

Daily Trailing Document Intake Report

This Byte Pro report will capture FUNDED loans for Wholesale, Consumer Direct Lending (aka Retail) and Correspondent Loans. ILD Bridge Loans will not be reflected in this report.

You will be able to identify PRIOR trades as well as future trades that are pending sale.

Trailing docs “Held for Sale” (HFS) that are placed in the file room MUST be filed within the loan specific folder. If you are not able to locate a funded loan folder within the HFS drawers, please escalate to management for further review.

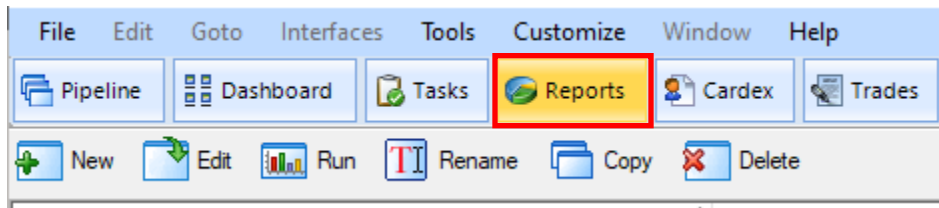
Trailing docs for a PENDING TRADE should be placed in the assigned trade drawer in the filing cabinet. This will allow for a streamlined shipment of trailing docs once the trade settles.

Trailing docs for trades that have a previous SOLD date should be processed, adding to a shipping manifest for the weekly shipments to the investor’s custodian.

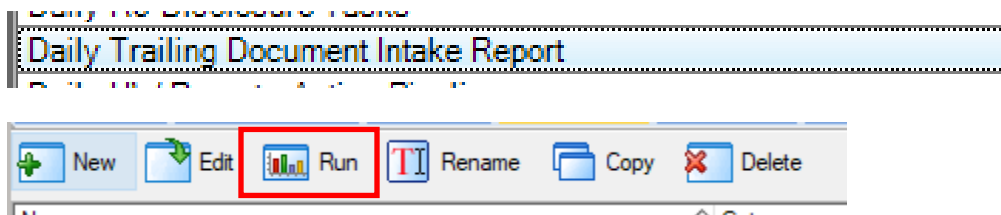
Utilize the Trailing Doc Checklist to ensure that the documentation received is acceptable. Contact the Settlement Agent/Title Company if items delivered do not meet Acra requirements.

REMINDER: Attach the ELECTRONICALLY RECORDED / ORIGINAL SECI coversheets when applicable.

STEP 1. Within Byte Pro, navigate to the **REPORTS** tab. to locate this new report.



STEP 2. Locate the and select the Daily Trailing Document Intake Report and then HIT the **RUN** button at the top.



STEP 3. Select On or After in the drop-down filter and enter the starting FUNDED date. I recommend using 01/01/23 then select OK.

Edit Field Filter

×

Field Name

ExtendedFields_FundedDateAllChannels

Data Type

Date

Description:

The Funded date for Wholesale, Retail, and Correspondent

Please provide the filter values to use for this field for this running of the report.

Filter

On or After

▼

Date

01/01/2023

●

STEP 4. Click the LINK to open the EXCEL spreadsheet.

Run Report

Daily Trailing Document Intake Report

Report Results

<C:\Users\TrudyB\Documents\BytePro Enterprise\Reports\Daily Trailing Document Intake Report.xls>

Report completed successfully. Click the link above to open the output file.

STEP 5. Use CTRL F to search by Loan Number.

Columns I, J, and K document the trade “SOLD DATE”, “INVESTOR” name and “TRUST ALLOCATION”.

I	J	K
Date Sold	Investor	Trust Allocation

If you are not able to locate a file on this report, please escalate to management. A TPOL and recorded SECI on a loan that is NOT FUNDED requires additional steps to release the recorded SECI against the borrower’s property.

D
Funded/Purchased Date