

Documentation TPTOBS Builder v1.2

Table of contents

System Requirements.....	2
1. Office / Excel 2007.....	2
2. Office / Excel 2010.....	2
3. Office / Excel 2013.....	2
4. Office / Excel 2016.....	2
Section Header	3
1. Header Information	3
2. Language Button.....	3
3. Global View	4
4. Admin Button	5
Tool Section.....	7
1. Tool information.....	7
2. Delete Button	8
3. Check & Export XML Button.....	8
4. Refresh Button	8
5. Encoding Box – Brief Description	8
6. Encoding Box – Example #1 – With ISIN code.....	11
7. Encoding Box – Example #2 – Without ISIN code.....	12
8. Navigation Panel.....	13
9. Error Section.....	14
10. « Cross Check » with quarterly S213 or S103 report.....	15
Data Section	17
1. Edit a line.....	17
2. Add a line	18
3. Paste data	18
Notification Messages – BCL Rules	20
Excel options & Settings	21
1. Macros accepted.....	21
2. Macros disabled	21
3. Invitation to allow macros	23

System Requirements

- The TPTOBS 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

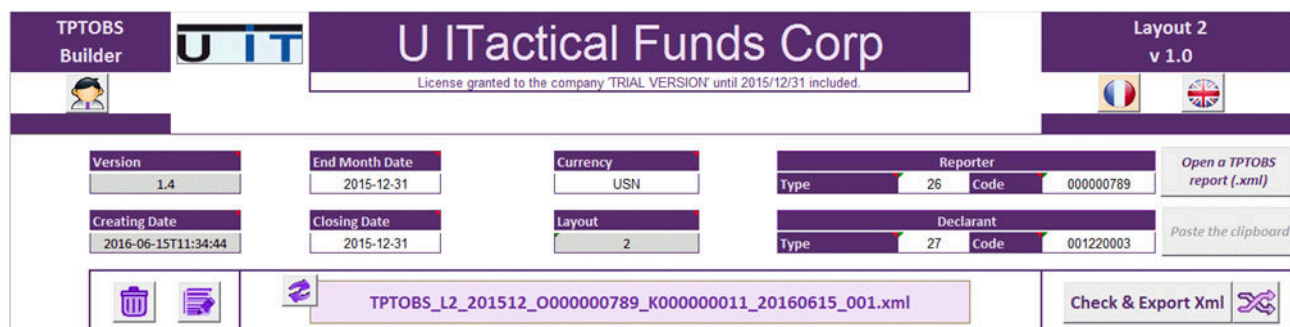
- Runs on original version or Service Pack 1

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

It is really important each time a user would like to conduct a TPTOBS report and generate a valid xml report file, to fill in the header section the following fields:

- End_Month_Date
- Currency
- Reporter Type/Code
- Declarant Type/Code

More descriptive information about the header's fields can be found on the next page.

After finishing this step (modifying the header's information) the user can start capturing any securitized vehicles and later generate the report.

2. 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.

3. Global View

The grey fields can't change. They are automatically calculated. If changed they turn back to their default values. A company can report either for itself or for other companies. The Company which conducts the report is called the Reporter and the company to report for is the Declarant. If a company reports for itself it should have the same fields filled for both Type/Code of Reporter/Declarant respectively

Date fields: the **End of Month Date** and a month's **Closing Date** shall be the last day of the reporting month. Choose from the **End Of Month Date** list. → A change in the month's end date automatically causes the same change in the Closing Date.

The Reporting code is the BCL identifier for the company which is reporting. It is coded in 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:

- 23 Banks
- 26 UCI and compartments
- 27 SICAR
- 33 Management companies
- 32 Professionals of the financial sector
- 36 Professionals of the financial sector - support
- 01 Other entities

and can be displayed by clicking on it.

Version
1.4
Creating Date
2016-06-15T11:34:44

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

Currency
USN
Layout
2

Reporter	
Type	26
Code	000000789
Declarant	
Type	27
Code	001220003

Currency:

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

The Declarant Code is:

Or your company (same code Reporter)

Or the company for which the report is generated.

The company's code is given by the BCL, coded on 7 figures (With leading '0' [zero] if necessary).

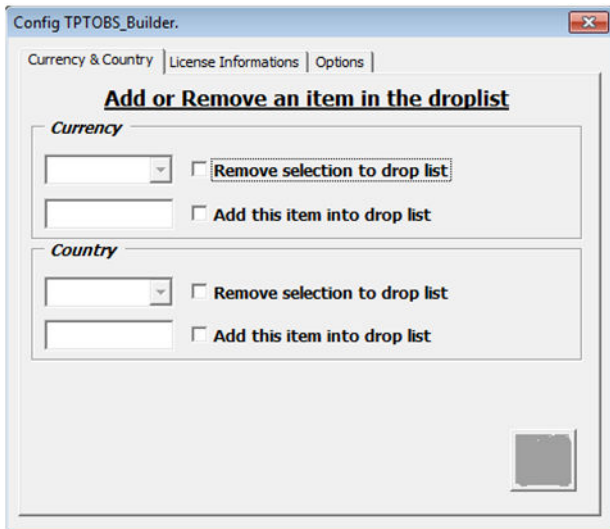
The Registrant is required to **ASS Type (Type 39) ??????**

4. Admin Button



Displays the administration screen – Allows the modification of the drop lists Currency/Country. Additionally users can update their license

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

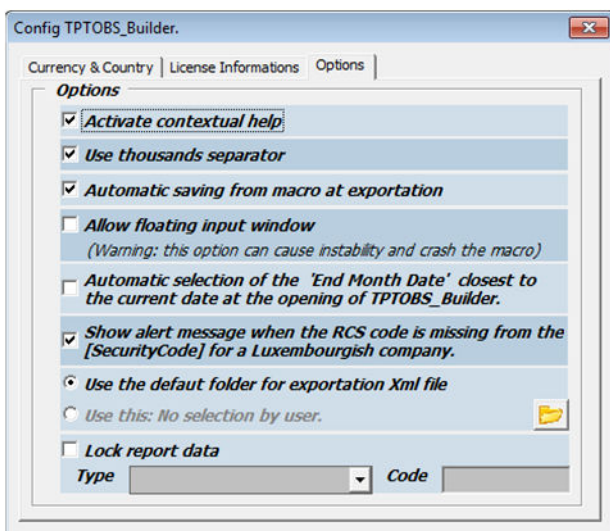


Currency & Country Tab:

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 S216_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.

➤ Automatic saving from macro at exportation

Auto-saves the current file at the state after the report exportation. Next time, the file is launched, it will contain all the saved lines and data in the main table.

➤ Allow floating input window

Allows various Excel sheets to be opened at the same time with the **encoding box** in order to copy paste values in it. However this option is not advised because it can crash the macro quite easily.

➤ 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 22/05/2015 the End of month date will be set to 31/05/2015.

➤ Show a message alert when the RCS code is missing from the [Security code] for a Luxembourgish company.

Each time a new entry is captured, if the RCS code is missing from the Security code field, an informational window pops-up to notify the user.

➤ 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 TPTIBS 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.

Tool Section

1. Tool information

- The **Delete** button has two actions: **one click** - delete a selected line from the data table or **double click**- delete all the lines in the data table.
- The **Encoding Box** button opens an interface which helps the users to capture a securitized vehicle.
- The **Refresh Filename** button validates the generated report's name. By default the name of every single report is generated automatically but in case it receives a wrong value from a user it has to be validated again by clicking this button.
- The **Filename Textbox** represents the report's name. The exported report will have this name.
- The **Check & Export XML** button generates the report that has been conducted.

b.- Encoding Box :

Opens a graphical interface to help users capture their data easily.

e.- Check & Export a TPTOBS report :

This button will validate the data table's values. 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.

c.-Refresh filename: Check if the filename to be generated is valid or not.



The screenshot shows a toolbar with several icons. From left to right: a trash can icon (Delete), a document icon (Encoding Box), a refresh icon (Refresh filename), a text input field containing the filename 'TPTOBS_L2_201512_O000000789_K000000011_20160615_001.xml' (Filename Textbox), and a button labeled 'Check & Export Xml' with a double-check icon (Check & Export XML button).

d.-Filename Textbox : Displays the filename of the report to be generated.

a.-Delete button: Helps the user to delete data from the data table easy and safe without causing errors

2. 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 data table.

3. Check & Export XML Button



After having finished with the items' capturing if the users would like to export the xml report, they can do it by clicking the "Check and Export Xml" button. The data table will be validated for any wrong values and if no error occurs the xml report will be automatically generated and located in the same directory as the TPTOBS tool.

4. Refresh Button



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

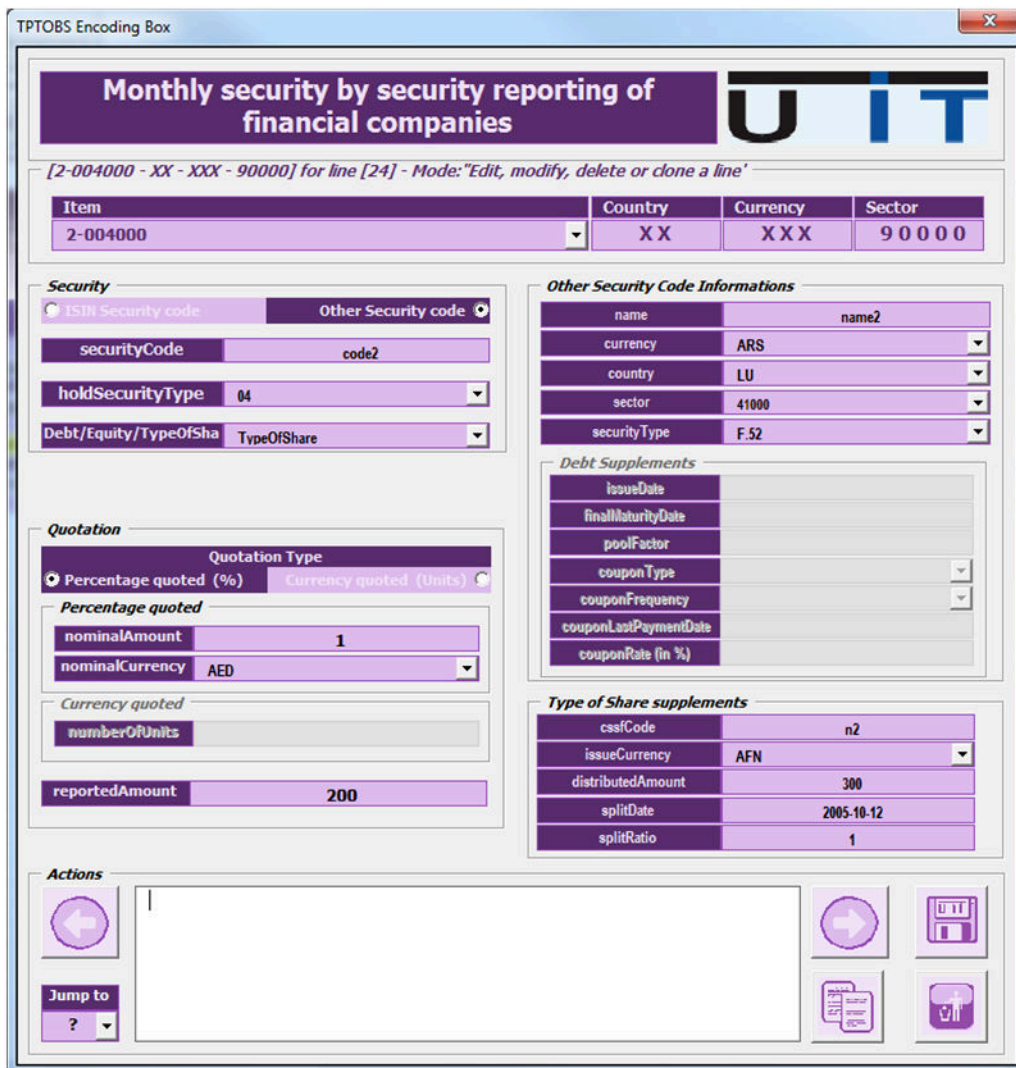
5. Encoding Box – Brief Description

The encoding Box 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 only actions that a user can do in this interface are:

- To select values from the available lists
- Select radio buttons
- Type data
- Duplicate lines of the data table
- Navigate through the lines of the data table
- Erase lines of the data table
- Save the data

This is an image of the Encoding Box interface:



TPTOBS Encoding Box

Monthly security by security reporting of financial companies

[2-004000 - XX - XXX - 90000] for line [24] - Mode: "Edit, modify, delete or clone a line"

Item	Country	Currency	Sector
2-004000	XX	XXX	90000

Security

ISIN Security code ☐ Other Security code ☐

securityCode code2

holdSecurityType 04

Debt/Equity/TypeOfSha TypeOfShare

Quotation

Quotation Type

☒ Percentage quoted (%) ☐ Currency quoted (Units)

Percentage quoted

nominalAmount 1

nominalCurrency AED

Currency quoted

numberOfUnits

reportedAmount 200

Other Security Code Informations

name	name2
currency	ARS
country	LU
sector	41000
securityType	F.52

Debt Supplements

issueDate	
finalMaturityDate	
poolFactor	
couponType	
couponFrequency	
couponLastPaymentDate	
couponRate (in %)	

Type of Share supplements

cssfCode	n2
issueCurrency	AFN
distributedAmount	300
splitDate	2005-10-12
splitRatio	1

Actions

Jump to

Navigation icons: Previous, Next, Save, Print, Help

As mentioned before the Encoding box is divided in 4 sections and some sections consist of subsections.

1. Item List
2. Security
3. Quotation
 - a. Percentage Quoted
 - b. Currency Quoted
4. Other Security Code Informations
 - a. Debt Supplements
5. Type of Share supplements

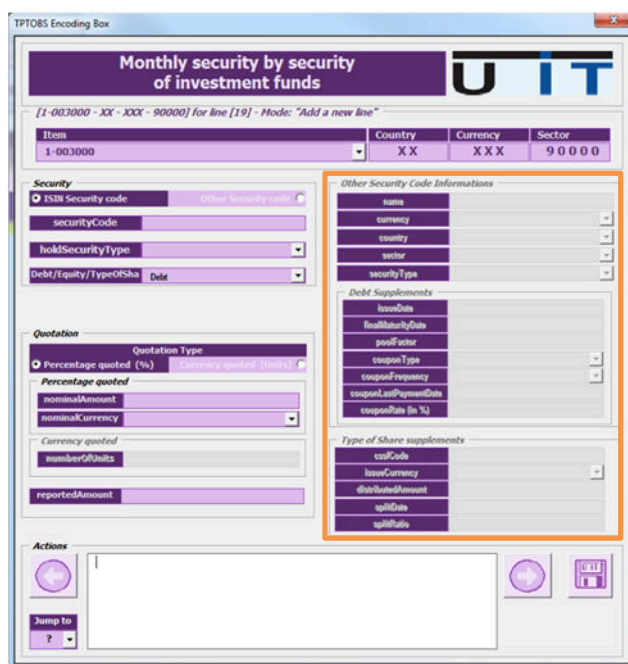
It should be mentioned here the distinction between ISIN code and “Other security code information” options:

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 continue with the “Quotation section”. If the user has an ISIN code the yellow area is not available.

OR

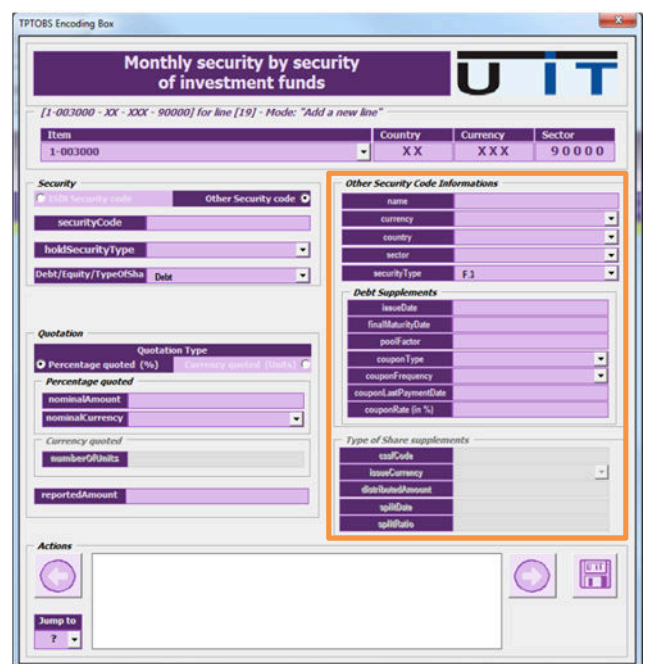
If there is no ISIN code, the user should select the “Other security code” radio button and fill in all the appropriate fields on the right section of the interface. The information in this section is supplementary to ISIN code and is mandatory to be specified if an ISIN code doesn’t exist.

With ISIN code



The screenshot shows the 'Monthly security by security of investment funds' window. The 'Security' section has 'ISIN Security code' selected. The 'Other Security Code Informations' section is highlighted with a yellow border, indicating it is not active.

Without ISIN code



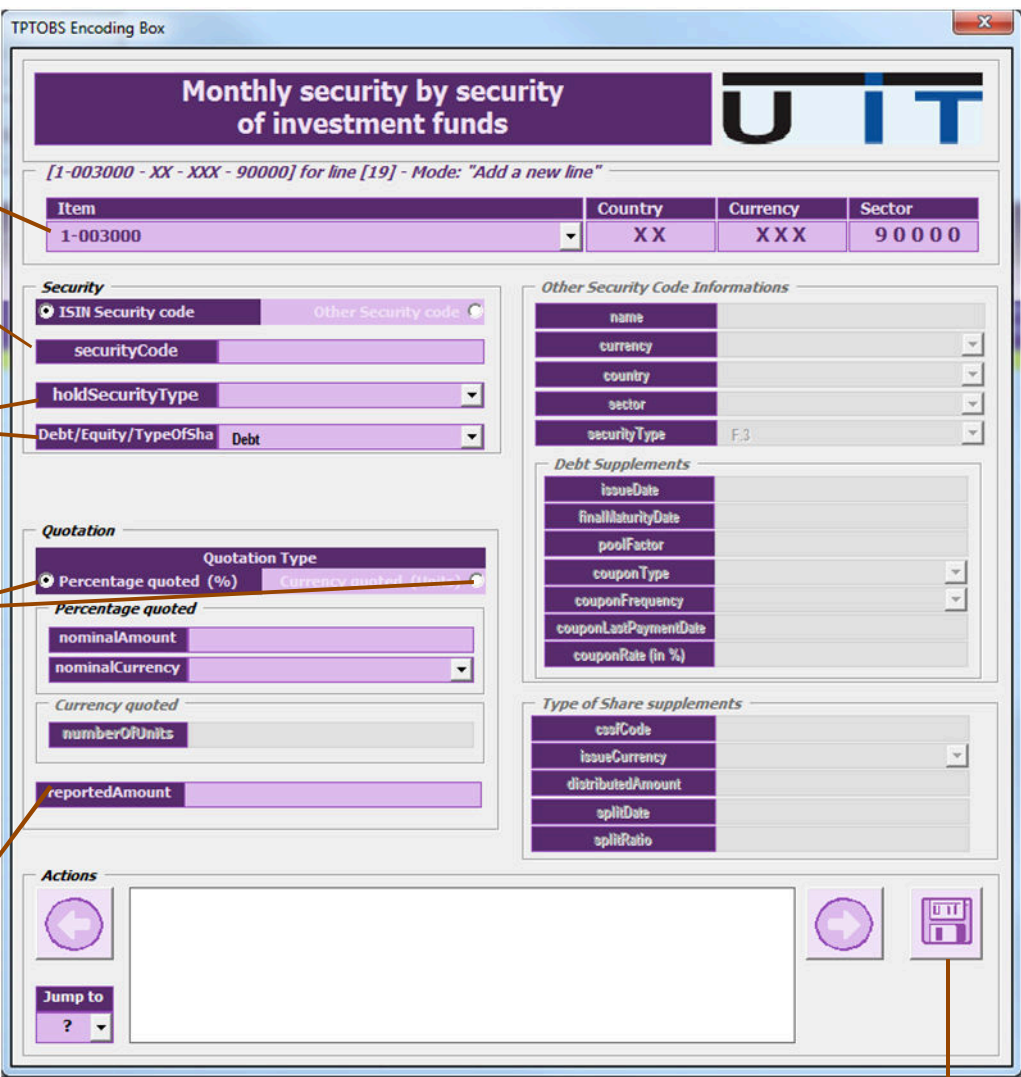
The screenshot shows the 'Monthly security by security of investment funds' window. The 'Security' section has 'Other Security code' selected. The 'Other Security Code Informations' section is highlighted with a yellow border, indicating it is active and must be filled out.

Without ISIN code: In the right part of the interface, a form is activated and the user has to fill it.

6. Encoding Box – 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.

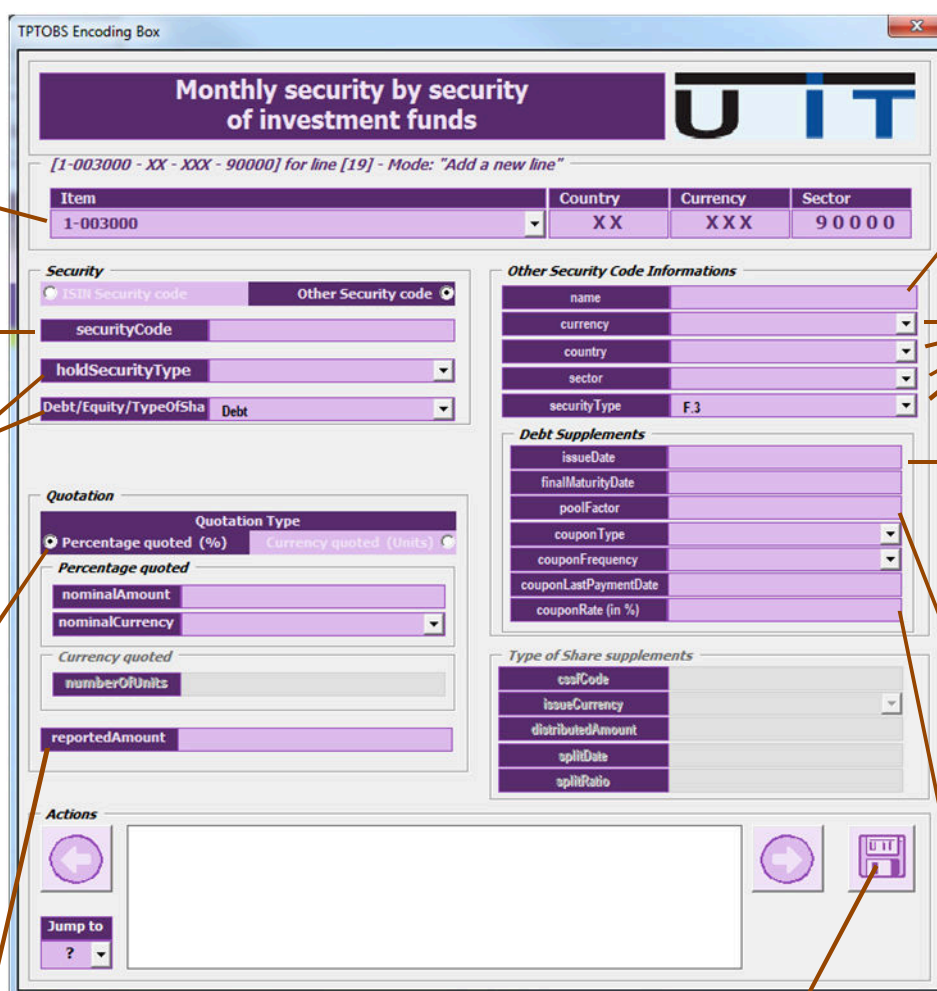
6. Save your data in the data table. If there is an error, an error message will be displayed and the error fields will become red indicating where the error occurred.

The screenshot shows the 'TPTOBS Encoding Box' window. The title bar reads 'TPTOBS Encoding Box'. The main header is 'Monthly security by security of investment funds' with the UIT logo. Below the header, it says '[1-003000 - XX - XXX - 90000] for line [19] - Mode: "Add a new line"'. There is a table with columns: Item, Country, Currency, Sector. The first row contains: 1-003000, XX, XXX, 90000. Below the table, there are several sections: 'Security' with 'ISIN Security code' and 'Other Security code' tabs, 'Quotation' with 'Percentage quoted (%)' and 'Currency quoted' tabs, 'Debt Supplements', 'Type of Share supplements', and 'Actions'. The 'ISIN Security code' tab is active, showing fields for 'securityCode', 'holdSecurityType', and 'Debt/Equity/TypeOfSha'. The 'Quotation' tab is also active, showing fields for 'nominalAmount', 'nominalCurrency', 'numberOfUnits', and 'reportedAmount'. The 'Debt Supplements' section has fields for 'issueDate', 'finalMaturityDate', 'poolFactor', 'couponType', 'couponFrequency', 'couponLastPaymentDate', and 'couponRate (in %)'. The 'Type of Share supplements' section has fields for 'costCode', 'issueCurrency', 'distributedAmount', 'splitDate', and 'splitRatio'. The 'Actions' section has a 'Jump to' dropdown and a 'Save' button.

7. Encoding Box – Example #2 – Without ISIN code

If the ISIN code doesn't exist the user has to insert additional data in the Encoding box 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 Luxembourg resident issuers have to be identified by the identification number specified in the Registre 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.



The screenshot shows the 'TPTOBS Encoding Box' window. The title bar says 'TPTOBS Encoding Box'. The main header is 'Monthly security by security of investment funds' with the UIT logo. Below the header, it says '[1-003000 - XX - XXX - 90000] for line [19] - Mode: "Add a new line"'. There are several sections: 'Item' (1-003000), 'Country' (XX), 'Currency' (XXX), 'Sector' (90000). The 'Security' section has 'ISIN Security code' and 'Other Security code' tabs. The 'Other Security code' tab is active, showing 'securityCode', 'holdSecurityType', and 'Debt/Equity/TypeOfSha' (Debt). The 'Quotation' section has 'Quotation Type' (Percentage quoted (%)) and 'Currency quoted' (numberOfUnits). The 'Debt Supplements' section has fields for 'issueDate', 'finalMaturityDate', 'poolFactor', 'couponType', 'couponFrequency', 'couponLastPaymentDate', and 'couponRate (in %)'. The 'Type of Share supplements' section has fields for 'cssCode', 'issueCurrency', 'distributedAmount', 'splitDate', and 'splitRatio'. The 'Actions' section has a 'Jump to' dropdown and a 'UIT' button. Numbered callouts 1 through 11 point to various fields and buttons in the interface.

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. **Pool factor:** 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

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.

10. Insert the coupon rate

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.

8. Navigation Panel

This part of the Encoding Box 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.


Duplicate an existing line of the data table.

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.

Correct the lines of the data table.

It is provided the functionality to navigate through all the lines of the data table by clicking the two arrow buttons   in the “Navigation Panel” or directly move to a specific line 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. The user has ultimate control of what and where is modified.

Delete a line from the data table.

To delete a line, the user has to browse with the arrow buttons of the navigation panel and after click the delete button.  After clicking this button, a notification message to assure the deletion of the line will appear. Click yes to confirm deletion.

9. Error Section

The possible errors that can occur while generating the xml report are the ones of invalid data format while modifying directly the data table.

For each column of the data table there is a specific format. For this reason while modifying directly a cell of the data table's line it is possible to make a mistake. This is why it is useful to use only the **Encoding Box** to add/modify a line for an item.

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.

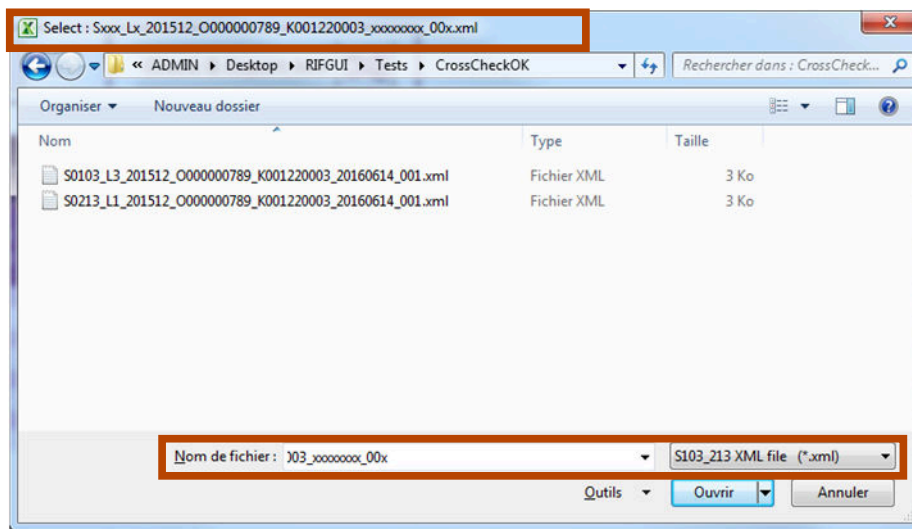
10. « Cross Check » with quartly S213 or S103 report



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



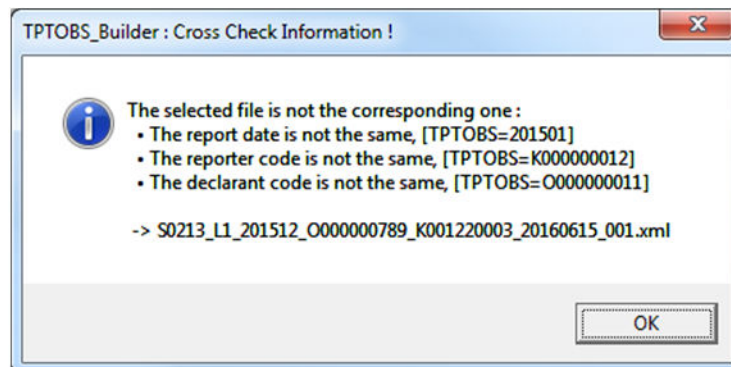
→ When you click on the button, a window file explorer will open in order to select a TPTOBS report and compare the data with.



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

I. The TPTOBS is not the corresponding one:

Either the S213-S103 was not generated by the tool S213-S103 Builder or whether the date of the report, the code of the Reporter, or the code of the Declarer is different.



II. The S213-S103 report corresponds to the current TPTOBS report.

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

Results Cross Check - TPTOBS & S213			
Item	S213 - [2015/12]	TPTOBS - [2015/12]	CrossCheck
1-003000	300,00	300,00	OK
1-005000	200,00	200,00	OK
2-002050	n/a	n/a	OK
2-003000	100,00	100,00	OK
2-004000	600,00	600,00	OK

Reporter code : 0000000789
Declarant code : K001220003

Close

Columns :

Item: you can see the different items being checked.

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

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

Cross Check: 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 - TPTOBS & S213			
Item	S213 - [2015/12]	TPTOBS - [2015/12]	CrossCheck
1-003000	20,00	300,00	=/=
1-005000	Missing/Manquant	200,00	??
2-002050	n/a	n/a	OK
2-003000	100,00	100,00	OK
2-004000	Missing/Manquant	600,00	??

Reporter code : 0000000789
Declarant code : K001220003

Close

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

Item "1-005000" is missing in the TPTOBS report (or in excess in S213 report)

Item "2-004000", is missing in the S213 report (or in excess in TPTOBS report).

Data Section

This section refers to the table below: (For means of ease the table is split in two, to fit the page)

This table is one and not two as displayed here but in fact there is a slight difference between these two parts.

LineID	ID				Security (common)								
	Item	Country	Currency	Sector	Security ID		Hold Security Type	Debt / Equity					
					Code Type	Code		Debt Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Edit Line	1-003000	XX	XXX	90000	1	US5949181045	01	debt	1	100,00	AED		100,00
Add a line													

Other Security Code Information					Debt supplements								Type of Share supplements					Reserved to Macro do not edit.
Security ID		Issuer ID																
Name	Currency	Country	Sector	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon last Payment Date	Coupon Rate	CSSF Code	Issue Currency	Distributed Amount	Split Date	Split Ratio		

Regularly the first part above refers to data captured with ISIN code. This means that when using the Encoding Box, 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:

LineID	ID				Security (common)									Other Security Code Information				Debt supplements								Type of Share supplements				Reserved to Macro do not edit.	
					Security ID		Debt / Equity							Reported Amount		Security ID															Issuer ID
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Name	Currency	Country	Sector	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon last Payment Date	Coupon Rate	CSSF Code	Issue Currency	Distributed Amount	Split Date		Split Ratio
Edit Line	1-003000	XX	XXX	90000	1	US5949181045	01	debt	1	100,00	AED		100,00																		

On the other hand if there is not an ISIN code, all the values captured with the Encoding Box will be added in a line and as far as there are more values, the line is longer.

LineID	ID				Security (common)								Other Security Code Information				Debt supplements								Type of Share supplements					Reserved to Macro do not edit.			
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Name	Currency	Country	Sector	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon last Payment Date	Coupon Rate	CSSF Code	Issue Currency	Distributed Amount	Split Date		Split Ratio		
																																Security ID	Debt / Equity
Edit Line	1-003000	XX	XXX	90000	1	US5949181045	01	debt	1	100,00	AED		100,00																				
Add a line	2-004000	XX	XXX	90000	1	US5949181045	01	debt	2	100,00	AED		200,00						F.52								cof	AED	10,00	200-12-10	100		



Concluding, each line of the table has as many cells filled, as the data saved while using the Encoding Box.

1. Edit a line

If the user wants to modify a line of the table, there are two options:

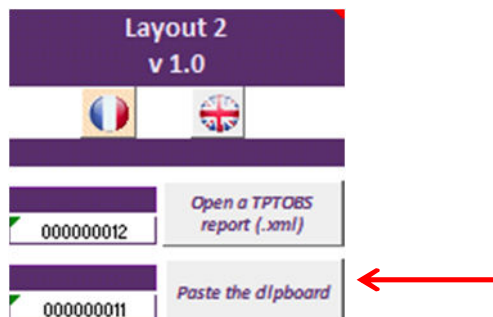
1. Modify the cell in the table directly. (Not recommended)
2. Edit the cell by using the Encoding Box. (This option is recommended in order to avoid errors)

For the second option above there are two available actions:

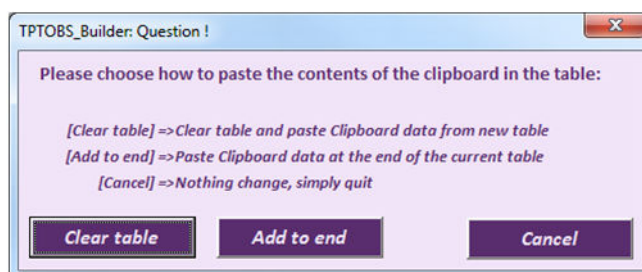
- Click on the **Edit Line** button. It's located in the first column of the table OR
- Click the Encoding Box button  and at the bottom of the interface there is a jump button  which indicates the line that the user would like to modify. By clicking it, each selected line's values will be displayed in the fields of the panel. After finishing any modification the changes have to be saved.

3. Third step : Paste the data in TPTOBS Builder.



- Select any cell in the TPTOBS builder
- The Button "**Paste the clipboard**" is enabled. Click on this button to paste the data from the clipboard in the TPTOBS table



- In the pop-up confirmation window Click "Clear table" or "Add to end" to paste the data from the clipboard in to the TPTOBS main table.




- The table will be filled with the selected data from the notepad.
- The user will receive a message box indicating that one line was not pasted successfully in the table – this warning message is normal as Notepad add one line at the end of the pasted data.





TPTOBS_I2_201512_0000000789_K001220003_20160621_001.xml

Check & Export Xml



LineID	ID				Security (common)			Other Security Code Information						
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Security ID	Issuer ID	Name	Currency	Country	Sector	Security Type
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01							
Edit line	1-003000	XX	XXX	90000	2	1	02							
Edit line	1-005000	XX	XXX	90000	2	code1	02							
Edit line	1-005000	XX	XXX	90000	2	code2	03							
Edit line	2-004000	XX	XXX	90000	1	USY81636AC34	04							
Edit line	2-004000	XX	XXX	90000	2	code2	04	TypeOfShare	1	1.00	AED			
Edit line	2-004000	XX	XXX	90000	2	code4	04	TypeOfShare	1	1.00	AED			
Edit line	2-004000	XX	XXX	90000	2	code3	04	TypeOfShare	2					
Add a line														



Only 8 lines of 9 from the clipboard were copied in the table.

OK

Reported Amount

Reported Amount	Name	Currency	Country	Sector	Security Type
10.00					
12.00	999	AFN	AE	12300	F.3
200.00	name1	AED	AG	21000	F.512
12.00	999	AFN	AE	12300	F.519
200.00					F.52
200.00	name2	ARS	LU	41000	F.52
200.00	name3	ARS	LU	41000	F.52
200.00	n3	AFN	LU	33000	F.52

4. Fourth step : Validate & export

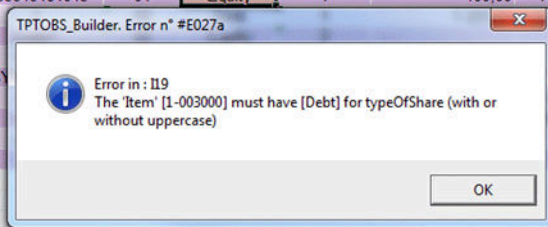
- Click the "**Check & Export Xml**" button for data validation and report generation

Notification Messages – BCL Rules

BCL has implemented some rules for the generation of the TPTOBS report. All the captured securities should have a **quotation type** between **Percentage quoted** and **Currency quoted**. The Dept securities usually have a Percentage Quote. However BCL is not forbidding the users to select a Currency quoted security so the TPTOBS 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 Dept 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.

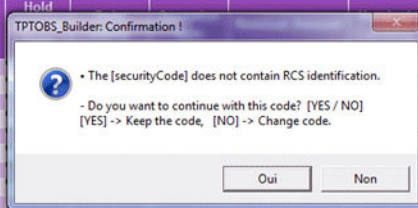
LineID	ID				Security (common)								
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt / Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01	Equity	1	100,00	AED		10,00
Edit line	1-003000	XX	XXX	90000	2								12,00
Edit line	1-005000	XX	XXX	90000	2							10,00	200,00
Edit line	1-005000	XX	XXX	90000	2							1,00	12,00
Edit line	2-004000	XX	XXX	90000	1	US						10,00	200,00
Edit line	2-004000	XX	XXX	90000	2								200,00
Edit line	2-004000	XX	XXX	90000	2								200,00
Edit line	2-004000	XX	XXX	90000	2							1,00	200,00
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 TPTOBS Builder will notify them with the following message and ask their confirmation in order to accept this entry.

LineID	ID				Security (common)								
	Item	Country	Currency	Sector	Code Type	Code	Hold	Debt / Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
Edit line	1-003000	XX	XXX	90000	1	US5949181045							
Edit line	1-003000	XX	XXX	90000	2								
Edit line	1-005000	XX	XXX	90000	2	code1						10,00	
Edit line	1-005000	XX	XXX	90000	2	ououo						1,00	
Edit line	2-004000	XX	XXX	90000	1	USY81636AC94							
Edit line	2-004000	XX	XXX	90000	2	code2							
Edit line	2-004000	XX	XXX	90000	2	code4							
Edit line	2-004000	XX	XXX	90000	2	code3						1,00	
Add a line													



Excel options & Settings

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

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

1. Macros accepted

The file opens without any error message or warning.

→ Macros are accepted by default

If Excel displays a warning window "Cannot run the macro ..."

→ See the next point.

2. Macros disabled

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

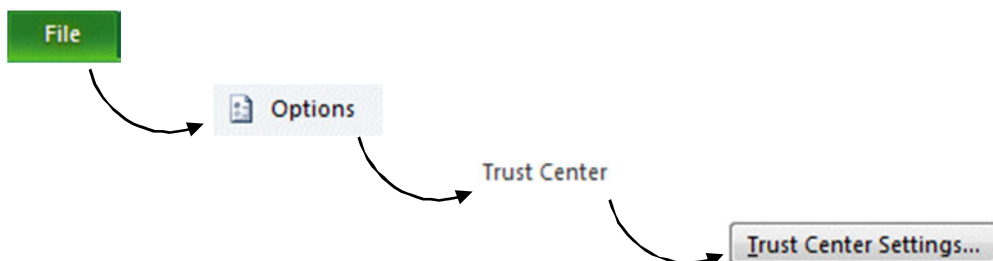
2 choices are possible:

→ Enable Macros in Excel.

→ Suggest activation of macros when opening the file.

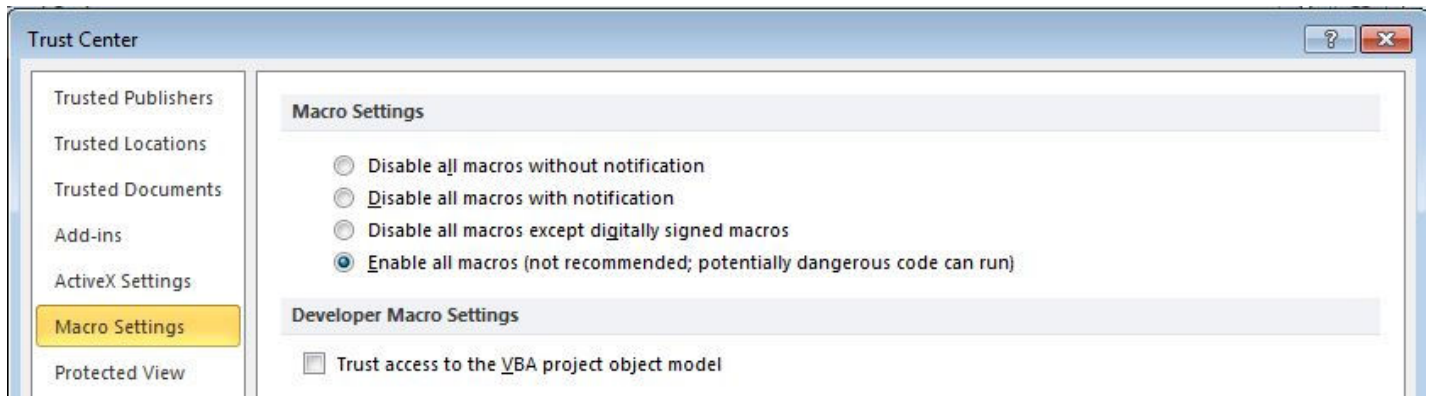
→ See the " Management Center of Excel confidentiality"

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



→ Enable macros by default:

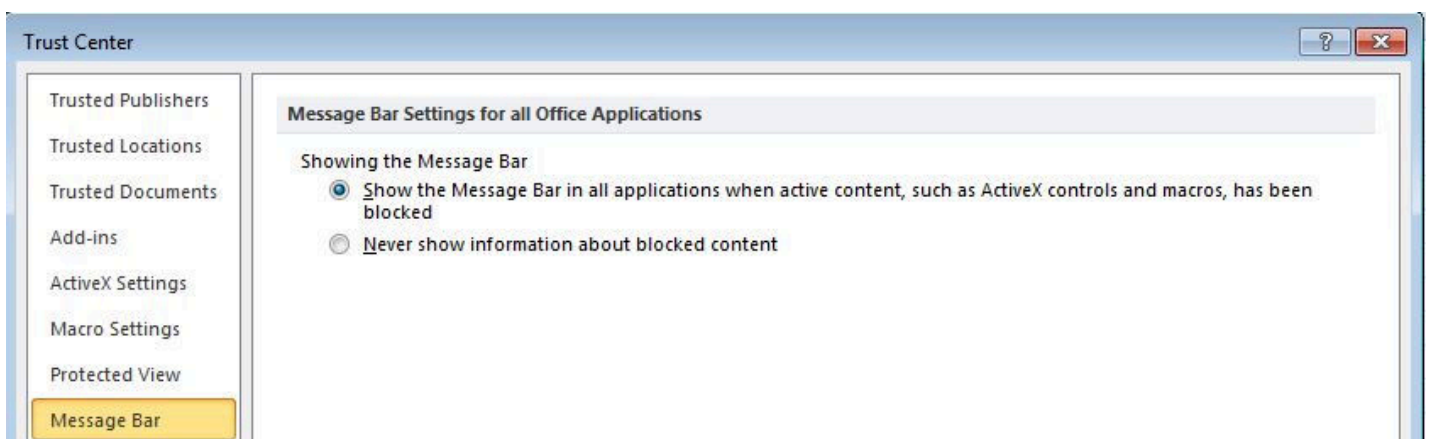
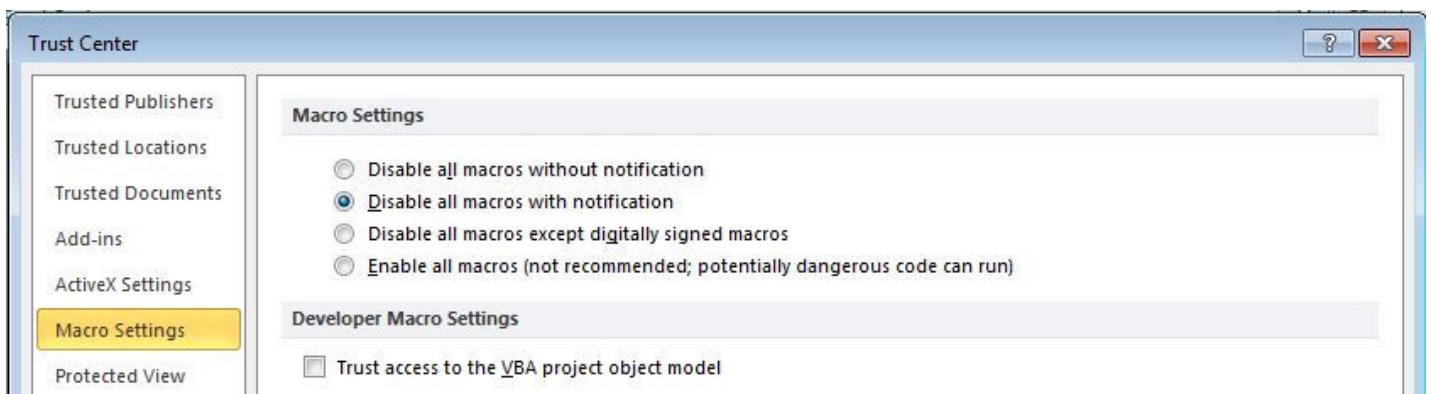
- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.



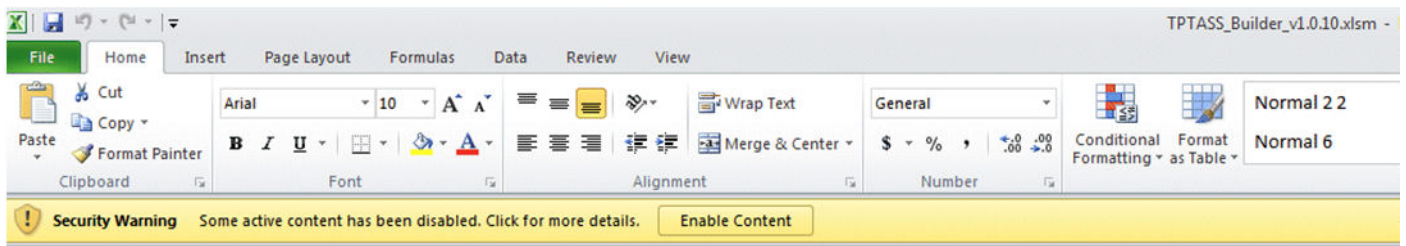
! Caution: This option configures and enables by default all macros at this Excel installation.

➔ Enable Macros on request

- Select " Macro Settings " in the left column.
- Select " Disable all macros with notification ."
- Select " Message Bar " in the left column.
- Select " Show the Message Bar ...".
- Click "OK" twice.



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



→ Message bar :

- Click on the " Enable Content " to enable Macros for the proper functionality of the S216_Builder

! This option will activate the macro each time you open a file.

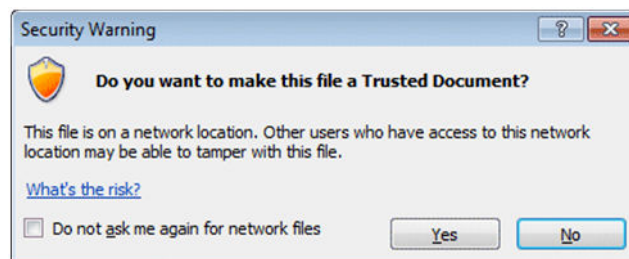
3. Invitation to allow macros

Excel is warning that the file uses macros and offers the possibility to enable them for this document. That's how Excel reacts by default or if the "Enable macros on demand" option was selected.

Upon opening the file, shows the following message:



Click « **Enable content** »



→ Security Warning :

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