9.3.1 Performing RMA Submission

The RMA Submission batch operation enables you to generate data and submit it electronically to Risk Management Association (RMA). You can specify the industry model and select multiple entity files for RMA submission.

Note RMA Submission is available only for the standard MMAS, AUTO, CONTR, and HOSP117 financial templates. If running a customized version of one of the financial templates, you cannot use the standard RMA Submission. Contact Moody's Analytics Support for further assistance.

The RMA Submission batch operation creates a submission file *RMASUBM<YY>.TXT*. After generating the submission file, you can send the file to RMA.

Note Depending on the year when the system creates the file, the last two digits of the year replace YY in the *RMASUBM<YY>.TXT* file name. *For example*, if the program creates the file in 2017, the file name is RMASUBM17.TXT.

This section includes these topics:

- Preparation: Entering the SIC/NAICS Code
- Creating an RMA Submission File
- Creating Multiple RMA Submission Files
- Sending RMASUBM.TXT Files to RMA
- Translating Encrypted RMA IDs

Preparation: Entering the SIC/NAICS Code

Before you generate RMA submission files, enter the SIC/NAICS code of the entity.

1. In the navigation menu, select Entity Search.
2. Search for and open the entity.
3. On the Entity Information page, navigate to the Manage Information > Business tab, and select the entity SIC/NAICS code.
    a. In the Industry Information pane, select an option from the Industry Classification drop-down list.
    b. Click the Add icon. A new row of cells appears.
    c. Click the highlighted cell in the Industry Code column.
    d. Click the Search icon. The Look-up dialog box appears. You can filter the industry code based on the following: Data Set/Industry/Product/Service.
    e. Based on your search results, select the industry code ID, and click OK.
    f. Click the highlighted cell in the Percentage column.
    g. In the Percentage cell, enter a distribution percentage.

    Note
    - Make sure that the sum of distribution percentages for all industrial classifications is 100%.
    - CreditLens automatically assigns the primary code according to the percentage allocation.
    - If industry codes are of the same percentage, *for example*, 50%/50%, you need to tag a primary code.

    h. Click Save.
4. Click the Basic Details tab, and enter the entity address information.
    a. In the Address pane, click the Add icon.
    b. Enter the address information. This information is required for RMA submission.
    c. Click Save.

Creating an RMA Submission File

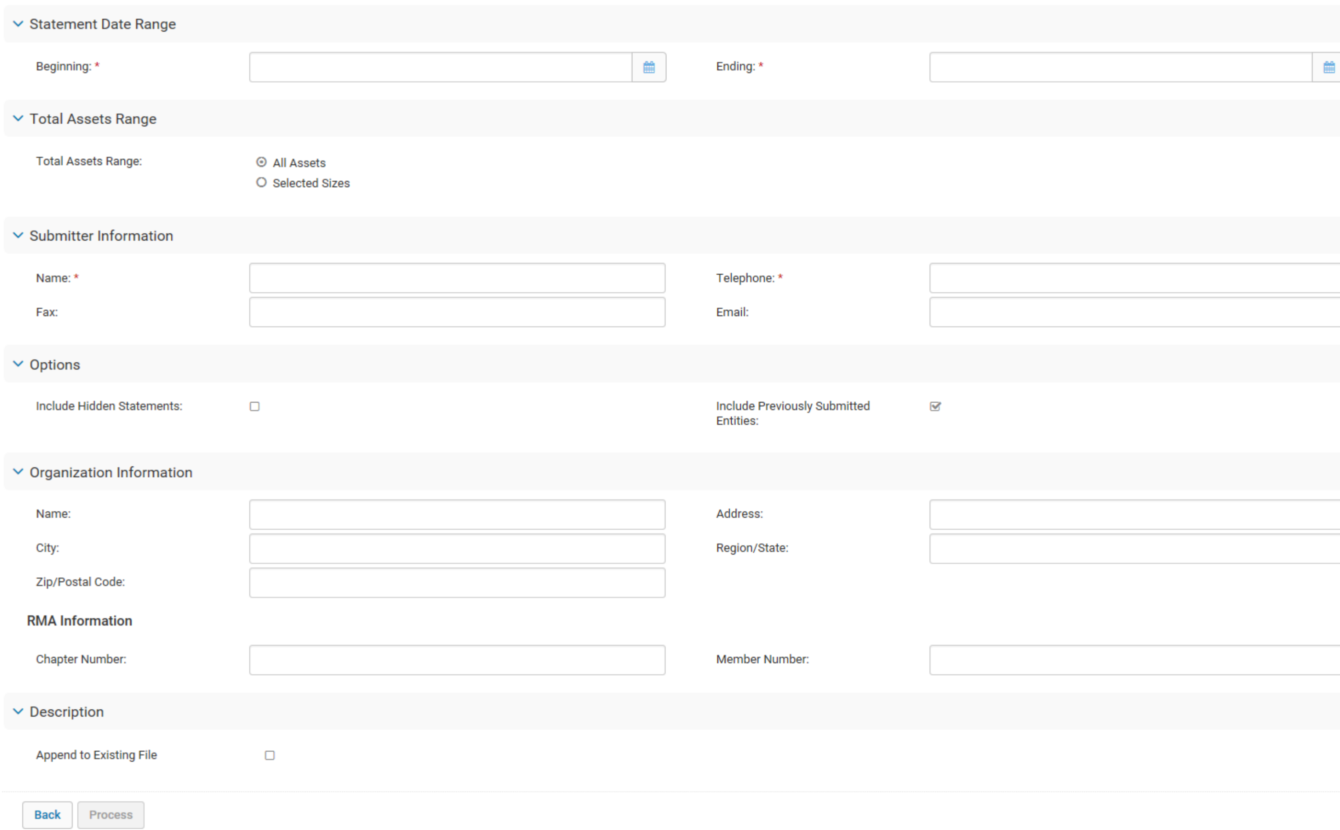
Create a submission file by performing the RMA Submission batch operation.

1. In the navigation menu, select Administration > Batch Utility > Batch Financial Analysis tab.
2. From the Batch Operation drop-down list, select RMA Submission.
3. In the Search Criteria area, specify the search fields. For more information about specifying search criteria, see Selecting Entities for Batch Financial Analysis.

4. Click Search. The entities matching the search criteria appear in the Search Results table.

   Note If you do not turn on the Is Search Result Required? option, the search results are not displayed, and the system selects all of the entities that meet the search criteria automatically.

5. Click Next.



6. In the Statement Date Range pane, specify the statement date range.
   - Beginning—Enter or select the earliest annual statement date that you want to include for submission.
   - Ending—Enter or select the latest annual statement date that you want to include for submission.

   Note If a selected entity has a year-end statement that falls within the selected date range, the entity is includedin the submission file. If the entity has more than one year-end statement that meets the criteria, only the most recent statement is submitted.

7. In the Total Assets Range pane, select one of the following total assets ranges:
   - All Assets—Select this option to include all entities regardless of the asset size.
   - Selected Sizes—Select this option to specify an asset range in the From and To fields. Enter the asset size in thousands. (*For example*, enter 100 for an asset size of 100,000.)

8. In the Submitter Information pane, enter the submitter information.
   - Name—Enter your name. Do not enter your organization name.

- Telephone—Enter your telephone number where RMA can reach you.
- Fax—Enter your fax number.
- Email—Enter your email address.

9. If desired, in the Options pane, you can select one or both of these check boxes:
   - Include Hidden Statements—Select this check box if you want to include the hidden statements of the entity.
   - Include Previously Submitted Entities—Select this check box if you want to include entities that you have submitted previously. This option is only for this RMA reporting period.
10. In the Organization Information pane, enter your organization information.

    Note Before you can submit information to RMA electronically, ensure that you complete the RMA Information section, which includes the three-digit Chapter Number and the eight-digit Member Number.
11. To append an existing submission file, in the Description pane, select the Append to Existing File check box, and click Choose File to select the target file.
12. Click the Process button to generate the submission file. The following banner appears at the top of the screen: RMA submission file is processing. Alert will be sent upon completion.

    Note If an RMA Submission file is processing, and you navigate to the RMA Submission screen in the Batch Operation, the following banner appears at the top of the screen: RMA Submission file is currently processing. Please wait for completion before processing a new file. In addition to displaying the preceding banner, the system disables the Next and Process All buttons.
13. You can navigate away from the RMA Submission screen. Upon generation of the file, you will receive an alert in the left navigation menu. Click Alerts to open the alert.
14. Click the Pencil icon to display details.
15. Return to the RMA Submission page.
16. Click the Download icon to save the completed .zip file to your local/network drive.

    Note
    - To ensure confidentiality, the entity long name is not submitted to RMA. The long name is encrypted before being submitted. To translate the encrypted entity long name, use the translation tool. For more information, see Translating Encrypted RMA IDs.
    - The system does not include consolidated entities in the submission.

Creating Multiple RMA Submission Files

If you are generating multiple RMA submission data files, select a different directory for each file. To create multiple RMA submissions, you can do one of the following when creating the RMASUBM<YY>.TXT file:

- Append all the RMA submission data into a single RMASUBM<YY>.TXT file. RMA strongly prefers to have all submitted data in a single file. For more information about how to append the existing file, see Creating an RMA Submission File.

- Change the destination directory of the RMASUBM<YY>.TXT file. You can create multiple RMASUBM<YY>.TXT files and save each in a separate directory.

  Note Do not rename the .TXT file to correspond to the folder (directory) name. Each RMA submissions file must be named RMASUBM<YY>.TXT. When shipping to RMA, include the corresponding RMASUBM<YY>.TXT file in each of the directories. For example,\Middlemkt\RMASUBM<YY>.txt, \CLOTHING\RMASUBM<YY>.txt. RMA suggests that you include a note with your submission, indicating that data files are in subdirectories.

Sending RMASUBM.TXT Files to RMA

After you generate the RMASUBM<YY>.TXT files, send the files to RMA.

1. Send the submission file that you generated to RMA via an email message (studies@rmahq.org), or copy the file to a CD, and send the CD to RMA at the following address:
   Risk Management Association, Statement Studies Unit, 1801 Market Street, Ste 300 Philadelphia, PA 19103
   You can also call RMA at 1-800-677-7621.
2. To send multiple submission files to RMA, follow the instructions as described in Creating Multiple RMA Submission Files to create multiple submission files and send them to RMA.

Submitting Customers Associated with the Contractor Model

For contractor model customers, RMA accepts only files in which the value 1 - % Completion is specified in the Method Prepared line in the Statistics class. If the value '1' is not entered in the Method Prepared line in the Statistics class, the system does not submit the customer file, and the *RMA.LOG* file contains an entry or entries similar to the following: "Statement not processed: Completion Method is not specified or invalid."

To check the Method Prepared contractor model for a customer file that was not submitted

1. Open the customer file and go to historical balances.
2. Go to the Statistics class.
3. Check if the value 1 - % Completion is entered on the Method Prepared line.
4. If the value in the Method Prepared line is anything other than 1, this file is not included in the submission batch. RMA accepts only customer files with a Method Prepared of 1 - % Completion.

Available values and their corresponding descriptions are described in the following list.

- 1 - % Completion (RMA accepts only customer files with this value in the Method Prepared line)
- Completed Contract

- Cash
- Other

Translating Encrypted RMA IDs

To ensure confidentiality, the entity long name is not submitted to RMA. The long name is encrypted before submission.

The RMA Submission batch operation produces the RMA ID in place of the long name. The RMA ID is included in the *RMASUBM<YY>.TXT* file that you send to RMA. The entity long name is not included in the *RMASUBM<YY>.TXT* file.

To translate the RMA ID into the entity long name, use the RMA ID translation utility that you can find in the CreditLens installation directory (*for example*, *C:\Program Files\Moodys Analytics\CreditLens*).

1. To locate the directory, use Windows Exporer.
2. Double-click the *RMAID.EXE* file.
3. Enter the RMA ID in the ID to be Translated field. You can find RMA IDs in the *RMASUBM<YY>.TXT* file.

   Note This field is case-sensitive.

4. Click Translate.
   The entity long name will appear in the Translated ID field.
5. To translate another RMA ID, click Clear Entries, and repeat steps 3-4.