Documentation S219 Builder v1.2

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System Requirements

- The S219 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 S219_Builder and simply reopen it.
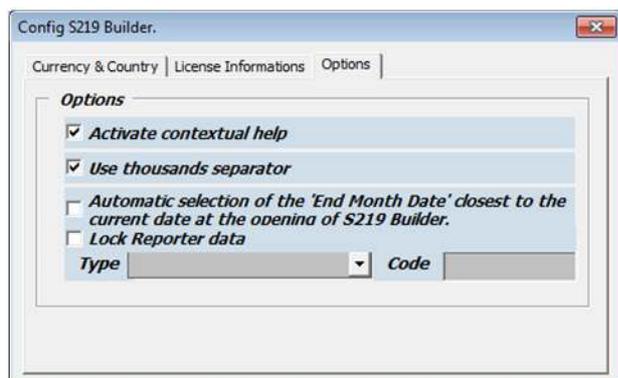
Options Tab

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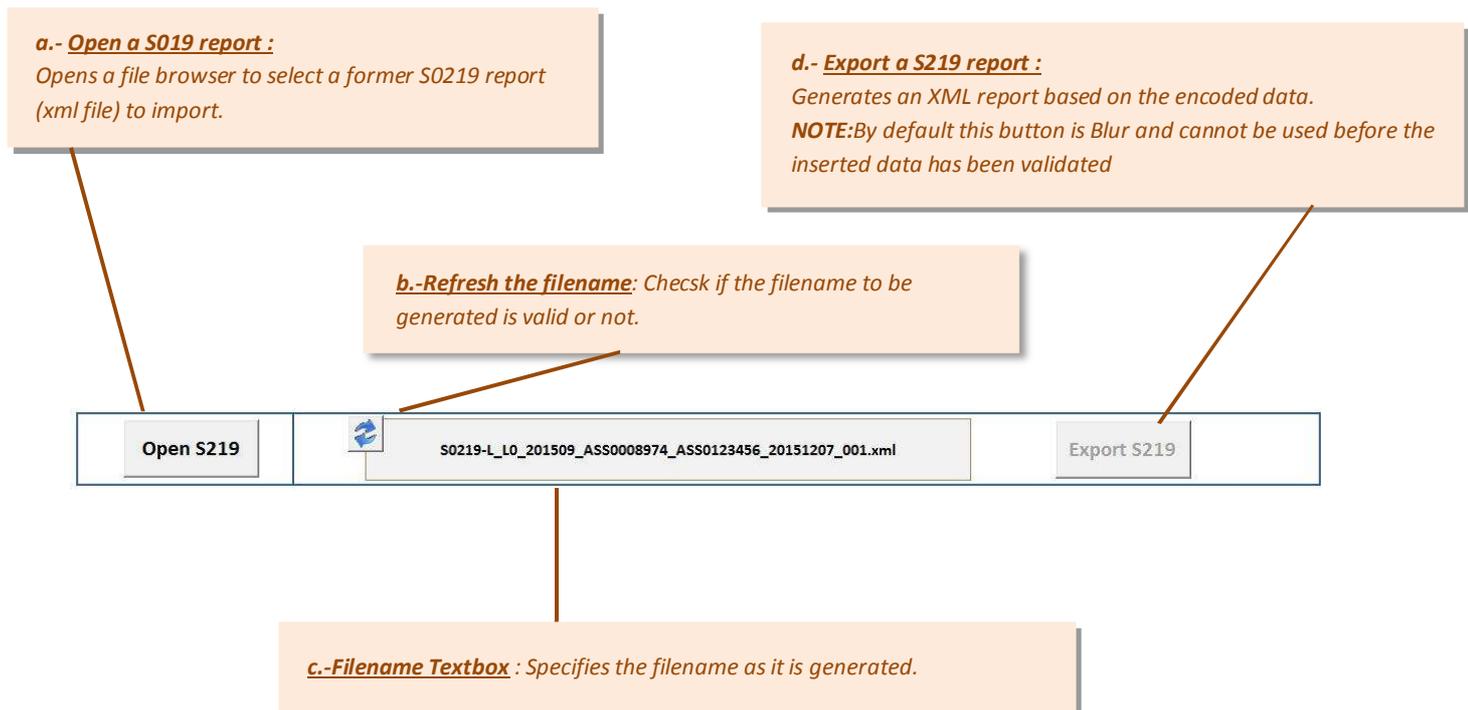
*The **Declarant Code** is:*
or your company (same code Reporter)
or the company for which the report is generated.
The company's code is given by the BCL, coded on 7 figures (with leading '0' [zero] if necessary).
The Registrant is required to ASS Type (Type 39)

Tool Section

5. Tool information

a. The **Open S219** button imports a previously created report by S219 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 S219** button generates the report that has been conducted.
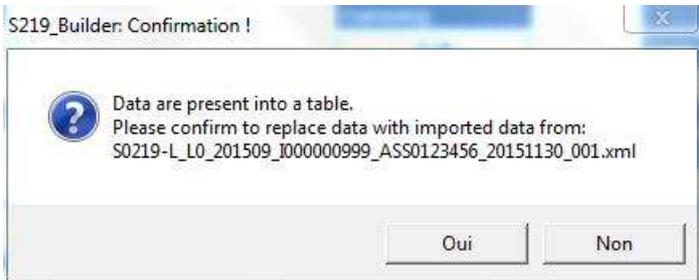
a.- Open a S019 report :
Opens a file browser to select a former S0219 report (xml file) to import.

d.- Export a S219 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 S219		S0219-L_L0_201509_ASS0008974_ASS0123456_20151207_001.xml	Export S219

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

6. Open a S219 Report

Open S219	⇄	S0219-L_L0_201509_ASS0008974_ASS0123456_20151207_001.xml	Export S219

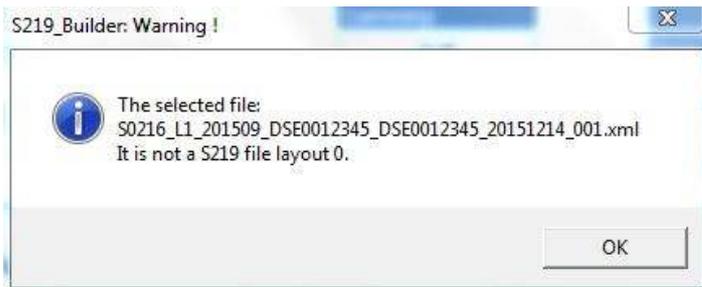Click the "**Open S219** " button to open a file browser to select a report to be imported
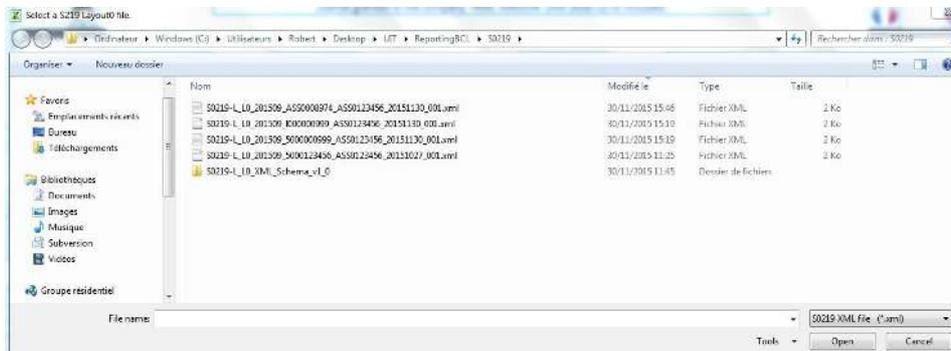
Select the report to be loaded and click Open.
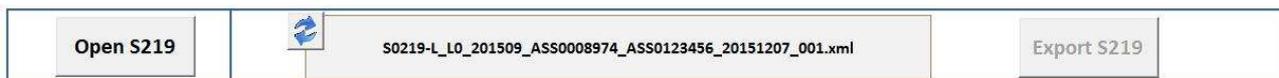Confirmation: Yes to confirm the import, No to cancel.
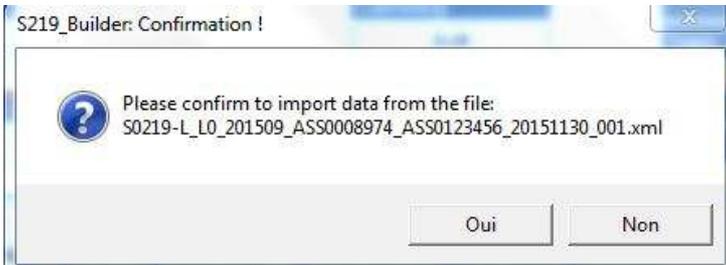
When the user will try to open a new report before finishing/saving the already opened one, the following message will be displayed.

S219_Builder: Confirmation !

Data are present into a table.
Please confirm to replace data with imported data from:
S0219-L_L0_201509_I000000999_ASS0123456_20151130_001.xml

Oui   Non

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

S219_Builder: Warning !

The selected file:
S0216_L1_201509_DSE0012345_DSE0012345_20151214_001.xml
It is not a S219 file layout 0.

OK

7. The file name validator button

 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 S219 » button

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

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

10. Error Cases

➔ 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.*
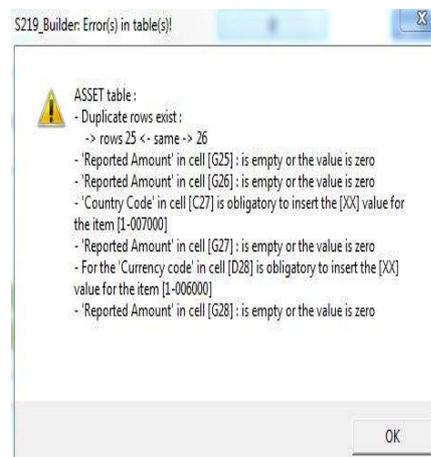
➔ The result window appears detailing the errors found.

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 S219** button will be enabled in order to export the S219 report.*

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

Open S219		S0219-L_L0_201509_5000000999_ASS0123456_20151214_001.xml	Export S219

ASSETS

Item	Country	Currency	Sector	Init/Resi Maturity	Reported Amount
1-006000	XX	XXX	90000	I999-999	500,00
1-007000	XX	XXX	90000	I999-999	5.000,00

LIABILITIES

Item	Country	Currency	Sector	Initial Maturity	Reported Amount
2-011000	XX	XXX	90000	I999-999	-2.000,00
2-012110	LU	XXX	90000	I999-999	5.000,00

The S219 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.

![U IT logo]

11. Export the S219 report

I. No errors detected

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

Click the **export S219** button to generate the report

Before the report is exported a confirmation message is displayed

S219_Builder: Confirmation !

Confirm Exportation Xml file:
S0219-L_L0_201509_5000000999_ASS0123456_20151214_001.xml

Oui   Non

S219_Builder: Information.

The Xml report has been generated succesfully.

Report name:
S0219-L_L0_201509_5000000999_ASS0123456_20151214_001.xml

Destination folder:
C:\Users\Robert\Desktop\UIT\ReportingBCL\S0219\

OK

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

Data Section

12. Tables - global view

Information and rules of section Data

- For the cells' explanation or reference just place your cursor on it. A comment will appear.
- First choose an item. Depending on the item, a list of values will be available for country, 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.

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)

13. 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). **For the S219, only one item (2-012110) in the libabilities needs a country to be referenced. All the other data are fixed**.

14. Insert new lines

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

15. Item Occurrences

16. Delete one or more lines

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

Select

Click !

The entire line is self- selected

The selected line has been deleted

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.**
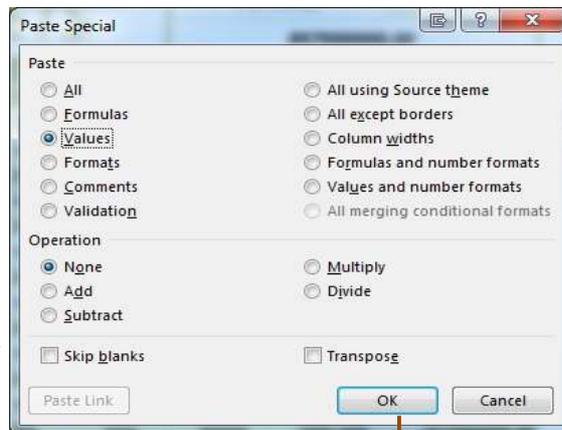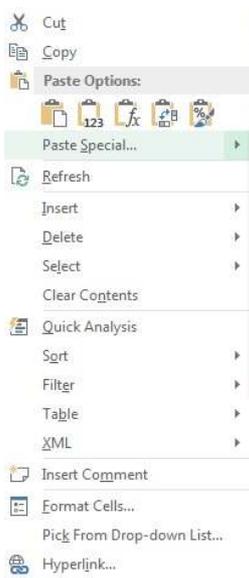
17. Copy data from another source :

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

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

Excel:
Right mouse button to paste values.

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 S219 builder.
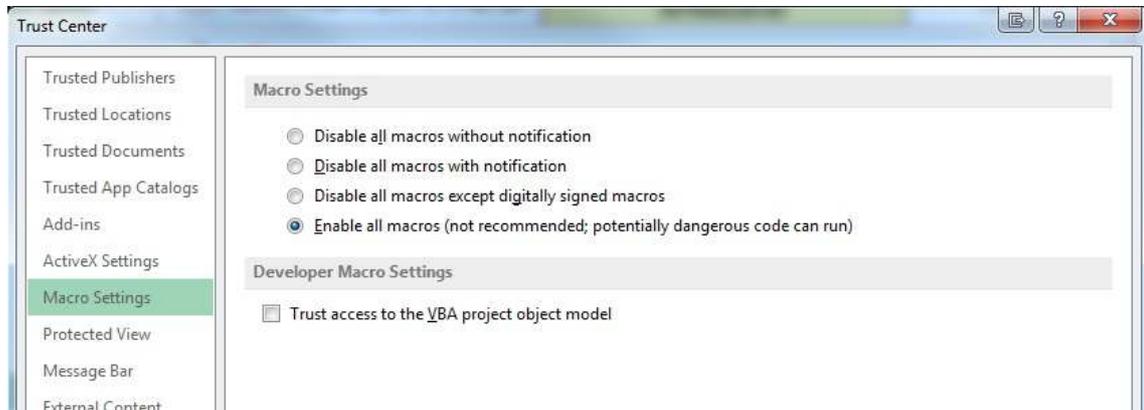

➔ See the " Management Center of Excel confidentiality"
• Click on "File" in the top left tab.
• Click on " Excel Options ."
• Select " Trust Center "
• Click on "Trust Center Settings.. "
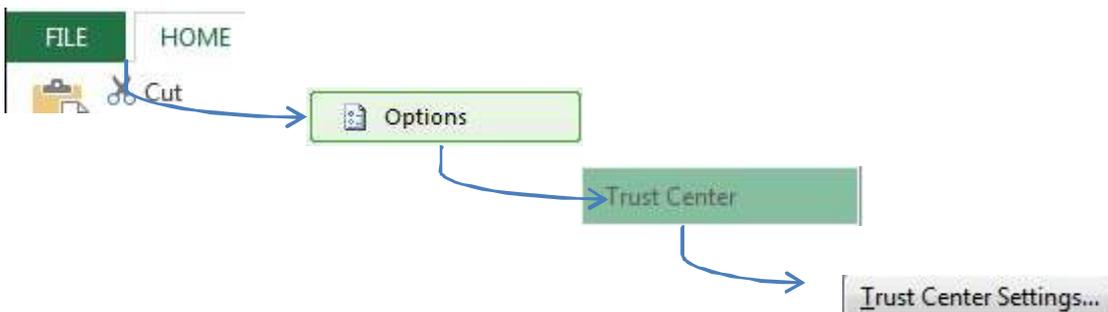
➔ Enable macros by default:
- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.

! 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.
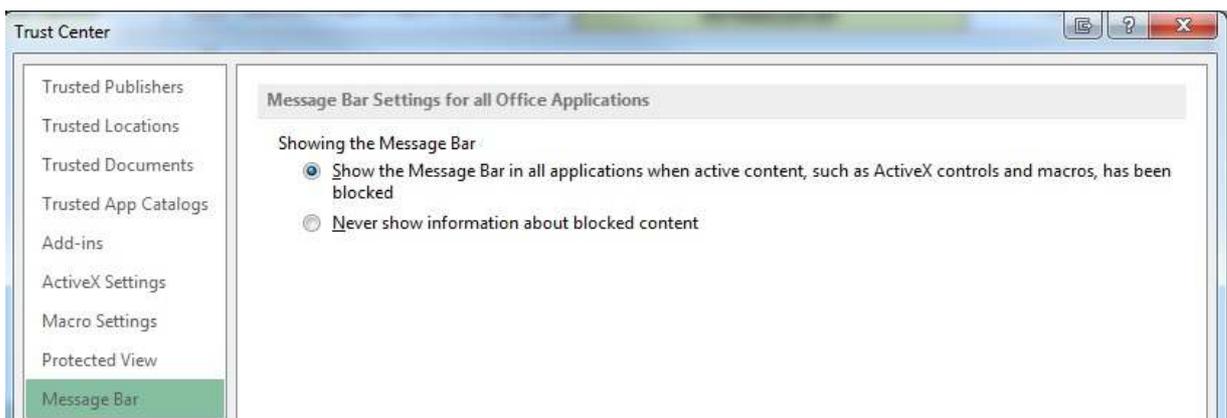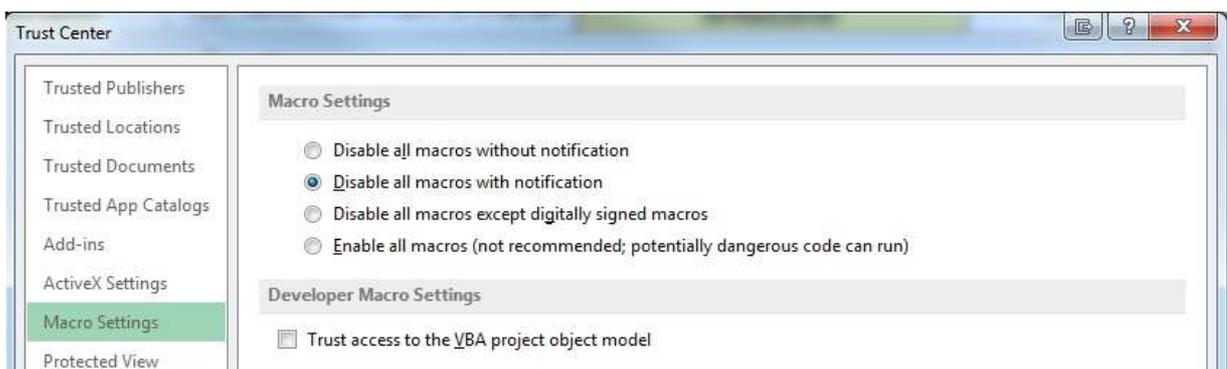
➔ The following message will appear each time you load a file containing macros
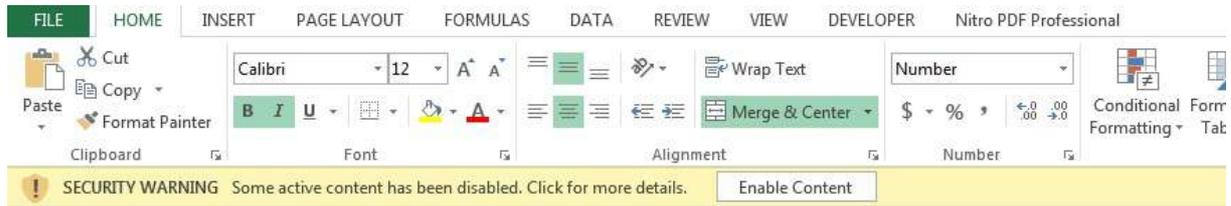
➔ Message bar :
   • Click on the " Enable Content " to enable Macros for the proper functionality of the S219_Builder

! 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 S219 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.