Submitting Data to RMA

Overview

In order to collect statistical data for their clients to use in the following year, RMA asks their clients (banks, credit unions, etc.) to annually submit data about their clients (for example, hardware stores, restaurants, shoe stores, and so on). This data is used to create the *industry average.* The following year, when the Financial Institutions analyze the statements and projections of 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 User Help for more details on RMA Comparison reports). This comparison helps them decide whether or not to extend a loan to the prospective customer. Also, for existing clients, the Financial Institutions can compare how their clients are doing compared to the industry average.

RMA requires two files for each institution's submissions: 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. However, if the Financial Institution doing the submitting needs to segment their submissions, you can submit multiple files contained in separate subdirectories. Thus you might have the following:

A:\Middlemkt\RmaTran.txt
A:\Middlemkt\RmaSubm3.txt
A:\CLOTHING\RmaTran.txt
A:\CLOTHING\RmaSubm3.txt

Only administrators can access the RMA Submission menu options, which are found under the Setup menu (choose **Setup»RMA Submission**). The four menu items available to administrators are Submission Information, Create Submission Files, Download Submission Files, and RMA Submission Flags.

You can submit in the General/Middle Market industry (GEN) as well as the derivatives (AUT, PAR, SOL, and CON) of the General/Middle Market industry.

Steps: Enter Institution and Contact Information

The Submission Information dialog box allows users to enter financial institution and contact information, which is included on the transmittal file. Users can also configure what information to submit.

1. From the menu bar, choose **Setup»RMA Submission»Submission Information** to open the Submission Information dialog box.

2. Complete all the fields. (Refer to the Field Details section for more information.)

3. Click OK to save the information and close the Submission Information dialog box. You are now ready to create the files (see next section).

Steps: Create Submission File

Use the Create Submission Files menu option to generate the transmittal and submission files. The transmittal file will contain the financial institution information that you entered in the Submission Information dialog box.

Note: This menu option does not have a separate dialog box.

1. From the menu bar, choose **Setup»RMA Submission»Create Submission Files.**

2. If the Submission Information has not been defined, you receive a confirmation note asking if you want to edit the submission information.

    a. Click **Yes** to go to the Submission Information dialog box. Fill out the contact information and click OK; then choose **Setup»RMA Submission»Create Submission Files** to continue.

    b. Click **No** to proceed without editing the submission information.

3. The program creates the submission and transmittal files and generates a combined trace and error log in text format while you wait — ***if*** the process is estimated to take less than two minutes. When the files are ready, you get three download prompts, one for each file (TraceAndError.log, rmatran.txt, and rmasubm3.txt). If you choose Open, the file opens and the browser window closes automatically. If you choose Save, you must manually close the browser window.

   If the process to create the files is estimated to take longer than two minutes, you will receive a note informing you that the process will take additional time (with an estimation of how much time) and that you will need to go to the Download Submission File menu option (**Setup»RMA Submission»Download Submission Files**) after the estimated runtime to get the files. ***Note:*** The estimated runtime is approximate. If you select Download Submission Files and the files are not yet ready, you will receive another note stating that the files are not complete and that you should check back later.

4. The trace and error log indicates the total number of clients with a set submission flag and how many of that total were actually submitted. Any clients who have errors with their data will not be submitted. The Errors portion then lists the specific error for each client who failed to submit. ***Note:*** These errors must be corrected before you can complete the RMA submission. To correct errors, you must fix the specific error (for example, balance the statement) and then recreate the submission files.

   Here is a list of the possible errors you may receive:

    - "Statement out of balance."
    - "Total Sales <= 0."
    - "Total Assets <= 0."
    - "No NAICS code."

- "Illegal NAICS code. NAICS code must have length of 6."
- "Illegal NAICS code. NAICS code must be a number."
- "Invalid NAICS code."
- "No financial data. (12 month Historical USD period between 4/1/2007 and 3/31/2008)"
- "No statement exists."
- "Invalid Industry."

Steps: Download Submission File

Initially, the Download Submission Files menu option is available only if there are files ready to download or if the user has already selected to create submission files. After you have created submission files once, this option will be available to you at all times.

1. From the menu bar, choose **Setup»RMA Submission»Download Submission Files**.

   If the files are ready, the download automatically begins. Otherwise, a message appears, telling you that the files are not yet ready and that you need to check back later.

2. If and when you need to check back, select **Setup»RMA Submission»Download Submission Files**. As before, if the files are ready, they will download immediately; if not, wait awhile longer and then check back again.

Steps: Clear or Set All RMA Submission Flags

You can choose to clear or set all client submission flags. When you select either of these options, you receive a confirmation box that gives a complete description of what will be done; confirm the action to proceed. After clearing or setting the flag for all clients, you receive a dialog note stating that the process is complete.

1. From the menu bar, choose **Setup»RMA Submission»RMA Submission Flags** and then **Clear All** or **Set All**.
2. If you choose Clear All, you receive a confirmation note. Click Yes to clear the flags; click No to cancel the transaction.
3. If you choose Set All, you receive a confirmation note. Click Yes to set the flags; click No to cancel the transaction.
4. After clearing or setting the flag for all clients, you receive a note stating that the process is complete.