

Each night, the Freddie Mac selling system will automatically store data for fulfilled contracts and the loans associated with those contracts. This data will automatically be stored and moved to the selling system's Retrieve Historical Data function.

The Retrieve Historical Data function presently contains data from January 1, 2010 through December 31, 2012. We will continue to add fulfilled contract and loan data until this functionality is brought to the current date. Once the data is brought current, it will become a comprehensive source for retrieval of all selling system historical data. Until that time, you will continue to access data for contracts fulfilled from 2013 to present through the existing selling system export functions.

This job aid is designed to assist you with understanding the user roles associated with this functionality and contains step-by-step instructions on how to use the Retrieve Historical Data functionality.

## User Roles and Exportable Data Reports:

Users must have the required user role(s) in order to retrieve data using the Retrieve Historical Data functionality. The following tables identify the available reports and the respective user role.

*Table 1: Contract Level – Reports*

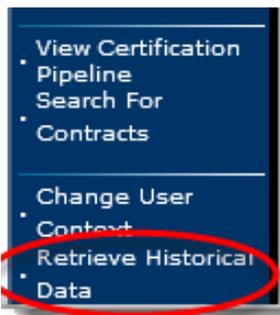
User Role	Funding Details	Contract Confirmation/Details	Purchase Statement	Pair-off Confirmation
Closer/Shipper	X	X	X	X
Settlement Statement Analyst	X		X	
Delayed Note Certification Inventory Manager		X		X
Delayed Note Certification Officer		X		X
Export Analyst		X		X
Guarantor SMO		X		X
SMO		X		X

Table 2: Loan Level for Seller & Loan Level for Servicing Buyer – Reports

User Role	Funding Details	Purchase Statement	Form 1034E	Form 996E	Bill of Sale
Delayed Note Certification Inventory Manager			X		X
Delayed Note Certification Officer			X		X
Closer / Shipper	X	X	X	X	
Settlement Statement Analyst	X	X			
Servicing Buyer Analyst	X				
Servicing Buyer Manager	X				

**To Retrieve and Export Historical Data Reports**

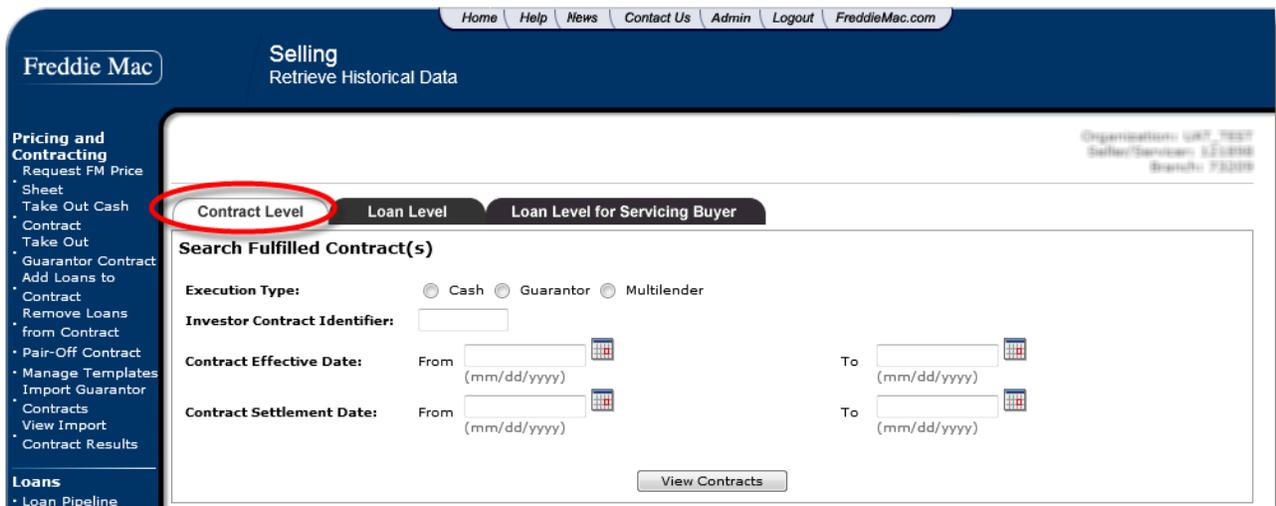
The Retrieve Historical Data link is available on the left navigation bar of the selling system. Click the **Retrieve Historical Data** link. The *Retrieve Historical Data* screen will display.



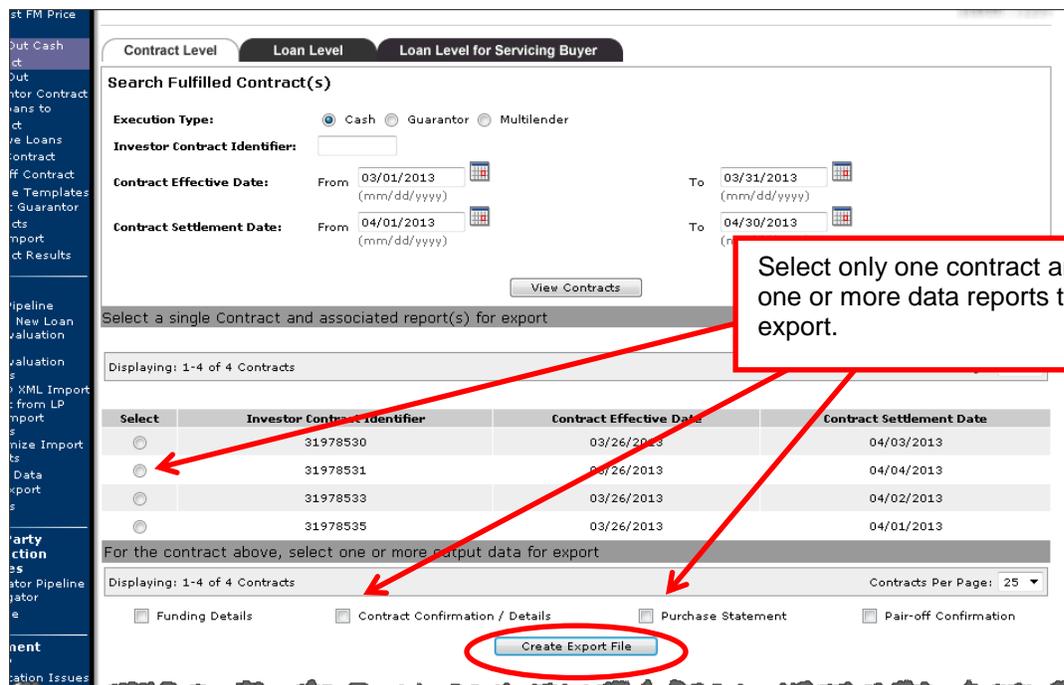
To retrieve either fulfilled Contract Level or Loan Level historical data, follow the steps on the next few pages.

## To Retrieve Contract Level Data:

1. From the *Retrieve Historical Data* screen, select the tab titled **Contract Level**. The *Search Fulfilled Contract(s)* selection displays.



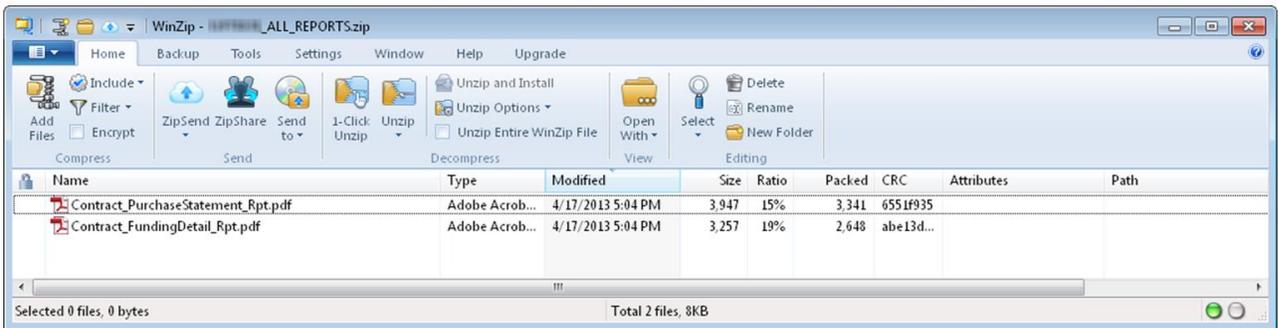
2. Select an Execution Type of Cash, Guarantor, or MultiLender.
3. Enter at least one search criteria field or narrow your search by completing additional search criteria.
4. Click View Contracts. A single or list of contract(s) will display.
5. Select one contract.
6. Select one or more data reports to export.



- Click the **Create Export File** button.
- Select **Open** to access your report(s). If you request multiple reports you will get them in a zip file, and for a single data request the report itself will display.

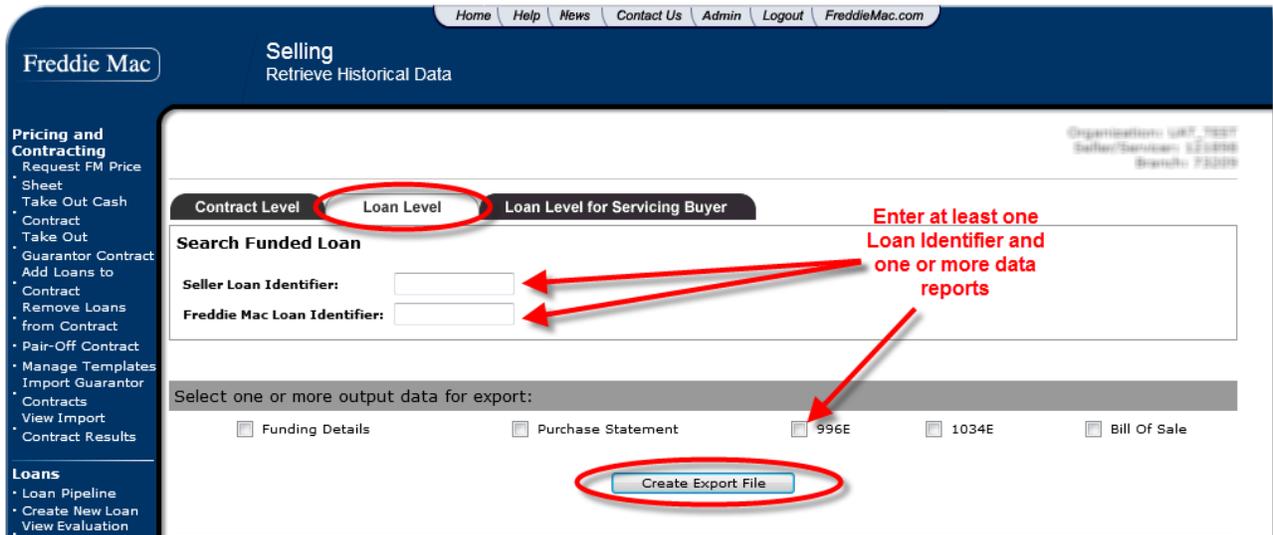


Reports will be exported and may be viewed in either a .pdf format or an .html file format.



### To Retrieve Loan Level Data:

- From the *Retrieve Historical Data* screen, select the tab titled **Loan Level**. The *Search Funded Loan* selection displays.

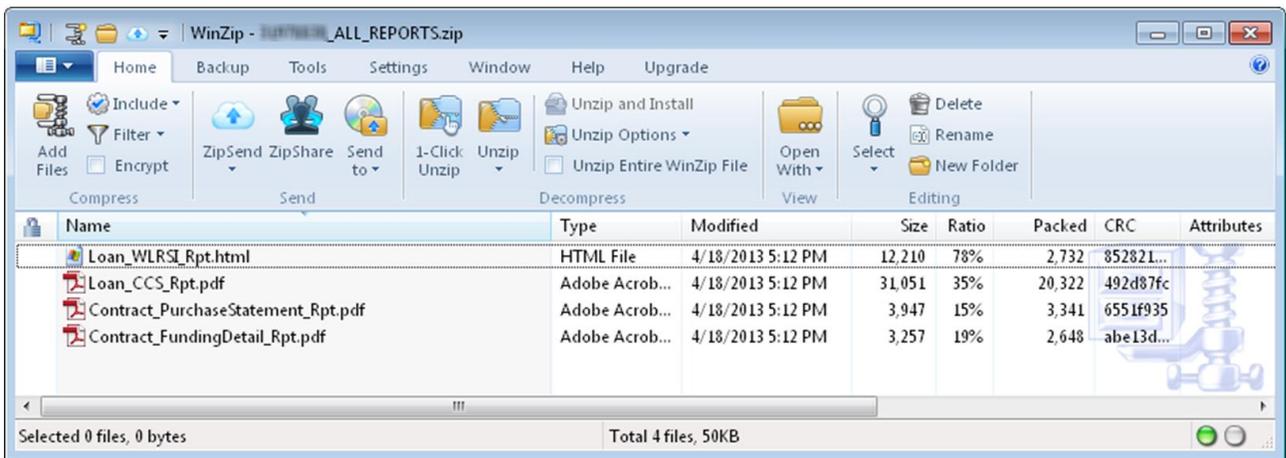


- Enter at least one Loan Identifier.
- Select one or more reports you want to export. (The data reports available for export are dependent upon your User Role. See tables 1 and 2 above).
- Click **Create Export File**.

5. Select **Open** to access your report(s). If you request multiple reports you will get them in a zip file, and for a single data request the report itself will display.

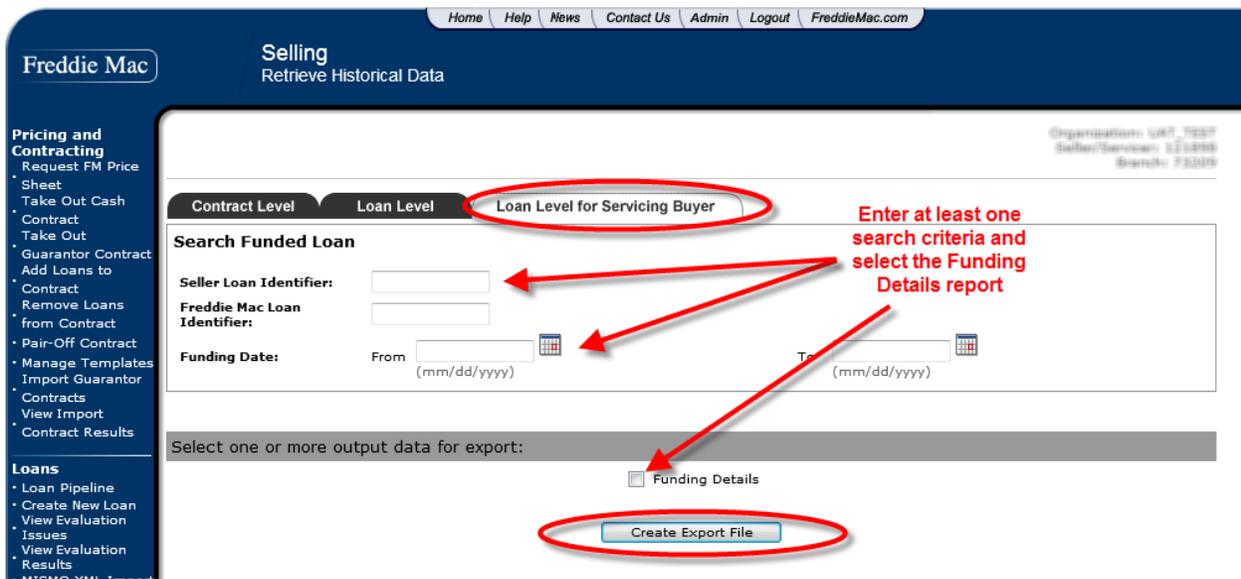


Reports will be exported and may be viewed in either a .pdf format or an .html file format.



**To Retrieve Loan Level Data for the Servicing Buyer (if you are a Servicing Released Transferee Servicer only):**

1. Select the tab titled **Loan Level for Servicing Buyer**.



**Note:** The *Loan Level for Servicing Buyer* tab will only display if you are a servicing buyer.

2. Enter at least one search criteria field or narrow your search by completing additional search criteria fields.

3. Select the *Funding Details* report.
4. Click **Create Export File**. The selected data report will open in a separate window.

Contract\_FundingDetail\_ServicingBuyer\_Rpt.pdf - Adobe Reader

File Edit View Window Help

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### Freddie Mac Funding Details Report

**Seller Name:** PE\_BANK  
**Seller Identifier:** 1528276  
**Organization ID:** 41981  
**Seller Address:** 8000 JONES BRANCH DRIVE CONNERT FREDDIE CITY GA 30099-9999

**Contract Product:** 15-Year Fixed Rate Conventional  
**Participation Percent:** 100.000%  
**Remittance Option:** Gold  
**Prepayment Remittance Due Days:** 5

**Designated Servicer Name:** Test  
**Servicer Identifier:** 1528276  
**Servicer Address:** 8000 Jones Branch Dr. Walnut VA 20181

#### Settlement Summary

Seller Loan Identifier	FHLMC Loan Number	P & I Payment Amount	Last Paid Instalment Due Date	Interest Rate	ANY Rate	Remaining Maturity Period Count	Principal Purchased
Settlement Date: 03/06/2013							
JAS_BE_08	728077612	1,995.15	03/01/2013	2.750%	2.500%	180	294,000.00
<b>Sub Total</b>							<b>\$ 294,000.00</b>
<b>Grand Total</b>							<b>\$ 294,000.00</b>

#### Servicing Released Proceeds Summary

Seller Loan Identifier	FHLMC Loan Number	Servicing Rights Price (%)	Servicing Rights Price	Escrow Funds Collected at Closing	Buydown Collected at Closing	Interest Adjustment	Servicing Spread Adjustment	Tax Fee	Transaction Fee
Settlement Date: 03/06/2013									
JAS_BE_08	728077612	0.607%	1,783.37	0.00	0.00	0.00	(10.20)	80.00	150.00
<b>Sub Total</b>									<b>\$ 150.00</b>
<b>Grand Total</b>									<b>\$ 150.00</b>

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**Note:** This document is not a replacement or substitute for the information found in the *Single-Family Seller/Servicer Guide*, and/or *terms of your Purchase Documents*. © Freddie Mac