Spreadsheet File Transfer User Guide

FR 2915
Report of Foreign (Non-U.S.)
Currency Deposits

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 2915 – Report of Foreign (Non-U.S.) Currency Deposits**. 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 2915

The FR 2915 is comprised of one schedule and 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.

Appendix A
FR 2915 Report Detailed Field Specifications

| Report Form Line Number	Item	8-character MDRM
Financial Data Items		
	No foreign currency deposits	FCDQH020
1.	Total transaction accounts	FCDQ2215
2.	Cash items in process of collection	FCDQ0020
3.	Total savings and time deposits	FCDQ3682
4.	Demand deposits due	FCDQ2698
5.	Time and savings deposits due	FCDQ3683
6.	All time deposits with balances of $100,000 or more	FCDQ2604
Text Items		
	Name of Reporting Institution	FCDQ9017
	Address of Reporting Institution	FCDQ9028
	City of Reporting Institution	FCDQ9130

Field Values

Financial data fields can have either positive, zero, or null values.

Financial Data Item Value	Format
Positive	[leave value as is]
Zero	0
Null (or blank)	[leave blank]

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.

	A	B	C	D	E	F G H I J	K	L M	N	O	P	Q	R
1													
2			FR 2915 - Report of Foreign (Non-U.S.) Currency Deposits										
3													
4			Respondent ID		9999999999								
5			Series Name		FR2915								
6			As of Date		6/30/2014								
7													
8					FCDQH020	No foreign currency deposits (enter 1 if this is true)							
9								Dollar amount in Thousands					
10				1	FCDQ2215	Total transaction accounts			100				
11				2	FCDQ0020	Cash items in process of collection			10				
12				3	FCDQ3682	Total savings and time deposits			110				
13				4	FCDQ2698	Demand deposits due			50				
14				5	FCDQ3683	Time and savings deposits due			0				
15				6	FCDQ2604	All time deposits with balances of $100,000 or more			50				
16													
17													
18					FCDQ9017	Name of Reporting Institution			Your Bank				
19					FCDQ9028	Address of Reporting Institution			25 Main Street				
20					FCDQ9130	City of Reporting Institution			Your City				
21					FCDQ9200	State of Reporting Institution			CA				
22					FCDQ9220	Zip Code of Reporting Institution			94110				
23					FCDQH321	Authorized Signature							
24					FCDQC491	Title			President				
25					FCDQ8901	Person to be Contacted Concerning this Report			John Smith				
26					FCDQ8902	Area Code / Phone Number			(999)999-9999				
27													
28													

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.

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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.

Data Format for Financial Data Items
- "L" is the separator between data items.
- Eight-character MDRM.
- "+" represents the <u>maximum</u> number of columns on the report form into which financial data can be entered for one MDRM. For FR 2915, the maximum number of columns is one. The formula for each financial item must contain only one "+".
- Financial data displays after each "+".

  Financial Data Excel formula: ="L"&Sheet1!E10&"+"&Sheet1!L10
  Translates to: LFCDQ2215+100

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!E18&"__"&Sheet1!L18&"__"
  Translates to: LFCDQ9017__Your Bank__

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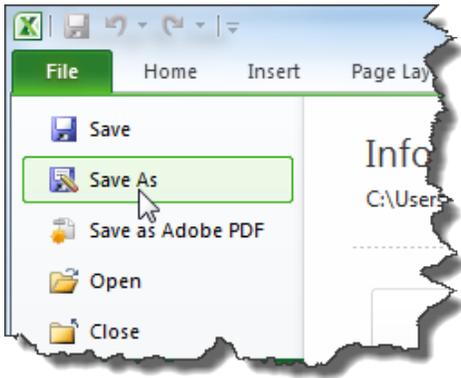
Then selecting the '**Save As**' option and indicating the file type as '**Text (Tab delimited) (*.txt)**.'

If a message appears indicating that this file selection does not support workbooks with multiple worksheets, select '**OK**.'
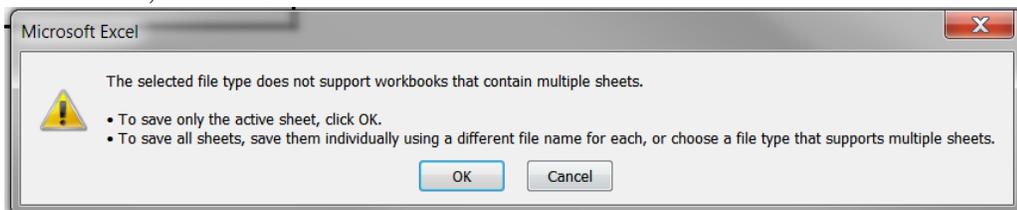

An additional message will be displayed concerning incompatibility features, select '**Yes**.'
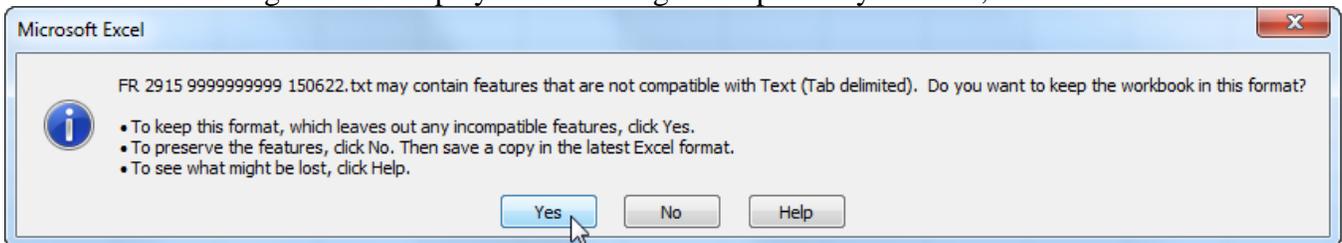
Step 4 – Format the Text File and Add Header Record

The text file you created will look like this.
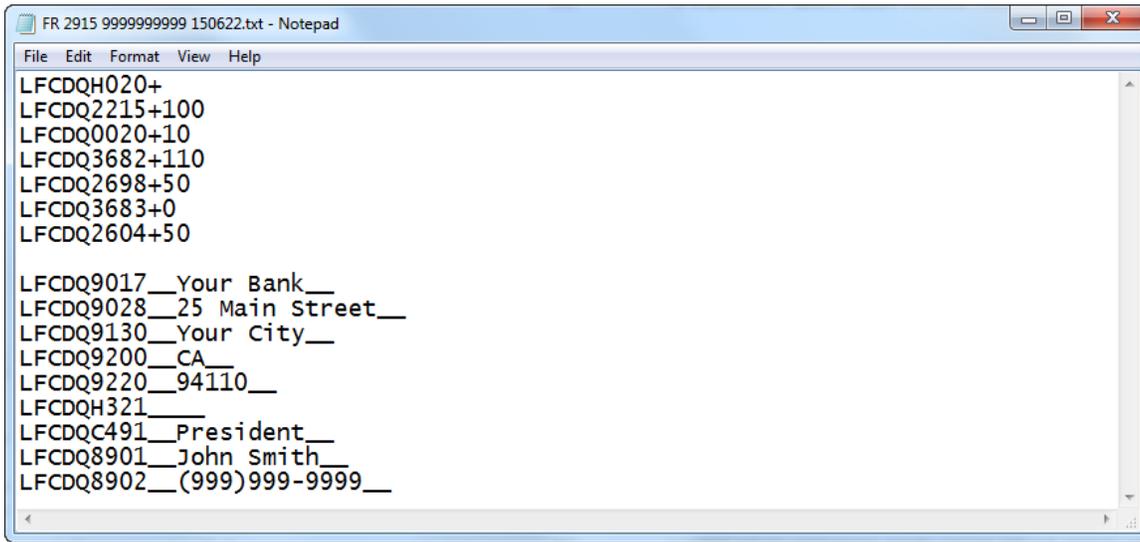
```
FR 2915 9999999999 150622.txt - Notepad
File   Edit   Format   View   Help
LFCDQH020+
LFCDQ2215+100
LFCDQ0020+10
LFCDQ3682+110
LFCDQ2698+50
LFCDQ3683+0
LFCDQ2604+50

LFCDQ9017__Your Bank__
LFCDQ9028__25 Main Street__
LFCDQ9130__Your City__
LFCDQ9200__CA__
LFCDQ9220__94110__
LFCDQH321____
LFCDQC491__President__
LFCDQ8901__John Smith__
LFCDQ8902__(999)999-9999__
```

The next step is to add the header record as the first line.

The <u>file header record</u> 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 'FR2915,' plus four trailing spaces
- the report as-of date, in MM-DD-YYYY format
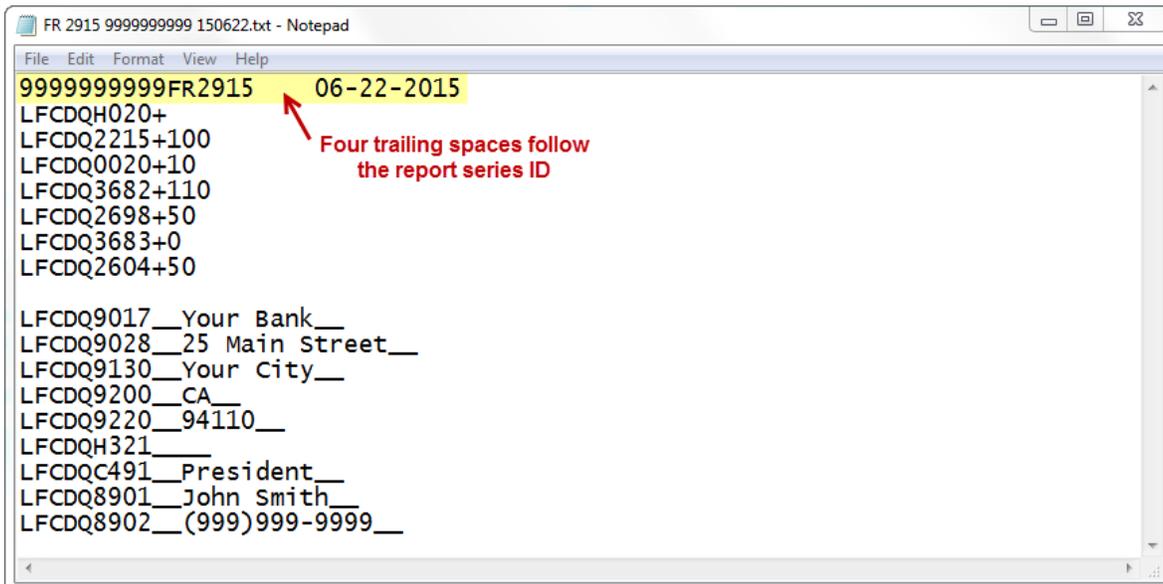
```
FR 2915 9999999999 150622.txt - Notepad
File   Edit   Format   View   Help
9999999999FR2915    06-22-2015
LFCDQH020+
LFCDQ2215+100          Four trailing spaces follow
LFCDQ0020+10              the report series ID
LFCDQ3682+110
LFCDQ2698+50
LFCDQ3683+0
LFCDQ2604+50

LFCDQ9017__Your Bank__
LFCDQ9028__25 Main Street__
LFCDQ9130__Your City__
LFCDQ9200__CA__
LFCDQ9220__94110__
LFCDQH321____
LFCDQC491__President__
LFCDQ8901__John Smith__
LFCDQ8902__(999)999-9999__
```

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.
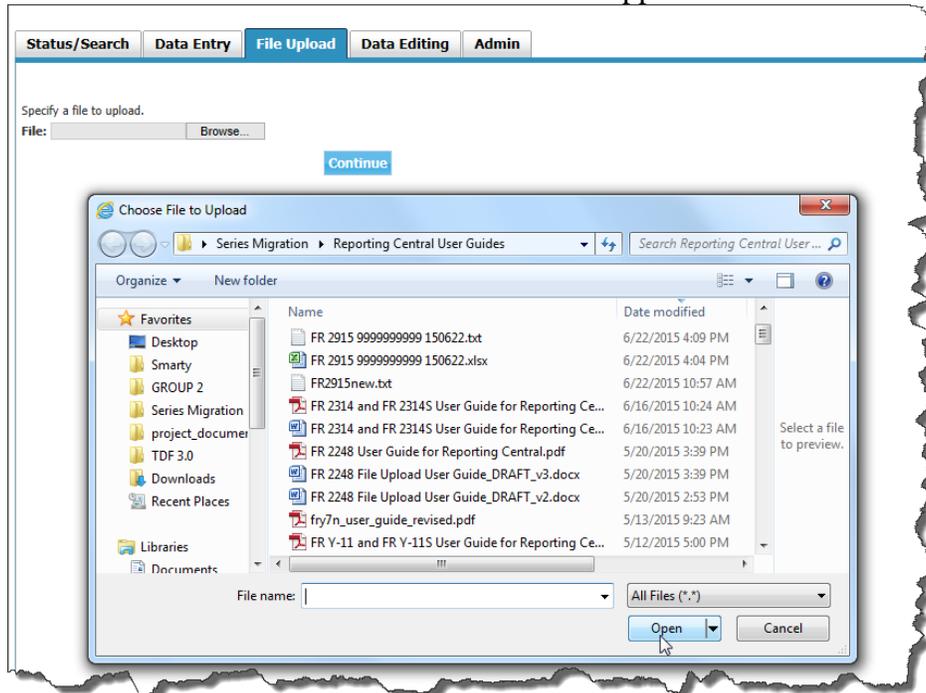
If there are no formatting issues during the file upload the data will load directly into the report screen.
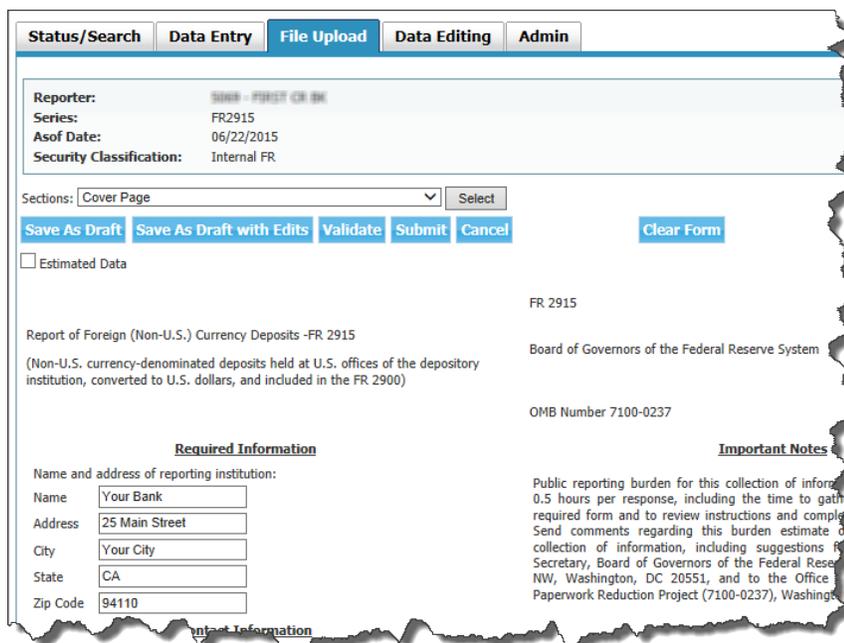
The report data can then be validated and saved. If errors exist in the text file error messages will appear in the file upload window, which can be used to troubleshoot any formatting issues.

Appendix A

FR 2915 Report Detailed Field Specifications

Report Form Line Number	Item	8-character MDRM
Financial Data Items		
[checkbox]	No foreign currency deposits Indicate '1' if your institution had no foreign (non-U.S.) deposits at your U.S. offices on every day of reporting week. Otherwise, please complete the entire report.	FCDQH020
1.	Total transaction accounts	FCDQ2215
2.	Cash items in process of collection	FCDQ0020
3.	Total savings and time deposits	FCDQ3682
4.	Demand deposits due	FCDQ2698
5.	Time and savings deposits due	FCDQ3683
6.	All time deposits with balances of $100,000 or more	FCDQ2604
Text Items		
	Name of Reporting Institution	FCDQ9017
	Address of Reporting Institution	FCDQ9028
	City of Reporting Institution	FCDQ9130
	State of Reporting Institution	FCDQ9200
	Zip Code of Reporting Institution	FCDQ9220
	Authorized Signature	FCDQH321
	Title	FCDQC491
	Person to be Contacted Concerning this Report	FCDQ8901
	Area Code / Phone Number	FCDQ8902