LANIS Training Tip

Import / Export Feature

Description:

The Import / Export feature was designed to be very easy to use, intuitive, and to save the Loan Officer countless hours of time recommending the right loan solutions for their Borrower(s).

The current Import feature allows the Loan Officer to Import a Fannie Mae 3.2 file from any POS source including an old file from their LOS, Marketing Website, Lenders website or any other source supporting the 3.2 file format. It maps to the appropriate fields in the LANIS TIER|ONE™ Application and the Loan Officer can configure the loan options that will best suit the Borrower(s) financial needs.

The Export Feature allows the Loan Officer once the analysis is complete and the loan option selected to export the Fannie Mae 3.2 file into their LOS for continuing the loan processing. When the Borrower(s) have multiple properties, LANIS TIER|ONE will automatically map to the REO Section in the LOS which some LOS systems do not currently support.

Importing a File:

Before Importing a file into LANIS TIER|ONE™ the Loan Officer or Processor must have the Social Security Field filled in even though the Borrower may not want you to pull credit. You can use a temporary SS# i.e., 111-11-1111 as an example. This would need to be entered for All Borrowers to comply with cross referencing in the Fannie Mae formatting protocols and Importing correctly in to the LANIS App.

From your Pipeline Page in the App, click on the FNM Import button on the main Pipeline Toolbar and the Pop Up window will appear.
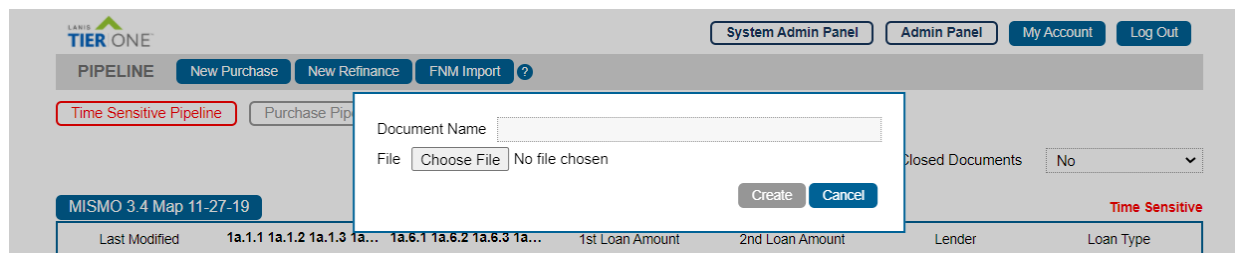
Step 1: Name your File

Step 2: Click on the Choose File Button and search for your 3.2 file you wish to import.

Step 3: When you have uploaded your file, Click on Create. You are Done and your File is now ready to be configured for your Borrower(s) needs.

Step 4: If your Imported file has data in the REO Section, please note that some of the Fields lump monthly amounts together i.e., Property Taxes and Insurance. It could also have HOA fess as well. The App will also take the monthly fees, and lump them together and place them all in the Property

Tax field by default. The is no Fannie Mae mapping to unbundle the fees. Loan Officers and Processors should double check to make sure the Fields are correct and separate the fees appropriately.

The Import function takes a split second to load. All information in your previous 3.2 file will be in the LANIS App except for individual line item expenses as Fannie Mae does not currently support this function and there are no plans in the future. All other data fields will be mapped in and ready for processing the loan options.

Exporting a File:

Before Exporting a file there are a couple of things the Loan Officer or Processor must do. First the Social Security Field must be filled in even though the Borrower may not want you to pull credit. You can use a temporary SS# i.e., 111-11-1111. This would need to be entered for All Borrowers.

Second, if you have only configured 1 Loan for your Borrower(s), the App will select Loan 1 automatically for export and this is also the Default setting. If you have configured up to 5 loans for example you will need to chose the loan you would like to export from the Summary Sheet, page 2 and near the bottom of the page. Again, the App will always Export Loan 1 by default however if you select Loan 3, only Loan 3 will be Exported. Most LOS systems can only take 1 imported loan. Please see below.


After Selecting the loan, the Borrower(s) would like, return to the top of the page and Click on the FNM Export Button.

From the loan you are working on, click on the FNM Export button on the main Loan (Purchase or Refinance) Toolbar. If you are using Chrome as your Browser, it will open to File Explorer and you can browse to the proper location you store your .fnm files. The LANIS TIER|ONE™ App will remember this site for future exports.
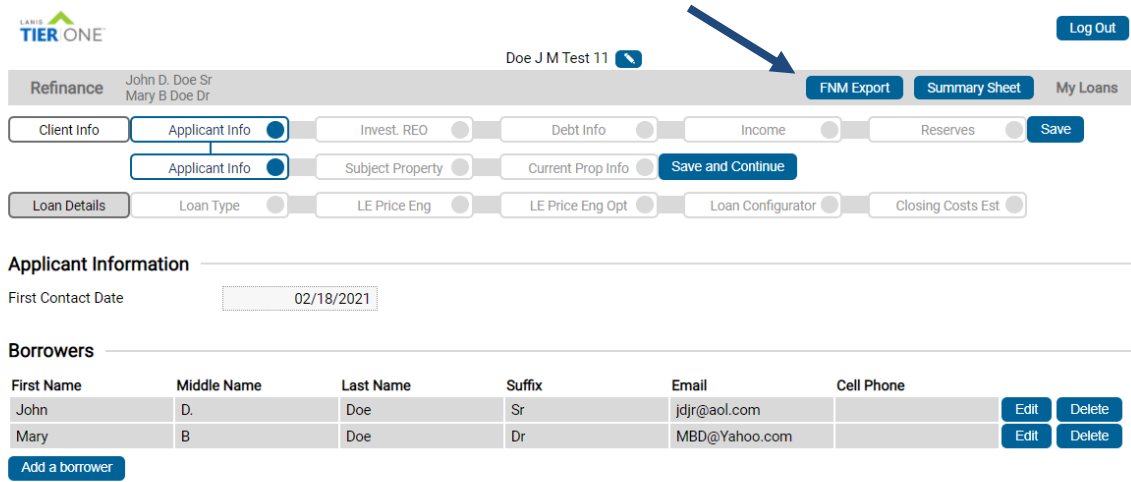
Pic 2: Edge Browser:

If you are using a current version of Edge for example, your settings may be to display the file in the Bottom Left Corner of your Browser and see PIC 2 below.
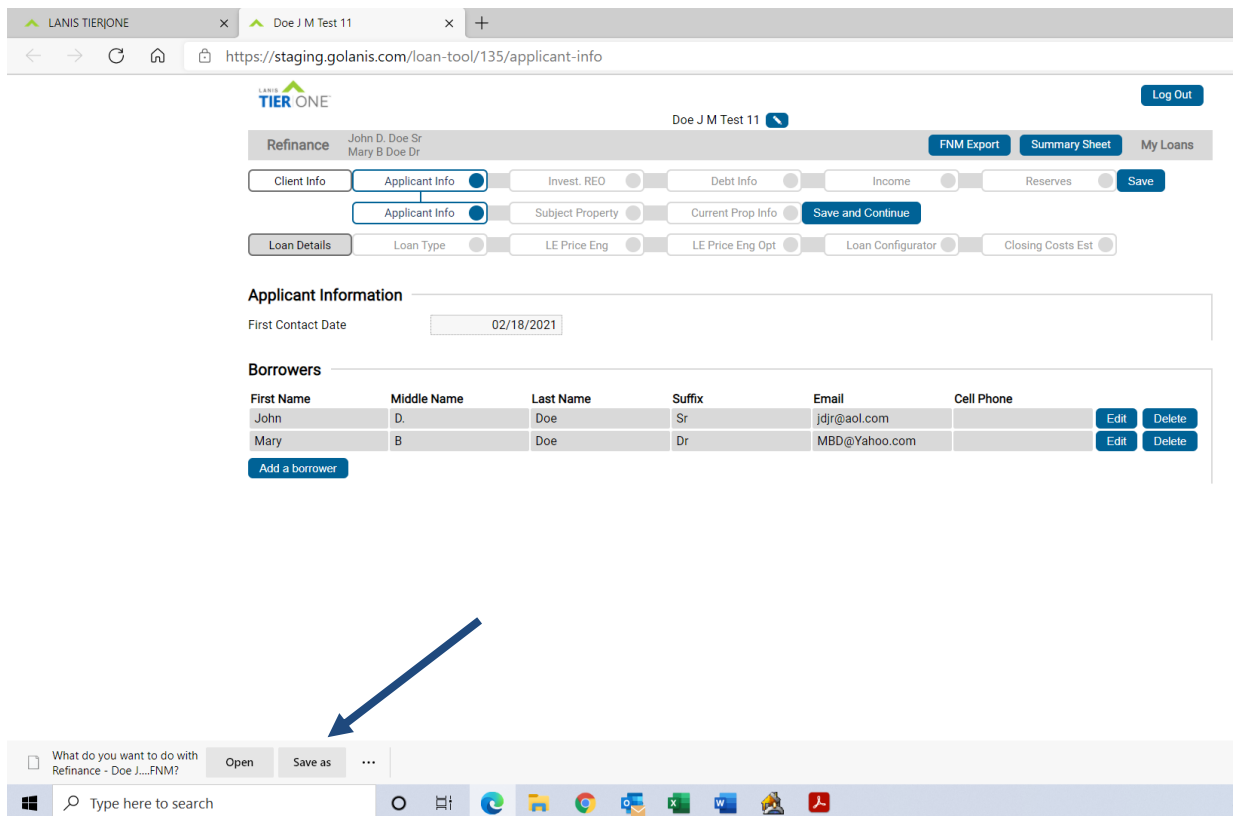
Edge will give you Options of what you would like to do with your file.

1) "Save As" will open your File Explorer and allow you to save the file where you typically do.

2) Do not simply Save the file, you will need to "Save As" to make sure it is saved in the correct Folder on your computer.

Note 1: The File name will start with Refinance or Purchase depending on the file and look similar to the example Refinance - Doe J M Test 10 from App 2-18-21 .FNM

Note 2: LANIS TIER|ONE™ allows you to name the file as you typically do. There is no standard format although we recommend always having the date in the file name you started actually working on the file. The App will always allow you to change the name by choosing the Pencil Icon on the top of the loan file.

Note 3: As with many LOS systems in the market today, the REO section can be tricky to make sure the data Imported is in the correct field. With many LOS systems the REO Section is a manual process to enter the data. With Calyx POINT we have mapped it to where fields are auto populated. Loan Officers and Processors should double check to make sure the Fields are correct. Fannie Mae does not map these fields in the standard software.

Next Steps:

From your LOS, simple go to the Import a file function and complete the process the way you would normally Import a file. You can always go back to the LANIS TIER|ONE™ App to tighten up the numbers as needed.

For example, if the Borrower(s) changes their mind on the Loan Term, you can go back to the App and from the Loan Type Page Edit your Term of the loan. Going from a 30 year loan to a 15 year loan will change the pricing so follow the navigation buttons and adjust your pricing as needed. Depending on the pricing, you may need to adjust add on fees and the loan amount. The App make is easy for Loan Officers to work with 1 loan or multiple loans.

If you require further assistance:

Email: customersupport@golanis.com

From our website: https://golanis.com/contact-cs/

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