

**Key Issues for Software Developers  
Report of U.S. Ownership of Foreign Securities,  
Including Selected Money Market Instruments (SHC(A))  
(Effective beginning with December 31, 2006 SHC(A) Report)**

**Common File Format Errors (General)**

- Excluding leading zeroes in the Reporter Identification Number (item 1). The leading zeroes of the Reporter Identification Number are to be included. If preparing the file in MS Excel or MS Access make sure the column is formatted as a text field; otherwise the leading zeroes will not appear.
- Reporting non-numeric items in numeric fields. The following fields are to contain numeric values only; no commas, decimals, or currency symbols:
  - US\$ Fair (Market) Value of Security Held (item 14a)
  - Fair (Market) Value of Security Held Denominated in the Currency of Issue(item 14b)
  - Number of Shares Held(item 16)
  - Face Value in Currency of Denomination (item 17)
  - Original Face Value in Currency of Denomination (item 20)
  - Remaining Principal Outstanding in Currency of Denomination (item 21)
- Reporting negative values in numeric fields. Negative values are not permitted in numeric fields.
- Reporting date fields with an incorrect format. All date fields (items # 18, 19, 22 and 23) are to be submitted in MMDDYYYY format. For example, the date May 3, 2003 would be reported as 05032003. Make sure the leading zeroes are present for months and dates under 10 characters. Also, other date formats, such as MM/DD/YY, MM/DD/YYYY, are not acceptable.
- Leaving blank lines at the end of the file. The last row of data should be the end of the file; there should be no blank lines after it.
- Reporting invalid or extraneous characters at the end of the file. Invalid or extraneous characters should not appear at the end of the file. Sometimes when a text file is created, a blank line or a tab will be converted into a character, such as a square ( □ ); this will prevent the file from being loaded.
- Reporting double quotes around individual fields or the entire record. Double quotes should not appear in the file surrounding individual fields or the entire record. For example, a US\$ Fair (Market) Value of 98000000 SHOULD NOT have double quotes around the value when reported in the file. If using MS Access to create the text file there is an option to enclose text fields in double quotes; do not select this option. The field is named Text Qualifier, select {none}.

- Reporting the file name with spaces. The file name should not contain spaces; please use an underscore instead of a space. For example the file name, “The Alpha Bank” is unacceptable; it should be reported as The\_Alpha\_Bank.txt.

### **Common File Format Errors (Semi-Colon Delimited File)**

- Excluding the field delimiter when there is no data to report for a specific field. If there is no data for a field, the delimiter should be included anyway. There are 26 items per record therefore each record must contain 25 semi-colons. Omission of the delimiter would be the equivalent of a missing column if the data were prepared in MS Excel or MS Access.
- Including semi-colons in security descriptions and issuer names. Semi-colons are to be used as delimiters only. Semi-colons should not appear in any field. (The fields where this is most likely to occur are Security Description (item 5) and Name of Issuer (item 9).)

### **Internet Electronic SUBmission (IESUB) Key Issues**

- Enables reporters to submit data<sup>1</sup> via the Internet.
- Positional or semi-colon delimited files can be submitted. Therefore the above format issues also apply to files submitted via IESUB.
- The Schedule 2 file format is checked for errors on submission of the file. If a Schedule 2 format error is found a message will be displayed on screen which identifies the error. The Schedule 2 file format is further checked when the file is loaded into our system. If Schedule 2 format errors are found you will be contacted by a member of the Federal Reserve Bank of New York staff.
- The supported browser is Microsoft Internet Explorer 5.5 or higher with 128-bit SSL encryption and JavaScript enabled. Netscape Navigator is not supported.
- To obtain the form to register for IESUB, to add it as a reporting series or to obtain additional information go to <https://www.newyorkfed.org/registration/stats/shla/2006/form.cfm>.

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<sup>1</sup> This filing option is only available to reporters submitting Schedule 1 **and** Schedule 2.