

Overview

Loan Selling Advisor® lets you export loan and contract data using standard or customized data sets. Standard data sets are pre-set and contain specific data associated with contracts or loans. Customized data sets are built by you and contain a mix of data you select, derived from standard data sets.

This reference tool addresses the following topics:

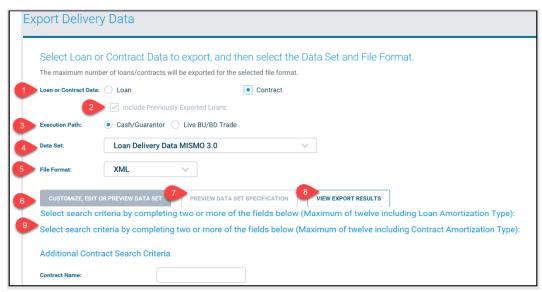
- Access and Navigate the Export Delivery Data Page
- How to Export Data
- Create a Customized Data Set
- View Export Results
- Resources for Exporting Data

Access and Navigate the Export Delivery Page

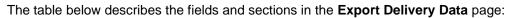
1. From the main menu, click EXPORT DATA, and then click Export Delivery Data.



2. The **Export Delivery Data** page displays. See the illustration and corresponding table below for information and tips to guide you through the Export Delivery Data page.



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	Data Field	Required	Description
1	Loan or Contract Data	Yes	Type of data you want to export. The default is Loan .
2	Include Previously Exported Loans	Optional	Click the checkbox if you want to export loans you previously exported.
3	Execution Path	Yes	Required if you select Contract. Select either:
			Cash/Guarantor
			Live BU/BD Trade
4	Data Set	Yes	Click to view a list of standard and custom data sets. The default data set is Loan Delivery Data MISMO 3.0.
			In Loan Selling Advisor, a data set is a collection of loan or contract data fields. There are two types of datasets:
			 Pre-set data sets, sometimes referred to as standard data sets which contain commonly grouped data fields associated with contracts and loans.
			 Customized data sets created by you, often using data from pre-set/standard data sets.
			Each data set can contain up to a maximum of 1,200 data fields.
5	File Format	Yes	Comma Delimited - Exports data as a .CSV plain text file, in tabular format. In most instances, can be customized.
			Excel - Exports data as an MS Excel file. In most instances, can be customized.
			XML - Exports data as an XML file. Cannot be customized.
6	Customize, Edit or Preview Data Set	Optional	Click to create a new, customized data set or to modify or delete an existing customized data set.
7	Preview Data Set Specification	Optional	For Excel and Comma Delimited file formats only. Click to view instructions and a description of the format types that are used by Freddie Mac to display the data points in the export file.
8	View Export Results	Optional	Click to navigate to the View Export Results page where you can:
			View a seven-calendar-day history of exported files.
			Check the progress and or status of recently exported files.
			Access previously exported files.





	Data Field	Required	Description
9	Search Criteria Fields Section	Yes	Contains searchable fields associated with loans or contracts. Use search criteria fields to search for the specific loans or contracts you want to export. The search criteria will be different based on whether you are searching for loans or contracts.
			To conduct a search:
			Select at least two search criteria fields.
			Select a maximum of eight search criteria fields.

How to Export Data

The steps to export data are the same regardless of whether you export a standard or customized data set. Follow the steps below to export data:

1. From the main menu, click EXPORT DATA, and then click Export Delivery Data.



Note: If you are:

A Cash-Released XChange® Transferee Servicer, you will select Export Servicing Data.



 A Co-Issue XChange® Transferee Servicer, you will select CTOS Export Data instead of Export Delivery Data.



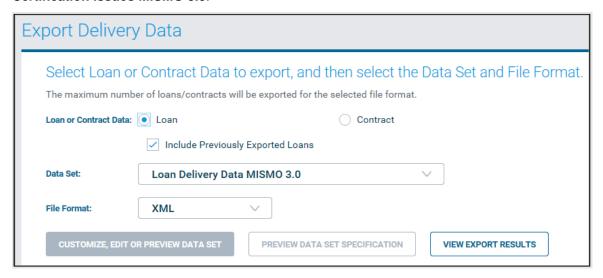
- 2. The **Export Delivery Data** page displays. Select the type of data you want to export by clicking **Loan** or **Contract**. The system will default to Loan.
 - a. If you select **Loan**, you have the option to include loans you previously exported. To include them, click the checkbox titled **Include Previously Exported Loans**.





- b. If you select Contract, you must select an Execution Path of Cash/Guarantor or Live BU/BD Trade.
- From the Data Set dropdown, select a data set. The system will default to Loan Delivery Data MISMO 3.0.
- 4. From the File Format dropdown, select a file format. The system will default to XML.

Note: The CUSTOMIZE, EDIT OR PREVIEW DATA SET button deactivates when you select one of the following data sets: Loan Delivery Data MISMO 3.0, R&W Relief Details or Certification Issues MISMO 3.0.



- 5. Now you are ready to search for the loans or contracts you want to export. Complete a minimum of two and up to a maximum of eight search criteria fields. Click **CREATE EXPORT FILE**. The example below depicts exporting of contract data.
 - a. Search criteria will vary depending on the type of data you are exporting: loan or contract data.
 - b. You may enter a maximum of 10 Investor Contract Identifier numbers per export.
 - c. The Investor Contract Identifier (49 characters) and Pool # (34 characters) fields allow up to five contract or pool numbers. You must separate each number with a comma or a hyphen.
 - The Investor Contract Identifier allows up to 49 characters = five contract numbers.
 - ii. The Pool # field allows up to 34 characters = five pool numbers.
 - d. The maximum number of records (loans or contracts) you can export in a single file is 60,000.



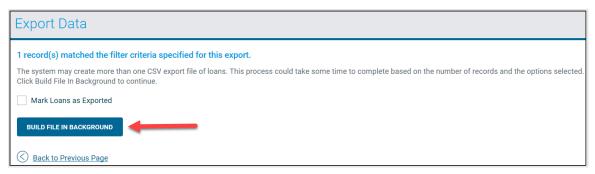


Select search criteria by completing two or more of the fields below (Maximum of twelve including Contract Amortization Type):					
Additional Contract Search Criteria					
Contract Name:					
Investor Contract Identifier:					
	(e.g. 123456789-133456789,143256789)				
Prefix:					
Pool #:					
	(e.g. AB1234,BC7654)				
Master Commitment #:	<u> </u>				
Pricing Identifier:	<u> </u>				
Acceptance Date:	mm/dd/yyyy 🛗 to mm/dd/yyyy 🛗				
Expiration Date:	mm/dd/yyyy iii to mm/dd/yyyy iii				
Fulfillment Date:	mm/dd/yyyy 🛗 to mm/dd/yyyy 🛗 or 🗌 All Fulfilled				
Guarantor/Multilender Settlement Date:	mm/dd/yyyy 🛗 to mm/dd/yyyy 🛗				
Final Delivery Due Date:	mm/dd/yyyy 🛗 to mm/dd/yyyy 🛗				
Security Product:					
Pricing Product: (Cash Contract Only)					
Contract Amortization Type:	○ Fixed ○ ARM ● Both				
Execution Type:	Cash Guarantor (Single Issue) Multilender				
Contract Status:	Contract Status: Accepted Ready to Fund Settlement Locked Funded				
All Contracts Accepted (but not fulfilled or expired)					
Delivery Type:	Mandatory Optional				
Prices and fees exported from the Loan Selling Advisor are only indication prices and fees that are not final. Your billing statement will include final prices and fees based on your contract terms and data provided. You should not use your export file to reconcile your billing statement. See Guide Exhibit 19 and your contract for any price and fee adjustments that may be applicable.					
CREATE EXPORT FILE					

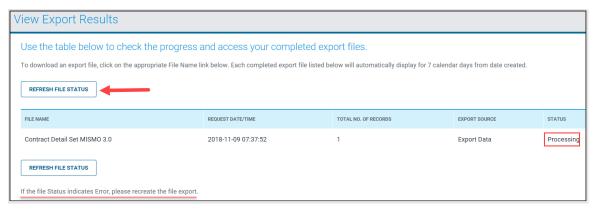




6. The **Export Data** page displays the number of records that matched the search criteria. Click **BUILD FILE IN BACKGROUND** to export the file. The process runs asynchronously.



7. The **View Export Results** page displays a seven-day history of exported data with the most recent export listed first. If your file displays a status of **Pending** or **Processing**, click **REFRESH FILE STATUS** repeatedly, until the status is **Completed**.



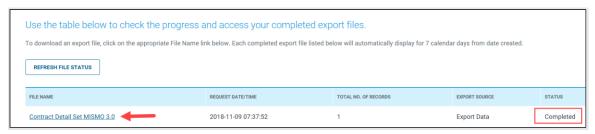
Refer to the table below for a description of the columns in the View Export Results page.

View Export Results Column Descriptions		
Column Name	Description	
File Name	Contains the Data Set name as a hyperlink when the status is Completed. Click the link to view and/or save the file.	
Request Date/Time	The date and time the export file was requested.	
Total No. of Records	The Number of records (contracts or loans) in the file.	
Export Source	Export Delivery Data or Export function in Loan Selling Advisor.	
Status	Completed = File is ready to view, download or save Pending = File is ready for processing Processing = File is processing Error = Recreate the export file request	





8. Click **FILE NAME** to view and/or save an export file.



Note: You can also access the **Export Results** page directly from the main menu. Click **EXPORT DATA**, then click **View Export Results**.



Note: Refer to the <u>Implementation Guide for Loan Selling Advisor Export (Phase 4a) – Sellers</u> for a complete listing of all of the data fields available in each data set.

Create a Customized Data Set

A customized data set is a unique set of data you create; you can create as many as you want. You will start with a pre-existing data set as the base and will add or remove data from it. From there, you can add data from another data set, such as the Summary Data MISMO 3.0 data set. When complete, you will name the new data set, making it available for future use.

Note: Customized data sets function similarly to standard data sets, except that *customized data sets are not available in XML format*. All existing, pre-set data sets, except the ones named below, can be used to create customized data sets:

- Loan Delivery Data MISMO 3.0 in XML format
- R&W Relief Details
- Certification Issues MISMO 3.0

Note: If your Loan Selling Advisor User Role is Read Only Analyst, you may preview and export data, but you cannot create custom data sets.

The Summary Data MISMO 3.0 data set contains ALL exportable data fields; it is like a repository of data fields. It can only be accessed from the **Export: Customize Data Set** page and is commonly used to create custom data sets but cannot be exported as a data set. All custom data sets can be modified or deleted whereas preset data sets cannot.

Note: You may export a maximum of 1,011 data fields in a customized data set.



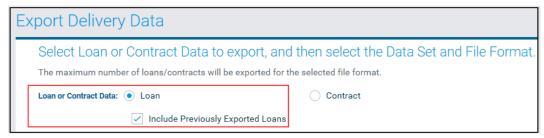


Follow the steps below:

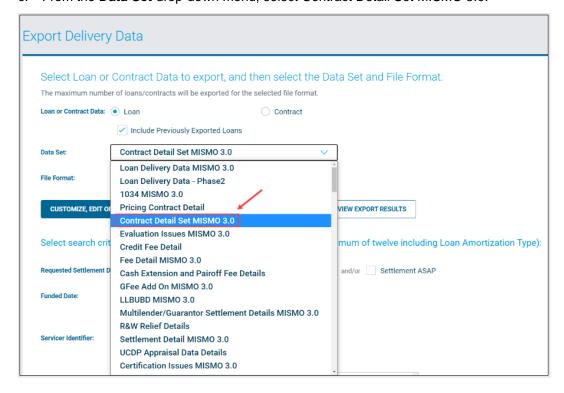
1. From the main menu, click **EXPORT DATA**, and then click **Export Delivery Data**.



- 2. The Export Delivery Data page displays. Do the following:
 - a. Select Loan or Contract. This example uses loan data.
 - b. Check the box if you want the results to include loans that were previously exported.



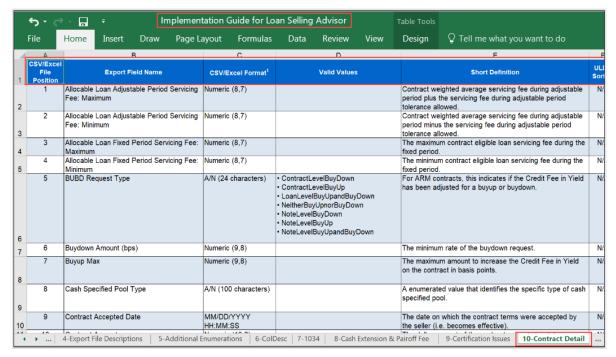
c. From the Data Set drop-down menu, select Contract Detail Set MISMO 3.0.



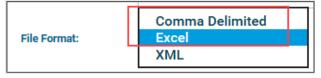


Note: Refer to the Implementation Guide for Loan Selling Advisor Export (Phase 4a) – Sellers, tabs seven and above, for detailed information about each data set. Also note that the pre-set data set names in the system may vary slightly from the tab names in the specification. Clients may refer to the Resource section in this reference for a table that correlates the pre-set data name in Loan Selling Advisor against the tab names in the specification.

Example – 10. Contract Detail tab of the Implementation Guide for Loan Selling Advisor Export (Phase 3) – Sellers:



3. For File Format, select either Comma Delimited or Excel.



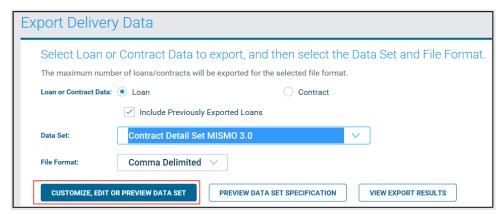
Note: The CUSTOMIZE, EDIT or PREVIEW DATA SET button is inactive until:

- You select a Data Set or File Format.
- You select a File Format of either Comma Delimited or Excel, but not XML.





4. Click CUSTOMIZE, EDIT OR PREVIEW DATA SET.



5. The **Export: Customize Data Set** page displays a panel of Current Fields which represents an alphabetical listing of all data fields available in the data set you selected. You will use all or some of the data fields in this data set to create the new, customized data set.



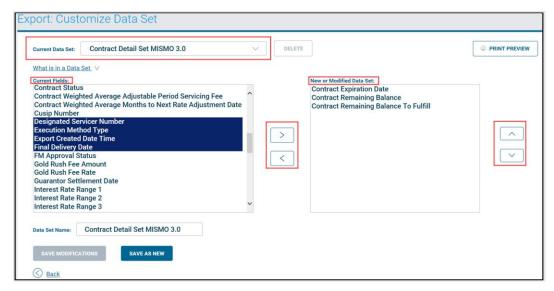
6. From the panel of **Current Fields**, select the fields to move to the **New or Modified Data Set** panel and follow the instructions below on how to select and move fields:

To select a single field, click the field name.

- a. To select multiple fields listed in alphabetical order, click a starting field name, scroll to the ending field and click Shift.
- To select multiple fields that are not listed in alphabetical order, click the field name holding down the Ctrl button.
- c. Click the arrow to move field(s) to the New or Modified Data Set panel or click the left arrow to move it back.
- d. Click the up arrow and down arrow to optionally change the order of the fields.



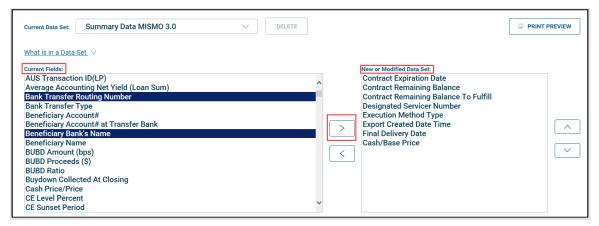




Note: When you move a data field from a base/pre-set data set, it remains available in that data set for future use. You cannot delete a data field from a pre-set data set.

e. If you want to add fields from another pre-set data set, follow the steps below. If you do not want to add fields from another pre-set data set, skip to the next step.

While on the **Export: Customize Data Set** page, go to the **Current Data Set** drop-down menu and select a different pre-set data set. In this example, we selected the **Summary Data MISMO 3.0** data set because it contains all exportable data fields, and we want to select some recently added fields. The page refreshes and displays the panel of **Current Fields**.

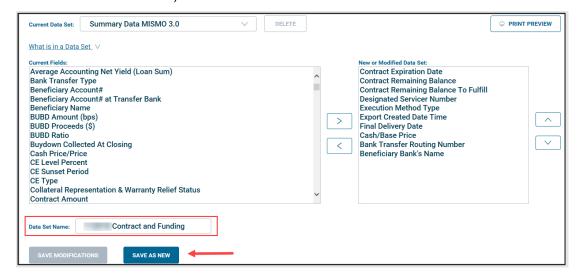


Tips: If you want to create a custom export that contains:

Loan Purchase Statement information – begin with the pre-set data set of Contract
Detail Set MISMO 3.0 and add data fields from the Summary Data MISMO 3.0 data set.
To assist you with identifying the correct fields to export, use the Map Loan Purchase
Statement Data Fields.



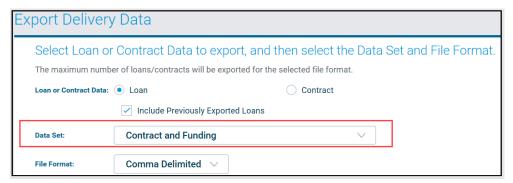
- ~
- Credit fee information for both Cash and Guarantor contracts and loans use the pre-set dataset of Fee Detail MISMO 3.0 before you add data fields from the Summary Data MISMO 3.0 data set.
- Credit fee information for only Guarantor contracts use the pre-set dataset of Credit Fee Detail before you add data fields from the Summary Data MISMO 3.0 data set.
- Servicer Delivered Servicer Loan Identifier select any customizable data set, then select the Summary Data MISMO 3.0 data set, locate the Servicer Delivered Servicer Loan Identifier and add it to your custom data set.
- f. From the panel of Current Fields, select the fields to move to the New or Modified Data Set panel and follow the instructions below on how to select and move fields:
 - i) To select a single field, click the field name.
 - ii) To select multiple fields listed in alphabetical order, click a starting field name scroll to the ending field and click Shift.
 - iii) To select multiple fields that are not listed in alphabetical order, hold Ctrl and click the field name.
 - iv) Click the arrow to move field(s) to the New or Modified Data Set panel or click the left arrow to move it back.
 - v) Click the up arrow and down arrow to optionally change the order of the fields.
- g. Now you are ready to save the new data set. To do this, enter a new Data Set Name (Loan Selling Advisor does not allow you to use the default name).
- h. Click **SAVE AS NEW**, after which the new data set is accessible through the Data Set and the Current Data Set menus (on the Export: Customized Data Set screen, though only one menu is available at a time).







i. The new data set is now available for future use, modification or deletion. You may access it from the Data Set drop-down menu available in the Export Delivery Data and the Export: Customized Data Set pages.



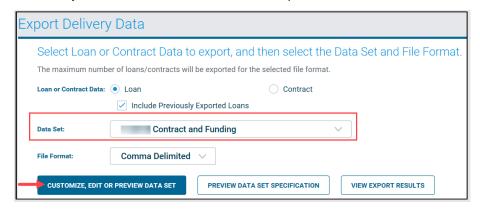
Note: The most commonly used pre-set data sets for customization are Settlement Detail MISMO 3.0 and Multilender/Guarantor Settlement Details MISMO 3.0.

Modify a Custom Data Set

To modify a custom data set, do the following:

- 1. From the main menu, click **DATA SETS**, and then click **Export Delivery Data**. The **Export Delivery Data** page displays.
- 2. From the Data Set drop-down menu, select the custom data set you want to modify and click the **CUSTOMIZE, EDIT OR PREVIEW DATA SET** button.

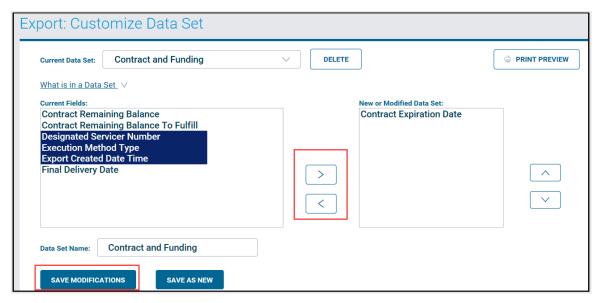
Note: Only custom data sets can be modified; pre-set data sets cannot.



3. The **Export: Customize Data Set** page displays the data set name and the Current Fields panel. Select the fields you want to modify/move using the arrows at the center of the page. Click the arrows at the right of the page to move the order of the fields. Click **SAVE MODIFICATIONS**.







The customized data set modifications are saved. This data set can be further modified or deleted.

If you modify a custom data set using the current fields, you do not need to rename it; but if you modify a custom data set and add fields from a pre-set data set, you will have to rename the file and **SAVE AS NEW**. When that occurs, be sure to delete the old custom data set.

Delete a Customized Data Set

To delete a custom data set, do the following:

1. From the main menu, click **EXPORT DATA**, and then click **Export Delivery Data**. The **Export Delivery Data** page displays.

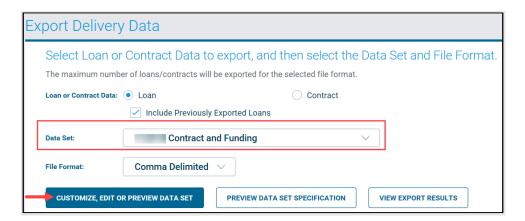


From the Data Set drop-down menu, select the custom data set you want to delete and click the CUSTOMIZE, EDIT OR PREVIEW DATA SET button.

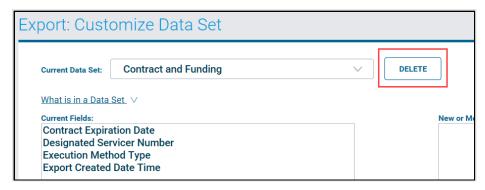
Note: Only custom data sets can be deleted; pre-set data sets cannot.







3. The Export: Customize Data Set page displays the Current Data Set menu. Click the DELETE button to delete the custom data set.



4. The custom data set has been removed from the data set drop-down menu and is no longer available.

Preview Dataset Specification

The data set specifications provide details on the layout for each standard data set and can assist in exporting loan data. To preview a data set specification, do the following:

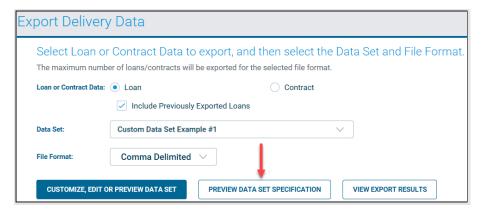
1. From the main menu, click EXPORT DATA, and then click Export Delivery Data.



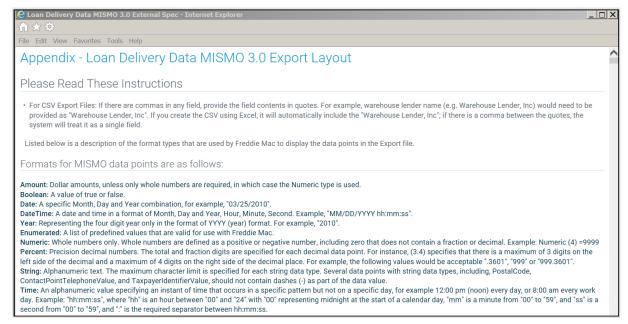
2. The **Export Delivery Data** screen appears. Select a **Data Set** and a **File Format**, and then click **PREVIEW DATA SET SPECIFICATION**.







The Formats for MISMO data points information displays.



View Export Results

The view export results function lets you view the results for files you built in the background or files you exported in the past seven days. To view export results, do the following:

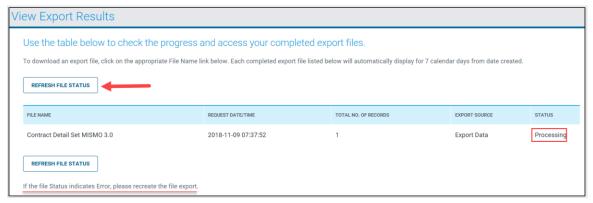
1. From the main menu, click EXPORT DATA, and then click View Export Results.

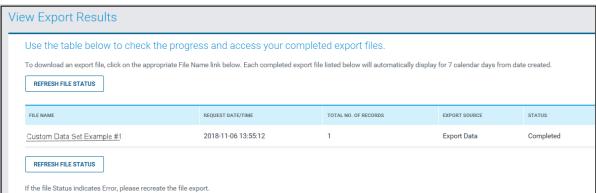






- The Export Delivery Data screen appears. Select a Data Set and a File Format, and then click VIEW EXPORT RESULTS.
- The View Export Results page displays a seven-day history of exported data with the most recent export listed first. If your file displays a status of Pending or Processing, click REFRESH FILE STATUS repeatedly, until the status is Completed.





Refer to the table <u>View Export Results Column Descriptions</u> in the section **How to Export Data**, above, for a description of the columns in the **View Export Results** page.

4. Click **FILE NAME** to view and/or save an export file.

Resources for Exporting Data

Use the following resources to assist you with data sets and mapping:

- 1. The <u>Implementation Guide for Loan Selling Advisor Export (Phase 4a) Sellers</u> (a.k.a. Export Specification) is an Excel workbook you can use to assist you in exporting data from Loan Selling Advisor, directly to your system. It contains multiple tabs that provide the following:
 - a. Descriptions of each of the components in the **Export Delivery Data** page.
 - b. A history of enhancements/changes made to the standard data sets and/or the export functionality.
 - c. Descriptions and the formats available for each of the standard data sets and indicates which standard data set is customizable. See Tab 4-Export File Descriptions.



- d. A separate tab for each pre-set data set that lists all the data fields available in the data set, including: the export field name, description and associated valid values (where applicable), definitions, formatting, data field placement, mapping information and more.
- 3. Click here to view a demo on how to export data and create a custom data set: https://learn.sf.freddiemac.com/tutorials/loan-advisor/export-delivery-data/story.html.
- 4. Refer to tables A through C below to identify the user type, the data sets they typically use, the specification file's tab name and the correlating, applicable Loan Selling Advisor pre-set data set name.

Table A: For Sellers and/or System-to-System (S2S) Application Programming Interface (API) Clients			
Implementation Guide for Loan Selling Advisor® Export - Sellers, for ULDD Phase 4a, Specification Tab Name	Loan Selling Advisor, Data Set Name		
7-1034	1034 MISMO 3.0		
8-Cash Extension & Pairoff Fee	Cash Extension and Pairoff Fee Details		
9-Certification Issues	Certification Issues MISMO 3.0		
10-Contract Detail	Contract Detail Set MISMO 3.0		
11-Credit Fee Detail	Credit Fee Detail		
12-Evaluation Issues	Evaluation Issues MISMO 3.0		
13-Fee Details (Filter for Fee Detail)	Fee Detail MISMO 3.0		
13-Fee Details (Filter for LLBUBD Fee Details)	LLBUBD MISMO 3.0		
14-Funding Details (This tab correlates to the Funding Details report, an exportable report available in Loan Selling Advisor, via the Settlement Tab.)	N/A		
15-Live BUBD Trade Details (Based on your TOB)	Live BU/BD Trade Details		
16-Live BUBD Trade Form (Based on TOB)	Live BU/BD Trade Form		
17-Loan Delivery	Loan Delivery Data MISMO 3.0		
See Tab 17-Loan Delivery https://sf.freddiemac.com/content/_assets/resources/pdf/up_date/selling_export_phase2.xls	Loan Delivery Data – Phase2		
18-Loan Detail (Use to create customized data sets)	Loan Detail MISMO 3.0		
20-Multilender Guar Sett	MultiLender/Guarantor Settlement Details MISMO 3.0		
22-Pricing Contract Detail	Pricing Contract Detail		
23-R&W Relief Details	R&W Relief Details		
24-Seller Summary (Use to create customized data sets)	Summary Data MISMO 3.0		





Table A: For Sellers and/or System-to-System (S2S) Application Programming Interface (API) Clients		
Implementation Guide for Loan Selling Advisor® Export - Sellers, for ULDD Phase 4a, Specification Tab Name	Loan Selling Advisor, Data Set Name	
25-Settlement Detail	Settlement Detail MISMO 3.0	
27-UCDP Appraisal Data Details	UCDP Appraisal Data Details	

Table B: For Cash-Released XChange® Transferee Servicers		
Implementation Guide for Loan Selling Advisor® Export - Sellers, for ULDD Phase 4a, Specification Tab Name	Loan Selling Advisor, Data Set Name	
17-Loan Delivery	Loan Delivery Data MISMO 3	
21-Other Loan Details	Other Loan Details MISMO 3.0	
26-Settl & Serv Detail	Settlement and Servicing Details MISMO 3.0	
28-Transferee Servicer Detail	Servicing Buyer MISMO 3.0	
29-Transferee Servicer Summary	Servicing Buyer Summary Data MISMO 3.0	
30-Transferee Serv. Exp. Track	Servicing Buyer Exposure Tracking Details	

Table C: For Co-Issue XChange ® Transferee Servicers			
Implementation Guide for Loan Selling Advisor® Export - Sellers, for ULDD Phase 4a, Specification Tab Name	Loan Selling Advisor, Data Set Name		
17-Loan Delivery	Loan Delivery Data MISMO 3.0		
31-CTOS Servicer Detail	CTOS Servicer MISMO 3.0		
32-CTOS Serv. Summary Data	CTOS Servicer Summary Data MISMO 3.0		
33-CTOS Other Loan Details	CTOS Other Loan Details MISMO 3.0		
34-CTOS Settl & Serv Details	CTOS Settlement and Servicing Details MISMO 3.0		

This document is not a replacement or substitute for the requirements in the Freddie Mac Single Family Seller/Servicer Guide and your other Purchase Documents.

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