

Documentation S214 Builder v1.2

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System Requirements

- The S214 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



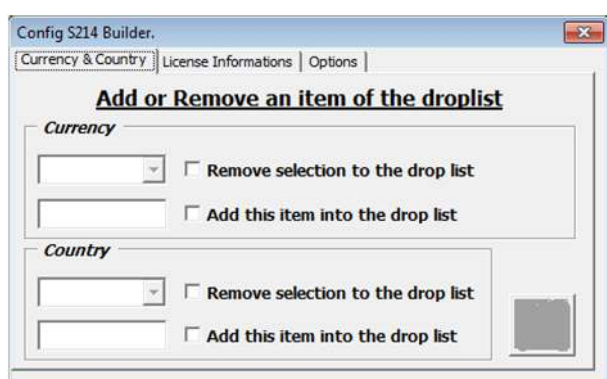
- ➔ Place the cursor over the blue titles to display explanatory information about those fields.
- ➔ In this section only the white fields can be modified by the user. The grey fields cannot be modified.
- ➔ The **Company name** can be changed by simply clicking on the field and modify the text.

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.

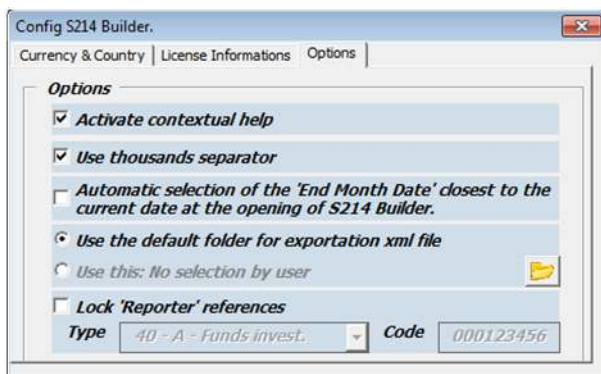
- ➔ Add/remove a Currency code or Country.
- ➔ Review a license.
- ➔ Modify preferred options.



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 S214_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

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
1.0
Creating Date
2016-04-27T12:14:59

End Month Date
2014-12-31
Closing Date
2014-12-31

Currency
EUR
Layout
1

Reporter			
Type	34	Code	0012345
Declarant			
Type	34	Code	000067891

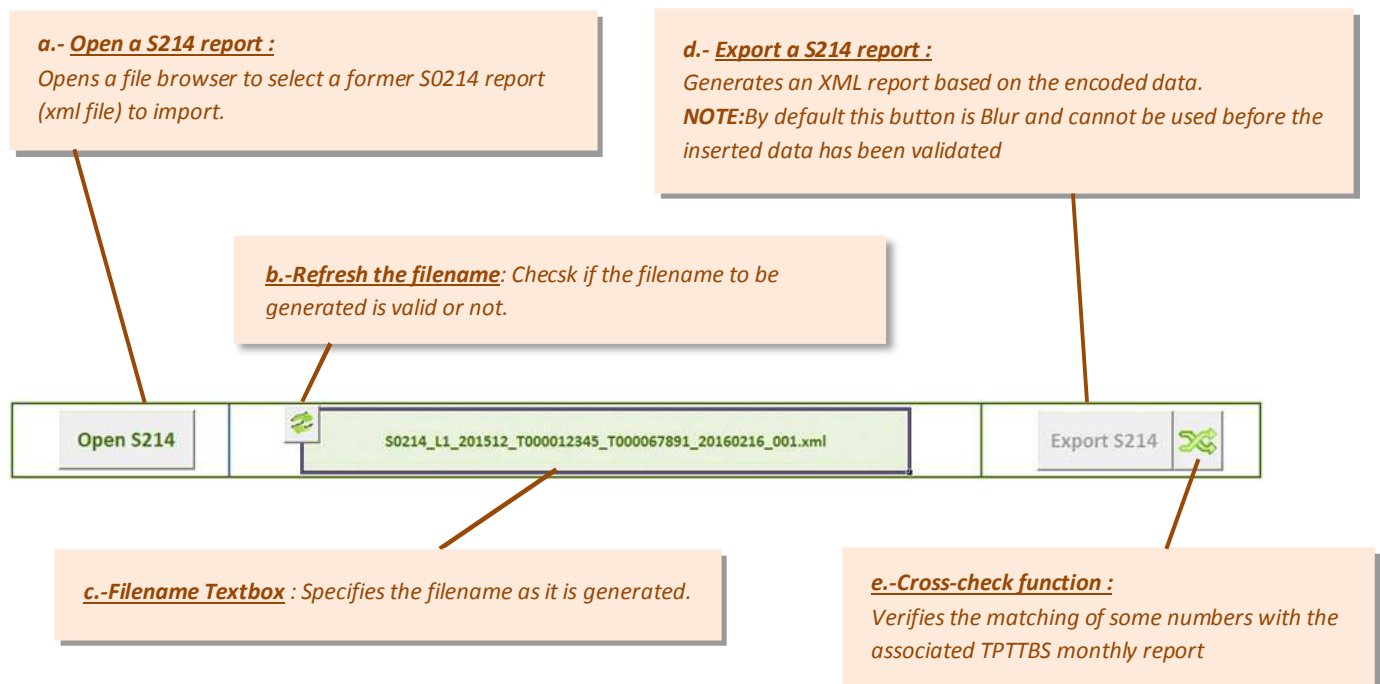
Currency:
It defines **in which** currency the report will be **calculated**.
E.g. : If the selected currency is in euro, all the reported amounts that will be captured, will be considered in the euro currency.

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

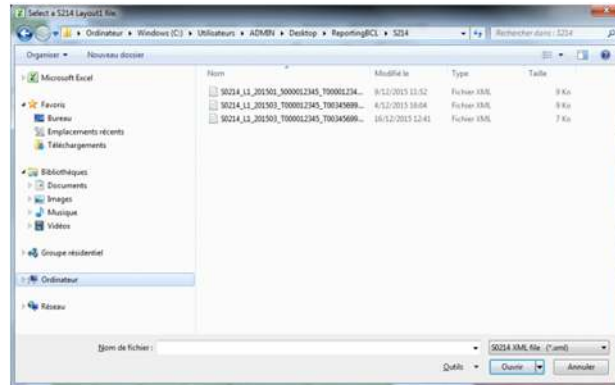
- The **Open S214** button imports a previously created report by S214 builder.
- The **Refresh Filename** button validates the file's name.
- The **Filename Textbox** represents the report's name. The exported report will have this name.
- The **Export S214** button generates the report that has been conducted.
- The **Cross-check button** allows to open a TPTTBS report and compare + verify numbers.



2. Open a S214 Report



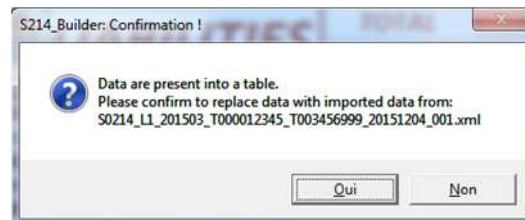
Click the "Open S214" button to open a file browser to select a report to be imported



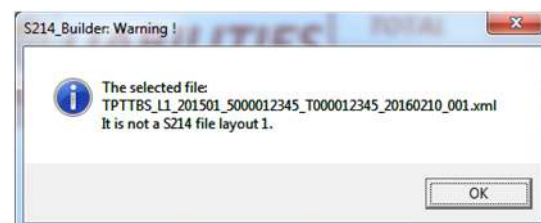
Select the report to be loaded and click Open. Confirmation: Yes to confirm the import, No to cancel.



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 S214 » 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	Copy to 1-000000
				850.460,00	
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount
1-002000	AD	AED	11000	I000-01A	5.698,00
1-003000	XX	XXX	90000	I999-999	9.874,00
1-005000	XX	XXX	90000	I999-999	897,00
1-006000	AF	XXX	90000	I999-999	987,00
1-007000	AM	XXX	90000	I999-999	69,00
1-010010	AU	TOP	12100	I01A-02A	998,00
1-010020	RU	AUD	42900	I999-999	4.587,00
1-010030	XE	XFO	12300	I999-999	789.456,00
1-010040	AI	TOP	22120	I999-999	9.874,00
1-010050	TF	AUD	45000	I999-999	5.874,00
1-010060	VG	SOS	45000	I999-999	9.874,00
1-011020	AG	XXX	90000	I999-999	789,00
1-011040	WF	XXX	90000	I999-999	964,00
1-011090	AO	XXX	90000	I999-999	697,00
1-090000	XX	XXX	90000	I999-999	7.894,00
1-000000	XX	XXX	90000	I999-999	848.532,00
1-011040	XX	EUR	11000	I999-999	964,00
1-011090	FF	EU	90000	I999-999	964,00

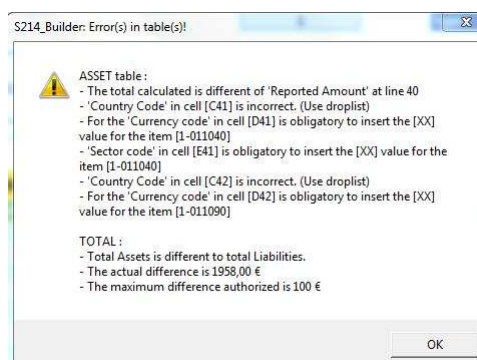
→ There are two possible errors that can occur in the Assets/Liabilities table. **PASTING** either a wrong country code or/and a wrong Currency code.

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.

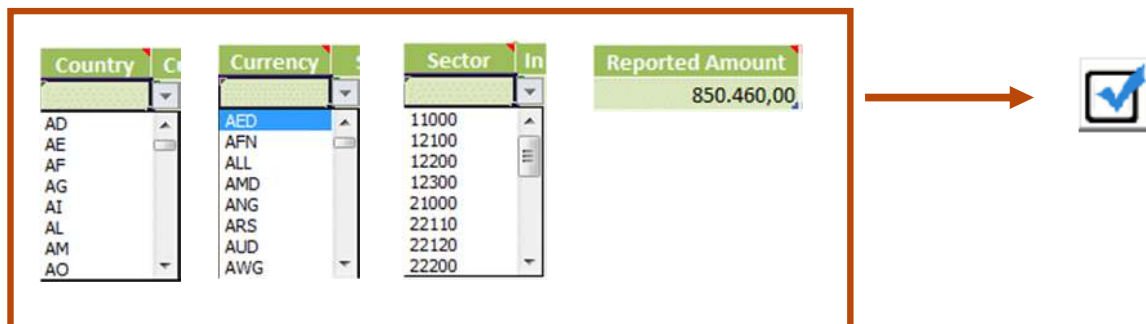


→ The result window appears detailing the errors found.

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 S214** button will be enabled in order to export the S214 report.



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

Open S214		S0214_L1_201512_T000012345_T000067891_20160216_001.xml		Export S214	
ASSETS TOTAL 848.532,00			LIABILITIES TOTAL 848.502,00		
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount
1-002000	AD	AED	11000	1000-01A	5.698,00
1-003000	XX	XXX	90000	1999-999	9.874,00
1-005000	XX	XXX	90000	1999-999	897,00
1-006000	AF	XXX	90000	1999-999	987,00
1-007000	AM	XXX	90000	1999-999	69,00
1-010010	AU	TOP	12100	101A-02A	998,00
1-010020	RU	AUD	42900	1999-999	4.587,00
1-010030	XE	XFO	12300	1999-999	789.456,00
1-010040	AI	TOP	22120	1999-999	9.874,00
1-010050	TF	AUD	45000	1999-999	5.874,00
1-010060	VG	SOS	45000	1999-999	9.874,00
1-011020	AG	XXX	90000	1999-999	789,00
1-011040	WF	XXX	90000	1999-999	964,00
1-011090	AO	XXX	90000	1999-999	697,00
1-090000	XX	XXX	90000	1999-999	7.894,00
1-000000	XX	XXX	90000	1999-999	848.532,00
2-002000	AF	ANG	22110	1000-01A	30.458,00
2-002050	XX	XXX	90000	1999-999	987,00
2-003000	XX	XXX	90000	1999-999	9.087,00
2-005000	XX	XXX	90000	1999-999	569,00
2-007000	XX	XXX	90000	1999-999	-98,00
2-011000	AL	XXX	90000	1999-999	8.745,00
2-090000	XX	XXX	90000	1999-999	798.754,00
2-000000	XX	XXX	90000	1999-999	848.502,00

The S214 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 €

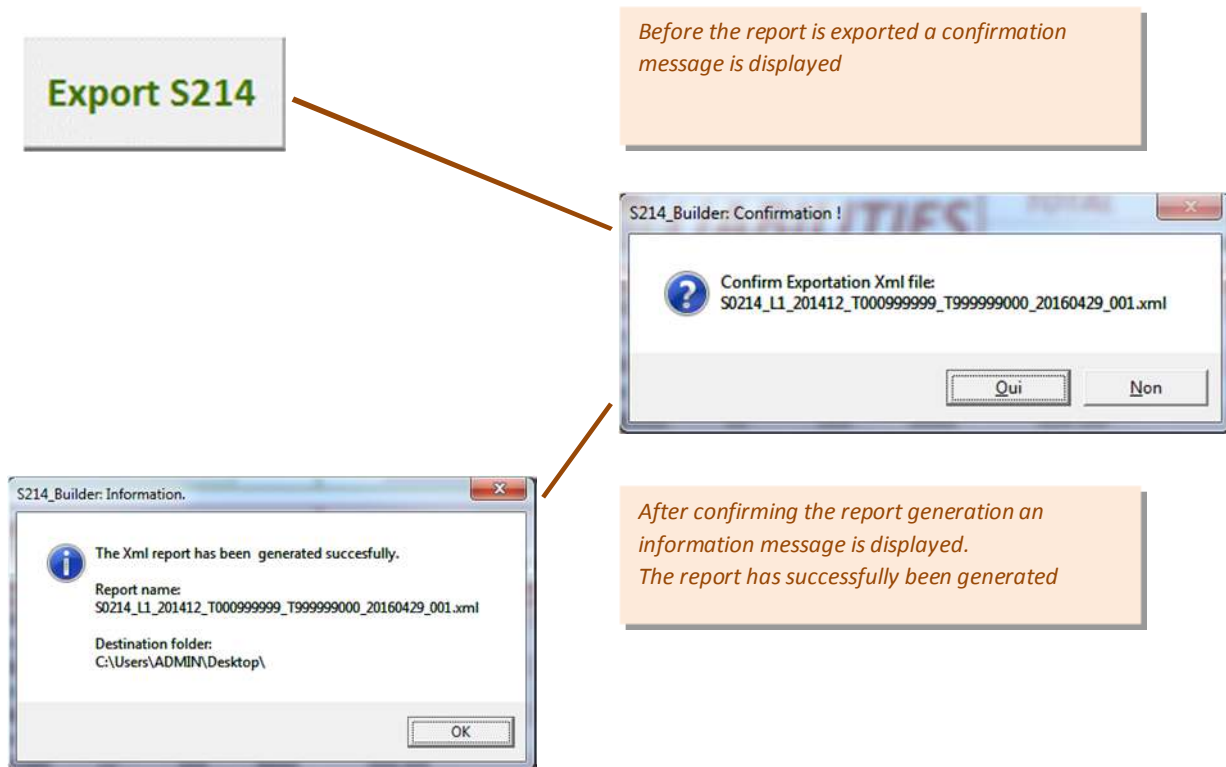
7. Export the S214 report

I. No errors detected

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



Click the **export S214** button to generate the report



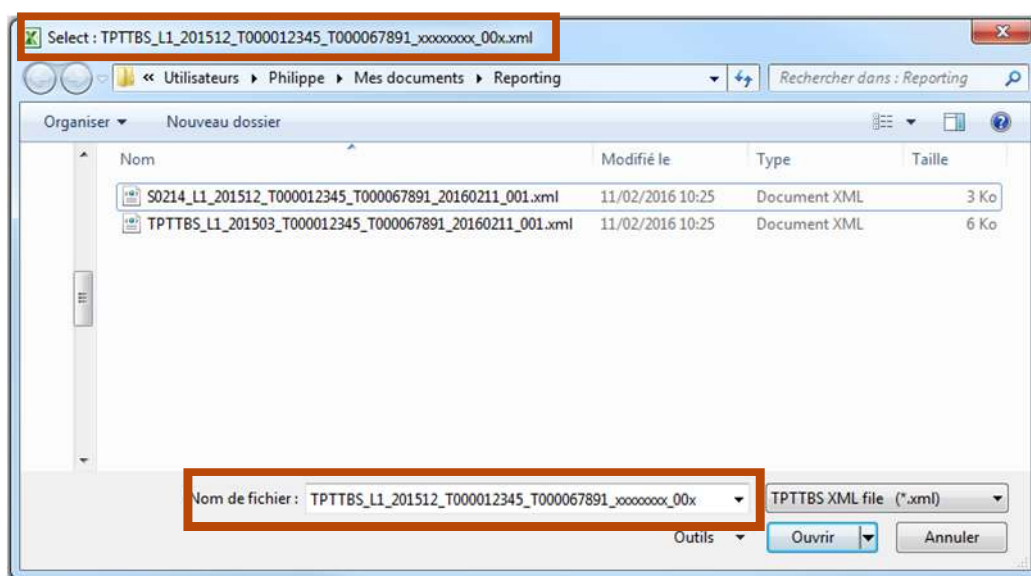
8. « Cross Check » with monthly TPT report



- Provides the ability to compare the amounts for the items 1-003000, 1-005000, 2-002050, 2-003000 and 2-005000 of the S214 report with the total of amounts of the same items in the TPTTBS report.
- This is true for a single declarer and a single reporter as well as for the same period of reporting of both reports: S214 and TPTTBS.



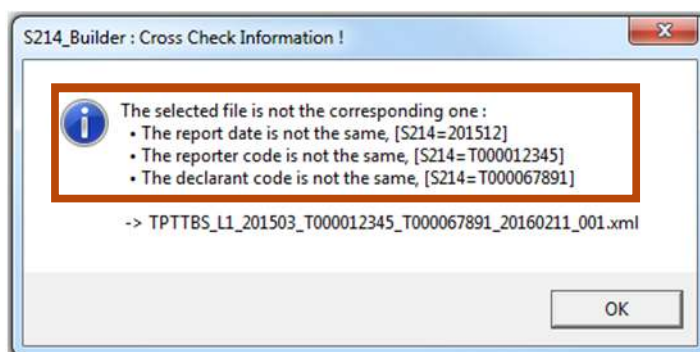
→ When you click on the button, a window file explorer will open in order to select a TPTTBS report and compare the data with.



In the opening window file explorer, on the top and in the bottom, you may see the file name, the file name of the TPTTBS report starts already with the correct filing, this is to help you in identifying the correct TPTTBS report that will be compared to the current S214 report. When selected to be opened, two options are possible:

I. The TPTTBS is not the corresponding one:

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



// The TPTTBS report corresponds to the current S214 report.

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

S214_Builder, Results Cross Check.

Results Cross Check - TPTTBS & S214			
Item	S214 - [2015/12]	S214 - [2015/12]	CrossCheck
1-003000	65 440 000,00	65 440 000,00	OK
1-005000	1 271 974,00	1 271 974,00	OK
2-002050	2 360 000,00	2 360 000,00	OK
2-003000	101 200 000,00	101 200 000,00	OK
2-005000	83 948,00	83 948,00	OK

Reporter code : T000088888

Declarant code : T000099999

Close

Columns:

Item: you can see the different items being checked.

S214: In this column, you can see the amounts in S214 report for each item

TPTTBS: In this column, you can see the amounts in TPTTBS 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:

S214_Builder, Results Cross Check.

Results Cross Check - TPTTBS & S214			
Item	S214 - [2015/12]	S214 - [2015/12]	CrossCheck
1-003000	65 440 000,00	65 440 000,00	OK
1-005000	1 271 974,00	1 271 974,00	OK
2-002050	2 350 000,00	2 360 000,00	=/=
2-003000	101 200 000,00	101 200 000,00	OK
2-005000	Missing/Manquant	83 948,00	?/?

Reporter code : T000088888

Declarant code : T000099999

Close

Item "2-005000" is missing in the S214 report (or in excess in TPTTBS report)

Item "2-002050" there is a difference in the total of the amounts for both reports.

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 Currency the Reported Amount for the captured items should have already been converted and simply be inserted in this field in dollars.
- 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
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount



LIABILITIES					TOTAL
Item	Country	Currency	Sector	Initial Maturity	Reported Amount

Item :

The asset's code.

Ex : 1-002000 = Currency and deposits

Sector :

A 5 characters code from BCL for the financial sector.

Ex: 11000 = Central government

Country :

The issuing country code.

2-character code according to ISO-3166.

Ex : LU = Luxembourg

Init/Resi maturity or lial maturity:

Is a 7 characters code.

Ex: 1000-01A = Up 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

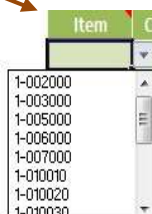
					TOTAL
					0,00
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount



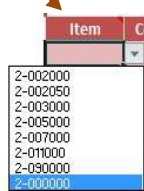


LIABILITIES

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



Choose an Item from those proposed in the list.




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



ASSETS

				TOTAL
				0,00
Item	Country	Currency	Sector	Init/Resi Maturity
1-007000	LU	XXX	90000	1999-999

Country	Currency	Sector	Initial Maturity
LU	EUR	44000	1000-01A
LY	DOP	32100	101A-999
MA	DZD	44000	
MC	ECS		
MD	ECV		
ME	EGP		
MF	ERN		
MG	ETB		
	EUR		

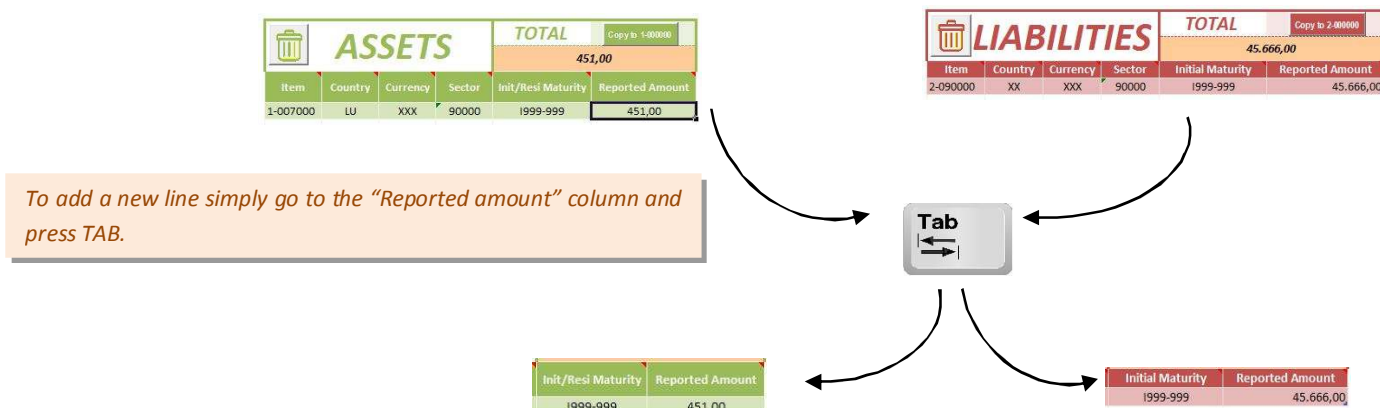


LIABILITIES

				TOTAL
Item	Country	Currency	Sector	Initial Maturity
2-090000	XX	XXX	90000	1999-999

Country	Currency	Sector	Initial Maturity
NL	EUR	44000	I01A-999
NO	FJD	32100	I000-01A
NP	FKP	44000	I01A-999
NR	GBP		
NU	GEL		
NZ	GHS		
OM	GIP		
PA	GMD		

3. Insert new lines



4. Item Occurrences

Code	Description
1-001000	Currency and deposits
1-001100	Currency and deposits o/w transferable deposits
1-002000	Loans
1-002100	Loans o/w deposit guarantees in connection with reinsurance business - fair value
1-003000	Debt securities held
1-005000	Equity and investment fund shares/units held
1-006000	Non-financial assets
1-007000	Financial derivatives
1-012000	Insurance technical reserves and related claims
1-090000	Other assets
1-R01000	Currency and deposits
1-R01100	Currency and deposits o/w transferable deposits
1-R02000	Loans
1-R02100	Loans o/w deposit guarantees in connection with reinsurance business - fair value
1-VN1000	Currency and deposits - Nominal value
1-VN2000	Loans - Nominal value
1-000000	Total assets

Code	Description
2-002050	Loans - Short sales of securities
2-002060	Loans - deposit guarantees in connection with reinsurance business
2-002090	Loans - other
2-003000	Debt securities issued
2-005000	Capital (equity, shares and units issued)
2-011000	Financial derivatives
2-012105	Life insurance technical reserves - Accepted reinsurance
2-012110	Life insurance technical reserves - Unit-linked life insurance technical reserves
2-012120	Life insurance technical reserves - Non-unit-linked life insurance technical reserves
2-012131	Life insurance technical reserves - Pension entitlements of which Defined contribution schemes
2-012132	Life insurance technical reserves - Pension entitlements of which Defined benefit schemes
2-012133	Life insurance technical reserves - Pension entitlements of which Hybrid schemes
2-012210	Non-life insurance technical reserves - Medical expense insurance
2-012215	Non-life insurance technical reserves - Income protection insurance
2-012220	Non-life insurance technical reserves - Workers' compensation insurance
2-012225	Non-life insurance technical reserves - Motor vehicle liability insurance
2-012230	Non-life insurance technical reserves - Other motor insurance
2-012235	Non-life insurance technical reserves - Marine, aviation and transport insurance
2-012240	Non-life insurance technical reserves - Fire and other damage to property insurance
2-012245	Non-life insurance technical reserves - General liability insurance
2-012250	Non-life insurance technical reserves - Credit and suretyship insurance
2-012255	Non-life insurance technical reserves - Legal expenses insurance
2-012260	Non-life insurance technical reserves - Assistance
2-012265	Non-life insurance technical reserves - Miscellaneous financial loss
2-012300	Non-life insurance technical reserves - Reinsurance
2-090000	Other liabilities
2-000000	Total 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	Init/Resi Maturity	848.532,00	
1-002000	AD	AED	11000	I000-01A	5.698,00	
1-003000	XX	XXX	90000	I999-999	9874	
1-005000	XX	XXX	90000	I999-999	897	
1-006000	AF	XXX	90000	I999-999	987	
1-007000	AM	XXX	90000	I999-999	69	
1-010010	AU	TOP	12100	I01A-02A	998	
1-010020	RU	AUD	42900	I999-999	4587	
1-010030	XE	XFO	12300	I999-999	789456	
1-010040	AI	TOP	22120	I999-999	9874	
1-010050	TF	AUD	45000	I999-999	5874	
1-010060	VG	SOS	45000	I999-999	9874	
1-011020	AG	XXX	90000	I999-999	789	
1-011040	WF	XXX	90000	I999-999	964	
1-011090	AO	XXX	90000	I999-999	697	
1-090000	XX	XXX	90000	I999-999	7894	
1-000000	XX	XXX	90000	I999-999	848532	



Click !

The entire line is self- selected

ASSETS					TOTAL	
Item	Country	Currency	Sector	Init/Resi Maturity	848.532,00	
1-002000	AD	AED	11000	I000-01A	5.698,00	
1-003000	XX	XXX	90000	I999-999	9874	
1-005000	XX	XXX	90000	I999-999	897	
1-006000	AF	XXX	90000	I999-999	987	
1-007000	AM	XXX	90000	I999-999	69	
1-010010	AU	TOP	12100	I01A-02A	998	
1-010020	RU	AUD	42900	I999-999	4587	
1-010030	XE	XFO	12300	I999-999	789456	
1-010040	AI	TOP	22120	I999-999	9874	
1-010050	TF	AUD	45000	I999-999	5874	
1-010060	VG	SOS	45000	I999-999	9874	
1-011020	AG	XXX	90000	I999-999	789	
1-011040	WF	XXX	90000	I999-999	964	
1-011090	AO	XXX	90000	I999-999	697	
1-090000	XX	XXX	90000	I999-999	7894	
1-000000	XX	XXX	90000	I999-999	848532	

The selected line has been deleted

ASSETS					TOTAL	
Item	Country	Currency	Sector	Init/Resi Maturity	843.945,00	
1-002000	AD	AED	11000	I000-01A	5.698,00	
1-003000	XX	XXX	90000	I999-999	9874	
1-005000	XX	XXX	90000	I999-999	897	
1-006000	AF	XXX	90000	I999-999	987	
1-007000	AM	XXX	90000	I999-999	69	
1-010010	AU	TOP	12100	I01A-02A	998	
1-010030	XE	XFO	12300	I999-999	789456	
1-010040	AI	TOP	22120	I999-999	9874	
1-010050	TF	AUD	45000	I999-999	5874	
1-010060	VG	SOS	45000	I999-999	9874	
1-011020	AG	XXX	90000	I999-999	789	
1-011040	WF	XXX	90000	I999-999	964	
1-011090	AO	XXX	90000	I999-999	697	
1-090000	XX	XXX	90000	I999-999	7894	
1-000000	XX	XXX	90000	I999-999	848532	

S214_Builder: Please confirm.


Are you sure you want to delete your selection: [B31:G31] from ASSETS table ?

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



ASSETS						TOTAL	Copy to 1-000000
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount		
1-002000	AD	AED	11000	1000-01A	5,698,00		
1-003000	XX	XXX	90000	1999-999	9874		
1-005000	XX	XXX	90000	1999-999	897		
1-006000	AF	XXX	90000	1999-999	987		
1-007000	AM	XXX	90000	1999-999	69		
1-010010	AU	TOP	12100	101A-02A	998		
1-010030	XE	XFO	12300	1999-999	789456		
1-010040	AI	TOP	22120	1999-999	9874		
1-010050	TF	AUD	45000	1999-999	5874		
1-010060	VG	SOS	45000	1999-999	9874		
1-011020	AG	XXX	90000	1999-999	789		
1-011040	WF	XXX	90000	1999-999	964		
1-011090	AO	XXX	90000	1999-999	697		
1-090000	XX	XXX	90000	1999-999	7894		
1-000000	XX	XXX	90000	1999-999	848532		

ASSETS						TOTAL	Copy to 1-000000
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount		
1-002000	AD	AED	11000	1000-01A	5,698,00		
1-003000	XX	XXX	90000	1999-999	9874		
1-005000	XX	XXX	90000	1999-999	897		
1-006000	AF	XXX	90000	1999-999	987		
1-007000	AM	XXX	90000	1999-999	69		
1-010010	AU	TOP	12100	101A-02A	998		
1-010030	XE	XFO	12300	1999-999	789456		
1-010040	AI	TOP	22120	1999-999	9874		
1-010050	TF	AUD	45000	1999-999	5874		
1-010060	VG	SOS	45000	1999-999	9874		
1-011020	AG	XXX	90000	1999-999	789		
1-011040	WF	XXX	90000	1999-999	964		
1-011090	AO	XXX	90000	1999-999	697		
1-090000	XX	XXX	90000	1999-999	7894		
1-000000	XX	XXX	90000	1999-999	848532		



ASSETS						TOTAL	Copy to 1-000000
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount		
1-002000	AD	AED	11000	1000-01A	5,698,00		
1-003000	XX	XXX	90000	1999-999	9874		
1-005000	XX	XXX	90000	1999-999	897		
1-006000	AF	XXX	90000	1999-999	987		
1-007000	AM	XXX	90000	1999-999	69		
1-010010	AU	TOP	12100	101A-02A	998		
1-010020	RU	AUD	42900	1999-999	4587		
1-010030	XE	XFO	12300	1999-999	789456		
1-010040	AI	TOP	22120	1999-999	9874		
1-010050	TF	AUD	45000	1999-999	5874		
1-010060	VG	SOS	45000	1999-999	9874		
1-011020	AG	XXX	90000	1999-999	789		
1-011040	WF	XXX	90000	1999-999	964		
1-011090	AO	XXX	90000	1999-999	697		
1-090000	XX	XXX	90000	1999-999	7894		
1-000000	XX	XXX	90000	1999-999	848532		

ASSETS						TOTAL	Copy to 1-000000
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount		
1-002000	AD	AED	11000	1000-01A	5,698,00		
1-003000	XX	XXX	90000	1999-999	9874		
1-005000	XX	XXX	90000	1999-999	897		
1-006000	AF	XXX	90000	1999-999	987		
1-007000	AM	XXX	90000	1999-999	69		
1-010010	AU	TOP	12100	101A-02A	998		
1-010030	XE	XFO	12300	1999-999	789456		
1-010040	AI	TOP	22120	1999-999	9874		
1-010050	TF	AUD	45000	1999-999	5874		
1-010060	VG	SOS	45000	1999-999	9874		
1-011020	AG	XXX	90000	1999-999	789		
1-011040	WF	XXX	90000	1999-999	964		
1-011090	AO	XXX	90000	1999-999	697		
1-090000	XX	XXX	90000	1999-999	7894		
1-000000	XX	XXX	90000	1999-999	848532		

→ 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
1-002000	AD	AED	11000	1000-01A	5698
1-003000	XX	XXX	90000	1999-999	9874
1-005000	XX	XXX	90000	1999-999	897
1-006000	AF	XXX	90000	1999-999	987
1-007000	AM	XXX	90000	1999-999	69
1-010010	AU	TOP	12100	101A-02A	998
1-010030	XE	XFO	12300	1999-999	789456
1-010040	AI	TOP	22120	1999-999	9874
1-010050	TF	AUD	45000	1999-999	5874
1-010060	VG	SOS	45000	1999-999	9874
1-011020	AG	XXX	90000	1999-999	789
1-011040	WF	XXX	90000	1999-999	964
1-011090	AO	XXX	90000	1999-999	697
1-090000	XX	XXX	90000	1999-999	7894
1-000000	XX	XXX	90000	1999-999	848532

1-002000	AD	AED	11000	1000-01A	5698
1-003000	XX	XXX	90000	1999-999	9874
1-005000	XX	XXX	90000	1999-999	897
1-006000	AF	XXX	90000	1999-999	987
1-007000	AM	XXX	90000	1999-999	69
1-010010	AU	TOP	12100	101A-02A	998
1-010030	XE	XFO	12300	1999-999	789456
1-010040	AI	TOP	22120	1999-999	9874
1-010050	TF	AUD	45000	1999-999	5874
1-010060	VG	SOS	45000	1999-999	9874
1-011020	AG	XXX	90000	1999-999	789
1-011040	WF	XXX	90000	1999-999	964
1-011090	AO	XXX	90000	1999-999	697
1-090000	XX	XXX	90000	1999-999	7894
1-000000	XX	XXX	90000	1999-999	848532

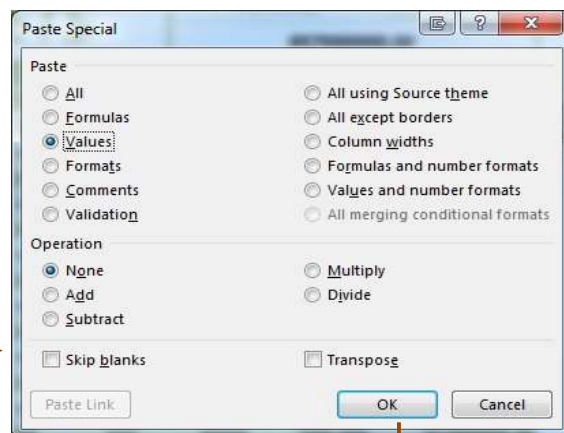
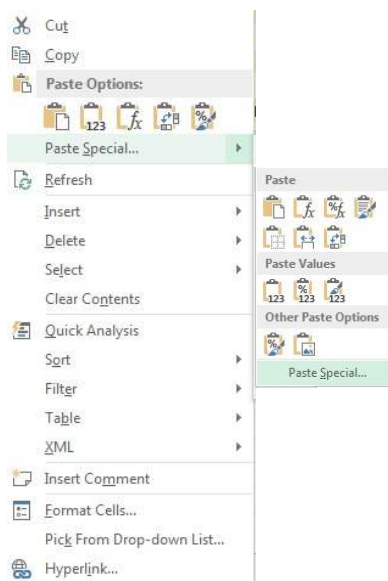
CTRL + C

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

CTRL + V

ASSETS		TOTAL	
Item	Country		

LIABILITIES		TOTAL	
Item	Country	Currency	Sector
		Initial Maturity	Reported Amount



Excel:
Right mouse button to paste values.

ASSETS		TOTAL	
Item	Country	Currency	Sector
1-002000	AD	AED	11000
1-003000	XX	XXX	90000
1-005000	XX	XXX	90000
1-006000	AF	XXX	90000
1-007000	AM	XXX	90000
1-010010	AU	TOP	12100
1-010030	XE	XFO	12300
1-010040	AI	TOP	22120
1-010050	TF	AUD	45000
1-010060	VG	SOS	45000
1-011020	AG	XXX	90000
1-011040	WF	XXX	90000
1-011090	AO	XXX	90000
1-090000	XX	XXX	90000
1-000000	XX	XXX	90000

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	
					848.502,00	
Item	Country	Currency	Sector	Initial Maturity	Reported Amount	
2-002000	AF	ANG	22110	1000-01A	30.458,00	
2-002050	XX	XXX	90000	1999-999	987,00	
2-003000	XX	XXX	90000	1999-999	9.087,00	
2-005000						
2-007000						
2-011000						
2-090000						
2-000000						

ASSETS					TOTAL	
					848.532,00	
Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount	
1-002000	AD	AED	11000	1000-01A	5.698,00	
1-003000	XX	XXX	90000	1999-999	9.874,00	
1-005000	XX	XXX	90000	1999-999	897,00	
1-006000	AF	XXX	90000	1999-999	987,00	
1-007000	AM	XXX	90000	1999-999	69,00	
1-010010	AU	TOP	12100	101A-02A	998,00	
1-010020	RU	AUD	42900	1999-999	4.587,00	
1-010030	XE	XFO	12300	1999-999	789.456,00	
1-010040	AI	TOP	22120	1999-999	9.874,00	
1-010050	TF	AUD	45000	1999-999	9.874,00	
1-010060	VG	SOS	45000	1999-999	9.874,00	
1-011020	AG	XXX	90000	1999-999	789,00	
1-011040	WF	XXX	90000	1999-999	964,00	
1-011090	AO	XXX	90000	1999-999	697,00	
1-090000	XX	XXX	90000	1999-999	7.894,00	
1-000000	XX	XXX	90000	1999-999	848.532,00	

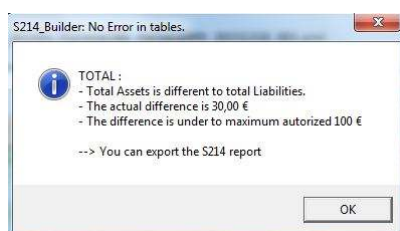
Total calculation

Total Items
1-000 / 2-000

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.



After this message the export S214 button is available in order to generate your report as this difference is accepted from the BCL

TOTAL			TOTAL		
848.502,00			848.532,00		
Initial Maturity	Reported Amount		Init/Resi Maturity	Reported Amount	
1000-01A	30.458,00		1000-01A	5.698,00	
1999-999	987,00		1999-999	9.874,00	
1999-999	9.087,00		1999-999	897,00	
1999-999	569,00		1999-999	987,00	
1999-999	-98,00		1999-999	69,00	
1999-999	8.745,00		101A-02A	998,00	
1999-999	798.754,00		1999-999	789.456,00	
1999-999	848.502,00		1999-999	789.456,00	
			1999-999	9.874,00	
			1999-999	5.874,00	
			1999-999	9.874,00	
			1999-999	789,00	
			1999-999	964,00	
			1999-999	697,00	
			1999-999	7.894,00	
			1999-999	848.532,00	

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

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



After this message the export S214 button is **NOT** available in order to generate your report, as the difference between the total amounts is **not** accepted from the BCL.

TOTAL			TOTAL		
848.315,00			848.532,00		
Initial Maturity	Reported Amount		Init/Resi Maturity	Reported Amount	
1000-01A	30.458,00		1000-01A	5.698,00	
1999-999	800,00		1999-999	9.874,00	
1999-999	9.087,00		1999-999	897,00	
1999-999	569,00		1999-999	987,00	
1999-999	-98,00		1999-999	69,00	
1999-999	8.745,00		101A-02A	998,00	
1999-999	798.754,00		1999-999	4.587,00	
1999-999	848.515,00				

→ The copy to x-000000 button:

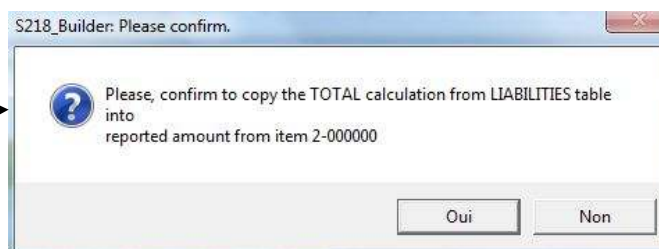
Copies the calculated total of the field total of any table into the Item x-000000.

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.

LIABILITIES					
TOTAL					Copy to x-000000
109.120,03					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-000000	XX	XXX	90000	1999-999	109.000,03
2-002060	AD	AFN	11000	1999-999	109.120,03

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



LIABILITIES					
TOTAL					
109.120,03					
Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-000000	XX	XXX	90000	1999-999	109.120,03
2-002060	AD	AFN	11000	1999-999	109.120,03

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.

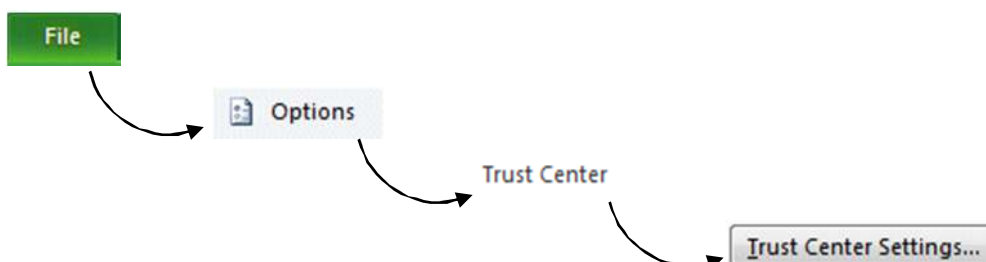
2 choices are possible:

→ 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.



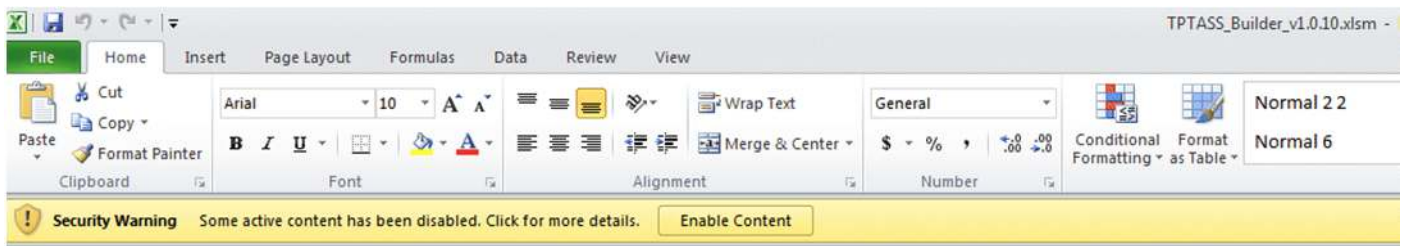
! Caution: This option configures and enables by default all macros at this Excel installation.

➔ 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.

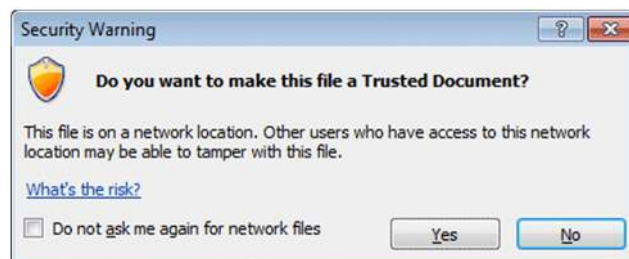
3. Invitation to allow macros

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 S214 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.