FOR PREPARING THE CALL REPORT EXCEL DATA FILE AND ELECTRONIC SUBMISSION OF THE CRS AND E-DATA

NOTE: Please read all instructions carefully before preparing to input data on either of the Excel spreadsheet applications or sending the data to the FCA.

General Instructions

The Call Report employs Excel spreadsheet software for use in preparing quarterly Call Report data. One Excel file is used by all institutions in submitting their routine Call Report (containing all Call schedules except for Schedules RC-N.1 and RC-N.2); and a second Excel file is used by banks only to submit a Supplemental Call Report (containing the Call Schedules RC-N.1 and RC-N.2). The applications allow Farm Credit System (FCS) Institutions to enter the Call Report information, save the data, and print reports.

The FCS institutions can download a copy of the Excel files from the FCA website, **www.FCA.gov**.

The Call Report applications use macros to help navigate through the spreadsheets as easily as possible. In order to make the Excel files as user friendly as possible, menu buttons, and the point and click features of the mouse are used throughout the applications. The buttons on the menus identify where data should be entered and saved, as well as the reports that can be produced. The buttons on each of the menus are intended to guide you through the application to the desired spreadsheet. The spreadsheets allow data to be entered only in the required fields. The **ESCAPE {Esc}** key on your keyboard can be used to end the process at any time. **Make sure you press the {Enter} key to record your last entry prior to pressing the {Esc} key. If you do not press the {Enter} key before pressing the {Esc} key, your last entry will not be recorded.**

The file name of the spreadsheet application that contains the main Call Report is **"Crs.xls"**. The file name of the spreadsheet application that contains the Supplemental Call Report is **"Rcn12.xls"**. However, when the "Save Data To File" button on the main menu is clicked on either of the applications, macros will create a new file containing the information entered in the spreadsheets. The naming convention of the new file will represent the reporting institution's unique identification code (**UNINUM**) with an extension that represents the quarter end date for which the Call Report information is being submitted. For instance, when using the main Call Report application, the name of the new file created by the Texas Farm Credit Bank for the quarter ending March 31, 2014 will be **"610000.114"**). When using the Supplemental Call Report application, the file created for the same bank and the same quarter will be named **"N610000.114"**.

These newly created files are to be used by the reporting institution for making any changes to the initial information entered to the spreadsheet (instead of the original files **"Crs.xls"** and "**Rcn12.xls").**

The Call Reports can be electronically submitted to a secured account on the FCA's website.

Specifications and Other Requirements

- Microsoft Excel Version 10 for Windows has been used to develop both spreadsheet applications. Please contact the FCA if you are having problems with compatibility.

- **Before inputting data to the Call Report file, make a backup copy of the file contained on each of the diskettes or the Excel file that you downloaded from the FCA website.**

- **Close all other software applications that are open, leaving only Windows and Excel open while working on the file containing the Call Report**.

- The main Call Report application contains one Excel workbook file. The workbook filename for the main Call Report is **"Crs.xls"**. The Supplemental Call Report also contains only one Excel workbook file. The workbook filename for the Supplemental Call Report is **"Rcn12.xls"**.

- These instructions assume the user is familiar with Microsoft Windows and knows how to load and run Microsoft Excel and how to open an Excel workbook file.

- The Excel spreadsheet was developed to be viewed using a 17-inch monitor. If necessary, you can adjust the zoom control buttons to reduce the spreadsheet. Otherwise, during data entry you may not be able to see the line description for some cells.

- **DO NOT ATTEMPT TO ADD, MODIFY, OR DELETE ANY ROWS/COLUMNS ON THE SPREADSHEETS.** Also**,** do not attempt to change any of the formulas or the formats that have been incorporated into the worksheets. The Excel workbooks and individual spreadsheets have been locked to prevent modification.

- Once you have completed inputting all of your data print the Difference Report or view the Difference Report on the screen. This report will identify any differences that you will need to correct prior to submitting the Call Report to the FCA. This Difference Report will be automatically generated when you print all of the Call Report schedules. **You are not required to submit a printout of your institution's Call Report to the FCA**.

There are menus with buttons for entering institution information and individual Call schedules. The buttons can be clicked with the use of the mouse to assist in data entry, printing, and saving the data. The “Institution” menu will provide access to inputting the System, district and association codes, the name of the reporting institution and certifying official, and the report date.

Step-by-Step Instructions for Using the Call Report Applications

1. Open the Excel software applications by clicking on the Excel icon located within the main Microsoft Windows' menu or other desktop windows’ menu.

2. Select your default directory.

3. Select the appropriate directory and file (i.e., **“FILE, OPEN, C DRIVE, Crs.xls or Rcn12.xls, OK”).**

4. When the Excel files containing either of the applications are opened, a menu with labeled buttons will appear on the screen. There are buttons on the main menu that will assist in entering information, printing reports, and saving the information.

5. Information regarding the reporting institution must be entered before any data are input to the Call schedules. Locate the button labeled **“Institution Information”**. To locate this button using the regular Call Report workbook, click on the **“Input Call Report Data”** button. This action will bring up a sub-menu that contains the **“Institution Information"** button. For the Supplemental Call Report workbook, the **"Institution Information”** button is located on the main menu. Click on the button labeled **“Institution Information”.** This action will bring up an input form that calls for the institution's individual identification code, the report date, the institution's name, and the name of the certifying official to be entered. The report date should be input as MM/DD/YYYY (i.e., **03/31/2014**).

6. The institution's identification code (i.e., System, district, and association) will automatically be copied into all of the Call schedules contained in other areas of the application. The application will only allow information to be entered into the appropriate cell locations for that particular schedule.

7. If the descriptions for some items appear to be incomplete, there are two **“ZOOM”** buttons on the main menu that will adjust the form to your computer screen. Use the appropriate zoom (80% or 100%) for your particular computer. Try each one to see which option enables you to view the entire input area of the input form.

8. While in the data input mode, the arrow keys (up, down, right, and left) can be used to move through the schedules while entering data. The **“Enter”** key on the keypad should react as a down arrow key. If not, use the "down" arrow key to move to the next input cell. The **"Tab"** key can also be used as a down arrow key.

9. After entering all the institutional information, press the **“Enter"** key and then the **“Escape”** key. This action will save the information and return you to the menu system.

10. Next, click on a button labeled with a specific Call schedule. This action will open the spreadsheet for the Call schedule chosen and place the cursor in the appropriate cell location of the spreadsheet - the initial input cell location. Input the appropriate Call Report information in the spreadsheet. Again, the application will only allow information to be entered into the appropriate cell locations for that particular schedule.

11. The worksheet is provided with zeros in all cells that require data entry. After data entry is completed, all cells should contain either a zero or other number - **do not clear any cells or leave them blank.** Totals are automatically calculated. The fields containing totals are protected.

12. Again, after entering all the appropriate information to the selected schedule, press the **“Enter”** key and then the **“Escape”** key. This action will save the information and return you to the menu system. Select the next button labeled with a specific Call schedule and repeat steps 9 and 10 above.

13. When you have finished entering data on the last Call schedule, press the **“Enter”** key and then the **“Escape” {ESC}** key. This action will return you to the **“Call Report Input Menu”** sub-menu on the regular Call Report worksheet and the main menu on the Supplemental Call Report worksheet. If working in the regular Call Report worksheet, click on the **“Return to Main Menu”** button.

14. Locate and click the **“Save Call Report Data to Disk”** button. A macro will save the information that was entered in the worksheet into a new file. The System, district, and association codes and report date will be used to generate the file name. For example, if you entered **6** for System, **10** for district, and **000** for association code and the reporting date is March 2014, the Excel application will create and save a new workbook as **610000.114**. For the Supplemental Call Report, this file name will be preceded with the letter **“N”** (i.e., **N610000.114**). These newly created files must be used for any additional updates and are the files that the Agency will use for loading Call Report submissions to its database.

15. After saving the data, locate the button labeled **“Difference Report”.** If working on the regular Call Report, click on the **“Print Call Report Schedules”** button to locate this button. Print this report by clicking the **“Difference Report”** button. Review the Difference Report for possible errors (see the General Instructions section of the Uniform Call Report Instruction Manual for additional information on the use of the **“Difference Report”**.) Return to the appropriate Call schedule to make any necessary corrections that were identified from a review of the Difference Report.

16. Locate and click on the button labeled **“All Schedules”**. If working on the regular Call Report, the button is located on the **“Call Report Print Menu”.** If you prefer, you can also print each Call schedule individually.

17. Review each of the schedules to ensure the accuracy of the data. If necessary, return to the appropriate Call schedules in the application to make any necessary corrections. Reprint the Difference Report and any corrected schedules. Make sure that the current files (i.e., **"610000.114"** or **"N610000.114"**) are used when updating or correcting any information.

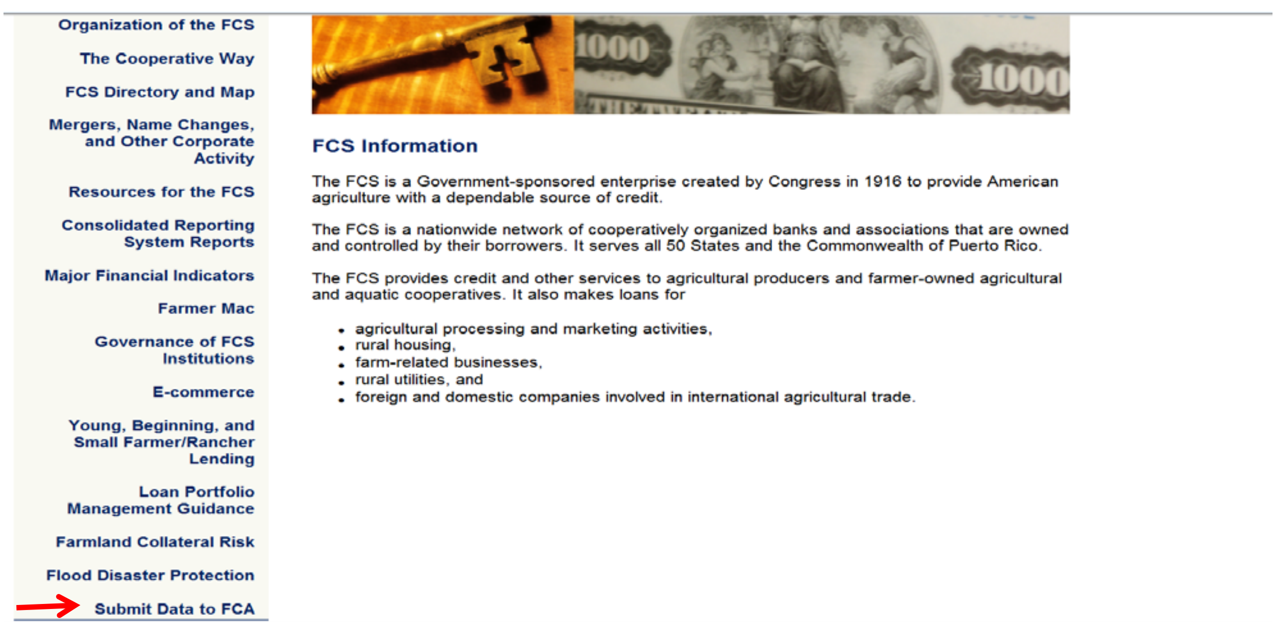
18. Once you have ensured all the data entered into the application is correct and you have printed copies of the Call Report submission for your file, again locate and click the **"Save Call Report Data"** button to save all the corrections. Next, close the spreadsheet and exit from Excel (i.e., **SELECT FILE, EXIT**). You will receive a **"Microsoft Excel"** window box asking if you wish to save all changes. Choose **"Yes"** to save the file and exit the application.

19. In the event you again need guidance on retrieving either the regular or Supplemental Call Report file, please return to step one above

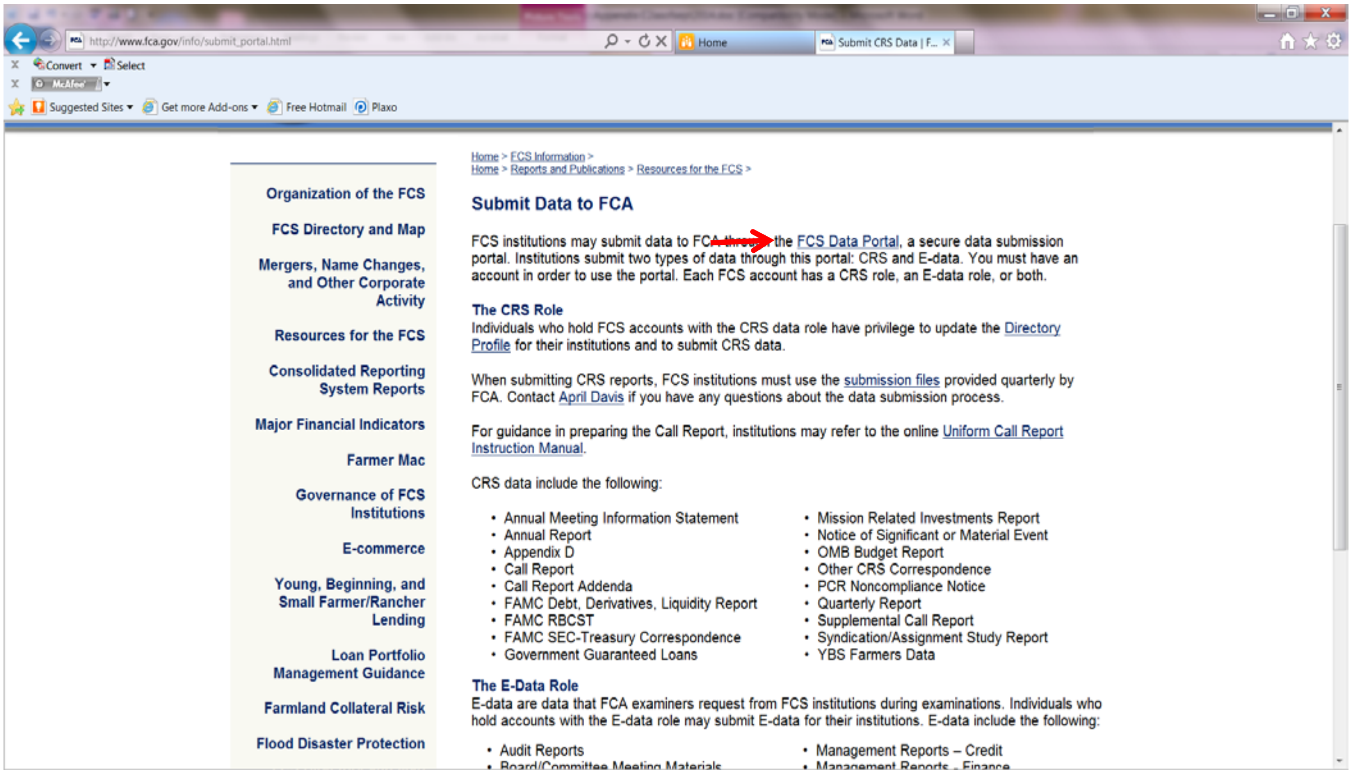
<u>Instructions to Electronically Submit CRS and E-Data</u>

* 1. The FCA has assigned a username and password to each FCS institution and/or individuals who have FCS accounts for submitting CRS and E-Data. The username and password **must** be used to electronically submit CRS and E-Data to the FCA. A list of the CRS and E-Data files can be found the Submit Data to FCA page.

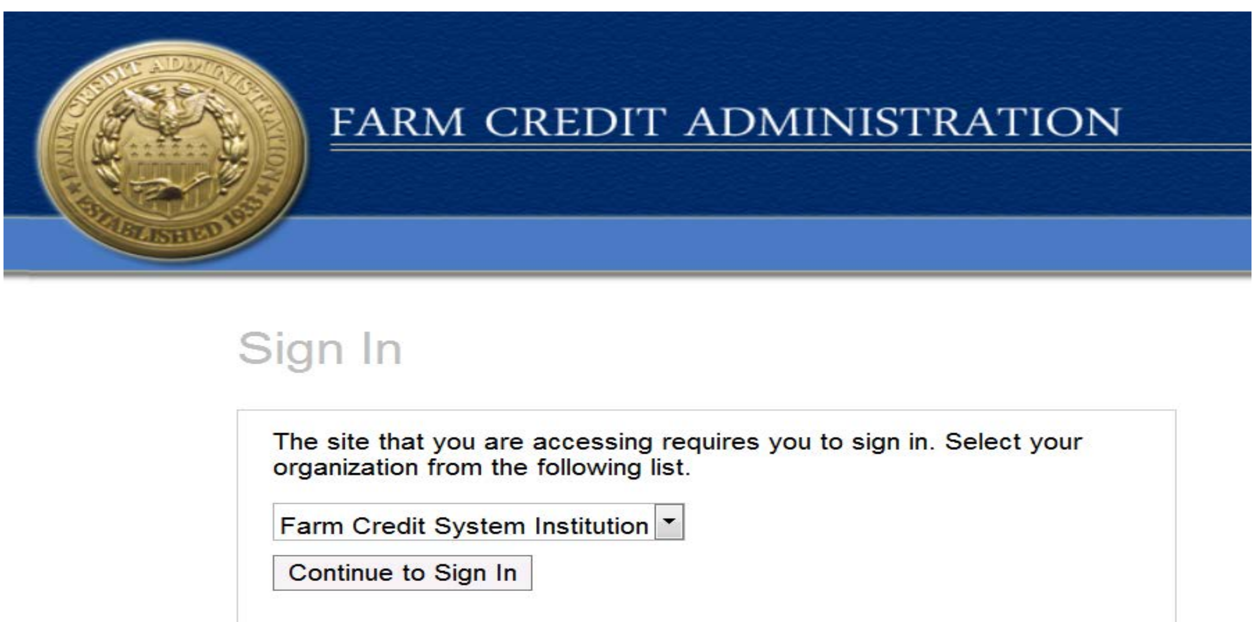
* 2. Access the FCA website, www.fca.gov, **and** select the **"FCS Information"** category. Select the **"Submit Data FCA"** option.



* 3. After selecting the "**Submit Data to FCA**" option, select **"FCS Data Portal"**.



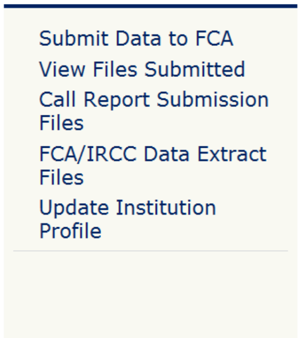
Farm Credit Institutions will select **"Farm Credit System Institution"**, click **"Continue to Sign In"**.

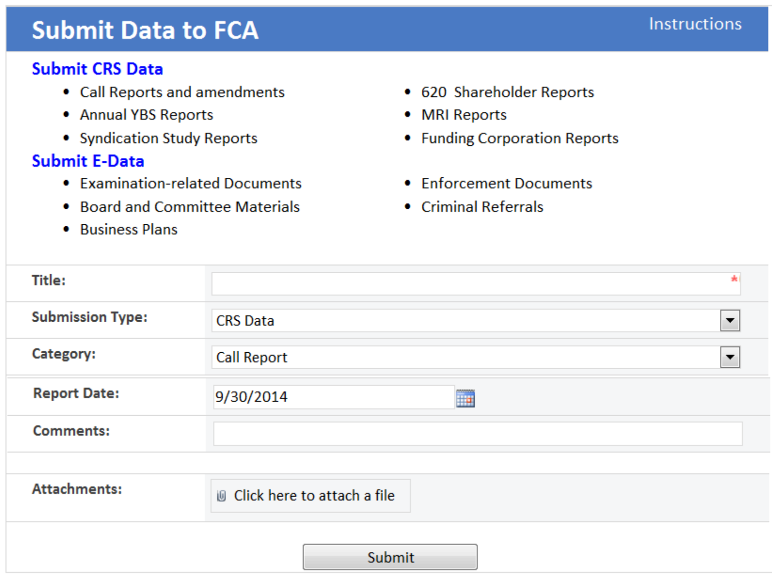


* 4. Sign in with your username and password. You may change the password FCA assigned you on FCA's Self-Service Password Management Portal. If you don't have an account, you will need to submit an Account Request form to the FCA Helpline.

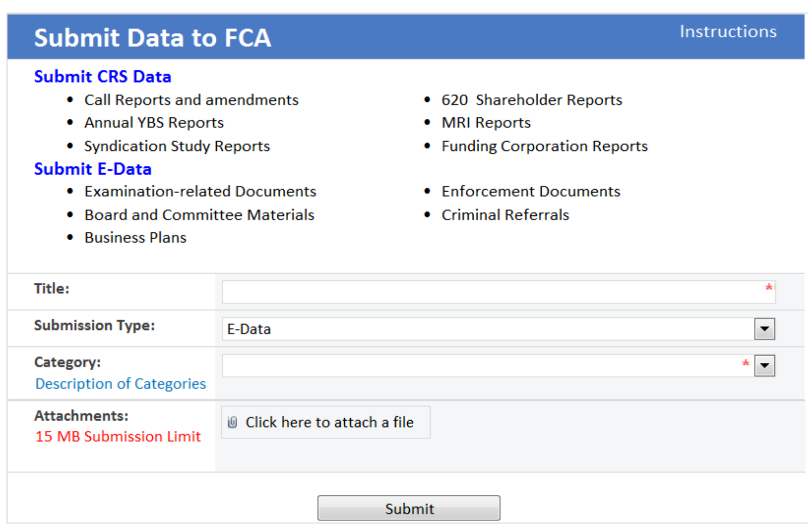
* 5. A window will appear which allows you to **"Submit Data to FCA"**, "**View Files Submitted"**, see **"Call Report Submission Files"** and **"FCA/IRCC Data Extract Files"**, and **"Update Institution Profile"**. On this page you can submit CRS Data and/or E-Data.

* 6. To submit CRS data, click on the drop down arrow for **“Submission Type”** and select **“CRS Data”**. Next, click on the drop down arrow for **“Category”** and select which CRS category to submit. Then select the **“Reporting Date”** for the submission and add any necessary **“Comments”**. In the **“Attachments”** area, **“Click here to attach a file”**, select your file and click to attach and upload, then click **“Submit”**.



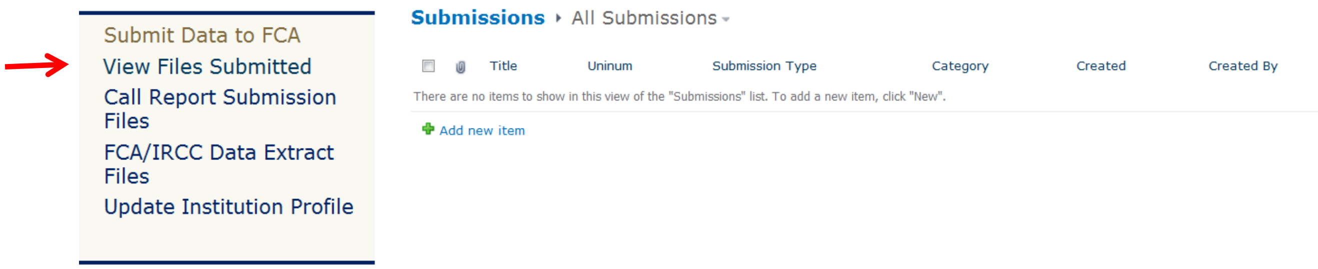


* 7. To submit E-Data, click on the drop down arrow for **“Submission Type”** and select **“E-Data”**. Next, click on the drop down arrow for **“Category”** and select which E-Data category to submit. In the **“Attachments”** area, **“Click here to attach a file”**, select your file and click to attach and upload, then click “Submit”. As seen below, there is a submission limit for E-Data documents.



* 8. Please be sure to enter each line in the Submit Data to FCA for the CRS and E-Data appropriately with the Submission Type, Category, Report Date, and Comment as necessary. Make sure a file is attached with each submission. Identify all CRS files with the institution Uninum – the System Code, District Code and Association Code.

* 9. **"View Files Submitted"** will allow you to view all the CRS and E-Data files submitted from you institution.



* 10. **"Call Report Submission Files"**, will allow you to view the current quarter's Call Report Submission Files to use in preparing the institution's reports for submission to FCA.