

Upload Mortgage Format

Allowed File Types / Extensions : .csv

The first row or **Header** of the .csv file must contain all the *fields* or the column names of each pending check entry you plan to add into the system.

These column cells must be in the **first** row of the .csv file and in ***this order, with the exact spelling below:***

1. prop
2. allocation
3. vendid
4. invoice
5. amount
6. init_principal
7. interest_rate
8. loan_term
9. gl_acct_ap
10. gl_acct_liability
11. due_date
12. loan_date
13. journal_entry_date
14. maturity_date
15. dcr
16. loan_option
17. loan_type
18. payment_option
19. payment_type
20. recourse
21. index
22. index_title
23. margin
24. last_payment
25. prepaid_penalty
26. prop_tax_impound
27. escrow
28. reserve

29.additional_principal

30. note

In addition, each cell has certain input / validation rules that you must follow. Each validation rule and description is listed below:

Field	Description
prop	Required. This is the property number associated with the mortgage
allocation	Required. Must be a number between 0 and 10000000
vendid	Required. This is the vendor code, not the vendor ID. The maximum input length of this value is 15 characters long
invoice	Required. Input value must be at most 18 characters long
amount	Required. Must be a number between 0 and 10000000
interest_rate	Required. Must be a decimal value that denotes the interest rate of the mortgage
loan_term	Required. Input value denoting the loan term of the mortgage
gl_acct_ap	Required. This is the GL Account number associated with the mortgage
gl_acct_liability	Required. This is the GL Account number associated with the liability of the mortgage
due_date	Required. Must be an integer between 0 and 31
loan_date	Required. Must be a date value with the format of YYYY-MM-DD
journal_entry_date	Required. Must be a date value with the format of YYYY-MM-DD
maturity_date	Required. Must be a date value with the format of YYYY-MM-DD

dcr	Required. Must be a number between 0 and 10000000
loan_option	Required. Can only be one of 6 values: (fixed / Variable / Interest / 7yrs fixed / 10 yr Fixed / 15 year fix / 5 year fix)
loan_type	Required. Can only be one of 13 values: (Secured / Mike's LC / Sabraj's LC / Michael's LC / Sanjeet's LC / Mike's GL / Sanjeet's GL / Michael's GL / Sabraj's GL, Grp XIII's GL / Credit Line Guidance Line / Construction / Unsecured)
payment_option	Required. Can only be one of 2 values: (Interest Only / Principal & Interest)
payment_type	Required. Can only be one of 3 values: (Check / Wire / ACH)
recourse	Required. Can only be one of 2 values: (Recourse / Non-Recourse)
index	Required. Must be a number between 0 and 10000000
index_title	Required. Must be an input value with a maximum length of 255 characters
margin	Required. Must be a number between 0 and 10000000
last_payment	Required. Must be an input value with a maximum length of 255 characters
prepaid_penalty	Optional. This is the mortgage's <i>Prepayment Penalty</i> . Must be an input value with a maximum length of 255 characters
prop_tax_impound	Optional. This is the mortgage's <i>Prop Tax Escrow</i> . Must be an input value with a maximum length of 255 characters.
escrow	Optional. Must be a number between 0 and 10000000
additional_principal	Optional. Must be a number between 0 and 10000000
note	Optional. Must be an input value with a maximum length of 255 characters

Note:

1. Make sure to follow up those header name(s) / column(s).
2. Make sure every row follows the above validation descriptions. Otherwise it will display an error or skip the row during the import process.

Below is an example snapshot of how the csv file should be formatted. The example below is in an **Excel Workbook**:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
prop	allocation	vendid	invoice	amount	init_princi	interest_r	loan_term	gl_acct_a	gl_acct_li	due_date	loan_date	journal_en	maturity_c
9	12	ARTCAM	2342	124	123	12	1	602	602	2 8/23/2019	8/23/2019	8/23/2019	
7	12	ARTCAM	23342	125	200	9	2	602	607	1 8/25/2019	8/12/2019	8/11/2019	