

**Spreadsheet File Transfer User Guide For  
FR 2420FE, FR2420CD & FR 2420IB  
Federal Reserve System**

Federal Reserve Bank of New York  
Application Development Services Function  
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## 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 demonstrates how a reporting institution can create the file from a spreadsheet. If a reporting institution prefers, the application supports manual data entry directly into the report form.

We used Microsoft Excel for our examples but the same process can be applied to other spreadsheet software. The method utilized to create the file is at the discretion of the reporter. This guide assumes that your data already exist in a spreadsheet.

This document demonstrates how to create the file for the following series:

- FR2420FE (Report of Selected Money Market Rates: Part A: Federal funds, Part B: Eurodollar Transactions and Part D: Selected Deposits) effective September 1, 2022
- FR 2420CD (Report of Selected Money Market Rates: Part C: Certificates of Deposit) effective September 1, 2022
- FR 2420IB (Report of Selected Money Market Rates: Part B: International Banking Facilities Eurodollars) effective September 1, 2022

We use formulas to pull the data from the spreadsheet worksheets containing the data and format them for Reporting Central.

## File format for FR 2420FE

### Report Header Record for FR 2420FE

The Report Header Record must be the first record in the file.

Field	Length	Type	Value/Description
H	1	ALPHA	'H', stands for Header row.
Report Institution ID	10	NUM	Maximum 10-digit respondent identifier. If respondent identifier is < 10 digits, enter just pertinent amount of digits without any leading zeroes. There is also no need to enter any trailing spaces after the reporter ID.
+	1	ALPHA	'+' (plus) sign, used as delimiter.
Report Name	10	ALPHA	Maximum 10-character report series identifier. If report name is < 10 characters, enter just the report name – in this case, 'FR2420FE'.
+	1	ALPHA	'+' (plus) sign, used as delimiter.
Report As-of date	10	NUM	10-digit date, MM-DD-YYYY, which represents the as-of-date of the report

### Line Identifiers to be used for FR 2420FE

SMMRN188 - Schedule of Report (Transaction Type)  
 SMMRN186 – Row of data.

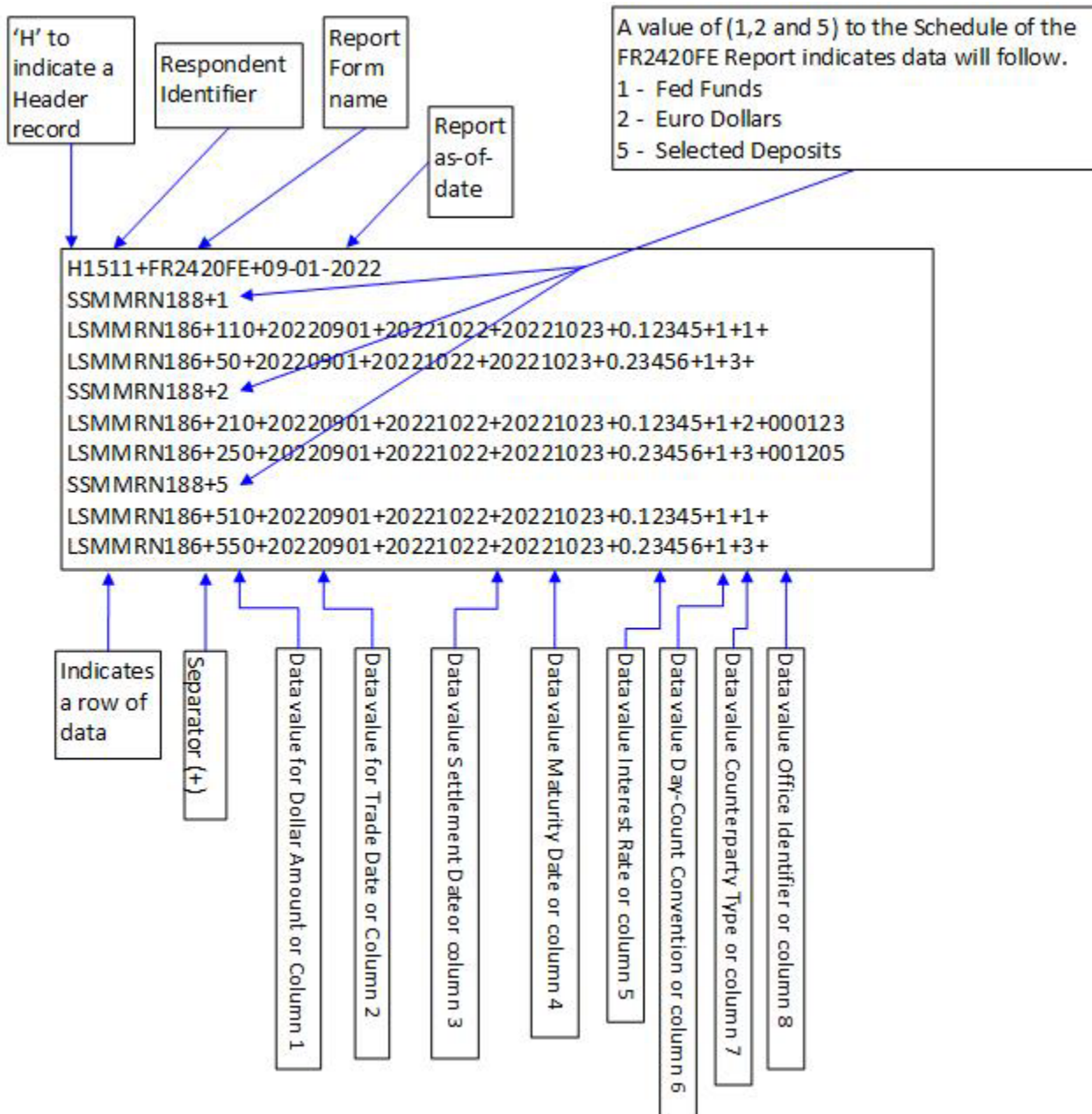
#### Line Identifiers

SSMMRN188  
 LSMMRN186

Note: Both of the above apply to the Part A: Federal funds, Part B: Eurodollar Transactions and Part D: Selected Deposits

**FIGURE 1 - EXAMPLE TEXT FILE FOR FR 2420FE**

Note: although in the example, the sections are ordered 1 Fed Funds, 2 Eurodollars, 5 Selected Deposits they can be in any order in the file.



## How to create a FR2420FE Text file from a spreadsheet

**Step 1.** Create a spreadsheet with a layout similar to the FR 2420FE report form, along with its corresponding Line identifier and its data values for each item on the FR 2420FE report form. Since FR 2420FE has three forms, one for Federal Funds, one for Selected Deposits and another for Eurodollars, we'll do each separately. A sample picture of the Federal Funds is displayed below, note that it does not have the Office Identifier in Column H. The Reporting Central data entry screens for FR2420FE only show the Office ID column for the Eurodollars form.

The Selected Deposits spreadsheet is identical to Federal Funds.

	A	B	C	D	E	F	G	H	I
1	<b>Federal Funds</b>	<b>Dollar Amount</b>	<b>Trade Date</b>	<b>Settlement Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Day-Count Convention</b>	<b>Counterparty Type</b>	
2	LSMMRN186	110	20220901	20221022	20221023	0.12345	1	1	
3	LSMMRN186	50	20220901	20221022	20221023	0.23456	1	3	
4	LSMMRN186	75	20220901	20221022	20221023	0.34567	1	8	
5									

A sample picture of Eurodollars is shown below. It does contain the Office Identifier in Column H.

	A	B	C	D	E	F	G	H	I
1	<b>Euro Dollar</b>	<b>Dollar Amount</b>	<b>Trade Date</b>	<b>Settlement Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Day-Count Convention</b>	<b>Counterparty Type</b>	<b>Office Identifier</b>
2	LSMMRN186	110	20220901	20221022	20221023	0.12345	3	2	123
3	LSMMRN186	50	20220901	20221022	20221023	0.23456	3	3	123
4	LSMMRN186	75	20220901	20221022	20221023	0.34567	3	4	123
5									

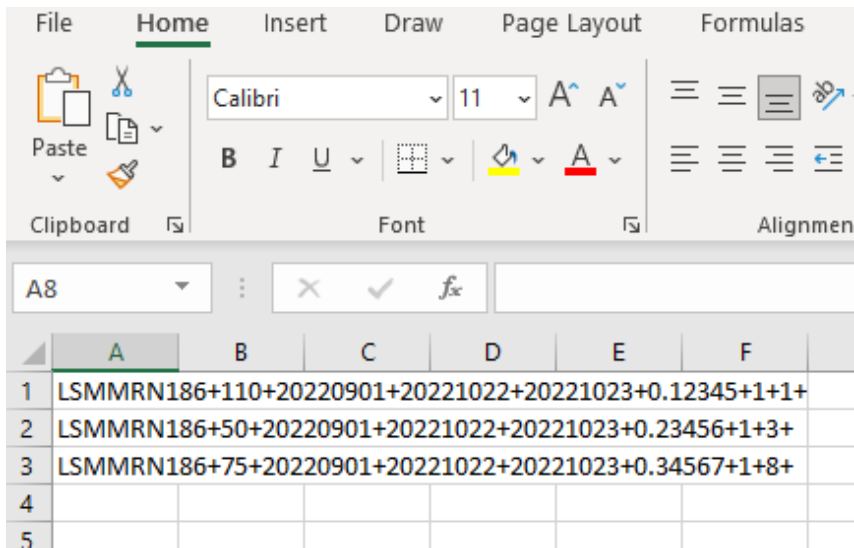
Assumption: Your data is entered in Sheet1.

**Step 2.** Once the Federal Funds entire report form is populated on a spreadsheet and the data values have been entered, it is time to format all of your data entries into a Reporting Central required format. Create a formula in cell A1 of Sheet2, to pull in the data from Sheet1 to create the text file. On cell A1, type in:  
`=Sheet1!A2&"+"&Sheet1!B2&"+"&Sheet1!C2&"+"&Sheet1!D2&"+"&Sheet1!E2&"+"&Sheet1!F2&"+"&Sheet1!G2&"+"&` (Change the A2 according to where you have your Line identifier (SMMRN186) value stored in your spreadsheet).

Then copy the formula down until all of your data rows are displayed on Sheet2.

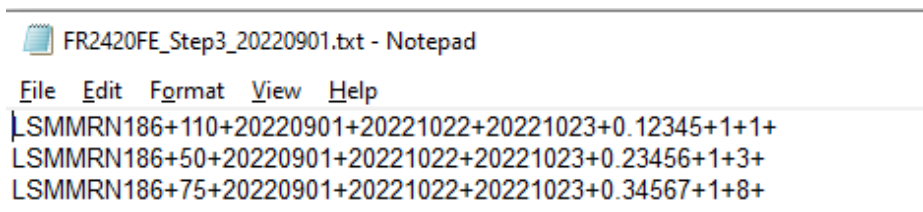
The formula that you typed in basically concatenates the line identifier with the data value but separated with a plus sign.

At this point you should have something similar to this:



**Step 3.** Now it's time to copy the contents of Sheet2 to a text file. On the spreadsheet file do a File   Save as, select Text (Tab delimited) in the Save as type section. Type a name for the file and click the Save button. Then click OK and Yes to the following two MS Excel prompts.

If you open the text file, you should see something like this. Note that the last character in each line is a + sign with no data after it since the Office ID is omitted.



**Step 4.** The above text file created is for the Federal Funds form. Now we have to repeat steps 1-3 above for Selected Deposits and Eurodollar Transactions. Since the Line Identifiers and the form layout are identical for both Federal Funds, Selected Deposits, and similar to the form for Eurodollar transactions, we're going to skip this step. We will show a sample text file for Selected Deposits and Eurodollars transactions.

The **Selected Deposits** transaction text file follows. Again, note that the last character in each line is a + sign with no data after it since the Office ID is omitted.



FR2420FE\_Step4\_SelectedDeposits\_20220901.txt - Notepad

File Edit Format View Help

```
LSMMRN186+510+20220901+20221022+20221023+0.12345+1+1+  
LSMMRN186+550+20220901+20221022+20221023+0.23456+1+3+  
LSMMRN186+575+20220901+20221022+20221023+0.34567+1+8+
```

The **Eurodollar transaction** text file follows. Each line ends with the Office ID value.

FR2420FE\_Step4\_Eurodollar\_20220901.txt - Notepad

File Edit Format View Help

```
LSMMRN186+210+20220901+20221022+20221023+0.12345+1+2+000123  
LSMMRN186+250+20220901+20221022+20221023+0.23456+1+3+001205  
LSMMRN186+275+20220901+20221022+20221023+0.34567+1+4+006789
```

**Step 5.** After the three text files have been created for Federal funds, Selected deposits and Eurodollar transactions, the next step is to add the header record and the transaction types for the data for Federal Funds, Selected Deposits and Eurodollar transactions.

Open the newly created text file for Federal Funds, place the cursor before the LSMMRN186 on the first row of data and press the return key twice to create two empty rows at the very top of the file.

#### Entering the Header record:

On the first empty row of data, you need to type in the header record. The format is the following:

Hrespondent Id+ report name + as-of-date (MM-DD-YYYY)

The respondent Id does not require you to enter any leading zeroes.

For this sample text file, my Header record will be: **H1511+FR2420FE+09-01-2022**

#### Entering the FR 2420FE Transaction type

The FR 2420FE report series has three transaction types of data:

Federal Funds = 1

Eurodollar Transactions = 2

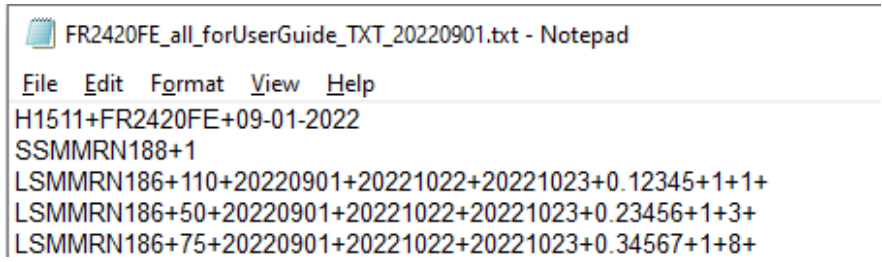
Selected Deposits = 5

Since this report is for FR 2420FE and it has three parts (Fed Funds, Selected Deposits and Eurodollar transaction) we will need to identify which data on the text file belongs to Fed Funds, Selected Deposits and to Eurodollar. For Federal Funds, the transaction type will be 1. The transaction type is entered as a value to

the Line Identifier SSMMRN188, with a plus sign as a separator. This line Identifier does not start with an L in this case, because the transaction type is considered as a schedule, thus an ‘S’ is utilized.

For this sample text file, my FR 2420FE transaction type for Fed Funds will be: SSMMRN188+1

After entering the header record and the transaction type, the text file will look like the following:



```
FR2420FE_all_forUserGuide_TXT_20220901.txt - Notepad
File Edit Format View Help
H1511+FR2420FE+09-01-2022
SSMMRN188+1
LSMMRN186+110+20220901+20221022+20221023+0.12345+1+1+
LSMMRN186+50+20220901+20221022+20221023+0.23456+1+3+
LSMMRN186+75+20220901+20221022+20221023+0.34567+1+8+
```

**Step 6.** The last step is to add the transaction type for both Selected Deposits and Eurodollar transactions and to append Selected Deposits and Eurodollar transactions data from step 4 above.

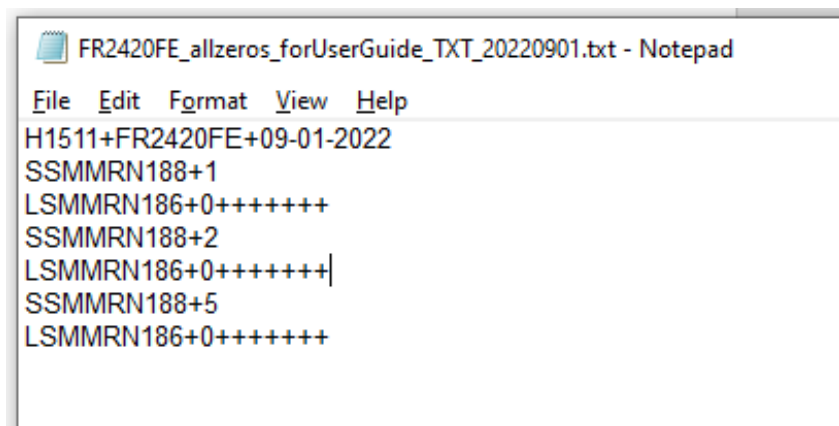
At the end of the last row of data of Fed Funds data, we'll add 1) a transaction type = 2 which is for Eurodollars, 2) a transaction type = 5 which is for Selected Deposits and then immediately after we append the Eurodollar and Selected Deposits data from step 4 above. After doing this step, you should have a text file similar to the one below:

```
FR2420FE_all_forUserGuide_TXT_20220901.txt - Notepad
File Edit Format View Help
H1511+FR2420FE+09-01-2022
SSMMRN188+1
LSMMRN186+110+20220901+20221022+20221023+0.12345+1+1+
LSMMRN186+50+20220901+20221022+20221023+0.23456+1+3+
LSMMRN186+75+20220901+20221022+20221023+0.34567+1+8+
SSMMRN188+2
LSMMRN186+210+20220901+20221022+20221023+0.12345+1+2+000123
LSMMRN186+250+20220901+20221022+20221023+0.23456+1+3+001205
LSMMRN186+275+20220901+20221022+20221023+0.34567+1+4+006789
SSMMRN188+5
LSMMRN186+510+20220901+20221022+20221023+0.12345+1+1+
LSMMRN186+550+20220901+20221022+20221023+0.23456+1+3+
LSMMRN186+575+20220901+20221022+20221023+0.34567+1+8+
```

|

Now you can go ahead and submit this text file to Reporting Central.

## Sample FR2420FE text file with zero values



```
FR2420FE_allzeros_forUserGuide_TXT_20220901.txt - Notepad
File Edit Format View Help
H1511+FR2420FE+09-01-2022
SSMMRN188+1
LSMMRN186+0+++++++
SSMMRN188+2
LSMMRN186+0+++++++|
SSMMRN188+5
LSMMRN186+0+++++++
```

The only difference between the above text file and the sample FR2420FE text file in the previous section is that you only enter a zero for the Amount value (column 1) and simply don't enter any other values, but you must keep the plus signs as they serve as field separators. In essence, you're specifically saying that there is only one row of data for Fed Funds, Eurodollars and Selected Deposits, and the Amount field has a value of zero, and there are no values for the other fields.

## File Format for FR 2420CD

### Report Header Record for FR 2420CD

The Report Header Record must be the first record in the file.

Field	Length	Type	Value/Description
H	1	ALPHA	'H', stands for Header row.
Report Institution ID	10	NUM	Maximum 10-digit respondent identifier. If respondent identifier is < 10 digits, enter just pertinent amount of digits without any leading zeroes. There is also no need to enter any trailing spaces after the reporter ID.
+	1	ALPHA	'+' (plus) sign, used as delimiter.
Report Name	10	ALPHA	Maximum 10-character report series identifier. If report name is < 10 characters, enter just the report name – in this case, 'FR2420CD'.
+	1	ALPHA	'+' (plus) sign, used as delimiter.
Report As-of date	10	NUM	10-digit date, MM-DD-YYYY, which

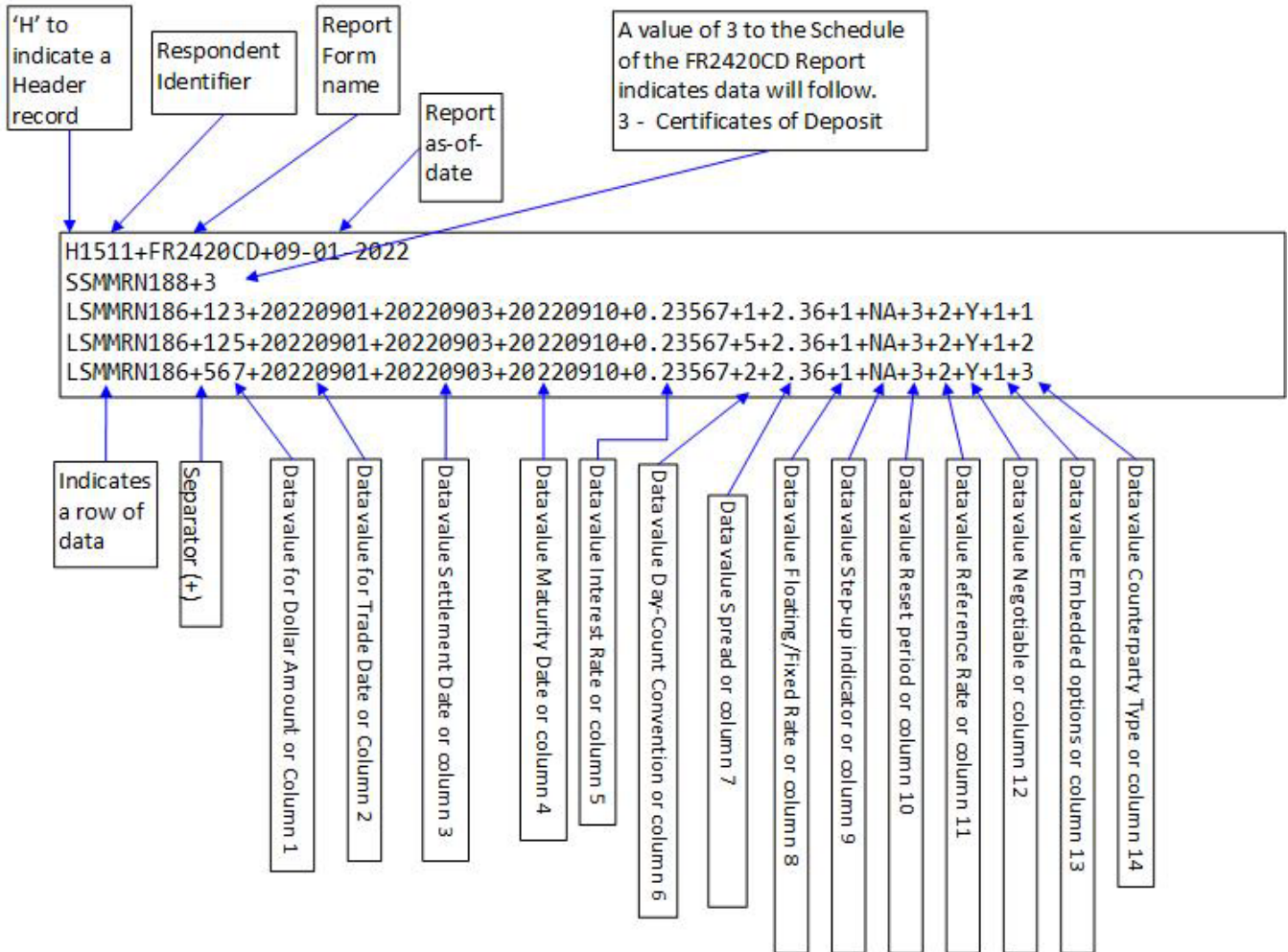
### Line Identifiers to be used for FR 2420CD

SMMRN188 - Schedule of Report (Transaction type)  
 SMMRN186 – Row of data.

### Line Identifiers

SSMMRN188  
 LSMMRN186

FIGURE 1 – SAMPLE TEXT FILE FOR FR2420CD



**How to create a FR2420CD Text file from a spreadsheet**

**Step 1.** Create a spreadsheet with a layout similar to the FR 2420CD report form, along with its corresponding Line identifier and its data values for each item on the FR 2420CD report form. A sample picture is displayed below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Certificates of Deposit	Dollar Amount (In millions of \$) SMMRN187	Trade Date (YYYYMMDD) SMMRT140	Settlement Date (YYYYMMDD) SMMRG886	Maturity Date (YYYYMMDD) SMMR9914	Interest Rate (0.00000) SMMR7333	Day-Count Convention SMMRMU36	Spread (0.00) SMMRT143	Floating or Fixed Rate SMMRN189	Step-Up Indicator SMMRT144	Reset Period SMMRN190	Reference Rate (If Floating) SMMRN191	Negotiable SMMRN192	Embedded Options SMMRT145	Counterparty Type SMMRT141	
1		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
3	LSMMRN186	110	20220901	20221022	20221023	0.23567	1	1.12	1	NA	3	2	Y	1	1	
4	LSMMRN186	50	20220901	20221022	20221023	0.23567	5	2.36	2	Y	5	0	N	1	12	
5	LSMMRN186	75	20220901	20221022	20221023	0.23567	2	2.36	1	NA	3	2	Y	1	7	

Assumption: Your data is entered in Sheet1.

**Step 2.** Once the entire report form is populated on a spreadsheet and the data values have been entered, it is time to format all of your data entries into a Reporting Central required format.

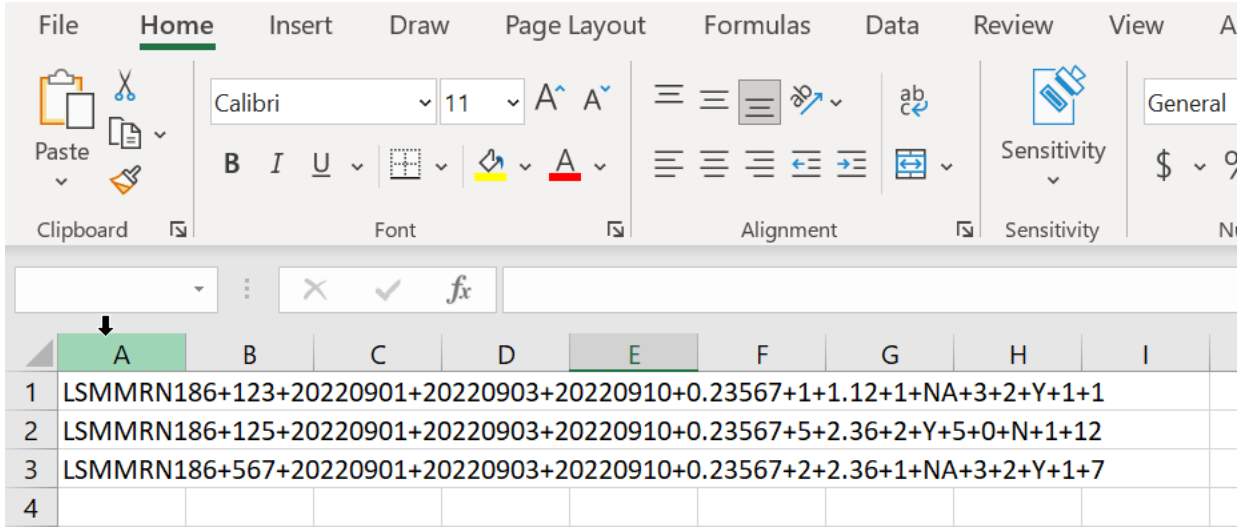
Create a formula in cell A1 of Sheet2, to pull in the data from Sheet1 to create the text file. On cell A1, type in:  
`=Sheet1!A3&"+"&Sheet1!B3&"+"&Sheet1!C3&"+"&Sheet1!D3&"+"&Sheet1!E3&"+"&Sheet1!F3&"+"&Sheet1!G3&"+"&Sheet1!H3&"+"&Sheet1!I3&"+"&Sheet1!J3&"+"&Sheet1!K3&"+"&Sheet1!L3&"+"&Sheet1!M3&"+"&Sheet1!N3`

(Change the A3 according to where the first data line is stored in Sheet1 of your spreadsheet).

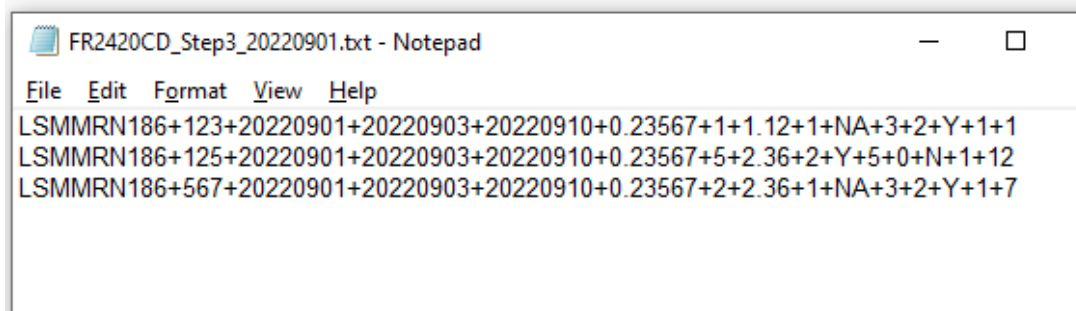
Then copy the formula down until all of your data rows are displayed on Sheet2.

The formula that you typed in basically concatenates the line identifier with the data value but separated with a plus sign.

At this point you should have something similar to this:



**Step 3.** Now it's time to copy the contents of Sheet2 to a text file. On the spreadsheet file do a File > Save as, select Text (Tab delimited) in the Save as type section. Type a name for the file and click the Save button. Then click OK and Yes to the following two MS Excel prompts. If you open the text file, you should see something like this:



**Step 4.** The last step is to add the header record and the transaction type to the text file. Open the newly created text file, place the cursor before the SMMRN186 on the first row of data and press the return key twice to create two empty rows at the very top of the file.

**Entering the Header record:**

On the first empty row of data, you need to type in the header record. The format is the following:  
Hrespondent Id+ report name + as-of-date (MM-DD-YYYY)  
The respondent Id does not require you to enter any leading zeroes.



For this sample text file, my Header record will be:  
H1511+FR2420CD+09-01-2022

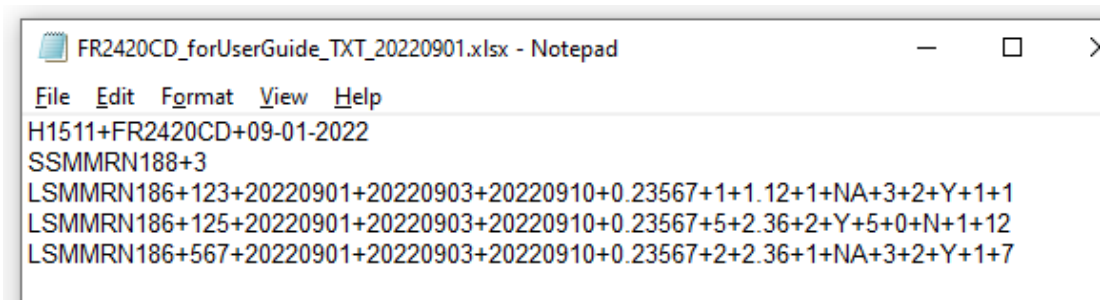
### Entering the FR2420CD Transaction Type

The FR 2420CD report series has one transaction type:  
CDs = 3

The transaction type is entered as a value to the Line Identifier SSMMRN188, with a plus sign as a separator. This line Identifier does not start with an L in this case, because the transaction type is considered as a schedule, thus an 'S' is utilized.

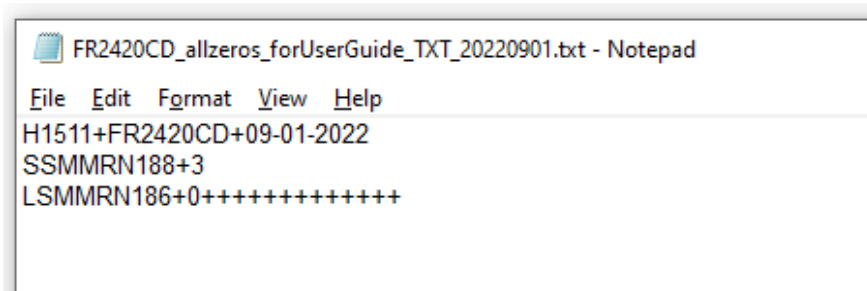
For this sample text file, my FR 2420CD transaction type will be:  
SSMMRN188+3

After entering the header record and the transaction type, the text file will look like the following:



Now you can go ahead and submit this text file to Reporting Central.

## Sample FR2420CD text file with zero values



```
FR2420CD_allzeros_forUserGuide_TXT_20220901.txt - Notepad
File Edit Format View Help
H1511+FR2420CD+09-01-2022
SSMMRN188+3
LSMMRN186+0+++++
```

The only difference between the above text file and the sample text file in the previous section is that you only enter a zero for the Amount value (column 1) and simply don't enter any other values, but you must keep the plus signs as they serve as field separators. In essence, you're specifically saying that there is only one row of data, and the Amount field has a value of zero, and there are no values for the other ten fields.

**File Format for FR 2420IB**

**Report Header Record for FR 2420IB**

The Report Header Record must be the first record in the file.

Field	Length	Type	Value/Description
H	1	ALPHA	‘H’, stands for Header row.
Report Institution ID	10	NUM	Maximum 10-digit respondent identifier. If respondent identifier is < 10 digits, enter just pertinent amount of digits without any leading zeroes. There is also no need to enter any trailing spaces after the reporter ID.
+	1	ALPHA	‘+’ (plus) sign, used as delimiter.
Report Name	10	ALPHA	Maximum 10-character report series identifier. If report name is < 10 characters, enter just the report name – in this case, ‘FR2420IB’.
+	1	ALPHA	‘+’ (plus) sign, used as delimiter.
Report As-of date	10	NUM	10-digit date, MM-DD-YYYY, which

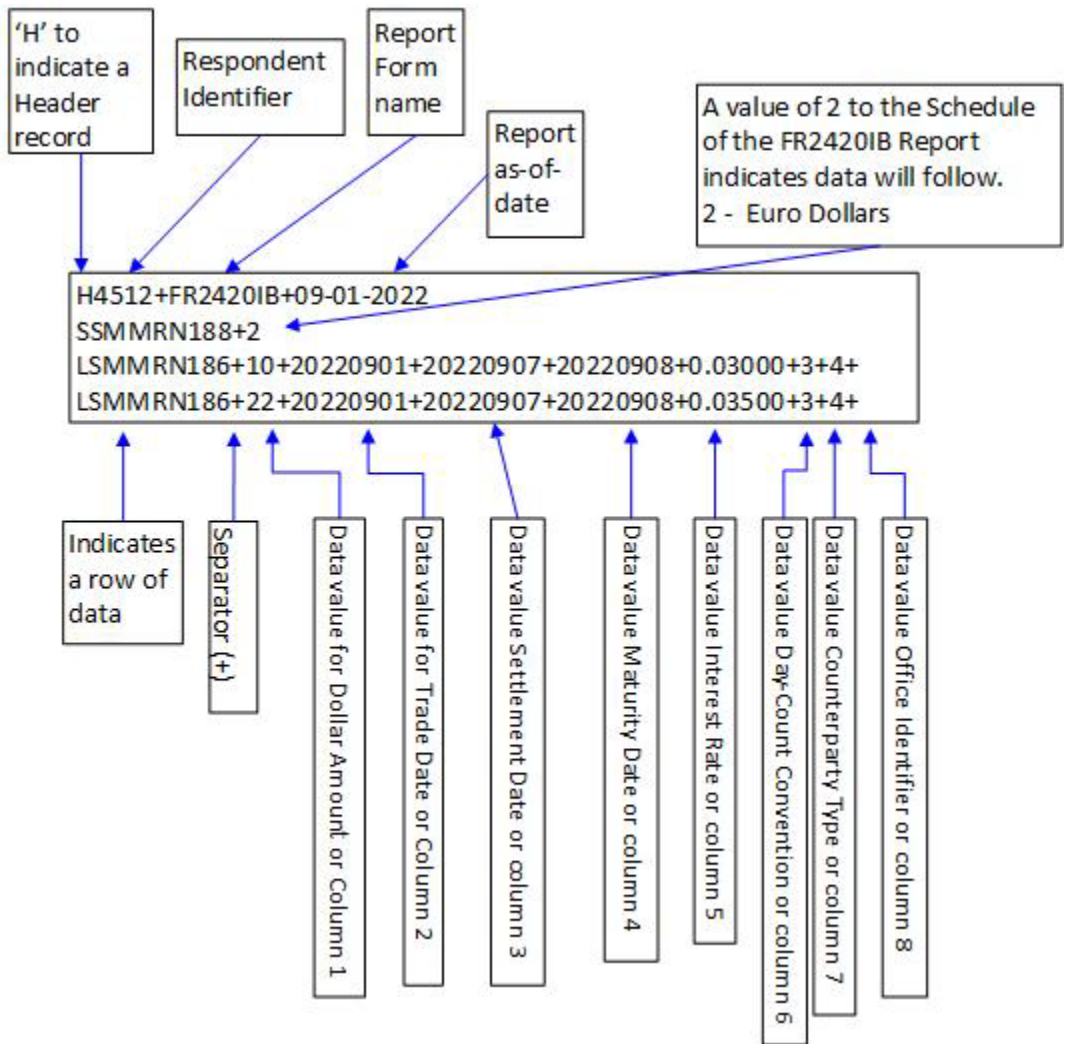
**Line Identifiers to be used for FR 2420IB**

**Line Identifiers**

SMMRN188 - Schedule of Report (Transaction type)  
 SMMRN186 – Row of data.

SSMMRN188  
 LSMMRN186

**FIGURE 1 - EXAMPLE TEXT FILE FOR FR 2420IB**



# How to create a FR2420IB Text file from a spreadsheet

**Step 1.** Create a spreadsheet with a layout similar to the FR 2420IB report form, along with its corresponding Line identifier and its data values for each item on the FR 2420IB report form. A sample picture of IBF Eurodollars is displayed below. No value is entered for Office ID.

	A	B	C	D	E	F	G	H	I
1	<b>Euro Dollar</b>	<b>Dollar Amount</b>	<b>Trade Date</b>	<b>Settlement Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Day-Count Convention</b>	<b>Counterparty Type</b>	<b>Office Identifier</b>
2	LSMMRN186	110	20220901	20221022	20221023	0.12345	3	2	
3	LSMMRN186	50	20220901	20221022	20221023	0.23456	3	3	
4	LSMMRN186	75	20220901	20221022	20221023	0.34567	3	4	
5									

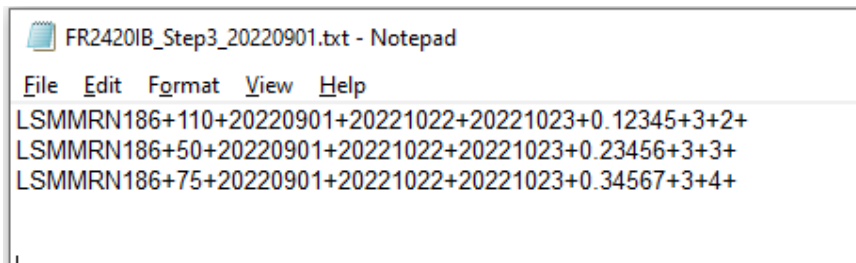
Assumption: Your data is entered in Sheet1.

**Step 2.** Once the Euro Dollars entire report form is populated on a spreadsheet and the data values have been entered, it is time to format all of your data entries into a Reporting Central required format. Create a formula in cell A1 of Sheet2, to pull in the data from Sheet1 to create the text file. On cell A1, type in:  
`=Sheet1!A2&"+"&Sheet1!B2&"+"&Sheet1!C2&"+"&Sheet1!D2&"+"&Sheet1!E2&"+"&Sheet1!F2&"+"&Sheet1!G2&"+" (Change the A2 according to where you have your Line identifier (SMMRN186) value stored in your spreadsheet). Then copy the formula down until all of your data rows are displayed on Sheet2. The formula that you typed in basically concatenates the line identifier with the data value but separated with a plus sign.`

At this point you should have something similar to this. Note that the last character in each line is a + sign with no data after it since the Office ID is omitted.

	A	B	C	D	E	F	G
1	LSMMRN186+110+20220901+20221022+20221023+0.12345+3+2+						
2	LSMMRN186+50+20220901+20221022+20221023+0.23456+3+3+						
3	LSMMRN186+75+20220901+20221022+20221023+0.34567+3+4+						
4							
5							

**Step 3.** Now it's time to copy the contents of Sheet2 to a text file. On the spreadsheet file do a File File > Save as, select Text (Tab delimited) in the Save as type section. Type a name for the file and click the Save button. Then click OK and Yes to the following two MS Excel prompts. If you open the text file, you should see something like this:



**Step 4.** The last step is to add the header record and the transaction type to the text file. Open the newly created text file, place the cursor before the LSMMRN186 on the first row of data and press the return key twice to create two empty rows at the very top of the file.

**Entering the Header record:**

On the first empty row of data, you need to type in the header record. The format is the following:  
Hrespondent Id+ report name + as-of-date (MM-DD-YYYY)  
The respondent Id does not require you to enter any leading zeroes.

For this sample text file, my Header record will be: **H1511+FR2420IB+09-01-2022**

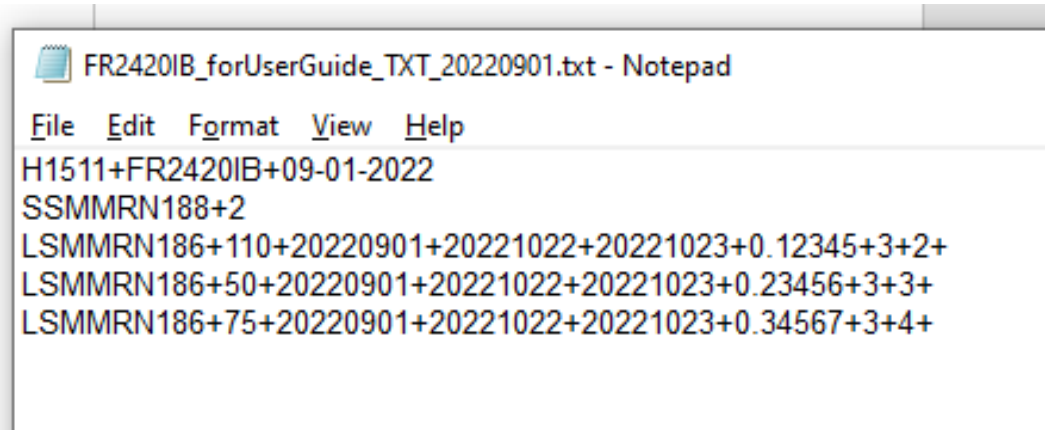
**Entering the FR 2420IB Transaction type**

The FR 2420IB report series has one transaction type:

- Eurodollar Transactions = 2

The transaction type is entered as a value to the Line Identifier SSMMRN188, with a plus sign as a separator. This line Identifier does not start with an L in this case, because the transaction type is considered as a schedule, thus an 'S' is utilized.

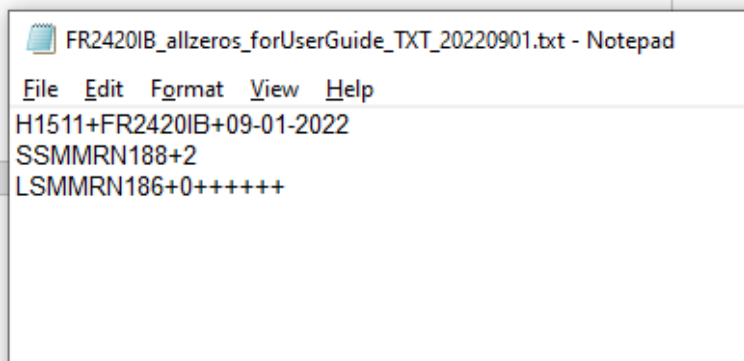
For this sample text file, my FR 2420IB transaction type for Euro Dollars will be: SSMMRN188+2  
After entering the header record and the transaction type, the text file will look like the following:



```
FR2420IB_forUserGuide_TXT_20220901.txt - Notepad
File Edit Format View Help
H1511+FR2420IB+09-01-2022
SSMMRN188+2
LSMMRN186+110+20220901+20221022+20221023+0.12345+3+2+
LSMMRN186+50+20220901+20221022+20221023+0.23456+3+3+
LSMMRN186+75+20220901+20221022+20221023+0.34567+3+4+
```

Now you can go ahead and submit this text file to Reporting Central.

### Sample FR2420IB text file with zero values



```
FR2420IB_allzeros_forUserGuide_TXT_20220901.txt - Notepad
File Edit Format View Help
H1511+FR2420IB+09-01-2022
SSMMRN188+2
LSMMRN186+0++++++
```

The only difference between the above text file and the sample FR2420IB text file in the previous section is that you only enter a zero for the Amount value (column 1) and simply don't enter any other values, but you must keep the plus signs as they serve as field separators. In essence, you're specifically saying that there is only one row of data for Euro Dollars, and the Amount field has a value of zero, and there are no values for the other five fields.

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