

# Budget Compass

Coaching Session Guide



# BUDGET COMPASS

## Getting Started

### Materials:

Monthly Data Extract Files

Monthly Update Procedures Excel Workbook

Month End Statement of Condition

Month End Income Statement

### Objectives:

Archiving Previous Data

Understanding the Download

Review and Forecast:

- Balance Sheet

- Non-Interest/Interest Income and Expense

Yield

Tax Settings

Dividends

Reporting

Custom Reporting

# BUDGET COMPASS

## Monthly Update Procedures Workbook

Use your *Monthly Update Procedures* Excel workbook to find your monthly update checklist as well as a list of the files you need to retrieve from your core processor for performing the download.

## Archiving

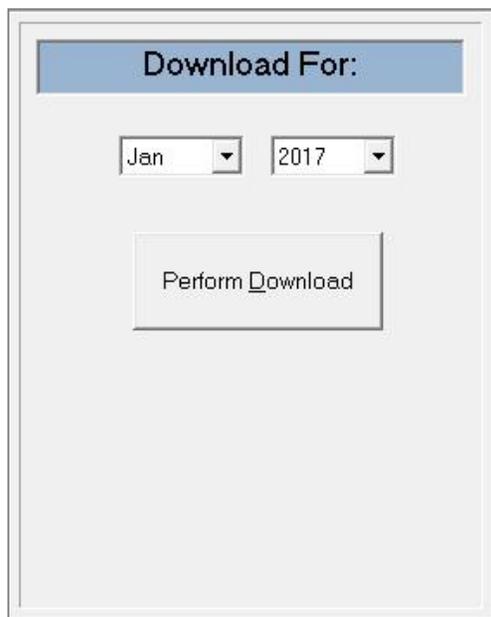
Prior to completing a download for a new month, create a backup folder for the previous month. Include all monthly data files, the Rateworks.mdb file and the BankName.mdb file.

## Data Folder

Place your current GL and Income download files in the same folder as your current plan. Compass will then access these data files during the download process.

## DataBridge

Select the DataBridge icon to perform the download.



Note: Verify that the appropriate month is selected prior to performing the download.

## Terminology

**Data extract files** are the files created by your data processor. They contain your institution's financial information which will be downloaded into Financial Compass.

There are two files needed to open Financial Compass - your Plan file and RateWorks file. The Plan file is the working file to which you make adjustments; the RateWorks file contains current rate information. Both files have a .mdb extension.

## Monthly Update Workbook Note:

If your Data Processor makes any changes to the set-up or formatting of your data files, you should contact Plansmith immediately. When changes occur, it is essential that we update your file specifications so that Compass may continue to process your data.

**Chart of Accounts** is a listing of the accounts within your Compass plan.

## Why archive monthly?

You may have a future need to reference a report for a specific time period or to access past plan data to complete a back-test. By archiving monthly, you will have the ability to access those plans at will.

# BUDGET COMPASS

## DataBridgeDownloadErrors.log

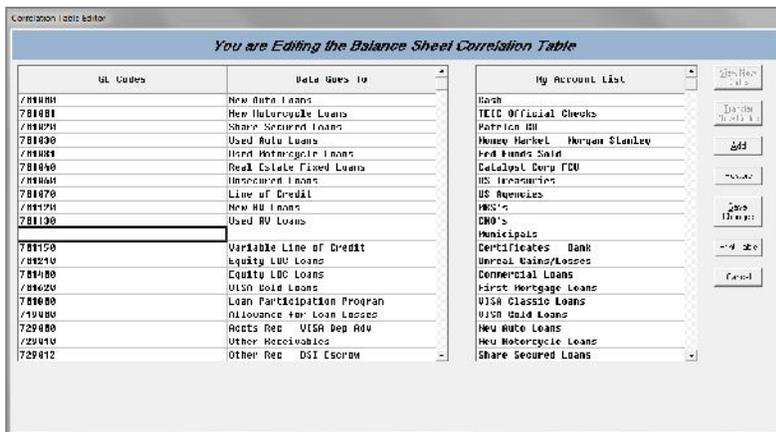
This log contains any GL codes which have not been previously included your extract files. Each code is listed with the corresponding table in which the code should be entered and correlated.

## Enter New GL/Income Codes

Enter new GL or Income codes in the corresponding table.



After entering the new code, select the corresponding account from the My Account List, and drag the account to the column titled Data Goes To. Once the new codes are entered, repeat the download.



## Correcting the Error Log

If there are codes belonging to a new account on your core system which is not yet included in your Compass Chart of Accounts, the account will not appear on the 'My Account List' of the Correlation Table.

To add a new account to your Chart of Accounts, select the folder where the account should reside, right click, and then select 'add an account' option from the dropdown list. The Account Wizard will walk you through the steps required to create the new account.

The account name will then appear in the My Account List column in the Correlation Tables.

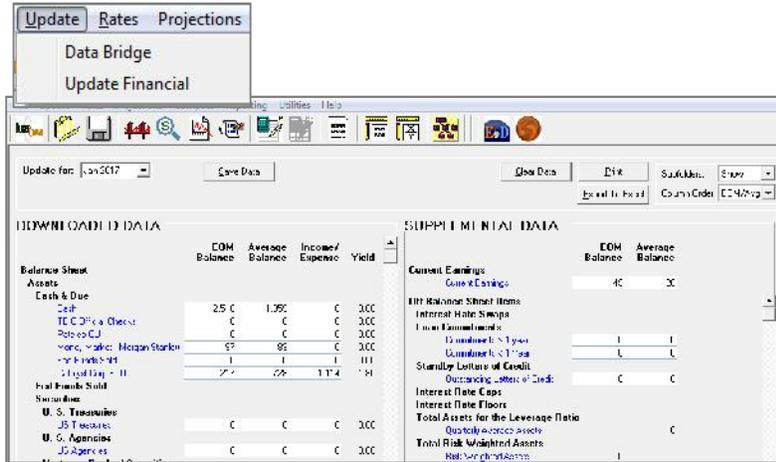
## Why are codes repeated on the error log?

Since both EOM and Average balances for each Balance Sheet GL are included in the download file, error codes from this table are repeated. Investment, Loan and Deposit codes may also appear multiple times if more than one new customer account with descriptors was booked during the month. Although the codes are repeated, the GL code should only be entered once in the correlation tables.

# BUDGET COMPASS

## Update Financial

After completing the download, select **Update Financial** next to the DataBridge icon. Verify month's totals and if needed, manually edit numbers for post closing adjustments



Steps to take during the Update Financial process:

- Verify the month in the dropdown in the top left-hand corner.
- Manually enter the Off-Balance Sheet Items and Memo Items at the top right side of the screen.
- Verify Total Assets, Total Liabilities, Total Capital, and Total Pre-Tax Income at the bottom of the screen.

BALANCING RECAP			
	EOM Balance	Average Balance	Income/Expense
<b>Total Assets</b>	407,082	403,500	1,181,345
Total Liabilities	371,625	367,845	31,491
Total Capital	35,457	35,655	84,511
<b>Total Liabilities and Capital</b>	407,082	403,500	79,885
<b>Difference</b>	0	0	215,118
			938,976
			430,622
			178,000
			252,622

Ideally the differences in Average and EOM balances should be 0, but due to rounding of balances a difference of 1 or 2 may occur. To bring the Balance Sheet in Compass into balance, you may choose to account for rounding differences in Other Assets or Other Liabilities as needed.

Remember to verify the month and click 'Save Data' before exiting Update Financial.

## Update Financial

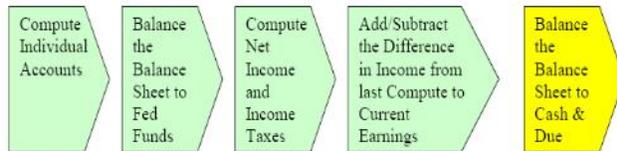
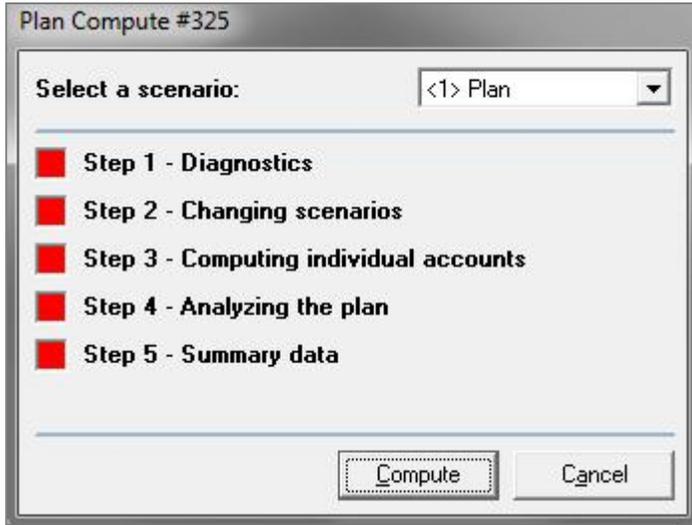
Perform manual account entries or edits on this screen. To access prior months' data, go to the dropdown arrow next to the Update for: selection and choose the month from the list.

Unless your Current Earnings and Off Balance Sheet accounts are tied to GL accounts, enter Current Earnings and Off Sheet Balance Items in the Supplemental Data section or go to Capital (for Current Earnings).

After making any adjustments, Save Data and Compute the Plan. Without Computing, your adjustments will not be reflected.

# BUDGET COMPASS

## Computing the Data



## Updating Driver Rates



Select Auto Update from the Rate Forecast screen. The confirmation pop-up will appear, follow the prompts.

Scenario:	Fed Funds	3 mo Tbill	6 mo Tbill	1 yr CMT	2 yr CMT	3 yr CMT	5 yr CMT	10 yr CMT	30 yr CMT	PRIME	1 mo LIBOR	3 mo LIBOR	6 mo LIBOR
2016 Dec	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
2017 Jan	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Feb	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Mar	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Apr	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
May	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Jun	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Jul	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Aug	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Sep	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Oct	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Nov	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52
Dec	0.14	0.07	0.22	0.35	0.70	1.03	1.54	2.17	2.86	3.25	0.23	0.32	0.52

Note: You may only download the current month's rates after completing your download. For example, to download March rates your February download must be complete.

## Computing

Compass balances your projections during the compute. Fed Funds is a balancing account within Compass. Compass will override manual entries made to Fed Funds.

After the plan is balanced to Fed Funds, Net Income is calculated. The change to Net Income is posted as a new balance to Current Earnings and a final balancing is posted to Cash. Review your cash periodically. If cash's growth is too high, you can re-forecast the cash account and re-compute the plan. This change will affect your Fed Funds Purchased or Sold account.

## Rates

There are two ways to enter rates: manually or via a download file.

Select the Rate Forecast screen and key in specific rates in the monthly cells under each driver to adjust rates manually. You can also use quick edit techniques to adjust rates. In a multi-unit plan, the Rate Forecast may only be edited in the Total Bank plan.

# BUDGET COMPASS

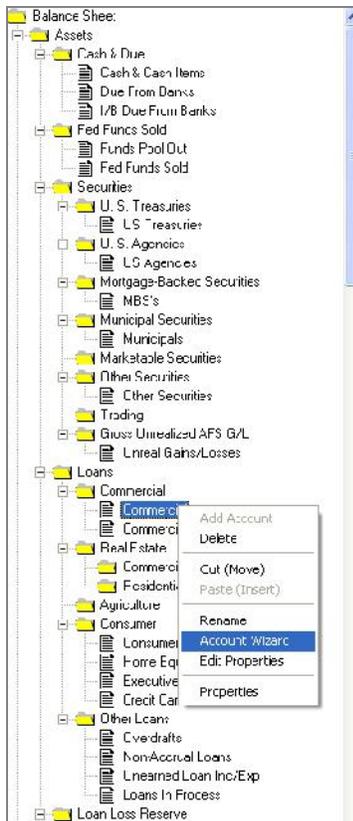
## Account Projections



In the Account Projections, you can view the Balance Sheet and Income Statement at a Yellow folder level or as individual accounts. The EOM Balance column under the Projections tab is an editable column where projections and forecasting is completed. There are three way to model projections: *Manual*, *EZ Model*, and *New Model*.

## Chart of Accounts

This is a typical balance sheet format: Assets, Liabilities, and Capital (including associated Interest Income/Expense) followed by Non-Interest Income and Expense and then Off-Balance Sheet and Memo Items.



## Chart of Accounts

Your Chart of Accounts was created during your initial set-up. You can **add** an account by right clicking on a folder or account.

You can **delete** an account but it is not recommended. If you do, any history or budget associated with the account will be deleted.

You cannot delete a yellow folder.

An account can be moved between folders by selecting **cut** then **paste**.

The **Account Wizard** allows you to apply account properties. A Chart of Accounts Report details the current property settings on all of the accounts.

# BUDGET COMPASS

## Forecasting Growth- Balance Sheet

Talk with those who know your products and markets, this will allow your forecast to be as accurate as possible

Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017	Quick		Manual		
Dec	2,447	2,558	3.27	7,097	
2017 Jan	2,558	2,558	3.27	7,097	
Feb	2,580	2,563	5.22	10,288	
Mar	2,603	2,592	5.22	11,490	
Apr	2,626	2,614	5.22	12,217	
May	2,649	2,637	5.22	12,932	
Jun	2,672	2,660	5.22	13,644	
Jul	2,695	2,684	5.22	14,397	
Aug	2,719	2,707	5.22	15,102	
Sep	2,743	2,731	5.22	15,716	
Oct	2,767	2,755	5.22	16,212	
Nov	2,791	2,779	5.22	16,822	
Dec	2,815	2,803	5.22	17,427	

### Manual

This model is only allowed at the account level, not the folder level.

Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017	Manual	[User Edit]	Manual		
Dec	2,447	2,558	3.27	7,097	
2017 Jan	2,558				
Feb	2,558				
Mar	2,558				
Apr	2,558				
May	2,558				
Jun	2,558				
Jul	2,558				
Aug	2,558				
Sep	2,558				
Oct	2,558				
Nov	2,558				
Dec	2,558				

## Session Notes

# BUDGET COMPASS

## Manual Entries

New Auto Loans					
Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017		Manual	[User Edit]	Manual	
	Dec	2,447	2,558	3.27	7,097
2017	Jan	2,558	2,558	3.27	7,097
	Feb	2,701	2,630	5.22	10,530
	Mar	2,558	2,630	5.22	11,658
	Apr	2,558	2,558	5.22	10,975
	May	2,558	2,558	5.22	11,341
	Jun	2,558	2,558	5.22	10,975
	Jul	2,558	2,558	5.22	11,341
	Aug	2,558	2,558	5.22	11,341
	Sep	2,558	2,558	5.22	10,975
	Oct	2,558	2,558	5.22	11,341
	Nov	2,558	2,558	5.22	10,975
	Dec	2,558	2,558	5.22	11,341

Under the *Manual* option, numbers can be manually overwritten by selecting the cell and typing in your new projection for each month.

## Quick Edits

Under the *Manual* option, you can *Quick Edit* select highlighted months by right clicking on your mouse. This will allow you to quickly edit EOM Balances. Options include applying a constant value to distributing and ramping to values.

Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017		Manual	[User Edit]	Manual	
	Dec	2,447	2,558	3.27	7,097
2017	Jan	2,558			
	Feb	2,558			
	Mar	2,652			
	Apr	2,746			
	May	2,841			
	Jun	2,935			
	Jul	3,029			
	Aug	3,123			
	Sep	3,217			
	Oct	3,312			
	Nov	3,406			
	Dec	3,500			
2018	Jan	2,558			
	Feb	2,558			

**Quick Edit**

**Select a Quick Edit Option:**

- Constant
- Annual growth rate
- Ramp to a value
- Ramp from/to a value
- Offset
- Aggregating Offset
- Distribute (replace existing)
- Distribute (as offset)

**Ramp to:**

## Manual Entries

While this model is a great way to apply growth it will **not reforecast** your EOM Balances with the next download. The **Quick Edits** that you apply are **static**. The EZ Model and New Model will reforecast your EOM Balances with each new download.

# BUDGET COMPASS

## EZ Model

This model applies an annual growth rate to the EOM Balance from the last updated month. Compass will reforecast projected EOM Balances based on your model with each new download.

Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017	Quick			Manual	
	Dec	2,447	2,558	3.27	7,097
2017	Jan	2,558			
	Feb	2,562			
	Mar	2,567			
	Apr	2,571			
	May	2,575			
	Jun	2,579			
	Jul	2,584			
	Aug	2,588			
	Sep	2,592			
	Oct	2,597			
	Nov	2,601			
	Dec	2,605			

<b>Model Selection</b>		Ok
<input type="radio"/> Manual		Cancel
<input checked="" type="radio"/> EZ Model		Save
<input type="radio"/> New Model		Save As
<input type="radio"/> [Dropdown]		Delete
Enter an annual growth rate:		
	2 %	

## New Model

The New Model applies a growth rate per month that is divided by 12. The outcome percentage is applied.

Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017	Modeled			Manual	
	Dec	2,447	2,558	3.27	7,097
2017	Jan	2,558			
	Feb	2,560			
	Mar	2,562			
	Apr	2,564			
	May	2,567			
	Jun	2,569			
	Jul	2,571			
	Aug	2,573			
	Sep	2,575			
	Oct	2,577			
	Nov	2,579			
	Dec	2,582			
2018	Jan	2,582			
	Feb	2,582			
	Mar	2,582			
	Apr	2,582			
	May	2,582			
	Jun	2,582			
	Jul	2,582			
	Aug	2,582			
	Sep	2,582			
	Oct	2,582			
	Nov	2,582			
	Dec	2,582			

<b>Model Selection</b>		Ok
<input type="radio"/> Manual		Cancel
<input type="radio"/> EZ Model		Save
<input type="radio"/> New Model		Save As
<input checked="" type="radio"/> Growth 2017		Delete
Growth Rate		Chart
2017	Jan	1.00
	Feb	1.00
	Mar	1.00
	Apr	1.00
	May	1.00
	Jun	1.00
	Jul	1.00
	Aug	1.00
	Sep	1.00
	Oct	1.00
	Nov	1.00
	Dec	1.00

## Models

A **saved** New Model can be applied to other accounts saving time and effort.

Review all models periodically.

## Tips

Apply a growth model at a **Yellow folder** level, then review and modify at the Sub-account level

# BUDGET COMPASS

## Driver Rates

Driver rates are located in the Rate Forecast screen. Download or manually adjust rates for updating Pricing Models.

The screenshot shows the 'Rate Forecast' screen with a table of driver rates. The table has columns for months (Jan-Dec) and instruments (Fed Funds, 3 mo Tbill, 6 mo Tbill, 1 yr CMT, 2 yr CMT, 3 yr CMT, 5 yr CMT, 10 yr CMT, 30 yr). A 'Quick Edit' dialog box is open, allowing users to select a 'Quick Edit Option' (Constant, Annual growth rate, Ramp to a value, Ramp from/to a value, Offset, Aggregating Offset, Distribute (replace existing), Distribute (as offset)) and set a 'Constant' value (1.00). The 'Last Calculation Results' section shows 'Min: 1.00', 'Average: 0.00', and 'Tend: 0.00'.

## Rate Forecast

Manually edit rates by placing your cursor and selecting any cell, or highlighting a range of cells for **Quick Edit** options

## Driver Models

You can also create **New Driver Rates** by selecting New Driver. You may then choose to tie the new rate to an existing Driver Rate by selecting **Driver Model** or you can manually enter the rates or copy from an **excel** spreadsheet

## Yield

You will need to enter the Average Yield calculated for the month in the Yield column. You can enter the Yield by either a manual entry or by applying an EZ model.

## Manual

Manually enter rates by setting the model selection to Manual. **Quick Edit** techniques can be used for this option.

The screenshot shows the 'Projections' screen with a table of budget, variance, and Fed Funds data. The table has columns for months (Dec 2017, Jan 2017, Feb, Mar, Apr, May, Jun, Jul) and rows for 'EOM Balance', 'Average Balance', 'Yield', and 'Interest'. A 'Quick Edit' dialog box is open, allowing users to select a 'Quick Edit Option' (Constant, Annual growth rate, Ramp to a value, Ramp from/to a value, Offset, Aggregating Offset, Distribute (replace existing), Distribute (as offset)) and set a 'Constant' value (3.00).

# BUDGET COMPASS

## EZ Model

An EZ Model is a simple model that builds a direct relationship between the average yield and driver rates plus or minus a spread or multiplied by a factor.

Projections		Budget	Variance	Fed Funds	Notes
		EOM Balance	Average Balance	Yield	Interest
2017	Modeled			Quick	
	Dec	2,447	2,558	3.27	
2017	Jan	2,558	2,558	3.27	
	Feb	2,560	2,559	3.85	
	Mar	2,562	2,561	3.85	
	Apr	2,564	2,563	3.85	
	May	2,567	2,565	3.85	
	Jun	2,569	2,568	3.85	
	Jul	2,571	2,570	3.85	
	Aug	2,573	2,572	3.85	
	Sep	2,575	2,574	3.85	
	Oct	2,577	2,576	3.85	
	Nov	2,579	2,578	3.85	
	Dec	2,582	2,580	3.85	
2018	Jan	2,582	2,582	3.85	

Pricing Model	
<b>Model Selection</b>	<input type="radio"/> Manual <input checked="" type="radio"/> EZ Model <input type="radio"/> New Model <input type="text"/>
Driver:	PRIME
February Rate:	3.60 %
Calc:	Spread
Value:	0.25 % Lag: 0 Mon

## Pricing Models

As Driver Rates change, so will your yields depending on the spread/factor you've entered in the model

## Forecasting Income and Expense

The Income Statement view is different from the balance sheet view; the screen is read left to right. All editing techniques available in the Balance Sheet side are available on the income statement when a column is set to manual.

## Forecasting Income and Expense

There are four ways to model Income and Expense Accounts: Manual, Fee Model, Annual Growth Rates, New Month From Previous Month

## Manual

Service Charges - DDA						
Projections		Budget	Variance	Notes		
		2013 Income	2014 Income	2015 Income	2016 Income	2017 Income
2017	Dec					Manual
	Jan					2,310
	Feb					4,118 2,310
	Mar					3,107 2,500
	Apr					2,670 2,500
	May					1,980 2,500
	Jun					2,790 2,500
	Jul					2,310 2,500
	Aug					2,310 2,500
	Sep					2,310 2,500
	Oct					2,310 2,500
	Nov					2,310 2,500
	Dec					2,310 2,500
	Tota					30,835 29,810

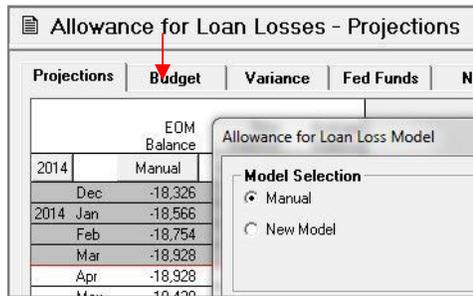
Quick Edit	
<b>Select a Quick Edit Option:</b>	<input checked="" type="radio"/> Constant <input type="radio"/> Annual growth rate <input type="radio"/> Ramp to a value <input type="radio"/> Ramp from/to a value <input type="radio"/> Offset <input type="radio"/> Aggregating Offset <input type="radio"/> Distribute (replace existing) <input type="radio"/> Distribute (as offset)
Constant:	2500

Setting the column to manual allows you to enter balances per month. This is a useful option for accounts with radical changes. Remember, by right clicking on your mouse, you can apply *Quick Edit* techniques.

# BUDGET COMPASS

## Loan Loss Reserve and Provision

The Loan Loss Reserve (LLR) and Loan Loss Provision (LLP) accounts in Compass can be linked together via the Modeling function so that changes in one account will be automatically updated in the other account. This Modeling functionality allows users to build models that incorporate loan growth changes, include expected net charge-off projections and/or project required Provisions based on Allowance as a % of Loans targets. Those calculated results will be incorporated in both the LLR and the LLP accounts and automatically updated as forecasted loan balances change over time.



To enter the Model screen, click on the “Manual” or “Modeled” button at the top of the EOM Balance Column (from the LLR account) or the Expense column (from the LLP account). The model can be accessed from either account. When set to the “Modeled” mode, changes made from the LLR account will be reflected on the LLP account, and vice versa. This modeling feature is available for the first account within the Loan Loss Reserve and Loan Loss Provision folders. If set back to the “Manual” mode, these accounts will not be linked and numbers currently in the model will be kept static.

### Tips

As you update Loan balances in future months, the ALLL model will recalculate the LLR and LLP and update those accounts accordingly.

### Manual Edits

This may be a good tool to use if you would like to analyze these accounts periodically (e.g. quarterly) and apply your results, but do not wish to have monthly fluctuations flow through your projections.

Allowance for Loan Loss Model								
Model Selection								
<input type="radio"/> Manual <input type="radio"/> New Model <input checked="" type="radio"/> Test1								
<input type="checkbox"/> Distribute Provision Evenly								
		Total Loans '000's)	Target Allowance as a % of All Loans	Allowance for Loan Loss (000's)	Net Charge Offs (000's)	Calculated Provision for Loan Loss	Adjusted Provision	Resulting Loan Losses/Total Loans
2014	Jan	1,575,937	1.18%	-18,566	211	450,000		
	Feb	1,586,988	1.18%	-18,754	111	300,000		
	Mar	1,609,444	1.18%	-18,928	227	400,000		
	Apr	1,610,785	1.18%	-19,076	0	-48,149	0	1.18%
	May	1,612,127	1.19%	-19,224	0	-48,382	0	1.19%
	Jun	1,613,471	1.20%	-18,724	-500	-500,000	0	1.16%
	Jul	1,614,815	1.21%	-19,272	250	547,466	0	1.19%
	Aug	1,616,161	1.22%	-20,421	1,000	1,49,085	0	1.26%
	Sep	1,617,508	1.23%	-20,570	0	149,320	0	1.27%
	Oct	1,618,856	1.23%	-20,720	0	149,555	0	1.28%
	Nov	1,620,206	1.24%	-20,869	0	149,791	0	1.29%
	Dec	1,621,555	1.25%	-21,019	0	150,032	0	1.30%

# BUDGET COMPASS

## Fee Model

Projections	Budget	Variance	Notes		
2013 Expense	2014 Expense	2015 Expense	2016 Expense	2017 Expense	Fee
					36,968
				33,965	36,968
				35,405	36,914
				34,130	37,193
				39,125	37,469
				36,152	37,758
				36,968	38,045
				36,968	38,338
				36,968	38,639
				36,968	38,939
				36,968	39,245
				36,968	39,557
				36,968	39,874
				437,553	458,939

### Tips

Apply a growth model at a Yellow folder level, then review and modify at the Sub-account level

Setting the column to Fee Model allows you to apply a percentage of EOM balances, Average balances or New Balances from the balance sheet in forecasting income or expense.

## Annual Growth Rate

Projections	Budget	Variance	Notes		
2013 Expense	2014 Expense	2015 Expense	2016 Expense	2017 Expense	Quick
					3,510
				5,519	3,510
				7,036	3,889
				2,601	3,889
				3,237	3,889
				2,867	3,889
				3,510	3,889
				3,510	3,889
				3,510	3,889
				3,510	3,889
				3,510	3,889
				3,510	3,889
				3,510	3,889
				45,830	46,289

Setting the column to Annual Growth Rate will allow you to apply an annual percentage of growth to the previous year's total income/expense. If there is not a full year of historical data, then the model will first project a total for the current year based upon the last actual month's number with zero growth.

# BUDGET COMPASS

## New Month from Previous Month

The screenshot shows the 'Payroll Taxes' window with columns for Projections, Budget, Variance, and Notes. The Budget column is further divided by year (2013-2017) and type (Expense, Growth). An 'Income/Expense Model' dialog box is overlaid, showing 'Model Selection' options: Manual, Fee Model, Annual Growth Rate, New Month from previous Month (selected), and Payroll Tax Growth (selected). A dropdown menu for 'Payroll Tax Growth' is open, showing a list of months from Jan to Dec, each with a 'Growth Rate' of 1.00.

Setting the column to New Month from Previous Month will allow you to apply an annual growth rate to last year's previous month balance.

## Taxes

The screenshot shows the 'Projections' menu bar with three options: 'Accounts', 'Tax Information', and 'Capital Conservation Buffer'. The 'Tax Information' option is highlighted.

Access the Tax setting through Projections on the menu bar. You can enter a nominal rate or an amount for the entire year.

Verify tax settings for each account by printing out a Chart of Accounts report, found in the reporting section. Accounts can be set to Fed Exempt, State and Fed Exempt, or 20% TEFRA. To change a setting, access the Account Wizard and it will walk you through a series of prompts that include applying tax settings for the account.

## Models

A saved New Model can be applied to other accounts saving time and effort.

Review all models periodically.

## Tips

Apply a growth model at a Yellow folder level, then review and modify at the Sub-account level

# BUDGET COMPASS

It is recommended that you select 'Yes' to distributing state and federal taxes according to net pre-tax income.

For S-Corp banks, if you want to view reports with FTE adjustments enter the following: set state to *Rate* and then enter the rate. Next, set the federal taxes to *Amount* and enter zero.

Tax Information		2017	2018	2019	2020	2021
State taxes	Rate	8.00	8.00	8.00	8.00	8.00
Federal taxes		0	0	0	0	0
Federal tax credits		0	0	0	0	0
Federal tax loss carry forward		0	0	0	0	0
Other adjustments: State		0	0	0	0	0
Other adjustments: Federal		0	0	0	0	0

Should state taxes be distributed according to net pre-tax income? No

Should federal taxes be distributed according to net pre-tax income? No

Allow for the calculation of negative state taxes? No

Edit Budget Taxes      Ok      Cancel

## Dividends

Project Dividends through the Options setting under Utilities from the top menu bar. Compute the Plan after entering Dividends.



Preferences - Dividends			
General	Chart of Accounts	Dividends	Reports
Modes	Last Files List	Fonts	Date Formats
Method:	Manual	Year	Month
	Manual	2017	January
	Percent of Net Income		February
	Excess Equity		March
			April
			May
			June
			July
			August
			Amount
			600

OK      Cancel

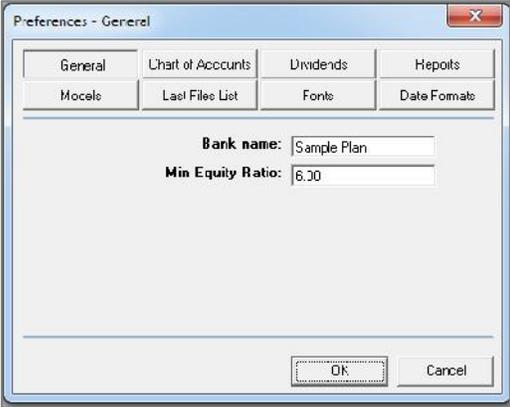
Compass will calculate Dividends when the Percentage of Net Income or Excess Capital is selected. When the Manual option is chosen, enter the dollar amount (rounded to the thousand) for the desired payout period.

## Session Notes

# BUDGET COMPASS

## Minimum Equity Ratio

From the Top Menu bar, select Utilities, Options, and on the General Tab you can enter the appropriate percentage based upon your banks policy limits.



## Session Notes

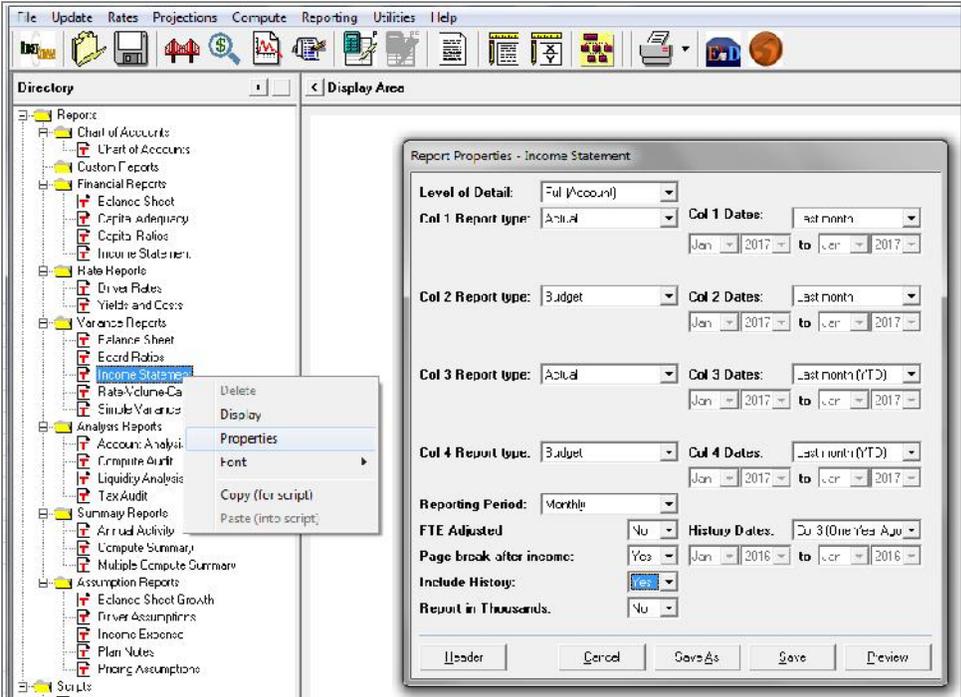
## Reports



Computes update reports. A report with the letter T indicates that the report is a template.

To customize a report, right click a Report and select Properties.

You can create your own report by selecting Properties & Save As. Your reports will have  icon. These reports are also refreshed with each compute.



# BUDGET COMPASS

## Report Designer



## Session Notes

Report Designer allows you to design your own reports. First, select the report properties from the menu bar located at the top.

Ref.	Description	Data Type	E *Jan 2016	F *Feb 2016	G *Mar 2016
1					
2					
3					
4					
5					
6					
7	67 Loan/Deposit Ratio	Actual	135.31	137.48	144.05
8					
9					
10	aad <b>Total Loans</b>	ECMBal	65,533	66,772	69,176
11	abbd <b>Total Time Deposits</b>	ECMBal	44,065	43,631	43,618
12					

Next, double click on the individual accounts or ratios from the Accounts/Summary Items list or you can right click on Category Yellow folders for more options to bring in the data. Save the report.

Once saved, the report will appear in the Custom Reports folder in the reports' directory.

