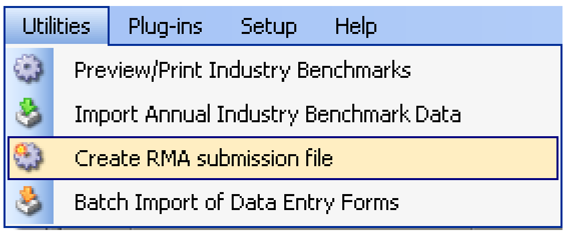
FISCAL 9 RMA Submission Document

General

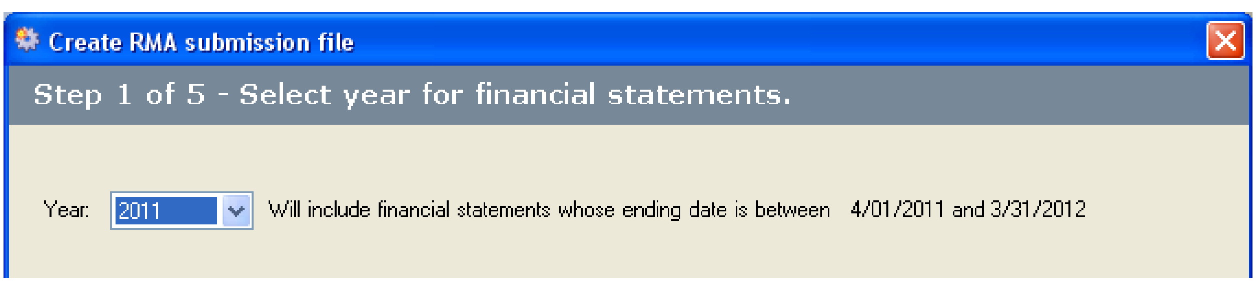
The Risk Management Association (RMA) is the organization which publishes the industry benchmark information each year in RMA's Annual Statement Studies®. FISCAL customers who are members of the association may submit their financial statement information using a utility in the FISCAL software.

Create RMA submission file



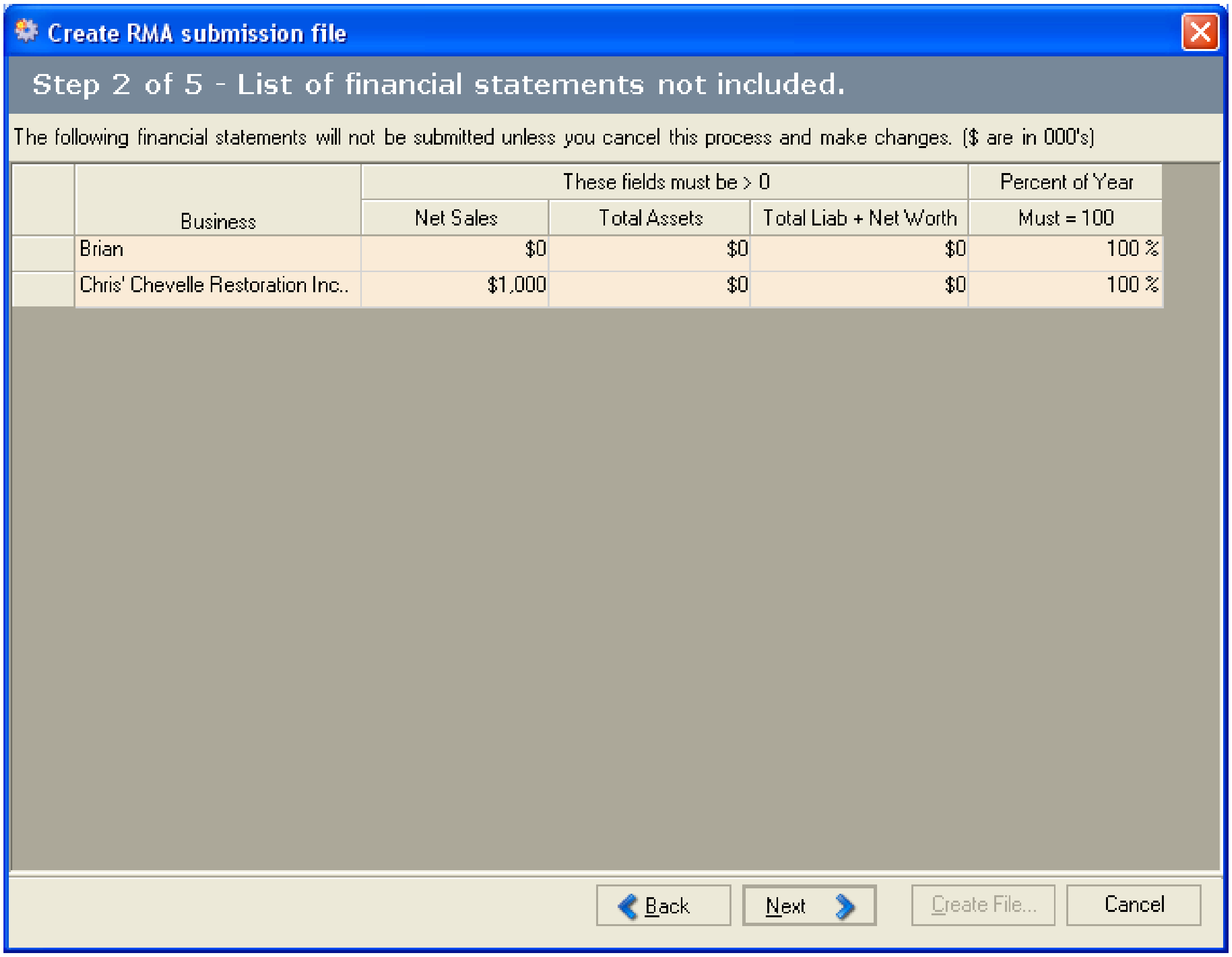
To create a file to submit to RMA you must run a utility in FISCAL. To begin, go to the menu and select Utilities, Create RMA submission file.

Step 1 – Select year for financial statements



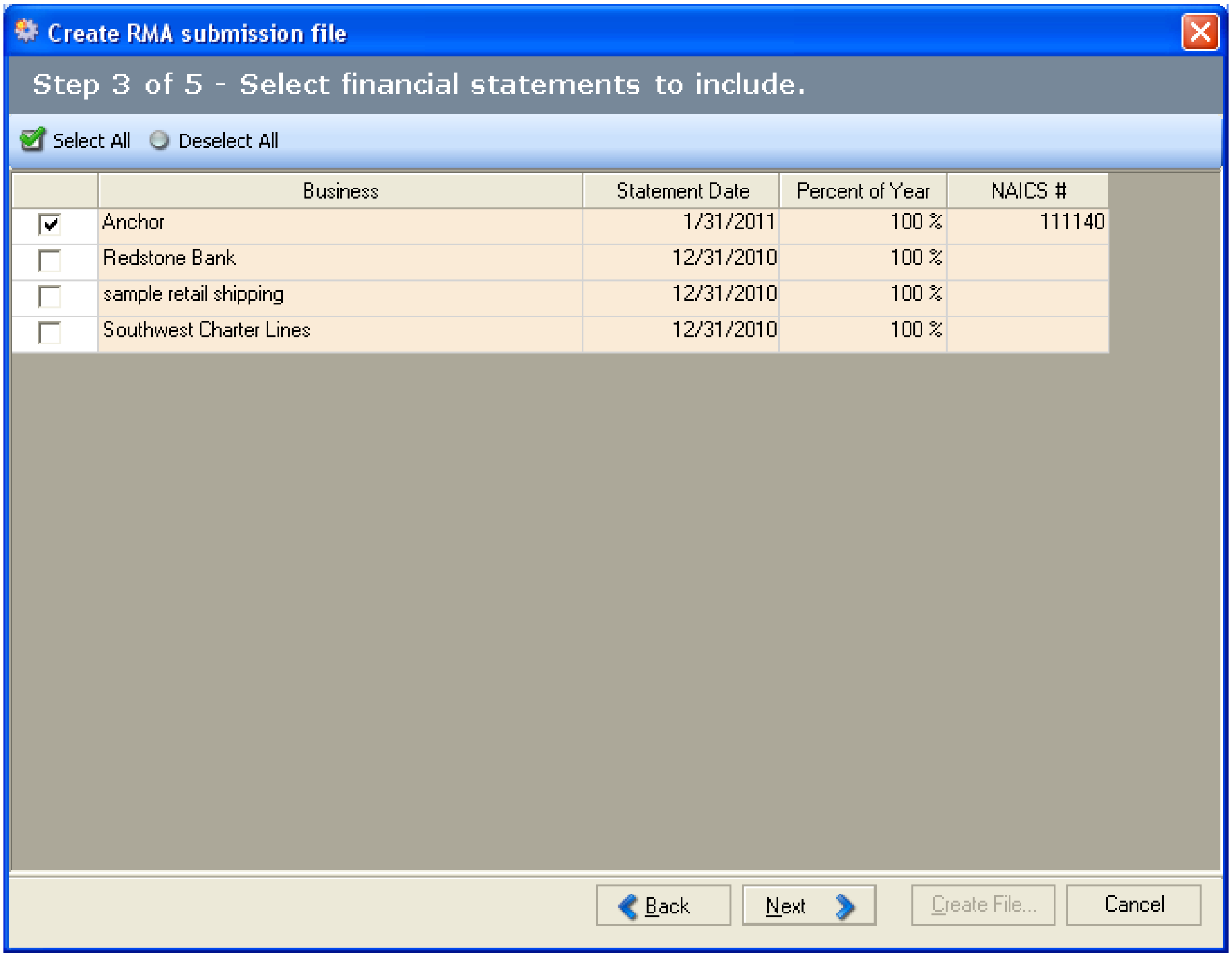
The first step is to the select the financial statements from your FISCAL database to include in the submission file. You will need to select a year. Statements whose ending date is falls in that RMA fiscal year will be included. The RMA fiscal year runs from April through March. **Just as a reminder: RMA will <u>only</u> be collecting financial statements dated April 1, 2011 to March 31, 2012.**

Step 2 – List of financial statements not included



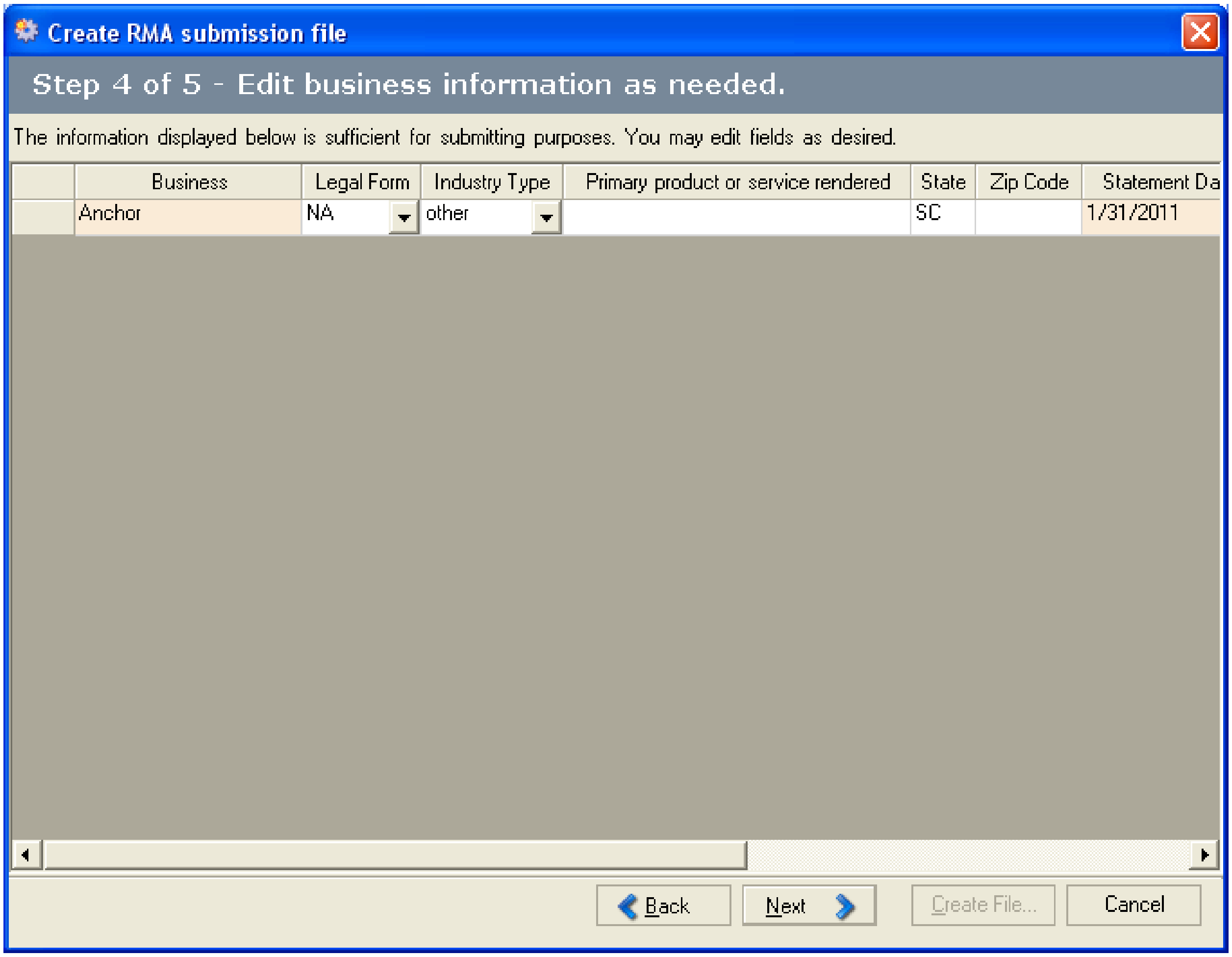
Financial Statements must meet certain requirements to be included in the submission. Step 2 in the process lists financial statements which had ending dates in the fiscal year but which were not included for other reasons. The reasons are indicated on the screen.

Step 3 – Select financial statements to include



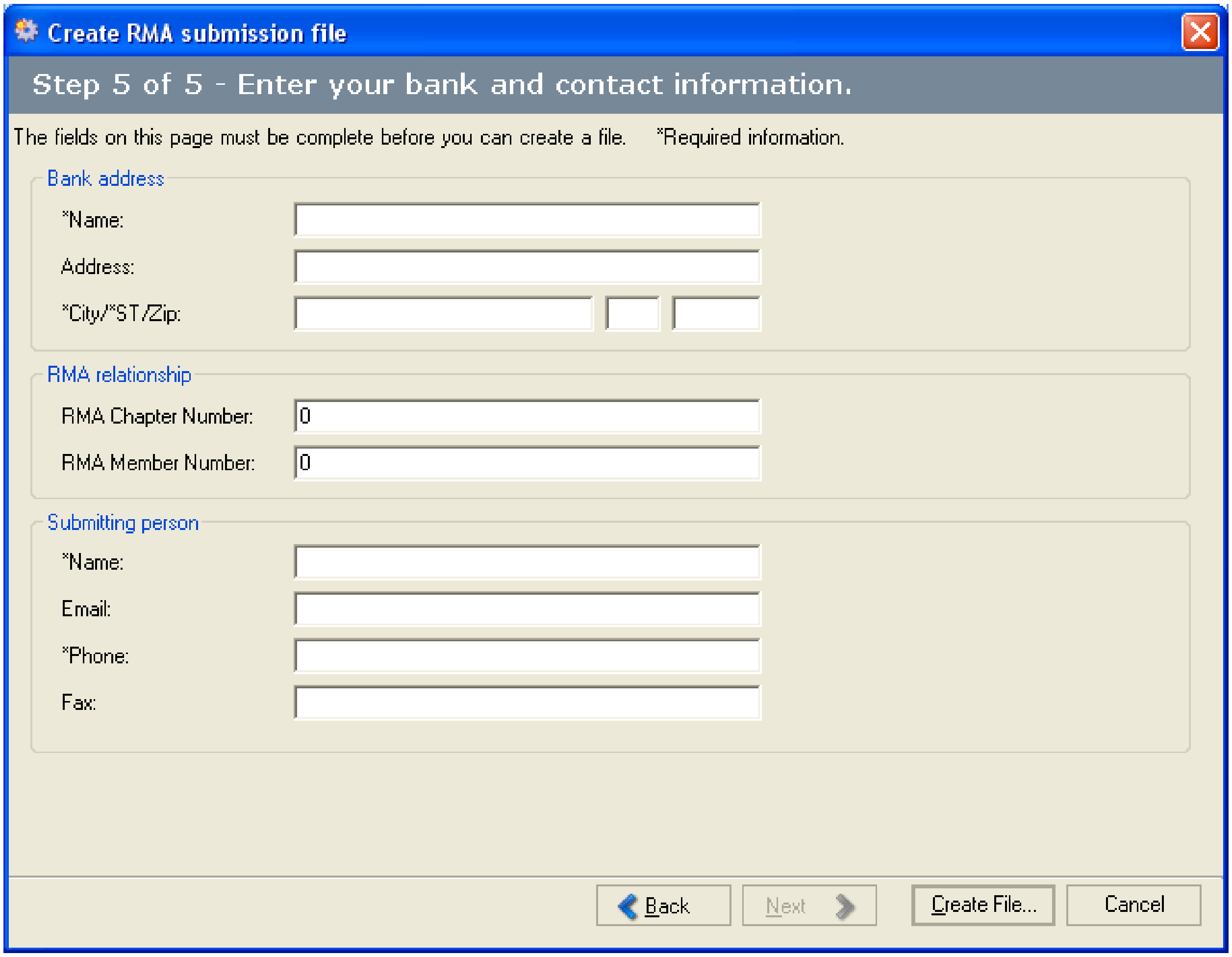
Step 3 lists all of the financial statements available. You probably want to select all of the statements. If you do not want to include some of the statements you may indicate that on this screen. Only primary financial statements for a business will be on the list.

Step 4 – Edit business information as needed



Some information for each selected financial statement may be edited in step 4. After making any desired changes or additions to the information continue on to the next step.

Step 5 – Enter your bank and contact information



Step 5 is where you enter the information about your bank, RMA relationship, and the person submitting the information.

Create File…

When you are finished with step 5 you may create the file to submit by selecting the 'Create File' button. The following files will be created in the location which you specify.

RmaTran.txt
RmaSubm12.txt

These files should be sent to RMA in order to be used in compiling their data. The data can be submitted by email to studies@rmahq.org. Once you send the data you should receive a confirmation email from RMA within 48 hours. If you do not hear from RMA, please contact them at 215-446-4087.

Thank you sending your data for inclusion in RMA's Annual Statement Studies®.