

It's as easy to get information from LA Pro as it is to put it in. We offer a set of standard reports and several tools for you to create your own reports. The options and tools listed below range from the simple to the 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.
- ◇ **Quick Report** lets you create complex reports with information you select from up to three tables in your LA Pro 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.
- ◇ **Reporter** lets you create reports and queries using Microsoft Access.
- ◇ **Custom Crystal Reports** runs the reports you create using Seagate Crystal Reports, a Windows reporting tool. Crystal Reports is not shipped with LA Pro; you must purchase it separately.

In addition to the reports and report-creation options described above, LA Pro has these reporting capabilities:

- ◇ Amortization Schedules
- ◇ Delinquency Notices
- ◇ Escrow Review Listing
- ◇ Escrow Transaction Detail Report
- ◇ Forecast Report
- ◇ Form 5498, IRA Contribution Information
- ◇ Form 1098, Mortgage Interest Statement
- ◇ Form 1099-INT, Interest Income Statement
- ◇ History for Escrow
- ◇ Interest Statements
- ◇ Invoice Availability Report
- ◇ Invoice Register Report
- ◇ Payment Allocation Report
- ◇ Transaction Review Report
- ◇ Transaction Posting Review by Transaction Type

## Standard Reports

LA Pro comes with over 100 preformatted reports (see below). 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 report setup and you can create your own list of favorite reports.

### **LA Pro Standard Reports**

Base Rate History	Loan Ledger Report
Billing History Report	Loan Payment Reports
Borrower Statement Report	Loan Waiver Reports
Collateral Report	Loans Outstanding Activity Report
Collateral History Report	Monthly Maturing Loan Report
Collateral Margin Analysis Report	New Loan Report
Collateral Margin Analysis Short Form	Notes Report
Commitment Report	Paid Loan Report
Conversion Fee Amortization	Participant Deferred Fees/Costs Report
Conversion Fee Amortization Forecast	Participant Loan Balance Check Report
Conversion Fee Monthly Amortization	Participant Loan Disbursement Reports
Credit Union Income Summary	Participant Loan Payment Reports
Currency Master List	Participant Loan Trial Balance Report
Custom Billing Schedule Check Report	Participant Loan Waiver Reports
Customer Delinquency Report	Participant Master List
Customer Master List	Participant Monthly Statement
Daily Delinquency Report	Participant Remittance Register
Deferred Fees and Costs Report	Participant Remittance Statement
Demand Review Report	Participant Service Fee Reports
Escrow Data Review Listing	Participant Trial Balance Report
Facility Balance Report	Payoff Report
Facility, Fee, and Loan Balances Report	Portfolio Report
Fee Balance Report	Portfolio Remittance Statement
Fee Delinquency Report	Portfolio Trial Balance Report
Fee Payment Reports	Printed Checks Report
General Ledger Account Balance Report	Record Edits Report
General Ledger Transaction Listing	Reg Z Report
Global Service Fee Earned Reports	Reminders Report
Global Service Fee Paid Reports	Service Fee Master Report
Guarantor Report	Sublimit Balance Report
Interest Receivable Balance Report	Trial Balance Report
Loan Balance Check Report	Trial Balance History Report
Loan Charge Off Report	Trial Balance Short Form
Loan Delinquency Report	Wire Transfer Request Form
Loan Disbursement Reports	
Loan Interest Accrual Report	

### Setting up Standard Reports

**Standard Reports**

Select Report: Prioritized Reports: Borrower Statement Report +

Non-Prioritized Reports: ?

Sort Report: Sort By: Customer ID

Sort Order:  Ascending  Descending

Report Content:  Detail  Summary

Select Records: Customer ID

First: [Dropdown] Last: [Dropdown]

Begin Date: 01/01/2004 End Date: 02/01/2004

Buttons: Preview, Print, 1, Export, Save, Batch, Close

*Annotations:*

- Choose the report you want to produce.
- Specify how to sort the report.
- Choose the sort order.
- Choose the report content.
- View the report online, print it, or export it.
- Click + to create a set of the reports you run most often.
- Click ? to learn about the report.
- Select the records and dates for the report.
- Export the report, save the setup for use here or with the Batch Processes option, and close this window.
- Print the report, select a printer, and specify how many copies you want.

A sample Trial Balance Report, one of LA Pro's standard reports, is shown below:

Trial Balance Report - Preview

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#### Trial Balance Report By Customer

First Nations Credit Union  
Accumulated Through 3/18/2005

Customer ID Facility ID Loan ID	Officer Branch Customer Name	GL Code Loan Type	Active Maturity Reinv Cd	Day Code Perf Status Rate Code	Fixed Base Spread Rate	Principal Bal Interest Late Fee	Accruing Bal Interest MTD Daily Accrual	Commitment Available Original Commit
C-1	LO-23	GL-1	1.0/2005	340.040	14.25000	\$250,000.00	\$250,000.00	\$425,000.00
C-F1	M.Am.	Maturity	1.0/2004	Performing	0.00000	\$0.00	\$1,703.20	\$0.00
L-1A	Subgranted Secur	X		LIBOR	14.25000	\$0.00	\$00.00	\$250,000.00
C-1	LO-23	GL-1	1.0/2005	340.040	0.00000	\$175,000.00	\$175,000.00	\$425,000.00
C-F1	M.Am.	Amortized	1.0/2005	Performing	0.00000	\$2,833.33	\$700.00	\$0.00
L-1B	Subgranted Secur	X		FIXED	0.00000	\$0.00	\$30.00	\$250,000.00
Customer Totals	Subtotal for:	C-1				\$425,000.00	\$425,000.00	\$425,000.00
	Number of Loans:	1				\$0,833.33	\$2,403.20	\$0.00
						\$0.00	\$37.00	\$250,000.00
C-2	Environ	GL-1	1.0/2005	340.040	0.00000	\$34,591.70	\$34,591.70	\$50,000.00
C-F3A	Securities	Original Principal	1.0/2010	Performing	0.50000	\$14.40	\$13.40	\$25,400.00
L-2A	Ass Corporation	X		FIXED	0.50000	\$0.00	\$0.17	\$50,000.00
C-2	Environ	GL-1	1.0/2005	Actual104	7.50000	\$100,000.00	\$00,974.03	\$100,000.00
C-F3B	Securities	Amortized	1.0/2015	Performing	2.50000	\$2,130.13	\$494.00	\$0.00
L-2B	Ass Corporation	X		PRIME	10.00000	\$0.00	\$27.49	\$100,000.00
Customer Totals	Subtotal for:	C-2				\$34,591.70	\$33,542.53	\$150,000.00
	Number of Loans:	2				\$2,144.53	\$440.37	\$25,400.00
						\$0.00	\$85.64	\$50,000.00
Grand Totals:	Number of Loans:	4				\$59,591.70	\$55,542.53	\$575,000.00
						\$0,833.33	\$0,129.65	\$25,400.00
						\$0.00	\$179.51	\$400,000.00

Wednesday, June 22, 2005 11:40:07AM TRIAL Balance Report By Customer Page 1 of 1

## 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**

Select the fields to use in the report.

Specify which records to report on.

Tailor the report.

Save or delete the report setup.

Preview and print the report.

Loans - Ad Hoc Report				
First Nations Credit Union				
5/1/2007				
Record Selection Criteria: All Records				
Number of Records: 6 of 6				
Customer ID	Facility ID	Loan ID	GL Code	Maturity Date
C-1	F1	L-1	GL1	05/01/2017
C-1	F1	L-2	GL1	05/01/2017
C-1	F2	L-3	GL1	05/01/2012
C-1	F3	L-3A	GL1	05/01/2012
C-1	F3	L-3B	GL1	05/01/2012
C-1	F3	L-3C	GL1	05/01/2012

## Quick Report

Quick Report lets you design reports to meet your needs. Your reports can contain information from one to three 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 three 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	Available Fields	Selected Fields
1 Loans	<input checked="" type="radio"/> Next Cutoff Date <input type="radio"/> Next Print Date <input type="radio"/> Non-Perf Cal YTD <input type="radio"/> Non-Perf Fiscal YTD <input type="radio"/> Non-Perf LTD <input type="radio"/> Non-Perf MTD <input type="radio"/> NSF Amount <input type="radio"/> NSF Code	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	
	<input type="checkbox"/>	3	Effective Date	>	02/20/2005
And	<input type="checkbox"/>				
And	<input type="checkbox"/>				
And	<input type="checkbox"/>				
And	<input type="checkbox"/>				

Sort By:  1  2  3 [ ] Asc  Sub  Desc

Report Name: [ ] Save Delete

Clear Preview Print Export Close

This report setup produces the report shown on the next page.

March 2005 loan payments						
First Nations Credit Union						
3/19/2005						
Report Tables: Loans, Customers, Loan Payments History						
Loan Payments History . Effective Date > 02/28/2005						
Number of Records: 12						
Loan ID	Customer ID	Business/Last Name	Principal Pay	Interest Pay	Effective Date	Next Due Date
L-2A	C-2	Ace Corporation	3,500.00	0.00	03/12/2005	04/01/2005
L-2A	C-2	Ace Corporation	1,500.00	0.00	03/12/2005	04/01/2005
L-2A	C-2	Ace Corporation	5,000.00	0.00	03/12/2005	04/01/2005
L-2A	C-2	Ace Corporation	285.81	140.00	03/07/2005	04/01/2005
L-2A	C-2	Ace Corporation	122.49	60.00	03/07/2005	04/01/2005
L-2A	C-2	Ace Corporation	408.30	200.00	03/07/2005	04/01/2005
L-2B	C-2	Ace Corporation	3,500.00	0.00	03/12/2005	04/01/2005
L-2B	C-2	Ace Corporation	1,500.00	0.00	03/12/2005	04/01/2005
L-2B	C-2	Ace Corporation	5,000.00	0.00	03/12/2005	04/01/2005
L-2B	C-2	Ace Corporation	285.81	140.00	03/07/2005	04/01/2005
L-2B	C-2	Ace Corporation	122.49	60.00	03/07/2005	04/01/2005
L-2B	C-2	Ace Corporation	408.30	200.00	03/07/2005	04/01/2005
<b>Grand Total:</b>			<b>21,633.20</b>	<b>800.00</b>		

Thursday, June 09, 2005 11:15:42 AM

Quick Report

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**Basic steps:**

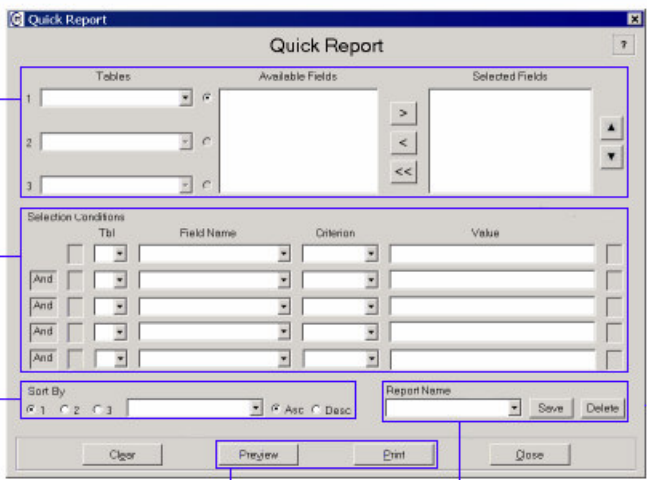
Step 1: Pick the fields you want to show on the report.

Step 2: Designate record-selection conditions for the report.

Step 3: Specify the order in which the information should appear on the report.

Step 4: Preview or print the report.

Step 5: Name the report and/or save the setup.



The screenshot shows the 'Quick Report' dialog box with the following components:

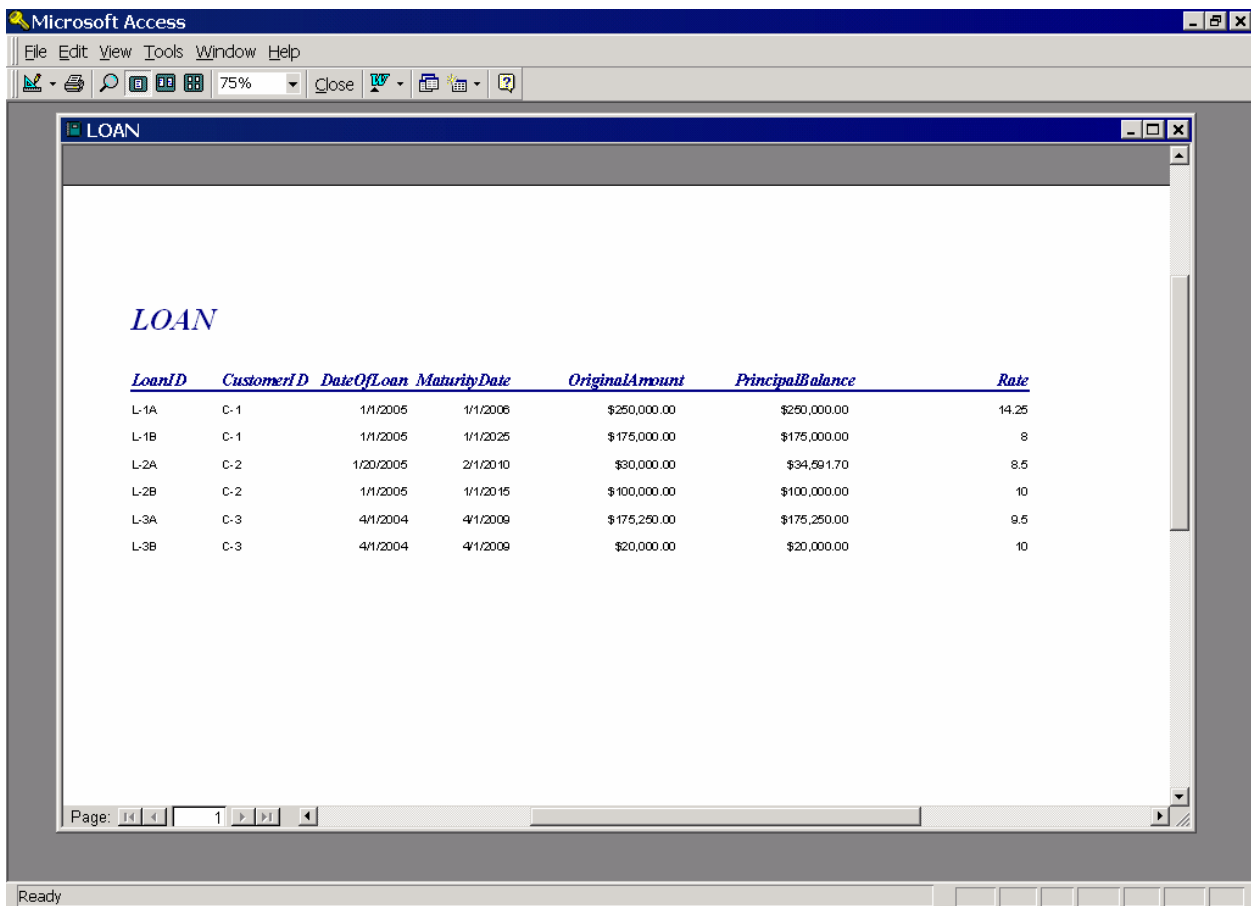
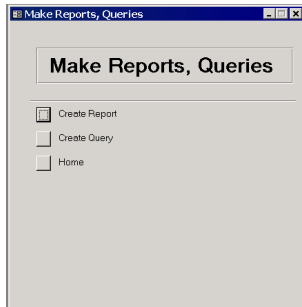
- Tables:** Three dropdown menus for selecting tables.
- Available Fields:** A list of fields available for selection.
- Selected Fields:** A list of fields currently selected for the report.
- Selection Conditions:** A table with columns for 'Tbl', 'Field Name', 'Criterion', and 'Value' to define filters.
- Sort By:** A dropdown menu to specify the sort order (e.g., Asc, Desc).
- Report Name:** A text field to name the report, with 'Save' and 'Delete' buttons.
- Buttons:** 'Clear', 'Preview', 'Print', and 'Close' buttons at the bottom.

## Reporter

Reporter lets you create and run reports and queries using information in the LA Pro database and Microsoft Access. Reporter is included with LA Pro. You must have Microsoft Access to run Reporter.

When you use Reporter you set up reports and queries in a different database than the LA Pro database and you run them in the new database. This prevents damaging your LA Pro data.

You can use Reporter from within LA Pro or by itself. LA Pro does not have to be running to use Reporter.



## Additional 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 Availability Report** shows information related to the Invoice Availability option.
- ◇ **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