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ANNOUNCEMENT TO **Online and Self Processing Credit Unions**



ATTENTION **Data Processing Coordinator**

DATE **June 28, 2010**

announcement

SUBJECT **5300 CALL REPORT TOOLS FOR CU\*BASE:  
A Quick Status Report Before You Start Your 2nd Qtr Call Report**

Many credit unions successfully uploaded their CU\*BASE Call Report to the NCUA last quarter. If you have not yet attempted the upload, we encourage you to do it this quarter.

## What are the Account Code changes?

The NCUA did not make any changes to Account Codes this quarter.

## Upload Status and Tips

The upload to the NCUA was available for the 2010 Quarter 1 Call Report. After you have finished entering your 2nd quarter Call Report data in CU\*BASE, use the **F14 -Create XML File** function key to convert the data into an xml file, the format required by the NCUA. Then download the file to your PC using MNFILE option #1. Once the file is downloaded to your PC, you will then access the NCUA website to import your data. Refer to the [5300 Upload Steps](#) for instructions.

### Tip #1

If you have never downloaded a file using MNFILE, take some time now to review the [5300 Upload Steps](#) and be sure to verify that you have security authorization to download files.

### Tip #2

When entering a CUSO EIN in the CUSO Information section of the CU\*BASE Call Report, be sure to enter the number with no dashes. Also, it must be a valid EIN number.

### Tip #3

When downloading the file using MNFILE, be sure to check the "Include end of file indicator" box from the Details button. If you do not process this step, you will get an error in the NCUA website when importing the file. This step is unique to this type of download.

Contact a client service representative with any questions.

## New Datatype for Positive Dollars

We added a new datatype in the 5300 software for positive dollars. Dollar amount Account Codes that the NCUA does not allow a negative number are assigned this datatype. If a negative dollar amount is manually entered or auto-populated, the system will change the amount to positive. This new edit will help ensure a successful upload to the NCUA. You will see a comment next to these Account Codes, "NCUA does not allow a negative # in this field".

## Check out the AnswerBook!

Be sure to check out the AnswerBook for FAQ's and helpful tips:

<https://kb.cuanswers.com/cuanswers/consumer/search.asp?action=search&keyword=5300&match=or>

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CONTACT **Mark Bohdanyk** • [mbohdanyk@cusouth.com](mailto:mbohdanyk@cusouth.com) • 800.293.7554 • 251.650.2747

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