U IT Financial Reporting GUI Pack - v3.0 – Installation & deployment

Summary :
1. Reception of the package
2. Preliminary verifications
3. Deploy the tools
4. Test the tools

1. ▶ Reception of the package

-A- U IT sent an email containing the following documents and links :
- File : **PackageGUI_CompanyName.zip**
- File : **UIT_FinancialReporting_GUIs_v3_Install_en.pdf** (this document)
- File : **TestData.txt**
- Link : link to the S216 Builder v3.0 documentation (http://www.uit.lu/docs/S216_v3_Doc_En.pdf)
- Link : link to the TPTIBS Builder v3.0 documentation (http://www.uit.lu/docs/TPTIBS_v3_Doc_En.pdf)

-B- U IT and the customer will contact each other to provide with the password to unlock the ZIP document.

-C- Open the ZIP document and extract its content to one directory (or on your desktop). This zip contains 2 files :
- File :   **S216_Builder_v3.xlsm**   –   S216 Builder v3.0 macro
- File :   **S217_Builder_v3.xlsm**   –   S217 Builder v3.0 macro
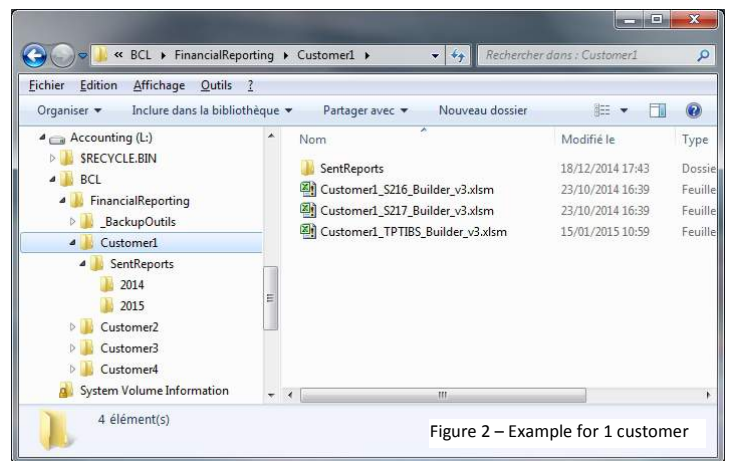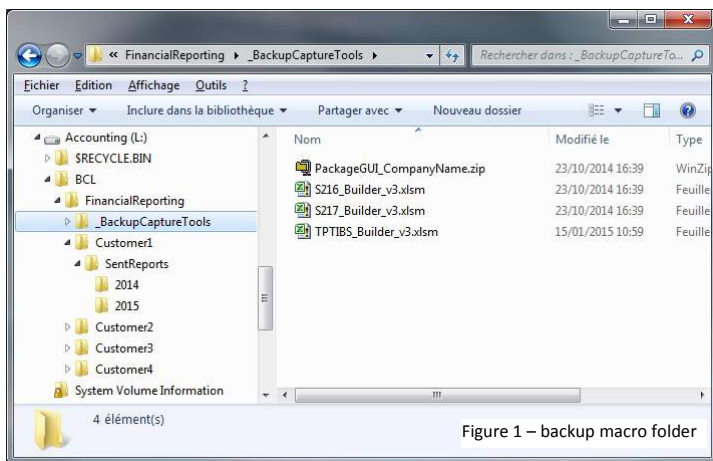- File :   **TPTIBS_Builder_v3.xlsm**   –   TPTIBS Builder v3.0 macro

2. ▶ Preliminary verifications

-A- Open the 3 tools/macros by double clicking on them
You may need to adapt the configuration of your Excel in order to use the tools – please refer to sections "Excel options & settings" on either the S216 or TPTIBS documentations – please refer the links given above.

-B- In case of unexpected error message, could you please :
- Check with your local IT for a first verification an analysis of the problem.
- If the problem persists, contact and provide U IT with a maximum of details about the problem.

3.	Deploy the tools

-A- If you have already a dedicated file directory structure in place for handling the generation of the reports :
- Perform first a backup copy of the 3 tools.
- Copy as many times as you need the macros (usually, S216 & TPTIBS minimum, one copy by declarant).
- Open each copy of the macros and modify the top main title box with declarant's company name.
- Refer to next point for a visual example U IT proposes.

-B- You can use or inspire of the following way of organizing the management of the BCL reports :
1. Choose one specific directory on your network where to concentrate the handling of your reports.
   For example : **L:\BCL\FinancialReporting.**

2. Create a backup sub-directory named "**_BackupCaptureTools**" and unzip the 3 tools in this directory.

3. Create as many sub-directories directory as number of customers. You can name these directory as per to customer's company name or using an internal codification/reference.

Figure 1 – backup macro folder

Figure 2 – Example for 1 customer

4. Copy the 2 (or 3) tools in each of the previously created directories, then you can do the following:
   - rename the macros to include customer's name (Figure 2)
   - open each macro and modify the top main title box with declarant's company name (Figure 3)

Figure 3 – Set company name

4. ▸ Test S216 tool

This test is optional – it's to verify the good operation of the tool on your system, train on how to copy/paste for the S216 GUI and also give 2 practical examples.
Please refer to our documentation on how to proceed to perform a copy paste using a TXT files
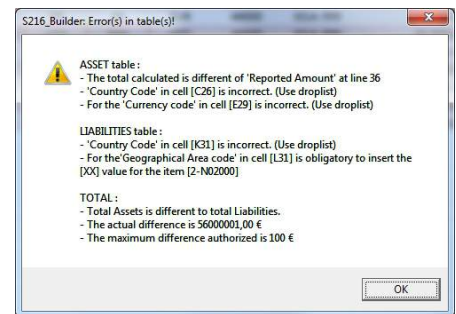
-A-   S216 - First test : valid data

1. Open the attached TXT file named **TestData.txt**.
2. Select and copy the first table and copy it to the asset table.
3. Select and copy the second table and copy it to the liabilities table.
4. Select one "End Month Date" in the header section – no need to modify the Reporter/Declarant section.
5. Click the CheckBox – the macro checks the validity of data, no error message, Export button is available.

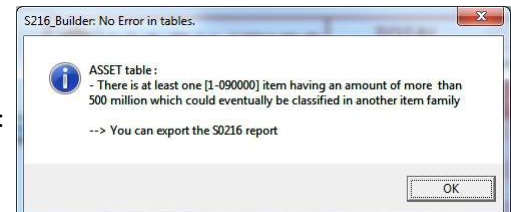**-B-**   S216 - Second test : data with some errors

1. Empty tables by "double click" on dustbin icons, for each table, and answer "Yes" to confirm delete.
2. Open the attached TXT file named **TestData.txt.**
3. Select and copy the third table and copy it to the asset table.
4. Select and copy the fourth table and copy it to the liabilities table.
5. Click the CheckBox – a message box detailing the error will appear.

6. You can correct the values, for instance:
   - Change amount value in cell H27 from 330.000.000 to 273.999.999
   - Set "LU" in cell C26
   - Set "EUR" in cell E29
   - Set "US" in cell K31
   - Set "XX" in cell L31
   - Click the CheckBox : a further message will be displayed :

7. This message is not anymore an error message but an informational one – this doesn't prevent to generate the report.

Test is over – In case of unexpected error message, could you please :
   - Check with your local IT for a first verification an analysis of the problem.
   - If the problem persists, contact and provide U IT with a maximum of details about the problem.