

# **File Upload User Guide**

## **FR 2644**

### **Weekly Report of Selected Assets and Liabilities of Domestically Chartered Commercial Banks and U.S. Branches and Agencies of Foreign Banks**

#### **Federal Reserve System**

## Overview

The Federal Reserve System's Reporting Central Application provides the ability to submit data upload files generated from spreadsheet files (*e.g.*, Microsoft Excel) via the internet. As a result, reporting institutions that use a spreadsheet to prepare their data will not have to key their data into a web page form. While this feature was provided for reporting institutions using spreadsheets, the file can be created by any other backend system that a reporting institution uses to generate its data.

This document provides the required file format for submitting the data via Reporting Central and shows how a reporting institution can create the file from a spreadsheet for the **FR 2644 – Weekly Report of Selected Assets and Liabilities of Domestically Chartered Commercial Banks and U.S. Branches and Agencies of Foreign Banks**. Formulas were used to pull the data from the spreadsheet worksheets containing the data and format them for transmission to Reporting Central.

Microsoft Excel was used in this example but the same process can be applied to other spreadsheet software. The method used to create the file is at the discretion of the reporter. This guide assumes that the data already exist in spreadsheet form.

## How to create a text file from a spreadsheet for the FR 2644

The FR 2644 is comprised of a Cover Page, one schedule with several financial and text fields. To minimize issues arising during the creation of the Reporting Central text file, it is strongly recommended reporting institutions follow the process described below.

### Field Labels

The identifying label for both financial and text data is the eight-character MDRM descriptor listed in Appendix A. Reporting Central uses the MDRM to identify individual report items in the file upload.

	Item	Dollar Amounts in Thousands	Dollar Amounts in Thousands
<b>Financial Data Items</b>		<b>8-character MDRM</b>	<b>8-character MDRM</b>
<b>Assets</b>			
1.	Cash and balances due from depository institutions		WRSS0010
2.	Securities (including securities reported as trading assets on the Call Report):		
2.a.	U.S. Treasury securities and U.S. Government agency obligations:		
2.a(1)	Mortgage-backed Securities		WRSS0602
2.a.(2)	Other U.S. Treasury and U.S. Government agency obligations		WRSSC501
2.b.(1)	Other Mortgage-backed securities		WRSSG289
2.b.(2)	All other securities		WRSSG290
3.	Federal funds sold and securities purchased under agreements to resell		WRSS1350

### Field Values

Financial data fields can have either positive, zero, or null values. When you prepare your spreadsheet, this table explains how you enter positive, zero, and null values in the item value cell of the spreadsheet.

Financial Data Item Value	Format
Positive	[leave value as is]
Negative	Value preceded by a "-" sign
Zero	0
* Null (or blank)	[leave blank]

\* Items 4.g. is the only item that may have a null value.

### Field Character Limits

Standard financial data are reported in Thousands and allow entry of up to 14 digits, with no decimal places. FR 2644 has only standard financial data items and text items.

For text items character limits, see Appendix B.

## Step 1 – Create Data Listing

Since it is presumed that the reporter already has the report data in spreadsheet format, all subsequent steps in this guide are based on using this report data as the source. The first step recommended is to create a sequential listing of all the items containing the item number, the eight-character MDRM, item description, and item value. It is easier to list all of the financial data items first and then the text items after that.

**NOTE** Adding additional information to this spreadsheet (like item description and item number) can make items easier to identify and help troubleshoot potential problems. However, this information is completely optional.

FR 2644 Weekly Report of Selected Assets and Liabilities of Domestically Chartered Commercial Banks and U.S. Branches and Agencies of Foreign Banks						
	<b>Respondent ID</b>		9999999999			
	<b>Series Name</b>		FR 2644			
	<b>As of Date</b>		12/31/2017			
	<b>Financial Data Items</b>					
	<b>Report Form</b>	<b>RC Item</b>	<b>RC Item</b>		<b>Dollar Amount</b>	<b>Dollar Amount</b>
	<b>Line Name</b>	<b>Identifier</b>	<b>Identifier</b>	<b>Item Description</b>	<b>in Thousands</b>	<b>in Thousands</b>
	<b>Assets</b>					
	1.		WRSS0010	Cash and balances due from depository institutions		5
	2.			Securities (including securities reported as trading assets on the Call Report)		
	2.a.			U.S. Treasury Securities and U. S. Government agency obligations		
	2.a.(1)		WRSS0602	Mortgage-backed securities		5
	2.a.(2)		WRSSC501	Other U.S. Treasury and U.S. Government agency obligations		5
	2.b.			Other Securities:		
	2.b.(1)		WRSSG289	Mortgage-backed securities		5
	2.b.(2)		WRSSG290	All other securities		5
	3.		WRSS1350	Federal funds sold and securities purchased under agreements to resell		5
	4.			Loans and leases (including loans reported as trading assets on the Call Report):		
	4.a.			Loans secured by real estate:		
	4.a.(1)		WRSS1797	Revolving, open-end loans secured by 1-4 family residential properties and extended under lines of credit		5
	4.a.(2)		WRSSA284	Commercial real estate loans		5

	<b>Text Items</b>					
59						
60	Cover Page	WRSS8901		Person to be Contacted Concerning Report	James Jones	
61	Cover Page	WRSS4086		E-mail Address	james.jones@thebank.com	
62	Cover Page	WRSS8902		Area Code / Phone Number / Extension	555-999-9999	
63						
64						

Complete the spreadsheet by listing all of the items in Appendix A.

## Step 2 – Link and Format Data Cells

In Sheet 2 of the workbook, all of the financial and text items will be linked to Sheet 1 and formatting characters inserted to aid in the creation of the final text file.

**NOTE** We differentiate between financial items and text items in Appendix A. It is sometimes clear by the MDRM that an item is text, but that may not be the case in every instance. We identified all text items clearly in the Report Form Line Number column with “TEXT” in this column. You should use this column to identify text items.

Text Items			
TEXT	Person to be Contacted Concerning Report	WRSS8901	
TEXT	E-mail Address	WRSS4086	
TEXT	Area Code / Phone Number / Extension	WRSS8902	

### Data Format for Financial Data Items

- “L” is the separator between data items.
- Eight-character MDRM.
- “+” represents the maximum number of columns on the report form into which financial data can be entered. If a report section contains less number of columns than another section that has the maximum number, each item still must contain the maximum number of +’s.
- Financial data is entered after each “+” and includes a “-“ (minus sign) if value is negative.

Financial Data Excel formula: =”L”&Sheet1!D12&”+”&Sheet1!G12  
 Translates to: LWRSS0010++4435

### Data Format for Text Items

- “L” is the separator between data items.
- Eight-character MDRM.
- Text data entry is preceded by two underscores and followed by two underscores.

Text Data Excel formula: =”L”&Sheet1!C61&”\_”&Sheet1!F61&”\_”  
 Translates to: LWRSS8901\_\_John Smith, AVP\_\_

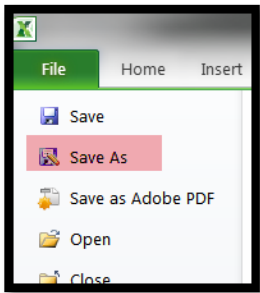
**NOTE** For null values, which you leave blank in the spreadsheet, the resulting item values will also be blank. For example, the items with null values will look like this:

- For data items: LWRSS3123+ + (a blank follows the plus sign for null)
- For text items: LWRSS8902\_\_\_\_\_ (four underscores)

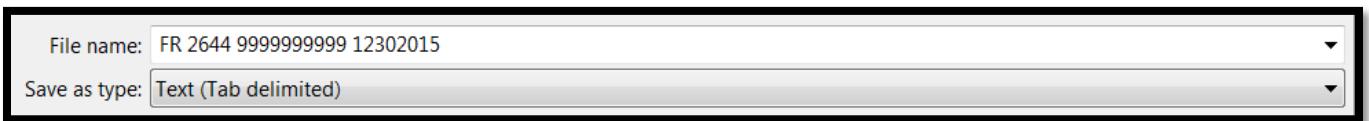
The above is repeated for all financial data and text items. Once all fields have been linked, you can create the text file.

### Step 3 – Create the Text File

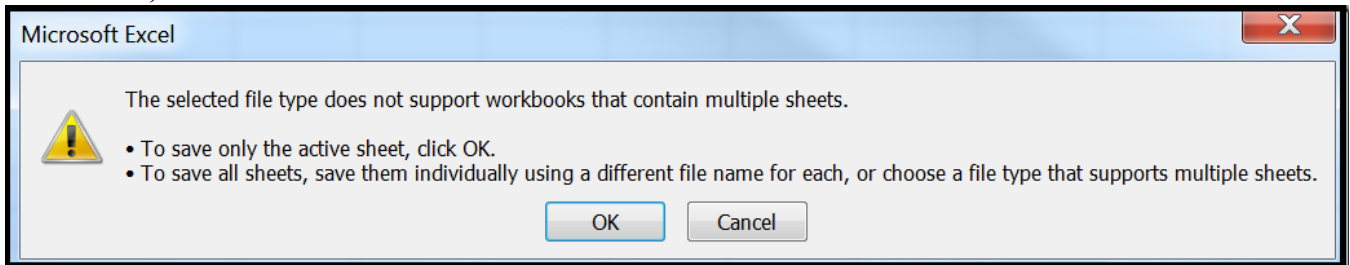
After saving the file in spreadsheet format the text file can be created by first navigating to the **File** tab.



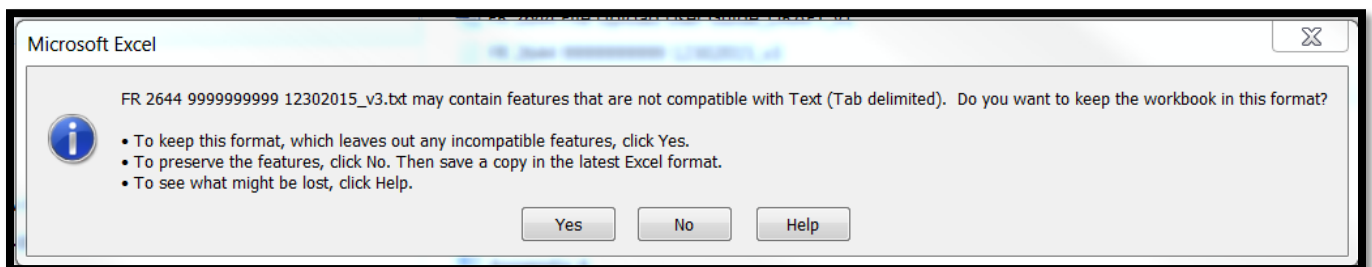
Then selecting the ‘**Save As**’ option and indicating the file type as ‘**Text (Tab delimited) (\*.txt)**.’



A message will appear indicating that this file selection does not support workbooks with multiple worksheets, select ‘**OK**.’



An additional message will be displayed concerning incompatibility features, select ‘**Yes**.’



#### Step 4 – Format the Text File and Add Header Record

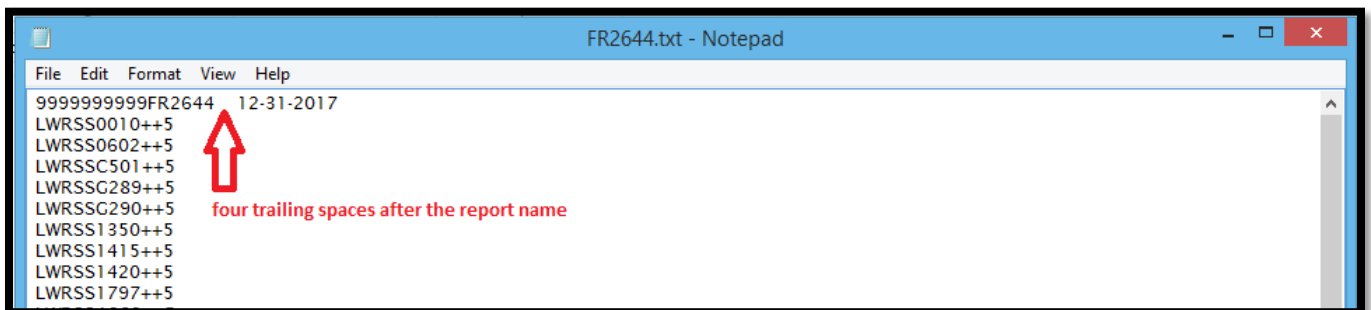
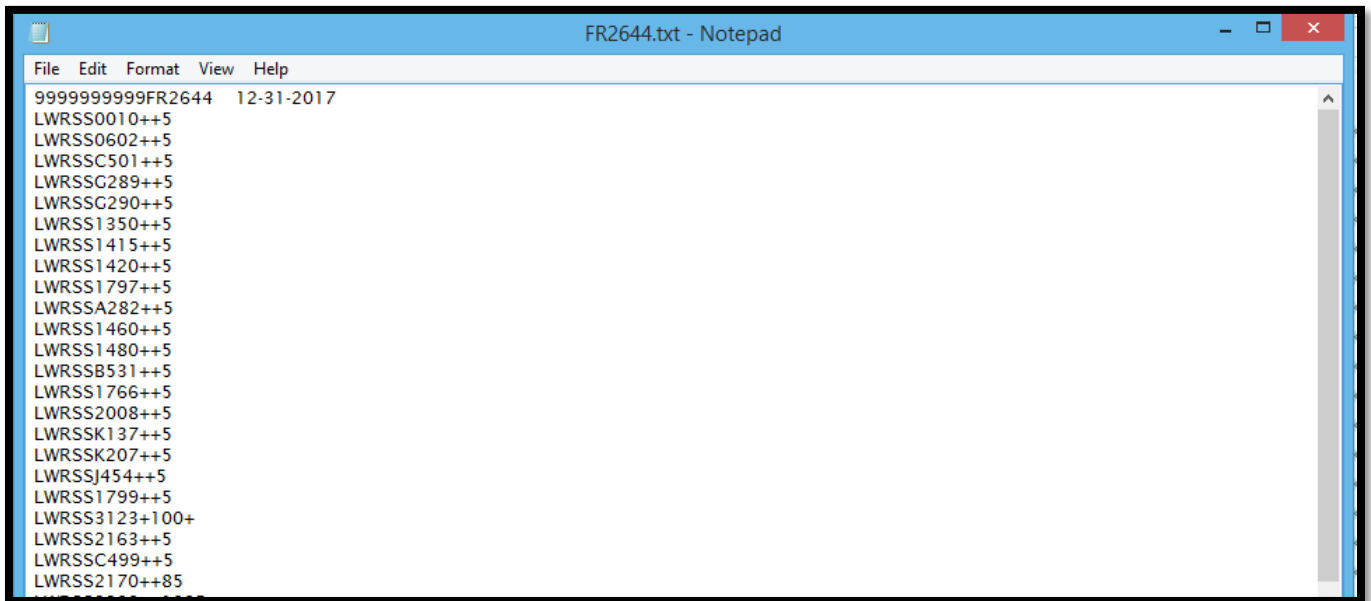
The text file will have been created and will look like this. If there are quotation marks at the beginning and the end of the file, you will need to remove those before continuing.



The next step is to add the header record.

The file header record consists of the following items:

- the first 10 spaces are the RSSD ID with leading zeroes
- the next 10 spaces are the report series ID 'FR2644,' plus four trailing spaces
- the report as-of date, in MM-DD-YYYY format



## Step 5 – Reporting Central Submission

In Reporting Central, select the File Upload tab and then click the ‘Browse...’ button. Then, navigate to the stored text file and select the filename so it appears in the ‘File:’ box. Select ‘Continue’ to upload.

Build: 3.3.1.0 (11/17/2015 02:00 AM) (revision: 4428/T7501)

**Status/Search** **Data Entry** **File Upload** **Data Editing** **Admin**

Specify a file to upload.

File:  Browse...

Continue

**Documents library**  
Data File Uploads

Name	Date modified	Type	Size
FR2644	10/9/2015 9:49 AM	Text Document	1 KB
FR2644_20150902	9/21/2015 2:28 PM	Text Document	1 KB
FR2644_20151230	9/11/2015 8:07 AM	Text Document	1 KB
FR2644_20140101	9/11/2015 8:06 AM	Text Document	1 KB
FR2644_20151209	9/9/2015 11:51 AM	Text Document	1 KB

If there are no formatting issues during the file upload the data will load directly into the report screen.

Build: 3.3.1.0 (10/07/2015 02:00 AM) (revision: 4348/T4281)

**Status/Search** **Data Entry** **File Upload** **Data Editing** **Admin**

**Reporter:** [Redacted]  
**Series:** FR2644  
**As of Date:** 09/02/2015  
**Security Classification:** Internal FR

**Status:**  
**Submission Date:**  
**Submitter:**

Sections: Weekly Report of Selected Assets and Liabilities of Domestically Chartered Commercial Banks and U.S. Branches and Agencies of Foreign Banks—FR 2644

Estimated Data

Weekly Report of Selected Assets and Liabilities of Domestically Chartered Commercial Banks and U.S. Branches and Agencies of Foreign Banks - FR 2644

	Dollar Amounts In Thousands	Dollar Amounts In Thousands
<b>Assets</b>		
1. Cash and balances due from depository institutions WRSS 0010		5
2. Securities (including securities reported as trading assets on the Call Report):		
a. U.S. Treasury securities and U.S. Government agency obligations:		
(1) Mortgage-backed securities WRSS 0602		5
(2) Other U.S. Treasury and U.S. Government agency obligations WRSS C501		5
b. Other securities:		

The report data can then be validated and saved. If errors exist in the text file error messages will appear in the file upload window, which can be used to troubleshoot any formatting issues.



**Appendix A**

**FR 2644 Report Detailed Field Specifications**

	Item	Dollar Amounts in Thousands	Dollar Amounts in Thousands
Financial Data Items		8-character MDRM	8-character MDRM
Assets			
1.	Cash and balances due from depository institutions		WRSS0010
2.	Securities (including securities reported as trading assets on the Call Report):		
2.a.	U.S. Treasury securities and U.S. Government agency obligations:		
2.a(1)	Mortgage-backed Securities		WRSS0602
2.a.(2)	Other U.S. Treasury and U.S. Government agency obligations		WRSSC501
2.b.(1)	Other Mortgage-backed securities		WRSSG289
2.b.(2)	All other securities		WRSSG290
3.	Federal funds sold and securities purchased under agreements to resell		WRSS1350
4.	Loans and leases (including loans reported as trading assets on the Call Report):		
4.a.	Loans secured by real estate:		
4.a.(1)	Construction, land development, and other land loans		WRSS1415
4.a.(2)	Secured by farmland		WRSS1420
4.a.(3)	Secured by 1-4 family residential properties:		
4.a.(3).a.	Revolving, open-end loans secured by 1-4 family residential properties and extended under lines of credit		WRSS1797
4.a.(3).b.	Closed-end loans secured by 1-4 family residential properties		WRSSA282
4.a.(4)	Secured by multifamily (5 or more) residential properties		WRSS1460
4.a.(5)	Secured by nonfarm nonresidential properties		WRSS1480
4.b.	Loans to, and acceptances of, commercial banks in the U.S. (including U.S. branches and agencies of foreign banks)		WRSSB531
4.c.	Commercial and industrial loans		WRSS1766
4.d.	Loans to individuals for household, family, and other personal expenditures:		
4.d.(1)	Credit cards and other revolving credit plans		WRSS2008
4.d.(2)	Automobile loans		WRSSK137
4.d.(3)	Other consumer loans (including single payment and installment loans other than automobile loans and all student loans)		WRSSK207
4.e.	Loans to nondepository financial institutions		WRSSJ454
4.f.	All other loans and leases		WRSS1799
4.g.	Allowance for loan and lease losses	WRSS3123	
5.	Other assets:		
5.a.	Net due from related foreign offices (if FFIEC 002 respondent, include head office and other related depository institutions in the U.S.)		WRSS2163
5.b.	All other assets including trading assets		WRSSC499
6.	Total assets (sum of items 1 through 4.f, 5.a and 5.b, minus item 4.g)		WRSS2170

	Item	Dollar Amounts in Thousands	Dollar Amounts in Thousands
<b>Liabilities</b>			
7.	Total deposits:		
7.a.	Time deposits of \$100,000 or more		WRSS2604
7.b.	All other deposits		WRSSHT38
8.	Borrowings (including federal funds purchased and securities sold under agreements to repurchase and other borrowed money)		WRSS2800
9.	Other liabilities		
9.a.	Net due to related foreign offices (if FFIEC 002 respondent, include head office and other related depository institutions in the U.S.)		WRSS2941
9.b.	All other liabilities (including subordinated notes and debentures and trading liabilities)		WRSSC500
10.	Total liabilities (sum of items 7 through 9)		WRSS2948
<b>Memoranda</b>			
M.1.	Net unrealized gains (losses) on available-for-sale securities		WRSS8434
M.1.a.	Net unrealized gains (losses) on available-for-sale securities, U.S. Treasury and U.S. Government agency obligations, mortgage-backed securities (included in line M.1 above)	WRSSS285	
<b>Text Items</b>			
TEXT	Person to be Contacted Concerning Report	WRSS8901	
TEXT	E-mail Address	WRSS4086	
TEXT	Area Code / Phone Number / Extension	WRSS8902	

## Appendix B FR 2644 Item Character Limits

### Text Item Character Limits

MDRM Number	Description	Length	Format
WRSS8901	Person to be Contacted Concerning This Report	72	Text
WRSS4086	E-Mail Address of Contact	72	Text
WRSS8902	Area Code/ Phone Number/ Extension	30	Text

## Document Revision History

Author	Version	Date	Description
Pamela Adgate	V1.0	11/19/2015	Initial
Pamela Adgate	V2.0	09/13/2017	Updated for Series Break effective 1/3/2018
Pamela Adgate	V2.1	09/04/2018	Updated Page 3: * Item 4.g is the only item that may have a null value; removed M.1 & M.1.a from this statement