U.S. Department of Treasury

Community Development Financial Institutions Fund

Full Length and Abbreviated Transactional Level Report (TLR) AMIS Guidance

May 2026

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Getting Started – An Overview of the Different TLR Reports

The Transaction Level Report (TLR) submission process is where CDFIs report on all of their on-balance sheet Financial Products originated during their most recently completed fiscal year. Transaction Level Reports are submitted in AMIS. The full TLR submission process includes the following steps:

1. Uploading or inputting data on loans/investments into AMIS
2. Running the Target Market Calculator on the recently-uploaded TLR data
3. Certifying the TLR data to mark it as final

The TLR data is collected across different reports, depending on loan type, institution type, and award status as shown below:

Report Name	Who Completes It?	Notes/Structure
Transaction Level Report (TLR) and associated Address Report	Generally all institution types. Regulated institutions will remove consumer loans and report those separately in the CLR. The only situation where a CDFI does not complete the TLR is if they are a regulated institution that only makes consumer loans.	• Two versions of this report exist (Abbreviated vs Full-Length), depending on award status. CDFIs only complete Full Length TLR OR Abbreviated TLR (but not both). • Data is reported at the loan level. • Address data is collected separately and linked to the main record.
Consumer Loan Report (CLR)	Regulated institutions only	• Data is reported in an aggregated fashion at the Census Tract level.
Loan Purchase Report	Only institutions who made loan purchases	• Data is bundled or reported at the purchase level, depending on purchase source.
Financial Services Report	Only regulated institutions who meet certain requirements for CDFI Certification	• Data is organized at the individual account holder level.

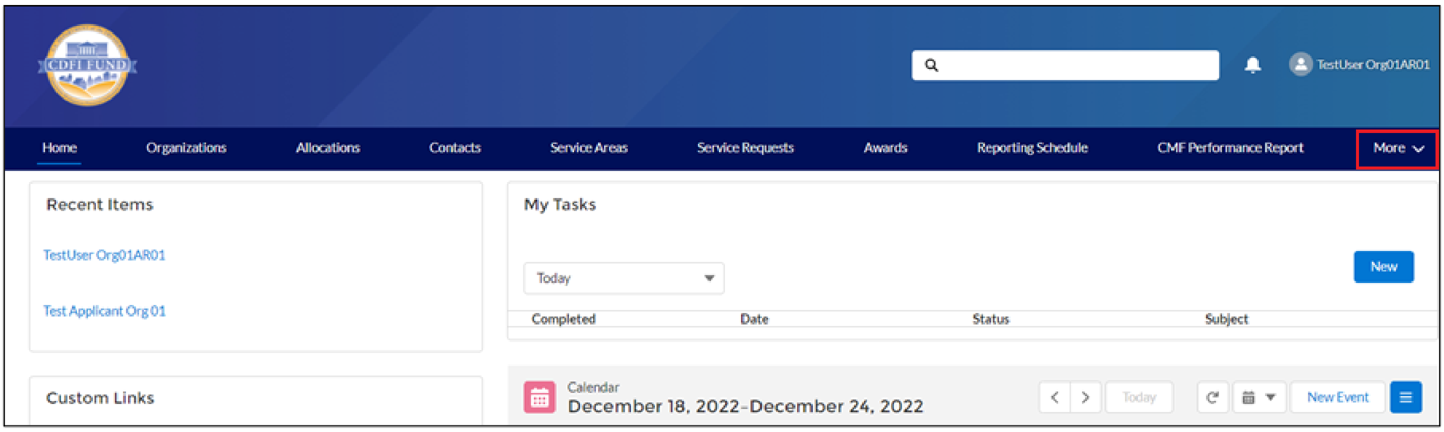
For each component of the TLR reporting, AMIS provides two ways users can create their Transaction Level Report (TLR):

- Bulk Upload Process: Upload multiple TLR records at the same time through either a CSV file template or an XML schema.
- Manual Entry Process: Add data on loans one-by-one using a form entry through the AMIS User Interface (UI).

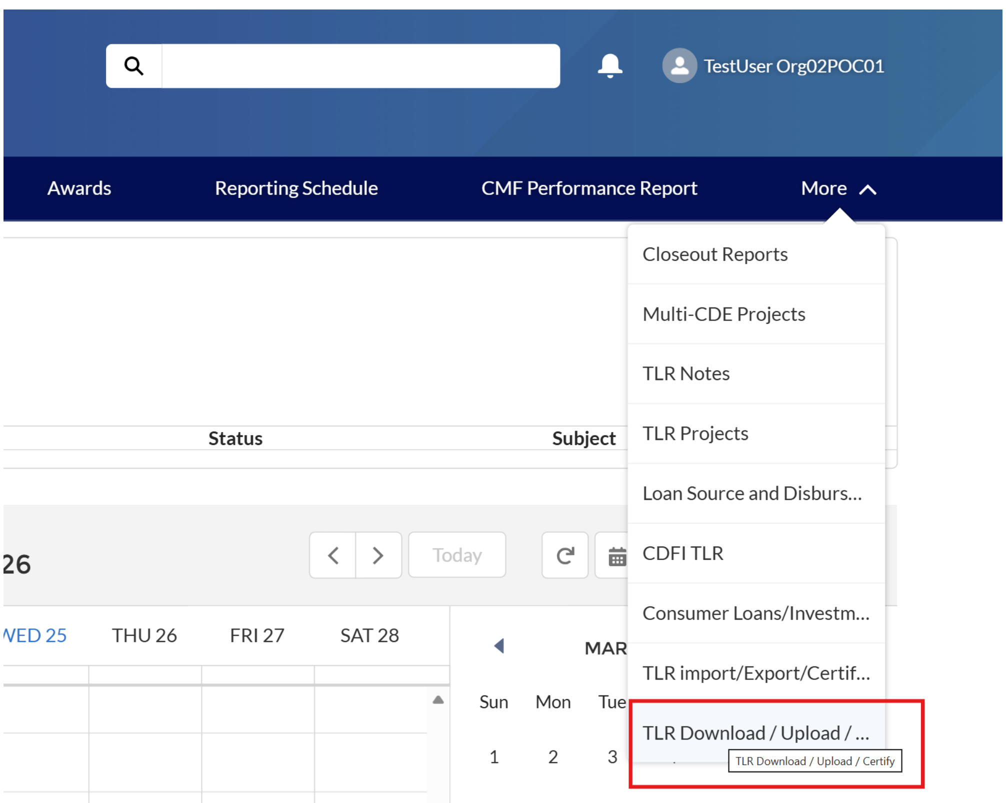
The bulk upload process is recommended for institutions with a large volume of transaction data and the manual entry process is recommended for institutions with a small volume of transaction data (i.e. less than 30 loans originated in a given fiscal year).

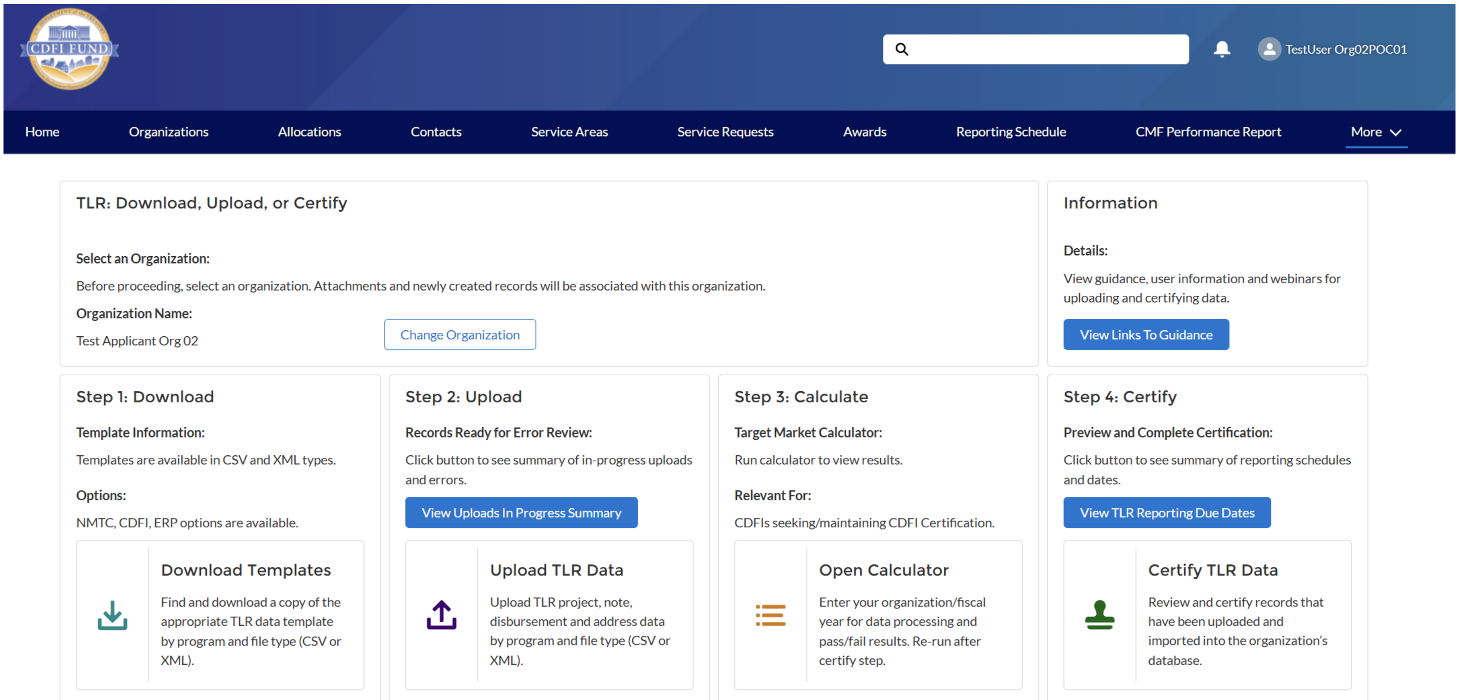
TLR Submission Landing Page

Regardless of whether you submit data using the bulk or manual upload process, the various steps involved in the TLR submission are found by logging into the CDFI Fund's Awards Management Information System (AMIS) and clicking on the "More" dropdown.



Users will then click on the "TLR Download/Upload/Certify" tab to bring up the TLR submission process landing page.

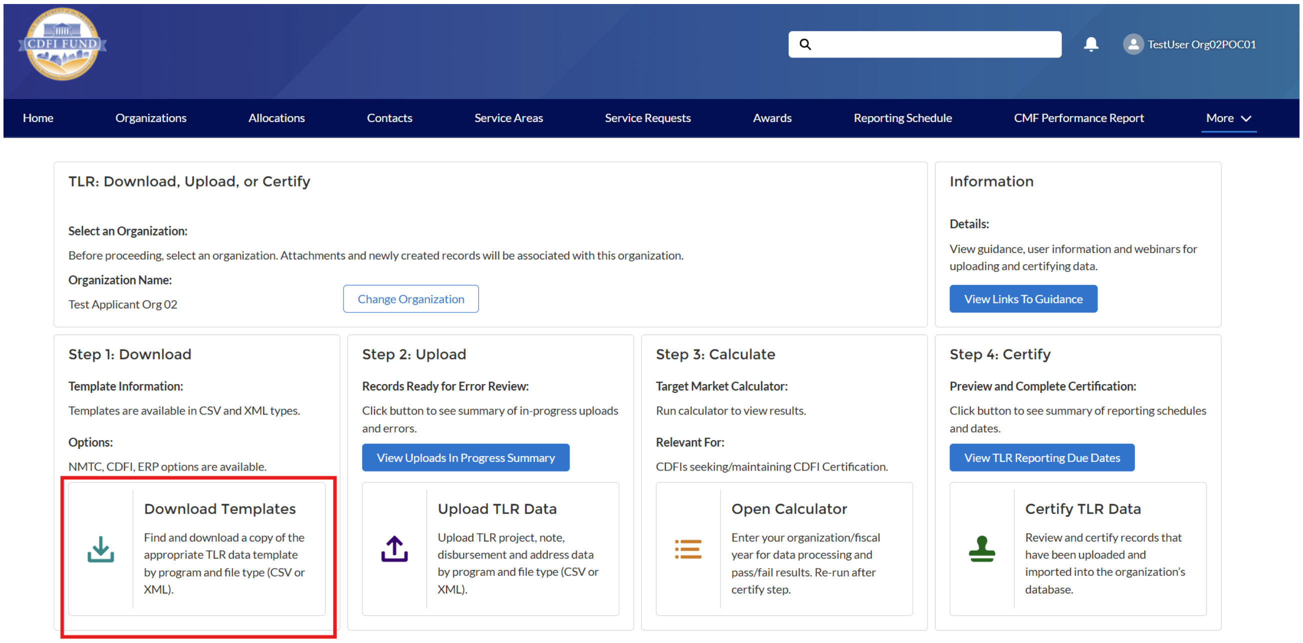




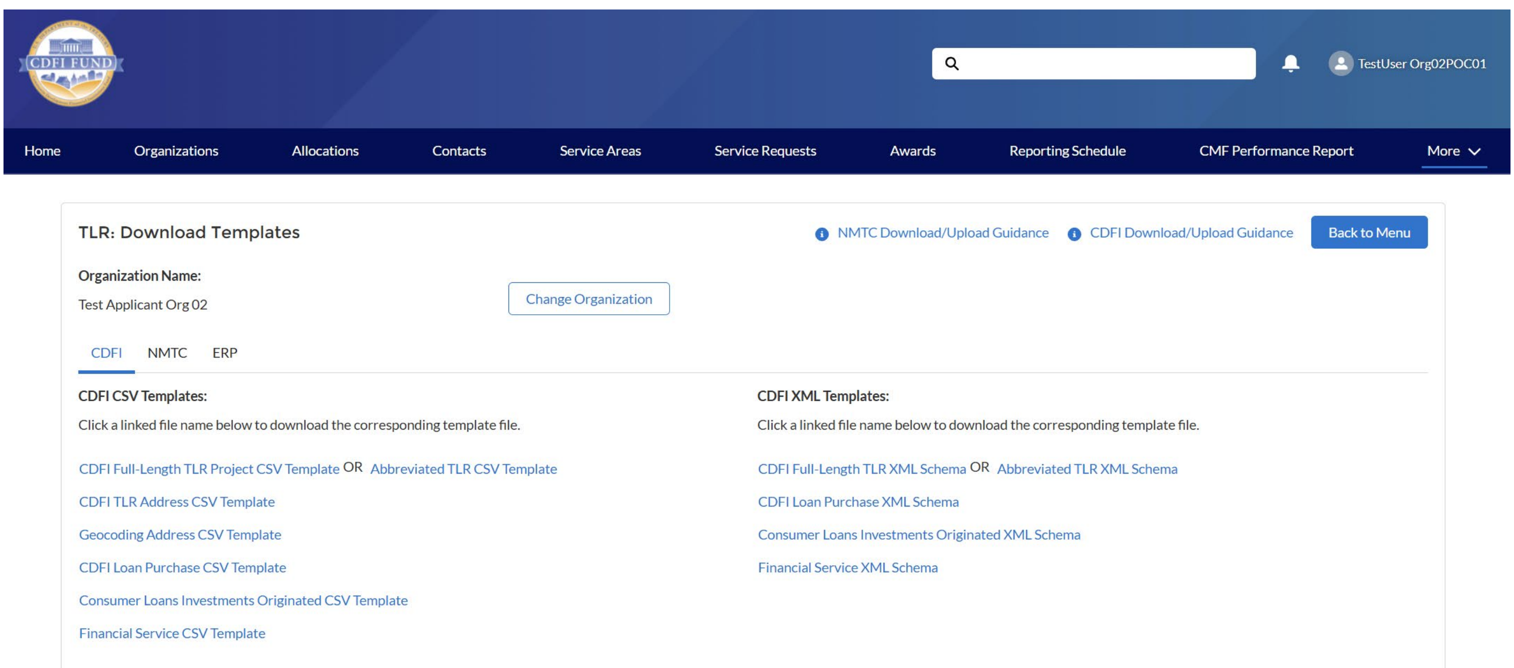
All steps involved in TLR submission and certification that are described in this guidance document will begin from this landing page.

High Level Overview--Bulk TLR Data Entry

To begin a bulk upload TLR submission (intended for institutions with a large volume of annual lending), click on Step 1:



Here, you will be able to download any of the applicable data templates for your TLR submission.



Click on any of the templates to download a file that is ready to be filled with data on your Financial Products.

Open the CSV file

Take a moment to review what each row represents:
Row 1 = Labels (aka fields or data points)
Row 2 = Type of field/data point

Row 3 = Options to choose from when filling out the labels, if applicable
Row 4 = Help Text

	A	B	C	D
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated
2	Type	STRING	PICKLIST	DATE (MM/DD/Y
3	Options		2024; 2023; 2022; 2021; 2020; 2019; 2018	
4	Help Text	Required. Unique identifi	Required. Choose on	Required. Repor

Starting from Column B, use row 5 and on in the CSV file to fill out your answers for the labels (fields or data points) in row 1.

	A	B	C	D
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated
2	Type	STRING	PICKLIST	DATE (MM/DD/Y
3	Options		2024; 2023; 2022; 2021; 2020; 2019; 2018	
4	Help Text	Required. Unique identifi	Required. Choose on	Required. Repor
5				
6				

Use the help text on the CSV sheet in row 4 along with the TLR Data Point Guidance as needed learn about the data fields and when different fields are required or not.

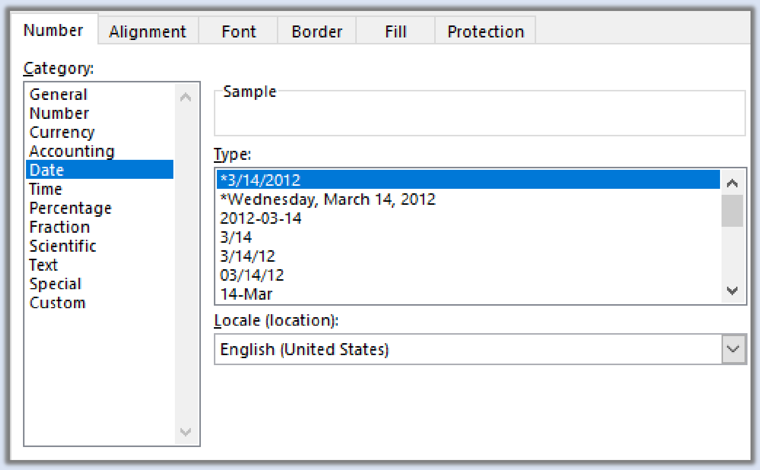
Preparing CSV file for upload:

- Please use the "General" format for all data values ine CSV file.
- You will need to successfully upload your CDFI TLR Project before you can upload the associated addresses.

Date Cell Formatting:

Common Question: I have uploaded my file, but it says that I have not provided a response for this date column/date column is in the incorrect format. I see my date entered; how do I fix it?

The most common fix is to make sure the date column is formatted correctly. When entering an answer into a cell that requires a date, make sure to format the cell as below. This can be done by right clicking on the cell(s). Although it may not *fully* appear as if it is in the correct format (March 3, 2014 will appear as 3/3/2014 as opposed to 03/3/2014), rest assured, this is correct.

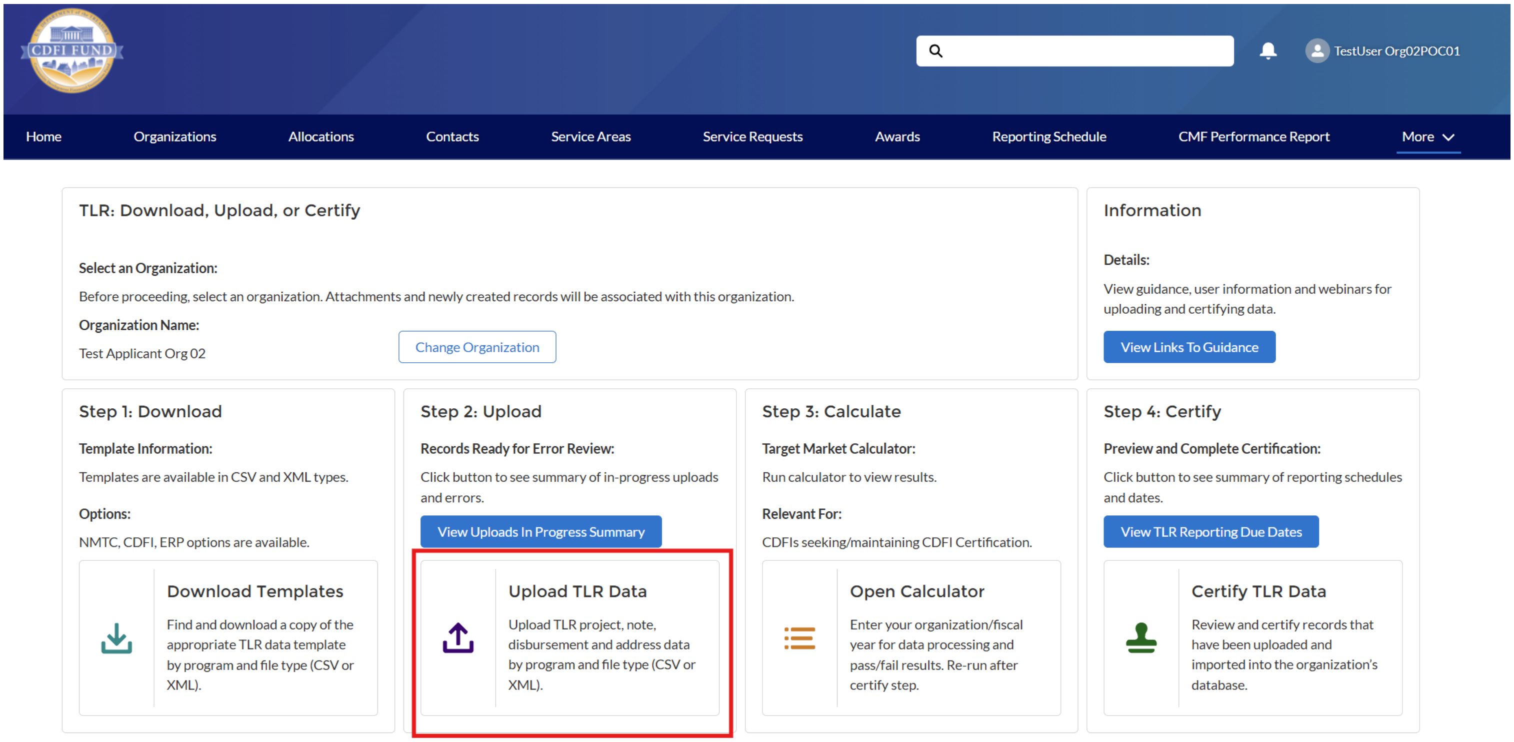


Please note that the TLR template is the only data object that also requires users to upload an associated address template. After completing your TLR template, you will need to download and complete the TLR Address template (and use the same originator transaction IDs as in your TLR template so that the system can link up the address records to the TLR records on the back-end). All other TLR templates (consumer loan template, loan purchase template, and financial services template) are considered standalone reports and do not have an associated address report.

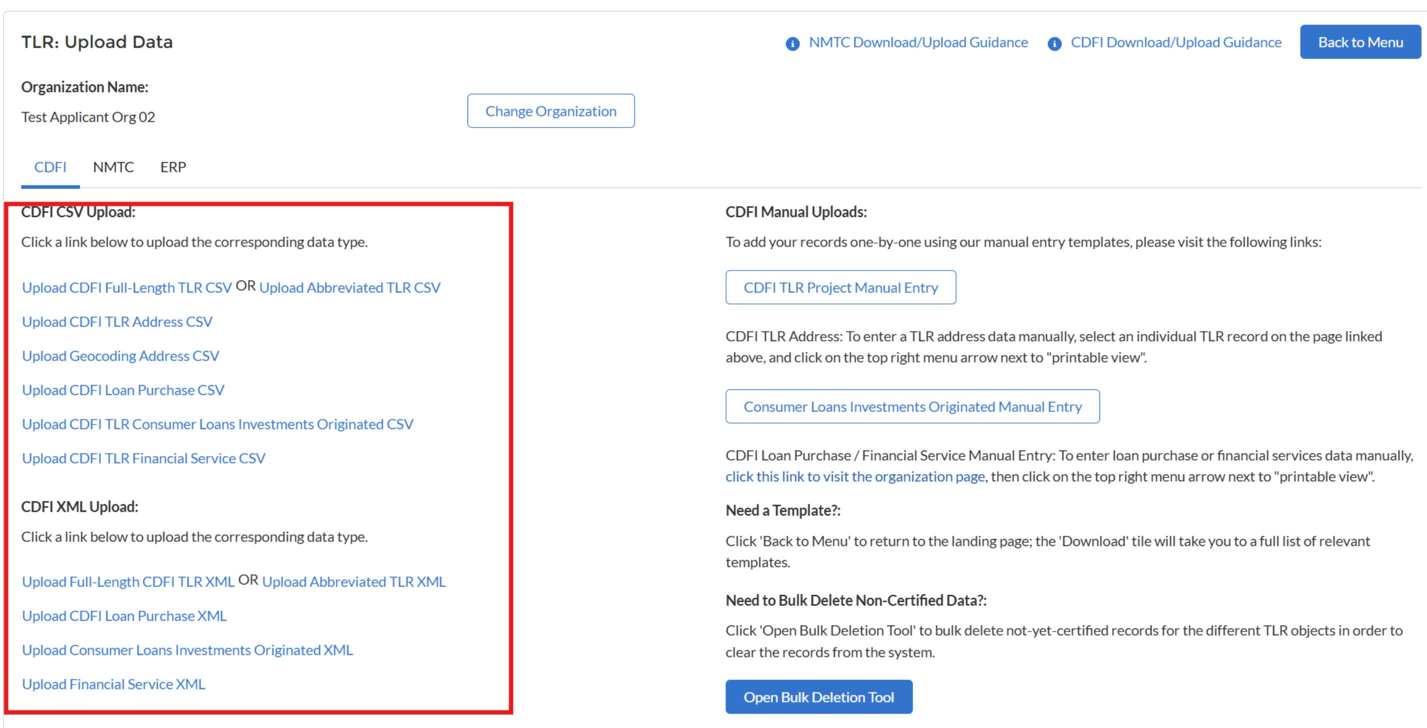
Please note that some TLR reports (i.e. consumer loan report, ERP GLR, loan purchase report, and financial services report) require users to input FIPS codes (11-digit census tract identifiers). If you need to obtain these FIPS codes, you can use our CIMS mapping tool (for looking up FIPS codes one-by-one), use our bulk geocoding template (faster for larger volumes of data), or use third-party geocoding software. If you use our geocoding template, select "Geocoding Address CSV Template" from our list of templates on the "Step 1 – Download" tile on our TLR landing page. You will then upload the completed geocoding template on the "Step 2—Upload" tile and the system will output a file that contains FIPS codes for each of your addresses or coordinates provided.

Once you have completed any and all templates necessary for your TLR submission, navigate back to the main TLR landing page by clicking "Back to Menu."

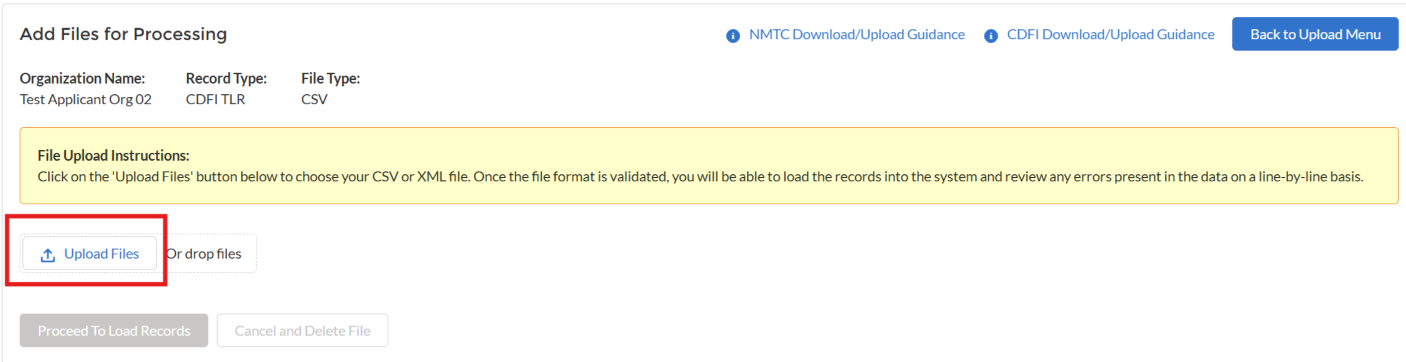
Users will then click on the button shown below in “Step 2: Upload.”



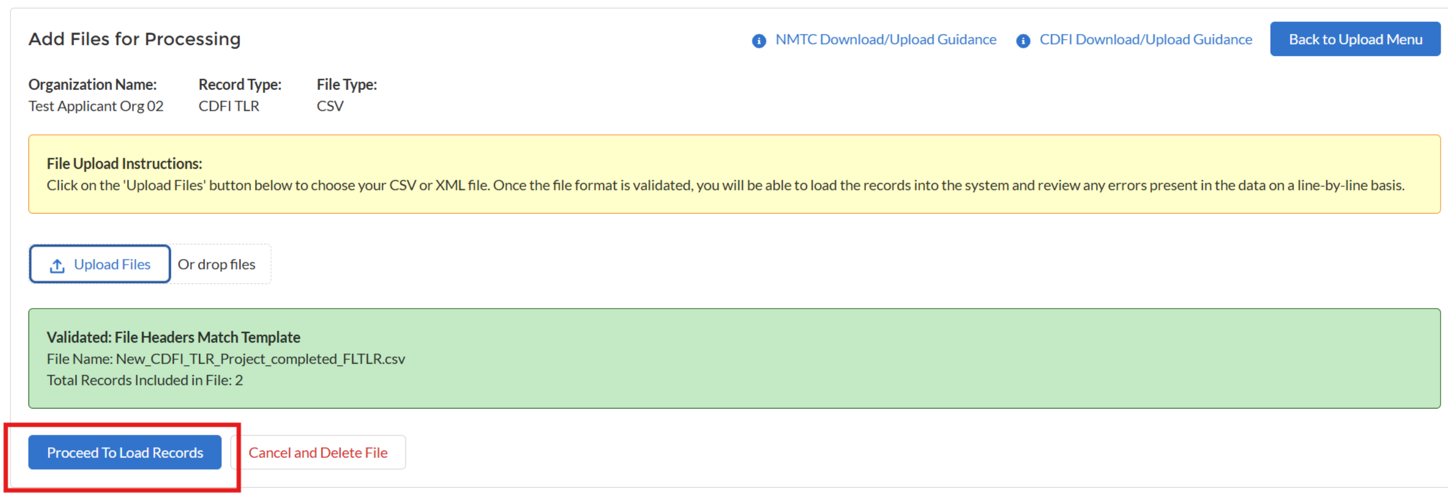
Within this tile are links for uploading each completed bulk upload file. Link names correspond to the template names.



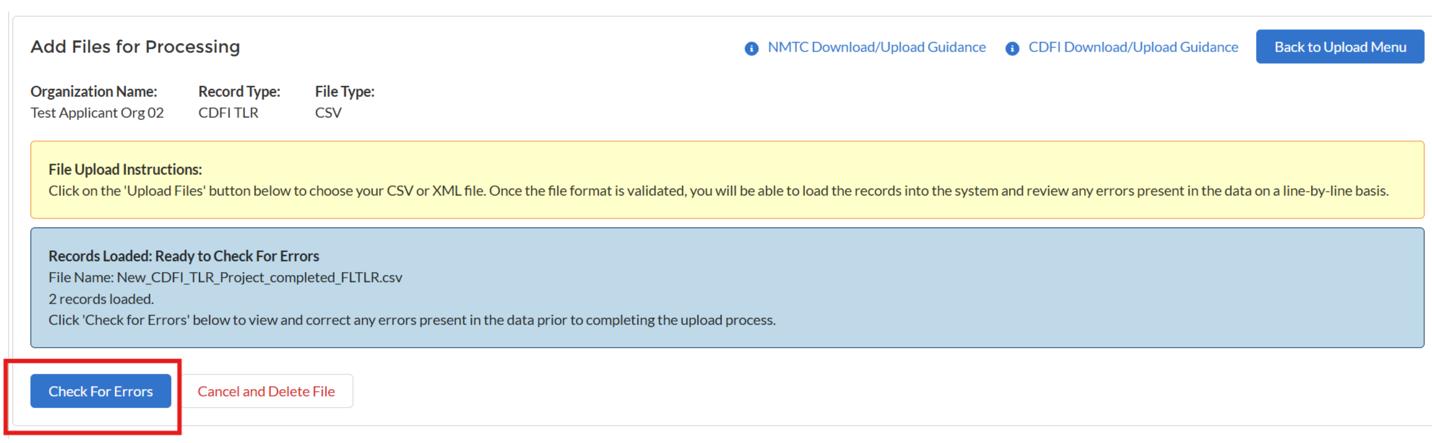
After clicking on a given template link, the system will prompt the user to upload their file:



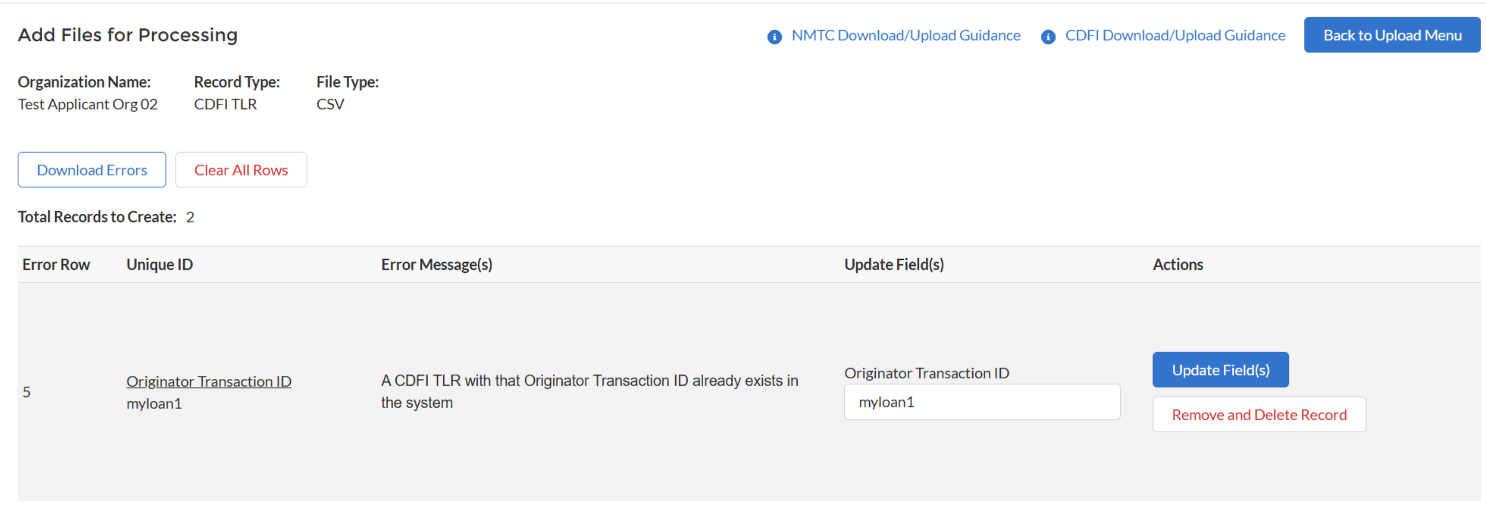
Once the file is found, a preview of the file contents will be provided and the user will select “Proceed to Load Records.”



Once the file has loaded, the user will select the button to check for errors:



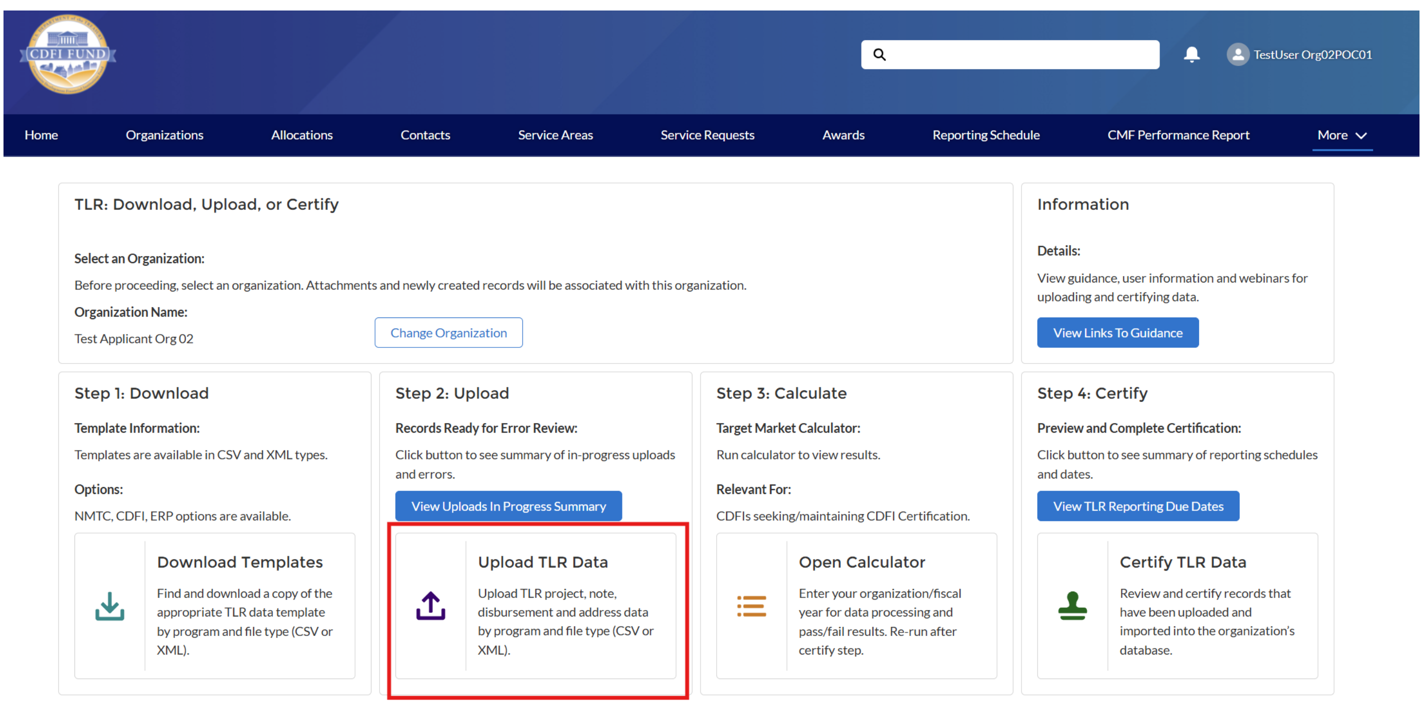
The system will scan for typos and other types of errors in the data uploaded and provide the user with prompts to correct any errors detected:



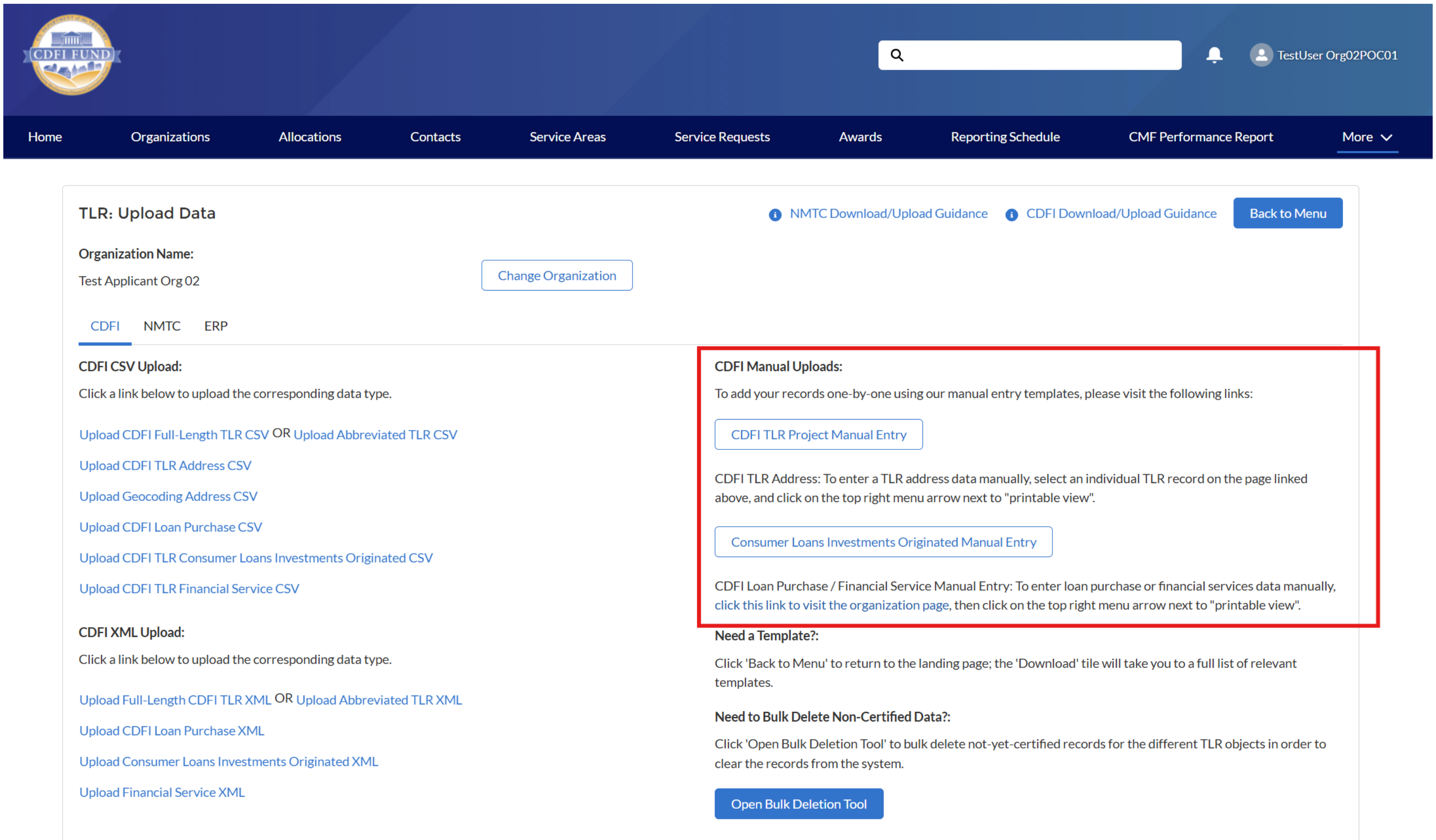
When errors are detected, the system allows the user to edit the fields with errors and click “Update Field(s)” after editing. Alternatively, if the loan record is a duplicate record or was entered in error, users have the option to remove and delete the record by clicking “Remove and Delete Record.” Please note that removing the record will delete the whole loan from the data submission entirely.

High Level Overview--Manual TLR Data Entry

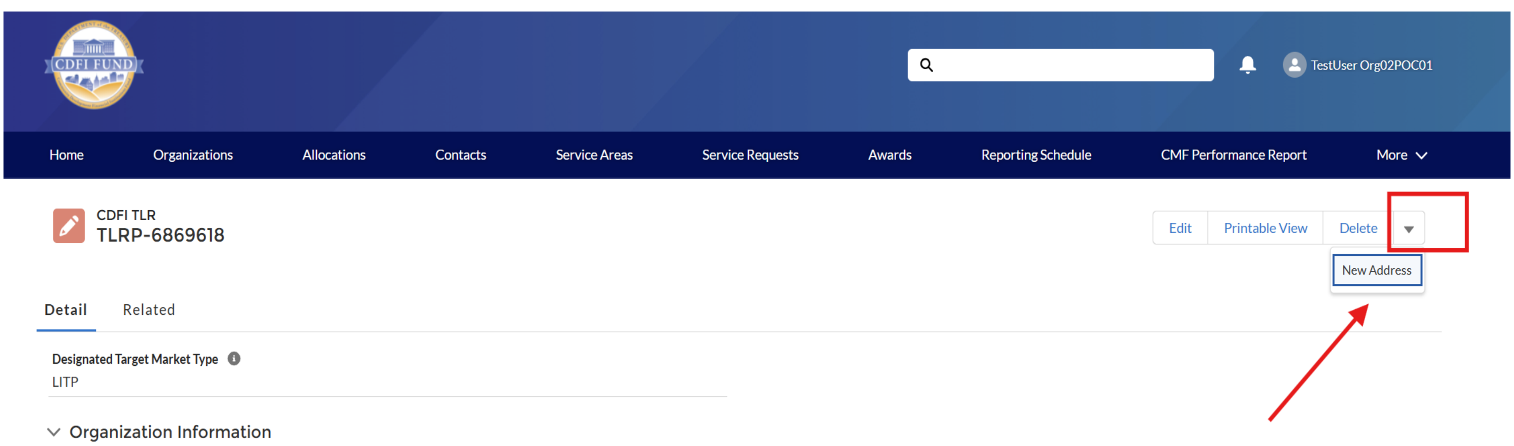
Financial institutions with a small volume of Financial Product transactions may find our manual data upload process more intuitive than the bulk upload spreadsheet process described in the earlier section of this guidance document. To enter data manually, users should navigate to the “Step 2: Upload” step after clicking “TLR Download/Upload/Certify” under the “More” tab in AMIS.



Within this tile, instructions are provided for manual entry of TLR, consumer loan, loan purchase, and financial services records, as shown below:



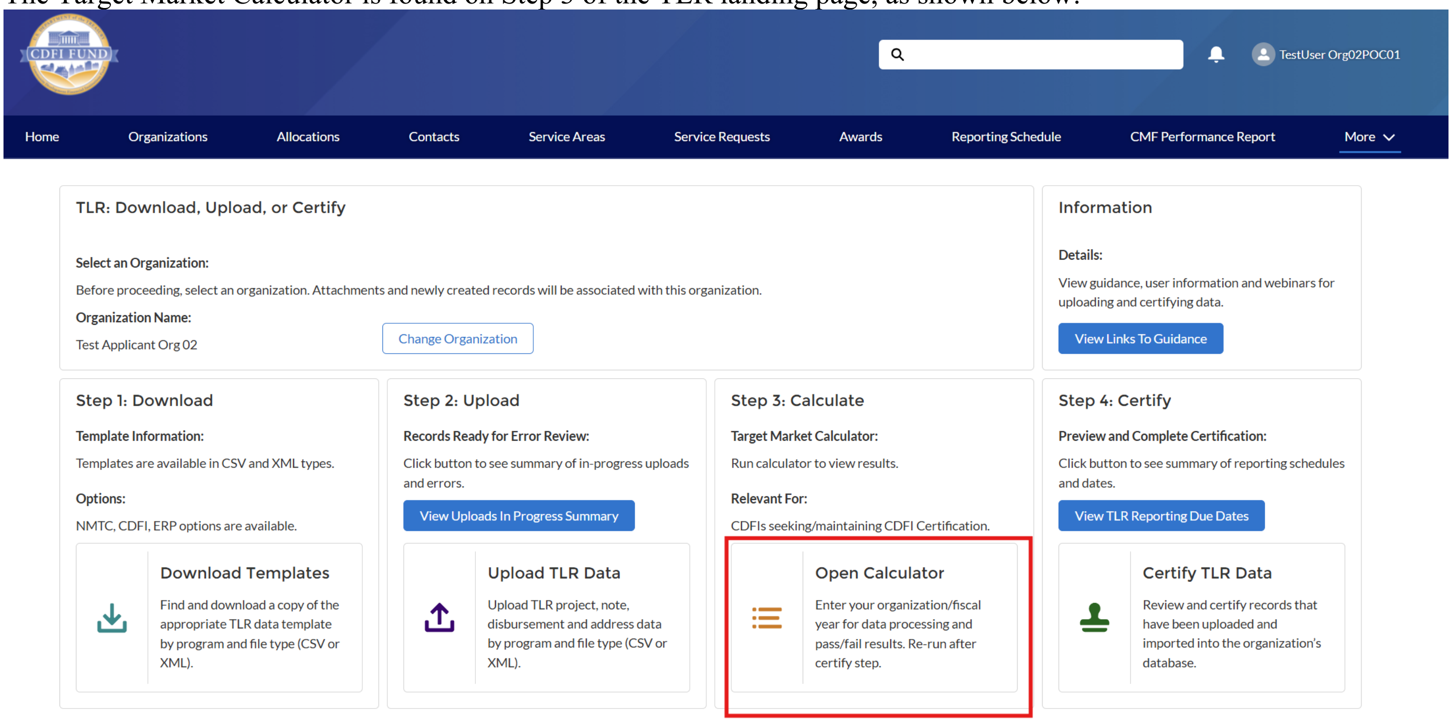
Please note that, just like in the bulk upload data process, TLR records require an additional manual entry address record in order for them to be complete. Once a TLR record has been saved, users should click the small arrow next to the “delete” button in order to add the address record for the TLR transaction.



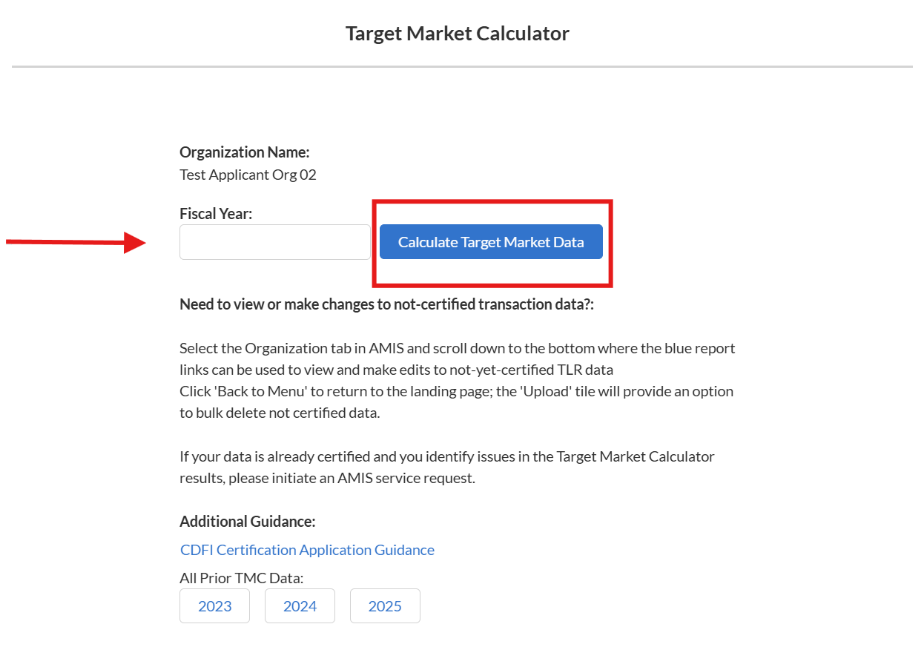
Target Market Calculator

Once a financial institution has added all of their applicable data under the different TLR data objects, the CDFI should run its Target Market Calculator (TMC) on its most recently completed fiscal year of data in order to see if any changes need to be made to the data before certifying the data in the AMIS system and marking it as final. Please note that the Target Market Calculator can be run on not-yet-certified data, so as to provide users the opportunity to make any corrections needed or reach out for clarification/assistance before locking down the data within our system.

The Target Market Calculator is found on Step 3 of the TLR landing page, as shown below:



Users will enter the fiscal year of data that they are looking to run the TMC on in the textbox shown below and will click "Calculate Target Market Data" to produce the TMC results.



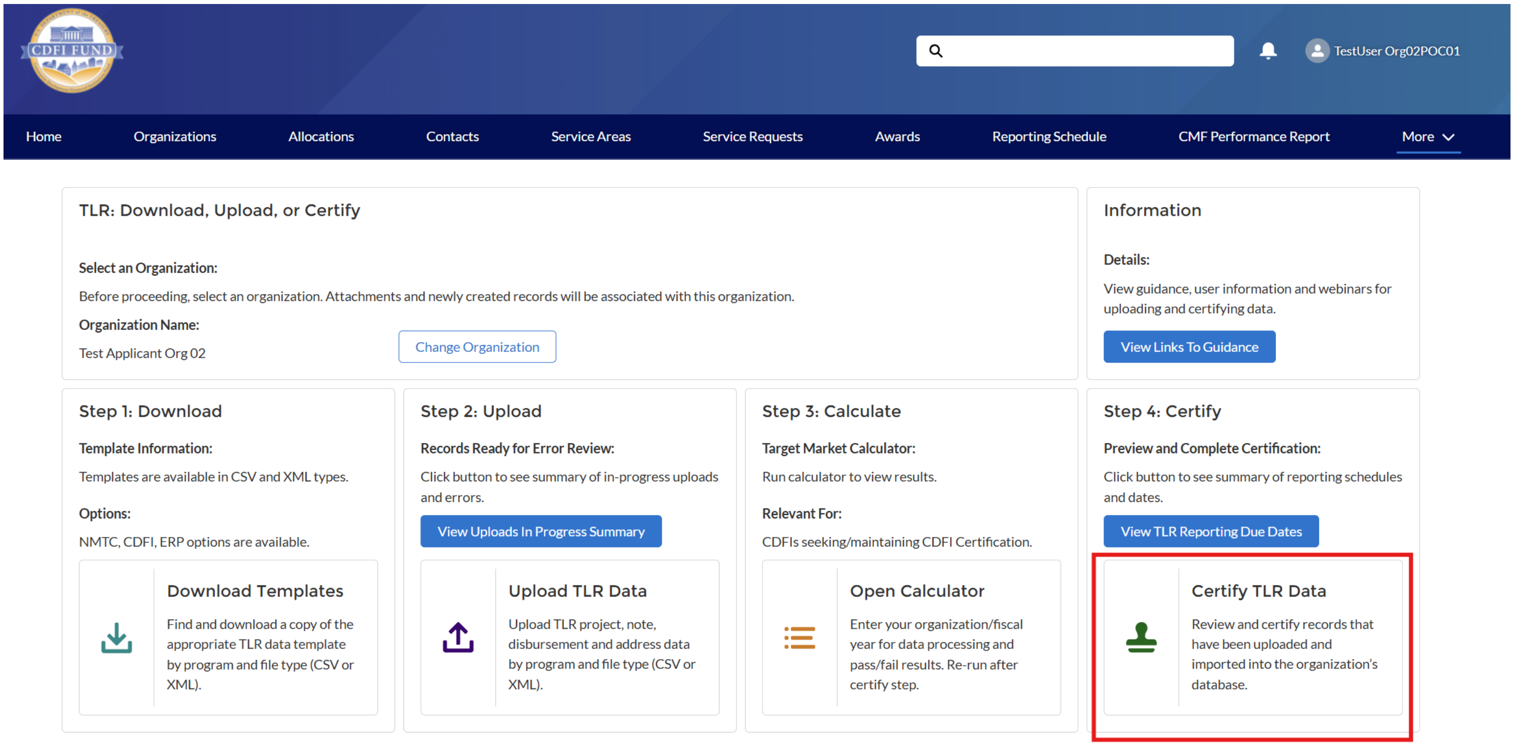
The CDFI Fund provides separate, more comprehensive guidance on how to review the results of the Target Market Calculator on our website.

Certifying TLR Data

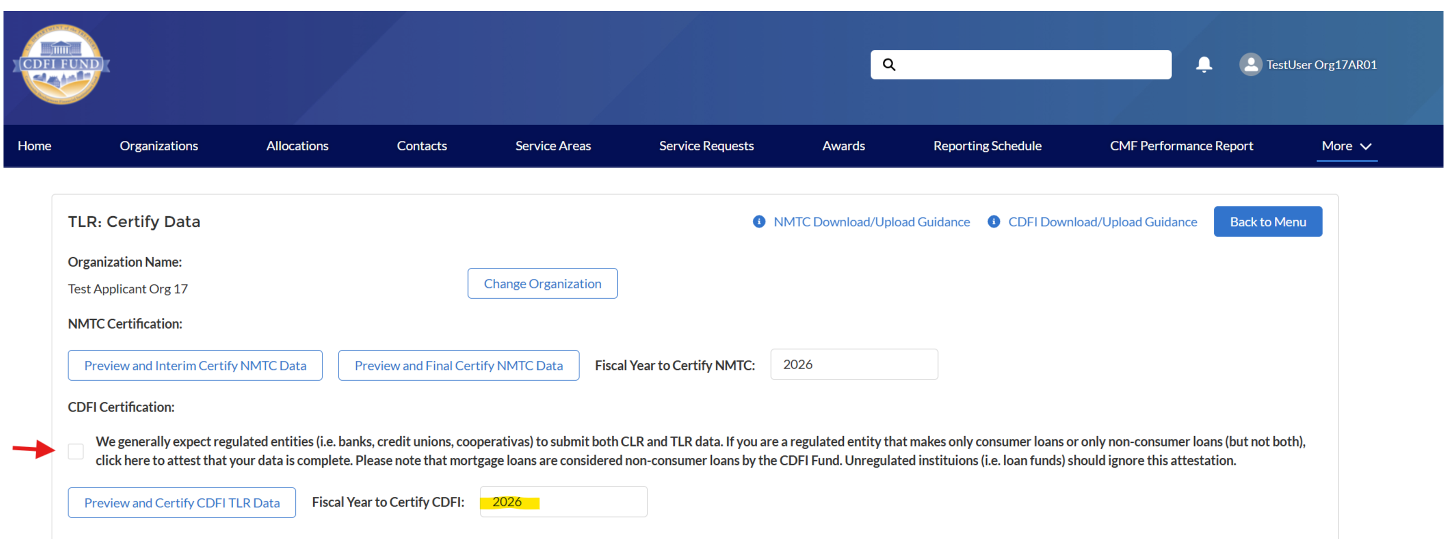
Once an institution has reviewed the results in the Target Market Calculator and found no issues/remaining errors with their TLR submission, they should navigate to Step 4 on the dashboard to certify their transactions. Certifying TLR data acts to “lock” this data down in our AMIS system and marks it as final, preventing external users from making any further changes to the data without assistance from the CDFI Fund. It is important to note that institutions **may only certify their data once per fiscal year and should not attempt to certify their data until all transactions have been entered in the system for a given fiscal year.** If an institution were to add additional TLR data for a given fiscal year after having certified some TLR data, the system will prevent them from certifying those additional transactions without help from the CDFI Fund.

CDFIs with Award records from the CDFI Fund will see their reporting schedules show the TLR element as submitted once the TLR data has been certified for a given fiscal year. In situations where a Bank Holding Company holds an Award record, but the bank subsidiary submits the TLR data, CDFIs should initiate a service request asking that the Award record(s) for the Bank Holding Company be updated to show the TLR element as submitted.

Step 4 of the dashboard is shown below. Users should click into Step 4 to begin the transaction certification process.

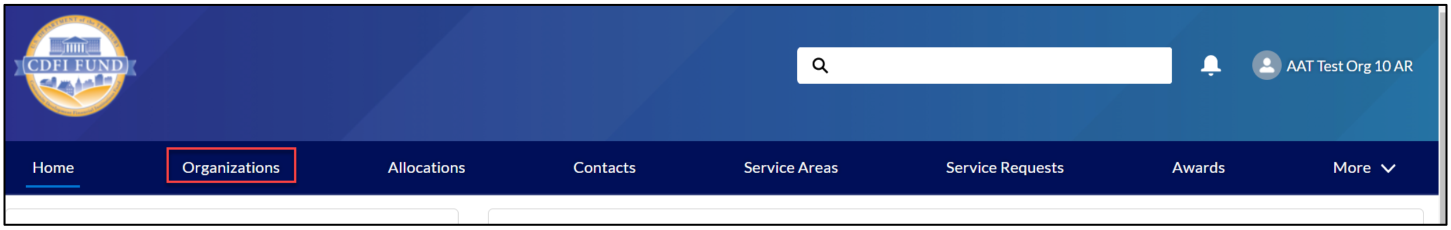


Users will then be prompted to indicate which fiscal year of data they would like to certify (highlighted in yellow). Additionally, regulated entities who only make consumer loans or TLR loans (but not both) will be given an option to attest to the fact that their submission is complete. Unregulated institutions may ignore this attestation. When ready to certify, users should click the button to "Preview and Certify CDFI TLR Data."

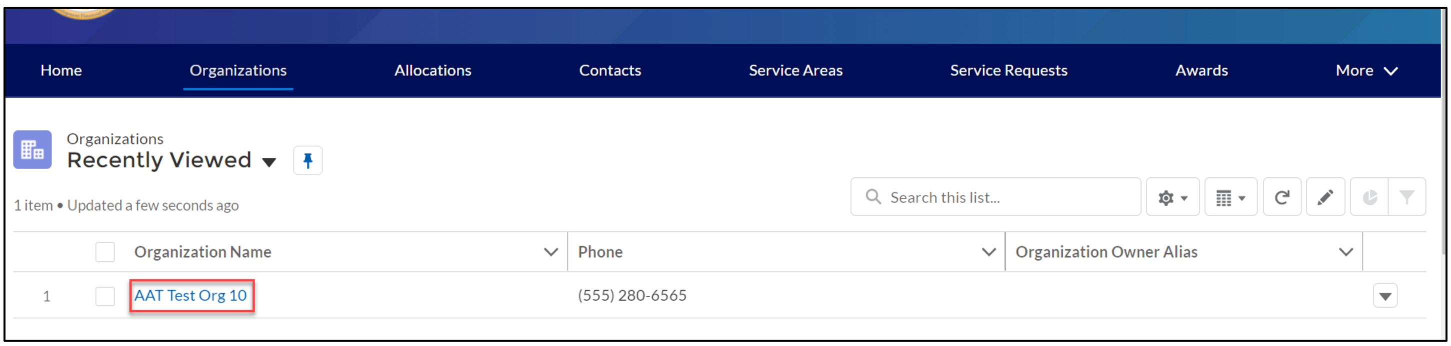


Generate CDFI TLR Reports

1. To begin generating TLR Reports, log into the CDFI Fund's Awards Management Information System (AMIS) and click on the Organizations tab.



2. Find the Organization whose reports you want to view and click on the link.



3. Once on the Organization page, scroll to the bottom of the details and locate the custom links. Links to available reports will be listed in the section.

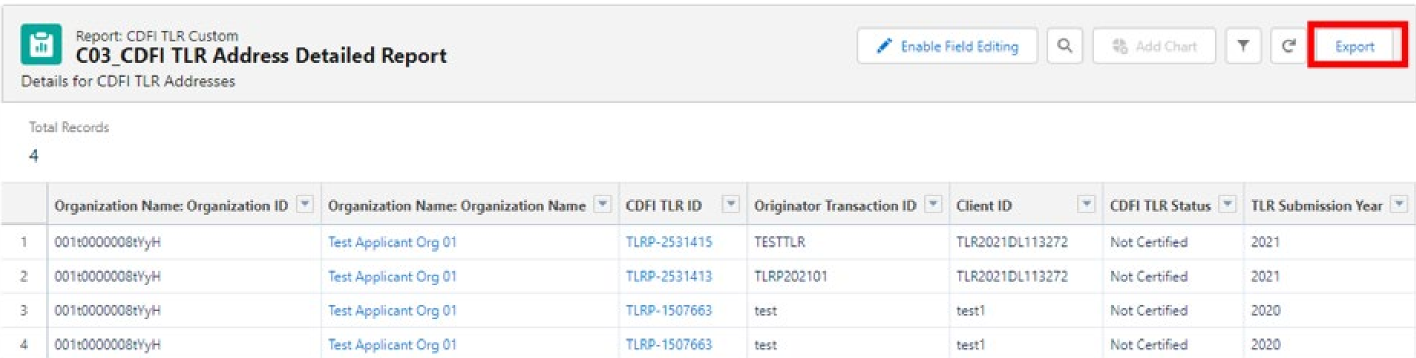
CDFI TLR report	Consumer Loans/Investments Originated report	CDFI TLR Addresses report
NMTC TLR Projects report	NMTC TLR Notes report	NMTC TLR Addresses report
NMTC QEI Closeout Reports	NMTC Loan Source and Disbursements Report	NMTC TLR Project Summary Report
NMTC TLR Notes Summary Report	NMTC TLR Addresses Summary Report	GeoCodingData FIPS Export Report

4. Left click on the report you would like to generate.

CDFI TLR Addresses report
NMTC TLR Addresses report
NMTC TLR Project Summary Report
GeoCodingData FIPS Export Report

The report generates in a new window with all records that meet the report's built-in criteria. Customization is not possible at this point.

The report provides an Export button.



	Organization Name: Organization ID	Organization Name: Organization Name	CDFI TLR ID	Originator Transaction ID	Client ID	CDFI TLR Status	TLR Submission Year
1	001t0000008tYyH	Test Applicant Org 01	TLRP-2531415	TESTTLR	TLR2021DL113272	Not Certified	2021
2	001t0000008tYyH	Test Applicant Org 01	TLRP-2531413	TLRP202101	TLR2021DL113272	Not Certified	2021
3	001t0000008tYyH	Test Applicant Org 01	TLRP-1507663	test	test1	Not Certified	2020
4	001t0000008tYyH	Test Applicant Org 01	TLRP-1507663	test	test1	Not Certified	2020

5. The 'Export' button creates either an unformatted Excel or CSV spreadsheet of the report suitable for analysis, data manipulation (such as filtering) and import into other systems.