

# Documentation S216 Builder v3.1

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## **System Requirements**

- The S216 Builder is compatible with Excel 2007, 2010 & 2013
- 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**

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- Requires Service Pack 3

### **2. Office / Excel 2010**

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- Requires Service Pack 1 or Service Pack 2

### **3. Office / Excel 2013**

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- Runs on original version or Service Pack 1
- This current version (v3.0) is not compatible with MS Office 2013 64bits on Windows 7 64bit – Using a 32bits version of MS Office solves the issue (on Windows 7 32bit or 64bit).

## Section Header

### 1. Header Information



**S216 Builder**  **U ITissuing Corp**  
 License granted to the company "TRIAL VERSION" until 2016/12/31 included.

**Layout 1 v3.0**

<b>Version</b> 1.1	<b>End Month Date</b> 2015-09-30	<b>Currency</b> EUR	<b>Reporter</b> Type: 35 Code: 0012345
<b>Creating Date</b> 2016-01-06T11:08:03	<b>Closing Date</b> 2015-05-30	<b>Layout</b> 1	<b>Declarant</b> Type: 35 Code: 0012345

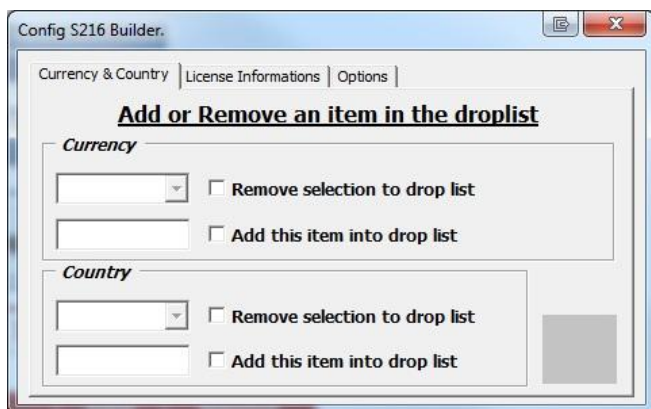
- Place the cursor over the blue titles to display explanatory information about those fields.
- In this section only the white fields can be modified by the user. The grey fields cannot be modified.
- The **Company name** can be changed by simply clicking on the field and modify the text.

### 2. Administration button



Displays the administration 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.



Config S216 Builder.

Currency & Country | License Informations | Options

**Add or Remove an item in the droplist**

**Currency**

☐ Remove selection to drop list

☐ Add this item into drop list

**Country**

☐ Remove selection to drop list

☐ Add this item into drop list

#### 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.*

### 3. Language Button



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

By clicking the language button you apply the translation for all the reporter's fields. This contains header names, buttons, labels and any displayed comment.

### 4. Global View

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

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

and can be displayed by clicking on it.

Version
1.1
Creating Date
2014-11-06T16:02:02

End Month Date
2014-09-30
Closing Date
2014-09-30

Currency
EUR
Layout
1

Reporter	
Type	Code
23	0008888
Declarant	
Type	Code
35	0009988

**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 35)

## Tool Section

### 1. Tool information

- The **Open S216** button imports a previously created report by S216 builder.
- The **Refresh Filename** button validates the file's name.
- The **Filename Textbox** represents the report's name. The exported report will have this name.
- The **Export S216** button generates the report that has been conducted.

**a.- Open a S016 report :**

*Opens a file browser to select a former S0216 report (xml file) to import.*

**d.- Export a S216 report :**

*Generates an XML report based on the encoded data.*

**NOTE:**By default this button is Blur and cannot be used before the inserted data has been validated

**b.-Refresh the filename:** Checks if the filename to be generated is valid or not.

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

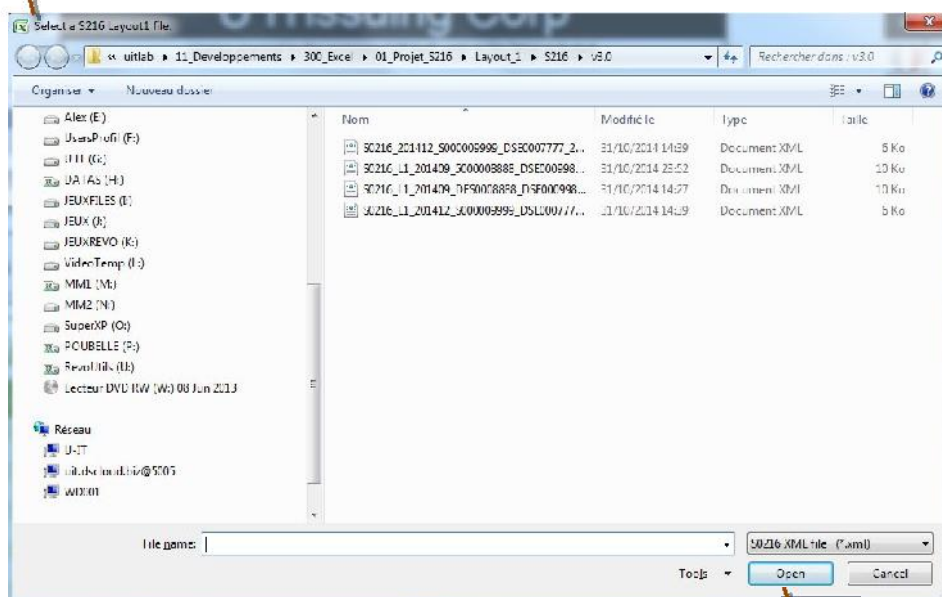


The screenshot shows a horizontal toolbar with three buttons: 'Open S216', 'Refresh Filename' (represented by a circular arrow icon), and 'Export S216'. Between the 'Open S216' and 'Refresh Filename' buttons is a text input field containing the filename 'S0216 L1 201409 D000008888 D5C0C0998B 20141106 001.xml'. Arrows from the surrounding text blocks point to these specific UI elements.

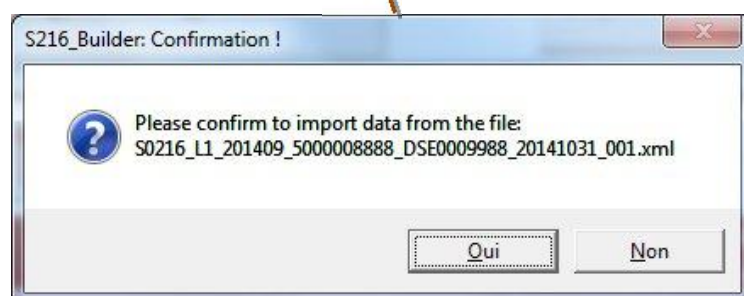
## 2. Open a S216 Report



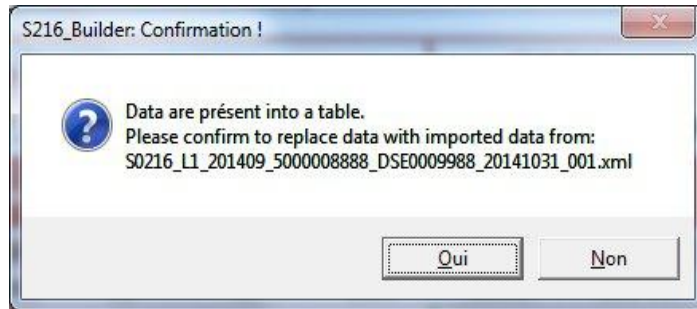
Click the "Open S216" button to open a file browser to select a report to be imported



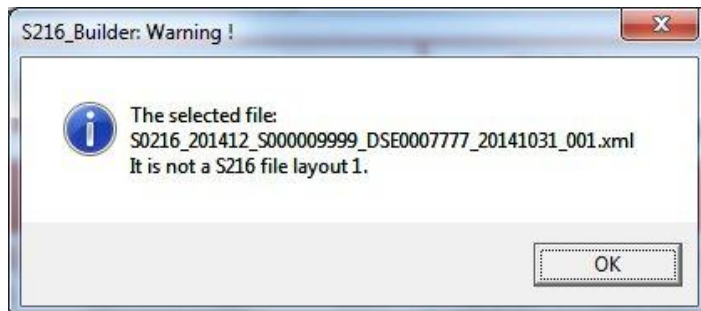
Select the report to be loaded and click Open.  
Confirmation: Yes to confirm the import, No to cancel.



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



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



### 3. The file name validator button



Updates and displays the report's filename in the main frame.  
If there is an error with the file name, its color is turned to red.

### 4. « Check » button



This button checks if all the captured values follow the report's rules and formats.

After clicking the [Data Validity Verification](#) button, all the captured content will be checked in order to detect any errors. In case of an error the user will be informed with a specific message and the export button will not be available. It will be blur.

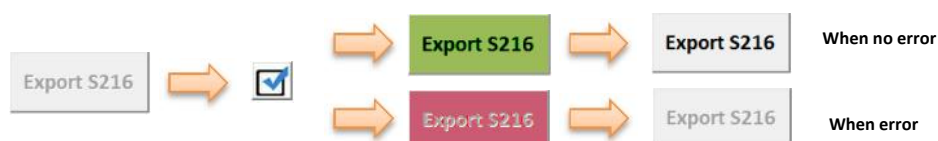
**NOTE:** If this button is not clicked it will not be possible to export a report

### 5. « Export S216 » button



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

By default this button is **disabled** and it is **Blur**. You will be able to export a report only when you will have verified your captured data by clicking the [Data validity](#) button from the step above.  
If an error doesn't occur during validation, the button automatically will be enabled.  
The button's availability is indicated instantly by two colors red/green after clicking the [Data Validity Verification](#) button.





## 6. Error Cases

 <b>ASSETS</b>				TOTAL		
				957000000.00		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	I000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	I000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	I000-01A	30000000.00
1-LA2002	FR	XX	EUR	44000	I01A-999	45000000.00
1-N02000	UK	XX	EU	32100	I01A-999	1000000.00
1-003000	GR	XX	USD	90000	I999-999	450000000.00
1-007000	AE	XX	XXX	90000	I999-999	250000000.00
1-090000	US	XX	XXX	90000	I999-999	1000000.00
1-090000	NL	XX	XXX	90000	I999-999	2000000.00
1-006000	DE	XX	XXX	90000	I999-999	20000000.00
1-007000	DE	XX	XXX	90000	I999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	I01A-999	75000000.00
1-000000	XX	XX	XXX	90000	I999-999	957000000.00

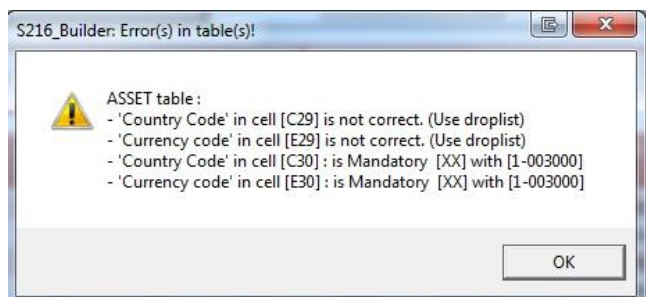
→ There are two possible errors that can occur in the Assets/Liabilities table. **PASTING** either a wrong country code or/and a wrong Currency code.

For some specific items, there are restricted values that can be selected for the fields GAB and Currency and are limited to the [XX] and [XXX] values.

This is the mandatory format for these cells. In order to don't cause an error they should be selected from the cell's list.

→ In case of a wrong value, the cell's border changes to **RED** to indicate that an error occurred in this cell.

Click on the **Validate data** button to check the validity of the data captured.



→ The result window appears detailing the errors found.

One line per detected error is displayed.


The user must then:

- For all the red bordered cells, click on them and this time, select values from the cell's drop lists. When the cells' value will be corrected the cells' borders will turn into a green color. Now test again your data by clicking the Validation button/
- If there is no error, the **export S216** button will be enabled in order to export the S216 report.




→ The values are correct and now the report can be generated


Open S216



S0216\_L1\_201509\_DSE0012345\_DSE0012345\_20160106\_001.xml

Export S216






ASSETS

TOTAL

3.254.961.000,00

Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	LU	XX	EUR	44000	1000-01A	2.050.000.000,00
1-LA2003	SE	X5	CHF	44000	1000-01A	5.000.000,00
1-LA2003	NZ	X5	NZD	44000	1000-01A	676.600.000,00
1-LA2003	NZ	X5	NZD	44000	101A-999	180.000,00
1-LA2003	RO	X5	RON	44000	1000-01A	519.500.000,00
1-005000	XX	XX	XXX	90000	1999-999	1.600.000,00
1-006000	LU	XX	XXX	90000	1999-999	966.000,00
1-090000	NZ	XX	XXX	90000	1999-999	21.000,00
1-090000	RO	XX	XXX	90000	1999-999	130.000,00
1-090000	LU	XX	XXX	90000	1999-999	930.000,00
1-090000	SE	XX	XXX	90000	1999-999	34.000,00
1-000000	XX	XX	XXX	90000	1999-999	3.254.961.000,00



LIABILITIES

TOTAL

3.254.961.000,00

Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
2-LA2003	SE	X5	SEK	44000	1000-01A	664.000.000,00
2-LA2003	SI	X5	EUR	44000	1000-01A	810.000,00
2-003000	XX	XX	XXX	90000	1999-999	1.710.000.000,00
2-005000	XX	XX	XXX	90000	1999-999	605.000.000,00
2-000000	XX	XX	XXX	90000	1999-999	3.254.961.000,00
2-005000	LU	XX	XXX	90000	1999-999	2.000.000,00
2-093000	SE	XX	XXX	90000	1999-999	272.000.000,00
2-090000	NO	XX	XXX	90000	1999-999	150.000,00
2-093000	SI	XX	XXX	90000	1999-999	1.000,00

The S216 Export button is no longer blur. It is enabled and it can be clicked.

Data is validated structurally and meet the criteria of the BCL.

Amounts "Total" at the top of the 2 tables are the sum of the amounts calculated in each table respectively. These amounts are compared to the totals reported in the items 1-000000 and 2-000000.  
The maximum difference between these 'totals' which is accepted by the BCL is 100 €

## 7. Export the S216 report

### I. No errors detected

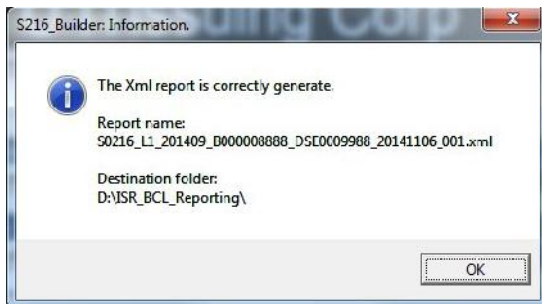
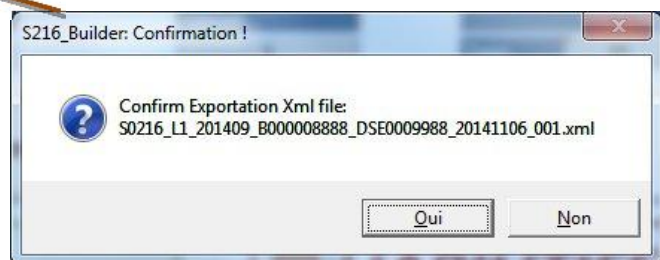
After clicking the Validation Data Button and no errors are detected, the export button is enabled.



Click the **export S216** button to generate the report

Exporter S216

Before the report is exported a confirmation message is displayed



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

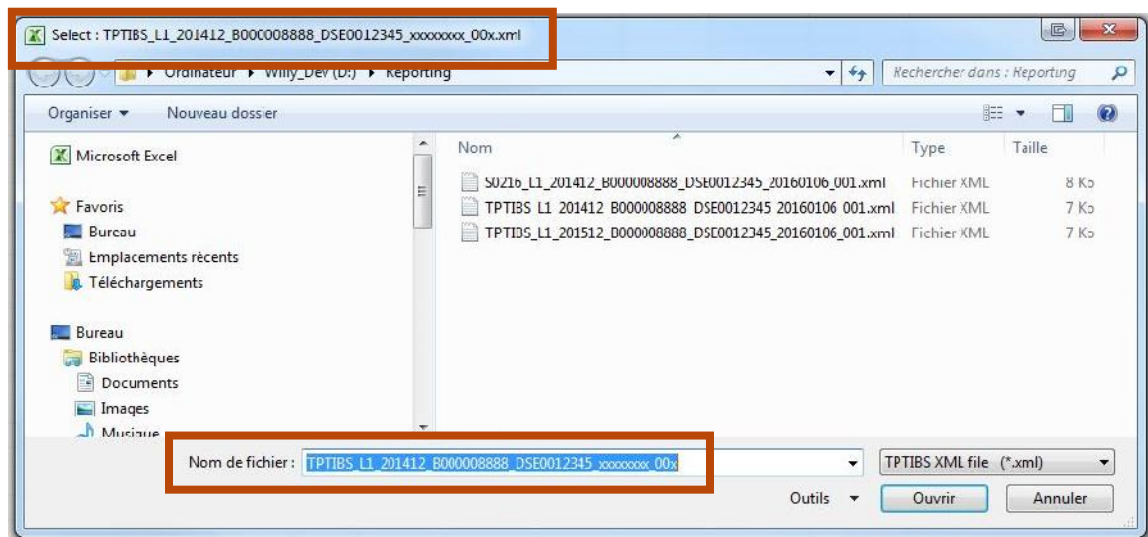
## 8. « Cross Check » with monthly TPT report



- ➔ Provides the ability to compare the amounts for the items 1-003000, 1-005000, 2-002050, 2-003000 and 2-C05000 of the S216 report with the total of amounts of the same items in the TPTIBS report.
- ➔ This is true for a single declarer and a single reporter as well as for the same period of reporting of both reports: S216 and TPTIBS.



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



In the opening window file explorer, on the top and in the bottom, you may see the file name, the file name of the TPTIBS report starts already with the correct filing, this is to help you in identifying the correct TPTIBS report that will be compared to the current S216 report. When selected to be opened, two options are possible:

### I. The TPTIBS is not the corresponding one:

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

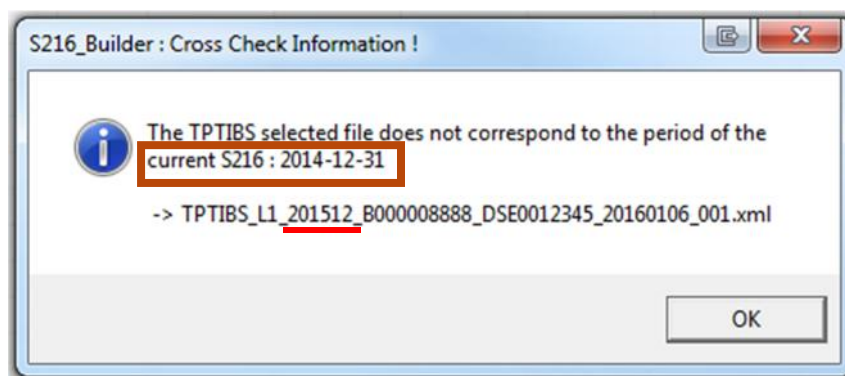
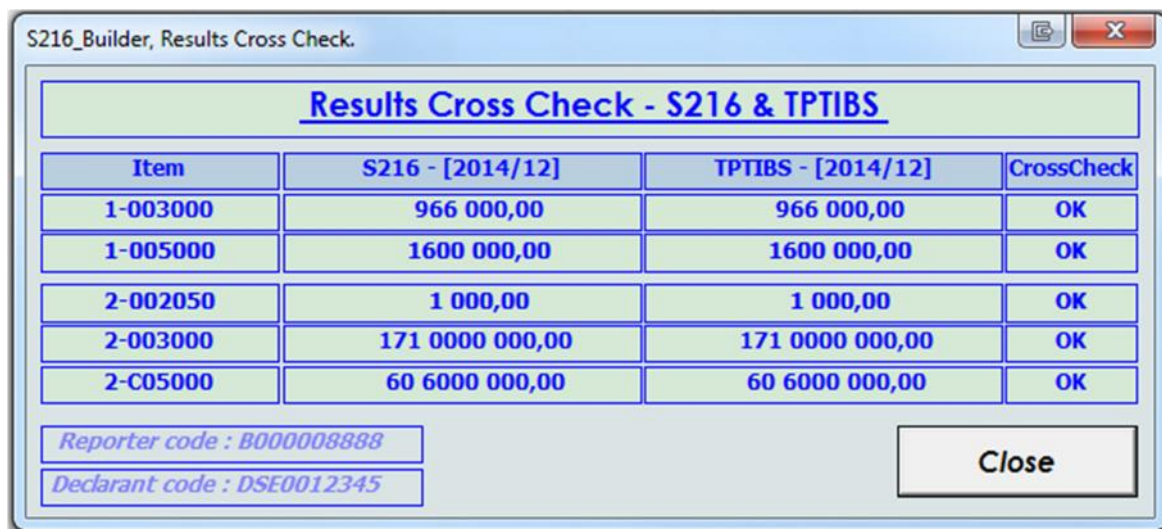


Fig: the S216 is of the date **2014-12-31** and the TPTIBS is of the date **2015-12-31**.



## //. The TPTIBS report corresponds to the current S216 report.

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



Results Cross Check - S216 & TPTIBS			
Item	S216 - [2014/12]	TPTIBS - [2014/12]	CrossCheck
1-003000	966 000,00	966 000,00	OK
1-005000	1600 000,00	1600 000,00	OK
2-002050	1 000,00	1 000,00	OK
2-003000	171 0000 000,00	171 0000 000,00	OK
2-C05000	60 6000 000,00	60 6000 000,00	OK

Reporter code : B000008888  
Declarant code : DSE0012345

Close

Columns :

**Item:** you can see the different items being checked.

**S216:** In this column, you can see the amounts in S216 report for each item

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

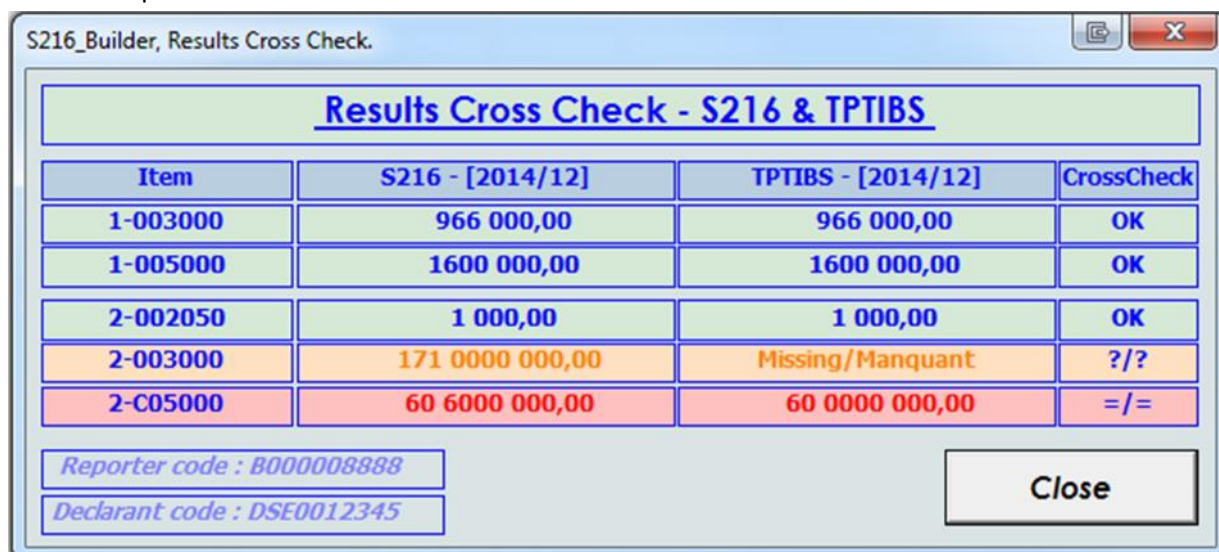
**CrossCheck:** indicates the status of the verification :

**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 - S216 & TPTIBS			
Item	S216 - [2014/12]	TPTIBS - [2014/12]	CrossCheck
1-003000	966 000,00	966 000,00	OK
1-005000	1600 000,00	1600 000,00	OK
2-002050	1 000,00	1 000,00	OK
2-003000	171 0000 000,00	Missing/Manquant	??
2-C05000	60 6000 000,00	60 0000 000,00	=/=

Reporter code : B000008888  
Declarant code : DSE0012345

Close

Item "2-003000" 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

### 1. Tables - global view

#### Information and rules of section Data

- For the cells' explanation or reference just place your cursor on it. A comment will appear.
- First choose an item. Depending on the item, a list of values will be available for country, currency, sector and maturity.
- Every captured reported amount, should be in the currency defined at the header.  
If the report is calculated in 

Currency
USD

 the 

Reported Amount
5000000,00

 for the captured items should have already been converted and simply be inserted in this field in dollars.
- The headings **Total** (in Assets and Liabilities tables) are mandatory and must be equal. They correspond to the sum of the calculated reported amounts of every captured item in the assets or liabilities table.
- Only the items: **1-003000**, **1-005000**, **2-C05000** are the only ones to be allowed having a negative value.
- Total** value is automatically calculated by the macro.

ASSETS				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount

LIABILITIES				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount

#### Item :

The asset's code.

Ex : 1-010000 = Assets, Funds

#### Country :

The issuing country code.

2-character code according to ISO-3166.

Ex : LU = Luxembourg

#### GAB:

The code of the Currency format.

Is a 3 characters code according to the ISO-4217 standard.

Ex : EUR = Euro

#### Currency:

The currency of the reported amount.

Ex : EUR = Euro

#### Sector :

A 5 characters code from BCL for the financial sector.

Ex: 10000 = monetary - financial institutions

#### Initial maturity:

Is a 7 characters code.

Ex: I000-01A

#### Reported amount :

Value corresponding to the amount of the item.

The amount must be converted into the currency of the report. (Currency value in Header)

## 2. Encoding

ASSETS				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount

☒

LIABILITIES				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount

Item	Country
1-LA2001	
1-LA2001	
1-LA2002	
1-LA2003	
1-NO2000	
1-003000	
1-005000	
1-006000	
1-007000	

Item	Country
2-LA2001	
2-LA2002	
2-LA2003	
2-NO2000	
2-002050	
2-003000	
2-C05000	
2-011000	

Choose an Item from those proposed in the list.

Depending on the chosen item, the choices are limited to a specific list of values (for: country, currency, sector and maturity)

ASSETS				TOTAL		
				0,00		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2002	LU	XX	AMD	32100	1000-01A	

Country
LU
LY
NA
NC
ND
NF
NG

GAB
XX

Currency
EUR

Sector
44000

Initial Maturity
1000-01A

LIABILITIES				TOTAL		
				957000000.00		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
2-LA2001	NL	XX	EUR	44000	101A-999	200000000.00

Country
NL
NO
NP
NR
NL
NZ
OM
PA

GAB
XX

Currency
EUR

Sector
44000

Initial Maturity
101A-999

### 3. Insert new lines

ASSETS						
TOTAL						Copy to 1-00000
50000000.00						
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	LU	XX	EUR	44000	1000-01A	50000000.00

LIABILITIES						
TOTAL						957600000.00
957600000.00						
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
2-LA2001	NL	XX	EUR	11000	101A-999	200000000.00

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

Initial Maturity	Reported Amount
1000-01A	50000000.00

Initial Maturity	Reported Amount
101A-999	200000000.00

### 4. Item Occurrences

code	Name
1-LA2001	Loans to shareholders
1-LA2002	Loans to companies owned at least 10 % of capital or voting rights
1-LA2003	Loans to affiliated companies
1-N02000	Loans and deposits to entities unrelated
1-003000	Debt securities
1-005000	Participations, shares and investment funds held
1-006000	Non-financial assets
1-007000	Derivative financial instruments
1-090000	other assets
1-000000	Total assets

code	Name
2-LA2001	Loans received from shareholders
2-LA2002	Loans received from companies owned at least 10 % of capital or voting rights
2-LA2003	Loans received from sister companies
2-N02000	Loans from non- related entities
2-002050	Sales of securities
2-003000	Debt securities issued
2-C05000	Capital , share premium , reserves and results
2-011000	Derivative financial instruments
2-090000	other liabilities
2-000000	Total liabilities

➔ **Total Assets** and **Total Liabilities** are the only two mandatory fields. Their values must be an identical Amount under " 1-00000 " and " 2-00000 "



## 5. Delete one or more lines



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

Select

ASSETS				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	1000-01A	30000000.00
1-LA2002	FR	XX	EUR	44000	101A-999	45000000.00
1-N02000	US	XX	USD	32100	101A-999	10000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-090000	US	XX	XXX	90000	1999-999	10000000.00
1-090000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	957000000.00



Click !

The entire line is self- selected

ASSETS				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	1000-01A	30000000.00
1-LA2002	FR	XX	EUR	44000	101A-999	45000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
XX	XXX	90000	1999-999	250000000.00		
XX	XXX	90000	1999-999	10000000.00		
XX	XXX	90000	1999-999	20000000.00		
XX	XXX	90000	1999-999	20000000.00		
XX	XXX	90000	1999-999	55000000.00		
X6	EUR	44000	101A-999	75000000.00		
XX	XXX	90000	1999-999	957000000.00		

S216\_Builder: Please confirm.

Are you sure you want to delete your selection:[B27:H27] from ASSETS table ?

ASSETS				TOTAL		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	FR	XX	EUR	44000	101A-999	45000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-090000	US	XX	XXX	90000	1999-999	10000000.00
1-090000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	957000000.00

The selected line has been deleted





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

ASSETS				TOTAL		
				957000000.00		
Item	Country	GAR	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	1000-01A	30000000.00
1-LA2002	FR	XX	EUR	44000	101A-999	45000000.00
1-N02000	US	XX	USD	32100	101A-999	10000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-050000	US	XX	XXX	90000	1999-999	10000000.00
1-050000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	957000000.00

ASSETS				TOTAL		
				957000000.00		
Item	Country	GAR	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	<input checked="" type="checkbox"/> NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	1000-01A	30000000.00
1-LA2002	FR	XX	EUR	44000	101A-999	45000000.00
1-N02000	US	XX	USD	32100	101A-999	10000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-050000	US	XX	XXX	90000	1999-999	10000000.00
1-050000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	957000000.00

ASSETS				TOTAL		
Item	Country	GAR	Currency	Sector	Initial Maturity	Reported Amount

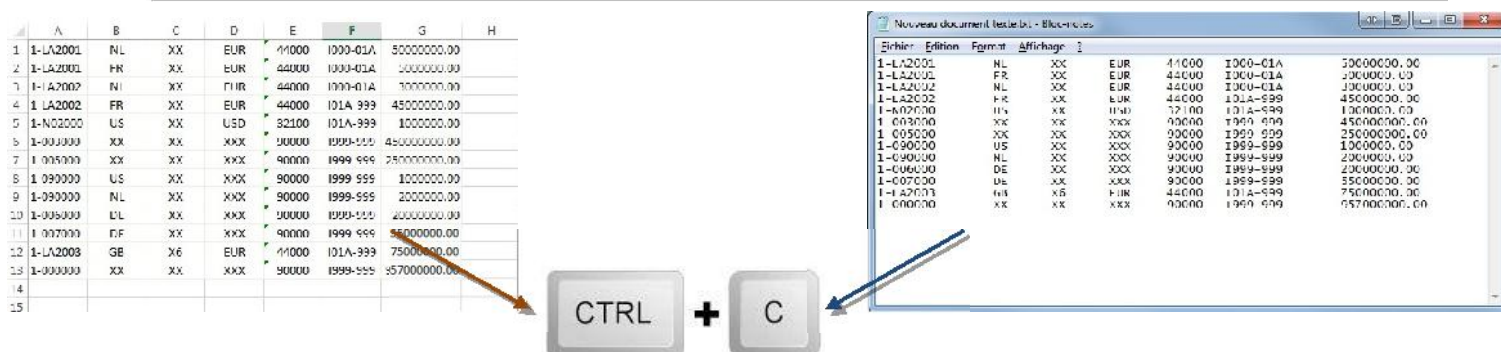
ASSETS				TOTAL		
				957000000.00		
Item	Country	GAR	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	1000-01A	30000000.00
	FR	XX	EUR	44000	101A-999	45000000.00
1-N02000	US	XX	USD	32100	101A-999	10000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-050000	US	XX	XXX	90000	1999-999	10000000.00
1-050000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	957000000.00

ASSETS				TOTAL		
				957000000.00		
Item	Country	GAR	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	NL	XX	EUR	44000	1000-01A	30000000.00
1-N02000	US	XX	USD	32100	101A-999	10000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-050000	US	XX	XXX	90000	1999-999	10000000.00
1-050000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X6	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	957000000.00

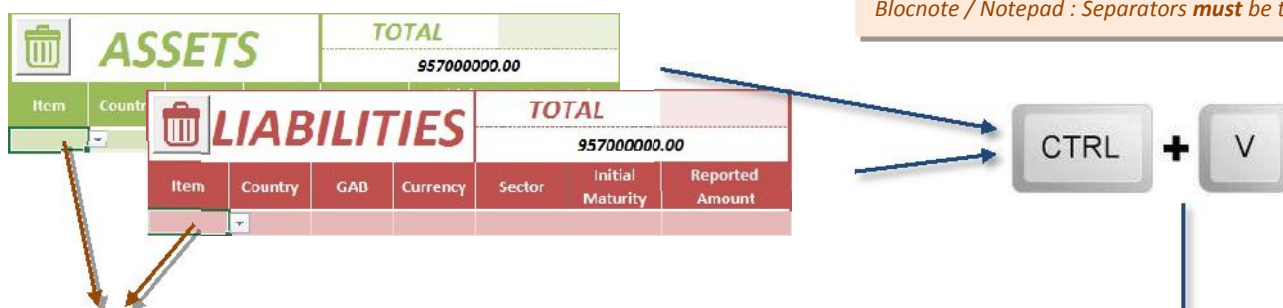
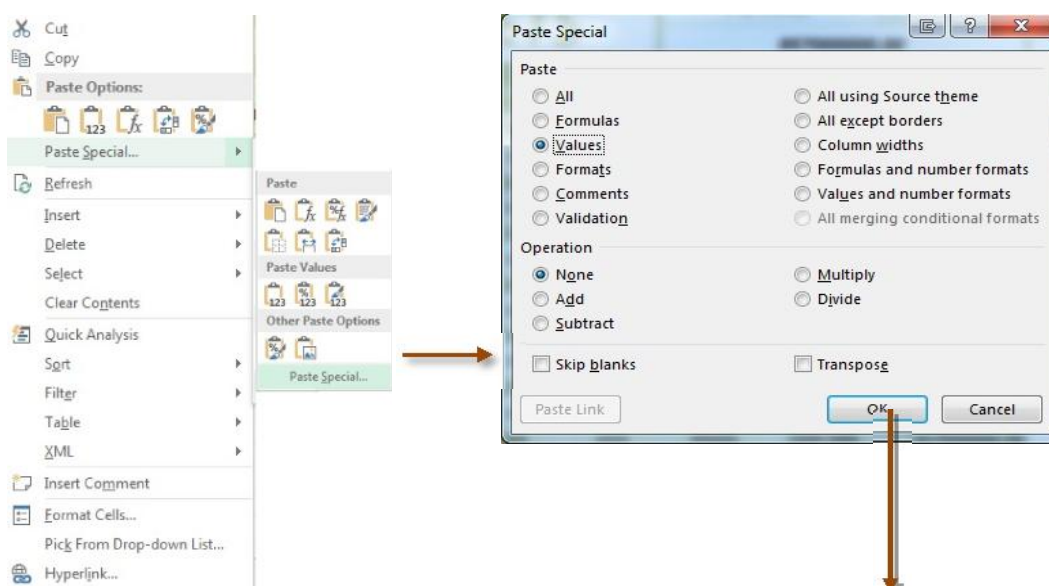
➔ If an item is not selected or a line is missing when you click the delete button automatically the whole line is deleted from the table.

## 6. Copy data from another source :

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



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

Excel: Right mouse button to paste values.

ASSETS				TOTAL		
				953000000.00		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
1-LA2001	NL	XX	EUR	44000	1000-01A	50000000.00
1-LA2001	FR	XX	EUR	44000	1000-01A	50000000.00
1-LA2002	FR	XX	EUR	44000	101A-999	45000000.00
1-003000	XX	XX	XXX	90000	1999-999	450000000.00
1-005000	XX	XX	XXX	90000	1999-999	250000000.00
1-090000	US	XX	XXX	90000	1999-999	10000000.00
1-090000	NL	XX	XXX	90000	1999-999	20000000.00
1-006000	DE	XX	XXX	90000	1999-999	20000000.00
1-007000	DE	XX	XXX	90000	1999-999	55000000.00
1-LA2003	GB	X5	EUR	44000	101A-999	75000000.00
1-000000	XX	XX	XXX	90000	1999-999	557000000.00



→ A difference of more than 100 € during the 'Check' :

- The totals have an orange color,

957000000.00		957000120.00	
Initial Maturity	Reported Amount	Initial Maturity	Reported Amount
I000-01A	50000000.00	I01A-999	200000000.00
I000-01A	50000000.00	I000-01A	150000000.00
I000-01A	30000000.00	I01A-999	200000000.00
I01A-999	450000000.00	I999-999	957000000.00
I01A-999	10000000.00	I999-999	2000120.00
I999-999	450000000.00	I01A-999	100000000.00
I999-999	250000000.00	I999-999	300000000.00
I999-999	10000000.00	I999-999	150000000.00
I999-999	20000000.00	I999-999	550000000.00
I999-999	550000000.00	I000-01A	1150000000.00
I01A-999	750000000.00		
I999-999	957000000.00		

- A message indicating the error will be displayed.



After this message the export S216 button is **NOT** available in order to generate your report, as the difference between the total amounts is **not** accepted from the BCL.



## → The copy to x-000000 button:

### Copies the calculated total of the field total of any table into the Item x-000000.

The TOTAL field as we said before is the sum of all items inserted/captured. This sum now will be compared to the total item x-000000. Usually when the total item is added it already represents the sum of all the active items, so we would expect the TOTAL and the item x-000000 to have the same values. If for some reason this doesn't happen click the Copy to x-000000 button to assign the TOTAL calculated to the total item x-000000.

LIABILITIES				TOTAL			Copy to x-000000
				957000000,00			
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount	
2-LA2001	NL	XX	EUR	44000	101A-999	200000000,00	
2-LA2001	US	XX	USD	32100	101A-999	150000000,00	
2-LA2002	FR	XX	EUR	44000	101A-999	200000000,00	
2-000000	XX	XX	XXX	90000	1999-999	957000000,00	
2-LA2000	XX	XX	XXX	90000	1999-999	200000000,00	
2-LA2002	GB	XX	EUR	32100	101A-999	100000000,00	
2-003000	XX	XX	XXX	90000	1999-999	300000000,00	
2-090000	AX	XX	XXX	90000	1999-999	150000000,00	
2-011000	DE	XX	XXX	90000	1999-999	550000000,00	
2-LA2003	AT	LU	AED	32100	1000-01A	115000000,00	

When the TOTAL value of one of the tables is different from its item x-000000 then the copy to x-000000 button appears. When you click it you copy the TOTAL value automatically to the x-000000 item with one click.

The following confirmation message appears



LIABILITIES				TOTAL		
				957000000,00		
Item	Country	GAB	Currency	Sector	Initial Maturity	Reported Amount
2-LA2001	NL	XX	EUR	44000	101A-999	200000000,00
2-LA2001	US	XX	USD	32100	101A-999	150000000,00
2-LA2002	FR	XX	EUR	44000	101A-999	200000000,00
2-000000	XX	XX	XXX	90000	1999-999	957000000,00
2-005000	XX	XX	XXX	90000	1999-999	200000000,00
2-LA2002	GB	XX	EUR	32100	101A-999	100000000,00
2-003000	XX	XX	XXX	90000	1999-999	300000000,00
2-090000	AX	XX	XXX	90000	1999-999	150000000,00
2-011000	DE	XX	XXX	90000	1999-999	550000000,00
2-LA2003	AT	LU	AED	32100	1000-01A	115000000,00

The TOTAL value of the table has been successfully copied to the x-000000 item. The TOTAL field is not orange anymore.

# Excel options & Settings

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

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

## 1. Macros accepted

The file opens without any error message or warning .

→ Macros are accepted by default

If Excel displays a warning window "Can not run the macro ..."

→ See the next point.

## 2. Macros disabled

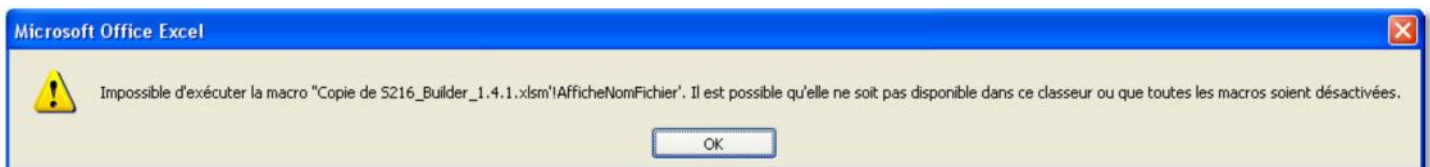
The file opens but displays a warning message when a macro is executed.

2 choices are possible:

→ Enable Macros in Excel level .

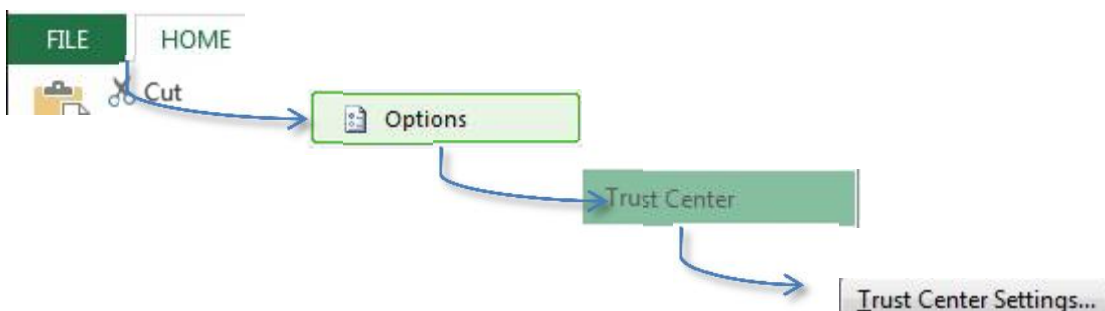
→ Suggest activation of macros when opening the file.

*Once a macro is executed, the following message appears :*



→ See the " Management Center of Excel confidentiality"

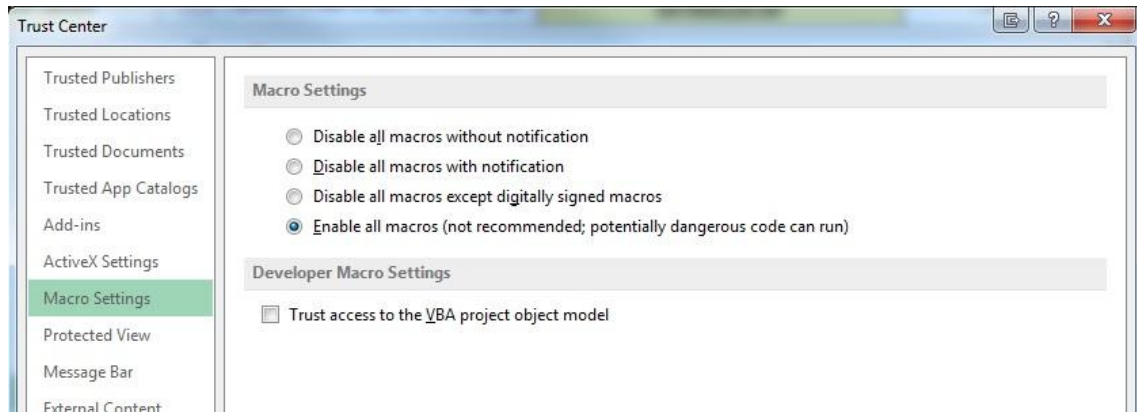
- Click on "File" in the top left tab.
- Click on " Excel Options ."
- Select " Trust Center "
- Click on "Trust Center Settings.. "





→ Enable macros by default:

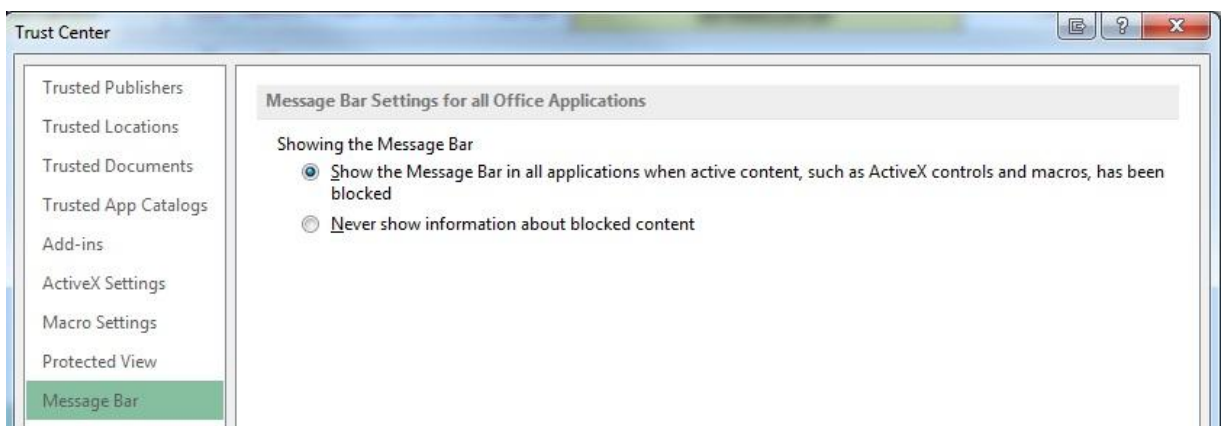
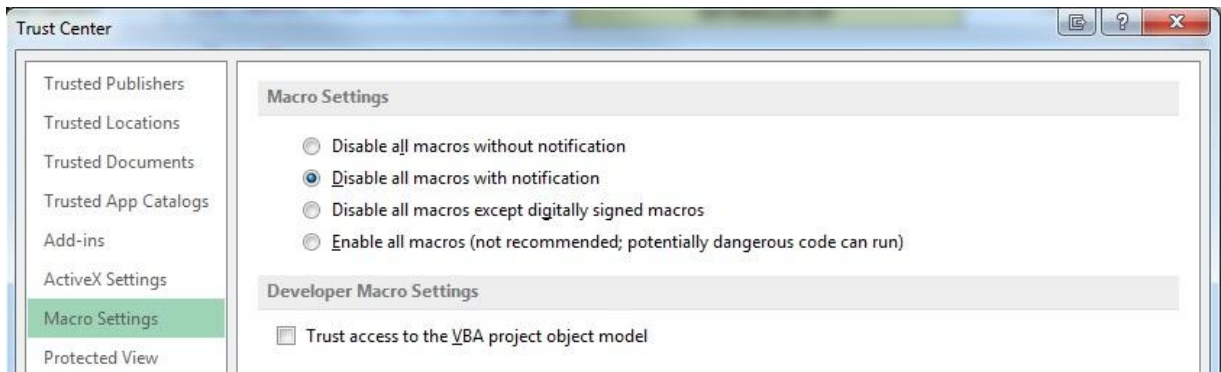
- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.



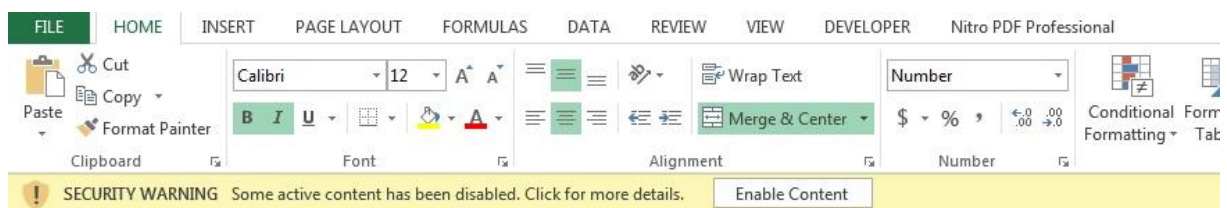
**! Caution: This option configures and enables by default all macros at this Excel installation.**

➔ 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

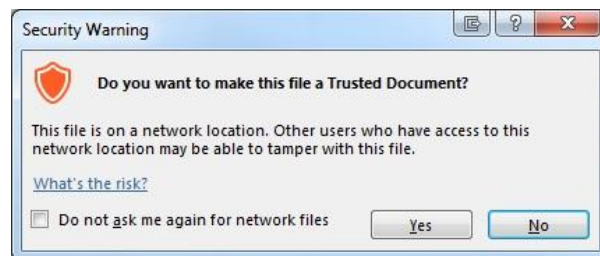
Excel is warning that the file uses macros and offers the possibility to enable them for this document. That's how Excel reacts by default or if the "Enable macros on demand" option was selected.

*Upon opening the file, shows the following message:*

SECURITY WARNING Some active content has been disabled. Click for more details.

Enable Content

Click « **Enable content** »



➔ Security Warning :

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

## Best Practises

### 1. Tips

---

The users can copy paste this section either print it and have it somewhere close to them while using the macro. Below we will refer to some Tips that will help any user masterize this macro from the very first time that they will try to conduct a S216 report.

- A) Create a backup of the original file somewhere safe. It is everybody's responsibility to have the original version of their tool in case it gets destroyed or deleted by a mistake.

When you will use this macro for first time there are popup comments indicating each field's information. After getting used to the macro's functionality the comments can be disabled from the Admin Button in the Options Tab

- B) Always Set the Headers data before conduct any report.

- Be sure that the fields currency and End Month's Date are set correctly corresponding to your needs. You wouldn't like to generate a report in USD currency if actually you wanted to do it in EUR for example, especially report for a wrong date.
- Define correctly who the Declarant is and who the Reporter is. After fill in the appropriate codes.

- C) While filling the tables' data is good to remember:

- Press the TAB button from the last cell of the last line of the table you would like to use. After you will have your new line available to capture/paste your data.
- Be careful while pasting data. It is possible to have added an item and finally paste a wrong amount in the Reported amount cell just because the copy wasn't correct and the mouse's buffer still kept the previous amount copied a bit before.
- All the values that you will need to add to the Assets/Liabilities tables are included in the drop lists of each line. Click on the cells to display these lists.
- It is useful to disable the system's thousands/decimals separators. To do this just go to Excel's options => Advanced=> Editing options => unclick the system's separators check box.
- In order to delete a whole line click the delete button with the trash icon. For simply deleting a cell's value use the keyboard's delete button.
- In order to export any report it is important to have added in each table a total item. These are the 1-000000/2-000000 for Assets/Liabilities respectively. They should represent the total calculated amount of each table. So you can click the copy to x-000000 button above the TOTAL amount of the tables' headers to copy its value to your total item x-000000. Like this you will be sure that the declared amounts are correct.

Following these simple steps the number of error or warning messages that will be displayed will be reduced.