Default Reporting Application User Guide
September 16, 2024

Contents

Fannie Mae's Default Reporting Application (DRA) is an innovative online tool that collects foreclosure and bankruptcy events to allow tracking and oversight by Fannie Mae and servicers to proactively monitor processes and identify opportunities for improvement. Only firms can enter data in DRA. However, several teams within Fannie Mae view the data including Servicers. At Fannie Mae, events reported in DRA trigger a variety of actions such as loan re-classification and post-sale REO property management and marketing. As such, accurate reporting is critical to ensure the integrity of data.

DRA Function Overview

The main data driver in DRA is the Fannie Mae loan number, also referenced as the "Investor Number". When a firm reports in DRA, the Investor number is required to create a "**parent**" file in DRA. Although there can only be one loan parent file, each parent file may have multiple foreclosure and/or bankruptcy **cases**. Each case is then populated with **Events.** When an event is being reported, certain data points are required, while others are optional. In DRA, users create cases, report loan level events, view reported loan data and view reporting summary data.

Accessing and Logging Into DRA

Users can request access to utilize Default Reporting Application through Technology Manager.

Login to the application at: https://fannie.quandis.io/
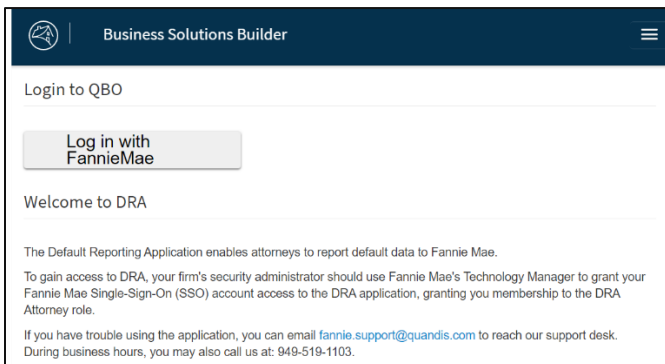
NOTE: *The last screen/tab the user was viewing when logging out will be displayed when the user logs back in.*

For additional support reach out to *firm_management@fanniemae.com*

NOTE: *If a case does not yet exist and you wish to submit a direct entry event, you must 1ˢᵗ create a case through the Create a Case Using the Case Review by Servicer Tab.*

Viewing Loan Information

The Loan Information page appears in the following circumstances:

- Locate the **Landing Pages** drop-down on the navigation bar to select **Default Reporting**.
  - Navigate to the **Loan Search** Tab, set filters for State or Bankruptcy and Foreclosure Status to view available details for that loan.

DRA Messages	Loan Search	Milestone Events	Open Delays	Case Review by Attorney	Case Review by Servicer	Failed Event Validation Details	Import Files

Loan Search

BankruptcyStatus: [_____]   ForeclosureStatus: [_____]   [🔽 Filter] [✖]

State: [_____]

[✏ Edit ▾] [🔄 Refresh]

- To Search InvestorLoanID or FNMALoan details, Navigate to the **Loans** panel in the Loan Search tab.

Loans   [🔄] [🔻] [⋯]

FNMA Loan ID: [_____]   Servicer Loan ID: [_____]   BK Case Number: [_____]

Foreclosure Case ID: [_____]

[✔ Search]

- Enter FNMA Loan, Servicer Loan ID, Foreclosure Case ID, or BK Case Number and select search to return results.

Loans   [🔄] [🔻] [⋯]

FNMALoanID	LiquidationDate	LiquidationDescription	LastPaidInstallment	State	County	ServicerLoanStatus	Servicer	Servicer Loan ID
		N/A	8/1/2022	AZ		N/A		
		N/A	9/15/2022	CA		N/A		
		N/A	9/1/2022	AL		Chapter13BKPlanPostPetitionPeriod		
		N/A	7/1/2012	NV		ContestedForeclosureandLitigation		

> **NOTE:** *Loan is not available until a user creates a case on the loan.*

Loan Summary Page

After a loan search is completed, the Loan Summary section will be displayed. Below the Loan Summary section are the **Cases** and **Events** tabs that give additional information about the loan.

Loan Detail		

⬆ ⊖ Loan Summary

FNMA Loan #:		Attorney:		Last Paid Installment	7/1/2010	
Servicer:		Foreclosure Type:	NonJudicial	Current UPB	239763.6700	
Servicer Loan #:		Property State:	GA	Servicer Status Code	ForeclosureSaleScheduled	
Sub Servicer:		Property County:		Liquidation Date		
Loan Type:	CONVENTIONAL	Firm Manager:		Liquidation Desc	Current	

Cases   Events   Documents

Cases   🔄 ➕ 🗎 ⋯

Cases	Derived	Reported	Attorney	Earliest Event Actual Date	Latest Event Actual Date	Last Event	Last Update Date	All
Bankruptcy:	Closed	Inactive		2022/01/04	2022/01/04	BK Case Closed		☐

N O T E :   *Data is for illustrative purposes only.*

N O T E :   *The above highlighted fields indicate data points that are populated from Fannie Mae source of records*

Cases Tab

All active and closed foreclosure and bankruptcy cases will be displayed.

Create a New Case Using the Cases Tab

Follow the steps below to create a new case at the loan level.

> **NOTE:** *Events/Loans cannot be reported to DRA until a case has been created.*

> **NOTE:** *Users will need the DRA Attorney role to create a case.*

From the **Cases Tab**, click the + button and select the type of case to be added.

Once the case type is selected, complete the required fields, and click "**Save**".

Foreclosure	Bankruptcy

The "Attorney Case #" is a unique case identifier determined by the firm. The purpose of this data is to enable viewers to distinguish events created for multiple cases.

The "BK Case #" should only be listed as YY-Case, no initials.
Ex: "22-10466"

> **NOTE:** *This is the same as enumeration #54 "Foreclosure Attorney File Identifier"*

> **NOTE:** *Once a case is created with an Attorney or Bankruptcy Case #, it is critical that the firm maintain the same data format for the respective case. Case # variations can result in duplicate case creation.*

The new case is created.

Cases	Events	Documents								

Cases

Cases	Derived	Reported	Attorney	Earliest Event Actual Date	Latest Event Actual Date	Last Event	Last Update Date	All
Bankruptcy:	Closed	Inactive		2022/01/04	2022/01/04	BK Case Closed		☐

> **NOTE:** *If the value entered is an incomplete or invalid Investor Loan Number; the system will display the field value highlighted in red as shown below*

New Process

Attorney: --
Loan: 1234567890
BK Case #:

✔ Save   ✖ Cancel

> **NOTE:** *Replace the invalid Investor Loan Number with a valid Investor Loan Number. The system will display the field value without the red highlight. If you believe a loan is an active Fannie Mae loan but are unable to load a case in DRA with that number, please contact your firm manger.*

Case Merge

If a firm creates multiple cases with varying case IDs, those cases can be merged. Follow the steps below to merge cases together.

> **NOTE:** *Firms can only merge cases where they are the owner.*

> **NOTE:** *Bankruptcy and Foreclosure cases cannot be merged.*

> **NOTE:** *Cases that have already been merged cannot be merged again.*

From the **Cases Tab,** click the checkbox next to the cases that are ready to be merged.

Hover over the folder icon, in the **Case** panel to reveal a drop-list. Select the **Merge** option.

Loan Detail

Loan Summary

FNMA Loan #:	Attorney:	Last Paid Installment:
Servicer:	Foreclosure Type:	Current UPB:
Servicer Loan #:	Property State:	Servicer Status Code:
Sub Servicer:	Property County:	Liquidation Date:
Loan Type:	Firm Manager:	Liquidation Desc:

Cases	Events	Documents							

Cases

Merge

Cases	Derived	Reported	Attorney	Earliest Event Actual Date	Latest Event Actual Date	Last Event		All
Bankruptcy:	Closed	Inactive		2022/01/04	2022/01/04	BK Case Closed		☑
Bankruptcy:	Inactive	Inactive		2022/10/05	2024/08/23	Case Dismissed		☑

A window will appear, and from the drop-down select where the cases will be merged into. Enter a reason and click **Save**.

A reason is required (Minimum 6 characters).

A yellow ribbon will appear near the top of the screen, displaying the results of the merge process. The results will provide the number of events merged into the selected case, the number of cases merged, and the count of errors and any additional details.

NOTE: *If the selected case is ineligible, the yellow ribbon will display the error that is preventing the merge from completing.*

NOTE: *Be sure to refresh the Cases tab upon completion. Cases that contain the status: **Merged**, will remain in the UI until the end of the day.*

Events Tab

When an event is reported, certain data points are required, while others are optional.

The first event reported for every case should be some type of referral received. For a foreclosure case, that event is 'E0130-FC Referral Package Received by Attorney'. There are several possible referral types for bankruptcy cases. For a complete list of Events and DRA Enumerations, please go to the DRA webpage and Resources section.

The Events tab lists specific events (milestones) associated with the loan in chronological order by Actual Date.

- **Name*** – The business name of the event. Click the link to view details about the corresponding event that was successfully reported on the loan.

- **Event Type** – Indicates if this is a foreclosure of bankruptcy event.

- **Status*** – Indicates the status of the event.

- **Event Detail*** – Important information pertaining to the event.

- **Actual Date*** - The date the provider is reporting the event to have actually occurred.

- **Load Date***- The date the event was processed to DRA.

- **Update Date*** - This is the last date that data in a case was updated

- **Attorney*** – The firm reporting the case event.

- **Case ID** – Indicated the court case ID.

- **Case Derived** - Current derived status of the case

- **Case Reported** - Current reported status of the case

  ***** Click these column headings to re-sort the order.

Name		Event Type	Event Status	Event Detail	Event Actual Date	Load Date	Update Date	Attorney	Case ID	Case Derived	Case Reported	All
FC File Closed	☑	Foreclosure	Passed Validation	Reinstatement	2022/07/25	2024/01/15	2024/03/26			Merged		☐
FC Referral Package received by Attorney	☑	Foreclosure	Passed Validation	No Details	2022/05/06	2022/10/01	2022/10/10			Closed	Inactive	☐
First Legal Action completed	☑	Foreclosure	Passed Validation	No Details	2022/07/11	2022/09/08	2023/08/21			Closed	Inactive	☐

All 3 records shown. 25 row(s) per page   (1.572 seconds)

Direct Event Entry Using the Events Tab

Multiple events per loan may be manually entered by a provider per day, but only one event can be submitted at a time. Events may be entered from various reporting tabs within the application. Follow the steps below to enter an event via the Direct Entry method.

NOTE: *The very 1st event entry must be made through the [Create a Case Using the Case Review by Servicer Tab](#).*

NOTE: *Events should not be reported to DRA until the process milestone has been completed. For instructions see the [Create a Case Using the Cases Tab](#) or [Create a Case Using the Case Review by Servicer Tab](#) section.*

Name		Event Type	Event Status	Event Detail	Event Actual Date	Load Date	Update Date	Attorney	Case ID	Case Derived	Case Reported	All
Bankruptcy - Not Listed	☑	Loan	Passed Validation	No Details	2023/05/26	2023/03/15	2023/05/26					☐
Bankruptcy - Not Listed	☑	Loan	Passed Validation	No Details	2023/09/28	2023/09/13	2023/09/28					☐
Bid received from servicer	☑	Foreclosure	Passed Validation	No Details	2022/12/22	2022/12/22	2022/12/29			Closed	Inactive	☐
Bid received from servicer	☑	Foreclosure	Passed Validation	No Details	2023/11/21	2023/11/29	2023/11/29			Liquidated	Inactive	☐
BK Referral Package Received	☑	Bankruptcy	Passed Validation	MotionForRelief	2023/09/05	2023/09/05	2023/09/05			Liquidated	Inactive	☐
BK Referral Package Received	☑	Bankruptcy	Passed Validation	MotionForRelief	2023/09/14	2023/09/14	2023/09/14			Liquidated	Inactive	☐

Click the + button to add an event.

Select the case to add an event for.

Select the event from the Template drop-down list then click "**Save**".

Complete all fields, ensuring that all required fields are completed. Also, complete as many optional fields as possible.

N O T E :   *When a user enters the Investor Loan Number, the system prefills certain fields with general information that already exists in the system for that loan. Users can update this prefilled information, as needed.*

Cases	Events

FC Sale scheduled

Provider Code:	░░░░░░░░
Business Event Code:	░░░░
Business Event Name:	FC Sale scheduled
Source System Code:	░░░░░░░
Servicer Code:	░░░░░░░
Servicer Name:	ServerName
Servicer Loan Number Identifier:	░░░░░░░
Event Actual Datetime:	
Event Created Datetime:	06/16/2022
Event Recorded Datetime:	06/16/2022
Event Process Identifier:	
Processor Identifier:	░
Processor Name:	░░░░░░░░░░░░░
Subservicer Code:	░░░░
Subservicer Name:	░░░░░░░
Investor Code:	░░░░░
Investor Name:	░░░░░░
Investor Loan Number Identifier:	░░░░░
Property Address ANSI State Code:	LA
Loan Military Protection Status Indicator:	
Assigned Foreclosure Attorney Code:	░░░░░
Foreclosure Attorney File Identifier:	
Foreclosure Method Type:	
Foreclosure Sale Scheduled Date:	
Foreclosure Status Type:	
Bankruptcy Status Indicator:	
Loan Delinquency Event Type:	
Assigned Foreclosure Attorney Name:	░░░░
Event Detail:	

✔ Save   ✖ Cancel

N O T E :   *Events submitted through the Direct Entry will be processed in real time.*

N O T E :   *Screenshots are for illustrative purposes only. Data fields may change.*

Correcting a Failed Event Using the Events Tab

When an event is saved, the system checks the fields to ensure all required fields are complete and that the values are valid and formatted correctly. If any issues exist, the Event Status will reflect "Failed Validation". Follow the steps below to correct the validation error at the loan level.

Click on the **Event Name** to view the details of that event.

FC File Closed

Record Type:	EVENT
Provider Code:	
Business Event Code:	
Business Event Name:	FC File Closed
Source System Code:	
Servicer Code:	
Servicer Name:	
Servicer Loan Number Identifier:	
Event Actual Datetime:	2022-03-02T00:00:00
Event Created...	2022-02-01T15:56:34

Click the "**Edit**" button to view the event and correct the validation error.

Foreclosure Attorney File Identifier:	
Foreclosure Method Type:	
Foreclosure Status Type:	Active
Foreclosure File Closed Reason Type:	HazardClaimOrPropertyDamage
Bankruptcy Status Indicator:	
Assigned Foreclosure Attorney Name:	
Event Detail:	HazardClaimOrPropertyDamage

☑ Edit   ← Return

Required fields will have a **red line** beneath them as shown in the screenshot below.

Scheduled Date:	
Foreclosure Status Type:	Active ▾

Identify the fields with missing information and correct. Click "**Save**".

Assigned Foreclosure Attorney Code:	
Foreclosure Attorney File Identifier:	
Foreclosure Method Type:	▾
Foreclosure Status Type:	Active ▾
Foreclosure File Closed Reason Type:	Hazard Claim Or Property Dama ▾
Bankruptcy Status Indicator:	▾
Assigned Foreclosure Attorney Name:	
Event Detail:	HazardClaimOrPropertyDamage

✔ Save   ✖ Cancel

Deleting Events

If a firm has submitted a foreclosure or bankruptcy event in error, firms are able to delete events. Events can be deleted as long as they have not been successfully processed by Fannie Mae.

NOTE: *Firm must be listed as the owner to delete an event.*

NOTE: *Pass validation events can be deleted within the day it was created.*

In the Events tab, click the checkbox next to the event(s) to be deleted.

When the checkbox has been selected, click on the '…' icon and select **Delete**.

A pop-up window will appear asking for confirmation to delete the selected record(s). Click **Okay.**

A yellow ribbon will appear near the top of the screen, displaying the results of the deletion process. The results will provide the number of removed events and the count of errors, in addition to error details.

Delete Process removed (1) events, with (0) unchanged due to errors

Note: The deleted event will no longer be displayed in DRA.

Documents Tab

Attorney Firms can upload documents on a Foreclosure and Bankruptcy case that the firm has created

Upload a Document Using the Documents Tab

Follow the steps below to upload a new document at the case level

From the Documents tab, click the + button

You will be prompted to the New Document panel

Utilize the dropdown option to Select the Parent (Case)

Upload the document by utilizing the drag and drop function or click the upload button to manually upload the document

Utilize the dropdown option to select the applicable template

Select "Save"
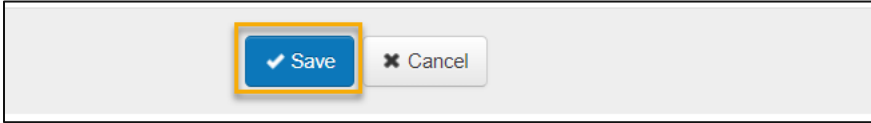
Default Reporting

Event Spreadsheet Upload

This section explains how to submit events in bulk using the Import Files functionality. This process may be used to report first time event submission or to correct a previously failed event.

> **NOTE:** *Once successfully logged into DRA, users can access the DRA spreadsheet for download and upload a completed spreadsheet on the Import Files page. From the navigation bar, click Menu. Then select Event Submission, followed by Spreadsheet. The Event Spreadsheet Upload page will then appear.*

> **NOTE:** *File must be in .xlsx, .csv or .txt format.*

> **NOTE:** *The DRA Spreadsheet Upload Template can be found on the DRA Messages Tab.*

Uploading Event File from the Import Files Page

Click the **Default Reporting** option under the **Landing Pages** drop-down on the navigation bar.
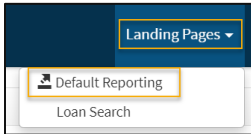
Select the "**Import Files**" tab.
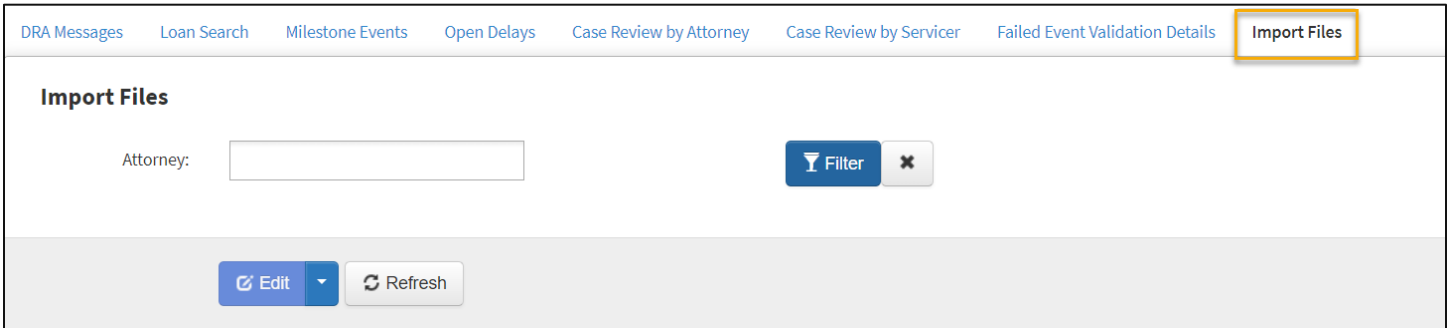
Scroll to the "**Drag and Drop**" section. Drop the event file in this section.

File Successfully Uploaded

NOTE: *To view the detailed results, clock on the "**Import File**" link.*

Import File Item Page and Field Descriptions

The Import File Item page lists all files uploaded, the current upload status, the date/time stamp of the load date and the record count. The most recent spreadsheet uploaded appears at the top of the list.

- ▪ **File Name**: A downloadable link of the file, named by the user, when uploaded to the system.
- ▪ **Error Report**: A downloadable link to the Error Report, identifying issues with the file.
- ▪ **File Status**: The current status of the upload process for the file being uploaded.
- ▪ **Dup Error**: The number of duplicates identified in the file.
- ▪ **Load Error**: The number of load errors identified in the file.

- **Events:** The number of validated events.
- **Pending:** The number events pending processing.
- **Passed:** The number events that passed validation.
- **Failed:** The number events that failed validation.
- **Attorney:** Firm viewing the uploaded file.
- **Loaded By:** The user ID or email of the person who uploaded the spreadsheet to the workspace.
- **Load Date**: The date and time the file was uploaded to the workspace.
- **Record Count**: Total files in the system.

Completing the Event Data Spreadsheet

Follow the steps below to complete the Import File prior to uploading.

1. Complete the necessary contact information on row 4, columns B-D. This information should be populated with the contact information of the person completing the workbook or the technical contact for the Provider.
2. Determine the Event to be reported. The Foreclosure State Milestone Cross-Reference Table, located on the DRA webpage within the Resources section, should be reviewed to determine the appropriate foreclosure events to report in each state.
3. Reporting begins on Row 8.
4. Position 1, column B, should always be populated with: EVENT.
5. Position 2, column C, will always be the Party Code (from the Master Party List) for your office.
6. In position 3, column D, enter the DRA Business Event Code (found on the All Events tab) for the Event that is being reported. Once this data point is populated, the remaining cells within the event row will be highlighted with the color that corresponds to the inclusion code for the event.

    a. For required cells: Red shading
        i. This indicates the data point is a required field (R) for that event.
        ii. The data must be reported or the event record will not pass validation.
    b. For optional cells: Blue shading
        i. This indicates the cell is an optional field (O) for that event.
        ii. The data is required based on its availability in the source system and must be provided if available.
    c. For conditional cells: Yellow shading
        i. This indicates the cell is a conditional field (C) for that event.
        ii. Use the Conditional Data Points Rules workbook, located on the DRA webpage within the Resources section, to determine what rules apply. If the rule does not apply, data should not be reported for these data points.
    d. For cells with no shading:
        i. This indicates that this cell is an ignored field (I) for that event.
        ii. The data for that event can be reported as determined by each Provider. DMRS does not validate or store (I) data points.

7. Populate all cells within the event row as required.
8. Refer to the Event and Data Point definitions document, located on the DRA webpage within the Resources section, for more information about events and data points, as needed. Note that positions 9, 10, and 11 have a specific datetime format. For example: 2015-12-25T00:00:00.

9. Refer to the [DRA Enumerations workbook](#), located on the [DRA webpage](#) within the Resources section, for a list of all enumerated (allowable) values.
10. Repeat steps 4-9 for each event that needs to be reported, starting a new row for each event.

Once all events have been added to the Event Entry tab, save the spreadsheet, then [drag and drop the spreadsheet to upload](#).

Milestone Events Tab

This tab can be used to identify events submitted in the current quarter and/or month to submit a Direct Entry event.

| DRA Messages | Loan Search | **Milestone Events** | Open Delays | Case Review by Attorney | Case Review by Servicer | Failed Event Validation Details | Import Files |

Milestone Events

| Event Name: | | State: | | | **▼ Filter** | **✕** |
| Servicer: | | Attorney: | | | | |

Monthly Count

Event Name	2023-04	2023-05	2023-06	2023-07
BK Case Closed	705	713	669	673
BK Referral Package Received	1,359	1,582	1,356	1,326
FC File Closed	3,091	3,292	3,585	2,887
FC Referral Package received by Attorney	3,105	3,413	3,525	3,453
FC Sale held	800	836	803	690
FC Sale scheduled	1,883	2,078	2,002	1,747
First Legal Action completed	2,583	2,603	2,436	2,053
Judgment or Ruling entered	579	670	581	476
Motion to Value Filed	16	16	13	29
Proof Of Claim Filed	372	409	420	405

Click on the line item to filter.

| DRA Messages | Loan Search | **Milestone Events** | Open Delays | Case Review by Attorney | Case Review by Servicer | Failed Event Validation Details | Import Files |

Milestone Events

| Event Name: | | State: | | | **▼ Filter** | **✕** |
| Servicer: | | Attorney: | | | | |

Monthly Count

Event Name	2023-04	2023-05	2023-06	2023-07
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Judgment or Ruling entered	579	670	581	476
Motion to Value Filed	16	16	13	29
Proof Of Claim Filed	372	409	420	405

Events

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney	UpdatedBy	UpdatedDate
BK Referral Package Received				Bankruptcy	Passed Validation					10/31/22 17:03:34
BK Referral Package Received				Bankruptcy	Passed Validation					10/20/22 01:00:26
BK Referral Package Received				Bankruptcy	Passed Validation					10/22/22 03:01:10
BK Referral Package Received				Bankruptcy	Passed Validation					10/22/22 03:01:10
BK Referral Package Received				Bankruptcy	Passed Validation					10/25/22 01:00:42

NOTE: *Click on the Event Name to display all events for that particular event type, as shown in the screenshot above.*

NOTE: *Single click on the number to return only those events as shown in the screenshot below.*

NOTE: *Double click on the number to clear the filter.*

Milestone Events

| Event Name: | | State: | | | **▼ Filter** **✕** |

| Servicer: | | Attorney: | |

Monthly Count

Event Name	2023-04	2023-05	2023-06	2023-07
BK Case Closed	705	713	669	673
BK Referral Package Received	1,359	1,582	1,356	1,326
FC File Closed	3,091	3,292	3,585	2,887
FC Referral Package received by Attorney	3,105	3,413	3,525	3,453
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Judgment or Ruling entered	579	670	581	476
Motion to Value Filed	16	16	13	29
Proof Of Claim Filed	372	409	420	405

Events

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney	UpdatedBy	UpdatedDate
BK Referral Package Received				Bankruptcy	Passed Validation	GA				9/12/22 11:27:38
BK Referral Package Received				Bankruptcy	Passed Validation	GA				9/22/22 13:33:30
BK Referral Package Received				Bankruptcy	Passed Validation	GA				9/22/22 13:33:30

All 3 records shown. 25 row(s) per page

N O T E :   *Filter only applies when the line is highlighted.*

Click on the **Event Name** to view the details of that event.

Events

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney
BK Case Closed				Bankruptcy	Passed Validation	CA		

BK Case Closed

Provider Code:	
Business Event Code:	E0470
Business Event Name:	BK Case Closed
Source System Code:	
Servicer Code:	
Servicer Name:	
Servicer Loan Number Identifier:	
Event Actual Datetime:	2022-12-01T00:00:00
Event Created Datetime:	2022-12-01T00:00:00
Event Recorded Datetime:	2022-12-01T00:00:00

Direct Event Entry Using the Milestone Events Tab

| DRA Messages | Loan Search | **Milestone Events** | Open Delays | Case Review by Attorney | Case Review by Servicer | Failed Event Validation Details | Import Files |

Milestone Events

| Event Name: | | State: | |
| Servicer: | | Attorney: | |

Filter ✖

Monthly Count

Event Name	2023-04	2023-05	2023-06	2023-07
BK Case Closed	705	713	669	673
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Proof Of Claim Filed	372	409	420	405

Click the + button to add an event.

Events

⟳ **+** ▼ ⋯

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney	UpdatedBy	UpdatedDate
FC Referral Package received by Attorney				Foreclosure	Passed Validation	LA	5/24/2022			5/25/2022
FC Referral Package received by Attorney				Foreclosure	Passed Validation	LA	5/21/2022			5/25/2022
FC Sale scheduled				Foreclosure	Passed Validation	LA	5/25/2022			5/25/2022

Select the applicable Foreclosure or Bankruptcy case to add an event for.

New Task

| Parent: | -- Select a parent -- ⌄ |

-- Select a parent --
Foreclosure:
Foreclosure:
Foreclosure:

Select the event to be entered from the Template drop-down list then click "**Save**".

New Task

Parent:	
Template:	--

✔ Save   ✗ Cancel

New Task

Parent:	Foreclosure: _____
Template:	FC Sale held

✔ Save   ✗ Cancel

Complete all fields, ensuring that all required fields are completed. Also, complete as many optional fields as possible.

NOTE: *When a user enters the Investor Loan Number, the system prefills certain fields with general information that already exists in the system for that loan. Users can update this prefilled information, as needed.*

Cases   Events

FC Sale scheduled   ❓

Record Type:	--
Provider Code:	_____
Business Event Name:	
Business Event Code:	E0170
Servicer Name:	ServicerName
Source System Code:	_____
Servicer Code:	_____
Event Created Datetime:	4/13/2022
Servicer Loan Number Identifier:	_____
Event Recorded Datetime:	4/13/2022
Event Actual Datetime:	4/13/2022

NOTE: *When an event is saved, the system checks the fields to ensure all required fields are complete and that the values are valid and formatted correctly. If any issues exist, the Event Status will reflect "Failed Validation". Click on the Event Name to correct the validation error.*

Failed Event Validation Details Tab

This tab can be used to identify events with data quality issues to be corrected and/or to submit a Direct Entry event.

Click on the line item to filter by the Event.

Direct Event Entry Using the Failed Event Validation Details Tab

N O T E :   *Events should not be reported to DRA until the process milestone has been completed. For instructions see the* [*Create a Case Using the Cases Tab*](#) *or* [*Create a Case Using the Case Review by Servicer Tab*](#) *section.*

Click the + button to add an event.

Events											↻	+	▼	⋯
Name	**FNMALoanID**	**ServicerLoanID**	**Servicer**	**EventType**	**Status**	**State**	**ActualDate**	**Attorney**	**UpdatedBy**	**UpdatedDate**				
All 0 records shown. 25 row(s) per page														

Select the Foreclosure or Bankruptcy case to add an event for.

New Task

Parent: -- Select a parent -- ⌄

-- Select a parent --
Foreclosure:
Foreclosure:
Foreclosure:

Select the event from the **Template** drop-down list then click "**Save**".

--
Bid received from servicer
Confirm Foreclosure Completed (Attorney)
FC Attorney Transfer Received
FC Attorney Transfer Sent
FC Certification received from servicer
FC Deed Recorded
FC File Closed
FC Referral Package received by Attorney
FC Sale cancelled
FC Sale Confirmed / Ratified
FC Sale held
FC Sale postponed
FC Sale scheduled
First Legal Action completed
Foreclosure Sale Rescinded
Judgment or Ruling entered
Mediation Certified
Motion to Vacate
Presale Action Completed

New Task

Parent:
Template: -- ⌄

✔ Save   ✖ Cancel

New Task

Parent: Foreclosure: ⌄
Template: FC Sale held ⌄

✔ Save   ✖ Cancel

Complete all fields, ensuring that all required fields are completed. Also, complete as many optional fields as possible.

NOTE: *When a user enters the Investor Loan Number, the system prefills certain fields with general information that already exists in the system for that loan. Users can update this prefilled information, as needed.*

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney	UpdatedBy	UpdatedDate
FC Referral Package received by Attorney				Foreclosure	Passed Validation		5/24/2022			5/25/2022
FC Referral Package received by Attorney				Foreclosure	Passed Validation		5/21/2022			5/25/2022
FC Sale held				Foreclosure	Passed Validation					5/25/2022
FC Sale scheduled				Foreclosure	Passed Validation		5/25/2022			5/25/2022

NOTE: *When an event is saved, the system checks the fields to ensure all required fields are complete and that the values are valid and formatted correctly. If any issues exist, the Event Status will reflect "Failed Validation". Click on the Event Name to correct the validation error.*

Correcting a Failed Event Using the Failed Event Validation Details Tab

When an event is saved, the system checks the fields to ensure all required fields are complete and that the values are valid and formatted correctly. If any issues exist, the Event Status will reflect "Failed Validation". Follow the steps below to correct the validation error in the Failed Event Validation Details tab in the Default Reporting section.

Error messages and reasons are displayed in the DRA Event Failure Report. In the Failed Event Validation Details tab, scroll down to **DRA Event Failure Report**

The report contains a table of all failed events. Find the event in question and refer to the last columns in the table which display: Filename, Failure Reason, and Failure Detail. These columns will provide the reasons for the event failure.

FailureReason	FailureDetail	Updateddate
Invalid Lookup Field	Lookup field 'ForeclosureFileClosedReasonType' is invalid: Other	5/26/2023
Invalid Lookup Field	Lookup field 'ForeclosureFileClosedReasonType' is invalid: Other	7/3/2023
Missing Required Field	Required field 'ForeclosureSaleBidAmount' is null.	7/2/2023

Click on the **Event Name** to view the details of that event.

Scroll to the "**Messages**" section to view the validation error.

After selecting an event, click the "**Edit**" button to view the event and correct the validation error.

Required fields will have a **red line** beneath them as shown in the screenshot below.

Identify the fields with missing information and correct. Click "**Save**".

Click the "**Return**" button.

Assigned Foreclosure Attorney Code:	
Foreclosure Attorney File Identifier:	
Foreclosure Method Type:	Judicial
Foreclosure Sale Scheduled Date:	02/12/2022
Foreclosure Status Type:	Active
Bankruptcy Status Indicator:	
Loan Delinquency Event Type:	
Assigned Foreclosure Attorney Name:	
Event Detail:	No Details

← Return

The total count returned has reduced by one, the number of failed validations that have been corrected, as shown in the screenshot below.

Events

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney	UpdatedBy	UpdatedDate
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/2/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/1/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/4/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/5/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/7/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	NV	3/6/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	AZ	3/8/2022			5/24/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/17/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	AZ	3/18/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	NV	3/13/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/14/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/15/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	NV	3/16/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/12/2022			5/25/2022
FC Sale scheduled				Foreclosure	Failed Validation	AL	3/11/2022			5/25/2022

All 15 records shown. 25 row(s) per page

Case Review by Servicer Tab

The following tab can be used to identify Reported & Derived Status

| DRA Messages | Loan Search | Milestone Events | Open Delays | Case Review by Attorney | **Case Review by Servicer** | Failed Event Validation Details | Import Files |

Case Review by Servicer

Servicer:		State:	
DerivedStatus:		ReportedStatus:	
Case Type:			

Filter ✕

⧉ Edit ▾   ↻ Refresh

N O T E :   *The filter fields only display option that exists.*

Utilize the text fields to filter.

| DRA Messages | Loan Search | Milestone Events | Open Delays | Case Review by Attorney | **Case Review by Servicer** | Failed Event Validation Details | Import Files | Attorney Reports | ＋ |

Case Review by Servicer

Servicer:		State:	
DerivedStatus:	ACTIVE ✕	ReportedStatus:	ACTIVE ✕
Case Type:			

Filter   **✕ Reset**

Derived Status by Case Type (Count)   ⧉ 🗑

Derived Status	Bankruptcy	Foreclosure
ACTIVE	7,834	16,894

Reported Status by Case Type (Count)   ⧉ 🗑

Reported Status	Bankruptcy	Foreclosure
ACTIVE	7,834	16,894

⧉ Edit ▾   ↻ Refresh

Process   ↻ ＋ 🗄 ▼ ⋯

✔ Search

FNMALoanID	Case Type	Case ID	Derived Status	Reported Status	Attorney	State	Earliest Event Actual Date	Latest Event Actual Date	Last Event	Last Update Date	ServicerLoanID	Servicer
	Bankruptcy		Active	Active		OH	5/19/2021	9/27/2023	Payment Change Notice Filed	9/28/2023		
	Bankruptcy		Active	Active		NY	9/10/2024	9/10/2024	BK Referral Package Received	9/13/2024		

Export Case Inventory Data

Select the [...] icon and select the file type to export.
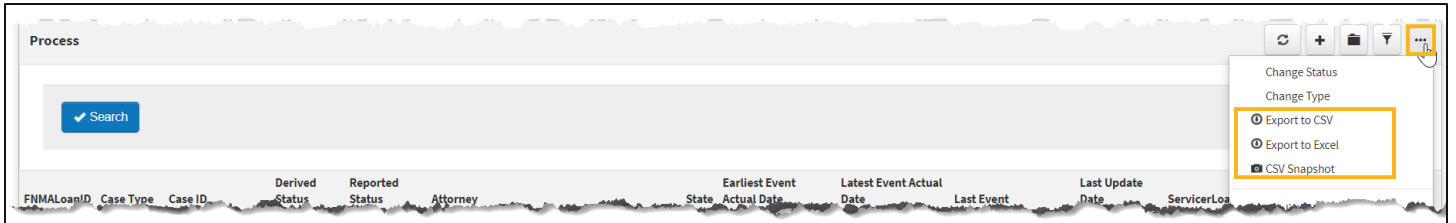
Open the exported file.
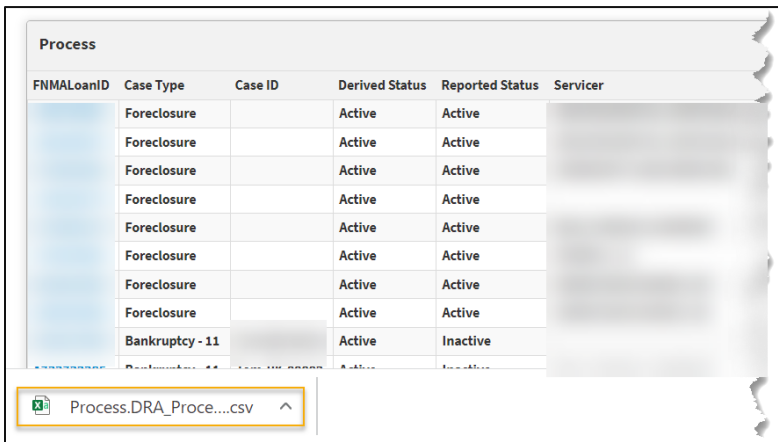
Create a New Case Using the Case Review by Servicer Tab

Follow the steps below to create a new case.

> **NOTE:** *Events cannot be reported in DRA until a case has been created.*

> **NOTE:** *Users will need the DRA Attorney role to create a case.*

From the **Case Review by Servicer**, click the + button and select the type of case to be added.

Foreclosure

Bankruptcy

The new case is created.

NOTE: *In order to create an event on a newly created case, click the FNMA Loan ID hyperlink. For instructions, please review the Direct Event Entry Using the Events Tab section.*

Adding a Delay

Navigate to the Loan Search Tab.

DRA Messages	Loan Search	Milestone Events	Open Delays	Case Review by Attorney	Case Review by Servicer	Failed Event Validation Details	Import Files

Loan Search

BankruptcyStatus:		ForeclosureStatus:
State:		

[🔽 Filter] [✖]

[✏ Edit ▾] [🔄 Refresh]

Enter FNMA Loan, Servicer Loan ID, Foreclosure Case ID, or BK Case Number and select search to return results.

Loans   [🔄] [🔽] [...]

FNMA Loan ID:	Servicer Loan ID:	BK Case Number:
Foreclosure Case ID:		

[✔ Search]

The Loan will appear under your Loan Search with a hyperlink, select the loan in reference.

Loans

Loans   [🔄] [🔽] [...]

FNMALoanID	LiquidationDate	LiquidationDescription	LastPaidInstallment	State	County	ServicerLoanStatus	Servicer	Servicer Loan ID
		N/A		AL		N/A		

All 0 records shown. 25 row(s) per page

You will be prompted to the Loan Summary page, where you will "Add a New Task" by utilizing the "+" icon from the "Events" tab in the bottom panel.

Cases	Events	Documents

Events   [🔄] [+] [...]

Name	Event Type	Event Status	Event Detail	Event Actual Date	Load Date	Update Date	Attorney	Case ID	Case Derived	Case Reported	All
Active military status ✏	Loan	Passed Validation	No Details	2022/09/22	2022/09/22	2022/09/28		Open Delay			☐

Select the applicable loan to add a delay for, Select the Delay from the Template drop-down list then click "**Save**".

Cases	Events

New Task

Parent:	Charge - Off in Review
	Charge-Off in Progress
	Confirmation/Ratification Hearing Delay
	Deed - In - Lieu of Foreclosure in Progress
	Deed-In-Lieu in review
	Demand for Delay of Sale
	Existing Second Lien Review
	FDCPA
Template:	Assignment Issue

[✔ Save] [✖ Cancel]

Open Delays Tab

This tab can be used to identify open delays. Delays can be identified by task or property state.

Click on the line item to filter.

Click on the **Loan Number** or **Event Name** to view the details of that delay.

Loan Modification in Progress

Provider Code:

Business Event Code:

Business Event Name: Delay start

Source System Code: SS00002

Servicer Code:

Servicer Name:

Servicer Loan Number Identifier:

Event Actual Datetime: 2017-03-01T00:00:00

Event Created Datetime: 2017-02-01T15:56:34

Event Recorded Datetime: 2017-02-05T00:17:03

Closing an Open Delay

Follow the steps below to close a delay from the Open Delays tab.

Click on the **Delay Name** to view the details of that delay.

Events													⟳	+	▽	...

Name	FNMALoanID	ServicerLoanID	Servicer	EventType	Status	State	ActualDate	Attorney	UpdatedBy			UpdatedDate
Active military status				Open Delay	Passed Validation	CA						8/29/22 14:34:15
Active military status				Open Delay	Passed Validation	AL						9/14/22 19:54:52
Active military status				Open Delay	Failed Validation	PA						1/10/23 17:46:27
All 3 records shown. 25 row(s) per page												

Click the **Edit** button.

Enter the **Delay Completion Date**. Click **Save**.

DRA Messages Tab

This tab can be used to view broadcast messages, such as downtime information, party code, and to access the upload template.

NOTE: *Currently users cannot send messages using this tab.*

Event Spreadsheet Template

Select the **DRA Spreadsheet Upload Template**.
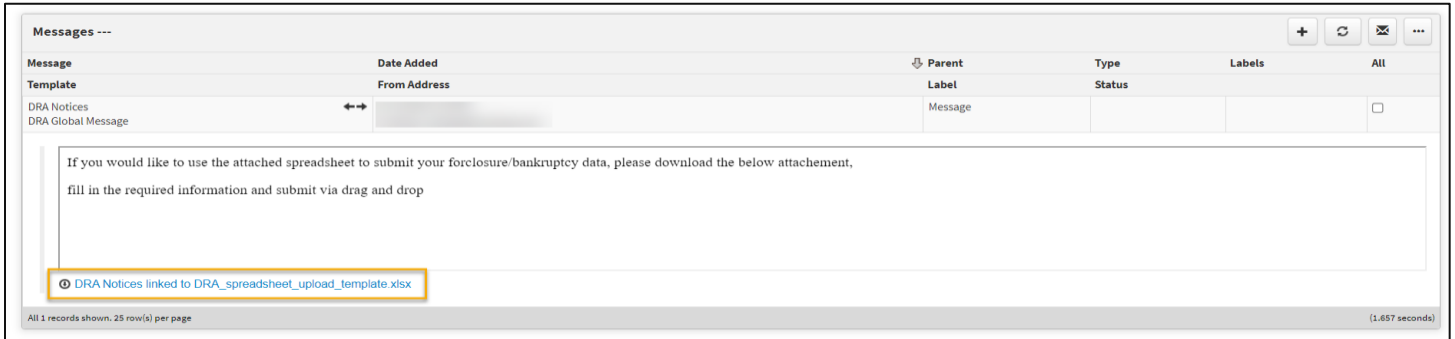
> **NOTE:** *File must be in .xlsx, .csv or .txt format.*

Event Spreadsheet Resources

- Completing the Event Data Spreadsheet
- Event Spreadsheet Upload
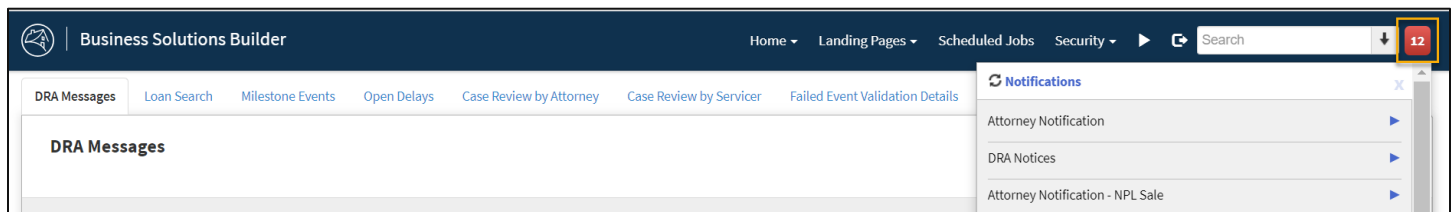
> **NOTE:** *Notification alerts, containing new DRA Messages, can be found in the top right corner of the navigation bar. Notifications will continue to show until they are dismissed.*

DRA Reports

Exporting Information

Within several tabs of the DRA Application, you can utilize the ellipsis function to download and export data
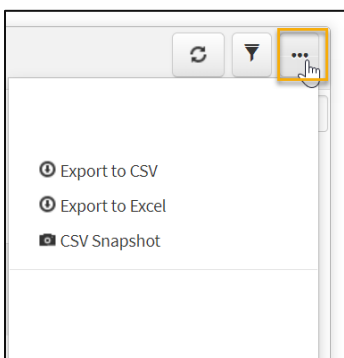
Generating Report Requests

Click the **Reports** option under the **Landing Pages** drop-down on the navigation bar.
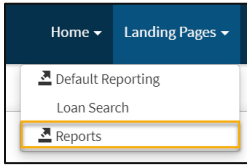
Click the **Events Report** link.
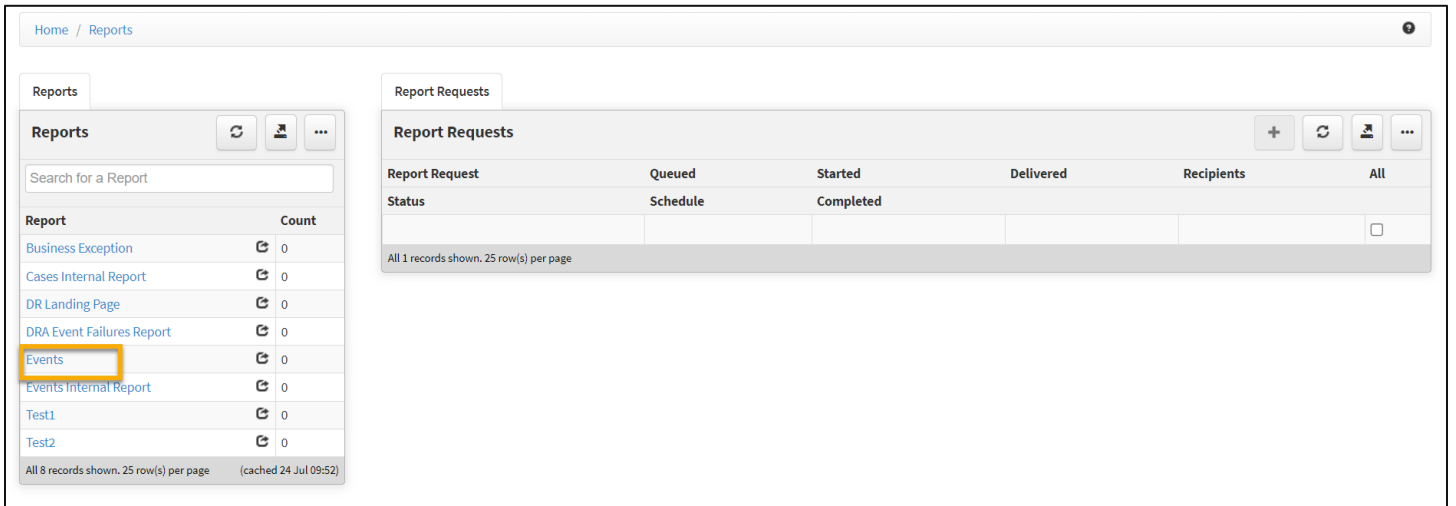
Click the + button.
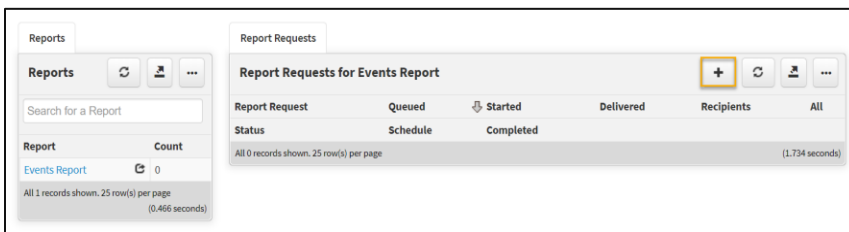
Complete the following sections/fields.

N O T E : *"Report Request" is what you would like to name the report.*

NOTE: *"**Begin Date**" is not required if "**Run once**" is selected under the "**Schedule**" section.*

NOTE: *The user's email address will be auto populated in the 1st "**Recipients**" field. There is no limit to the number of additional recipients that may be added.*

NOTE: *For "Run monthly" or "Run weekly" select the frequency and "Begin Date", as shown in the screenshots below.*

Select the **Submit** button.

To open the report from within the application, click on the **Report Request Name link** then click the link under the **Documents** tab.

To open the report from the email notification, click on the **link** then **Open Link**.