

ADDING A MONTH OF DATA

WISDOM Current History System / BoardReports

To help make the repetitive tasks in Current/History easier to use, we have a Task Wizard that you will find on the main Current/ History screen. This Task Wizard may be used (optionally) as a tool to systematically go through the required steps to add and report monthly data. We encourage you to try the Task Wizard.

This Help checklist is oriented to those clients whose processor provides an import/interface file. If your processor does not provide an interface file to WISDOM, you are encouraged to press F1 for overall help.

Following is a review of each Tab in the Data Entry / Review, along with suggested areas you should review closely. The amount of editing is primarily a factor of your processor's import file capabilities. Edits after import may range from 3-4 items, or a dozen, but in any case is minimal as compared to entering all data manually. After practice, most clients can add/edit a month in less than an hour.

Balances Tab:

Depending on your configuration of the general ledger ranges and loan/share codes, there will normally be one edit to this screen, two in some cases. The first would be at the very bottom of the Balances entry for Net Income (from Balance Sheet). After entering/verifying this field amount is correct, click the Calc button on the bottom right side of the screen. Assets should balance to Liabilities/Equity; if not, ascertain why. The right side pane provides a review of totals. Be sure to check your monthly Net Income figure on the right (4th item down). This can be incorrect if importing by loan code instead of general ledger and may require adjustment to loan income. We highly recommend consideration of having a distinctive GL Chart Of Account for each of your tracked loans, both principle and interest (see FAQ for "[Is there something I can do in my G/L system to help with ALM](#)"). This will eliminate potential edit requirements for loan income.

Averages Tab:

With an import/interface file, there should be nothing to do on this screen. The button at bottom right, Calc Averages, is intended primarily for those clients entering all data manually. Press F1 for additional Help.

Rates Tab:

All your online loans and shares will automatically import interest yields here. They should be very accurate and should not require change, but review them as some conditions can bring in some obvious extreme rates.

Use the button on the right, Rate Calculator. Be sure you answer the questions as YES to calculate all rates, followed by YES to SKIP existing rates. This process will fill in missing rates for offline loans, and often your Investment rates. Review for accuracy. (NOTE: If the WISDOM Investment Portfolio Management System is used, rates for all investments will be automatically imported). Press F1 for additional Help.

Maturities Tab:

Loan repays/maturities are automatically imported. Also, the rate sensitivity portion of shares is calculated on this screen. Manual entry is required for the end of month balance of Overnight Investments, as well as the amount of any term investments maturing during the month. Note: both these figures can be automatically imported if the WISDOM Investment Portfolio Management System is being utilized. Review the member certificates maturities for potential manual entry, as some processors are not able to provide this figure. Finally, scan the side bar on the maturity tab to assure information has been imported for Shares maturing greater than 1 year. Edit if necessary. Press F1 for additional Help.

Loans 1 Tab:

All online loan information is imported, however, recommend review to verify. Offline loan information must be entered manually. At the bottom left, review the Total Portfolio Information for accuracy. Edit as necessary.

Loans 2 Tab:

All information on this screen should be automatically imported. However, recommend review and edit when necessary. For instance, if there was a charge-off or recovery involving offline loans, this may not be reflected. Press F1 for additional Help.

Invest Tab:

If the WISDOM Investment Portfolio Management System is used, this screen will be automatically completed. Otherwise, nothing is imported for completion of the Invest tab. Recommend press F1 key and review all help on this subject.

Other Tab:

Watch closely the imported number of members, new and closed members. Edit if necessary. Press F1 for additional Help.