FINANCIAL COMPASS®

Monthly Procedures

Notes:

☐ **Update model for current month**
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.

☐ **Update Off-Balance Sheet and Memo Items**
Under *Update/Update Financial* , input any month-end supplemental data items.

☐ **Review & Export Prepayment Data**
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.

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

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

☐ **Re-Compute the Plan, Rate Shock and NonParallel Rate Shock**
Choose *Compute/Compute the Plan* , *Compute/Compute Parallel Rate Shock* and *Compute/Compute Non-Parallel Rate Shock*

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

☐ **Upload data to Executive Dashboard**
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 rate/pricing reports (e.g. *Yields and Costs* , *Offering Rates* , *Repricing Rates* , and *Rate Shock Offering Rates)*

☐ **Review Driver Models for Floating Rate accounts with Floors**
Review *Driver Assumptions* report and make adjustments as needed (under *Rates/Driver Rate Models*)

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

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

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

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

☐ **Run Cash Flow Model**
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**
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.

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

☐ **Review and Update Decay and Alternate Discount Rates**
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*

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

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

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

☐ **Perform Year-end Shift**
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.

☐ **Create models with alternate scenarios**
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