VALERI Servicer Newsflash

Friday, August 12, 2011

ACTION REQUIRED

Scheduling of Reports

One of the features of the VALERI application is the ability to schedule reports. On Friday, August 26, 2011, LPS will perform a hardware upgrade to the VALERI Business Objects environment. As a result of this upgrade, any current report scheduling that you have established in VALERI will be lost.

We encourage you to review any reports you currently have scheduled to run and reset them after 8:00 AM ET on Friday, August 26, 2011.

For your information, we have included detailed instructions on how to Schedule Reports in VALERI below.

IMPORTANT – PLEASE READ

New 'Imminent Default' Option for EDNs

On Saturday August 6, 2011, we added a new Reason for Default (RFD) option for all Electronic Default Notifications (EDNs) that are submitted through the Servicer Web Portal (SWP) or via bulk upload. The new option is 'Imminent Default' and it can be found on the drop-down list in SWP or on the bulk upload template.

VA *does* allow completion of loss mitigation options on current loans, provided a payment default is certain. This update accommodates reporting under these circumstances, so you may accurately convey the condition of the loan (rather than continue to use the alternate method of selecting 'Property Problems' as the RFD).   Please note that a loan must still be a reportable default when a loss mitigation option is completed in order to be eligible for an incentive payment.

- Attachment below -

VALERI Reporting – Scheduling Reports

One of the features of VALERI Reporting is the ability to schedule reports. This allows automatic running of reports on a daily, weekly, monthly, or other customized schedules. The difference between scheduling a report and running it on demand is that scheduling saves an 'instance' of the report when it is run, and makes it available for future use. This instance is a version of the scheduled report that can be viewed at any time.

To Schedule a report in VALERI Reporting

1. Click on the Schedule link underneath the title of the report

2. When you schedule a report, there are several sets of options you must choose from to customize your schedule. These options may vary depending on how frequent you want it to run, the output destination, and your chosen parameters.

    Once the scheduling items have been populated, click on the schedule button to schedule the report (see Fig. 8-1).
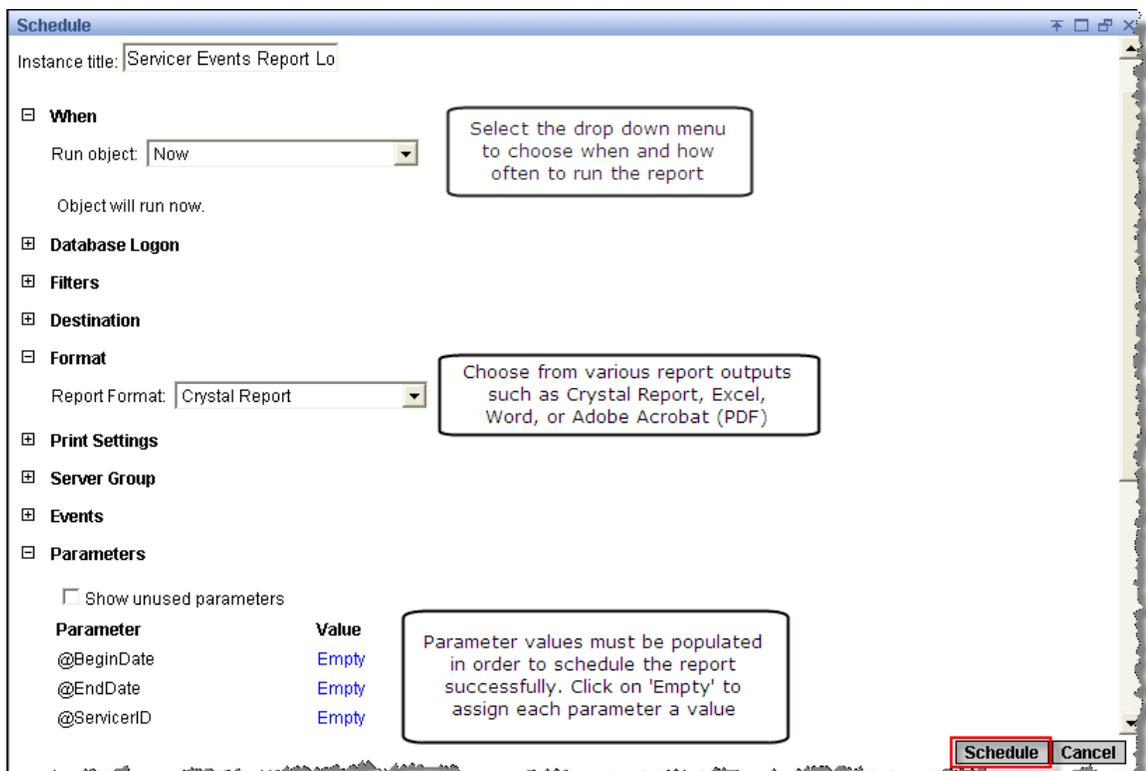
Figure 8-1 Use the scheduling capabilities for slow-running reports, or to run a report on a regular basis

NOTE: *Other scheduling options listed such as Database Logon, Filters, Destination, Print Settings, Server Group, and Events have all been pre populated and should not be modified.*

3. The History screen will now appear showing the newly scheduled instance. Click the refresh button to update the status of any scheduled or processing instances.

   Once the Status column is marked 'Success', you can view the report by clicking on the instance date timestamp (see Fig 8-2).
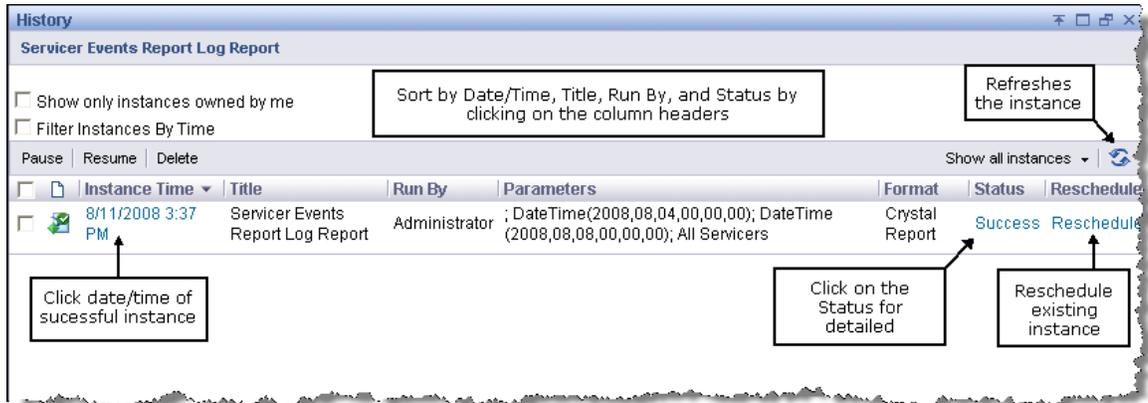

Figure 8-2 History Screen

To Reschedule Existing Instances

In certain situations, you may want to modify a portion of an existing schedule or even copy an existing schedule to a new instance. Instead of canceling or restarting the scheduling process, you can click on the Reschedule link to reschedule an existing instance (See fig 8-2).

1. In the History screen, select the Reschedule link to change or copy the instance to take back to the schedule screen.

2. Along with modifying the existing scheduling options (When, Destination, or Parameters) you may now have the option to Replace an existing pending or recurring schedule or Create a new schedule from an existing schedule (figure 8-3).

   Replace existing schedule – changes aspects of the original schedule (ex. When, format options, or parameters) that will affect any future instances that run

   Create new schedule from existing schedule – copies schedule to a new instance with the new changes you made in the when, format, or parameter options.

   TIP: When creating new schedule from existing schedule, rename the instance title to uniquely identify the new instance.
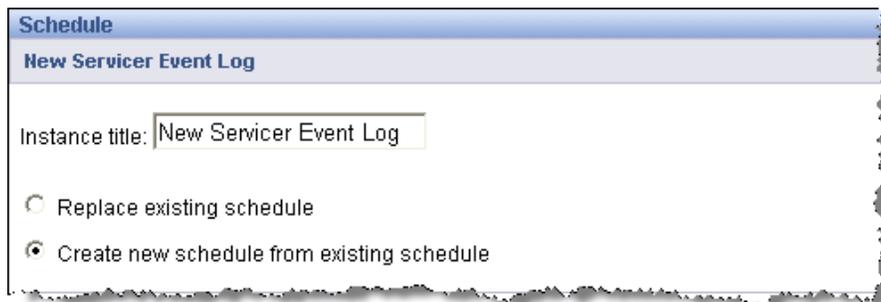

Figure 8-3 Choose whether to modify existing schedule or copy updated scheduling to a new instance

3. Once the changes have been made to the existing schedule, click on the Schedule button. Either the existing instance will be updated to reflect the new scheduling options, or the new copied instance with your new modifications will appear in the History List (Figure 8-4).

Figure 8-4 The New Servicer Event Log instance has been created from the existing Servicer Events Report Log instance

Using Dynamic Date Variables

Now that you are familiar with scheduling, you'll soon realize that since the parameters are manually entered, scheduling the report on a recurring basis will yield the same results for each instance (Fig 8-5).


Figure 8-5 Scheduling this report on a daily basis will return data from 8/4/08 – 8/8/08 for all servicers each time the report is scheduled to run

Instead of constantly modifying your schedules, dynamic variables have been created to help trigger common date range scenarios.

Begin Date	End Date	
9999-9-9 00:00:00	9999-9-9 00:00:00	Returns prior day data
8888-8-8 00:00:00	8888-8-8 00:00:00	Returns prior calendar month data
7777-7-7 00:00:00	7777-7-7 00:00:00	Returns prior quarter data
6666-6-6 00:00:00	6666-6-6 00:00:00	Returns prior 6 calendar months data
5555-5-5 00:00:00	5555-5-5 00:00:00	Returns prior calendar year
4444-4-4 00:00:00	4444-4-4 00:00:00	Returns prior week data (Sat – Sun)

When entered in the Begin and End date parameters of your scheduled report, your reports can now be scheduled on a recurring basis without having to update the date parameters (Fig 8-6).
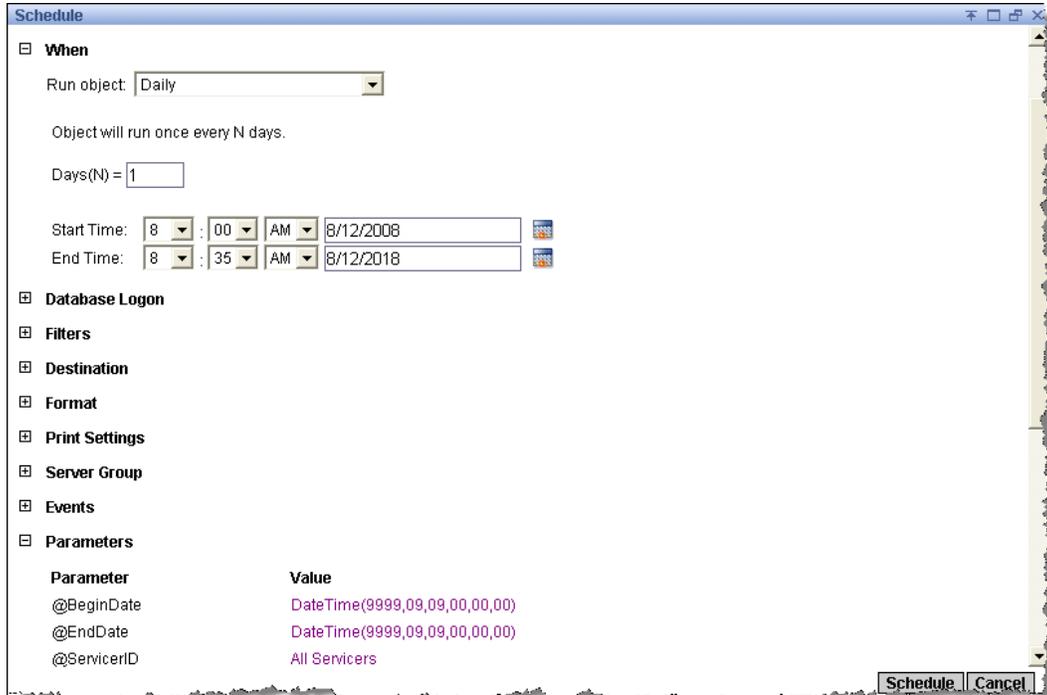
Figure 8-6 The DateTime(9999,09,09,00,00,00) date variable used in the Begin Date and End Date parameters will return prior days data on a daily basis