

# Documentation S103-S213 Builder v1.2

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## **System Requirements**

- The S103-S213 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**

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- Requires Service Pack 3

### **2. Office / Excel 2010**

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- Requires Service Pack 1 or Service Pack 2

### **3. Office / Excel 2013**

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- Runs on original version or Service Pack 1

### **4. Office / Excel 2016**

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

## Section Header

### 1. Header Information



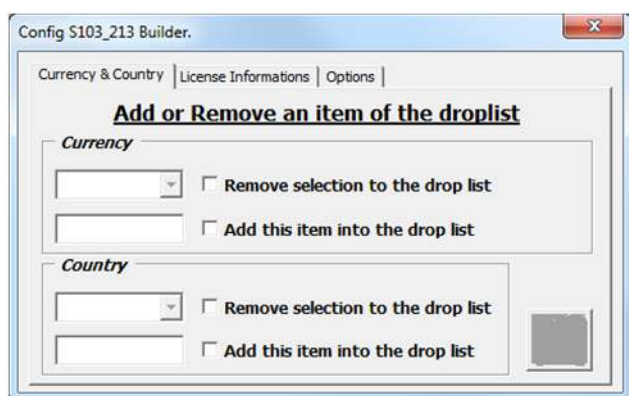
- ➔ Place the cursor over the violet titles to display explanatory information about those fields.
- ➔ In this section only the white fields can be modified by the user. The grey fields cannot be modified.
- ➔ The **Company name** can be changed by simply clicking on the field and modify the text.

### 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.

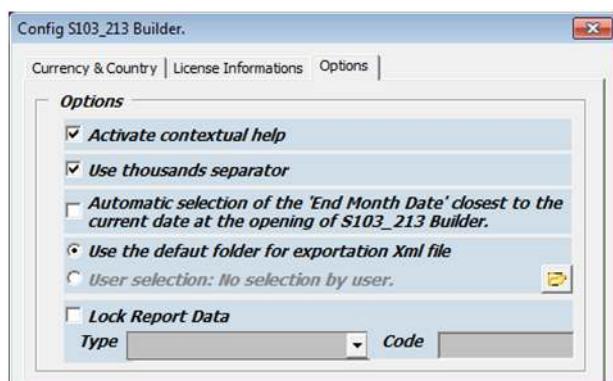
- ➔ Add/remove a Currency code or Country.
- ➔ Review a license.
- ➔ Modify preferred options.



#### 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 S103-S213\_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.

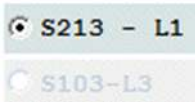
### 3. Language Button



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

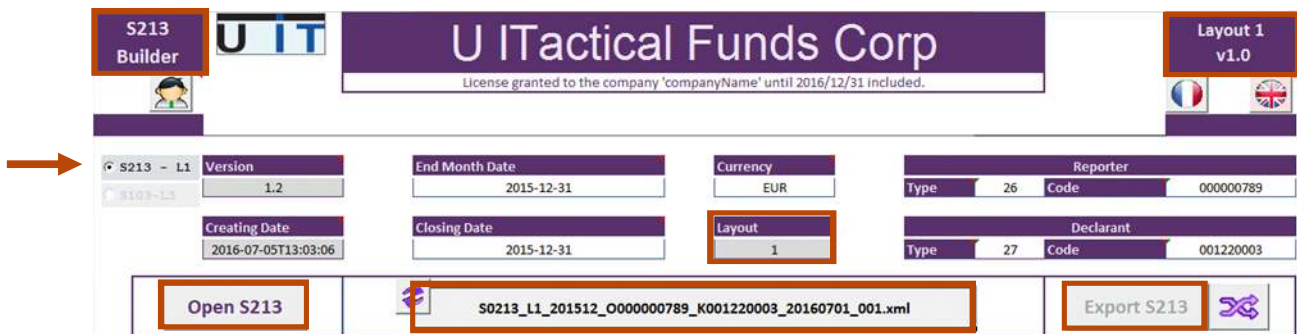
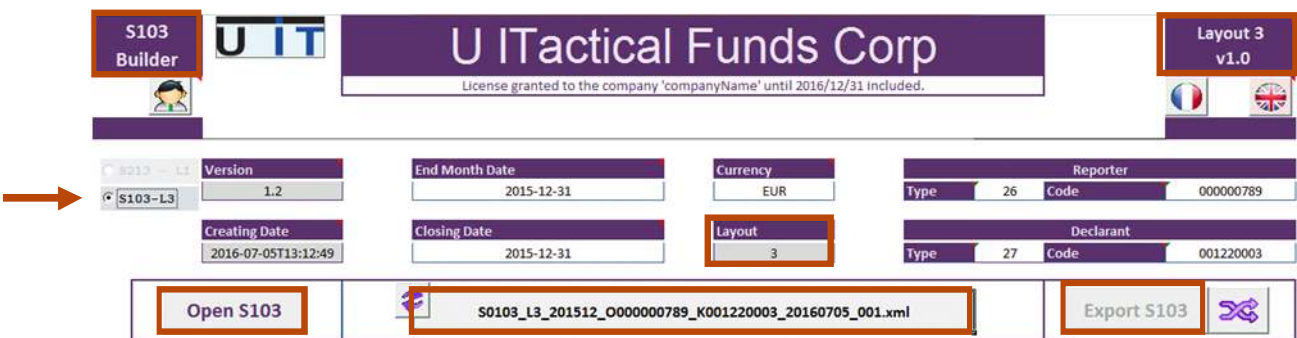
By clicking the language button you apply the translation for all the reporter's fields. This contains header names, buttons, labels and any displayed comment.

### 4. Switch between S213 & S103 report



→ Choose between S213 & 103 report

Simply switch between the two reports. All header section changes automatically

## 5. 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

**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.

**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:

- 05 special code assigned by the BCL
- 23 Banks
- 30 Management Companies
- 32 PSF Company - Type P
- 34 Securisation vehicles.

and can be displayed by clicking on it.

Version
1.2
Creating Date
2016-06-28T10:06:43

End Month Date
2015-12-31
Closing Date
2015-12-31

Currency
EUR
Layout
1

Reporter	
Type	26
Code	000000789
Declarant	
Type	27
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).  
The Registrant is required to T Type (Type 34)

## Tool Section

### 1. Tool information

- The **Open S103-S213** button imports a previously created report by S103-S213 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 S103-S213** button generates the report that has been conducted.
- The **Cross-check button** allows to open a TPTOBS report and compare + verify numbers.

**a.- Open a S103-S213 report :**

Opens a file browser to select a former S0214 report (xml file) to import.

**d.- Export a S103-S213 report :**

Generates an XML report based on the encoded data.

**NOTE:**By default this button is Blur and cannot be used before the inserted data has been validated

**b.-Refresh the filename:** Checks if the filename to be generated is valid or not.

Open S213		<input type="text" value="S0213_L1_201512_O000000789_K001220003_20160614_001.xml"/>	Export S213 
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**c.-Filename Textbox :** Specifies the filename as it is generated.

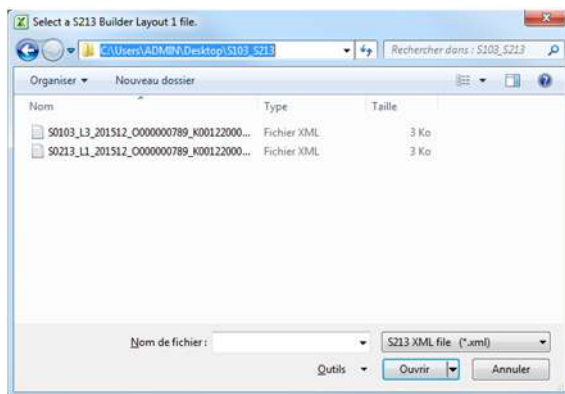
**e.-Cross-check function :**

Verifies the matching of some numbers with the associated TPTOBS monthly report

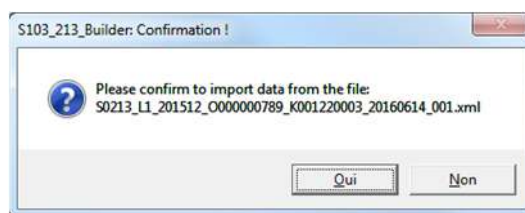
## 2. Open a S103-S213 Report



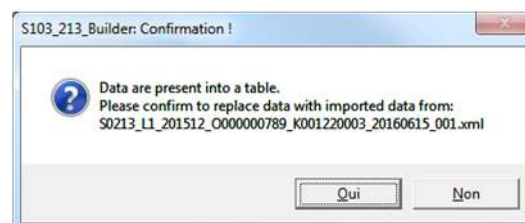
Click the "Open S103-S213" button to open a file browser to select a report to be imported



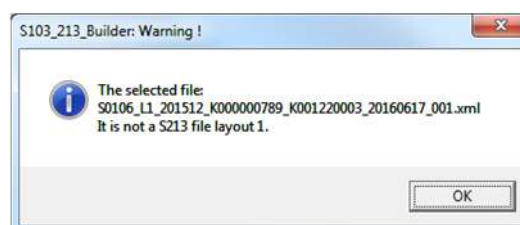
Select the report to be loaded and click Open. Confirmation: Yes to confirm the import, No to cancel.



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





### 3. 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.

### 4. « Check » button

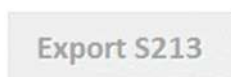


This button checks if all the captured values follow the report's rules and formats.

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.

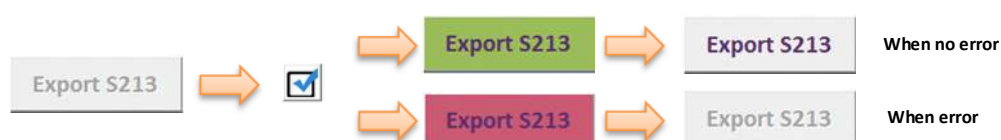
**NOTE:** If this button is not clicked it will not be possible to export a report

### 5. « Export S103-S213 » 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.



## 6. Error Cases

ASSETS					TOTAL	
					210,00	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	100,00	
1-000000	XX	XXX	90000	1999-999	210,00	
1-006000	AD	USD	90000	1999-999	90,00	
1-003000	XX	XXX	12100	1999-999	20,00	

LIABILITIES					TOTAL	
					300,00	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
2-099999	AF	AED	90000	105A-999	200,00	
2-000000	XX	XXX	90000	1999-999	300,00	
2-003000	XX	XXX	90000	1999-999	100,00	

S103\_213\_Builder: Error(s) in table(s)!

**ASSET table :**

- For the 'Currency code' in cell [D27] is obligatory to insert the [XX] value for the item [1-006000]
- 'Sector code' in cell [E28] is obligatory to insert the [XX] value for the item [1-003000]

**TOTAL :**

- Total Assets is different to total Liabilities.
- The actual difference is 90,00 €
- The difference is under to maximum authorized 100 €

OK

→ 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.



S103\_213\_Builder: Error(s) in table(s)!

**ASSET table :**

- For the 'Currency code' in cell [D27] is obligatory to insert the [XX] value for the item [1-006000]
- 'Sector code' in cell [E28] is obligatory to insert the [XX] value for the item [1-003000]

**TOTAL :**

- Total Assets is different to total Liabilities.
- The actual difference is 90,00 €
- The difference is under to maximum authorized 100 €

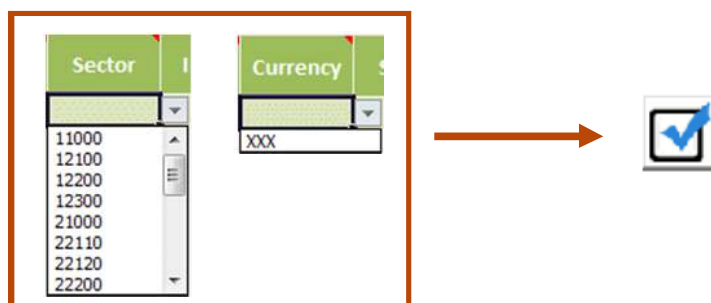
OK

→ 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 S103-S213** button will be enabled in order to export the S103-S213 report.



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

Open S213		50213_L1_201512_0000000789_K001220003_20160628_001.xml		Export S213	
<b>ASSETS</b>			<b>LIABILITIES</b>		
<b>TOTAL</b> 940,00			<b>TOTAL</b> 940,00		
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	AE	XXX	12100	1999-999	350,00
1-006000	AD	XXX	90000	1999-999	90,00
1-003000	XX	XXX	90000	1999-999	300,00
1-005000	XX	XXX	90000	1999-999	200,00
1-000000	XX	XXX	90000	1999-999	940,00
2-099999	AF	AED	90000	105A-999	200,00
2-003000	XX	XXX	90000	1999-999	100,00
2-004000	XX	XXX	90000	1999-999	640,00
2-000000	XX	XXX	90000	1999-999	940,00

The S103-S213 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.

*Amounts "Total" at the top of the 2 tables are the sum of the amounts calculated in each table respectively. These amounts are compared to the totals reported in the items 1-000000 and 2-000000.*

*The maximum difference between these 'totals' which is accepted by the BCL is 100 €*

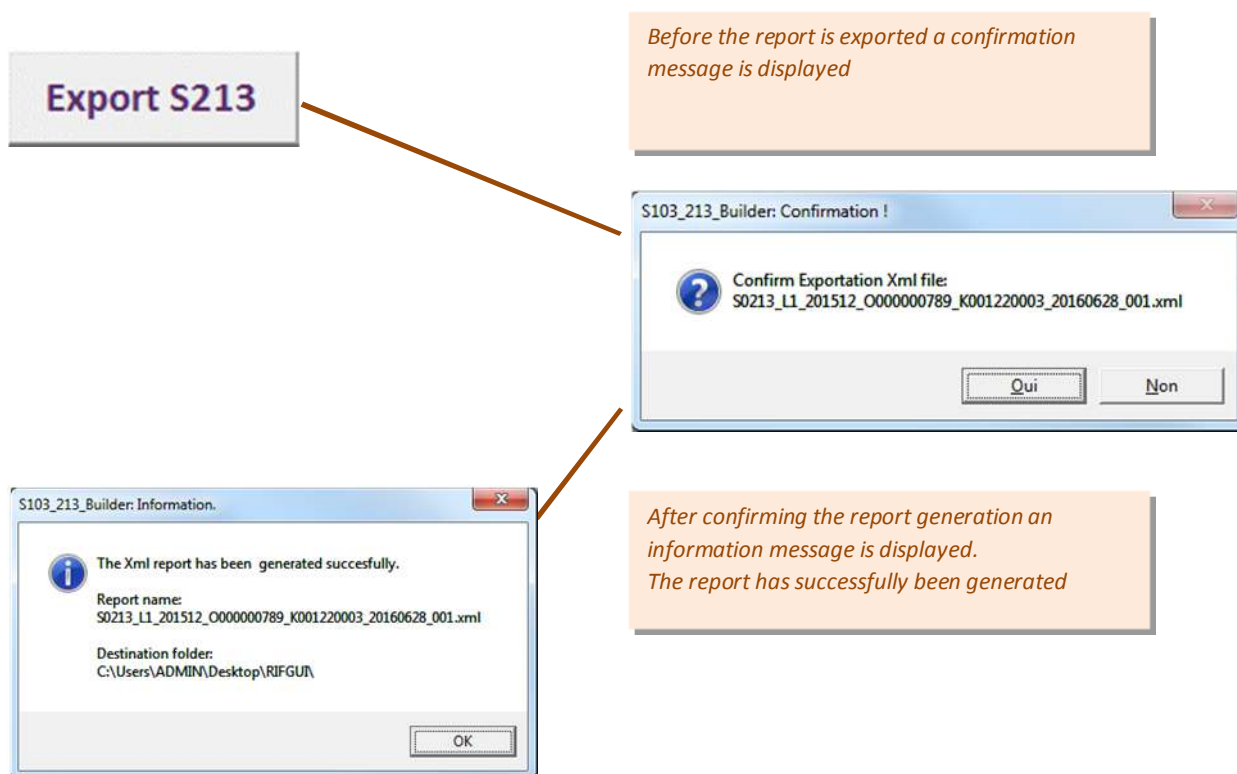
## 7. Export the S103-S213 report

### I. No errors detected

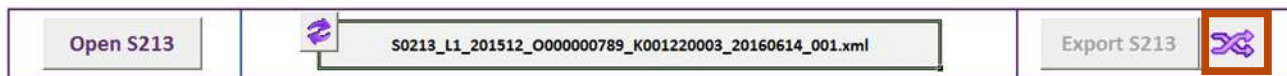
After clicking the Validation Data Button and no errors are detected, the export button is enabled.



Click the **export S103-S213** button to generate the report



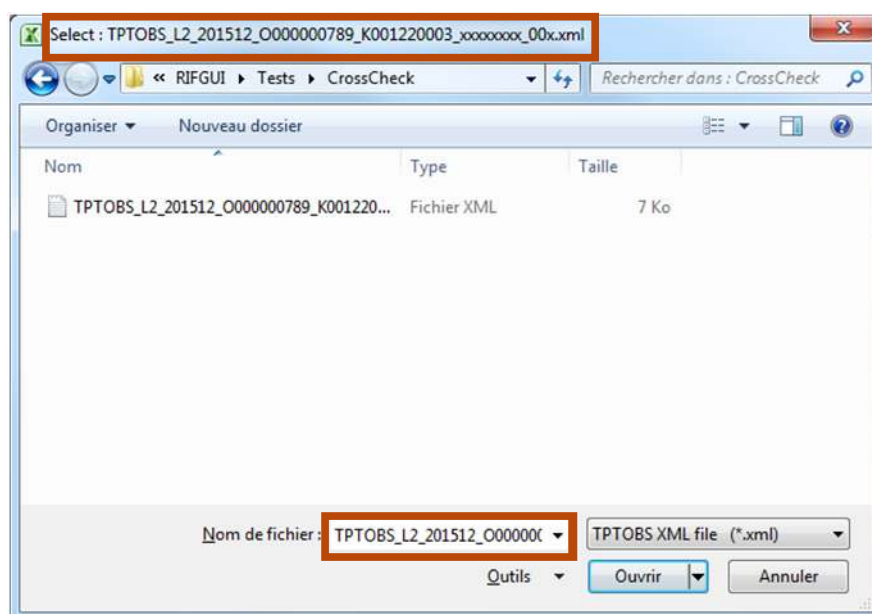
## 8. « Cross Check » with monthly TPT report



- Provides the ability to compare the amounts for the items 1-003000, 1-005000, 2-002050, 2-003000 and 2-005000 of the S103-S213 report with the total of amounts of the same items in the TPTOBS report.
- This is true for a single declarer and a single reporter as well as for the same period of reporting of both reports: S103-S213 and TPTOBS.



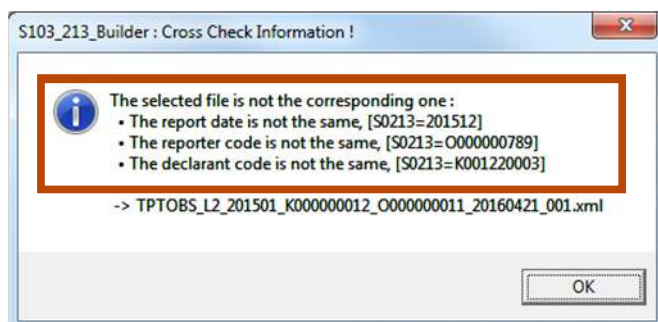
→ When you click on the button, a window file explorer will open in order to select a TPTOBS report and compare the data with.



In the opening window file explorer, on the top and in the bottom, you may see the file name, the file name of the TPTOBS report starts already with the correct filing, this is to help you in identifying the correct TPTOBS report that will be compared to the current S103-S213 report. When selected to be opened, two options are possible:

### I. The TPTOBS is not the corresponding one:

Either the TPTOBS was not generated by the tool TPTOBS Builder or whether the date of the report, the code of the Reporter, or the code of the Declarer is different.



## //. The TPTOBS report corresponds to the current S103-S213 report.

If the Cross Check is correct between the both reports, a summary table shows up:

S103\_213\_Builder, Results Cross Check.

Results Cross Check - S0213 & TPTOBS			
Item	S0213 - [2015/12]	TPTOBS - [2015/12]	CrossCheck
1-003000	300,00	300,00	OK
1-005000	200,00	200,00	OK
2-002500	n/a	n/a	OK
2-003000	100,00	100,00	OK
2-004000	600,00	600,00	OK

Reporter code : 0000000789  
Declarant code : K001220003

Close

Columns:

**Item:** you can see the different items being checked.

**S103-S213:** In this column, you can see the amounts in S103-S213 report for each item

**TPTOBS:** In this column, you can see the amounts in TPTOBS report for each item

**CrossCheck:** indicates the status of the verification:

**OK** = Data in each report match

**?/?** = One of the reports does not have the item and the message "Missing" is highlighted in the column of the item.

**=/=** = Data does not match

An example of an error:

S103\_213\_Builder, Results Cross Check.

Results Cross Check - S0213 & TPTOBS			
Item	S0213 - [2015/12]	TPTOBS - [2015/12]	CrossCheck
1-003000	20,00	300,00	=/=
1-005000	Missing/Manquant	200,00	?/?
2-002500	n/a	n/a	OK
2-003000	100,00	100,00	OK
2-004000	Missing/Manquant	600,00	?/?

Reporter code : 0000000789  
Declarant code : K001220003

Close

Item "1-003000" there is a difference in the total of the amounts for both reports.



Item "1-005000" and 2-004000 are missing in the S103-S213 report (or in excess in TPTOBS report)



# Data Section

## 1. 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, currency, sector and maturity.
- Every captured reported amount, should be in the currency defined at the header.  
If the report is calculated in  the  for the captured items should have already been converted and simply be inserted in this field in euro.
- The headings **Total** (in Assets and Liabilities tables) are mandatory and must be equal. They correspond to the sum of the calculated reported amounts of every captured item in the assets or liabilities table.
- All lines must contain positive.
- Total** value is automatically calculated by the macro.

ASSETS					TOTAL
					0,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount

LIABILITIES					TOTAL
					0,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount

#### Item :

The asset's code.

Ex : 1-002000 = Deposits and loan claims

#### Sector :

A 5 characters code for the economic sector.

Ex: 32100 - Deposit taking corporations – Credit institutions

#### Country :

The issuing country code.

2-character code according to ISO-3166.

Ex : LU = Luxembourg

#### Initial maturity :

Is a 7 characters code.

Ex: I000-01A - Smaller or equal to 1 year

#### Currency:

The currency of the reported amount.

Ex : EUR = Euro


#### 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)

## 2. Encoding

ASSETS				TOTAL	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
				0,00	



LIABILITIES				TOTAL	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
				0,00	

Item
1-002000
1-003000
1-005000
1-006000
1-007000
1-090010
1-099999
1-000000

Choose an Item from those proposed in the list.

Item
2-002010
2-002020
2-002030
2-002040
2-002050
2-003000
2-004000
2-011000

Depending on the chosen item, the choices are limited to a specific list of values (for: country, currency, sector and maturity)

ASSETS				TOTAL	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-005000	XX	XXX	90000	1999-999	

Country
LU
LY
MA
MC
MD
ME
MF
MG

Currency
EUR
DOP
DZD
ECS
ECV
EGP
ERN
ETB
EUR

Sector
11000
12100
12200
12300
21000
22110
22120
22200

Initial Maturity
1000-01A
101A-02A
102A-05A
105A-999

LIABILITIES				TOTAL	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-002050	XX	XXX	90000	1999-999	

Country
NL
NO
NP
NR
NU
NZ
OM
PA

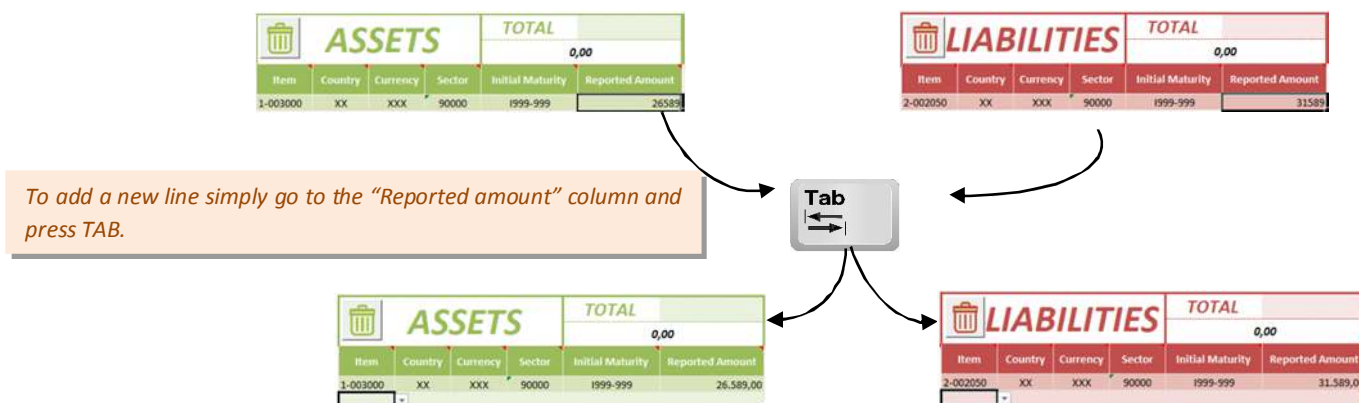
Currency
EUR
FJD
FKP
GBP
GEL
GHS
GIP
GMD

Sector
11000
12100
12200
12300
21000
22110
22120
22200

Initial Maturity
1000-01A
101A-02A
102A-05A
105A-999



### 3. Insert new lines



### 4. Item Occurrences

Code	Description
1-002000	Deposits and loan claims
1-003000	Debt securities held
1-005000	Equity and investment fund shares/units held
1-006000	Non-financial assets
1-007000	Financial derivatives
1-090010	Aremaing assets - Accrued interest on loans
1-099999	reamaining assets - Other
1-000000	Total of assets

Code	Description
2-002010	Borrowings - Overnight borrowings
2-002020	Borrowings - Borrowings with agreed maturity
2-002030	Borrowings - Borrowings redeemable at notice
2-002040	Borrowings - Repurchase agreements
2-002050	Borrowings - Short sales of securities
2-003000	Debt securites issued
2-004000	Shares/units issued
2-011000	Financial derivatives
2-099999	Remaining liabilities - Accrued interest on deposits
2-090010	Remaining liabilities - Other
2-000000	Total of liabilities

➔ **Total Assets** and **Total Liabilities** are the only two mandatory fields. Their values must be an identical Amount under " 1-00000 " and " 2-00000 "

## 5. Delete one or more lines



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

Select

ASSETS					TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	AE	XXX	12100	1999-999	350,00
1-000000	XX	XXX	90000	1999-999	940,00
1-006000	AD	XXX	90000	1999-999	90,00
1-003000	XX	XXX	90000	1999-999	300,00
1-005000	XX	XXX	90000	1999-999	200,00



Click !

ASSETS					TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	AE	XXX	12100	1999-999	350,00
1-000000	XX	XXX	90000	1999-999	940,00
1-006000	AD	XXX	90000	1999-999	90,00
1-003000	XX	XXX	90000	1999-999	300,00
1-005000	XX	XXX	90000	1999-999	200,00

S103\_213\_Builder: Please confirm.

Are you sure you want to delete your selection: [B26:G26] from ASSETS table ?

Oui Non

The entire line is self- selected

ASSETS					TOTAL	Copy to 1-000000
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	300,00	
1-005000	XX	XXX	90000	1999-999	200,00	

The selected line has been deleted

## Other examples of selection + DELETE button :

ASSETS						TOTAL
						210,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	100,00	
1-000000	XX	XXX	90000	1999-999	210,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	20,00	

ASSETS						TOTAL
						210,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	100,00	
1-000000	XX	XXX	90000	1999-999	210,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	20,00	

LIABILITIES						TOTAL
						300,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
2-099999	AF	AED	90000	105A-999	200,00	
2-000000	XX	XXX	90000	1999-999	300,00	
2-003000	XX	XXX	90000	1999-999	100,00	

LIABILITIES						TOTAL
						300,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
2-099999	AF	AED	90000	105A-999	200,00	
2-000000	XX	XXX	90000	1999-999	300,00	
2-003000	XX	XXX	90000	1999-999	100,00	

ASSETS						TOTAL
						210,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	100,00	
1-000000	XX	XXX	90000	1999-999	210,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	20,00	

ASSETS						TOTAL
						210,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	100,00	
1-000000	XX	XXX	90000	1999-999	210,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	20,00	

ASSETS						TOTAL
						940,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	
1-000000	XX	XXX	90000	1999-999	940,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	300,00	
1-005000	XX	XXX	90000	1999-999	200,00	

LIABILITIES						TOTAL
						900,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
2-099999	AF	AED	90000	105A-999	200,00	
2-000000	XX	XXX	90000	1999-999	900,00	
2-003000	XX	XXX	90000	1999-999	100,00	
2-004000	XX	XXX	90000	1999-999	600,00	

ASSETS						TOTAL
						940,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	
1-000000	XX	XXX	90000	1999-999	940,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	300,00	
1-005000	XX	XXX	90000	1999-999	200,00	

LIABILITIES						TOTAL
						900,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
2-099999	AF	AED	90000	105A-999	200,00	
2-000000	XX	XXX	90000	1999-999	900,00	
2-003000	XX	XXX	90000	1999-999	100,00	
2-004000	XX	XXX	90000	1999-999	600,00	

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

ASSETS						TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	940,00
1-000000	XX	XXX	90000	1999-999	940,00	
1-006000						
1-003000						
1-005000						

ASSETS						TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	940,00
1-000000	XX	XXX	90000	1999-999	940,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	300,00	
1-005000	XX	XXX	90000	1999-999	200,00	

ASSETS						TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
						0,00

ASSETS						TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	940,00
1-000000	XX	XXX	90000	1999-999	940,00	
1-006000						
1-003000						
1-005000						

ASSETS						TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
1-007000	AE	XXX	12100	1999-999	350,00	940,00
1-000000	XX	XXX	90000	1999-999	940,00	
1-006000	AD	XXX	90000	1999-999	90,00	
1-003000	XX	XXX	90000	1999-999	300,00	
1-005000	XX	XXX	90000	1999-999	200,00	

ASSETS						TOTAL	Copy to 1-000000
Item	Country	Currency	Sector	Initial Maturity	Reported Amount		
1-000000	XX	XXX	90000	1999-999	940,00	590,00	
1-006000	AD	XXX	90000	1999-999	90,00		
1-003000	XX	XXX	90000	1999-999	300,00		
1-005000	XX	XXX	90000	1999-999	200,00		

→ 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.



## 6. 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.

A	B	C	D	E	F
1-007000	AE	XXX	12100	I999-999	350,00
1-000000	XX	XXX	90000	I999-999	1.940,00
1-006000	AD	XXX	90000	I999-999	90,00
1-003000	XX	XXX	90000	I999-999	300,00
1-005000	XX	XXX	90000	I999-999	1.200,00

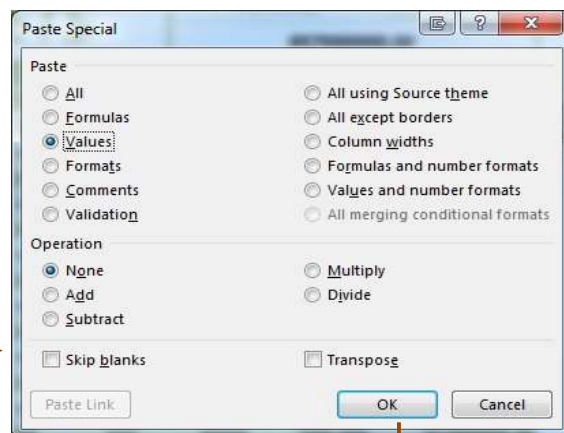
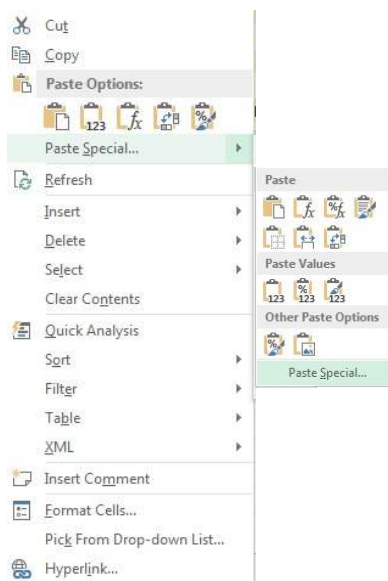
Sans titre - Bloc-notes						
Fichier	Edition	Format	Affichage	?		
1-007000	AE	XXX	12100	I999-999	350,00	
1-000000	XX	XXX	90000	I999-999	1.940,00	
1-006000	AD	XXX	90000	I999-999	90,00	
1-003000	XX	XXX	90000	I999-999	300,00	
1-005000	XX	XXX	90000	I999-999	1.200,00	

CTRL + C

Blocnote / Notepad :  
Separators **must** be tabs !

ASSETS		TOTAL	
Item	Country		0,00
LIABILITIES		TOTAL	
Item	Country	Currency	Sector
		Initial Maturity	Reported Amount

CTRL + V



Excel:  
Right mouse button to paste values.

ASSETS		TOTAL	
Item	Country		940,00
LIABILITIES		TOTAL	
Item	Country	Currency	Sector
		Initial Maturity	Reported Amount

## 7. The "TOTAL" field :

Displays the **TOTAL amount** calculated for all the lines of the table and is compared to the total items( 1-000000 & 2-000000 )

LIABILITIES					TOTAL
					900,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-099999	AF	AED	90000	105A-999	200,00
2-000000	XX	XXX	90000	1999-999	900,00

ASSETS					TOTAL
					940,00
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	AE	XXX	12100	1999-999	350,00
1-000000	XX	XXX	90000	1999-999	940,00
1-006000	AD	XXX	90000	1999-999	90,00
1-003000	XX	XXX	90000	1999-999	300,00
1-005000	XX	XXX	90000	1999-999	200,00

Total calculation

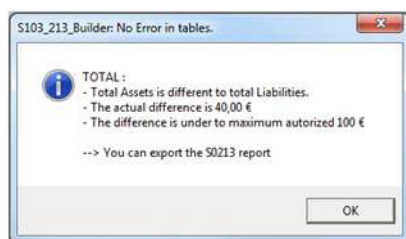
Total Items  
1-000000 / 2-000000

1-000000 and 2-000000 totals should have the same value , however it is allowed a maximum difference of € 100 between them .

→ During the ' Check' only a difference of less than 100 € is accepted:

- The totals have an orange color,
- A message indicating the error will be displayed.

TOTAL		TOTAL	
940,00		900,00	
Initial Maturity	Reported Amount	Initial Maturity	Reported Amount
1999-999	350,00	105A-999	200,00
1999-999	940,00	1999-999	900,00
1999-999	90,00	1999-999	100,00
1999-999	300,00	1999-999	600,00
1999-999	200,00		

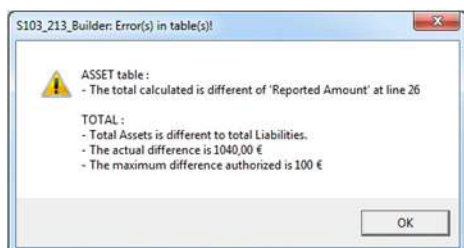


After this message the export S103-S213 button is available in order to generate your report as this difference is accepted from the BCL

→ A difference of more than 100 € during the ' Check' :

- The totals have an orange color,
- A message indicating the error will be displayed.

TOTAL		TOTAL	
1.940,00		900,00	
Initial Maturity	Reported Amount	Initial Maturity	Reported Amount
1999-999	350,00	105A-999	200,00
1999-999	940,00	1999-999	900,00
1999-999	90,00	1999-999	100,00
1999-999	300,00	1999-999	600,00
1999-999	1.200,00		



After this message the export S103-S213 button is **NOT** available in order to generate your report, as the difference between the total amounts is **not** accepted from the BCL.

## → The copy to x-000000 button:

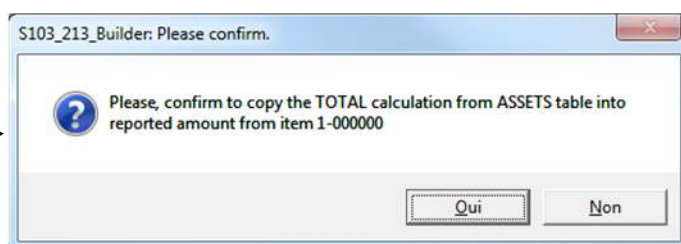
**Copies the calculated total of the field total of any table into the Item x-000000.**

The TOTAL field as we said before is the sum of all items inserted/captured. This sum now will be compared to the total item x-000000. Usually when the total item is added it already represents the sum of all the active items, so we would expect the TOTAL and the item x-000000 to have the same values. If for some reason this doesn't happen click the Copy to x-000000 button to assign the TOTAL calculated to the total item x-000000.

ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-000000	XX	XXX	90000	1999-999	940,00

When the TOTAL value of one of the tables is different from its item x-000000 then the copy to x-000000 button appears. When you click it you copy the TOTAL value automatically to the x-000000 item with one click.

The following confirmation message appears



ASSETS					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
1-007000	AE	XXX	12100	1999-999	350,00
1-000000	XX	XXX	90000	1999-999	1.940,00

The TOTAL value of the table has been successfully copied to the x-000000 item. The TOTAL field is not orange anymore.

# 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.

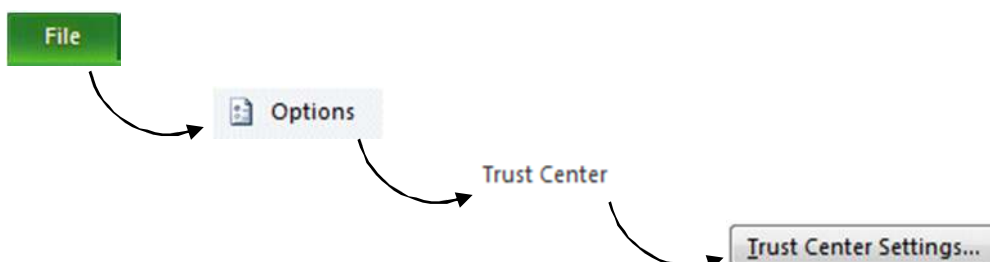
2 choices are possible:

→ 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.





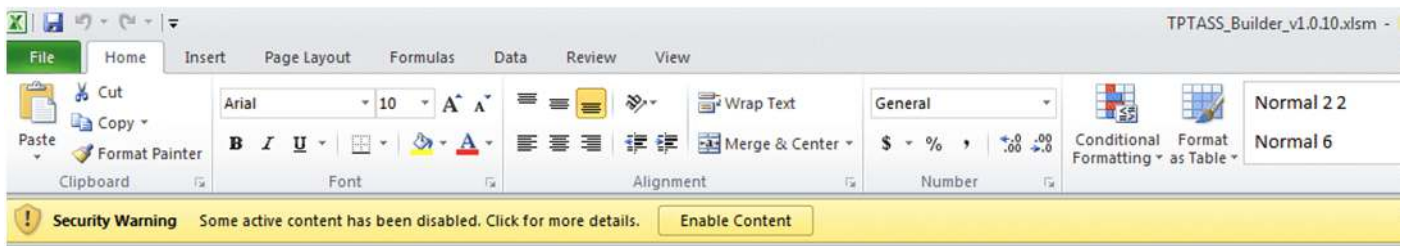
**! Caution: This option configures and enables by default all macros at this Excel installation.**

➔ 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.**

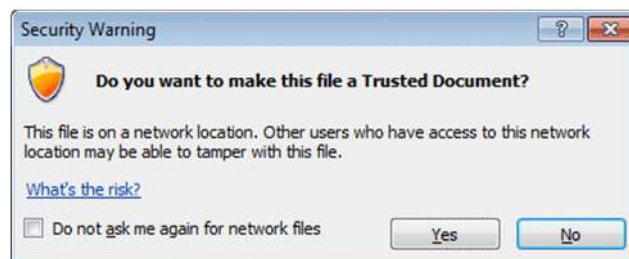
### 3. Invitation to allow macros

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 S103-S213 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.

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.