

The “Create Your Own Reports” screen in Investor Accounting ManagerSM (IAM) allows you to conduct searches on your portfolio based on loan characteristics and criteria that you choose. Follow these steps to create your own reports.

Step	Action	Method
1	Select <u>Create Your Own Report!</u>	Click the paintbrush icon on the left side of the Investor Accounting Manager homepage.
2	Select the fields you want in your report	Select the fields from the Select Fields for your report box. You are limited to a row width of 145 characters to be displayed on the report. See the <i>Used %</i> on the right side of the screen to see how much space you have used. The available fields are listed on the back of this reference.
3	Select the order in which you want the fields to appear in your report	Select the field to move in the Order of Fields to Display box. Click the Move Up or Move Down arrow to change the order of the field.
4	Filter the report	Select the filter(s) you wish to use. Either enter the information or use the drop down menus available. If you do not filter your report, the report will display every loan in your portfolio. The available filter options are listed on the back of this reference.
5	Sort the report	Choose which fields you want sorted first, second, and third. You may choose whether or not you want the information in ascending or descending order, and you have the choice to add subtotals.
6	Preview the report	Click Generate a preview... to view the first 50 rows of your report according to selected fields. This will help you determine if the report contains the information you desire.
7	Generate the report	Click Generate the complete report... to compile your selections. You can now view the report.
8	Print the report	Click the printer icon on the toolbar to print.
9	Export the report	Select the format of the file to export to from the drop down on the tool bar and then click Export .



Required fields in all reports include **Freddie Mac Loan Number** and **Servicer Loan Number**

Available Fields	
Accounting Cycle	Accelerated Remittance Cycle (ARC) Days
Accounting Net Yield (ANY)	Accounting Net Yield Effective Date
Adjustment Rate Round Percentage	Balloon Term Years
Contract Number	Credit Enhancement Collateral Flag
Detailed Loan Product (DLP)	Due Date Last Paid Installment (DDLPI)
Exception Code	Exception Date
Exception Interest Due FM	Funding Date
Guarantee Fee	Inactivation Cycle Date
Index Source Code	Last Payment Received Date (LPRD)
Loan Status Code	Lookback Period
Maturity Date	Monthly Interest Due FM
Mortgage Life Ceiling	Mortgage Life Floor
Mortgage Rate Adjustment Period	Negative Amortization Balance
Net Margin	Next Adjustment Date
Participation Percentage Amortization	Participation Negative Amortization
Participation Unpaid Balance	Payoff Acceleration Remittance Cycle
Periodic Decrease Rate Cap	Periodic Increase Rate Cap
Prepayment Penalty Due FM	Principal Due FM
Proceeds Due Date	Reinstatement Cycle Date
Remittance Due Date	Remittance Option Code
Servicing Fee	Super Accelerated Remittance Cycle
Unpaid Principal Balance	

Filter Options	
Accounting Cycle	Filter using a particular cycle (previous, current or next).
FM Loan	Filter using a specific Freddie Mac loan by typing the loan number.
Servicer Loan	Filter using a specific loan by typing the Servicer loan number, or multiple loan numbers separated by a comma.
Loan Status	Filter using certain loan statuses (Active, Delinquent, Foreclosure, REO).
DLP	Filter using detailed loan product type (ARM, Balloon, Cramdown, FHA/VA, Modifications, Multifamily, Second, SFFR).
Remit. Optn. Cd.	Filter using remittance options (ARC, First Tuesday, Gold, Super ARC).
PARC	Filter using PARC status. Select "Yes" if you want to show only PARC loans. Select "No" if you do not want to include PARC loans.
CE Collateral Flag	Filter using credit enhancement flags. Select "Yes" if you want to show only loans with credit enhancement flags. Select "No" if you do not want to include loans with credit enhancement flags.
Exception Code	Filter using certain exception codes (Non exception, Inactive loan, Reinstated loan, Payoff—Matured, Payoff—Prepaid, Payoff—Repurchased, Convertible ARM, Transfer to REO, Third-party Foreclosure, FHA/VA Foreclosure, FHA/VA Third-party Foreclosure Sale, Principal Balance Correction).
Funding Dt.	Filter using the date upon which Freddie Mac took ownership of the loan.
Remittance Due Dt.	Filter using the date upon which proceeds are due to Freddie Mac for liquidations.
Exception Dt.	Filter using the date the mortgage exception occurred during the accounting cycle.