

PRS LMF Bulk Template Desk Reference



Bulk LMF Template

Table of Contents

Bulk LMF Template.....	4
Form—General Guidance	4
Examples and Tips.....	6
Bulk Upload Process	8

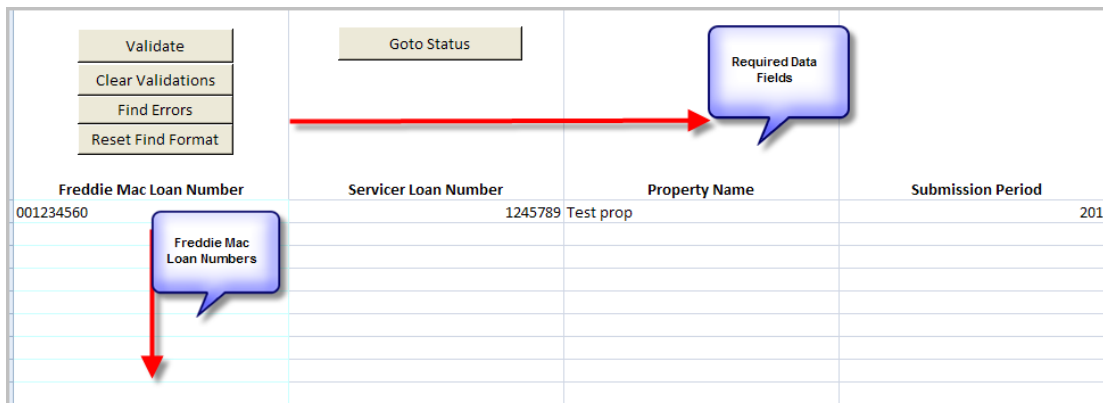
Bulk LMF Template

The concept of the Bulk Loan Management Form (LMF) template is to provide Servicers the capacity to submit LMF on multiple loans at one time. The Bulk template contains all data fields contained in the LMF Form. This allows Servicers the ability to extract the required data fields from their Asset Management system and copy and paste the data into the Bulk LMF template for multiple loans for upload to PRS.

Form—General Guidance

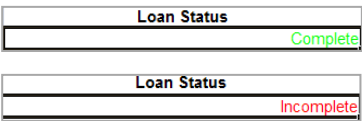
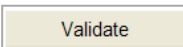


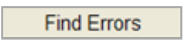
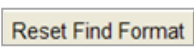

- Always enable the macro and Active X controls before using the template.
- Bulk Template: Bulk LMF template may be downloaded from the Blank Assessment Templates page of PRS under the Downloads on the main menu. Uploads will only be accepted in this format.
- Complete Template: Populate the required data fields in columns “A” to “U”.
- Validation Process: Perform completeness checks and validations in the template by clicking the “Validate” button.
- Loan Status: Provides a status of “Complete” or “Incomplete”. In Bulk LMF submission each loan record will have “complete” or “incomplete” status. At the time of submission only those loan records that have “complete” status will be accepted by PRS. Assessment completeness feedback is provided in column “W” of the Bulk LMF Template.
- Required Fields: By running field formatting validation within the template, fields requiring user input will show a red border around them. All red borders within the form need to be cleared before a loan record can have a “Complete” status.
- Valid Data Format: Certain fields contain validation rules that check whether or not the value entered into the field is correctly formatted. Such fields contain comments regarding the format rule. You will have to meet all format rules for each loan record to have “Complete” status.

Bulk LMF template



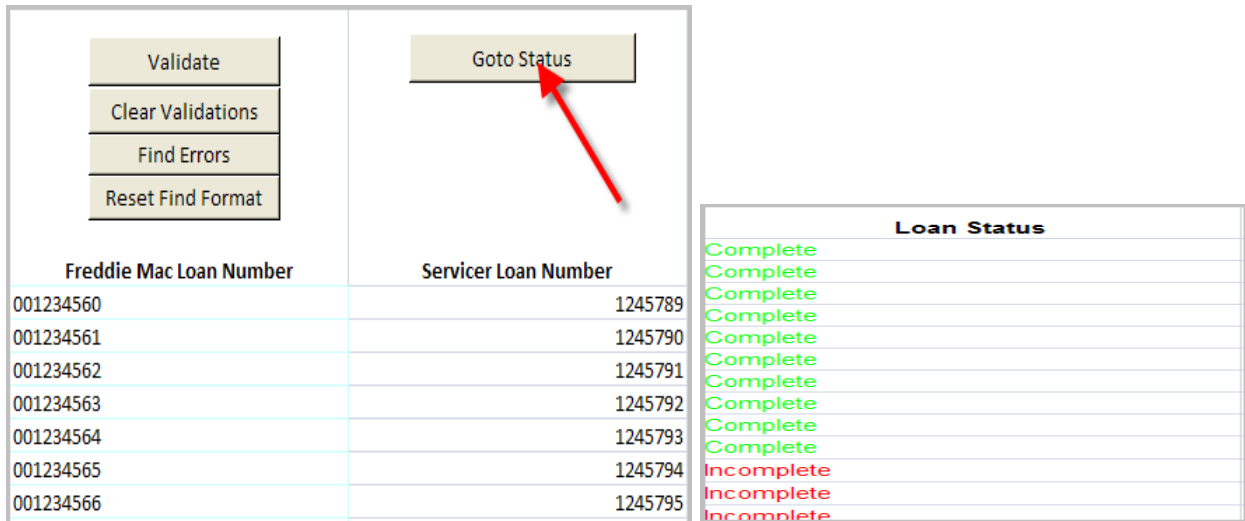
Freddie Mac Loan Number	Servicer Loan Number	Property Name	Submission Period
001234560	1245789	Test prop	2012

The following validation functionality is included in the Bulk Template:

Name	Description	Example
Loan Status	Each loan record will have a “Complete” or “Incomplete” status. PRS will skip loans that have “Incomplete” status and will only accept loans that have “complete” status	
Validate	Runs the field formatting validation	
Required Field	When validation is run in the template, a red outline on a data field indicates an input is required. Once data is entered into the field and the validation is run again, the red outline gets removed. Please note that the requirement criteria for certain fields is dependent on the response to other questions.	
Clear Validations	Clears all errors identified during validation	
Find Errors	Finds all errors on a worksheet. This is helpful if there are incomplete fields or other errors that are hard to find with the red outline indicator	
Reset Find Format	Resets the Find Format by clearing prior find errors execution	
Goto Status	Directs users to the column in the spreadsheet where loan statuses are displayed	

Examples and Tips

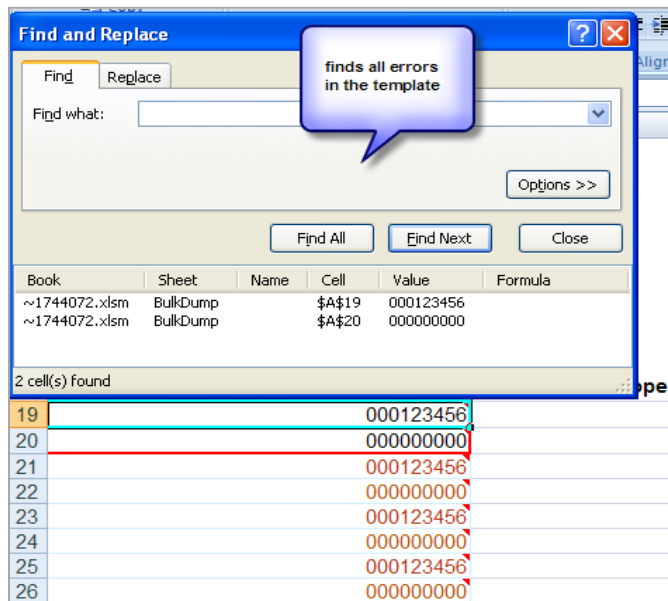
You can determine the status of a loan by going to the loan status column. Please note that at the time of upload, loans that have “Complete” status will be accepted by PRS, while loans that have “Incomplete” status will be rejected.



The screenshot shows a software interface with a 'Goto Status' button highlighted by a red arrow. Below it is a table with two columns: 'Freddie Mac Loan Number' and 'Servicer Loan Number'. To the right of this table is a 'Loan Status' column with a list of status values.

Freddie Mac Loan Number	Servicer Loan Number	Loan Status
001234560	1245789	Complete
001234561	1245790	Complete
001234562	1245791	Complete
001234563	1245792	Complete
001234564	1245793	Complete
001234565	1245794	Incomplete
001234566	1245795	Incomplete

Finding errors in Bulk LMF template is easier with Find Errors functionality. This functionality allows you to skip to the errors for easier resolution.



The screenshot shows the 'Find and Replace' dialog box in Excel. A callout bubble says 'finds all errors in the template'. Below the dialog, a table shows search results for errors in a template.

Book	Sheet	Name	Cell	Value	Formula
~1744072.xlsx	BulkDump		\$A\$19	000123456	
~1744072.xlsx	BulkDump		\$A\$20	000000000	

2 cell(s) found

19		000123456
20		000000000
21		000123456
22		000000000
23		000123456
24		000000000
25		000123456
26		000000000

The Freddie Mac loan number is a unique identifier and is required to be provided in every row in which data is provided. If you fail to provide the loan number the Loan Status will indicate “Empty Row” and the information will not be captured.

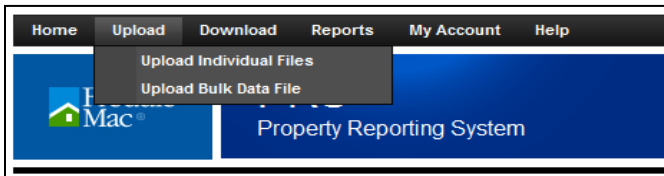
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Validate</div> <div style="border: 1px solid black; padding: 2px;">Goto Status</div> </div>	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Clear Validations</div> </div>	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Find Errors</div> </div>	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Reset Find Format</div> </div>	
Freddie Mac Loan Number	Servicer Loan Number
001234560	1245789
001234561	1245790
	1245791

Loan Status	
Complete	
Complete	
Empty Row	Loan number is missing
Complete	

Bulk Upload Process

To upload a bulk LMF file, perform the following functions:

1. Click “Upload Bulk Data File” from the “Upload” menu.



This will take you to the Upload Bulk File page.

Upload Bulk File

This page is ONLY for upload of Bulk Data Excel files. Please DO NOT upload Assessment or Attachment files here.

2. Enter the file path or click **Select** and locate your Excel file that is ready for upload.
3. Once you have entered the path, click **Submit**.

The bulk file will upload and the loan records that have failed to be uploaded will be listed on the “**Upload Failures**” screen.

Note: The file naming convention listed below needs to be followed strictly for the Bulk LMF template and be uploaded successfully into PRS.

File Type	Document Naming Convention	File Type
Bulk Loan Management	Bulk_LMGT.xlsx	Excel File (.xls .xlsx, or .xlsm)

Viewing Uploaded Assessments in PRS

Upon successful upload, PRS will process each row (Assessment) as if it were an individual file and will append the row number and loan number to the file name. Failed Assessments can be corrected and uploaded again using the process described above.

Successful Assessments will be processed through PRS using the standard workflow queues. You can view the form for each assessment record by clicking “View LMF Form” from the Context menu in the assessment Queue Grid.