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# ➔ Upload of Call Report Data to the NCUA

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## Step-by Step Instructions on uploading 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 the **F14-Create XML File** function key. You will get a popup 'NCUA 5300 XML file to be created for Corporation/Library/file name. Hit enter.

Corporation = 01

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

File name = N5301Y10Q1 (this is Corporation 01, Year 10, 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

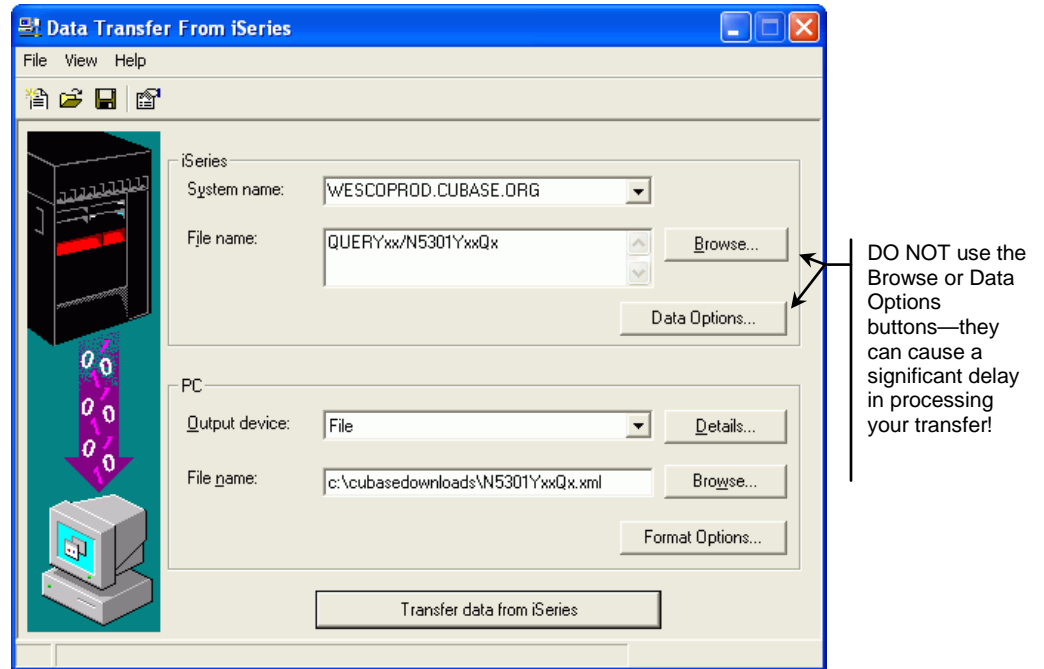
Revision date: March 31, 2011

For an updated copy of this booklet, check out the Reference Materials page of our website:  
[http://www.cuanswers.com/client\\_reference.php](http://www.cuanswers.com/client_reference.php)  
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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 MNFILE menu, choose #1 “File Download (iSeries to PC).” The following dialog box will appear:



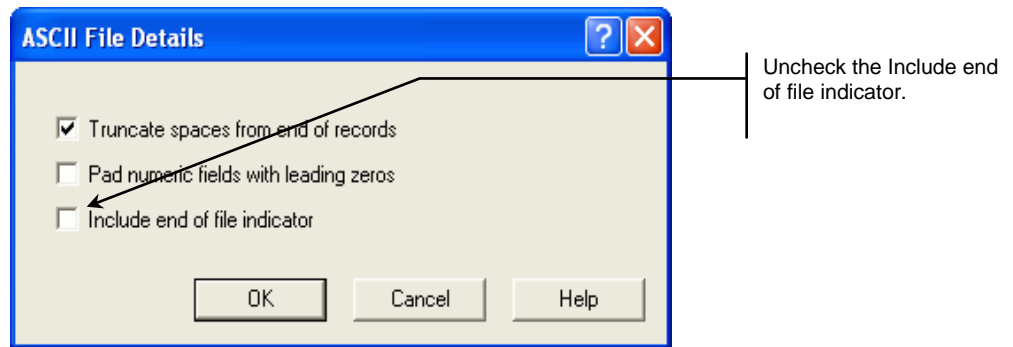
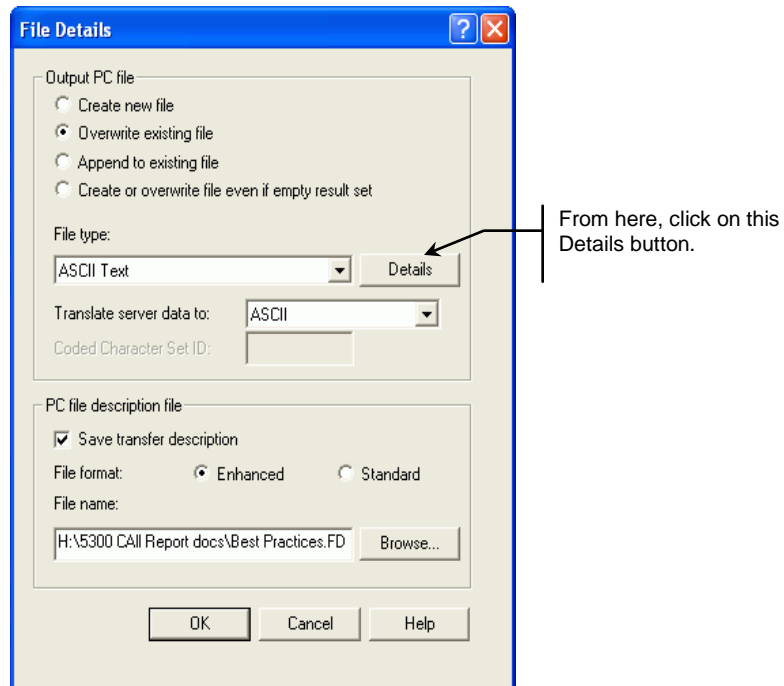
2. Complete all of the following fields (none are case-sensitive):

### Field Descriptions

Field Name	Description
<b>iSeries</b>	<b>These settings refer to where the data is coming from.</b>
System name	This designates the iSeries system from which the files will be downloaded. For online credit unions, this will read WESCPROD.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 <i>(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)</i>
<b>PC</b>	<b>These settings refer to where the data is going.</b>
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

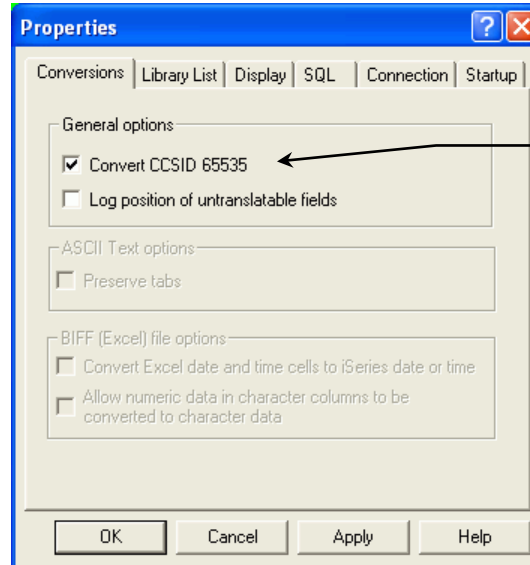
Field Name	Description
	HINT: Be sure to save the file as .xml.

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



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.

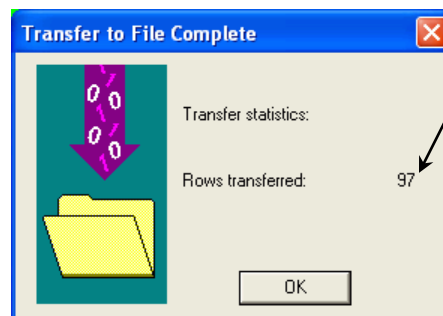
If the data looks garbled when you try to open the file on your PC, this is usually the culprit!

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 [X] 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 **IMPORT DATA** button on the left navigation bar of the Manage Submission webpage. 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 (same process as today).

**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.