

# **REPORTING CENTRAL**

## **EXTERNAL USER GUIDE**

### **FEDERAL RESERVE SYSTEM**

February 2016  
Version 3.1

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## I. Overview

Reporting Central is a web-based reporting application that was developed by the Federal Reserve to replace the current internet reporting application Internet Electronic Submission (IESUB). Reporting Central is a more 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. Reports will be transitioned from IESUB to Reporting Central by series families or groups of reports on a flow basis.

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:

**[http://www.frbervices.org/centralbank/reportingcentral/application\\_setup.html](http://www.frbervices.org/centralbank/reportingcentral/application_setup.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:

<http://www.frbservices.org/centralbank/reportingcentral/index.html>



[Home](#) - Reporting Central

### Reporting Central

The Federal Reserve collects data from financial institutions, bank holding companies, other financial and nonfinancial entities and consumers. Information collected aids the Federal Reserve in carrying out its responsibilities of monetary policy, the supervision and regulation of the banking industry and the protection of consumers' rights.

This section offers information on filing reports electronically via our Internet reporting applications: Reporting Central, Internet Electronic Submission (IESUB) or FR Y-10. You also have easy access to reports and forms, and other relevant documents for preparing and filing regulatory and financial reports.

The Reporting Central application allows for a more secure, technically advanced, and efficient system that encompasses a single point of entry for electronic submission and file uploads. Institutions can utilize the FedLine Web® access solution to submit reports data and obtain access to electronic reporting applications, report forms and instructions.

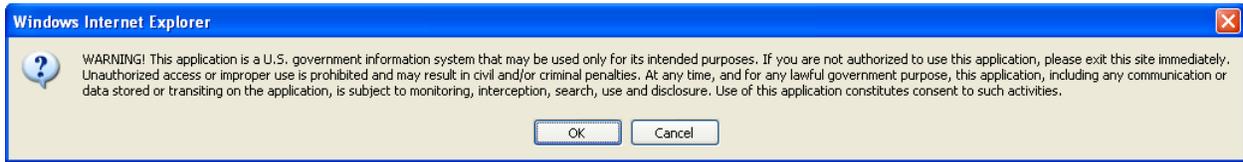
#### Secure Logon for Reporting Central and IESUB

Click the button below to access the Reporting Central application:

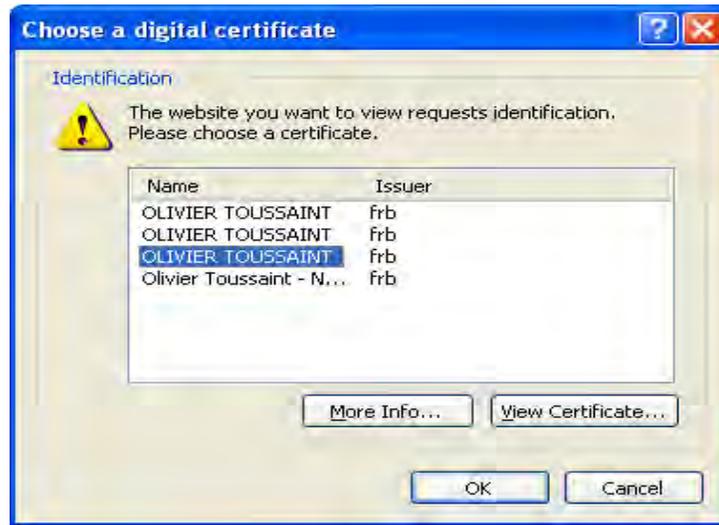


- The user clicks on “Reporting Central Secure Logon” button to start the logon process.

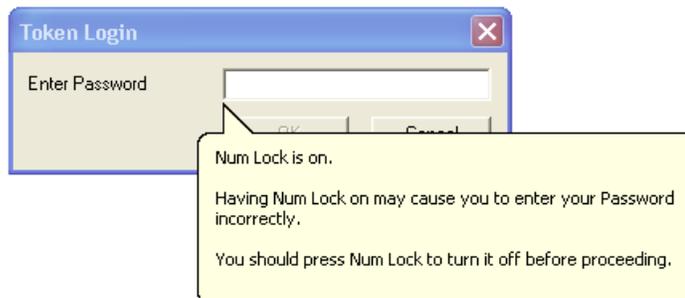
- A warning message will appear asking whether the user is authorized to use the Reporting Central application. If so, the user should click on the “Ok” button.



- The physical token<sup>1</sup> 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.



<sup>1</sup> The physical token is valid for three years of usage. After that time period has elapsed, the token must be renewed.

### 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.

The screenshot shows the Reporting Central Home Page. At the top, there is a header with the title "Reporting Central" and the Central Bank Central logo. Below the header, there is a navigation bar with the text "Build: 1.02.0 (09/24/2012 23:17) (revision: [exec] At revision 4988.)" and "User Name:". The main content area is divided into two columns. The left column is titled "Reporting Status" and contains a "Reporter: 123456789-NY TEST BANK" and a "Home" section with a welcome message. Below this, there are three report categories: FFIEC009(FFIEC 009), TICBC(TIC Form BC), and TICSLT(TIC SLT), each with a "View Report Activity for All Asof Dates" link. The right column contains three panels: "Enter/View a Report" with fields for Reporter ID, Series, and Asof Date; "Upload a File of Report Data" with a file upload field and a "Load" button; and "Search for a Report" with fields for Reporter ID, Series, and Asof Date, and radio buttons for "Most Recent" and "Other" reports, along with a "Search" button.

## IV. Reporting Status

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

# Reporting Central

Build: 1.02.0 (09/24/2012 23:17) (revision: [exec] At revision 4988.

Reporting Status

**Reporter:** 123456789-NY TEST BANK

**Home**

Welcome to the FRB Reporting Central Home Page.  
 This page displays the status of the current asof date for all reports that you are authorized to submit.  
 Status for prior asof dates is also displayed if there is any pending activity.

<span style="font-size: 1.2em;">⊕</span> <b>FFIEC009(FFIEC 009)</b>	<a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a> <a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a>
<span style="font-size: 1.2em;">⊕</span> <b>TICBC(TIC Form BC)</b>	<a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a> <a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a>
<span style="font-size: 1.2em;">⊕</span> <b>TICSLT(TIC SLT)</b>	<a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a> <a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a>

- 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.

Reporting Status

**Reporter:** 123456789-NY TEST BANK

**Home**

Welcome to the FRB Reporting Central Home Page.  
 This page displays the status of the current asof date for all reports that you are authorized to submit.  
 Status for prior asof dates is also displayed if there is any pending activity.

<span style="font-size: 1.2em;">⊕</span> <b>FFIEC009(FFIEC 009)</b>	<a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a>
Asof Date	Recent Activity
12/31/2012	Draft in progress <span style="float: right;"><a href="#" style="color: #0056b3; text-decoration: none;">View</a></span> <span style="float: right; color: #0056b3;">Due in 45 days on 02/14/2013</span>
09/30/2012	Report submitted*; New Draft in progress <span style="float: right;"><a href="#" style="color: #0056b3; text-decoration: none;">View</a></span> <span style="float: right; color: red;">Late - Due Date was 11/14/2012</span>
03/31/2012	Report does not exist <span style="float: right;"><a href="#" style="color: #0056b3; text-decoration: none;">Enter</a></span> <span style="float: right; color: red;">Late - Due Date was 05/15/2012</span>
<a href="#" style="color: white; text-decoration: none;">View Report Activity for All Asof Dates</a>	

- 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	Name
12/31/2012	Missing	Due in 45 days on 02/14/2013		
09/30/2012	Submitted	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
09/30/2012	Submitted	Sent on 12/14/2012 at 1:49pm ET	1719	Brian Goodwin
06/30/2012	Submitted	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
03/31/2012	Missing	Late - Due Date was 05/15/2012		
12/31/2011	Submitted	Sent on 01/03/2013 at 12:46pm ET	1719	Brian Goodwin
12/31/2011	Submitted	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	Name
09/30/2012	Submitted	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
06/30/2012	Submitted	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
12/31/2011	Submitted	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 image shows two screenshots from the FRB Reporting Central system. The left screenshot is the 'Reporting Status' page for Reporter ID 123456789-NY TEST BANK. It features a 'Home' section with a welcome message and a list of report series: TICBQ2 (TIC Form BQ2), TICCCQ2 (TIC Form CQ2), TICS (TIC Form S), and TICSLT (TIC SLT). Each series has a 'View Report Activity for All As of Dates' link. The right screenshot is the 'Enter/View a Report' form, which is circled in red. It contains fields for Reporter ID (123456789-NY TEST BANK), Series (a dropdown menu), and As of Date (a date field with a calendar icon). A 'Continue' button is located at the bottom right of the form.

- 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”.

This is a close-up of the 'Enter/View a Report' form. It shows the following fields: Reporter ID: 123456789-NY TEST BANK; Series: TIC Form BC (selected from a dropdown menu); As of Date: 11/30/2012 (with a calendar icon). A blue 'Continue' button is positioned at the bottom right of the form.

- 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.

### Enter/View a Report

Asof Date is not a valid date.

**Reporter ID:** 123456789-NY TEST BANK

**Series:**  ▼

**Asof Date:**

- 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.

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

Sections:  ▼

Estimated Data

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

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

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

Please type or print:

Name of Reporting Entity	<input type="text" value="NY TEST BANK"/>
ID Number	<input type="text" value="123456789"/>
As of Date	<input type="text" value="11/30/2012"/>
Name of Contact if We Have Questions	<input type="text" value="Jim Smith"/>
Contact's Phone Number	<input type="text" value="212-555-1234"/>
Name of Officer Authorized to Sign Report	<input type="text" value="John Smith"/>
Title of Officer Authorized to Sign Report	<input type="text" value="Officer"/>
E-mail Address of Contact	<input type="text" value="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](http://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.

Reporter: 123456789 - NY TEST BANK      Status: [Instructions](#)  
 Series: TICBC      Submission Date:  
 Asof Date: 11/30/2012      Submitter:

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

Estimated Data

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

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	2	3	4	5	6	7	8	9
	Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions
Albania	15105								
Andorra	10103								
Armenia	16519								
Austria	10189								
Azerbaijan	16527								
Bank For International	13307								

- 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

Reporter: 123456789 - NY TEST BANK      Status: [Instructions](#)  
 Series: TICBC      Submission Date:  
 Asof Date: 11/30/2012      Submitter:

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

Estimated Data

## Save as Draft & Save as Draft with Edits

- The “Save as Draft” and “Save as Draft with Edits” options allows the user to save the report being worked on without submitting it. Since the report is not being submitted, drafts<sup>2</sup> 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.

## Validating

<sup>2</sup> Federal Reserve Bank staff can see whether reports are saved as drafts, but are unable to view the data.

- 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.

**Validation Complete - no errors**

<b>Reporter:</b>	123456789 - NY TEST BANK	<b>Status:</b>	<a href="#">Instructions</a>
<b>Series:</b>	TICBC	<b>Submission Date:</b>	
<b>Asof Date:</b>	11/30/2012	<b>Submitter:</b>	

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

Select

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#)

Estimated 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.

**Validation Errors Found on Form BC**

<b>Reporter:</b>	123456789 - NY TEST BANK	<b>Status:</b>	<a href="#">Instructions</a>
<b>Series:</b>	TICBC	<b>Submission Date:</b>	
<b>Asof Date:</b>	11/30/2012	<b>Submitter:</b>	

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

Select

[Save As Draft](#) [Save As Draft with Edits](#) [Validate](#) [Submit](#) [Cancel](#) [Clear Form](#)

Estimated Data

**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

- 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.

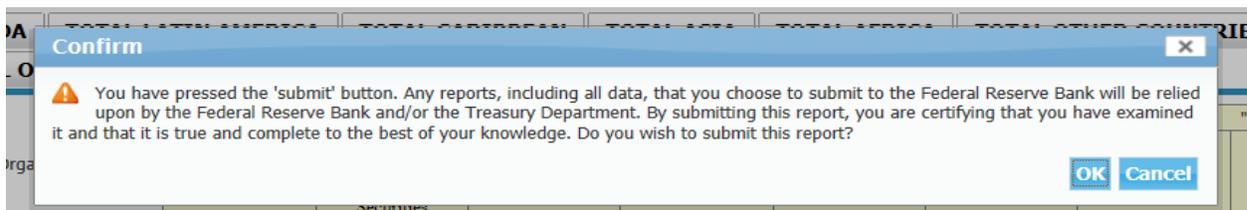
Other • Albania

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	3			

## Submit

- The user can submit a report once it has been successfully entered. 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.

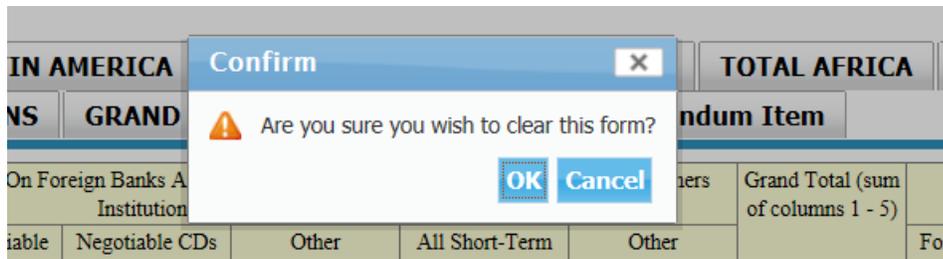
Reporter:	123456789 - NY TEST BANK	Status:	SUBMITTED	<a href="#">Instructions</a>
Series:	TICBC	Submission Date:	01/03/2013 1:41pm ET	
As of Date:	12/31/2012	Submitter:		

## 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

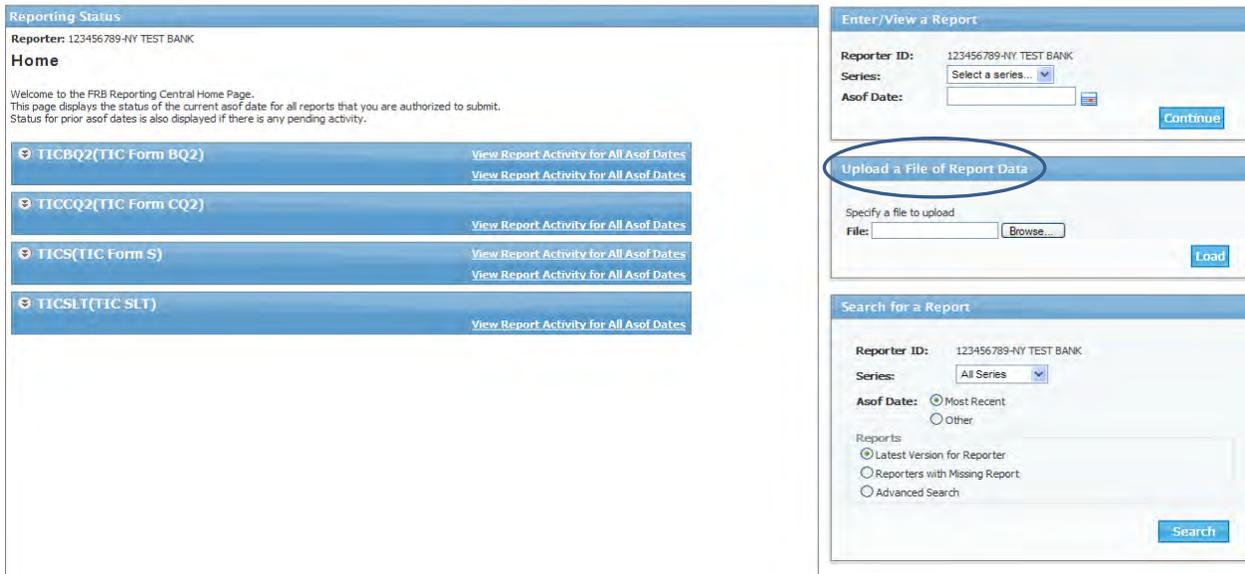
- Checking the “Estimated Data” box allows the user to enter the data as estimated. It will be marked as “Estimated” on the Reporting Central activity screen. When the user views the report, the Estimated Data checkbox will be checked. Please note that it is expected that actual data will be submitted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

## VI. File Uploading

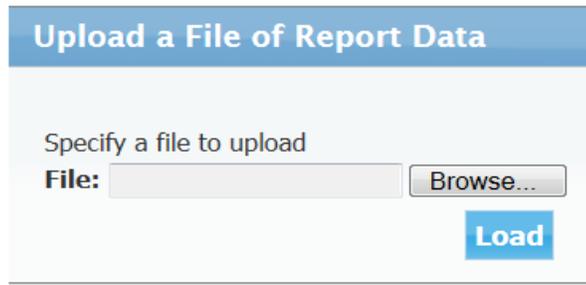
The file uploading section is located near the center right side of the page. In that section, a field is available for the user to upload their data using a text file instead of manually inputting it.

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:

[http://www.frb services.org/centralbank/reportingcentral/reportingcentral\\_userguides.html](http://www.frb services.org/centralbank/reportingcentral/reportingcentral_userguides.html)



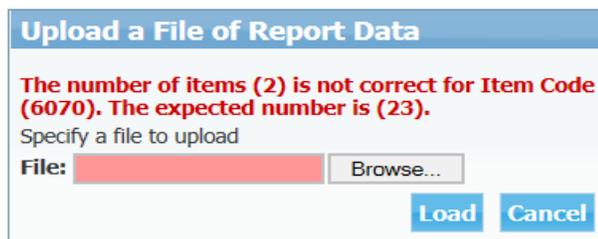
- To begin the uploading process, the user should search for the text file by clicking on the “Browse” button. The text file should be saved in the acceptable format compatible with Reporting Central.



- 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.

**Reporter:** 123456789 - NY TEST BANK      **Status:** [Instructions](#)  
**Series:** FFIEC009      **Submission Date:**  
**As of Date:** 12/31/2011      **Submitter:**

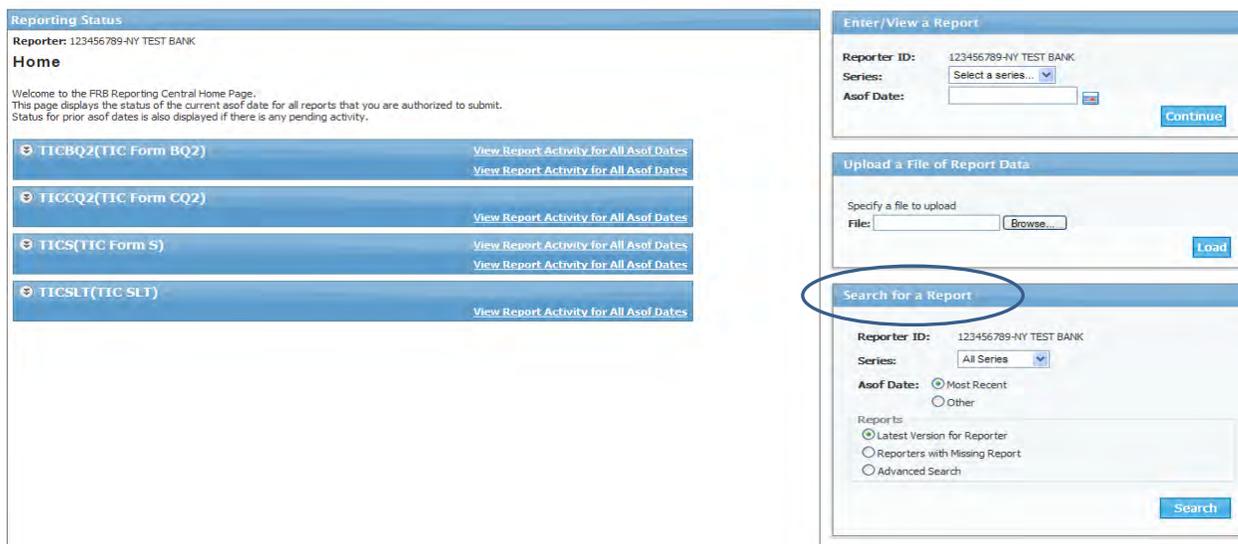
Sections: Schedule 1: Country Exposure Report (Excluding Foreign Exchange and Derivative Products) Select  
Save As Draft Save As Draft with Edits Validate Submit Cancel Clear Form  
 Estimated Data

**Country Exposure Report**  
 Schedule 1: Country Exposure Report (Excluding Foreign Exchange and Derivative Products)

TOTAL EUROPE		TOTAL LATIN AMERICA/CARIBBEAN			TOTAL ASIA/MIDDLE EAST			TOTAL AFRICA		TOTAL OTHER COUNTRIES		
TOTAL NORTH AMERICA				TOTAL INTERNATIONAL & REGIONAL				GRAND TOTAL				
Cross-Border Claims			Immediate-Counterparty Basis				Redistribution of Claims to Adjust for Ultimate Risk					
			Foreign-Office Claims on Local Residents in Non-Local Currency			Breakdown of Total of Columns 1 through 6	Foreign-Office Claims on Local Residents in Local Currency C922	Outward Risk Transfers of Claims Reported in Columns 1 through 6 and 8 or on US Residents			Inward Risk Transfers of Claims in Columns 9, 10 and 13	
Banks C915	Public C916	Other C917	Banks C918	Public C919	Other C920			Remaining Maturity Up to and Including 1 Year C921	Claims on Banks C923	Claims on Public C924	Claims on Other C925	Claims on Banks C926
1	2	3	4	5	6	7	8	9	10	11	12	13
Albania	15105	50					50		50			
Armenia	16519	100					100		10			
Austria	10189	20					20		20			

## 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.

Search for a Report

**Reporter ID:** 123456789-NY TEST BANK

**Series:** All Series ▼

**Asof Date:**  Most Recent  
 Other

**Reports**

Latest Version for Reporter  
 Reporters with Missing Report  
 Advanced Search

Search

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

Home

## Search

Reporter ID: 123456789-NY TEST BANK

Series: All Series

Asof Date:  Most Recent  
 Other

### Reports

- Latest Version for Reporter
- Reporters with Missing Report
- Advanced Search

Search

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	RSSD ID	Series	Asof Date	District	Reporter Name	Form Status	Submission Date	Last Activity	ID	Name
	123456789	FFIEC009	09/30/2012	2	NY TEST BANK	SUBMITTED	12/14/2012 1:49pm ET	12/14/2012 1:49pm ET	1719	Brian Goodwin

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- 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).

### Search for a Report

Reporter ID: 123456789-NY TEST BANK

Series: All Series

Asof Date:

Most Recent

Other From: MM/DD/YYYY To: MM/DD/YYYY

Reports

- Latest Version for Reporter
- Reporters with Missing Report
- Advanced Search

Search

- 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”<sup>3</sup> data for the Report Data.
- “Anyone” for the Last Activity field. (The latest activity by any user of the reporting entity will be displayed).

**Search for a Report**

**Reporter ID:** 123456789-NY TEST BANK

**Series:** All Series

**As of Date:**  Most Recent  Other From: MM/DD/YYYY To: MM/DD/YYYY

**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

- The screen below displays the search results. The report “Series”, “As of Date”, “Form Status”, “Submission Date” (if applicable), “Last Activity” and the “User” are all shown on the screen.

<sup>3</sup> Data can be entered as “estimated”. However, a final submission of the report is required prior to the report due date.

## 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.

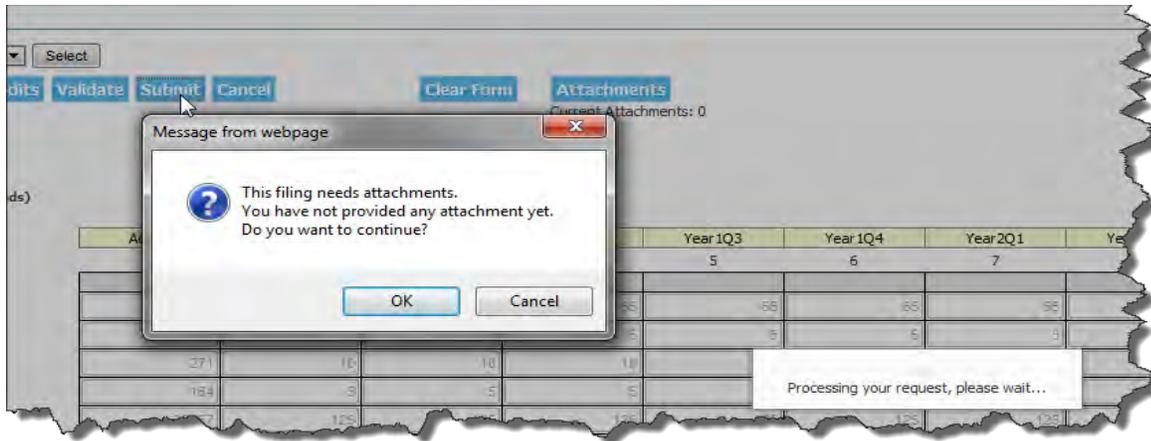
The screenshot shows the top section of the Reporting Central interface. On the left, there are fields for Reporter (999123 Test Bank), Series (FRY16), As of Date (12/31/2013), and Security Classification (Internal FR). On the right, there are fields for Status (DRAFT), Submission Date, and Submitter. Below these fields is a dropdown menu for Sections (FRY-16 Summary Schedule) and a 'Select' button. A row of buttons includes 'Delete', 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Attachments'. The 'Attachments' button is circled in red and shows 'Current Attachments: 0'. Below the buttons is a checkbox for 'Estimated Data'. The main area displays the report title 'FDIC DFAST 10-50/OCC DFAST/FR Y-16' and 'FRY-16 Summary Schedule (Dollar Amounts in Thousands)'. A table with columns for Actual, Projected, Year 1Q1, Year 1Q2, Year 1Q3, Year 1Q4, and Year 2Q1 is visible, with a 'Baseline Scenario' label.

Remember:

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

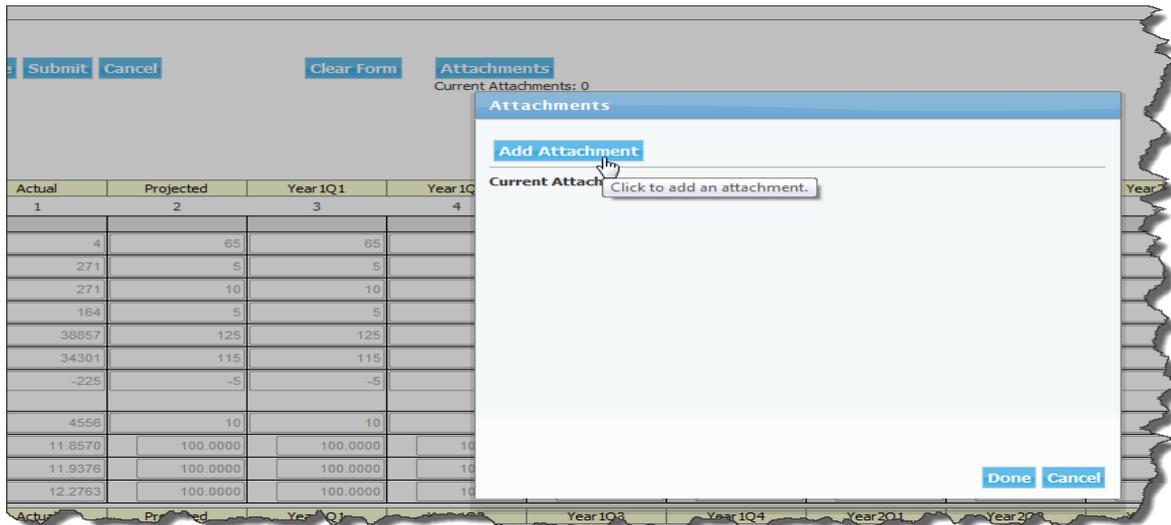
The screenshot shows the 'Attachments' dialog box in the Reporting Central interface. The dialog box has an 'Add Attachment' button and a 'Current Attachments: 0' label. Below this, there is a text field for 'Select an attachment file' and a file selection path: 'File: Desktop\Reporting Central\Attachment User Guide\999123-A1.docx'. A 'Browse...' button is next to the file path. A 'Message from webpage' dialog box is overlaid on top of the Attachments dialog box, displaying a yellow warning icon and the text 'This file is not a valid attachment.' with an 'OK' button. The background shows the same data entry screen as the previous screenshot, but it is dimmed.

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.

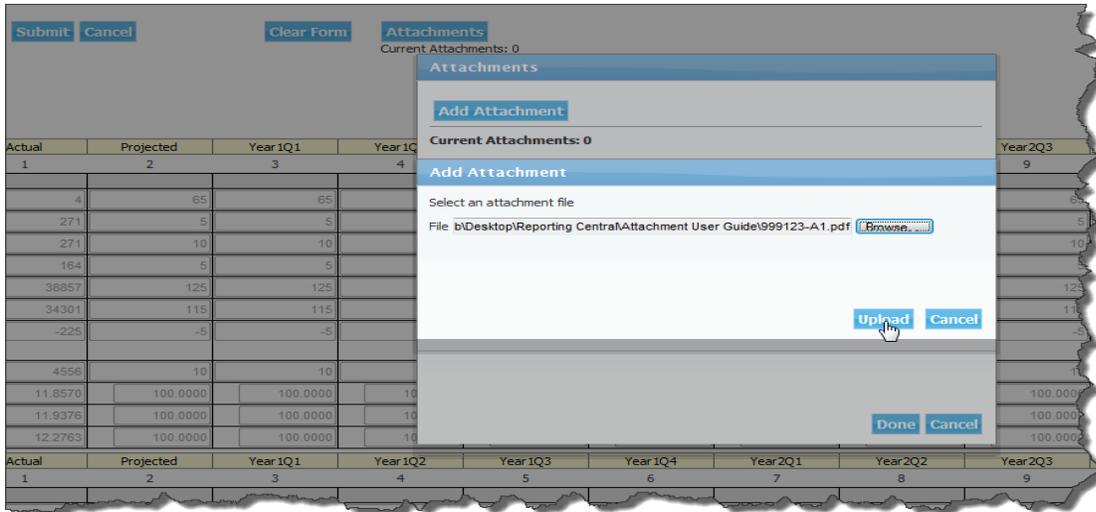


## Add a File Attachment

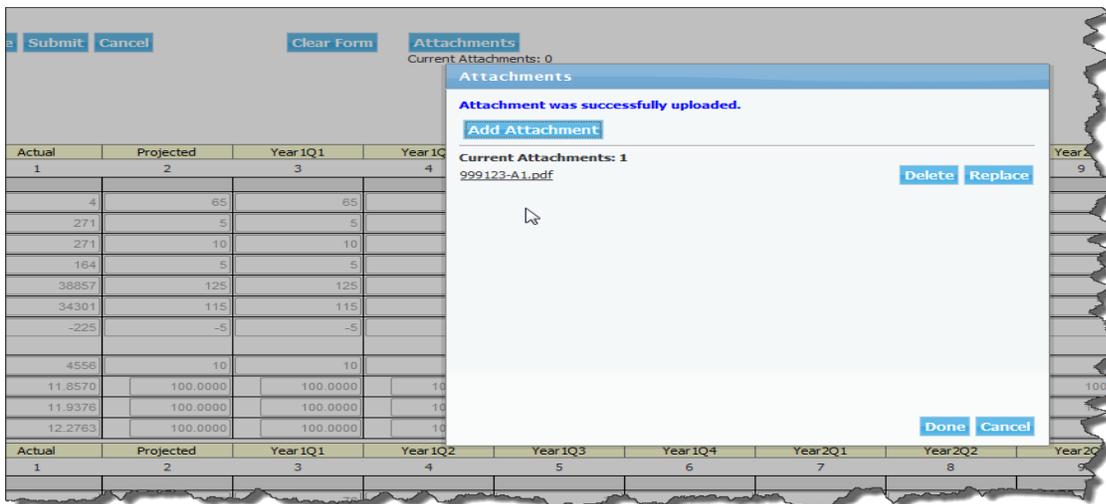
When you click the Attachment button, Reporting Central displays a dialog box that allows you to add an attachment. Clicking the Add Attachment button, allows you to browse for the file you wish to attach.



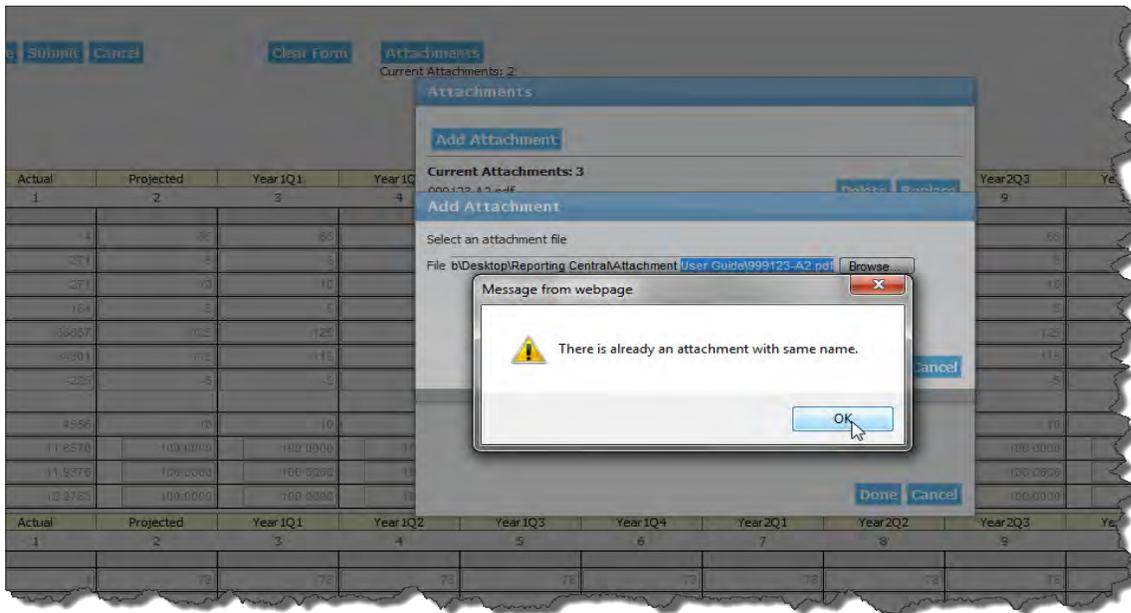
Select the desired file and click the Upload button.



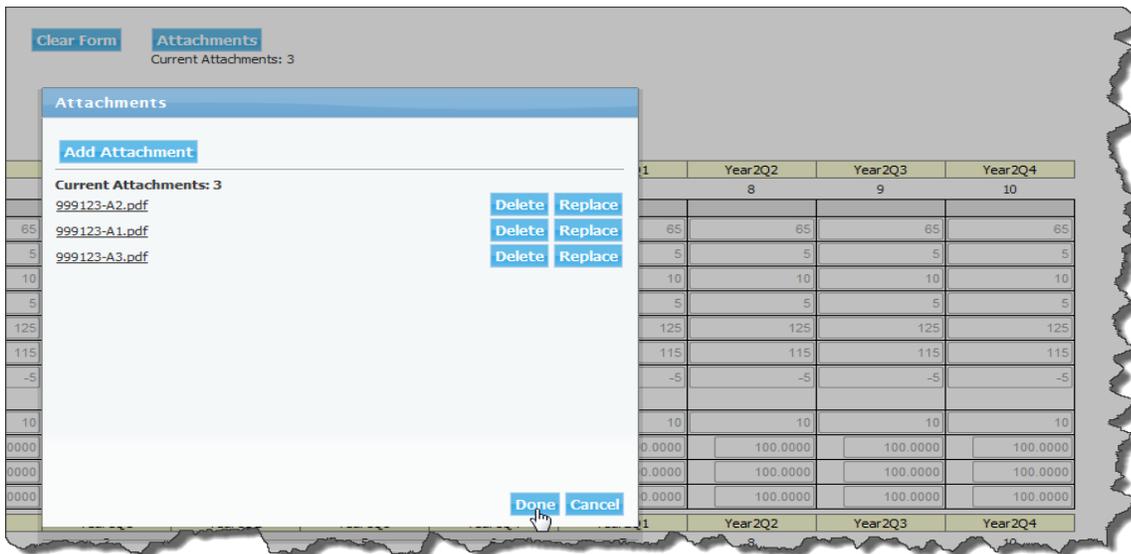
Reporting Central will display a message indicating a successful upload.



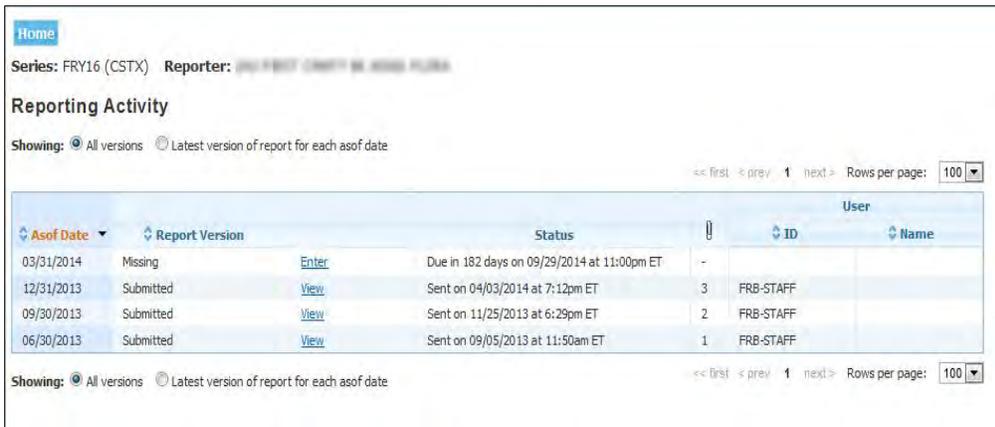
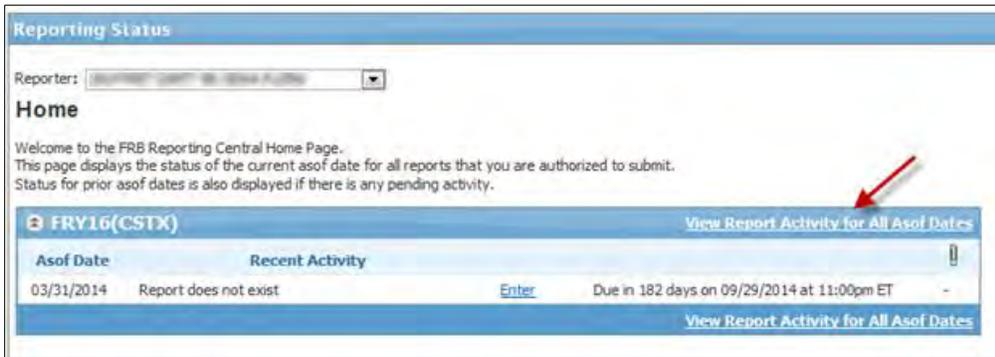
You may add multiple files; however, Reporting Central will not allow you to add a file that has a filename that matches an already attached file.



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.

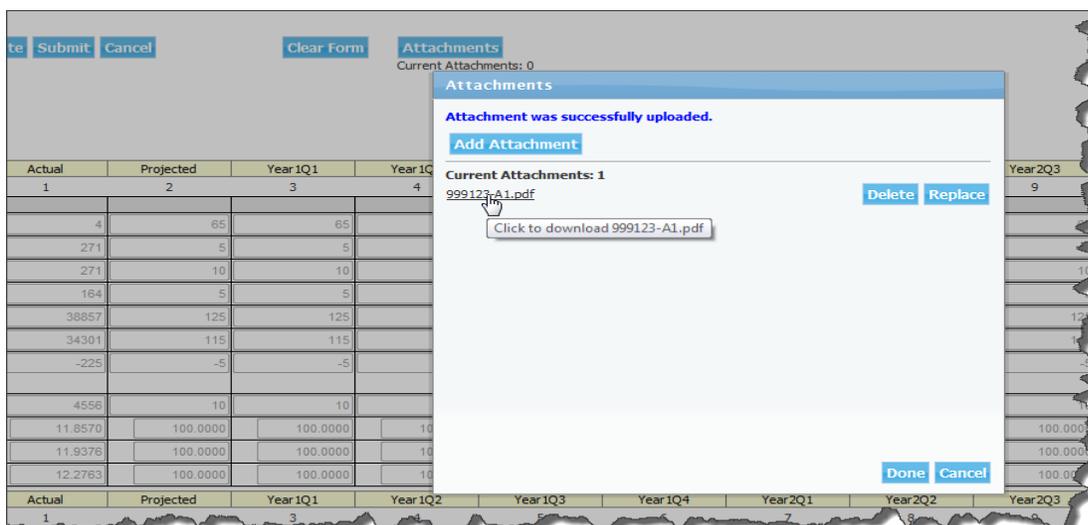


When you view Report Activity for All Asof Dates, you can see how the Reporting Activity screen displays report submissions that have file attachments.



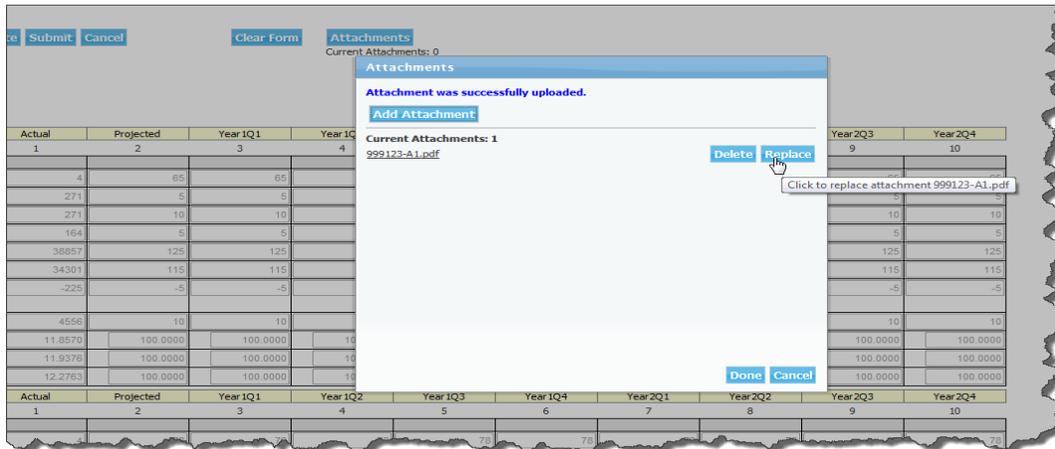
## Download a File Attachment

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

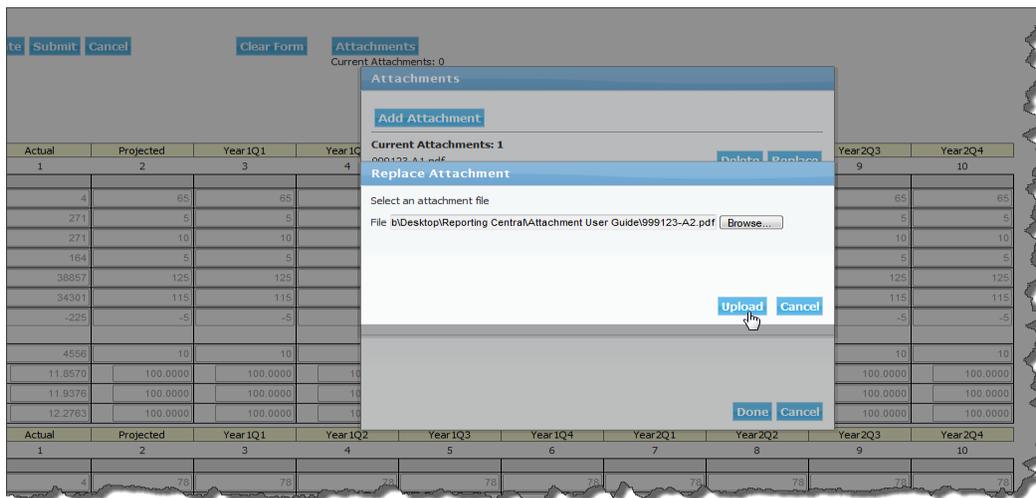


## Replace a File Attachment

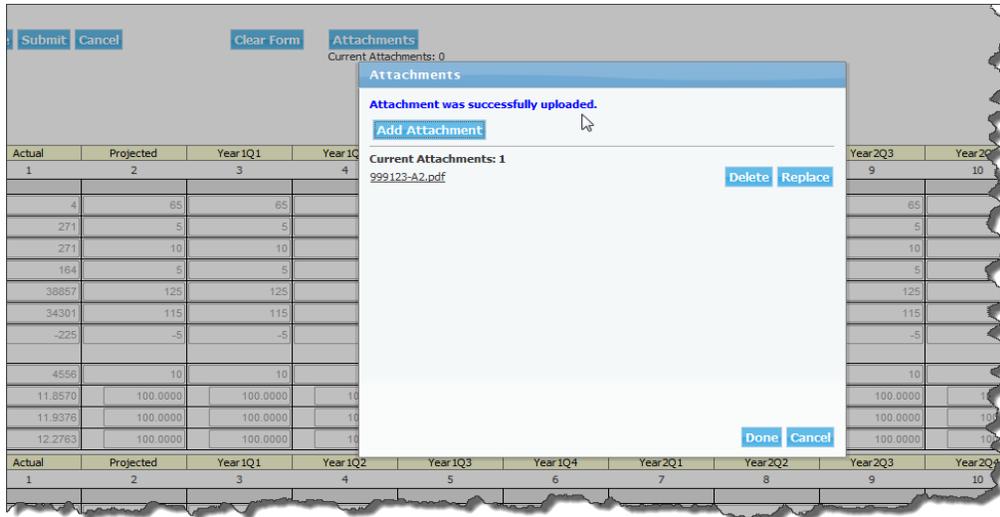
Once a file has been uploaded, you can replace the file with a different file. To get to the Replace Attachment dialog box, click the Attachments button, then click the Replace button alongside the file you wish to replace.



Browse to the file you wish upload and click OK.

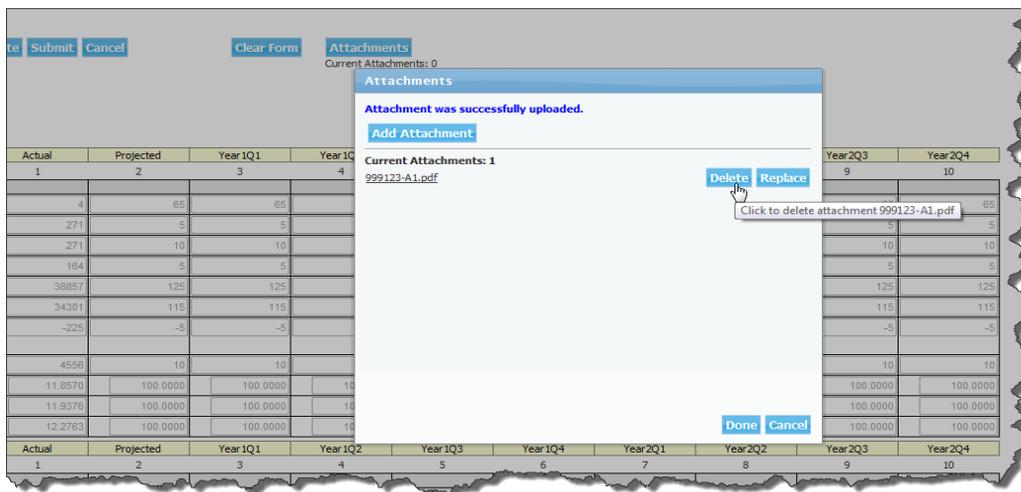


Reporting Central displays a message indicating the file was successfully replaced.

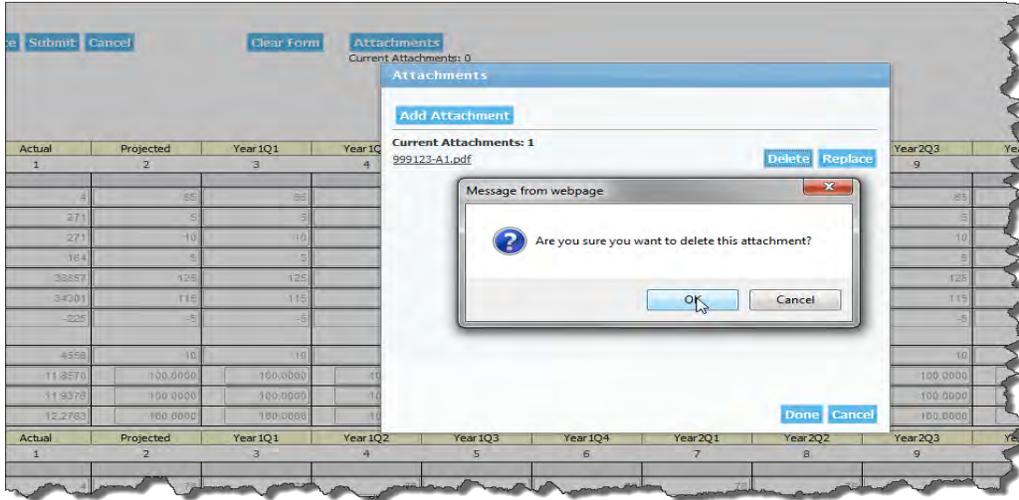


## Delete a File Attachment

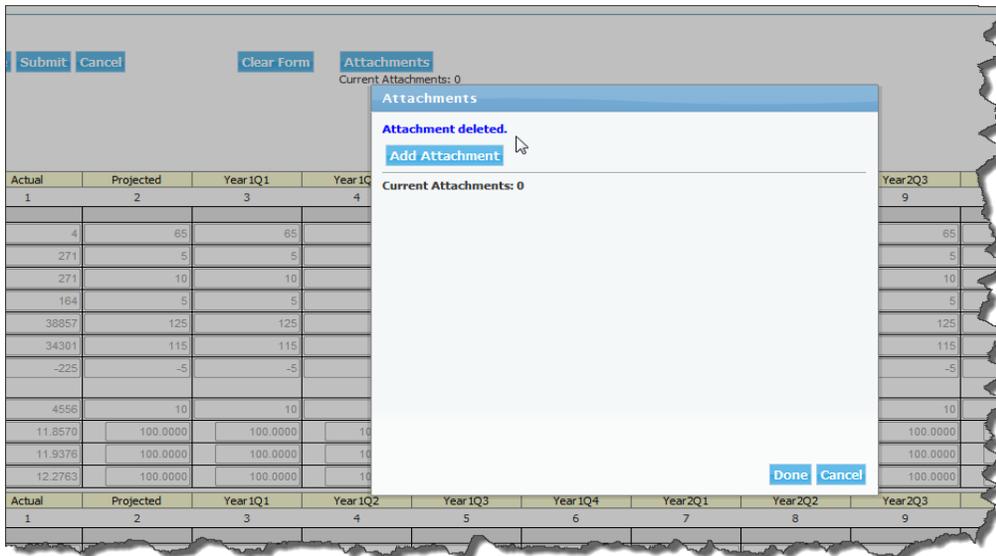
Once a file has been uploaded, you may delete that file attachment. To get to the Delete Attachment dialog box, click the Attachments button, then click the Delete button alongside the file you wish to delete.



Click the Delete button and then OK.



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



## **IX. Reporting Central Contacts**

- **Reporting Central District Contacts:**

[http://www.frbervices.org/contactus/reporting\\_central.html](http://www.frbervices.org/contactus/reporting_central.html)

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

<http://www.frbervices.org/contactus/ccc.html>

Customer Contact Center (CCC): 1-888-333-7010 (Option 1)

- **Email Questions To:**

NY.ReportingCentralCommunication@NY.FRB.ORG