

## Monthly Procedures

- ☐ Update model for current month
- ☐ Update Off-Balance Sheet and Memo Items
- ☐ Review & Export Prepayment Data
- ☐ Review Reports
- ☐ Reforecast as needed
- ☐ Re-Compute the Plan, Rate Shock and NonParallel Rate Shock
- ☐ Run Final Reports
- ☐ Upload data to Executive Dashboard

### Notes:

Follow Institution-specific procedures outlined in the Monthly Update Procedures workbook. Generic update instructions are also available in Appendix B of the User's Guide.

Under *Update/Update Financial*, input any month-end supplemental data items.

Under *Projections/Prepayment Utility*, review prepayments and adjust for exceptions if necessary. Choose "Export to Excel" at the "Total Loan" and "Total CD" level to export data for further analysis and future reference.

Under *Reporting/Reports*, run and review various reports for variances and trends.

Under *Projections/Accounts*, update balances, rates, and other income statement, off-balance sheet and memo items as needed.

Choose *Compute/Compute the Plan*, *Compute/Compute Parallel Rate Shock* and *Compute/Compute Non-Parallel Rate Shock*.

Under *Reporting/Reports*, run various reports as needed.

For review/communication of summary level data via Internet-based program. Upload via *Utilities/Submit Plan to Executive Dashboard*.

## Quarterly Procedures

- ☐ Review Pricing and Repricing Models
- ☐ Review Driver Models for Floating Rate Accounts with Floors
- ☐ Review Put/Call Features
- ☐ Review Dividend Forecast
- ☐ Input Externally Calculated Market Values
- ☐ Run Risk Compass/IRR Reports
- ☐ Run Cash Flow Model

Review rate/pricing reports (e.g. *Yields and Costs*, *Offering Rates*, *Repricing Rates*, and *Rate Shock Offering Rates*)

Review *Driver Assumptions* report and make adjustments as needed (under *Rates/Driver Rate Models*)

Under *Projections/Accounts*, choose an individual account with Call features and review the "Callable" tab. Alternatively, review the *Callable Assumptions* report.

Under *Utilities/Options/Dividends* review and potentially update the current Dividend assumptions

If desired, input 3rd party Market Values for Investment Security portfolio under *Compute/Externally Calculated Rate Shock Values*.

The main comprehensive report can be found under *Utilities/Risk Compass*, or various individual reports can be found under *Reporting/Report*.

With Compass closed, open the Excel-based Cash Flow model and update as needed. (The Compass Add-In will have pulled existing model-based data automatically into the file.)

## Annual Procedures

- ☐ Review and Update Prepayment Models
- ☐ Review Account Wizard Settings
- ☐ Review and Update Decay and Alternate Discount Rates
- ☐ Update Tax Information
- ☐ Review Policy Limits
- ☐ Lock Budget
- ☐ Perform Year-end Shift
- ☐ Create models with alternate scenarios

Within *Projections/Prepayment Utility*, chose "Export to Excel" to review and analyze institution-specific prepayment experience. Additionally, review the *Prepayment Assumptions* report. Adjust existing prepayment models if needed.

Run *Chart of Accounts* report to review account-level settings. Make adjustments within *Projections/Accounts* as needed.

Run *Alt Discount & Decay Rates* Report. Update Alternate Discount and Decay rates as needed (based on independent study) within *Projections/Account/{right click on individual account} Account Wizard*

Under *Projections/Tax Information*, review tax information and update as needed

Under *Utilities/Options/Reports*, update Gap and Rate Shock Policy Limits if needed

When comfortable that the Projections screen contains your final budget, choose *Utilities/Lock Budget* to transfer data to the Budget tab.

CAUTION: make copies of all .mdb files before performing the Year-end Shift. This should occur RIGHT BEFORE updating for January actual results, by choosing *Utilities/Year End Shift*. (This date will be different for Fiscal Year End Plans.) You will be reminded of this step via email annually. PLEASE call with any questions.

At any time, copy your model files (all .mdb files) into a separate folder and adjust assumptions to test the impact of alternate scenarios. Utilize the Excel Add-In to compare model results.

*Indicates location within Compass*

*Indicates Report that can be found within the Reports area of Compass*

Note: Timing indicated is for general reference only. Institution- or market-specific reasons may indicate the need for more frequent review and analysis of model assumptions