McCRACKEN

Customer Support Tips and Techniques

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YOU WERE MUTED ON ENTRY.

Chat

PLEASE USE THE CHAT FUNCTION TO ASK QUESTIONS.

Accruals and Interest Adjustments

TIPS WHEN REVIEWING INTEREST ACCRUALS AND PROCESSING INTEREST ADJUSTMENTS

Interest Receivable Fields

- Receivable Record (PRCVBL)
  - Built one payment frequency in advance
  - Interest Due Amount
- Accrual Record (PACCRU)
  - Accrued Interest Receivable
  - Accrued Interest For Current Period
  - Per Diem

Dates, Codes and Balances

- Next Payment Due
- Next Payment Anniversary Date
  - aka Next Scheduled Amortization Date
- Fields and Codes
  - Payment Type
  - Payment Frequency
  - Interest Basis Code
  - Simple Interest Flag
  - Interest Rate

Scheduled Principal Balance

- Accrual File (PACCRU/RQSBAL)
- Calendar Driven
  - Scheduled Amortization
- Event Driven
  - Unscheduled Amortization
  - Principal Transactions cause this field to change – backdated transactions

Which Balance is Used ?

- Simple Interest Code
  - Master File (PMASTR/CMSMPL)
    - Y = the Scheduled Balance equals the Current Principal Balance
    - N = the Scheduled Balance is independent of the Current Principal Balance

    - If it equals yes, during DAYEND the Current Principal Balance (PMASTR/CMPBAL) amount replaces the amount in the Scheduled Principal Balance field (PACCRU/RQSBAL).

Code	Days in a year	Days in a Month
A60	360	30
B65	360	ACTUAL DAYS in the Month (2/28)
B66	360	ACTUAL DAYS in the Month (2/29)
A65	365	ACTUAL DAYS in the Month (2/28)
A66	365	ACTUAL DAYS in the Month (2/28) not leap year
	366	ACTUAL DAYS in the Month (2/29) leap year

Interest Calculation for one complete period

- The interest due for one complete period is projected out when the Receivable record is created. This amount is Interest Due (PRCVBL/RCI$D).
- The Receivable record is built on the Starting Date of Next Accrual Period (PACCRU/RQMAD). For example, one billing payment frequency before it is due
- The accrual record increments by the per diem during dayend processing

Interest Calculations for the Daily Accrual

- Another field that gets updated daily is Accrued Interest for Current Period (PACCRU/RQAILB). This tracks the interest that has been accrued for this current interest period.
- This used to be called Accrued Interest Since Last Billing & Accrued Interest Since Last Payment Anniversary
- By the end of the interest period the Accrued Interest for Current Period (PACCRU/RQAILB) should equal the Interest Due (PRCVBL/RCI$D) for that payment.

Keeping the Interest in Sync

- This calculated amount is compared to the Interest Due in the receivable record (PRCVBL/RCI$D) for that payment.
- If they don't equal, the system will create an interest adjustment to make the Interest Due (PRCVBL/RCI$D) equal this calculated amount.
- The adjustment will be created as long as:
  - the Next Billing Date (PMASTR/CMNBDE) and
  - the Next Payment Due Date (PMASTR/CMNPD)
  - are less than or equal to the Starting Date for next Accrual Period (next amort date) (PACCRU/RQMAD).
- There is a system control setting that will stop automatic interest adjustments once the bill has printed

Keeping the Interest in Sync

How do you compare 30 days of interest to 10 days of interest?

Compare the Receivable record to the Accrual record

Remaining Days *

Interest per-diem (PACCRU/RQCPD) =

projected interest for the remaining days

add this to

Accrued Interest for Current Period

(PACCRU/RQAILB)

System Control

Section

Servicing

- Processing Acti
- Payoff Quote Pa
- Bill & Del Notice
- Annual Stateme
- Credit Bureaus
- Acct Typ/Loan (

Processing Activities

Capitalize DIAL on Payment Anniversary Date:	YES (Y)
Transaction Batch #:	98
Continue Interest Adjustment After Bill has Printed:	NO (N)
Interest Adjustment on Curtailment Method:	KEYS-FROM (1)
Accrue Odd Days Interest Daily:	YES (Y)
GST Rate %:	0.00000
Perform Limited Edits on Property Record:	YES (Y)
Prevent Update of Master File Taxes Constants:	NO (N)
Prevent Update of Master File Insurance Constants:	NO (N)

Hold Codes

Foreclosure Hold Code:	FORECLOSE (F)
Default Status Hold Code:	DEF INT (D)

OK | Cancel | Apply | Help

Ready

Keeping the Interest in Sync

If an adjustment can’t be made in the same period for which the interest is accruing, the adjustment is carried over to the next payment.

Interest Adjustments

- Interest adjustments can be made for three areas:
  - 1. Pay Rate Accrual
    - Accrual file (PACCRU)
  - 2. Receivable Record
    - Receivable file (PRCVBL)
  - 3. DIAL (Deferred Interest Accrual Loan) accrual adjustments can also be made through interest adjustment processing

Why Interest Adjustments ?

- One of the factors used in the accrual should have been different
  - Rate
  - Balance
  - Interest Basis Code
- The user needs a different amount
  - Workout
  - Mistake

What Creates Interest Adjustments?

- Manual Entry
  - Workout, Correct a rate
- System Generated
  - Change to the factors used in the calculation
    - Interest Rate, Interest Basis Code
    - Balance
    - Transactions such as curtailments
  - To keep the Receivable record in sync with the Accrual record

File Edit Tools Additional Window Help

Accrual | Receivables | **Interest Adjustment** | Balances & Rates | Subsidy | Modified Payment Schedule | Default Interest

Display Open Items Only

Display Closed Items Only

Date Posted	Date Entered	Adjustment Type	Adjustment Amount	Receivable Date	Effective From	Effective Through	Exception Type	User ID	Manual Process	Default Sort Order

Interest Adjustment Information

Date Posted: 00/00/0000

Date Entered: 09/22/2021

Adjustment Type: CR ACCRUED (2)

Adjustment Amount: 1,500.00

Receivable Date: 03/15/2012

Effective From: 02/01/2012

Effective Through: 02/11/2012

Exception Type: P&I ADJ (0)

User ID: PATRICK

OK | Cancel | Apply | Help

Apply Changes

Posting Codes – Accrual Record

Code	Short Description	Full Description
2	CR Accrued	Credit All Accrued Amounts (-)
		Decreases the accrual balances
		When done with an exception code of 2 the Accr Int for Current Period WILL NOT be affected
6	DR Accrued	Debit All Accrued Amounts (+)
		Increases the accrual balances
		When done with an exception code of 2 the Accr Int for Current Period WILL NOT be affected

Posting Codes – Accrual Record

Code	Short Description	Full Description
3	CR GL ACRU	Credit G/L Accrued Amounts (-)
		Decreases the accrued interest g/l and bank accrued interest fields
7	DR GL ACRU	Debit G/L Accrued Amounts (+)
		Increases the accrued interest g/l and bank accrued interest fields

Posting Codes – Receivable Record

Code	Short Description	Full Description
1	CR RCV REC	Credit Receivable Record (-)
		Decreases the interest due and increases the principal due
		Exception code 2 only affects principal, exception code 1 only affects interest
5	DR RCV REC	Debit Receivable Record (+)
		Increases the interest due and decreases the principal due
		Exception code 2 only affects principal, exception code 1 only affects interest

Posting Codes - DIAL Accruals

Code	Short Description	Full Description
A	Credit DFR	Credit All Deferred (-)
B	Debit DFR	Debit All Deferred (+)
4	Credit DEF	Credit Deferred Accrual (-)
8	Debit DEF	Debit Deferred Accrual (+)

Exception Codes

Code	Short Description	Full Description
2	(2,6)(1,5)	NO BILL INT(2,6) PRN ONLY(1,5)
1	INT ONLY	POST INT ONLY TO RECV RECORD
0	P&I ADJ	POST P&I ADJ TO RECV RECORD

All Posting Codes

Code	Short Desc	Full Description
A	Credit DFR	Credit All Deferred (-)
B	Debit DFR	Debit All Deferred (+)
1	CR RCV REC	Credit Receivable Record (-)
2	CR Accrued	Credit All Accrued Amounts (-)
3	CR GL ACRU	Credit G/L Accrued Amounts (-)
4	Credit DEF	Credit Deferred Accrual (-)
5	DR RCV REC	Debit Receivable Record (+)
6	DR Accrued	Debit All Accrued Amounts (+)
7	DR GL ACRU	Debit G/L Accrued Amounts (+)
8	Debit DEF	Debit Deferred Accrual (+)

Manual Interest Adjustments

- Entered information passes edits
  - Error Messages display
- Adjustments take effect when posted
  - During DAYEND
  - On Demand posting
    - All pending adjustments will be posted, not just the items you entered.

Adjustments/Scheduled Balance

When an adjustment to the Receivable Record causes the Principal Due amount to change

AND

the date of this receivable record is

PRIOR to the Next Payment Anniversary Date

(Starting Date of Next Accrual Period).

The **Scheduled Principal Balance** in the Accrual File will be adjusted accordingly

Manual Interest Adjustments to a Receivable

1 CREDIT RECEIVABLE RECORD (-) or

5 DEBIT RECEIVABLE RECORD (+)

with NO exception code

Or Exception code **1** - Interest only

Accrual Adjustments will be

automatically created by the system in Dayend

2 CREDIT ALL ACCRUED AMOUNTS (-)

6 DEBIT ALL ACCRUED AMOUNTS (+)

Interest Adjustments

Any Adjustments to the field
Accrued Interest for Current Period

Will cause a system generated
Interest Adjustment to the Receivable Record

Anticipatory Billing

Interest Adjustment Report

- MB442B-1 Daily Interest Adjustment Posting
  - Shows all Interest Adjustments for posting
  - Shows error message for any adjustment that could not be posted

Manual Process Required (IAMPR)

- Y = Yes The system will set this value when it finds an error condition and cannot post the adjustment
- N = No This is the normal setting
- O = Override The system has set the adjustment to Y but the user can try to force the adjustment through by changing the field to O

Accrual | Receivables | **Interest Adjustment** | Balances & Rates | Subsidy | Modified Payment Schedule | Default Interest

Display Open Items Only

Display Closed Items Only

Date Posted	Date Entered	Adjustment Type	Adjustment Amount	Receivable Date	Effective From	Effective Through	Exception Type	User ID	Manual Process	Default Sort Order
10/02/2008	10/02/2008	CR RCV REC	1,053.71	11/01/2008	10/01/2008	10/31/2008	P&I ADJ (0)	MB404A	No (N)	20081002200810022008110110 0
12/06/2011	12/06/2011	CR RCV REC	191.15	01/01/2012	12/01/2011	12/31/2011	P&I ADJ (0)	MB404A	No (N)	20111206201112062012010112 0
02/11/2012	02/11/2012	CR RC								2021120120211201203010 20

Interest Adjustment Information

Date Posted: 12/06/2011

Date Entered: 12/06/2011

Adjustment Type: CR RCV REC (1)

Adjustment Amount: 191.15

Receivable Date: 01/01/2012 ...

Effective From: 12/01/2011

Effective Through: 12/31/2011

Exception Type: P&I ADJ (0)

User ID: MB404A

Manual Process Required: NO (N)

OK | Cancel | Apply | Help

Apply Changes

Some of the Rules/Exceptions

- Can’t credit the Receivable record for more than what is due
- Can’t change Principal due in the Receivable record to be negative unless payment type G
- Daily Balance and Rates file (PDBNR) updated if flagged as manual adjustment RHMADJ
- Output to Supervisor message log if adjustment is over interest tolerance amount
  - System Control File - General ⇨ System

System Control

Section

General

- System
- Processing
- Relationship/Cor
- Pipelyne/Loan E
- Allowable Value
- Purge Paramete

System

System Conversion Date:	08/01/1999	**Tax Identification #:**	0775010142
Fund Environment:	YES (Y)	Fund Info Fields Required:	NO (N)
Language Indicator:	ENGLISH (E)	Currency Code:	US DOLLARS (USD)
Use Loan Level Security:	NO (N)	Edit Zip Code:	YES (Y)
Earliest Allowable Date (ccyy):	1900	Latest Allowable Date (ccyy):	2200
Company Report Heading:	ANNE19D		
Path for Storing Attachments:	\MFSIFS\CONF19A\Note_Attachments\		

Print Name from the General Ledger Company File:	YES (Y)
Recalculate Late Charge Due for Partial Payments:	YES (Y)
Minimum Late Charge Amount for L/C code M (no pennies):	0
Interest Adjustment Tolerance for Supervisor Reporting:	10,000
Use Password Security for Insurance Coverage Records:	NO (N)
Allow Revolving Lines of Credit:	YES (Y)
Hold Code for Billing when Paid Down to Zero:	SEE JOAN (J)
Allow Compounding Interest Frequencies:	YES (Y)

Name and Address

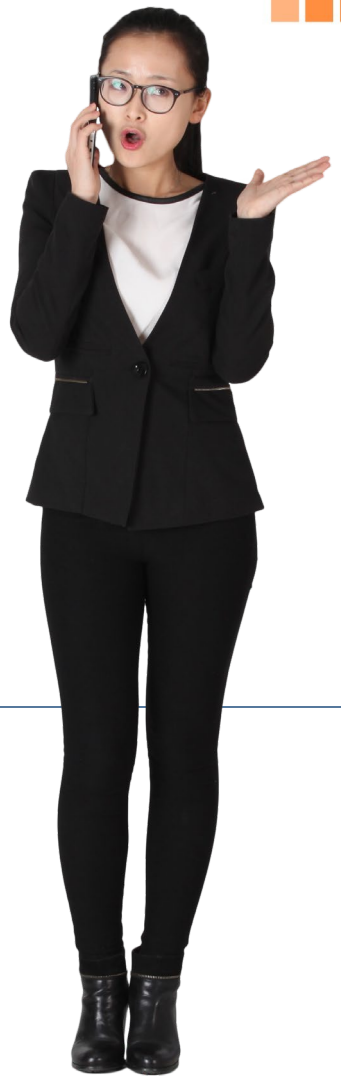
Default Country:	USA (US)
Separate Fields for Street# and Street Name:	NO (N)
Field Label for Additional Address Info 1:	ATTN
Field Label for Additional Address Info 2:	

OK | Cancel | Apply | Help

Ready

All About Business

ANNE EHRLICH



Business Day functionality

- PAT dates and Business calendar options
- Global PAT date changes, Payer and Payee
- Late Charges
- Global late charge date changes, reviewing receivables for late charge dates
- Due dates and Accrual dates
- ARM business days processing
- Changing holiday dates

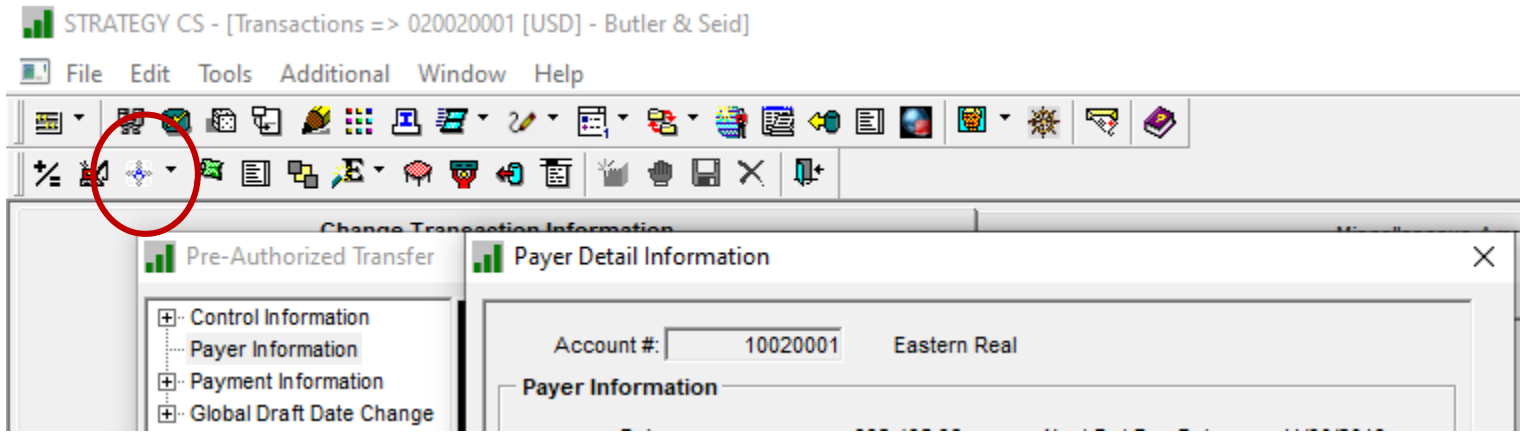
PAT Dates

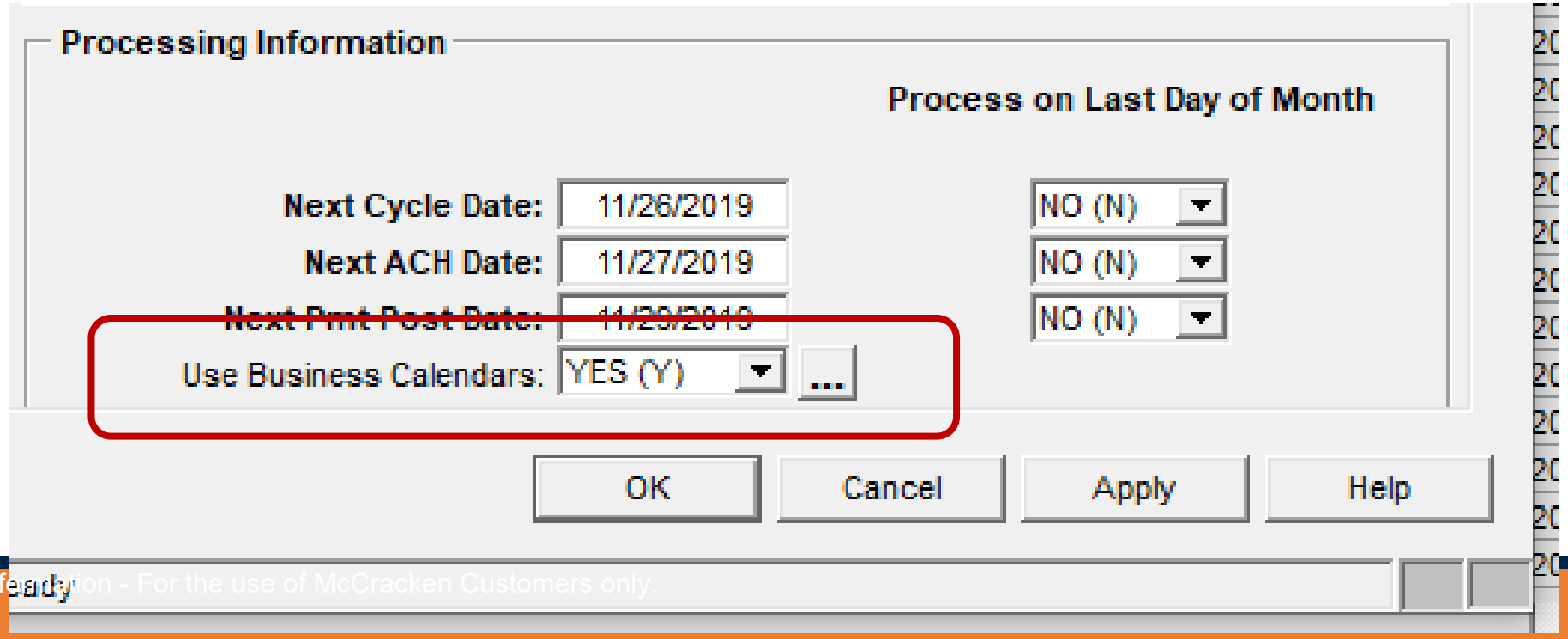
- Cycle date occurs on the actual day
- ACH date occurs on the actual day
- Posting date checks for GL voucher date

Posts on Monday!

Dayend Dates	1st (Friday)	2nd (Saturday)	3rd (Sunday)
	G/L Voucher Date		Process Through Date
Cycle Date		X	
ACH Date		X	
Payment Post			X

PAT dates – Strictly Business





Payer Detail Information

Account #: 10020001 Eastern Real

Business Calendar: MFS BUSINESS CALENDAR

Next Bill Date: 11/30/2019

Next Pmt Due Date: 11/30/2019

Date Information

Next Cycle Date: 11/26/2019
days in relation to the Next Bill Date: 3
Type of Days: BUSINESS DAYS (B)
Business Calendar Options: BACKWARD (B)
When Date is a Non-Business Day: BACKWARD (B)

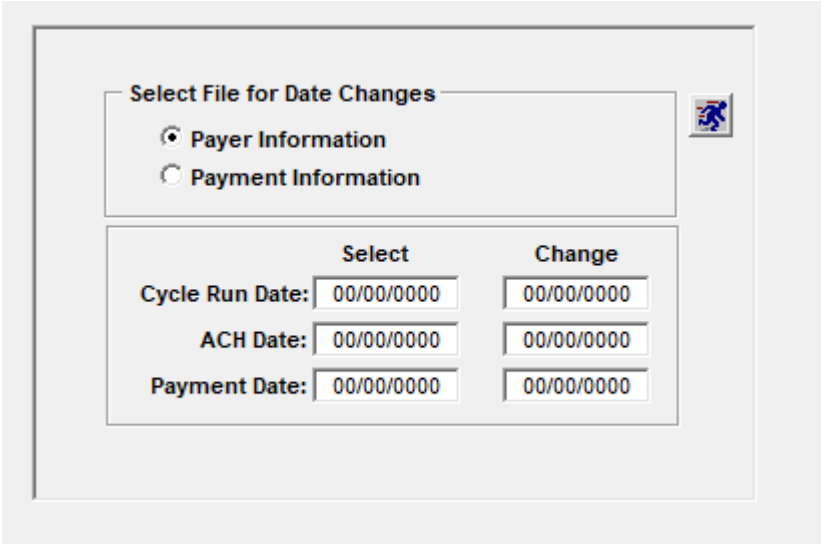
Next ACH Date: 11/27/2019
days in relation to the Next Bill Date: 2
Type of Days: BUSINESS DAYS (B)
Business Calendar Options: BACKWARD (B)
When Date is a Non-Business Day: BACKWARD (B)

Next PMT Post Date: 11/29/2019
days in relation to the Next Bill Date: 1
Type of Days: BUSINESS DAYS (B)
Business Calendar Options: BACKWARD (B)
When Date is a Non-Business Day: BACKWARD (B)

OK Cancel Apply Help

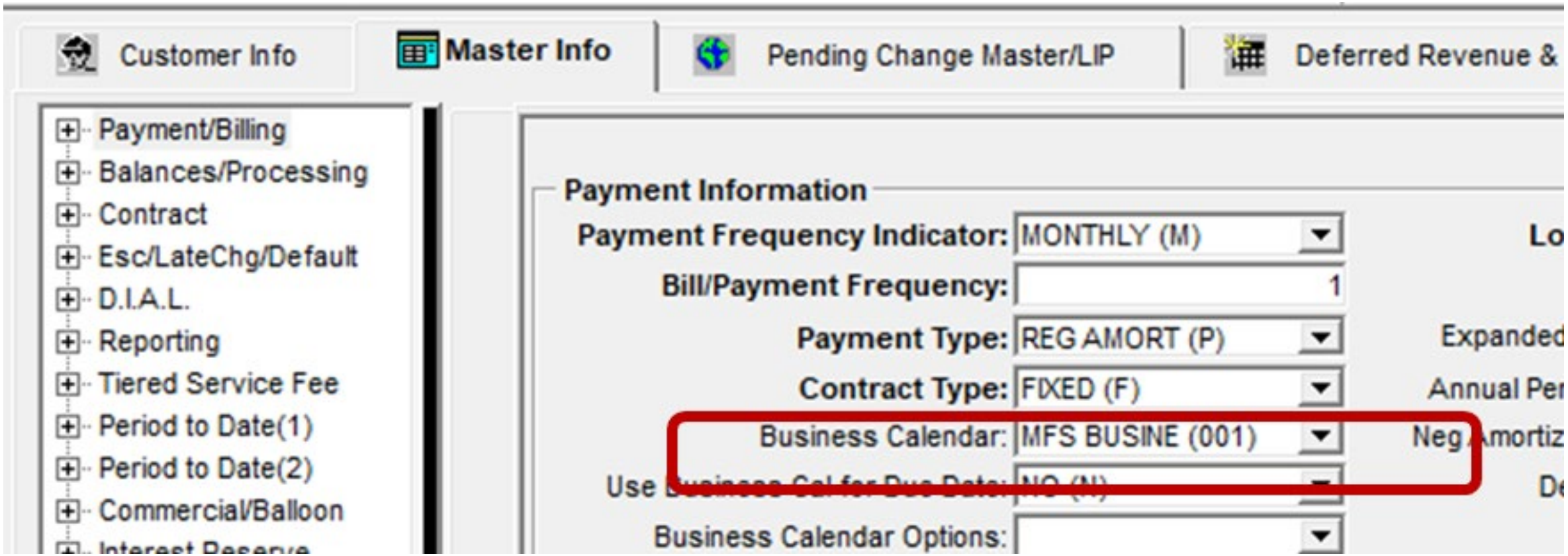
Ready

Global PAT Date Change



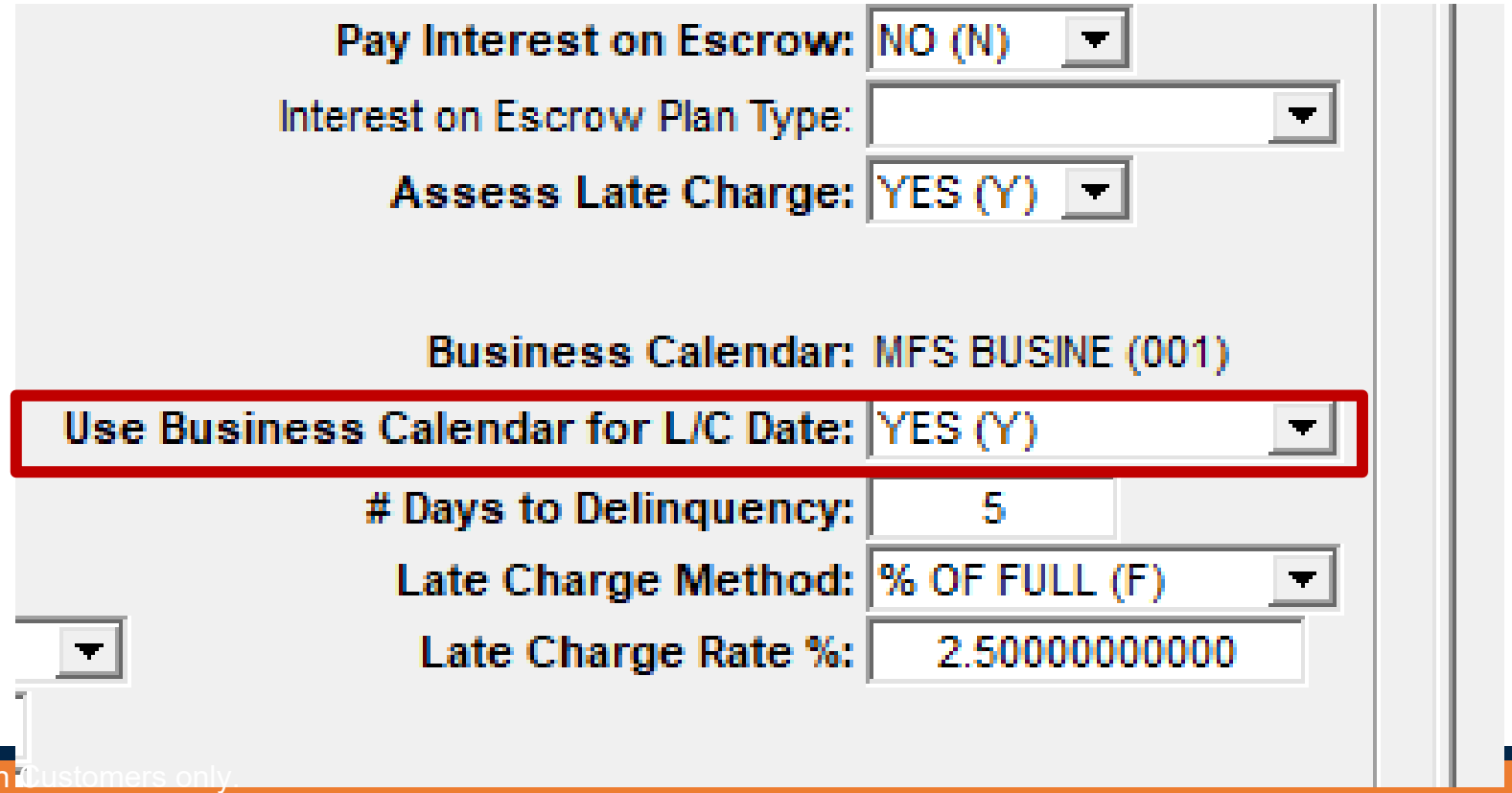
Where's the Business Calendar?

- Loan Administration, Master Information, Payment/Billing



Late Charges – Business Calendar

- Loan Administration, Master Information, Esc/LateChg/Default



Late Charges

- When changing late charges to assess only on business days
- Or when a holiday date missed being added to business calendar
- Remember receivables that are already built for the next billing date
- Review existing receivables to change the late charge effective date (assessed during dayend)

Receivable details/late charge assess date(s)

Sunday (change to Monday)

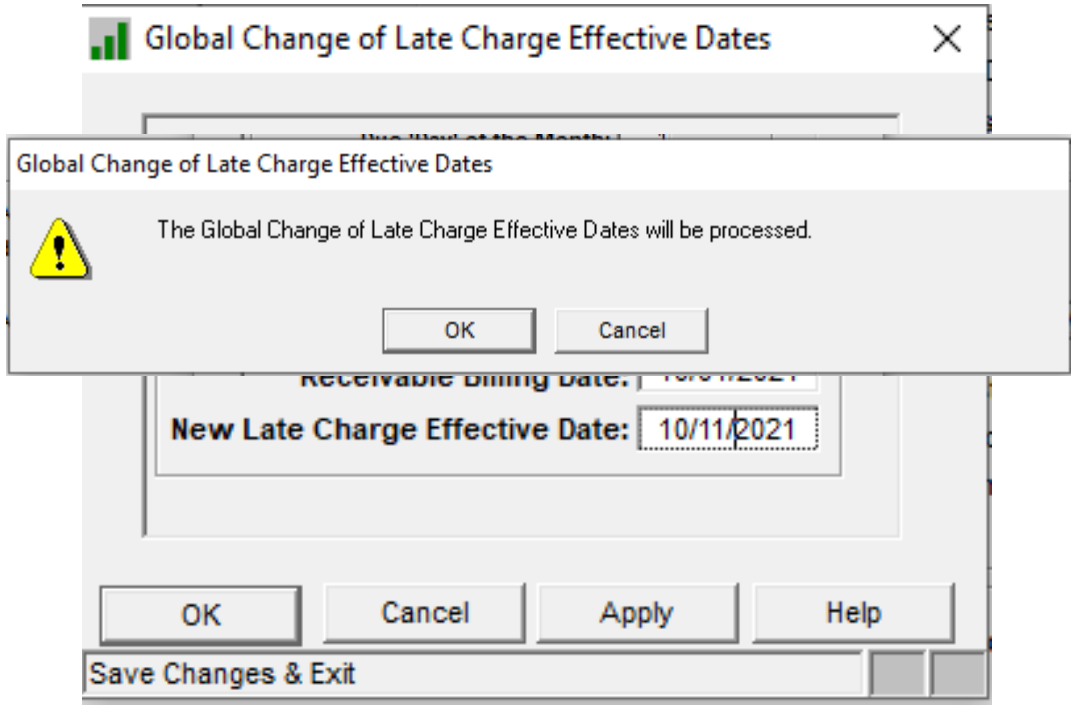
Late Charge

Late Charge has been Assessed: NO (N) **Total Late Charge Waived:** NO (N)

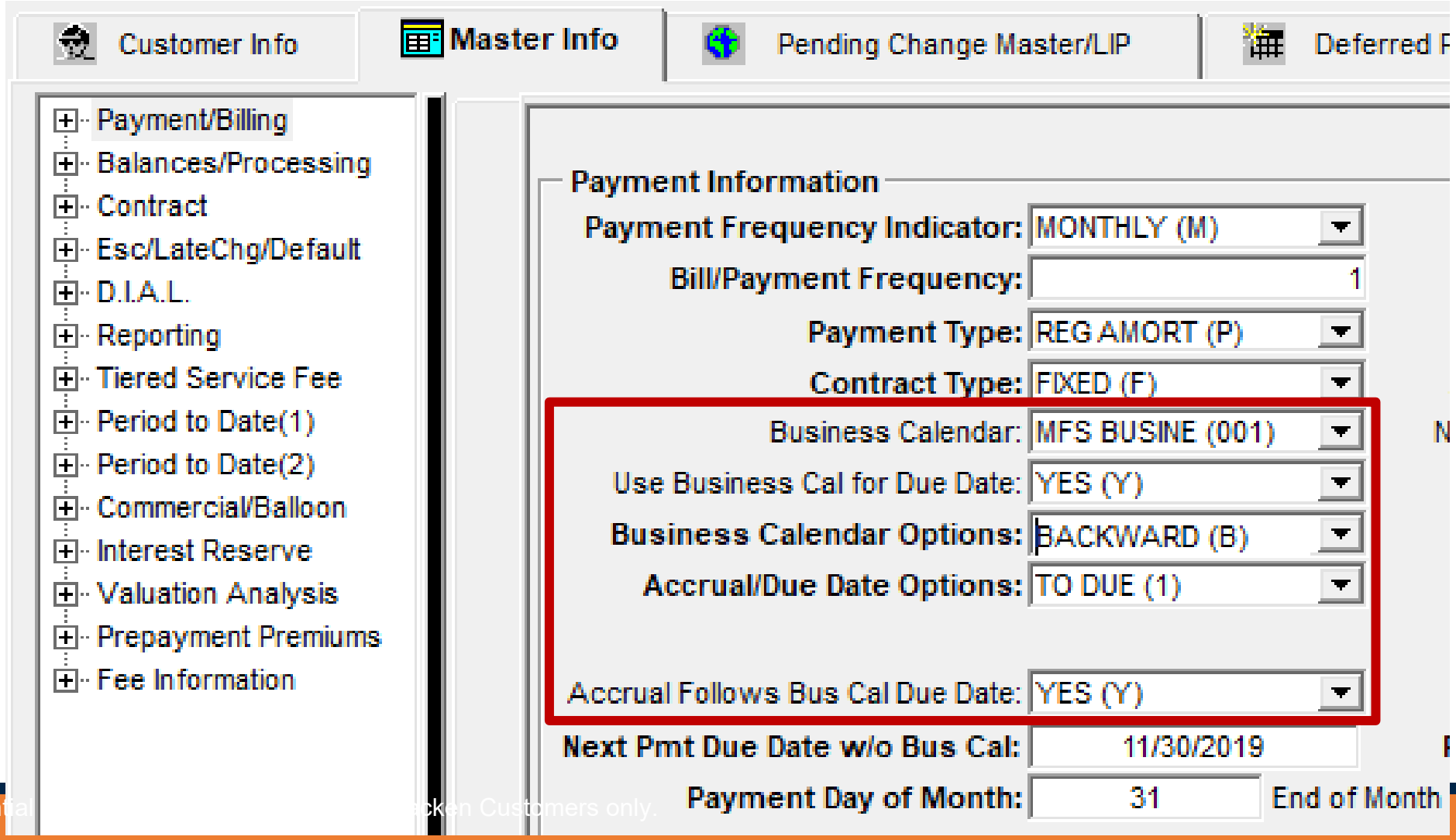
MASTER (MST)	Amount:	322.75	Effective Date:	10/10/2021	Late Charge Assessed: NO (N)
	Amount:	.00	Effective Date:	00/00/0000	Late Charge Assessed:
	Amount:	.00	Effective Date:	00/00/0000	Late Charge Assessed:
	Amount:	.00	Effective Date:	00/00/0000	Late Charge Assessed:

Global Late Charge Date Change

- Billing Module, Tools, Global Chg. L/C Date



Business options for Accrual and Due Date



Adjustable Loan Module

Calendar Days

Business Days

Adjustable Loan Update Wizard

Enter Adju
Loan Info

Adjustable Loan Information

New Loan: YES (Y)
Adjustable Loan Desc: MFS DAILY (1D) — Payment Type: REG AMORT (P)
Adjustable Method: STANDARD (A) — Contract Type: FIXED (F)

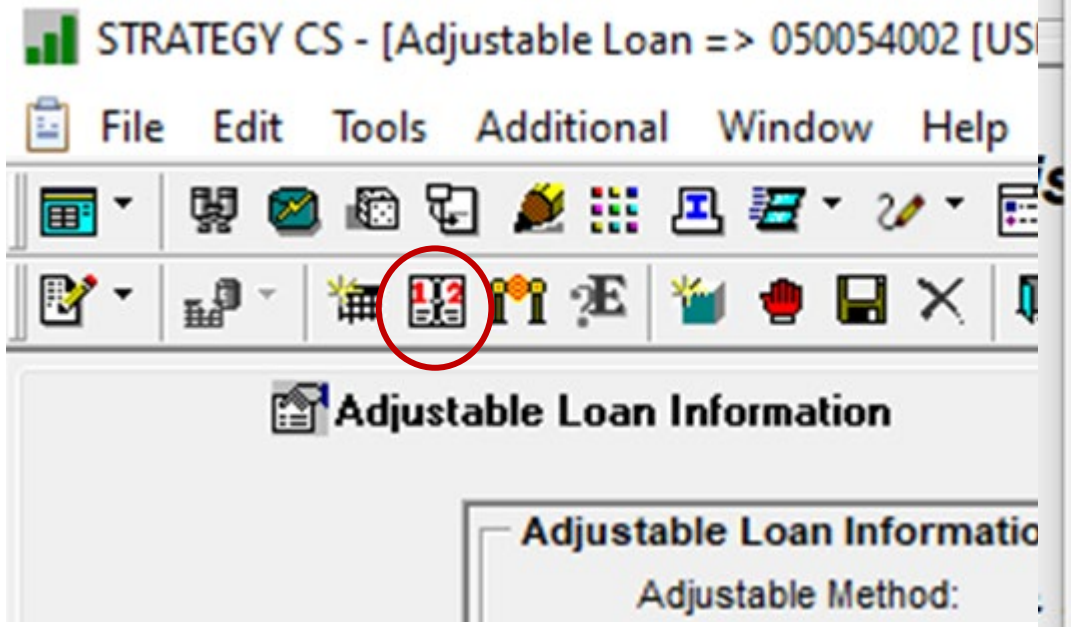
Rate Information

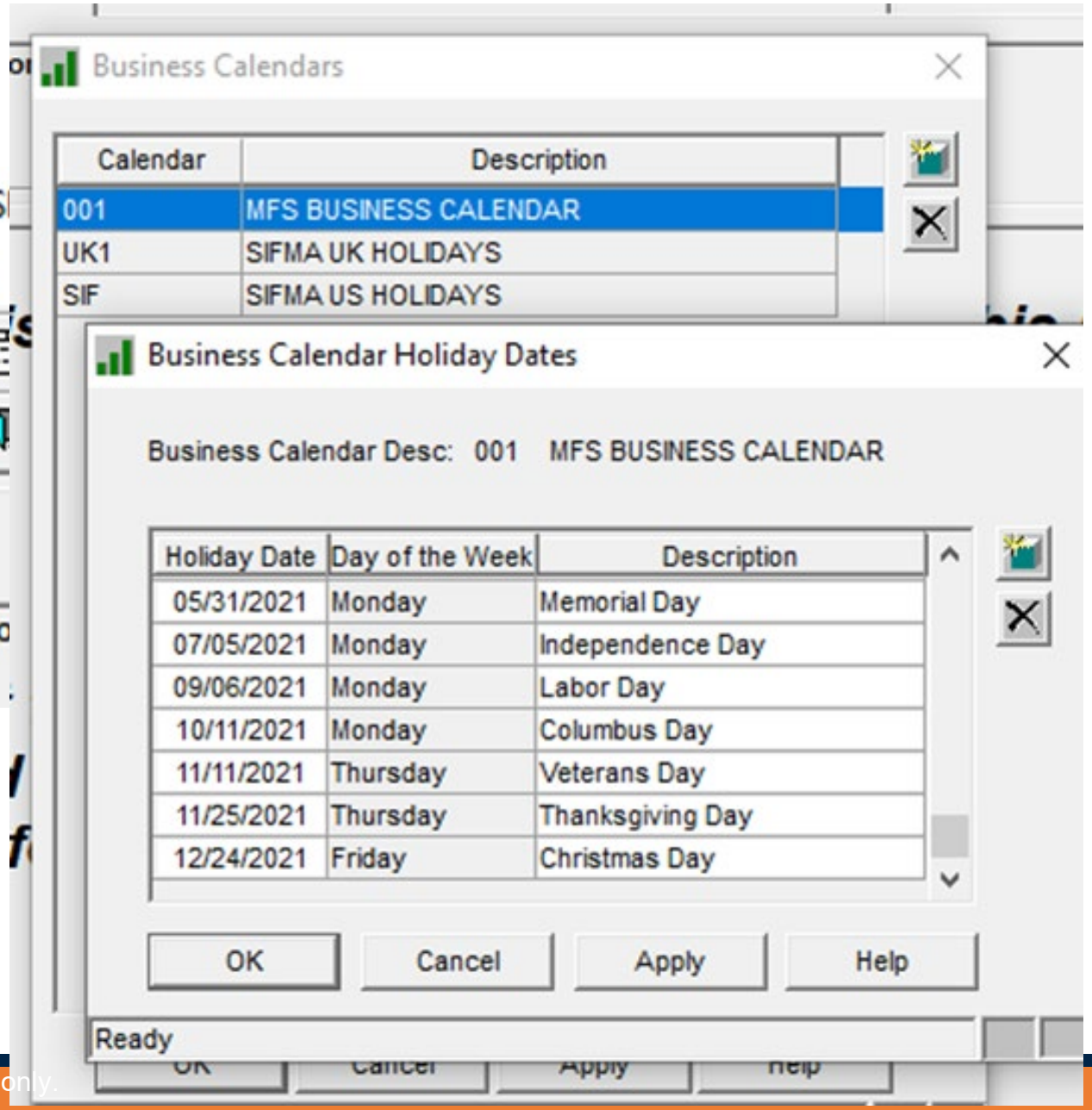
Monthly or Daily Review:	(M) MONTHLY	New Interest Rate %:	4.5000000000000
Rate Change Frequency:	1	Previous Interest Rate %:	.0000000000000
Look Back Method:	(B) BACK	New Rate Without Caps %:	
Look Back Days For Rate Reviews:	15	**Index Description:**	COST INDEX (C1)
Business Calendar:	MFS BUSINE (001)	New Index %:	.0000000000000
Use Business Calendar: Review Date:	YES	Previous Index %:	.0000000000000
Rate Review Date:	03/16/2021	# of Rate Reviews to Date:	
Use Business Calendar: Change Date:	YES (Y)	Maximum # Of Rate Reviews:	
Business Calendar Options:	FORWARD (F)	Option Date:	00/00/0000
Rate Change Date:	10/01/2021	Previous Review Date:	00/00/0000
Rate Chg Anniversary Date:	10/01/2021		
Original Index %:	3.0000000000000		

P&I Payment Information

P&I Chg Freq:	1	P&I Re-Amort Date:		# of Payment Reviews to Date:	
P&I Change Date:	10/01/2021	**New P&I Payment:**	83,121.46	Rate Sched For P&I Pmt:	NO (N)
P&I Re-Amort Freq:		Prev P&I Payment:	.00	**P&I Amortization "To" Date:**	12/31/2030

Holiday Dates





New in Release 20

- A reminder prints on your Supervisor Message Report MB442
- First dayend in August, September, October, November, December

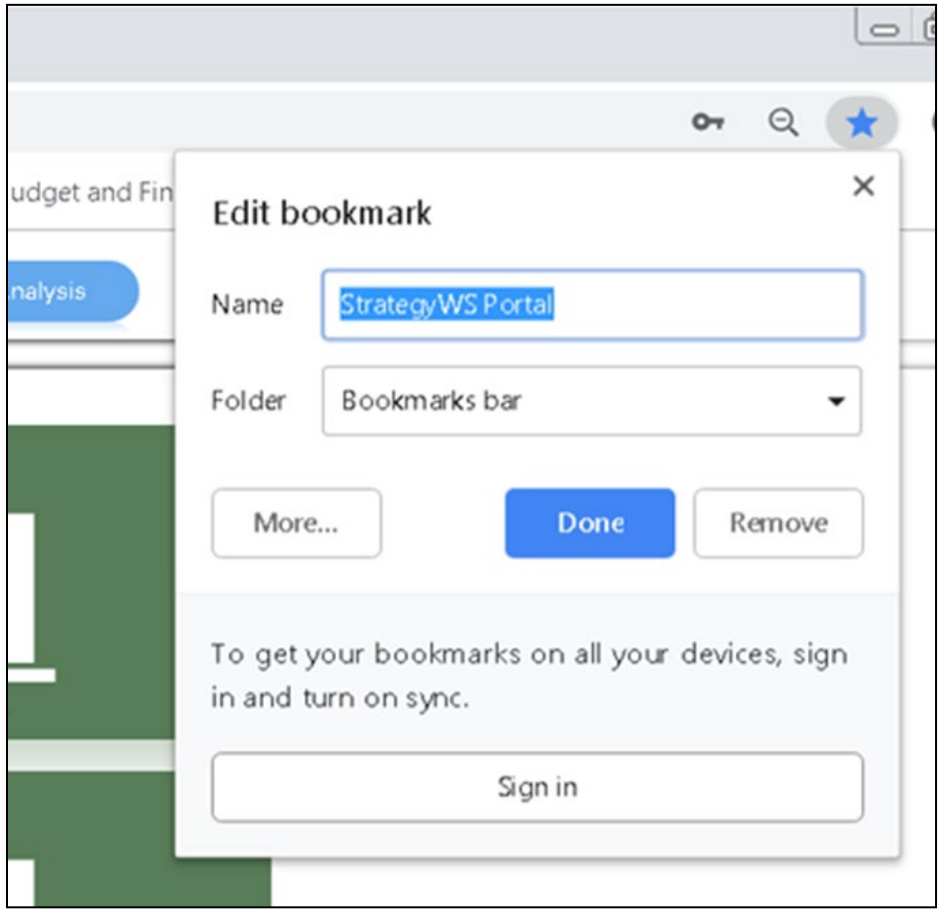
Reminder - Please review your business calendar holiday entries for the upcoming year

Browser tips and Configuration for Portal

LEO FIRMIN

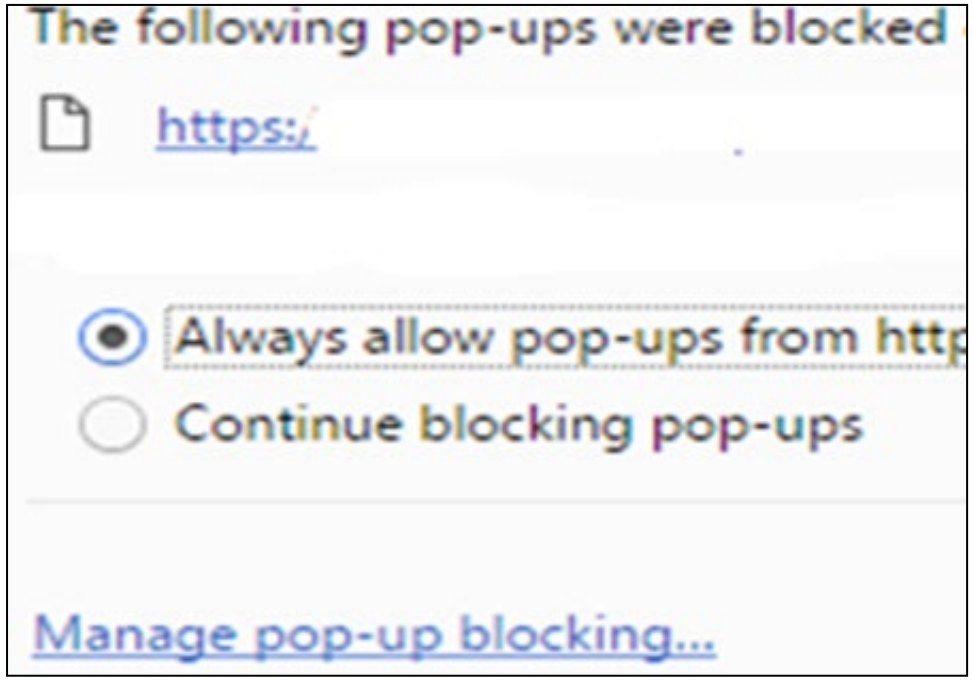
Save the link to your favorites

- Create a bookmark by clicking on the star on your browser tool bar
- Fill out the Name
- Select Bookmarks Bar for you Folder
- Click Done
- The link is there when you need it



Browser Tips:

- Change browser setting to allow pop-ups from the Portal URL. The first time you select a Widget to 'Open in New Window' you might receive a pop-up blocker message alerting you to change the setting:



Browser Tips:

- F11 key - Makes the screen full screen
- CTRL Key and ‘+’ - Enlarges selected portion of the screen
- CTRL Key and ‘-’ - Reduces selected portion of the screen
- CTRL Key and ‘0’ - Restores the screen to the original size
- Zoom settings should from 90% to 100% for best viewing

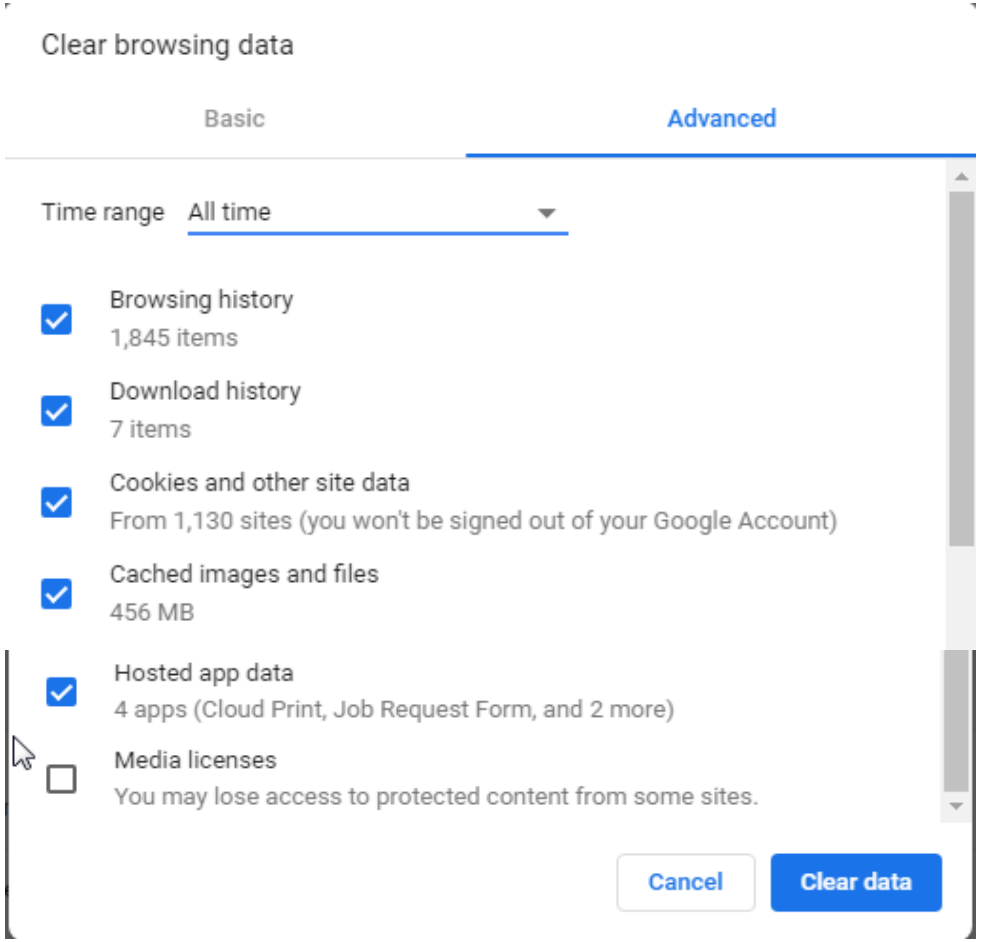
Browser Tips- Continued:

Clearing History in Chrome- Sometimes you have to clear browser history if you have received a Portal update

1. On your browser toolbar, tap More icon 
2. Tap History, then tap Clear browsing data.
3. Under "Clear browsing data", select the tick boxes for Browsing History, Download History, Cookies and other site data, Cached images and files and Hosted App Data.
4. Use the Time Range above Browsing history to select the amount of data that you want to delete.
5. Click the Clear Data button
6. Close the browser

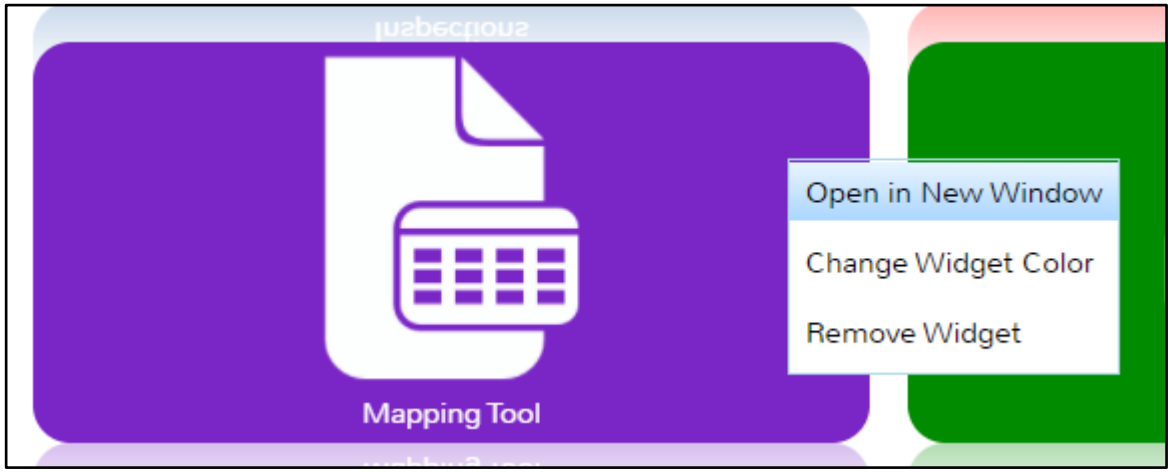
Browser Tips- Continued:

- When clearing internet browser history make sure all options checked below are selected:



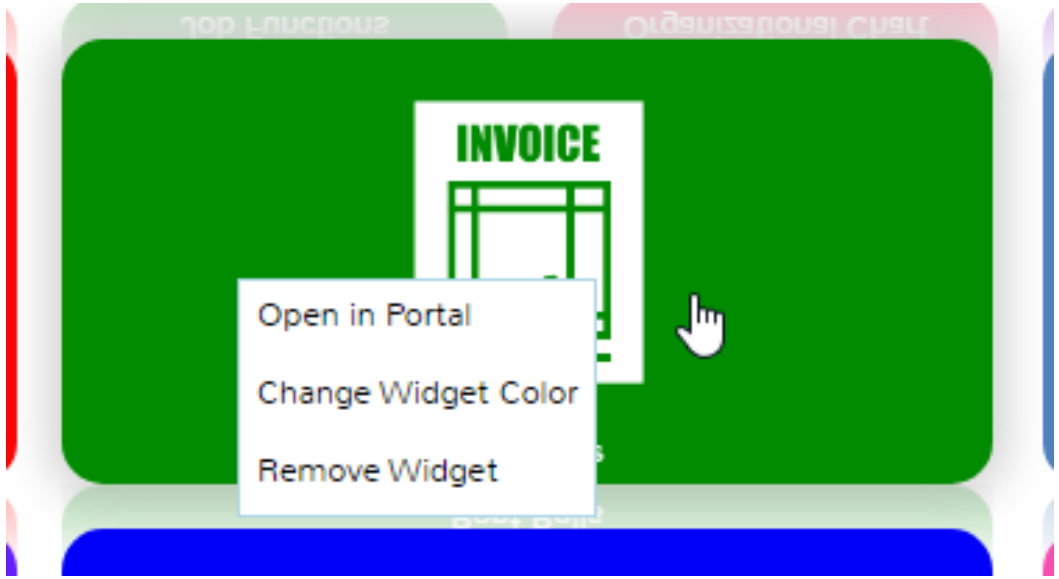
Web Portal Dashboard

- Double click and open the app in the Dashboard.
- Top Panel and Left hand Panel still available
- Click Home to return to Dashboard
- Open a Widget by right clicking to open the app in a separate window
- Some applications are easier to navigate with the full window
- Close browser window when done.



Web Portal Dashboard

- In Release 20 all apps will open in a new window



Portfolio Analysis | Mapping Tool | Construction Budget | Notes

Welcome

McCRACKEN Financial Solutions Corp.

Support Admin 9

Powered by McCracken

Freddie Mac

McCracken

Property Distribution

Top Exposures by Property

New Loan Closing

Rules Maintenance

Job Functions

Organizational Chart

Reports

Financial Statements

Rent Rolls

Insurance

Reporting Translation Table

Collateral

Appraisal

Portal

Lock Portal

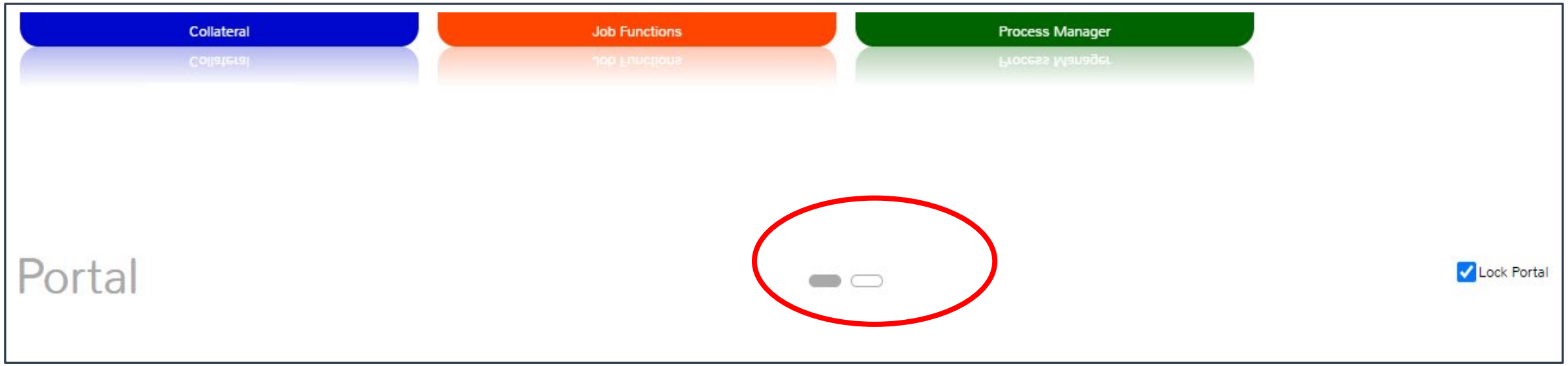
Add Widgets

Web Portal Dashboard -The Parts

The number of pages Widgets:

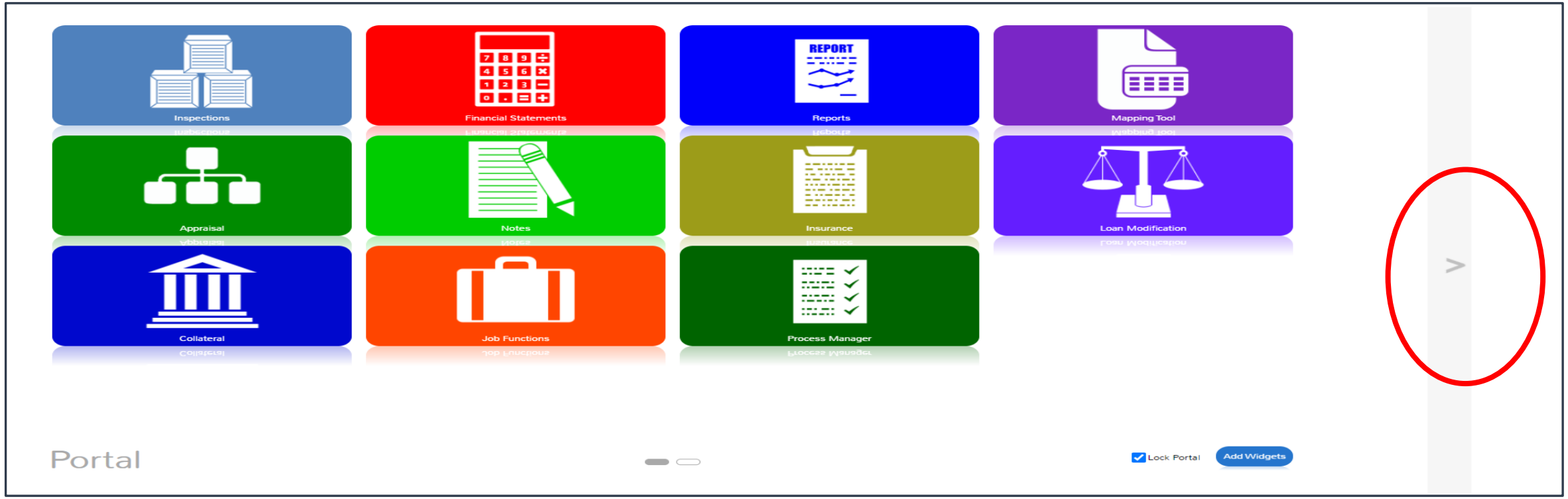
The Dashboard shows the following information:

- The number of pages of Widgets.
  - Ovals will appear in the center at the bottom of the dashboard in cases when there are multiple pages of Widgets.
  - The Current Page is represented by the filled in oval.



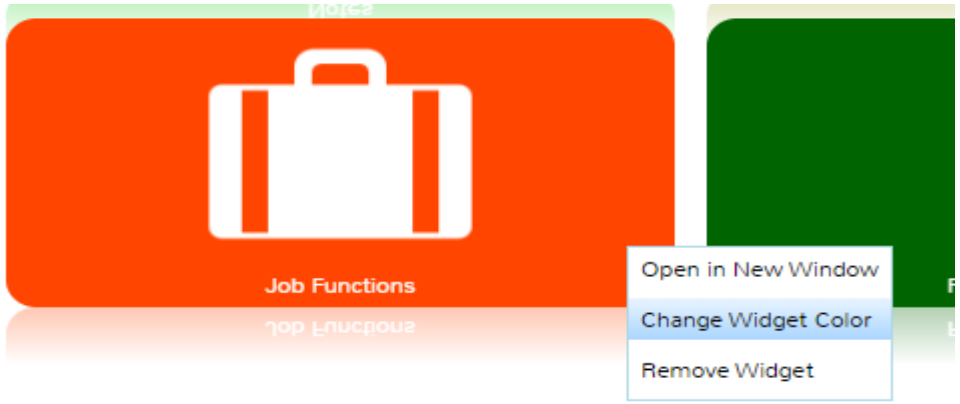
Changing Pages:

- Changing Pages:
  - To advance to the next page of Widgets or go back to a previous page, click the arrows on either side of the window.
  - These arrows are only available when you move your cursor to either edge of the dashboard.



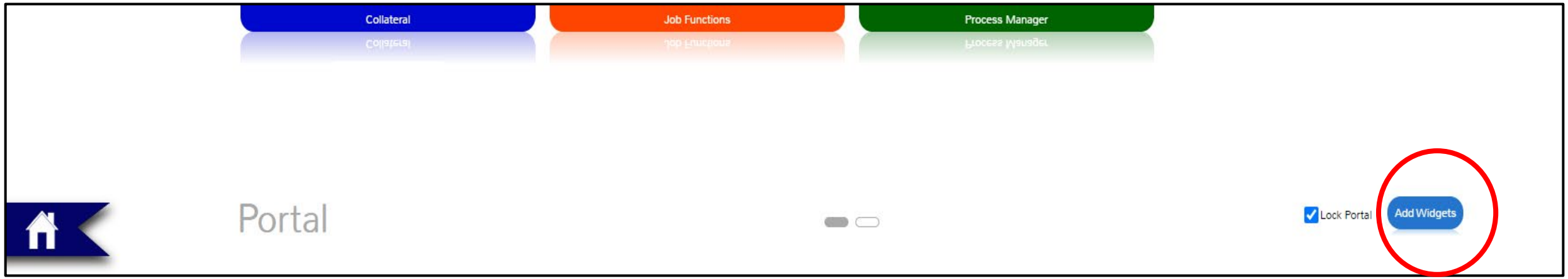
Changing the Color of a Widget:

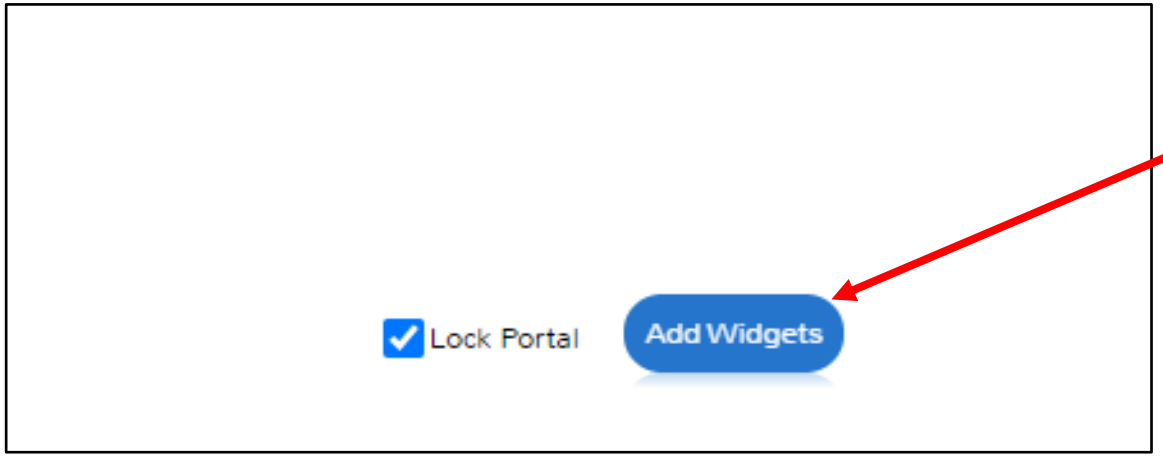
- Right click on the Widget to display the menu



- Click Change Widget Color. This will open the available color options. Select a new color and the Widget will be changed.

Add Widgets:

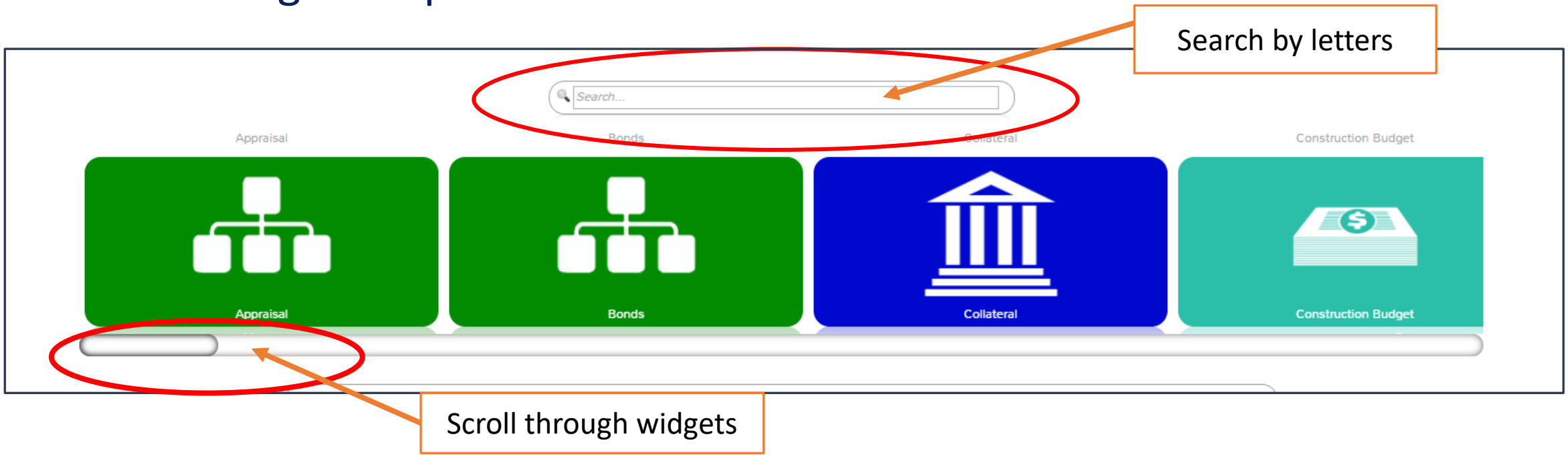




Click on the add widgets button

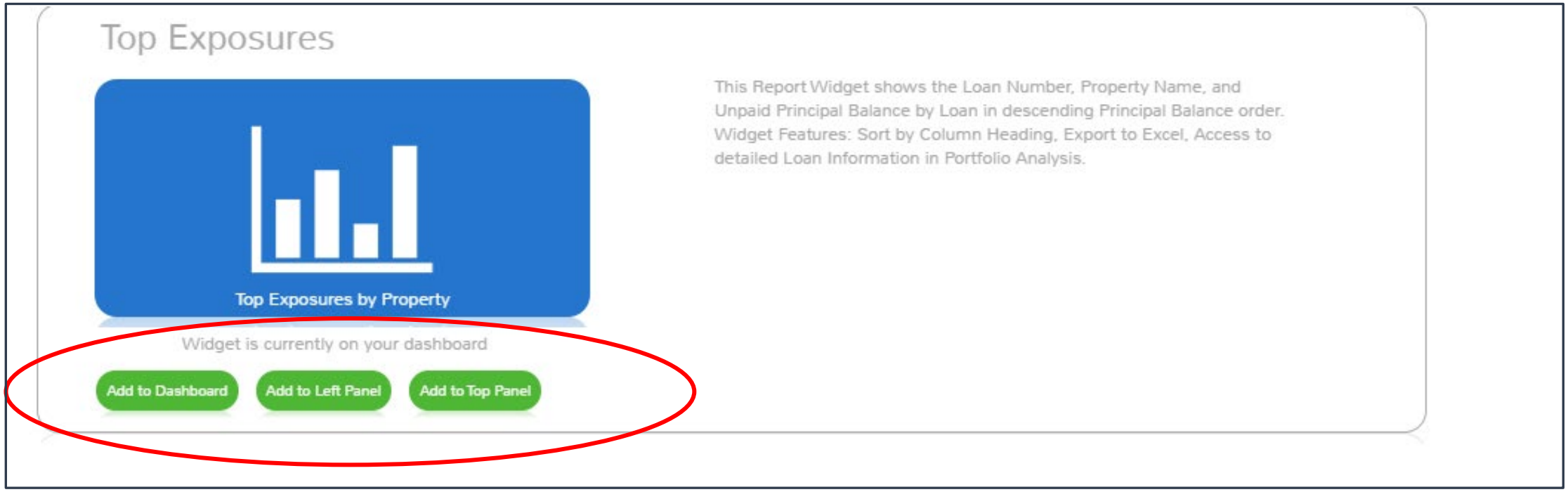
Add Widgets:

- Search for Widgets:
  - Search for widgets by letters or leave blank to see all by scrolling through in alphabetical order



Adding Widgets:

- Once you have selected your widget, you will have the option to place it on the Dashboard, Left Panel, or Top Panel.



Add Widgets:

- The selected widget will then be displayed and will have NEW until it is opened:

Default Dashboard

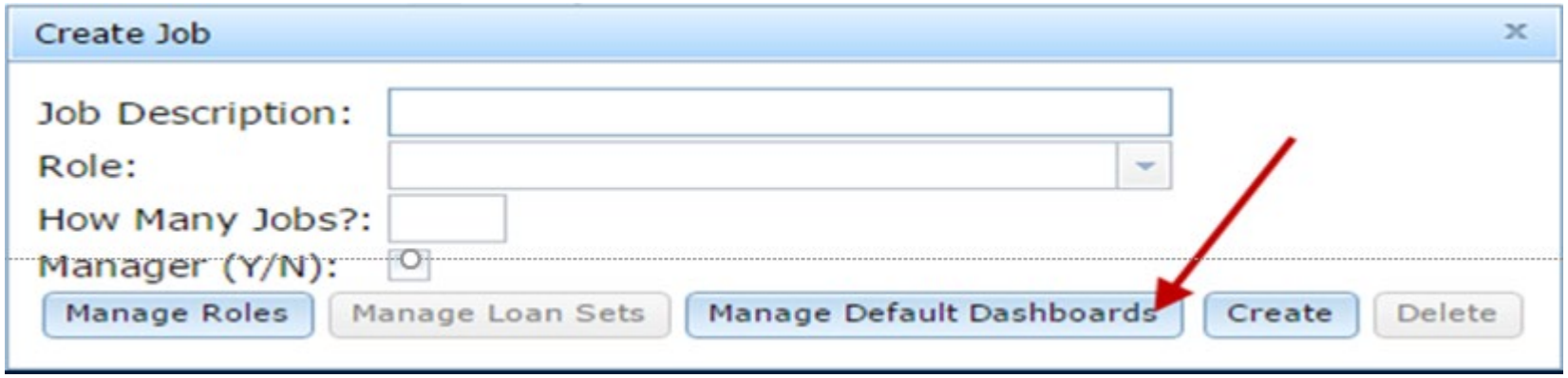
- A default dashboard may be set up for a group of users
- Access to change the dashboard may be restricted
- For groups with specific widget access the dashboard is static - based on the role assigned

Default Dashboard

- Manage Default Dashboards can be used to setup customized Portal Dashboards for Roles.
- Allows you to predefine default dashboards with related Widgets.
- TIP: Default Dashboards, if used, should be setup prior to creating the associated Job Function(s) and Role(s). Once a new Job Function is created and initially tied to the Default View, it will not overwrite the existing dashboard.

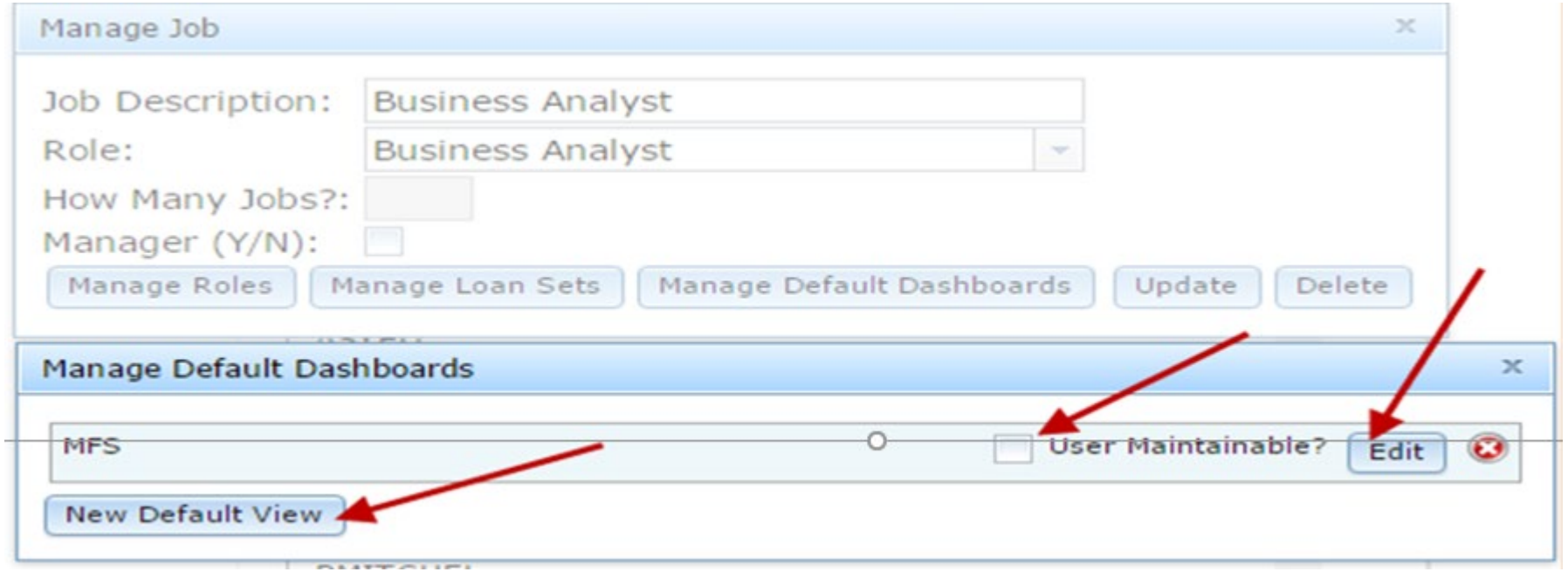
Job Functions

- Within Job functions choose Create Job, then click on Manage Default Dashboards



Default Dashboards (continued)

- Click on ‘New Default View’ to create new.
- Click on ‘Edit’ to change Widgets on existing dashboard defaults

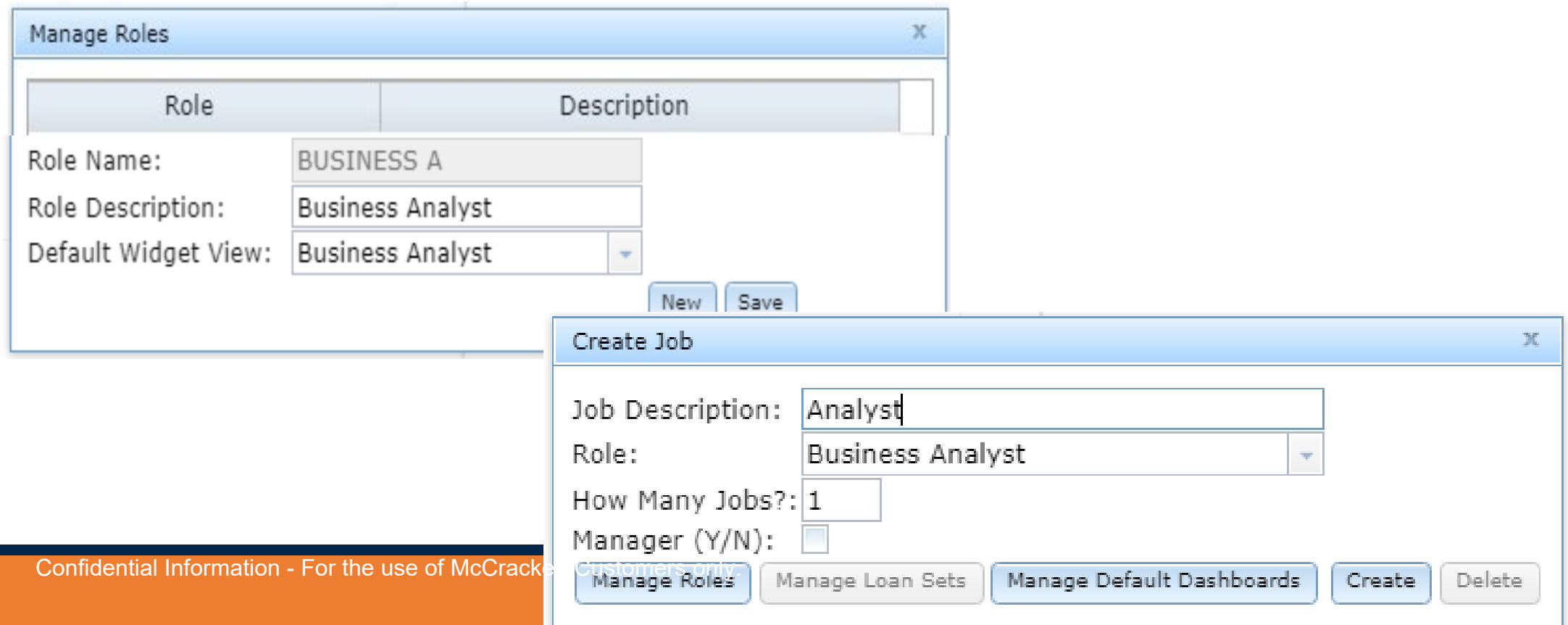


When Setting up Default Dashboard

Name of Default Dashboard

Tie Default Dashboard to a Role

- After the default dashboard is set up, tie to a Role
- Tie Role to specific users



McCRACKEN

Mapping Tool

RUTH MCNALLY

Mapping Tool has become MaTi

NOW

AS OF RELEASE 20

- The Mapping Tool allows users to quickly and easily upload data from spreadsheets.

- This is accomplished through the use of McCracken-maintained templates designed to upload and map into many areas on the system.

- The Mapping Tool allows users to avoid duplicate data entry while streamlining the process to make it fast and easy.

Portfolio Analysis | Mapping Tool | Construction Budget | Notes

Welcome

McCRACKEN Financial Solutions Corp.

Support Admin 9

Powered by McCracken

Freddie Mac

McCracken

Property Distribution

Top Exposures by Property

New Loan Closing

Rules Maintenance

Job Functions

Organizational Chart

Reports

Financial Statements

Rent Rolls

Insurance

Reporting Translation Table

Collateral

Appraisal

Master 2 Maintenance

Loan Number not selected

Portal

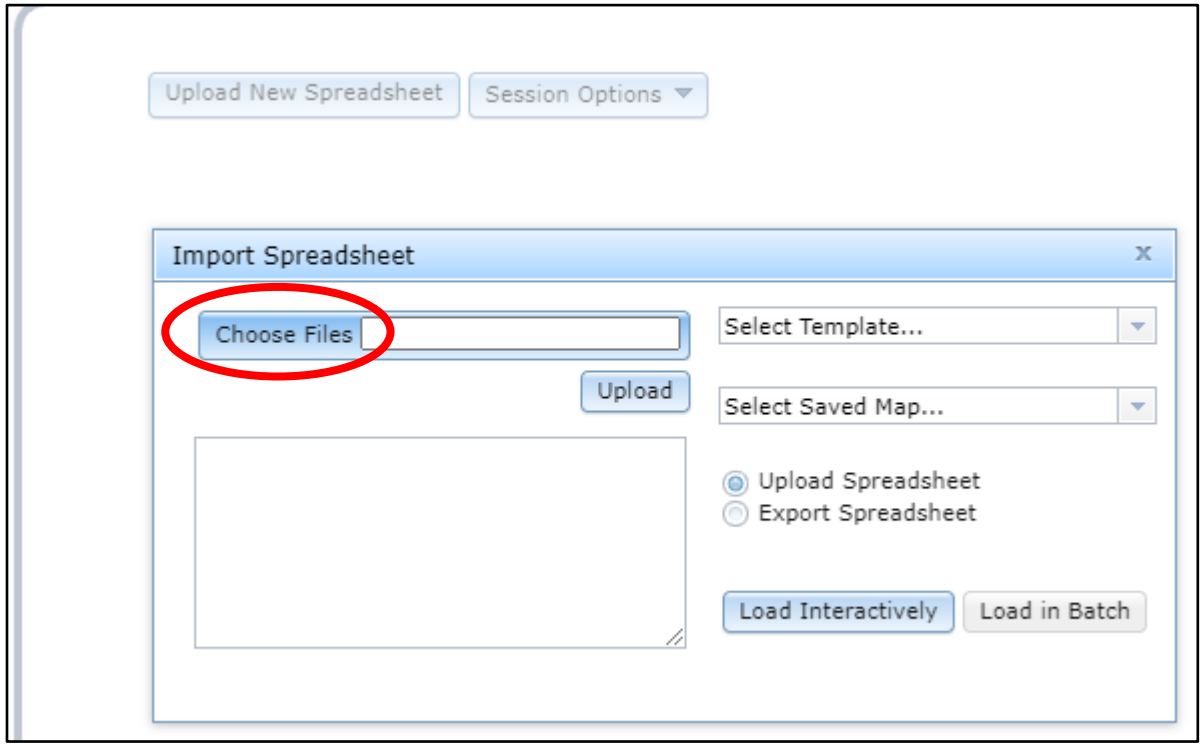
Lock Portal

Add Widgets

Uploading a File

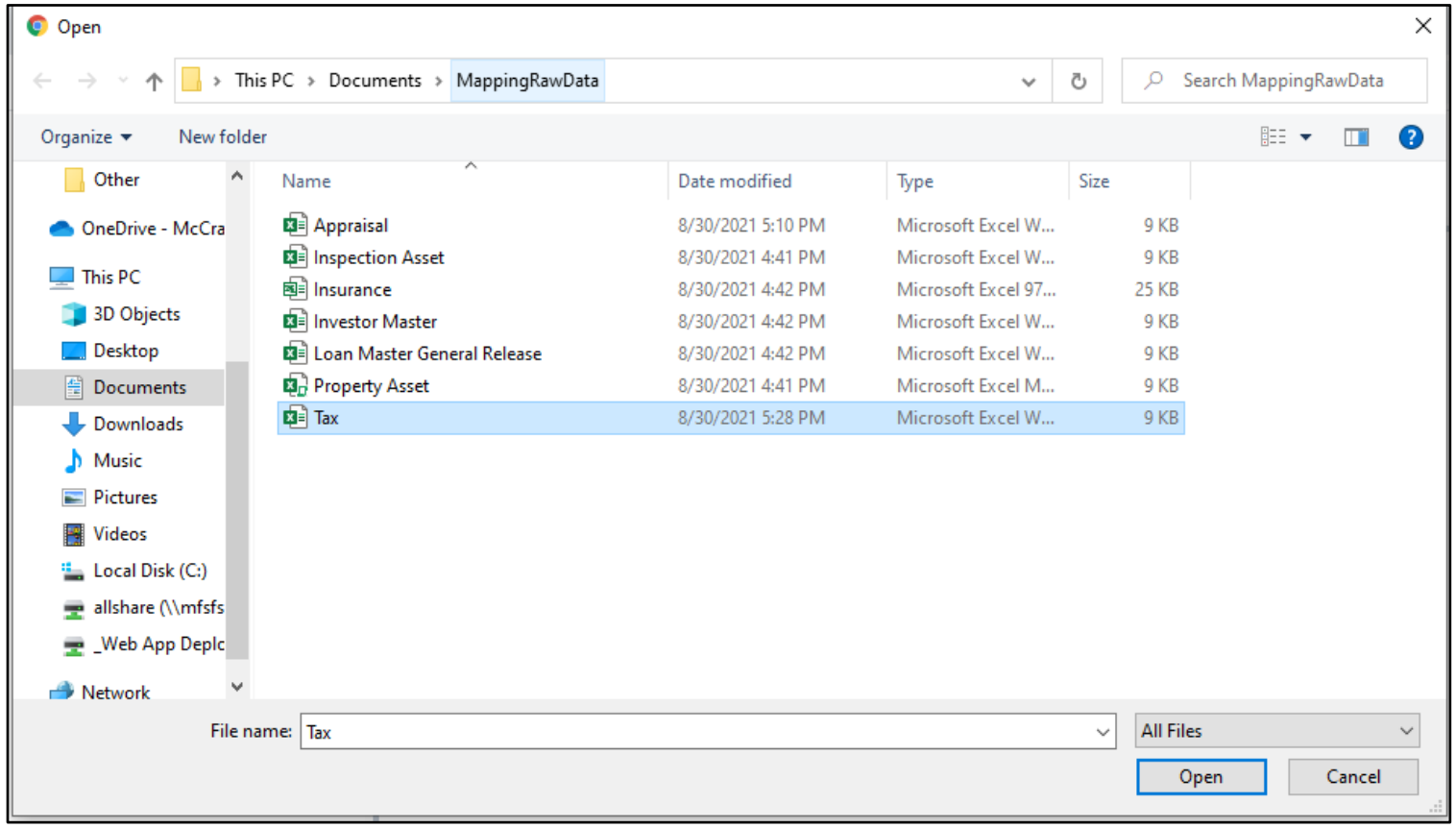
Upon opening the application, the user is prompted to choose a spreadsheet file to upload.

1. Click on the **Choose Files** icon.

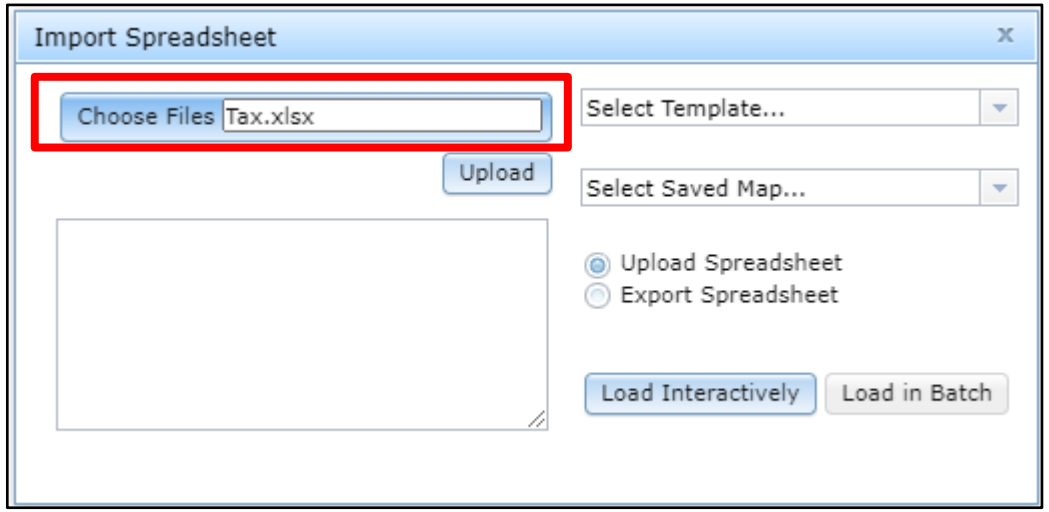


This will bring up the Open File window, as shown in the Figure to the right, where a user can search their local hard drive or their shared network drive for the file they would like to upload.

Please note that the Mapping Tool supports spreadsheets that have been saved as **.xls, .xlsx, and .xlsm** file types.

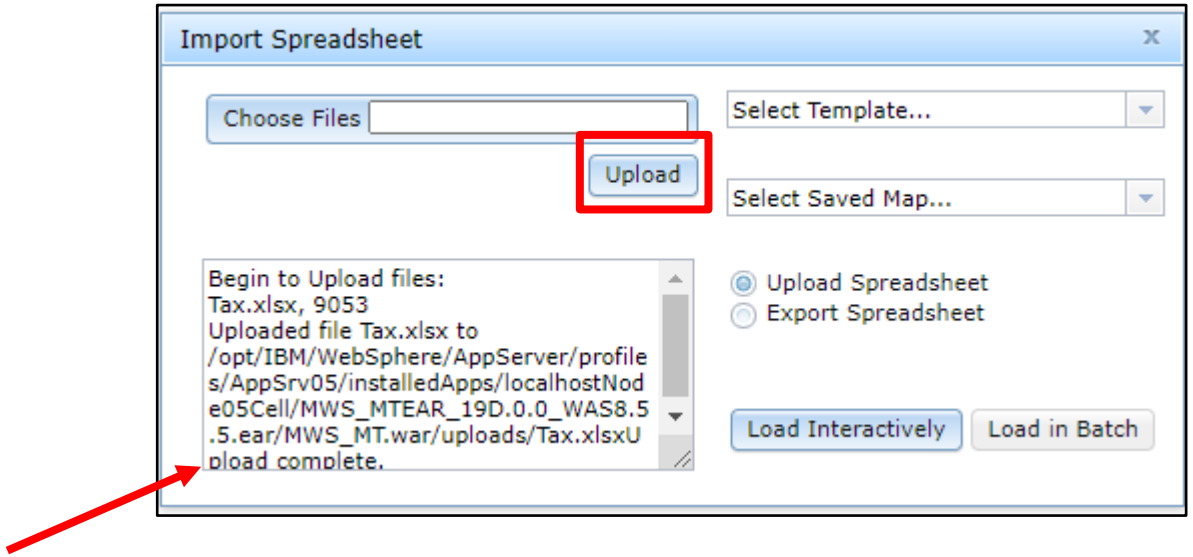


2. Once you have double clicked on the file to be uploaded, the file will be listed next to the **Choose Files** icon as shown.



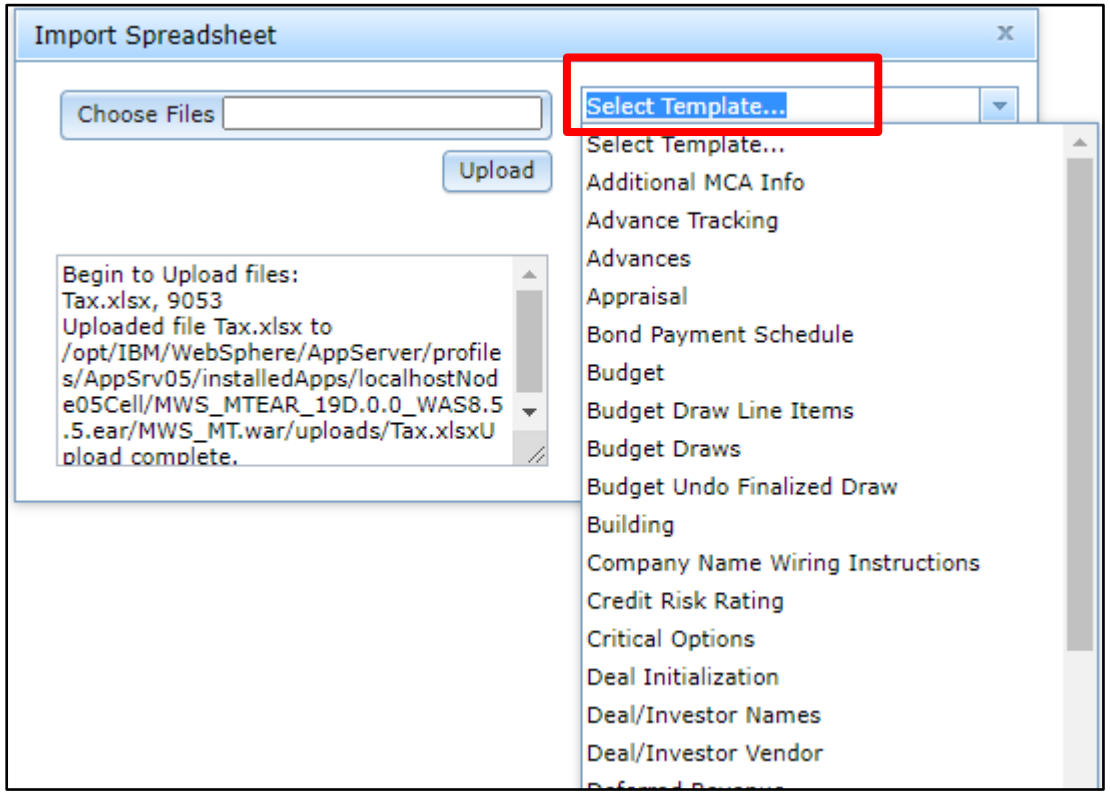
3. Click the **Upload** icon to import the file into the tool.

There will be a confirmation message beneath the Upload icon stating **Upload Complete**.

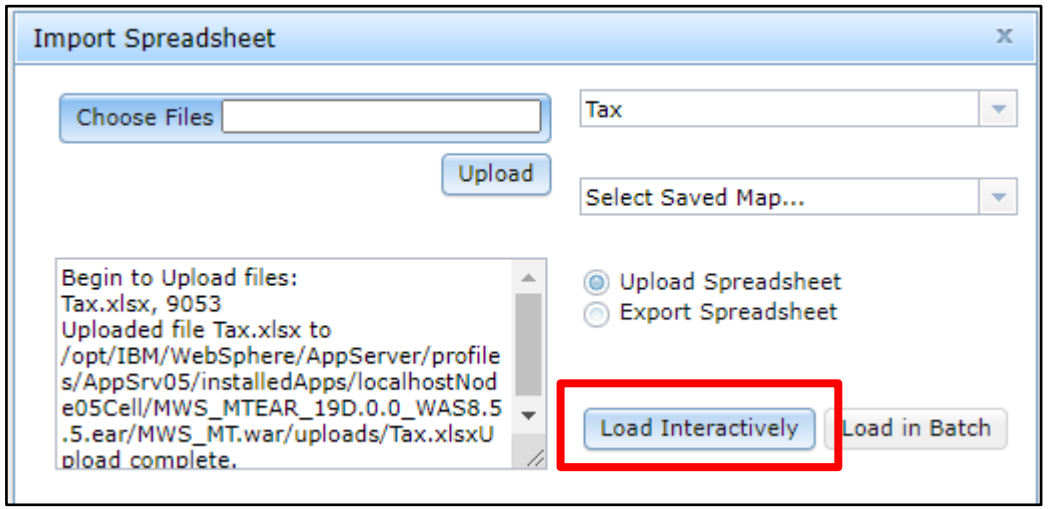


4. Click **Select Template**... to select the appropriate template from a dropdown menu.

This shows the various templates that are available.



5. Click the **Load Interactively** button to bring up the Mapping Tool.



SPREADSHEET DATA – LEFT SIDE OF WINDOW	TEMPLATE FORMATTING – RIGHT SIDE OF WINDOW

Upload New Spreadsheet | Session Options

	Column A	Column B	Column C	Column D	Column E
☐ Row 1	Loan Number	Property Seq #	Tax Description #	Tax Authority ID	Type of Tax
☑ Row 2	1	1	1	A111	C
☑ Row 3	20	1	1	A111	C
☑ Row 4	547	1	1	A111	C
☑ Row 5	547	1	2	A111	L
☑ Row 6	547	1	3	A111	S
☑ Row 7	50095411	1	1	Q111	C
☑ Row 8	10000444	1	1	S111	C
☑ Row 9	50098324	1	2	4210	V

Check All | Uncheck All

nplate

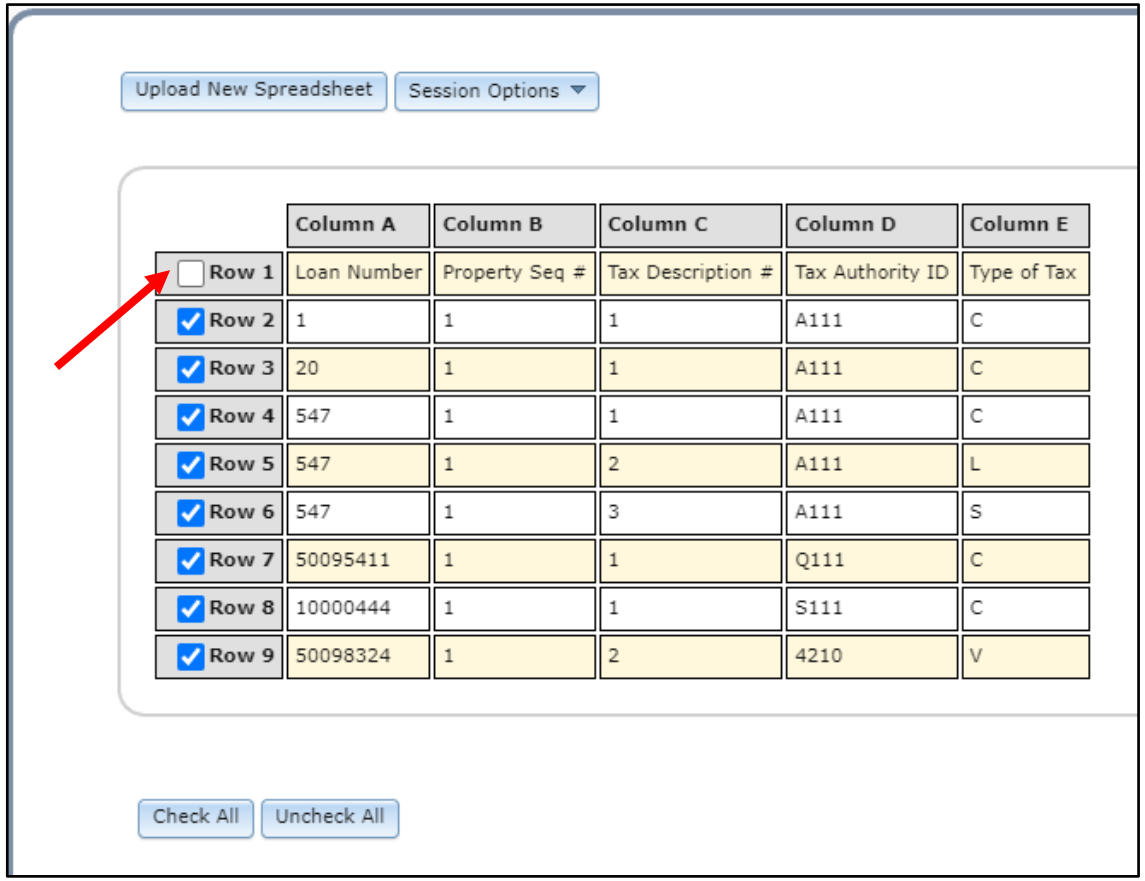
	ACCOUNT NUMBER	PROPERTY SEQ#	TAX DESCRIPTION#	PARCEL#	TAX AUTI
Row 1					
Row 2					
Row 3					
Row 4					
Row 5					
Row 6					
Row 7					
Row 8					
Row 9					

Clear Data | Save Mapping | Validate

Formatting the Spreadsheet Information

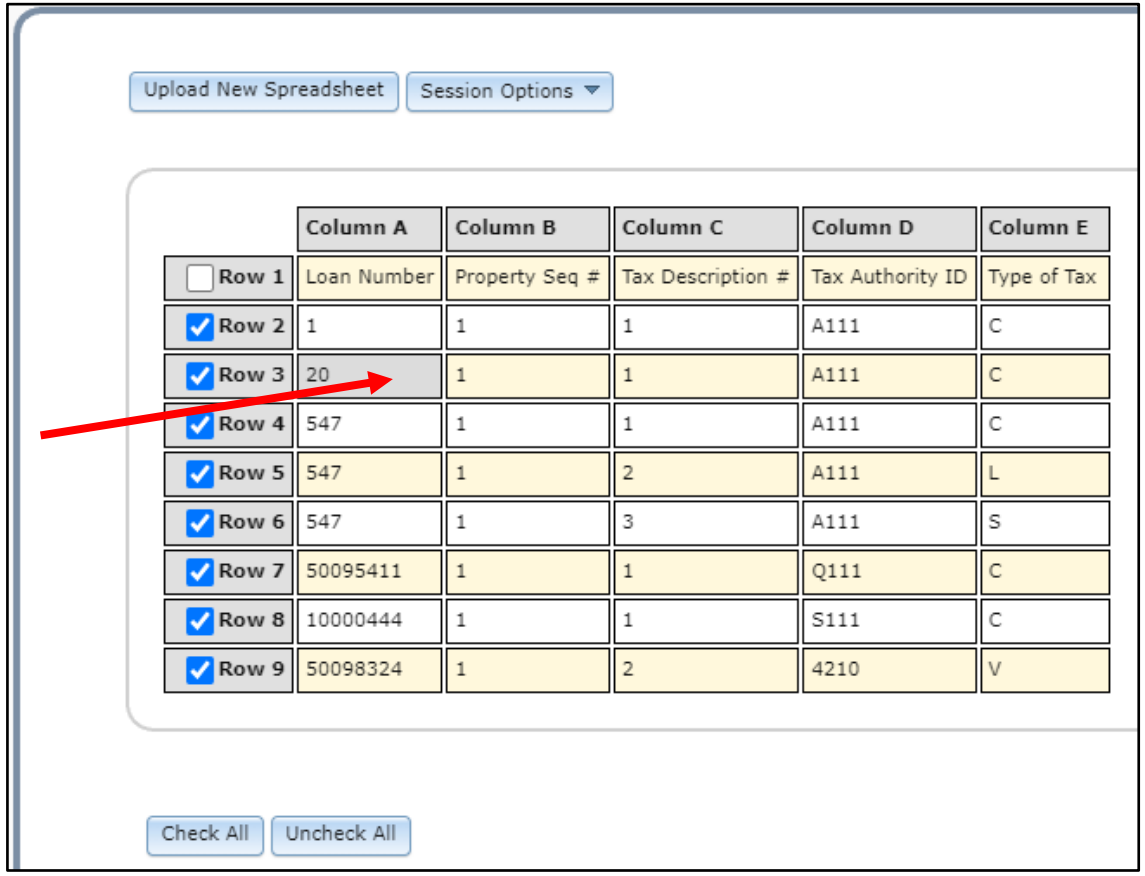
The information being imported from the spreadsheet may contain a row or column of heading data that is not going to be imported into Strategy.

To ensure that this data is not uploaded, uncheck the appropriate rows from the left side of the window.

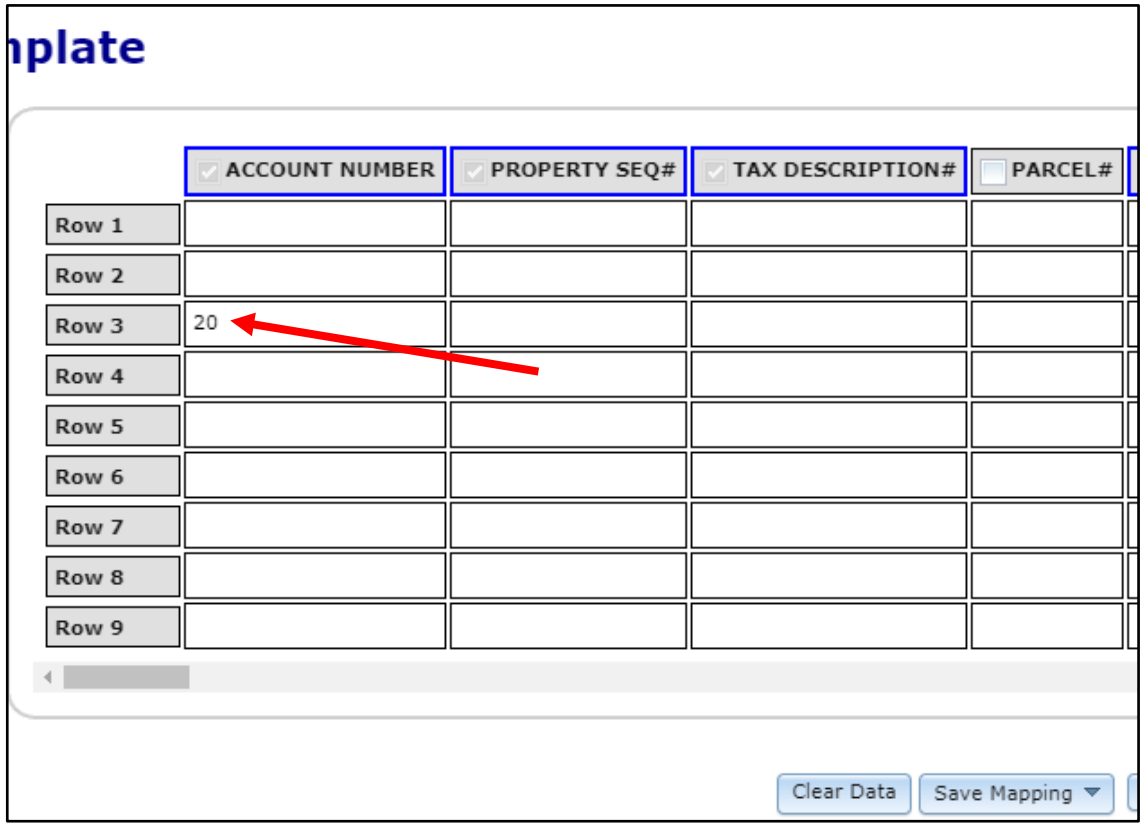


	Column A	Column B	Column C	Column D	Column E
Row 1	Loan Number	Property Seq #	Tax Description #	Tax Authority ID	Type of Tax
Row 2	1	1	1	A111	C
Row 3	20	1	1	A111	C
Row 4	547	1	1	A111	C
Row 5	547	1	2	A111	L
Row 6	547	1	3	A111	S
Row 7	50095411	1	1	Q111	C
Row 8	10000444	1	1	S111	C
Row 9	50098324	1	2	4210	V

Cell Selected in uploaded Data	Copied Cell In Template

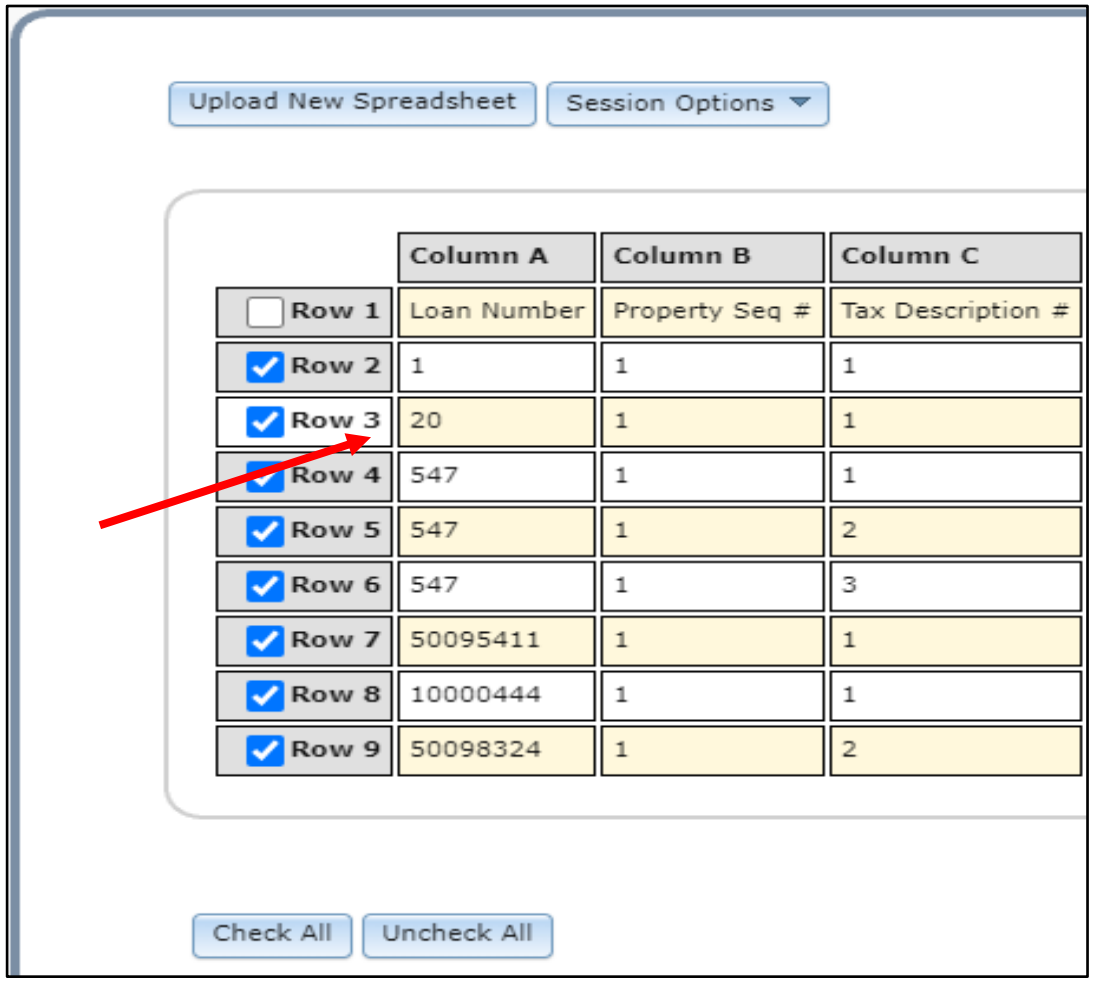


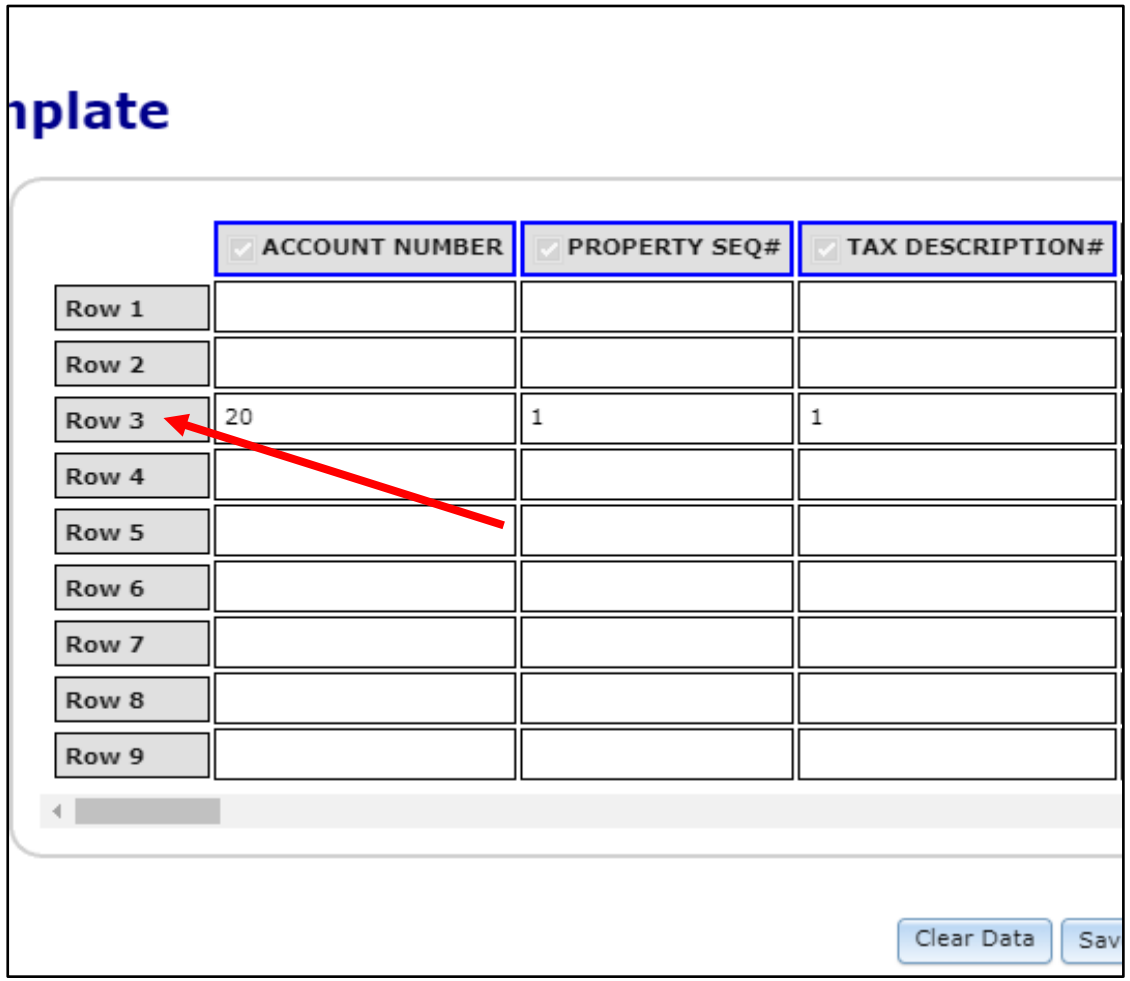
	Column A	Column B	Column C	Column D	Column E
Row 1	Loan Number	Property Seq #	Tax Description #	Tax Authority ID	Type of Tax
Row 2	1	1	1	A111	C
Row 3	20	1	1	A111	C
Row 4	547	1	1	A111	C
Row 5	547	1	2	A111	L
Row 6	547	1	3	A111	S
Row 7	50095411	1	1	Q111	C
Row 8	10000444	1	1	S111	C
Row 9	50098324	1	2	4210	V



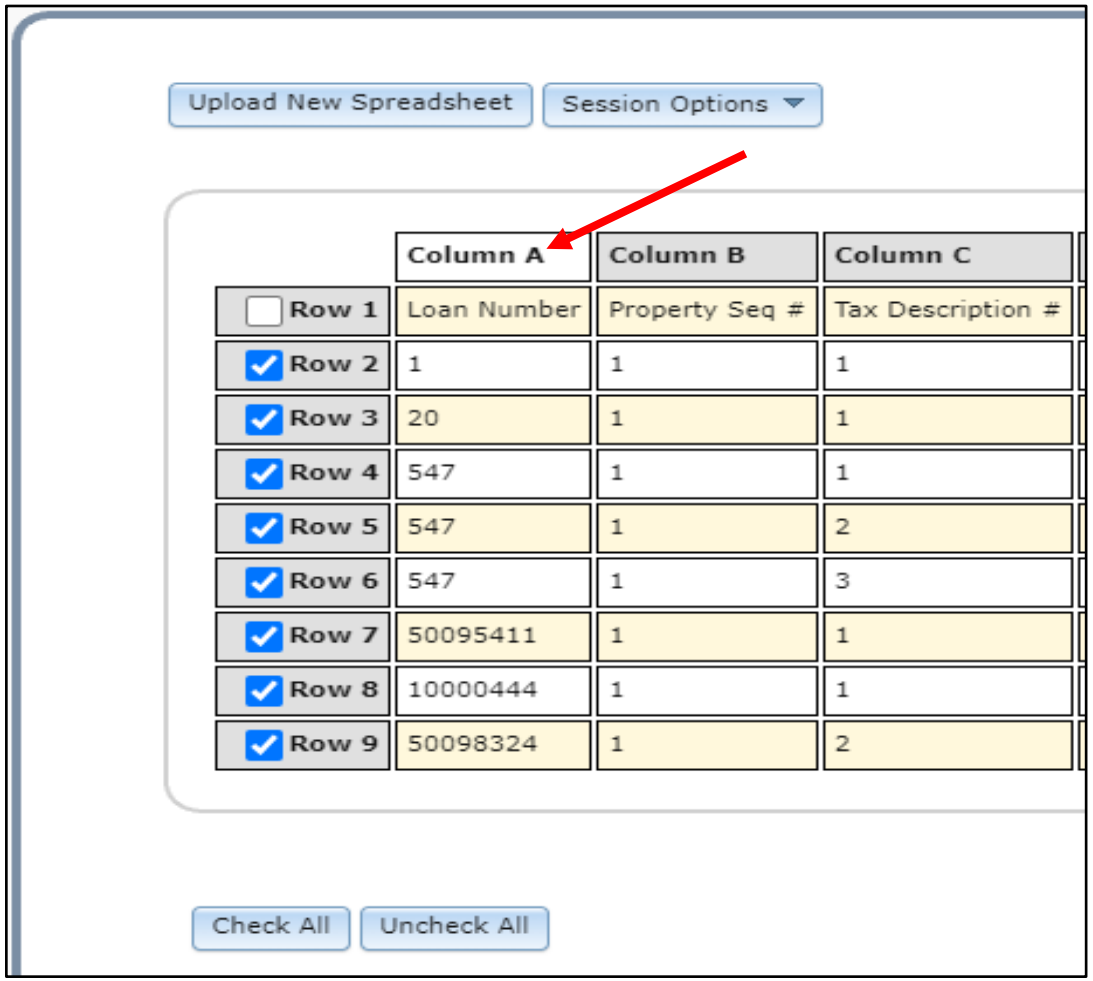
	ACCOUNT NUMBER	PROPERTY SEQ#	TAX DESCRIPTION#	PARCEL#
Row 1				
Row 2				
Row 3	20			
Row 4				
Row 5				
Row 6				
Row 7				
Row 8				
Row 9				

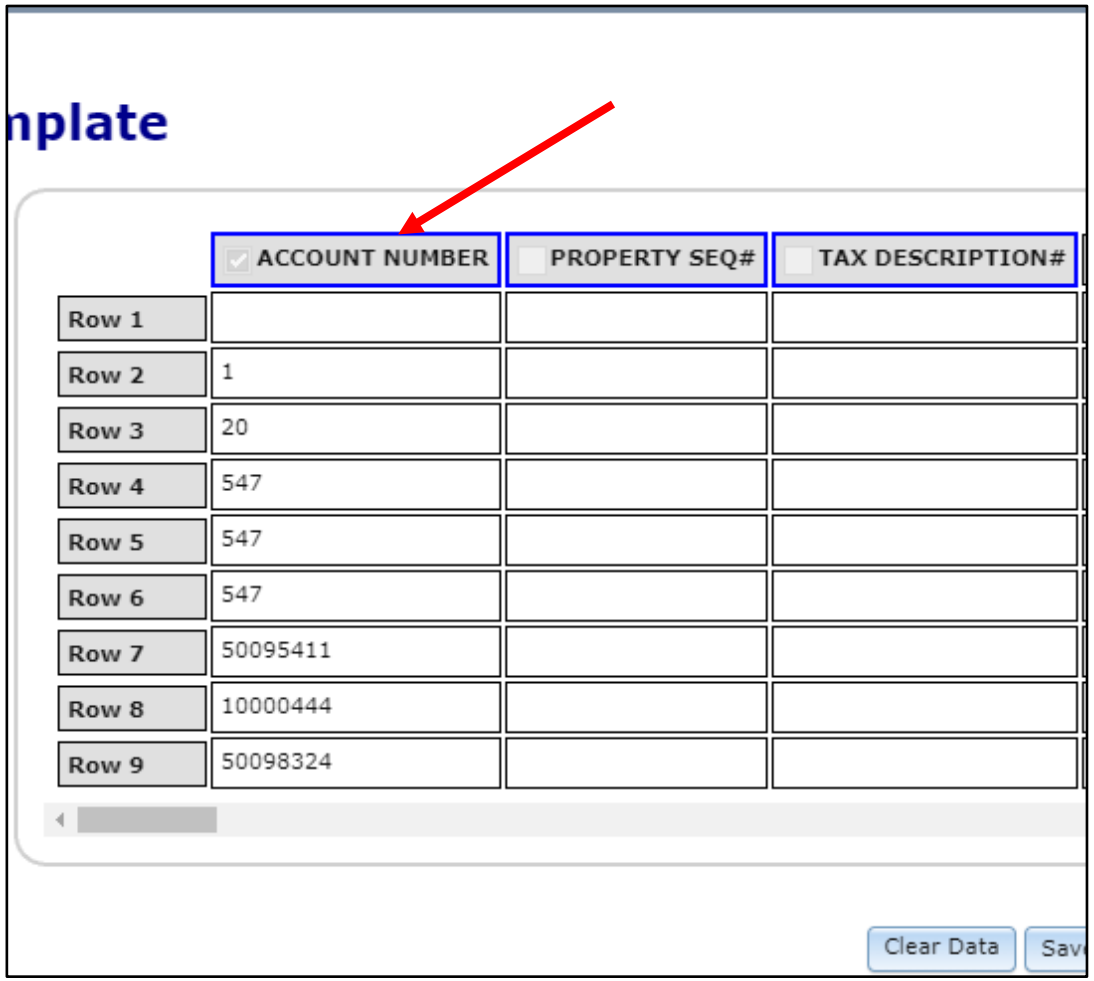
Row Highlighted in Uploaded Data	Copied Row in Template





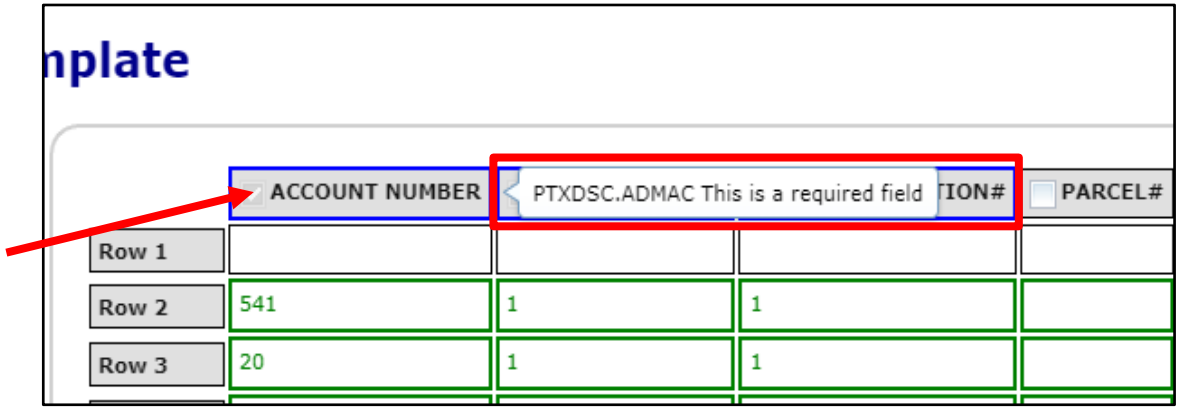
Column Highlighted in Uploaded Data	Copied Column in Template





Hint:

Hovering over a Column heading in the template shows where the information will be uploaded. The box shows the File and Field where the information is located separated by a period.



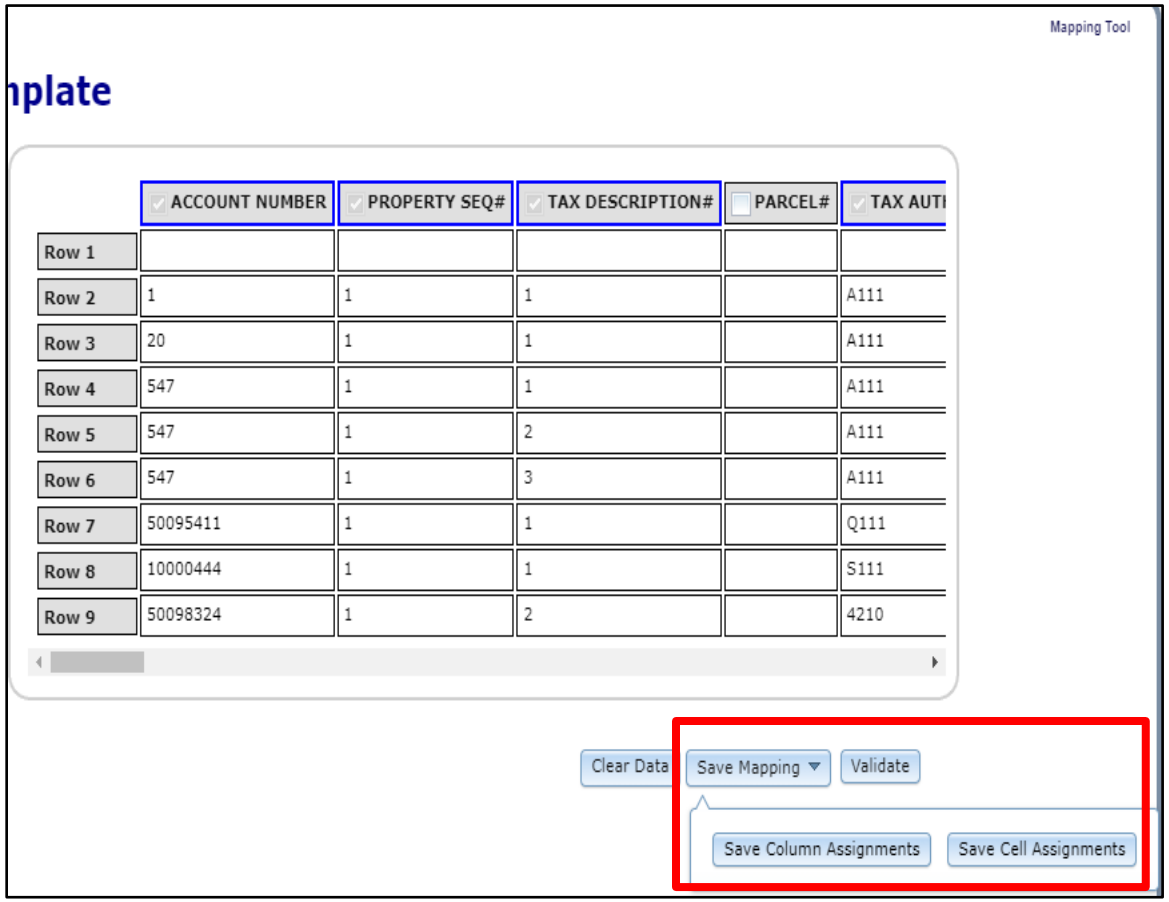
Also, columns with a Header outlined in Blue are required fields in the Mapping Tool Template.

Saving a Template Mapping

If a spreadsheet is submitted consistently using the same format, users have the ability to save the mapping once they have transferred the data to the template. This is accomplished using the **Save Mapping** button.

To save the mapped template for future use:

1. Format the data to the template.
2. Click on the Save Mapping button in the bottom right of the window.
3. Click on the Save Column Assignments button or the Save Cell Assignments, depending on what better fits the mapping you are saving.



Uploading the Saved Information

SPREADSHEET DATA – LEFT SIDE OF WINDOW	TEMPLATE FORMATTING – RIGHT SIDE OF WINDOW

Upload New Spreadsheet | Session Options

	Column A	Column B	Column C	Column D
Row 1	Loan Number	Property Seq #	Tax Description #	Tax Authority ID
Row 2	1	1	1	A111
Row 3	20	1	1	A111
Row 4	547	1	1	A111
Row 5	547	1	2	A111
Row 6	547	1	3	A111
Row 7	50095411	1	1	Q111
Row 8	10000444	1	1	S111
Row 9	50098324	1	2	4210

Check All | Uncheck All

nplate

	ACCOUNT NUMBER	PROPERTY SEQ#	TAX DESCRIPTION#	PARCEL#	TAX AUTI
Row 1					
Row 2	1	1	1		A111
Row 3	20	1	1		A111
Row 4	547	1	1		A111
Row 5	547	1	2		A111
Row 6	547	1	3		A111
Row 7	50095411	1	1		Q111
Row 8	10000444	1	1		S111
Row 9	50098324	1	2		4210

Clear Data | Save Mappi g | Validate

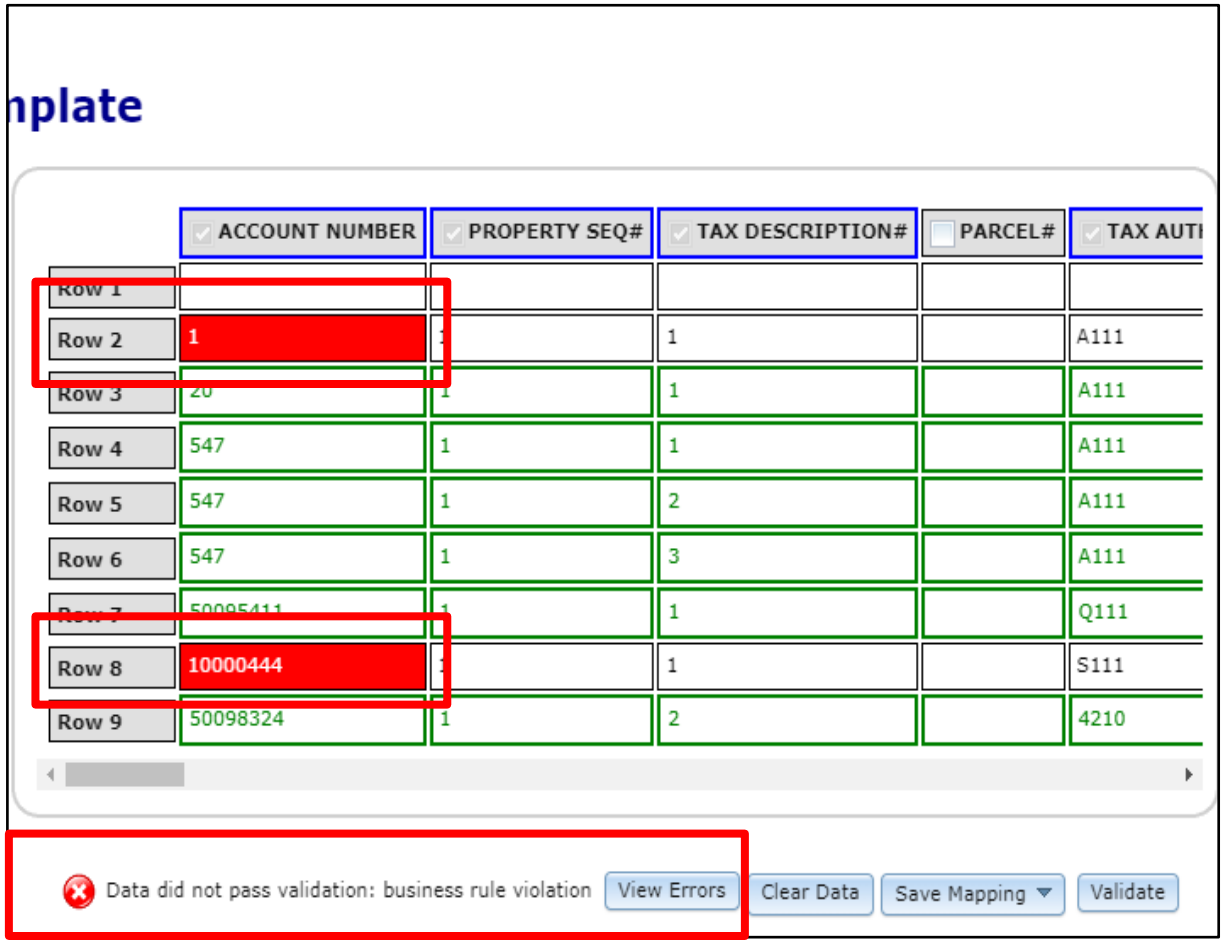
Validate Button

The **Validate** button executes the file and verifies the file in two ways.

- Data Types - ensures that fields match basic formatting rules set by the Mapping tool (numerical fields only contain numbers, dates are valid, etc.)
- Business Rule Violations - ensures that the data is consistent with the account itself (maturity date comes after start date, fields that are Yes/No fields in Strategy can only be a Yes or No, etc.)

Validate – Error Found

If the Mapping tool cannot validate the information, an error will be indicated in the template as well as at the bottom of the window to the left of the Clear Data button.

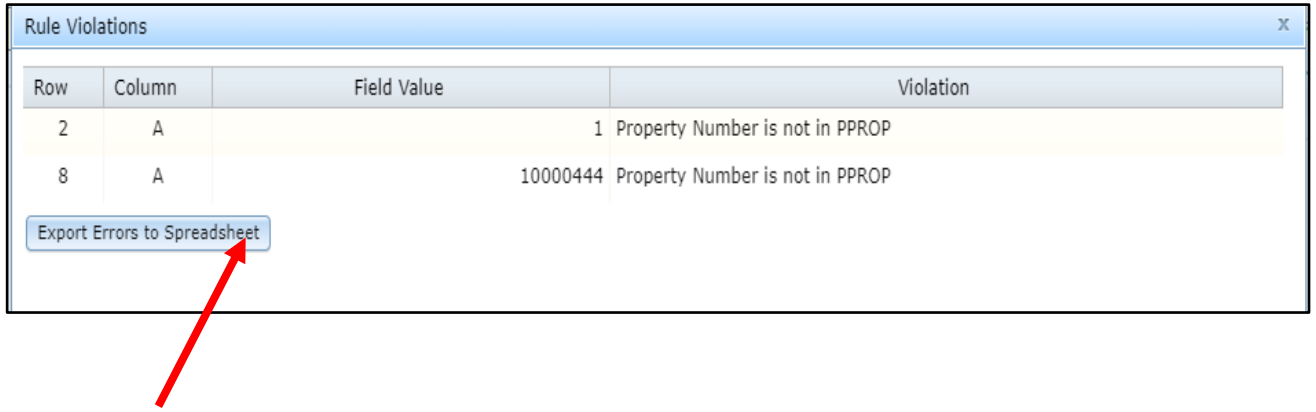


View Errors Window

From this window, users can view the errors in the data.

Users also have the ability to click the Export Errors to Spreadsheet button, which will export the rows that could not be validated, while leaving the error-free rows that can be uploaded.

Once the information has been exported to a spreadsheet, a link will appear allowing the user to open the spreadsheet to work with the data.



Corrections Made to Spreadsheet

Upload New Spreadsheet | Session Options

	Column A	Column B	Column C
Row 1	Loan Number	Property Seq #	Tax Description #
Row 2	541	1	1
Row 3	20	1	1
Row 4	547	1	1
Row 5	547	1	2
Row 6	547	1	3
Row 7	50095411	1	1
Row 8	100000444	1	1
Row 9	50098324	1	2

Check All | Uncheck All

nplate

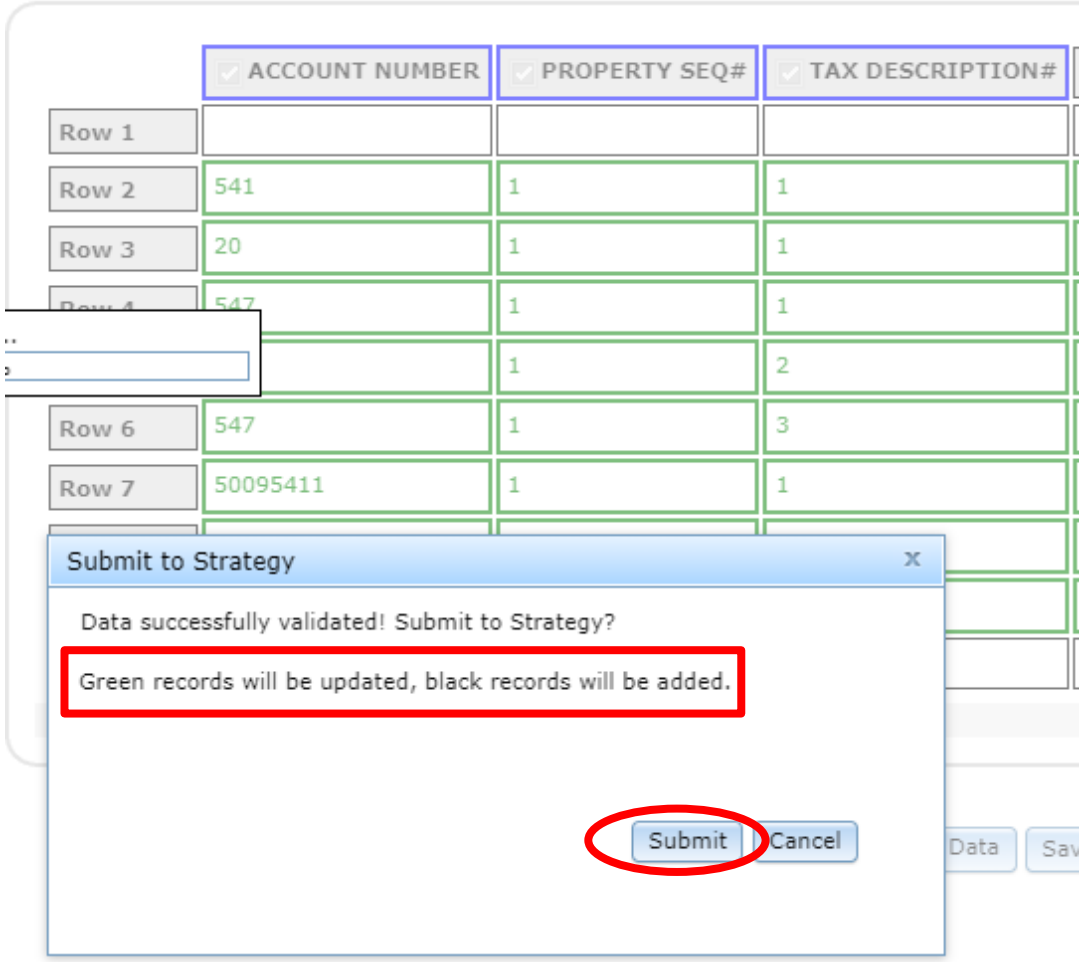
	ACCOUNT NUMBER	PROPERTY SEQ#	TAX DESCRIPTION#
Row 1			
Row 2	541	1	1
Row 3	20	1	1
Row 4	547	1	1
Row 5	547	1	2
Row 6	547	1	3
Row 7	50095411	1	1
Row 8	100000444	1	1
Row 9	50098324	1	2

Clear Data | Save

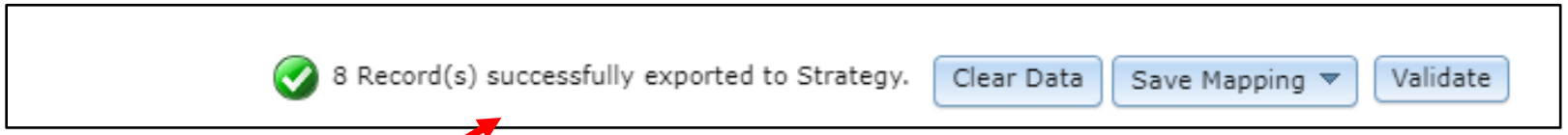
Submit to Strategy

The Tool shows instances where existing records have been updated in Green.

The Tool shows instances where no record existed, and a new record is created in Black.



After clicking the **Submit** button a message is displayed indicating that the records have been successfully uploaded to Strategy.



Once the records have been validated and Strategy has been updated with the new information, the uploaded record will go into file maintenance under the user name of the actual user.

Mapping Tool Tips

- The Mapping Tool does <u>not</u> support a password protected spreadsheet
- The Mapping Tool supports spreadsheets that have been saved as **.xls, .xlsx, and .xlsm** file types.
- Check the formatting of the cells in the spreadsheet
  - For example: Data that includes Numbers should be formatted as Number or Currency, <u>not</u> Accounting.
- The Excel spreadsheet should contain only the data you want to map. Extra data in the spreadsheet slows the upload process.
  - For example: hiding columns of data not being uploaded.
- If you are trying to upload a large amount of data, try loading it in small increments.
  - For example: If you are uploading a total of 1,000 rows, reduce it to uploading 250 rows at a time.

Mapping Tool Tips – cont.

- We recommend testing a few records prior to attempting the upload in Production.

Questions?