

NATIONAL CREDIT UNION ADMINISTRATION
NCUA Form 5300 for Windows Credit Union Call Report
September 2004 Version 4.C Call Report Check List

Computer Requirements	To run the 5300 Call Report program, your computer should have at least 24 MB RAM for Windows 95 and Windows 98 or 32 MB RAM for Windows NT 4.0, Windows 2000, Windows ME or Windows XP with 2 MB hard drive space and Microsoft Internet Explorer 5.5 SP 2 or higher (6.0). (See **Note below on Internet Explorer)
Installing the 5300 Call Report Program	<p>Do not install if the CD appears damaged. Please contact the NCUA Customer Service Center at 1-800-827-3255 or by email at ocicdsdesk@ncua.gov for a replacement CD or to obtain software support. Additional information and the software installation file may be downloaded from www.ncua.gov/data/5300/5300.html.</p> <p>If your computer's operating system is either Windows 2000 or Windows XP, you may need administrator privileges to install the 5300 Call Report Program. If you do not have administrator privileges, please have your credit union's computer specialist/IT professional install the program for you.</p> <p>To install the program, insert the 5300 Call Report CD into the CD drive. After a few seconds the National Credit Union Administration Main Menu will appear. Click on the Install Call Report option and follow the prompts until the installation is complete. There are five additional menu option buttons: Call Report Files, Install Report of Officials, Report of Officials Files, Open Support Folder, and Contact Us. The Call Report Files option is a folder that contains: the 5300 Call Report Help/Instructions file, the Call Report form (PDF format), and this Checklist (PDF and Word format). The Report of Officials option installs the 2004 version. The Report of Officials Files option is a folder that contains a copy of the Report of Officials Help/Instructions file, and the Report of Officials form (PDF format). The Open Support Folder contains miscellaneous support files your computer may need to run the 5300 Call Report program including Internet Explorer 5.5 SP 2. Please contact the NCUA Customer Service Center for assistance. Contact Us has two options, a link to the NCUA Website and the NCUA Customer Service Center's email address.</p> <p>You must have Internet Explorer version 5.5 SP 2 or higher on your computer to run the 5300 Call Report software. If Internet Explorer 5.5 SP 2 or higher is not installed on your computer, we have included Microsoft Internet Explorer version 5.5 SP 2 on the Call Report CD. If you prefer, you may download the latest version from Microsoft's website. The web address is http://www.microsoft.com. You do not need to install Internet Explorer 5.5 SP 2 from the CD or download it from Microsoft if version 5.5 SP 2 or higher is already installed on your computer. To install Internet Explorer 5.5 SP 2, select the Browse Support Files option from the Main Menu, and double click the IE55 SP2 Setup folder. In the IE55 SP2 Setup folder double click the CDSetup.exe file to begin the installation. Follow the prompts until the installation is complete.</p>
Getting Started	The installation process will create an icon labeled NCUA Form 5300 on the Windows desktop screen. Double click on the icon to start the program. The program opens to the NCUA Form 5300 Home Page. To begin data input, click on the word " <u>here</u> " in the line which reads: To start or continue a form, click <u>here</u> . In the Open 5300 window's Begin New Form drop down option box, select either 09/30/2004 5300SF (Short Form) or 09/30/2004 5300. See the cover letter included in the 5300 Call Report package for additional information on completing the 09/30/2004 5300SF or 09/30/2004 5300 form. The Check Digit and Region information are also located in the cover letter.
Help	The 5300 Call Report Program includes a detailed Help section containing information on Getting Started, Checking Errors and Warnings, Using eSend to NCUA and other topics. To access the Help section while in the 5300 Call Report Program, click Help on the menu bar and select the Contents option. Also available under Help is the 5300 Online Support option that will link to the NCUA Website's 5300 section, provided Internet access is available.
Saving	To save the data, click File on the menu bar and select the Save option. The program will also prompt you to save upon exiting if any changes were made.
Errors and	After entering the Call Report data, review and correct the Errors and Warnings. All Critical Errors

Warnings	<p>must be corrected before creating the Export (Transmission) file or using the eSend to NCUA option. Warnings are only suggestions by the program: although you do not have to correct them, they should be reviewed for accuracy and corrected if necessary. To review the Errors and Warnings, click on Data on the menu bar and select the Show All Errors option. The Form Warnings and Errors window will appear. To display information on each Error or Warning, click on one of the "ED" prefixed items in the box on the left. The information about that Error or Warning will appear in the box on the right.</p>
Printing	<p>The Call Report program should print on any Windows-supported printer. To print, click File on the menu bar and select the Print option and either the Current Page or Entire Report option. A Print dialog box will appear where you may make a printer selection or change the printer's settings.</p>
<p>Send the Data File Using the eSend to NCUA Option</p> <p>OR</p> <p>Create an Export Transmission File</p>	<p>There are two options available to send the completed 5300 Call Report data file to the credit union's examiner/designated state contact: use either the eSend to NCUA option or create a transmission file on the enclosed data disk. The eSend to NCUA is available to all Federal Credit Unions and those State Chartered Credit Unions whose Regulator elected to participate. For State Chartered Credit Unions, please refer to the letter included in the 5300 Call Report package addressed to the Credit Union's Officials to determine if your Regulator is participating in this option. If your regulator has elected to participate, an Authentication Key number will appear at the bottom of the letter in the section labeled Authentication Key. If your Regulator has elected not to participate, the following message will appear in the same section: "Your Regulator is not participating in eSend to NCUA". For Credit Unions whose Regulator has elected not to participate in the eSend to NCUA option, please use the Export (Transmission) File option to save your data on the diskette provided in the Call Report package and mail it to your State Regulator.</p> <p>The eSend to NCUA option works by creating a secure connection to the NCUA Web server, which then forwards the data file to the credit union's examiner/designated contact. Access to the Internet is required to use the eSend to NCUA option. Credit unions without Internet access should create an Export (Transmission) file on the 5300 Data Disk and mail the disk to their examiner/designated contact using the white cardboard mailer. If you use the eSend to NCUA Option, you do not need to create and mail the disk containing the Export file.</p> <p><u>Using the eSend to NCUA Option:</u></p> <p>Prior to using the eSend to NCUA option, ensure your computer is actively connected to the Internet. If using a dial-up modem, first connect to the credit union's Internet Service Provider (for example America Online, EarthLink, etc.) then go to the NCUA 5300 program and open the credit union's 5300 Call Report. To send the 5300 Call Report to the credit union's examiner/designated contact, click Data on the menu bar and select the eSend to NCUA option. The eSend to NCUA option will be "grayed out" if the 5300 Call Report contains Critical Errors. After clicking on the eSend to NCUA option, the Preparing to Upload Data window will appear. In the Upload Data window's input box, type in your Authentication Key. The Authentication Key is listed in the cover letter included in the 5300 Call Report package. Upon successfully transmitting the Export file, the name of the credit union's examiner/designated contact will appear in the eSend Data window. Please check the messages in the eSend Data window to ensure the transmission was successful.</p> <p><u>Using the Create an Export (Diskette) File Option:</u></p> <p>Use the enclosed 5300 Data Disk or any blank formatted 3½-inch diskette for creating the Export file. Insert the 5300 Data Disk into the computer's floppy drive, click Data on the menu bar and select the Export option. A "grayed out" Export option indicates there are still Critical Errors that need to be corrected. The Export option will open a Save window. In the "Save in" dropdown box, <u>select the drive letter that corresponds to the computer's floppy drive</u> and click the Save button. <u>Check the 5300 Data Disk before mailing it to ensure the disk contains the Export file.</u> The Export file will be named 5300Data-#####.XML. The # symbols in the file name will be replaced with the credit union's charter number.</p>