

FINA  
INTERNATIONAL NAL

OFF-SITE EXAMINER  
USER MANUAL

United States Agency  
for  
International Development

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## **1. Overview/Applicability/Intended Audience**

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The purpose of the United States Agency for International Development (USAID) FinA International (FinA) Off-site Examiner User's Manual is to provide the end user (supervisor) with step-by-step instructions for the navigation and operation of the FinA system. The manual is designed to assist the supervisor to gradually build his/her knowledge of the system and its operation.

## **2. FinA System Brief Functional Description**

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The effectiveness of an off-site supervision system depends on the timeliness, accuracy, and usefulness of the financial data submitted and the timeliness and quality of the analysis performed. Using an automated program like FinA can significantly improve the accuracy and timeliness of off-site reporting. FinA is a computerized system designed to collect financial information submitted by financial institutions and process the data to generate standardized reports, which can be used for off-site analysis. FinA is a tool that enhances the Regulator's analytical capabilities and increases the overall effectiveness of bank supervision.

### **2.1. Business Users and Their Roles**

The following two categories are the primary business users of the FinA system:

- ❑ Off-site bank supervisors and their managers, who use FinA to perform off-site analysis of the financial condition of a bank or the overall banking system.
- ❑ On-site bank examiners and their managers, who use these reports to review on-site bank examinations and who verify the returns held in FinA and then process corrections/adjustments based on these examinations.

This manual is aimed at meeting the need of these two groups. There are separate manuals for the System Manager (who customizes the system), the Systems Administrator, and the programmers.

### **2.2. Business Objectives**

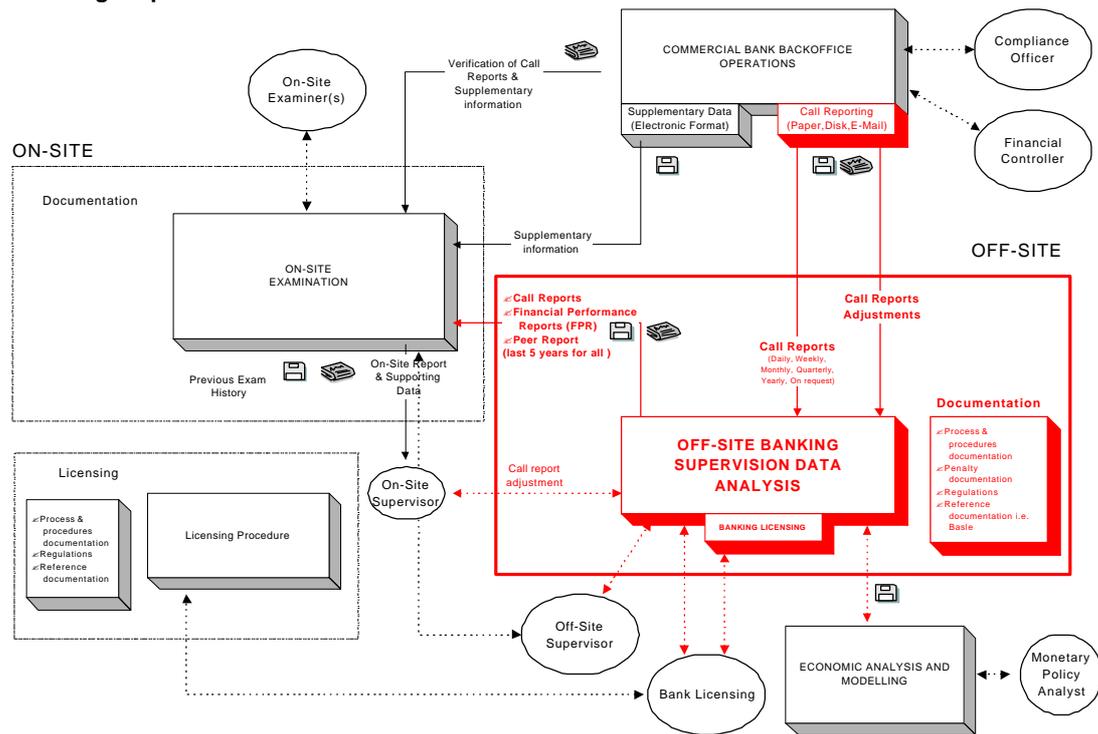
The FinA system meets the following key objectives:

- ❑ Supports the data collection, processing, analysis, and reporting activities within the off-site banking supervision function of the Supervisor.
- ❑ Supports a variety of regulatory and operational environments (i.e., different legal frameworks, banking practices, accounting practices, languages, etc.)
- ❑ Supports evolving business requirements (e.g., modification of the format and content of bank returns and/or output reports, etc.)

- Utilizes technology that is readily supportable, modern, mainstream, scalable, and customizable in locations where highly developed technical support infrastructures might not exist

### 2.3. Business Model

#### Banking Supervision Business Model



### 3. Running FinA Client (Basic Outlines)

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The FinA Application Client shortcut is by default, in “Start/Program/FinA International/FinA Client”. Select “FinA Client”. If the FinA system is configured correctly and the FinA Application Server is running properly, then the Login screen shown in *Figure 3.1* displays:



*Figure 3.1, FinA International Login*

#### **Required Fields**

**Login:** Enter your user ID  
**Password:** Enter your password

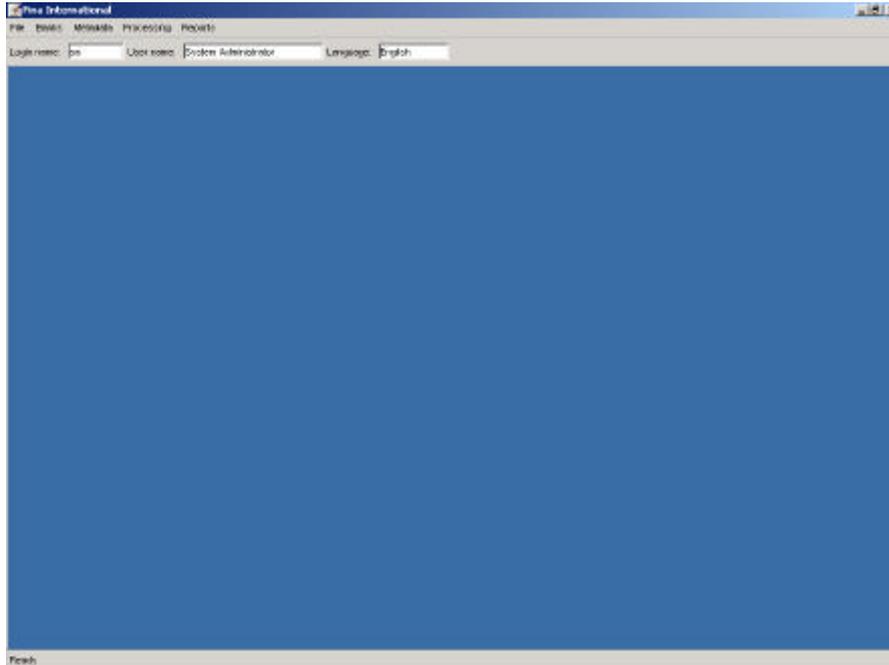
#### **Optional Fields**

**Language:** Choose the language you would like to work in from the drop down list  
**Settings:** Enter the FinA Application Server IP Address or Network Name

Click **OK**

**Note:** *the FinA System Manager/Functional Supervisor assigns User Login and Password. The Systems Administrator establishes the settings for the FinA Application Server.*

FinA verifies the name and password. If the system cannot verify this information, the error message “User name or password is not valid” appears in a box. If this happens you can click on **OK**. This allows you to re-enter the information. **Note: The user is allowed unlimited number of login attempts.** Once the entered information is verified, a menu interface relevant to your access rights will load. A startup screen with full access is shown in *Figure 3.2*:



*Figure 3.2, Startup Screen*

While working in FinA if the following system message "User has no permission to perform this operation" appears, or if some of the buttons are not shown and/or are not active, this means that you do not have the right to perform this action in the FinA system. If this occurs, please clarify your rights with your Functional Supervisor.

If the FinA Application Server is not working properly, the FinA Client will not connect to the Application Server and will display the error message shown in *Figure 3.3*.



*Figure 3.3, Error Message*

If you click on **OK**, the screen on *Figure 3.4* appears:

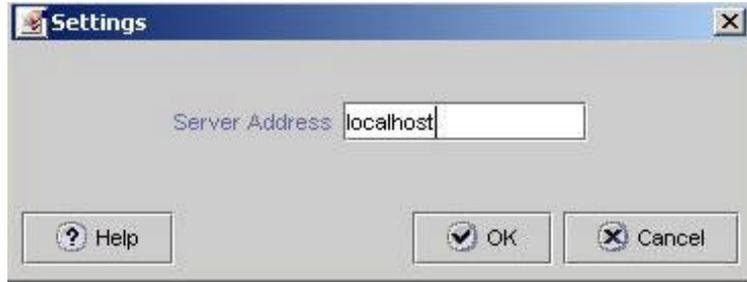


Figure 3.4, Settings/Server Address

If the problem is only that the IP Address or the Network Name of the Application Server is incorrect, you can obtain the correct information from the System Administrator and input this information in the “Server Address” block and click on **OK**. If there is a problem with the server, ask for assistance from the System Administrator.

#### 4. Bank Menu Review

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The category "bank" in FinA is defined broadly and includes any financial institution—credit union, non-bank depository institution, investment company etc. Therefore, any type of financial institution can be defined and managed in FinA. Banks in FinA have the following attributes:

##### 4.1. Bank Type

The legislative and organizational structure of the financial and banking sector is different in each country. In some countries the supervisory body (Supervisor) oversees only commercial banks, in others it supervises commercial banks, foreign exchange bureaus, credit unions, non-bank depository institutions, etc. FinA can automate the receipt of data and the generation of reports for all types of financial institutions. You can view all bank types that are specific for your country under the Banks menu. Click on the **Banks** menu, and then select **Bank Types** menu item. A screen similar to the one shown on *Figure 4.1.1* opens. It lists all bank types by Code and Description. Select any one of the bank types from the table and click **Review** to see details. You may also print the list by clicking on the **Print** button.

**Banks/Bank Types > Review**

**Banks/Bank Types > Print**

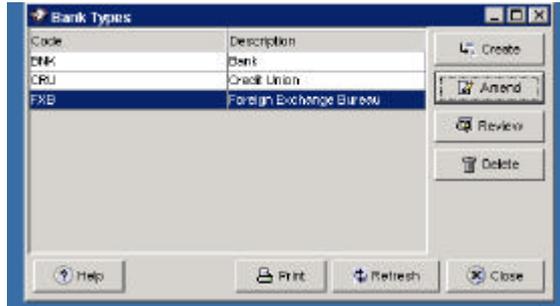


Figure 4.1.1, Bank Types

## 4.2. License Types

Banks and other financial institutions require a license to perform specific kinds of banking or financial activities. For example, a license is required to operate a foreign exchange bureau, brokerage house, investment bank and/or commercial bank, etc. To view all licenses types entered into the FinA system go to **Bank** menu and click on the menu item **License Types**. A screen similar to the one shown on Figure 4.2.1 will appear:

### Bank/License Types

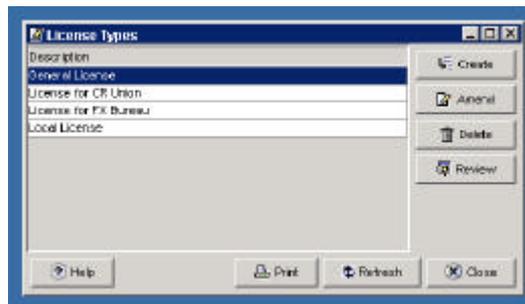


Figure 4.2.1, License Types

## 4.3. Bank (Peer) Group

For comparison purposes, Supervisors often divide banks into groups based on similar characteristics. Some of these characteristics include: asset size, geographic location, type of license, etc. These groups are called peer groups. This information is used when the Supervisor conducts peer group analysis.

To see a list of the defined peer groups in the system click on the **Bank** menu and then select **Bank Groups**. A screen similar to the one shown on Figure 4.3.1 displays. The table has two columns. One contains the code for each peer group and the other a description of the group.

## Bank/Bank Groups

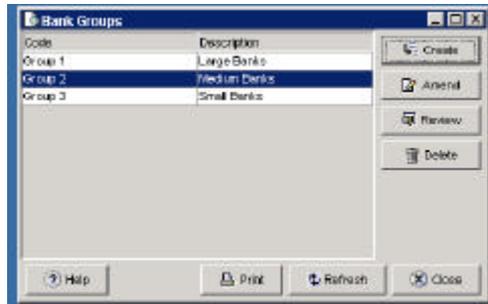


Figure 4.3.1, Bank Groups

### 4.4. Bank List

To find details on each individual bank defined in the system, click on the **Banks** menu and select **Bank List** menu. The list of all banks defined in the system will appear. Highlight the bank you are interested in and click **Review**.

#### Banks/Bank List > Review

A screen similar to the one in Figure 4.4.1 will be displayed. It contains information such as the bank code, full name of the bank, address, telephone, fax, telex, e-mail address, bank type, and swift code.

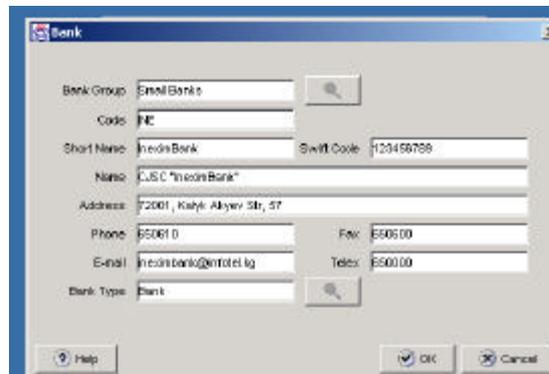


Figure 4.4.1, Bank Information

**Note:** If you have permission to amend bank information, all fields and amend buttons on the screen will be enabled. You can then click on the **Amend** button and change the name, bank type, contact information, etc.

#### Banks/Bank List > Amend

## 5. Schedules

As part of the supervision process, banks must submit periodic reports (Returns/Call Reports) to the Supervisor. The banking legislation/regulation of each country determines the format, type, content, and frequency of submission of these reports. Under Banks menu in the Schedules menu item is listed the following: the bank returns required for each bank, the period which the return covers, and the number of days that follow the end date of the period in which the returns are due. To review the schedules of all bank returns, click on Meta Data/Schedules menu. A screen similar to the screen on Figure 5.1 will appear.

Bank	Start date	End date	Return Definition	Code	Due Date
AMA	01/01/2003	01/31/2003	1A Balance	1A BALANCE	10
AMA	01/01/2003	01/31/2003	Changes in Capital	3 Changes_Cap	2
AMA	01/01/2003	01/31/2003	Board of Bank	Board	2
AMA	01/01/2003	01/31/2003	Executive Officers	Exec_Offic	2
AMA	01/01/2003	01/31/2003	Title	Title	2
AMA	02/01/2003	02/28/2003	1A Balance	1A BALANCE	10
AMA	03/01/2003	03/31/2003	1A Balance	1A BALANCE	10
INE	01/01/2003	01/31/2003	1A Balance	1A BALANCE	10
INE	01/01/2003	01/31/2003	Changes in Capital	3 Changes_Cap	2
INE	01/01/2003	01/31/2003	Board of Bank	Board	2
INE	01/01/2003	01/31/2003	Executive Officers	Exec_Offic	2
INE	01/01/2003	01/31/2003	Title	Title	2
INE	02/01/2003	02/28/2003	1A Balance	1A BALANCE	10
INE	03/01/2003	03/31/2003	1A Balance	1A BALANCE	10
HAI	01/01/2003	01/31/2003	1A Balance	1A BALANCE	10
HAI	01/01/2003	01/31/2003	Changes in Capital	3 Changes_Cap	2
HAI	01/01/2003	01/31/2003	Board of Bank	Board	2
HAI	01/01/2003	01/31/2003	Executive Officers	Exec_Offic	2

Figure 5.1, Schedules

At the top of the screen there is a filter that allows you to easily call up a subset of the bank schedules sorted by bank code, period of the return, or return code.

The schedules are presented in a table format and arranged by bank, start date, end date, return definition, return code, and due date for return submission. The due date shows when the returns are due at the Regulating Agency and is entered in number of calendar days after the last day of the period.

To review a specific schedule, highlight it and click **Review**. A screen similar to the one of Figure 5.2 will appear.

### Banks/Schedules > Review

Bank: JC CT Russian - Myrgyz "AmanBank"

Return Definition: 1A Balance

Period: Monthly    01/01/2003    01/31/2003

Due Date: 10 Days

Buttons: Help, OK, Cancel

Figure 5.2, Specific Schedule

## 6. Returns

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Returns can be entered manually or uploaded automatically into the FinA system. Instructions for how to upload returns are contained in this user manual.<sup>1</sup> For information on how to create returns manually in the FinA system, please consult Chapter X on “Return Types and Return Definitions” in the *FinA International, Site Customization Manual*.

### 6.1. Automatic Return Import

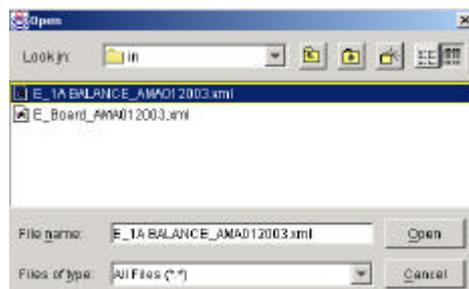
#### 6.1.1. Overview

In most countries today, banks submit returns in an electronic format via e-mail, diskette, File Transfer Protocol (FTP), etc. These files must be converted into an XML format specific for the FinA system and then imported into FinA. For more information on how to convert the files into the FinA XML format, please refer to Chapter 8, "Data Input into FinA" of the *FinA International, Site Customization Manual*.

To import returns in FinA means to capture the data from the electronic files submitted by the banks and calculate all variables according to the formulas and rules for a particular return. There are two ways to automatically import the returns into FinA. One way is to use the File Import to import one return at a time. The other way is to use the File Robot to import multiple returns at a time.

#### 6.1.2. Importing Procedure for a Single Return

Click on **Processing/File Import**. The screen on *Figure 6.1.2.1* displays.



*Figure 6.1.2.1, Processing/File Import/Open*

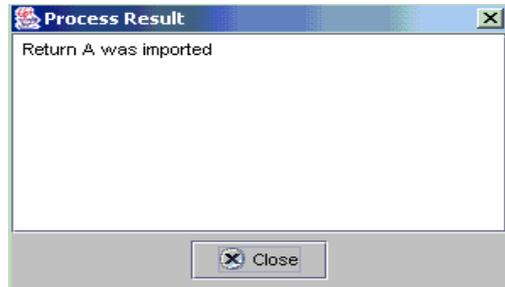
#### **Processing/File Import, highlight the file > Open**

Find the file that you wish to import in the list of directories. Highlight the file and click on **Open**. In a few seconds a screen will appear with the results of the import, which will

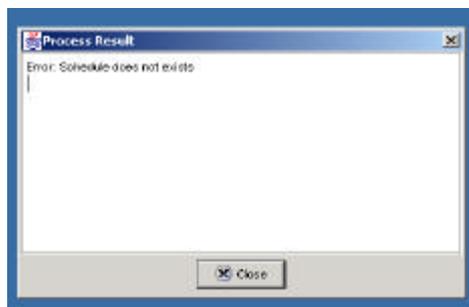
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<sup>1</sup> The creation of manual reports may be required in the case of a closed bank or one that has had its license suspended/revoked, or in the case of a systems/communications failure.

indicate that the return was successfully imported (*Figure 6.1.2.2*) or that there was an error (*Figure 6.1.2.3*) and an explanation.



*Figure 6.1.2.2, Process Result: Import-successful*

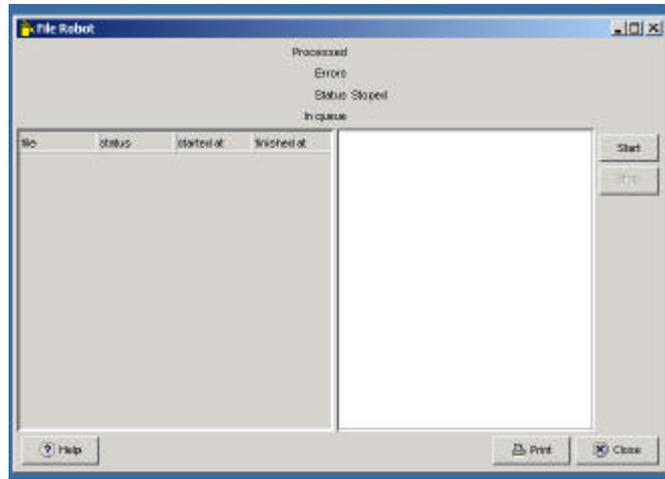


*Figure 6.1.2.3, Process Result: Import-error message*

### **6.1.3. Importing Procedures for Multiple Returns – File Robot**

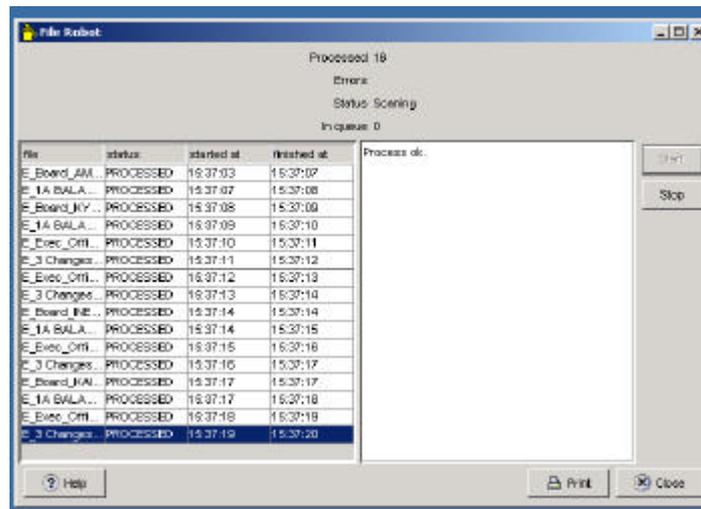
If you have several returns that are in FinA format, they have to be saved in **C:\Program Files\Fina2Client\Import\In** on the machine that is running the FinA Client. This is the default destination directory where the Converter saves all XML files and also the source directory for the **File Robot**.

To start the File Robot, click on **Processing/File Robot**. The screen on *Figure 6.1.3.1* appears.



*Figure 6.1.3.1, File Robot*

Click **Start** to begin the import process. The system will start to process all files that are in the **In** folder. A result screen will display. See example on *Figure 6.1.3.2*.



*Figure 6.1.3.2, File Robot: Result screen*

On the left side is the list of returns loaded in the system. On the right side the status of the highlighted return is displayed. In case of an error, a brief explanation is provided. See Section XX, “File Robot” of the *FinA International Site Customization Manual* for more details.

## 6.2. Working with Returns.

Click on **Processing/Return Manager** to access the **Return Manager** menu item. The screen on *Figure 6.2.1* will appear.

Bank	From	To	Return Definition	Code	Version	Status
AMA	01/02/2003	20/02/2003	1A Balance	1A_BALANCE	1	PROCESSED
AMA	01/01/2003	31/01/2003	Board of Bank	Board	2	AMENDED
AMA	01/01/2003	31/01/2003	1A Balance	1A_BALANCE	4	PROCESSED
AMA	01/01/2003	31/01/2003	Executive Officers	Exec_Offic	2	PROCESSED
AMA	01/01/2003	31/01/2003	Changes in Capital	3_Changes_Cap	2	PROCESSED
NE	01/02/2003	20/02/2003	1A Balance	1A_BALANCE	3	PROCESSED
NE	01/02/2003	31/02/2003	1A Balance	1A_BALANCE	5	AMENDED
NE	01/01/2003	31/01/2003	Board of Bank	Board	2	PROCESSED
NE	01/01/2003	31/01/2003	1A Balance	1A_BALANCE	8	PROCESSED
NE	01/01/2003	31/01/2003	Executive Officers	Exec_Offic	2	PROCESSED
NE	01/01/2003	31/01/2003	Changes in Capital	3_Changes_Cap	2	PROCESSED
KAU	01/02/2003	20/02/2003	1A Balance	1A_BALANCE	2	PROCESSED
KAU	01/02/2003	20/02/2003	1A Balance	1A_BALANCE	2	PROCESSED
KAU	01/01/2003	31/01/2003	Board of Bank	Board	2	PROCESSED
KAU	01/01/2003	31/01/2003	1A Balance	1A_BALANCE	6	PROCESSED
KAU	01/01/2003	31/01/2003	Executive Officers	Exec_Offic	2	PROCESSED
KAU	01/01/2003	31/01/2003	Changes in Capital	3_Changes_Cap	2	PROCESSED
KVR	01/02/2003	20/02/2003	1A Balance	1A_BALANCE	2	PROCESSED
KVR	01/02/2003	31/02/2003	1A Balance	1A_BALANCE	3	PROCESSED
KVR	01/01/2003	31/01/2003	Board of Bank	Board	3	PROCESSED
KVR	01/01/2003	31/01/2003	1A Balance	1A_BALANCE	8	PROCESSED
KVR	01/01/2003	31/01/2003	Executive Officers	Exec_Offic	3	PROCESSED
KVR	01/01/2003	31/01/2003	Changes in Capital	3_Changes_Cap	7	PROCESSED

*Figure 6.2.1, Return Manager*

At the top of the screen there is a filter that allows you to easily group the returns based on banks, return period, return code, and status. For example if you are working on a regulatory capital analysis for all banks for the first quarter of the year, click on **Bank=All**, enter **From=01/01/2001**, **To=03/31/2001**, and click on **Return= Regulatory Capital** and then click **Filter**.

**Bank/All > enter dates From and To > Return> Regulatory Capital > Filter**

The Return Manager also keeps track of the status of the returns. The status of a return may include the following:

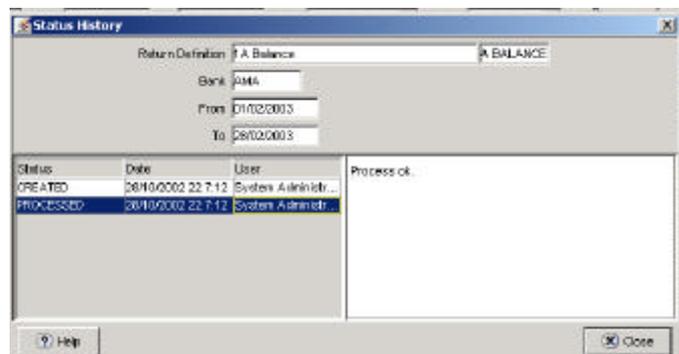
- **Created** – the return was created manually in FinA
- **Amended** – the return was amended
- **Processed** – a return in which all variables are calculated and comparison rules are verified.
- **Accepted** – a return checked by the examiner and accepted ( acceptance of the financial and economical content of the return)
- **Rejected** – return rejected based on economic and/or financial content of the return, incomplete return, or accounting errors, etc.
- **Reset** - if it is necessary to amend or re-import an accepted return, the user must first reset the return by clicking on the **Reset** button.

*Note: When a return is imported through File Import or File Robot it is automatically assigned the status "processed".*

*Note: It is very important to understand and know the status of related returns. For example, if return A is dependant on return B, you cannot change the status for B without also changing the status for A. Otherwise you will accept a return that is based on rejected numbers.*

### 6.2.1. Version Control (Audit Trail and Status History)

After a change is made to a return, the version control number automatically changes. If you click on **Status History**, you will be able to track the change of status, the author of the status change, the date of the change, and any notes pertaining to it that have been made. See *Figure 6.2.1.1* for an example.



*Figure 6.2.1.1, Status History*

In addition, all changes that were made to a return are recorded as a string in an audit trail. The string contains the following information: date, time, user I.D., return, the table name, description, account code, row/column, the old value, and the new value. By default this information is automatically saved in file **C:\Program Files\FinA2Client\Server\Audit\Audit.log**, which is on the FinA Server machine.

### 6.2.2. Amend and Delete Returns

To amend or delete a return go to **Processing/Return Manager**. Highlight the return you want to work with and click **Amend** or **Delete**. *Note: If these buttons are disabled this means that you do not have permissions to perform these operations.*

#### **Processing/Return Manager > Amend**

After you click on **Amend**, make the changes and click on **OK**. Once this is completed, the status of the return becomes "Amended," the version number increases by one, and all changes are recorded in the audit trail.

**Note:** When you are inputting data in a cell, you must hit **ENTER** or move the cursor to another cell; otherwise if you click the **OK** button, the last input data will not be saved.

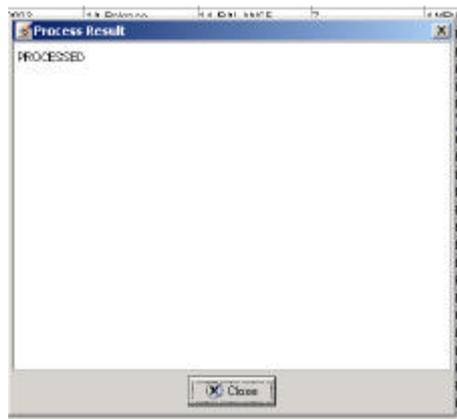
To delete a return, simply highlight it and click **Delete**. **Note:** Please be very careful with this operation because once a return is deleted it cannot be restored in **FinA**. Should this happen, however, the return can always be reloaded.

### **Processing/Return Manager > Delete**

#### **6.2.3. Process/Re-process**

To process a return, click on the **Processing/Return Manager** menu. Locate the return you want to process, highlight it, and click on **Process**. The system will then perform all calculations and check the comparison rules and links. If the operation is successful, then the screen in *Figure 6.2.3.1* will appear.

### **Processing/Return Manager > Process**



*Figure 6.2.3.1, Processing/Return Manager: Result screen*

If the return cannot be processed for some reason, then the system generates an error message. An example is shown in *Figure 6.2.3.2*. In this example the error message indicates a comparison rule problem in node 3. Once the problem is identified, either amend the return or ask the bank that submitted the return to correct it.

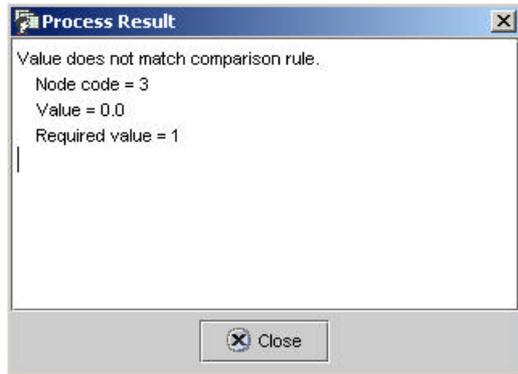


Figure 6.2.3.2, Processing/Return Manager: error message

**Note:** The difference between **Process** and **Re-process** buttons is the following: **Re-process**—all variables are calculated and comparison rules and links are checked in the current return as well as in all related/dependent returns. **Process**—performs these actions only for that specific return.

#### 6.2.4. Accept/Reject/Reset

After a return is imported into FinA, an examiner/supervisor reviews it and can accept or reject it based on financial content and accuracy. To do so, open **Return Manager** and click on the **Accept** or **Reject** button as appropriate. The screen that appears requires the entry of an explanation for your decision/action. **Reset** is special feature that allows the user to move the return back to a status **Amended** after acceptance. This could be required when a technical error is discovered after a return has already been accepted. The supervisor can then correct the error or ask for the bank to correct and re-submit the return.

**Return Manager > Accept**

**Return Manager > Reset**

#### 6.2.5. Review Return

To review a return, click on **Processing/Return Manager**. Find the return, highlight it, and click on **Review**. The return will appear in a spreadsheet format. An example is shown in *Figure 6.2.5.1*.

		GEL	FX	Total
1	NB Balance Sheet			
2	BOG			
3	01/05/2001			
4	31/05/2001			
5	PROCESSED			
6				
7				
8	ASSETS			
9				
10				
11	Cash	3274.00	4066.00	7340.00
12	Due from NBG	8122.00	2560.00	10682.00
13	Due from Banks	1.00	14628.00	14629.00
14	Dealing Securities	0.00	0.00	0.00
15	Investment Securities	0.00	0.00	0.00
16	Funds given to banks by Repo-Operations	0.00	0.00	0.00
17	Loans	7967.00	64179.00	72146.00
18	Less: Loan Loss Reserves	-651.00	-6116.00	-6767.00
19	Net Loans	7316.00	58063.00	65379.00
20	Accrued Interest and Dividends Receivable	35.00	621.00	656.00
21	Other Real Estate Owned & Repossessed Assets	0.00	0.00	0.00
22	Equity Investments	425.18	0.00	425.18
23	Fixed Assets and Intangible Assets	12801.00	0.00	12801.00
24	Other Assets	4395.00	2720.00	7115.00
25	Total Assets	36369.18	82658.00	119027.18
26				
27	LIABILITIES			
28				
29		GEL	FX	Total
30	Due to NBG	0.00	0.00	0.00
31	Due to Banks	1201.00	2804.00	4005.00
32	Current (Accounts) Deposits	10502.24	15561.42	26063.67
	Demand Deposits	274.06	2022.26	2296.32

Figure 6.2.5.1, Balance Sheet

### Processing/Return Manager > Review

*Note: If you have permission to format a return, then you can modify the size, color, and text font of cells.*

#### 6.2.6. Print Return List and Returns

To print the returns list, click on **Processing/Return Manager** and then **File** and **Print**. To print an individual return, retrieve the spreadsheet in the **Return Manager** by highlighting the return and clicking on **Review**. Then click on the **File** and then **Print** menus of the spreadsheet.

#### Processing/Return Manager > Review > File > Print

#### 6.2.7. Save/Export

Returns can be saved in all file formats that are supported by the version of Open Office Calc that is used for FinA. First retrieve the spreadsheet in **Return Manager** (highlight the return and click on **Review**) then click on the **File** and **Save As** menus of the spreadsheet. The screen that opens is similar to the one that is shown in Figure 6.2.7.1.

From the drop down menu of the **Files of Type** field, select the appropriate file format and click on it. Then enter a file name and click on **Save**.

**Return Manager > Review > select File and Save As > Files of Type> Save**

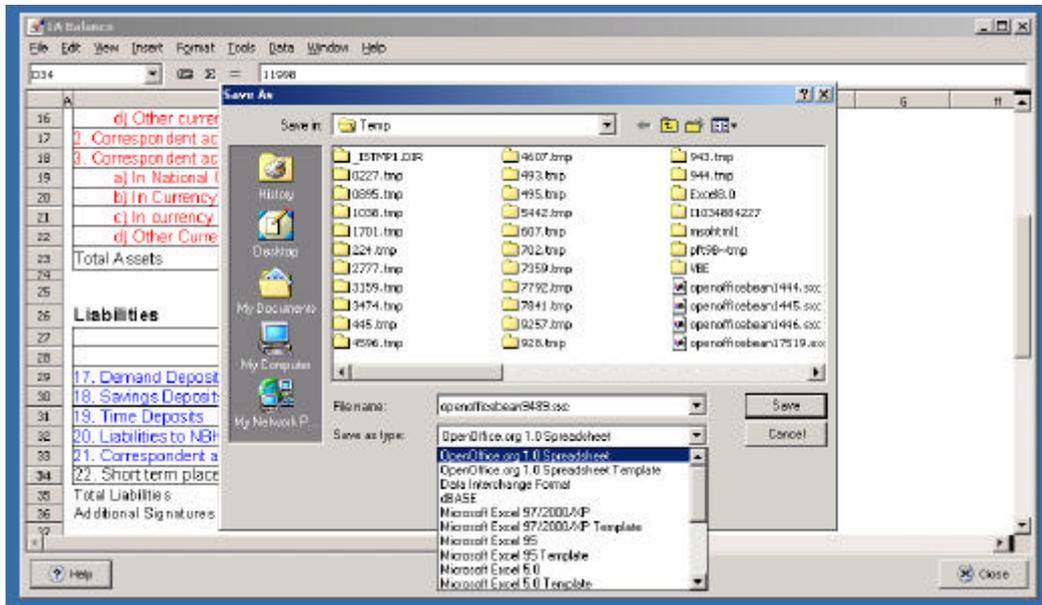


Figure 6.2.7.1, Balance Sheet/File of Type

### 6.3. Monitoring of Returns

Once the deadline for a return is passed, you may want to know which returns have been received/not received and their status. FinA has a tool to monitor returns and their status using the system's **Return Control** feature.

To review the status of a return, click on **Processing/Return Control**. A screen similar to *Figure 6.3.1* opens. Choose the period, the bank, and the return, and then click on **Generate** for a list of returns and their status in table form.

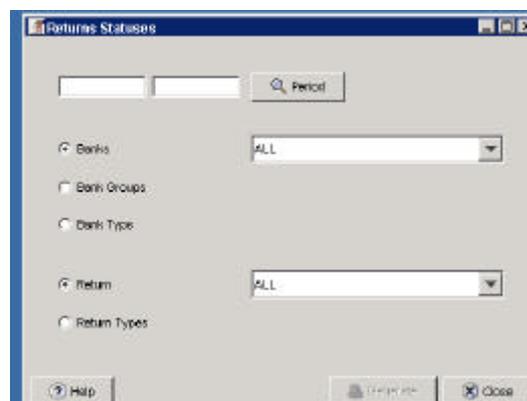
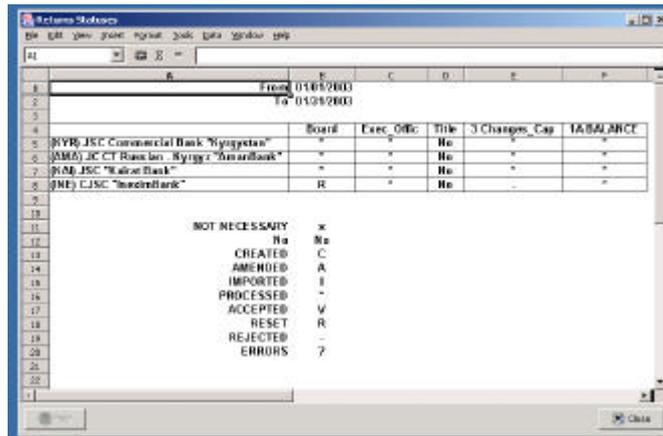


Figure 6.3.1, Processing/Return Control/Returns Statuses

For example, if you wish to review the status of all returns for January, 2003 for all banks: enter the period by clicking on the **Period** browser button and selecting from the table; mark **Banks**; from the drop down menu to the right choose **All**; mark **Return**; from the drop down menu to the right select **All**. Click the **Generate** button. The results are displayed in table format. See example on *Figure 6.3.2* below.

**Processing > Return Control > Banks > All > Return > All > Generate**



*Figure 6.3.2, Return Control/Table*

Special symbols are used to indicate the status of the return. These symbols are explained below. They are also included in the spreadsheet report for quick reference:

NOT REQUIRED	<b>x</b>
NO RETURN FILED	<b>No</b>
CREATED	<b>C</b>
AMENDED	<b>A</b>
IMPORTED	<b>I</b>
PROCESSED	<b>*</b>
ACCEPTED	<b>V</b>
RESET	<b>R</b>
REJECTED	<b>-</b>
ERROR	<b>?</b>

## 7. Generating Reports

### 7.1. Report Manager Overview

The **Report Manager** Menu is presented in the form of a tree-type structure with folders and items. The folders represent a set of individual reports. See *Figure 7.1.1*. It is the responsibility of the System Manager to define the reports in FinA. For detailed

instructions on how to design and build reports in FinA, please refer to the *FinA International, Site Customization Manual*.

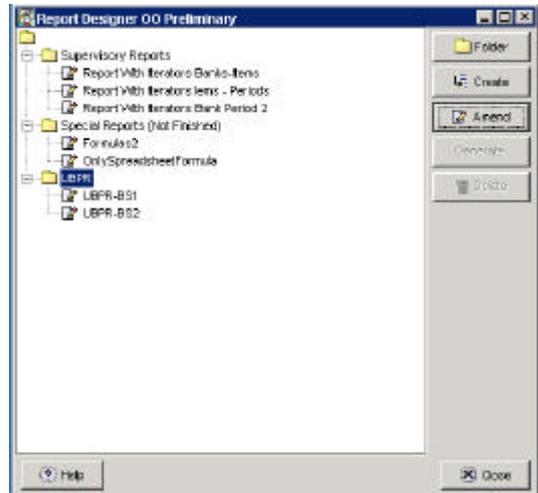


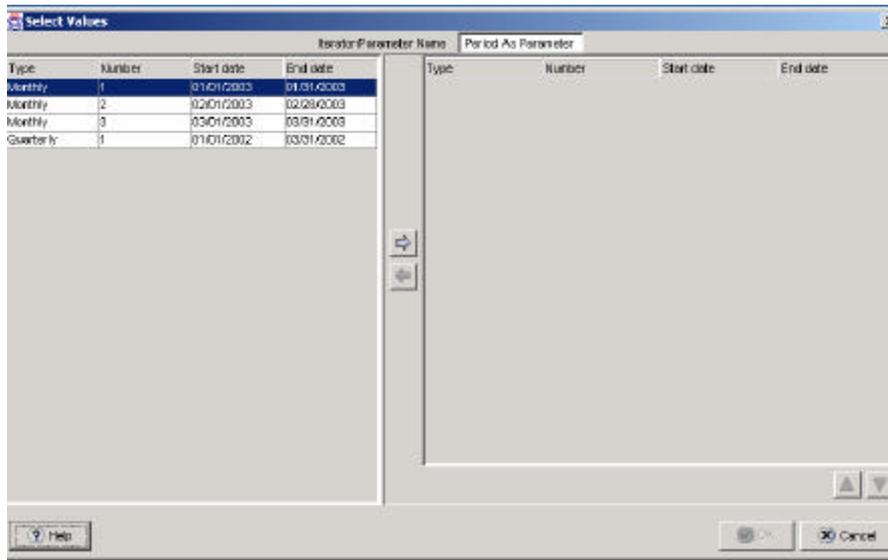
Figure 7.1.1, Report Manager: Report Designer

## 7.2. Generating Reports

To generate a report, click on **Reports/Report Manager**. Highlight the report you wish to generate and click **Generate**. Depending on the way that specific report is designed a user may be asked to select periods, banks, and input information from the MDT.

A sample screen for period selection is presented on *Figure 7.2.1*.

**Reports/Report Manager > highlight the report > Generate > highlight period > Arrow > OK**



*Figure 7.2.1, Reports/Report Manager/Select Values*

All periods defined in FinA are listed on the left side of the screen. Highlight the reporting period you want to cover, click on the **Arrow** that points to the right, and then click on **OK**. *Note: You may select multiple periods, i.e., for trend analysis reports.*

Once all required information is entered, a generation bar displays. After a few seconds, depending on the complexity of the report, the report is generated and presented in a spreadsheet format. A sample report is shown in *Figure 7.2.2*.

Month =																
	1. Cash Items	a) National Currency	b) In currency of OS and Balk countries	c) In currency of OECD countries	d) Other currencies	2. Correspondent account with BPR	3. Accounts and deposits in other banks	e) National Currency	f) In currency of OECD countries	g) Other Currencies	Total Assets					
5	JC CT Russten - Kyrgyz Bank	11148.00	2785.00	2786.00	2787.00	2788.00	1126.00	11162.00	2789.00	2791.00	2792.00	23434.00				
6	CJSC "InevBank"	11148.00	2785.00	2786.00	2787.00	2788.00	1126.00	11162.00	2789.00	2791.00	2792.00	23434.00				
7	JSC "Kanal Bank"	11148.00	2785.00	2786.00	2787.00	2788.00	1126.00	11162.00	2789.00	2791.00	2792.00	23434.00				
8																
9																
10																
11	Average	11148	2785	2786	2787	2788	1126	11162	2789	2791	2792	23434				

*Figure 7.2.2, Sample Report*

There are several error messages that appear when problems are identified during the generation of the report.

"NaN" – indicates “not a number”. This appears when an item cannot be found in a set of returns and therefore the formula cannot be calculated.

"N/A" – indicates “does not apply”.

"Infinity" – indicates a wrong result in calculation, for example division by zero.

"#VALUE!" - indicates that a fatal error has occurred during generation.

Ask the System Manager to check and correct the definition of the report.

### 7.3. Save and Print Reports

To print a report, go to the **File/Print** menu of the spreadsheet. You can save the report by clicking the **File/Save As** menu. Reports can be saved in all file formats that are supported by the version of Open Office Calc that is used for FinA. The screen that opens is shown in *Figure 7.3.1*. From the drop down **File Types** menu, select the appropriate format. Give the file a name and click on **Save**.

**File/Print > File/Save As > File Types > select format > name file > Save**

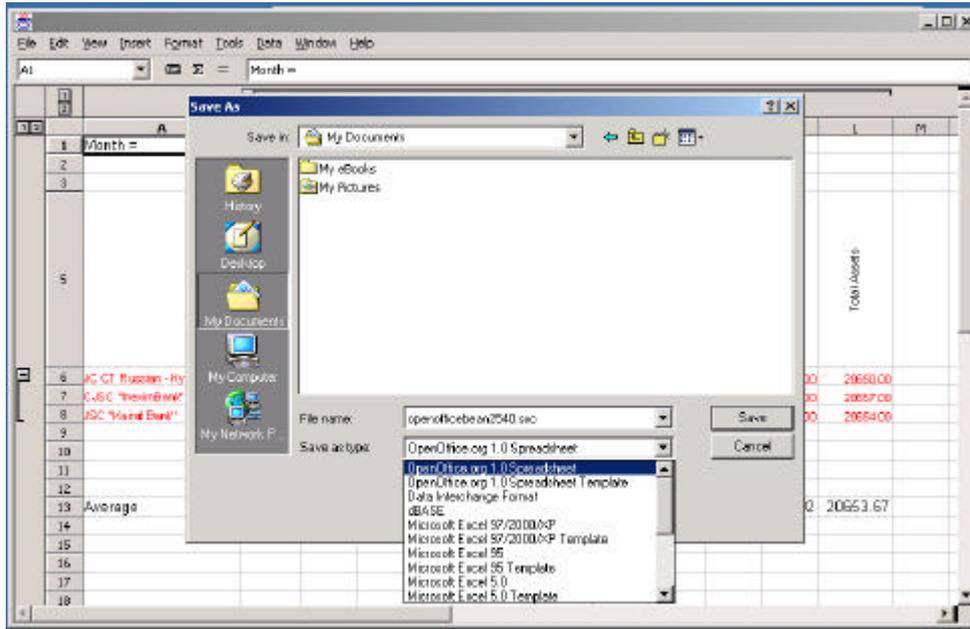


Figure 7.3.1, File Report/File Types/Save As

## 8. References

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1. FinA International Installation and Configuration Manual
  2. FinA International Site Customization Manual
  3. MS SQL 7 (2000) Documentation
- <http://www.microsoft.com/catalog/display.asp?subid=22&site=10145>