SPV Reporting Tool User Guide

Last Updated: December 2009



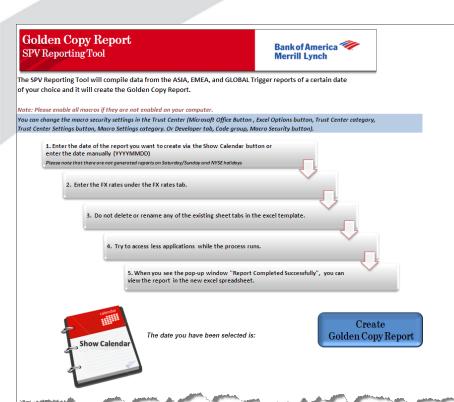
SPV Reporting Tool Overview

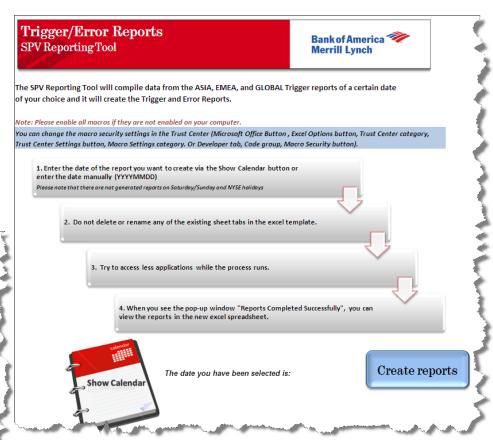


SPV Reporting Tool Overview

The SPV Reporting Tool produces the following two reports:

- •Golden Copy
- Trigger and Error Reports





SPV Reporting Tool SharePoint Functionalities



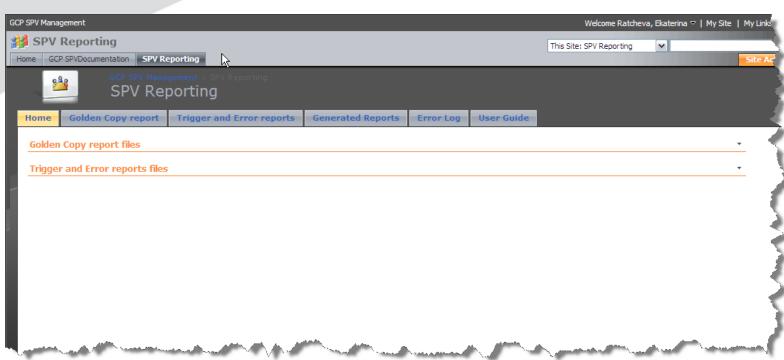
SharePoint Overview



The SPV Reporting Tool SharePoint was created to provide access to all users to the SPV Reporting Tool.

The site contains the following worksites:

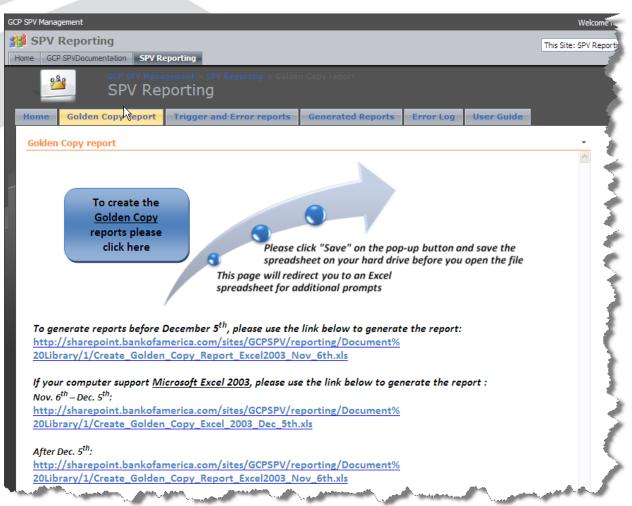
- Golden Copy Report
- •Trigger and Error Reports
- Generated Reports
- Error Log
- •User Guide



SharePoint Button Functionalities – Golden Copy

The following section describes the procedure to access the SPV Reporting Tool, which creates the Golden Copy report, from the SharePoint site below:

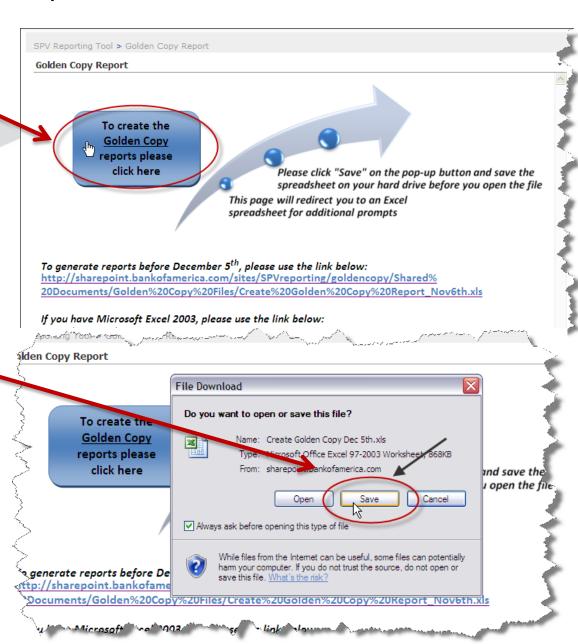
http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Golden%20Copy%20report.aspx



1. Click on the blue button to generate the report.

1. A pop-up window will appear. Select <u>"SAVE"</u> to save the MS Excel spreadsheet on your hard drive.

Note: If you select <u>"OPEN"</u>
You will not be able to run the report due to security and change control standards



1. If you wish to run reports before December 5th, please the link below the button feature: ro create Me Golden Copy reports please click here Please click "Save" on the pop-up button and save the spreadsheet on your hard drive before you open the file This page will redirect you to an Excel spreadsheet for additional prompts To generate reports before December 5th, please use the link below: http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared% 20Documents/Golden%20Copy%20Files/Create%20Golden%20Copy%20Report_Nov6th.xls Langu have Microsoft Excel 2003, please use the link below:

1. If your computer does not support Microsoft 2007, please click on the following two links below to run reports before December 5th and after December 5th:

To create the Golden Copy eports please click here

Please click "Save" on the pop-up button and save the spreadsheet on your hard drive before you open the file

This page will redirect you to an Excel spreadsheet for additional prompts

To generate reports before December 5th, please use the link below to generate the report: http://sharepoint.lankofamerica.com/sites/SPVreporting/goldencopy/Shared%

20 Documents/Goldon% 20 Copy% 20 Files/Create% 20 Goldon% 20 Copy% 20 Report_Nov6 th.xls

If your computer support Microsoft Excel 2003, please use the link below to generate the report :

Nov. 6th – Dec. 5th:

http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%
20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Create%
20Golden%20Copy%20Report_Excel2003_Nov%206th.xls

After Dec. 5th:

http://sharepoint.bankofamerica.com/sites/SPVreporting/goldencopy/Shared%
20Documents/Golden%20Copy%20Files/Golden%20Copy%20report%20for%20Excel%202003/Create%

1Golden%20Copy, Excel%202008, Dec%205th.xls

SharePoint Button

Functionalities – Trigger and Error Reports

The following section describes the procedure to access the SPV Reporting Tool, which creates the Trigger and Error reports, from the SharePoint site below:

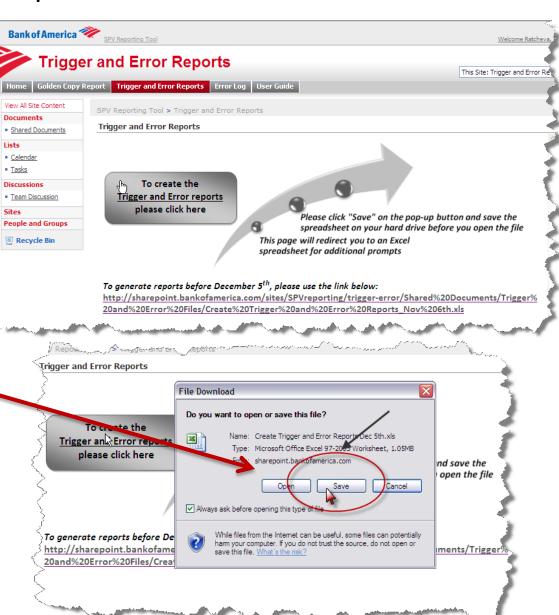
http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Trigger%20and%20Error%2 Oreports.aspx



1. Click on the gray button to generate the report.

2. A pop-up window will appear.
Select <u>"SAVE"</u> to save the MS Excel spreadsheet on your hard drive.

Note: If you select <u>"OPEN"</u>
You will not be able to run the report due to security and change control standards



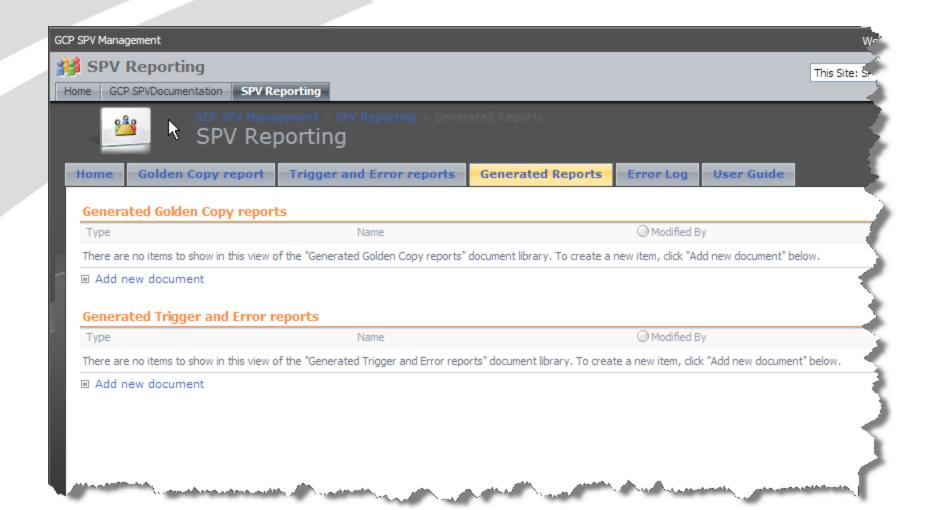
1. If you wish to run reports before December 5th, please the link below the button feature: frigger and Error Reports V To create the Trigger and Error reports please click here Please click "Save" on the pop-up button and save the spreadsheet on your hard drive before you open the file This page will redirect you to an Excel spreadsheet for additional prompts To generate reports before December 5th, please use the link below: http://sharepoint.bankofamerica.com/sites/SPVreporting/trigger-error/Shared%20Documents/Trigger% 20and%20Error%20Files/Create%20Trigger%20and%20Error%20Reports_Nov%206th.xls

SharePoint

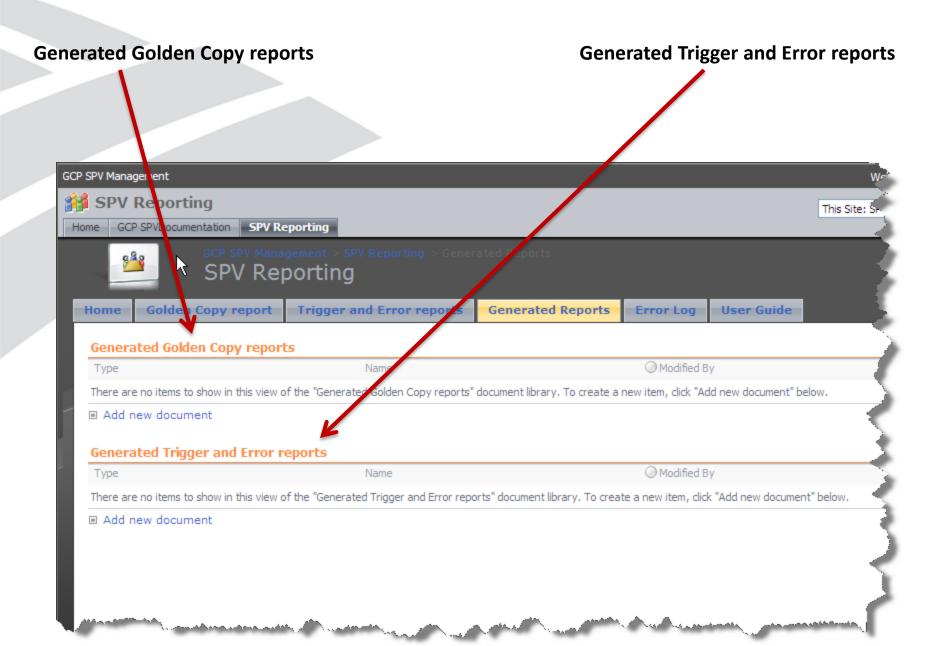
Functionalities – Generated Reports

The workspace was created for storing all generated reports from past dates on the SharePoint site. In order to access this Workspace please click on the link below:

http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Generated%20Reports.aspx



There are 2 document libraries where you can store the generated reports:

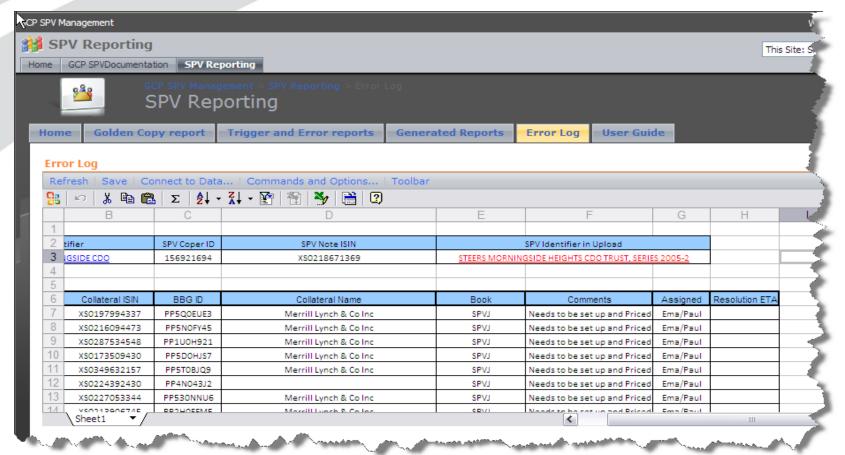


SharePoint

Functionalities – Error Log

This workspace is used to store the errors and the progress made resolving them in a central location that can be updated by all contributors. The headings are set up and the text fields are provided, however, these logs will be completely inputted by the user. In order to access this Workspace please click on the link below:

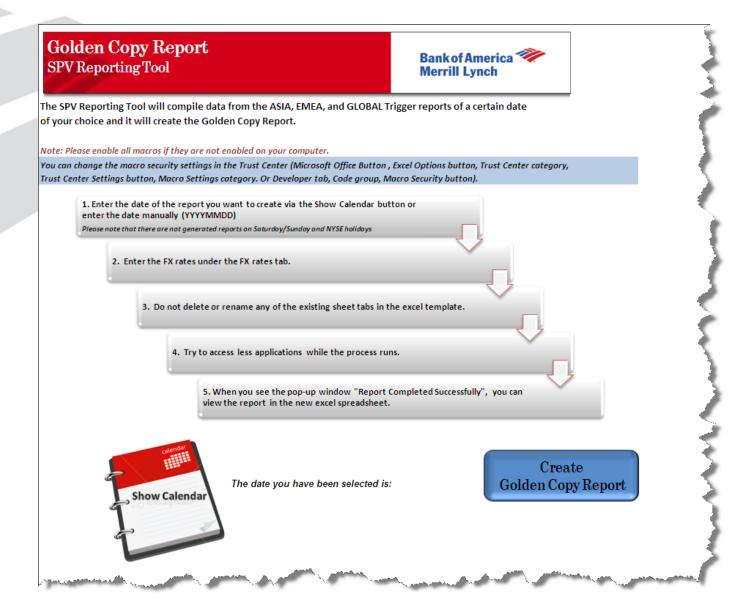
http://sharepoint.bankofamerica.com/sites/GCPSPV/reporting/pages/Error%20Log.aspx



SPV Reporting Tool *Golden Copy Functionalities*

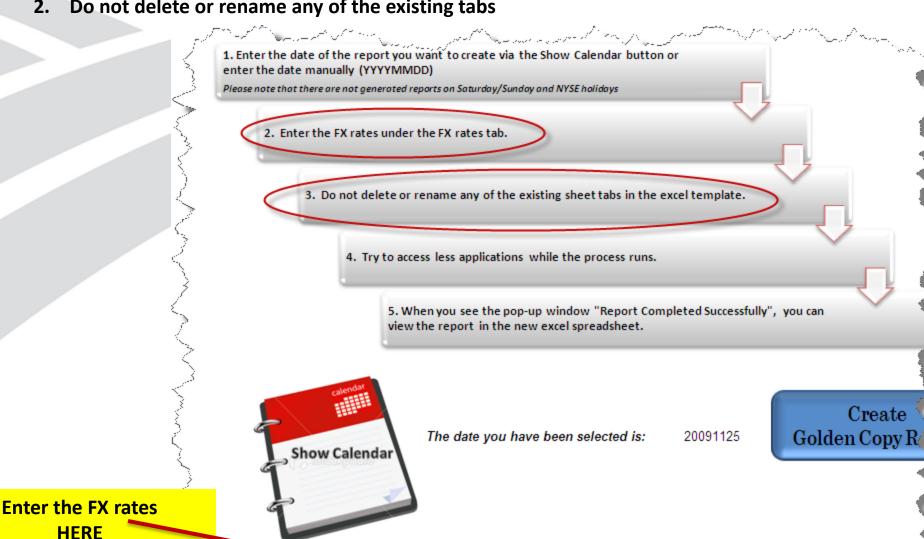


Golden Copy Control Tab Functionalities



Enter the FX rates under the FX tab sheet

Do not delete or rename any of the existing tabs

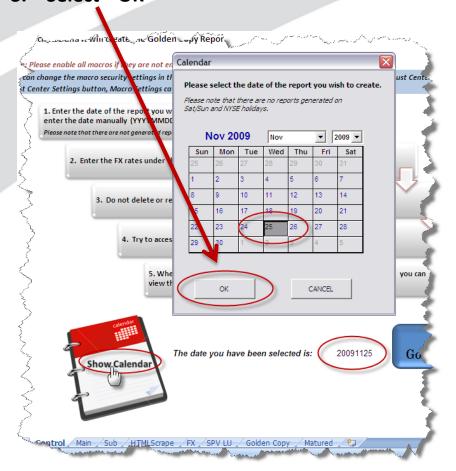


Control Main Golden Copy 1. Enter the date of the report you want to create via the Show Calendar button or enter the date manually (YYYYMMDD)

NOTE: Please note that reports are not generated on Saturday/Sunday and NYSE holidays

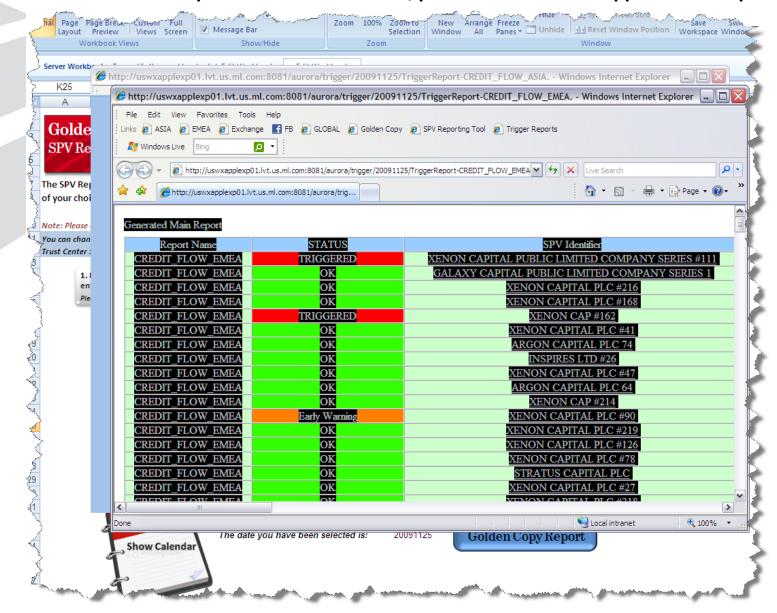
2. Select a date from the Calendar



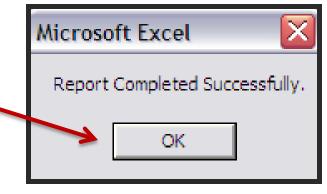


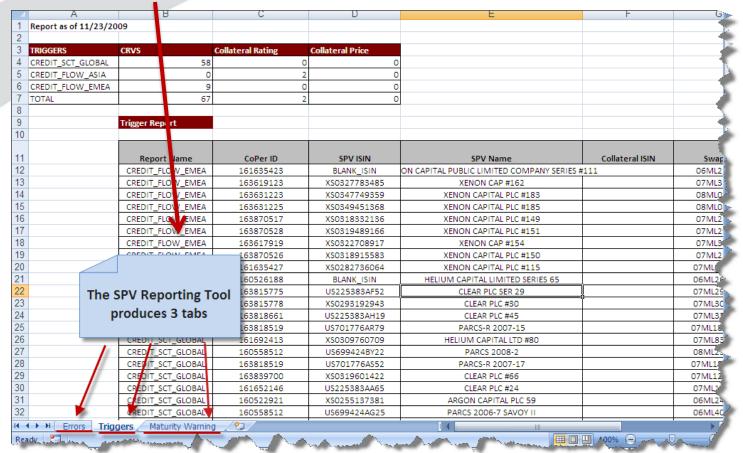
Select the blue button to run the report ted Successfully", you can Create 20091125 Golden Copy Report

1. When the report starts compiling the data you will see this screen. You will be able to access other applications but for better performance of the tool, please access as few applications as possible.



- 1. When you see the pop-up window "Report Completed Successfully", you can view the report which will appear on a separate sheet
- 2. Select "OK" to view the Golden Copy report
- 3. The Trigger and Error reports along with the Maturity Warning tab will appear in a separate sheet for additional modifications if needed

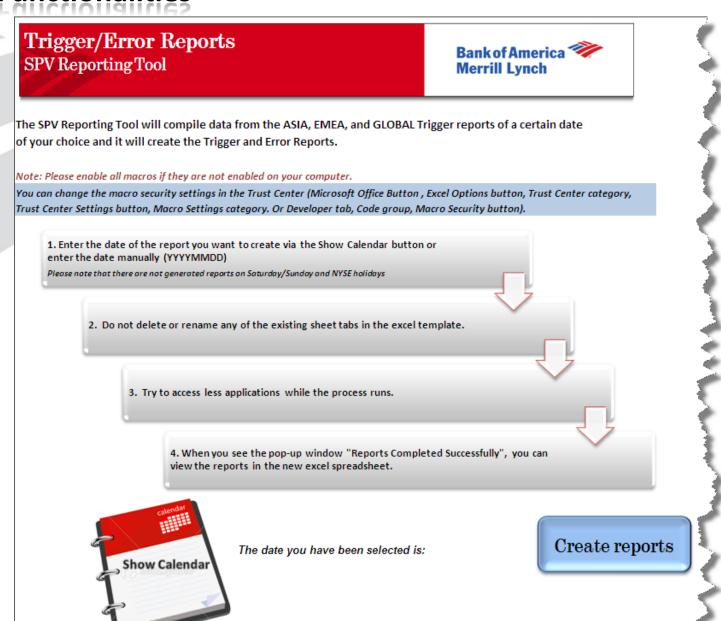




SPV Reporting Tool Trigger and Error Reports Functionalities



Trigger/Error Reports Control Tab Functionalities

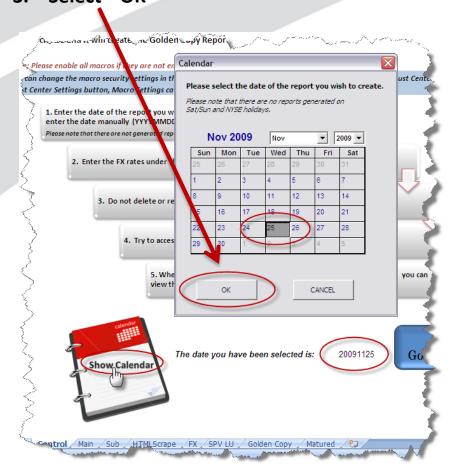


1. Enter the date of the report you want to create via the Show Calendar button or enter the date manually (YYYYMMDD)

NOTE: Please note that reports are not generated on Saturday/Sunday and NYSE holidays

2. Select a date from the Calendar

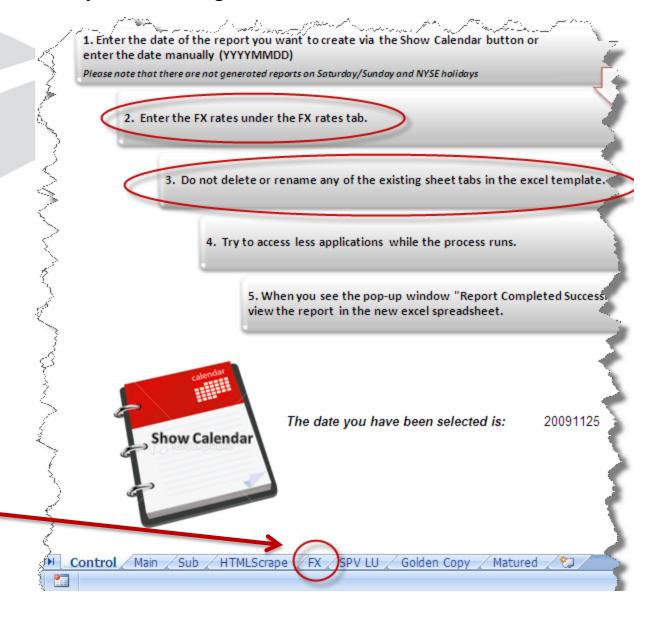




Select the blue button to run the report d Successfully", you can Create reports

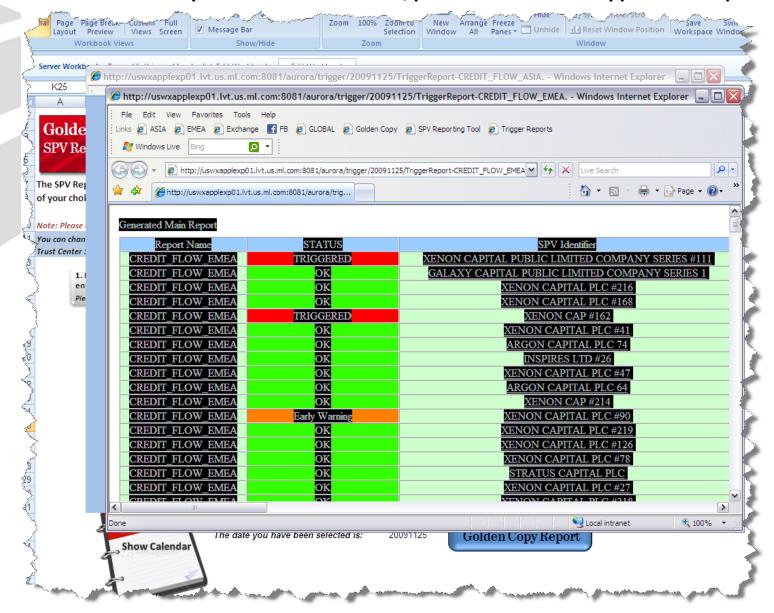
1. Enter the FX rates under the FX tab sheet

2. Do not delete or rename any of the existing tabs

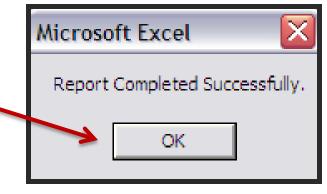


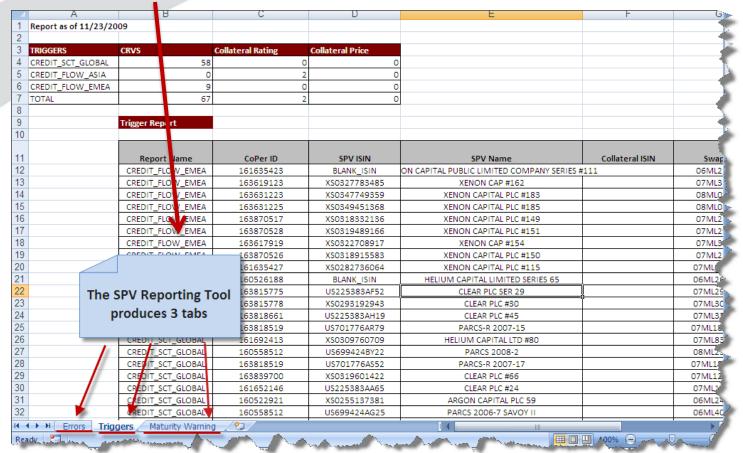
Enter the FX rates
HERE

1. When the report starts compiling the data you will see this screen. You will be able to access other applications but for better performance of the tool, please access as few application as possible.



- 1. When you see the pop-up window "Report Completed Successfully", you can view the report which will appear on a separate sheet
- 2. Select "OK" to view the Golden Copy report
- 3. The Trigger and Error reports along with the Maturity Warning tab will appear in a separate sheet for additional modifications if needed





SPV Reporting Tool *User Performance Errors*

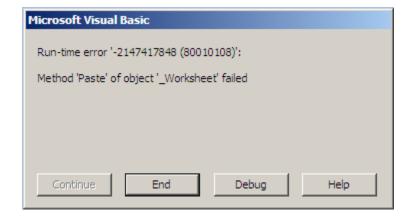
The following slides display errors that can occur if the user does not run the program correctly or alters certain conditions of the program.



When the program runs with no date entered in the date field, the program will navigate to a nonexistent page and copy incorrect data into Excel. This will cause an error when the program tries to reformat the data. Excel will either hang, do nothing, or the following error message will prompt.





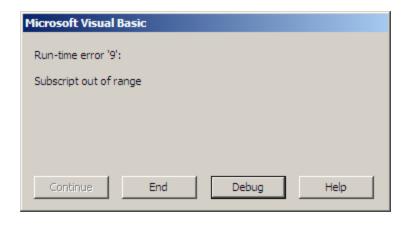


Note: This error also occurs when a date when no reports are created is selected such as weekends and NYSE holidays.

If the tabs are renamed or deleted, when the program runs it will try to find an open a tab that had the original name. When it cannot locate that tab, the error message as seen on the left will appear.

It is necessary for the tabs to keep their original names (as seen below). However, when the program completes, a new workbook will open with only the Golden Copy, Matured, and Summary tab. In this workbook, the sheets can be renamed.







	S	T	U	V	W	X	Υ	Z
1	Collat Notional (USD)	Collat Notional at Deal	Collat Price	Collateral MTM (USD)	Collateral MTM a	Average Co	<u>Trader</u>	FX Rates
2	#N/A	#N/A	86.67%	ERROR	0	92.94%	Li-woon Lim	#N/A
3	#N/A	#N/A	92.15%	ERROR	0	92.94%	Li-woon Lim	#N/A
4	#N/A	#N/A	92.34%	ERROR	0	92.94%	Li-woon Lim	#N/A
5	#N/A	#N/A	100.59%	ERROR	0	92.94%	Li-woon Lim	#N/A
6	#N/A	#N/A	ERROR	ERROR	0	100.13%	Manish Srivastav	#N/A
7	#N/A	#N/A	ERROR	ERROR	0	100.13%	Manish Srivastav	#N/A
8	#N/A	#N/A	100.13%	ERROR	0	100.13%	Manish Srivastav	#N/A
9	#N/A	#N/A	112.12%	ERROR	0	112.12%	Kazuya Ichikawa,	#N/A
10	#N/A	#N/A	ERROR	ERROR	0	ERROR	Kazuya Ichikawa,	#N/A
H 4	Main Sub HTMLScrape Control FX SPV LU Golden Copy Matured 1 1 1 1							

Columns S-W of the Golden Copy attempts to convert each collateral value to USD. This requires a look up table which is placed in the FX tab. If the FX rates are not reported or incorrectly placed, the formulas will fail. Note: The program will not error but there will be errors in the Golden Copy and Matured tabs as seen in the highlighted portions of the figure above.

The correct placement of FX rates are shown in the image to the right.

1	Α	В	С	D	Е
1	Currency	FX Rate			
2	ADP	0.005312			
3	AED	272264			
4	ALL	0.018732	1		
5	AMD	0.002589	1		
6	ANG	0.588235	1		
7	ARC	0.263505	First C	urrency Ra	te
8	ARS	0.261849	should	be placed	in
9	ATS	0.107033	Cells	A2 and B2	2
10	AUD	0.9004			
11	AWG	0.561798			
12	AZM	0.000204			
13	BBD	0.502513			
14	BDT	0.014519			
15	BEF	0.03651			
16	BHD	2.65252			
17	BIF	0.000825			
18	BMD	1			
19	BND	0.716692			
20	BOB	0.14245			
21	BRL	0.567118			
22	BSD	1			
23	BTN	0.021286			
24	BWP	0.148			
25	BZD	0.510204			
26	CAD	0.925926			
27	CHF	0.975515			
28	CLP	0.001883			
29	CNY	0.146462			
30	COP	0.0005			
31	CRC	0.001736			
32	CUP	1			
14 4	▶ ▶I Mair	1 Sub 1	HTMLScrape	Control	FX.

Incorrect Golden Copy Version Program does not align with HTML output

Incorrect Data

As the HTML SPV reports are constantly being changed to meet the needs of Credit Risk Management and Trade Support, the Golden Copy program needs to realign with it to accommodate the changes. If not, the program will not fail but the data in the Golden Copy fields will be incorrectly mapped.

The summary table below outlines two release changes. This means that the Golden Copy program is different for reports run before 11/5/2009, after 11/5/2009, and after 12/5/2009. The date of the report being run needs to be created with the correct Golden Copy Version.

Release Date	Report Changes
November 5, 2009	 Added Report Name, Book, Trader, and Report Date to the Main report Added Report Name, Collateral CUSIP, and Security Description to the Sub report
December 4, 2009	•Added Issue Date to the Main report

Too many applications running

Excel cannot complete the report/hangs/errors

This program has varying performance reports. In general, it depends what machine the program is being run on. On a high performance machine, the report can be created while the user is running other programs or activating other windows. However, on a low performance machine, if the user accesses too many programs, this may cause the Golden Copy to fail.

Do not access many programs while the Golden Copy is running



Do not interfere with the Internet Explorer windows that automatically open and close

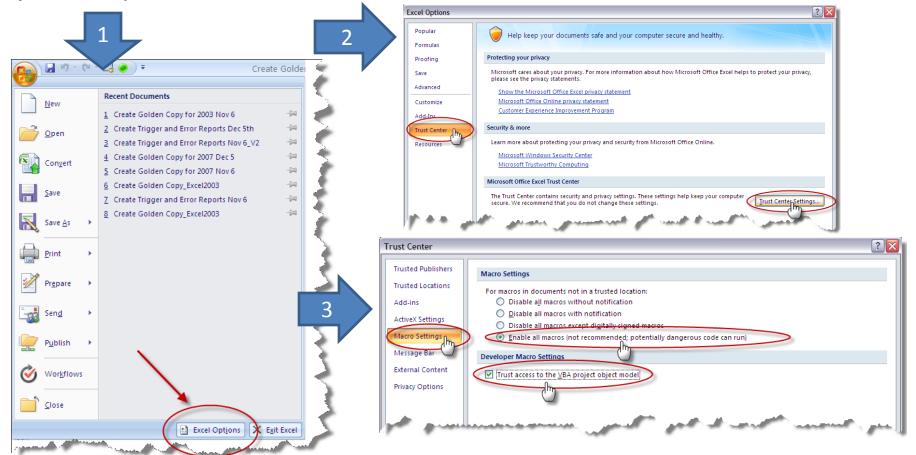


You will not be able to access the other tabs of the Golden Copy until the report is completed



If Excel macros are disabled the SPV Reporting Tool cannot execute the operations and an error will occur:

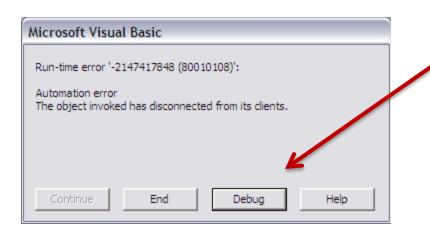
You can change the macro security settings in the Trust Center (Microsoft Office Button, Excel Options button, Trust Center category, Trust Center Settings button, Macro Settings category. Or Developer tab, Code group, Macro Security button). Please follow these steps.



Interrupting the process while the reporting tool is running

Excel cannot complete the report/hangs/errors

If the process is interrupted while the reporting tool is running, the following error will occur.



Do not close any pop-up windows until the report completes. You will get the following message to notify you that the report is successfully completed.



Click "Open" when user clicks on the button feature on the SharePoint site Excel cannot complete report due to security and change control standards

A pop-up window will appear. Select <u>"SAVE"</u> to save the MS Excel spreadsheet on your hard drive.

Note: If you select "OPEN"

You will not be able to run the report

due to security and change

control standards

