



### What Our Clients Are Saying

"The reporting feature in LA Pro really stands out. With a click of a button you get all of the reports you need. This will be particularly useful during auditing. The reports simply make our life easier."

-Karen Shields,  
Finance Coordinator,  
City of North Miami Beach

## Reporting

*It's as easy to get information from LA Pro as it is to put it in. LA Pro Reporting offers a set of standard reports with the tools you need to create your own reports.*

The options and tools range from simple to complex and are designed to give you the exact reporting capabilities you need:

- **Standard Reports** is a set of over 100 preformatted reports that you can run any time. The reports give you information such as trial balance, loan payment, loan disbursement, and much more.
- **Ad Hoc Reports** are a simple way for you to produce on-the-fly reports based on the information in one table. For example, you can design a report that shows information from the Loans table for product reporting.
- **Quick Report** lets you create complex loan servicing reports with information you select from up to six tables in your LA Pro reporting database. You can report on up to 24 fields, sort your information in many ways, and control the order in which information appears on the report.
- **Reporting Capabilities**
  - **Amortization Schedules** displays amortization schedules for existing loans and to create hypothetical schedules.
  - **Delinquency Notices** prints a report that tells customers that a loan payment is past due.
  - **Escrow Review Listing** provides a snapshot of all escrow account information in LA Pro.
  - **Escrow Transaction Detail Report** shows initial escrow deposits and escrow payments.

- **Forecast Report** displays the principal and interest payments of a loan or series of loans, projected by billing period.
- **Form 5498, IRA Contribution Information**, reports the fair market value, any rollovers, and any contributions made to traditional IRAs, Roth IRAs, SEP-IRAs, or SIMPLE IRAs and re-characterizations of an IRA contribution to the IRS.
- **Form 1098, Mortgage Interest Statement**, reports interest paid for the year to the IRS.
- **Form 1099-INT, Interest Income Statement**, reports the amount of interest each investor has been paid on a given loan for a given calendar year to the IRS.
- **History for Escrow** report shows history for individual escrow accounts.
- **Interest Statements** tell customers how much interest they have paid for all loans that are not reported to the IRS on Form 1098s.
- **Invoice Register Report** shows what has been printed on invoices.
- **Payment Allocation Report** provides information about consolidated payments.
- **Transaction Review Report** shows all transactions that have been entered for the day. You print the report, review the transactions, make any corrections to the transactions, and then post the transactions.
- **Transaction Posting Review by Transaction Type** shows what happens when you post transactions

## Standard Reports

Pick the report you want, set the reporting parameters such as how you want to sort the information, and click Preview, Print, or Export to run one of these reports. You can save your setup and create your own list of favorites.

**Setting up Standard Reports**

The screenshot shows the 'Standard Reports' dialog box with the following callouts:

- Select Report:** Choose the report you want to produce from either the Prioritized Reports list or the Non-Prioritized Reports list.
- Sort Report:** Specify how to sort the report.
- Sort Order:** Choose the sort order.
- Report Content:** Choose the report content.
- Select Records:** Select the records and dates you want the report to show.
- Buttons:** View the report online and then print or export it from the preview screen.
- Print:** Print the report, select a printer, and specify how many copies you want.
- Export:** Click + to create a set of the reports you run most often.
- Help:** Click ? to learn about the report you have chosen.

**Note:** The reporting parameters you see here vary with each report.

Export the report, save the setup, create a Batch Processes job to run the report, and close this window.

The following are just a few of our standard reports

- *Aging Report*
- *Billing History Report*
- *Borrower Statement of Account*
- *Collateral History Report*
- *Coupon Books*
- *Customer Delinquency Report*
- *Customer Master List*
- *Escrow Review Listing*
- *Facility, Fee, Loan Report*
- *Interest Accrual Report*
- *Late Fee History Report*
- *Loan Charge-Off Report*
- *Loan Disbursement Reports*
- *Loans to One Borrower Report*
- *Participant Monthly Statement*
- *Payoff Report*
- *Portfolio Report*
- *Rate Change Notification*
- *Reg Z Report*
- *Wire Transfer Request Form*

## Example of the Trial Balance Report:

Trial Balance Report By Customer								
First Nations Credit Union								
Accumulated Through 3/18/2011								
Customer ID	Officer	GL Code	Active	Day Code	Fixed Base	Principal Bal	Accruing Bal	Commitment
Facility ID	Branch	Loan Type	Maturity	Perf Status	Spread	Interest	Interest MTD	Available
Loan ID	Customer Name	Revlr Cd	Rate Code	Rate	Late Fee	Daily Accrual	Original Commit	
C-2	Emerson	GL-1	1/20/2011	360/360	8.5000000000	\$34,591.70	\$34,591.70	\$50,000.00
CF-2A	Southside	Original Princip	2/1/2016	Performing	0.0000000000	\$156.42	\$153.50	\$15,408.30
L-2A	Ace Corporation	R		FIXED	8.5000000000	\$0.00	\$8.17	\$50,000.00
C-2	Emerson	GL-1	1/1/2011	Actual/360	7.5000000000	\$100,000.00	\$98,976.49	\$100,000.00
CF-2B	Southside	Amortized	1/1/2021	Performing	2.5000000000	\$3,130.13	\$494.88	\$0.00
L-2B	Ace Corporation	C		PRIME	10.0000000000	\$119.64	\$27.49	\$100,000.00
<b>Customer Totals</b>	<b>Subtotals for:</b>	<b>C-2</b>				<b>\$134,591.70</b>	<b>\$133,568.19</b>	<b>\$150,000.00</b>
	<b>Number of Loans:</b>	<b>2</b>				<b>\$2,286.55</b>	<b>\$648.38</b>	<b>\$15,408.30</b>
						<b>\$119.64</b>	<b>\$35.66</b>	<b>\$150,000.00</b>
<b>Grand Totals:</b>	<b>Number of Loans:</b>	<b>2</b>				<b>\$134,591.70</b>	<b>\$133,568.19</b>	<b>\$150,000.00</b>
						<b>\$2,286.55</b>	<b>\$648.38</b>	<b>\$15,408.30</b>
						<b>\$119.64</b>	<b>\$35.66</b>	<b>\$150,000.00</b>

## Ad Hoc Reports

Ad Hoc Reports lets you create reports based on the information in one table in the LA Pro database. Your ad hoc reports can have information from any or all of the fields you see when you use options such as Customers, Facilities, and Loans. For example, you can create a report showing the contents of any of the fields you see when you use the Loans option. You can sort ad hoc reports using any of the fields in the record you are reporting on.

### Setting up an ad hoc report

The screenshot shows the 'Ad Hoc Report' dialog box for 'Loans'. It features several sections: 'Available Fields' and 'Selected Fields' for field selection; 'Records To Report On' with radio buttons for 'Currently Selected Records [18 Records]', 'All Records In Table [18 Records]', and 'Custom Report Criteria [18 Records]'; 'Options' for sorting and display preferences; and 'Custom Reports' with a dropdown menu and 'Save'/'Delete' buttons. Callouts point to these sections with the following descriptions:

- Display the Available Fields in alphabetical order.** (points to the 'Available Fields' list)
- Select the fields to use in the report.** (points to the field selection arrows)
- Display the Available Fields in the order they appear in LA Pro.** (points to the 'Selected Fields' list)
- Specify which records to report on.** (points to the 'Records To Report On' section)
- Save or delete the report setup.** (points to the 'Save' and 'Delete' buttons)
- Tailor the report.** (points to the 'Options' section)
- Preview and print the report.** (points to the 'Preview' and 'Print' buttons)

Loans - Ad Hoc Report							
First Nations Credit Union							
3/19/2011							
<b>Record Selection Criteria: All Records</b>							
<b>Number of Records: 5 of 5</b>							
Customer ID	Customer Name	Loan ID	Date Of Loan	Maturity Date	Principal Balance	Interest Receivable	Rate
C-1	Sampson and Sons	L-1B	01/01/2011	01/01/2031	175,000.00	3,033.33	8.0000000000
C-2	Ace Corporation	L-2A	01/20/2011	02/01/2016	34,591.70	156.40	8.5000000000
C-2	Ace Corporation	L-2B	01/01/2011	01/01/2021	100,000.00	2,138.89	10.0000000000
C-3	Margaret Walker	L-3A	04/01/2010	04/01/2015	175,250.00	16,055.78	9.5000000000
C-3	Margaret Walker	L-3B	04/01/2010	04/01/2015	20,000.00	1,928.77	10.0000000000

## Quick Report

Quick Report lets you design reports to meet your needs. Your reports can contain information from one to six LA Pro database tables, and the information can be presented in several ways.

You can do these things using Quick Report:

- Report on up to six tables in your LA Pro database.
- Show information for up to 24 fields on your report.
- Specify the conditions that must be met in order for information to appear on your report. For example, you can create a report showing all loans with a Payment.
- Type of Amortized and Billing Cycle of Maturity.
- Specify the order in which you want information presented on your report. For example, you can sort information by Loan ID in ascending or descending order.
- Save your report setup.
- Choose the title of your report.
- Preview your report before you print it or print it without previewing it.

**Quick Report**

**Tables**

- Loans
- Customers
- Loan Payments History
- 
- 
- 

**Available Fields**

- Loan Program
- Loan Purpose
- Lt Fee Grace Period
- Mail Method
- Maturity Date
- Max Interest to Cap
- Months To Skip Billing
- Next Base Rt Update
- Next Bill History ID
- Next Cutoff Date
- Next Print Date

**Selected Fields**

- 1 Loan ID
- 2 Customer ID
- 2 Business/Last Name
- 3 Principal Payment
- 3 Interest Payment
- 3 Effective Date
- 1 Next Due Date

**Selection Conditions**

	Tbl	Field Name	Criterion	Value
And				
And				
And				
And				

**Sort By**

1 2 3 [ ] Asc Desc Sub

**Report Name**

Payments Save Delete

Clear Preview Print Export Close

The previous report setup produces the following quick report:

First Nations Credit Union 3/19/2011						
Report Tables: Loans, Customers, Loan Payments History Number of Records: 22						
Loan ID	Customer ID	Business/Last Name	Principal Payment	Interest Payment	Effective Date	Next Due Date
L-2A	C-2	Ace Corporation	5,000.00	0.00	03/12/2011	04/01/2011
L-2A	C-2	Ace Corporation	285.81	140.00	03/07/2011	04/01/2011
L-2A	C-2	Ace Corporation	122.49	60.00	03/07/2011	04/01/2011
L-2A	C-2	Ace Corporation	0.00	0.00	01/20/2011	04/01/2011
L-2A	C-2	Ace Corporation	408.30	200.00	03/07/2011	04/01/2011
L-2A	C-2	Ace Corporation	3,500.00	0.00	03/12/2011	04/01/2011
L-2A	C-2	Ace Corporation	0.00	73.33	02/01/2011	04/01/2011
L-2A	C-2	Ace Corporation	1,500.00	0.00	03/12/2011	04/01/2011
L-2A	C-2	Ace Corporation	0.00	22.00	02/01/2011	04/01/2011
L-2A	C-2	Ace Corporation	0.00	0.00	01/20/2011	04/01/2011
L-2A	C-2	Ace Corporation	0.00	51.33	02/01/2011	04/01/2011
L-2B	C-2	Ace Corporation	0.00	0.00	01/20/2011	04/01/2011
L-2B	C-2	Ace Corporation	0.00	0.00	01/20/2011	04/01/2011
L-2B	C-2	Ace Corporation	0.00	73.33	02/01/2011	04/01/2011
L-2B	C-2	Ace Corporation	0.00	22.00	02/01/2011	04/01/2011
L-2B	C-2	Ace Corporation	5,000.00	0.00	03/12/2011	04/01/2011
L-2B	C-2	Ace Corporation	285.81	140.00	03/07/2011	04/01/2011
L-2B	C-2	Ace Corporation	1,500.00	0.00	03/12/2011	04/01/2011
L-2B	C-2	Ace Corporation	3,500.00	0.00	03/12/2011	04/01/2011
L-2B	C-2	Ace Corporation	408.30	200.00	03/07/2011	04/01/2011
L-2B	C-2	Ace Corporation	122.49	60.00	03/07/2011	04/01/2011
L-2B	C-2	Ace Corporation	0.00	51.33	02/01/2011	04/01/2011
<b>Grand Totals:</b>			<b>21,633.20</b>	<b>1,093.32</b>		