





How to Search for a Routine Claim or Non-Routine Claim

1. Select a date parameter in the 'Case Completion Date' filter.

 Cases only go back thru go-live date of 5/28/2019.

2. Select 'Routine Claim or Non-Routine Claim' in the 'Case Type' filter.
3. Select or Enter the 'Guaranty Claim #' in the 'Guaranty Claim #' filter.
4. Select or Enter the 'Guaranty Claim #' in the 'Guaranty Claim # Summary' filter.

 Important: Guaranty Claim Number must be populated in both fields or the report will not filter correctly.

5. Select the 'Routine or Non-Routine Claim' tab.

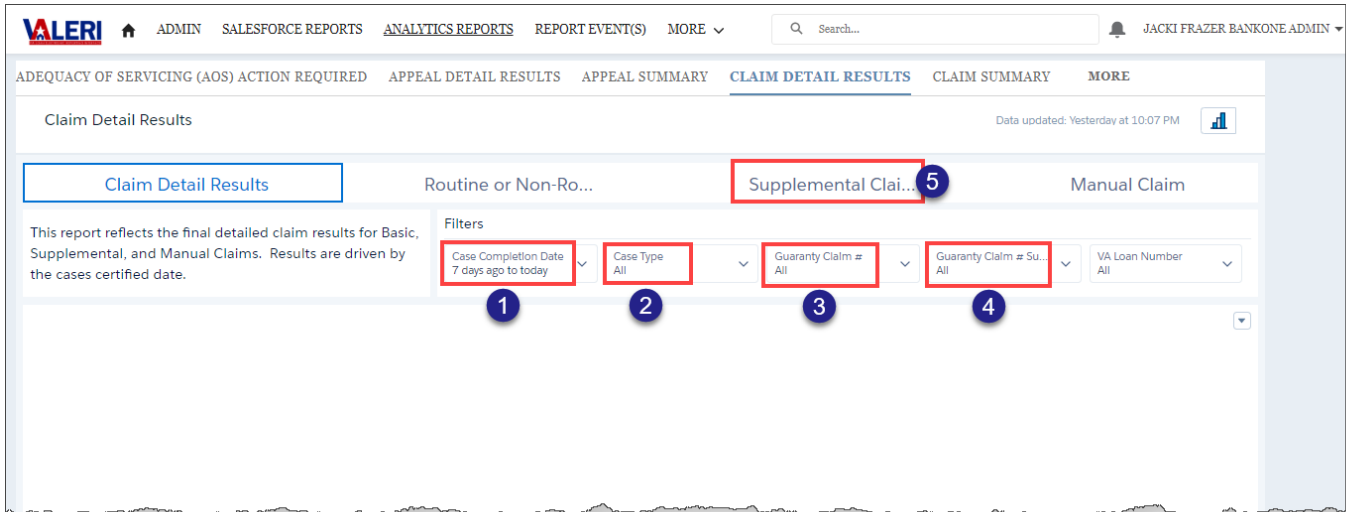
Figure 1-1: How to Search for a Routine or Non-Routine Claim

The screenshot displays the VALERI system interface for the 'Claim Detail Results' report. The navigation bar includes 'ADMIN', 'SALESFORCE REPORTS', 'ANALYTICS REPORTS', 'REPORT EVENT(S)', and 'MORE'. The main content area shows 'Claim Detail Results' with a 'Filters' section. The filters are: 'Case Completion Date' (7 days ago to today), 'Case Type' (All), 'Guaranty Claim #' (All), 'Guaranty Claim # Su...' (All), and 'VA Loan Number' (All). Red boxes highlight the 'Case Completion Date', 'Case Type', 'Guaranty Claim #', and 'Guaranty Claim # Su...' filters, with blue circles numbered 1 through 4 below them. A red box highlights the 'Routine or Non-Routine Claim' tab, with a blue circle numbered 5 below it.

How to Search for a Supplemental Claim

1. Select a date parameter in the 'Case Completion Date' filter. (Note: Cases only go back thru go live date)
2. Select 'Supplemental Claim' in the 'Case Type' filter.
3. Select or Enter the 'Guaranty Claim #' in the 'Guaranty Claim #' filter.
4. Select or Enter the 'Guaranty Claim #' in the 'Guaranty Claim # Summary' filter.
5. Select the 'Supplemental Claim' tab.

Figure 2-2: How to Search for a Supplemental Claim



How to Search for a Manual Claim

1. Select a date parameter in the 'Case Completion Date' filter. (Note: Cases only go back thru go live date)
2. Select 'Pay Servicer Claim' in the 'Case Type' filter.
3. Select or Enter the 'VA Loan Number' in the 'VA Loan Number' filter
4. Select the 'Manual Claim' tab.

Figure 3-3: How to Search for a Manual Claim

The screenshot displays the VALERI web application interface for the 'CLAIM DETAIL RESULTS' report. The top navigation bar includes the VALERI logo, a home icon, and menu items for ADMIN, SALESFORCE REPORTS, ANALYTICS REPORTS, REPORT EVENT(S), and MORE. A search bar and a user profile for JACKI FRAZER BANKONE ADMIN are also visible. The main content area shows the 'CLAIM DETAIL RESULTS' report with a sub-header 'Claim Detail Results' and a 'Data updated: Yesterday at 10:07 PM' timestamp. Below this, there are several tabs: 'Claim Detail Results', 'Routine or Non-Ro...', 'Supplemental Clai...', and 'Manual Claim'. The 'Manual Claim' tab is highlighted with a red box and a blue circle containing the number 4. Underneath the tabs, there is a 'Filters' section with several dropdown menus. The 'Case Completion Date' filter is set to '7 days ago to today' (marked with a red box and a blue circle containing the number 1). The 'Case Type' filter is set to 'All' (marked with a red box and a blue circle containing the number 2). The 'VA Loan Number' filter is set to 'All' (marked with a red box and a blue circle containing the number 3). Other filters include 'Guaranty Claim # All' and 'Guaranty Claim # Su... All'. A blue box highlights the 'Claim Detail Results' tab, and a blue box highlights the 'Manual Claim' tab.

How to Export the Report

1. Go to each section of the report, place your cursor in the section and select the 'Down Arrow'.
2. Select **'Share'** from the options.

Figure 4-4: Export Report - Share Feature

The screenshot displays the 'CLAIM DETAIL RESULTS' report interface. At the top, there is a navigation bar with 'ADMIN', 'SALESFORCE REPORTS', 'ANALYTICS REPORTS', 'REPORT EVENT(S)', and 'MORE'. A search bar and user name 'JACKI FRAZER BANKONE' are also visible. Below the navigation bar, the report title 'Claim Detail Results' is shown with a 'MODIFIED' status and a refresh icon. The data is updated as of 'Jun 25, 2019 at 5:56 AM'. The report is divided into sections: 'CLAIM SUMMARY', 'Summary - Section A - Amortization', 'Summary - Section B - Interest', and 'Summary - Section C - Settlement'. The 'Summary - Section A - Amortization' table is the focus, with a 'Share' button highlighted in a red box. A blue circle with the number '1' points to the dropdown arrow on the right side of the table, and another blue circle with the number '2' points to the 'Share' button. The 'Share' button has a dropdown menu with 'Share' and 'Explore' options.

#	Original Loan Amount	Payments Made (VA Calculation) Months	Payments Made (VA Calculation) Interest	Payments Made (VA Calculation) Principal	Prepayments Principal	VA Calculated Unpaid Principal Balance
1	\$415,000.00	19	\$29,109.80	\$12,740.45	\$0.00	\$410,256.49

#	Principal Balance for Claim Calculation	Accrued Interest on Principal Balance Days	Accrued Interest on Principal Balance	Interest on Advances	Interest Due
1	\$400,000.00	200	\$10,256.49	\$0.00	\$10,256.49

#	Principal Balance & Interest	Advances Through Interest Date	Advances After Interest Date	Liquidation Expenses	Additional Credits	Total Eligible Indebtedness	Maximum Guaranty	Proceeds of Sale or Net Value
1	\$410,256.49	\$0.00	\$0.00	\$261.00	\$4,114.00	\$406,403.49	\$101,600.87	\$350,000.00

3. Select the **'Download'** tab.
4. Select the Download format type.

Figure 4-5: Export Report - Download Options

The screenshot displays a web interface for 'Claim Detail Results'. At the top, there is a navigation bar with 'ADMIN', 'SALESFORCE REPORTS', 'ANALYTICS REPORTS', 'REPORT EVENT(S)', and 'MORE'. A search bar and a user profile 'JACKI FRAZER BANKONE' are also visible. The main content area shows a 'CLAIM SUMMARY' section with a table of data. A modal window titled 'Claim Detail Results' is open, showing a 'DOWNLOAD' button (circled in blue with a '3') and a dropdown menu with three options: 'Download as Image', 'Download in Excel Format', and 'Download in CSV Format'. The 'Download in Excel Format' option is circled in blue with a '4'.

#	Original Loan Amount	Payments Made	VA Calculated Unpaid Principal Balance
1	\$415,000.00		\$402,259.55

#	Principal Balance for Claim Calculation
1	\$400,000.00

#	Principal Balance & Interest	Advances Through Interest Date	Advances After Interest Date	Liquidation Expenses	Additional Credits	Total Eligible Indebtedness	Maximum Guaranty	Proceeds of Sale or Net Value
1	\$410,256.49	\$0.00	\$0.00	\$261.00	\$4,114.00	\$406,403.49	\$101,600.87	\$350,000.00

5. Once the option is chosen, the report will download automatically.

How to Export an Image of the Report

1. After selecting your report, from the 'Routine or Non-Routine Claim' or the 'Supplemental Claim' or the 'Manual Claim' tab select the 'Open in Analytics Studio' icon in the top right of the screen. The report will open in Analytics Studio.

Figure 5-6: Export Image of Report - Open Analytics Studio

The screenshot shows the 'CLAIM DETAIL RESULTS' report page. The 'Analytics Icon' is highlighted with a blue box and a red circle with the number '1'. The report is displayed on the 'Routine or Non-Routine Claim' tab. The report content includes a 'CLAIM SUMMARY' section with a table for 'Summary - Section A - Amortization'.

#	Original Loan Amount	Payments Made (VA Calculation) Months	Payments Made (VA Calculation) Interest	Payments Made (VA Calculation) Principal	Prepayments Principal	VA Calculated Unpaid Principal Balance
1	\$415,000.00	19	\$29,109.80	\$12,740.45	\$0.00	\$402,259.55

2. Select the 'Share' icon.

Figure 5-7: Export Report Image - Share Icon

The screenshot shows the 'CLAIM DETAIL RESULTS' report page. The 'Share Icon' is highlighted with a blue box and a red circle with the number '2'. The report is displayed on the 'Routine or Non-Routine Claim' tab. The report content includes a 'CLAIM SUMMARY' section with a table for 'Summary - Section A - Amortization' and a table for 'Summary - Section B - Interest'.

#	Original Loan Amount	Payments Made (VA Calculation) Months	Payments Made (VA Calculation) Interest	Payments Made (VA Calculation) Principal	Prepayments Principal	VA Calculated Unpaid Principal Balance	Servicer Reported Unpaid Principal
1	\$415,000.00	19	\$29,109.80	\$12,740.45	\$0.00	\$402,259.55	\$382,000.00

#	Principal Balance for Claim Calculation	Accrued Interest on Principal Balance Days	Accrued Interest on Principal Balance	Interest on Advances	Interest Due
1	\$400,000.00	200	\$10,256.49	\$0.00	\$10,256.49

3. Select the 'Download' tab and select 'Download as Image'. Then you will be able to print or save the report as a PNG image.

Figure 5-8: Export Report as Image – Download

The screenshot shows a web application interface for 'Claim Detail Results'. The main content area is partially obscured by a white dialog box titled 'Claim Detail Results'. The dialog box has three tabs: 'POST TO FEED', 'GET URL', and 'DOWNLOAD'. The 'DOWNLOAD' tab is active, and it displays a preview of the report on the left and a download selection area on the right. The selection area contains the text 'Choose a method of downloading this asset:' and a button labeled 'Download as Image' with a PDF icon. A red box highlights the 'Download as Image' button, and a blue circle with the number '3' is placed over it. The background report shows several sections: 'Summary - Section A - Amortization', 'Summary - Section B - Interest', 'Summary - Section C - Settlement', and 'CREDITS'. Each section contains a table with columns for item number, description, and amounts.

#	Original Loan Amount	Payments Made (VA Calculation)
1	\$415,000.00	

#	Principal Balance for Claim Calculation	Accrued Interest
1	\$400,000.00	

#	Principal Balance & Interest	Advances Through Interest
1	\$410,256.49	

#	Description	Reported Amount	Allowed Amount	Justification
1	Escrow Credit Balance	25	.20	Test
2	Interest On Escrow	10	.10	-
3	Suspended Credits	35	35	-