Spreadsheet File Transfer User Guide

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

Federal Reserve System

STATISTICS FUNCTION
June 21, 2021

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.

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 Conerning 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

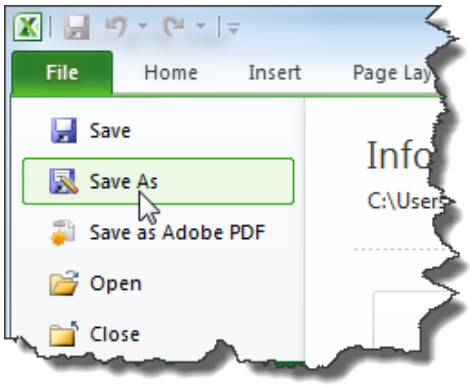
- "L" is the separator between data items.
- Eight-character MDRM.
- Text data entry is preceded by two underscores and followed by two underscores.

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

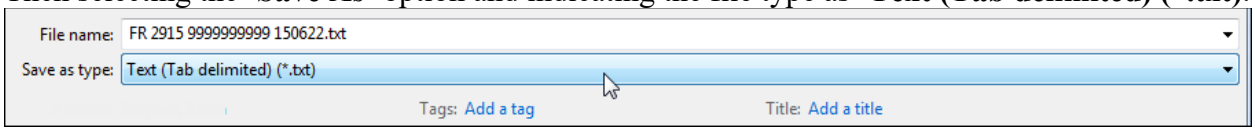
The above is repeated for all financial data and text items. Once all fields have been linked, you can create the text file.

Step 3 – Create the Text File

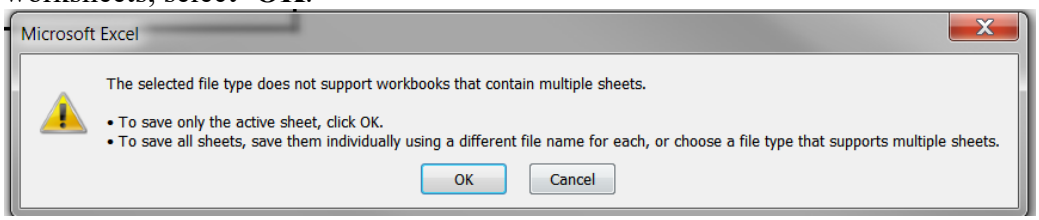
After saving the file in spreadsheet format the text file can be created by first navigating to the **File tab**.



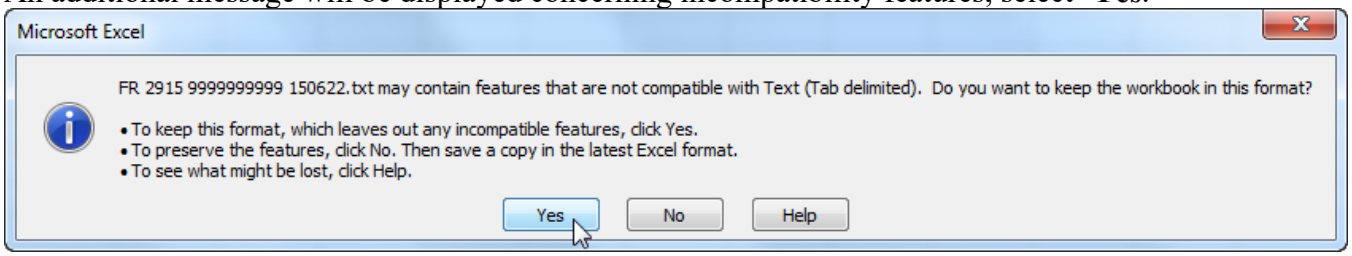
Then selecting the '**Save As**' option and indicating the file type as '**Text (Tab delimited) (*.txt)**.'



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

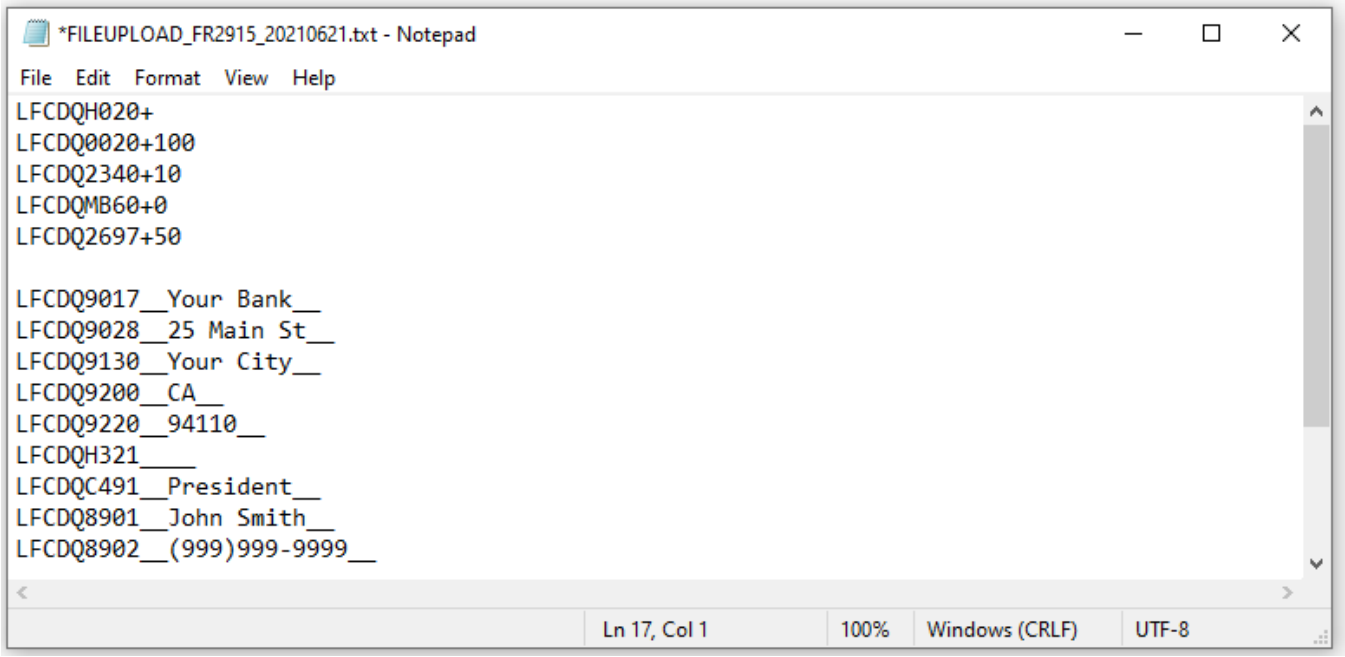


An additional message will be displayed concerning incompatibility features, select '**Yes**.'



Step 4 – Format the Text File and Add Header Record

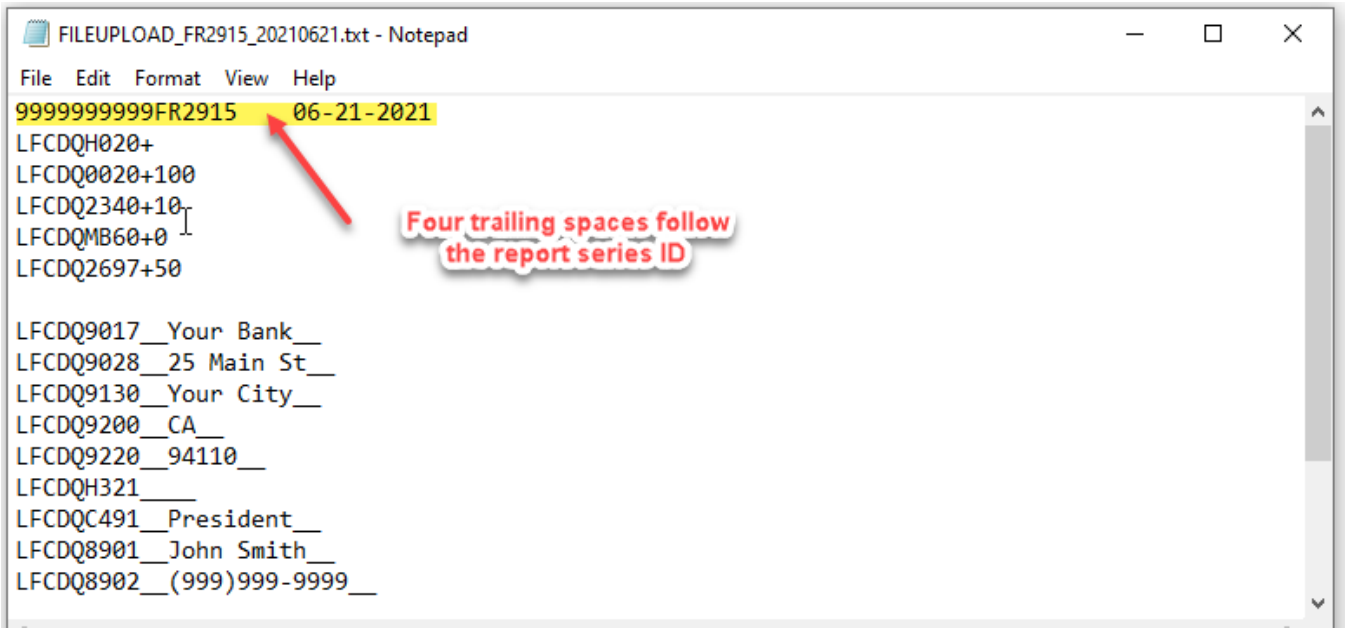
The text file you created will look like this.



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

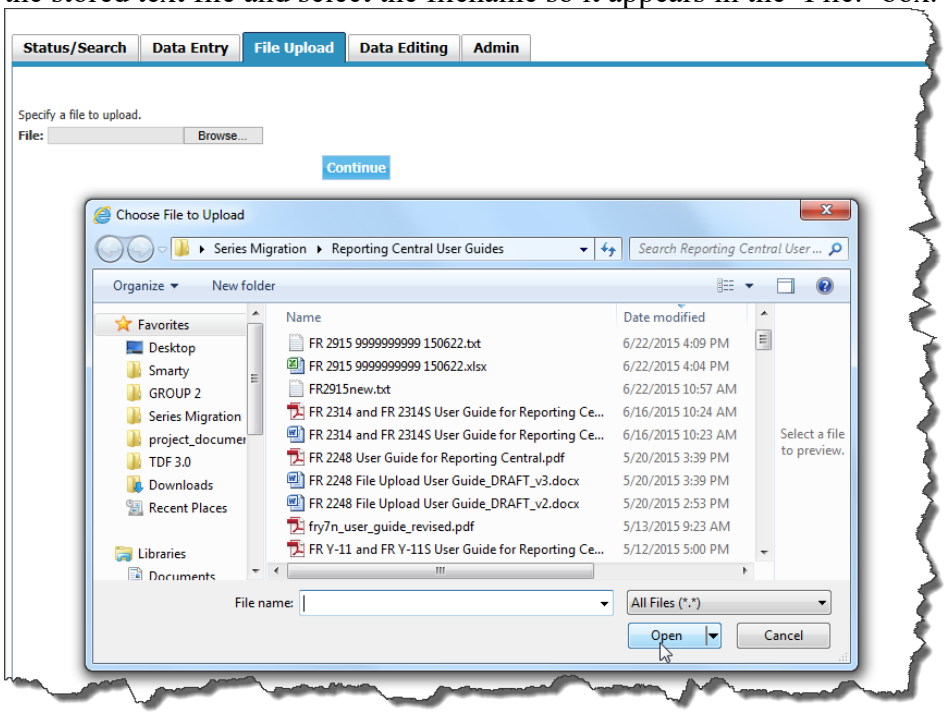
The file header record consists of the following items:

- 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

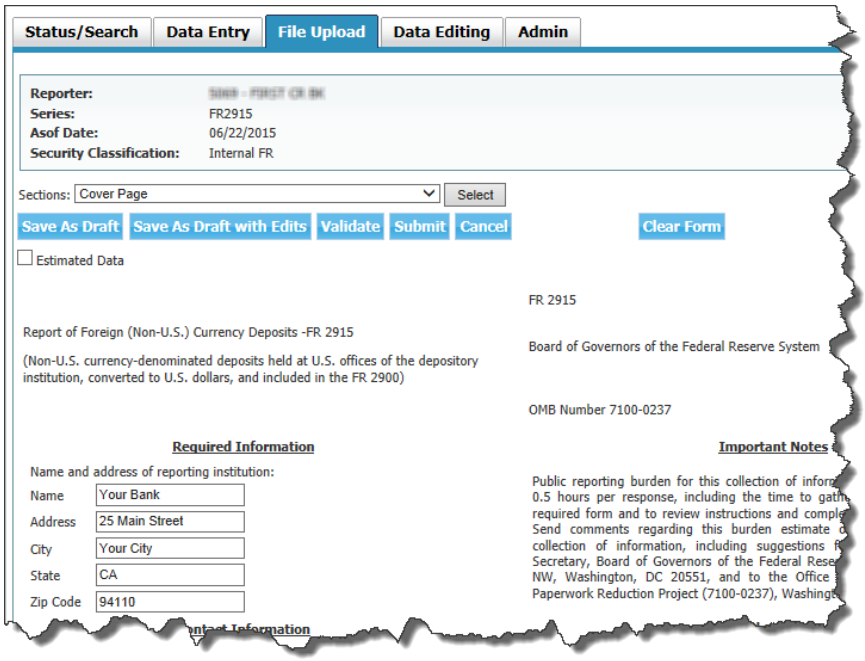


Step 5 – Reporting Central Submission

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 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

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	Name of Reporting Institution	FCDQ9017
	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