
➔ Upload of Call Report Data to the NCUA

Step-by Step Instructions to upload your CU*BASE 5300 Call Report data to the NCUA online website

STEP 1 – COMPLETE YOUR CALL REPORT IN CU*BASE

Be sure that you have entered your charter number and that all the data is ready to be uploaded to the NCUA. NOTE: If your credit union completes the CUSO Section of the Call Report, be sure that CUSO EIN is entered with nine characters and no dashes (i.e. 361234567).

STEP 2 – CREATE THE XML FILE

Click on *Create XML File (F14)* from the 5300 Call Report Data screen. You will get a popup 'NCUA 5300 XML File to be Created for Corp ID/In library/File name'. The window may contain edit messages. (Go to page 5 for more information). **Hit Enter.**

Corporation = 01

Library = QUERYXX (XX is your credit union's two-character credit union ID)

File name = N5301Y19Q1 (this is Corporation 01, Year 19, Quarter 1)

STEP 3 – DOWNLOAD THE FILE FROM THE ISERIES TO YOUR PC

Special Note: Security Requirements

Downloading files from the CU*BASE iSeries requires special security authorization by a CU*BASE representative. If you or a member of your staff needs to be able to download files, please contact a Client Service Representative to set up the proper permissions. Authorization by your credit union's designated Security Officer is required to grant these permissions. On a monthly basis, your Security Officer will be required to confirm the staff that have been given clearance to download files.

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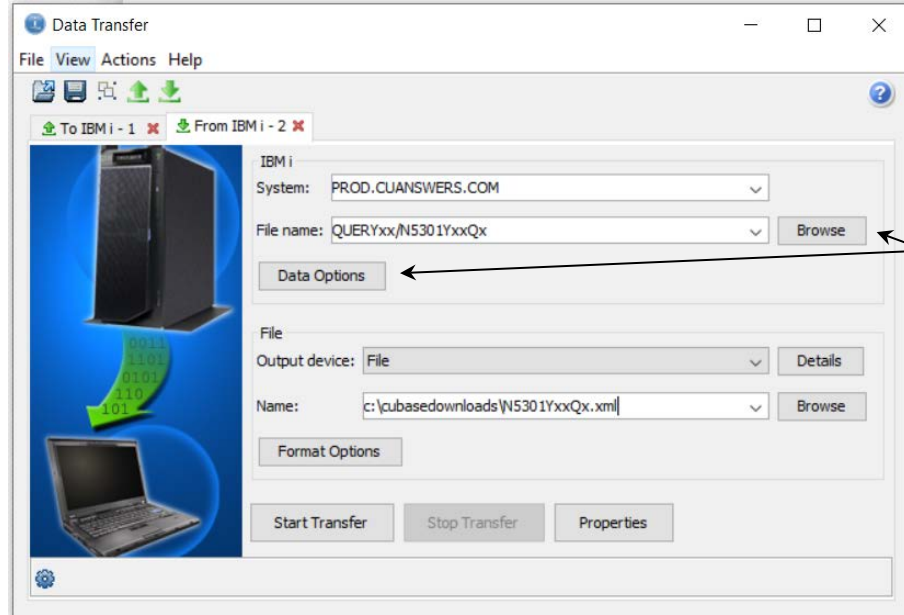
For an updated copy of this booklet, check out the Reference Materials page of our website:
http://www.cuanswers.com/client_reference.php
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Special Note: PC Folder for downloaded files

Locating downloaded files and keeping your computer storage clean will be much easier if you designate a special folder on your PC to receive all downloaded files, such as c:\cubase, c:\downloads, or something similar.

Downloading the File to the PC

1. Use **Tool #1375 Data Transfers (Upload or Download)**. The following dialog box will appear:



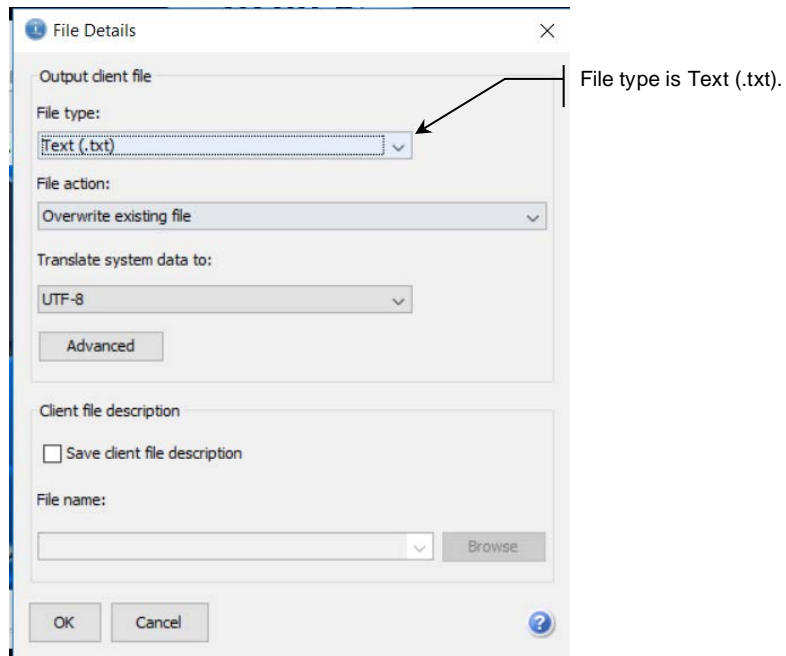
2. Complete all of the following fields (none are case-sensitive):

Field Descriptions

Field Name	Description
IBMi	These settings refer to where the data is coming from.
System	This designates the iSeries system from which the files will be downloaded. For online credit unions, this should read PROD.CUANSWERS.COM. For Site-Four credit unions this is PROD.SITE-FOUR.COM. Self-processors enter your iSeries name.
File name	Enter your credit union’s Query library name, a forward slash, then the name of the database file to be downloaded, as in the following sample: QUERYxx/N5301YxxQx <i>(For QUERYxx, fill in your credit union’s two-character credit union ID; for the file name the format is N5301Y19Q1 – 01=Corp, Y19=Year19, Q1=Quarter1)</i>
File	These settings refer to where the data is going.
Output device	This setting controls the format in which the data will be downloaded. Click [▼] and choose File.
Details	The Details button allows you select File Details. See step 3.
Name	Enter the path (the storage location, both drive and folder) and file name where the downloaded file should be stored on your PC. Use backslashes between the folder name and the file name, as in the follow sample:

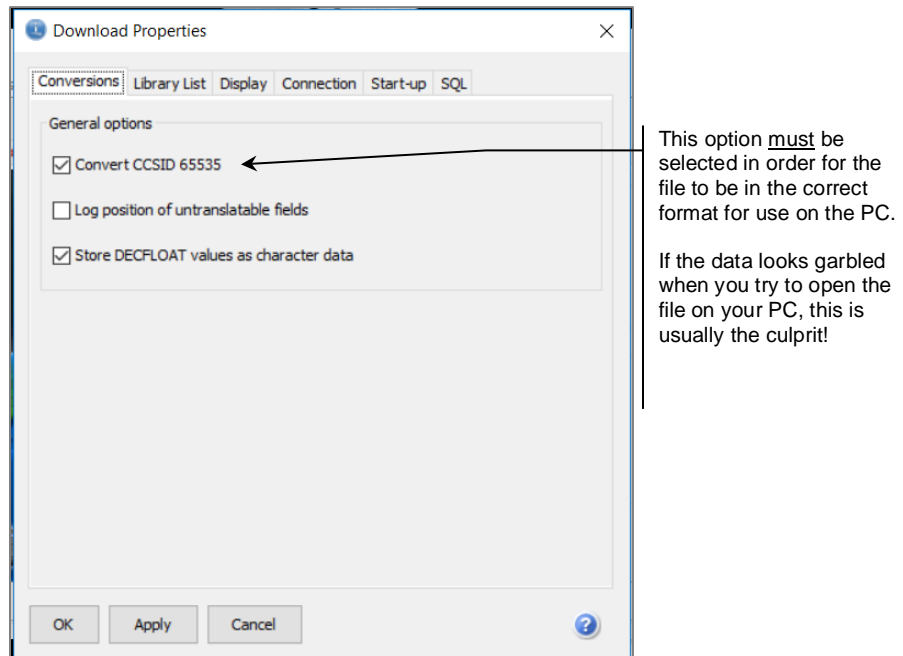
Field Name	Description
	C:\CUBASEDOWLOADS\N5301YxxQx.xml HINT: Be sure to save the file as .xml.

3. Click on the Details button to the right of Output Device.



Change the File type to Text(.txt). Click OK.

4. Click on the **Properties** button at the bottom of the main Data Transfer screen.



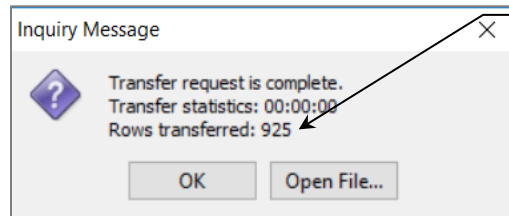
5. Be sure that the option, “Convert CCSID 65535” is selected, then click OK.

6. To begin the transfer process, click the **Start Transfer** button. A series of messages will appear to report on the progress of the transfer.

*If you experience problems downloading, it may be because you have not been authorized to receive downloads from the CU*BASE iSeries.*

If you receive a message that the PC filename has changed and no longer matches the file description file name, click Yes to continue.

7. When the transfer is complete, the following message will appear: Click OK and the Data Transfer dialog box will reappear. Click Close [X] to exit. (See below for details on saving the transfer request.)



Notice the number shown under "Rows transferred." This indicates the total number of records that were downloaded.

The xml file is now saved in the designated folder (i.e c:\cubase, c:\downloads, etc.) Please sure to note the file name where you stored the file on your PC. You will need to browse for this filename in Step 4.

Warning: If you are prompted to save the transfer request and choose yes, be sure that the transfer request is saved as a .dtf file. (Do not save the transfer request as an .xml file!!)

STEP 4 – IMPORT TO THE NCUA ONLINE SYSTEM

1. Log into the NCUA online system.
2. Once you select the Call Report Cycle, click the **IMPORT CALL REPORT** button on the top navigation bar of the Call Report Detail page. From the **Browse** button, find the location where you saved the .xml file in Step 3- Download the File from the ISeries to your PC (described in the previous section). Click the **Save** button. This should import the data into the NCUA system.
3. Review the data in the NCUA system.

NOTE: The steps in this section are subject to change by the NCUA. Please contact the NCUA directly if you have problems importing to the NCUA website.

TROUBLESHOOTING TIPS

If you receive an error in the NCUA website that the import failed, be sure that you have followed all the tasks starting on page 2 when downloading the Call Report data to your PC.

If you have entered a CUSO EIN in the CUSO Information section of the Call Report, be sure that the TIN is entered in the CU*BASE 5300 software as 9 digits with no dashes.

The NCUA provides a “Call Report Import File Test Utility” on the Credit Union Online page of their website. The .xml file can be run through this test utility to identify any problems with the import (.xml) file.

NCUA EDITS IN CU*BASE

With the step to *Create XML File* (F14), CU*BASE runs some of the same edits that the NCUA’s uses in their online tool. For example, if total assets do not match total liabilities or the real estate loan information reported in the Assets section does not match the Specialized Lending section, CU*BASE will present warning messages. These messages will not stop you from uploading to the NCUA but you have the option to go back to the Call Report and fix the errors before uploading to the NCUA.

Sample NCUA 5300 XML file screen

