

**Spreadsheet File Transfer User Guide For  
FR XX-1 SERIES**

**Federal Reserve System**

STATISTICS FUNCTION  
AUTOMATION SUPPORT

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## 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 demonstrates how a reporting institution can create the file from a spreadsheet.

We used Microsoft Excel® for our examples 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. This guide assumes that your data already exist in a spreadsheet.

This document demonstrates how to create files for the FR XX-1 Series. We used formulae to pull the data from the spreadsheet worksheets containing the data and format them for Reporting Central.

## File Format for FR XX-1 (Effective from 12/31/2014)

### Report Header Record for FR XX-1

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

<u>Field</u>	<u>Length</u>	<u>Type</u>	<u>Value/Description</u>
Report Institution ID	10	NUM	10-digit respondent identifier
Report Name	10	ALPHA	'FRXX1' followed by five blanks
Report As-of-date	10	NUM	10-digit date (MM-DD-YYYY) which represents the as-of-date of the report

### Report Data Record for FR XX-1

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

<u>Field</u>	<u>Length</u>	<u>Type</u>	<u>Value/Description</u>
Cell Identifier	9	ALPHA	<b>L</b> followed by <b>8-character Cell Identifier</b> of the line of the report form: "MDRM" ID for the FR XX-1 form (4-char): <b>FCCL</b> and the first field of the corresponding line "MDRM" (4-char) ( <b>2948</b> ) – see next section of this document for a List of Cell Identifiers values.

The next of field is: the separator and the data value. In case of the FR XX-1 report, one cell identifier is followed by their value separated by field separators.

<u>Field</u>	<u>Length</u>	<u>Type</u>	<u>Value/Description</u>
—	2	ALPHA	Use '___' double underscores to indicate the beginning and end of text field
+	1	ALPHA	'+' plus sign, used as field separator
Data Value	0-9	NUM	Numeric data value being reported for the particular data cell defined by that row and column. Value must be in one of the following formats: . an unsigned one to nine-digit value if positive (999999999); . zero (unsigned) if zero is the applicable value; . null, if the data field is not applicable.

Note: Do not zero fill the report. If you do not have data for a cell, please leave the cell null.

## Cell Identifiers to be used for FR XX-1

### Financial Company (as defined) Report of Consolidated Liabilities-FR XX-1

MDRMs	Descriptions
FCCL2948	Total consolidated liabilities of the financial
RSSD9017	Legal Name of the Financial Company
RSSD9110	(Mailing Address of the Financial Company) Street / PO Box
RSSD9130	City
RSSD9200	State
RSSD9220	Zip
FCCL8901	Name / Title
FCCL8902	Area Code / Phone Number
FCCL9116	Area Code / FAX Number
FCCL4086	E-mail Address of Contact
FCCL4769	Remarks
FCCL490	Printed Name of Officer
FCCL491	Title of Officer
FCCLJ196	Date of Signature (MM/DD/YYYY)

**FIGURE 1 - EXAMPLE TEXT FILE FOR FR XX-1**

