Mortgage Insurance Claims Portal

Expense Report Enhancement – MI Company JOB AID

Version 1.0

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Overview

Fannie Mae has introduced expense report functionality through the Mortgage Insurance Claims Portal (MICP). This functionality allows the Mortgage Insurance Company to extract expense data on demand and compare how claims would settle as a factor versus a standard claim.

Expense Report

The **Expenses** module is accessed via the Main Menu on the left side of the screen under the **Reports** menu option. Select the new **Expenses** option.
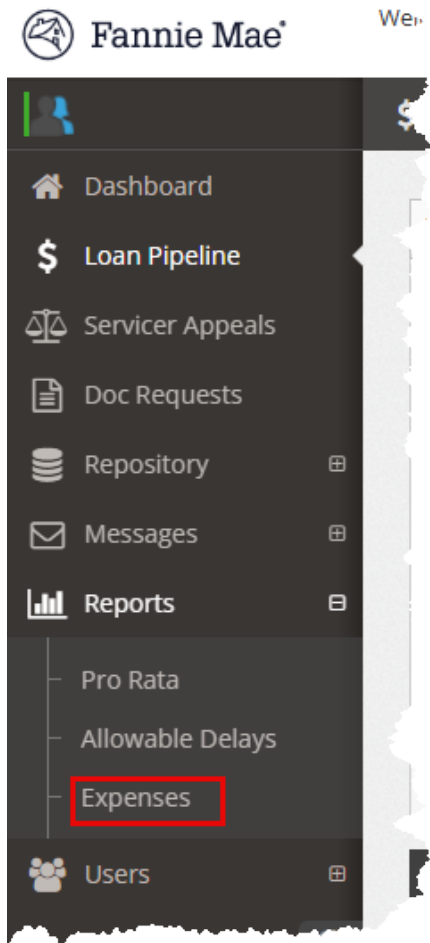
Generate Expense Report

The system will display the Expense Report page with the following options:

1. Filter Criteria – Enter date the desired date range. An initial claim filed date must be entered to generate a report.
2. Reset – Clear date range filter criteria.
3. Excel – Generate the expense report using the selected search criteria to display in Excel format.

NOTE: When entering search criteria, generate reports with a 6-month lag time to ensure trailing expenses will be included in the results and reflect a more accurate comparison to the factor calculation.

When the Excel option is selected, all expenses that meet the filter criteria will be retrieved and will display in an Excel format, with the following fields:

- FNMA Loan #
- MI Cert
- MICO
- MI Category
- Category
- Sub Category
- Claim
- Is Exp Allowed?
- Appr Amt

View Report Results

Users can organize the fields in the Excel output, according to their needs.

1. Select the **Export Results** tab.
2. View the **Export Status** column. The status will show **In Progress** while the Excel file is being generated.
3. Select the **Refresh** icon to update the Export Status field. When the Excel file has been generated, the status will change to **Completed**.
4. Select the **Download** icon in the **Action** column to view the Excel file.

5. Open the downloaded file to view the results.

FNMA Loan #	MI Cert	MICO	MI Category	Category	Sub Category	Claim	Is Exp Allowed?	Appr Amt	
			Property Preservation Costs	Other Fees and Expenses (NS)	Appraisal Service Fee	Suppl	Yes	47.11	
			Property Preservation Costs	Pre-Foreclosure Maintenance	Pre-FCL - Property Inspection	Suppl	Yes	36	
			Property Preservation Costs	Pre-Foreclosure Repairs	Pre-FCL - Work Completion Review	Suppl	Yes	20	
			Property Preservation Costs		Unclassified Property Preservation Fees (209)	Suppl	Yes	260.73	
			Property Preservation Costs		Service Fee (301)	Suppl	Yes	323	
			Property Preservation Costs	Other Fees and Expenses (NS)	Appraisal Exception	Suppl	Yes	210	