File Upload User Guide

FR 2320

Quarterly Savings and Loan

Holding Company Report

Federal Reserve System

Overview

The Federal Reserve System's Reporting Central Application provides the ability to submit 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 2320 — Quarterly Savings and Loan Holding Company Report*. 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 2320

The FR 2320 is comprised of multiple schedules and about a hundred financial and text fields. To minimize issues with problems arising during the creation of the Reporting Central text file, it is strongly recommended reporting institutions follow the process described below.

> **NOTE** Only one file upload can be submitted for each individual respondent and as of date. It is no longer possible to submit multiple respondents in a single file.

Field Labels

The identifying label for both financial and text data is eight-character MDRM descriptor listed in *Appendix A*.

Reporting Central uses the 8-character **MDRM** to identify individual report items. For File Upload, Reporting Central allows you to use either the **Reporting Central format** or the **CIPS format**.

Appendix A — FR 2320 Report Detailed Field Specifications

A.1. Financial/Numeric Data Items

FR 2320 Schedule — Financial/Numeric Data Items	Report Form Item Number	MDRM for the File Upload
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	1.	SLHP2170
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	2.	SLHP2950
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.a.	SLHP8608
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.b.	SLHP8609
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	4.a.	SLHP3266
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	4.b.	SLHP3240

Field Values

Financial data fields can have either positive, negative, zero, or null values. These values are formatted differently in the Reporting Central and CIPS upload files.

Table 1. Format Differences for Financial Data Item Values

Financial Data Item Value	Reporting Central Format	CIPS Format
Positive	[leave value as is]	Precede by plus (+) sign
Negative	Precede by minus (-) sign	Precede by minus (-) sign
Zero	0	+0
Null (or blank)	[leave blank]	-0

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 if you list all of the financial data items first and then the text items after that.

Both the **Reporting Central file format** and the **CIPS file format** use the eight-character MDRM (see *Column E* below).

| 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. |

Step 2 – Link and Format Data Cells

In Sheet 2 of the workbook, all of the financial and text items will be linked to cells in Sheet 1 and formatting characters inserted to aid in the creation of the final text file. Note that the formatting of item values in the **Reporting Central upload file** differs from that of the **CIPS upload file**.

RC Format —Sheet 2
will look like this:

	A	B	C	D	E
1	="L"&Sheet1!E8&"+"&Sheet1!G8
2	="L"&Sheet1!E9&"+"&Sheet1!G9
3	="L"&Sheet1!E10&"+"&Sheet1!G10
4	="L"&Sheet1!E11&"+"&Sheet1!G11
5	="L"&Sheet1!E12&"+"&Sheet1!G12
6	="L"&Sheet1!E13&"+"&Sheet1!G13
7	="L"&Sheet1!E14&"+"&Sheet1!G14
8	="L"&Sheet1!E15&"+"&Sheet1!G15

CIPS Format —Sheet 2
will look like this:

	A	B	C	D
1	=Sheet1!E8&"+"&Sheet1!G8&","
2	=Sheet1!E9&"+"&Sheet1!G9&","
3	=Sheet1!E10&"+"&Sheet1!G10&","
4	=Sheet1!E11&"+"&Sheet1!G11&","
5	=Sheet1!E12&"+"&Sheet1!G12&","
6	=Sheet1!E13&"+"&Sheet1!G13&","
7	=Sheet1!E14&"+"&Sheet1!G14&","
	=Sheet1!E15&"+"&Sheet1!G15&","

This code is repeated for all fields. Once all fields have been linked, you can create the text file.

Reporting Central – Data Format
- "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 "+".
- Text data entry is preceded by two underscores and followed by two underscores.

For Example

Reporting Central Financial Data Excel Formula: `="L"&Sheet1!E8&"+"&Sheet1!G8`
Translates to: `LSLHP2170+100`

Reporting Central Text Data Excel Formula: `="L"&Sheet1!E109&"__"&Sheet1!G109&"__"`
Translates to: `LSLHXC490__John Smith__`

CIPS – Data Format

- Data items are separated by commas.
- Eight-character MDRM.
- "+" is placed between the MDRM and the data value.
- Null values are represented by "-0" and are not preceded by the "+" sign.
- Text data values are preceded by a single underscore and followed by two underscores

For Example

CIPS Financial Data Excel Formula: `=Sheet1!E8&"+"&Sheet1!G8&","`
Translates to: `RIAD4094+100,`

CIPS Text Data Excel Formula: `=Sheet1!E1026&"+_"&Sheet1!G1026&"__,"`
Translates to: `TEXTC490+_John Smith__,`

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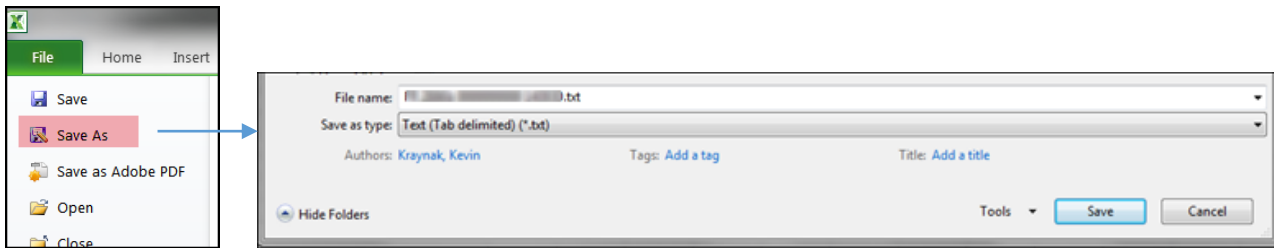
A message will appear indicating that this file selection does not support workbooks with multiple worksheets, select 'OK.'

An additional message will be displayed concerning incompatibility features, select 'Yes.'

Step 4 – Format the Text File and Add Header Record

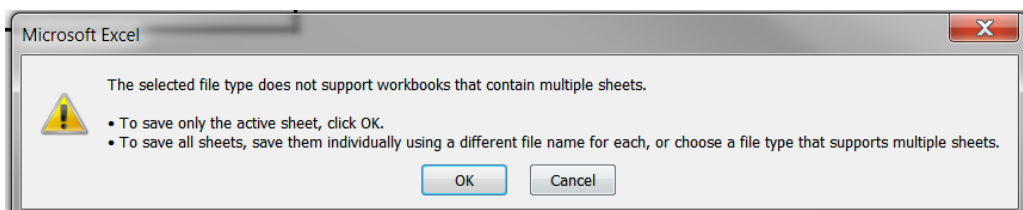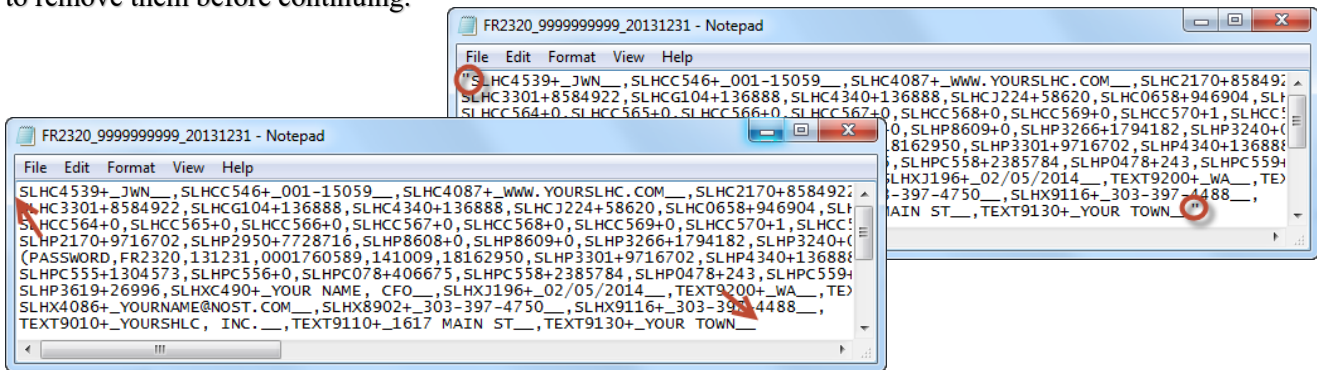The text file will have been created and will look like this (the example shows the CIPS upload file, but the Reporting Central format will look similar except for the formatting differences discussed above). If the generation of this file includes quotation marks (see below) at the beginning and the end of the file, you will need to remove them before continuing.

The next step is to add the header record.

The **Reporting Central file header** record consists of the following items:
- the first 10 characters are the RSSD ID with leading zeroes
- the next 10 characters are the report series name **FR2320**, followed by five spaces
- the report as-of date, in MM-DD-YYYY.
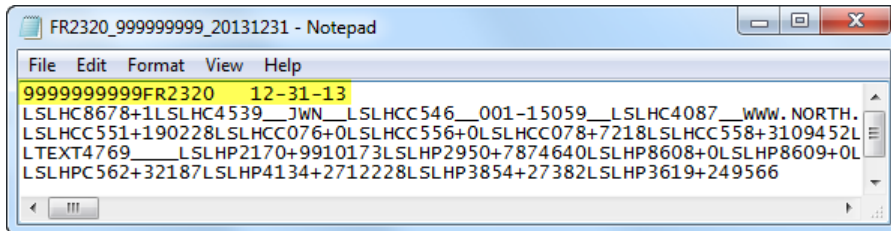
The **CIPS file header record** consists of the following items, all separated by a comma (","):
- the series password that is provided by the Federal Reserve Bank analyst—it must be exactly eight characters in length and spaces should be inserted if the actual password is shorter
- the report series name **FR2320**
- the report as-of date, in YYMMDD format
- the reporter RSSD ID—it must be ten digits in length and should be prefixed by leading zeroes if shorter
- the date stamp, in YYMMDD format
- the time stamp, in HHMMSS format, then add two zeroes at the end.

The final step in formatting the CIPS file is to enclose the entire file in parentheses by inserting a left parenthesis at the beginning of the file and a right parenthesis at the end of the file.
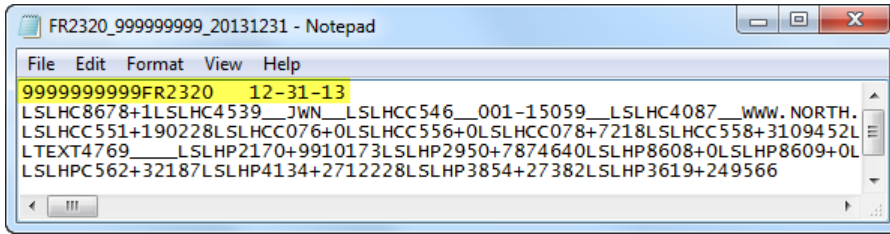
Step 5 – Reporting Central Submission

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 ***Open*** to choose the file. In Reporting Central, select ***Continue*** to upload the file.
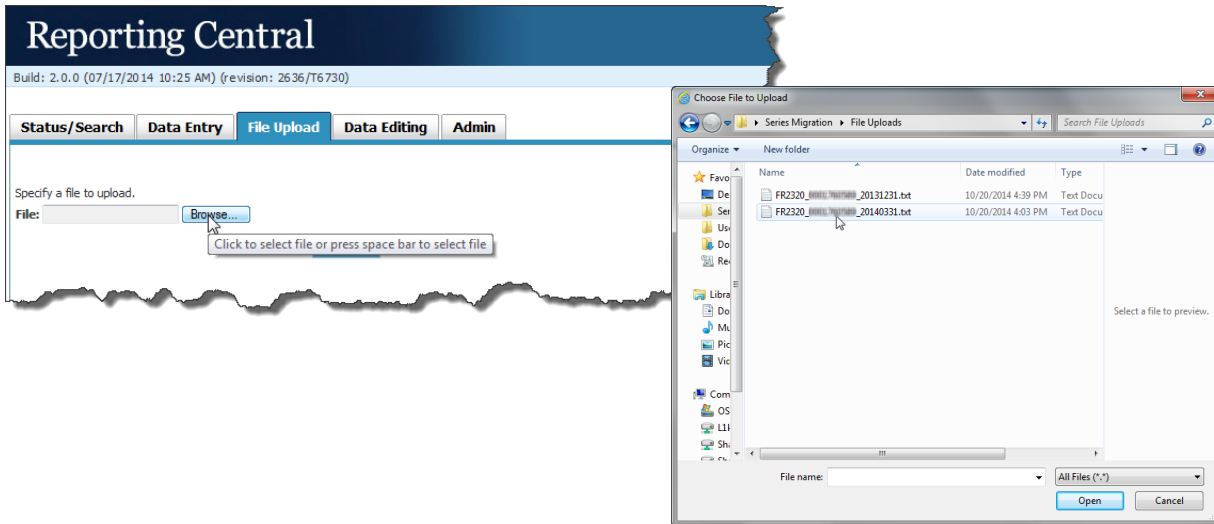
If there are no formatting issues during the file upload the data will load directly into the report screen.

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 2320 Report Detailed Field Specifications

A.1. Financial/Numeric Data Items

FR 2320 Schedule — Financial/Numeric Data Items	Report Form Item Number	MDRM for the File Upload
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	1.	SLHP2170
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	2.	SLHP2950
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.a.	SLHP8608
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.b.	SLHP8609
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	4.a.	SLHP3266
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	4.b.	SLHP3240
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	5.a.	SLHP8434
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	5.b.	SLHPC506
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	5.c.	SLHPC507
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	6.	SLHP3250
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	7.	SLHPA130
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	10.b.	SLHP4340
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	11.	SLHPJ224
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.a.	SLHP0658
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.b.(1)	SLHPC547
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.b.(2)	SLHPC548
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.c.(1)	SLHPC549
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.c.(2)	SLHPC550
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	13.a.	SLHP3164
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	13.b.	SLHPC551
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	14.	SLHPC076
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.a.(1)	SLHPC552
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.a.(2)	SLHPC553
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.b.(1)	SLHPC554
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.b.(2)	SLHPC555
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	16.	SLHPC556
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	17.	SLHPC078
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	18.	SLHPC558
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.a.	SLHP0478
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.b.(1)	SLHPC559
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.b.(2)	SLHPC560
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.c.	SLHP4003
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.d.(1)	SLHPC561
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.d.(2)	SLHPC562
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.e.	SLHP4134
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.f.	SLHP3854
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	20.	SLHP3619
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	1.	SLHC2170

FR 2320 Schedule — Financial/Numeric Data Items	Report Form Item Number	MDRM for the File Upload
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	2.	SLHC2950
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	3.a.	SLHC8608
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	3.b.	SLHC8609
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	4.a.	SLHC3266
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	4.b.	SLHC3240
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	5.a.	SLHC8434
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	5.b.	SLHCC506
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	5.c.	SLHCC507
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	6.	SLHC3250
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	7.	SLHCA130
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	7.b.	SLHC3000
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	10.a.	SLHCG104
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	10.b.	SLHC4340
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	11.	SLHCJ224
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	12.a.	SLHC0658
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	13.a.	SLHC3164
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	13.b.	SLHCC551
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	14.	SLHCC076
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	16.	SLHCC556
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	17.	SLHCC078
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	18.	SLHCC558
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.a.	SLHC0478
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.c.	SLHC4003
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.d.(1)	SLHCC561
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.d.(2)	SLHCC562
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.e.	SLHC4134
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.f.	SLHC3854
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	20.	SLHC3619
Supplemental Questions	21.	SLHCC564
Supplemental Questions	22.a.	SLHCC565
Supplemental Questions	22.b.	SLHCC566
Supplemental Questions	22.c.	SLHCC567
Supplemental Questions	22.d.	SLHCC568
Supplemental Questions	22.e.	SLHCC569
Supplemental Questions	22.f.	SLHCC570
Supplemental Questions	23.	SLHCC571
Supplemental Questions	24.	SLHCC572
Supplemental Questions	25.	SLHCC573
Supplemental Questions	26.	SLHCC574
Supplemental Questions	27.	SLHCC575
Supplemental Questions	28.	SLHCC576
Supplemental Questions	29.	SLHCC577
Supplemental Questions	30.a.	SLHCC582

FR 2320 Schedule — Financial/Numeric Data Items	Report Form Item Number	MDRM for the File Upload
Supplemental Questions	30.b.	SLHCC583
Supplemental Questions	30.c.	SLHCC584
Supplemental Questions	30.d.	SLHCC585
Supplemental Questions	30.e.	SLHCC586

A.2. Text Items — Cover Page

FR 2320 Schedule — Cover Page Text Items	Report Form Item Number	MDRM for the File Upload
Cover Page, Printed Name of CFO (or equivalent)	—	SLHXC490
Cover Page, Date of Signature (MM/DD/YYYY)	—	SLHXJ196
Cover Page, Legal Title of Savings and Loan Company	—	TEXT9010
Cover Page, Mailing Address Information	Address	TEXT9110
Cover Page, Mailing Address Information	City	TEXT9130
Cover Page, Mailing Address Information	State	TEXT9200
Cover Page, Mailing Address Information	Zip Code	TEXT9220
Cover Page, Fiscal Year End (MM)	—	SLHC8678
Cover Page, Stock Exchange Ticker Symbol	—	SLHC4539
Cover Page, SEC File Number	—	SLHCC546
Cover Page, Website Address	—	SLHC4087
Cover Page, Contact for Questions	Name/Title	SLHX8901
Cover Page, Contact for Questions	Phone Number	SLHX8902
Cover Page, Contact for Questions	FAX Number	SLHX9116
Cover Page, Contact for Questions	E-mail Address	SLHX4086
Cover Page, Explanatory Message	—	TEXT4769