CHAPTER 9: REPORTS
9. REPORTS

This chapter will provide users with an overview of the following reporting features and report sections:
- Reports Overview
- Accessing Reports
- Using the Search Criteria
- Generating Reports
- Premiums Daily Reports
- Assigned Notes Reports
- Management and Budgetary Reports
- HERMIT Support

9.1 Reports Overview

In the Servicing Module, there are a variety of reports for various audiences. The reports are grouped so that users with the unique permissions will only see the reports that are pertinent to their user role. Users can create and save the reports as PDFs or Excel spreadsheets. Some reports cannot be viewed in Excel. The reports are additionally grouped in two active report types, based on the grouping of the data used to compile the report:
- Daily reports provide live data current through the day the report is run.
- Monthly reports pull data that was captured and stored at the end of the month.

The grouping of the data differs, however, from the range of time a report may cover. That is, a daily report may include data current through today for an entire week, year, or month. A monthly report, in contrast, will include data through the end of the month, but cover a week, year, or month.

Reports fall into four basic categories:
- Premiums
- Assigned Notes
- Management and Budgetary
- System Support

Access to reports is role-dependent and is granted at the category level.

9.2 Accessing Reports

To select search criteria for a report:

Step 1. On the Home screen, click the Reports tab.
Step 2. On the **Welcome to the Reports** screen, click the folder icon to view the list of reports for the relevant business area.
Step 3. On the left side of the screen, select a report to query and the reports search screen will be displayed.
9.3 Using the Search Criteria

You can use the search criteria after clicking on a report link.

To do this you will:

Step 1. Expand the search criteria by clicking on the down arrows in the screenshot below:

![Figure 9-4: Reports Search Criteria Expanded]

Step 2. To move a selection to the right, click on the item on the left side and click the single arrow pointing to the right. The opposite arrow can be used to move an item to the left.

Step 3. To select the entire list from the left and move it to the right, click the right double arrow. The opposite double arrow can be used to move the entire list to the left.

Step 4. To select several contiguous items on the list, hold down the shift key while making your selection and then click the arrow.
Step 5. To select non-contiguous items, hold down the CTRL key, click each item, and then click the arrow.

9.4 Generating Reports

Reports can be generated as PDFs or Excel spreadsheets.

To generate a report:

Step 1. Complete the search criteria for the report you would like to see results for.

Step 2. Select the Execute PDF link or the Execute Excel link (if available).

![Figure 9-5: Execute PDF and Execute Excel Links](image)

Step 3. Follow the screen prompts to save the file.

9.5 Premiums Daily Reports

The following daily reports are available for Premiums:

- Daily IMIP Transaction
- Daily Refund Transaction

9.5.1 Daily IMIP Transaction

This report enables authorized users to view the IMIP transactions generated in the Servicing Module along with transaction details within a specified date range.
To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. You must enter a value for either the FHA Case # or Transaction Date range.
   - For Transaction Date Range, you must enter both the start and end dates, and the
     range cannot exceed 90 days.

Step 3. To further narrow the results of your report, you can filter your report by:
   - Case Status
   - Batch Status
   - Lender Name
   - Servicer Name

Step 4. Click the Execute PDF or Execute Excel link.

For the selected criteria, the following fields are displayed:

- FHA case number, case status, batch status, lender name, and/or servicer name, the transaction
  begin and end date, loan Skey, batch number.

The report also totals IMIP amount, any late charges/interest and total amount for the transaction
date range you specified.

### 9.5.2 Daily Refund Transaction

The Daily Refund Transaction report enables authorized users to view the refunds generated in the
Servicing Module, along with transaction details within a specified date range.
Figure 9-7: Daily Refund Transaction Report

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. You must enter a value for either FHA Case # or Transaction Date Range.
   - For Transaction Date Range, the user must enter both the start and end dates, and
     the range cannot exceed 90 days.

Step 3. To further narrow the results of your report, the user can filter the report criteria
   by:
   - Lender name
   - Servicer name
   - Refund Status

Step 4. Click the Execute PDF or Execute Excel link.

For the selected criteria, the following fields are displayed:

FHA case number, refund type, refund status, request date, request amount, approved by, approved
date, lender name, and/or servicer name.

The report also totals refund amount for the requested date range specified.

9.6 Assigned Notes Reports

The following Assigned Notes reports, compiled using daily data, are available:

- Alerts Detail
- Audit Tracking
- Bulk Printing Letters
- Closed Loan Files
The following monthly reports are available:
- HUD Monthly Count
- HUD Monthly Director Report – HECM Assigned Detail
- Month-End Trial Balance Detail
- Monthly Activity Detail
- Monthly Claims Paid
- Monthly Portfolio Activity

### 9.6.1 Alerts Detail

The Alerts Detail report enables authorized users to view the alerts on a specific FHA Case # or list of FHA case numbers with a specific alert type.
Figure 9-8: Alerts Detail Report

To generate this report:

   Step 1. Click on the report link on the left menu and the report search screen will display.

   Step 2. You must enter a value for the Alert criteria (FHA Case # or Loan Skey).

   Step 3. To further narrow the results of your report, you can filter by:
      o Product Type
      o Pay Plan Type
      o Alert Status
      o Alert Date
      o Created Date
      o Alert Note

   Step 4. To limit the results of the report if necessary, the user can expand the selection boxes for:
      o Lender Names
      o Servicer Names
      o Investor Names
      o Case Statuses
      o Case Sub-Statuses
      o Alerts

   Step 5. Click the Execute PDF or Execute Excel link.

For the selected criteria, the following fields are displayed grouped by:

Product Type and Lender Name: Lender Name, Loan Skey, Lender Loan #, FHA Case #, Case Status, Case Sub-Status, Alert Date, Created Date, Alert Type Description, Alert Amount, Alert Status, Alert Exp. Date, Created By, Changed By, Changed Date, and Alert Note.
9.6.2 Audit Tracking

The Audit Tracking report enables authorized users to view the audit information on a specific FHA Case # or list of FHA case numbers with a specific audit update.

![Audit Tracking Report](image)

**Figure 9-9: Audit Tracking Report**

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will be displayed.

2. You must enter a value for one of the following criteria: **Loan Skey, FHA case #, Change date**.

3. To further narrow the results of your report, you can filter by:
   - Product Type
   - Case Status
   - Changed By
   - Include audit information associated with system updates

4. To limit the results of the report if necessary, the user can expand the selection boxes for:
   - Lender Names
   - Servicer Names
   - Investor Names
   - Case Sub-statuses
   - Audit Types
   - Alerts

5. Click the **Execute PDF** or **Execute Excel** link.
For the selected criteria, the following fields are displayed grouped by:
Product Type and Lender Name: Lender Name, Case Status Loan Skey, Lender Loan #, Case Sub-Status, Audit Type, Audit, Description, Original Value, New Value, Changed By, and Changed Date.

9.6.3 **Bulk Printing Letters**

This report enables authorized users to print letters in bulk associated with the following compliance timelines for Assigned loans:
- Occupancy Compliance Certification
- Insurance Flood Policy
- Insurance Hazard Policy
- Taxes Delinquent

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**Figure 9-10: Bulk Printing Letters Report**
To generate this report:

Step 1. Select the timeline (Servicing Type dropdown) and then select the letter name within the timeline. Optionally, the scheduled date/completed date range can be selected.

Step 2. Click Execute PDF. The Print Confirmation window is displayed with a list of letters available for bulk printing.

Figure 9-11: Bulk Printing – Selecting Auto Complete and Auto Image

Step 3. Authorized users can also auto-complete the steps associated with the letter generation and auto-save the letters on the Documents tab of the corresponding loan. To do this, select the checkbox beside Auto Complete and Auto Image and click OK.

Step 4. A print message window is displayed warning the user that it may take some time to generate the PDF; click OK.

For the selected letter, the PDF document is displayed with the letters for each of the FHA case numbers.
9.6.4  Closed Loan Files

The Closed Loan Files Report enables authorized users to view the terminated loans via the terminated transactions generated in the Servicing Module.

![Figure 9-12: Closed Loan Files Report](image)

To generate this report:

Step 1. Click on the **report link** on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:

- Product Type
- State
- Box #
- Closed Transaction Date Range

Step 3. To limit the results of the report if necessary, the user can expand the selection boxes for:

- Lender name
- Servicer name
- Investor Name
- Case Status
- Case Sub-status

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

- Box #, Product Type, Loan Skey, Lender Loan #, Current Case Status, Current Case Sub-Status, State, Borrower Name, Property Address, Closing/Signed Date, Assignment Date, Payoff Date.
9.6.5 Disbursement Detail

The Disbursement Detail Report enables authorized users to view the disbursement details on all loans, regardless of case status.

![Figure 9-13: Disbursement Detail Report](image)

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

![Figure 9-14: Disbursement Detail Selection](image)
Step 2. To narrow the results of your report, you can filter by:
  - Product type
  - Pay Plan type
  - Int. Rate type
  - Credit Type
  - Created by
  - Create Date (date range)
  - Process Date (date range)
  - Disbursement Date (date range)
  - Disbursement Status
  - Voided
  - Cleared
  - Reimbursable
  - Payment Stopped

Step 3. To limit your report if necessary, expand the selection boxes for the following:
  - Lender Names
  - Servicer Names
  - Investor Names
  - Case Statuses
  - Disbursement Types
  - Alerts

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, this report shows:

Servicer Name, Investor Name, Loan Skey, Batch Skey, FHA Case Number, Case Status, Pay Plan Type, Disbursement Type, Pay To, Check #, Created By, Create Date, Process Date, Disb Date, Disb Amount, Disbursement Status (Disbursed, Cleared, Voided, Reimbursed, Stopped).
9.6.6 Disbursement Summary

This report provides authorized users with a summary of all disbursements grouped by user ID depending on the criteria submitted by the user.

![Disbursement Summary Report](image)

Figure 9-15: Disbursement Summary Report

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
   - Product Type
   - Payment Plan Type
   - Created By
   - Created Date (date range)
   - Check Date (date range)
   - Disbursement Date (date range)
   - Disbursement Status
   - Cleared
   - Payment Stopped

Step 3. To limit your report if necessary, expand the selection boxes for:
   - Lender Names
   - Servicer Names
   - Investor Names
   - Case Statuses
   - Case Sub-statuses

Step 4. Click the Execute PDF or Execute Excel link.

The report first displays the criteria selected by the user. Next it displays the following items: Product Type, User ID, Processed By, Disbursement Type, # of Checks, and Check Total.
9.6.7 Export BANKO File

This file tracks the death and bankruptcy activity on the HECM loan portfolio serviced by HUD. The screenshot of the export file was intentionally left out, because all the data fields within the file are Personally Identifiable Information (PII).

To generate this report:

   Step 1. Click on the report link on the left menu and the Report Search screen is displayed.

For the selected criteria, the following fields are displayed:
FHA Case#, First Name, Middle Name, Last Name, Suffix, SSN/Tax ID, Address, City, State, Zip Code, Agreement Date, Product Code.

9.6.8 Export FARETS File

This file, First American Real Estate Tax Service (FARETS) tracks delinquent property tax activity on the HECM loan portfolio serviced by HUD. The screenshot of the export file was intentionally left out, because all the data fields within the file are Personally Identifiable Information (PII).

To generate this report:

   Step 1. Click the Export FARETS File link to get a default file that includes all the tax delinquent properties. If you enter a date range, the exported file will only include tax delinquent properties tracked within this period of time.

   Step 2. For the selected criteria, the following fields are displayed: FHA Case #, Borrower Name, Property Address, and Parcel #.

9.6.9 Foreclosure Activity Listing

This report provides a list of loans with various foreclosure activities as specified by the user.

![Foreclosure Activity Listing Report](image)

*Figure 9-16: Foreclosure Activity Listing Report*

To generate this report:

   Step 1. Click on the report link on the left menu and the report search screen will display.
Step 2. To narrow the results of your report, you can filter by:
- Product Type
- State
- Foreclosure Status
- Step Scheduled Date (date range)

Step 3. To limit your report if necessary, expand the selection boxes for:
- Lender Names
- Servicer Names
- Investor Names
- Case Statuses
- Case Sub-statuses

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

FHA case #, Loan Skey, Investor Loan_#, Case Status, Prop Address, Borrower Name, Foreclosure Status, Create Date, Schedule Date, Vendor Name, Step Created Date, Step Scheduled Date, and Attorney.

### 9.6.10 HECM Foreclosure

The HECM Foreclosure Report enables authorized users to view the loans in the Servicing Module that have had a Foreclosure timeline created.

![Figure 9-17: HECM Foreclosure Report](image-url)

To generate this report:

Step 1. Click on the **report link** on the left menu and the report search screen will display.
Step 2. To narrow the results of your report, you can filter by:
  - Loan Skey
  - FHA Case #
  - Product Type
  - Pay Plan Type
  - Rate Type
  - Servicing Status

Step 3. To limit your report if necessary, expand the selection box for the following:
  - Case Sub Statuses

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

- Loan Skey, FHA Case #, Borrower Name, Property Address, Responsible Party, Timeline Status, Servicing Status, Appraised Value, Rate Type, Pay Plan Type, UPB, Attorney Name, Last Action and Note.

### 9.6.11 Loan Principal Limit Detail

The Loan Principal Limit Detail Report enables authorized users to view the loan balance details for their loans in the Servicing Module, including the current principal limit and the loan balance.

![Loan Principal Limit Detail Report](image)

**Figure 9-18: Loan Principal Limit Detail Report**

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
   
2. To narrow the results of your report, you can filter by:
   - Loan Skey
   - Product Type
o Pay Plan Type
o As of Date

Step 3. To limit your report if necessary, expand the selection boxes for the following:
o Case Statuses
o Case Sub Statuses
o Alerts

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed on the report:

Loan Skey, Case Status, FHA Case #, Boarded Date, Funded Date, Current Principal Limit, Principal Balance, Interest Balance, MIP/PMI Balance, Service Fee Balance, Loan Balance, Service Fee Set Aside, Repair Set Aside, First Year Set Aside, Other Set Aside, Credit Line Set Aside, and Net Principal Limit.

### 9.6.12 Missing Loan Document Detail

The Missing Loan Document Detail Report enables authorized users to view information about loans that are missing Notes documents or mortgage documents.

![Figure 9-19: Missing Loan Document Detail Report](image)

To generate this report:

- **Step 1.** Click on the **report link** on the left menu and the report search screen will display.
- **Step 2.** To narrow the results of your report, you can filter by:
o Product Type
o Property State
o Origination Date (date range)
Step 3. To limit your report if necessary, expand the selection boxes for the following:
- Lender Names
- Servicer Names
- Investor Names
- Case Statuses
- Case Sub-Statuses

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:
- FHA Case #, Loan Skey, Lender Loan #, Product Type, Origination Date, Current Case Status, Borrower Name, Property Address, Note Doc Exists, and Mortgage Doc Exists.

### 9.6.13 Needs Custodial Care

The Needs Custodial Care Report enables authorized users to view the specifics or list of Custodial Care information in the Servicing Module.

![Figure 9-20: Needs Custodial Care Report](image)

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
2. To narrow the results of your report, you can filter by:
   - A Product Type (You can also leave this blank to run a report for all product types).
3. To limit your report if necessary, expand the selection boxes for:
Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

- Loan skey number, lender loan number, FHA case number, case status, the name of the borrower, the property address, the property condition (if available), the vacancy date, the date the vacancy was confirmed (if known), the estimated value of the property, and the total balance the loan. The estimated value and total balance are totaled for all records on the report.

### 9.6.14 Placed In Custodial Care

This report enables users to view certain loans or a list of loans that have been placed in custodial care.

![Table of Placed in Custodial Care](image)

**Figure 9-21: Placed in Custodial Care Report**

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.

2. To narrow the results of your report, you can filter by:
   - A Product Type (You can also leave this blank to run a report for all product types).

3. To limit your report if necessary, expand the selection boxes for:
   - Lender Names
   - Servicer Names
Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

- Loan Skey number, the lender loan number, the date the property was placed in custodial care, the date the property became vacant, the estimate value and total balance. Estimated value and total balance are totaled for all records on the report.

### 9.6.15 Release Activity Steps By User

The Release Activity Steps by User Report enables authorized users to view the specifics or list of Release Activity information in the Servicing Module.

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
2. To narrow the results of your report, you can filter by:
   - Product Type
   - State
   - User ID
   - Release Step
   - Step Scheduled Date (Date Range)
   - Step Completed Date (Date Range)
   - Release Step Status
Step 3. To limit your report if necessary, expand the selection boxes for:
- Lender Names
- Servicer Names
- Investor Names
- Case Status
- Case Sub-statuses

Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

Loan Skey, FHA Case #, Product Type, Loan Status, State, Release Step, Step Schedule Date, Step Completion Date, User ID, and Loan Balance.

### 9.6.16 Subordinations Carried Over Detail

The Subordination Carried Over Detail report enables authorized users to view the specific subordination details or a list of Subordination details and status information for cases in the Servicing Module.

![Figure 9-23: Subordinations Carried Over Detail Report](image)

To generate this report:

Step 1. Click on the **report link** on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
- Product Type (You can also leave this blank to run a report for all product types).
- Period (Date Range)

Step 3. To limit your report if necessary, expand the selection boxes for:
Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, the following fields are displayed:

- Product Type
- FHA Case 
- Loan skey
- lender loan number
- Borrower Name
- Subordination Status
- Timeline Status
- Package Received Scheduled Date
- Package Received Completed Date
- and Step Status.

### 9.6.17 Title Approval Denied

The Title Approval Denied report enables authorized users to view the loans that have the Denied Title Approval step completed in the Claim Type 22 timeline.

![Figure 9-24: Title Approval Denied Report](image)

To generate this report:

**Step 1.** Click on the **report link** on the left menu and the report search screen will display.

**Step 2.** To narrow the results of your report, you can filter by:

- Product Type
- State
- Box 
- Closed Transaction Date Range

**Step 3.** To limit your report if necessary, expand the selection boxes for:

- Lender Names
For the selected criteria, this report shows the following fields:

Lender name, servicer name, investor name, case status, case sub-status, product type, denied step completion date, FAH case #, loan Skey, lender loan #, borrower name, title package received date, package denied completion date, prior servicer and reason for denial.

9.6.18  Transaction Activity

The Transaction Activity Report enables authorized users to view the transaction activities on a specific FHA Case # or list of FHA case numbers with a specific activity type.

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
  - Loan Skey or FHA Case # (At least one is required)
  - Product Type
  - Transaction Date (Required; cannot exceed 30 days)

Step 3. To limit your report if necessary, expand the selection boxes for:
Step 4. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, this report shows the following fields:

Transaction type, transaction category, transaction code, case status, case sub-status, loan skey, FHA case #, product type, transaction date specified, loan skey, FHA case #, trans date, effective date, principal amount, interest amount, MIP amount, claim amount, service fee amount, taxes and insurance withheld, service fee set aside amount, first year set aside amount, repair set aside amount, corporate advance amount, other set aside amount, principal limit amount, credit line amount, unscheduled CL disb, int and MIP amt, total transaction amount, post status, create date, create by.

### 9.6.19 HUD Monthly Count

The HUD Monthly Count Report enables authorized users to view the monthly loan count by category.

![HUD Monthly Count Report](image.png)

*Figure 9-26: HUD Monthly Count Report*
To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
   - Selecting a month in Reporting Period
   - Selecting a Loan Program as HECM Assigned

Step 3. Click the Execute PDF link.

For the selected criteria, the following information is displayed:

The loan count information by activity, monthly and cumulative (for the fiscal year) and for current month, the following sections: Loan Inventory, Partial Release Summary, Release Summary, Payoff Summary, Due & Payable Summary, Extension Summary, and Preservation & Protection Summary.

The Loan Inventory (Month Counts) is displayed as a pie chart and Release Summary is displayed as a bar graph.
## 9.6.20 HUD Monthly Director Report – HECM Assigned Detail

This report enables the authorized user to view the detailed report for HECM Assigned loans month by month for a period during the selected fiscal year.

### Figure 9-27: HUD Monthly Director Report

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
2. Select a year in the **Fiscal Year** dropdown.
3. Click the **Execute PDF** or **Execute Excel** link.
For the selected criteria, this report shows the following fields:

- For Loan Inventory: Beginning Open Loans, New Loans, Loans Changed to Open, Closed Loans (Inventory Reduction), and Loans Deleted (Other Adjustments).
- For Loan Balance: Beginning Loan Balance, New Loans, Payments – Increases (Credit Line Payment Amount, Monthly Payment Amount and Other Balance Increases), Total Increases, Collections – Decreases (Full Payoff of Debt, Compromised Payoff, Other Collections Amount, and Other Balance Decreases). Total Decreases (Write-offs, FCL Amount, DIL Amount, and Other Adjustments), and Total Increase/ Decreases.
- For Eligible for Disbursements to Borrowers (Counts): Credit Line Payments, Monthly Payments, Without Credit or Monthly Payments, and Average Amount Disbursed.
- For Servicing Activity: Loans NOI Issued, Loans in FCL Process, Loans Conveyed, and Other Loans in Default.
- For Pending Assignments: Pending Assignments Payments, Pending Assignments No Payments, Totals, and Loan Balance of Pending.
- For Ratios: Average Value per Loan, Book Value of Payoffs, and Payoff Recovery Ratio.
- The Ending Open Loans and Ending Open Loans are summarized with graph of column.
9.6.21 Month-End Trial Balance Detail

This report enables authorized users to view the detailed information on month-end trial loan balance.

Figure 9-28: Month End Trial Balance Report (Excerpts)

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.
Step 2. To narrow the results of your report, you can filter by product type or reporting period:
  o Select a month from **Reporting Period** dropdown.
  o If necessary, select the checkbox for **Exclude Loans Paid-Off in Prior Months**.
  o If necessary, limit your selection by choosing case statuses and sub-statuses.

Step 3. Click the **Execute PDF** or **Execute Excel** link.

The report displays the selected the names of product type, case status and case sub-statuses, and the following information: Loan Skey, Case Status, FHA Case, #Borrower Last Name, Prop. State, Prev. Int. Rate, Margin, Funded Date, Prior Month Loan Balance.

The report displays the following information for the current month:
Loan Setup Amount, Scheduled Disbursements, Unscheduled Disbursements, Partial Repayments, MIP/PMI, Service Fee, COP Fee, Interest, Payoffs, Write-offs, and Ending Loan Balance.

### 9.6.22 Monthly Activity Detail

This report enables authorized users to view the detailed information on monthly activities of the loans queried.

![Figure 9-29: Monthly Activity Detail Report](image)

To generate this report:

Step 1. Click on the **report link** on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
  o Select a month as desired from the **Reporting Period** dropdown list.

Step 3. Click the **Execute PDF** link.
For the selected criteria, this report shows the following fields:

Reporting period as selected, servicing type, servicing step, completion date, loan Skey, lender, Loan #, FHA case #, borrower, property address, and property state.

### 9.6.23 Monthly Claims Paid

This report provides authorized users with a list of loans on which the claims were paid in the period of Claim Paid Date defined by the user.

**Figure 9-30: Monthly Claims Paid Report**

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
2. To narrow the results of your report, you can filter by:
   - Claim Paid Date range (required)
   - Product Type (optional) to limit the selection. Without selection, all product types will be included in the report.
3. Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, this report shows the following fields:

Loan Skey, FHA Case No, Loan Status, ADP Code, Claims Paid Amount, MIC Date, Claim Paid Date, Product Type, Borrower Name, Create User ID, Create Date, Maint User ID, and Maint Date.
9.6.24 Monthly Portfolio Activity

This report provides authorized users with monthly portfolio activities on the active loan inventory and the active loan balance in a fiscal year.

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
  - Select a fiscal year

Step 3. To limit your report if necessary, expand the selection boxes for:
  - Lender names
  - Servicer names
  - Investor names
  - Case sub-statuses
  - Product types

Step 4. Click the Execute PDF link.
9.7 Management and Budgetary Reports

The following Management and Budgetary reports are available:
- Monthly Cohort Summary
- Monthly Portfolio Activity
- Monthly Statistical Summary

9.7.1 Monthly Cohort Summary

The Monthly Cohort Summary Report enables authorized users to view the detailed loan count, maximum claim amount for all the cohort years, current fiscal year and the current reporting month.

![Figure 9-32: Monthly Cohort Summary Report](image)

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. To narrow the results of your report, you can filter by:
  - Selecting a month and year from the Reporting Period dropdown box (the current month end is defaulted as the reporting period).

Step 3. Click the Execute PDF or Execute Excel link.
For the reporting period you selected, this report shows: The cumulative number of loans, the maximum claim amount, for each of the cohort year until the fiscal year; the number of loans, the maximum claim amount, and average per loan for the fiscal year; and the number of loans, the maximum claim amount, and outstanding balance for the current reporting month. For each of these time frames, the report totals each of these amounts and segregates by the fund code.

### 9.7.2 Monthly Portfolio Activity

The Monthly Portfolio Activity Report enables authorized users to view the detailed loan count and loan balance for each month for the selected fiscal year.

![Figure 9-33: Monthly Portfolio Activity Report](image)

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
2. Select a fiscal year from the dropdown box.
3. To limit your report if necessary, expand the selection boxes for:
   - Lender names
   - Servicer names
   - Investor names
   - Case sub-statuses
   - Product types
Step 4. Click the **Execute PDF** link.

For the fiscal year you selected, the following data is displayed for each month:

- For Active Loan Inventory (counts): Beginning Loan Count, New Loans, Changes to Active, Payoffs, Deleted, and Ending Loan Count.
- For Active Loan Balance (amounts): Beginning Balance, New Loans, Accrued Interest, MIP Service Fee, Scheduled Disbursements, Unscheduled Disbursements, Other Disbursements, and COP Fees.
- Partial Repays
- Payoffs
- Write Offs
- Ending Balance

In addition, a bar chart is displayed to show the changes for each month for the loan count and loan balance.

### 9.7.3 Monthly Statistical Summary

The Monthly Statistical Summary Report enables authorized users to view by each pay plan the detailed loan count, maximum claim amount for the current fiscal year, the current reporting month, and the cumulative numbers up to the current fiscal year.

![Monthly Statistical Summary Report](image-url)
To generate this report:

Step 1. Click on the **report link** on the left menu and the report search screen will display.

Step 2. Select the following criteria:
   - Select a month and year from the **Reporting Period** dropdown box (the current month end is defaulted as the reporting period)

Step 3. Click the **Execute PDF** or **Execute Excel** link.

For the reporting period you selected, this report displays:

For each type of pay plan, the number of loans on that pay plan, the maximum claim amount, and the average per loan.

These amounts are shown based on cumulative totals through the end of the month you selected, the current fiscal year, and the month itself (also displays the outstanding loan balance). For each of these time frames, the report totals each of these amounts.
9.8 HERMIT Support

All HERMIT Support reports are based on daily data. The following reports are available:

- Accounting Exceptions
- Audit Tracking – Non Loan
- CHUMS Exception
- File Upload Exception

9.8.1 Accounting Exceptions

The Accounting Exception Report enables authorized users to generate the errors generated while processing an inbound interface file from the Accounting Module.

![Figure 9-35: Accounting Exceptions Report](image)

To generate this report:

Step 1. Click on the **report link** on the left menu and the report search screen will display.

Step 2. Select the following criteria from the Batch Category box:

- Batch Category
- Batch Skey/Customer ID
- Create Date (Date Range)

Step 3. Select the following criteria from Message Sub Category box:

- Message Sub Category
- Message Type
- Message Column

Step 4. Click the **Execute PDF** or **Execute Excel** link.
For the selected criteria, this report shows the following fields:
Batch Category, the Batch Skey/Customer ID, message type and date range, the date and time the exceptions were created, the date and time they were sent to the GL, the servicer/investor name, and the error type.

### 9.8.2 Audit Tracking – Non Loan

The Audit Tracking – Non Loan Report enables authorized users to generate the report on updates not associated with the loan. The system inclusion covers the updates due to batch jobs.

![Audit Tracking - Non Loan Report](image)

**Figure 9-36: Audit Tracking – Non Loan Report**

To generate this report:

1. Click on the **report link** on the left menu and the report search screen will display.
2. Select the following criteria:
   - **Step 3.** From the **Changed By** dropdown box, select a name. (To see activity by all users, leave this field blank).
   - **Step 4.** In the **Change Dates** fields, select start and end dates (or to see all activity unconstrained by date, leave these fields blank). The range cannot exceed 30 days.
   - **Step 5.** For the Include Changes Made by the System checkbox, uncheck the checkbox if you want to exclude system changes from the report.
   - **Step 6.** Click the **Execute PDF** or **Execute Excel** link.

For the selected criteria, this report shows the following fields:

Changes made by the system and/or users during the dates you selected, the type of audit, the new and old value, the entity making the change, and the date and time the change occurred.
9.8.3 CHUMS Exception

The CHUMS Exception Report enables authorized users to generate the errors displayed during the processing of the CHUMS inbound file.

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. Select the following criteria:

Step 3. The Create Date field is automatically populated by today's date and the previous day's date. (You can change this if necessary). The range cannot exceed 90 days.

Step 4. To restrict your report, you may also enter
  o An FHA case #:
  o Message type (Critical error or general warning)
  o The text of an error message (the message column)

Step 5. Click the Execute PDF or Execute Excel link.

For the selected criteria, this report displays the following fields for the date the report was created:

All errors generated while processing the CHUMS file. The FHA case number, the date and time the error occurred, and the message type are shown.
9.8.4 File Upload Exception

The File Upload Exception Report enables authorized users to generate the errors displayed during the batch upload for the following B2G files:

- Loan Setup
- Servicer Transfer
- Transactions

To generate this report:

Step 1. Click on the report link on the left menu and the report search screen will display.

Step 2. Select the following criteria:
- At a minimum, enter either FHA Case # or a Request Date range. The range cannot exceed 90 days.

Step 3. To further narrow the results of your report, you may also select a transaction and an error code.

Step 4. Click the Execute PDF or Execute Excel link.

For the selected criteria, this report shows the following fields:

For FHA Case, request date range, transaction and error, the file names, user IDs, error types, text of the error messages, and the request date and time for each upload exception.