U IT Support Team communication
@ support@uit.lu / +352 26 10 86 86

TPTIBS Builder Documentation		
Version	Date	Proiect
V2025	05/2025	RIF GUI

RIF GUI
TPTOBS Builder

Version 2.1+ – Release 2025

Documentation

Table of Contents

System Requirements

The RIF GUI are compatible with Excel 2010, 2013, 2016, 2019, 2021 & 2024.
Older office versions (2000, 2002, 2003, 2007) are not supported.

Office / Excel 2010

Requires Service Pack 1 or Service Pack 2.

Office / Excel 2013

Runs on original version or Service Pack 1.

Office / Excel 2016, 2019, 2021 & 2024

Runs fine on these versions of excel. No unresolvable issue met since – usual problems are often caused by limited rights or too high security settings.

In case of problem using the tool :
- Contact first your IT, usual problems are caused by limited rights & security settings.
- Contact us or ask your IT to contact us.
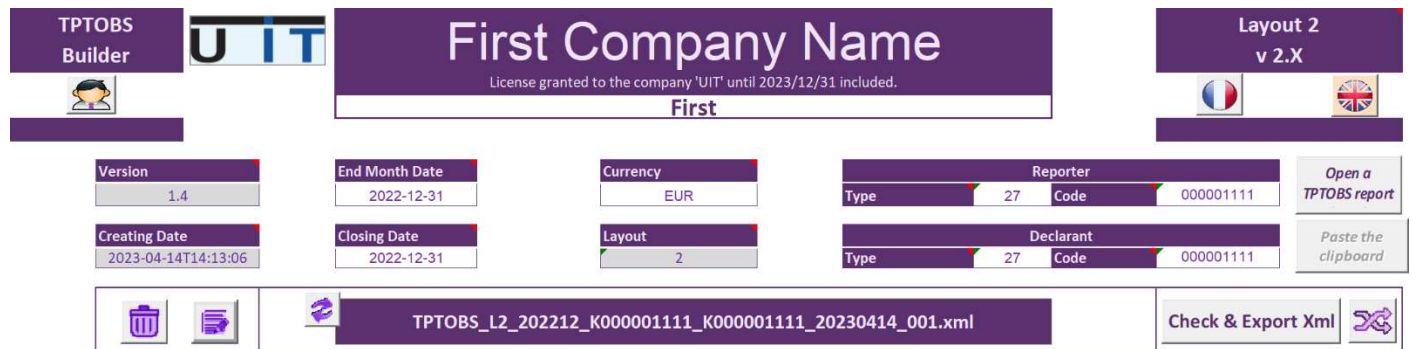
Reference table of exact Excel versions compared with their common yearly denomination :

Release year	Common name	Version	Included in office
1999	Excel 2000	v9.0	Office 2000
2001	Excel 2002	v10.0	Office XP
2003	Excel 2003	v11.0	Office 2003
2007	Excel 2007	v12.0	Office 2007
2010	Excel 2010	v14.0	Office 2010
2013	Excel 2013	v15.0	Office 2013 & Office 365
2016	Excel 2016	v16.0	Office 2016 & Office 365
2019	Excel 2019	v16.0	Office 2019 & Office 365
2021	Excel 2021	v16.0	Office 2021 & Office 365
2024	Excel 2024	v17.0	Office 2024 & Office 365

Section Header

Header Information

Place the cursor over the violet titles to display explanatory information about those fields.
In this section, only the white fields can be modified by the user. The grey fields cannot be modified.

The **Company name** can be changed by clicking on the field and modify the text :

The following window will pop-up :

Fields will be pre-filled if already set.

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

Explanation of Short Name is detailed in a further chapter.
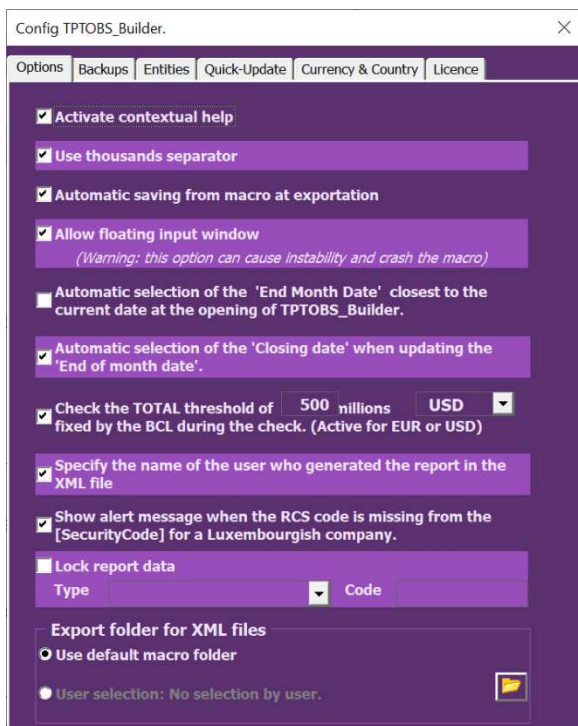
Administration button

   Displays the options & administration panel.

The panel is divided in 6 sections (tabulations – TAB) :

Options

Backups

Entities

Quick-Update

Currency & Country

License

Options TAB

Activate contextual help
Displays comment sections over the fields, providing information/directions to the users.

Use thousands separator
When activated, separates big numbers in thousands by applying a space as a delimiter between the digits. This option helps the user identify easier the length of a long number.

Automatic saving at exportation
Will save the macro after a successful export.

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

Auto selection of the "End Month Date"
When launching the application, the reporting period: "End of month date" is set to the closest reporting date. For example, if the current date is 22/05/2023, the End of month date will be set to 31/05/2023.

Auto selection of the "Closing Date"
If checked, the tool will automatically update the "Closing Date" when the "End Month Date" is modified by the user.

Check the TOTAL threshold
This option is only used during the Cross-Check with S213-S103 report. If it's activated, the tool will calculate the total amounts captured in the S213-S103 report and warn the user if it's lower than the threshold set.
By default, the threshold is set to (standard) 500 million – the value can be modified by the user.

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

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

Lock reporter data
Allow the user to lock the fields "Type" and "Code" of the reporter to prevent to :
- Re-type the Reporter's code for each entity, each month.
- Commit an error by typing a wrong code.

Export folder for XML files
Set by default to the same directory than the macro (macro folder).
Select the second option and click on the folder icon to set a dedicated or common folder for all entities.

Backups TAB
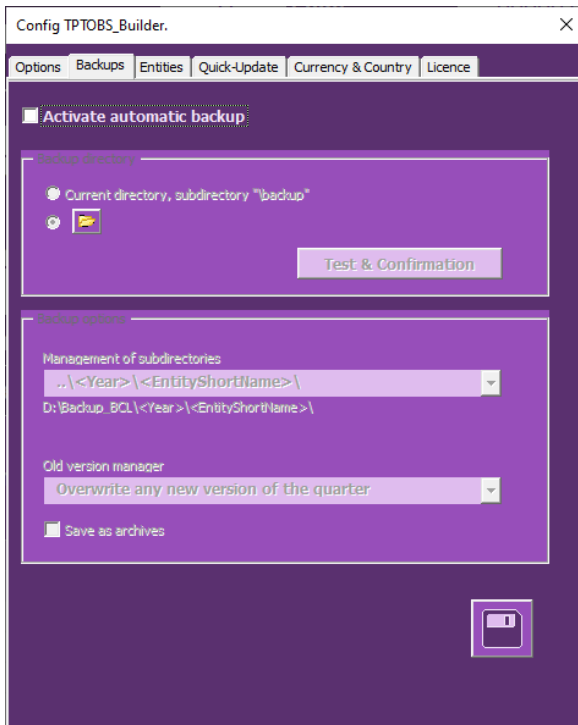
By default, the option is not activated.

When you activate it, the default location where the tool will copy the backups will be the subdirectory : "\backup" from where the macro is located.

Select the second option and click on the folder button to select a directory.
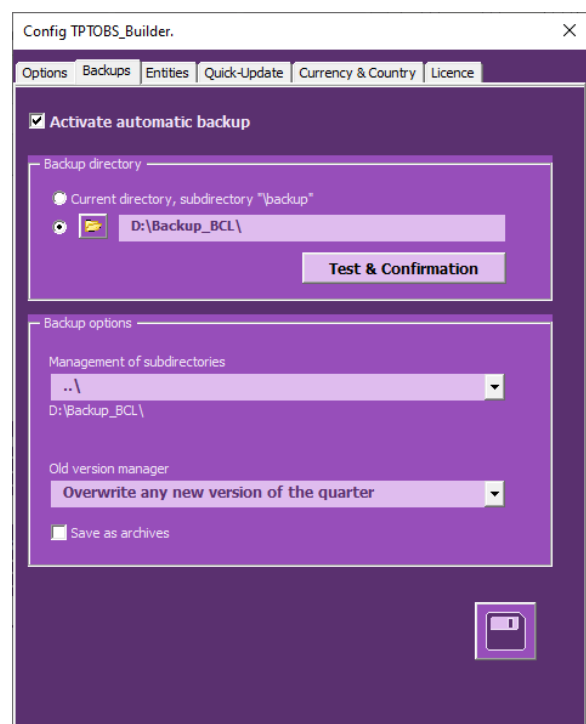
In both cases, click on the "Test & Confirmation" button to verify if the tool has the sufficient rights to write and create sub-directories in the selected directory.

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

An example of the directory structure chose is displayed under the selection field.
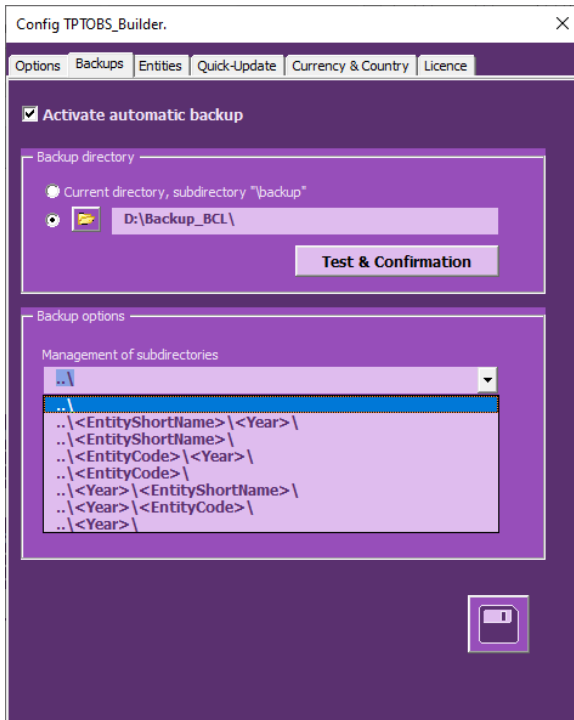
Choose one of the 3 options available to manage the old version of any report of the same period :

Overwrite any new version of the quarter

Only one backup will be kept by reporting period. This means that the tool will only keep the latest report generated for a specific period. In practice, the backup for one entity for 1 year will be 12 TPTIBS reports and 4 S216 reports.

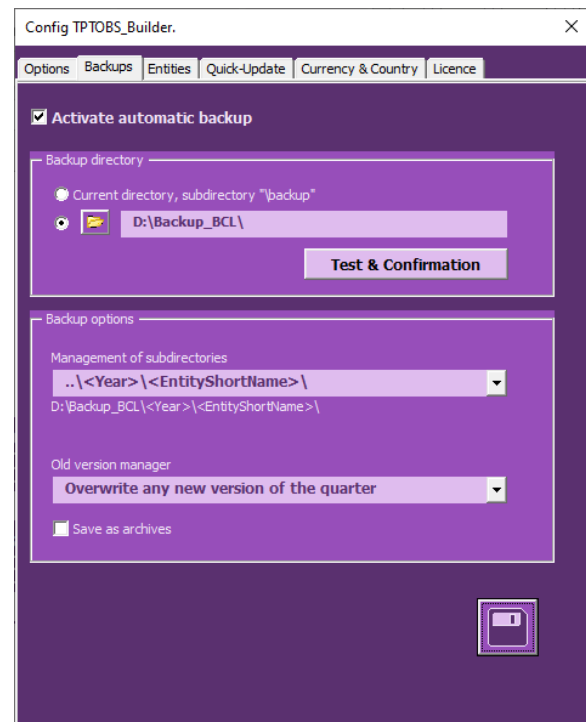## Overwrite any new generated version of the same month and day

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

Keep all reports generated

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

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

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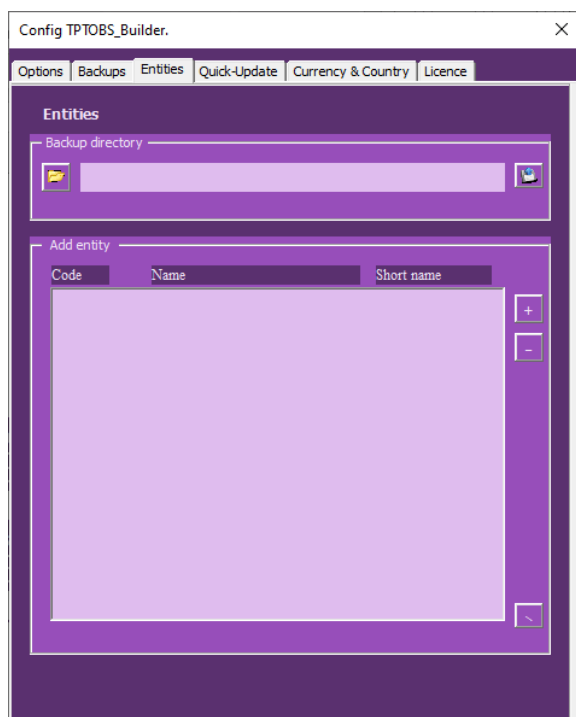
Entities TAB

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

The 2 practical advantages are :
- Automatically update the entity name and short name when selecting or modifying the entity code (DSE)xxxxxxxxx of the Declarer field.
- Automatically update the entity name and short name when loading a report.

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

An example of 3 entities listed.

Button + or – to add or remove one entity
Bottom "arrow" button to export the list.

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

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

Example :
000001111; First Company Name; First
000002222; Second Company Name; Second
000003333; Third Company Name; Third

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

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

Quick-Update TAB
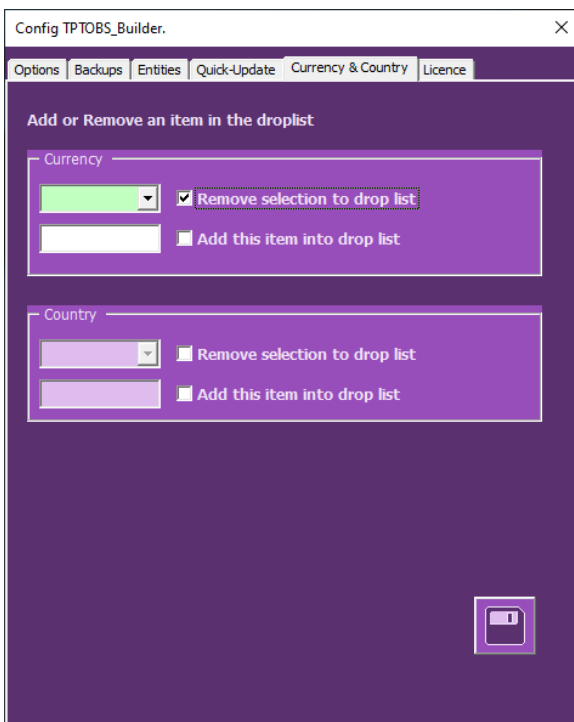
This section refers to the Quick Update functionality.

Refer to the chapter on this functionnality below in this document.

Currency & Country TAB

By default, the drop lists Country/Currency of the Assets/Liabilities tables contain all the available countries and currencies to transact with.

If the users want to limit this content to their transactional needs, this can be done by removing any item from the list.

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

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

License TAB

Displays the license information.

U IT Button

This button will display the support information window.

From this screen, users can :

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

Language Button

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

Open a TPTOBS report (.xml)

Open a TPTOBS report

Click the button to open a file browser to select a report to be imported.
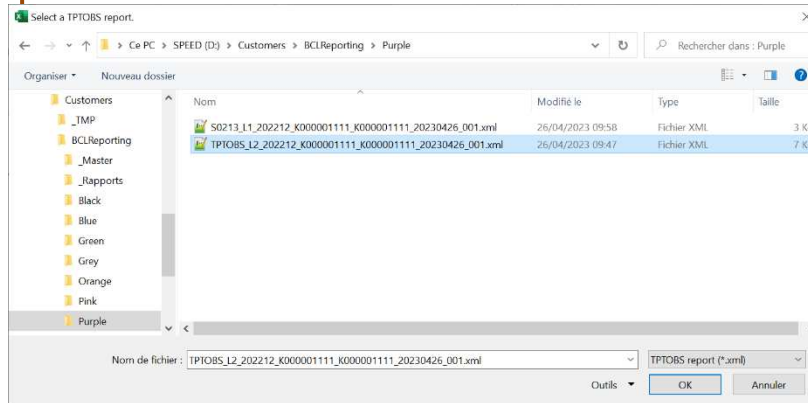
Select the report to load and click "OK".

The tool will ask for a confirmation. If the table is already filled it'll be replaced.
Click "Yes" to proceed or "No" to cancel.
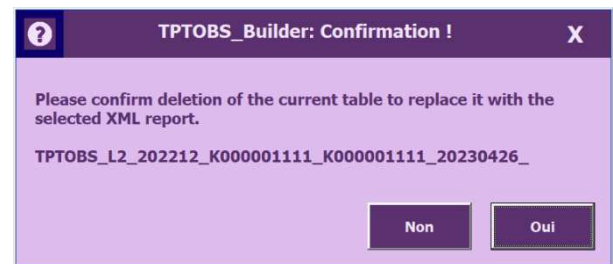
In case of bad or invalid report loaded, (bad Filename, bad content) the following message will pop up.
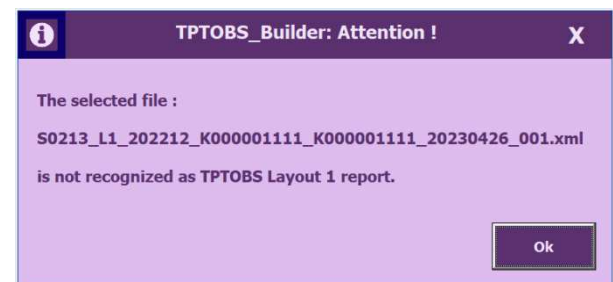
If the report is internally corrupted or badly formatted it may provoke and unexpected result which lead to a standard excel error message (visual basic message). If this happens, please check the content of the report and/or contact our support.

Detailed header data

General information :

Grey fields values are fixed and automatically set by the tool. Any change will be discarded.
A company can report either for itself or for other companies. The Company which conducts the report is called the Reporter and the company to report for is the Declarant. If a company reports for itself, it should have the same fields filled for both Type/Code of Reporter/Declarant respectively.

Reporter - Type is the type of the company which does the reporting. The following options are included in the **Type** drop list :
- • 01 Number allocated by the CSSF to other entities
- • 05 Special code assigned by the BCL
- • 06 Number allocated by the BCL to non-resident entities
- • 23 Banks
- • 26 OPC and SIF
- • 27 SICAR
- • 30 Management companies
- • 32 PSF Company - Type P
- • 36 PSF Company - IT Companies
- • 40 Number allocated by the CSSF to AIFM
- • 42 B Non-regulated Luxembourg's AIF (RCS n°Bxxxx)
- • 42 K Non-regulated Luxembourg's AIF (RCS n°Kxxxx)

Click on the value to display the list.

Reporter - Code is the CSSF identifier for the company which is reporting, based on its RC number. It is coded in 9 digits (7 characters for type 42). Every number is preceded by '0' [zero].

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

Version		End Month Date		Currency		Reporter			
1.4		2022-12-31		EUR		Type	27	Code	000001111
Creating Date		Closing Date		Layout		Declarant			
2023-04-14T14:13:06		2022-12-31		2		Type	27	Code	000001111

Declarant - Type and Code
Either for your company or for the company for which the report is generated. It's the same list as the **Reporter**.

CSSF identifier encoded on 9 characters (12 characters for type 42)
The investment funds must use the identification number allocated by the CSSF : 5 digits for the number of the fund (7 digits for type 42) and 4 digits for the number of the compartment (5 digits for type 42).

Every number is preceded by '0' [zero].

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

Tool Section

Tools information
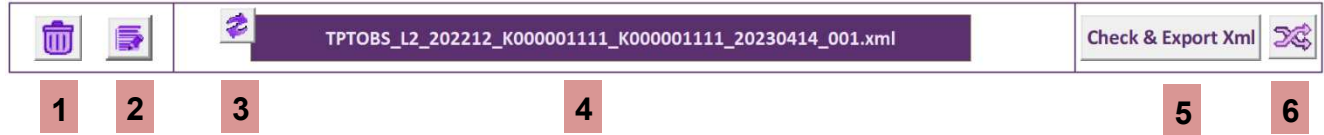
1 **Delete button** – Properly delete one line or the whole table.
Using the button allows users to delete one line of the table easily.
There are two functions :
- 1x click : delete a selected line from the data table.
- 2x click : delete all the lines of the data table.

2 **Capture Panel button** – Opens a dedicated panel to capture the data.
Open the **TPTOBS Capture Panel**, which helps the users to capture data lines by lines.

3 **Refresh Filename button** – refresh and validate the filename.
To check the future filename of the report (which is calculated automatically by the tool).

4 **Filename cell** – Display the exact filename of the report which will be generated.

5 **Check & Export Xml button** – Verify, validate and generate the report.
If an error occurs, a message will prompt the user for an action to solve the error. If no error occurs, it will generate an XML report based on the encoded data.

6 **Cross Check button** – Open the Cross Check window.
Allow to compare some total amounts with the ones of a valid S213-S103 report of the same month and for the same entity.

Delete Button

The delete button is used if the user needs to delete a line from the data table.
Select any cell of a line to delete and click the button, a notification message will ask to confirm the deletion of the line.

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

Capture Panel Button

Brief Description

The Capture Panel is a guide for valid and easy data capturing. This interface inserts in the main data table whatever a user capture. 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 users are always following the same sequence of steps in order to capture their data.

Panel allows user to :

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

Panel sections & ISIN vs Other Security

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

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

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

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

OR

If there is no ISIN code, the user should select the "Other security code" radio button and fill in all the appropriate fields on the right section of the interface. The information in this section is supplementary to ISIN code and is mandatory to be specified if an ISIN code doesn't exist.
In the right part of the interface, a form is activated and the user has to fill it.
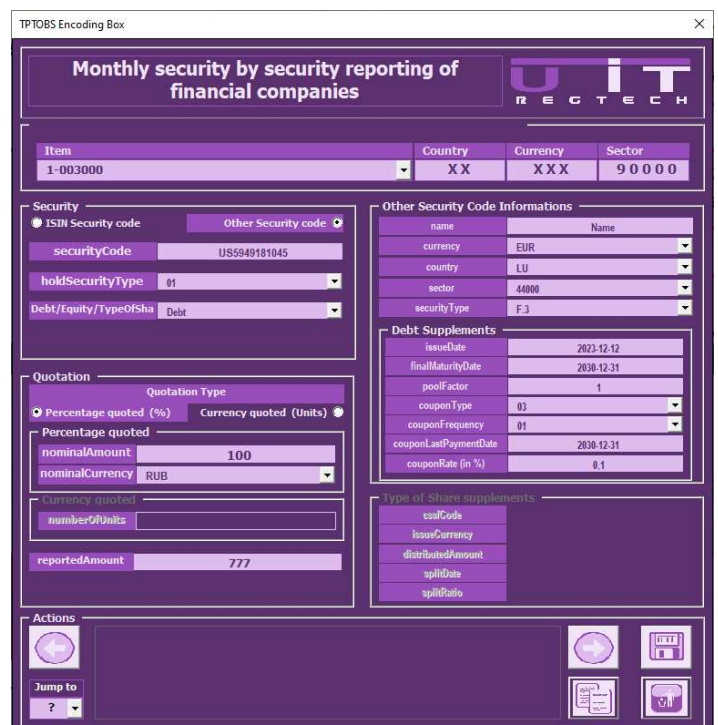
<div align="center">With ISIN code   Without ISIN code</div>

Capture Panel – Example #1 – With ISIN code

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

1. Select an item from the item list.

2. Type in the ISIN code.

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

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

5. Insert a reported amount.

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

Capture Panel – Example #2 – Without ISIN code

If the ISIN code doesn't exist, the user has to insert additional data in the Capture Panel as in the previous example. 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.

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

1. Select an item from the item list.

2. Type in a code, internal or external.

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

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

5. Insert a reported amount.

6. Insert a name for the securitized item.

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

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

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

10. Insert the coupon rate.

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

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

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

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

Navigation Panel

This part of the Capture Panel is interesting, due to 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 short description about a selected field is displayed in the "Description Panel": the white text box in the picture above.

Browse between lines using arrows

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

Duplicate an existing line of the data table

The user can capture a similar item with an existing one. He can duplicate it by clicking the duplicate button, apply some changes and save the new line in the table.

Delete a line from the data table

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

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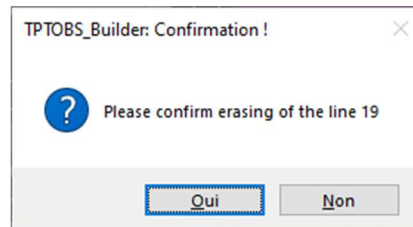
Error Section

Some errors can occur while generating the xml report. Usually, it's coming from invalid data format while modifying directly the data table or when using a copy/paste of raw data.

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

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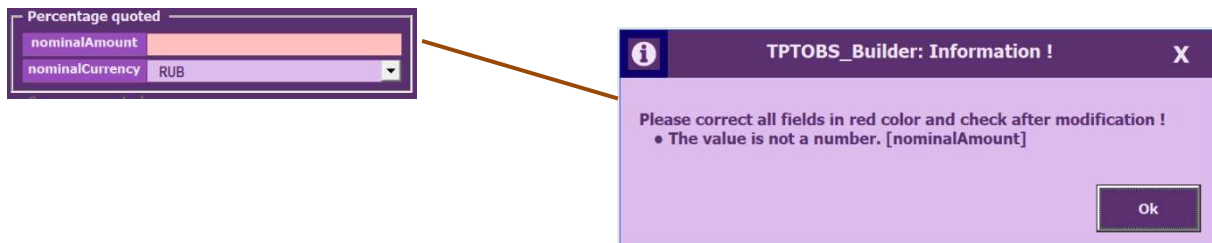
Refresh Button

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

Check & Export XML Button

Check & Export Xml

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

Check Ok

If the check is successful, the tool may display two messages in order to allow the export :
- First message indicates the successful validation of the report and ask confirmation.
- Second message confirms the successful creation of the reports and indicates its location.
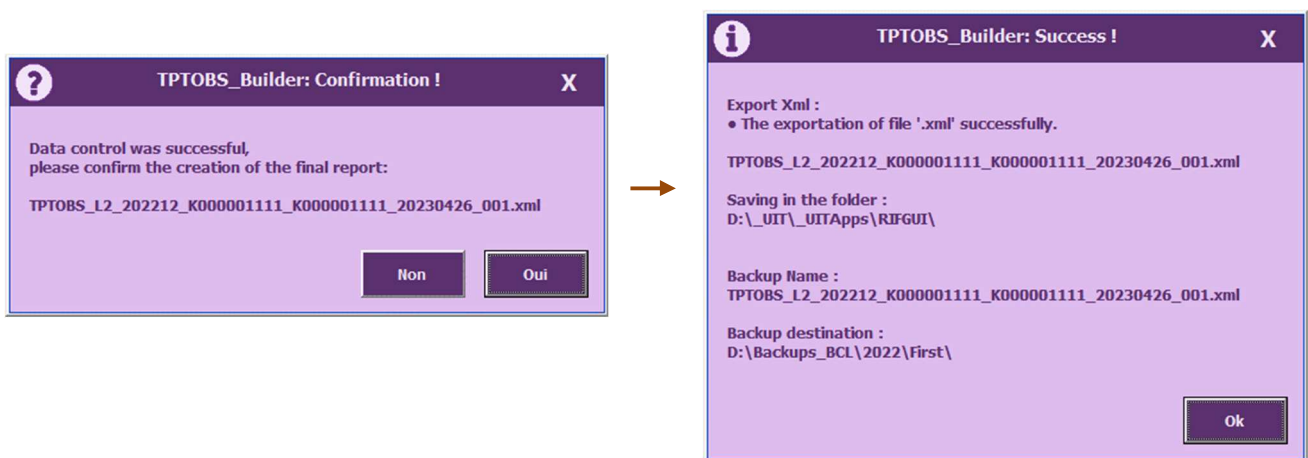
Check Not Ok

In case of error, the check function will display a message box detailing it.
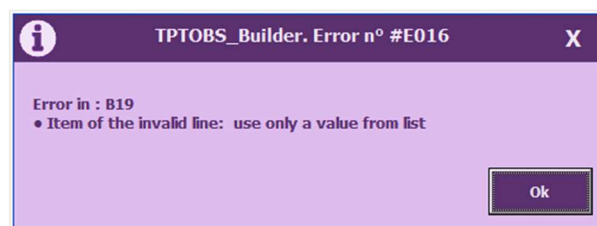
Correct the error and click again on the Check & Export XML button.

Cross Check button

The <u>Cross Check</u> function allows to compare the amounts for the items 1-003000, 1-005000, 2-002050, 2-003000 and 2-C04000 of the TPTOBS report with the total of amounts of the same items in the S213-S103 report.
This is true for a single declarer and a single reporter as well as for the same period of reporting of both reports : TPTOBS and S213-S103.

This verification will be only possible if you select the right S213-S103 report corresponding to the **same period** and **same entity** than the TPTOBS report being currently captured.

When clicked, it'll open a browser (file explorer) window allowing to elect the right S213-S103 report :
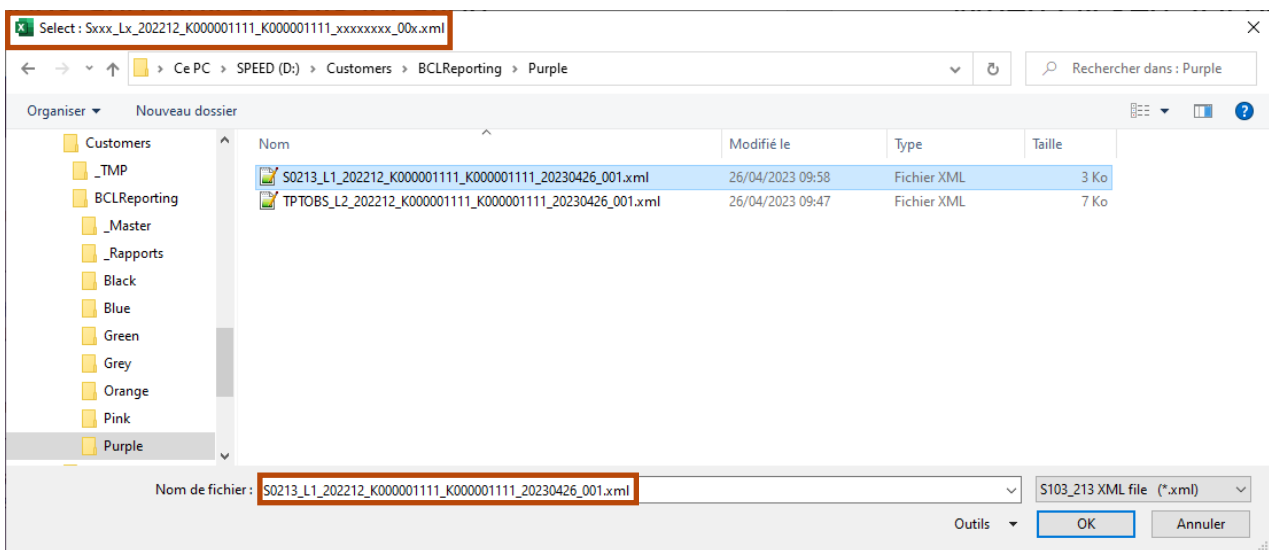
On this file explorer window, on the top and the bottom section, the beginning of the filename of the right file to load is already written in order to prevent users to load a wrong report.
When selected and opened, the tool will react in 2 different ways :

The S213-S103 is not the corresponding one

Either the S213-S103 was not generated by the tool S213-S103 Builder <u>or</u> the date of the report, the code of the Reporter, or the code of the Declarer is different.
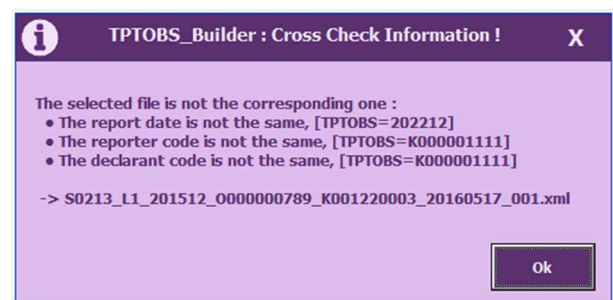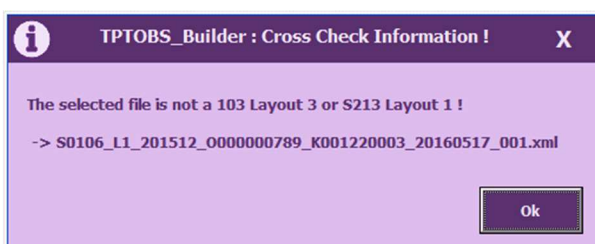
The S213-S103 report corresponds to the current TPTOBS report

Successful Cross-Check

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

TPTOBS_Builder, Results Cross Check.

Results Cross Check - TPTOBS & S213

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

Reporter code : O000000789
Declarant code : K001220003

Close

Columns :

Item	List of items being compared.
S213-S103	Total amount of all the line of the same type (item) in the S213-S103 report.
TPTOBS	Total amount of all the line of the same type (item) in the TPTOBS report.
CrossCheck	Status of the comparison.

OK	Data in each report matches.
?/?	One of the reports does not have the item, the "Missing" message is highlighted in the column of the item.
=/=	Data does not match.

Cross-Check with errors

TPTOBS_Builder, Results Cross Check.

Results Cross Check - TPTOBS & S213

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

Reporter code : O000000789
Declarant code : K001220003

Close

Item "1-003000", there is a difference in the total of the amounts for both reports.
Item "1-005000" is missing in the TPTOBS report (or in excess in S213 report).
Item "2-004000", is missing in the S213 report (or in excess in TPTOBS report).

Data Section

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

	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	US5949181045	01	debt	1	100,00	AED		100,00
Add a line													

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

The first part of the table (top picture), refers to data captured for securities with an ISIN code.
This means that when using the Capture Panel (after the user selects ISIN code, captures data and later saves these data), only the first part of this long table will have values as it can be seen below :

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

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

	ID				Security (common)									Other Security Code Information					Debt supplements							Type of Share supplements					Reserved to Macro do not edit.
LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount	Name	Currency	Country	Sector	Security Type	Issue Date	Final Maturity Date	Pool Factor	Coupon Type	Coupon Frequency	Coupon last Payment Date	Coupon Rate	CSSF Code	Issue Currency	Distributed Amount	Split Date	Split Ratio	
Edit Line 1-003000	XX	XXX	90000	1	US5949181045	01	debt	1	100,00	AED		10,00																			
Edit Line 2-004000	XX	XXX	90000	1	USY91636AC94	04	typeOfShare	2		10,00		200,00					F.52								cod1	AED	10,00	2010-12-10	1,00	
Add a line																															

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

Edit a line

In order to modify a value in a line of the table, the tool allows 2 methods :
- Modify the cell in the table directly - not recommended or for experienced users.
- Edit the cell by using the Capture Panel.

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

Add a line

Two ways to add a new line :
- Click on the `Add a line` button located in the first column of the last line of the table.
- Click the Capture Panel button ( ) to open it and capture the data for a new item.

Paste data

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

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

First step

Copy data to a TEXT editor (only for data coming/copied from another TPTOBS Builder)
- Open "Notepad" (or any text editor).
- Select the range you need to copy, press (Ctrl+C), then (Ctrl+V) in the notepad to paste the data.

Second step

Copy data from a TEXT file to the windows buffer
  Note: the TEXT file can whether be the text file created at first step or generated by the customer.
- Select and copy raw TEXT data from text editor
- Open "Notepad" (or any text editor). Select all : (CTRL+A) => Copy(Ctrl +C).

Third step

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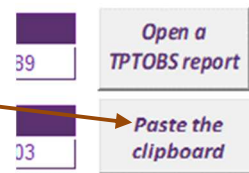
- Click on this button to paste the data from the clipboard in the TPTOBS table – A window will open.

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

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

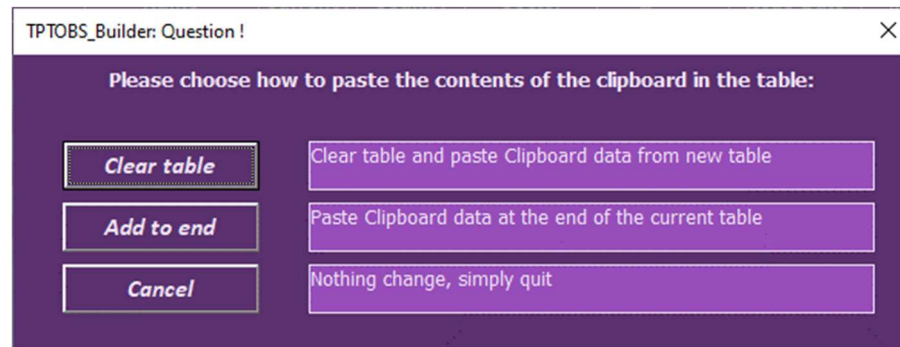| LineID	Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
			ID		Security ID			Security (common) Debt / Equity					Q-Up
Edit line	1-003000	XX	XXX	90000	1	US5949181045	01	Debt	1	100,00	AED		100,00
Edit line	1-003000	XX	XXX	90000	2	1	02	Debt	1	1 222,00	AFN		200,00
Edit line	1-005000	XX	XXX	90000	2	code1	02	Equity	2			10,00	200,00
Edit line	2-003000	XX	XXX	90000	1	USY81636AC94	04	Debt	2			10,00	100,00
Edit line	2-004000	XX	XXX	90000	2	code2	04	TypeOfShare	1	1,00	AED		200,00
Edit line	2-004000	XX	XXX	90000	2	code4	04	TypeOfShare	1	1,00	AED		200,00
Edit line	2-004000	XX	XXX	90000	2	code3	04	TypeOfShare	2			1,00	200,00
Add a line													

TPTOBS Builder: Information !

Only 7 lines of 8 from the clipboard were copied in the table.

Ok
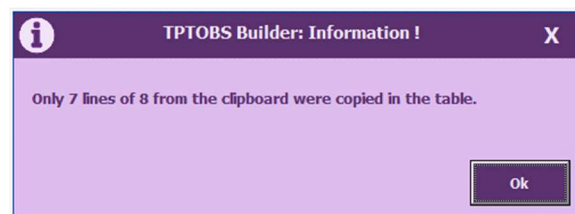
Quick Update

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

Configuration Panel

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

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

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

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

"Security ID/Code" is mandatory

5. Check to enable and display the Q-Up button in the builder.
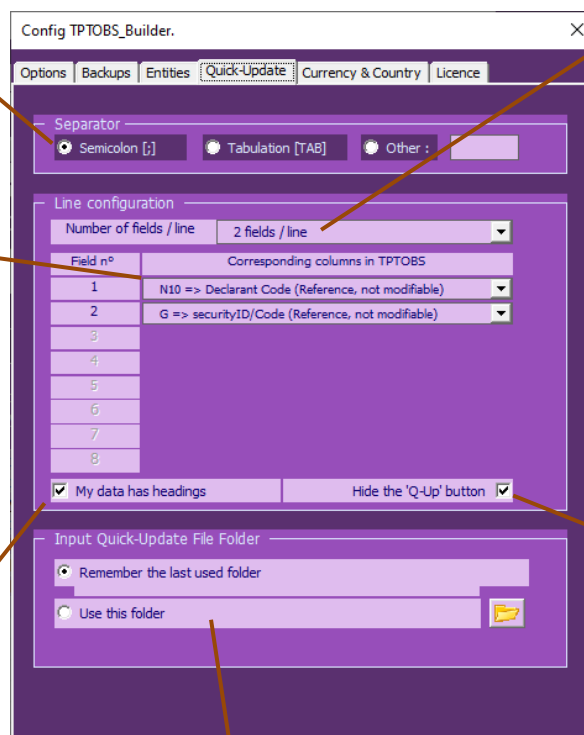
4. Check if the data file have heading.

6. Define default folder location to load the data file.

The "Q-Up" button is displayed top of the "Reported Amount" column.

Preparing and using the data file

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

In practice, this task is for the IT department which has to find a way to extract the data from your database in the desired format which will match the options you set in the Quick Update configuration panel.
The filename of the data file must have a .txt or .csv extension.

Example

The following screen shows a correct input file having a first line header and 3 fields. It well includes the mandatory field "Security ID" and the separator is the semicolon (";").
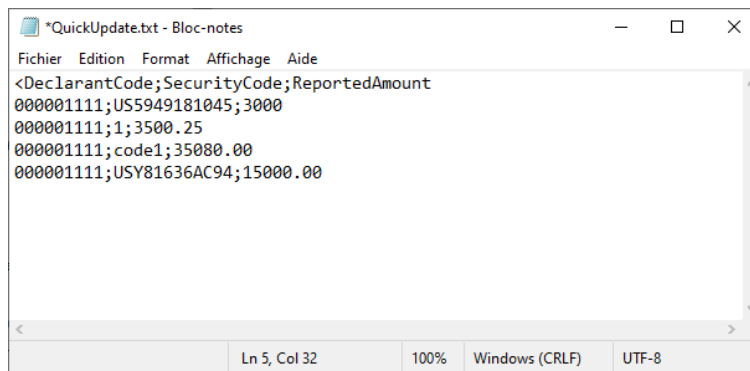
Once you choose to add the declarant ID in the list of the fields, as shown in the above example, it's possible to consider one single data file (extracted data from your DB) to update all the (TPTOBS) data for one month for ALL the managed entities.

In the example above, if you are updating the amount for the entity 000001111 (DSE000001111) in your TPTOBS Builder, the tool will load the data file and only consider the lines with the "Declarant Code" of "000001111" – the same data file can be then used to update the amounts for the entity "000002222" and so on.

Practical example

Click on the Q-Up button [Q-Up] to open a window to select the data file, browse then click "Ok".
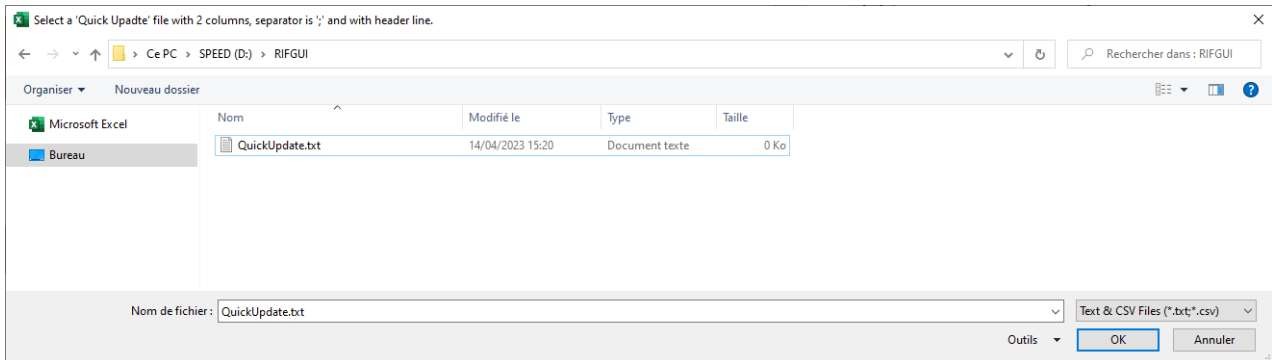
Only text (.txt) or .csv (comma separated value) will be listed.

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

	ID				Security (common)								[Q-Up]
					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	US5949181045	01	Debt	1	1 000,00	AED		100,00
Edit line	1-003000	XX	XXX	90000	2	1	02	Debt	1	1 222,00	AFN		200,00
Edit line	1-005000	XX	XXX	90000	2	code1	02	Equity	2			10,00	200,00
Edit line	2-003000	XX	XXX	90000	1	USY81636AC94	04	Debt	2			10,00	100,00

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

ID				Security (common)								[Q-Up]
				Security ID			Debt / Equity					
Item	Country	Currency	Sector	Code Type	Code	Hold Security Type	Debt Equity	Quotation type	Nominal Amount	Nominal Currency	Number Of Units	Reported Amount
1-003000	XX	XXX	90000	1	US5949181045	01	Debt	1	1 000,00	AED		3 000,00
1-003000	XX	XXX	90000	2	1	02	Debt	1	1 222,00	AFN		3 500,25
1-005000	XX	XXX	90000	2	code1	02	Equity	2			10,00	35 080,00
2-003000	XX	XXX	90000	1	USY81636AC94	04	Debt	2			10,00	15 000,00

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

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

Quick-Update Report !

Quick Update Report :

- 4 / 7   lines updated in the TPT report.
- 0 / 5   line ignored : 'securityCode' in 'Quick-Update' file is unknown.
- 1 / 5   line ignored in 'Quick-Update' file.

An activity report was created :,
[D:_UIT_UITApps\RIFGUI\Raphael_000001111_OldData.txt]

Use this report if you need to rollback to old values.

Ok

Four lines have been updated, some ignored including the header line

The content of the activity report :

```
*000001111_OldData.txt - Bloc-notes                                                    —   □   ×
Fichier  Edition  Format  Affichage  Aide
## 2023-04-26 @ 09:39:37 ##
# Skip header line [<DeclarantCode] [SecurityCode] [ReportedAmount]
<DeclarantCode;SecurityCode;ReportedAmount
# Modify line 19.        Replace old values: [000001111] [US5949181045] [100]
#                        By this new values: [000001111] [US5949181045] [3000]
000001111;US5949181045;100
# Modify line 20.        Replace old values: [000001111] [1] [200]
#                        By this new values: [000001111] [1] [3500.25]
000001111;1;200
# Modify line 21.        Replace old values: [000001111] [code1] [200]
#                        By this new values: [000001111] [code1] [35080.00]
000001111;code1;200
# Modify line 22.        Replace old values: [000001111] [USY81636AC94] [100]
#                        By this new values: [000001111] [USY81636AC94] [15000.00]
000001111;USY81636AC94;100


# # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # #
#                                                                        #
#    Quick Update Report :                                               #
#                                                                        #
#       • 4 / 7   lines updated in the TPT report.                       #
#       • 0 / 5   line ignored : 'securityCode' in 'Quick-Update' file is unknown.  #
#       • 1 / 5   line ignored in 'Quick-Update' file.                   #
#                                                                        #
#    An activity report was created :,                                   #
#    [D:\_UIT\_UITApps\RIFGUI\000001111_OldData.txt]                     #
#                                                                        #
#    Use this report if you need to rollback to old values.              #
#                                                                        #
# # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # #

                                          Ln 30, Col 90    100%   Windows (CRLF)   ANSI
```
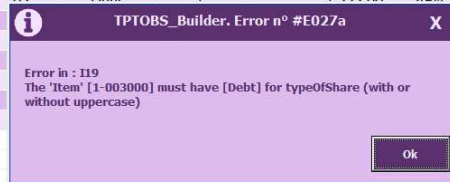
Note : If you need to rollback to old values, load this report and all the lines starting with the hash symbols will be taken as comment and ignored.

Notification Messages – BCL Rules

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

Excel & Windows options & Settings

Excel is packed with features and options which allow any IT administrator to customize its installation & configuration within the company. There are a couple of protections that can be set at the level of Excel but these settings can be furthermore controlled and imposed by extra security layers set by the IT administrators at the level of the company's network (Windows domain).

Allowing or not the macros of the tool may also depend where the tool is located (where is stored the excel file on your PC or network). Excel can recognize some trusted areas (in practice directories) where it will open a macro without problem or just a warning, and it may, for instance, prevent the macros to enable if it's located outside a trusted area/directory/location.

This means that it can be complex for simply impossible to solve a security problem if the tool refuses to open, enable the macros, be trusted, execute some code/functions or simply save the XML reports.

When using the tool for the first time, if you encounter a problem using it, first verify if the problem is not documented in the next pages, try to solve it if you are authorized to change your Excel settings.
If unsuccessful, contact your IT. You can reference U IT and propose them to contact us if they are not able to solve the problem.

The following screenshots may change depending on your version of Excel – the next screens were taken from Excel 2019.

Access the Trust Center of Excel

Go in the Excel menu ➜ Excel Options.
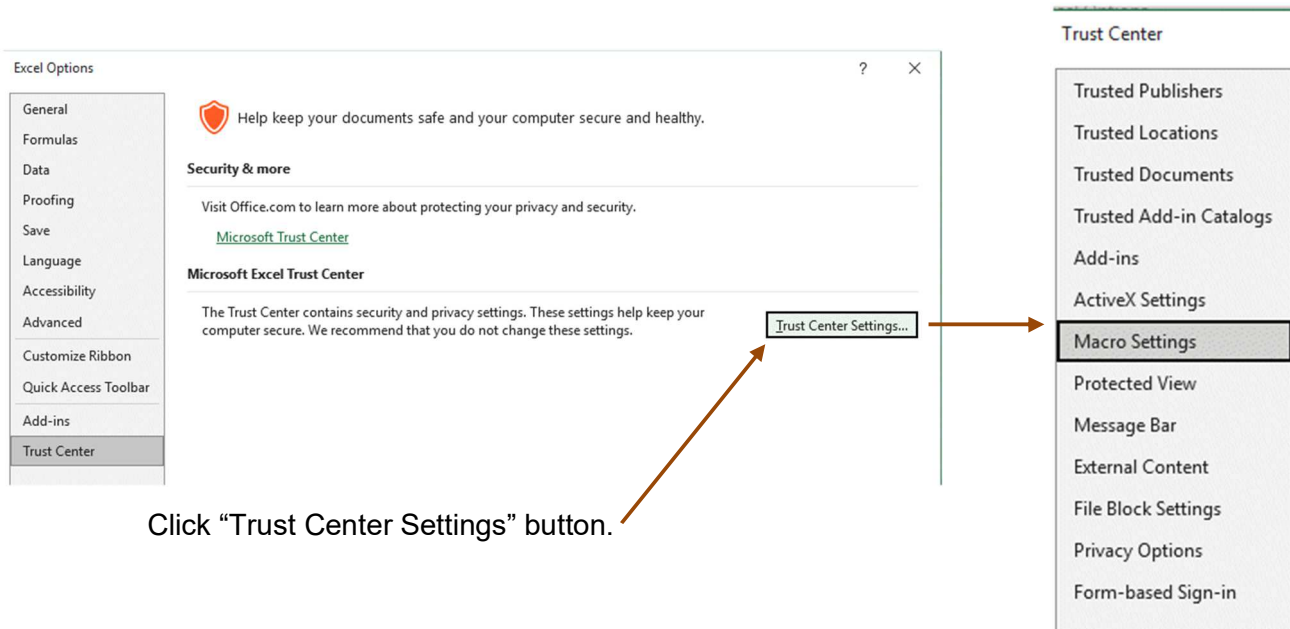
Click "Trust Center Settings" button.

- Accessing the Trust Center or some of its panel may be greyed for a normal user account. It may even not be possible to access the Trust Center. In this situation, please contact your IT.
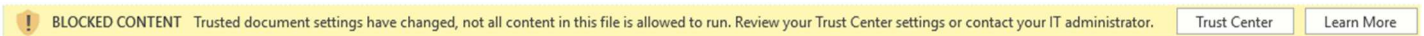
Trust Center ➜ Macros Settings

The macros can be whether fully disabled or enabled under 3 different scenarios. The following screen show the Excel Trust Center panel which allows to set the options :
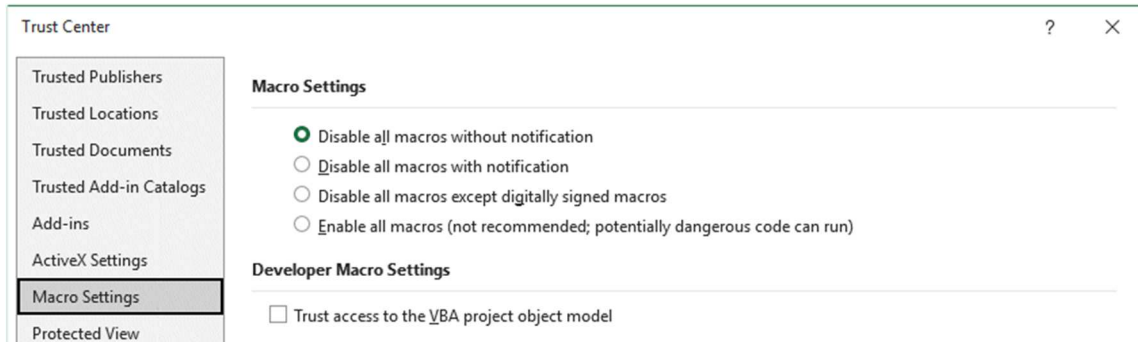
Disable all macros without notification

As per to the screen above, when the macros or disabled excel will (should) display the following message below the ribbon :

The problem can be solved by going in the Trust Center and chose one of the 3 other options. You may not be allowed to perform this change and have to ask the help of the IT.

Disable all macros with notification

This is the most common option set. Excel will display the following message below the ribbon. Click "Enable Content" to proceed.

Depending on your Windows/domain settings, Excel will prompt this message each time you open the macros or only one time (one time per macros). If Excel displays this message each time the same macros is opened, it's possible to prevent this behavior but may require the intervention of the IT (see also *Trust Center ➜ Trusted Documents* on next page).

### Disable all macros except digitally signed macros

Rarely used, will only authorized macro with a digital signature.

Enable all macros

As specified by Excel, this option is not recommended as it's a common setting for all excel file that can be opened.

Trust Center ➔ Message bar

Linked to the macro's settings, another option in the Trust Center of excel may cause problem : the Message bar. By default this option is enabled it, but if disabled, the macros will open without any warning message from Excel but the tool will not work (for instance buttons can't be pressed).
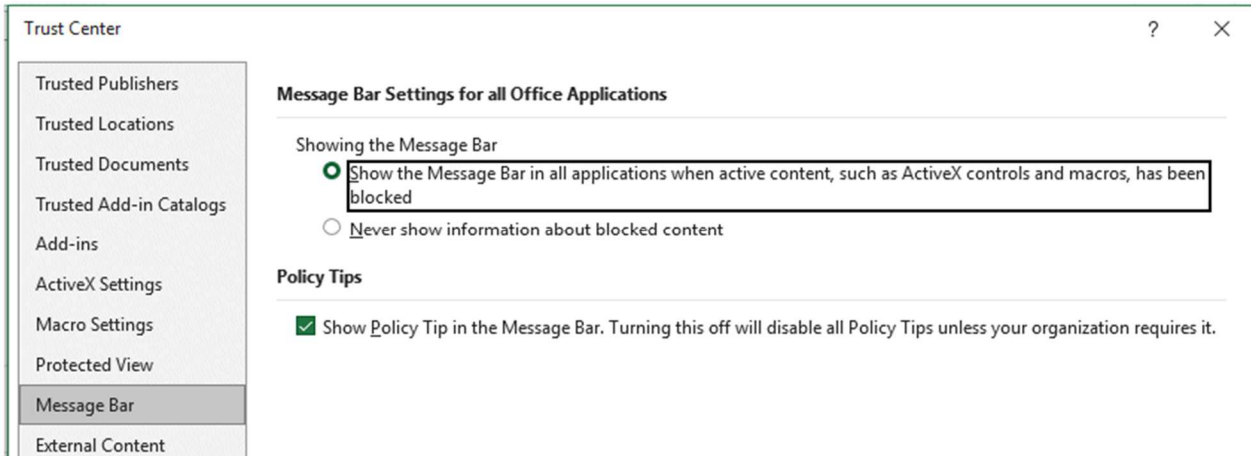
Ensure that this option is well set as per to the screen above.

Trust Center ➔ Trusted Documents

Another option in the Trust Center may be used and activated : allowing users to specify when a document can be trusted, removing the need to enable the macro at each opening.
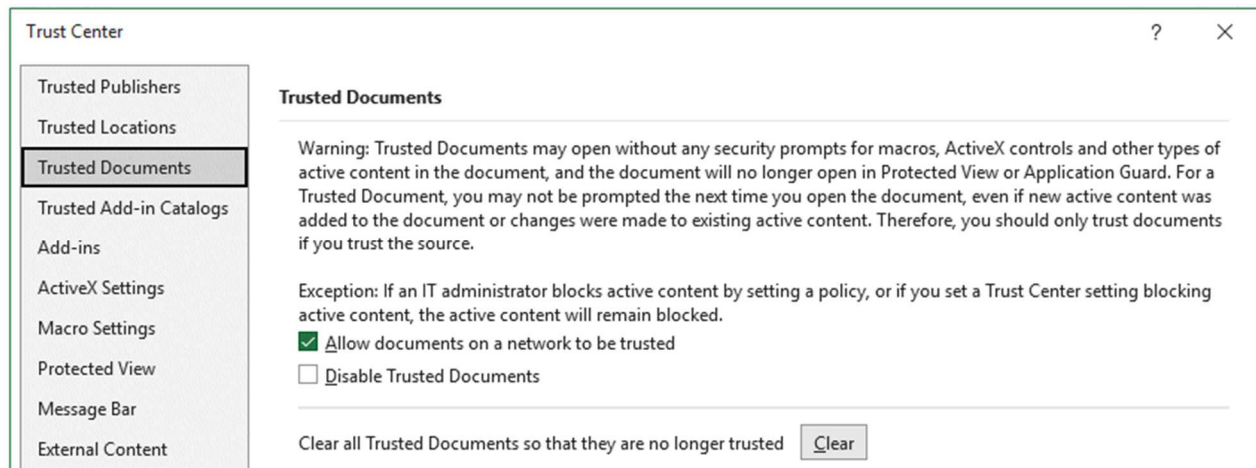
When enabled, each time a new macro is opened, Excel will display the following message, if click "Yes" Excel will not ask again the next time the same file is opened.


- Extra security settings may overwrite this option.
- If the macro is copied then opened, this will trigger the same question (once per file or copy of the tool).

Standard Windows protection - unlocking a file

This problem may or may not be present depending on your security settings.
Any downloaded file may have been blocked and needs to be unlocked in order to be used (opened).
It is also possible that your security does not allow you to unlock such a file and that the operation must be performed by an IT person.

The easiest way to check if a file is blocked is to right-click on the file, bring up the context menu and select "Properties". Here is an example of the window this will display if a macro is locked and how to unlock it :

1. Select "Unlock"

2. Click on "OK"
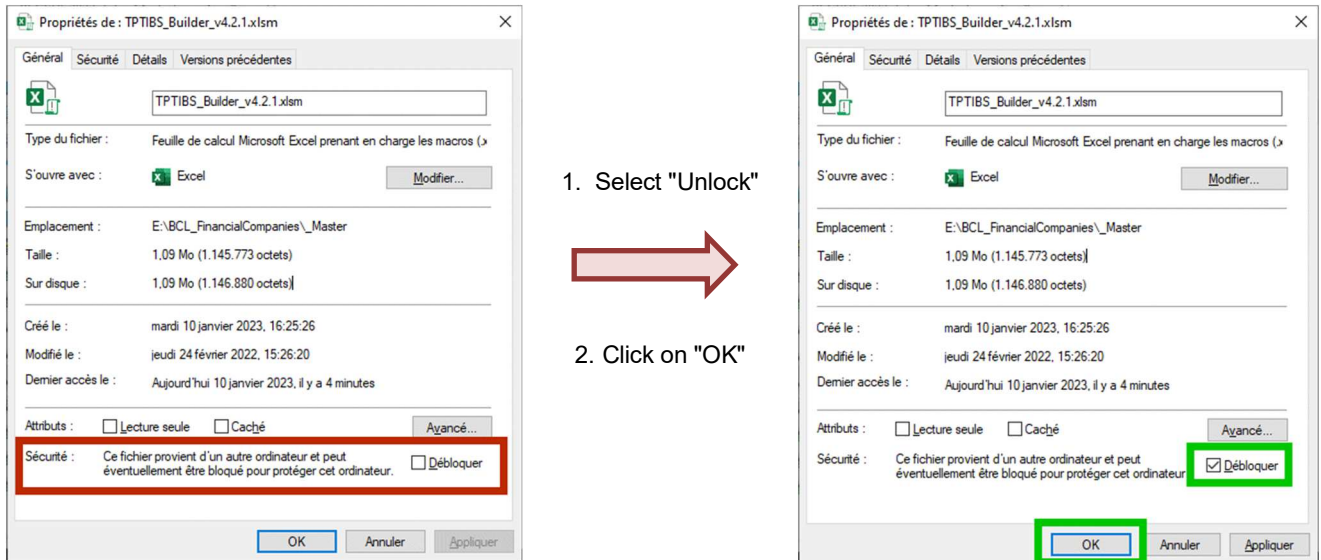
The blocking is often applied at the ZIP level. You can unblock the ZIP first and then extract the tools, these will be unblocked. An article detailing the problem can be found at the following link :
https://www.elevenforum.com/t/unblock-file-downloaded-from-internet-in-windows-11.1125/

Quick tips

Preparation

When you receive the tools (first time or during the yearly renewal), we advise to follow these steps :

- Unzip the tools in a backup directory and copy the ZIP file with it.
- Write down the password to open the ZIP.
- Make another copy of tools and place them in a directory named "_Master".
- Open each tool that will be used and set all the desired options and parameters.
- Eventually, perform a further back of these configured macros.
- Copy the tools used as many times as the number of declarer entities, each having its own folder.
- Start using them.

Filling

- This is useful to disable the system's thousands/decimals separators, it may bring conversion problems. Go in 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.

Various

- You can disable the automatic excel help (cell's comments) in the option once you do not need anymore this extra help.
- Always set and verify the Headers data before updating any report, ensure to capture the data for the right entity and the right reporting period.