VII. INVESTOR REPORTING

The Fingerprint enrollment process must be completed in order to use Communication functions for Investor Reporting in Ginnie*NET* (see Maintenance Chapter).

The Process function in Investor Reporting is to be used to add, edit or delete information. Ginnie*NET* gives users the ability to create the following Investor reports:

| REPORT	REPORTING FREQUENCY
Form HUD 11709-A ACH Debit Authorization	1st business day of the current month to the next to last business day of the current month to be effective for the following month.
Form HUD 11710D	1st business day to 10th calendar day. (ACS)
Form HUD 11710D Corrections	1st business day to last business day.
Quarterly Certifications	1st business day to last business day (Sept, Dec, Mar, June.
Quarterly Certifications Corrections	1st business day to last business day.
Initial RPB Reporting	1st business day to second business day.
RPB Reporting Corrections	1st business day to 5th business day.
Multifamily Prepayment Penalty	1st business day to 5th business day.
Form HUD 11714 and 11714 SN	1st business day to 15th calendar day.

MULTIFAMILY PREPAYMENT PENALTY

The Fingerprint enrollment process must be completed in order to use Communication functions for Multifamily Prepayment Penalty in GinnieNET (see Maintenance chapter).

Accessing Multifamily Prepayment Penalty Record

By using GinnieNET Issuers can transmit – Multifamily Prepayment Penalty from the 1st calendar day through the 5th business day of each month to the network.   GinnieNET has the ability to import Multifamily Prepayment Penalty through the import function or create a new record on GinnieNET.

If a prepayment penalty is collected, it must be passed through to security holders as an additional payment separate from the amortization of principal and from required interest.
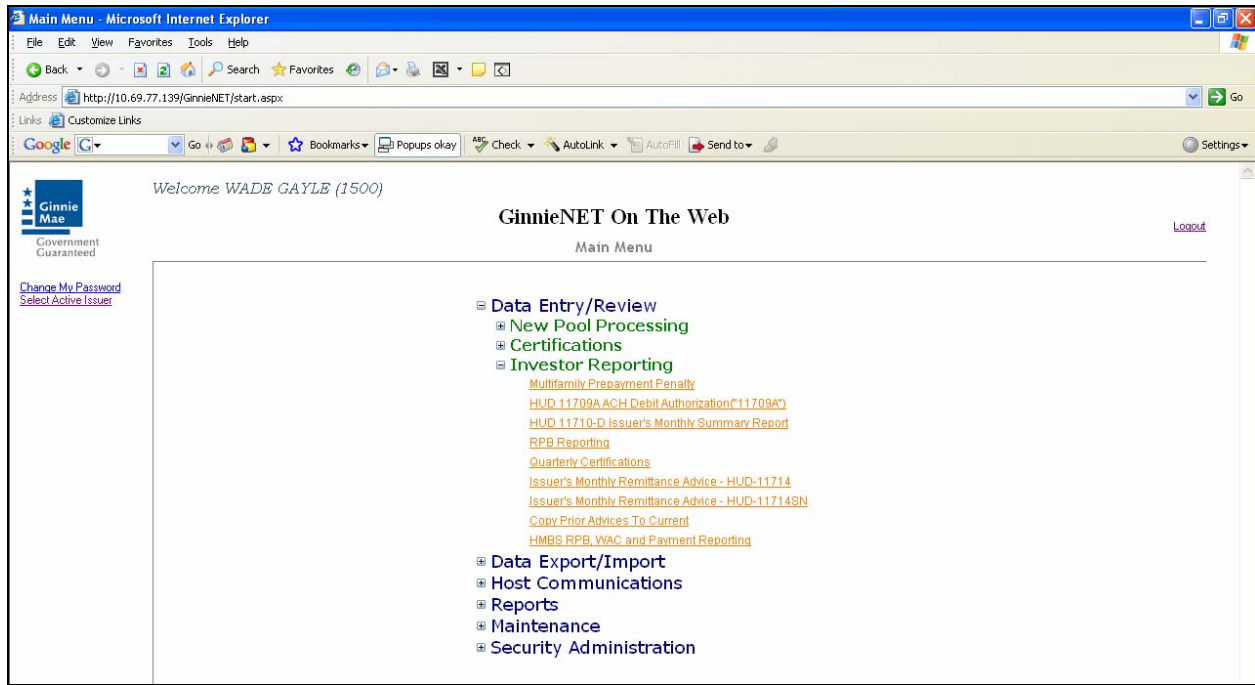
Search Form Elements

Ginnie*NET* offers the following options for locating Multifamily Prepayment Penalty Record.

| Field Name	Description
Pool #	The Pool Number is entered by the user.
Issue Type	User selects a Issue Type from the list of Available Issue Types.
Pool Type	User selects a Pool Type from the list of Available Pool Types.
Reporting Month/Year	User enters the reporting month and Year.
Transfer Status	User selects the Transfer Status from the List of Available Transfer Status.

How To: Search/Add A Issuer (Transfer) Recertification Record

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Issue Type, Pool Type, Reporting Month/Year or Transfer Status. The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.

2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie*NET* will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie*NET* will switch the view to Details Page directly.**

3. Select the **New** command button to **add** a Issuer Recertification Record. Ginnie*NET* will open the **Data Entry Page.**
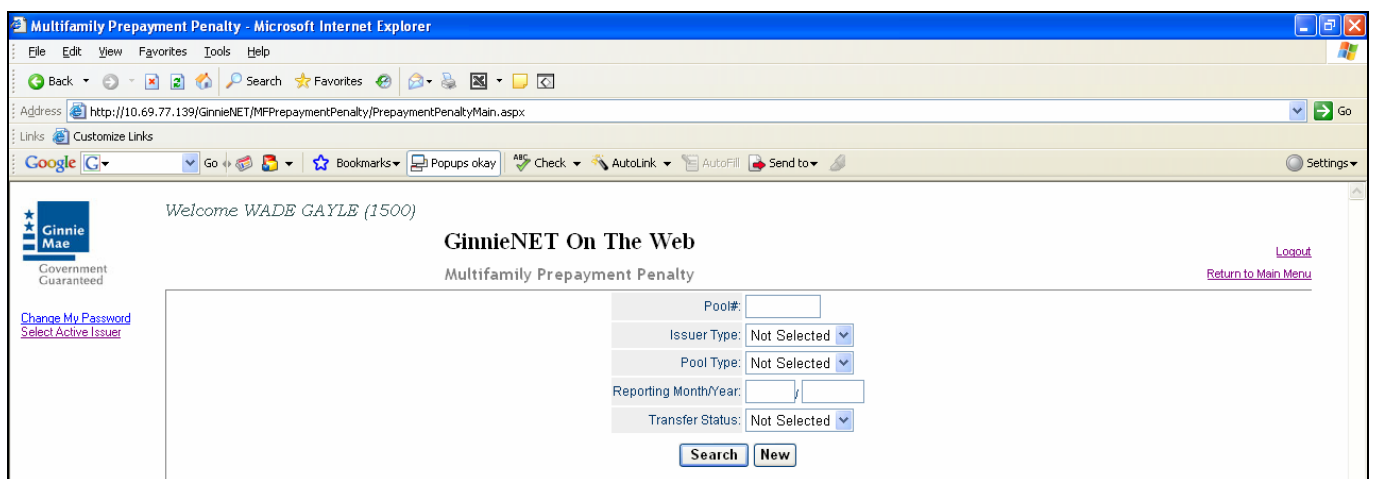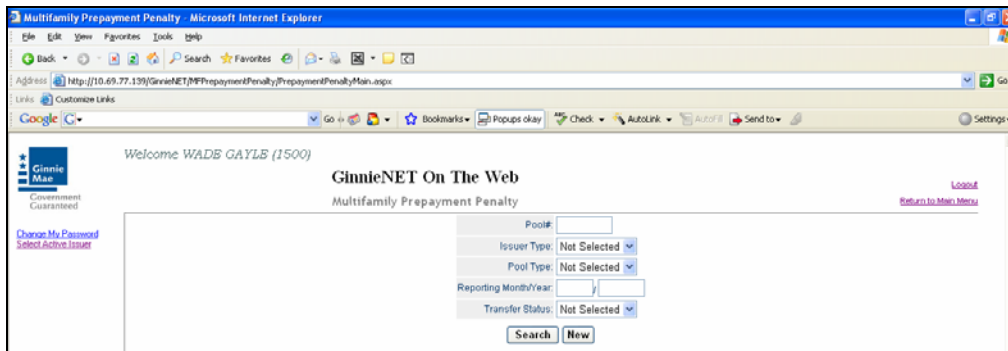

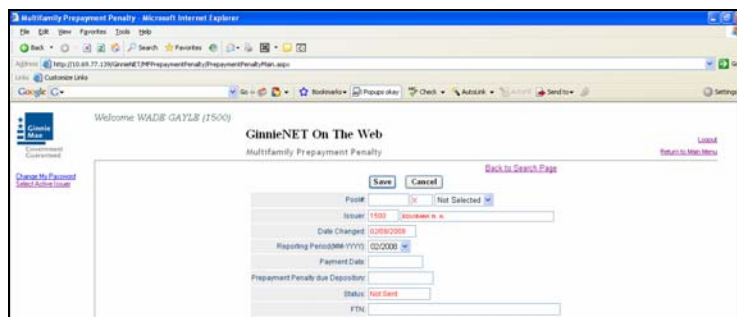## Adding A New Multifamily Prepayment Penalty Record

1. Select the Data Entry/Review tab and Investor Reporting.
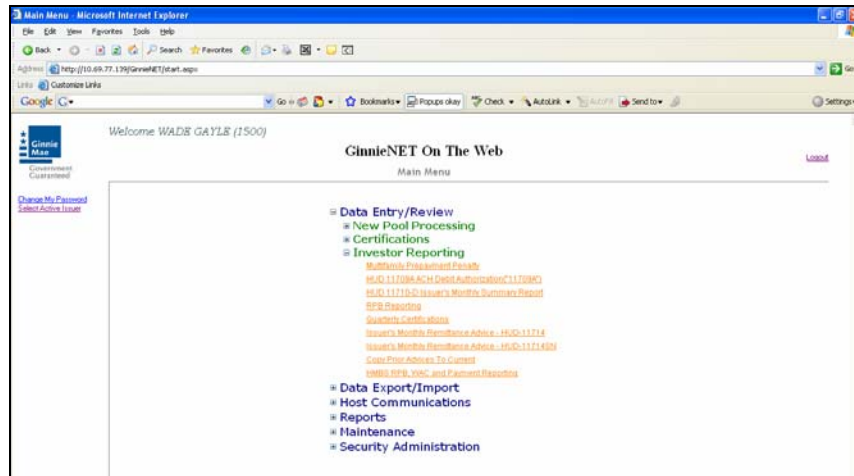
2. Select the Multifamily Prepayment Penalty option.

3. Select the _New_ option.

A data entry folder prompting you to enter required fields is displayed.

4. Enter the Pool ID#. Use down keys [image] to select Pool type. Use the TAB key to advance to the next field.

5. Enter the Payment Date of Report.

6. Enter the Prepayment Penalty due to the Depository.

7. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

8. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

9. After the record is saved the following message is generated.

Editing A Multifamily Prepayment Penalty

1. Locate and display Multifamily Prepayment Penalty record as described in searching for Multifamily Prepayment Penalty record.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. *When a record is saved the following message is displayed: **Saved Successfully!***

Deleting A Multifamily Prepayment Penalty Record

1. Locate and display Multifamily Prepayment Penalty record as described in searching for Multifamily Prepayment Penalty record.

2. In the view form, Select **Delete** command button will open confirm box with following message.
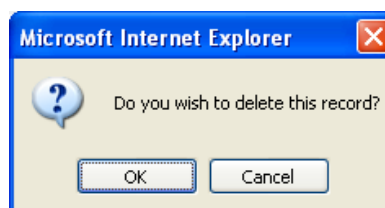
3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply selecting the **Search Results Page link** on the top right corner of the page.

2. You can Select **Return to Search link** to do a new search.

HUD 11709-A ACH DEBIT AUTHORIZATION FORM

Ginnie Mae requires that all Issuers (Ginnie Mae I and Ginnie Mae II) complete form HUD 11709-A ACH Debit Authorization ("11709-A"). The 11709-A authorizes:

- The Federal Reserve Bank to electronically debit the Issuers' principal and interest payments for Ginnie Mae I pools from a specified bank account.

- Bank of New York to electronically debit the Issuers' principal, interest for Ginnie Mae II pools and Ginnie Mae I and Ginnie Mae II guaranty fee payments from a specified bank account.

Ginnie Mae is requesting that all Issuers submit their form HUD 11709-A via GinnieNET, whether it is for initial set up or it is in connection with a change in their P&I account(s).

Form HUD 11709 may be submitted from the 1st business day to the next to last business day of the current month to be effective for the following month. However, submission made prior to the 17th calendar day will not be processed until the evening of the 17th calendar day. Submission made after the 17th calendar day through 7:00 p.m of the next to last business day will be processed in the evening of the first available business day.

Search Form Elements

GinnieNET offers the following options for locating HUD 11709A ACH Debit Authorization Record.

Field Name	Description
Report Type	User selects a Report Type from the Radio Button group. Ginnie Mae I Ginnie Mae II Both
Effective Month and Year	Effective Month and Year is entered by the user.

HOW TO: SEARCH/ADD HUD 11709A ACH DEBIT AUTHORIZATION RECORD.

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.

2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, GinnieNET will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, GinnieNET will switch the view to Details Page directly.**

3. Select the **New** command button to **add** A HUD 11709A ACH Debit Authorization Record. GinnieNET will open the **Data Entry Page.**

Adding A New HUD 11709A ACH Debit Authorization Record

1. Select the Data Entry/Review tab and Investor Reporting.

2. Select the HUD 11709A ACH Debit Authorization Record option.

3. Select the *New* option.

A data entry folder prompting you to enter required fields is displayed.
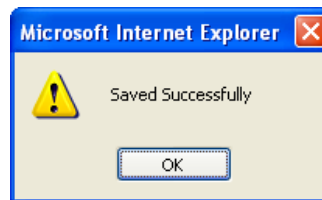

4. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

5. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

6. After the record is saved the following message is generated.

Editing A HUD 11709A ACH Debit Authorization Record

1. Locate and display Multifamily Prepayment Penalty record as described in searching for Multifamily Prepayment Penalty record.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. *When a record is saved the following message is displayed: **Saved Successfully!***

Deleting A HUD 11709A ACH Debit Authorization Record

1. Locate and display HUD 11709A ACH Debit Authorization Record as described in searching for Multifamily Prepayment Penalty record.

2. In the view form, Select the **Delete** command button will to open confirm box with following message.
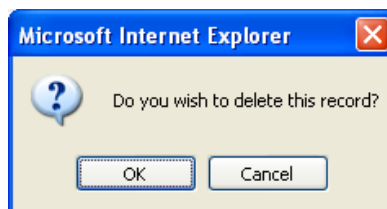
3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply selecting the **Search Results Page link** on the top right corner of the page.

2. You can Select **Return to Search link** to do a new search.

HUD 11710 - D (ISSUER'S MONTHLY SUMMARY REPORT)

The form HUD 11710-D, Issuer's Monthly Summary Report a report (summary) to Ginnie Mae on an Issuer's outstanding pools or loan packages, which provides a certification as to the accuracy of the information reported. Reports must be transmitted from the 1st business to the 10th calendar day of that month. The form HUD 11710-D Corrections, during the reporting period Issuers has the flexibility to make corrections from 1st business to the last business day.

Search Form Elements

Field Name	Description
Report Month	Report Month is entered by the user.
Report Year	Report Year is entered by the user.
Report Type	User selects a Report Type from the Radio Button group. Ginnie Mae I Ginnie Mae II Both

How To: Search HUD 11710 - D (Issuer's Monthly Summary Report) record

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. You have to enter Report Month or year. For Report type Both option is selected.

Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie Mae will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie Mae will switch the view to Details Page directly.**
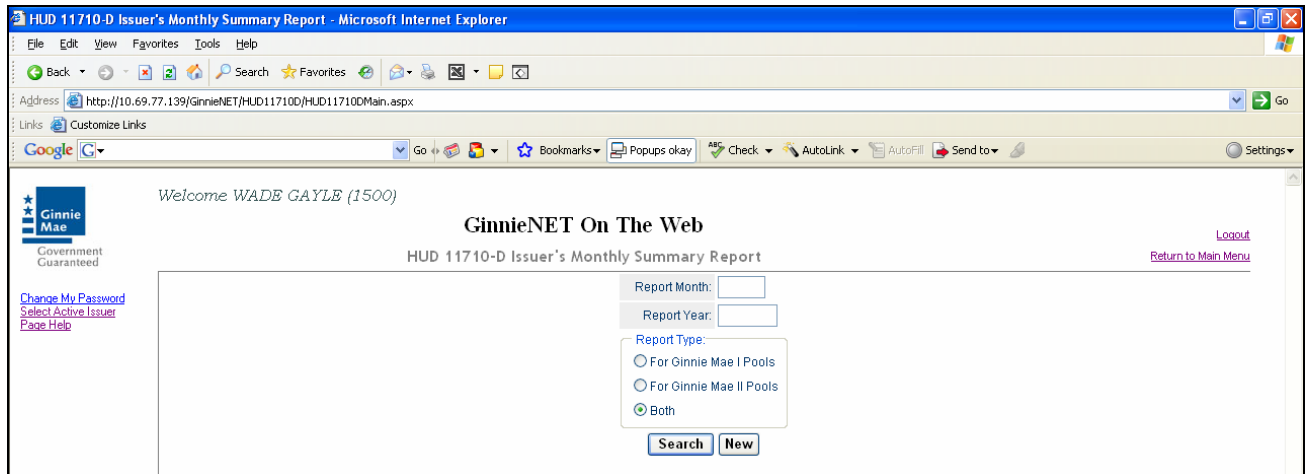
The form **HUD 11710 - D (Issuer's Monthly Summary Report) Help** is **required** to be submitted by the **Issuer** as part Investors Reporting.

*This page allows the **Issuer** to **Add/Edit/Delete/View** HUD 11710 - D (Issuer's Monthly Summary Report).*

Add/edit/View Form Elements

Field Name	Description
Issname	Issuer Name is **taken from the HUD11710D detail record.**
Issaddr	Issuer Address is **System generated.**
IssCity	Issuer City is **System generated.**
IssState	Issuer State is **System generated.**
IssZip	Issuer Zip is **System generated.**
Smsntype	Submission Type is **Radio Button Selection. ***
Pooltype	Submission Type is **Radio Button Selection.***
Plnum	Pool Number is **character data.**
Repdate	Report Date is **System Date.***
Repmonth	Report Month is **numeric data.***
IssId	Issuer# is **System Generated.**
Rpbid	RPB# is **The system will fill in RPB Report ID. (Identification ID+Issuers ID+Ginnie Mae I ID+Issuers must enter Check digit(e.g. 07831500A6)***

| Field Name	Description
Morttl	Total No. of Mortgages is **numeric data.**
Dlnqtl	Total No. Delinquent is **numeric data.**
Dlnqpcnt	Percent Delinquent is **numeric data.**
Instdlnq1/Instdlnq2/Instdlnq3	Installment Delinquent is **numeric data.**
Foreclose	Foreclosure is **numeric data.**
Dlnqpcnt2	Percent 2 or More Months Delin. Exclud Foreclosures is **numeric data.**
Grntyfee	Total Guarantee Fee is **numeric data.**
Tlmortbal	Total No. of Mortgages is **numeric data.**
Tlfixbal	Total Fixed Installment Control is **numeric data.**
Tlpncpbal	Total Pool/Loan Pkg. Principal Balance is **numeric data.**
Tlsecbal	Total Security Principal Balance is **numeric data.**
Tlpncp	Total Principal is **numeric data.**
Tlinst	Total Interest is **numeric data.**
Maildate	Mail Date is **required for Ginnie Mae I Issuers Only and must no later than the 15th of the previous month.**
Achanct	Account# is **required for Ginnie Mae II Issuers Only.**
Achname	Account Name is **for Ginnie Mae II Issuers Only.**
Achaddr1/Achaddr2	Address is **required for Ginnie Mae II Issuers Only.**
Achcity	City is **required for Ginnie Mae II Issuers Only.**
Achstate	State is **required for Ginnie Mae II Issuers Only.**
Achzip	Zip Code is **required for Ginnie Mae II Issuers Only.**
Printname	Print Name is **Populated upon successful transmission.**
Title	Title Name is **Populated upon successful transmission.**
Phone	Phone Number include Area Code is **character data.**

Required Field

Adding A HUD 11710-D Issuer's Monthly Summary Report
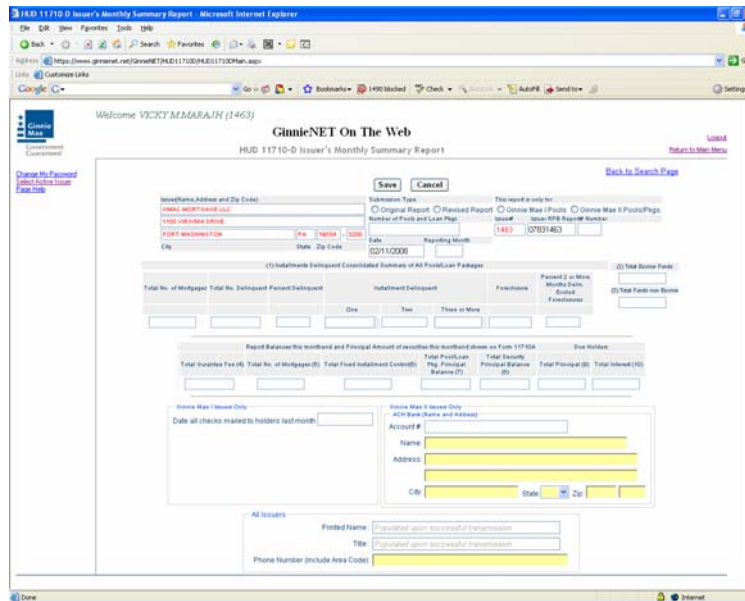
1.   Select the Data Entry/Review tab and Investor Reporting.
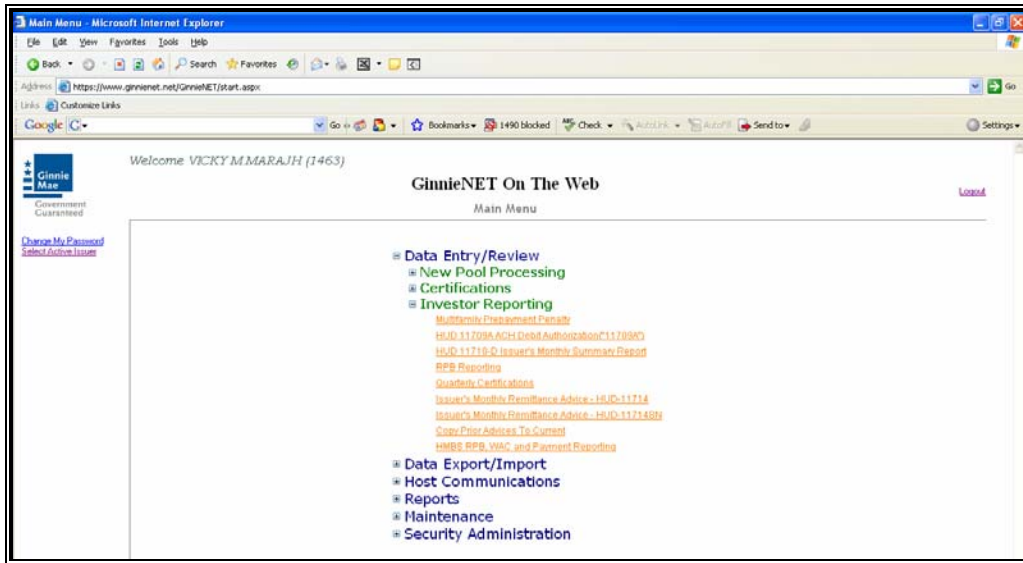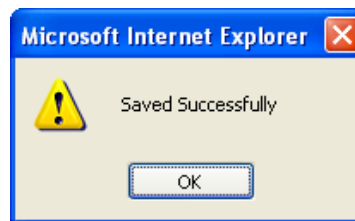

2.   Select the HUD 11710-D Issuer's Monthly Summary Report option.

3.   Select the *New* option.
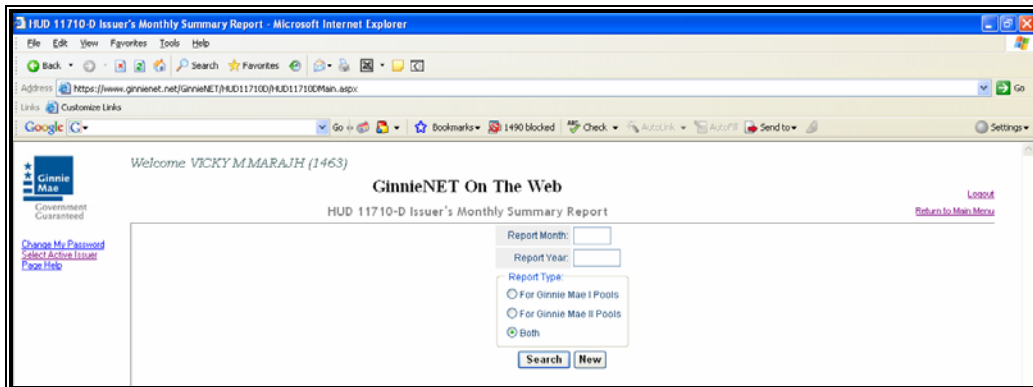
A data entry folder prompting you to enter required fields is displayed.

4. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

5. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

6. After the record is saved the following message is generated.

Editing A HUD 11710-D Issuer's Monthly Summary Report

1. Locate and display Multifamily Prepayment Penalty record as described in searching for Multifamily Prepayment Penalty record.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. *When a record is saved the following message is displayed: **Saved Successfully!***
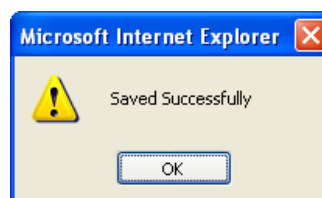
Deleting A HUD 11710-D Issuer's Monthly Summary Report

1. Locate the HUD 11710-D Issuer's Monthly Summary Report record as described in searching for HUD 11710-D Issuer's Monthly Summary Report record.

2. In the view form, Select the **Delete** command button will open confirm box with following message.
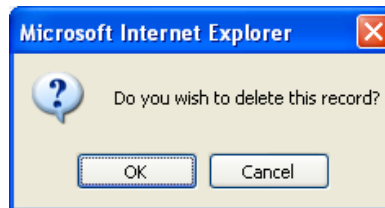
3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply selecting the **Search Results Page link** on the top right corner of the page.

2. You can Select **Return to Search link** to do a new search.

RPB REPORTING

Issuers will be required to report Remaining Principal Balances (RPBs) each month. The initial report is due by the 2nd business day and corrections can be made through the 5th business day. RPBs will be calculated by adding the accrued interest for the month to the prior month's ending principal balance. The expectation is that RPBs will increase each month thus creating a factor greater than 1. If there have been any payoffs during the prior month, issuers must report them separately (although the payoff will be included in the RPB reported). Search Form Elements

Field Name	Description
RPB Report ID Number:	RPB Report ID Number format a combination of "0783", Issuer Id and a 2-digit ID entered by user. eg.07832588A9
Date of Report	Date of Report is entered by the user.
Pool#:	The Pool Number is entered by the user.

How To: Search RPB Reporting record

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. The first 8 digits of the Report ID (0783+Issuer ID) are read only and is a default search criteria on the screen.

Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie Mae will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie Mae will switch the view to Details Page directly.**

Add/edit/View Form Elements

| Field Name	Description
Issuer Name	Issuer Name is **taken from the RPB details record. System generated.**
Issuer ID	Issuer ID Number is **taken from the RPB details record. System generated.**
RPB Report ID	RPB Report ID is **a** combination of '0783' + Issuer ID Number + 2 digit ID entered by user**.** eg 07832208B9. Its is **taken from the RPB details record.** *
Date of Report	Date of Report will default to the current date**.** *

| Status	Transfer Status is taken from the **RPB details record**, values are New, Updated, Posted, Received, Acknowledged, Returned, Complete and Deleted. **System generated.**
Current Principal Balance	Entered by issuer. Format: Currently in place for RPB reporting.
(RPB Contractor) Pool No.	The six-digit number pool id.
Sub Total	Total of Current Principal Balance **.***

Adding A Remaining Principal Balance Record

1. Select the Data Entry/Review tab and Investor Reporting.
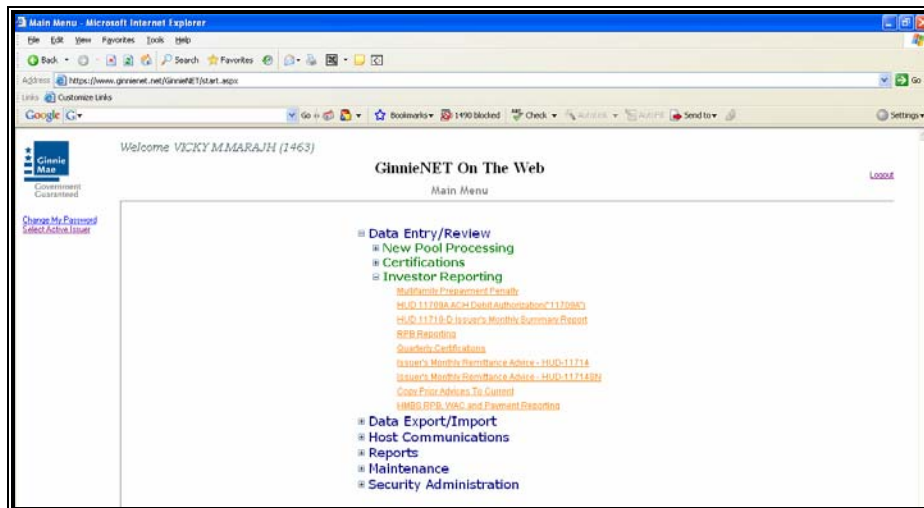
2. Select the Remaining Principal Balances Report option.

3. Select the *New* option.
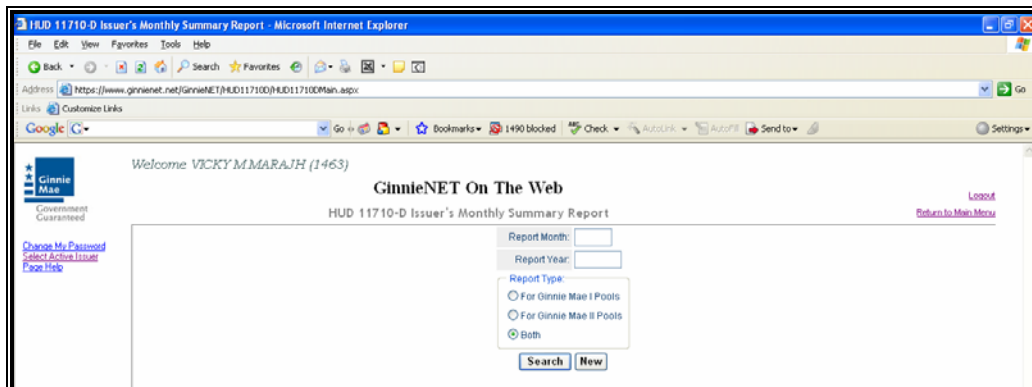
A data entry folder prompting you to enter required fields is displayed.
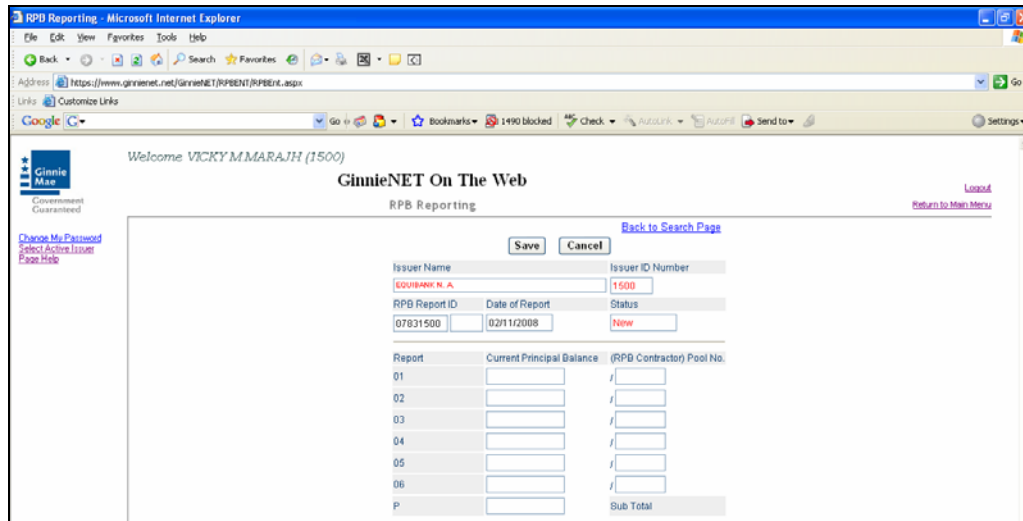
4. Enter the Current RPB information including the **"P"** field. The sum of the RPB'S entered is the **"P"** field. The system will display an error message if the system calculated total RPB amount does not match the total amount entered on the **"P"** field.

5. Issuers may report from one to six pools prior to the **"P"** field.

6. **The system will not save a record, until the total equals the system calculation.**

7. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

8. After the record is saved the following message is generated.
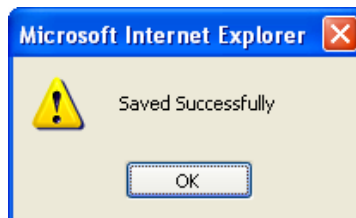
## *Editing A Remaining Principal Balance Record*

1. Locate and display Remaining Principal Balance record as described in searching for Remaining Principal Balance record.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

5. *When a record is saved the following message is displayed:* **Saved Successfully!**

Deleting A Remaining Principal Balance Record

1. Locate the Remaining Principal Balance Record Report record as described in searching for Remaining Principal Balance Record Report.

2. In the view form, Select the **Delete** command button will open confirm box with following message.
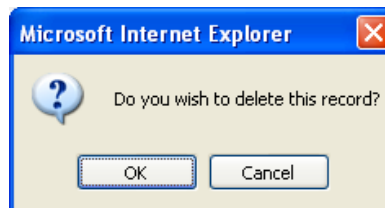
3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply Selecting the **Search Results Page link** on the top right corner of the page.

2. You can select **Return to Search link** to do a new search.

QUARTERLY CERTIFICATIONS

Each Issuer must submit a certification to Ginnie Mae's agent, D&T (Deloitte & Touche) on an Issuer's outstanding pools or loan packages, to provide a certification as to the accuracy of the information reported. Reports are due in March, June, September, and December must be transmitted from the 1st business to the last business day.
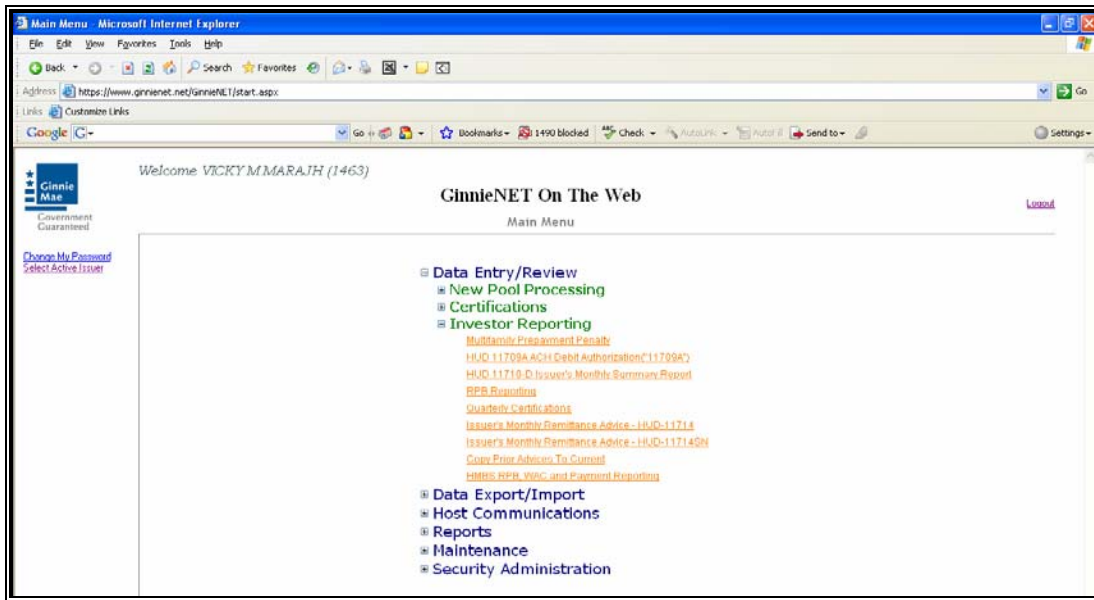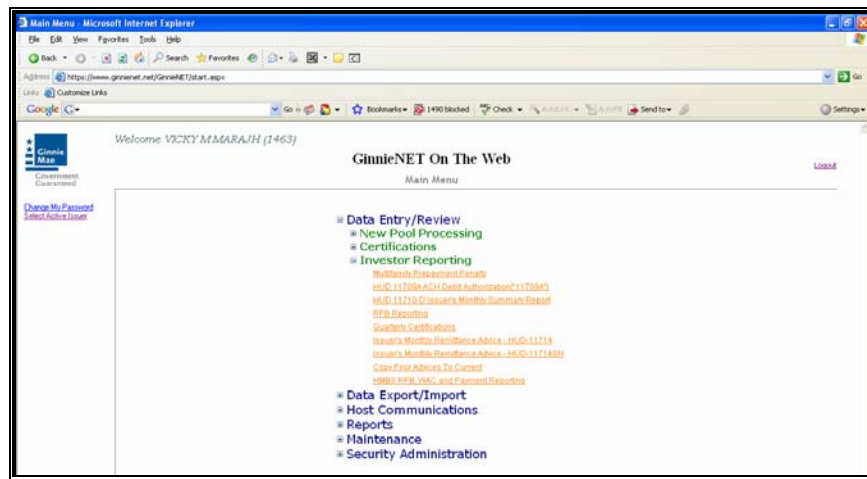
Search Form Elements

Field Name	Description
Issuer#	system Generated

How To: Search Investors Quarterly Certification Records

Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie Mae will switch the view to **Search Results Page only when the Search returns multiple records. If only one record is returned, Ginnie Mae will switch the view to Details Page directly.**
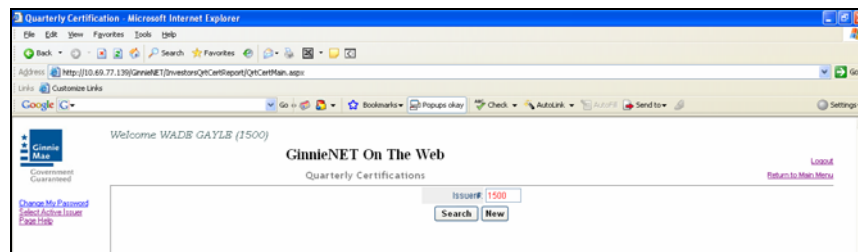
This page allows the **Issuer** *to* **Add/Edit/Delete/View** *Investors Quarterly Certification.*

Adding Quarterly Certifications Report Record

1. Select the Data Entry/Review tab and Investor Reporting.

2. Select the Quarterly Certification Report option.

3. Select the **New** option.

A data entry folder prompting you to enter required fields is displayed.

4. A minimum of one Rating agency information must be entered to save record.

5. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

6. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

7. After the record is saved the following message is generated.
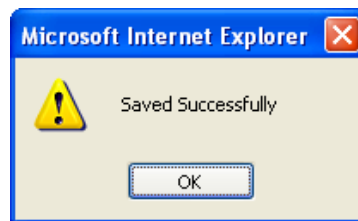
Editing A Quarterly Certification Report

1. Locate and display Quarterly Certification Report as described in searching for Quarterly Certification Report.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

5. When a record is saved the following message is displayed*: Saved Successfully!*

Deleting A Quarterly Certification Report

1. Locate the Quarterly Certification Report as described in searching for Quarterly Certification Report.

2. In the view form, Select the **Delete** command button will open confirm box with following message.
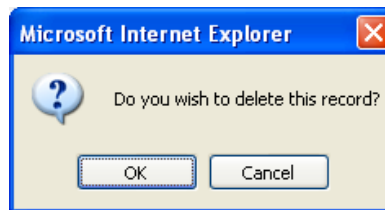

3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

ISSUER'S MONTHLY REMITTANCE ADVICE – HUD 11714

The PPA (Pool Processing Agent) will forward the electronic HUD 11714 to Ginnie Mae's agent, Deloitte & Touche.

Issuers can send P&I payment details to the network starting with the 1st business day of the payment month until the 15th calendar day. Issuer's Monthly Remittance Advice information can be imported, Copied from prior month, exported or manually entered into GinnieNET.
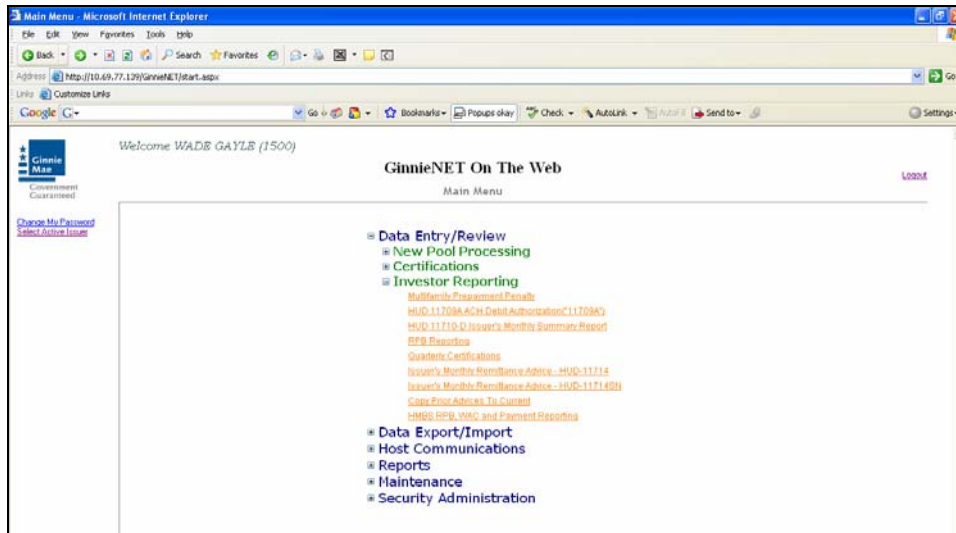
Search Form Elements

| Field Name	Description
Pool #	The Pool Number is entered by the user.
Certificate #	User enters the Certificate Number.
Reporting Month/Year	User enters the reporting month and Year.
Status	User selects the Transfer Status from the List of Available Transfer Status(Newly created record, Sent records, All).

Required Field

How To: Search/Add A Pool Record

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. You can enter Pool Number, select Certificate#, Reporting Month/Year,Status. The more information you enter, the more likely that the resulting query will focus on the Record(s) you want to look at.

2. Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie*NET* will switch the view to Search Results Page only when the Search returns multiple records. If only one record is returned. Ginnie*NET* will switch the view to Details Page directly.

3. Select the **New** command button to **add** a **new** Record. Ginnie*NET* will open the Data Entry Page.

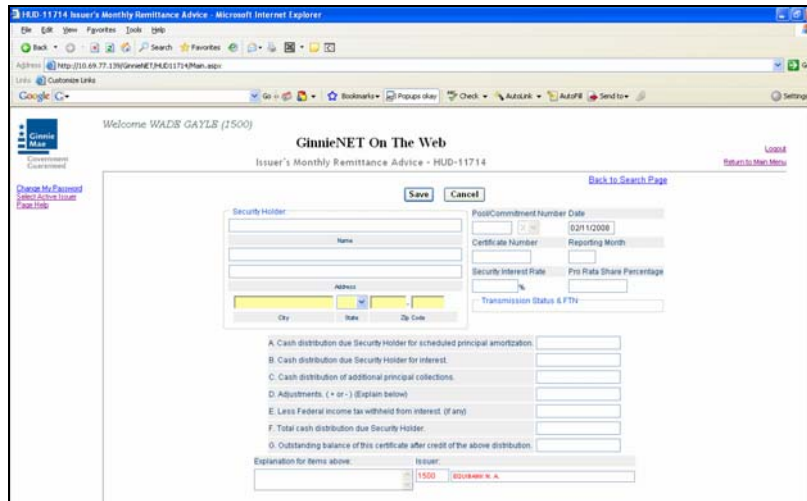## Adding a New Issuer's Monthly Remittance Advice Report Record

1. Select the Data Entry/Review tab and Investor Reporting.
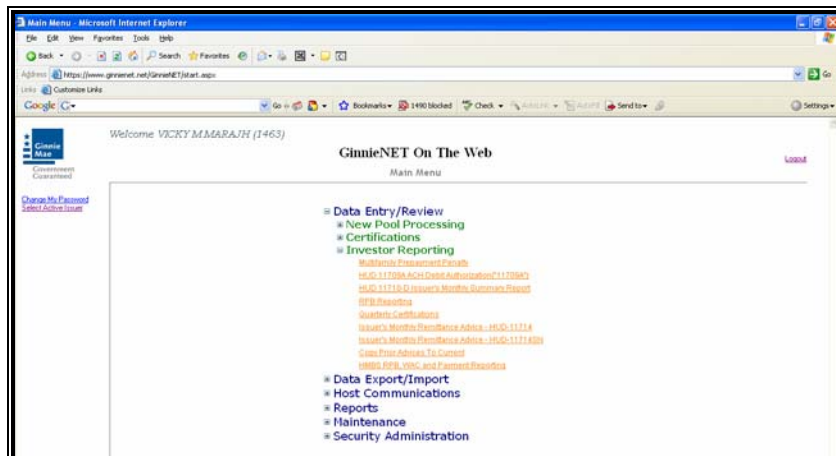
2. Select the Quarterly Certification Report option.

3. Select *New* option.

A data entry folder prompting you to enter required fields is displayed.

4. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

5. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

6. After the record is saved the following message is generated.
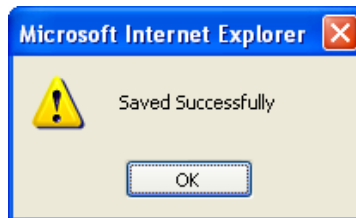
Editing A Issuer's Monthly Remittance Advice Report Record

1. Locate and display Issuer's Monthly Remittance Advice Report Record as described in searching for Issuer's Monthly Remittance Advice Report.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.
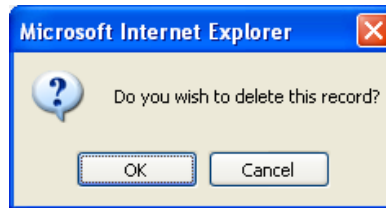
5. When a record is saved the following message is displayed: *Saved Successfully!*

Deleting a Remittance Advice Record

1. Locate Remittance Advice Report as described in searching for Remittance Advice Report.

2. In the view form, Select the **Delete** command button will open confirm box with following message.

3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.
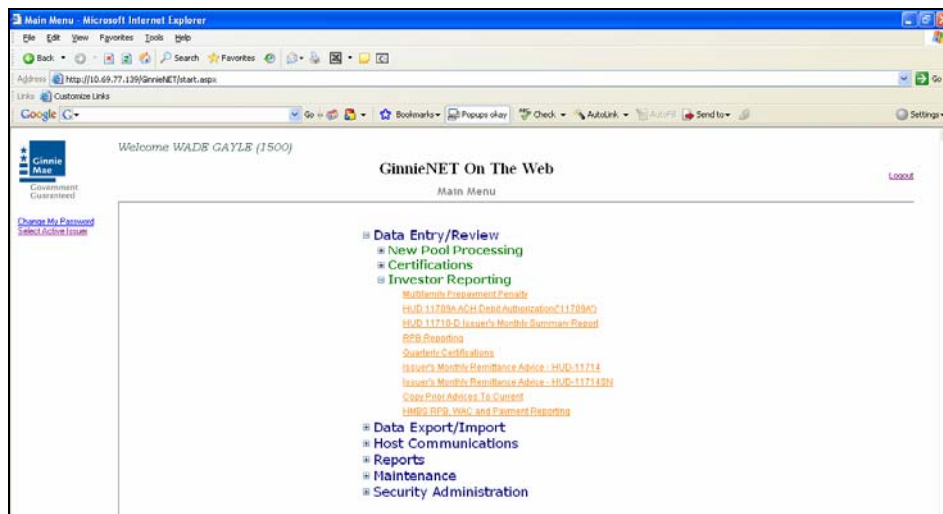
How To: Get To Search/Search Results Page

1. You can get to the **Search Results Page** from the Data Entry Page by simply Selecting the **Search Results Page link** on the top right corner of the page.

2. You can Select **Return to Search link** to do a new search.

COPYING REMITTANCE ADVICE

Issuers who are reporting the same investors each month can use the "Copy prior Remittance Advice to Current" option. This option will omit the balance on the prior month's reports or copy all the balance on the prior month's reports.
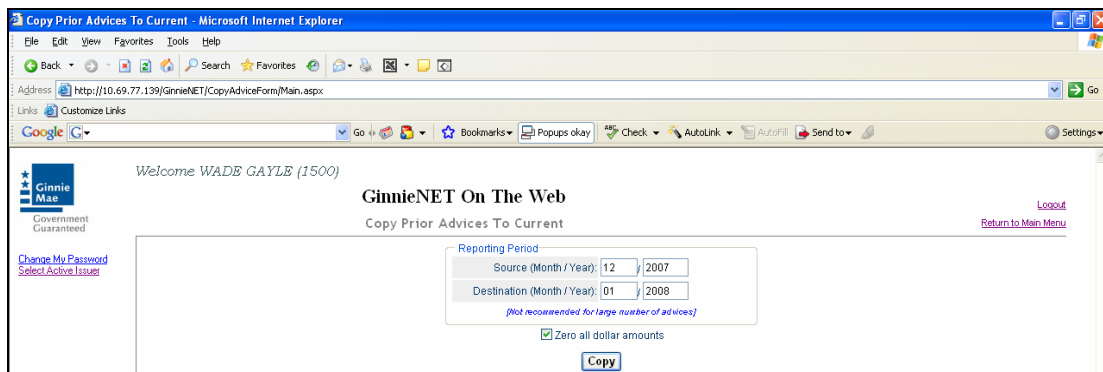
Copying prior Remittance Advice Record

1. Select Process from the Menu Bar.

2. Select the Copy Prior Remittance Advice Record option.

Note: The Source report must have a status of sent before it can be copied.

3. Enter the Source (Month/Year) to be copied.

4. Enter the Destination (Month/Year) to be copied too.

5. Select the Zone all dollar amounts to delete all balances or deselect to copy all balances.

6. Select **_Copy_** to process request.

7. If the source report does not have a status of sent the system will not complete the copy function.

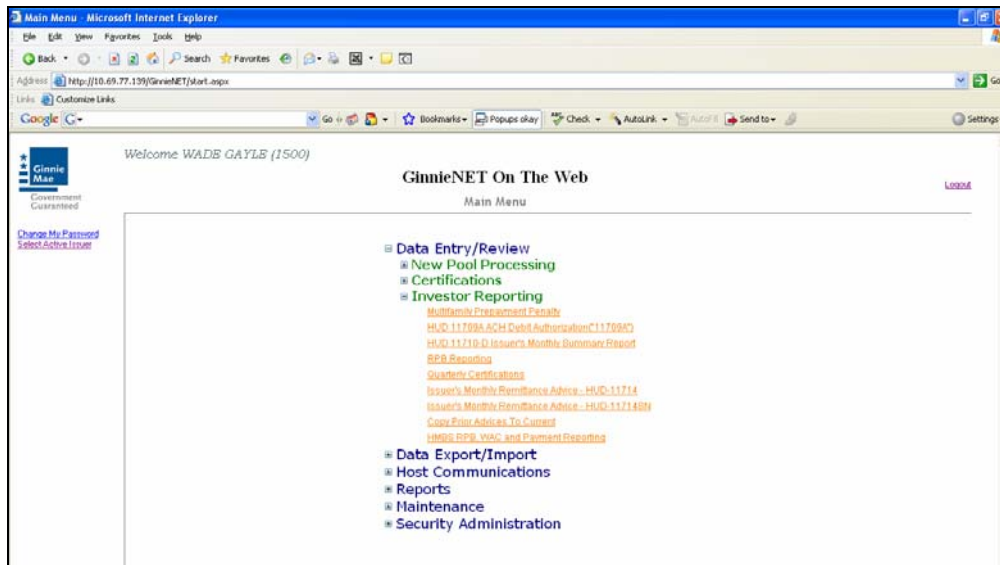8. System shows total number of records copied.

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HMBS RPB, WAC AND PAYMENT REPORTING

Issuers will be required to report Remaining Principal Balances (RPBs) each month. The initial report is due by the 2nd business day and corrections can be made through the 5th business day. HMBS RPBs will be calculated by adding the accrued interest for the month to the prior month's ending principal balance. The expectation is that RPBs will increase each month thus creating a factor greater than 1. If there have been any payoffs during the prior month, issuers must report them separately (although the payoff will be included in the RPB reported).

RPBs must be submitted through GinnieNET from the 1st through the 5th business day. HMBS issuers will report RPBs only on HMBS pools.

Search Form Elements

Field Name	Description
RPB Report ID Number:	RPB Report ID Number format a combination of "0783", Issuer Id and a 2-digit ID entered by user. eg.07832588A9
Date of Report	Date of Report is entered by the user.
Pool#:	The Pool Number is entered by the user.

How To: Search HMBS RPB, WAC and Payment Reporting record

1. In the Search Page, enter enough information to isolate the record(s) you want to locate. The first 8 digits of the Report ID (0783+Issuer ID) are read only and is a default search criteria on the screen..

Select the **Search** command button to retrieve the record(s) you've identified. When the records have been assembled in the Result Set, Ginnie Mae will switch the view to **Search Results Page**

only when the Search returns multiple records. If only one record is returned, Ginnie Mae will switch the view to Details Page directly.

The form **HMBS RPB, WAC and Payment Reporting Help** is **required** as part of Investors Reporting.

This page allows the **Issuer** *to* **Add/Edit/Delete/View** HMBS RPB, WAC and Payment Reporting.

Add/edit/View Form Elements

Field Name	Description
Issuer Name	Issuer Name is **taken from the RPB details record. System generated.**
Issuer ID Number	Issuer ID Number is **taken from the RPB details record. System generated.**
RPB Report ID	RPB Report ID is **a** combination of '0783' + Issuer ID Number + 2 digit ID entered by user**.** eg 07832208B9. Its is **taken from the RPB details record.***
Date of Report	Date of Report will default to the current date**.***
Status	Transfer Status is taken from the **RPB details record**, values are New, Updated, Posted, Received, Acknowledged, Returned, Complete and Deleted**. System generated.**
Current Principal Balance	Entered by issuer. Format: Currently in place for RPB reporting. This amount should equal to prior month's RPB + accrued interest (based on the WAC reported prior month). If the amounts do not match (difference more than $1.00) then check to see if any payoffs were reported for the pool. IF payoff reported THEN subtract payoff amount from system calculated RPB AND compare to reported RPB IF amounts match (within a $1.00) then accept RPB. ELSE reject RPB – Fatal Error**.**
(RPB Contractor) Pool No.	For the ARM pool types "HRA, HRM, HAL & HML" the same loan package series numbers that are currently used for the ARM pools will be utilized. For the fixed rate "HRF" the same loan package series that is currently used for the Single Family Pool Program will utilized **.**
Pool Type	There should be a drop down pick-list that will display the eligible pool types for HMBS: RA; RM; RF, AL and ML.

| Weighted Average Security Interest Rate	Ginnie*NET* will edit for cap: Pool Type HRA – Cap '2/5' Pool Type HRM – does not exceed the lifetime cap set by the issuer at time of issuance If the WAC does not meet the cap requirements then it is a fatal error.
Total Payment	Total Payment amount is entered by issuer .
Sub Total	Total of Current Principal Balance .*

*Required Field

Adding A HMBS RPB, WAC and Payment Reporting Record

1. Select the Data Entry/Review tab and Investor Reporting.

2. Select the HMBS RPB, WAC and Payment Reporting Report option.

3. Select the *New* option.
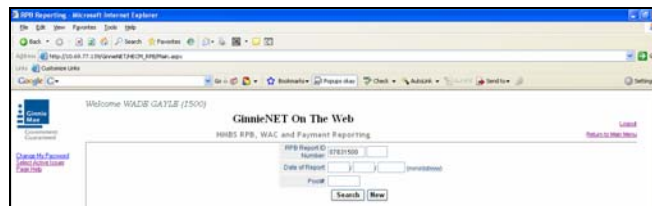
A data entry folder prompting you to enter required fields is displayed.

4. Select the **Update/Save** button to **Save** the record or **Cancel** to **discard** the edits.

5. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

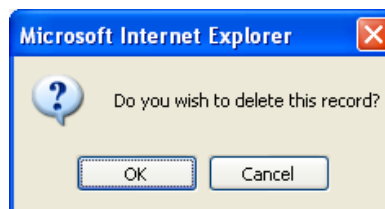6. After the record is saved the following message is generated.

Editing A HMBS RPB, WAC and Payment Reporting Record

1. Locate and display HMBS RPB, WAC and Payment Reporting Report option as described in searching for HMBS RPB, WAC and Payment Reporting Report.

2. Select the **Edit** button to edit the record and to make changes.

3. Select the **Save** button to Save the record or **Cancel** to discard the edits.

4. Select the **OK** button to **Confirm** or **Cancel** to discard the edits.

5. When a record is saved the following message is displayed: *Saved Successfully!*
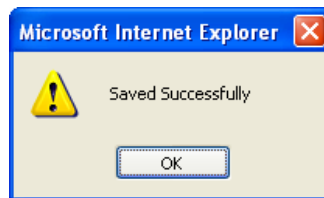
Deleting A HMBS RPB, WAC and Payment Reporting Record

1. Locate HMBS RPB, WAC and Payment Reporting Report option as described in searching for HMBS RPB, WAC and Payment Reporting Report.

2. In the view form, Select the **Delete** command button will open confirm box with following message.

3. Do you wish to delete this record? Select **OK** to confirm your request or Cancel to cancel the delete.

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