Baker Hill Statement Analyzer™:
Submitting Data to RMA

Overview

In order to collect statistical data for their clients to use in the following year, the Risk Management Association (RMA) asks their clients (banks, credit unions, etc.) to annually submit data about their clients (e.g., hardware stores, restaurants, shoe stores). 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. 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.

Note: RMA Submission is available only from Baker Hill's Statement Analyzer™ solution (i.e., not Advisor™). Use this URL (https://statementanalyzer.bakerhillsolutions.net) to access Statement Analyzer, and then follow the instructions below for creating your submission files.

RMA Submission

Timing

Data Collection Timeframe

The financial statement data you submit to RMA is the year of data you collected during the April 1–March 31 date range.

For example, for 2020, your data is what you collected during the period from April 1, 2019–March 31, 2020.

Submission Timeframe

The timeframe that your collected RMA data can be submitted to RMA is typically April 1–July 1 of each year. However, the timeframe can vary some from year-to-year, according to RMA's schedule.

For example, for 2020, the expectation from RMA is that the data submission period will be open from early to mid-April, and continue through the closing date of Friday, July 17, 2020.

Industry

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.

Transmittal and Submission Files

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 compact disc (CD), or as attachments via e-mail.

If sending a CD, RMA prefers these two files reside in the root directory of CD. However, if your institution needs to segment your submissions, you can submit multiple files in separate subdirectories. For example, you might have the following:

A:\Middlemkt\RmaTran.txt
A:\Middlemkt\RmaSubm9.txt
A:\CLOTHING\RmaTran.txt
A:\CLOTHING\RmaSubm9.txt

If sending an e-mail, send it to studies@rmahq.org.

Access

Only Administrators can access the RMA Submission menu options, which are found under the **Setup** menu (select **Setup > RMA Submission**). The four menu options available to Administrators are:

- **Submission Information**
- **Create Submission Files**
- **Download Submission Files**
- **RMA Submission Flags**

Each option's related steps are in the sections below.

Steps: Enter Institution and Contact Information

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

1. On the **Setup and Administration** page, expand the **RMA Submission** section and then select **Submission Information** to open the **Submission Information** dialog.
2. Complete all the fields.
3. Click **OK** to save the information and close the **Submission Information** dialog. You are now ready to create the files (see the next section).

Steps: Create Submission Files

Use the **Create Submission Files** 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.

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

1. On the **Setup and Administration** page, expand the **RMA Submission** section and then select **Create Submission Files**.

2. If the process to create the files is estimated to take less than two minutes, the program creates the submission and transmittal files and generates a combined trace and error log in text format while you wait. When the files are ready, you get three download prompts, one for each file (TraceAndError.log, rmatran.txt, and rmasubm19.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.

3. 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 select the **Download Submission Files** option from the **RMA Submission** section's Action menu 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** section 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 (e.g., 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 4/1/2019 and 3/31/2020)"
- "No statement exists."
- "Invalid Industry."

Steps: Download Submission Files

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

1. On the **Setup and Administration** page, expand the **RMA Submission** section and then select **Download Submission Files**.

   If the files are ready, the download automatically begins. Otherwise, a message displays, 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, expand the **RMA Submission** section and then select **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 message describing what will be done; confirm the action to proceed. After clearing or setting the flag for all clients, a message confirms the process is complete.

1. On the **Setup and Administration** page, expand the **RMA Submission** section, select **RMA Submission Flags** and then select **Clear All** or **Set All**.
2. If you choose **Clear All**, a confirmation note displays. Click **Yes** to clear the flags; click **No** to cancel the transaction.
3. If you choose **Set All**, a confirmation note displays. Click **Yes** to set the flags; click **No** to cancel the transaction.
4. After clearing or setting the flag for all clients, a message displays, stating that the process is complete.