



PRS Desk Reference Guide

PRS AIE Bulk Template Desk Reference



Freddie Mac Multifamily

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Bulk AIE Template

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Multi-Loan AIE Template

The concept of the Bulk AIE template is to provide Servicers the capacity to submit AIE Assessments on multiple loans at one time. The Bulk AIE template contains all data fields contained within the AIE Form along with required addendums in a data tape format. This allows Servicers the ability to extract the required data fields from their Asset Management system and copy and paste the data into the Bulk AIE template for multiple loans for upload to PRS.

Form—General Guidance

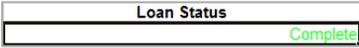
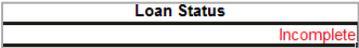
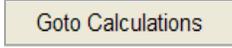
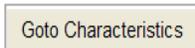
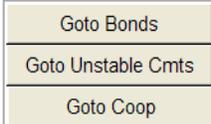
- Always enable the macro and Active X controls before using the template.
- Bulk Template: Bulk AIE template may be downloaded from the Blank Assessment Templates page of PRS under the Downloads on the main menu.
- Complete Template: Populate the required data fields in columns “A” to “MG”.
- Validation Process: Perform completeness checks and validations in the template by clicking the “Validate” button.
- Formula Columns: Data fields that are formula driven are contained in columns “MH” to “RC”, which are grouped near the end of the spreadsheet and are highlighted in gray. Formula driven data field will be calculated during the validation process.
- Loan Status: Provides a status of “Complete” or “Incomplete”. In Bulk AIE submission each loan record will have “complete” or “incomplete” status. At the time of submission only those loan records that have “complete” status will be accepted by PRS. Assessment completeness feedback is provided in column RD of the Bulk AIE Template.
- Required Fields: By running field formatting validation within the template, fields requiring user input will show a red border around them. All red borders within the form need to be cleared before a loan record can have a “Complete” status.
- Valid Data Format: Certain fields contain validation rules that check whether or not the value entered into the field is correctly formatted. Such fields contain comments regarding the format rule. You will have to meet all format rules for each loan record to have “Complete” status.

Bulk AIE template



The screenshot displays the Bulk AIE template interface. At the top left, there is a vertical stack of buttons: Validate, Clear Validations, Find Errors, Reset Find Format, and Filter Columns. To the right, there are three columns of buttons: Goto Status, Goto Calculations, and Goto Characteristics; Goto Bonds, Goto Unstable Cmts, and Goto Coop. A blue callout box labeled 'Required Data Fields' points to a red arrow that spans across the 'Property Name' and 'City' columns. Below the buttons, the spreadsheet shows a row with the following data: 'FRE Loan Number' (123456789), 'Property Name' (The property), 'City' (Atlanta), and 'State' (GA). A red arrow points down to the 'FRE Loan Number' cell, with a blue callout box labeled 'Freddie Mac Loan Numbers' next to it.

The following validation functionality is included in the Bulk Template:

Name	Description	Example
Loan Status	Each loan record will have a “Complete” or “Incomplete” status. PRS will skip loans that have “Incomplete” status and will only accept loans that have “complete” status	 
Validate	Runs the field formatting validation	
Required Field	When validation is run in the template, a red outline on a data field indicates an input is required. Once data is entered into the field and the validation is run again, the red outline gets removed. Please note that the requirement criteria for certain fields is dependent on the response to other questions.	
Clear Validations	Clears all errors identified during validation	
Find Errors	Finds all errors on a worksheet. This is helpful if there are incomplete fields or other errors that are hard to find with the red outline indicator	
Reset Find Format	Resets the Find Format by clearing prior find errors execution	
Filter Columns	Filters columns by list of filter expressions. This is helpful in isolating all required data fields	
Goto Status	Directs users to the column in the spreadsheet where loan statuses are displayed	
Goto Calculations	Directs users to the area within the spreadsheet where formula driven columns are located	
Goto Characteristics	Directs users to loan characteristics columns	
Goto AIE Addendums	Users can utilize the applicable go to function to find and complete data fields of a required addendum	

Examples and Tips

In the example below, rows 19 and 20 have red borders around them since there are duplicate loans entered in the FRE Loan Number column. In this instance, deleting the duplicate loan numbers and running the validation again will remove the red borders.

	FRE Loan Number	Property Name
18		
19	000123456	Loan has duplicates
20	000000000	Loan has duplicates
21	000123456	Duplicate Loan - See Row 20
22	000000000	
23	000123456	Duplicate Loan - See Row 20
24	000000000	
25	000123456	Duplicate Loan - See Row 20
26	000000000	
27		

	FRE Loan Number
18	
19	000123456
20	000000000
21	
22	
23	
24	
25	
26	

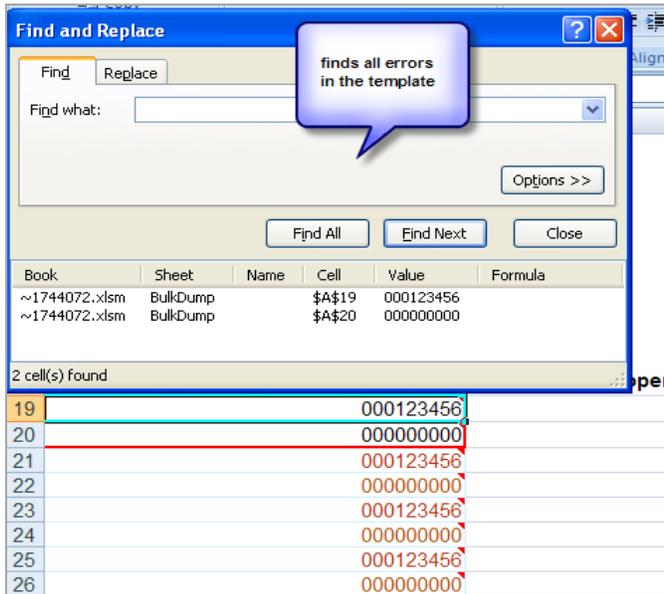
You can determine the status of a loan by going to the loan status column. Please note that at the time of upload, loans that have “Complete” status will be accepted by PRS, while loans that have “Incomplete” status will be rejected.

Validate
Clear Validations
Find Errors
Reset Find Format
Filter Columns

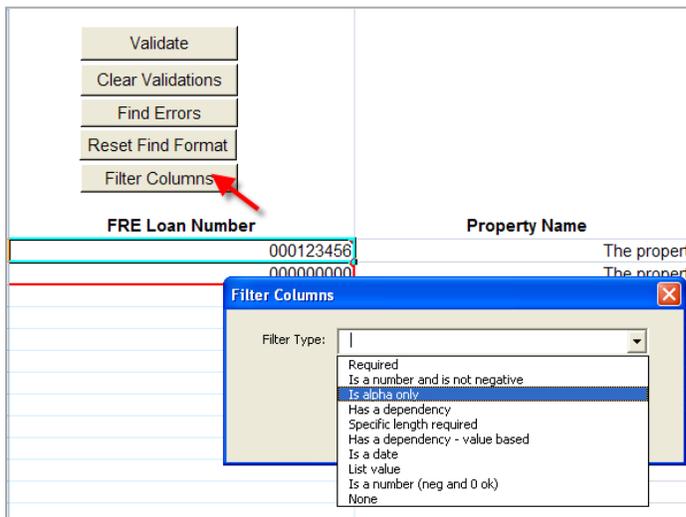
Goto Status
Goto Calculations
Goto Characteristics

FRE Loan Number	Property Name	Loan Status
968709222	The Canyons	Complete
487775481	North Village II	Complete
968703763	Woodedge Estates	Complete
904698521	MANGO WAY APARTMENTS	Complete
002699362	Hickory Valley Retirement Community	Complete
002778149	Hollandale Apartments	Complete
002758997	Aviare Place	Incomplete
002722038	Ambassador Court	Incomplete

Finding errors in the bulk-loan template is easier with Find Errors functionality. Due to the width of the spreadsheet, this functionality will allow you to skip to the errors for easier resolution.



The columns within the template can also be filtered by filtering expressions. An example of how and why you would want to use this filter is to determine data type or identify data fields that have dependency on responses in other data fields.



The Freddie Mac loan number is a unique identifier and is required to be provided in every row in which data is provided. If you fail to provide the loan number the Loan Status will indicate “Empty Row” and the information will not be captured.

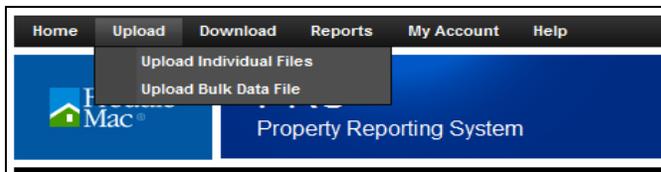
<input type="button" value="Validate"/> <input type="button" value="Clear Validations"/> <input type="button" value="Find Errors"/> <input type="button" value="Reset Find Format"/> <input type="button" value="Filter Columns"/>	<input type="button" value="Goto Status"/> <input type="button" value="Goto Calculations"/> <input type="button" value="Goto Characteristics"/>	
FRE Loan Number	Property Name	Loan Status
968709222	The Canyons	Complete
487775481	North Village II	Complete
	Woodedge Estates	Empty Row
904698521	MANGO WAY APARTMENTS	Complete

Loan number is missing

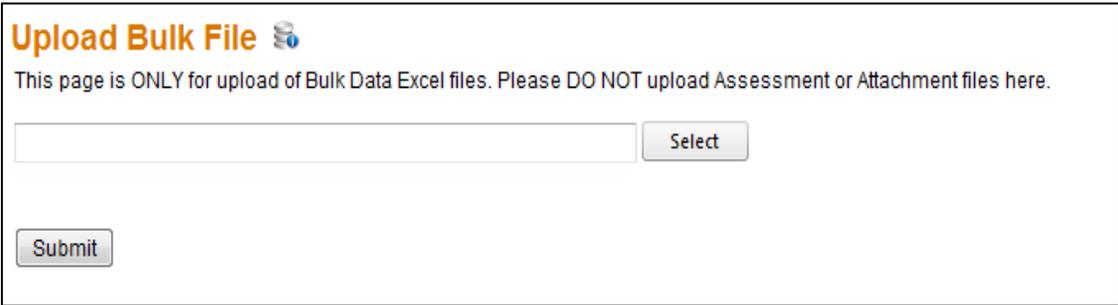
Bulk File Upload Process

To upload a bulk AIE file, perform the following functions:

1. Click “Upload Bulk Data File” from the “Upload” menu.



This will take you to the Upload Bulk File page.

A screenshot of the 'Upload Bulk File' page. The page has a white background with a blue header. The header contains the text 'Upload Bulk File' in orange and blue, followed by a small icon. Below the header, there is a line of text: 'This page is ONLY for upload of Bulk Data Excel files. Please DO NOT upload Assessment or Attachment files here.' Below this text, there is a text input field and a 'Select' button. At the bottom of the page, there is a 'Submit' button.

2. Enter the file path or click **Select** and locate your Excel file that is ready for upload.
3. Once you have entered the path, click **Submit**.

The bulk file will upload and the loan records that have failed to be uploaded will be listed on the “**Upload Failures**” screen.

To upload required attachments, perform the following actions:

- 1

 - On the Main Menu, go to the upload drop-down menu and select "Upload individual Files".
The document interface window will open up.
- 2

 - Click the blue up arrow (Upload Files).
The Upload Files window will pop up.
- 3

 - Click "Add".
The Select Files window will pop up.
- 4

 - Browse to the appropriate location of files that you wish to upload and click "Open".
 - *You have the ability to select one or more files. Ensure that the files are named properly. For the files to properly process in PRS, the document naming convention must be strictly followed. The files that you selected will appear in the Upload Files window.*
- 5

 - Once you are ready to complete the upload, click "Upload".
Your document will be immediately processed by the system.

Note: The file naming convention listed below needs to be followed strictly for the Bulk AIE template and required attachments to be uploaded successfully into PRS.

File Type	Document Naming Convention	Notes	File Type
Bulk AIE Template	Bulk_AIE.xlsx	The Bulk AIE will need to be completed in the Macro Enabled file (.xlsm). However, it can be uploaded as an .xlsm, .xls or .xlsx	Excel File (.xls, .xlsx, or .xlsm)
AIE - Other Attachments	xxxxxxxx_AIE_Other_MM-DD-YY_S-YYYY	xxxxxxxx = loan number; MM-DD-YY = due date of financials; YYYY = Submission Period Year	TIFF, PDF, HTML, Text, XLS, DOC, JPG, Excel 2007, and Word 2007
AIE - Borrower Operating Statement	xxxxxxxx_AIE_FS_MM-DD-YY_S-YYYY	xxxxxxxx = loan number; MM-DD-YY = end date of statement; YYYY = Submission Period Year	TIFF, PDF, HTML, Text, XLS, DOC, JPG, Excel 2007, and Word 2007
AIE - Rent Roll	xxxxxxxx_AIE_RR_MM-DD-YY_S-YYYY	xxxxxxxx = loan number; MM-DD-YY = date of Rent Roll; YYYY = Submission Period Year	TIFF, PDF, HTML, Text, XLS, DOC, JPG, Excel 2007, and Word 2007

Viewing Uploaded Assessments in PRS

Upon successful upload, PRS will process each row (Assessment) as if it were an individual file and will append the row number and loan number to the file name. Failed Assessments can be corrected and uploaded again using the process described above.

Successful Assessments will be processed through PRS using the standard workflow queues. You can view the form for each assessment record by clicking “View AIE Form” from the Context menu in the assessment Queue Grid.