


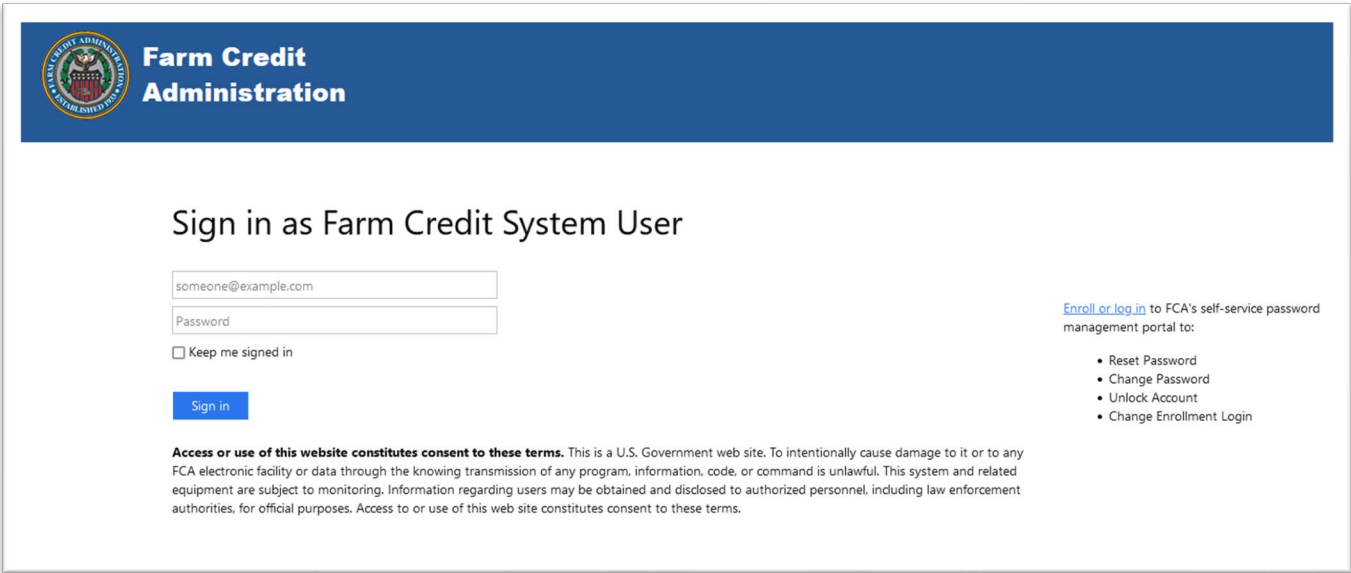
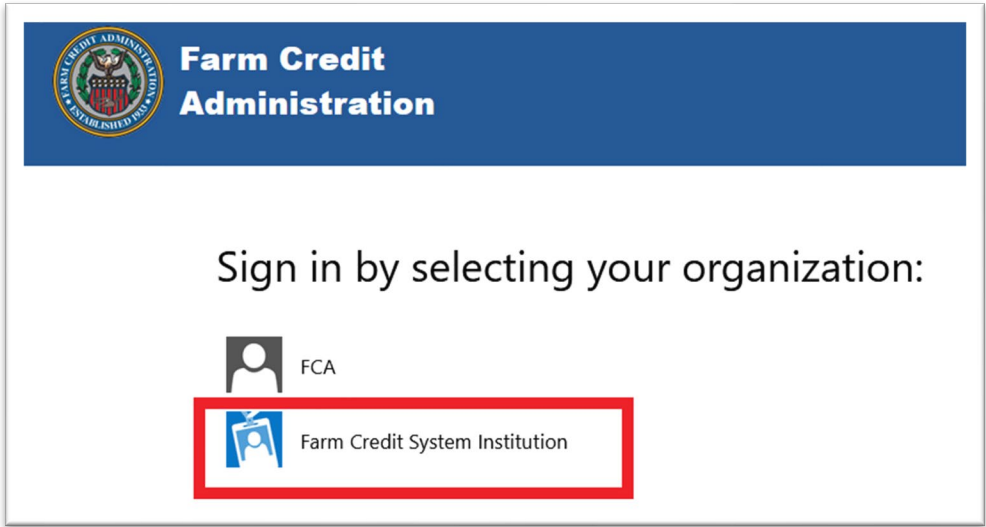
CRS User Guide


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Getting Started

 If you have any questions or need assistance, contact 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.




- 

An official website of the United States government · [Here's how you know](#)


FARM CREDIT ADMINISTRATION

CONSOLIDATED REPORTING SYSTEM

 TEST, TEST

Dashboard
File Upload
Online Data Entry

Quarter:
Institution:

 Help

In Progress

Quarter End	Type	Status	Id	Last Updated	Updated By	Actions	Information
No records available.							

Accepted

Quarter End	Type	Status	Id	Last Updated	Updated By	Actions
No records available.						

DETAILS

Entering Data

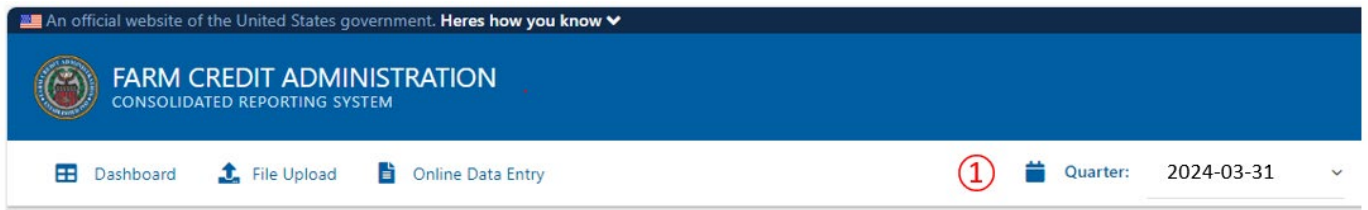
Displayed on the dashboard will be two options to submit Call Report data to FCA.



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

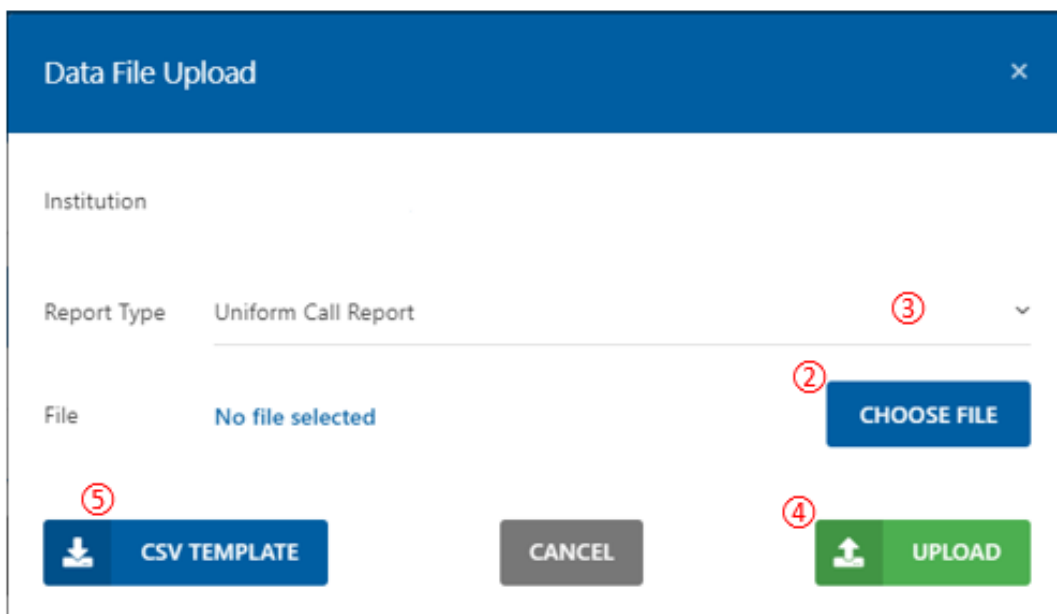
1. File Upload ① – Choose this option to upload your Call Report Data File in CSV format.
2. Online Data Entry ② – This option lets you enter data via the online user interface.

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.

The 'Upload Data' modal window has a blue header with the title 'Upload Data' and a close button (X). Below the header, there are three input fields: 'Institution' (empty), 'Report Type' (set to 'Uniform Call Report' with a dropdown arrow), and 'File' (set to 'No file selected' with a 'CHOOSE FILE' button to its right). A horizontal line separates these fields from a message: 'Partial Upload: A submission of this type is already in progress for the selected quarter. Please select an option to decide how you want to overwrite existing data.' Below this message are two buttons: '① OVERWRITE ALL' and '② REPLACE SPECIFIED'. At the bottom, there is a 'CSV TEMPLATE' button with a download icon and a 'CANCEL' button.

Online Data Entry

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

The 'Online Data Entry' modal window has a blue header with the title 'Online Data Entry' and a close button (X). Below the header, there is one input field: 'Report Type' (set to 'Uniform Call Report' with a dropdown arrow). At the bottom, there are two buttons: 'CANCEL' and 'START' (with a right arrow icon).

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 ② button.
- 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.

RC		RC-F2		RC-I.1		RC-M		RI-D		RC-R.5	
RC	2	VALIDATED		VALIDATED		VALIDATED		VALIDATED		VALIDATED	
RC.1	2	RC-F3	VALIDATED	RC-I.2A	VALIDATED	RC-O	VALIDATED	RI-E.1	VALIDATED	RC-R.6	VALIDATED
RC-B	VALIDATED	RC-F6.1	VALIDATED	RC-I.2B	VALIDATED	RI	1	RI-E.2	VALIDATED	RC-R.7	VALIDATED
RC-B.4	VALIDATED	RC-F6.2	VALIDATED	RC-I.2C	VALIDATED	RI-A	VALIDATED	RC-R.1	VALIDATED		
RC-B.5	VALIDATED	RC-F6.3	VALIDATED	RC-I.2D	VALIDATED	RI-B	VALIDATED	RC-R.2	VALIDATED		
RC-F	VALIDATED	RC-G	2	RC-K	VALIDATED	RI-C	VALIDATED	RC-R.3	VALIDATED		
RC-F1	VALIDATED	RC-H	VALIDATED	RC-L	VALIDATED	RI-C.1	VALIDATED	RC-R.4	VALIDATED		

- 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.

8

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

Variable Details

①

②

RC: AIRNTRECOFCI

Notes receivable from other Farm Credit System institutions.

Instructions

Report the amount of accrued interest receivable on notes receivable (as defined under subitem 4(b) above).

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

Variable Details

RC: NETLOANS

Net Loans, etc.

Rules:
CCACCEPT_260 plus
CCOAEI_260 plus
CCSUBSID_260 plus
CCDOUTEL_260 plus
CCLOSS_260) must be
greater than 0 when
NETLOANS is greater than
0.

Instructions

Report in this item the total of subitems 4(a) + 4(b) + 4(c) + 4(d) + 4(e) + 4(f) + 4(g). Please note: The amounts reported in item 4 must also exclude accounts receivable, which are Carbe reported in item 3 of this schedule.

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

RI-D 1 OF 3 EXCEPTIONS

View Addendums Validate Calculate & Save Print CSV Schedules

CHANGES IN NET WORTH

5982 CREATED ON: 03/16/25 11:48 AM CREATED BY: TEST910000, TEST910000 MODIFIED ON: 03/20/25 09:07 AM MODIFIED BY: TEST910000, TEST910000

RI-C1 RI-E1

Description	Capital Stock		Perpetual Preferred Stock		Paid-In Capital	Allocated Surplus			Unallocated Retained Earnings	AOCI	Total Net Worth
	Purchased	Allocated	Noncumulative	Other		Qualified	Nonqualified Subject To Retirement	Nonqualified Not Subject To Retirement			
1. Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2. Prior Period & Accounting Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3. Net Income									\$0		\$0
4. Other Comprehensive Income										\$0	\$0
5. Patronage Distributions		\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0
6. Dividends		\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0
7. Stock Issued	\$0		\$0	\$0							\$0
8. Stock Retired	\$0		\$0	\$0							\$0
9. Paid-in Capital Adjustments					\$0						\$0
10. Allocated Equity Retired		\$0				\$0	\$0	\$0			\$0
11. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12. Ending Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Variable Details

RI-D: TOTNW_10

Total net worth. Beginning balance

Information Message:
Carried over: Schedule RID, item 1 (Total Net Worth) SHOULD EQUAL Schedule RID, item 12 (Total Net Worth) PRIOR PERIOD. No Value - for first year of institution.

Calculation:
[sum of (CapStkPurch_10 , CAPSTKALLOC_10 , PREFSTKPERP_10 , PREFSTKO_10 , PAIDIN_10 , ALSUR_10 , NOASSubj2Retire_10 , NOASNNotSubj2Retire_10 , UNBETERN_10 , ACNOCOMINC_10)]

Rules:

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.

1 ⓘ RI-D 7 OF 7 EXCEPTIONS

View Addendums

✓ Validate

Calculate & Save

Print

CSV

Schedules

CHANGES IN NET WORTH

RI 9592 CREATED ON: 03/16/25 11:45 AM CREATED BY: TEST610000, TEST610000 MODIFIED ON: 03/21/25 07:00 AM MODIFIED BY: TEST610000, TEST610000

This schedule covers the detailed reporting for the institution's changes in capital. The schedule, which must add across and down, is designed to provide a complete reconciliation of all increases and decreases (and reasons therefore) of the institution's individual net worth accounts from the end of the prior period to the end of the current period.

Columns A through I of the schedule call for information to be reported by specific net worth categories. The category for each column equates with those items set forth in Schedule RC, "Balance Sheet." Each of the categories for this schedule, however, is net of any impairments. The categories equate to Schedule RC items as follows:

Category	Schedule RID	Schedule RC
Capital Stock and Participation Certificates	Column A, item 12	Items 1 through 5
Paid-in Capital	Column B, item 12	Item 6
Qualified Allocated Surplus	Column C, item 12	Item 9
Nonqualified Allocated Surplus	Column D, item 12	Item 10
Surplus Reserve	Column E, item 12	Item 13
Earned Surplus Unallocated	Column F, item 12	Item 11
Total Net Worth	Column G, item 12	Item 14

Column K, the Total Net Worth category, must report the sum of amounts in columns A through J plus any amounts appropriately categorized as "Accumulated Other Comprehensive Income" in accordance with ASC Topic 220, Comprehensive Income (formerly SFAS No. 130, Reporting Comprehensive Income).

As mentioned, all beginning, amended, and ending balances are to be reported net of any impairment, if applicable. The information required pertaining to activity during the quarter for each net worth category is specified in items 1 through 11 of this schedule.

Regarding the application of earnings and losses, if it is clearly the institution's intention to allocate earnings to its stockholders at the end of the year (or where it is imposed by bylaws), accruals for such allocations must be made in quarterly Call Reports when considered material. Likewise, operating losses must be allocated to the proper net worth and capital accounts as required by the Act, FCA regulations, and institution bylaws.

On each line, amounts representing an addition to any column category must be reported as a positive amount (i.e., \$5 million in stock issued must be reported as 5000). Amounts representing reductions to any column category must be reported as a negative amount (i.e., \$5 million in stock retirement must be reported as -5000).

Number formatting

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

In Progress									
Quarter End	Type	Status	Id	Updated	Updated By	Actions			
+	Call Data	FAILED	5098	02/27/24 07:30 AM	Test610000, Test610000	OPEN	VALIDATE	REMOVE	MANAGE ADDENDA
						Information			
						LATEST CSV		PRINT	

- 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

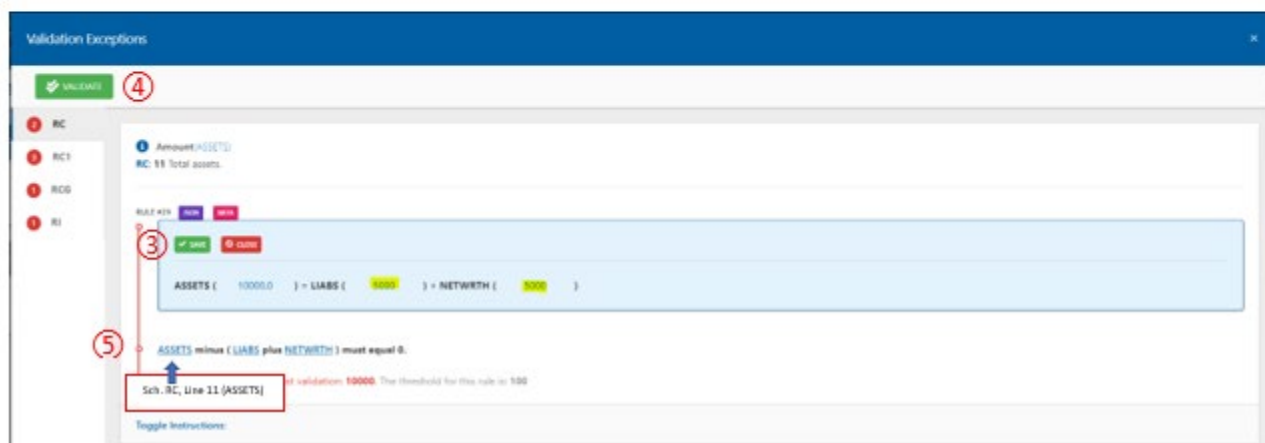
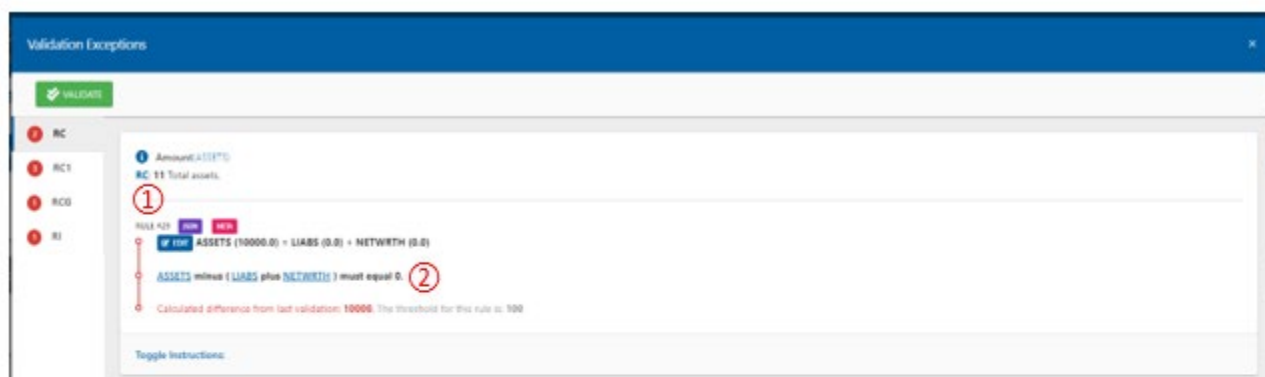
- A “Failed” status is a result of data not passing all validation checks. You may bring up the validation exception report either:
 - From the dashboard, pressing the “Failed” status button.
 - From a schedule, click the exception indicator following the title.



- 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.

A screenshot of the "Validation Exceptions" report interface. The interface has a blue header with a "VALIDATE" button (callout 1). On the left is a sidebar with a list of schedules: RC-1, RC-RLS, RC-F1, RC-F2, RC-J, RC-O, RC-C, and RC-R2. The main area displays details for RC-1, including a rule description "Amount: TYPOTH", a calculation "RC1 = All Other Loans", and a validation error "TYPOTH must equal RC1. TYPOTH is 0." (callout 2). A red button "EDIT ADDENDUM" is in the top right (callout 3). At the bottom, there is a "Toggle Instructions" section with detailed text (callout 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.

The screenshot shows a 'Validation Exceptions' window. On the left, a list of rules is shown with RC1 selected. The main area displays the rule details for RC1: 'Amount: TYPOTH' and 'RC1: 1.a.xi Other loans'. A message states: 'RULE #973: IF IDH TYPOTH (\$8,449,300) != 0, Please enter a valid Addendum'. Below this, it says 'TYPOTH - Addendum is required if amount is not 0.' and 'The threshold for this rule is: 0'. In the top right corner, there is a button labeled 'EDIT ADDENDUM' which is circled with a red 3.

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

The screenshot shows the 'Addendum Management' window. At the top, there is a 'SAVE' button. Below it, the text 'UPLOAD A NEW FILE: (PDF, TXT, CSV, DOC, DOCX, XLS, XLSX)' is displayed. A 'No file selected' message is shown. A 'CHOOSE FILE' button is circled with a red 1. Below this, there are four checkboxes for different schedules and variables: RC-J (OADJAVCOLL) 10 Amount, RC-C (OEXP) 8 Amount, RC-O (TRANSWFCL 90) 5.a Transactions with other Farm Credit Institutions, and RC-1 (TYPOTH) 1.a.xi Amount. The RC-1 (TYPOTH) 1.a.xi Amount checkbox is checked. At the bottom, there is a section for 'Optional Comments'.

- Select “Save” to store the file ②.

The screenshot shows the 'Addendum Management' window. At the top, there is a 'SAVE' button circled with a red 2. Below it, the text 'UPLOAD A NEW FILE: (PDF, TXT, CSV, DOC, DOCX, XLS, XLSX)' is displayed. A file named 'RC-1 TYPOTH explanation.pdf' is shown. A 'CHOOSE FILE' button is visible. Below this, there are four checkboxes for different schedules and variables: RC-J (OADJAVCOLL) 10 Amount, RC-C (OEXP) 8 Amount, RC-O (TRANSWFCL 90) 5.a Transactions with other Farm Credit Institutions, and RC-1 (TYPOTH) 1.a.xi Amount. The RC-1 (TYPOTH) 1.a.xi Amount checkbox is checked. At the bottom, there is a section for 'Optional Comments'.

- Saved addendum explanation.

Addendum Management

SAVE

×

UPLOAD A NEW FILE: (PDF,TXT,CSV,DOC,DOCK,XLS,XLSX)

No file selected

CHOOSE FILE

RC.1 TYPOTH explanation.pdf

FARIMCREDIT\davisa - 2/27/2024

DOWNLOAD

RC-J (OADJAVCOLL) 10 Amount

Available Collateral > Other adjustments (explain in an addendum)

RC-O (TRANSWFCI_90) 5.a Transactions with other Farm Credit Institutions

Participations in Notes Receivables (Direct Loans) from System Associations > Purchased

RI-C (OEXP) 8 Amount

Other

RC.1 (TYPOTH) 1.a.xi Amount

Loan information > Loan Types > Other

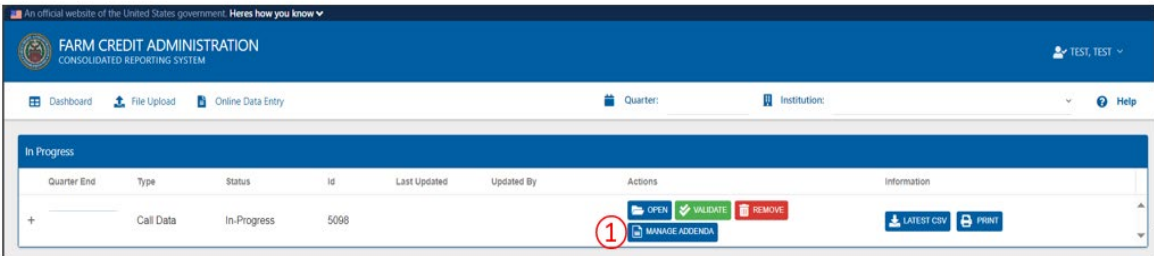
IF YOU WISH TO ADD ADDITIONAL COMMENTS FOR THE FCA REVIEWERS WHO WILL REVIEW THIS UPLOAD PLEASE LEAVE THEM BELOW.


Optional Comments

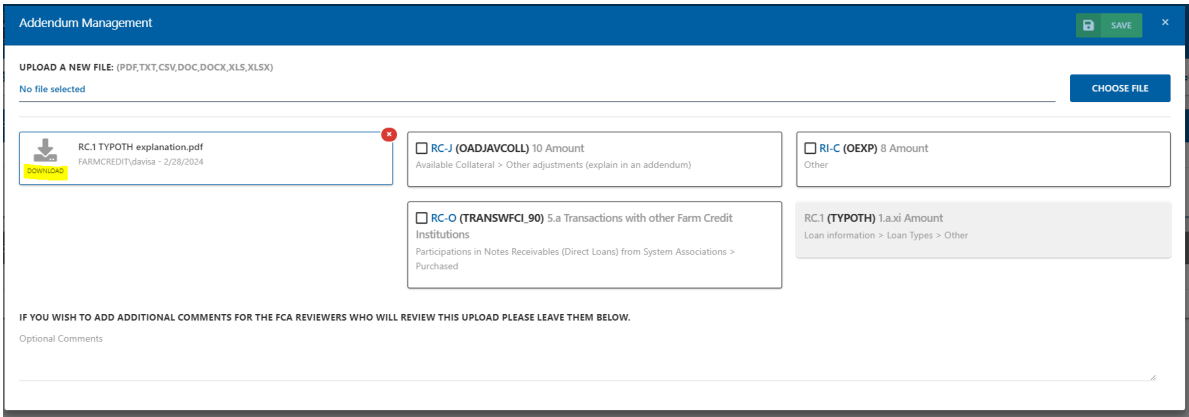
15

View and Edit Addenda

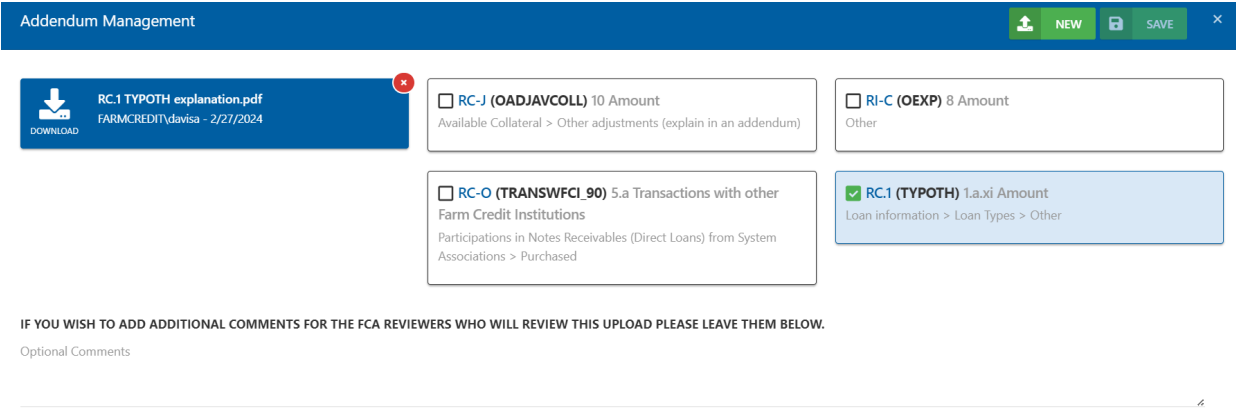
- To view ① and/or edit addenda, press the “Manage Addenda” button on the Dashboard. This feature enables users to review, delete, or add new addendums.



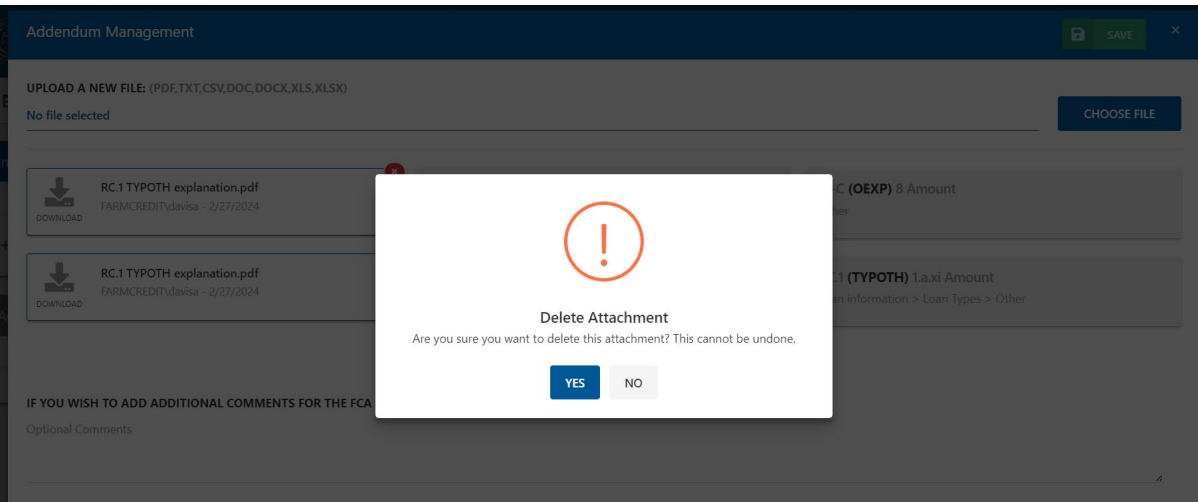
- Addendum Management window will open.
- Select  to open file to view the explanation.



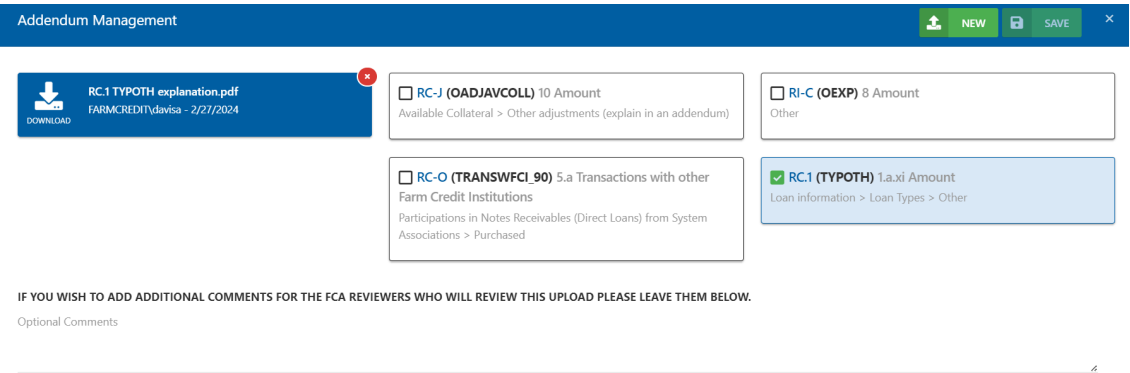
- To delete the file explanation file, select highlighted addendum with red “X”.



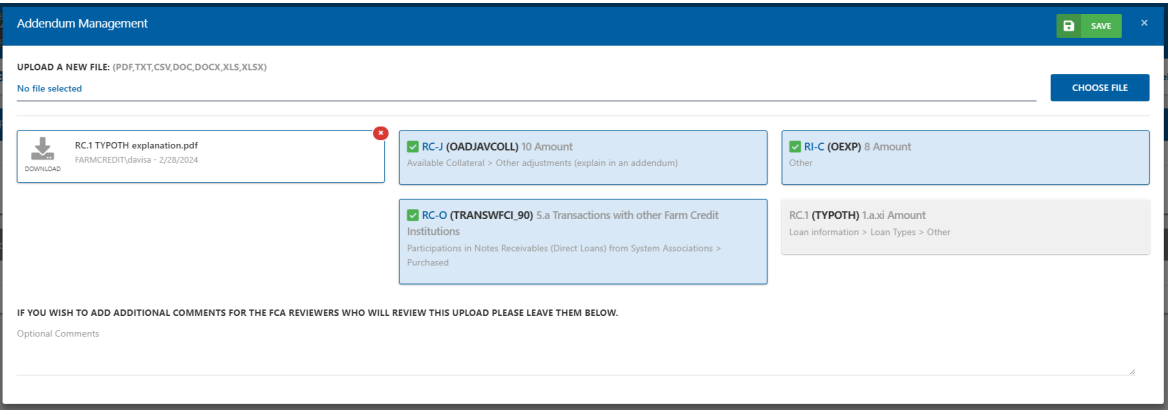
- Select “Yes” to delete attachment.



- To add additional addendums, select “New”.



- Select the new addendum schedules to explain.



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

Addendum Management

SAVE

UPLOAD A NEW FILE: (PDF,TXT,CSV,DOC,DOCX,XLS,XLSX)

No file selected

CHOOSE FILE

DOWNLOAD

RC.1 TYPOTH explanation.pdf

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RC-J (OADIJAVCOLL) 10 Amount

Available Collateral > Other adjustments (explain in an addendum)

RI-C (OEXP) 8 Amount

Other

DOWNLOAD

Addendum Explanations for Schedules RCI, RCO, and RIC.docx

FARMCREDIT\davisa - 2/28/2024

RC-O (TRANSWFCL_90) 5.a Transactions with other Farm Credit Institutions

Participations in Notes Receivables (Direct Loans) from System Associations > Purchased

RC.1 (TYPOTH) 1.a.xi Amount

Loan information > Loan Types > Other

IF YOU WISH TO ADD ADDITIONAL COMMENTS FOR THE FCA REVIEWERS WHO WILL REVIEW THIS UPLOAD PLEASE LEAVE THEM BELOW.

Addendum explanation for Schedules RC, RCO, and RIC are combined.

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.

In Progress

Quarter End	Type	Status	Id	Updated	Updated By	Actions	Information
2023-12-31	Call Data	FAILED	5098	03/06/24 10:48 AM	Test610000, Test610000	OPENVALIDATEREMOVEDMANAGE AGENDA	LATEST CSVPRINT

①

Compare	Status	Version	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn	ValidatedOn	Action
<input type="checkbox"/>	Historical	1	Test610000, Test610000	02/27/24 07:30 AM	Test610000, Test610000	02/27/24 07:30 AM	03/05/24 02:50 PM	CSV
<input checked="" type="checkbox"/>	Historical	2	Test610000, Test610000	03/06/24 10:40 AM	Test610000, Test610000	03/06/24 10:42 AM	03/06/24 10:42 AM	CSV
<input checked="" type="checkbox"/>	Current Data	3	Test610000, Test610000	03/06/24 10:48 AM	Test610000, Test610000	03/06/24 10:48 AM	03/06/24 10:48 AM	CSV

②

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.

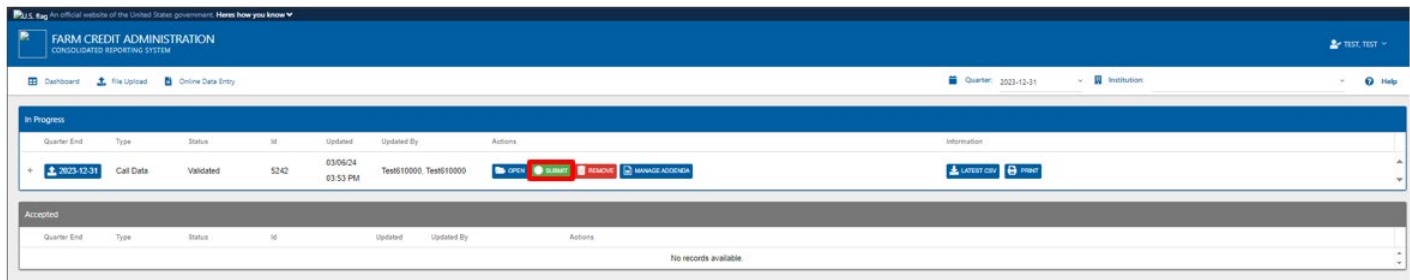
Compare Snapshots

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

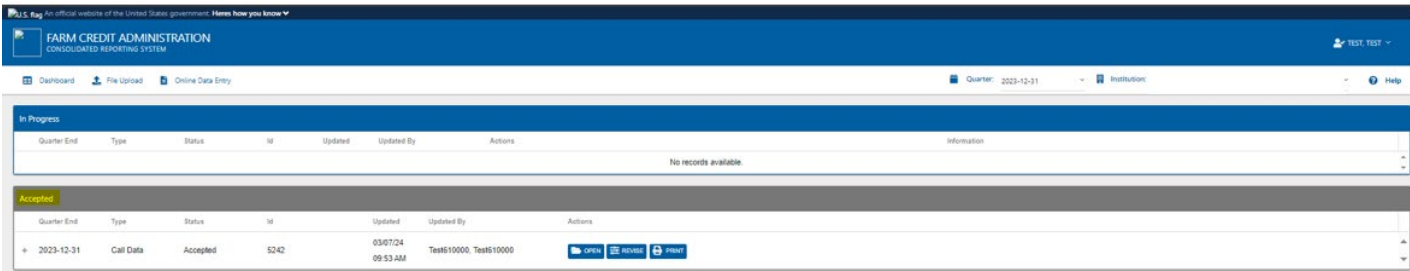
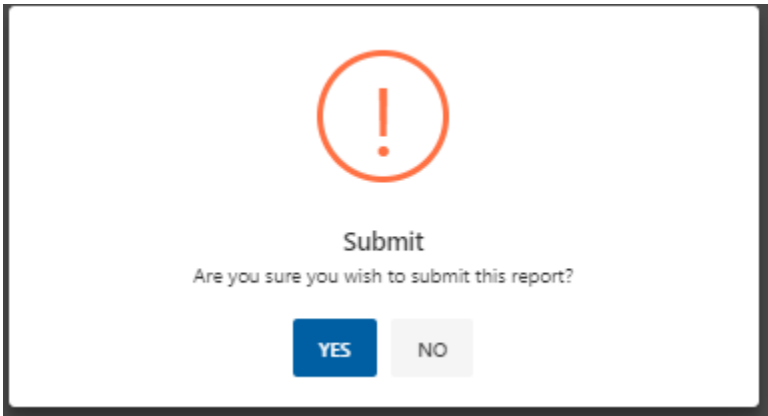
1

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.

In Progress								Information	
Quarter End	Type	Status	Id	Updated	Updated By	Actions			
+ 2023-12-31	Call Data	Validated	5242	03/06/24 03:53 PM	Test010000, Test010000	OPEN SUBMIT REMOVE MANAGE AGENDA		LATEST CSV	PRINT

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

Select the schedules you wish to print

Excluded schedules:

① »

RCB
③ RCB3
RCF2
RCF3
RCF4
RCF5
RCG
RCH
RCI1

27 schedules.

Schedules to print:

« ②

RC
RC1 ④
RCB2
RCB4
RCB5
RCF
RCF1
RCR2
RCR3

13 schedules.

CANCEL

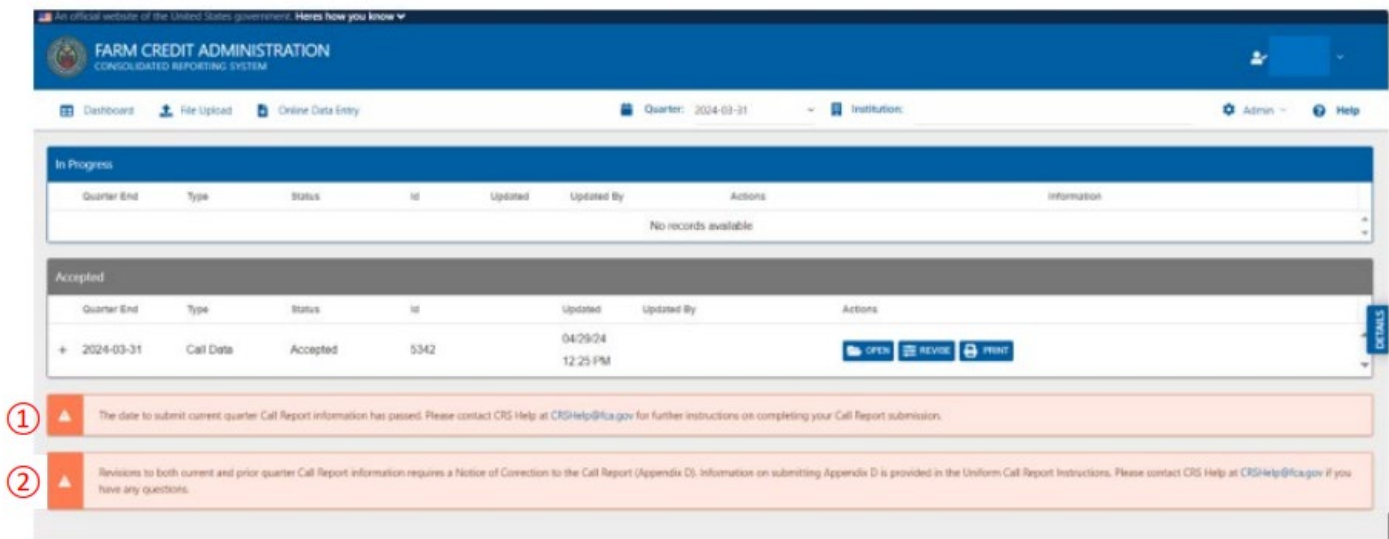
PRINT

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.