

CBC Reports Assistant Quick Start Guide

Please refer to the Installation and Configuration document to setup and configure the software.

Once you have successfully installed and configured CBC Reports Assistant (it should take 5-10 minutes) you are ready to start using the software to import your report text file to verify its correctness and produce the spread sheets.

Importing a report text file

1. Choose MBSR on the side bar or the Generate MBSR report menu item in the menu file. The MBSR Report form will appear.
2. Choose the Import CB Test Report file menu item from the File menu of the MBSR form.
3. Choose the report text file (the file that you usually send to the Central Bank).
4. The file will be imported. This may take some time depending on the size of the file.
5. Once the file is imported the grid in the report tab will be populated with the imported report lines.
6. Go to the Errors tab. Click the Verify button. If any validation errors are found, they will be displayed (with a brief explanation) in the grid. If not, the grid will be empty.
7. Go to the EINS-NACE Errors tab. You will see a grid with, among other columns, RBL_CODE and schedule combinations. The first column is named "Error" and contains check boxes. The grid lines represent the EINS-NACE combination tests run on the report. There is an error only when a check box in the Error column is checked. Otherwise, everything is OK.
8. Go to the "Cross Sch. Verification tab". Click the Verify button. The system will perform a number of checks (about one hundred of them) between schedules with common variables in order to ensure consistency between schedule pairs. If everything is OK an appropriate message will be displayed and the grid will be empty. Otherwise, the schedule pairs with inconsistencies will be listed with additional information to help you locate where the errors are.
9. Click the "Check for Balance" button. This will display the first page of the MBSR spreadsheet template, the Balance sheet. If Assets and Liabilities are in balance, then your report is OK and you can go ahead and send it to the Central Bank.

Working with the Spreadsheet

Once you have loaded (and verified) your report text file, you may go and generate the spreadsheet (balance sheet).

Before going on to lay out the procedure for doing this (which is, by the way extremely simple), let's first explain how the integrated spreadsheet works.

The Integrated spreadsheet

CBC Assist contains a small spreadsheet application. It has nothing to do with Excel™, though it looks very much like it. That is, you don't need to have Excel™ installed on the computer where CBC Assist is working in order to use the built-in spreadsheet.

The integrated spreadsheet can read and write Excel™ files (xls). That is, you can open a file created by excel in the CBC Assist integrated spreadsheet.

The built-in spreadsheet supports most of the functions that Excel™ does. The difference is that it has a set of specialised functions that relate only to the MBSR Data. It is much easier to explain this functionality with an example. For this we will use the most common function in MBSR:

```
SSSchBal(<Schedule>, [<Currency>], [<OtherConditions>])
```

The first argument of the function is the schedule number. For example, if we need to specify the Cash, then we need schedule "1". The first argument is also mandatory, that is it is the minimum that needs to be specified in order for the function to work.

The second argument is the currency. For instance, if we need to specify the cash in EURO then we would write the function like this:

```
SSSchBal("1", "EUR")
```

The result of this function would be all the cash in EURO.

The third argument, <OtherConditions> allows you to specify ad hoc conditions, using the report variables. For example, let's take Schedule 2.1 (Balances with MFI's), and let's say we need the Minimum Reserve Account balance in EURO. So far we know how to specify the schedule (2.1), the currency (EUR) but for the Minimum Reserve Account, we need to specify the RBL_CODE (12115). There is no function argument for the RBL_CODE (though there are other functions where RBL_CODE is the main argument), we will use the ad hoc <OtherConditions> argument to specify the RBL_CODE:

```
SSSchBal("2.1", "EUR", "RBL_CODE='12115'")
```

There is a wealth of functions in the integrated spreadsheet that you can use to generate virtually any conceivable report from your MBSR text file. Please see the online help and the manual for a description of all the functions available.

Loading the spreadsheet templates

Now we can proceed to generate the Balance sheet spreadsheets from the template given out by the Central Bank.

1. Choose the Spreadsheet option from the side bar or from the File, Spreadsheet option of them main menu. The spreadsheet form will be loaded.
2. Go to the spreadsheet File menu. Choose the Open option.
3. Choose the MBSR_EURO_V4.xls file. This is the MBSR Template.
4. Click the Open Button.

The spreadsheet will be loaded. It may take some time because it is very large! A progress bar will be displayed at the bottom left corner, notifying you what percentage has been loaded.

If it is the first time the template is loaded for the specific report data, the entire workbook (all spreadsheets) will be recalculated (drawing data from your report text file). This will take about one minute. Once the spreadsheets have been calculated once and given that the report data has not changed (for the specific month), recalculating the spreadsheet becomes almost instantaneous, due to our unique SmartCalc© feature.

Now you can see the spreadsheet templates and reconcile or verify your report data. You can also go ahead and create your own reports.