



MANAGING MSB CALL REPORT COMPLETENESS CHECKS AND WARNINGS

When completing the MSB Call Report, the System validates the data entered and provides completeness checks or warnings if data is missing or invalid, exceeds certain thresholds, or requires an explanatory note. ([Full List of Completeness Checks and Warnings](#))

An MSB Call Report filing cannot be submitted until all sections are marked "Ready to Submit." Sections cannot be marked "Ready to Submit" until all completeness checks and warnings are cleared.

- [How to Clear Completeness Checks](#)
- [How to Clear Warnings](#)
- [How to Submit a Filing with Warnings](#)

How to Clear a Completeness Check

Completeness checks must be cleared in order to mark a section of an MSB Call Report filing as "Ready to Submit."

1. Click the hyperlinked section name to jump to that section and take the action required.

Section	Action Required
Liabilities and Equity 1	Values are missing for one or more highlighted fields in this section.
Explanatory Notes Section	You must provide an explanatory note if Total Assets (FC160) is not equal to Total Liabilities and Shareholder's Equity (FC400).

2. Note that completeness checks are turned on for the section.
3. Read the description of the completeness checks in the yellow heading at the top of the section.
4. Take the required action (e.g., entering missing or invalid data, entering an explanatory note, etc.).
5. Click the **Save** button and return to the *Completeness Checks* page for the section.

Liabilities	\$
FC170 Accounts payable	90
FC180 Inter-company payables	
FC190 Notes/other payables	
FC200 Outstanding money received for transmission liability	

6. Repeat Steps 1 – 5 until all completeness checks pass for the filing.


How to Clear Warnings


Warnings often highlight data that was entered incorrectly. The process for clearing a warning is similar to clearing a completeness check; however, the action required is not highlighted in yellow.

1. Read and understand the warning. You may want to copy it somewhere so that you know what to change once you leave the *Completeness Checks and Warnings* page.
2. Click the hyperlinked field number to jump to that section and take the action required.

Warnings

The following data validation warnings exist on your filing. Review the following messages and update values where necessary. If the values entered are correct, you may submit the filing without clearing the warnings; however, you must provide an explanatory note.

 **1** Other current assets ([FC100](#)) exceeds 20% of Total Current Assets ([FC110](#)).

 Total Assets ([FC160](#)) should be equal to Total Liabilities and Shareholder's Equity ([FC400](#)).

3. Adjust the data that was entered incorrectly to clear the warning. In this example, Other current assets (FC100), needs to be changed from 100 to 10 so that it does not exceed 20% of Total current assets (FC110).

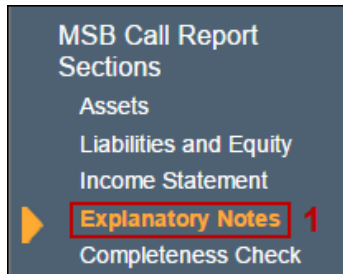
FC80	Investments (including government securities)	<input type="text" value="0"/>	<input type="text" value="0"/>
FC90	Virtual currency (in U.S. dollars)	<input type="text" value="0"/>	<input type="text" value="0"/>
FC100	Other current assets	<input type="text" value="100"/>	<input type="text" value="10"/>
Explanatory Note (FC100NOTE)			
<input type="text" value="Other current assets were \$10 for this quarter."/>			
Supporting Document (FC100PDF)			
Upload PDF File: <input type="button" value="Choose File"/> No file chosen			
FC110	Total Current Assets	<input type="text" value="110"/>	<input type="text" value="20"/>
FC120	Premises, furniture, fixtures and equipment (net of accumulated depreciation)	<input type="text" value="0"/>	<input type="text" value="0"/>
FC130	Investments in subsidiaries not consolidated	<input type="text" value="0"/>	<input type="text" value="0"/>

4. Click the **Save** button and return to the *Completeness Checks* page for the section.
5. Repeat Steps 1 – 4 until all completeness checks pass for the filing.

How to Submit a Filing with Warnings

If the warnings indicate values that are entered correctly, you may submit the filing without clearing the warnings; however, you must provide an explanatory note.

1. Click the **Explanatory Notes** hyperlink in the left navigation panel.



2. Enter an explanatory note.
3. Click the **Save and Move to Next** button.

FCNOTE	Comments (Optional)
	<p>The fields marked with warnings for this section contain data that was entered correctly.</p> <p><input type="checkbox"/></p>

3 Save and Move to Next

4. Check the box to acknowledge the existence of data warnings within the filing.
5. Click the **Mark as Ready to Submit** button.

To submit the filing with the data validation warnings, select the checkbox below and click **Mark as Ready to Submit** to indicate this section has been reviewed and is ready for submission. Once all sections included with your filing are marked "Ready to Submit," you can submit the filing.

4 I acknowledge the existence of the data validation warnings above and hereby certify that the data provided is accurate and that I have provided an explanation of my data in the [Explanatory Notes section of this filing.](#)

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For assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).