

Federal Reserve System
STATISTICS FUNCTION

FR 2835a

Reporting Central File Upload User Guide

Reporting Central



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Overview

The Federal Reserve System's Reporting Central web site includes the ability to submit data using spreadsheet files (e.g., Microsoft Excel®). As a result, reporting institutions that use a spreadsheet to prepare their report do not have to key their data into Reporting Central. While this feature was developed for reporting institutions using spreadsheets, the file can be created by any backend system.

This document demonstrates how to create the upload file for the **FR 2835a** (*Quarterly Report of Credit Card Plans*). Formulas were used to pull the data from a spreadsheet and format it for Reporting Central. The file for the FR 2835a is too large to be created using a single formula. First, separate formulas for each line of the FR 2835a report are used to format the data. Then, another formula is used to combine them and create a single upload file for Reporting Central.

This document provides the required file format for submitting data via Reporting Central and demonstrates how a reporting institution can create the file from a spreadsheet. We used Microsoft Excel® 2010 in our example but the same process can be applied to other spreadsheet software. The method utilized to create the file is at the discretion of the reporter.

FR 2835a Spreadsheet and Text File Creation

The following example, created for the FR 2835a, contains three Excel spreadsheets (Sheet1, Sheet2, and Sheet3). Three spreadsheets were used because the formula needed to create the file for the FR 2835a is too large for a single Excel formula.

- **Sheet1** — contains the report data
- **Sheet2** — contains a set of formulas that pulls data from **Sheet1** and creates text strings for the report header record, rows of data, and optional remarks field
- **Sheet3** — contains a formula that combines all of the strings created in **Sheet2** into the format required for Reporting Central

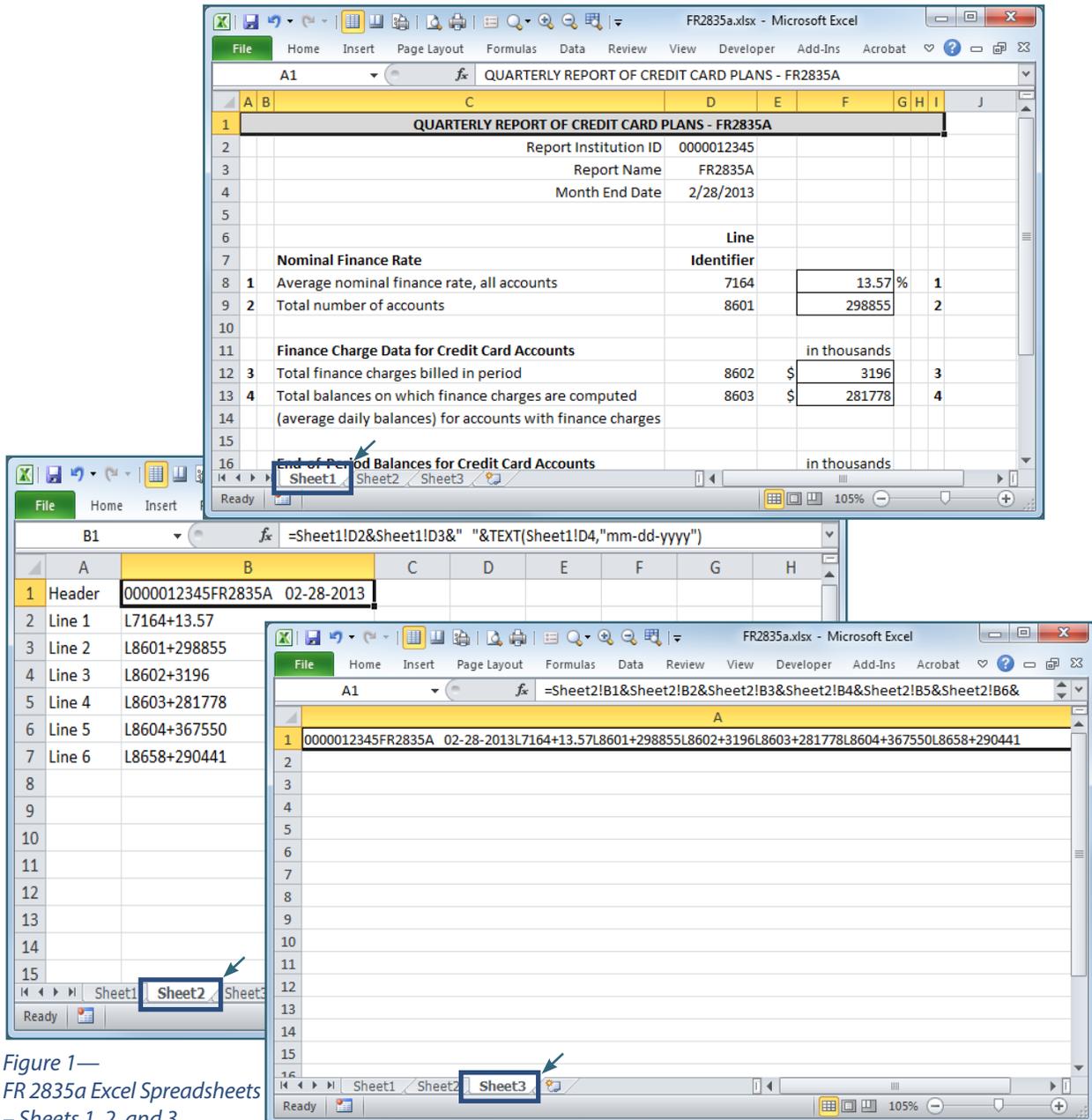


Figure 1—
FR 2835a Excel Spreadsheets
– Sheets 1, 2, and 3

➤ **Step 1:** Assemble report data in **Sheet1**:

- Report Institution ID
- Report Name
- Report As-of Date
- A row of data for each line of the report
- A field for remarks (optional)

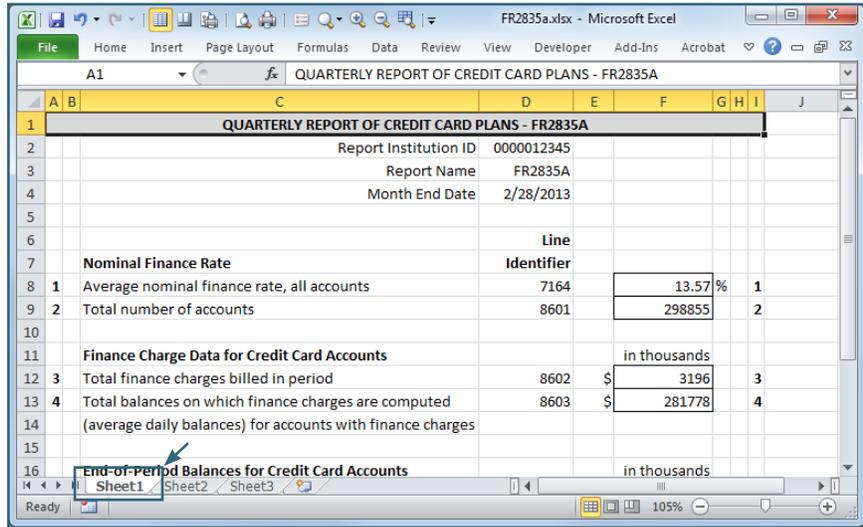


Figure 2—FR 2835a "Sheet1"

In this example, the depository institution has a spreadsheet with a layout similar to the FR 2835a report form. It includes all data needed for the report header, each report line and the optional remarks field.

➤ **Step 2:** Create formulas to pull in data from **Sheet1** and create the text strings for the report header, each line of data, and the optional remarks.

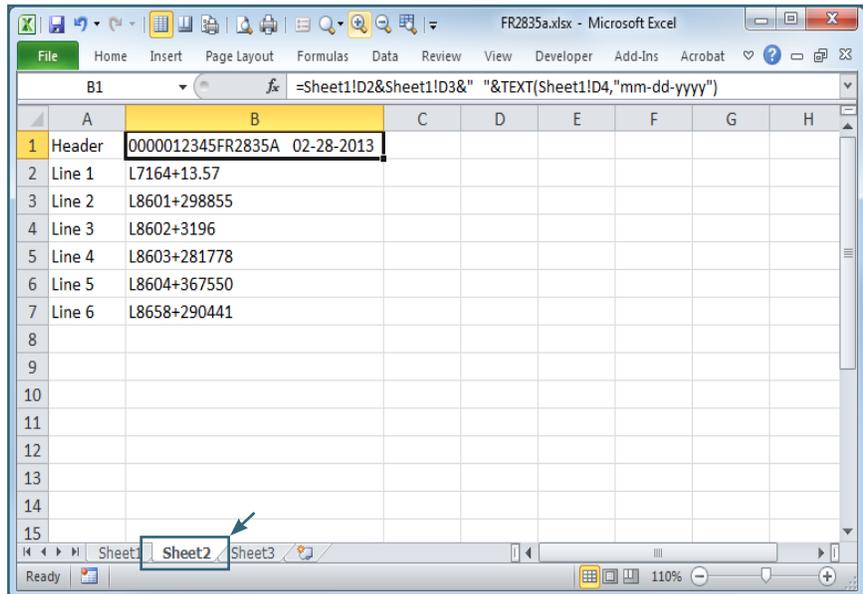


Figure 3—FR 2835a "Sheet2"

In this example, the depository institution adds a worksheet containing formulas to pull data from Sheet1 and create text strings that will be combined into the format required by Reporting Central in the next step.

SHEET2 Line Item Formulas and Text Strings

• Report Header Record

– Excel formula used:

```
=Sheet1!D2&Sheet1!D3&"    "&TEXT(Sheet1!D4,"mm-dd-yyyy")
```

– Text string created by formula:

```
0000012345FR2835A    02-09-2013
```

– Explanation of Excel formula:

The formula begins with an equal sign (=) and then combines the Report Institution ID and Report Name (FR2835A) with the cell reference Sheet1!D4 containing the as-of date to create the string with the header information. Since the Report Name field is 10-characters in length and the FR2835A occupies only 7 spaces, 3 additional spaces must be added.

• Report Data Record for FR 2835a—Item 1

– Excel formula used:

```
="L"&Sheet1!D8&"+"&Sheet1!F8
```

– Text string created by formula:

```
L7164+13.57
```

– Explanation of Excel formula:

The formula begins with an equal sign (=) and then combines the line identifier L7164 ("L"&Sheet1!D8) with the data value for Item 1 (Sheet1!F8). Reference page 8 for line identifiers.

The Excel formula connects the contents of the cells together into a string with an ampersand (&). The file uses a plus sign (+) between the line identifier and first data item of each row and between the additional data items in the row.

• Report Data Record for FR 2835a—Items 2–6

Use the formula, string, and explanation for Item 1 as your guide for creating Items 2–6.

- ▶ **Step 3:** Create a formula in cell A1 of **Sheet3** to concatenate the text strings from **Sheet2** and create the Reporting Central file.

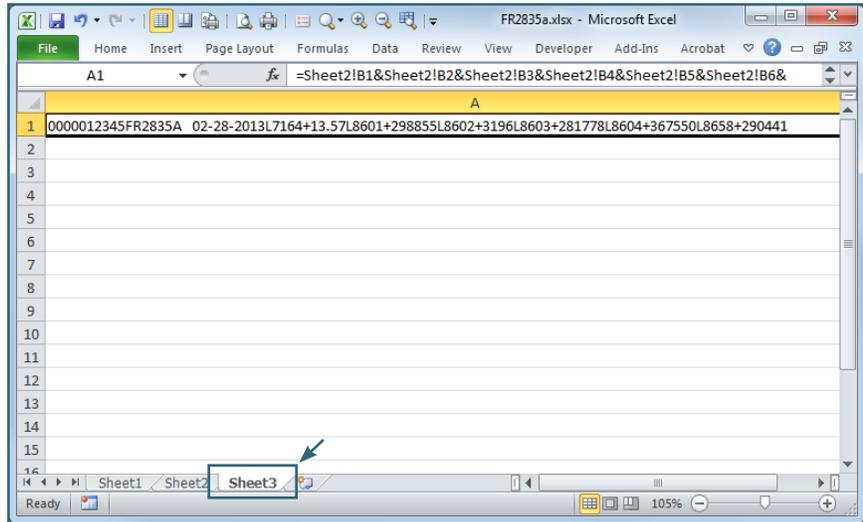


Figure 4—FR 2835a "Sheet3"

SHEET3 Combined Formula and Text String

- Excel formula used:

```
=Sheet2!B1&Sheet2!B2&Sheet2!B3&Sheet2!B4&Sheet2!B5&  
Sheet2!B6&Sheet2!B7
```

- Text string created by formula:

```
0000012345FR2835A 02-28-2013L7164+13.57L8601+298855L8602+3  
196L8603+281778L8604+367550L8658+290441
```

- Explanation of Excel formula:

The formula begins with an equal sign (=) followed by a sheet and cell reference (e.g., `Sheet2!B1`) for each of the text strings being pulled from **Sheet2**. The Excel formula connects the strings together with an ampersand (&) to create the file for Reporting Central.

► **Step 4:** Save file as a text file.

While in **Sheet3** (the active sheet), place the cursor in cell A1 and use the following steps to save the file.

- Choose **File > Save As...** to open the **Save As** window.
- In the **Save As** window:
 - Enter the name of the file you want to create into the **File name** box.
 - Select **Text (Tab Delimited)(*.txt)** in the **Save as type:** box.
 - Click the **Save** button to save the file.

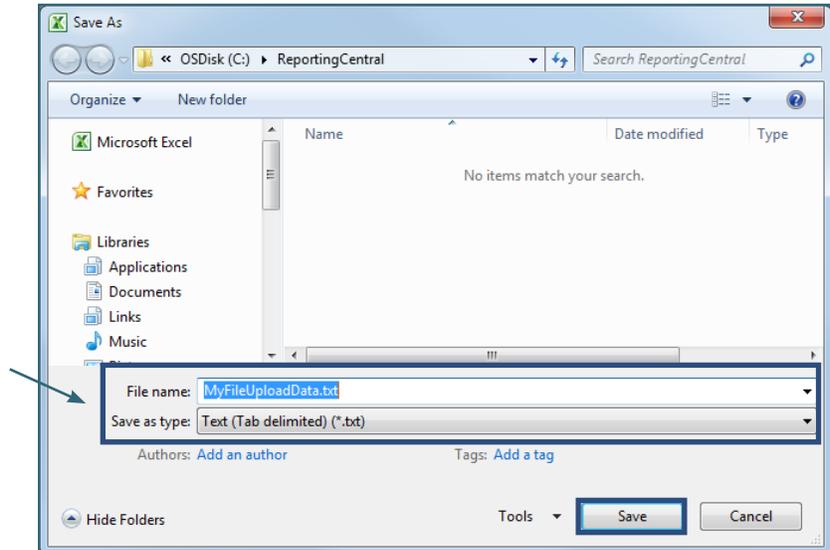


Figure 5—Save As Window

- When prompted:
 - Click the **OK** button to acknowledge that you want **to save only the active sheet** (Sheet3).
 - Click the **Yes** button to acknowledge that you want **to keep this format**.

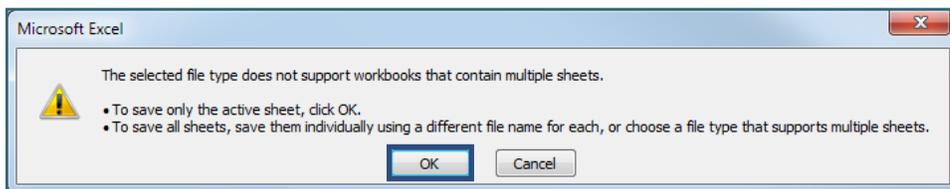


Figure 6—To save only the active sheet, click the **OK** button.

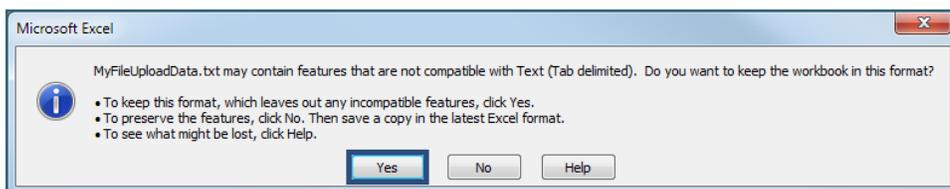


Figure 7—To keep this format, click the **Yes** button.

File Format for FR 2835a (Effective February 1, 2013)

• Report Header Record for FR 2835a

The Report Header Record must be the first record in the file.

<i>Report Header Field</i>	<i>Length</i>	<i>Type</i>	<i>Value/Description</i>
Report Institution ID	10	NUM	10-digit respondent identifier
Report Name	10	ALPHA	FR2835A followed by 3 blanks
Report As-of Date	10	NUM	10-digit date (MM-DD-YYYY) which represents the as-of date of the report; the last business day in February, May August or November

• Report Data Record for FR 2835a

There must be one Report Data Record for each line of the report form.

<i>Report Data Field</i>	<i>Length</i>	<i>Type</i>	<i>Value/Description</i>
Line Identifier	5	ALPHA	L followed by the 4-digit Line Identifier — see page 8 for Line Identifiers.
Separator	1	ALPHA	Plus sign (+), used as field separator
Data Value 1	1-4	NUM	Numeric data value must be in the following format: <ul style="list-style-type: none"> • Interest rate is entered as reported with no leading zeros or percentage sign; • An unsigned number with a 2-digit decimal precision.
Data Values 2 – 6	1-9	NUM	Numeric data value must be in the following format: <ul style="list-style-type: none"> • An unsigned one to nine-digit value (999999999) without comma separators.

• **Line Identifiers for FR 2835a**
 — **Quarterly Report of Credit Card Plans**

Item Number	Description	Line Identifier
1	Average nominal finance rate, all accounts	7164
2	Total number of accounts	8601
3	Total finance charges billed in period	8602
4	Total balances on which finance charges are computed (average daily balances) for accounts with finance charges	8603
5	Total ending balances (new balances) for all accounts	8604
6	Total ending balances (new balances) for accounts with finance charges	8658

• **Example Text String for FR 2835a**

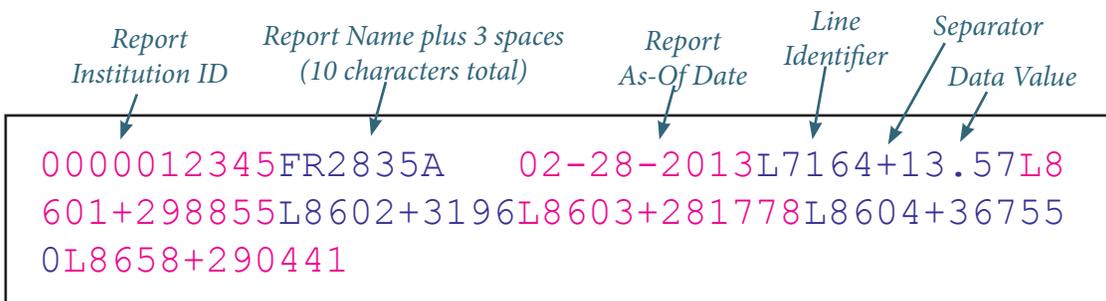
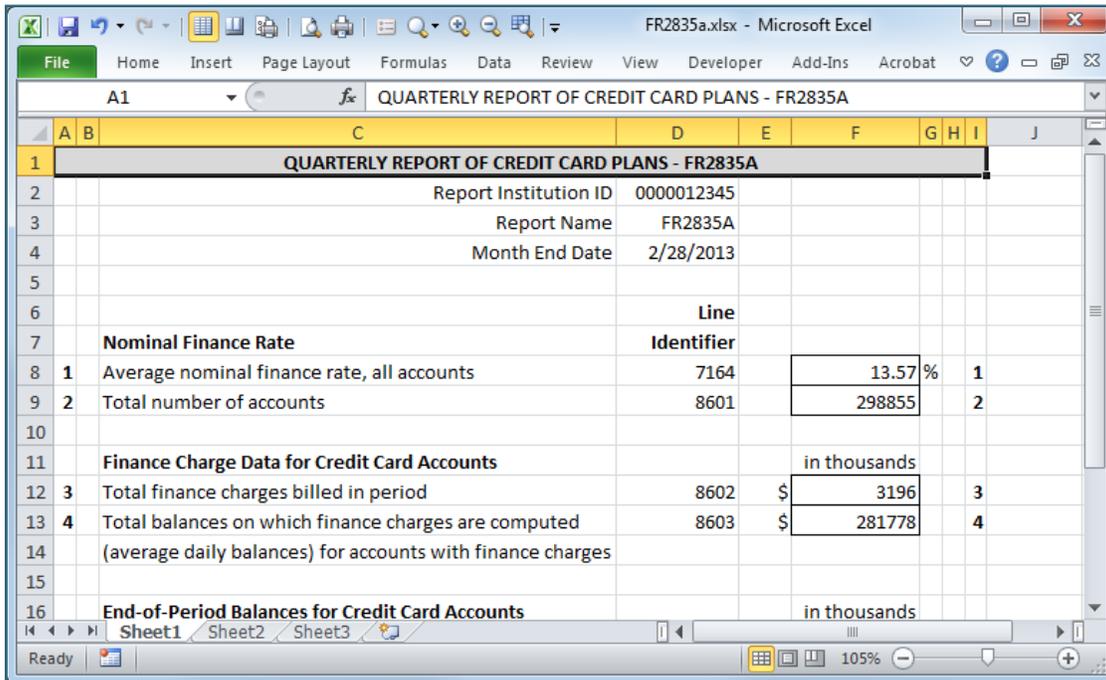


Figure 8—Breakdown of Example Text String