

This document provides recommendations and workarounds to potential download and Excel issues that users of the *2008 Depository Institution Branch Data Verification & Tax ID Collection Website* may encounter. For simplicity, this website will be referenced as the *Structure Lists website*. Although the examples reference the branch data, the issues and resolutions apply to the downloads for both the FR Y-6 branch data and the FR Y-10 Tax ID collection. 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 Office XP (2002) and Office 2007. They are unrelated to the Website's data download. Microsoft Excel users may encounter warning messages. However, clicking the **OK** or **Continue** button will usually yield a readable and usable datasheet.

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What is the 2008 Depository Institution Branch Data Verification & Tax ID Collection Website?

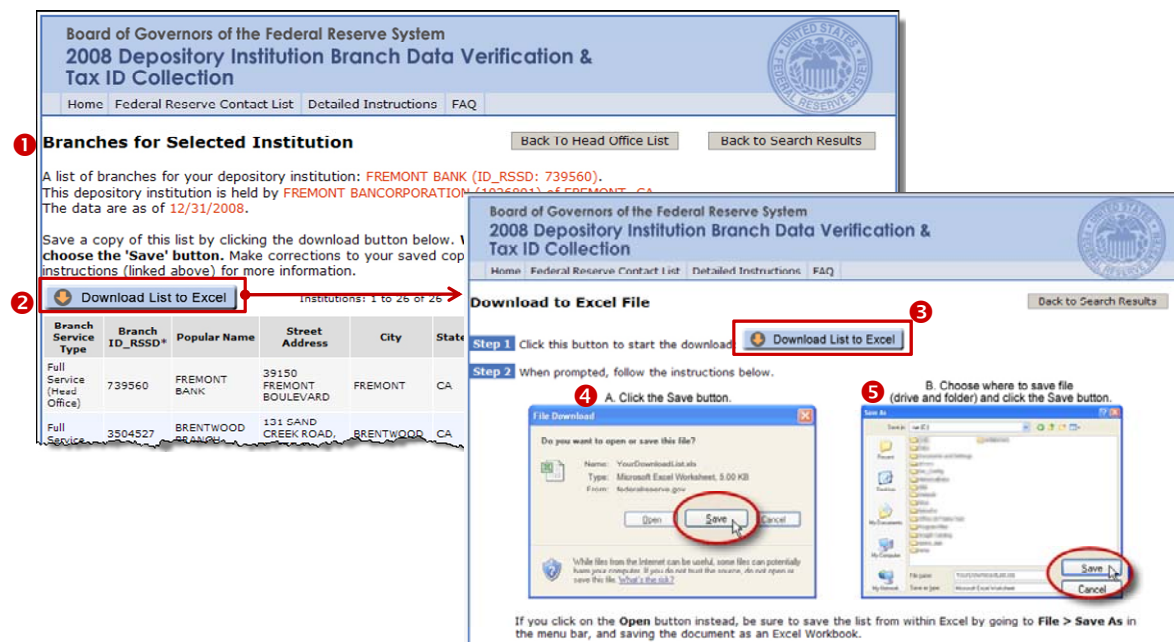
This website assists with the reconciliation or collection of the data below:

- FR Y-6 Reporters are required to reconcile domestic branch data for each domestic bank, thrift, Edge corporation, or agreement corporation within their organizations.
- FR Y-10 Reporters are required to provide the tax identification number (Tax ID) for each reportable banking and nonbanking companies located in the United States.

Reporters download a list of branches or companies under their organization. For ease of reporting, lists of reportable entities can be downloaded for a lower-tier company as well as the top-tier company. Per the FR Y-6 or FR Y-10 report instructions, Reporters should amend the list(s) to account for all reportable entities. The amended and reconciled lists should be submitted their Federal Reserve contact. For the actual reporting requirements, please see the report instructions and the detailed instructions.

How to Download and Save the Branch List

- 1 Find your organization or institution(s) on our website.
- 2 Click the **Download List to Excel** button.
- 3 A second **Download List to Excel** button will appear. Click this second button, and follow the instructions on the screen to continue with the download process.
 - 4 In the File Download window, click the **Save** button.
 - 5 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. E-mail the modified Excel 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 a MS Excel file format. In most instances, this circumstance is okay. 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** window, change the file type to one of the following types:

—**Microsoft Excel Workbook**
—**Excel 2007 Workbook**

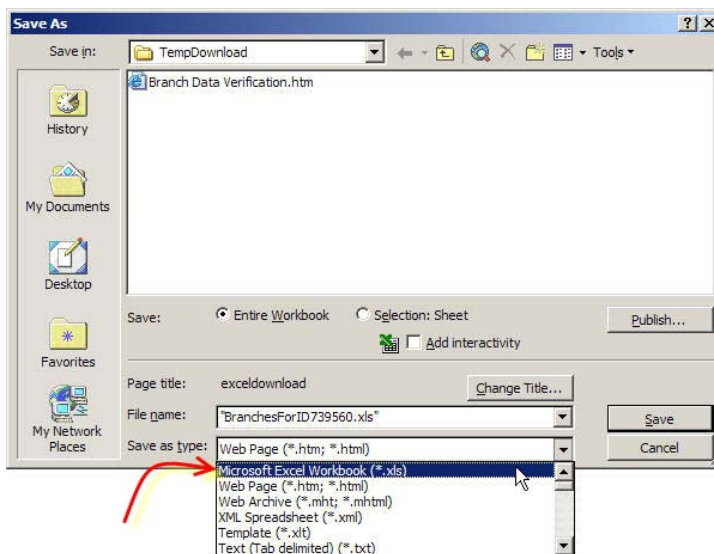
5. Click **OK**.

The file is now saved as an Excel Workbook.

If **Excel 2007 workbook** was selected, the file extension may be **.xlsx**, instead of **.xls**.

It is okay 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 (discussed below). Otherwise, MS Excel will not be able to open the file.

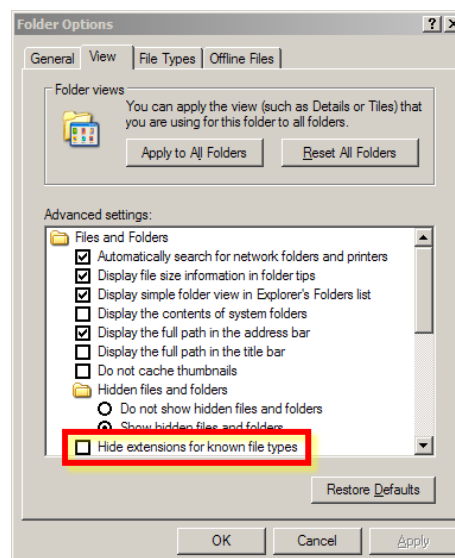


Recommendation B: Viewing File Extensions

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**.

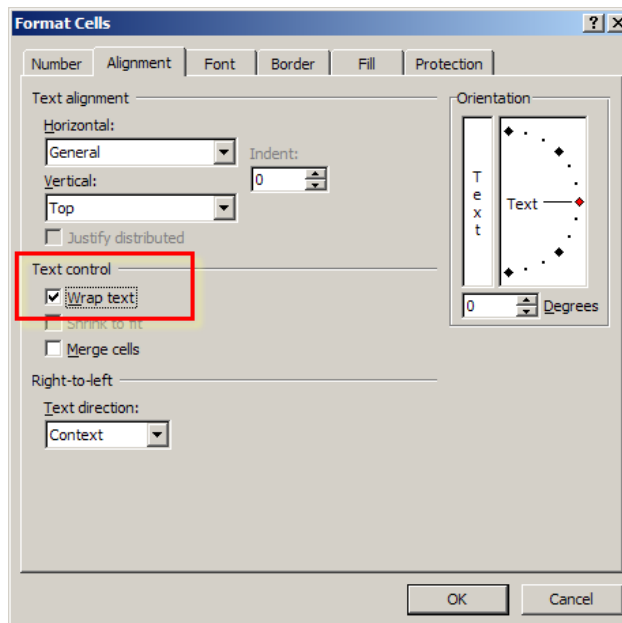
To display the file extensions:

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 **OK**.



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.



Recommendation D: Resolving Data Entry Issues for Tax ID and Zip Codes

The Tax ID and Zip Code values are comprised of numbers, but they should be treated as text values—especially if the values contain a leading zero. In most instances, you will not encounter any data entry problem. However, if your spreadsheet application does not display the leading zero in the data cell and/or does not save the value in text format (as shown below), you may need to place a single quote (') in front of the value to convert your data cell to text format.

Correct Tax ID	Incorrect Data Entry	Incorrect Value Displayed	Problem	Suggested Data Entry
01-1234567		11234567 or 1E+07	The Tax ID was entered without a hyphen (-) and/or the leading zero does not appear.	'01-1234567
40-1122330	=40-1122330	-1122290 or -1E+06	The spreadsheet application is treating the data as a mathematical formula (e.g., 40 – 1122330 = -1122290).	'40-1122330
12-3456789	123456789	1E+08	The Tax ID was entered without a hyphen (-), and the column width is too narrow to display the full cell contents.	12-3456789

Correct Zip Code	Incorrect Data Entry	Incorrect Value Displayed	Problem	Suggested Data Entry
01101	01101	1101	The leading zero does not appear.	'01101
01101-0005	=01101-0005	1096	The spreadsheet application is treating the data as a mathematical formula (e.g., 1101 – 5 = 1096).	'01101-0005
12345-6789	123456789	1E+08	The 9-digit Zip Code was entered without a hyphen (-), and the column width is too narrow to display the full cell contents.	12345-6789

Symptom #1

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

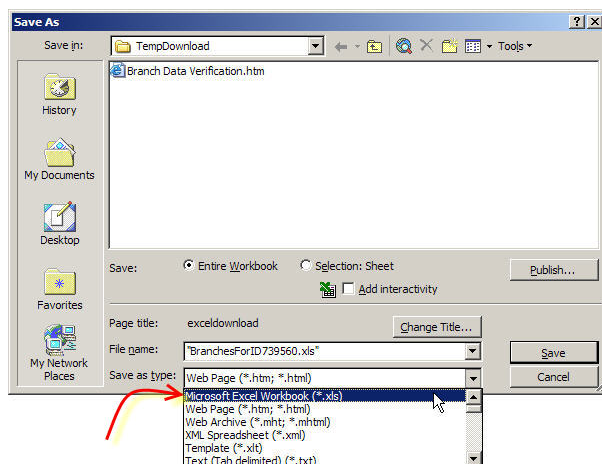
For example: BranchesForID1155631.xls.htm

Probable Cause

- The user accidentally introduced the **.xls.htm** extension when he/she saved or renamed 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)*.

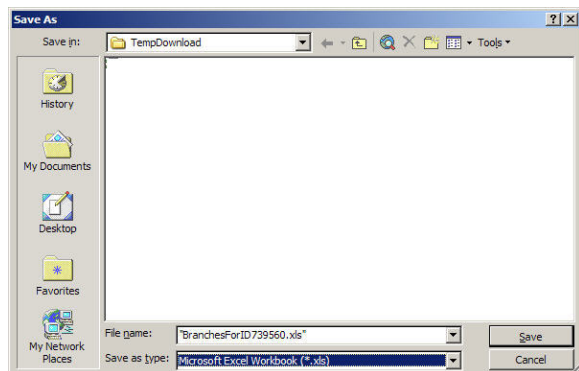
Recommendation

- 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 below).

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



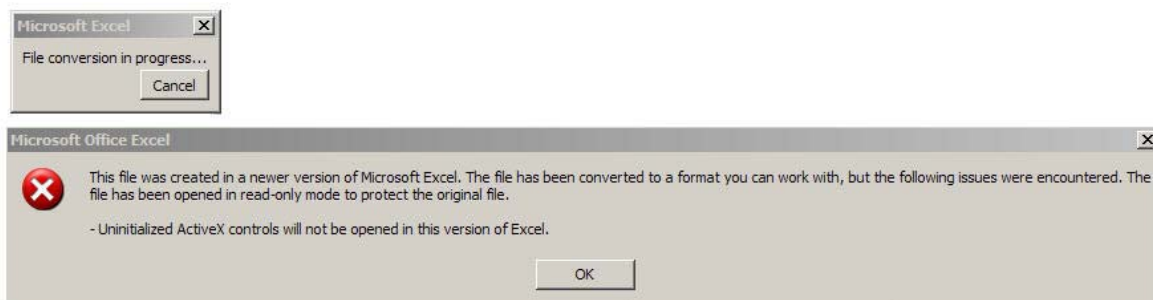
5. Click the **Save** button.

The spreadsheet is now 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 gibberish 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 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 instances where 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 should download the Excel file. Otherwise, the reporter has not fulfilled the verification requirements, since the branches on the subsequent pages (e.g., Pages 2 and up) have not yet been verified.

Board of Governors of the Federal Reserve System
FR Y-6 2007 Depository Institution Branch Data Verification

Home • Federal Reserve Contact List • Detailed Instructions

Branches for Selected Institution Start New Search

A list of branches for your depository institution: **FREMONT BANK** (ID_RSSD: 739560).
This depository institution is held by **FREMONT BANCORPORATION** (1026801) of **FREMONT, CA**.
The data is as of **12/31/2007**.

Save a copy of this list by clicking the download link below. When asked if you would like to open or save this file, choose the 'Save' button. Make corrections to your saved copy and then send it to your FRB contact. See the detailed instructions (linked above) for more information.

[» Download Branch List to Excel «](#) Page 1 of 3 Total Branches: 25 Next Last >>

Branch Service Type	Branch ID_RSSD*	Popular Name	Street Address	City	State	Zip	County	Country	FDIC	Office	Head Office	Head Office RSSD*
Full Service (Head Office)	739560	FREMONT BANK	39150 FREMONT BOULEVARD	FREMONT	CA							60
Full Service	3504527	BRENTWOOD BRANCH	131 SAND CREEK ROAD, SUITE C	BRENTWOOD	CA							60

Users should click on the **Download Branch List to Excel** link.

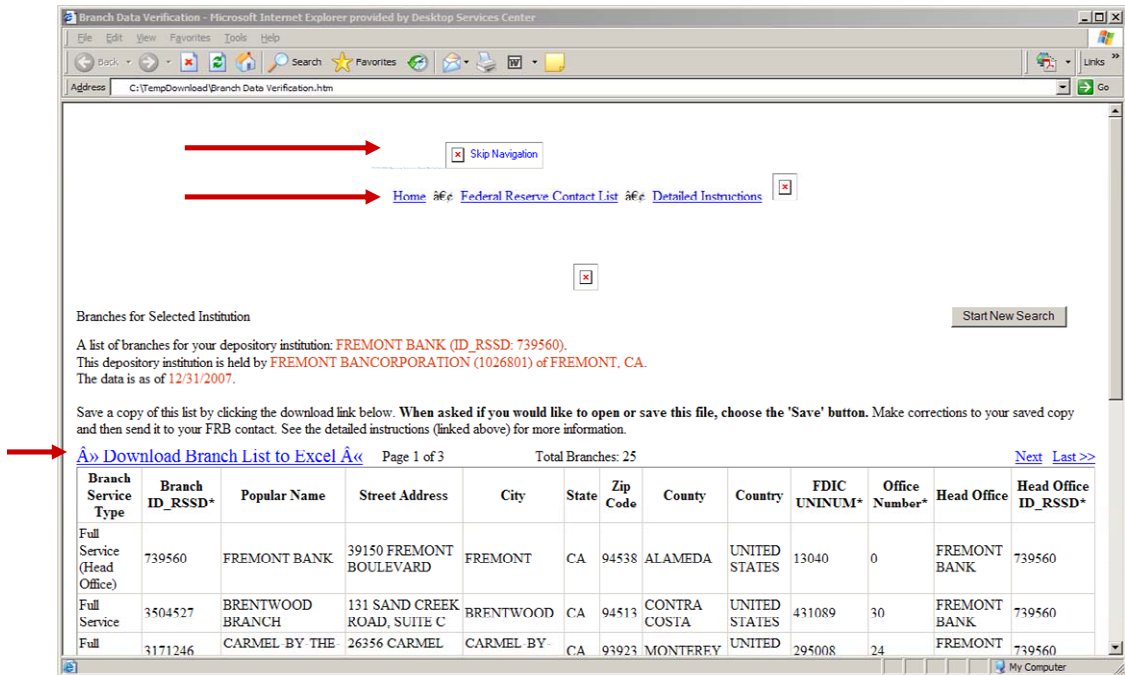
In the File Download window, click the **Save** button to save the Excel file to your PC or LAN drive.

File Download
Do you want to open or save this file?
Name: BranchesForID739560.xls
Type: Microsoft Excel Worksheet, 37.6 KB
From: y6branchlist.federalreserve.gov

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Symptom #5

— The MS Excel spreadsheet contains gibberish at the top of the page.



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.

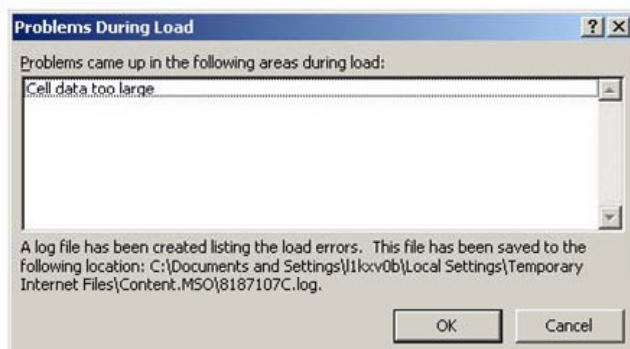
Recommendation

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

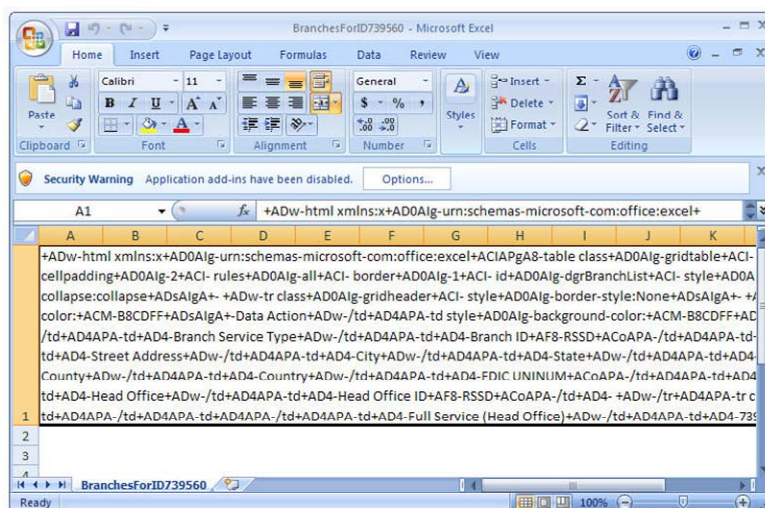
Symptom #6

— 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. As stated above, 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.

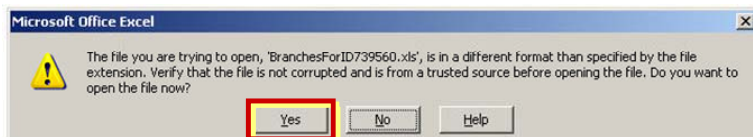
Recommendation

- The reporter should re-download the branch list(s). The website download file was modified for Office 2007 users.

Symptom #7

— Office 2007 users may encounter warning message when opening 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

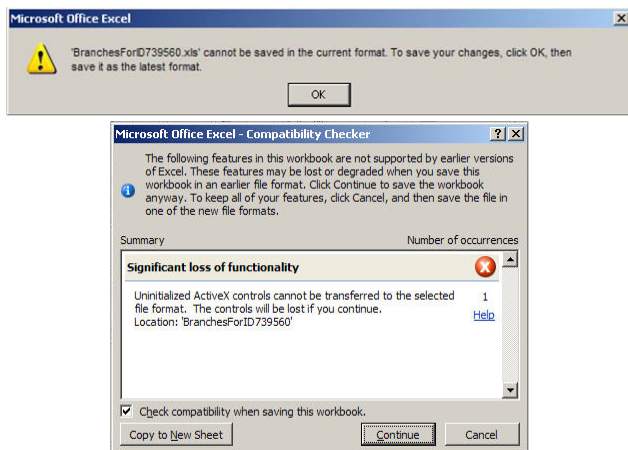
- This problem is a Microsoft functionality issue and is unrelated to the Structure List website.

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 saving 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.

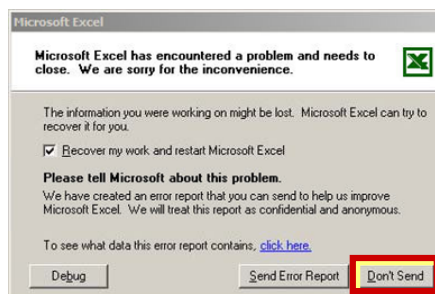
Recommendation

- 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

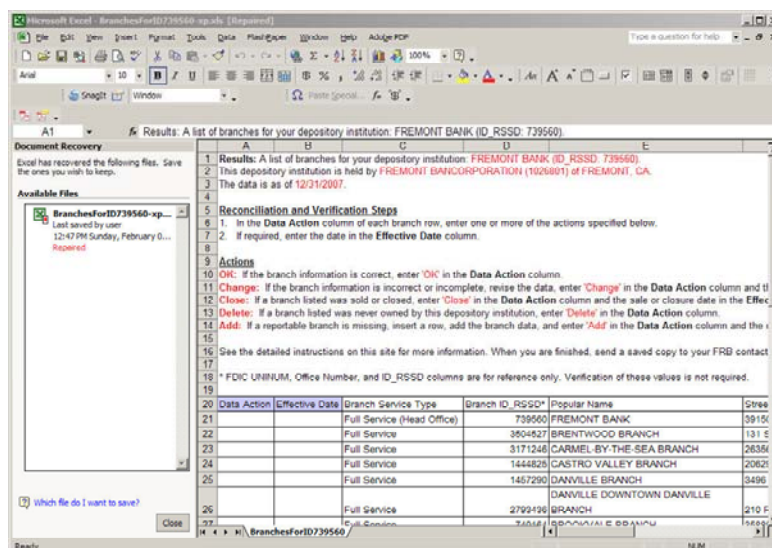
- MS Excel 2002 and 2007 compatibility issue.
- This problem is a Microsoft functionality issue and is unrelated to the Structure List website.

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.

