

OVERVIEW OF ERS REPORT SPREADSHEETS

The purpose of these spreadsheets is to use information that is available on the ERS system, both on the normal Month-End reports, and the General Ledger closing reports, and create reports required by NCUA in a matter of 10 minutes. There are currently 2 spreadsheets available as follows:

- NCUA MONTHLY** This spreadsheet includes the “STATEMENT OF FINANCIAL CONDITION”, “STATEMENT OF INCOME & EXPENSE”, and “STATEMENT OF MEMBER EQUITY”. The reports are based upon forms FCU 109 A, B & D retrieved from NCUA’s website September 2000.
- 5300 WORKSHEET** This is a worksheet that will provide you with the information needed to fill in most of the fields on the 5300 CALL REPORT.

Following is a basic explanation of how these reports are created by the credit union.

1. DATA FILES TO BE EXPORTED FROM THE ERS SYSTEM

Each month 2 files are automatically created which contain information necessary for completing NCUA reports.

1. **Ncua1.txt**

This file is automatically created when you close your General Ledger. It has been created in the following manner so that each credit union can add account numbers any time they like without changing the layout of this file, or requiring a change in the spreadsheet formulas PROVIDING that you always keep accounts in the proper category (first 3 digits of the account number) based upon the ERS STANDARD CHART OF ACCOUNTS.

It contains all General Ledger account balances combined based upon the first 3 digits of the General Ledger account number. All sub-accounts will be added together to provide one combined balance. (Example: the balances of all account numbers beginning with 731 (i.e. 73110,73120,73130, etc) will be added together and reported as the balance for 73100). If there is a category your credit union does not have in its chart of accounts (i.e. you do not have any account numbers beginning with 156..) that account number will be inserted in the proper place in the file with an account name “Reserved for Future Use”.

2. **ncua2.txt**

This file is automatically created when you perform Month-end routines via Program #31. It contains various information required for NCUA monthly reports (i.e. share breakdowns, loan breakdowns, delinquency, etc.). We have also provided at the beginning of this file fields for the credit union to enter information required for NCUA reports which is not available on our system (i.e. VISA delinquency, etc.)

2. EXCEL SPREADSHEETS

You will receive a diskette containing 2 separate spreadsheets, *NCUAMONTHLY.xls* and *5300.xls*.

1. On your “C” drive make a folder called “**NCUA REPORTS**”
2. Insert the diskette containing the report files in the “A” drive of your computer
3. Go into EXCEL, choose File and Open.
4. Choose the “A” drive and double click on *NCUAMONTHLY.xls* to open that file.
5. Click on File and Save As..

6. Choose your "C" drive and open the **NCUA REPORTS** folder. Save this file to that subfolder.
7. Follow Steps 3-6 above with the file *5300.xls*.

3. CREATE MONTHLY REPORTS (Statement of Financial Condition, Statement of Income & Expense, Statement of Member Equity)

Open the Report Spreadsheet.

1. Use Program #74 Option N to export the "*ncua1.txt*" and "*ncua2.txt*" files to **C:\NCUAREPORTS**
2. Go into EXCEL, choose File and Open.
3. Choose the "C" drive and the NCUA REPORTS folder.
4. Double Click on '*NCUAMONTHLY.xls*' to open that file.

Import the current month data

5. Click on the tab at the bottom of the EXCEL screen that says "**DATA**"
6. With your cursor in **cell A1** click on "DATA" on the Tool Bar at the top of the screen.
7. Click on 'GET EXTERNAL DATA'
8. Click on 'IMPORT TEXT FILE'
9. Choose the "C" drive and open the NCUA REPORTS folder.
10. In the box above double click on '*ncua1.txt*'
11. Click 'NEXT' until that button is no longer highlighted.
12. Click 'FINISH'
13. Click 'OK' to load the file into this spreadsheet at location \$A\$1
14. The file will now appear as part of the spreadsheet.
15. Move your cursor to cell A624. This allows 1 blank line between the data files.
16. Complete steps 5-12 above to import "*ncua2.txt*" in cell location \$A\$624.

ADDING SPECIFIC DATA

17. Fields 624 thru 641 contain fields for the credit union to enter data that is needed for these reports and is not available on your ERS system. Enter any data that is appropriate to your credit union in those fields.

SAVING THE SPREADSHEETS

18. Click on File and Save As....
19. Save the file as *C:\ncuareports\REP?????* (include the month and year for the reports you are creating as part of the file name.)

PRINTING THE SPREADSHEETS

20. Click on the tab at the bottom of the **EXCEL** screen that says "**REPORTS**"
21. To print the **Statement of Financial Condition** set the print area for cells **A1 thru Y49**
22. To print the **Statement Income & Expense** set the print area for cells **AB1 thru BA57**
23. To print the **Statement Member Equity** set the print area for cells **BC1 thru BK38**

4. CREATE 5300 WORKSHEET

Follow Steps 1-17 above. NOTE: It is very possible that Step 1 will already have been done to create your month-end reports, and will not need to be done again.

18. Save the file as *C:5300????* (include the month and year in the file name)

PRINTING THE WORKSHEET

19. Click on the tab at the bottom of the **EXCEL** screen that says "**5300 WORKSHEET**"
20. To print the **5300 Worksheet** set the print area for cells **A1 thru J279** and print on legal size paper.