Export and Import Tips for Warehouse Lenders

Overview

Warehouse Lenders use Loan Selling Advisor® to review, relinquish and release their interest in Pledged Mortgages sold to Freddie Mac. With Loan Selling Advisor, you can export data from the system to work through the loans and update your system. Afterward updates are made you may import the updated data back into Loan Selling Advisor. This option saves you time and lets you work with multiple mortgages at one time.

How does it work?

1. Export data from Loan Selling Advisor in Excel format using a specific data set.
2. Use the generated file to make updates to the exported data; for example, the Warehouse Lender Release Status can be changed from New to Accepted.
3. After making updates to the file, you will save it as a .CSV file and will then import it back into Loan Selling Advisor. After the import is complete, the updates you made are reflected in Loan Selling Advisor.

This document provides you with detailed steps for exporting and importing data. The following topics are included:

Export Warehouse Lender Release

The process of exporting and importing pledged mortgage data begins with exporting data. Here's how it works. Export data from Loan Selling Advisor to your system and then import the combined data into Loan Selling Advisor.

Note: A Loan Selling Advisor data set is a collection of loan data elements. Exported data consists of information from the Warehouse Lender 996E Release data set or a customized data set.

Other important points about data sets:

- Data sets in comma-delimited (CSV) and Excel file formats can be customized

- The maximum number of data fields that can be exported in a customized data set is 1,011fields

- Warehouse Lender's customized data sets display for, and are available to, anyone logged into Loan Selling Advisor under your Warehouse Lender ID number.

- For additional details about the export file data set and formats, refer to the Implementation Guide for Loan Selling Advisor Export – Warehouse Lenders

Export Data

Complete the following steps to perform the export:

1. From the **EXPORT DATA** menu, click **Export Warehouse Lender Release**.
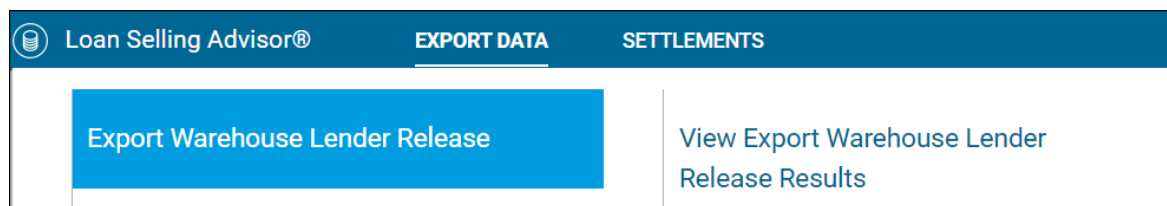
2. The Export Warehouse Lender Release page displays. The top of the page is used to select the data set and the file format.

3. Click the drop down menus to select the Data Set (Name). The menu will list:
   - Warehouse Lender Release 996E
   - All customized data sets for your organization
4. Select a File Format of:
   - Comma Delimited – Exports data in .CSV format
   - Excel – Exports data in .XLSX format

   Tip: While Loan Selling Advisor lets you choose an export format of CSV or Excel, Freddie Mac encourages you to export data in Excel format only. After data is exported and updates are made, you'll save the file in CSV format and then reimport into Loan Selling Advisor. **Without exporting as Excel and importing as CSV, the Seller Loan Identifier will display improperly, and will therefore prevent successful imports**.

5. If you want to include previously exported loans in the file, click the check box "Include Previously Exported Loans."

6. Three optional buttons display and each are described below. Click them to enable the function.

Name	Description
Customize, Edit or Preview Data Set	When selected, allows you to customize or edit an existing data set, or view the fields that comprise the data set.
Preview Data Set Specification	Identifies the data points, the field names and their definition, and valid values for the fields.
View Export Results	Provides results from completed export. This is the same information that you would see if you clicked **DATA SETS** and then clicked **View Export Warehouse Lender Release Results**

7. Select a minimum of one search criteria. The table below describes each field.

Search Criteria Field Name	Description
Form 996E ID	The form 996E on which the pledged mortgage(s) appear.
Investor Contract Identifier	The seller-assigned identification number for the contract to which pledged mortgages have been allocated.
Warehouse Lender Release Status	The status of the Warehouse Lender Release. The options are: • **New** • **Accepted** • **Rejected** • **Recorded** • **Unrecorded** **Note: You can select multiple statuses in your search.**
Execution Type	Identifies the execution type for the mortgage. The options are: • **Cash** • **Guarantor (Single Issue)** • **Multilender**
Early Funding Type	This is for Sellers with this option in their Terms of Business. The options are: • **Loan Level** – Identifies an Early Funding Loan. • **Pool Level** – Identifies an Early Funding loan that has been allocated to a contract.
996E Created Data	Allows you to enter a range of dates in which you want to search all the 996Es that were created.

Search Criteria Field Name	Description
Warehouse Lender Due Date	Allows you to enter a range of dates on which the Warehouse Lender Release is due. This is helpful when prioritizing your work and identifying the Warehouse Lender Releases needing the most immediate attention.
Recorded Date	Allows you to enter a range of dates in which you want to search all the pledged mortgages that were marked as Recorded.
Early Funding Target Date	Allows you to search for the desired early funding date for Sellers who have Early Funding in their Terms of Business.
• Modified Loan • Converted Date	Allows you to determine if you want your search to include loans that have been Modified, Converted, or both.
Seller Loan Identifier	The identifying number for the pledged mortgage assigned by the Seller.
Freddie Mac Loan Number	The identifying number assigned by Freddie Mac when they agreed to purchase the pledged mortgage.
Seller Identifier	Identifies the Seller who is selling the pledged mortgaged to Freddie Mac.
Loan Status	Allows you to select one or more loan statuses for your search. The options are: • New • Certification Released • Ready to Fund • Settlement Locked • Funded

8. Click **CREATE EXPORT FILE**.

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Export Warehouse Lender Release

Select the Data Set and File Format to export.
The maximum number of records to export is 60,000.

Data Set
Warehouse Lender Release 99

File Format
Comma Delimited

☑ Include Previously Exported Loans

[CUSTOMIZE, EDIT OR PREVIEW DATA SET] [PREVIEW DATA SET SPECIFICATION] [VIEW EXPORT RESULTS]

Enter one or more criteria below to search for loans:

Form 996E ID

Investor Contract Identifier

(e.g. 123456789-133456789,143256789)

Warehouse Lender Release Status
☐ New ☐ Accepted ☐ Rejected ☐ Recorded ☐ Unrecorded

Execution Type
☐ Cash ☐ Guarantor(Single Issue) ☐ Multilender

Early Funding Type
☐ Loan Level ☐ Pool Level

996E Created Date
mm/dd/yyy to mm/dd/yyy

Warehouse Lender Due Date
mm/dd/yyy to mm/dd/yyy

Recorded Date
mm/dd/yyy to mm/dd/yyy

Early Funding Target Date
mm/dd/yyy to mm/dd/yyy

Select the loan type option(s) below to include Modified and/or Converted loan(s) in your results :
☐ Modified Loan ☐ Converted Loan

Seller Loan Identifier

Freddie Mac Loan Number

Seller Identifier

Loan Status
☐ New ☐ Certification Released ☐ Ready to Fund ☐ Settlement Locked ☐ Funded

[CREATE EXPORT FILE] [CLEAR]

9. The Export Data page displays, identifying the number of loans that matched your selected criteria. Click the **Mark Loans as Exported** checkbox to prevent the loans from being exported in another search.
10. Click **BUILD FILE IN BACKGROUND** to export data.

Export Data

5 loan(s) matched the filter criteria specified for this export.

The system may create more than one CSV export file of loans. This process could take some time to complete based on the number of records and the options selected. Click Build File In Background to continue.

☑ Mark Loans as Exported

[BUILD FILE IN BACKGROUND]

◁ Back to Previous Page

11. The View Export Warehouse Lender Release: Results page displays. Click **REFRESH FILE STATUS** until the **STATUS** is **Completed**, and the **FILE NAME** displays the data set name as a hyperlink.

View Export Warehouse Lender Release: Results

Use the table below to check the progress and access your completed export files.

To download an export file, click on the appropriate File Name link below. Each completed export file listed below will automatically display for 7 calendar days from date created.

REFRESH FILE STATUS

FILE NAME	REQUEST DATE/TIME	TOTAL NO. OF RECORDS	EXPORT SOURCE	STATUS
Warehouse Lender Release 996E	2018-08-28 14:54:11	5	Export Data	Completed

Tip: You may also access the View Export Warehouse Lender Release page directly from the DATA SETS menu.

12. When prompted to open or Save the file, click the **File name** drop-down, select the **Save as type** of **Microsoft Excel Macro-Enabled Worksheet (*.xlsm)** and click **Save**.

File name: 1.xlsm
Save as type: Microsoft Excel Macro-Enabled Worksheet (*.xlsm)

Folders   Save   Cancel

13. Click **Open**. The exported file displays.

Note: You can make updates to pledged mortgage data before importing loan data back into Loan Selling Advisor. For details, refer to the section in this resource titled *Working with Exported Files*.

Create a Custom Data Set

A customized data set contains elements of a standard data set, with the following differences:

- A standard data set (in this case, the Warehouse Lender 996E Release data set) is preset and contains specific data associated with loans and cannot be deleted from Loan Selling Advisor.

- A customized data is built by mixing and matching any data elements from the standard data set (**Note:** There are certain fields that must be included in a customized data set; these are covered in detail in this section).

- Customized data sets can be saved, reused, and deleted.

The following chart displays the exportable data available in the Warehouse Lender Release 996E data set.

Note: If you create a custom data set, you must include at a minimum, the required fields marked in **bold**.

Warehouse Lender 996E Release – Data Field Names	
Build Date (Date/Time 996E built)	Property Street Address
Due Date	Property City
Completed Date (Date/Time release was recorded)	Property State
Warehouse Lender Release Status	Property Postal Code
Reject / Unrecord Reason	Note Amount
Investor Contract Identifier	Contract Type
Seller Identifier	Property Street Address
Batch ID (996E ID) Number	Warehouse Lender Name
Seller Loan Identifier	Warehouse Lender Address
Freddie Mac Loan Number	Warehouse Lender City
Primary Borrower First Name*	Warehouse Lender Postal Code
Seller Loan Identifier	Warehouse Lender ABA Number
Primary Borrower Middle Name*	Warehouse Lender State Code
Primary Borrower Last Name*	Warehouse Lender Beneficiary Name
Primary Borrower Suffix Name*	Warehouse Lender Beneficiary's Bank Name
Non-Individual Borrower Name, if the borrower is not an individual	Warehouse Lender Beneficiary's Account Number

*For Borrowers who are individuals

Follow the steps below to create a customized data set:
1. From the **EXPORT DATA menu,** click **Export Warehouse Lender Release**.
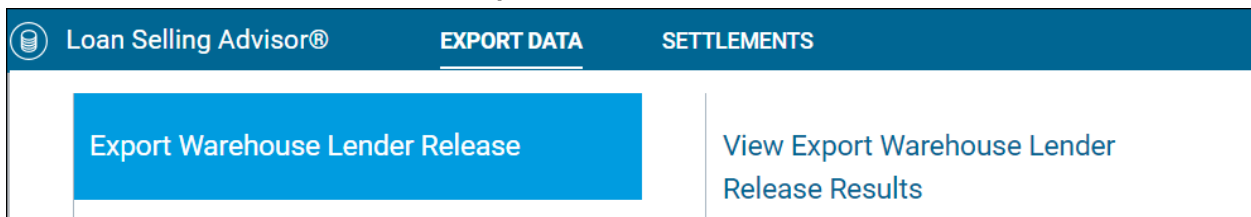
2. The Export Warehouse Lender Release page displays. In this scenario, you will customize or modify a data set by clicking **CUSTOMIZE, EDIT OR PREVIEW DATA SET**.

3. **The Export: Customize Data Set** page displays. From the **Current Fields** list, select each field you want to include in the customized export. Click the arrows to move the fields to or from the new or modified data set box.

   Note: At a minimum, the customized data set must contain the following fields in this order: **Seller Identifier**, **Seller Loan Identifier**, **Warehouse Lender Release Status**, and **Reject/Unrecord Reason Description**.

   Note: Before naming the customized data set, confirm the correct data fields were selected by viewing the data field names in the **New or Modified Data Set** section/box.

4. In the **Data Set Name** field, click the "**X**" to delete the current name, and enter a new Data Set Name.
5. If you are updating an existing customized data set, click **SAVE MODIFICATIONS** or if you are saving a new, customized data set, click **SAVE AS NEW.**

6. Click the **Back** button to return to the **Export Warehouse Lender Release** page.
7. Click the **Data Set** drop-down menu to view and select the new data set.

Export Warehouse Lender Release

Select the Data Set and File Format to export.

The maximum number of records to export is 60,000.

Data Set

Warehouse Lender Release 996E
Updated Import Format
Updated Export Format

☑ Include Previously Exported Loans

CUSTOMIZE, EDIT OR PREVIEW DATA SET   PREVIEW DATA SET SPECIFICATION   VIEW EXPORT RESULTS

8. Now you are ready to export data. Follow the steps in the Export Data *section.*

Export Warehouse Lender Release

Select the Data Set and File Format to export.

The maximum number of records to export is 60,000.

Data Set
Updated Export Format

File Format
Comma Delimited

☑ Include Previously Exported Loans

CUSTOMIZE, EDIT OR PREVIEW DATA SET   PREVIEW DATA SET SPECIFICATION   VIEW EXPORT RESULTS

Enter one or more criteria below to search for loans:

Form 996E ID

Investor Contract Identifier

(e.g. 123456789-133456789,143256789)

Warehouse Lender Release Status
☐ New   ☑ Accepted   ☑ Rejected   ☐ Recorded   ☐ Unrecorded

Execution Type
☑ Cash   ☐ Guarantor(Single Issue)   ☐ Multilender

Early Funding Type
☐ Loan Level   ☐ Pool Level

996E Created Date
07/01/2018 to 08/15/2018

Warehouse Lender Due Date
mm/dd/yyyy to mm/dd/yyyy

Recorded Date
mm/dd/yyyy to mm/dd/yyyy

Early Funding Target Date
mm/dd/yyyy to mm/dd/yyyy

Select the loan type option(s) below to include Modified and/or Converted loan(s) in your results :
☐ Modified Loan   ☐ Converted Loan

Seller Loan Identifier

Freddie Mac Loan Number

Seller Identifier

Loan Status
☐ New   ☐ Certification Released   ☐ Ready to Fund   ☐ Settlement Locked   ☐ Funded

CREATE EXPORT FILE   CLEAR

Note: For more information on creating customized data sets, refer to the Export Your Loan Data job aid.

Working with Exported Files

Exporting a file and saving the output lets you review the content and make revisions, as needed. By doing this, you can update the status of multiple loans at once rather than working on them individually in Loan Selling Advisor.

The standard data set contains 32 fields, and a custom data set can contain as few or as many as you desire. As a reminder, regardless of the other included fields, your custom data set must include the following fields in this order as the first four fields in the export file:

- Seller Identifier
- Seller Loan Identifier
- Warehouse Lender Release Status
- Reject/Unrecord Reason

Following is an example of the output of a data set:

A	B	C	D	E	F	G	H	I	J	K
Export Created Date Ti	996E Created Date Time	996E Completed Date Time	996E ID	Early Funding Target Date	Early Funding Type	Execution Method 1	Freddie Mac Loan Num	Investor Contract Identifier	Non-Individual E	Note Amount - FI
8/29/2018 11:48	7/25/2018 15:48					Cash				453100
8/29/2018 11:48	7/25/2018 15:50					Cash				396000
8/29/2018 11:48	7/25/2018 15:50					Cash				260000
8/29/2018 11:48	7/25/2018 17:54					Cash				143200
8/29/2018 11:48	7/25/2018 18:03					Cash				152000

While the standard data set provides more data for each loan, both examples provide the opportunity for you to update the Warehouse Lender Release Status. Warehouse Lenders can perform the following actions on pledged mortgages:

- Accepted
- Recorded
- Rejected

In the example below, note the **Reject/Unrecord Reason Description** field. If you choose to reject a pledged mortgage, you must enter a Reject/Unrecord Reason Description, just as you would if you were working on this mortgage individually in Loan Selling Advisor. Please note that the system does not allow you to mark a loan for Unrecord for import (whether an unrecord reason is included or not). Therefore, the Reject/Unrecord Reason Description field for import can only be used to capture reject reason only.

In this example, four mortgages will be marked as **Recorded**, and one will be **Rejected** (along with a Reason Description). None of these mortgages were previously marked as Recorded; therefore, we cannot Unrecord them as part of an import.

Seller Identifier	Seller Loan Identifier	Warehouse Lender Release Status	Reject/Unrecord Reason Description
		Recorded	
		Rejected	Data mismatch in Loan Selling Advisor
		Recorded	
		Recorded	
		Recorded	

It's crucial to export files in .XLS/XLSX (Excel) format and then save in .CSV format before importing the data back into Loan Selling Advisor. After working with your files, you'll do the following:
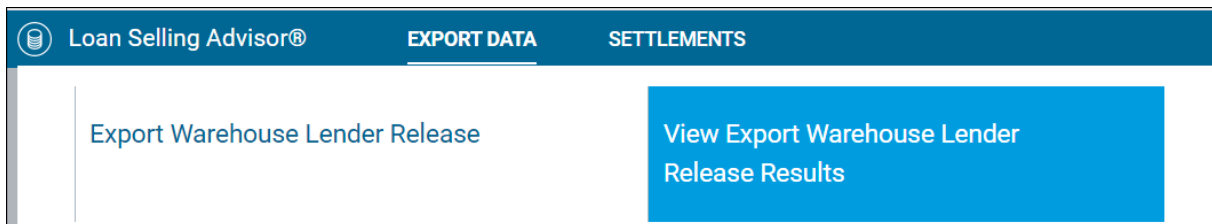1. Make all updates, as needed, and save in .XLSX format.

2. Before importing the file back into Loan Selling Advisor, delete **Column A** (It's the column where **Delete Empty**, **Hide Empty**, **and Unhide Empty** display).

3. Save the file **ONLY ONE TIME** in .CSV format.

4. Import the .CSV file to Loan Selling Advisor using the **Import Warehouse Lender Release** function available in the **Settlements** menu.

Note: You can make multiple changes while your file is still in .XLSX(Excel) format. After completing your updates, you should then save as .CSV file.

View Export Release Results

After exporting Warehouse Lender Releases, you can review the status of the export. To do this, perform the following steps:

1. From the **EXPORT DATA** menu, click **View Export Warehouse Lender Release Results**.

2. The View Export Warehouse Lender Release: Results page displays a seven-day history of exported files, along with the export status.

FILE NAME		REQUEST DATE/TIME	TOTAL NO. OF RECORDS	EXPORT SOURCE	STATUS
Updated Export Format		2018-07-11 09:47:11	6	Export Data	Completed
Warehouse Lender Release 996E		2018-07-10 13:15:16	1	Export Data	Completed
Updated Import Format		2018-07-10 10:27:30	11	Export Data	Completed
Updated Import Format		2018-07-10 10:26:41	94	Export Data	Completed

3. Click the hyperlink in the **FILE NAME** field. You will be prompted to open or save the export file. It is recommended that you select **Save > Save as** and choose a location on your computer.
4. After the file completes downloading, click **Open**.

| The ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮_1.csv download has completed. | Open | ▾ | Open folder | View downloads | ✕ |
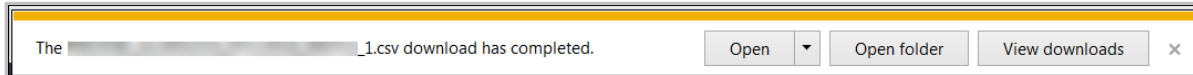
Whether you have exported using the standard data set or a custom data set, the process for working with the exported data sets is the same.

Import Warehouse Lender Release

Loan Selling Advisor allows Warehouse Lenders to release their interests in loans online using an import file. Individuals with a Warehouse Lender Reviewer user role can import loans with a status of Accepted and Rejected, while those with a Warehouse Lender Approver user role can import loans with a status of Accepted, Recorded and Rejected.

Note: In the example depicted in this job aid, ensure that the file has been saved in CSV format. If it is not in CSV format, the Seller Loan Identifier will display improperly, and will therefore prevent successful imports.

For more information on how to create the Import Warehouse Lender Release file, refer to the Import Warehouse Lender Release Specification.

The following table identifies the types of loans that Warehouse Lenders can import:

User Role	Status of loans available for import
Warehouse Lender Reviewer	• Accepted • Rejected
Warehouse Lender Approver	• Accepted • Rejected • Recorded

To import a Warehouse Lender Release, perform the following steps:

1. From the **SETTLEMENTS** menu, click **Import Warehouse Lender Release**.

🖨 Loan Selling Advisor®	EXPORT DATA	SETTLEMENTS	
View Warehouse Lender Release		Import Warehouse Lender Release	View Import Warehouse Lender Release Results
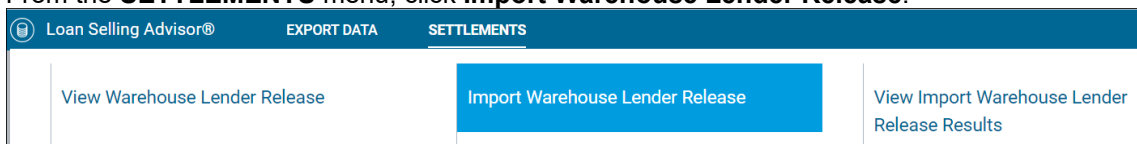
2. The Import Warehouse Lender Release page displays. Click **BROWSE** to select the file (in .CSV format) and click **IMPORT RELEASE STATUS**.

Import Warehouse Lender Release

ⓘ Please ensure that the file conforms to Freddie Mac's file import standards. The maximum size limit is 20MB per file. The format supported is '.csv'.

File:* [FREDDIE_ALSRL21S_082821S_140411] [BROWSE]

[IMPORT RELEASE STATUS]

[VIEW IMPORT RESULTS]

When you successfully import, the loan status immediately updates to the status listed in the imported .CSV file. The last part of the process is to determine if the import completed successfully. You have two options for doing this:

- Click **VIEW IMPORT RESULTS** from the Import Warehouse Lender Release page.
- Return to the main menu and view the results from the **SETTLEMENTS** menu.

View Import Release Results

As noted, you have two options for viewing your import results. This section discusses the steps when accessing the results from the main menu. Perform the following steps to view the import release results:

1. From the **SETTLEMENTS** menu, click **View Import Warehouse Lender Release Results**.

Loan Selling Advisor®   EXPORT DATA   SETTLEMENTS

| View Warehouse Lender Release | Import Warehouse Lender Release | View Import Warehouse Lender Release Results |

2. The Import Warehouse Lender Release: Results page displays a seven-day history of imported files, along with the import status.

View Export Warehouse Lender Release: Results

View errors by clicking on the numbers in the Failed columns. Click on the Refresh Import Status button to update the Status.

Large import files may take some time to process. While the import is in the process, other tasks in the system can be performed.

[REFRESH IMPORT STATUS]

FILE NAME	USERID	DATE/TIME	TOTAL LOANS	SUCCESS	FAILED	IMPORT STATUS	S
		2018/08/29 12:41 PM	5	5	0	Completed	
		2018/08/27 22:11 PM	14	14	0	Completed	
		2018/08/23 08:43 AM	1	1		Completed	
		2018/08/22 16:55 PM	1	0	1	Completed	

◁ Back to Import

The critical fields to note are:

- **Total Loans** – This reflects the total number of loans that were included in the import and should match the total number of loans on your file.

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- **Success** – Identifies the number of loans that were successfully processed, regardless of whether the loans were marked as Accepted, Recorded, Rejected, or Unrecorded.

- **Failed** – Identifies the number of loans that did not successfully import. To view details of files that failed to import, click the numbered hyperlink. The **Import Warehouse Lender Release: Failed Warehouse Lender Release Status Details** page displays the **SELLER IDENTIFIER**, **SELLER LOAN IDENTIFIER**, and **ERROR MESSAGE.**

Import Warehouse Lender Release: Failed Warehouse Lender Release Status Details		
The following table displays loans that have failed Warehouse Lender Release import:		
SELLER IDENTIFIER	**SELLER LOAN IDENTIFIER**	**ERROR MESSAGE**
		No loan(s) found matching the Seller Identifier & Seller Loan Identifier combination.

◁ Back to Import

◁ Back to Import Results

Frequently Asked Questions

1. **Q: What is the benefit of exporting and importing?**

   A: The export and import functionality allows you to work on a larger number of loans in a shorter period. For example, if a Warehouse Lender views a submitted form 996E containing 25 mortgages in Appendix A, it's more efficient to export this data than it is to address them one-by-one in Loan Selling Advisor.

2. **Q: Can a custom data set contain more than the required four fields?**

   A: Yes; while the four required fields (Seller Identifier, Seller Loan Identifier, Warehouse Lender Release Status, Reject/Unrecord Reason) must be included for a successful import, you can choose additional fields that you find helpful in completing your work.

Additional Information

For additional assistance or questions, contact the Customer Support Contact Center (CSCC) at 1-800-FREDDIE (select Option 3).

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