



Fannie Mae®

Cash Remittance System (CRS™) User Guide
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Table of Contents Cash Remittance System (CRS™) User Guide.....1

1 Getting Started.....4

| | | |
|------|--|---|
| 1.1 | What is the Cash Remittance System?..... | 4 |
| 1.2 | Business Overview..... | 4 |
| 1.3 | Prerequisites..... | 4 |
| 1.4 | Technology Manager for Administrators..... | 4 |
| 1.5 | Becoming a Registered CRS User..... | 4 |
| 1.6 | Accessing CRS..... | 5 |
| 1.7 | CRS Basics..... | 7 |
| 1.8 | Data Entry Tips..... | 7 |
| 1.9 | Saving Information..... | 8 |
| 1.10 | Printing..... | 8 |
| 1.11 | Exiting CRS..... | 8 |
| 1.12 | Getting Help..... | 8 |

2 Setting Up Reference Information.....8

| | | |
|-------|---|----|
| 2.1 | Entering Contact Information..... | 8 |
| 2.2 | Enter Drafting Instructions..... | 10 |
| 2.2.1 | Entering New Drafting Instructions..... | 10 |
| 2.2.2 | Updating Drafting Instructions..... | 11 |
| 2.2.3 | Cloning Drafting Instructions..... | 11 |
| 2.2.4 | Deleting Current Drafting Instructions..... | 11 |
| 2.2.5 | Deleting Requested Drafting Instructions..... | 12 |

3 Processing and Monitoring Draft Requests.....12

| | | |
|-------|---|----|
| 3.1 | Processing Draft Requests..... | 12 |
| 3.1.1 | Entering a Draft Request..... | 12 |
| 3.1.2 | Modifying a Draft Request..... | 14 |
| 3.1.3 | Deleting a Draft Request..... | 15 |
| 3.2 | Importing a Batch File of Draft Requests..... | 16 |
| 3.3 | Reports..... | 16 |
| 3.3.1 | Drafting Instructions Report..... | 17 |
| 3.3.2 | Draft Request Report..... | 17 |

Appendix A: Remittance Codes.....19

Appendix B: Batch File Layout.....21



Table of Figures

| | |
|---|----|
| Figure 1: CRS Home page on FannieMae.com for Single Family..... | 5 |
| Figure 2: CRS Home page on FannieMae.com for Multi Family | 6 |
| Figure 3: CRS Main Menu Screen..... | 7 |
| Figure 4: CRS Contact Information..... | 9 |
| Figure 5: CRS Draft Instructions Screen..... | 10 |
| Figure 6: CRS Draft Request Screen..... | 12 |
| Figure 7: CRS Add Draft Request Screen..... | 13 |
| Figure 8: CRS Pending Draft Requests Screen..... | 14 |
| Figure 9: CRS Modify/Delete Draft Request Screen | 15 |
| Figure 10: CRS Import Screen..... | 16 |
| Figure 11: CRS Report Screen | 17 |



1 Getting Started

1.1 What is the Cash Remittance System?

The Cash Remittance System (CRS) allows a user to set up drafting information and transmit Fannie Mae remittances via the Internet. Using CRS:

- Designate the contact person that Fannie Mae should call with questions about specific accounts or remittances
- Define the bank accounts to be electronically debited or credited
- Enter Draft Requests using the online web pages or import a file of Draft Requests to FannieMae
- Produce reports to verify Drafting Instructions and Draft Requests

1.2 Business Overview

CRS has two basic functions:

- Setting up reference information
- Processing Draft Requests

1.3 Prerequisites

In order to use CRS, users must be:

- Familiar with using Microsoft Windows® based applications
- Registered with Fannie Mae as a CRS user and have a valid CRS user ID and password

Microsoft Windows and Internet Explorer® are registered trademarks of Microsoft Corporation.

1.4 Technology Manager for Administrators

For assistance with Technology Manager Administrator registration or user administration, visit the Fannie Mae Technology Manager page, [here](#) for single-family users, and [here](#) for multifamily users. An Administrator registration form, job aids, eLearnings and other training resources can be found in Technology Manager page.

If live assistance is required, please call Fannie Mae at 800-2FANNIE (800-232-6643). Assistance is available 24 hours a day, seven days a week.

1.5 Becoming a Registered CRS User

First time CRS user? If so, contact the designated Technology Manager Administrator within the company to discuss CRS registration. Only Administrators can set up and manage application access for users. Once registered, set up passwords and update personal profile via Technology Manager.

For any questions about using Technology Manager, access Fannie Mae's [Single Family Technology Manager page](#) or the [Multifamily Technology Manager page](#) for additional resources. To submit the Data Access Authorization Form to the Fannie Mae Technology Registration Group, a copy is located [here](#) for single-family users and [here](#) for multifamily users.



1.6 Accessing CRS

To access CRS, go to the Cash Remittance System home page on FannieMae.com, located at:

- www.fanniemae.com/singlefamily/cash-remittance-system
- www.fanniemae.com/multifamily/cash-remittance-system

Click on the “Launch App” button on the Single Family Cash Remittance System home page.

Home / Cash Remittance System

Applications & Technology

Cash Remittance System

Set up your accounts to electronically transmit Fannie Mae remittances online

The Cash Remittance System (CRS) enables lenders to set up their Banking Instructions and submit their Fannie Mae remittance requests online. CRS allows lenders to enter and maintain banking instructions used to draft various types of remittances and to enter the amounts of specific payments made by lenders to Fannie Mae. This information is used to draft Lender accounts.

[Launch App](#) [Manage Account](#)

[Help & Training](#)

[Release Notes](#)

[Technology Manager](#)

Cash Remittance System Availability

You may edit any draft requests until 4:00 p.m. Eastern Time on the business day preceding the effective draft date.

[All Technology Application Availability](#)

Figure 1: CRS Home page on FannieMae.com for Single Family

Click on the “Launch App” button on the Multi Family Cash Remittance System home page.



Fannie Mae
Business Partners Homeowners & Renters About Us Research & Insights Newsroom Careers Contact Us Login

MULTIFAMILY Financing Options Communications, Documents & Forms Apps & Tech News & Insights Learning Center Investing About

Fannie Mae COVID-19 Response

Cash Remittance System

Designate specific bank accounts from which Fannie Mae cash remittances can be automatically drafted.

Login New user?

Multifamily Fannie Mae lenders use the Cash Remittance System™ (CRS™) to designate specific bank accounts from which Fannie Mae cash remittances can be automatically drafted.

Availability Status

You may edit any draft requests until 4:00 p.m. on the business day preceding the effective draft date.

Reports

You may print customized draft instruction and draft request reports with data for the previous 100 days using selection criteria that you define. You may use this feature to confirm the amounts to be drafted.

Reports are now available through [Fannie Mae Connect](#).

Additional Resources

Release Notes

[Cash Remittance System Release | Sept. 9, 2017](#)

Related Applications

[CESIR](#)

[Defeasance Calculator](#)

[DUS Navigate](#)

[eServicing](#)

Figure 2: CRS Home page on FannieMae.com for Multi Family

Similarly, access the application directly using this URL: <https://fapt.efanniemae.com/crs>. Feel free to bookmark this URL in browser for quick access to the application.

NOTE: Be aware that:

- * CRS is designed for optimal use in Internet Explorer 11.0
- * Users must be connected to the Internet
- * Users must access CRS via a web browser, such as Internet Explorer
- * Pop ups must be enabled for this site
- * Login must be with a valid CRS user ID and password

The application will open to the CRS login page in a separate browser window via Single Sign On (SSO).



Enter a CRS user ID, password and click “Login.” The application will open to the Main Menu (Figure 3 below).

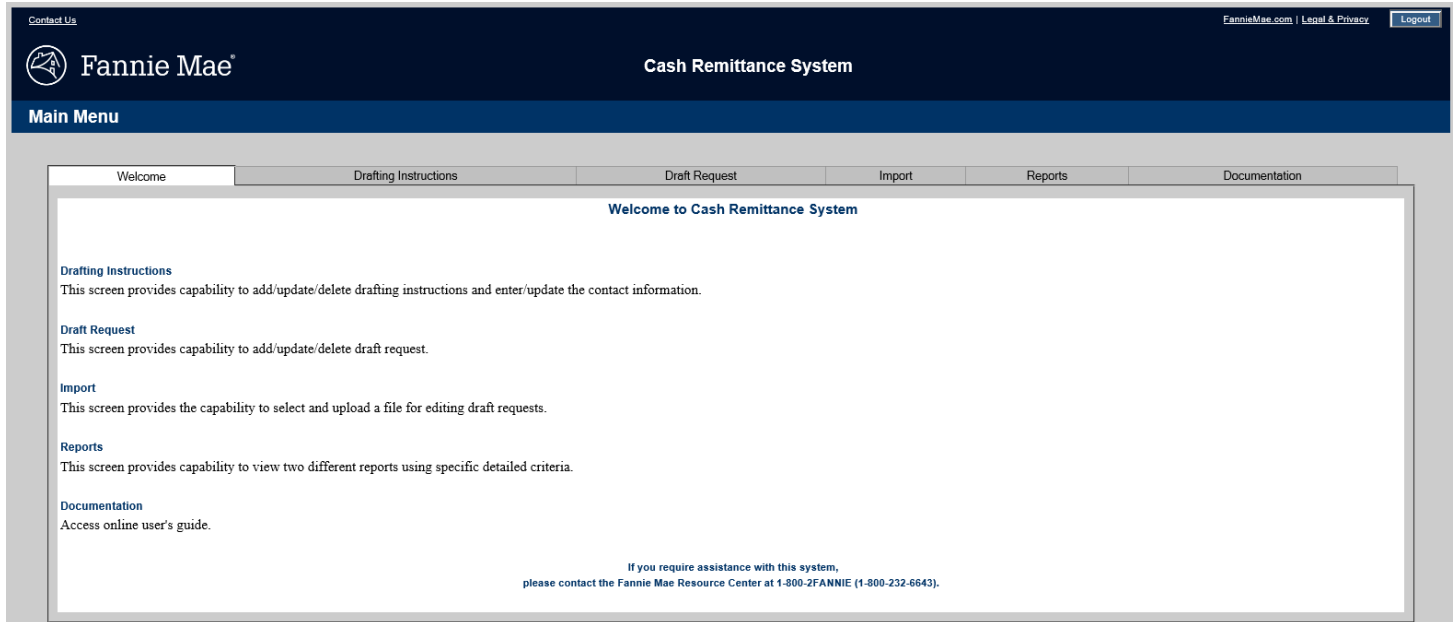



Figure 3: CRS Main Menu Screen

1.7 CRS Basics

CRS allows users to enter and review data in the application pages by using the following features:

- **Hyperlinks** are words or numbers underlined in color. When click on an underlined item, a related page of information appears.
For example, the remittance codes on the Draft Request report are hyperlinks that directs user to the option selected.
- **Tabbed Navigation** allows user to click a tab to take to specific features the system offers, such as Drafting Instructions, and Draft Request. Application tabs appear in white (active tab) and grey (inactive tab) coloring. When a tab is selected, the functionality related to that feature is displayed.
- **Command buttons** are orange, blue, and red boxes that lets an user perform specific functions such as Submit, Save, Delete or Modify.
- **List boxes** are boxes that contain a list of choices. Use a scroll bar to view all options. Click on the desired selection.
- **Data entry fields** provide blank spaces to type information.
- **The + symbol next to a data entry field** indicates that data is required in that data entry field.
- **The tooltips icon**  reveals additional information about the data entry field when hovering over the icon.
- **Scroll bars** appear at the right or bottom edge of a page whose contents are not all currently visible. Scroll bars contain up and down or right and left scroll arrows. Move the page by clicking on a scroll arrow to see all the information.
- **Messaging:** Information messages are displayed in blue font and error messages are displayed in red font.

1.8 Data Entry Tips

The following tips can save time while entering data in CRS pages:

- Use several different methods to position the cursor on a field, list, or button:
 - To move to the next field, list, or button on a page, press the Tab key.



- To move backward through the fields, lists, or buttons on the page, hold down the Shift key and press the Tab key.
- Use the left button on mouse to click on a field, button, or list want to use.
- To enter data in a field, simply type the data once position the cursor in the field. If need to type over existing data, highlight the data and then type over it or use the Delete key to delete the existing data from the field and then enter the new data.
- Use the calendar function to enter dates in CRS.
- Enter all dates in the mm/dd/yyyy format when entering manually. For example, enter October 13, 2018, as 10/13/2018.

1.9 Saving Information

A CRS page that is accessed while entering data or viewing information can be saved. For example, to save the Draft Request page used to enter a Draft Request, navigate to the screen to be saved, take the following steps:

1. Click on **File** menu selection in browser's toolbar, and then **Save As**. The Save As dialog box appears.
2. Select the drive and folder to save the information. Enter a file name for the information. The information must be saved as the default file type displayed in the Save as type field of the Save As dialog box. Click on **Save**.

1.10 Printing

To print any of the information or reports from CRS displays, click on the **Print** icon in the browser's tool bar. Or click on **File** in the browser's menu bar, and then click on **Print**. The information or report will print to designated default printer.

1.11 Exiting CRS

To end session and exit CRS, click on the **Logout** button located in the upper right corner of the Web browser.

1.12 Getting Help

For technical support and assistance in using CRS, call 800-2FANNIE (232-6643), Option 1. Assistance is available 24 hours a day, seven days a week (excludes major holidays).

Visit the Cash Remittance System anytime on FannieMae.com via the following links:

- www.fanniemae.com/singlefamily/cash-remittance-system
- www.fanniemae.com/multifamily/cash-remittance-system

2 Setting Up Reference Information

There are two types of reference information in CRS: Drafting Instructions and Contact Information. Drafting Instructions are needed before transactions can be processed. CRS requires Contact Information for all Remittance Codes. Contact Information can be different for each Lender Number/Remittance Code combination.

Periodically verify and update reference information to keep it accurate. This section explains how to set up and change this information.

2.1 Entering Contact Information



Contact Us FannieMae.com | Legal & Privacy Logout

Fannie Mae **Cash Remittance System**

Drafting Instructions

Welcome Drafting Instructions Draft Request Import Reports Documentation

+ Indicates Required Information

No Contact Information record for Lender [redacted] and Remit Code [redacted] - required for adding Drafting Instructions.

1 Lender Number:

1 Remittance Code:

Contact Name: +

Email: +

Phone Number: + Extn: Save

All transfers hereunder will be governed by, and Lender hereby agrees to be bound by, the applicable terms and provisions of the NACHA Operating Rules and Guidelines.

Figure 4: CRS Contact Information

The name and phone number of a contact person within an organization is required for all Remittance Codes.

To enter Contact Information, take the following steps:

1. Navigate to the Drafting Instructions tab. CRS displays information for the first Lender Number and Remittance Code in each respective drop-down list.
2. Select the **Lender Number** to enter Contact Information. The lender name will auto populate based on the Lender Number.
3. Select the **Remittance Code** to enter Contact Information.
4. Enter the required Contact Information data:
 - Contact Name
 - Email
 - Phone Number
 - Phone Number Extension (if applicable)
5. Click **Save** next to the Phone Number. A confirmation message displays once Contact Information has been successfully submitted.



2.2 Enter Drafting Instructions

Contact Us FannieMae.com | Legal & Privacy | Logout

Fannie Mae Cash Remittance System

Drafting Instructions

Welcome | **Drafting Instructions** | Draft Request | Import | Reports | Documentation

+ Indicates Required Information

No Drafting Instructions record for Lender [redacted] and Remit Code [redacted] - please enter new information.

Lender Number: [dropdown] **Contact Name:** + [text box]

Remittance Code: [dropdown: 001 - Actual/Actual] **Email:** + [text box]

Phone Number: + [text box: 999-999-9999] **Extn:** [text box] **Save**

All transfers hereunder will be governed by, and Lender hereby agrees to be bound by, the applicable terms and provisions of the NACHA Operating Rules and Guidelines.

| Current Drafting Instructions | Requested Changes |
|-----------------------------------|--|
| ABA Number: [text box] | ABA Number: + [text box] |
| Account Number: [text box] | Account Number: + [text box] |
| Account Type: [text box] | Account Type: + <input type="radio"/> Checking <input type="radio"/> Savings |
| Effective Date: [text box] | Effective Date (*) : + [text box: 02/10/2021] <input type="text"/> |
| Requested By: [text box] | Requested By: [text box] |
| Date Requested: [text box] | Date Requested: [text box] |

() - Requested Changes will be applied to all Remittances with a settlement date that falls after the Effective Date.*

Save **Cancel**

Figure 5: CRS Drafting Instructions Screen

Use the Drafting Instructions option to:

- Enter New Drafting Instructions
- Update Drafting Instructions
- Clone Drafting Instructions
- Delete Current Drafting Instructions
- Delete Pending Drafting Instructions

2.2.1 Entering New Drafting Instructions

To enter New Drafting Instructions, take the following steps:

1. Navigate to the **Drafting Instructions** tab. CRS displays the Drafting Instructions screen.
2. Select the **Lender Number** to enter Drafting Instructions. CRS auto populates the lender name.
3. Select the **Remittance Code** to enter Drafting Instructions. CRS displays the description of the Remittance Code and any Current or Requested Changes to Drafting Instructions.
4. Enter the required banking information data under Requested Changes:
 - ABA Number



- Account Number
- Account Type
- Effective Date (mm/dd/yyyy)

5. Click **Save** at the bottom right corner of the page. A pop-up window will display, press Confirm to submit the request.

Drafting Instructions entered before 8:00 PM ET will have a default effective date of next business day. Drafting Instructions entered after 8:00 PM ET will default to an effective date of two business days from the current day. Drafting Instructions can be entered up to 6 months in the future. The Drafting Instructions will be applied to transactions initiated on or after the effective date.

If Contact Information has not been provided for the Lender Number and Remittance Code combination, CRS will display a message to add Contact Information before submitting the Drafting Instructions.

- Enter and save Contact Information for the Lender Number and Remittance Code combination specified in this Drafting Instructions, then re-submit the Drafting Instructions.

2.2.2 Updating Drafting Instructions

To update Drafting Instructions:

1. Navigate to the **Drafting Instructions** tab. CRS displays the Drafting Instructions screen.
2. Select the **Lender Number** to modify Drafting Instructions. CRS auto populates the lender name.
3. Select the **Remittance Code** to modify Drafting Instructions. CRS displays the description of the Remittance Code and any Current and Requested Drafting Instructions.
4. Enter the updated Drafting Instructions in the Requested Changes column, all fields are required:
 - ABA Number
 - Account Number
 - Account Type
 - Effective Date (mm/dd/yyyy)
5. Click **Save** at the bottom right corner of the page. A pop-up window will display, press Confirm to submit the request.

2.2.3 Cloning Drafting Instructions

1. Navigate to the **Drafting Instructions** tab. CRS displays the Drafting Instructions screen.
2. Select the **Lender Number** and **Remittance Code** with the Drafting Instructions to be cloned. These are the master Drafting Instructions for cloning.
3. Click on the 'Clone' button on the bottom left of the page. CRS will open a new page with the Current and Requested Drafting Instructions display from the master record.
4. Click on the 'Add' button.
5. Select the Lender Number and Remittance Code combination where the master record will be cloned.
NOTE: System will clone the Requested Changes. If there are no Requested Changes, it will clone Current Drafting Instructions
6. Make any required changes to the cloned Drafting Instructions.
7. Click Save.

2.2.4 Deleting Current Drafting Instructions

To delete the Current Drafting Instructions, take the following steps:

1. Navigate to the Drafting Instructions tab.



2. Select the applicable **Lender Number** and **Remittance Code** combination for the Current Drafting Instructions to be deleted.

NOTE: *If no Drafting Instructions exist for a Lender Number and Remittance Code combination, any pending transactions will fail.*

3. Click on **Delete Current Drafting Instructions**. The Current Drafting Instructions are deleted.

Drafting Instructions deleted before 8:00 PM ET will be effective the next business day. Drafting Instructions deleted after 8:00 PM ET will become effective two business days from the current day.

2.2.5 Deleting Requested Drafting Instructions

Requested Changes to Drafting Instructions may be deleted up to 8 PM ET one business day prior to the effective date.

To delete the Requested Drafting Instructions, take the following steps:

1. Navigate to the Drafting Instructions tab.
2. Select the applicable **Lender Number** and **Remittance Code** combination for the Requested Drafting Instructions to be deleted.

NOTE: *If no Drafting Instructions exist for a Lender Number and Remittance Code combination, any pending transactions will fail.*

3. Click on **Delete Requested Changes**. The Requested Changes Drafting Instructions are deleted.

3 Processing and Monitoring Draft Requests

3.1 Processing Draft Requests

Figure 6: CRS Draft Request Screen

Use the Draft Request option to submit a Draft Request for any Lender Number. Individual Draft Requests can be submitted using the Draft Request tab, batch Draft Requests can be submitted using the Import tab. Import function is discussed in Section 3.2 *Importing a Batch File of Draft Requests*.

NOTE: *Drafting Instructions must be on file before a Draft Request is entered.*

3.1.1 Entering a Draft Request

To enter a Draft Request, take the following steps:



1. Navigate to the **Draft Request** tab. CRS displays the Draft Request screen with the following:

- Lender Number
- Display Pending Requests button
- Add New Draft Request button

2. Select the **Lender Number** to enter a Draft Request.

3. Click the **Add New Draft Request** button. The Add Draft Request page appears.

Figure 7: CRS Add Draft Request Screen

4. Select the applicable **Remittance Code**; refer to Appendix A for a list of Remittance Codes available in CRS.

5. Enter the following draft information:

- Draft Settlement Date

Until 4:00 p.m., ET, each business day, the next business date appears as the default settlement date. The default date is dictated by the time of day the request is entered. A later date, up to 20 business days in the future can be selected from the dropdown list. The following table explains the default value used for the default settlement date:

| If ... | Then default settlement is | Example: |
|---|----------------------------|--|
| A Draft Request is entered before 4:00 p.m., ET | On the next business day | Enter a Draft Request on Monday April 19, the settlement date will default to Tuesday, April 20. |
| A Draft Request is entered after 4:00 p.m., ET | On the second business day | Enter a Draft Request on Monday April 19, the settlement date will default to Wednesday, April 21. |

- Amount

NOTE: The maximum draft amount is \$99,999,999.99. The draft amount must be a positive number.



- Loan Number (required for Remittance Codes, 028, 029 and all 300 series)

6. Click on **Save Draft**.

7. A pop-up window will display. Verify Draft Request details for accuracy, press Confirm to submit the Draft Request or Cancel to modify.

NOTE: *The Draft Request will not be submitted until the information is confirmed.*

8. The Draft Request is saved. To view saved Draft Request, click on “Display Pending Requests”.

3.1.2 Modifying a Draft Request

Draft Requests can be modified until they are processed by CRS. Processing takes place at 4:00 p.m., ET one business day prior to the Draft Settlement Date, at that point changes can no longer be made. A Draft Request will display a status code of "P" for Pending, once processed the status code changes to "S" for Sent. If multiple users select the same transaction to modify at the same time, the last change saved is the change recorded.

To modify a Draft Request, take the following steps:

1. Navigate to the **Draft Request** tab. CRS displays the Draft Request screen.
2. Select the **Lender Number** of the Draft Request to be modified.
3. Click the **Display Pending Requests** button.

The screenshot shows the 'Pending Draft Requests' screen in the Fannie Mae Cash Remittance System. At the top, there is a navigation bar with 'Contact Us', 'Fannie Mae', 'Cash Remittance System', 'FannieMae.com | Legal & Privacy', and 'Logout'. Below the navigation bar, the page title is 'Pending Draft Requests'. There are two buttons: 'Add New Draft Request' and 'Cancel'. A search field for 'Lender Number' is present. Below the search field, it says '2 requests found, displaying 2 request(s) from 1 to 2.' A table displays the following data:

| Remittance Code | Draft Settlement Date | Amount | Status | Loan Number | Requested By |
|-----------------|-----------------------|------------|--------|-------------|--------------|
| <u>002</u> | 09/26/2017 | \$7,500.00 | P | | |
| <u>002</u> | 09/27/2017 | \$8,500.00 | P | | |

Below the table, it says 'Total Pending: \$16,000.00'. At the bottom of the screen, there are two buttons: 'Add New Draft Request' and 'Cancel'. The footer contains the text: '© 2013 Fannie Mae. All Rights Reserved 2.00.004 | FannieMae.com | Legal & Privacy | Contact Us'.

Figure 8: CRS Pending Draft Requests Screen

A list of Draft Requests appears, displaying the following:

- All pending Draft Requests.
- All Draft Requests, pending or sent, entered on the current day.

If the request is pending, the Remittance Code is underlined, indicating it is a hyperlink.

4. Click on the **Remittance Code hyperlink** of the draft to be modified. The Modify/Delete Draft Request page appears.



Figure 9: CRS Modify/Delete Draft Request Screen

5. Make changes to any of the following data:

- Remittance Code
- Draft Settlement Date
- Amount
- Loan Number (only needed for certain Remittance Codes)

6. Click on **Modify**.

7. A pop-up window will display. Verify Draft Request details for accuracy, press Confirm to submit the Draft Request or Cancel to modify.

NOTE: *The Draft Request will not be submitted until the information is confirmed.*

8. A confirmation message will display.

3.1.3 Deleting a Draft Request

The Draft Request option can be used to delete a Draft Request that has a status of "P" - Pending. To delete a Draft Request, take the following steps:

1. Navigate to the **Draft Request** tab. CRS displays the Draft Request screen.
2. Select the **Lender Number** of the Draft Request to be deleted.
3. Click the **Display Pending Requests** button. A list of Draft Requests appears, displaying the following:
 - All pending Draft Requests.
 - All Draft Requests, pending or sent, entered on the current day.
 - If the request is pending, the Remittance Code is underlined, indicating it is a hyperlink.
4. Click on the **Remittance Code hyperlink** of the draft to be deleted. The Modify/Delete Draft Request page appears.
5. Click on **Delete**. The Draft Request is deleted.
6. A confirmation message will display.



3.2 Importing a Batch File of Draft Requests

Draft Requests can be submitted via a Batch File Import option. The first step in this process is to create a batch file of the Draft Requests. Files to be imported into CRS must be in .txt format. Refer to Appendix B: Batch File Layout for import file format details. The maximum file size allowed using the Import function is 100kb. CRS can also process 1,000 transactions in a single file. To import a batch file of Draft Requests, take the following steps:

1. Navigate to the **Import** tab. CRS displays the Import screen.

Figure 10: CRS Import Screen

2. Use the **Browse** button to select the file containing the Draft Requests.
3. Click on **Submit**. CRS will then upload the file submitted.

CRS displays the Import Status Report screen which shows whether each record was accepted or rejected. Accepted requests are saved and scheduled for payment. Any failed import will show errors for each line that was rejected. Make corrections on the batch file for the records that have errors, remove the successful submissions, and then resubmit the file again to complete the request.

3.3 Reports

CRS produces two reports: The Drafting Instruction Report and the Draft Request Report. Each of these reports can be accessed from the Reports tab. The Drafting Instruction Report displays any Current and Requested Drafting Instructions for all Remittance Codes for each Lender Number. The Draft Request Report lists all Draft Requests that have been entered in the past 100 days. Two versions of this report are available: Summary and Detail.

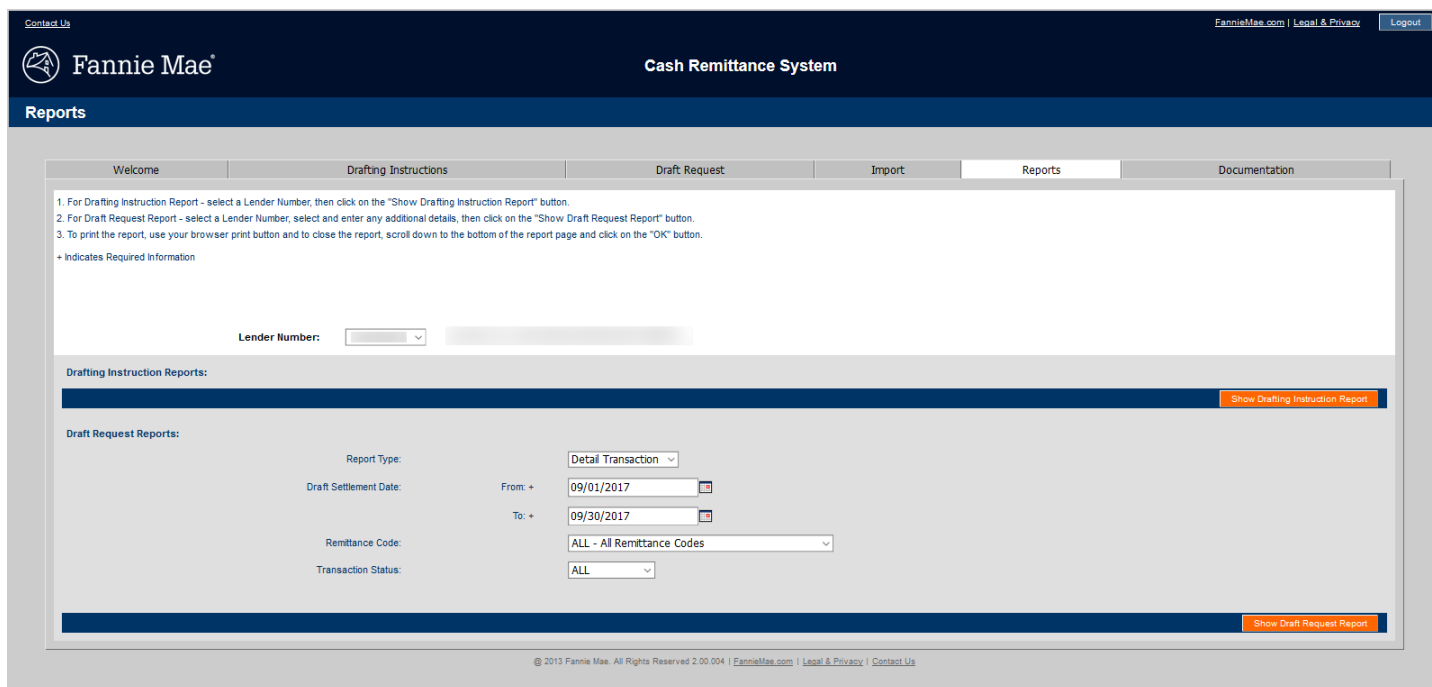


Figure 11: CRS Report Screen

3.3.1 Drafting Instruction Report

The Drafting Instruction Report displays the Drafting Instructions set up for all Remittance Codes for each Lender Number. To view or print a Drafting Instruction Report, take the following steps:

1. Navigate to the **Reports** tab. CRS displays the Reports screen.
2. Select the **Lender Number**.
3. Click on **Show Drafting Instruction Report**. The report appears on the screen. Scroll through the report to view the information, or print the report by clicking on the **Print** icon at the top of the page or by clicking on **File** in the browser's menu bar, then selecting **Print**.
4. Click **OK** to return to the Reports tab.

3.3.2 Draft Request Report

The Draft Request report displays a list of all Draft Requests that have been entered in CRS in the past 100 days.

To retrieve a Draft Request Report, take the following steps:

1. Navigate to the **Reports** tab. CRS displays the Reports screen.
2. Select the **Lender Number**.
3. Select the criteria to be reflected in the report.



| Filter Types: | Filter Selections: |
|-----------------------|---|
| Report Type | <ul style="list-style-type: none">• Detail Transaction: displays a list of each individual Draft Request entered.• Summary: displays a summary total for each Remittance Code and each entry date. |
| Draft Settlement Date | <ul style="list-style-type: none">• From: mm/dd/yyyy – select date from calendar• To: mm/dd/yyyy – select date from calendar |
| Remittance Code | <ul style="list-style-type: none">• By all Remittance Codes• By an individual Remittance Code |
| Transaction Status | <ul style="list-style-type: none">• All• Pending• Sent• Processing• Deleted |

4. Click on **Show Draft Request Report**. The report can be view on the screen or printed.



Appendix A: Remittance Codes

- Draft Requests for *italicized* Remittance Codes require the entry of a Fannie Mae loan number.

| Remittance Code | Description |
|-----------------|---|
| 001 | Actual/Actual |
| 002 | Scheduled/Actual |
| 003 | S/S MRS |
| 004 | S/S Rapid Payment Method |
| 005 | S/S MBS Express |
| 020 | MF Old Prior Approval Loans |
| 021 | MF New Prior Approval Loans |
| 022 | MF DUS Loans |
| 024 | MF MRS Loans |
| 027 | Credit Enhancement Fees |
| 028 | Direct Bond Payments |
| 106 | Servicing Strip / Excess Yield |
| 309 | <i>Lender Make Whole Proceeds</i> |
| 310 | <i>HUD-1 Sales Proceeds</i> |
| 311 | <i>3rd Party Sales Proceeds</i> |
| 312 | <i>Recourse Proceeds</i> |
| 313 | <i>REO Gram Compensatory</i> |
| 314 | <i>Redemption Proceeds</i> |
| 315 | <i>Repurchase Proceeds</i> |
| 316 | <i>Loss Reimbursement Proceeds</i> |
| 317 | <i>Escrow Balance Proceeds</i> |
| 318 | <i>Hazard Insurance Premium Refund Proceeds</i> |



| Remittance Code | Description |
|------------------------|---|
| 319 | <i>Rental Proceeds</i> |
| 320 | <i>Advance Billed Collection</i> |
| 322 | <i>Repayment of Advance Proceeds</i> |
| 323 | <i>Additional Interest Due</i> |
| 324 | <i>Mortgagor Contribution</i> |
| 326 | <i>Supplemental Pool Recourse</i> |
| 327 | <i>Curtailment Pool Recourse</i> |
| 332 | <i>Hazard Insurance Recovery</i> |
| 333 | <i>Indemnification Funds</i> |
| 334 | <i>Supplemental Billing Receipt</i> |
| 335 | <i>Mortgagor Deficiency Proceeds</i> |
| 336 | <i>MI Premium Refunds Svc</i> |
| 337 | <i>MI Settlements</i> |
| 350 | <i>Modification Advance Proceeds</i> |
| 351 | <i>TPS Curtailment Proceeds</i> |
| 352 | <i>Payoff/Repurchase Advance Proceeds</i> |
| 353 | <i>Reinstated Advance Proceeds</i> |
| 354 | <i>Participation Proceeds</i> |
| 356 | <i>Other Workout Settlement Proceeds</i> |
| 357 | <i>Short Sale Proceeds</i> |
| 358 | <i>HECM Curtailed Debenture Int Pymt</i> |
| 359 | <i>HECM Curtailed Expense & UPB Payment</i> |
| 360 | <i>MI Termination Recovery Proceed</i> |
| 370 | <i>Other Receipt - Liquidation</i> |
| BU/BD | <i>Buy-up / Buy-down</i> |



| Remittance Code | Description |
|-----------------|---------------------------------|
| MBSPI | MBS P&I |
| MGF | Multifamily Guaranty Fees |
| MYM | Multifamily Yield Maintenance |
| RBADJ | REMIC – Bond Administration |
| RMFGF | REMIC – MF Guaranty Fee |
| RWLGF | REMIC – Whole Loan Guaranty Fee |
| SFGF | Single Family Guaranty Fees |

Appendix B: Batch File Layout

Use these conventions to create a batch file for import to Fannie Mae:

- Each import file must be in .txt format
- Each import file should contain one or more lines
- Each line is a single draft transaction record
- Each line in the file is formatted as shown below:

| Field Name | Position | Data Type (Format) | Comments |
|-----------------|----------|---|--|
| Lender ID | 1-9 | Numeric 123456789 | Required |
| Remittance Code | 10-13 | Alphanumeric 1ABC | Required Left-justify, right pad with spaces if necessary. |
| Draft Amount | 14-28 | \$12,345,678.90 or \$12345678.90 or \$12345678 or 123,456.78, or 123,456 or 12345678 | Required The draft amount field can be shorter than 15 characters. The field can but does not need to contain "\$" and "," The field can contain cents ".00 through .99". There can be blank spaces before or after the amount. CRS will add a ".00" cent amount to draft amounts that are entered in whole amounts. ex: 123456 will be drafted as \$123,456.00. |



| | | | |
|------------------------|-------|---------------------|---|
| Fannie Mae Loan Number | 29-38 | 1234567890 or blank | Required for Remittance Codes, 028, 029 and those that begin with the number “3”. Loan number must be 10 digits long. If not entering a Fannie Mae loan number, leave this field (position 29-38) blank. |
| Draft Settlement Date | 39-48 | mm/dd/yyyy | Optional If this field is left blank, the system will default settlement to the next business day. |