

Loan Entry Workbook

NOTE: Download the most current version of the Loan Entry Workbook from the Release Materials page for your current release.

Quick Start Guide

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Area	Sheet		Entered	Errored	Staged										
2																
3	Borrower & Contact Info	Borrower & Contact Info		2			Excel Validate		Performs Excel validations							
4																
5	Loan	Loan Contract Information		2												
6		Payment Information		2												
7		DIAL, Default Int, Split Comp		2												
8		Reporting Information		2			Strategy Validate		Performs Strategy validations							
9		YTD Amounts		2												
10		Commercial Loan Info		2												
11		Interest Reserve		2												
12							Stage Loans		Prepares loan information to be loaded into Strategy							
13	Property	Property & Collateral Info		1												
14																
17	Deferred Revenue	Deferred Revenue		2			Apply Profiles		For bulk loaded loan data applies default values as defined by the selected profile type							
18																
22	Tax	Tax Information														
23																
24	Insurance	Insurance Information		1												
25							Refresh Strategy Data		Updates the workbook with latest data from the Strategy database							
26	Reserve	Reserve Information														
27																
28	ARM	Adjustable Loan Information		1												
29																
32	Investor	Investor Information		1			Import		Imports data from an existing New Loan Entry workbook							
33																
34		Total loans in error:														

1- Control tab - First tab contains buttons to launch Excel Validation, Strategy Validation, Stage Loans, Apply Profiles and Refresh Drop down values as well as track loans entered, errors found, and loans staged.

- 1) The first step in loading loans using the Loan Entry Workbook is to populate Codes and Vendors in the PINFO sheet, and Update using the **Refresh Strategy Data** button on the Control tab.
 - a) Review loans to be added for Vendors and code values
 - b) Update Codes and Vendors in Strategy (Version 1, notify McCracken to request an updated spreadsheet)
 - c) Upload the Codes and Vendors to the Loan Entry workbook (Version 1, performed by McCracken)
- 2) If using Profiles - Review/Update/Create Profiles
 - a) Name your Profiles /defaults on the tab labelled +Loan Profiles, +Investor Profiles
 - b) For each Profile tab (+Borrower Contact Info, +Loan Contract Information, +Payment Information, etc.) enter a record for each Profile type defining the default values for the fields.
 - c) If you make changes to a Profile, you can return to the Control tab and click on '**Apply Profiles**' to update loans with Profile info.

Note: Apply Profiles will overwrite data in any field where a default value is defined in a Profile.

- d) All Profiles will be updated when **Apply Profiles** is selected. Be sure that you apply Profiles first and then reset any values that may vary for a particular loan.

NOTE: Data can be entered using the following methods:

- Data can be entered manually - immediate validation will occur
- Data can be loaded via an external data source – Use bulk load validations.
- Data can be copied or pasted into the spreadsheet – Use Paste Values to preserve spreadsheet functions, and use bulk load validations.

	A	B	C	D	E
	Errors	Loan Profile Type	Loan Number	Borrower Name Format	Company Name
1					
2	errors	Yellow column header means required.	csln	csalph	ndcnam
3			NUMERIC(9)	CHAR(1) CA	CHAR(40)
4	Begin on Line 5				Row 2 is field name Row 3 is data type and field
5		Master Servicing Loans	444444444		Loan 444444444 will automatically be populated on the
6		Master Servicing Loans	667666666		Loan Contract Information, Payment Information, DIAL,
7		Loans due with a Daily Frequency			Default Int, Split Comp, Reporting Information, YTD
8		Loans with Default Interest			Amount, Commercial Loan Info, and Interest Reserve
9		Loans due twice a Calendar Month			tabs in Row 5.
10		Loans Due only at Maturity			
11		Short Term Loans			
12		FHA/HUD Loans			
13		IRP Loans			

To clear data highlight the data to be removed and hit delete.
DO NOT delete entire rows or columns - this will change the integrity of embedded formulas.

3- Begin entering loan data on the Borrower & Contact Info sheet, loading the data for the first loan in Row 5. Selecting a Profile in column B will default field values defined for the selected Profile. The same loan number should appear in the same row on every loan level sheet listed below in the Note.

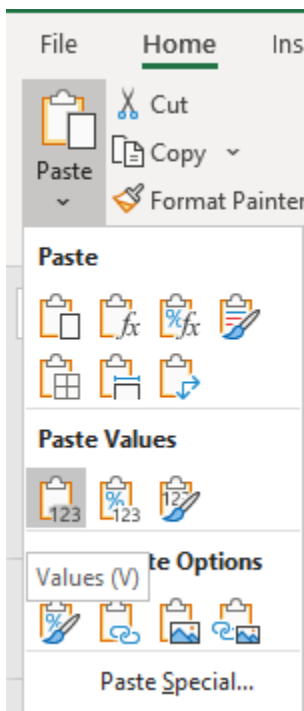
Note: Do not delete rows or columns from the spreadsheet. When entry into the workbook is completed, the following sheets within the workbook should have the same number of rows and loan numbers should consistently appear in the same row from sheet to sheet in the workbook.

- Borrower & Contact Info
 - Loan Contract Information
 - Payment Information
 - DIAL, Default Int, Split Comp
 - Reporting Information
 - YTD Amounts
 - Commercial Loan Info
 - Interest Reserve
- Field Descriptions appear in Row 1 of the Spreadsheet. Row 2 displays the database field name, Row 3 the data type and field length.
 - Yellow highlighted fields mean the field in the column is required. Please note there may be other conditionally required fields.
 - Fields populated by Codes and Vendors will present with a drop down.
 - Popup boxes provide direction on the population of the field, e.g. Original Loan Date displays ‘The date of the loan closing’.

g) The following Loan Entry sheets can be left blank when completing loan information. If you are entering a loan and there is no information for one of the following worksheets for that loan, you do not have to enter information on these tabs. e.g. If you are entering three loans using the spreadsheet: Loans 111, 222 and 333, and only Loan 222 is an Adjustable Rate loan. Loan 222 would go in Row 5 of the Adjustable Loan Information worksheet.

- i) Property & Collateral Info
- ii) Deferred Revenue
- iii) Tax Information
- iv) Insurance Information
- v) Reserve Information
- vi) Adjustable Loan Information

Note: Reminder that the loan number is not automatically populated on the sheets listed above in items g) i-vi.




h) When using **Copy/Paste** to populate data, use **Paste Values** so that spreadsheet formatting remains in place.

i) **Do NOT delete entire columns or rows instead highlight the column or row and use the delete key to clear data. Deleting a column or row using a right mouse option may inadvertently invalidate formulas within the spreadsheet.**


4) Validate Loans

- a) Use the Control sheet, and click the **Excel Validate** button – this step verifies that the data type and length is correct for the column entered.
- b) Use the **Strategy Validate** to confirm that Strategy business rules are followed: Code entered is in PINFO, conditional fields are entered.

 Save

[More options...](#)

- 7) Create a copy saving as a standard Excel workbook with the file extension .XLSX.

 Save

[More options...](#)

- 8) Open the Mapping Tool
- Select the spreadsheet.xlsx file saved in Step 7.
 - Upload file
 - Select the '**Loan Entry – All (Automated)**' Template
 - Select **Load in Batch**
 - The system will do an initial upload of the Staged Loans and will notify you if there are validation errors.
 - If there are no errors, click the **Submit** button to send loans to Strategy's New Loan Interface files (the 'N' Files). (Clicking **Cancel** cancels the Upload of the loans).
- 9) Once you receive the successful upload message, use Strategy's New Loan Interface utility to upload to New Loan Entry.
- Use **Tools>Utilities>Loan Entry Interface**
 - Enter a Loan Entry Batch #, and click **OK**.
 - This step moves the loans New Loan Entry (the 'PS Files').
 - Name and Address and Collateral records are created based on information in NCIF and NPROP.
 - Strategy defaults some data points based on other data entered, for example: The Accrued Through Date is set to the day before the Accrual Start Date entered for the loan.

Overview of the Sheets Provided in the Loan Entry workbook

Loan Entry Workbook Sheets

Operational	Data Entry	Profile Setup/Entry
Control	Borrower & Contact Info	+Loan Contract Information
Validation Results	Loan Contract Information	+Payment Information
	Payment Information	+DIAL Default Int. Split Component
	DIAL Default Int. Split Component	+Reporting Information
	Reporting Information	+YTD Amounts
	YTD Amounts	+Commercial Loan Info
	Commercial Loan Info	+Interest Reserve
Maintenance	Interest Reserve	+Adjustable Loan Information
Translate	Property & Collateral Information*	+Investor Information
Dictionary	Deferred Revenue*	
PINFO	Tax Information*	
+Loan Profiles	Insurance Information*	
+Investor Profiles	Reserve Information*	
	Adjustable Loan Information*	
	Investor Information	

*Sheets can be left blank when completing the spreadsheet for a loan.

Other Maintenance Sheets

Translate Tab

When bulk loading data from different sources code values may differ from those defined in PINFO. The Translate tab allows users to build a translation from what the code values in the originating system should be for Strategy.

File Name	Column Name	Original Value	Original Description	Strategy Value	Strategy Description		
PMASTR	CMPRT	34	AL, IL	H	HEALTHCARE		Translate Values
PMASTR	CMPRT	35	AL, MC	H	HEALTHCARE		
PMASTR	CMPRT	36	AL, MC, IL	H	HEALTHCARE		
PMASTR	CMPRT	21	Apts FHA Section 8	01	MULTIFAMILY		
PMASTR	CMPRT	14	Assisted Living	H	HEALTHCARE		
PMASTR	CMPRT	28	FHA Orphanage	H	HEALTHCARE		
PMASTR	CMPRT	23	Hospital	H	HEALTHCARE		
PMASTR	CMPRT	15	Independent Living	H	HEALTHCARE		
PMASTR	CMPRT	31	Memory Care	H	HEALTHCARE		
PMASTR	CMPRT	16	Multifamily - Fannie Mae	01	MULTIFAMILY		
PMASTR	CMPRT	37	Multifamily - FHA	01	MULTIFAMILY		
PMASTR	CMPRT	38	Multifamily - USDA	01	MULTIFAMILY		
PMASTR	CMPRT	13	Nursing Home	H	HEALTHCARE		
PMASTR	CMPRT	24	Seniors - Fannie Mae	H	HEALTHCARE		
PMASTR	CMPRT	39	SNF	H	HEALTHCARE		
PMASTR	CMPRT	40	SNF, AL	H	HEALTHCARE		
PMASTR	CMPRT	41	SNF, AL, IL	H	HEALTHCARE		
PMASTR	CMPRT	42	SNF, AL, MC	H	HEALTHCARE		
PMASTR	CMPRT	43	SNF, AL, MC, IL	H	HEALTHCARE		
PMASTR	CMPRT	44	SNF, IL	H	HEALTHCARE		
PMASTR	CMPRT	45	SNF, MC	H	HEALTHCARE		
PMASTR	CMIB	A	30/360	ABC	360 DAYS/30 DAY MOS		
PMASTR	CMIB	C	Actual/360	B66	360 DAYS/ACTUAL DAY MOS (2/29)		
PMASTR	CMIB	F	360 - Day Year	B66	360 DAYS/ACTUAL DAY MOS (2/29)		

Using the Translate sheet, for each value being translated enter a row in the spreadsheet with the following values in Columns A-F.

- Enter the Strategy file name into Column A or File Name and the Strategy field name into Column B, Column Name. These are required fields.
- You can verify the file and field names using the Dictionary tab.
- The values from the Originating data, should be entered in Column C.
- The Original Description in Column D is optional and represents an expanded definition of the originating data code similar to the Full or Short Descriptions in Strategy's PINFO table describing the code to be translated.
- Enter the appropriate Strategy Value to replace the originating data code in Column E. If the field represented by Column A and B is populated using PINFO the value entered should be a valid PINFO value for that field. .
- Column F represents the Full or Short Description from PINFO and is optional.

When the list of translations has been completed selecting the **Translate Values** button updates the values in the columns associated with the File and Column Name entered, from the Original Value to the Strategy Value.

Dictionary Tab

Represents Strategy's data dictionary. Information shown here is used to populate the Hint boxes that display when hovering over a field in the loan entry sheets.

	TABLERNAME	COLUMNNAME	00003	LABEL	DATATYPE	LENGTH	SCALE	PINFOCODE
376	PCIF	CSLN	LOAN NUMBER		ZONED	9	0	
377	PCIF	CSCIFN	C.I.F. #	Additional Loan ID	CHAR	12	0	
378	PCIF	CSDEL	REC STATUS CODE		CHAR	1	0	
379	PCIF	CS1098	1098 CODE Y/N	1098	CHAR	1	0	YN
380	PCIF	CSCBS1	CREDIT BUREAU REPORT 1	Acct Status 1st Month	ZONED	2	0	
381	PCIF	CSCBS2	CREDIT BUREAU REPORT 2	Acct Status 2nd Month	ZONED	2	0	
382	PCIF	CSCBS3	CREDIT BUREAU REPORT 3	Acct Status 3rd Month	ZONED	2	0	
383	PCIF	CSCBTT	CREDIT BUREAU STAT CODE	Transaction Type	ZONED	1	0	CT
384	PCIF	CSBPD	CREDIT BUREAU PAYOFF DISP	Payoff Disposition	NUMERIC	1	0	CP
385	PCIF	CSCBPD	CREDIT BUREAU PAYOFF DISP		ZONED	1	0	CP
386	PCIF	CSPRC	ANTICIPATORY BILLING		CHAR	1	0	
387	PCIF	CSIOEW	IOE WITHHOLD FLAG (Y/N)	IOE Withhold	CHAR	1	0	YN
388	PCIF	CSSCMN	COMMITMENT #	Commitment #	ZONED	9	0	
389	PCIF	CSLMC	MAILING ADDRESS CODE	Loan Address Mailing Type	CHAR	1	0	
390	PCIF	CSDELQ	1ST DELQ NOTICE CYMD		PACKED	8	0	
391	PCIF	CSCMSQ	COMMITMENT SEQUENCE #	Commitment Seq #	ZONED	3	0	
392	PCIF	CSEMID	EMPLOYEE IDENTIFICATION	Employee ID	ZONED	9	0	
393	PCIF	CSBLAD	BILL ADDRESS CODE	Billing Address Type	CHAR	12	0	
394	PCIF	CSBLSQ	BILL SEQUENCE #	Billing Seq #	ZONED	3	0	
395	PCIF	CSLOANNM	LOAN NAME	Loan Name	CHAR	40	0	
396	PCIF	SYS CRT	Date/Time created (system)		DATETIM	26	0	
397	PCIF	SYSUPD	Date/Time updated (system)		DATETIM	26	0	
398	PCIF	SYS CRTBY	Created by user (system)		CHAR	10	0	
399	PCIF	SYSUPDBY	Updated by user (system)		CHAR	10	0	
400	PCIF	PGM CRTBY	Created by program		CHAR	10	0	
401	PCIF	PGMUPDBY	Updated by program		CHAR	10	0	

PINFO Tab

The PINFO tab contains the System Information values from the Strategy library. This table is retrieved via an API which queries the Strategy database..

Values from the PINFO Tab populate the drop down values throughout the loan entry sheets. The **Update Strategy Data** button on the Control sheet, updates the drop downs throughout the loan entry sheets from the data on this sheet.