Summary :

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



Preliminary verifications

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.



2.



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**-

A-

3.

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.



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)





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



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.

Oper	n 5216		141	50	216_11_2014	in_5050001	IRER_DSEC	009999_20	141222_00	1.erel	Exp	oort S.	216]				S216_Builder: Error(s) in table(s)!
	SSE	ETS	5	101	AL			ť	LIA	BILI	TIES	ΓΟΤΑ	L]				ASSET table :
2009 M 2009 GP 2009 GP	40, K 46 K 41 K	44 1 10 10	EUR APN EUR	44000 32100 44000	HOLD BLA			214	na Criss 1903 - Pr 1903 - U	nny GAN L XX L XX	808 8800 050 5210	0 1	Arturity LLA 999 LLA 999		Accessed a Local Cocal of Local Cocal, o				- 16	The total calculated is different of 'Reported Amount' at line 36 - 'Country Code' in cell [C26] is incorrect. (Use droplist) - For the 'Currency code' in cell [E29] is incorrect. (Use droplist)
2008 G 2008 A 2008 A			ELIS KKR AED	44000 44000 37100	-	Open S21	16	1		0216_L1_201	403_5000000888_054	ee0003	99_2014122	12_001.sr	ł.]	Expor	15216		LIABILITIES table : - 'Country Code' in cell [K31] is incorrect. (Use droplist) - For the 'Geographical Area code' in cell [L31] is obligatory to insert the
5090 × 8090 U 0090 N		0 1 0 1	XXXX XXXX XXXX	90005 90005 90005	1	AS	SET	S	TO	7.A.L 2.042.000	1000,00			IAE	BILIT	TIES	то	TAL 1.985.991	1.999,00	[XX] value for the item [2-N02000]
7090 D		α ; α ;	KKR .	90000		Charley	1.004	Contrary Note	44000	ROOS-GLA	91,000,000,00		1101	Country	CIMB TX	Carriery	Sector Alexand	faithed Meaturity	Reported Areaset	- Total Assets is different to total Liabilities.
					1-LA3062	GRE	XX	AIN	32300	1005-01A	50.000.000.00		3-LA2001	115-	XX.	USD	12100	12LA-393	250.000.000.00	- The actual difference is 56000001,00 €
					1-LA2002	ML	XX.	0.41	44000	1005-01A	335,000,000,00		3-LA2002	PR.	JXX.	TUR	44000	101A-333	70,005,005,00	 The maximum difference authorized is 100 €
			-		L-LA3003	0.0	38	0041	44000	K1A-999	75.000.000,00		3-LA2002	08	300	tun	44000	121A-393	105.005.005.00	
	-	-			1-LA1003	AE	XI	10X	44000	1005-01A	183.000.000,08		3-000000	NK.	XX	XOF	90000	1993-200	1.885.995.995.00	
		77			1.000000		1	ALD	32300	101A-999	450,000,000,00		3-LR2003 3-N02000	CR.	XC	EUR URD	44000	121A-393	70.000.000,00	
					1.000000		AL.	100	00000	1222-223	600.000.000.00		2-003000	850	10	200	1000	101A-333	500,000,000,00	OK
					1-050000	M	XX	111	90000	1225-523	2,000,000,00		3-590000	NE	TX.	XXX	20000	1003-300	400, 909, 999, 00	
		-			1-006000	DE	XX	103	90800	1203-223	20.000.000,00		2-LA2003	AL	XE	AID	32100	1000-01A	2.000.000,00	L
					1-007900	20	XE	100	10000	1203-223	35.000.000.00		3-LA2003	AU	. 305 -	AID	30111	ALA-391	90,000,000,000	
					1-0000000	XX	XX	333	90800	1222-223	1.563.993.993.00	5	3-LA2001	AD	XX	AID	32100	121A-323	505.005.005.00	

- 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 :

-	ASSET table :
J	- There is at least one [1-090000] item having an amount of more than
	500 million which could eventually be classified in another item family
	> You can export the S0216 report
	· ·

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.

