This document provides recommendations and workarounds to potential download and Microsoft Excel issues that users of the *FR Y-6 Depository Institution Branch Data Verification Website* (http://structurelists.federalreserve.gov) may encounter. If users are still unable to resolve the issue, then their Federal Reserve Bank (FRB) representative should be contacted for assistance.

Most issues discussed in this document are due to basic Microsoft functionality and compatibility problems between Microsoft Office 2010 and earlier versions of Office. They are unrelated to the Website's data download. Microsoft Excel users may encounter warnings or alert messages. However, clicking the **OK** or **Continue** button will usually yield a readable and usable datasheet.

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What is the FR Y-6 Depository Institution Branch Data Verification Website?

FR Y-6 Reporters are required to reconcile domestic branch data for each domestic bank, savings association, and Edge Act or Agreement corporation within their organizations. This website (also known as the Structure Lists website) assists with the reconciliation and collection of the data.

Reporters download a list of branches under each head office within their organization. Per the FR Y-6 report instructions, Reporters should verify and reconcile the list(s) against the actual domestic branches of each head office. The reconciled list(s) should be submitted to the Reporters' Federal Reserve contact. For the actual reporting requirements, please see the FR Y-6 report form instructions (http://www.federalreserve.gov/reportforms) as well as the detailed instructions located in this website's FAQ section.

How to Download and Save the Branch List

❶ Find your organization or institution(s) on our website. Follow the instructions until the website lists the branches for your institution(s).

❷ Click the ***Download Branch List to Excel*** button, and then the ***Download Now*** button, when prompted.

❸ In the File Download window, click the ***Save*** button.

❹ Specify the location where the downloaded file will be saved.
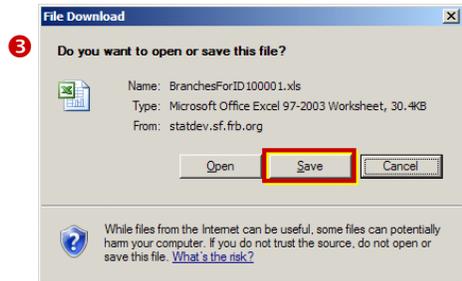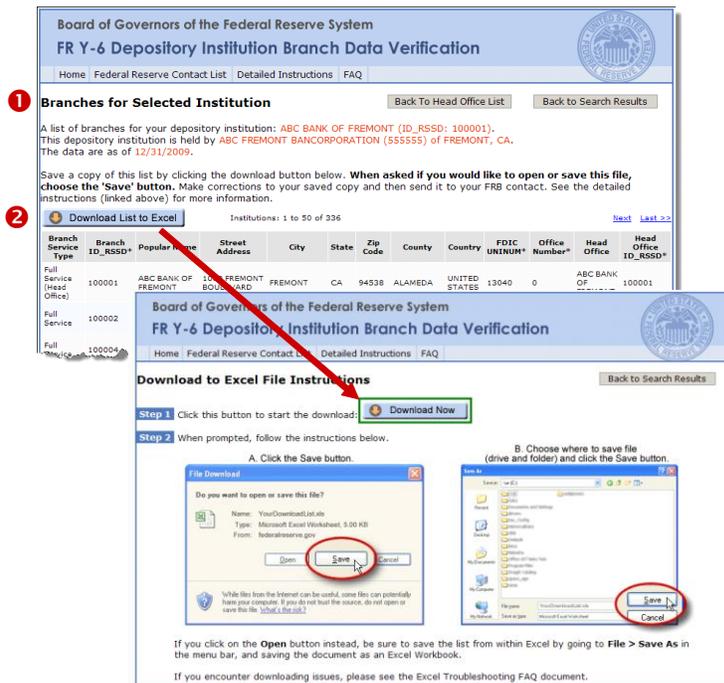
The downloaded file is readable by MS Excel.

After downloading the file(s), Reporters are expected to:

1.   Review the data (using MS Excel).

2.   In the MS Excel worksheet, explicitly state for each branch whether the data are correct and/or amend the data accordingly.

3.   Save the MS Excel file(s).

4.   Electronically submit the modified file(s) to the Federal Reserve Bank contact.

Recommendation A: Saving the Data File as a Microsoft Excel Workbook

As mentioned previously, the Website produces a file that is readable by MS Excel. Although its file extension is `.xls`, the file type is not strictly an MS Excel file format. In most instances, this circumstance is not an issue. However, if you save the file (using **File > Save As**), you have the opportunity to change the file type to **Microsoft Excel Workbook**.

After downloading the branch data from the website, the user should do the following:

1. Locate the file that was downloaded and saved on your hard drive or your LAN drive.

2. Using MS Excel, open the downloaded file.

3. In MS Excel's main menu, select **File > Save As**.

4. In the **Save as type** window, change the file type to the MS Excel Workbook format that is most compatible with your version of MS Excel. If you have MS Excel 97-2003 installed, you should save the document as an Excel 97-2003 file type (*.xls). If you have MS Excel 2007 or MS Excel 2010 installed, you should save the document as an Excel 2007 or Excel 2010 file type (*.xlsx).

5. Click **OK**.

The file is now saved as an Excel Workbook.

It is not an issue if the file remains in its default file format—*Web Page (*.htm; *.html)*. The file type can be changed later.
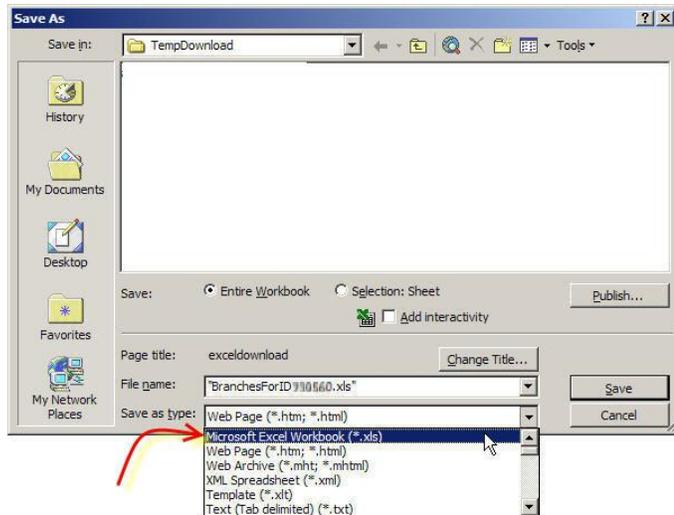
Note: In the Web Page file default, MS Excel may add quotes surrounding the file name (see the File name field in the diagram to the right). Be aware that if the quotes are removed, MS Excel may add an `.htm` extension when the **Save** button is clicked. If this event occurs, simply remove the `.htm` extension via File Manager/Windows Explorer (see next section). Otherwise, MS Excel will not be able to open the file.

Recommendation B: Viewing File Extensions

In most instances, it is easier to see the potential problem if your system displays the file extensions. By default, this view is set to *Hide File Extension*.

To display the file extensions:

1. Double-click on **My Computer**

2. In the main menu, select **Tools > Folder Options**

3. In the **Folder Options** window (shown here →), select the **View** tab.

4. De-select the option **Hide Extensions for known file types**.

5. Click **Apply**.

6. Click **OK** to close the window.
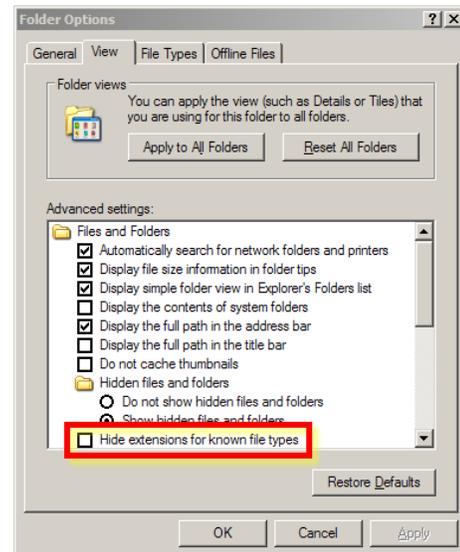
Recommendation C: Adjusting Column Widths and Enabling Text Wrapping

The data cell may contain more information than is being displayed. Depending on your needs, you may want to adjust the column widths and/or enable the text wrapping to view the entire cell contents.

Please see the Microsoft Office Excel Help for Excel functionality or application issues.
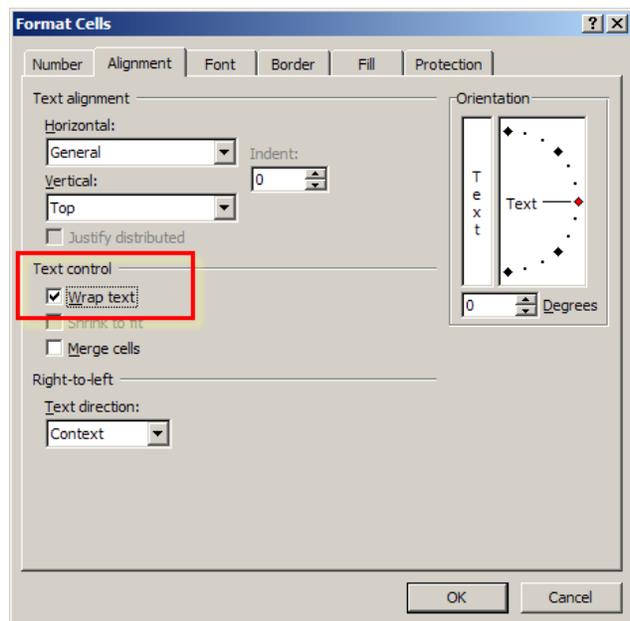
Symptom #1

#### — The file name has an `.xls.htm` extension.

> For example: `BranchesForID1155631.xls.htm`

Probable Cause

- The user accidentally introduced the `.xls.htm` extension when saving or renaming the file. The website produces a file that MS Excel can read. Unfortunately, the default file type is Web Page when user performs a *File > Save As* in MS Excel. If the user changes the file name in this window and removes the quotes, then Microsoft will automatically add the "`.htm`" extension, since the file type defaults to *Web Page (*.htm)*.

Recommendation

- Before you open the file in MS Excel, you will need to remove the `.htm` file extension from the file name. After you rename the file, the document should open properly in MS Excel.

- To prevent this issue from occurring again, save the file as MS Excel Workbook

  1. In MS Excel, open the `.xls` file.

  2. In the main menu, select **File > Save As**.

  3. In the drop-down menu, select the file type **Microsoft Excel Workbook** or **Excel 2007 Workbook**.
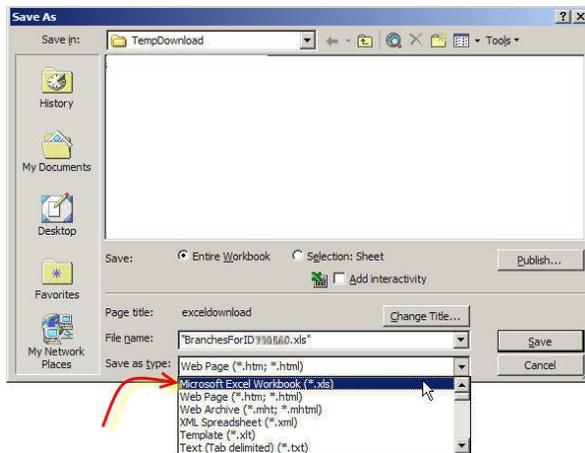
Please note: Other Excel file types may be acceptable, but these two options work well with both Excel 2002 and Excel 2007 users. Excel 2007 will create an `.xlsx` extension (instead of `.xls`), when the file is saved. However, Excel 2002 should be able to open the file (see information in Symptom #2).

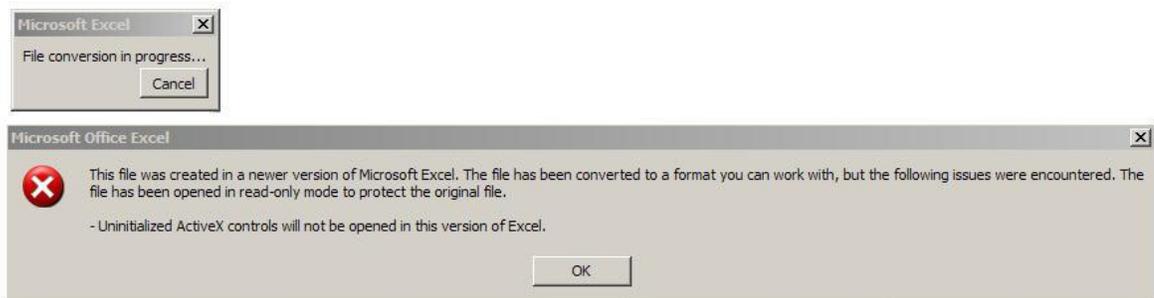 4. After "*Microsoft Excel Workbook*" has been selected, the file options change:
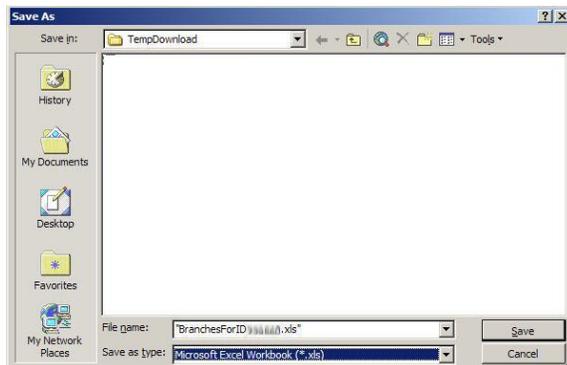
  5. Click the **Save** button.

The spreadsheet is now in saved as an Excel Workbook, so the `.htm` problem will not reoccur.

Symptom #2

— **The file name has an `.xlsx` extension.**

- Excel 2002 users may encounter "error" messages when opening a file that was saved using MS Excel 2007.

Probable Cause

- MS Excel 2002 and 2007 compatibility issue. The file was saved as an Excel Workbook in MS Excel 2007.

- This problem is a Microsoft functionality issue and is unrelated to the Structure List website.

Recommendation

- When you open the file using Excel 2002, the application will convert the file if you click the **Continue** button.

- The pop-up windows (see above) may appear. If the bottom window is presented, click **OK**.

  After the file conversion, the file should open properly in MS Excel. The lost "features" are not used in this project.

Symptom #3

— **The file name has an `.htm` extension.**

> For example: `BranchesForID1123456.htm`

Probable Cause

- MS Excel cannot open a file with an `.htm` extension.

- When the Excel worksheet was saved, MS Excel may have added the `.htm` extension if the file was saved as a Web Page.

Recommendation

- In File Manager/Windows, try renaming the file and replace the `.htm` extension with an `.xls` extension.
  For example,
  > `old name: BranchesForID1123456.htm`
  > `new name: BranchesForID1123456.xls`

  After you rename the file, the file should open correctly in MS Excel.

- If the file opens in MS Excel but contains unintelligible text, see the next two topics.

Symptom #4

— The file name is "`Branch Data Verification.htm`".

Probable Cause

- Most likely, the user accidentally saved the HTML page rather than clicking the **Download Branch List to Excel** link. If the HTML page was saved, then the file name defaults to "Branch Data Verification.htm".

Recommendation:

- The primary differences between the HTML page and the MS Excel file are:

    1. The Excel file has two extra columns: *Data Action* and *Effective Date*. Per the FR Y-6 instructions, the reporter needs to specify whether each branch's information is valid and/or provide the action and effective date.

    2. When saving the HTML page, only one "page" is saved at a time. If the reporter has multiple branches, then the subsequent pages may be missing. All "pages" must be reported.

- For instance, if the page states *Page 1 of 1*, consult with your FRB contact to determine whether the submission meets the verification requirements of the FR Y-6 instructions.

- If the data file states *Page 1 of X (where X is greater than 1)*, then it is strongly recommended that the reporter download the Excel file. Otherwise, the reporter has not fulfilled the verification requirements,

Users should click the **Download Branch List to Excel** *and follow the instructions on the page.*

Symptom #5

— **The MS Excel spreadsheet contains unintelligible text at the top of the page and buttons are not correctly displayed.**
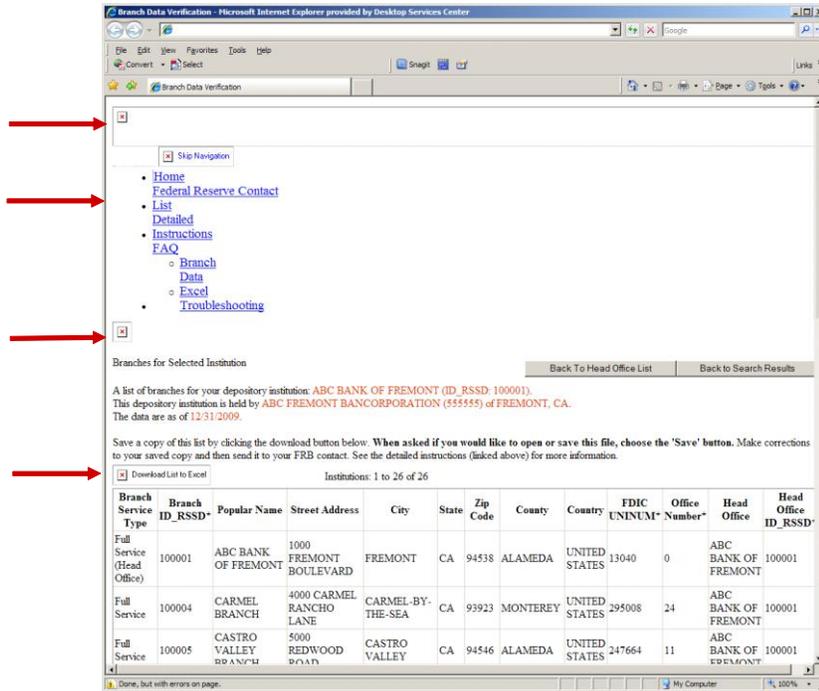
Probable Cause

- Most likely, the user accidentally saved the HTML page rather than clicking the **Download Branch List to Excel** link.

- At some point, the file name may have changed to include the `.xls` extension. However, for reasons specified in the above section, the data submitted may be incomplete.

Recommendation

- See the above topic regarding files named as "`Branch Data Verification.htm`".

Symptom #6

— Office 2007 users cannot open an MS Excel file because the cell data is too large.

- The following error message is encountered:

- If the above problem occurs, then the worksheet will open as below:
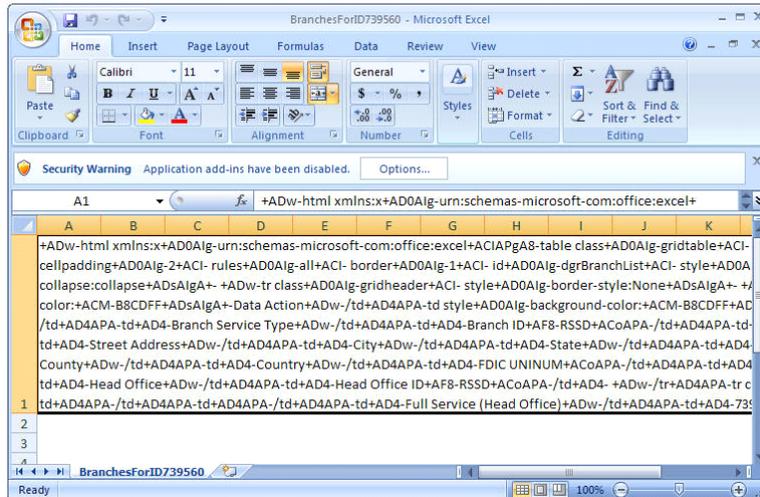
Probable Cause

- The website generates an MS Excel file via a special script. The default file type is Web Page, even though the extension is `.xls`.

- The file may have been saved as a Web Page by an MS Excel 2002 user.

Recommendation

- The reporter should re-download the branch list(s) and save it as an Excel file.

Symptom #7

— *Office 2007 users may encounter warning message when <u>opening</u> a previously downloaded Excel file.*

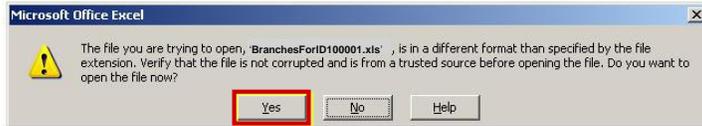- If the user clicks the **Download Branch List to Excel** link and clicks **Open** (instead of **Save**) in the pop-up box, MS Excel will automatically launch.

- Office 2007 users may encounter a warning message when opening an Excel file via the website or when opening a previously downloaded Excel file.
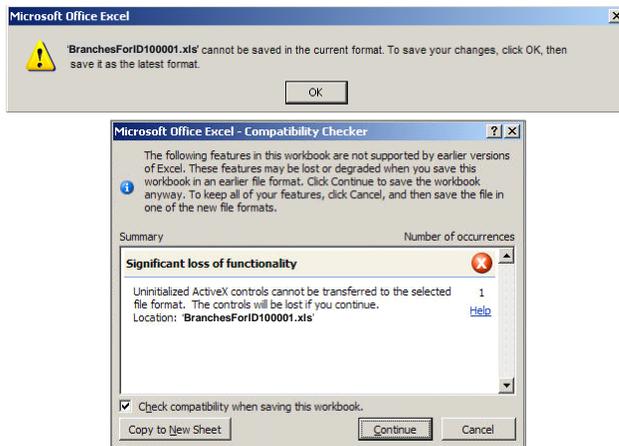

Probable Cause

- This problem is a Microsoft functionality issue and is unrelated to the Structure List website.

Recommendation

- Ignore the message and click the **Yes** button. In spite of Microsoft's warning, the file format and data will be correct.

Symptom #8

— *Office 2007 users may encounter a warning message when <u>saving</u> an Excel file that was saved in an earlier Excel format.*

Probable Cause

- MS Excel 2002 and 2007 compatibility issue. The file was saved using an earlier Excel format.

- This problem is a Microsoft functionality issue and is unrelated to the Structure List website.

- This problem may occur if the file was downloaded and saved using MS Excel 2002. If an Excel 2007 user modifies and saves the same file, then the messages above may be encountered.
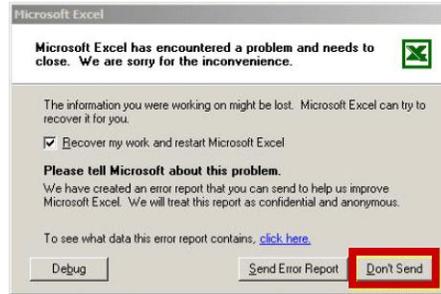
Recommendation

- Click the **OK** button or the **Continue** button and follow the instructions. In spite of Microsoft's warning, the file format and data will be correct.

Symptom #9

— Excel 2002 users may encounter an "error" message when opening a file that was saved using MS Excel 2007.

- This error message may be encountered when using Excel 2002:

Probable Cause

- MS Excel 2002 and 2007 compatibility issue.

- This problem is a Microsoft functionality issue and is unrelated to the Structure List website.

Recommendation

- According to the Microsoft website, Excel 2002 should be able open files that were saved using Excel 2007. Try opening the file again using Excel 2002.

- If you encounter the window above, click **Don't Send**.

  You will then be presented with the following "recovery" window.
  In the [repaired] window, save the file as an Excel Workbook using the **File > Save As** method.
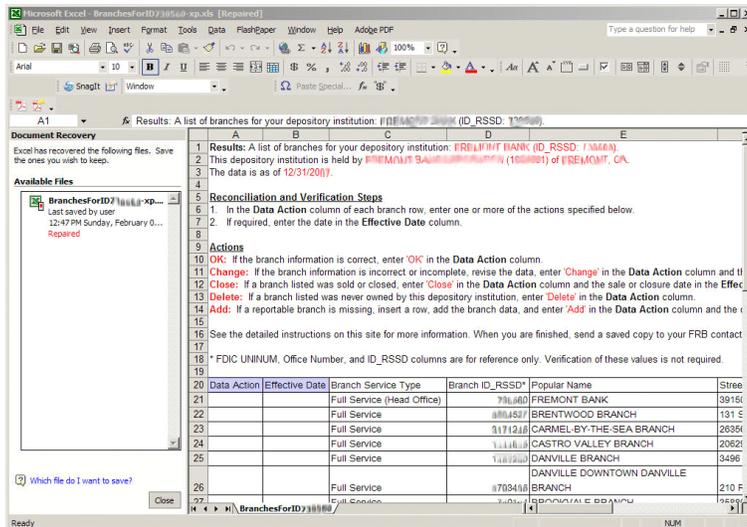
If you are curious, before you save the file, click the link *Repaired* to view what items were repaired.

Since the repaired items are not pertinent to the Branch List spreadsheet, you can disregard the message. Click the **Close** button to close the window.

Quick Reference of Microsoft Alert Messages

The below are sample messages that are produced by Microsoft Excel. Please see the Discussion Topic for details.

Alert or Error Message	See Discussion Topic
This file was created in a newer version of Microsoft Excel. The file has been converted to a format you can work with, but the following issues were encountered. The file has been opened in read-only to protect the original file. —Uninitialized ActiveX controls will not open in this version of Excel	Symptom #2
A log file has been created listing the load errors. This file has been saved to the following location: C:\Documents and Settings\{*user name*}\Local Settings\Temporary Internet Files\Content.MSO\8187107C.log.	Symptom #6
The file that you are trying to open, 'BranchesForIDxxxxx.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?	Symptom #7
'BranchesForID*xxxxx*.xls' cannot be saved in the current format. To save your changes, click OK, then save it as the latest format.	Symptom #8
Microsoft Office Excel – Compatibility Checker The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when you save this workbook in an earlier format. Click Continue to save the workbook anyway. To keep all of your features, click Cancel, and then save the file in one of the new file formats.	Symptom #8
Microsoft Excel has encountered a problem and needs to close.	Symptom #9