

# Participation Lending



**Fannie Mae  
Secondary  
Market Loan  
Servicing**

**CU\*BASE Lending Tools**

Rev. February 1, 2017

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# Fannie Mae Secondary Market Loan Servicing

## Tracking FNMA Participation Loan Investor Activity with CU\*BASE

### INTRODUCTION

Participation lending refers to sharing loan risk and income among partner organizations (investors). The credit union sells or buys all or part of a loan. The investors can be other credit unions or other organizations.

Loans sold to other organizations (investors) are tracked in the **CU\*BASE Participation Lending** system.

Loans purchased from other organizations are tracked by assigning a separate G/L account and the **CU\*BASE Investment Subsidiary** can be used to accrue the monthly interest.

### FANNIE MAE PARTICIPATION LENDING

Fannie Mae is a secondary market servicer for mortgage loans. Mortgage loans that are sold to Fannie Mae are maintained in the **CU\*BASE Participation Lending** system. This group of loans is identified by unique investor ID(s). Also, a unique Settlement calculation routine is defined which determines how loan payments are settled with Fannie Mae. The loans are set up on the member file with a 360-day interest calculation type.

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Revision date: February 1, 2017

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# FANNIE MAE PARTICIPATION LENDING: HOW TO GET STARTED

## UNDERSTANDING THE TERMS

<i>Term</i>	<i>Description</i>
Participation Loan	Any loan account on the credit union's books where the risk and income for that loan is shared among one or multiple partners (investors).
Participation Loan Investor (PLI)	The partner credit union or other organization that shares in the investment income and the risk for the loan.
Secondary Market Loan Servicer	An investor that purchases loans from a financial institution.
Government investor	General term for government-sponsored investors such as Fannie Mae, Freddie Mac and FHLB.
P&I Custodial Account	A credit union share account that holds the funds (Principal and Interest) to be remitted to a government investor.
T&I Custodial Account	A credit union share account that stores the reported balances of member escrow (Taxes and Insurance).
FNMA	Abbreviation for Fannie Mae.
FHMC	Abbreviation for Freddie Mac.
FHLB	Abbreviation for Federal Home Loan Bank.
PART	Abbreviation for standard 365 participation loans.
P360	Abbreviation for other 360 participation loans.
360 loan	A loan with an <i>Interest calculation type</i> of "3 = 360 /Post" in CU*BASE. Interest is based on twelve 30 day months, calculated once each month on a specified day.
365 loan	A loan with an <i>Interest calculation type</i> of "0 = 365" in CU*BASE. This is the standard daily interest calculation using a 365 or 366 day year. Interest is accrued each day using a per diem interest amount.
Participation loan type	A code that allows participation loans to be grouped for servicing and reporting.
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans), and P360 (other 360 mortgage loans).
Company code	A 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO.
Settlement type	The method used for determining how funds are paid to the PLI: AA (Actual/Actual), using actual activity on the loan; SA (Scheduled/Actual), using scheduled interest and actual principal collected from the member or SS (Scheduled/Scheduled), using a set table of principal and interest payment amounts for each month.

<i>Term</i>	<i>Description</i>
	Note: The SS (Scheduled/Scheduled) settlement type is not available for use at this time.
CD 22	Calendar day 22 (Fannie Mae requires reporting of all Fannie Mae loans on or before CD 22)

## CONFIGURATION

1. Set up a loan category code for Fannie Mae loans. This code must be specific to Fannie Mae loans. **Refer to Page 78.**
2. Set up a share product (dividend application) for the FNMA member escrow accounts. This code must be specific to Fannie Mae accounts. **Refer to Page 83.**
3. Set up two member Custodial Accounts. One is for Principal and Interest (P&I) and the other is for Taxes and Insurance (T&I). These accounts should be non-interest bearing with application type SD.
4. Verify that there is a “Delinquency Fine Code” set up for mortgage loans. Refer to *Loan Fines Configuration* on the Loan Products (MNCNFB) menu.
5. Set up the participation loan general ledger accounts. **Refer to Page 93.**
6. Configure a Participation loan type code to categorize the Fannie Mae loans. **Refer to Page 84.**
7. Configure the Fannie Mae investor information. **Refer to Page 86.**
8. Configure the Settlement calculation routine FNMA. **Refer to Page 90.**
9. Configure Company codes if applicable (not required). **Refer to Page 92.**

## CREATE LOANS

10. Using the information from the Fannie Mae funding detail report, create loans in the participation loan system. **Refer to Page 12.**

Note: The loan should already be set up on the CU\*BASE loan file.

## PREPARE PC FOR DOWNLOADS

For reporting to Fannie Mae, a file referred to as the SURF file is downloaded to your PC. Refer to **Page 51** for details on government reporting.

11. If you do not have authority to perform downloads, complete the CU\*BASE authorization form. You will need to request access to the file FILExx/FNMLNSNDS (xx is the CU ID) or FILExx/FNLNSNDxxx (xxx is the Company code if applicable).
12. Set up a separate folder on your PC named “Surf” for storing the Fannie Mae SURF file.
13. Request client access files from Lender\*VP at [sales@lendervp.com](mailto:sales@lendervp.com). These files are needed for the automated Fannie Mae download.

## KEY ITEMS TO REMEMBER

The participation loan system is basically a subsidiary ledger, similar to Investments or Fixed Assets, that retains details about loans sold to other investors. Loan payment activity is collected from the member transaction file, pulled into a temporary work file, and settlement routines are run to calculate the amount of interest and principal owed to each individual investor for each loan. This process interfaces with your General Ledger to record interest and principal amounts.

Below is a list of a few key items that you need to know about the participation loan system.

### **ALL INVESTORS**

- Each PL investor is configured with their own unique set of parameters.
- It is important to understand the rules for the specific investor (for remitting payments, deadlines for reporting to investor, etc.). Refer to investor contractual guidelines.
- A participation loan work file is processed to gather details about member loan payments for use in calculating settlement amounts. Some investors process multiple work files during the month and some process only once a month.
- Work file processing is based on a configured “Settlement calculation routine” which defines how the loans are handled in settlement. Available routines include: FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans) or P360 (other 360 loans).
- Be sure to process an end-of-month (EOM) settlement work file for an investor before moving to the next month.
- The balances for principal and accrued interest in the participation loan file should be kept in sync with the corresponding PL General Ledger accounts. (Principal and Accrual G/L).
- For 360 loans, the participation loan interest accrual is independent of the member interest accrual. This is a separate step that occurs monthly.
- A Company Code can be used to identify companies that service your participation loans such as a mortgage CUSO. These loans are processed separately in settlement.
- For 365 loans, when partial payments are received, the PL system calculates the appropriate percentage of principal and interest based on the PLI % of participation.
- Line of credit (LOC) type loans cannot be set up in the participation loan system.

## GOVERNMENT INVESTORS (FNMA, FHMC, FHLB)

- The system contains edits to ensure that all the monthly processing steps occur. Because of these edits, the system requires all loans within a “Settlement calculation routine” (i.e. FNMA) to be settled prior to moving to the next settlement period. This is regardless of whether or not there was payment activity on the loans.
- It is crucial that the “Day to Calc Int” on the loan category configuration and the PL “Monthly interest accrual day” on the Settlement calculation configuration are set up as follows:

<i>Settlement Calculation Routine</i>	<i>Day to Calc Int (member file)</i>	<i>Monthly Interest Accrual Day (PL)</i>
FNMA(Fannie Mae)	31	01
FHMC(Freddie Mac)	15	16
FHLB	31	01

Note: Since these are 360-day interest calculation loans, the member interest accrual will occur in end-of-day (EOD) processing on the “Day to Calc Int” defined on the loan category configuration.

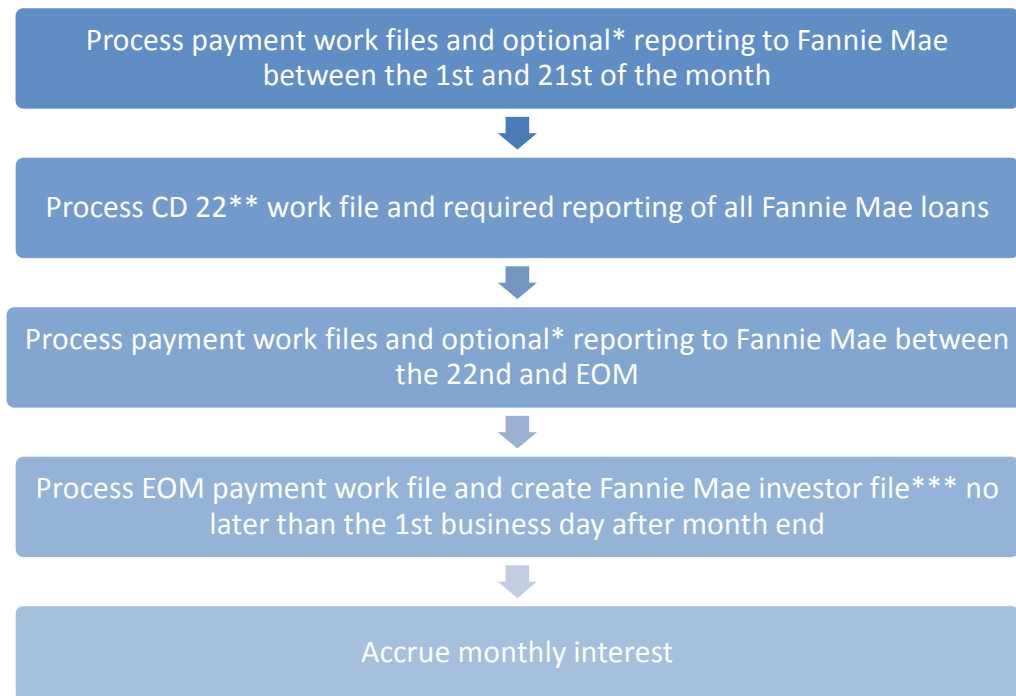
- For delinquent loans, the “Past Due Interest” field is populated during PL interest accrual (similar to how delinquent 360 loans are handled on the member file). This applies to loans with the AA (Actual/Actual) “Settlement Type”.
- Payoff transactions received during the month must have interest adjusted in the work file (unless occurred on the first day of the cycle, just after interest accrual).
- The system will calculate interest “on the fly” for paid ahead payments similar to the “Instant Interest Calc” method used on the member loan file. This applies to loans with the AA (Actual/Actual) “Settlement Type”.



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# FANNIE MAE MONTHLY PROCESS CYCLE

This section summarizes the monthly processing steps for Fannie Mae loans. This is for loans set up with a “Settlement type” of either AA (Actual/Actual) or SA (Scheduled Actual).



*Note: If your credit union offers FNMA loans with multiple Settlement Types (AA/SA), be sure to process all work files before creating the reporting file. Only one reporting file is sent to Fannie Mae per Seller/ Servicer number.*

\* Daily activity reporting files are optional unless it is the 1<sup>st</sup> business day after a loan is paid off. As of February 2017, Fannie Mae requires payoffs to be reported the next business day.

\*\* Calendar day 22 (CD 22) reporting is the full reporting file required by Fannie Mae on or before calendar day 22. To accommodate weekends and holidays, CD 22 reporting can occur anytime between the 19<sup>th</sup> and 23<sup>rd</sup> of the month. System will force a work file on the 1<sup>st</sup> business day after the 22<sup>nd</sup> if CD 22 reporting has not already occurred.

\*\*\* If there is no activity in the EOM work file, the investor file must still be created so that system control dates are updated properly.

## DAILY PROCESSING

Below are the recommended daily processing steps for Fannie Mae loans.

1. Use **Review Mbr Activity on Part Lns** on the Participation Loan Processing (MNPART) menu to check for payment activity. This report is run by investor. If there is payment activity, a work file should be run. Refer to **Page 29**.
2. Use **Review Unfunded Loans** on the Participation Loan Processing (MNPART) menu to check for unfunded participation loans (open in the member loan file, but not on the participation loan file). This report is run by loan category. Refer to **Page 31**.

*If there are unfunded loans, add them to the participation loan system. Refer to **Page 12** for the steps to add a loan to the PL system.*

3. Use **Review Paid Off Loans** on the Participation Loan Processing (MNPART) menu to check for loans that are paid off on the member loan file. Refer to **Page 32**.

*If there are paid off loans, it is recommended (but not required) to run a separate work file for each paid off loan. Be sure to review the interest amounts in the work file and make any appropriate adjustments.*

4. If loan payments exist (from Step 1), run a work file via **Create/Post PL Payment Work File** on the Participation Loan Processing (MNPART) menu. Review the PL Settlement Detail Report. Edit and then Post the work file.

*Posting the work file creates a G/L journal entry and updates the PL history and PL master file. Note the “Total Cash Settlement” from the **Final Version** of the PL Settlement Detail Report. This amount gets posted to the P&I Custodial Account per Step 6.*

**Important Note:** *You must always run a work file at month end regardless of whether there is loan payment activity. This is so that system control dates are updated properly.*

5. Use **Create/Post G/L Journal Entries** on the Participation Loan Processing (MNPART) menu to post the journal entries.

**IMPORTANT NOTE:** *Do not change any of the journal entry amounts.*

6. Post the final “Total Cash Settlement” amount (from Step 4) to the P&I Custodial Account using **Member Acct Adj/Post to Cust Acct** on the Participation Loan Processing (MNPART) menu.
7. If the balance in the P&I Custodial Account totals \$2500 or more or it is the last settlement of the month, remit the funds to Fannie Mae. Refer to the eFannieMae.com website for details on remittance.

8. Verify the participation loan general ledger principal balance and accrued interest totals\* to the PLI Trial Balance Summary principal balance and accrued interest totals.

*\*Use "G/L History Inquiry" to view the G/L balances or use "Print G/L Financial" to print a financial that contains the participation loan G/L account balances.*

9. Access the Escrow Share Detail Report in CU\*SPY. Use the totals for positive and negative balances on this report to make adjustments to the T&I Custodial Account to balance to the "Fannie Mae funding for negative accounts" G/L account. Refer to **Page 48** for more information.

## INVESTOR REPORTING

After performing the daily processing (Steps 2-9 in the Daily Processing section), follow the steps below.

10. Create the reporting SURF file via **Create Monthly Gov Investor File** on the Participation Loan Processing (MNPART) menu. Select "Only loans with activity since last reporting file" for reporting on days other than CD 22 or "Monthly reporting file" for CD 22 reporting. **Refer to page 55** for more information.

11. Download the SURF file to your PC per *Download File* (F14) on the "Create Monthly Gov Investor File" screen. **Refer to Page 51.**

*Note: If a Company code exists on the file, then "Download File" (F14) is not available. You must manually download the file per the steps on **Page 54.***

12. Perform the recommended procedures from Fannie Mae to upload the file to the eFannieMae.com website.

*Note: If a reporting file has been created and downloaded, be sure to upload the file to Fannie Mae the same day. If not, you may lose transaction activity.*

## NEXT BUSINESS DAY

13. Access the eFannieMae.com website and review any exceptions (LAR rejects) from the reporting file. Process any necessary adjustments to loans. **Refer to Page 22.**

*Important Note: Be sure to backdate the adjustment to prior month end date so that it applies to the appropriate reporting period.*

## FIRST BUSINESS DAY OF THE MONTH

14. Run Accrue Interest for 360 Loans on the Participation Loan Processing (MNPART) menu. **Refer to Page 55.**
15. If your CU has Rural Development loans, run the report using ***Rural Development Loan Detail*** on the Participation Loan Processing (MNPART) menu. The total delinquent balance is reported monthly to the USDA. Full reporting is done quarterly. **Refer to Page 65.**
16. OPTIONAL STEP: For research purposes, you can also run and save the Settlement Activity Report which provides history detail of participation loans. **Refer to Page 63.**

## RECONCILIATION

The participation principal loan balances and interest accrued amounts on the Participation Loan Trial Balance Summary should always equal the appropriate participation loan general ledger balances.

Fannie Mae requires two reconciliation reports, the 496 and 496A Custodial Account Analysis to be completed monthly. The P&I and T&I Custodial Accounts are reconciled using these forms. Follow the instructions on the eFannieMae.com website. Refer to the Appendix for form samples.

## OTHER MONITORING

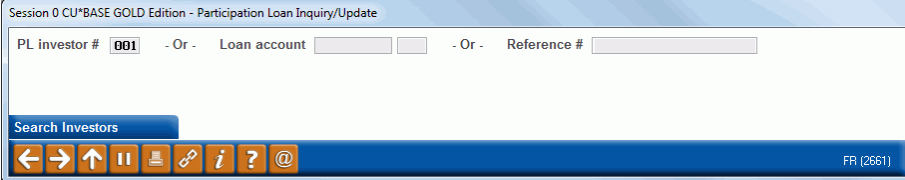
Delinquency can be monitored using the Participation Loan Delinquency Analysis report which provides the investor portion of the delinquent balances. Refer to **Page 69** for information on this report.

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# WORKING WITH PARTICIPATION LOAN ACCOUNTS

## ADD/MAINTAIN A PARTICIPATION LOAN

“Add/Maintain Participation Loans” on the Participation Loan Processing (MNPART) menu



This is the first of several screens used to add, view and/or work with participation loan accounts. You can attach loans to investors, view an investor’s current position on a loan, review settlement history on loan accounts, and post adjustments to the participation loan records.

- To work with all loans for a specific investor, or to attach new loans to any investor, enter the PL investor # and use **Enter** to proceed to the second screen.
- To work with an existing participation loan account, enter either the loan account base and suffix or the reference number (up to 20 alphanumeric characters) attached to the participation loan record, then use **Enter** to proceed to the second screen. (This method cannot be used unless the account is already tied to an investor.)

*CU\*TIP: Use **Search Investors (F12)** to view a list of current Participation Loan Investor (PLI) codes. The screen shown on **Page 86** will appear with the listing of configured investors. Use the **Select** option to select an investor or the **View** option to view an investor.*

The second screen will look slightly different depending on what was entered on the initial screen.

Screen 2 (if PLI # was entered on initial screen):

Session 0 CU\*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

### Participation Loan Inquiry/Update

PL Investor #  FANNIE MAE

		Last Settlement	
		Total PL principal balance	137,713,897.07
		Total PL interest due	24,055.54

Account	Type	Seq #	Name	Reported Month	Reported Balance	Reference
790	001			Sep 30, 2013	92,159.31	4007785505
790	001			Sep 30, 2013	114,325.16	4007265310
790	001			Sep 30, 2013	221,076.86	4009224374
790	001			Sep 30, 2013	273,309.51	4009577262
790	001			Sep 30, 2013	69,208.18	4009289105
795	001			Sep 30, 2013	35,678.22	4006771003
790	001			Sep 30, 2013	39,232.25	4008213123
790	001			Sep 30, 2013	55,315.68	4007930284
790	001			Sep 30, 2013	38,056.55	4008770051
790	001			Sep 30, 2013	140,250.61	4009189056
790	001			Sep 30, 2013	75,419.27	4006211473
790	001			Sep 30, 2013	75,002.88	4009530239
790	001			Sep 30, 2013	80,059.99	4008235756
795	001			Sep 30, 2013	86,829.52	4007016122
790	001			Sep 30, 2013	35,949.62	4009489419
790	001			Sep 30, 2013	92,021.45	4008558906

Change   
 Delete   
 PL Inquiry   
 Member Inquiry

FR (2655) 10/31/13

HINT: Use *Sort by Reference* (F11) to change the sort from Account to Reference # .

Screen 2 (if Loan Acct was entered on initial screen)

Session 0 CU\*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

### Participation Loan Inquiry/Update

Loan account

		Last Settlement	
		Total PL principal balance	114,325.16
		Total PL interest due	0.00

Account	Type	Seq #	Name	Reported Month	Reported Balance	Reference
790	001		JAMES A MEMBER	Sep 30, 2013	114,325.16	4007265310

Change   
 Delete   
 PL Inquiry   
 Member Inquiry

FR (2655) 10/31/13

This screen shows all loans currently attached to investors or the single loan account selected. Use the fields at the top of the screen to choose a different PLI or a different loan account. Use **Enter** to refresh the screen.

## Field Descriptions

<i>Field Name</i>	<i>Description</i>
Account	The participation loan account.
Type	The participation loan account suffix.
Seq #	A sequence number attached to this record. The number is incremented if a loan is added to the same investor multiple times. The sequence number will always be 001 for Fannie Mae loans because these loans are 100% owned by investor.
Name	The member name.
Reported Month	The last date the loan was reported to the investor (in this case Fannie Mae).
Reported Balance	The balance on the loan account as of the last time the loan was reported to the investor.
Reference	The Fannie Mae 10 digit reference number.

## Buttons

<i>Command Key</i>	<i>Description</i>
Add (F6)	Use this to attach a new loan account to this investor.
Toggle Sort (F11)	Use this to toggle sort between account or reference #.
Search Investors (F12)	Use this to view a list of the current configured participation loan investors.
Account Analysis (F15)	Use this to view an analysis of all investor positions on this loan.

- To create a new participation loan and attach it to an investor, use *Add* (F6) to proceed to the Participation Loan Setup screen (shown on **Page 15**).
- To modify an existing account, select it in the list and use the **Change** option to proceed to the Participation Loan Setup screen (shown on **Page 15**).
- To view details for an account without changing anything, select it in the list and use the **PL Inquiry** option. A view-only version of the Participation Loan Setup screen (shown on the next page) will appear.
- To view current details about a loan account using CU\*BASE Member Account Inquiry, select the account in the list and use the **Member Inquiry** option.
- To delete a participation loan so that it is no longer tied to an investor, select it in the list and use the **Delete** option. You will receive a delete confirmation window.

*Note: Only loans paid to a zero balance should be deleted so that investor G/L accounts remain in balance.*

## Change or PL Inquiry

Session 0 CU\*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

### Participation Loan Setup CHANGE

PL investor # **002** Reference # **4007785505**  
 Loan account 1 **790** **JOHN G MEMBER** Original loan amt **95,300.00** Settlement calc routine **FNMA**  
 PL type **02** **FANNIE MAE LOANS** Sequence # **1** Settlement type **AA**

Current Loan Status		Servicing Information	
Current balance	<b>87,182.80</b>	Loan rate is	<b>4.250</b>
+ Interest	<b>0.00</b>	Payment	<b>468.82</b>
+ Delinquency fine	<b>0.00</b>	Next scheduled payment	<b>Aug 01, 2016</b>
- Insurance rebate	<b>0.00</b>	Last payment date	<b>Jul 12, 2016</b>
= Loan payoff	<b>87,182.80</b>	Last payment amount	<b>468.82</b>
		Loan maturity date	<b>Nov 01, 2041</b>

Last Settlement Detail		PLI Terms	
Reported date	<b>May 31, 2016</b>	Status	<b>EXISTING</b>
Term	<b>110 S</b>	PLI loan rate	<b>4.000</b>
PLI principal balance	<b>87,342.30</b>	PLI % of participation	<b>100.00</b>
PLI interest due	<b>0.00</b>	PLI original investment	<b>95,300.00</b>
Principal paid	<b>158.93</b>	PLI projected payment	<b>468.82</b>
Interest due paid	<b>291.67</b>	PLI start date	<b>Oct 24, 2011</b> [MMDDYYYY]
Total settlement	<b>24,736.80</b>	PLI end date	<b>Nov 01, 2041</b> [MMDDYYYY]
Monthly income earned	<b>291.67</b>		
Action code			
Action date			

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Add/Update Adjustment Account Inquiry History Account Analysis

FR (2662) 7/12/16

Session 0 CU\*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

### Participation Loan Setup VIEW

PL investor # **002** Reference # **4007785505**  
 Loan account 1 **790** **JOHN G MEMBER** Original loan amt **95,300.00** Settlement calc routine **FNMA**  
 PL type **02** **FANNIE MAE LOANS** Sequence # **1** Settlement type **AA**

Current Loan Status		Servicing Information	
Current balance	<b>87,182.80</b>	Loan rate is	<b>4.250</b>
+ Interest	<b>0.00</b>	Payment	<b>468.82</b>
+ Delinquency fine	<b>0.00</b>	Next scheduled payment	<b>Aug 01, 2016</b>
- Insurance rebate	<b>0.00</b>	Last payment date	<b>Jul 12, 2016</b>
= Loan payoff	<b>87,182.80</b>	Last payment amount	<b>468.82</b>
		Loan maturity date	<b>Nov 01, 2041</b>

Last Settlement Detail		PLI Terms	
Reported date	<b>May 31, 2016</b>	Status	<b>EXISTING</b>
Term	<b>110 S</b>	PLI loan rate	<b>4.000</b>
PLI principal balance	<b>87,342.30</b>	PLI % of participation	<b>100.00</b>
PLI interest due	<b>0.00</b>	PLI original investment	<b>95,300.00</b>
Principal paid	<b>158.93</b>	PLI projected payment	<b>468.82</b>
Interest due paid	<b>291.67</b>	PLI start date	<b>Oct 24, 2011</b>
Total settlement	<b>24,736.80</b>	PLI end date	<b>Nov 01, 2041</b>
Monthly income earned	<b>291.67</b>		
Action code			
Action date			

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Account Inquiry History Account Analysis

FR (2662) 7/12/16

This screen shows details about this participation loan account, both from the credit union's perspective (Current Loan Status/Servicing Information) as well as the investor's point of view (Last Settlement Detail/PLI Terms).

For a new participation loan, start by entering "Reference #", "Ln Acct" and "PL Type" (if not already defaulted). Use **Enter** to pull in existing loan account information. Then fill in the PLI terms (PLI loan rate, PLI original investment, PLI start date, PLI end date, Next interest accrual date and



Rural development flag (if applicable)). Refer to **Page 20** for additional information on adding new FNMA loans.

When done making changes, use *Add/Update* (F5) to save the record.

Field Descriptions

<i>Field Name</i>	<i>Description</i>
<b>General</b>	
PL investor #	The Participation Loan Investor code and name. See <b>Page 86</b> for information on configuring Participation Loan Investors.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. Note: If no Company Codes are configured at your credit union, this field will not display.
Reference #	This is the reference number. For FNMA, the reference number must be 10 digits. This reference number can be used when printing reports as well as when locating this record for maintenance or inquiry.
Loan account	If creating a new record, use these fields to enter the loan account base and suffix. If modifying an existing record, the loan account cannot be changed.
PL type	This is a 2 digit code used to identify a group of loans. If a PL Type is defined on the investor record, it will default here. This is a required field. See <b>Page 84</b> for a discussion of Participation Loan Type codes.
Original loan amount	This shows the original loan amount for the member loan account. This is the original amount borrowed, regardless of investor positions.
Sequence #	A sequential number assigned to this record, for situations where the same loan is assigned multiple times to one investor. (the same investor owns multiple portions of a loan at different rates or terms, for example).
Settlement calc routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans), and P360 (other 360 mortgage loans).
Settlement type	The method used for determining how funds are paid to the investor: either by <i>AA (Actual/Actual)</i> , taking into account actual activity on the loan or <i>SA (Scheduled/Actual)</i> , taking into account scheduled interest and actual principal collected from the member. Note: The <i>SS (Scheduled/Scheduled)</i> settlement type is not available for use at this time.
<b>Current Loan Status</b>	
This section shows the loan from the credit union's point of view, with details coming from your credit union's member loan files.	
Current balance	The current balance on the loan account, as shown in your CU*BASE member files.

<i>Field Name</i>	<i>Description</i>
+ Interest	The total amount of interest owed on the loan.
+ Delinquency fine	The amount of delinquency fines owed, if any.
- Insurance rebate	Any insurance premium rebates due back to the member.
= Loan payoff	For 365 interest calculation type loans, this field calculates the current balance plus any interest and delinquency fines, minus any insurance rebates, to show the current loan payoff amount.  For 360 interest calculation type loans, this field calculates the current balance plus delinquency fines, minus insurance rebates, to show the loan payoff amount. This is a starting payoff amount. An interest adjustment is necessary to arrive at the final payoff amount.
<b>Servicing Information</b> This section also shows the loan from the credit union's point of view, with details coming from your credit union's member loan files.	
Loan rate is	The interest rate on the loan account.
Payment	The amount of the regular payment, including principal and interest.
Next scheduled payment	The due date for the next payment.
Last payment date	The date the last payment was made on the loan account.
Last payment amount	The amount of the last payment made on the loan.
Loan maturity date	The loan maturity date.
<b>Last Settlement Detail</b> This section shows the status of this participation loan from the investor's point of view, as of the last time a settlement was posted.	
Reported date	The last date that this loan was reported to Fannie Mae.
Term	This shows the term for this loan as of the last settlement. The term is counted starting when the first normal settlement is posted. See <b>Page 35</b> for details on posting settlement.  Next to the term, you will see either an "S" for Settlement or "A" for Adjustment. This indicator shows whether the information in this section represents a regular settlement posting, or an adjustment transaction. See <b>Page 22</b> for details on posting adjustments.
PLI principal balance	The principal balance of the investor's portion of the loan as reported at the last settlement (the amount owed to the investor representing the principal on the loan).
PLI interest due	The amount of interest on the investor's portion of the loan principal balance as reported at the last settlement (the amount owed to the investor representing the accrued interest due on the loan).
Principal paid	The total amount of principal paid from the last settlement work file.
Interest due paid	The total amount of interest paid as reported in the last settlement work file.

<i>Field Name</i>	<i>Description</i>
Total settlement	The total of principal and interest paid from the last settlement work file. <i>Principal paid + Interest paid = Total settlement</i>
Monthly income earned	The amount of income that was accrued on the investor's outstanding balance for the settlement period.
Action code	The Action code defined by the government investor. This applies to FNMA and FHLB only. Paid off FNMA and FHLB loans automatically get the action code set to 60 in work file processing. Note: As of February 2017, the reason for termination or cancellation of mortgage insurance (PMI) for FNMA loans should be reported in this field. Valid codes are: <ul style="list-style-type: none"> <li>• 51=borrower-initiated cancellation based on the original value of the property</li> <li>• 52=borrower initiated cancellation based on the current appraised value of the property</li> <li>• 53=automatic termination</li> <li>• 54=Mortgage insurance rescission or mortgage insurer-initiated cancellation</li> </ul>
Action date	The date that the Action code is effective for the government investor. For FNMA and FHLB, when a loan is paid off, the Action date populates to the date the member paid off the loan. Note: As of February 2017, the date of the termination or cancellation of mortgage insurance (PMI) for FNMA loans should be reported in this field.
<b>PLI Terms</b> This section shows the terms from the investor's perspective showing the investor's portion of this loan.	
Status	The current status of this participation loan: <b>EXISTING</b> - This participation loan has already had a settlement work file processed. <b>NEW</b> - This participation account is new and has not had a settlement work file processed. <b>CLOSED</b> - This participation account is closed.
PLI loan rate	Enter the interest rate the investor earns on the loan. This field has three decimal positions. (08750 = 8.750%).
PLI % of participation	The percentage (up to 100) of the loan that is owned by the investor (this field has 2 decimal positions). This field defaults to 100% for FNMA loans.
PLI original investment	Enter the total amount of investment by this investor for this loan account. This informational field is not affected by changes to the loan account or settlement activity Note: On the FNMA Funding Detail Report, this is the "Prin Purchased".
PLI projected payment	The estimated payment amount to the investor for this loan account. This field defaults to the member payment amount for FNMA loans. This is an informational field. Note: On the FNMA Funding Detail Report, this is the "Fixed Installmn".

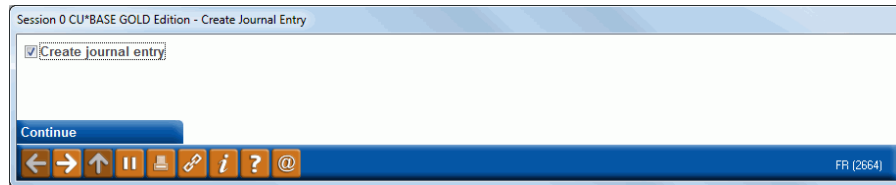
<i>Field Name</i>	<i>Description</i>
PLI start date	Enter the date the loan was funded with Fannie Mae. Note: This is the begin date for processing in the PL system and will determine when to start picking up payments from the member history.  Note: On the Fannie Mae Funding Detail Report, this is the "Purchase Date".
PLI end date	The date on which this investor's position in the loan ends. For FNMA, enter the loan maturity date from the member loan file. This field is informational only, the loan will still process normally in the PL system when the PLI end date is reached.
Last settlement date	The last time a settlement work file was posted for the loan.
PL past due interest	This is the amount of past due interest on the participation loan and applies to FNMA, FHLB and P360 AA (Actual/Actual) loans only. This field is populated during PL interest accrual. Field only displays for FNMA, FHLB and P360 loans.
Rural development flag	A checkmark in this box indicates that this is a Rural Development mortgage loan. Note: Only mortgage loans should be flagged as RD loans.
Next interest accrual date	The month and year (MMYYYY) that interest will next be accrued on the participation loan system for this loan. This field is only used for 360-day interest calculation type loans and defaults based on the <i>Monthly interest accrual day</i> from the Settlement Calculation Routine Configuration. Field only displays for FNMA, FHLB and P360 loans.

#### Buttons

<i>Command Key</i>	<i>Description</i>
Add/Update (F5)	Use this to save all changes. If creating a new record, a window will appear to allow you to choose whether or not to create a journal entry batch for posting to your general ledger.
Adjustment (F9)	Use this to post a loan payment adjustment to the participation loan. The screen shown on <b>Page 22</b> will appear.
Acct Inquiry (F12)	Use this to view Member Account Inquiry for this loan account.
History (F13)	Use this to view a history of all settlement and adjustment transactions posted to this participation loan. The screen shown on <b>Page 24</b> will appear.
Account Analysis (F15)	This function is generally not used for FNMA loans. For loans with PLI% less than 100%, use this to view an analysis of all investor positions on this loan.

Note: The loan must exist in the member loan file to be added to the participation loan system.

If creating a new participation loan, the following window will appear when *Add/Update* (F5) is used to save:



If this box is checked, a J/E batch will be created and will await posting to your general ledger. Use **Create/Post Journal Entries** (on MNPART or MNGELE menu) to post the journal batch.

**Note on *PLI start date*** – If an incorrect “PLI start date” is entered on a new loan, the loan must be deleted and re-added to the participation loan system. You cannot change the “PLI start date” after the loan has been added. It is recommended that you only change the “PLI start date” prior to when payments are posted to the loan history. If you delete and re-add the loan with a correct “PLI start date” after payments are posted, you will need to re-post the history activity from the original “PLI start date”. Remember to not check the “Create journal entry” box if the new loan has already posted to the G/L.

## New Fannie Mae Loans

Fannie Mae loans are set up with a “Settlement calculation routine” of FNMA and can have a “Settlement type” of AA (Actual/Actual) or SA (Scheduled/Actual). When adding new Fannie Mae loans to the participation loan system, keep in mind the following:

- *Reference Number* is 10 digits and must be entered correctly for accurate reporting to Fannie Mae. On the Fannie Mae Funding Detail Report, this is the “Fannie Mae Loan #”.
- *Next Interest Accrual Date* should be set to the same MMYYYY as the first payment due date (for FNMA this is the “1<sup>st</sup> Due Date” from the Funding Detail Report)
- *PLI loan rate* is set to the “Pass-Thru Rate” from the Fannie Mae Funding Detail Report.
- *PLI projected payment* is set to the “Fixed Installmn” from the Fannie Mae Funding Detail Report.

**Note:** *The payment amount on the member file should also equal the “Fixed Installmn” amount from the Fannie Mae Funding Detail Report. If it does not match, you must update the payment amount on the member file.*

- *PLI start date* is set to the “Purchase Date” from the FNMA Funding Sheet.
- *PLI end date* should equal *Loan maturity date*.
- *Rural Development Flag* is set to a Y for loans that are Rural Development.

Remember that the Unfunded Loan Report accessed via the Participation Loan Processing (MNPART) menu helps to identify new FNMA loans that

exist on the member file but need to be added to the participation loan system. (FHMC, FHLB also)

## Special Steps for in house loans sold to Fannie Mae

### **Step 1 – Loan category maintenance**

Because Fannie Mae requires segregation of loans, a separate loan category is used. When an existing (portfolio) loan is sold to Fannie Mae, the credit union performs maintenance to change the existing loan category to the appropriate Fannie Mae loan category. The principal G/L account is also changed. In nightly processing, the system will automatically make the journal entry to move the principal balance and accrued interest to the new loan category, but no entries are done for the interest income. If the loan has accrued interest since the open date, it is recommended to review the accrued interest due amount on the loan and adjust the income by creating a journal entry to debit the old income G/L account and credit the new income G/L account\*. This is to ensure your servicing income for the month is calculated correctly.

*Hint: Simply look at the accrued interest due on the member loan to determine the journal entry amounts for adjusting the income G/L accounts.*

### **Step 2 – Escrow account maintenance**

If this Fannie Mae loan has an existing escrow share account, the credit union performs maintenance to change the existing dividend application to the appropriate Fannie Mae dividend application. The principal G/L account is also changed. In nightly processing, the system will automatically make the journal entry to move the principal balance to the new escrow product.

## Reporting PMI Termination Codes

As of February 2017, Fannie Mae servicers must report termination or cancellation of mortgage insurance coverage for Fannie Mae loans. The appropriate codes listed below are reported via the Action code and Action date fields on the Participation Loan Setup screen shown on page 15.

Action codes for PMI termination:

- 51 - borrower initiated cancellation based on original value
- 52 – borrower initiated cancellation based on current appraisal
- 53 – automatic termination regardless of value basis
- 54 – mortgage insurance rescission or insurer initiated cancellation

Note: The Action date must be within the current reporting period in order for the Action code/date to be captured on the reporting file for Fannie Mae. If the PMI termination code and date are entered after the fact (in a subsequent reporting period), manual entry directly with Fannie Mae will be required.

# PARTICIPATION LOAN ADJUSTMENT

## Adjustment (F9)

Make sure that the Transaction posting date is dated properly. This date is used for the journal entry and for PL history.

Participation Loan Adjustment

PL investor 002 FANNIE MAE Reference # 4007785505  
 Loan account 1 790 JOHN G MEMBER Original loan amount 95,300.00  
 PL type 02 FANNIE MAE LOANS Company Code Sequence # 1

Tran post date Jul 12, 2016 [MMDDYYYY] Tran description PLI ADJUSTMENT

Principal balance (before) 87,342.30 Last settlement date Jun 30, 2016

	G/L Account	Debit	Credit	Balance	Adj Balance
Principal paid	716.02	0.00	0.00	150.93	150.93
Interest due	853.03	0.00	0.00	0.00	0.00
Interest paid	111.82	0.00	0.00	291.67	291.67
Total settlement	899.00	0.00	0.00	24,736.80	24,736.80
Offset G/L account		0.00	0.00	0.00	0.00
Totals		0.00	0.00		
Net				0.00	
Principal balance (after)				87,342.30	

Create J/E  
Refresh

FR (2646) 7/12/16

This screen is used to post an adjustment to a loan account in the participation loan system, with a corresponding entry created for posting to the general ledger. The “Balance” column represents amounts from the most recent settlement. After pressing **Enter**, the “Adjusted Balance” column will reflect updated balances based on entries made on this screen.

Some possible uses for this feature:

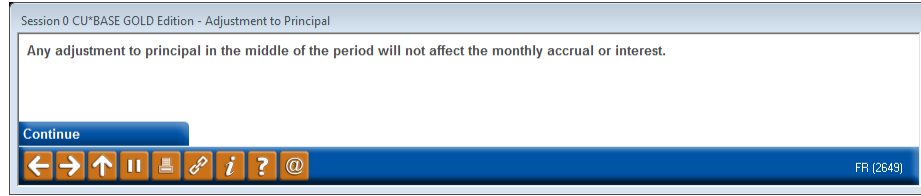
- To adjust the participation amounts due to errors or incorrect information posted during the settlement process, i.e. an adjustment to interest.
- To correct PL history and create corresponding journal entry for reporting file exceptions, i.e. to correct exceptions from government reporting prior to accruing interest.
- When converting from a paper system to the online tracking system, an adjustment might be needed to bring the balances exactly in line.

*Remember that many of these situations can be handled during a settlement by updating the work file before it is posted. The method you use depends on the situation and whether you wish to have a separate adjustment transaction recorded in the PL general ledger. (See **Page 42** for details about editing a settlement work file.)*

The adjustment screen typically is not used for non-government loans (PART or P360) because these loans generally only settle once a month to the investor and adjustments done during the month will not be included in the monthly investor reporting. For PART/P360 participation loans,

adjustments are done when editing the settlement work file and therefore will display on the Final Settlement Detail Report.

When done, use **Enter** to refresh the screen and check for any errors. Note: The “Principal Balance (After)” will reflect the updated balance to be posted. Then use *Create Journal Entry* (F5) to post the transaction to the participation loan and create a journal entry batch that gets posted to the G/L.



This is a reminder that any changes to principal will result in a new “starting” principal amount used by the settlement calculations. In other words, the new, adjusted principal balance will be considered “retroactive” to the start of that settlement period, and will be used when calculating interest accruals for settlement. **To avoid confusion, we recommend that adjustments that affect principal be done immediately after settlement has been posted, or handled as a change to the settlement work file itself, rather than a separate adjustment transaction.** (See **Page 42** for details about editing a settlement work file.)

Use **Enter** to complete the transaction.

**IMPORTANT:** Remember to use *Create/Post Journal Entries on the Participation Loan Processing (MNPART) menu to post the journal entry to the general ledger.*

#### Field Descriptions

Field Name	Description
Transaction posting date	Enter the date to which this transaction should be posted. Note: For correcting reporting file exceptions, be sure that the <i>Transaction posting date</i> corresponds with the appropriate settlement period for the adjustment. For example, if it is 5/2 and you are processing an adjustment for 4/30 (the prior settlement period for FNMA), the transaction posting date should be 4/30/2011. If you use the 5/2 date, it may create an exception for the current reporting cycle (5/1 -5/31).
Transaction description	Enter a description for this transaction. The default is PLI ADJUSTMENT but it can be changed.
Last settlement date	The last date on which a settlement was posted for this participation loan.
Principal balance (before)	The participation loan principal balance prior to adjustments made on this screen.
Principal paid Interest due Interest paid Total settlement	Use these fields to enter the amounts to be debited or credited to the appropriate G/L accounts for this loan. The G/L Accounts shown represent the accounts that will be debited or credited.



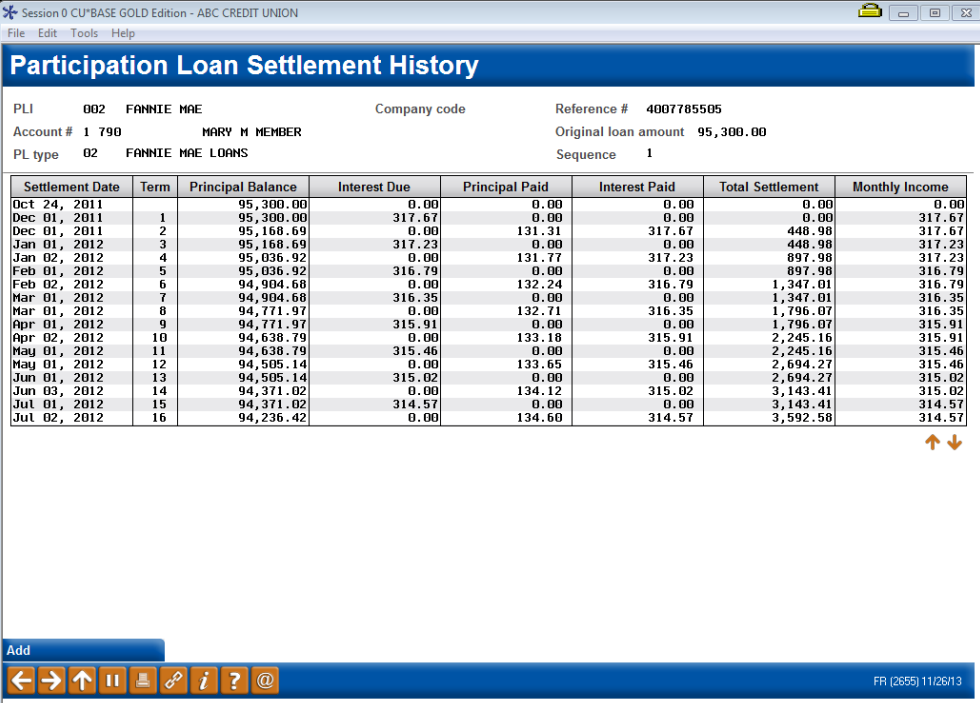
Field Name	Description
	An error message will appear upon using Enter if both a debit and credit entry are placed on the same line: <b>3015-Both debit and credit amounts cannot be greater than zero.</b>
Offset G/L acct	This line is used to post offsetting entries using an activity “clearing” or settlement account, or could represent the cash offset account. Enter both the G/L account number and the debit or credit amount.
Principal balance (after)	The participation loan principal balance after adjustments made on this screen.

### Manual adjustments for government investors after PL interest accrual

For government investors, once you have processed the PL interest accrual via the Participation Loan Processing (MNPART) menu, you cannot backdate the “Transaction Posting Date” on the PL Adjustment screen. If interest amounts need to be adjusted due to reporting file exceptions or a payoff, you must make manual G/L journal entries per the instructions on **Page 46**.

## PARTICIPATION LOAN HISTORY

History (F13)



Settlement Date	Term	Principal Balance	Interest Due	Principal Paid	Interest Paid	Total Settlement	Monthly Income
Oct 24, 2011		95,300.00	0.00	0.00	0.00	0.00	0.00
Dec 01, 2011	1	95,300.00	317.67	0.00	0.00	0.00	317.67
Dec 01, 2011	2	95,160.69	0.00	131.31	317.67	448.98	317.67
Jan 01, 2012	3	95,160.69	317.23	0.00	0.00	448.98	317.23
Jan 02, 2012	4	95,036.92	0.00	131.77	317.23	897.98	317.23
Feb 01, 2012	5	95,036.92	316.79	0.00	0.00	897.98	316.79
Feb 02, 2012	6	94,904.68	0.00	132.24	316.79	1,347.01	316.79
Mar 01, 2012	7	94,904.68	316.35	0.00	0.00	1,347.01	316.35
Mar 01, 2012	8	94,771.97	0.00	132.71	316.35	1,796.07	316.35
Apr 01, 2012	9	94,771.97	315.91	0.00	0.00	1,796.07	315.91
Apr 02, 2012	10	94,638.79	0.00	133.18	315.91	2,245.16	315.91
May 01, 2012	11	94,638.79	315.46	0.00	0.00	2,245.16	315.46
May 01, 2012	12	94,505.14	0.00	133.65	315.46	2,694.27	315.46
Jun 01, 2012	13	94,505.14	315.02	0.00	0.00	2,694.27	315.02
Jun 03, 2012	14	94,371.02	0.00	134.12	315.02	3,143.41	315.02
Jul 01, 2012	15	94,371.02	314.57	0.00	0.00	3,143.41	314.57
Jul 02, 2012	16	94,236.42	0.00	134.60	314.57	3,592.58	314.57

This screen shows a history of all transactions posted to this participation loan including regular settlement activity as well as any adjustments posted manually. Notice the Term column showing the term for which the settlement applies. If an “A” appears after the term number, this transaction represents an adjustment manually posted after settlement. (See **Page 16** for details on posting manual adjustments.)

Making corrections to the history file is only done in rare instances. Contact a representative of the SRS Mortgage Servicing Team [mortgageservicing@xtendcu.com](mailto:mortgageservicing@xtendcu.com) for help with adjustments to the history file.

## PARTICIPATION LOAN ACCOUNT ANALYSIS

### Account Analysis (F15)

PLI	Investor Name	Last Settlement Balance	Last Settlement Interest	Last Settled	Projected Payment	PLI Rate	Part %
2	FANNIE MAE	92,159.31	307.67	Sep 30, 2013	468.82	4.000	100.00
Total		92,159.31	0.00		468.82	4.000	100.00
Net CU		0.00	0.00		0.00	4.250	0.00

This screen displays when you use *Account Analysis* (F15), either from the initial Participation Loan Inquiry/Update screen (when a single loan account is selected, as shown on **Page 13**) or from the Participation Loan Setup screen (shown on **Page 15**).

This screen is used to view an analysis showing all investor positions on this loan, including your credit union's interest as the originating credit union, and a breakdown of all other investors who own a portion of this account.

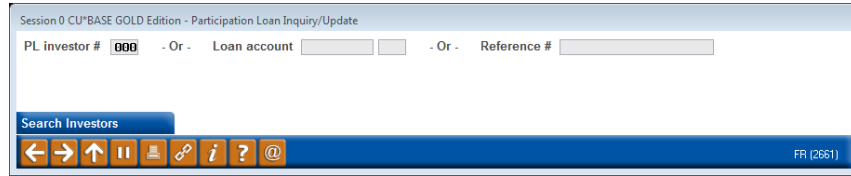
- The "Summary" section shows the loan account as it stands on your credit union's books as the servicing credit union.
- The "Detail" section shows all portions of the loan owned by investors, as of the last settlement date. Note: Closed loans are not displayed.
- The "Net CU" information shows the net difference between the balance of the loan on your credit union's books, minus the balances owned by other investors.

This screen is generally used to view loans that are owned less than 100% by the investor (i.e. for PART or P360 participation loans).

For a report with similar information as this inquiry screen, refer to **Page 62**.

# PARTICIPATION LOAN INQUIRY

“Participation Loan Inquiry” on the Participation Loan Processing (MNPART) menu



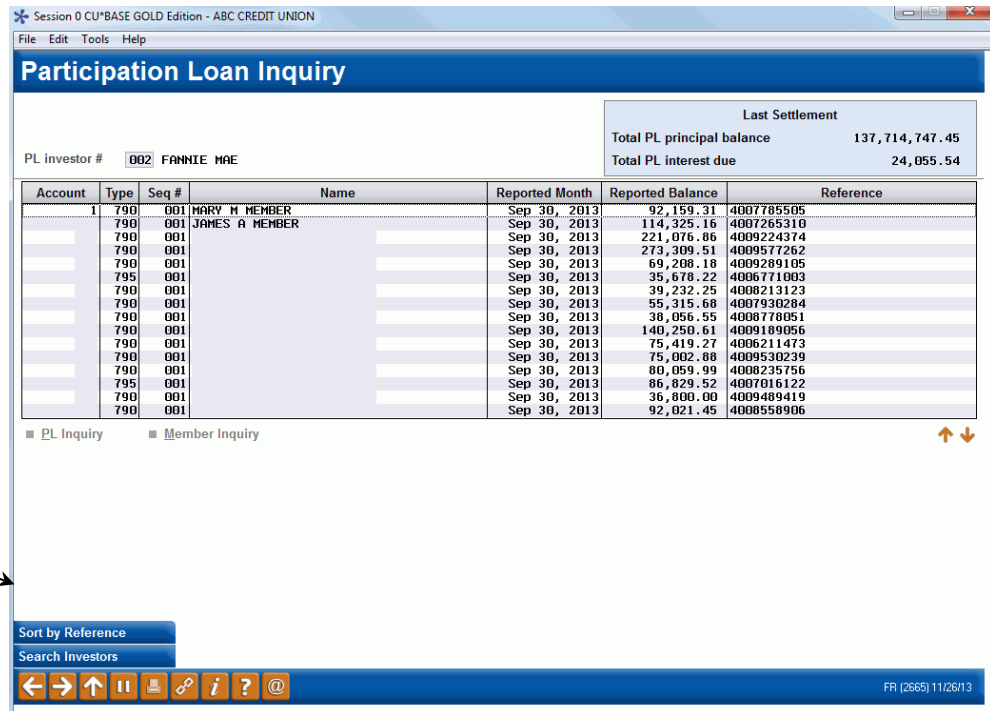
This is the first screen used to view participation loan accounts. You can view general information about the loan and also view an investor’s current position on a loan or review settlement history on a loan.

- To work all loans for a specific investor, enter the PL Investor # and use **Enter** to proceed to the next screen.
- Enter either the loan account base and suffix or the reference number attached to the participation loan record, then use **Enter** to proceed to the second screen.

*CU\*TIP: Use “Search Investors” (F12) to view a list of current Participation Loan Investor (PLI) codes. The screen shown on **Page 86** will appear with the listing of configured investors. Use **Select** to select an investor.*

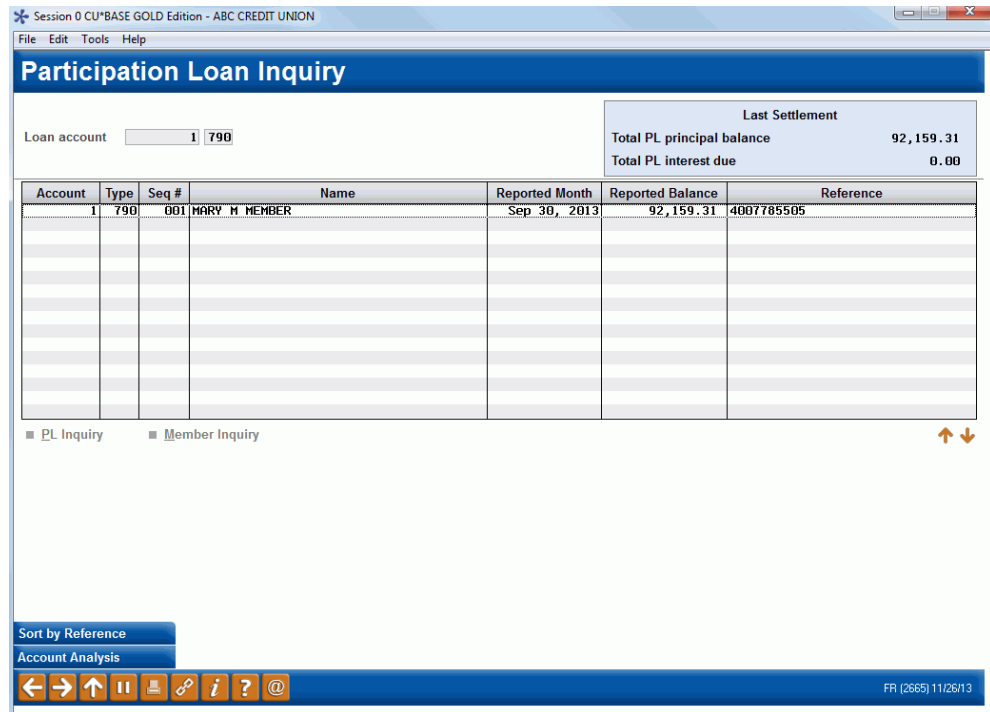
The second screen will look slightly different depending on what was entered on the initial screen.

Screen 2 (if PLI # was entered on initial screen):



HINT: Use **Sort by Reference** (F11) to Toggle the sort from Account to Reference # .

Screen 2 (if Loan Acct was entered on initial screen)



This screen shows all loans currently attached to investors or the single loan account selected. Use the fields at the top of the screen to choose a different PLI or a different loan account. Use **Enter** to refresh the screen.

Field Descriptions

<i>Field Name</i>	<i>Description</i>
Account	The participation loan account.
Type	The participation loan account suffix.
Seq #	A sequence number attached to this record. The number is incremented if a loan is added to the same investor multiple times. The sequence number will always be 001 for Fannie Mae loans because these loans are 100% owned by investor.
Name	The member name.
Reported Month	This is the last date the loan was reported to the investor (in this case FNMA).
Reported Balance	The balance on the loan account as of the last time the loan was reported to the investor.
Reference	The Fannie Mae 10 digit reference number.

Buttons

<i>Command Key</i>	<i>Description</i>
Toggle Sort (F11)	Use this to toggle sort between account or reference #.
Search Investors (F12)	Use this to view a list of the current configured participation loan investors.
Account Analysis (F15)	This function is generally not used for FNMA loans. For loans with PLI% less than 100%, use this to view an analysis of all investor positions on this loan.

- To view details for an account without changing anything, select it in the list and use the **PL Inquiry** option. A view-only version of the Participation Loan Setup screen (shown on **Page 15**) will appear.
- To view current details about a loan account using CU\*BASE Member Account Inquiry, select the account in the list and use the **Member Inquiry** option.

Session 0 CU\*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

## Participation Loan Setup VIEW

PL investor #	002	Reference #	4007785505
Loan account 1	790 JOHN G MEMBER	Original loan amt	95,300.00 Settlement calc routine FNMA
PL type	02 FANNIE MAE LOANS	Sequence #	1 Settlement type AA

Current Loan Status		Servicing Information	
Current balance	87,342.30	Loan rate is	4.250
+ Interest	0.00	Payment	468.82
+ Delinquency fine	0.00	Next scheduled payment	Jul 01, 2016
- Insurance rebate	0.00	Last payment date	Jun 01, 2016
= Loan payoff	87,342.30	Last payment amount	468.82
		Loan maturity date	Nov 01, 2041

Last Settlement Detail		PLI Terms	
Reported date	May 31, 2016	Status	EXISTING
Term	110 S	PLI loan rate	4.000
PLI principal balance	87,342.30	PLI % of participation	100.00
PLI interest due	0.00	PLI original investment	95,300.00
Principal paid	158.93	PLI projected payment	468.82
Interest due paid	291.67	PLI start date	Oct 24, 2011
Total settlement	24,736.00	PLI end date	Nov 01, 2041
Monthly income earned	291.67		
Action code			
Action date			

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Account Inquiry History Account Analysis

← → ↑ ↓ ⌂ 🔍 ? @

FR (2662) 7/12/16

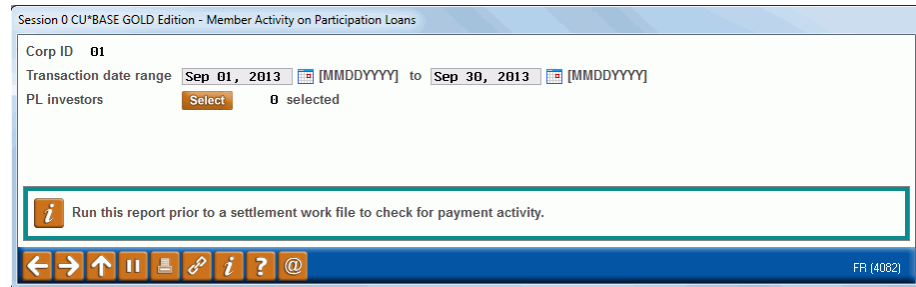
This screen shows details about this participation loan account, both from the credit union's perspective (Current Loan Status/Servicing Information) as well as the investor's point of view (Last Settlement Detail/PLI Terms).

Refer to **Page 16** for detailed descriptions of the fields on this screen.

# SETTLEMENT/WORK FILE PROCESSING

## REVIEW MEMBER ACTIVITY

“Review Member Activity on Participation Loans” on the Participation Loan Processing (MNPART) menu



<i>Field Name</i>	<i>Description</i>
Corp ID	Corporation ID, defaults to 01.
Transaction date range	The range of dates for the member activity.
PL investors	This is a Select button that allows you to select one or multiple investors to print on the report. (See <b>Page 86</b> for information about configuring PLIs.) A value is required, blank is none.

Before running a work file, run this report to review member payment activity on the selected loans. Enter the “Transaction date range” and the “PL investors”. The report is viewed on the screen and printed via *Print Report* (F14) if desired.

To help determine the “Transaction date range”, check the last time that a settlement work file was processed. For example, if the last payment work file was posted for 1/31/16 and today is 2/10/16, then use 02/01/2016 to 02/09/2016 for the date range.

Keep in mind that this report can be run using any date range, but will only provide activity if transactions exist on the member transaction files. The prior 12 months of member activity is available.

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File Edit Tools Help

### Member Activity on Participation Loans

CORP 01 CREDIT UNION

Date range Sep 01, 2013 to Sep 30, 2013

Total tran amount	2,935,678.70
Total principal	2,935,678.70
Total interest	425,379.74

PLI	Loan Account	Tran Date	Tran Amount	Principal	Interest	Res Balance	Description	Description 2
002	790	9/02/2013	468.82	141.43	327.39	92,301.24	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	745.66	339.44	406.22	114,359.52	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	152.87	152.87	0.00	114,512.39	XFER FOR ESCROW	
002	790	9/30/2013	1,002.27	356.44	645.83	221,076.06	PC CU TRANSFER	790 FANNIE MAE LOAN
002	790	9/02/2013	1,422.59	508.92	913.67	273,595.51	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	112.09	112.09	0.00	273,707.66	XFER FOR ESCROW	
002	790	9/02/2013	488.61	328.45	160.16	69,560.20	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	11.40	11.40	0.00	69,548.80	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PRIN
002	795	9/02/2013	984.56	844.42	140.14	36,525.81	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/30/2013	461.41	357.95	103.46	39,370.04	TRANSFER PAYMENT	MBR-ELECTED PAYMENT
002	790	9/30/2013	138.59	138.59	0.00	39,232.25	TRANSFER PAYMENT	MBR-ELECTED PRINCIPA
002	790	9/02/2013	679.15	527.83	151.32	55,343.23	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	250.52	250.52	0.00	55,593.75	XFER FOR ESCROW	
002	790	9/02/2013	267.38	187.32	80.06	38,244.26	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/12/2013	680.41	349.25	331.16	75,344.60	PC CU TRANSFER	MBR-ELECTED PAYMENT
002	790	9/12/2013	19.59	19.59	0.00	75,325.01	PC CU TRANSFER	MBR-ELECTED PRINCIP
002	790	9/12/2013	222.08	222.08	0.00	75,547.09	XFER FOR ESCROW	
002	790	9/29/2013	680.41	349.90	330.51	75,197.19	AUTO. FUNDS TRANSFER	

Account Inquiry

Sort by Account

Print Report

FR (4084) 10/31/13

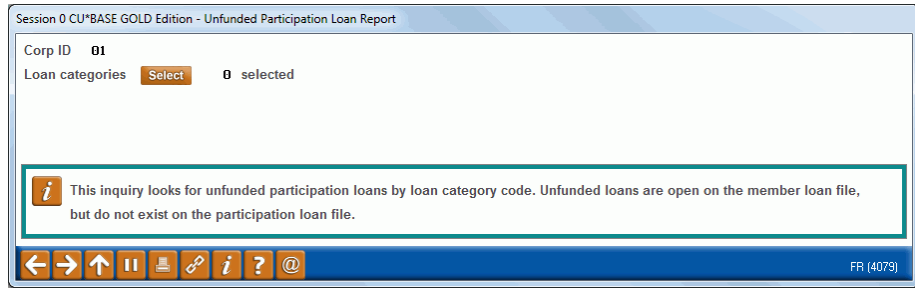
If there is payment activity (regular payments, principal curtailments, account adjustments, payoffs), then the next step is to run a work file to process the payments.

*Important Note: Per Fannie Mae, you are required to run a work file the next business day after any payment activity.*

Refer to **Page 71** for detailed information on this report.

# REVIEW UNFUNDED PARTICIPATION LOANS

“Review Unfunded Loans” on the Participation Loan Processing (MNPART) menu

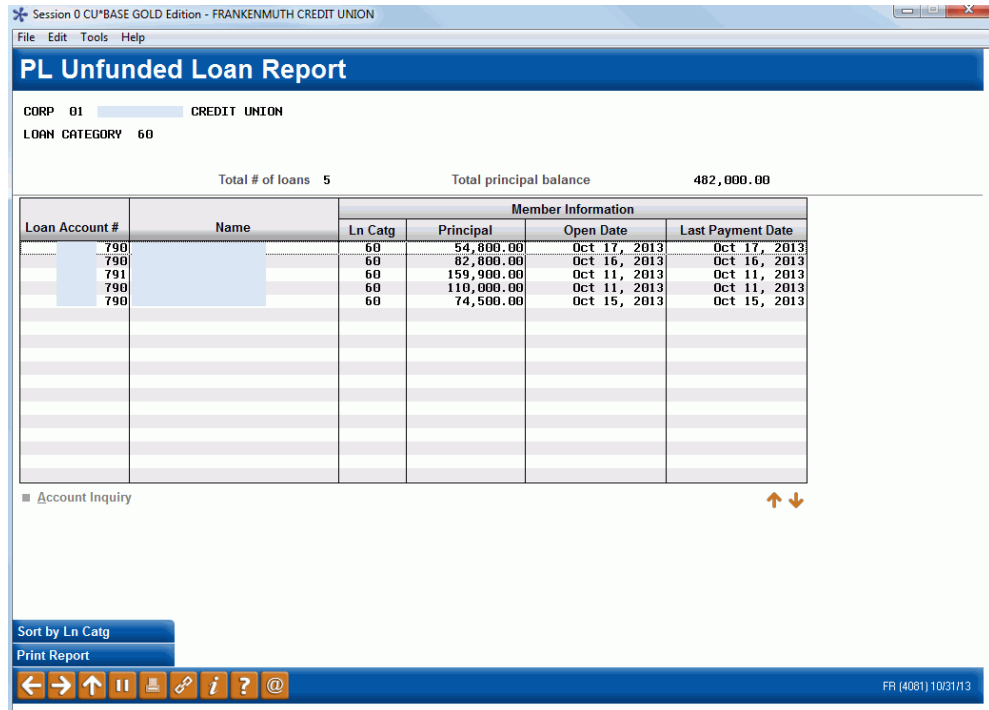


## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, defaults to 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes. At least one entry is required.

For daily processing, before running a work file, run this report to identify unfunded (new) loans by loan category code. The report is viewed on the screen and printed via *Print Report* (F14) if desired.

Unfunded loans are open on the member file, but do not exist on the participation loan file. This report helps to identify new loans that should be added to the participation loan system and loans waiting to be funded by Fannie Mae. Refer to **Page 12** for the steps to add a loan to the PL system.



Refer to **Page 73** for detailed information on this report.



## REVIEW PAID OFF MEMBER LOANS

“Review Paid Off Loans” on the Participation Loan Processing (MNPART) menu

### Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes. At least one entry is required.
Closed date range	This is the closed date range based on the date the loan closed on the member file.

For daily processing, before running a work file, run this report to identify closed (paid off) member loans. The report is viewed on the screen and printed via *Print Report* (F14) if desired.

The report is used to identify paid off loans that may need an interest adjustment in the PL work file. If the participation loan status is an “E” (Existing), the closed loan is open on the participation loan system.

*Effective with the February 2017 reporting cycle, Fannie Mae loans that have been paid off must be reported on the next business day after the payoff.*

This report may be helpful for cleaning up the participation loan files. By identifying the closed (paid off) member loans, the loans with a participation loan status “C” (Closed) can be manually deleted from the participation loan system by accessing **Add/Maintain Participation Loans** on the Participation Loan Processing (MNPART) menu, selecting the loan, then clicking **Delete**.

*Note: Be sure that the principal and interest is paid to zero in the work file before deleting the loan from the participation loan files.*

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File Edit Tools Help

### Paid Off Loan Report - Inquiry

CORP 01 CREDIT UNION  
 LOAN CATEGORY 60

Date range Sep 01, 2013 to Sep 13, 2013 Total # of loans 5

Loan Account #	Name	Loan Ctg	Principal	Member Information			PL Sts	RD Ln
				Open Date	Closed Date	Last Pmt Date		
790		60	0.00	Apr 08, 2013	Sep 03, 2013	Sep 03, 2013	C	N
790		60	0.00	Oct 13, 2011	Sep 06, 2013	Sep 06, 2013	C	N
790		60	0.00	Dec 15, 2010	Sep 13, 2013	Sep 13, 2013	C	N
790		60	0.00	Oct 05, 2011	Sep 10, 2013	Sep 10, 2013	C	N
795		60	0.00	Jun 29, 2009	Sep 13, 2013	Sep 13, 2013	C	N

Account Inquiry

Print Report

FR (4087) 10/31/13

Refer to **Page 74** for detailed information on this report.

## PAID OFF LOAN SCENARIOS

Below are some examples of different payoff dates throughout the month and the appropriate interest adjustment. These examples are for a FNMA AA loan based upon a "Next Interest Accrual Date" of the 1<sup>st</sup> of the month and a "PLI loan rate" of 5.00%

Loan Payoff Date	Principal Balance	Last Pmt	Past Due Interest	Interest Due (current)	Manual Interest Adjustment in Work File	Resulting Interest Paid
6/4/11	\$94,899	April	\$395.42	\$395.42	Clear <i>Interest Due</i> and adjust <i>Interest Paid</i> to include both <i>Past Due Interest</i> and <i>Interest Due</i> plus payoff adjustment of \$39.00 (3 days of interest for June 1-3 <sup>rd</sup> )	\$829.84 (\$395.42+ \$395.42 + \$39.00)
6/4/11	\$94,899	May	\$0.00	\$395.42	Verify <i>Interest Due</i> equals zero and adjust <i>Interest Paid</i> by \$39.00 (3 days of interest for June 1-3 <sup>rd</sup> )	\$434.42 (\$395.42 + \$39.00)
5/25/11	\$94,899	May	\$0.00	\$0.00	Adjust <i>Interest Paid</i> to \$312.00 (24 days of interest for May 1-24 <sup>th</sup> )	\$312.00
5/25/11	\$94,899	June	\$0.00	\$0.00	Adjust <i>Interest Paid</i> to \$-78.00 (6 days interest refunded May 26-31)	\$-78.00

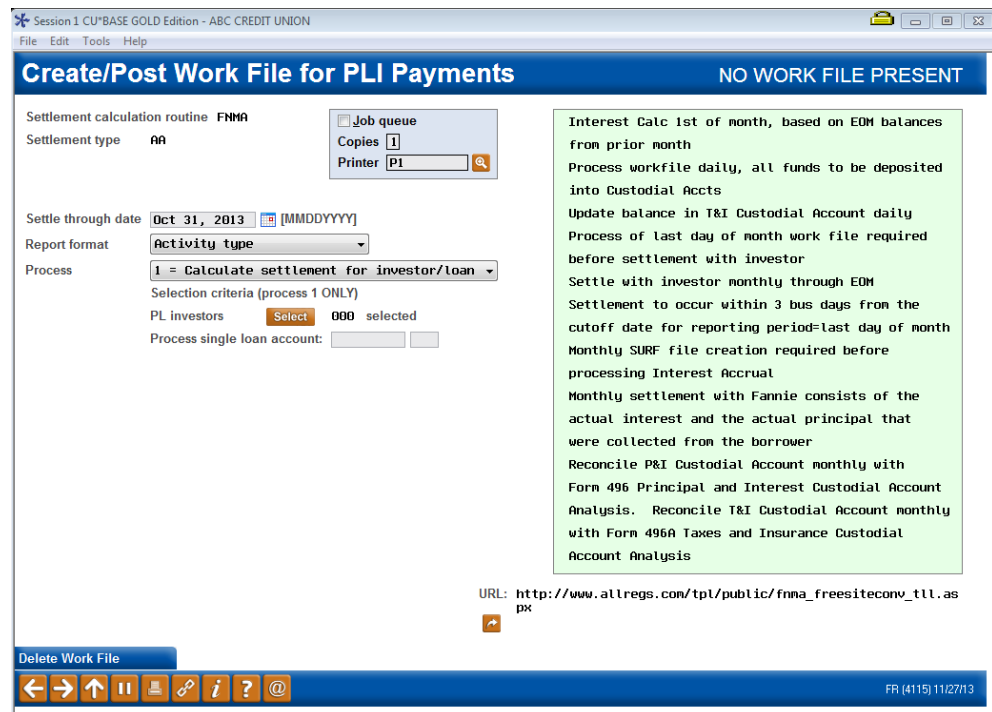
## CREATE/POST PL PAYMENT WORK FILE

“Create/Post PL Payment Work File” on the Participation Loan Processing (MNPART) menu

This is the first screen used for creating a work file. Enter a “Settlement calculation routine” and “Settlement type”. “Company code” is optional and will not display if no company codes are configured for your credit union.

### Field Descriptions

<i>Field Name</i>	<i>Description</i>
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard participation loans), and P360 (other 360 mortgage loans).
Settlement type	The method used for determining how funds are paid to the investor: either by <i>AA (Actual/Actual)</i> , taking into account actual activity on the loan or <i>SA (Scheduled/Actual)</i> , taking into account scheduled interest and actual principal collected from the member.  Note: The <i>SS (Scheduled/Scheduled)</i> settlement type is not available for use at this time.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO.  Note: If no Company Codes are configured at your credit union, this field will not display.



This is the second screen used to create, work, or post a work file for loans in the selected “Settlement calculation routine”, “Settlement type”, and “Company code” (if applicable). Settlement can be performed for all loans, a batch of loans with the same PL Investor, or for a single loan account.

### Steps for Processing a Work File

1. Enter the “Settle through date”. This date usually defaults to the prior day. There are two exceptions: 1) It is after the first of the month and the month end work file has not been processed. In this case, the month end date will default. 2) A work file already exists for a prior date.

*For FNMA loans, the system requires a month end work file to be created and posted.*

2. Choose the “Report format” for the Participation Loan Settlement Detail Report, Activity type (A), Member payment dates (D) or Both (B). Default is A for Activity Type. Refer to **Page 57**.
3. Choose either “Process” option “1=Calculate settlement for investor/loan” or “2=Calculate settlement for all loans” to create the work file (See **Page 37** for more detail on the Process options). Enter to create the work file.

*A work file cannot be created if one already exists for that date, even if it contains only one record. If Work File Status reads “Work File Exists,” use “Delete Work File” (F16) to delete the existing work file.*

4. A message will display showing the number of records written into the work file. The Trial Report version of the Settlement Detail Report will generate (see **Page 57** for a sample of this report). This report lets you review settlement information before the settlement is posted.
5. If desired, use “Process” option “3=Work with Settlement Work File” to review the payment information in the work file and process

maintenance to loan accounts. The Trial Version of the Settlement Detail Report will generate from this step.

6. Choose “Process” option “4=Post Work File” to post the work file to the participation loan history and create the journal batch. A message will appear showing the number of records posted. The Final Version of the Settlement Detail Report will generate.

*Once you have posted a work file and exited the screen, you cannot re-create a work file for the same date. To make any adjustments to a loan after posting the work file, use the adjustment screen on **Page 22**.*

*The PL system contains edits for FNMA loans to ensure that the monthly processing steps occur in the correct order (i.e. must settle payments for the month prior to government reporting, must report to Fannie Mae prior to interest accrual). Because of these edits, the system requires all FNMA loans to be settled for the reporting period prior to processing payments for the next settlement period. This is regardless of whether there was payment activity on the loans.*

#### Field Descriptions

<i>Field Name</i>	<i>Description</i>
Work File Status	The status on the top right of the screen will either be “WORK FILE EXISTS” or “NO WORK FILE PRESENT”. The system allows only one work file for each <i>Settlement calculation routine</i> and <i>Settlement type</i> to be present at a time. If one has been created (even if it only contains one account), this will read “WORK FILE EXISTS.” You may use Process option 3 to modify the work file items, or use <i>Delete Work File</i> (F16) to clear the work file (status will change to “NO WORK FILE PRESENT”).
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans), and P360 (other 360 mortgage loans).
Settlement type	The method used for determining how funds are paid to the investor: either by <i>AA (Actual/Actual)</i> , taking into account actual activity on the loan or <i>SA (Scheduled/Actual)</i> , taking into account scheduled interest and actual principal collected from the member. Note: The <i>SS (Scheduled/Scheduled)</i> settlement type is not available for use at this time.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. Note: If no Company Codes are configured at your credit union, this field will not display.
Settle through date	Choose a date for this settlement. All payments made from the last settlement date through (but not including) this date will be included in the settlement work file.

Field Name	Description
	<p>Exception: For PART loans, when a work file is run for a single loan account, current day transactions will be included.</p>
Report format	<p>The report format for the Settlement Detail Report. Options are:</p> <p><b>Activity type (A)</b> displays Activity types in the far right columns. Activity types include regular payment, principal curtailment, paid ahead, payment adjustment, new loan, past due loan and paid off loan.</p> <p><b>Member payment dates (D)</b> displays the last payment date, next payment date, # of transactions (#Trn) and adjustments (#Adj).</p> <p>Both (B) will generate both versions of the report.</p> <p>Refer to <b>Page 57</b> for more information on the Settlement Detail Report.</p>
Process	<p>Select one of the following options, then use Enter to proceed:</p> <p><b>(1) Calculate Settlement for Investor/Loan</b> - Use this option to create a settlement work file for a batch of loans, either according to the investor or to settle just a single loan account. If this is selected, additional fields will appear (described below) and should be completed before using Enter to continue.</p> <p><b>(2) Calculate Settlement for All Loans</b> - Use this option to create a settlement work file for ALL existing participation loan accounts within the settlement calculation routine and settlement type, regardless of investor. When Enter is used to continue, the system will create the work file. When done, a message will appear indicating the number of records placed into the work file. Use Enter to continue.</p> <p><b>(3) Work With Settlement Work File</b> - After a work file is created, this option is used to review the work file and modify individual amounts for situations like payoffs, new loans, or delinquent loans over 2 months. These new amounts will be used when the work file is posted. The screen shown on <b>Page 42</b> will appear.</p> <p><b>(4) Post Work File</b> - After the work file is generated and all needed maintenance has been done, use this option to post the work file and create a journal batch that will await posting in the General Ledger.</p> <p><b>IMPORTANT:</b> Remember to use <b>Create/Post Journal Entries</b> to post the batch to the G/L.</p>
PL investors	<p><i>(Appears only when Process (1) is selected.)</i> This is a Select button that allows you to settle loans for one or multiple investors within the “Settlement calculation routine”.</p> <p>See <b>Page 86</b> for details on configuring PL investors.</p>
Process single loan account	<p><i>(Appears only when Process (1) is selected.)</i> To settle for just one loan account (such as if the loan account is being paid off), a single payment needs to be processed, or the terms of the loan modified, use this field to enter the account base and suffix.</p>

<i>Field Name</i>	<i>Description</i>
Tips	The settlement tips for the investor as defined on the Settlement Calculation Routine Configuration. Refer to <b>Page 90</b> .
URL	The URL for the investor as defined on the Settlement Calculation Routine Configuration. Refer to <b>Page 90</b> .

## Settlement Detail Report

The Participation Loan Settlement Detail report generates when creating, working or posting a settlement work file. The Trial Report version generates when creating or working the work file to give you a “before” picture of the work file (*Process* options 1, 2 or 3 described on **Page 37**). The Final Report version generates when posting a work file (*Process* option 4).

There are two formats for the Settlement Detail Report, Activity Type or Member Payment Dates. It is recommended to run the Activity Type format for Fannie Mae loans. Refer to **Page 57** for more information and sample reports.

## PL WORK FILE PAYMENT PROCESSING

The following types of loan payments can be processed in a work file:

<i>Field Name</i>	<i>Description</i>
<b>Regular Payment</b>	Transaction File = 1) Tran Code 22 and not a Principal Curtailment or a Paid Ahead Payment 2)Tran Code 23/Tran Type 60 or 61 (delinquent fines is 60, escrow transfers is 61).
<b>Principal Curtailment</b>	Transaction File = Tran Code 22 and principal payment applied without payment (principal is paid, interest is not paid)
<b>Paid Ahead</b>	Transaction File = Tran Code 22 and Tran Type 15.
<b>Payment Adjustment- post payment</b>	Transaction File = Tran Code 24 and Tran Type 85.
<b>Payment Adjustment- reverse payment</b>	Transaction File = Tran Code 25 and Tran Type 95.

*For FNMA loans, a work file will never contain same day payments. You can only create a work file for a prior day. For current day payments, you must wait until the following day to process those payments.*

The Activity Type version of the Settlement Detail Report generated when the work file is created will help to identify the type of payment in the work file. Refer to **Page 57** for more information on Activity Types and this report.

## How loan payments are handled

When a work file is posted for Fannie Mae loans (“Settlement calculation type” FNMA), the system updates the participation loan “Principal Paid” and “Interest Paid” fields as follows:

### FNMA Settlement Type AA

<b>Type of Payment</b>	<b>PL Principal Paid</b>	<b>PL Interest Paid</b>
Regular Payment	Increase PL <i>Principal paid</i> by the principal paid on the transaction record.	Populate from the PL <i>interest due</i> (or PL <i>past due interest</i> if applicable)
Principal Curtailment	Increase the PL <i>Principal paid</i> by the principal paid on the transaction record.	Do not populate
Paid Ahead	Increase the PL <i>Principal Paid</i> by the principal paid on the transaction record	*Calculate by multiplying the current PL <i>principal bal</i> times the PLI <i>loan rate</i> then divide by 12. The <i>Next Interest Accrual Date</i> is advanced one month.
Payment Adjustment-post payment	Increase PL <i>Principal Paid</i> by the principal paid on transaction record	Not populated. Interest is manually adjusted.
Payment Adjustment-reverse payment	Reduce PL <i>Principal Paid</i> by the principal paid on the transaction record	Not populated. Interest is manually adjusted.

### Paid ahead payments

For FNMA AA loans, a payment is considered “paid ahead” if made prior to the interest calculation date. A “paid ahead” payment is identified with a different transaction code than regular payments (refer to **Page 38**). If the member makes a “paid ahead” payment, the PL system contains similar logic as the member file that calculates the interest amount “on the fly” using the calculation above\*. The “Next interest accrual date” is also advanced by one month.

### FNMA Settlement Type SA

<b>Type of Payment</b>	<b>PL Principal Paid</b>	<b>PL Interest Paid</b>
Regular Payment	Increase PL <i>Principal paid</i> by the principal paid on the transaction record.	Populate from the PL <i>interest due</i> .
Principal Curtailment	Increase PL <i>Principal paid</i> by the principal paid on the transaction record.	Not populated.
Paid Ahead	Increase PL <i>Principal paid</i> by the principal paid on the transaction record.	Not populated. Refer to your CU policy for handling FNMA SA paid ahead payments.
Payment Adjustment-post payment	Increase PL <i>Principal paid</i> by the principal paid on the transaction record.	Not populated. Interest is manually adjusted.



Payment Adjustment-reverse payment	Reduce PL <i>Principal Paid</i> by the principal paid on the transaction record	Not populated. Interest is manually adjusted.
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Refer to **Page 45** for more information on Scheduled/Actual (SA) loans.

For FNMA SA Loans, if the loan category configuration on the member file indicates to allow paid ahead payments, you may have paid ahead payments in the PL work file. It is recommended to review the member’s account and follow your credit union’s policy regarding reversal of the payment.

## PROCESSING PAYMENTS FOR A PAST DUE LOAN

To help identify loans that are past due in a work file, check the Settlement Detail Report for loans with Activity Type F (Past Due Loan). Refer to **Page 57** for more information on this report.

For FNMA, FHLB, and P360 loans with “Settlement type” of AA (Actual/Actual), the “Past Due Interest” gets populated during PL interest accrual\*. If an interest amount resides in the current “Interest Due” field (no payments occurred), this “Interest Due” amount will be added to the “Past Due Interest” field and the newly accrued interest will move into the current “Interest Due” field.

*\*Remember that interest accrual for FNMA loans occurs by using “Accrue Interest for 360 Loans” on the Participation Loan Processing (MNPART) menu.*

When processing payments for a past due loan in a work file, interest is pulled from the “Past Due Interest” field first, then the current “Interest Due” field.

*Note: There can be more than one month’s worth of interest in the Past Due Interest field. Be careful when reviewing the interest moved into Interest paid and adjust interest amounts appropriately.*

If a loan is more than two months past due, you may have to do a manual adjustment to “Interest Paid” field in the work file. This is because the entire amount of “Past Due Interest” gets moved to “Interest Paid” when the work file is created. If you reduce the “Interest Paid” amount because of multiple months in “Past Due Interest”, be sure to put the appropriate amount of unpaid interest amount back in the “Past Due Interest” field when editing the work file.

### Past Due Interest for a SA Loan

For loans with settlement type SA (Scheduled/Actual), if a past due payment is made after final settlement (delinquent interest has been moved), it is handled as a regular payment in the next PL work file. For a regular payment, the principal due amount moves to “Principal paid” and the interest due amount moves to “Interest paid”. Since this is a SA (scheduled) interest loan, there are two methods for handling the PL interest in the work file:

1. Allow the current "Interest Due" to process with the payment and remain in PL "Interest paid" (therefore the current "Interest Due" gets paid with past due principal).
2. Do not allow the current "Interest Due" to process with the payment. When working the work file, move the amount in PL "Interest Paid" back to the PL "Interest Due". ("Interest Due" will be paid with the appropriate next payment or will get moved at final settlement with the delinquent interest via F17 if no payment is made)

Refer to **Page 45** for more information on Scheduled/Actual (SA) loans.

### Past Due Loan Examples – FNMA AA

Loan is 1 month past due - no interest adjustment needed.

<b>Pmt 1</b>	<b>Pmt 2</b>	<b>Past Due Interest (before)</b>	<b>Current Interest</b>	<b>Work File Processing</b>	<b>Work File Interest Adjustment</b>	<b>Past Due Interest (after)</b>	<b>Current Interest Due</b>
\$450	None	\$300	\$300	\$300 Past Due Interest moved to Interest Paid	None	\$0.00	\$300
\$450	\$450	\$300	\$300	\$300 Past Due Interest moved to Int Paid and \$300 Interest Due is moved to Interest Paid	None (Loan is now current)	\$0.00	\$0.00

Loan is 2 months past due - interest adjustment required

<b>Pmt 1</b>	<b>Pmt 2</b>	<b>Past Due Interest (before)</b>	<b>Current Interest</b>	<b>Work File Processing</b>	<b>Work File Interest Adjustment</b>	<b>Past Due Interest (after)</b>	<b>Current Interest Due</b>
\$450	None	\$600	\$300	\$600 Past Due Interest moved to Interest Paid	\$300 moved from Interest Paid to Past Due Interest	\$300	\$300
\$450	\$450	\$600	\$300	\$600 Past Due Interest moved to Interest Paid and \$300 Interest Due moved to Interest Paid	\$300 moved from Interest Paid to Current Interest Due	\$0.00	\$300

Loan is 3 months past due - interest adjustment is required

<b>Pmt 1</b>	<b>Pmt 2</b>	<b>Past Due Interest (before)</b>	<b>Current Interest</b>	<b>Work File Processing</b>	<b>Work File Interest Adjustment</b>	<b>After Past Due Interest</b>	<b>Current Interest Due</b>
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\$450	None	\$900	\$300	\$900 Past Due Interest moved to Interest Paid	\$600 moved from Interest Paid to Past Due Interest	\$600	\$300
\$450	\$450	\$900	\$300	\$900 Past Due Interest moved to Interest Paid and \$300 moved from Interest Due to Interest Paid	\$300 moved from Interest Paid to Past Due Interest and \$300 moved to current Interest Due	\$300	\$300

## EDITING A WORK FILE

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File Edit Tools Help

### Create/Work Participation Loan Settlement Work File

PLI

Account  Settle through **Oct 31, 2013**

PLI	Account	Type	Principal Balance	Past Due Interest	Interest Due	Principal Paid	Interest Paid	Monthly Income
2		790	61,557.76	0.00	0.00	0.00	0.00	0.00
2		790	97,524.93	0.00	0.00	0.00	0.00	0.00
2		791	139,208.89	0.00	0.00	0.00	0.00	0.00
2		791	170,442.68	0.00	0.00	0.00	0.00	0.00
2		790	252,380.72	0.00	0.00	0.00	0.00	0.00
2		790	80,851.16	0.00	0.00	0.00	0.00	0.00
2		790	50,286.30	0.00	0.00	0.00	0.00	0.00
2		790	51,482.15	0.00	0.00	0.00	0.00	0.00
2		790	45,249.31	0.00	0.00	0.00	0.00	0.00
2		790	98,575.38	0.00	0.00	0.00	0.00	0.00
2		790	117,532.06	0.00	0.00	0.00	0.00	0.00
2		790	51,903.85	0.00	0.00	0.00	0.00	0.00
2		790	78,854.08	0.00	0.00	125.94	222.13	222.13
2		792	245,301.34	0.00	0.00	0.00	0.00	0.00
2		790	72,281.53	286.51	286.11	0.00	0.00	572.62
			<b>137,644,493.95</b>	<b>16,808.99</b>	<b>6,078.35</b>	<b>70,253.50</b>	<b>4,488.39</b>	<b>27,375.73</b>

Select

Toggle

Summary

FR (4118) 11/27/13

*This screen appears when you select Process option (3) from the initial work file screen.*

Use this screen to view the contents of this work file before it is posted to the participation loan general ledger. You can modify interest and principal amounts in the work file. Changes made here will affect only this work file. If this work file is deleted before posting and later recreated, the changes will be lost.

The types of modifications made to a work file might be for adjusting the interest amounts due to a payoff or for loans delinquent more than two months. Also, there could be unique circumstances for a specific loan that requires an adjustment in a work file.

To modify an item, place your cursor on the item and use **Enter** or click **Select** to proceed to the next screen (shown on **Page 43**).

## Buttons

<i>Command Key</i>	<i>Description</i>
Toggle (F11)	Use this to toggle between the normal display and an alternative display that shows PLI name, member name, sequence and term.
Summary (F15)	Use this to display a summary showing total settlement amounts for each PLI included in this work file.

## Update

Session 1 CU\*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

### Create/Work Participation Loan Settlement Work File

PLI 002 FANNIE MAE  
 Loan account 790 Original loan amount 79,875.00  
 PL type 02 FANNIE MAE LOANS Seq. 1

---

Date reported Oct 31, 2013  
 Term 9  
 Principal bal 78,854.08  
 Past Due Int 0.00  
 Interest due 0.00  
 Principal paid 125.94  
 Interest paid 222.13  
 Total settlement 2,807.94  
 Monthly income 222.13

Save

Navigation icons: Back, Forward, Home, Stop, Print, Copy, Paste, Help, Search, etc.

FR (4121) 11/27/13

Use this screen to adjust the amounts that will be posted to an individual participation loan record when this settlement work file is posted. The only fields that can be updated are “Past Due Int”, “Interest due”, “Principal paid”, and “Interest paid”. The Total settlement amount (“Principal paid” + “Interest paid”) will be recalculated automatically after your changes are made. When done, use *Save* (F5) to save and return to the previous screen.

## Field Descriptions

<i>Field Name</i>	<i>Description</i>
Past Due Int	This is the amount of interest that is past due on the loan. <i>Note: This field does not display for FHMC or PART loans.</i>
Interest due	The amount of interest due on the loan.
Principal paid	The amount of principal that will be paid to the investor, based on all payments that were made on the loan. If no payments were made, this will be zero. If you wish to pay the investor anyway, simply enter the principal payment amount here.
Interest paid	The amount of interest that will be paid to the investor, based on all payments that were made on the loan. If no payments were made, this will be zero. If you wish to pay the investor anyway, simply enter the interest payment

<i>Field Name</i>	<i>Description</i>
	amount here (be sure to also adjust <i>Interest Due</i> accordingly).

Summary (F15)

PLI	PLI	# of Loans	Total Settlement
1	FREDDIE MAC	46	1,379,421.91

This screen appears when you use **Summary (F15)** from the Work File editing screen (shown on **Page 42**). This screen summarizes all of the loans included in this work file according to the Participation Loan Investor, with a total number of loans included and the total settlement amount that should be paid to each investor when this settlement is posted.

## SPECIAL STEP FOR SCHEDULED/ACTUAL (SA) LOANS

Loans with a “Settlement type” of SA (Scheduled/Actual) use scheduled interest and actual principal collected from the member to pay the investor.

After editing the monthly work file for “Settlement type” SA loans, an additional step is required. Before posting the work file, you must use *Post Delinquent Int* (F17) to move the unpaid interest amount from “Interest Due” to “Interest Paid”. This is because the interest portion of the payment is “scheduled” and must be paid to the investor regardless of whether a payment was made on the loan that month.

Session 1 CU\*BASE GOLD - Create/Work Participation Loan Settlement Work File

PLI  Account  Settle through Jul 15, 2011

PLI	Account	Type	Principal Balance	Past Due Interest	Interest Due	Principal Paid	Interest Paid	Monthly Income
1		780	49,769.00	0.00	259.21	0.00	0.00	259.21
1		780	69,817.65	0.00	349.09	0.00	0.00	349.09
1		780	82,793.20	0.00	353.60	0.00	0.00	353.60
1		780	108,449.68	0.00	485.76	0.00	0.00	485.76
1		780	74,458.77	0.00	380.05	0.00	0.00	380.05
1		780	71,359.18	0.00	0.00	242.52	328.17	328.17
1		780	191,870.27	0.00	939.36	0.00	0.00	939.36
1		780	93,678.10	0.00	468.39	0.00	0.00	468.39
1		780	91,738.34	0.00	0.00	0.00	0.00	0.00
1		780	43,469.00	0.00	271.68	0.00	0.00	271.68
1		780	90,351.61	0.00	395.29	0.00	0.00	395.29
1		780	97,923.19	0.00	489.62	0.00	0.00	489.62
1		780	20,122.53	0.00	83.84	0.00	0.00	83.84
1		780	116,254.12	0.00	557.05	0.00	0.00	557.05
1		780	108,543.55	0.00	610.56	0.00	0.00	610.56
Select			5,294,479.03	0.00	23,784.13	242.52	328.17	24,112.30

Backup F3  
Cancel F7  
Toggle F11  
Summary F15  
Post Delinq Int F17

(4118) 8/22/11 11:15:52 [Learn About This Feature](#)

HINT: Use *-Post Delinq Int* (F17) to move unpaid interest from Interest Due to Interest Paid.

Session 1 CU\*BASE GOLD - Confirm

Add/Update F5 Move interest due to interest paid for loans selected in the work file. Confirm to continue  
Bypass F8

(32) [Learn About This Feature](#)

For FNMA SA loans, Fannie Mae will not accept interest payments on a loan past due more than 120 days. For payments on a loan more than 120 days delinquent, you may need to zero the “Interest due” amount prior to moving the delinquent interest via *Post Delinquent Int* (F17).

*Note: There will never be Past Due Interest on an SA loan in the participation loan file. However, the member file does track past due interest owed to the credit union.*

# CREATE/POST GL JOURNAL ENTRIES

“Create/Post G/L Journal Entries” from the Participation Loan Processing (MNPART) menu

PL in the ID column identifies this as a participation loan batch.

Corp ID	Effective Date	ID	ID #	Reversal Date	Recurring Date	Year End	Status	Template	First Entry Description
1	Jan 31, 2015	DH	140401		Feb 28, 2015		A		NEGATIVE SHARES
1	Jan 31, 2015	PL	000001				A		PLI 002 S INTEREST EARNED
1	Jan 31, 2015	16	60213		Feb 28, 2015		A		UTSA BONUS POINTS ACCRUAL
1	Jan 31, 2015	16	60330		Feb 28, 2015		A		ACCRUED SALARIES
1	Jan 31, 2015	16	71031		Feb 28, 2015		A		CO-OP BILLING
1	Jan 31, 2015	16	131130		Feb 28, 2015		A		AES LN PYMT PRIN
1	Feb 01, 2015	DH	80603		Mar 01, 2015		A		A PEREZ FCU LC
1	Feb 01, 2015	DH	81208		Mar 01, 2015		A		ELGA WIRE NEW 1/2/15
1	Feb 01, 2015	DH	90703		Mar 01, 2015		A		HASELHORN LAND CONTRACT
1	Feb 02, 2015	DH	30108		Mar 02, 2015		A		FHLB CMS MONTHLY FEE
1	Feb 02, 2015	DH	90708		Mar 02, 2015		A		GIPSON LC
1	Feb 03, 2015	MA	80603		Mar 03, 2015		A		S BROWN FCU LC
1	Feb 04, 2015	DH	80603		Mar 04, 2015		A		GREER FCU LC
1	Feb 05, 2015	DH	90708		Mar 05, 2015		A		OPPERMAN LC
1	Feb 05, 2015	DH	100702		Mar 05, 2015		A		LC DUVLE
1	Feb 05, 2015	DH	101105		Mar 05, 2015		A		BERLIN LAND CONTRACT

A journal entry batch gets created when a work file is posted and can contain entries for new loans, payments and interest accrual. Generally, there is one journal entry batch created for ID “PL” per day, therefore you may see multiple investors in the same batch.

To review the items in the batch, double click on the batch (or highlight and click **Change**). On the next “Maintain Journal Entries” screen, use *Post* (F2) to post the journal entry batch.

## Manual Journal Entry (adjustments) after investor reporting

To adjust interest amounts due to investor reporting exceptions after PL interest accrual OR for prior reporting cycle payoff adjustments, you must use this screen rather than the PL Adjustment screen described on **Page 22**. This is so that the entries are allocated to the G/L for the appropriate reporting cycle period.

1. Access **Create/Post G/L Journal Entries** on the Participation Loan Processing (MNPART) menu. Enter the following information to create the journal entry batch.

Last Date of Reporting Period

Current Posting Date

2. **Enter** to proceed to the “Maintain Journal Entries” screen and create the journal entry batch.

3. Process the journal entry as follows:

To pay the investor additional funds (underpayment):

Session 0 CU\*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

### Maintain Journal Entries

Jump to seq #  Go! Corp ID 1 Effective posting date Jan 31, 2015 Using J/E ID PL Using J/E # 1

Batch label  Template

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description
1	1	786.01	65.10	0.00		PLI 002 ADJ INT TO FNMA
2	1	117.01	0.00	65.10		PLI 002 ADJ INT TO FNMA
3	1	117.01	65.10	0.00		PLI 002 ADJ INT TO FNMA
4	1	899.01	0.00	65.10		PLI 002 ADJ INT TO FNMA
5			0.00	0.00		
6			0.00	0.00		
7			0.00	0.00		
8			0.00	0.00		
9			0.00	0.00		
10			0.00	0.00		
11			0.00	0.00		
12			0.00	0.00		
13			0.00	0.00		
14			0.00	0.00		
15			0.00	0.00		
16			0.00	0.00		
17			0.00	0.00		
18			0.00	0.00		
19			0.00	0.00		
20			0.00	0.00		

Records imported: 0  
Records in error: 0

Debit: 3,113.81  
Credit: 3,113.81  
Net: 0.00

Special Posting Features:  
Status: Active  
Reversing:  
Year end: No  
Recurring:

Special Post New Journal Entry Import Entries Skip Suspend Journal Entry

FR [2122] 4/01/15

To recoup funds already paid to the investor (overpayment):

Session 0 CU\*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

### Maintain Journal Entries

Jump to seq #  Go! Corp ID 1 Effective posting date Jan 31, 2015 Using J/E ID PL Using J/E # 1

Batch label  Template

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description
1	1	117.01	65.10	0.00		PLI 002 ADJ INT FRM FNMA
2	1	786.01	0.00	65.10		PLI 002 ADJ INT FRM FNMA
3	1	899.01	65.10	0.00		PLI 002 ADJ INT FRM FNMA
4	1	117.01	0.00	65.10		PLI 002 ADJ INT FRM FNMA
5			0.00	0.00		
6			0.00	0.00		
7			0.00	0.00		
8			0.00	0.00		
9			0.00	0.00		
10			0.00	0.00		
11			0.00	0.00		
12			0.00	0.00		
13			0.00	0.00		
14			0.00	0.00		
15			0.00	0.00		
16			0.00	0.00		
17			0.00	0.00		
18			0.00	0.00		
19			0.00	0.00		
20			0.00	0.00		

Records imported: 0  
Records in error: 0

Debit: 3,113.81  
Credit: 3,113.81  
Net: 0.00

Special Posting Features:  
Status: Active  
Reversing:  
Year end: No  
Recurring:

Special Post New Journal Entry Import Entries Skip Suspend Journal Entry

FR [2122] 4/01/15

These G/L accounts in these sample screens are the recommended G/L accounts described on **Page 93**.



- Process the appropriate account adjustment to the P&I Custodial Account. Refer to **Page 48**.

## MEMBER ACCOUNT ADJUSTMENT/POST TO CUSTODIAL ACCOUNT

“Member Acct Adj/Post to Cust Act” on the Participation Loan Processing (MNPART) menu

Session 0 CU\*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

### Member Account Adjustment

Account # 1-790 JOHN G MEMBER  
 Principal G/L 701.90 Accrued G/L 751.81 Income/expense G/L 111.82 Member branch 20

**Status Before Correction**

Principal balance 87,182.80 Interest due 0.00 YTD interest paid 2,177.06

Type	Amount	Description	Interest	Principal	Offset	
					G/L #	Location
	0.00		0.00	0.00		
	0.00		0.00	0.00		
	0.00		0.00	0.00		
	0.00		0.00	0.00		
	0.00		0.00	0.00		

Delinquent fine YTD amount 0.00 Delinquent fine amount 0.00  
 Last payment amount 468.82 Last payment date Jul 12, 2016 [MMDDYYYY]

**Status After Correction**

Principal balance 87,182.80 Interest due 0.00 YTD interest paid 2,177.06

Dividend/Interest Calc  
 Post  
 New Account

**i** Member account adjustments correct only the member's balance and the member information associated with the adjustment type code. If you are correcting a current day teller cash error, a corresponding teller drawer adjustment may be required. Always verify the adjustment results for the member's account and teller's cash balance when appropriate.

FR (5253) 7/12/16

Use this screen to post payments or paid off funds to an investor P&I Custodial Account. This function is also used to post the escrow balance adjustments to an investor T&I Custodial Account.

Custodial Accounts are used for government investors to hold the daily funds owed to them until the amounts are settled with the investor (per the timing in the investor agreement). Custodial Accounts are not used with PART or P360 loans.

### P&I Custodial Account Adjustment (Principal and Interest)

This account adjustment is used to post the funds from the PL settlement G/L account to the P&I Custodial Member Account.

- Take the “Total Cash Settlement” amount from the Final version of the Settlement Detail Report (created from *Create/Post PL Payment Work File* on the Participation Loan Processing (MNPART) menu) and post the amount as a credit to the P&I Custodial Account offsetting the settlement G/L (typically 899-xx).

*Note: If separate work files were created for the same investor it is recommended that separate account adjustment entries are done for each. This way the transaction amounts listed in the member history will match back to the Settlement Detail Report totals.*

## T&I Custodial Account Adjustment (Taxes and Insurance)

This account adjustment is used to post the amount needed to make the T&I Custodial Account match the balance of the total member escrow accounts.

1. Check the balance in the T&I Custodial Account.
2. Access the Escrow Share Detail Report and review the Fannie Mae escrow accounts. (This daily LPLESC report lists escrow accounts by dividend application and has separate totals for the positive and negative balances). See **Page 66** for a sample of this report.

*Note: If there are no escrow accounts for the loans processed in the work file, then the next steps are not needed.*

3. Review the amount on the Escrow Share Detail Report for the “Total Positive Balances” and make either a debit or a credit entry to the T&I Custodial Account to match this balance. Use the appropriate Contra Escrow G/L account for the investor as the offset G/L#.

*The next steps are only required if there is a “Total Negative Balances” amount for the FNMA escrow accounts on the Escrow Share Detail Report.*

4. Check the balance in the Negative Escrow Funding G/L (generally 725.xx). Compare the escrow funding G/L balance to the “Total Negative Balances” on the Escrow Share Detail Report. Make a general ledger entry using *Create/Post G/L Journal Entries* to match these balances as follows:
  - If the Negative Escrow Funding G/L balance is less than the “Total Negative Balances”, post a debit to Negative Escrow Funding G/L and a credit to the Contra Escrow G/L; use the description “FUND NEG ESC ACCOUNTS”.
  - If the Negative Escrow Funding G/L balance is more than the “Total Negative Balances”, post a credit to the Negative Escrow Funding G/L and a debit to the Contra Escrow G/L; use the description “RECLASS NEG ESC FUNDING”.

Refer to the General Ledger section on **Page 99** for more information and examples of adjusting Custodial Accounts.

---

# GOVERNMENT INVESTOR FILE - SURF

The credit union sends a reporting file to Fannie Mae that is referred to as the SURF (Servicers Reconciliation Facility) file. As of February 2017, reporting can occur any day of the month that there is loan activity, however it is not required unless one or more payoffs have occurred or it is CD 22 reporting (see next paragraph). Fannie Mae requires a payoff to be reported on the next business day.

Reporting of all loans regardless of activity is required on or before calendar day 22 (CD 22). The system will force this required reporting file on calendar day 23 if not already processed.

*Important Note: It is up to the servicing credit union to pay attention to the calendar dates each month and process the CD 22 reporting file on or before the 22<sup>nd</sup> of the month. Refer to Fannie Mae's contractual guidelines.*

A reporting file must also be created as of end-of-month (EOM) to ensure that system control dates are updated properly and interest can be accrued. The EOM reporting should occur the 1<sup>st</sup> business day after month end.

*Important Note: Fannie Mae does not require a reporting file to be transmitted for month end if there is no activity. However, the file must still be created per the instructions on the next page.*

Be sure that you have a folder on your PC called SURF. This is the location where the files will be stored for later transmission to Fannie Mae.

## **Special Note: Security Requirements**

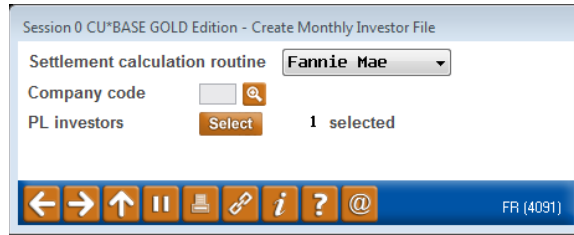
Downloading files from the CU\*BASE iSeries requires special security authorization by a CU\*BASE representative. If you or a member of your staff needs to be able to download files, please contact a Client Service Representative to set up the proper permissions. Authorization by your credit union's designated Security Officer is required to grant these permissions. On a monthly basis, your Security Officer will be required to confirm the staff that have been given clearance to download files.

Contact the Lender\*VP department at [sales@lendervp.com](mailto:sales@lendervp.com) and request access to the client access files required for the processing the download.

*Important Note: Before creating and downloading the government investor file, be sure that you have created a file called "Surf" on your PC. Refer to **Page 5** for the steps required to prepare your PC for downloads.*

# CREATE/DOWNLOAD FANNIE MAE FILE

'Create Monthly Gov Investor File' on the Participation Loan Processing (MNPART) menu



The first selection screen requires the “Settlement calculation routine” and “PL investors”. The “Company code” is optional and will only display if your credit union has company codes configured. If multiple investors are selected, they must all have the same Seller/Servicer number.

## Field Descriptions

Field Name	Description
Settlement calculation routine	Enter the Settlement Calculation Routine FNMA.
Company code	Enter the Company code if applicable. The default is blank which means none. A lookup button lists the available Company Codes. If your credit union does not have any Company Codes configured, this field will not display on the screen.
PL investor #	This is a Select button that allows selection of one or multiple investors. Only those investors with the previously selected Settlement Calculation Routine are available for selection.

## Screen 2 “Create Fannie Mae Surf File”

**Create Fannie Mae Surf File**

Report Options	Response
Fannie Mae servicer #	311130005
Date range	Jun 21, 2016 to Jun 22, 2016
Loans to report: <input checked="" type="radio"/> Only loans with activity since last reporting file <input type="radio"/> Monthly reporting file	
Generate audit report sorted by: <input checked="" type="checkbox"/> Account <input type="checkbox"/> Fannie Mae reference #	

Job queue  
 Copies   
 Printer

Create File
HS (3285) 7/07/16

## Field Descriptions

<i>Field Name</i>	<i>Description</i>
Fannie Mae servicer #	Fannie Mae servicer # will populate from the investor record
Date range	Date range defaults to the prior reporting period
Loans to report	<p>Specifies whether only loans with activity since the last reporting period or all loans (monthly reporting file) should be reported.</p> <p>The option “Monthly reporting file” is selected for Fannie Mae’s CD 22 (Calendar Day 22) reporting file. System edits only allow this option to be selected between the 19<sup>th</sup> and 23<sup>rd</sup> day of each month.</p> <p>For daily activity including EOM, “Only loans with activity since last reporting file” is selected.</p>
Generate audit report sorted by	Indicate if the Fannie Mae Audit Report should generate by Account or Fannie Mae reference #. Refer to <b>Page 77</b> for a sample of the Fannie Mae Audit Report.

## Government Reporting Steps

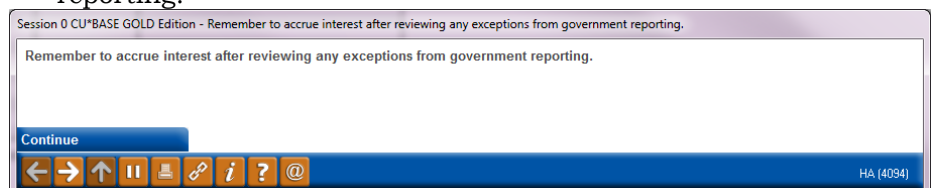
1. Use *Create File* (F13) to create the SURF file. Note: If you have not processed the CD 22 settlement work file or the EOM settlement work file, you will get an error message and cannot proceed until you create the appropriate settlement work file.

*Note: The file name created for Fannie Mae is either FNMLNSNDS (CU serviced) or FNLNSNDxxx (if a Company code is used, xxx is the Company code).*

After creating the file, the “Last Reported Date” on the PL master and history files is updated.

*Note: If it is EOM reporting and no activity has occurred since the last reporting date, then this is the only required step. There is no need to download or transmit the file to Fannie Mae.*

2. The next step to download the file depends on whether a Company code was entered when creating the file:
  - a. **NO COMPANY CODE:** After creating the file, use *Download File* (F14) to download the file from the iSeries to the PC. Once the download is complete, a popup window will display reminding you to accrue interest after reviewing exceptions from government reporting.



*Note: If you exit the “Create Fannie Mae Surf File” screen prior to using “Download File” (F14), you will have to process the download by opening the client access file in your SURF folder (File Type is “Data Transfer from iSeries”) See **Page 54** for the manual steps.*

- b.** COMPANY CODE: If a Company code was entered when creating the file, *Download File* (F14) will not be available. You must process the download by opening the client access file in you SURF folder (File Type is “Data Transfer from iSeries”), refer to **Page 54**.
3. OPTIONAL STEP: Review the SURF Reports and Fannie Mae Audit Report that generated from Step 1. These reports can be used for research.
4. Take the appropriate steps to upload the file to Fannie Mae. Refer to your Fannie Mae Servicing Guide.
5. On the next business day, access the Fannie Mae website and review investor exceptions (LAR rejects). Adjustments for reporting files other than EOM can be done as part of the daily settlement work file processing.

For the EOM reporting file, any adjustments should be done either as a manual journal entry described on **Page 46** or on the PL Adjustment screen described on **Page 22**.

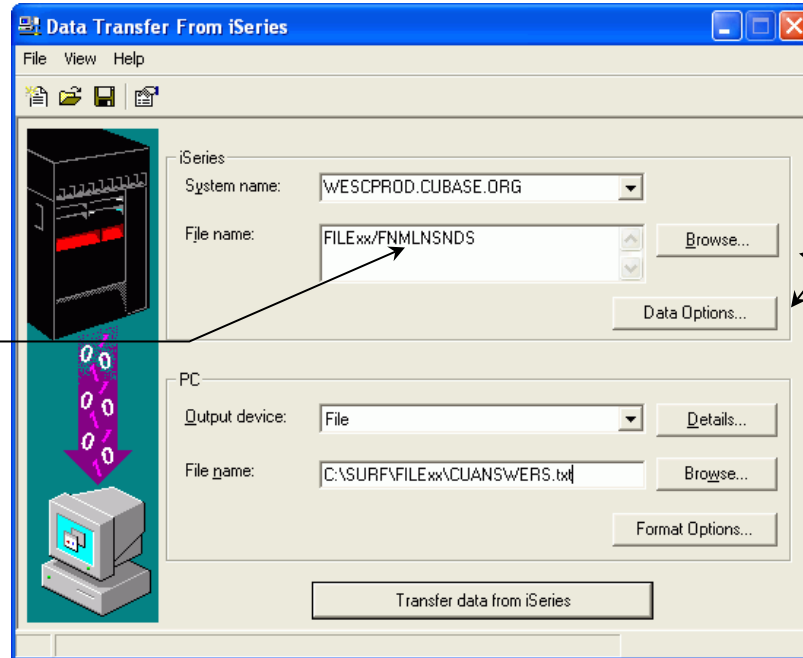
*If the PL Adjustment screen (via PL history) is used, be sure that the adjustment transaction is dated in the appropriate settlement period (for example, if the adjustment is for settlement period 4/23 - 4/30 and it is 5/2, the adjustment transaction should be dated 4/30). Keep in mind that you may be required to run another end of cycle work file if the adjustment transaction does not get attached to the appropriate transaction record.*

# MANUAL STEPS FOR ISERIES DOWNLOAD

## Downloading the File to the PC

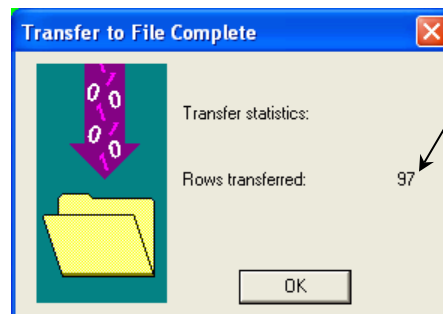
1. Access the appropriate location on your PC and select the FNMLNSND file (this is the client access file which displays “Data Transfer from iSeries...”. The following dialog box will appear:

This example is for CU serviced Fannie Mae loans. If a Company code applies, the filename is FNLNSNDxxx.



DO NOT use the Browse or Data Options buttons—they can cause a significant delay in processing your transfer!

2. All of the fields should be pre-filled for you based on the client access definitions set up on your PC. To begin the transfer process, click the **Transfer data from iSeries** button. A series of messages will appear to report on the progress of the transfer.
3. When the transfer is complete, the following message will appear: Click OK and the Data Transfer dialog box will reappear. Click Close [X] to return to the CU\*BASE menu.



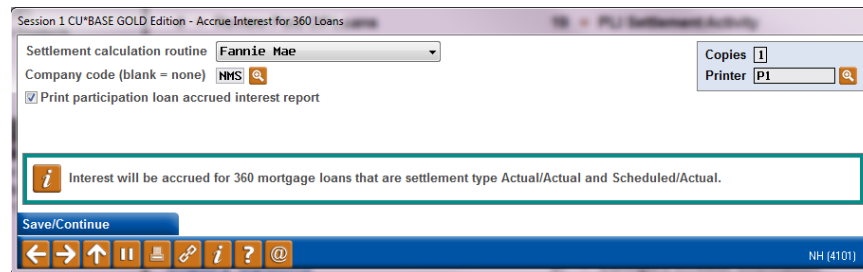
Notice the number shown under “Rows transferred.” This indicates the total number of records that were downloaded.

# ACCRUE INTEREST FOR 360 LOANS

The PL interest accrual for Fannie Mae loans is a separate step done after the end-of-month settlement work file and government investor reporting file have been created.

*Interest will be accrued for both FNMA AA (Actual/ Actual) and SA (Scheduled/Actual) loans.*

“Accrue Interest for 360 Loans” on the Participation Loan Processing (MNPART) menu



Field Name	Description
Settlement calculation routine	Enter the Settlement calculation routine FNMA= Fannie Mae.
Company code	Enter the Company code if applicable. The default is blank (which means none). A lookup button lists the available Company Codes. Note: If your credit union does not have any Company Codes configured, this field will not display on the screen.
Print participation loan accrued interest report	Check the box to indicate whether to print the Participation Loan Accrued Interest Report.

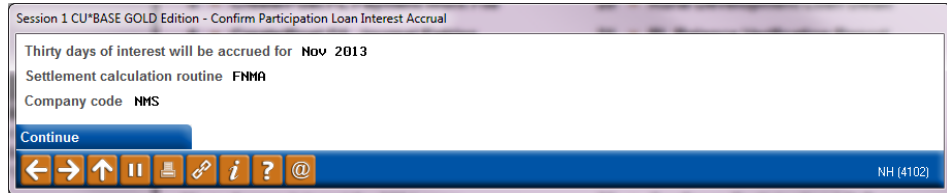
The system contains edits that does not allow the interest accrual to be processed if the following has not occurred:

- An end-of-month settlement work file has been posted.
- The end-of-month SURF reporting file has been created.

Remember that although the EOM reporting file must be created, if there is no activity for EOM reporting period, this file does not need to be downloaded or transmitted to Fannie Mae.

*Note: Be sure to process any exceptions (LAR rejects) from government reporting prior to accruing interest.*





If the “Print participation loan accrued interest report” box was checked, the Participation Loan Accrued Interest report will generate. For more information on this report, refer to **Page 76**.

5/09/11 9:35:15 RUN ON 5/02/2011		TEST CREDIT UNION PARTICIPATION LOAN ACCRUED INTEREST REPORT INTEREST ACCRUED FOR: MAY 2011			UPLACCI	PAGE USER KARENS
PLI 001 FANNIE MAE SETTLEMENT CALC FNMA COMPANY CODE						
LOAN ACCOUNT	DATE REPORTED	PRINCIPAL BALANCE	ACCRUED DUE	PAST DUE INTEREST	TOTAL INTEREST DUE	
187999 790	04/30/11	42410.53	216.47	216.47	432.94	
203999 790	04/30/11	88370.54	248.54	248.54	497.08	
207999 790	04/30/11	66559.38	.00 *	.00	.00	
301999 790	04/30/11	87928.06	247.30	.00	247.30	
322999 790	04/30/11	120603.07	464.82	464.82	929.64	
329999 790	04/30/11	147029.29	551.36	.00	551.36	
370999 790	04/30/11	105565.36	296.90	296.90	593.90	
386999 790	04/30/11	176200.31	495.56	.00	495.56	
469999 790	04/30/11	119600.97	423.59	423.59	847.18	
535999 790	04/30/11	65648.88	239.34	239.34	478.69	
641999 790	04/30/11	84041.88	288.89	.00	288.89	
646999 790	04/30/11	119001.74	322.30	322.30	644.60	
658999 790	04/30/11	81000.00	244.69	244.69	489.38	
667999 790	04/30/11	47591.22	188.38	.00	188.38	
683999 790	04/30/11	78309.21	.00 *	.00	.00	
826999 790	04/30/11	82873.83	241.72	337.08	578.80	
964999 790	04/30/11	287701.64	959.01	.00	959.01	
970999 791	04/30/11	143401.47	478.00	.00	478.00	
987999 790	04/30/11	64733.15	195.55	195.55	391.10	
1017999 790	04/30/11	33579.76	101.44	.00	101.44	
1081999 790	04/30/11	125355.60	378.68	378.68	757.36	
1099999 790	04/30/11	125845.19	353.94	.00	353.94	
TOTAL BY PLI	001	2,418,706.78	6,936.48	3,367.96	10,304.44	

## SPECIAL NOTE REGARDING 360 INTEREST CALCULATION TYPES

For 360-day interest calculation loans, interest is not accrued on a daily basis; rather, interest is calculated once each month. In the member file, the interest is accrued during end-of-day (EOD) processing on the “Day to Calc Interest” from the loan category configuration (Fannie Mae loans should be 31 which is the last day of the month). In the participation loan file, the interest is accrued via **Accrue Interest for 360 Loans** on the Participation Loan Processing (MNPART) menu and the timing is determined from the “Monthly interest accrual day” designated on the Settlement Calculation Configuration record (Fannie Mae loans should be 01). The system will calculate 30 days worth of interest for every monthly settlement period regardless of when or how often payments are made on the loan.

# PARTICIPATION LOAN REPORTS

## PARTICIPATION LOAN SETTLEMENT DETAIL REPORT

The Participation Loan Settlement Detail report generates when creating, working with or posting a settlement work file. Refer to **Page 35**.

The TRIAL Report version generates when creating or working the work file to give you a “before” picture of the work file and to help determine the items to edit in the work file. It can be printed as a tool for research.

The FINAL Report version generates when posting a work file. This report can be saved for audit purposes to compare against amounts moved to the P&I custodial account. Both versions can be saved in your spool file and can be re-printed or moved to DAILYxx for normal archive outque routing.

There are two possible report formats, one includes Activity Types and the other includes Member Payment Dates. Both report formats will page break by investor.

### Activity Type Format

The following sample shows a settlement work file that was run for a single investor. The Activity Type Format is generally used when you would like to see a breakdown of the types of activity on the loans. This helps with research relating to the settlement.

4/27/11 13:51:37 RUN ON 4/2/2011		TEST CREDIT UNION PARTICIPATION LOAN SETTLEMENT DETAIL REPORT REPORTED DATE: 3/31/2011 TRIAL REPORT								LPLSET	PAGE 1 USER KARENS								
CORP 01 TEST CREDIT UNION PLI 002 FANNIE MAE		PREVIOUS PRINCIPAL BALANCE		CURRENT PRINCIPAL BALANCE		PAST DUE INTEREST	ACCRUED DUE	---THIS SETTLEMENT---	MONTHLY INCOME	TOTAL CASH SETTLEMENT	ACTIVITY TYPES A B C D E F G								
LOAN ACCOUNT	TYPE							PRINCIPAL PAID	INTEREST PAID										
140999	790 02	120331.94	120331.94	.00	.00	.00	.00	.00	.00	.00	.00								1
179999	790 02	7254.22	7254.22	.00	.00	.00	.00	.00	.00	.00	.00								
187999	790 02	42196.18	41869.13	.00	.00	.00	327.05	247.81	247.81	247.81	574.86		1						
194999	790 02	34956.56	34956.56	.00	.00	.00	.00	.00	.00	.00	.00								
203999	790 02	87603.28	87603.28	.00	.00	.00	.00	.00	.00	.00	.00								
207999	790 02	66651.90	66562.43	.00	.00	.00	89.47	399.56	399.56	399.56	489.03	1							
256999	790 02	61100.27	61100.27	.00	.00	.00	.00	.00	.00	.00	.00								
279999	790 02	84659.30	84611.07	.00	.00	.00	48.23	108.58	108.58	108.58	156.81	1	1						
283999	790 02	76372.64	76372.64	.00	.00	.00	.00	.00	.00	.00	.00								
301999	790 02	87242.15	87148.39	.00	.00	.00	93.76	311.87	311.87	311.87	405.63	1							
322999	790 02	120182.12	120182.12	.00	.00	.00	.00	.00	.00	.00	.00								1
TOTAL BY PLI	002	788,550.56	787,992.05	.00	.00	.00	558.51	.00	1,067.82	.00	.00								
TOTAL BY CORP	01	4,540,683.57	1,147.46	.00	821.56	.00	345.76	1,057.48	1,147.46	1,147.46									
GRAND TOTAL		4,540,683.57	1,147.46	.00	821.56	.00	345.76	1,057.48	1,147.46										
											TOTAL ACTIVITY TYPE A- REGULAR PAYMENT 3								
											TOTAL ACTIVITY TYPE B- PRINCIPAL CURTAILMENT 1								
											TOTAL ACTIVITY TYPE C- PAID AHEAD 1								
											TOTAL ACTIVITY TYPE D- PAYMENT ADJUSTMENT 0								
											TOTAL ACTIVITY TYPE E- NEW LOAN 0								
											TOTAL ACTIVITY TYPE F- PAST DUE LOAN 2								
											TOTAL ACTIVITY TYPE G- PAID OFF LOAN 0								
***END OF REPORT***																			

The ‘Activity Types’ columns indicate member activity that occurred as of the settlement date. A number in the column indicates how many times that activity occurred since the last settlement period. The Activity Types are identified via a letter code (A-G) for regular payments, principal curtailments,

paid ahead payments, adjustments, new loans, past due or paid off loans, respectively.

### Member Payment Date Format

The following sample shows a settlement work file that was run for multiple investors (only one investor will show per page). The Member Payment Date format is generally used when sending the report to investors, i.e. for standard 365 participation loans (PART). This format includes the member's last payment date and next payment date.

5/09/11 12:47:58 RUN ON 5/2/2011		TEST CREDIT UNION PARTICIPATION LOAN SETTLEMENT DETAIL REPORT						LPLSET2 USER KARENS		PAGE 1		
CORP 01 TEST CREDIT UNION PLI 139 TEST INVESTOR		REPORTED DATE: 4/30/2011 TRIAL REPORT										
		PREVIOUS	CURRENT	---THIS SETTLEMENT---								
LOAN ACCOUNT	PRINCIPAL BALANCE	PRINCIPAL BALANCE	PAST DUE INTEREST	ACCRUED DUE	PRINCIPAL PAID	INTEREST PAID	LAST PMT DATE	NEXT PMT DATE	MONTHLY INCOME	TOTAL CASH SETTLEMENT	# TRN	# ADJ
56999 501	900000.00	900000.00	.00	2625.00	.00	.00	4/15/11	05/01/11	2625.00	.00	1	
56999 502	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00		
57999 501	900000.00	900000.00	.00	2625.00	.00	.00	4/5/11	05/01/11	2625.00	.00		1
57999 502	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00		
57999 503	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00		
	5,400,000.00		.00		.00				15,750.00			
TOTAL BY PLI 139	5,400,000.00			15,750.00		.00				.00		

# PARTICIPATION LOAN TRIAL BALANCE

“PLI Trial Balance” on the Participation Loan Processing (MNPART) menu

## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Report type	Report type is D=Detail and Summary, S=Summary.
Report as of date	The date for participation loan detail. If there is no settlement information for the date entered, the information will be pulled from the previous settlement date record.
Pull by Account or Reference	Use this to specify whether the loans should be listed on the report by loan account number or by the PL reference number.
Include closed loans	Check the box to include closed participation loans. Default is to not include closed loans.
PL Investors	This is a select button that allows you to print a trial balance for single or multiple investors. The number that displays next to the select button is the number of investors selected. If you want all investors, leave the field blank and all investors will print. Default is all.
Loan category	This is a select button that allows you to print a trial balance for single or multiple loan categories. The number that displays next to the select button is the number of loan categories selected. Leave the field blank to include all loan categories. Default is all.
Participation loan types	This is a select button that allows you to print a trial balance only for loans coded with specific Participation Loan Type code(s). The number that displays next to the select button is the number of PL types selected. Leave the field blank to include all PL types. Default is all.

Field Name	Description
Sort by the date that the loan ends with the investor	Check this box to print records in order by PL End Date (ascending order, so the closest dates appear at the top of the report). Leave it unchecked to sort by account number.
Report only loans that were sold to the investor on or after	Enter a MMDDCCYY to select only loans with a PLI Start Date on or after the date entered.
Loan account	Enter the account base and suffix to print a trial balance for a single loan account. Leave the field blank to include all loans.
Reference #	Enter the reference number to print a trial balance for a single loan account. Leave the field blank to include all loans.

Run the trial balance report to obtain participation loan detail, i.e. balance rate, and date information. This report can be used as part of the daily or monthly balancing process for comparing participation loan balances to the participation loan general ledger accounts. Use the selection criteria to specify the loans to be included on the report, or leave all blank to include all participation loans.

To obtain a Participation Loan Trial Balance as of month end, enter the appropriate month end date in the "Report as of date" field. The month end information is helpful for the NCUA 5300 Call Report.

Two reports will be generated: A Detail report showing all accounts, with each PLI starting on a separate page, and a Summary report showing total balances for all investors.

**Detail Report** - The following sample shows the final two pages of a Trial Balance report that includes all loans. Notice that each PLI will appear on a separate page. **(NOTE: If pulled by reference number, the Loan Account column will display the reference number instead.)**

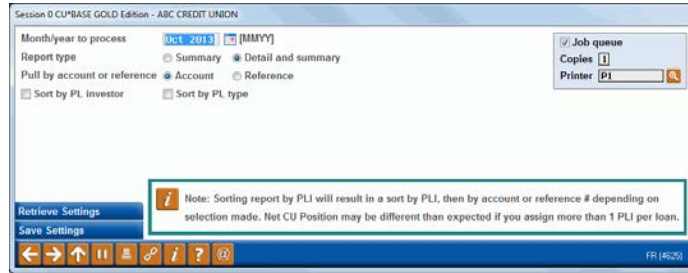
4/09/11 13:28:24 RUN ON 4/09/2011		CU*BASE TEST CREDIT UNION PARTICIPATION LOAN TRIAL BALANCE REPORT OPEN LOANS ACTIVITY THROUGH 3/31/2011				LPLBAL		PAGE 20 USER KARENS			
LOAN ACCOUNT	SEQ NAME	PL TYP	PLI ORIG INVESTMENT	LAST HIST ACTIVITY	LAST PRIN BALANCE	PLI RATE	LOAN RATE	START DATE	END DATE	PART %	DELQ
26399 601 001	JONES	95	100,555.56	03/31/2011	98,412.27	10.000	11.000	04/21/2002	11/20/2015	50.00	
27699 645 001	EVANS	96	367,996.49	03/31/2011	360,494.65	9.500	10.000	04/25/2002	01/29/2014	50.00	
28899 503 001	THOMAS	26	70,810.62	03/31/2011	70,808.79	7.250	7.000	04/23/2002	08/24/2014	20.00	Y
33099 616 001	SMITH	90	600,000.00	03/31/2011	591,905.49	7.500	8.000	05/27/2002	05/28/2017	75.00	
33699 725 001	WILLIAMS	94	250,140.34	03/31/2011	250,140.34	8.000	9.000	05/01/2002	01/01/2017	30.00	Y
38599 503 001	EDWARDS	92	62,525.38	03/31/2011	60,452.44	8.250	8.750	04/30/2002	12/29/2016	50.00	
38699 715 001	DOE	94	480,000.00	03/31/2011	480,000.00	8.000	8.500	06/13/2002	06/13/2017	60.00	
38699 725 001	STEVENS	94	182,500.00	03/31/2011	180,782.53	7.000	7.500	04/18/2002	04/18/2017	50.00	
39399 502 001	JOHNSON	92	81,666.02	03/31/2011	80,238.71	8.000	8.500	04/02/2002	11/02/2016	50.00	
39399 503 001	STEVENSON	92	81,666.02	03/31/2011	80,238.71	8.000	8.500	04/02/2002	11/02/2016	50.00	
TOTAL BY PLI	020		2,277,860.43		2,253,473.93	8.099	8.653				
TOTAL BY PLI	020		NET RATE TO CU:	.554	PROJECTED MONTHLY INCOME:		1040.35				
*** END OF REPORT ***											

**Summary Report** - The summary report shows the current position of each individual investor's portfolio.

4/09/11 13:28:24 RUN ON 4/09/11		CU*BASE TEST CREDIT UNION PARTICIPATION LOAN TRIAL BALANCE SUMMARY OPEN LOANS ACTIVITY THROUGH 3/31/2011				LPLBAL2	PAGE 1 USER KARENS
CORP 01 CU*BASE TEST CREDIT UNION							
PLI NAME	PLI ORIG INVESTMENT	LAST PRIN BALANCE	INTEREST DUE	WEIGHTED PLI RATE	NUMBER OF LOANS	WEIGHTED PLO RATE	
001 ABC FED CREDIT UNION	242,731.14	239,071.59	411.10	8.808	5	9.406	
003 XYZ CREDIT UNION	4,571,955.32	4,521,639.50	9,610.06	6.910	19	7.324	
004 JOHN DOE	3,039,374.26	3,012,015.36	11,026.08	8.827	14	9.184	
005 SAMPLE INVESTOR 005	1,925,058.18	1,909,197.92	762.62	6.854	8	7.389	
006 SAMPLE INVESTOR 006	7,149,785.96	7,097,369.27	23,559.11	7.865	24	8.287	
007 SAMPLE INVESTOR 007	61,883.45	59,611.97	114.58	8.748	2	9.498	
008 SAMPLE INVESTOR 008	580,567.57	578,950.36	2,895.97	7.500	2	8.000	
009 SAMPLE INVESTOR 009	491,853.23	486,993.33	1,174.12	8.000	1	9.000	
010 SAMPLE INVESTOR 010	310,611.27	310,033.77	1,082.99	7.500	1	8.000	
011 SAMPLE INVESTOR 011	228,000.00	225,391.62	296.40	8.000	2	8.500	
012 SAMPLE INVESTOR 012	25,162.28	24,907.60	84.82	13.852	2	10.766	
013 SAMPLE INVESTOR 013	62,727.40	62,284.10	243.27	15.000	4	10.000	
014 SAMPLE INVESTOR 014	369,831.05	366,958.54	1,326.49	8.000	3	8.500	
015 SAMPLE INVESTOR 015	32,632,616.73	32,403,314.41	83,706.61	6.784	128	7.291	
016 SAMPLE INVESTOR 016	32,608.04	32,114.24	659.37	30.000	2	12.000	
017 SAMPLE INVESTOR 017	949,418.42	946,760.39	4,180.77	7.500	3	8.000	
018 SAMPLE INVESTOR 018	24,700.74	24,581.18	363.66	18.000	1	12.250	
020 SAMPLE INVESTOR 020	2,277,860.43	2,253,473.93	6,430.13	8.099	10	8.653	
021 SAMPLE INVESTOR 021	120,000.00	120,000.00	447.12	8.000	1	8.500	
TOTAL BY CORP 01 19 PLI's	55,096,745.47	54,674,669.08	148,375.27	7.197	232	7.663	
GRAND TOTAL 19 PLI's	55,096,745.47	54,674,669.08	148,375.27	7.197	232	7.663	
** SERVICING ANALYSIS **	NET RATE TO CU: .466	PROJECTED MONTHLY INCOME:	21,232.00				
***** END OF REPORT *****							

# PARTICIPATION LOAN ANALYSIS REPORT

"Part Loan Analysis Report" on the Participation Loan (MNPART) menu



This report is used to review the position of loans owned less than 100% by the credit union. It gives a summary of the current position of all participation loan accounts by loan account or reference number. Records can be sorted by investor or by PL Type. Grand totals at the bottom of the report compare the originating credit union's position to investor positions.

This report is generally not used for Fannie Mae loans since they are 100% owned by the investor.

The following sample is for standard participation loans (PART) and shows part of the first page and the entire last page of an analysis report:

First Page

8/23/11 14:25:40 RUN ON 8/23/2011		TEST CREDIT UNION PARTICIPATION LOAN ANALYSIS REPORT AS OF 07/11						LPLANL	PAGE 1
LOAN ACCOUNT/REF #/TYPE	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	MEMBER NAME			
1234-502	425,354.55	1,590.68	2,375.28	5.250	100.00	JOHN A MEMBER			
90 CALDWELL PARTICIPATION									
PLI SEQ LAST RPT BAL	LAST RPT INT	LAST RPRTD	PROJ PMT	PLI RATE	PARTIC %	PLI NAME			
3 1 382,819.09	954.42	2011/07/31	1,739.85	3.500	90.00	TEST INVESTOR 001			
* PLI TOTALS	382,819.09	954.42	1,739.85	3.500	90.00				
** NET CU POSITION	42,535.46	636.26	635.43	5.250	10.00				
LOAN ACCOUNT/REF #/TYPE	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	MEMBER NAME			
1334-500	332,976.23	129.99	1,745.76	4.750	100.00	MARY A MEMBER			
90 CALDWELL PARTICIPATION									
PLI SEQ LAST RPT BAL	LAST RPT INT	LAST RPRTD	PROJ PMT	PLI RATE	PARTIC %	PLI NAME			
27 1 299,678.58	86.21	2011/07/31	1,352.44	3.500	90.00	TEST INVESTOR 002			
* PLI TOTALS	299,678.58	86.21	1,352.44	3.500	90.00				
** NET CU POSITION	33,297.65	43.78	393.32	4.750	10.00				
LOAN ACCOUNT/REF #/TYPE	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	MEMBER NAME			
1434-500	258,956.82	203.95	1,810.06	5.750	100.00	CATHERINE MEMBER			
90 CALDWELL PARTICIPATION									
PLI SEQ LAST RPT BAL	LAST RPT INT	LAST RPRTD	PROJ PMT	PLI RATE	PARTIC %	PLI NAME			
2 1 207,165.36	148.99	2011/07/31	1,365.72	5.250	80.00	TEST INVESTOR 003			
* PLI TOTALS	207,165.36	148.99	1,365.72	5.250	80.00				
** NET CU POSITION	51,791.46	54.96	444.34	5.750	20.00				

Last Page

8/23/11 14:25:40 RUN ON 8/23/2011		TEST CREDIT UNION PARTICIPATION LOAN ANALYSIS REPORT SUMMARY AS OF 07/11						LPLANL	PAGE 1
** GRAND TOTALS **									
MEMBER TOTALS	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	# OF LOANS			
	541,895,784.82	1,616,278.12	3,170,269.05	5.266	100.00	984			
PLI TOTALS	LAST RPT BAL	LAST RPT INT	PROJ PMT	PLI RATE	PARTIC %	# OF PLI			
	443,655,011.71	662,899.76	2,159,747.00	3.877	81.87	991			
NET CU POSITION	98,240,773.11	953,378.36	1,010,522.05	5.266	18.13				
** SERVICING ANALYSIS **									
NET RATE TO CU:	1.188	PROJECTED MONTHLY INCOME:	439,218.46						
** CU POSITION ANALYSIS **									
PORTFOLIO RATE:	5.266	PROJECTED MONTHLY INCOME:	431,113.26						
** PROJECTED TOTAL YIELD FOR NET CU POSITION:			10.631						
***END OF REPORT ***									

# PARTICIPATION LOAN SETTLEMENT ACTIVITY

“PLI Settlement Activity” on the Participation Loan (MNPART) menu

## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Begin/end settlement dates	Choose a starting and ending month/day/year (mmddyy) to specify what period of history you wish to include on the report.
Pull by account or reference	Use this to specify whether the loans should be listed by loan account number or by the reference number.
PL investors	This is a Select button that allows you to select one or multiple investors to print a settlement activity report. Zero investors selected means all PL investors will display on this report.
Account # (base/suffix)	Enter the loan account base and suffix here to print a settlement activity report for a single loan account. Leave the field blank to include all loans.
Reference #	Enter the reference number here to print a settlement activity report for a single loan account. Leave the field blank to include all loans.

This report will show a history of settlement amounts that have been posted to participation loans. You may list loans for one or multiple investors, and specify a date range to be included on the report. Loans can be listed by loan account number or reference number. For government investors, it is recommended to run and save the detail report monthly just prior to final settlement.



Report Sample

8/23/11 14:41:00 RUN ON 8/23/2011		TEST CREDIT UNION PARTICIPATION LOAN SETTLEMENT ACTIVITY FROM 05/01/2011 TO 05/31/2011						LPLHST	PAGE 1 USER KARENS			
CORP 01 TEST CREDIT UNION PLI 001 FANNIE MAE												
LOAN ACCOUNT	SEQ	TYP	----ORIGINAL----			-----SETTLEMENTS-----		INTEREST DUE	PRINCIPAL PAID	INTEREST PAID	MONTHLY INCOME	TOTAL CASH SETTLEMENT
			ORG LOAN AMOUNT	INT RATE	TERM	DATE SETTLED	ORG LOAN BALANCE					
2199	780	01	01	137600.00	6.000	76S 05/08/2011	131586.89	.00	161.05	658.74	658.74	31667.18
						77S 05/16/2011	131586.89	657.93	.00	.00	657.93	31667.18
3499	780	01	01	112000.00	6.125	76S 05/16/2011	107892.65	550.70	.00	.00	550.70	25456.11
						77S 05/22/2011	107767.10	.00	125.55	550.70	550.70	26132.36
4799	780	01	01	96000.00	5.750	76S 05/01/2011	87495.02	.00	251.27	420.45	420.45	25246.46
						77S 05/16/2011	87495.02	419.25	.00	.00	419.25	25246.46
4899	780	01	01	162000.00	5.750	74S 05/01/2011	154288.46	.00	281.61	740.65	740.65	35848.46
						75S 05/16/2011	154288.46	739.30	.00	.00	739.30	35848.46
4999	781	01	01	140975.00	5.625	79S 05/03/2011	133151.85	.00	244.13	625.29	625.29	33003.10
						80S 05/16/2011	133151.85	624.15	.00	.00	624.15	33003.10
6099	780	01	01	73400.00	5.625	74S 05/16/2011	70176.33	328.95	.00	.00	328.95	16371.76
						75S 05/22/2011	70072.01	.00	104.32	328.95	328.95	16805.03
6999	780	01	01	32000.00	5.625	78S 05/01/2011	23811.19	.00	235.53	112.72	112.72	13351.21
						79S 05/16/2011	23811.19	111.61	.00	.00	111.61	13351.21
7799	780	01	01	40000.00	6.000	74S 05/01/2011	38473.19	.00	46.38	192.60	192.60	8797.49
						75S 05/16/2011	38473.19	192.37	.00	.00	192.37	8797.49
9299	780	01	01	131600.00	5.750	75S 05/11/2011	117660.12	.00	188.26	564.69	564.69	36160.05
						76S 05/16/2011	117660.12	563.79	.00	.00	563.79	36160.05
10899	780	01	01	171360.00	6.125	69S 05/09/2011	165651.90	.00	188.04	846.47	846.47	35854.31
						70S 05/16/2011	165651.90	845.51	.00	.00	845.51	35854.31
12899	780	01	01	221000.00	7.000	70S 05/09/2011	214513.91	.00	210.33	1252.56	1252.56	51004.55
						71S 05/16/2011	214513.91	1251.33	.00	.00	1251.33	51004.55
14299	780	01	01	216265.00	5.750	70S 05/01/2011	207923.51	.00	259.09	997.54	997.54	43951.78
						71S 05/16/2011	207923.51	996.30	.00	.00	996.30	43951.78
14499	780	01	01	141500.00	5.625	69S 05/16/2011	134257.19	629.33	.00	.00	629.33	32478.52
						70S 05/22/2011	134077.46	.00	179.73	629.33	629.33	33287.58
16499	780	01	01	83600.00	5.625	74S 05/01/2011	79659.66	.00	104.02	373.89	373.89	18131.84
						75S 05/16/2011	79659.66	373.40	.00	.00	373.40	18131.84
16599	780	01	01	71200.00	6.000	84S 05/03/2011	60217.61	.00	284.88	302.51	302.51	24558.45
						85S 05/16/2011	60217.61	301.09	.00	.00	301.09	24558.45
PLI 001 TOTAL				1830500.00				8585.01	2864.19	8597.09		

# RURAL DEVELOPMENT LOAN DETAIL

"Rural Development Loan Detail" on the Participation Loan (MNPART) menu

## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Process date	The process month and year.
Company code	This is a dropdown box that allows you to select a Company code from those configured for your credit union. This field is optional and will only display if Company codes are configured for your credit union.

This report provides a listing of participation loans that are flagged as Rural Development (RD). This report is sorted by account number within investor. In order for a loan to appear on the report, there must be a Y in the Rural Development flag on the Participation Loan Setup screen (accessed from **Add/Maintain Participation Loans** on the Participation Loan Processing (MNPART) menu).

This report is generally run monthly. For Rural Development loans, delinquent balances are reported to the United States Department of Agriculture (USDA) both monthly and quarterly. Loan balances are reported to the USDA quarterly. Refer to the [usdalinc.sc.egov.usda.gov](http://usdalinc.sc.egov.usda.gov) website for specific information and reporting requirements for RD loans.

*Note: Loans that were closed in the reporting period are included on the report.*

				01/31/2012			
CORP 01 CU*BASE CREDIT UNION		INVESTOR: 001 - TEST INVESTOR					
SSN/TAX ID	MEMBER NAME	ACCOUNT BASE	ACCOUNT TYPE	CURRENT BALANCE	SCHEDULED PYMT AMT	DELINQUENT BALANCE	NEXT PAY DT/ CLOSE DATE (*)
999-62-9999	SOMEBODY, JOSEPH	1234	781	131,409.14	833.92	833.92	1/01/2012
999-98-9999	PERSON, ELIZABETH	2345	780	69,327.33	434.19	.00	2/01/2012
999-94-9999	MEMBER, DANIEL S	12233	780	164,307.39	1,069.06	1,069.06	1/01/2012
999-06-9999	TESTING, SCOTT W	23344	780	53,684.66	344.07	344.07	1/01/2012
999-04-9999	SMITH, ALICE J	34455	780	79,447.43	501.46	.00	2/01/2012
999-96-9999	HALEY, CRAIG A	45566	780	36,857.36	237.67	237.67	1/01/2012
999-98-9999	JOHNSON, WILLIAM J	56677	780	99,281.37	640.59	640.59	1/01/2012
999-06-9999	BLACK, CHRISTOPHER G	566789	780	73,612.02	478.80	.00	2/01/2012
** INVESTOR: 001 - TEST INVESTOR							
TOTAL BALANCES				707,926.70	3,125.31		
TOTAL LOANS = 8							

## ESCROW SHARE DETAIL REPORT

This is a daily report that lists all escrow savings accounts by dividend application. The report shows the current balance for all escrow accounts with subtotals by dividend application. The "Total Positive Balances" and "Total Negative Balances" are listed.

The purpose of this report is to help with reconciling member escrow balance detail to the custodial member account.

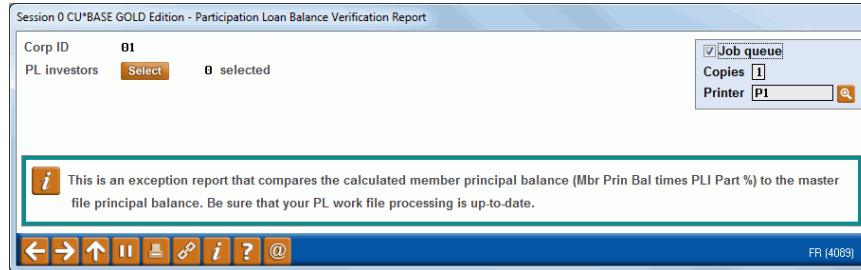
6/13/11 13:19:12		TEST CREDIT UNION		LPLESC		PAGE 1	
RUN ON 7/07/2011		ESCROW SHARE DETAIL REPORT				USER ERICS	
CORP 01 TEST CREDIT UNION							
DIV APPL TE							
LOAN ACCOUNT	LAST NAME	FIRST NAME	CURRENT ACCT BAL	NEG	FREEZE		
3699 151	MEMBER	WILLIAM	1917.03		1		
3999 150	MEMBER	TERESA	2780.87		1		
5499 150	MEMBER	JAMES	1828.00		1		
5899 150	MEMBER	LISA	1371.69		1		
7999 150	MEMBER	MARCIA	1933.59		1		
8399 154	MEMBER	CHRISTOPHER	1866.58-	*	1		
12499 150	MEMBER	BRIAN	2584.74		1		
14299 154	MEMBER	ALLYN	1420.09		1		
14599 154	MEMBER	CHRIS	2320.17		1		
15599 150	MEMBER	ANTHONY	2155.19		1		
16299 150	MEMBER	MARY	3018.13		1		
16599 150	MEMBER	JOSEPH	2394.00		1		
Total Number of Accounts =		12					
Total Positive Balances =		23,723.50					
Total Negative Balances =		1,866.38-					

### Field Descriptions

Field Name	Description
Loan Account	(Used by multi-corporation credit unions only.) Enter a single Corporate ID to see data for a single corporation; leave the field blank to include all corporations.
Last Name/First Name	Member Name
Current Acct Bal	Current Balance from the member file.
Neg	Negative Account Balance indicator. An * indicates a negative balance.
Freeze	Freeze Code from the member file. Values are defined at the bottom of the report.

# PARTICIPATION LOAN BALANCE VERIFICATION REPORT

“PL Balance Verification Report” on the Participation Loan (MNPART) menu



The report is run by investor as needed after processing payments in a work file to identify participation loans where the member principal balance does not match the PL principal balance. The MBR PRIN BAL and PL PRIN BAL on the report provide a current snapshot of these balances.

This report is most useful for investors with loans 100% owned by the investor (PLI%=100) to identify the member and PL principal balances not matching. However, for loans owned less than 100% by the investor (PLI% less than 100), the report can identify loans created in the PL system with the wrong “PLI original investment” amount.

*Note: If there is only a slight difference in the member and PL principal balances, it can be due to how the PLI original investment amount was rounded when the loan was created in the PL system.*

### Note on current day payments:

If a loan has current day payments, this could cause the MBR PRIN BAL and PL PRIN BAL to not match. This is an acceptable difference and is because the payments have not been processed in the participation loan system yet.

LOAN ACCOUNT	MBR PRIN BAL	PLI %	CALCULATED PRIN BAL	PL PRIN BAL	DIFFERENCE	LAST TRAN DATE
114999 780	21,728.43	100.00	21,728.43	21,538.96	189.47	3/13/11
151999 780	24,409.78	100.00	24,409.78	24,376.01	33.77	3/15/11
179999 780	53,503.75	100.00	53,503.75	53,953.33	449.58-	4/14/11
230999 780	28,981.76	100.00	28,981.76	28,099.50	882.26	3/15/11
257999 780	44,682.41	100.00	44,682.41	44,149.97	532.44	3/21/11
275999 780	42,696.00	100.00	42,696.00	42,034.48	661.52	3/22/11
301999 705	63,287.32	100.00	63,287.32	63,582.66	295.34-	4/14/11
TOTALS	279,289.45		279,289.45	277,7349.91	1,554.54	

\*\*\*END OF REPORT\*\*\*

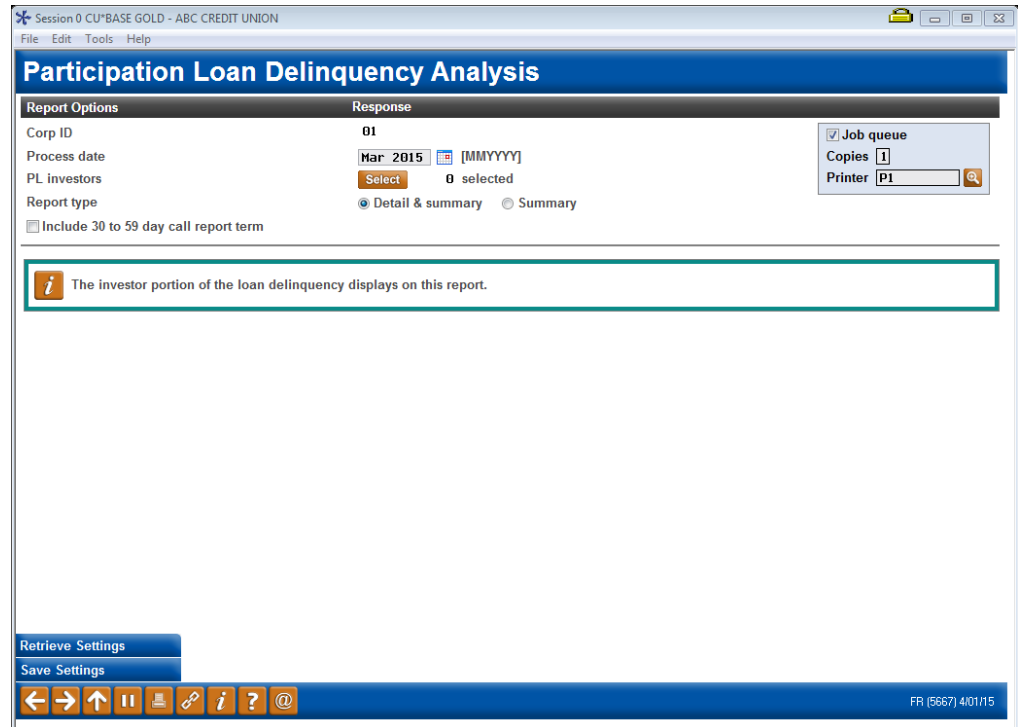
### Field Descriptions

Field Name	Description
Loan Account	Loan Account Number and Type.
Mbr Prin Bal	Principal Balance from the member file.
PLI %	PLI Participation percentage from the PL record. For Fannie Mae loans, this will be 100%.

<i>Field Name</i>	<i>Description</i>
Calculated Prin Bal	This is the calculated principal balance using the member principal balance and multiplying by the PLI Participation % (Mbr Prin Bal times PLI %)
PL Prin Bal	Principal balance from the PL record.
Difference	Difference between the Calculated Prin Bal and the PL Prin Bal (Calced Prin Bal minus PL Prin Bal)
Last Tran Date	The last transaction date from the member file.

# PARTICIPATION LOAN DELINQUENCY ANALYSIS

“Part Loan Delinquency Analysis” on the Participation Loan (MNPART) menu



## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Process date	The process month and year.
PL investors	This is a Select button that allows you to select one or multiple investors.
Report type	Report type is D=Detail and Summary, S=Summary.
Include 30-59 day Call Report term	Check this box if you would like to include loans that are delinquent 30 to 59 days.

This report identifies delinquent participation loans by investor. The investor owned portion of delinquent balance is listed in the appropriate date range. It is modeled after the Loan Delinquency Analysis report on the Collections Processing (MNCOLL) menu which lists the CU owned portion of the delinquency.

This report can be run anytime that you want to review the delinquency position of your participation loans. The report will page break by investor.

Report sample FNMA (PLI%=100)

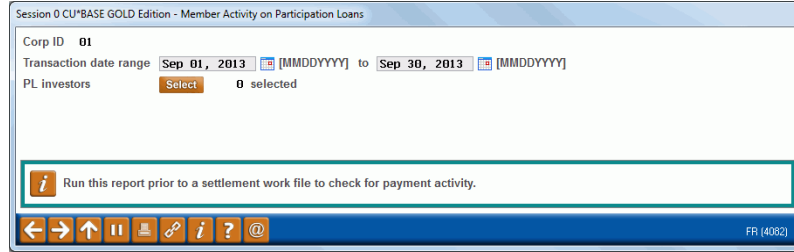
RUN ON 3/23/13		PARTICIPATION LOAN DELINQUENCY ANALYSIS					USER KARENS	
CORP	01 TEST CREDIT UNION							
PLI	001 FANNIE MAE							
*** INVESTOR OWNED PORTION OF PARTICIPATION LOANS ***								
ACCOUNT NUMBER	DELINQUENCY BALANCE IN DAYS				DAYS LAST	LAST	PLI	
	30 TO 59	60 TO 179	180 TO 364	365 & OVER	DLQ PAY DATE	PAY AMT	%	
3319999-780			90104.00		195 4/06/09	915.70	100.00	
3999898-780	82131.70				38 3/01/10	637.98	100.00	
4059999-780			83055.37		72 7/14/09	518.09	100.00	
4099898-780		61914.09			165 12/30/09	554.12	100.00	
4409999-780		107384.26			101 11/09/09	913.74	100.00	
* PARTICIPATION LOANS --	82131.70*	169298.35*	173159.37*		.00*			
# OF LOANS DELINQUENT --	1*	2*	2*		0*			
***END OF REPORT***								

Report sample PART (PLI % less than 100)

3/23/13 15:16:09		TEST CREDIT UNION					LPLDEQ	PAGE
RUN ON 3/23/2013		PARTICIPATION LOAN DELINQUENCY ANALYSIS					USER KARENS	
CORP	01 TEST CREDIT UNION							
PLI	006 TEST INVESTOR 006							
*** INVESTOR OWNED PORTION OF PARTICIPATION LOANS ***								
ACCOUNT NUMBER	DELINQUENCY BALANCE IN MONTHS				DAYS LAST	LAST	PLI	
	30 TO 59	60 TO 179	180 TO 364	365 & OVER	DLQ PAY DATE	PAY AMT	%	
50999-725	349522.10				41 6/21/11	7100.00	90.00	
51999-725		155291.59			84 8/19/11	1105.00	50.00	
* PARTICIPATION LOANS --	349522.10*	155291.59*		.00*	.00*			
# OF LOANS DELINQUENT --	1*	1*		0*	0*			
3/23/13 15:16:09								
RUN ON 3/23/2013		TEST CREDIT UNION					LPLDEQ	PAGE
		PARTICIPATION LOAN DELINQUENCY ANALYSIS					USER KARENS	
CORP	01 TEST CREDIT UNION							
PLI	008 TEST INVESTOR 008							
*** INVESTOR OWNED PORTION OF PARTICIPATION LOANS ***								
ACCOUNT NUMBER	DELINQUENCY BALANCE IN MONTHS				DAYS LAST	LAST	PLI	
	30 TO 59	60 TO 179	180 TO 364	364 & OVER	DLQ PAY DATE	PAY AMT	%	
52999-501	63106.70				33 8/08/11	900.00	90.00	
53999-501	122607.38				42 8/15/11	1600.00	80.00	
* PARTICIPATION LOANS --	185714.08*	.00*	.00*	.00*				
# OF LOANS DELINQUENT --	2*	0*	0*	0*				
** GRAND TOTALS --	535236.18*	155291.59*	.00*	.00*				
# OF LOANS DELINQUENT --	3*	1*	0*	0*				
***END OF REPORT***								

# MEMBER ACTIVITY ON PARTICIPATION LOANS

"Review Mbr Activity on Part Lns" on the Participation Loan (MNPART) menu



Field Name	Description
Corp ID	Corporation ID, default is 01.
Transaction date range	The range of dates for the member activity.
PL Investors	This is a Select button that allows you to select one or multiple investors.

Run this report to review member transaction activity on participation loans. Report can be viewed on the screen or printed via *Print Report* (F14). Loans are selected by Transaction date range and PL investor. This report can be run using any date range, but will only provide activity if transactions exist on the member transaction files. The prior 12 months of member activity is available.

Refer to **Page 29** for additional information on this report and for a sample of the display version of the report.

*Note: The display version of this report does not include Tran Code and Tran Type.*

## Printed report version of Member Activity on Participation Loans

LOAN ACCOUNT	TRANS DATE	TRANS AMOUNT	TRAN CODE	TRAN TYPE	PRINCIPAL	INTEREST	TRANS RESULT BALANCE	DESCRIPTION / DESCRIPTION2
187989 790	01/01/10	332.20	22	29	99.78	232.42	43650.05	AUTO. FUNDS TRANSFER
187999 790	12/01/09	332.20	22	29	98.73	233.47	43849.08	AUTO. FUNDS TRANSFER
187999 790	11/01/09	332.20	22	29	98.21	233.99	43947.81	AUTO. FUNDS TRANSFER
469989 790	12/05/09	625.76	22	29	168.21	457.55	121845.92	AUTO. FUNDS TRANSFER
469989 790	11/05/09	625.76	22	29	167.58	458.18	122014.13	AUTO. FUNDS TRANSFER
535999 790	12/03/09	359.90	22	12	94.70	265.20	68715.16	FIRST MTG PAYMENT
535999 790	11/03/09	40.10	22	12	40.10	.00	68809.86	MBR-ELECTED PAYMENT
535999 790	11/03/09	359.90	22	12	94.18	265.72	68849.96	FIRST MTG PAYMENT
535999 790	10/05/09	40.10	22	12	40.10	.00	68944.14	MBR-ELECTED PRINCIPA
1239989 790	12/01/09	190.82	23	61	190.82	.00	126954.01	FIRST MTG PAYMENT
1239989 790	11/01/09	856.44	22	29	353.27	503.17	126763.19	MBR-ELECTED PRINCIPA
1239989 790	10/01/09	190.82	23	61	190.82	.00	127116.46	XFER FOR ESCROW
405999 790	12/11/09	1541.46	23	37	.00	.00	97600.00	XFER FOR ESCROW
4050989 790	12/11/09	204.00	23	37	.00	.00	96058.54	LOAN DISB, C/U CHECK
4050989 790	12/11/09	35.00	23	40	.00	.00	95854.54	LOAN/DISB# 000113760
4050989 790	12/11/09	67.00	23	37	.00	.00	95819.54	LOAN/DISB, C/U CHECK
TOTALS:		6133.56			1636.50	2649.70		LOAN/DISB# 000113758

\*\*\*\*\* END OF REPORT \*\*\*\*\*

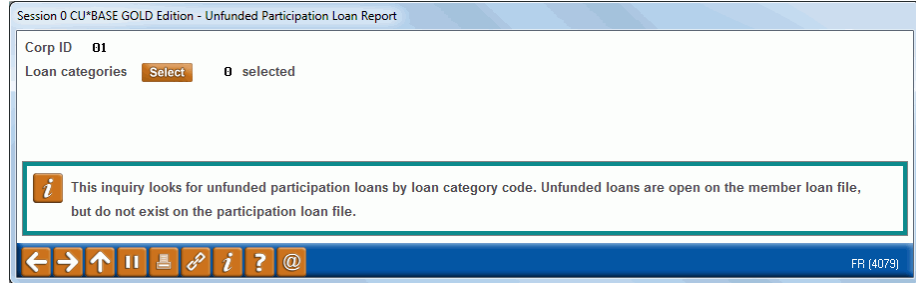
## Report Field Descriptions



<i>Field Name</i>	<i>Description</i>
PLI	Participation Loan Investor
Loan Account	The loan account base and type from the member transaction record.
Trans Date	Transaction Date from the member transaction record.
Trans Amount	Transaction Amount from the member transaction record.
Tran Code	Transaction Code from the member transaction record (only appears on printed version of report).
Tran Type	Transaction Type from the member transaction record (only appears on printed version of report).
Principal	Principal Paid on the loan from the member transaction record.
Interest	Interest Paid on the loan from the member transaction record.
Trans Result Balance	Transaction Resulting Balance from the member transaction record.
Description 1	Primary transaction description from the member transaction record.
Description 2	Secondary transaction description from the member transaction record.

# UNFUNDED LOAN REPORT

“Review Unfunded Loans” on the Participation Loan (MNPART) menu



## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes.

Run this report to identify unfunded (new) loans. Unfunded loans are open on the member file, but do not exist on the participation loan file. Report can be viewed on the screen or printed via *Print Report* (F14).

This report helps to identify loans new that should be added to the participation loan system. (Refer to **Page 12** for instructions on adding a loan to the PL system). The report can also identify loans that are waiting to be funded by Fannie Mae. This situation can cause the member and participation G/L accounts to be out of balance.

## Printed Report version

```

4/15/10 12:04:21          TEST CREDIT UNION          LPLNEW          PAGE 1
  RUN ON  4/15/10          UNFUNDED LOAN REPORT          USER KARENS

CORP 01 TEST CREDIT UNION
LOAN CATEGORY 80

      -- -- -- -- -- MEMBER INFORMATION -- -- -- -- --
LOAN ACCOUNT  NAME          LN CTG    PRIN BAL    OPEN DATE    LST PMT DT
3549999 781  DAVID A SCHWIMMER      80         92597.59    04/14/10    04/14/10
4679999 780  JENNIFER ANISTON         80        122342.54    04/15/10    04/15/10
Total Principal Balance          214,940.13
Total Number of Unfunded Loans = 2

***END OF REPORT***
    
```

## Report Field Descriptions

Field Name	Description
Loan Account	The loan account base and suffix.
Name	The member name.
Ln Ctg	The loan category code.
Prin Bal	The principal balance from the member loan file.
Open Date	The open date from the member loan file.
Lst Pmt Dt	The last payment date from the member loan file.

# PAID OFF LOAN REPORT

“Review Paid Off Loans” on the Participation Loan (MNPART) menu

## Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes. At least one entry is required.
Closed date range	This is the date range to check for closed loans on the member file.

Run this report to identify closed (paid off) member loans. Report can be viewed on the screen or printed via *Print Report* (F14).

The report is used to identify paid off loans that will need an interest adjustment in the PL work file (paid off loans almost always need to have interest adjusted in the work file). If the participation loan status is an “E” for existing, the closed loan is open on the participation loan system.

This report may be helpful for cleaning up the participation loan files. By identifying the closed (paid off) member loans, the loans with a PL STATUS of “C” (Closed) can be manually deleted from the participation loan system via **Add/Maintain Participation Loans** on the Participation Loan Processing (MNPART) menu. Select the loan, then use **Delete**.

## Printed report version of Paid Off Loan Report

LOAN ACCOUNT	NAME	LN	CTG	PRIN BAL	MEMBER INFORMATION OPEN DATE	CLSD DATE	LST PMT DT	PL - STATUS	RD - LOAN
665999 780	MARY JANE JONES	80		.00	09/29/04	01/08/10	01/08/10	C	N
1177989 780	JOHN DEWITT	80		.00	06/16/03	01/25/10	01/25/10	E	N
1889999 780	JAMES B SAUDER	80		.00	01/23/08	03/26/10	03/26/10	E	Y
3970989 780	VINCENT L PARKER	80		.00	12/28/05	01/04/10	01/04/10	C	N
Total Number of Closed Loans =		4							

\*\*\*END OF REPORT\*\*\*

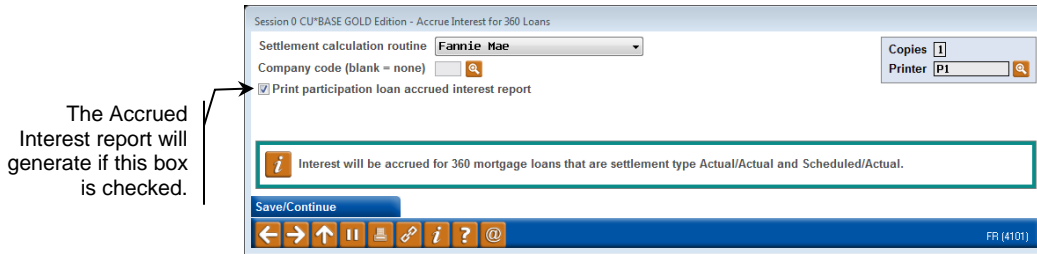
## Report Field Descriptions

Field Name	Description
Loan Account	The loan account base and suffix.

<i>Field Name</i>	<i>Description</i>
Name	The member name.
Ln Ctg	The loan category code.
Prin Bal	The principal balance from the member loan file.
Open Date	The open date from the member loan file.
Clsd Date	The closed date from the member loan file.
Lst Pmt Dt	The last payment date from the member loan file.
PL Status	Participation Loan Status, E=Existing, N=New, C=Closed, Blank=does not exist in PL system
RD Loan	A Y indicates that this is a Rural Development loan.

# PARTICIPATION LOAN ACCRUED INTEREST REPORT

“Accrue Interest for 360 Loans” on the Participation Loan (MNPART) menu



The Accrued Interest report will generate if this box is checked.

When processing the interest accrual, this report generates if the “Print participation loan accrued interest report” box is checked. A listing of all the loans for the “Settlement calculation routine” and “Company code” (if applicable) is provided along with interest accrual information.

5/09/11 9:35:15 RUN ON 5/9/2011		TEST CREDIT UNION PARTICIPATION LOAN ACCRUED INTEREST REPORT PROCESS DATE: 5/11			UPLACCI	PAGE USER KARENS
PLI 001 FANNIE MAE SETTLEMENT CALC FNMA COMPANY CODE ABC						
LOAN ACCOUNT	DATE REPORTED	PRINCIPAL BALANCE	ACCRUED INT DUE	PAST DUE INTEREST	TOTAL INTEREST DUE	
187999 790	04/30/11	42410.53	216.47	216.47	432.94	
203999 790	04/30/11	88370.54	248.54	248.54	497.08	
207999 790	04/30/11	66559.38	.00 *	.00	.00	
301999 790	04/30/11	87928.06	247.30	.00	247.30	
322999 790	04/30/11	120603.07	464.82	464.82	929.64	
329999 790	04/30/11	147029.29	551.36	.00	551.36	
370999 790	04/30/11	105565.36	296.90	296.90	593.90	
386999 790	04/30/11	176200.31	495.56	.00	495.56	
469999 790	04/30/11	119600.97	423.59	423.59	847.18	
535999 790	04/30/11	65648.88	239.34	239.34	478.69	
641999 790	04/30/11	84041.88	288.89	.00	288.89	
646999 790	04/30/11	119001.74	322.30	322.30	644.60	
658999 790	04/30/11	81000.00	244.69	244.69	489.38	
667999 790	04/30/11	47591.22	188.38	.00	188.38	
683999 790	04/30/11	78309.21	.00 *	.00	.00	
826999 790	04/30/11	82873.83	241.72	337.08	578.80	
964999 790	04/30/11	287701.64	959.01	.00	959.01	
970999 791	04/30/11	143401.47	478.00	.00	478.00	
987999 790	04/30/11	64733.15	195.55	195.55	391.10	
1017999 790	04/30/11	33579.76	101.44	.00	101.44	
1081999 790	04/30/11	125355.60	378.68	378.68	757.36	
1099999 790	04/30/11	125845.19	353.94	.00	353.94	
TOTAL BY PLI	001	2,4188,706.78	6,936.48	3,367.96	10,304.44	

## Report Field Descriptions

Field Name	Description
Loan Account	The loan account base and suffix.
Date Reported	The last date that this loan was reported to the investor.
Principal Balance	The participation loan principal balance.
Accrued Int Due	The amount of interest accrued for the loan. A zero amount with an asterisk (.00 *) indicates that the loan did not accrue interest.
Past Due Interest	The past due interest amount.
Total Interest Due	The total interest due that includes the current interest due and the past due interest.

# FANNIE MAE AUDIT REPORT

Generated from "Create Monthly Gov Investor File" on the Participation Loan (MNPART) menu after selecting FNMA

This report is generated when the SURF file is created. Use this report for research after the loans have been reported to Fannie Mae.

9/01/11 8:32:15		TEST CREDIT UNION				PFNMLOANS		PAGE		
RUN ON 9/07/2011		FANNIE MAE AUDIT REPORT						USER DIANEK		
		DATE RANGE 8/01/2011 TO 8/31/2011								
		***** M E M B E R *****				***** P L I *****				
LOAN	FANNIE MAE	TRANS	PREV EOM	PRINCIPAL	LOAN	LOAN INT	PRINCIPAL	PRIN	PLI	INT
ACCOUNT	REF #	AMT	PRINCIPAL	PAID	RATE	PAID	BAL LST RPTD	PAID	RATE	PAID
918-790	4007265310	760.55- 167.76	118,984.39	170.79 338.55 167.76-	4.250%	422.00 422.00 .00	118,984.39	170.79	4.000%	397.18
							A Regular Payment (AUTO. FUNDS TRANSFER)			
							A Regular Payment (XFER FOR ESCROW)			
928-795	4006771003	370.00- 984.56- 165.44-	67,616.27	1,261.71 370.00 726.27	4.500%	258.29 .00 258.29	67,616.27	1,261.71	4.250%	243.94
							B Principal Curtailment (PHONE TRANS/BONNIE)			
							A Regular Payment (AUTO. FUNDS TRANSFER)			
							B Principal Curtailment (AUTO. FUNDS TRANSFER)			
699-795	4006514346	165.44- 359.55-	41,562.20	165.44 202.93	4.500%	.00 156.62	41,562.20	202.93	4.250%	147.90
							A Regular Payment (AUTO. FUNDS TRANSFER)			
789-795	4006322292	1,494.04- 5.96-	113,501.64	1,082.25 1,076.29 5.96	4.375%	417.75 417.75 .00	113,501.64	1,082.25	4.125%	393.82
							A Regular Payment (FANNIE MAE PAYMENT)			
							B Principal Curtailment (FANNIE MAE PAYMENT)			
799-790	4006211473	604.71- 45.29- 146.38	79,341.03	155.82 256.91 45.29	5.250%	347.80 347.80 .00	79,341.03	155.82	5.000%	331.28
							A Regular Payment (AUTO. FUNDS TRANSFER)			
							B Principal Curtailment (AUTO. FUNDS TRANSFER)			
							A Regular Payment (XFER FOR ESCROW)			
898-795	4006872332	81.702.74	81,702.74	.00	5.500%	.00	81,702.74	.00	5.250%	.0
899-795	4007016122	101,280.63	101,280.63	528.22	4.500%	381.78	101,280.63	528.22	4.250%	360.57
		833.84- 76.16-		452.06 76.16		381.78	A Regular Payment (AUTO. FUNDS TRANSFER)			
							B Principal Curtailment (AUTO. FUNDS TRANSFER)			
988-795	4006900518	73,474.50	73,474.50	95.60	5.250%	321.87	73,474.50	95.60	5.000%	306.54
		417.47-		95.60		321.87	C Paid Ahead (FANNIE MAE PAYMENT)			
989-795	4006919463	92,917.83	92,917.83	.00	5.125%	.00	92,917.83	.00	4.875%	.0
							F Past Due Loan			
999-795	4006345436	59,451.25	59,451.25	292.33	4.500%	224.04	59,451.25	292.33	4.250%	211.59
		516.37-		292.33		224.04	A Regular Payment (AUTO. FUNDS TRANSFER)			
1299-790	4007230595	133,940.33	133,940.33	381.80	4.125%	461.73	133,940.33	381.80	3.875%	433.75
		1,172.72- 329.19		710.99 329.19-		461.73	A Regular Payment (PC CU TRANSFER)			
							A Regular Payment (XFER FOR ESCROW)			
1399-795	4006250393	105,428.58	105,428.58	514.05	4.750%	419.35	105,428.58	514.05	4.500%	397.28
		933.40-		514.05		419.35	A Regular Payment (AUTO. FUNDS TRANSFER)			
TOTALS			1,069,201.39	4,685.50		3,411.23	1,069,201.39	4,685.50		3,223.85
TOTAL NO OF LOANS:	12									

\*\*\*END OF REPORT\*\*\*

# CONFIGURATIONS FOR FNMA PARTICIPATION LENDING

## CONFIGURING LOAN CATEGORY CODES

A unique loan category code is set up for Fannie Mae loans.

“Loan Category Configuration” on the Loan Products (MNCNFB) menu Screen 1

Use Payment Controls (F17) and Audio/Online Banking (F23) to control how payments are applied to these loans (see below).

There are several settings on the first loan category configuration screen that relate specifically to the 360-day interest calculation method:

### 1 Interest Calculation Type

Calc Type	Description
365 (0)	The standard daily interest calculation using a 365-day year.
None (2)	Does not accrue interest. Primarily used for written-off loans.
<b>360 / Post (3)</b>	<b>Interest is based on twelve 30-day months, calculated once each month on the same day of the month (i.e., interest is paid in arrears).</b>  Use the <b>Day to calculate interest</b> field to specify the day of the month when interest should be calculated. This can be any date (depending on your loan participation partner).
360 / 365 (4)	<i>(Used for business loans.)</i> The standard daily interest calculation using a 360-day year (30-day month). Interest is accrued each day using a <i>per diem</i> calculated as follows: $Rate \div 360 \times Loan\ Balance = Per\ diem$

Calc Type	Description
	Refer to the separate “Loan Interest Calculation: ‘360/365 Daily Interest’” booklet for more details.
ADB (5)	(Average Daily Balance) Used for online credit cards only.

## 2 Next Payment Date/Delinquency Control

This flag controls whether or not you allow the member to pay ahead. This is so a member could, for example, pay his May payment during March.

The *Can Pay Ahead* setting would allow *unlimited* payments ahead and is not generally recommended for 360 mortgages. Depending on your policies and the guidelines from your participation partners, you may choose to allow a member to pay 1 or 2 payments ahead (up to 9 maximum).

*If you do allow members to pay ahead, remember that CU\*BASE will NOT track the amount of interest paid ahead, which means that if a member who has been paying ahead pays off his entire mortgage early, you will still need to manually calculate any **interest rebate** to which the member may be entitled.*

If you prefer to require one payment per period, set this flag to *Single Payment Per Period (P)*. In this case the interactive messaging will automatically warn the member that early payments will be applied directly to principal, and the member can choose to cancel and wait to make the payment until the next month.

*Remember that regardless of this setting, members can always make their current payment at any time during the month, even prior to the interest calculation date. For example, a member can make his May payment on April 10, even if interest for the May payment isn't normally calculated until April 20, because of the “instant interest calc” feature.*

## 3 Include Delinquency Fine in Partial Pay

This flag controls whether the collection of a fine is necessary in order to move the payment due date ahead to the next period.

Because CU\*BASE requires that fines be collected last for 360-day calc. type loans, this flag should always be **checked** for these loan categories so that



finances would always be considered an additional payment and not a payment toward advancing the next payment date and keeping the loan current. (As a rule, this flag should be checked any time fines are set to pay last in the payment matrix, even for non 360-type loans.)

Screen 2

## 4 Payment Matrix Priorities

A loan's Payment Matrix controls how funds are spread among the separate portions of a loan payment (principal, interest, fines, escrow, etc.). The payment matrix is configured at the loan category level, or can be adjusted for each individual loan. In order to process correctly with automated processes, the payment matrix on a 360-day calculation type loan must be set up in the following order:

- 1) Escrow (if these mortgages will have escrows)
- 2) Interest Due
- 3) Principal
- 4) Fine Amount

The *Over payment indicator* must be set to PRN (Principal).

**Collecting Delinquency Fines:** If you use this standard configuration, the system will automatically collect fines due if the member adds extra to his regular payment. For example, say the member's regular payment is \$900 and he owes \$25 in fines. If he makes a payment of \$1,000, the system will satisfy the \$900 payment, pay \$25 in fines, and put the remaining \$75 on principal. Also see Page **Error! Bookmark not defined.** for more tips about collecting fines.

**WARNING:** Setting your matrix in a sequence other than this, either at the loan category level or even on an individual loan, may cause payments to be

applied incorrectly and might result in principal or interest being shorted, or the payment due date not advancing properly, or delinquent interest getting out of synch, or a host of other problems. **Extreme care must be taken if you choose to deviate from this standard matrix for any of your mortgage accounts.** Remember that the spread can be manually adjusted for one transaction at the time via Payment Matrix Override.

“Payment Controls” (F17)

5

## 5 Payment Controls

The window shown above is used to control how payments can be made for these loans in the following loan payment programs *only*:

- Teller Posting
- Member Transfers (via MNSERV, Phone Op, and “Journal Transfer” (F13) in Teller Posting)
- Direct/Mail Post
- **It’s Me 247** Online Banking

<i>Control</i>	<i>Description</i>
Allow partial payments	<p>Uncheck this flag to block partial payments from being applied. If a payment is entered other than the normal scheduled payment amount, a warning will be displayed and the payment will not be allowed to post with the incorrect amount. (This flag is also used by <b>It’s Me 247</b> when setting up AFT payments to mortgages, to prevent a member from setting up a short payment.)</p> <p><b>Remember that the system will always allow extra payments to principal or principal-only payments, regardless of the setting of this flag.</b> Therefore, this flag must be left <u>unchecked</u> for 360 mortgages for the most consistent processing.</p> <p>HINT: Consider establishing a “sweep” account and requiring payments to be posted to that account instead.</p>
Allow partial escrow payments	<p>(Displays only when Allow partial payments is checked.)</p> <p><b>This feature is not supported for the 360-day interest calculation type</b> and must be left <u>unchecked</u>.</p> <p>For loans with the 365-day daily accrual calc type, this flag allows partial payments throughout the month toward satisfying the full escrow payment, similar to the regular partial payment feature.</p>

<i>Control</i>	<i>Description</i>
Allow payment prior to first payment date	<u>Uncheck</u> this flag to prevent members from making a payment prior to the first scheduled payment due date. Generally needed only for products sold on the secondary market.

### “Audio/Online Banking” (F23)

This window controls whether or not members can make mortgage payments on their own via **It’s Me 247** online banking. Remember that with the interactive messaging features and other automated controls, you can feel confident in allowing your members to make their mortgage payments via online banking, so **we recommend the *Allow payments via audio/online banking* flag be set to “Always” (1).**

Other credit union policies may influence how you choose to set this flag. For example, if you automatically set up sweep accounts (see Page **Error! Bookmark not defined.**) to receive payments for *all* of your mortgages, then you could set this to **“Never” (2)** so that members cannot make payments directly to the loan account itself. Or, if your collections staff wants to keep a tighter control on payments made to delinquent mortgages, you could choose option **“Only if Loan is Current” (3)**, which will block a member from making a payment via **It’s Me 247** if their mortgage is past due. The following message will be displayed to members when they try to make a transfer:

Because your loan is currently past due, we are unable to process your payment via online banking. Please contact the credit union directly for assistance in making this payment.

## SETTING UP AN ESCROW SAVINGS PRODUCT

A unique share product must be set up to identify Fannie Mae escrow accounts. It is recommended that a different account suffix range be used as well. To set up the escrow savings product, access **Share Products** on the Savings Products (MNCNFA) menu and create a new dividend application. Be sure to set the “Application type” to “TX=Tax/escrow share products”.

“Share Products” on the Savings Products (MNCNFA) menu

Session 0 CU\*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

### Share Account Setup Update

Dividend application EC Corp ID 01 ABC CREDIT UNION

**General Account Information** **Dividend Information**

Description ESCROW

Account range 000 to 000

Application type Tax/escrow share products

IRA plan type

Reg D transaction account

Reg D transfers per month 00

ATM surcharge rebate program code  @

Zero balance account option No action taken

Prompt for credit report on open

Allow account nicknames

Report dividends to the IRS

Club processing allowed

Accounting Interface		Share Draft/Checking Only	
Liability G/L account #	902.93	Stop pay G/L #	
Expense G/L account #	340.93	Stop pay fee	0.00
Accrual G/L account #	830.93	<input type="checkbox"/> Allow change of fee amount	

*i* Dividend rates are entered using Member Rate Maintenance on the "Management Processing/Dashboards" menu.

Suspend Save Skip Qualified Dividends ARU/Online Banking Checklist

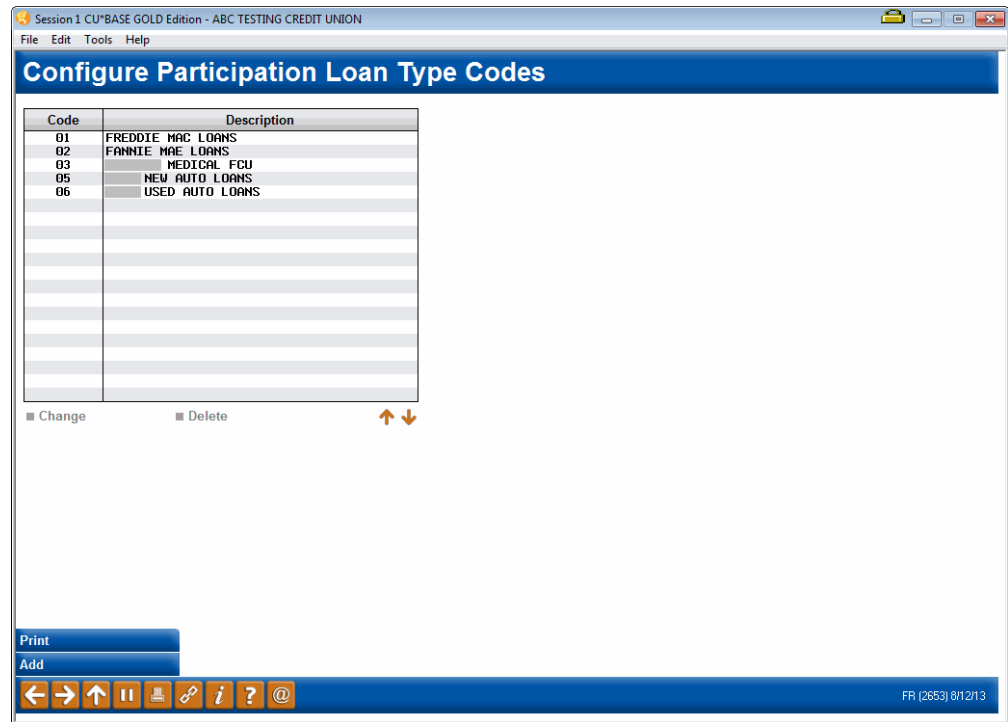
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FR (2749) 11/11/13

For additional information on escrow account, refer to the *Escrow Processing with CU\*BASE* booklet.

## CONFIGURING PARTICIPATION LOAN TYPE CODES

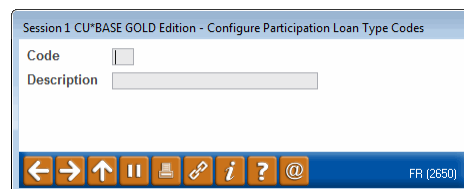
“Configure Participation LN Types” on the Participation Loan (MNPART) menu



This is the first of two screens used to configure Participation Loan Type codes. These codes are assigned to individual participation loan accounts to help identify groups of loans and to use when printing reports.

It is recommended to set up a unique participation loan type code for Fannie Mae loans.

- To create a new code, use *Add* (F6). To modify an existing code, select it in the list and use the **Change** option. The screen below will appear.
- To delete a code, select it in the list and use the **Delete** option. Codes that are tied to any participation loans cannot be deleted.
- To print a list of participation loan type codes, use *Print* (F5).

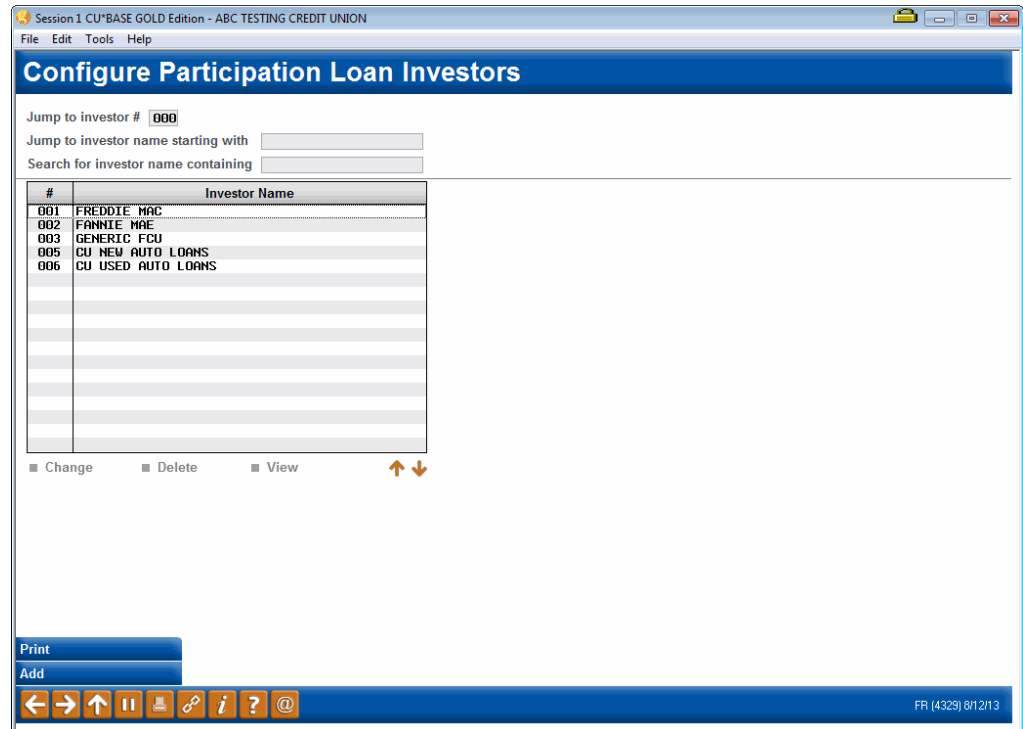


Use this screen to record a description for the group of loans. When done, use **Enter** to save and return to the previous screen.

## Field Descriptions

<i>Field Name</i>	<i>Description</i>
Code	If adding a new code, enter any 2-character code (letters and numbers are allowed). For an existing code, this field cannot be changed.
Description	Enter a description for this group of loans, such as “real estate participation,” etc.

## CONFIGURING INVESTOR INFORMATION (PLI)



This is the first of two screens used to configure the information for your credit union's investors. These are the organization(s) that will be investing in your credit union's loan accounts. In the participation loan system, the Participation Loan Investor is often referred to as the PLI.

The PLI also controls the default G/L accounts that will be used to record principal, accrued interest, interest income and settlement accounts when participation loan work files are posted.

Use the search criteria at the top of the screen to jump to a specific investor or search based on the investor name. To view an investor's information, use the **View** option.

To create a new investor, use *Add* (F6). To modify an existing PLI, select the name in the list and use the **Change** option. The screen shown on the next page will appear.

To delete a code, select it in the list and use the **Delete** option. Investors that are tied to any participation loans cannot be deleted.

## Report Sample

This report will be printed when you use *Print (F5)*:

PLI #	CU NAME/INVESTOR	CONTACT	STLMNT CALC	STLMNT TYP	CO CODE	R & T NBR	TYP	STLMNT G/L	PAGE
11/01/11	14:03:36	TEST CREDIT UNION							1
	RUN ON 11/01/2011	PARTICIPATION LOAN INVESTOR REPORT						USER KARENS	
1	FREDDIE MAC 123 MAIN STREET GRAND RAPIDS	BILL SMITH MI 49546 BSMITH@FREDDIEMAC.COM	FHMC	SA			01	89901	
		PH 616 295-1234 FAX 616 295-2345							
		STARTED OFFERING FREDDIE LOANS IN MARCH OF 2009. FOR ISSUES WITH SETTLEMENT, REFER TO THE FREDDIE MAC SELLER SERVICER GUIDE.							
2	FANNIE MAE PO BOX 209 FRANKENMUTH	JOHN SMITH MI 48734 JSMITH@FANNIEMAE.COM			FNMA	AA	272480131	89900	
		PH 616 491-7123 FAX 616 491-7124							
		OPENED 08/22/2008 - FIRST FANNIE GRANTED 08/2008 EFFECTIVE 09/01/2010 - PLI003 COMBINED FROM NMS BACK TO FCU INTO ONE BIG FILE UNDER PLI002							
5	MIDWAY CREDIT UNION 541 MAIN STREET GRAND RAPIDS	ALISON JONES CEO MI 49546 AJONES@MIDWAYCU.COM			PART	AA	05	89902	
		PH 616 600-2520 FAX 616 555-1212							
		FIRST SETTLEMENT - PURCHASE OF A POOL 10/30/08							
6	NATIONAL BANK 545 MAIN STREET GRAND RAPIDS	KAREN JONES MI 49546			P360	AA	06	89903	
		PH 616 541-1233 FAX 616 541-3892							
		FIRST POOL PURCHASED AND SETTLED 10/30/08							
10	FHLB 123 MAIN GRAND RAPIDS	CONTACT NAME 1 VICE PRESIDENT MI 49546 CONTACT1@FHLB.COM			PART	AA	010	272727272	06
		PH 616 285-5711 FAX 616 285-0825							
		CONTACT NAME 2 ACCOUNTING MANAGER PH 616 154-5465 FAX 616 545-4542							
		CONTACT2@FHLB.COM							
		OPENED 1/1/11.							
		***END OF REPORT***							

## Screen 2

The screenshot shows the 'Configure PLI Information' window. It includes the following fields and options:

- PLI investor #**: 0
- EIN/TIN**: 00000000
- CU/Investor name**: [Empty]
- Address 1**: [Empty]
- Seller/Servicer #**: 00000000
- Address 2**: [Empty]
- Company code**: [Empty]
- City**: [Empty]
- State**: [Empty]
- ZIP code**: 00000
- Contact name**: [Empty]
- Title**: [Empty]
- Contact phone #**: ( ) - [Empty]
- Fax #**: ( ) - [Empty]
- Email**: [Empty]
- Settlement calculation routine**: [Dropdown menu]
- Settlement type**:  AA  SA
- R&T #**: 0
- Default PLI type**: [Empty]
- Settlement G/L acct**: [Empty]
- Principal G/L acct**: [Empty]
- Accrual G/L acct**: [Empty]
- Interest G/L acct**: [Empty]

Use **Enter** to save and return to the previous screen.

## Field Descriptions

Field Name	Description
PLI investor #	If adding a new code, enter any 3-digit number (letters are not allowed). For an existing code, this field cannot be changed.



<i>Field Name</i>	<i>Description</i>
CU/Investor name	Enter the name of the investing individual or organization. This is a required field
Seller/Service #	The number assigned by the government investor to identify the credit union. This is a required field for FNMA.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. This is an optional field.
EIN/TIN	The employer identification number or the tax identification number for the investor. This is an optional field.
Address 1 Address 2 City State ZIP Code	These fields contain address information for the investor. Address1, City, State and ZIP code are required.
Contact name Title Contact phone # Fax # Email	These fields contain contact information for the investor. Information for up to three contacts can be entered. These fields are optional.
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365participation loans), and P360 (other 360 mortgage loans). This is a required field.
Settlement type	The method used for determining how funds are paid to the investor: either by AA ( <i>Actual/Actual</i> ), taking into account actual activity on the loan or SA ( <i>Scheduled/Actual</i> ), taking into account scheduled interest and actual principal collected from the member.  Note: The SS ( <i>Scheduled/Scheduled</i> ) settlement type is not available for use at this time.
R&T #	Enter the Routing & Transit number for this investor. This informational field may be used for electronic settlement.
Default PLI type	If you wish to automatically assign a Participation Loan Type code to all loans attached to this investor, enter the type code here. Click the spyglass button to see a list of your credit union's configured codes. This is an optional field. Leave the field blank if you do not wish to assign a default code.  See <b>Page 84</b> for details about configuring these codes.
Settlement G/L acct	Enter the G/L account used to settle cash with the investor each time a settlement is posted, as well as when a new loan investment is originally purchased. This is a required field.
Principal G/L acct	Enter the G/L account used to post the amount paid by the investor for their portion of the member's loan. (This is considered a contra-asset account). This is a required field.
Accrual G/L acct	Enter the G/L account used to post the amount of interest accrued for the investor but not yet paid. This represents a payable account. This is a required field.

Field Name	Description
Interest G/L acct	Enter the G/L account used to post the amount of interest paid to the investor (income acct). This is a required field.

Refer to **Page 93** for recommended G/L accounts to use for Fannie Mae.

#### Buttons

Command Key	Description
Suspend (F4)	Use this to suspend this investor so that it cannot be attached to any participation loans. To reactivate, return to this screen and use Enter.  BE CAREFUL: Be sure this investor is not tied to any loan accounts before suspending it.
Comments (F12)	Use this to update or review any special notes about this investor, details about settlement issues and restrictions, etc. Comments are optional.

If *Comments* (F12) is used, the below screen will display.

Session 0 CU\*BASE GOLD Edition - Investor Comments

PLI # 002 CHANGE

Investor name FANNIE MAE

Investor Comments

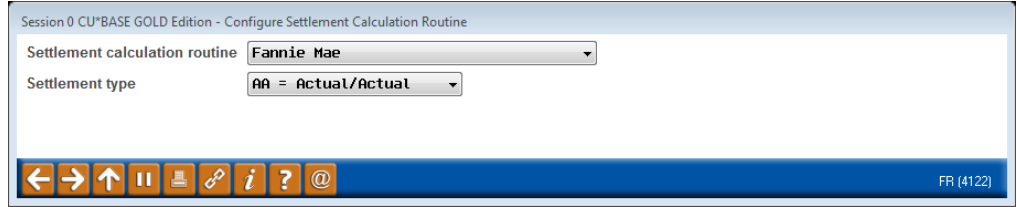
OPENED 08/22/2008 - FIRST FANNIE GRANTED 08/2008  
EFFECTIVE 09/01/2010 - PLI003 COMBINED FROM NMS BACK TO FCU INTO ONE  
BIG FILE UNDER PLI002

Save Changes

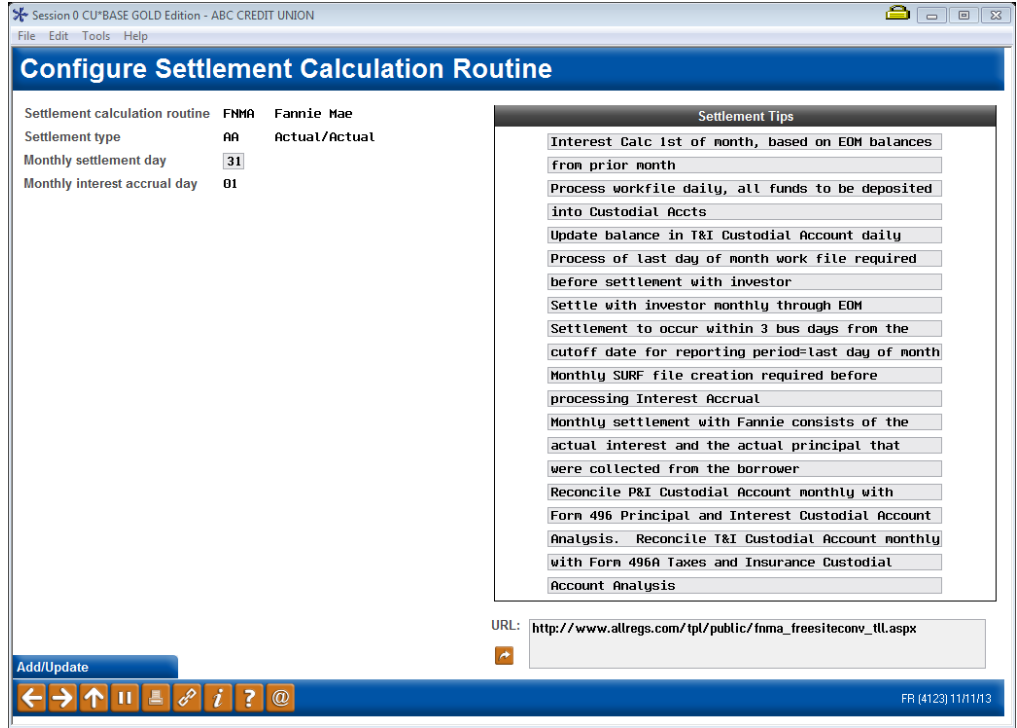
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# CONFIGURING THE SETTLEMENT CALCULATION ROUTINE

“Configure Settlement Calc Rtns” from the Participation Loan (MNPART) menu



Screen 2



This screen is used to configure the Settlement Calculation Routines for the credit union. This routine determines how a participation loan is handled during the settlement process.

For settlement calculation routines FNMA, FHMC, FHLB and P360, you are required to enter a “Monthly settlement day”. The “Monthly interest accrual day” will default to one day after the “Monthly settlement day”.

For Fannie Mae, the “Monthly settlement day” should be 31. The “Monthly interest accrual day” will then default to 01.

The configuration also contains free form fields that can be used to enter tips specific to the settlement calculation routine. The sample screen above has the suggested settlement tips for Fannie Mae.

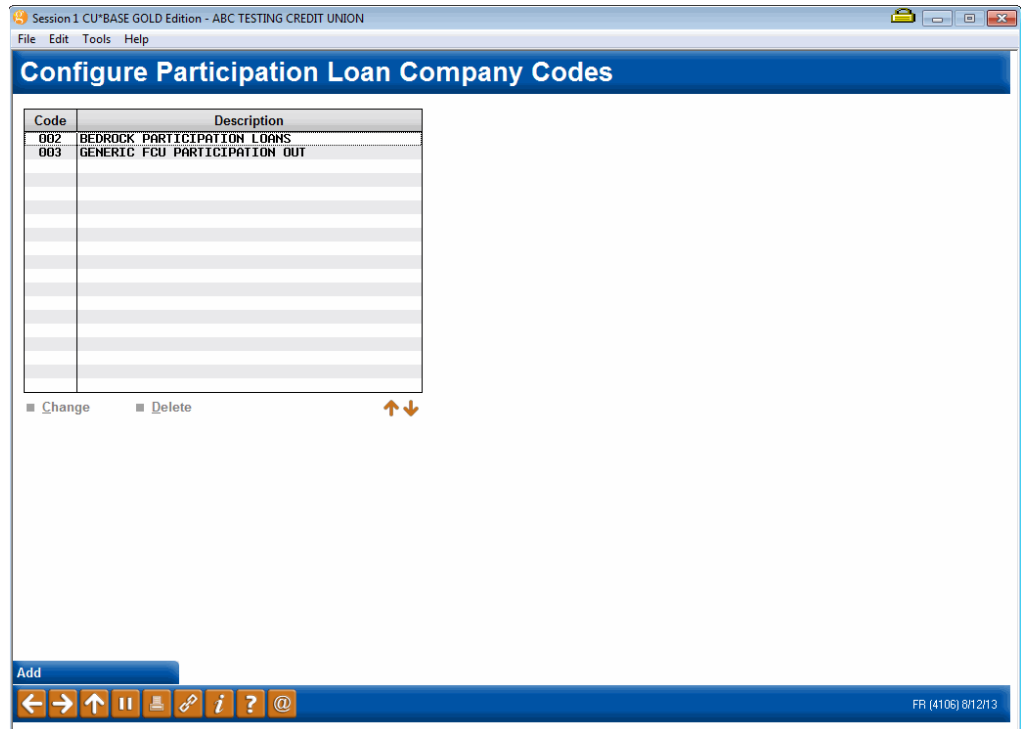
### Field Descriptions

Field Name	Description
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement

<i>Field Name</i>	<i>Description</i>
	calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard participation loans), and P360 (other 360 mortgage loans). This is a required field.
Settlement type	The method used for determining how funds are paid to the investor: either by <i>AA (Actual/Actual)</i> , taking into account actual activity on the loan or <i>SA (Scheduled/Actual)</i> , taking into account scheduled interest and actual principal collected from the member.  Note: The <i>SS (Scheduled/Scheduled)</i> settlement type is not available for use at this time.
Monthly settlement day	The processing day of the month for the required monthly settlement. For Fannie Mae this is 31 which indicates end of month.
Monthly interest accrual day	The day of the month that the interest should be accrued for the monthly settlement file. This will default to one day after the <i>Monthly settlement day</i> and should be 01 for Fannie Mae.
Settlement Tips	Settlement tips associated with the <i>Settlement calculation routine</i> . This information is user defined and not required. These tips appear on the “Create/Post Work File” screen MNPART #5.
URL	The URL associated with the <i>Settlement calculation routine</i> . This field is not required and is generally used for government investors (FNMA, FHMC, FHLB). The URL displays on the Create/Post Work File screen MNPART #5. Recommended URL for FNMA: <a href="http://www.allregs.com/tpl/public/fnma_freesiteconv_tll.aspx">http://www.allregs.com/tpl/public/fnma_freesiteconv_tll.aspx</a> This URL will access Fannie Mae’s Seller Servicer/ Servicer guide page.

## CONFIGURING COMPANY CODES

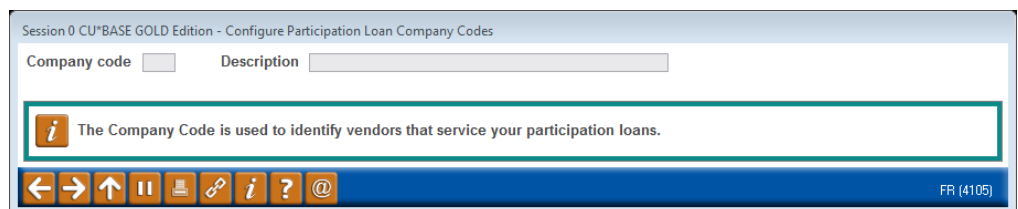
“Configure Company Codes” on the Participation Loan (MNPART) menu



This screen is used to define companies that service a credit union’s participation loans. An example would be a mortgage CUSO. If your credit union services its own participation loans, then no Company codes need to be configured.

The Company code is entered as a 3-digit alphanumeric code along with a description.

To create a new Company code, use *Add* (F6). To modify an existing company code, select the name in the list and use the **Change** option. The screen below will appear. To delete a code, select it in the list and use the **Delete** option. Company codes that are tied to any participation loans cannot be deleted.



---

# GENERAL LEDGER

## UNDERSTANDING THE GENERAL LEDGER TERMS

<i>Field Name</i>	<i>Description</i>
General Ledger	The central accounting record of an organization which includes offsetting debit and credit accounts including as assets, liabilities, income and expenses.
Participation Loan Investor (PLI)	The partner credit union or other organization that shares in the investment and the risk for the loan.
Contra Account	A GL account that holds a balance opposite the normal balance designation. For example, an asset account that usually has a debit balance would carry a credit balance.
Custodial Account	A credit union share account that either holds the funds to be remitted to Fannie Mae (P&I) or stores the reported balances of member escrow (T&I).
Escrow Account	A member share account that holds the funds used to pay mortgage obligations such as taxes and insurance.

## RECOMMENDED GENERAL LEDGER NUMBERS

These are the recommended G/L accounts for Fannie Mae loans. The sequence number xx is user defined. If your credit union has multiple investors, a unique sequence number should be assigned to each investor.

### **Investor G/L Accounts**

716.xx – Fannie Mae Loans Sold (PL Principal)

786.xx – Accrued Interest for Fannie Mae Loans (PL Interest)

117.xx – Servicing Income for Fannie Mae Loans

899.xx – Fannie Mae Settlement

### **Member Loan G/L numbers:**

704.xx – Member Loan Balances

781.xx – Member Accrued Interest

117.xx – Servicing Income

### **Member Share G/L Account**

907.yy – Member Escrow Savings (different extension than 907.xx)

### **Miscellaneous G/L Accounts**

728-xx – Loans held for sale

907.xx – Fannie Mae Contra Escrow

725-xx – Fannie Mae Negative Escrow Funding

## PARTICIPATION LOAN GENERAL LEDGER ENTRIES

The following illustration shows sample general ledger entries throughout the life of a Fannie Mae participation loan.

Setup Entries

(A) Credit Union opens/disburse loan to member

(B) Credit Union sets up the participation loan

(C) Investor pays the credit union via a wire transfer; funds are moved to the CU's corporate account then disbursed to the appropriate G/L's.

Settlement Entries

(D) Accrue Interest on member loan

(E) Accrue Interest on participation loan

(F) Principal payment on member loan

(G) Principal payment on participation loan

(H) Interest paid on member loan

(I) Interest paid on participation loan

(J1) Member adjustment to Custodial Account for payments

<b>(Member Principal)</b> G/L 704.xx	
Debit	Credit
(A) 200,000	[F] 100-
Bal=199,900db	

<b>PL Principal</b> G/L 716.xx[Contra-Asset]	
Debit	Credit
(G) 100	(B) 200,000-
Bal=199,900cr	

<b>PL Settlement</b> G/L 899.xx	
Debit	Credit
(B) 200,000	(C) 200,000-
[J1] 575-	(G) 100-
	[I] 475-
Bal=0	

<b>Cash</b> G/L 739.xx	
Debit	Credit
(F) 100	[A]
[H] 500	200,000-

<b>Member Accrued Interest</b> G/L 781.xx	
Debit	Credit
(D) 500	(H) 500-
Bal=0	

<b>PL Accrued Interest</b> G/L 786.xx	
Debit	Credit
[I] 475	(E) 475-
Bal=0	

<b>Member/PL Income</b> G/L 117.xx	
---------------------------------------	--

<b>Corporate Account</b> G/L 730.xx	
--	--

Debit	Credit	Debit	Credit
(E) 475	[D] 500-	(C) 200,000	

Servicing  
Income would  
be \$25-

## CONFIGURING YOUR FANNIE MAE FINANCIAL STATEMENT

Below are sample screens that indicate how to configure your financial statement.

“Financial Report Configuration” on the General Ledger (MNGELE) menu

Session 7 CU\*BASE GOLD Edition - ALPENA ALCONA AREA CREDIT UNION

File Edit Tools Help

### Maintain Financial Statement Configuration

Corp ID 1 Report 90

Title  Format  Balance sheet  Combined  Income statement

Use for Variance Reporting

Heading	From G/L	To G/L	Code
FANNIE MAE MORTGAGE LOANS	704.00		None
* FANNIE MAE MEMBER LOANS	716.02		None
* FANNIE MAE PARTICIPATION LOANS SOLD			None
* PAYMENT ACTIVITY/LOANS NOT FUNDED			Print heading total
*****			None
* LOANS HELD FOR SALE	728.20		None
* PARTICIPATION SETTLEMENT	899.02		None
*****			None
FANNIE MAE ESCROW ACCOUNTS			None
* FANNIE MAE MEMBER ESCROW SAVINGS	907.31		None
* FANNIE MAE CONTRA ESCROW SAVINGS	907.22		None
* FANNIE MAE NEGATIVE ESCROW FUNDING	725.20		None
FANNIE MAE ESCROW NET DIFFERENCE			Print heading total

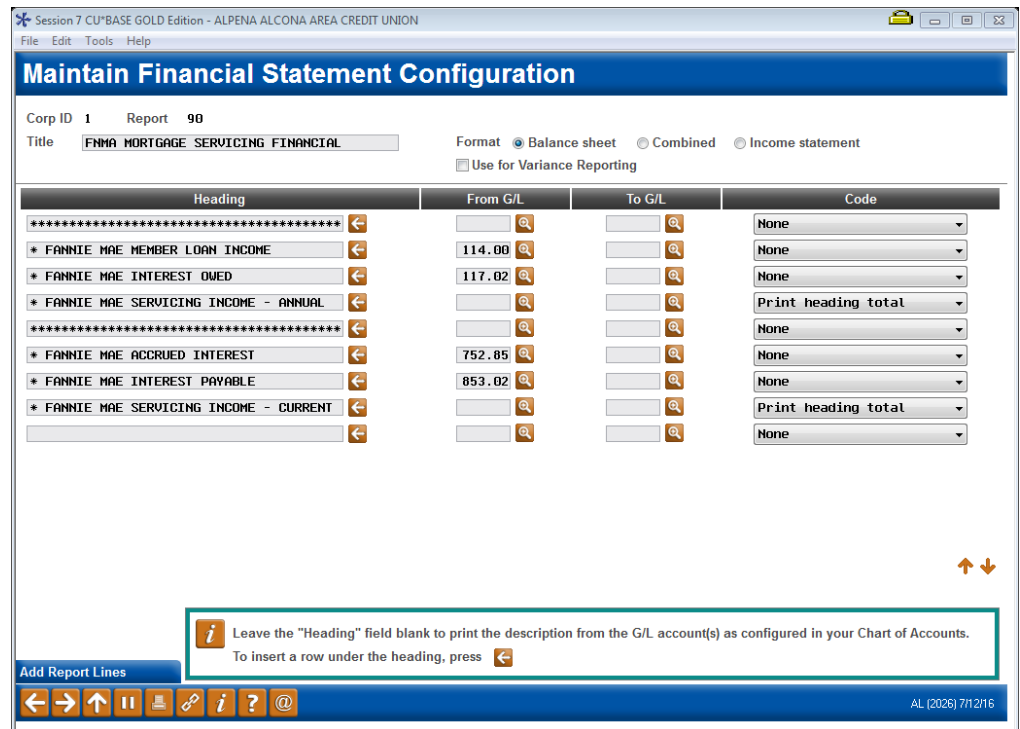
**i** Leave the "Heading" field blank to print the description from the G/L account(s) as configured in your Chart of Accounts. To insert a row under the heading, press ←

Add Report Lines

AL (2026) 7/12/16



Screen 2



Run the Financial Statement, via **Print CU Financials** on the General Ledger (MNGELE) menu. On the final selection screen, be sure to check the boxes to Summarize locations, Print zero balances and Print G/L account #.

SAMPLE FANNIE MAE FINANCIAL STATEMENT

6/30/16 14:54:20 81		TEST CREDIT UNION	LGLFIPHS81	PAGE
RUN ON 6/30/16		FANNIE MAE MORTGAGE FINANCIAL		USER KARENS
		FOR PERIOD ENDING 6/30/16		
LOCATION(S) - *ALL				
		CURRENT		
		Y-T-D		
	FANNIE MAE MORTGAGE LOANS			
704-00	* FANNIE MAE MEMBER LOANS	63,744,805.67		
716-02	* FANNIE MAE PARTICIPATION LOANS SOLD	63,744,805.67-		
	* PAYMENT ACTIVITY/LOANS NOT FUNDED	.00		
	*****			
728-20	* LOANS HELD FOR SALE	470,450.00		
899-02	* PARTICIPATION SETTLEMENT	8,585.89-		
	*****			
	FANNIE MAE ESCROW ACCOUNTS			
907-31	* FANNIE MAE MEMBER ESCROW SAVINGS	580,618.95-		
907-22	* FANNIE MAE CONTRA ESCROW SAVINGS	579,470.47		
725-20	* FANNIE MAE NEGATIVE ESCROW FUNDING	9,499.90-		
	*****			
	FANNIE MAE ESCROW NET DIFFERENCE	10,648.38-		
	*****			
114-00	* FANNIE MAE MEMBER LOAN INCOME	1,196,560.46-		
117-02	* FANNIE MAE INTEREST OWED	1,111,434.55		
	*****			
	* FANNIE MAE SERVING INCOME - ANNUA	85,125.91-		
	*****			
752-85	* FANNIE MAE ACCRUED INTEREST	182,138.97		
853-02	* FANNIE MAE INTEREST PAYABLE	170,370.14-		
	*****			
	* FANNIE MAE SERVING INCOME - CURRE	11,768.83		

## UNDERSTANDING PARTICIPATION LENDING AND YOUR FINANCIAL STATEMENT

**Principal Loan balances:** You will have an asset G/L account, i.e. 704.00 containing the CU\*BASE Member loan balances and a contra asset G/L account, i.e. 716.01 containing the loan balance on the participation system. Because Fannie Mae mortgage loans are 100% sold to the investor, these two accounts should net to zero.

*Note: If the accounts do not net to zero, it is generally because loans have been disbursed to the member, but not sold to Fannie Mae yet or payments need to be processed in a participation loan work file.*

**Loans Held for Sale:** You will have an asset G/L account, i.e. 728.00 containing the CU\*BASE Member loan balances that have not been funded yet to Fannie Mae. A journal entry is made to this 728.00 G/L when the Principal G/L accounts (704.00 and 716.01) are not in balance. These accounts are generally balanced at month end.

Example: There is a total loan debit balance of \$13,000,000 in GL 704.00 for FNMA loans and a credit balance of \$12,295,000- in GL 716.00 for Fannie Mae Loans sold. You should credit GL 716.01 and debit 728.00 for \$75,000. The result is that your investor loans are in balance and net to zero.

*Sample financial statement entries before journal entry:*

704.00 Fannie Mae Member Loans	13,000,000.00
716.01 Fannie Mae Loans Sold	<u>12,295,000.00-</u>
Net Difference:	75,000.00
(Payment Activity/Loans not Funded)	

*Sample financial statement entries after journal entry:*

704.00 Fannie Mae Member Loans	13,000,000.00
716.01 Fannie Mae Loans Sold	<u>13,000,000.00-</u>
Net Difference:	0.00
(Payment Activity/Loans not Funded)	
728.00 Fannie Mae Loans Held for Sale	75,000.00

**Optional Journal Entry for end of month (EOM):**

If there is a difference in these G/L accounts at EOM because loans opened on CU\*BASE have not yet been sold to Fannie, you can move the amount of loans not sold from 716-01 to 728-00 and reverse the entries at the beginning of the month. This entry re-classes the difference correctly at EOM as Loans Held for Sale and results in the FNMA loans and contra G/L to net to zero.

**Accrued Loan Interest:** You will have an asset G/L account, i.e. 781.00 containing the member accrued loan interest on CU\*BASE and a contra asset G/L account, i.e. 786.00 containing the accrued loan interest owed the investor on the participation system.

*Note: The interest rate on the participation side is typically .25% lower than the interest rate on CU\*BASE so that the CU earns .25% of the interest for servicing the loans for the investor.*

For example, there is a debit amount of \$61,500 in GL 781.00 for Member Loan accrued interest and a credit balance of \$60,000- in G/L 786.00 for Fannie Mae accrued interest due the investor. The net of \$1500.00 would be your .25% servicing income YTD.

781-00 Member Loan Accrued Interest	61,500.00
786-00 Fannie Mae Accrued Interest	<u>60,000.00-</u>
Fannie Mae Servicing Income	1,500.00

**Member Loan Interest Income:** On the last day of the month (per the loan category config), interest accrues on the FNMA member loan balances and posts to G/L 117.xx as a credit amount. On the Participation loan system, interest accrues via **Accrue Interest for 360 Loans** on the Participation Loan Processing (MNPART) menu and posts to 117.xx as a debit amount. The net balance is the servicing income.

May 31 Member Accrual to 117.00	61,500.00-
June 1 PL Accrual to 117.00	60,000.00
Fannie Mae Servicing Income	1,500.00-

**Custodial Accounts:** Fannie Mae requires two non-interest bearing share draft member accounts on CU\*BASE; one for the loan payments of principal and interest (P&I) and another for the loan escrow share funds used to pay the mortgage escrow bills such as taxes and insurance (T&I).

*Example:*  
P&I Custodial Account 1234-001  
T&I Custodial Account 2345-001

Each Custodial Account is reconciled monthly using the Fannie Mae Form 496 (P&I) and 496A (T&I). See the Appendix for samples. To help complete these Forms, print the month end member statement to obtain the custodial account balance. Also, print the Escrow Share Detail Report\* to obtain the Total Positive Balances and Total Negative Balances of the escrow accounts.

\* This is the daily report LPLESC that sorts by dividend application.

**Investor Settlement:** When member loan payments are processed in the participation loan system the total principal and interest posts to a settlement G/L account, i.e. 899.01. These funds must be credited to the P&I Custodial Account. This is done via **Member Acct Adj/Post to Cust Acct** on the Participation Loan Processing (MNPART) menu and results in the balance in G/L 899.01 going to zero in end of day processing. After the account adjustment, if the balance in the P&I Custodial Account is greater than \$2500, then the CU initiates a draft request via eFannieMae.com. This draft request creates an ACH withdraw transaction from the P&I Custodial Account.

**Principal Member Escrow Share balances:** You will have a liability G/L account, i.e. 907.00 containing the total of the member escrow share account balances. You will also have a contra liability G/L account, i.e. 907.99 containing the escrow share balance in the T&I Custodial Account. These G/L accounts should net to zero daily.

**EXAMPLE** (no negative balance escrow accounts):

**Step 1)** Access the Escrow Share Detail Report.

6/13/11 13:19:12		TEST CREDIT UNION		LPLESC		PAGE 1	
RUN ON 7/07/2011		ESCROW SHARE DETAIL REPORT				USER ERICS	
CORP 01 TEST CREDIT UNION							
DIV APPL TE							
				CURRENT			
LOAN ACCOUNT	LAST NAME	FIRST NAME	ACCT BAL	NEG	FREEZE		
3699 151	MEMBER	WILLIAM	4917.03		1		
3999 150	MEMBER	TERESA	3780.87		1		
5499 150	MEMBER	JAMES	2828.00		1		
5899 150	MEMBER	LISA	1371.69		1		
7999 150	MEMBER	MARCIA	2933.59		1		
8399 154	MEMBER	CHRISTOPHER	11866.58		1		
12499 150	MEMBER	BRIAN	2584.74		1		
14299 154	MEMBER	ALLYN	1420.09		1		
14599 154	MEMBER	CHRIS	3320.17		1		
15599 150	MEMBER	ANTHONY	2155.19		1		
16299 150	MEMBER	MARY	3018.13		1		
16599 150	MEMBER	JOSEPH	1400.48		1		
17999 150	MEMBER	JANE	1364.00		1		
18999 154	MEMBER	JASON	5364.09		1		
19999 150	MEMBER	MILDED	2839.12		1		
147838 150	MEMBER	KAREN	1836.23		1		
Total Number of Accounts =		16					
Total Positive Balances =		53,000.00					
Total Negative Balances =		.00					

T&I Custodial Acct#2345-001 balance = \$49,000.00

**Step 2)** Compare the balance of the T&I Custodial Account (\$49,000) to the total member escrow shares (Total Positive Balances=\$53,000). Post the difference using **Member Acct Adj/Post to Cust Acct** on the Participation Loan Processing (MNPART) menu by posting a credit of \$4,000 to the T&I Custodial Account using the contra escrow G/L 907.99 as the offset.

**Step 3)** The new balance in 2345-001 is \$53,000.00 which matches the total positive escrow balance on the Escrow Share Detail Report.

*Note: Deposits to member escrow accounts via loan payments create an increase to the member balances thus you will post a credit to the T&I account. Escrow disbursements from member escrow accounts create a decrease to the member balances thus you will post a debit to the T&I account.*

**Escrow Negative Funding Account:** You will have an asset G/L account, i.e. 725.00 containing the total of member escrow accounts with a negative balance.

Note: The member escrow account balances can be negative because the credit union is required to pay the member escrow T&I bill regardless of whether the funds are in the member's escrow account.

**EXAMPLE** (with negative balance escrow accounts):

**Step 1)** Access the Escrow Share Detail Report.

RUN ON 7/07/2011		ESCROW SHARE DETAIL REPORT				USER ERICS
CORP 01	TEST CREDIT UNION					
DIV APPL	TE					
LOAN ACCOUNT	LAST NAME	FIRST NAME	CURRENT ACCT BAL	NEG	FREEZE	
3699 151	MEMBER	WILLIAM	4917.03		1	
3999 150	MEMBER	TERESA	3780.87		1	
5499 150	MEMBER	JAMES	2828.00		1	
5899 150	MEMBER	LISA	1371.69		1	
7999 150	MEMBER	MARCIA	2933.59		1	
8399 154	MEMBER	CHRISTOPHER	11866.58		1	
12499 150	MEMBER	BRIAN	2584.74		1	
14299 154	MEMBER	ALLYN	1420.09		1	
14399 150	MEMBER	DENNIS	500.00-	*		
14599 154	MEMBER	CHRIS	3320.17		1	
15599 150	MEMBER	ANTHONY	2155.19		1	
16299 150	MEMBER	MARY	3018.13		1	
16599 150	MEMBER	JOSEPH	1400.48		1	
17999 150	MEMBER	JANE	1364.00		1	
18999 154	MEMBER	JASON	5364.09		1	
19999 150	MEMBER	MILDED	2839.12		1	
147838 150	MEMBER	KAREN	1836.23		1	
Total Number of Accounts =	17					
Total Positive Balances =		53,000.00				
Total Negative Balances =		500.00-				

Note: The total net of escrow shares is \$52,500.00

T&I Custodial Acct#2345-001 balance = \$49,000.00

**Step 2)** Compare the balance of the T&I Custodial Account (\$49,000) to the total member escrow shares (Total Positive Balances=\$53,000). Post the difference using **Member Acct Adj/Post to Cust Acct** on the Participation Loan Processing (MNPART) menu by posting a credit of \$4,000 to the T&I Custodial Account using the contra escrow G/L 907.99 as the offset.

The new balance in 2345-001 is \$53,000.00.

**Step 3)** Process a journal entry to fund the negative balance amount. This is done via **Create/Post G/L Journal Entries** on the Participation Loan Processing (MNPART) menu. Post a credit of \$500 to G/L 725.00 Fannie Mae Escrow Funding using 907.00 Fannie Mae Contra Escrow as the offset.

*Sample financial statement before journal entry:*

907.00 FNMA Member Escrow Savings	52,500.00-
725.00 Fannie Mae Escrow Funding	0.00
907.99 Fannie Mae Contra Escrow	53,000.00

*Sample financial statement after journal entry:*

907.00 FNMA Member Escrow Savings	52,500.00-
725.00 Fannie Mae Escrow Funding	500.00-
907.99 Fannie Mae Contra Escrow	52,500.00

Note: The member escrow accounts remain negative so that the Escrow Analysis Report calculates properly.

# APPENDIX A: FUNDING DETAIL REPORT

\*NOTE: The Amount Disbursed/Non-Disbursed is subject to change due to possible loan(s) adjustments after this transmission.

## FANNIE MAE PURCHASING SYSTEM

PURCHASE DATE 12/24/2009  
REMITTANCE TYPE Actual/Actual  
SELLER NO 26724-000-0  
SERVICER NO 26724-000-0  
PAYEE CODE 0258426-11  
FANNIE MAE LN# 400 18694  
LENDER LOAN NO '32-700  
MTG. ID. NO  
PARTICIPATION % 100  
CONTRACT NO 126495  
CONTRACT TYPE T  
AMORT/PLAN NO FRM/00000  
FUNDING OPTION S  
CNTR/REQRD YIEL 4.7772 / 4.8791  
CNTR/REQRD MRGN 0.0000 / 0.0000  
MRTG CEILING  
REQRD CEILING 0.0000  
YDA BEF/AFT CHG 0.0000  
PASS-THRU RATE 5.1250  
INT RTE/MRG MRG 5.3750 /  
COMMIT FEE RATE 0.0000  
SERVICE FEE RAT 0.2500  
FIXED INSTALLMN 828.76  
1ST DUE DATE 02/01/2010  
INT EFFECT DATE  
PMT EFFECT DATE  
LPI DATE 01/01/2010  
SCHED LPI DATE  
ORIGINAL TERM 360  
PURCHASE PRICE 102.0230736344  
OWNER OCCUPIED 01  
STREET ADDRESS 26 Westgate St  
CITY Delaware  
STATE/ZIP OH 43015  
PRIN PURCHASED 148,000.00  
INT PURCHASED -147.48  
-DISCNT/+PREMIU 2,994.15  
INT SHRTFALL AD 0.00  
PRICE ADJMNTS:  
INVESTOR OWNED 0.00  
RATE DIFFERTL 0.00  
NEGOTIATED 0.00  
MISC RISK ADJ 370.00  
COMMITMENT FEE 0.00  
AMT DISBURSED 150,476.67  
AMT NON-DISBURS

# APPENDIX B: FANNIE MAE FORM 496



## Principal and Interest (P&I) Custodial Account Analysis

Report for (Month and Year)

July-2009

Lender Number

267240000

**Section I - Depository Reconciliation** (Circle applicable remittance type.) A/A S/A S/S ACQ S/S MBS

Line Number and Description	Amount	Line Number and Description	Amount
1. Depository Balance	\$5.00	6. Adjusted Depository Balance (Carried Over from Line 5)	\$1,719.35
2. Add Deposits in Transit	\$1,714.35	7. Less Cashbook Balance	\$1,714.03
3. Less Outstanding Disbursements		8. Difference	\$5.32
4. Depository Adjustments		Provide Explanation for Difference: \$5 par/account, \$.03 current int +\$.29 past balance	
A. (+)			
B. (-)			
5. Adjusted Depository Balance	\$1,719.35		

**Section II - Composition of Cashbook Balance**

	A/A Amount	S/A Amount	S/S ACQ Amount	S/S MBS Amount
1. Principal and Interest	\$1,714.03	N/A	N/A	N/A
2. Principal From Current Month Installment Collections	N/A		N/A	N/A
3. Prepaid Principal and Interest Installments	N/A			
4. Curtailment/Liquidation Principal	N/A			
5. Interest Fundings on Curtailments	N/A	N/A		
6. Interest Gains/Losses	N/A		N/A	N/A
7. Fixed Installment on Pay-Offs	N/A	N/A		
8. Delinquent Interest and Principal	N/A	N/A		
9. Unrecovered Interest	N/A		N/A	N/A
10. Proceeds from Third-Party Sales				
11. Servicing Fees Due Servicer				
12. Other (Explain)				
13. Total (Must Equal Line 7, Section I)	\$1,714.03	\$0.00	\$0.00	\$0.00

Fannie Mae  
Form 496 July 96

# APPENDIX C: FANNIE MAE FORM 496A



Report for (Month and Year)

July-2009

Lender Number

267240000

## Taxes and Insurance (T&I) Custodial Account Analysis

Section I - Depository Reconciliation (Circle applicable remittance type(s))		ADA	S/A	S/S ACQ	S/S MBS	ALL
Line Number and Description	Amount	Line Number and Description		Amount		
1. Depository Balance	\$2,633.28	6. Adjusted Depository Balance (Carried Over from Line 5)	\$3,142.82			
2. Add Deposits in Transit	\$509.54	7. Excess T&I Held by Fannie Mae				
3. Less Outstanding Disbursements		8. Less Cashbook Balance	\$3,142.82			
4. Depository Adjustments		9. Difference	\$0.00			
A. (+)		Provide Explanation for Difference				
B. (-)						
5. Adjusted Depository Balance	\$3,142.82					

### Section II - Composition of Cashbook Balance

	A/A Amount	S/A Amount	S/S ACQ. Amount	S/S MBS Amount	Total
1. T&I Funds	\$3,142.82				\$3,142.82
2. FHA 235 Subsidy Payments					\$0.00
3. Advance to Cover Overdrafts					\$0.00
4. Insurance Loss Drafts					\$0.00
5. Unapplied Funds Pending Determination of Use					\$0.00
6. Buydown Funds					\$0.00
7. Other (Explain)					\$0.00
8. Total (Must Equal Line 8, Section I)	\$3,142.82	\$0.00	\$0.00	\$0.00	\$3,142.82

### Section III - Explanation of Line Items in Section I & Section II

#### 1. Deposits in Transit (Line 2, Section I)

Date Funds Received	Date Funds Deposited	Amount
July 17, 2009 through August 3, 2009	August 3, 2009	\$509.54

Fannie Mae  
Form 496A July 96