

## Baker Hill® OnePoint - Submitting Data to RMA

### Overview

In order to collect statistical data for their clients to use in the following year, RMA asks their Financial Institution clientele to annually submit data about their clients (for example, hardware stores, restaurants, shoe stores, etc.). This data is used to create the *industry average*. The following year, when the Financial Institution analyzes the statement and projections of the clients applying for loans, they can compare the data on their prospective customer to the industry's average by means of RMA comparison reports (See the Baker Hill OnePoint user help files for more details on the RMA Comparison reports). This comparison contributes to the Financial Institution's decision in determining whether to extend a loan to the prospective customers. Also, for existing customers, the Financial Institution can compare how they are doing compared to the industry average.

RMA requires two files for each institution's submission: a **transmittal file**, which consists of information about the submitting institution, and a **submission file**, which contains the financial statement data records. RMA will accept these files on disk, CD, or via e-mail. RMA prefers these two files reside in the root directory of the disk or CD. If the Financial Institution doing the submission needs to segment the submissions, they can submit multiple files contained in separate subdirectories.

Only administrators can access the RMA submission application – RMA32\_XX.exe, where xx is the current submission year. The RMA Submission program requires updating every year. Therefore the Financial Institution must be on the most current version of Baker Hill OnePoint.

The General/Middle Market industry (GEN), derivatives of the General/Middle Market Industry (AUT, PAR, SOL, and CON), Small Business, and Corporate industries are available for submission.

### Submission Steps

The submission application allows users to enter financial institution and contact information, which is included in the transmittal file. Users can also configure the types of information that will be submitted. Contact and configuration information is retained from prior years – so when RMA32\_XX is opened it may be pre-populated.

1. Start RMA32\_XX from the run menu. A brief introduction message will display containing a few basic reminders on using the application.
2. Complete all the fields (reference the info button for details on the fields involved).
  - a. Select the Submit all Customers checkbox and/or the Include Customer Number checkbox, depending on your Financial Institution's preference
3. Click on Create to create the transmittal and submission files.
4. Once the file creation process is completed you will see two files on the screen – one showing how many clients were included in the submission file and one detailing the errors on any clients that should have been included but were not due to errors. The list of possible errors and their corrections can be found by selecting the information button.
5. The list of errors from the submission process is stored in the work directory under the name RMAerr.xx (where xx represents the last two digits of the submission year) for future reference.

6. Transmittal and submission files can be created multiple times – overwriting the existing files – until the desired number of submitted clients is achieved or the targeted errors have been fixed.
7. The view button can be used to review the actual submission and transmittal files prior to sending them to RMA if desired.
8. The contact and configuration information will be stored when the application is closed.
9. Using your Financial Institution's guidelines, transmit or mail the files to RMA