## Summary :

- 1. Reception of the package
- 2. Preliminary verifications
- 3. Deploy the tools
- 4. Test the tools



## Preliminary verifications

Open the 3 tools/macros by double clicking on them
You may need to adapt the configuration of your Excel in order to use the tools – please refer to sections "Excel options & settings" on either the S216 or TPTIBS documentations – please refer the links given above.

-B- In case of unexpected error message, could you please :

- Check with your local IT for a first verification an analysis of the problem.
- If the problem persists, contact and provide U IT with a maximum of details about the problem.



2.



If you have already a dedicated file directory structure in place for handling the generation of the reports :

- Perform first a backup copy of the 3 tools.
- Copy as many times as you need the macros (usually, S216 & TPTIBS minimum, one copy by declarant).
- Open each copy of the macros and modify the top main title box with declarant's company name.
- Refer to next point for a visual example U IT proposes.

-**B**-

A-

3.

You can use or inspire of the following way of organizing the management of the BCL reports :

- 1. Choose one specific directory on your network where to concentrate the handling of your reports. For example : L:\BCL\FinancialReporting.
- 2. Create a backup sub-directory named "\_BackupCaptureTools" and unzip the 3 tools in this directory.

3. Create as many sub-directories directory as number of customers. You can name these directory as per to customer's company name or using an internal codification/reference.



Copy the 2 (or 3) tools in each of the previously created directories, then you can do the following:
- rename the macros to include customer's name (Figure 2)

- open each macro and modify the top main title box with declarant's company name (Figure 3)





This test is optional – it's to verify the good operation of the tool on your system, train on how to copy/paste for the S216 GUI and also give 2 practical examples.

Please refer to our documentation on how to proceed to perform a copy paste using a TXT files



S216 - First test : valid data

- 1. Open the attached TXT file named **TestData.txt**.
- 2. Select and copy the first table and copy it to the asset table.
- 3. Select and copy the second table and copy it to the liabilities table.
- 4. Select one "End Month Date" in the header section no need to modify the Reporter/Declarant section.
- 5. Click the CheckBox the macro checks the validity of data, no error message, Export button is available.
- -B-

S216 - Second test : data with some errors

- 1. Empty tables by "double click" on dustbin icons, for each table, and answer "Yes" to confirm delete.
- 2. Open the attached TXT file named **TestData.txt.**
- 3. Select and copy the third table and copy it to the asset table.
- 4. Select and copy the fourth table and copy it to the liabilities table.
- 5. Click the CheckBox a message box detailing the error will appear.

Open S216		<b>2</b> N	216_11_20140	9_3050008	888_DSEC	009999_20	141222_001.	mi	Exp	ort S2	16			]				S216_Builder: Error(s) in table(s)!
ASSE	TS Lateration	101	TAL HING TAA	10.00				BILIT		OTAL	native Section 1999	Netported 200						ASSET table : The total calculated is different of 'Reported Amount' at line 36 - 'Country Code' in cell [C26] is incorrect. (Use drop[ist)
L-A.2003     G-F     XX       L-C.2003     NL     XX       L-C.2004     GE     XE       L-C.2005     AE     XE       L-C.2005     AE     XE       L-C.2005     AE     XE       L-C.2005     XX     XE	EUS EUS XXX AED XXX	42100 44000 44000 52106 * 90000		open 521	6		502 502	3× 16_11_2014	010 1210 9_3000000888_052	000999	9_2014122	1,001.xm			Export	rt 5216		- For the Lurrency code in cell [L29] is incorrect. (Use dropins) LIABILITIES table: - 'Country Code' in cell [K31] is incorrect. (Use dropinst) - For the 'Geographical Area code' in cell [L31] is obligatory to insert the IXXI value for the term I2-N02000 [L31] is obligatory to insert the
1-070000     US     1X       1-070000     Ni     XX       1-000000     DE     15       1-007000     DE     4X       1-000000     XX     XX	1003 1003 1003 1003 1003	90000 90000 90000 90000	1-LA3001	AS		BUR ATN	44000	2 042 000 0	50,00 51 /00,00,00	3	11000 L		(11) (14) (14) (14) (14) (14) (14) (14)	TES Community Data	Sactor AADDD	2.485.555 Contract Accounty IOLA-355	999,00 Reported Areaset	TOTAL : - Total Assets is different to total Liabilities. - The actual difference is 5600001,00 €
		_	1-UA2002 1-UA2002 1-UA2003 1-UA2003	ML GB AE	х хі хі хі хі	BUR BUR BUR BXX AED	44000 44000 44000 322300	005-01A 005-01A 01A-999 005-01A 01A-999	330.000.000,00 330.000.000,00 75.000.000,00 180.000.000,00 450.000.000,00		3-LA2002 3-LA2002 3-LA2002 3-000000 3-LA2003	FR GR XX GR	IX IX IX IX	tun tun xxx tun	44000 44000 90000 44000	101A-393 101A-393 101A-393 1093-000 101A-393	100.000.000.00 100.000.000.00 1.005.000.000.00 70.000.000.00	- The maximum difference authorized is 100 €
<b>_</b>			1-056000 1-056000 1-056000 1-056000	US ML DE DE	и и и и	10X 10X 10X 10X	100000 100000 100000 100000	1215-223 1215-223 1215-223 1215-223	600.000.000.00 1.000.000.00 30.000.000.00 30.000.000.00		3-003000 3-030000 3-030000 3-142003 3-142003	XX NL AE	NX IX IX III	XXX XXX DIA DIA	90000 90000 90000 32100 12100	1000-000 1000-000 1000-00A 1000-00A	900.000.000,000 900.000,000,000 2.000.000,000 50.000.000,000	ОК

- 6. You can correct the values, for instance:
  - Change amount value in cell H27 from 330.000.000 to 273.999.999
  - Set "LU" in cell C26
  - Set "EUR" in cell E29
  - Set "US" in cell K31
  - Set "XX" in cell L31
  - Click the CheckBox : a further message will be displayed :

-	ASSET table :
J	- There is at least one [1-090000] item having an amount of more than
	500 million which could eventually be classified in another item family
	> You can export the S0216 report
	· ·

7. This message is not anymore an error message but an informational one – this doesn't prevent to generate the report.

Test is over – In case of unexpected error message, could you please :

- Check with your local IT for a first verification an analysis of the problem.
- If the problem persists, contact and provide U IT with a maximum of details about the problem.

