

Documentation S106 Builder v1.2

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System Requirements

- The S106 Builder is compatible with Excel 2007, 2010, 2013 & 2016
- The tool wasn't tested on Excel 365 and is not officially compatible nor supported
- Older office versions (2000, 2003) are not supported.

1. Office / Excel 2007

- Requires Service Pack 3

2. Office / Excel 2010

- Requires Service Pack 1 or Service Pack 2

3. Office / Excel 2013

- Runs on original version or Service Pack 1

4. Office / Excel 2016

- This should run fine, please contact us if you encounter any issue using the tool on Excel 2016

Section Header

1. Header Information



Version		End Month Date		Currency		Reporter	
1.2		2015-05-31		EUR		Type 23	Code 001234567
Creating Date		Closing Date		Layout		Declarant	
2017-09-06T11:02:29		2014-05-31		1		Type 26	Code 001220003

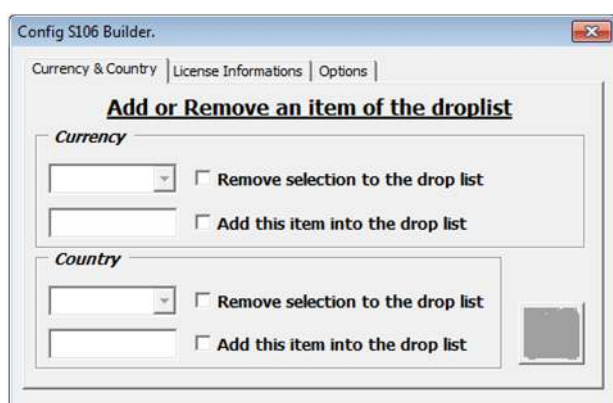
- Place the cursor over the violet titles to display explanatory information about those fields.
- In this section only the white fields can be modified by the user. The grey fields cannot be modified.
- The **Company name** can be changed by simply clicking on the field and modify the text.

2. Administration button



Displays the administration panel – Allows the modification of the drop lists Currency/Country. Additionally users can see their license information either choose some extra options.

- Add/remove a Currency code or Country.
- Review a license.
- Modify preferred options.



Config S106 Builder.

Currency & Country | License Informations | Options |

Add or Remove an item of the droplist

Currency

☐ Remove selection to the drop list

☐ Add this item into the drop list

Country

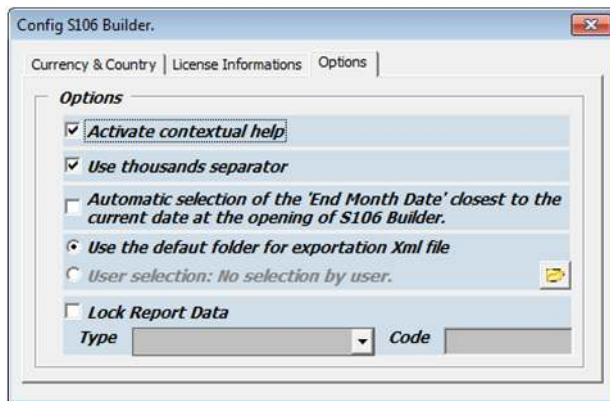
☐ Remove selection to the drop list

☐ Add this item into the drop list

Currency & Country Tab:

By default, the drop lists Country/Currency of the Assets/Liabilities tables, contain all the available countries and currencies to transact with. If the users want to limit this content just to their transactional needs they can simple remove any item from the list, first by clicking in the checkboxes to define their action: **ADD/REMOVE**. After they can choose which of the lists' items need to added or removed for a country or currency respectively. To save the changes made, click on the save button that will appear after the modifications made.

In order these changes to be applied, please save the S106_Builder and simply reopen it.



Options Tab

➤ Activate contextual help

Displays comment sections over the fields, providing information/directions to the users.

➤ Use thousands separator

When activated, separates big numbers in thousands by applying a space as a delimiter between the digits. This option helps the user identify easier the length of a long number.

➤ Auto selection of the “End of month Date”

When launching the application, the reporting period: “End of month date” is set to the closest reporting date. For example if the current date is 22/05/2017 the End of month date will be set to 31/05/2017.

➤ Use the default folder for the exportation of the xml file.

By enabling this functionality the user can decide which will be the output folder for the generated report. **By default** the reports are generated in the folder where the S106 builder is located.

➤ Lock reporter data

With this function, the user can lock fields “Type” and “Code” for the reporter, preventing to :

- Re-type the Reporter’s code for each entities, each month
- Commit an error by typing a wrong code

This is useful when you report for many entities : perform this change on the original copy of the tool provided by U IT, save it then perform as many copies of the tools than entities you report for. Use this saved copy as your main template of the macro for the year.

3. Language Button



➔ Switch between languages by choosing a flag (French / English).

By clicking the language button you apply the translation for all the reporter's fields. This contains header names, buttons, labels and any displayed comment.

4. Global View

The grey fields can't change. They are automatically calculated. If changed they turn back to their default values
A company can report either for itself or for other companies. The Company **which conducts the report** is called the Reporter and the company **to report for** is the Declarant. If a company reports for itself it should have the same fields filled for both Type/Code of Reporter/Declarant respectively

The Reporting code is the BCL identifier for the company which is reporting. It is coded in 9 digits (preceded by '0' [zero] if necessary).

The Reporting Type is the type of the company which does the reporting.

The following options are included in the **Type** drop list:

- 23 B Banks
- 26 O UCIs (5 digits), Compartments (4 digits)
- 27 K SICAR (Société d'investissement à capital risque)
- 30 S Management companies
- 32 P Professionals of the financial sector
- 36 I Professionals of the financial sector – support
- 40 A Alternative investment fund managers
- 01 1 Entities and

can be displayed by clicking on it.

Date fields: the **End Of Month Date** and a month's **Closing Date** shall be the last day of the reporting month. Choose from the **End Of Month Date** list. ➔ A change in the month's end date automatically causes the same change in the Closing Date.

Version	1.2
End Month Date	2015-05-31
Creating Date	2017-09-06T11:02:29
Closing Date	2014-05-31

Currency	EUR
Layout	1

Reporter	
Type	23
Code	001234567
Declarant	
Type	26
Code	001220003

Currency:

It defines **in which** currency the report will be **calculated**.
E.g. : If the selected currency is in euro, all the reported amounts that will be captured, will be considered in the euro currency.

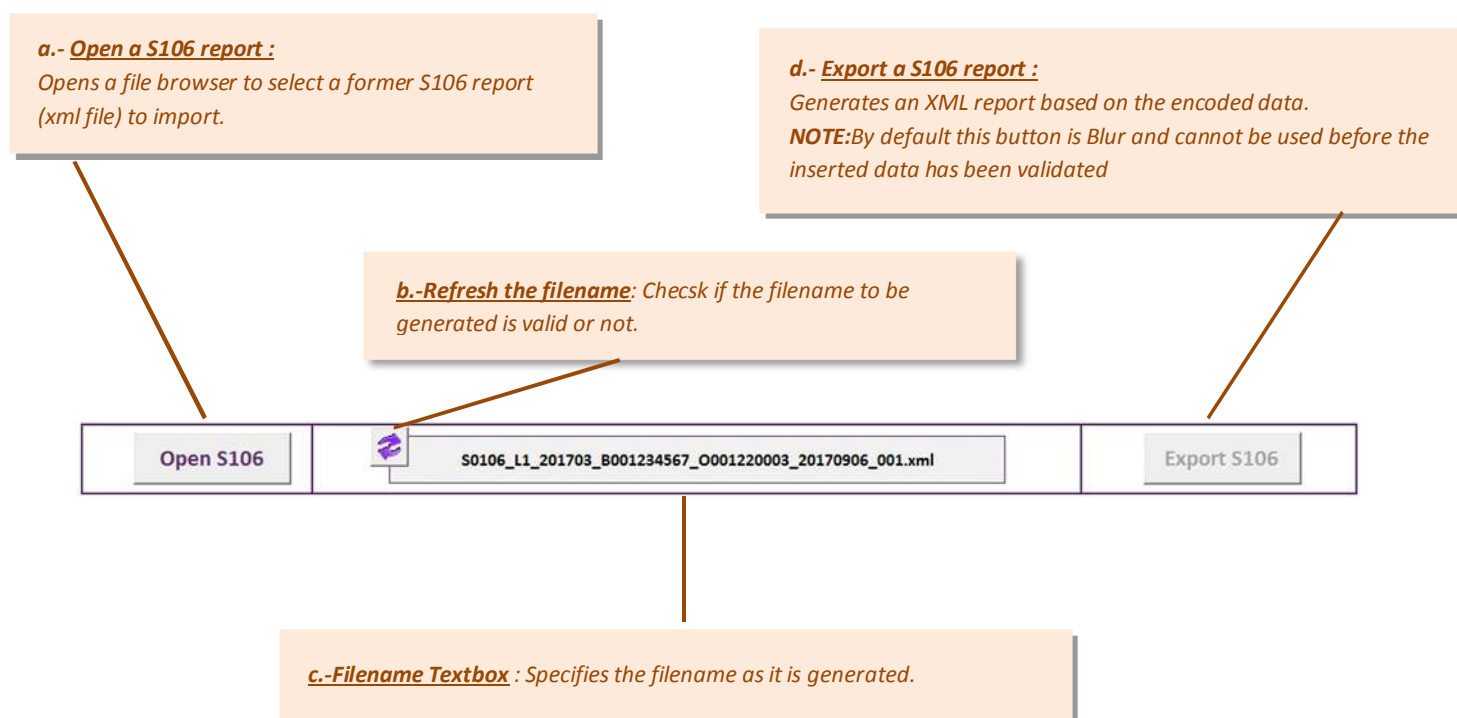
The Declarant Code is:

or your company (same code Reporter)
or the company for which the report is generated.
The company's code is given by the BCL, coded on 9 figures (with leading '0' [zero] if necessary).

Tool Section

5. Tool information

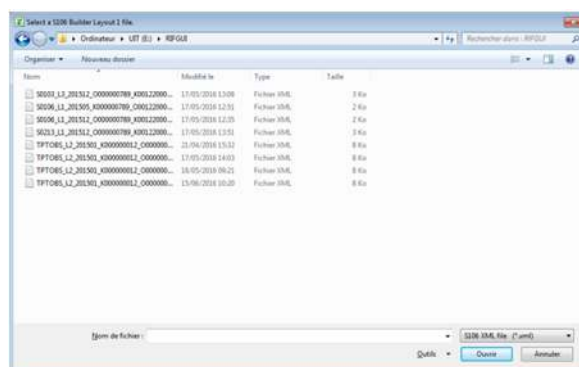
- The **Open S106** button imports a previously created report by S106 builder.
- The **Refresh Filename** button validates the file's name.
- The **Filename Textbox** represents the report's name. The exported report will have this name.
- The **Export S106** button generates the report that has been conducted.



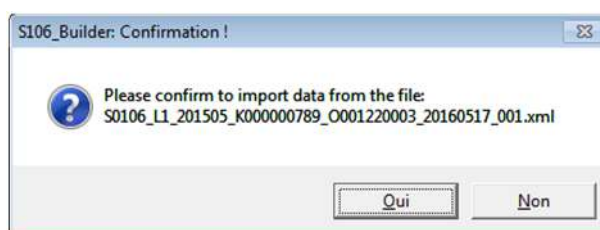
6. Open a S106 Report



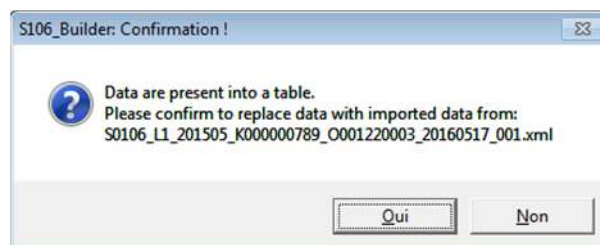
Click the "Open S106" button to open a file browser to select a report to be imported



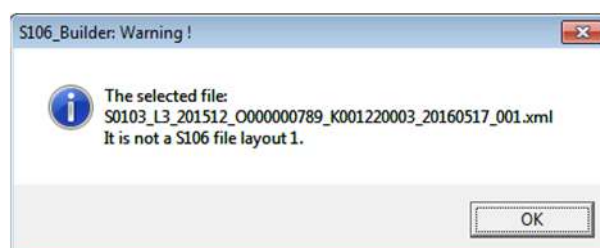
Select the report to be loaded and click Open.
Confirmation: Yes to confirm the import, No to cancel.



When the user will try to open a new report before finishing/saving the already opened one, the following message will be displayed.



If the loaded file's name is not valid the tool displays the following error



7. The file name validator button



Updates and displays the report's filename in the main frame.
If there is an error with the file name, its color is turned to red.

8. « Check » button



This button checks if all the captured values follow the report's rules and formats.

After clicking the **Data Validity Verification** button, all the captured content will be checked in order to detect any errors. In case of an error the user will be informed with a specific message and the export button will not be available. It will be blur.

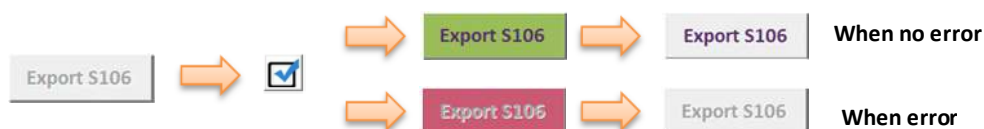
NOTE: If this button is not clicked it will not be possible to export a report

9. « Export S106 » button



➔ Exports the captured data encoded in XML format according to the structure required by BCL.

By default this button is **disabled** and it is **Blur**. You will be able to export a report only when you will have verified your captured data by clicking the **Data validity** button from the step above.
If an error doesn't occur during validation, the button automatically will be enabled.
The button's availability is indicated instantly by two colors red/green after clicking the **Data Validity Verification** button.



10. Error Cases

ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	LU	XXX	90000	1999-999	20.000,00

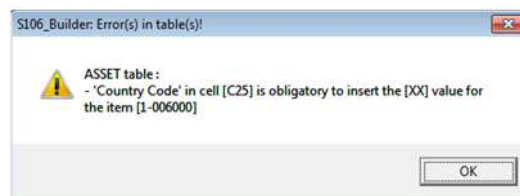
➔ There are two possible errors that can occur in the Assets/Liabilities table. **PASTING** either a wrong country code or/and a wrong Currency code.

For some specific items, there are restricted values that can be selected for the fields Country and Currency and are limited to the [XX] and [XXX] values.

This is the mandatory format for these cells. In order to don't cause an error they should be selected from the cell's list.

➔ In case of a wrong value, the cell's border changes to **RED** to indicate that an error occurred in this cell.

Click on the **Validate data** button to check the validity of the data captured.



➔ The result window appears detailing the errors found.

One line per detected error is displayed.

The user must then:

- For all the red bordered cells, click on them and this time, select values from the cell's drop lists. When the cells' value will be corrected the cells' borders will turn into a green color. Now test again your data by clicking the Validation button/
- If there is no error, the **export S106** button will be enabled in order to export the S106 report.



→ The values are correct and now the report can be generated

Open S106

S0106_L1_201505_K000000789_O001220003_20170906_001.xml

Export S106

ASSETS

Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	20.000,00

LIABILITIES

Item	Country	Currency	Sector	Initial Maturity	Reported Amount

The S106 Export button is no longer blur. It is enabled and it can be clicked.
Data is validated structurally and meet the criteria of the BCL.

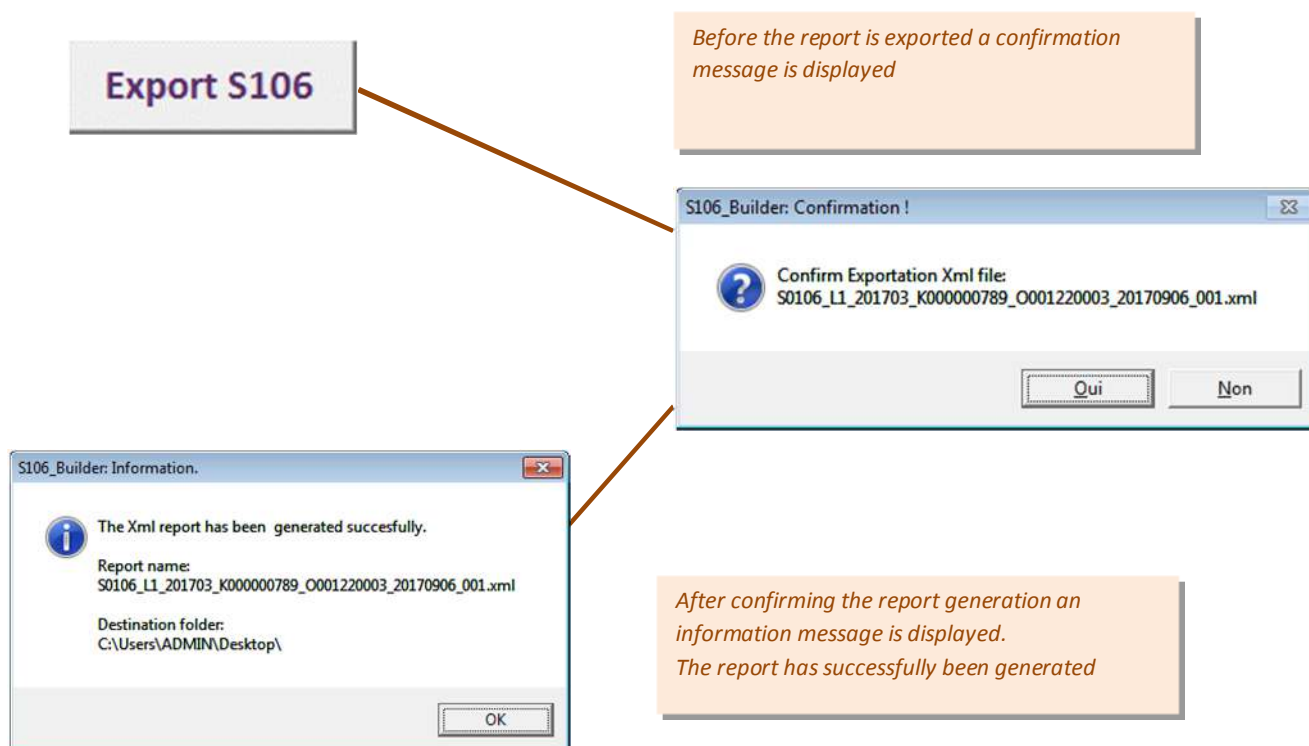
11. Export the S106 report

I. No errors detected

After clicking the Validation Data Button and no errors are detected, the export button is enabled.



Click the **export S106** button to generate the report



Data Section

12. Tables - global view

Information and rules of section Data

- For the cells' explanation or reference just place your cursor on it. A comment will appear.
- First choose an item. Depending on the item, a list of values will be available for country.
- Every captured reported amount, should be in the currency defined at the header.
If the report is calculated in

Currency
EUR

 the

Reported Amount

 for the captured items should have already been converted and simply be inserted in this field in dollars.

ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount



LIABILITIES					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount

Item :

The asset's code.

Ex : 1-006000 = Non-financial assets

Sector :

In this report, always 90000

Country :

The issuing country code.

In this report, always XX

Init/Resi maturity or lial maturity:

Is a 7 characters code. Always I999-999 in the S106 report

Currency:

In this report, always XXX because the amount must be converted into the currency of the report (Currency value in Header section)

Reported amount :

Value corresponding to the amount of the item.
The amount must be converted into the currency of the report. (Currency value in Header section)

13. Encoding



In this report, all other fields are automatically completed, except of course the reported amount

ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	XX	XXX	90000	1999-999	

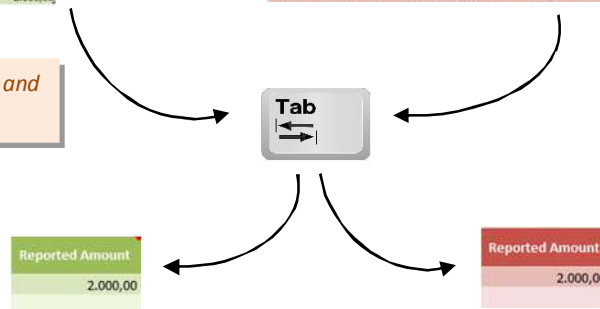
LIABILITIES					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-011000	XX	XXX	90000	1999-999	

14. Insert new lines

ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	XX	XXX	90000	1999-999	2.000,00

LIABILITIES					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-011000	XX	XXX	90000	1999-999	2.000,00

To add a new line simply go to the "Reported amount" column and press TAB.



15. Item Occurrences

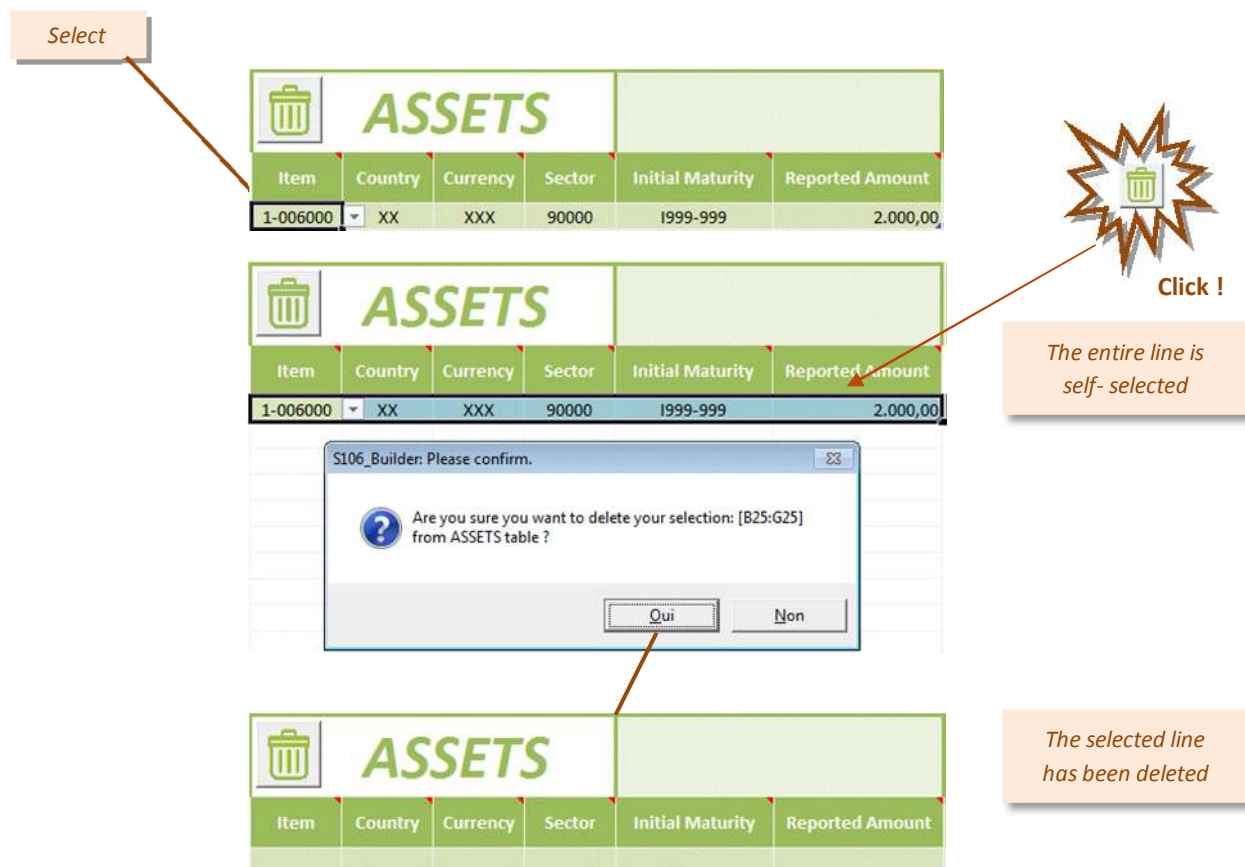
Code	Description
1-006000	Non-financial assets
1-007000	Financial derivatives
Code	Description
2-011000	Financial derivatives

16. Delete one or more lines



→ Use the DELETE buttons to delete one or more rows of a table.

Select



Click !

The entire line is self-selected

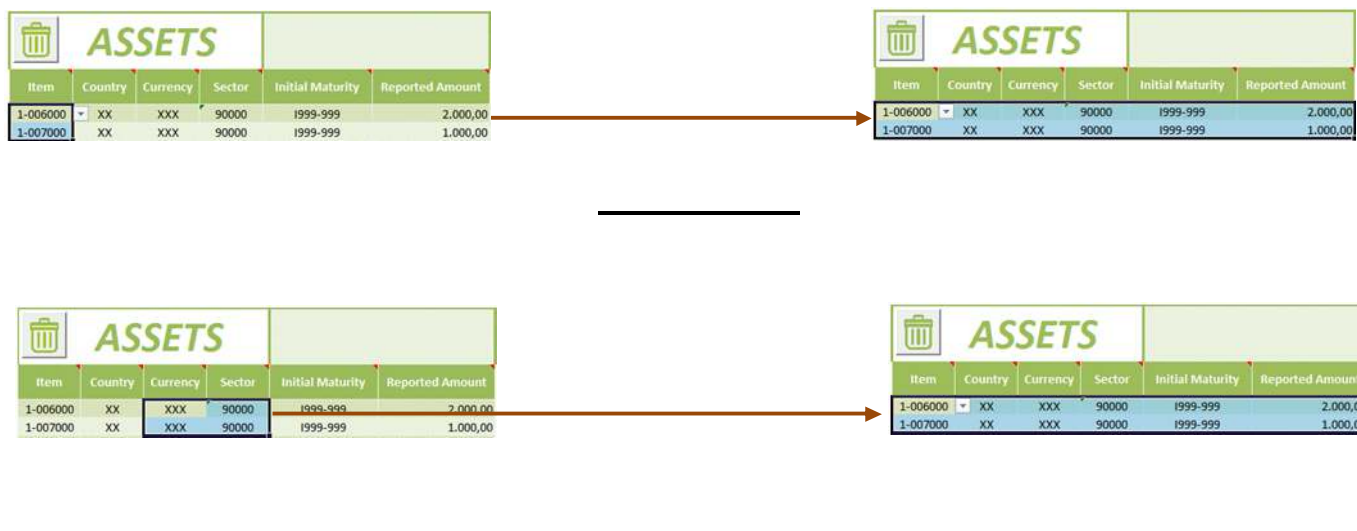
The selected line has been deleted

S106_Builder: Please confirm.

Are you sure you want to delete your selection: [B25:G25] from ASSETS table ?

Oui Non

Other examples of selection + DELETE button :



ASSETS

Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00

ASSETS

Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00

ASSETS

Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00

ASSETS

Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00

ASSETS						LIABILITIES					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00	2-011000	XX	XXX	90000	1999-999	3.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00						

ASSETS						LIABILITIES					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00	2-011000	XX	XXX	90000	1999-999	3.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00						

→ If the delete button is double clicked all the lines are selected and if you click again they are deleted

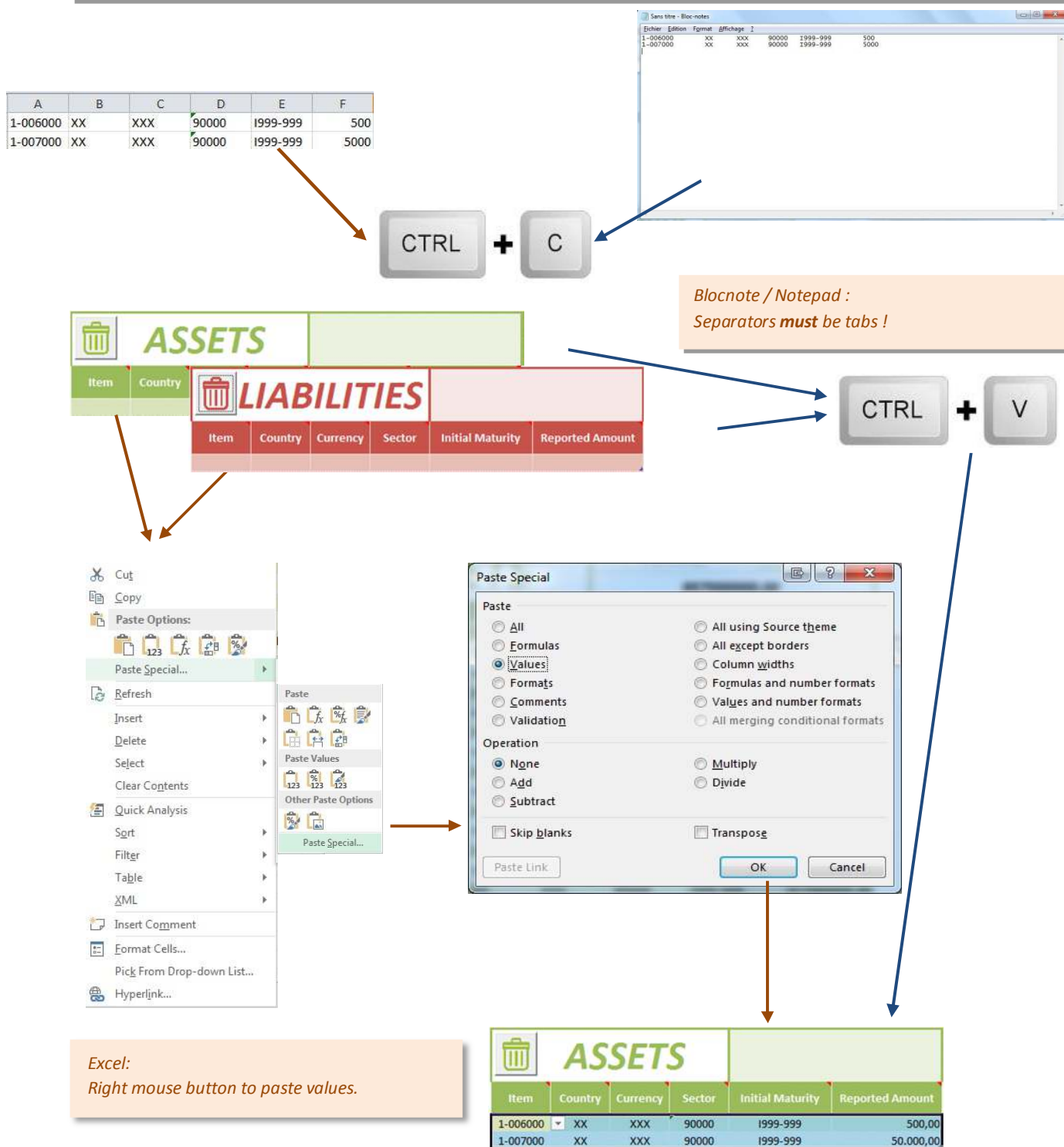
ASSETS						ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00	1-006000	XX	XXX	90000	1999-999	2.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00	1-007000	XX	XXX	90000	1999-999	1.000,00

ASSETS						ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-006000	XX	XXX	90000	1999-999	2.000,00	1-006000	XX	XXX	90000	1999-999	2.000,00
1-007000	XX	XXX	90000	1999-999	1.000,00	1-007000	XX	XXX	90000	1999-999	1.000,00

→ If an item is not selected or a line is missing when you click the delete button automatically the whole line is deleted from the table.

17. Copy data from another source :

When the user copies / pastes data from Excel to Excel sheets or from a text file source to Excel, the separator is the TAB.



Excel options & Settings

The macros can be enabled or activated .Three scenarios are possible.

Screen shoots can change depending on your version of Excel – this documentation was done using Excel 2010.

1. Macros accepted

The file opens without any error message or warning.

→ Macros are accepted by default

If Excel displays a warning window "Cannot run the macro ..."

→ See the next point.

2. Macros disabled

The file opens but displays a warning message when a macro is executed.

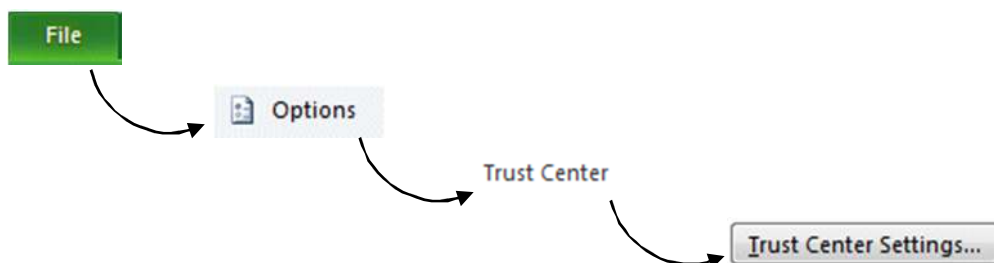
2 choices are possible:

→ Enable Macros in Excel.

→ Suggest activation of macros when opening the file.

→ See the " Management Center of Excel confidentiality"

- Click on "File" in the top left tab.
- Click on " Excel Options ."
- Select " Trust Center "
- Click on "Trust Center Settings.. "



→ Enable macros by default:

- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.



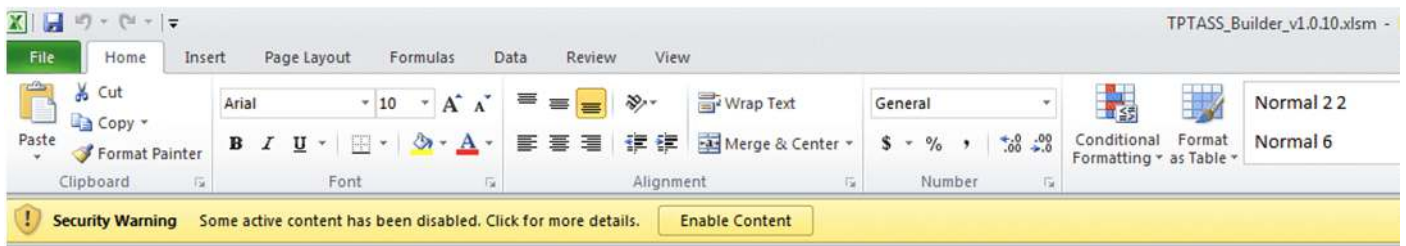
! Caution: This option configures and enables by default all macros at this Excel installation.

➔ Enable Macros on request

- Select " Macro Settings " in the left column.
- Select " Disable all macros with notification ."
- Select " Message Bar " in the left column.
- Select " Show the Message Bar ...".
- Click "OK" twice.



→ The following message will appear each time you load a file containing macros



→ Message bar :

- Click on the " Enable Content " to enable Macros for the proper functionality of the S216_Builder

! This option will activate the macro each time you open a file.

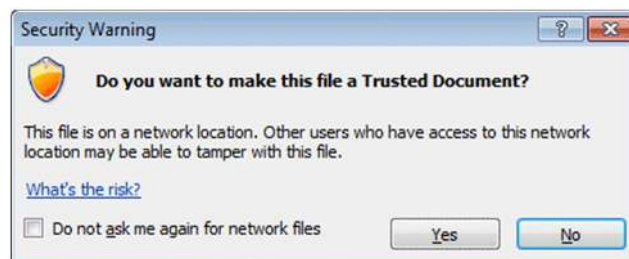
3. Invitation to allow macros

Excel is warning that the file uses macros and offers the possibility to enable them for this document. That's how Excel reacts by default or if the "Enable macros on demand" option was selected.

Upon opening the file, shows the following message:



Click « **Enable content** »



→ Security Warning :

- Click on " Enable content ."
- Click on "Yes"

Best Practises

1. Tips

The users can copy paste this section either print it and have it somewhere close to them while using the macro. Below we will refer to some Tips that will help any user masterize this macro from the very first time that they will try to conduct a S106 report.

- A) Create a backup of the original file somewhere safe. It is everybody's responsibility to have the original version of their tool in case it gets destroyed or deleted by a mistake.

In the option of this original file, set the Reporter's code

When you will use this macro for first time there are popup comments indicating each field's information. After getting used to the macro's functionality the comments can be disabled from the Admin Button in the Options Tab

- B) Always Set the Headers data before conduct any report.

- Be sure that the fields currency and End Month's Date are set correctly corresponding to your needs. You wouldn't like to generate a report in USD currency if actually you wanted to do it in EUR for example, especially report for a wrong date.
- Define correctly who the Declarant is and who the Reporter is. After fill in the appropriate codes.

- C) While filling the tables' data is good to remember:

- Press the TAB button from the last cell of the last line of the table you would like to use. After you will have your new line available to capture/paste your data.
- Be careful while pasting data. It is possible to have added an item and finally paste a wrong amount in the Reported amount cell just because the copy wasn't correct and the mouse's buffer still kept the previous amount copied a bit before.
- All the values that you will need to add to the Assets/Liabilities tables are included in the drop lists of each line. Click on the cells to display these lists.
- It is useful to disable the system's thousands/decimals separators. To do this just go to Excel's options => Advanced=> Editing options => unclick the system's separators check box.
- In order to delete a whole line click the delete button with the trash icon. For simply deleting a cell's value use the keyboard's delete button.
- In order to export any report it is important to have added in each table a total item. These are the 1-000000/2-000000 for Assets/Liabilities respectively. They should represent the total calculated amount of each table. So you can click the copy to x-000000 button above the TOTAL amount of the tables' headers to copy its value to your total item x-000000. Like this you will be sure that the declared amounts are correct.

Following these simple steps the number of error or warning messages that will be displayed will be reduced.