



# RFS Issuer Testing Guide

*Mortgage-Backed Securities Administration Agent (MBSAA)*

Contract C-OPC-22592

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# RFS ISSUER TESTING GUIDE

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This information has been prepared for internal Government National Mortgage Association (Ginnie Mae) Agency discussion purposes only and is not releasable under the Freedom of Information Act ( 5 U.S.C. S 552(b)).

## DOCUMENT HISTORY

Version	Date	Additions / Modifications	Prepared / Revised by
1.0	1/18/2008	Final	MBSAA
1.1	6/09/2008	Made changes to: - Throughout (Unique Loan ID) - Throughout (RFS Help Desk) -Section 3.3 Establish Portal Connectivity -Section 3.5 Conduct Connectivity and Format Test	MBSAA
1.2	7/31/2008	-Section 2.2 Timeline -Section 3.7 Produce and Submit Baseline Month Data -Section 3.11 Produce and Submit Second Month Data	MBSAA

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## 1 OVERVIEW

### 1.1 PURPOSE

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The purpose of this document is to communicate detailed information regarding the Ginnie Mae Reporting and Feedback System (RFS) issuer testing period. The document describes the objectives, requirements, procedures, and important dates related to this period. The document assumes that the reviewer is generally familiar with Ginnie Mae's plan for streamlined and re-engineered monthly reporting of security RPB, pool or loan package monthly data and loan level data reporting.

### 1.2 BACKGROUND

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RFS is a new system being implemented under Ginnie Mae's Business Process Improvement (BPI) initiative. Issuers will access RFS through the Ginnie Mae Portal described in APM 08-08. The RFS issuer testing period is a time during which issuers will be required to conduct tests with Ginnie Mae to confirm that they are capable of providing security RPB, pool, and loan level reporting data to Ginnie Mae in the RFS file format and method. RFS issuer testing will cover a three-month period beginning in July of 2008 and ending in September of 2008.

### 1.3 POLICY AND GUIDANCE

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Ginnie Mae's reporting policy holds the issuer responsible for accurate and complete reporting of monthly accounting data including loan level data. Therefore, the focus of the issuer testing period is the issuer. Irregardless of the servicer or third party software provider that may support an issuer during monthly reporting, Ginnie Mae holds each issuer responsible for compliance with Ginnie Mae's reporting requirements. Each issuer is responsible for ensuring that they follow Ginnie Mae's policies and procedures regarding the issuer testing period.

### 1.4 TESTING OBJECTIVES

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The objectives of issuer testing are to verify each issuer's ability to:

- Correctly apply Ginnie Mae Unique Loan IDs to the loan information in their own systems
- Electronically transmit monthly reporting data to RFS
- Produce data files that are compatible with the RFS record layout format
- Produce data files that generate correct RPB validations
- Produce data files that generate similar financial summary results in both RFS and MBSIS

### 1.5 TESTING APPROACH

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Issuers will undergo the following tests:

#### **Connectivity and Format Test**

This test will establish that the issuer may connect to the Ginnie Mae Portal and transmit a data set in the correct format

#### **Data Validation Test**

The data validation test will include two tests that perform identical validations, but each test will focus on a different Ginnie Mae reporting period. Each issuer will be required to submit production data from prior monthly reporting periods in the RFS data file format. It will be possible for an issuer to complete both tests within a single calendar month if their data submissions pass all of the validations.

## Reporting Periods Tested

All issuers will test using the same two consecutive reporting periods: June and July of 2008. These reporting periods will be tested independently of calendar month. Issuers can complete multiple test cycles within short time frames. All issuers must start testing August 1, 2008 and end September 30, 2008

## 1.6 CRITERIA FOR A SUCCESSFUL TEST

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Issuers must pass the various test criteria for both the “Baseline-month Test” and “Second-Month Test”.

- The “Baseline Test” uses June 2008 Reporting Period data
- The “Second Month Test uses July 2008 Reporting Period data

First, the issuer’s data submission did not generate any exceptions of the following exception types in the RFS Pool Accounting/Exception Feedback module:

- Fatal (issuer file cannot be processed)
- Error (record cannot be processed)
- Critical (security RPB validation-related)

All elements of the RFS Monthly Financial Summary Report must match the corresponding elements in the MBSIS Financial Summary Report for the same reporting period. For example, the following summary information must have the same values:

- Unpaid Principal Balance (UPB) - Sum of loan UPBs in RFS to UPB of the pool in MBSIS
- Delinquencies – The number of loans and the UPBs of loans which are 30, 60, & 90 days delinquent.
- Fixed Installment Constant (FIC) – FICs to FICs. Also, the sum of the loan FICs to the pool FIC.
- Originations and Liquidations – The numbers of new pools, new loan originations, and loan liquidations.

## 2 PREPARATION FOR ISSUER TESTING

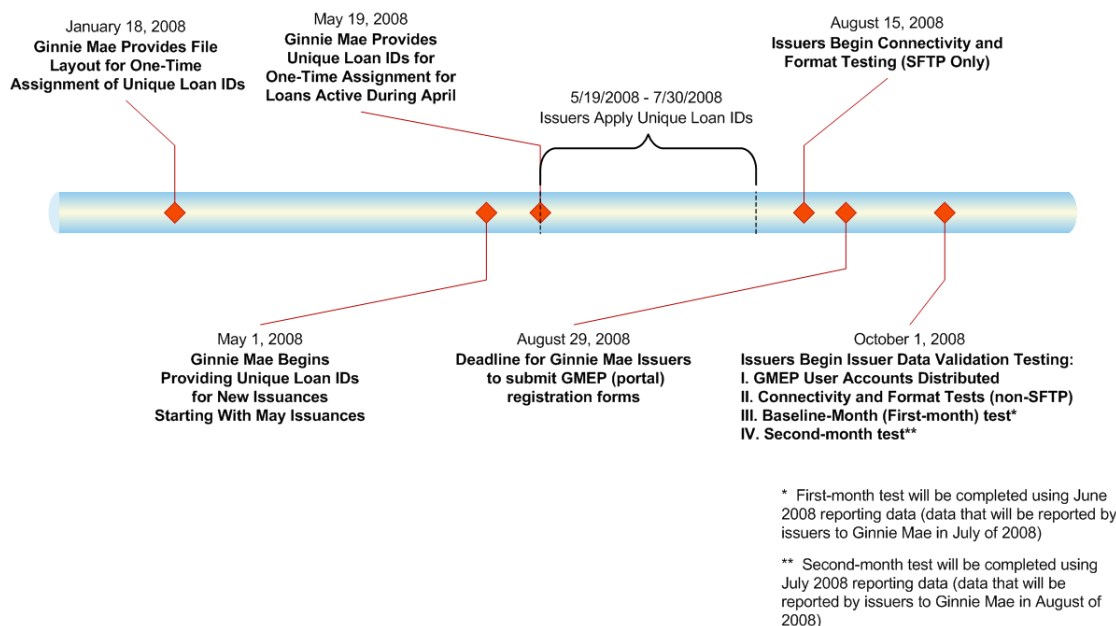
### 2.1 ISSUER READINESS

Issuers must complete the following items to ensure that issuer personnel and issuer systems are ready to undergo issuer testing.

- Identify a primary business POC and a primary technical POC for each issuer and communicate this to Ginnie Mae
- Apply unique Unique Loan IDs from one-time assignment to issuer's own systems and test for validity
- Issuer staff to participate in Ginnie Mae RFS training class
- Obtain user accounts for access to the Ginnie Mae portal
- Make arrangements with Ginnie Mae for access to the RFS secure FTP server

### 2.2 TIMELINE

Various tasks must be completed in order to prepare for issuer testing. The timeline below provides a high-level overview of these tasks. The preparatory steps must be completed prior to the task labeled "Conduct Issuer Testing".



### 2.3 RESOURCES

To help issuers meet the new RFS reporting requirements, Ginnie Mae has made various resources available on its web site including:

## RFS ISSUER TESTING GUIDE

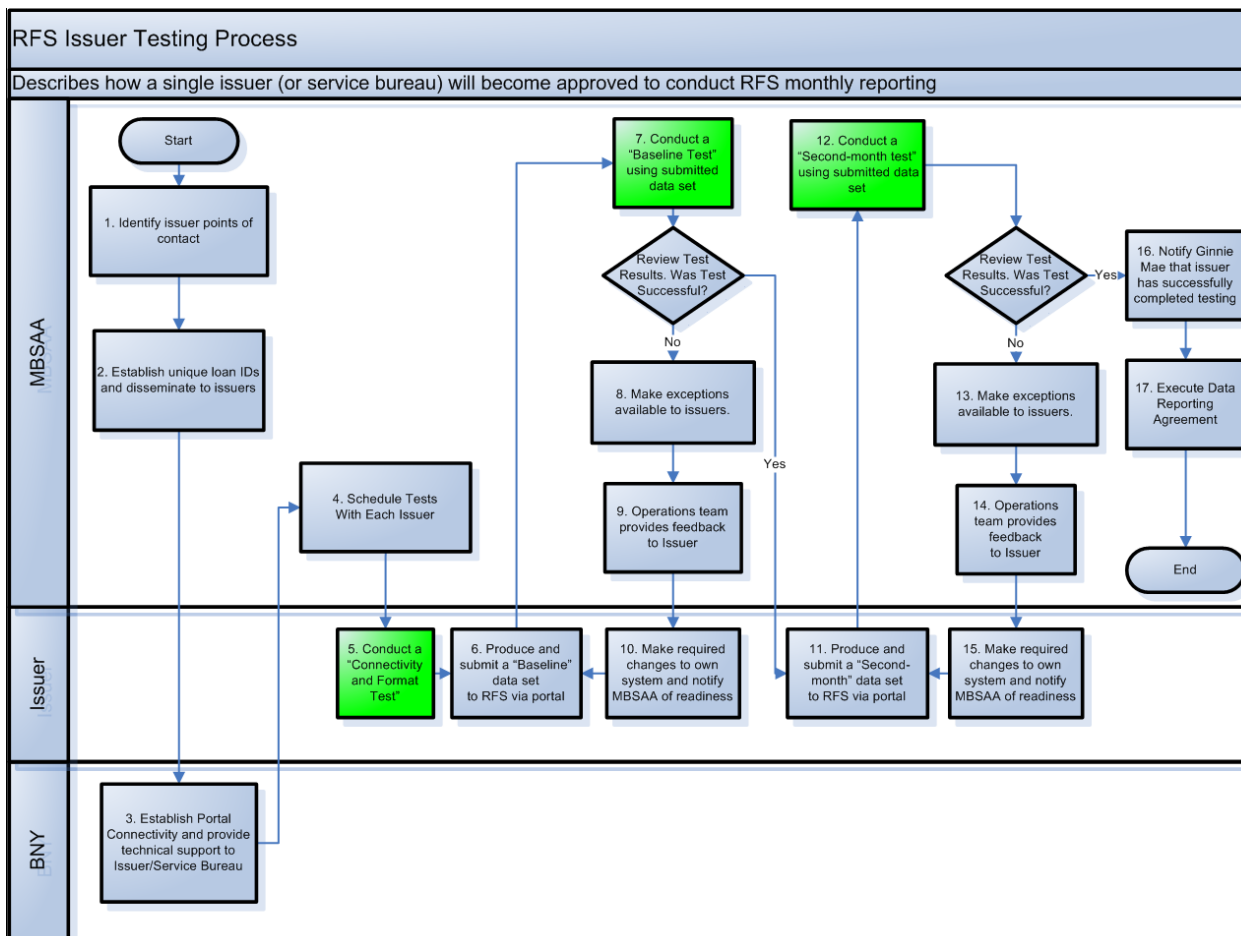
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- **RFS General Information** — This page is the central point for accessing all information related to the RFS implementation:  
<http://www.ginniemae.gov/issuers/rfs.asp?section=Search>
- **RFS Issuer Reporting Technical Specification (IRTS)** — this document provides information regarding Ginnie Mae’s changes in monthly pool, loan package, and loan level reporting processes. Issuers should use this document while determining what changes need to be made to their electronic reporting systems, since it includes the details of the RFS data file format and structure:  
[http://www.ginniemae.gov/issuers/RFS\\_Guide.pdf](http://www.ginniemae.gov/issuers/RFS_Guide.pdf)
- **RFS Frequently Asked Questions (F.A.Qs)** — This page contains answers to questions that issuers submit to Ginnie Mae regarding RFS, the Issuer Reporting Technical Specification Document, and issuer testing:  
[http://www.ginniemae.gov/issuers/rfs\\_faq.asp?subTitle=Issuers](http://www.ginniemae.gov/issuers/rfs_faq.asp?subTitle=Issuers)
- **RFS Help Desk** — Issuers can use this web page to submit questions regarding the IRTS, the issuer testing period, and other RFS-related questions:  
[http://www.ginniemae.gov/issuers/rfs\\_ques.asp?Section=Issuers](http://www.ginniemae.gov/issuers/rfs_ques.asp?Section=Issuers)
- **GMEP Help Desk** — Issuers can use this web page to submit questions regarding the IRTS, the issuer testing period, and other RFS-related questions:  
[http://www.ginniemae.gov/issuers/rfs\\_ques.asp?Section=Issuers](http://www.ginniemae.gov/issuers/rfs_ques.asp?Section=Issuers)



## 3 ISSUER TESTING PROCESS DETAILS

Every issuer will be required to participate and follow the testing process described in this chapter. The process flowchart diagram below illustrates the major steps in the issuer testing process. Each of these major steps is described in the sections that follow. The steps are numbered so that the section numbers match the number in the step number diagram. (For example, the box labeled “1. Identify issuer points of contact...” in the diagram below is fully described in section 3.1 of this document).



### 3.1 IDENTIFY ISSUER POINTS OF CONTACT

Each issuer will designate two individuals within their organization to serve as the primary points of contact for all interactions related to RFS issuer testing:

- **Business Point of Contact**---The issuer’s business point of contact (Business POC) should be someone who is knowledgeable about the Ginnie Mae program and the monthly reporting requirements of the Ginnie Mae program.
- **Technical Point of Contact**---The issuer’s technical point of contact (Technical POC) should be knowledgeable about the technology that supports the issuer’s monthly reporting to Ginnie Mae.

Issuers may designate their company’s points of contact by accessing the following Ginnie Mae web page:

[https://survey.deloitte.com/wsb.dll/1769/Ginnie\\_Mae\\_RFS\\_Issuer\\_Testing.htm](https://survey.deloitte.com/wsb.dll/1769/Ginnie_Mae_RFS_Issuer_Testing.htm)

## 3.2 DISSEMINATE UNIQUE LOAN IDs ONE TIME ASSIGNMENT

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In May 2008, Ginnie Mae will perform a one-time assignment of Unique Loan IDs for the existing portfolio (active loans in Ginnie Mae pools as of the April 2008 reporting period). These Unique Loan IDs will be sent to each issuer in the form of a flat text file. The file layout was sent to issuers by Ginnie Mae in APM 08-02. Issuers will be required to apply these Unique Loan IDs prior to RFS issuer testing.

The issuer's points of contact will receive an e-Notification letting them know when the file containing the Unique Loan IDs for their existing portfolio has been generated along with instructions on how to download the file from e-Access. Issuers should apply the Unique Loan IDs to their own information systems by the end of June 2008.

## 3.3 ESTABLISH PORTAL CONNECTIVITY

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During issuer testing, each issuer will use one of three methods to transmit data to the Ginnie Mae Portal: SFTP-based file upload, web-based file upload, or web-based data entry.

### 1. SFTP-based File Upload

Issuers with large data sets may transmit monthly reporting data through the SFTP protocol to a secure destination. When using this method users will log-in to the RFS SFTP solution.

### 2. Web-Based File Upload

Issuers with medium data sets may transmit monthly reporting data by using the File Upload feature of RFS Pool Accounting module. The data will be transferred through the internet using the HTTPS protocol. The maximum file size that may be reported through this method is 5MB. When using this method, users will log-in (authenticate) via the Ginnie Mae portal.

### 3. Web-Based Data Entry

RFS has data entry screens that replace the current WebIIS data entry screens. Issuers may use the on-line web based RFS data entry screens to input monthly reporting data. The data will be transferred through the internet using the HTTPS protocol. When using this method, users will log-in (authenticate) via the Ginnie Mae portal.

Issuers will access RFS through the Ginnie Mae Enterprise Portal both during Issuer Testing and eventually during production operations. Therefore, issuers should register for the Ginnie Mae Enterprise Portal prior to the start of Issuer Testing by following the procedures described in APM 08-08.

After registering for the Ginnie Mae Enterprise Portal, issuers will be given user accounts allowing them to transmit data through either web-based file upload or web-based data entry. These accounts will also allow issuers to access reporting exceptions through the RFS web based interface. These temporary accounts will be used only during issuer testing. After successful completion of issuer testing, issuer security officers will be given new user accounts for production operations.

Issuers who plan submit data files larger than 5MB must use the SFTP file upload method. Issuers planning to utilize SFTP file upload must request this additional access from the RFS Help Desk at this web address: [http://www.ginniemae.gov/issuers/rfs\\_ques.asp?Section=Issuers](http://www.ginniemae.gov/issuers/rfs_ques.asp?Section=Issuers) Once access SFTP access is granted, issuers should configure their systems to utilize Ginnie Mae's SFTP solution and then access the system to ensure that they are able to connect to RFS.

To request support for any issues regarding connectivity with RFS issuers may contact the RFS Help Desk at the web address above.

## 3.4 SCHEDULE TESTS WITH EACH ISSUER

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Ginnie Mae's MBSAA contractor will contact each issuer's POCs to ascertain the issuer's testing readiness and to establish an individual testing schedule for each issuer. The schedule will define when the issuer is expected to conduct their connectivity and format test as well their data validation test. Each issuer will be required to conduct the various tests during the following time periods:

- **Connectivity and Format Test – Must be successfully conducted during July of 2008**
- **Data Validation Tests – Both tests must be successfully completed during the months of August and September of 2008**

## 3.5 CONDUCT CONNECTIVITY AND FORMAT TEST

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The purpose of the connectivity and format test is to verify that

- a.) the issuer can connect to the Ginnie Mae Portal
- b.) the issuer can submit data through their chosen connectivity method: SFTP-based file upload, web-based file upload, or web-based data entry.

During this test, the issuer will connect to the Ginnie Mae Portal using their Ginnie Mae portal account and submit a dataset containing the following minimum set of records (though the issuer may submit data for an entire monthly reporting period if desired):

- A header record
- Two (2) pool records
- Two (2) loan records associated with the above two (2) pool records
- A trailer record

If the Ginnie Mae MBSAA contractor testing team finds that RFS did not generate any exceptions of type "Fatal" related to the submission of this abbreviated data set, the issuer will be deemed to have passed this test, and the testing team will notify the issuer's technical POC that it passed the test. Otherwise, the testing team will notify the issuer's technical POC so that the offending problems can be resolved and test can be repeated.

Note: Web-based data entry issuers are not required to submit a dataset for the Connectivity and Format test. They are only required to connect to the Ginnie Mae Portal.

Note: Issuers who will only use service bureaus to transmit data to RFS (both during Issuer Testing and eventually during RFS production operations) are not required to perform the connectivity and format test if the service bureau they employ has completed the connectivity and format test.

## 3.6 PRODUCE AND SUBMIT BASELINE-MONTH DATA

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In August 2008, the issuer will connect to the Ginnie Mae Portal and submit production test data:

- Data for the June 2008 Reporting Period—Issuers are expected to have available for testing the June 2008 reporting period data, in RFS format. This will be the same data that was submitted to Ginnie Mae under the current legacy formats. Ginnie Mae's objective is to test the same reporting periods' data, in the RFS format. This will give a comparison of the reported data between the current formats and the RFS formats.

Those Issuers who plan to submit data to RFS using manual entry once RFS is in production should follow these steps:

1. Log in to GMEP
2. Navigate to the RFS Pool Accounting module
3. Enter all of their monthly pool and loan data for the month of June.
4. Review and correct any exceptions

## 3.7 CONDUCT BASELINE-MONTH TEST

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During this step, Ginnie Mae's MBSAA contractor will test the issuer's data submission. The purpose of this test is to verify that the data transmitted passes the RFS data validations, the Unique Loan IDs were applied correctly, and that similar financial summary results are obtained when compared to the results of the legacy process.

During this step, RFS validates data submission and generates exceptions (refer to the IRTS document for RFS exceptions). If no exceptions are found, the MBSAA testing team will compare reports from RFS and the legacy process for the same period of data. The team will verify that the information displayed in the following reports is consistent:

- Financial Summary
- RPB Reconciliation
- Guarantee Fee

If the Ginnie Mae MBSAA contractor testing team finds that the issuer data transmission passes all of the validations then, the issuer will be deemed to have passed this test.

## 3.8 MAKE EXCEPTIONS AVAILABLE TO ISSUERS

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If the Ginnie Mae MBSAA contractor testing team finds that the issuer data transmission did not pass all of the data validations, the testing team will notify the issuer technical POC so that the offending problems can be resolved and test can be repeated. If RFS generated any exceptions these exceptions will be available to the issuer through the RFS exception feedback module. If the testing team found any other data validation problems, the testing team will send the issuers technical POC a report documenting the issues.

## 3.9 PROVIDE FEEDBACK TO ISSUER

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An issuer's technical POC or business POC may contact the RFS Help Desk to request interpretations and/or clarifications regarding any negative test results.

## 3.10 MAKE CHANGES TO OWN SYSTEM

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If an issuer fails the test, the issuer must make changes to its own systems as needed to allow the system to generate correct reporting data for the period in the RFS format. The issuer must then notify the RFS Help Desk in order to reschedule the test.

## 3.11 PRODUCE AND SUBMIT SECOND-MONTH DATA

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After completing the Baseline Month Test, the issuer will connect to the Ginnie Mae Portal and submit data for the July reporting period:

- Data for the July 2008 Reporting Period—Issuers are expected to have available for testing the July 2008 reporting period data, in RFS format. This will be the same data that was submitted to Ginnie Mae under the current legacy formats. Ginnie Mae’s objective is to test the same reporting periods’ data, in the RFS format. This will give a comparison of the reported data between the current formats and the RFS formats.

Those Issuers who plan to submit data to RFS using manual entry once RFS is in production should follow these steps:

1. Log in to GMEP
2. Navigate to the RFS Pool Accounting module
3. Enter all of their monthly pool and loan data for the month of July.
4. Review and correct any exceptions

## 3.12 CONDUCT SECOND-MONTH TEST

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During this step, Ginnie Mae’s MBSAA contractor will test the issuer’s data submission. The purpose of this second test is to once again verify that the data transmitted passes the RFS data validations, the Unique Loan IDs were applied correctly, and that similar financial summary results are obtained when compared to the results of the legacy process.

During this step, RFS validates data submission and generates exceptions (refer to the IRTS document for RFS exceptions). If no exceptions are found, the MBSAA testing team will compare reports from RFS and the legacy process for the same period of data. The team will verify that the information displayed in the following reports is consistent:

- Financial Summary
- RPB Reconciliation
- Guarantee Fee

If the Ginnie Mae MBSAA contractor testing team finds that the issuer data transmission passes all of the validations then, the issuer will be deemed to have passed this test.

## 3.13 MAKE EXCEPTIONS AVAILABLE TO ISSUERS

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If the Ginnie Mae MBSAA contractor testing team finds that the issuer data transmission did not pass all of the data validations, the testing team will notify the issuer technical POC so that the offending problems can be resolved and test can be repeated. If RFS generated any exceptions these exceptions will be documented and available to the issuer through the RFS exception feedback module. If the testing team found any other data validation problems, the testing team will send the issuers technical POC a report documenting the issues.

### **3.14 PROVIDE FEEDBACK TO ISSUERS**

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An issuer's technical POC or business POC may contact the RFS Help Desk to request interpretations and/or clarifications regarding any negative test results.

### **3.15 MAKE CHANGES TO OWN SYSTEM**

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If an issuer fails the test, the issuer must make changes to its own systems as needed to allow the system to generate correct reporting data for the period in the RFS format. The issuer must then notify the RFS Help Desk in order to reschedule the test.

### **3.16 NOTIFY GINNIE MAE THAT ISSUER HAS COMPLETED TESTING**

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Once an issuer passes the Second-Month Test, Ginnie Mae's MBSAA contractor will notify both Ginnie Mae and the issuer that the issuer has successfully completed issuer testing. This will serve as validation to Ginnie Mae that the issuer is capable of reporting data in the new RFS format.

### **3.17 EXECUTE DATA REPORTING AGREEMENT WITH GINNIE MAE**

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Once Ginnie Mae has been notified by its MBSAA contractor that an issuer has passed the Second-Month test, Ginnie Mae will accept an executed Data Reporting Agreement from the issuer. The agreement will be available for download from the Ginnie Mae website.