

**U.S. Department of Veterans Affairs
Veterans Benefits Administration
VA Loan Electronic Reporting Interface
Bulk Upload Template Guide**

Version 1.0



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1 Summary

As a VA loan servicer, one of the tools available to you for uploading multiple events at once is called the 'bulk-upload template'. By completing and uploading this file to VALERI you can save time when submitting events. One example of when you might want to use the bulk upload would be at the beginning of each month when submitting Monthly Status Updates (MSUs) and Delinquency Status Updates (DSUs) for your whole portfolio. It could also be helpful to use if you have multiple loss mitigation letter events to report at once. Of course you can always still report on your loans individually by logging into the Servicer Web Portal directly and using the 'report an event' feature for each of your loans. Please note that the bulk upload feature is only available for Servicer Web Portal servicers. This document outlines where to find the bulk-upload template, hints for completing it, and shows you how to upload it into VALERI.

If you have any questions about VALERI or are unsure if your bulk-upload template is working properly the VALERI Help Desk can help. You can reach the Help Desk at 1-877-309-6947 or valerihelpdesk@ccsin.com Monday through Friday, 7:30AM to 4PM Eastern Time.

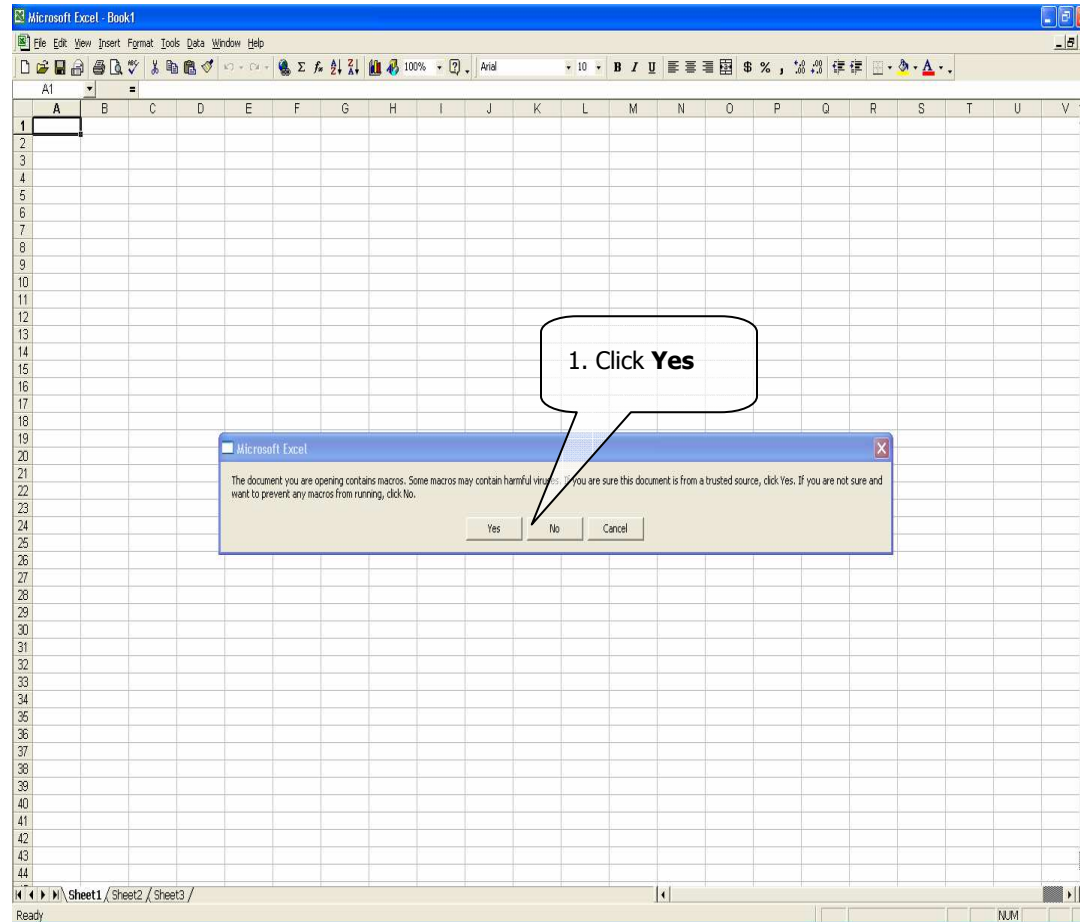
2 Download the Template

The first step in using the bulk-upload feature is acquiring a copy of the template. This can be saved to your computer and used every time you want to submit multiple events in VALERI.

To download the template, visit <http://www.homeloans.va.gov/valeri.htm>. Here you should see links for many helpful documents. The Bulk Upload document can be found by clicking on the link entitled [2008-11-14 SWP Bulk Upload Template](#).

When you click on the link for the bulk upload template on the VALERI website, a Microsoft Excel document will open on your desktop. You may see the following message as displayed in Figure 1: Macros Message.

Figure 1: Macros Message

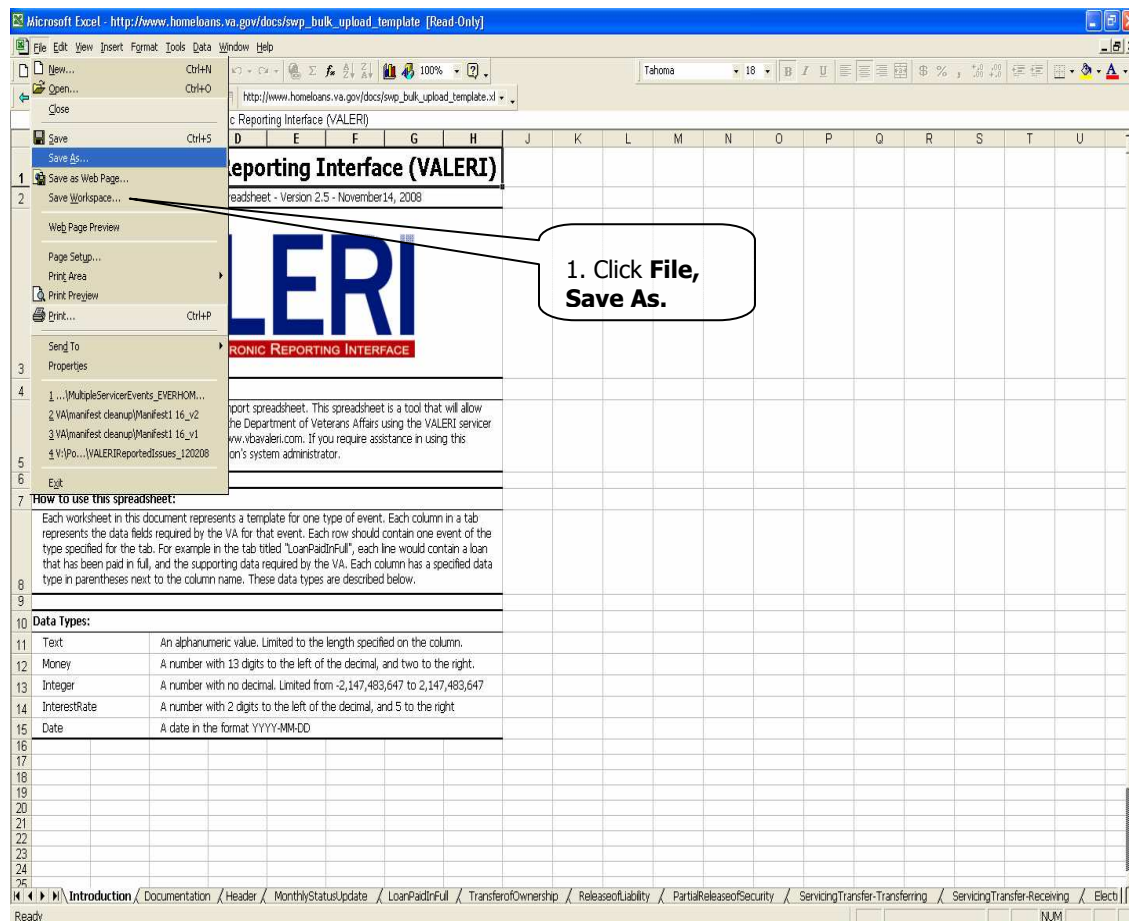


Instructions:

1. Click yes to proceed. You must click yes in order for the bulk upload template to work properly.

This will open the bulk-upload template. You will need to save the template on your computer, as shown in Figure 2: Save the Template.

Figure 2: Save the Template

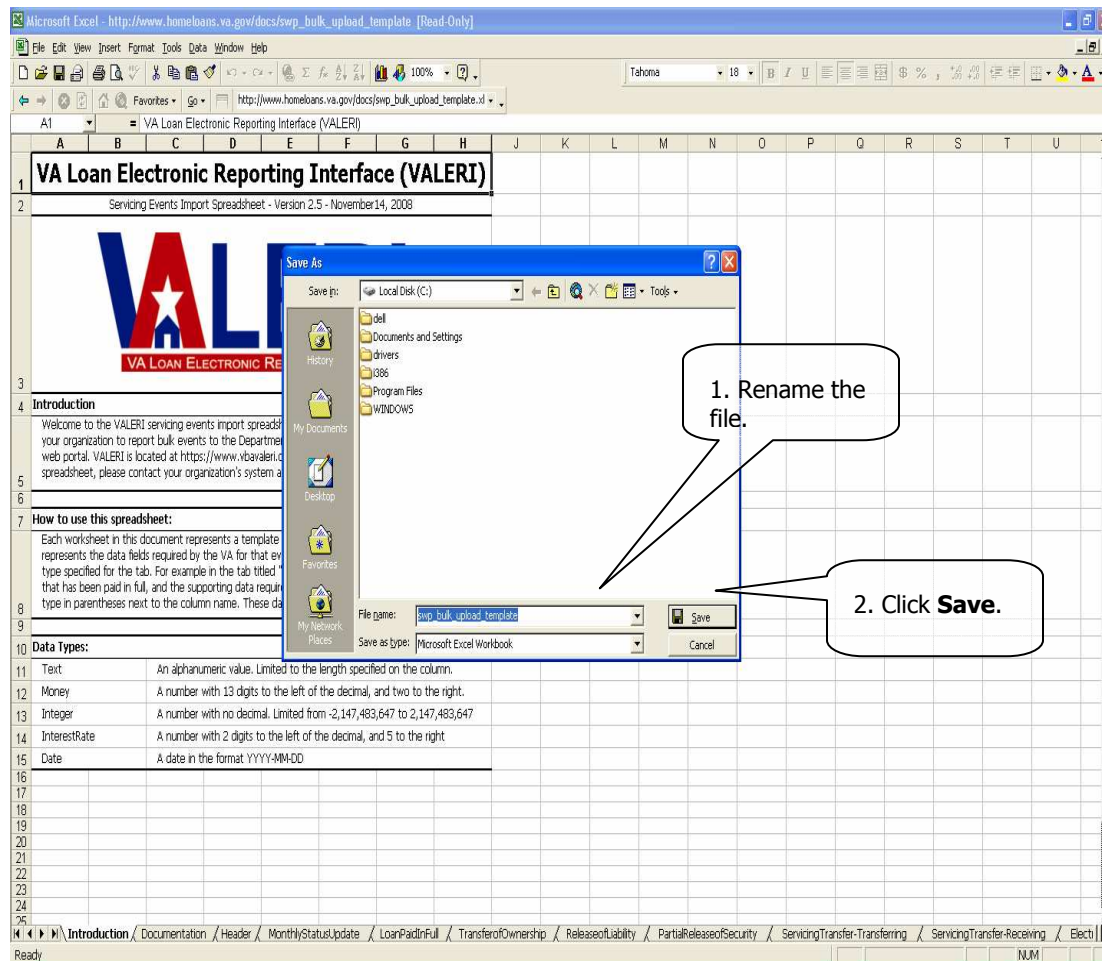


Instructions:

1. Click File, Save As.

The Save As window will open allowing you to rename the file and save it to your computer as shown in Figure 3: Rename the Template.

Figure 3: Rename the Template



Instructions:

1. Rename the file something that you can remember. You may want to include today's date.
2. Click save. Remember where you have saved the file so that you can retrieve it and fill it out, as described in Section 3, Complete the Template,.

3 Complete the Template

Now that you have a copy of the template you will want to fill it out depending on the events you need to report to VALERI. Open the copy of the template that is saved on your computer. It should look like the file shown in Figure 4: Understand the Template.

Figure 4: Understand the Template

The screenshot shows a Microsoft Internet Explorer browser window displaying a spreadsheet titled "VA Loan Electronic Reporting Interface (VALERI)". The spreadsheet content includes:

- Row 1:** Title "VA Loan Electronic Reporting Interface (VALERI)"
- Row 2:** Subtitle "Servicing Events Import Spreadsheet - Version 2.5 - November14, 2008"
- Row 3:** VALERI logo with the text "VA LOAN ELECTRONIC REPORTING INTERFACE"
- Row 4:** Section header "Introduction"
- Row 5:** Text: "Welcome to the VALERI servicing events import spreadsheet. This spreadsheet is a tool that will allow your organization to report bulk events to the Department of Veterans Affairs using the VALERI servicing web portal. VALERI is located at <https://www.vbavalen.com>. If you require assistance in using this spreadsheet, please contact your organization's system administrator."
- Row 7:** Section header "How to use this spreadsheet:"
- Row 8:** Text: "Each worksheet in this document represents a template for one type of event. Each column in a tab represents the data fields required by the VA for that event. Each row should contain one event of the type specified for the tab. For example in the tab titled 'LoanPaidInFull', each line would represent a loan that has been paid in full, and the supporting data required by the VA. Each column has associated data type in parentheses next to the column name. These data types are described below."
- Row 10:** Section header "Data Types:"
- Row 11:** Text: "Text An alphanumeric value. Limited to the length specified on the column."
- Row 12:** Text: "Money A number with 13 digits to the left of the decimal, and two to the right."
- Row 13:** Text: "Integer A number with no decimal. Limited from -2,147,483,647 to 2,147,483,647"
- Row 14:** Text: "InterestRate A number with 2 digits to the left of the decimal, and 5 to the right"
- Row 15:** Text: "Date A date in the format YYYYMMDD"

Five callout boxes are overlaid on the spreadsheet:

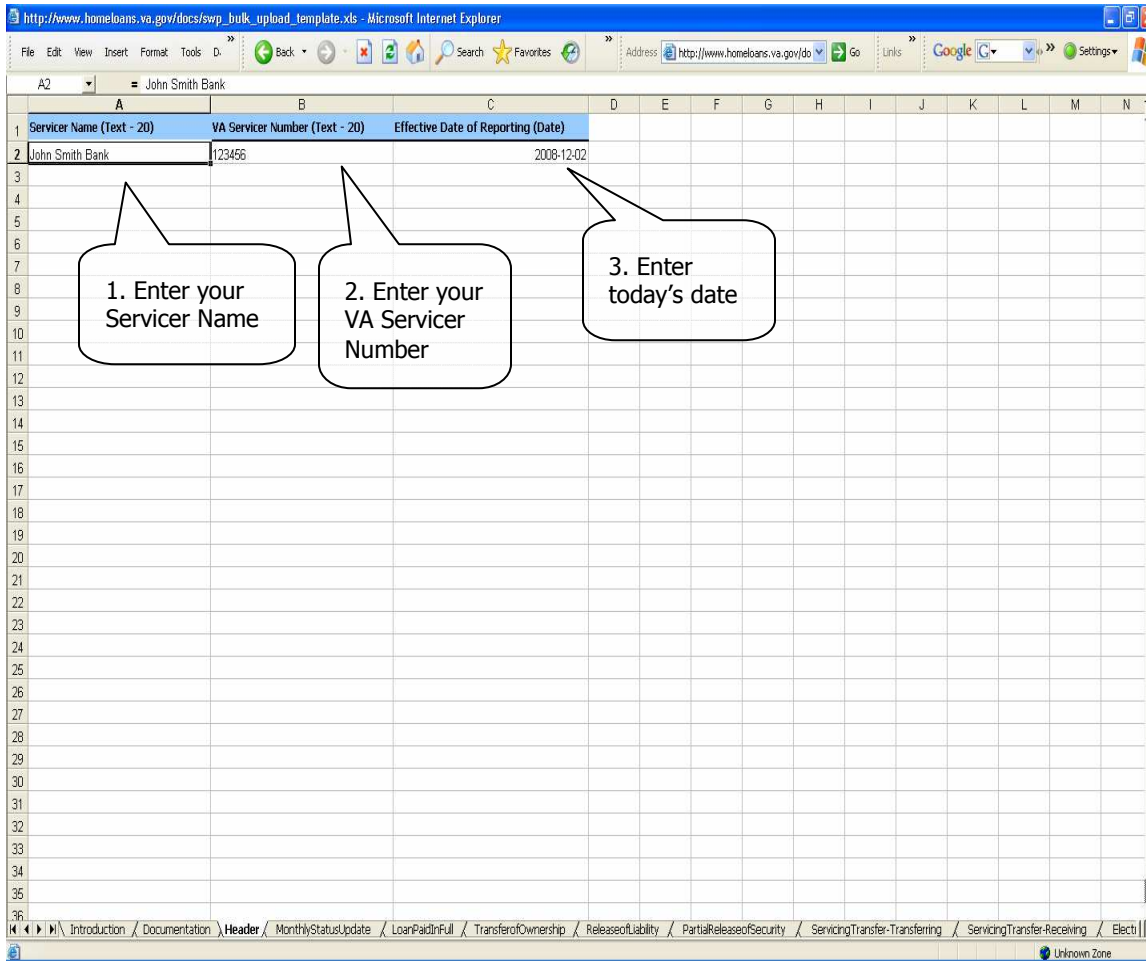
- 1. Introduction Tab:** Points to the "Introduction" section header.
- 2. Introduction:** Points to the introductory text paragraph.
- 3. How to use this section:** Points to the "How to use this spreadsheet:" section header.
- 4. Data Types:** Points to the "Data Types:" section header.
- 5. Click Header Tab:** Points to the "Introduction" tab in the spreadsheet's tab bar at the bottom.

Instructions:

1. The file should open automatically to the Introduction tab. You will notice there is a separate tab along the bottom of the screen for each type of event that is reported to VALERI.
2. The introduction section of the spreadsheet provides the link to the VALERI site and explains that this is a tool you can use for reporting.
3. The 'how to' section of the spreadsheet explains how to fill out each spreadsheet. We will also go into that with more detail in this next section.
4. The data types section lists the five types of data you might need to report an event. This helps you format your numbers and text correctly so that the file transmits successfully.
5. To begin completing your spreadsheet, click the Header tab.

This will take you to the screen shown in Figure 5: Complete the Header Tab. Your file cannot be submitted until this tab has been completed.

Figure 5: Complete the Header Tab



Instructions:

1. Enter the name of your servicing company. You are limited to 20 characters so please only include the first 20 characters in your company's name.
2. Enter your VA servicer number. This should be a six-digit ID number that was assigned to your company by VA.
3. Enter today's date in the format YYYY-MM-DD.
4. Save your file.

You are now ready to proceed with completing the other tabs in the spreadsheet. Review what events you need to report and click on the appropriate spreadsheet as shown in Figure 6: Enter Event Data. After filling in a cell on the spreadsheet, press the "Tab" key on your keyboard and the spreadsheet will update the information to the correct format.

Figure 6: Enter Event Data

The screenshot shows a web browser window displaying a spreadsheet template. The browser address bar shows the URL: http://www.homeloans.va.gov/docs/swp_bulk_upload_template.xls. The spreadsheet has the following columns and data in the first row:

1	VA Loan Number (Text - 12)	Original Loan Amount (Money)	Property State (Text - 2)	Loan Origination Date (Date)	Servicer Loan Number (Text - 20)	UnpaidPrincipalBalance (Money)	PaymentDueDate (Date)
2	234567891012	\$1,023.50	VA	2008-11-02	12345678	\$984.50	2009-01-0

Callout boxes with numbers 1 through 7 point to the following fields:

1. Enter VA loan number
2. Enter Original Loan Amount
3. Enter Property State
4. Enter Loan Origination Date
5. Enter Servicer Loan Number
6. Enter UPB
7. Enter Payment Due Date

Instructions:

1. Enter your 12-digit VA loan number. The VA loan number cannot include any dashes and must be in text format to avoid deletion of leading zeroes. Again, pressing the "Tab" key on your keyboard after inputting the VA loan number will help ensure the loan number is in the correct format.
2. Enter the original loan amount. After you enter the amount and press the "Tab" key the cell will automatically format with a dollar sign.
3. Enter the property state. This should be the two-character abbreviation for the state.

4. Enter the loan origination date in the format YYYY-MM-DD.
5. Enter your servicer loan number. This is the loan number you use to identify the loan, and can be any number you choose.
6. Enter the unpaid principal balance (UPB). After you enter the amount and press the "Tab" key the cell will automatically format with a dollar sign.
7. Enter the payment due date in the format YYYY-MM-DD.
8. Save your file.

In the example above, information has been entered for the Monthly Status Update tab. In general, you will need to complete a single row of the spreadsheet for each loan. You will also need to complete every column heading for that line. For example, on this spreadsheet the file would fail to upload if we did not fill out the corresponding information for all seven column headings.

Repeat the above instructions for the each of the loans that require this event to be reported. If you have any other events that need to be reported you will need to click on the appropriate event's tab on the spreadsheet and repeat these steps as well.

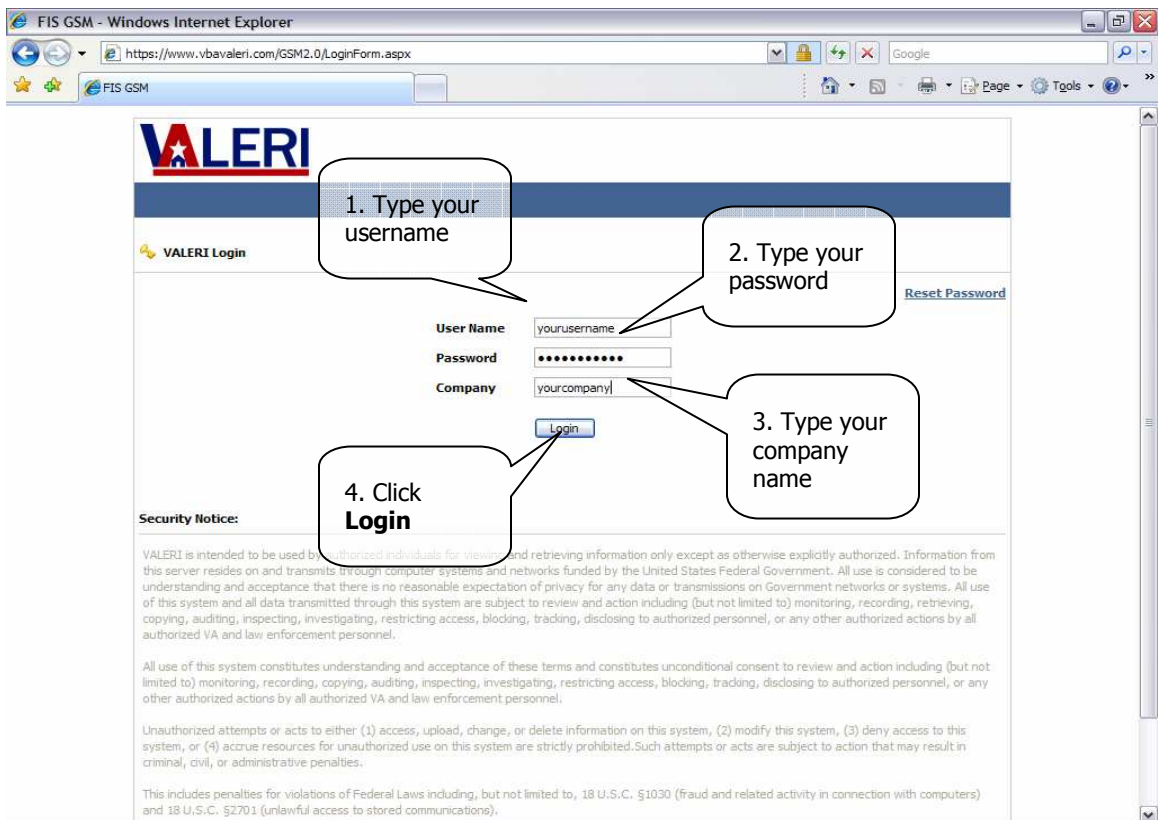
4 Upload the Template into VALERI

Once you have completed the spreadsheet you can upload it into VALERI. First make sure the file is saved and closed. Your file cannot be uploaded while it is still open on your computer.

To upload the template, log into VALERI using your username and password. You should have been provided with a username and password on your go-live date. If you did not receive your username and password, contact someone at your company with administrator access in VALERI and they can create an account for you. Should you need further assistance please contact the Help Desk.

To log into the SWP, access <https://www.vbavaleri.com> and enter your username, password, and company name in the fields shown in Figure 7: Enter your login information.

Figure 7: Enter your login information



Instructions:

1. Type your username into the User Name field.
2. Type your password into the Password field.

3. Type your company name in the Company field.
4. Click "Login".

Once you are logged in, VALERI takes you to the Applications screen. From there, you can choose either the Servicer Web Portal application, or the Reports application as shown in Figure 8: Access the Servicer Web Portal.

Figure 8: Access the Servicer Web Portal

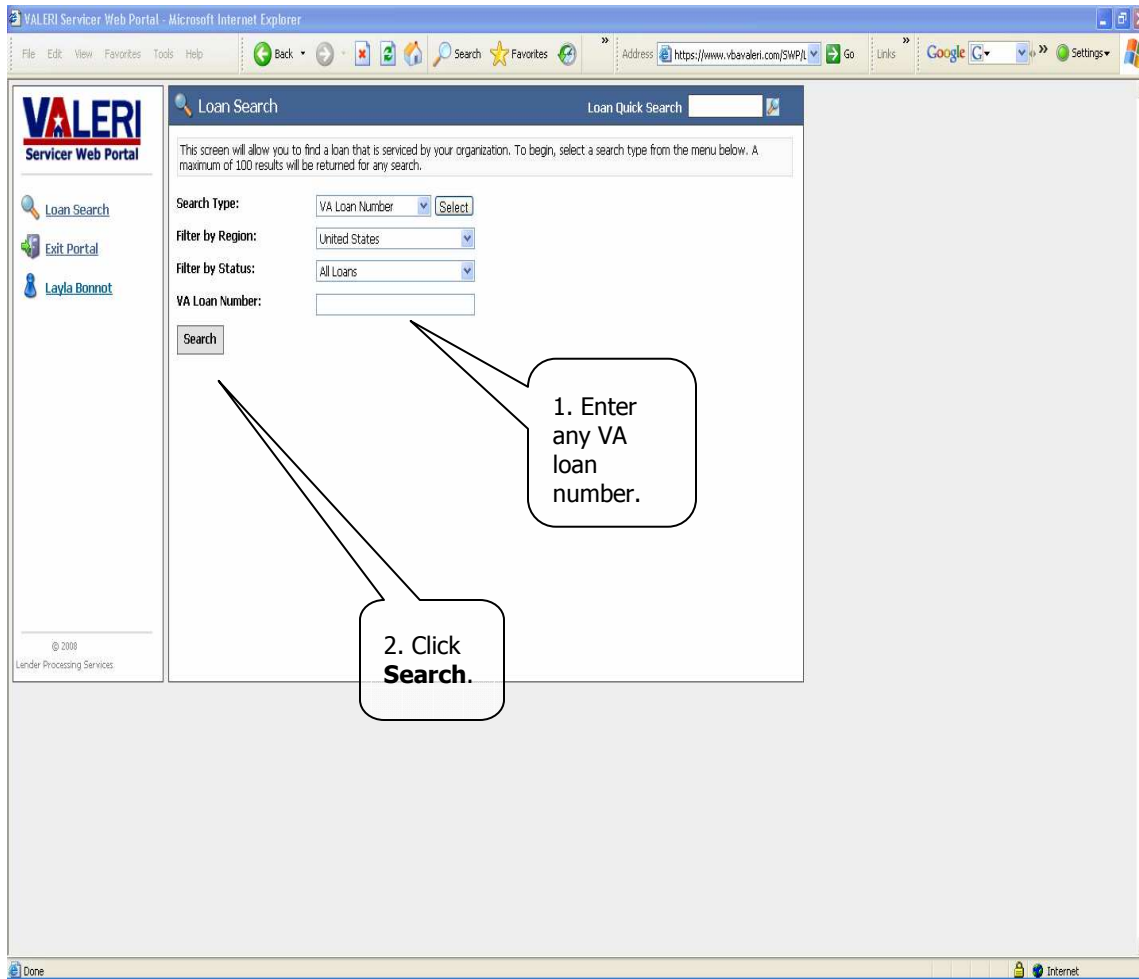


Instructions:

1. Click Servicer Web Portal to access the Servicer Web Portal homepage.

Once you click the Reports link, VALERI takes you to Servicer Web Portal homepage, as shown in Figure 9: View Servicer Web Portal Homepage. From this page you will want to search for any 12-digit VA loan number in your portfolio to access the Bulk upload feature.

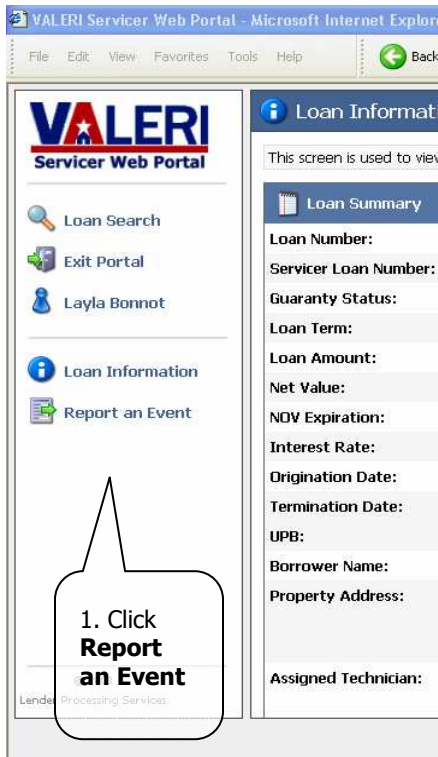
Figure 9: View Servicer Web Portal Homepage



Instructions:

1. Click in the field next to VA loan number and type any of the 12-digit VA loan numbers your company services.
2. Click search. This will take you to that particular loan’s loan information page as shown in Figure 10: Report an Event.

Figure 10: Report an Event



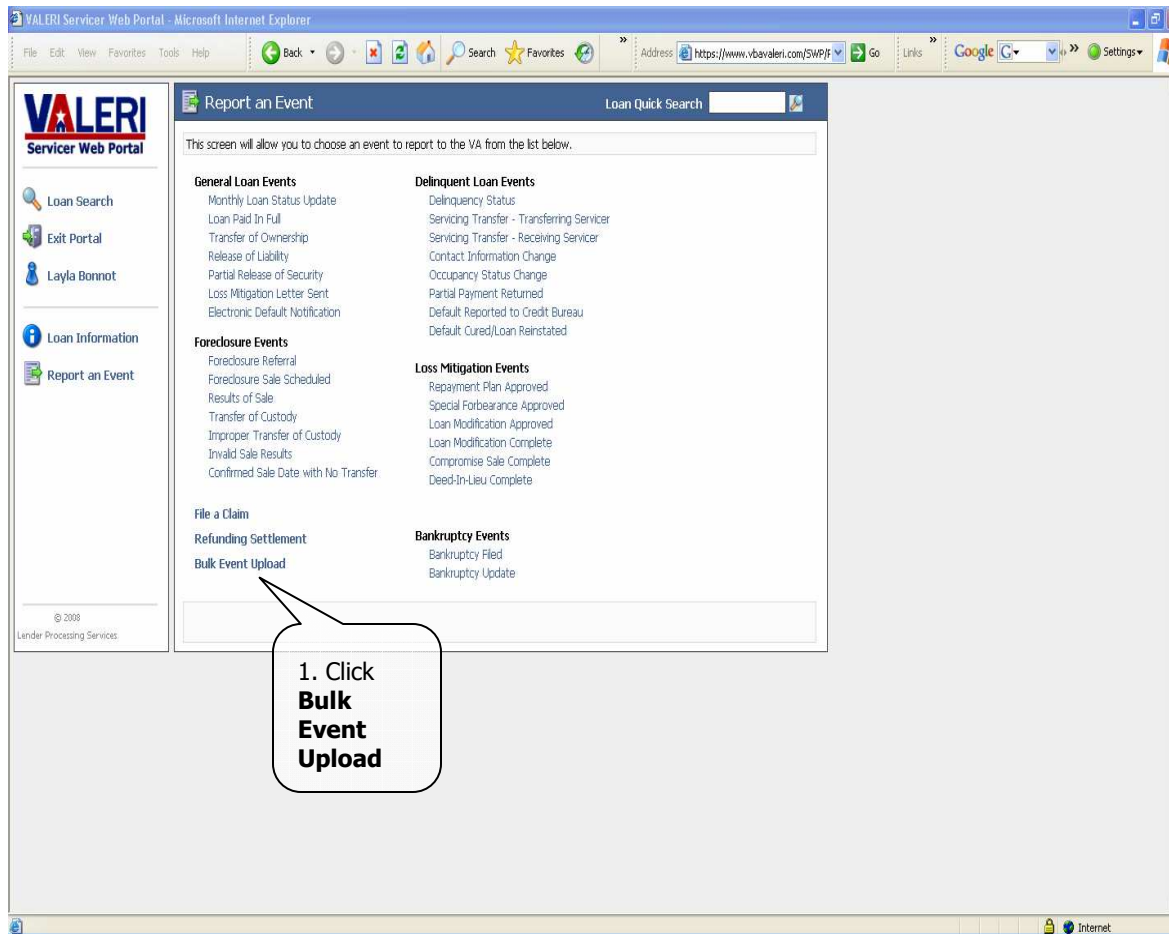
*For security purposes we cannot show you the full loan information page.

Instructions:

1. Click on Report an Event.

This will take you to the Report an Event page as shown in Figure 11: Access Bulk Event Upload.

Figure 11: Access Bulk Event Upload

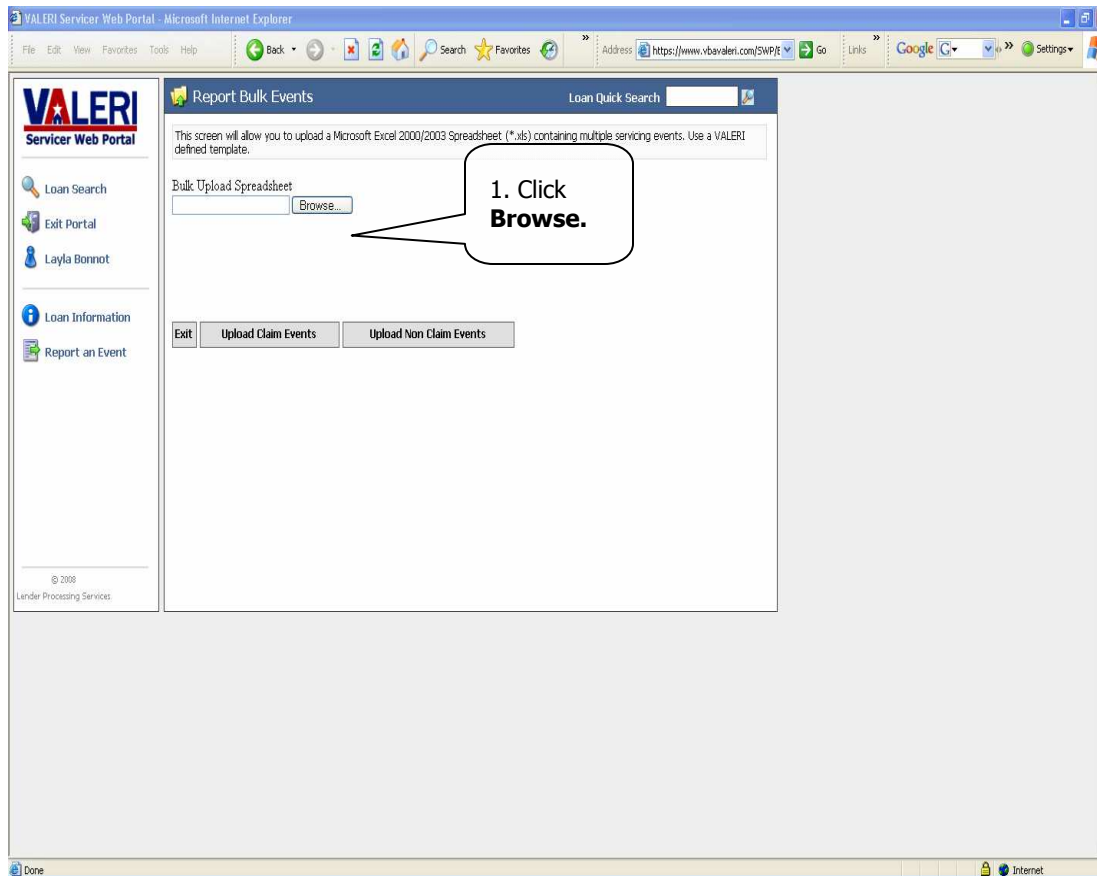


Instructions:

1. Click the Bulk Event Upload link.

This will take you to the screen where you upload your file from your computer as shown in Figure 12: Browse for File.

Figure 12: Browse for File

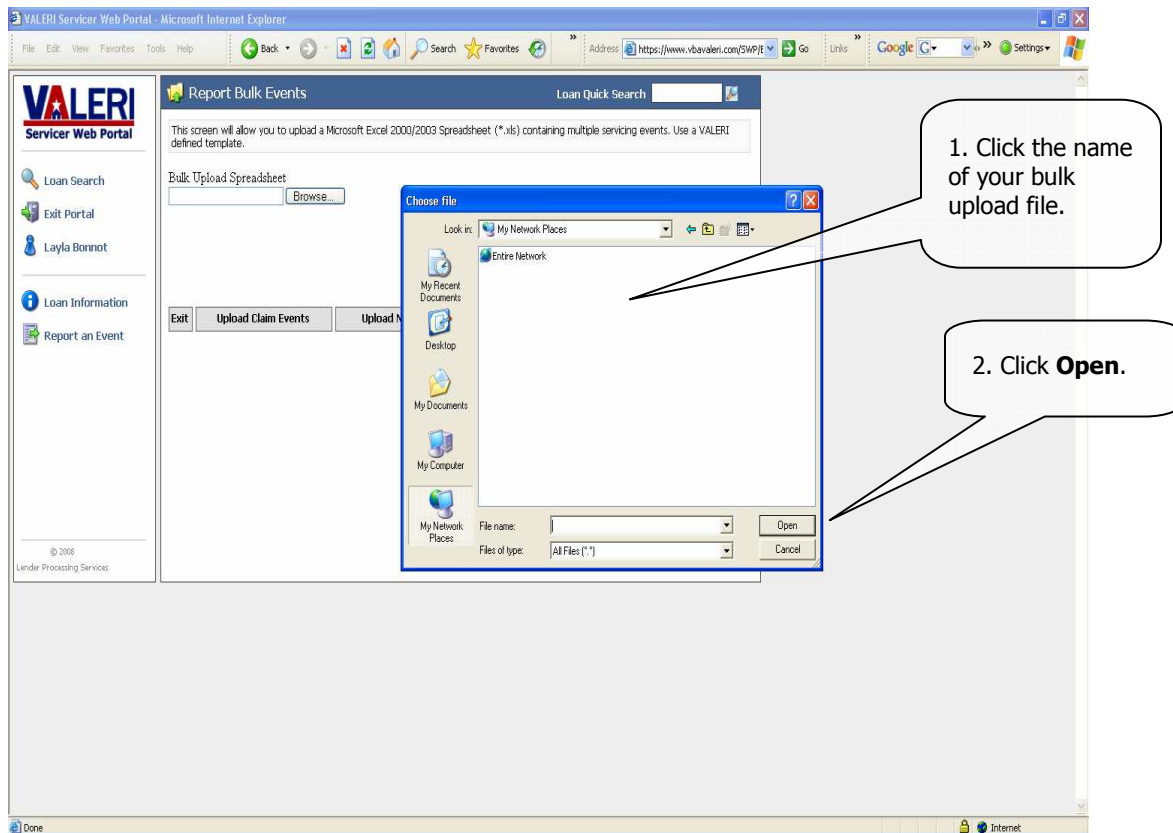


Instructions:

1. Click Browse.

This will open the choose file window as shown in Figure 13: Select File.

Figure 13: Select File

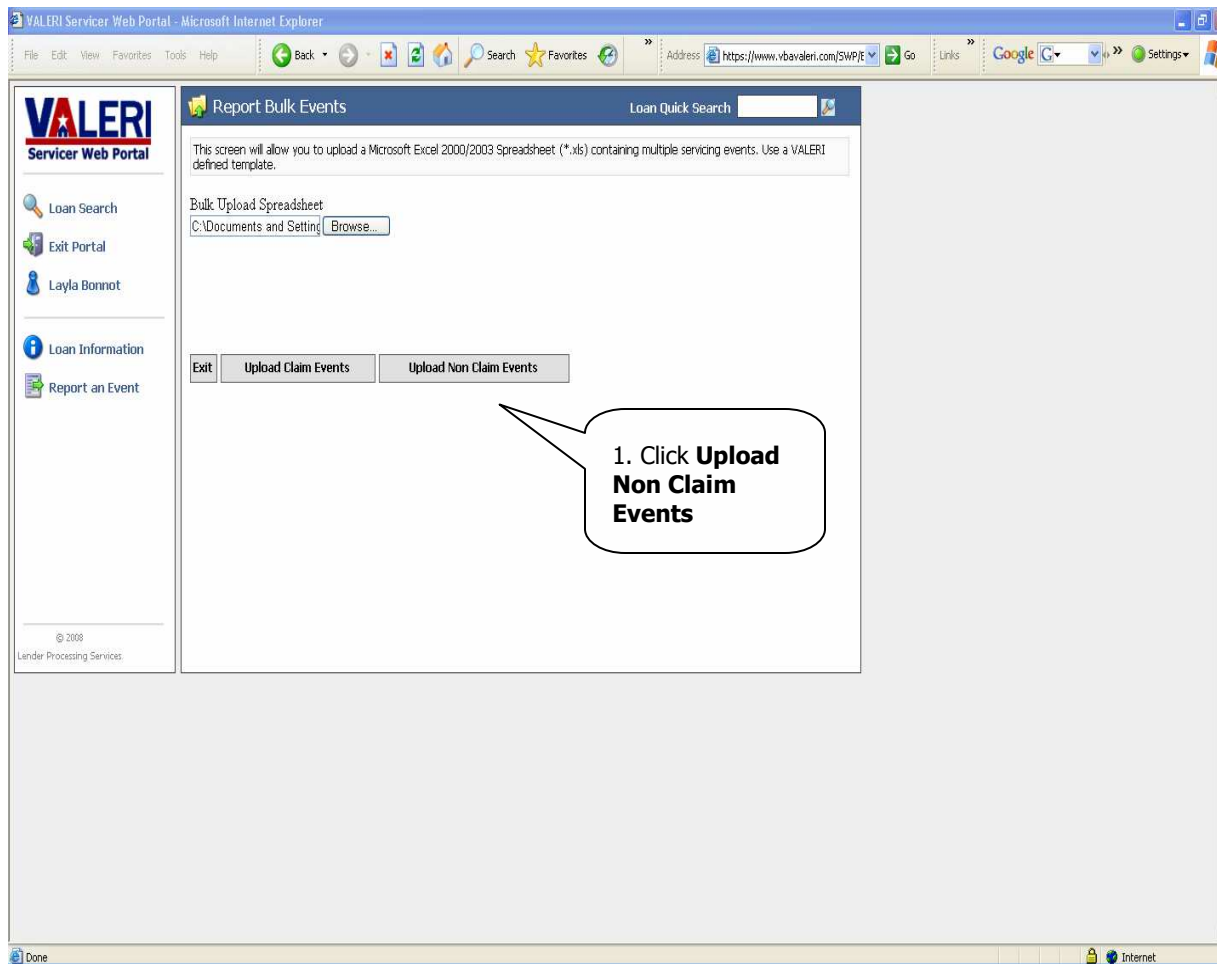


Instructions:

1. Click on the name of your file.
2. Click open.

You should now see your file name in the Bulk Upload Spreadsheet field as shown in Figure 14: Upload Completed Template.

Figure 14: Upload Completed Template



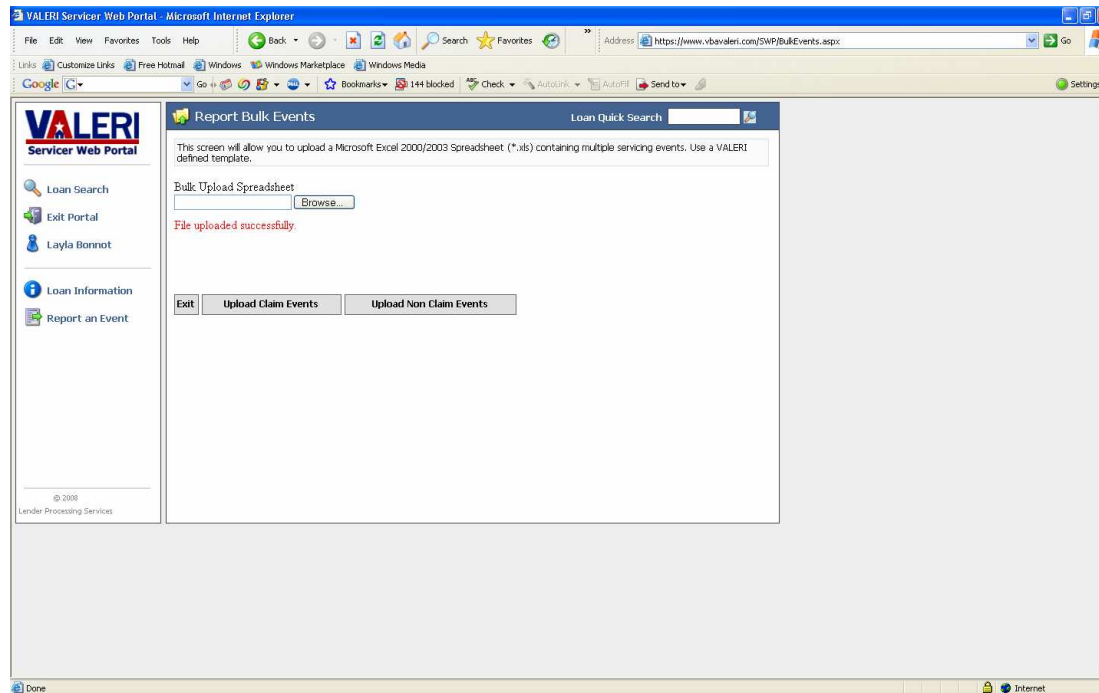
Instructions:

1. Click Upload Non Claim Events.

5 Confirm Upload was Successful

Once the file is done uploading you should see the message 'File uploaded successfully' as is shown in Figure 15: View Confirmation Message.

Figure 15: View Confirmation Message



Your file has been uploaded and you can exit the Servicer Web Portal. Within one business day you should receive an email indicating whether or not your bulk upload file was successful. If there were problems with your bulk upload file, they will be indicated in the email, and you will need to correct the issue and upload a new file.

If you get an error message on the screen when submitting a bulk upload file, please contact the Help Desk for assistance.