THE FEDERAL RESERVE
Reporting Central

REPORTING CENTRAL

EXTERNAL USER GUIDE

Federal Reserve System

STATISTICS FUNCTION
December 2023

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I. Overview

Reporting Central is a web-based reporting application developed by the Federal Reserve to provide a secure, technically advanced and efficient system that serves as a single point of entry for Federal Reserve, Federal Financial Institution Examination Council (FFIEC) and the U.S. Department of the Treasury electronic reports submission and file uploads.

In order to use Reporting Central, the external user or Reporting Entity will have to apply for a digital certificate and will be issued a physical token for access. There are several steps that need to be completed by each reporting entity prior to being issued a token. More information about this process (and the overall setup process) can be found by using the following link:
https://www.frbservices.org/central-bank/reporting-central/service-setup/index.html

II. Accessing and Logging Into Reporting Central

The Reporting Central application can be accessed on the Federal Reserve Bank Services website using the following link:

https://www.frbservices.org/central-bank/reporting-central/index.html

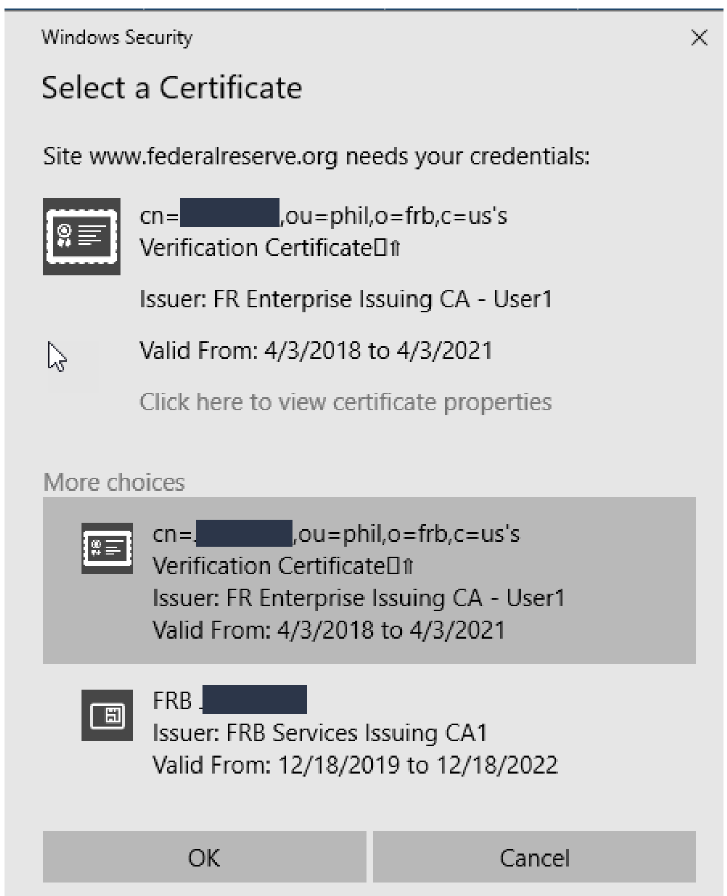
- The user clicks on "Reporting Central Secure Logon" button to start the logon process.

- A warning message will appear asking whether the user is authorized to use the Reporting Central application. If so, the user should click on the "Reporting Central Secure Logon" button.

Warning! This application is a U.S. government information system that may be used only for its intended purposes. If you are not authorized to use this application, please exit this site immediately. Unauthorized access or improper use is prohibited and may result in civil and/or criminal penalties. At any time, and for any lawful government purpose, this application, including any communication or data stored or transiting on the application, is subject to monitoring, interception, search, use and disclosure. Use of this application constitutes consent to such activities.

- The physical token[1] which the user has been provided with should be inserted in the computer.

- A window will appear asking the user to choose the appropriate digital certificate



- After the certificate has been selected, a message will display requiring the user to enter their token password. The user is only required to set their password once.

[1] The physical token is valid for three years of usage. After that time period has elapsed, the token must be renewed.

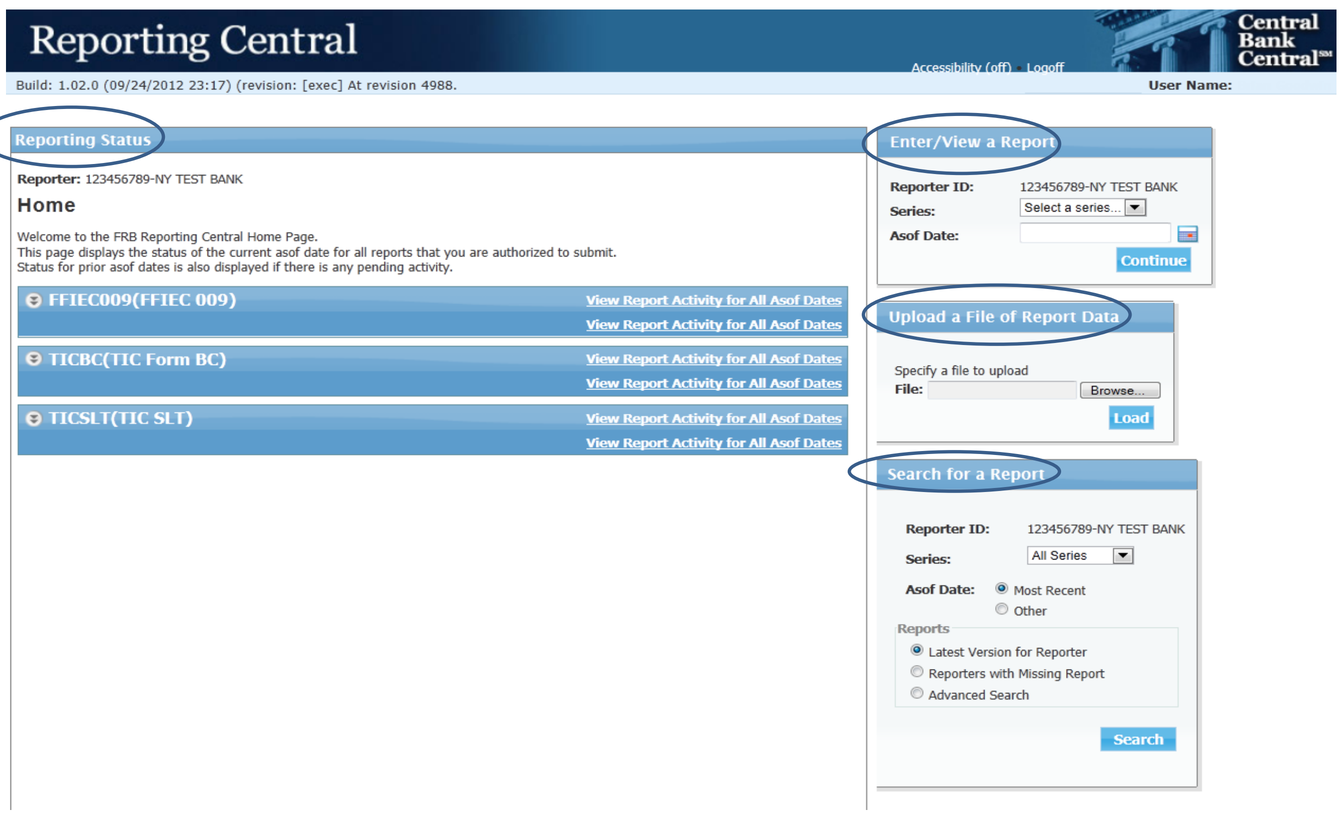

Windows Security
Credential Required
To allow the app to access your private key, enter the password:
Key description : CryptoAPI Private Key
Password
Enter Password
Allow
Don't allow

III. Reporting Central Home Page

The Reporting Central home page appears once the external user logs into Reporting Central. Multiple functionalities are displayed on this page.

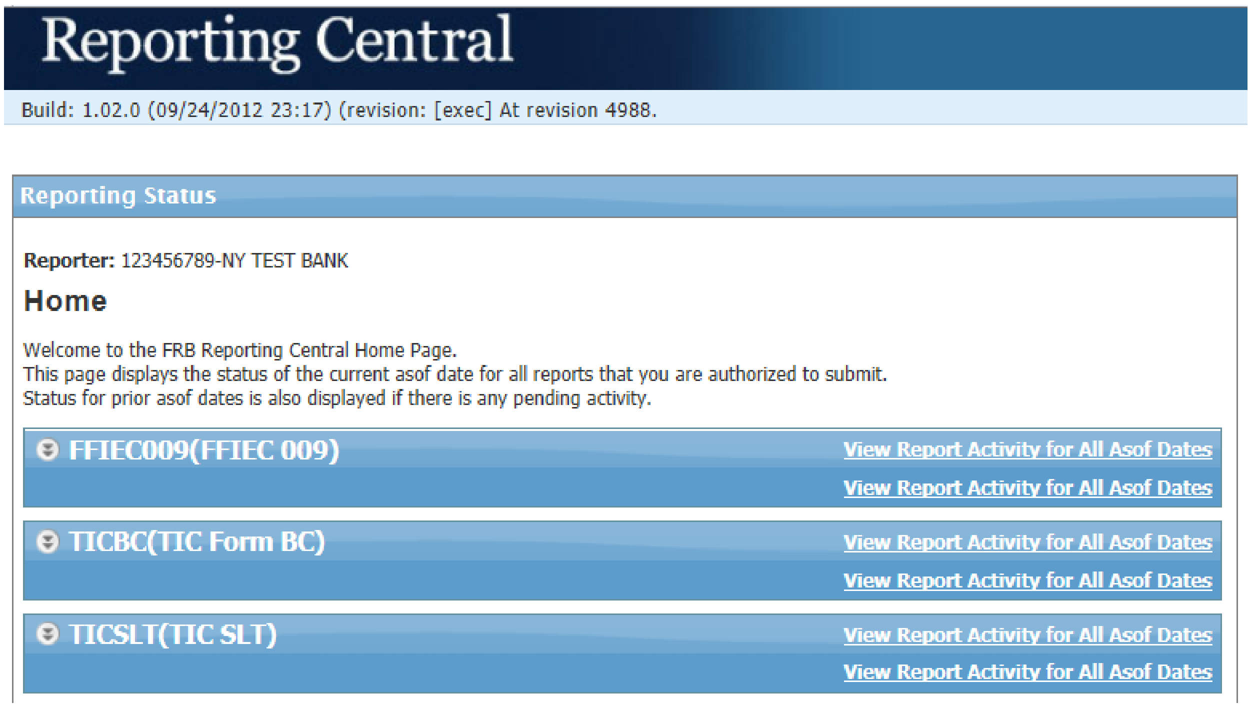
The user can:

- Verify the reporting statuses of its reports.
- Enter and/or view reports.
- Upload a file.
- Search for a report.

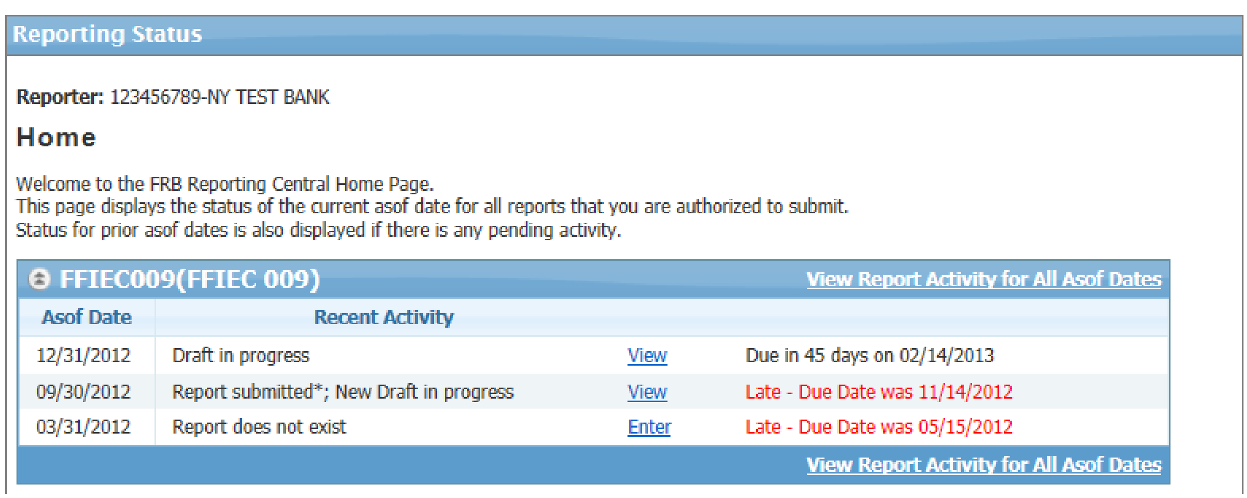


IV. Reporting Status

Under the "Reporting Status" section, each of the entity's reports that are submitted via Reporting Central will be displayed.



- The user can click on the expand button for a series, which will display the status of the current as-of date and the status of any prior as-of dates that have pending activity. If the report does not exist, an "Enter" link displays with which to enter a report. If a draft is in progress, a "View" link displays with which to view it. If a report has been submitted and a draft for it has then been entered and saved, a "View" link displays to view the draft, the latest version of the report.



➢ Selecting the "View Report Activity for All As-of Dates" link allows the user to select either **"All Versions"** button, which will show all of the report versions – Missing, Draft, Submitted and Deleted or **"Latest version of report for each as-of date"** button which will show the last version for each as-of date (this option will never show a missing report). The name of the user, the user's ID number and the time/date of the submission are all displayed next to the report as of date. Every successful submission is saved by the system. However, only one record at a time can be active. Details on the report due dates are visible.

Series: FFIEC009 (FFIEC 009) **Reporter:** 123456789-NY TEST BANK

Reporting Activity

Showing: ◉ All versions ○ Latest version of report for each asof date

<< first < prev **1** next > Rows per page: 25

Asof Date	Report Version		Status	User ID	User Name
12/31/2012	Missing	Enter	Due in 45 days on 02/14/2013		
09/30/2012	Submitted	View	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
09/30/2012	Submitted	View	Sent on 12/14/2012 at 1:49pm ET	1719	Brian Goodwin
06/30/2012	Submitted	View	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
03/31/2012	Missing	Enter	Late - Due Date was 05/15/2012		
12/31/2011	Submitted	View	Sent on 01/03/2013 at 12:46pm ET	1719	Brian Goodwin
12/31/2011	Submitted	View	Sent on 10/25/2012 at 2:59pm ET	FRB-STAFF	

Showing: ◉ All versions ○ Latest version of report for each asof date

<< first < prev **1** next > Rows per page: 25

Series: FFIEC009 (FFIEC 009) **Reporter:** 123456789-NY TEST BANK

Reporting Activity

Showing: ○ All versions ◉ Latest version of report for each asof date

<< first < prev **1** next > Rows per page: 25

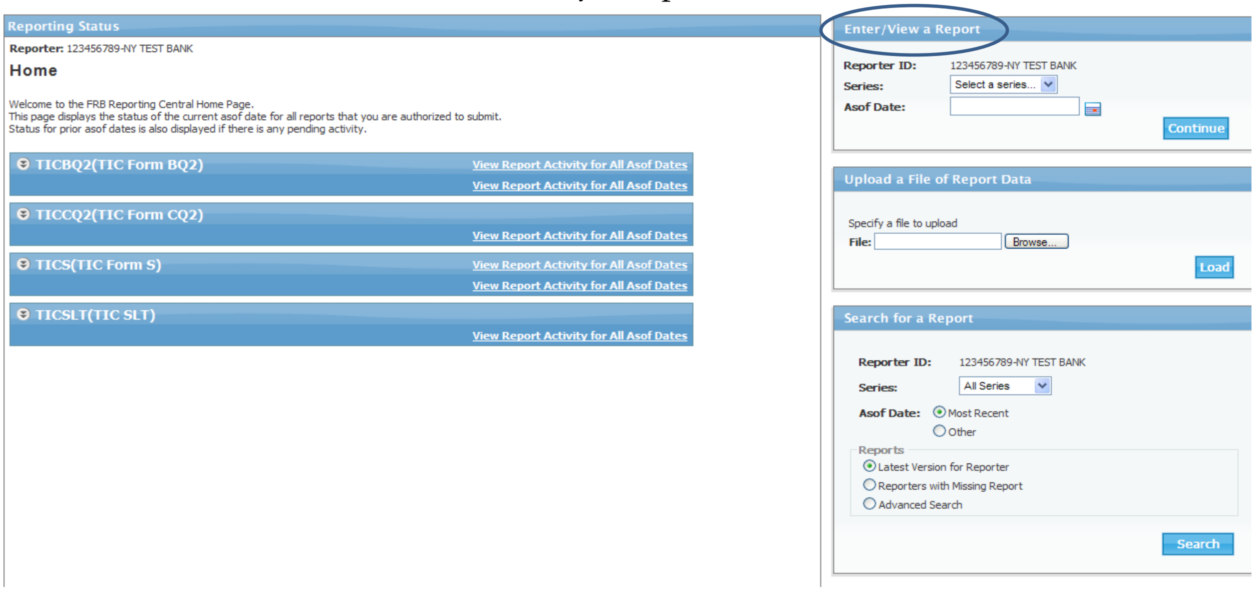
Asof Date	Report Version		Status	User ID	User Name
09/30/2012	Submitted	View	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
06/30/2012	Submitted	View	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
12/31/2011	Submitted	View	Sent on 01/03/2013 at 12:46pm ET	1719	Brian Goodwin

Showing: ○ All versions ◉ Latest version of report for each asof date

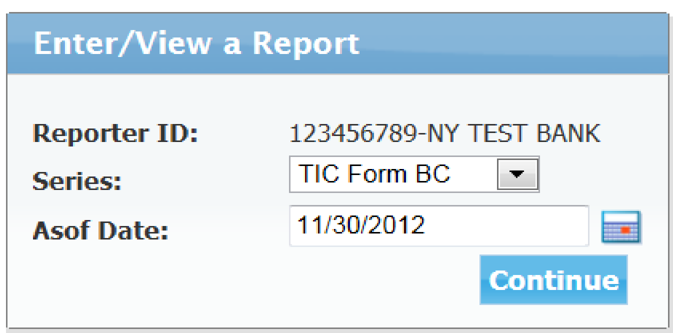
<< first < prev **1** next > Rows per page: 25

V. Data Entry/Viewing

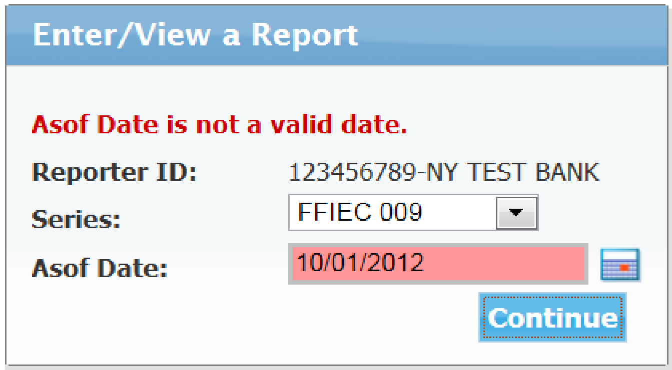
The Data Entry/Viewing section allows users the ability to manually enter a report or view a report that has been entered either manually or uploaded as a file.



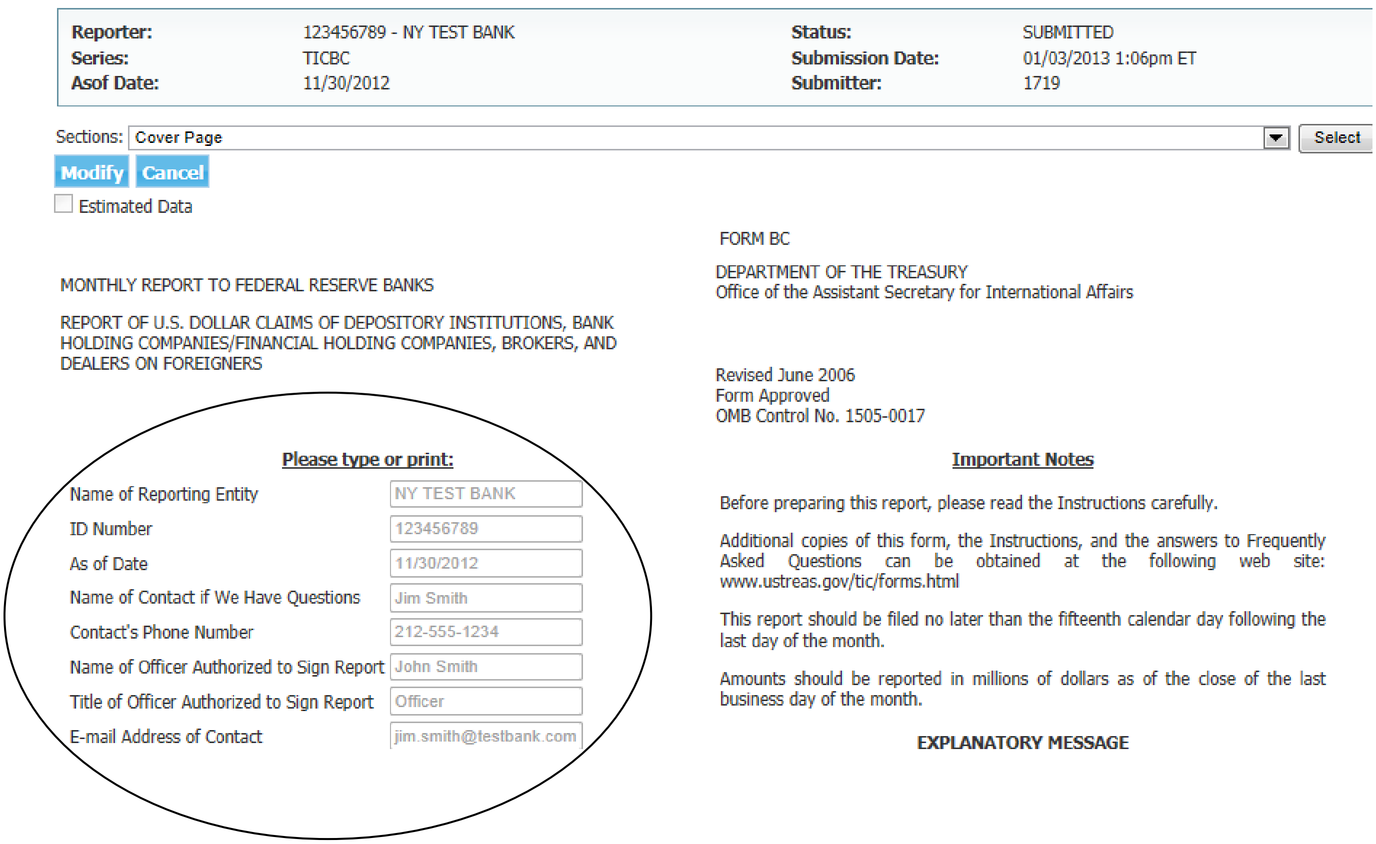
- The "Reporter ID" will be displayed and the user can select a single report "Series" from the drop-down list and enter or select from the calendar a single "As of Date".



- If an incorrect as of date is entered for a report, a red message stating "As of date is not a valid date" will appear. The user must enter a valid as-of date for the selected series before proceeding to the next screen.



- Depending on the series, the number of sections contained within a report varies. However, every report contains a "Cover Page" which provides the name of the reporting entity, the entity's ID number, the report as of date and fields for contact information, which for some series are required to be filled out.



Reporter:	123456789 - NY TEST BANK	**Status:**	SUBMITTED
Series:	TICBC	**Submission Date:**	01/03/2013 1:06pm ET
Asof Date:	11/30/2012	**Submitter:**	1719

Sections: Cover Page Select

Modify Cancel

Estimated Data

FORM BC

MONTHLY REPORT TO FEDERAL RESERVE BANKS

DEPARTMENT OF THE TREASURY
Office of the Assistant Secretary for International Affairs

REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

Revised June 2006
Form Approved
OMB Control No. 1505-0017

Please type or print:

Name of Reporting Entity	NY TEST BANK
ID Number	123456789
As of Date	11/30/2012
Name of Contact if We Have Questions	Jim Smith
Contact's Phone Number	212-555-1234
Name of Officer Authorized to Sign Report	John Smith
Title of Officer Authorized to Sign Report	Officer
E-mail Address of Contact	jim.smith@testbank.com

Important Notes

Before preparing this report, please read the Instructions carefully.

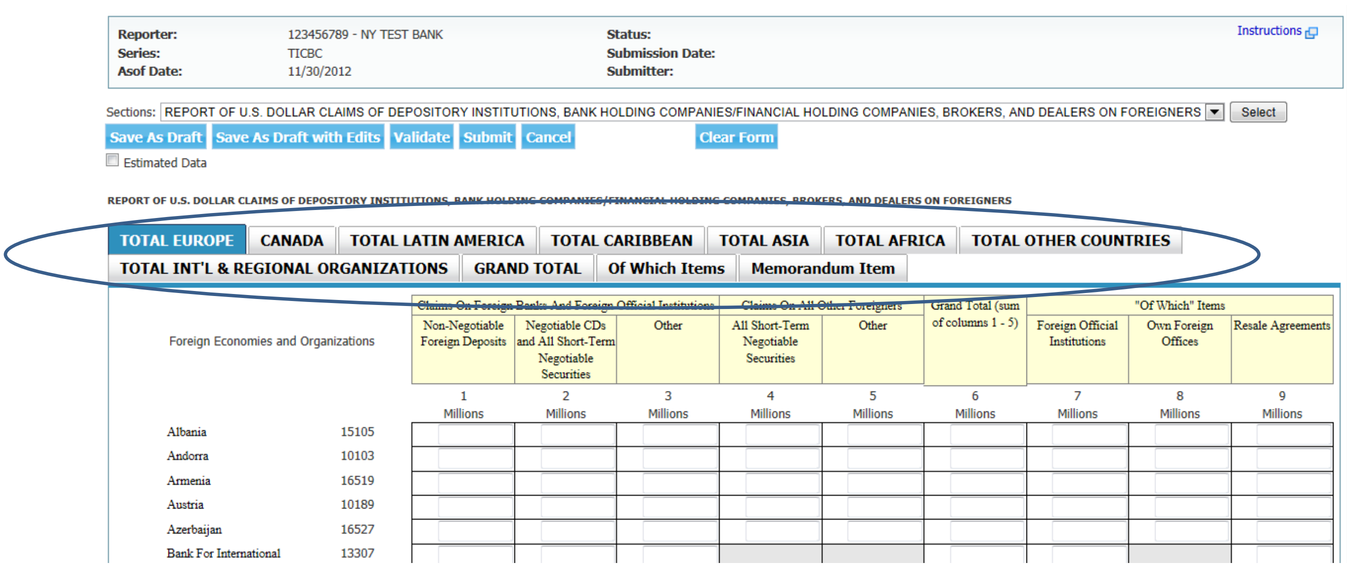
Additional copies of this form, the Instructions, and the answers to Frequently Asked Questions can be obtained at the following web site: www.ustreas.gov/tic/forms.html

This report should be filed no later than the fifteenth calendar day following the last day of the month.

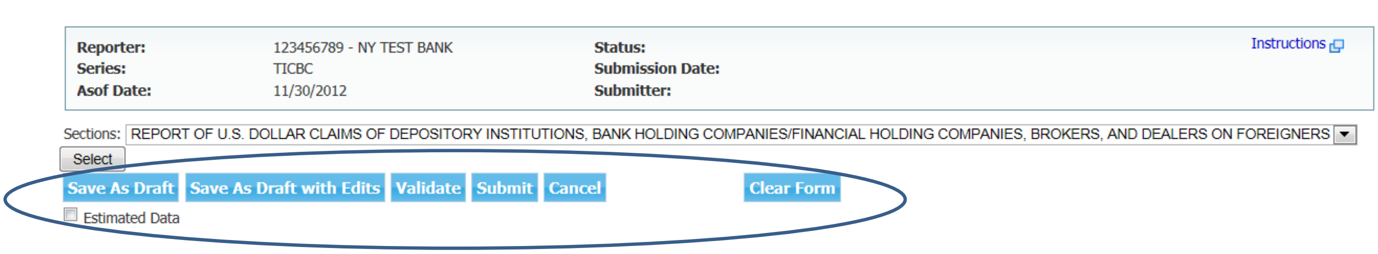
Amounts should be reported in millions of dollars as of the close of the last business day of the month.

EXPLANATORY MESSAGE

- The other sections are specific to the report and its data. The page will feature the report tabs, if applicable, as well as the cells to enter data.



- Once the data entry process has been completed, the user has the following options:
    - Save as Draft
    - Save as Draft with Edits
    - Validate the data
    - Submit the data
    - Cancel
    - Clear Form
    - Estimated Data



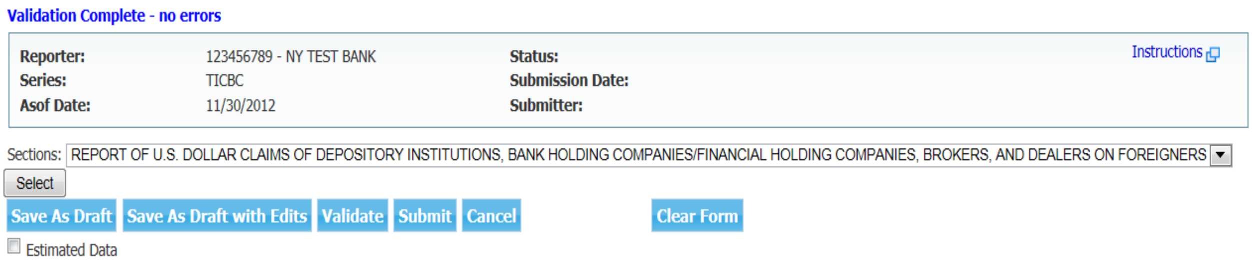
<u>Save as Draft & Save as Draft with Edits</u>

- The "Save as Draft" and "Save as Draft with Edits" options allows the user to save the report being worked on <u>without</u> submitting it. Since the report is not being submitted, drafts[2] can be saved while containing errors (edits) or with incomplete data. When the user searches for the report, the saved draft will appear. From there, the user can continue working on the report prior to validating and submitting it.

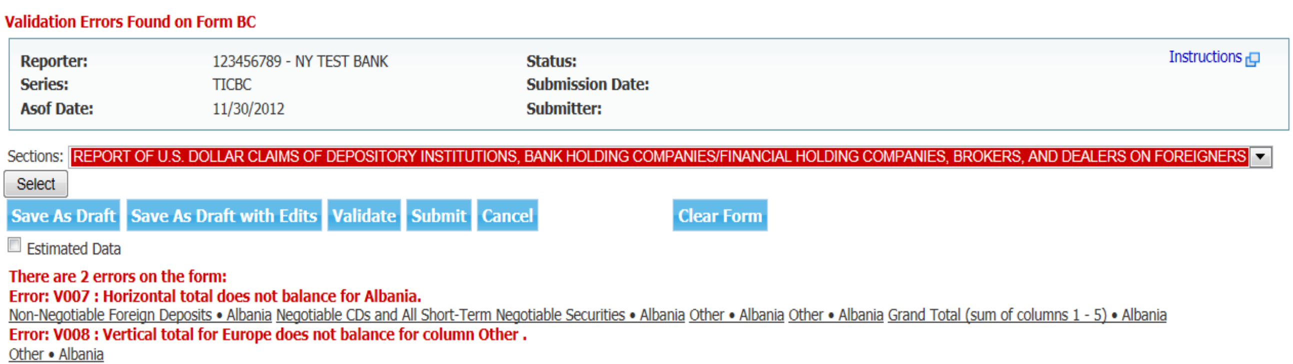
[2] **While in draft mode,** Federal Reserve Bank staff can see whether reports are saved as drafts, but are unable to view the data.

Validating

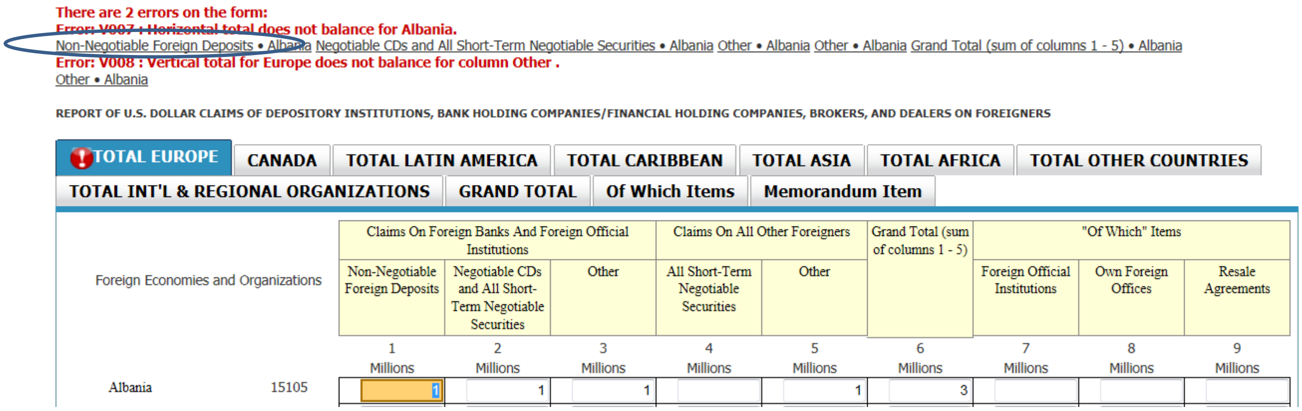
- The validating process verifies that there are no errors associated with the data, which would prevent it from being submitted. If the validation has been successful, a message saying "Validation completed successfully" will appear and the user can then submit their data.



- If errors are discovered, each error will be identified on the screen. (A brief description of the error alongside a hyperlink for that error will also be available). Validating a report is a recommended step before data submission. A report containing errors may not be submitted; however it can be saved using the "Save as Draft with Edits" option.



- The user may click on the error message, which will then take them to the section where the error is located.


There are 2 errors on the form:
Error: V007 : Horizontal total does not balance for Albania.
Non-Negotiable Foreign Deposits • Albania Negotiable CDs and All Short-Term Negotiable Securities • Albania Other • Albania Other • Albania Grand Total (sum of columns 1 - 5) • Albania
Error: V008 : Vertical total for Europe does not balance for column Other .
Other • Albania

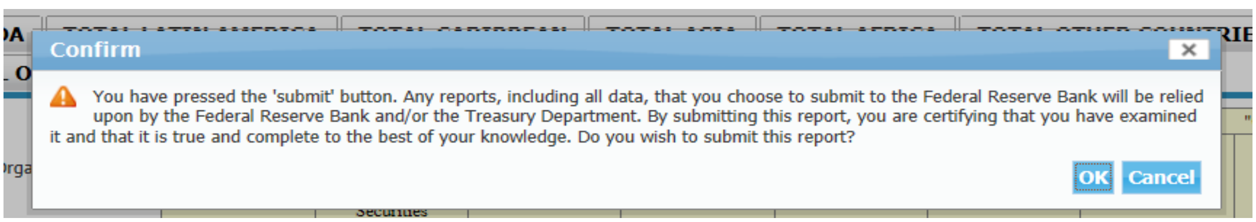
REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

TOTAL EUROPE | CANADA | TOTAL LATIN AMERICA | TOTAL CARIBBEAN | TOTAL ASIA | TOTAL AFRICA | TOTAL OTHER COUNTRIES
TOTAL INT'L & REGIONAL ORGANIZATIONS | GRAND TOTAL | Of Which Items | Memorandum Item

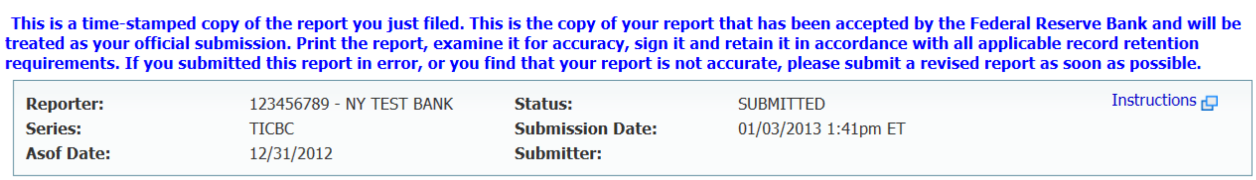
Foreign Economies and Organizations		Claims On Foreign Banks And Foreign Official Institutions			Claims On All Other Foreigners		Grand Total (sum of columns 1 - 5)	"Of Which" Items		
		Non-Negotiable Foreign Deposits	Negotiable CDs and All Short-Term Negotiable Securities	Other	All Short-Term Negotiable Securities	Other		Foreign Official Institutions	Own Foreign Offices	Resale Agreements
		1 Millions	2 Millions	3 Millions	4 Millions	5 Millions	6 Millions	7 Millions	8 Millions	9 Millions
Albania	15105	1	1	1		1	3			

Submit

- ➢ The user can submit a report once it has been successfully entered and all validity errors have been addressed. The submitted data is stored by the application and can be accessed by the user or by Federal Reserve Bank analysts.



- ➢ After a report has been successfully submitted, a message notifying the user that the report has been accepted and time-stamped by the Federal Reserve Bank will appear.


This is a time-stamped copy of the report you just filed. This is the copy of your report that has been accepted by the Federal Reserve Bank and will be treated as your official submission. Print the report, examine it for accuracy, sign it and retain it in accordance with all applicable record retention requirements. If you submitted this report in error, or you find that your report is not accurate, please submit a revised report as soon as possible.

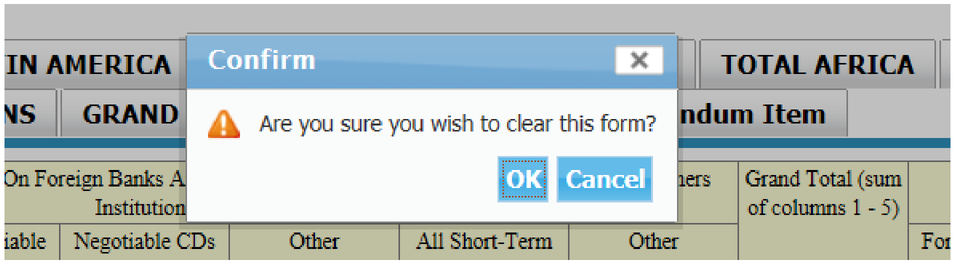
Reporter:	123456789 - NY TEST BANK	**Status:**	SUBMITTED	Instructions
Series:	TICBC	**Submission Date:**	01/03/2013 1:41pm ET	
Asof Date:	12/31/2012	**Submitter:**		

Cancel

- ➢ If the user selects the "Cancel" button every change they made on the screen will not be saved and they will be taken back to the Reporting Central Home page.

Clear Form

- ➢ If the user selects the "Clear Form" button, the user will be asked to confirm if the data contained in the form should be cleared. If the user selects "Ok", all data entered for that series and as-of date will be cleared.

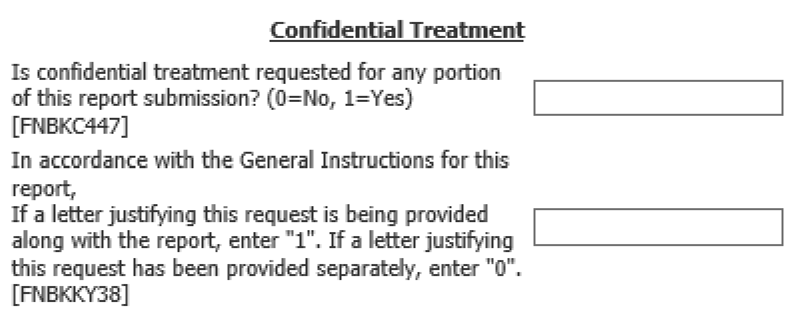


Estimated Data

- Checking the "Estimated Data" box allows the user to enter the data as estimated. It will be marked as "Estimated" on the Reporting Central activity screen. When the user views the report, the Estimated Data checkbox will be checked. Please note that it is expected that actual data will be submitted to replace the estimated data prior to the due date.

Confidentiality Treatment Request

- Reporting institutions have the capability of requesting confidential treatment for their financial data via Reporting Central for a number of series.[3]. Refer to the report instructions and series specific user guide to confirm eligibility.
- If a report series is eligible for confidential treatment, the user will need to provide the two related MDRMs in their upload file and will see two related questions on the data entry screen:
-

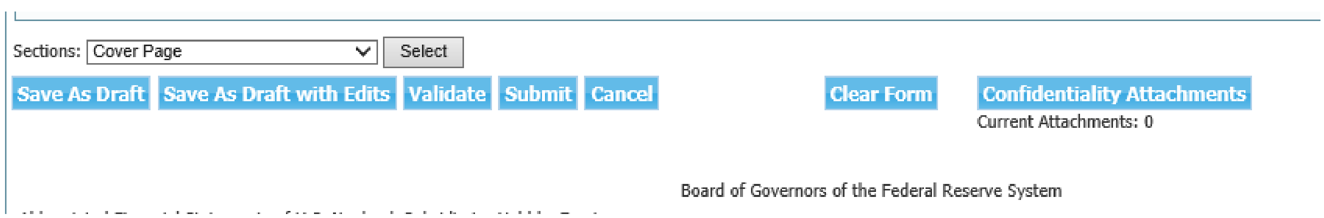


  - The first MDRM (ending "C447") must be completed with a "1" for yes or a "0" for no
  - If the first MDRM is "1", then the second MDRM (ending "KY38") must be "1" for yes or "0" for no.
  - If the first MDRM is "0", then the second MDRM must be null.

[3] FR 2314/S, FR 2320, FR XX-1, FR Y-7N/NS, FR Y-9ES, FR Y-11/S, FR Y-9C, FR Y-9LP,FR Y-9SP, ,FR Y-12, and FR Y-15Refer to the series specific user guides for their specific MDRMs.

- The user can request confidentiality when submitting a report in Reporting Central by entering "1" for the "Confidential Treatment Requested" item and "0" for the "Letter Justifying" item. However, if the "Letter Justifying" item is submitted with a "0", it is an indication that the user did not provide any supporting document to justify the confidentiality request and will provide it separately. In this instance, if a letter is not submitted by the time of the report filing, the Reserve Bank analyst will reach out to the reporting institution for the supporting documentation to complete the request process.

- When both the "Confidential Treatment Requested" and "Letter Justifying" items are populated with a "1", the user is required to attach at least one request letter via the "Confidentiality Attachments" button near the top of the page. Please refer to Section VIII of the User Guide for file attachment instructions. The user will be required to provide elements of the file name from drop-down selections similar to the FR Y-6 process described in Section VIII.



- When the "Letter Justifying" item is "1" and the user clicks "Submit" without attaching any document, an error will display at the point of submission.

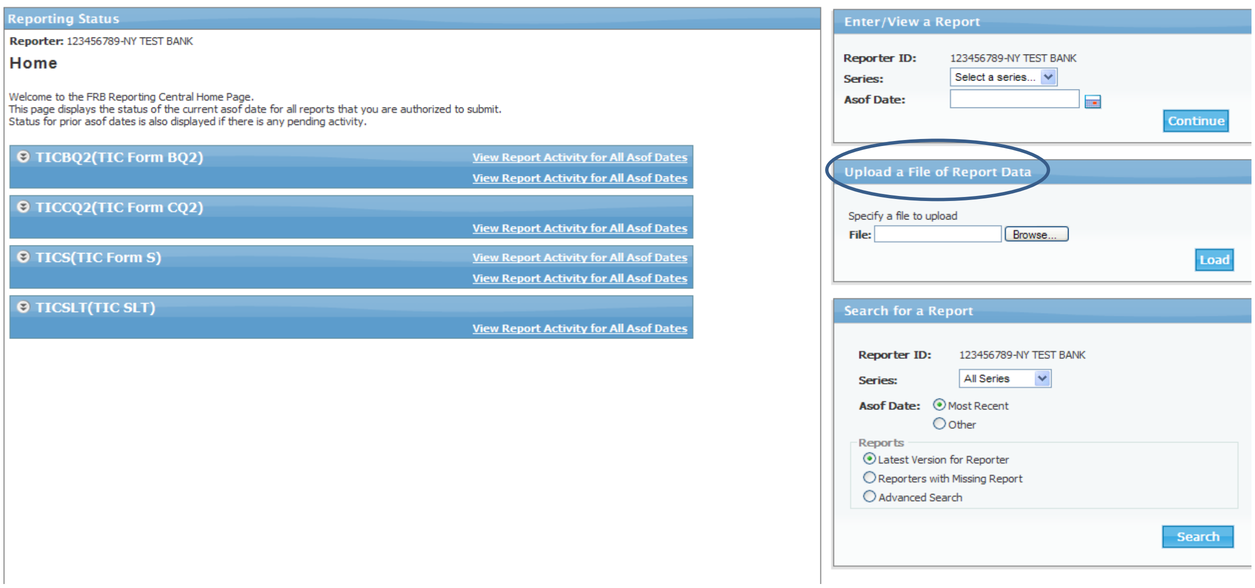
VI. File Uploading

The file uploading section is located near the center right side of the page. In that section, a field is available for the user to upload their data using a text file instead of manually inputting it.

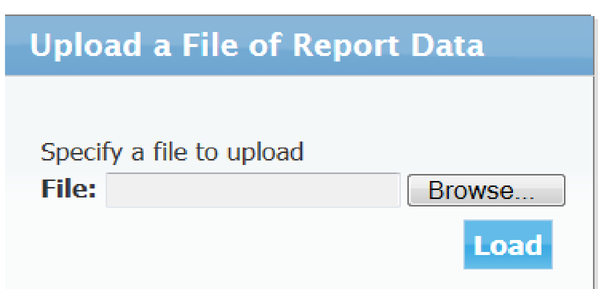
There are separate user guides for each report series that explain how text files must be formatted for successful submissions. The documents can be found by using the following link:

Please note files should be limited to a size of 50MB.

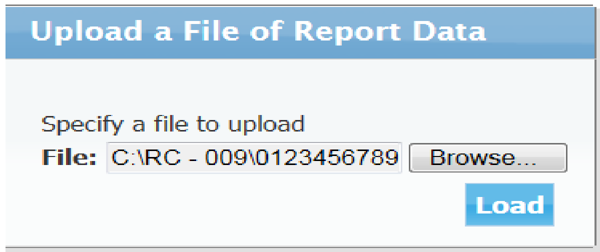
https://www.frbservices.org/central-bank/reporting-central/user-guides.html



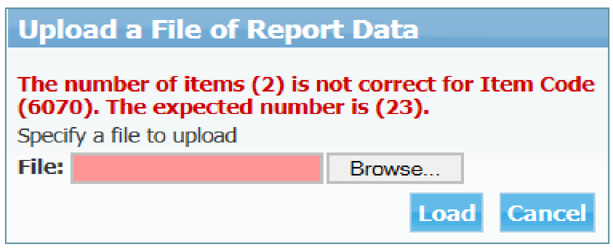
- To begin the uploading process, the user should search for the text file by clicking on the "Browse" button. The text file should be saved in the acceptable format compatible with Reporting Central.



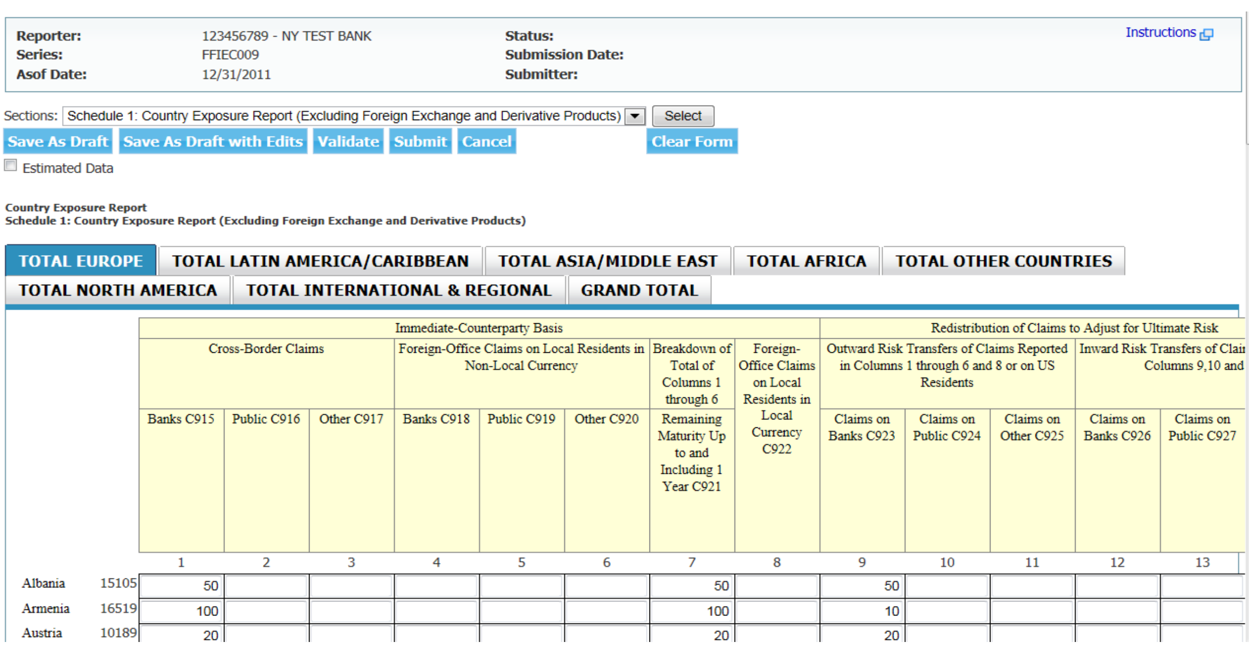
➢ Once the text file has been selected, the user should click on the "Load" button.



- If there is an error in the file format, the user will receive an error message. The error must be corrected before the file can be successfully submitted.

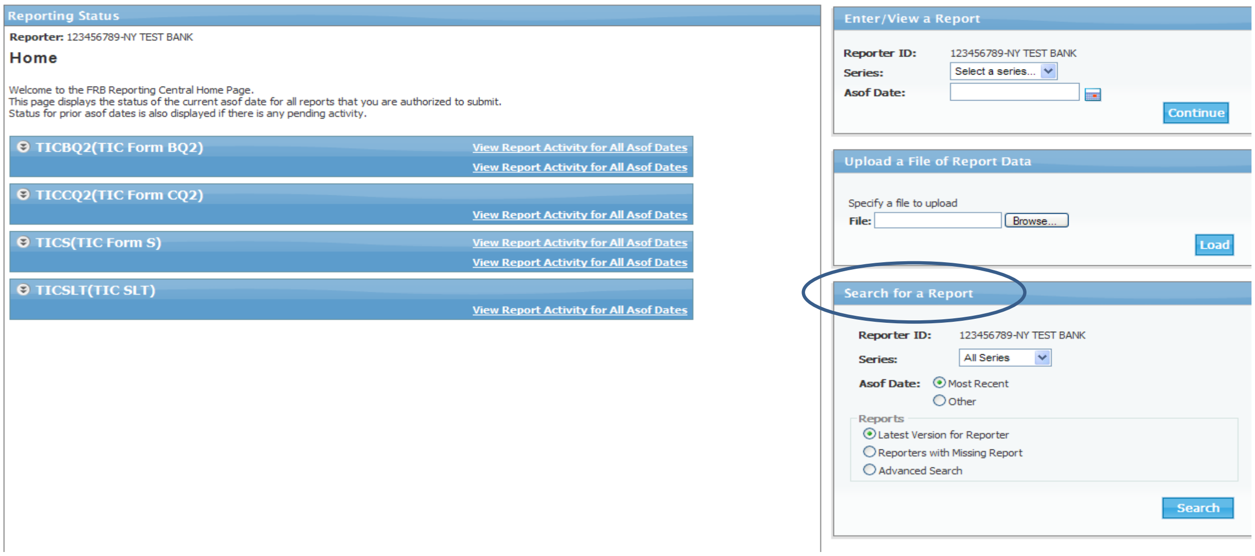


➢ If there are no file format errors, the data contained in the file will be loaded into the report. The user will be able to view the data found in the cells prior to submitting the report. The user can then treat the report as if it had been entered through Reporting Central Data Entry, (which was discussed in Section V). The user will still need to save, validate or submit the report or can also choose to cancel or clear form and the data uploaded will no longer populate the report form.

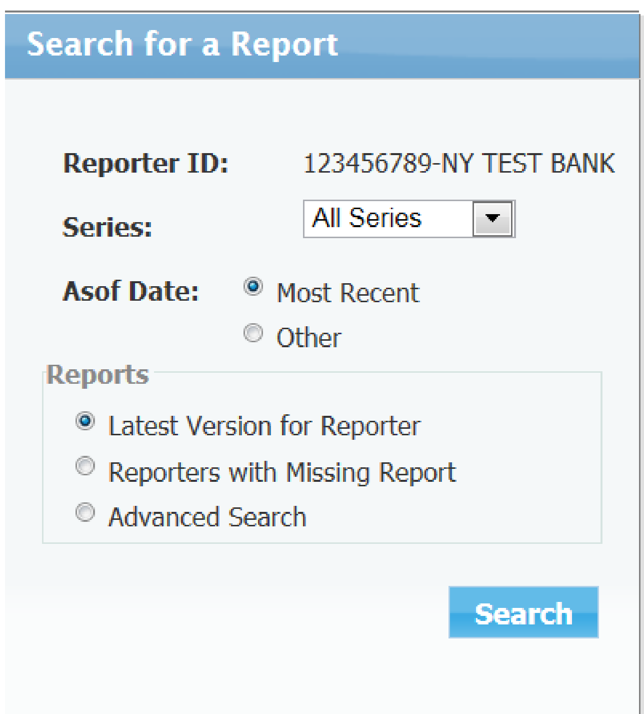


VII. Report Searching

The report searching section is located near the lower right side of the page. This section provides multiple ways for the respondent to browse for a report.

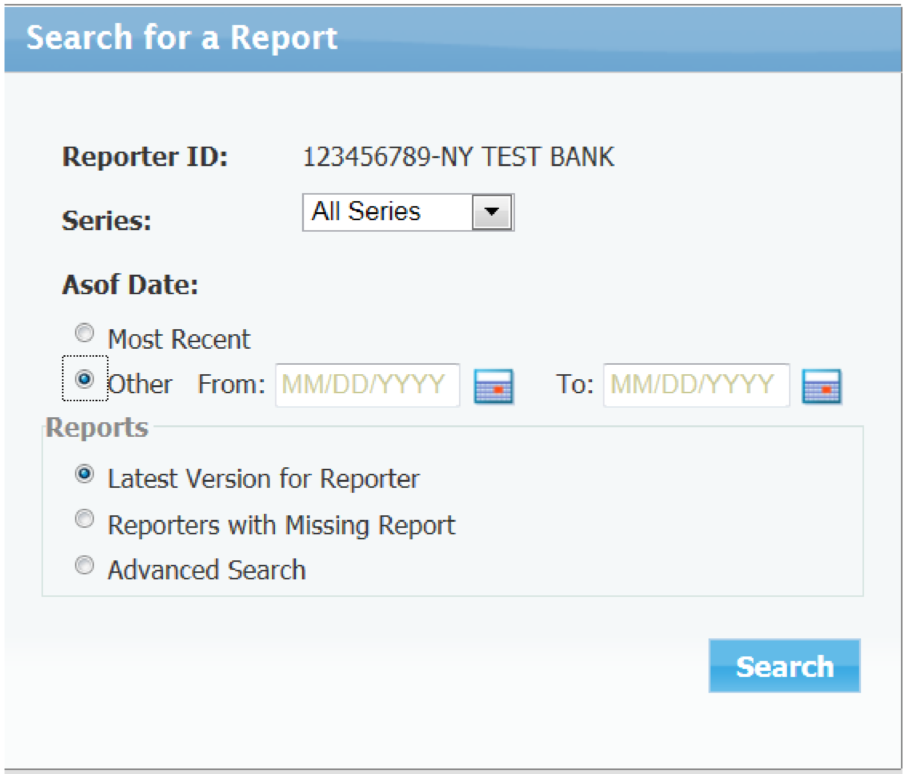


➢ For a search on the latest report submitted (regardless of the series), the user can select “Most Recent” for the as-of date, as well as the “Latest Version for Reporter” then click on the “Search” button.



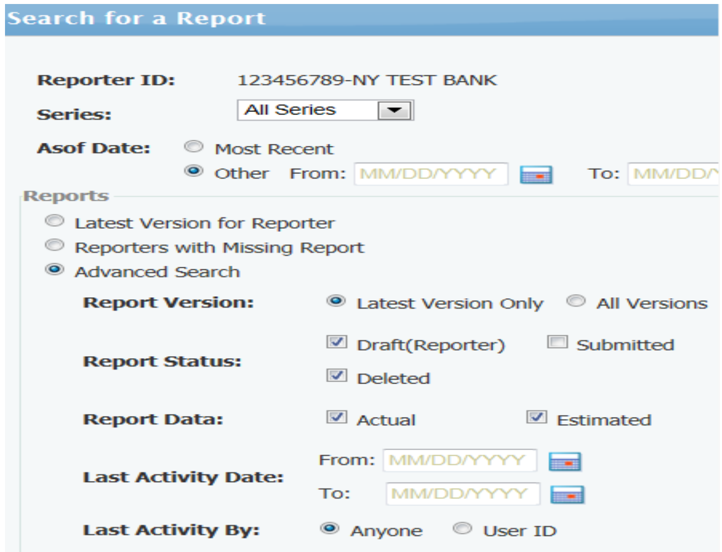
➢ The latest submitted reports for all the series will be displayed.

➢ Another option is to select from a date range. The user can select two desired dates (the earlier date is entered in the "From" field, while later date is entered in the "To" field).



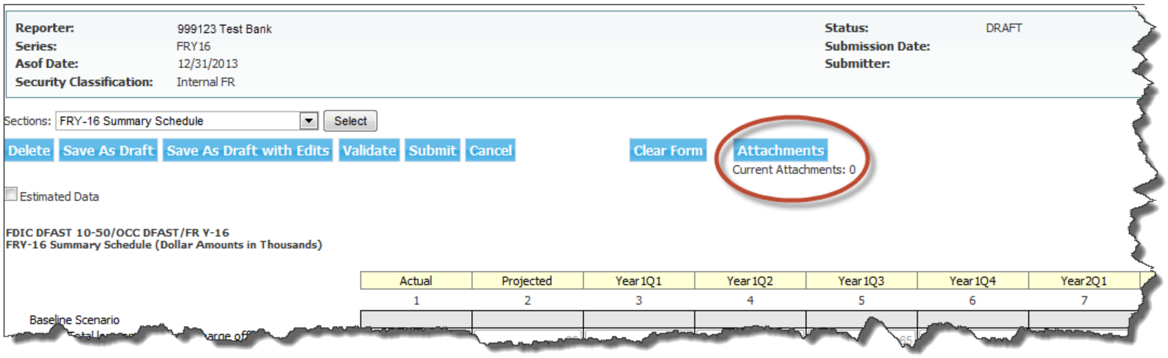
- For a more detailed search, the "Advanced Search" feature can be selected. The user can choose from a list of search options. In this example, the selected fields are:
  - "Latest Version Only" for the Report Version.
  - "Draft" (by the reporter) and "Deleted" for the Report Status.
  - "Actual" and/or "Estimated"[4] data for the Report Data.
  - "Anyone" for the Last Activity field. (The latest activity by any user of the reporting entity will be displayed).

[4] Data can be entered as "estimated". However, a final submission of the report is required prior to the report due date.


Search for a Report
Reporter ID:
123456789-NY TEST BANK
Series:
All Series
Asof Date:
Most Recent
Other From: MM/DD/YYYY
To:
Reports
Latest Version for Reporter
Reporters with Missing Report
Advanced Search
Report Version:
Latest Version Only
All Versions
Report Status:
Draft(Reporter)
Submitted
Deleted
Report Data:
Actual
Estimated
Last Activity Date:
From: MM/DD/YYYY
To: MM/DD/YYYY
Last Activity By:
Anyone
User ID

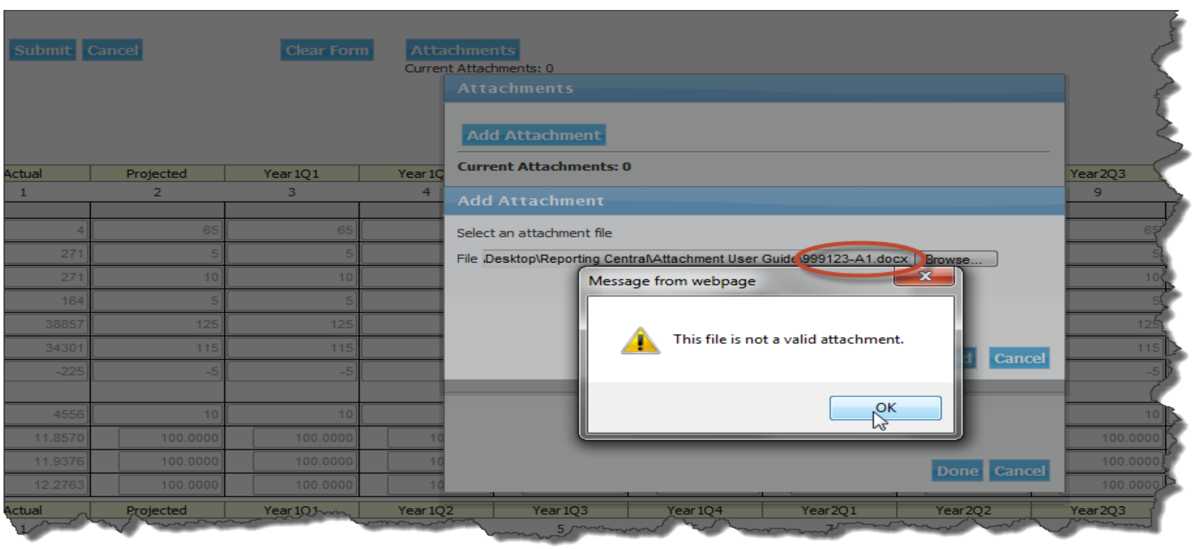
VIII. File Attachments

Reporting Central allows you to add, replace, delete, and download file attachments for some report series. If a report series allows file attachments, the data entry screen will display the Attachments button.

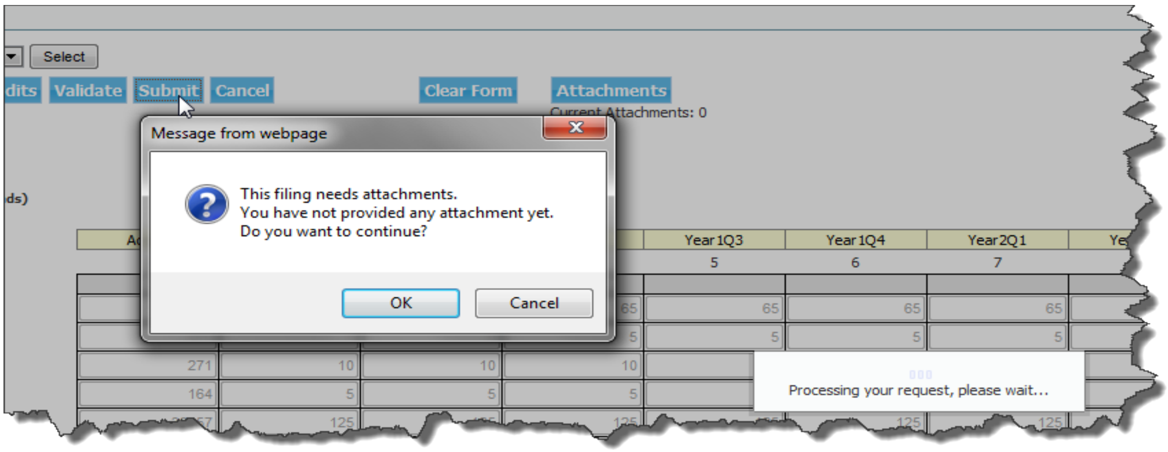


Remember:

Currently, Reporting Central only allows PDF and CSV files as attachments. You will get an error message if you attempt to add a file that is not a PDF or CSV file.

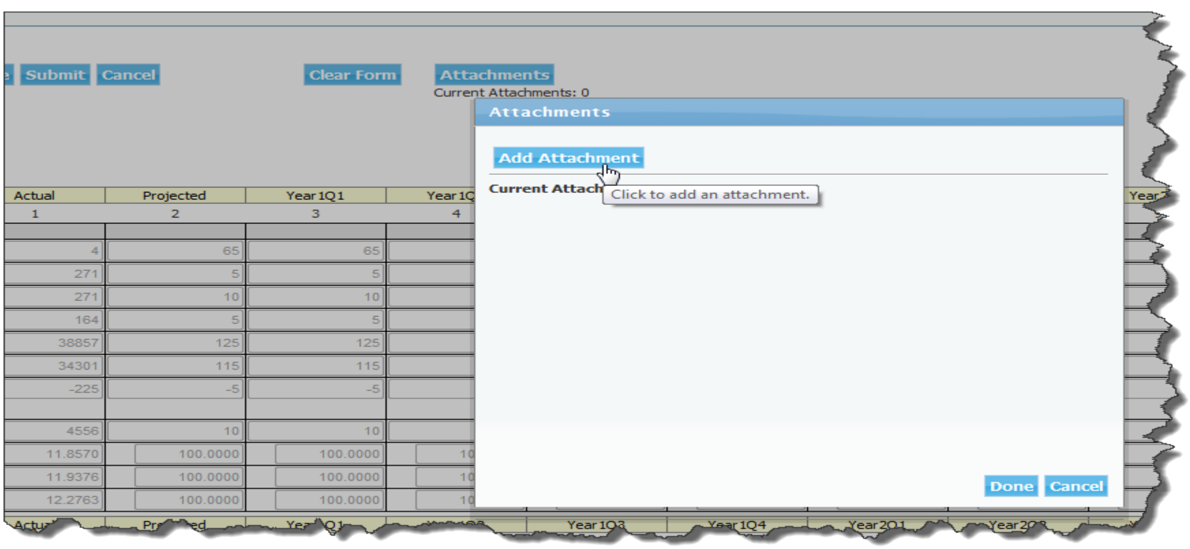


Attachments can be optional or mandatory for a report series. If mandatory, Reporting Central will remind you that this report series requires a file attachment when you attempt to submit a report without attaching a file. You may continue and submit without an attachment or cancel and add the attachment. If you submit without attaching a file, you MUST attach a file before the report due date.

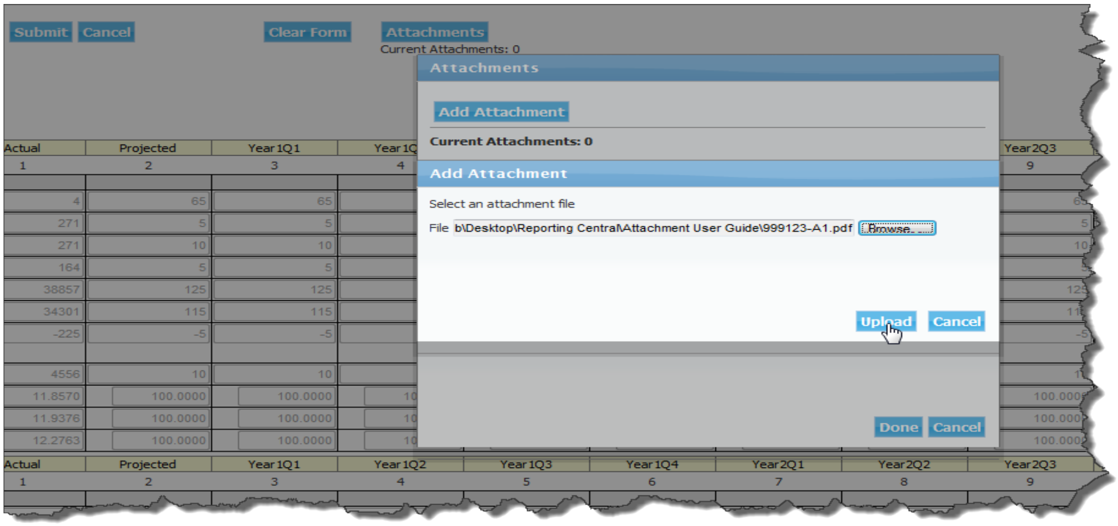


Add a File Attachment

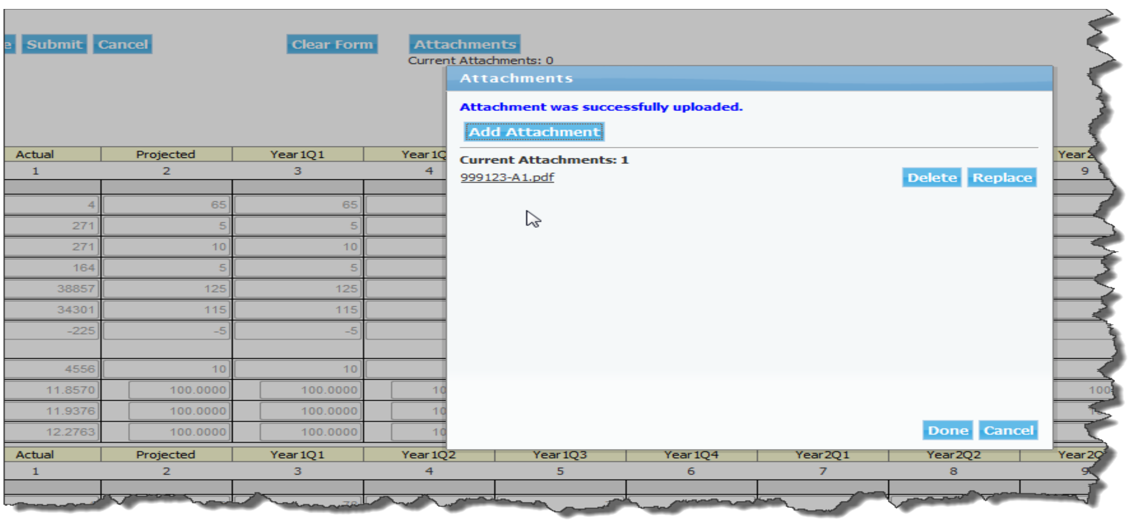
When you click the Attachment button, Reporting Central displays a dialog box that allows you to add an attachment. Clicking the Add Attachment button, allows you to browse for the file you wish to attach.



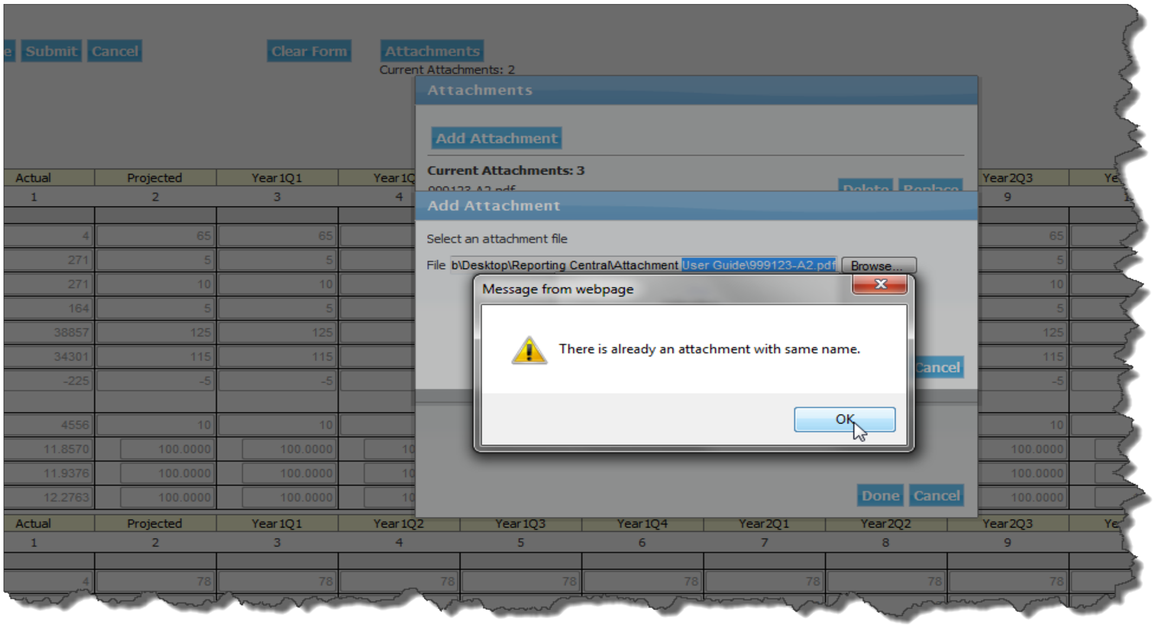
Select the desired file and click the Upload button.



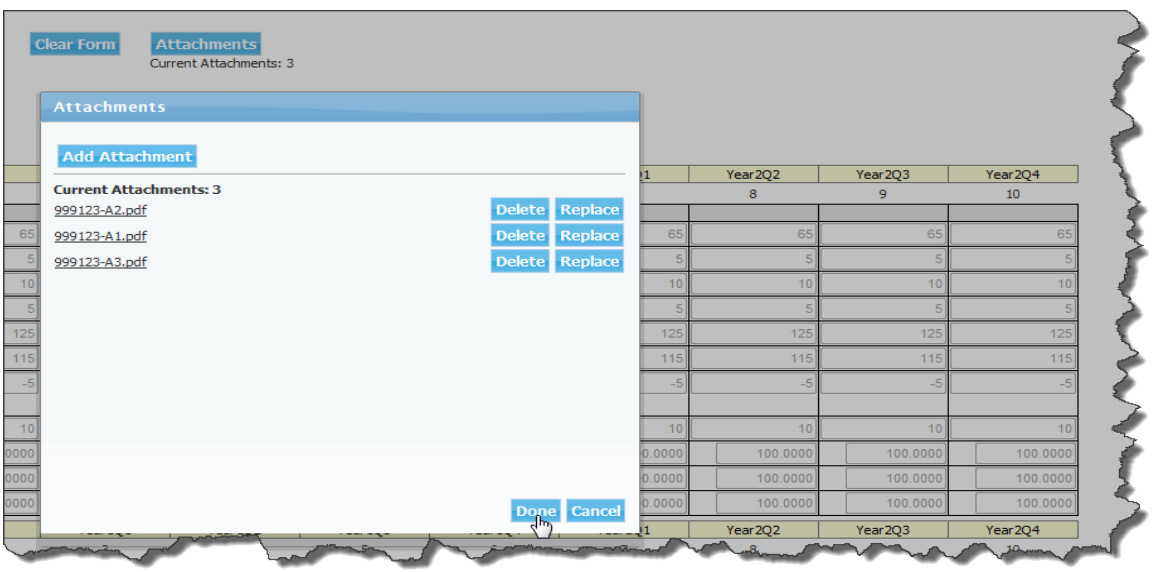
Reporting Central will display a message indicating a successful upload.



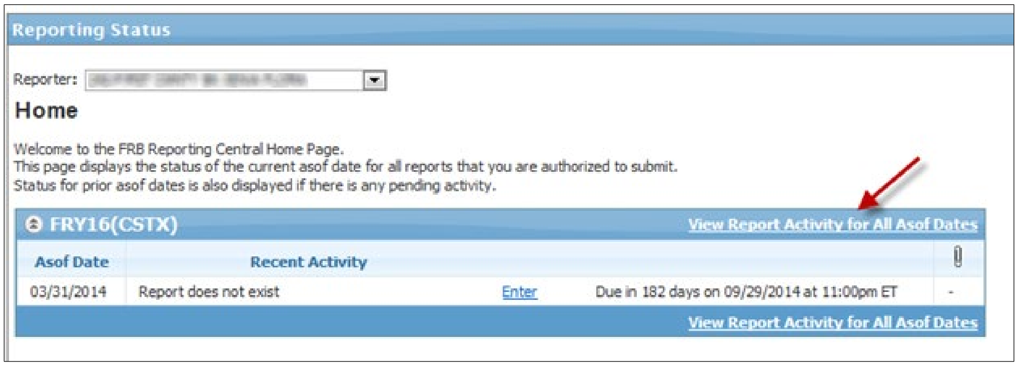
You may add multiple files; however, Reporting Central will not allow you to add a file that has a filename that matches an already attached file.

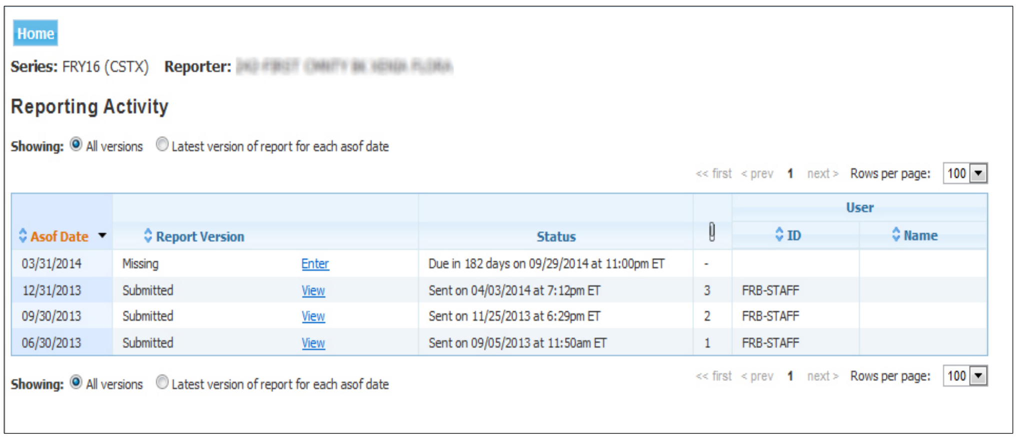


Remember: To complete the file attachment process, you must click the Done button at the bottom of the screen. If you click Cancel, all file uploads will be canceled. The Data Entry screen updates the number of file attachments under the Attachment button.



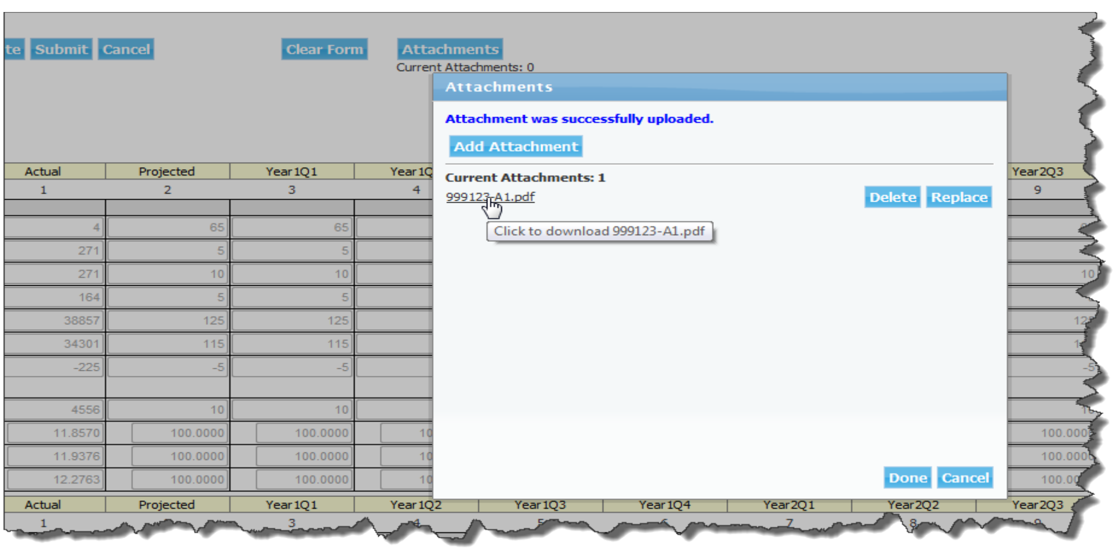
When you view Report Activity for All Asof Dates, you can see how the how the Reporting Activity screen displays report submissions that have file attachments.





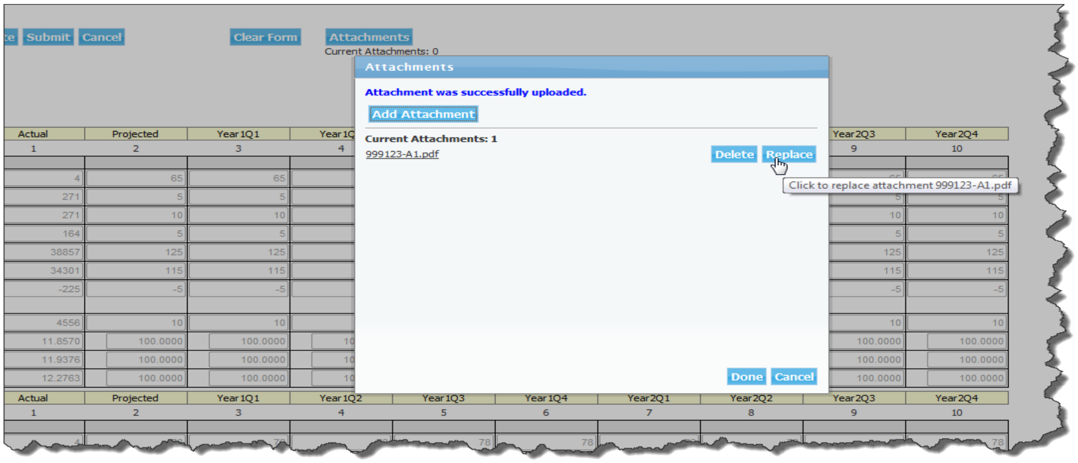
Download a File Attachment

Once a file has been uploaded, you may download the file for viewing by clicking the file name.

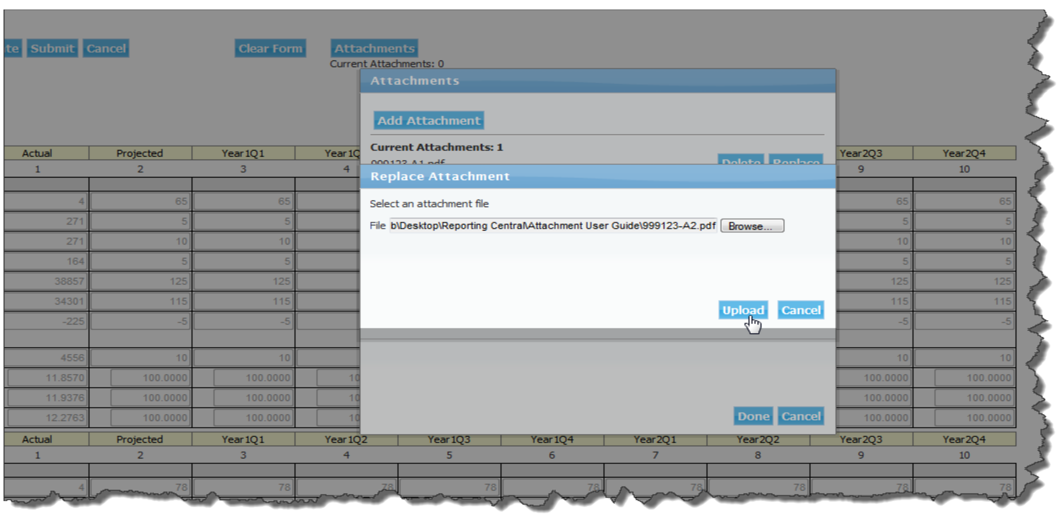


Replace a File Attachment

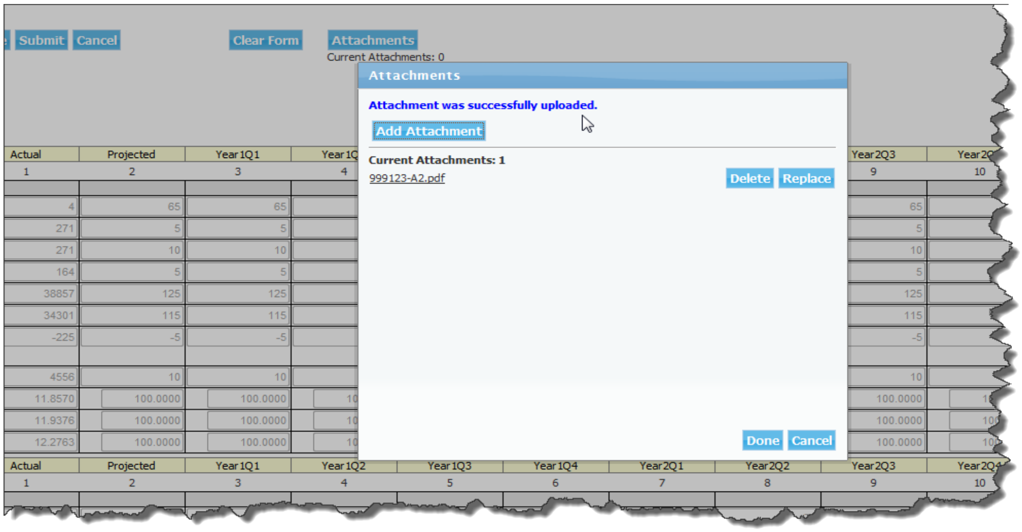
Once a file has been uploaded, you can replace the file with a different file. To get to the Replace Attachment dialog box, click the Attachments button, then click the Replace button alongside the file you wish to replace.



Browse to the file you wish upload and click OK.

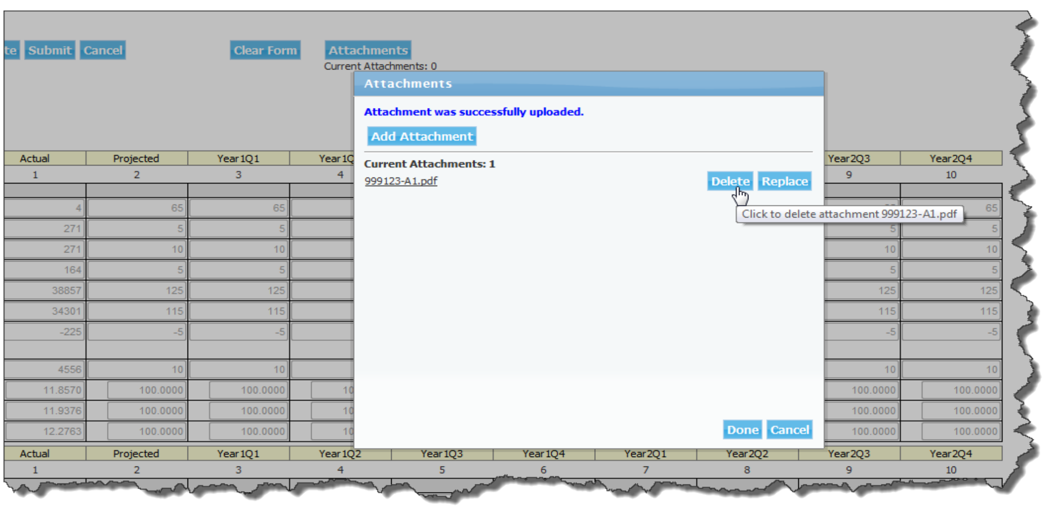


Reporting Central displays a message indicating the file was successfully replaced.

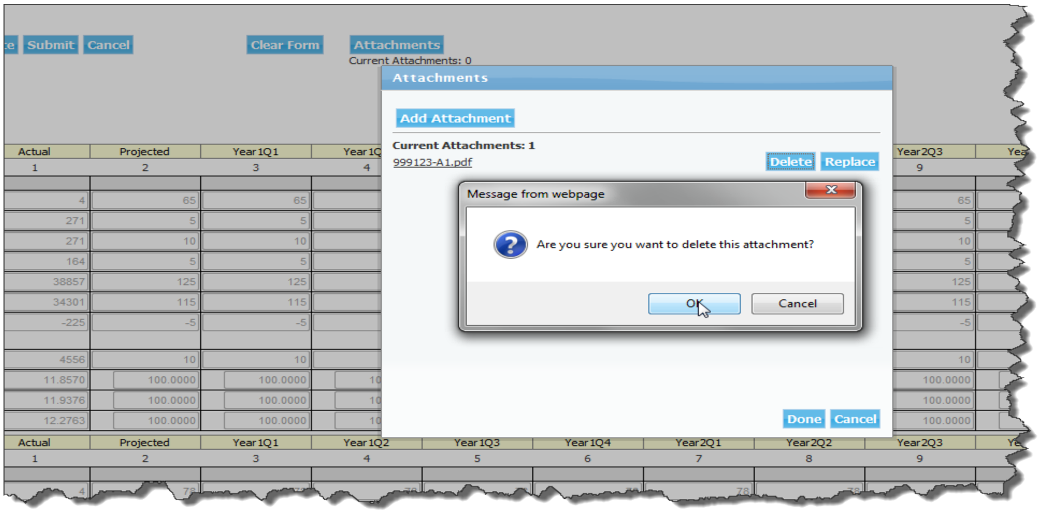


Delete a File Attachment

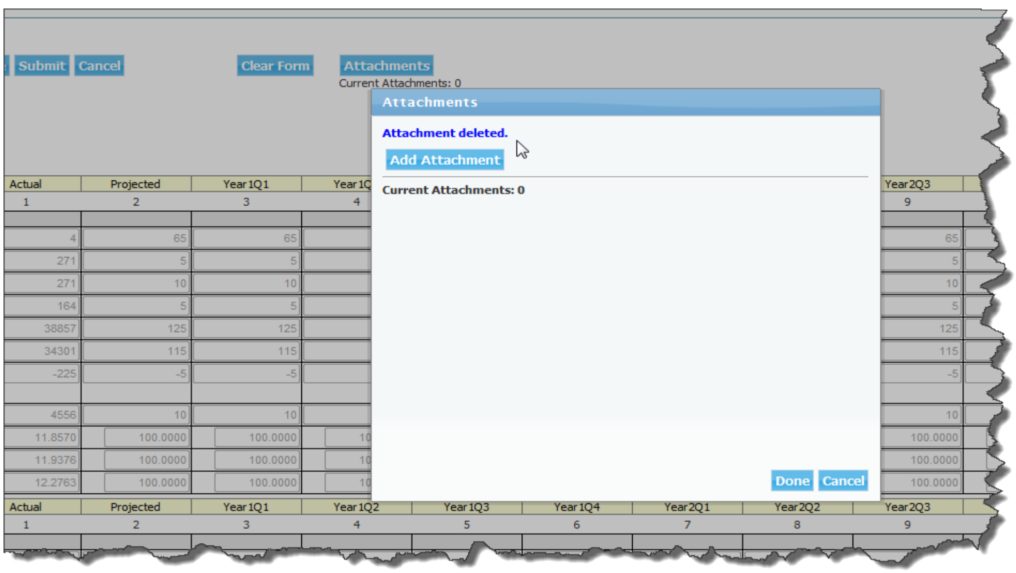
Once a file has been uploaded, you may delete that file attachment. To get to the Delete Attachment dialog box, click the Attachments button, then click the Delete button alongside the file you wish to delete.



Click the Delete button and then OK.



Reporting Central displays a message indicating the file was successfully deleted.



FR Y-6 File Naming Functionality

When an attachment is added for the FR Y-6, you will be asked to make a series of selections based on the attributes of the file(s) that Reporting Central will use to create the file name. The RSSD and as-of date will automatically be added to the file name based on the institution.

- Reporting Central will give you an error message if you choose options that will create a file that has a filename that matches an already attached file.
- Remember: To complete the file attachment process after clicking the Upload button, you must click the Done button at the bottom of the following screen. If you click Cancel, all file uploads will be canceled.

IX. General Rules and Common Errors

Common Errors

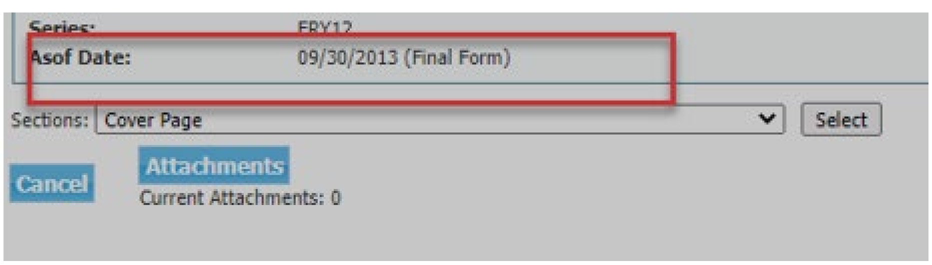
- In TEXT files…
  - RSSDs must always be ten characters long (use leading zeros).
  - The series name must always be the appropriate number of characters for that series as specified in its report specific user guide. For example, the FR Y-11 must be ten spaces ("FRY11" followed by 5 spaces). Please note that if you receive an error message saying your file contains special characters that it could be due to an extra blank space.
  - The character "L" must precede each MDRM in the file.
  - There must be only one underscore before and after text items. Respondents often enter two in a row and it is not easy to identify due to them running together.

General Rules

Please refer to the report specific file upload user guide for more detailed information and instructions on uploading and submitting your reports in Reporting Central.

Modifications to older as-of dates will not be allowed for certain series in Reporting Central. In these cases, the "modify", "submit", and related buttons will not be available. Submitted reports can be viewed in Reporting Central when they are in this read-only state.

In these cases the report will be labeled as "Final Form" on the Data Entry screen.



Reporting Central Contacts

- **Reporting Central District Contacts:**

https://www.frbservices.org/contactus/reporting-central.html

- **Tokens, Passwords and Reporting Central Set Up:**

https://www.frbservices.org/contactus/customer-contact-center.html

Federal Reserve Bank Services Support Center: 1-833-377-7827

- **Email Questions To:**

NY.ReportingCentralCommunication@NY.FRB.ORG