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* (<u>http://structurelists.federalreserve.gov</u>) 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 (<u>http://www.federalreserve.gov/</u> reportforms) as well as the detailed instructions located in this website's FAQ section.



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.

Save As					? ×
Save in:	TempDov	vnload	• • •	e 🔍 🗡 🛅 📲	Fooļs ▼
History		_			
My Documents					
Desktop	-				
*	Save:	Entire Workbook	C Selection: S	heet d interactivity	Publish
Pavontes	Page title:	exceldownload		<u>C</u> hange Title	
My Network	File <u>n</u> ame:	"BranchesForID 9101	(60.xls*	•	Save
Places	Save as type:	Web Page (*.htm; *	.html)	•	Cancel
	r	Microsoft Excel Work Web Page (*.htm; * Web Archive (*.mht; XML Spreadsheet (*. Template (*.xlt) Text (Tab delimited)	book (*.xls) .html) ; *.mhtml) ; xml) (*.txt)		

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

Format Cells	<u>? ×</u>
Number Alignment Font Border Fill	Protection
Text alignment Horizontal: General Vertical: Top Dustify distributed Text control Wrap text Merge cells Right-to-left Text direction: Context	Orientation T e x t t t e T ext f ext ext f ext ext f ext f ext ext ext ext ext ext ext e
	OK Cancel

- 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:

Save As							? ×
Save in:	TempDov	mload	-	$\leftarrow \cdot \mathbf{E}$	Q×C	Tools	
History							
My Documents							
Desktop							
Favorites							
My Network	File <u>n</u> ame:	"BranchesForIC) maan.xls"				Save
Places	Save as type:	Microsoft Excel	Workbook (*.	ds)		<u> </u>	Cancel

5. Click the **Save** button.

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

- The file name has an .x1sx extension.
 - Excel 2002 users may encounter "error" messages when opening a file that was saved using MS Excel 2007.

Microso File con	version in progress Cancel
Microsof	ft Office Excel
8	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 mode to protect the original file.
	- Uninitialized ActiveX controls will not be opened in this version of Excel.
	OK

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.

- 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,

Board of Governors of the Federal Reserve System FR Y-6 Depository Institution Branch Data Verification														
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- 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".

- Office 2007 users cannot open an MS Excel file because the cell data is too large.
 - The following error message is encountered:

roblems During Load		? ×
Problems came up in the following areas d	luring load:	
Cell data too large		<u> </u>
		*
4 log file has been created listing the load ollowing location: C:\Documents and Sett nternet Files\Content.MSO\8187107C.lo	errors. This file has been saved ings\/(HovOb\Local Settings\Temp g.	to the lorary

• If the above problem occurs, then the worksheet will open as below:

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C	Hom	e Insert	Page Lay	out For	mulas	Data	Review	v V	iew				e x
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	А	В	С	D	E	F		G	Н	L	J	K	
1	A B C D E F G H J K +ADW-fittmixmins:x+AD0Alg:uns:chemas-microsoft-consoft/ceresxel+ACIAPRg8-table class+AD0Alg:gdtBle+ACI- cellpadding+AD0Alg:2+ACI-rules+AD0Alg:all+ACI-border+AD0Alg:1+ACI-id+AD0Alg-dgtBranchList+ACI-style+AD0Alg- collapse:collapsetAD5AlgA++ADW-tr class+AD0Alg:gdtBeader+ACI-style+AD0Alg-boxder-style:None+AD5AlgA++A color:+ACM-B8CDFF+AD5AlgA+-Data Action+ADW-/td+AD4APA-td+AD4B-boxder-style:None+AD5AlgA++A color:+ACM-B8CDFF+AD5AlgA+-Data Action+ADW-/td+AD4APA-td+AD4B-boxder-style:None+AD5AlgA++A color:+ACM-B8CDFF+AD5AlgA+-Data Action+ADW-/td+AD4APA-td+AD4B-boxder-style:None+AD5AlgAPA-td+ td+AD4APA-td+AD4-Branch Service Type+ADW-/td+AD4APA-td+AD4-Branch ID+AF8-RSSD+AC0APA-/td+AD4APA-td+AD4 county+ADW-/td+AD4APA-td+AD4-County+ADW-/td+AD4APA-td+AD4-FDIC UNINUMAC0APA-/td+AD4APA-td+AD4 County+ADW-/td+AD4APA-td+AD4-County+ADW-/td+AD4APA-td+AD4-FDIC UNINUMAC0APA-/td+AD4APA-td+AD4 td+AD4-Head Office+ADW-/td+AD4APA-td+AD4-HaD4-FBIS SSD+AC0APA-/td+AD4APA-td+AD4- td+AD4APA-/td+AD4APA-td+AD4-AD4-HaD4-FBIS SSD+AC0APA-/td+AD4APA-td+AD4- td+AD4APA-/td+AD4APA-td+AD4APA-td+AD4-FBIS SSD+AC0APA-/td+AD4APA-td+AD4- td+AD4APA-/td+AD4APA-td+AD4APA-td+AD4-FBIS SSD+AC0APA-/td+AD4APA-td+AD4- 1												
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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.

- 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 popup 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.

Microsoft	Office Excel				×
	The file you are trying to ope extension. Verify that the file open the file now?	n, 'BranchesF e is not corrup	forID100001.xls', is oted and is from a tr	in a different usted source	format than specified by the file before opening the file. Do you want to
		<u>Y</u> es	No	Help	

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.

Microsoft	Office Excel		2
1	BranchesForID100001.xis' cannot be saved in the current format. To save your c save it as the latest format.	hanges, click ()K, then
	Microsoft Office Excel - Compatibility Checker	<u>?×</u>	
	 The biolowing results in the workdow are not supported by earlier of Skyptorted by earlier of Skyptorted by earlier for Skyptorted by earlier for workdow in an earlier file format. Click Conclusion to save the workd anyway. To keep all of your features, click Cancel, and then save one of the new file formats. 	this the file in	
	Summary Number of o	occurrences	
	Significant loss of functionality	0	
	Uninitialized ActiveX controls cannot be transferred to the selected file format. The controls will be lost if you continue. Location: 'BranchesForID100001.xIs'	1 <u>Help</u>	
	Check compatibility when saving this workbook.	Cancel	

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.

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



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.

Microsoft Excel - BranchesForID730566	-xp.xls [Repaired]					_0×
B Ele Edit View Insert Format T	ools Data FlashBa	aper <u>W</u> indow	Help Adobe PDF		Type a question for help	8 ×
0 🖉 🖬 🕲 🖨 🔃 🙄 👗 🐿 🖻	1. 0 10 · CA	- 2 · 2	l 🕺 🛍 🥵 100% 👻 🛛) .		
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SnagIt 📑 Window	• .	Ω Paste Sp	edal f# "\$" .			
7 of .						
A1 + & Results: A	list of branches for	your depositon	institution: FREMOND 24	(ID RSSD: Tant	500.	
Document Recovery	A	В	C	D	E	-
Excel has recovered the following files. Save the ones you wish to keep. Available Files	1 Results: A li 2 This deposit 3 The data is a	st of branches f ory institution is as of 12/31/20()	for your depository institution wheld by FREMOUT SAUGO I.	n: FREMONT DANK	(ID_RSSD: / MARA).	
Benncher Sfr (DD 1) (e.g., ar you _ 21) Let at route by user 12:47 PM Sinday, February 0 Repared	5 Reconciliat 6 1. In the Du 7 2. If require 8 9 Actions 10 OK: If the bi 11 Change: If 12 Close: If a 1 13 Delete: If a 14 Add: If a rej 15 16 See the deta 17 18 * FDIC UNIN 19	ion and Verifii ata Action colu d, enter the dat ranch informatic the branch infor yranch listed we branch listed we branch listed we ortable branch iiled instruction: UM, Office Nun	cation. Steps mo of each branch row, enth e in the Effective Date colu- in is correct, enter 'Ok' in the mation is incorrect or incom is sold or closed, enter 'Colo as never owned by this dep- is missing, insert a row, ad s on this site for more inform ober, and ID_RSSD columns	er one or more of the imn. e Data Action colu plete, revise the dat e ⁱ in the Data Actio ository institution, e d the branch data, a hation. When you ar s are for reference o	e actions specified below. mn. a, enter Change' in the Data Action colu. ner Detter in the Data Action colum netr Detter in the Data Action colum e finished, send a saved copy to your FR nly. Verification of these values is not req	imn and the the Effec and the c B contact uired.
	20 Data Action	Effective Date	Branch Service Type	Branch ID RSSD*	Popular Name	Stree
	21		Full Service (Head Office)	73660	FREMONT BANK	3915(
	22		Full Service	680,4527	BRENTWOOD BRANCH	131 5
	23		Full Service	3171246	CARMEL-BY-THE-SEA BRANCH	2635(
-	24		Full Service	1.1.18.6	CASTRO VALLEY BRANCH	2062!
	25		Full Service	140/240	DANVILLE BRANCH	3496
(2) Which file do I want to save?	26		Full Capitas	+702448	DANVILLE DOWNTOWN DANVILLE	210.5
Close	20		Full Service	1/1/3410		210 F
cost	H + > H Branc	hesforID71016	0/	1		

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
'BranchesForIDxxxxx.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