



Detailed Reporting Trial Balance (DRTB) Job Aid

January 27, 2017

This job aid is intended to assist servicers in the use of the Detailed Reporting Trial Balance (DRTB) in Fannie Mae Connect™.

This job aid will provide information on:

- The DRTB (overview)
- The submission frequency of the completed Form 473
- Form 473
- The DRTB Reporting Timeline
- DRTB Reconciliation Steps

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About the DRTB

The Detailed Reporting Trial Balance (DRTB) provides you as a Detailed Reporting servicer with a monthly list of loans, and the respective status of each, to reconcile your Detailed Reporting loan portfolio against Fannie Mae's records. The DRTB is available in Fannie Mae Connect 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.

You are 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 [Single-Family Selling & Servicing Guide Forms](#) located on FannieMae.com.

Submissions of Form 473 to Fannie Mae

Per the [Completing the Reconciliation of Mortgage Portfolio - Schedule 1 \(Form 473\) Job Aid](#), you may be required to submit the completed Form 473 to Fannie Mae monthly or less frequently at Fannie Mae's discretion. Your Investor Reporting (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 are also required to reconcile their portfolios on Form 473; however, the "Fixed Installment" and "Effect on Shortage/ Surplus" columns are not applicable for Detailed Reporting portfolios. All other columns, including "Loan Count" and "Unpaid Principal," are 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

A/A S/A

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

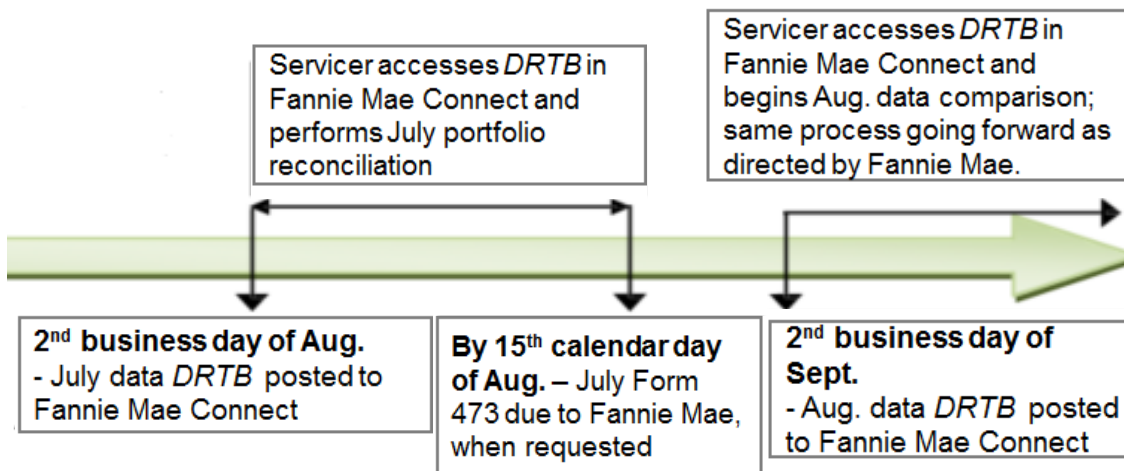


DRTB Reconciliations

You need to establish:

- Who is responsible for performing the reconciliation
- Who is responsible for submitting the completed Form 473 on the timeline requested by Fannie Mae

Reporting Timeline Example



DRTB Step-by-Step Instructions

Follow these steps:

Step 1. Access Fannie Mae Connect 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 [Fannie Mae Connect 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 Investor Reporting Manual.

For More Information

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