

## Import Data Test File

NCUA will provide a schema for vendors and credit unions to develop software to import Call Report data into the online system each cycle. This information can be found on the Credit Union Online webpage at [www.NCUA.gov](http://www.NCUA.gov). The XML file can be imported into the system **for pending Call Reports only**. Whenever an import is done, all account values in the XML file will overwrite the corresponding values in the pending Call Report. For example, if the XML file only contains ten account codes, only these ten will be overwritten in the pending Call Report.

This page enables credit unions and their vendors to submit an import file through the schema validation. Any problems found will be returned in detailed messages, to help speed up the process of building an import file that will be accepted. Please note that this tool will not perform any actual importing of call report data. It is only provided as an aid to credit unions who wish to use the import feature.

To test an import file:

1. Select the credit union or type the charter number of the credit union whose import file is being tested (Note: this list is organized in alphabetical order)
2. Select the cycle date of the import file you are testing
3. “Browse” for the import file (Note: it must be a .XML file)
4. Type the words you see in the white box
5. Click “Save.” If there are any errors in the import file, the system will return detailed messages regarding what is wrong with it.

### Import File Help Tips

- The import file cannot contain account fields that are calculated once imported. For example, account 010 – Total Assets. If there are calculated accounts in the import file, the file will not import.
- If the charter number of the credit union is less than five digits long, do not put leading zeros in front of the charter number. For example, if the charter number is 21, the import file **should not** have 00021.
- The account codes in the XML file must be in numerical order. We recommend you review the “Sample XML” files on our website if you having difficulty.  
<http://www.ncua.gov/DataApps/CUOnline/Pages/default.aspx>
- Federal Credit Unions, Federally Insured State Credit Unions, and Non Federally Insured Credit Unions have different schemas as different account codes apply to the different charter types. If an import file contains account codes not applicable to that charter type, the import file will fail.