

# Call Report

This page displays Filing Information and Call Report submissions for the selected credit union. From this page, a user can start a Call Report, select a Call Report to view, Request a Financial Performance Report (FPR), print/save a Call Report as a PDF, and print/save a XML file of the Call Report.

## Filing Information

If the user has privileges to change information, an “Edit” button will be available at the bottom of this section.

Filing type – This field displays whether the credit unions is an online filer, manual filer, non-filer. NCUA Regional Office Administrators have permission to change a credit union’s filing status. This field does not show to the public.

- Online Filer – These credit unions are required to report their information through the online system, unless they have technical difficulties. If this occurs, they will contact their regulator.
- Manual Filer – These credit unions are unable to use the online system and will submit paper forms each cycle. The regulator is responsible for entering their data into the system.
- Non-Filer – These credit unions have merged or been liquidated and are not required to file a 5300 Call Report. Their financial information for the quarter has been consolidated with the continuing credit union.

Does the credit union use a third party to assist with updating the profile and/or Call Report? – If a credit union uses a third party to assist them with completing the profile or Call Report, this question should be answered “Yes.”

## Call Report Submissions

This section displays the cycle date, submission status, and whether the call report has been corrected. Users can view Call Reports back to 1990 within the online system. At the bottom of the Submissions section are page navigation buttons to assist the user in selecting previous cycles. For the editable cycles, click on the Cycle Date to view or edit the Call Report. For older Call Report cycles, click on the “PDF” button to view, save or print the Call Report.

## Submission Status

- Pending – Call Report has been started or is being corrected. The Call Report must be in pending status for the credit union to enter or correct data. When a Call Report is pending, the Regulator also has access to the Call Report. If a credit union has a question about completing the data, the regulator can be contacted and can access the Call Report the credit union has started to assist them.

- Processing - When a 5300 Call Report is submitted, the Submission Status changes from “Pending” to “Processing.” **You do not need to stay on the Credit Union Online system.** If your Call Report status is “Processing,” your Call Report has been sent to NCUA and will be processed in the order received. Once NCUA’s systems process the Call Report, the status will change to “Submitted” and the Call Report Contact(s) for the credit union will be emailed the 8-page Financial Performance Report (FPR). After receiving the 8-page FPR, you can login to the online system and request the complete 20 page FPR by clicking the FPR button next to the cycle date.

Once the status changes to “Submitted,” your regulator can lock the Call Report and validate the data. A similar process is in place when call reports are validated by the regulator.

- Submitted – Call Report has been submitted and is ready to be validated by the regulator. Once the Call Report has been submitted, but not validated by the regulator, it can be “unsubmitted” which will take the Call Report back to pending status so corrections can be made.
- Under Review – Call Report has been “locked” by the regulator for review. The credit union cannot make changes to the Call Report while it is “Under Review.” The regulator can make changes to the Call Report while they are reviewing it, if necessary and the credit union concurs with the changes.
- Validated – Call Report has been validated by the regulator. Once the Call Report has been validated, it can be corrected, if necessary.

Is Correction - This field displays whether the initial Call Report has been corrected. This field only shows if corrections are made after September 1, 2009. This field is not shown to the public.

### **Printing**

A PDF button is available for all call report cycles, regardless of the status, next to the cycle date. By clicking this button, a PDF version of the Call Report will open that allows the user to save or print the Call Report in a format similar to the paper form. If users do not have Adobe Reader to view PDF files, they may download a free copy from the following website:

<http://get.adobe.com/reader/?promoid=BUIGO>.

### **Other Functions**

Start Call Report: If necessary and available, click this button to start a new Call Report. This button is only available for credit unions that do not have a “pending” Call Report during the Call Report cycle. On the first day of the Call Report cycle (i.e., January 1, April 1, July 1, October 1) all active manual and online filing credit unions will have a blank Call Report in pending status. Credit unions can immediately begin entering your December data into the blank pending Call Report or import their data file. To import the data file, click on the cycle date and select the “Import Call Report” button and follow the instructions on that page. Do not use this button to correct a previously submitted Call Report. If the Call Report has already been submitted or validated, click on the applicable cycle date and follow the instructions on that page.

FPR Button above List of Call Reports: This button will open another window with the request Internet Financial Performance Report (FPR) webpage. From this page, users can request a complete FPR for one credit union, view the two-page financial or ratio summary for a single credit union, or request an aggregate FPR for several credit unions.

FPR Button next to a Call Report Cycle: The FPR button next to a specific Call Report cycle will automatically email the user the complete 20-page quarterly FPR for that Call Report cycle. If the user wants to view the 2-page summary or request an aggregate FPR, they should use the FPR button that is above the list of Call Reports.

XML: This button allows the user to open or save a XML file of that Call Report's data. This file can be saved by the credit union for records retention.