

Entering Summary of Deposits in CDR

This document provides a basic guide for financial institutions who choose to enter their Summary of Deposits (SOD) online through CDR.

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Submitting and Amending the SOD Online

SOD survey information can be submitted using the CDR Enter Online feature.

Note: It is recommended that institutions submit their June Call Report before filing the SOD survey to enable comparison of deposits between the two reports. Filing the SOD before the Call Report will result in a failed quality edit that must be resolved or have an explanation entered and saved before the SOD can be submitted in an accepted state.

To submit the SOD using CDR online:

1. Log into CDR.
2. Select **Financial Institutions > Summary of Deposits (SOD) > Enter Online** (Image A). The Enter Online page displays (Image B).

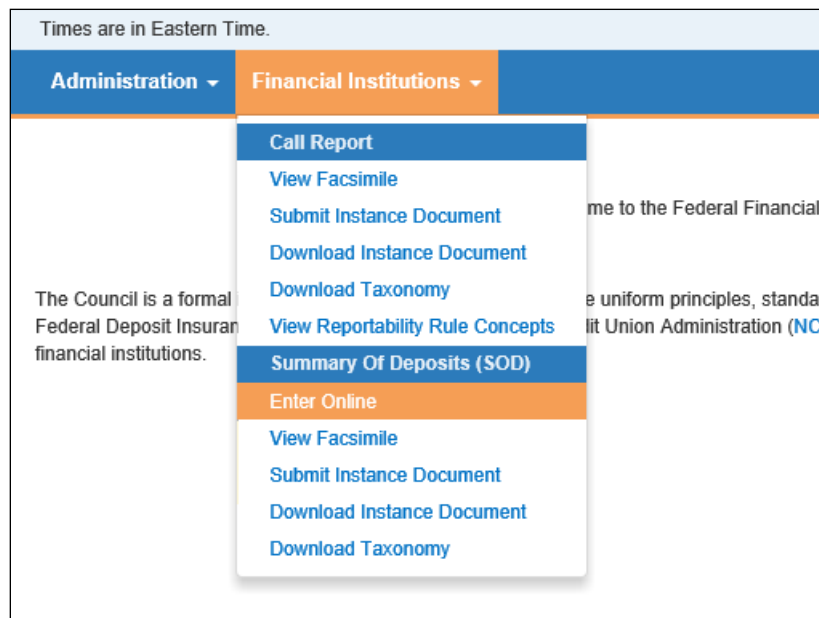


Image A: Financial Institutions Menu with Summary of Deposits (SOD) > Enter Online selected

Times are in Eastern Time. MDRM Lookup Dina Buckley Log Off Help

Administration **Financial Institutions**

Financial Institutions > Enter Online

Continue

* = Required
Select a Reporting Cycle and click on Continue to start working on New or previously saved SOD Report.

Data Series *	SOD
Reporting Cycle *	SODJune302017
Form Type *	001
ID RSSD	999999
Bank Name	CDRTEST BANK

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Image B: Enter Online page with the Continue button and Reporting Cycle drop-down list highlighted

3. The **Reporting Cycle** defaults to the current period. If amending prior period data, select the Reporting Cycle from the drop-down list.
4. Click the **Continue** button. The Enter Online page displays the default schedule of the SOD (Image C).

Note: Starting with SOD reporting period June 2017, the default is the Branches schedule. The Summary schedule is the default for prior periods.

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Administration Financial Institutions

Financial Institutions > Enter Online > View Online

[Back](#)

ID RSSD 999999

FI Name CDRTST BANK

Reporting Cycle SOD:June302017

FDIC Certificate Number 9999

OCC Charter Number 1

Assigned Analyst Doe, Jane (analyst001)

Blank SOD Report

Facsimile

Failed Edits SOD

Add Branch Validate Save Draft Schedule: Branches Branches Preparer

Submit Cancel

All Dollar amounts are in Thousands.

Add Branch

Search Office Number Search

Page 1 of 623 Total records 6230

Office Number	Office UNINUM	Change Code	Service Level	Name	Address	City	State	ZIP	County	Prior Period Deposits	Cur. Period Deposits	Cen Code	Cons. Office #	Pct Diff	Effective Date	Acquired Date	Established Date
0	2239		11	Main Office	110 E ANCHOR ROAD	COLUSA	CA	95932	COLUSA	165,636							1/1/1870
13	199319		11	ARCATA BRANCH	300 ELM ST	ARCATA	CA	95521	HUMBOLDT	86,550							6/16/1956
19	199325		11	BAKERSFIELD DOWNTOWN BRANCH	1300 22ND STREET	BAKERS	VA	93301	KERN	104,253							3/18/1935
28	199333		11	WILSHIRE CRESCENT BRANCH	12099 CRESCENT DRIVE	BEVERLY	VA	90212	LOS ANGELES	378,079							2/14/1958
30	199335		11	BURBANK BRANCH	1700 WEST BURBANK BOULEVA	SILOUX	VA	57104	MINNEHAHA	318,785							12/29/1954
36	199341		11	CITY OF COMMERCE BRANCH	5701 SOUTH EASTERN AVENUE	CITY OF COMMERCE	CA	90040	LOS ANGELES	150,326							4/17/1951
37	199342		11	MARKET BRANCH	501 MARKET STREET	COLUSA	CA	95932	COLUSA	105,161							8/23/1954
44	199348		11	SERRA BRANCH	135 SERRA AVENUE	DALY CITY	CA	94015	SAN MATEO	426,670							9/18/1961
47	199351		11	EUREKA BRANCH	605 G STREET	EUREKA	CA	95501	HUMBOLDT	133,800							1/31/1955
49	199353		11	GOLD RIVER BRANCH	2010 GOLD FIELD DRIVE	RANCHO CERRONA	CA	95670	SACRAMENTO	268,095							2/28/1955

Image C: View Online page displaying Branches schedule with the Back button, Schedule navigation, and Add Branch, Validate, Save Draft, Submit, and Cancel links highlighted

There is one button at the top of the page:

- **Back** closes the SOD without saving and displays the search fields (image B above).

Links to navigate to the next and previous schedules (Branches, Preparer, Summary) display above the schedule data entry fields.

Note: You can also navigate to the schedules by selecting the name of the schedule from the Schedule drop-down list. However, the drop-down list is **not** active on the Branches schedule.

The following links also display on the Branches schedule:

- **Validate** checks the SOD for quality and validity errors.
- **Save Draft** saves the SOD. Save the draft to save your work and return at a later time. It's recommended that you periodically save the draft in case of session time out, power outages, distractions, etc.
- **Submit** submits the SOD.
- **Cancel** discards any changes made since the last save.

- If not displayed, navigate to the **Branches** schedule by clicking the Branches link or selecting the Branches from the Schedule drop-down list. The Branches schedule displays (Image D).

Times are in Eastern Time. MDRM Lookup Dina Buckley Log Off Help

Administration Financial Institutions

Financial Institutions > Enter Online > View Online

Back

ID RSSD 909999

FI Name CDRTEST BANK Blank SOD Report

Reporting Cycle SOD:June302017 Facsimile

FDIC Certificate Number 9999

OCC Charter Number 1

Assigned Analyst Doe, Jane (analyst001)

Failed Edits SOD

Add Branch Validate Save Draft Schedule: Branches Branches Preparer

Submit Cancel

All Dollar amounts are in Thousands.

Add Branch

Search Office Number Search

Page 1 of 623 Total records 6230

Office Number	Office UN/NUM	Change Code	Service Level	Name	Address	City	State	ZIP	County	Prior Period Deposits	Cur. Period Deposits	Cen Code	Cons. Office #	Pct Diff	Effective Date	Acquired Date	Established Date
0	2239		11	Main Office	110 E. ANCHOR ROAD	COLUSA	CA	95932	COLUSA	165,636							1/1/1870
13	199319		11	ARCATA BRANCH	300 ELM ST	ARCATA	CA	95521	HUMBOLDT	86,550							6/16/1956
19	199325		11	BAKERSFIELD DOWNTOWN BRANCH	1300 22ND STREET	BAKERS	VA	93301	KERN	104,253							3/18/1935
28	199333		11	WILSHIRE CRESCENT BRANCH	12090 CRESCENT DRIVE	BEVERLY	VA	90212	LOS ANGELES	378,079							2/14/1958
30	199335		11	BURBANK BRANCH	1700 WEST BURBANK BOULEVA	SILOUX	VA	57104	MINNEHAHA	318,785							12/29/1954
36	199341		11	CITY OF COMMERCE BRANCH	5701 SOUTH EASTERN AVENUE	CITY OF COMMERCE	CA	90040	LOS ANGELES	150,326							4/17/1951
37	199342		11	MARKET BRANCH	501 MARKET STREET	COLUSA	CA	95932	COLUSA	105,161							8/23/1954
44	199348		11	SERRA BRANCH	135 SERRA AVENUE	DALY CITY	CA	94015	SAN MATEO	426,670							9/18/1961
47	199351		11	EUREKA BRANCH	605 G STREET	EUREKA	CA	95501	HUMBOLDT	133,800							1/31/1955
49	199353		11	GOLD RIVER BRANCH	2010 GOLD FIELD DRIVE	RANCHO CINDYVA	CA	95670	SACRAMENTO	268,095							2/28/1955

Image D: Branches schedule with the Office Number link and the Current Period Deposits, Cen Code and Consolidated Office No. fields highlighted

- Enter deposit data for each branch, as appropriate:
 - Current Period Deposits:** Report the applicable domestic deposit total (in thousands) for each branch. Institutions should assign deposits to each office in a manner consistent with their existing internal record-keeping practices.
 - CEN Code:** Enter “1” for estimated deposits, “2” for deposits consolidated with a different location (applicable for limited service locations only), or “3” for non-deposit accepting location. If reporting actual deposits for a location, the CEN Code should be left blank.
 - Consolidated Office No.:** If you used CEN Code 2, indicate the FDIC-assigned office number of the location where the subject branch deposits are consolidated. The consolidated office should be in the same county as the reported office. Limited service offices should be consolidated into another office in the same county unless your bank does not have a full service branch in that county. The Consolidated Office field should be left blank if the CEN Code is blank, 1, or 3.

Use the numbered page buttons above the list of branches to browse to more branches if the bank has more than ten branches.

To **update, correct** or **remove** a branch:

- Click the **Office Number** link. The Branch Details popup window displays.
- Select the appropriate **change type and code**.
- Update the applicable branch information.
- **Validate** the address if the location was updated or corrected.
- Enter the **Effective Date** of the change.
- **Save** the changes.

To **add** a new branch:

- Click the **Add Branch** link. The Branch Details popup window displays.
- Select the appropriate add (Change) **code**.
- Enter the required branch information.
- **Validate** the address.
- Enter the **Effective Date**.
- **Save** the branch.

7. After entering branch information, select the **Preparer** link. The Preparer schedule displays.

Note: The **Vendor Code** is pre-populated with “100”. Leave this default.

8. Enter preparer information.

Note: The **Prepared Date** should be entered in mm/dd/yyyy format. Data entered in fields marked “Restricted” will not be made publicly available.

9. Click the **Validate** button. The system validates the SOD and displays a success message with the number of any Failed Edits.

10. Click the **Failed Edits** tab to review any failed edits (Image E).

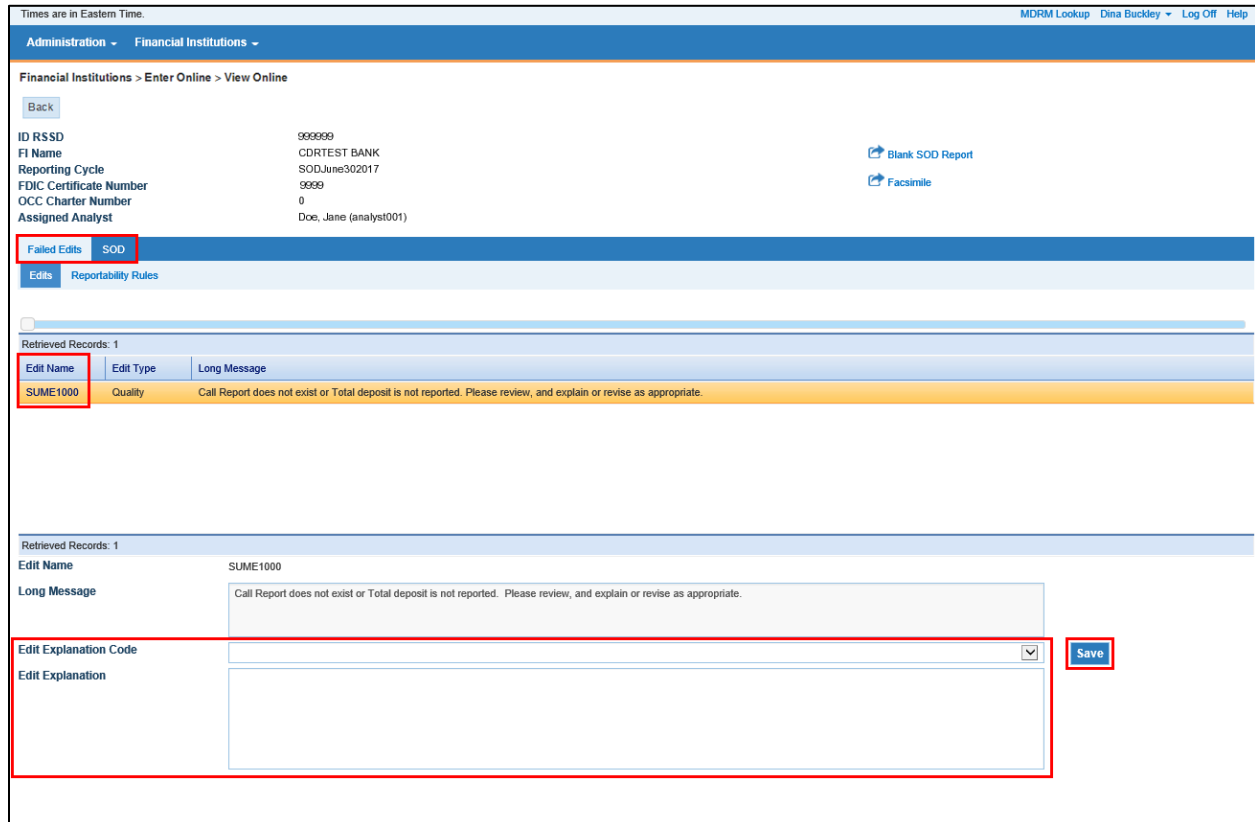


Image E: Failed Edits page with Failed Edits and SOD tabs, Edit Name link, Edit Explanation Code drop-down, Edit Explanation field and Save button highlighted

11. Enter explanations for each failed *quality* edit:

- Click the link in the **Edit Name** column for the failed edit to view the edit details.
- Select the **Edit Explanation Code** from the drop-down list.
- Enter the explanation in the **Edit Explanation** field.
- Click the **Save** button to the right.

Note: Explanations cannot be entered for failed *validity* edits. Validity edits must be resolved before submitting or the SOD will be rejected.

12. Click the **SOD** tab to return to the SOD schedules.

13. Click the **Submit** button to submit the SOD. The system displays a success message once the SOD has been submitted.

14. To print a copy of the SOD facsimile, click the Facsimile link (Image F). The facsimile opens in a new browser tab (Image G).

Note: If a "page cannot be displayed" error is encountered, you may need to contact your IT department to open TCP port 8081. As a test for this, access <https://cdr.ffiec.gov:8081/>. You should receive an error message similar to "HTTP Status 404, Apache Tomcat/7.0.67." If instead of the Tomcat error you receive "page cannot be

displayed,” then internet traffic is not getting through on port 8081. Your local IT should be able to enable this. Contact the CDR Help Desk if further assistance is needed.

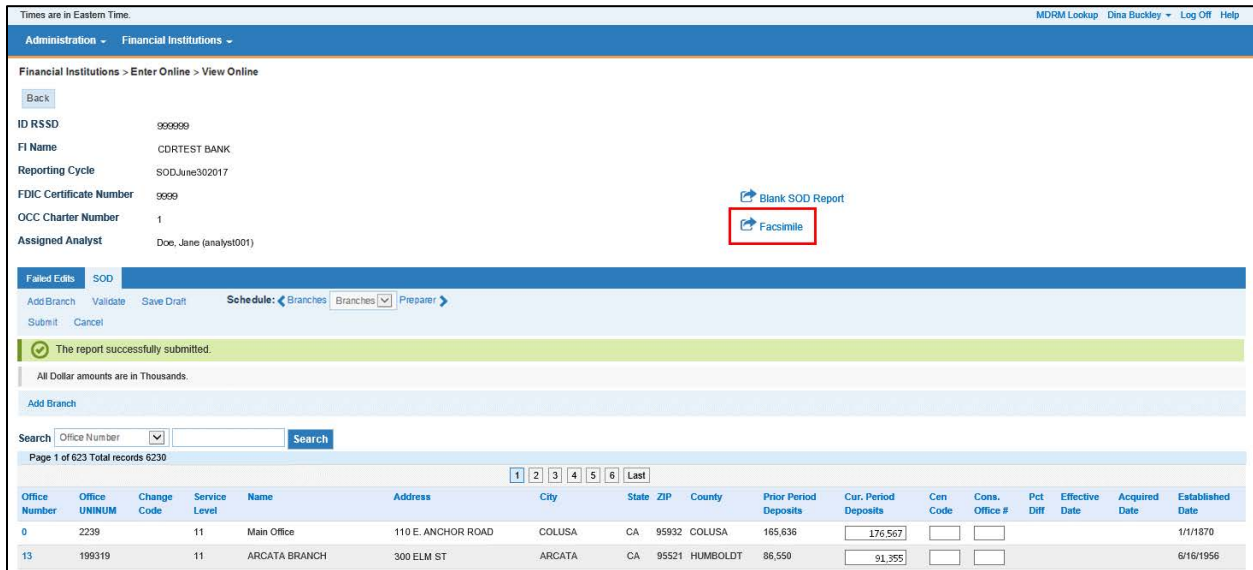


Image F: Submitted SOD with Facsimile link highlighted

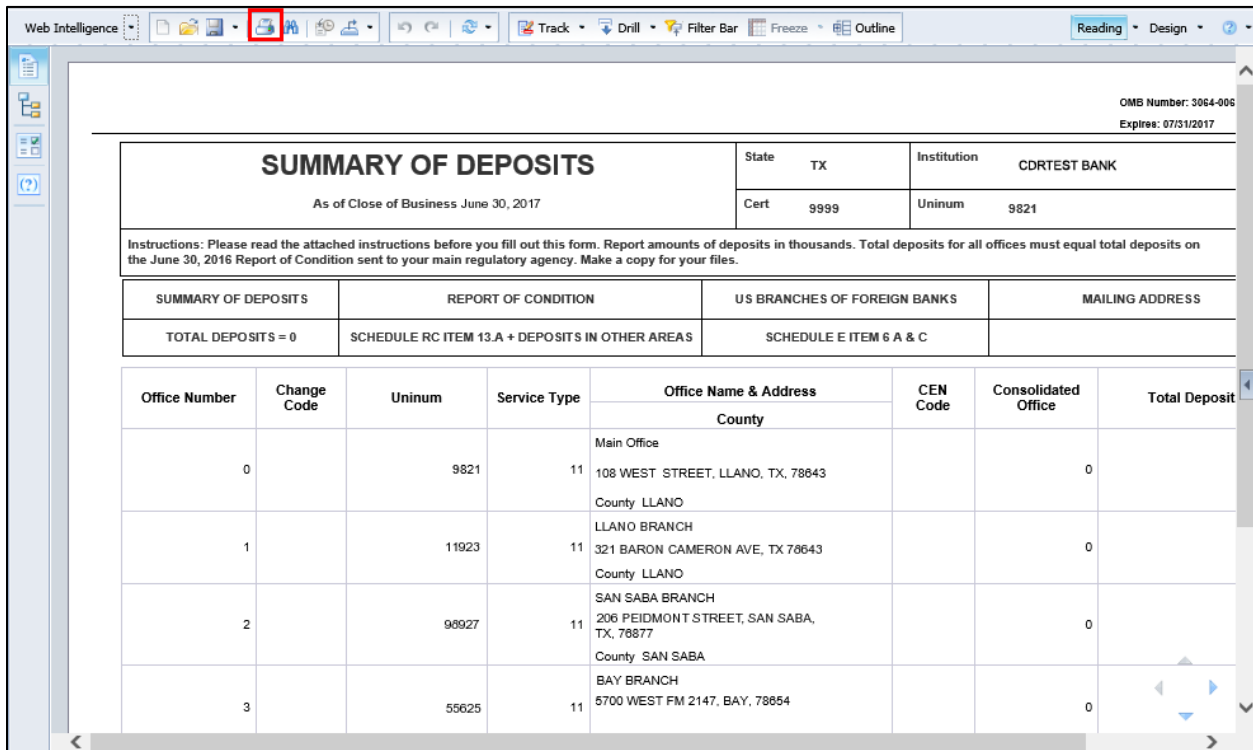


Image G: SOD Facsimile with Print button highlighted

15. Click the **Print** button. The system prompts to Open or Save the facsimile as a PDF, which can be printed (Image H).

Note: This behavior and system prompt may vary based on the browser being used and the user's browser, internet and security settings.

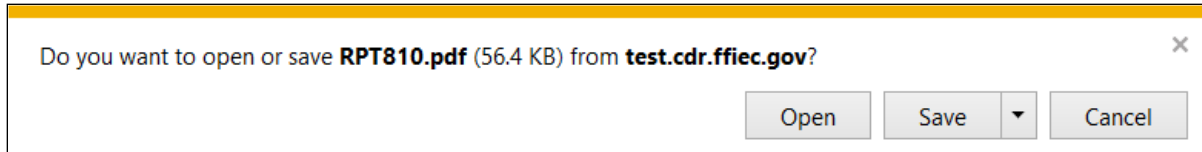


Image H: Open or Save the SOD Facsimile as a PDF to print

Printing the SOD

A printable copy of the SOD is available immediately after submitting the SOD from the Enter Online page by clicking the Facsimile link. (See [step 14](#) of the [Submitting the SOD Online](#) topic.)

A printable copy is also available from the View Facsimile feature at any time after submitting the SOD.

Note: The SOD must be in an *accepted* status. SODs in a *rejected* state (submitted with unresolved validity errors or quality errors without edit explanations entered) will not be available from the View Facsimile feature.

1. Log into CDR.
2. Select **Financial Institutions > Summary of Deposits (SOD) > View Facsimile** (Image I). The View Facsimile page displays (Image J).

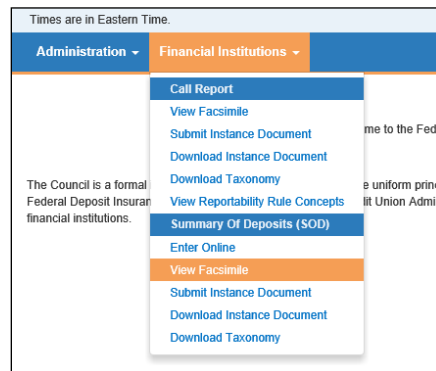


Image I: Financial Institutions Menu with View Facsimile selected

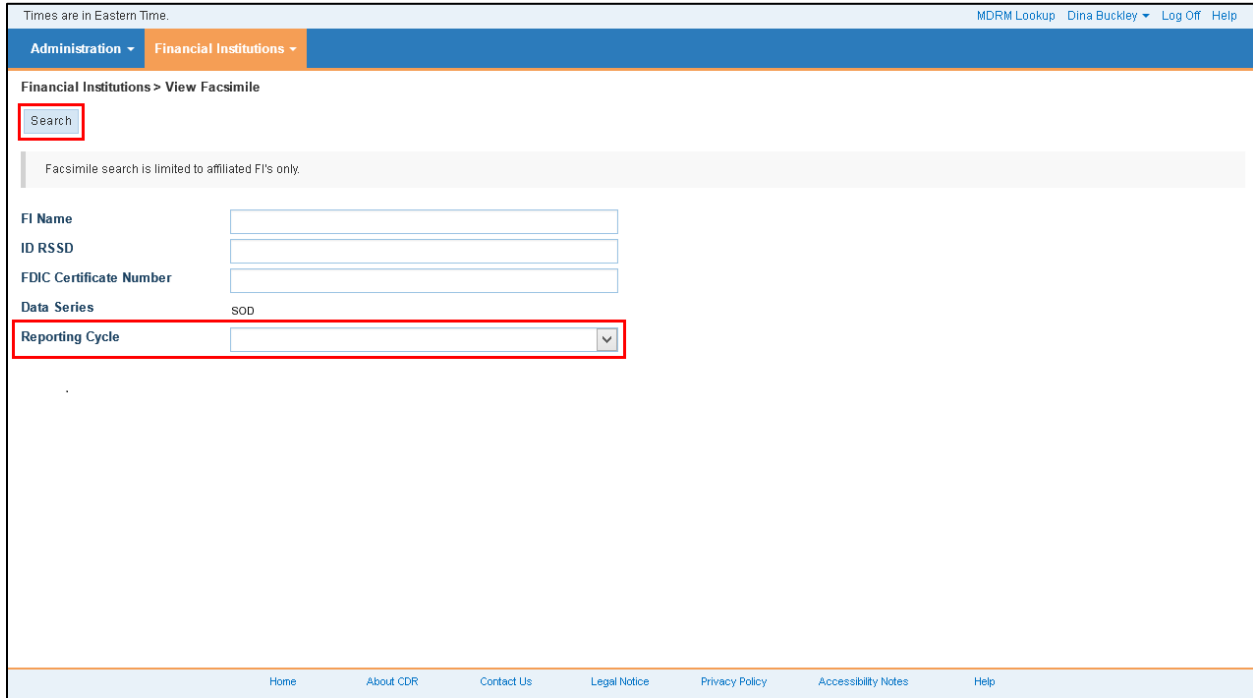


Image J: View Facsimile page with Reporting Cycle drop-down and Search button highlighted

3. Select the desired period from the **Reporting Cycle** drop-down list.
4. Click the **Search** button. The Search results display (Image K).

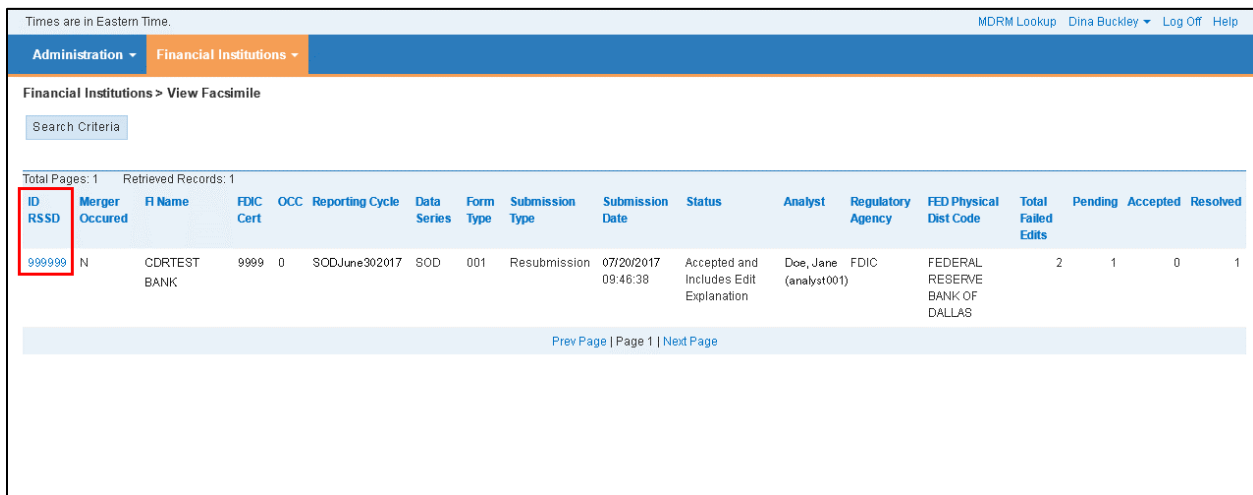


Image K: View Facsimile search results with ID RSSD link highlighted

5. Click the **ID RSSD** link. The facsimile opens in a new browser tab (Image L).

Note: If a "page cannot be displayed" error is encountered, you may need to contact your IT department to open TCP port 8081. As a test for this, access <https://cdr.ffiec.gov:8081/>. You should receive an error message similar to "HTTP Status

404, Apache Tomcat/7.0.67." If instead of the Tomcat error you receive "page cannot be displayed," then internet traffic is not getting through on port 8081. Your local IT should be able to enable this. Contact the CDR Help Desk if further assistance is needed.

Web Intelligence [Print] [Track] [Drill] [Filter Bar] [Freeze] [Outline] Reading Design

OMB Number: 3064-006
Expire: 07/31/2017

SUMMARY OF DEPOSITS

As of Close of Business June 30, 2017

State	TX	Institution	CDRTEST BANK
Cert	9999	Uninum	9821

Instructions: Please read the attached instructions before you fill out this form. Report amounts of deposits in thousands. Total deposits for all offices must equal total deposits on the June 30, 2016 Report of Condition sent to your main regulatory agency. Make a copy for your files.

SUMMARY OF DEPOSITS	REPORT OF CONDITION	US BRANCHES OF FOREIGN BANKS	MAILING ADDRESS
TOTAL DEPOSITS = 0	SCHEDULE RC ITEM 13.A + DEPOSITS IN OTHER AREAS	SCHEDULE E ITEM 6 A & C	

Office Number	Change Code	Uninum	Service Type	Office Name & Address	CEN Code	Consolidated Office	Total Deposit
0		9821	11	Main Office 108 WEST STREET, LLANO, TX, 78643 County LLANO		0	
1		11923	11	LLANO BRANCH 321 BARON CAMERON AVE, TX 78643 County LLANO		0	
2		98927	11	SAN SABA BRANCH 206 PEIDMONT STREET, SAN SABA, TX, 78877 County SAN SABA		0	
3		55625	11	BAY BRANCH 5700 WEST FM 2147, BAY, 78854		0	

Image L: SOD Facsimile with Print button selected

- Click the **Print** button. The system prompts to Open or Save the facsimile as a PDF, which can be printed (Image M).

Note: This behavior and system prompt may vary based on the browser being used and the user’s browser, internet and security settings.

Do you want to open or save **RPT810.pdf** (56.4 KB) from **test.cdr.ffiec.gov**?

Open Save Cancel

Image M: Open or Save the SOD Facsimile as a PDF to print

Accessing Saved or Submitted SODs

Submitted SODs or SOD drafts saved to be completed at a later time are accessed from the Enter Online feature.

1. Log into CDR.
2. Select **Financial Institutions > Summary of Deposits (SOD) > Enter Online** (Image N). The Enter Online page displays (Image O).

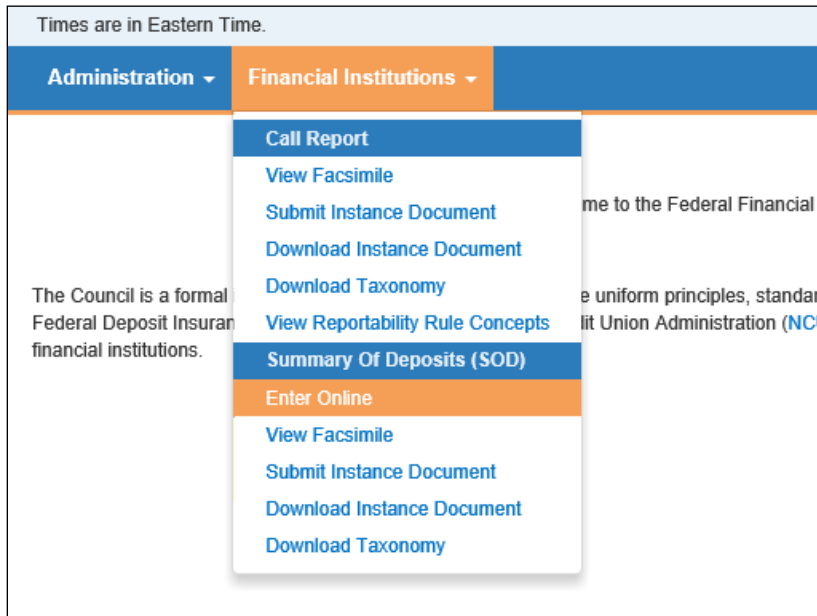


Image N: Financial Institutions Menu with Summary of Deposits (SOD) > Enter Online selected

Times are in Eastern Time. MDRM Lookup Dina Buckley Log Off Help

Administration **Financial Institutions**

Financial Institutions > Enter Online

[Continue](#)

* = Required
Select a Reporting Cycle and click on Continue to start working on New or previously saved SOD Report.

Data Series *	SOD
Reporting Cycle *	SODJune302017
Form Type *	001
ID RSSD	999999
Bank Name	CDRTEST BANK

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Image O: View Online page with the Continue button and Reporting Cycle drop-down list highlighted

3. Select the **Reporting Cycle** from the drop-down list.
4. Click the **Continue** button. The View Online page displays the default schedule of the SOD with previously saved data populated for each schedule (Image P).

Times are in Eastern Time. MDRM Lookup Dina Buckley Log Off Help

Administration Financial Institutions

Financial Institutions > Enter Online > View Online

Back

ID RSSD 999999

FI Name CDRTEST BANK

Reporting Cycle SOD:June302017

FDIC Certificate Number 9999

OCC Charter Number 1

Assigned Analyst Doe, Jane (analyst001)

[Blank SOD Report](#)
[Facsimile](#)

Failed Edits SOD

Add Branch Validate Save Draft Schedule: Branches Branches Preparer

Submit Cancel

All Dollar amounts are in Thousands.

Add Branch

Search Office Number Search

Page 1 of 623 Total records 6230

Office Number	Office UNINUM	Change Code	Service Level	Name	Address	City	State	ZIP	County	Prior Period Deposits	Cur. Period Deposits	Gen Code	Cons. Office #	Pct Diff	Effective Date	Acquired Date	Established Date
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13	199319		11	ARCATA BRANCH	300 ELM ST	ARCATA	CA	95521	HUMBOLDT	86,550							6/16/1956
19	199325		11	BAKERSFIELD DOWNTOWN BRANCH	1300 22ND STREET	BAKERS	VA	93301	KERN	104,253							3/18/1935
28	199333		11	WILSHIRE CRESCENT BRANCH	12099 CRESCENT DRIVE	BEVERLY	VA	90212	LOS ANGELES	378,079							2/14/1958
30	199335		11	BURBANK BRANCH	1700 WEST BURBANK BOULEVA	SILOUX	VA	57104	MINNEHAHA	318,785							12/29/1954
36	199341		11	CITY OF COMMERCE BRANCH	5701 SOUTH EASTERN AVENUE	CITY OF COMMERCE	CA	90040	LOS ANGELES	150,326							4/17/1951
37	199342		11	MARKET BRANCH	501 MARKET STREET	COLUSA	CA	95932	COLUSA	105,161							8/23/1954
44	199348		11	SERRA BRANCH	135 SERRA AVENUE	DALY CITY	CA	94015	SAN MATEO	426,670							9/18/1961
47	199351		11	EUREKA BRANCH	605 G STREET	EUREKA	CA	95501	HUMBOLDT	133,800							1/31/1955
49	199353		11	GOLD RIVER BRANCH	2010 GOLD FIELD DRIVE	RANCHO CERRONA	CA	95670	SACRAMENTO	268,095							2/28/1955

Image P: View Online page with Blank SOD Report and Facsimile links highlighted

Refer to the [Submitting the SOD Online](#) topic for information on entering data and submitting the SOD.

Click the **Blank SOD Report** link to save or print a blank copy (no deposits) of the SOD.

Click the **Facsimile** link to [save or print a copy](#) of the SOD facsimile.

Additional Resources

The FDIC has provided [Reporting Instructions](#) which are available from <https://www.fdic.gov>:

Users should contact their Assigned Analyst for any questions not covered in the Reporting Instructions regarding the data to be entered on the SOD or filing requirements.

Users may contact the CDR Help Desk for technical assistance using the CDR system:

- Phone: 1-888-CDR-3111
- Fax: 1-703-774-3946
- E-mail: CDR.Help@FFIEC.GOV
- Submit Online Requests: <https://cdr.ffiec.gov/CDR/Public/SubmitHDRRequestOnline.aspx>