

Spreadsheet File Transfer User Guide

FR 2320

Abbreviated Financial Statements of U.S. Nonbank
Subsidiaries of U.S. Holding Companies

STATISTICS FUNCTION
January 22, 2015

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 2320 – Quarterly Savings and Loan Holding Company Report**. 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 2320

The FR 2320 is comprised of multiple schedules and about a hundred 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 **IESUB format** (with the four-character MDRM) or the **CIPS format** (with the eight-character MDRM).

Appendix A
FR 2320 Report Detailed Field Specifications

Schedule	Report Form Item Number	4-Char MDRM	8-Char MDRM
Financial Data Items			
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	1.	2170	SLHP2170
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	2.	2950	SLHP2950
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.a.	8608	SLHP8608
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.b.	8609	SLHP8609

Field Values

Financial data fields can have either positive, negative, zero, or null values. These values are formatted differently in the IESUB and CIPS upload files.

Table 1. Format Differences for Financial Data Item Values

Financial Data Item Value	IESUB 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

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 **IESUB file format** uses the four-character MDRM (see Column E below)

	A	B	C	D	E	F	G	H	I	
1										
2		FR 2320 - Quarterly Savings and Loan Holding Company Report								
3										
4		Respondent ID	9999999999							
5		Series Name	FR2320							
6		As of Date	9/30/2014				Dollar Amount			
7						in Thousands				
8			1	2170	Total Assets	100				
9			2	2950	Total Liabilities	10				
10				8608	Cumulative	110				
11										
12				30b	SLHCC583	FDIC number				
13				30c	C584	FDIC number				
14				30d	C585	FDIC number				
15				30e	C586	FDIC number				
16										
17					TEXT FIELDS					
18				C490	Name of CFO	John Smith				
19				9010	Legal Title of Institution	Your Savings and Loan Holding Company				
20				9110	Street Address	329 Main Street				
21				9130	City	Your Town				
22				9200	State	YS				
23				9220	Zip Code	94110				

The **CIPS file format** uses the eight-character MDRM (see Column E below)

	A	B	C	D	E	F	G	H	I	
1										
2		FR 2320 - Quarterly Savings and Loan Holding Company Report								
3										
4		Respondent ID	9999999999							
5		Series Name	FR2320							
6		As of Date	9/30/2014				Dollar Amount			
7						in Thousands				
8			1	SLHP2170	Total Assets	100				
9			2	SLHP2950	Total Liabilities	10				
10										
11				04	SLHCC584	FDIC number				
12				05	SLHCC585	FDIC number				
13				06	SLHCC586	FDIC number				
14										
15					TEXT FIELDS					
16				09	SLHXC490	Name of CFO	John Smith			
17				10	TEXT9010	Legal Title of Institution	Your Savings and Loan Holding Company			
18				11	TEXT9110	Street Address	329 Main Street			
19				12	TEXT9130	City	Your Town			
20				13	TEXT9200	State	YS			
21				14	TEXT9220	Zip Code	94110			

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 IESUB upload file differs from that of the CIPS upload file.

IESUB – Data Format

- “L” is the separator between data items.
- Four-character MDRM, 5-character for Country Code.
- “+” represents the maximum 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.

IESUB Financial Data Excel Formula: ="L"&Sheet1!E8&"+"&Sheet1!G8

Translates to: L2170+100

IESUB Text Data Excel Formula: ="L"&Sheet1!E121&"__"&Sheet1!G121&"__"

Translates to: LC490__John Smith__

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

CIPS Financial Data Excel Formula: =Sheet1!E8&"+"&Sheet1!G8&" , "

Translates to: SLHP2170+100 ,

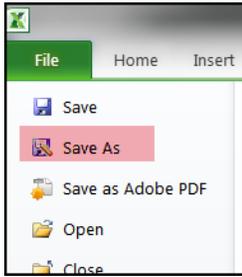
CIPS Text Data Excel Formula: =Sheet1!E121&"+"_&Sheet1!G121&"____ , "

Translates to: SLHXC490+_John Smith____ ,

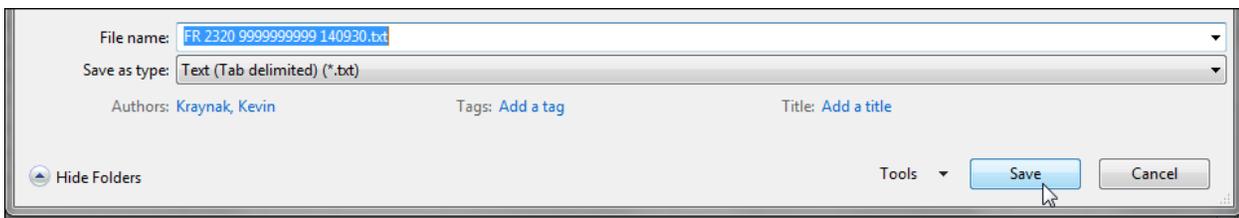
This is repeated for all fields and, once all fields have been linked, you can create the text file.

Step 3 – Create the Text File

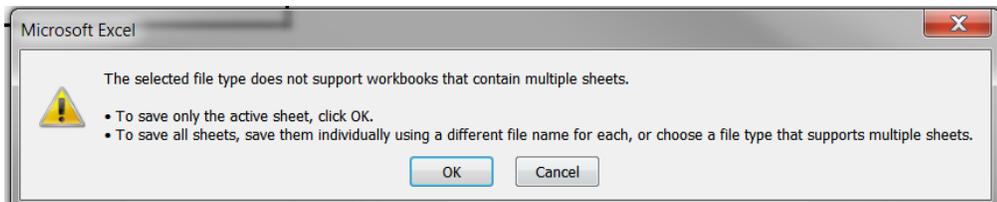
After saving the file in spreadsheet format the text file can be created by first navigating to the **File** tab.



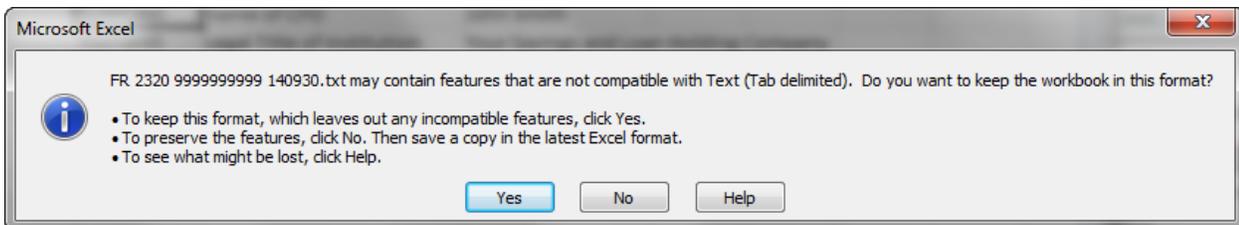
Then selecting the **'Save As'** option and indicating the file type as **'Text (Tab delimited) (*.txt).'**



A message will appear indicating that this file selection does not support workbooks with multiple worksheets, select **'OK.'**

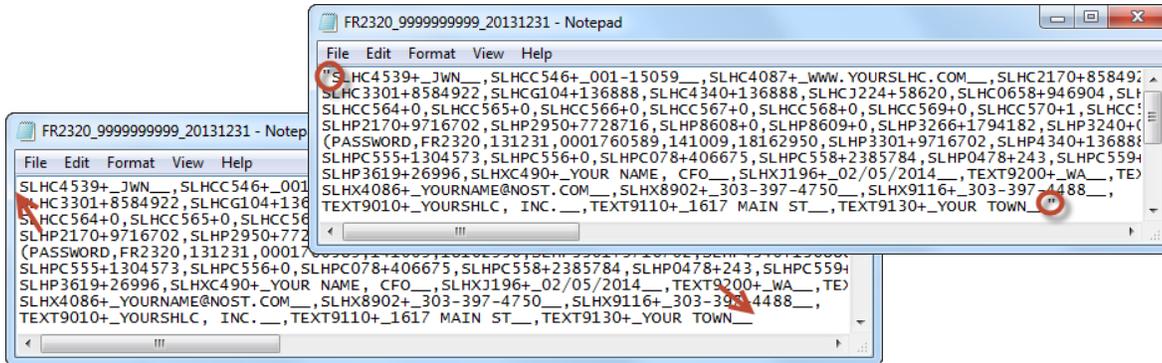


An additional message will be displayed concerning incompatibility features, select **'Yes.'**



Step 4 – Format the Text File and Add Header Record

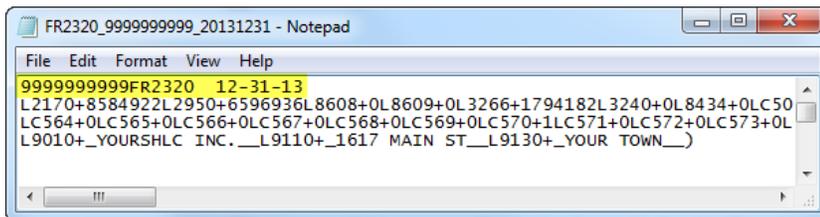
The text file will have been created and will look like this (the example shows the CIPS upload file, but the IESUB will look similar except for the formatting differences discussed above). See the quotation marks at the beginning and the end of the file? You will need to remove those before continuing.



The next step is to add the header record.

The **IESUB file header record** consists of the following items:

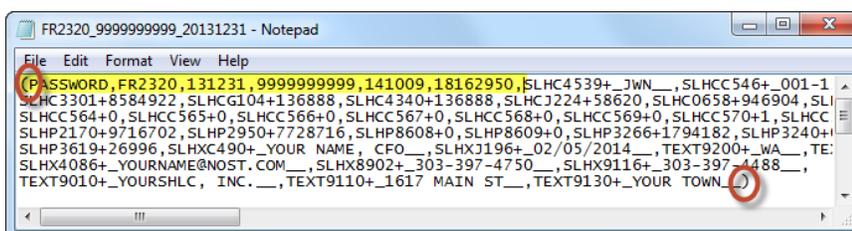
- the first 10 spaces are the RSSD ID with leading zeroes
- the next 8 spaces are the report series name 'FR2320' followed by two spaces
- the report as-of date, in MM-DD-YYYY.



The **CIPS file header record** consists of the following items, all separated by a comma (“,”):

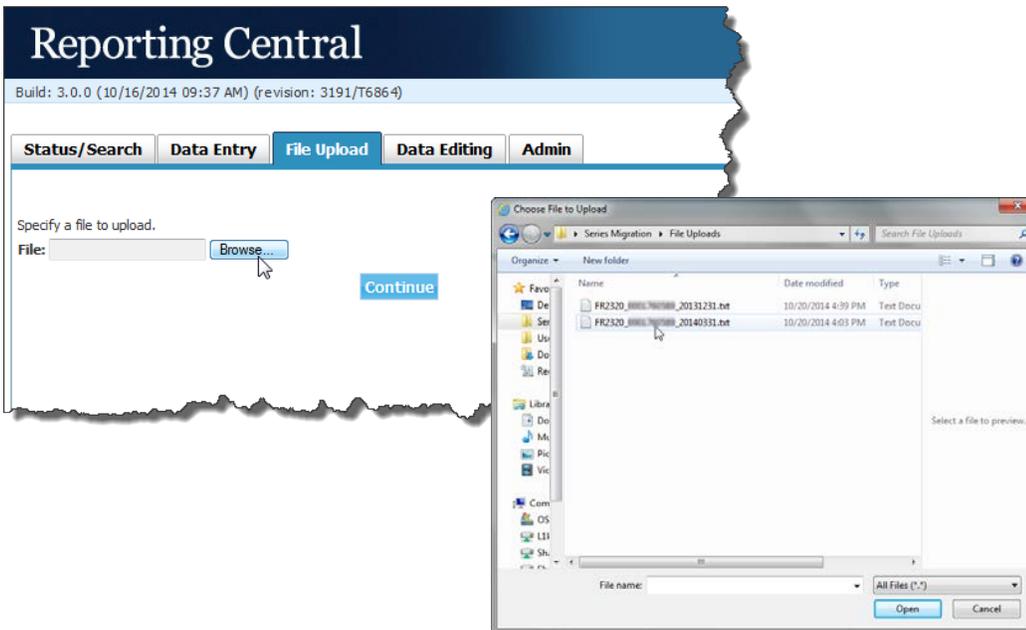
- the series password that is provided by the Federal Reserve Bank analyst—it must be exactly eight characters in length and spaces should be inserted if the actual password is shorter
- the report series name 'FR2320'
- the report as-of date, in YYMMDD format
- the reporter RSSD ID—it must be ten digits 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.

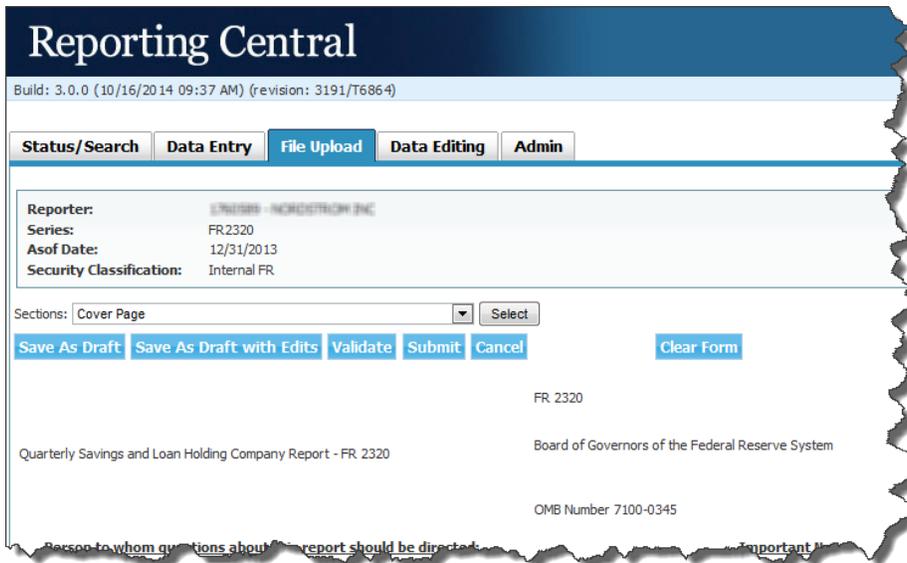


Step 5 – Reporting Central Submission

In Reporting Central, select the File Upload tab and then click the **‘Browse...’** button. Then, navigate to 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

FR 2320 Report Detailed Field Specifications

Schedule	Report Form Item Number	4-Char MDRM	8-Char MDRM
Financial Data Items			
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	1.	2170	SLHP2170
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	2.	2950	SLHP2950
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.a.	8608	SLHP8608
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	3.b.	8609	SLHP8609
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	4.a.	3266	SLHP3266
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	4.b.	3240	SLHP3240
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	5.a.	8434	SLHP8434
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	5.b.	C506	SLHPC506
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	5.c.	C507	SLHPC507
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	6.	3250	SLHP3250
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	7.	A130	SLHPA130
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	10.b.	4340	SLHP4340
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	11.	J224	SLHPJ224
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.a.	0658	SLHP0658
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.b.(1)	C547	SLHPC547
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.b.(2)	C548	SLHPC548
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.c.(1)	C549	SLHPC549
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	12.c.(2)	C550	SLHPC550
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	13.a.	3164	SLHP3164
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	13.b.	C551	SLHPC551
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	14.	C076	SLHPC076
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.a.(1)	C552	SLHPC552
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.a.(2)	C553	SLHPC553
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.b.(1)	C554	SLHPC554
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	15.b.(2)	C555	SLHPC555
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	16.	C556	SLHPC556
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	17.	C078	SLHPC078
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	18.	C558	SLHPC558
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.a.	0478	SLHP0478
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.b.(1)	C559	SLHPC559
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.b.(2)	C560	SLHPC560
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.c.	4003	SLHP4003
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.d.(1)	C561	SLHPC561
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.d.(2)	C562	SLHPC562
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.e.	4134	SLHP4134
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	19.f.	3854	SLHP3854
Quarterly Savings and Loan Holding Company Report, Parent Only (Col. A)	20.	3619	SLHP3619
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	1.	2170	SLHC2170
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	2.	2950	SLHC2950

Schedule	Report Form Item Number	4-Char MDRM	8-Char MDRM
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	3.a.	8608	SLHC8608
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	3.b.	8609	SLHC8609
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	4.a.	3266	SLHC3266
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	4.b.	3240	SLHC3240
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	5.a.	8434	SLHC8434
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	5.b.	C506	SLHCC506
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	5.c.	C507	SLHCC507
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	6.	3250	SLHC3250
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	7.	A130	SLHCA130
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	7.b.	3000	SLHC3000
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	10.a.	G104	SLHCG104
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	10.b.	4340	SLHC4340
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	11.	J224	SLHCJ224
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	12.a.	0658	SLHC0658
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	13.a.	3164	SLHC3164
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	13.b.	C551	SLHCC551
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	14.	C076	SLHCC076
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	16.	C556	SLHCC556
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	17.	C078	SLHCC078
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	18.	C558	SLHCC558
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.a.	0478	SLHC0478
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.c.	4003	SLHC4003
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.d.(1)	C561	SLHCC561
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.d.(2)	C562	SLHCC562
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.e.	4134	SLHC4134
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	19.f.	3854	SLHC3854
Quarterly Savings and Loan Holding Company Report, Consolidated (Col. B)	20.	3619	SLHC3619
Supplemental Questions	21.	C564	SLHCC564
Supplemental Questions	22.a.	C565	SLHCC565
Supplemental Questions	22.b.	C566	SLHCC566
Supplemental Questions	22.c.	C567	SLHCC567
Supplemental Questions	22.d.	C568	SLHCC568
Supplemental Questions	22.e.	C569	SLHCC569
Supplemental Questions	22.f.	C570	SLHCC570
Supplemental Questions	23.	C571	SLHCC571
Supplemental Questions	24.	C572	SLHCC572
Supplemental Questions	25.	C573	SLHCC573
Supplemental Questions	26.	C574	SLHCC574
Supplemental Questions	27.	C575	SLHCC575
Supplemental Questions	28.	C576	SLHCC576
Supplemental Questions	29.	C577	SLHCC577
Supplemental Questions	30.a.	C582	SLHCC582
Supplemental Questions	30.b.	C583	SLHCC583

Schedule	Report Form Item Number	4-Char MDRM	8-Char MDRM
Supplemental Questions	30.c.	C584	SLHCC584
Supplemental Questions	30.d.	C585	SLHCC585
Supplemental Questions	30.e.	C586	SLHCC586
Text Items			
Cover Page		C490	SLHXC490
Cover Page		J196	SLHXJ196
Cover Page		9010	TEXT9010
Cover Page		9110	TEXT9110
Cover Page		9130	TEXT9130
Cover Page		9200	TEXT9200
Cover Page		9220	TEXT9220
Cover Page		8678	SLHC8678
Cover Page		4539	SLHC4539
Cover Page		C546	SLHCC546
Cover Page		4087	SLHC4087
Cover Page		8901	SLHX8901
Cover Page		8902	SLHX8902
Cover Page		9116	SLHX9116
Cover Page		4086	SLHX4086
Cover Page, Explanatory Message		4769	TEXT4769