

Monthly Report Selection Setup

The Monthly Report Selection Setup is used to determine which reports will be generated to backup after Monthend processing is finished. Monthend reports will not be printed automatically by the system. These reports can be printed under [\[Main Ribbon > Reports > Archive\]](#). After selecting the appropriate monthend folder, right click on the report and select "View Report". (Use the scroll bar to locate other dates and monthend folders, if not visible on the window.) Double click on the report and, once displayed, click on the printer icon. Repeat these steps until all of the reports that need to be printed are printed.

See the list at the end of this chapter that shows what specific reports (and their names) that are generated as the result of checking the specific monthend report selections on this window.

These reports may also be displayed under [\[Main Ribbon > Reports > Archive\]](#). Select the appropriate monthend folder that contains monthend report to be displayed. Right click on the report and select "View Report". (Use the scroll bar to locate other dates and monthend folders, if not visible on the window.) Reports that are 5MB or less in size can be displayed. Reports that are more than 5MB in size will be grayed out and can be downloaded to the PC and opened in Word, Note Pad or Word Pad, etc., but not displayed.

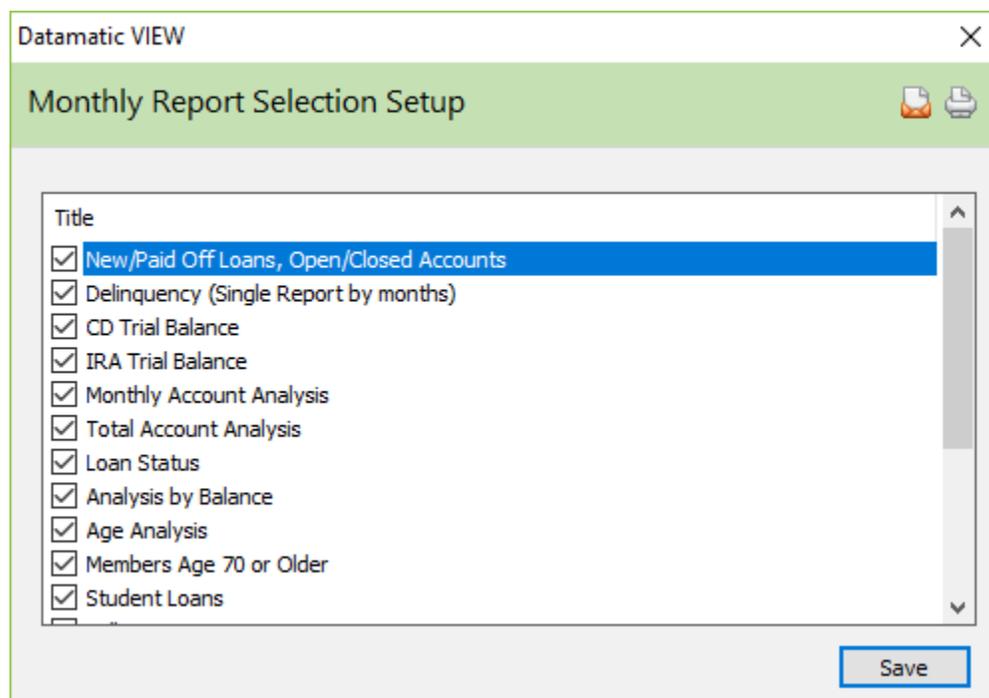


Figure 1

Only the reports that have a checkmark will be generated during Monthend processing. To place a checkmark next to the report, either use the arrow keys to highlight the report and press the spacebar or click on the report.

New/Paid Off Loans, Open/Closed Accounts

Definition: By saying Yes to this selection, the following reports will be created:

CR020-01	New Loan Report - For Loans Made This Month
CR020-04	Paid Off Loan Report - For Loans Paid This Month
CR020-11	Daily Transaction Report - Loan Issue Report
CR020-11	Monthly New Account Report
CR020-09	Monthly Closed Account Report

Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

1. New Loan Report displays information for loans that were extended, refinanced or opened during the month the report was created.
2. Paid Off Loans Report displays information regarding loans that have been paid off during the month the report was created.
3. Loan Issue Report displays loans that were issued during the month the report was created.
4. Monthly New Account Report displays information on accounts that were opened during the month the report was created.
5. Monthly Closed Account Report displays information on accounts that were closed during the month the report was created.

Delinquency (Single Report by months)

Definition: By saying Yes to this selection, the following reports will be created:

CR235-02	Delinquency Report - 0 to 1 Month
CR235-03	Delinquency Report - 2 to 5 Months
CR235-04	Delinquency Report - 6 to 11 Months
CR235-05	Delinquency Report - 12 to 17 Months
CR235-06	Delinquency Report - 18 + Months
CR235-08	Delinquency Report - Paid Ahead Loans
CR235-07	Delinquency Report - Delinquency Totals
CR235-07	Delinquency Report - Loan Officer Totals

Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

1. Delinquency Reports displays loans that have been delinquent in increments of 0 - 1 months, 2 - 5 months, 6 - 11 Months, 12 - 17 Months, and 18 Months and Over. Each of these monthly increments is displayed on a separate report.
2. Paid Ahead Loans displays loans that have been paid ahead of their scheduled balance.
3. Delinquency Totals displays totals for all of the delinquent loans.
4. Loan Officer Total displays totals for delinquent loans by Loan Officer.

CD Trial Balance

Definition: By saying Yes to this selection, the following reports will be created:

CR350-01	CD Trial Balance - Account Order
CR350-01	CD Trial Balance - Maturity Totals
CR350-01	Totals by Type and Term

Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

1. Account Order displays all CDs that are currently on the system in member number order.
2. Maturity Totals displays the Maturity Totals for the Month, Next 12 Months, and subsequent years.
3. Totals by Type and Term displays the total amounts for CDs and CD-IRAs by terms.

IRA Trial Balance

Definition: By saying Yes to this selection, the following reports will be created:

CR353-02	IRA Trial Balance - Account Order
CR353-02	IRA Trial Balance - IRA Totals
CR353-01	IRA Members Age 70 1/2 or Older Report

Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

1. Account Order displays all IRAs that are currently on the system in member number order.
2. IRA Totals displays totals for all IRAs.
3. IRA-Members Age 70 1/2 or Older Report displays statistics on members age 70 1/2 or older who own IRA accounts.

Monthly Account Analysis

Definition: By saying Yes to this selection, the following reports will be created:

CR224-01	Interest Rate Report - For Loans Made This Month
CR224-02	Purpose and Security Report - For Loans Made This Month
CR224-03	Security Analysis Report by Grade - For Loans Made This Month

Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

1. Interest Rate Report for Loans Made This Month displays information on loans grouped by interest rate for loans issued during the month the report was created.

2. Purpose and Security Report displays the Purpose and Security Code information for Loans made within the month the report was created.
3. Security Analysis Report by Grade for Loans Made This Month displays a breakdown of loans for the month which includes the breakdown by Grade for each security code and includes the Composite Rate.

Total Account Analysis

Definition: By saying Yes to this selection, the following reports will be created:

CR220-01	Interest Rate Report - Certificate and Special Deposit Accounts
CR220-02	Interest Rate Report - All Loan Accounts
CR220-03	Purpose Report - All Loan Accounts
CR220-04	Security Report - All Loan Accounts
CR220-05	Security Analysis Report by Grade - All Loan Accounts
CR220-06	Credit Grade Summary - All Loan Accounts

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

1. Interest Rate Report (All Accounts) displays information on all loans grouped by interest rate.
2. Interest Rate Report (CD and Special Deposits) displays information on all CDs and Special Deposit accounts grouped by interest rate.
3. Purpose Report (All Accounts) displays information on all loans grouped by the loans purpose code.
4. Security Report (All Accounts) displays information on all loans grouped by the security code.
5. Security Analysis Report by Grade (All Accounts) displays information on all loans grouped by security code and a breakdown by credit grade of each security code.
6. Credit Grade Summary (All Accounts) displays each credit grade used by the credit union and gives the total count, % of count, total balance and % of balance.

Loan Status Report

Definition: The Loan Status report breaks down the total number of loans by type and provides information regarding these loans. By saying Yes to this selection, the following report will be created:

CR226-01	Official Family and Employees
CR226-02	Loan Status Report

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Analysis by Balance

Definition: By saying Yes to this selection, the following reports will be created:

CR221-01	Analysis by Balance Report - Primary and Organizational Share Accounts
CR221-05	Analysis by Balance Report - Savings Draft Accounts
CR221-03	Analysis by Balance Report - IRA Accounts
CR221-02	Analysis by Balance Report - XMAS Club Accounts
CR221-04	Analysis by Balance Report - Vacation Club Accounts
CR221-06	Analysis by Balance Report - CD Savings Accounts
CR221-07	Analysis by Balance Report - Special Deposit Accounts
CR221-08	Analysis by Balance Report - All Share and Loan Accounts

Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

1. Analysis by Balance (Primary/Organizational Share Accounts) displays an analysis of balance for primary and organizational share accounts.
2. Analysis by Balance (Savings Draft Accounts) displays an analysis of balance for savings draft accounts.
3. Analysis by Balance (IRA Accounts) displays an analysis of balance for IRA accounts.
4. Analysis by Balance (Xmas Club Accounts) displays an analysis of balance for Xmas Club accounts.
5. Analysis by Balance (Vacation Accounts) displays an analysis of balance for Vacation accounts.
6. Analysis by Balance (CD Savings Accounts) displays an analysis of balance for CD savings accounts.
7. Analysis by Balance (Special Deposits Accounts) displays an analysis of balance for special deposit accounts.
8. Analysis by Balance Report (All Share and Loan Accounts) displays an analysis of balance on both share and loan accounts.

Age Analysis Report

Definition: The Age Analysis Report breaks the credit union's membership down by age and indicates each age groups contribution to the credit union's total assets. By saying Yes to this selection, the following report will be created:

CR205-01	Age Analysis Report
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Values: checked - Yes, create report(s).
Blank - No, do NOT create report(s).

Members Age 70 or Older Report

Definition: The Members Age 70 or Older Report displays information regarding accounts that are owned by members who are of the age of 70 or older. By saying Yes to this selection, the following report will be created:

CR210-01 Members Age 70 or Older Report

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Student Loans

Definition: This report provides management with the current status of all federally guaranteed student loans issued by the credit union. By saying Yes to this selection, the following report will be created:

CR215-01 Student Loan Report

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Balloon Payment Loans

Definition: The Balloon Payment Loans report displays balloon payments that will come due in the next 30 days, 31 to 60 days, 61 to 90 days, and after 90 days. The Expired Line of Credit Report displays expired LOC's for the previous, current and next month. By saying Yes to this selection, the following reports will be created:

CR027-01 Balloon Payment Loan Report - Payoff Due in 0 - 30 Days
 CR027-02 Balloon Payment Loan Report - Payoff Due 31 - 60 Days
 CR027-03 Balloon Payment Loan Report - Payoff Due 61 - 90 Days
 CR027-04 Balloon Payment Loan Report - Payoff Due After 90 Days
 CR240-01 Expired Line of Credit

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Insurable Balances

Definition: The Insurable Balances report displays various information regarding loan and share accounts that are insured by the credit union. By saying Yes to this selection, the following report will be created:

CR222-01 Insurable Balance Report - Loans and Shares

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Draft Analysis

Definition: The Draft Analysis report displays different statistical information regarding draft transactions. By saying Yes to this selection, the following report will be created:

CR245-01 Share Draft Analysis

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

CD Interest Accrual Report

Definition: The CD Interest Accrual Report displays information regarding accruals for CDs and CD/IRA's within the month the report was created. By saying Yes to this selection, the following report will be created:

CR351-01 CD Interest Accrual Report

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Dormancy Report

Definition: The Dormancy Report displays information concerning members that are 12 or more months dormant. (The monthend dormancy report is based on 12 or more months dormant and not the number of dormant months under [[Main Ribbon > System Settings > Credit Union Setup > Other Options tab > Dormant Months](#)].) By saying Yes to this selection, the following reports will be created:

CR230-01 All Suffixes for member dormant 12 months or more (Monthend).
 CR230-02 Draft suffixes for members dormant 12 months or more (Monthend).

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Internet Banking Statistics Report

Definition: The Internet Banking Statistics Report displays information concerning internet banking and mobile banking (both web and app based) activity. By saying Yes to this selection, the following report will be created:

HB201-01 Internet Banking Usage Report

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

Delinquency (Multi Report by days)

Definition: By saying Yes to this selection, the following reports will be created:

CR235-02 Delinquency Report - 0 to 29 Days
 CR235-03 Delinquency Report - 30 to 59 Days
 CR235-04 Delinquency Report - 60 to 179 Days
 CR235-05 Delinquency Report - 180 to 359 Days
 CR235-06 Delinquency Report - 360 Days and Over
 CR235-08 Delinquency Report - Paid Ahead Loans
 CR235-07 Delinquency Report - Delinquency Totals
 CR235-07 Delinquency Report - Loan Officer Totals

Values: checked - Yes, create report(s).
 Blank - No, do NOT create report(s).

1. Delinquency Reports displays loans that have been delinquent in increments of 0 - 29 days, 30 - 59 days, 60 - 179 days, 180 - 359 days, and 360 days and over. Each of these day increments is displayed on a separate report.
2. Paid Ahead Loans displays loans that have been paid ahead of their scheduled balance.
3. Delinquency Totals displays totals for all of the delinquent loans.
4. Loan Officer Total displays totals for delinquent loans by Loan Officer.

After making selections, select Save to save the changes.

Monthend Reports List

The first report description represents the selection on the Monthend Report Selection Setup window. The wording underneath (in parenthesis) represents the report selections in the monthend folder. Underneath that are the individual reports and report numbers in that selection, if different than the wording above. More than one report may be generated with each selection.

- New/Paid Off Loans, Open/Closed Accounts
(New & Closed Account Analysis for the Month)
 - Monthly New Account Report CR020-11
 - Daily Transaction Report – Loan Issue Report CR020-11
 - New Loan Report – For Loans Made This Month CR020-01
 - Paid Off Loan Report – For Loans Paid This Month CR020-04
 - Monthly Closed Account Report CR020-09
- Delinquency (Single Report by months)
(Delinquency Report, Paid Ahead Report and Delinquency Totals)
 - Delinquency Report 0-1 Months CR235-02
 - Delinquency Report 2-5 Months CR235-03
 - Delinquency Report 6-11 Months CR235-04
 - Delinquency Report 12-17 Months CR235-05
 - Delinquency Report 18 Months and over CR235-06
 - Delinquency Totals and Loan Officer Total CR235-07
 - Paid Ahead Loans CR235-08
- Delinquency (Multi Report by days)
(Delinquency Report, Paid Ahead Report and Delinquency Totals)
 - Delinquency Report 0-29 Days CR235-02
 - Delinquency Report 30-59 Days CR235-03
 - Delinquency Report 60-179 Days CR235-04
 - Delinquency Report 180-359 Days CR235-05
 - Delinquency Report 360 Days and Over CR235-06
 - Delinquency Totals and Loan Officer Total CR235-07
 - Paid Ahead Loans CR235-08
- CD Trial Balance
(CD Trial Balance) CR350-01
- IRA Trial Balance
(IRA Trial Balance) CR353-02
(IRA Age 70.5 & Over Report) CR353-01
- Monthly Account Analysis
(Loan Breakdown Report)
 - Interest Rate Report – Loans Made This Month CR224-01
 - Purpose & Security – Loans Made This Month CR224-02
 - Security Analysis Report by Grade – Loans Made This Month CR224-03
- Total Account Analysis
(Loan Analysis Report)
 - Interest Rate Report – Certificate & Special Deposit Accounts CR220-01
 - Interest Rate Report – All Loan Accounts CR220-02
 - Purpose Report – All Loan Accounts CR220-03

Security Report – All Loan Accounts	CR220-04
Security Analysis Report by Grade – All Loan Accounts	CR220-05
Credit Grade Summary – All Loan Accounts	CR220-06
• Loan Status	
(Loan Status Report)	CR226-02
(Off_Family)	CR226-01
• Analysis by Balance	
(Share and Loan Balance Analysis)	
Analysis by Balance Report-Primary and Organization Share	CR221-01
Analysis by Balance Report-Xmas Club Accounts	CR221-02
Analysis by Balance Report-IRA Accounts	CR221-03
Analysis by Balance Report-Vacation Club Accounts	CR221-04
Analysis by Balance Report-Savings Draft Accounts	CR221-05
Analysis by Balance Report-CD Savings Accounts	CR221-06
Analysis by Balance Report-Special Deposits Accts	CR221-07
Analysis by Balance Report-All Share and Loan Accounts	CR221-08
• Age Analysis	
(Age Analysis Report)	CR205-01
• Members Age 70 or older	
(Membership Over Age 70 Report)	CR210-01
• Student Loans	
(Student Loan Report)	CR215-01
• Balloon Payment Loans	
(Balloon_30, 60, 90, over)	
Balloon Payt Loan Report-Payoff due 0-30 days	CR027-01
Balloon Payt Loan Report-Payoff due 31-60 days	CR027-02
Balloon Payt Loan Report-Payoff due 61-90 days	CR027-03
Balloon Payt Loan Report-Payoff due after 90 days	CR027-04
Expired Line of Credit	CR240-01
• Insurable Balances	
(Insurable Balance Report)	
Insurable Balance Report-Loans and Shares	CR222-01
• Draft Analysis	
(Draft Analysis Report)	
Share Draft Cost Analysis	CR245-01
• CD Interest Accrual Report	
(CD Accrual Report)	CR351-01
• Dormancy Report	
(Dormant_Acc and Dormant_Dra)	
All Suffixes for members dormant 12 months or more (Monthend).	CR230-01
Draft suffixes for members dormant 12 months or more (Monthend).	CR230-02
• Internet Banking Statistics Report	
(Internet Banking Statistics Report)	
Internet Banking Usage Report	HB201-01

Not in the Monthend selection

(Expired Line of Credit)

CR240-01

(Loan Accrual Report) will generate automatically

CR250-01

but must be manually printed. (Total page only)

If Loan Accruals are turned on, the report will be generated with monthend and be in the monthend directory. It will not print out automatically with other monthend reports. Even if the report is ordered during the month, it will still be in the monthend directory. It will write over the previous report.

The same is true for Dividend Accrual Reports. The CD Interest Accrual Report will automatically be generated, if the selection is set to yes on the Monthly Report Selection Setup screen.