

Client Readiness Training

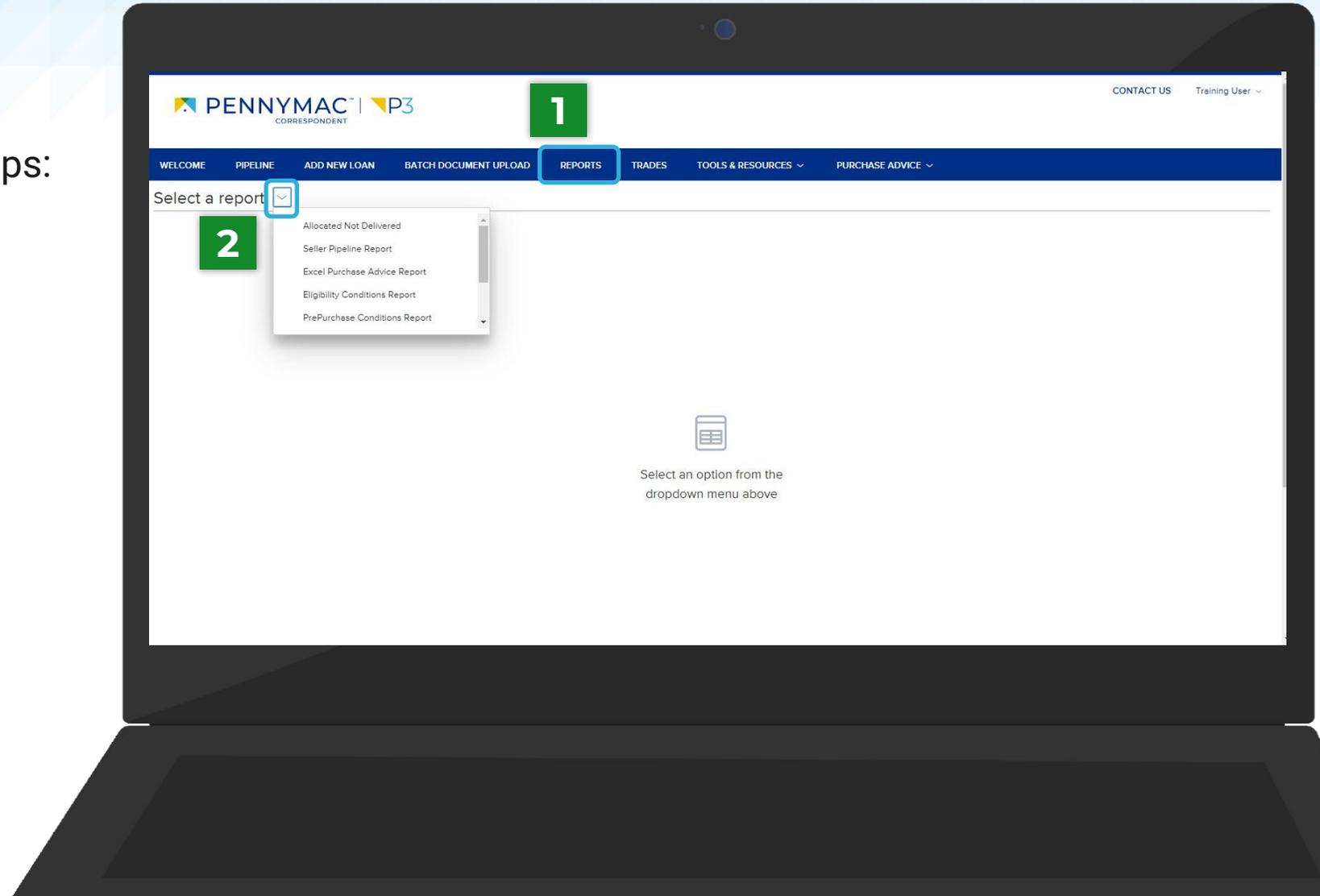
Delegated Document Submission & Reporting

▼ Pulling Reports

Pulling Reports

To pull reports, follow the next steps:

- 1** Click the Reports tab
- 2** Click on the **Select a Report** arrow to see a report list and select the desired report



Pulling Reports

3 The selected report will be displayed. To organize the report, click on a columns header to view the loans in ascending or descending order.

4 Click on the **CSV** icon to export the report to an Excel spreadsheet or on the **PDF** icon to download it as a PDF file.

The screenshot displays the PENNYMAC CORRESPONDENT P3 interface. At the top, the logo and navigation menu are visible. The main content area shows a 'Purchase Conditions Report' with 21939 items. A table of loan data is displayed with the following columns: PENNYMAC LOAN #, SELLER LOAN #, BORROWER LAST NAME, COMMITMENT EXPIRATION DATE, COMMITMENT TYPE, AGE, CONDITION TYPE, EXTERNAL DESCRIPTION, STATUS, and PUBLISHED D. The table contains 15 rows of data. A callout '3' points to the report title, and a callout '4' points to the CSV and PDF download icons in the top right corner.

PENNYMAC LOAN #	SELLER LOAN #	BORROWER LAST NAME	COMMITMENT EXPIRATION DATE	COMMITMENT TYPE	AGE	CONDITION TYPE	EXTERNAL DESCRIPTION	STATUS	PUBLISHED D.
8150002511		BorLn	08/20/2020	Best Efforts	598	Pre Purchase	Demand for payoff missin...	Added	06/22/202
8150002511		BorLn	08/20/2020	Best Efforts	598	Pre Purchase	The notice of conditional L...	Added	06/22/202
8150002511		BorLn	08/20/2020	Best Efforts	598	Pre Purchase	Loan approval good for 30...	Added	06/22/202
8150002650		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	Loan approval good for 30...	Added	06/22/202
8150002650		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	Loan must close within 1% ...	Added	06/22/202
8150002650		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	The notice of conditional L...	Added	06/22/202
8150002650		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	Demand for payoff missin...	Added	06/22/202
8150002669		BorLn	08/20/2020	Best Efforts	598	Pre Purchase	Demand for payoff missin...	Added	06/22/202
8150002669		BorLn	08/20/2020	Best Efforts	598	Pre Purchase	Loan approval good for 30...	Added	06/22/202
8150002669		BorLn	08/20/2020	Best Efforts	598	Pre Purchase	The notice of conditional L...	Added	06/22/202
8150002675		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	Loan approval good for 30...	Added	06/22/202
8150002675		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	The notice of conditional L...	Added	06/22/202
8150002688		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	Loan approval good for 30...	Added	06/22/202
8150002688		BorLn	07/21/2020	Best Efforts	598	Pre Purchase	The notice of conditional L...	Added	06/22/202

**THANK
YOU!**

