# Manual of Reporting Forms and Instructions
# for Deposit-Taking Institutions

## AMENDMENT CONTROL LOG

### Electronic Filing

| Amendment Number | Effective Date | Page Number | Description |
|---|---|---|---|
| **Please note that throughout this Tab, the following changes are all identified by a sidebar:** | | | |
| 1 | January 1998 | 34 | <u>Add:</u><br>♦ The following Non-Geographical Returns:<br>  - Charge for Impairment  (C1)<br>  - Impaired Assets  (E3)<br>  - Assets Under Administration  (J3)<br>  - Mortgage and Non-Mortgage Loans in Arrears  (N3)<br>  - Tax Information  (T1)<br>  - Financial Highlights  (T3) |
| 2 | January 1999 | | <u>Change:</u><br>♦ IMPORTANT NOTICE page<br>AJanie Connelly≅ to ACarole Pinard≅ |
| | | 9 | <u>Add:</u><br>♦ Reporting of decimal places |
| 3 | May 1999 | All pages | <u>Change:</u><br>♦ The IBM Expedite/PC software which institutions currently use for exchanging information with the Bank of Canada/OSFI will be replaced with an internet web browser. |
| 4 | January 2001 | | Add:<br>♦ IMPORTANT NOTICE page<br>2 additional phone numbers were added. |
| | | 5 | <u>Add:</u><br>♦ A screen was added to Section 2, Paragraph 8 |
| | | 2, 5, 8, 14, 17 | <u>Change:</u><br>♦ Minor instructional changes re: version 3.1 |
| | | 23 | <u>Add:</u><br>♦ New return was added – Quarterly Supplementary Return for Foreign Bank Branches. |
| 5 | January 2004 | 1 | <u>Delete:</u><br>♦ Reference to initial password |
| | | 2 | <u>Delete:</u><br>♦ Reference to Bank of Canada public key certificate |
| | | 3-4 | <u>Delete:</u><br>♦ Steps 4-7 |
| | | 4, 9 | <u>Add:</u><br>♦ Option for using Excel spreadsheets to create data file |
| | | 22 | <u>Delete:</u><br>♦ T1 return<br><br><u>Add:</u><br>♦ T2 and GQ return |

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| Amendment Number | Effective Date | Page Number | Description |
|---|---|---|---|
| **Please note that throughout this Tab, the following changes are all identified by a sidebar:** | | | |
| 6 | January 2005 | Table of contents | Add:<br>♦ Record layout for ".Tape" files. |
| | | 13, 14, 15 | Add:<br>♦ Record layout for ".Tape" files. |
| | | 25 | Change:<br>♦ Return names for consistency<br><br>Delete:<br>♦ Assets Under Administration (J3)<br>♦ Capital Continuity (D3)<br>♦ Financial Highlights (T3)<br>♦ Foreign Exchange Position (E4)<br>Tax Information (T1) |
| 7 | January 2006 | 9 | Change:<br>♦ Update OSFI web site address |
| | | 25 | Add:<br>♦ Selected Structural Statistics (Y3)<br><br>Delete:<br>♦ Mortgage Approvals-Canada (G4)<br>♦ Government of Canada Securities (SC)<br>♦ Mortgage Approvals-Provincial (V2) |
| | January 2007 | 4, 9 | Change:<br>♦ Update file location on ADT website |
| | | | |

# AUTOMATED DATA TRANSFER SYSTEM

**VERSION 3.3**

**BANK of CANADA**

**OFFICE of the SUPERINTENDENT of FINANCIAL INSTITUTIONS**

**EFFECTIVE   NOVEMBER 2006**

# IMPORTANT NOTICE

**Please call the Bank of Canada ADT Helpline (613)-782-8318**

**for assistance with any problems you might encounter**

**with the use of the ADT system. If the matter is urgent or data related users may**

**also call 613-782-8120 or 613-782-7344.**

# TABLE OF CONTENTS

The Automated Data Transfer System, (ADT), is a system to facilitate electronic data communication between the financial institutions and the Bank of Canada and/or the Office of the Superintendent of Financial Institutions (OSFI). The ADT System documentation provides detailed file-layout specifications that all financial institutions need to create the required text files. The text files are sent to the Bank over the Internet using 128 bit encryption.

**Technical Requirements**

The ADT System requires that each participating financial institution have the following:

1. A computer with access to the Internet.

2. An internet browser supporting 128 bit SSL encryption, such as Netscape Navigator or Netscape Communicator version 3 or 4 or Microsoft Internet Explorer version 4.0 or higher. Older versions of Internet Explorer 3.02 for WIN95 and Internet Explorer 3.01 for Win3.1 can also be made to function with 128 bit encryption. Domestic versions of these products should work, but their international versions will not because they support only 40 bit encryption. If your version does not support 128 bit encryption, please download and install a more recent version which does or install a patch for 128 bit encryption.[1]

3. An ADT userid and password is set up for each participating financial institution. The Bank of Canada ADT coordinator will supply this information to each participant.

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1. A 128 bit version of Netscape can be downloaded directly from www.net-scape.com. For Microsoft Internet Explorer users a 40 bit version must be downloaded from www.microsoft.com and then a patch must be downloaded and installed as an additional step to make it 128 bit compatible. When downloading please respect any and all licensing agreements which affect your use of these browsers.

The ADT system uses the Internet to exchange information with the Bank of Canada/OSFI. Financial institutions sign onto a web server at the Bank of Canada using SSL (Secure Sockets Layer) 128 bit encryption to ensure data confidentiality and integrity. Users are required to authenticate on the Web server using a userid and password. The ADT web server is secured by a public digital certificate to provide site identity.

Your userid is "adt??" where "??" represents your 2 character financial institution code. The initial password is assigned to you by the Bank of Canada and is identical to the userid, but you will be forced to change it when you log onto the ADT web server for the first time. For security, please use a password which is a combination of lower case characters, numbers and/or symbols.

1. Select your browser icon.

2. Please contact the ADT coordinator for the URL.

3. As a security measure, the Secure Socket Layer (SSL) protocol is used.

4. On the main ADT screen, click on "To login for the first time or to create a new password".

5. On the next screen, login using your login ID/password and immediately change your password (use the <tab> key to move from field to field). The new password can be any length, but to protect your security it should be at least 6 characters and contain non-standard characters such as *.,/$% etc. Click the **login** button.

# 3.1 Preparing Conventional (Non geographical) Return Data

**Two options are available to create data files**

## 1. Creating ASCII files using Excel templates with macros

Excel spreadsheets for each return are available for downloading from the ADT web site under the directory templates_modèles/English. These spreadsheets include macros which convert the data into ASCII format. Instructions for creating the ASCII files to transmit to the Bank of Canada are found in the document *Macro_instructions_E_2005.pdf* in the directory *instructions/English*. See page 19 of this manual on how to download instructions, templates and files.

## 2. Creating ASCII files manually

This section describes the standards which must be adhered to when creating files containing conventional return data, which will be transmitted to the Bank of Canada over the Internet (Section 4). (Section 3.2 describes the standards for files containing data for the geographical return.) **Please note that the formats specified below should be strictly adhered to; otherwise, the Bank of Canada will not be able to process the files.** All return data including arithmetic totals and other data relationships should be verified before data are transmitted to the Bank of Canada.

The specifications given below define the characteristics of the data to be submitted and have been designed to be as generic as possible. The American Standard Code for Information Interchange (ASCII) is used as the data representation standard. ASCII can be generated by spreadsheet based systems and by systems developed in more traditional mainframe or micro-computer-based programming environments.

**File Naming**   Each file must be given a unique file name to identify the institution code, return code, the return date and transaction/sequence code. The file name format is **AFM4MMDD.N** (or **C**) where

>> **AF** is the Institution Code.

>> **M4** is the Return Code.

>> **MM** is the month.

>> **DD** is the last day of the month.

> **N** or **C** is the transaction/sequence code to be used in the event of more than one filing for the same period (e.g. a correction to previously submitted data). **N** is the extension used for new data while **C** is used for files containing changed data values.

> Example:   **"AFM40731.N"** is the file name given to the M4 return for institution AF for July 31 data**.**


**Record Layout**   1.  Each file may only contain data for **one** return and **one** return date.

2.  The sequence of records in each file will be:
- one header record
- one or more data records

3.  The format for each **header** record is:

| Columns | Size | Description |
|---------|------|-------------|
| 1-5 | 5 | /HDR/ (To indicate a header record) |
| 6-7 | 2 | Return Code |
| 8-9 | 2 | Institution Code |
| 10-10 | 1 | Transaction Code (N for New, C for Changed) |
| 11-18 | 8 | Return Date (in the format yyyymmdd), where dd is always the last day of the month. |

4. The format for each **data** record is:

| Columns | Size | Description |
|---------|------|-------------|
| 1-4 | 4 | Variable Number (numeric, right justified, leading zeros are mandatory) |
| 5-14 | 10 | Value (numeric, right justified) |

5. Dollar values should be represented in the file in the same numeric format as prescribed in the instructions for completing the forms (i.e. figures rounded to thousands should be represented in thousands, ratios of two decimals places should be represented as such, etc.). Negative values in the data should be represented in the file with a leading minus sign.

6. Data records for new data which contain a value of zero may be omitted. This will reduce considerably the length of files which contain only a few assets and/ or liability entries (refer to Example 2 below).

7. When generating files using the spreadsheet systems users should take care to send an ASCII file and not a spreadsheet file with the extension .xls.

8. Do not create tab-delimited files; only space delimited data is acceptable.

**Data Corrections**   For conventional returns, corrections to data can be provided to the Bank of Canada by creating a file containing the revised data values. In this version of ADT only values that change need be reported, but it is also possible to provide corrections to the Bank of Canada by creating a file containing a complete revised return. If a variable is not reported, it is assumed that there is no change to the value of that variable. Remember to explicitly include a value of zero for any variables that are revised from a non-zero to a zero value.

**Examples**    <u>Example 1</u>  The following is an example of the header and data records for file **AFM40731.N** (i.e. the M4 return for institution AF for new July 31, 2003 data).

```
/HDR/M4AFN20030731
1001              0
2301           3900
1894              0
1895            500
2305              0
1172              0
0487              0
0488              0
2261         117235
2262          38079
2307              0
0501         115314
0491            829
0492           2035
```

<u>Example 2</u>  This file contains essentially the same data records as Example 1, but the data records containing zeros have been omitted. Either file is acceptable for transmission to the Bank of Canada.

```
/HDR/M4AFN20030731
2301           3900
1895            500
2261         117235
2262          38079
0501         115314
0491            829
0492           2035
```

Example 3  This file contains corrections to the M4 return
for bank AF for July 31, 2003. It should be
named **AFM40731.C**. Note the "C" in the exten-
sion, as well as the "C" transaction code in col-
umn 10 of the header record. This indicates
that the data records which follow are data cor-
rections and not new data.

```
/HDR/M4AFC20030731
1001              0
2301           3900
1894              0
1895            500
2305              0
1172              0
```

**Backup**  Financial Institutions are required to provide their returns
to the Bank of Canada/OSFI within the established
reporting lags. In the event of failure of any component of
the ADT system, you should be prepared to provide the
required data to the Bank of Canada/OSFI via some
other method, e.g. email, facsimile, telephone, etc. within
the allowable reporting time.

## 3.2    Preparing Geographical Return Data

**Two options are available to create data files**

**1.Creating ASCII files using Excel templates with macros**

Excel spreadsheets for geographical returns (except the GR) are available for downloading from the ADT web site under the directory templates_modèles/English. These spreadsheets include macros which convert the data into ASCII format. Instructions for creating the ASCII files to transmit to the Bank of Canada are found in the document *Macro_instructions_E_2005.pdf* in the directory *instructions/English*. See page 19 of this manual on how to download instructions, templates and files.

The geographical templates for monthly variables (GM.XLS) and quarterly variables (GQ.XLS) have a different format than the conventional templates. The accounting categories being reported must be selected. The country codes and the names of the accounting categories are explained in the Manual of Reporting Forms and Instructions on the OSFI web site http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?DetailID=520 under *Manual of Reporting Forms and Instructions* (table of contents), select Geographical Assets and Liabilities booked in Canada (GM/GQ).

Please remember to submit complete (i.e. not partial) returns when filing geographical returns (both new and corrections). Those banks which traditionally submit large geographical return data using the ".tape" format may continue to do so. See record layout on page 13.

## 2. Creating ASCII files manually

This section describes the standards which must be adhered to when creating files for geographical return data which will be transmitted to the Bank of Canada using the Internet (Section 4). **Please note that the formats specified below should be strictly adhered to; otherwise, the Bank of Canada will not be able to process the files.** All return data, including arithmetic totals and other data relationships, should be verified before data are transmitted to the Bank of Canada.

**File Naming** Each file must be given a unique file name to identify the institution code, return code, the return date and transaction/ sequence code. The file name format is **AF**GM**MMDD.N** (or **C**) where

> **AF**  is the Institution Code.
>
> **GM** is the Geographical Return Code
>
> **MM** is the month.
>
> **DD**  is the last day of the month.

**N** or **C** is the transaction/sequence code to be used in the event of more than one filing for the same period (e.g. a correction to previously submitted data). **N** is the extension used for new data while **C** is used for files containing changed data values.

Example:  **"AFGM0731.N"** is the file name given to the geographical return for institution AF for July 31 data**.**

**Record Layout**

1. Each file may only contain data for **one** return date.

2. The sequence of records in each file will be:
   - data records (Header records are not required)

3. The format for each **data** record is:

   | Columns | Size | Description |
   |---------|------|-------------|
   | 1-4 | 4 | Institution's Canadian Payment Association code (CPA) (numeric, right justified, leading zeros are mandatory) |
   | 5-7 | 3 | Country code (numeric, right justified) |
   | 8-10 | 3 | Accounting Category (numeric, right justified, leading zeros are mandatory) |
   | 11-16 | 6 | Return Date (in the format yyyymm) |
   | 17-17 | 1 | Currency Code (numeric) |
   | 18-27 | 10 | Value (numeric, right justified) |

4. Dollar values should be represented in the file in the same numeric format as prescribed in the instructions for completing the forms (i.e. figures rounded to thousands should be represented in thousands). Negative values are not permitted in Geographical return data.

5. Data records for new return data which contain a value of zero should be omitted. Data records for corrections to previously submitted return data can include a value of zero.

| | |
|---|---|
| **Data Correc-tions** | While corrections to both conventional and geographical returns are permitted, there is a significant difference in the assumptions that are made by the ADT system when processing the two types of returns. For geographical returns, complete corrected, returns must be provided to the Bank of Canada by creating a file containing a complete revised return. **Any country/currency/accounting category combinations not reported will be assumed to be zero** even if a value was originally reported. Therefore, when using this system, it is imperative that **all non-zero values are always reported for geographical returns**, even in the case of corrections. |

| | |
|---|---|
| **Examples** | Example 1: The following is an example of the data records for file AF**GM0228.N** (i.e. the geographical return for institution AF (CPA code 0008) for February data.) |

```
0008430002200302 6            5
0008430006200302 6            5
0008421002200302 6            5
0008421006200302 6            5
0008465002200302 6           21
0008465006200302 6           21
0008437002200302 6            6
0008437006200302 6            6
0008812002200302 6           10
0008812006200302 6           10
0008999002200302 6           49
0008999006200302 6           49
0008999018200302 2        89133
0008999021200302 2        74920
0008999022200302 2       164053
```

## Record layout for ".TAPE" files

In the past, financial institutions could send large files for geographical data on tape or cartridge. These large files are now submitted to the Bank of Canada, electronically using the internet and the ADT System. The original format still applies and filenames end with a ".tape" extension.

Logical Record Standards

| Data element number | Character position | Data element size | Contents | Data element name |
|---|---|---|---|---|
| 1 | 1 - 4 | 4 | Numeric | Institution CPA Code |
| 2 | 5 - 7 | 3 | Numeric | Country Code |
| 3 | 8 - 10 | 3 | Numeric | Column |
| 4 | 11 - 14 | 4 | Numeric | Year |
| 5 | 15 - 16 | 2 | Numeric | Month |
| 6 | 17 - 20 | 4 | Numeric | Not Used |
| 7 | 21 - 30 | 10 | Numeric | Canadian dollars |
| 8 | 31 - 40 | 10 | Numeric | U.S. dollars |
| 9 | 41 - 50 | 10 | Numeric | British Sterling |
| 10 | 51 - 60 | 10 | Numeric | EURO |
| 11 | 61 - 70 | 10 | Numeric | Swiss Francs |
| 12 | 71 - 80 | 10 | Numeric | Other currencies |

Data Field Descriptions

*Institution CPA Code*

A four digit numeric field (right justified and zero filled) which contains the institutions CPA code.

*Country Code*

A three digit numeric field (right justified and zero filled) which contains a country code.

*Column*

A three digit numeric field (right justified and zero filled) which contains one of the approximately 100 asset/liability items.

*Year*

A four digit numeric field containing the calendar year for which data are being reported

*Month*

A two digit numeric field containing the calendar month for which data are being reported

*Not used*

This four digit numeric field must contain four EBCDIC zero characters.

*Canadian dollars*

A ten digit numeric field (right justified and zero filled) containing the number of thousands of Canadian dollars being reported.

*U.S. dollars*

A ten digit numeric field (right justified and zero filled) containing the value of the United States dollars being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

*British sterling*

A ten digit numeric field (right justified and zero filled) containing the value of the British sterling being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

*EURO*

A ten digit numeric field (right justified and zero filled) containing the value of the EURO being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

*Swiss francs*

A ten digit numeric field (right justified and zero filled) containing the value of the Swiss francs being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

*Other currencies*

A ten digit numeric field (right justified and zero filled) containing the value of all other foreign currencies being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

## Reporting Revisions

When revising data electronically, it is necessary to resubmit the complete return, revised items as well as unrevised data points previously submitted.

Revisions may be reported by telephone (with written confirmation), by printed return, fax or email. Printed returns should just contain the revised items, including the revised "999" total column data. The total column data should reflect the revised total country data and not just the sum of the revised items being reported.

# 4.0 Transmitting BOC/OSFI return data with ADT

1.  Start your internet browser.

2.  Please contact the ADT coordinator for the URL.

    Note: You may want to save this as a bookmark for easy reference.

3. Enter your Login ID and password. Click the **login** button.



4.  The Upload/Download screen will be displayed. Please enter the name of the file containing the return data to be transmitted to the Bank of Canada/OSFI. This can be done by entering the path and filename in the space provided under the section called "Uploads" or
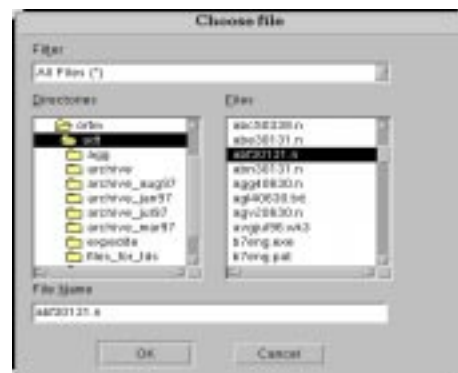
by clicking on **Browse**.



5. You can use the **Browse** window to find the path and file of the return data. Highlight the file to upload and press **Open** or **OK**. The **Browse** window you see may look slightly different than the one below depending on your version of the browser.

**NETSCAPE**                    **INTERNET EXPLORER**

6. When the file has been selected click on **Press** to upload the file. A confirmation will be received after each upload and an entry giving details will be added to the Recent Upload/Download History log at the bottom of the screen.

   Note: The upload process could take a few minutes, and depends on your internet connection speed.



7. Repeat steps 4 through 6 for each file to be transmitted to the Bank of Canada/OSFI.

# 5.0 Downloading BOC/OSFI files from ADT

**How to download files from the ADT web server and copied to your computer.**

1. Start your internet browser.

2. Please contact the ADT coordinator for the URL.

Enter your Login ID and password. Click the **login** button.



3**.** The **Upload/Download** screen will be displayed. Click on the required directory below the section called **Downloads**.

4. A list of filenames will appear. Select the one you wish to download (in the example below the filename is aggdata.pc) and click the button labelled **download.**

5. The "**Save As**" window will appear. Under "**Selection**" or "**File Name**" type in the path and filename where you like to save the download file. The "**Save As**" window you see may be different depending on which browser version you are using. Click on **OK** or **SAVE** to initiate the download.

Note: Your version of the browser may generate a random filename or a filename with a double extension (such as aggdata.pc..pc). To ensure that the download file will not be lost please check carefully the default name your browser generates and if necessary over-ride it by entering your own filename.

**NETSCAPE**               **INTERNET EXPLORER**



You will receive a confirmation the file was downloaded successfully and an entry giving details will be added to the Recent Upload/Download History log.

6. Repeat steps 4 and 5 for each file you wish to download from the Bank of Canada/OSFI website.

# 6.0 TYPICAL ERROR MESSAGES

1.



> Netscape: Error
>
> There was no response. The server could be down or is not responding.
>
> If you are unable to connect again later, contact the server's administrator.
>
> OK

This error most likely indicates that the URL was entered incorrectly. Press **OK** and re-enter the URL. Check to ensure that https has been entered. If this message persists, please call the ADT helpline.

2.



> Netscape: Error
>
> Netscape and this server cannot communicate securely because they have no common encryption algorithm(s).
>
> OK

This error is most likely indicates that your browser does not support 128 bit encryption and is thus unable to connect with the Bank of Canada's web server. Please contact your own technical staff for assistance in downloading and installing a 128 bit version of your browser or install a patch to your current browser to make it 128 bit compatible.

3.



This error indicates you entered an incorrect password. Please click on **Login Screen** and reenter your userid and password. If you are unable to enter the correct password, please call 613-782-8318 at the Bank of Canada and your password will be reset.

4.
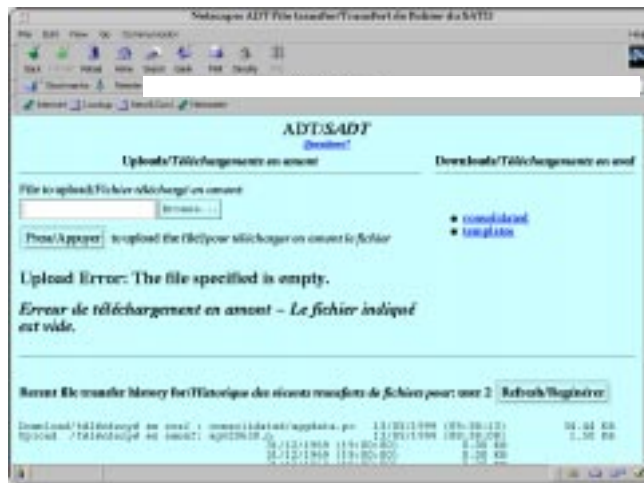


This error indicates you attempted to upload an empty or non-existent file. Please recreate the file or select another one which contains data.

5.



   This error indicates your session on the web server has timed out.
   This typically happens after 30 minutes of inactivity. Please click on
   **Login Screen** and re-enter your userid/password.


6. If you receive the message "**Page cannot be displayed**", please try
   signing on from another computer, deleting all the temporary files
   from the cache, erasing and re-typing the URL or rebooting your
   computer.

# APPENDIX A

## CONVENTIONAL (NON-GEOGRAPHICAL)  RETURNS

| | |
|---|---|
| A2 | Non-Mortgage Loans |
| B2 | Securities |
| C1 | Charge for Impairment |
| C2 | Deposit Liabilities |
| C3 | Allowance for Impairment |
| E2 | Mortgage Loans |
| E3 | Impaired Assets |
| G3 | Capital Adequacy |
| I3 | Interest Rate Risk |
| K3 | Quarterly Supplementary Return for Foreign Bank Branches |
| L4 | Monthly Average Return of Assets and Liabilities |
| M3 | Capital Adequacy - Market Risk |
| M4 | Balance Sheet |
| N3 | Loans in Arrears |
| P3 | Income Statement |
| R2 | Regional Distribution Assets and Liabilities |
| T2 | Quarterly Reconciliation of the Geographical Return with the Consolidated Monthly Balance Sheet |
| UB | Unclaimed Balances |
| U3 | Pledging and Repos |
| Y3 | Selected Structural Statistics |

## GEOGRAPHICAL RETURNS

| | |
|---|---|
| GM | Geographic Assets and Liabilities Booked in Canada - Monthly |
| GQ | Geographic Assets and Liabilities Booked in Canada - Quarterly |
| GR | Geographic Assets and Liabilities Booked outside Canada - Quarterly |