**Experian Quarterly Quest Beacon Score Update**

**Summary**

Each quarter we request updated beacon scores (credit score) for all primary members. In July we request a file for both primary & joint members. Scores are updated on Tracking 31 in Episys.

**Procedure**

1. Open **Episys**
2. Login to **Previous Month-End SYM**
3. Go to **Navigate > Member Services > Account Manager**
4. Go to **Any Account –45831** as example
5. Click the **Tracking 31 Beacon Scores** record
6. **Date 1** is the last day the beacon score processed was ran. **Make a note of this date.**   
   (Date will need to be entered when running PowerOn).

Text, table

Description automatically generated with medium confidence

1. Go to **Navigate > Information Systems > Batch Control**
2. In the **Program** menu drop-down, select **PowerOn**
3. Type in **GH.EXPERIAN.QUEST.EXPORT**
4. When prompted enter the date from **Step 6**.
5. Take default prompts

\*Report runs for almost an hour

1. Go to **Navigate > Information Systems > PC Transfer**
2. Select **Text**

Graphical user interface, text

Description automatically generated

1. On the Host System side double click the **Reports** folder
2. Scroll towards the bottom and locate **Experian Quarterly Export Data**
3. On the Local System side, navigate to **M:\IT - Credit Reporting\Experian Quarterly Quest file\**
4. Drag the **Experian Quarterly Export Data** file onto the **Uploads** folder

Graphical user interface, text, application

Description automatically generated

1. Double-click **Uploads** under Local System
2. Double-click the file to **rename**

Graphical user interface, text

Description automatically generated

1. Name the file **S000.F00000.MSZP.STS.A888880.AUSTLCO.QST.TXT**
2. Go to <https://stm.experian.com> and Log in
3. Click **to\_xpn**

Graphical user interface, text, application

Description automatically generated

1. Click **Upload**

Graphical user interface, application, Word

Description automatically generated

1. Navigate to **M:\IT - Credit Reporting\Experian Quarterly Quest file\Uploads**
2. Select **S000.F00000.MSZP.STS.A888880.AUSTLCO.QST.TXT**
3. Progress bar displays
4. Open **File Explorer**
5. Navigate to **M:\IT - Credit Reporting\Experian Quarterly Quest file\Uploads**
6. Open **S000.F00000.MSZP.STS.A888880.AUSTLCO.QST.TXT**
7. A few days later, expect an email with confirmation that the files have been posted to the site.
8. Open **file explorer**
9. Navigate to M:\IT - Credit Reporting\Experian Quarterly Quest file\Downloads
10. Click **New folder** on the ribbon
11. Name the folder **today’s date**
12. Open your web browser
13. Navigate to <https://stm.experian.com>
14. Click **from\_xpn**

A picture containing graphical user interface

Description automatically generated

1. Three files display. **Single-click** each file to download.

Graphical user interface, text, application

Description automatically generated

1. Click the **arrow** next to the file name and select **Show in folder**

Graphical user interface, application

Description automatically generated

1. File explorer displays
2. Select the three files
3. Click **Cut** on the File Explorer Ribbon

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

1. Navigate to **M:\IT - Credit Reporting\Experian Quarterly Quest file\Downloads**
2. **Double-click** today’s folder that was created in step 34
3. Click **Paste** on the file explorer ribbon

Graphical user interface, application, Word

Description automatically generated

1. Files are copied
2. Select **PXXXXXMain.txt**
3. Click **Rename** on the file explorer ribbon

Graphical user interface, application, Word

Description automatically generated

1. Rename **PXXXXXMain.txt** to be **EXPERIANIMPORT.TXT** then Press **Enter**
2. Open **Episys**
3. Go to **Navigate > Information Systems > PC Transfer**
4. Click **Text**

Graphical user interface, text

Description automatically generated

1. On the **Local System** side
2. Navigate to **M:\IT - Credit Reporting\Experian Quarterly Quest file\Downloads\Today’s Date Folder**
3. Locate the **EXPERIANIMPORT.TXT**

Text, table

Description automatically generated

1. Drag EXPERIANIMPORT.TXT to the **Letter Files** folder under **Host System**

Graphical user interface, application, Word

Description automatically generated

1. Click **Yes** at the confirmation that the file exists. File is copied.

Graphical user interface, application

Description automatically generated

1. Go to **Navigate > Information Systems > Batch Control**
2. Under the **Program** drop-down select **PowerOn**

Graphical user interface, text

Description automatically generated

1. Type **GH.EXPERIAN.QUEST.IMPORT** then Press **Enter**
2. Take defaults to run the file
3. Go to **Navigate > Information Systems > Print Control**
4. Double-click **Experian Import Updates**
5. Go the **last page** of the report and verify no errors
6. Make note of the report title **Experian Import Updates** this will be needed for the next few steps.
7. Go to **Navigate > Information Systems > Batch Control**
8. Under the **Program** menu drop-down select **Miscellaneous Processing**

Graphical user interface, text, application, email

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1. Select option **5 – Perform FM from PowerOn Output**

Text

Description automatically generated

1. File Type **0 – Account**
2. Undo a Posting from FM Posting Journal? **No**
3. Report Title: **Experian Import Updates**
4. Limit Search Days to **1**
5. Record FM History? **Yes**
6. Name of Posting: Default – **Misc FM Posting**
7. Produce Empty Report if No Exceptions? **Yes**
8. Report runs
9. Once finished go to **Navigate > Information Systems > Print Control**
10. **Review Exception Report**
11. Spot check accounts to ensure beacon score updated

Task complete