

Detailed Reporting Trial Balance (DRTB) Job Aid

July 15, 2013

This job aid is intended to assist servicers in the use of the Detailed Reporting Trial Balance (DRTB) in Message Manager.

This job aid will provide information on:

- the DRTB (overview)
- the submission frequency of the completed Form 473
- Form 473
- preparing to use the DRTB
- timeline for using the DRTB
- steps on how to use the DRTB

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About the DRTB

The Detailed Reporting Trial Balance (DRTB) provides Detailed Reporting servicers with a monthly list of loans, and the respective status of each, to reconcile their Detailed Reporting loan portfolio against Fannie Mae's records. The DRTB is available in Message Manager on the second business day of each month reflecting Fannie Mae's records as of the close of business on the first business day of each month, corresponding to your end-of-month records.

While the DRTB was added to Message Manager in January 2013, Fannie Mae has continued in the interim to accept your monthly Trial Balances, performing a comparison against our database, and reporting back to you exceptions that require explanation and/or remediation.

Beginning in August 2013 (using July's month-end data), Fannie Mae will no longer perform the monthly Trial Balance comparison. You will be required to independently complete your portfolio reconciliations, including the details of each exception provided, using Fannie Mae Form 473 (Schedule 1, Reconciliation of Mortgage Portfolio) available in the [Fannie Mae Servicing Guide](#) located on FannieMae.com.

Submissions of Form 473 to Fannie Mae

Per [Fannie Mae Servicing Guide](#), Part X, Ch. 1, 104.01, "Submission of Formal Reconciliations," you may be required to submit the completed Form 473 to Fannie Mae monthly or less frequently at Fannie Mae's discretion. Your IR business analyst will provide you instructions concerning the submission frequency and applicable activity month.

NOTE: *Servicers of Summary Reporting portfolios are already required to use Form 473 for reconciling their loan portfolios. As noted above, servicers of Detailed Reporting portfolios will also reconcile their portfolios on Form 473; however, the "Fixed Installment" and "Effect on Shortage/ Surplus" columns will not be applicable for Detailed Reporting portfolios. All other columns, including "Loan Count" and Unpaid Principal," will be applicable to Detailed Reporting (see example in Figure A – Sample Form 473 (Schedule 1, Reconciliation of Mortgage Portfolio) below).*

Figure A – Sample Form 473 (Schedule 1, Reconciliation of Mortgage Portfolio)



				Month Reconciled		
				Servicer Number		
Schedule 1						
Reconciliation of Mortgage Portfolio						
<input type="checkbox"/> A/A <input type="checkbox"/> S/A				Portfolio Totals per Servicer's Records		Page <input type="text"/> of <input type="text"/>
Fannie Mae Loan Number	F/S	Explanation of Differences	Age (days)	Fixed Installment	Loan Count	Unpaid Principal
				X		
						X

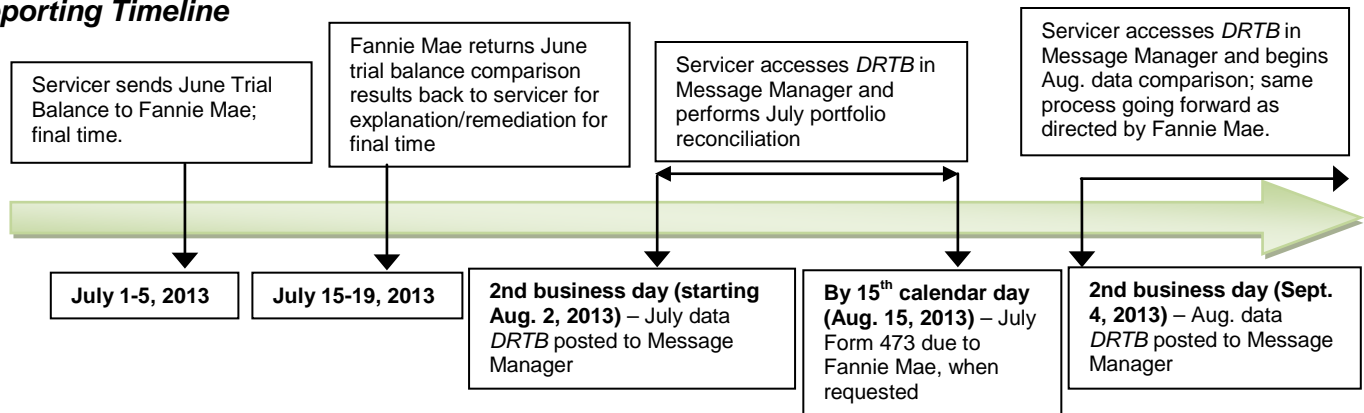
Preparing for DRTB Reconciliations

You will need to determine:

- how your business processes will change (including accessing the DRTB in Message Manager, and considering automated versus manual reconciliations)
- who will be responsible for performing the reconciliation
- who will be responsible for submitting the completed Form 473 on the timeline requested by Fannie Mae

Below is a timeline for the transition from the current process to the new process using the DRTB in Message Manager:

Reporting Timeline



Dates	Actions	Responsible Party
July 1-5, 2013	Send June Trial Balance to Fannie Mae for May data comparison	Servicer
July 15-19, 2013	Fannie Mae returns Trial Balance exceptions to Detailed Reporting servicer for explanation and remediation	Fannie Mae
Business day 2	DRTB available in Message Manager	Fannie Mae
Business day 2 through Calendar day 15 (starting August 2, and going forward)	Perform reconciliation on previous month's data	Servicer
Calendar day 15 (starting August 15 and going forward)	Form 473 detailing exceptions submitted back to Fannie Mae's IR Analyst, when requested	Servicer
After Calendar day 15 (starting August 15 and going forward)	Form 473 reviewed and exceptions monitored for remediation	Fannie Mae

Considerations

There are several differences between your current Trial Balance report format (Figure B), and Fannie Mae's DRTB in Message Manager (Figure C).

Those differences are:

- “O/S UPB” (Column C in Figure B) is the same data point as “Loan Actual UPB” (Column D in Figure C)
- “Pymt Amt” (Column G in Figure B) is the same data point as “Loan P and I Amt” (Column G in Figure C)
- The maturity date (“Mat Date” in Column F in Figure B) is not included in the DRTB
- We include “Loan LPI Date” and “Effective Date of the Last LAR” in the DRTB (Columns H and I, respectively, in Figure C)

Figure B – Sample Detailed Reporting Servicer Trial Balance sent to Fannie Mae

	A	B	C	D	E	F	G	H	I
1	Svr #FNMA Loan #		O/S UPB	Note Rate	PTR	Mat Date	Pymt Amt	Gross Int	05/08/2013
2	179493820	4007637687	16294.18	0.052500	0.050000	12/01/2016	188.91	32.81	05/08/2013
3	179493820	4007637690	7914.73	0.050000	0.047500	12/01/2016	460.64	7.59	05/08/2013
4	179493820	4007637689	27064.96	0.042500	0.040000	12/01/2016	308.43	22.06	05/08/2013

Figure C – Sample Fannie Mae DRTB in Message Manager

	A	B	C	D	E	F	G	H	I
1	Servicer Number	Servicer Loan ID	Fannie Mae Loan Number	Loan Actual UPB	Note Rate	LPT Rate	Loan P and I Amt.	Loan LPI Date	Effective Date of the Last LAR
2	133277938	90075706-1	4003262702	35651.74	0.0575	0.055	138.89	4/16/2013	4/16/2013
3	133277938	90117133-1	4004067031	94279.93	0.05875	0.05625	354.93	4/23/2013	4/23/2013
4	133277938	90094861-1	4003335025	146181.4	0.05125	0.04875	528.16	4/16/2013	4/16/2013

DRTB Step-by-Step Instructions

As of the July 2013 reporting (occurring in August), follow these steps:

Step 1. Access Message Manager on the second business day of the month. If you have not already bookmarked it, a link to launch the application can be found on the [Message Manager home page](#) on FannieMae.com.


NOTE: Your user name and password grants you access based on your five-digit Servicer Number.

Step 2. Under Message Types, scroll to and select “Detail Reporting Trial Balance.” Click Submit.

Step 3. Double-click the link provided for the desired “Detail Reporting Trial Balance” (the list defaults to display reports for the most recent for the current reporting period at the top).

Step 4. Save the zip file to your desired location.

Step 5. Open the zip file.



Step 6. Open the comma-separated values file (csv).

Step 7. Highlight the first column.

Step 8. Under the Data tab, select “Text to Columns.”

Step 9. Select the “Delimited” radio button, and click “Next.”

Step 10. Unselect “Tab” and select “Other”. In the field provided, type the pipe symbol (|). Click Next.

NOTE: *To enter the pipe symbol, press and hold the “Shift” key and press the backslash key above “Enter” on your keyboard.*

Step 11. Click Finish.

Step 12. Perform reconciliation against servicer Trial Balance data.

Step 13. Complete Form 473 as instructed in the Fannie Mae Servicing Guide.

For More Information

For more information, contact your Fannie Mae Investor Reporting business analyst.