

# Building the Factory

## GATHERING 5300 COLLECTION NUMBERS

Find out where to get  
**COLLECTION DATA  
FOR 5300 REPORTS!**

**DON'T HAVE THE TIME  
OR MANPOWER?**

**Xtend** can do it  
for you!

*Simple DIY  
Instructions  
Inside!*

# Building the Factory

## Vol. 22: 5300 Report for Collections

This document is intended to give the credit union management team a complete road map to understanding fee opportunities and what they might be missing. This road map will take the user from the very beginning point all the way through to the end of the process and the evaluation. This design will contain all the steps necessary to create the reports, the steps to follow through to the end using the referenced CU\*BASE options to mine the data and track the results.

## What is the Campaign?

Every credit union regardless of size is required to file a 5300 report quarterly. There is now increased pressure, scrutiny and potentially costly fines from the NCUA to ensure timely and accurate filings. Collections are of course a part of this report. Some people may view this as another regulatory burden, frustration or time consuming. We have tools built right into CU\*BASE that can help! In this volume we will show you an easy canned report to help with that part of the process. We will show you how to easily run the report and use the information for your 5300 module in CU\*BASE.

1. You can take it upon yourself and follow the step by step instructions in the subsequent pages.
- OR-
2. You can contact Xtend at 800-327-3478 or [info@xtendcu.com](mailto:info@xtendcu.com) and they will handle everything for you.

## How Do I Find the Target Group?

1. Begin by accessing the Collections Processing (MNCOLL) menu
2. Select **Print Delinquency Analysis**

## Entering the Selection Criteria

**Process Date** will usually be the last month. However, you may select whatever month you wish to examine.

Most clients use *all* in the **Loan Product Types** drop down menu but you can break it down to better fit your 5300 entries. As you can see there are many other options that you can try, but that will depend on your specific needs.

## Note

Don't forget about the Business unit field. That may help you segregate your information. However, this is something that would have need to already be configured and used by your staff.

The screenshot shows a software window titled "Session 0 CU\*BASE GOLD Edition - AAC CREDIT UNION". The main heading is "Loan Delinquency Analysis Report". The interface is divided into two main sections: "Report Options" and "Response".

**Report Options:**

- Corp ID: [i] (Optional)
- Process date: Sep 2014 [calendar icon] [MMYYYY]
- Loan product types: All (dropdown)
- Business unit: Select 0 (Optional)
- Branch #: Select 0 (Optional)
- Loan officer ID: Select 0 (Optional)
- Report format: Payment (dropdown)
- Sort by: Member name (dropdown)
- Include participation loan investor detail report
- Include 30-59 day Call Report term
- Print: Detail & summary (dropdown)
- Include written off loans
- Export to file

**Response:**

- Job queue:  Job queue
- Copies: 1
- Printer: P1

At the bottom left, there are buttons for "Retrieve Settings" and "Save Settings". At the bottom right, there is a status bar with icons for navigation and help, and the text "AA (4604) 9/29/14".

Most people prefer to use the **Detail and Summary** under the *Print* field instead of just the summary. This is often preferred as it allows you to easily see each account that makes up the total and remove any exceptions.

## What Do I Do with the List?

If your credit union does not have any exceptions you can merely use the totals for each section to fill in your 5300 report. However, it is common to have exceptions. You will need to take those out of the report and out of the totals.

If you need the exact number of days delinquent it is listed on the report in a separate column instead of just the category they fall into.



## Note

For ease of descriptions we also list the product code and security code (PC-SC) on the far right of the report.

## How Do I Follow Up and See My Results?

Since the 5300 report is to be completed on a quarterly basis, it makes the most sense to run this report accordingly. All you have to do is run the report using the steps above, print or view the report and use the totals for populating the 5300 report via **5300 Call Report Tools** menu or MN5300. This will aid you in the preparation of your required report. This is going to save you time, frustration and even fines for late filings.

# Campaign Form



Don't have time to complete this or another campaign yourself? Let Xtend do the work for you. Assuring we meet and exceed your expectations is very important to us. The information below will be utilized for quality assurance purposes. This form serves as your formal written consent for Xtend to deliver messages using the CU\*BASE Member Connect Program on your behalf. Once completed please return to the Business Support Representative Team via email to [info@xtendcu.com](mailto:info@xtendcu.com)

I agree to all of the terms & conditions of this Member Connect message request, as specified above.

<b>Credit Union Name</b>		<b>Date Submitted</b>	
<b>CU #</b>		<b>Employee Name</b>	
<b>CU ID</b>		<b>Email Address</b>	

<b>Campaign Topic</b>	_____ (Example: Auto Loans)
<b>Campaign Date</b> (Preferred Option week - 1)	Week of _____
<b>Campaign Date</b> (Preferred Option week - 2)	Week of _____

## Form of Outbound Communication

Outbound Calls	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>It's Me 247</b> Online Banking Secure Message	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lobby Banners	<input type="checkbox"/> Yes <input type="checkbox"/> No
OBC Post (only available for Member Reach clients)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mailer	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Discover More!*

**CU\*Answers Management Services**

6000 28th Street SE  
Grand Rapids, MI 49546  
(800) 327-3478  
[www.cuanswers.com](http://www.cuanswers.com)



[www.cuanswers.com](http://www.cuanswers.com) Management Services