Documentation S218 Builder v1.2

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System Requirements

- The S218 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.
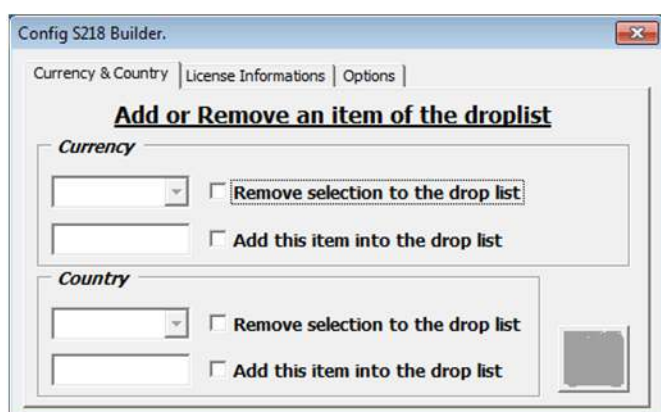
2. Administration button

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 S218_Builder and simply reopen it.

Options Tab
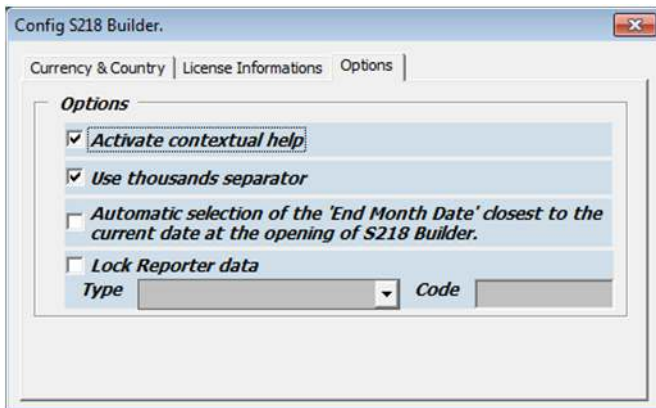
➢ Activate contextual help

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 7 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*
  • *36 I IT companies*
  • *39 Insurance companies (ASS)*
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	End Month Date	Currency	Reporter	
1.0	2015-03-31	EUR	Type 32 Code	0008888

Creating Date	Closing Date	Layout	Declarant	
2015-12-11T15:55:17	2015-03-31	0	Type 39 Code	0009999

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.
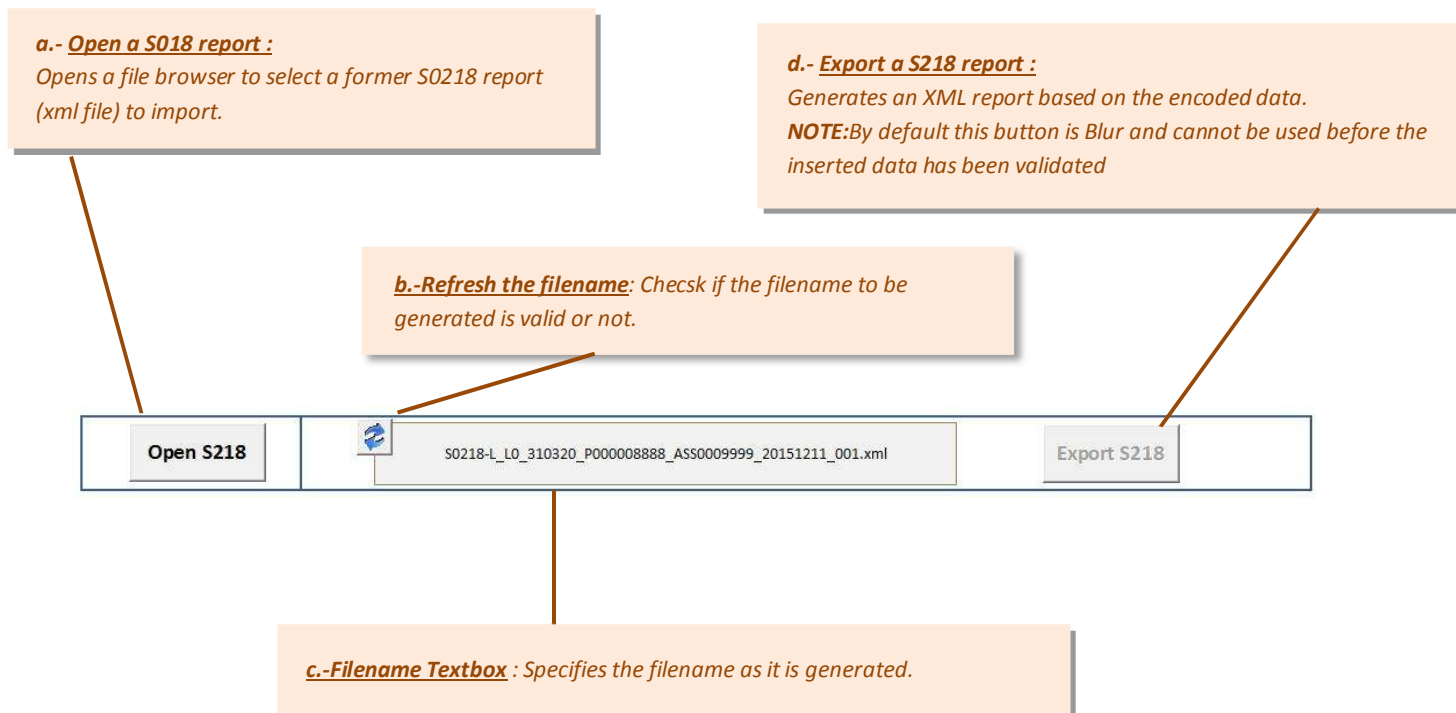
The Declarant Code *is:*
  or your company (same code Reporter)
  or the company for which the report is generated.
The company's code is given by the BCL, coded on 7 figures (with leading '0' [zero] if necessary).
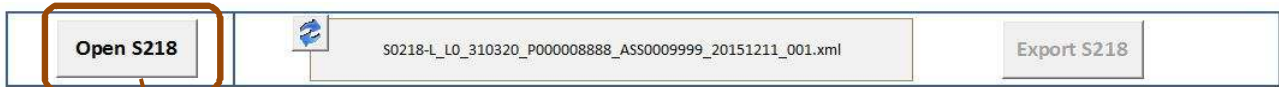*The Registrant is required to ASS Type (Type 39)*

# Tool Section

5. Tool information

a. The **Open S218** button imports a previously created report by S218 builder.

b. The **Refresh Filename** button validates the file's name.

c. The **Filename Textbox** represents the report's name. The exported report will have this name.

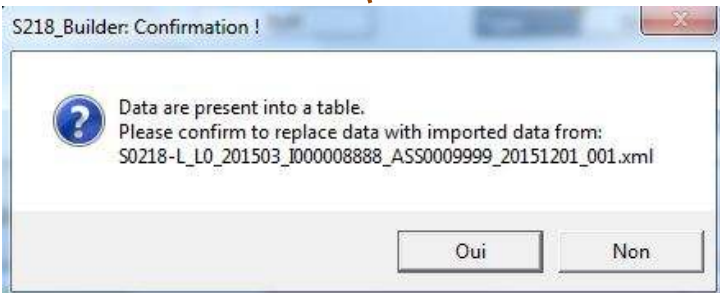d. The **Export S218** button generates the report that has been conducted.
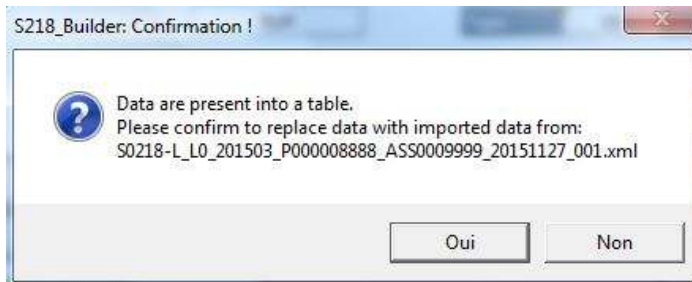
a.- Open a S018 report :
Opens a file browser to select a former S0218 report (xml file) to import.

d.- Export a S218 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: Checsk if the filename to be generated is valid or not.

| Open S218 | ⟳ S0218-L_L0_310320_P000008888_ASS0009999_20151211_001.xml | Export S218 |

c.-Filename Textbox : Specifies the filename as it is generated.

6. Open a S218 Report

| Open S218 | | S0218-L_L0_310320_P000008888_ASS0009999_20151211_001.xml | Export S218 |

Click the "**Open S218** " button to open a file browser to select a report to be imported
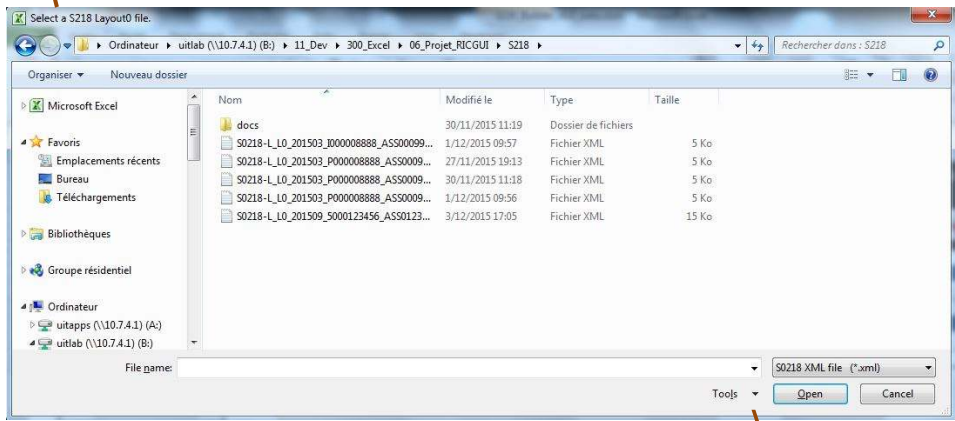
Select the report to be loaded and click Open.
Confirmation: Yes to confirm the import, No to cancel.

S218_Builder: Confirmation !

Data are present into a table.
Please confirm to replace data with imported data from:
S0218-L_L0_201503_I000008888_ASS0009999_20151201_001.xml

Oui   Non

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

S218_Builder: Confirmation !

Data are present into a table.
Please confirm to replace data with imported data from:
S0218-L_L0_201503_P000008888_ASS0009999_20151127_001.xml

[Oui]   [Non]

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

S218_Builder: Warning !

The selected file:
S0215_L1_201503_B000002548_T000002564_20151209_001.xml
It is not a S218 file layout 0.

[OK]
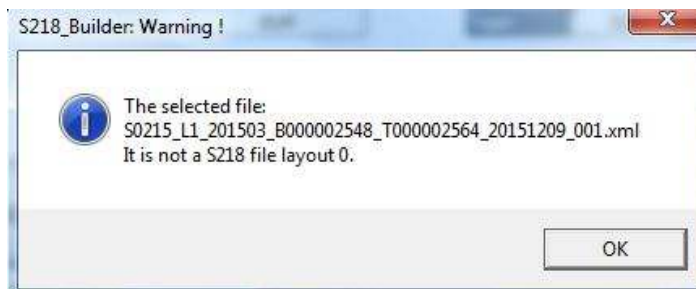
7. The file name validator button

Open S218	⟳	S0218-L_L0_310320_P000008888_ASS0009999_20151211_001.xml	Export S218
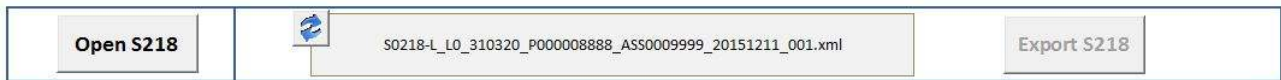
⟳ Updates and displays the report's filename in the main frame.
<u>If there is an error with the file name, its color is turned to red.</u>

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 S218 » button
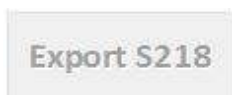
Export S218 ➔ Exports the captured data encoded in XML format according to the structure required by BCL.

*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.*

Export S218 ➔ ☑ ➔ **Export S218** ➔ Export S218 **When no error**
➔ Export S218 ➔ Export S218 **When error**

10. Error Cases

➔ 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.

➔ The sum of the amounts broken down by original maturity in items 1-001000 must correspnd to the sum of the amounts broken down by residual maturity in item 1-R01000

➔ 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.*

ASSET table :
- The total calculated is different of 'Reported Amount' at line 26
- For the 'Currency code' in cell [D38] is incorrect. (Use droplist)
- [G25,G28,G38] & [G32,G36] : The sum of the amounts broken down by original maturity in line 1-001000 must correspond to the sum of the amounts broken down by residual maturity in line 1-R01000.
- [G27] & [G37] : Same problem than the previous for items 1-001100 and 1-R01100.
- [G32,G36] & [G37] : The sum of the amounts broken down by original maturity in line 1-R01100 must be less or equal to the sum of the amounts broken down in line 1-R01000.
- [G29,G31] & [G35] : Same problem than the previous for items 1-002000 and 1-R02000.
- [G30] & [G33,G34] : Same problem than the previous for items 1-002100 and 1-R02100.
- [G35] & [G33,G34] : Same problem than the previous for items 1-R02100 and 1-R02000.

LIABILITIES table :
- 'Country Code' in cell [C25] is incorrect with the economic sector 12100. Select a coun

➔ The result window appears detailing the errors found.

➔ **The values are correct and now the report can be generated**

The S218 Export button is no longer blur. It is enabled and it can be clicked.

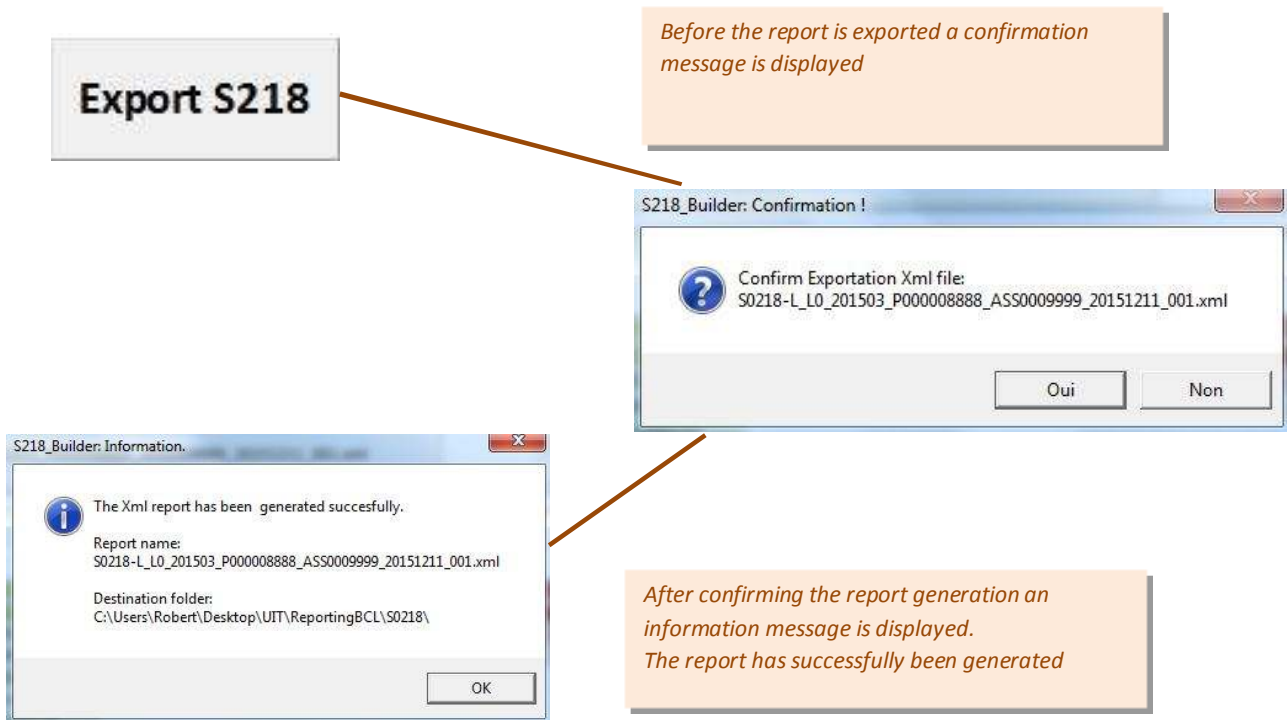Data is validated structurally and meet the criteria of the BCL.
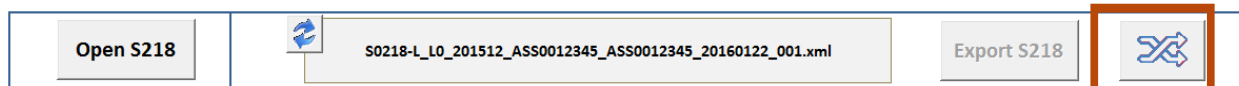
11. Export the S218 report

I. <u>No errors detected</u>

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

Click the **export S218** button to generate the report

Export S218

Before the report is exported a confirmation message is displayed

S218_Builder: Confirmation !

Confirm Exportation Xml file:
S0218-L_L0_201503_P000008888_ASS0009999_20151211_001.xml

Oui   Non

S218_Builder: Information.

The Xml report has been generated succesfully.

Report name:
S0218-L_L0_201503_P000008888_ASS0009999_20151211_001.xml

Destination folder:
C:\Users\Robert\Desktop\UIT\ReportingBCL\S0218\

OK

After confirming the report generation an information message is displayed.
The report has successfully been generated

12. « Cross Check » with monthly TPT report

| Open S218 | ⇄ S0218-L_L0_201512_ASS0012345_ASS0012345_20160122_001.xml | Export S218 | ⤬ |

➔ Provides the ability to compare the amounts for the items 1-003000, 1-005000, 2-002050, 2-003000 and of the S218 report with the total of amounts of the same items in the TPTASS report.

➔ This is true for a single declarer and a single reporter as well as for the same period of reporting of both reports: S218 and TPTASS.

➔ **When you click on the button, a window file explorer will open in order to select a TPTIBS report and compare the data with.**
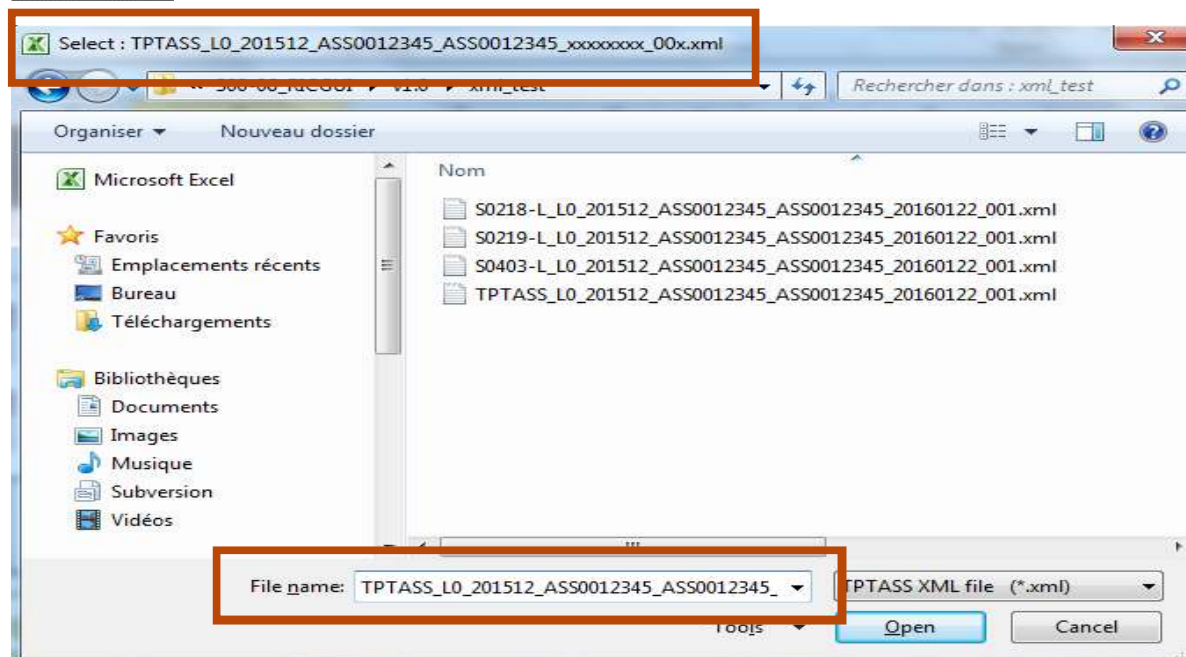
In the opening window file explorer, on the top and in the bottom, you may see the file name, the file name of the TPTASS report starts already with the correct filing, this is to help you in identifing the correct TPTASS report that will be compared to the current S218 report. When selected to be opened, two options are possible:

I. The TPTASS is not the corresponding one:

Either the TPTASS was not generated by the tool TPTASS Builder or whether the date of the report, the code of the Reporter, or the code of the Declarer is different.
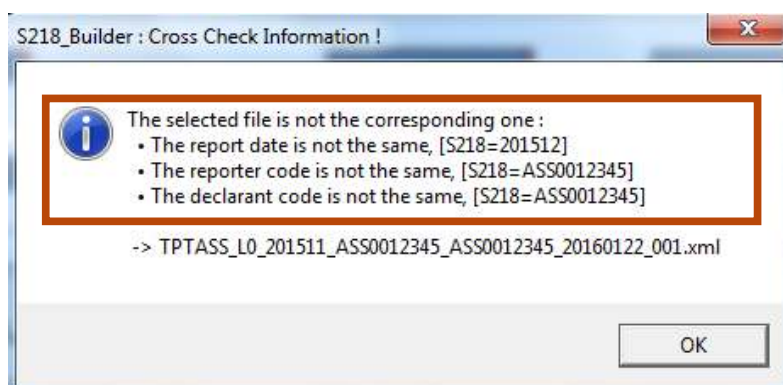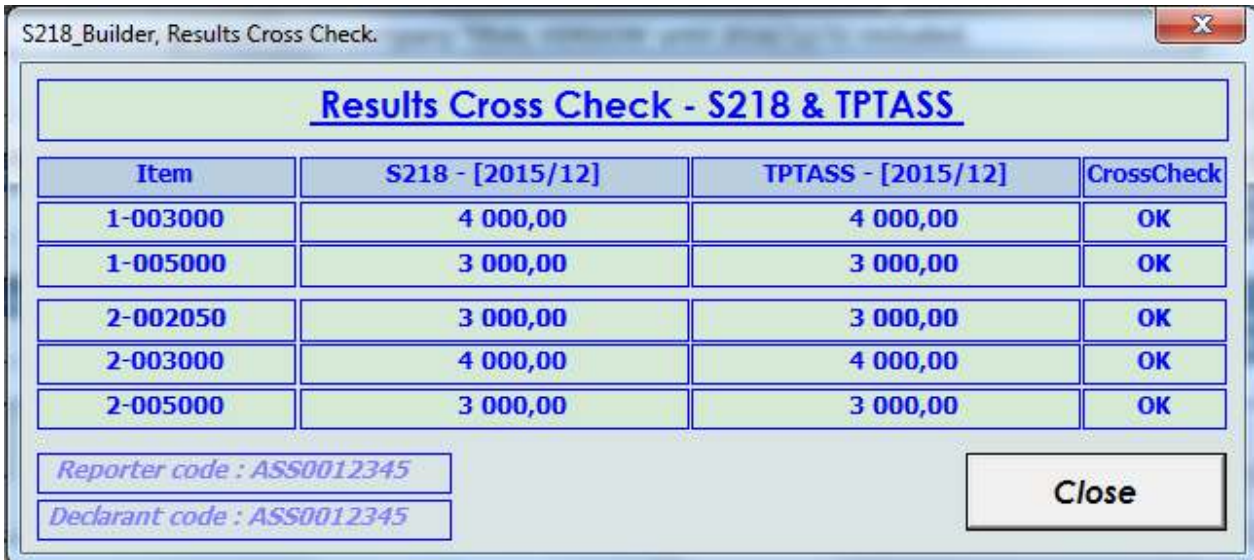
Fig: the S218 is of the date **2014-12-31** and the TPTASS is of the date **2015-12-31**.

I. The TPTIBS report corresponds to the current S218 report.

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

Results Cross Check - S218 & TPTASS

Item	S218 - [2015/12]	TPTASS - [2015/12]	CrossCheck
1-003000	4 000,00	4 000,00	OK
1-005000	3 000,00	3 000,00	OK
2-002050	3 000,00	3 000,00	OK
2-003000	4 000,00	4 000,00	OK
2-005000	3 000,00	3 000,00	OK

Reporter code : ASS0012345
Declarant code : ASS0012345

Columns :
> *Item:* you can see the different items being checked.
> *S218*: In this column, you can see the amounts in S218 report for each item
> *TPTASS*: In this column, you can see the amounts in TPTASS 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
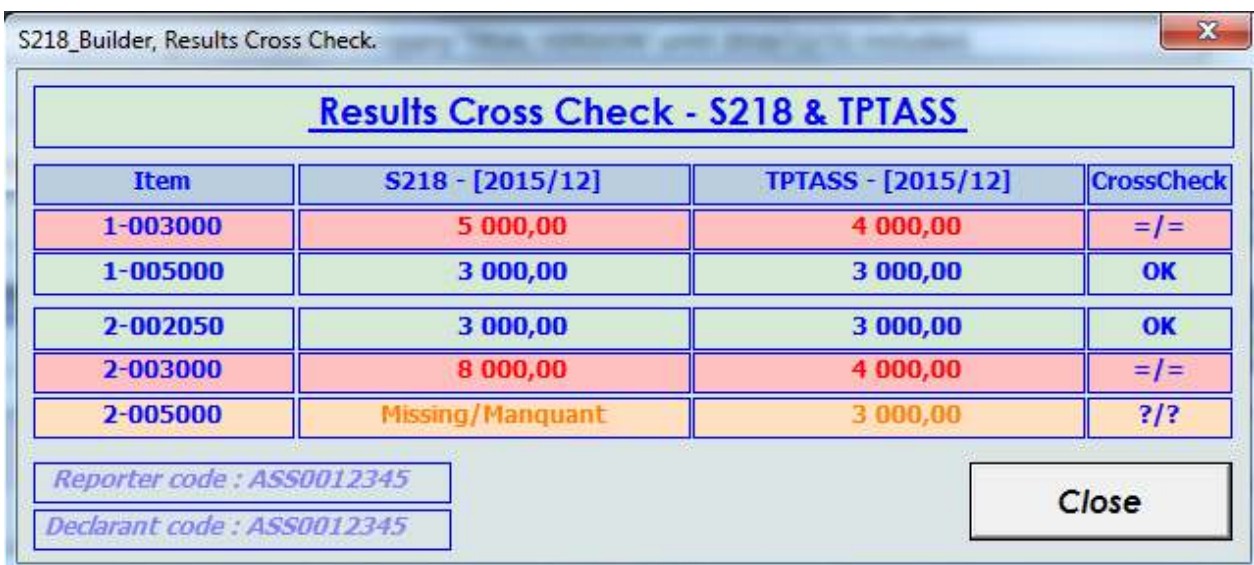
An example of an error:

Results Cross Check - S218 & TPTASS

Item	S218 - [2015/12]	TPTASS - [2015/12]	CrossCheck
1-003000	5 000,00	4 000,00	=/=
1-005000	3 000,00	3 000,00	OK
2-002050	3 000,00	3 000,00	OK
2-003000	8 000,00	4 000,00	=/=
2-005000	Missing/Manquant	3 000,00	?/?

Reporter code : ASS0012345
Declarant code : ASS0012345

Item **"2-005000"** is missing in the S218 report (or in exces in TPTASS report)
Items **"1-003000" and "2-003000"**, there is a difference in the total of the amounts for both reports.

Data Section

13. 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 USD] the [Reported Amount 50000000,00] 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.

Item :
The asset's code.
Ex : 1-010000 = Assets, Funds

Country :
The issuing country code.
2-character code according to ISO-3166.

Ex : LU = Luxembourg

Currency:
The currency of the reported amount.
Ex : EUR = Euro

Sector :
A 5 characters code from BCL for the financial sector.
Ex: 11000 = monetary - financial institutions

Init/Resi maturity or lial maturity:
Is a 7 characters code.
Ex: I000-01A

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)

14. Encoding

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)

15. Insert new lines

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

16. Item Occurrences

Code	Descrption
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
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** "

17. 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

Other examples of selection + DELETE button :

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

➔ **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.**

18. 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
	1-001000	US	AFN	12100	I000-01A	75464,01
	1-000000	XX	XXX	90000	I999-999	109019,03
	1-001100	AO	AED	22200	I01A-02A	23654,02
	1-002000	AU	ARS	12100	I01A-02A	5000
	1-002000	AI	AMD	22110	I02A-05A	897
	1-R02100	AG	AMD	12200	R01A-02A	2000
	1-R02100	AI	ANG	22110	R02A-05A	2000
	1-R02000	AM	AUD	22120	R02A-05A	5897
	1-R01000	AO	AUD	22200	R01A-02A	75468,01
	1-R01100	AM	AWG	42900	R05A-999	23654,02
	1-001000	AF	AFN	12200	I000-01A	4

CTRL + C

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

CTRL + V
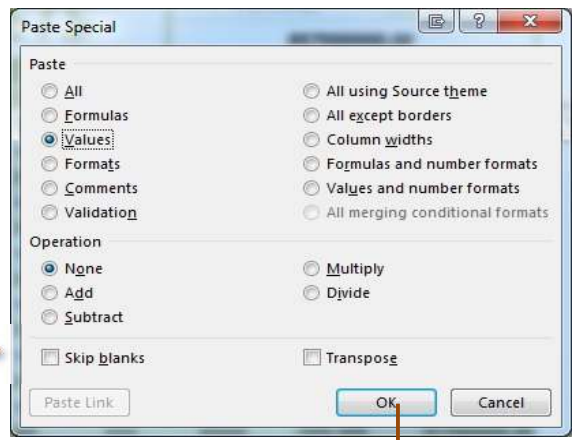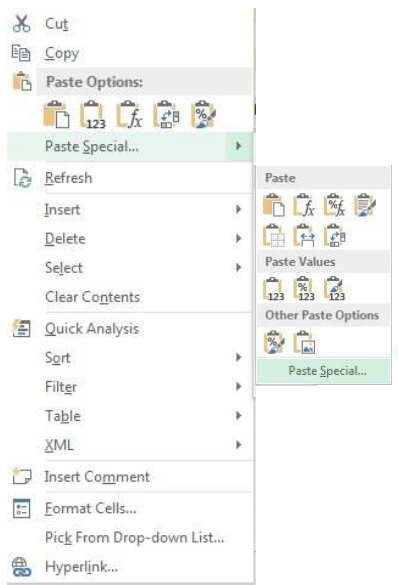
Excel:
Right mouse button to paste values.

19.   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)*

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 .

➔ D**uring 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
S218 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.

*After this message the export S218 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.

When the TOTAL value of one of the tables is different from its item x-00000 then the copy to x-00000 button appears. When you click it you copy the TOTAL value automatically to the x-00000 item with one click.

The following confirmation message appears
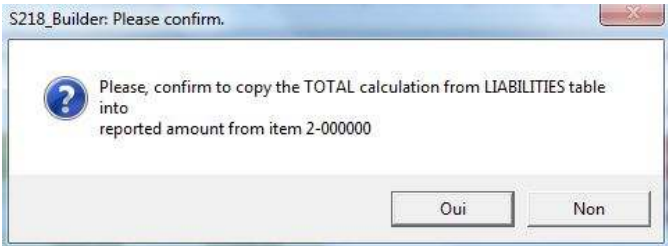
The TOTAL value of the table has been successfully copied to the x-00000 item. The TOTAL field is not orange anymore.

Excel options & Settings

The macros can be enabled or activated .Three scenarios are possible.
Screenshoots 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 "Can not 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 level .
➔ Suggest activation of macros when opening the file.

Once a macro is executed, the following message appears :

➔ The following screen shot shows an example of S216 builder, but the principal does apply to any other macros and specially to S218 builder.

➔ 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.. "
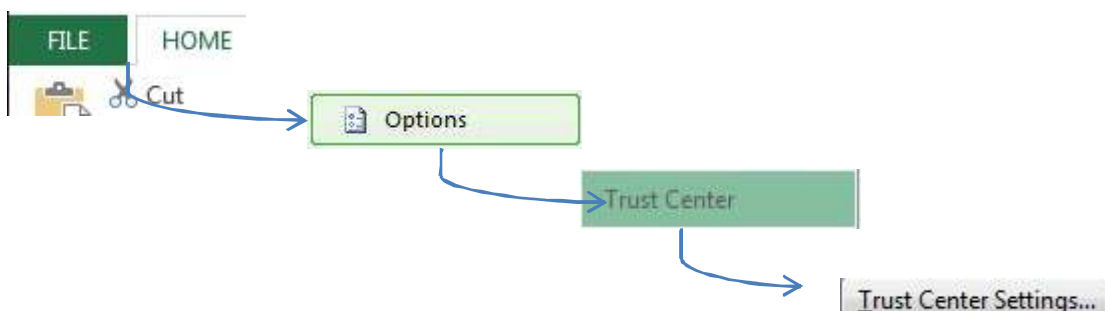
➔ Enable macros by default:
- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.
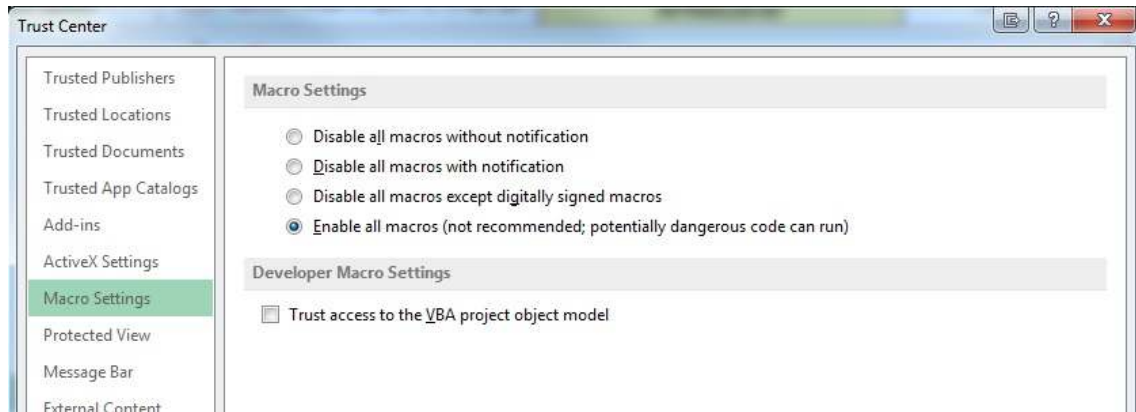
> **! Caution: This option configures and enables by default all macros at this Excel installation.**

➔ 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.
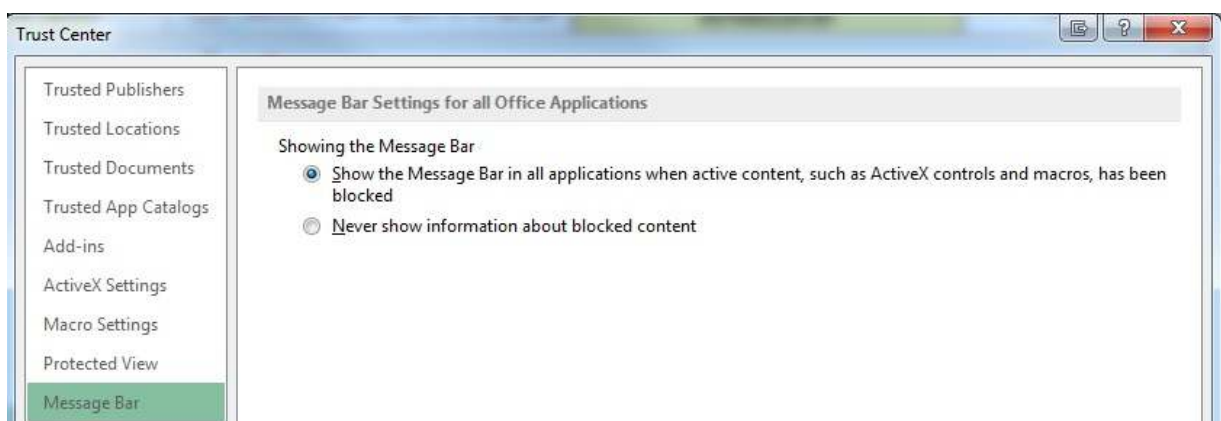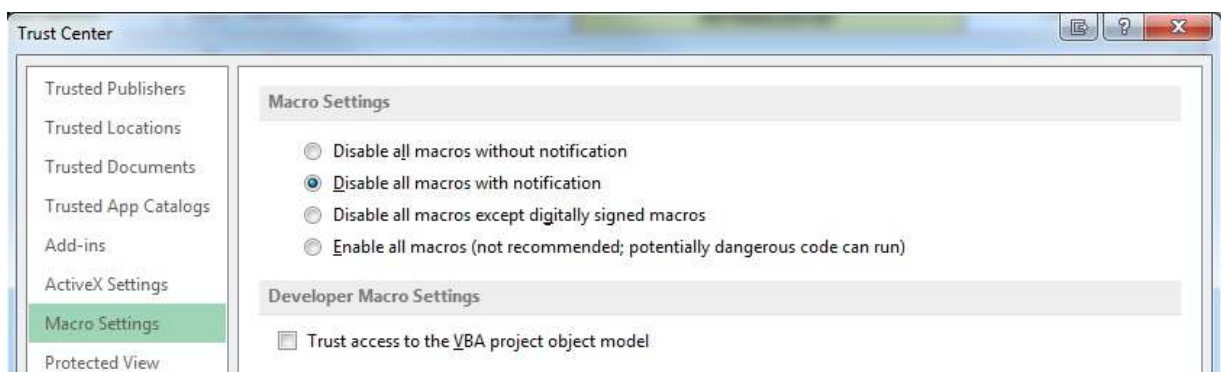
➔ The following message will appear each time you load a file containing macros
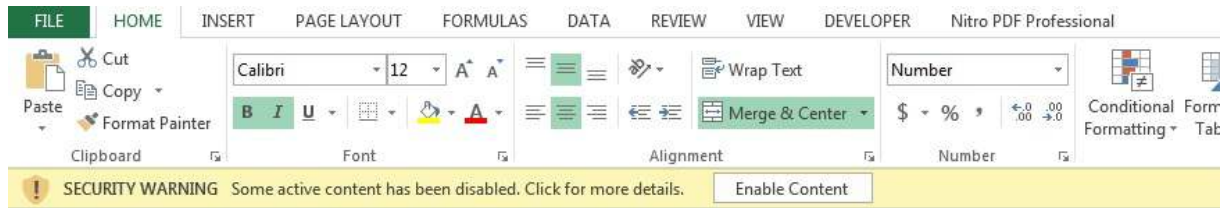
➔ Message bar :
- Click on the " Enable Content " to enable Macros for the proper functionality of the S218_Builder

! 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 S218 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.