



Reserve Reporting: Seller/Service User Guide

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Introduction

Welcome

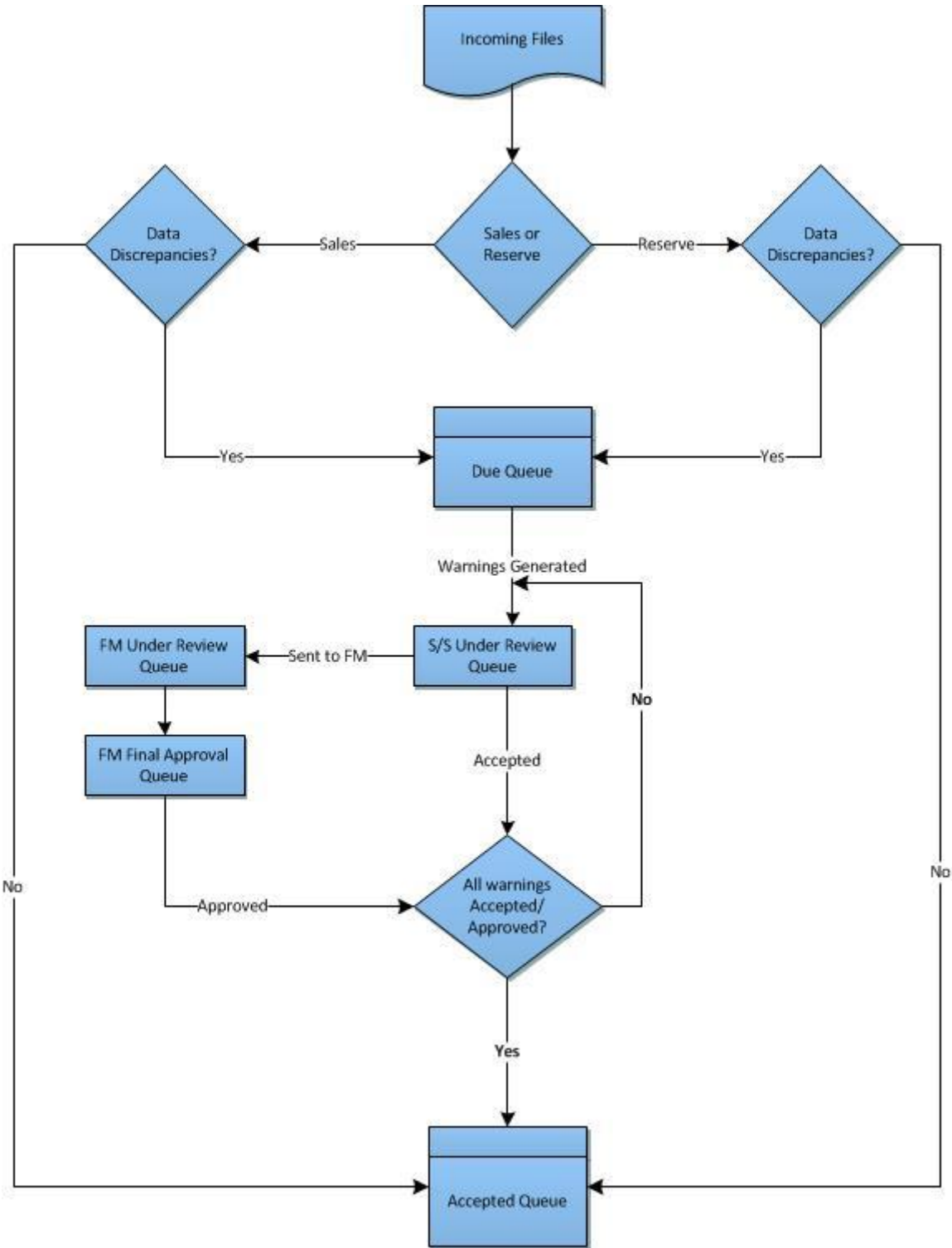
Freddie Mac's Reserve Reporting (RR) functionality within the Property Reporting System (PRS) has been developed to facilitate the workflow process of collecting and validating each of the following escrow and loan/bond terms data from Sellers/Service: HFS & HFI and Bond loans. RR will enable Sellers/Service to view key data about their active FreddieMac loans online, electronically upload escrow and loan terms data in bulk, view discrepancies, update individual data elements online and add comments relative to discrepancies.

Warnings move through the Queues S/S Under Review, FM Under Review and FM Final Approval. Loans move through the Due and Accepted.

1. **S/S Under Review:** Warnings under review by Seller/Service
2. **FM Under Review:** Warnings under review by Freddie Mac
3. **FM Final Approval:** Warnings awaiting Final Approval by Freddie Mac
4. **View All:** All of the above warnings
5. **Due:** Loans due from Seller/Service or Under Review
6. **Accepted:** All loans when all warnings associated with a loan has been Accepted and/or Approved or when a loan does not have any discrepancies.

Workflow Process

The chart below represents the flow of Assessments and Attachments through PRS.



Getting Started

System requirements

Computer/Processor

- Computer with a 233 megahertz (MHz) processor or higher (Pentium processor recommended)

Operating System

- Windows 7
- Windows XP 32-bit with Service Pack 2 (SP2) or higher
- Windows XP Professional x64 Edition
- Windows Vista 32-bit
- Windows Vista 64-bit
- Windows Vista with Service Pack 1 (SP1) or higher
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher
- Windows Server 2008 32-bit or higher
- Windows Server 2008 64-bit or higher

Memory

- Windows 7 - 128MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows XP Professional x64 Edition—128 MB
- Windows Vista 32-bit—512 MB
- Windows Vista 64-bit—512 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—64 MB
- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—128 MB
- Windows Server 2008 32-bit—512 MB
- Windows Server 2008 64-bit—512 MB

Hard Disk Space

- Windows 7 - 150MB
- Windows XP 32-bit with Service Pack 2 (SP2) or higher—150 MB
- Windows XP Professional x64 Edition—200 MB
- Windows Vista 32-bit—70 MB
- Windows Vista 64-bit—120 MB
- Windows Server 2003 32-bit with Service Pack 2 (SP2) or higher—150 MB

- Windows Server 2003 64-bit with Service Pack 2 (SP2) or higher—200 MB
- Windows Server 2008 32-bit—150 MB
- Windows Server 2008 64-bit—200 MB

Drive

- CD-ROM drive (if installation is done from a CD-ROM)

Display

- Super VGA (800 x 600) or higher-resolution monitor with 256 colors

Peripherals

- Modem or Internet connection
- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device

Log In

You must have a valid user account to access the application.

The login is located at <https://multifamily-prs.covius.com>. On the sign-in screen, enter your supplied Username and Password.

Help

Freddie Mac®

PRS
Property Reporting System

Log In to PRS

Welcome to Property Reporting System (PRS). To access the system, enter your user id in the space provided.

User ID

Password

LOGIN

Upload Files

How to Upload an Individual RR File

To upload a bulk RR file (Excel® format), perform the following functions:

1. On the Main Menu, go to the Upload drop down menu and select "Upload Individual RR File".



2. This will take you to the Upload Individual RR File page.

Upload Individual RR File

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

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

The filename of any bulk file must begin with one of the following file naming convention prefixes:

- **SalesDataUpdatev1 [Submission Month: MM-YYYY]-[6-digit-Service-Number]**
 - e.g. SalesDataUpdatev1 04-2015-321654
- **ReserveReportingv1 [Submission Quarter] Q [N]-YYYY-[6-digit-Service-Number]**
 - e.g. ReserveReportingv1 Q1-2015-654321

4. The bulk file will upload and you will be provided with a notification outlining any errors.
 - If successful, the warnings will be generated in the S/S Under Review page.
 - If unsuccessful, the uploaded file failed File or Loan validation. The type of failure will guide user's to Upload Failures or Validation Failures (accessible by clicking the "RR Upload Failures" or "RR Validation Failures" link on the left navigation, which provides feedback on the reason for failure. Failures must be corrected and file must be re-uploaded.

S/S Homepage - RR Upload Failures

Output to Excel					
<input type="checkbox"/>	File Name	Upload Date Time	Error Description	Field Name	Value
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504190970
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504191063
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504191071
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504191101

S/S Homepage - RR Validation Failures

Output to Excel						
<input type="checkbox"/>	File Name	Upload Date Time	Loan No.	Error Description	Error Field	Value
<input type="checkbox"/>	ReserveReportingv1 Q3-2014- .xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$78,965.99
<input type="checkbox"/>	ReserveReportingv1 Q3-2014- .xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$182,513.62
<input type="checkbox"/>	ReserveReportingv1 Q3-2014- .xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$95,193.94
<input type="checkbox"/>	ReserveReportingv1 Q3-2014- .xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$174,400.92
<input type="checkbox"/>	ReserveReportingv1 Q3-2014- .xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$0.00

The Validation Failures screen shows each individual field-level validation that failed while attempting to upload the file. Users can look at each validation failure and address each one in their source file, or click the "Output to Excel" button at the top of the Validation Failures display grid to export all validation failures to Microsoft Excel. Once in Excel, users can sort/filter as desired, while still addressing each validation failure in their source file. Once all validation failures are addressed, the file can be re-uploaded via the same procedures as described above.

Reports

The reports menu shows the list of available reports that can be previewed/printed.



Reports

	Available Reports	Output Type
	Data Warning Detail Report - Reserve Reporting	Excel
	Data Warning Detail Report - Sales Data	Excel
	Data Warning Summary Report - Reserve Reporting	Excel
	Data Warning Summary Report - Sales Data	Excel
	Seller Service Summary Report - Reserve Reporting	Excel
	Seller Service Summary Report - Sales Data	Excel
	Sum Reserve Reporting Report	Excel
	Total Exposure by Institution Report	Excel
	Validation Upload Error Report	Excel

My Account

Change Password

To view or update your User Profile, perform the following functions:

1. On the Main Menu, go to the "My Account" drop down menu and select "Change Password."



2. Enter your current password, and new password twice. Click "Change Password."



Change Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Change Password"/>	

Forgotten Password

1. Go to the Login page.
 2. Click **Forgot your password?**
 3. Enter your username.
 4. Click **Change Forgotten Password.**
 5. An email will be sent to the address associated with your account that includes a temporary password.
 6. Use this temporary password to log into the system. If the temporary password is accepted, you will be immediately asked to provide a new password.
- If you have forgotten your username or are unable to access your login page, please contact your administrator.

Home

S/S Overview

The Seller/Service Overview provides a summary of information regarding the Seller/Service, including any current/meaningful system notifications. Click Add New on the respective grid to add new Office Locations or Contacts.

S/S Homepage - RR S/S Overview

S/S - Overview RR - Messages



Notification Date	Priority	Title	Notification
No records to display.			

S/S - Overview RR - Overview

Portfolio	S/S No.
Demo Servicer 3 Division 2	
Demo Servicer 3 Division 1	
Demo Servicer 3 Division 3	



S/S - Overview RR - Office Locations

Add New

Edit	Location Name	Street Address 1	Street Address 2	City	State	Zip	Delete
	Test Office 1	5200 Peachtree RD	Suite 3001	Atlanta	GA	30302	

S/S - Overview RR - Contacts

Add New

Edit	Contact Type	Contact Name	Title	Street Address	City	State	Zip Code	Main Phone	Direct Phone	Mobile Phone	Facsimile	Email Address	Delete
	Financial	Test Contact	Supervisor1	5300 Peachtree RD	Atlanta	Georgia	30341	404.275.1251					

Sales Data Summary

The Sales Data Summary Dashboard provides a summary of the Sales Data Loan and Warning summary status by portfolio for the current month. History pipelines can be accessed via reports.

S/S Homepage - Sales Data Summary RR

S/S Homepage - Sales Data - Loans Summary											
Output to Excel											
S/S Name	Portfolio	S/S Number	Due	% Due	Under Review	% Under Review	Accepted	% Accepted	Approved	% Approved	Total
Demo Servicer 3	Demo Servicer 3 Division 3		0	0.00 %	43	67.19 %	21	32.81 %	0	0.00 %	64
			0		43		21		0		64

S/S Homepage - Sales Data - Warnings Summary												
Output to Excel												
S/S Name	Portfolio	S/S Number	S/S Under Review	% S/S Under Review	FM Under Review	% FM Under Review	S/S Accepted	% S/S Accepted	FM Accepted	% FM Accepted	FM Under Final Review	% FM Under Final Review
Demo Servicer 3	Demo Servicer 3 Division 3		101	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %
			101		0		0		0		0	

Reserve Reporting Summary

The Reserve Reporting Summary Dashboard provides a summary of the Reserve Reporting Loan and Warning summary status by portfolio for the current month. History pipelines can be accessed via reports.

S/S Homepage - Rsv Reporting Summary RR

S/S Homepage - Rsv Reporting - Loans Summary													
Output to Excel													
S/S Name	Portfolio	S/S Number	Due	% Due	Under Review	% Under Review	Accepted	% Accepted	Approved	% Approved	Total		
Demo Servicer 3	Demo Servicer 3 Division 2		0	0 %	0	0.00 %	6	100.00 %	0	0.00 %	6		
Demo Servicer 3	Demo Servicer 3 Division 1		0	0 %	8	13.11 %	53	86.89 %	0	0.00 %	61		
Demo Servicer 3	Demo Servicer 3 Division 3		0	0 %	56	7.60 %	681	92.40 %	0	0.00 %	737		
			0		64		740		0		804		
S/S Homepage - Rsv Reporting - Warnings Summary													
Output to Excel													
S/S Name	Portfolio	S/S Number	S/S Under Review	% S/S Under Review	FM Under Review	% FM Under Review	S/S Accepted	% S/S Accepted	FM Accepted	% FM Accepted	FM Under Final Review	% FM Under Final Review	Total
Demo Servicer 3	Demo Servicer 3 Division 1		8	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	8
Demo Servicer 3	Demo Servicer 3 Division 3		57	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	57
			65		0		0		0		0		65

User Management

The Users screen allows users under RR S/S Admin role to be able to add/edit users, and manage their relationship to their parent company.

User Management

Add New

Edit	Display Name ▾	User Name	Client Corporate	PRS Portfolios
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Reset Password	Demo Company	Demo Portfolio - Bonds,Demo Porfolio - Capital Markets
		Unlock User	Demo Company	Demo Porfolio - Capital Markets,Demo Portfolio - Bonds
		Manage RR Portfolios	Demo Company	Demo Portfolio - Bonds,Demo Portfolio - Capital Markets
			Demo Company	Demo Portfolio - Capital Markets,Demo Portfolio - Bonds

Upon clicking the Add New (or Edit) button, users are presented with the edit screen that allows them to manage the user name, display name, parent Company, e-mail address, and "Active" flag. The asterisk indicates required field before saving.

+

Add New

Edit

Display Name ▲

User Name

Client Corporate

PRS Portfolios

▼

▼

▼

▼

Display Name

*

User Name

Company

--Select a Parent Company--

▼

*

Email Address

Active?

☐

Note: Users cannot be permanently deleted, but can be statused as Active or Inactive by setting the "Active?" check-box accordingly.

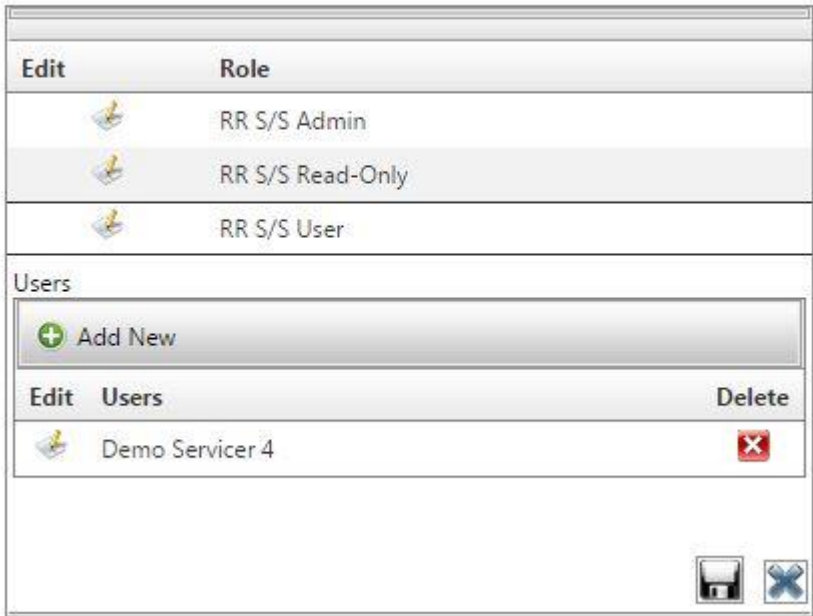
Manage RR Portfolios context menu option lets administrations to assign portfolios to users. The portfolios that are available in the pop-up window are portfolios that are under parent company selected when creating or editing a user.



Role Assignment

The Role Assignment screen allows users under the RR S/S Admin role to be able to add/edit users to a particular Role.

S/S Homepage - Role Assignment



Edit the Role you wish to add a user too and click the Add New Button. Then select the User from the Drop Down Box you wish to add and click Save. Only a single role may be assigned to a User at any time.

S/S Homepage - Role Assignment

Edit	Role
	RR S/S Admin
	RR S/S Read-Only
	RR S/S User

Users

Add New

Edit	Users	Delete
Users		
Please Select User ▼		
Role		
RR S/S User		
Team		
Freddie Mac		
	Demo Servicer 4	

RR Upload Failures

The Upload Failures page provides a list of uploads that have failed during the upload process, and includes a description of the error.

S/S Homepage - RR Upload Failures

Output to Excel					
<input type="checkbox"/>	File Name	Upload Date Time	Error Description	Field Name	Value
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504190970
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504191063
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504191071
<input type="checkbox"/>	SalesDataUpdatev1 12-2014-...xls	1/26/2015 2:50:42 PM	Escrow previously uploaded for this loan	FRE Loan No	504191101

RR Validation Failures

The Validation Failures page provides a list of field-level validations that failed during the upload process, and includes a description each validation failure.

S/S Homepage - RR Validation Failures

Output to Excel						
<input type="checkbox"/>	File Name	Upload Date Time	Loan No.	Error Description	Error Field	Value
<input type="checkbox"/>	ReserveReportingv1 Q3-2014-...xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$78,965.99
<input type="checkbox"/>	ReserveReportingv1 Q3-2014-...xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$182,513.62
<input type="checkbox"/>	ReserveReportingv1 Q3-2014-...xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$95,193.94
<input type="checkbox"/>	ReserveReportingv1 Q3-2014-...xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$174,400.92
<input type="checkbox"/>	ReserveReportingv1 Q3-2014-...xls	1/26/2015 3:36:11 PM		Columns do not sum	Current Balance of all Reserves	\$0.00

Sales Data Update Queue

All Warning and Loan Queues in the system use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual. Functionality specific to each page is described below.

Warnings move through the Queues S/S Under Review, FM Under Review and FM Final Approval. Loans move through the Due and Accepted Queues. Loans with one or more warnings Under Review will be in the Due Queue until warnings have been accepted and/or approved and then will be moved to the Accepted Queue by the system.

1. **S/S Under Review:** Warnings under review by Seller/Service.
2. **FM Under Review:** Warnings under review by Freddie Mac.
3. **FM Final Approval:** Warnings awaiting Final Approval by Freddie Mac.
4. **View All:** All of the above warnings.
5. **Due:** Loan is due from Seller/Service or Under Review.
6. **Accepted:** All loans when all warnings associated with a loan has been Accepted and/or Approved or when a loan does not have any discrepancies.

S/S Under Review

The S/S Under Review Queue is populated with warnings for loans within the uploaded file upon passing the warning validations and a loan has one or many warnings. Warnings can also be moved to S/S Under Review Queue when warnings are returned by Freddie Mac. The warning status for warnings in this queue is "S/S Under Review".

S/S Sales Data Update - S/S Under Review

Drag a column header and drop it here to group by that column

Output to Excel Accept FM Value Send to Freddie Mac Under Review Add a Bulk Comment

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	FM Value	S/S Value	Creation Date
<input checked="" type="checkbox"/>				Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	0	360	01/26/2015
<input type="checkbox"/>		Demo Servicer 3 Division 3		Monthly Debt Service Payment - AMORTIZING (\$)	Monthly Debt Payment Amortizing must be within 99 Cents of FM value	54268.39	54318.59	01/26/2015
<input type="checkbox"/>		Demo Servicer 3 Division 3		Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	0	360	01/26/2015
<input type="checkbox"/>		Demo Servicer 3 Division 3		Monthly Debt Service Payment - AMORTIZING (\$)	Monthly Debt Payment Amortizing must be within 99 Cents of FM value	181186.76	181354.37	01/26/2015

Command Bar Menu Items (these apply to items selected on the Grid):

1. **Accept FM Value:** Allows user to accept the Freddie Mac value displayed in the grid and change warning status to "Accepted." This action can be performed in bulk by selecting multiple warnings.

Freddie Mac

Accept FM Value

S/S Loan No.	FM Loan No.	S/S Name	Warning	Field Name	S/S Value	FM Value
		Demo Servicer 3	Original Amortization must be exact match with FM Loan Term	Amortization Term (months)	360	0

Are you sure you want to accept the FM Value?

Submitted By: demouser3

Submitted On: 1/26/2015 12:17:02 PM

Yes No

2. **Send to Freddie Mac Under Review:** Allows user to send warning to Freddie Mac to review the data by changing warning status to "FM Under Review" and requires to comment. This action can be performed in bulk by selecting multiple warnings.

Freddie Mac

Return to Freddie Mac Under Review

S/S Loan No.	FM Loan No.	S/S Name	Warning	Field Name	S/S Value	FM Value
		Demo Servicer 3	City of mortgage property must be exact match with FM City	Property City	ORLANDO	Clearwater
		Demo Servicer 3	Original Amortization must be exact match with FM Loan Term	Amortization Term (months)	360	0
		Demo Servicer 3	Monthly Debt Payment Amortizing must be within 99 Cents of FM value	Monthly Debt Service Payment - AMORTIZING (\$)	53605.88	53556.34

Warning Comment

Are you sure you want to send warning to Freddie Mac Under Review?

Submitted Bydemouser3

Submitted On1/26/2015 12:21:25 PM

YesNo

3. Add a Bulk Comment: Allows user to insert bulk comments into warnings by selecting multiple warnings from the grid.

Freddie Mac

Add Bulk Comments

Add Bulk Warning Comments

FM Loan No.	S/S Loan No.	Company Name	FieldName	Warning Details
		Demo Servicer 3	Property City	City of mortgage property must be exact match with FM City
		Demo Servicer 3	Amortization Term (months)	Original Amortization must be exact match with FM Loan Term
		Demo Servicer 3	Monthly Debt Service Payment - AMORTIZING (\$)	Monthly Debt Payment Amortizing must be within 99 Cents of FM value

Add Comment

Submit

Context Menu Items (these apply to items selected on the Grid):

1. View / Add Comments: Allows user to add custom comments to warnings individually. This action cannot be performed in bulk.

Freddie Mac

Data Warning Comments View/Add

View Existing Comments

CommentedBy	CommentedOn	Comments
-------------	-------------	----------

Add Warning Comments

Warning Details

City of mortgage property must be exact match with FM City

FieldNameProperty City

PopulationFileValueClearwater

VendorFileValueORLANDO

Add New Comments

Comments Added ByDemo Servicer 3

Comments Added On1/26/2015 12:34:31 PM

Submit

FM Under Review

The FM Under Review Queue is populated by warnings returned by the S/S Under Review Queue. The warning status for warnings in this queue is "FM Under Review."

S/S Sales Data Update - FM Under Review

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	S/S Value	FM Value
<input checked="" type="checkbox"/>				Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	360	0
<input type="checkbox"/>		Demo Servicer 3 Division 3		Monthly Debt Service Payment - AMORTIZING (\$)	Monthly Debt Payment Amortizing must be within 99 Cents of FM value	53605.88	53556.34
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	ORLANDO	Clearwater

Context Menu Items (these apply to items selected on the Grid):

1. View Comments: Allows user to view comments on warnings individually. This action cannot be performed in bulk.

Freddie Mac

Data Warning Comments View

View Existing Comments

CommentedBy	CommentedOn	Comments
RRS FM Business Admin	1/21/2015 5:27:33 PM	test
Demo Servicer User	1/21/2015 5:26:26 PM	test

FM Final Approval

The FM Final Approval Queue is populated by warnings Prelimarily accepted by FM to accept the Seller/Servicer Value or warnings that have updated value. The warning status for warnings in this queue is "FM Preliminary Approved."

S/S Sales Data Update - FM Final Approval

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	S/S Value
<input type="checkbox"/>		Demo Servicer 3 Division 3		Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	360
<input checked="" type="checkbox"/>		Demo Servicer 3 Division 3		Monthly Debt Service Payment - AMORTIZING (\$)	Monthly Debt Payment Amortizing must be within 99 Cents of FM value	53605.88
<input type="checkbox"/>		Demo Servicer 3 Division 3		Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	360

Page: 1

Context Menu Items (these apply to items selected on the Grid):

1. View Comments: Allows user to view comments on warnings individually. This action cannot be performed in bulk.

Freddie Mac

Data Warning Comments View

View Existing Comments

CommentedBy	CommentedOn	Comments
RRS FM Business Admin	1/21/2015 5:27:33 PM	test
Demo Servicer User	1/21/2015 5:26:26 PM	test

View All

View All Queue displays all warnings for the current month. This is a read-only queue displaying warnings that are currently in S/S Under Review, FM Under Review, and FM Final Approval.

S/S Sales Data Update - View All

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	Warning Status	S/S
<input checked="" type="checkbox"/>		Demo Servicer 2 Division 2		Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	FM Preliminary Approved	360
<input type="checkbox"/>		Demo Servicer 3 Division 3		Monthly Debt Service Payment - AMORTIZING (\$)	Monthly Debt Payment Amortizing must be within 99 Cents of FM value	FM Preliminary Approved	5360
<input type="checkbox"/>		Demo Servicer 3 Division 3		Amortization Term (months)	Original Amortization must be exact match with FM Loan Term	FM Preliminary Approved	360

Context Menu Items (these apply to items selected on the Grid):

- 1. View Comments: Allows user to view comments on warnings individually. This action cannot be performed in bulk.

Freddie Mac

Data Warning Comments View

View Existing Comments

CommentedBy	CommentedOn	Comments
RRS FM Business Admin	1/21/2015 5:27:33 PM	test
Demo Servicer User	1/21/2015 5:26:26 PM	test

Due

The Due Queue includes all loans that are Due and currently Under Review.

S/S Sales Data Update - Due

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	Servicer Loan Number	Servicer No.	Mortgage Loan Servicer	Property Name	City	State	Current Balance
<input checked="" type="checkbox"/>						Webster	TX	181,032,000.00
<input type="checkbox"/>				Demo Servicer 3 Division 3		Vancouver	WA	34,327,000.00
<input type="checkbox"/>				Demo Servicer 3 Division 3		PHOENIX	AZ	10,000,000.00

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a new page with uploaded tape details with which this Loan is associated, including data warnings if any.

Accepted

The Accepted Queue includes Loans that were reviewed by Freddie Mac and Seller/Service. This queue also includes Loans that have no data warnings and were accepted immediately during upload.

S/S Sales Data Update - Accepted

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	Population Date	S/S Name	S/S No.	FM Loan No.	S/S Loan No.	Property Name	S/S Accepts	FM Accepts	S/S
<input checked="" type="checkbox"/>	01/26/2015	Demo Servicer 3 Division 3					0	0	
<input type="checkbox"/>	01/26/2015	Demo Servicer 3 Division 3					0	0	
<input type="checkbox"/>	01/26/2015	Demo Servicer 3 Division 3					0	0	

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a new page with uploaded tape details with which this Loan is associated, including data warnings if any.

Reserve Reporting Queue

All Warning and Loan Queues in the system use the Grid control. Basic functionality of the Grids is described in the Common Controls section of this User Manual. Functionality specific to each page is described below.

Warnings move through the Queues S/S Under Review, FM Under Review and FM Final Approval. Loans move through the Due and Accepted Queue. Loans with one or more warnings Under Review will be in the Due Queue until warnings have been accepted and/or approved and then will be moved to the Accepted Queue by the system.

1. **S/S Under Review:** Warnings under review by Seller/Servicer.
2. **FM Under Review:** Warnings under review by Freddie Mac.
3. **FM Final Approval:** Warnings awaiting Final Approval by Freddie Mac.
4. **View All:** All of the above warnings.
5. **Due:** Loan is due from Seller/Servicer or Under Review.
6. **Accepted:** All loans when all warnings associated with a loan has been Accepted and/or Approved or when a loan does not have any discrepancies.

S/S Under Review

The S/S Under Review Queue is populated with warnings for loans within the uploaded file upon passing the warning validations and a loan has one or many warnings. Warnings can also be moved to S/S Under Review Queue when warnings are returned by Freddie Mac. The warning status for warnings in this queue is "S/S Under Review."

S/S Reserve Reporting - S/S Under Review

Drag a column header and drop it here to group by that column

Output to Excel ☐ Accept FM Value ☐ Send to Freddie Mac Under Review ☐ Add a Bulk Comment ☐

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	S/S Value	FM Value	Creation Date	S/S Subr
<input checked="" type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Command Bar Menu Items (these apply to items selected on the Grid):

1. **Accept FM Value:** Allows user to accept the Freddie Mac value displayed in the grid and change warning status to "Accepted." This action can be performed in bulk by selecting multiple warnings.

Freddie Mac

Accept FM Value

S/S Loan No.	FM Loan No.	S/S Name	Warning	Field Name	S/S Value	FM Value
		Demo Servicer 3	City of mortgage property must be exact match with FM City	Property City	WASHINGTON	Washington Twp
		Demo Servicer 3	City of mortgage property must be exact match with FM City	Property City	URBANDALE	Des Moines

Are you sure you want to accept the FM Value?

Submitted By: demouser3

Submitted On: 1/26/2015 2:17:15 PM

Yes No

2. **Send to Freddie Mac Under Review:** Allows user to send warning to Freddie Mac to review the data by changing warning status to "FM Under Review" and requires to comment. This action can be performed in bulk by

selecting multiple warnings.

S/S Loan No.	FM Loan No.	S/S Name	Warning	Field Name	S/S Value	FM Value
		Demo Servicer 3	City of mortgage property must be exact match with FM City	Property City	LOS ANGELES	WILMINGTON
		Demo Servicer 3	City of mortgage property must be exact match with FM City	Property City	LOS ANGELES	WILMINGTON
		Demo Servicer 3	City of mortgage property must be exact match with FM City	Property City	LOS ANGELES	VENICE

Warning Comment

Are you sure you want to send warning to Freddie Mac Under Review?

Submitted By: demouser3

Submitted On: 1/26/2015 2:17:50 PM

Yes No

3. Add a Bulk Comment: Allows user to insert bulk comments into warnings by selecting multiple warnings from the grid.

FM Loan No.	S/S Loan No.	Company Name	FieldName	Warning Details
		Demo Servicer 3	Property City	City of mortgage property must be exact match with FM City
		Demo Servicer 3	Property City	City of mortgage property must be exact match with FM City
		Demo Servicer 3	Property City	City of mortgage property must be exact match with FM City

Add Comment

Submit

Context Menu Items (these apply to items selected on the Grid):

1. View / Add Comments: Allows user to add custom comments to warnings individually. This action cannot be performed in bulk.

FM Under Review

The FM Under Review Queue is populated by warnings returned by the S/S Under Review Queue. The warning status for warnings in this queue is "FM Under Review."

S/S Reserve Reporting - FM Under Review

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning
<input checked="" type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City
<input type="checkbox"/>		View Comments		Property City	City of mortgage property must be exact match with FM City
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City

Navigation: < < 1 > >

Context Menu Items (these apply to items selected on the Grid):

1. View Comments: Allows user to view comments on warnings individually. This action cannot be performed in bulk.

FM Final Approval

The FM Final Approval Queue is populated by warnings Preliminarily accepted by FM to accept the Seller/Servicer Value or warnings that have updated value. The warning status for warnings in this queue is "FM Preliminary Approved."

S/S Reserve Reporting - FM Final Approval

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	S/S Value	FM Value
<input checked="" type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	ARBUTUS	Baltimore
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	CLEVELAND HEIGHTS	CLEVELAND HTS.
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	CHARLESTON	TEST CITY

Page: 1 of 1 Go Page size: 3

Context Menu Items (these apply to items selected on the Grid):

1. View Comments: Allows user to view comments on warnings individually. This action cannot be performed in bulk.

Freddie Mac

Data Warning Comments View

View Existing Comments

CommentedBy	CommentedOn	Comments
RRS FM Business Admin	1/21/2015 5:27:33 PM	test
Demo Servicer User	1/21/2015 5:26:26 PM	test

View All

View All Queue displays all warnings for the current month. This is a read-only queue displaying warnings that are currently in S/S Under Review, FM Under Review, and FM Final Approval.

S/S Reserve Reporting - View All

Drag a column header and drop it here to group by that column

Output to Excel

<input type="checkbox"/>	FM Loan No.	S/S Name	S/S No.	Field Name	Warning	Warning Status	S/S Value	FM Value
<input checked="" type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	FM Preliminarily Approved	ARBUTUS	Baltimore
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	FM Preliminarily Approved	CLEVELAND HEIGHTS	CLEVELAND HTS.
<input type="checkbox"/>		Demo Servicer 3 Division 3		Property City	City of mortgage property must be exact match with FM City	FM Preliminarily Approved	CHARLESTON	TEST CITY

Context Menu Items (these apply to items selected on the Grid):

1. View Comments: Allows user to view comments on warnings individually. This action cannot be performed in bulk.

Data Warning Comments View		
View Existing Comments		
CommentedBy	CommentedOn	Comments
RRS FM Business Admin	1/21/2015 5:27:33 PM	test
Demo Servicer User	1/21/2015 5:26:26 PM	test

Due

The Due Queue includes all loans that are Due and currently Under Review.

S/S Reserve Reporting - Due

Drag a column header and drop it here to group by that column						
Output to Excel						
<input type="checkbox"/> FM Loan No.	<input type="checkbox"/> Servicer Loan Number	<input type="checkbox"/> Servicer No.	<input type="checkbox"/> Mortgage Loan Servicer	<input type="checkbox"/> Property Name	<input type="checkbox"/> City	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>					Washington	
<input type="checkbox"/>					Milwaukie	
<input type="checkbox"/>					INGLEWOOD	

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a new page with uploaded tape details with which this Loan is associated, including data warnings if any.

Accepted

The Accepted Queue includes Loans that were reviewed by Freddie Mac and Seller/Service. This queue also includes Loans that have no data warnings and were accepted immediately during upload.

S/S Reserve Reporting - Accepted

Drag a column header and drop it here to group by that column							
Output to Excel							
<input type="checkbox"/> Population Date	<input type="checkbox"/> S/S Name	<input type="checkbox"/> S/S No.	<input type="checkbox"/> FM Loan No.	<input type="checkbox"/> S/S Loan No.	<input type="checkbox"/> Property Name	<input type="checkbox"/> S/S Accepts	<input type="checkbox"/> FM Accepts
<input checked="" type="checkbox"/> 01/26/2015						0	0
<input type="checkbox"/> 01/26/2015						0	0
<input type="checkbox"/> 01/26/2015						0	0

Context Menu Items (these apply only to a single selected Assessment):

1. View Loan Details: Opens a new page with uploaded tape details with which this Loan is associated, including data warnings if any.

Loan Details

Loan Details

Loan Details Overview provides information regarding the loan. Data on this section is being populated from the Population File.

Loan Details Sales

Loan Details

Data Warnings

Loan Details Sales - Loan Details

Loan Details - Overview

FM Loan No.

S/S No.

Property Name

State

Servicer Loan Number

S/S Name Demo Servicer Division 1

City

Freddie Mac Property Number

In the Loan Details section, users can view details of the Seller/Servicer tape, Population Tape and Final Value. In addition, users can compare the data discrepancies by comparing the three columns of data. If Seller/Servicer tape value column appears blank a tape has not yet been uploaded or if the Fields in the Final Value column are blank there is an outstanding warning waiting to be accepted and/or approved.

Loan Details - Sales

Seller/Servicer Tape Value

City

State

Due Date of Last Paid Installment 11/01/2014

Current Balance 5,100,000.00

Current Balance + 1 5,100,000.00

of Times 30+ Delinquent 0

Note Rate (%) 0.04260

Loan Terms 84

Amortization Terms 360

Interest Only Period 12

Population Upload Value

City

State

Due Date of Last Paid Installment 11/01/2014

Current Balance 5100000.00

Current Balance + 1 5100000.00

Note Rate (%) 0.0426000

Loan Terms 84

Amortization Terms 0

Interest Only Period 12

Final Value

City

State

Due Date of Last Paid Installment 11/01/2014

Current Balance 5,100,000.00

Current Balance + 1 5,100,000.00

of Times 30+ Delinquent 0

Note Rate (%) 0.04260

Loan Terms 84

Amortization Terms 360

Interest Only Period 12

Data Warnings

Data Warnings section on Loan Details displays all warnings associated with a particular loan for the current month.

Example:

Loan Details Sales

Loan Details

Data Warnings

Loan Details Sales - Data Warnings

Subject to:

W/Loan No.	S/S Name	S/S No.	Hold Name	Warning	S/S Name	S/S No.	W/Upload Value	Warning State	Current Date	S/S Name/Entry	S/S Name/Entry	W/Upload Value	W/Upload Value
1	Demo Servicer Division 1			Original Amortization must be received with 90 days	1		W/Upload Value		01/01/2014	Demo Servicer Division 1		01/01/2014	
2	Demo Servicer Division 1		Monthly Debt Service Payment	Monthly Debt Service Payment must be within 90 days of 90 days	2		W/Upload Value		01/01/2014	Demo Servicer Division 1		01/01/2014	

Page 1 of 1 | Go | Refresh | Change

View 1 of 2

Common Controls

Grids

Many screens in PRS are grid based that include similar functionality. This functionality is enabled as needed on each grid and is not be available on all pages depending on required functionality. This section reviews the basic functionality of the grids that applies across the system.

Sorting

If sorting is enabled, users are able to sort the grid by any column by clicking on the column header.

The sorting function toggles between three modes:

- ascending
- descending
- no sort

CustomerID	CompanyName	ContactName	ContactTitle ^	Address	PostalCode
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager	23 Tsawassen Blvd.	T2F 8M4
FISSA	FISSA Fabrica Inter. Salchichas S.A.	Diego Roel	Accounting Manager	C/ Morazarzal, 86	28034
HANAR	Hanari Carnes	Mario Pontes	Accounting Manager	Rua do Paço, 67	05454-876
LILAS	LILA-Supermercado	Carlos González	Accounting Manager	Carrera 52 con Ave. Bolívar #65-98 Llano Largo	3508
QUEDE	Que Delicia	Bernardo Batista	Accounting Manager	Rua da Panificadora, 12	02389-673
QUICK	QUICK-Stop	Horst Kloss	Accounting Manager	Taucherstraße 10	01307
ROMEY	Romero y tomillo	Alejandra Camino	Accounting Manager	Gran Vía, 1	28001
SUPRD	Suprêmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255	B-6000
VINET	Vins et alcools Chevalier	Paul Henriot	Accounting Manager	59 rue de l'Abbaye	51100
WARTH	Wartian Herkku	Pirkko Koskitalo	Accounting Manager	Torikatu 38	90110

Page size: 10
91 items in 10 pages

Some grids have a default sort enabled and the user is able to override this default by clicking the header to sort by a different column. If the user leaves the page and returns, the grid will return to the default sort.

Filtering

When filtering is enabled, a [filtering item](#) appears below the column header. The user can enter a filter criterion in the filter box. A drop-down list allows the user to select a filter expression that is applied to the criterion for the column. When the user presses the filter button (next to the filter box), the grid displays only the records matching the filter criteria specified using the filter boxes:

CustomerID	CompanyName	ContactName	C
<input type="text"/>	<input type="text" value="Ant"/>	<input type="text"/>	<input type="text"/>
ALFKI	Alfreds Futterkiste		
ANATR	Ana Trujillo Emparedados y helados		
ANTON	Antonio Moreno		

> NoFilter
Contains
DoesNotContain
StartsWith
EndsWith

All filters in a single table are applied using AND operator. That is, only items (grid rows) that comply with all filters are displayed. Note: When you have more than one value to filter on, values should be entered separated by a space.

Grouping

If enabled on the grid, the grid can be grouped based on the value of a particular column. Users can also have multilevel grouping based on different criteria. To facilitate grouping, a special area called the GridGroupPanel will be displayed at the top of the grid to display the grouping options.

GridGroupPanel

SupplierID	CategoryID
SupplierID: 1	CategoryID: 1
1	Chai
2	Chang
CategoryID: 2	
3	Aniseed Syrup
SupplierID: 2	CategoryID: 2
4	Chef Anton's Cajun Seasoning
65	Louisiana Fiery Hot

When a table is grouped, all group fields appear in this group panel as elements with an icon that indicates the sort order. To remove a field from the grouping, click the "X." To change the sort order of the grouping, click the down-arrow in the GridGroupPanel for that item.

Received	From	Folder name	Size
Received from date: Monday, March 28, 2005			
3/28/2005	EWerner@web.com	Drafts	2
3/28/2005	NBullard@web.com	Deleted Items	8
3/28/2005	TSholl@web.com	Deleted Items	9
3/28/2005	SWard@web.com	Deleted Items	65
3/28/2005	GTomlinson@web.com	Drafts	6
Received from date: Sunday, March 27, 2005			
3/27/2005	FDuncan@web.com	Deleted Items	54
3/27/2005	KAnn@web.com	Drafts	2

To add fields to the grouping, drag the header into the GridGroupPanel:



SupplierID	CategoryID	UnitPrice				
ProductID	ProductName	SupplierID	CategoryID	QuantityPerUnit	UnitPrice	UnitsInStock
SupplierID: 1						
CategoryID: 1						
1	Chai	1	1	10 boxes x 20 bags	18	39
2	Chang	1	1	24 - 12 oz bottles	19	17
CategoryID: 2						
3	Aniseed Syrup	1	2	12 - 550 ml bottles	10	13
SupplierID: 2						
CategoryID: 2						
4	Chef Anton's Cajun Seasoning	2	2	48 - 6 oz jars	22	53
5	Louisiana Fiery Hot	2	2	32 - 8 oz	21.05	76

Some grids have a default grouping enabled and the user is able to override this default by adding or removing items to the GridGroupPanel. If the user leaves the page and returns, the grid will return to the default grouping.

Row Selection

Selecting a Row with a Click

Users can select a single data row in the grid by left clicking anywhere within the row:

Customer	Company	Contact	Country
ALFKI	Alfreds Futterkiste	Maria Anders	Germany
ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Mexico
ANTON	Antonio Moreno Taquería	Antonio Moreno	Mexico
AROUT	Around the Horn	Thomas Hardy	UK
BERGS	Berglunds snabbköp	Christina Berglund	Sweden

Change page: ◀ ▶ Displaying page 1 of 19, items 1 to 5 of 91.

Selecting a Row with a Checkbox

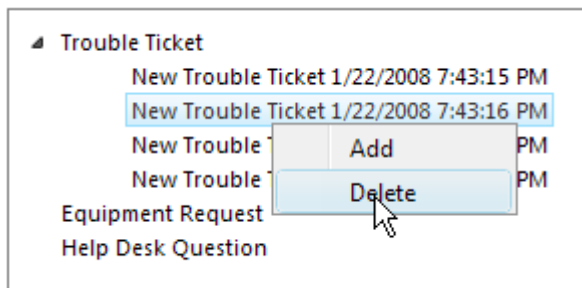
If available, users can select one or more data rows in the grid by clicking the check-box within the row:

<input type="checkbox"/>	CustomerID	CompanyName	ContactName	Country
<input type="checkbox"/>	ALFKI	Alfreds Futterkiste	Maria Anders	Germany
<input checked="" type="checkbox"/>	ANATR	Ana Trujillo Emparedados y helados	Ana Trujillo	Mexico
<input type="checkbox"/>	ANTON	Antonio Moreno Taquería	Antonio Moreno	Mexico
<input type="checkbox"/>	AROUT	Around the Horn	Thomas Hardy	UK
<input checked="" type="checkbox"/>	BERGS	Berglunds snabbköp	Christina Berglund	Sweden

Change page: ◀ ▶ Displaying page 1 of 19, items 1 to 5 of 91.

Context Menu

The Context Menu or Right-click Menu is used to perform an action on a single record. While hovering over a row on a grid, click the right button on the mouse to bring up the Context menu. The Context Menu offers a limited set of choices that are available in the current state, or context, of the items on the grid.



Grid Menu

The Grid Menu is used to perform an action on multiple records. To select multiple rows, check the box on the left side of each row. To perform an action on these rows, click the appropriate button on the Grid Menu.