➾ 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 = N5301Y14Q1 (this is Corporation 01, Year 14, 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.
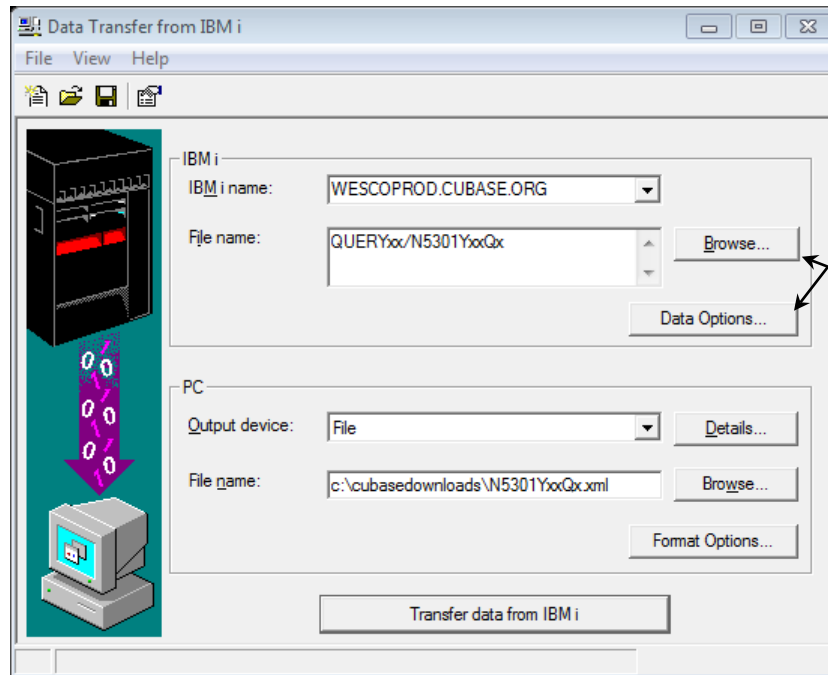
Special Note: PC Folder for downloaded files

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. From the File Transfer/Audit Functions (MNFILE) menu, choose **File Download (iSeries to PC)**. The following dialog box will appear:


DO NOT use the Browse or Data Options buttons—they can cause a significant delay in processing your transfer!

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

Field Descriptions

| *Field Name*	*Description*
iSeries	**These settings refer to where the data is coming from.**
System name	This designates the iSeries system from which the files will be downloaded. For online credit unions, this will read WESCOPROD.CUBASE.ORG and should not be changed.
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 *(For the xx, fill in your credit union's two-character credit union ID; for the file name the format is N5301Y10Q1 – 01=Corp, Y10= Year10, Q1=Quarter1)*
PC	**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.
File 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: C:\CUBASEDOWNLOADS\N5301YxxQx.xml

Field Name	Description
	HINT: Be sure to save the file as .xml.

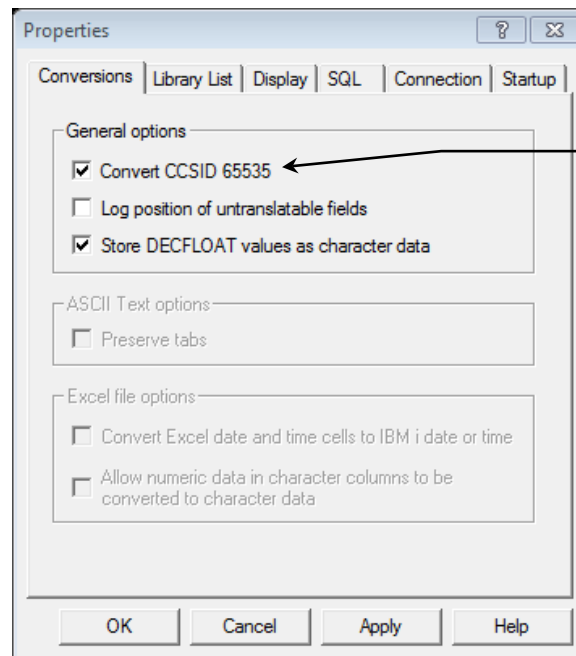**3**. Click on the Details button to the right of Output Device.
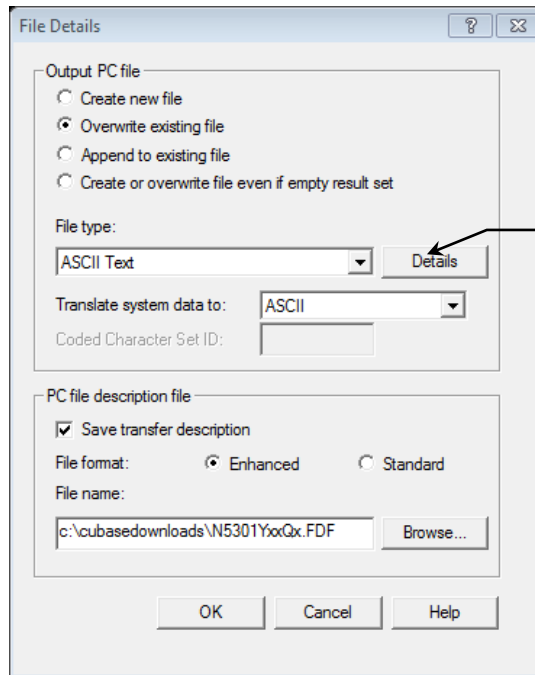
From here, click on this Details button.
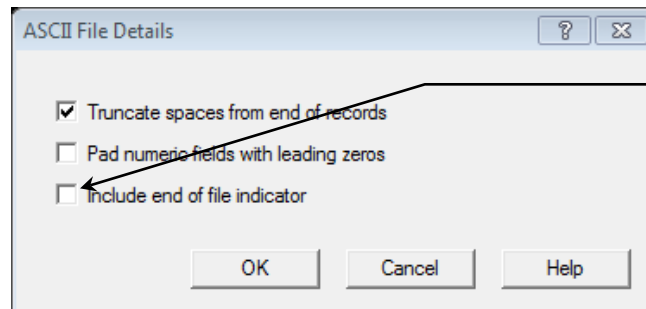
Uncheck the Include end of file indicator.

Be sure that the Include end of file indicator is unchecked, then click OK twice.

4. From the **File** menu, choose **Properties**.

This option must be selected in order for the file to be in the correct format for use on the PC.

If the data looks garbled when you try to open the file on your PC, this is usually the culprit!

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

6. To begin the transfer process, click the **Transfer data from iSeries** 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 [✖] to return to the CU*BASE menu. (See below for details on saving the transfer request.)
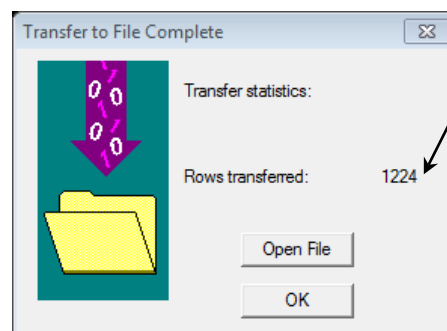
Notice the number shown under "Rows transferred." This indicates the total number of records that were downloaded, and should match the number of records found when running the original report.

Also make sure that your spreadsheet or other PC application can handle that many rows of data!

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 on the **IMPORT CALL REPORT** button on the top navigation bar of the Report Detail page. From the **Browse** button, find the location where you saved the XML file during **Step 3-Download the File from the ISeries to your PC**. 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 unchecked the 'Include end of file indicator' in #3 of Step 3 – Download the File from the ISeries 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.

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

Session 0 CU*BASE GOLD - NCUA 5300 XML file

NCUA 5300 XML file to be created for: Corporation 01 in library QUERYFR file name N5301Y13Q3

```
Total liabilities, shares and equity (014) must equal total assets (010)
279,620,538 <> 285,402,327

Total number of first mortgage loans outstanding (959) must equal the sum of the
first mortgage loan detail (972A+972B+972C+972D+972E+973A+973B)
506 <> 561

Total amount of first mortgage loans outstanding (703) must equal the sum of the
mortgage loan detail (704A+704B+704C+704D+704E+705A+705B).
49,097,490 <> 47,644,896
```

Create XML File   Backup to return to the Call Report. Press Enter to create the XML file.

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