



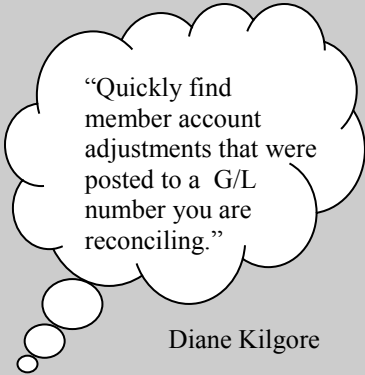
## Our Favorite Reports

# Accounting

by  
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Xtend/CU\*Answers

Analyze your financials to  
increase your credit union  
business.

## CU\*BASE Report Overview



Diane Kilgore

## Account Adjustment Report

### Use this report:

- As a great tool to zero in on specific transactions that posted to a specific offset G/L, such as 739.00 to find offages for a specific day
- To print transactions that you posted today to reconcile back to your starting report, for example the ACH exception report

### Practical uses of this report:

Use this to reconcile your daily member postings. For example, run this report and the ACH NSF Report to match back totals to your starting morning ACH exception report.

### How do I create the report?

Use **Tool #493 Member Account Adjustments Report** to produce two reports (Detail with Summary at the end and just Summary) listing accounts that were posted using the account adjustment screen. You can run this report for transactions posted during the current month, for the prior month or from history. Optional fields let you narrow your results down to the specific application type, transaction code/type, transaction process date, branch type and number, member G/L account number, offset G/L account number or employee ID you want to research.

### Report Sample

Account Number	Tran Date	TR TP	Deposit/Payment	Interest Disburse	Withdraw/Balance	Current Description	Nbr	Draft Acct #	Tracer ID	BR Flg	TL G/L	Prc Cod	Subs	Org
596-787	2/01/08	92			7.50	14809.80 MORTGAGE INS							870.25	8
1917-787	2/01/08	92			24.48	50590.38 MORTGAGE INS							870.25	8
2030-001	2/06/08	92			165.68	106.55 ACH/WAL-MART STOR	00000						870.11	8
2477-000	2/01/08	82	172.00			182.00 REV ACH PAYMENT							870.00	8
2477-000	2/01/08	82	28.00			210.00 REV ACH PAYMENT							870.00	8
2477-755	2/01/08	95		28.00		11099.62 REV ACH PAYMENT	00000						870.00	8
2477-788	2/01/08	95		172.00		94743.95 REV ACH PAYMENT							870.00	8
3038-788	2/01/08	92			64.45	19770.47 MORTGAGE INS							870.25	8
3335-788	2/01/08	92			39.10	27028.47 MORTGAGE INS							870.25	8
3384-787	2/01/08	92			33.93	11003.03 MORTGAGE INS							870.25	8
3855-788	2/01/08	92			40.69	66654.99 MORTGAGE INS							870.25	8
4341-787	2/01/08	92			31.40	26601.57 MORTGAGE INS							870.25	8
5835-787	2/01/08	92			28.50	59099.41 MORTGAGE INS							870.25	8

## CU\*BASE Report Overview



# General Transaction Register

### Use this report:

- To take transactions from a specific date and par them down by other parameters you select on the screen
- In conjunction with the online report (accessed via **Tool #867 *Transaction Count by Delivery Channel***). The printed report gives you more control
- To report the volume of specific transactions for a Board Report

### Practical uses of this report:

Use this report to find totals of transactions by Origin Code (outside the 08 shown on the Account Adjustment report) to analyze the activity for the month. Use this report to find a group of transactions offsetting a specific primary G/L or specific offset G/L. This is helpful with accounts you do not deal with every day, such as written off loans, instead of using Query.

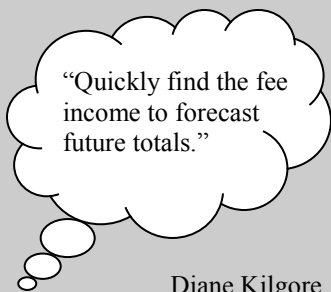
### How do I create the report?

Use **Tool #381 *General Transaction Register*** to produce two reports (detail with summary or just summary). You can run this report for transactions posted during the current month, for the prior month or from history. Optional fields let you narrow your results down to the specific application type, transaction origin code, transaction code/type, transaction date, branch, member G/L account number, member account, offset G/L account number or employee ID you want to research.

### Report Sample

1/25/08	CU*BASE CREDIT UNION	LTRREG1	Page 1
16:05:34	TRANSACTION REGISTER	User: ALYCIAM	
Process Month/Year: 1/08			
DETAIL/SUMMARY (D/S) D			
Account Tran TR Deposit/ Interest Withdraw/ Current Draft Tracer BR TL Prc Subs Org			
Number Date TP Principal Payment Disburse Balance Description Nbr Acct # ID ID Flg G/L Cod			
5-000 1/22/08 21 5000.00		5881.89	LOAN DISB, TRANSF 0 5-645 01 89 3
5-100 1/22/08 21 2.00		2066.21	DEPOSIT BY ACCT X 0 5-645 01 89 870.01 1
5-600 1/22/08 41	5000.00	5000.00	LOAN DISB, TRANSF 5-000 01 89 3
5-600 1/22/08 12 125.00		4875.00	SIGN LOAN PAYMENT 01 89 1
5-600 1/22/08 63	2.00	4877.00	MISC FUNDS XFER 5-110 01 89 870.01 1
** FINAL TOTAL ** 8656150.30 66339.98 8721434.70			
* AMOUNTS FOLLOWED BY AN ASTERISK ARE NOT INCLUDED IN FINAL TOTAL			
END OF REPORT			

## CU\*BASE Report Overview



Diane Kilgore

# Check Processing Statistics Report

### Use this report:

- To find the number (count) of checks, corporate checks, overdraft transfers and fees for a selected month and year
- To find the fee income of member checks, corporate checks and overdraft transfers processed for a selected month and year
- To find the fee income of Courtesy Pay fees, Non-Return fees and Non-Sufficient Funds (NSF) fees for a selected month and year

### Practical uses of this report

Run this one page summary report for each month to analyze the check volume and fee income, as well as the average of these figures. This report is helpful when you are analyzing your fee income for upcoming months.

### How do I create the report?

Use **Tool #206 Check Processing Statistics Report** to produce a summary report for the date range entered on the screen.

### Report Sample

2/29/08 15:50.50

CU\*BASE CREDIT UNION  
Check Processing Statistics Report  
From 01/01/08 To 01/31/08

LCPSTS

PAGE 1  
ALYCIAM

	***CHECK AMOUNT***		***FEE AMOUNT***		***NUMBER OF CHECKS***	
	Actual	Average Daily	Actual	Avg Daily	Actual	Avg Daily
Total Checks Received	10,618,359.68	505,636.17	-	-	40,716	1,938
<b>MEMBER CHECKS</b>						
Total member checks received	8,764,523.76	417,358.27	-	-	37,134	1,768
Member checks posted	8,497,563.58	404,645.88	-	-	36,009	1,714
Member Checks Posted to negative bal	.00	.00	.00	.00	0	0
Not posted in 1st pass	266,960.18	12,712.38	-	-	1,125	53
Re-posted	165,830.03	7,896.66	-	-	801	38
Force posted to negative bal	88,179.74	4,199.03	14,620.00	696.19	490	23
Returned	101,130.15	4,815.72	5,260.00	250.47	324	15
<b>CORPORATE CHECKS</b>						
Total corporate checks received	1,853,835.92	88,277.90	-	-	3,582	170
Corporate checks posted	1,840,490.35	87,642.39	-	-	3,573	170
Corporate check exceptions	13,345.57	635.50	-	-	9	0
<b>OVERDRAFT TRANSFERS</b>						
Transfers made 1st pass	95,226.85	4,534.61	316.00	15.04	548	26
From shares	92,171.23	4,389.10	-	-	499	23
From loans	3,055.62	145.50	-	-	49	2
Transfers made re-post	2,089.44	99.49	16.00	.76	14	0
From shares	2,089.44	99.49	-	-	14	0
From loans	.00	.00	-	-	0	0

## CU\*BASE Report Overview

“View at a glance if your cash is in balance!”

Diane Kilgore

## Vault G/L Verification Report

Use this report:

- View at a glance if the Vault Cash is in or out of balance
- Quickly determine what date you went out of balance

### Practical Uses of this Report

Instantly know if your G/L 739.00 is out of balance—no need to go to CU\*Spy to view the PHTCL3 report, instead quickly view this handy online report right in CU\*BASE. In the upper right hand corner of the screen, you instantly are told whether you are “In Balance” or “Out of Balance.” Click *Offages* (F15) to view the out of balance amount(s) and when it started.

### How do I create the report?

Use **Tool #937 Vault GL Verification** to view whether you are out of balance at a glance. Select *Offages* (F15) to view when you went out of balance and which G/L is affected. Use *Comments* (F20) to add an explanation of why there was a difference and how it was fixed.

### Report Samples

Session 1 CU\*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

### Daily Cash Net Change / General Ledger Verification

Out of Balance

Corp ID: 1

As of end of day: Oct 01, 2013 [MMDDYYYY] Tuesday

EOD Head Trial Balance		G/L Change Fund			
Vault	Net Change	G/L	Location	Net Change	Difference
01	411,316.78	739.00	01	411,350.78	26.00
02	26,894.88	739.00	02	26,894.88	0.00
03	19,287.42	739.00	03	19,287.42	0.00
04	6,180.79	739.00	04	6,180.79	0.00
05	8,772.63	739.00	05	8,772.63	0.00
06	6,441.77	739.00	06	6,441.77	0.00
07	0.00	739.00	07	0.00	0.00
08	30,128.38	739.00	08	30,128.38	0.00
09	0.00	739.00	09	0.00	0.00
10	7,019.08	739.00	10	7,019.08	0.00
11	0.00	739.00	11	0.00	0.00
12	0.00	739.00	12	0.00	0.00
13	0.00	739.00	13	0.00	0.00
14	0.00	739.00	14	0.00	0.00
15	0.14	739.00	15	0.14	0.00
16	0.00	739.00	16	0.00	0.00

Branch Cash Report Offages Comments

Session 1 CU\*BASE GOLD Edition - Branch Cash / General Ledger Verification

Corp ID: 1

From: Feb 01, 2014 To: Feb 11, 2014 [MMDDYYYY]

Branch summary  Display date with differences only  Display all dates with comments

Date	Branch Cash Total	G/L 739.00 Balance	Difference	C
Feb 11, 2014	3,152,513.74	3,155,948.25	3,434.51-	C
Feb 10, 2014	3,072,250.50	3,080,977.77	8,727.27-	
Feb 09, 2014	0.00	0.00	0.00	
Feb 08, 2014	3,235,210.42	3,261,697.47	26,487.05-	
Feb 07, 2014	3,156,899.17	3,156,900.17	1.00-	C
Feb 06, 2014	3,760,884.73	3,762,764.73	11,880.00-	
Feb 05, 2014	3,791,514.10	3,801,845.48	10,331.38-	C
Feb 04, 2014	4,230,600.92	5,263,550.92	1,032,949.00-	C
Feb 03, 2014	3,679,213.64	3,679,593.64	320.00-	
Feb 02, 2014	0.00	0.00	0.00	

Print Screen

\$ Amount indicates out of balance. C indicates comments exist.

Session 1 CU\*BASE GOLD Edition - Teller Vault / General Ledger Verification

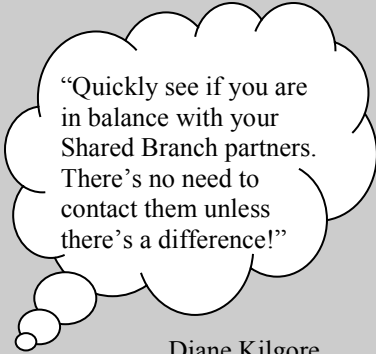
Corp ID: 1

As of end of day: Feb 11, 2014 Tuesday

### Comment/Resolution for Differences

2/11-REV CK#200370 ON AM 1-030 FOR \$3434.51; CHECK MARKED VOID ON 2/12 & JE POSTED BETWEEN 739.00 AND 805.10. XTEND SRS

## CU\*BASE Report Overview



Diane Kilgore

# Xtend Shared Branching Settlement Report

### Use this report to view:

- View at a glance the amounts you need to settle with your Shared Branch partners at the end of the month.
- Run this report any time during the month to make sure you are staying in balance with the other credit union settlement amounts or to see if you need to settle sooner with a credit union because of a high balance.

### Practical uses of this report:

Print this report after the end of a month to see which credit unions you need to pay or who need to pay you. Typically, run this report during the first week of the new month so that you meet the contract criteria of settling within the first 10 days. This user-friendly report lists the Shared Branch credit unions in G/L number order. The “ACTION” column reports if you will “PAY” or if you will “RECV” money. The Credit Union Memo line allows you to record your wire or check information.

### How do I create this report?

Use **Tool #681 *Print Shared Branch Settlement Report*** to run an Xtend Shared Branch settlement report for any day of the month with a default to print all the settlement G/L numbers from 999-00 to 999-98. You can also change the settings to print one number or another range of numbers.

### Report Sample:

3/27/08 16:48:18		CU*BASE CREDIT UNION				LSBSTL	PAGE 1
Corporate ID - ALL CORPORATIONS		SHARED BRANCHING SETTLEMENT REPORT				USER ALYCIAM	
SETTLEMENT		Date as of: 03/27/08					
G/L ACCT	SHARED BRANCH CREDIT UNION NAME	OUR	THEIR	ACTION	DIFFERENCE	CREDIT UNION MEMO	
G/L BALANCE	G/L BALANCE						
999.02	A CREDIT UNION FCU	.00	.00				
999.03	ABC CREDIT UNION	47486.50-	47486.50	PAY			
999.04	BCD CREDIT UNION CU	771.09-	771.09	PAY			
999.05	FIRST CREDIT UNION	12003.28-	12003.28	PAY			
999.06	TEST FEDERAL CU	8763.10	8763.10-	RECV			
999.07	NOP COMMUNITY CU	11607.80	11282.80-		325.00		
999.08	SPQ MICHIGAN CU	667.00	667.00-	RECV			
999.11	SECOND TEST CU	38.00	185.00-		147.00-		
999.12	NMO FEDERAL CU	2992.80-	2992.80	PAY			
999.13	PRS MICHIGAN CU	452.00	452.00-	RECV			
999.14	STU CREDIT UNION	.00	.00				
999.15	VWX CREDIT UNION	296.77-	296.77	PAY			
999.16	TEST AREA CU	.00	.00				
999.17	OTHERTEST FCU	544.60	544.60-	RECV			

## CU\*BASE Report Overview

“Be creative and add comments and reference report names in these reports. Create a report that lists your Subsidiary G/L accounts for ease in reconciling the totals to your subsidiary trial balances. The same can be done for your mortgage participation loans or to gather balances for Reg D reporting.”

Diane Kilgore

## G/L Financial Reports

### Use this report to:

- View at a glance the amount in all of your corporate accounts (without printing the report)
- Print a comparative report to see if you’re meeting your budget
- Print a report to show how accounts are progressing period to period
- Easily create reports to meet your daily/monthly needs which are outside of the normal format of the Balance Sheet and Income Statements

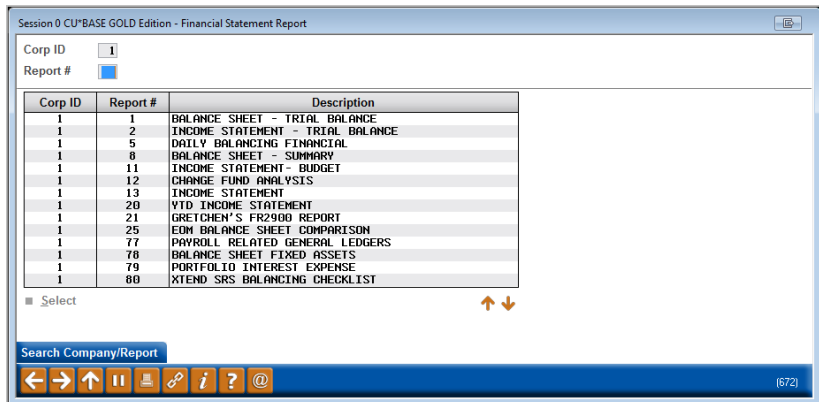
### Practical uses of this report

Create a Daily G/L Balancing Check List showing only the accounts that need to be reconciled daily by your accounting staff. Create these reports by using **Tool #376 Financial Report Configuration**.

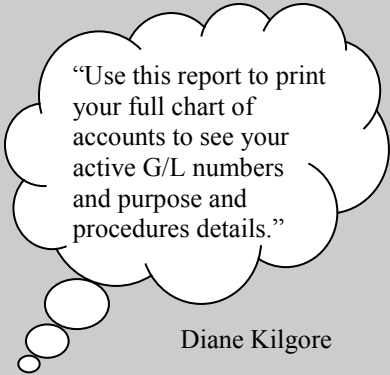
### How do I create the report?

Use **Tool #640 Print CU Financial** to run a G/L report and either view or print it. You can set up the columns to pull in monthly, quarterly or yearly figures for either actual or budget balances. You have the capability to print up to seven columns of information at 15 CPI to see periodic figures, differences between periods or to see percent of differences between periods.

### Report Sample



## CU\*BASE Report Overview



# Chart of Accounts with Purpose and Procedure Details

### Use this report:

- Print your full chart of accounts to see your active G/L numbers for daily reference
- Print the G/L accounts that have purpose and/or procedure details so you know what these accounts are used for and how they are reconciled

### Practical Uses of this Report

Print a fresh chart of accounts when you need to see where you can add new accounts. Use the handy NCUA chart of accounts listed in the CU\*Answers online help. Input the purpose and procedures for your G/L numbers in your Chart of Account Maintenance (accessed via **Tool #202 Chart of Accounts/Budget Groups Maint**), and then print this information in report form for verification that it's accurate and to provide proof that your procedures are documented. All detail saved on CU\*BASE is automatically backed up on a periodic basis and taken off site.

### How do I create the report?

Use **Tool #648 Print GL Chart of Accounts** to run a list of all or just active G/L account numbers along with purpose and procedure details. You can also request to print the G/L accounts with either purpose or procedure details.

3/27/08 17:07:00		C H A R T   O F   A C C O U N T S						LGLCHA	PAGE 1
COMPANY NO - 1 AUTO-OWNERS ASSOCIATES CREDIT UNION								USER	ALYCIAM
CURRENT PROCESS PERIOD - 08/03									
FISCAL ENDING MONTH - 12									
COMP	G/L ACCT	DESCRIPTION	B/I	END YEAR REV ACCT	SUM DAY	CASH	ACCT TYPE	STATUS	
1	739.00	CHANGE FUND PROCEDURE: The balance in this account should equal the total physical cash shown on the closing teller cash report- PHTCL3. The teller cash is balanced daily to the teller recap inquiry screen. Refer to the Balancing Made Easy book for help when this account is out of balance.					A	A	
1	739.01	ATM CASH - HO CKI501 PROCEDURE: The daily cash withdrawn from the ATM machine is posted from this account to the ATM/Debit clearing account. The credit union will balance these general ledger accounts back to the					A	A	