

REPORTING CENTRAL

EXTERNAL USER GUIDE

Federal Reserve System

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I. Overview

Reporting Central is a web-based reporting application developed by the Federal Reserve to provide a secure, technically advanced and efficient system that serves as a single point of entry for Federal Reserve, Federal Financial Institution Examination Council (FFIEC) and the U.S. Department of the Treasury electronic reports submission and file uploads.

In order to use Reporting Central, the external user or Reporting Entity will have to apply for a digital certificate and will be issued a physical token for access. There are several steps that need to be completed by each reporting entity prior to being issued a token. More information about this process (and the overall setup process) can be found by using the following link:

<https://www.frbservices.org/central-bank/reporting-central/service-setup/index.html>

II. Accessing and Logging Into Reporting Central

The Reporting Central application can be accessed on the Federal Reserve Bank Services website using the following link:

<https://www.frbervices.org/central-bank/reporting-central/index.html>



[Home](#) - Reporting Central

Reporting Central

The Federal Reserve collects data from financial institutions, bank holding companies, other financial and nonfinancial entities and consumers. Information collected aids the Federal Reserve in carrying out its responsibilities of monetary policy, the supervision and regulation of the banking industry and the protection of consumers' rights.

This section offers information on filing reports electronically via our Internet reporting applications: Reporting Central, Internet Electronic Submission (IESUB) or FR Y-10. You also have easy access to reports and forms, and other relevant documents for preparing and filing regulatory and financial reports.

The Reporting Central application allows for a more secure, technically advanced, and efficient system that encompasses a single point of entry for electronic submission and file uploads. Institutions can utilize the FedLine Web® access solution to submit reports data and obtain access to electronic reporting applications, report forms and instructions.

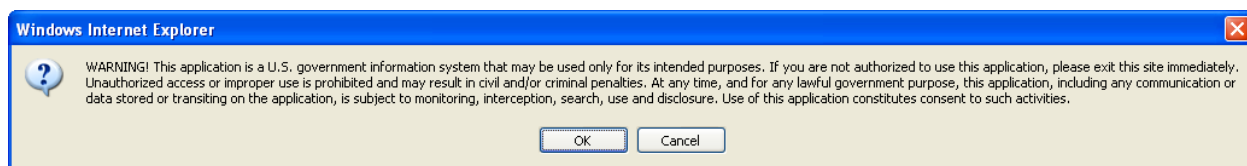
Secure Logon for Reporting Central and IESUB

Click the button below to access the Reporting Central application:

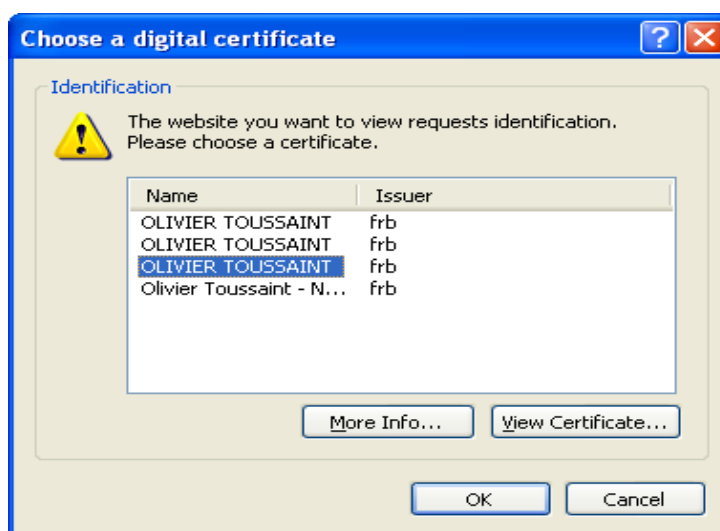


- The user clicks on “Reporting Central Secure Logon” button to start the logon process.

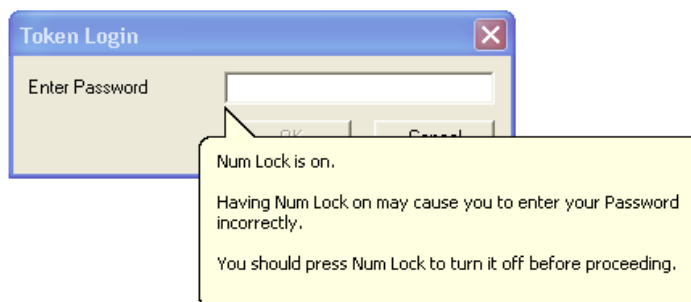
- A warning message will appear asking whether the user is authorized to use the Reporting Central application. If so, the user should click on the “Ok” button.



- The physical token¹ which the user has been provided with should be inserted in the computer.
- A window will appear asking the user to choose the appropriate digital certificate



- After the certificate has been selected, a message will display requiring the user to enter their token password. The user is only required to set their password once.



¹ The physical token is valid for three years of usage. After that time period has elapsed, the token must be renewed.

III. Reporting Central Home Page

The Reporting Central home page appears once the external user logs into Reporting Central. Multiple functionalities are displayed on this page.

The user can:

- Verify the reporting statuses of its reports.
- Enter and/or view reports.
- Upload a file.
- Search for a report.

The screenshot shows the Reporting Central interface. At the top, there is a header with the title "Reporting Central" and the Central Bank Central logo. Below the header, a navigation bar contains "Reporting Status" (circled), "Enter/View a Report" (circled), "Upload a File of Report Data" (circled), and "Search for a Report" (circled). The main content area is divided into two columns. The left column displays the user's reporter information (123456789-NY TEST BANK) and a "Home" section with a welcome message. Below this, there are three report categories: FFIEC009 (FFIEC 009), TICBC (TIC Form BC), and TICSLT (TIC SLT), each with a "View Report Activity for All Asof Dates" link. The right column contains three panels: "Enter/View a Report" with fields for Reporter ID, Series, and Asof Date; "Upload a File of Report Data" with a file upload field and a "Load" button; and "Search for a Report" with fields for Reporter ID, Series, Asof Date, and a "Search" button.

IV. Reporting Status

Under the “Reporting Status” section, each of the entity’s reports that are submitted via Reporting Central will be displayed.

Reporting Central

Build: 1.02.0 (09/24/2012 23:17) (revision: [exec] At revision 4988.


Reporting Status

Reporter: 123456789-NY TEST BANK

Home

Welcome to the FRB Reporting Central Home Page.
 This page displays the status of the current asof date for all reports that you are authorized to submit.
 Status for prior asof dates is also displayed if there is any pending activity.

⊖ FFIEC009(FFIEC 009)	View Report Activity for All Asof Dates View Report Activity for All Asof Dates
⊖ TICBC(TIC Form BC)	View Report Activity for All Asof Dates View Report Activity for All Asof Dates
⊖ TICSLT(TIC SLT)	View Report Activity for All Asof Dates View Report Activity for All Asof Dates

- The user can click on the expand button  for a series, which will display the status of the current as-of date and the status of any prior as-of dates that have pending activity. If the report does not exist, an “Enter” link displays with which to enter a report. If a draft is in progress, a “View” link displays with which to view it. If a report has been submitted and a draft for it has then been entered and saved, a “View” link displays to view the draft, the latest version of the report.

Reporting Status

Reporter: 123456789-NY TEST BANK

Home

Welcome to the FRB Reporting Central Home Page.
 This page displays the status of the current asof date for all reports that you are authorized to submit.
 Status for prior asof dates is also displayed if there is any pending activity.

⊕ FFIEC009(FFIEC 009)	View Report Activity for All Asof Dates
Asof Date	Recent Activity
12/31/2012	Draft in progress View Due in 45 days on 02/14/2013
09/30/2012	Report submitted*; New Draft in progress View Late - Due Date was 11/14/2012
03/31/2012	Report does not exist Enter Late - Due Date was 05/15/2012
View Report Activity for All Asof Dates	

- Selecting the “View Report Activity for All As-of Dates” link allows the user to select either “**All Versions**” button, which will show all of the report versions – Missing, Draft, Submitted and Deleted or “**Latest version of report for each as-of date**” button which will show the last version for each as-of date (this option will never show a missing report). The name of the user, the user’s ID number and the time/date of the submission are all displayed next to the report as of date. Every successful submission is saved by the system. However, only one record at a time can be active. Details on the report due dates are visible.

Series: FFIEC009 (FFIEC 009) Reporter: 123456789-NY TEST BANK

Reporting Activity

Showing: All versions Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 25

Asof Date	Report Version	Status	User	
			ID	Name
12/31/2012	Missing	Due in 45 days on 02/14/2013		
09/30/2012	Submitted	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
09/30/2012	Submitted	Sent on 12/14/2012 at 1:49pm ET	1719	Brian Goodwin
06/30/2012	Submitted	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
03/31/2012	Missing	Late - Due Date was 05/15/2012		
12/31/2011	Submitted	Sent on 01/03/2013 at 12:46pm ET	1719	Brian Goodwin
12/31/2011	Submitted	Sent on 10/25/2012 at 2:59pm ET	FRB-STAFF	

Showing: All versions Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 25

Series: FFIEC009 (FFIEC 009) Reporter: 123456789-NY TEST BANK

Reporting Activity

Showing: All versions Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 25

Asof Date	Report Version	Status	User	
			ID	Name
09/30/2012	Submitted	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
06/30/2012	Submitted	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
12/31/2011	Submitted	Sent on 01/03/2013 at 12:46pm ET	1719	Brian Goodwin

Showing: All versions Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 25

V. Data Entry/Viewing

The Data Entry/Viewing section allows users the ability to manually enter a report or view a report that has been entered either manually or uploaded as a file.

The image shows two screenshots from the FRB Reporting Central system. The left screenshot is the 'Reporting Status' page for Reporter ID 123456789-NY TEST BANK. It features a 'Home' section with a welcome message and a list of report series: TICBQ2(TIC Form BQ2), TICCCQ2(TIC Form CQ2), TICS(TIC Form S), and TICSLT(TIC SLT). Each series has a 'View Report Activity for All Asof Dates' link. The right screenshot is the 'Enter/View a Report' form. It includes fields for Reporter ID (123456789-NY TEST BANK), Series (a dropdown menu), and Asof Date (a date field with a calendar icon). A 'Continue' button is located at the bottom right of the form.

- The “Reporter ID” will be displayed and the user can select a single report “Series” from the drop-down list and enter or select from the calendar a single “As of Date”.

This is a close-up of the 'Enter/View a Report' form. It shows the following fields: Reporter ID: 123456789-NY TEST BANK; Series: TIC Form BC (selected from a dropdown menu); Asof Date: 11/30/2012 (with a calendar icon). A blue 'Continue' button is positioned at the bottom right of the form.

- If an incorrect as of date is entered for a report, a red message stating “As of date is not a valid date” will appear. The user must enter a valid as-of date for the selected series before proceeding to the next screen.

Enter/View a Report

Asof Date is not a valid date.

Reporter ID: 123456789-NY TEST BANK

Series: ▼

Asof Date:

- Depending on the series, the number of sections contained within a report varies. However, every report contains a “Cover Page” which provides the name of the reporting entity, the entity’s ID number, the report as of date and fields for contact information; which for some series are required to be filled out.

Reporter: 123456789 - NY TEST BANK	Status: SUBMITTED
Series: TICBC	Submission Date: 01/03/2013 1:06pm ET
Asof Date: 11/30/2012	Submitter: 1719

Sections: ▼

Estimated Data

MONTHLY REPORT TO FEDERAL RESERVE BANKS

REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

Please type or print:

Name of Reporting Entity	<input type="text" value="NY TEST BANK"/>
ID Number	<input type="text" value="123456789"/>
As of Date	<input type="text" value="11/30/2012"/>
Name of Contact if We Have Questions	<input type="text" value="Jim Smith"/>
Contact's Phone Number	<input type="text" value="212-555-1234"/>
Name of Officer Authorized to Sign Report	<input type="text" value="John Smith"/>
Title of Officer Authorized to Sign Report	<input type="text" value="Officer"/>
E-mail Address of Contact	<input type="text" value="jim.smith@testbank.com"/>

FORM BC

DEPARTMENT OF THE TREASURY
Office of the Assistant Secretary for International Affairs

Revised June 2006
Form Approved
OMB Control No. 1505-0017

Important Notes

Before preparing this report, please read the Instructions carefully.

Additional copies of this form, the Instructions, and the answers to Frequently Asked Questions can be obtained at the following web site: www.ustreas.gov/tic/forms.html

This report should be filed no later than the fifteenth calendar day following the last day of the month.

Amounts should be reported in millions of dollars as of the close of the last business day of the month.

EXPLANATORY MESSAGE

- The other sections are specific to the report and its data. The page will feature the report tabs, if applicable, as well as the cells to enter data.

Reporter: 123456789 - NY TEST BANK Status: [Instructions](#)
 Series: TICBC Submission Date:
 Asof Date: 11/30/2012 Submitter:

Sections: REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

Estimated Data

REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

Foreign Economies and Organizations		Claims On Foreign Banks And Foreign Official Institutions			Claims On All Other Foreigners		Grand Total (sum of columns 1 - 5)	"Of Which" Items		
		Non-Negotiable Foreign Deposits	Negotiable CDs and All Short-Term Negotiable Securities	Other	All Short-Term Negotiable Securities	Other		Foreign Official Institutions	Own Foreign Offices	Resale Agreements
		1	2	3	4	5		6	7	8
		Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions
Albania	15105									
Andorra	10103									
Armenia	16519									
Austria	10189									
Azerbaijan	16527									
Bank For International	13307									

- Once the data entry process has been completed, the user has the following options:
- Save as Draft
 - Save as Draft with Edits
 - Validate the data
 - Submit the data
 - Cancel
 - Clear Form
 - Estimated Data

Reporter: 123456789 - NY TEST BANK Status: [Instructions](#)
 Series: TICBC Submission Date:
 Asof Date: 11/30/2012 Submitter:

Sections: REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

Estimated Data

Save as Draft & Save as Draft with Edits

- The “Save as Draft” and “Save as Draft with Edits” options allows the user to save the report being worked on without submitting it. Since the report is not being submitted, drafts² can be saved while containing errors (edits) or with incomplete data. When the user searches for the report, the saved draft will appear. From there, the user can continue working on the report prior to validating and submitting it.

² Federal Reserve Bank staff can see whether reports are saved as drafts, but are unable to view the data.

Validating

- The validating process verifies that there are no errors associated with the data, which would prevent it from being submitted. If the validation has been successful, a message saying “Validation completed successfully” will appear and the user can then submit their data.

Validation Complete - no errors

Reporter:	123456789 - NY TEST BANK	Status:	Instructions
Series:	TICBC	Submission Date:	
As of Date:	11/30/2012	Submitter:	

Sections: **REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS** ▼

Select

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#)

Estimated Data

- If errors are discovered, each error will be identified on the screen. (A brief description of the error alongside a hyperlink for that error will also be available). Validating a report is a recommended step before data submission. A report containing errors may not be submitted; however it can be saved using the “Save as Draft with Edits” option.

Validation Errors Found on Form BC

Reporter:	123456789 - NY TEST BANK	Status:	Instructions
Series:	TICBC	Submission Date:	
As of Date:	11/30/2012	Submitter:	

Sections: **REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS** ▼

Select

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#)

Estimated Data

There are 2 errors on the form:
Error: V007 : Horizontal total does not balance for Albania.
Non-Negotiable Foreign Deposits • Albania Negotiable CDs and All Short-Term Negotiable Securities • Albania Other • Albania Other • Albania Grand Total (sum of columns 1 - 5) • Albania
Error: V008 : Vertical total for Europe does not balance for column Other .
Other • Albania

- The user may click on the error message, which will then take them to the section where the error is located.

There are 2 errors on the form:

Error: V007: Horizontal total does not balance for Albania.

Non-Negotiable Foreign Deposits • Albania Negotiable CDs and All Short-Term Negotiable Securities • Albania Other • Albania Other • Albania Grand Total (sum of columns 1 - 5) • Albania

Error: V008: Vertical total for Europe does not balance for column Other.

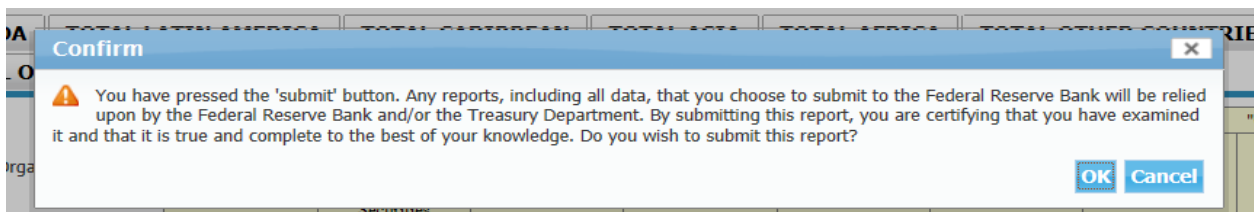
Other • Albania

REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

TOTAL EUROPE		CANADA	TOTAL LATIN AMERICA	TOTAL CARIBBEAN	TOTAL ASIA	TOTAL AFRICA	TOTAL OTHER COUNTRIES			
TOTAL INT'L & REGIONAL ORGANIZATIONS		GRAND TOTAL	Of Which Items		Memorandum Item					
Foreign Economies and Organizations		Claims On Foreign Banks And Foreign Official Institutions			Claims On All Other Foreigners		Grand Total (sum of columns 1 - 5)	"Of Which" Items		
		Non-Negotiable Foreign Deposits	Negotiable CDs and All Short-Term Negotiable Securities	Other	All Short-Term Negotiable Securities	Other		Foreign Official Institutions	Own Foreign Offices	Resale Agreements
		1	2	3	4	5	6	7	8	9
		Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions
Albania	15105		1	1		1	3			

Submit

- The user can submit a report once it has been successfully entered. The submitted data is stored by the application and can be accessed by the user or by Federal Reserve Bank analysts.



- After a report has been successfully submitted, a message notifying the user that the report has been accepted and time-stamped by the Federal Reserve Bank will appear.

This is a time-stamped copy of the report you just filed. This is the copy of your report that has been accepted by the Federal Reserve Bank and will be treated as your official submission. Print the report, examine it for accuracy, sign it and retain it in accordance with all applicable record retention requirements. If you submitted this report in error, or you find that your report is not accurate, please submit a revised report as soon as possible.

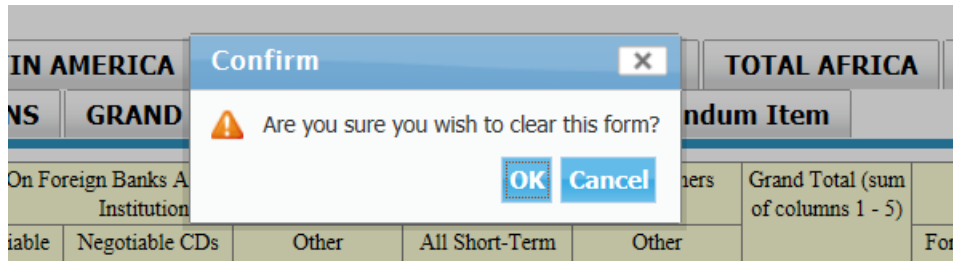
Reporter:	123456789 - NY TEST BANK	Status:	SUBMITTED	Instructions
Series:	TICBC	Submission Date:	01/03/2013 1:41pm ET	
As of Date:	12/31/2012	Submitter:		

Cancel

- If the user selects the “Cancel” button every change they made on the screen will not be saved and they will be taken back to the Reporting Central Home page.

Clear Form

- If the user selects the “Clear Form” button, the user will be asked to confirm if the data contained in the form should be cleared. If the user selects “Ok”, all data entered for that series and as-of date will be cleared.



Estimated Data

- Checking the “Estimated Data” box allows the user to enter the data as estimated. It will be marked as “Estimated” on the Reporting Central activity screen. When the user views the report, the Estimated Data checkbox will be checked. Please note that it is expected that actual data will be submitted to replace the estimated data prior to the due date.

VI. File Uploading

The file uploading section is located near the center right side of the page. In that section, a field is available for the user to upload their data using a text file instead of manually inputting it.

There are separate user guides for each report series that explain how text files must be formatted for successful submissions. The documents can be found by using the following link:

<https://www.frbervices.org/central-bank/reporting-central/user-guides.html>

The screenshot displays the FRB Reporting Central interface. On the left is the 'Reporting Status' section for Reporter ID 123456789-NY TEST BANK, listing report series like TICBQ2, TICCCQ2, TICS, and TICSLI. On the right is the 'Enter/View a Report' section, which includes a 'Continue' button, a highlighted 'Upload a File of Report Data' section with a 'Browse...' button and a 'Load' button, and a 'Search for a Report' section with a 'Search' button.

- To begin the uploading process, the user should search for the text file by clicking on the “Browse” button. The text file should be saved in the acceptable format compatible with Reporting Central.

This is a close-up of the 'Upload a File of Report Data' section. It features a header 'Upload a File of Report Data', the text 'Specify a file to upload', a 'File:' label, an empty text input field, a 'Browse...' button, and a blue 'Load' button.

➤ Once the text file has been selected, the user should click on the “Load” button.

Upload a File of Report Data

Specify a file to upload
File: C:\ARC - 009\0123456789

- If there is an error in the file format, the user will receive an error message. The error must be corrected before the file can be successfully submitted.

Upload a File of Report Data

The number of items (2) is not correct for Item Code (6070). The expected number is (23).

Specify a file to upload
File:

➤ If there are no file format errors, the data contained in the file will be loaded into the report. The user will be able to view the data found in the cells prior to submitting the report. The user can then treat the report as if it had been entered through Reporting Central Data Entry, (which was discussed in Section V). The user will still need to save, validate or submit the report or can also choose to cancel or clear form and the data uploaded will no longer populate the report form.

Reporter:	123456789 - NY TEST BANK	Status:		Instructions
Series:	FFIEC009	Submission Date:		
As of Date:	12/31/2011	Submitter:		

Sections:

Estimated Data

Country Exposure Report
 Schedule 1: Country Exposure Report (Excluding Foreign Exchange and Derivative Products)

	TOTAL EUROPE	TOTAL LATIN AMERICA/CARIBBEAN	TOTAL ASIA/MIDDLE EAST	TOTAL AFRICA	TOTAL OTHER COUNTRIES																																																				
	TOTAL NORTH AMERICA	TOTAL INTERNATIONAL & REGIONAL	GRAND TOTAL																																																						
	<table border="1"> <thead> <tr> <th colspan="7">Immediate-Counterparty Basis</th> <th colspan="6">Redistribution of Claims to Adjust for Ultimate Risk</th> </tr> <tr> <th colspan="3">Cross-Border Claims</th> <th colspan="3">Foreign-Office Claims on Local Residents in Non-Local Currency</th> <th rowspan="2">Breakdown of Total of Columns 1 through 6</th> <th rowspan="2">Foreign-Office Claims on Local Residents in Local Currency C922</th> <th colspan="3">Outward Risk Transfers of Claims Reported in Columns 1 through 6 and 8 or on US Residents</th> <th colspan="2">Inward Risk Transfers of Claims in Columns 9,10 and 13</th> </tr> <tr> <th>Banks C915</th> <th>Public C916</th> <th>Other C917</th> <th>Banks C918</th> <th>Public C919</th> <th>Other C920</th> <th>Remaining Maturity Up to and Including 1 Year C921</th> <th>Claims on Banks C923</th> <th>Claims on Public C924</th> <th>Claims on Other C925</th> <th>Claims on Banks C926</th> <th>Claims on Public C927</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> <th>13</th> </tr> </thead> </table>						Immediate-Counterparty Basis							Redistribution of Claims to Adjust for Ultimate Risk						Cross-Border Claims			Foreign-Office Claims on Local Residents in Non-Local Currency			Breakdown of Total of Columns 1 through 6	Foreign-Office Claims on Local Residents in Local Currency C922	Outward Risk Transfers of Claims Reported in Columns 1 through 6 and 8 or on US Residents			Inward Risk Transfers of Claims in Columns 9,10 and 13		Banks C915	Public C916	Other C917	Banks C918	Public C919	Other C920	Remaining Maturity Up to and Including 1 Year C921	Claims on Banks C923	Claims on Public C924	Claims on Other C925	Claims on Banks C926	Claims on Public C927	1	2	3	4	5	6	7	8	9	10	11	12	13
Immediate-Counterparty Basis							Redistribution of Claims to Adjust for Ultimate Risk																																																		
Cross-Border Claims			Foreign-Office Claims on Local Residents in Non-Local Currency			Breakdown of Total of Columns 1 through 6	Foreign-Office Claims on Local Residents in Local Currency C922	Outward Risk Transfers of Claims Reported in Columns 1 through 6 and 8 or on US Residents			Inward Risk Transfers of Claims in Columns 9,10 and 13																																														
Banks C915	Public C916	Other C917	Banks C918	Public C919	Other C920			Remaining Maturity Up to and Including 1 Year C921	Claims on Banks C923	Claims on Public C924	Claims on Other C925	Claims on Banks C926	Claims on Public C927																																												
1	2	3	4	5	6	7	8	9	10	11	12	13																																													
Albania 15105	50					50		50																																																	
Armenia 16519	100					100		10																																																	
Austria 10189	20					20		20																																																	

VII. Report Searching

The report searching section is located near the lower right side of the page. This section provides multiple ways for the respondent to browse for a report.

The screenshot displays the FRB Reporting Central Home Page. On the left, the 'Reporting Status' section shows the reporter's ID (123456789-NY TEST BANK) and a list of report types with links to view activity for all as-of dates. On the right, the 'Enter/View a Report' section includes fields for Reporter ID, Series, and As-of Date, along with a 'Continue' button. Below this is the 'Upload a File of Report Data' section with a 'File' field and a 'Browse...' button. The 'Search for a Report' section, which is circled in blue, contains the following fields: Reporter ID (123456789-NY TEST BANK), Series (All Series dropdown), As-of Date (radio buttons for Most Recent and Other), and Reports (radio buttons for Latest Version for Reporter, Reporters with Missing Report, and Advanced Search). A 'Search' button is located at the bottom right of this section.

- For a search on the latest report submitted (regardless of the series), the user can select “Most Recent” for the as-of date, as well as the “Latest Version for Reporter” then click on the “Search” button.

This is a close-up screenshot of the 'Search for a Report' section. It features a blue header with the text 'Search for a Report'. Below the header, the Reporter ID is displayed as '123456789-NY TEST BANK'. The Series is set to 'All Series' in a dropdown menu. The As-of Date is set to 'Most Recent' with a selected radio button. The Reports section has three options: 'Latest Version for Reporter' (selected with a radio button), 'Reporters with Missing Report', and 'Advanced Search'. A blue 'Search' button is positioned at the bottom right of the form.

- The latest submitted reports for all the series will be displayed.

Reporting Central

Accessibility (off) • Logoff

Home

Search

Reporter ID: 123456789-NY TEST BANK

Series: All Series

Asof Date: Most Recent Other

Reports

Latest Version for Reporter Reporters with Missing Report Advanced Search

Search

									Last Activity By	
RSSD ID	Series	Asof Date	District	Reporter Name	Form Status	Submission Date	Last Activity	ID	Name	
123456789	FFIEC009	09/30/2012	2	NY TEST BANK	SUBMITTED	12/14/2012 1:49pm ET	12/14/2012 1:49pm ET	1719	Brian Goodwin	

- Another option is to select from a date range. The user can select two desired dates (the earlier date is entered in the “From” field, while later date is entered in the “To” field).

Search for a Report

Reporter ID: 123456789-NY TEST BANK

Series: ▼

Asof Date:

Most Recent
 Other From: To:

Reports

Latest Version for Reporter

Reporters with Missing Report

Advanced Search

- For a more detailed search, the “Advanced Search” feature can be selected. The user can choose from a list of search options. In this example, the selected fields are:
- “Latest Version Only” for the Report Version.
 - “Draft” (by the reporter) and “Deleted” for the Report Status.
 - “Actual” and/or “Estimated”³ data for the Report Data.
 - “Anyone” for the Last Activity field. (The latest activity by any user of the reporting entity will be displayed).

³ Data can be entered as “estimated”. However, a final submission of the report is required prior to the report due date.

Search for a Report

Reporter ID: 123456789-NY TEST BANK

Series: All Series

As of Date: Most Recent Other From: MM/DD/YYYY To: MM/DD/YYYY

Reports

Latest Version for Reporter
 Reporters with Missing Report
 Advanced Search

Report Version: Latest Version Only All Versions

Report Status: Draft(Reporter) Submitted
 Deleted

Report Data: Actual Estimated

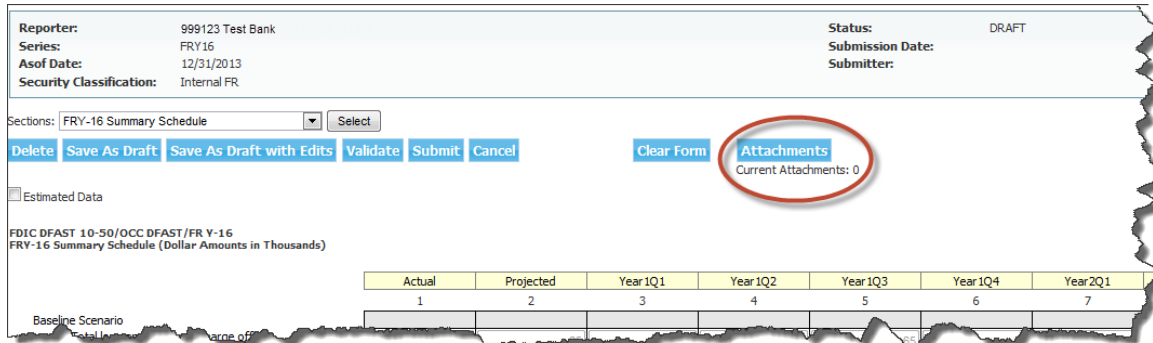
Last Activity Date: From: MM/DD/YYYY To: MM/DD/YYYY

Last Activity By: Anyone User ID

- The screen below displays the search results. The report “Series”, “As of Date”, “Form Status”, “Submission Date” (if applicable), “Last Activity” and the “User” are all shown on the screen.

VIII. File Attachments

Reporting Central allows you to add, replace, delete, and download file attachments for some report series. If a report series allows file attachments, the data entry screen will display the Attachments button.



Reporter: 999123 Test Bank
Series: FRY16
As of Date: 12/31/2013
Security Classification: Internal FR

Status: DRAFT
Submission Date:
Submitter:

Sections: FRY-16 Summary Schedule

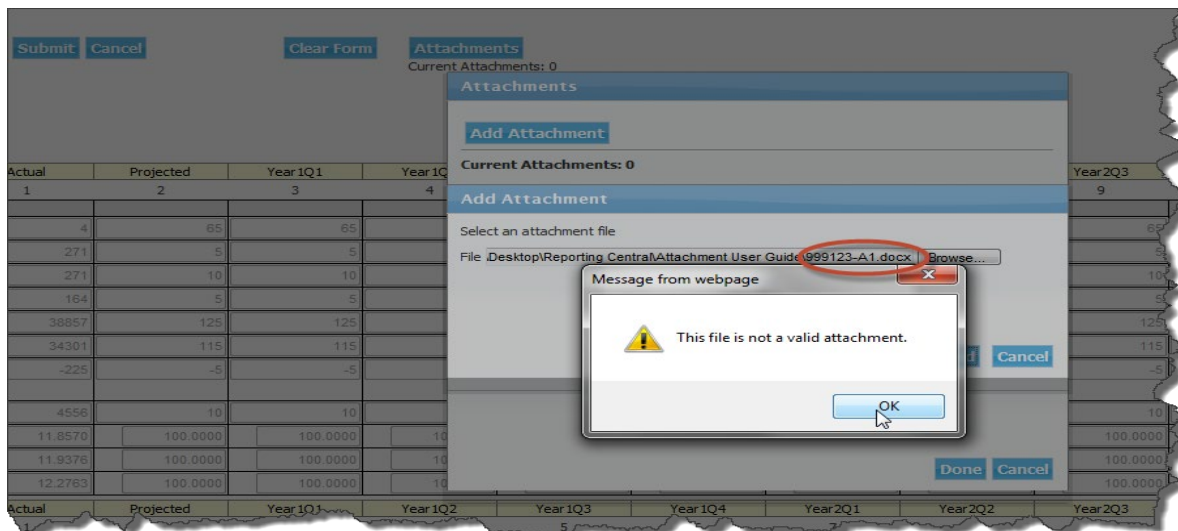
Buttons: Delete, Save As Draft, Save As Draft with Edits, Validate, Submit, Cancel, Clear Form, Attachments (Current Attachments: 0)

FDIC DFAST 10-50/OCC DFAST/FR Y-16
FRY-16 Summary Schedule (Dollar Amounts in Thousands)

Actual	Projected	Year1Q1	Year1Q2	Year1Q3	Year1Q4	Year2Q1
1	2	3	4	5	6	7

Remember:

Currently, Reporting Central only allows PDF files as attachments. You will get an error message if you attempt to add a file that is not a PDF file.



Buttons: Submit, Cancel, Clear Form, Attachments (Current Attachments: 0)

Current Attachments: 0

Add Attachment

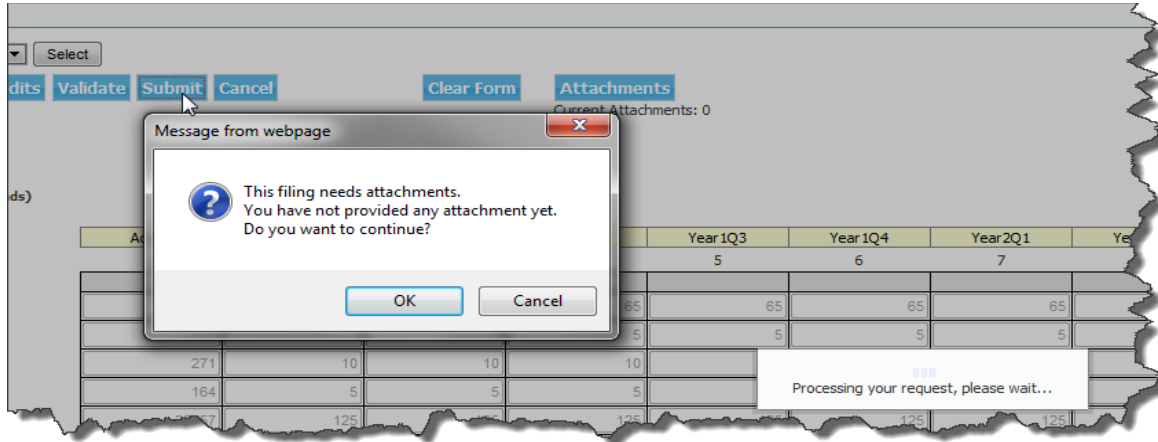
Select an attachment file

File: Desktop\Reporting Central\Attachment User Guide\999123-A1.docx

Message from webpage: This file is not a valid attachment.

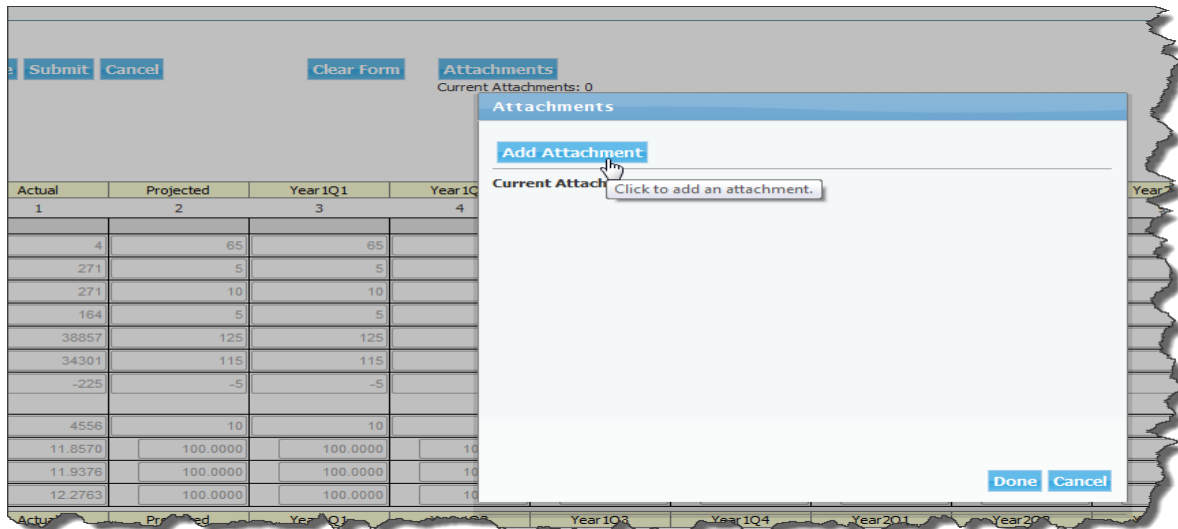
Buttons: OK, Cancel, Done, Cancel

Attachments can be optional or mandatory for a report series. If mandatory, Reporting Central will remind you that this report series requires a file attachment when you attempt to submit a report without attaching a file. You may continue and submit without an attachment, or cancel and add the attachment. If you submit without attaching a file, you **MUST** attach a file before the report due date.

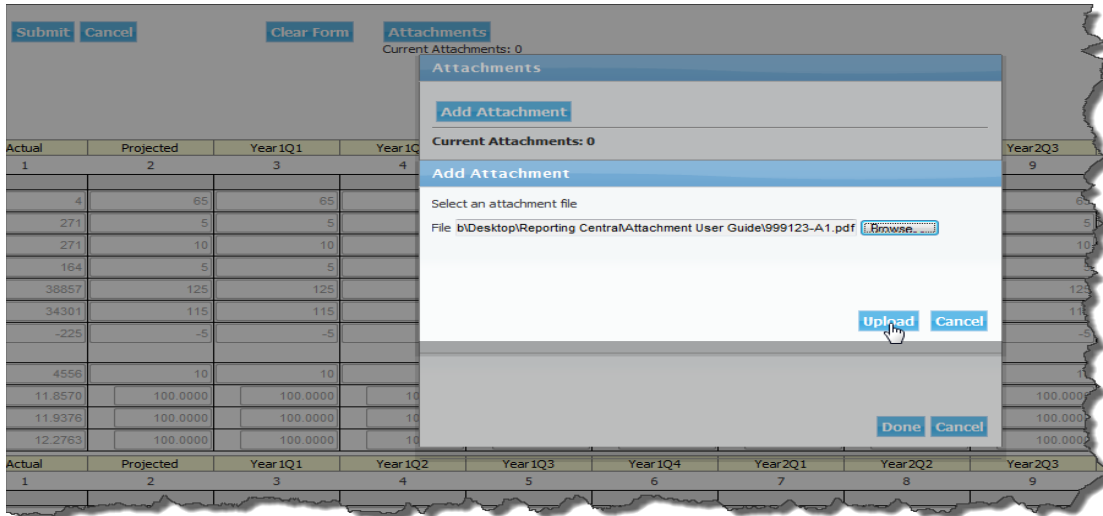


Add a File Attachment

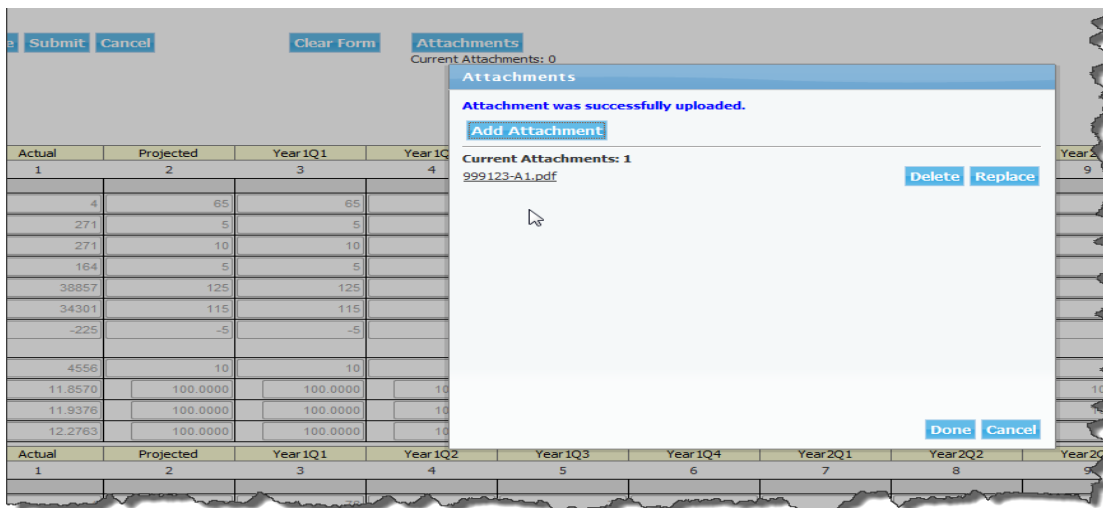
When you click the Attachment button, Reporting Central displays a dialog box that allows you to add an attachment. Clicking the Add Attachment button, allows you to browse for the file you wish to attach.



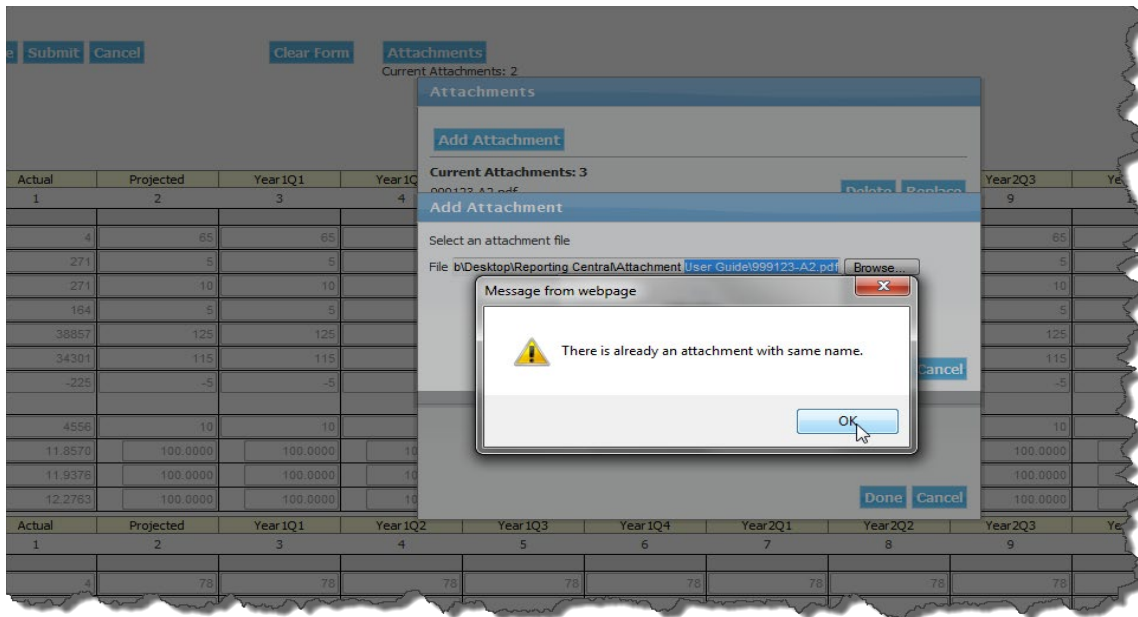
Select the desired file and click the Upload button.



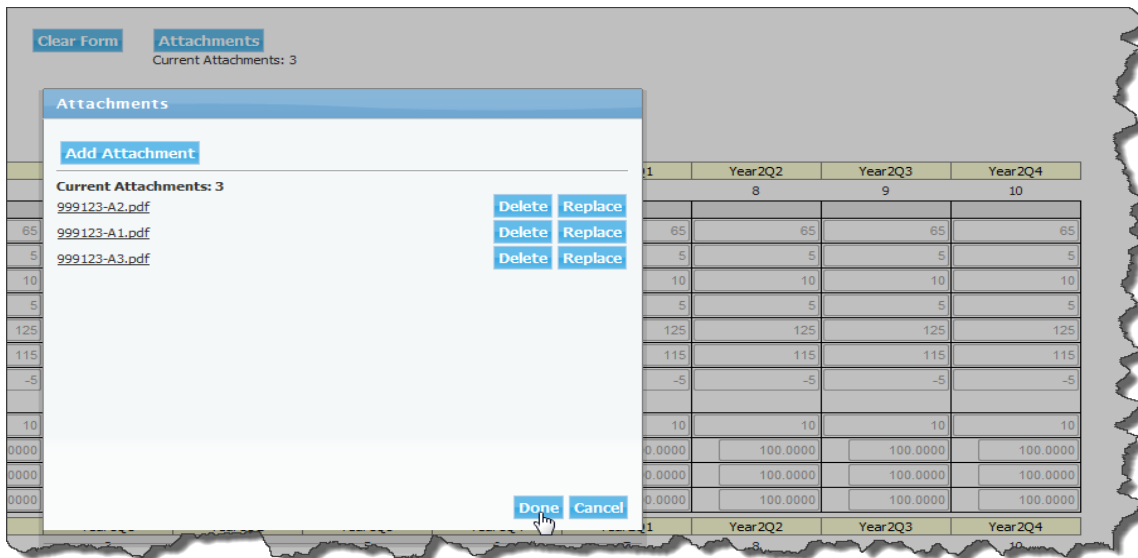
Reporting Central will display a message indicating a successful upload.



You may add multiple files; however, Reporting Central will not allow you to add a file that has a filename that matches an already attached file.



Remember: To complete the file attachment process, you must click the Done button at the bottom of the screen. If you click Cancel, all file uploads will be canceled. The Data Entry screen updates the number of file attachments under the Attachment button.



When you view Report Activity for All Asof Dates, you can see how the Reporting Activity screen displays report submissions that have file attachments.

Reporting Status

Reporter:

Home

Welcome to the FRB Reporting Central Home Page.
This page displays the status of the current asof date for all reports that you are authorized to submit.
Status for prior asof dates is also displayed if there is any pending activity.

FRY16(CSTX) [View Report Activity for All Asof Dates](#)

Asof Date	Recent Activity			
03/31/2014	Report does not exist	Enter	Due in 182 days on 09/29/2014 at 11:00pm ET	-

[View Report Activity for All Asof Dates](#)

Home

Series: FRY16 (CSTX) Reporter:

Reporting Activity

Showing: All versions Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 100

Asof Date	Report Version	Status	ID	User	
				ID	Name
03/31/2014	Missing	Due in 182 days on 09/29/2014 at 11:00pm ET	-		
12/31/2013	Submitted	Sent on 04/03/2014 at 7:12pm ET	3	FRB-STAFF	
09/30/2013	Submitted	Sent on 11/25/2013 at 6:29pm ET	2	FRB-STAFF	
06/30/2013	Submitted	Sent on 09/05/2013 at 11:50am ET	1	FRB-STAFF	

Showing: All versions Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 100

Download a File Attachment

Once a file has been uploaded, you may download the file for viewing by clicking the file name.

Submit Cancel Clear Form Attachments

Current Attachments: 0

Attachments

Attachment was successfully uploaded.

Add Attachment

Current Attachments: 1

999123-A1.pdf [Delete](#) [Replace](#)

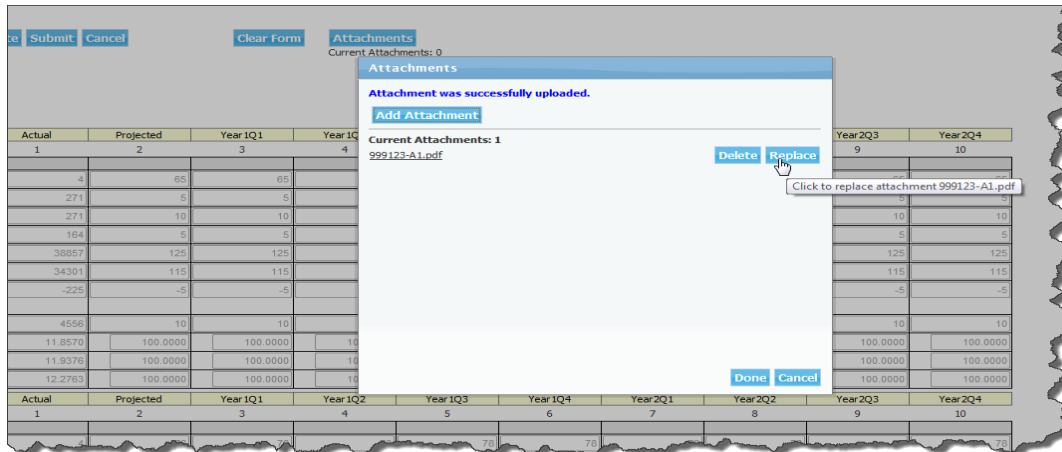
Click to download 999123-A1.pdf

Done Cancel

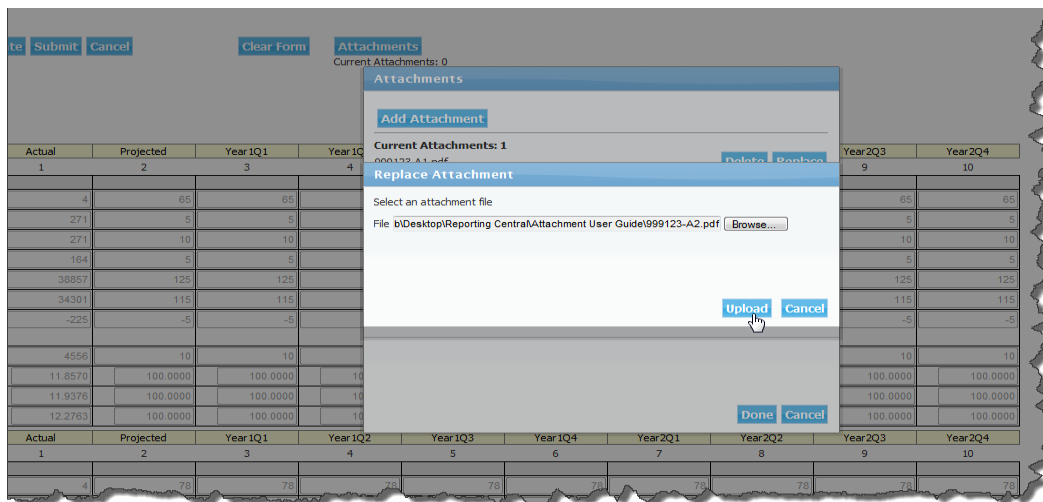
Actual	Projected	Year1Q1	Year1Q2	Year1Q3	Year1Q4	Year2Q1	Year2Q2	Year2Q3
1	2	3	4	5	6	7	8	9
4	65	65						
271	5	5						
271	10	10						
184	5	5						
38857	125	125						
34301	115	115						
-225	-5	-5						
4556	10	10						
11.8570	100.0000	100.0000	10					
11.9376	100.0000	100.0000	10					
12.2763	100.0000	100.0000	10					

Replace a File Attachment

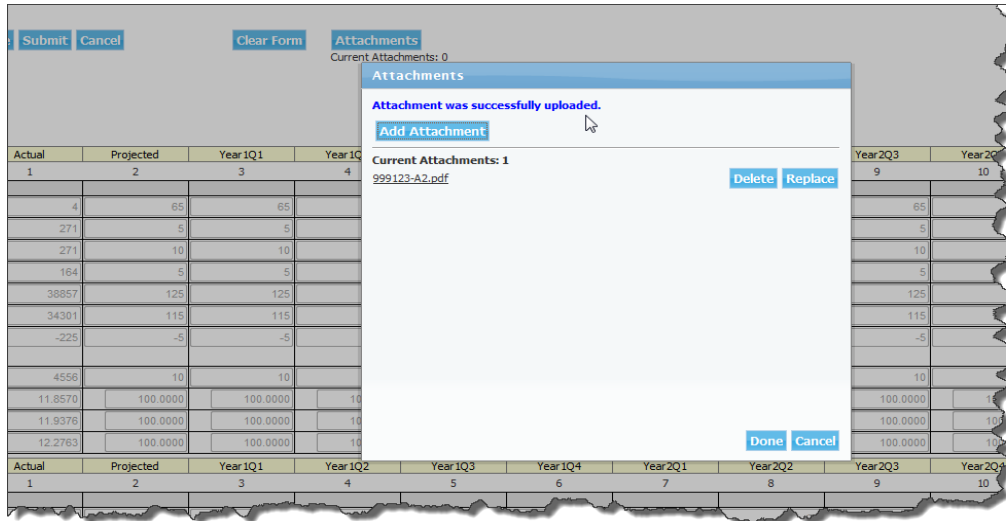
Once a file has been uploaded, you can replace the file with a different file. To get to the Replace Attachment dialog box, click the Attachments button, then click the Replace button alongside the file you wish to replace.



Browse to the file you wish upload and click OK.

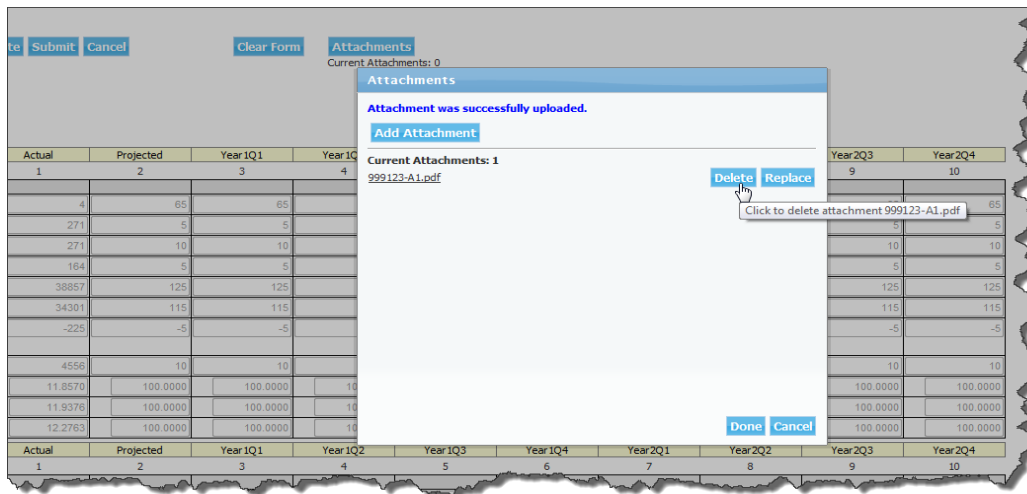


Reporting Central displays a message indicating the file was successfully replaced.

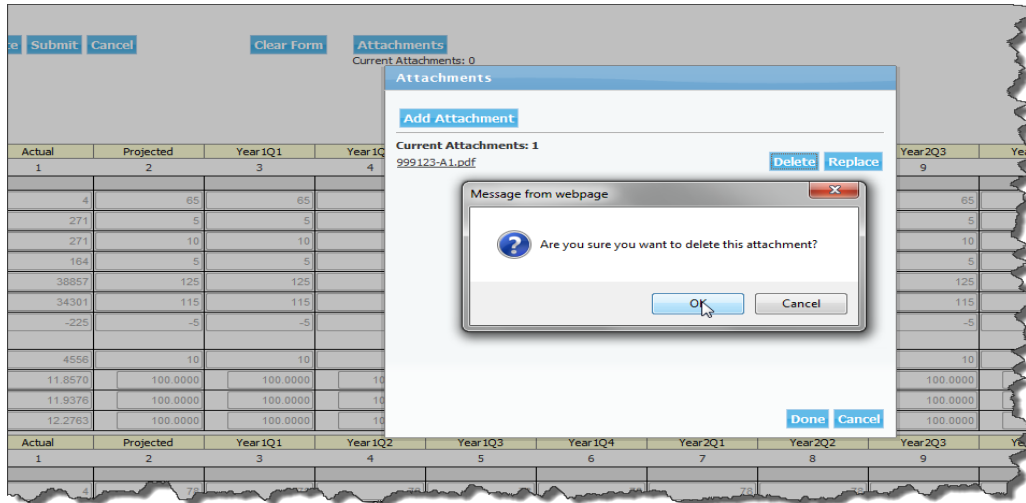


Delete a File Attachment

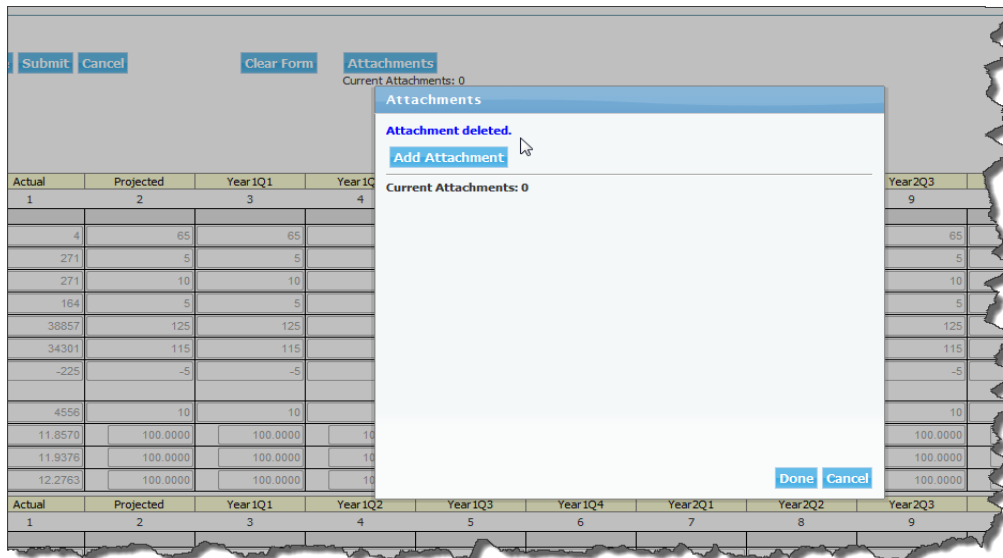
Once a file has been uploaded, you may delete that file attachment. To get to the Delete Attachment dialog box, click the Attachments button, then click the Delete button alongside the file you wish to delete.



Click the Delete button and then OK.



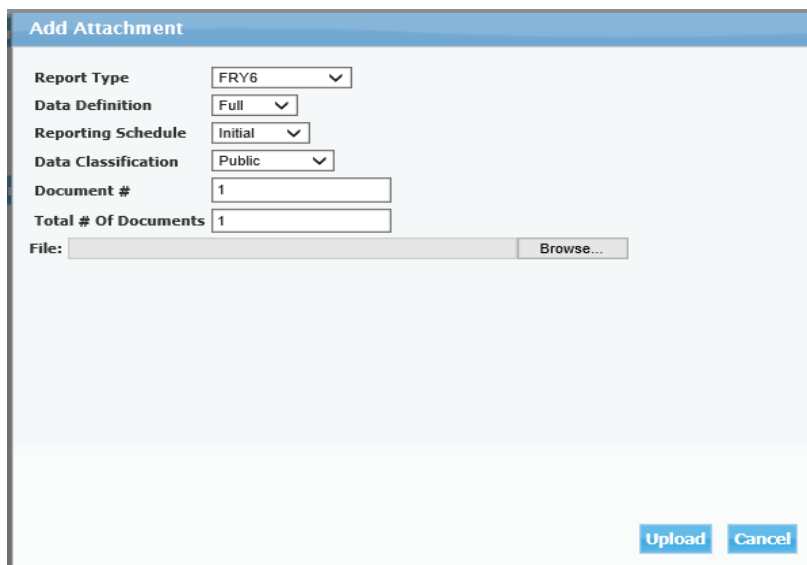
Reporting Central displays a message indicating the file was successfully deleted.



FR Y-6 File Naming Functionality

When an attachment is added for the FR Y-6, you will be asked to make a series of selections based on the attributes of the file(s) that Reporting Central will use to create the file name. The RSSD and as-of date will automatically be added to the file name based on the institution.

- Reporting Central will give you an error message if you choose options that will create a file that has a filename that matches an already attached file.
- Remember: To complete the file attachment process after clicking the Upload button, you must click the Done button at the bottom of the following screen. If you click Cancel, all file uploads will be canceled.



The 'Add Attachment' dialog box contains the following fields and controls:

- Report Type: FRY6 (dropdown)
- Data Definition: Full (dropdown)
- Reporting Schedule: Initial (dropdown)
- Data Classification: Public (dropdown)
- Document #: 1 (text input)
- Total # Of Documents: 1 (text input)
- File: [Empty text input] [Browse... button]
- [Upload button] [Cancel button]



The 'Attachments' dialog box displays the following information:

- Attachment was successfully uploaded.
- [Add Attachment button]
- Current Attachments: 4
- Attachment 1: FRY6 [Progress bar] Partial Initial Public 20181231_1 of 2.pdf [Delete button] [Replace button]
- Attachment 2: FRY6 [Progress bar] Full Initial Confidential 20181231_1 of 1.pdf [Delete button] [Replace button]
- Attachment 3: FRY6 [Progress bar] Full Initial Public 20181231_1 of 1.pdf [Delete button] [Replace button]
- Attachment 4: FRY6 [Progress bar] Full Revised Public 20181231_1 of 1.pdf [Delete button] [Replace button]
- [Done button] [Cancel button] (indicated by a red arrow)

IX. Reporting Central Contacts

- **Reporting Central District Contacts:**

<https://www.frbervices.org/contactus/reporting-central.html>

- **Tokens, Passwords and Reporting Central Set Up:**

<https://www.frbervices.org/contactus/customer-contact-center.html>

Customer Contact Center (CCC): 1-888-333-7010 (Option 1)

- **Email Questions To:**

NY.ReportingCentralCommunication@NY.FRB.ORG