous****Cash/Check**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Credit Union defined	n/a	24-48 and 54-78

**Back Office (non-cash)**

	<b><u>Transaction Code</u></b>	<b><u>Method Code</u></b>
Cash Over	n/a	7
Cash Short	n/a	8
GL Credit	n/a	90
GL Debit	n/a	80

**Stop Payment File**

This is not an entire listing of the fields that can be used in the Stop Payment File database. These are fields that are unique to the Stop Payment File only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

**STOP-ACCOUNT**

Member Account Base Number, Check Digit, plus 00, 70 Suffix or LOC Loan Suffix.

**STOP-ACH-EXPIRE-DATE**

The Expiration Date on the ACH Stop Payment Maintenance screen. Each stop payment has an individual expiration date.

**STOP-ACH-HIGH-AMT**

The Range To amount on the ACH Stop Payment Maintenance screen.

**STOP-ACH-LOW-AMT**

The Amount Range From amount on the ACH Stop Payment Maintenance screen.

**STOP-ACH-ORIGINATOR**

The Originator ID on the ACH Stop Payment Maintenance screen.

**STOP-ACH-TRAN-TYPE**

The Tran Type on the ACH Stop Payment Maintenance screen.

A = All  
D = Deposit  
W = Withdrawal

**STOP-DRAFT-EXPIRE-DATE**

The Expiration Date on the Draft Stop Payment Maintenance screen. Each stop payment has an individual expiration date.

**STOP-DRAFT-HIGH-AMT**

The Amount Range To amount on the Draft Stop Payment Maintenance screen.

**STOP-DRAFT-HIGH-NUMBER**

The Draft Number To number on the Draft Stop Payment Maintenance screen.

**STOP-DRAFT-LOW-AMT**

The Amount Range From amount on the Draft Stop Payment Maintenance screen.

**STOP-DRAFT-LOW-NUMBER**

The Draft Number From number on the Draft Stop Payment Maintenance screen.

**STOP-ID**

The ID number assigned to a stop payment after processing a new stop payment.

**STOP-TYPE**

The type of stop payment.

D = Draft

A = ACH

**Warning File**

This is not an entire listing of the fields that can be used in the Warning File database. These are fields that are unique to the Warning File only. See the “Master File and Monthend Master File” data base for the shared data fields and definitions.

**WARNING-MSG-1**

Warning Message Line #1 from Warning Message window.

**WARNING-MSG-2**

Warning Message Line #2 from Warning Message window.

**WARNING-MSG-ACCT**

Warning Account # from Warning Message window. This is the suffix to which the warning message is attached.

**WARNING-MSG-DATE**

The Expiration Date on the Warning Message window.

**WARNING-MSG-TYPE**

Message Type from Warning Message window.

0 = Suffix

1 = Global