

# **REPORTING CENTRAL**

## **EXTERNAL USER GUIDE**

### **Federal Reserve System**

# Table of Contents

<b>I.</b>	<b>Overview .....</b>	<b>Page 3</b>
<b>II.</b>	<b>Accessing and Logging Into Reporting Central .....</b>	<b>Page 4</b>
<b>III.</b>	<b>Reporting Central Home Page .....</b>	<b>Page 7</b>
<b>IV.</b>	<b>Reporting Status .....</b>	<b>Page 8</b>
<b>V.</b>	<b>Data Entry/Viewing .....</b>	<b>Page 10</b>
	Cover Page .....	Page 10
	Save as Draft .....	Page 12
	Save as Draft with Edits .....	Page 12
	Validating .....	Page 13
	Submitting Data .....	Page 14
	Cancel Data Submission .....	Page 14
	Clear Form .....	Page 14
	Estimated Data .....	Page 15
	Confidentiality Treatment Request.....	Page 15
<b>VI.</b>	<b>Report File Uploading .....</b>	<b>Page 17</b>
<b>VII.</b>	<b>Searching for a Report .....</b>	<b>Page 19</b>
<b>VIII.</b>	<b>File Attachments.....</b>	<b>Page 22</b>
<b>IX.</b>	<b>General Rules and Common Errors.....</b>	<b>Page 31</b>
<b>X.</b>	<b>Contacts .....</b>	<b>Page 32</b>

## I. Overview

Reporting Central is a web-based reporting application developed by the Federal Reserve to provide a 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.

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:

<https://www.frbservices.org/central-bank/reporting-central/service-setup/index.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:

<https://www.frbervices.org/central-bank/reporting-central/index.html>



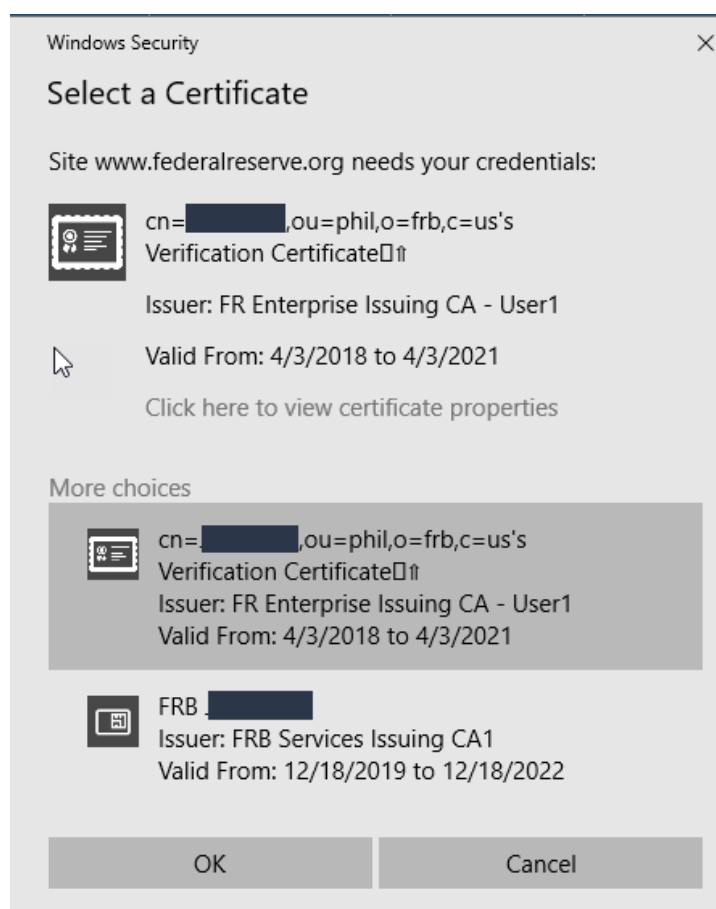
The screenshot shows the Reporting Central page on the Federal Reserve Bank Services website. The page features a navigation menu with categories like Financial Services, Central Bank, Treasury Services, FedLine Solutions, Forums, Resources, Education, News, and About. The Reporting Central section is highlighted in the navigation bar. The main content area includes a header for 'Reporting Central' and a descriptive paragraph about the Federal Reserve's use of reporting forms. A sidebar on the left lists various resources under the heading 'Reporting Central SPOTLIGHT'. The main content area also includes a section for 'Secure Logon for Reporting Central' with a button labeled 'Reporting Central Secure Logon' and a section for 'Testing 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 “Reporting Central Secure Logon” button.

**Warning!** This application is a U.S. government information system that may be used only for its intended purposes. If you are not authorized to use this application, please exit this site immediately. Unauthorized access or improper use is prohibited and may result in civil and/or criminal penalties. At any time, and for any lawful government purpose, this application, including any communication or data stored or transiting on the application, is subject to monitoring, interception, search, use and disclosure. Use of this application constitutes consent to such activities.

- 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.

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

## Credential Required

To allow the app to access your private key, enter the password:

Key description : CryptoAPI Private Key



Password

Allow

Don't allow

### 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 following items: "Reporting Status", "Enter/View a Report", "Upload a File of Report Data", and "Search for a Report".

The main content area is divided into two columns. The left column contains the "Reporting Status" section, which includes a "Reporter" field with the value "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 category has a "View Report Activity for All Asof Dates" link.

The right column contains three panels: "Enter/View a Report", "Upload a File of Report Data", and "Search for a Report".

The "Enter/View a Report" panel includes fields for "Reporter ID" (123456789-NY TEST BANK), "Series" (a dropdown menu), and "Asof Date" (a text input field). A "Continue" button is located at the bottom right of this panel.

The "Upload a File of Report Data" panel includes a "Specify a file to upload" section with a "File:" label and a "Browse..." button. A "Load" button is located at the bottom right of this panel.

The "Search for a Report" panel includes fields for "Reporter ID" (123456789-NY TEST BANK) and "Series" (a dropdown menu). It also has "Asof Date" options: "Most Recent" (selected) and "Other". Below these are "Reports" options: "Latest Version for Reporter" (selected), "Reporters with Missing Report", and "Advanced Search". A "Search" button is located at the bottom right of this panel.

## 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	<a href="#" style="color: blue; text-decoration: none;">View</a>	Due in 45 days on 02/14/2013
09/30/2012	Report submitted*; New Draft in progress	<a href="#" style="color: blue; text-decoration: none;">View</a>	Late - Due Date was 11/14/2012
03/31/2012	Report does not exist	<a href="#" style="color: blue; text-decoration: none;">Enter</a>	Late - Due Date was 05/15/2012
			<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), TICQ2 (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. It includes 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 this form. Below these fields are sections for 'Upload a File of Report Data' (with a 'Browse...' button) and 'Search for a Report' (with radio buttons for 'Latest Version for Reporter', 'Reporters with Missing Report', and 'Advanced Search', and a 'Search' button).

- 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:  
 As of 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

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					
		Claims On Foreign Banks And Foreign Official Institutions			Claims On All Other Foreigners		Grand Total (sum of columns 1 - 5)	"Of Which" Items		
Foreign Economies and Organizations		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:  
 As of 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.

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

## Validating

- 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>As of 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>As of 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 .

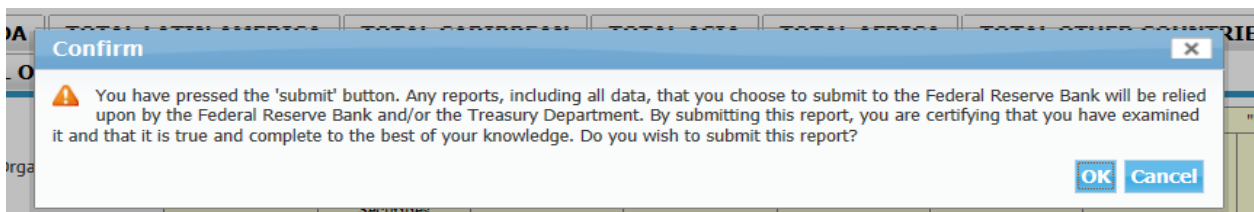
Other • Albania

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	2	3	4	5	6	7	8	9
		Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions	Millions
Albania	15105		1	1		1	3			

## Submit

- The user can submit a report once it has been successfully entered and all validity errors have been addressed. 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.

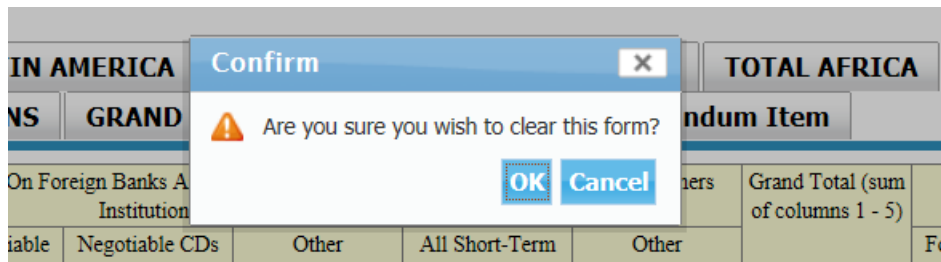
Reporter:	123456789 - NY TEST BANK	Status:	SUBMITTED	<a href="#">Instructions</a>
Series:	TICBC	Submission Date:	01/03/2013 1:41pm ET	
As of Date:	12/31/2012	Submitter:		

## 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.

## Confidentiality Treatment Request

- Reporting institutions have the capability of requesting confidential treatment for their financial data via Reporting Central for a number of series.<sup>3</sup> Refer to the report instructions and series specific user guide to confirm eligibility.
- If a report series is eligible for confidential treatment, the user will need to provide the two related MDRMs in their upload file and will see two related questions on the data entry screen:
- 

### Confidential Treatment

Is confidential treatment requested for any portion of this report submission? (0=No, 1=Yes)

[FNBKC447]

In accordance with the General Instructions for this report,

If a letter justifying this request is being provided along with the report, enter "1". If a letter justifying this request has been provided separately, enter "0".

[FNBKKY38]

- The first MDRM (ending “C447”) must be completed with a “1” for yes or a “0” for no
- If the first MDRM is “1”, then the second MDRM (ending “KY38”) must be “1” for yes or “0” for no.
- If the first MDRM is “0”, then the second MDRM must be null.

<sup>3</sup> FR 2314/S, FR 2320, FR XX-1, FR Y-7N/NS, FR Y-9ES, FR Y-11/S, FR Y-9C, FR Y-9LP,FR Y-9SP, ,FR Y-12, and FR Y-15Refer to the series specific user guides for their specific MDRMs.

- The user can request confidentiality when submitting a report in Reporting Central by entering “1” for the “Confidential Treatment Requested” item and “0” for the “Letter Justifying” item. However, if the “Letter Justifying” item is submitted with a “0”, it is an indication that the user did not provide any supporting document to justify the confidentiality request and will provide it separately. In this instance, if a letter is not submitted by the time of the report filing, the Reserve Bank analyst will reach out to the reporting institution for the supporting documentation to complete the request process.
- When both the “Confidential Treatment Requested” and “Letter Justifying” items are populated with a “1”, the user is required to attach at least one request letter via the “Confidentiality Attachments” button near the top of the page. Please refer to Section VIII of the User Guide for file attachment instructions. The user will be required to provide elements of the file name from drop-down selections similar to the FR Y-6 process described in Section VIII.

The screenshot shows a web interface for reporting. At the top, there is a 'Sections:' dropdown menu with 'Cover Page' selected and a 'Select' button. Below this are several blue buttons: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', 'Cancel', 'Clear Form', and 'Confidentiality Attachments'. Under the 'Confidentiality Attachments' button, it says 'Current Attachments: 0'. At the bottom right of the interface, it says 'Board of Governors of the Federal Reserve System'.

- When the “Letter Justifying” item is “1” and the user clicks “Submit” without attaching any document, an error will display at the point of submission.



## 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:

Please note files should be limited to a size of 50MB.

<https://www.frb services.org/central-bank/reporting-central/user-guides.html>

The screenshot displays the Reporting Central interface. On the left, the 'Reporting Status' section shows the user's Reporter ID (123456789-NY TEST BANK) and a list of report series: TICBQ2(TIC Form BQ2), TICQ2(TIC Form CQ2), TICS(TIC Form S), and TICSLT(TIC SLT). Each series has a 'View Report Activity for All Asof Dates' link. On the right, the 'Enter/View a Report' section is visible. It includes fields for Reporter ID, Series (a dropdown menu), and Asof Date. Below these fields is a 'Continue' button. The 'Upload a File of Report Data' section is highlighted with a red circle. It contains the text 'Specify a file to upload', a 'File:' input field, a 'Browse...' button, and a 'Load' button. Below this is the 'Search for a Report' section, which includes fields for Reporter ID, Series (a dropdown menu), and Asof Date (radio buttons for 'Most Recent' and 'Other'). It also has radio buttons for 'Reports' (Latest Version for Reporter, Reporters with Missing Report, and Advanced Search) and a 'Search' button.

- 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.

This is a close-up screenshot of the 'Upload a File of Report Data' section. It features a blue header with the text 'Upload a File of Report Data'. Below the header, the text 'Specify a file to upload' is displayed. Underneath, there is a 'File:' label followed by a text input field and a 'Browse...' button. At the bottom right of the section is a blue 'Load' button.

- 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.

<b>Reporter:</b>	123456789 - NY TEST BANK	<b>Status:</b>		<a href="#">Instructions</a>
<b>Series:</b>	FFIEC009	<b>Submission Date:</b>		
<b>As of Date:</b>	12/31/2011	<b>Submitter:</b>		

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																																																					
	<table border="1"> <thead> <tr> <th rowspan="3"></th> <th colspan="6">Immediate-Counterparty Basis</th> <th colspan="5">Redistribution of Claims to Adjust for Ultimate Risk</th> </tr> <tr> <th colspan="3">Cross-Border Claims</th> <th colspan="3">Foreign-Office Claims on Local Residents in Non-Local Currency</th> <th rowspan="2">Breakdown of Total of Columns 1 through 6</th> <th rowspan="2">Foreign-Office Claims on Local Residents in Local Currency C922</th> <th colspan="3">Outward Risk Transfers of Claims Reported in Columns 1 through 6 and 8 or on US Residents</th> <th colspan="2">Inward Risk Transfers of Claims in Columns 9,10 and</th> </tr> <tr> <th>Banks C915</th> <th>Public C916</th> <th>Other C917</th> <th>Banks C918</th> <th>Public C919</th> <th>Other C920</th> <th>Remaining Maturity Up to and Including 1 Year C921</th> <th>Claims on Banks C923</th> <th>Claims on Public C924</th> <th>Claims on Other C925</th> <th>Claims on Banks C926</th> <th>Claims on Public C927</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> <th>13</th> </tr> </thead> </table>							Immediate-Counterparty Basis						Redistribution of Claims to Adjust for Ultimate Risk					Cross-Border Claims			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		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	Claims on Public C927	1	2	3	4	5	6	7	8	9	10	11	12	13
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1	2	3	4	5	6	7	8	9	10	11	12	13																																												
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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.

The image shows two side-by-side screenshots of a web application. The left screenshot is the 'Reporting Status' page for a user with Reporter ID 123456789-NY TEST BANK. It includes a 'Home' section with a welcome message and a list of report types: TICBQ2 (TIC Form BQ2), TICCCQ2 (TIC Form CQ2), TICS (TIC Form S), and TICSLT (TIC SLT). Each report type has a link to 'View Report Activity for All Asof Dates'. The right screenshot is the 'Enter/View a Report' page. It has a 'Continue' button. Below it is an 'Upload a File of Report Data' section with a 'Browse' button and a 'Load' button. The 'Search for a Report' section is circled in red. It contains the same Reporter ID, a 'Series' dropdown set to 'All Series', and 'Asof Date' radio buttons for 'Most Recent' (selected) and 'Other'. Under 'Reports', there are radio buttons for 'Latest Version for Reporter' (selected), 'Reporters with Missing Report', and 'Advanced Search'. A 'Search' button is at the bottom right.

- 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.

This is a close-up of the 'Search for a Report' form. It features a blue header with the text 'Search for a Report'. Below the header, the 'Reporter ID' is displayed as '123456789-NY TEST BANK'. The 'Series' field is a dropdown menu currently showing 'All Series'. The 'Asof Date' section has two radio buttons: 'Most Recent' (which is selected) and 'Other'. Under the 'Reports' section, there are three radio buttons: 'Latest Version for Reporter' (selected), 'Reporters with Missing Report', and 'Advanced Search'. A blue 'Search' button is located at the bottom right of the form.

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

**Reporting Central** Accessibility (off) • Logoff

**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**

										Last Activity By	
	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	

- 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:**  ▼

**Asof Date:**

Most Recent  
 Other From:  To:

**Reports**

Latest Version for Reporter

Reporters with Missing Report

Advanced 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>4</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).

---

<sup>4</sup> Data can be entered as “estimated”. However, a final submission of the report is required prior to the report due date.

**Search for a Report**

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

**Series:** All Series

**As of Date:**  Most Recent  
 Other From:   To:

**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:    
To:

**Last Activity By:**  Anyone  User ID

## 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. It includes a header with the following information:

- Reporter: 999123 Test Bank
- Series: FRY16
- As of Date: 12/31/2013
- Security Classification: Internal FR
- Status: DRAFT
- Submission Date:
- Submitter:

Below the header, there is a dropdown menu for "Sections" set to "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, there is a checkbox for "Estimated Data" and a section titled "FDIC DFAST 10-50/OCC DFAST/FR Y-16 FRY-16 Summary Schedule (Dollar Amounts in Thousands)". A table with columns "Actual", "Projected", "Year1Q1", "Year1Q2", "Year1Q3", "Year1Q4", and "Year2Q1" is visible, with rows numbered 1 through 7.

Remember:

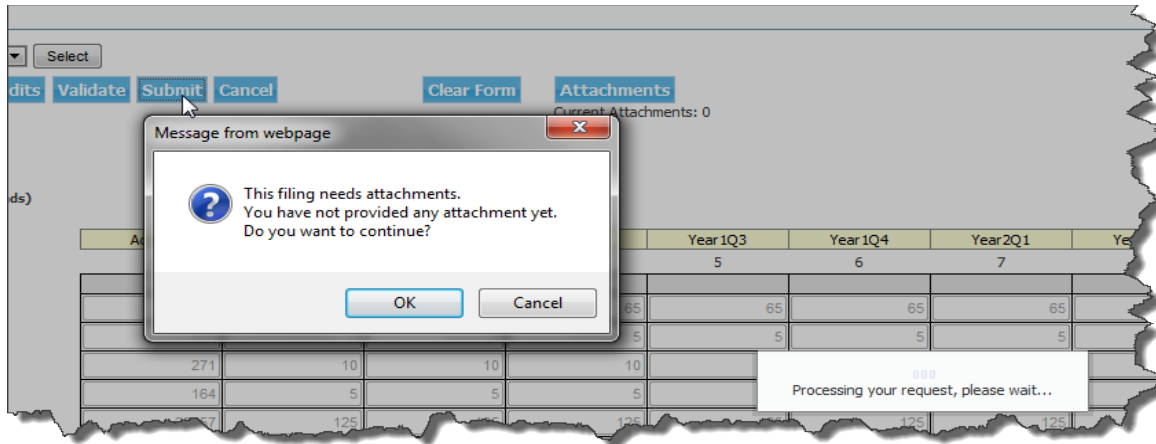
Currently, Reporting Central only allows PDF and CSV files as attachments. You will get an error message if you attempt to add a file that is not a PDF or CSV file.

The screenshot shows the Reporting Central interface with an "Attachments" dialog box open. The dialog box has an "Add Attachment" button and "Current Attachments: 0". Below this, there is a "Select an attachment file" section with a file path: "File: Desktop\Reporting Central\Attachment User Guide\999123-A1.docx". The file name "999123-A1.docx" is circled in red. A "Browse..." button is next to the file path.

An error message dialog box is overlaid on top of the Attachments dialog. It has a yellow warning icon and the text: "Message from webpage: This file is not a valid attachment." There is an "OK" button at the bottom of the error message dialog.

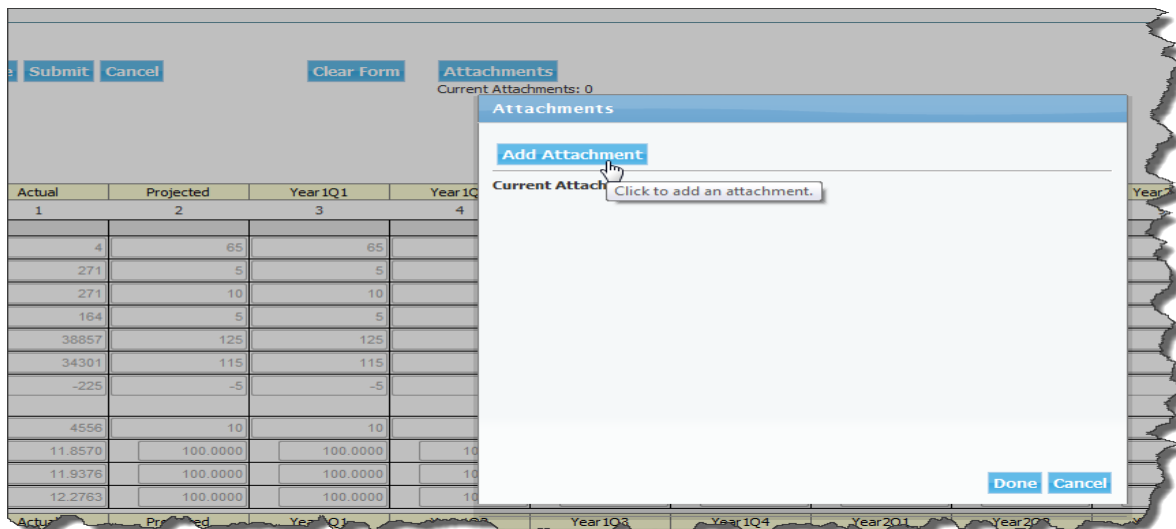
The background shows the same table as in the previous screenshot, with columns "Actual", "Projected", "Year1Q1", "Year1Q2", "Year1Q3", "Year1Q4", and "Year2Q1" and rows numbered 1 through 7.

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.



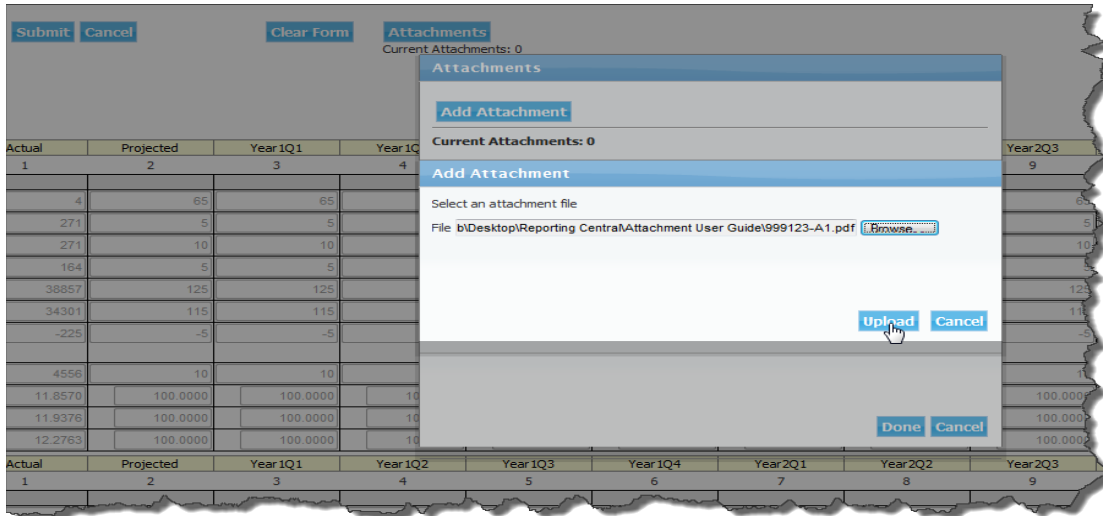
## Add a File Attachment

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.

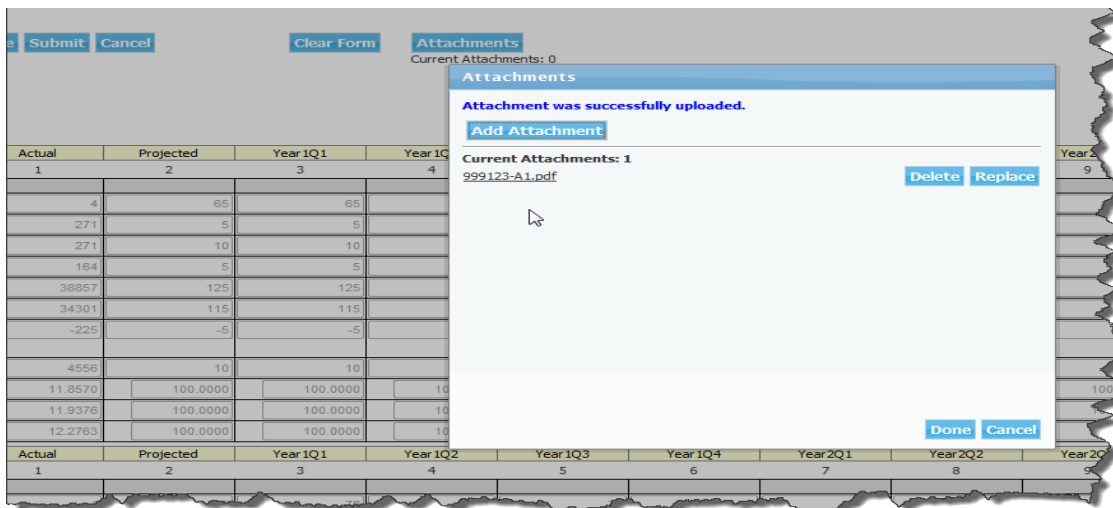




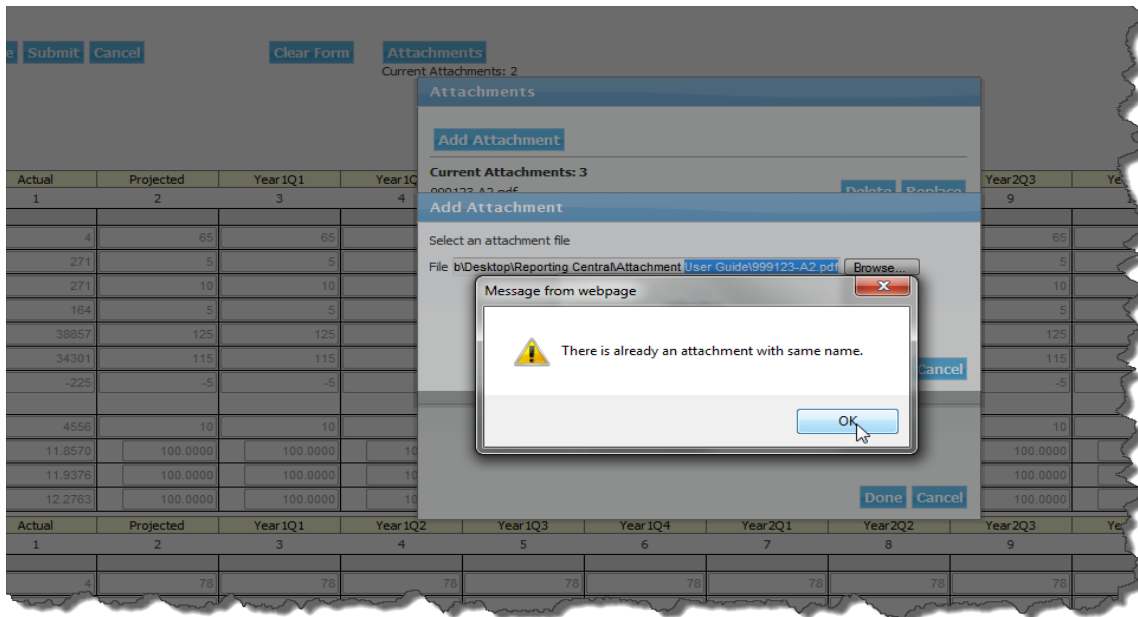
Select the desired file and click the Upload button.



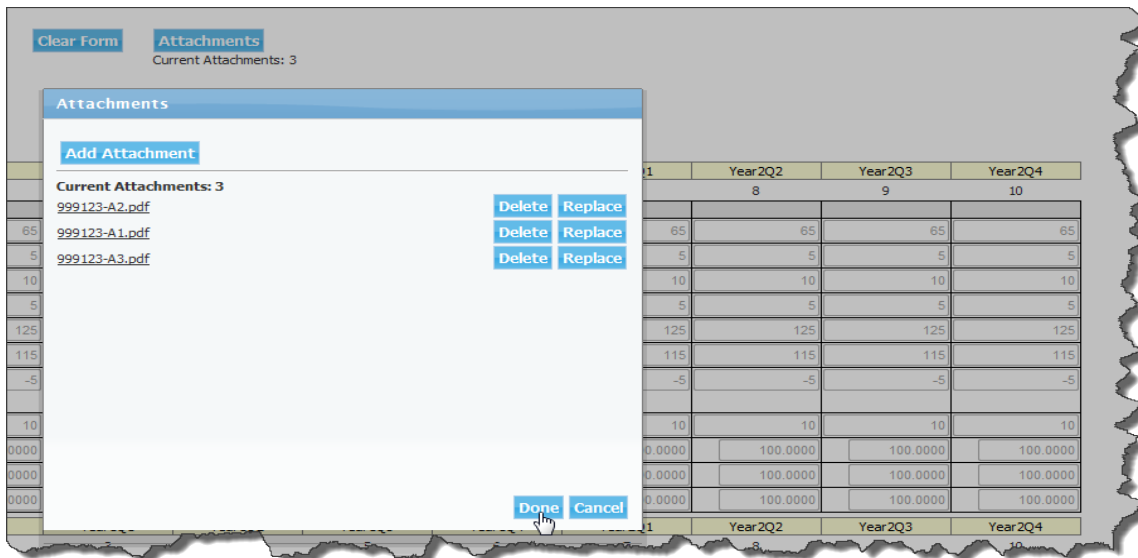
Reporting Central will display a message indicating a successful upload.



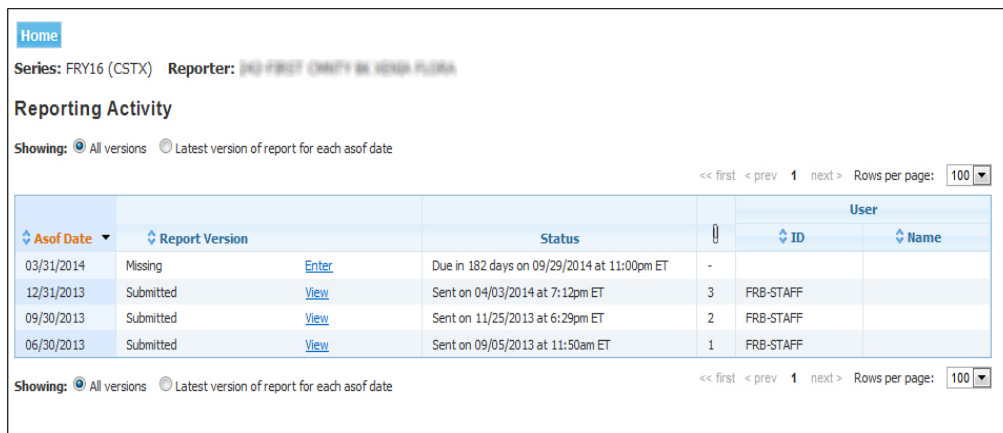
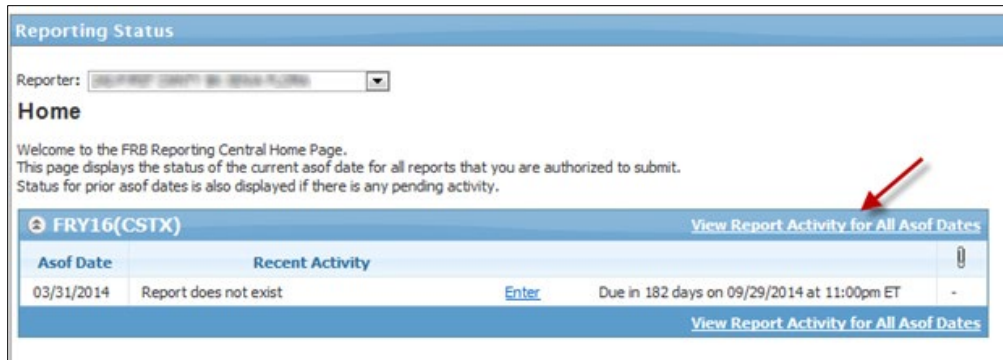
You may add multiple files; however, Reporting Central will not allow you to add a file that has a filename that matches an already attached file.



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.

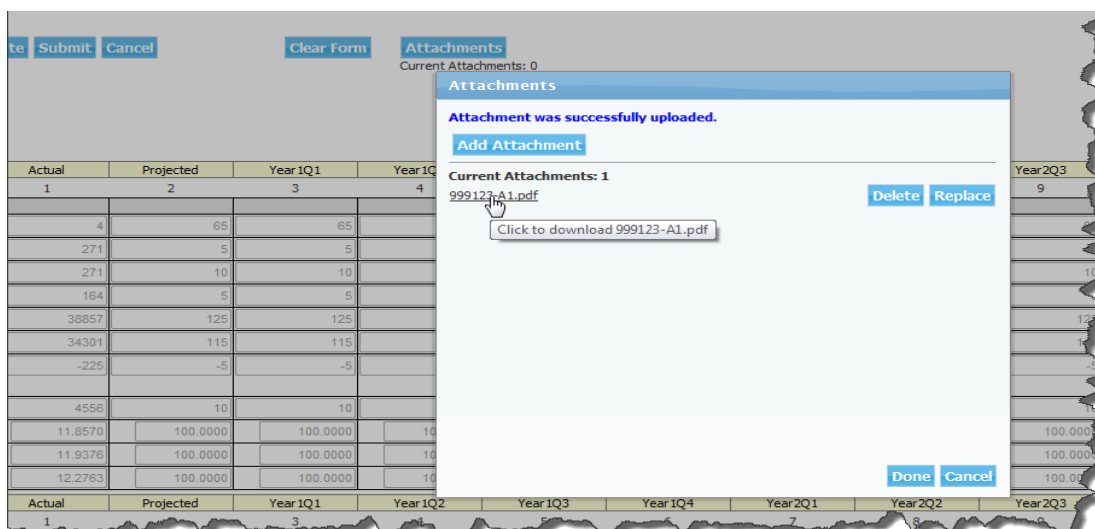


When you view Report Activity for All Asof Dates, you can see how the Reporting Activity screen displays report submissions that have file attachments.



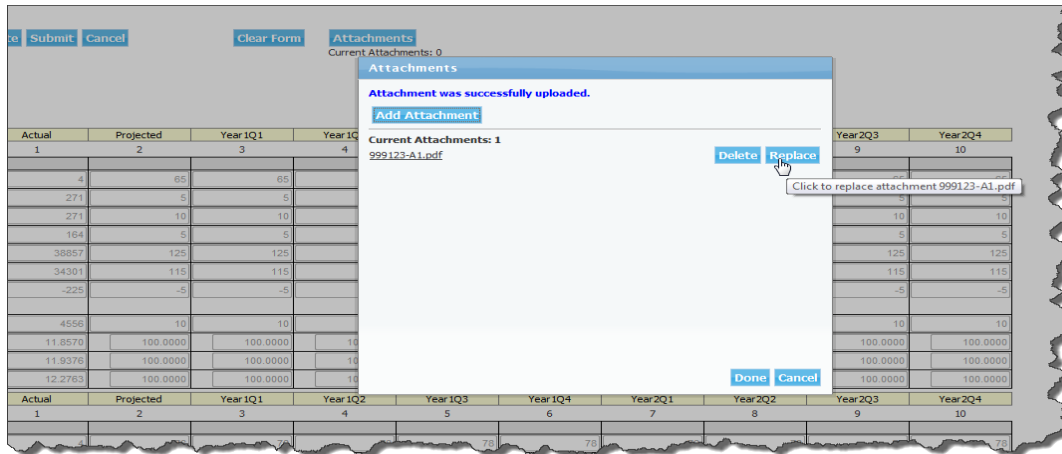
## Download a File Attachment

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

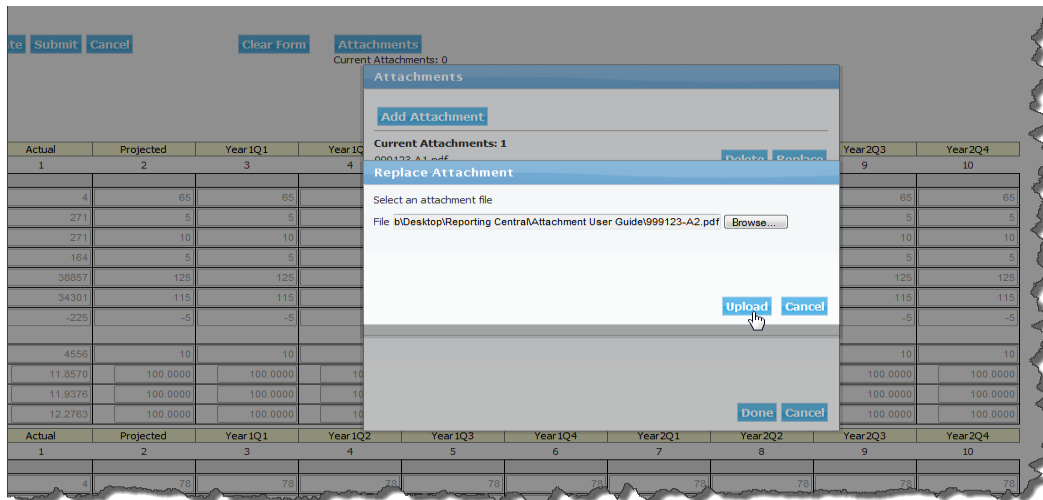


## Replace a File Attachment

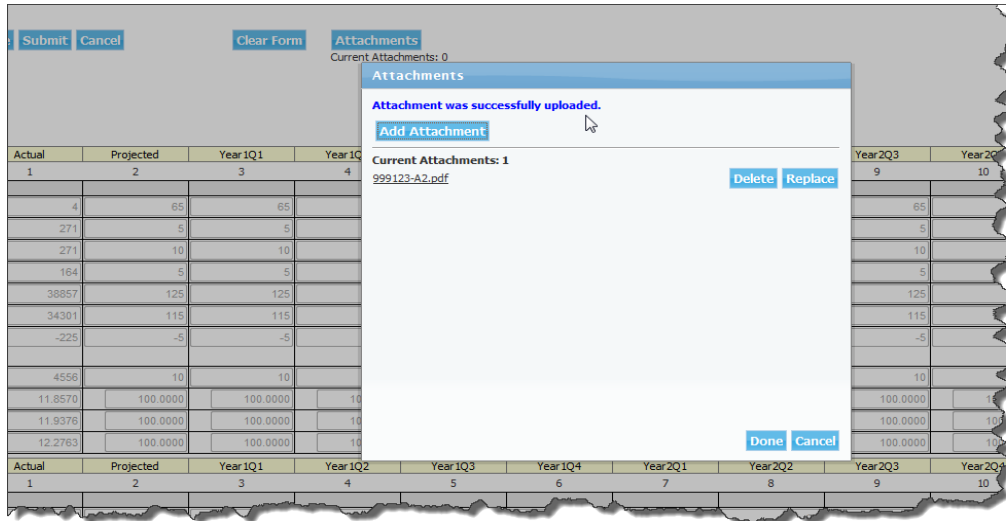
Once a file has been uploaded, you can replace the file with a different file. To get to the Replace Attachment dialog box, click the Attachments button, then click the Replace button alongside the file you wish to replace.



Browse to the file you wish upload and click OK.

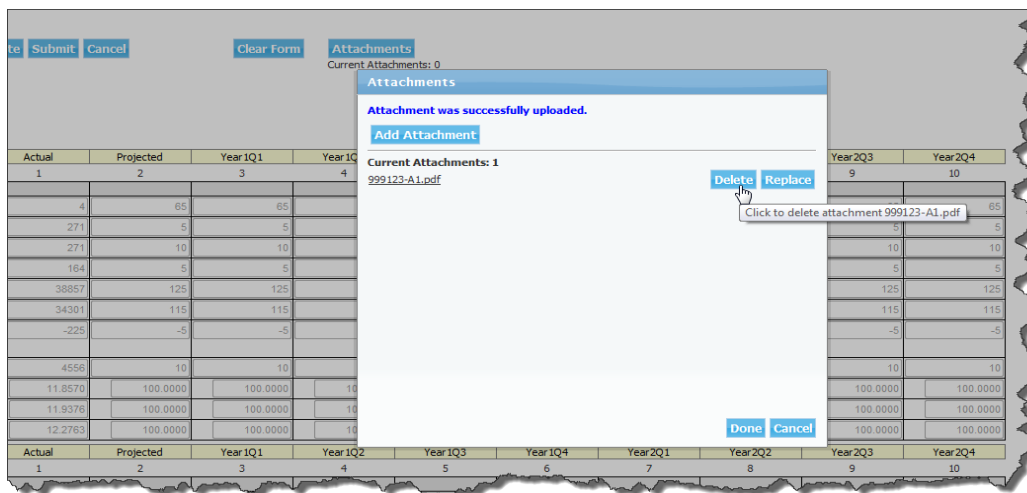


Reporting Central displays a message indicating the file was successfully replaced.

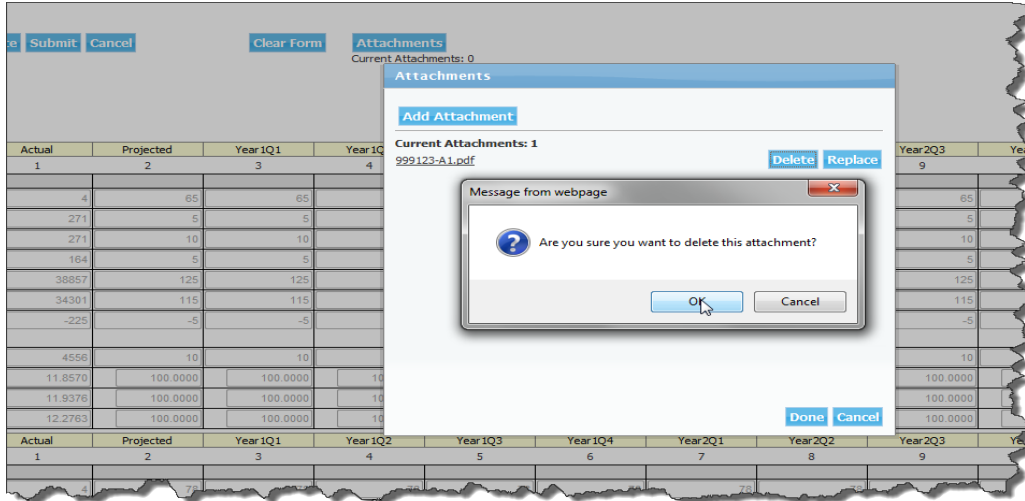


## Delete a File Attachment

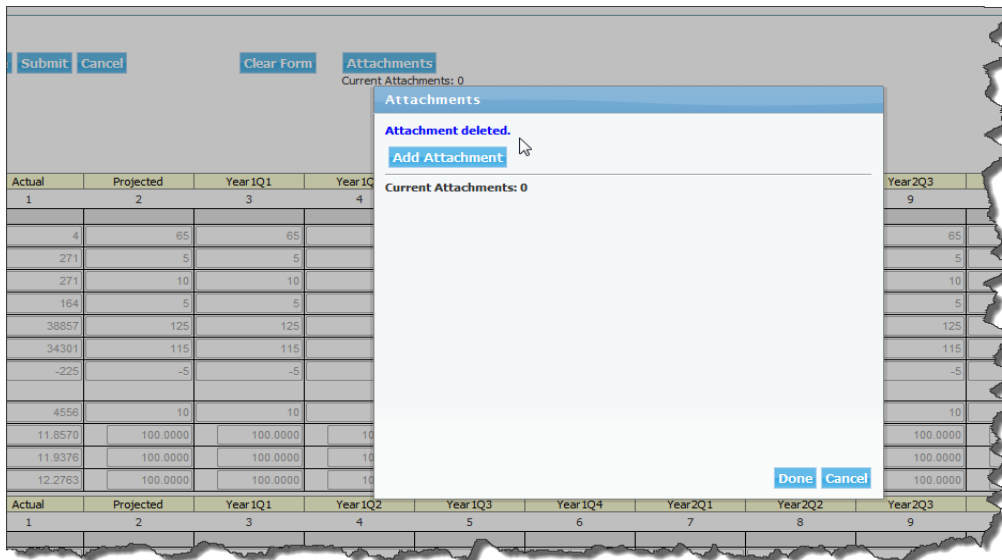
Once a file has been uploaded, you may delete that file attachment. To get to the Delete Attachment dialog box, click the Attachments button, then click the Delete button alongside the file you wish to delete.



Click the Delete button and then OK.



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



## FR Y-6 File Naming Functionality

When an attachment is added for the FR Y-6, you will be asked to make a series of selections based on the attributes of the file(s) that Reporting Central will use to create the file name. The RSSD and as-of date will automatically be added to the file name based on the institution.

- Reporting Central will give you an error message if you choose options that will create a file that has a filename that matches an already attached file.
- Remember: To complete the file attachment process after clicking the Upload button, you must click the Done button at the bottom of the following screen. If you click Cancel, all file uploads will be canceled.

The screenshot shows the 'Add Attachment' form. It includes the following fields and options:

- Report Type: FRY6 (dropdown)
- Data Definition: Full (dropdown)
- Reporting Schedule: Initial (dropdown)
- Data Classification: Public (dropdown)
- Document #: 1 (text input)
- Total # Of Documents: 1 (text input)
- File: (text input) with a 'Browse...' button
- Buttons: 'Upload' and 'Cancel' at the bottom right.

The screenshot shows the 'Attachments' screen. It displays a message: 'Attachment was successfully uploaded.' Below this is an 'Add Attachment' button. A section titled 'Current Attachments: 4' lists the following attachments with 'Delete' and 'Replace' buttons for each:

Attachment Name	Delete	Replace
FRY6 [icon] Partial Initial Public 20181231_1 of 2.pdf	Delete	Replace
FRY6 [icon] Full Initial Confidential 20181231_1 of 1.pdf	Delete	Replace
FRY6 [icon] Full Initial Public 20181231_1 of 1.pdf	Delete	Replace
FRY6 [icon] Full Revised Public 20181231_1 of 1.pdf	Delete	Replace

At the bottom right, there are 'Done' and 'Cancel' buttons. A red arrow points to the 'Done' button.

## IX. General Rules and Common Errors

### Common Errors

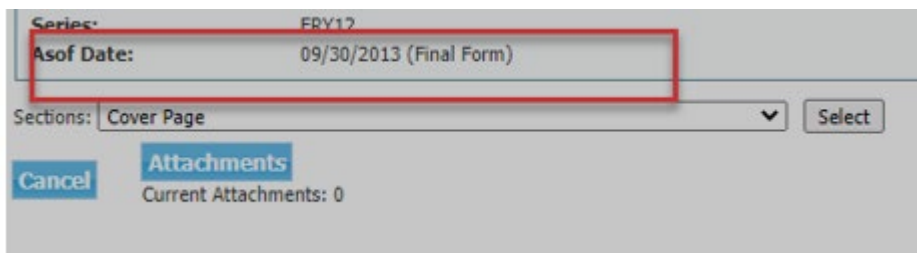
- In TEXT files...
  - RSSDs must always be ten characters long (use leading zeros).
  - The series name must always be the appropriate number of characters for that series as specified in its report specific user guide. For example, the FR Y-11 must be ten spaces (“FRY11” followed by 5 spaces). Please note that if you receive an error message saying your file contains special characters that it could be due to an extra blank space.
  - The character “L” must precede each MDRM in the file.
  - There must be only one underscore before and after text items. Respondents often enter two in a row and it is not easy to identify due to them running together.

### General Rules

Please refer to the [report specific file upload user guide](#) for more detailed information and instructions on uploading and submitting your reports in Reporting Central.

Modifications to older as-of dates will not be allowed for certain series in Reporting Central. In these cases, the “modify”, “submit”, and related buttons will not be available. Submitted reports can be viewed in Reporting Central when they are in this read-only state.

In these cases the report will be labeled as “Final Form” on the Data Entry screen.



The screenshot shows a form with the following fields and controls:

- Series: FRY12
- As of Date: 09/30/2013 (Final Form) - This field is highlighted with a red box.
- Sections: Cover Page (with a dropdown arrow and a Select button)
- Buttons: Cancel and Attachments
- Current Attachments: 0



## **Reporting Central Contacts**

- **Reporting Central District Contacts:**

<https://www.frbervices.org/contactus/reporting-central.html>

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

<https://www.frbervices.org/contactus/customer-contact-center.html>

Federal Reserve Bank Services Support Center: 1-833-377-7827

- **Email Questions To:**

NY.ReportingCentralCommunication@NY.FRB.ORG