

LENDER ONLINE REPORT PREPARATION COMMITMENT EXPIRATION REPORT

Report Purpose - This report lists those active loans that have a commitment expiration date within the date range specified by the LOL User. Note that this list will not include loans that have been cancelled, rejected, or purchased.

- Log onto the LOL System
- Click on the “Reports” tab
- Click on “Commitment Expiration” Report. Refer to **Figure 1**.



Figure 1

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- Enter the appropriate “From” and “To” date range in the “Period” section of the screen
- Select “Don’t Include” or “Include” in the “Missing/Incomplete Documents” section of the screen, as desired (in this example, the report will not include a listing of Missing Documents)
- Select the desired report sorting criteria (in this example, the report will be sorted by “Branches”)
- Click on “Run Report”. Refer to **Figures 2 and 3**.

The screenshot shows a web-based 'Report Wizard' interface. At the top, there are navigation tabs: 'NEW RESERVATION', 'AVAILABLE FUNDS', 'LOAN STATUS', 'REPORTS', and 'USER ACCOUNTS'. Below the tabs, a welcome message reads 'Welcome: Mason, Margaret'. The main section is titled 'Report Wizard for: Commitment Expiration'. It is divided into several sections:

- LENDERS/BRANCHES**: Includes an 'All' radio button (selected) and a 'Select' radio button. Below is an empty list box with 'Add' and 'Remove' buttons.
- OFFICERS**: Includes an 'All' radio button (selected) and a 'Select' radio button. Below is an empty list box with 'Add' and 'Remove' buttons.
- PROGRAMS**: Includes an 'All' radio button (selected) and a 'Select' radio button. Below is an empty list box with 'Add' and 'Remove' buttons.
- PERIOD**: Contains two date input fields. The 'From' field is set to '02/01/2007' and the 'To' field is set to '02/28/2007'.
- MISSING/INCOMPLETE DOCUMENTS**: Contains two radio buttons: 'Don't Include' (selected) and 'Include'.
- SORT CRITERIA**: Contains three 'Group by' dropdown menus, all set to '(none)'. To the right of each dropdown are sorting icons (up/down arrows) and a 'Break Page' checkbox.

At the bottom center, there is a blue button labeled 'Run Report'.

Figure 2

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The State of New York Mortgage Agency
Affordable Housing Solutions for New York State

Lender Online
For All Your Clients' Needs

COMMITMENT EXPIRATION REPORT

Updated on Friday, February 9, 2007, at 05:30 PM

Reservation No.	Lender Loan No.	Borrower Name	Loan Amount	Commitment Expiration Date	Last Stage/Status
Branch: ALBANY					
1	910ABC88878	89766 BAREFOOT, MARY	\$70,000	02/09/2007	Lender Review / Pending on 01/05/2007
2	890ABC88883	777 GARDELLA, JOHN	\$60,000	02/09/2007	Lender Review / Pending on 11/02/2006
3	910ABC88872	45678 GARFIELD, JOHN	\$65,000	02/08/2007	Lender Review / Pending on 11/01/2006
4	890ABC88870	12345 GOODYEAR, JOHN	\$69,000	02/07/2007	Lender Review / Approved on 12/27/2006
5	910ABC88876	12345 MCNELIS, JOHN	\$66,000	02/09/2007	Lender Review / Pending on 11/02/2006
6	910ABC88874	111777 SAMUELS, JOHN	\$75,000	02/08/2007	Lender Review / Pending on 11/01/2006
Branch: LOCKPORT					
7	915ABC88881	6364549664 LARUE, MARY	\$36,957	02/09/2007	SONYMA Commitmt / Approved on 12/08/2006
8	910ABC88879	0829420045 SPRING, MARY	\$126,300	02/09/2007	Lender Review / Pending on 11/02/2006
9	915ABC88889	11886215 WARNER, MARY	\$45,590	02/27/2007	Lender Review / Pending on 11/20/2006

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Figure 3

Note: To obtain detailed information for a specific borrower, click on that borrower's "Reservation Number" within the report. This action will open the Loan Status screen.

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