

# LA Pro Reports

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.

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

**Setting up Standard Reports**

Choose the report you want to produce from either the Prioritized Reports list or the Non-Prioritized Reports list.

Specify how to sort the report.

Choose the sort order.

Choose the report content.

View the report online and then print or export it from the preview screen.

Click + to create a set of the reports you run most often.

Click ? to learn about the report you have chosen.

Select the records and dates you want the report to show.

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.

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:

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 MT D	Available
Loan ID	Customer Name		Revr Cd	Rate Code	Rate	Late Fee	Daily Accrual	Original Commit
C-2	Emerson	GL-1	1/20/2011	360/360	0.0000000000	\$34,591.70	\$34,591.70	\$50,000.00
CF-2A	Southside	Original Princip	2/1/2016	Performing	8.5000000000	\$156.40	\$153.49	\$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	\$100,000.00	\$100,000.00
CF-2B	Southside	Amortized	1/1/2021	Performing	2.5000000000	\$2,138.89	\$500.00	\$0.00
L-2B	Ace Corporation		C	PRIME	10.0000000000	\$0.00	\$27.78	\$100,000.00
<b>Customer Totals</b>	<b>Subtotals for:</b>	<b>C-2</b>				<b>\$134,591.70</b>	<b>\$134,591.70</b>	<b>\$150,000.00</b>
	<b>Number of Loans:</b>	<b>2</b>				<b>\$2,295.29</b>	<b>\$653.49</b>	<b>\$15,408.30</b>
						<b>\$0.00</b>	<b>\$35.95</b>	<b>\$150,000.00</b>
<b>Grand Totals:</b>	<b>Number of Loans:</b>	<b>2</b>				<b>\$134,591.70</b>	<b>\$134,591.70</b>	<b>\$150,000.00</b>
						<b>\$2,295.29</b>	<b>\$653.49</b>	<b>\$15,408.30</b>
						<b>\$0.00</b>	<b>\$35.95</b>	<b>\$150,000.00</b>

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## 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**

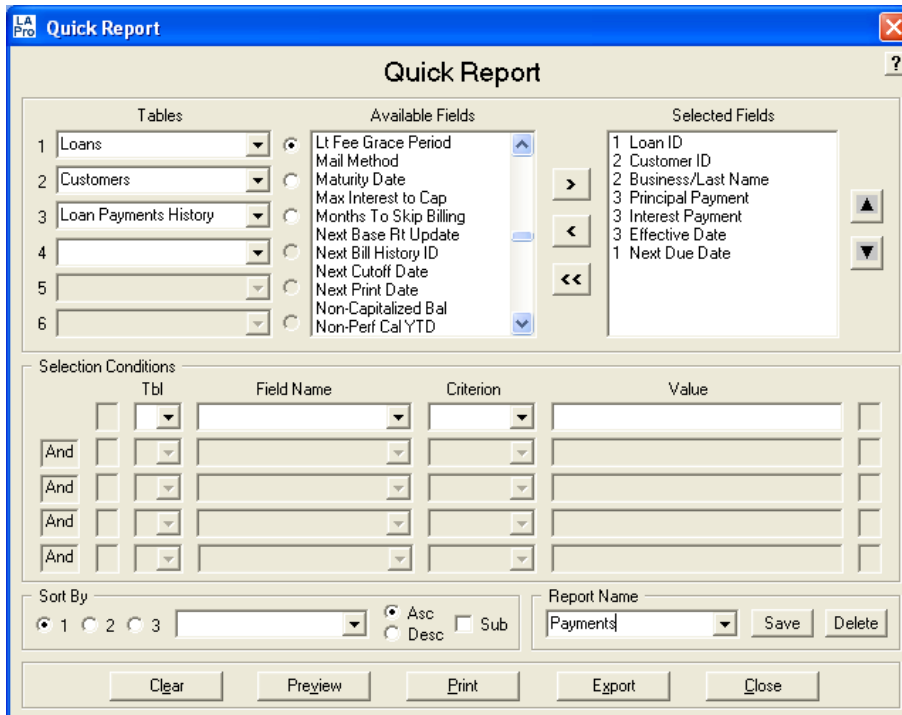
Loans - Ad Hoc Report							
First Nations Credit Union							
3/19/2011							
Record Selection Criteria: All Records							
Number of Records: 5 of 5							
Customer ID	Customer Name	Loan ID	Date Of Loan	Maturity Date	Principal Balance	Interest Receivable	Rate
C-1	Sampson and Sons	L-1B	01/01/2011	01/01/2031	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 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.



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

**Payments**

First Nations Credit Union  
3/19/2011

Report Tables: Loans, Customers, Loan Payments History  
Number of Records: 22

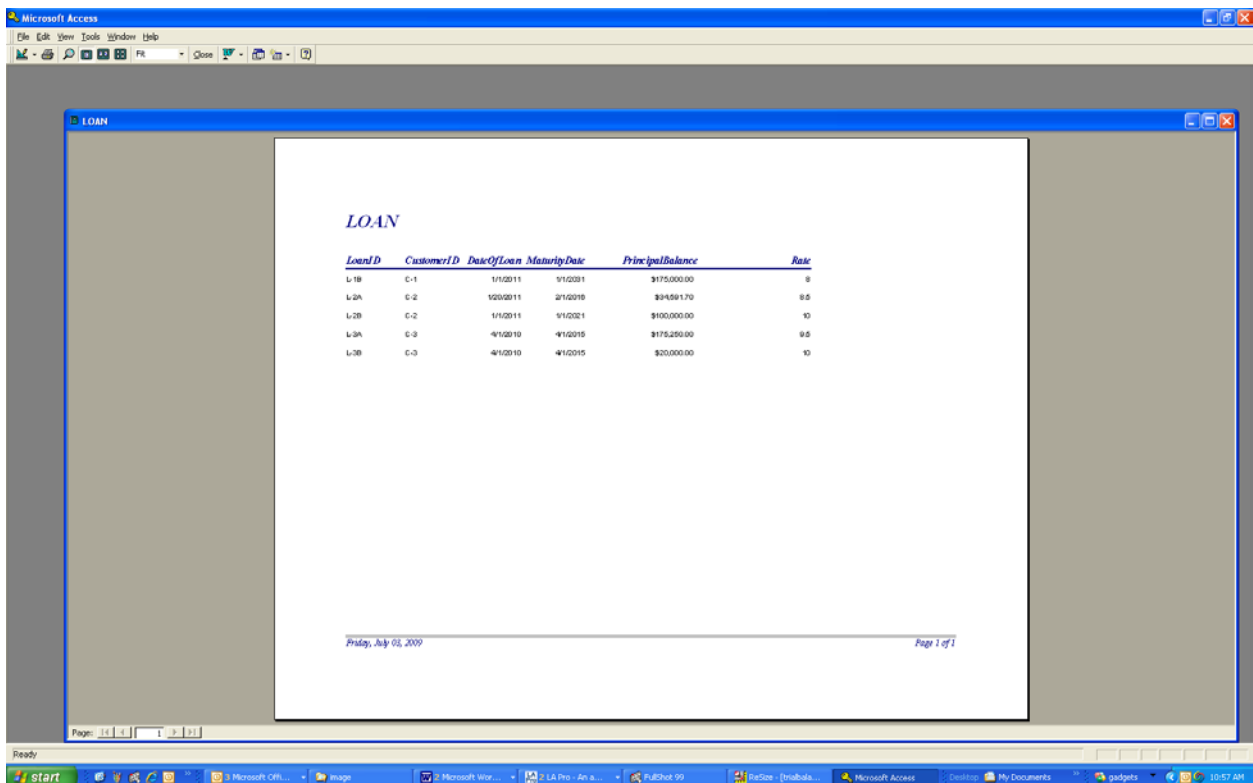
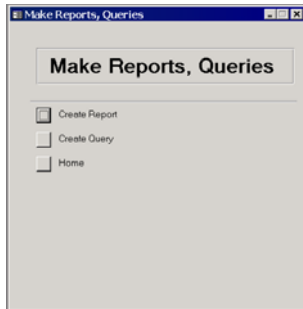
Loan ID	Customer ID	Business/Last Name	Principal Payment	Interest Payment	Effective Date	Next Due Date
L-3A	C-2	Acc Corporation	468.30	200.00	03/07/2011	04/01/2011
L-3A	C-2	Acc Corporation	3,500.00	0.00	03/12/2011	04/01/2011
L-3A	C-2	Acc Corporation	1,500.00	0.00	03/12/2011	04/01/2011
L-3A	C-2	Acc Corporation	0.00	0.00	01/20/2011	04/01/2011
L-3A	C-2	Acc Corporation	5,000.00	0.00	03/12/2011	04/01/2011
L-3A	C-2	Acc Corporation	287.51	140.00	03/07/2011	04/01/2011
L-3A	C-2	Acc Corporation	0.00	73.33	02/01/2011	04/01/2011
L-3A	C-2	Acc Corporation	122.49	40.00	03/07/2011	04/01/2011
L-3A	C-2	Acc Corporation	0.00	22.00	02/01/2011	04/01/2011
L-3A	C-2	Acc Corporation	0.00	0.00	01/20/2011	04/01/2011
L-3A	C-2	Acc Corporation	0.00	51.33	02/01/2011	04/01/2011
L-3B	C-2	Acc Corporation	0.00	0.00	01/20/2011	04/01/2011
L-3B	C-2	Acc Corporation	0.00	0.00	01/20/2011	04/01/2011
L-3B	C-2	Acc Corporation	0.00	73.33	02/01/2011	04/01/2011
L-3B	C-2	Acc Corporation	0.00	22.00	02/01/2011	04/01/2011
L-3B	C-2	Acc Corporation	468.30	200.00	03/07/2011	04/01/2011
L-3B	C-2	Acc Corporation	3,500.00	0.00	03/12/2011	04/01/2011
L-3B	C-2	Acc Corporation	122.49	40.00	03/07/2011	04/01/2011
L-3B	C-2	Acc Corporation	287.51	140.00	03/07/2011	04/01/2011
L-3B	C-2	Acc Corporation	5,000.00	0.00	03/12/2011	04/01/2011
L-3B	C-2	Acc Corporation	1,500.00	0.00	03/12/2011	04/01/2011
L-3B	C-2	Acc Corporation	0.00	51.33	02/01/2011	04/01/2011
<b>Grand Totals:</b>			21,633.20	1,063.32		

## 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