

Documentation TPTTBS Builder v1.2

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System Requirements

- The TPTTBS Builder is compatible with Excel 2007, 2010, 2013 & 2016
- The tool wasn't tested on Excel 365 and is not officially compatible nor supported
- Older office versions (2000, 2003) are not supported.

1. Office / Excel 2007

- Requires Service Pack 3

2. Office / Excel 2010

- Requires Service Pack 1 or Service Pack 2

3. Office / Excel 2013

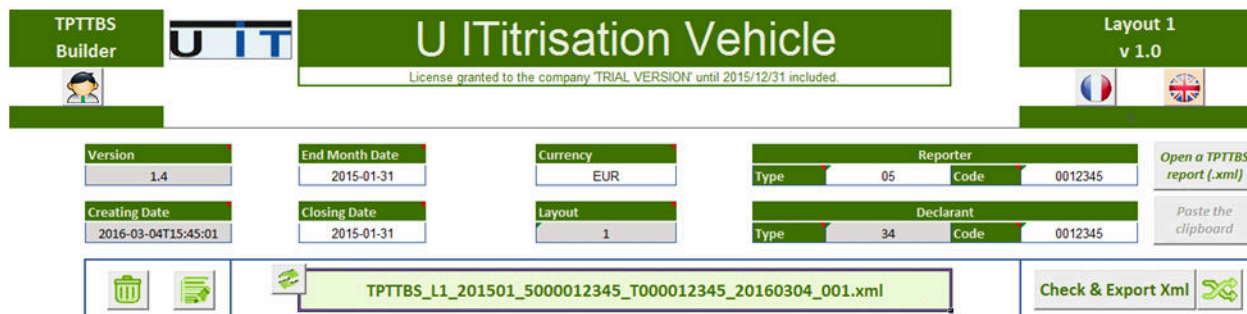
- Runs on original version or Service Pack 1

4. Office / Excel 2016

- This should run fine, please contact us if you encounter any issue using the tool on Excel 2016

Section Header

1. Header Information



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

It is really important each time a user would like to conduct a TPTTBS 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:

- 05 special code assigned by the BCL
- 23 Banks
- 30 Management Companies
- 32 PSF Company - Type P
- 34 Securitization Vehicles

and can be displayed by clicking on it.

Version 1.4	End Month Date 2015-01-31	Currency EUR	Reporter Type: 05 Code: 0012345	Open a TPTTBS report (.xml)
Creating Date 2016-03-04T15:45:01	Closing Date 2015-01-31	Layout 1	Declarant Type: 34 Code: 0012345	Paste the clipboard
 <input type="text" value="TPTTBS_L1_201501_5000012345_T000012345_20160304_001.xml"/>			<input type="button" value="Check & Export Xml"/> 	

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:

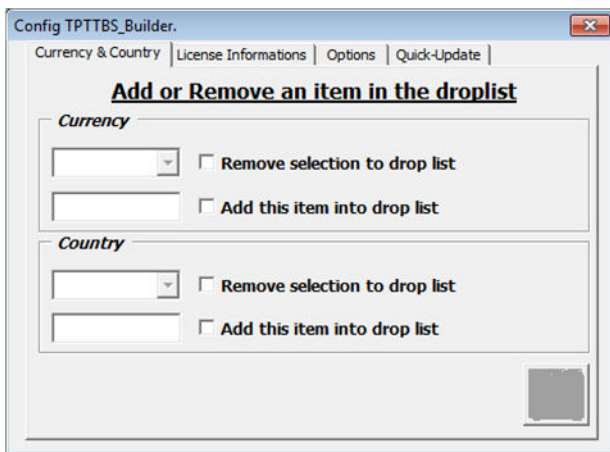
Or your company (same code Reporter)
Or the company for which the report is generated.
The company's code is given by the BCL, coded on 7 figures (With leading '0' [zero] if necessary).
The Registrant is required to DSE Type (Type 34)

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.

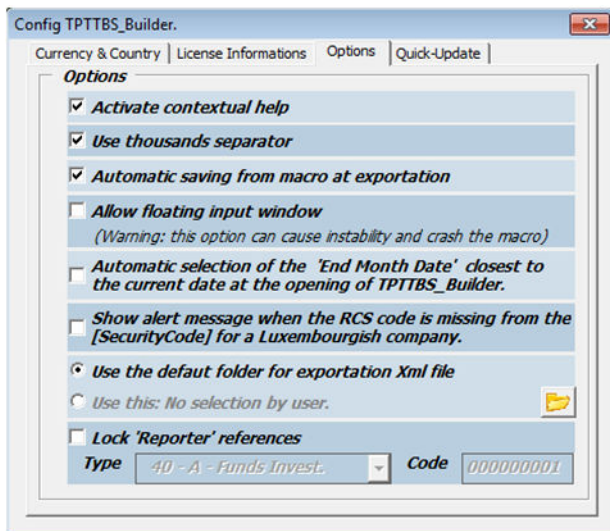


Currency & Country Tab:

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.

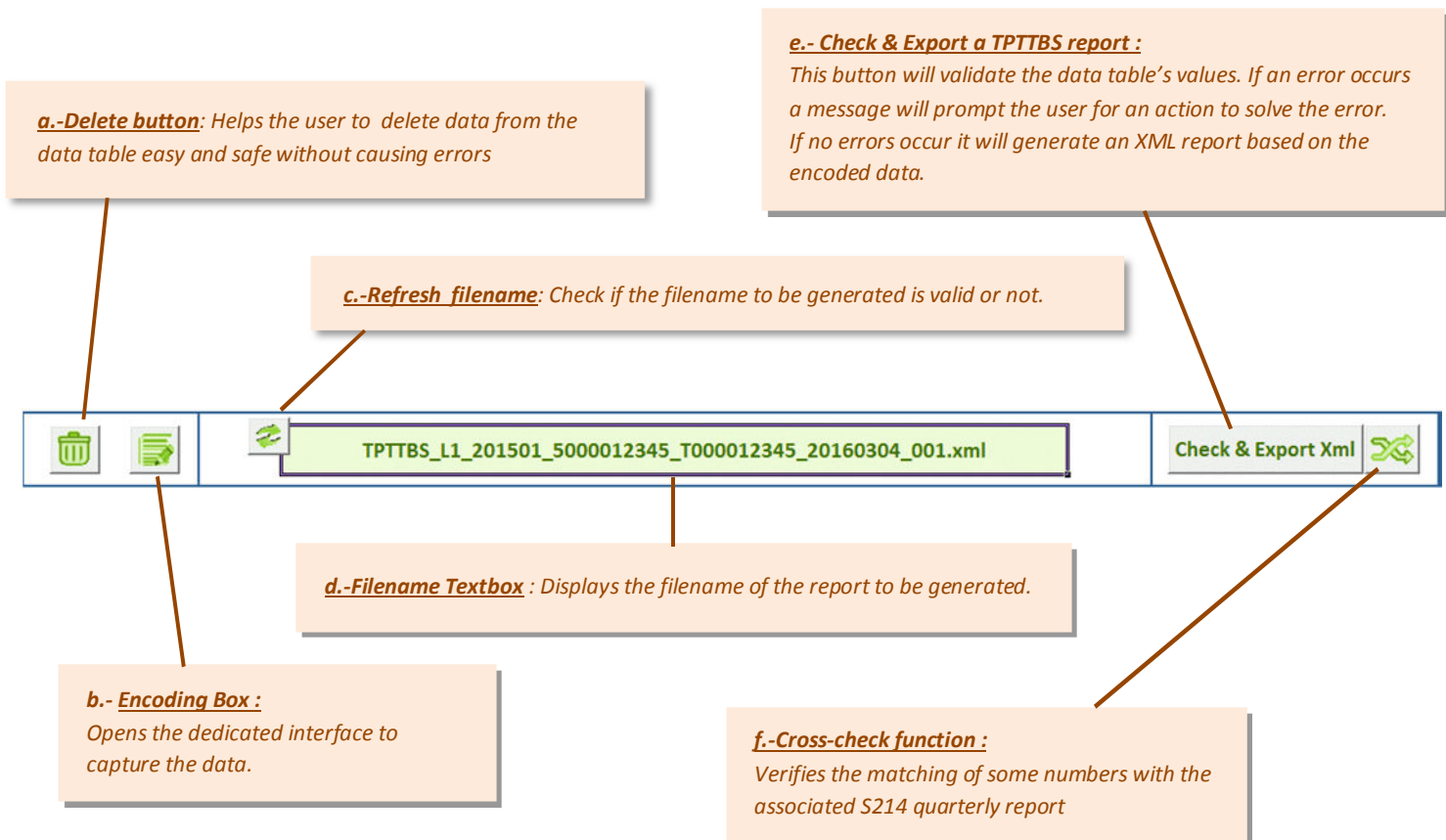
➤ Use the default folder for the exportation of the xml file.

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 TPTTBS builder is located.

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.
- The **Cross-check button** allows to open a S214 report and compare + verify numbers.



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 TPTTBS 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.

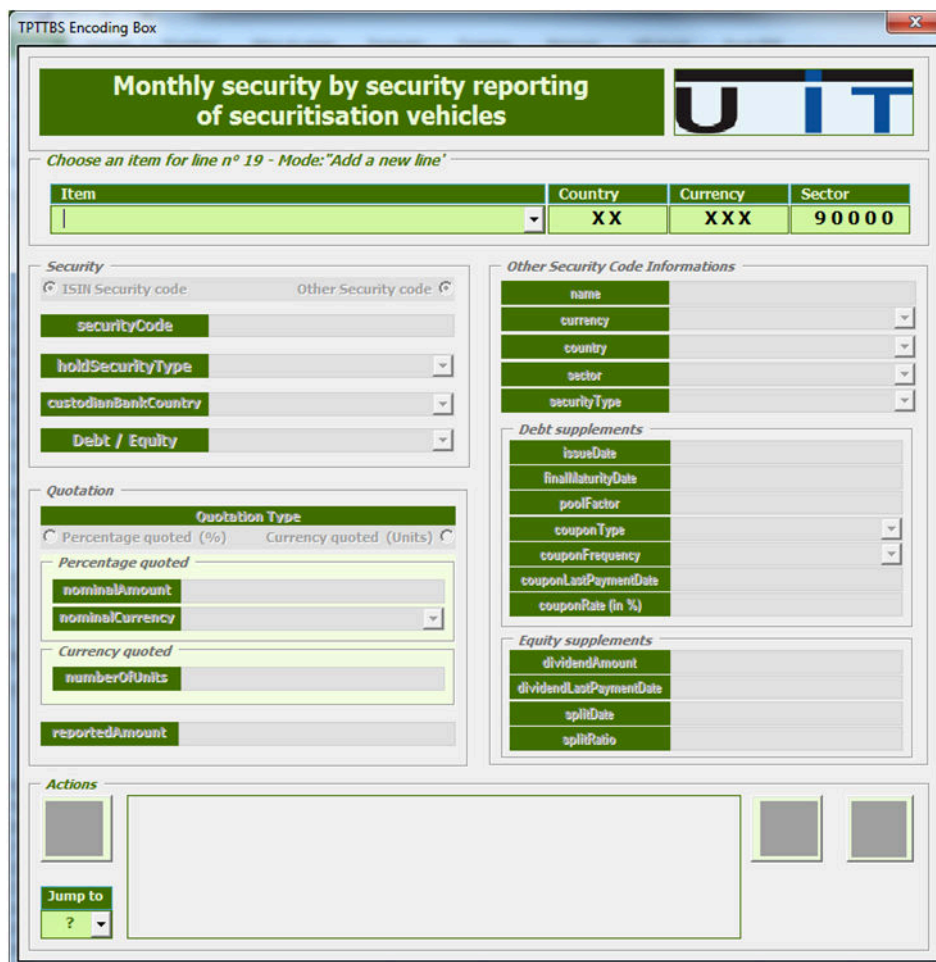
5. Encoding Box – Brief Description

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:



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 information
 - a. Debt supplements
 - b. Equity supplements

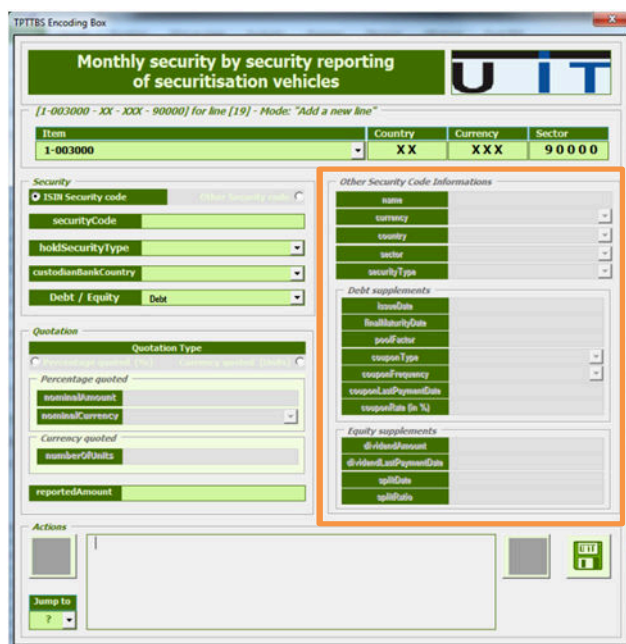
It should be mentioned here the distinction between ISIN code and “Other security code information” options:

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

OR

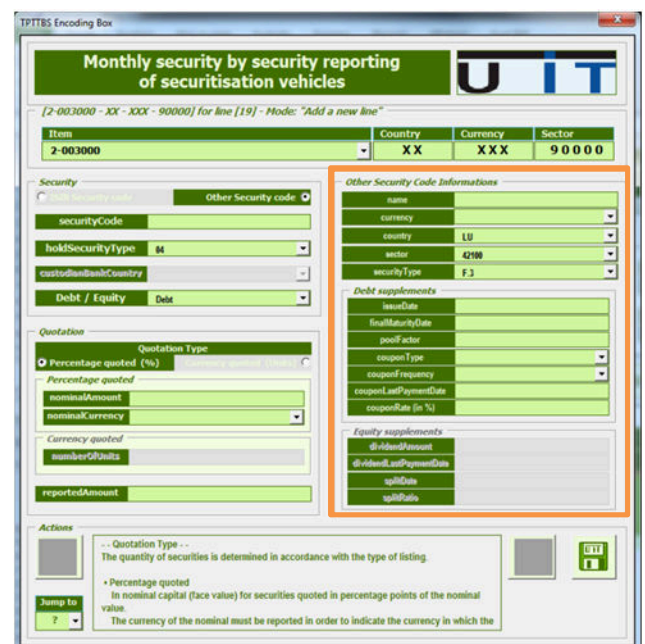
If there is no ISIN code, the user should select the “Other security code” radio button and fill in all the appropriate fields on the right section of the interface. The information in this section is supplementary to ISIN code and is mandatory to be specified if an ISIN code doesn’t exist.

With ISIN code



The screenshot shows the 'Monthly security by security reporting of securitisation vehicles' window. The 'Security' section has the 'ISIN Security code' radio button selected. The 'Other Security Code Informations' section is highlighted with an orange box, showing fields for name, currency, country, sector, securityType, and sections for Debt and Equity supplements. The 'Quotation' section is also visible.

Without ISIN code



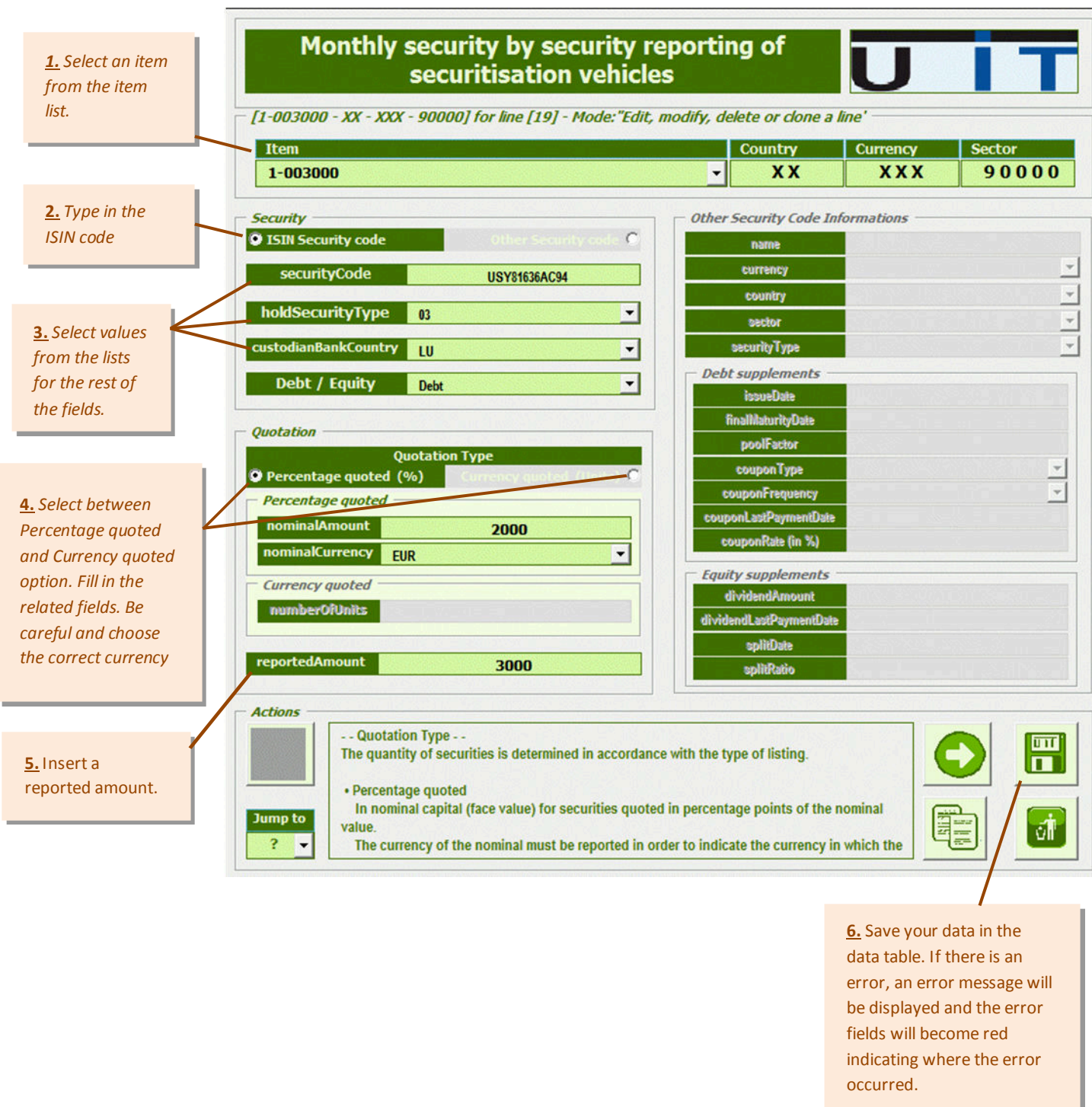
The screenshot shows the same interface but with the 'Other Security code' radio button selected. The 'Other Security Code Informations' section is highlighted with an orange box, showing fields for name, currency, country, sector, securityType, and sections for Debt and Equity supplements. The 'Quotation' section is also visible.

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.

Monthly security by security reporting of securitisation vehicles

[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: USY81636AC94

holdSecurityType: 03

custodianBankCountry: LU

Debt / Equity: Debt

Quotation

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

Percentage quoted

nominalAmount: 2000

nominalCurrency: EUR

Currency quoted

numberOfUnits:

reportedAmount: 3000

Other Security Code Informations

name:

currency:

country:

sector:

securityType:

Debt supplements

issueDate:

finalMaturityDate:

poolFactor:

couponType:

couponFrequency:

couponLastPaymentDate:

couponRate (in %):

Equity supplements

dividendAmount:

dividendLastPaymentDate:

splitDate:

splitRatio:

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

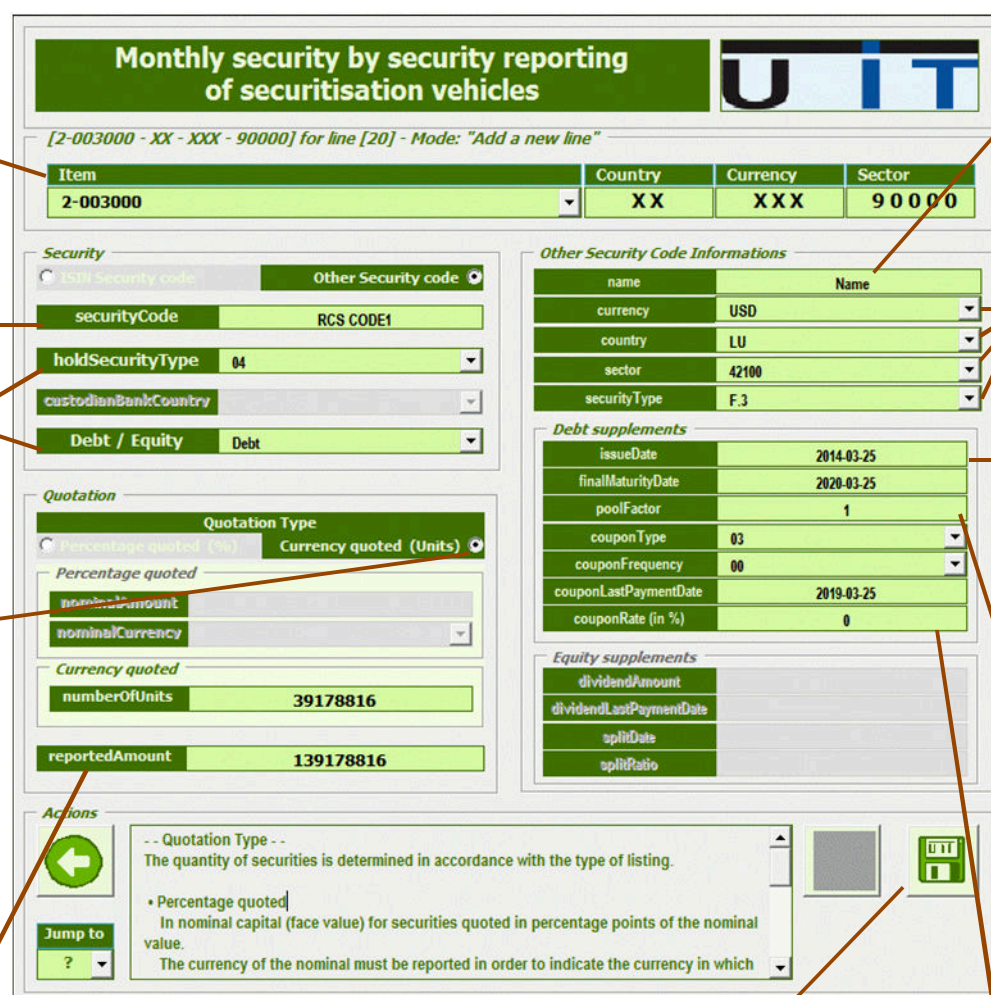
Jump to: ?

Save, Cancel, Print, Help icons

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.



Monthly security by security reporting of securitisation vehicles

[2-003000 - XX - XXX - 90000] for line [20] - Mode: "Add a new line"

Item	Country	Currency	Sector
2-003000	XX	XXX	90000

Security

☐ ISIN Security code ☒ Other Security code

securityCode: RCS CODE1

holdSecurityType: 04

custodianBankCountry: [dropdown]

Debt / Equity: Debt

Quotation

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

Percentage quoted: nominalAmount, nominalCurrency

Currency quoted: numberOfUnits: 39178816

reportedAmount: 139178816

Other Security Code Informations

name: [dropdown] Name

currency: USD

country: LU

sector: 42100

securityType: F.3

Debt supplements

issueDate: 2014-03-25

finalMaturityDate: 2020-03-25

poolFactor: 1

couponType: 03

couponFrequency: 00

couponLastPaymentDate: 2019-03-25

couponRate (in %): 0

Equity supplements

dividendAmount: [dropdown]

dividendLastPaymentDate: [dropdown]

splitDate: [dropdown]

splitRatio: [dropdown]

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

Jump to: [dropdown]

Save

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.

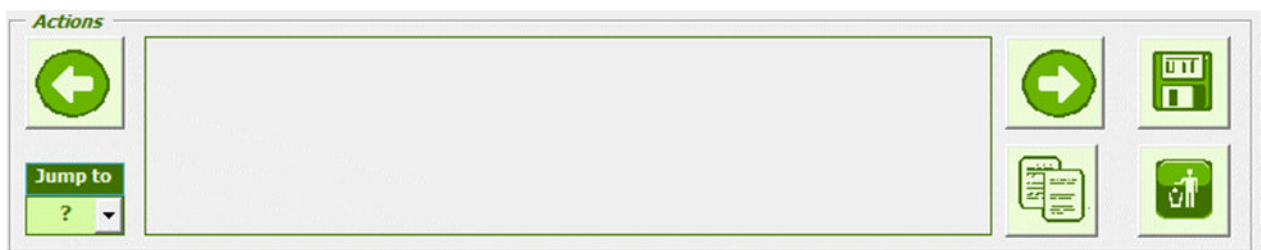
The Securities Type field in step 3 will display the section between Debt/Equity supplements in the “Other Security code Information” section on the right part of the interface above. This means that the steps 7,8,9 will be applied for the Debt/Equity supplements respectively.

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.

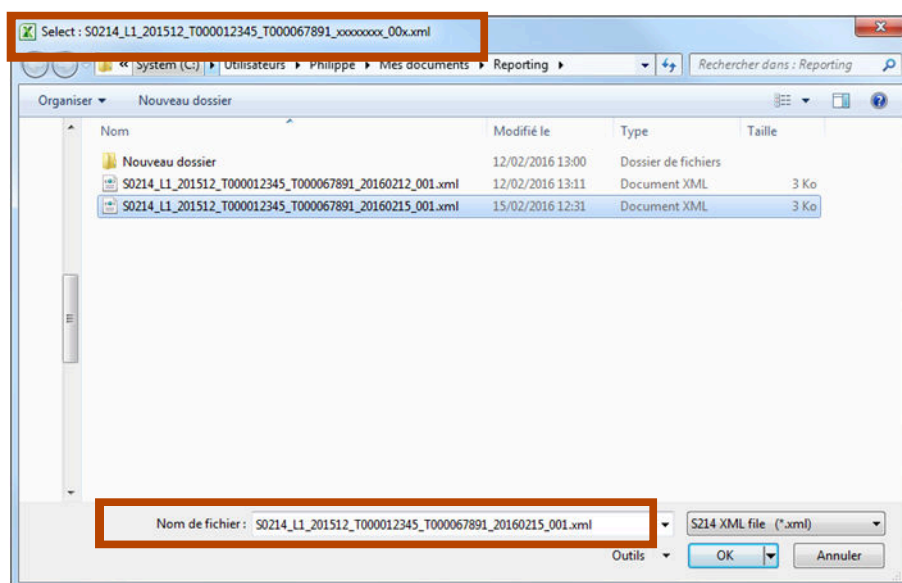
10. « Cross Check » with quartly S214 report



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



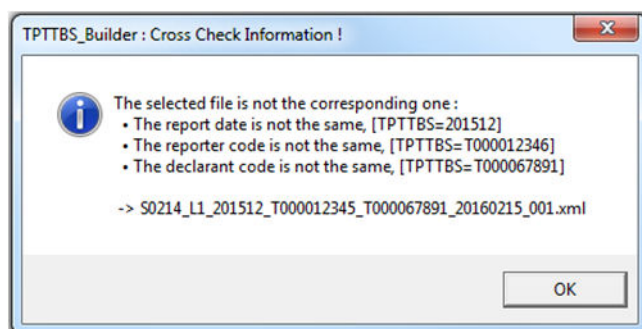
→ When you click on the button, a window file explorer will open in order to select a TPTTBS report and compare the data with.



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

I. The TPTTBS is not the corresponding one:

Either the S214 was not generated by the tool S214 Builder or whether the date of the report, the code of the Reporter, or the code of the Declarer is different.



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

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

Results Cross Check - TPTTBS & S214			
Item	S214 - [2015/12]	TPTTBS - [2015/12]	CrossCheck
1-003000	60 000,00	60 000,00	OK
1-005000	30 000,00	30 000,00	OK
2-002050	30 000,00	30 000,00	OK
2-003000	50 000,00	50 000,00	OK
2-005000	10 000,00	10 000,00	OK
Reporter code : T000012345			
Declarant code : T000067891			
Close			

Columns :

Item: you can see the different items being checked.

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

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

CrossCheck: indicates the status of the verification :

OK = Data in each report match

?/? = One of the reports does not have the item and the message "Missing" is highlighted in the column of the item.

=/= = Data does not match

An example of an error:

Results Cross Check - TPTTBS & S214			
Item	S214 - [2015/12]	TPTTBS - [2015/12]	CrossCheck
1-003000	60 000,00	50 000,00	=/=
1-005000	30 000,00	30 000,00	OK
2-002050	40 000,00	40 000,00	OK
2-003000	50 000,00	50 000,00	OK
2-005000	Missing/Manquant	11 000,00	?/?
Reporter code : T000012345			
Declarant code : T000067891			
Close			

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

Item "2-005000" is missing in the 2214 report (or in excess in TPTTBS 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.

	ID				Security (common)									
					securityID				Debt / Equity					
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				Reserved 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	Dividend Amount (in % of reported amount)	Dividend Last Payment Date	split Date	split Ratio		

Regularly the first part below 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 Informations				Debt supplements							Equity supplements				Reserved to Macro do not edit			
					securityID		Debt / Equity			Reporting ID																						
	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	Name	Currency	Country	Sector	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon Last Payment Date	Coupon Rate	Dividend Amount (in % of reported amount)	Dividend Last Payment Date		split Date	split Ratio	
Add a line																																

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.

		ID				Security (common)										Other Security Code Informations					Debt supplements							Equity supplements				
						securID	Debt / Equity								Reported Amount		SecurID			Issue ID												
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold SecurID % Type	Custodian Bank Country	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	Dividend Amount (in % of reported amount)	Dividend Last Payment Date	split Date	split Ratio	Reserved to Macro do not edit	
1	edit line	2-002050	001	0001	000000	01	1	US59198745	05	AE	Equity	02	300	30 000,00	name 3	ALL	AG	02200	F5B													
2	edit line	1-000000	001	0001	000000	02	2	code 3	03	AE	Equity	02	100	10 000,00																		
Add a line																																



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.

2. Add a line

In order to add a new line there are two options:

1. Click on the **Add a line** button located in the first column of the data table
2. Click the Encoding Box  button and capture data for a new item.

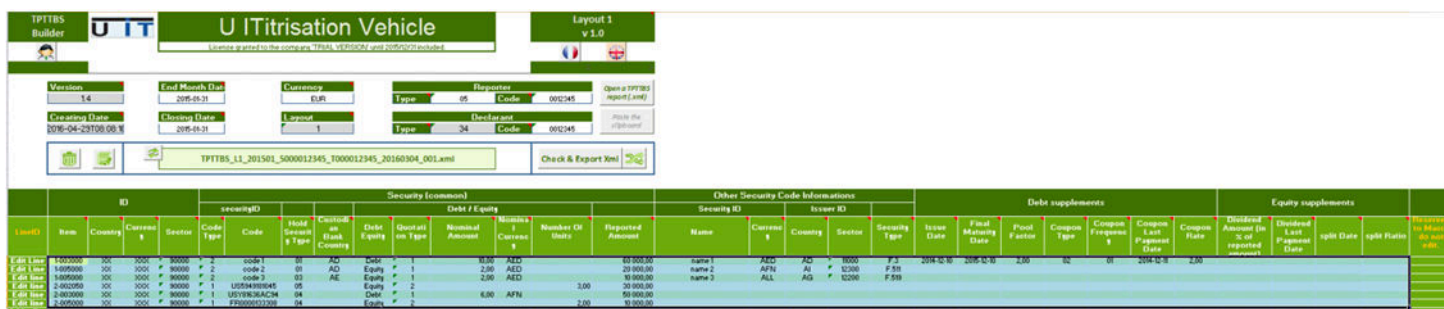
3. Paste data

The tool allows to paste 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 or an old version of the tool, or even 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 of columns, but it can represent an interesting feature for customers who can succeed to extract all the data from the main accounting system in a text file with tabulation separator – This may requires a small IT intervention on the customer's side to configure this extraction of data, but this would then greatly help for the capture of these data in the TPTTBS Builder as only a "Copy/Paste" will be needed to capture all data. Jump directly to step 2 in this case.

1. First step : Copy data to a TEXT editor (only for data coming/copied from another TPTTBS Builder)

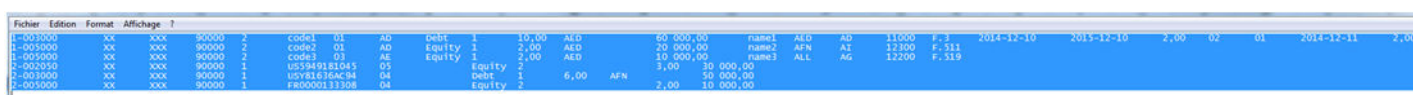
- Open "Notepad" (or any text editor)
- Select the range you need to copy, press (Ctrl+C) and after press (Ctrl+V) in the notepad to paste the data.



2. Second step : Select and copy raw TEXT data from text editor

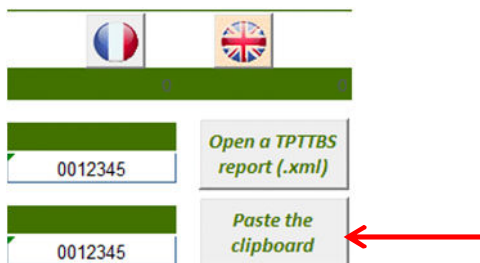
Note: the TEXT file can be the text file created at first step, or the extracted data file as described in the second paragraph of this chapter.

- Open "Notepad" (or any text editor) Select all : (CTRL+A) => Copy (Ctrl +C).

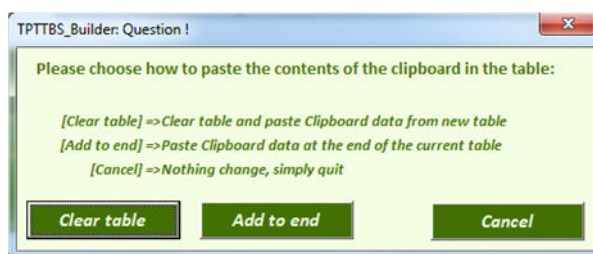


3. Third step : Paste the data in TPTTBS Builder.

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

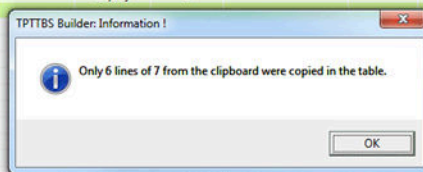


- In the pop-up confirmation window Click "Clear table" or "Add to end" to paste the data from the clipboard in to the TPTTBS main table.



- 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.

	ID				Security (common)									
	LineID	Item	Country	Currency	Sector	securityID		Hold Security Type	Custodian Bank Country	Debt / Equity				
						Code Type	Code			Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units
Edit line	1-003000	XX	XXX	90000	2	code 1	01	AD	Debt	1	10.00	AED		60 000.00
Edit line	1-005000	XX	XXX	90000	2	code 2	01	AD	Equity	1	2.00	AED		20 000.00
Edit line	1-005000	XX	XXX	90000	2	code 3	03	AE	Equity	1	2.00	AED		10 000.00
Edit line	2-002050	XX	XXX	90000	1	US5949181045	05		Equity	2				3.00
Edit line	2-003000	XX	XXX	90000	1	USY81636AC94	04		Debt	1	6.00	AFN		50 000.00
Edit line	2-005000	XX	XXX	90000	1	FR0000133308	04		Equity	2				2.00
Add a line														



4. Fourth step : Validate & export


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

U IT

Quick Update

This section refers to the Quick Update fonctionnality: This fonctionnality is meant to help the end user to update the reporting Excel sheet very quickly with a few data.

1. 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

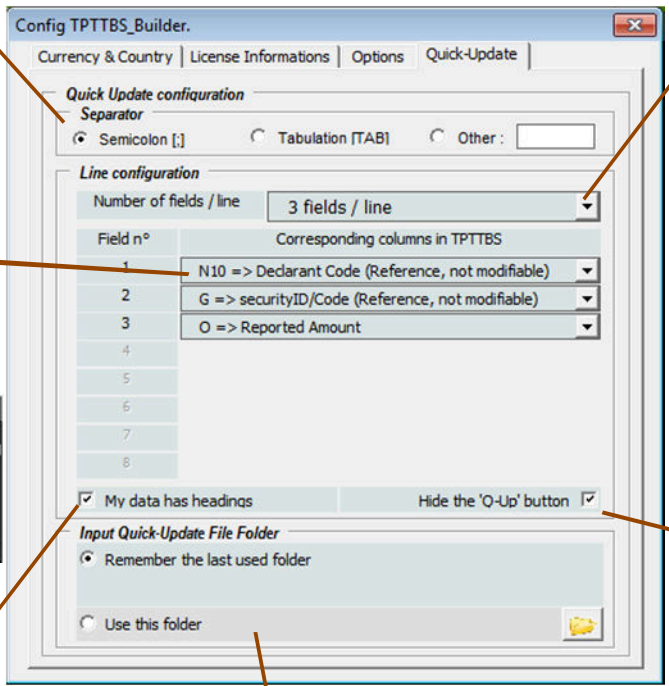
3. Select fields which correspond to the data file to load

The “SecurityID/Code” is mandatory

4. Check if the data file have headings

6. Define default folder location to load the data file

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



Field n°	Number of fields / line
1	2 fields / line
2	3 fields / line
3	4 fields / line
4	5 fields / line
5	6 fields / line
6	7 fields / line
7	8 fields / line

N10 => Declarant Code (Reference, not modifiable)
E7 => End Month Date
N10 => Declarant Code (Reference, not modifiable)
G => securityID/Code (Reference, not modifiable)
K => Quotation Type
L => Nominal Amount
M => Nominal Currency
N => Number Of Units
O => Reported Amount

		Other Security C	
		Security ID	
Number Of Units	Reported Amount	Name	Currency

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

2 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 "SecurityID" and the separator is the semicolon (";").

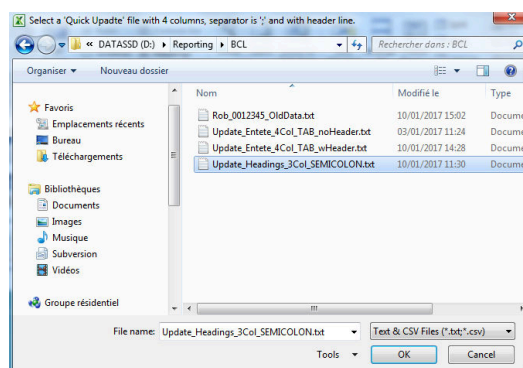
```
Declarant;SecurityCode;Reported Amount
00345699900;US5949181045;222
345699900;US5949181045ffff;223
```

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 "DeclarantCode" of "0111111" – the same data file can be then used to update the amounts for the entity "0222222" and so on.

3 In practice

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 :

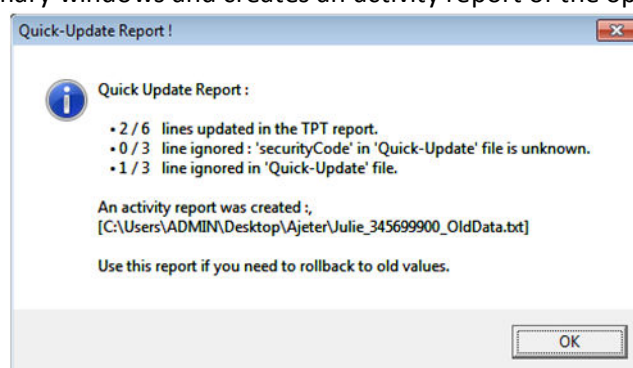
LineID	ID				Security (common)										Other	
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Custodian Bank Country	Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Security ID	Name
Edit Line	1-003000	XX	XXX	90000	1	US5949181045	01	AE	debt	1	100,00	AFN		9.764,00		
Edit Line	1-003000	XX	XXX	90000	2	US5949181045	01	AE	debt	1	100,00	AFN		110,00	ttt	
Edit Line	1-005000	XX	XXX	90000	1	AU0000XVGZA3	01	AD	equity	1	40,00	AED		897,00		
Edit Line	2-002050	XX	XXX	90000	2	Exemple 1	05		equity	2			124,00	450,00	SOC B	
Edit Line	2-003000	XX	XXX	90000	1	AU0000XVGZA3	04		debt	2			1.000,00	9.087,00		
Edit Line	2-005000	XX	XXX	90000	2	Exemple 2	04		equity	2			45,00	550,00	SOC V	

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

LineID	ID				Security (common)										Other	
	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	Security ID	Name
Edit Line	1-003000	XX	XXX	90000	1	US5949181045	01	AE	debt	1	100,00	AFN		222,00		
Edit Line	1-003000	XX	XXX	90000	2	US5949181045	01	AE	debt	1	100,00	AFN		223,00	ttt	
Edit Line	1-005000	XX	XXX	90000	1	AU0000XVGZA3	01	AD	equity	1	40,00	AED		897,00		
Edit Line	2-002050	XX	XXX	90000	2	Exemple 1	05		equity	2			124,00	450,00	SOC B	
Edit Line	2-003000	XX	XXX	90000	1	AU0000XVGZA3	04		debt	2			1.000,00	9.087,00		
Edit Line	2-005000	XX	XXX	90000	2	Exemple 2	04		equity	2			45,00	550,00	SOC V	

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

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



The content of the activity report :

```
## 2018-12-06 @ 15:10:08 ##
# skip header line [Declarant] [SecurityCode] [Reported Amount]
Declarant;SecurityCode;Reported Amount
# Modify line 19. Replace old values: [345699900] [US5949181045] [9764]
# By this new values: [00345699900] [US5949181045] [222]
345699900;US5949181045;9764
# Modify line 20. Replace old values: [345699900] [US5949181045fff] [110]
# By this new values: [345699900] [US5949181045fff] [223]
345699900;US5949181045fff;110

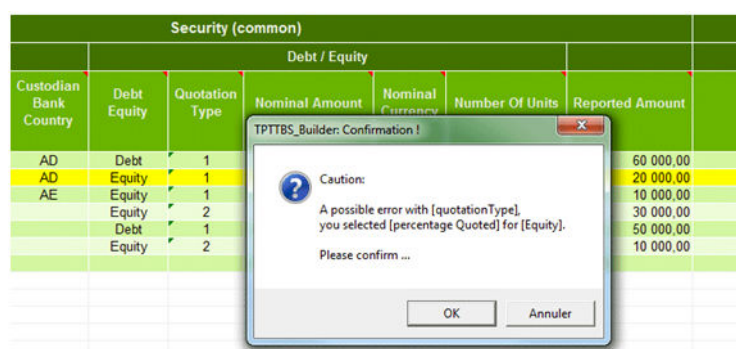
#####
# Quick update Report :
#
# • 2 / 6 lines updated in the TPT report.
# • 0 / 3 line ignored : 'securityCode' in 'quick-update' file is unknown.
# • 1 / 3 line ignored in 'quick-update' file.
#
# An activity report was created ;
# [C:\users\ADMIN\Desktop\Ajeter\Julie_345699900_oldData.txt]
#
# Use this report if you need to rollback to old values.
#
#####
```

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

Notification Messages – BCL Rules

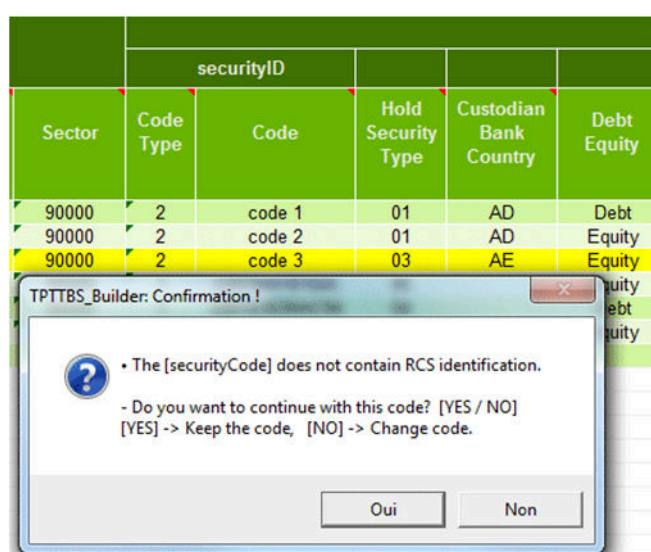
BCL has implemented some rules for the generation of the TPTTBS report. All the captured securities should have a **quotation type** between **Percentage quoted** and **Currency quoted**. The Dept securities usually have a Percentage Quote. However BCL is not forbidding the users to select a Currency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



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 TPTTBS Builder will notify them with the following message and ask their confirmation in order to accept this entry.



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.

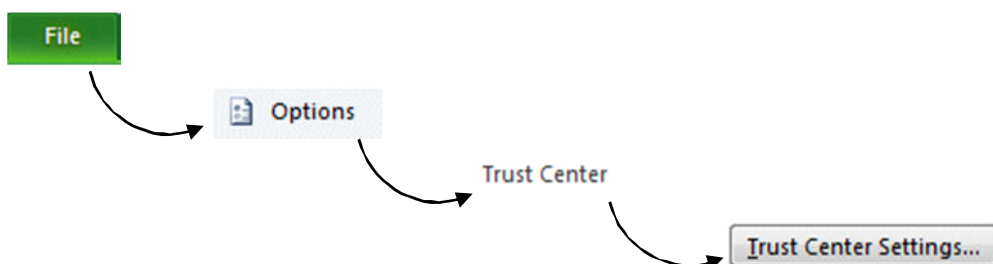
2 choices are possible:

→ Enable Macros in Excel.

→ Suggest activation of macros when opening the file.

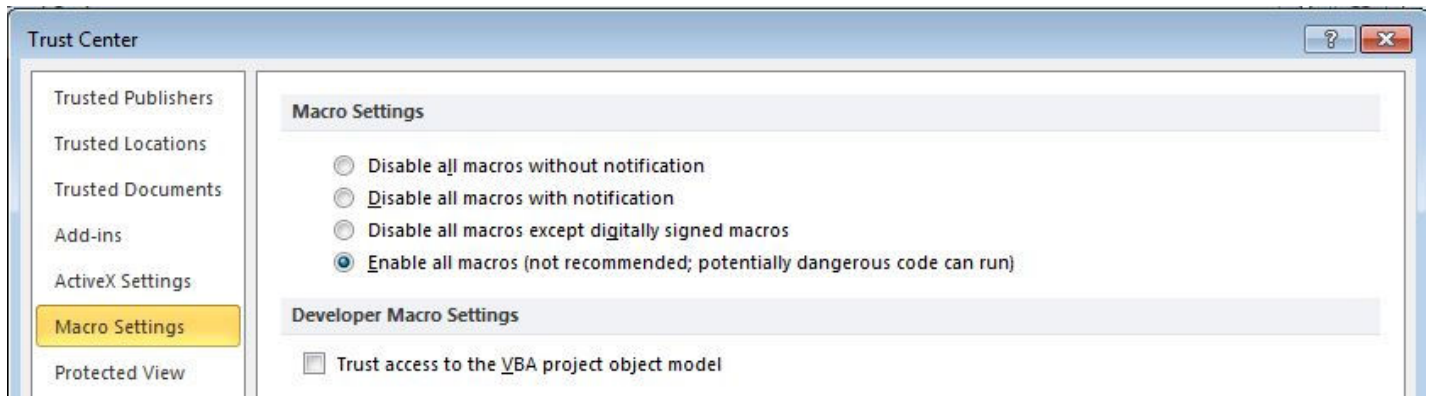
→ See the " Management Center of Excel confidentiality"

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



→ Enable macros by default:

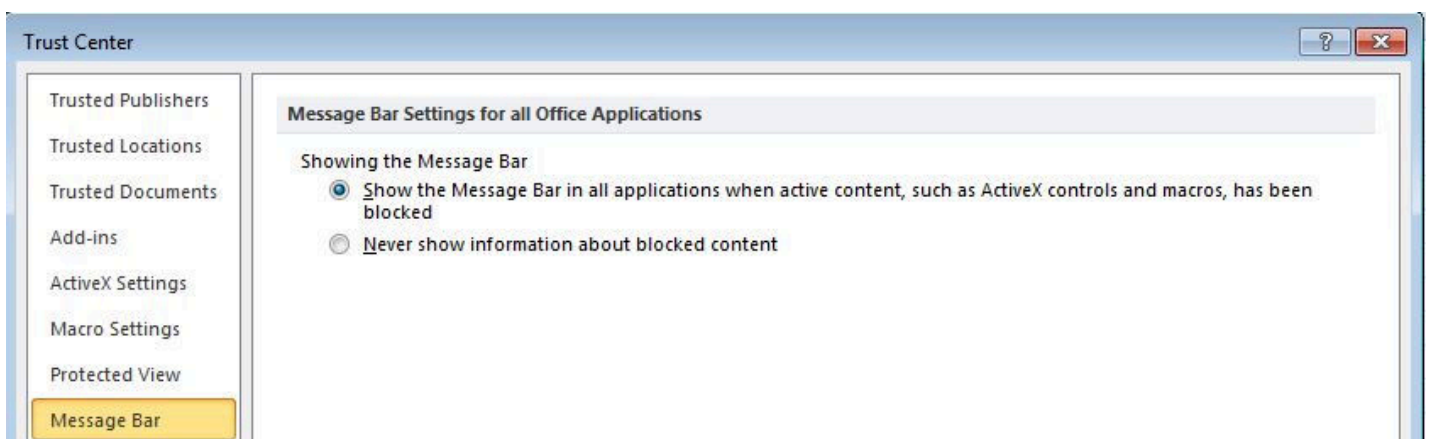
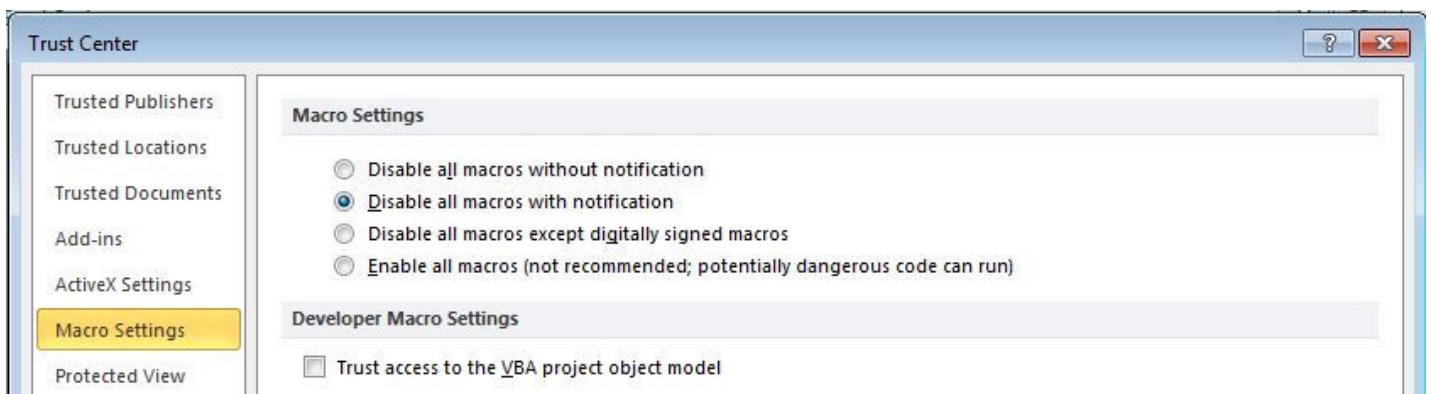
- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.



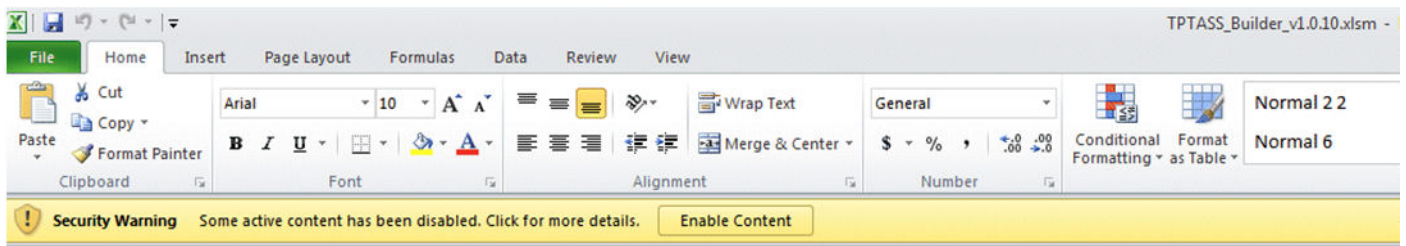
! Caution: This option configures and enables by default all macros at this Excel installation.

➔ 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.

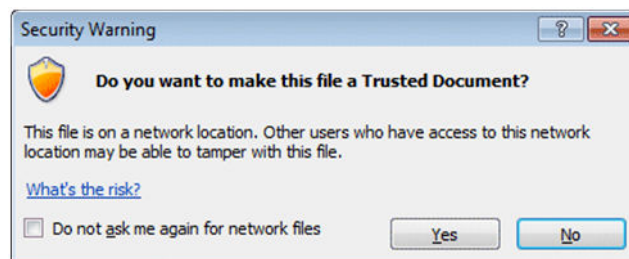
3. Invitation to allow macros

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"