

RFC GUI – TPTIBS Builder Documentation

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TPTIBS Builder Documentation

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RFC GUI TPTIBS Builder Version 4.0 – Release 01/2020 Documentation

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System Requirements

The RFC GUI are compatible with Excel 2007, 2010, 2013, 2016 & 2019.
Older office versions (2000, 2003) are not supported.

Office / Excel 2007

Requires Service Pack 3

Office / Excel 2010

Requires Service Pack 1 or Service Pack 2

Office / Excel 2013

Runs on original version or Service Pack 1

Office / Excel 2016 & 2019

Runs fine on these versions of excel. No unresolvable issue met since – usual problems are often caused by limited rights or too high security settings.
Please contact us if you encounter any issue using the tool on Excel 2016 or 2019

Section Header

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 clicking on the field and modify the text :

The following window will pop-up:



Fields will be pre-filled if already set

Use this screen to modify the information.
If you select or enter a wrong RCS code which is not part of your license list, a warning message will be displayed, preventing to save wrong data.

Explanation of Short Name is detailed in a further chapter.

Administration button



Displays the options & administration panel

The panel is divided in 5 sections (tabulations – TAB):

Options

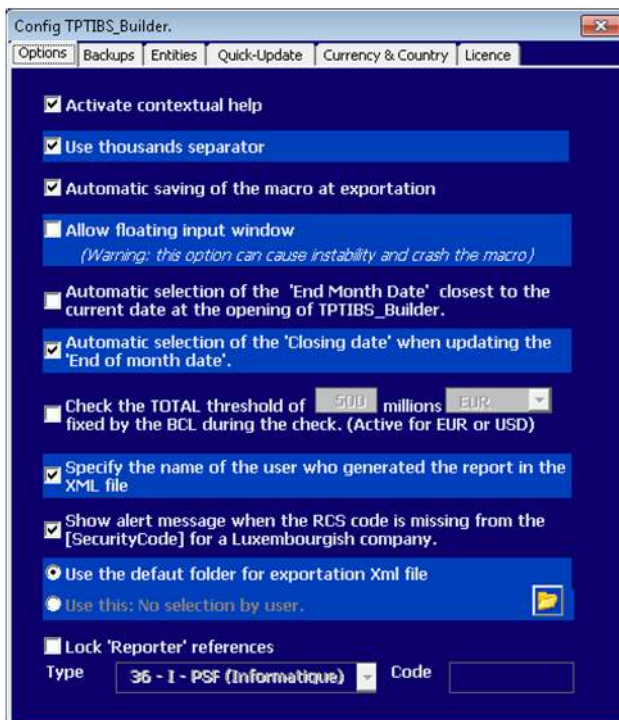
Backups

Entities

Currency & Country

License

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.

Automatic saving at exportation

Will save the macro after a successful export

Allow floating input window

Specific Excel option that detaches the main TPTIBS input window (see Tool Section => Encoding Panel). Use with caution as this can cause Excel to crash when using multiple sheets.

Auto selection of the “End 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.

Auto selection of the “Closing Date”

If checked, the tool will automatically update the “Closing Date” when the “End Month Date” is modified by the user

Check the TOTAL threshold

The tool will calculate the total amounts captured and warn the user if it's lower than the threshold set. By default the threshold is set to (standard) 500 million – the value can be modified by the user.

Specify the name of the user who generated the report in the XML file

Set by default. This option allows adding in the comments section of the report, the name of the user (windows session username) who is performing the report's generation.

Show alert message when the RCS code is missing from the Security Code

Set by default. As advised by the BCL to write the RCS code of the company within the Security Code, check this option if you wish to follow this rule and be warned by the tool when it's not.

Default folder

Set by default to the same directory than the tool (default folder)

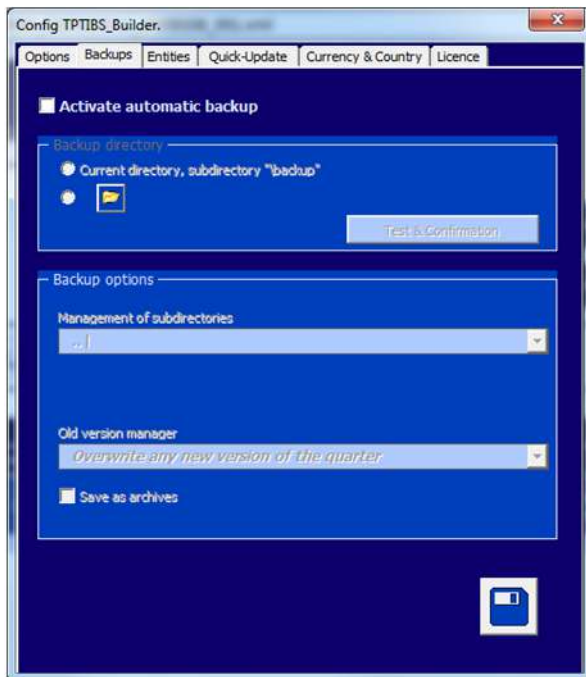
Select the second option and click on the folder icon to set a dedicated or common folder for all entities.

Lock reporter data

Allow the user to lock the fields “Type” and “Code” of the reporter to prevent to:

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

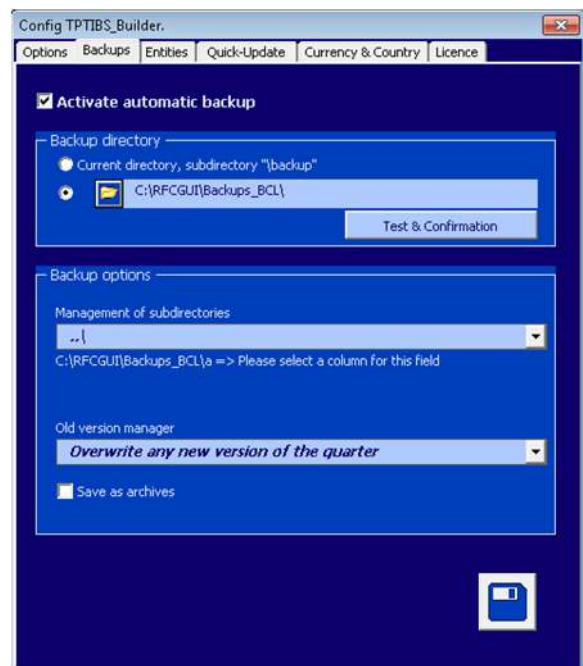
Backups TAB



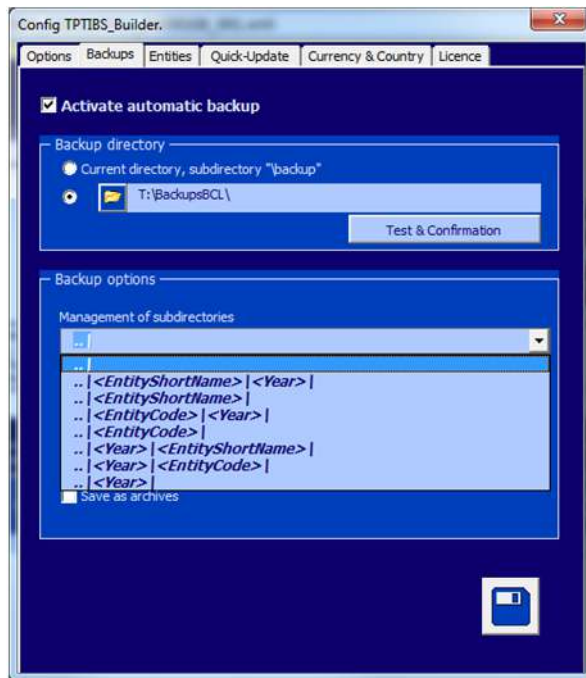
By default the option is not activated

When you activate it the default location where the tool will copy the backups will be the sub directory \backup from where the macro is located.

Select the second option and click on the folder button to select a directory.



In both cases, click on the “Test & Confirmation” button to verify if the tool has the sufficient rights to write and create sub-directories in the selected directory.



In the backup option section, select one of the proposed options to classify the backups in a pre-determined sub-folder structure

An example of the directory structure chose is displayed under the selection field.



Choose one of the 3 options available to manage the old version of any report of the same period :

Overwrite any new version of the quarter

Only one backup will be kept by reporting period. This means that the tool will only keep the latest report generated for a specific period. In practice, the backup for one entity for 1 year will be 12 TPTIBS reports and 4 S2.16 reports.

Overwrite any new generated version of the same month and day

Will perform a backup of all reports generated even for a same reporting period, unless the report is generated a same day. In this case, the tool will keep the latest backup of the day.

Keep all reports generated

Will backup all reports generated, adding a timestamp to the filename of any older version of any report generated

Last option "Save as archive". If activated, the tool will store the reports under a ZIP file, one by month

If one reports for multiple entities and wish to use this backup functionality, it is recommended to configure the backup options on the master copy of the each tool. For instance, select a unique backup directory, choose a sub-classification by year then by entity short name, choose your preferred option on how to handle old version then save the changes and use this master copy of the tool to create as many copies as you need.

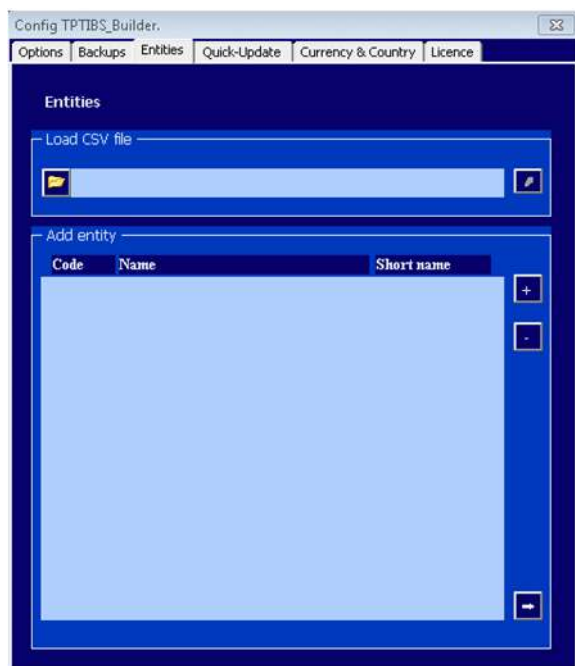
Entities TAB

This panel allows the reporting company to set a correspondence between the company name and its DSE code, it also allows to add a “short name” to reference the entity (see further explanations)

The 2 practical advantages are:

- automatically update the entity name and short name when selecting or modifying the entity code (DSE)xxxxxxx of the Declarer field
- automatically update the entity name and short name when loading a report

Furthermore, it also help users to avoid entering wrong entity data if a strict list of entities is set in the tools.



From the option screen you can load the list of entities, format is 3 column with semicolon “;” as separator.

Example:

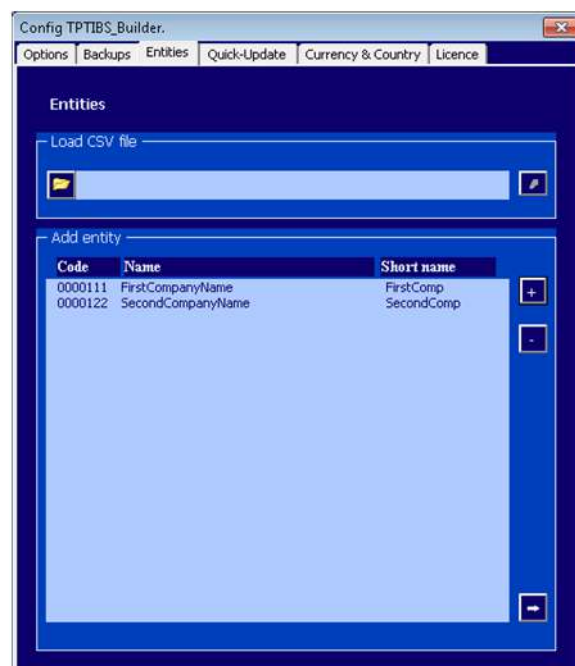
0001111; First Company Name; First
0002222; Second Company Name; Second
0003333; Third Company Name; Third

- The BCL code starting with DSE is also accepted
- Short Name is not mandatory but advised

An example of 2 entities listed.

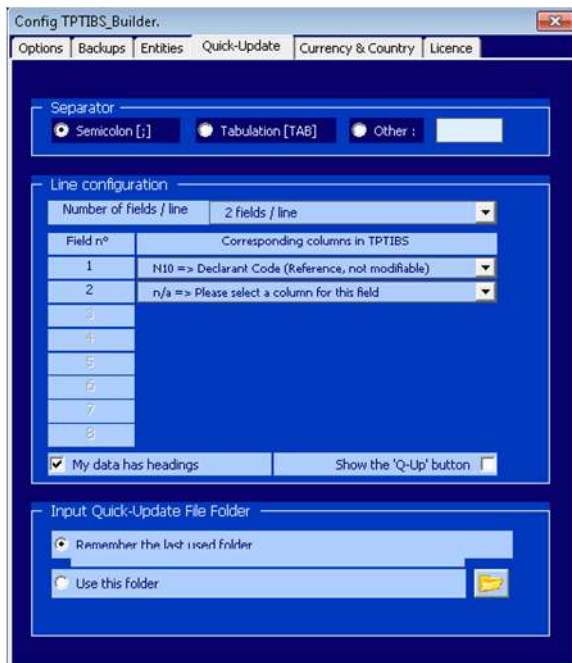
Button + or – allows to add or remove one entity
 Bottom “arrow” button allows exporting the list

To test it, from the main screen of the tool, type or select an entity in the declarer’s field → the company’s name and short name will be updated



As for the previous point about the backup, if you report for multiple entities and want to use this function, set the list of your entities using a simple excel with 3 columns, save it in “CSV” format, load it from this panel and save the macro as your master copy. Update the list from the same master copy if you add or remove entities during the year.

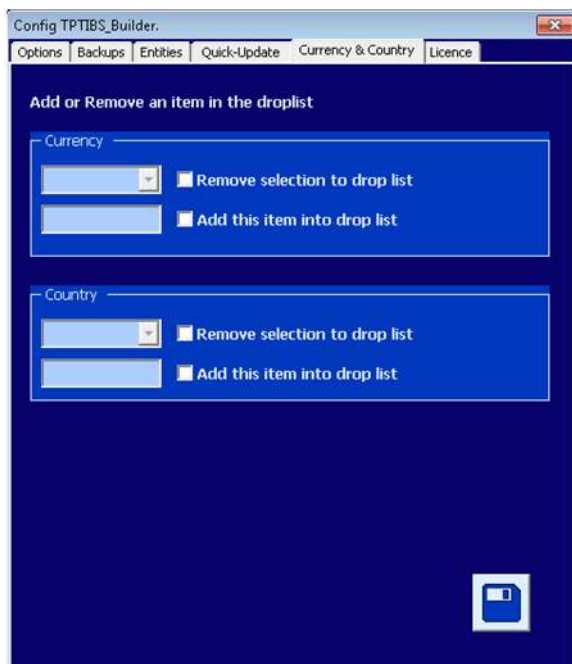
Quick-Update TAB



This section refers to the Quick Update functionality

Refer to the chapter on this fonctionnality below in this document

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 to their transactional needs, this can be done by removing any item from the list.

To REMOVE, select in the currency in dropbox, check the confirmation box and click on SAVE

To ADD, type in the new Currency or Country code, check the confirmation box and click on SAVE.

License TAB



Displays the license information

U IT Button



This button will display the support information window



From this screen, users can :

- open the online documentation using the default browser
- verify and save the environment settings to help U IT support team in case of problem.
- click on support@uit.lu to open a new email
- click on www.uit.lu to open U IT website

Language Button



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

Detailed header data

General information :

Grey fields values are fixed and automatically set by the tool, any change will be discarded.

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 month's **Closing Date** shall be, by default, the last day of the reporting month. Choose from the **End Of Month Date** drop list. A change in the month's end date automatically causes the same change in the Closing Date.

Reporter - 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
- 26 OPC
- 30 Management Companies
- 32 PSF Company - Type P
- 34 Securitization Vehicles
- 35 Companies Emitting (DSE)

Click on the value to display the list.

Reporter - Code is the BCL identifier for the company which is reporting, based on its RC number. It is coded in 7 digits (preceded by '0' [zero] if necessary).

Version	1.1
Creating Date	2020-04-01T17:32:10

End Month Date	2020-12-31
Closing Date	2020-12-31

Currency	EUR
Layout	1

Reporter	
Type	35
Code	0000000
Declarant	
Type	35
Code	0000000

Currency: defines in which currency the report is **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.

Declarant - Type is required to be "type 35" (Financial Company)

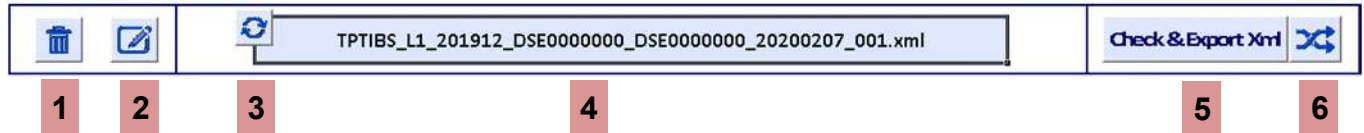
Declarant - Code is the BCL identifier for the company which is declaring the information, based on its RC number. It is coded in 7 digits (preceded by '0' [zero] if necessary).

It can be:

- your company (same code Reporter)
- the company for which the report is generated

Tool Section

Tools information



- 1 Delete button** – Properly delete one line or the whole table
 Using the button allows users to delete one line of the table easily.
 Two functions : 1x click: delete a selected line from the data table / 2x click: delete all the lines of the data table.
- 2 Capture Panel button** – Opens a dedicated panel to capture the data
 Open a sub-interface, the **TPTIBS Capture Panel**, which helps the users to well capture the data lines by lines.
- 3 Refresh Filename button** – refresh and validate the filename
 To check the future filename of the report (which is calculated automatically by the tool)
- 4 Filename cell** – Display the exact filename of the report which will be generated
- 5 Check & Export Xml button** – Verify, validate and generate the report
 If an error occurs a message will prompt the user for an action to solve the error. If no errors occur it will generate an XML report based on the encoded data
- 6 Cross Check button** – Open the Cross Check window
 Allow to compare some total amounts with the ones of a valid S216 report of the same month and for the same entity

Delete Button



The delete button is used if the user needs to delete a line from the data table. When clicking in a cell of a line that the user wants to delete, the whole line will be selected after clicking this button and a notification message will be displayed to confirm deletion.

By double clicking this button all the lines of the data table will be selected and a confirmation message will be displayed to confirm the deletion of the whole table.

Capture Panel Button

Brief Description

The Capture Panel is a guide for valid and easy data capturing. This interface inserts in the main data table whatever a user captures. This interface is divided in 4 sections and every field is followed by a short description in the description panel. For every capture all the appropriate fields should be completed and no empty fields are accepted. However there is always an indication, if a field should be modified or not and the users are always following the same sequence of steps in order to capture their data.



The screenshot shows the 'Monthly security by security reporting of financial companies' interface. It includes a header with the UIT REGTECH logo, a title bar 'TPTIBS Encoding Box', and a main content area with several sections:

- Choose an item for line n° 19 - Mode: "Add a new line"**: A table with columns 'Item', 'Country', 'Currency', and 'Sector'. The 'Item' column has a dropdown menu with the text '-- Select a item into the drop list --'. The 'Country' column has the value 'XX', 'Currency' has 'X X X', and 'Sector' has '9 0 0 0 0'.
- Security**: A section with two radio buttons: 'ISBI Security code' (selected) and 'Other Security code'. Below them are input fields for 'securityCode', 'holdSecurityType', 'custodianBankCountry', and 'Debit / Equity'.
- Quotation**: A section with two radio buttons: 'Percentage quoted (%)' (selected) and 'Currency quoted (Units)'. Below them are input fields for 'nominalAmount', 'nominalCurrency', 'numberOfUnits', and 'reportedAmount'.
- Other Security Code Informations**: A section with input fields for 'name', 'currency', 'country', 'sector', and 'securityType'.
- Debt supplements**: A section with input fields for 'issueDate', 'maturityDate', 'poolFactor', 'couponType', 'couponFrequency', 'couponLastPaymentDate', and 'couponRate (in %)'.
- Equity supplements**: A section with input fields for 'dividendAmount', 'dividendLastPaymentDate', 'shareholderLink', and 'shareholderCountry'.
- Actions**: A section with a 'Jump to' dropdown menu, a 'Text Box 20 => Help Box' text area, and two buttons: a blue arrow pointing right and a blue square button.

Panel allows user to :

- To select values from the available lists
- Select radio buttons
- Capture data
- Duplicate lines
- Navigate through the lines
- Delete lines
- Save the captured data

Panel sections & ISIN vs Other Security

The Capture Panel is divided in 4 sections and some sections contain subsections.

1. Item List
2. Security
3. Quotation
 - a. Percentage Quoted
 - b. Currency Quoted
4. Other security code information
 - a. Debt supplements
 - b. Equity supplements

Difference between securities with an ISIN code and the other type of securities

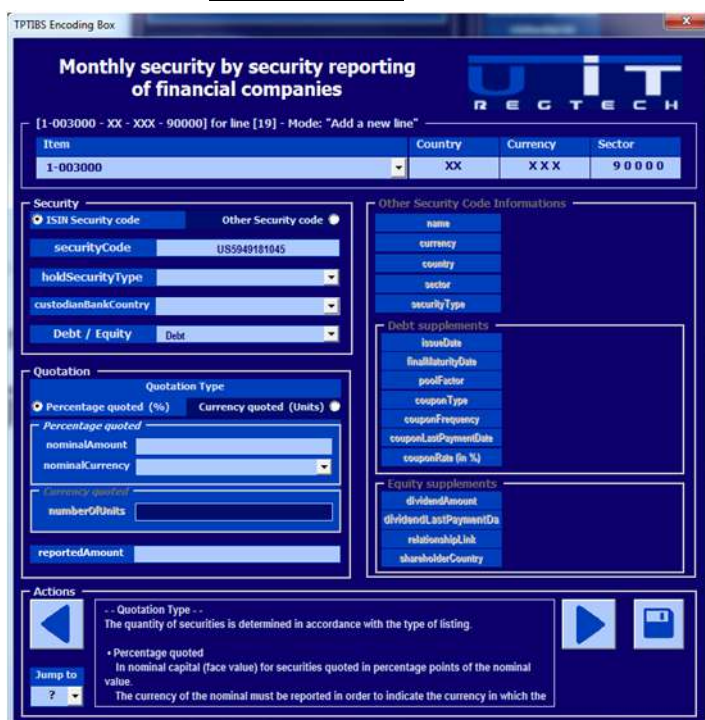
ISIN Security code : The ISIN standard is used worldwide to identify specific securities such as bonds, stocks (common and preferred), futures, warrant, rights, trusts, commercial paper and options. ISINs are assigned to securities to facilitate unambiguous clearing and settlement procedures. They are composed of a 12-digit alphanumeric code and act to unify different ticker symbols “which can vary by exchange and currency” for the same security. So if the user has an ISIN code, he/she types it in the security code field and continues with the “Quotation section”. If the user has an ISIN code the yellow area is not available.

OR

If there is no ISIN code, the user should select the “Other security code” radio button and fill in all the appropriate fields on the right section of the interface. The information in this section is supplementary to ISIN code and is mandatory to be specified if an ISIN code doesn’t exist.

In the right part of the interface, a form is activated and the user has to fill it.

With ISIN code



Monthly security by security reporting of financial companies

[1-003000 - XX - XXX - 90000] for line [19] - Mode: "Add a new line"

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

Security

☒ ISIN Security code ☐ Other Security code

securityCode: US5949181045

holdSecurityType: [dropdown]

custodianBankCountry: [dropdown]

Debt / Equity: Debt

Quotation

Quotation Type: ☒ Percentage quoted (%) ☐ Currency quoted (Units)

Percentage quoted (%)

nominalAmount: [input]

nominalCurrency: [dropdown]

Currency quoted: [input]

numberOfUnits: [input]

reportedAmount: [input]

Other Security Code Informations

name: [input]

currency: [input]

country: [input]

sector: [input]

securityType: [input]

Debt supplements

issueDate: [input]

finalMaturityDate: [input]

poolFactor: [input]

couponType: [input]

couponFrequency: [input]

couponLastPaymentDate: [input]

couponRate (in %): [input]

Equity supplements

dividendAmount: [input]

dividendLastPaymentDate: [input]

relationshipLink: [input]

shareholderCountry: [input]

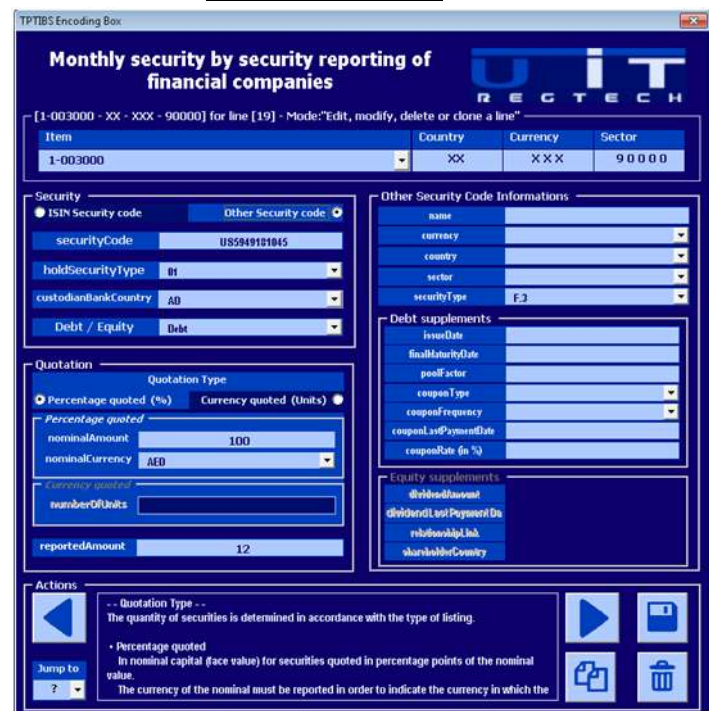
Actions

Quotation Type - - The quantity of securities is determined in accordance with the type of listing.

Percentage quoted in nominal capital (face value) for securities quoted in percentage points of the nominal value.

The currency of the nominal must be reported in order to indicate the currency in which the

Without ISIN code



Monthly security by security reporting of financial companies

[1-003000 - XX - XXX - 90000] for line [19] - Mode: "Edit, modify, delete or clone a line"

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

Security

☒ ISIN Security code ☐ Other Security code

securityCode: US5949181045

holdSecurityType: BT

custodianBankCountry: AD

Debt / Equity: Debt

Quotation

Quotation Type: ☒ Percentage quoted (%) ☐ Currency quoted (Units)

Percentage quoted (%)

nominalAmount: 100

nominalCurrency: AED

Currency quoted: [input]

numberOfUnits: [input]

reportedAmount: 12

Other Security Code Informations

name: [input]

currency: [input]

country: [input]

sector: [input]

securityType: F3

Debt supplements

issueDate: [input]

finalMaturityDate: [input]

poolFactor: [input]

couponType: [input]

couponFrequency: [input]

couponLastPaymentDate: [input]

couponRate (in %): [input]

Equity supplements

dividendAmount: [input]

dividendLastPaymentDate: [input]

relationshipLink: [input]

shareholderCountry: [input]

Actions

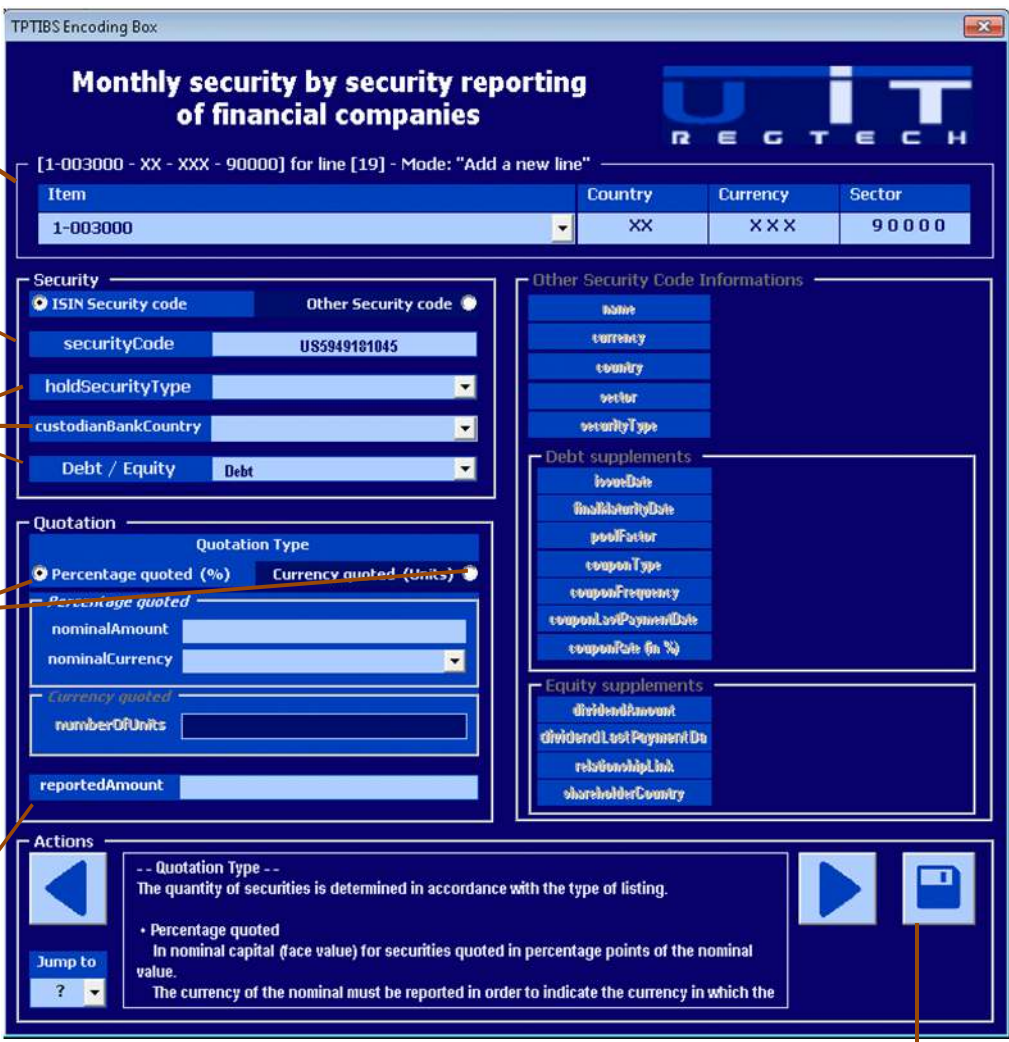
Quotation Type - - The quantity of securities is determined in accordance with the type of listing.

Percentage quoted in nominal capital (face value) for securities quoted in percentage points of the nominal value.

The currency of the nominal must be reported in order to indicate the currency in which the

Capture Panel – Example #1 – With ISIN code

If the ISIN code exists the user needs only six actions to capture a securitized item. Below there is a simple example:



1. Select an item from the item list

2. Type in the ISIN code

3. Select values from the lists for the rest of the fields.

4. Select between Percentage quoted and Currency quoted option. Fill in the related fields. Be careful and choose the correct currency

5. Insert a reported amount.

6. Save your data in the data table. If there is an error, an error message will be displayed and the error fields will become red indicating where the error occurred.

TPTIBS Encoding Box

Monthly security by security reporting of financial companies

[1-003000 - XX - XXX - 90000] for line [19] - Mode: "Add a new line"

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

Security

☒ ISIN Security code ☐ Other Security code

securityCode: US5949181045

holdSecurityType: [dropdown]

custodianBankCountry: [dropdown]

Debt / Equity: Debt [dropdown]

Quotation

Quotation Type: ☒ Percentage quoted (%) ☐ Currency quoted (Units)

Percentage quoted

nominalAmount: [text field]

nominalCurrency: [dropdown]

Currency quoted

numberOfUnits: [text field]

reportedAmount: [text field]

Other Security Code Informations

name: [text field]

currency: [text field]

country: [text field]

sector: [text field]

securityType: [text field]

Debt supplements

issueDate: [text field]

finalMaturityDate: [text field]

poolFactor: [text field]

couponType: [text field]

couponFrequency: [text field]

couponLastPaymentDate: [text field]

couponRate (in %): [text field]

Equity supplements

dividendAmount: [text field]

dividendLastPaymentDate: [text field]

relationshipLink: [text field]

shareholderCountry: [text field]

Actions

← -- Quotation Type --
The quantity of securities is determined in accordance with the type of listing.

• Percentage quoted
In nominal capital (face value) for securities quoted in percentage points of the nominal value.
The currency of the nominal must be reported in order to indicate the currency in which the

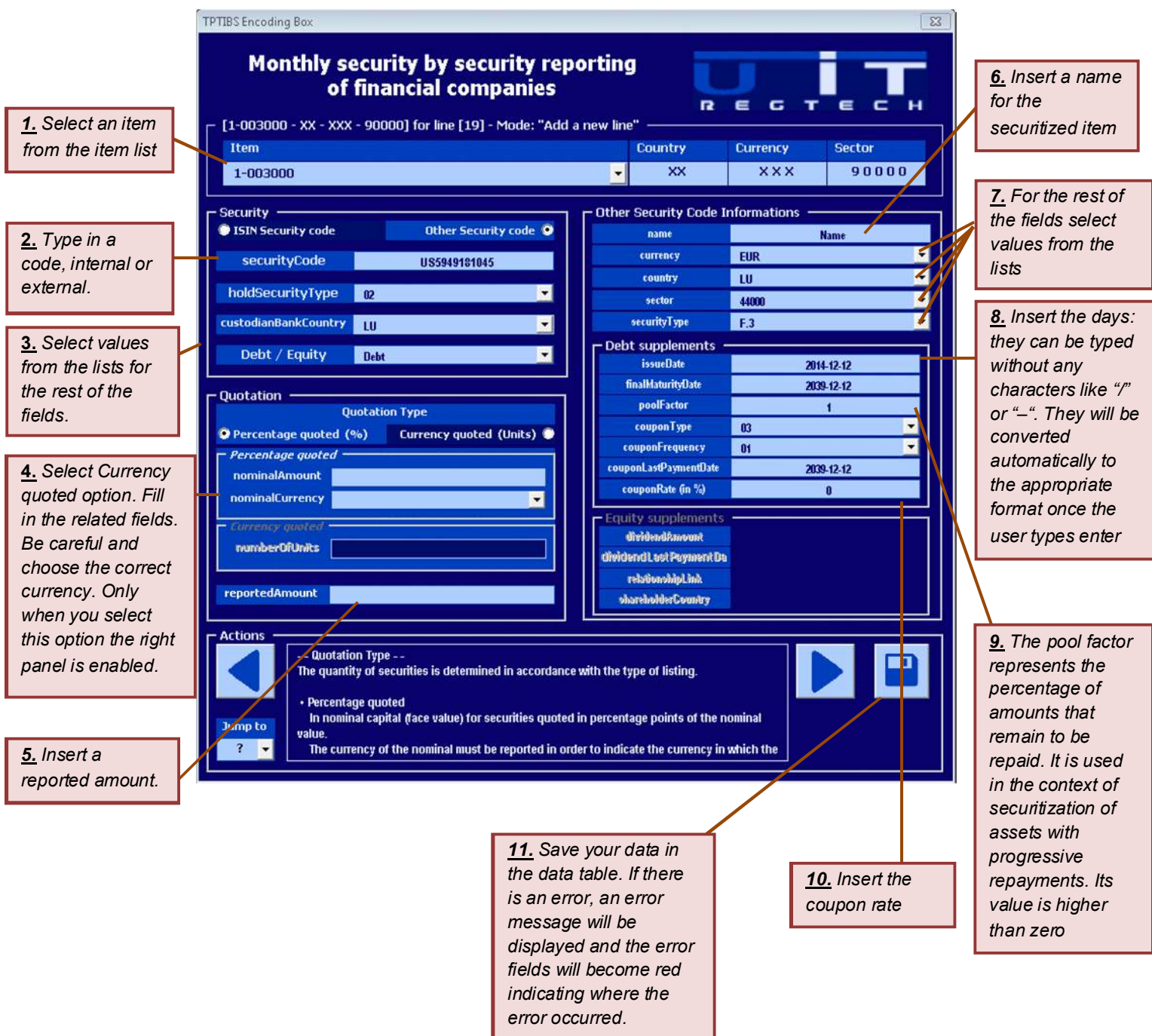
→ [Save icon]

Jump to: [dropdown]

Capture Panel – Example #2 – Without ISIN code

If the ISIN code doesn't exist the user has to insert additional data in the Capture Panel than he/she did in the example with the ISIN code. The user must follow exactly the same steps of the previous example but now we are going to fill the Other Security Code information section. Is not more difficult than having an ISIN code but is just some more clicks.

If there is no ISIN code, an internal or external code should be used, for example the CUSIP code. The Equity and investment fund shares of Luxemburg resident issuers have to be identified by the identification number specified in the Register de commerce (for example B1234). It should be mentioned that only the combination of other security code and Currency quoted below enable the right panel: Other Security Code Information.



1. Select an item from the item list

2. Type in a code, internal or external.

3. Select values from the lists for the rest of the fields.

4. Select Currency quoted option. Fill in the related fields. Be careful and choose the correct currency. Only when you select this option the right panel is enabled.

5. Insert a reported amount.

6. Insert a name for the securitized item

7. For the rest of the fields select values from the lists

8. Insert the days: they can be typed without any characters like "/" or "-". They will be converted automatically to the appropriate format once the user types enter

9. The pool factor represents the percentage of amounts that remain to be repaid. It is used in the context of securitization of assets with progressive repayments. Its value is higher than zero

10. Insert the coupon rate

11. Save your data in the data table. If there is an error, an error message will be displayed and the error fields will become red indicating where the error occurred.

Note: Relation between step 3 and steps 7,8,9.

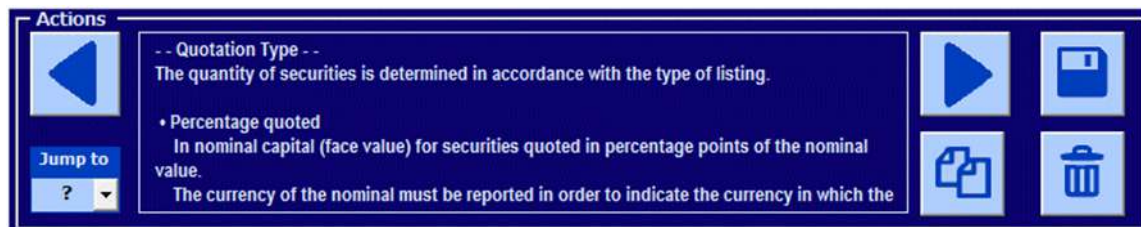
The Securities Type field in step 3 will display the section between Debt/Equity supplements in the “Other Security code Information” section on the right part of the interface above. This means that the steps 7, 8, 9 will be applied for the Debt/Equity supplements respectively.

For each field, when the user inserts data in it, additional information about that field is displayed in the navigation panel below.

Navigation Panel

This part of the Capture Panel is interesting, due its functionality. Mainly is used for:

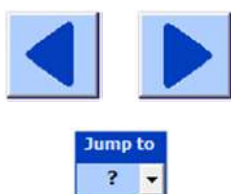
- Find further information about the fields to be modified.
- Duplicate an existing line of the data table.
- Browse and correct among the lines of the data table.
- Delete a line from the data table.



Find further information about the fields to be modified

A small description about a selected field is displayed in the “Description Panel”: the white text box in the picture above.

Browse between lines using arrows



User can navigate through the lines using the arrow buttons. This can also be achieved by clicking the “Jump To” drop list and select a line number which corresponds to the data table’s lines. For each line that is searched through the navigation Panel, at the same time a yellow line indicating the modified line is displayed on the data table.

Duplicate an existing line of the data table



Use the button If the user wants to capture a similar item with an existing one they can duplicate it by clicking the duplicate button, apply some changes and save the new line in the table.

Delete a line from the data table.



To delete a line from the Capture Panel, browse using the arrow buttons to the selected line and click the delete button.

A confirmation window will pop up - Click yes to confirm deletion.

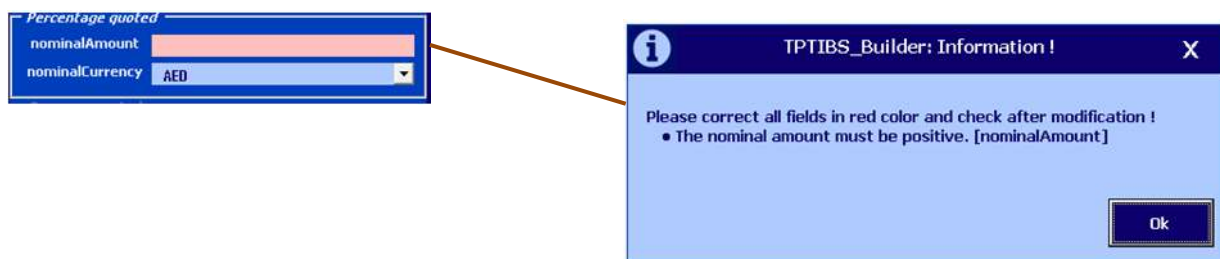


Error Section

The possible errors that can occur while generating the xml report are usually coming from invalid data format while modifying directly the data table or when using a copy/paste of raw data.

Each column of the data table has its own specific format. Please ensure to capture valid data if you modify directly a cell from the excel table.. Use the Capture Panel to add, modify or verify a line when you are not sure of the data entered.

Each time an error occurs in the data table it will be displayed to the user by a message box and a red colored cell will indicate where the error occurred. The user will be prompted to correct the error.



Refresh Button



By clicking this button the filename of the xml report which will be regenerated and will be automatically refreshed. In case of invalid correction of the file's name, simply click this button to recover the correct name of the report.

Check & Export XML Button

Check & Export Xml

Once all the data captured, this button has to be used to generate the xml report. Click on the Check and Export Xml button to export the data to XML. The table will be checked & validated. If no error, the xml report will be generated in the folder specified in the options (by default the same folder than the macro).

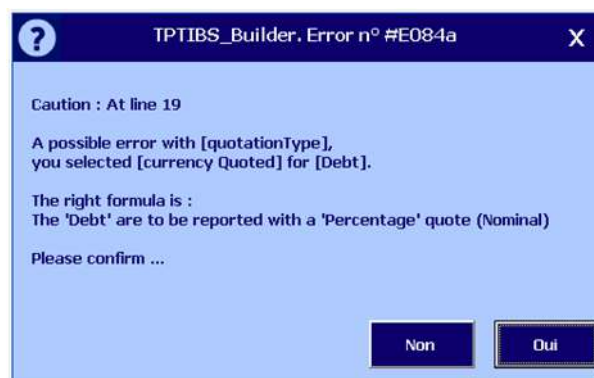
Check Ok

If the check is successful, the tool may display two messages in order to allow the export :
 First message indicates the successful validation of the report and ask confirmation
 Second message confirms the successful creation of the reports and indicates its location.



Check Not Ok

In case of error, the check function will display a message box detailing it.



Correct the error and click again on the Check & Export XML button

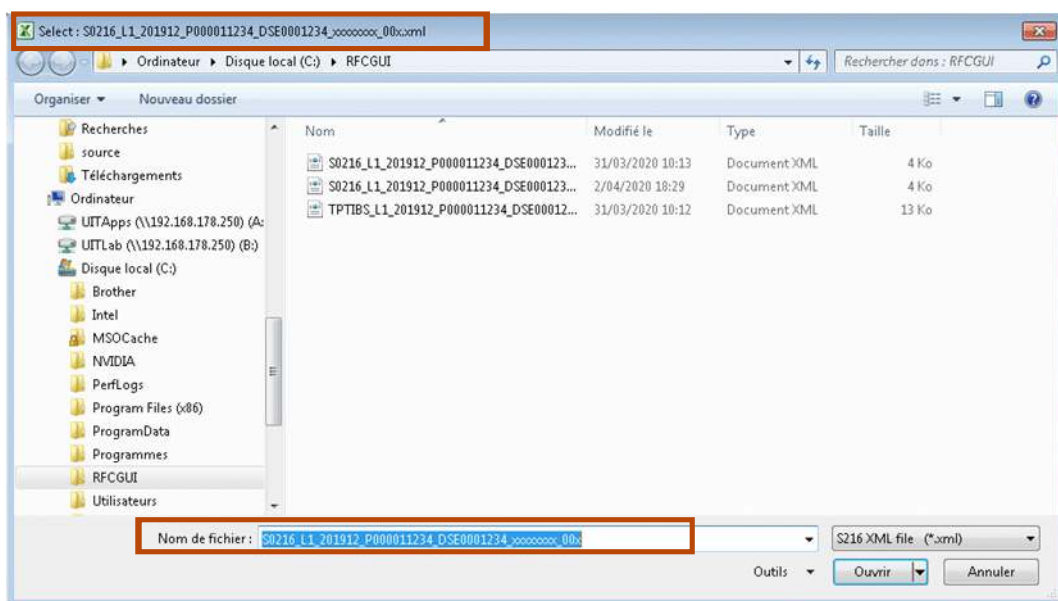
Cross Check button



The Cross Check function allows to compare the amounts for the items 1-003000, 1-005000, 2-002050, 2-003000 and 2-C05000 of the TPTIBS report with the total of amounts of the same items in the S216 report.

This verification will be only possible if you select the right S216 report corresponding to the **same period** and **same entity** than the TPTIBS report being currently captured.

When clicked, it'll open a browser (file explorer) window allowing to elect the right TPTIBS report :

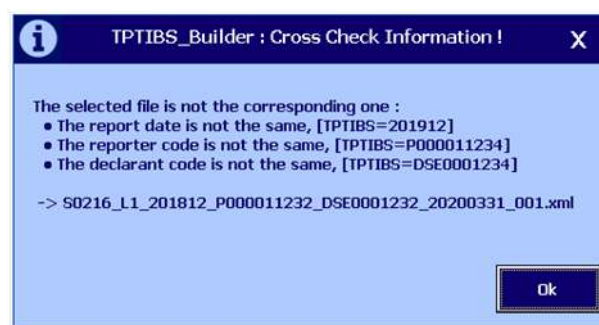
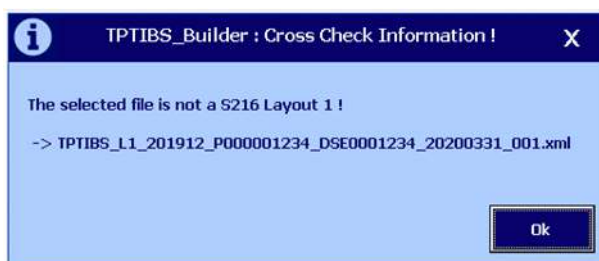


On this file explorer window, on the top and in the bottom section, the beginning of the filename of the right file to load is already written in order to prevent users to load a wrong report.

When selected and opened the tool will react 2 different ways :

The S216 is not the corresponding one:

Either the S216 was not generated by the tool S216 Builder or the date of the report, the code of the Reporter, or the code of the Declarer is different.



The S216 report corresponds to the current TPTIBS report

Successful Cross-Check

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

TPTIBS_Builder, Results Cross Check.

Results Cross Check - TPTIBS <=> S216			
Item	S216 - [2019/12]	TPTIBS - [2019/12]	CrossCheck
1-003000	1 000,00	1 000,00	OK
1-005000	1 000,00	1 000,00	OK
2-002050	1 000,00	1 000,00	OK
2-003000	500,00	500,00	OK
2-C05000	1 500,00	1 500,00	OK

Reporter code : P000011234

Declarer code : DSE0001234

Close

Columns:

Item

List of items being compared.

S216

Total amount of all the line of the same type (item) in the S216 report

TPTIBS

Total amount of all the line of the same type (item) in the TPTIBS report

CrossCheck

Status of the comparison

OK : Data matches

?? : 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

Cross-Check with errors

TPTIBS_Builder, Results Cross Check.

Results Cross Check - TPTIBS <=> S216

Item	S216 - [2019/12]	TPTIBS - [2019/12]	CrossCheck
1-003000	1 000,00	1 000,00	OK
1-005000	Missing/Manquant	1 000,00	??
2-002050	1 000,00	1 000,00	OK
2-003000	Missing/Manquant	500,00	??
2-C05000	Missing/Manquant	1 500,00	??

Reporter code : P000011234

Declarer code : DSE0001234

Close

Item "2-005000" is missing in the TPTIBS report (or in excess in S216 report)

Item "2-C05000", there is a difference in the total of the amounts for both reports.

Data Section

This section refers to the table below.

The table was split in two, to fit the page but also because these 2 sections are representative.

	Reported Line / ID				Security (common)									
					Security ID						Percentage Quoted		Currency Quoted	
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Add a line														

Other Security Code Informations					Debt supplements								Equity supplements					
Security ID		Issuer ID																
Name	Currency2	Country2	Sector2	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon Last Payment Date	Coupon Rate	Dividend Amount in % of reported am.	Dividend Last Payment Date	Relationship Link	Shareholder Country	Reserved		
																Do not edit		

The first part of the table (top picture) refers to data captured for securities with an ISIN code.

This means that when using the Capture Panel, after the user selects ISIN code, captures data and later saves these data; only the first part of this long table will have values as it can be seen below :

Reported Line / ID					Security (common)									
LineID	Item	Country	Currency	Sector	Security ID		Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Percentage Quoted		Currency Quoted	
					Code Type	Code					Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
1	1	FR	EUR	Public	ISIN	FR0000000000	Equity	FR	Equity	Equity	1000000000	EUR	1000000000	1000000000

On the other hand if the security has no ISIN code, all the specific values captured for this non-ISIN security will be shown in the second part of the table as shown below :

Reported Line / ID					Security (common)									
LineID	Item	Country	Currency	Sector	Security ID		Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Percentage Quoted		Currency Quoted	
					Code Type	Code					Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
2	2	FR	EUR	Public	ISIN	FR0000000000	Equity	FR	Equity	Equity	1000000000	EUR	1000000000	1000000000
3	3	FR	EUR	Public	ISIN	FR0000000000	Equity	FR	Equity	Equity	1000000000	EUR	1000000000	1000000000



All the data of one line can be displayed on the Capture Panel and further edited.

Edit a line

In order to modify a value in a line of the table, the tool allows 2 methods :


- 1 - Modify the cell in the table directly - not recommended or for experienced users.
- 2 - Edit the cell by using the Capture Panel.

Two ways to open the Capture Panel (second option) :

- Click on the **Edit Line** button. It's located in the first column of the table
- Click the Capture Panel button  then use the "Jump to" button () to select the line to edit.

Add a line

Two ways to add a new line :

- 1 Click on the **Add a line** button located in the first column of the last line of the table.
- 2 Click the Capture Panel button () to open it and capture the data for a new item.

Paste data

The tool allows pasting a whole table in order to rapidly capture all the data in a fast way. This feature is interesting for customers who need to retrieve the data from another excel source, from an old version of the tool or from a raw data TEXT file extracted from the main accounting system.

For the last case, it's mandatory to respect the exact same order and number of columns. This option is interesting for customers who can successfully extract all the required data from their main accounting system. This may requires the intervention of the IT department on the customer's side to setup the right extraction method of the data, but this would furthermore greatly facilitate the handling of these reports by the users as only a "Copy/Paste" will then be needed to capture all data. Jump directly to step 2 in this case.

First step:

Copy data to a TEXT editor (only for data coming/copied from another TPTIBS Builder)

- Open "Notepad" (or any text editor)
- Select the range you need to copy, press (Ctrl+C) and after press (Ctrl+V) in the notepad to paste the data.

		Reported Line / ID		Security (common)										Other Security Code Information				Debt repayment				Equity repayment				Success												
				Security ID		Parentage Based				Issuance Based				Security ID		Name ID																						
LineID	Year	Security	Source	Factor	Code Type	Code	Hold	Control	Bank	Parent	Product	Parent	Product	Parent	Reported	Name	Source	Security	Parent	Year	Final	Final	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent	Parent		
1	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	2019	1000000	1	1	1	1000000000	01	10	10	10	10	10	10	10	1000000000	1000000000	1000000000	1000000000	1000000000	2019-01-01	2019-01-01	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Second step:

Copy data from a TEXT file to the windows buffer

Note: the TEXT file can whether be the text file created at first step or generated by the customer.

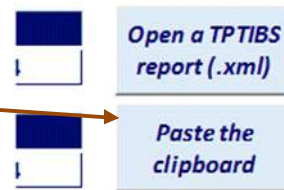
- Select and copy raw TEXT data from text editor
- Open "Notepad" (or any text editor). Select all : (CTRL+A) => Copy(Ctrl +C).

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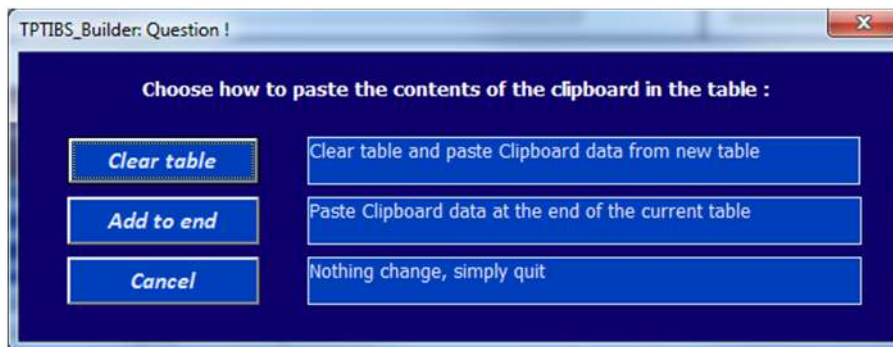
Third step:

Paste the data in TPTIBS Builder.

- Select any cell in the TPTIBS builder
- The Button "**Paste the clipboard**" is enabled



- Click on this button to paste the data from the clipboard in the TPTIBS table – A window will open

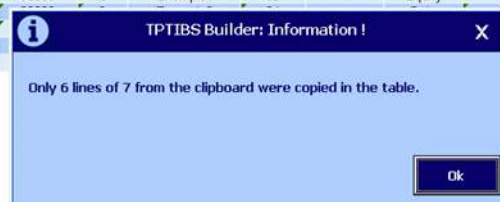


- Choose one of the 2 options or Cancel the operation.

If data were pasted :

- The table will be filled with the selected data copied from notepad & the tool will display a summary message indicating that one line was not pasted successfully in the table – this warning message is a normal comportment from Excel (as Notepad added one empty line at the end of the pasted data)


LineID	Reported Line / ID				Security (common)							
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Percentage Quoted	
Edit Line	1-003000	XX	XXX	90000	1	US5949181045	01	LU	debt	2		
Edit Line	1-005000	XX	XXX	90000	1	FR0000133308	01	LU	equity	2		
Edit Line	2-002050	XX	XXX	90000	2	Exemple1	05		equity	1	40,00	USD
Edit Line	2-003000	XX	XXX	90000	2	Exemple2	04		debt	1	12,00	USD
Edit Line	2-005000	XX	XXX	90000	1	FR0003500008	04		equity	2		
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01	LU	Debt	2		
Edit line	1-005000	XX	XXX	90000	1	FR0000133308	01	LU	Equity	2		
Edit line	2-002050	XX	XXX	90000	2	Exemple1	05		Equity	1	40,00	USD
Edit line	2-003000	XX	XXX								12,00	USD
Edit line	2-005000	XX	XXX									
Add a line												



Quick Update

This functionality is meant to help users to update the reporting Excel sheet very quickly with a few data.

Configuration Panel

To configure the Q-Up (Quick Update), click on the “admin button”  on the top left part of the builder and select the Q-Up tabulation to access the Quick Update configuration screen :

1. Choose the separator that holds the columns in the data file

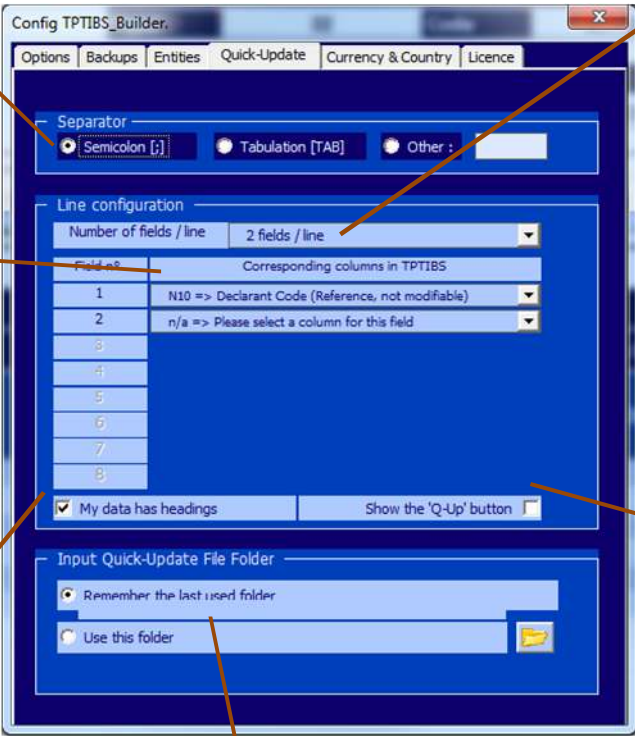
2. Number of fields/lines contained in the data file

3. Select fields which correspond to the data file to load

4. Check if the data file have heading

5. Check to enable and display the Q-Up button in the builder

6. Define default folder location to load the data file



Separator: ☒ Semicolon [;] ☐ Tabulation [TAB] ☐ Other : _____

Line configuration: Number of fields / line: 2 fields / line

Field n°	Corresponding columns in TPTIBS
1	N10 => Declarant Code (Reference, not modifiable)
2	n/a => Please select a column for this field
3	
4	
5	
6	
7	
8	

☒ My data has headings ☐ Show the 'Q-Up' button

Input Quick-Update File Folder: ☒ Remember the last used folder ☐ Use this folder _____

Field selection list:

Field n°	Corresponding columns in TPTIBS
1	N10 => Declarant Code (Reference, not modifiable)
2	E7 => End Month Date
3	N10 => Declarant Code (Reference, not modifiable)
4	G => securityID/Code (Reference, not modifiable)
5	K => Quotation Type
6	L => Nominal Amount
7	M => Nominal Currency
8	N => Number Of Units
9	Q => Reported Amount

“Security ID/Code” is mandatory

Q-Up button in builder:

Currency Quoted	Q-Up
Number Of Units	Reported Amount

The “Q-Up” button is displayed top of the “Reported Amount” column

Preparing and using the data file

In order to use the Q-Up functionality, provide with a data file that matches the configuration of the Q-Up Panel (fields presence and order, separator, a first header line or not)

In practice, this task is for the IT department which has to find a way to extract the data from your database in the desired format which will match the options you set in the Quick Update configuration panel.

The filename of the data file must have a .txt or .csv extension.

Example:

The following screen shows a correct input file having a first line header and 3 fields. It well includes the mandatory field “Security ID” and the separator is the semicolon (“;”).

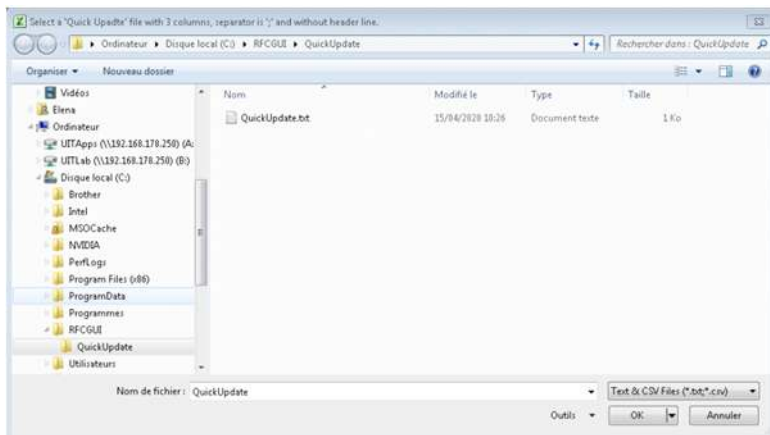
```
kDeclarantCode;SecurityCode;ReportedAmount
0111111;FR0000133308;3000.00
0111111;FR0003500008;3500.25
0111111;US5949181045;35080.00
0111111;CH0044328745;7500.00
0111111;CH0102993182;1000.28
0111111;CH0114405324;5070.00
```

Once you choose to add the declarant ID in the list of the fields, as shown in the above example, it’s possible to consider one single data file (extracted data from your DB) to update all the (TPTIBS) data for one month for ALL the managed entities.

In the example above, if you are updating the amount for the entity 0111111 (DSE0111111) in your TPTIBS Builder, the tool will load the data file and only consider the lines with the “Declarant Code” of “0111111” – the same data file can be then used to update the amounts for the entity “0222222” and so on.

Practical example

Click on the Q-Up button  to open a window to select the data file, browse then click "Ok".



Only text (.txt) or .csv (comma separated value) will be listed.

Data which will be updated are highlighted in the example below before applying the Q-Up:

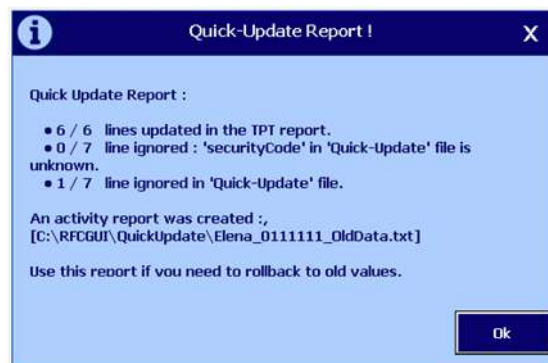
	Reported Line / ID				Security (common)										
					Security ID						Percentage Quoted		Currency Quoted		0.00
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type		Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Edit line	1-003000	XX	XXX	90000	1	FR0000133308	01	AD	Debt	2				1,00	5,00
Edit line	1-003000	XX	XXX	90000	1	FR0003500008	01	AD	Debt	2				1,00	10,00
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01	AD	Debt	2				1,00	15,00
Edit line	1-003000	XX	XXX	90000	1	CH0044326745	01	AD	Debt	2				1,00	20,00
Edit line	1-003000	XX	XXX	90000	1	CH0102993182	01	AD	Debt	2				1,00	25,00
Edit line	1-003000	XX	XXX	90000	1	CH0114405324	01	AD	Debt	2				1,00	30,00
Add a line															

After applying the Q-Up, the amounts have been updated:

	Reported Line / ID				Security (common)									
					Security ID						Percentage Quoted		Currency Quoted	
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Edit line	1-003000	XX	XXX	90000	1	FR0000133308	01	AD	Debt	2			1,00	3.000,00
Edit line	1-003000	XX	XXX	90000	1	FR0003500008	01	AD	Debt	2			1,00	3.500,25
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01	AD	Debt	2			1,00	35.080,00
Edit line	1-003000	XX	XXX	90000	1	CH0044326745	01	AD	Debt	2			1,00	7.500,00
Edit line	1-003000	XX	XXX	90000	1	CH0102993182	01	AD	Debt	2			1,00	1.000,28
Edit line	1-003000	XX	XXX	90000	1	CH0114405324	01	AD	Debt	2			1,00	5.070,00
Add a line														

All the amounts in yellow are updated according to the data file

The tool displays summary windows and creates an activity report of the operation:



Four lines have been updated, some ignored including the header

The content of the activity report:

```
## 2020-04-15 @ 14:33:04 ##
# Skip header line [declarantCode] [SecurityCode] [ReportedAmount]
# declarantCode;SecurityCode;ReportedAmount
# Modify line 19.      Replace old values: [0111111] [FR0000133308] [5]
#                      By this new values: [0111111] [FR0000133308] [3000.00]
#
0111111;FR0000133308;5
# Modify line 20.      Replace old values: [0111111] [FR0003500008] [10]
#                      By this new values: [0111111] [FR0003500008] [3500.25]
#
0111111;FR0003500008;10
# Modify line 21.      Replace old values: [0111111] [US5949181045] [15]
#                      By this new values: [0111111] [US5949181045] [35080.00]
#
0111111;US5949181045;15
# Modify line 22.      Replace old values: [0111111] [CH0044328745] [20]
#                      By this new values: [0111111] [CH0044328745] [7500.00]
#
0111111;CH0044328745;20
# Modify line 23.      Replace old values: [0111111] [CH0102993182] [25]
#                      By this new values: [0111111] [CH0102993182] [1000.28]
#
0111111;CH0102993182;25
# Modify line 24.      Replace old values: [0111111] [CH0114405324] [30]
#                      By this new values: [0111111] [CH0114405324] [5070.00]
#
0111111;CH0114405324;30

#####
#
# quick update Report :
#
#   * 6 / 6   lines updated in the TPT report.
#   * 0 / 7   line ignored : 'securityCode' in 'quick-update' file is unknown.
#   * 1 / 7   line ignored in 'quick-update' file.
#
# An activity report was created :
# [C:\RPGUI\quickupdate\Elena_0111111_olddata.txt]
#
# use this report if you need to rollback to old values.
#
#####
```

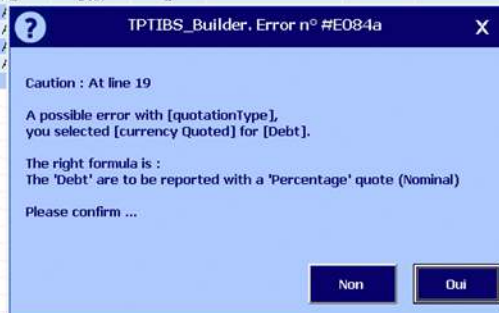
Note: If you need to rollback to old values, load this report and all the lines starting with the hash symbols will be taken as comment and ignored.

Notification Messages – BCL Rules

BCL has implemented some rules for the generation of the TPTIBS report. All the captured securities should have a **quotation type** between **Percentage quoted** and **Currency quoted**. The Debt securities usually have a Percentage Quote. However BCL is not forbidding the users to select a Currency quoted security so the TPTIBS Builder allows the user to select between the two quoted types from above. However the user will receive a notification message for this action(to capture a Debt security in a currency quote) and asks him/her to confirm the entry.

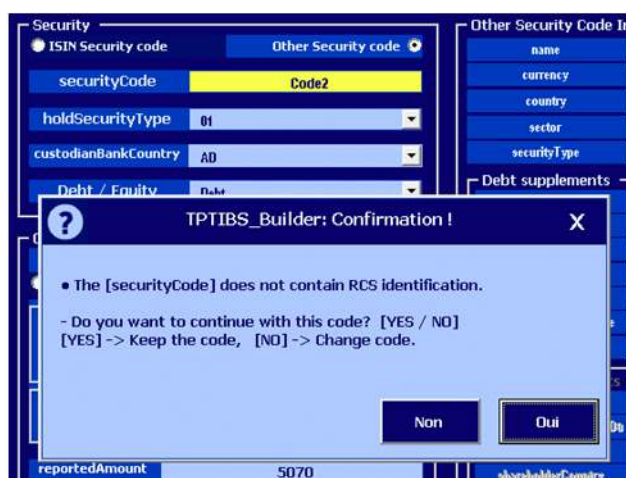
The image below displays the notification message that the user will receive for the aforementioned action.

LineID	Reported Line / ID				Security (common)									
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Edit line	1-003000	XX	XXX	90000	1	FR0000133308	01	AD	Debt	2			1,00	3.000,00
Edit line	1-003000	XX	XXX	90000	1	FR0003500008	01	AD	Debt	2			1,00	3.500,25
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01						,00	35.080,00
Edit line	1-003000	XX	XXX	90000	1	CH0044328745	01						,00	7.500,00
Edit line	1-003000	XX	XXX	90000	1	CH0102993182	01						,00	1.000,28
Edit line	1-003000	XX	XXX	90000	1	CH0114405324	01						,00	5.070,00
Add a line														



Only for the securities from **Luxembourgish** companies that don't use an ISIN code, the user is requested to fill in the security code field, with a name which starts with the RCS identification code of the company, followed by any text. For example if the RCS code for a company is B0999 the security code field should be B0999myText (Maximum 20 chars).

If the users don't add this RCS code, the TPTIBS Builder will notify them with the following message and ask their confirmation in order to accept this entry.



Changes made in 2020 version

U IT performed an important update of the RFC GUI tools in 2020. This main documentation was updated accordingly. A summary of this major update :

- 1 Review the user interface, mainly colours and buttons. Brings more uniformity to the interface aimed to improve user's experience.
- 2 Backup function
A new backup functionality which allows performing a backup of any generated report but also grants options to customize it. Set a common directory to centralise the backups of all the reports generated by all the copies of the RFC GUI tools. Further options are proposed to well classify the backup reports in structured directories. Activating the backup remains optional.
- 3 Manage entities function
A new option panel which allows to load the list of managed entities (Name, short name* and DSE code). Further, for each copy of the tools will have the right Company Name displayed corresponding to the exact company manage when typing or selecting a different DSE code. This also prevents users to enter a wrong DSE code.
- 4 A new small capture panel was added when clicking on the top-mid large cell containing the Company (Declarer) name. It introduces a new information field names "Short Name". "Short Name" is limited in length and characters used. This new field is used in the backup options but can also be used by our customers for internal simplification.
- 5 Minor additions/changes :
 - Company name is now written in the second line (commentary) of any generated report, if available. In option, the short name and the user's account name can be also added.
 - Add control of the total amounts with relative to the threshold set by the BCL. The amount can be modified and is set by default to 500 million. Warns user in case of a lower total.
 - Add a new on/off function to automate or not the "end month" and "closing" dates change.
 - The tools now verify if they have sufficient rights before any report's generation or backup
 - Improve UIT info panel with direct links to the documentation and a small "check function" to generate a quick environment report for support purposes (excel and windows versions)
 - Correct the total amount calculation in the CrossCheck function which now allows a negative value for items of type "2-C05000"
 - Same security code can now have different holding of securities (types of detention)
 - Small bugs or misbehaviours corrected

Excel options & Settings

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

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

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.

Macros disabled

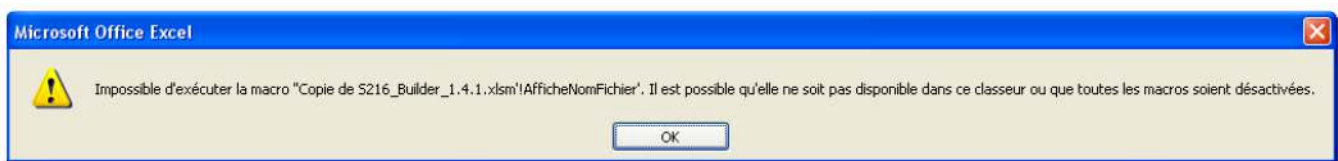
The file opens but displays a warning message when a macro is executed.

2 choices are possible:

→ Enable Macros in Excel level.

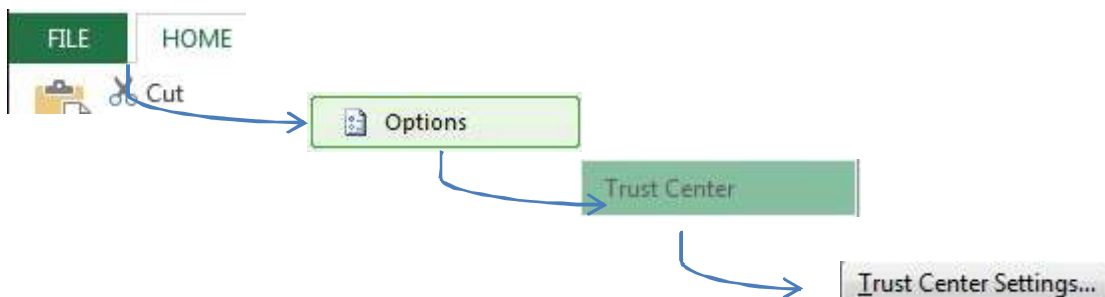
→ Suggest activation of macros when opening the file.

Once a macro is executed, the following message appears:



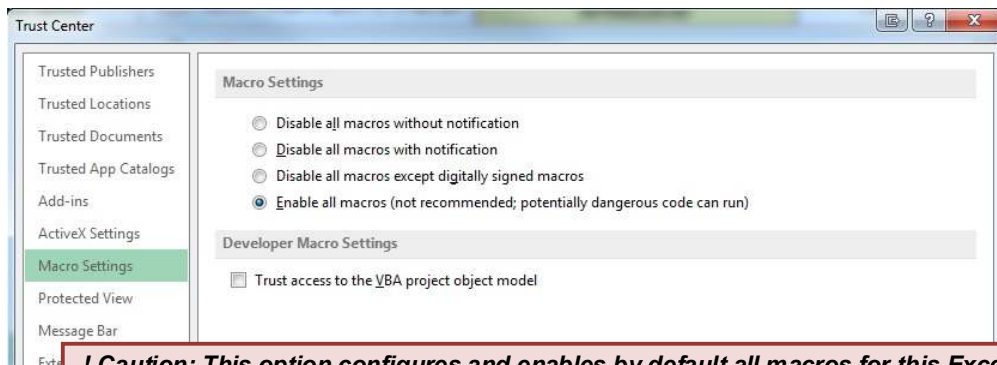
See the "Management Center of Excel confidentiality"

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



Enable macros by default:

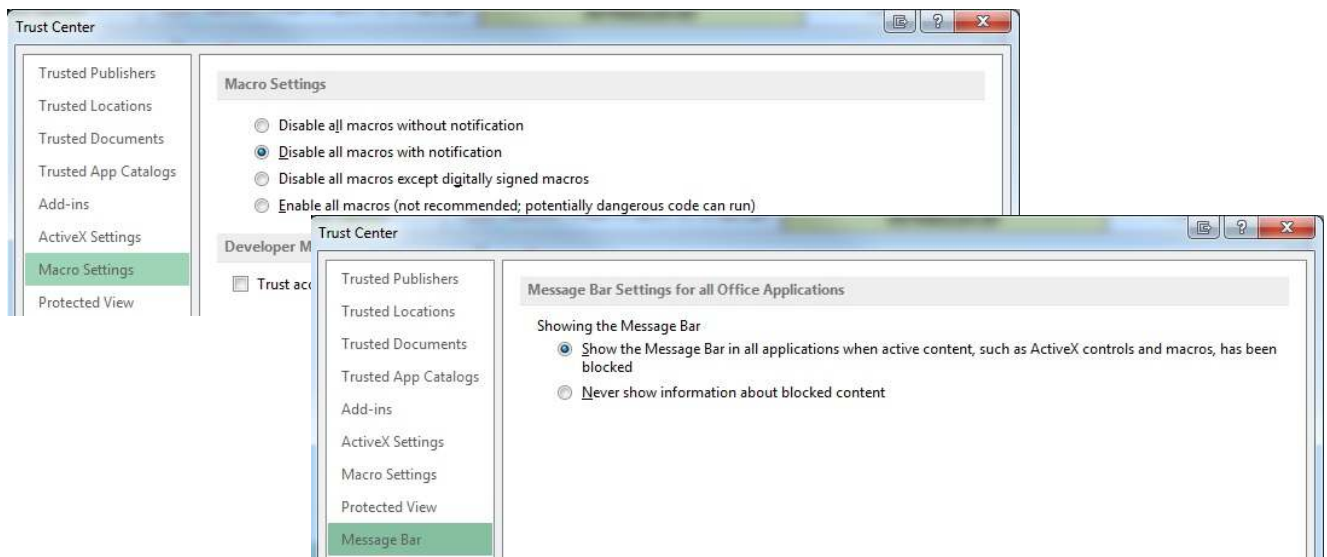
- Select "Macro Settings" in the left column.
- Select "Enable all macros ..."
- Click on "OK" twice.



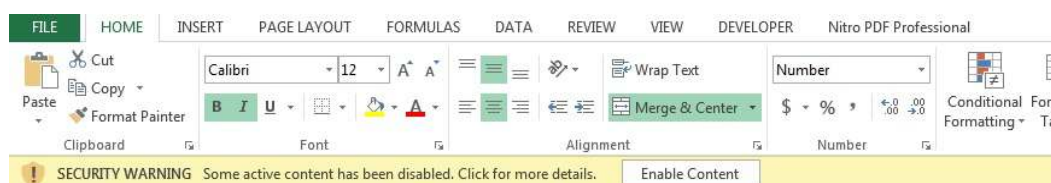
! Caution: This option configures and enables by default all macros for this Excel installation

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 on "OK" twice.



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



- 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.

Invitation to allow macros

In result to the previous point, Excel is warning that the file uses macros and offers the possibility to enable them for this document. This is how Excel reacts by default or if the "Enable macros on demand" option was selected.

When opening one of the RFC tools, Excel displays the following message :

SECURITY WARNING Some active content has been disabled. Click for more details. [Enable Content](#)

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

