Spreadsheet File Transfer User Guide

FFIEC 102
Market Risk Regulatory Report
for Institutions Subject to the
Market Risk Capital Rule

STATISTICS FUNCTION
October 28, 2016

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 **FFIEC 102 – Market Risk Regulatory Report for Institutions Subject to the Market Risk Capital Rule**. 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 FFIEC 102

The FFIEC 102 is comprised of multiple schedules 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.

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 eight-character MDRM descriptor listed in Appendix A. Reporting Central uses the MDRM to identify individual report items in the file upload.

Appendix A

FFIEC 102 Report Detailed Field Specifications

Report Form Line Number	Item	8-character MDRM
Financial Data Items		
1.	Previous day's Value at risk (VaR)-based measure	MRRRS298
2.	Average of the immediately preceding 60 business days VaR-based measures	MRRRS299
3.	Multiplication factor: equal to a value of 3.00 or higher (based on backtesting)	MRRRS300
4.	Greater of item 1 or (item 2 multiplied by item 3)	MRRRS301

Field Values

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

Table 1. Format Differences for Financial Data Item Values

Financial Data Item Value	Format
Positive	[leave value as is]
Negative	Precede by minus (-) sign
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	J
1					
2	**FFIEC 102 – Market Risk Regulatory Report for Institutions Subject to the Market Risk Capital Rule**				
3					
4		**Respondent ID**		9999999999	
5		**Series Name**		FFIEC 102	
6		**As of Date**		3/31/2014	
7					
8		**FINANCIAL DATA ITEMS**			
9		Report Form	RC Item		Dollar Amount
10		Line Name	Identifier	Item Description	in Thousands
11		1	MRRRS298	Previous day's Value at risk (VaR)-based measure	300000
12		2	MRRRS299	Average of the preceding VaR-based measures	400000
13		3	MRRRS300	Multiplication factor	3.00
14		4	MRRRS301	Greater of item 1 or (item 2 multiplied by item 3)	1200000
15		5	MRRRS302	Most recent stressed VaR-based measure	45000
16		6	MRRRS303	Item 3 x Item 2	1200000
17		7	MRRRS304	Greater of item 5 or item 6	1200000
18		8	MRRRS305	Debt positions	210000
		...ver	...C491	...le of Sen... Officer	
44		Cover	MRRRJ196	Signature Date *	3/31/2014
45					
46		**TEXT ITEMS**			
47		Cover	MRRR8901	Contact Name	Jane Jones
48		Cover	MRRR8902	Contact Phone	555-999-9999
49		Cover	MRRR9116	Contact FAX	555-999-9990
50		Cover	MRRR4086	Contact email	jane.jones@bank.com

IMPORTANT The three items identified by MRRRC490, MRRRC491, and MRRRJ196 are alphanumeric fields but are treated as Financial Data Items in terms of file formatting (discussed in Step 2).

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 Sheet 1 and formatting characters inserted to aid in the creation of the final text file.

<u>Data Format for Financial Data Items</u>

- "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. 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 "+".

Financial Data Excel formula: `=”L”&Sheet1!C11&”+”&Sheet1!J11`
Translates to: `LMRRS298+300000`

<u>Data Format for Text Items</u>

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

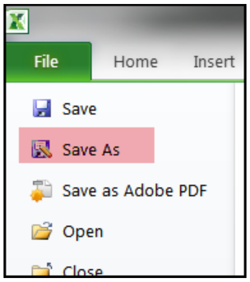
Text Data Excel formula: `=”L”&Sheet1!C47&”__”&Sheet1!J47&”__”`
Translates to: `LMRRR891__Jane Jones__`

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

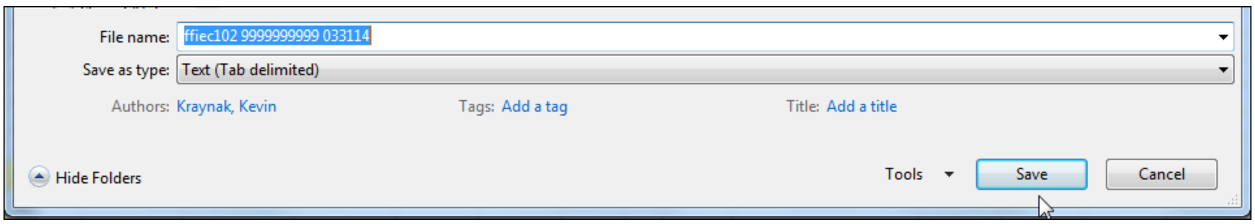
NOTE The three items identified by MRRRC490, MRRRC491, and MRRRJ196 are alphanumeric fields but are treated like Financial Data Items, in terms of file formatting. As such, those fields do not include the preceding and following underscore characters but are only preceded by a "+" character (for example, LMRRRC490+John Smith). If you use the underscore characters with these fields, Reporting Central will not accept the upload file.

Step 3 – Create the Text File

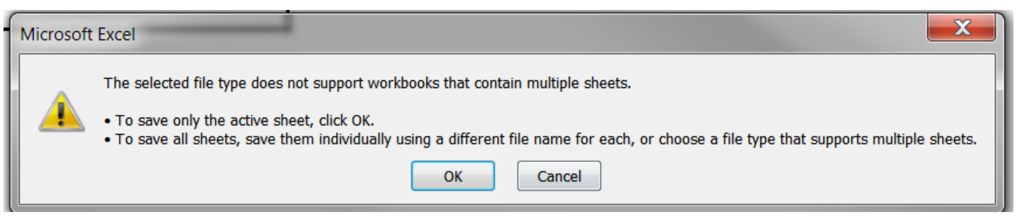
After saving the file in spreadsheet format the text file can be created by first navigating to the **File tab**.



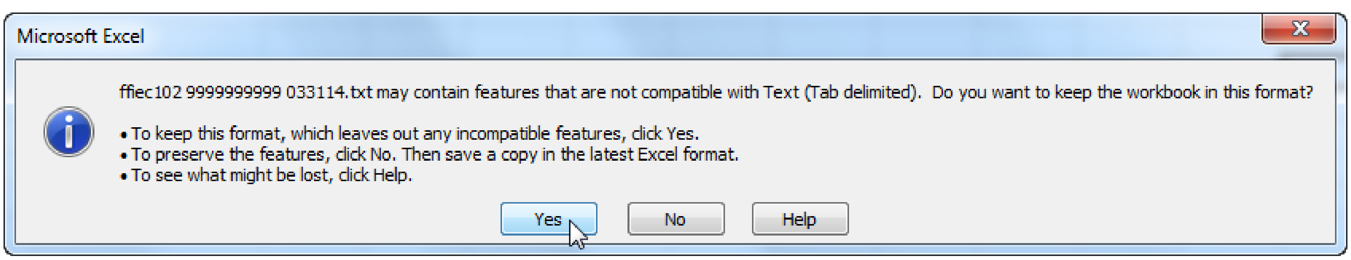
Then selecting the '**Save As**' option and indicating the file type as '**Text (Tab delimited) (*.txt)**.'



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

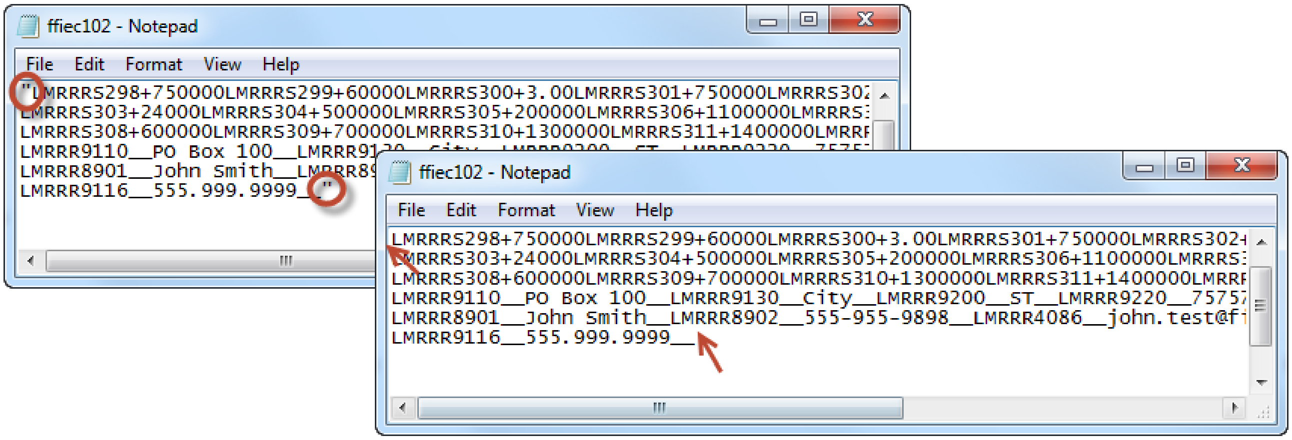


An additional message will be displayed concerning incompatibility features, select '**Yes**.'



Step 4 – Format the Text File and Add Header Record

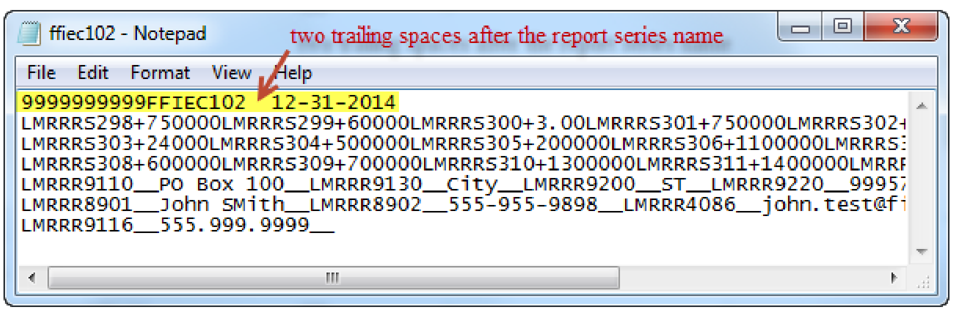
The text file will have been created and will look like this. See the quotation marks at the beginning and the end of the file? You will need to remove those before continuing.



The next step is to add the header record.

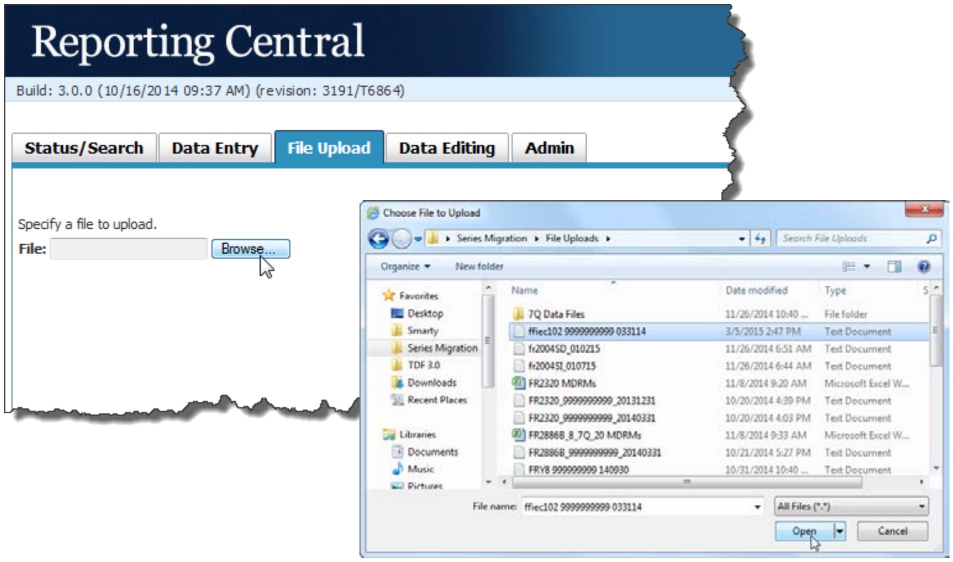
The <u>file header record</u> consists of the following items:

- the first 10 spaces are the RSSD ID with leading zeroes
- the next 10 spaces are the report series name 'FFIEC102,' plus two trailing spaces
- the report as-of date, in MM-DD-YYYY.

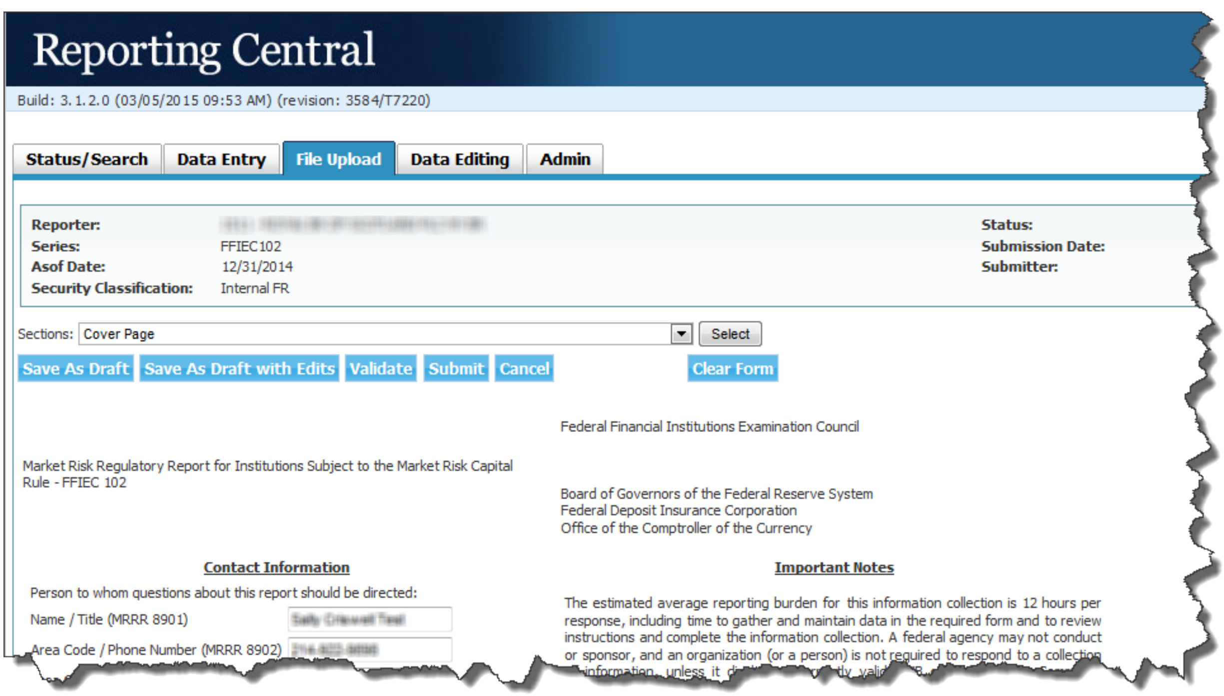


Step 5 – Reporting Central Submission

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

FFIEC 102 Report Detailed Field Specifications

Report Form Line Number	Item	Item Limit [1]	8-character MDRM
Financial Data Items			
1.	Previous day's Value at risk (VaR)-based measure	(14,0)	MRRRS298
2.	Average of the immediately preceding 60 business days VaR-based measures	(14,0)	MRRRS299
3.	Multiplication factor: equal to a value of 3.00 or higher (based on backtesting)	(8,2)	MRRRS300
4.	Greater of item 1 or (item 2 multiplied by item 3)	(14,0)	MRRRS301
5.	Most recent stressed VaR-based measure	(14,0)	MRRRS302
6.	Item 3 times the average of the preceding 12 weeks stressed VaR-based measures	(14,0)	MRRRS303
7.	Greater of item 5 or item 6	(14,0)	MRRRS304
8.	Debt positions	(14,0)	MRRRS305
9.	Equity positions	(14,0)	MRRRS306
10.	For *all* institutions, capital requirements for securitization positions using the Simplified Supervisory Formula Approach (SSFA) or applying a specific risk-weighting factor of 100 percent	(14,0)	MRRRS307
11.	For *advanced approaches* institutions, capital requirements for securitization positions using the Supervisory Formula Approach (SFA)	(14,0)	MRRRS308
12.	For *advanced approaches* institutions, capital requirements for securitization positions using the SSFA or applying a specific risk-weighting factor of 100 percent	(14,0)	MRRRS309
13.	For *advanced approaches* institutions, sum of items 11 and 12	(14,0)	MRRRS310
14.	Standardized measure of specific risk add-ons	(14,0)	MRRRS311
15.	For *advanced approaches* institutions, advanced measure of specific risk add-ons	(14,0)	MRRRS312
16.	Most recent incremental risk measure	(14,0)	MRRRS313
17.	Average of the previous 12 weeks measure of incremental risk	(14,0)	MRRRS314
18.	Greater of item 16 or item 17	(14,0)	MRRRS315
19.	Most recent modeled measure of all price risk	(14,0)	MRRRS316
20.	Debt positions	(14,0)	MRRRS319
21.	Equity positions	(14,0)	MRRRS320
22.	For *all* institutions, capital requirements for securitization positions using the SSFA or applying a specific risk-weighting factor of 100 percent	(14,0)	MRRRS321
23.	For *advanced approaches* institutions, capital requirements for securitization positions using the SFA	(14,0)	MRRRS322
24.	For *advanced approaches* institutions, capital requirements for securitization positions using the SSFA or applying a specific risk-weighting factor of 100 percent	(14,0)	MRRRS323
25.	For *advanced approaches* institutions, sum of items 23 and 24	(14,0)	MRRRS324
26.	Standardized measure of specific risk add-ons for net long correlation trading positions	(14,0)	MRRRS325
27.	For *advanced approaches* institutions, advanced measure of specific risk add-ons for net long correlation trading positions	(14,0)	MRRRS326
28.	Debt positions	(14,0)	MRRRS327
29.	Equity positions	(14,0)	MRRRS328
30.	For *all* institutions, capital requirements for securitization positions using the SSFA or applying a specific risk-weighting factor of 100 percent	(14,0)	MRRRS329

Report Form Line Number	Item	Item Limit [1]	8-character MDRM
31.	For *advanced approaches* institutions, capital requirements for securitization positions using the SFA	(14,0)	MRRRS330
32.	For *advanced approaches* institutions, capital requirements for securitization positions using the SSFA or applying a specific risk-weighting factor of 100 percent	(14,0)	MRRRS331
33.	For *advanced approaches* institutions, sum of items 31 and 32	(14,0)	MRRRS332
34.	Standardized measure of specific risk add-ons for net short correlation trading positions	(14,0)	MRRRS333
35.	For *advanced approaches* institutions, advanced measure of specific risk add-ons for net short correlation trading positions	(14,0)	MRRRS334
36.	Standardized measure of specific risk add-ons	(14,0)	MRRRS335
37.	Surcharge for modeled correlation trading positions	(14,0)	MRRRS336
38.	For *advanced approaches* institutions, advanced measure of specific risk add-ons	(14,0)	MRRRS337
39.	For *advanced approaches* institutions, surcharge for modeled correlation trading positions	(14,0)	MRRRS338
40.	Most recent standardized comprehensive risk measure	(14,0)	MRRRH323
41.	Average standardized comprehensive risk measure over the previous 12 weeks	(14,0)	MRRRH324
42.	Standardized comprehensive risk measure	(14,0)	MRRRS339
43.	For *advanced approaches* institutions, most recent advanced comprehensive risk measure	(14,0)	MRRRH325
44.	For *advanced approaches* institutions, average advanced comprehensive risk measure over the previous 12 weeks	(14,0)	MRRRH326
45.	For *advanced approaches* institutions, advanced comprehensive risk measure (greater of item 43 or item 44)	(14,0)	MRRRS340
46.	Most recent standardized comprehensive risk measure (greater of item 19 or item 37)	(14,0)	MRRRH327
47.	Average standardized comprehensive risk measure over the previous 12 weeks	(14,0)	MRRRH328
48.	Standardized comprehensive risk measure (greater of item 46 or item 47)	(14,0)	MRRRS341
49.	For *advanced approaches* institutions, most recent advanced comprehensive risk measure (greater of item 19 or item 39)	(14,0)	MRRRH329
50.	For *advanced approaches* institutions, average advanced comprehensive risk measure over the previous 12 weeks	(14,0)	MRRRH330
51.	For *advanced approaches* institutions, advanced comprehensive risk measure (greater of item 49 or item 50)	(14,0)	MRRRS342
52.	Capital requirement for all *de minimis* exposures	(14,0)	MRRRS343
53.	Additional capital requirement	(14,0)	MRRRS344
54.	Sum of items 52 and 53	(14,0)	MRRRS345
55.	Standardized market risk-weighted assets	(14,0)	MRRRS581
56.	For *advanced approaches* institutions, advanced market risk-weighted assets	(14,0)	MRRRS347
M.1.	VaR-based measure for interest rate positions	(14,0)	MRRRS348
M.2.	VaR-based measure for debt positions	(14,0)	MRRRS349
M.3.	VaR-based measure for equity positions	(14,0)	MRRRS350
M.4.	VaR-based measure for foreign exchange positions	(14,0)	MRRRS351
M.5.	VaR-based measure for commodity and other positions	(14,0)	MRRRS352
M.6.	Modeled specific risk included in the previous day's VaR-based measure that is not included in Memorandum items 1 through 5	(14,0)	MRRRS353
M.7.	VaR-based measure for interest rate positions	(14,0)	MRRRS354

Report Form Line Number	Item	Item Limit [1]	8-character MDRM
M.8.	VaR-based measure for debt positions	(14,0)	MRRRS355
M.9.	VaR-based measure for equity positions	(14,0)	MRRRS356
M.10.	VaR-based measure for foreign exchange positions	(14,0)	MRRRS357
M.11.	VaR-based measure for commodity and other positions	(14,0)	MRRRS358
M.12.	Modeled specific risk included in the average of the daily VaR-based measure that is not included in Memorandum items 7 through 11	(14,0)	MRRRS359
M.13.	Number of trading days in the calendar quarter with a trading profit	(14,0)	MRRRS360
M.14.	Number of trading days in the calendar quarter with a trading loss	(14,0)	MRRRS361
M.15.	Number of trading days in the calendar quarter where the trading day's trading loss exceeded the respective VaR estimate	(14,0)	MRRRS362
M.16.	The largest ratio of a daily trading loss to that trading day's VaR measure in the calendar quarter	(8,2)	MRRRS363
M.17.	The second largest ratio of a daily trading loss to that trading day's VaR measure in the calendar quarter	(8,2)	MRRRS364
M.18.	The third largest ratio of a daily trading loss to that trading day's VaR measure in the calendar quarter	(8,2)	MRRRS365
M.19.	The starting date of the stress period used to measure the stressed VaR (Use date format: YYYYMMDD)	(8,0)	MRRRS366
M.20.	Number of changes to stress period starting date used in calculations for the preceding 12 weeks	(14,0)	MRRRS367
M.21.	Total specific risk add-ons for non-modeled *net long* securitization positions	(14,0)	MRRRS368
M.22.	Total specific risk add-ons for non-modeled *net short* securitization positions	(14,0)	MRRRS369
Cover Page	Name of Senior Officer [2]	72	MRRRC490
Cover Page	Title of Senior Officer [2]	72	MRRRC491
Cover Page	Signature Date (Use date format: MM/DD/YYYY) [2]	10	MRRRJ196
Text Items			
Cover Page	Contact Name	72	MRRR8901
Cover Page	Contact Phone	30	MRRR8902
Cover Page	Contact FAX	30	MRRR9116
Cover Page	Contact email	72	MRRR4086
Cover Page	Legal Title of Reporting Entity	72	MRRR9017
Cover Page	Street Address of Reporting Entity	72	MRRR9110
Cover Page	City of Reporting Entity	72	MRRR9130
Cover Page	State of Reporting Entity	2	MRRR9200
Cover Page	Zip Code of Reporting Entity	30	MRRR9220
Cover Page	Legal Entity Identifier (LEI) of the Reporting Entity (Report only if the Reporting Entity Already has an LEI)	20 [3]	MRRR9224

[1] Item limits, where applicable, 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.

[2] Although these are alpha-numeric fields, they are treated as "Financial Data Items" in the FFIEC 102 upload file and, as such, they are entered without the underscores ("__") required of text items. If you include underscores for these fields in the upload file, Reporting Central will not accept the file.

[3] For item MRRR9224, Legal Entity Identifier, either this field must be blank or the field must contain exactly 20 characters.