

Spreadsheet File Transfer User Guide

FR 2915
Report of Foreign (Non-U.S.)
Currency Deposits

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 2915 – Report of Foreign (Non-U.S.) Currency Deposits**. 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 2915

The FR 2915 is comprised of one schedule 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.

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 FR 2915 Report Detailed Field Specifications

Report Form Line Number	Item	8-character MDRM
Financial Data Items		
[checkbox]	No foreign currency deposits Indicate '1' if your institution had no foreign (non-U.S.) deposits at your U.S. offices on every day of reporting week. Otherwise, please complete the entire report.	FCDQH020
1.	Demand deposits due to the public	FCDQ2340
2.	Other liquid deposits	FCDQMB60
3.	Cash items in process of collection	FCDQ0020
4.	Small time deposits	FCDQ2697
Text Items		
	Name of Reporting Institution	FCDQ9017
	Address of Reporting Institution	FCDQ9028
	City of Reporting Institution	FCDQ91

Field Values

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

Financial Data Item Value	Format
Positive	[leave value as is]
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	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2		FR 2915 - Report of Foreign (Non-U.S.) Currency Deposits															
3																	
4			Respondent ID		9999999999												
5			Series Name		FR2915												
6			As of Date		06/21/2021												
7																	
8					FCDQH020	No foreign currency deposits (enter 1 if this is true)											
9												Dollar amount in Thousands					
10			1	FCDQ2340	Demand deposits due to the public						100						
11			2	FCDQMB60	Other liquid deposits						10						
12			3	FCDQ0020	Cash items in process of collection						0						
13			4	FCDQ2697	Small time deposits						50						
14																	
15																	
16				FCDQ9017	Name of Reporting Institution						Your Bank						
17				FCDQ9028	Address of Reporting Institution						25 Main Street						
18				FCDQ9130	City of Reporting Institution						Your City						
19				FCDQ9200	State of Reporting Institution						CA						
20				FCDQ9220	Zip Code of Reporting Institution						94110						
21				FCDQH321	Authorized Signature												
22				FCDQC491	Title						President						
23				FCDQ8901	Person to be Contacted Concerning this Report						John Smith						
24				FCDQ8902	Area Code / Phone Number						(999)999-9999						
25																	
26																	

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.

Data Format for Financial Data Items

- “L” is the separator between data items.
- Eight-character MDRM.
- “+” represents the maximum number of columns on the report form into which financial data can be entered for one MDRM. For FR 2915, the maximum number of columns is one. The formula for each financial item must contain only one “+”.
- Financial data displays after each “+”.

Financial Data Excel formula: ="L"&Sheet1!E10&"+"&Sheet1!L10
Translates to: LFCDQ2340+100

Data Format for Text Items

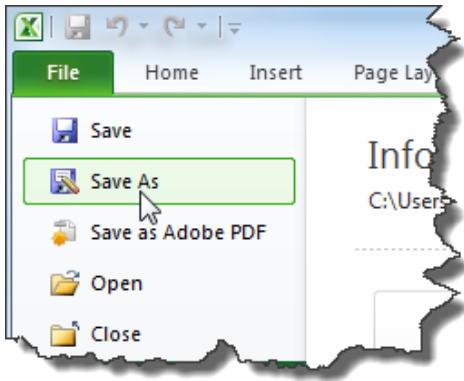
- “L” is the separator between data items.
- Eight-character MDRM.
- Text data entry is preceded by two underscores and followed by two underscores.

Text Data Excel formula: ="L"&Sheet1!E18&"__"&Sheet1!L18&"__"
Translates to: LFCDQ9130__Your City__

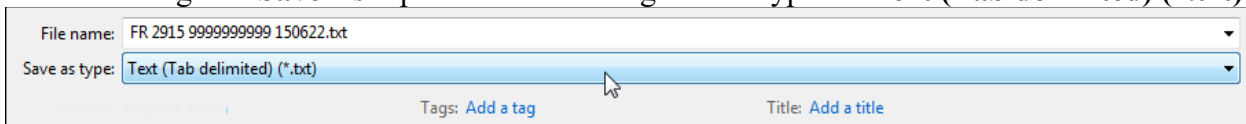
The above is repeated for all financial data and text items. Once all fields have been linked, you can create the text file.

Step 3 – Create the Text File

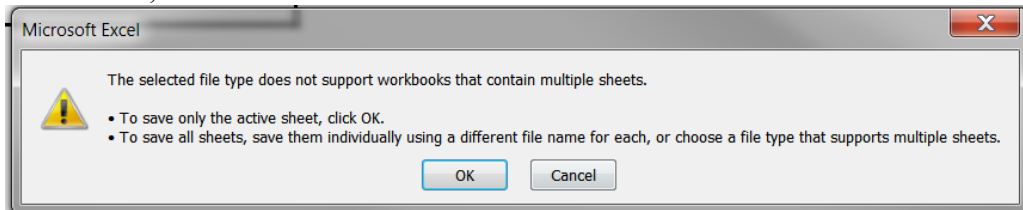
After saving the file in spreadsheet format the text file can be created by first navigating to the **File** tab.



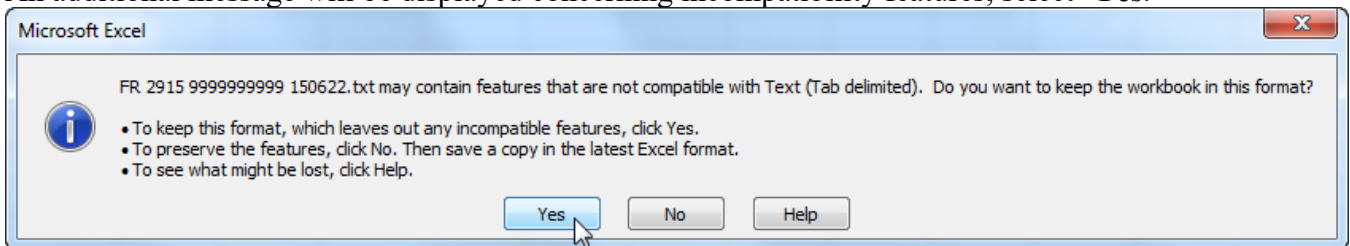
Then selecting the ‘**Save As**’ option and indicating the file type as ‘**Text (Tab delimited) (*.txt)**.’



If a message appears indicating that this file selection does not support workbooks with multiple worksheets, select ‘**OK**.’

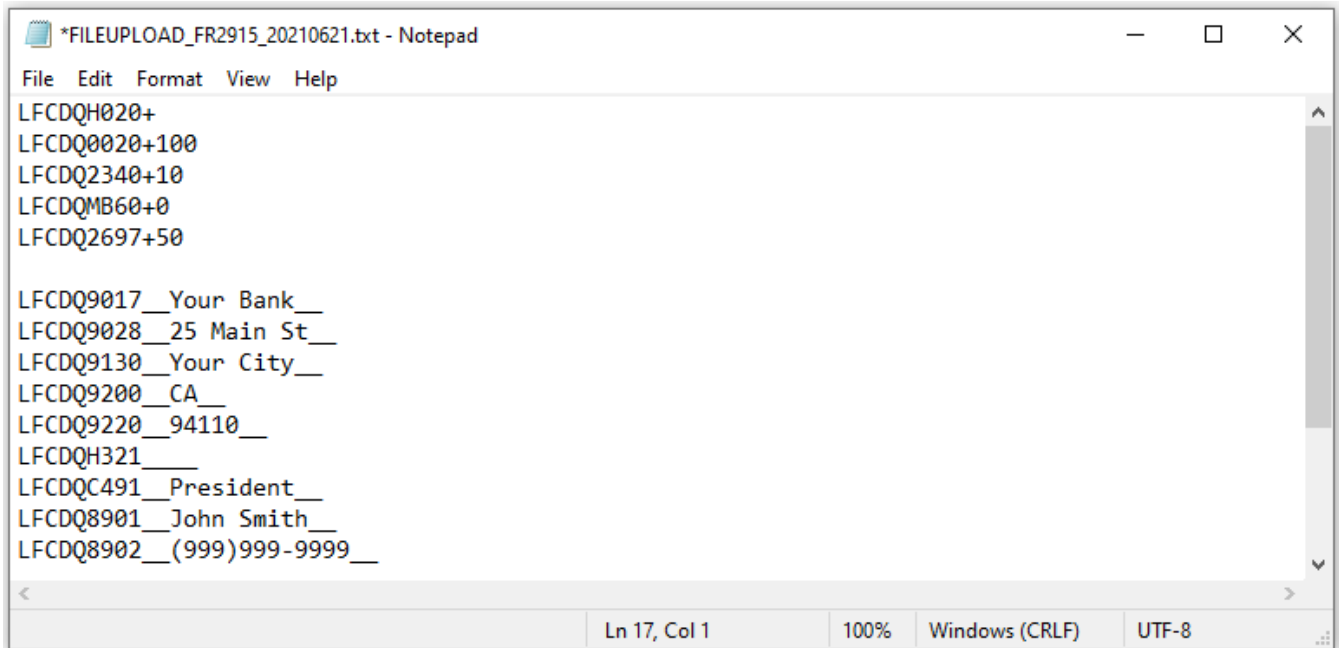


An additional message will be displayed concerning incompatibility features, select ‘**Yes**.’



Step 4 – Format the Text File and Add Header Record

The text file you created will look like this.



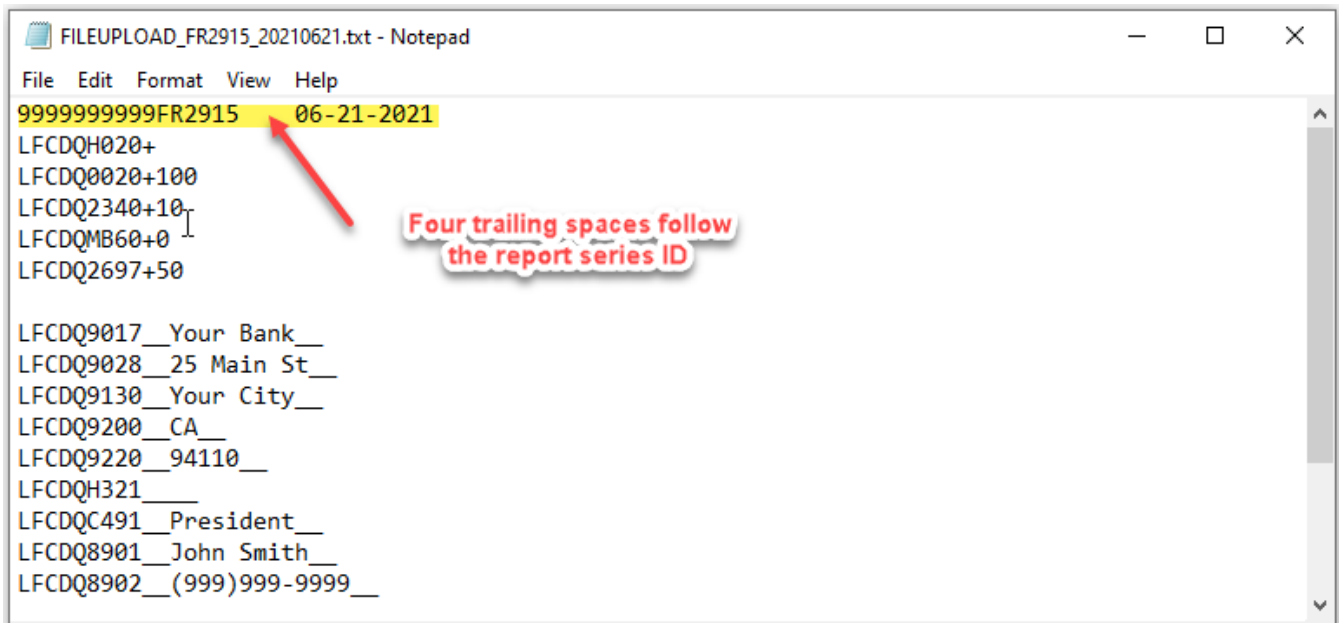
```
*FILEUPLOAD_FR2915_20210621.txt - Notepad
File Edit Format View Help
LFCDQH020+
LFCDQ0020+100
LFCDQ2340+10
LFCDQMB60+0
LFCDQ2697+50

LFCDQ9017_Your Bank__
LFCDQ9028_25 Main St__
LFCDQ9130_Your City__
LFCDQ9200_CA__
LFCDQ9220_94110__
LFCDQH321____
LFCDQC491_President__
LFCDQ8901_John Smith__
LFCDQ8902_(999)999-9999__
```

The next step is to add the header record as the first line.

The 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 ID 'FR2915,' plus four trailing spaces
- the report as-of date, in MM-DD-YYYY format



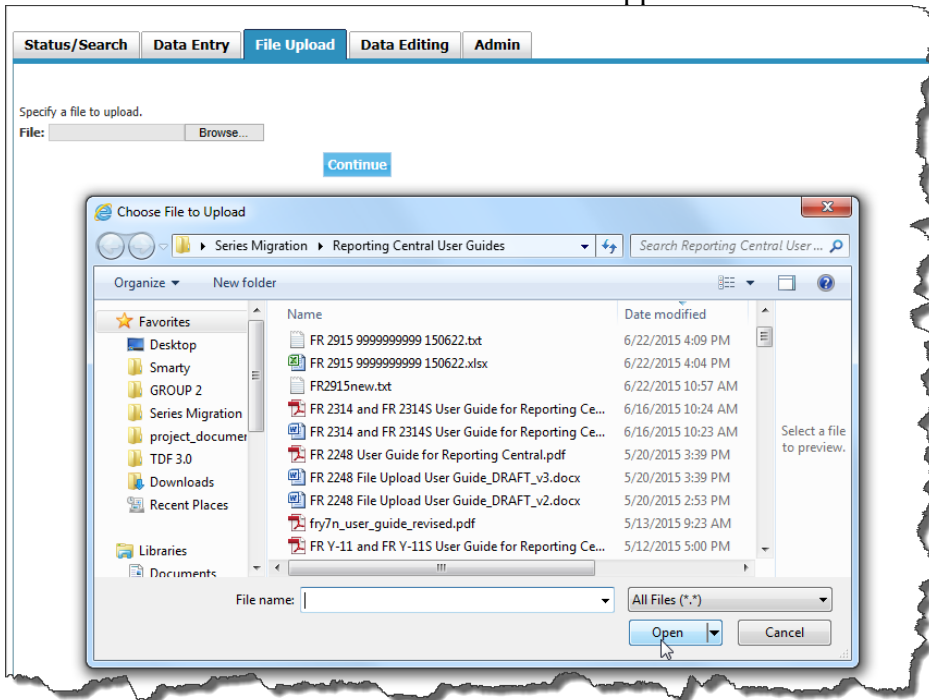
```
FILEUPLOAD_FR2915_20210621.txt - Notepad
File Edit Format View Help
9999999999FR2915 06-21-2021
LFCDQH020+
LFCDQ0020+100
LFCDQ2340+10
LFCDQMB60+0
LFCDQ2697+50

LFCDQ9017_Your Bank__
LFCDQ9028_25 Main St__
LFCDQ9130_Your City__
LFCDQ9200_CA__
LFCDQ9220_94110__
LFCDQH321____
LFCDQC491_President__
LFCDQ8901_John Smith__
LFCDQ8902_(999)999-9999__
```

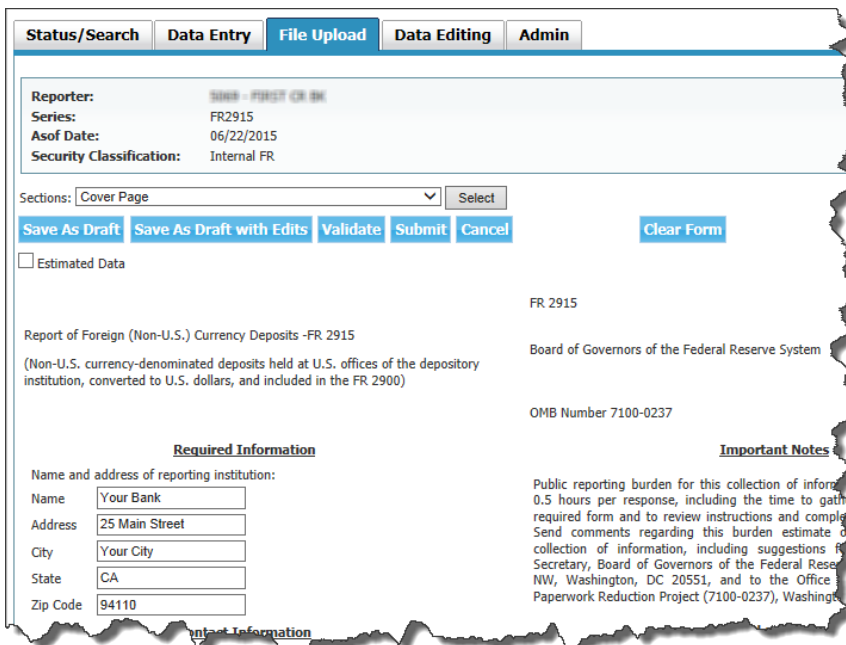
Four trailing spaces follow the report series ID

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 screenshot shows the Reporting Central report screen with the 'File Upload' tab selected. The report metadata is as follows:

Reporter:	SRMS - FR157 CR 0M
Series:	FR2915
As of Date:	06/22/2015
Security Classification:	Internal FR

Sections: Cover Page (Select)

Buttons: Save As Draft, Save As Draft with Edits, Validate, Submit, Cancel, Clear Form

Estimated Data

FR 2915

Report of Foreign (Non-U.S.) Currency Deposits -FR 2915

(Non-U.S. currency-denominated deposits held at U.S. offices of the depository institution, converted to U.S. dollars, and included in the FR 2900)

Board of Governors of the Federal Reserve System

OMB Number 7100-0237

Required Information

Name and address of reporting institution:	
Name	Your Bank
Address	25 Main Street
City	Your City
State	CA
Zip Code	94110

Important Notes

Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time to gather the data, review the instructions, and complete and review the collection of information, including suggestions for improving the collection of information, including suggestions for reducing the burden. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20551, and to the Office of Management and Budget, Paperwork Reduction Project (7100-0237), Washington, DC 20503.

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

FR 2915 Report Detailed Field Specifications

Report Form Line Number	Item	8-character MDRM
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Text Items		
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	Address of Reporting Institution	FCDQ9028
	City of Reporting Institution	FCDQ9130
	State of Reporting Institution	FCDQ9200
	Zip Code of Reporting Institution	FCDQ9220
	Authorized Signature	FCDQH321
	Title	FCDQC491
	Person to be Contacted Concerning this Report	FCDQ8901
	Area Code / Phone Number	FCDQ8902