PRS Desk Reference Guide

Bulk QIE Template

Freddie Mac Multifamily

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Bulk QIE Template

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Bulk QIE Template

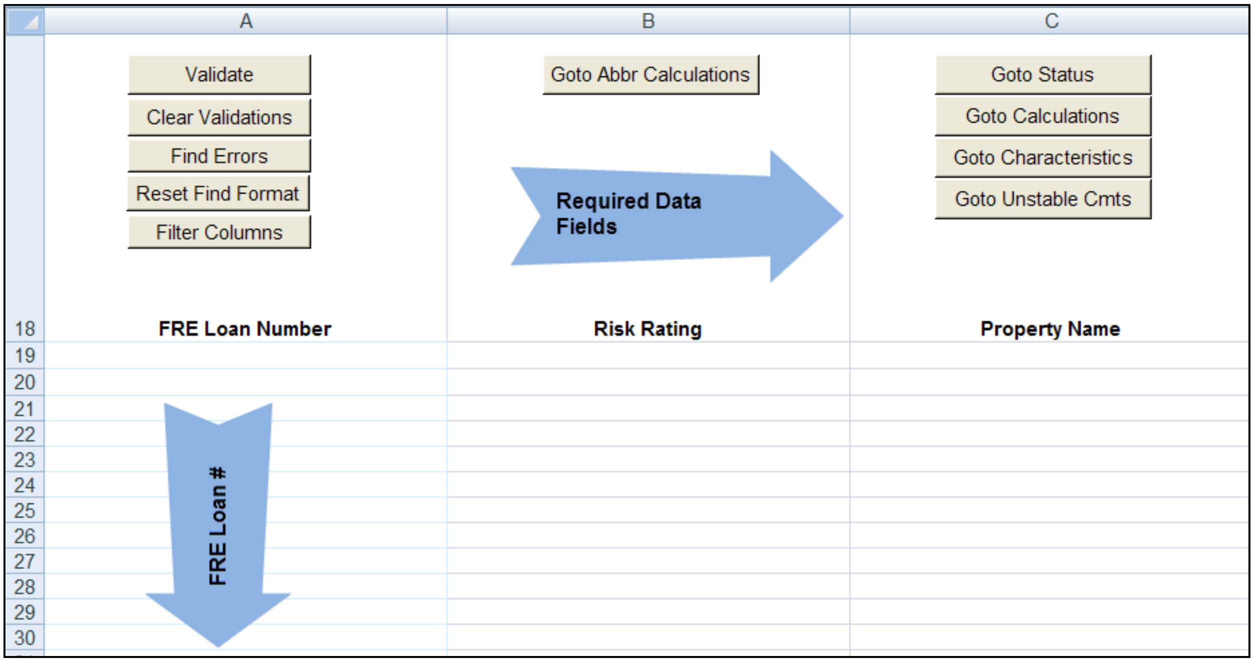
The concept of the Bulk QIE template is to provide Servicers the capacity to submit QIE Assessments on multiple loans at one time. The Bulk QIE template contains all data fields contained within the QIE Form along with required addendums in a data tape format. This allows Servicers the ability to extract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

The QIE bulk template accommodates both *Abbreviated* and *Detailed* submission. For complete detail on submission requirements please refer to QIE Desk Reference.

Form—General Guidance

- Always enable the macro and Active X controls before using the template.
- Bulk Template: Bulk QIE template may be downloaded from the Blank Assessment Templates page of PRS under the Downloads on the main menu.
- Complete Template – Abbreviated: Populate the required data fields in columns “A” to “BJ”.
- Complete Template – Detailed: Populate required data fields in columns “A” to “HN” excluding columns (BG, BH, BI, BJ & BJ).
- 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 “HP” to “NC”, 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 QIE 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 “ND” of the Bulk QIE 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 QIE template



The following validation functionality is included in the Bulk QIE Template:

Name	Description	Example
Loan Status	Each loan record will have a “Complete” or “Incomplete” status. PRS will skip loans that have an “Incomplete” status and will only accept loans that have “complete” status	Loan Status: Complete Loan Status: Incomplete
Validate	Runs the field formatting validation	Validate
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	Clear Validations
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	Find Errors
Reset Find Format	Resets the Find Format by clearing prior find errors execution	Reset Find Format
Filter Columns	Filters columns by list of filter expressions. This is helpful in isolating all required data fields	Filter Columns
Goto Status	Directs users to the column in the spreadsheet where loan statuses are displayed	Goto Status
Goto Calculations	Directs users to the area within the spreadsheet where formula driven columns are located for Detailed & Abberivated QIE	Goto Calculations Goto Abbr Calculations
Goto Characteristics	Directs users to loan characterstics columns	Goto Characteristics
Goto QIE Addendums	Users can utilize the go to unstabilized comment function to find and complete data fields of Unstabilized Comment Form	Goto Unstable Cmts

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.

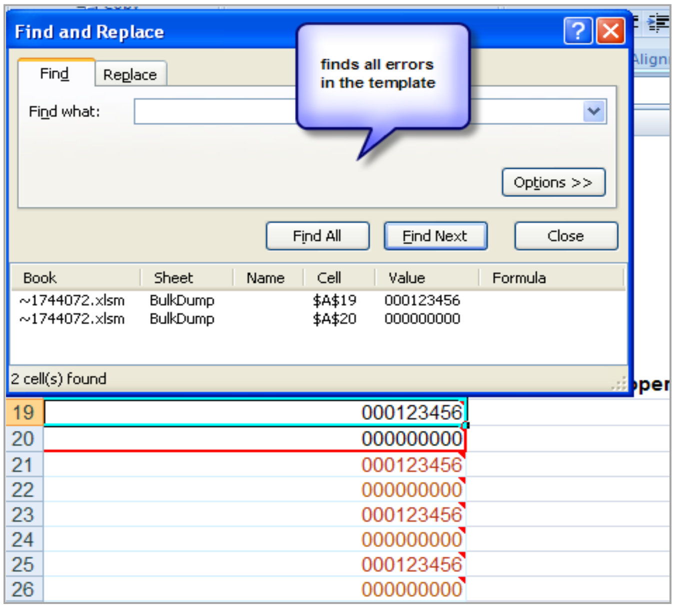
18	FRE Loan Number	Property Name
19	000123456	Loan has duplicates
20	000000000	Loan has duplicates
21	000123456	Duplicate Loan - See Row 20
22	000000000	
23	000123456	Duplicate Loan - See Row 20
24	000000000	
25	000123456	Duplicate Loan - See Row 20
26	000000000	
27		

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

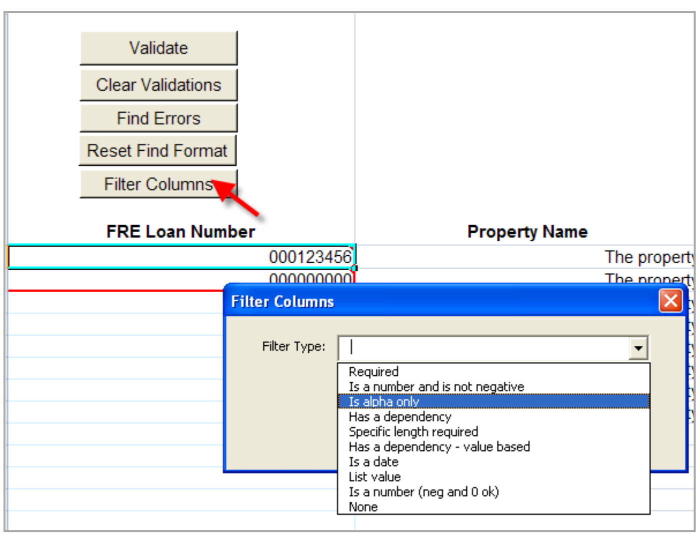
You can determine the status of a loan by going to the loan status column. Please note that at the time of upload, loans that have “Complete” status will be accepted by PRS, while loans that have “Incomplete” status will be rejected.

Loan Status
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Incomplete
Incomplete
Incomplete

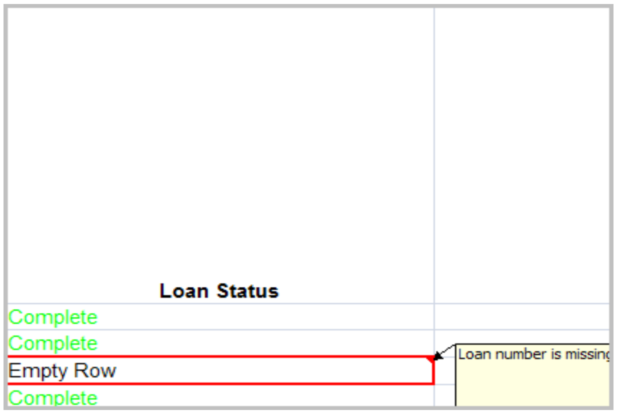
Finding errors in the Bulk QIE template is easier with Find Errors functionality. Due to the width of the spreadsheet, this functionality will allow you to skip to the errors for easier resolution.



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.



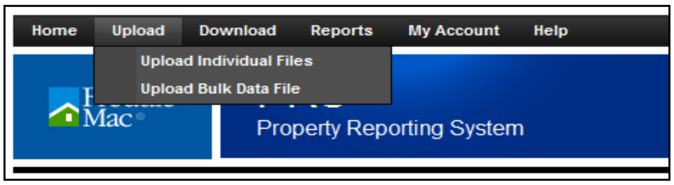
The Freddie Mac loan number is a unique identifier and is required to be provided in every row in which data is provided. If you fail to provide the loan number the Loan Status will indicate “Empty Row” and the information will not be captured.



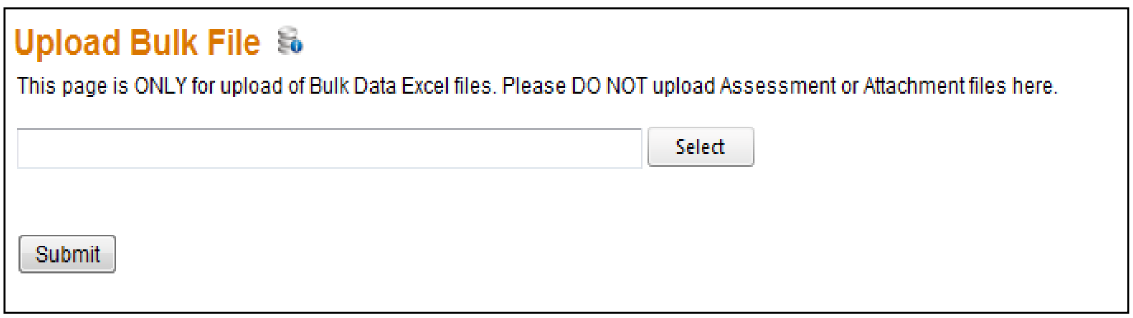
Bulk Upload Process

To upload a bulk QIE 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.



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 QIE template and required attachments to be uploaded successfully into PRS.

File Type	Document Naming Convention	Notes	File Type
Bulk QIE	Bulk_QIE.xlsm	The Bulk QIE will need to completed in the Macro Enabled file (.xlsm). However, It can be uploaded as an .xlsm, .xls or .xlsx	Excel Files (.xls .xlsx, or .xlsm)
QIE - Other Attachments	xxxxxxxxx_QIE_Other_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = due date of QIE; YYYY = Submission Period Year; n=Quarter(1,2,3 or 4)	TIFF, PDF, HTML, Text, XLS, DOC, JPG, Excel 2007, and Word 2007
QIE - Borrower Operating Statement	xxxxxxxxx_QIE_FS_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = end date of statement; YYYY = Submission Period Year; n=Quarter(1,2,3 or 4)	TIFF, PDF, HTML, Text, XLS, DOC, JPG, Excel 2007, and Word 2007
QIE - Rent Roll	xxxxxxxxx_QIE_RR_MM-DD-YY_S-YYYYQn	xxxxxxxxx = loan number; MM-DD-YY = date of Rent Roll; YYYY = Submission Period Year; n=Quarter(1,2,3 or 4)	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 QIE Form” from the Context menu in the assessment Queue Gird.