

Documentation TPTASS Builder

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System Requirements

- The TPTASS 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

- Requires Service Pack 3

2. Office / Excel 2010

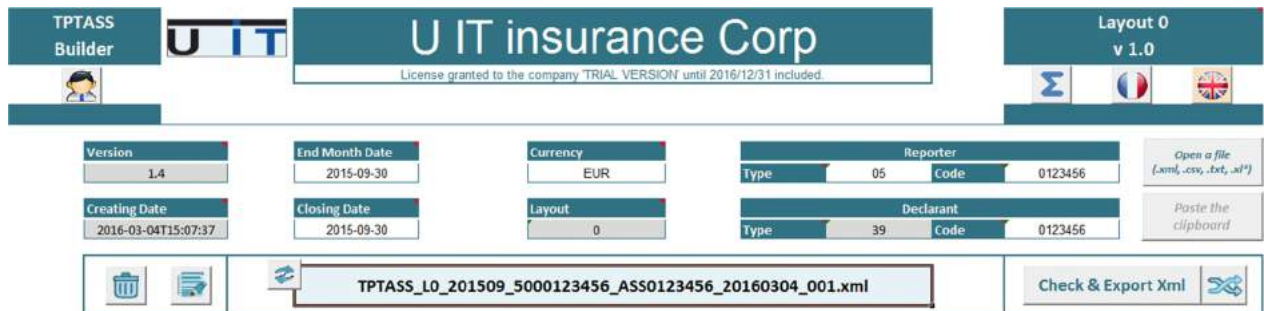
- Requires Service Pack 1 or Service Pack 2

3. Office / Excel 2013

- Runs on original version or Service Pack 1
- This current version (v1.0) is not compatible with MS Office 2013 64bits on Windows 7 64bit FR – Using a 32bits version of MS Office solves the issue (on Windows 7 32bit or 64bit).

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 TPTASS 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.

Version
1.4
Creating Date
2016-03-04T15:07:37

End Month Date
2015-09-30
Closing Date
2015-09-30

Currency
EUR
Layout
0

Reporter	
Type	05
Code	0123456
Declarant	
Type	39
Code	0123456

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 Reporting code is the BCL identifier for the company which is reporting. It is coded in 7 digits (preceded by '0' [zero] if necessary).

The Reporting Type is the type of the company which does the reporting.

The following options are included in the **Type** drop list:

- 05 special code assigned by the BCL
- 23 Banks
- 30 Management Companies
- 32 PSF Company - Type P
- 36 I IT companies
- 39 Insurance companies (ASS)

and can be displayed by clicking on it.

The Declarant Code is:

Or your company (same code Reporter)

Or the company for which the report is generated.

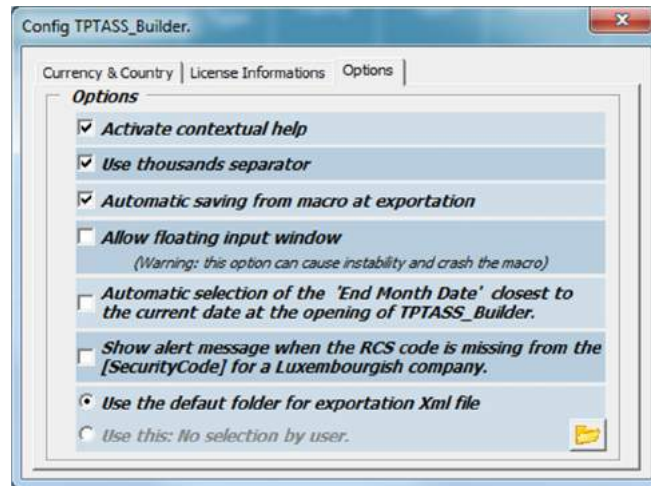
The company's code is given by the BCL, coded on 7 figures (With leading '0' [zero] if necessary).

The Registrant is required to ASS Type (Type 39)

4. Admin Button



The admin button provides some extra options in order to configure the TPTASS reporting tool. In the image below we list these options.

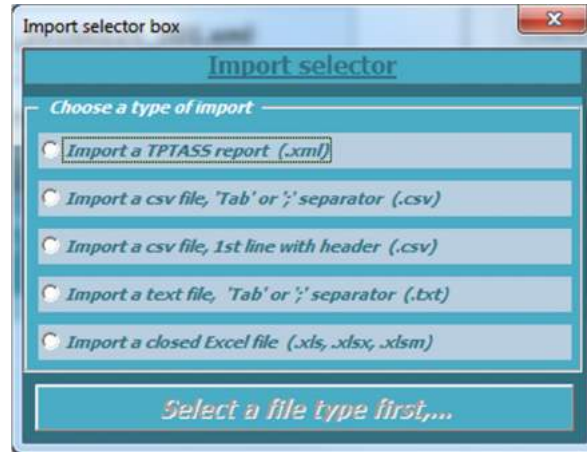


- Activate contextual help
Displays comment sections over the fields, providing information/directions to the users.
- Use thousands separator
When activated, separates big numbers in thousands by applying a space as a delimiter between the digits. This option helps the user identify easier the length 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 TPTASS builder is located.

5. Open a TPTASS or import data

Open a file
(.xml, .csv, .txt, .xls*)

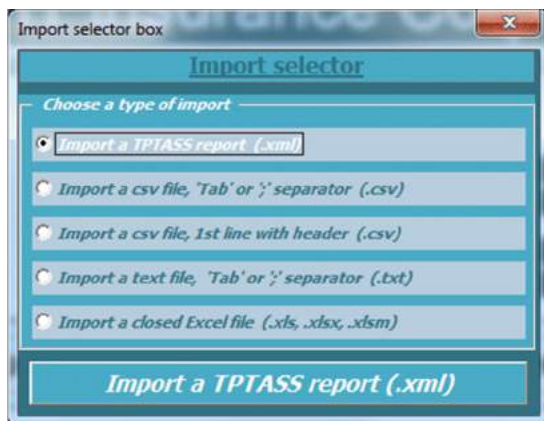
The « Open » button displays a selection windows which allows to choose between 5 different ways to fill the data of your report :



Choose one of the 5 options by selecting it then click on the above button.

5.1 Import a TPTASS report (.xml)

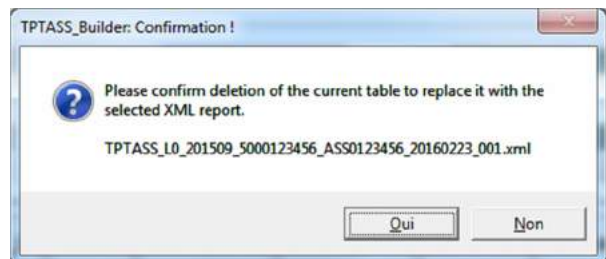
Action : Open and load a TPTASS report (XML).



Opens a Windows selection box allowing to browse in your directories

Select your file and clic on « OK ».

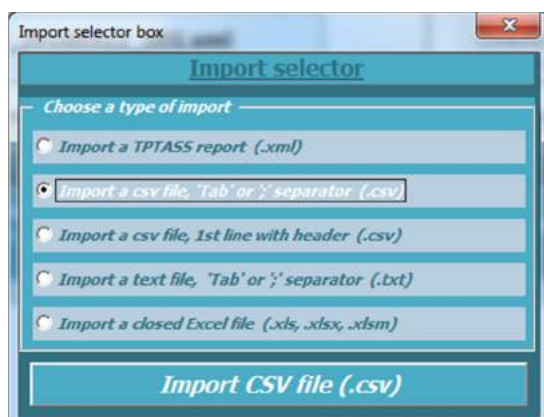
The Builder opens a confirmation window.



By confirming, you allow the Builder to proceed to the import whose progress is displayed, ending with a confirmation window.



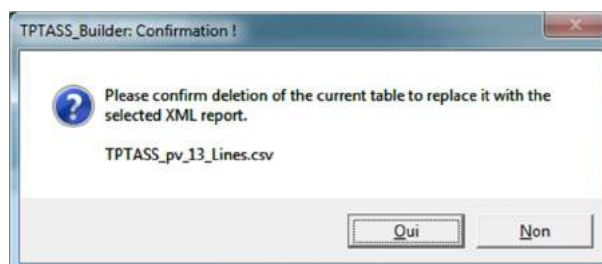
5.2 Import a csv file, 'Tab' or ';' separator (.csv)



Opens a Windows selection box allowing to browse in your directories

Select your file and clic on « OK ».

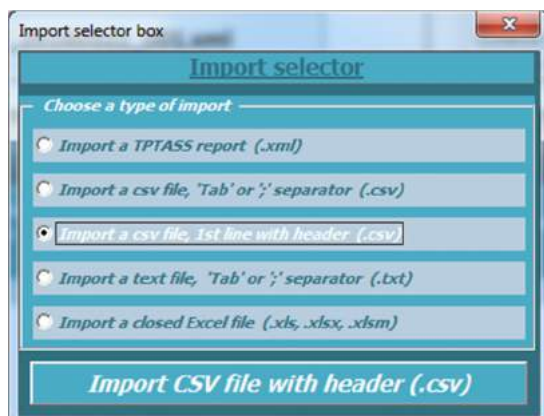
The Builder opens a confirmation window.



By confirming, you allow the Builder to proceed to the import whose progress is displayed, ending with a confirmation window.



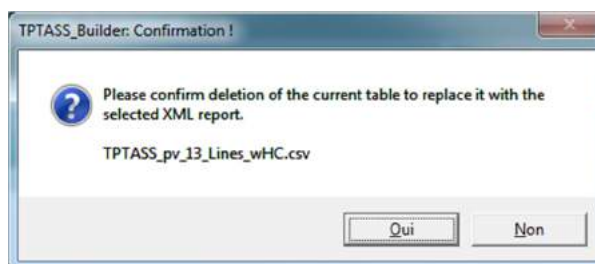
5.3 Import a csv file, 1st line with header (.csv)



Opens a Windows selection box allowing to browse in your directories

Select your file and clic on « OK ».

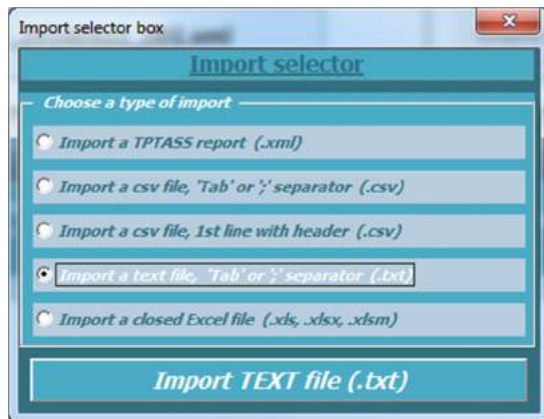
The Builder opens a confirmation window.



By confirming, you allow the Builder to proceed to the import whose progress is displayed, ending with a confirmation window.



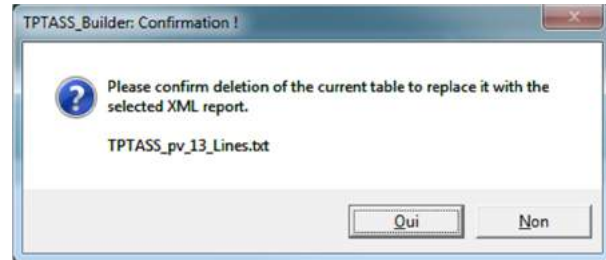
5.4 Import a text file, 'Tab' or ';' separator (.txt)



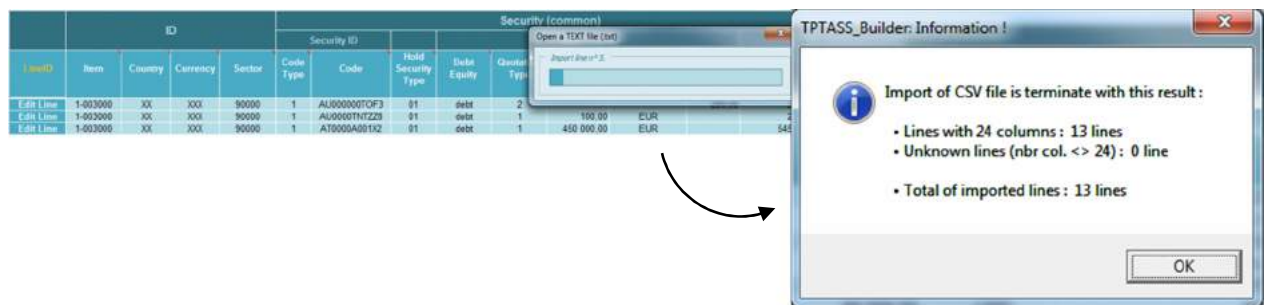
Opens a Windows selection box allowing to browse in your directories

Select your file and clic on « OK ».

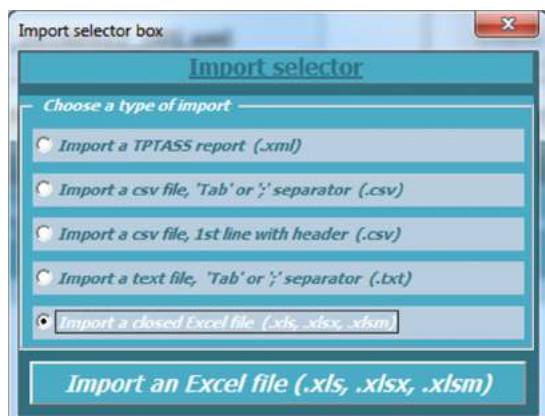
The Builder opens a confirmation window.



By confirming, you allow the Builder to proceed to the import whose progress is displayed, ending with a confirmation window.



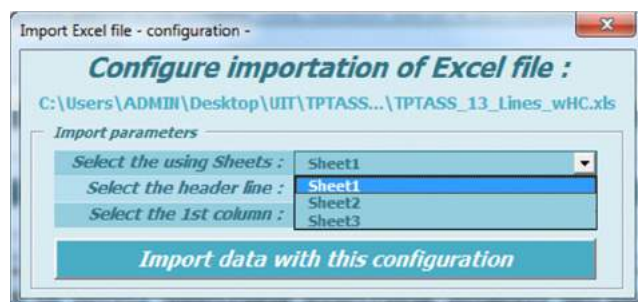
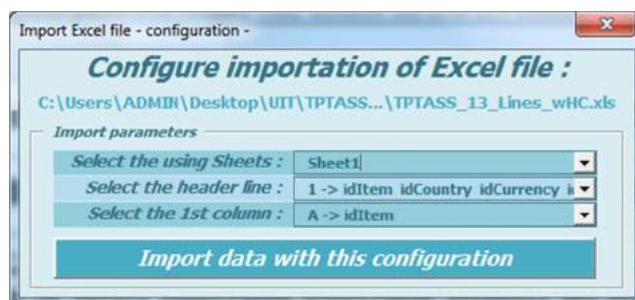
5.5 Import a closed Excel file (.xls, .xlsx, .xlsm)



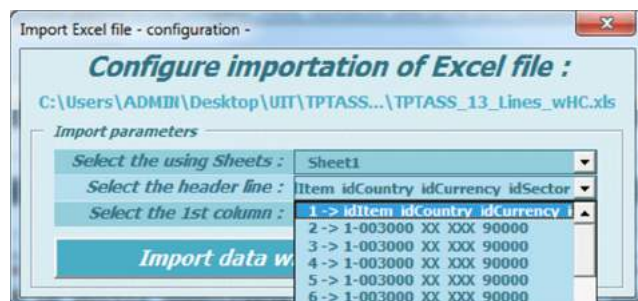
Opens a Windows selection box allowing to browse in your directories

Select your file and clic on « OK ».

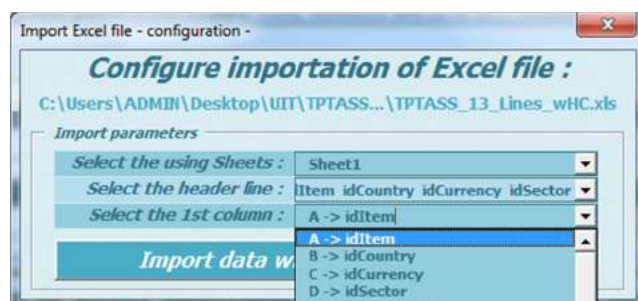
The Builder opens a confirmation window.



In the first drop list, select the sheet you want to import.



The second drop list allows you to specify the « column headers » line number. Select the right line number which corresponds (by default the first line). The data to be imported must start at next line.

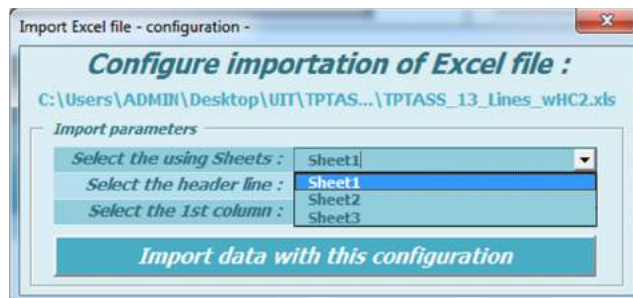


The third drop list allows you to specify the column number the data table starts. Usually and by default it's first column (A).

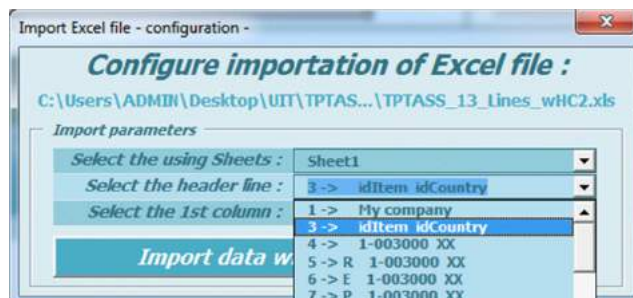
Example :

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														

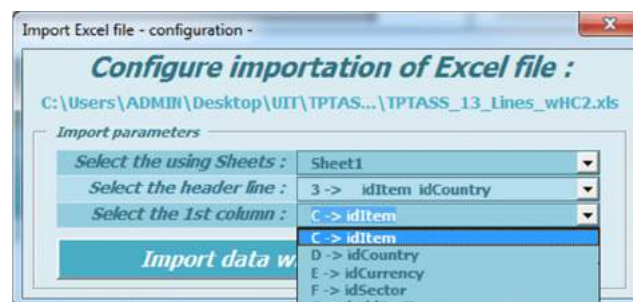
The report to be imported is in the « Sheet 1 » => select « Sheet 1 ».



The report begins at line 3 => select line 3.

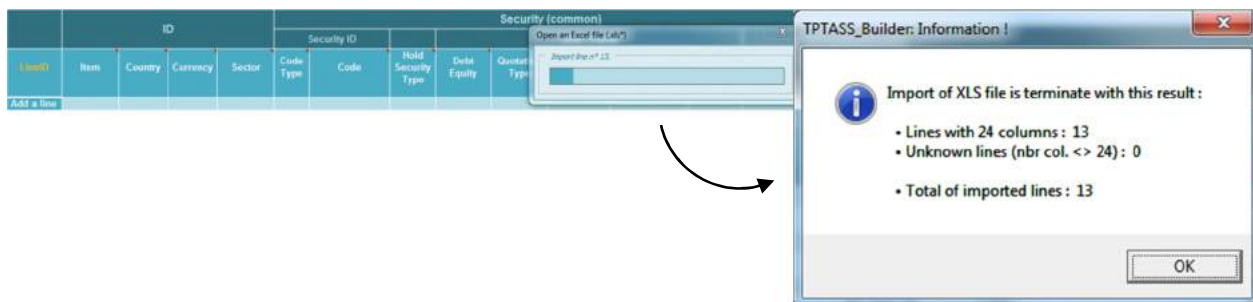


The report begins at column C => select column C.



When you have finished your selection, clic on « Import data with this configuration ».

You allow the Builder to proceed to the import whose progress is displayed, ending with a confirmation window.



For this kind of import, you can select a file whose the columns are mixed compared to the Builder. The Builder will import them in the right order **if** (one of the two possibilities) :

1. You respect the column headings below (in any order, but spelled exactly as noted below).
2. You name columns with the letters of the columns in which the data have to appear in the Builder.

1st case : You respect the column headings below (in any order, but spelled exactly as noted below).

L (colID)	ID				Security (common)								
	Item	Country	Currency	Sector	Security ID		Hold Security Type	Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount

etc.

idItem | idCountry | idCurrency | idSector | CodeType | code | holdSecType | debtEquity | quotationType | nomAmount | nomCurrency | nbrUnit | reportedAmount

Other Security Code Informations					Debt supplements							
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	

etc.

secName | secCurrency | secCountry | secSector | secSecType | issueDate | finalMatDate | poolFactor | couponType | couponFrequency | couponLastPayDate | couponRate

Here is an example with mixed columns and the import's result.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	idCountry	idCurrency	idItem	idSector	codeType	code	debtEquity	holdSecType	quotationType	nomAmount	nomCurrency	nbrUnits	reportedAmount
2	XX	XXX	1-003000	90000	1	AU000000TOF3	debt	1	2			200,00	2 000,00
3	XX	XXX	1-003000	90000	1	AU00000TNTZ28	debt	1	1	100,00	EUR		2 100,00
4	XX	XXX	1-003000	90000	2	B21452	debt	2	2			300,00	3 000,00
5	XX	XXX	1-003000	90000	1	AT0000A001X2	debt	1	1	450 000,00	EUR		545 203,05
6	XX	XXX	1-003000	90000	1	FR0010916924	debt	1	1	1 500 000,00	EUR		1 827 300,00
7	XX	XXX	1-003000	90000	1	US00101JAF30	debt	1	1	80 000,00	USD		66 298,76
8	XX	XXX	1-003000	90000	2	xx0152-2016	debt	1	1	300 000,00	USD		273 924,71
9	XX	XXX	1-003000	90000	2	xx0452-2021	debt	1	1	365 000,00	USD		343 523,65
10	XX	XXX	1-005000	90000	1	ES0673516961	equity	1	2			3 264,00	1 517,76
11	XX	XXX	1-005000	90000	1	GB00B1VMCY93	equity	1	2			10 080,00	184 363,20
12	XX	XXX	1-005000	90000	1	LU0431139764	equity	1	2			8 170,00	1 125 335,80
13	XX	XXX	1-005000	90000	2	yy0458	equity	1	2			1 000,00	706 877,05
14	XX	XXX	2-005000	90000	2	ASS0123456	equity	4	2			22 000,00	1 100 000,00

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	AU000000TOF3	01	debt	2			200,00	2 000,00
Edit Line	1-003000	XX	XXX	90000	1	AU00000TNTZ28	01	debt	1	100,00	EUR		2 100,00
Edit Line	1-003000	XX	XXX	90000	2	B21452	02	debt	2			300,00	3 000,00
Edit Line	1-003000	XX	XXX	90000	1	AT0000A001X2	01	debt	1	450 000,00	EUR		545 203,05
Edit Line	1-003000	XX	XXX	90000	1	FR0010916924	01	debt	1	1 500 000,00	EUR		1 827 300,00
Edit Line	1-003000	XX	XXX	90000	1	US00101JAF30	01	debt	1	80 000,00	USD		66 298,76
Edit Line	1-003000	XX	XXX	90000	2	XX0152-2016	01	debt	1	300 000,00	USD		273 924,71
Edit Line	1-003000	XX	XXX	90000	2	XX0452-2021	01	debt	1	365 000,00	USD		343 523,65
Edit Line	1-005000	XX	XXX	90000	1	ES0673516961	01	equity	2			3 264,00	1 517,76
Edit Line	1-005000	XX	XXX	90000	1	GB00B1VMCY93	01	equity	2			10 080,00	184 363,20
Edit Line	1-005000	XX	XXX	90000	1	LU0431139764	01	equity	2			8 170,00	1 125 335,80
Edit Line	1-005000	XX	XXX	90000	2	YY0458	01	equity	2			1 000,00	706 877,05
Edit Line	2-005000	XX	XXX	90000	2	ASS0123456	04	equity	2			22 000,00	1 100 000,00

2nd case : Name the columns with the letters of the columns in wich the data have to appear in the Builder.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2	1-003000	XX	XXX	90000	1	AU000000TOF3	1	debt	2			200,00	2 000,00				
3	1-003000	XX	XXX	90000	1	AU00000TNTZ28	1	debt	1	100,00	EUR		2 100,00				
4	1-003000	XX	XXX	90000	2	B21452	2	debt	2			300,00	3 000,00	CodeName_1	USD	US	12300
5	1-003000	XX	XXX	90000	1	AT0000A001X2	1	debt	1	450 000,00	EUR		545 203,05				

TPTASS Builder



U IT insurance Corp

License granted to the company TRIAL VERSION until 2016/12/31 included

Layout 0 v 1.0

Version 1.4

End Month Date 2015-12-31

Currency EUR

Reporter Type 05 Code 0123456

Open a file (.xml, .csv, .xls, .xlsx)

Creating Date 2016-03-22T15:15:15

Closing Date 2015-12-31

Layout 0

Declarant Type 39 Code 0123456

Print the clipboard

TPTASS_LO_201512_5000123456_ASS0123456_20160322_001.xml


Check & Export Xml

LineID	ID				Security (common)									Other Security Code Informations			
	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt / Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Security ID	Issuer ID	Name	Currency

An example with mixed columns and the import's result :

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	C	D	B	E	F	G	I	H	J	K	L	M	N	
2	XX	XXX	1-003000	90000	1	AU000000TOF3	debt	1	2			200,00	2 000,00	
3	XX	XXX	1-003000	90000	1	AU0000TNTZ28	debt	1	1	100,00	EUR		2 100,00	
4	XX	XXX	1-003000	90000	2	B21452	debt	2	2			300,00	3 000,00	
5	XX	XXX	1-003000	90000	1	AT0000A001X2	debt	1	1	450 000,00	EUR		545 203,05	
6	XX	XXX	1-003000	90000	1	FR0010916924	debt	1	1	1 500 000,00	EUR		1 827 300,00	
7	XX	XXX	1-003000	90000	1	US00101JAF30	debt	1	1	80 000,00	USD		66 298,76	
8	XX	XXX	1-003000	90000	2	xx0152-2016	debt	1	1	300 000,00	USD		273 924,71	
9	XX	XXX	1-003000	90000	2	xx0452-2021	debt	1	1	365 000,00	USD		343 523,65	
10	XX	XXX	1-005000	90000	1	ES0673516961	equity	1	2			3 264,00	1 517,76	
11	XX	XXX	1-005000	90000	1	GB00B1VMCY93	equity	1	2			10 080,00	184 363,20	
12	XX	XXX	1-005000	90000	1	LU0431139764	equity	1	2			8 170,00	1 125 335,80	
13	XX	XXX	1-005000	90000	2	yy0458	equity	1	2			1 000,00	706 877,05	
14	XX	XXX	2-005000	90000	2	ASS0123456	equity	4	2			22 000,00	1 100 000,00	

TPTASS Builder



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Version

1.1

End Month Date

2015-12-31

Currency

EUR

Reporter

Type05Code0123456

Creating Date

2016-03-22T15:15:15

Closing Date



2015-12-31

Layout


0

Declarant

Type39Code0123456



TPTASS_L0_201512_5000123456_ASS0123456_20160322_001.xml



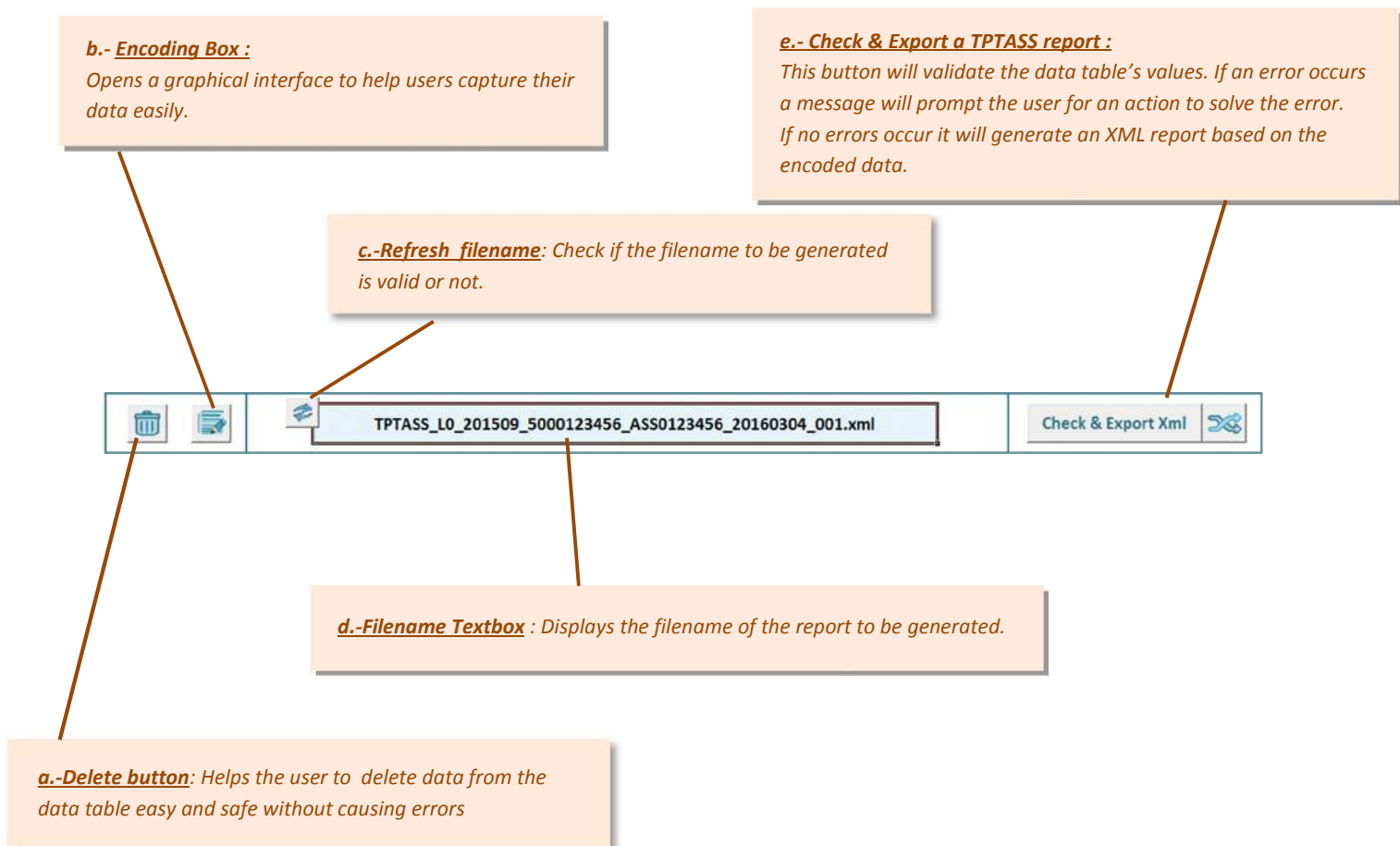
Check & Export

	ID	Security (common)											
		Security ID				Debt / Equity							
LineID	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	AU000000TOF3	01	debt	2			200,00	2 000,00
Edit Line	1-003000	XX	XXX	90000	1	AU0000TNTZ28	01	debt	1	100,00	EUR		2 100,00
Edit Line	1-003000	XX	XXX	90000	2	B21452	02	debt	2			300,00	3 000,00
Edit Line	1-003000	XX	XXX	90000	1	AT0000A001X2	01	debt	1	450 000,00	EUR		545 203,05
Edit Line	1-003000	XX	XXX	90000	1	FR0010916924	01	debt	1	1 500 000,00	EUR		1 827 300,00
Edit Line	1-003000	XX	XXX	90000	1	US00101JAF30	01	debt	1	80 000,00	USD		66 298,76
Edit Line	1-003000	XX	XXX	90000	2	xx0152-2016	01	debt	1	300 000,00	USD		273 924,71
Edit Line	1-003000	XX	XXX	90000	2	xx0452-2021	01	debt	1	365 000,00	USD		343 523,65
Edit Line	1-005000	XX	XXX	90000	1	ES0673516961	01	equity	2			3 264,00	1 517,76
Edit Line	1-005000	XX	XXX	90000	1	GB00B1VMCY93	01	equity	2			10 080,00	184 363,20
Edit Line	1-005000	XX	XXX	90000	1	LU0431139764	01	equity	2			8 170,00	1 125 335,80
Edit Line	1-005000	XX	XXX	90000	2	YY0458	01	equity	2			1 000,00	706 877,05
Edit Line	2-005000	XX	XXX	90000	2	ASS0123456	04	equity	2			22 000,00	1 100 000,00

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.



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 TPTASS 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.

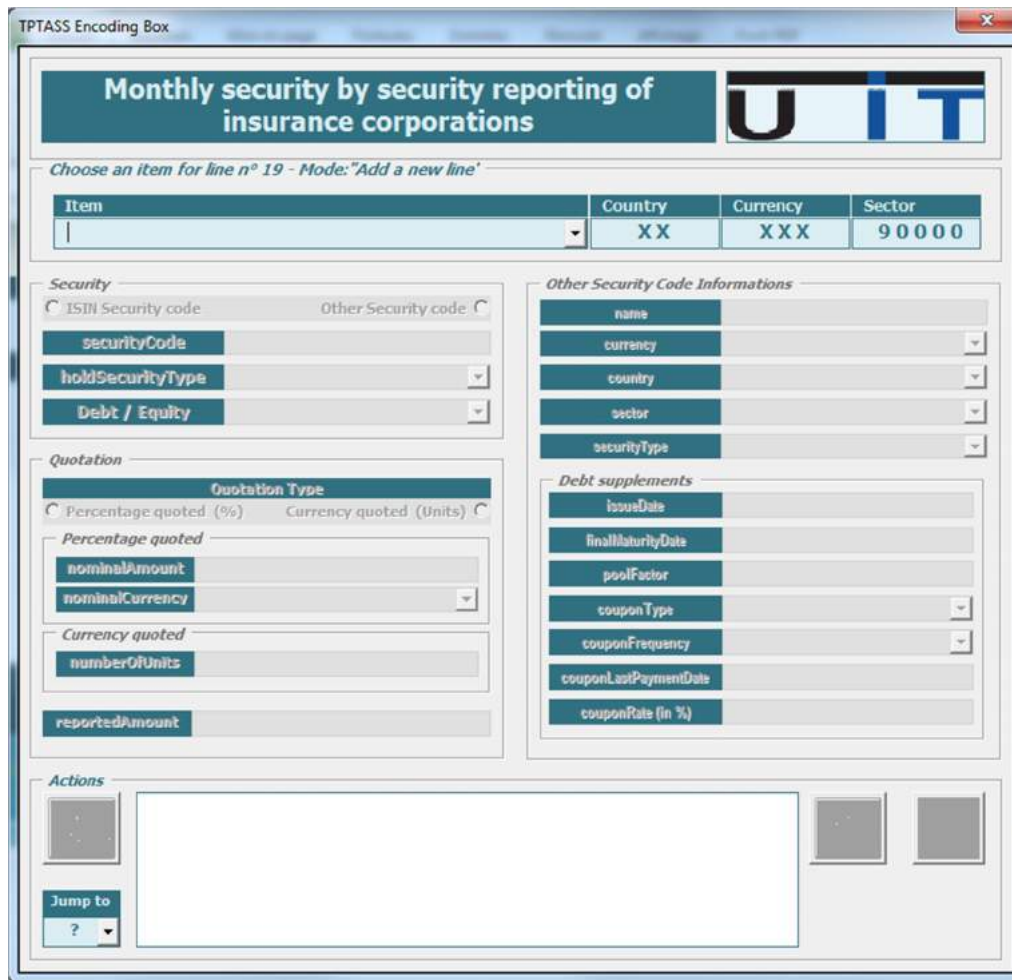
5. Encoding Box – Brief Description

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

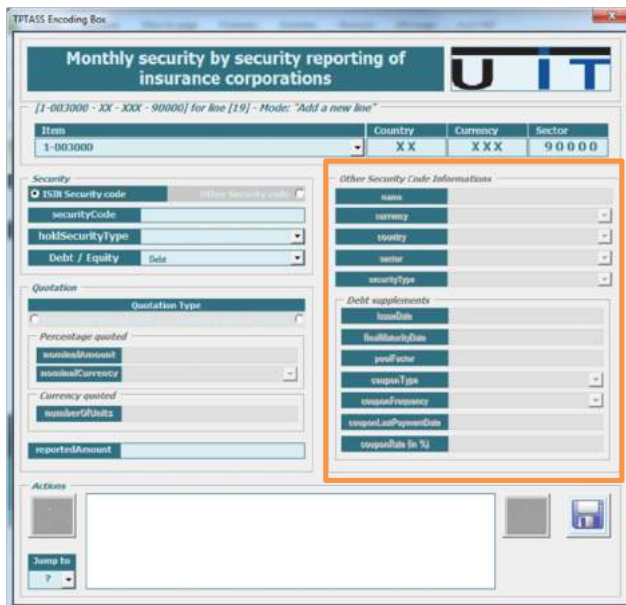
It should be mentioned here the distinction between ISIN code and “Other security code information” options:

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

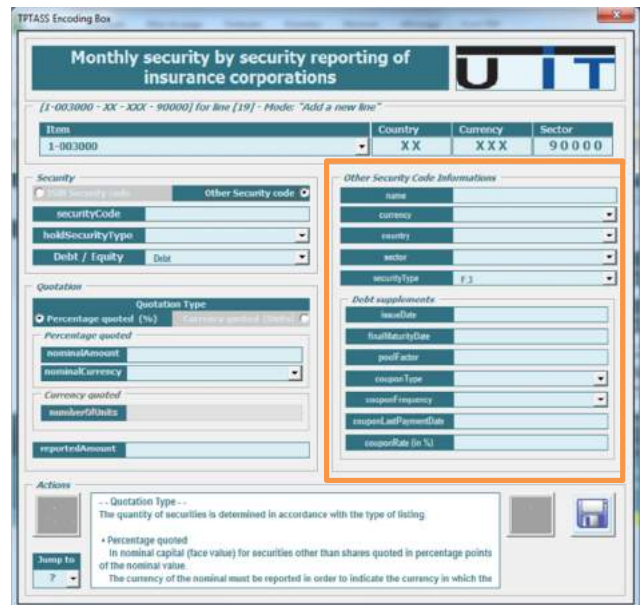
OR

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



Without ISIN code

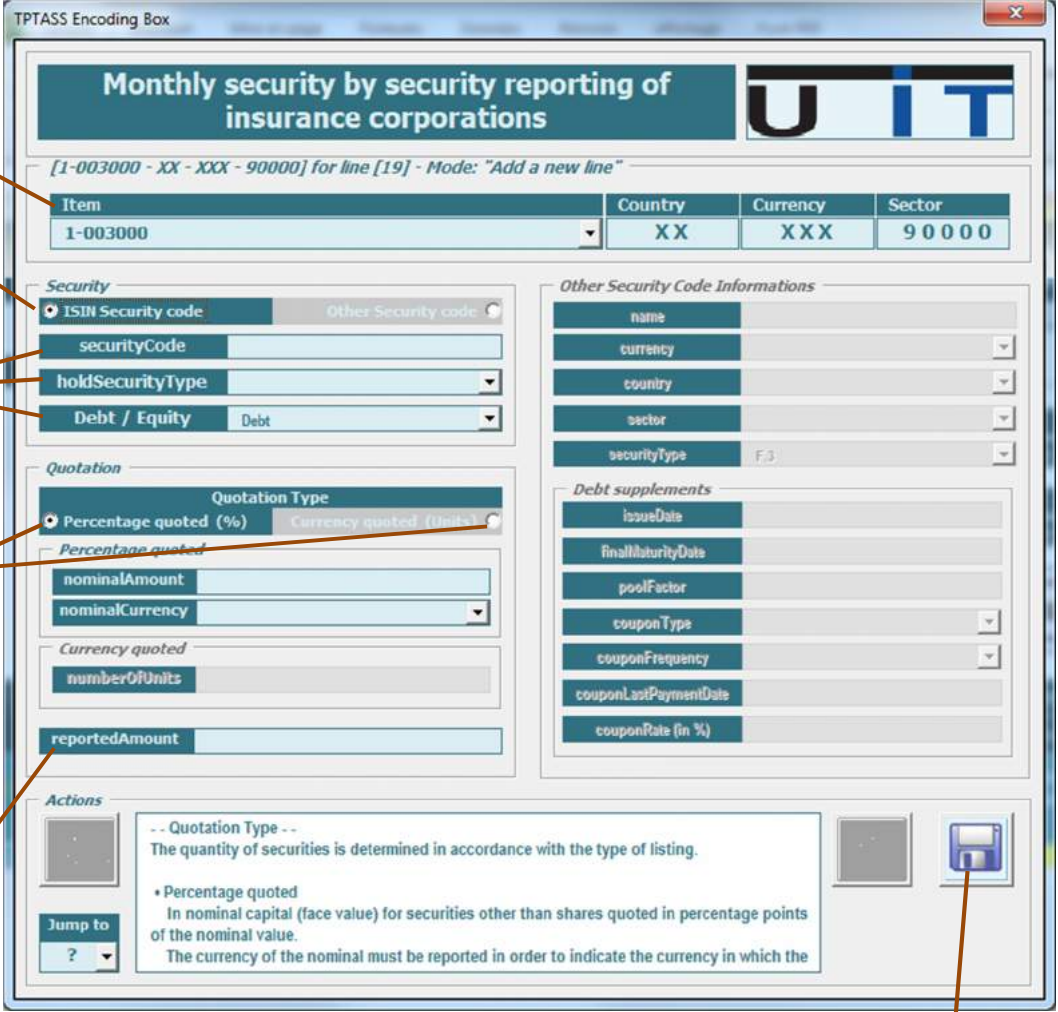


Without ISIN code: In the right part of the interface, a form is activated and the user has to fill it.

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.

TPTASS Encoding Box

Monthly security by security reporting of insurance corporations

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

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

Security

☒ ISIN Security code ☐ Other Security code

securityCode

holdSecurityType

Debt / Equity Debt

Quotation

Quotation Type

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

Percentage quoted

nominalAmount

nominalCurrency

Currency quoted

numberOfUnits

reportedAmount

Other Security Code Informations

name

currency

country

sector

securityType F3

Debt supplements

issueDate

finalMaturityDate

poolFactor

couponType

couponFrequency

couponLastPaymentDate

couponRate (in %)

Actions

Jump to ?

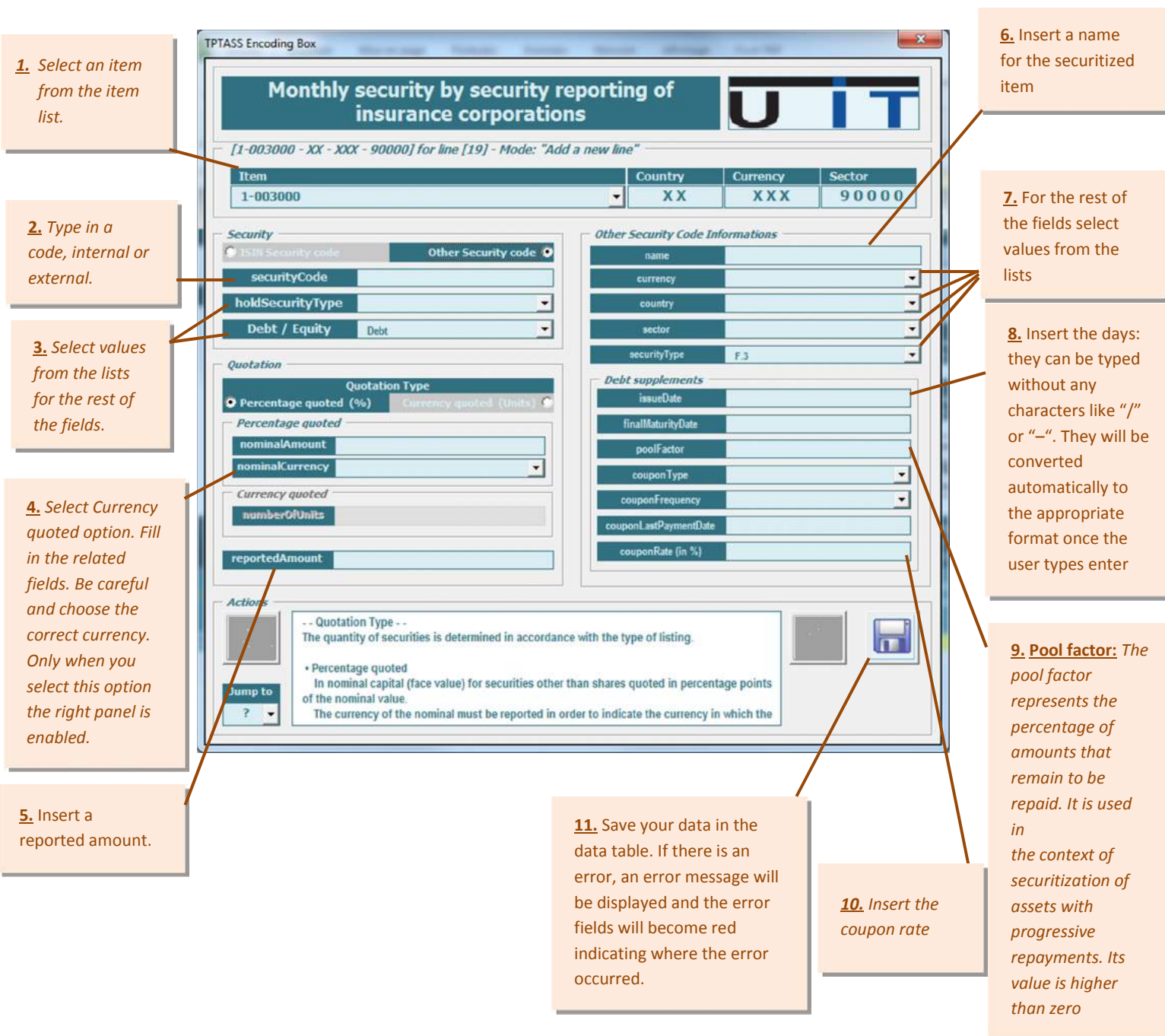
-- Quotation Type --
The quantity of securities is determined in accordance with the type of listing.

• Percentage quoted
In nominal capital (face value) for securities other than shares 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

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.



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

10. Insert the coupon rate

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

TPTASS Encoding Box

Monthly security by security reporting of insurance corporations

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

Item	Country	Currency	Sector
1-003000	XX	XXX	90000

Security

ISIN Security code: Other Security code:

securityCode:

holdSecurityType:

Debt / Equity:

Quotation

Quotation Type: ☐ Percentage quoted (%) ☐ Currency quoted (units)

Percentage quoted

nominalAmount:

nominalCurrency:

Currency quoted

numberOfUnits:

reportedAmount:

Other Security Code Informations

name:

currency:

country:

sector:

securityType:

Debt supplements

issueDate:

finalMaturityDate:

poolFactor:

couponType:

couponFrequency:

couponLastPaymentDate:

couponRate (in %):

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 other than shares 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:

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.

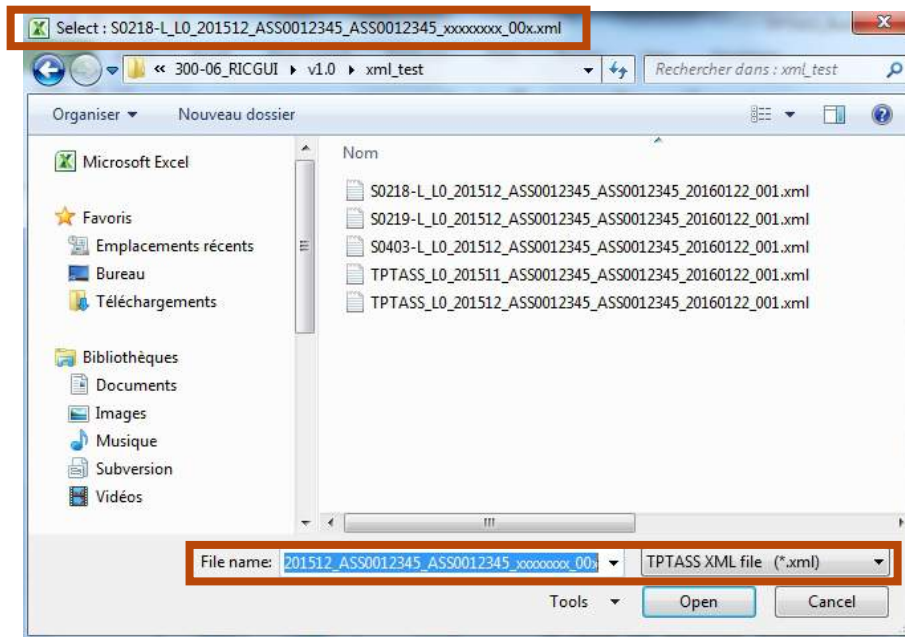
10. « Cross Check » with quartly S218 report



- Provides the ability to compare the amounts for the items 1-003000, 1-005000, 2-002050 and 2-003000 of the TPTASS report with the total of amounts of the same items in the S218 report.
- This is true for a single declarer and a single reporter as well as for the same period of reporting of both reports: TPTASS and S218.



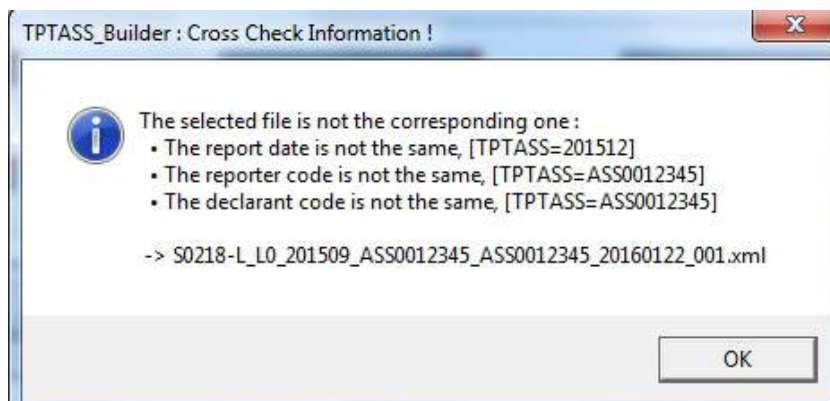
→ When you click on the button, a window file explorer will open in order to select a TPTASS report and compare the data with.



In the opening window file explorer, on the top and in the bottom, you may see the file name, the file name of the S218 report starts already with the correct filing, this is to help you in identifying the correct S218 report that will be compared to the current TPTASS report. When selected to be opened, two options are possible:

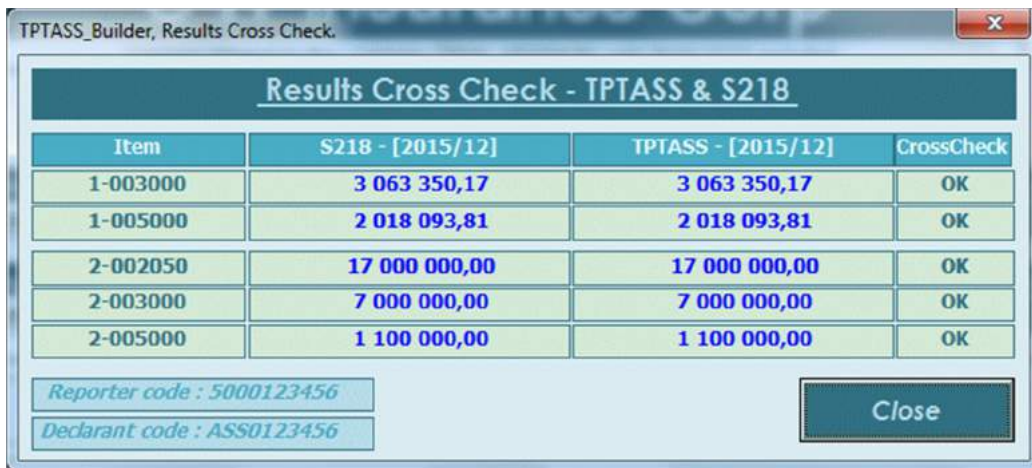
I. The TPTASS is not the corresponding one:

Either the S218 was not generated by the tool S218 Builder or whether the date of the report, the code of the Reporter, or the code of the Declarer is different.



II. The S218 report corresponds to the current TPTASS report.

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



Results Cross Check - TPTASS & S218			
Item	S218 - [2015/12]	TPTASS - [2015/12]	CrossCheck
1-003000	3 063 350,17	3 063 350,17	OK
1-005000	2 018 093,81	2 018 093,81	OK
2-002050	17 000 000,00	17 000 000,00	OK
2-003000	7 000 000,00	7 000 000,00	OK
2-005000	1 100 000,00	1 100 000,00	OK

Reporter code : 5000123456
Declarant code : ASS0123456

Close

Columns :

Item: you can see the different items being checked.

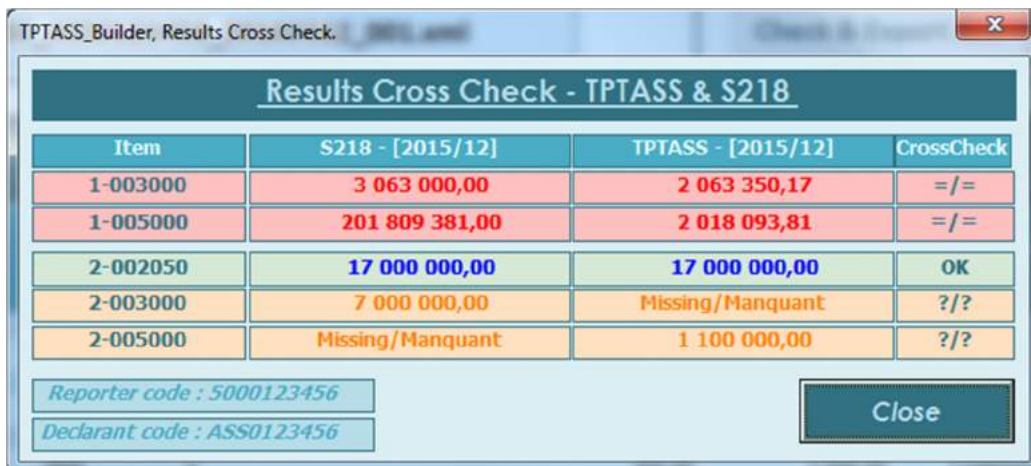
S218: In this column, you can see the amounts in S216 report for each item

TPTASS: In this column, you can see the amounts in TPTIBS 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 - TPTASS & S218			
Item	S218 - [2015/12]	TPTASS - [2015/12]	CrossCheck
1-003000	3 063 000,00	2 063 350,17	= /=
1-005000	201 809 381,00	2 018 093,81	= /=
2-002050	17 000 000,00	17 000 000,00	OK
2-003000	7 000 000,00	Missing/Manquant	?/?
2-005000	Missing/Manquant	1 100 000,00	?/?

Reporter code : 5000123456
Declarant code : ASS0123456

Close

Items "1-003000" and "1-005000", there is a difference in the total of the amounts for both reports.

Item "2-003000" is missing in the TPTASS report (or in excess in S218 report)

Item "2-005000", is missing in the S218 report (or in excess in TPTASS report).

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)								
					Security ID		Hold Security Type	Debt / Equity					Reported Amount
	Item	Country	Currency	Sector	Code Type	Code		Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units	
Add a line													

Other Security Code Informations					Debt supplements								Reserved to Macro do not edit.
Security ID		Issuer ID		Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon Last Payment Date	Coupon Rate		
Name	Currency	Country	Sector										

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 Informations					Debt supplements							Reserved to Macro do not edit.
	Item	Country	Currency	Sector	Security ID		Hold Security Type	Debt / Equity					Reported Amount	Security ID		Issuer ID		Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon Last Payment Date	Coupon Rate		
					Code Type	Code		Debt Equity	Quotation Type	Nominal Amount	Nominal Currency	Number Of Units		Name	Currency	Country	Sector								Security Type	
1-003000	XX	XX	90000	1	AU000000T0F3	01	debt	2				200.00	2 000.00													

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 Informations					Debt supplements					Reserved to Macro do not edit.	
	Item	Country	Currency	Sector	Security ID		Hold Security Type	Debt / Equity			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
					Code Type	Code		Debt Equity	Quotation Type	Nominal Amount														
1-003000	XX	XX	90000	1	AU000000T0F3	01	debt	2			200.00	2 000.00												
1-003100	XX	XX	90000	2	921452	02	debt	2			300.00	3 000.00	CodeName_1	USD	US	12300	F3	2014-10-31	2015-06-30	20.90	02	01	2014-12-31	5.50



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 TPTASS 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 TPTASS 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.

LineID	ID				Security (common)									Other Security Code Informations				Debt supplements								Worksheet to build the data table	
	Item	Country	Currency	Sector	Security ID			Debt / Equity			Number Of Units	Reported Amount	Security ID			Issued ID			Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon Last Payment Date	Coupon Rate		
					Code Type	Code	Hold Security Type	Debt Equity	Qualification Type	Nominal Amount			Nominal Currency	Name	Currency	Country	Sector	Security Type									
1-003000	XX	XXX	90000	1	A00000000000	01	debt	2		100.00	EUR	2	2.000.00														
1-003000	XX	XXX	90000	1	A00000000000	01	debt	1		100.00	EUR	2	2.000.00														
1-003000	XX	XXX	90000	1	A00000000000	01	debt	1		450.000.00	EUR	1	450.000.00														
1-003000	XX	XXX	90000	1	F00000000000	01	debt	1		1.500.000.00	EUR	1	1.500.000.00														
1-003000	XX	XXX	90000	1	U00000000000	01	debt	1		80.000.00	USD	1	80.000.00														
1-003000	XX	XXX	90000	2	B21452	02	debt	2		300.000.00	USD	300	3.000.00	Codellane 1	USD	US	F 3	2014-10-31	2015-06-30	20.00	02	01	2014-12-31	1.50			
1-003000	XX	XXX	90000	3	X00152-2016	01	debt	1		365.000.00	USD	365	3.650.00	Fixed rate bond	USD	US	F 3	2011-05-24	2016-05-24	1.00	01	02	2015-11-24	1.10			
1-003000	XX	XXX	90000	3	X00453-2021	01	debt	1		365.000.00	USD	365	3.650.00	Non financial active on	USD	US	F 3	2011-03-31	2021-03-31	1.00	01	01	2015-03-31	1.50			
1-005000	XX	XXX	90000	1	E0007018061	01	equity	2		1.517.76		2	1.517.76														
1-005000	XX	XXX	90000	1	S00001900793	01	equity	2		10.000.00		2	10.000.00														
1-005000	XX	XXX	90000	1	L00431130764	01	equity	2		8.170.00		2	8.170.00														
1-005000	XX	XXX	90000	2	Y00453	01	equity	2		1.000.00		2	1.000.00	Fixed China fund is	USD	KY	F 52										
1-005000	XX	XXX	90000	2	A00000000000	01	equity	2		20.000.00		2	20.000.00	Non financial active on	EUR	LU	F 52										

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

Note : the TEXT file can whether 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).

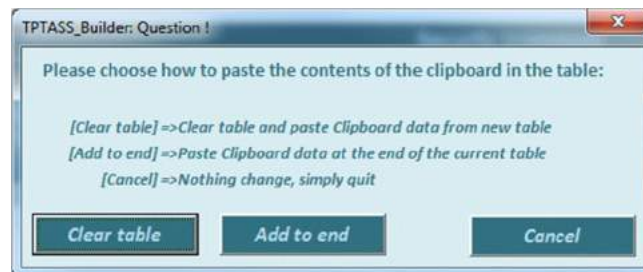


3. **Third step :** Paste the data in TPTASS Builder.

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



- In the pop-up confirmation window Click "Clear table" or "Add to end" to paste the data from the clipboard in to the TPTASS 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)			Debt / Equity		
LineID	Item	Country	Currency	Sec				Nominal amount	Nominal Currency	Number Of Units
Edit line	1-003000	XX	XXX	9000				2,00		
Edit line	1-003000	XX	XXX	9000				1,00		100,00
Edit line	1-003000	XX	XXX	9000				2,00	USD	
Edit line	1-003000	XX	XXX	9000				1,00		450 000,00
Edit line	1-003000	XX	XXX	90000	1	DEBT	01	1,00		#####
Edit line	1-003000	XX	XXX	90000	1	DEBT	01	1,00		80 000,00
Edit line	1-003000	XX	XXX	90000	1	DEBT	02	1,00	USD	300 000,00
Edit line	1-003000	XX	XXX	90000	1	DEBT	02	1,00	USD	365 000,00
Edit line	1-005000	XX	XXX	90000	1	EQUITY	01	2,00		
Edit line	1-005000	XX	XXX	90000	1	EQUITY	01	2,00		
Edit line	1-005000	XX	XXX	90000	1	EQUITY	01	2,00		
Edit line	1-005000	XX	XXX	90000	1	EQUITY	02	2,00	USD	
Edit line	2-005000	XX	XXX	90000	4	EQUITY	02	2,00	EUR	
Add a line										

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 TPTASS 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 TPTASS 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)								Other Security Co		
	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
Edit Line	1-003000	XX	XXX	90000	1	AU000000T0F3	01	equity	2			200,00	2.000,00		
Edit Line	1-003000	XX	XXX	90000	1	AU000000T0F3	01	debt	1	100,00	EUR		2.100,00		
Edit Line	1-003000	XX	XXX	90000	1								545.203,05		
Edit Line	1-003000	XX	XXX	90000	1								1.827.300,00		
Edit Line	1-003000	XX	XXX	90000	1								66.298,76		
Edit Line	1-003000	XX	XXX	90000	1							300,00	3.000,00	CodeName_1	USD
Edit Line	1-003000	XX	XXX	90000	1								273.924,71	Fictive bank plc	USD
Edit Line	1-003000	XX	XXX	90000	1								343.523,65	ion financial fictive co in	USD
Edit Line	2-003000	XX	XXX	90000	1							3.264,00	1.517,76		
Edit Line	1-005000	XX	XXX	90000	1							10.080,00	184.363,20		
Edit Line	1-005000	XX	XXX	90000	1							8.170,00	1.125.335,80		
Edit Line	1-005000	XX	XXX	90000	1							1.000,00	706.877,05	Fictive China fund lp	USD
Edit Line	2-005000	XX	XXX	90000	1							22.000,00	1.100.000,00	ance Name subscribed i	EUR
Add a line															

TPTASS_Builder. Error n° #E027b

Error in :119
The 'Item' [1-003000] must have [Debt] for typeOfShare (with or without uppercase)

OK

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

reportedLine			TPTASS_Builder: Confirmation !										age	currency
Country	Currency	Sector	Error in : G28 • The [securityCode] does not contain RCS identification. - Do you want to continue with this code? [YES / NO] [YES] -> Keep the code, [NO] -> Change code.											
XX	XXX	90000												
XX	XXX	90000												
XX	XXX	90000												
XX	XXX	90000												
XX	XXX	90000												
XX	XXX	90000												
XX	XXX	90000	1	GB00B1VMCY93	01	equity	2						3.264,00	
XX	XXX	90000	1	LU0431139764	01	equity	2						10.080,00	
XX	XXX	90000	2	yy0458	01	equity	2						8.170,00	
XX	XXX	90000	2	ASS0123456	04	equity	2						1.000,00	
XX	XXX	90000											22.000,00	

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.

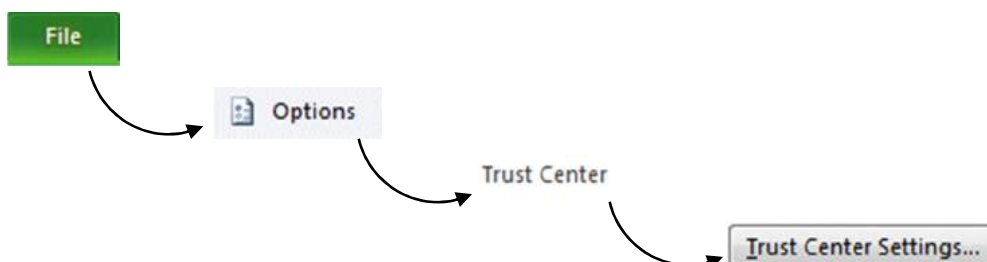
2 choices are possible:

→ Enable Macros in Excel.

→ Suggest activation of macros when opening the file.

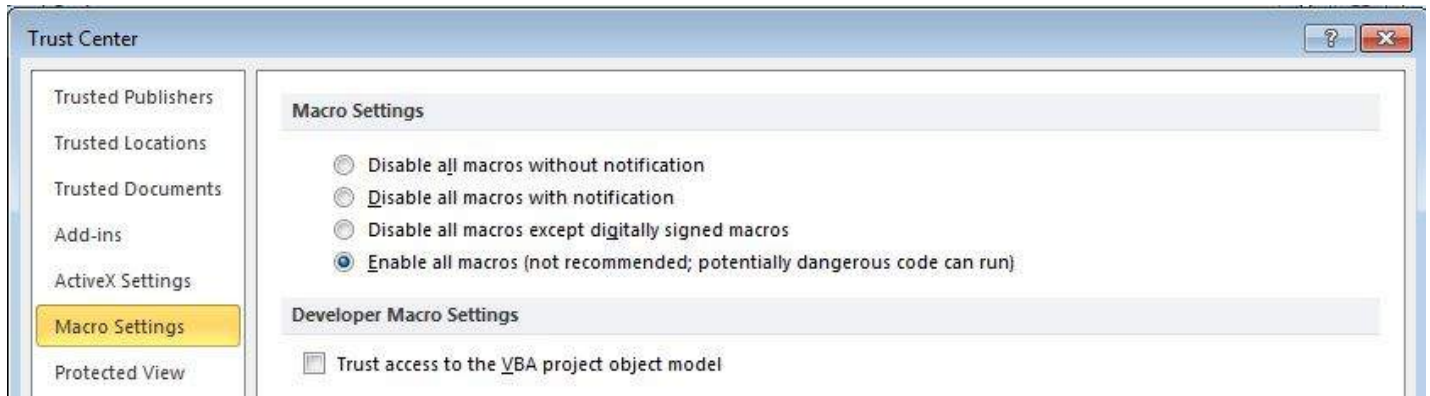
→ See the " Management Center of Excel confidentiality"

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



→ Enable macros by default:

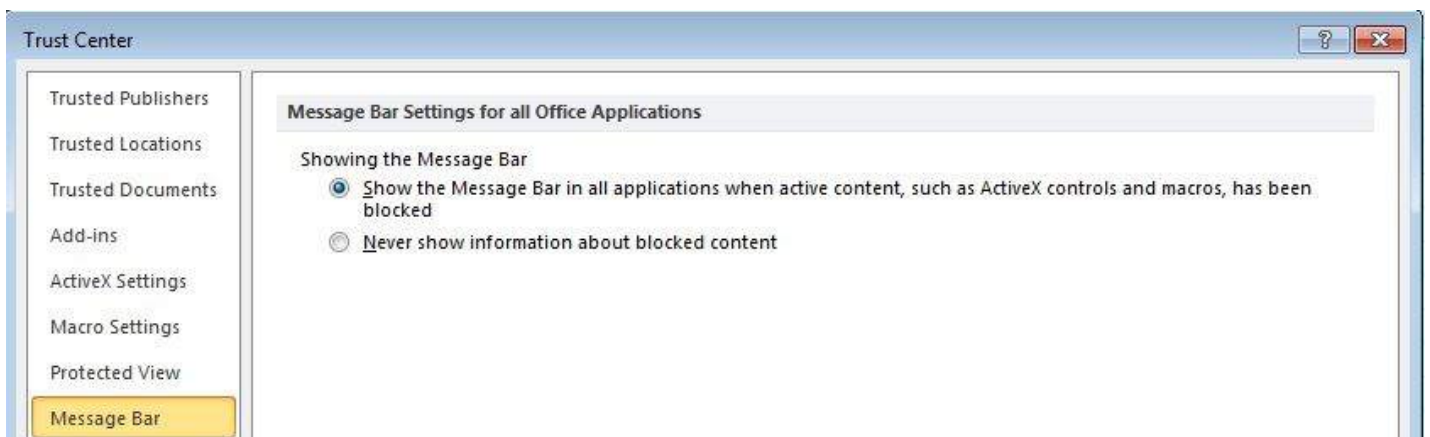
- Select " Macros Settings " in the left column.
- Select "Enable all macros ...".
- Click on "OK" twice.



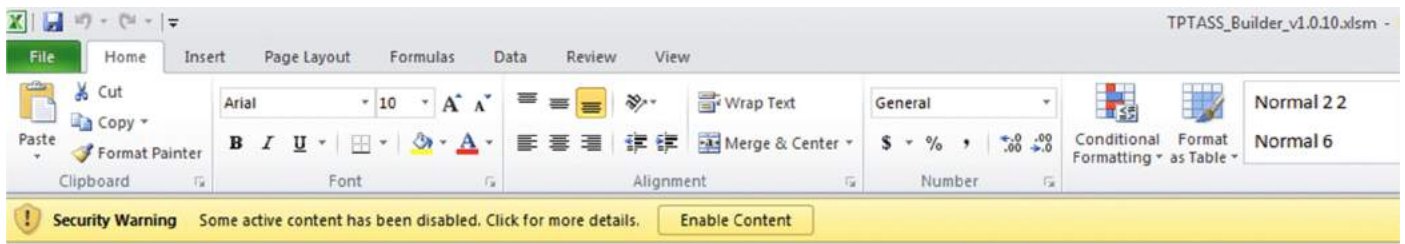
! Caution: This option configures and enables by default all macros at this Excel installation.

➔ 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"