

Office of Thrift Supervision  
June 2006 Branch Office Survey

**Branch Deposit Import Feature**

Beginning with the June 2006 annual Branch Office Survey filing, EFS introduces a new functionality that allows institutions to import deposit information for their branches. As with every annual BOS filing, the institution's shell filing must be requested and downloaded from the OTS using the Transmit-Download Financial Data option in EFS. Once downloaded the current year's shell branch filing must be imported into EFS using the System-Financial Data-Import Downloaded Financial Data menu option in EFS. Below is a sample shell filing:

[B01]	[B01] Prior	[B02]	[B03]	[B04]	[B08]	[B06]
0000	0000			0	NY	New York
0001	0001			0	NY	New York
0002	0002			0	NY	Albany
0003	0003			0	NY	New York
0004	0004			0	NY	Albany
0005	0005			0	NY	New York
0006	0006			0	NY	Albany

**[B10]** Total Reported Branch Deposits :                      0 <> **[SC710]**                      144,300 + **[SC712]**                      3,260

**Branch Office Survey**

**[B01]** Sequence #

**[B01]** Prior Year #                       **[B03]** Effective Date (MM/DD/YYYY)

**[B02]** Change Code                       **[B04]** Deposits/Savings Amounts (000s)

**[B05]** Street Address

**[B08]** State                       **[B07]** County or Independent City

**[B09]** Zip Code                       **[B06]** City or Town/Township

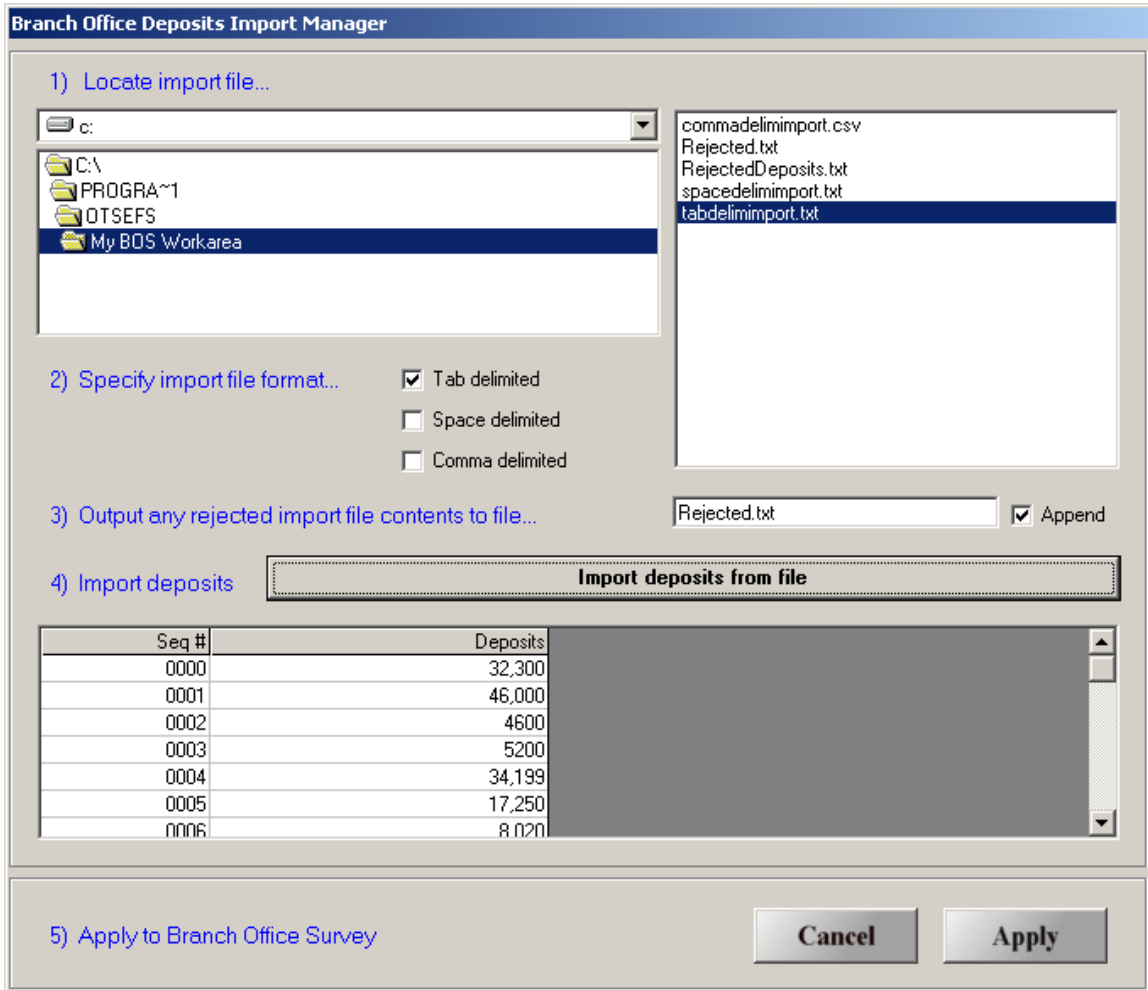
Once imported into EFS, the deposit import feature is accessible from the Branch Office main screen using the following button:



The deposit import process consists of five steps:

- Step 1 - Select the branch deposit source file from the computer using the computer drive, folder and file boxes.
- Step 2 - Select the type of data format that was used to create the branch deposit source file.
- Step 3 - Name a reject/error log filename that will output any entries in the source file that the import process failed to load.
- Step 4 - Import the deposit information from the file and review it in the preview grid. Review/edit the content of the reject file and the source deposit files by double clicking on the file in the upper right window. This can be repeated if necessary to reconcile any issues with any entries failing to load.
- Step 5 - Apply the imported deposit information to the user's Branch Office Survey.

The main interface for importing deposits is show below:



## Branch Deposit Source File Format

The first two items in each file must be the unique OTS-assigned branch office sequence number and subsequently the branch office deposits. Additional information can be found in the file (i.e. address information), however it will be ignored by EFS during the import process. Below are samples of the different file formats that EFS can recognize when importing deposits:

### Example of Tab Import

0	32,300
1	46,000
2	4600
3	5200
4	34,199
5	17,250
6	8,020

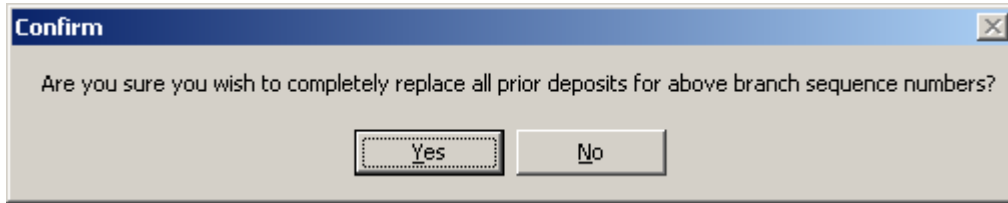
### Example of Space Delimited Import file

0000	32300
0001	46000
0002	4600
0003	5200
0004	34,199
0005	17250
0006	8,020

### Example of Comma Delimited Import file

0,"32,300"
1,"46,000"
2,4600
3,5200
4,"34,199"
5,"17,250"
6,"8,020"

Users will be prompted to replace branch deposit information for all entries successfully loaded from the source import file.



The below screen shows the successfully imported deposit information

**Branch Office Survey**

[B01]	[B01] Prior	[B02]	[B03]	[B04]	[B08]	[B06]
0000	0000	U		32,300	NY	New York
0001	0001	U		46,000	NY	New York
0002	0002	U		4,600	NY	Albany
0003	0003	U		5,200	NY	New York
0004	0004	U		34,199	NY	Albany
0005	0005	U		17,250	NY	New York
0006	0006	U		8,020	NY	Albany

[B10] Total Reported Branch Deposits : 147,569 = [SC710] 144,300 + [SC712] 3,260

**Branch Office Survey**

[B01] Sequence #

[B01] Prior Year #  [B03] Effective Date (MM/DD/YYYY)

[B02] Change Code  [B04] Deposits/Savings Amounts (000s)

[B05] Street Address

[B08] State  [B07] County or Independent City

[B09] Zip Code  [B06] City or Town/Township

The deposit import process automatically applies a change code of 'U' for 'Update Deposits' to each branch affected by the import. No other fields will be affected for these branches and no other branches will be affected that did not contain deposit information in the import process. The import process can be done multiple times if different source files contain deposit data for different subsets of the complete set of branches the institution reports on. NOTE: Data changes for all other change codes must be done manually (i.e. home office redesignations, address changes, closures, new branches). However, since an institution's filing usually consists simply of updating of deposits for existing branches, preparing for and using the new branch office deposit import feature can now replace the bulk of the BOS data entry.