

REPORTING CENTRAL

EXTERNAL USER GUIDE

Federal Reserve System

STATISTICS FUNCTION
December 2020

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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.frb services.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.frb services.org/central-bank/reporting-central/index.html>



THE FEDERAL RESERVE
FRBservices.org™

Begin your search...

APPLICATION SIGN IN SERVICE STATUS CONTACT

FINANCIAL SERVICES CENTRAL BANK TREASURY SERVICES FEDLINE SOLUTIONS FORUMS RESOURCES EDUCATION NEWS ABOUT

LENDING CENTRAL (OFF-SITE) REPORTING CENTRAL RESERVES CENTRAL

Home / Central Bank / Reporting Central

Reporting Central

The Federal Reserve uses reporting forms to collect data from bank holding companies, depository institutions, other financial and nonfinancial entities and consumers. Submission of the forms is required in some cases, voluntary in others. Some data are collected frequently, others only occasionally. The information gathered by these reports aids the Federal Reserve in carrying out its responsibilities for the conduct of monetary policy, the supervision and regulation of the banking industry and the protection of consumers' rights.

This section offers information on filing reports electronically via our Internet reporting application; Reporting Central. You also have easy access to reports and forms, and other relevant documents for preparing and filing regulatory and financial reports.

For information, please visit the Reporting Central Resource Center.

Secure Logon for Reporting Central

The Reporting Central application allows for a more secure, technically advanced and efficient system that serves as a single point of entry for electronic reports submission via direct data entry and file uploads. Individuals will logon to the Reporting Central application via the FedLine Web® access solution, where they will have access to electronic reporting applications, report forms and instructions. Paper submission will continue for some reports, but organizations are encouraged to take advantage of the efficiencies of electronic submission.

Click the button below to access the Reporting Central application:

Reporting Central Secure Logon

Testing the Reporting Central Application

You can test the Reporting Central application in the test environment. If you have questions related to testing, please contact your local Reporting Central District Contact.

Reporting Central SPOTLIGHT

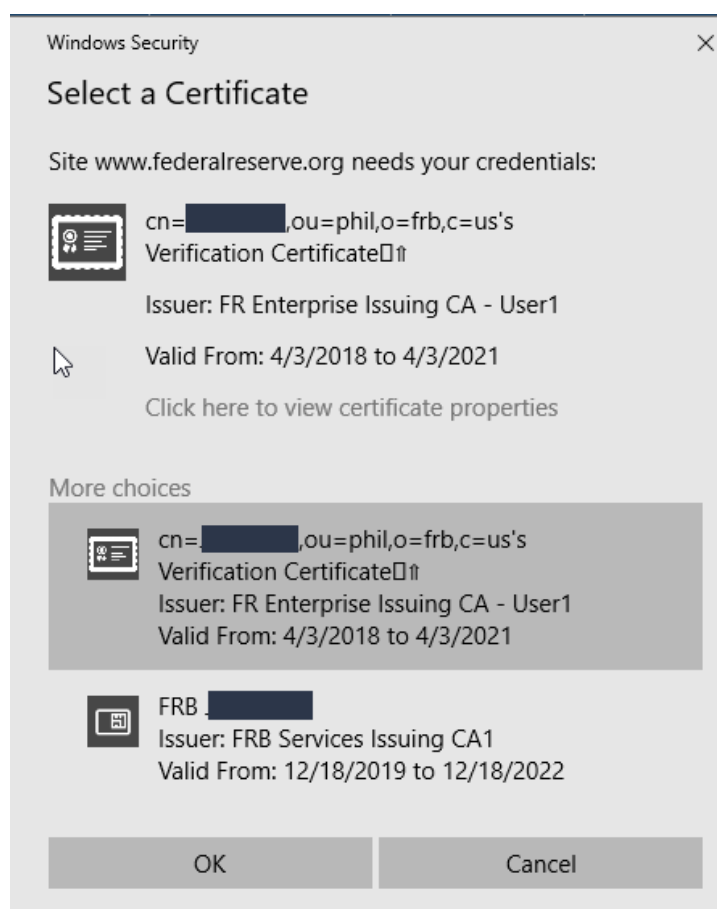
- Reporting Central User Guides
- Reporting Central Resource Center
- Reporting Central Application Setup
- Reporting Central Application Frequently Asked Questions
- Reporting Central Forms
- Reporting Central District Contacts
- Customer Contact Center Contacts
- Reporting and Reserves Business Continuity Contacts
- Central Data Repository (CDR) (Off-site)
- National Information Center (NIC) (Off-site)

- 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 token¹ 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.

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



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".

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.

Report	View Report Activity for All Asof Dates
FFIEC009(FFIEC 009)	View Report Activity for All Asof Dates
TICBC(TIC Form BC)	View Report Activity for All Asof Dates
TICSLT(TIC SLT)	View Report Activity for All Asof Dates

Enter/View a Report

Reporter ID: 123456789-NY TEST BANK
Series:
Asof Date:

Upload a File of Report Data

Specify a file to upload
File:

Search for a Report

Reporter ID: 123456789-NY TEST BANK
Series:
Asof Date: ☒ Most Recent ☐ Other
Reports:
☒ Latest Version for Reporter
☐ Reporters with Missing Report
☐ Advanced Search

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.

FFIEC009(FFIEC 009)	View Report Activity for All Asof Dates
	View Report Activity for All Asof Dates
TICBC(TIC Form BC)	View Report Activity for All Asof Dates
	View Report Activity for All Asof Dates
TICSLT(TIC SLT)	View Report Activity for All Asof Dates
	View Report Activity for All Asof Dates

- 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.

FFIEC009(FFIEC 009)	View Report Activity for All Asof Dates		
Asof Date	Recent Activity		
12/31/2012	Draft in progress	View	Due in 45 days on 02/14/2013
09/30/2012	Report submitted*; New Draft in progress	View	Late - Due Date was 11/14/2012
03/31/2012	Report does not exist	Enter	Late - Due Date was 05/15/2012
View Report Activity for All Asof Dates			

- 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 Enter	Due in 45 days on 02/14/2013		
09/30/2012	Submitted View	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
09/30/2012	Submitted View	Sent on 12/14/2012 at 1:49pm ET	1719	Brian Goodwin
06/30/2012	Submitted View	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
03/31/2012	Missing Enter	Late - Due Date was 05/15/2012		
12/31/2011	Submitted View	Sent on 01/03/2013 at 12:46pm ET	1719	Brian Goodwin
12/31/2011	Submitted View	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 View	Sent on 01/03/2013 at 12:44pm ET	1719	Brian Goodwin
06/30/2012	Submitted View	Sent on 01/03/2013 at 12:47pm ET	1719	Brian Goodwin
12/31/2011	Submitted View	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 screenshot shows the FRB Reporting Central Home Page on the left and the 'Enter/View a Report' section on the right. The home page includes a 'Reporting Status' header, a 'Reporter' ID (123456789-NY TEST BANK), a 'Home' link, and a welcome message. Below this is a list of report types: TICBQ2(TIC Form BQ2), TICCQ2(TIC Form CQ2), TICS(TIC Form S), and TICSLT(TIC SLT), each with a 'View Report Activity for All As of Dates' link. The 'Enter/View a Report' section on the right has a header with the same title. It contains fields for 'Reporter ID' (123456789-NY TEST BANK), 'Series' (a dropdown menu), and 'As of Date' (a text field with a calendar icon). A 'Continue' button is at the bottom right. Below this is an 'Upload a File of Report Data' section with a 'Specify a file to upload' label, a 'File' text field, a 'Browse...' button, and a 'Load' button. At the bottom is a 'Search for a Report' section with fields for 'Reporter ID' (123456789-NY TEST BANK), 'Series' (a dropdown menu), and 'As of Date' (radio buttons for 'Most Recent' and 'Other'). There is also a 'Reports' section with radio buttons for 'Latest Version for Reporter', 'Reporters with Missing Report', and 'Advanced Search'. A 'Search' button is at the bottom right.

- 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 has a blue header with the title 'Enter/View a Report'. Below the header, there are three rows of labels and input fields: 'Reporter ID:' followed by the text '123456789-NY TEST BANK'; 'Series:' followed by a dropdown menu showing 'TIC Form BC'; and 'As of Date:' followed by a text field containing '11/30/2012' and a calendar icon. A blue 'Continue' button is located 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: 

Continue

- 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.

Reporter: 123456789 - NY TEST BANK Series: TICBC Asof Date: 11/30/2012	Status: SUBMITTED Submission Date: 01/03/2013 1:06pm ET Submitter: 1719
---	--

Sections: ▼ Select

Modify **Cancel**

☐ 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

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"/>

FORM BC

DEPARTMENT OF THE TREASURY
Office of the Assistant Secretary for International Affairs

Revised June 2006
Form Approved
OMB Control No. 1505-0017

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

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
 Series: TICBC
 Asof Date: 11/30/2012

Status:
 Submission Date:
 Submitter:

Sections: REPORT OF U.S. DOLLAR CLAIMS OF DEPOSITORY INSTITUTIONS, BANK HOLDING COMPANIES/FINANCIAL HOLDING COMPANIES, BROKERS, AND DEALERS ON FOREIGNERS

Save As Draft Save As Draft with Edits Validate Submit Cancel Clear Form

☐ 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 Millions	2 Millions	3 Millions	4 Millions	5 Millions	6 Millions	7 Millions	8 Millions	9 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
 Series: TICBC
 Asof Date: 11/30/2012

Status:
 Submission Date:
 Submitter:

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

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, drafts² 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.

² 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

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

[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

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

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

Submit

- The user can submit a report once it has been successfully entered. The submitted data is stored by the application and can be accessed by the user or by Federal Reserve Bank analysts.

Confirm

You have pressed the 'submit' button. Any reports, including all data, that you choose to submit to the Federal Reserve Bank will be relied upon by the Federal Reserve Bank and/or the Treasury Department. By submitting this report, you are certifying that you have examined it and that it is true and complete to the best of your knowledge. Do you wish to submit this report?

OK Cancel

- 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.

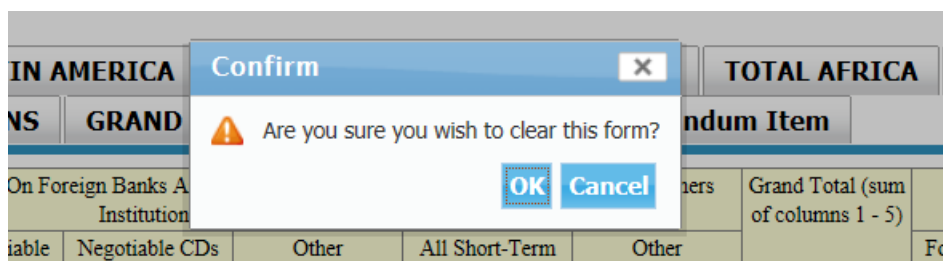
Reporter:	123456789 - NY TEST BANK	Status:	SUBMITTED	Instructions
Series:	TICBC	Submission Date:	01/03/2013 1:41pm ET	
As of Date:	12/31/2012	Submitter:		

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. This automated confidentiality feature is available for a number of series³, effective for 12/31/2020 to match updates to their report forms and will be rolled out to other report series over time. Please note that not all report series are eligible for a confidentiality treatment request. Refer to the report instructions for confirmation of 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]

³ FR 2320, FR XX-1, FR Y-7NS, FR Y-9ES, FR Y-9SP, and FR Y-12. The functionality will be added to additional series in 2021. Refer to the series specific user guides for their specific MDRMs.

- 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.
- 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 the top of the Reporting Central interface. At the top left, there is a 'Sections:' label followed by a dropdown menu currently showing 'Cover Page' and a 'Select' button. Below this, a row of blue buttons is displayed: 'Save As Draft', 'Save As Draft with Edits', 'Validate', 'Submit', and 'Cancel'. To the right of these buttons are two more blue buttons: 'Clear Form' and 'Confidentiality Attachments'. Below the 'Confidentiality Attachments' button, the text 'Current Attachments: 0' is visible. At the bottom right of the interface, the text 'Board of Governors of the Federal Reserve System' is displayed.

- 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:

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

The screenshot displays the FRB 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, TICCQ2, TICS, TICSLT) with links to view report activity. On the right, the 'Enter/View a Report' section is visible. It includes fields for Reporter ID, Series, and As of Date, followed by a 'Continue' button. Below this, the 'Upload a File of Report Data' section is highlighted with a red circle. It contains a 'Specify a file to upload' label, a 'File:' input field, a 'Browse...' button, and a 'Load' button. At the bottom right, the 'Search for a Report' section is partially visible, showing search criteria like Reporter ID, Series, and As of Date, along with radio buttons for 'Most Recent' and 'Other' reports, 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 of the 'Upload a File of Report Data' section. It features a blue header with the title '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. A blue 'Load' button is positioned at the bottom right of the section.

- Once the text file has been selected, the user should click on the “Load” button.

Upload a File of Report Data

Specify a file to upload

File: C:\RC - 009\0123456789 Browse...

Load

- 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.

Upload a File of Report Data

The number of items (2) is not correct for Item Code (6070). The expected number is (23).

Specify a file to upload

File: Browse...

Load
Cancel

- 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.

Reporter: 123456789 - NY TEST BANK

Series: FFIEC009

As of Date: 12/31/2011

Status:

Submission Date:

Submitter:

[Instructions](#)

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

		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
		1	2	3	4	5	6	7	8	9	10	11	12	13
Albania	15105	50						50		50				
Armenia	16519	100						100		10				
Austria	10189	20						20		20				

18 | Page

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 screenshot shows the FRB Reporting Central Home Page. On the left, the 'Reporting Status' section displays the Reporter ID: 123456789-NY TEST BANK and a 'Home' link. Below this, there are four report types with links to view report activity for all as-of dates: TICBQ2(TIC Form BQ2), TICCCQ2(TIC Form CQ2), TICS(TIC Form S), and TICSLT(TIC SLT). On the right, the 'Enter/View a Report' section contains fields for Reporter ID, Series, and As-of Date, with a 'Continue' button. Below this is the 'Upload a File of Report Data' section with a 'File' field and a 'Browse...' button, and a 'Load' button. The 'Search for a Report' section is circled in blue and contains fields for Reporter ID, Series, and As-of Date, with radio buttons for 'Most Recent' and 'Other'. Below these are three report types: 'Latest Version for Reporter', 'Reporters with Missing Report', and 'Advanced Search', with a 'Search' button.

- 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' section. It features a blue header with the title 'Search for a Report'. Below the header, there are three input fields: 'Reporter ID' with the value '123456789-NY TEST BANK', 'Series' with a dropdown menu showing 'All Series', and 'As-of Date' with radio buttons for 'Most Recent' (selected) and 'Other'. Below these fields is a section titled 'Reports' with three radio buttons: 'Latest Version for Reporter' (selected), 'Reporters with Missing Report', and 'Advanced Search'. At the bottom right of the section is a blue 'Search' button.

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

Reporting Central

Accessibility (off)
Logoff

Central Bank CentralSM

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

<< first
prev
1
next >
Rows per page: 25

	RSSD ID	Series	Asof Date	District	Reporter Name	Form Status	Submission Date	Last Activity	Last Activity By	
									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

<< first
prev
1
next >
Rows per page: 25

- 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: All Series

Asof Date:
☐ Most Recent
☒ Other

From: MM/DD/YYYY
To: MM/DD/YYYY

Reports
☒ Latest Version for Reporter
☐ Reporters with Missing Report
☐ Advanced Search

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”⁴ data for the Report Data.
 - “Anyone” for the Last Activity field. (The latest activity by any user of the reporting entity will be displayed).

The screenshot shows a web form titled "Search for a Report". At the top, there is a header bar with the title. Below the header, the form is divided into several sections. The first section contains fields for "Reporter ID:" (with the value "123456789-NY TEST BANK"), "Series:" (a dropdown menu set to "All Series"), and "As of Date:" (with radio buttons for "Most Recent" and "Other", and date pickers for "From:" and "To:"). Below this is a section titled "Reports" with three radio buttons: "Latest Version for Reporter", "Reporters with Missing Report", and "Advanced Search" (which is selected). Under "Advanced Search", there are several fields: "Report Version:" with radio buttons for "Latest Version Only" (selected) and "All Versions"; "Report Status:" with checkboxes for "Draft(Reporter)" (checked), "Submitted" (unchecked), and "Deleted" (checked); "Report Data:" with checkboxes for "Actual" (checked) and "Estimated" (checked); "Last Activity Date:" with "From:" and "To:" date pickers; and "Last Activity By:" with radio buttons for "Anyone" (selected) and "User ID" (unchecked).

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

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.

Reporter: 999123 Test Bank
Series: FRY16
As of Date: 12/31/2013
Security Classification: Internal FR

Status: DRAFT
Submission Date:
Submitter:

Sections: FRY-16 Summary Schedule [Select]

Buttons: Delete, Save As Draft, Save As Draft with Edits, Validate, Submit, Cancel, Clear Form, Attachments (Current Attachments: 0)

☐ Estimated Data

FDIC DFAST 10-50/OCC DFAST /FR Y-16
FRY-16 Summary Schedule (Dollar Amounts in Thousands)

	Actual	Projected	Year1Q1	Year1Q2	Year1Q3	Year1Q4	Year2Q1
	1	2	3	4	5	6	7
Baseline Scenario							

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.

Buttons: Submit, Cancel, Clear Form, Attachments (Current Attachments: 0)

Current Attachments: 0

Add Attachment

Select an attachment file

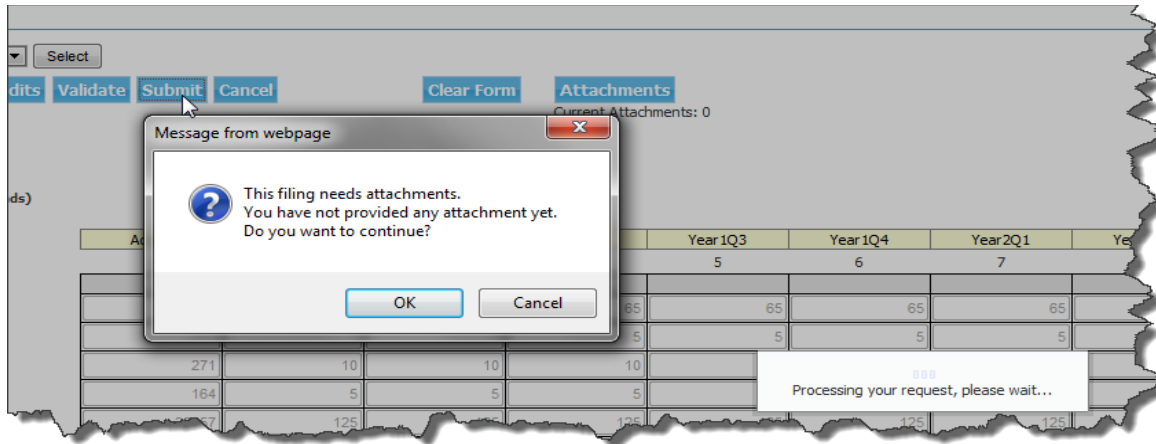
File: Desktop\Reporting Central\Attachment User Guide\999123-A1.docx [Browse...]

Message from webpage

⚠ This file is not a valid attachment.

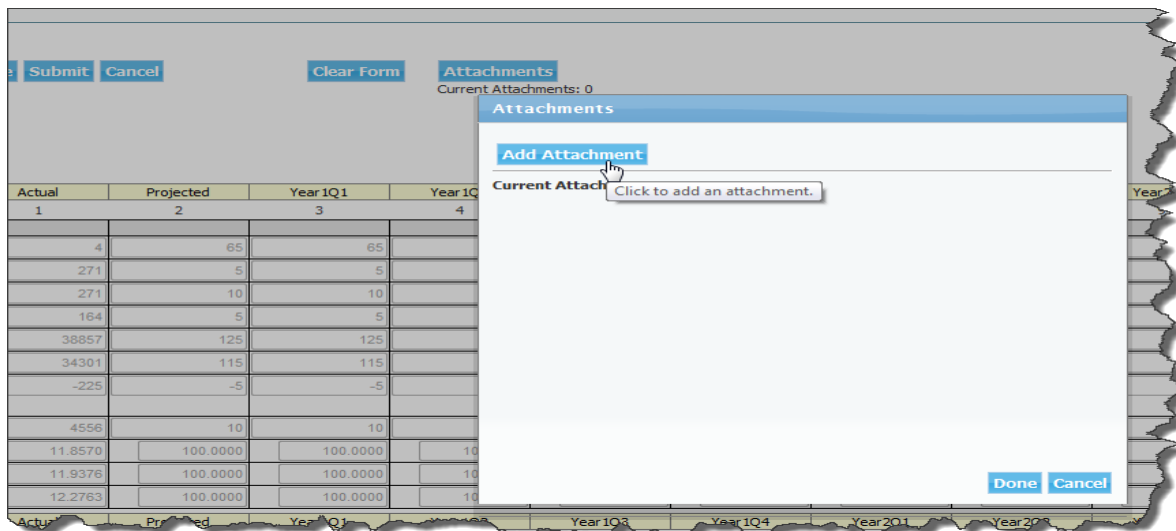
Buttons: OK, Cancel, Done, Cancel

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.

The screenshot shows the 'Attachments' dialog box in Reporting Central. The dialog has a title bar 'Attachments' and a subtitle 'Current Attachments: 0'. It contains an 'Add Attachment' button and a text field for selecting an attachment file. The file path shown is 'b:\Desktop\Reporting Central\Attachment User Guide\999123-A1.pdf'. A 'Browse...' button is next to the file path. At the bottom right, there are 'Upload' and 'Cancel' buttons. The background shows a table with columns: Actual, Projected, Year 1Q1, Year 1Q2, Year 1Q3, Year 1Q4, Year 2Q1, Year 2Q2, Year 2Q3. The table has rows for 'Actual' and 'Projected' data.

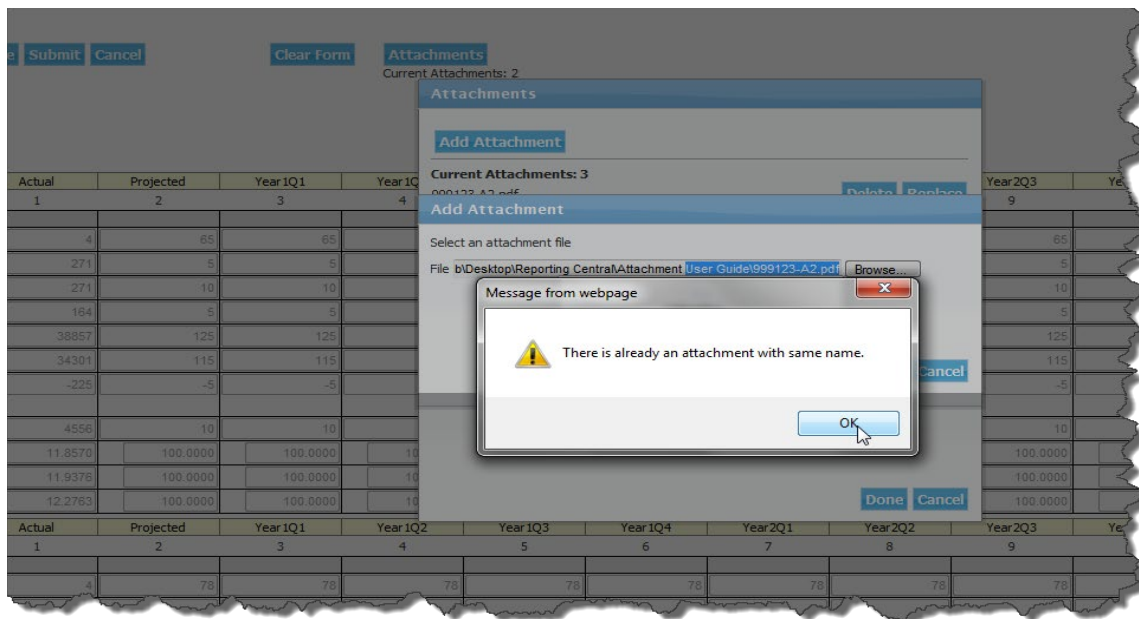
Actual	Projected	Year 1Q1	Year 1Q2	Year 1Q3	Year 1Q4	Year 2Q1	Year 2Q2	Year 2Q3
1	2	3	4	5	6	7	8	9
4	65	65						
271	5	5						
271	10	10						
184	5	5						
38857	125	125						
34301	115	115						
-225	-5	-5						
4556	10	10						
11.8570	100.0000	100.0000						
11.9376	100.0000	100.0000						
12.2763	100.0000	100.0000						

Reporting Central will display a message indicating a successful upload.

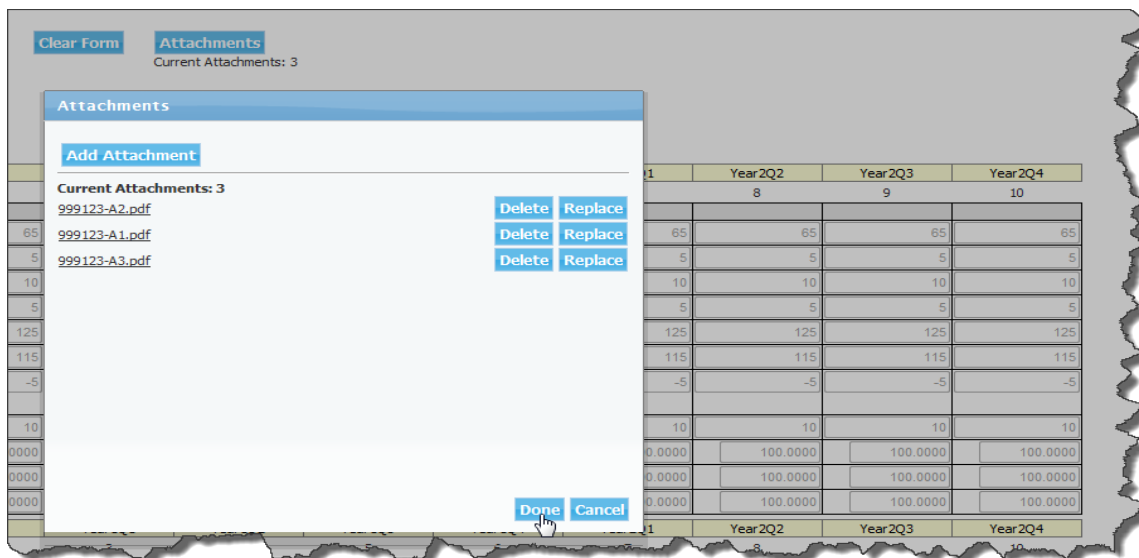
The screenshot shows the 'Attachments' dialog box in Reporting Central after a successful upload. The dialog has a title bar 'Attachments' and a subtitle 'Current Attachments: 1'. It contains a message 'Attachment was successfully uploaded.' and an 'Add Attachment' button. The file path shown is '999123-A1.pdf'. At the bottom right, there are 'Delete' and 'Replace' buttons. The background shows the same table as the previous screenshot.

Actual	Projected	Year 1Q1	Year 1Q2	Year 1Q3	Year 1Q4	Year 2Q1	Year 2Q2	Year 2Q3
1	2	3	4	5	6	7	8	9
4	65	65						
271	5	5						
271	10	10						
184	5	5						
38857	125	125						
34301	115	115						
-225	-5	-5						
4556	10	10						
11.8570	100.0000	100.0000						
11.9376	100.0000	100.0000						
12.2763	100.0000	100.0000						

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.

Reporting Status

Reporter: FRY16 (CSTX)

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.

FRY16(CSTX) [View Report Activity for All Asof Dates](#)

Asof Date	Recent Activity			
03/31/2014	Report does not exist	Enter	Due in 182 days on 09/29/2014 at 11:00pm ET	-

[View Report Activity for All Asof Dates](#)

Home

Series: FRY16 (CSTX) Reporter: FRY16 (CSTX)

Reporting Activity

Showing: ☒ All versions ☐ Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 100

Asof Date	Report Version	Status	ID	User Name
03/31/2014	Missing	Due in 182 days on 09/29/2014 at 11:00pm ET	-	
12/31/2013	Submitted	Sent on 04/03/2014 at 7:12pm ET	3	FRB-STAFF
09/30/2013	Submitted	Sent on 11/25/2013 at 6:29pm ET	2	FRB-STAFF
06/30/2013	Submitted	Sent on 09/05/2013 at 11:50am ET	1	FRB-STAFF

Showing: ☒ All versions ☐ Latest version of report for each asof date

<< first < prev 1 next > Rows per page: 100

Download a File Attachment

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

te Submit Cancel Clear Form Attachments

Current Attachments: 0

Attachments

Attachment was successfully uploaded.

[Add Attachment](#)

Current Attachments: 1

999123-A1.pdf [Delete](#) [Replace](#)

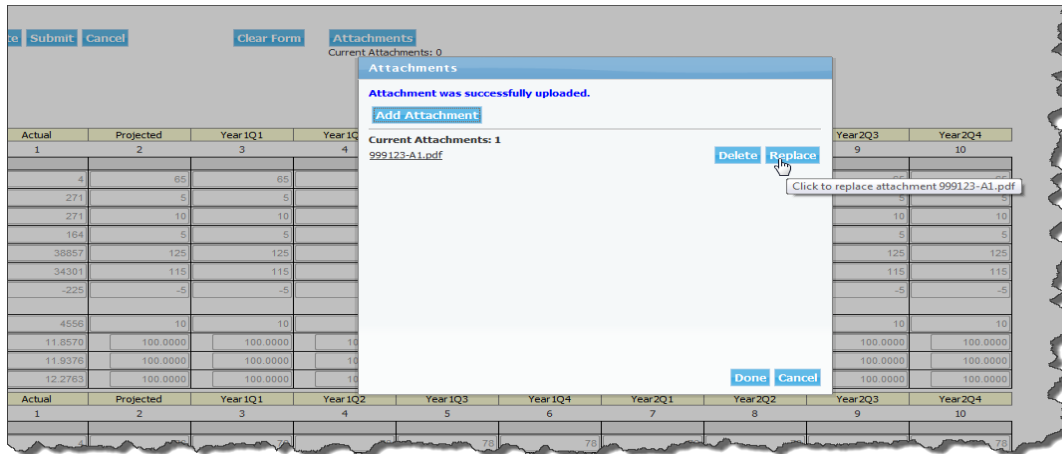
[Click to download 999123-A1.pdf](#)

[Done](#) [Cancel](#)

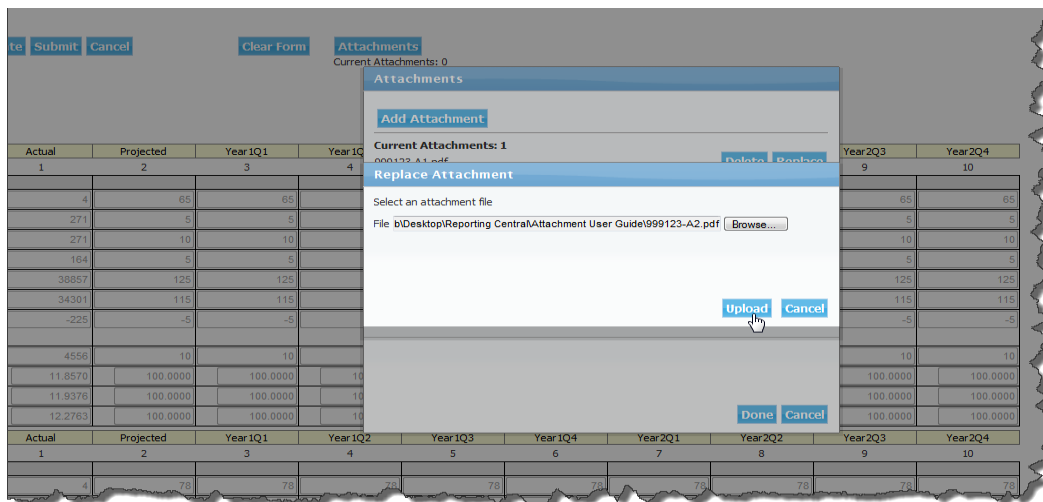
Actual	Projected	Year1Q1	Year1Q2	Year1Q3	Year1Q4	Year2Q1	Year2Q2	Year2Q3
1	2	3	4	5	6	7	8	9
4	65	65						
271	5	5						
271	10	10						
164	5	5						
38857	125	125						
34301	115	115						
-225	-5	-5						
4556	10	10						
11.8570	100.0000	100.0000	10					
11.9376	100.0000	100.0000	10					
12.2763	100.0000	100.0000	10					

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.

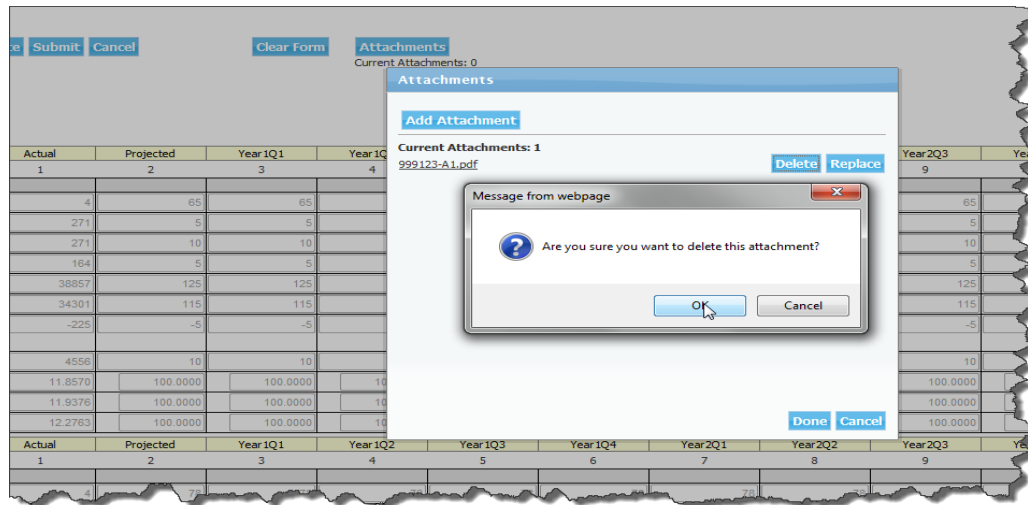
The screenshot shows the 'Attachments' dialog box in Reporting Central. At the top, there are buttons for 'Submit', 'Cancel', and 'Clear Form'. Below these, the 'Attachments' section shows 'Current Attachments: 0'. A message box states 'Attachment was successfully uploaded.' with an 'Add Attachment' button. Below the message, the 'Current Attachments: 1' section lists '999123-A2.pdf' with 'Delete' and 'Replace' buttons. The background shows a financial report table with columns for Actual, Projected, Year1Q1, Year1Q2, Year1Q3, Year1Q4, Year2Q1, Year2Q2, Year2Q3, and Year2Q4. The table contains numerical data for various rows.

Delete a File Attachment

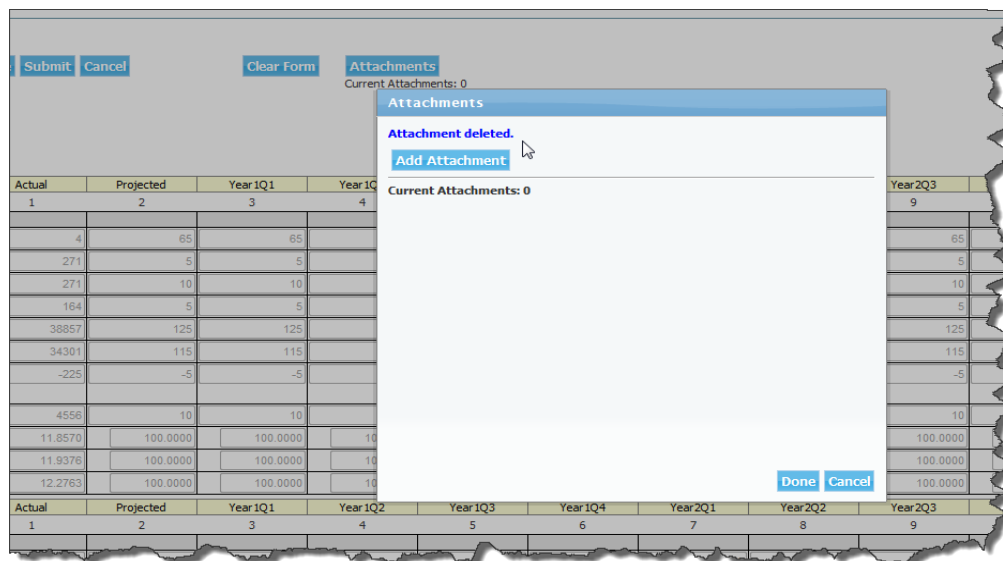
Once a file has been uploaded, you may delete that file attachment. To get to the Delete Attachment dialog box, click the Attachments button, then click the Delete button alongside the file you wish to delete.

This screenshot is similar to the previous one, showing the 'Attachments' dialog box. The 'Current Attachments: 1' section lists '999123-A1.pdf'. The 'Delete' button is highlighted with a mouse cursor, and a tooltip appears that says 'Click to delete attachment 999123-A1.pdf'. The background table is the same as in the previous screenshot.

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 image shows two screenshots of the Reporting Central interface. The top screenshot is the 'Add Attachment' form, which includes dropdown menus for Report Type (FRY6), Data Definition (Full), Reporting Schedule (Initial), and Data Classification (Public). It also has input fields for Document # (1) and Total # Of Documents (1). A 'File:' label is followed by a text box and a 'Browse...' button. At the bottom right are 'Upload' and 'Cancel' buttons. The bottom screenshot is the 'Attachments' screen, displaying a message 'Attachment was successfully uploaded.' and an 'Add Attachment' button. Below this, a table lists 'Current Attachments: 4' with columns for the filename and actions (Delete and Replace). The filenames are: 'FRY6 [redacted] Partial Initial Public 20181231 1 of 2.pdf', 'FRY6 [redacted] Full Initial Confidential 20181231 1 of 1.pdf', 'FRY6 [redacted] Full Initial Public 20181231 1 of 1.pdf', and 'FRY6 [redacted] Full Revised Public 20181231 1 of 1.pdf'. At the bottom right, 'Done' and 'Cancel' buttons are shown, with a red arrow pointing to the 'Done' button.

Add Attachment

Report Type: FRY6
Data Definition: Full
Reporting Schedule: Initial
Data Classification: Public
Document #: 1
Total # Of Documents: 1
File: Browse...
Upload Cancel

Attachments

Attachment was successfully uploaded.

Add Attachment

Current Attachments: 4

FRY6 [redacted] Partial Initial Public 20181231 1 of 2.pdf	Delete	Replace
FRY6 [redacted] Full Initial Confidential 20181231 1 of 1.pdf	Delete	Replace
FRY6 [redacted] Full Initial Public 20181231 1 of 1.pdf	Delete	Replace
FRY6 [redacted] Full Revised Public 20181231 1 of 1.pdf	Delete	Replace

Done Cancel

IX. 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>

Customer Contact Center (CCC): 1-888-333-7010 (Option 1)

- **Email Questions To:**

NY.ReportingCentralCommunication@NY.FRB.ORG