

Marking “Does not apply”:

The best practice is to mark “**does not apply**” throughout the loan, when applicable. Leaving the “Does not apply” box unchecked can cause several issues with AUS run and other services in the process. Please note the below is just one example of “does not apply” button, there are many throughout the URLA screens.

A screenshot of a web form titled "1e. Income from Other Sources - Borrower or Co-Borrower". At the top, there are two input fields for "Previous Gross Monthly Income". Below the title, there are two rows of checkboxes. The first row is for "Borrower" with a checked checkbox and the text "Does Not Apply" highlighted in yellow. The second row is for "Co-Borrower" with an unchecked checkbox and the text "Does Not Apply". Below this, there is a table with two columns: "Bor/Cob" and "Income Source". The first row shows "CoBorrower" in the first column and "Social Security" in the second column. There are two more empty rows. At the bottom, there is a field for "Borrower Other Incomes" with a lock icon and a text input field.

Project Type:

Review the 1003 URLA Lender screen and confirm the Project Type. This should be completed properly on each loan as it affects your pricing, riders, etc.

Please also make sure you are unchecking the “property is not located in a project” on all loans.

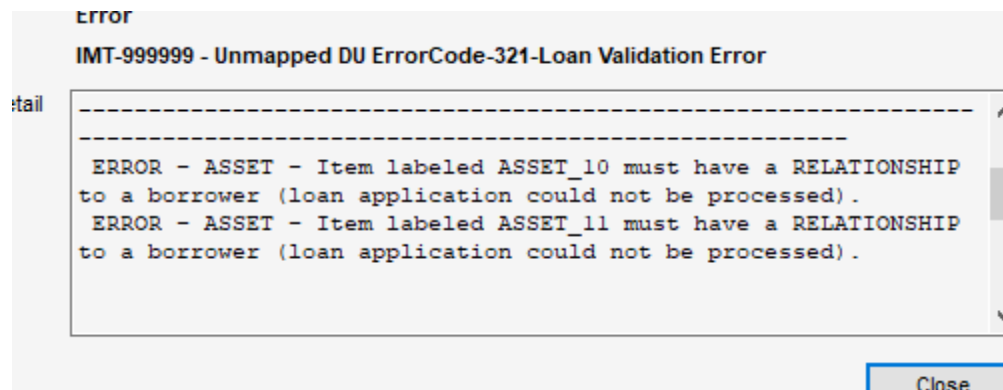
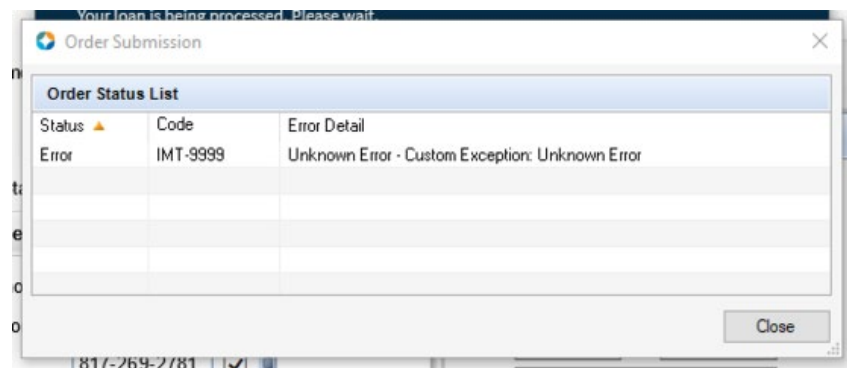
A screenshot of a web form titled "Project Type". It says "Please select at least one." Below this, there are four checkboxes. The first two are "Condominium" and "Cooperative", both unchecked. The next two are "Planned Unit Development (PUD)" and "Property is not located in a project", both checked. The "Property is not located in a project" checkbox is highlighted with a red square. Below the checkboxes, there are three dropdown menus: "Attachment Type" with "Detached" selected, "Property Type" with "PUD" selected, and "Project Design Type" which is empty.

Troubleshooting DU issues:

When you get an error code on DU, please check the log (double click in error) for the reason.

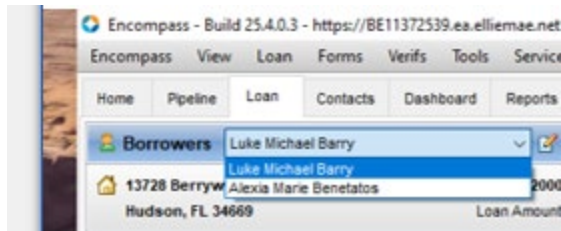
It will direct you to where the issue may be.

Examples of errors:



Borrower pairs: Make sure and look at your 2nd borrower pair (B3 – aka. “drop-down borrower”).

The assets and/or liabilities for B3/2nd borrower pair need to be listed as **borrower** and not coborrower.



Section 2: Financial Information - Assets and Liabilities					Completed	<input type="checkbox"/> Jointly	<input checked="" type="checkbox"/> Not Jointly
2a. Assets - Bank Accounts, Retirement and Other Accounts You Have - Borrower and Co-Borrower					Show all VOD		
Bor/Cob/Both	Account Type	Financial Institution	Account Number	Cash or Market Value			
Borrower	Checking Account	Chase Bank	6970	3,849.16	X		
Borrower	Checking Account	Chase	2055	1,783.05	X		
					X		

In Encompass each application (borrower pair) consists of a borrower and co-borrower. Please make sure when reviewing liabilities the owner is identified correctly. For example, if you have a B3 (Borrower pair 2), their assets should be listed on the URLA as borrower.

Borrower Pair 1 = B1 & B2

Borrower Pair 2 = B3 & B4

Borrower Pair 3 = B5 & B6

AUS Data Discrepancy Alerts:

Encompass uses three decimal places versus DU's 2 decimal places. So, there will be at times rounding issues within the AUS Data Discrepancy Alerts. You will need to clear the alert discrepancy and document/note the file that this is a rounding issue.

AUS Data Discrepancy Alert				
Alert Name	AUS Data Discrepancy Alert			
Description	The information in the loan file does not match the last set of values used in making an Automated Underwriting Decision. Review values changes and re-run			
Alert Date	12/05/2025			
Trigger Fields				
Trigger Field	Description	Loan Value	AUS Value	
Field 2 - Field AUS.X16	Trans Details Total Loan Amt (w/ MP/FF)	402,475.00	402,475.00	
Field 356 - Field AUS.X18	Subject Property Appraised Value	410,000	410,000	
Field 3 - Field AUS.X19	Trans Details Interest Rate	4.875	4.875	
Field 1172 - Field AUS.X20	Trans Details Loan Type	FHA	FHA	
Field 4 - Field AUS.X21	Trans Details Term (Mos)	360	360	
Field 608 - Field AUS.X22	Trans Details Amort Type	Fixed	Fixed	
Field 19 - Field AUS.X23	Trans Details Loan Purpose	Purchase	Purchase	
Field MORNET.X75 - Field AUS.X11	Fannie Mae MORNETPlus LTV	96.500	96.500	
Field MORNET.X76 - Field AUS.X12	Fannie Mae MORNETPlus CLTV	96.500	96.500	
Field 1731 - Field AUS.X32	Expenses Total Primary Expenses	3,082.74	3,082.74	
Field MORNET.X158 - Field AUS.X14	Fannie Mae Top Ratio	31.137	31.140	
Field MORNET.X159 - Field AUS.X15	Fannie Mae Bottom Ratio	46.957	46.960	

Verifications of Employment & Income Analyzer:

For Income Analyzer to read information from VOI's, the branch will need to create a new placeholder and upload the VOI from "Verifications" into the "Verification of Employment" document folder.

New & Updated Training Aids:

- Encompass 4506 C
- Encompass – entering REO
- Encompass – Waiving escrows
- Encompass – Change in circumstance CD