File Upload User Guide

FR Y-8

**The Bank Holding Company Report of
Insured Depository Institutions'
Section 23A Transactions with Affiliates**

Federal Reserve System

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 Y-8 – The Bank Holding Company Report of Insured Depository Institutions' Section 23A Transactions with Affiliates**. 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 Y-8

The FR Y-8 is comprised of multiple schedules and several financial and text fields. To minimize issues with problems 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 four-character and eight-character MDRM descriptor listed in Appendix A. Reporting Central uses the MDRM to identify individual report items. For File Upload, Reporting Central allows you to use either the Reporting Central file format or the CIPS file format. See Appendix A for the 8-char MDRM values.

Appendix A
FR Y-8 Report Detailed Field Specifications

Schedule	Report Form Item Number	8-Char MDRM	Field Length
Financial Data Items			
Cover Page	Checkbox #1	BIDI8360	14
Part I	Checkbox #2	BIDIB966	14
Part I	Checkbox #3	BIDIB967	14
Part I	1. (Column A)	BIDIB968	14
Part I	1. (Column B)	BIDIB969	14

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. See Appendix A for field length limitations

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

Field Character Limits

Standard financial data are reported in Thousands and allow entry of up to 14 digits, with no decimal places. For text item character limits, see Appendix A.

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, either the four-character or 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.

The Reporting Central and CIPS file formats use the eight-character MDRM (see Column E below).

	A	B	C	D	E	F	G	H
1								
2			FR Y-8 – The Bank Holding Company Report of Insured Depository Institutions' Section 23A Transactions with Affiliates.					
3								
4			Respondent ID		73			
5			Series Name		FR Y-8			
6			As of Date		09/30/2017			
7								Dollar Amount in Thousands
8			Part I	1.A	BIDIB968	Covered transactions subject to 23A	Agg Amt, End of Qtr	1
9			Part I	1.B	BIDIB969	Covered transactions subject to 23A	Max Agg Amt, During Qtr	10
10			Part I	2.A	BIDIB970	Covered ransactions not subject to 23A	Agg Amt, End of Qtr	50
11			Part I	2.B	BIDIB971	Covered ransactions not subject to 23A	Max Agg Amt, During Qtr	110
12			Part I	3.A	BIDIB972	Covered transactions subject to 23A	Agg Amt, End of Qtr	0
13			Part I	3.B	BIDIB973	Covered transactions subject to 23A	Max Agg Amt, During Qtr	50
14			Part I	4.A	BIDIB974	Covered ransactions not subject to 23A	Agg Amt, End of Qtr	100
			Part I	4.B		Covered ransaction	Max Agg Amt, Durin	200
32								
33								
34								Text Items
35			Cover Page	TOPH	TEXT9010	Legal Name of Top Tier Holding Company		Your Top Tier HC Name
36			Cover Page	TOPH	TEXT9110	Mailing Address of Holding Company		329 Main Street
37			Cover Page	TOPH	TEXT9130	City of Holding Company Address		YourTown
38			Cover Page	TOPH	TEXT9200	State of Holding Company Address		CA
39			Cover Page	TOPH	TEXT9220	Zip Code of Holding Company Address		94110
40			Cover Page	Contact	TEXT8901	Name/Title of Person to whom questions should be addressed		Joanna Jones
41			Cover Page	Contact	TEXT8902	Area Code/Phone of Person		415-555-XXXX
42			Cover Page	Contact	TEXT9116	Area Code/Fax of Person		415-555-YYYY
43			Cover Page	Contact	TEXT4086	Email Address of Person		Jjones@yourBank.com
44			Cover Page	DI Info	TEXT9012	Legal Name of Insured Depository Institution		Your Bank Name
45			Cover Page	DI Info	TEXT9013	Mailing address of Insured Depository Institution		PO Box 1234
46			Cover Page	DI Info	TEXT9024	City of Insured Depository Institution's address		YourTown
47			Cover Page	DI Info	TEXT9026	State of Insured Depository Institution's address		CA
48			Cover Page	DI Info	TEXT9027	Zip Code of Insured Depository Institution's address		94110

Sheet1

> **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. Note that the formatting of item values in the Reporting Central upload file differs from that of the CIPS upload file.

Reporting Central – Data Format
- "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 "+".
- Text data entry is preceded by two underscores and followed by two underscores:

MS Excel Workbook: Sheet 2

A1			×	✓	fx	="L"&Sheet1!E8&"+"&Sheet1!H8

	A	B	C	D
1	LBIDIB968+1			
2	LBIDIB969+10			
3	LBIDIB970+50			
4	LBIDIB971+110			
5	LBIDIB972+0			
6	LBIDIB973+50			
7	LBIDIB974+100			
8	LBIDIB975+200			

> Reporting Central Financial Data Excel Formula: `="L"&Sheet1!E8&"+"&Sheet1!H8`
> Translates to: `LBIDIB968+1`
>
> Reporting Central Text Data Excel Formula: `="L"&Sheet1!E35&"___"&Sheet1!H35&"___"`
> Translates to: `LTEXT9010__Your Top Tier HC Name__`

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. Some series, like the FR Y-8, must contain nulls for blanks in the file upload.
- Text data values are preceded by a single underscore and followed by three underscores:

MS Excel Workbook: Sheet 2

A1			×	✓	fx	=Sheet1!E8&"+"&Sheet1!H8&","

	A	B	C	D
1	BIDIB968+1,			
2	BIDIB969+10,			
3	BIDIB970+50,			
4	BIDIB971+110,			
5	BIDIB972+0,			
6	BIDIB973+50,			
7	BIDIB974+100,			
8	BIDIB975+200,			

> CIPS Financial Data Excel Formula: `=Sheet1!E8&"+"&Sheet1!H8&","`
> Translates to: `BIDIB968+1,`
>
> CIPS Text Data Excel Formula: `=Sheet1!E35&"+_"&Sheet1!H35&"___"&","`
> Translates to: `TEXT9010+_Your Top Tier HC Name__,`

This is repeated for all fields and, once all fields have been linked, you can create the text file.
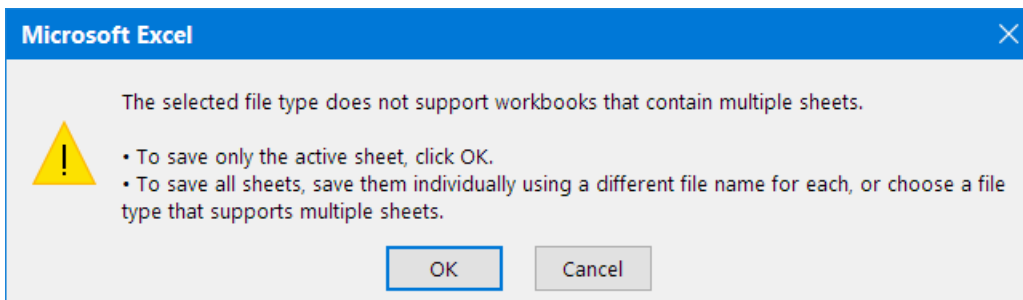
Step 3 – Create the Text File

Before you create the file upload text file, it is recommended that you first save the file in spreadsheet format, in case you need to revise the text files or formulas.

After saving the file in spreadsheet format, save the contents of *Sheet 2* as a text (tab delimited)(*.txt):
- Go to *Sheet 2*
- Save the data as a text file
  - Navigate to the **File tab**
  - Select **Save As**
  - Select the file type option as ***Text (Tab delimited) (*.txt)***
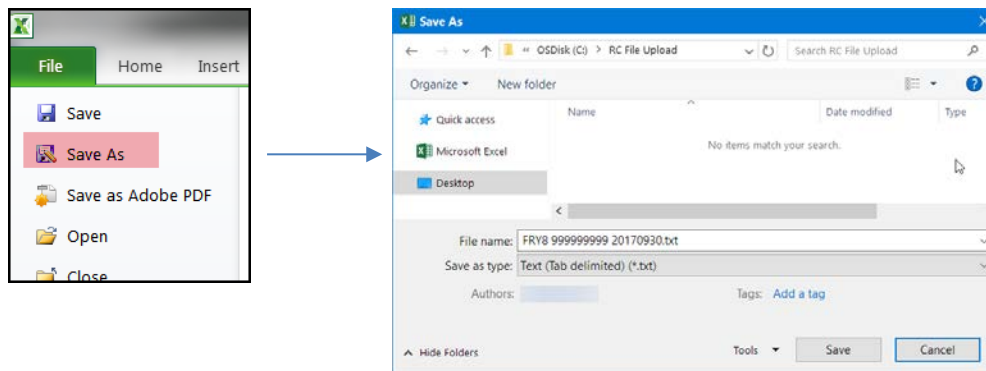
If a message indicates that this file selection does not support workbooks with multiple worksheets, select '**OK**.'

If an additional message appears concerning incompatibility or lost features, select '**Yes**.'
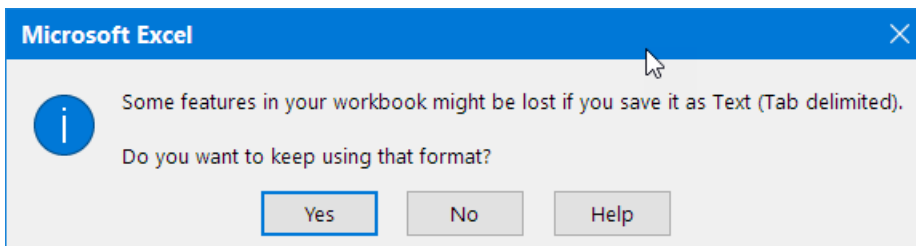
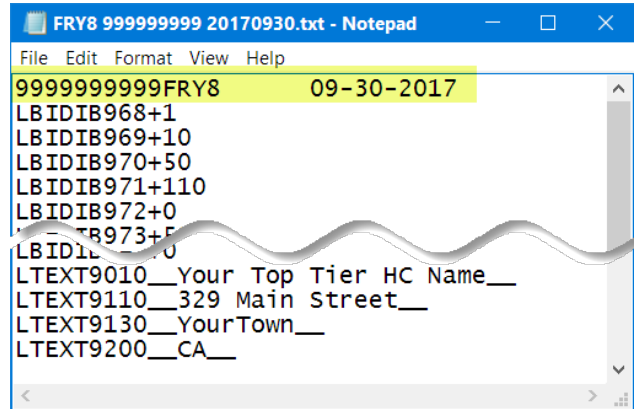## Step 4 – Format the Text File and Add Header Record

Open the text file that was created in Step 3 using Notepad (or a similar editor).
- If the data content is encapsulated with double-quotes, remove the double-quotes.
- If there any tab characters in the text file, remove the tabs.

The next step is to add the header record.

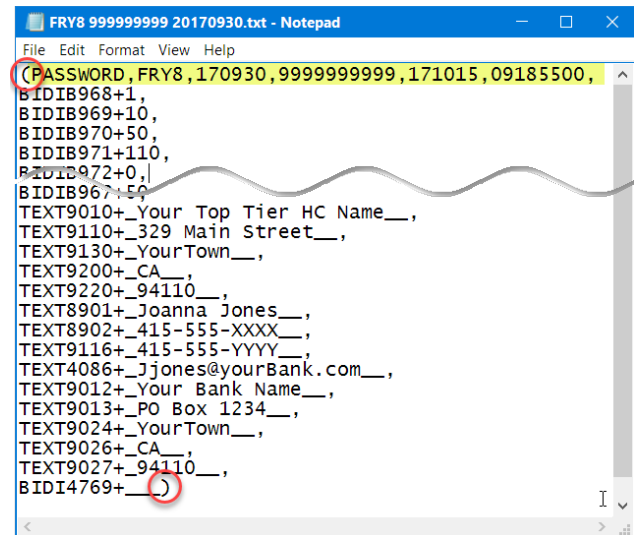The Reporting Central file header record consists of the following items:
- The first 10 spaces are the RSSD ID with leading zeroes.
- The next 10 spaces are the report series name 'FRY8' followed by 6 spaces
- The report as-of date, in MM-DD-YYYY.

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 trailing spaces should be inserted if the actual password is shorter
- The report series name 'FRY8'
- 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.

Step 5 – Reporting Central Submission

In Reporting Central, select the File Upload tab and then click the '**Browse…**' button. Then, navigate to and select/open the stored text file. After 'File' box in the website is populated with the file name, select 'Continue' button to commence the upload.
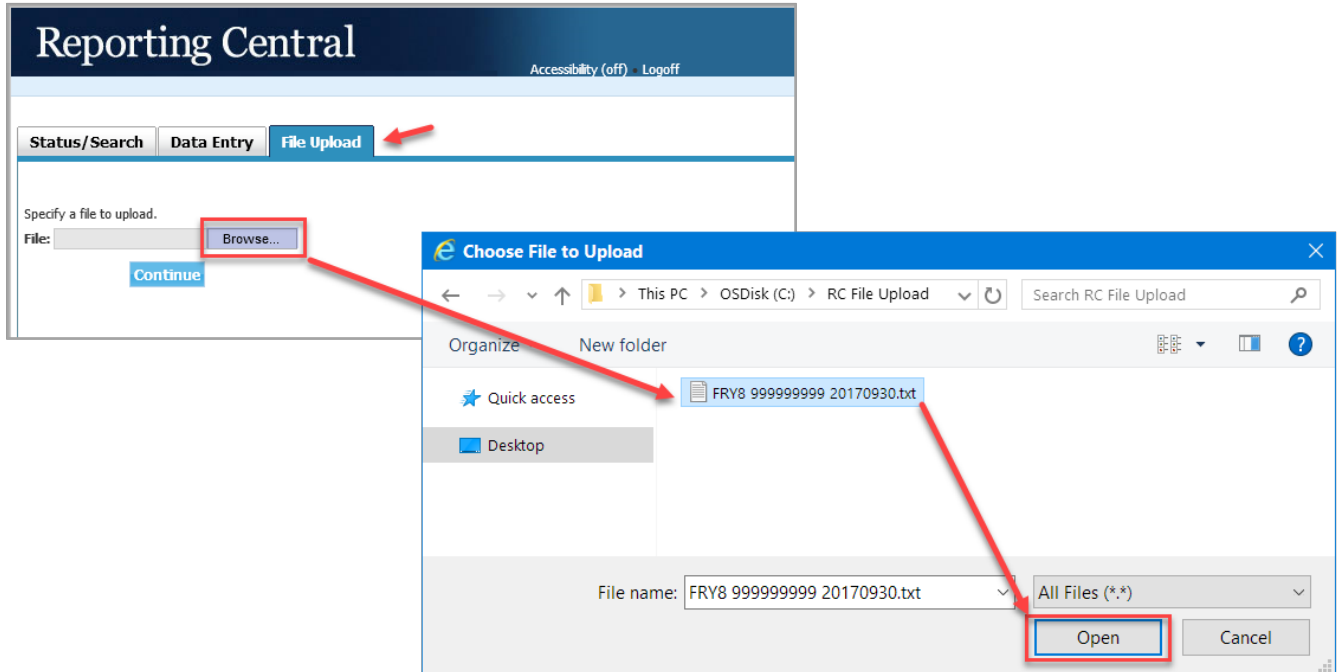
If there are no formatting issues during the file upload the data will load directly into the report screen.

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 to help troubleshoot the issues.

Appendix A – FR Y-8 Report Detailed Field Specifications

Schedule	Report Form Item Number	8-Char MDRM	Field Length
Financial Data Items			
Part I	Checkbox #1	BIDIB966	14
Part I	Checkbox #2	BIDIB967	14
Part I	1. (Column A)	BIDIB968	14
Part I	1. (Column B)	BIDIB969	14
Part I	2. (Column A)	BIDIB970	14
Part I	2. (Column B)	BIDIB971	14
Part I	3. (Column A)	BIDIB972	14
Part I	3. (Column B)	BIDIB973	14
Part I	4. (Column A)	BIDIB974	14
Part I	4. (Column B)	BIDIB975	14
Part I	5.a.	BIDIB976	14
Part I	5.b.	BIDIB977	14
Part I	6.a.	BIDIB978	14
Part I	6.b.	BIDIB979	14
Part I	7. (Column A)	BIDIB980	14
Part I	7. (Column B)	BIDIB981	14
Part I	M.1.	BIDIC450	14
Part II	1.	BIDIC451	14
Part II	2.	BIDIC452	14
Part II	3.	BIDIC453	14
Text Items			
Legal Name of Top Tier Holding Company [1]		RSSD9017	72
Mailing Address of Holding Company		RSSD9110	72
City of Holding Company Address		RSSD9130	30
State of Holding Company Address		RSSD9200	2
Zip Code of Holding Company Address		RSSD9220	10
Name/Title of Person to whom questions should be addressed [2]		BIDI8901	72
Area Code/Phone of Person		BIDI8902	30
Area Code/Fax of Person		BIDI9116	30
Email Address of Person		BIDI4086	72
Legal Name of Insured Depository Institution		TEXT9012	72
Mailing address of Insured Depository Institution		TEXT9013	72
City of Insured Depository Institution's address		TEXT9024	30
State of Insured Depository Institution's address		TEXT9026	2
Zip Code of Insured Depository Institution's address		TEXT9027	10

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[1] Effective 06/30/2018, the MDRMs associated with the Top Tier Holding Company and its mailing address were re-designated as RSSD9017, RSSD9110, RSSD9130, RSSD9200, and RSSD9220.

[2] Effective 06/30/2018, the MDRMs associated with the contact person has been redesigned as BIDI8901, BIDI8902, BIDI9116, and BIDI4086.

Schedule	Report Form Item Number	8-Char MDRM	Field Length
Printed Name of Officer		BIDIC490	72
Title		BIDIC491	72
Date of Signature (MM/DD/YYYY)		BIDIJ196	10

Retired MDRMs

The following MDRMs have been retired and were last used in the FR Y-8 report for 03/31/2018.

- BIDI8360
- TEXT9010, TEXT9110, TEXT9130, TEXT9200, TEXT9220
- TEXT8901, TEXT8902, TEXT9116, TEXT4086
- BIDI4769