

Data Extract Options Job Aid

Raw Data Download vs Tableau Download

The Expense Reimbursement Dashboard (ERD) offers two options to extract data from the dashboard to create reports. Each has its own advantages. The two methods are:

Tableau Download allows users to employ filters and drill down to view targeted reports using the Tableau tool.

Raw Data Download is the preferred option to create reports that ERD does not currently support by downloading entire data set.

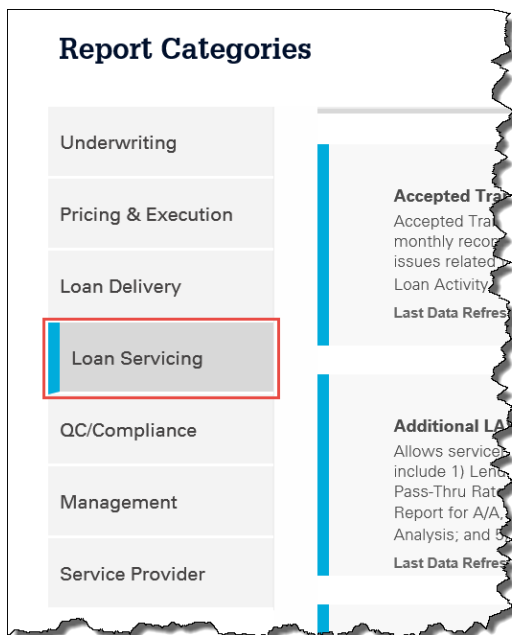
This job aid will provide step-by-step instructions to lead users through both download options. This job aid steps begins after the user has logged into FM Connect with proper credentials.

Report Center

1. Click **Report Center**. The **Report Categories** menu will display.

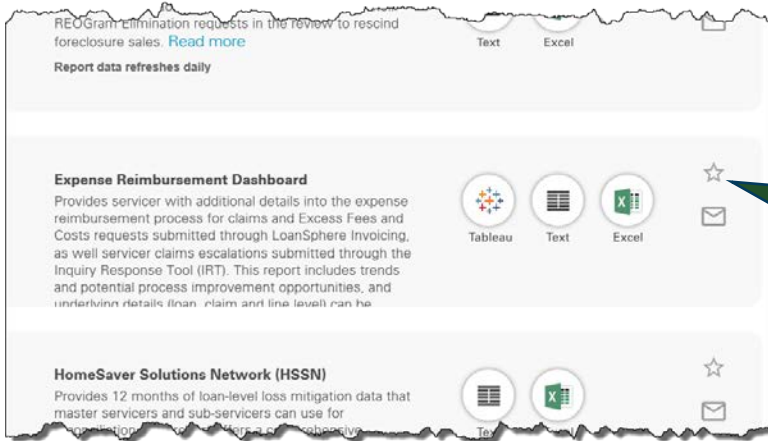


2. Select Loan Servicing from the Report Categories menu.





3. Scroll down to the Expense Reimbursement Dashboard option.

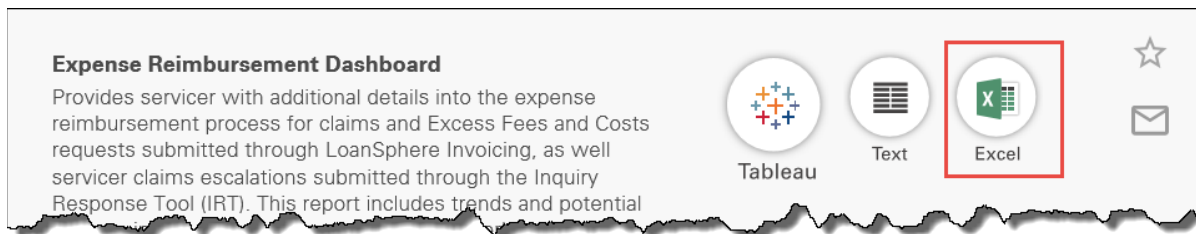


Pro Tip: Click the star icon on any report to make it a favorite. Going forward skip the search for ERD and find it in **My Favorite Reports** on the FM Connect landing page.

This job aid will address Tableau and Excel downloads. The Text format option is not being used at this time.

Raw Data Download

Click the Excel icon from the Expense Reimbursement Dashboard menu and follow the steps below to obtain the raw data download.



All the fields outlined below are mandatory to obtain the download.

Enter Seller/Service Information

1. Click **Clear All** to clear any earlier search criteria before selecting Seller/Service number(s).





- Click in the drop down box to select a specific Seller/Service number. Repeat this process to include additional Seller/Service numbers in the report. Select **ALL** from the drop down menu to include all Seller/Service numbers in this report. Each Seller/Service number may only be selected once. Only Seller/Service numbers associated with the user's FM Connect profile will be available.

Expense Reimbursement Dashboard

Seller/Service Number: Clear All

165700015 165700074 ▼

- All
- 104390005
- 104390234
- 165700015
- 165700023
- 165700031
- 165700040
- 165700074
- 165700287
- 165700309

Select Report Criteria

Report Dates

Report Dates are based on the original submission month and will update daily. As claims status are ever-changing, the report data is not static and will continue update daily until claims reach a **paid** or **denied** status.

Enter the date range criteria. More than one report date may be selected or select **ALL** from the drop down menu to include all date ranges in the report.

Expense Reimbursement Dashboard

Seller/Service Number: Clear All

100650061 100650932 ▼

Report Date:

2019-06-01 ▼

- All
- 2019-06-01
- 2019-05-01
- 2018-12-01



Report Section

Select the desired report from the list below. If there is no data for the date range and report type, the option will not display. Only one report may be selected per download.

- ERD01: Disbursement Claims
- ERD02: Disbursement Line items
- ERD03: IRT
- ERD04: Excess Fee/Cost

Expense Reimbursement Dashboard

Seller/Service Number:

100650045, 100650061, 100650932, 101020002

Report Date:

2019-06-01

Report Section:

- Select Report Section
- ERD01:Disbursements Claims
- ERD02:Disbursements Line Items
- ERD03:IRT
- ERD04:Excess Fee/Cost

Format

The data can be downloaded in .txt or .xls format.

.txt: Files that store unformatted generic text contents. While a .txt can be created by almost any text editing or word processing application, the TXT file format does not support tables, graphics, bolding or italics.

.xls: A Microsoft Excel Worksheet file that stores spreadsheet data. XLS files can be opened with Microsoft Excel, an Excel Viewer, or other spreadsheet programs

Select the report format.

Expense Reimbursement Dashboard

Seller/Service Number: [Clear All](#)

100650045, 100650061, 100650932, 101020002

Report Date:

2019-06-01

Report Section:

ERD01:Disbursements Claims

Format:

- .txt
- .xls



Download

1. Click **Download** to generate the report.

Expense Reimbursement Dashboard

Seller/Service Number: Clear All

100650045, 100650061, 100650932, 101020002

Report Date: 2019-06-01

Report Section: ERD01:Disbursements Claims

Format: .txt

DOWNLOAD

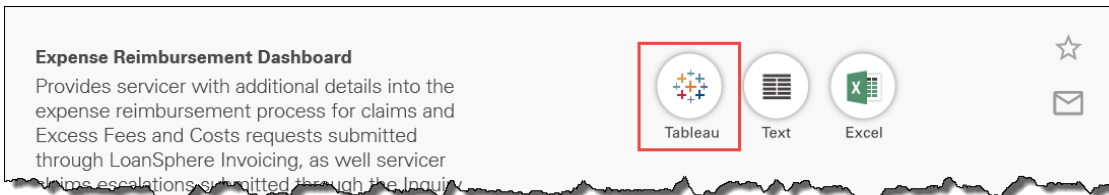
2. Click **Open** to view the report or **Save** to download prior to viewing..
3. The report will generate in the selected format. (.txt shown below)

FNM_LN_ID	CLAIM_ID	ORG_SUBMIT_DT	SUBMIT_DT	CLAIM_TY	CLAIM_SU	CLAIM_ST	CLAIM_STAT	CLAIM_ST	CLAIM_AG	AUTO	APF	REVERSE	REQUESTE	APPROVEE	CURTAILEI	CURTAILEI	LOAN
9999811089	CLM47370255	5/7/2019	5/7/2019	571 Claim	1	Paid	5/11/2019	Paid	4	0	0	0	205	205	0	0	Loss M
9999970753	CLM00100128	12/19/2018	1/3/2019	571 Claim	2	Paid	1/12/2019	Paid	9	0	0	0	9926.35	9926.35	0	0	Advanc
9999259047	CLM55393499	3/19/2019	3/19/2019	571 Claim	1	Paid	3/26/2019	Paid	7	1	0	0	125	125	0	0	Unknc
9999137449	CLM49570192	4/9/2019	4/9/2019	571 Claim	1	Paid	4/13/2019	Paid	4	1	0	0	20	20	0	0	Unknc
9999969095	CLM00118845	5/3/2019	5/8/2019	571 Claim	2	Paid	5/15/2019	Paid	7	0	0	0	7158.52	7158.52	0	0	REO
9999718327	CLM53718575	1/25/2019	1/25/2019	571 Claim	1	Paid	1/30/2019	Paid	5	1	0	0	425	425	0	0	Advanc
9999971045	CLM00092230	11/22/2018	11/22/2018	571 Claim	1	Paid	11/27/2018	Paid	5	1	0	0	1376	1376	0	0	Advanc
9999506415	CLM41714786	5/15/2018	6/13/2018	NPL	2	Paid	6/16/2018	Paid	3	0	0	0	15231.5	7531.5	7700	0	1 Loss M
9999737990	CLM41662593	5/17/2018	5/17/2018	NPL	1	Denied	7/9/2018	Denied	53	0	0	0	2898.08	0	0	0	Advanc
9999032000	CLM41679000	5/4/2018	5/4/2018	NPL	1	Denied	7/9/2018	Denied	66	0	0	0	12608.06	0	0	0	Advanc
9999032765	CLM41694531	5/10/2018	5/10/2018	NPL	1	Denied	7/9/2018	Denied	60	0	0	0	13842.62	0	0	0	Advanc
9999856669	CLM41751791	4/30/2018	4/30/2018	NPL	1	Denied	7/9/2018	Denied	70	0	0	0	913.8	0	0	0	Advanc
999971727	CLM00024128	6/28/2017	6/28/2017	PEM	1	Paid	7/6/2017	Paid	8	0	0	0	275.36	0	0	0	REO



Tableau Download

Select Tableau from the Expense Reimbursement Dashboard menu.

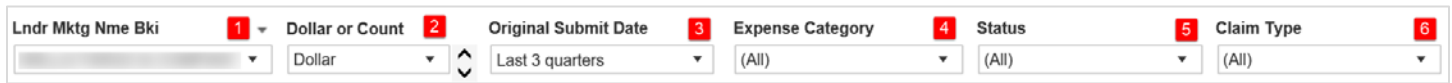


Select Criteria

Tableau reports include filters to drill down to the desired components.

Lender Marketing Name and Original Submit Date will vary from one tab to tab.

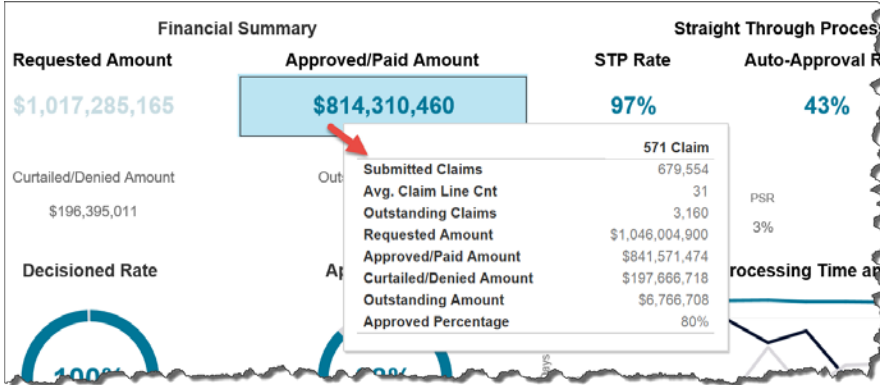
The Claim Type tab and Line Item tab have common links.



Use these drop downs and filters to create a custom view for analysis or to create a report.

Select Reports

Certain fields within Tableau allow the user to view a summary of the details behind the statistics reflected on the Dashboard which can be viewed by hovering over the field in question.

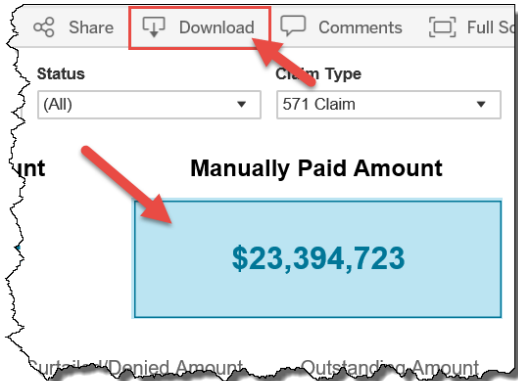


Other statistics can be selected to create reports.

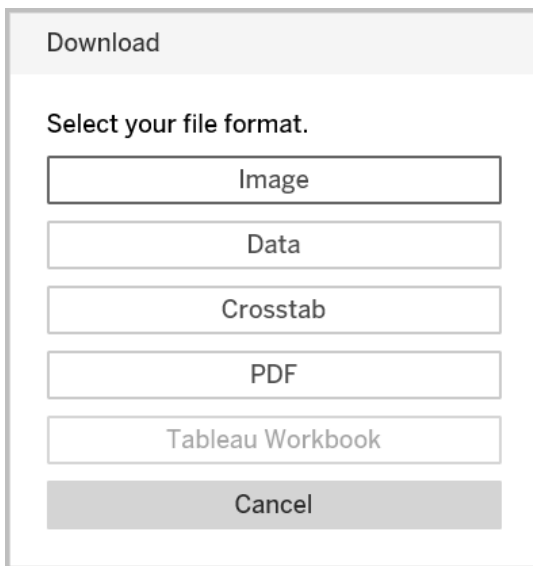


Follow the steps below to create a Tableau report.

1. Click on a reportable statistic field. The field will be highlighted.
2. Click Download from the taskbar at the top of the screen.



3. Select a format from the menu that displays.



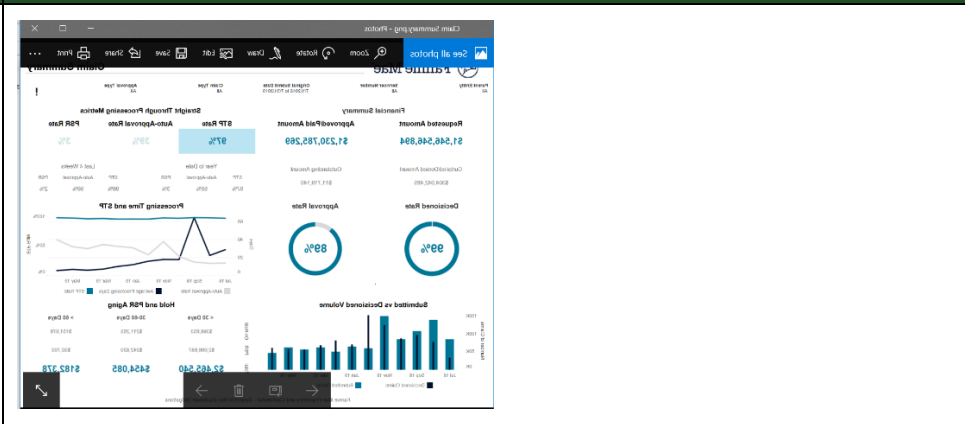
The report will display in the requested format.



File Format Descriptions

Format Type

Image



Data

Summary Full data

Showing first 200 rows. Download all rows as a text file

Show all columns

As Of Date	Reviewed	Total Paid %	Auto Pay %	Manual %	Curtailed %	Denied %	Blank	Cancel Date	Check Date	Check Number	Claim Exp	Claim Exp (This Disbursements Claims Fee)	Claim Header Id	Claim Header Id (This Disbursements Claims Fee)	Claim Id	Claim Information Data Definition
4/12/2019	7689588	Null	Null	4/12/2019	7689588	Null	Null	14165180.00	14165180.00	0259121861.04082019	Claim Information Data Definition					
3/14/2019	7677564	Null	Null	3/14/2019	7677564	Null	Null	13810422.00	13810422.00	0388318156.2262019	Claim Information Data Definition					

Crosstab

Expense_Reimbursement_Dashboard - 726905 - Excel

FNLM_LN_ID	CLAIM_ID	ORG_SUBMIT_DT	SUBMIT_DT	CLAIM_TY	CLAIM_SU	CLAIM_ST	CLAIM_AG	AUTO_PAY	REVERSE	REQUESTE_APPROV			
9999811085	CLM447370255	5/7/2019	5/7/2019	571	Claim	1	Paid	5/11/2019	Paid	4	0	0	205
9999970753	CLM00100128	12/19/2018	1/3/2019	571	Claim	2	Paid	1/12/2019	Paid	9	0	0	9926.35
9999259047	CLM55393499	3/19/2019	3/19/2019	571	Claim	1	Paid	3/29/2019	Paid	7	1	0	125
9999137845	CLM495370192	4/9/2019	4/9/2019	571	Claim	1	Paid	4/13/2019	Paid	4	1	0	20
9999969095	CLM00118845	5/3/2019	5/8/2019	571	Claim	2	Paid	5/13/2019	Paid	7	0	0	7158.52
9999718327	CLM53718575	1/25/2019	1/25/2019	571	Claim	1	Paid	1/30/2019	Paid	5	1	0	425
9999971045	CLM00092230	11/22/2018	11/22/2018	571	Claim	1	Paid	11/27/2018	Paid	5	1	0	1376
9999506415	CLM41714786	5/15/2018	6/13/2018	NPL		2	Paid	6/16/2018	Paid	3	0	0	15231.5
9999737990	CLM41662593	5/17/2018	5/17/2018	NPL		1	Denied	7/9/2018	Denied	53	0	0	2898.08
9999032000	CLM41659000	5/4/2018	5/4/2018	NPL		1	Denied	7/9/2018	Denied	66	0	0	12608.06
9999032765	CLM41654531	5/10/2018	5/10/2018	NPL		1	Denied	7/9/2018	Denied	60	0	0	13842.62

PDF

