

# Ginnie Mae Reporting and Feedback System (RFS)

Pool Accounting/Exception Feedback Monthly Reporting Training  
September 29, 2010

The agenda for this training course can be found here:

[http://ginniemae.gov/issuers/RFS\\_Agenda.pdf](http://ginniemae.gov/issuers/RFS_Agenda.pdf)

# Agenda

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## **Lesson 1 – Course Introduction**

- Welcome and Introductions
- Common Terminology
- Course Objectives
- RFS Changes Since the Last Training Class (June 2009)

## **Lesson 2 – Changes to Current Processes**

- Systems
- Reporting Methods
- Which System to Use
- RFS Implementation: Reporting Timeline
- Q&A Period

# Agenda

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## **Lesson 3 – How to Access GMEP and RFS**

- How Issuers May Register for GMEP
- Management of GMEP User Accounts
- Obtaining Support for User Accounts
- Logging on to the GMEP
- Q&A Period

## **Lesson 4 – Overview of Reporting Workflow**

- The Big Picture
- Enter or Upload Your Data
- View or Download Your Exceptions
- Analyze Your Exceptions
- Enter or Upload Your Corrected Data
- Q&A Period

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# Agenda

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## Lesson 5 – Reporting Examples

- *Example 1: Reporting a Single Family Pool*
  - Submit Data via Manual Data Entry
  - View Exceptions via GMEP
  - Submit Corrected Data via Manual Data Entry
  - Q&A Period
- *Example 2: Reporting a Multifamily Pool*
  - Submit Data via Manual Data Entry
  - View Exceptions via GMEP
  - Submit Corrected Data via Manual Data Entry
  - Q&A Period

# Agenda

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- *Example 3: Reporting a Single Family Pool Using File Upload*
  - Submit Data via File Upload
  - View Exceptions via GMEP
  - Submit Corrected Data via any of the three methods
  - Q&A Period
- *Example 4: Reporting a Single Family Pool Using File Upload*
  - Submit Data via SFTP File Upload
  - Download Exceptions File via GMEP Download
  - Submit Corrected Data via any of the three methods
- User Guide
- Final Q&A Period/Wrap Up

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Course Introduction

# LESSON 1

# Common Terminology

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- BPI – Business Process Improvement
- CSV – Comma Separated Values
- EDI – Electronic Data Interchange
- GMEP- Ginnie Mae Enterprise Portal
- PA/EF – Pool Accounting/Exception Feedback
- RFS – Reporting and Feedback System
- RPB – Remaining Principal Balance
- SFTP – Secure File Transfer Protocol
- Unique Loan ID – A number assigned by Ginnie Mae which uniquely identifies a loan

# Course Overview

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## Course Description

- This training course will provide hands-on instruction on how to complete the monthly reporting process using the new Reporting and Feedback System (RFS) which replaced the previous method of monthly reporting.

## Why is Ginnie Mae implementing RFS?

- Ginnie Mae implemented RFS as part of the overall Business Process Improvement (BPI) initiative to improve the efficiency and accuracy of reporting by streamlining and consolidating the reporting of monthly security RPB, monthly pool reporting, and loan level reporting into a single reporting process.

## Audience

- All Ginnie Mae Issuers.

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# Course Objectives

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- After completing this course, you will be able to:
  - Explain the changes to the current reporting processes
  - Access the GMEP and RFS
  - Complete monthly reporting via RFS.

# Course Format

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- The course format is interactive:
  - Participants will be in listen-only mode
  - Course will be taught in five lessons (about 20 minutes each)
  - Participants will have opportunities to ask questions after each lesson
  - Operator will provide instructions regarding asking questions.

## RFS Changes Since Last Year's Training Class

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- This training class covers the same RFS reporting process as was described in the June 2009 training.
- Modifications have been made to the slides to reflect minor changes in the PA/EF Main Menu appearance:
  - A Print icon replaced the Print link
  - A User Guide link was added to the menu bar.

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We will discuss these changes in more detail later in the presentation

## RFS Changes Since June Training Class Continued

June 2009  
Training

New

The image displays two screenshots of a web application interface. The top screenshot shows a navigation bar with links for Home, Pool, Loan, and Print. The Print link is highlighted with a red box. Below the navigation bar is a section titled "Navigation Overview" with a list of links: Home, Pool, Loan, Transmit Loans, and Exceptions. The bottom screenshot shows the same navigation bar, but the Print link has been replaced by a Print icon, which is also highlighted with a red box. The "User Guide" link is now highlighted with a red box. The "Navigation Overview" section below it only lists Home, Pool, and Loan.

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1. The modified links and icons are shown in red boxes, and the overall appearance is changed.
2. The Print link is removed and a Print icon is added.

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Changes to Current Processes

## LESSON 2

# Changes to Systems

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## What is the Ginnie Mae Enterprise Portal (GMEP)?

- Single access point for Ginnie Mae's online business applications.
- Secure method for Issuers to submit files to RFS for processing via an upload feature (files should not exceed 5MB).

## How is data reported via GMEP?

- Ginnie Mae Issuers will access the RFS Application via GMEP to submit pool, loan, and RPB data.

Note: GMEP supports ONLY the Internet Explorer web browser.

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## Changes to Reporting Methods

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- RFS replaces the following e-Access applications:
  - Web EDI
  - Web IEDS
  - Web IIS.
- Monthly data reporting is done via GMEP or SFTP:
  - Users utilize the GMEP or SFTP to submit pool, loan, and RPB data
  - Users no longer have two separate reporting data streams (pool and loan), but rather a single reporting stream that combines pool and loan data.
- Issuers access exceptions via GMEP:
  - Receive notification of exceptions for pool and loan data in a consolidated format
  - Access the exception notification via the GMEP.

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## Which System to Use?

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- Per APM 09-17, Several applications are now accessible through the portal (<https://www.eginniemae.net>) including:
  - RFS File Upload
  - Exception Feedback
  - Monthly Report of Pool and Loan Data – Single Family
  - Monthly Report of Pool and Loan Data – Multifamily
  - Issuer Feedback
  - Servicemembers Civil Relief Act (SCRA)
- GinnieNET will continue to be accessed through the GinnieNET website (<https://www.ginnienet.net>).

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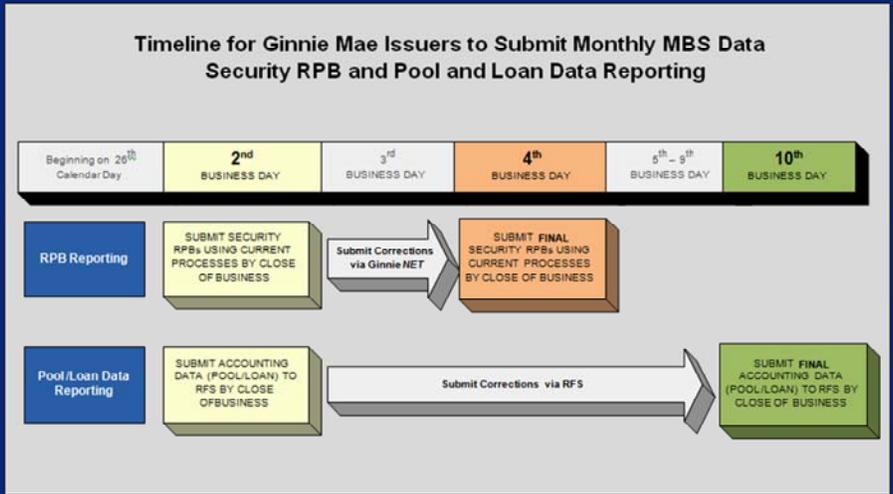
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## Which System to Use? (continued)

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- Issuers should be aware that e-Access (<https://www.ginniemae.gov/e-access>) will continue to be used in support of the following function:
  - WHFIT Tax Reporting
- All Issuers must register for access to the portal; additional instructions on how to register for the GMEP are forthcoming.
- Issuers that obtained GMEP user accounts during RFS Issuer Testing are not required to obtain new GMEP user accounts, as their accounts are valid on the GMEP website.

# RFS: Reporting Timeline



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# Q & A Session

15 Minute Limit

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How to Access GMEP and RFS

## LESSON 3

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# GMEP User Account Management

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- All Ginnie Mae Issuers must register two employees to serve as the GMEP Security Officers (SOs)
  - Security Officer registration is a requirement for an organization to participate in the RFS Issuer testing
  - The Authorized Officer on the 11702 form is allowed to serve as the Security Officer.
- Issuer GMEP Security Officers are responsible for:
  - Creating and managing GMEP user accounts for company employees who require access to the GMEP
  - Updating accounts, resetting passwords, and unlocking accounts
  - Creating other Security Officer user accounts.

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# Management of GMEP User Accounts

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To obtain Security Officer user accounts:

- User mails completed GMEP registration form to the following address:

Ginnie Mae Security Administrator  
Ginnie Mae Relationship Services C/O The Bank of New York  
101 Barclay Street - 8 East  
New York, NY 10286-0001

- Ginnie Mae delivers user login information by telephone to SO.

Registration forms can be found here:

[http://www.ginniemae.gov/Issuers/Portal\\_Registration\\_Issuer.pdf](http://www.ginniemae.gov/Issuers/Portal_Registration_Issuer.pdf)

Questions? More information can be found here:

[http://www.ginniemae.gov/Issuers/gmep\\_faq.asp?subTitle=Issuers](http://www.ginniemae.gov/Issuers/gmep_faq.asp?subTitle=Issuers)

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# Logging On GMEP

Steps for Logging onto GMEP and Accessing RFS:

- Launch Internet Explorer
- Navigate to: <https://www.eginniemae.net>
- Click 'Continue to Login'

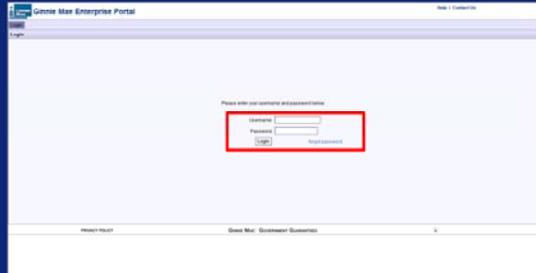


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# Logging On GMPEP

Enter in your **Username** and **Password** and click the **Login** button



The screenshot shows the Ginnie Mae Enterprise Portal login interface. At the top, it says 'Ginnie Mae Enterprise Portal'. Below that, there is a login form with the following elements:

- A 'Username' input field.
- A 'Password' input field.
- A 'Login' button.
- A 'Forgot your password?' link.
- A 'Remember me?' checkbox.

A red rectangular box highlights the 'Username', 'Password', and 'Login' fields.

- Ginnie Mae will assign usernames to the first two Security Officers.
- The assigned Security Officers will create all other usernames for your company.
- Upon your first successful log in, you will answer various security questions.
- Once you complete your security questions, you must change your password.

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# Accessing RFS

Click on **RFS**.

The screenshot displays the Ginnie Mae Enterprise Portal interface. At the top, the title "Ginnie Mae Enterprise Portal" is visible, along with "Help | Logout | Contact Us" on the right. Below the title bar, there is a navigation menu with options: "Home", "My Profile", "RFS" (highlighted with a red box), and "File Upload". The main content area is divided into two columns. The left column contains user information: "Welcome Ms. Jane Doe", "Organization: Issuer ABC", "Issuers: 8225", and "Environment: ST". The right column contains a "News" section with several announcements: "The GMEP for Issuer Testing is available from 8am-6pm EST Monday - Friday", "User Accounts" (with a link to contact the GMEP Security Officer), "GMEP Security Officers" (with a link to call the Ginnie Mae Help Desk), "File Upload via Secure FTP (SFTP)", "File Upload via Web (HTTPS)", "Manual Data Entry", and "RFS Training Materials". At the bottom of the page, there are links for "Privacy Policy" and "Ginnie Mae: Government Guaranteed".

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## Obtaining Support for GMEP User Accounts

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### **Locked out? Need a password reset?**

Step 1: Contact GMEP Security Officer at your organization.

Step 2: If you don't know who that person is or if the security officer is locked out of the system:

- Contact the Ginnie Mae Help Desk by calling (800) 234-4662, Option 1
- OR
- Send an email to [ginniemae@bankofny.com](mailto:ginniemae@bankofny.com) with the subject line "Portal Registration".

## Additional Registration Requirements for SFTP

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To obtain access to the SFTP Server:

- Contact the GinnieNET Help Desk/Ginnie Security Administrator (800-234-4662) to request Registration Form/Instructions
- Follow the instructions located on the SFTP Registration Form/Instructions to connect to the SFTP server; the returned form will include:
  - IP Addresses
  - Username
  - Password.

# Q & A Session

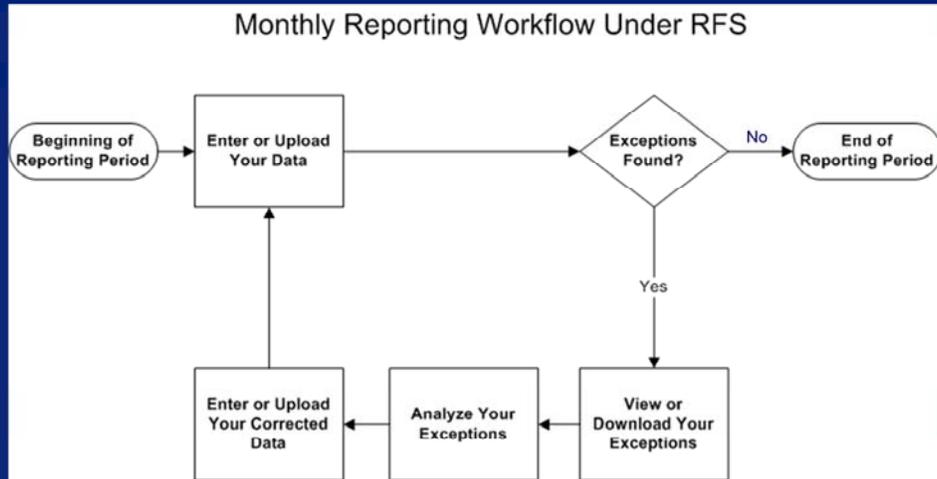
15 Minute Limit

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Overview of Reporting Workflow

# LESSON 4

# The Big Picture



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# Submit Pool and Loan Level Data

- Via GMEP:
  - Manual Data Entry - will occur through the RFS web application screens
  - HTTPS - Issuers may upload data files less than 5 MB in size through the web application screens
- Via SFTP:
  - Issuers will upload files larger than 5 MB in size

	Manual Entry	HTTPS Upload	SFTP Upload
Requires Issuer to create a data file	No	Yes	Yes
File Size Limit	N/A	5 MB	No Limit
Required Software	Internet Explorer 6.0+	Internet Explorer 6.0+	WS_FTP Pro

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# Retrieve Exceptions

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- RPB Exceptions
  - Exceptions related to Security RPB will continue to be communicated via e-Notification on the “Failed Edits” Report
- Pool and Loan Level Data Exceptions
  - Online - Issuers can view exceptions through the RFS Exception Feedback online screens
  - HTTPS - Issuers may download a file containing exceptions from the RFS online screens

# Analyze Exceptions

## RFS Pool Accounting and Exception Feedback Error and Warning Level Definitions

<u>SEVERITY LEVEL</u>	<u>SEVERITY DESCRIPTION</u>
Fatal	<ul style="list-style-type: none"> <li>&gt; Issuer File cannot be processed</li> <li>&gt; <u>Must be resolved immediately upon notification</u>; Issuers will be contacted by phone for file problems</li> </ul>
Error	<ul style="list-style-type: none"> <li>&gt; Record cannot be processed; inbound data is "Held" pending a resolution</li> <li>&gt; <u>Must be resolved for record to be processed</u></li> </ul>
Critical	<ul style="list-style-type: none"> <li>&gt; Security RPB Validation-related warnings; Data elements included in the calculations</li> <li>&gt; <u>Resolve exceptions no later than 10th business day</u></li> </ul>
High	<ul style="list-style-type: none"> <li>&gt; Loan Data used in Calculations (non Security RPB)</li> <li>&gt; Pool and Pool Master Calculations (non Security RPB)</li> <li>&gt; Multifamily Loan Calculations (non Security RPB)</li> <li>&gt; <u>Resolve exceptions no later than 10th business day</u></li> </ul>
Medium	<ul style="list-style-type: none"> <li>&gt; Single Family Loan Matching and/or Suspense</li> <li>&gt; <u>Resolve, if feasible given the data condition, in the current reporting period; otherwise next reporting period</u></li> </ul>
Low	<ul style="list-style-type: none"> <li>&gt; Loan Data Elements not used in Calculations or matching; or problems with "Other" pool related data elements</li> <li>&gt; <u>Resolve if feasible given the data condition, in the current reporting period; otherwise next reporting period</u></li> </ul>

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# Submitting Corrections

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- Submitting RPB Corrections
  - There are no changes to the RPB reporting process
  - Issuers will continue to use existing systems to report and make corrections to RPB reporting
- Submitting Pool and Loan level Data Corrections
  - Via GMEP
    - Manual Data Entry - Occurs through RFS web application screens (corrections may be made to existing data displayed in editable fields)
    - HTTPS – Allows Issuers may upload data files less than 5 MB in size through the web application screens
  - Via SFTP
    - Issuers can upload files larger than 5 MB in size

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# Q & A Session

15 Minute Limit

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Reporting Examples

# LESSON 5

# Reporting Examples

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This lesson contains four detailed reporting examples:

- Example 1: Single Family Pool Work Flow Manual Entry
- Example 2: Multifamily Pool Work Flow Manual Entry
- Example 3: Single Family Pool Work Flow via HTTPS (with reference to Multifamily)
- Example 4: Single Family Pool Work Flow via SFTP (with reference to Multifamily)

## Example 1: Single Family Pool Work Flow Manual Entry

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**Scenario:** The Issuer has successfully logged into the GMEP and will report data for a Single Family Pool using the online data entry screen. The system will generate various exceptions. The Issuer will report corrected information by entering data into the online data entry screen.

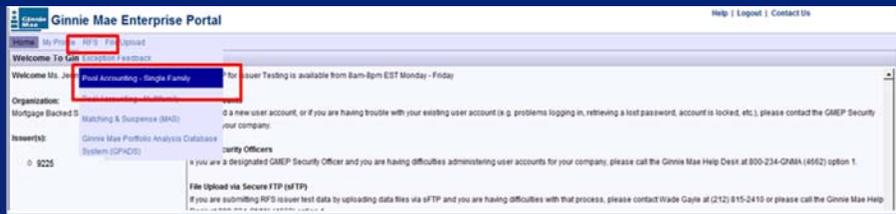
Steps involved in this example:

1. Report Pool Level Data Manually
2. View Pool Level Exceptions
3. Submit Pool Level Corrections
4. Report Loan Level Data Manually
5. View Loan Level Exceptions
6. Submit Loan Level Corrections
7. Report Liquidated Loan (as needed)
8. Repeat steps 4-7 for all loans
9. Summarize Data and Correct Exceptions

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# Report Pool Level Data Manually



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1. After logging in, click on the **Pool Accounting – Single Family** link in the RFS drop down menu.
2. Click **Pool** on the Single Family Pool Accounting menu bar.

# Report Pool Level Data Manually

Home **Pool** Loan User Guide

Pool List Pool Activity

ISSUER ABC

Issuer ID: 9225 Pool ID: Report Period: 06/2007 **GO**

Pool ID Ranges: 700000 - 760003

Pool ID	Pool Status	Total Loans	Reported Loans	Loans Liquidated
700000	Submitted	5	5	0
700002	Submitted	5	5	0
700003	Submitted	5	5	0
700004	Submitted	5	5	0
700005	Submitted	5	5	0
700006	Submitted	5	5	0
700007	Submitted	1	1	0
730001	<b>Not Reported</b>	5	0	0
730002	Not Reported	5	0	0
730003	Reported	5	0	0
730004	Not Reported	5	0	0
730005	Not Reported	5	0	0
730006	Not Reported	5	0	0
730007	Not Reported	5	0	0
730008	Not Reported	1	0	0
737001	Not Reported	5	0	0
737002	Not Reported	5	0	0
737003	Not Reported	5	0	0
737004	Not Reported	5	0	0
737005	Not Reported	5	0	0

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3. Click **Pool > Pool List** on the Single Family Pool Accounting menu bar.
4. Select an **Issuer ID**.
5. Select a **Reporting Period**.
6. Click '**GO**'.
7. Select a **Pool ID Range**. (optional)
8. Click on a '**Not Reported**' **Pool Status** for the pool.

# Report Pool Level Data Manually

Home Pool Home User Guide  
Pool List: Pool Activity

ISSUER ABC  
Issuer ID: 9225 Pool ID: 123456 Report Period: 06/2007 GO

Issuer #: 9225 Pool #: 123456 Type: [AF] [CD] [M]

Opening FIC: 3941.56  
Liquidations-In-Full FIC: 0.00  
Adjusted to FIC: 0.00  
Closing FIC: 3941.56  
Security Int. Rate: 6.3750  
Install Interest: 0.00  
Weighted Average: 6.8750  
Service Fee: 0.00  
Int. Due Security Holder: 3110.53  
Cash Due Security Holder: 3697.60  
Opening Security RPB: 585510.60  
Scheduled Principal: 587.07  
Curtailments: 0.00  
Liquidations: 0.00  
RPB Adjustment: 0.00  
Total Principal: 587.07  
Reported Closing Security RPB: 0.00  
Calculated Closing Security RPB: 584923.53  
Guaranty Fee: 0.05  
T & I Balance: 0.00  
P & I Balance: 3697.60  
Other Balance: 0.00

Custodial Bank Information

SAVE SUMMARIZE POOL

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9. Enter an Adjustment to FIC.
10. Enter a Closing FIC.
11. Enter a Weighed Average.
12. Enter a Service Fee.
13. Enter a T & I Balance.
14. Enter a P & I Balance.
15. Enter an Other Balance.
16. Enter an RPB Adjustment.
17. Enter a Reported Closing Security RPB.
18. Click on the expand icon for Custodial Bank Information.

# Report Pool Level Data Manually

Home Pool Loan Unavailable

Pool List Pool Activity

ISSUER ABC

Issuer ID: 9225 Pool ID: 123456 Report Period: 06/2007 GO

Issuer #: 9225 Pool #: 123456 Type: [AF] [CD] [M]

Opening FIC: 3941.56

Liquidations-In-Full FIC: 0.00

Adjustment to FIC: 0.00

Closing FIC: 3941.56

Security Int. Rate: 6.3750

Install Interest: 0.00

Weighted Average: 6.8750

Service Fee: 0.00

Int. Due Security Holder: 3110.53

Cash Due Security Holder: 3697.60

T & I Balance: 0.00

P & I Balance: 3697.60

Other Balance: 0.00

Opening Security RPB: 585510.60

Scheduled Principal: 587.07

Curtailments: 0.00

Liquidations: 0.00

RPB Adjustment: 0.00

Total Principal: 587.07

	Reported	Calculated
Closing Security RPB:	0.00	584923.53

Guaranty Fee: 0.05

**Custodial Bank Information**

Principal Account#: 0000000111

Escrow Account#: 0000000112

Principal Bank ABA#: 10000111

Escrow Bank ABA#: 10000112

SAVE SUMMARIZE POOL

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19. Enter a Principal Account #.
20. Enter a Principal Bank ABA #.
21. Enter an Escrow Account #.
22. Enter an Escrow Bank ABA #.
23. Click **'Save'**.

# Report Pool Level Data Manually

Issuer ABC  
Issuer ID: 9225  
Pool ID: 123456  
Report Period: 04/2007

Issuer #: 9225  
Pool #: 123456  
Type: AF CD LM

Opening FC: 2941.56  
Liquidation-in-Full FC: 0.00  
Adjustment to FC: 0.00  
Closing FC: 2941.56  
Security Mt. Rate: 6.3750  
Initial Interest: 0.00  
Weighted Average: 6.8750  
Service Fee: 0.00  
Int. Due Security Holder: 3110.53  
Cash Due Security Holder: 3097.60

Closing Security Mt: 100X KD 60  
Scheduled Principal: 587.67  
Curbside: 0.00

Windows Internet Explorer  
Click OK to Save the Record.  
Or, click Cancel to make Connections before Saving the Record.  
OK Cancel

Principal Account: 0000000111  
Escrirow Account: 0000000112

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
		POOL300 TU Bank ID	10000012	should be a valid American Bankers Association routing number.	
		POOL750 PU Bank ID	10000011	should be a valid American Bankers Association routing number.	

Issuer #: 9225  
Pool #: 123456  
Type: AF CD LM

Opening FC: 2941.56  
Liquidation-in-Full FC: 0.00  
Adjustment to FC: 0.00  
Closing FC: 2941.56  
Security Mt. Rate: 6.3750  
Initial Interest: 0.00  
Weighted Average: 6.8750  
Service Fee: 0.00  
Int. Due Security Holder: 3110.53  
Cash Due Security Holder: 3097.60

Windows Internet Explorer  
Updated pool activity successfully.  
OK

Reported  
Closing Security Mt: 0.00  
Total Principal: 587.67  
Calculated: 584923.53

T & I Balance: 0.00  
P & I Balance: 3097.60  
Other Balance: 0.00

Quantity Fee: 0.00

Save Save as New Pool

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24. Click 'OK'.
25. Click 'OK'.

# View and Correct Pool Level Exceptions

**Pool List - Pool Activity**  
 Issuer # ABC  
 Issuer ID: 9225    Pool ID: 123456    Report Period: 06/2007   

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	POOL800	T&I Bank ID	10000012	should be a valid American Bankers Association routing number.	
E	POOL750	P&I Bank ID	10000011	should be a valid American Bankers Association routing number.	

Issuer #: 9225    Pool #: 123456    Type:

Opening FC: 3961.56	Opening Security RPS: 58510.68
Liquidations-In-Full FC: 0.00	Scheduled Principal: 587.67
Adjustment to FC: 0.00	Curatments: 0.00
Closeout FC: 3961.56	Liquidations: 0.00
Security Int. Rate: 6.3750	RFR Adjustment: 0.00
Instal Interest: 0.00	Total Principal: 587.67
Weighted Average: 6.8750	Reported: 0.00
Service Fee: 0.00	Calculated: 584923.53
Int. Due Security Holder: 3110.53	Closing Security RPS: 0.00
Cash Due Security Holder: 3937.60	Guaranty Fee: 0.05
T & I Balance: 0.00	
P & I Balance: 3697.60	
Other Balance: 0.00	

**Custodial Bank Information**  
 Principal Account#: 00000000011    Escrow Account#: 00000000011  
 Principal Bank AB##: 10000011    Escrow Bank AB##: 10000012

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Exceptions may occur at the pool level and will be displayed on the screen after summarizing the pool activity information. The system will provide detailed information about the error and suggested resolutions.

1. Click **“Summarize Pool”**.
2. Update the fields which contain errors.
3. Click **‘Save’**.

# View and Correct Pool Level Exceptions

The screenshot displays a software interface for viewing and correcting pool level exceptions. The main window is titled "Pool List - Pool Activity" and shows a table of exceptions. The table has columns for Severity, Alert ID, Field Name, Field Value, Alert Text, and Expected Value. Two exceptions are listed:

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
C		POOL800 TAI Bank ID	10000012	should be a valid American Bankers Association routing number.	
C		POOL750 PAJ Bank ID	10000011	should be a valid American Bankers Association routing number.	

Below the table, there are various input fields for Issuer # (9225), Pool # (123456), and other financial metrics. A dialog box is overlaid on the screen, titled "Windows Internet Explorer", with a message: "Click OK to Save the Record. Or, click Cancel to make Corrections before Saving the Record." The "OK" button is highlighted with a red box.

The bottom right of the screenshot shows a second instance of the "Pool List - Pool Activity" window, where a confirmation dialog box is displayed with the message: "Updated pool activity successfully." The "OK" button is also highlighted with a red box.

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4. Click **'OK'**.
5. Click **'OK'**.
6. If necessary, repeat Steps 1 - 5 until all errors are resolved.

# Report Loan Level Data Manually

[Home](#) [Pool](#) [Report](#) [Identification](#)  
**Pool List** Pool Activity

**ISSUER ABC**  
 Issuer ID: 9225 Pool ID: Report Period: 06/2007

Pool ID Ranges: 760003 - 899307

Pool ID ▲	Pool Status	Total Loans	Reported Loans	Loans Liquidated
760003	Not Reported	5	0	0
760004	Not Reported	5	0	0
760005	Not Reported	5	0	0
760006	Not Reported	5	0	0
760007	Not Reported	5	0	0
790008	Not Reported	1	0	0
780001	Not Reported	5	0	0
780002	Not Reported	3	0	0
780003	Not Reported	4	0	0
780004	Not Reported	2	0	0
780005	Not Reported	4	0	0
780006	Not Reported	4	0	0
780007	Not Reported	5	0	0
780008	Not Reported	1	0	0
790001	Not Reported	5	0	0
790002	Not Reported	5	0	0
790003	Not Reported	5	0	0
790004	Not Reported	5	0	0
790005	Not Reported	5	0	0
790006	Not Reported	5	0	0
790007	Not Reported	5	0	0
790008	Not Reported	1	0	0
800001	Reported	4	0	0
800002	Not Reported	4	0	0
800003	Not Reported	4	0	0
800004	Not Reported	4	0	0

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1. Click **Pool > Pool List** on the Single Family Pool Accounting menu bar.
2. Click the Pool ID reported in the section A (Report Pool Level Data for a Given Pool).

# Report Loan Level Data Manually

Home Pool Loan User Guide  
Loan List Pool List Edit Loan Liquidate Loan

ISSUER ABC  
Issuer ID: 9225 Unique Loan ID: 123456 Report Period: 06/2007 GO

Unique Loan ID Ranges: 150002999 -

Unique Loan ID	Issuer Loan Id	Loan Status
150002999	2649	Corrected Activity
150003000	2650	Corrected Activity
150003001	2651	Corrected Activity
150003002	2652	Corrected Activity

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3. Click a **Unique Loan ID** number.

# Report Loan Level Data Manually

ISSUER ABC  
 Issuer ID: 9225  
 Unique Loan ID: 123456  
 Report Period: 06/2007  
 Pool #: 123456  
 Pool Type: AF CD M  
 Unique Loan ID: 150002999  
 Loan Type: FHA

Case #: 000431560898703  
 Issuer Loan ID: 2649  
 OPB: 145738.47  
 FIC: 985.39  
 Borrower: ROBIN WILLIAMS  
 Address: 4949 Crawford Drive  
 City: Rockville  
 State: MD Zip: 208504309

Security Int. Rate: 6.3750  
 Loan Int. Rate: 7.1250  
 First Payment: 07/01/2007  
 Maturity: 08/15/2037  
 SSN: 123456649  
 Orig UPB: 145738.47  
 Active: Y

**Borrower Activity During Reporting Period**

	Interest	Principal
In Foreclosure: N	Delinquent: 0	0
Record Date: 06/2007	Prepaid: 0	0
Prior Payment Date: mm/dd/yyyy	Opening UPB: 145738.47	
Last Installment Date: 02/01/2008	Instalment: 0	0
	Curtailment: 0	0
	Adjustments: 0	0
	Closing UPB: 1.00	

**Loan Various Data Fields**

SAVE

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4. Select a **Loan Type**.
5. Enter a Case #.
6. Enter a Security Int. Rate.
7. Enter an Issuer Loan ID.
8. Enter a Loan Int. Rate.
9. Enter an OPB.
10. Enter a First Payment.
11. Enter an FIC.
12. Enter a Maturity.
13. Enter a Borrower's First Name and Last Name.
14. Enter a Borrower's SSN.
15. Click on the expand icon to enter Co-Borrower information.

# Report Loan Level Data Manually

Home Pool Loan User Guide  
Loan List Pool List Edit Loan Liquidate Loan

ISSUER ABC  
Issuer ID: 9225 Unique Loan ID: 123456 Report Period: 06/2007 GO  
Issuer: 9225 Pool#: 123456 Pool Type: AF CD M Unique Loan ID: 150002999 Loan Type: FHA

Case#: 000431560898703 Security Int. Rate: 6.3750  
Issuer Loan ID: 2649 Loan Int. Rate: 7.1250  
OPB: 145738.47 First Payment: 07/01/2007  
FK: 985.39 Maturity: 08/15/2037  
Borrower: ROBIN WILLIAMS Click to Hide SSN: 123456649

Enter Co-Borrower Information Below

Co-Borrower 1: BOB SMITH SSN 1: 123459999  
Co-Borrower 2: SSN 2:  
Co-Borrower 3: SSN 3:  
Co-Borrower 4: SSN 4:

Address: 4949 Crawford Drive Orig UPB: 145738.47  
City: Rockville Active: Y  
State: MD Zip: 208504309

Borrower Activity During Reporting Period

	Interest	Principal
In Foreclosure: N	Delinquent: 0	0
Record Date: 06/2007	Prepaid: 0	0
Prior Payment Date: mm/dd/yyyy	Opening UPB:	145738.47

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16. Enter a Co-Borrower's First Name and Last Name.
17. Enter a Co-Borrower's SSN.
18. Repeat Steps 16 and 17 to add multiple Co-Borrowers.
19. Enter a Borrower's Address.
  - a. Street Address or PO Box information
  - b. City
  - c. State
  - d. Zip.
20. Enter an Original UPB.

# Report Loan Level Data Manually

OPB: 145738.47  
 First Payment: 07/01/2007  
 FIC: 985.39  
 Maturity: 08/15/2037  
 Borrower: ROBIN WILLIAMS Click to Hide  
 SSN: 123456649

Enter Co-Borrower Information Below

Co-Borrower 1: BOB SMITH SSN 1: 123459999  
 Co-Borrower 2: SSN 2:  
 Co-Borrower 3: SSN 3:  
 Co-Borrower 4: SSN 4:

Address: 4949 Crawford Drive  
 City: Rockville  
 State: MD Zip: 208504309  
 Orig OPB: 145738.47  
 Active: Y

Borrower Activity During Reporting Period		Interest		Principal	
In Foreclosure:	N	Delinquent:	0		0
Record Date:	06/2007	Prepaid:	0		0
Prior Payment Date:	mm/dd/yyyy	Opening UPB:	145738.47		145738.47
Last Installment Date:	mm/dd/yyyy	Installment:	0		0
		Curtailment:	0		0
		Adjustments:	0		0
		Closing UPB:	0		0

Loan Various Data Fields

SAVE

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21. Enter an In Foreclosure Indicator.
22. Enter a Delinquent Interest.
23. Enter a Delinquent Principal.
24. Enter a Prepaid Interest.
25. Enter a Prepaid Principal.
26. Enter an Installment Interest.
27. Enter an Installment Principal.
28. Enter a Curtailment Principal.
29. Enter an Adjustments Interest.
30. Enter an Adjustments Principal
31. Enter a Closing UPB
32. Click on the expand icon to enter Loan Various Data Fields information.

# Report Loan Level Data Manually

Enter Co-Borrower Information Below

Co-Borrower 1: BOB SMITH SSN 1: 123459999  
 Co-Borrower 2: SSN 2:  
 Co-Borrower 3: SSN 3:  
 Co-Borrower 4: SSN 4:

Address: 4949 Crawford Drive Orig UPB: 145738.47  
 City: Rockville Active: Y  
 State: MD Zip: 208504309

**Borrower Activity During Reporting Period**

	Interest	Principal
In Foreclosure: N	Delinquent: 0	0
Record Date: 06/2007	Prepaid: 0	0
Prior Payment Date: mm/dd/yyyy	Opening UPB: 145738.47	0
Last Installment Date: 02/01/2008	Installment: 0	0
	Curtalment: 0	0
	Adjustments: 0	0
	Closing UPB: 1.00	

**Loan Various Data Fields**

Living Units: 1  
 Credit Score: 750  
 MIN ID: 3456778  
 Loan Purpose: 1 Regular  
 Loan to Value: 100  
 MOM: Yes  
 Loss Mitigation: 1 NO  
 GEM % of Increase: 0.15  
 Loan Status: 2 Not Applicable  
 Down Payment Assistance Flag: 1 Borrower Received Gift Funds

SAVE

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32. Select number of **Living Units**.
33. Select a **Loan Purpose**.
34. Select a **Loss Mitigation**.
35. Enter a Credit Score.
36. Enter a Loan to Value.
37. Enter a GEM % of Increase.
38. Enter a MIN ID.
39. Select a **MOM**.
40. Select a **Loan Status**.
41. Select a **Down Payment Assistance Flag**.
42. Click '**Save**'.

# Report Loan Level Data Manually

Enter Co-Borrower Information Below

Co-Borrower 1: BOB SMITH SSN 1: 123456789  
 Co-Borrower 2: SSN 2:   
 Co-Borrower 3: SSN 3:   
 Co-Borrower 4: SSN 4:

Address: 4343 Crawford Drive City: Rockville Orig. LPI: 145738.47  
 State: MD Zip: 208543009

Borrower Activity During Reporting Period

In Foreclosure	Record Date	Prior Payment Date	Last Installment Date	Interest	Principal
0	06/20/2007	06/20/2007	02/01/2008	0	0

Loan Various Data Fields

Linking Index: 1  
 Credit Score: 700  
 SSN: 3456789  
 Loan Purpose: 1 Regular  
 Loan to Value: 100  
 Debt: Yes  
 Debt: No  
 Debt: Parent Assistance Flag: 1 Borrower Received GR Funds

Loan Alerts

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	VAR0151	Loan to Value	1	Must include a decimal point	300.74
M	LOAN200	Prepaid Principal	0	should be specified when Last Installment Paid is after the Reporting Period	300.74
M	LOAN402	Prepaid Principal	0	should be specified	300.74
M	LOAN404	Loan Unpaid Principal Balance	140738.47	should be within a dollar of CURRENT Loan Unpaid Principal Balance	144737.73
M	LOAN150	Prepaid Interest	0	should be specified when Last Installment Paid is after the Reporting Period	6902.38
M	LOAN150	Prepaid Interest	0	should be specified	6902.38

Loan Information

Loan ID: 000431600997873  
 Loan ID: 0649  
 Origination Loan ID: 145738.47  
 Loan Type: PMA  
 Security Mt. Rate: 7.1250  
 Loan Mt. Rate: 7.1250  
 Prior Payment: 07/01/2007  
 Interest: 08/15/2007  
 SSN: 123456789  
 Orig. LPI: 145738.47  
 Address: 4343 Crawford Drive  
 City: Rockville  
 State: MD  
 Zip: 208543009

Borrower Activity During Reporting Period

In Foreclosure	Record Date	Prior Payment Date	Last Installment Date	Interest	Principal
0	06/20/2007	06/20/2007	02/01/2008	0.00	0.00

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43. Click 'OK'.

44. Click 'OK'.

# View and Correct Loan Level Exceptions

Home Pool Loan User Guide  
 Loan List Pool List Edit Loan Liquidate Loan

ISSUER ABC  
 Issuer ID: 9225 Unique Loan ID: 123456 Report Period: 06/2007 GO

EXCEPTIONS					
Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	VARY151	Loan to Value	1	must include a decimal point.	
H	LOAN200	Prepaid Principal	0	should be specified when Last Installment Paid is after the Reporting Period	980.74
H	LOAN400	Instalment Principal	0	should be specified.	980.74
H	LOAN655	Loan Unpaid Principal Balance	145738.47	should be within a dollar of calculated Loan Unpaid Principal Balance	144757.73
H	LOAN150	Prepaid Interest	0	should be specified when Last Installment Paid is after the Reporting Period	6902.38
H	LOAN350	Instalment Interest	0	should be specified.	6902.38

Issuer: 9225 Pool #: 123456 Pool Type: AF CD M Unique Loan ID: 150002999 Loan Type: FHA

Case #: 000431560898703 Security Int. Rate: 6.3750  
 Issuer Loan ID: 2649 Loan Int. Rate: 7.1250  
 OPB: 145738.47 First Payment: 07/01/2007  
 FC: 985.39 Maturity: 08/15/2037  
 Borrower: ROBIN WILLIAMS Click (R) for Co-Borrowers SSN: 123456649  
 Address: 4949 Crawford Drive Orig UPB: 145738.47  
 City: Rockville Active: Y  
 State: MD Zip: 208504309

**Borrower Activity During Reporting Period**

In Foreclosure: N	Interest		Principal
	Delinquent: 0.00	Prepaid: 0.00	0.00
Record Date: 06/2007	Opening UPB:		+145738.47
Prior Payment Date: mm/dd/yyyy			

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Exceptions may occur at the loan level and will be displayed on the screen after saving the loan information. The system will provide detailed information about the error and suggested resolutions.

1. Update the fields which contain errors.

# View and Correct Loan Level Exceptions

The screenshot displays a web-based interface for managing loan data. At the top, there are fields for borrower information, including names, addresses, and Social Security Numbers (SSNs). Below this, there are sections for 'Borrower Activity During Reporting Period' and 'Loan Terms Data Fields'. The main focus is on the 'Loan Level Exceptions' table, which lists various alerts and their expected values. A dialog box titled 'Loan Level Exception' is open, showing a warning icon and the text 'Loan Level Exception'. The 'OK' button in the dialog is highlighted with a red box.

Severity Alert ID	Field Name	Field Value	Alert Text	Expected Value
E_VNR151	Loan to Value	1	must include a decimal point	
H_LO4N250	Prepaid Principal	0	should be specified when Last Installment Paid is after the Reporting Period	360.74
H_LO4N450	Prepaid Interest	0	should be specified	360.74
H_LO4N650	Loan Unpaid Principal Balance	145738.47	should be within a dollar of calculated Loan Unpaid Principal Balance	144787.73
H_LO4N150	Prepaid Interest	0	should be specified when Last Installment Paid is after the Reporting Period	6902.38
H_LO4N250	Prepaid Interest	0	should be specified	6902.38

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2. Click 'Save'
3. Click 'OK'.
4. Click 'OK'.
5. If necessary, repeat Steps 1 - 4 until all errors are resolved.

# Report Liquidated Loan (As Needed)

Home Pool **Loan** User Guide  
Loan List Pool List Edit Loan **Liquidate Loan**

ISSUER ABC  
Issuer ID: 9225 Unique Loan ID: 123456 Report Period: 06/2007 GO

Unique Loan ID Ranges: 150002999 -

Unique Loan ID	Issuer Loan Id	Loan Status
150002999	2649	Not Reported
150003000	2650	Not Reported
150003001	2651	Not Reported
150003002	2652	Not Reported

Page 1

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1. Take note of the Unique Loan ID to liquidate a loan.
2. Click **Loan > Liquidate Loan** on the Single Family Pool Accounting menu bar.

# Report Liquidated Loan (As Needed)

Home Pool Loan Issuer Guide  
Loan List Pool List Edit Loan Liquidate Loan

ISSUER ABC

Issuer ID: 9225 Unique Loan ID: Report Period: 06/2007 GO

Issuer: Pool #: Pool Type: Unique Loan ID: Loan Type:

Case #: Security Int. Rate:  
Issuer Loan ID: Loan Int. Rate:  
OPB: First Payment:  
FIC: Maturity:  
Orig UPB: Active:

**Liquidation Activity During Reporting Period**

Record Date: Opening UPB: Interest: Principal:  
Prior Payment Date: Liquidation: 0  
Last Installment Date: mm/dd/yyyy Liquidation Balance:  
Removal Reason: Select  
Removal Date: mm/dd/yyyy

SAVE CANCEL LIQUIDATION

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3. Select an **Issuer ID**.
4. Enter a Unique Loan ID that was noted in the previous step.
5. Select a **Report Period**.
6. Click '**GO**'.

# Report Liquidated Loan (As Needed)

[Home](#) [Data](#) [Loan](#) [Operations](#) [Help](#)  
**Loan List** [Pool List](#) [Edit Loan](#) [Liquidate Loan](#)

**ISSUER ABC**  
 Issuer ID: 9225 Unique Loan ID: 123456 Report Period: 06/2007

Issuer: 9225 Pool #: 123456 Pool Type:  AF  CD  M Unique Loan ID: 150003000 **Loan Type: RHS**

Case #: 024031100000666 Security Int. Rate: 6.3750  
 Issuer Loan ID: 2650 Loan Int. Rate: 7.1250  
 OPB: 145738.47 First Payment: 07/01/2007  
 FIC: 985.39 Maturity: 08/15/2037  
 Org UPB: 145738.47 Active:  Y

**Liquidation Activity During Reporting Period**

	Interest	Principal
Record Date: 06/2007	Opening UPB: +145618.40	
Prior Payment Date: 07/01/2007	Liquidation: 0.20	0.25
Last Installment Date: 10/01/2007	Liquidation Balance:	145618.15
Removal Reason: <b>Foreclosure</b>		
Removal Date: 11/01/2007		

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7. Select a **Loan Type**.
8. Enter a Liquidation Interest.
9. Enter a Liquidation Principal.
10. Enter a Last Installment Date.
11. Select a **Removal Reason**.
12. Enter a Removal Date.
13. Click '**Save**'.

# Report Liquidated Loan (As Needed)

Click OK to Save the Record.  
Or, click Cancel to make Corrections before Saving the Record.

Severity Alert ID	Field Name	Field Value	Alert Text	Expected Value
C	LIG153	Liquidation Interest Due	B.61 should be within a dollar of calculated Liquidated Interest Due	\$84.61

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14. Click **'OK'**.
15. Click **'OK'**.

# Report Liquidated Loan (As Needed)

The screenshot displays a software interface for reporting liquidated loans. It features several data entry fields and tables. A red box highlights an 'Exceptions' table with the following data:

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
C	SA2153	Liquidation Interest Due	\$ 61	Amount is within a dollar of calculated Liquidated Interest Due	004.61

Below this table, there are various input fields for loan details such as 'Issue #', 'Pool #', 'Loan ID', 'Case #', 'Security Int. Rate', 'Loan Int. Rate', 'First Payment', and 'Maturity'. A 'Liquidity Activity During Reporting Period' section includes fields for 'Record Date', 'First Payment Date', 'Last Interest Date', and 'Removal Reason'. A 'Save' button is visible at the bottom of this section.

Two dialog boxes are overlaid on the interface. The first is a 'Windows Internet Explorer' dialog with the message: 'Click OK to Save the Record. Or, click Cancel to make Corrections before Saving the Record.' The second is a confirmation dialog with a yellow warning icon and the message: 'Liquidated loan successfully'. Both dialog boxes have an 'OK' button highlighted with a red box.

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16. Update the fields which contain errors.
17. Click **'Save'**.
18. Click **'OK'**.
19. Click **'OK'**.
20. If necessary, repeat Steps 16 - 19 until all errors are resolved.
21. Repeat Loan Level steps as necessary before moving onto Summarizing Pool Level Data.

## Summarize Data and Correct Exceptions

- After entering all loan level and pool level data, the Issuer's data must be summarized, i.e., summary information is calculated for each of the pools in the Issuer's portfolio.
- There are two ways summarization can occur:
  - The Issuer can summarize each pool individually by navigating to the Pool Activity Screen and clicking the "Summarize Pool" button
  - On a nightly basis, the RFS Operations Team executes a process that summarizes all pools for all Issuers.
- Once the pool has been summarized, the Issuer should view the Issuer Summary screen by navigating to the RFS> Exception Feedback> Summary which:
  - Provides a snapshot of the monthly reporting activity for the current month including numbers of loans reported and total number of outstanding exceptions
  - Is similar to HUD Form 11710D.

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# Summarize Data and Correct Exceptions

The screenshot displays the Ginnie Mae Enterprise Portal interface. At the top, the navigation menu includes 'Home', 'My Profile', 'RFS', and 'File Upload'. The 'RFS' link is highlighted with a red box. Below the navigation, the main content area is divided into two columns. The left column contains user information: 'Welcome to G...', 'Organization: Pool Accounting - Multifamily', 'Issuer: ABC', 'Issuer(s): Ginnie Mae Portfolio Analysis Database System (CPADS)', and 'Environment: test'. The right column contains support information: 'Exception Feedback', 'File Upload via Secure FTP (sFTP)', 'File Upload via Web (HTTPS)', 'Manual Data Entry', and 'RFS Training Materials'. At the bottom, there are links for 'PRIVACY POLICY' and 'GINNIE MAE: GOVERNMENT GUARANTEED'.

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# Summarize Data and Correct Exceptions

[Home](#)
[Summary](#)
[Exceptions](#)
[Download](#)
[User Guide](#)

[Issuer Summary](#)
[Alert List](#)

ISSUER ABC

Issuer ID: 
 Report Period:

**Summary for Issuer # 9225**

Reporting Date	06/02/2008	Corrections Due	06/04/2008
Last Bulk Submission		Last Pool Summarized	
Pools Reported	3934	Pool Exceptions	0
Loans Reported	70496	Loan Exceptions	27 <a href="#">Exception List</a>

Loans	Delinquent	Percent	One	Two	Three	Foreclosure	%2+
40173 of 40173	2628	7%	1541	490	597	340	3%
30323 of 30327	2664	9%	1423	466	775	322	4%

	Ginnie Mae I	Ginnie Mae II
Pools:	2418 of 2457	1516 of 1588
T & I Funds:	\$ 38408284.19	\$ 30756429.79
Other Funds:	\$ 47898752.64	\$ 54515055.15
Guaranty Fee:	\$ 232853.03	\$ 194709.48
Fixed Installment Constant:	\$ 32835842.99	\$ 26532580.94
Unpaid Pool Principal Balance:	\$ 4939529346.47	\$ 4195816647.54
Security Remaining Principal Balance:	\$ 4932544171.24	\$ 4190588648.99
Principal Due Holders:	\$ 53349370.14	\$ 60047054.79
Interest Due Holders:	\$ 23073907.69	\$ 19696344.23

**Reported 11710D Data**

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1. Once logged in click on the summary tab.
2. Select an Issuer ID.
3. Select a Report Period.
4. Click Go.

# Summarize Data and Correct Exceptions

Alert List  
ISSUER ABC

Issuer ID: 9225  
Report Period: 06/2008  
GO

[Error/Critical/High Exceptions](#)  
[Medium/Low Pool Exceptions](#)

Severity	Alert ID	Count
Error		
	LIQ106	1
	LOAN101	1
	NOTE050	1
	NOTE500	1
	NOTE650	1
	NOTE801	1
	POOL200	1
	POOL204	2
	POOL309	2
	POOL351	2
	RFS103	6
	RFS110	1
	RFS111	1
	RFS203	1
	RFS999	1
	SEC055	1
	VARY052	1
	VARY101	1
	VARY151	2
	VARY201	1

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1. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.

# Summarize Data and Correct Exceptions

Home Summary Exceptions Download Print

Start List

ISSUER ABC

Issuer ID: 9225 Pool ID: Report Period: 06/2008 GO

Pool ID Ranges: 322343 - 739015

Page 1 2 3 4

Pool ID	Pool Exceptions	Loan Exceptions
322343	2	0
610050	1	0
632799	2	0
655666	1	0
700000	1	2
730004	1	1
730005	1	0
730008	1	0
730013	1	0
730019	0	2
730034	1	0
730001	3	5
730002	1	0
730002	1	3
730003	4	1
730004	1	5
730005	1	0
730006	1	0
730007	2	2
730008	3	0
730009	1	0
730010	2	0
730013	1	0
730014	1	0

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5. Click on a **Pool ID** or **Pool Exception** number.

# Summarize Data and Correct Exceptions

Normal Administrative **Exceptions** (Newest Item) (Oldest Item)

Alert List

ISSUER ABC

Issuer ID: 9225 Pool ID: Report Period: 06/2008 GO

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
C	POOL452	Security RPB	.55	should equal prior month Security Remaining Principal Balance - (Total_Principal or Serial Notes).	442940.13
C	POOL102	Pool FIC	.15	should be within a dollar of calculated pool Principal and Interest installment	2956.17
C	POOL203	Weighted Average Interest Rate	06.0000	should be greater than Security Interest Rate by between .25 and .75 for Ginnie Mae II pools issued after June 2003	06.6250
H	POOL153	Servicing Fee	25.00	should be within a dollar of calculated servicing fee	-61.61
L	POOL054	FIC Adjustment	.15	should equal the difference between the opening and closing Fixed Installment Constant (FIC) for the pool minus the FIC for loans liquidated during the reporting period	985.39
L	POOL552	Principal & Interest Balance	10	should equal (last months fund balance + Principal and interest activity this month - last months (servicing fee and cash distribution to holders)	146605.58

Pool #: 800001 Type: AF CD M

Opening FIC: 0.15

Liquidations-In-Full FIC: 0

Adjustment to FIC: 0.15

Closing FIC: 0.15

Security Int. Rate: 6.3750

Installment Interest: 0.00

Weighted Average: 6.0000

Service Fee: 25.00

Int. Due Security Holder:

Cash Due Security Holder:

Opening Security RPB: 585510.60

Scheduled Principal: 0

Curtailments: 0

Liquidations: 0

RPB Adjustment: 0.25

Total Principal: 0

Reported Closing Security RPB: 0.55

Calculated Closing Security RPB: 0

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6. Repeat steps for Submit Pool Level Corrections.

# Summarize Data and Correct Exceptions

Severity	Alert ID	Count
Error	LIQ106	1
	LOAN101	1
	NOTE050	1
	NOTE500	1
	NOTE650	1
	NOTE801	1
	POOL200	1
	POOL204	2
	POOL309	2
	POOL351	2
	RFS103	6
	RFS110	1
	RFS111	1
	RFS203	1
	RFS999	1
	SEC055	1
	VARY052	1
	VARY101	1
	VARY151	2
	VARY201	1

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7. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
8. Select an **Issuer ID**.
9. Select a **Report Period**.
10. Click on the **Medium/Low Pool Exceptions** link to medium and low exceptions.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download Using CSV

Start List

ISSUER ABC

Issuer ID: 9225 Pool ID: Report Period: 06/2008 GO

Medium/Low Exceptions

Pool ID Ranges: 700000 -

Pool ID	Pool Exceptions	Loan Exceptions
700000	0	1
700002	1	0
700004	1	0
700005	1	0
700008	1	0
700019	0	3
730001	2	0
730002	2	0
730003	1	0
730004	1	1
730006	2	0
730007	2	0
730008	2	0
730009	1	0
730011	3	0
730012	1	0
730013	2	0
730014	1	1
730015	1	2
737009	1	0
737010	1	0
737014	1	0
737015	1	0
739010	0	1
739014	1	2

Page 1

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11. Click on a **Pool ID** or **Pool Exception** number.

# Summarize All Pool Level Data

**Alert List**  
 ISSUER: ABC  
 Issuer ID: 9225 Pool ID: Report Period: 06/2008

Exceptions					
Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
C	POOL452	Security RPB	.55	should equal prior month Security Remaining Principal Balance - (Total_Principal or Serial Notes)	442940.13
C	POOL102	Pool FIC	.15	should be within a dollar of calculated pool Principal and Interest installment	2956.17
C	POOL203	Weighted Average Interest Rate	06.0000	should be greater than Security Interest Rate by between .25 and .75 for Ginnie Mae II pools issued after June 2003	06.6250
H	POOL153	Servicing Fee	25.00	should be within a dollar of calculated servicing fee	-61.61
L	POOL054	FIC Adjustment	.15	should equal the difference between the opening and closing Fixed Installment Constant (FIC) for the pool minus the FIC for loans liquidated during the reporting period	985.39
L	POOL552	Principal & Interest Balance	10	should equal (last months fund balance + Principal and interest activity this month - last months (servicing fee and cash distribution to holders)	146605.58

Pool #: 800001 Type:  AF  CD  M

Opening FIC:	<input type="text" value="0.15"/>	Opening Security RPB:	<input type="text" value="585510.60"/>
Liquidations-In-Full FIC:	<input type="text" value="0"/>	Scheduled Principal:	<input type="text" value="0"/>
Adjustment to FIC:	<input type="text" value="0.15"/>	Curtailments:	<input type="text" value="0"/>
Closing FIC:	<input type="text" value="0.15"/>	Liquidations:	<input type="text" value="0"/>
Security Int. Rate:	<input type="text" value="6.3750"/>	RPB Adjustment:	<input type="text" value="0.25"/>
Install Interest:	<input type="text" value="0.00"/>	Total Principal:	<input type="text" value="0"/>
Weighted Average:	<input type="text" value="6.0000"/>		
Service Fee:	<input type="text" value="25.00"/>		
Int. Due Security Holder:		Reported	Calculated
Cash Due Security Holder:		Closing Security RPB:	<input type="text" value="0.55"/> <input type="text" value="0"/>

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12. Repeat steps for Submit Pool Level Corrections.

# Summarize Data and Correct Exceptions

Severity	Alert ID	Count
Error		
	LIQ106	1
	LOAN101	1
	NOTE050	1
	NOTE500	1
	NOTE650	1
	NOTE801	1
	POOL200	1
	POOL204	2
	POOL309	2
	POOL351	2
	RFS103	6
	RFS110	1
	RFS111	1
	RFS203	1
	RFS999	1
	SEC055	1
	VARY052	1
	VARY101	1
	VARY151	2
	VARY201	1

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1. Click on **Exceptions > Alert List** on the Single Family Pool Accounting menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click **Go**
5. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download User Guide

Alert List

ISSUER: ABC  
Issuer ID: 9225 Pool ID: Report Period: 09/2008 GO

Pool ID Ranges: 322343 - 739015

Page 1 2 3 4

Pool ID	Pool Exceptions	Loan Exceptions
.....	2	0
322343	1	0
610050	3	0
632799	1	0
665666	1	0
700000	1	3
700004	1	1
700005	1	0
700008	1	0
700013	1	0
700019	0	2
700034	1	0
730001	3	5
730002	1	0
730002	1	3
730003	4	1
730004	1	5
730005	1	0
730006	1	0
730007	2	2
730008	3	0
730009	1	0
730010	2	0
730013	1	0
730014	1	0

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5. Click on a **Loan Exceptions** number.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download Print  
Alert List

Issuer ID: 9225 Pool ID: Report Period: 06/2008 GO

Unique Loan ID Range: 300000041

Unique Loan ID	Loan Exceptions
300000041	5

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6. Click on a **Unique Loan ID** or **Loan Exceptions** number.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download/Print  
Alert List

Issuer ID: 9225 Pool ID: Report Period: 06/2008 GO

Exceptions					
Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	VARY252	Debt Service Ratio	3.00	is not applicable for a Single family Loan	
E	RFS999	Alert Code	1 Curie Ct	has not been properly defined.	
H	LOAN655	Loan Unpaid Principal Balance	143659.92	should be within a dollar of calculated Loan Unpaid Principal Balance	149873.99
L	VARY500	Down Payment Assistance Flag	N	should be 1 or 2.	

Issuer: 9225 Pool #: 123456 Pool Type: SF CD C Unique Loan ID: 300000000 Loan Type: FHA

Case #: 024016100000001 Security Int. Rate: 5.3750  
 Issuer Loan ID: 01 Loan Int. Rate: 6.8750  
 OPB: 150000.00 First Payment: 06/01/2003  
 FK: 985.39 Maturity: 06/15/2033  
 Borrower: ROBIN WILLIAMS Click [R] for Co-Borrowers SSN: 123456789  
 Address: Orig UPB: 150000.00  
 City: Rockville Active: Y  
 State: MD Zip: 20851

Borrower Activity During Reporting Period		Interest		Principal	
In Foreclosure:	N	Delinquent:	0.00		0.00
Record Date:	07/2007	Prepaid:	0.00		0.00
Prior Payment Date:	06/01/2007	Opening UPB:			+150000.00
Last Installment Date:	07/01/2007	Installment:	823.98		161.41

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7. Repeat steps for Submit Loan Level Corrections.

# Q & A Session

15 Minute Limit

## Example 2: Multifamily Pool Work Flow Manual Entry

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**Scenario:** The Issuer has successfully logged into the GMEP and will report data for a Multifamily Pool using the online data entry screen. The system will generate various exceptions. The Issuer will report corrected information by entering data into the online data entry screen.

Steps involved in this example:

1. Report Pool Level Data Manually
2. View Pool Level Exceptions
3. Submit Pool Level Corrections
4. Report Loan Level Data Manually
5. View Loan Level Exceptions
6. Submit Loan Level Corrections
7. Report Liquidated Loan (as needed)
8. Repeat steps 4-7 for all loans
9. Summarize Data and Correct Exceptions

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# Report Pool Level Data Manually

The screenshot shows the Ginnie Mae Enterprise Portal interface. At the top, there is a navigation bar with 'Home', 'RFS', and 'File Upload' links. Below this, a 'Welcome To GIN' banner is visible. The main content area is divided into sections for 'Organization', 'Issuer(s)', and 'File Upload via Secure FTP (sFTP)'. The 'Organization' section has a dropdown menu open, with 'Pool Accounting - Multifamily' highlighted in blue. Below the main content area, there is a 'Navigation Overview' section with a list of links: Home, Pool, and Loan. The 'Pool' link is highlighted in blue. At the bottom of the page, there is a disclaimer: 'This is a Government National Mortgage Association computer system which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. The name, initials, and agency identification cannot be used without the written permission of the agency.'

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1. After logging in, click on the **Pool Accounting - Multifamily** link in the RFS drop down menu
2. Click **Pool** on the Multifamily Pool Accounting menu bar.

# Report Pool Level Data Manually

Home Pool **Pool** **Pool Activity**

**Pool List** Pool Activity

ISSUER ABC  
 Issuer ID: 9225 Pool ID: Report Period: 06/2007 **GO**

Pool ID Ranges: 700000 - 760003

Page 1 2 3

Pool ID ▲	Pool Status	Total Loans	Reported Loans	Loans Liquidated
700000	Submitted	5	5	0
700002	Submitted	5	5	0
700003	Submitted	5	5	0
700004	Submitted	5	5	0
700005	Submitted	5	5	0
700006	Submitted	5	5	0
700007	Submitted	1	1	0
730001	<b>Not Reported</b>	5	0	0
730002	Not Reported	5	0	0
730003	Reported	5	0	0
730004	Not Reported	5	0	0
730005	Not Reported	5	0	0
730006	Not Reported	5	0	0
730007	Not Reported	5	0	0
730008	Not Reported	1	0	0
737001	Not Reported	5	0	0
737002	Not Reported	5	0	0
737003	Not Reported	5	0	0
737004	Not Reported	5	0	0
737005	Not Reported	5	0	0

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3. Click **Pool List** on the Multifamily Pool Accounting menu bar.
4. Select an **Issuer ID**.
5. Select a **Reporting Period**.
6. Click '**GO**'.
7. Select a **Pool ID Range**. (optional)
8. Take note of the Pool ID to report.
9. Click on a '**Not Reported**' **Pool Status** for the pool.

# Report Pool Level Data Manually

ISSUER ABC  
Issuer ID: 9225  
Pool ID: [ ]  
Report Period: 06/2007

Issuer #: 025  
Pool #: 123456  
Type: [PL] [CD] [X]

Opening FIC: 4526.55  
Adjustment to FIC: 0.00  
Closing FIC: 4526.55  
Security Int. Rate: 0.3750  
Install Interest: 0.00  
Weighted Average: 6.8750  
Service Fee: 25.00  
T & I Balance: 3000.45  
P & I Balance: 4614.45  
Other Balance: 300.00  
Replacement Reserve: 0.00  
Construction Principal: 0.00

Opening Security RPB: 750000.00  
Scheduled Principal: 630.07  
Curtailments: 0.00  
Liquidations: 0.00  
RPB Adjustment: 50.00  
Total Principal: 630.07  
Reported Closing Security RPB: 250.00  
Calculated: 745369.93  
Curanty Fee: 0.05

Custodial Bank Information  
[+]  
[Save] [SUMMARIZE POOL]

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10. Enter an Adjustment to FIC.
11. Enter a Closing FIC.
12. Enter a Weighed Average.
13. Enter a Service Fee.
14. Enter a T & I Balance.
15. Enter a P & I Balance.
16. Enter an Other Balance.
17. Enter an RPB Adjustment.
18. Enter a Reported Closing Security RPB.
19. Click on the expand icon for Custodial Bank Information.

# Report Pool Level Data Manually

Issuer # 123456 Pool # 123456 Type (PS) (CS) (L)

Opening FC 4526.95  
Liquidations-to-Full FC 0.00  
Adjustment to FC 0.00  
Closing FC 4526.95  
Security Int. Rate 6.3750  
Initial Interest 0.00  
Weighted Average 6.8750  
Service Fee 25.00  
Int. Due Security Holder 3984.30  
Cash Due Security Holder 4514.45

Opening Security RPB 750000.00  
Scheduled Principal 630.07  
Curtailments 0.00  
Liquidations 0.00  
SPB Adjustment 50.00  
Total Principal 630.07

Reported Closing Security RPB 250.00  
Calculated Closing Security RPB 749369.93  
Guaranty Fee 0.00

T & I Balance 3000.45  
P & I Balance 4614.45  
Other Balance 300.00  
Replacement Reserve 0.00  
Construction Principal 0.00

**Custodial Bank Information**

Principal Account 1234555555  
Escrow Account 1234566666  
Replace Reserve Account 0123477777  
Construction Loan Account 0123488888

Principal Bank ABA# 123455551  
Escrow Bank ABA# 123456661  
Replace Reserve Bank ABA# 123477771  
Construction Loan Bank ABA# 123488881

Save SUMMARIZE POOL

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20. Enter a Principal Account #.
21. Enter a Principal Bank ABA #.
22. Enter an Escrow Account #.
23. Enter an Escrow Bank ABA #.
24. Enter a Replace Reserve Account #.
25. Enter a Replace Reserve Bank ABA #.
26. Enter a Construction Loan Account #.
27. Enter a Construction Loan Bank ABA #.
28. Click 'Save' and 'OK'.

# Report Pool Level Data Manually

Pool List Pool Activity

ISSUER ABC  
Issuer ID: 9225  
Pool ID:   
Report Period: 06/2007

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
L	POOL750	P&I Bank ID	123455551	should be a valid American Bankers Association routing number.	
L	POOL800	Construction Loan Principal Bank ID	123455551	should be a valid American Bankers Association routing number.	
L	POOL850	Replacement Reserve Bank ID	123477771	should be a valid American Bankers Association routing number.	
S	POOL800	T&I Bank ID	123455551	should be a valid American Bankers Association routing number.	

Issuer #: 9225 Pool #: 123456 Type:

Opening FC:   
Liquidation to Full FC:   
Adjustment to FC:   
Closing FC:   
Security Int. Rate:   
Initial Interest:   
Weighted Average:   
Service Fee:   
Int. Due Security Holder:   
Cash Due Security Holder:   
T & I Balance:   
P & I Balance:   
Other Balance:   
Replacement Reserve:   
Construction Principal:

Opening Security RPB:   
Scheduled Principal:   
Curtailments:   
Liquidations:   
RPB Adjustment:   
Total Principal:   
Closing Security RPB:   
Quaranty Fee:

Reported:   
Calculated:

Custodial Bank Information  
Principal Account#: 1234555555  
Escrow Account#: 1234566666  
Principal Bank AB#\*: 123455551  
Escrow Bank AB#\*: 123456661

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29. Click 'OK'.

# View and Correct Pool Level Exceptions

Pool List - Pool Activity

ISSUER ABC  
 Issuer ID: 9225  
 Pool ID:   
 Report Period: 06/2007

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	POOL750	PAI Bank ID	123455551	should be a valid American Bankers Association routing number.	
E	POOL800	Construction Loan Principal Bank ID	123455551	should be a valid American Bankers Association routing number.	
E	POOL850	Replacement Reserve Bank ID	123477771	should be a valid American Bankers Association routing number.	
E	POOL800	T&I Bank ID	123455551	should be a valid American Bankers Association routing number.	

Issuer #: 9225      Pool #: 123456      Type:  PL  CO  LI

Opening FC:       Opening Security RFB:

Liquidation to FC:       Scheduled Principal:

Adjustment to FC:       Curtailments:

Closing FC:       Liquidations:

Security Int. Rate:       RFB Adjustment:

Initial Interest:       Total Principal:

Weighted Average:       Reported:      Calculated

Service Fee:       Closing Security RFB:       745389.93

Quaranty Fee:

Int. Due Security Holder: 3984.39  
 Cash Due Security Holder: 4514.45

T & I Balance:   
 P & I Balance:   
 Other Balance:   
 Replacement Reserve:   
 Construction Principal:

Custodial Bank Information

Principal Account#: 12345555555      Principal Bank ABNF: 123455551  
 Escrow Account#: 12345666666      Escrow Bank ABNF: 123456661

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Exceptions may occur at the pool level and will be displayed on the screen after saving the pool activity information. The system will provide detailed information about the error and suggested resolutions.

1. Update the fields which contain errors.

# View and Correct Pool Level Exceptions

The screenshot displays a web application interface for managing pool level exceptions. At the top, there is a table with columns: 'Exception ID', 'Field Name', 'Field Value', 'Alert Text', and 'Expected Value'. Below this, the main area shows a detailed view of an exception for 'Pool # 1000'. The interface includes various input fields for 'Starting Security WPI', 'Liquidity & P/L FC', 'Adjustment to FC', 'Closing FC', 'Security Mt. Rate', 'Initial Interest', 'Weighted Average', 'Service Fee', 'M-Due Security Ratio', 'Cash Due Security Ratio', 'T-0 Reserve', 'F-0 Reserve', 'Other Reserve', 'Residual Reserve', and 'Contribution Principal'. A 'Save' button is highlighted in red at the bottom of the page. A 'Windows Internet Explorer' dialog box is open, displaying a warning message: 'Updated pool activity successfully.' with an 'OK' button highlighted in red. Another 'Save' button is highlighted in red at the bottom of the page.

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2. Click **'Save'**.
3. Click **'OK'**.
4. Click **'OK'**.
5. If necessary, repeat Steps 1 - 4 until all errors are resolved.

# Report Loan Level Data Manually

Pool List Pool Activity

ISSUER ABC  
Issuer ID: 9225 Pool ID: Report Period: 09/2007 GO

Pool ID Ranges: 700001 - 760014

Pool ID	Pool Status	Total Loans	Reported Loans	Loans Liquidated
700001	Reported	5	5	0
700008	Reported	1	1	0
700010	Reported	1	1	0
700013	Reported	1	1	0
700015	Reported	1	1	0
700017	Reported	1	1	0
700019	Reported	2	2	0
700021	Reported	1	1	0
700024	Reported	0	0	0
730009	Not Reported	2	0	0
730010	Reported	2	0	0
730011	Not Reported	1	0	0
730012	Not Reported	2	0	0
730013	Not Reported	2	0	0
730014	Not Reported	1	0	0
730015	Not Reported	1	0	0
737009	Not Reported	2	0	0
737010	Not Reported	2	0	0
737011	Not Reported	2	0	0
737012	Not Reported	2	0	0
737013	Not Reported	2	0	0
737014	Not Reported	1	0	0
737015	Not Reported	1	0	0
739009	Not Reported	2	0	0
739010	Not Reported	2	0	0
739011	Not Reported	2	0	0

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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1. Click **Pool > Pool List** on the Multifamily Pool Accounting menu bar.
2. Click the Pool ID reported in the section A (Report Pool Level Data for a Given Pool).

# Report Loan Level Data Manually

Home | About | Loan | **Display Options**

Loan List | Pool List | Edit Construction | Edit Project | Liquidate Loan

ISSUER ABC

Issuer ID: 9225 | Pool ID: 123456 | Unique Loan ID: | Report Period: 05/2007 | GO

Unique Loan ID Ranges: 300000005

Unique Loan ID	Issuer Loan Id	Loan Status
300000005	06	Not Reported
300000006	07	Not Reported
300000007	08	Not Reported
300000008	09	Not Reported
300000009	10	Not Reported

Page 1

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

3. Click a **Unique Loan ID** number.

# Report Loan Level Data Manually

The screenshot shows a web application interface for reporting loan level data. The form is titled "Report Loan Level Data Manually" and contains various input fields for loan information. The fields are organized into sections:

- Issuer Information:** Issuer ABC, Issuer ID (9225), Unique Loan ID (123456), Report Period (04/2008), Pool # (700001), Pool Type (PL, CD, IX), Unique Loan ID (300000005), Loan Type (FMF).
- Loan Details:** Case # (005431000020703), Invt Loan ID (05), OPB (150000.00), Company (Jones Corp), Address (1511 Crawford Drive), City (Rockville), State (MD), Zip (20851), Active (Y).
- Borrower Activity During Reporting Period:** In Foreclosure (N), Record Date (04/2008), Prior Payment Date (09/01/2007), Last Installment Date (05/01/2008).
- Interest and Principal:** Delinquent (0), Prepaid (0), Opening UPB (+143552.19), Installment (6510.45), Curtailment (0), Adjustments (0), Net Adjust UPB (0), Closing UPB (1500.00).
- Project Loan Various Data Fields:** A section for entering additional data fields, indicated by an expand icon.

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4. Select a **Loan Type**.
5. Enter a **Case #**.
6. Enter a **Security Int. Rate**.
7. Enter an **Issuer Loan ID**.
8. Enter a **Loan Int. Rate**.
9. Enter an **OPB**.
10. Enter a **First Payment**.
11. Enter a **Company**.
12. Enter a **Maturity**.
13. Enter an **Address**.
14. Enter a **TIN**.
15. Enter a **City**.
16. Enter an **Orig. UPB**.
17. Enter a **State**.
18. Enter a **Zip**.
19. Enter a **FIC**.
20. Enter an **Active indicator**.
21. Enter an **In Foreclosure indicator**.
22. Enter a **Last Installment Date**.
23. Enter a **Delinquent Interest**.
24. Enter a **Delinquent Principal**.
25. Enter a **Prepaid Interest**.
26. Enter a **Prepaid Principal**.
27. Enter an **Installment Interest**.
28. Enter an **Installment Principal**.
29. Enter a **Curtail Principal**.
30. Enter an **Adjustments Interest**.
31. Enter an **Adjustments Principal**.
32. Click on the expand icon to enter **Project Loan Various Data Fields** information.

# Report Loan Level Data Manually

Loan List Pool List Edit Construction Edit Project Liquidate Loan

ISSUER ABC  
Issuer ID: 9225  
Unique Loan ID: 123456  
Report Period: 04/2008  
Pool #: 700001  
Pool Type: PL CD IX  
Unique Loan ID: 300000005  
Loan Type: FMF

Case #: 005431000020703  
Security Mt. Rate: 5.3750  
Loan Mt. Date: 6.8750  
First Payment: 06/01/2003  
Maturity: 06/15/2033  
TH: 123450028  
Orig UPB: 150000.00  
FC: 985.39

Issuer Loan ID: 06  
OPB: 150000.00  
Company: Jones Corp  
Address: 1511 Crawford Drive  
City: Rockville  
State: MD Zip: 20851  
Active: Y

**Borrower Activity During Reporting Period**

Interest		Principal
Delinquent UPB	0	0
Prepaid UPB	0	0
Opening UPB	0	+1,836,219
Instalment	6610.46	0
Curtaiment	0	0
Adjustments	0	0
Net Acqut UPB	0	0
Closing UPB	0	1500.00

**Project Loan Various Data Fields**

Loan to Value: 10.000 MIN ID: 31231432432 MOM: Yes Debt Service Ratio: 5.232

Save

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33. Enter a Loan to Value.
34. Enter a MIN ID.
35. Select a **MOM**. (MOM is a flag that indicates whether the loan defines MERS as the original mortgagee)
36. Enter Debt Service Ratio.
37. Click **'Save'**.

# Report Loan Level Data Manually

Quantity	Joint ID	Joint Name	Joint Status	Joint Type	Expected Value
1	L244001	Jointed Principal	0	Jointed to Loan Pool	101151.79
1	L244002	Project Principal	0	Assigned to specified amount Loan Investment Pool/Loan to allow for Reporting Period	2101.04
1	L244003	Project Interest	0	Assigned to specified amount Loan Investment Pool/Loan to allow for Reporting Period	1016.74
1	L244004	Loan Origin/Project Balance	100000.00	Not associated with other values reported in this loan report	74,907.28

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- 38. Click **'OK'**.
- 39. Click **'OK'**.

# View and Correct Loan Level Exceptions

ISSUER ABC  
 Issuer ID: 8225 Unique Loan ID: 123456 Report Period: 04/2008

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
H	LOAN400	Instalment Principal	0	should be specified	50130.75
H	LOAN200	Prepaid Principal	0	should be specified when Last Instalment Paid Date is after the Reporting Period.	352.04
H	LOAN150	Prepaid Interest	0	should be specified when Last Instalment Paid Date is after the Reporting Period.	1518.74
C	LOAN655	Loan Unpaid Principal Balance	143552.19	is not consistent with other values reported on the loan record	141007.35

Issue: 8225 Pool#: 700001 Pool Type: PL CD X Unique Loan ID: 300000005 Loan Type: FMF

Case #: 005431000020703  
 Never Loan C: 06  
 OPB: 150000.00  
 Company: Jones Corp  
 Address: 1511 Crawford Drive  
 City: Rockville  
 State: MD Zip: 20851  
 Active: Y

Security Mt. Rate: 6.3750  
 Loan Mt. Rate: 6.8750  
 First Payment: 06/01/2003  
 Maturity: 06/15/2033  
 TR: 123450020  
 Orig UPB: 150000.00  
 FC: 985.39

**Borrower Activity During Reporting Period**

In Foreclosure: N	Delinquent: 0	Interest: 0	Principal: 0
Record Date: 04/2008	Prepaid: 0	Opening UPB: 0	0
First Payment Date: 09/01/2007	Instalment: 6610.46	Net Adjust UPB: 0	+143552.19
Last Instalment Date: 06/01/2008	Curfament: 0	Closing UPB: 143552.19	0
	Adjustments: 0		
	Net Adjust UPB: 0		

Project Loan Various Data Fields  
 Loan to Value: 10.000 MCH: 31231432432 MCH: Yes Debt Service Ratio: 5.232

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Exceptions may occur at the loan level and will be displayed on the screen after saving the loan information. The system will provide detailed information about the error and suggested resolutions.

1. Update the fields which contain errors.

# View and Correct Loan Level Exceptions

The screenshot displays a software interface for viewing and correcting loan level exceptions. At the top, there is a table with columns for 'Exception ID', 'Field Name', 'Field Value', 'Alert Text', and 'Expected Value'. Below the table, there are several panels and buttons. A 'Save' button is highlighted with a red box. A dialog box titled 'Exception Detail' is open, showing a warning icon and the text 'Click OK to Save the Record. Do NOT Cancel to keep Corrections before Saving the Record.' The 'OK' button in this dialog is also highlighted with a red box.

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2. Click **'Save'**
3. Click **'OK'**.
4. Click **'OK'**.
5. If necessary, repeat Steps 1 - 4 until all errors are resolved.

# Report Liquidated Loan (As Needed)

Home Pool **Loan** User Guide

Loan List Pool List Edit Construction Edit Project **Liquidate Loan**

ISSUER ABC

Issuer ID: 9225 Pool ID: 123456 Unique Loan ID: Report Period: 05/2007 GO

Unique Loan ID Ranges: 300000037 -

Unique Loan ID ▲	Issuer Loan Id	Loan Status
300000041	42	Reported
300000042	43	Reported

Page 1

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1. Take note of the Unique Loan ID to liquidate a loan.
2. Click **Loan > Liquidate Loan** on the Single Family Pool Accounting menu bar.

# Report Liquidated Loan (As Needed)

ISSUER ABC  
ISSUER ID: 9225  
Unique Loan ID: 123456  
Report Period: 05/2007  
GO

Issuer: 9225  
Pool #: 123456  
Pool Type: PN CD X  
Unique Loan ID: 300000042  
Loan Type: RMF

Case #: 024016100000032  
Issuer Loan ID: 43  
OPB: 1000000.00  
FIC: 985.39  
Org UPB: 1000000.00

Security Int. Rate: 7.6750  
Loan Int. Rate: 8.1750  
First Payment: 06/01/2003  
Maturity: 06/15/2033  
Active: Y

**Liquidation Activity During Reporting Period**

	Interest	Principal
Record Date: 07/2007	Opening UPB:	+966036.33
Prior Payment Date: 09/01/2007	Liquidation: 0	0
Last Installment Date: mm/dd/yyyy	Liquidation Balance:	
Removal Reason: Select		
Removal Date: mm/dd/yyyy		

SAVE CANCEL LIQUIDATION

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3. Select an **Issuer ID**.
4. Enter a Unique Loan ID that was noted in the previous step.
5. Select a **Report Period**.
6. Click '**GO**'.

# Report Liquidated Loan (As Needed)

[Loan List](#) [Pool List](#) [Edit Construction](#) [Edit Project](#) [Liquidate Loan](#)

**ISSUER ABC**  
 Issuer ID: 9225 Unique Loan ID: 123456 Report Period: 05/2007

Issuer: 9225 Pool #: 123456 Pool Type:  PN  CD  X Unique Loan ID: 300000042 Loan Type: **RMF**

Case #: 024016100000032 Security Int. Rate: 7.6750  
 Issuer Loan ID: 43 Loan Int. Rate: 8.1750  
 OPB: 1000000.00 First Payment: 06/01/2003  
 FIC: 985.39 Maturity: 06/15/2033  
 Orig UPB: 1000000.00 Active:  Y

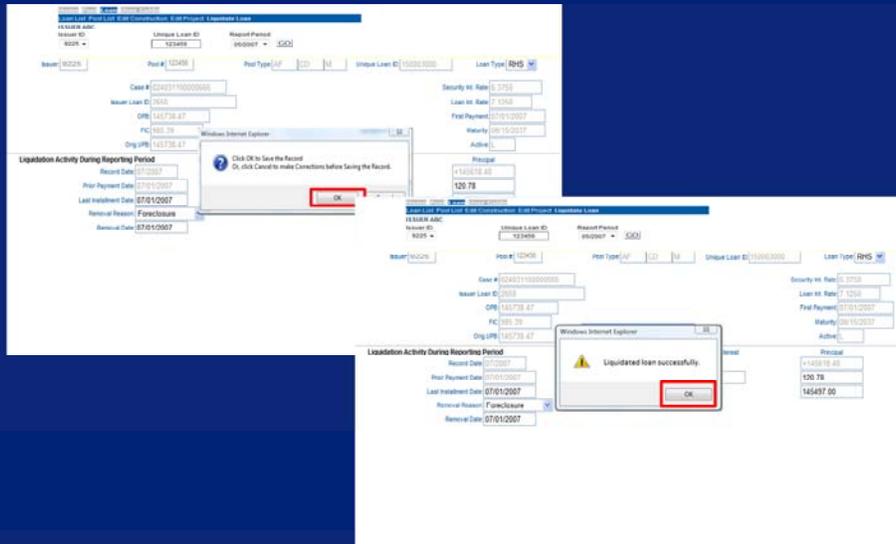
Liquidation Activity During Reporting Period		Interest	Principal
Record Date:	07/2007	Opening UPB:	+966036.33
Prior Payment Date:	09/01/2007	Liquidation:	100000.00 / 50000.00
Last Installment Date:	08/01/2007	Liquidation Balance:	916036.33
Removal Reason:	Loss mitigation		
Removal Date:	07/01/2007		

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7. Select a **Loan Type**.
8. Enter a Liquidation Interest.
9. Enter a Liquidation Principal.
10. Enter a Last Installment Date.
11. Select a **Removal Reason**.
12. Enter a Removal Date.
13. Click '**Save**'.

# Report Liquidated Loan (As Needed)



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14. Click **'OK'**.
15. Click **'OK'**.
16. If exceptions occur, correct them in the same manner as discussed earlier until all errors are resolved.
17. Repeat Loan Level steps as necessary before moving onto Summarizing Pool Level Data.

## Summarize Data and Correct Exceptions

- After entering all loan level and pool level data, the Issuer's data must be summarized, i.e., summary information is calculated for each of the pools in the Issuer's portfolio.
- There are two ways summarization can occur:
  - The Issuer can summarize each pool individually by navigating to the Pool Activity Screen and clicking the "Summarize Pool" button
  - On a nightly basis, the RFS Operations Team executes a process that summarizes all pools for all Issuers.
- Once the pool has been summarized, the Issuer should view the Issuer Summary screen by navigating to the RFS> Exception Feedback> Summary which:
  - Provides a snapshot of the monthly reporting activity for the current month including numbers of loans reported and total number of outstanding exceptions
  - Is similar to HUD Form 11710D.

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# Summarize Data and Correct Exceptions

The screenshot displays the Ginnie Mae Enterprise Portal interface. At the top, there is a navigation bar with the following tabs: Home, My Profile, RFS, and File Upload. The 'RFS' tab is highlighted with a red box. Below the navigation bar, the main content area is divided into two columns. The left column contains a sidebar menu with the following items: Welcome To G... (with a red box around the text), Exception Feedback, Pool Accounting - Single Family, Pool Accounting - Multifamily, Issuer ABC, Matching & Suspense (M&S), Ginnie Mae Portfolio Analysis Database System (GPADS), Security Officers, 9225, and Environment: IST. The right column contains a main content area with the following sections: Exception Feedback (with a note about issuer testing availability), File Upload via Secure FTP (sFTP), File Upload via Web (HTTPS), Manual Data Entry, and RFS Training Materials. At the bottom of the page, there are links for Privacy Policy and Ginnie Mae: Government Guaranteed.

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# Summarize Data and Correct Exceptions

[Home](#)
[Summary](#)
[Exceptions](#)
[Download](#)
[User Guide](#)

[Issuer Summary](#)
[Alert List](#)

ISSUER ABC  
 Issuer ID:  Report Period:

**Summary for Issuer # 9225**

Reporting Date	06/02/2008	Corrections Due	06/04/2008
Last Bulk Submission		Last Pool Summarized	
Pools Reported	3934	Pool Exceptions	0
Loans Reported	70496	Loan Exceptions	27 <a href="#">Exception List</a>

Loans	Delinquent	Percent	One	Two	Three	Foreclosure	%2+
40173 of 40173	2628	7%	1541	490	597	340	3%
30323 of 30327	2664	9%	1423	466	775	322	4%

	Ginnie Mae I	Ginnie Mae II
Pools:	2418 of 2457	1516 of 1588
T & I Funds:	\$ 38408284.19	\$ 30756429.79
Other Funds:	\$ 47898752.64	\$ 54515055.15
Guaranty Fee:	\$ 232853.03	\$ 194709.48
Fixed Installment Constant:	\$ 32835842.99	\$ 26532580.94
Unpaid Pool Principal Balance:	\$ 4939529346.47	\$ 4195816647.54
Security Remaining Principal Balance:	\$ 4932544171.24	\$ 4190588648.99
Principal Due Holders:	\$ 53349370.14	\$ 60047054.79
Interest Due Holders:	\$ 23073907.69	\$ 19696344.23

**Reported 11710D Data**

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1. Once logged in click on the summary tab.
2. Select an Issuer ID.
3. Select a Report Period.
4. Click Go.

# Summarize Data and Correct Exceptions

Severity	Alert ID	Count
Error	LIQ106	1
	LOAN101	1
	NOTE050	1
	NOTE500	1
	NOTE650	1
	NOTE801	1
	POOL200	1
	POOL204	2
	POOL309	2
	POOL351	2
	RFS103	6
	RFS110	1
	RFS111	1
	RFS203	1
	RFS999	1
	SEC055	1
	VARY052	1
	VARY101	1
	VARY151	2
	VARY201	1

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1. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click **Go**.
5. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download Upload Guide

Alert List

ISSUER ABC  
 Issuer ID: 9225 Pool ID: 123456 Report Period: 06/2008 GO

Pool ID Ranges: 322343 - 739015

Pool ID	Pool Exceptions	Loan Exceptions
322343	2	0
322344	1	0
310050	3	0
632799	1	0
666666	1	0
700000	1	3
730004	1	1
700005	1	0
700008	1	0
700013	1	0
700019	0	2
700034	1	0
730001	3	5
730002	1	0
730002	1	3
730003	4	1
730004	1	5
730005	1	0
730006	1	0
730007	2	2
730008	3	0
730009	1	0
730010	2	0
730013	1	0
730014	1	0

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- Click on a **Pool ID** or **Pool Exception** number.

# Summarize Data and Correct Exceptions

ISSUER: ABC  
 Issuer ID: 9225  
 Pool ID: 123456  
 Report Period: 06/2008

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
H	POOL153	Servicing Fee	00	should be within a dollar of calculated servicing fee	60.72
L	POOL552	Principal & Interest Balance	1970.78	should equal (last months fund balance + Principal and interest activity this month - last months (servicing fee and cash distribution to holders)	985.39

Pool # 730009 Type: LM CD X

Opening FIC: 1970.78	Opening Security RPB: 300249.62	
Liquidations-In-Full FIC: 0.00	Scheduled Principal: 250.60	
Adjustment to FIC: 0.00	Curtailments: 0.00	
Closing FIC: 1970.78	Liquidations: 0.00	
Security Int. Rate: 6.3750	RPB Adjustment: 0.00	
Weighted Average: 6.8750	Total Principal: 250.60	
Service Fee: 0.00		
Int. Due Security Holder: 1595.08		
Cash Due Security Holder: 1845.88		
	Reported	Calculated
	Closing Security RPB: 299999.02	299999.02
T & I Balance: 1.00		
P & I Balance: 1970.78		
Other Balance: 0.00		
Replacement Reserve: 0.00		
	Guaranty Fee: 30.02	

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7. Repeat steps for Submit Pool Level Corrections.

# Summarize Data and Correct Exceptions

Severity	Alert ID	Count
Error		
	LIQ106	1
	LOAN101	1
	NOTE050	1
	NOTE500	1
	NOTE650	1
	NOTE801	1
	POOL200	1
	POOL204	2
	POOL309	2
	POOL351	2
	RFS103	6
	RFS110	1
	RFS111	1
	RFS203	1
	RFS999	1
	SEC055	1
	VARY052	1
	VARY101	1
	VARY151	2
	VARY201	1

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8. Click on **Exceptions > Alert List** on the Exception Feedback menu bar.
9. Select an **Issuer ID**.
10. Select a **Report Period**.
11. Click **Go**
12. Click on the **Medium/Low Pool Exceptions** link to medium and low exceptions.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download User Guide

Alert List

ISSUER ABC  
 Issuer ID: 9225 Pool ID: 123456 Report Period: 06/2008 GO

Medium/Low Exceptions

Pool ID Ranges: 700000 -

Pool ID	Pool Exceptions	Loan Exceptions
700000	0	1
700002	1	0
700004	1	0
700005	1	0
700008	1	0
700010	0	2
730001	2	0
730002	2	0
730003	1	0
730004	1	1
730005	2	0
730007	2	0
730008	2	0
730009	1	0
730011	3	0
730012	1	0
730013	2	0
730014	1	1
730015	1	2
737009	1	0
737010	1	0
737014	1	0
737015	1	0
738010	0	1
739014	1	2

Page 1

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13. Click on a **Pool ID** or **Pool Exception** number.

# Summarize Data and Correct Exceptions

[Home](#) | [Company](#) | [Exceptions](#) | [Comments](#) | [Logout](#)

**Alert List**  
 ISSUER ABC  
 Issuer ID: 9225  
 Pool ID: 123456  
 Report Period: 06/2008

Exceptions					
Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
H	POOL153	Servicing Fee	00	should be within a dollar of calculated servicing fee	60.72
L	POOL552	Principal & Interest Balance	1970.78	should equal (last months fund balance + Principal and interest activity this month - last months (servicing fee and cash distribution to holders)	985.39

**Pool Activity Data Corrections**  
 Pool #: 730009      Type:  LM  CD  X

Opening FIC: <input type="text" value="1970.78"/>	Opening Security RPB: <input type="text" value="300249.62"/>
Liquidations-In-Full FIC: <input type="text" value="0.00"/>	Scheduled Principal: <input type="text" value="250.60"/>
Adjustment to FIC: <input type="text" value="0.00"/>	Curtailments: <input type="text" value="0.00"/>
Closing FIC: <input type="text" value="1970.78"/>	Liquidations: <input type="text" value="0.00"/>
Security Int. Rate: 6.3750	RPB Adjustment: <input type="text" value="0.00"/>
Weighted Average: <input type="text" value="6.8750"/>	Total Principal: <input type="text" value="250.60"/>
Service Fee: <input type="text" value="0.00"/>	
Int. Due Security Holder: 1595.08	
Cash Due Security Holder: 1845.88	
	Reported      Calculated
	Closing Security RPB: <input type="text" value="299999.02"/> <input type="text" value="299999.02"/>
T & I Balance: <input type="text" value="1.00"/>	
P & I Balance: <input type="text" value="1970.78"/>	
Other Balance: <input type="text" value="0.00"/>	
Replacement Reserve: <input type="text" value="0.00"/>	
	Guaranty Fee: 30.02

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14. Repeat steps for Submit Pool Level Corrections.

# Summarize Data and Correct Exceptions

Severity	Alert ID	Count
Error	LIQ106	1
	LOAN101	1
	NOTE050	1
	NOTE500	1
	NOTE650	1
	NOTE801	1
	POOL200	1
	POOL204	2
	POOL309	2
	POOL351	2
	RFS103	6
	RFS110	1
	RFS111	1
	RFS203	1
	RFS999	1
	SEC055	1
	VARY052	1
	VARY101	1
	VARY151	2
	VARY201	1

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1. Click on **Exceptions > Alert List** on the Multifamily Pool Accounting menu bar.
2. Select an **Issuer ID**.
3. Select a **Report Period**.
4. Click on the **Error/Critical/High Exceptions** link to view error, critical, and high exceptions.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Downloads User Guide

Alert List

ISSUER ABC  
Issuer ID: 9225 Pool ID: 123456 Report Period: 06/2008 GO

Pool ID Ranges: 322343 - 739015

Page 1 2 3 4

Pool ID	Pool Exceptions	Loan Exceptions
322343	2	0
610050	1	0
632799	3	0
632799	1	0
666666	1	0
700000	1	3
730004	1	1
730005	1	0
730008	1	0
730013	1	0
730019	0	2
730034	1	0
730001	3	5
730002	1	0
730002	1	3
730003	4	1
730004	1	5
730005	1	0
730006	1	0
730007	2	2
730008	3	0
730009	1	0
730010	2	0
730013	1	0
730014	1	0

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5. Click on a **Loan Exceptions** number.

# Summarize Data and Correct Exceptions

Home Summary **Exceptions** Download More Grids

Next List

ISSUER ABC  
Issuer ID: 9225 Pool ID: 123456 Report Period: 06/2008 GO

Unique Loan ID Range: 300000041

Unique Loan ID	Loan Exceptions
300000041	5

Page 1

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. § 552(b)).

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6. Click on a **Unique Loan ID** or **Loan Exceptions** number.

# Summarize Data and Correct Exceptions

Alert List

ISSUER ABC  
 Issuer ID: 9225  
 Pool ID: 123456  
 Report Period: 06/2009

Severity	Alert ID	Field Name	Field Value	Alert Text	Expected Value
E	VARY251	Debt Service Ratio	0	must include a decimal point.	
E	VARY151	Loan to Value		must include a decimal point.	
H	NOTE253	First Payment Date	09/01/2003	cannot be more than 1 month from issue date for amortized loans	01-JUN-03
H	NOTE254	First Payment Date	09/01/2003	should match calculated value based on Original Principal Amount, Loan Interest Rate, Loan FIC and Loan Maturity and Pool Type is SF or ARM.	06/01/2003
M	NOTE160	FHA Multifamily Case Number	024016100000031	1st seven digits should be zero.	000000000000031
M	NOTE453	Original Principal Amount	1000000	should be within 50 dollar of calculated value based on Loan Interest Rate, Loan FIC, and loan duration	0000998044.80
L	NOTE355	Loan Interest Rate	8.175	should be the same as other loans in Ginnie Mae I pool	8.18

Issuer: 9225 Pool #: 123456 Pool Type:  PH  CD  X Unique Loan ID: 300000041 Loan Type: FMF

Case #: 024016100000031 Security Int. Rate: 7.6750  
 Issuer Loan ID: 42 Loan Int. Rate: 8.1750  
 OPB: 1000000.00 First Payment: 09/01/2003  
 Company: Howell Maturity: 06/15/2033  
 Address: 12813 Leahy Drive TN: 123450028  
 City: Rockville Orig UPB: 1000000.00  
 State: MD Zip: 20851 FIC: 7460.01  
 Active:  Y

Borrower Activity During Reporting Period

In Foreclosure: N Interest: 0.00 Principal: 0.00

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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7. Repeat steps for Submit Loan Level Corrections.

# Q & A Session

15 Minute Limit

## Example 3: Single Family Pool Work Flow via HTTPS

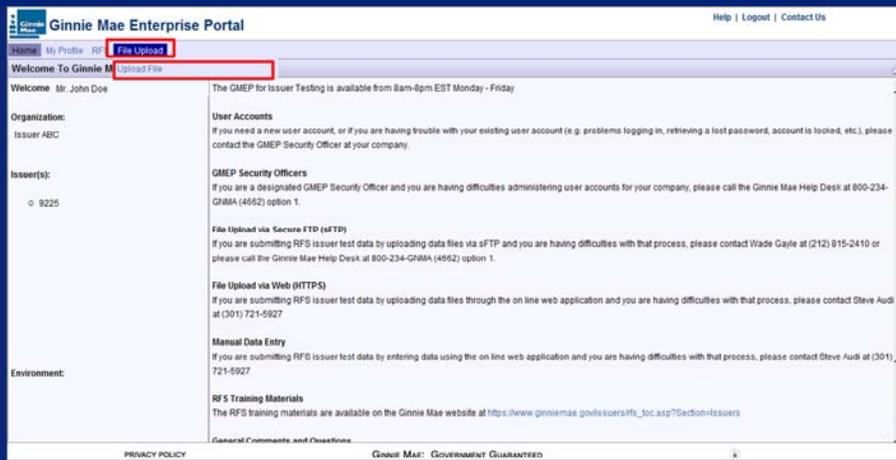
---

**Scenario:** The Issuer has created a file that will be used to report monthly Pool Accounting data. Additionally, an indicator in the file is set to summarize all the pool data. The Issuer has successfully logged into the GMEP and will report data for a Single Family Pool using the online file upload screen. The system will generate various exceptions. The Issuer will report corrected information by uploading a corrections file using the online file upload screen or entering data into the online data entry screen.

Steps involved in this example:

1. Upload Data File via GMEP (HTTPS)
2. Download Exceptions File via GMEP
3. Submit Corrections via GMEP (HTTPS or Manual)

# Uploading Data File via GMEP



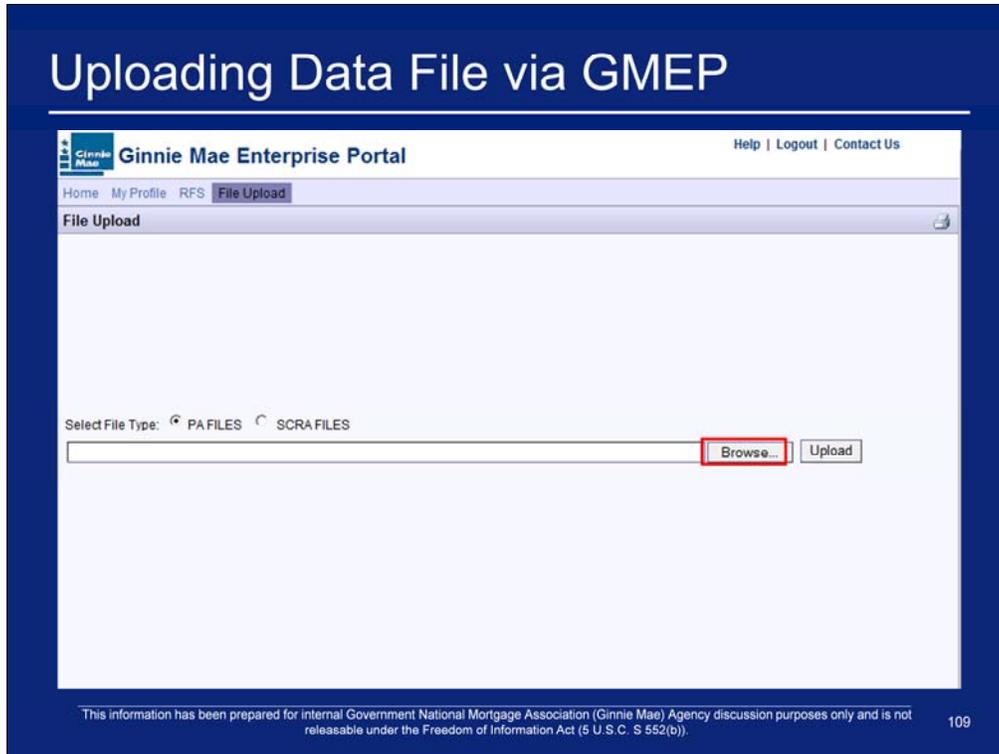
This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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## Report Pool and Loan Level Data Using HTTPS File Upload

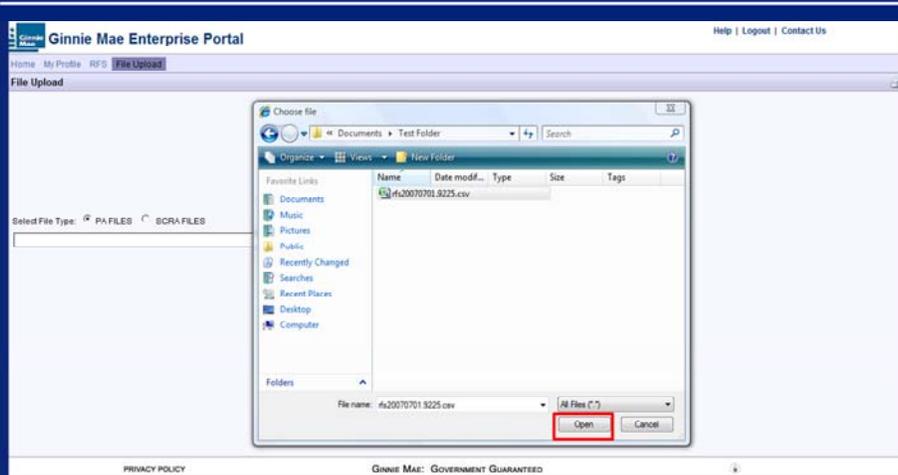
1. After logging in, point your mouse cursor on '**File Upload**'.
2. Click on the **Upload File** link in the drop down menu.

# Uploading Data File via GMEP



3. The "PA FILES" File Type will automatically be selected by default
4. Click '**Browse**'.

# Uploading Data File via GMEP



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5. Navigate to the file to upload.
6. Click '**Open**'.

# Uploading Data File via GMEP

The screenshot shows the 'Ginnie Mae Enterprise Portal' with a 'File Upload' section. The page includes a navigation bar with 'Home', 'My Profile', and 'File Upload'. Below the navigation bar, there are radio buttons for 'PA FILES' (selected) and 'SCRA FILES'. A file path is entered in a text box: 'C:\Documents\Test Folder\ifs20070701 9225.csv'. To the right of the text box are 'Browse...' and 'Upload' buttons. The 'Upload' button is highlighted with a red box. At the bottom of the page, there are links for 'PRIVACY POLICY' and 'GINNIE MAE: GOVERNMENT GUARANTEED'.

Wait approximately 30 minutes to give the system time to process your submission

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7. Click **'Upload'**.
8. Click **'OK'**.

# Download CSV Exception File via GMEP

The screenshot shows the Ginnie Mae Enterprise Portal (GMEP) interface. At the top, there is a navigation bar with 'Home', 'My Profile', 'RFS', and 'File Upload'. The 'RFS' menu is highlighted with a red box, and the 'Exception Feedback' option is selected. Below the navigation bar, there is a 'Welcome To GMEP' message and a 'Pool Accounting - Single Family' link. The main content area is divided into several sections: 'Organization: Pool Accounting - Multifamily', 'Issuer: ABC', 'Issuer(s): Ginnie Mae Portfolio Analysis Database System (CPADS)', 'Security Officers', 'File Upload via Secure FTP (sFTP)', 'File Upload via Web (HTTPS)', 'Manual Data Entry', and 'RFS Training Materials'. Each section contains a brief description of the service and contact information for support. At the bottom of the page, there are links for 'PRIVACY POLICY' and 'Ginnie Mae: GOVERNMENT GUARANTEED'.

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1. While in the GMEP navigate to RFS>Exception Feedback.

# Download CSV Exception File via GMEP

The screenshot displays the Ginnie Mae Enterprise Portal interface. At the top, the header includes the Ginnie Mae logo, the text 'Ginnie Mae Enterprise Portal', and links for 'Help | Logout | Contact Us'. Below the header, a navigation bar contains 'Home', 'My Profile', 'RFS', and 'File Upload'. The main content area is titled 'Exception Feedback' and features a tabbed interface with links for 'Home', 'Summary', 'Exceptions', 'Download', and 'User Guide'. The 'Download' tab is highlighted with a red box. Below the tabs, a 'Navigation Overview' section provides instructions on using the tabbed links and lists the major functional areas: Home, Summary, Exception, and Download. It also describes the purpose of each area, such as the 'Home' page returning users to the home page, the 'Summary' page showing submission status and statistics, and the 'Exceptions' page displaying an alert list of pool and loan exceptions.

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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1. Click Download.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download** User Guide

Issuer FA List Download Exceptions

ISSUER ABC

Issuer ID: 9225 Report Period: 06/2008 GO

Functional Acknowledgement List					
Issuer File Name Reported	File Size	Receipt Date	Pool Count	Loan Count	Accepted/Rejected
RFS_l_jdoe_20090301.9225.32	95366849	2009-06-16 22:32	2202	127595	A
RFS_l_jdoe_20090302.9225.46	95366849	2009-06-16 22:46	2202	127595	A
RFS_l_jdoe_20090303.9225.59	3124006	2009-06-16 22:59	298	4102	R
RFS_l_jdoe_20090304.9225.00	95366849	2009-06-16 23:00	2202	127595	A

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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3. If applicable, click on the file(s) under the Functional Acknowledgement List.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download Exceptions**

Issuer FA List **Download Exceptions**

Issuer ID: 9225 Report Period: 06/2008

**Issuer Functional Acknowledgement**

File Name: FA20070400  
Issuer ID: 9225  
Date Received: 11/12/2008  
User Account ID:

File Size: 22587  
Record Date: 7/1/2008  
Time Received: 4:24 PM  
File Accepted/Rejected: A

**Trailer Record Contents**

Pool Count: 23  
Sensitive Count: 0

Loan Count: 72  
Various Count: 0

**End Issuer Functional Acknowledgement**

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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4. If your file was rejected, a 'Reject Code' will appear under your User Account ID. The Reject Codes are listed within the PA/EF User Manual.
5. After you view your Issuer Functional Acknowledgement data, click Download Exceptions.

# Download CSV Exception File via GMEP

Home Summary Exceptions Download User Guide

Issuer FA List Download Exceptions

ISSUER ABC

Issuer ID: 9225 Report Period: 06/2008

View / Download Exception Data

Select a Data Set Type To View:  All Exceptions

- Error Exceptions (only)
- Critical Warning Exceptions
- High Warning Exceptions
- Medium & Low Exceptions
- Summarization Related Exceptions Only
- Non-Summarization Related Exceptions Only

VIEW DOWNLOAD

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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6. Select All Exceptions.
7. Click Download.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download** User Guide

Issuer FA List Download Exceptions

ISSUER ABC

Issuer ID: 1234 Report Period: 06/2008

**Instructions**

- 1) Right-click on the "Download Exceptions CSV File" link
- 2) Left-click on "Save Target As"
- 3) Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv)
- 4) Select a location in which to save the file and left-click the Save button
- 5) Find the saved file and open it in MS Excel

[Download Exceptions CSV File](#)

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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8. Right-click on the "Download Exceptions CSV File" link.
9. Left-click on "Save Target As" .
10. Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv).
11. Select a location in which to save the file and left-click the Save button.
12. Find the saved file and open it in MS Excel.

# Download CSV Exception File via GMEP

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	POOL	LOAN	SEVERITY	CODE	FIELD	VALUE	MESSAGE	EXPECTED						
2			0 E	RFS100	Pool_id		must be specified.							
3		1.23E+08	E	RFS100	Pool_id		must be specified.							
4	123456	1.23E+08	M	NOTE058	Loan Type	FHA	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
5	123456	1.23E+08	M	NOTE058	Loan Type	RHS	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
6	123456	1.23E+08	M	NOTE058	Loan Type	VAG	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
7	123456	1.23E+08	M	NOTE058	Loan Type	VAV	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
8														
9														
10														
11														
12														
13														
14														

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. § 552(b)).

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13. Navigate to the external data storage location to download the file.
14. Click 'OK'.

# Q & A Session

15 Minute Limit

## Example 4: Single Family Pool Work Flow via SFTP

---

**Scenario:** The Issuer has created a file that will be used to report monthly Pool Accounting data. Also, an indicator in the file is set to summarize all of the pool data. The Issuer has successfully logged into the WS\_FTP Pro and will report data for a Single Family Pool using SFTP file upload. The system will generate various exceptions. The Issuer will report corrected information by uploading a corrections file that is less than 5 MB using the HTTPS file upload or by entering data into the online data entry screen.

### **Prerequisites:**

- The Issuer has completed the necessary request forms and Ginnie Mae has provided an access ID and password to run SFTP uploads at Ginnie Mae.
- The Issuer has acquired and installed SFTP client software.

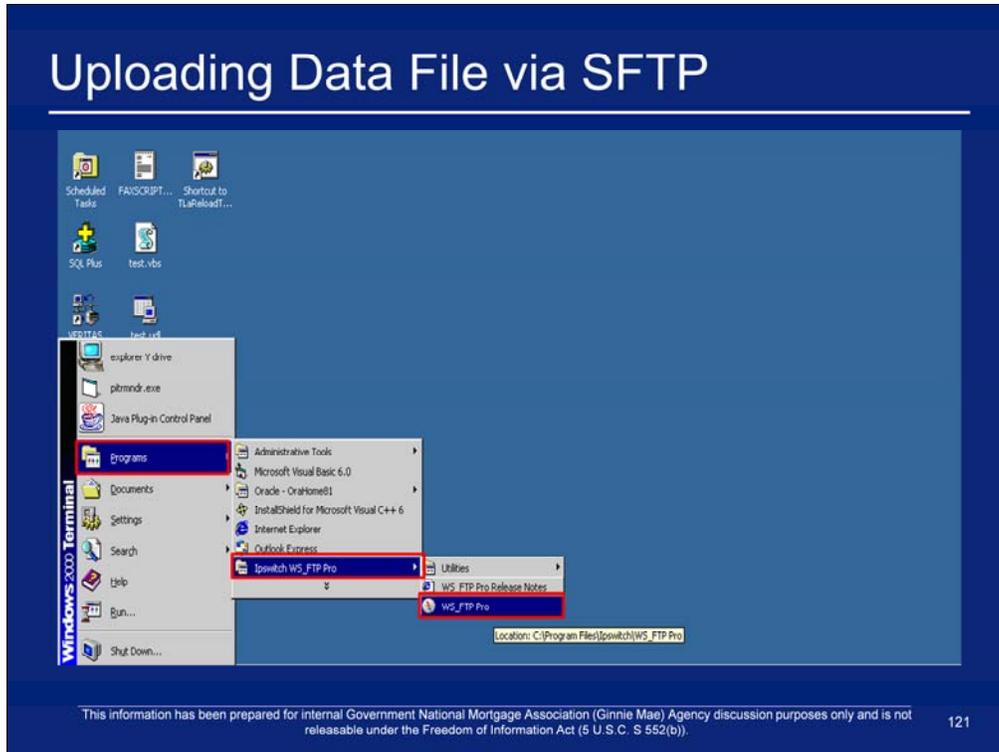
### **Steps involved in this example:**

1. Upload Data File via SFTP
2. Download Exceptions CSV File via GMEP
3. Submit Corrections via GMEP (HTTPS or Manual)

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. § 552(b)).

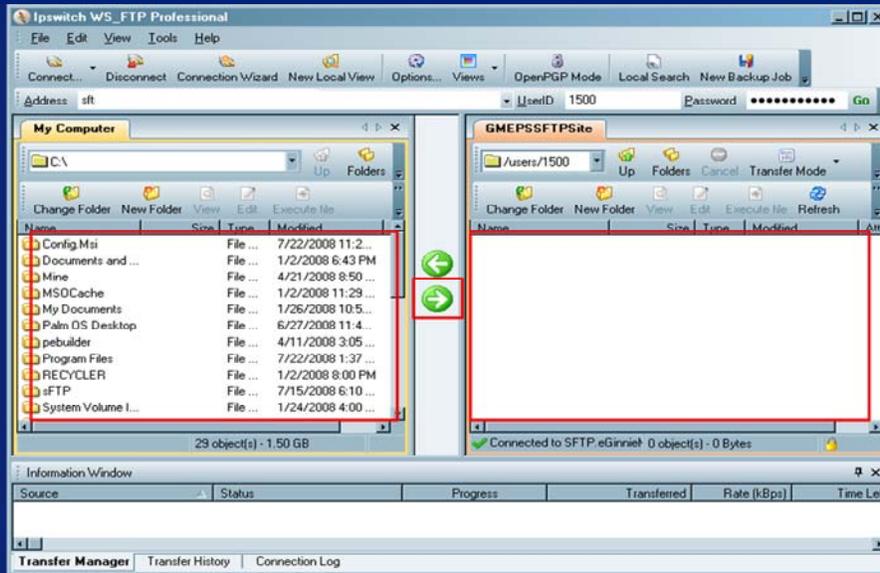
120

# Uploading Data File via SFTP



1. Navigate to WS\_FTP Pro and connect to the Ginnie Mae Enterprise Portal (GMEP) SFTP Server.

## Uploading Data File via SFTP

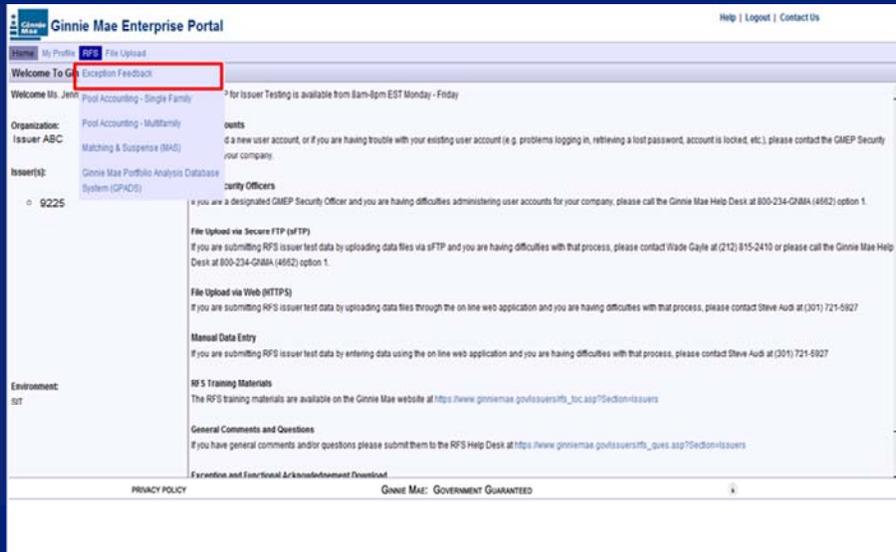


This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. § 552(b)).

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2. Under the Remote System List (GMEP SFTP Server), select the destination directory to which the file will be uploaded into the GMEP SFTP site.
3. Under the Local System List (My Computer), select the file to upload by clicking on the file name.
4. Click the Upload Transfer arrow.
5. Verify the file upload process has been completed. The file will then appear under the Remote System List when the file transfer has been completed.

# Download CSV Exception File via GMEP



This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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1. While in the GMEP, navigate to RFS>Exception Feedback.

# Download CSV Exception File via GMEP

The screenshot displays the Ginnie Mae Enterprise Portal interface. At the top, the header includes the Ginnie Mae logo, the text 'Ginnie Mae Enterprise Portal', and links for 'Help | Logout | Contact Us'. Below the header, a navigation bar contains 'Home', 'My Profile', 'RFS', and 'File Upload'. The main content area is titled 'Exception Feedback' and features a tabbed interface with links for 'Home', 'Summary', 'Exceptions', 'Download', and 'User Guide'. The 'Download' tab is highlighted with a red box. Below the tabs, a 'Navigation Overview' section provides instructions on using the tabbed links and lists the major functional areas: Home, Summary, Exception, and Download. It also describes the purpose of each area, such as the 'Home' page returning users to the home page, the 'Summary' page showing submission status and statistics, and the 'Exceptions' page displaying an alert list of pool and loan exceptions.

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2. Click Download.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download** User Guide

Issuer FA List Download Exceptions

ISSUER ABC

Issuer ID: 9225 Report Period: 06/2008 GO

Functional Acknowledgement List					
Issuer File Name Reported	File Size	Receipt Date	Pool Count	Loan Count	Accepted/Rejected
RFS_l_jdoe_20090301.9225.32	95366849	2009-06-16 22:32	2202	127595	A
RFS_l_jdoe_20090302.9225.46	95366849	2009-06-16 22:46	2202	127595	A
RFS_l_jdoe_20090303.9225.59	3124006	2009-06-16 22:59	298	4102	R
RFS_l_jdoe_20090304.9225.00	95366849	2009-06-16 23:00	2202	127595	A

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3. If applicable, click on the file(s) under the Functional Acknowledgement List.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download Exceptions**

Issuer FA List **Download Exceptions**

Issuer ID: 9225 Report Period: 06/2008

**Issuer Functional Acknowledgement**

File Name: FA20070400 File Size: 22587  
Issuer ID: 9225 Record Date: 7/1/2008  
Date Received: 11/12/2008 Time Received: 4:24 PM  
User Account ID: File Accepted/Rejected: A

**Trailer Record Contents**

Pool Count: 23 Loan Count: 72  
Sensitive Count: 0 Various Count: 0

**End Issuer Functional Acknowledgement**

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. § 552(b)).

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4. If your file was rejected, a 'Reject Code' will appear under your User Account ID. The Reject Codes are listed within the PA/EF User Manual.
5. After you view your Issuer Functional Acknowledgement data, click Download Exceptions.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download** User Guide

Issuer FA List Download Exceptions

ISSUER ABC

Issuer ID: 9225 Report Period: 06/2008

**View / Download Exception Data**

Select a Data Set Type To View:

- All Exceptions
- Error Exceptions (only)
- Critical Warning Exceptions
- High Warning Exceptions
- Medium & Low Exceptions
- Summarization Related Exceptions Only
- Non-Summarization Related Exceptions Only

VIEW DOWNLOAD

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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6. Select All Exceptions.
7. Click Download.

# Download CSV Exception File via GMEP

Home Summary Exceptions **Download** User Guide

Issuer FA List Download Exceptions

ISSUER ABC

Issuer ID: 1234

Report Period: 06/2008

**Instructions**

- 1) Right-click on the "Download Exceptions CSV File" link
- 2) Left-click on "Save Target As"
- 3) Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv)
- 4) Select a location in which to save the file and left-click the Save button
- 5) Find the saved file and open it in MS Excel

[Download Exceptions CSV File](#)

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. S 552(b)).

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8. Right-click on the "Download Exceptions CSV File" link.
9. Left-click on "Save Target As" .
10. Type a new file ending with the letters ".csv" (example:Mar09exceptions.csv).
11. Select a location in which to save the file and left-click the Save button.
12. Find the saved file and open it in MS Excel.

# Download CSV Exception File via GMEP

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	POOL	LOAN	SEVERITY	CODE	FIELD	VALUE	MESSAGE	EXPECTED						
2			0 E	RFS100	Pool_id		must be specified.							
3		1.23E+08	E	RFS100	Pool_id		must be specified.							
4	123456	1.23E+08	M	NOTE058	Loan Type	FHA	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
5	123456	1.23E+08	M	NOTE058	Loan Type	RHS	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
6	123456	1.23E+08	M	NOTE058	Loan Type	VAG	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
7	123456	1.23E+08	M	NOTE058	Loan Type	VAV	should be Pool Type: AF, AQ, AR, AS, AT, AX, BD, FT, GA, GD, GP, SF, or SN.							
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12														
13														
14														

This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act (5 U.S.C. § 552(b)).

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13. Navigate to the external data storage location to download the file.
14. Click 'OK'.

## Submit Corrections via GMEP

Method	Process
HTTPS	To upload a data file that contains corrections, use the same method described in Example 3 for uploading monthly Pool Accounting data
Manual	To make corrections via the RFS web application, use the same method described in Examples 1 or 2 for correcting pool and loan level exceptions
SFTP	Make corrections to your data file and upload it via SFTP using the instructions in the beginning of this example. The data in the file will overwrite the data you have previously submitted

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# User Guide

- Clicking the User Guide menu option will display a Microsoft Word version of the PA/EF User Guide.
- This file can be saved to the User's computer.



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## Obtaining Support for PA/EF

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### **Need help answering questions about PA/EF?**

Step 1: Refer to the PA/EF User Guide.

Step 2: If you can not find the answer to your question within the User Guide, please contact the Ginnie Mae Help Desk.

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# Q & A Session

For more information see:

[https://www.ginniemaegov/Issuers/rfs\\_ques.asp?Section=Issuers](https://www.ginniemaegov/Issuers/rfs_ques.asp?Section=Issuers)