

Entering Summary of Deposits in CDR

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

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Submitting the SOD Online

SOD survey information can be submitted using the CDR Enter Instance Document 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 > Enter Instance Document Online** (Image A). The FI Search page displays (Image B).



Image A: Financial Institutions Menu with Enter Instance Document Online selected

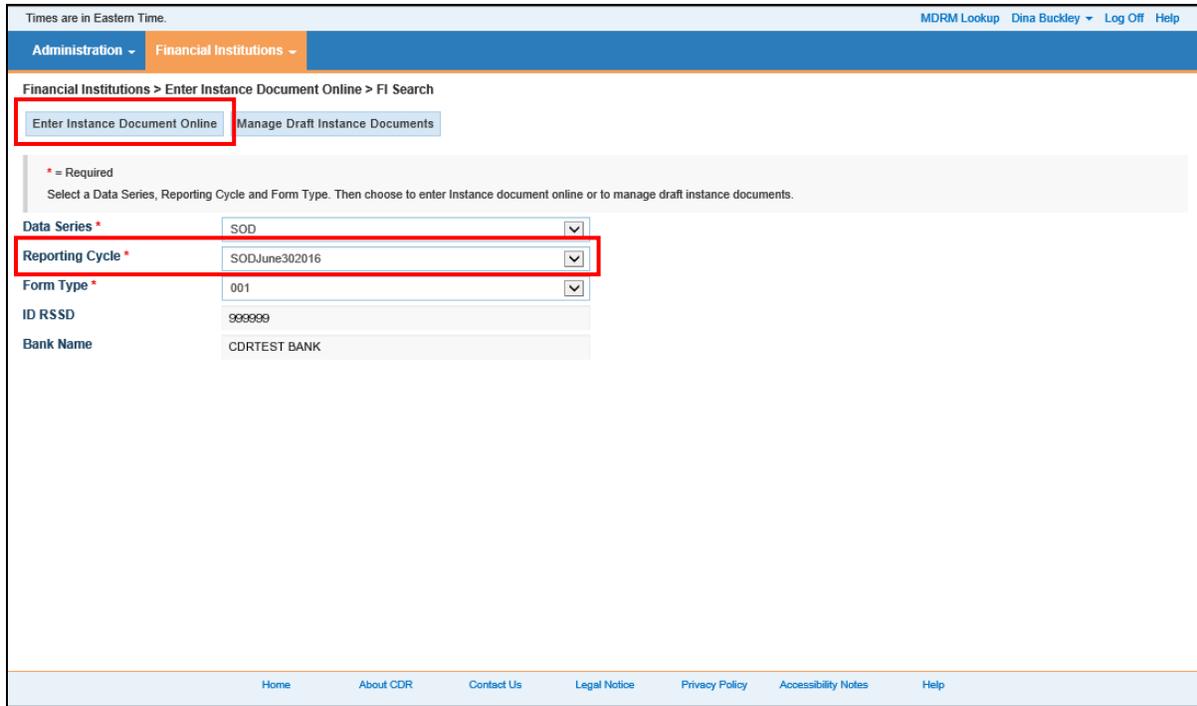


Image B: FI Search with the Enter Instance Document Online button and Reporting Cycle drop-down list highlighted

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 **Enter Instance Document Online** button. The Enter Instance Document Online page displays the Summary schedule of the SOD (Image C).

Financial Institutions > Enter Instance Document Online

Validate Save Draft Submit Cancel

ID RSSD 999999
 FI Name CDRTEST BANK
 Reporting Cycle SODJune302016
 FDIC Certificate Number 9999
 OCC Charter Number 1
 Assigned Analyst Doe, Jane (analyst001)

Failed Edits SOD

Select a schedule to view Summary

All Dollar amounts are in Thousands.

Summary-Summary

	CurrentPeriod	PriorPeriod	% Diff
1 SOD	SUMD2200 86,292,000	Derived SUMD2200 86,292,000	PCTSODtoSODDiff
2 Call	CallRCON2200 86,292,000	Derived CallRCON2200 86,292,000	PCTCalltoCallDiff
3 Diff	CalltoSODDiff 0	Derived CalltoSODDiff	

Image C: Enter Instance Document Online page with the Select a schedule to view drop-down and the Validate, Save Draft, Submit and Cancel buttons highlighted

There are four buttons at the top of the page:

- **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 is recommended that you periodically save the draft in case of session time out, power outages, distractions, etc. Saved SODs may be found in the [Manage Draft Instance Documents](#) with status “Work in Progress.”
- **Submit** submits the SOD. Submitted SODs may be found in the [Manage Draft Instance Documents](#) with status “Submitted to Production.”
- **Cancel** returns to the FI Search page (Image B above) without saving the SOD.

5. Select **Branches** from the **Select a schedule to view** drop-down. The Branches schedule displays (Image D).

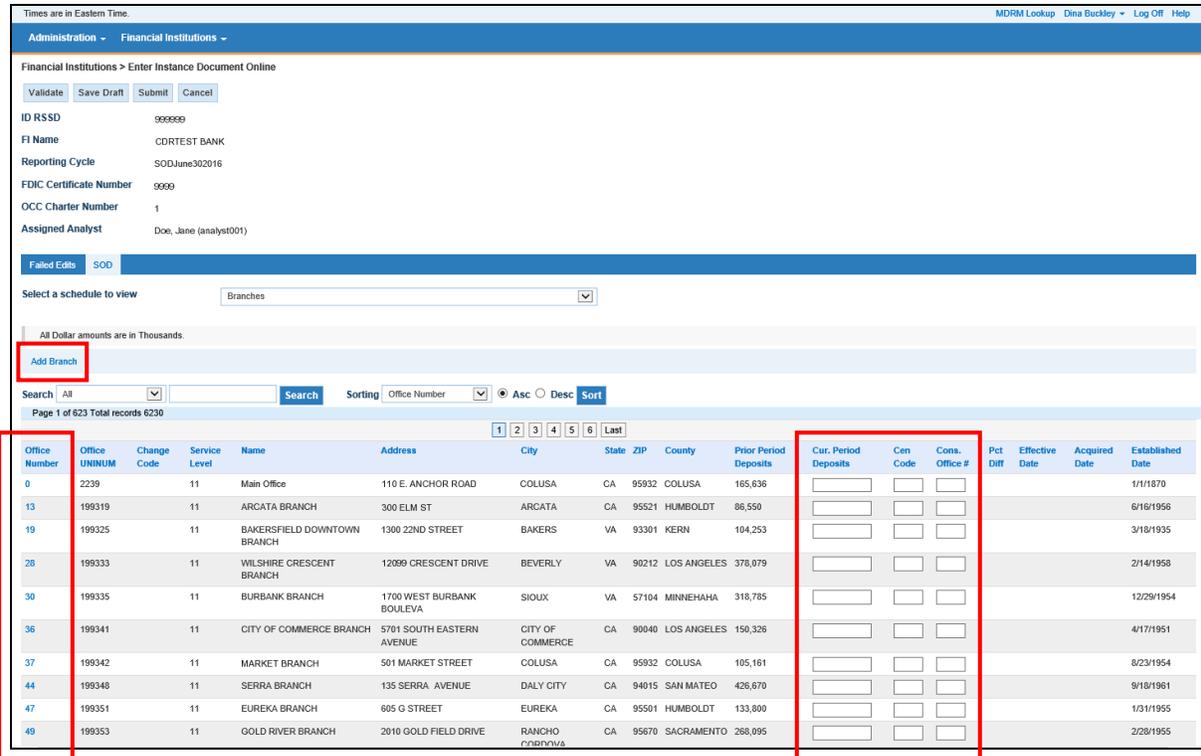


Image D: Branches schedule with the Add Branch and Office Number links and the Current Period Deposits, Cen Code and Consolidated Office No. fields highlighted

6. Enter deposit data for each branch in the **Current Period Deposits, **Cen Code** and **Consolidated Office #** fields, as appropriate.**

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:

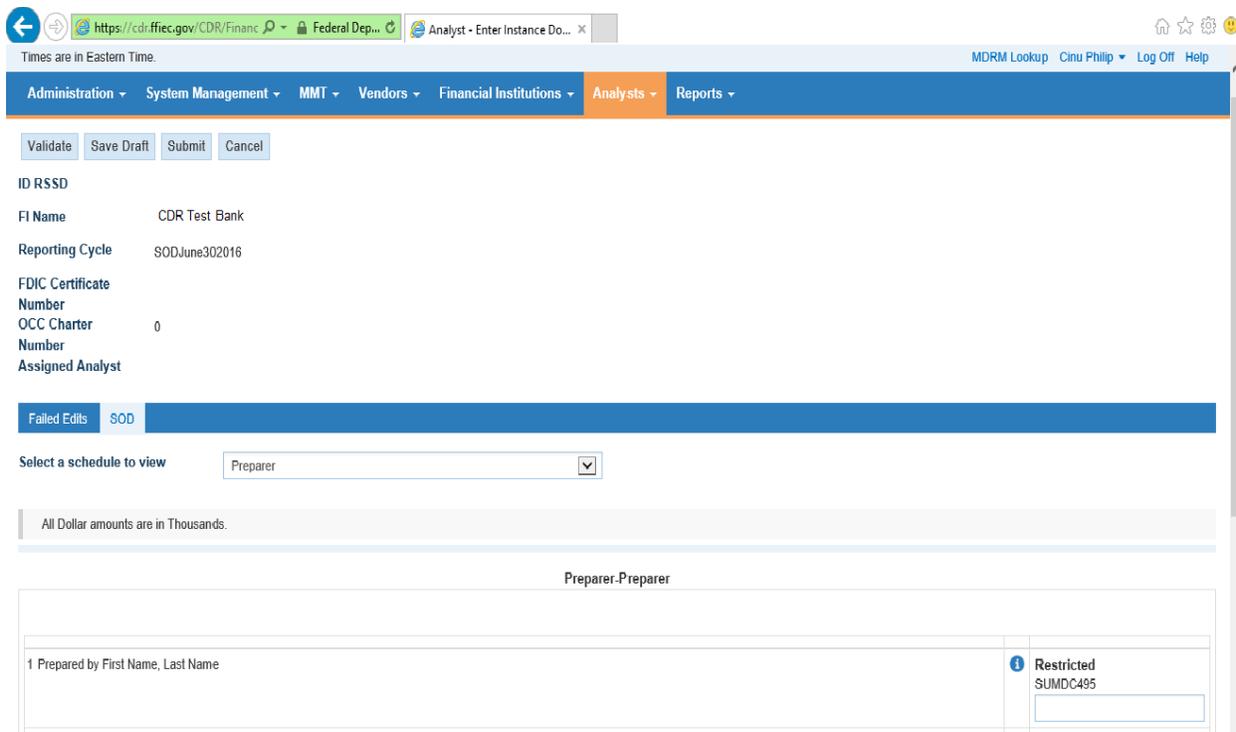
- Click the **Office Number** link. The Branch Details popup window displays.
- Select the appropriate **change type and code**.
- Update the applicable branch information.
- **Validate** the address if the location was updated or corrected.
- Enter the **Effective Date** of the change.
- **Save** the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

To **add** a new branch:

- Click the **Add Branch** link. The Branch Details popup window displays.
- Select the appropriate add **code**.

- Enter the required branch information.
- **Validate** the address.
- Enter the **Effective Date**.
- **Save** the branch.

7. After entering branch information, select **Preparer** from the **Select a schedule to view** drop-down. The Preparer schedule displays.



8. Enter preparer information.

Note: The Prepared Date should be entered in mm/dd/yyyy format. The Vendor Code should be left blank.

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).

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

Administration - Financial Institutions - Manage Draft Instance Documents > View Instance Document

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ID RSSD: 999999
FI Name: CDRTEST BANK
Reporting Cycle: SODJune302016
FDIC Certificate Number: 9999
OCC Charter Number: 0
Assigned Analyst: Doe, Jane (analyst001)

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

Failed Edits | **SOD**

Retrieved Records: 1

Edit Name	Edit Type	Long Message
SUME1000	Quality	Call Report does not exist or Total deposit is not reported. Please review, and explain or revise as appropriate.

Retrieved Records: 1

Edit Name: SUME1000

Long Message: Call Report does not exist or Total deposit is not reported. Please review, and explain or revise as appropriate.

Edit Explanation Code:

Edit Explanation:

[Save](#)

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 *quality* failed edits:

- Click the **Edit Name** link 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 *validity* failed edits. Validity edits should be resolved before submitting the SOD.

12. Click the **SOD** tab to return to the SOD Summary schedule.

13. Click the **Submit** button to submit the SOD. The system displays a success message once the SOD has been submitted. Submitted SODs may be found on the [Manage Draft Instance Document](#).

Printing the SOD

A printable copy of the submitted SOD can be opened or saved for printing.

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 Instance Document Facsimile feature.

1. Log into CDR.
2. Select **Financial Institutions > View Instance Document Facsimile** (Image F). The View Instance Document Facsimile page displays (Image G).

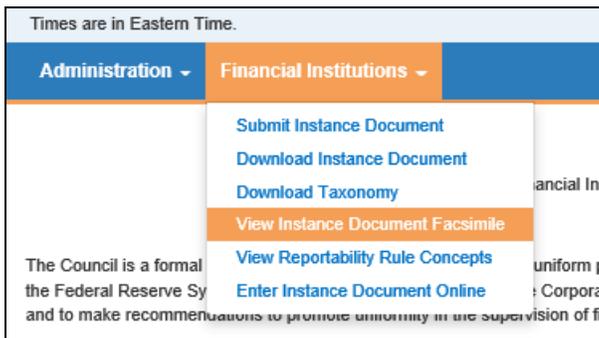


Image F: Financial Institutions Menu with View Instance Document Facsimile selected

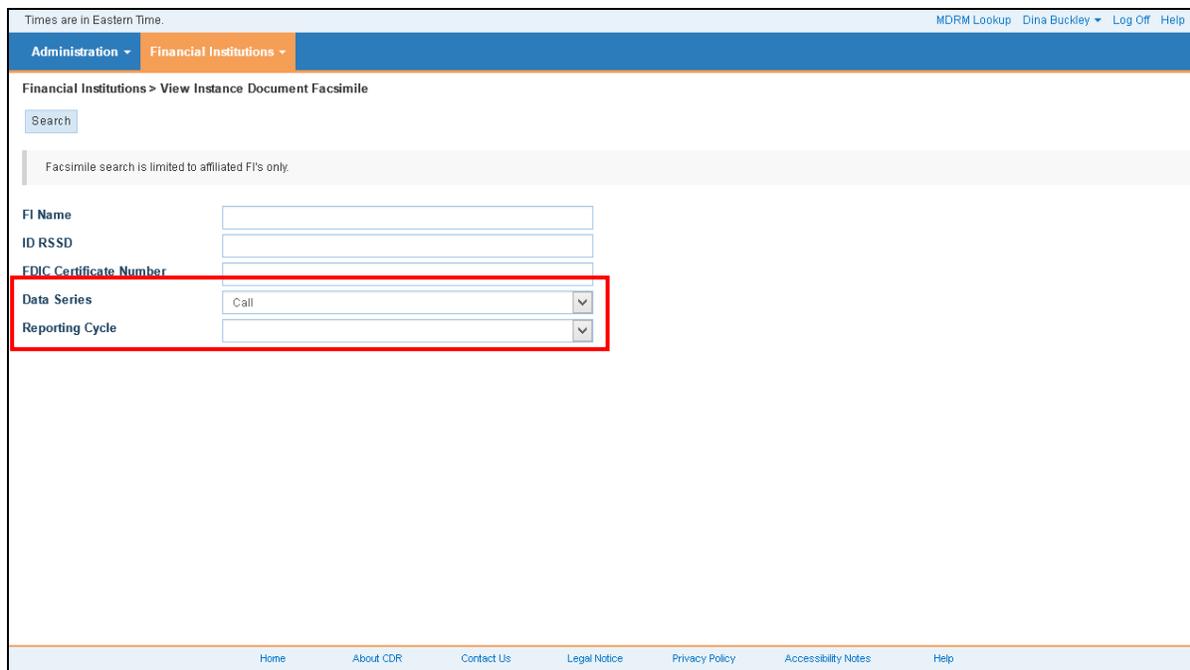


Image G: View Instance Document Facsimile page with Data Series and Reporting Cycle drop-downs highlighted

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

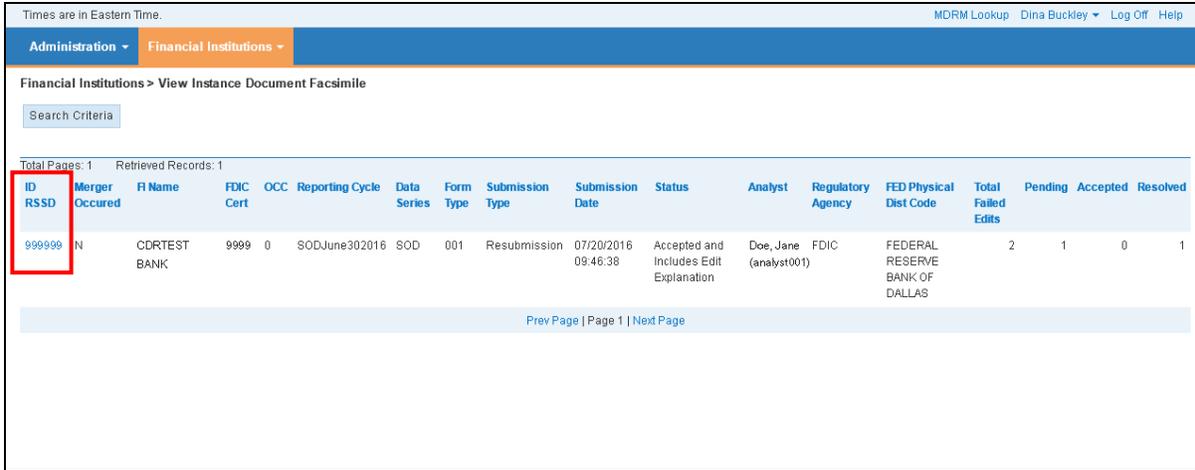


Image H: View instance Document Facsimile search results with ID RSSD link highlighted

6. Click the ID RSSD link. The facsimile opens in a new browser tab (Image I).

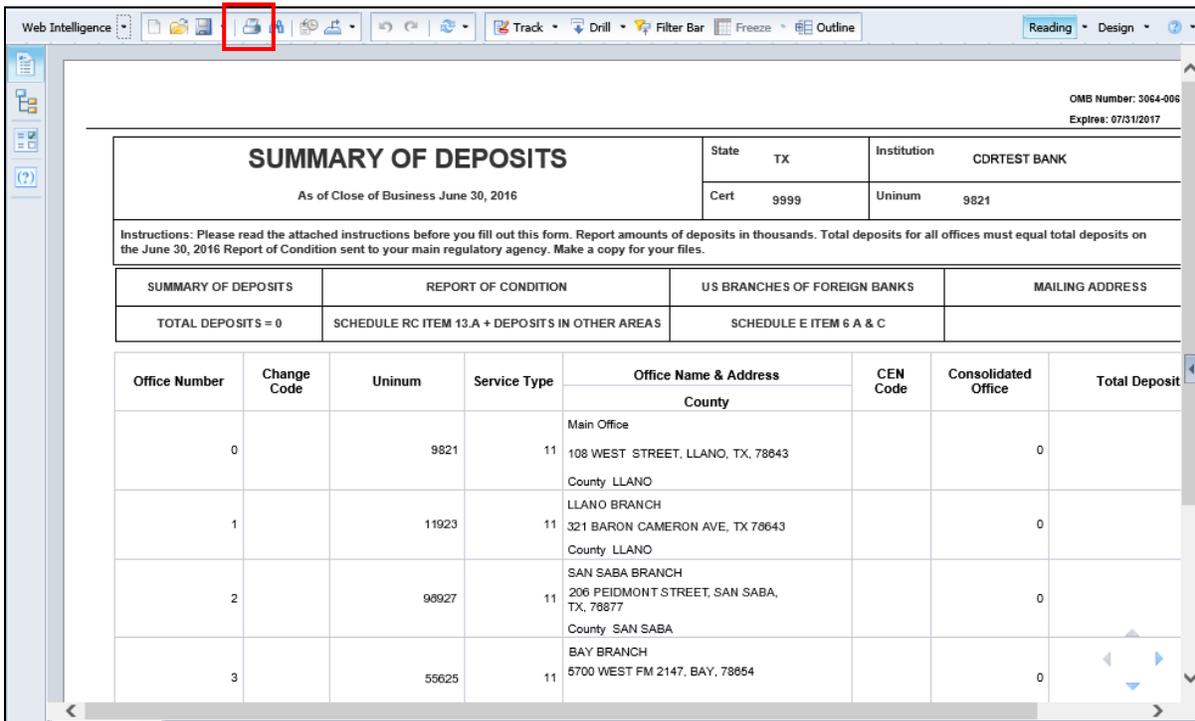


Image I: SOD Facsimile with Print button selected

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

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

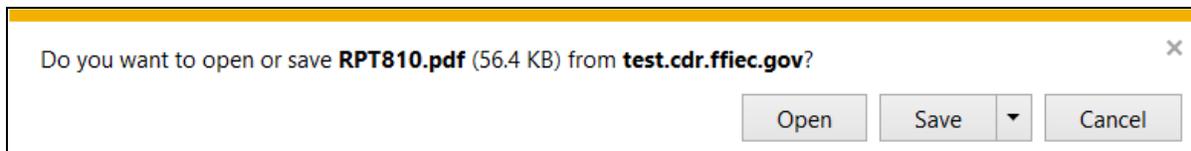


Image J: Open or Save the SOD Facsimile as a PDF to print

Accessing Saved or Submitted SODs

Submitted SODs or SOD drafts saved to be completed at a later time are accessed from the Manage Draft Instance Documents.

1. Log into CDR.
2. Select **Financial Institutions > Enter Instance Document Online** (Image K). The FI Search page displays (Image L).

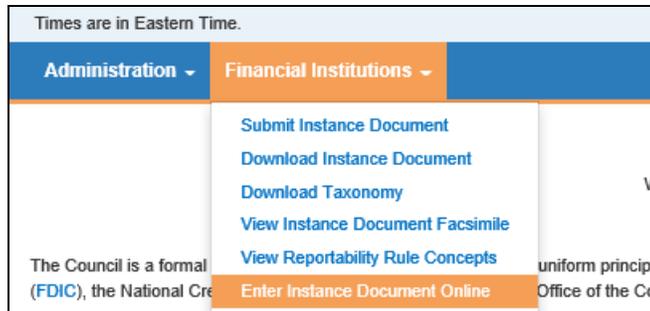


Image K: Financial Institutions Menu with Enter Instance Document Online selected

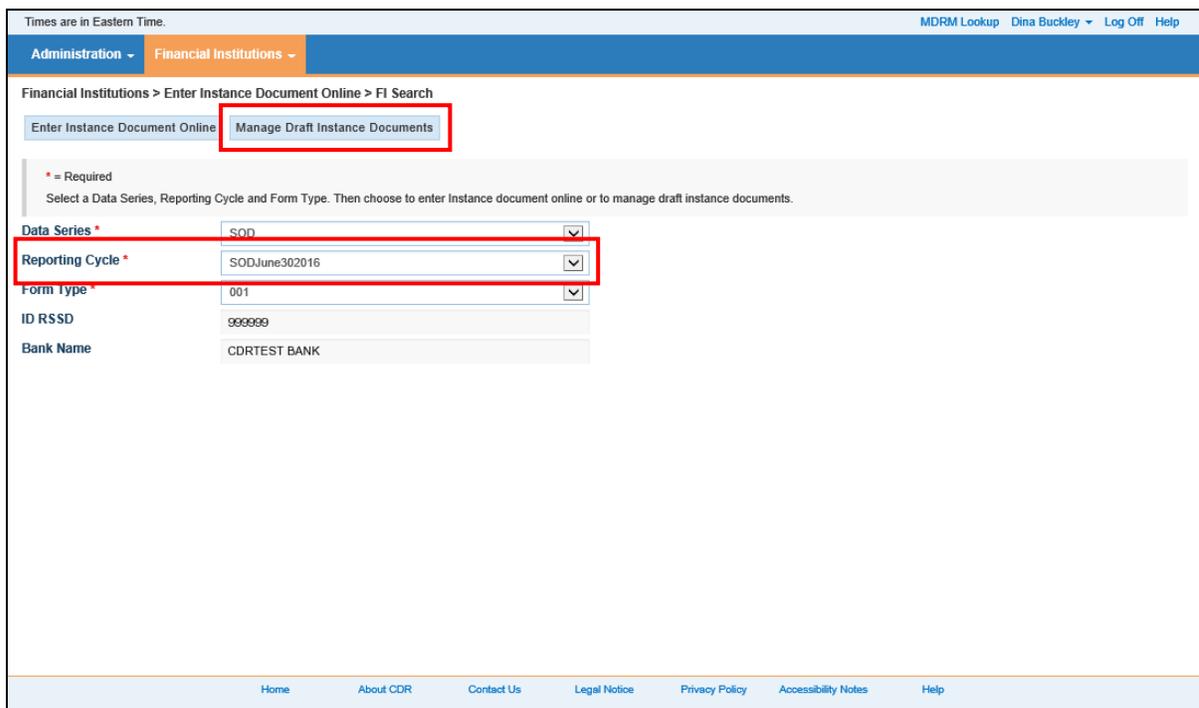


Image L: FI Search page with the Manage Draft Instance Documents button and Reporting Cycle drop-down list highlighted

3. Select the **Reporting Cycle** from the drop-down list.
4. Click the **Manage Draft Instance Documents** button. The Draft Instance Document Search results page displays a list of SODs that have been saved or submitted for the reporting cycle (Image M).

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Administration - Financial Institutions -

Financial Institutions > Manage Draft Instance Documents > Draft Instance Documents Search

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Total Pages: 1 Retrieved Records: 2

ID RSSD	Merger Occured	FI Name	FDIC Cert	OCC	Reporting Cycle	Data Series	Form Type	Submission Type	Submission Date	Status	Analyst	Regulatory Agency	FED Physical Dist Code	Total Failed Edits	Pending	Accepted	Resolved
999999	N	CDRTEST BANK	9999	0	SODJune302016	SOD	001	Resubmission	07/13/2016 14:21:24	Submitted to Production	Jane analyst001	FDIC	FEDERAL RESERVE BANK OF DALLAS	1	0	0	0
999999	N	CDRTEST BANK	9999	0	SODJune302016	SOD	001	Original	07/13/2016 14:19:41	Replaced	Jane analyst001	FDIC	FEDERAL RESERVE BANK OF DALLAS	3	0	0	0

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Image M: Draft Instance Documents with Status and ID RSSD links highlighted

SODs that have been saved but not submitted have the “Work in Progress” status. Once the SOD is submitted, the status is “Submitted to Production.” If a new SOD is submitted, the previous SOD status is updated to “Replaced.”

5. Click the ID RSSD link to open the SOD. The View Instance Document page displays (Image N).

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

Administration Financial Institutions

Manage Draft Instance Documents > View Instance Document

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ID RSSD 999999
 FI Name CDRTEST BANK
 Reporting Cycle SODJune302016
 FDIC Certificate Number 9999
 OCC Charter Number 0
 Assigned Analyst Doe, Jane (analyst001)

[Blank SOD Report](#)

[Facsimile](#)

Failed Edits SOD

Validate Save Draft Submit Cancel Schedule: Summary Summary Branches

All Dollar amounts are in Thousands.

Summary-Summary

	CurrentPeriod	PriorPeriod	% Diff
1 SOD	SUMD2200 51,908	Derived <input type="checkbox"/> SUMD2200 49,380	PCTSODtoSODDiff 0.0000%
2 Call	CallRCON2200 51,908	CallRCON2200 49,380	PCTCalltoCallDiff
3 Diff	CalltoSODDiff	CalltoSODDiff	

Image N: View Instance Document page with Blank SOD Report and Facsimile links highlighted

Refer to the [Submitting the SOD Online](#) topic beginning on page 2 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>:

1. Click **Bank Data and Statistics** from the **Industry Analysis** menu.
2. Click the **Bank Financial Reports** link.
3. Click the **Summary of Deposits** link from the left hand menu.
4. Click the **Reporting Instructions**.

The direct link to the Reporting Instructions is:

https://www.fdic.gov/regulations/resources/call/SOD_Instructions.pdf

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 Request](#)