



# MIDANET for the PC Reporting Tips for Investor Accounting

MIDANET® for the PC is an easy-to-use menu-driven software application that enables you to use your personal computer (PC) to exchange information with Freddie Mac. This quick reference outlines how you can use MIDANET for the PC to streamline your investor accounting activities.

## Request to Receive Funding Detail Reports and Confirmation Messages

Before you can receive Funding Detail reports and confirmation messages, you must request access to them. To do this, identify the MIDANET for the PC site(s) from which you want to retrieve the reports and then contact (800) FREDDIE. The setup process may require 24 to 48 hours to complete.

1. From the MIDANET Main Menu, select option 5, **Administration**.
2. From the Administration Menu, select option 1, **Utilities**.
3. From the Utilities Menu, select option 1, **View System Configuration**. The **View System Configuration** screen displays. The **site.dat** field identifies the site number. The site number also displays on the MIDANET for the PC copyright screen when you log on to the application.
4. Contact (800) FREDDIE.

## Communicate with Freddie Mac to Receive Funding Detail Reports and Confirmation Messages

To view Funding Detail reports and confirmation messages, you must communicate with Freddie Mac to retrieve the reports.

1. From the MIDANET Main Menu, select option 4, **Communications**.
2. From the Communications Menu, select option 1, **Receive Other Data**. The MIDANET system will automatically dial into the network and retrieve all mail waiting in your queue.

Funding Detail reports are available on the day of funding for Cash transactions and two days prior to funding for Guarantor transactions. Confirmation messages are available within 24 hours after Freddie Mac receives the transmission. Retrieve Funding Detail reports and confirmation messages within ten calendar days from the date they are available. After ten calendar days, contact (800) FREDDIE to receive the reports via fax, as they will no longer be available in MIDANET for the PC.

## View Funding Detail Reports

1. From the MIDANET Main Menu, select option 7, **Loan-Level Reporting**.
2. From the Loan-Level Reporting Menu, select option 8, **Process Purchase Information**.
3. From the Process Purchase Information Menu, select option 4, **Process Mortgage Funding Detail Reports**. The List Funding Detail Reports screen displays.
4. Select a contract and press Enter. A dialog box displays and prompts you to print the report.
5. Select Print to print the selected report, or select Print All to print all Funding Detail reports you have received but not printed.

## Load Funding Detail Reports

MIDANET for the PC gives you the ability to load funding detail data, eliminating the need to manually enter data into MIDANET for the PC for newly funded mortgages.

1. From the MIDANET Main Menu, select option 7, **Loan-Level Reporting**.
2. From the Loan-Level Reporting Menu, select option 1, **Enter/Cycle/Load Loan-Level Reporting Detail**.
3. From the Loan-Level Reporting Detail Menu, select option 3, **Load Funding Detail Data**. The Load Funding Detail Data screen displays.
4. Enter the cycle you want to load using this format: “mm/yy”.
5. Enter the funding date or date range you want to load.
6. Enter the appropriate selection depending on the funding date entered:
  - Enter T if the funding date is between the first and fifteenth of the month.
  - Enter C if the funding date is between the sixteenth and end of the month.
7. Press Enter.
8. Respond to the question “Is the data correct?” by choosing one of the following options:
  - Enter Y to load all loans displayed on the report into the loan-level database.
  - Enter N to make corrections to the data.
9. Press Enter to exit the screen when you receive a message indicating the total number of records successfully loaded.

## Import Loan-Level Data

MIDANET for the PC gives you the ability to import data files created by your in-house loan management system or service bureau, eliminating the need to manually enter loan transaction data. After you log on to MIDANET for the PC, perform the following steps to import data:

1. From the MIDANET Main Menu, select option 7, **Loan-Level Reporting**.
2. From the Loan-Level Reporting Menu, select option 2, **Process Batch Loan-Level Reporting Data**.
3. From the Loan-Level Reporting Data Menu, select option 1, **Import Loan-Level Reporting Data**.
4. Enter the location of the import file and the file name using this format: "drive:path\filename.ext". Provide the report file name using up to eight characters in the prefix and three in the suffix (example: import.txt).
5. Choose the data format you want to use to import. You can use the standard MIDANET format that is provided, or you can create your own format.
6. Respond to the question "Load to MIDANET or Report Only (L/R)?" by choosing one of the following options:
  - Enter R to determine if you have properly defined the starting location and proper length for each field. This will produce reports you can review to make sure your data is imported correctly.
  - Enter L to import the data into MIDANET for the PC.

## Calculate Exception Interest Using the Alt-C Function Keys

Use the Alt-C function keys to calculate exception interest when entering transactions for adjustable rate mortgages (ARMs). This function is available from the Process a Loan-Level Transaction screen.

After accessing the Process a Loan-Level Transaction screen, perform the following steps to calculate exception interest using the Alt-C function keys:

1. Enter data in all required fields on the Process a Loan-Level Transaction screen.
2. Enter N to respond to the question "Is the data correct?", and press Enter.
3. Press the Alt and C keys simultaneously. The Calculate Interest dialog box displays.
4. Enter the new net yield rate and the rate change date.
5. Press Enter. The new net yield rate and the rate change date you entered will no longer display in the Calculate Interest dialog box.
6. Press Enter again. The Process a Loan-Level Transaction screen displays the correct data.
7. Enter Y to respond to the question "Is the data correct?".

## Verify Data is Ready to Transmit

Perform the following steps to verify that your data is packaged and ready to transmit:

1. From the MIDANET Main Menu, select option 7, **Loan-Level Reporting**.
2. From the Loan-Level Reporting Menu, select option 4, **Loan-Level Reports**.

3. From the Loan-Level Reports Menu, select option 1, **Loan-Level Transaction Data**. The Loan-Level Report Criteria screen displays.
4. Specify the parameters for the report you want to generate.
5. Press Enter to print the report.
6. Review the transmission status of the loans on the report to determine if the loans are in an open, packaged (PKGD) or transmitted (XMTD) status.

## Confirm Transmission

You can confirm that Freddie Mac has received your transmission by viewing the confirmation messages and transmission logs.

### View Confirmation Messages

1. From the MIDANET Main Menu, select option 4, **Communications**.
2. From the Communications Menu, select option 3, **Process Transmission Confirmations**. The List Confirmation Messages screen displays. From this screen, you can browse, print, or delete confirmation messages as needed.

### View Transmission Log

1. From the MIDANET Main Menu, select option 4, **Communications**.
2. From the Communications Menu, select option 5, **Transmission Log**.
3. From the Transmission Log Menu, select option 1, **View Transmission Log**.

## When You Need Assistance

When calling for assistance, make sure that you:

- Have the necessary information available regarding your question(s)
- Are located at the personal computer where MIDANET for the PC is installed and know the site number and version number

Contact (800) FREDDIE for the following:

- General questions about reporting requirements
- MIDANET for the PC walkthroughs
- Request to be set up to receive Funding Detail reports and confirmation messages
- Technical Support
- Verification that Freddie Mac has received your transmission
- MIDANET for the PC software, updates and publications

Contact your Loan Portfolio Specialist with specific loan-level questions.