

**Key Issues for Software Developers
Report of U.S. Ownership of Foreign Securities,
Including Selected Money Market Instruments (SHCA)
(Effective beginning with December 31, 2003 SHCA Report)**

General Errors

- Reporting date fields with an incorrect format. All date fields 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. 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 empty lines after it.
- Reporting characters at the end of the file. Characters should not appear at the end of the file. Sometimes when a text file is created, a blank line will be converted into a character, such as a square (□); this will prevent the file from being loaded.
- Excluding leading zeroes in the Reporter Identification Number (RSSD ID). The leading zeroes of the RSSD ID 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 (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 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.

Semi-Colon Delimited File Errors

- 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. If preparing the data in MS Excel or MS Access, this would be the equivalent of a missing column.

- 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 other field. (The fields where this is most likely to occur are security description and issuer name.)