5300 CALL REPORT PROGRAM
TIP SHEET FOR CREDIT UNIONS
FOR PROCESSING CALL REPORTS

1. General Steps for all New Call Reports

1. Ensure you have the latest version of the software installed
2. Open the 5300 Call Report Program
3. Start a **New** Call Report by clicking **File** and selecting **New**
4. Select the appropriate form *(For credit unions under $10 million, the 5300SF may be used for March and September cycles*)
5. Enter the **Charter Name, Charter Number,** and **Check Digit**
6. Choose an applicable **Region** and **State** and click **OK**
7. Complete all applicable tabs
8. Check for **Errors** by clicking **Data** from the tool bar menu and selecting **Browser**
9. Select **Errors** *(The Browser window will appear. If there are any errors, they will be in the left hand column. Click on the error and the Description box will populate).*
10. Correct all errors *(if applicable).* ***All errors must be corrected for a successful transmission.***
11. Review all **Warnings** by clicking **Data** from the tool bar menu and selecting **Browser**
12. Select **Warnings** *(If there are any warnings, they will be in the left hand column. Click on the warning and the Description box will populate.)*
13. If the warning requires a correction, correct the call report. If a correction is not necessary, the credit union is ***required*** to put the reason for the warning in the comment box. ***All warnings must have a comment for a successful transmission***.
14. After adding a comment for each warning, click **OK**

2. Credit union uses eSend *(Preferred method – most advantageous for the Credit Union and the Examiner/ State Supervisory Authority)*

1. Perform steps 1 – 14 under **1. General Steps for all New Call Reports**
2. Establish an Internet connection
3. Make sure the call report is open and click **Data** and select **eSend to NCUA**
4. The Charter Number will automatically populate. Enter a **Password**.
5. The screen populates with the email address from the US Patriot Act section of the call report. The credit union can enter an alternate email address to receive the reports. Click **OK**
6. An **eSend Data** window will appear. If the upload is successful, it will say *"OK – Your request uploading Call Report [date] for CU [charter number] is in the processing queue. – Please check your email later for the result."*
7. If the password is incorrect, you will receive an error message. If you get an error message, repeat steps 3 – 6, otherwise proceed to step 8.
8. Within 24 hours, an email with two attachments will be sent to the email provided in step 5 above. The first attachment has a .txt extension and identifies if the upload was successful. The second is the Historical Warnings Report. A Financial Performance Report will also be emailed within 24 hours.

3. Credit union emails the .xml file or sends a CD to the Examiner/SSA

1. Perform steps 1 – 14 under **1. General Steps for all New Call Reports**
2. Make sure the call report is open. Click **Data** and select **Export**
3. Select a location to save the file (hard drive, CD-Rom, etc). *Note: Credit unions should not save the file to a floppy disk and send it to the examiner as they have in the past. Once issued new computers, examiner will no longer be able to read this media. If a credit union is unable to burn to a CD, they can use eSend or email the file to the examiner.*
4. If the credit union would like to email the .xml file, they can attach it to the email message. If they are mailing a CD to the examiner/SSA, they can send it to the address outlined in the letter sent to them from NCUA.

4. Making Prior Period Adjustments

1. Establish an Internet connection
2. Open the 5300 Call Report Program
3. Click on **Data** from the tool bar menu
4. Select **Download Validated Reports**
5. Choose a cycle date and click **OK** *(You can select multiple cycles with the ctrl key)*
6. Enter the **Charter Number, Password, and Email Address** in the Authentication Window and click **OK**
7. Click **OK** to close the window *(The call reports will download directly into the program)*
8. Open the call report
9. Make all necessary changes and correct all **Errors** *(Refer to Steps 8 – 9 in **1. General Steps for all New Call Reports**)*
10. Add comments for all **Warnings** *(Refer to Steps 11 – 13 in **1. General Steps for all New Call Reports**)*
11. **Save** the file
12. Repeat steps 2 – 8 in section **2. Credit union uses eSend** or steps 2 – 4 in section **3. Credit union emails the .xml file or sends a CD to the Examiner/SSA**