

BAKER HILL

This information is included in the OnePoint Help files.

Submitting Customer Data to RMA

If you participate in the Risk Management Association's submission program, you can perform this submission from the STAN component of OnePoint32. For more information about RMA, see the RMA Web site at <http://www.rmahq.org/>.

Topics:

Things to know about RMA submission

How to submit data to RMA

Things to know about RMA submission

- For information about NAICS in OnePoint32, click here. You cannot submit data to RMA unless you're using NAICS codes as of OnePoint32 Version 7.9.

- RMA requests that you use unique customer identification numbers to guard against repeat data in the submission file. Unless your OnePoint32 customer numbers contain information about the company, include these numbers in the submission data (be sure to leave the Do Not Include Customer Numbers in Submissions check box deselected, or unchecked).

- You can submit the following Baker Hill industries: General & Middle Market, all derivatives of General & Middle Market, Small Business, and Corporate Accounts.

- The transmittal file, called Rmatran.txt, and the submission file, called Rmasubm.txt, should be located at the root directory of the disk submitted to RMA.

However, if you need to submit data in multiple files, you can do so by creating a subdirectory for each group of submissions and including an Rmatran.txt and an Rmasubm.txt in each subdirectory (for example: A:\Middlemkt\Rmatran.txt, A:\Middlemkt\Rmasubm.txt, A:\Clothing\Rmatran.txt, A:\Clothing\Rmasubm.txt). In the submission package, include a note indicating that the data files are contained in subdirectories.

- The Info button on the Submission Information screen offers details about the submission program and a list of possible submission errors.

- RMA submission requirements change every year. You must use the current year's program, not the program from the previous year.

- Please note that you may not be able to use the RMA submission program, depending on your access rights. Please see your OnePoint32 system administrator if you have questions.

· When a NAICS code and Business Type description are initially selected for a customer on the main customer screen, the Primary Product description on the Historical Statement Setup screen is automatically filled in with that Business Type description. This Primary Product description is what's specified in your submission to RMA. If you later change the customer's NAICS code by means of the main customer screen, any change made to the Business Type description is not reflected in the Primary Product field. To change the description that will be submitted to RMA, you will need to access the Historical Statement Setup screen by choosing Historical>Statement>Setup from the menu bar in STAN and then type in the new Primary Product description.

· Statements can be spread in Actual, Thousands, Millions, or Billions of dollars. You select the unit to use when you first set up a customer's statement. It is important to choose the proper unit setting! The program has no way of knowing whether the figures you are entering are truly of the selected unit. Be sure to enter your spreadsheet figures appropriately according to the unit selected. Remember that the default setting is Thousands, and you'll need to choose Actual if you intend to enter actual figures.

How to submit data to RMA

First, if you have not done so already, you need to set up each customer's RMA information on the customer's Historical Statement Setup screen. (You can access this screen from within the customer's historical spreadsheet by choosing either Historical>Statement>Setup or Historical>RMA Submission from the menu bar, or by clicking Ctrl+S.) The Historical Statement Setup screen appears automatically the first time you access the STAN component for a customer. See the STAN setup topic for details on how to fill out the fields on this screen.

Here's how to prepare the submission file for RMA:

1. From the OnePoint32 program directory, run the RMA32_xx.exe program (where xx represents the last two digits of the submission year).

The Submission Information screen appears. (You'll need to close the text file of instructions in order to see the screen.)

2. Fill out the Bank Information section.

3. In the Create section, click the Submission File button to specify the path and filename of the submission file that the program will create.

The submission file will contain all of the customer data submitted.

4. In the Create section, click the Transmittal File button to specify the path and filename of the transmittal file that the program will create.

The transmittal file will contain the bank information that you entered on the Submission Information screen and the number of submissions in the submission file.

5. If you want the program to try to submit data for every customer that has a spreadsheet set up in OnePoint32 regardless of whether the customer's RMA Submission Information screen has the Submit to RMA check box selected then select (check) the Try to Submit All Customers (Ignore Submit Flag) check box.

Note: You can select en masse the Submit to RMA check box for all customers that already have a Submission Information record in your database (that is, customers for whom you have filled out the RMA Submission Information screen). To do so, choose Utilities>Set Submission Flags from the RMA Submission menu bar. You can also deselect en masse the Submit to RMA check box for all customers. To do so, choose Utilities>Reset Submission Flags from the RMA Submission menu bar.

6. If you do not want to include your OnePoint32 customer numbers in the submission, select (check) the Do Not Include Customer Numbers in Submissions check box.

Note: RMA requires the use of unique customer identifiers in your submission file. Please include OnePoint32 customer numbers in your submission unless the customer numbers contain information about the company.

7. Click the Create button to write the data to the submission and transmittal files. If these files already exist, the program asks whether you want to overwrite them.

8. Verify that the files were written properly by clicking the View button and then navigating to the submission or transmittal file.

Each time the program tries to submit customers, it creates a new trace file in the Work directory, with the filename Rmasubxx.x (where Rmasubxx is the name of the program and the x extension represents the sequential number of the trace file). The trace file lists the customers successfully submitted; click here to view an example. After you have successfully submitted the data, you may want to delete the trace files; they're not deleted automatically.

If errors occur, the program also creates (or overwrites an existing) errors file called Rmaerr.xx (where xx represents the last two digits of the submission year). For more information about errors, click the Info button on the Submission Information screen.