CRS User Guide

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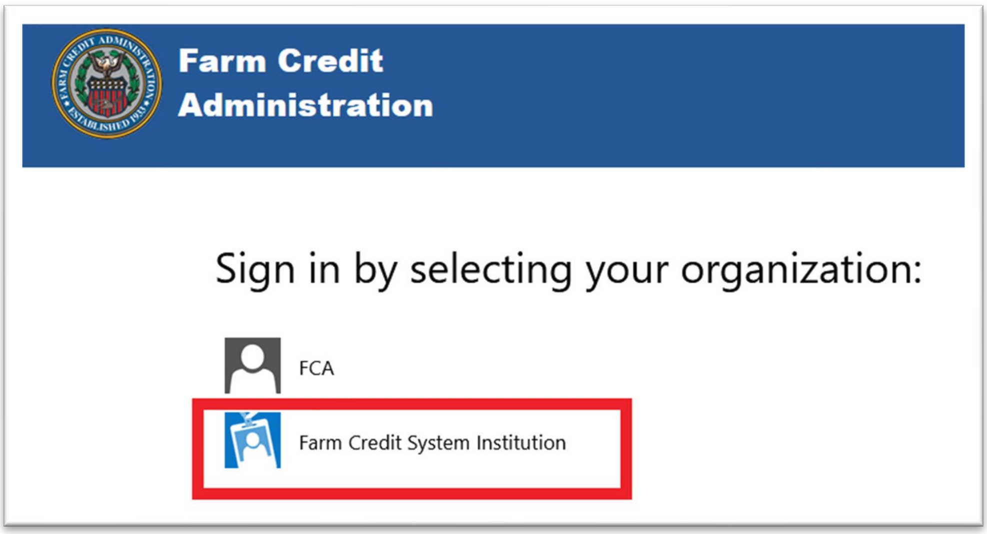
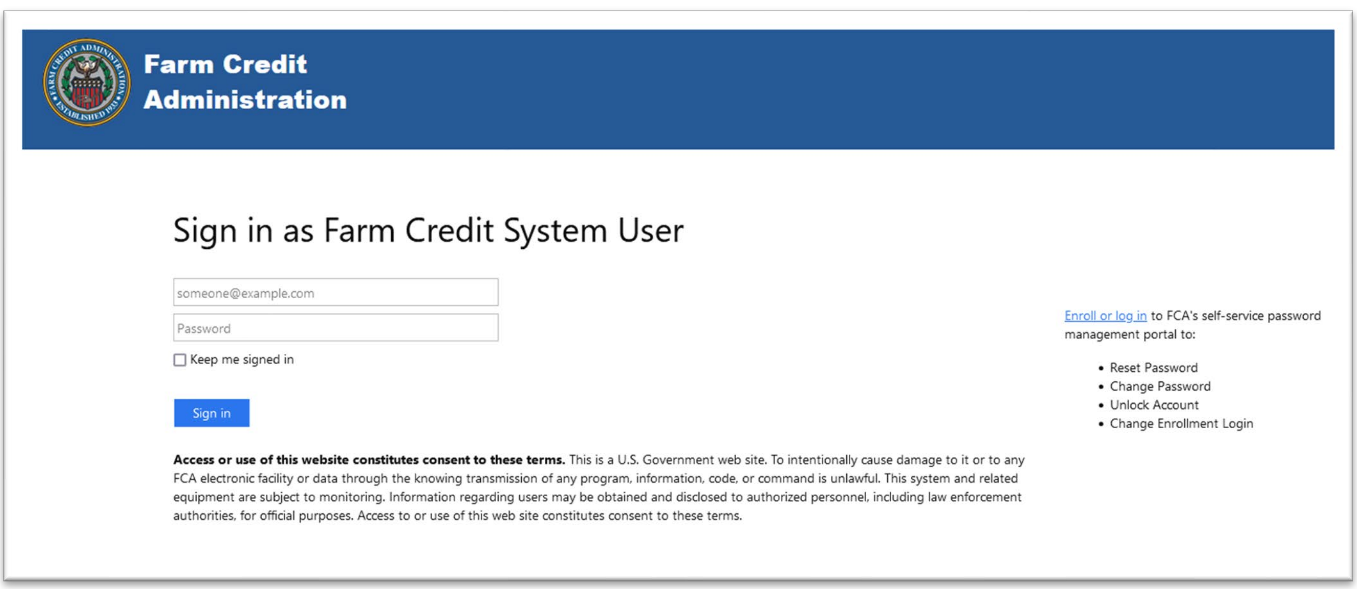
Getting Started

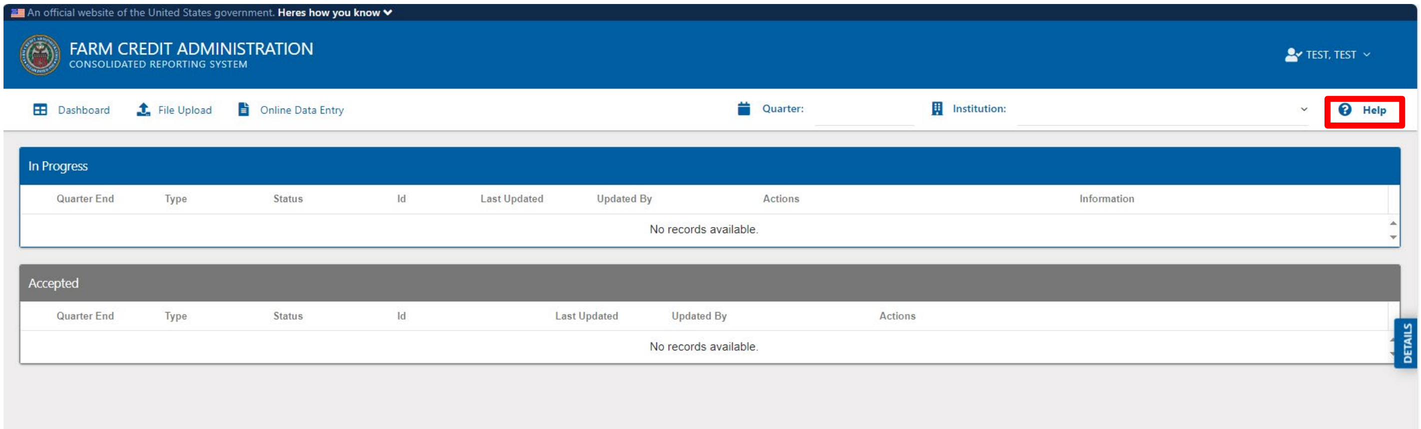
If you have any questions or need assistance, contact [CRSHelp@FCA.GOV.](mailto:CRSHelp@FCA.GOV)

1. Visit the CRS Application by selecting the URL: https://crs.fca.gov/CallReport
2. If you are prompted to select your organization, Select Farm Credit System Institution. Farm Credit Institution testers will use their authorized Username and Password.





3. The CRS application will open in the Consolidated Reporting System Dashboard. The application User Guide is available via the button on the right side of the dashboard.



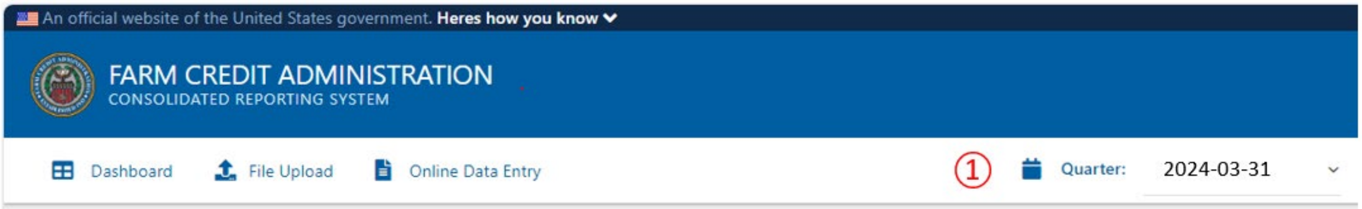
Entering Data

Displayed on the dashboard will be two options to submit Call Report data to FCA.

⚠ **Reminder: Institutions are required to report all Call Report data in whole dollars.**

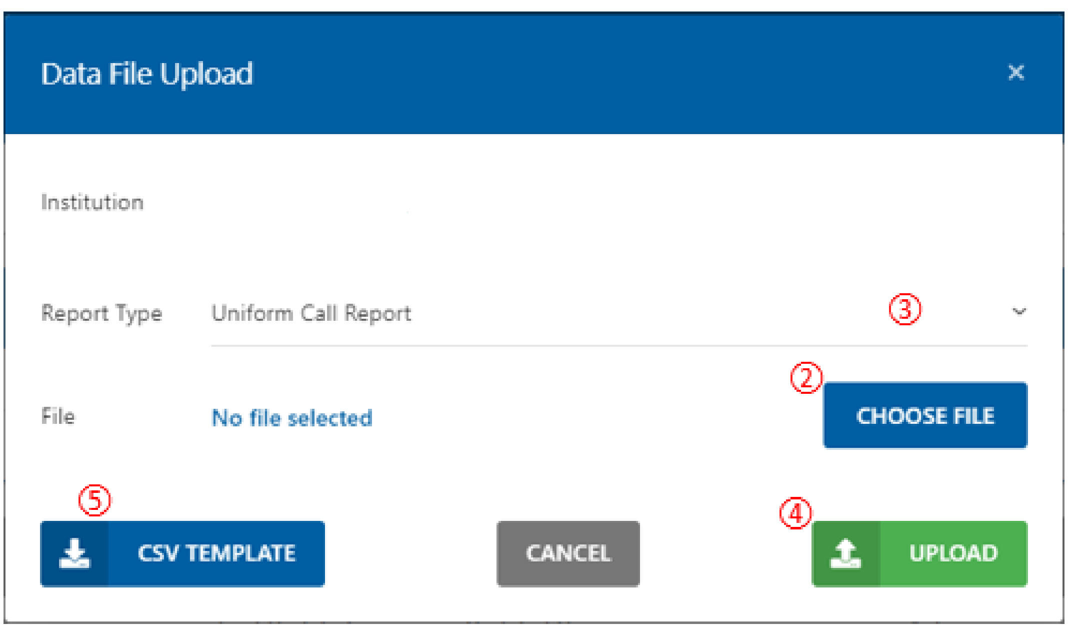
1. File Upload ①– Choose this option to upload your Call Report Data File in CSV format.
2. Online Data Entry ② – This option lets you enter data via the online user interface.

Data File Upload

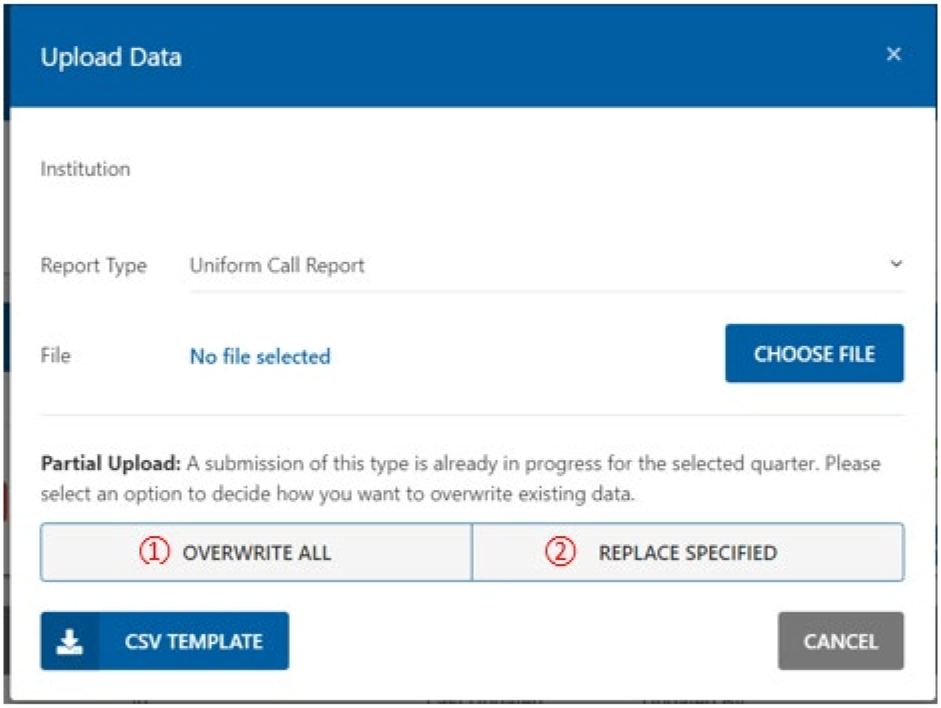


Select quarter-end date from the dashboard ①.

- The following box will appear when selecting "File Upload". It will default to the current quarter and set report type to Uniform Call Report. If you wish to submit a Supplemental Call Report, use the Report Type dropdown ③. The Supplemental Call Report type will only appear once the quarterly Call Report type has been "Accepted". If your institution is not required to submit Supplemental Call Reports, you will not see this report type.
- The CSV TEMPLATE ⑤ button allows you to download a blank CSV file template for data entry. This is intended to be used as sample file that is in the format used for data uploads. If you open the file in Excel, be careful not change the formatting of the columns. Do not save this as an excel formatted file, keep it as a csv formatted file.
- To upload a CSV data file. Click the Choose File ② button and select your CSV file to be uploaded.
- Some users are authorized to submit for more than one institution and will have to ensure the appropriate institution has been selected from the dashboard.
- Upload the selected file via the Upload Button ④. The following dialog will be displayed.

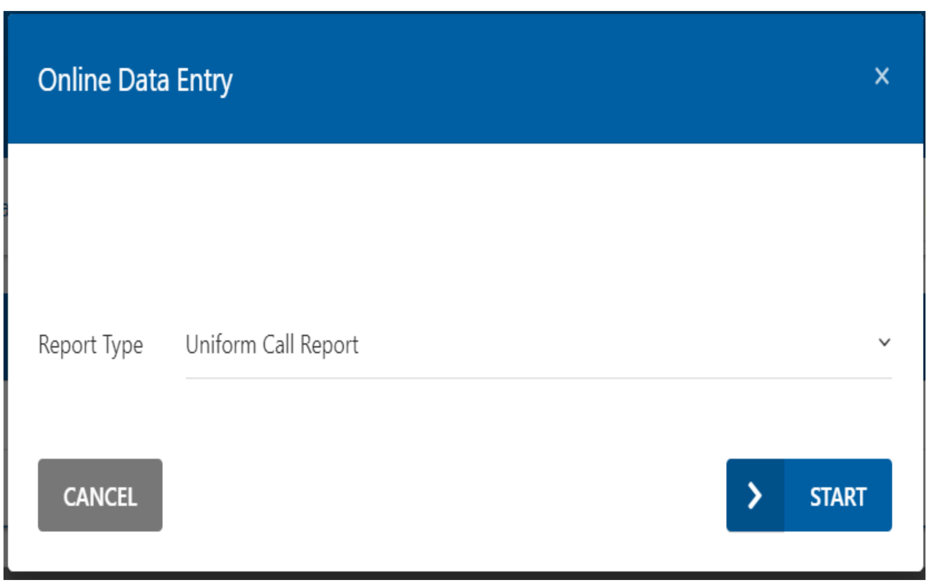


The system allows for partial uploads. If a submission version already exists for your institution the Overwrite All button ① will overwrite all existing values in the submission. The Replace Specified button ② will replace only the values that are specified in the CSV file. Choose this option if you have a partial file (e.g. a single schedule) and wish to keep the other data intact.



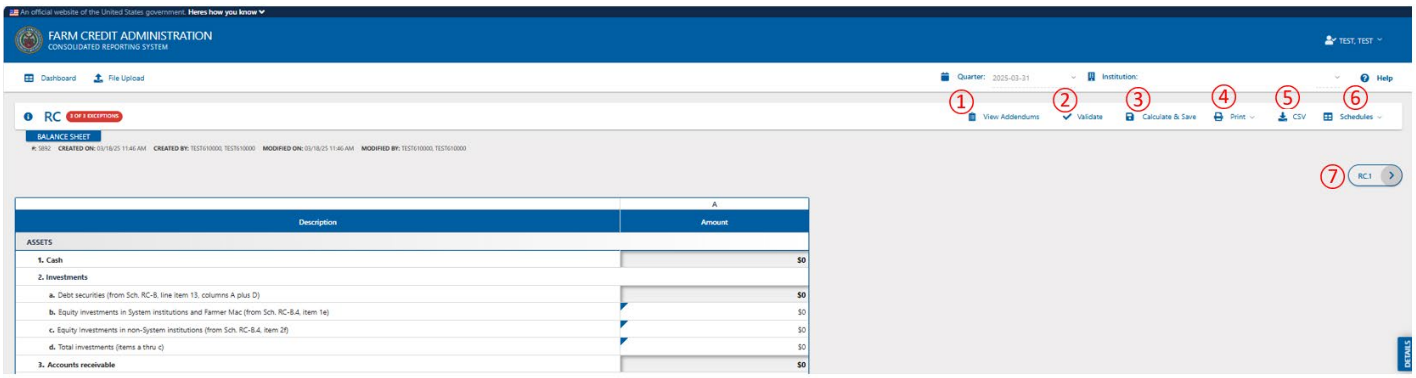
Online Data Entry

- If you select the Online Data Entry option from the dashboard. Press the Start button to continue.



Online Data Editor:

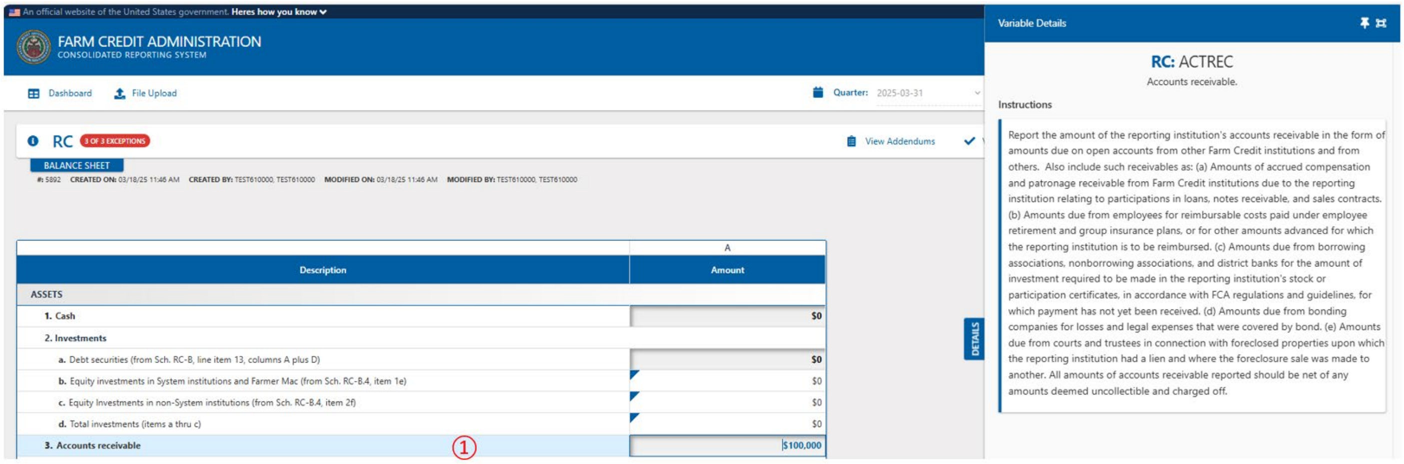
- The Online Data Editor allows you to enter and edit data via the CRS Data Entry interface.
- View and Edit addendums via the View Addendum button ①.
- Validate submission ②button.
- Calculate & Save ③ button. After entering data, select Calculate & Save to determine totals and save your information. Be sure to save your work frequently to avoid losing any progress.
- Print ④ button.
- Download all data as a csv (and work offline via the CSV) with the CSV ⑤ button.
- You may also switch schedules via the Schedules ⑥ button.
- Select schedule button ⑦ to move to the next schedule.



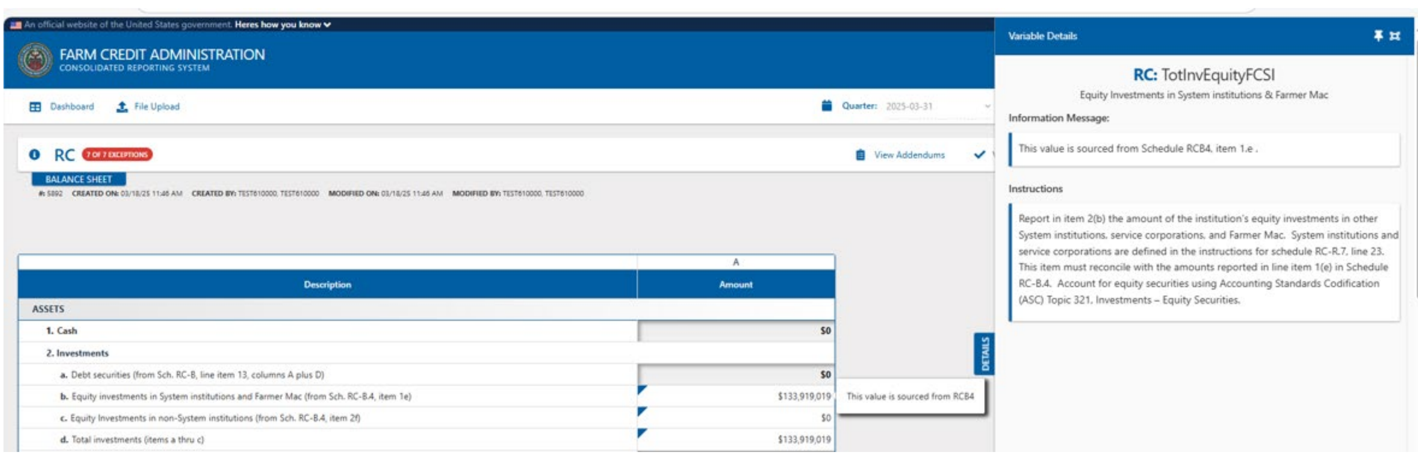
- Detail dropdown Schedules ⑦. In the dropdown schedules, the user can view how many validation exceptions are on each schedule, which schedules have been validated and how many changes made since last validation.

To get more information on a variable, we have built a Variable Details window, press the highlighted “Details” button to toggle it on or off.

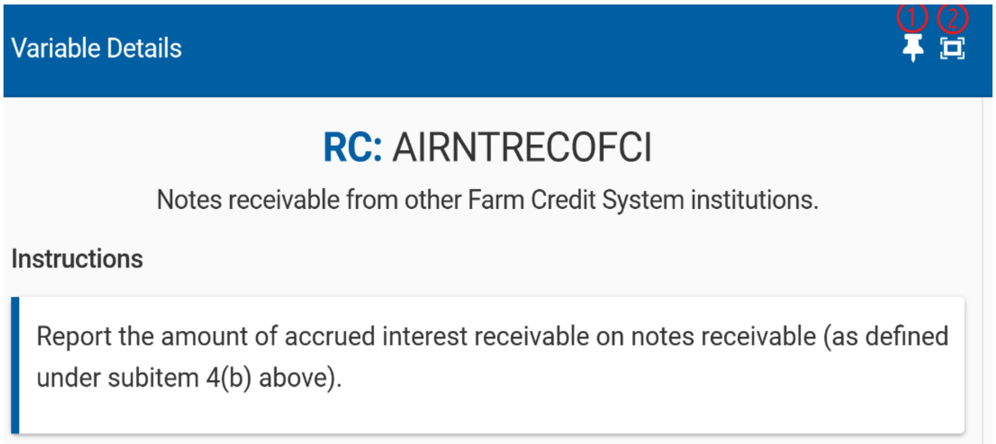
- The selected line item is highlighted ①.



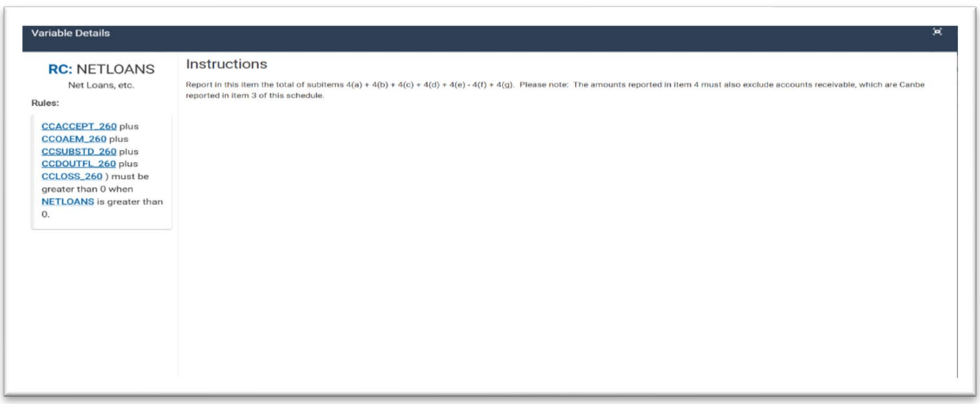
- Line-item values that derived from a different schedule will be identified as shown below. The line items are not input lines. These line items are totals from the source schedule.



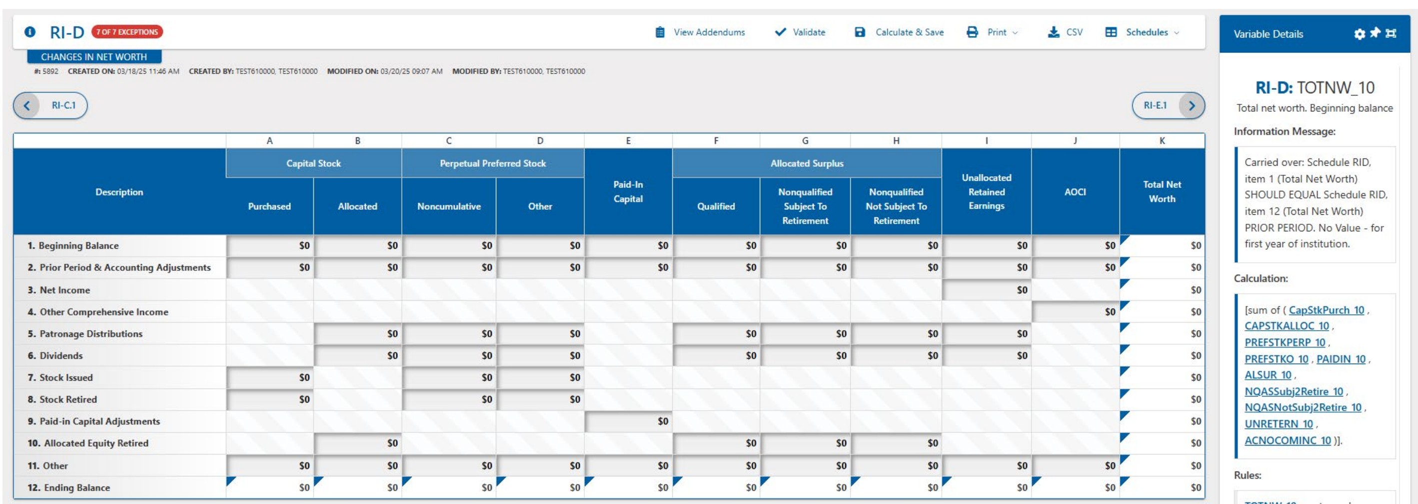
There are a few view options in the upper right: A Pin toggle ①, and a window expand option ②.



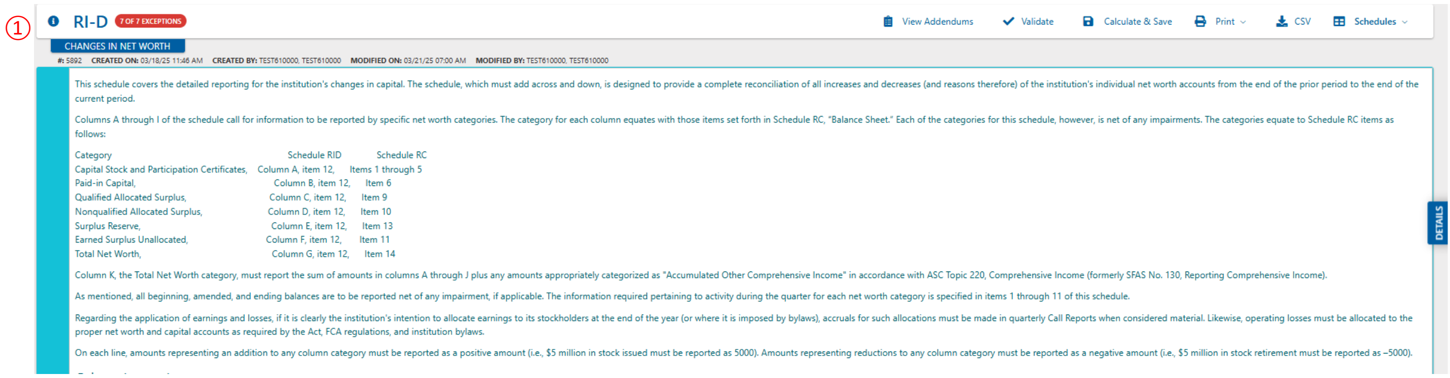
The Expand icon makes the window larger (useful for variables with long, detailed instructions):



The Pin icon keeps the Variable Information Display panel visible on the screen.



Additional instructions are provided for several Call Report schedules. Some schedules have general instructions. The general instructions introduce the reporting requirements for the institution’s schedule. Users can find the instructions by selecting in front of the schedule name, as shown for Schedule RI-D.



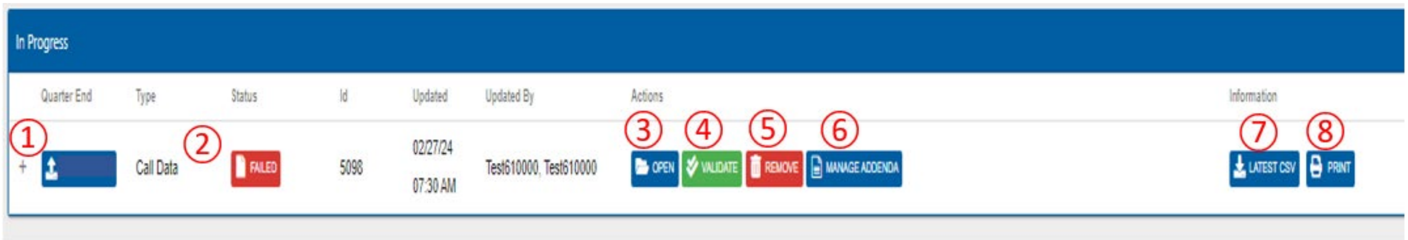
<u>Number formatting</u>

The CRS application will accept percentages/ratios in the following formats for both CSV upload and on-line data entry.

When there is a change in value in the percentage or ratio type variable cells, values will be formatted on UI as example shown below:

User Input	UI Display
0.1234	12.34%
12.34	1234.00%
12.34%	1234.00%
12	1200.00 %
12%	12.00%

The In Progress section



- The CRS Dashboard lets you review the current status of your submission. This appears after you have either initiated an online data entry submission for the selected quarter or uploaded a csv file.
- The current status of the submission is described by the Icon listed under Status, if there is a validation error, clicking on the "Failed" 2 button will display an error report.
- You may view a log of submission (if there are more than one) by pressing on the + 1 icon. Details on the submission log are discussed later in this user guide in the submission log section.
- The "Open" 3 button will open the submission in the CRS Online Data Editor.
- The "Validate" 4 button will run the validation checks for the submission.
- The "Remove" 5 button will remove the submission from our system, please make sure this is what you intend to do before removing it. Keep in mind you can always download a csv file with all your data at any time with the "Latest CSV" 7 button. This feature will also let you work offline on the csv file for data entry if you wish.
- Manage addendums via the "Manage Addenda" button 6.
- The "Print" 8 button will allow you to view the submission in a print friendly PDF format.

Validating your submission

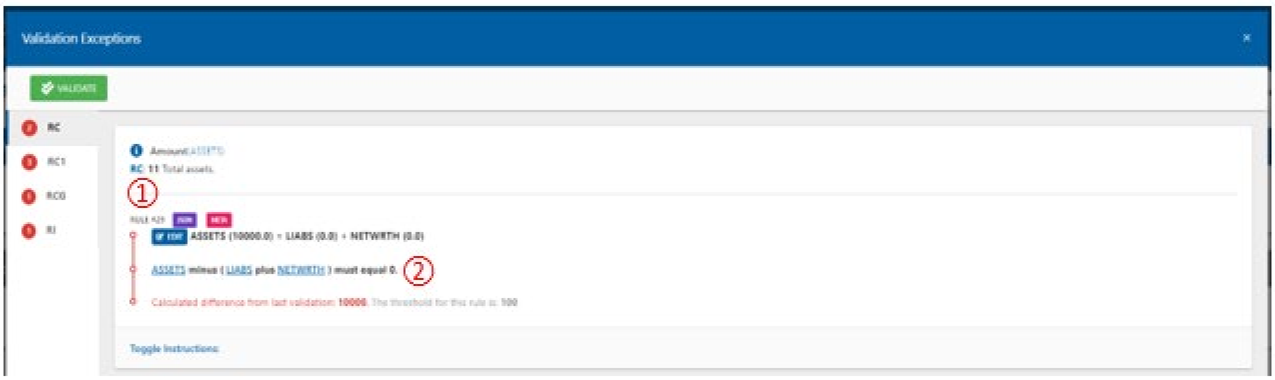
- Running a validation check will return either a “Validated” or “Failed” status in the In Progress section.
- After any change, whenever the Validate button is clicked a new "snapshot” of the submission is created, which allows users to compare the changes to earlier versions.
- Note: The Validate button will only validate based on the current data in the submission.

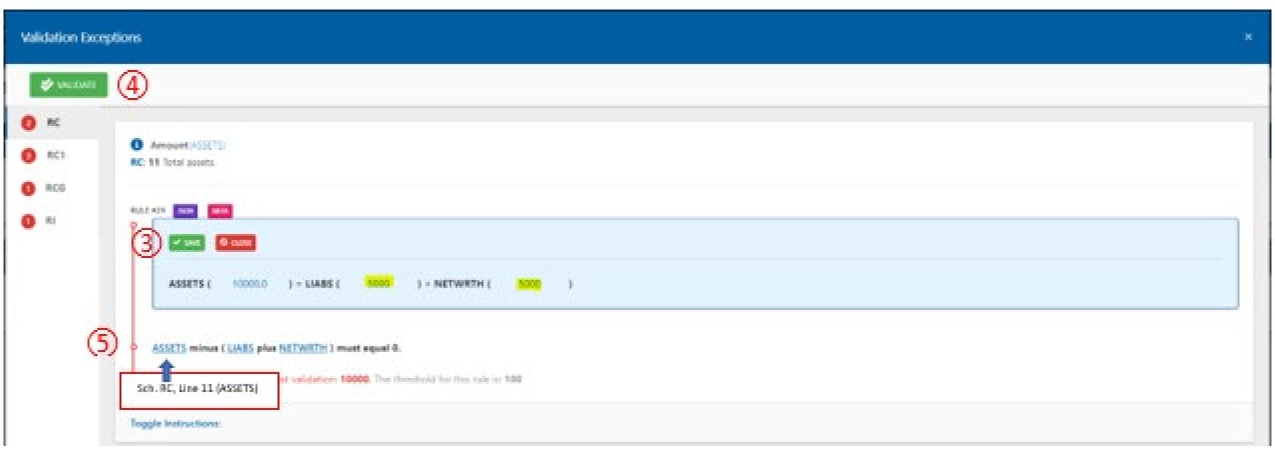
Validation Status

- A “Failed” status is a result of data not passing all validation checks. You may bring up the validation exception report either:
    - From the dashboard, pressing the “Failed” status button.
    - From a schedule, click the exception indicator following the title.

- The validation exception report shows validation errors by schedule which are listed on the left side of the report.
- Within a schedule, each error is described in the center screen, you may toggle the instructions for the variable by clicking on the blue “toggle instructions” text 4.

- Variable Quick-Edit from the exception screen. To quickly change a variable value without leaving the exception report, click the [EDIT] button ① to bring up the following value edit screen. The rule is shown along with each variable's value, which you can edit by clicking on the variable you wish to edit ②. After you made changes to the variable value, click on the [Save] button ③ to save the new variable value.
- You may re-validate the entire submission by pressing on the [Validate] button ④. Since each validation creates a new "snapshot", we recommend that you make as many corrections as possible for the validations errors prior to re-validating the submission whenever possible to avoid cluttering up the submission log.
- Mousing over the variable names in blue ⑤ will show some additional details for that variable.
- Clicking on the variable names in blue ⑤ will take you out of the Exception Report to the corresponding schedule in the CRS Online Editor.



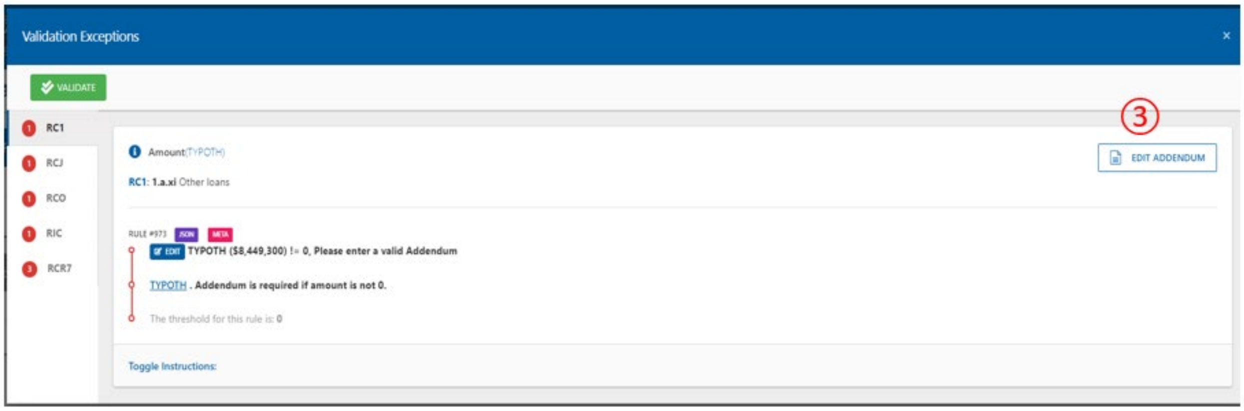


At any time, you may choose to download the latest CSV from the dashboard. If there are exceptions, they will be included in the CSV to help you identify and troubleshoot issues offline. You may resolve the issues by:

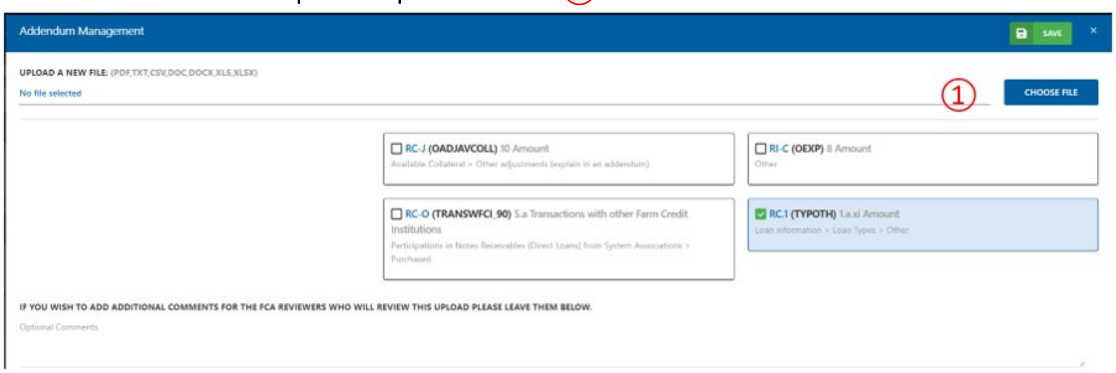
- making the changes in the CSV file and re-uploading,
- using the Online Data Editor, or
- the Exception Report quick-edit feature.

Entering Addenda

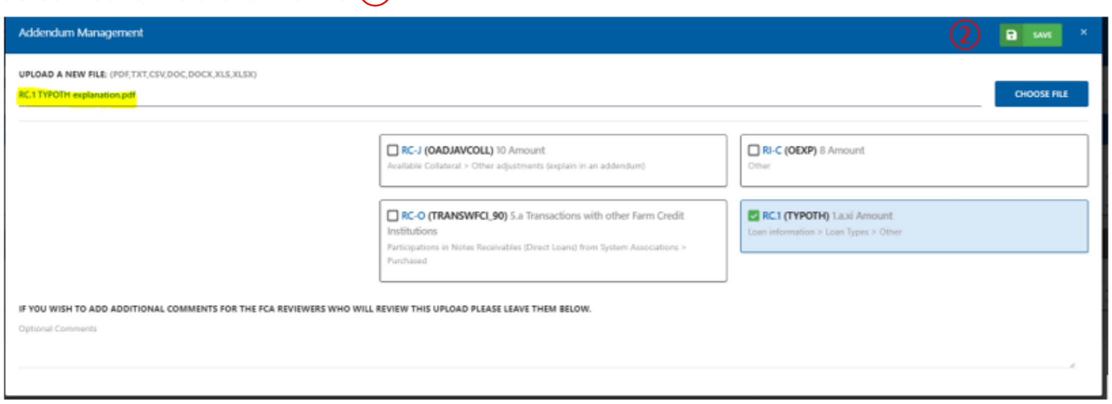
- If there is an addendum error, the user can provide an explanation by selecting “Edit Addendum” ③ in the Validation Exceptions.



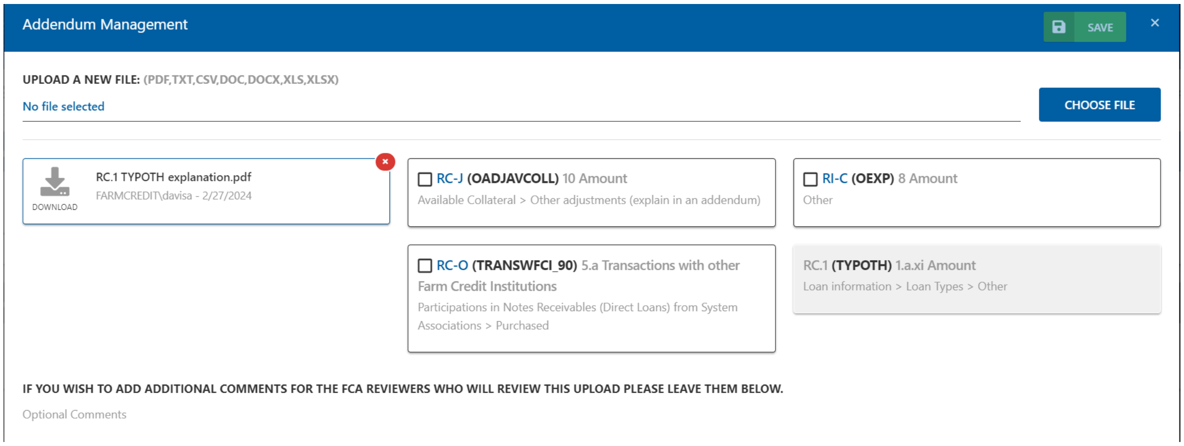
- Check the box for the schedule and variable that requires an explanation.
- Select “Choose File” to upload explanation file ①.



- Select “Save” to store the file ②.

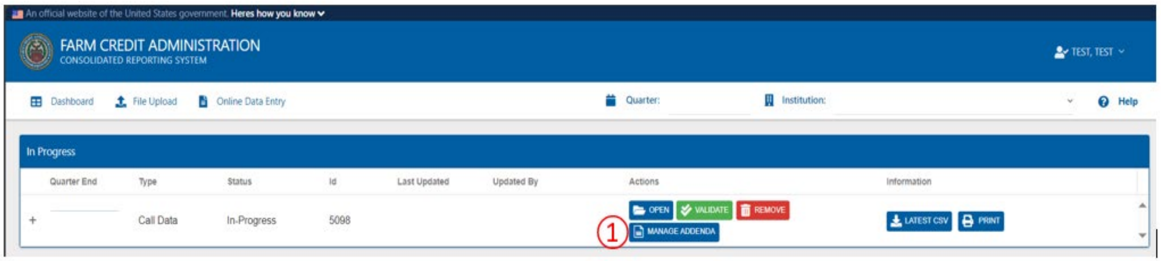


- Saved addendum explanation.

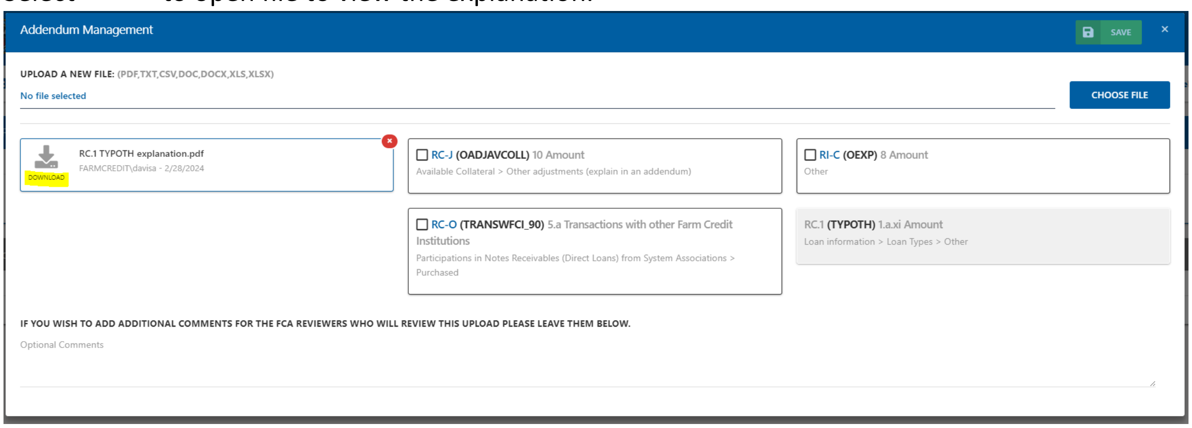


View and Edit Addenda

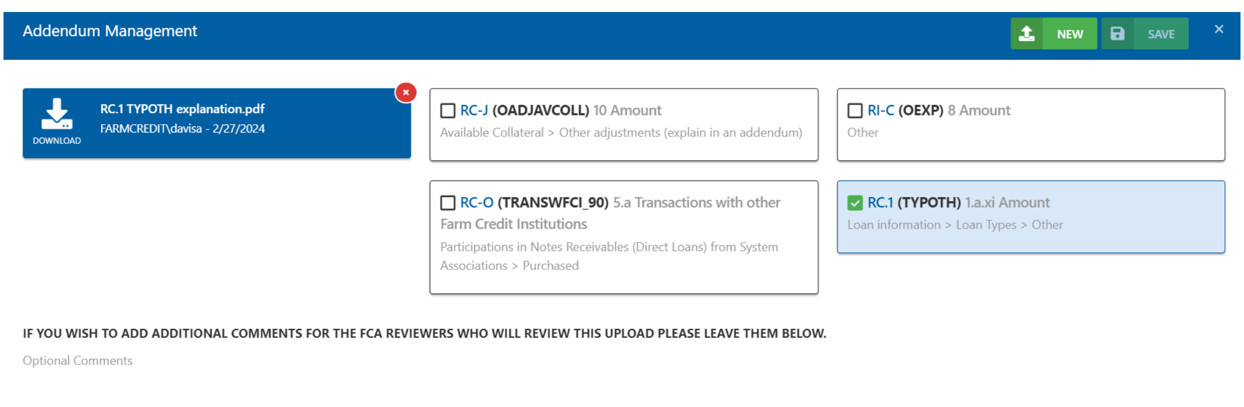
- To view ① and/or edit addenda, press the “Manage Addenda” button on the Dashboard. This feature enables users to review, delete, or add new addendums.



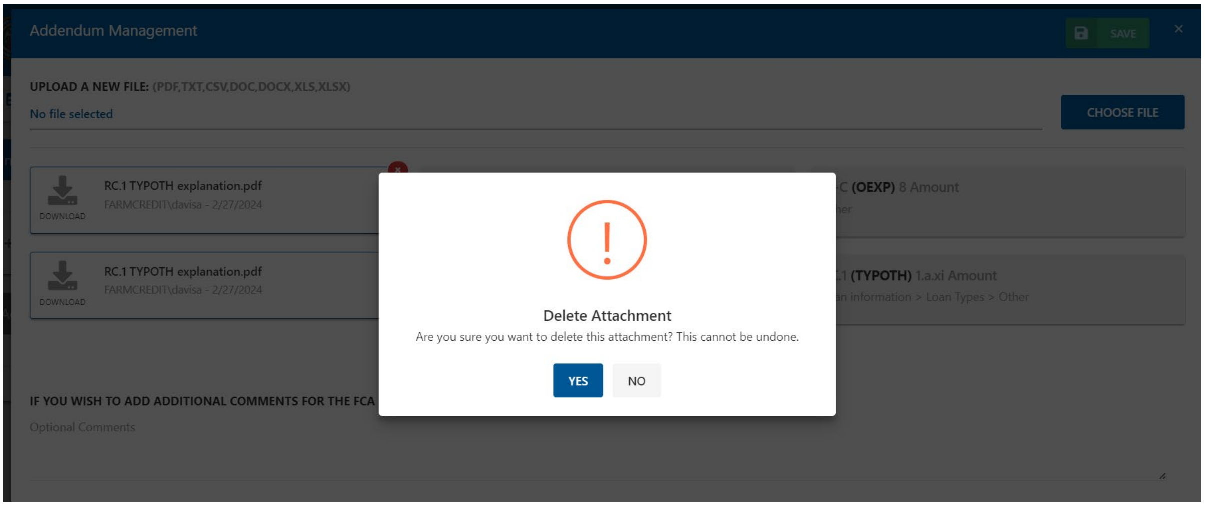
- Addendum Management window will open.
- Select  to open file to view the explanation.



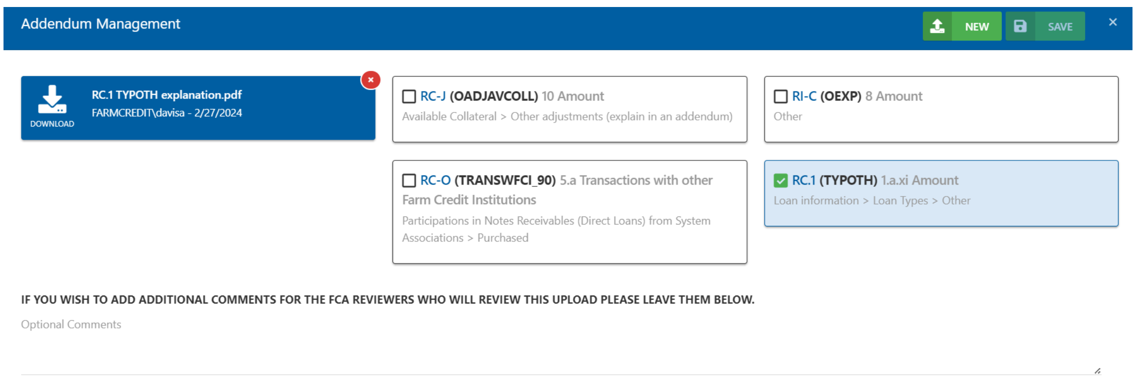
- To delete the file explanation file, select highlighted addendum with red “X”.



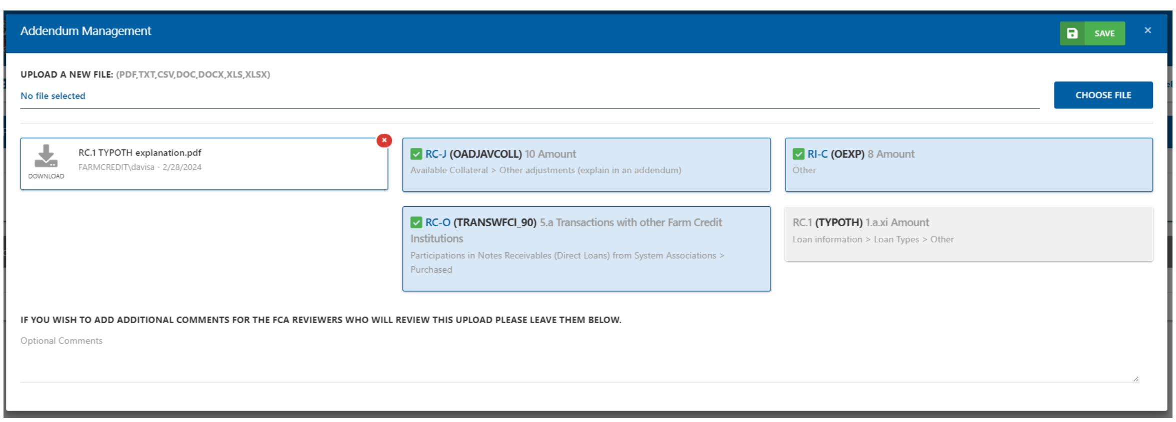
- Select "Yes" to delete attachment.



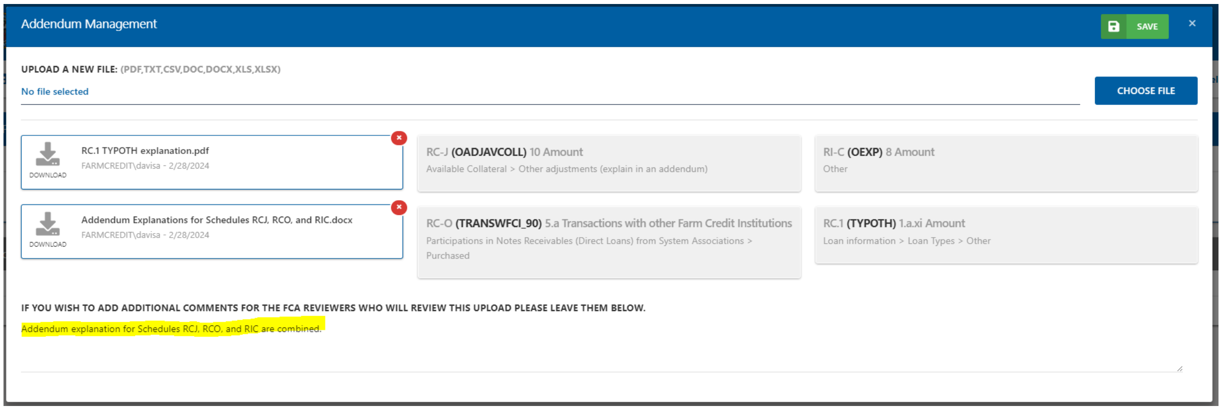
- To add additional addendums, select "New".



- Select the new addendum schedules to explain.

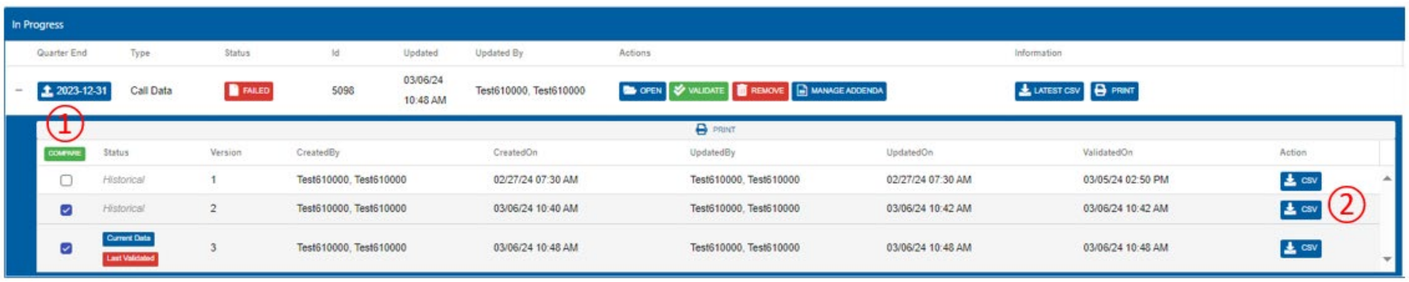


- Choose explanation file and “Save”.
- Provide a comment if necessary.

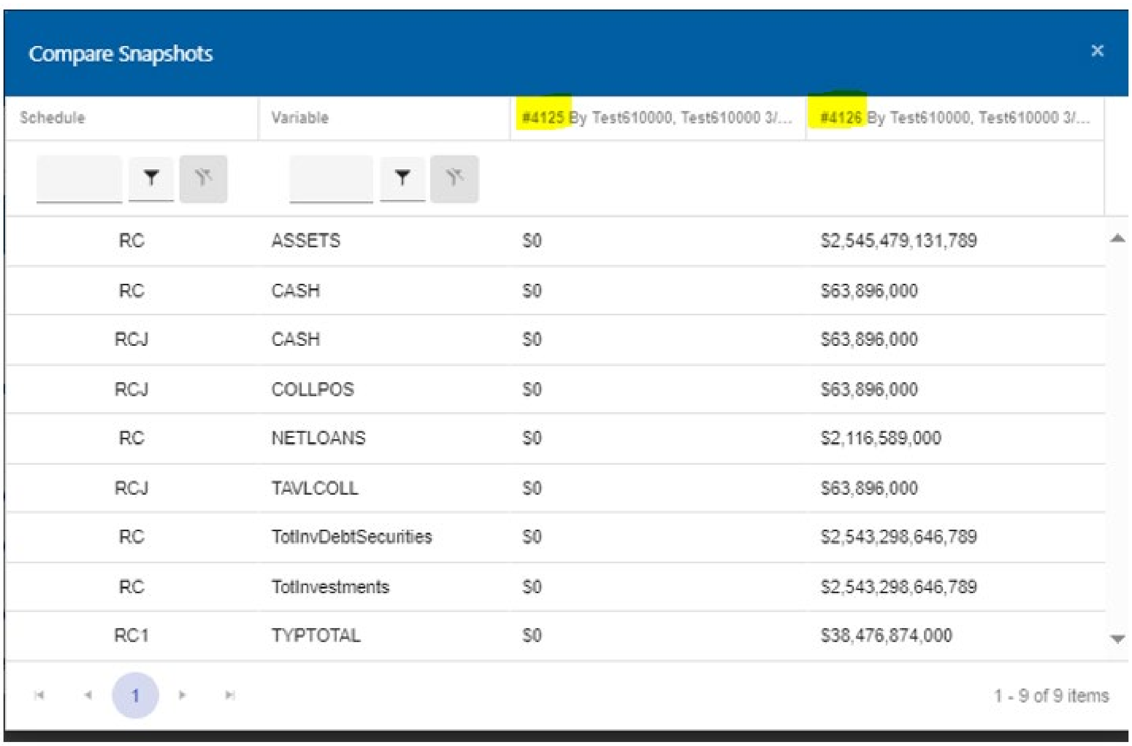


Version Log

Each time a submission is validated, a “snapshot” of that submission is saved. You can compare the differences between two versions by checking the corresponding boxes, then pressing the “Compare” button ①. The “CSV” button ② allows you to download any revision in the Call Report CSV format.



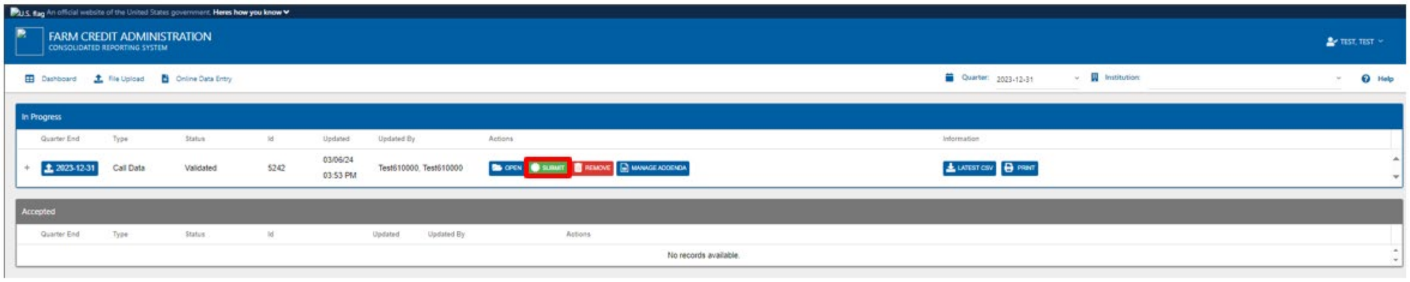
After pressing “Compare”, you will see a comparison screen like the following. This is a new feature that we are working on and is not yet functionality-complete. As always, feedback on this or other features are appreciated.


Compare Snapshots

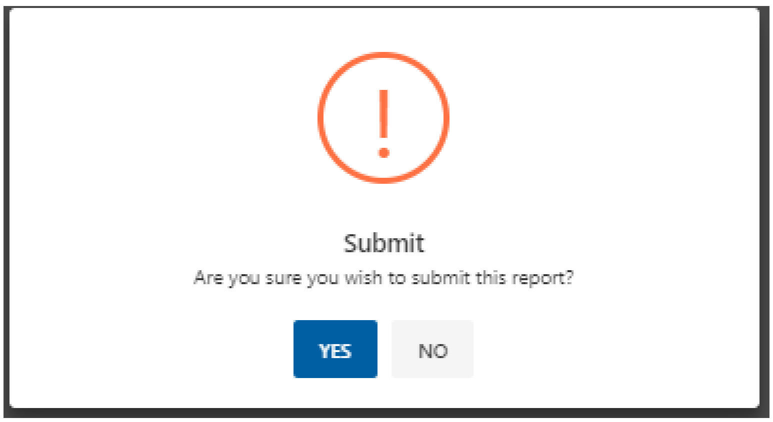
Schedule	Variable	#4125 By Test610000, Test610000 3/...	#4126 By Test610000, Test610000 3/...
RC	ASSETS	$0	$2,545,479,131,789
RC	CASH	$0	$63,896,000
RCJ	CASH	$0	$63,896,000
RCJ	COLLPOS	$0	$63,896,000
RC	NETLOANS	$0	$2,116,589,000
RCJ	TAVLCOLL	$0	$63,896,000
RC	TotInvDebtSecurities	$0	$2,543,298,646,789
RC	TotInvestments	$0	$2,543,298,646,789
RC1	TYPTOTAL	$0	$38,476,874,000

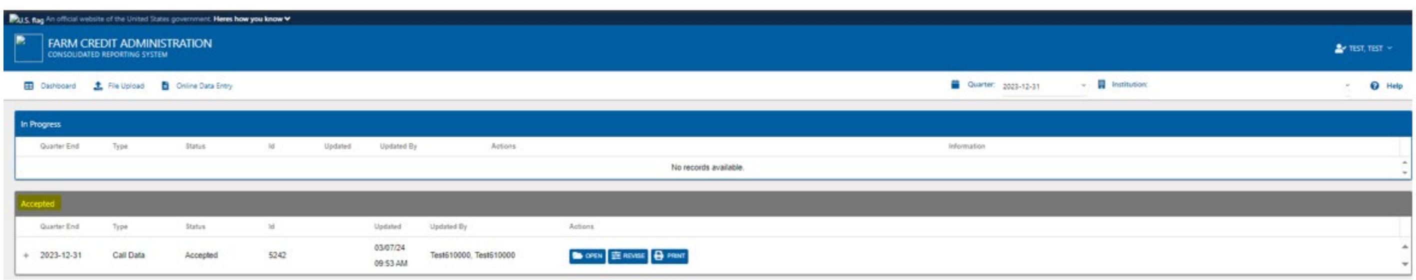
1 - 9 of 9 items

When All Validation Errors have been addressed, the submission will have the “Validated” status and the “Submit” button appears.



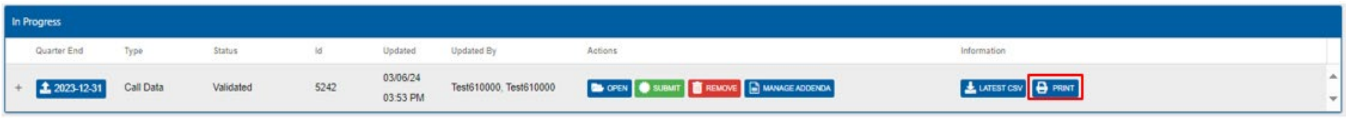
Select “Submit” to move the submission into “Accepted”.



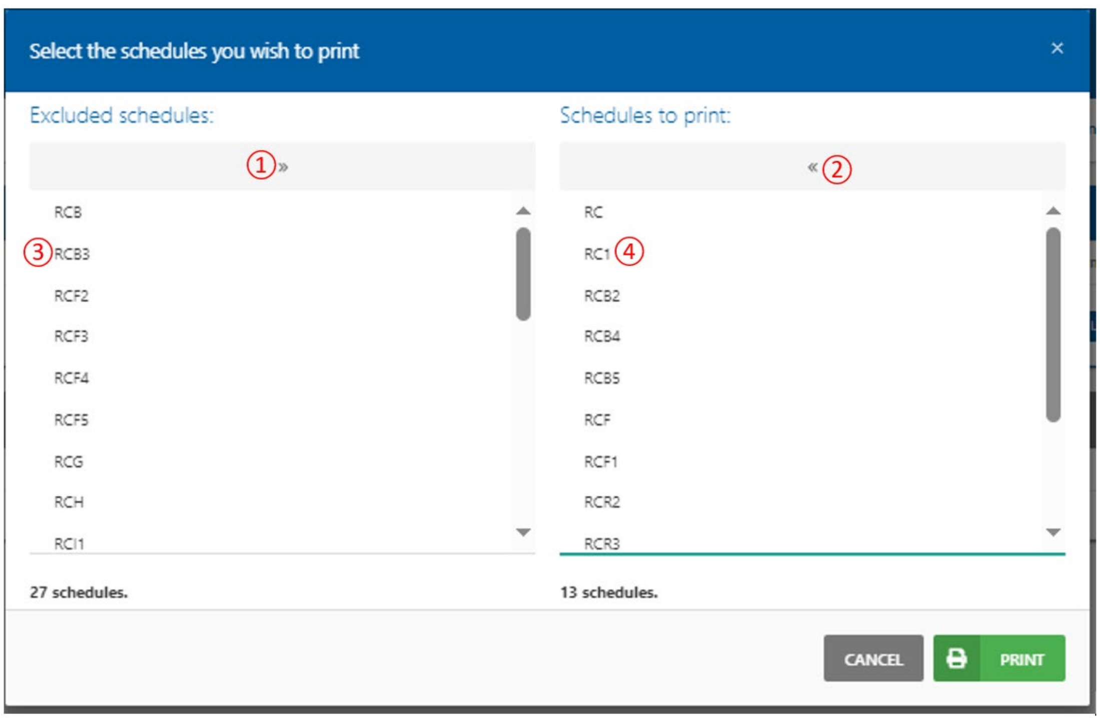


Printing

Print Call Report schedules by selecting the "Print" button to download a print friendly PDF file.



Users may include all schedules ①; exclude all schedules ②; include specific schedules ③; or exclude specific schedules ④ to print.

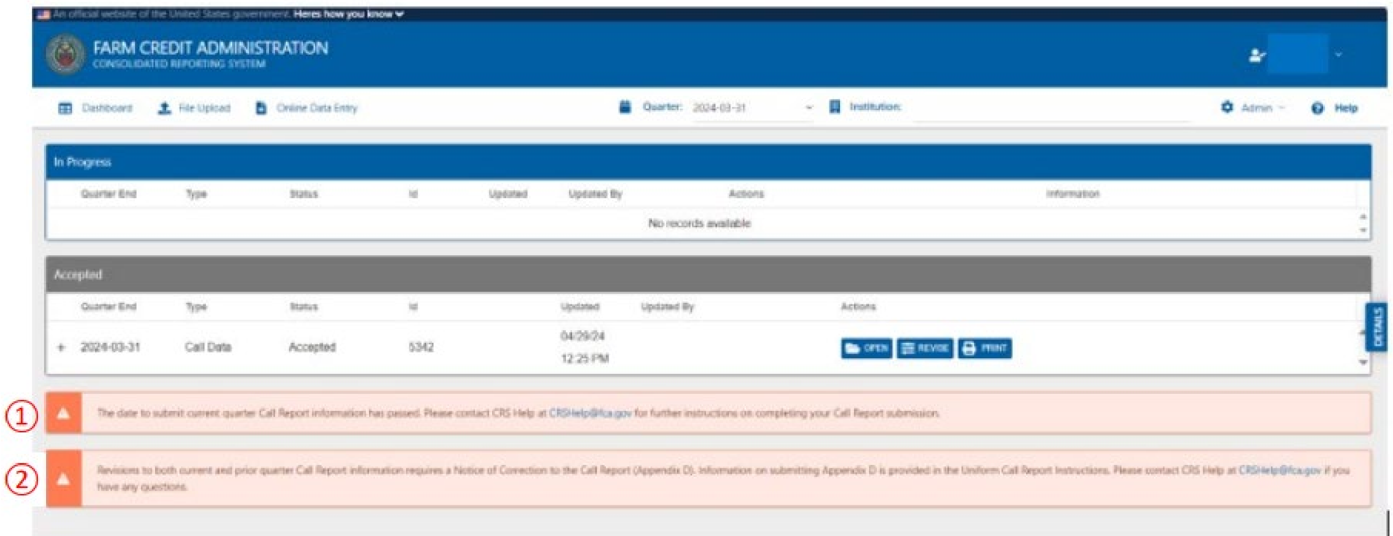


Reporting Due Dates

After the reporting due date for institutions has passed, notifications will appear in the Call Report application, informing the institution that “The date to submit current quarter Call Report data has passed.” Institutions users will need to contact CRSHelp@fca.gov to request access to the application.

If the institution requires to make a revision after the due date an Appendix D, Correction for is required to be submitted explaining the revision through the FCS portal. After the Appendix D is submitted, please reach out to CRSHelp@fca.gov to request access to “Revise” and “Submit”.

The reporting notification as shown.



Troubleshooting

If something seems to be “spinning” longer than expected or appears as an empty window, try hitting the refresh button on your browser and trying again.