

Spreadsheet File Transfer User Guide

FR Y9-ES

Financial Statements for Employee Stock Ownership Plan Holding Companies

STATISTICS FUNCTION
November 19, 2015

Overview

The Federal Reserve System's Reporting Central Application provides the ability to submit spreadsheet files (*e.g.*, Microsoft Excel) via the internet. As a result, reporting institutions that use a spreadsheet to prepare their data will not have to key their data into a web page form. While this feature was provided for reporting institutions using spreadsheets, the file can be created by any other backend system that a reporting institution uses to generate its data.

This document provides the required file format for submitting the data via Reporting Central and shows how a reporting institution can create the file from a spreadsheet for the **FR Y9-ES – Financial Statements for Employee Stock Ownership Plan Holding Companies**. Formulas were used to pull the data from the spreadsheet worksheets containing the data and format them for transmission to Reporting Central.

Microsoft Excel was used in this example but the same process can be applied to other spreadsheet software. The method used to create the file is at the discretion of the reporter. This guide assumes that the data already exist in spreadsheet form.

How to create a text file from a spreadsheet for the FR Y9-ES

The FR Y9-ES is comprised of a Cover Page, four schedules and several financial and text fields. To minimize issues arising during the creation of the Reporting Central text file, it is strongly recommended reporting institutions follow the process described below.

Field Labels

The identifying label for both financial and text data is the eight-character MDRM descriptor listed in Appendix A. Reporting Central uses the MDRM to identify individual report items in the file upload.

Appendix A

FR Y9-ES Report Detailed Field Specifications

	Item	Dollar Amounts in Thousands 8-character MDRM
Financial Data Items		
Schedule SC – Statement of Changes in Net Assets Available for Benefits (for the Calendar Year)		
1.	Net appreciation (depreciation) in fair value of investments:	
1.a.	Employer securities	ESOPC316
1.b.	Other securities	ESOPC317
2.	Interest income	ESOPC318
3.	Dividend income	ESOPC319
4.	Employer contributions	ESOPC320
5.	Participant contributions	ESOPC321
6.	Other additions	ESOP3328
7.	Total additions (sum of items 1.a through 6)	ESOPC323
8.	Interest expense	ESOPC324
9.	Insurance expense	ESOPC330
10.	Distributions paid to participants	ESOPC325

Field Values

Financial data fields can have either positive, zero, or null values. When you prepare your spreadsheet, this table explains how you enter positive, negative, zero, and null values in the item value cell of the spreadsheet.

Financial Data Item Value	Format
Positive	[leave value as is]
Negative	Precede by minus (-) sign
Zero	0
Null (or blank)	[leave blank]

Field Character Limits

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

Step 1 – Create Data Listing

Since it is presumed that the reporter already has the report data in spreadsheet format, all subsequent steps in this guide are based on using this report data as the source. The first step recommended is to create a sequential listing of all the items containing the item number, the eight-character MDRM, item description, and item value. It is easier to list all of the financial data items first and then the text items after that.

NOTE Adding additional information to this spreadsheet (like item description and item number) can make items easier to identify and help troubleshoot potential problems. However, this information is completely optional.

1						
2	FR Y9-ES Financial Statements for Employee Stock Ownership Plan Holding Companies					
3						
4		Respondent ID		999999999		
5		Series Name		FR Y9-ES		
6		As of Date		12/31/2015		
7						
8		Financial Data Items				
9		Report Form	RC Item	RC Item		Dollar Amount
10		Line Name	Identifier	Identifier	Item Description	in Thousands
11		Schedule SC-Statement of Changes in New Assets Available for Benefits (for the Calendar Year)				
12		1.			Net appreciation (depreciation) in fair value of investments	
13		1.a.		ESOPC316	Employer securities	125
14		1.b.		ESOPC317	Other securities	120
15	✓	2.		ESOPC318	Interest income	567
16	✓	3.		ESOPC319	Dividend income	200
17	✓	4.		ESOPC320	Employer contributions	150
18	✓	5.		ESOPC321	Participant contributions	250
19	✓	6.		ESOP3328	Other additions	75
20	✓	7.		ESOPC323	Total additions (sum of items 1.a through 6)	1487
21	✓	8.		ESOPC324	Interest expense	50
22	✓	9.		ESOPC330	Insurance expense	100
23	✓	10.		ESOPC325	Distributions paid to participants	225
24	✓	11.		ESOPC326	Other deductions	75
25	✓	12.		ESOPC327	Total deductions (sum of items 8 through 11)	460
26	✓	13.		ESOPC328	Net increase (decrease) (item 7 minus item 12)	1027
27	✓	14.		ESOPC329	Beginning of year: net assets available for benefits	225
28		15.		ESPTC342	End of year: net assets available for benefits (sum of item 13 and item 14) (must equal Schedule SB, item 15)	1522

58						
59		Text Items				
60		Cover Page	ESOPC490	Printed Name and Title of Trustee or Other Authorized Representative of the ESOP	Jane Doe	
61		Cover Page	ESOPH321	Signature of Trustee or Other Authorized Representative of the ESOP		
62		Cover Page	ESOPJ196	Date of Signature	42055	
63		Cover Page	TEXT9010	Legal Title of ESOP HC	Legal Title Value of ESOP HC	
64		Cover Page	TEXT9110	(Mailing Address of the ESOP HC) Street / P.O. Box	P. O. Box 100	
65		Cover Page	TEXT9130	City	Testville	
66		Cover Page	TEXT9200	State	TS	
67		Cover Page	TEXT9220	Zip Code	98765	
68				Person to be Contacted Concerning Report		
69		Cover Page	TEXT8901	Name	John Doe	
70		Cover Page	TEXT8902	Area Code / Phone Number	(999) 888-7777	
71		Cover Page	TEXT9116	FAX Number	(999) 888-6666	
72		Cover Page	TEXT4086	E-mail Address of Contact	j.doe@ltvesop.com	

Complete the spreadsheet by listing all of the items in Appendix A.

Step 2 – Link and Format Data Cells

In Sheet 2 of the workbook, all of the financial and text items will be linked to Sheet 1 and formatting characters inserted to aid in the creation of the final text file.

NOTE We differentiate between financial items and text items in Appendix A. It is sometimes clear by the MDRM that an item is text, but that may not be the case in every instance. We identified all text items clearly in the Report Form Line Number column with “TEXT” in this column. You should use this column to identify text items.

	Item	TEXT
Notes to the Financial Statements		
1.(TEXT)	Description	TEXTC356
2. (TEXT)	Description	TEXTC357
3. (TEXT)	Description	TEXTC358
4. (TEXT)	Description	TEXTC359
5. (TEXT)	Description	TEXTC360

Data Format for Financial Data Items

- “L” is the separator between data items.
- Eight-character MDRM.
- “+” represents the maximum number of columns on the report form into which financial data can be entered for one MDRM. For FR Y9-ES, the maximum number of columns financial data can be entered for one MDRM is one. The formula for each financial item must contain only one “+”.
- Financial data displays after each “+” and includes a “-” (minus sign) if the value is negative.

Financial Data Excel formula: ="L"&Sheet1!D12&"+"&Sheet1!G12

Translates to: LESOP0508+300000

Data Format for Text Items

- “L” is the separator between data items.
- Eight-character MDRM.
- Text data entry is preceded by two underscores and followed by two underscores.

Text Data Excel formula: ="L"&Sheet1!C61&"__"&Sheet1!F61&"__"

Translates to: LESOP8901__James Jones__

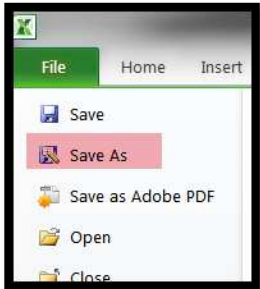
NOTE For null values, which you leave blank in the spreadsheet, the resulting item values will also be blank. For example, the items with null values will look like this:

- For data items: LESOPC356+ (a blank follows the plus sign for null)
- For text items: LESOP8902____ (four underscores)

The above is repeated for all financial data and text items. Once all fields have been linked, you can create the text file.

Step 3 – Create the Text File

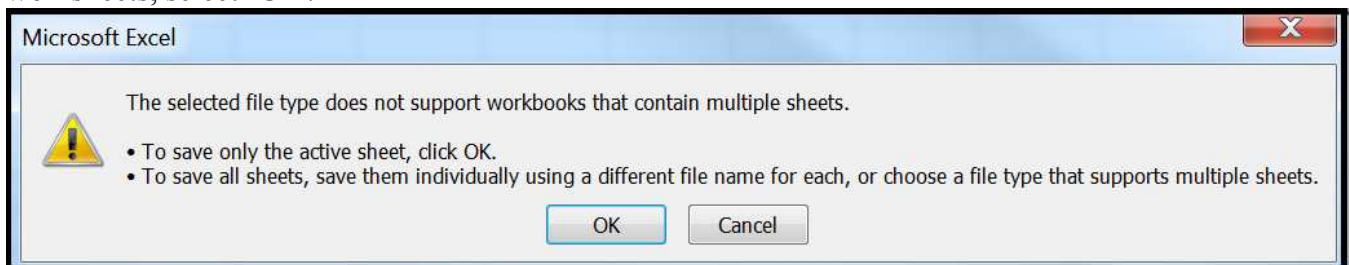
After saving the file in spreadsheet format the text file can be created by first navigating to the **File** tab.



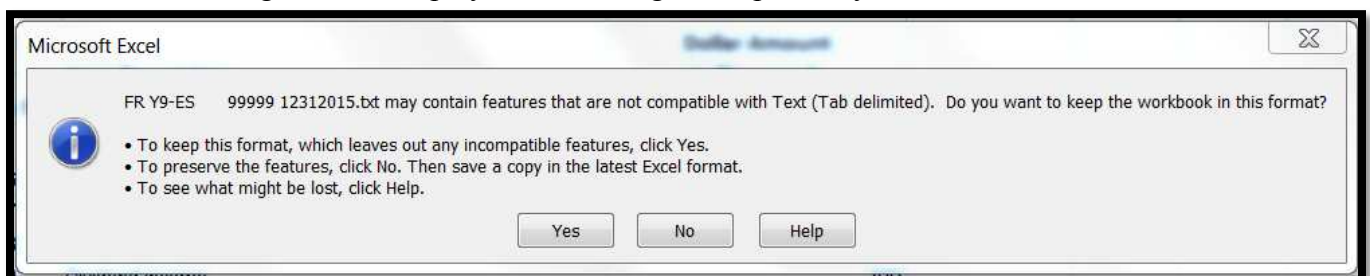
Then selecting the ‘Save As’ option and indicating the file type as ‘Text (Tab delimited) (*.txt).’



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



An additional message will be displayed concerning incompatibility features, select ‘Yes.’



Step 4 – Format the Text File and Add Header Record

The text file will have been created and will look like this. If there are quotation marks at the beginning and the end of the file, you will need to remove those before continuing.

```
LESOPC317+5
LESOPC318+5
LESOPC319+5
LESOPC320+5
LESOPC321+5
LESOPC328+5
LESOPC323+35
LESOPC324+5
LESOPC330+5
LESOPC325+5
LESOPC326+5
LESOPC327+20
LESOPC328+15
LESOPC329+5
```

```
LTEXT9000__text 9__
LESOP8901__Sally      Test__
LESOP4086__sally.test@firststatelegal.com__
LESOP8902__214-922-9999__
LESOP9116__214-922-8888__
LESOPC490__Printed Name Title__
LESOPJ196__12/01/2015__
LTEXT9010__Legal ESOP Title__
LTEXT9110__300 South Main Street, Suite 100A__
LTEXT9130__Dallas__
LTEXT9200__TX__
LTEXT9220__75001__
```

The next step is to add the header record.

The file header record consists of the following items:

- the first 10 spaces are the RSSD ID with leading zeroes
- the next 10 spaces are the report series ID 'FRY9ES,' plus four trailing spaces
- the report as-of date, in MM-DD-YYYY format



```
testing_614368_20161231 - Notepad
File Edit Format View Help
0000614368FRY9ES 12-31-2015|
LESOPC316+5
LESOPC317+5
LESOPC318+5
LESOPC319+5
LESOPC320+5
LESOPC321+5
LESOPC328+5
LESOPC323+35
LESOPC324+5
LESOPC330+5
LESOPC325+5
LESOPC326+5
LESOPC327+20
LESOPC328+15
```

↑
four trailing spaces after the report name

Step 5 – Reporting Central Submission

In Reporting Central, select the File Upload tab and then click the ‘Browse...’ button. Then, navigate to the stored text file and select the filename so it appears in the ‘File:’ box. Select “Continue” to upload.

The screenshot shows the 'Reporting Central' web application. The 'File Upload' tab is selected in the top navigation bar. Below the navigation bar, there is a 'Specify a file to upload.' section with a 'File:' input field and a 'Browse...' button. A 'Continue' button is also present. Below this, a 'Documents library' table lists files for upload:

Name	Date modified	Type	Size
FRY9ES_20161231	9/15/2015 1:22 PM	Text Document	2 KB
FRY9ES_20151231	9/11/2015 1:15 PM	Text Document	2 KB

If there are no formatting issues during the file upload the data will load directly into the report screen.

The screenshot shows the 'Reporting Central' web application with the report screen displayed. The 'File Upload' tab is still selected. The report screen contains the following information:

Reporter: FRY9ES
Series: 12/31/2015
As of Date: Internal FR
Status: Submission Date:
Submitter:

Sections: Cover Page (Selected)

Buttons: Save As Draft, Save As Draft with Edits, Validate, Submit, Cancel, Clear Form

☐ Estimated Data

Financial Statements for Employee Stock Ownership Plan/Holding Companies-FR-Y9ES

Person to whom questions about this report should be directed:

Name / Title: Test
Area Code / Phone Number:
FAX Number:
E-mail Address of Contact: sally.test@frb.state

Required Information

Legal Title of ESOP HC: Legal ESOP Title
(Mailing Address of the ESOP HC) Street / P.O. Box: 300 South Main Street, C
City: Dallas
State: TX

Important Notes

Report at the close of business as of the last calendar day in December.
ESOP holding companies must maintain in their files a manually signed and attested printout of the data submitted.
Public reporting burden for this information collection is estimated to average 0.5 hours per response, including time to gather and maintain data in the required form and to review instructions and complete the information collection. Comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing the burden, may be sent to Secretary, Board of Governors of the Federal Reserve System, 20th and C Streets, NW, Washington, DC 20551, and to the Office of Management and Budget, Paperwork Reduction Project (7100-0128), Washington, DC 20503.

Legal

This report is required by law: Section 5(c) of the Bank Holding Company Act of 1956 (12 U.S.C. § 1844c) and Section 225.5(b) of Regulation Y (12 C.F.R. § 225.5(b)); and Section 10

The report data can then be validated and saved. If errors exist in the text file error messages will appear in the file upload window, which can be used to troubleshoot any formatting issues.

Appendix A

FR Y9-ES Report Detailed Field Specifications

	Item	Dollar Amounts in Thousands
Financial Data Items		8-character MDRM
Schedule SC – Statement of Changes in Net Assets Available for Benefits (for the Calendar Year)		
1.	Net appreciation (depreciation) in fair value of investments:	
1.a.	Employer securities	ESOPC316
1.b.	Other securities	ESOPC317
2.	Interest income	ESOPC318
3.	Dividend income	ESOPC319
4.	Employer contributions	ESOPC320
5.	Participant contributions	ESOPC321
6.	Other additions	ESOP3328
7.	<i>Total additions</i> (sum of items 1.a through 6)	ESOPC323
8.	Interest expense	ESOPC324
9.	Insurance expense	ESOPC330
10.	Distributions paid to participants	ESOPC325
11.	Other deductions	ESOPC326
12.	<i>Total deductions</i> (sum of items 8 through 11)	ESOPC327
13.	<i>Net increase (decrease)</i> (item 7 minus item 12)	ESOPC328
14.	Beginning of year: net assets available for benefits	ESOPC329
15.	End of year: net assets available for benefits (sum of item 13 and item 14) (must equal Schedule SB, item 15)	ESPTC342
Schedule SB – Statement of Net Assets Available for Benefits		
Assets		
1.	Cash and cash equivalents (including money market instruments)	ESOPC322
2.	Holding company securities:	
2.a.	Equity securities	ESOPC331
2.b.	Debt securities	ESOPC332
3.	Bank securities:	
3.a.	Equity securities	ESOPC333
3.b.	Debt securities	ESOPC334
4.	Securities (other than securities reported in items 1, 2, 3, and 9)	ESOPC335
5.	Employer's contribution receivable	ESOPC336
6.	Participants' contribution receivable	ESOPC337
7.	Dividends and interest receivable	ESOPC363
8.	Cash surrender value of life insurance	ESOPC009
9.	Other assets	ESOPC338
10.	<i>Total assets</i> (sum of items 1 through 9)	ESOP2170

	Item	Dollar Amounts in Thousands
Liabilities		
11.	Loans payable	ESOPC339
12.	Interest payable	ESOPC340
13.	Other liabilities	ESOPC341
14.	<i>Total liabilities</i> (sum of items 11 through 13)	ESOP2948
Net Assets Available For Benefits		
15	<i>Net assets available for benefits</i> (item 10 minus item 14)	ESOPC342
Schedule SB-M – Memoranda		
3	Amount of ESOP debt reported as contra-equity by the sponsoring employer or unearned ESOP shares on:	
3.a.	Bank Report of Condition	ESOPC347
3.b.	Holding company balance sheet	ESOPC348
5.	Estimated employer liability for payment of plan benefits/distributions within two (2) years after December 31 of the report year	ESOPC352
6.	The net amount of plan participant balances eligible for diversification under the diversification requirement	ESOPC353
Notes to the Financial Statements		
1.	Amount	ESOPC356
2.	Amount	ESOPC357
3.	Amount	ESOPC358
4.	Amount	ESOPC359
5.	Amount	ESOPC360

	Item	Number
Number Items		8-character MDRM
Schedule SB-M – Memoranda		
M.2.a	Total number of bank shares held by ESOP	ESOPC343
M.2.c.	Number of bank shares allocated to ESOP participants	ESOPC344
M.2.d.	Total number of holding company shares held by ESOP	ESOPC345
M.2.f.	Number of holding company shares allocated to ESOP participants	ESOPC346
4.a.	Accounted for under AICPA Statement of Position 76-3 or Statement of Position 93-6 (Enter “1” for SOP 76-3; enter “2” for SOP 93-6)	ESOPC350
4.b	Total number of plan participants as of December 31 of the report year	ESOPC351

	Item	Percentage
Percentage Items		8-character MDRM
Schedule SB-M – Memoranda		
M.2.b.	Percentage of bank shares held by ESOP included in 2.a	ESOP7285
M.2.e.	Percentage of holding company shares held by ESOP included in 2.d	ESOP7286

	Item	Year (YYYY)
YYYY	Item	8-character MDRM
Schedule SB-M – Memoranda		
M.4.	Year ESOP was initially adopted	ESOPC349

	Item	0=No 1=Yes
0=No or 1=Yes	Items	8-character MDRM
Schedule SB-M – Memoranda		
M.7.	Did the plan engage in any transaction with parties-in-interest during the current report period? (Enter “1” for yes; enter “0” for no)	ESOPC354
M.8.	Has there been a change in plan trustees or the plan administrative committee during the current report year? (Enter “1” for yes; enter “0” for no)	ESOPC355

	Item	TEXT
Text	Items	8-character MDRM
Cover Page		
	Printed Name and Title of Trustee or Other Authorized Representative of the ESOP	ESOPC490
	Date of Signature	ESOPJ196
	Legal Title of ESOP HC	TEXT9010
	(Mailing Address of the ESOP HC) Street / P.O. Box	TEXT9110
	City	TEXT9130
	State	TEXT9200
	Zip Code	TEXT9220
Person to whom questions about this report should be directed		
	Name / Title	ESOP8901
	Area Code / Phone Number	ESOP8902
	Area Code / FAX Number	ESOP9116
	E-mail Address of Contact	ESOP4086
Schedule SB-M - Memoranda		
M.1.(TEXT)	Sponsoring employer	TEXT9152
Notes to the Financial Statements		
1.(TEXT)	Description	TEXTC356
2. (TEXT)	Description	TEXTC357
3. (TEXT)	Description	TEXTC358
4. (TEXT)	Description	TEXTC359
5. (TEXT)	Description	TEXTC360

Appendix B**FR Y9-ES Item Character Limits****Non-Standard Financial Item Limits**

Schedule	Item Number	MDRM	Item Description	Limit¹	Format
SB-M	M.2.a.	ESOPC343	Total Number of Bank Shares Held By ESOP	(11,0)	Integer up to 11 digits
SB-M	M.2.b.	ESOP7285	Percentage of Bank Shares Held by ESOP	(7,2)	Up to 5 digits before the decimal, and exactly 2 digits after the decimal
SB-M	M.2.c.	ESOPC344	Number of Bank Shares Allocated to ESOP Participants	(11,0)	Integer up to 11 digits
SB-M	M.2.d.	ESOPC345	Total Number of BHC Shares Held By ESOP	(11,0)	Integer up to 11 digits
SB-M	M.2.e.	ESOP7286	Percentage of BHC Shares Held by ESOP	(7,2)	Up to 5 digits before the decimal, and exactly 2 digits after the decimal
SB-M	M.2.f.	ESOPC346	Number of BHC Shares Allocated to ESOP Participants	(11,0)	Integer up to 11 digits
SB-M	M.4.	ESOPC349	Year ESOP Was Initially Adopted	(4,0)	4 digit year (YYYY)
SB-M	M.4.a.	ESOPC350	Accounted for Under AICPA Statement of Position 76-3 or Statement of Position 93-6	(1,0)	Integer up to 1 digit; 1=SOP 76-3, 2=SOP 93-6
SB-M	M.4.b.	ESOPC351	Total Number of Plan Participants as of December 31 of the Report Year	(11,0)	Integer up to 11 digits
SB-M	M.7.	ESOPC354	Did the Plan Engage in any Transaction with Parties-In-Interest During the Current Report Year? (1=YES 0=NO)	(1,0)	Integer up to 1 digit; 0=NO, 1=YES
SB-M	M.8.	ESOPC355	Has There Been a Change in Plan Trustees or the Plan Administrative Committee During the Current Report Year? (1=YES 0=NO)	(1,0)	Integer up to 1 digit; 0=NO, 1=YES
Cover Page	Cover Page	ESOPJ196	Date of Signature (MM/DD/YYYY)	(10,0)	MM/DD/YYYY

¹ Item limits, where applicable, are provided in (x,y) format, where “x” is the maximum number of digits/characters allowed for the item, “y” is the maximum number of digits allowed after the decimal, and subtracting “y” from “x” is the maximum number of digits allowed before the decimal.

Text Item Character Limits

MDRM Number	Description	Length	Format
ESOPC490	Printed Name and Title of Trustee or Other Authorized Representative of the ESOP	72	Text
TEXT9010	Legal Title of ESOP HC	72	Text
TEXT9110	(Mailing Address of the Holding Company) Street / PO Box	72	Text
TEXT9130	City	30	Text
TEXT9200	State	2	Text
TEXT9220	Zip Code	30	Text
ESOP8901	Person to be Contacted Concerning This Report	72	Text
ESOP4086	Contact E-Mail Address	72	Text
ESOP8902	Contact Area Code/ Phone Number	30	Text
ESOP9116	Contact FAX Number	30	Text
TEXT9152	Sponsoring Employer	72	Text
TEXTC356	Notes to the FR Y-9ES Financial Statements - Line 1 Text	192	Text
TEXTC357	Notes to the FR Y-9ES Financial Statements - Line 2 Text	192	Text
TEXTC358	Notes to the FR Y-9ES Financial Statements - Line 3 Text	192	Text
TEXTC359	Notes to the FR Y-9ES Financial Statements - Line 4 Text	192	Text
TEXTC360	Notes to the FR Y-9ES Financial Statements - Line 5 Text	192	Text