

The ABCs of using the WISDOM Investment System

Here is an outline of the daily and monthly use of the WISDOM Investment System:

A) Beginning of Month;

- Select Overnight investments and add a new monthly Investing Activity record.
NOTE: When adding a new monthly record to the first institution, you are asked if you want to add that month to all institutions – answer Yes.
- Provided you have received any final payments due, delete those investments that matured in the prior month. Never remove investments in the same month they mature or your accruals will be off.

B) Daily:

- Add new investments as they are purchased and update Overnight investing activity.
- Post interest and principal payments as they are received.
- Run reports as needed.

C) Month-End:

- Be sure all daily tasks are complete.
- Select Processing – Close a Month.
- Answer Yes to Verify Major System Titles when asked. This ensures each investment is properly linked so investment data can be shared with the rest of the WISDOM system.
- Verify the month-end date. The date displayed is based on the last month closed, or if you have never closed a month you are asked for the month-end date you are processing.
- Indicate if you want the preliminary month-end reports sent to the screen (Preview) or directly to the printer.
- Click OK to continue or Cancel to abort.
- IF you had a realized gain/loss on sale of investments or on trading investments, enter the amount in the field provided.
- Click Start to begin processing. When complete you are prompted to print the preliminary reports.
- We suggest that you always review these reports very carefully – including accrued income, total payments, balances and premium/discount accretion figures.
- When all the reports have been printed you are asked if you want to continue with the Final. If you found any problems on the reports, or for any reason you do not want to continue answer No and no changes are stored, otherwise answer Yes.
- Follow the prompts and create a pre-closing backup of your data.
- After a successful backup you are notified when the processing is complete.
- Run any desired post-closing reports.