

Spreadsheet File Transfer User Guide for FR2502Q SERIES Federal Reserve System

APPLICATION DEVELOPMENT SERVICES FUNCTION
Federal Reserve Bank of New York

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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.

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 files for the FR2502Q Series. We used formulae to pull the data from the spreadsheet worksheets containing the data and format them for Reporting Central.

Quarterly Report of Assets and Liabilities of Large Foreign Offices of U.S. Banks - FR2502Q

This report is required by law (12 U.S.C. §§ 248(a)(2), 353 *et seq.*, 461, 602, and 625).

The Federal Reserve may not conduct or sponsor, and an organization (or a person) is not required to respond to, a collection of

information unless it displays a currently valid OMB control number. The Federal Reserve System regards the individual bank information provided by each respondent as confidential. If it should be determined subsequently that any information collected on this form must be released, the respondents will be notified.

If this report is for one branch or subsidiary, give its address below:

Date of Report: _____
Month / Day / Year

Street _____

Parent Bank _____

City _____

Country of Branch(es) or Subsidiaries _____

Country Address of Customer	Code	Assets		Liabilities	
		Bil	Mil	Bil	Mil
Dollar Amounts in Millions					
United States¹	01007				
Total, all areas (Total assets must equal total liabilities)	99996				

1. The term "United States" includes the 50 states, the District of Columbia, and U.S. military facilities wherever located.

	Assets			Liabilities		
	QFBS	Bil	Mil	QFBS	Bil	Mil
Dollar Amounts in Millions						
Memoranda						
1. Amounts included in "UNITED STATES" above (country code 01007) for claims on, and liabilities to, U.S. addressees as follows:						
a. The parent bank	1306			2995		
b. Other depository institutions in the United States	1349			2961		
c. U.S. addressees other than depository institutions	1369			2964		
2. Amounts included in "TOTAL, all areas" above (country code 99996) that represent claims and liabilities from the fair value of derivatives contracts, if any	C424			C425		
3. Amounts included in "TOTAL, all areas" above (country code 99996) that represent claims on, and liabilities to, other non-U.S. offices of the parent bank	1357			1366		

File Format for FR2502Q (Effective from 09/30/2015)

Report Header Record for FR2502Q

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

<u>Field</u>	<u>Length</u>	<u>Type</u>	<u>Value/Description</u>
Report Institution ID	10	NUM	10-digit respondent identifier
Report Name	10	ALPHA	'FR2502Q' followed by three blanks
Report As-of date	10	NUM	10-digit date, MM-DD-YYYY, which represents the as of date of the report

Report Data Record for FR2502Q

There must be one Report Data Record for each item on the report form.

<u>Field</u>	<u>Length</u>	<u>Type</u>	<u>Value/Description</u>
Line Identifier	9	ALPHA	'L' followed by the line identifier code. In Part 1, this code is a 5-digit country code. In the Memoranda part, this code is an 8-character MDRM item code from the report form – see next section of this document for item codes pertaining to FR2502Q.

The next pair of fields (the separator and the data value) occurs 1 or 2 times, once for each data column of the report. In the case of the FR2502Q report, there are two columns per Line identifier in Part 1 and one column per Line identifier in the Memoranda part.

<u>Field</u>	<u>Length</u>	<u>Type</u>	<u>Value/Description</u>
+	1	ALPHA	'+' (plus) sign, used as column separator. Indicates that

financial data follows the separator.

If a report has several schedules containing differing numbers of columns, the file upload program requires that the maximum number of columns be represented throughout the file upload no matter if another schedule does not contain the same number of columns.

The first part of this report, containing country codes, has two columns, one for entering Asset amounts and one for entering Liability amounts. There should be two '+' signs after the Line Identifiers from the first part of the report.

The second part of the report or the Memoranda part, starting with Line Identifier QFBS1306 to Line Identifier QFBS 1366, contains a Line Identifier for the Assets column and a different Line Identifier for the Liabilities column.

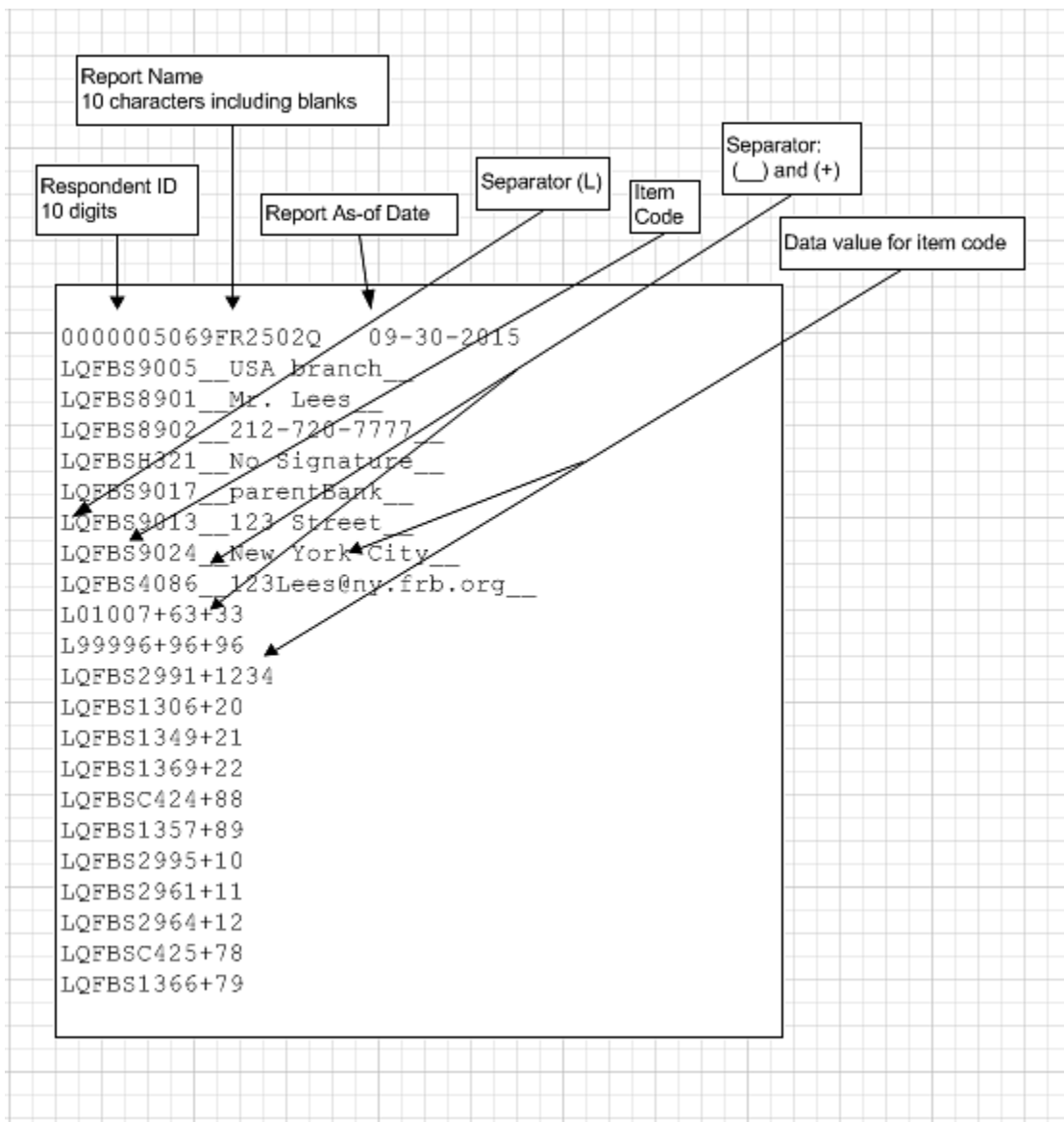
Data Value	0-9	NUM	Numeric data value being reported for the cell defined by that row and column. Value must be in one of the following formats: <ul style="list-style-type: none">• an unsigned one to nine-digit value if positive (999999999);• zero (unsigned) if zeros is the applicable value;• null if the data field is not applicable.
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Note: Do not zero fill the report. If you do not have data for a cell, leave the cell null.

Line Identifiers for the FR2502Q

Quarterly Report of Assets and Liabilities of Large Foreign Offices of U.S. Banks - FR2502Q

FIGURE 1 – EXAMPLE TEXT FLOW FOR FR2502Q



How to create a FR2502Q Text file from a spreadsheet

FIGURE 2: Example of the FR2502Q report form in a spreadsheet, Part 1. The hard copy report form is represented fairly closely on Reporting Central. The first part of the report contains country codes as item codes with column 1 for the entry of Asset amounts and column 2 for entry of Liability amounts. Remember a “+” represents a column and there should be two “+” symbols for the two columns in this first part of the report for the file upload.

The second part of the report, shown below Part 1, is the Memoranda section and contains an item code for Asset amounts and a separate item code for Liability amounts.

Create the report form on Excel, making it useful to enter data by adding headings, color, blank rows. Save a blank copy of the report for filing future as of dates. Use a copy of the blank form for actual data entry. You want to save a copy for future use because you will be changing the report copy into which you entered data. You will be stripping it of all the headings, color, blank rows, down to containing only item codes and data in order to create the file upload.

Example of Part 1 of the FR2502Q – Country Codes, Assets in one column, Liabilities in another column for same Country Code

	A	B	C	D	E	F	G	H	I	J	K	
1	Quarterly Report of Assets and Liabilities of Large Foreign Offices of U.S. Banks - FR2502Q											
2												
3				Country Address of Customer			Code	Assets		Liabilities		
4				Dollar Amounts in Millions				Bil	Mil	Bil	Mil	
5												
6				United States1			01007					
7				Total, all areas (Total assets must equal total liabilities)			99996					
8												

FIGURE 3: Example of the FR2502Q report form, Part 2, in a spreadsheet.

Part 2 – Memoranda, contains one column for each identifier

12						
13		The number of branches or subsidiaries included in this report is	2991			
14						
15	Memoranda					
16		1. Amounts included in "UNITED STATES" above (country code 01007) for claims on, and liabilities to, U.S. addressees as follows:				
17		a. The parent bank	1306		2995	
18		b. Other depository institutions in the United States	1349		2961	
19		c. U.S. addressees other than depository institutions	1369		2964	
20		2. Amounts included in "TOTAL, all areas" above (country code 99996) that represent claims and liabilities from the fair value of derivatives contracts, if any	C424		C425	
21		3. Amounts included in "TOTAL, all areas" above (country code 99996) that represent claims on, and liabilities to, other non-U.S. offices of the parent bank	1357		1366	
22						

FIGURE 4: Examples of parts of the FR2502Q report, containing just line identifiers and data. A copy of the report form on Excel was made and used to enter data. Then all report features that help with data entry were stripped from the form, such as headings, item descriptions, blank lines and so on. All that is left are Line Identifiers with preceding "L" and the data that was entered for the Line Identifiers.

Part 0 – Cover Page

	A	B	C
1	LQFBS9005	USA branch	
2	LQFBS8901	Mr. Lees	
3	LQFBS8902	212-720-7777	
4	LQFBSH321	protected field	
5	LQFBS9017	parentBank	
6	LQFBS9013	123 Street	
7	LQFBS9024	New York City	
8	LQFBS4086	123Lees@ny.frb.org	

Part 1

9	L01007	63	33
10	L99996	96	96

Part 2

11	LQFBS2991	1234	
12	LQFBS1306	20	
13	LQFBS1349	21	
14	LQFBS1369	22	
15	LQFBSC424	88	
16	LQFBS1357	89	
17	LQFBS2995	10	
18	LQFBS2961	11	
19	LQFBS2964	12	
20	LQFBSC425	78	
21	LQFBS1366	79	

Step 1. Create an Excel spreadsheet against the hard-copy report form or against the online representation of the report form on Reporting Central. Either one will work as long as you can identify the cells that contain the item code line identifier and the item value amount for the item code line identifier.

Once the entire report has been populated on the spreadsheet, save the spreadsheet as a blank report template into which to enter data values for future FR2502Q reports.

Step 2. Make a copy of the blank report template. Enter data values for a specific FR2502Q as of date in the copy. Save the spreadsheet copy with the data values. Remove any rows that do not contain data from this spreadsheet, namely report titles and headings. Call this spreadsheet Sheet1.

Now you are ready to format all of your entries from Line identifier LQFBS2170 and LQFBS2950 into the required format for a file upload into a spreadsheet Sheet2. The file upload then can be input to Reporting Central using the File Upload feature on the application.

Part 0 - Create a formula in cell A1 of Sheet2 to pull in the data from Sheet1 A1 and B1.

In cell A1, on Sheet2, type in the following formula:

```
=Sheet1!A1&"_"&Sheet1!B1&"_"
```

Copy the formula from A1 paste it to A2..A8

Part1 - Create a formula in cell A9 of Sheet2 to pull in the data from Sheet1 A9, B9 and C9.

In cell A9, on Sheet2, type in the following formula:

```
=Sheet1!A9&"+"&Sheet1!B9&"+"&Sheet1!C9
```

Copy the formula from A9 paste it to A10

Part3 - Create a formula in cell A11 of Sheet2 to pull in the data from Sheet1 A11 and B11.

In cell A9, on Sheet2, type in the following formula:

=Sheet1!A11&"+"&Sheet1!B11

Copy the formula from A11 paste it to A12 .. A21

The formula that you typed in basically concatenates the line identifier with the data value, separated with a “_” or “+” (plus) sign, one for each column. The FR2502Q has one column of data for each item code in Part 0, two columns of data for each item code in Part 1 and one column of data for each item code in Part 2.

At this point, using the formula from Step 0, step 1 and Step 2, you should have something similar to this in Sheet2 for the FR2502Q.

1	LQFBS9005__USA branch__
2	LQFBS8901__Mr. Lees__
3	LQFBS8902__212-720-7777__
4	LQFBSH321__protected field__
5	LQFBS9017__parentBank__
6	LQFBS9013__123 Street__
7	LQFBS9024__New York City__
8	LQFBS4086__123Lees@ny.frb.org__
9	L01007+63+33
10	L99996+96+96
11	LQFBS2991+1234
12	LQFBS1306+20
13	LQFBS1349+21
14	LQFBS1369+22
15	LQFBSC424+88
16	LQFBS1357+89
17	LQFBS2995+10
18	LQFBS2961+11
19	LQFBS2964+12
20	LQFBSC425+78
21	LQFBS1366+79

Step 3. Once you have entered all of the data to the report form and transformed the data using the formula, it is time to copy the contents of Sheet2 to a text file. From within the spreadsheet file do a <File>, <Save As>, select <Text (MS-DOS)(* .txt)> in the Save As type section. Type a name for the file and click the Save button. Then click <OK> and <Yes> to the two MS Excel prompts.

If you open the text file you created with the Notepad application, you should see something like this:

```
LQFBS9005__USA branch__  
LQFBS8901__Mr. Lees__  
LQFBS8902__212-720-7777__  
LQFBSH321__No Signature__  
LQFBS9017__parentBank__  
LQFBS9013__123 Street__  
LQFBS9024__New York City__  
LQFBS4086__123Lees@ny.frb.org__  
L01007+63+33  
L99996+96+96  
LQFBS2991+1234  
LQFBS1306+20  
LQFBS1349+21  
LQFBS1369+22  
LQFBSC424+88  
LQFBS1357+89  
LQFBS2995+10  
LQFBS2961+11  
LQFBS2964+12|  
LQFBSC425+78  
LQFBS1366+79
```

Step 4. The last step, once you have saved your report data from Sheet2 into a text file is adding the respondent ID, the report form name and as-of-date as a header to the text file.

```
|0000001511FR2502Q 09-30-2015
```

Open the newly created text file, place the cursor before the LQFBS9005 on the first row of data and press the return key to create an empty first row. Then type in your 10-digit respondent ID code immediately followed by FR2502Q and three blank spaces (Remember the report form name can be 10 characters long) and then the report's as-of-date for example 06-30-2015 in this particular date format. Save the file and you're done. Once you're done, your first row of data should look similar in format to the text file below.

```
0000005069FR2502Q 09-30-2015
LQFBS9005__USA branch__
LQFBS8901__Mr. Lees__
LQFBS8902__212-720-7777__
LQFBSH321__No Signature__
LQFBS9017__parentBank__
LQFBS9013__123 Street__
LQFBS9024__New York City__
LQFBS4086__123Lees@ny.frb.org__
L01007+63+33
L99996+96+96
LQFBS2991+1234
LQFBS1306+20
LQFBS1349+21
LQFBS1369+22
LQFBSC424+88
LQFBS1357+89
LQFBS2995+10
LQFBS2961+11
LQFBS2964+12
LQFBSC425+78
LQFBS1366+79
```

Now you can go ahead, using the File Upload feature, to upload the data for this report to Reporting Central.