

Spreadsheet File Transfer User Guide

FR Y-8

The Bank Holding Company Report
of Insured Depository Institutions'
Section 23A Transactions with Affiliates

STATISTICS FUNCTION
April 27, 2016

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 Y-8 – The Bank Holding Company Report of Insured Depository Institutions' Section 23A Transactions with Affiliates**. 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 Y-8

The FR Y-8 is comprised of multiple schedules and several 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 Y-8 Report Detailed Field Specifications

Schedule	Report Form Item Number	4-Char MDRM	8-Char MDRM
Financial Data Items			
Cover Page	Checkbox #1	8360	BID18360
Part I	Checkbox #2	8966	BID18966
Part I	Checkbox #3	B967	BID1B967
Part I	1, (Column A)	B968	BID1B968

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. See Appendix A for field length limitations

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

Field Character Limits

Standard financial data are reported in Thousands and allow entry of up to 14 digits, with no decimal places. For text item character limits, see Appendix A.

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 Y-8 - The Bank Holding Company Report of Insured Depository Institutions' Section 23A Transactions with Affiliates							
3									
4			Respondent ID		9999999999				
5			Series Name		FR Y-8				
6			As of Date		9/30/2014				
7							Dollar Amount		
8							in Thousands		
8		Part I	1.A.	B968	Transactions subject to 23A	End of year		1	
9		Part I	1.B.	B969	Transactions subject to 23A	During year		10	
10		Part I	2.A.	B970	Transactions not subject to 23A	End of year		110	
11		Part I	2.B.	B971	Transactions not subject to 23A	During year		50	
12		Part I	3.A.	B972	Transactions subject to 23A	End of year		0	23
13		Part I	3.B.	B973	Transactions subject to 23A	During year		50	11
14		Part I	4.A.	B974	Transactions not subject to 23A	End of year		12	8
20					TEXT FIELDS				
21			Cover		9010	Legal Title of BHC			Your Bank
22			Cover		9110	Street Address			329 Main Street
23			Cover		9130	City			Your Town
24			Cover		9005	State			YS
25			Cover		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	J
1										
2		FR Y-8 - The Bank Holding Company Report of Insured Depository Institutions' Section 23A Transactions with Affiliates								
3										
4			Respondent ID		9999999999					
5			Series Name		FR Y-8					
6			As of Date		9/30/2014					
7							Dollar Amount			
8							in Thousands			
8		Part I	1.A.	BIDIB968	Transactions subject to 23A	End of year		1		
9		Part I	1.B.	BIDIB969	Transactions subject to 23A	During year		10		
10		Part I	2.A.	BIDIB970	Transactions not subject to 23A	End of year		110		
11		Part I	2.B.	BIDIB971	Transactions not subject to 23A	During year		50		
12		Part I	3.A.	BIDIB972	Transactions subject to 23A	End of year		0		
13		Part I	3.B.	BIDIB973	Transactions subject to 23A	During year		50		
14		Part I	4.A.	BIDIB974	Transactions not subject to 23A	End of year		12		
20					TEXT FIELDS					
21			Cover		TEXT9010	Legal Title of BHC			Your Bank	
22			Cover		TEXT9110	Street Address			329 Main Street	
23			Cover		TEXT9130	City			Your Town	
24			Cover		TEXT9005	State			YS	
25			Cover		TEXT9220	Zip Code			94110	
26			Cover		TEXT9410	Legal Name of Subsidiary			Your Subsidiary	

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!H8
Translates to: LB968+1

IESUB Text Data Excel Formula: ="L"&Sheet1!E21&"__"&Sheet1!H21&"__"
Translates to: L9010__Your Bank__

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

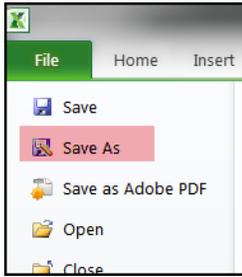
CIPS Financial Data Excel Formula: =Sheet1!E8&"+"&Sheet1!H8&" , "
Translates to: BIDIB968+1 ,

CIPS Text Data Excel Formula: =Sheet1!E21&"+"_&Sheet1!H21&"____ , "
Translates to: TEXT9010+_Your Bank____ ,

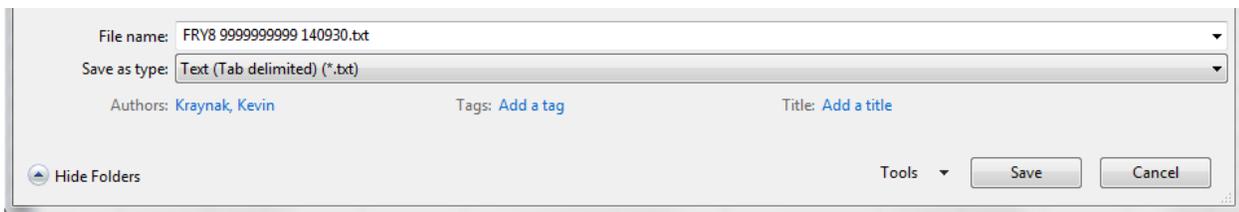
This is repeated for all fields and, once all fields have been linked, you can create the text file.

Step 3 – Create the Text File

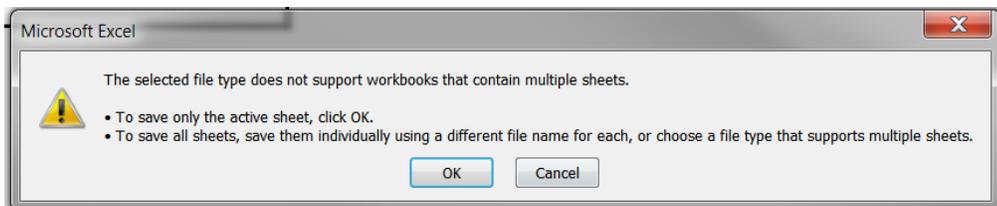
After saving the file in spreadsheet format the text file can be created by first navigating to the **File** tab.



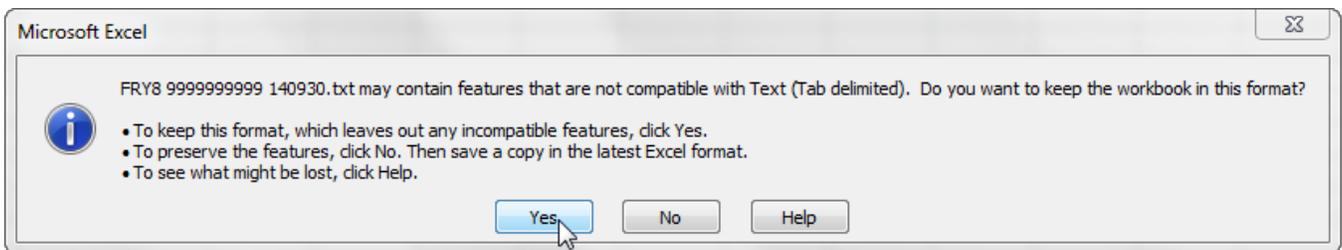
Then selecting the **'Save As'** option and indicating the file type as **'Text (Tab delimited) (*.txt).'**



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

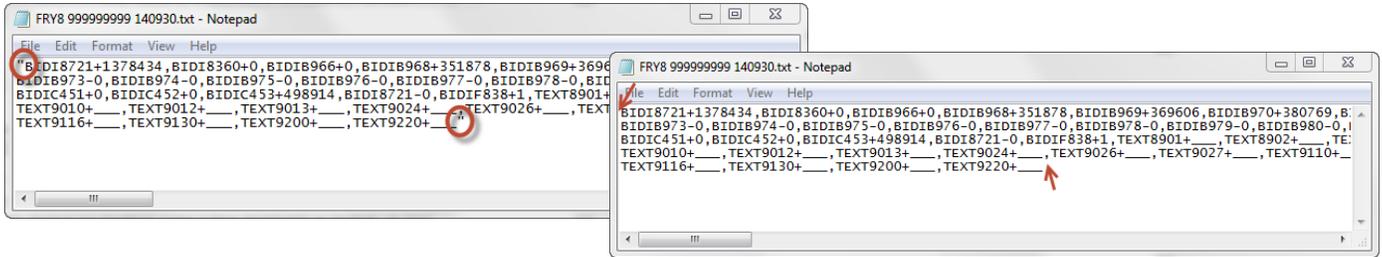


An additional message will be displayed concerning incompatibility features, select **'Yes.'**



Step 4 – Format the Text File and Add Header Record

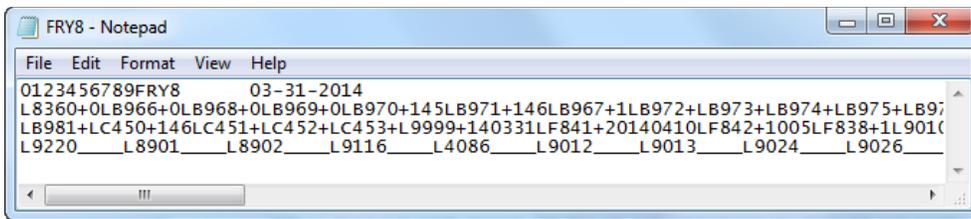
The text file will have been created and will look like this (the example shows the CIPS upload file, but the IESUB will look similar except for the formatting differences discussed above). See the quotation marks at the beginning and the end of the file? You will need to remove those before continuing.



The next step is to add the header record.

The IESUB file header record consists of the following items:

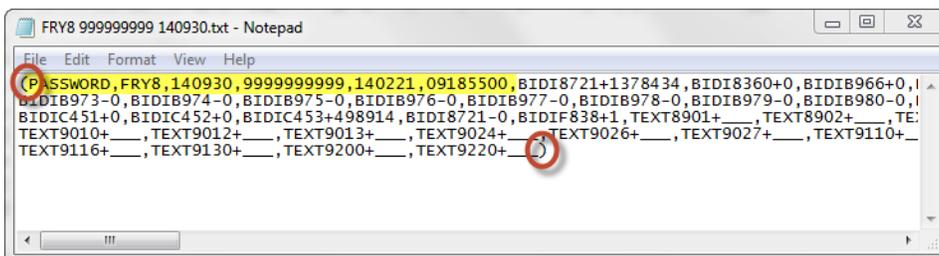
- the first 10 spaces are the RSSD ID with leading zeroes
- the next 8 spaces are the report series name 'FRY8' followed by four spaces
- the report as-of date, in MM-DD-YYYY.



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

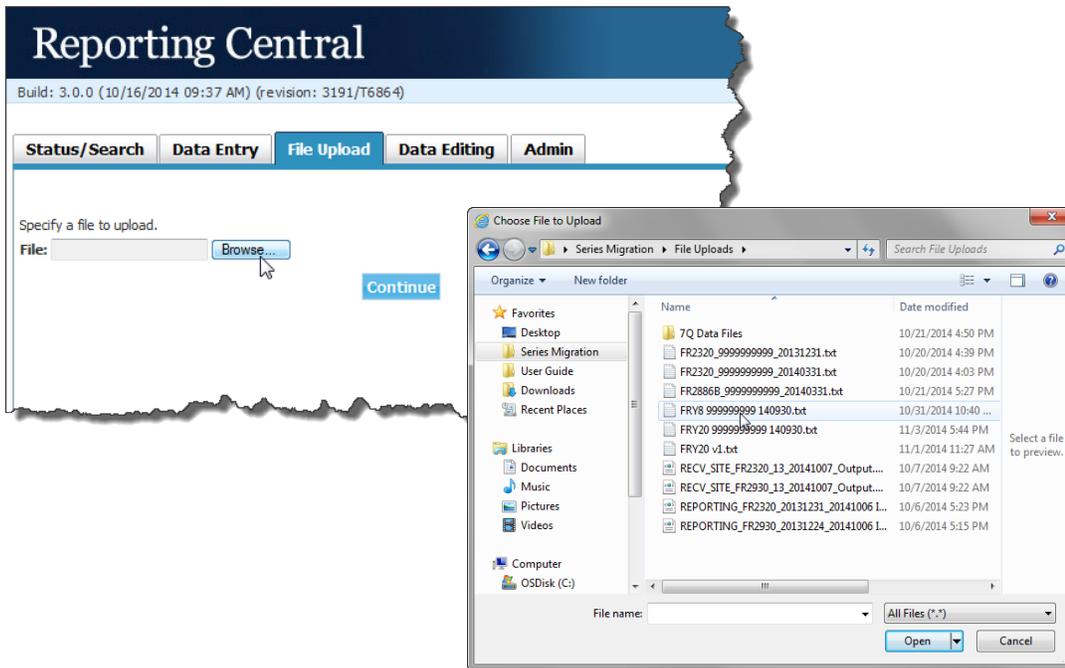
- the series password that is provided by the Federal Reserve Bank analyst—it must be exactly eight characters in length and trailing spaces should be inserted if the actual password is shorter
- the report series name 'FRY8'
- the report as-of date, in YYMMDD format
- the reporter RSSD ID—it must be 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.

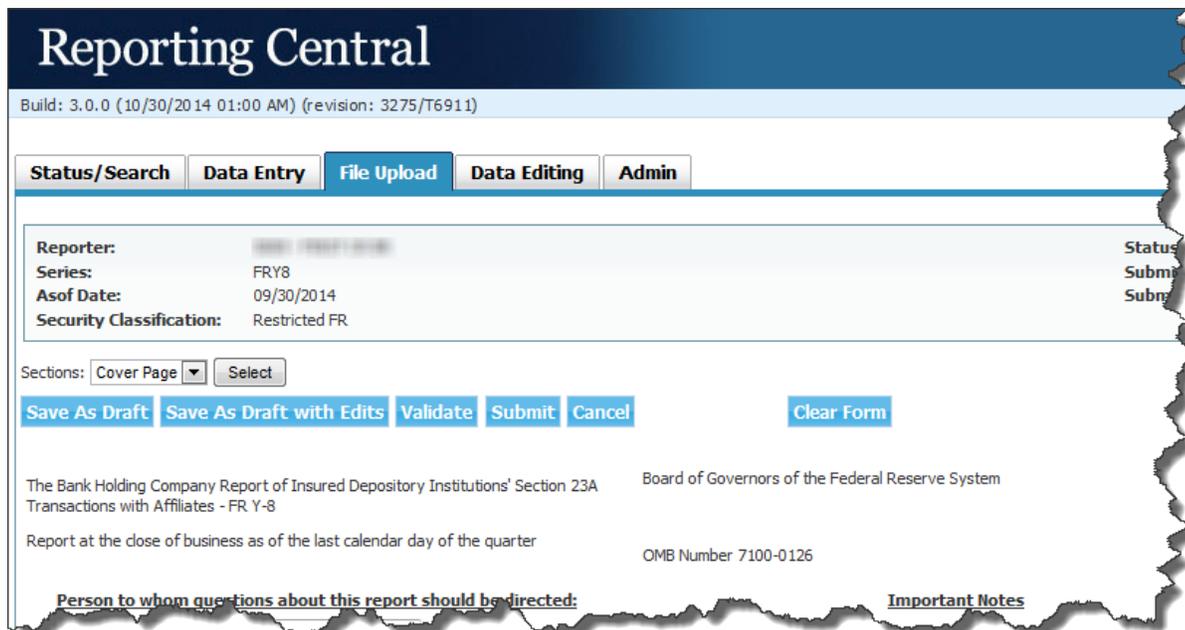


Step 5 – Reporting Central Submission

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 Y-8 Report Detailed Field Specifications

Schedule	Report Form Item Number	4-Char MDRM	8-Char MDRM	Field Length
Financial Data Items				
Cover Page	Checkbox #1	8360	BIDI8360	14
Part I	Checkbox #2	B966	BIDIB966	14
Part I	Checkbox #3	B967	BIDIB967	14
Part I	1. (Column A)	B968	BIDIB968	14
Part I	1. (Column B)	B969	BIDIB969	14
Part I	2. (Column A)	B970	BIDIB970	14
Part I	2. (Column B)	B971	BIDIB971	14
Part I	3. (Column A)	B972	BIDIB972	14
Part I	3. (Column B)	B973	BIDIB973	14
Part I	4. (Column A)	B974	BIDIB974	14
Part I	4. (Column B)	B975	BIDIB975	14
Part I	5.a.	B976	BIDIB976	14
Part I	5.b.	B977	BIDIB977	14
Part I	6.a.	B978	BIDIB978	14
Part I	6.b.	B979	BIDIB979	14
Part I	7. (Column A)	B980	BIDIB980	14
Part I	7. (Column B)	B981	BIDIB981	14
Part I	M.1.	C450	BIDIC450	14
Part II	1.	C451	BIDIC451	14
Part II	2.	C452	BIDIC452	14
Part II	3.	C453	BIDIC453	14
Text Items				
Legal Name of Top Tier Holding Company		9010	TEXT9010	72
Mailing Address of Holding Company		9110	TEXT9110	72
City of Holding Company Address		9130	TEXT9130	30
State of Holding Company Address		9200	TEXT9200	2
Zip Code of Holding Company Address		9220	TEXT9220	10
State of Insured Depository Institution		9026	TEXT9026	2
Name/Title of Person to whom questions should be addressed		8901	TEXT8901	72
Area Code/Phone of Person		8902	TEXT8902	30
Area Code/Fax of Person		9116	TEXT9116	30
Email Address of Person		4086	TEXT4086	72
Legal Name of Insured Depository Institution		9012	TEXT9012	72
Mailing address of Insured Depository Institution		9013	TEXT9013	72
City of Insured DI's address		9024	TEXT9024	30
Zip of Insured DI's address		9027	TEXT9027	10
Explanatory Message about whole report		4769	BIDI4769	864