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Aeris Cloud Financials and Library Reporting Guide

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About the Aeris Cloud

The Aeris Cloud is a Web-based platform that allows CDFIs to upload their data and documents for Aeris analyses and quarterly reporting. CDFI performance data is presented in a standardized format, enabling longitudinal and peer comparison analytics on a wide range of metrics encompassing capitalization, portfolio quality, earnings, and more. For CDFIs, the Aeris Cloud is a powerful tool that enables them to track their current and historic performance against peers; streamline reporting to funders, investors, and other stakeholders; and help new investors understand the investment value proposition that CDFI loan funds offer. The Aeris Cloud was developed with lead funding from the Citi Foundation.

Accounts are created for CDFIs by an Aeris staff member. Contact Aeris if you need an account created.

Application Features and Functions

Log In Screen

All users access the Aeris Cloud from this URL: www.aerisinsight.com. The login screen is the point of entry. Choose "My Account" in the top right corner. Enter your user name and password to log in. If you forget your password, click the "Reset your password" link to set up a new one.

Instructions for Uploading Financial Statements to the Aeris Cloud

Uploading data to the Aeris Cloud is simple and should take less than 15 minutes per quarter. ***It is important to provide the financials in a consistent format each quarter.*** The data must be in the same column and row as prior quarters for it to map correctly. If there is any change to the format or content of your financials (such as additional data) please email [Austin Vasko \(avasko@aerisinsight.com\)](mailto:avasko@aerisinsight.com). If you contact them before you begin to upload, they may be able to update the Aeris Cloud so that your upload will be mapped correctly from the start.

Please follow these instructions:

- 1) Login to the Aeris Cloud.
- 2) The login takes you to your Dashboard. On the right panel under **Action Items**, click  under **201#Q# Financials Upload**.
- 3) Click  to locate the Excel file on your computer/server with your financials.
- 4) Click  to upload the file in your Library under the first document "Interim Financial Statements as of the Most Recent Quarter-end".
- 5) Return to the Dashboard and under **Action Items**, click  under **201#Q# Additional Data submission**. The Aeris Cloud will prompt you to enter any data that is missing in the Excel file. Please note that:
 - a. Impact data (outputs and outcomes) —we encourage you to provide impact data on a quarterly basis. Rated CDFIs are required to provide these at fiscal year-end quarters for their annual Rating Analysis and Report.
 - b. If Aeris prompts you for additional data such as summary portfolio performance data for delinquencies, write-offs, restructures, non-accruals, and so on, please add these to the Excel file containing your quarterly financial data at the next reporting period. If you do so, the system can directly map these categories going forward, and you would not have to manually enter it in this step again.
- 6) Once you upload your financials, and complete the additional data entry (if any), you will be directed to the Financials where you can check to make sure the data has been mapped and uploaded correctly.
Your quarterly financials will be listed first under "201#Q# Interim financial statements at the most recent quarter-end."



To finish uploading the other requested materials please navigate to the Aeris Library.

Instructions for Uploading Documents to the Library

The Aeris Library enables CDFIs to share confidential documents with Aeris for Aeris analyses, but also with investors, funders, or other stakeholders. A CDFI can upload any document they wish to their Library—it is not limited to the materials requested for Aeris analyses. Once you have logged in, choose “My Data” to move to the screen where you can access your Library.

The screenshot shows the AERIS CLOUD interface. At the top, the logo 'AERIS CLOUD' is displayed on the left, and 'Hello, David Logout' is on the right. Below the logo is a navigation bar with four tabs: 'DASHBOARD', 'MY DATA', 'MY SERVICES', and 'MESSAGE CENTER'. The 'MY DATA' tab is highlighted with a red box. Below this is another navigation bar with the same four tabs, but 'MY DATA' is highlighted in orange. The main content area is titled 'SLALOM FUND' and has a sub-navigation bar with 'OVERVIEW | SUBSCRIBERS | FINANCIALS | LIBRARY | PEER GROUPS'. The 'LIBRARY' tab is highlighted with a red box. Below the sub-navigation bar, there is a welcome message and instructions. A section titled '2013 Annual review document upload was due 549 days ago, requires upload of documents indicated by the ▲ icon.' is followed by a section for 'Quarterly documents requiring upload are indicated by the ▲ icon.' Below this is a dropdown menu for 'Select a viewer' and a 'Send Email' button. A link 'Download All Files Listed Below' is also present. The main content area shows a table of documents under the heading 'GENERAL FINANCIAL INFORMATION'. The table has two sections: '01. Audited financial statements' and '02. Auditor's most recent management letter and management's response'. The first section contains two rows of documents, each with a file icon, a filename, and a date. The second section contains one row with a file icon and a filename. Red boxes highlight the 'LIBRARY' tab, the 'Download All Files Listed Below' link, and the file upload icons in the table.

To upload a document, click on  next to the desired file.

To download documents, click on  **Download All Files Listed Below** above the list of library files. Documents can be downloaded separately or all at once in a zip file.

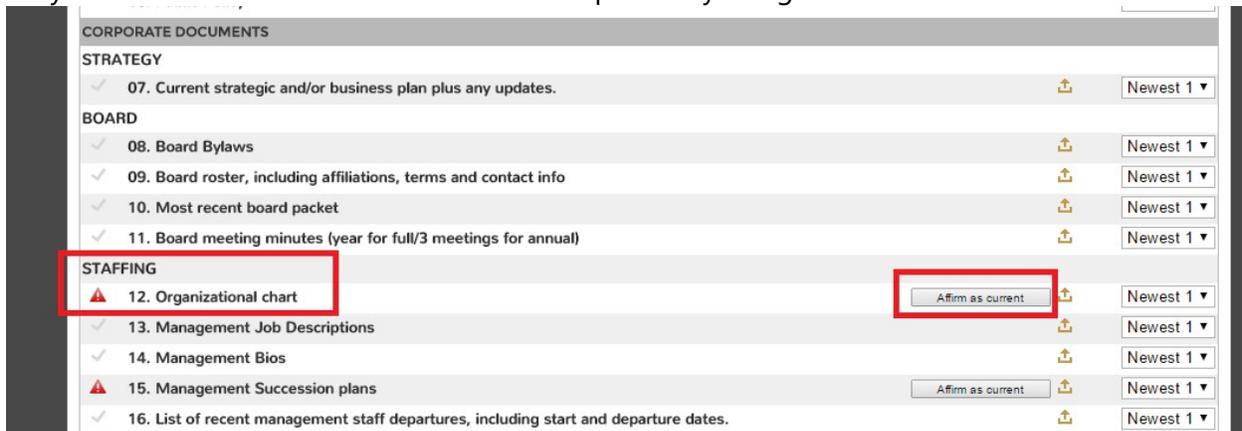


The Library is organized to mirror the organizational departments of most CDFIs with an additional folder for quarterly financials at the top and an investor reporting folder at the bottom:

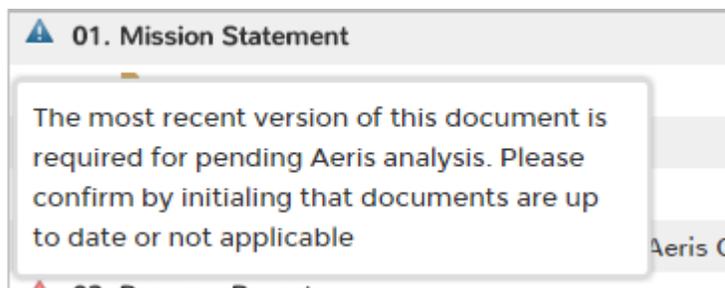
- Quarterly Financials
- Program
- Corporate Documents
- Finance Department
- Lending
- Other
- Investor Reporting

Uploading Documents for Quarterly Reporting or an Annual Aeris Analysis

Please upload the documents in the correct sections under the correct labels so that Aeris staff or analysts can readily find the documents to conduct their review and analysis. In addition to the section and label, please upload documents under the correct fiscal year and quarter. Upon clicking the "upload" button on the Aeris Cloud Library, the fiscal year and quarter will pop up for your confirmation. Select the correct time period by using the down arrows.

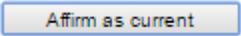


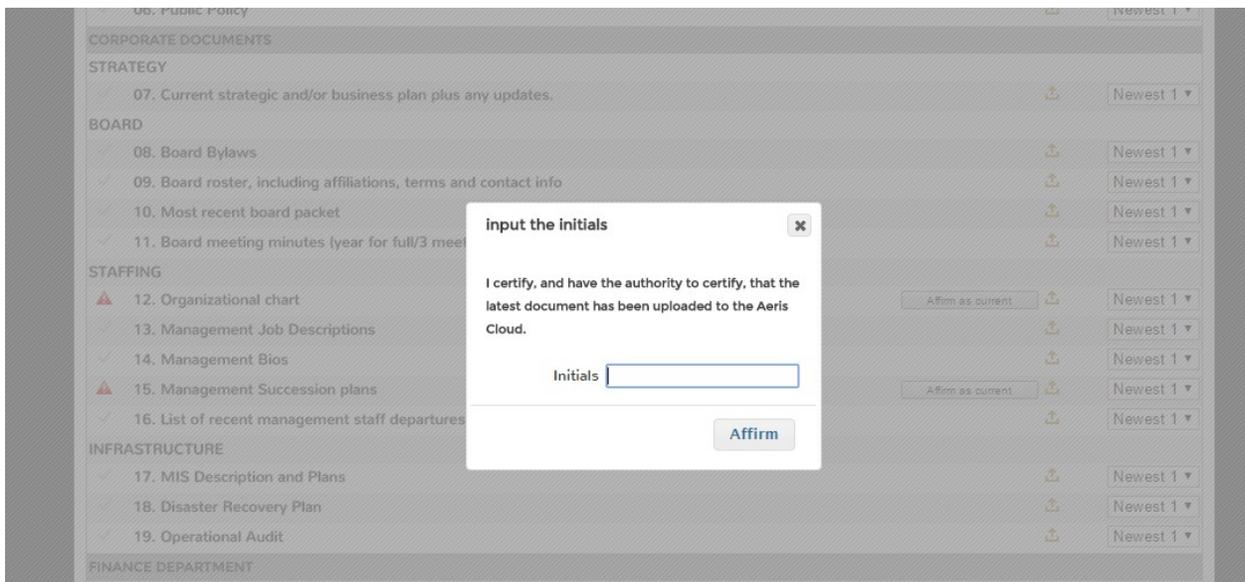
Hover your mouse over an Aeris Cloud Library Label to display a description of the documents under that Label.





You will also see a symbol against each of the document labels where one or more documents should be uploaded. Most of the documents required for the annual Rating Analysis are required for Quarterly Reporting, but the process is the same.

The red triangle  symbol signifies that documents under this label are required for each rating period. As you upload each required document in its correct spot, we request you click the box  and initial so Aeris knows the most recent version of this document has been provided.



The blue triangle  symbol signifies that this document is required for the analysis, but may not have changed since the previous rating. If the document already in Library is the most recent document, or the document is not applicable for your CDFI please provide a brief note "most current" or "not applicable".

