

PREPARATION

In order for the formulas to work correctly in the NCUA REPORTS spreadsheets, your GL account numbers and the collateral codes on loans must be the same as the ERS Standard. Be sure to read the information in “INVESTMENTS BY MATURITY”, “REQUIRED COLLATERAL CODES” and “OVERVIEW” carefully so you will have a full understanding of what the end result needs to be. Once you have read these documents, you will be ready to perform the following procedures:

- 1. LOAN COLLATERAL CODES** - Print the list of “REQUIRED COLLATERAL CODES” and place them in the 4th collateral code field in Program #4 on the appropriate loans. We use only this collateral code in the spreadsheet formulas with the following exceptions:
 - #95 = Share Secured Loans
 - #33-39 = Student Loans
- 2. GL CHART OF ACCOUNTS** = Your GL account numbers must correspond with those in the ERS STANDARD CHART OF ACCOUNTS. All formulas are based upon the first 3 digits in the account number and it is vital that each of your accounts are in the correct category.

Click on the link on the NCUA REPORTS GLOSSARY #7 to download an EXCEL spreadsheet you can use to help determine what needs to be done to your General Ledger Accounts. Read the instructions in red at the top to help you determine how to best use the spreadsheet.

Column A lists the ERS STANDARD account numbers and the description of the account is in Column B. You will use Column C to compare your chart to ours, and indicate what (if any) changes need to be made in your General Ledger.

Note: The names of the accounts do not have to be exactly the same as ours, and you can have more accounts or fewer accounts than we do, but the account numbers that you have **MUST** fall in the same NCUA category as the ERS STANDARD (Example: You can have as many accounts in the 731?? category as you want, but they **MUST** all be considered “cash” by NCUA.) (Example2: You can have as many 747?? accounts as you want, but they must all be Deposits or Certificates other than corporate that have a remaining maturity of 1 year or less)

You can either print the EXCEL spreadsheet and use it as a worksheet, or print out your GL Chart of Accounts (using Program #35 Option B) and enter your information directly into the spreadsheet, to be printed when you are finished. The balance column was added as a checkpoint feature. If you choose, you can print a trial balance (Program #35 Option H) and enter the balance for each account as you compare it to the standard. The spreadsheet has built-in formulas to calculate Total Income, Total Expense, Net Income/Expense, Assets, Liabilities and Equity. Comparing these totals in the spreadsheet to your trial balance will assure that you have not overlooked any General Ledger Accounts.

We suggest you use Column C as follows:

If your General Ledger Account number agrees with ours enter **OK**.

If your General Ledger has a corresponding account with a different number **enter your**

GL Account Number in Column C.

If you do not have a corresponding account number and wish to add this account to your chart of accounts enter **ADD**.

If you do not have a corresponding account number, and do not wish to add it at this time **leave this field blank** (This will have no affect on how the spreadsheets work.)

If you have an account in your General Ledger that does not have a corresponding account in the ERS STANDARD CHART do the following:

1. Check your account number to be sure that the first 3 digits of the account number fall within the proper category.
2. If it does not (Example: You have 79600 as Copier Lease)
 - 1.) Find the proper spot where it should appear on the ERS STANDARD CHART and insert a line in the spreadsheet. (It should be a 778?? account. The next available account number in that category would be 77820. Insert a line in the ERS STANDARD CHART after 77810)
 - 2.) In Column A assign an account number in the appropriate category (Enter 77820)
 - 3.) In Column B type the account description (Enter “Copier Lease”)
 - 4.) In Column C enter the old account number (enter 79600)
3. If it does fall within the proper category you have the following options:
 - 1.) Do nothing (because you do not need to make any changes)
 - 2.) Insert a line in the spreadsheet (follow steps 1) thru 3) above) and enter OK in Column C.

When you have completed the worksheet, print it. Use Program #35 Option A to add accounts to your General Ledger and Option L to change the account number of existing accounts.

3. GENERAL LEDGER OPTION V DEFAULTS

Changing General Ledger account numbers could cause some of your Option V defaults to be incorrect. Print the listing of the ERS STANDARD DEFAULTS.

1. Access Program #35 Option V Suboption 2
2. Compare each debit and credit account number on the list against those you see on the screen display.
3. If you need to change a default press HOME to move your cursor to the top of the Debit column.
4. Use the Arrow keys to move the cursor to the field that is wrong and type the correct account number.
5. Press Page Down to move to the next page until all defaults have been corrected.