

# **File Upload User Guide**

## **FR 2930**

### **Allocation of Low Reserve Tranche and Reservable Liabilities Exemption**

**Federal Reserve System**

**STATISTICS FUNCTION**

**December 17, 2019**

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## Overview

The Federal Reserve Systems 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 2930 — Allocation of Low Reserve Tranche and Reservable Liabilities Exemption***. 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 2930

The FR 2930 is comprised of two schedules and several financial and text fields. To minimize issues with problems arising during the creation of the Reporting Central text file, it is 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 branches or agencies in a single file.

### Field Labels

The identifying label for both financial and text data is the four-character and 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 2930 Report Detailed Field Specification

FR 2930 Report Schedule	Item Limit <sup>1</sup>	MDRM
<b>Financial Data Items</b>		
Amount of Low Reserve Tranche Allocation	14,0	RTRL3716
Amount of Reservable Liabilities Exemption Allocation	14,0	RTRL3717
<b>Text Items</b>		
Cover Page, Name of Officer Authorized to Sign Report	72	RTRLC490

### 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).

	A	B	C	D	E	F	G	H	I
1									
2		FR2930 - Allocation of Low Reserve Tranche and Reservable Liabilities Exemption							
3									
4			Respondent		9999999999				
5			Series Name		FR2930				
6			As of Date		12/31/2019				
7									
8							Dollar Amount		
9							In Thousands		
10				RTRLC3716	Amount of Low Reserve Tranche Allocation		987		
11				RTRLC3717	Amount of Reservable Liabilities Exemption Allocation		123		
12									
13									
14									
15				RTRLC490	Cover Page, Name of Officer Authorized to Sign Report		John Smith		
16				RTRLC491	Cover Page, Title		Title		
17				RTRLC8901	Cover Page, Name of Person to be Contacted Concerning		John Smith		
18				RTRLC496	Cover Page, Title		Title		
19				RTRLC8902	Cover Page, Area Code / Phone Number / Extension		9999999999		
20				RTRLC9017	Cover Page, Name		John Smith		
21				RTRLC9028	Cover Page, Address		321 Main Street		
22				RTRLC9130	Cover Page, City		Your Town		
23				RTRLC9200	Cover Page, State		YS		
24				RTRLC9220	Cover Page, Zip Code		98765		
25									
26									
27									

**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
1	LRTRL3716+987			
2	LRTRL3717+123			
3	LRTRLC490_ John Smith_			
4	LRTRLC491_ Title_			
5	LRTRL8901_ John Smith_			
6	LRTRLC496_ Title_			
7	LRTRL8902_ 9999999999_			
8	LRTRL9017_ John Smith_			
9	LRTRL9028_ 321 Main Street_			
10	LRTRL9130_ Your Town_			
11	LRTRL9200_ YS_			
12	LRTRL9220_ 98765_			
13				
14				
15				

*CIPS Format—Sheet 2*  
will look like this:

	A	B	C	D	E
1	RTRL3716+987,				
2	RTRL3717+123,				
3	RTRLC490+_ John Smith_ ,				
4	RTRLC491+_ Title_ ,				
5	RTRL8901+_ John Smith_ ,				
6	RTRLC496+_ Title_ ,				
7	RTRL8902+_ 9999999999_ ,				
8	RTRL9017+_ John Smith_ ,				
9	RTRL9028+_ 321 Main Street_ ,				
10	RTRL9130+_ Your Town_ ,				
11	RTRL9200+_ YS_ ,				
12	RTRL9220+_ 98765_ ,				
13					
14					
15					

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: LRTRL3716+987

Reporting Central Text Data Excel Formula: ="L"&Sheet1!E14&"\_\_"&Sheet1!G14&"\_\_"

Translates to: LRTRLC490\_\_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!E9&"+"&Sheet1!G9&", "

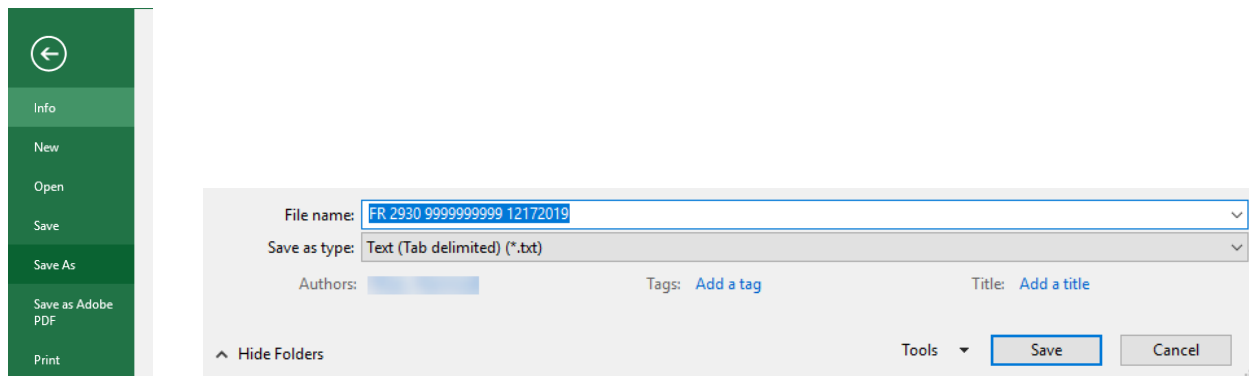
Translates to: RTRL3716+987,

CIPS Text Data Excel Formula: =Sheet1!E14&"+"&Sheet1!G14&"\_\_, "

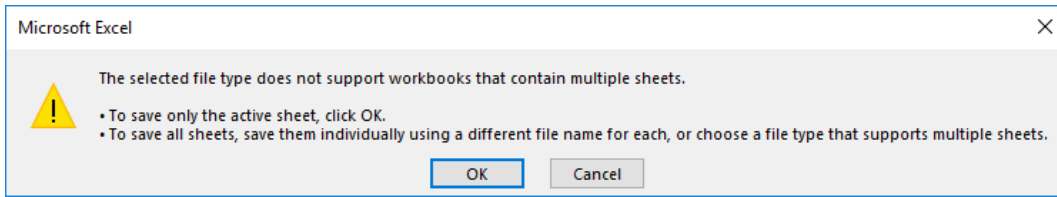
Translates to: RTRLC490+\_John Smith\_\_,

## Step 3 – Create the Text File

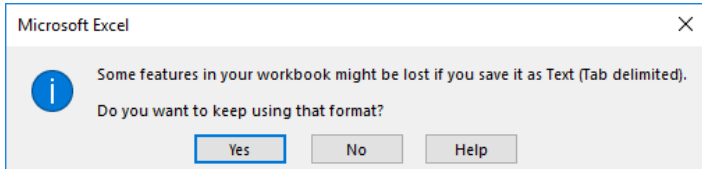
After saving the file in spreadsheet format the text file can be created by first navigating to the File tab then selecting the ‘Save As’ option and indicating the file type as ‘Text (Tab delimited) (\*.txt).’



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 each line of the file, you will need to remove them before continuing. Also remove the last comma in the file.

```
FR 2930 9999999999 12172019_CISP.txt
1 "RTRL3716+987,"
2 "RTRL3717+123,"
3 "RTRLC490+_John Smith_,"
4 "RTRLC491+_Title_,"
5 "RTRL8901+_John Smith_,"
6 "RTRLC496+_Title_,"
7 "RTRL8902+_9999999999_,"
8 "RTRL9017+_John Smith_,"
9 "RTRL9028+_321 Main Street_,"
10 "RTRL9130+_Your Town_,"
11 "RTRL9200+_YS_,"
12 "RTRL9220+_98765_,"
13
```

```
FR 2930 9999999999 12172019_CISP_.txt
1 RTRL3716+987,
2 RTRL3717+123,
3 RTRLC490+_John Smith_,
4 RTRLC491+_Title_,
5 RTRL8901+_John Smith_,
6 RTRLC496+_Title_,
7 RTRL8902+_9999999999_,
8 RTRL9017+_John Smith_,
9 RTRL9028+_321 Main Street_,
10 RTRL9130+_Your Town_,
11 RTRL9200+_YS_,
12 RTRL9220+_98765_
13
```

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 **FR2930**, followed by four spaces
- the report as-of date, in MM-DD-YYYY format.

```
FR 2930 9999999999 12172019.txt
1 9999999999FR2930 12-17-2019
2 LRTRL3716+987
3 LRTRL3717+123
4 LRTRLC490 __John Smith__
5 LRTRLC491 __Title__
6 LRTRL8901 __John Smith__
7 LRTRLC496 __Title__
8 LRTRL8902 __9999999999__
9 LRTRL9017 __John Smith__
10 LRTRL9028 __321 Main Street__
11 LRTRL9130 __Your Town__
12 LRTRL9200 __YS__
13 LRTRL9220 __98765__
14
```

The **CIPS file header record** consists of the following items, all separated by a comma (“,”):

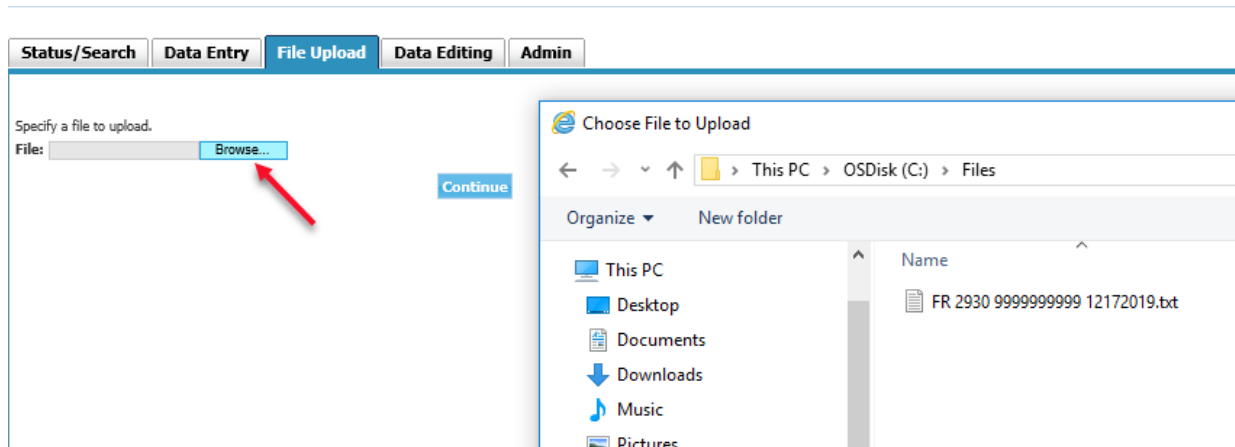
- the series password that is provided by the Federal Reserve Bank analyst—it must be exactly eight characters in length and spaces should be inserted if the actual password is shorter
- the report series name **FR2930**
- the report as-of date, in YYMMDD format
- the reporter RSSD ID—it must be ten 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.

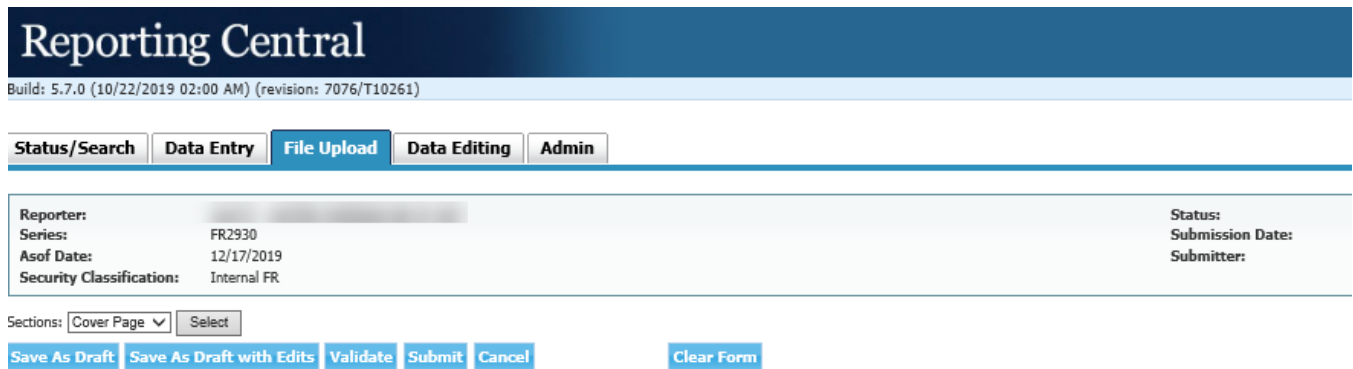
```
FR 2930 9999999999 12172019_CISP.txt
1 (PASSWORD,FR2930,191217,9999999999,191217,15253500,
RTRL3716+987,
2 RTRL3717+123,
3 RTRLC490+_John Smith__,
4 RTRLC491+_Title__,
5 RTRL8901+_John Smith__,
6 RTRLC496+_Title__,
7 RTRL8902+_9999999999__,
8 RTRL9017+_John Smith__,
9 RTRL9028+_321 Main Street__,
10 RTRL9130+_Your Town__,
11 RTRL9200+_YS__,
12 RTRL9220+_98765__)
13
```

## 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 2930 Report Detailed Field Specifications

FR 2930 Report Schedule	Item Limit <sup>1</sup>	MDRM
<b>Financial Data Items</b>		
Amount of Low Reserve Tranche Allocation	14,0	RTRL3716
Amount of Reservable Liabilities Exemption Allocation	14,0	RTRL3717
<b>Text Items</b>		
Cover Page, Name of Officer Authorized to Sign Report	72	RTRLC490
Cover Page, Title	72	RTRLC491
Cover Page, Name of Person to be Contacted Concerning this Report	72	RTRL8901
Cover Page, Title	72	RTRLC496
Cover Page, Area Code / Phone Number / Extension	30	RTRL8902
Cover Page, Name	72	RTRL9017
Cover Page, Address	72	RTRL9028
Cover Page, City	30	RTRL9130
Cover Page, State	2	RTRL9200
Cover Page, Zip Code	30	RTRL9220

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<sup>1</sup> Item limits for Financial Data items are provided in (x,y) format, where “x” is the maximum number of digits/characters allowed for the item, “y” is the maximum number of digits allowed after the decimal, and subtracting “y” from “x” is the maximum number of digits allowed before the decimal.