

# Data Conversion

## MC OFFICE to Mortgage Office

*Updated August 11, 2009*

### Mortgage Banker to Processing

1. Active loans: A loan is considered active if Field 736 Action Date is in the current system year. If Field 736 Action Date is blank, Status Date 01 (Application Date) must be in the Active Period.
  - If the conversion is in January, the Active Period begins October 1 of the previous year.
  - If the conversion is in February, the Active Period begins November 1 of the previous year.
  - If the conversion is in March, the Active Period begins December 1 of the previous year.
  - If the conversion is in April through December, the Active Period begins January 1 of the current year.
2. The DU 3.2 file format is used for loan data. This is basically the 1003 loan application.
3. Borrower Amounts of the Good Faith fields will be converted. Seller Amounts for the corresponding fields will be converted if they exist. For the 1001 through 1007 fields, the program will convert the monthly constant portion and the total pre-collected amount, i.e., the data used to print on the Good Faith form.
4. Status Dates: The Mortgage Banker fourteen Status dates convert to the similar Status dates in Mortgage Office.

#### MC OFFICE

1. Application Taken
2. App Docs Back
3. Underwriting
4. Commitment Issued
5. Declined/Withdrawn
6. Loan Approved
7. Documents Prepared
8. Documents Received
9. Loan Closed Funded
10. Closed Docs Back
11. 2<sup>nd</sup> Mkt Approval
12. Loan Ready to Ship
13. Loan Shipped
14. Loan Sold

#### Mortgage Office

1. Application Received
2. Application Documents Received
4. Underwriting
6. Commitment Issued
5. Declined/Withdrawn
8. Preclosing - Approved to Close
9. Documents Prepared
10. Documents Recorded - Received
11. Loan Closed and Funded
15. Closed Documents Back
16. Secondary Market Approval
17. Loan Ready to Ship
18. Loan Shipped to Investor - Vault
19. Funds Received or In-House Vault

5. HMDA
  - Branch 998 loans will be converted if the Action Date is in the current year.
  - If a loan qualified for the current year's HMDA report and was removed to History, the data required for HMDA reporting will be converted to the new Processing History file. **No** other loan data will be converted.
6. Not Converted
  - No loan data for loans removed to History
  - No Application/Closing Tracking data
  - Report Generator reports
  - Custom Reports, except Uncommitted Loan Pipeline Report (LPC042.0)
  - COBOL forms for document printing are not automatically available. Only forms indicated on the new contract with VMP for ColdFusion documents can be included.
7. Your company check will be formatted to be used in Funding.
8. Central Index File is converted.
9. IRS Reporting should be done from Mortgage Banker for data up to the conversion date.

## Loan Servicing to Servicing

1. All loans will be converted, plus loans removed in the current system year. The following loan data is converted:
  - Master Record
  - Additional Co-Borrower(s)
  - Escrow Records
  - Escrow Accrual Records
  - ARM/P&I Change History
  - Investor Information
  - Additional Liens
  - Credit Line Master Record
  - Comments (current year plus previous **one** year only)
  - Year-to-Date History (current year plus previous **one** year only)
  - Central Index File
  - Number Change Log File
2. Not converted:
  - Report Generator reports
  - Custom Reports, except Conversion File (LSC064.0) and Model Management (LSC124.0)
  - Tax Tape programs
  - General letters/Collection letters
3. Your company check will be formatted to be used in Escrow disbursement.
4. IRS Reporting will be done for the year of the conversion from the new Mortgage Office Software.

## Construction

1. Not converted:
  - Loan data will not be converted
  - Custom Reports
  - Report Generator reports
2. Your check will be formatted.
3. IRS Reporting should be done from MC OFFICE Construction software for data up to the conversion date.

## MTK

- Not converted

## Forms

- With the exception of LX and Elf forms, forms currently owned in MC OFFICE will be set up in Mortgage Office at no additional charge.
- LX forms or additional forms from Wolters Kluwer will be set up for a fee of **\$250** per form by MC in addition to the charge by Wolters Kluwer.
- The cost to set up government packets not already owned in MC OFFICE is **\$500** per packet.