

User Guide

6.0.0.0 — Last update: Jan 13, 2021

Solvency II Solutions

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Coronavirus Update

All updates relating to special requirements or flexible arrangements related to covid-19 are available in this section.

Latest NCA responses to EIOPA Recommendations

The EIOPA recommendations for “Supervisory flexibility regarding the deadline of supervisory reporting and public disclosure – coronavirus/covid-19” are available here on their website: <https://www.eiopa.europa.eu/content/eiopa-issues-recommendations-supervisory-flexibility-regarding-deadlines-supervisory>

Please see below NCA responses to these recommendations that we are aware to date – it is important of course that you should verify your local NCA’s position in complying (or not) with EIOPA’s recommendations. We will be attempting to track any NCA responses and include links to these in this page.

Bank of England:

<https://www.bankofengland.co.uk/prudential-regulation/publication/2020/covid19-regulatory-reporting-amendments>

In general these follow the EIOPA recommendations – however the BoE is more lenient regards the quarterly submissions, with a blanket 4 week delay being provided. Note, for UK NSTs (annual only submissions) an 8 week extension is also provided.

Updates to follow.



Step-by-step instructions for creating “partial” xbrl submissions

EIOPA’s recommendations with regard to the Coronavirus/COVID-19 situation allow for an initial “partial” xbrl submission with a small number of “core” QRTs included, to be followed with a “full” xbrl submission at a later date with all required QRTs included. This page sets out how to successfully create the initial partial xbrl submission within Tabular.

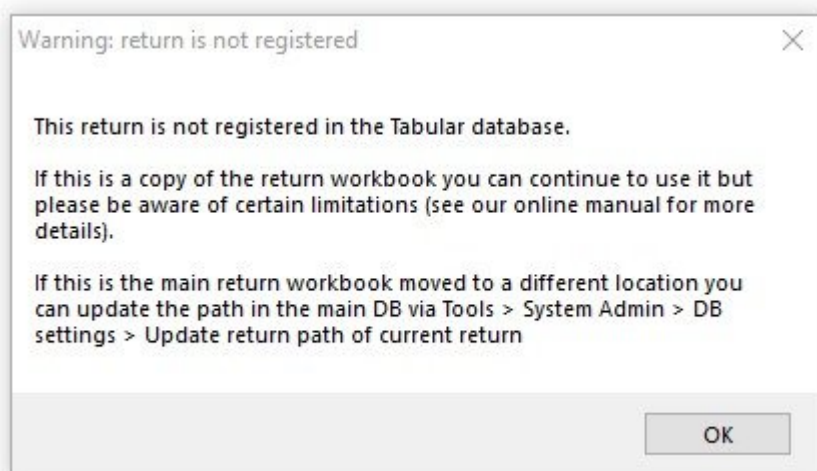
Due to generic xbrl rules you cannot declare in S(E).01.01 template that a QRT is not reported but at the same time have any values in that QRT worksheet – this fails a xbrl consistency check.

Thus, if you wish to exclude a QRT (that is in your return workbook) from the xbrl output you must clear all values from the worksheet. Of course this is not ideal as you likely want to keep these values to finalise them in the later submission. As such we recommend following the below approach to create a copy of your return workbook and use this workbook to clear values from such QRT worksheets and generate the initial xbrl from that copy workbook. Then you can revert to your original return workbook file and continue with finalising the numbers.

1. Make a copy of your original return (rename as appropriate eg “Initial partial”)

Name	Date modified	Type	Size
 5RFreg_Annual_03072020 - Copy.xlsb	20.03.2020 20:02	Microsoft Excel Bi...	2 076 KB
 5RFreg_Annual_03072020.xlsb	20.03.2020 20:02	Microsoft Excel Bi...	2 076 KB

2. On opening this copy return you will get warning message ‘Return is not registered’. But ignore it, in this case you will not need to update it. Just click Ok button.



3. Go to **S.01.01.01**. You will need to set **'0 – not reported other reason (in this case special justification is needed)'** next to QRTs that you will not report in this partial initial submission.

	1 - Reported
1 - Reported	1 - Reported
0 - Not reported other reason (in this case special justification is needed)	0 - Not reported as no unlimited guarantees received

Template Code	Template name	C0010
R0010	S.01.02.01 Basic Information - General	1 - Reported
R0020	S.01.03.01 Basic Information - RFF and matching adjustment portfolios	0 - Not reported other reason (in this case special justification is needed)
R0030	S.02.01.01 Balance Sheet	1 - Reported
R0040	S.02.02.01 Assets and liabilities by currency	0 - Not reported other reason (in this case special justification is needed)
R0060	S.03.01.01 Off-balance sheet items - general	0 - Not reported other reason (in this case special justification is needed)
R0070	S.03.02.01 Off-balance sheet items - List of unlimited guarantees received by the undertaking	0 - Not reported other reason (in this case special justification is needed)
R0080	S.03.03.01 Off-balance sheet items - List of unlimited guarantees provided by the undertaking	0 - Not reported other reason (in this case special justification is needed)
R0090	S.04.01.01 Activity by country	0 - Not reported (in this case special justification is needed)
R0100	S.04.02.01 Information on class 10 in Part A of Annex I of Solvency II Directive, excluding carrier's liability	0 - Not reported (in this case special justification is needed)
R0110	S.05.01.01 Premiums, claims and expenses by line of business	0 - Not reported (in this case special justification is needed)
R0120	S.05.02.01 Premiums, claims and expenses by country	0 - Not reported (in this case special justification is needed)
R0130	S.06.01.01 Summary of assets	0 - Not reported other reason (in this case special justification is needed)
R0140	S.06.02.01 List of assets	0 - Not reported (in this case special justification is needed)
R0150	S.06.03.01 Collective investment undertakings - look-through approach	0 - Not reported (in this case special justification is needed)
R0160	S.07.01.01 Structured products	0 - Not reported other reason (in this case special justification is needed)
R0170	S.08.01.01 Open derivatives	0 - Not reported other reason (in this case special justification is needed)
R0180	S.08.02.01 Derivatives Transactions	0 - Not reported other reason (in this case special justification is needed)
R0190	S.09.01.01 Income/gains and losses in the period	0 - Not reported other reason (in this case special justification is needed)
R0200	S.10.01.01 Securities lending and repos	0 - Not reported other reason (in this case special justification is needed)
R0210	S.11.01.01 Assets held as collateral	0 - Not reported other reason (in this case special justification is needed)
R0220	S.12.01.01 Life and Health SLT Technical Provisions	0 - Not reported other reason (in this case special justification is needed)
R0230	S.12.02.01 Life and Health SLT Technical Provisions - By country	0 - Not reported other reason (in this case special justification is needed)
R0240	S.13.01.01 Projection of future gross cash flows	1 - Reported
R0250	S.14.01.01 Life obligations analysis	0 - Not reported other reason (in this case special justification is needed)
R0260	S.15.01.01 Description of the guarantees of variable annuities	0 - Not reported other reason (in this case special justification is needed)

Note: Deleting all values and user formulas and Tabular formulas in workbook copy will not affect your original return workbook.

555	
555	
1 443	0
0	
666	
777	
5 606 413	0
5 606 413	0
5 120 033	
486 380	
0	0
0	
0	
0	

When all Tabular formulas are deleted, cells will look like this:

111	
222	
333	
0	
444	0
0	
0	
0	0
0	
0	0
0	
0	0
0	
0	
0	
0	
0	
444	
0	
0	
555	
555	
1 443	0
0	
666	
777	
5 606 413	0
5 606 413	0
5 120 033	
486 380	
0	0

After this, you will be able to delete all values from these cells as well.

Note: In case you set '0 – not reported other reason (in this case special justification is needed) next to eg.S.19.01.01.01 in S.01.01.01 that means that every S.19.01.01 QRT in this workbook should be totally empty.

Note: Only values in Z name ranges in QRTs like 19.01 can stay.

S.19.01.01 - Non-life Insurance Claims Information

[Contents](#)



Microsoft Excel-based
Solvency II reporting solution

Z0010	Line of business	Fire and other damage to property insurance [direct
Z0020	Accident year /	Accident year [AY]
Z0030	Underwriting year	
Z0040	Currency	Total/NA
	Currency conversion	Not applicable / Expressed in (converted to) reporting currency

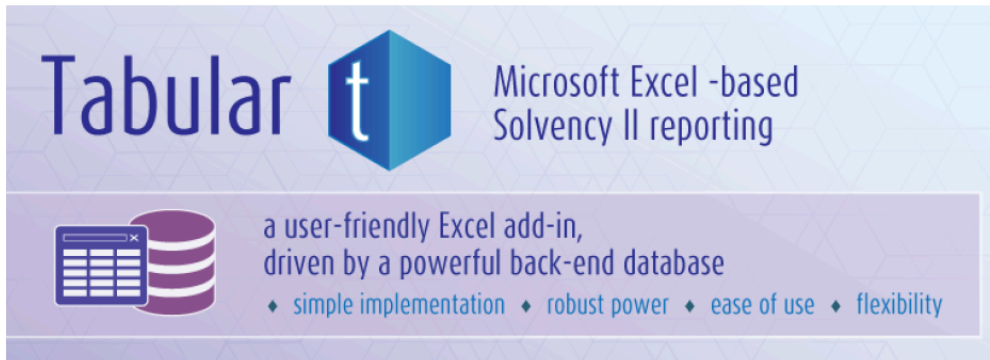
Gross Claims Paid (non-cumulative)		(absolute amount)				
Year		0	1	2	3	4
		C0010	C0020	C0030	C0040	C0050
R0100	Prior					
R0110	N-14					
R0120	N-13					
R0130	N-12					
R0140	N-11					
R0150	N-10					
R0160	N-9					

5. After this, you can **export** workbook to **XBRL** and then revert back to the original workbook and continue

to populate the full set of QRT worksheets.

Welcome

Welcome to the User Guide for Tabular from Solvency II Solutions Ltd.



About Us

Read more about Solvency II Solutions on our website: [About Us](#)

Contact Us

If you have any questions whilst reading, get in touch here: [Contact Us](#)

Solution Overview

View a demonstration video and read about our solution features here: [About Tabular](#)

Tabular in a Nutshell

Tabular is the industry's leading Excel-based Solvency II narrative and QRT XBRL reporting tool integrated seamlessly into Microsoft Office.

Aim of this Guide

This User Guide aims to provide Tabular users with adequate information on how to perform both basic and advanced features available in the reporting tool, as well as troubleshooting tips on how to solve common issues. This documentation also includes an extensive glossary of general and technical terms to help users get started with Tabular and QRT reporting within Solvency II in general.

Read Before Starting










Tabular is a powerful and full feature reporting tool developed to make the business of Solvency II reporting easier than it has ever been. It's Excel-based design enables Tabular to be very easy and convenient to use from installation to daily report generation. However, this tool comes with guidelines and restrictions that all users of Tabular must follow.

Warning – Before you Start Tabular Read Fully

It is very important **not to make any form of changes in any of Tabular's system folders and files**. If you do, the application will no longer be supported by Solvency II Solutions Ltd. and a complete re-installation will be required to continue using it without any issues.

Please follow the guidelines below to ensure that your Tabular reporting tool will run smoothly and our technical support coverage will not be voided:

1) Never change a file saved in the *ProgramData* folder.

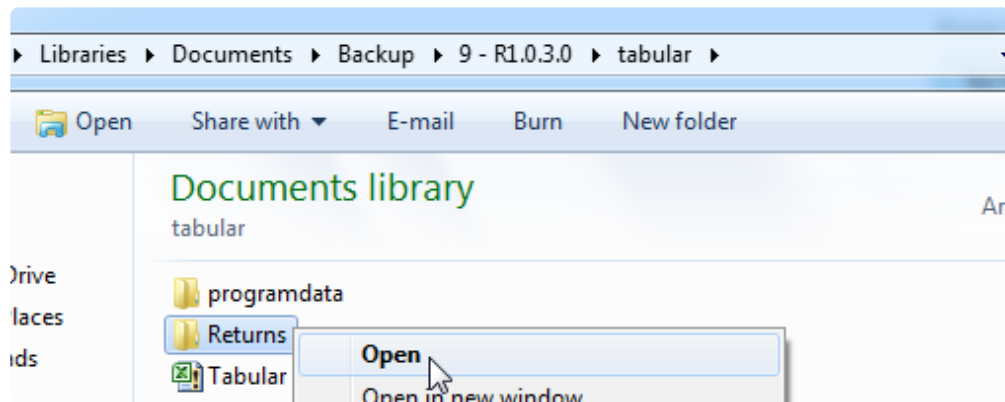
 _system	04/12/2015 10:15	File folder	
 ContentsPrint.xlsx	07/04/2015 11:31	Microsoft Excel W...	13 KB
 Cover.xlsx	07/04/2015 11:31	Microsoft Excel W...	42 KB
 NarrativeTemplate.docx	15/11/2015 09:36	Microsoft Word D...	15 KB
 SignOff.xlsx	07/04/2015 11:31	Microsoft Excel W...	18 KB
 Tabular.sdf	15/12/2015 11:20	SQLServerCE_File	58,048 KB
 Tabular.sdf.zip	04/12/2015 07:20	zip Archive	4,736 KB
 TabularS2.xlsm	25/11/2015 12:27	Microsoft Excel M...	4,112 KB
 TooltipsCache.xaml	26/10/2015 22:25	Windows Markup ...	144 KB

2) Never move a file from the *ProgramData* folder.

3) Avoid moving a return or Tabular from its default location as much as possible to avoid the risk of affecting the integrity and usability of the application. But if it is unavoidable, we highly recommend that somebody with relevant IT skills and experience will perform this activity. A single missing system folder or file will render your copy of Tabular unusable, so all required files must be copied to the new location. You must ensure that:

- you have write access to the new location
- your virus scanner does not block any files in the Tabular folder
- the files are not copied as read only
- the files are copied to either a local location or network location that is fast enough to support Tabular usage (data transfer speeds of at least 1 Mbps are generally acceptable for most users)

4) Always start Tabular by navigating to a return xlsx file in your installation location, alternatively navigate to Tabular.xlsx to create a new return.



5) Tabular R2.2.1.0 supports opening multiple returns at the same time, along with any other Excel file on the same PC.

6) Always archive / backup test / old returns and old Tabular installation folders to avoid confusion in the future. These old folders will not be compatible with new versions of Tabular, unless you specifically upgrade the old returns. Please contact [Tabular Support](#) for assistance on how to do this.

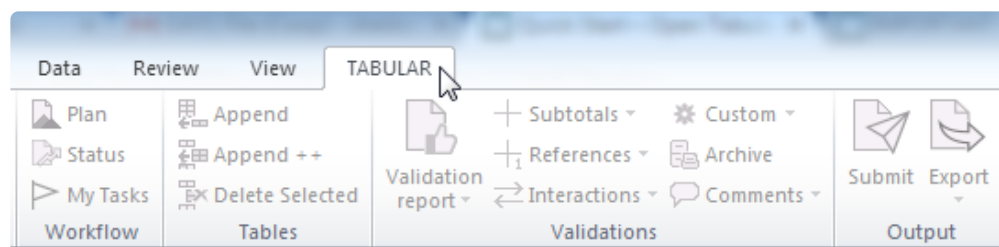
7) Keep your files and folders clearly structured and well organised at all times.

Quick Start Guide

Here are some quick questions you need to answer to get started with Tabular.

Do you have the Tabular plugin installed on your computer ?

Some users are able to do this themselves after directly downloading from the website. Other users will have to wait for their internal IT support staff to complete this step.



Do you know where the *Tabular* folder has been placed in your network?

The default name of the folder is *Tabular*. There is a possibility that your internal IT support staff has changed this during the installation process, so consult with them if you cannot find the *Tabular* folder. Some users place this folder locally on their PC, while others place this in a network drive. A few would let their internal IT support staff decide the location for them.

If you answered YES to both questions, then navigate to the *Tabular* folder and double click on *Tabular.xlsm* as shown below.

Name	Date modified	Type	Size
ProgramData	04/12/2015 10:26	File folder	
Tabular.xlsm	24/11/2015 22:22	Microsoft Excel M...	188 KB

This is your starting point when creating your very first return. You can now proceed to the [Return Setup](#) after you read the guidelines and restrictions found on the [Read first](#) section of this User Guide.

Definition of Terms

To get started on the right track with Tabular, this section provides a compilation of the most important general and technical terms used frequently within the User Guide and the reporting tool itself. It is important that each Tabular user should be familiar with each of the terms mentioned in order to get a clearer understanding and better appreciation of the application and its features.

General Terms

Audit Trail	A historical log or list of records that provides documentary evidence and details of the sequence of activities that have taken place in the system at any given time
Closed List	A series of data points within a drop down menu which holds the fixed list of all possible values.
Hybrid QRT	A type of QRT that combines the features of both List and Static QRTs in a single template
List QRT	A type of QRT that is structured in a table format, adopting a horizontally-formatted template
Narrative Report	A Microsoft Word document (.docx) generated by Tabular with the use of a Word Add-In for narrative reporting.
QRT	Stands for Quantitative Reporting Template. Each worksheet in a Tabular return is referred to as a QRT.
Static QRT	A type of QRT wherein each item is arranged per row, adopting a vertically-formatted template
Tabular	An Excel-based Solvency II reporting tool that can generate reports in XBRL format.
Template	Refers to the structure or format followed by the whole QRT
Tolerance	A acceptable tolerance for a validation to still pass even if the value is not exact.. Some validations have a tolerance of +/- 1 for example.
Validation Report	Document which includes the results of the validation process, the cell being tested, as well as actual and expected results. It also includes a description of the test.

Technical Terms

Append	To add row(s) to a table.
Consolidate	To append data to another existing data (relevant to the table only).
Drill Down	Functionality available on every calculation cell that will parse the formula into its constituent data points, and provide the value for each.
Excel Add-in	An Excel-based application that runs within the Excel framework. The user interface resides in the Add-Ins tab of <i>MS Excel's Ribbon</i> .
Filtering	A mechanism wherein a subset of data that satisfies a certain criteria will be returned. It provides a quick and easy way to find and work with a data in a range of cells or a table.

Formula Links	A method of entering data into a report from external workbooks as
Metadata	Refers to a set of data that describes and gives information about other data.
Override	To supercede one or more conditions in favour of another condition(s) introduced into the data set.
Param	A field used to identify which set the import file is for when mapping during a CSV data import.

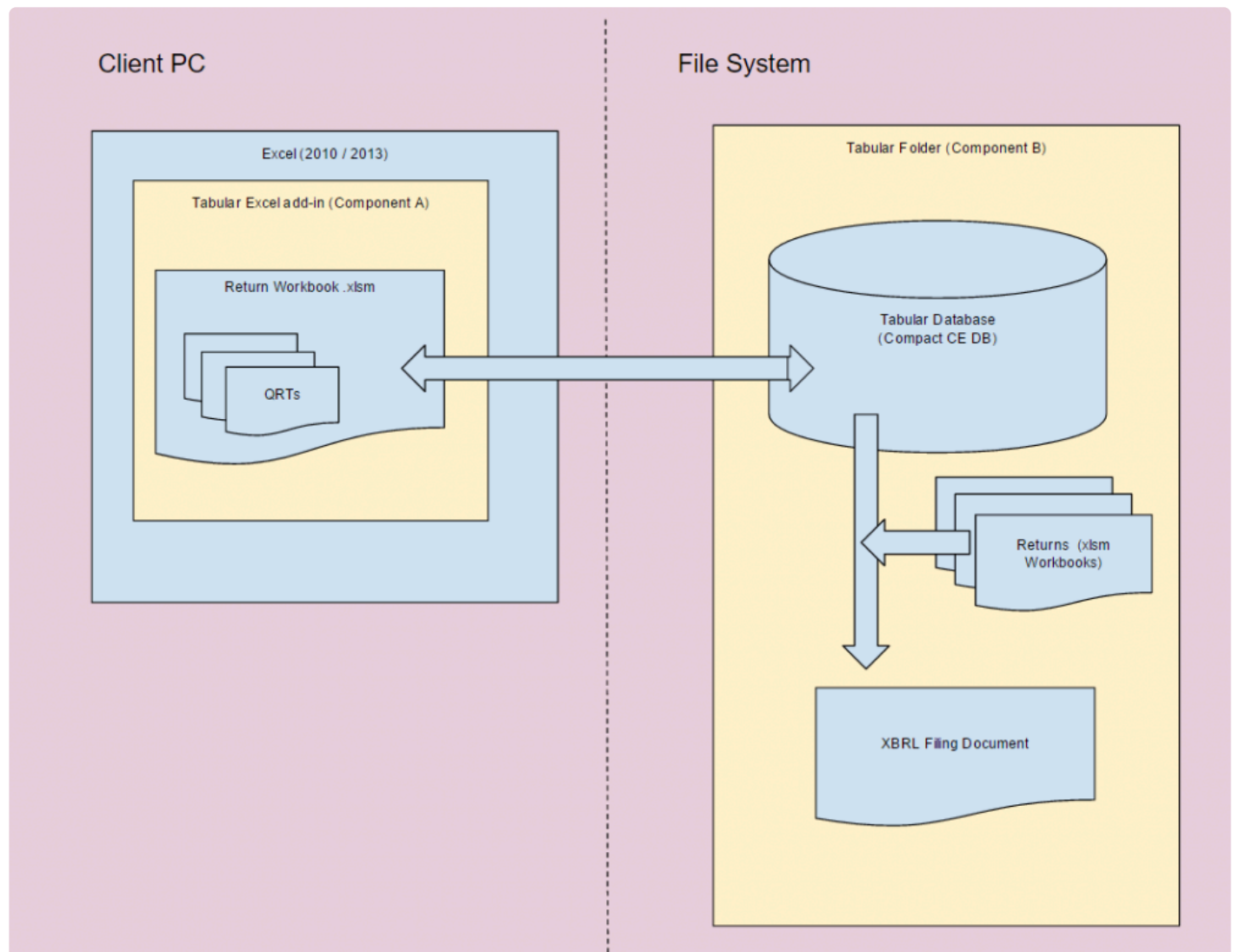
Architecture of Application

Tabular consists of two components:

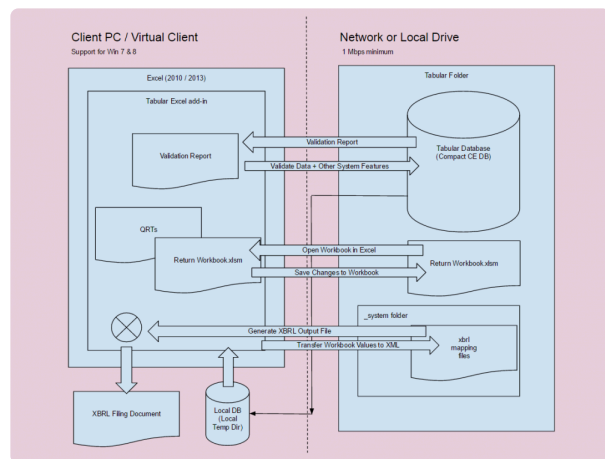
Excel Add-In (Component A) – An extension that runs within Microsoft Excel

Tabular Folder (Component B) – A folder that can be placed on your local PC / a file server.

A simple representation of this is below (click to enlarge)



A more complex representation of each component, sub-elements, how they interaction and some system pre-requisites are included here (click to enlarge)



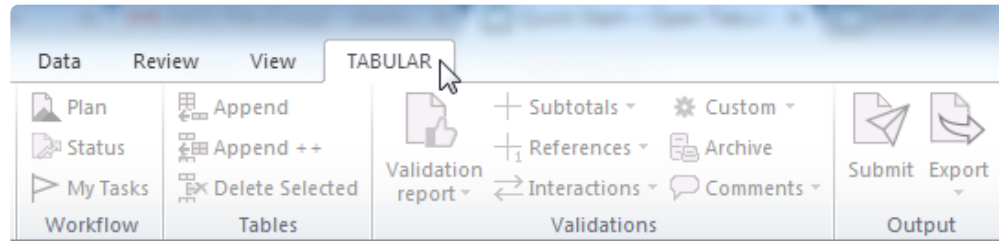
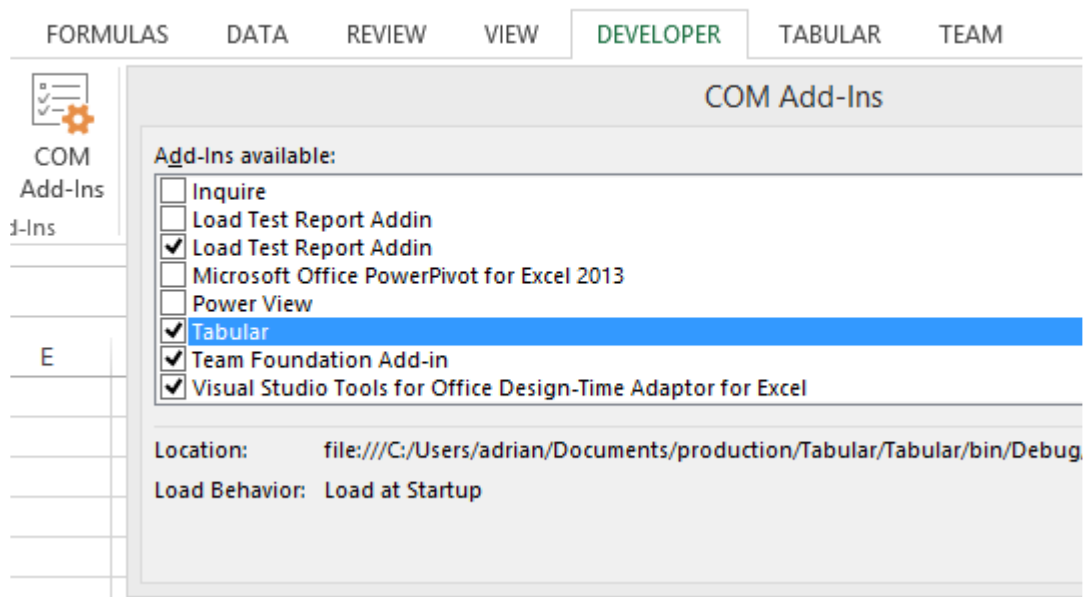
Excel Add-In (Component A)

The component that's running as an application within MS Excel and introduced as a tab in the *MS Excel Ribbon* is called the 'Tabular Excel Add-in'. It acts as the primary user interface where all of Tabular's features can be accessed and configured. All report customisation and data manipulation options are also found here.

This component is delivered via an .msi installer. The .msi installer contains an executable program that installs Tabular for the user who is currently logged in to the computer. We can also provide an installer for all users on the machine if required.

Since the Tabular Add-In is an application-level extension of Excel, it will run at every time Microsoft Excel is opened, however the functionality is only available if you have opened a Tabular return xlsx file.



The Tabular Add-in is responsible for guiding the user through using all of the available features in the application. It communicates with the Database (which is contained within Component B) where required. This component is also responsible for managing the creation of new returns and saving them into Component B for future use.












The Tabular Folder (Component B)

The ‘*Tabular* Folder” is a system folder containing the database, your Excel workbooks, and other critical system files required to run Tabular.



















This Excel file 'Tabular.xlsm' is the entry point of the system. It is a standard .xlsm file and is used to create new returns and perform other administration tasks.

Name	Date modified	Type	Size
 ProgramData	04/12/2015 10:26	File folder	
 Tabular.xlsxm	24/11/2015 22:22	Microsoft Excel M...	188 KB

ProgramData folder contains a number of different supporting files . This includes our filesystem based database (.sdf file), export templates, narrative reporting templates. These are all system files and are not used directly by the users.

 _system	04/12/2015 10:15	File folder	
 ContentsPrint.xlsx	07/04/2015 11:31	Microsoft Excel W...	13 KB
 Cover.xlsx	07/04/2015 11:31	Microsoft Excel W...	42 KB
 NarrativeTemplate.docx	15/11/2015 09:36	Microsoft Word D...	15 KB
 SignOff.xlsx	07/04/2015 11:31	Microsoft Excel W...	18 KB
 Tabular.sdf	15/12/2015 11:20	SQLServerCE_File	58,048 KB
 Tabular.sdf.zip	04/12/2015 07:20	zip Archive	4,736 KB
 TabularS2.xlsm	25/11/2015 12:27	Microsoft Excel M...	4,112 KB
 TooltipsCache.xml	26/10/2015 22:25	Windows Markup ...	144 KB

A number of XBRL mapping files are contained with the ProgramData folder. These are all system files and are not used directly by the users.

 E.01.01.16.01.xml	23/10/2015 20:12	XML File	2 KB
 E.02.01.16.01.xml	23/10/2015 20:12	XML File	3 KB
 E.03.01.16.01.xml	23/10/2015 20:12	XML File	3 KB
 E.03.01.16.02.xml	23/10/2015 20:12	XML File	1 KB
 map_config.xml	18/11/2015 12:47	XML File	3,314 KB
 map_config_manual.xml	25/11/2015 09:22	XML File	290 KB
 S.01.01.01.01.xml	23/10/2015 20:12	XML File	16 KB
 S.01.01.02.01.xml	23/10/2015 20:12	XML File	3 KB
 S.01.01.03.01.xml	23/10/2015 20:12	XML File	3 KB
 S.01.01.04.01.xml	23/10/2015 20:12	XML File	10 KB
 S.01.01.05.01.xml	23/10/2015 20:12	XML File	2 KB
 S.01.01.06.01.xml	23/10/2015 20:12	XML File	3 KB
 S.01.01.07.01.xml	23/10/2015 20:12	XML File	14 KB
 S.01.01.08.01.xml	23/10/2015 20:12	XML File	3 KB
 S.01.01.09.01.xml	23/10/2015 20:12	XML File	3 KB
 S.01.01.10.01.xml	23/10/2015 20:12	XML File	1 KB
 S.01.01.11.01.xml	23/10/2015 20:12	XML File	1 KB
 S.01.01.12.01.xml	23/10/2015 20:12	XML File	1 KB

Contained within the Tabular folder is the filesystem based database (Tabular.sdf file). This type of database is used so that no complex setup or configuration tasks are required to support the installation.

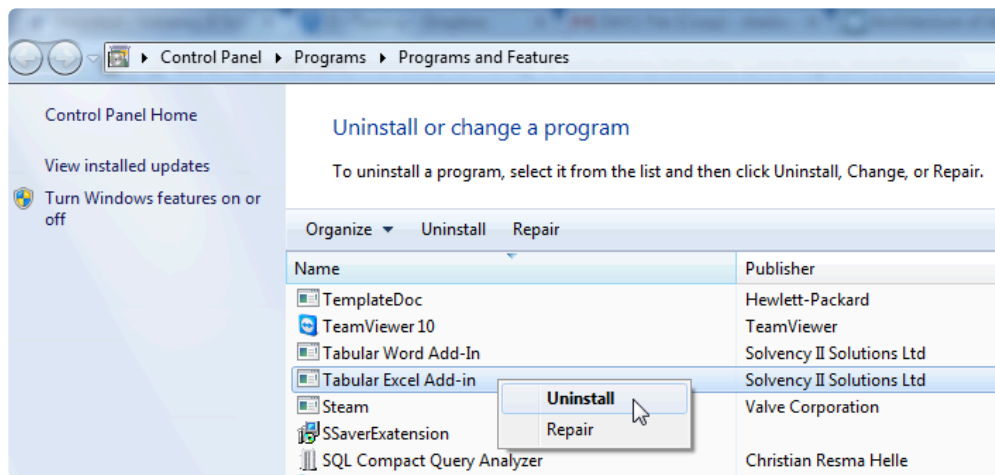
[More information on SQL Compact](#)

Installation

The Tabular installation must be run on all machines in which Tabular Workbooks or Word documents are to be accessed.

Please follow the steps below. Note that the installation requires admin rights on the PC:

1. Log in with the Windows user with which you will be using the Add-in (no need to be Admin user)
2. Uninstall previous version of Tabular if you have it installed from Start -> Control Panel -> Uninstall a program



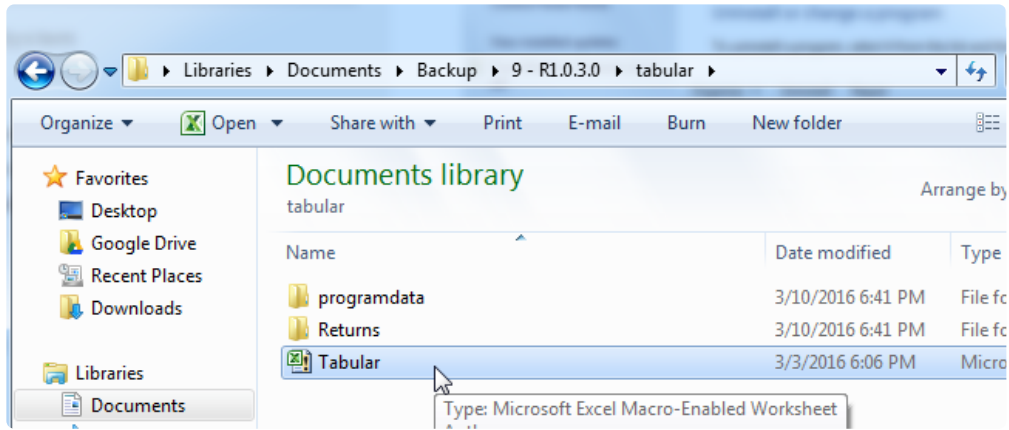
3. Please make sure you have all the prerequisites installed:

- Microsoft .Net Framework 4.0 or later
- Microsoft SQL Server Compact 4.0 SP1
- Open XML SDK 2.5 for Microsoft Office

4. Download TabularInstaller.msi and NarrativeReportInstaller.msi from customer area of <http://www.solvencyiisolutions.com> and install them.

5. Download and unzip Tabular Workbook folder to your Desktop or 'My Documents' area where you have full access rights. With the trial version it is highly recommended that you create new returns with the latest workbook and discard test workbooks created with the previous version



6. The entry point for the system is via opening Tabular.xlsm from your unzipped folder location



Return Setup

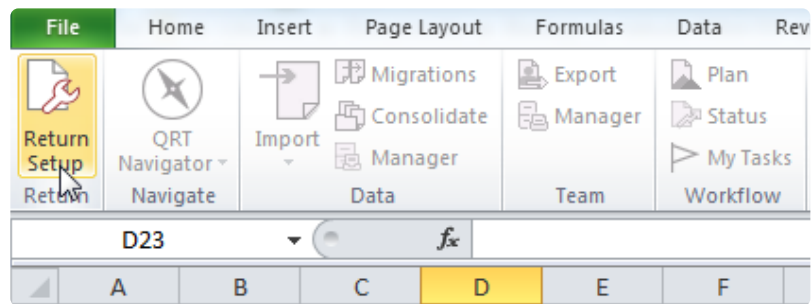
The **Return Setup** is the process of preparing and organising all the required data to create a return. This section covers everything you need to complete the task.

To create a return, open *Tabular.xlsm* (NOT *TabularS2.xlsm* or any other file in *ProgramData* folder) using Microsoft Excel version 2010 or 2013.

Name	Date modified	Type	Size
 ProgramData	04/12/2015 10:26	File folder	
 Tabular.xlsm	24/11/2015 22:22	Microsoft Excel M...	188 KB

Create a New Return

To set up a new return please click on **Return Setup** in the ribbon.



The **Return Setup** task pane will open which will capture all of the required information needed to generate the correct QRTs in the location of your choice.

Company Overview

COMPANY SELECTION

In the **Return Setup Window**, select an existing company from the **Company Name** drop down or add a new company within the **COMPANY** Tab.

To add a new company, click the **Create Company** button on the right:

Return Setup Window

COMPANY

Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which of the detailed business profile tabs will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab will be enabled for each currency that is required to be reported in 5.02.02 to be entered.

Company

Company name

Create company

Remove company

Edit name

Once the **Company Name** is created, all the fields with drop down will be automatically filled by default. However, the user can choose other options from the drop down menu as needed.

Click the **Next** button to complete company creation.

Return Setup Window

COMPANY

Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which of the detailed business profile tabs will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab will be enabled for each currency that is required to be reported in 5.02.02 to be entered.

Company

Company name Composite_UK: id0 - v0

Company ID type LEI

Supervisory Pre-LEI

Location Composite_UK: id0 - v0

Reporting currency GBP - UK Pound Sterling

SCR basis No Internal Model

Quarterly reporting exemption

Year end December

Company ID

Supervisory authority Prudential Regulation Authority

Reporting language English

NST

Line-by-line reporting exemption

Corporate structure

Reporting type Solo

Assessable mutual

Accounting standard IFRS

Captive

Participations

Business profile

Business type Non-Life Company

Run-off

Business undertaken DirectOnly

Business undertaken outside home country

Non-life business

Accident year basis business

Underwriting year basis business

Create company

Remove company

Edit name

Back

Next

SUPERVISORY SECTION

Changing the location of a company will automatically update all other relevant fields in this section. You can still change these settings later.

Supervisory

Location: United Kingdom ⓘ
 Reporting currency: GBP - UK Pound Sterling ⓘ
 SCR basis: No Internal Model ⓘ
☐ Quarterly reporting exemption ⓘ

Supervisory authority: Prudential Regulation Authority ⓘ
 Reporting language: English ⓘ
☐ NST ⓘ
☐ Line-by-line reporting exemption ⓘ

Corporate structure

Reporting type: Solo ⓘ
☐ Assessable mutual ⓘ
 Accounting standard: IFRS ⓘ
☐ Captive ⓘ
☐ Participations ⓘ

GROUP REPORTING SECTION

In the **Reporting type** field found under **Corporate Structure**:

- if **Group Entity** is selected, you need to choose one of the options for the group solvency calculation.
- if either **Solo Entity** or **Lloyd's syndicate** is selected, no need to make additional **Group Reporting** options.

Group reporting

Consolidation type: Consolidation Only ⓘ
☐ EEA insurers within Consolidation Only ⓘ
☐ D&A Only ⓘ
 Other reporting: Combination ⓘ

☐ Non-insurance entities within the group ⓘ

Additional information about each field can be found by hovering the mouse pointer over the blue “i” (information) icon where available like the example shown below:

Composite_UK: id0 - v0 ⓘ
 Year end: December ⓘ
 LEI ⓘ
 Company ID ⓘ

United Kingdom ⓘ
 GBP - UK Pound Sterling ⓘ
 No Internal Model ⓘ
☐ NST ⓘ
☐ Line-by-line reporting exemption ⓘ

Identification code type
 Identification code of the undertaking, using the following priority:
 - Legal Entity Identifier (LEI)
 - Identification code used in the local market, attributed by supervisory authority
 ⓘ 5.01.02 LOG guidance

Company Details

Different companies have different requirements to generate documents such as company returns and other reports. This means each company return or report requires a lot of information to complete. This information varies depending on the nature of the company.

To avoid having a large volume of data in a single window, Tabular provides a systematic and organised way of presenting reports with the use of **Tabs** (fig.below). In each Tab, sets of related documents can be grouped and categorised together in a single worksheet called QRT or Quantitative Reporting Template. Tabs make the reports “clutter-free” and saves user from browsing and scrolling. Plus they also have a chance to review and make updates on the data at a later time if necessary.

Return Setup Window

COMPANY

- NL (AY)
- NL (UY)
- NL ANTY (AY)
- NL ANTY (UY)
- LI LOB
- FAC
- COUNTRY
- SCR
- INV
- BS CUR
- BS OTHER
- UK NST
- UK NST CFs
- RFFMAP
- PART
- RETURN
- QRT SELECTION

Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab that is required to be reported in S.02.02 to be entered.

Company

Company name: Solvency II Solutions UK: id0 - v0 ⓘ Year end: Decem

Company ID type: LEI ⓘ Company ID: LX123

Supervisory

Location: United Kingdom ⓘ Supervisory authority: Pruder

Reporting currency: GBP - UK Pound Sterling ⓘ Reporting language: English

SCR basis: No Internal Model ⓘ

☒ Quarterly reporting exemption ⓘ ☐ Line-by-line reporting exemption

☒ NST ⓘ

Corporate structure

Reporting type: Solo ⓘ Accounting standard: IFRS

☐ Assessable mutual ⓘ ☐ Captive ⓘ

☐ Undertaking is part of a group (for Solvency II reporting purposes) ⓘ ☒ Participations ⓘ

Click the following sub-sections to see the different Tabs for creating a return in Tabular.

COMPANY

The **Company** Tab is the first tab in the **Return Setup Window**. It is also the only tab that is initially enabled by default.

Return Setup Window

COMPANY

Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which of the detailed business profile tabs will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab will be enabled for each currency that is required to be reported in S.02.02 to be entered.

Company

Company name: Solo Annual UK: id0 - v0 ⓘ Year end: December ⓘ Create company Remove company Edit name

Company ID type: LEI ⓘ Company ID: ⓘ

Supervisory

Location: United Kingdom ⓘ Supervisory authority: Prudential Regulation Authority ⓘ

Reporting currency: GBP - UK Pound Sterling ⓘ Reporting language: English ⓘ

SCR basis: No Internal Model ⓘ ☐ NST ⓘ

☐ Quarterly reporting exemption ⓘ ☐ Line-by-line reporting exemption ⓘ

Corporate structure

Reporting type: Solo ⓘ Accounting standard: IFRS ⓘ

☐ Assessable mutual ⓘ ☐ Captive ⓘ

☐ Participations ⓘ

Business profile

Business type: Non-Life Company ⓘ Business undertaken: DirectOnly ⓘ

☐ Run-off ⓘ ☐ Business undertaken outside home country ⓘ

Non-life business

☐ Accident year basis business ⓘ

☐ Underwriting year basis business ⓘ

Back Next

By default, the **Company** Tab is categorised into seven sub-sections, namely:

1. **Company**
2. **Supervisory**
3. **Corporate Structure**
4. **Business Profile**
5. **Non-Life Business**
6. **Outward Reinsurance**
7. **Other Reporting**

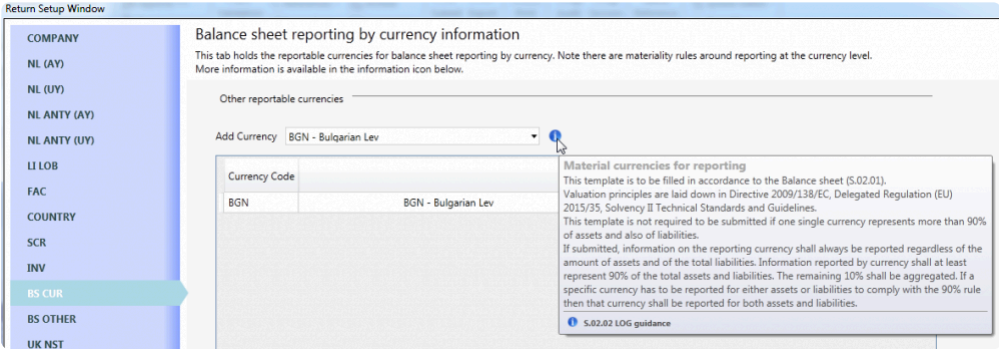
Another sub-section called **Life Business** will also be shown if the business type is "Composite". However, if the selected **Reporting Type** is **Group**, **Non-Life** and **Life Business** sub-sections will be hidden and **Group Reporting** section will be displayed.

All other tabs in the **Return Setup Window** will be generated through the selections made inside the **Company** tab.

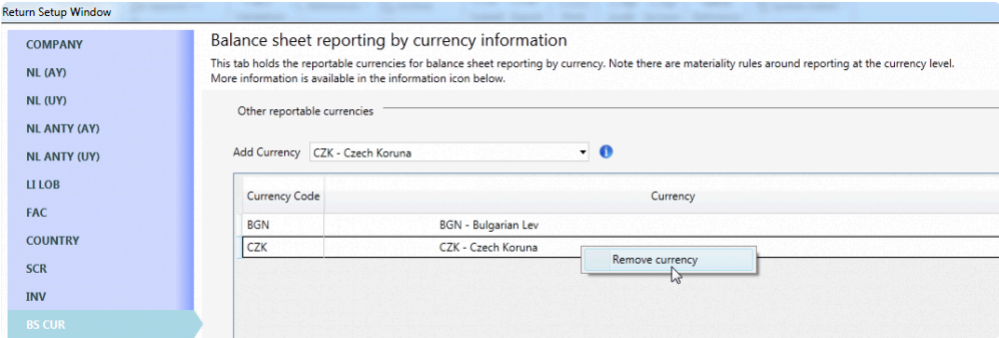
Learn more about the **Company** Tab [here](#)

BS CUR

BS CUR Tab refers to Balance Sheet Reporting by Currency Information. This Tab is used to add currencies that need to be reported separately on the assets and liabilities by currency disclosures.



Currencies can be removed by right clicking on the currency line and selecting **Remove Currency** as shown below.



SCR

The **SCR** Tab is used to select which SCR risk modules are to be reported within the return. Certain options will be disabled depending on the company's **Business Type** found in the [COMPANY](#) Tab (e.g. life underwriting SCR risk module is not enabled for non-life companies) and the **Internal Model Type** set for the company (this is shown in the grey label above the check boxes).

Return Setup Window

Solvency Capital Requirement and LTG and transitional measures information

This tab holds the reportable SCR risk modules and any LTG or transitional measures that the reporting entity has availed of.

SCR selection

	Standard formula	Modelled
Market risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Counterparty default risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Life Underwriting risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health Underwriting risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Life Underwriting risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-life and Health catastrophe risk:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nat. cat. risk - Windstorm risk:	<input type="checkbox"/>	<input type="checkbox"/>
Nat. cat. risk - Earthquake risk:	<input type="checkbox"/>	<input type="checkbox"/>
Nat. cat. risk - Flood risk:	<input type="checkbox"/>	<input type="checkbox"/>
Nat. cat. risk - Hail risk:	<input type="checkbox"/>	<input type="checkbox"/>
Nat. cat. risk - Other (Subsidence risk or Non-proportional reinsurance):	<input type="checkbox"/>	<input type="checkbox"/>
Man made cat. risk - All sub-categories (motor vehicle liability, marine tanker/collision/explosion, MAT, fire, liability, credit & suretyship, other):	<input type="checkbox"/>	<input type="checkbox"/>
Health cat. risk - Mass accident:	<input type="checkbox"/>	<input type="checkbox"/>
Health cat. risk - Concentration accident:	<input type="checkbox"/>	<input type="checkbox"/>
Health cat. risk - Pandemic:	<input type="checkbox"/>	<input type="checkbox"/>
Simplification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SCR settings

Non-life Classes 10 to 15 ☐

Back Next

In the SCR selection (picture above), Non-life health and Health catastrophe risk were split into individual sub-categories:

- For non PCC entity these selections only hide or show sections from a single S.27.01.01 QRT.
- In PCC case S.27.01.01 is broken down into different sub-QRTs, and only those sub-QRTs that relate to the sub-categories selected will be included in the return e.g if windstorm risk is selected then SR.27.01.01.WI (specific QRT worksheet for reporting Windstorm sub-section of SR.27.01 will be added to the return workbook. This is to reduce the size of PCC aggregated returns as several full SR.27.01.01 worksheets in the return workbook significantly increases the size of the return workbook.

When a full internal model is selected but a user wishes to include the standard formula QRTs within the workbook, he or she needs to override all the default selections in the [QRT SELECTION](#) Tab to accomplish this.

The Part of Annex I Risks Covered check box should be checked when an adjustment to the absolute floor of MCR is required because risks within Annex I are covered.

BS OTHER

The **BS OTHER** Tab contains **Additional Balance Sheet Reporting** information, including intra-group transactions.

Return Setup Window

COMPANY

NL (AY)

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

FAC

COUNTRY

SCR

INV

BS CUR

BS OTHER

Additional balance sheet reporting (including intra-group transactions) information

This tab holds the reportable additional balance sheet information required (including intragroup transactions). More information on each reporting template is available in the info icons below.

Additional balance sheet reporting

Off-balance sheet items: ☐ ⓘ

Unlimited guarantees received: ☐ ⓘ

Unlimited guarantees provided: ☐ ⓘ

Intra-group transactions reporting

IGT involving equity-type transactions, debt & asset transfer: ☐ ⓘ

IGT involving derivatives: ☐ ⓘ

IGT internal reinsurance: ☐ ⓘ

IGT internal cost sharing, contingent liabilities, other: ☐ ⓘ

The first section has three visible items. However, the **Additional Branch Balance Sheet Information** check box as shown below will only be added if the **Reporting Type** located in the **COMPANY** Tab is set to “Third Country Branch”.

Return Setup Window

COMPANY

NL (AY)

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

COUNTRY

SCR

INV

BS CUR

BS OTHER

UK NST

UK NST CFs

Additional balance sheet reporting (including intra-group transactions) information

This tab holds the reportable additional balance sheet information required (including intragroup transactions). More information on each reporting template is available in the info icons below.

Additional balance sheet reporting

Off-balance sheet items: ☐ ⓘ

Unlimited guarantees received: ☐ ⓘ

Unlimited guarantees provided: ☐ ⓘ

Additional branch balance sheet information: ☐ ⓘ

Intra-group transactions reporting

IGT involving equity-type transactions, debt & asset transfer: ☐ ⓘ

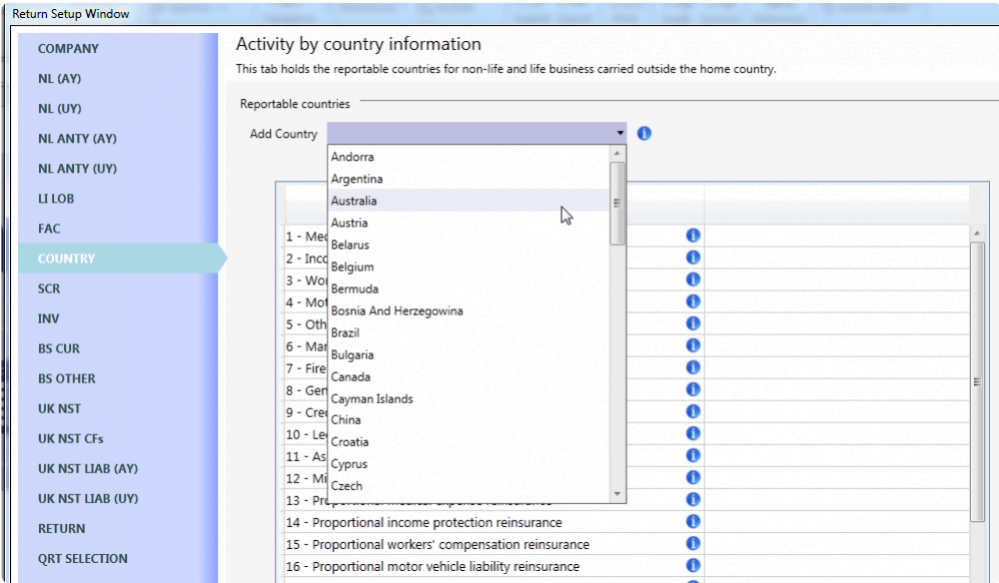
IGT involving derivatives: ☐ ⓘ

IGT internal reinsurance: ☐ ⓘ

IGT internal cost sharing, contingent liabilities, other: ☐ ⓘ

COUNTRY

The **COUNTRY** Tab shows details of activity per country. It is only visible if the **Business Undertaken Outside Home Country** check box found under **Business Profile** sub-section of the **COMPANY** Tab is checked.



Countries of business for the activity QRTs is added using the **Add Country** drop down menu.

FAC

FAC refers to Facultative Reinsurance of life- and non-life lines of business. This Tab shows up when “Facultative Reinsurance” check box found under **Outward Reinsurance** sub-section of the **COMPANY** Tab is checked.

Check the corresponding box of each **Line of Business** whenever there is facultative reinsurance cover in place.

Return Setup Window

COMPANY

NL (AY)

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

FAC

COUNTRY

SCR

INV

BS CUR

BS OTHER

UK NST

UK NST CFs

UK NST LIAB (AY)

UK NST LIAB (UY)

RETURN

QRT SELECTION

Lines of business which have facultative reinsurance cover in place information

This tab holds the reportable life and non-life lines of business with facultative reinsurance cover in place. More information on the definitions of business lines and other requirements is available in the info icon below.

Facultative reinsurance - lines of business

Line of business	Selected
1 - Medical expense insurance	<input checked="" type="checkbox"/>
2 - Income protection insurance	<input checked="" type="checkbox"/>
3 - Workers' compensation insurance	<input checked="" type="checkbox"/>
4 - Motor vehicle liability insurance	<input checked="" type="checkbox"/>
5 - Other motor insurance	<input checked="" type="checkbox"/>
6 - Marine, aviation and transport insurance	<input checked="" type="checkbox"/>
7 - Fire and other damage to property insurance	<input checked="" type="checkbox"/>
8 - General liability insurance	<input checked="" type="checkbox"/>
9 - Credit and suretyship insurance	<input checked="" type="checkbox"/>
10 - Legal expenses insurance	<input checked="" type="checkbox"/>
11 - Assistance	<input checked="" type="checkbox"/>
12 - Miscellaneous financial loss	<input checked="" type="checkbox"/>
13 - Proportional medical expense reinsurance	<input checked="" type="checkbox"/>
14 - Proportional income protection reinsurance	<input checked="" type="checkbox"/>
15 - Proportional workers' compensation reinsurance	<input checked="" type="checkbox"/>
16 - Proportional motor vehicle liability reinsurance	<input checked="" type="checkbox"/>
17 - Proportional other motor reinsurance	<input checked="" type="checkbox"/>
18 - Proportional marine, aviation and transport reinsurance	<input checked="" type="checkbox"/>

IE BRANCH

It is required that insurance corporations complete this template on a Solo/Individual basis. The aggregate values entered for the head office/subsidiary resident in Ireland should include any business written through FOS/FPS (Freedom of Services/Freedom to Provide Services) and branches/FOE (Freedom of Establishment) licenses by that insurance corporation.

The aggregate values entered for any non-resident branch with their head office resident in Ireland should include any business written through FOS/FPS (Freedom of Services/Freedom to Provide Services) by that insurance corporation.

The options needed to generate the **IE BRANCH** tab in the return setup are shown below:

COMPANY Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which of the detailed business profile tabs will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab will be enabled for each currency that is required to be reported in S.02.02 to be entered.

Supervisory

Location: Ireland ⓘ
 Reporting currency: EUR - Euro ⓘ
 SCR basis: No Internal Model ⓘ
☐ Quarterly reporting exemption ⓘ
☒ **NST** ⓘ
 Supervisory authority: Central Bank of Ireland ⓘ
 Reporting language: English ⓘ
 PRISM Rating: Low ⓘ
☐ Line-by-line reporting exemption ⓘ

Corporate structure

Reporting type: Solo ⓘ
 Accounting standard: IFRS ⓘ
☐ Undertaking is part of a group (for Solvency II reporting purposes) ⓘ
☐ Captive ⓘ
☐ Participations ⓘ

Business profile

Business type: Non-Life Company ⓘ
 Business undertaken: DirectOnly ⓘ
☐ Run-off ⓘ
☒ **Business undertaken outside home country** ⓘ

Non-life business

☐ Accident year basis business ⓘ
☐ Underwriting year basis business ⓘ
☒ **NS 04 - Non-Life Technical Provisions – Detailed Split by LOB and Country** ⓘ

In the **IE BRANCH** tab, select each country (outside or inside the EEA) in which the Irish company has a branch established:

Return Setup Window

COMPANY
COUNTRY
 SCR
 IE NST
 IE COUNTRY
IE BRANCH
 RETURN
 QRT SELECTION

CBI National Specific Templates Quarterly Aggregate Balance Sheet Statement

This tab holds the reportable countries for which a branch balance sheet must be reported. Note, only countries where a branch has been established should be selected (ie do not select on the basis of countries where business is written through FOS/FPS (Freedom of Services/Freedom to Provide Services)).

Reportable countries - non-resident branches

Add Country: Bulgaria ⓘ

Country Col: BG

Country: Bulgaria, Canada, Cayman Islands, China, Croatia, Cyprus, Czech, Denmark, Egypt, Estonia, Finland, France, Germany, Gibraltar, Greece, Guernsey

Country: F

IE CLAIMS (AY)

The **IE CLAIMS (AY)** Tab only shows up when the location of the company is in “Ireland” and both **NST** check box as well as the **NS06 Claims Development** and **Accident Year Basis Business** check boxes found under **Non-life Business** sub-section of the [COMPANY](#) Tab are all checked.

Return Setup Window

COMPANY

SCR

IE NST

IE COUNTRY

IE CLAIMS (AY)

IE CLAIMS (UY)

RETURN

QRT SELECTION

PRA National Specific Templates - Claims reporting on an accident year basis information

This tab holds the reportable non-life lines of business and currencies information for business carried out on an accident year basis. Note there are materiality rules around reporting at the currency level. More information is available on the thresholds in the info icon below.

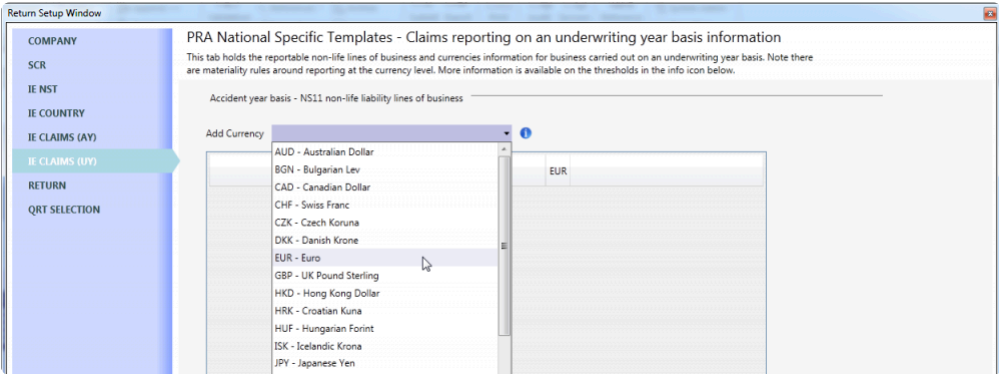
Accident year basis - NS11 non-life liability lines of business

Add Currency ⓘ

Line of business	EUR
------------------	-----

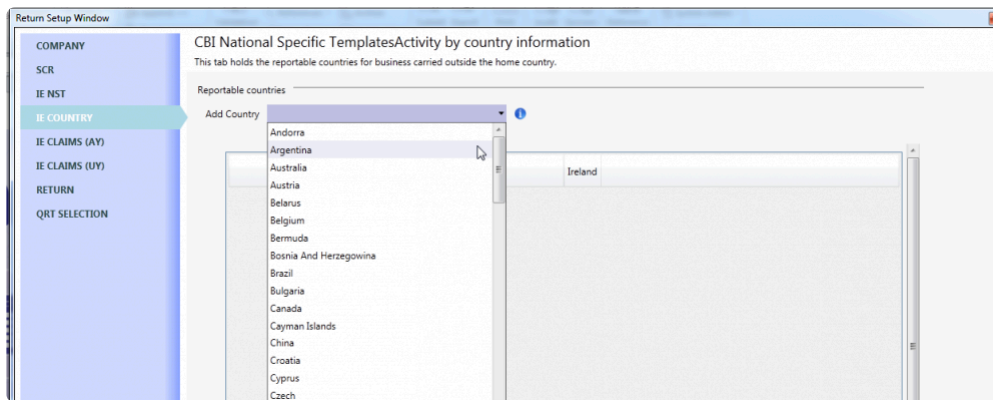
IE CLAIMS (UY)

The **IE Claims (UY)** Tab is added only when the location of the company is in “Ireland” and both **NST** check box as well as the **NS06 Claims Development** and **Underwriting Year Basis Business** check boxes found under **Non-life Business** sub-section of the [COMPANY](#) Tab are all checked.



IE COUNTRY

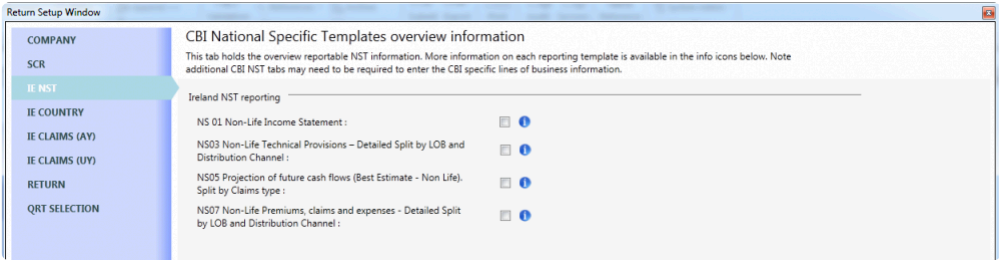
The **IE COUNTRY** Tab is added into the **Return Setup** window when location is set to “Ireland” and **Business undertaken outside home country** check box in the [COMPANY](#) Tab is checked.



Select from **Add Country** drop down menu to select countries.

IE NST

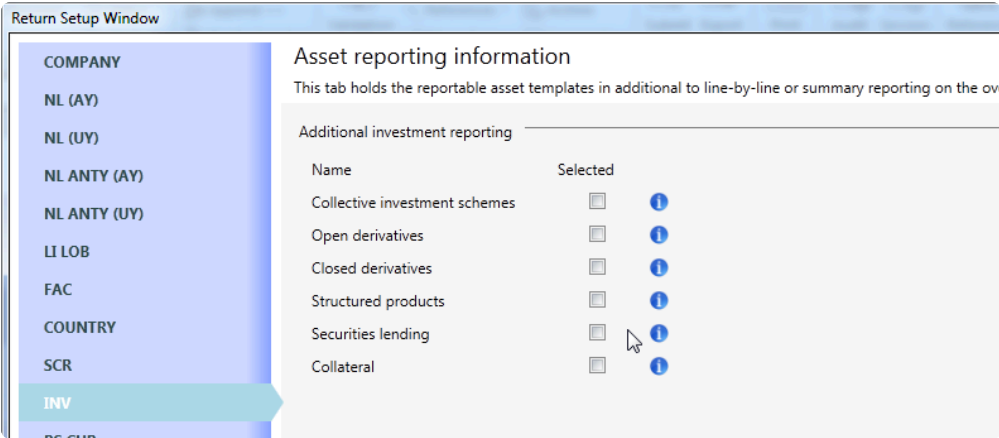
The **IE NST** Tab is added only if the location of the company is in “Ireland” and **NST** check box is selected. This tab also holds the overview of reportable NST information.



INV

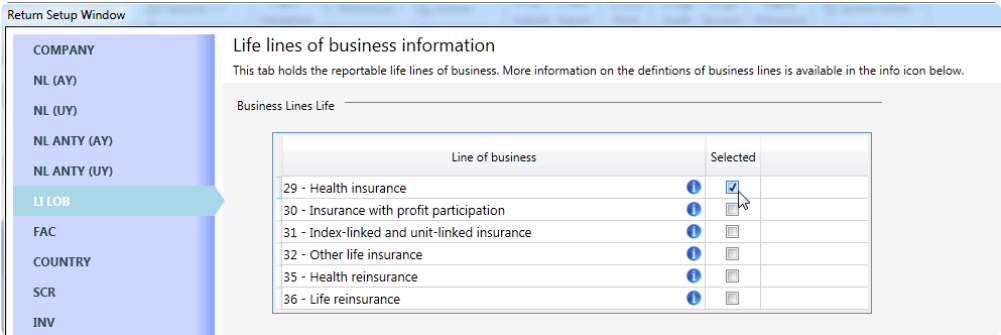
The **INV – Additional Investment Reporting** Tab will be visible when “Additional Asset Reporting” is selected in **Other Reporting** section of the [COMPANY](#) Tab.

This Tab also holds reportable asset templates in additional to line-by-line or summary reporting on the overall asset holdings.



LI LOB

LI LOB refers to Life LOBs or Lines of Business information. This Tab is used to select the line of business that needs to be reported separately, by currency, in the return.



Depending on the [COMPANY](#) Tab settings, the non-proportional lines of business will be enabled or disabled.

Classes of insurance for the reporting of business by country can also be set in this tab (disabled for the trial version).

NL

NL refers to Non-Life LOBs or Lines of Business information. This Tab is used to select the lines of business that needs to be reported separately, by currency, in the return. You can also select the applicable line of business and currency combinations here.

Return Setup Window

COMPANY

NL (AY) This tab holds the reportable non-life lines of business and currencies information for business carried out on an accident year basis. Note there are materiality rules around reporting at the currency level. More information is available on the thresholds in the info icon below.

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

FAC

COUNTRY

SCR

INV

BS CUR

BS OTHER

UK NST

UK NST CFs

UK NST LIAB (AY)

UK NST LIAB (UY)

RETURN

QRT SELECTION

Accident year basis - non-life lines of business

Add Currency

Line of business	No material currencies	GBP exposures
1 - Medical expense insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 - Income protection insurance	<input type="checkbox"/>	<input type="checkbox"/>
3 - Workers' compensation insurance	<input type="checkbox"/>	<input type="checkbox"/>
4 - Motor vehicle liability insurance	<input type="checkbox"/>	<input type="checkbox"/>
5 - Other motor insurance	<input type="checkbox"/>	<input type="checkbox"/>
6 - Marine, aviation and transport insurance	<input type="checkbox"/>	<input type="checkbox"/>
7 - Fire and other damage to property insurance	<input type="checkbox"/>	<input type="checkbox"/>
8 - General liability insurance	<input type="checkbox"/>	<input type="checkbox"/>
9 - Credit and suretyship insurance	<input type="checkbox"/>	<input type="checkbox"/>
10 - Legal expenses insurance	<input type="checkbox"/>	<input type="checkbox"/>
11 - Assistance	<input type="checkbox"/>	<input type="checkbox"/>
12 - Miscellaneous financial loss	<input type="checkbox"/>	<input type="checkbox"/>
13 - Proportional medical expense reinsurance	<input type="checkbox"/>	<input type="checkbox"/>
14 - Proportional income protection reinsurance	<input type="checkbox"/>	<input type="checkbox"/>
15 - Proportional workers' compensation reinsurance	<input type="checkbox"/>	<input type="checkbox"/>
16 - Proportional motor vehicle liability reinsurance	<input type="checkbox"/>	<input type="checkbox"/>

Depending on the **COMPANY** Tab settings, the non-proportional lines of business will be enabled or disabled.

The default currency in the LOB table is the reporting currency set for the company. Additional currencies can be added as required through the **Add Currency** drop down above the table.

Return Setup Window

COMPANY

NL (AY) This tab holds the reportable non-life lines of business and currencies information for business carried out on an accident year basis. Note there are materiality rules around reporting at the currency level. More information is available on the thresholds in the info icon below.

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

FAC

COUNTRY

SCR

INV

BS CUR

BS OTHER

UK NST

UK NST CFs

UK NST LIAB (AY)

UK NST LIAB (UY)

RETURN

QRT SELECTION

Accident year basis - non-life lines of business

Add Currency

- AUD - Australian Dollar
- BGN - Bulgarian Lev
- CAD - Canadian Dollar
- CHF - Swiss Franc
- CZK - Czech Koruna
- DKK - Danish Krone
- EUR - Euro
- GBP - UK Pound Sterling
- HKD - Hong Kong Dollar
- HRK - Croatian Kuna
- HUF - Hungarian Forint
- ILS - Israeli New Shekel
- ISK - Icelandic Krona
- JPY - Japanese Yen
- LTL - Lithuanian Litas
- NOK - Norwegian Krone

Line of business	No material currencies	GBP exposures
1 - Medical expense insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 - Income protection insurance	<input type="checkbox"/>	<input type="checkbox"/>
3 - Workers' compensation insurance	<input type="checkbox"/>	<input type="checkbox"/>
4 - Motor vehicle liability insurance	<input type="checkbox"/>	<input type="checkbox"/>
5 - Other motor insurance	<input type="checkbox"/>	<input type="checkbox"/>
6 - Marine, aviation and transport insurance	<input type="checkbox"/>	<input type="checkbox"/>
7 - Fire and other damage to property insurance	<input type="checkbox"/>	<input type="checkbox"/>
8 - General liability insurance	<input type="checkbox"/>	<input type="checkbox"/>
9 - Credit and suretyship insurance	<input type="checkbox"/>	<input type="checkbox"/>
10 - Legal expenses insurance	<input type="checkbox"/>	<input type="checkbox"/>
11 - Assistance	<input type="checkbox"/>	<input type="checkbox"/>
12 - Miscellaneous financial loss	<input type="checkbox"/>	<input type="checkbox"/>
13 - Proportional medical expense reinsurance	<input type="checkbox"/>	<input type="checkbox"/>
14 - Proportional income protection reinsurance	<input type="checkbox"/>	<input type="checkbox"/>
15 - Proportional workers' compensation reinsurance	<input type="checkbox"/>	<input type="checkbox"/>
16 - Proportional motor vehicle liability reinsurance	<input type="checkbox"/>	<input type="checkbox"/>

To remove currencies not required from the table, right-click on the currency's column header and select **Remove Currency**: Note that the default (reporting) currency cannot be removed from this table.

Return Setup Window

COMPANY

NL (AY)

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

FAC

COUNTRY

SCR

Non-life lines of business and currency information - accident year basis

This tab holds the reportable non-life lines of business and currencies information for business carried out on an accident year basis. Note there are materiality rules around reporting at the currency level. More information is available on the thresholds in the info icon below.

Accident year basis - non-life lines of business

Add Currency: EUR - Euro

Line of business	No material currencies	GBP exposures	EUR exp	Remove Currency
1 - Medical expense insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 - Income protection insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - Workers' compensation insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From version 3.0.0.0 of Tabular there are two new columns added to the Non-life table :

only reporting currency exposures' column – select this option where, for the indicated line of business, all exposures are in the reporting currency. With this option selected, Tabular will not include the currency level version of S.19.01 in the return workbook – however it will be generated in the xbrl export. For example, if for the Income protection line of business the only exposures are in Euro, and the insurer's reporting currency is Euro, then EIOPA still wants to receive an S.19.01.01.IP for total Income protection line of business as well as S.19.01.01.IP.EUR QRT, even though the figures in both are identical as no FX conversions take place between the currency and total S.19.01 data sets.

Selecting only reporting currency exposures' column removes the "duplicate" worksheet from the return i.e. S.19.01.01.IP.EUR will not be included in the return to reduce the size of the return workbook. However, export to xbrl process will "generate" the S.19.01.01.IP.EUR QRT within the xbrl file, so that EIOPA continues to receive both data sets in the xbrl.

XXX exposure column – select this option where there are immaterial currency exposures for a line of business and you wish to include a S.19.01 worksheet in the return to enter these amounts and have the total worksheet then balance with the material currency sheet(s) and the immaterial currency total. Note the immaterial currency sheet (eg S.19.01.01.IP.XXX) will NOT be exported to xbrl, it is simply there to help reconcile the total level S.19.01

Note: this column only shows when XXX Immaterial currencies combine in the drop-down is selected (shown below)

Non-life lines of business and currency information - accident year basis

This tab holds the reportable non-life lines of business and currencies information for business carried out on an accident year basis. Note there are materiality rules around reporting at the currency level. More information is available on the thresholds in the info icon below.

Accident year basis - non-life lines of business

Add Currency XXX - Immaterial currencies combined

	No material currencies	ONLY reporting currency exposure	GBP exposures	XXX exposures
cal expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ne protecti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ers compen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r vehicle li	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- motor ins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ie, aviation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
nd other d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ral liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t and suret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
al expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
portional medical expense reinsurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
portional income protection reinsurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
portional workers compensation reinsurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Life annuities are set in exactly the same way as the Non-Life annuities table (disabled for the trial version).

Classes of insurance for the reporting of business by country can also be set in this tab (disabled for the trial version).

NST

NST stands for National Specific Templates. If NSTs are available in the location selected in the [COMPANY](#) Tab, the NST check box will be enabled. Ticking the NST check box will reveal additional NST options that will enable several tabs in the **Return Setup**:

Non-life business

- ☒ Accident year basis business ⓘ
 - ☐ Non-health ⓘ
 - ☐ Non-life annuities ⓘ
- ☒ Underwriting year basis business ⓘ
 - ☐ Non-health ⓘ
 - ☐ Non-life annuities ⓘ
- ☒ NS10 - Projection of future cash flows ⓘ

Health NSLT ⓘ

Liability business ⓘ

Health NSLT ⓘ

Liability business ⓘ

If the location selected is Ireland, additional options relevant to that country's NST will be enabled such as **NS06 Claims Development** (Accident Year Basis Business and Underwriting Year Basis Business) and **NS04 – Non-Life Technical Provisions – Detailed Split by LOB and Country**

Non-life business

- ☒ Accident year basis business ⓘ
 - ☐ Non-health ⓘ
 - ☐ Non-life annuities ⓘ
 - ☒ NS06 Claims development ⓘ
- ☒ Underwriting year basis business ⓘ
 - ☐ Non-health ⓘ
 - ☐ Non-life annuities ⓘ
 - ☒ NS06 Claims development ⓘ
- ☒ NS 04 - Non-Life Technical Provisions - Detailed Split by LOB and Country ⓘ

Health NSLT ⓘ

Health NSLT ⓘ

PART

Participation can be selected under Corporate structure in Company tab (fig shown below). It contains the QRT that specifies information on participation held by the undertaking and an overview of the calculation of the deduction from own funds related to participations in financial and credit institution.

Corporate structure

Reporting type: Solo

Accounting standard: IFRS

☐ Assessable mutual

☐ Captive

☒ Participations

Business profile

This option enables PART tab, which holds the reportable participation information. This consists of 7 sub-tables of information, for the different type of participation (which receive different treatment for the SCR) under Solvency II.

Return Setup Window

COMPANY

SCR

PART

RETURN

QRT SELECTION

Participations information

This tab holds the reportable Participations information. S.24.01 consists of 7 sub-tables of information, for the different types of participations (which receive different treatment for the SCR) under Solvency II. Select below the appropriate participation types (financial, non-financial, strategic, non-strategic etc.) that are applicable.

Participations in related undertakings that are financial and credit institutions (fully or partially) deducted according to article 68 of the Commission

Table 1 - Participations in related undertakings that are financial and credit institutions which individually exceed 10% of basic own funds: ☐

Table 2 - Participations in related undertakings that are financial and credit institutions which when aggregated exceed 10% of basic own funds: ☐

Participations in related undertakings that are financial and credit institutions not (fully) deducted according to article 68 of the Commission Delegated

Table 3 - Participations in related undertakings that are financial and credit institutions which are considered strategic and included in the calculation of the group solvency: ☐

Table 4 - Participations in related undertakings that are financial and credit institutions which are considered strategic but not included in the calculation of the group solvency: ☐

Table 5 - Participations in related undertakings that are financial and credit institutions which are not strategic and which are not deducted according to art 68(1) and 68(2) of Delegated Regulation 2015/35: ☐

Participations in related undertakings that are not financial and credit

Table 6 - Other strategic participations not in financial and credit institution: ☐

Table 7 - Other non-strategic participations not in financial and credit institution: ☐

Total for SCR calculation

Total participations for SCR calculation: ☐

Back Next

RFF

For Ring-fenced fund / Matching adjustment portfolio reporting, select the option under **other reporting** section of the company tab:

The setup for ring fenced fund / matching adjustment portfolio is done in RFFMAP tab shown below:

Settings:

- **Reporting Code** – this field holds the firm or company RFF reporting code. The number has to be consistent over time and should be used to identify the ring-fenced funds and the matching portfolio number in other templates.
- **Fund Name** – indicates the name of a ring-fenced funds or matching adjustment portfolios. The name should be unique and be kept consistent over time.
- **Article 304** – indicates whether the RFF is under Article 304 of Solvency II Directives. Choose one of the option from the drop down that applies.
- **Sub-MAP** – indicates if the fund has other funds embedded.
- **Active** – if the fund requires to be reported then ticked the box, deselect otherwise. Note that this tab is disabled by default, to enable it Reporting Code and Fund name field must have entries.
- **Add Rff** – if the firm has more than one RFF to be reported, click this button to add new table with system code F2 as the figure below shows:

Reportable Ring-Fenced Funds

☐ Include Remaining Part ☐ Derive entity level QRTs from funds

System Code	Reporting Code	Fund Name	Article 304	Sub-MAP	Active	Controls
F1	123ABC	Financial Aide	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F2			No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Rff"/> <input type="button" value="Remove Rff"/>

When all required field under system code F1 completed, each RFF QRTs has “.F1” at the end of the worksheet name e.g. SR.01.01.01.F1. The same rule applies for matching adjustment portfolio field, the worksheet name will have M1 at the end for system code M1.

RETURN

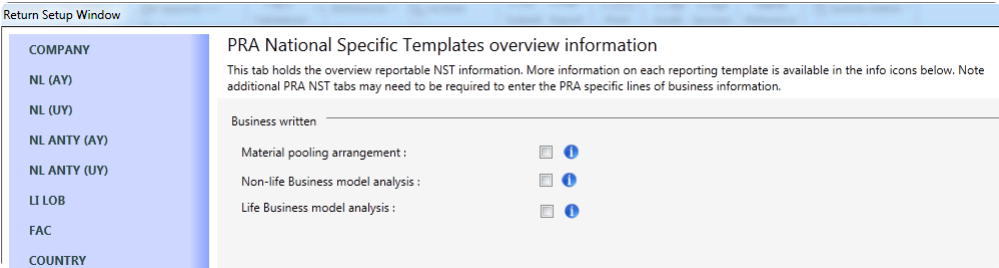
QRT SELECTION

Return QRT list

QRT	Status
Information	6 Entries
S.01.01.01 Appendix I: Quantitative reporting templates	Included
S.01.02.01 Basic information - General	Included
S.01.03.01.01 Basic Information - RFF and matching adjustment portfolios - Table 1	Included
S.01.03.01.02 Basic Information - RFF and matching adjustment portfolios - Table 2	Included
SR.01.01.01.F1 Appendix I: Quantitative reporting templates	Included
SR.01.01.01.M1 Appendix I: Quantitative reporting templates	Included

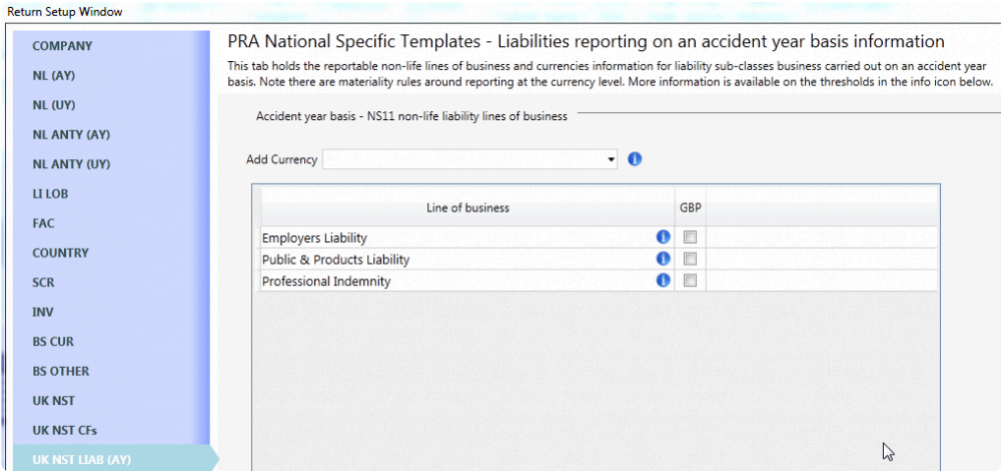
UK NST

The **UK NST** Tab is activated if the **NST** check box in the [COMPANY](#) Tab is checked. NST stands for National Specific Templates.



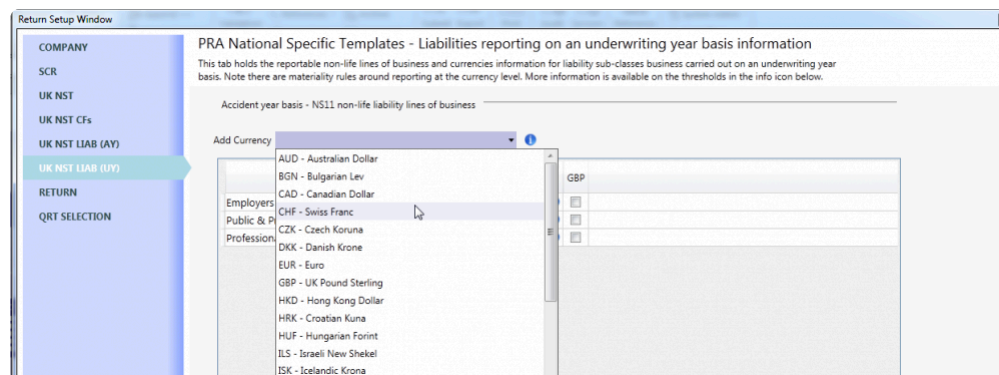
UK NST LIAB (AY)

The **UK NST LIAB** Tab is added when both **NST** and **Liability Business** in **Non-Life Business Accident Year Basis Business** check boxes in the **COMPANY** Tab are selected.



UK NST LIAB (UY)

The **UK NST LIAB (UY)** Tab is added when **NST** and **Liability Business in Non-life Underwriting Year Basis Business** check boxes in the **COMPANY** Tab are selected.



UK NST CFs

This tab shows when company location is UK with NST and NS-10 Projection of future cash flows are selected in the company tab. This holds the reportable non-life lines of business and currencies information for the PRA cash flows reporting template as shown below:

Return Setup Window

COMPANY

NL (AY)

NL (UY)

NL ANTY (AY)

NL ANTY (UY)

LI LOB

FAC

COUNTRY

SCR

INV

BS CUR

BS OTHER

PART

UK NST

UK NST CFs

RETURN

QRT SELECTION

PRA National Specific Templates - Cash flows reporting information

This tab holds the reportable non-life lines of business and currencies information for the PRA cash flows reporting template.

Additional investment reporting

Name	Selected
Motor Third Party Bodily Injury - direct	<input checked="" type="checkbox"/>
GB Employers Liability - direct	<input type="checkbox"/>
Other GB General Liability - direct	<input type="checkbox"/>
US General liability - direct	<input type="checkbox"/>
EU General Liability (excl GB) - direct	<input type="checkbox"/>
Australia General Liability - direct	<input type="checkbox"/>
Other General Liability - direct	<input type="checkbox"/>
Other categories of business from which bodily injury or latent claims have arisen - direct	<input type="checkbox"/>

Select Your Return Type

Here, details such as **Type of Return** and **Reference Dates** are to be selected.

Reference Date

For both the “annual” and “quarterly” option, you need to select a **Reference Date** (which corresponds to the end of your reporting period). In the case of “quarterly” selection, you also need to select a **Quarter Number**.

Technical entry point – this is only to be used when specifically directed by your national supervisory authority to submit using the “Technical entry point”.

Ad-hoc – Where an insurer is requested to submit an “ad-hoc” return (eg reinsurance resubmission, significant or very-significant IGT and other scenarios leading to NCA requesting an ad-hoc submission) then the “ad-hoc” checkbox should be selected.

If it is the special case of material changes to the reinsurance program during the year requiring the resubmission of the S.30 QRTs then (ensuring Annual return option is selected), choose Ad-hoc option then ticked special case reinsurance resubmission checkbox. Also ensure that the SFCR and NST checkboxes are deselected in the bottom section of the Return tab, then the QRT selection screen will only give you just the template you need for re-submission (i.e S.30 and S.31 templates).

If you are required to submit “Ad-hoc” reporting of intra-group transactions (templates S.36.01, S.36.02, S.36.03 or S.36.04) under ITS2015/2450 Article 21 then use the second checkbox under Ad-hoc for the correct templates to be auto-selected (based on the intra-group transaction selection in the “BS Other” tab of return setup) in the QRT Selection Tab. Tabular will also set up S.01.02 Ad-hoc settings correctly. Note this checkbox is only available if Annual return period selected.

☐ Day 1 reporting DeadLine: 28/01/2019 15

☐ Technical entry point

☒ Ad-hoc

☐ Special case: resubmission of reinsurance template:

☒ Special case: 'very significant' intra-group transactions

Euro rate : 0.87853

Return Types

In the full Solvency II reporting set, it is possible to configure the report whenever applicable, including the public, private, and financial stability templates, or any combination of these as required:

BS CUR

BS OTHER

RETURN

QRT SELECTION

Return types

☒ Standard reporting

☒ RSR

☒ RSR (without ECB Add-ons)

☐ RSR (with ECB Add-ons)

☐ SFCR

☐ NST

☐ Financial stability reporting

National Specific Templates

For locations where **NSTs** or National Specific Templates are available (e.g. UK, Ireland), the NST check box is enabled. Checking the **NST** check box enables the **NST** tab in **Return Setup**:

RETURN

QRT SELECTION

☐ RSR (with ECB Add-ons)

☐ SFCR

☒ NST

☐ Financial stability reporting

QRT Selection

Based on the selections made in the preceding tabs, the QRT table will include all applicable QRTs for the **Company Type** (Solo/Group/Lloyds) and **Reference Period** (Annual/Quarterly/Ad-hoc) selected, grouped by the EIOPA QRT groupings (e.g. Information, Assets etc.). Within that set of QRTs, those relevant to the business profile and other selections made will be made available. Any QRT that is not selected as it is not required for submission can still be included within the return by selecting **IncludedOver** from the drop down as shown below.

Return Setup Window

QRT selection

This tab shows the list of QRTs to be included in the return workbook. Note that the default set of QRTs for the selected return has been calculated by the system but these can be overridden with the drop down in the Include column. Choose which narrative reports (RSR and/or SFCR) you wish to include in the return folder. Also select the location of the returns in this tab before creating the returns.

Return QRT list

QRT	Status
Information 4 Entries	
S.01.01.01 Appendix I: Quantitative reporting templates	Included
S.01.02.01 Basic information - General	Included
S.01.03.01.01 Basic Information - RFF and matching adjustment portfolios - Table 1	NotIncluded
S.01.03.01.02 Basic Information - RFF and matching adjustment portfolios - Table 2	IncludedOver
Balance Sheet 4 Entries	
S.02.01.01 Balance sheet	Included
S.02.02.01 Assets and liabilities by currency	Included
S.03.01.01 Off-balance sheet items - General	Included
S.03.02.01 Off-balance sheet items - List of unlimited guarantees received by the undertaking	Included

Filter

Workbook details

Workbook name: SolvencyIISolutions UK_Annual_31122016.xlsm

RSR: ☐

SFCR: ☐

System location: C:\Users\User1\Documents\Backup\9 - R1.0.3.0 REV 38-Final\tabular\Returns\SolvencyIISolutions UK\Annual-31122016

Back Create Return

Once the QRTs for inclusion in the return are selected, the final step in the **Return Setup** is to choose where to save the return files (workbook, word document and supporting files). The first section under the sub-section **Workbook Details** is where you can assign the **Workbook Name**, the narrative report name (**RSR**, **SFCR**) and the **System Location** or the location of where the files will be saved (the default is where you have all your *Tabular* files saved).

By clicking this you will be able to browse other folder and save the files where you want.

QRT SELECTION

Filter

Workbook details

Workbook name: SolvencyIISolutions UK_Annual_31122016.xlsm

RSR: ☐

SFCR: ☐

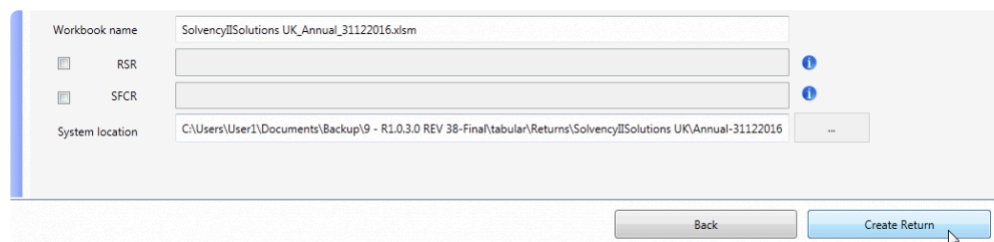
System location: C:\Users\User1\Documents\Backup\9 - R1.0.3.0 REV 38-Final\tabular\Returns\SolvencyIISolutions UK\Annual-31122016

Back Create Return

Creating a Return

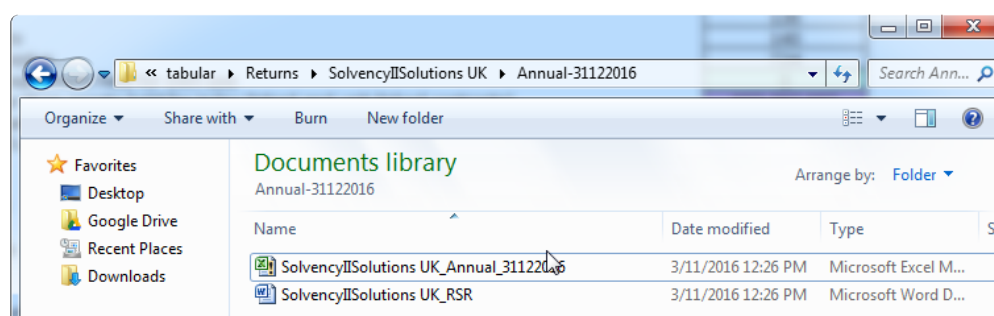
Once you are happy with all the Templates and Lines of Business for the return, you can now create the

return by clicking “Create Return” at the bottom of return setup window:



The image shows a 'Return setup' window. It has a 'Workbook name' field containing 'SolvencyIISolutions UK_Annual_31122016.xlsm'. Below this are two checkboxes: 'RSR' and 'SFCR', both of which are unchecked. To the right of these checkboxes are two blue circular icons with white exclamation marks. The 'System location' field contains the path 'C:\Users\User1\Documents\Backup\9 - R1.0.3.0 REV 38-Final\tabular>Returns\SolvencyIISolutions UK\Annual-31122016'. To the right of this field is a button with three dots. At the bottom of the window are two buttons: 'Back' and 'Create Return'. A mouse cursor is pointing at the 'Create Return' button.

The new return is created in the system memory. Once this process is complete, the *Tabular.xlsm* file will be close automatically. The network location of the newly created return will then open automatically in Windows Explorer. Open MS Excel like a regular spreadsheet and log in to the return to commence working with the new return:



Roll Forward

Roll Forward is a process wherein data, formula or information within a return will be carried across to the newly created one. To create a roll forward the user must have return(s) of the same type for that company. For instance, to roll forward a Quarterly, you must already have a quarterly return created.

To do this:

In the return setup company tab, select reference return: Previous annual return and/or Q4 return.

Note: It is possible to select only previous annual return or both options at the same time.

Note: Quarterly user can only roll forward from one other quarterly, while Annual can roll forward from another annual and quarterly of same reference date i.e. Q4 return

QRT selection

This tab shows the list of QRTs to be included in the return workbook. Note that the default set of QRTs for the selected return has been calculated by the system but these can be overridden with the drop down in the Include column. Choose which narrative reports (RSR and/or SFCR) you wish to include in the return folder. Also select the location of the returns in this tab before creating the returns.

S.19.01.01.AY.IP.GBP.OC Non-life Insurance Claims Information Included

Add Multicopy QRTS

Filter

Reference Return

Roll forward (from previous return) ☐ i

Roll forward (from Q4 return) - this setting is only utilized by Tabular in annual return creation/edit ☐ i

Preserve user formulas ☐ i "Static" amounts - Basic and ancillary own funds (only relevant for annual return creation) - source from Q4 return ☐ i

Non-life development triangles (not relevant for life insurers) ☐ i "Static" amounts - Basic and ancillary own funds (only relevant for annual return creation) - source from previous annual return ☐ i

Brought-forward/prior year figures ☐ i "Static" amounts - Annual balance sheet from Q4 balance sheet (only relevant for annual return creation) ☐ i

"Static" amounts - SCR from previous quarter (only relevant for quarterly return creation) ☐ i "Static" amounts - Annual premiums, claims, expenses from Q4 premiums, claims, expenses (only relevant for annual return creation) ☐ i

"Static" amounts - Basic and ancillary own funds from previous quarter (only relevant for quarterly return creation) ☐ i

Workbook details

Workbook name .xlsb

☐ RSR i

☐ SFCR i

Back Create Return

The information to be rolled-over to the new return depends on the options users selected:

- **Preserve User formula** – when this is ticked, any user formulas (i.e. formulas in the return that are not Tabular formulas such as Subtotal, Interaction etc.) including external formulas added to the

previous return will be taken into the new roll forward return; otherwise, no formulas will be copied across. Please note that formulas from “static” QRTs (such as S.02.01) and “list” QRTs (such as S.06.02) are copied across.

NOTE: With 4.1.0.0 Tabular version, to roll-forward user formulas you must have the QRTs Signed-Off in the reference return, otherwise no formulas will be rolled forward. So for the first time using this feature, you would need to go back to old returns and Sign-off QRTs before creating the new return.

- **Non-life development triangles** – when selected it will populate the S.19.01 of the newly created return with reference formula retrieving data from the previous return, essentially moving everything up one diagonal in the triangle leaving only the last diagonal for user to complete.

NOTE With 6.0.0.0 Tabular version, you have the option to use S.19.01 data entry interface (detailed information [here](#)). In this case values will not be rolled-forward to S.19.01.01.LISTV sheet. To get all rolled-forward values in S.19.01 to your S.19.01.01.LISTV sheet in current return you should:

- select *Non-life development triangles* option in the roll-forward section on creating return;
- when return is created select *Convert S.19.01.01.LISTV to QRT layout* in Tools -> *Include Tabular formulas in output file* (output file will include all Tabular roll-forward formulas, so values from the previous return will be added to S.19s accordingly). More detailed information on *Convert S.19.01.01.LISTV to QRT layout* [here](#).
- to add those roll-forward values to original return > select *Import from S.19.01.01.LIST output file* in Tools > select output file from the previous step -> all roll-forward values will be imported to S.19.01.01.LISTV sheet. More detailed information on *Import from S.19.01.01.LIST output file* [here](#).

- **Brought – forward / Prior year figures** – this will populate data in year N-1 data points eg S.23.03 brought forward capital amounts and S.29 opening best estimate
- **“Static” amounts – SCR from Previous quarter** this brings forward the SCR figures from previous quarter. It will populate the single datapoint in S.28 from the reference return.
- **“Static” amounts – Basic and ancillary own funds from previous quarter** when ticked it populates all S.23.01 from previous quarter figures.
- **“Static” amounts – Basic and ancillary own funds (only relevant for annual return creation)** – when ticked it populates all S.23.01 from Q4 return.
- **“Static” amounts – Basic and ancillary own funds (only relevant for annual return creation)** – when ticked it populates all S.23.01 from previous annual return.
- **“Static” amounts – Annual balance sheet from Q4 balance sheet (only relevant for annual return creation)** – when this option is selected, Tabular roll-forward will complete all data points (with the exception of those, such as technical provisions, that are derived from other QRTs within the same return) within S(E).02.01 C0010 [Sii value] using the Q4 return values.
- **“Static” amounts – Annual premiums, claims, expenses from Q4 premiums, claims, expenses (only relevant for annual return creation)** – when this is selected, Tabular roll-forward will complete all data points (with the exception of those that are derived from other QRTs within the same return) within S.05.01 using the Q4 return values.

Note: You may also hover on the tooltip icon beside each option in Tabular for information about its

function.

NOTE: In case you selected preserve user formulas from the last year's return but none are actually carried through into the new return:

1. First of all, check if previous return was signed off.

Starting from 4.1.0.0 Tabular version we've introduced a new QRT Sign-off feature (Tools > QRT sing-off manager) in this version and this affects the roll-forward user formulas feature (not roll-forward value ie H.HV, that is still currently the old solution).

To roll-forward user formulas, you must have the QRTs Signed-off in the reference return. So unfortunately for the first time using this feature, you would need to go back to old returns and Sign-off QRTs before creating the new return.

Note, the formulas are saved in the Tabular db so if you need to make a subsequent edit to the QRT worksheet later you can "unsign-off" (using the same window) the QRT and this will re-load the formulas back to the QRT worksheet. You can do sign-off and un-sign-off as many times as you need.

But that are the only changes. More info about Sign-off you can find [here](#)

Note: In case QRTs in previous return were not signed-off, user will get a warning message that there are QRTs in previous return that were not Signed-off. It is possible to cancel process by clicking Cancel button and then go back to the previous return and sign-off QRTs that you need. But in case user selects Ok button in warning message window roll-forward process will run, but user formulas from not signed-off QRTs will not be rolled-forward.

Q4 return

Warning

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Please note you have selected preserve user formulas but the following QRTs:

'S.17.01.01, S.18.01.01, S.21.02.01, S.23.01.01, S.23.02.01, S.23.03.01, S.28.01.01, S.29.01.01, S.29.02.01, S.29.03.01, S.01.01.01, S.02.01.01, P.02.0 ... (more unsigned-off QRTs exist)'

in your previous return are NOT signed-off. This means the user-formulas for these QRTs will NOT be rolled-forward.

If you wish the user-formulas to be rolled-forward for these QRTs you must first go to the previous return and sign-off these QRTs via the Tools > QRT Sign-off manager feature.

Further, please be aware that roll-forward user-formulas is only executed in create return (not edit return) i.e. you will not be able to correct for this issue after creating this return (other than creating a new return workbook).

Press OK to proceed with Create return now. Press cancel to cancel the create return now.

OK

Cancel

2020

2. In case after 1st step user formulas still not preserved you will need to set previous return as Goldencopy

Previous year (reference) return should be set as a Golden copy return.

So please open previous return again and set it as golden copy via: Tabular ribbon -> System Admin -> Settings -> DB Options -> Update goldencopy return variant

More instructions" here":[#list-of-return-variants](#). After this just try to create a new return with this one as reference return again (with preserve user formulas and other options you need ticked)

H.HV Sheet (Historical Value Template)

From Tabular version 3.0.0.0, when creating new returns an additional helper sheet (H.HV) is created within the return that holds the Historical Values from any reference returns selected. Tabular loads into this H.HV sheet all the “static” (e.g. sheets like S.02.01, S.12.01 but not “list” QRTs like S.06.02, S.09.01 etc.) data from the reference returns. The H.HV sheet is the source for Tabular reference formulas (the formulas that uses to fill the new roll forward return with data).

More about H.HV sheet:

1. This sheet is set up in same way as validation report and audit logs; the data is not editable, but can be filtered by users. To check the data of a certain QRT within the H.HV sheet just click the drop-down arrow (picture below).

H.HV - Historical return's information (used in Reference formulas)

Contents

Account type: Annual

Salaries & marketing salaries

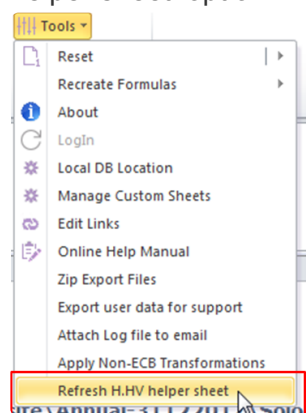
Historical information for Solo Annual Composite:

Annual 31.12.2017 return workbook (C:\Users\Documents\Backup\10 - R3.0.0.0 REV 17\Returns\Solo Annual Composite\Annual-31122017\Solo Annual Composite_Annual-31122017.xlsm file, modified date 12.02.2018 15:22:53 UTC); data loaded successfully into below data table on 12.02.2018 15:59:01 UTC

Quarterly 31.12.2017 return workbook (C:\Users\Documents\Backup\10 - R3.0.0.0 REV 17\Returns\Solo Quarterly-31122017\Solo Quarterly-31122017.xlsm file, modified date 12.02.2018 15:59:01 UTC)

Return	Relative QRT	Datapoint	Datapoint Description	Value
Annual	A-1	S.01.02.01	C0010_R0110 Currency used for rep.	GBP
Annual	A-1	S.01.02.01	C0010_R0120 Accounting standards	1
Annual	A-1	S.01.02.01	C0010_R0130 Method of Calc. of the SCR	1 - Standard formula
Annual	A-1	S.01.02.01	C0010_R0140 Use of USPs	2 - Don't use underlying specific parameters
Annual	A-1	S.01.02.01	C0010_R0150 Ring-fenced funds	2 - Not reporting activity by RFF
Annual	A-1	S.01.02.01	C0010_R0170 Matching adj.	2 - No use of matching adjustment
Annual	A-1	S.01.02.01	C0010_R0180 Volatility adj.	2 - No use of volatility adjustment
Annual	A-1	S.01.02.01	C0010_R0190 Transitional measure on the risk-free IR	2 - No use of transitional measure on the risk-free interest rate
Annual	A-1	S.01.02.01	C0010_R0200 Transitional measure on TP	2 - No use of transitional measure on technical provisions
Annual	A-1	S.01.02.01	C0010_R0210 Initial submission or re-submission	1 - Initial submission
Annual	A-1	S.02.01.01	C0010_R0030 Intangible assets (SII value)	1244
Annual	A-1	S.02.01.01	C0010_R0040 DTA (SII value)	2492

2. Data is not updated automatically, so users must be aware when data is stale and out of date eg if a resubmission occurs on the reference return then the H.HV sheet has to be reset using the ‘refresh H.HV helper sheet’ option in **Tools** tab so the H.HV has the updated data

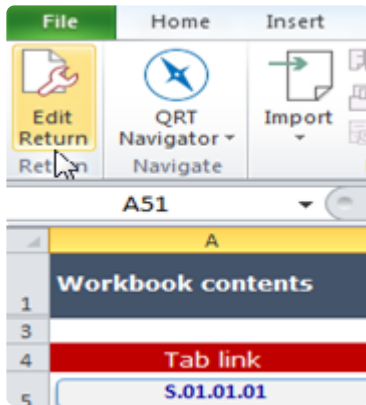


3. Tabular does not verify that the correct reference return has been selected eg if a user is creating the Q3 return but selects the Q1 return (instead of Q2 return as the reference return), Tabular will not recognise this and the Q1 return will be loaded into H.HV and used in reference formulas as if this was the Q2 return. To correct an incorrect reference return being selected, go to EDIT return and change the selection in the **reference return** drop down of the QRT Selection tab. Check [roll forward](#) section for details.

Change Your Return

There are instances wherein you need to make some changes in your return.

In order to make necessary updates to an existing return, just open the return workbook and select **Edit Return** in the *MS Excel Ribbon* as shown below:



Change Company

In the **Edit Setup Window**, all the Tabs and its properties selected when the return was first created will be displayed:

Edit Setup Window

COMPANY

Company overview information

This tab holds the overview information on each reporting entity. Select will be required to be completed. For example, if "Balance sheet report" that is required to be reported in S.02.02 to be entered.

Company

Company name: UK Composite: id14 - v4 ⓘ

Company ID type: LEI ⓘ

Supervisory

Location: United Kingdom ⓘ

Reporting currency: GBP - UK Pound Sterling ⓘ

SCR basis: No Internal Model ⓘ

☒ Quarterly reporting exemption ⓘ

Corporate structure

Reporting type: Solo ⓘ

☐ Assessable mutual ⓘ

Navigate your way down to each Tab and make the desired changes. All Tab properties can be updated. However, there are a few exceptions:

COMPANY Tab (reporting type, business type, reporting currency and location)

Edit Setup Window

COMPANY

NL (AY)
NL (UY)
NL ANTY (AY)
NL ANTY (UY)
FAC
COUNTRY
SCR
BS CUR
BS OTHER
UK NST
UK NST CFs
UK NST LIAB (AY)
UK NST LIAB (UY)
RETURN
QRT SELECTION

Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which of the detailed business profile tabs will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab will be enabled for each currency that is required to be reported in S.02.02 to be entered.

Company

Company name: UK Composite: id14 - v4
Year end: December
Company ID type: LEI
Company ID: 19

Supervisory

Location: United Kingdom
Supervisory authority: Prudential Regulation Authority
Reporting currency: GBP - UK Pound Sterling
Reporting language: English
SCR basis: No Internal Model
☒ Quarterly reporting exemption
☐ Line-by-line reporting exemption

Corporate structure

Reporting type: Solo
Accounting standard: IFRS
☐ Assessable mutual
☐ Captive
☐ Participations

Business profile

Business type: Non-Life Company
Business undertaken: DirectOnly
☐ Run-off
☒ Business undertaken outside home country

Create company
Remove company
Edit name

RETURN Tab (reference dates and financial stability reporting)

Edit Setup Window

COMPANY

NL (AY)
NL (UY)
NL ANTY (AY)
NL ANTY (UY)
FAC
COUNTRY
SCR
BS CUR
BS OTHER
UK NST
UK NST CFs
UK NST LIAB (AY)
UK NST LIAB (UY)
RETURN
QRT SELECTION

ReturnSelection

Select the return period type (annual, quarterly, day 1), the period end-date and which types of QRTs you wish to include in your return workbook.

Reference date

Reference period:
☒ Annual
☐ Quarterly
☐ Day 1 reporting
☐ Ad-hoc

Period start: 1/1/2016
Period end: 12/31/2016
DeadLine: 11/4/2015

Return types

☒ Standard reporting
☒ RSR
☒ RSR (without ECB Add-ons)
☐ RSR (with ECB Add-ons)
☐ SFCR
☐ NST
☐ Financial stability reporting

QRT SELECTION Tab (workbook details)

QRT SELECTION

Workbook details

Workbook name: UK Composite3.xlsm
☐ RSR: NarrativeTemplate.docx
☐ SFCR
System location: C:\Users\Users\Documents\Sis\UK Composite3
☒ Do you want to add interactions for existing sheets?

Back Save Return

Once all changes are made, click **Save Return**.

Remove a QRT

There are two ways on how to remove a QRT. You can:

1. Deselect the option that generates this QRT in the **Edit Setup Window**. Here's one example:

Quarterly Reporting Exemptions is selected in this scenario which triggers to include S.06.02.01- List of asset.

The screenshot shows the 'Edit Setup Window' for a company. On the left, a sidebar lists various reporting categories: LI LOB, FAC, COUNTRY, SCR, BS CUR, BS OTHER, and UK NST. The 'Quarterly reporting exemption' checkbox is checked and highlighted with a red circle. Other settings include Company name (UK Companies: 1024 - V2), Company ID type (LEI), Company ID (19), Location (United Kingdom), Reporting currency (GBP - UK Pound Sterling), Supervisory authority (Prudential Regulation Authority), Reporting language (English), SCR basis (No Internal Model), and checkboxes for NST (checked) and Line-by-line reporting exemption (unchecked).

If deselected, S.06.02.01 will not be included in the **QRT SELECTION** Tab. “**Remove**” is affixed to the **Added/Removed** column for this QRT similar to what is shown here:

The screenshot shows the 'Return QRT list' table. The table has columns for QRT, Added/Removed, and Status. The 'Added/Removed' column for S.06.02.01 List of assets - Table 1 is highlighted with a red circle and labeled 'Removed'. The 'Status' column for the same row is 'NotIncluded'. The table also shows other QRTs like S.05.01.01.01 Premiums, claims and expenses by line of business - Table 1, S.05.02.01 Premiums, claims and expenses by country, S.05.01.01.02 Premiums, claims and expenses by line of business - Table 2, S.04.02.01 Information on class 10 in Part A of Annex I of Solvency II Directive, e, and Assets (13 Entries).

QRT	Added/Removed	Status
S.05.01.01.01 Premiums, claims and expenses by line of business - Table 1		Included
S.05.02.01 Premiums, claims and expenses by country		Included
S.05.01.01.02 Premiums, claims and expenses by line of business - Table 2		Included
S.04.02.01 Information on class 10 in Part A of Annex I of Solvency II Directive, e		NotIncluded
Assets		13 Entries
S.09.01.01 Income/gains and losses in the period		Included
S.06.01.01 Summary of assets		NotIncluded
S.06.02.01.01 List of assets - Table 1	Removed	NotIncluded
S.06.02.01.02 List of assets - Table 2	Removed	NotIncluded
S.06.03.01 Collective investment undertakings - look-through approach		NotIncluded

2. Manually override the existing rule by selecting “**NotIncludedOver**” option from the drop down in the **QRT SELECTION** Tab:

The screenshot shows the 'Return QRT list' table. The 'Status' column for S.06.02.01 List of assets - Table 1 is highlighted with a red circle and labeled 'NotIncludedOver'. The 'Added/Removed' column for the same row is 'Included'. The table also shows other QRTs like S.04.02.01 Information on class 10 in Part A of Annex I of Solvency II Directive, e, Assets (13 Entries), S.09.01.01 Income/gains and losses in the period, S.06.02.01.02 List of assets - Table 2, S.06.01.01 Summary of assets, S.06.03.01 Collective investment undertakings - look-through approach, S.07.01.01 Structured products, S.08.01.01.01 Open derivatives - Table 1, and S.08.01.01.02 Open derivatives - Table 2.

QRT	Added/Removed	Status
S.04.02.01 Information on class 10 in Part A of Annex I of Solvency II Directive, e		NotIncluded
Assets		13 Entries
S.06.02.01.01 List of assets - Table 1	Included	NotIncludedOver
S.09.01.01 Income/gains and losses in the period		Included
S.06.02.01.02 List of assets - Table 2		Included
S.06.01.01 Summary of assets		NotIncluded
S.06.03.01 Collective investment undertakings - look-through approach		NotIncluded
S.07.01.01 Structured products		NotIncluded
S.08.01.01.01 Open derivatives - Table 1		NotIncluded
S.08.01.01.02 Open derivatives - Table 2		NotIncluded

3. Click **Save Return** to apply the changes.

Add a QRT

Adding a QRT to a return can be done by these steps:

1. Click **Edit Return** in the *MS Excel Ribbon*.
2. Select the properties required for that QRT.

In this scenario let's add S.08.01.01. By selecting additional asset reporting option, **INV** Tab will be added. Make sure quarterly reporting exemption is already selected as well.

The screenshot shows two sections of a form. The 'Outward reinsurance' section contains four checkboxes: 'Outgoing reinsurance (this year)', 'Outgoing reinsurance (next year)', 'Facultative reinsurance', and 'SPV reinsurance'. The 'Other reporting' section contains four checkboxes: 'Balance sheet reporting by currency', 'Additional other balance sheet reporting', 'Ring-fenced find/MAP reporting', and 'Additional asset reporting'. A mouse cursor is clicking on the 'Additional asset reporting' checkbox, which is currently checked.

Go to **INV** Tab by clicking the **Next** button and select **Open Derivatives**.

The screenshot shows the 'Edit Setup Window' with the 'Asset reporting information' tab selected. On the left, a list of tabs includes 'COMPANY', 'NL (AY)', 'NL (UY)', 'NL ANTY (AY)', 'NL ANTY (UY)', 'FAC', 'COUNTRY', 'SCR', 'BS CUR', 'BS OTHER', 'UK NST', 'UK NST CFs', 'UK NST LIAB (AY)', 'UK NST LIAB (UY)', and 'INV'. The 'INV' tab is highlighted. The main area shows 'Additional investment reporting' with a table of options:

Name	Selected
Collective investment schemes	<input type="checkbox"/> ⓘ
Open derivatives	<input checked="" type="checkbox"/> ⓘ
Closed derivatives	<input type="checkbox"/> ⓘ
Structured products	<input type="checkbox"/> ⓘ
Securities lending	<input type="checkbox"/> ⓘ
Collateral	<input type="checkbox"/> ⓘ

3. In the **QRT SELECTION** Tab, you'll see S.08.01.01 is included. "**Added**" is affixed in the **Added/Removed** column for this QRT.

NL ANTY (AY)	Return QRT list			
NL ANTY (UY)				
FAC				
COUNTRY				
SCR				
BS CUR				
BS OTHER				
UK NST				
UK NST CFs				
UK NST LIAB (AY)				
UK NST LIAB (UY)				
INV				

QRT	Added/ Removed	Status	
Assets			13 entries
S.06.02.01.01 List of assets - Table 1	!	Included	
S.08.01.01.01 Open derivatives - Table 1	!	Included	
S.09.01.01 Income/gains and losses in the period	!	Included	
S.06.02.01.02 List of assets - Table 2	!	Included	
S.08.01.01.02 Open derivatives - Table 2	!	Included	
S.06.01.01 Summary of assets	!	NotIncluded	
S.06.03.01 Collective investment undertakings - look-through approach	!	NotIncluded	
S.07.01.01 Structured products	!	NotIncluded	
S.08.02.01.01 Derivatives Transactions - Table 1	!	NotIncluded	

4. Save the return.

OVERRIDE:

If you wish to manually override the QRT and skip the above steps:

1. Go to **QRT SELECTION** Tab.

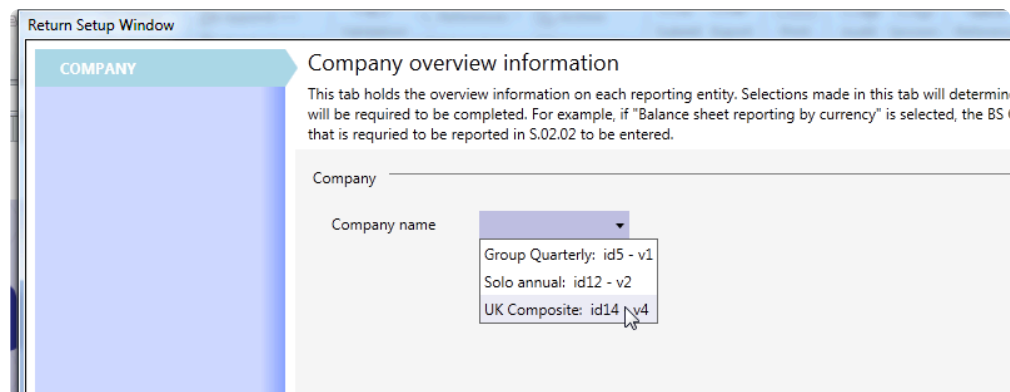
2 Click the drop down option for this QRT and select “**IncludedOver**”

S.07.01.01 Structured products	!	NotIncluded
S.08.01.01.01 Open derivatives - Table 1	!	NotIncluded
S.08.01.01.02 Open derivatives - Table 2	!	NotIncluded
S.08.02.01.01 Derivatives Transactions - Table 1	!	IncludedOver
S.08.02.01.02 Derivatives Transactions - Table 2	!	NotIncluded
S.10.01.01 Securities lending and repos	!	NotIncluded
S.11.01.01.01 Assets held as collateral - Table 1	!	NotIncluded

3. Save Return.

Managing Multiple Companies

Created returns are saved in the system's database. Therefore, you can select the same company in the **Company Name** drop down of the **Return Setup Window** to create another version.

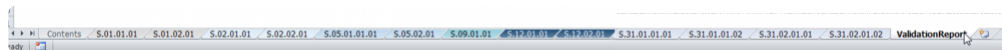


This process can be repeated as many times as needed to create multiple versions of the company.

The Workbook

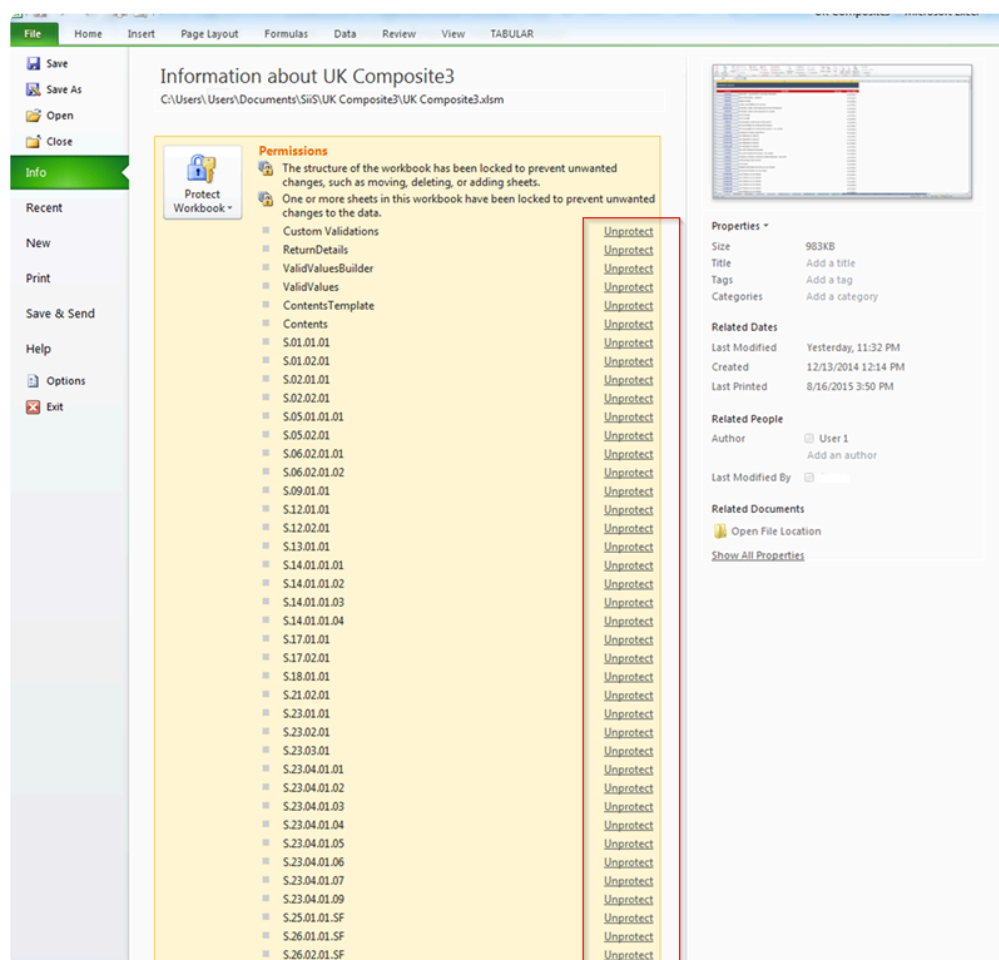
The return workbook consists of multiple worksheets and each worksheet are in a separate tab in this order:

Contents, QRT sheets, Validation Report



Note that the **Validation Report** sheet (tab) is added only when you run the validation test.

The workbook must be locked to prevent unwanted changes. Check if this protection has been applied by clicking **File** in MS Excel's *menu bar* as shown below:



Contents Tab

The **Workbook Contents** tab is the very first tab (leftmost) in the Workbook file. This section summarises and lists down the following Workbook items in a table format:

- List of QRTs included in the Workbook with hyperlink direct to the specific tab
- Title of each QRT
- Description of each QRT,
- Tab Type
- Date Added

Tab link	Tab title	Tab type	Date added
S.01.01.01	Appendix I: Quantitative reporting templates		11/5/2015
S.01.02.01	Basic information - General		11/5/2015
S.02.01.01	Balance sheet		11/5/2015
S.02.02.01	Assets and liabilities by currency		11/5/2015
S.05.01.01.01	Premiums, claims and expenses by line of business		11/5/2015
S.05.02.01	Premiums, claims and expenses by country		11/5/2015
S.06.02.01.01	List of assets		11/5/2015
S.06.02.01.02	List of assets		11/5/2015
S.09.01.01	Income/gains and losses in the period		11/5/2015
S.12.01.01	Life and Health SLT Technical Provisions		11/5/2015
S.12.02.01	Life and Health SLT Technical Provisions - by country		11/5/2015
S.13.01.01	Projection of future cash flows		11/5/2015
S.14.01.01.01	Life obligations analysis		11/5/2015
S.14.01.01.02	Life obligations analysis		11/5/2015
S.14.01.01.03	Life obligations analysis		11/5/2015
S.14.01.01.04	Life obligations analysis		11/5/2015
S.17.01.01	Non-Life Technical Provisions		11/5/2015
S.17.02.01	Non-Life Technical Provisions - By country		11/5/2015
S.18.01.01	Projection of future cash flows (Best Estimate - Non Life)		11/5/2015
S.21.02.01	Underwriting risks non-life		11/5/2015
S.23.01.01	Own funds		11/5/2015
S.23.02.01	Detailed information by tiers on own funds		11/5/2015
S.23.03.01	Annual movements on own funds		11/5/2015
S.23.04.01.01	List of items on own funds		11/5/2015
S.23.04.01.02	List of items on own funds		11/5/2015
S.23.04.01.03	List of items on own funds		11/5/2015
S.23.04.01.04	List of items on own funds		11/5/2015
S.23.04.01.05	List of items on own funds		11/5/2015
S.23.04.01.06	List of items on own funds		11/5/2015

Tab Link

From the **Workbook Contents** tab, you can go straight to a specific QRT by clicking the title of the QRT found under the *Tab Link* column. Refer to the diagram below.

Edit Return
 QRT Navigator
 Import
 Migrations
 Consolidate Manager
 Export Manager
 Plan Status
 My Tasks
 Append
 Append ++
 Delete Selected
 Validation report
 Sub Ref Int

A47 fx

	A	B
1	Workbook contents	
3		
4	Tab link	Tab title
5	S.01.01.01	Appendix I: Quantitative reporting templates
6	S.01.02.01	Basic information - General
7	S.02.01.01	Balance sheet
8	S.02.01.01	file:///C:/Users/.../UK Composite3/UK Composite3.xlsm - S.02.01.01!A1
9	S.05.01.01.01	Premiums, claims and expenses by line of business
10	S.05.02.01	Premiums, claims and expenses by country

Characteristics of product							
C0090	C0100	C0110	C0120	C0130	C0140	C0150	C0160
Product ID code	Product classification	Type of product	Product denomination	Product still commercialised?	Type of premium	Use of financial instrument for replication?	Number of HRGs in products
C0090	C0100	C0110	C0120	C0130	C0140	C0150	C0160

- | | | | | | |
|----------------------------|--|---|---|---|----------------|
| C-35.01.01 | -Solvency Capital Requirement - for undertakings using the standard formula and partial internal model | Contents | Tabular | 3 | |
| | | | Solvency Capital Requirement - for undertakings using the standard formula and partial internal model | | |
| C0001 | C0002 | C0003 | C0005 | C0006 | C0070 |
| Unique number of component | Components description | Calculation of the Solvency Capital Requirement | Allocation from adjustments due to RFF and Matching adjustments portfolios | Consideration of the future management actions regarding technical provisions and/or deferred taxes | Amount modelle |
| C0010 | C0020 | C0030 | C0050 | C0060 | C0070 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Calculations

Data entry and supporting tools

In addition to importing data, changes can definitely be made directly in the Excel QRT cells.

S.02.01.01 - Balance sheet		Contents	Tabular Microsoft Excel-based Solvency II reporting solution
Assets	Solvency II value	Statutory accounts value	
R0010 Goodwill	C0010	C0020	
R0020 Deferred acquisition costs		546	
R0030 Intangible assets	600	2,563	
R0040 Deferred tax assets	636	225	
R0050 Pension benefit surplus	332	36	
R0060 Property, plant & equipment held for own use	0	25	
R0070 Investments (other than assets held for index-linked and unit-linked contracts)	0	1,247	
R0080 Property (other than for own use)	0	584	
R0090 Holdings in related undertakings, including participations	0	663	
R0100 Equities	0	0	
R0110 Equities – listed	0		
R0120 Equities – unlisted	0		
R0130 Bonds	0	0	
R0140 Government Bonds	0		
R0150 Corporate Bonds	0		
R0160 Structured notes	0		
R0170 Collateralised securities	0		
R0180 Collective Investments Undertakings	0		
R0190 Derivatives			
R0200 Deposits other than cash equivalents	0		
R0210 Other investments	0		
R0220 Assets held for index-linked and unit-linked contracts			
R0230 Loans and mortgages	0	0	
R0240 Loans on policies	0		
R0250 Loans and mortgages to individuals			
R0260 Other loans and mortgages			
R0270 Reinsurance recoverables from:	0	0	
R0280 Non-life and health similar to non-life	0	0	
R0290 Non-life excluding health	0		
R0300 Health similar to non-life	0		
R0310 Life and health similar to life, excluding health and index-linked and unit-linked	0	0	
R0320 Health similar to life	0		
R0330 Life excluding health and index-linked and unit-linked	0		
R0340 Life index-linked and unit-linked	0		
R0350 Deposits to cedants	0		
R0360 Insurance and intermediaries receivables	0		
R0370 Reinsurance receivables			
R0380 Receivables (trade, not insurance)			
R0390 Own shares (held directly)			
R0400 Amounts due in respect of own fund items or initial fund called up but not yet paid in	0		
R0410 Cash and cash equivalents	0		
R0420 Any other assets, not elsewhere shown			
R0500 Total assets	1,568	5,311	
	Solvency II value	Statutory accounts value	
Liabilities	C0010	C0020	
R0510 Technical provisions – non-life	0	0	
R0520 Technical provisions – non-life (excluding health)	0		
R0530 Technical provisions calculated as a whole			
R0540 Best Estimate			
R0550 Risk margin			
R0560 Technical provisions – health (similar to non-life)	0		
R0570 Technical provisions calculated as a whole			

Calculation cells

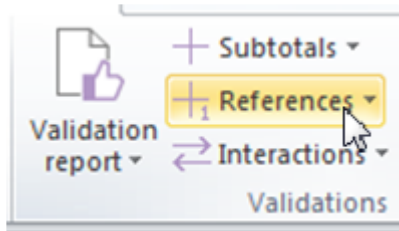
The cells that can be changed are the white cells. The coloured cells are calculated cells which cannot, by default, be changed:

Subtotal cells

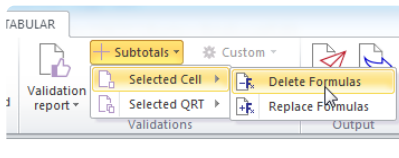
The purple cells are those with a formula bringing in data points from the same QRT.

Reference cells

The orange cells are those with a formula from the Tabular roll-forward feature. These formulas will always include at least one value from the H.HV sheet (but may also include values from other sheets eg in S.29.01 where the formula calculates the difference between the current return value and the previous return value).



Select the type of calculation you wish to remove. For example, if a user wanted to remove the subtotal calculation from the selected cell:



Closed lists

Some data points are restricted to a closed list of possible values. Such cells are indicated with a light grey cell fill and entry into these cells is done through a drop down menu which holds the full list of possible values:

- 2 Reporting date
- 3 Reference date
- 4 Currency used for reporting
- 12 Home Country
- 5 Accounting standard
- 6 Type of internal model
- 7 Composite undertaking? (Y/N)
- 8 RFF? (Y/N)

15/12/2014
GBP
GBP
GEL
GHS
GIP
GMD
GNF
GTQ
GYD

Data Points

Data Points

A **Data Point** refers to the intersection of columns and rows in the Workbook. Note that the column and row name of each Data Point is taken from the Workbook and not from MS Excel.

S.02.01.01

- Balance sheet

Contents

Tabular

Microsoft Excel-based

Solvency II reporting solution

Assets

R0010

Goodwill

R0020

Deferred acquisition costs

R0030

Intangible assets

R0040

Deferred tax assets

R0050

Pension benefit surplus

R0060

Property, plant & equipment held for own use

R0070

Investments (other than assets held for index-linked and unit-linked contracts)

R0080

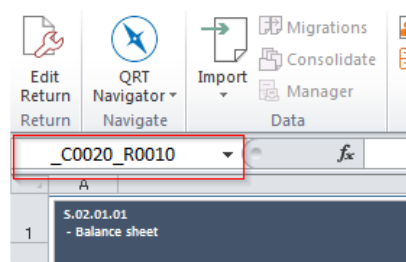
Property (other than for own use)

R0090

Holdings in related undertakings, including participations

Solvency II value	Statutory accounts value
C0010	C0020
0	
0	0
0	
0	

To know which Data Point you are at, check the name box as shown below:



Closed Lists

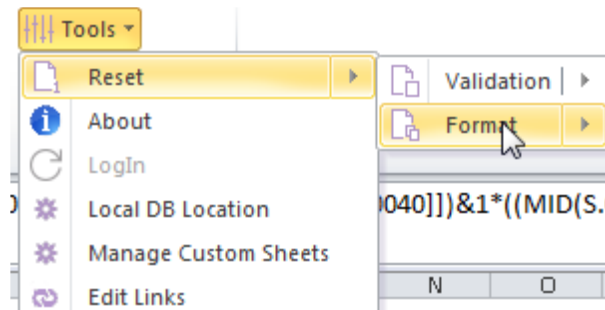
Some Data Points are restricted to a Closed List of possible values. Such cells are indicated with a light grey cell fill and entry into these cells is done through a drop down menu which holds the full list of possible values:

R0100	Regular/Ad-hoc submission	<table><tr><td>Regular reporting</td></tr><tr><td>GBP</td></tr><tr><td>EUR</td></tr><tr><td>CHF</td></tr><tr><td>GBP</td></tr><tr><td>GBP</td></tr><tr><td>GBP</td></tr><tr><td>GBP</td></tr><tr><td>GBP</td></tr><tr><td>GBP</td></tr></table>	Regular reporting	GBP	EUR	CHF	GBP	GBP	GBP	GBP	GBP	GBP
Regular reporting												
GBP												
EUR												
CHF												
GBP												
GBP												
GBP												
GBP												
GBP												
GBP												
R0110	Currency used for reporting											
R0120	Accounting standards											
R0130	Method of Calculation of the SCR											
R0140	Use of undertaking specific parameters											
R0150	Ring-fenced funds											
R0170	Matching adjustment											
R0180	Volatility adjustment											
R0190	Transitional measure on the risk-free interest rate											

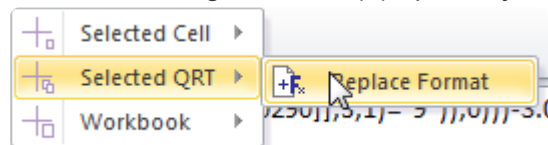
Formatting

Tabular has a distinctive format applied to the whole workbook. In any case it gets broken although it seldom happens or modified by users, you can restore or replace its formatting with this steps:

1. Click Tools > Reset > Format



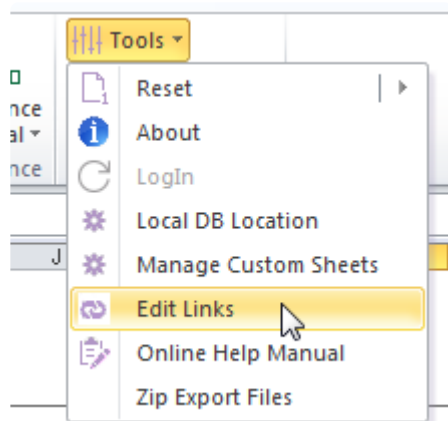
2. Select among the three (3) options you wanted to replace. Then click replace format



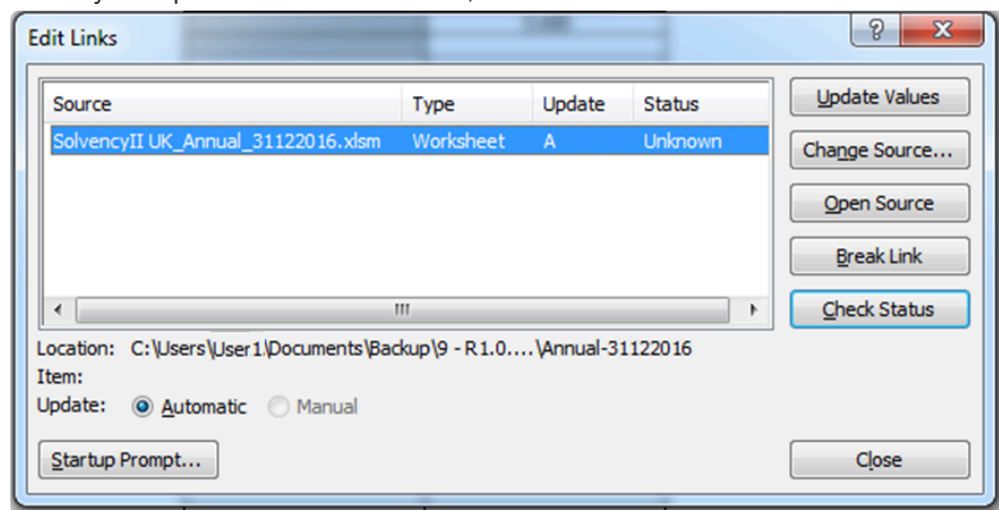
The selected cell, QRT or workbook will again have the formatting used in Tabular.

Edit Links

When user create external references between workbooks to bring information from a source workbook into a destination workbook, it might be very difficult to manually trace all links specially if the workbook has a vast external references. One very helpful tool to workaround with it is using Edit Links which can be access under **Tools** in the ribbon (this opens the edit link window without restriction as the sheet is locked).



Edit Links manager will open if your sheet contains some external references and it display all the files to which your spreadsheet is linked to;



Here, you can:

- verify the workbook you want the external reference to point to is correct
- change the source workbook in an external reference
- remove formulas
- update values.

“Tabular helper” QRT Data points

Around a dozen additional data points have been added across the QRTs to account for common cases where the Tabular formula must be overwritten eg. **S(E).06.02 C0170** formula for **CIC 71,9**; or **S(E).02.01 R0220** (‘Assets held for index-linked and unit-linked contracts’) formula where the amounts not available in **S(E).06.02** must be included in the data point

These data points are marked as either row code “**TR**” (eg S.02.01 _C0010_TR0220) or column code “**TC**” (eg S.06.02 TC0170) and displayed with light blue labels.

C0120	C0130	C0140	C0150	C0160	C0170	C0180	TC0170
Custodian	Quantity	Par amount	Valuation method	Acquisition value	Total Solvency II amount	Accrued interest	Total Solvency II amount (for CIC 71 and 9 only)
C0120	C0130	C0140	C0150	C0160	C0170	C0180	TC0170
Brown Brothers Harriman & Co.	0.0000	#####		0.00	10,066,666.69	66,666.67	
Brown Brothers Harriman & Co.	340118.8200	0.00	2	340,118.82	340,118.82	0.00	
Brown Brothers Harriman & Co.	10417.6800	0.00	2	12,305.36	12,305.36	0.00	
Brown Brothers Harriman & Co.	0.0000	535,840.00	2	513,125.93	529,481.12	3,339.82	
Brown Brothers Harriman & Co.	80846.0000	0.00	1	250,420.58	279,419.95	0.00	
Brown Brothers Harriman & Co.			1	0.00	55,000.00	0.00	55,000.00
Brown Brothers Harriman & Co.			1	0.00	1,643.00	0.00	1,643.00
Brown Brothers Harriman & Co.			1	0.00	5,345.00	0.00	5,345.00
Brown Brothers Harriman & Co.	0.0000	354,360.00	2	324,754.76	361,386.09	1,650.44	
Brown Brothers Harriman & Co.	0.0000	8,268,400.00	2	#####	8,281,216.02	0.00	
Brown Brothers Harriman & Co.	0.0000	1,205,640.00	2	#####	1,425,490.93	243.61	
Brown Brothers Harriman & Co.	6500.0000	0.00	1	240,007.07	287,082.90	0.00	
Brown Brothers Harriman & Co.							

These “**helper datapoints**”:

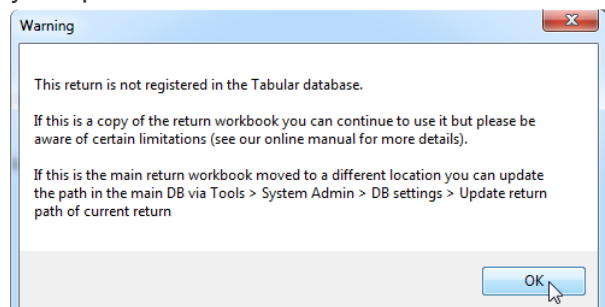
- are NOT submitted in your xbrl output
- they are in the Tabular return to help specific scenarios where users commonly needed to remove a Tabular formula (ie the green, purple, orange cells with formulas added by Tabular) because the formula was not correct for their specific scenario
- for scenarios like the above, the “helper datapoints” can be used to enter the information not available in the return to allow the formula to work correctly

For example, we added TC0171 to SE.06.02 because of the EIOPA rule that states that for assets that are CIC 71 or 9 then C1300 and C0140 must be left empty. Thus, for these assets, the default formula in C0170 can not produce the correct result and previously users had to remove the formula from C0170 and enter directly into C0170 the Sii value for these assets.

Now, instead of removing the C0170 formula users can simply enter the Sii value for the CIC 71 and 9 assets into TC0171 and this will be fed into the updated C0170 formula. Note, and there are validations to help enforce this, you should ONLY use TC0171 for CIC 71 and 9. For all other assets, you complete C0130/C0140 and C0370 and C0380 as normal as before.

Unregistered Tabular Workbooks

When a copy of a Tabular return workbook is made or the return workbook is moved to another location, it is considered as “unregistered Tabular workbook”. The dialog from the screenshot below shows every time you open it:



These can still be used but note the main database is not aware of this workbook, so we apply the following limitations to this workbook as the will not work properly:

- audit tracking will not be saved
- data upgrades will not be applied
- return is not available for roll forward and comparison
- return backups will not be created
- some functionality is disabled – Edit Return, Manage custom sheets, Team, Return Recovery

If you have this message showing for you consider this two variants:

1. If the return workbook you are opening is a copy of the original one, but you want to keep it and test some stuff using it – then continue using it with the following restrictions noted above, but do not use it for the filing of your official data.
2. If this is the original return workbook that was created by Return setup, but you have moved it to a new location – register this new path, so the new proper path to the workbook is saved to the Database.

Check [DB settings](#) section to guide you how to do that.

DB Settings

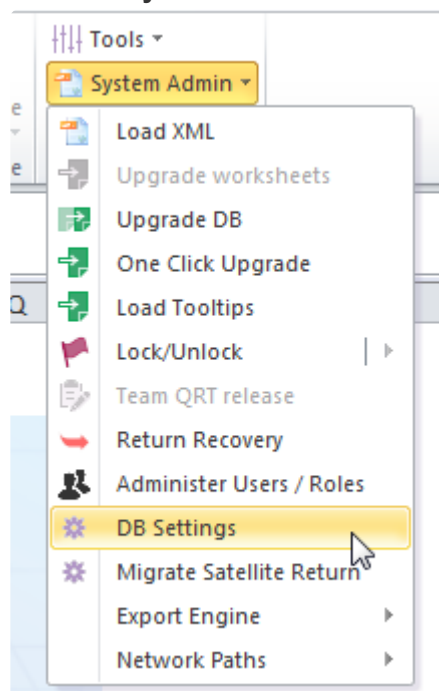
User needs to align a return workbook or Database when it is moved to a different location, otherwise you may have limited access to the full features of Tabular.

There are two different processes involved, depending which needs to be aligned: a return workbook or the path to the database

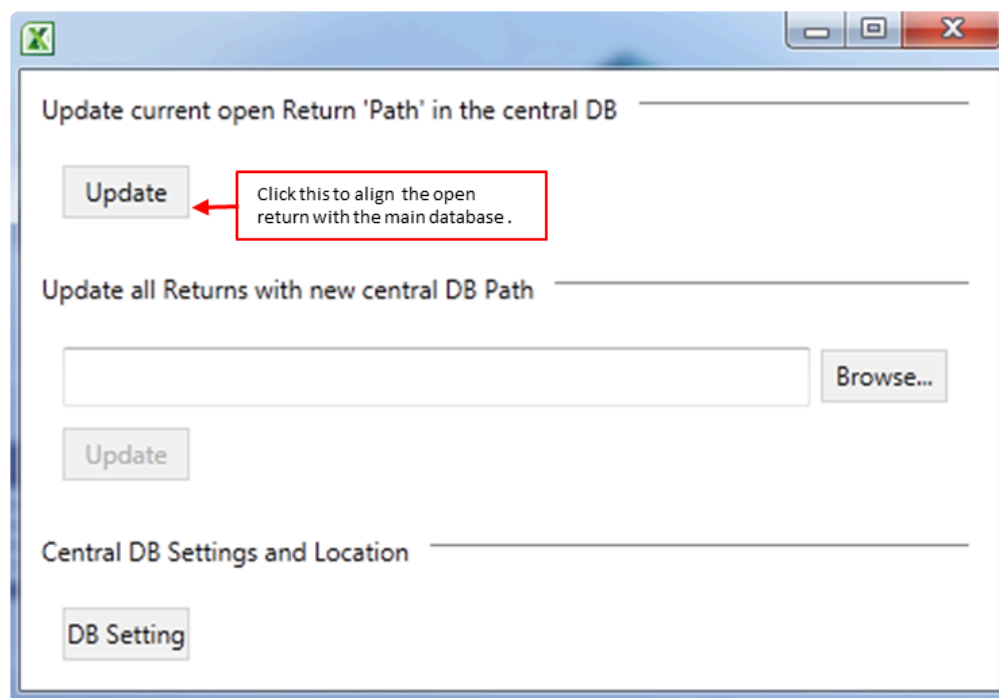
Here's how:

A. If it is a return workbook moved to a different location, opening the return will give you a [warning message](#) that you need to update the path in the main DB.

1. Sign in as administrator in the log-in area of the open return.
2. Go to **System Admin** in the ribbon and click **DB Settings**.



3. Click Update in the dialogue box.



Update current open Return 'Path' in the central DB

Update

Click this to align the open return with the main database.

Update all Returns with new central DB Path

Browse...

Update

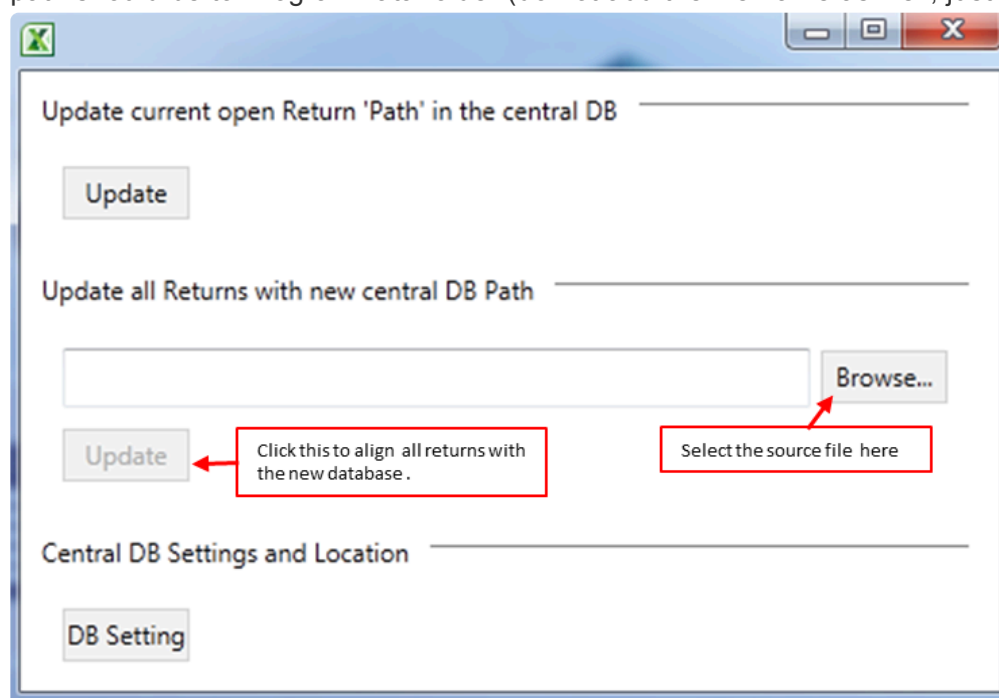
Central DB Settings and Location

DB Setting

4. A message will show to confirm that path is successfully updated.

B. When the central DB is moved to other location

1. Open the main Tabular workbook and log-in as Administrator.
2. Go to **System Admin** in the ribbon and click **DB Settings**.
3. In the dialogue box, select the path where the new central DB is located and click Update. Note that the path should be to ProgramData folder (do not add the file name as well, just the ProgramData)



Update current open Return 'Path' in the central DB

Update

Update all Returns with new central DB Path

Browse...

Update

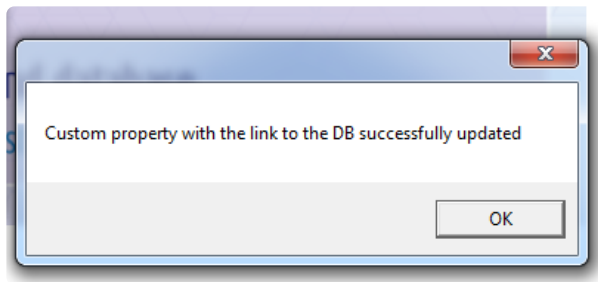
Click this to align all returns with the new database.

Select the source file here

Central DB Settings and Location

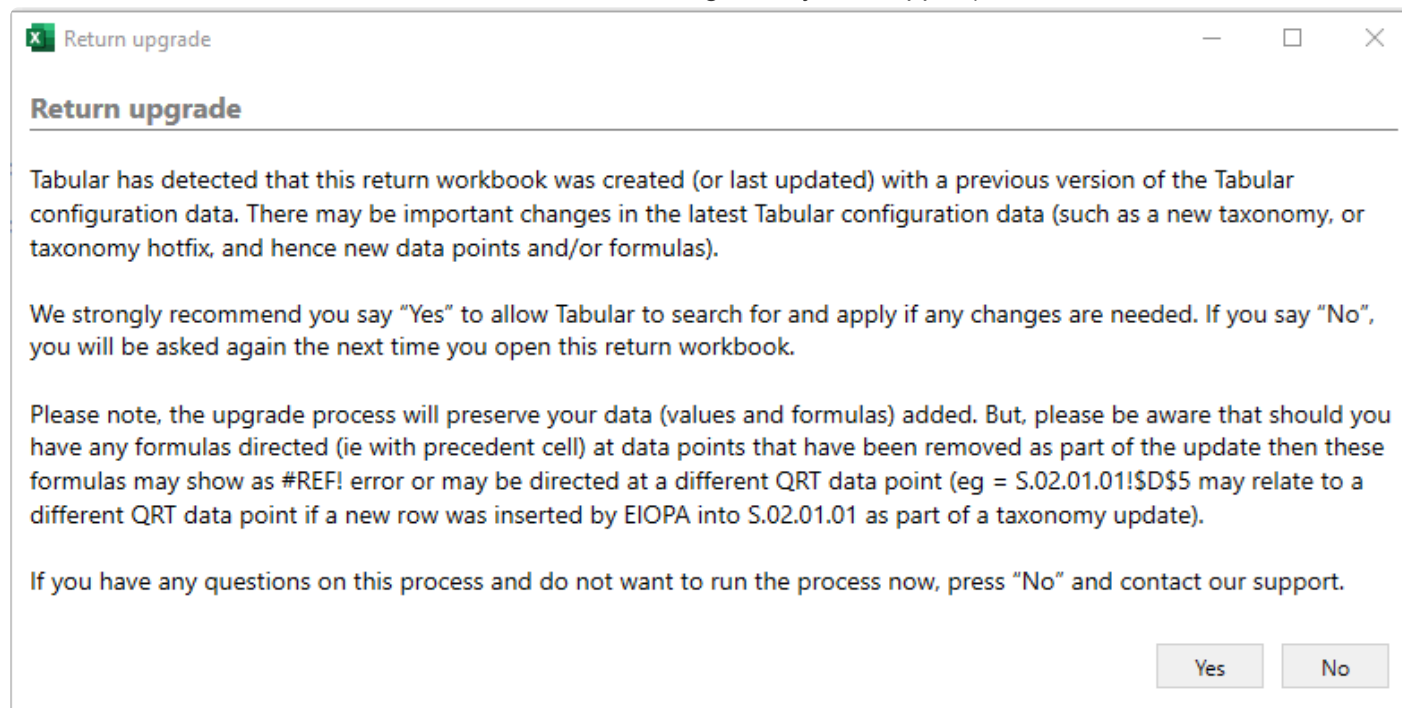
DB Setting

4. A confirmation message will show once update is successful



Upgrading a workbook

With the change in 5.0.0.0, one click upgrade no longer upgrades your workbooks, instead, this is done when you first open a workbook that is due to be updated. Note that Tabular uses some internal rules to determine if the return is in scope for an upgrade (e.g. workbooks from previous years will not be flagged for return upgrade). If you get the following message when you open your workbook, in general users should click yes and wait for the process to finish (only for scenarios where the upgrade process is causing issues, eg repeatedly failing, would we advise to click no so that users can continue to work with the (un-upgraded) return in the meanwhile while those issues are investigated by our support).



This process will do a few different things:

1. Apply any structural changes to the templates (add/remove data points etc..)
2. Change any dropdown values of closed list fields. Note this will not change any values you have in these fields, but that should be flagged by validations if the value you selected is no longer relevant.
3. Will update formulas (note any formulas that you have removed manually and you have added your own will not be overwritten)

Sometimes if the process does structural changes to a QRT, you might see some strange formatting like:

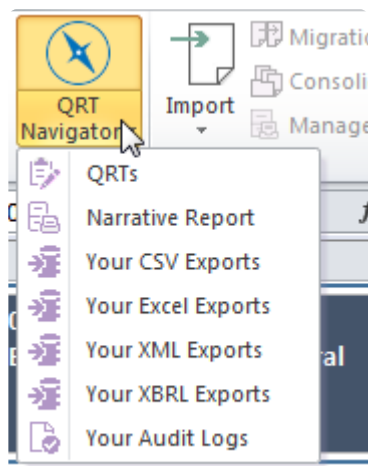
- Some borders being gone on column headers etc..
- Cells and labels not being word wrapped, which you can fix with resizing the columns/rows
- Other random changes like some label is not properly indented or not in bold etc..

All of these are just cosmetic differences that are hard to implement in the upgrade process, but will not affect validations or XBRL generations in any way. You might just need to do a little bit of resizing of the columns to get a comfortable view.

Note that if you select not to perform the Upgrade of the return now, you will still be able to use it, however, you will keep getting the upgrade message every time you open it and we generally advise you to do the upgrade before the final validation check and XBRL generation as it may contain changes that are important for your submission.

QRT Navigator

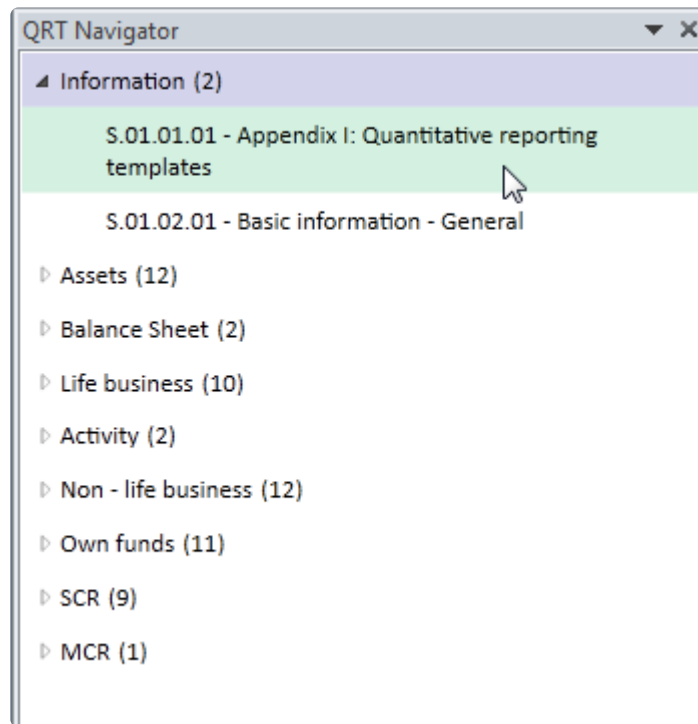
The **QRT Navigator** allows the user to navigate around the Return with ease. This feature provides access to QRTs, Narrative Reports, and the exported files such as CSV, Excel, XML and XBRL as well as Audit Logs . By clicking the drop-down button of the QRT Navigator in the MS Excel *Ribbon*, you'll see the options as shown here:



Note that for this to function as expected, you must have the respective files beforehand, otherwise nothing will happen.

QRTs

The **QRT Navigator** task pane provides hierarchical structure of the Return Workbook, showing the type and QRT description like the one below:



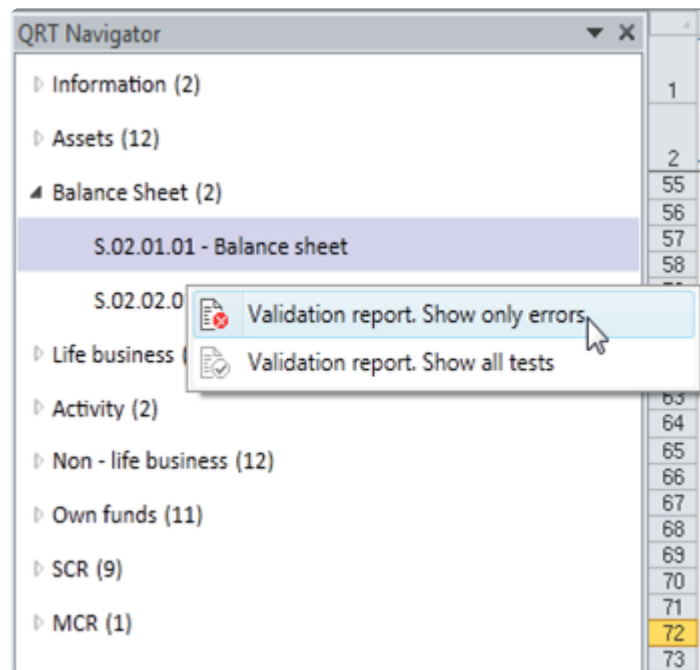
To show the task pane and navigate to a specific QRT, follow these steps:

1. Click the **QRT Navigator** drop-down button.
2. Select **QRTs**.
3. Select a QRT within the tree view to navigate that QRT.

To hide it, simply click the **QRT Navigator** icon or the task pane's Close **[x]** button.

Furthermore, certain actions or functionalities such as validation can be initiated on QRTs through the navigator. By right clicking on the QRT in the tree view, a context menu shows with validation options.

Show all test option shows the whole validation result including the failing values. While **Shows only errors** filters the result to show only the failing values.



Narrative Report

A **Narrative Report** is a MS Word file where a user can import relevant fields from the main Workbook QRTs or from an additional MS Excel spreadsheet to keep the quantitative disclosures within the qualitative reports in sync.

The default filename of a **Narrative Report** matches the naming convention of the Workbook as shown below.

Name	Date modified	Type	Size
Backup	11/4/2015 1:33 PM	File folder	
ProgramData	11/4/2015 1:31 PM	File folder	
UK Composite	11/4/2015 1:33 PM	Microsoft Excel M...	762 KB
UK Composite_RSR	10/27/2015 10:28 ...	Microsoft Word D...	16 KB
UK Composite_SFCR	10/27/2015 10:28 ...	Microsoft Word D...	16 KB

Here is how you can link the data to your SFCR Narrative reporting document:

1. Open Narrative reporting document.
2. Add a new SourceFile that will point to the already exported from Tabular SFCR (English) workbook.

Data Source Manager

Datasource: QRT Workbook

Path: C:\Users\IDesktop\10 - R3.0.0.5 REV 2\Tabular Main Workbook>Returns\UK Nonlife\Annual-31122017\UK Nonlife_Annual_31122017.xlsm

Add File Delete File Change Path

Data Link

Worksheet:

Data Point:

Insert

Chart or Table Object

Object Type:

Worksheet:

Name:

Insert

3. After you have added a data source to the SFCR workbook go to the “Chart or table Object” area of Narrative reporting pane. Select Table then the worksheet to import. In the last Name field — user should search for an entry containing DP inside (this are named ranges we have added specifically for that purpose). This named range covers all the meaningful data points from the sheet so by adding that user will get the full sheet linked:

The screenshot shows the 'Narrative Reporting' window. It is divided into four main sections:

- Data Source Manager:** Datasource is set to 'SFCR'. The Path is 'C:\Users\Desktop\Solo Annual UK 2.0.1 v3 SFCR (English language).xlsx'. There are buttons for 'Add File', 'Delete File', and 'Change Path'.
- Data Link:** Worksheet and Data Point are empty dropdowns. An 'Insert' button is at the bottom right.
- Chart or Table Object:** Object Type is 'Table'. Worksheet is 'S.25.01.21'. The Name dropdown is open, showing '_DPS' (highlighted with a red oval) and '_xlnm.Print_Area'.
- Format Manager:** Radio buttons for 'Field Specific' and 'General' (selected). Below are dropdowns for Case, Comma Separator, Currency, Date Format, Color, Decimal Digits, and Font.

All the SFCR sheets can be inserted in the Narrative report this way. Note that this template is reusable if a user needs to do the same for another company. They just need to copy this Narrative reporting file — it will keep all this links. Go to the Data Source manager on top and click on the change path button and then navigate to the SFCR export of the new company. Then you need to click on the Refresh all button.

The screenshot shows the 'Manage Fields' section with the following controls:

- Buttons: Refresh, Delete, Refresh All (highlighted with a red oval), Lock, Unlock, Highlight All Fields, Show Field Source.
- Checkbox: 'Refresh fields when file is opened' (unchecked).

This will refresh the values so they are taken from the newly linked SFCR file for the second company. (note the refresh process might take some time depending on how much data you have linked to the template)

Your Audit Logs

The **Audit Log** holds a record of every static data point changes, actions, or activities undertaken by a user. Each record shows the value, user, change from – to, time of change, and sub-type of change. Like all other files, all **Audit Logs** are also saved to its corresponding folder *Audit report archive*.

To view the Tabular **Audit Logs**, click **QRT Navigator** and choose **Your Audit Logs**.

Here's an example of an **Audit Log**:

AuditReport 07/11/2015 13:32:51										
Contents 										
Microsoft Excel-based Solvency II reporting solution										
AuditLog ID	QRT	Data point	Change by	Change type	Change sub-type	Relation type	Update type	Change time	Change from	Change to
57	S.01.01.0	_C0010_R	1	0400	User1	direct	return setup	internal Value	05/11/2015 21:02:00	No use of volatility adjustment
58	S.26.06.0	_C0020_R	1.SF	0200	User1	direct	user	internal Value	07/11/2015 12:47:38	225
59	S.02.01.0	_C0010_R	1	0030	User1	direct	user	internal Value	07/11/2015 13:32:28	562
60	S.02.01.0	_C0010_R	1	0040	User1	direct	user	internal Value	07/11/2015 13:32:29	3164
61	S.02.01.0	_C0010_R	1	0050	User1	direct	user	internal Value	07/11/2015 13:32:30	252
62	S.02.01.0	_C0010_R	1	0060	User1	direct	user	internal Value	07/11/2015 13:32:32	6663
63	S.02.01.0	_C0020_R	1	0010	User1	direct	user	internal Value	07/11/2015 13:32:35	251
64	S.02.01.0	_C0020_R	1	0020	User1	direct	user	internal Value	07/11/2015 13:32:36	523
65	S.02.01.0	_C0020_R	1	0030	User1	direct	user	internal Value	07/11/2015 13:32:37	663
66	S.02.01.0	_C0020_R	1	0040	User1	direct	user	internal Value	07/11/2015 13:32:38	223
67	S.02.01.0	_C0020_R	1	0050	User1	direct	user	internal Value	07/11/2015 13:32:39	22
68	S.02.01.0	_C0020_R	1	0060	User1	direct	user	internal Value	07/11/2015 13:32:40	121
69	S.02.01.0	_C0020_R	1	0080	User1	direct	user	internal Value	07/11/2015 13:32:41	258
70	S.02.01.0	_C0020_R	1	0090	User1	direct	user	internal Value	07/11/2015 13:32:42	562

QRT Drill Down

Another way to easily navigate around the return is to use the drill functionality available on every calculation cell. For any calculation cell, right click on the cell and choose “Drill-down” in the context menu:

The screenshot displays the Tabular Excel interface for a Solvency II balance sheet. The main table is divided into two columns: 'Solvency II value' and 'Statutory accounts value'. The 'Assets' section is visible, with rows for Goodwill, Deferred acquisition costs, Intangible assets, Deferred tax assets, Pension benefit surplus, Property, plant & equipment held for own use, Investments (other than assets held for index-linked and unit-linked contracts), Property (other than for own use), Holdings in related undertakings, including participations, and Equities. A context menu is open over a cell in the 'Solvency II value' column, showing options like Validation Report, Copy, Paste Options, Paste Special, Insert, Delete, Clear Contents, Filter, Sort, Insert Comment, Format Cells, Pick From Drop-down List, Define Name, and Hyperlink. The 'Drill Down' option is highlighted. The bottom of the interface shows a navigation bar with various tabs and a search bar.

Solvency II value	Statutory accounts value
Goodwill	
Deferred acquisition costs	
Intangible assets	
Deferred tax assets	
Pension benefit surplus	
Property, plant & equipment held for own use	
Investments (other than assets held for index-linked and unit-linked contracts)	
Property (other than for own use)	
Holdings in related undertakings, including participations	
Equities	
Equities - listed	
Equities - unlisted	
Bonds	
Government Bonds	
Corporate Bonds	
Structured notes	
Collateralised securities	
Collective Investments Undertakings	
Derivatives	
Deposits other than cash equivalents	
Other investments	
Assets held for index-linked and unit-linked contracts	
Loans and mortgages	
Loans on policies	
Loans and mortgages to individuals	
Other loans and mortgages	
Reinsurance recoverables from:	
Non-life and health similar to non-life	
Non-life excluding health	
Health similar to non-life	
Life and health similar to life, excluding health and index-linked and unit-linked	
Health similar to life	
Life excluding health and index-linked and unit-linked	
Life index-linked and unit-linked	
Deposits to cedants	
Insurance and intermediaries receivables	
Reinsurance receivables	
Receivables (trade, not insurance)	
Own shares (held directly)	
Amounts due in respect of own fund items or initial fund called up but not yet paid in	
Cash and cash equivalents	
Any other assets, not elsewhere shown	
Total assets	
Liabilities	
Technical provisions - non-life	
Technical provisions - non-life (excluding health)	
Technical provisions calculated as a whole	
Best Estimate	
Risk margin	
Technical provisions - health (similar to non-life)	
Technical provisions calculated as a whole	

This will parse the formula into its constituent data points, and provide the value for each; any of which can be clicked on to navigate directly to that cell within the return.

Importing Data

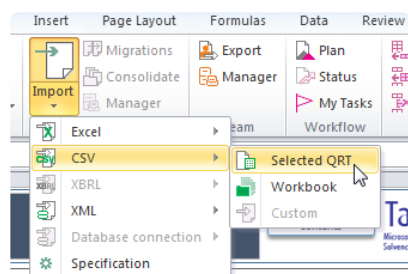
Importing refers to a command or process that assists the user in filling in the data into the QRT Data Points accurately.

The following file types are supported by the Tabular import routine:

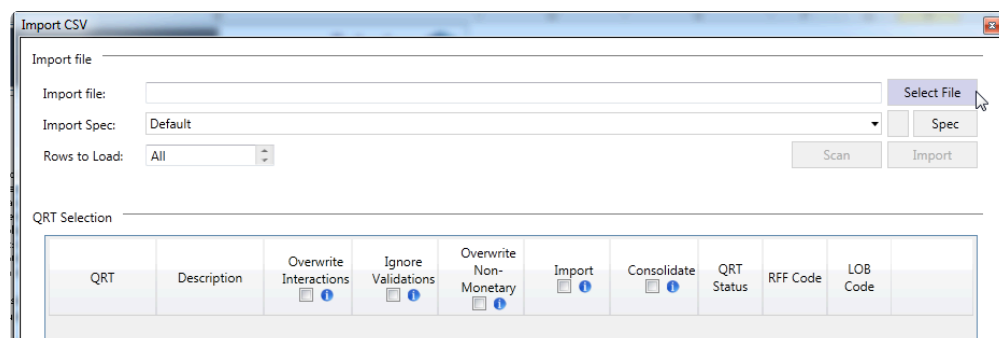
- [CSV](#)
- [XML](#)
- [Excel](#)
- [XBRL](#)

Here are the steps on how to import data into the Tabular Workbook:

1. Click the **Import** button in the MS Excel *Ribbon*.
2. Select the appropriate type of file to import in the context menu as shown in the image below. Choose **SELECTED QRT** option if you wish to import data only to a specific QRT, or choose **WORKBOOK** to import into the entire Return.



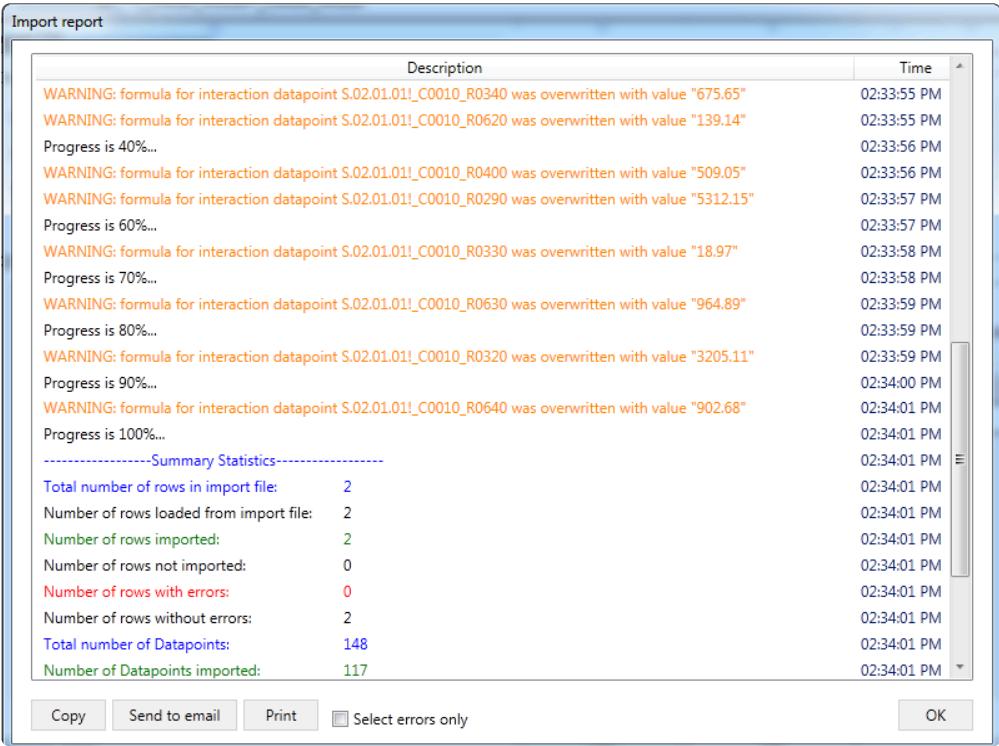
3. The **Import** task pane will be displayed with several configurable options:



OVERWRITE INTERACTIONS

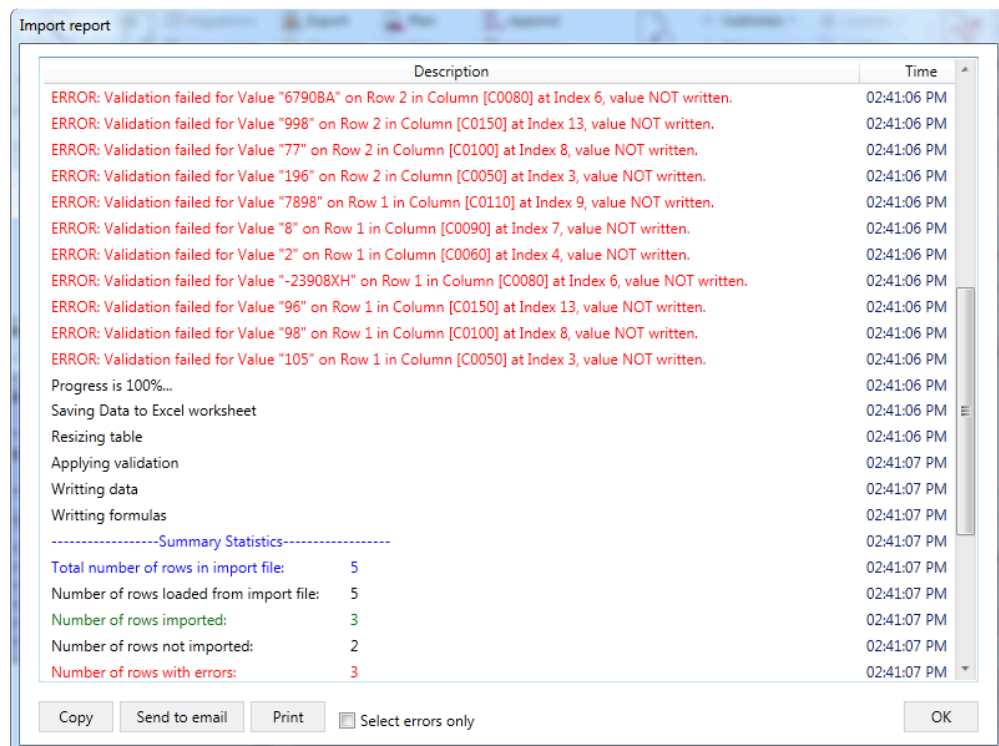
For Data Points within the Return that were derived from other Data Points (e.g. subtotals), the default setting is not to import into the cells to replace the formula. However, this can be changed through this

setting (note, all calculation formulas can be retrieved from the database at any point, see [Calculation](#) cell section).



IGNORE DATA VALIDATION

For data points within the return which are limited by the taxonomy or other restrictions to a closed list of valid values or particular data formats then the default setting is not to import values which are not compliant with those rules. However, this can be changed through this setting.



If ignore data validations is set to “no”, then those invalid valid values will not be imported (note: valid values will still be imported). If ignore data validations is set to “yes”, then those invalid valid values will be imported along with the valid data.

OVERWRITE NON-MONETARY

For numeric data points which don't represent monetary values (such as risk factors and other ratios) and text and date fields, this setting will set whether the value will be overwritten from the import file or not.

CONSOLIDATE

To append data to existing data (relevant for table QRTs only) the append option (default setting) should be selected. To overwrite existing data and replace select consolidate.

OVERWRITE — table QRTs

When consolidate is not selected for a table QRT the current contents of the QRT will be removed and replaced with the import file.

OVERWRITE — static QRTs

Similar to table QRTs, when consolidate is not selected for a static QRT the current contents of the QRT will be removed (calculations excluded unless overwrite calculations is also selected) and replaced with the import file.

APPEND — table QRTs

When consolidate append is selected for a table QRT the current contents of the QRT will be remain and the contents of the import file will be appended below.

APPEND — static QRTs

When consolidate append is selected for a static QRT the current contents of the QRT will be remain and be “consolidated” with the contents of the data file. For example, if S.02.01.1 data point C0010_R0050 contains 34 and the import file for this data points contains 10, post import S.02.01.01 data point C0010_R0050 will show 44.

RUNNING IMPORT

1. Click “**Select File**” to locate the import file you wish to import.
2. Once the file selection has been made and other import settings have been set as required, click “**Import**”.

Note for table QRTs, the excel table object will be expanded to the required size depending on the number of valid rows being imported; this does not need to be set up prior to importing.

Pre-import validation checks will be performed to ensure the import file is consistent with the chosen specification. This check is performed at the row level, so rows not in the correct form for the import routine to import will be omitted although the rest of the return will import correctly (note the rows not imported will be listed in the import report).

The import report will provide feedback on the pre-import validations and provide progress updates to the user on the processing.

Import report	
Description	Time
Confirmed Tabular file is not open.	02:45:00 PM
The following header information was loaded from the CSV file - Company: CSVsolo ReturnId: 1 Form: S.02.01.01 dts: 201:	02:45:00 PM
Found header row with QRT Name S.02.01.01 of import type Default	02:45:00 PM
Beginning Sheet Load...	02:45:00 PM
Loading validation data	02:45:00 PM
Param value C0020 detected	02:45:14 PM
Loading Excel ranges for sheet S.02.01.01	02:45:14 PM
Writing Excel data to QRT S.02.01.01	02:45:15 PM
Progress is 10%...	02:45:16 PM
Progress is 20%...	02:45:17 PM
Progress is 30%...	02:45:17 PM
Progress is 70%...	02:45:21 PM
Progress is 80%...	02:45:22 PM
Progress is 90%...	02:45:23 PM
Progress is 100%...	02:45:23 PM
Param value C0010 detected	02:45:23 PM
Loading Excel ranges for sheet S.02.01.01	02:45:24 PM
Writing Excel data to QRT S.02.01.01	02:45:24 PM
Progress is 10%...	02:45:25 PM
Progress is 20%...	02:45:26 PM
Progress is 30%...	02:45:27 PM

Copy Send to email Print ☐ Select errors only OK

POST IMPORT REPORT

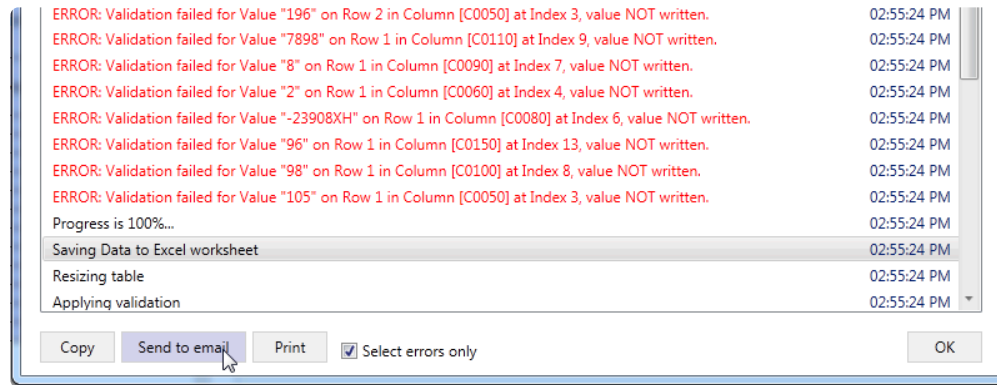
Import report	
Description	Time
Begin data validation of 3 rows of data for sheet S.06.02.01.01...	02:52:47 PM
Loading validation data	02:52:47 PM
ERROR: Validation failed for Value "877" on Row 3 in Column [C0110] at Index 9, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "99" on Row 3 in Column [C0090] at Index 7, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "7" on Row 3 in Column [C0060] at Index 4, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "879LP" on Row 3 in Column [C0080] at Index 6, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "6584" on Row 3 in Column [C0150] at Index 13, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "7144" on Row 3 in Column [C0100] at Index 8, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "16" on Row 3 in Column [C0050] at Index 3, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "5698" on Row 2 in Column [C0110] at Index 9, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "10" on Row 2 in Column [C0090] at Index 7, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "55" on Row 2 in Column [C0060] at Index 4, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "6790BA" on Row 2 in Column [C0080] at Index 6, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "998" on Row 2 in Column [C0150] at Index 13, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "77" on Row 2 in Column [C0100] at Index 8, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "196" on Row 2 in Column [C0050] at Index 3, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "7898" on Row 1 in Column [C0110] at Index 9, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "8" on Row 1 in Column [C0090] at Index 7, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "2" on Row 1 in Column [C0060] at Index 4, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "-23908XH" on Row 1 in Column [C0080] at Index 6, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "96" on Row 1 in Column [C0150] at Index 13, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "98" on Row 1 in Column [C0100] at Index 8, value NOT written.	02:52:56 PM
ERROR: Validation failed for Value "105" on Row 1 in Column [C0050] at Index 3, value NOT written.	02:52:56 PM

Copy Send to email Print ☐ Select errors only OK

Following the completion of the import the import report window will show each data validation error within the import file; providing the row number, data point (eg "Issuer name") and the value.

This report can be filtered to remove information lines to only show the errors and can be copied into

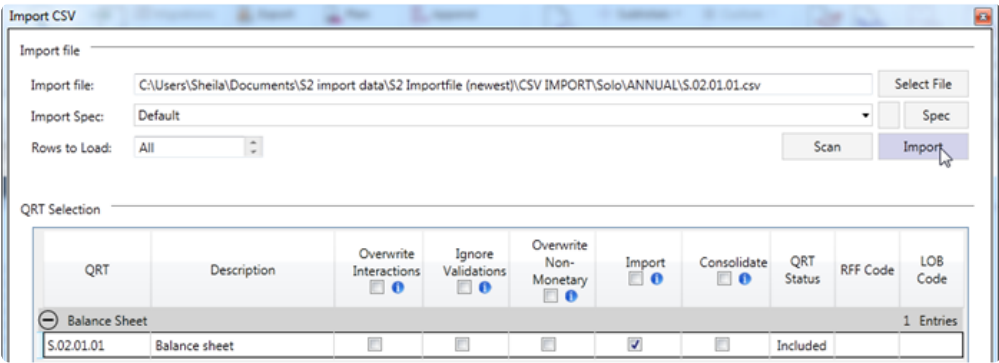
another application, send to the users default email client or printed:



CSV

CSV or **Comma-Separated Values** is one of the data types supported by Tabular’s data import feature.

Here is an example of import configuration for CSV:



You can check the detailed process of importing in the [Importing Data](#) section.

Here’s a screenshot of the report after the import process:

File Home Insert Page Layout Formulas Data Review View TABULAR

Edit Return QRT Navigator Import Consolidate Manager Export Manager Plan Status Append Append ++ Validation report Subtotals References Interactions Comments Submit

C0010_R0050 fx 225

1 S.02.01.01 - Balance sheet Contents Tabular Microsoft Excel-based Solvency II reporting solution

	Solvency II value	Statutory accounts value
	C0010	C0020
Assets		
R0010 Goodwill	500	500
R0020 Deferred acquisition costs	200	200
R0030 Intangible assets	836	433
R0040 Deferred tax assets	-51	161
R0050 Pension benefit surplus	225	-35
R0060 Property, plant & equipment held for own use	0	4,853
R0070 Investments (other than assets held for index-linked and unit-linked contracts)	0	6,757
R0080 Property (other than for own use)	0	257
R0090 Holdings in related undertakings, including participations	0	567
R0100 Equities	0	2,578
R0110 Equities - listed	0	526
R0120 Equities - unlisted	0	2,052
R0130 Bonds	0	2,083
R0140 Government Bonds	0	442
R0150 Corporate Bonds	0	439
R0160 Structured notes	0	466
R0170 Collateralised securities	0	736
R0180 Collective Investments Undertakings	0	464
R0190 Derivatives	0	305
R0200 Deposits other than cash equivalents	0	130
R0210 Other investments	0	373
R0220 Assets held for index-linked and unit-linked contracts	1,032	1,284
R0230 Loans and mortgages	27,512	2,728
R0240 Loans on policies	0	211
R0250 Loans and mortgages to individuals	815	23
R0260 Other loans and mortgages	26,637	2,237
R0270 Reinsurance recoverables from:	0	3,236
R0280 Non-life and health similar to non-life	0	875
R0290 Non-life excluding health	0	211
R0300 Health similar to non-life	0	659
R0310 Life and health similar to life, excluding health and index-linked and unit-linked	0	1,577
R0320 Health similar to life	0	831
R0330 Life excluding health and index-linked and unit-linked	0	946
R0340 Life index-linked and unit-linked	0	784
R0350 Deposits to cedants	0	974
R0360 Insurance and intermediaries receivables	1,214	344
R0370 Reinsurance receivables	695	633
R0380 Receivables (trade, not insurance)	219	114
R0390 Own shares (held directly)	79	87
R0400 Amounts due in respect of own fund items or initial fund called up but not yet paid in	0	639
R0410 Cash and cash equivalents	0	430
R0420 Any other assets, not elsewhere shown	375	172
R0500 Total assets	32,135	23,517
	Solvency II value	Statutory accounts value
	C0010	C0020
Liabilities		
R0510 Technical provisions - non-life	2,036	940
R0520 Technical provisions - non-life (excluding health)	863	864
R0530 Technical provisions calculated as a whole	120	
R0540 Best Estimate	723	
R0550 Risk margin	20	
R0560 Technical provisions - health (similar to non-life)	1,173	77
R0570 Technical provisions calculated as a whole	383	
R0580 Best Estimate	221	
R0590 Risk margin	569	

Ready

CSV Specifications

CSV file specifications are composed of:

1. **QRT name** – the name of the sheet where you wish to import the file.
2. **Param**
3. **Data** (number and text) separated by a comma.

Here's an example:

```
,,S.06.03.01,,,,,,,,
S.06.03.01,,SF4561212,OCANNA,Call options,EU,Local,256100
S.06.03.01,,CH768100,SEDOL,Futures,JP,Foreign,326510
S.06.03.01,,LP0880011,CUSIP,Liabilities,HU,Foreign,122540
```

To create a file that allows you to import more than one QRT at once, replace the QRT Name (e.g. *S.06.03.01*) with *Book* and chain together the standard import rows for the individual QRTs like this:

```
,,Book,,,,,,,,
S.03.01.01,C0030,210.30,256.00,123.00,147.21,125.65
S.03.01.01,C0040,690.00,123.74,168.00,124.22,154.54
S.06.03.01,,SF4561212,OCANNA,Call options,EU,Local,256100
S.06.03.01,,CH768100,SEDOL,Futures,JP,Foreign,326510
S.06.03.01,,LP0880011,CUSIP,Liabilities,HU,Foreign,122540
```

For each QRT, the default CSV specification can be replaced with a user-defined custom mapping. See [Custom Mapping](#) section.

XML

Schema

The specification for the XML import is the following schema:

```
<?xml version="1.0" encoding="utf-8"?>
<ArrayOfLogData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
  <Log data>
    <Id> </Id>
    <SheetName> </SheetName>
    <CellAddress> </CellAddress>
    <ActualValue> </ActualValue>
  </Log data>
</ArrayOfLogData>
```

Static QRT data points

Cell Address is the “full” EIOPA coordinate eg S.02.01.b _A26! for Deferred Tax Assets (Solvency II value) in S.02.01 EIOPA code A26

Table QRT data points

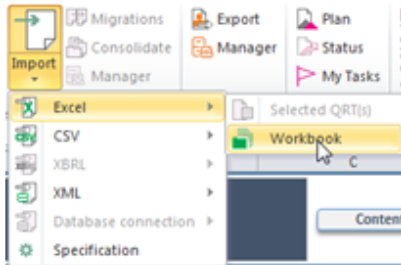
Cell Address is the “full” EIOPA coordinate plus a row indicator eg S.06.02.b!_A8.345 for Issuer Name row 345 (QRT table row not excel row) in S.06.02.b EIOPA code A26.

Note the row number becomes a relative marker when **Import Type** selected is “Append”. Moreover, missing row numbers in the XML file will result in blank rows in the QRT table.

Excel

Here are the steps on how to import an Excel file:

1. Go to **Import > Excel > Workbook**

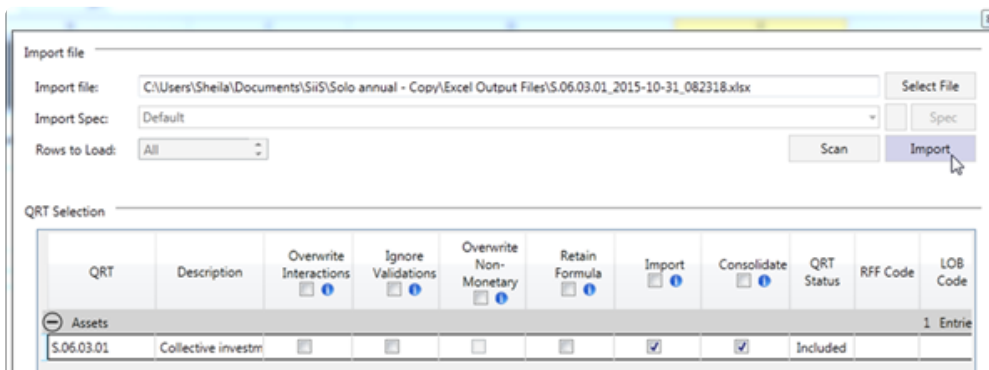


Currently, Excel has only workbook option for import.

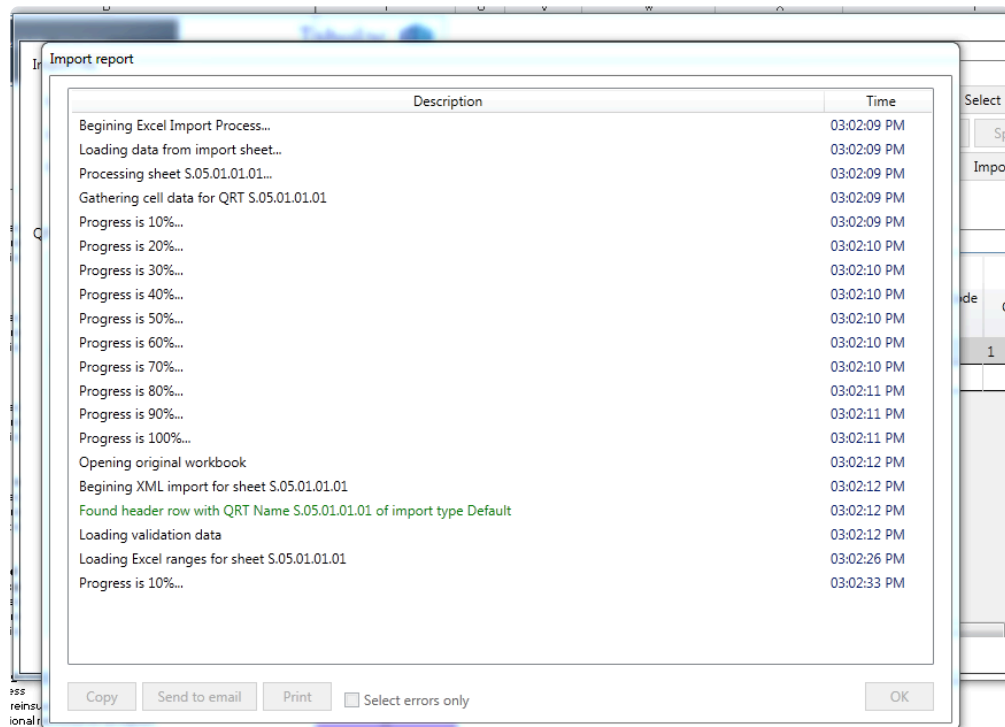
2. Click **Select File** from the import task pane and locate your file.

3. Click **Import**

The import file in the example is *S.06.03.01*. By default, the **Consolidate** check box is selected for table import. However, the user has the option to change it.



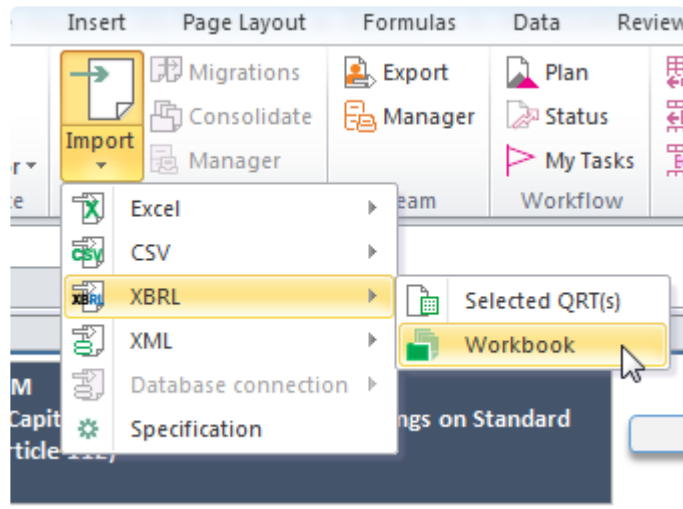
Live reporter shows the progress of the whole import process.



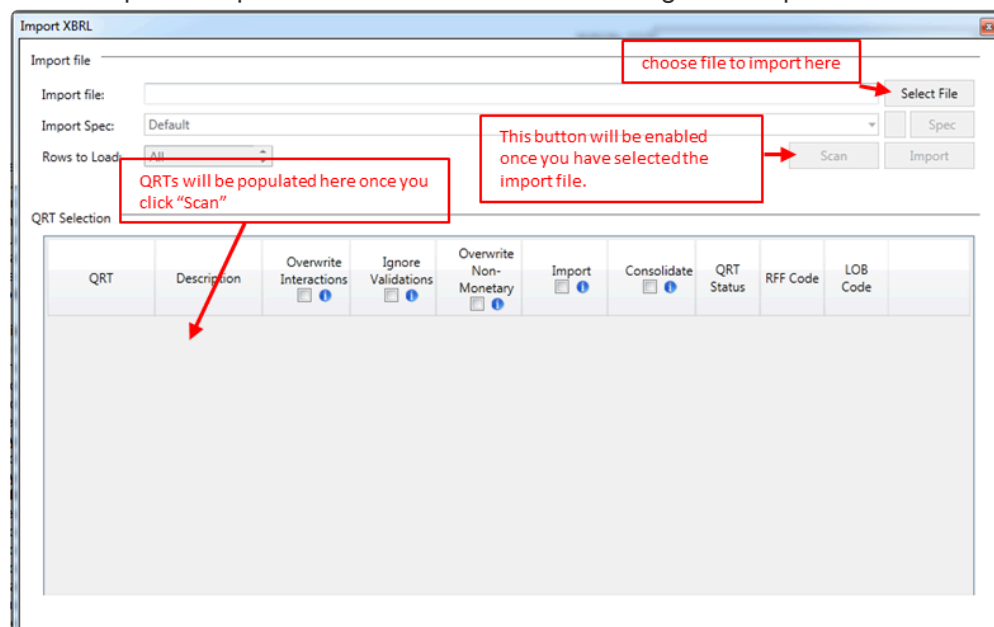
XBRL Import

How to import XBRL

1. Click **Import** > **XBRL** in the ribbon.
2. Select whether to import in a Selected QRT or entire workbook.



- 3 The import taskpane will show with several configurable option :



4. Prior to importing, there are few boxes under **QRT selection** which you may ticked or not depending on how you want your data to be imported.

Import XBRL

Import file:

Import Spec:

Rows to Load:

QRT Selection

QRT	Description	Overwrite Interactions <input type="checkbox"/>	Ignore Validations <input type="checkbox"/>	Overwrite Non-Monetary <input type="checkbox"/>	Import <input type="checkbox"/>	Consolidate <input type="checkbox"/>	QRT Status	RFF Code	LOB Code
Information									4 Entries
S.01.01.03	Appendix I: Quantitative rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included		
S.01.02.01	Basic information - General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included		
S.01.03.01.01	Basic Information - RFF and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Included		
S.01.03.01.02	Basic Information - RFF and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Included		
Balance Sheet									1 Entries
S.02.01.02	Balance sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included		
Own funds									1 Entries
S.23.01.01	Own funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included		
SCR									4 Entries
S.25.01.01.IM	Solvency Capital Requireme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included		

To learn more about all this configurations click [here](#)

Structured file import

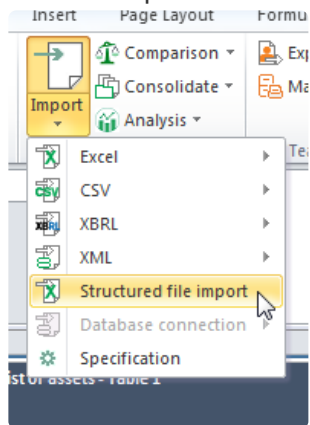
Tabular's Structured File Import feature will automatically convert certain supported file types from the original data structure, format etc into the EIOPA format.

Currently the following file types are supported:

- Clearwater S(E).06.02, S.07.01, S.08.01, S.08.02, S.09.01
- Royal London Asset Management S(E).06.02
- T4U S(E).06.02
- Lombard Odier

To use this feature please follow these steps:

1. Click import in the ribbon and select structured import file.



Note only the first sheet in the source Excel file being imported will be considered by this feature. If your Excel workbook contains multiple sheets (eg S.06.02 and S.08.01 source data) these must be split into different workbooks and imported separately.

2. Select the file and the type of file to import in the pop up screen.

A screenshot of the 'Structured file import' dialog box. It has a title bar with a close button. The dialog contains the following fields and controls:

- 'Import file:' with a text input field and a 'Select File' button.
- 'Import type:' with a dropdown menu showing 'Clearwater S.06.02'.
- 'Options:' with two radio buttons: 'Consolidate' (selected) and 'Overwrite'.
- 'Expected header row first column Excel address' with a text input field containing 'A6'.
- An 'Import' button.

The file type must be the correct version of the QRT eg select Clearwater S.06.02 is importing into S.06.02, select Clearwater SE.06.02 for importing into SE.06.02

Further, please note that the Expected header row first column Excel address in the file must match the cell coordinate provided in the above window. If the first column header is not in that cell then the import process may not work as expected.

3. Choose the consolidate or overwrite option.

Consolidate will append the data imported below any existing data. Overwrite will remove any existing data and load the imported data from the first row in the Tabular QRT.

4. Once the above selections have been made click Import

The data should then be loaded into the relevant QRT worksheet(s). Note the import may load more than one worksheet may be populated in the Tabular return eg Clearwater and RLAM files contain data for S(E).06.02 table 1 and table 2 and both of these tables will be populated through the Tabular structured file import process.

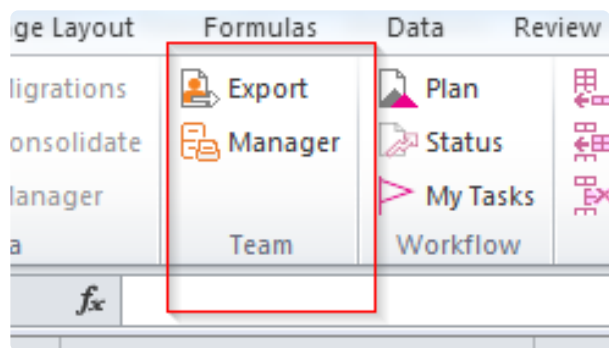
Note, for some files (eg Lombard Odier) the source Excel file can contain multiple sheets, but the sheet names must be exactly the same as the QRT name in Tabular eg S.06.02.01.01 (S 06 02 01 01 as a sheet name will not be processed)

Database Connection

Not available in current release.

Team

The *Team* section in the ribbon:

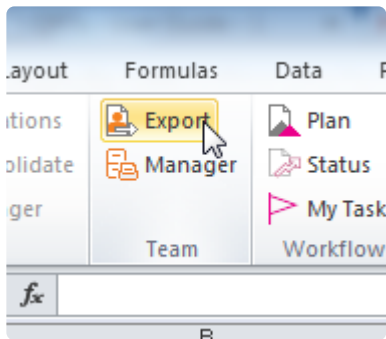


Export – allows user to “carve out” QRTs and share with other members. By this, any user that has access permission can work on the same return.

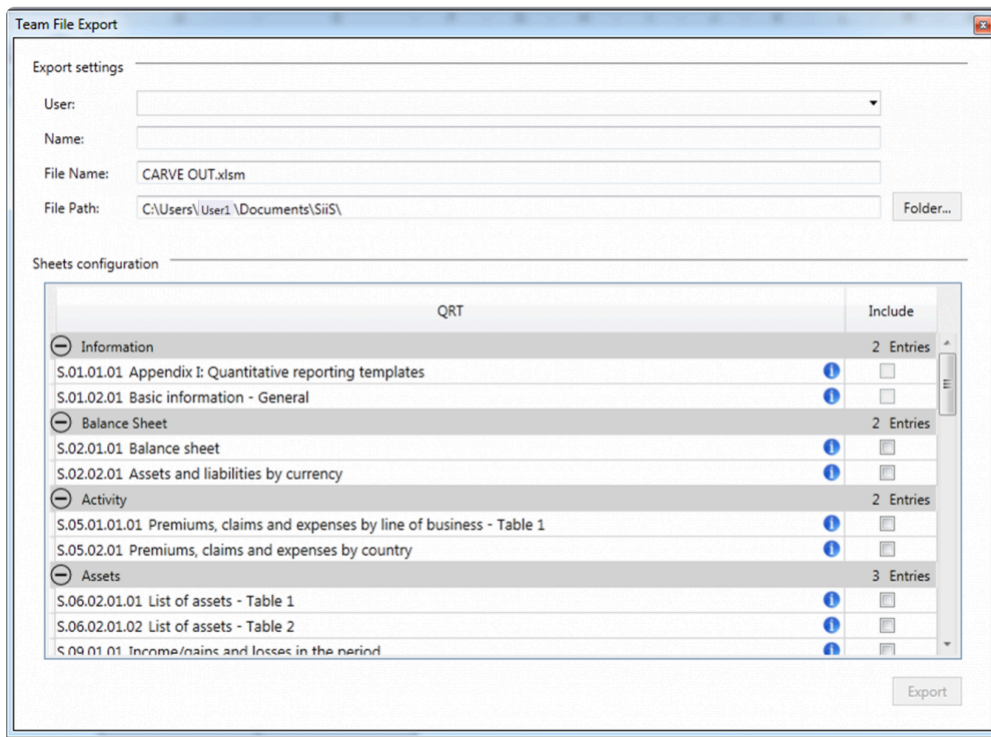
Manager – provides user an option to “carve in” the exported QRTs.

Team Export

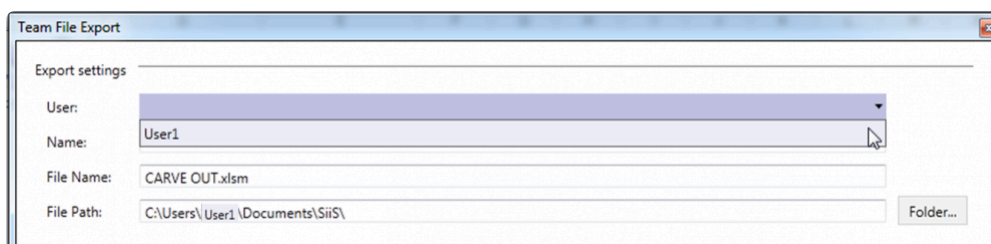
To “carve out” a QRT, select **Export** in the **Team** section of the *MS Excel ribbon*:



Team File Export window will open:



Prior to exporting, all fields in the **Export Settings** are required particularly the user ownership. To do this click the **User** drop down arrow:



“*Carve-out*” is added to the file name and it can’t be removed. The file path can be changed by clicking the **Folder** button.

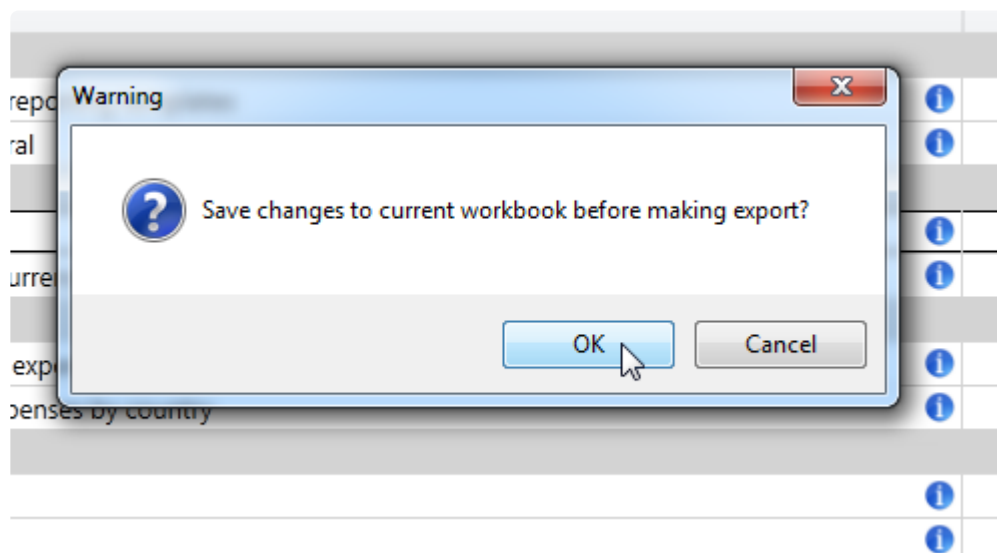
The **Sheet Configuration** contains all QRTs in the return. You can select the QRTs that you want to export by checking the corresponding boxes. Note that by default information, QRTs (S.01.01.01 and S.01.02.01) are disabled:

Sheets configuration

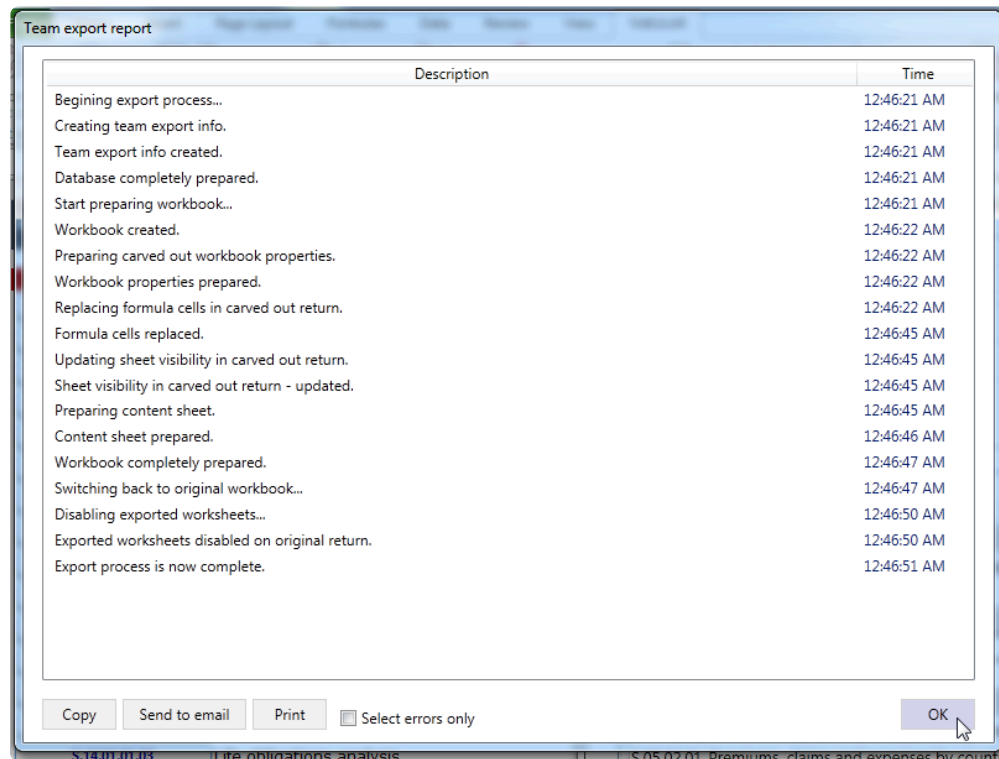
QRT	Include
Information	2 Entries
S.01.01.01 Appendix I: Quantitative reporting templates	<input type="checkbox"/>
S.01.02.01 Basic information - General	<input type="checkbox"/>
Balance Sheet	2 Entries
S.02.01.01 Balance sheet	<input checked="" type="checkbox"/>
S.02.02.01 Assets and liabilities by currency	<input type="checkbox"/>
Activity	2 Entries
S.05.01.01.01 Premiums, claims and expenses by line of business - Table 1	<input type="checkbox"/>
S.05.02.01 Premiums, claims and expenses by country	<input type="checkbox"/>
Assets	3 Entries
S.06.02.01.01 List of assets - Table 1	<input type="checkbox"/>
S.06.02.01.02 List of assets - Table 2	<input type="checkbox"/>
S.09.01.01 Income/gains and losses in the period	<input type="checkbox"/>

Export

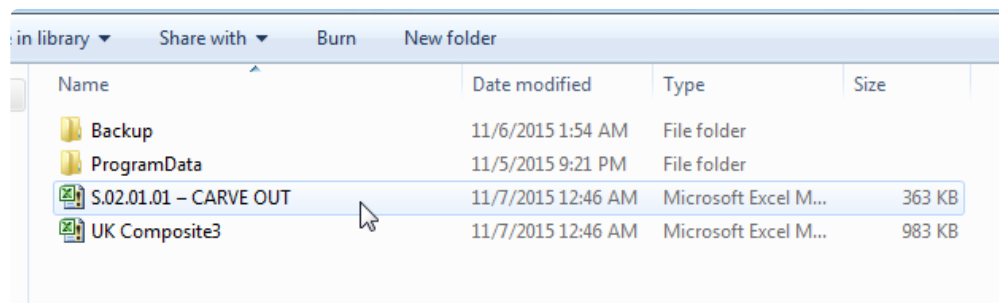
Click **Export** at the bottom of the window. A dialogue box will then appear prompting you to save the changes before proceeding with the export process:



Live Reporter shows the export process:



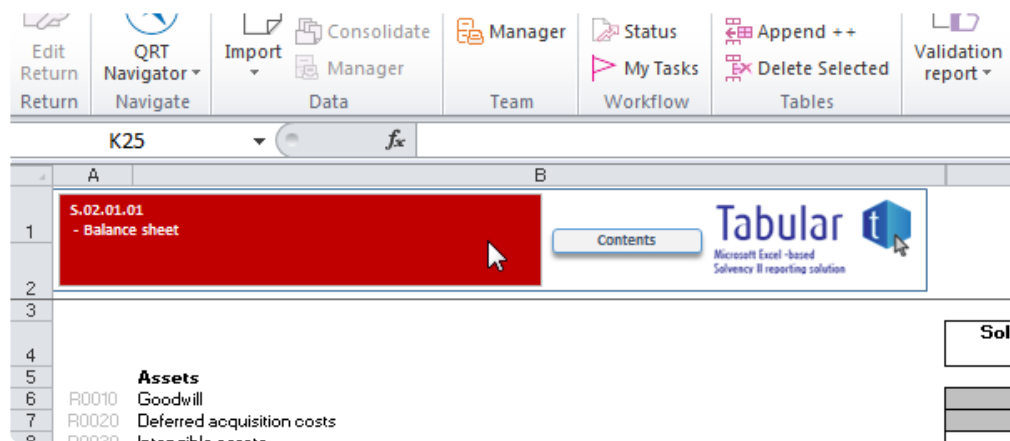
Once completed, the destination folder where the “*Carve Out QRT*” is saved will automatically open:



After exporting, check the “*Carve Out QRT*” for the following:

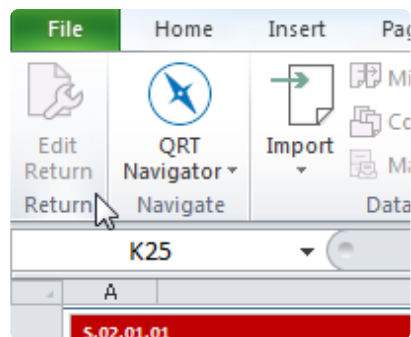
In the main workbook

1. Header of the “*Carve Out QRT*” is highlighted in red indicating it has been exported.

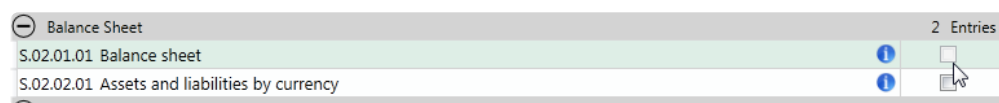


2. The QRT is locked.

3. **Edit Return** is disabled in the ribbon.

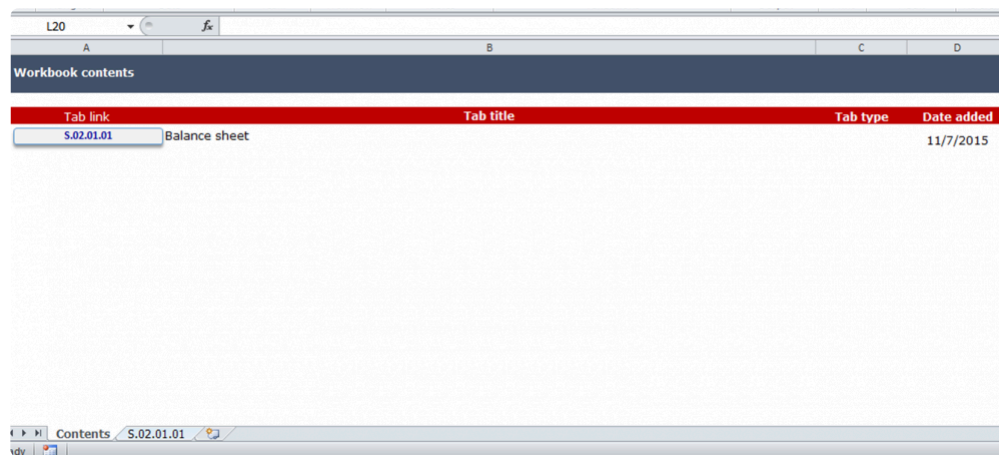


4. In the **File Export** window, this QRT is disabled for **Carve Out**.

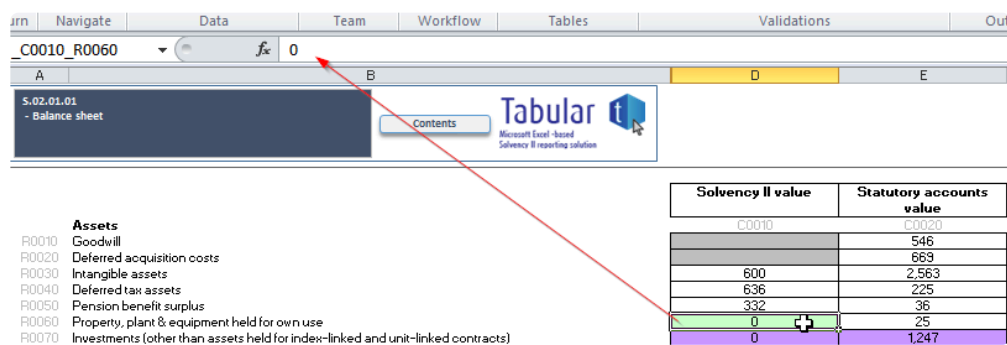


The exported QRT

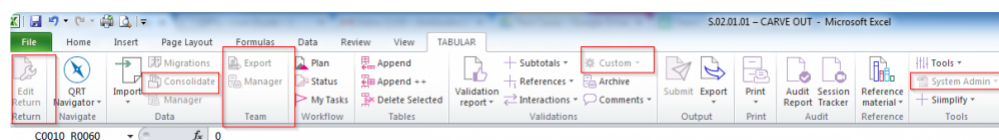
1. Only the “*Carve Out QRT*” is copied. You can check this in the content page and the sheet tab at the bottom.



2. Formulas of the interaction are not copied unless the QRT referred to that formula is also included in the carve out.



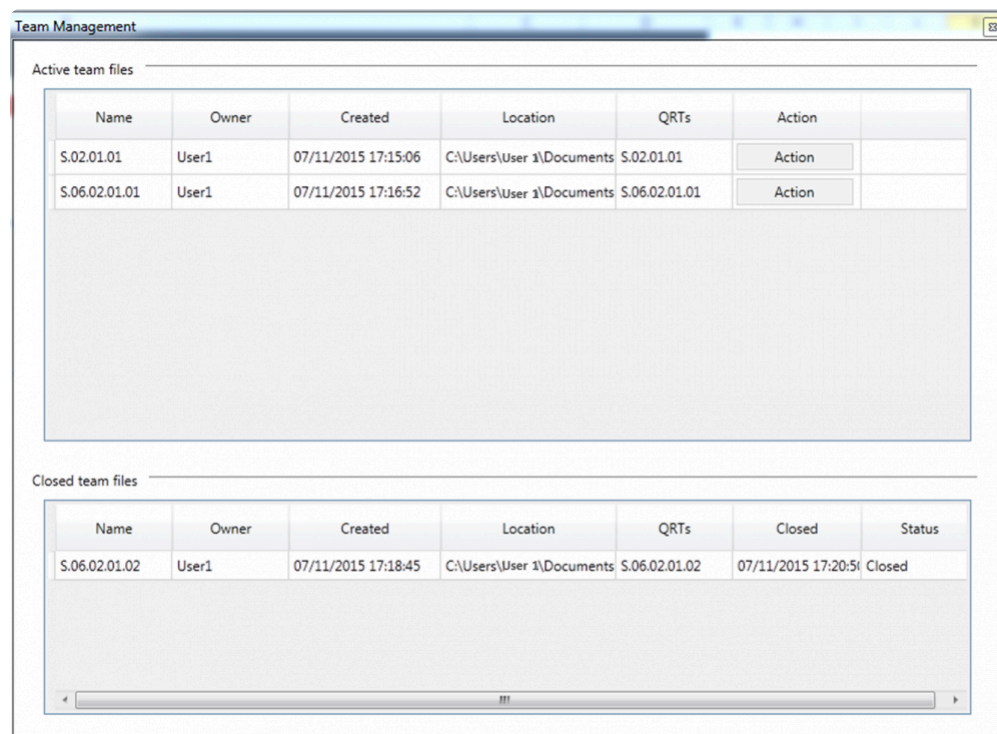
3. In the *MS Excel Ribbon*, **Edit Return**, **Team**, **Consolidate**, **Custom VL** and **Upgrade** options are disabled.



Manager

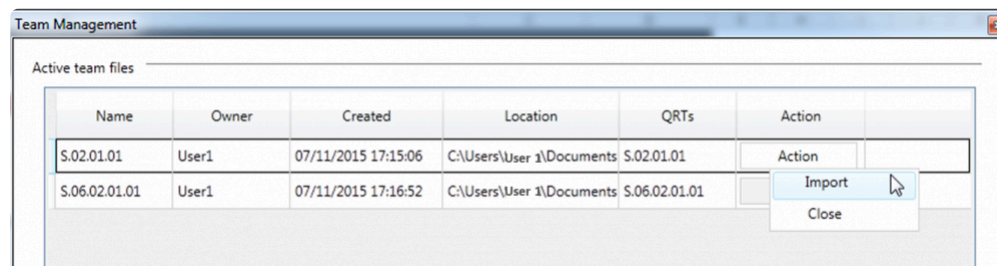
Located in the *Team* section of the *MS Excel Ribbon*, the **Manager** command provides the user an option to “carve in” the exported QRTs.

All exported files are listed in the **Active Team Files** section. Once imported, it will be moved to **Closed Team Files** section



To import back the file to the main workbook:

1. Click **Action** button and select **Import** from the drop down menu.



2. In the **Team File Import** window, choose your preferred import setting option:
Retain Team File means the “Carve Out” file will be kept after importing.
Delete Team File deletes the “Carve Out” file from where it was saved after importing.

Team File Import

Import source

Owner:

File Path:

Import settings

After import complete: ☒ Retain team file ☐ Delete team file

Sheets configuration

QRT	Description	Overwrite interactions	Ignore validations	Overwrite Date/Text	Import	Consolidate/Append	Retain formula	RFF Code	LOB Code
Balance Sheet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
S.02.01.01	Balance sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

3. Select the corresponding check boxes to set import configuration.

4. Click **Import** button at bottom section of the window.

5. *Live Reporter* shows the progress of the import process

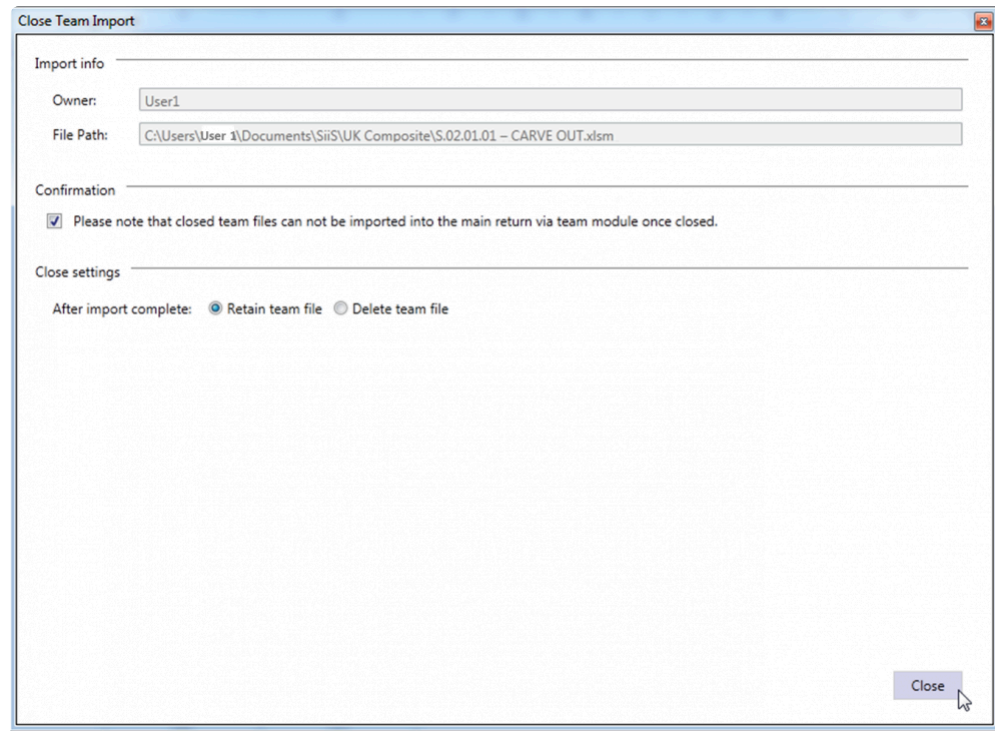
Team import report

Description	Time
Beginning import process...	11:06:22 AM
Open carved out return...	11:06:22 AM
Validate carved out return...	11:06:22 AM
Prepare carved out QRT's for import...	11:06:22 AM
Preparing S.02.01.01 QRT for import...	11:06:22 AM
Gathering cell data for QRT S.02.01.01	11:06:22 AM
Progress is 10%...	11:06:22 AM
Progress is 20%...	11:06:23 AM
Progress is 30%...	11:06:23 AM
Progress is 40%...	11:06:23 AM
Progress is 50%...	11:06:23 AM
Progress is 60%...	11:06:23 AM
Progress is 70%...	11:06:23 AM
Progress is 80%...	11:06:23 AM
Progress is 90%...	11:06:23 AM
Progress is 100%...	11:06:23 AM
Importing previously exported QRT's...	11:06:23 AM

Copy Send to email Print ☐ Select errors only OK

To close exported files:

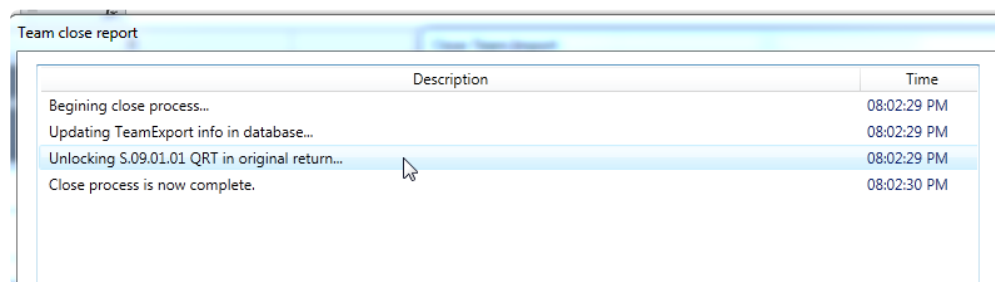
1. Users have the option to set the file to “Closed” without importing by selecting the **Close** option from the **Action** button drop down. Confirm this action by ticking the box in the **Confirmation** section.



2. By default, **Retain Team Files** setting is selected, however you are able to change it.

3. Click the **Close** button.

4. *Live Reporter* window will show the progress of the process:



After all of the above steps are executed:

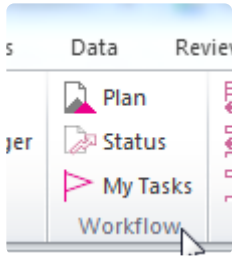
The “*Carve Out QRT*” in the main workbook is now unlocked but the sheet is protected. The special “carve out” header is removed (red highlight on the QRT header), and the sheet Data Points are updated depending on the sheet configuration applied.

Workflow

Workflow refers to a progression of steps (which can be a task or role) that comprises a work process. It typically involves two or more individuals that add value, prepare, and review the worksheets of a company's Return.

Workflow helps users manage their time more efficiently and get more things done.

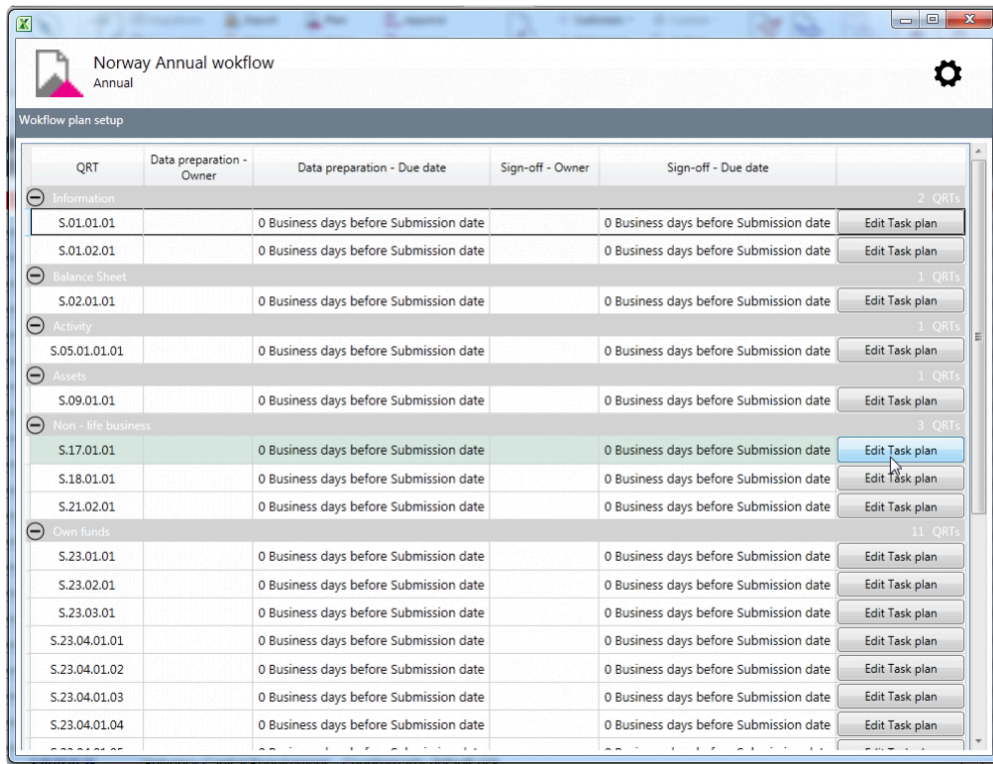
Users can see **Workflow** in the *MS Excel Ribbon* has 3 commands:



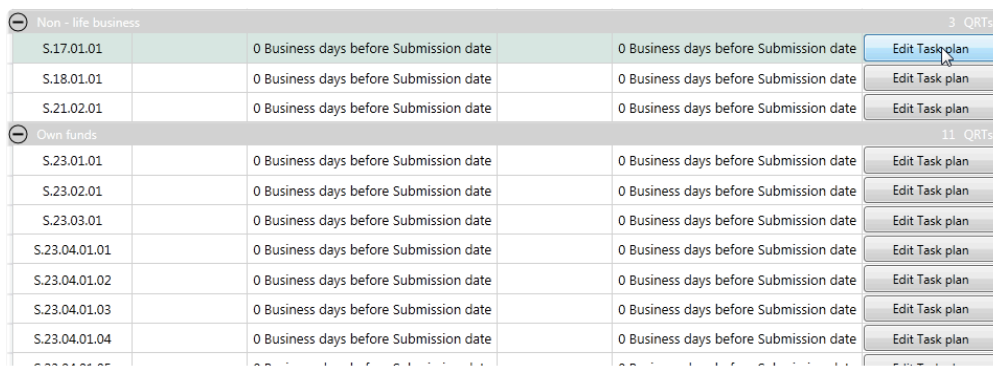
Click the sections below to see how each command works.

Workflow Plan

The **Workflow Plan Settings** window contains all worksheets included in the Return. Each worksheet can be assigned to a user for a certain task by either data preparation or review.



To assign roles and set deadlines, click **Edit Task Plan** button corresponding to the QRT.



The Edit window for the QRT opens up wherein users can set three things from this window:

Edit **S.17.01.01** Workflow

Data preparation

Task Owner: Actuary role Sign-off role ⓘ

Task Deadline: ⓘ

Task Length: ⓘ

Data review

Review Owner: ⓘ

Review Deadline: ⓘ

Review Length: ⓘ

NB deadlines above are set in **Business** days relative to **Submission** date. To change this setting please go the overall workflow settings, available via the Workflow plan screen.
Task lengths are always in business days.

Save Cancel

1. **Task Owner** pertains to the person assigned to prepare the data.

2. **Review Owner** is a person who evaluates the data.

Roles can be set by clicking the drop down menu. Note that the **Task Owner** and **Review Owner** cannot be the same. Otherwise, the **Save** button will not be enabled.

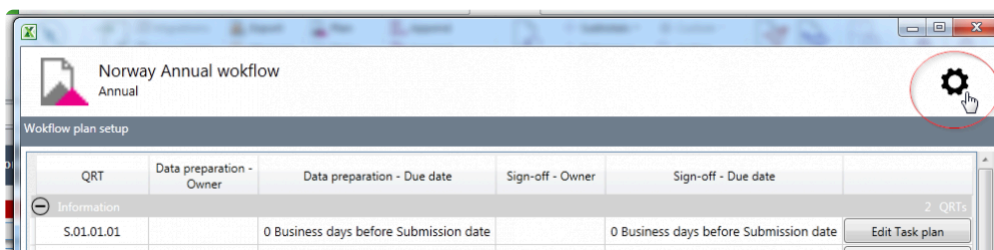
3. **Task Deadline** refers to the time frame set as to the length (days) each task should take. This is always set in **Business** days or **Calendar** days relative to **Submission Date** (reference point can be either the submission or the reference period in the Return).

Note: The **Review Deadline** has to be either less than or equal to the **Task Deadline**, because review must be accomplished first to ensure accurate data before the task submission.

Once all are set, click the **Save** button. A pop-up message "Task plan successfully saved" confirms that the changes have been saved. You'll then see in the **Workflow Plan Settings** window that both the **Data Preparation Owner** and **Sign-Off Owner** have been set as well as the length of the task:

QRT	Data preparation - Owner	Data preparation - Due date	Sign-off - Owner	Sign-off - Due date	
Information 2 QRTs					
S.01.01.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan
S.01.02.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan
Balance Sheet 1 QRTs					
S.02.01.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan
Activity 1 QRTs					
S.05.01.01.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan
Assets 1 QRTs					
S.09.01.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan
Non - life business 3 QRTs					
S.17.01.01	Sign-off role	5 Business days before Submission date	Actuary role	3 Business days before Submission date	Edit Task plan
S.18.01.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan
S.21.02.01		0 Business days before Submission date		0 Business days before Submission date	Edit Task plan

The **Workflow Plan Settings** can be customised by clicking the settings icon in the upper right corner of the window:



Users can change the **Workflow Type**, **Reference Type**, **Days Type**, and **Submission Deadline** on the pop out menu.

Edit Workflow settings	
Workflow name	Norway Annual wokflow
Workflow type	Annual
Reference type	Submission
Days type	Business
Submission deadline	17/11/2015
<div>Save Cancel</div>	

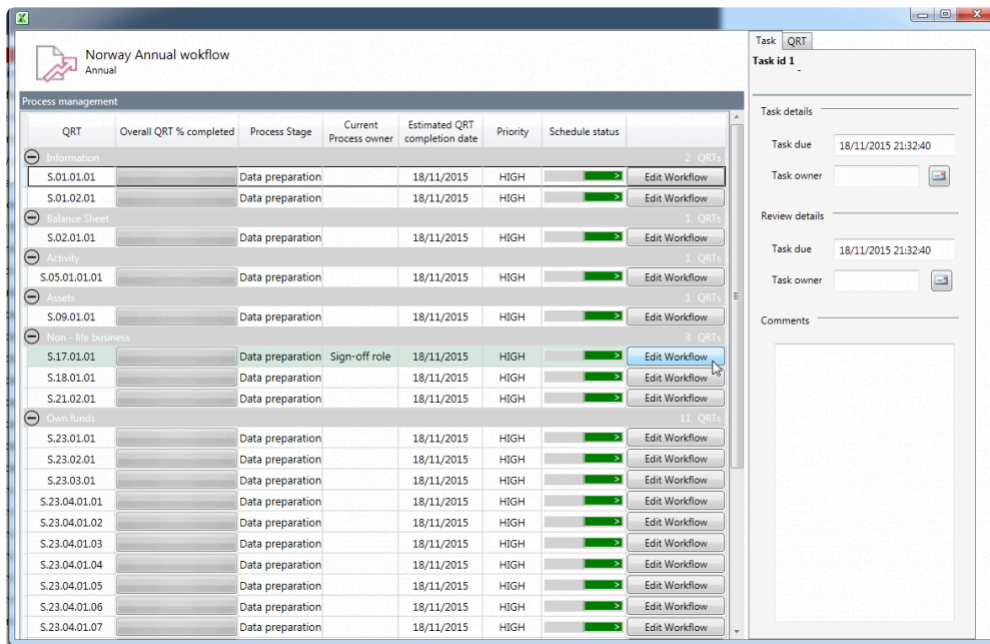
Note that the **Reference Type** sets whether the due date within the workflow plan is associated with the **Reference Date** of the Return or to the **Submission Date**.

On the other hand, the **Days Type** sets whether the due date within the plan workflow plan is in **Calendar Days** or **Business Days**.

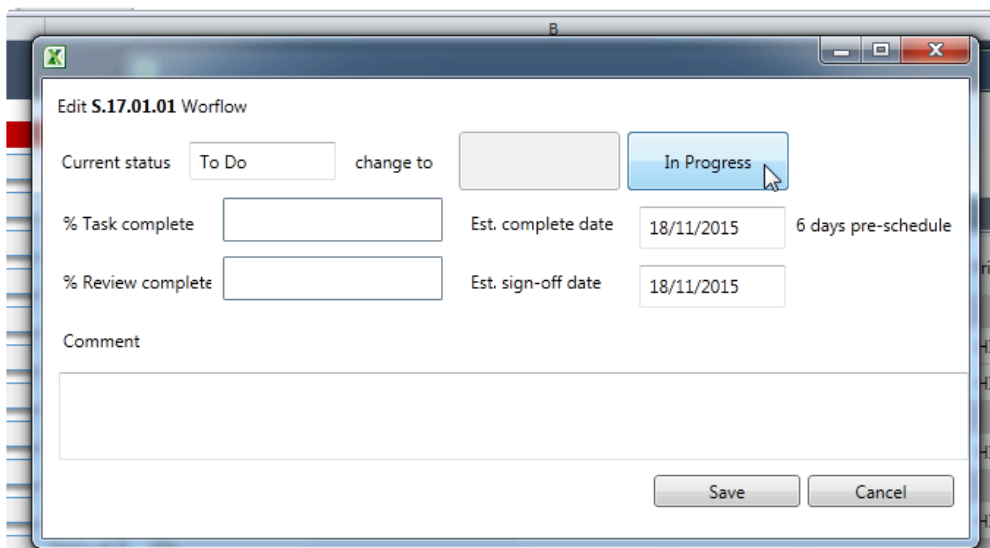
Workflow Status

The **Workflow Status** shows the progress of the worksheet with an assigned role. It provides information on how much has been done so far and how much work is left to be completed.

To update the status of the task, you can click **Edit Workflow** button.

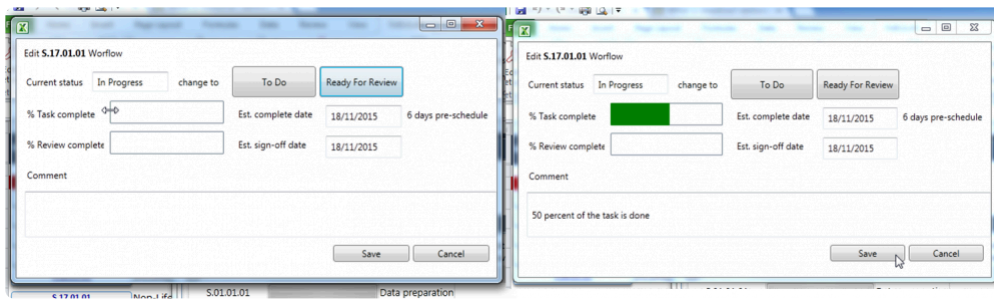


The Edit Workflow window will show the **Current Status** of the task, **Percentage Completed**, and **Days to Complete**:



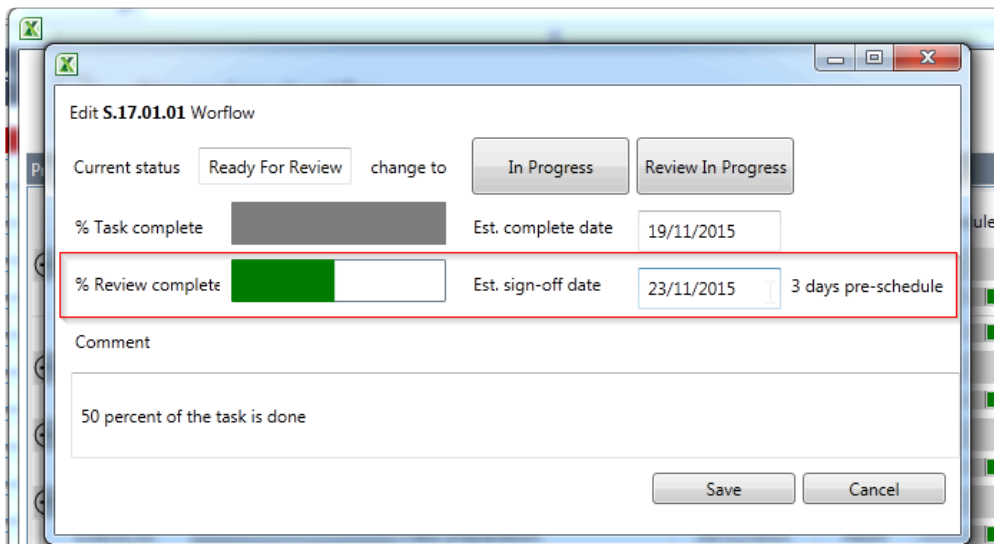
If you want to change the **Current Status** to **In Progress**, please click the “**In Progress**” button to indicate that the assigned user is currently working on it.

The assigned user may also adjust the percentage of the task completed by dragging the cursor to fill the bar depending on how much of the task has been accomplished.



Once you are happy with the progress, click **Save** to update the changes.

As soon as the work is ready for review, click the **Review In Progress** button and the assigned user to this role will work at this stage. When the review has been done, fill the percentage bar as to how much of the review has been made by dragging the cursor.



In the above example, you will see that based on the review percentage completed, you are three days ahead of the schedule. Click the **Save** button to update the changes.

In the **Process Management** window, you will see in QRT S.17.01.01 that the **Overall QRT % Completed** progress bar is filled. It is now in **Data Review** process stage and waiting for the **Process Owner's** action (the one assign to the role set previously in the [Workflow Plan Settings](#) window).

The screenshot shows the 'Norway Annual workflow' application. The main window displays a table of tasks under the 'Process management' tab. The table has columns for QRT, Overall QRT % completed, Process Stage, Current Process owner, Estimated QRT completion date, Priority, and Schedule status. The tasks are grouped by category: Information (2 QRTs), Balance Sheet (1 QRT), Activity (1 QRT), Assets (1 QRT), Non-life business (3 QRTs), and Own funds (11 QRTs). The 'Non-life business' group is highlighted with a red box, showing tasks S.17.01.01, S.18.01.01, and S.21.02.01. The 'Schedule status' column shows a green bar for S.17.01.01 and a red bar for S.18.01.01 and S.21.02.01. The right panel shows 'Task id 1' details, including 'Task due' (19/11/2015 09:56:48), 'Task owner', 'Review details', and 'Comments'.

QRT	Overall QRT % completed	Process Stage	Current Process owner	Estimated QRT completion date	Priority	Schedule status
Information (2 QRTs)						
S.01.01.01		Data preparation		19/11/2015	HIGH	Green bar
S.01.02.01		Data preparation		19/11/2015	HIGH	Green bar
Balance Sheet (1 QRT)						
S.02.01.01		Data preparation		19/11/2015	HIGH	Green bar
Activity (1 QRT)						
S.05.01.01.01		Data preparation		19/11/2015	HIGH	Green bar
Assets (1 QRT)						
S.09.01.01		Data preparation		19/11/2015	HIGH	Green bar
Non-life business (3 QRTs)						
S.17.01.01		Data review	Actuary role	23/11/2015	HIGH	Green bar
S.18.01.01		Data preparation		19/11/2015	HIGH	Red bar
S.21.02.01		Data preparation		19/11/2015	HIGH	Red bar
Own funds (11 QRTs)						
S.23.01.01		Data preparation		19/11/2015	HIGH	Green bar
S.23.02.01		Data preparation		19/11/2015	HIGH	Green bar
S.23.03.01		Data preparation		19/11/2015	HIGH	Green bar

The Scheduled Status column indicates how many days are left from the date of submission. There are two colour indicators:

Green – shows ahead of schedule

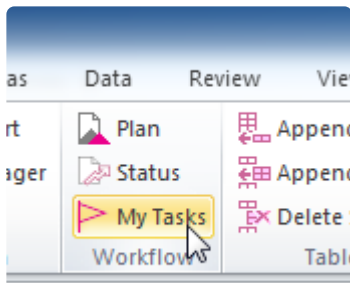
Red – if you are behind schedule (filled at the left side of the bar) as shown in the picture:

This close-up screenshot focuses on the 'Non-life business' group. It shows three tasks: S.17.01.01 (Data preparation, Sign-off role, 27/11/2015, HIGH, Green bar), S.18.01.01 (Data preparation, 20/11/2015, HIGH, Red bar), and S.21.02.01 (Data preparation, 20/11/2015, HIGH, Green bar). The red bar for S.18.01.01 indicates it is behind schedule. The 'Schedule status' column shows a green bar for S.17.01.01 and a red bar for S.18.01.01 and S.21.02.01.

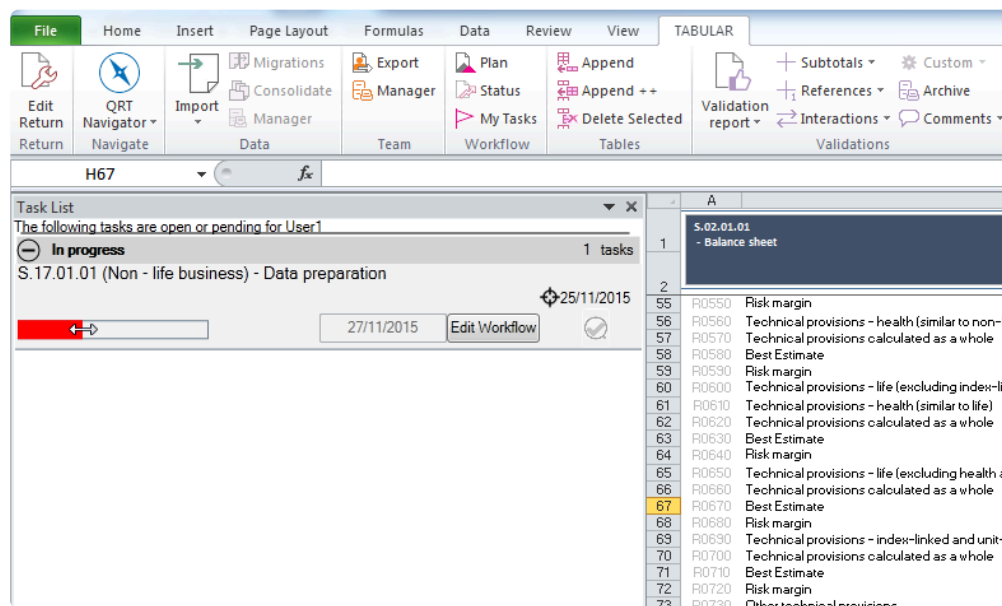
QRT	Overall QRT % completed	Process Stage	Current Process owner	Estimated QRT completion date	Priority	Schedule status
Assets (1 QRTs)						
S.09.01.01		Data preparation		20/11/2015	HIGH	Green bar
Non-life business (3 QRTs)						
S.17.01.01		Data preparation	Sign-off role	27/11/2015	HIGH	Green bar
S.18.01.01		Data preparation		20/11/2015	HIGH	Red bar
S.21.02.01		Data preparation		20/11/2015	HIGH	Green bar
Own funds (11 QRTs)						

My Tasks

A user who is assigned to the data preparation may check the pending tasks in this section:



After clicking **My Tasks** the **Task List** pane will show on the left side of the worksheet:



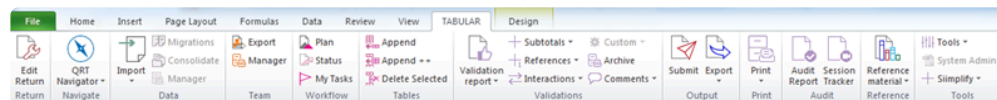
You can drag to fill the progress bar on the right side to show how much data have been prepared. Save the changes by clicking the “**Check Mark**” icon on the right.

You may also click the **Edit the Workflow** button to edit task details. Once you have no pending tasks, this section will be empty.

Tables

A table is a series of rows and columns in a worksheet. Using this structure, it allows you to analyse data quickly and easily.

In the Return workbook, you can see this in **list** and part of **hybrid** QRTs respectively:

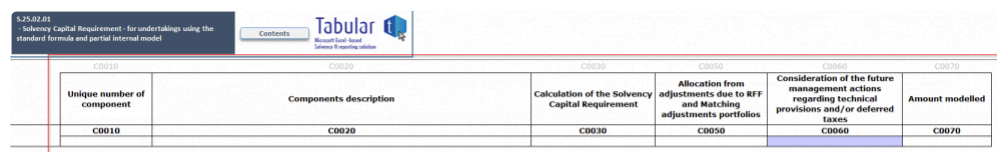


The screenshot shows the 'TABULAR Design' ribbon with the following toolbars:

- File**: Edit Return, Return
- Home**: QRT Navigator, Import, Consolidate, Manager
- Insert**: Migrations, Export, Plan, Status, My Tasks, Workflow
- Page Layout**: Team
- Formulas**: Append, Append, Delete Selected, Tables
- Data**: Validation report, Interactions, Comments
- Review**: Subtotals, Custom, References, Archive, Validations
- View**: Submit, Export, Print, Audit Report, Session Tracker, Reference material, Reference, System Admin, Simplify, Tools

The main worksheet area shows a 'Portfolio' table with the following structure:

Product ID code	Fund number	Line of Business	Number of contracts at the end of the year	Number of new contracts during year	Total amount of Written premiums	Total amount of claims paid during year	Country
C0010	C0020	C0030	C0040	C0050	C0060	C0070	C0080



The screenshot shows the 'Solvency Capital Requirement' table with the following structure:

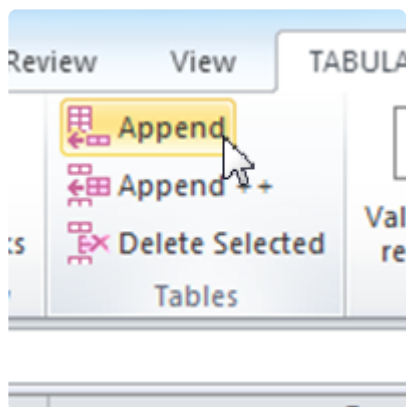
Unique number of component	Components description	Calculation of the Solvency Capital Requirement	Allocation from adjustments due to RFF and Matching adjustments portfolios	Consideration of the future management actions regarding technical provisions and/or deferred taxes	Amount modelled
C0010	C0020	C0030	C0050	C0060	C0070

Below the table, the 'Calculation of Solvency Capital Requirement' section is detailed:

Calculation of Solvency Capital Requirement	C0100
R0110 Total undiversified components	0
R0200 Diversification	
R0220 Adjustment due to RFF/MAP nSCR aggregation	
R0160 Capital requirement for business operated in accordance with Art. 4 of Directive 2003/41/EC	
R0200 Solvency capital requirement excluding capital add-on	0
R0210 Capital add-ons already set	
R0220 Solvency capital requirement	0
R0220 Other information on SCR	
R0300 Amount/estimate of the overall loss-absorbing capacity of technical provisions	
R0310 Amount/estimate of the overall loss-absorbing capacity of deferred taxes	
R0400 Capital requirement for duration-based equity risk sub-module	
R0410 Total amount of Notional Solvency Capital Requirements for remaining part	
R0420 Total amount of Notional Solvency Capital Requirement for ring fenced funds	
R0430 Total amount of Notional Solvency Capital Requirement for matching adjustment portfolios	
R0440 Diversification effects due to RFF nSCR aggregation for article 304	
R0450 Method used to calculate the adjustment due to RFF/MAP nSCR aggregation	
R0460 Net future discretionary benefits	

Append Rows

Data can be manually added to table QRTs in the same way as that of the static QRTs. To add or remove rows from the tables within the workbook, you can use the buttons available in the “*Table*” section of the Tabular ribbon.



Append single row

To append a single row to a list within the SII workbook click “**Append Row**”

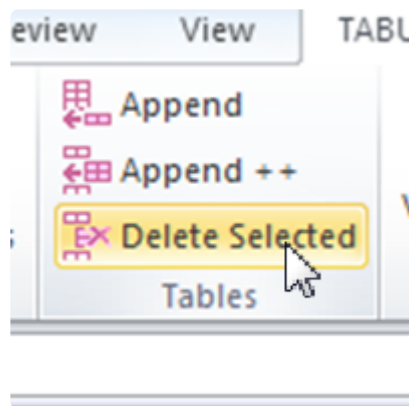
Append multiple row

To append multiple rows to a list within the SII workbook click “**Append Multi**”

Delete Rows

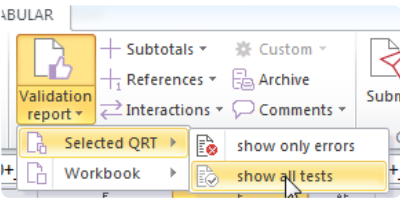
Remove row(s)

A user can delete one or more rows from a list within the SII workbook. To do this, select the rows you wish to remove and click “**Delete Selected**” from *tabular* section in the ribbon.

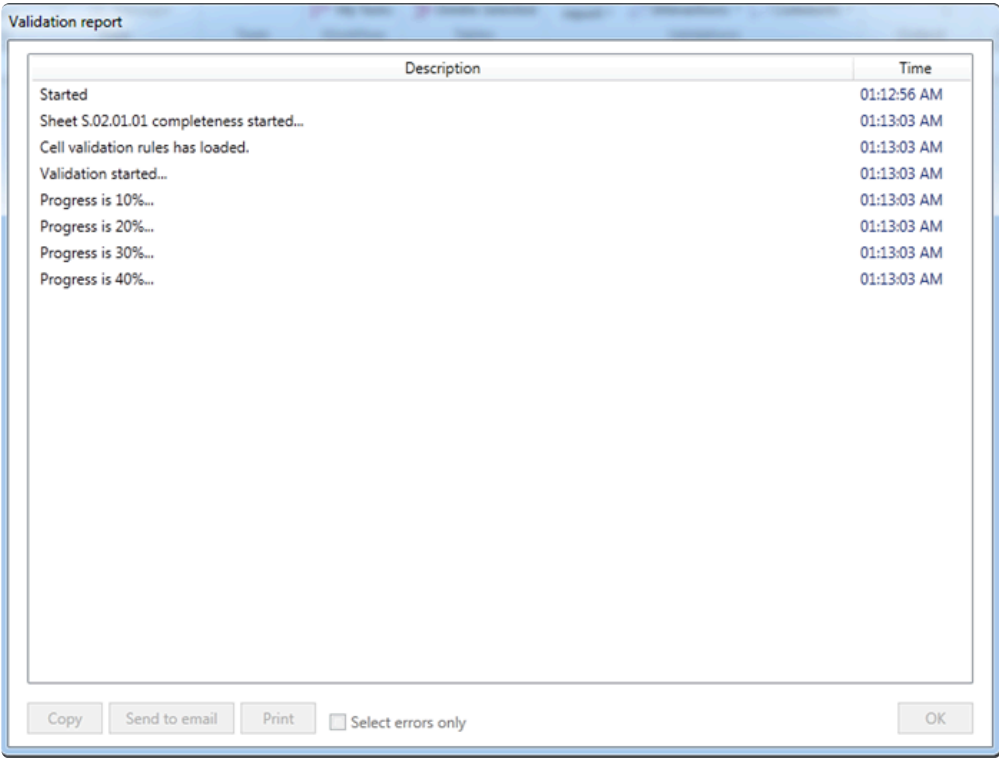


Validations

To validate return data at any point in time, select whether you wish to **validate the full return** or just a **selected QRT**. You can also see all validation results or just those with errors:



The validation processing report will show an update report as to the progress in the production.



Validation Report

The validation report will display the selected set of results, with the cell being tested, of the actual and expected results plus a description of the test itself. The source of the validation is also indicated.

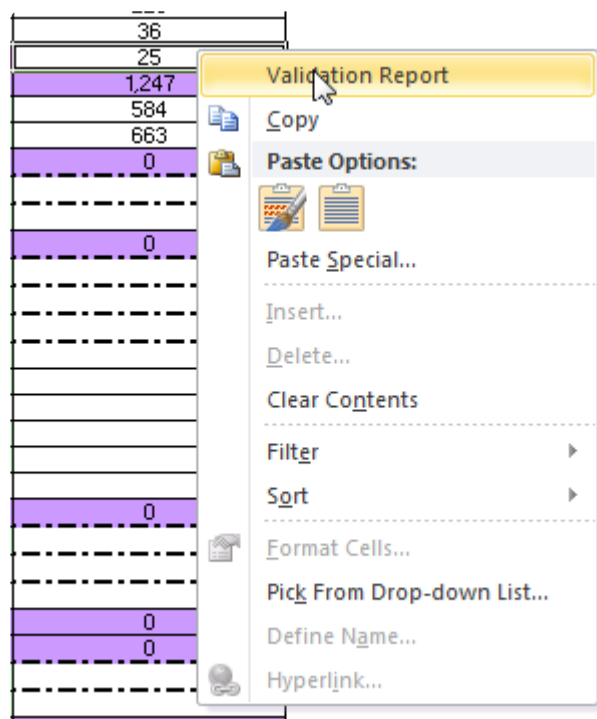
There are three different sources of validations and they are: EIOPA, XBRL taxonomy and Solvency II Solutions validations. Users can also add custom validations such as below:

ValidationReport 06/11/2015 19:30:12								Contents	Tabular
Validation	Type	QRT	Data Point	Actual	Expected	Variance	Validation Message	Result	Comments
BV366_01	XF	S.02.01.01	C0010_R0120	0	0	0	S.02.01.01!_C0010_R0120 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(LEFT(S.06.02.01.01[C0090],1)~"N")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0290],3)~"XL3")+(LEFT(S.06.02.01.02[C0290],3)~"XT3")*(LEFT(S.06.02.01.02[C0310],3)~"Not"),0)))	Valid	
BV319_1_01_0010_R0130	IF	S.02.01.01	C0010_R0130	0	0	0	S.02.01.01!_C0010_R0130 IS EQUAL TO S.02.01.01!_C0010_R0140+S.02.01.01!_C0010_R0150+S.02.01.01!_C0010_R0160+S.02.01.01!_C0010_R0170	Valid	
BV367_01	XF	S.02.01.01	C0010_R0140	0	0	0	S.02.01.01!_C0010_R0140 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(S.06.02.01.01[C0090]~"Neither unit-linked nor index-linked")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,1)~"1"),0)))	Valid	
BV368_01	XF	S.02.01.01	C0010_R0150	0	0	0	S.02.01.01!_C0010_R0150 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(S.06.02.01.01[C0090]~"Neither unit-linked nor index-linked")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,1)~"2"),0)))	Valid	
BV369_01	XF	S.02.01.01	C0010_R0160	0	0	0	S.02.01.01!_C0010_R0160 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(S.06.02.01.01[C0090]~"Neither unit-linked nor index-linked")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,1)~"3"),0)))	Valid	
BV370_01	XF	S.02.01.01	C0010_R0170	0	0	0	S.02.01.01!_C0010_R0170 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(S.06.02.01.01[C0090]~"Neither unit-linked nor index-linked")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,1)~"4"),0)))	Valid	
BV371_01	XF	S.02.01.01	C0010_R0180	0	0	0	S.02.01.01!_C0010_R0180 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(S.06.02.01.01[C0090]~"Neither unit-linked nor index-linked")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,1)~"4")*(S.06.02.01.02[C0310]~"Notaparticipation"),0)))	Valid	
BV372_01	XF	S.02.01.01	C0010_R0200	0	0	0	S.02.01.01!_C0010_R0200 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(LEFT(S.06.02.01.01[C0090],1)~"N")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,2)~"74")*(MID(S.06.02.01.02[C0290],3,2)~"79"),0)))	Valid	
BV377_01	XF	S.02.01.01	C0010_R0210	0	0	0	S.02.01.01!_C0010_R0210 IS EQUAL TO SUMPRODUCT((S.06.02.01.01[C0170])*(S.06.02.01.01[C0090]~"Neither unit-linked nor index-linked")*ISNUMBER(MATCH((S.06.02.01.01[C0040])&1,(S.06.02.01.02[C0040])&1*(MID(S.06.02.01.02[C0290],3,2)~"09"),0)))	Valid	
CT10B	XF	S.02.01.01	C0010_R0220	0	0	0	S.02.01.01!_C0010_R0220 IS EQUAL TO S.02.02.01!_C0020_R0040	Valid	

For any error cells, the error text in the Result column can be clicked to quickly navigate to the error cell:

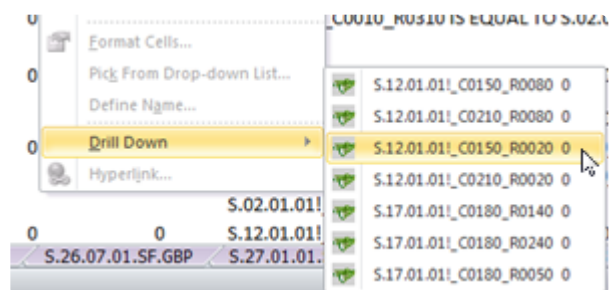
CT13B	XF	S.02.01.01	C0010_R0030	548	-968	1516	S.02.01.01!_C0010_R0030 IS NOT EQUAL TO S.02.02.01!_C0020_R0070-S.02.01.01!_C0010_R0040-S.02.01.01!_C0010_R0050-S.02.01.01!_C0010_R0380-S.02.01.01!_C0010_R0420-S.02.01.01!_C0010_R0390-S.02.01.01!_C0010_R0400	Error	
							S.02.01.01!_C0010_R0060 IS EQUAL TO		

The validation report can also be easily navigated through the right click menu:



Drill down

The target cell of a validation can be easily navigated using the drill down function within the validation report. You can right click in the expected value column of the validation row and choose drill down from the menu as normal:



Validation Error Types

Blocking and Non-blocking – represents the severity property from the EIOPA xbrl validations settings. It should match the category of error that you would see in regulator portal validations.

***NCA Plausibility *** – represents a Plausibility check that is performed by your local NCA (regulator) e.g. if you are an Irish authorised insurer, any Central Bank of Ireland Plausibility test that is loaded into Tabular and fails against your data, the result will be 'NCA Plausibility '.

***Other NCA Plausibility *** – represents a Plausibility check that is performed by an NCA other than your local NCA eg if you are a UK authorised insurer, if a Central Bank of Ireland Plausibility test that is loaded into Tabular and fails against your data, the result will be 'Other NCA Plausibility'.

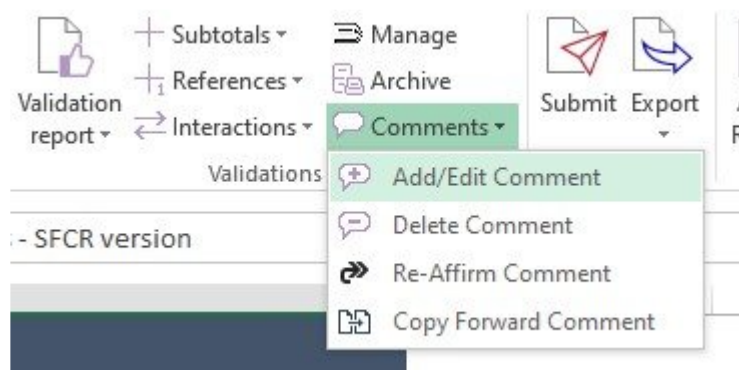
SIIS warning – any other tests in the validations that are not in the above four categories (i.e. regulator specified in some way) i.e. tests that we have added (from reviewing LOGS, annotated templates, Q&A etc.)

Validation Comments

Add new comment to validation result

Users can add comments to validation results which will be saved in the database against the return and validation ID.

To add a note select the **validation result** you wish to add a note to and click **Comments > Add/edit Comment** in *Validation* section of ribbon:



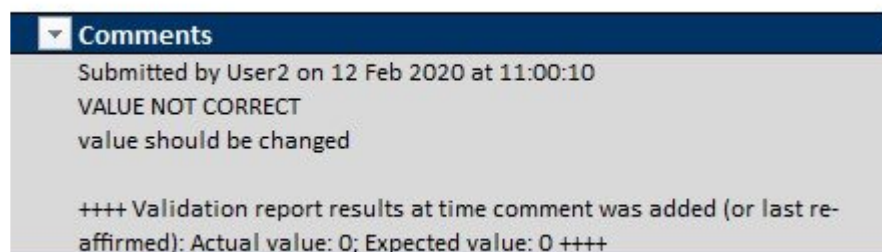
Then add Subject of comment and Description.

A screenshot of the 'Add new comment' dialog box. It contains the following fields and options: 'Your name' with the value 'User2'; 'Subject' with an empty text box; 'Comment' with a large empty text area; a checkbox 'Hide from results (until final Sign-off)' which is unchecked; and a checkbox 'Auto-unhide if any values change' which is also unchecked. At the bottom are 'Ok' and 'Cancel' buttons. The dialog box title is 'Add new comment'.

User also can select to *Hide validation from results*, and, if so, *Auto-unhide*, more detailed information about it [here](#).

It is possible to add one comment to several validation results at the same time, user should select all needed validation results and click **Comments > Add/edit Comment**. The entered comment will be assigned to all those selected validation results.

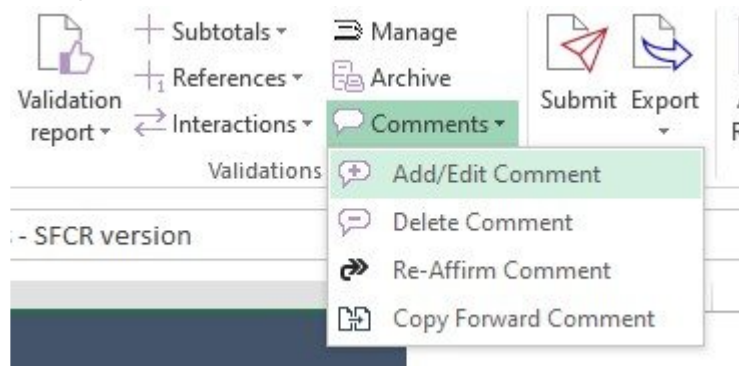
The comment will now be displayed in the *Comments* section for a specific validation ID each time the validation is reported:



For each validation comment the Actual and Expected values (from the validation report at the time the comment is added) are displayed, as well as time and user it was submitted by.

Edit comment

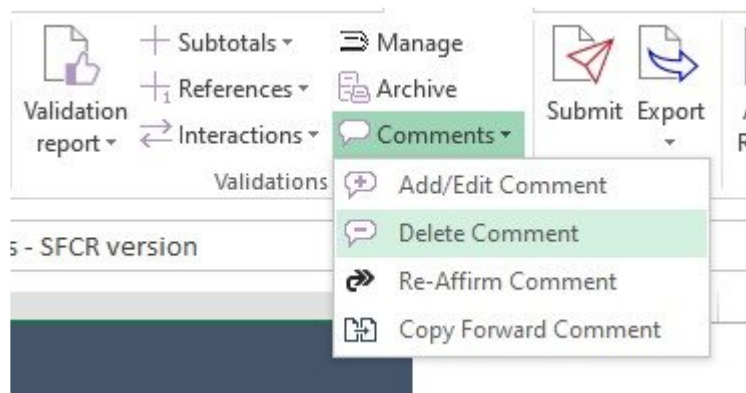
Users can edit validation comments. To edit comment user should select existing comment that should be changed and click **Comments > Add/edit Comment**



It is also possible to edit several comments to different validation results at the same time, user should select all comments that should be changed and click **Comments > Add/edit Comment**. All selected comments will be edited and changed to same new comment.

Delete comment

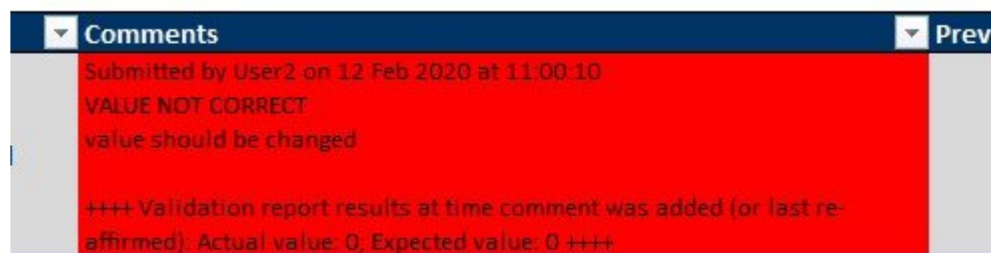
Users can delete validation comments. To delete comment, user should select existing comment that should be deleted and click **Comments > Delete Comment**



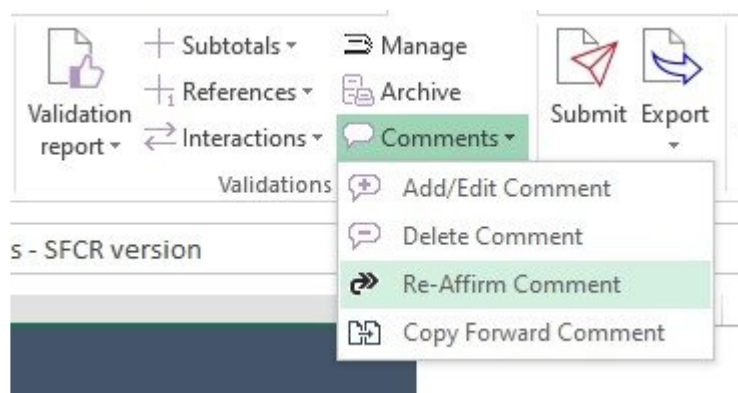
It is also possible to delete several comments to validation results at the same time, user should select all comments that should be deleted and click **Comments > Delete Comment**. All selected comments will be deleted.

Re-Affirm comment

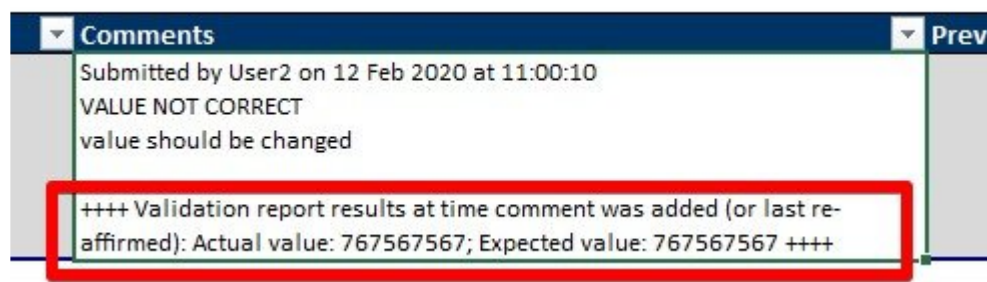
When the underlying values for validation have been updated (the actual value and/or the expected value), since the validation report was run, the validation note cell will be highlighted in RED:



Users can then choose to *Re-affirm* the validation comment via the Comments drop down in the ribbon:



After this comment's actual and expected results will be updated and it will be not highlighted anymore.



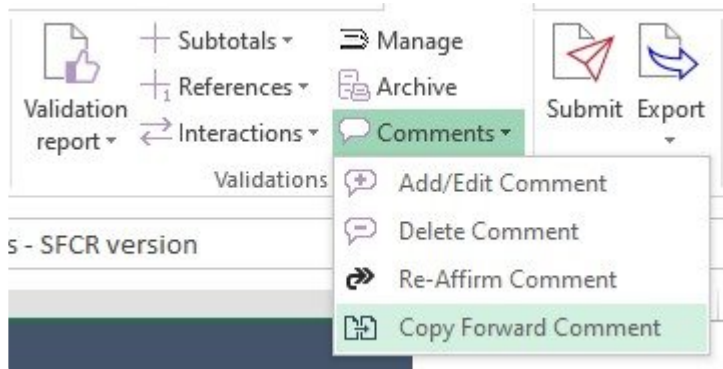
Copy-forward comment

In case comment exist for the same validation result (being the same: validation ID, eg BV123; QRT and data point, eg S.06.02.01.01 C0040; and in the case of lists, the "RowIdentifier, eg ISIN/GB123456789) in previous return, it will be displayed in **Previous Return's Comment column**. It is read-only and can't be edited.

Comments	Prev return's Comment (read only)
Valid	Submitted by User2 on 12 Feb 2020 at 11:00:10 VALUE NOT CORRECT value should be changed +++ Validation report results at time comment was added (or last re-affirmed): Actual value: 767567567; Expected value: 767567567 +++
Valid	

Further, for cases where this comment is still relevant for current return's validation result; users can just copy-forward it to validation result in current return. User should select needed validation result and click

Comments > Copy-Forward Comment



Users can't edit comments at the stage of copy-forwarding it, the only thing user can change at this stage is to select or unselect Hide/Auto-unhide from results (more detailed information on it [here](#)). But comment can be edited after it is copy-forwarded as a normal comment.

Copy-forward selected comments

Your name

☐ Hide from results (until final Sign-off)

☐ Auto-unhide if any values change

Ok Cancel

After a comment is copy-forwarded it is displayed in Comment column with Actual and Expected values of current return.

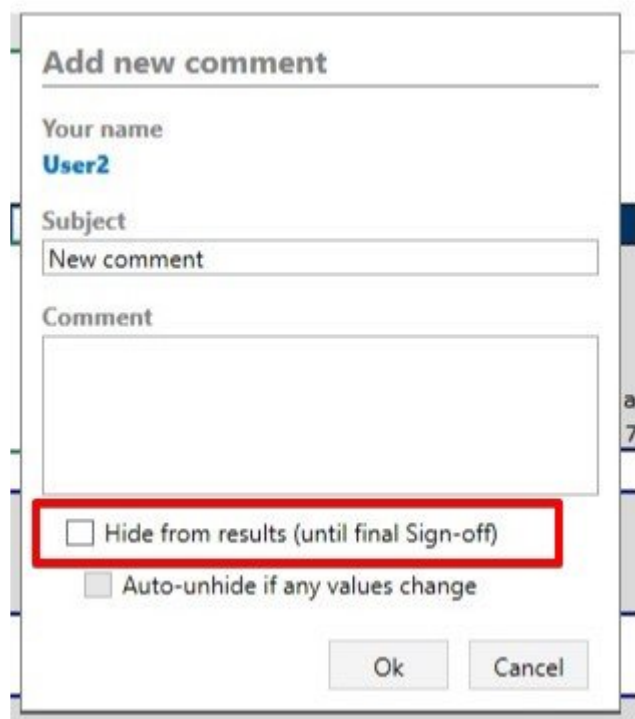
Comments	Prev return's Comment (read only)
Submitted by User2 on 12 Feb 2020 at 11:51:52 VALUE NOT CORRECT value should be changed +++ Validation report results at time comment was added (or last re-affirmed): Actual value: 0; Expected value: 0 +++	Submitted by User2 on 12 Feb 2020 at 11:00:10 VALUE NOT CORRECT value should be changed +++ Validation report results at time comment was added (or last re-affirmed): Actual value: 767567567; Expected value: 767567567 +++

Hide/Auto-unhide validation result in report

Hide from results

It is possible to hide the validation results from the validation report.

To hide validation result user should add a comment to it and select 'Hide from results' checkbox.



Note: Hidden validation results will still be included in the validation report. However, they will be hidden from view.

When the checkbox is selected this validation result will get status 'Hidden by user' and it will not be displayed after the next validation report run.

Auto-unhide if any values change

Auto-unhide if any values change checkbox is enabled only in case '**Hide from results**' checkbox is selected too.

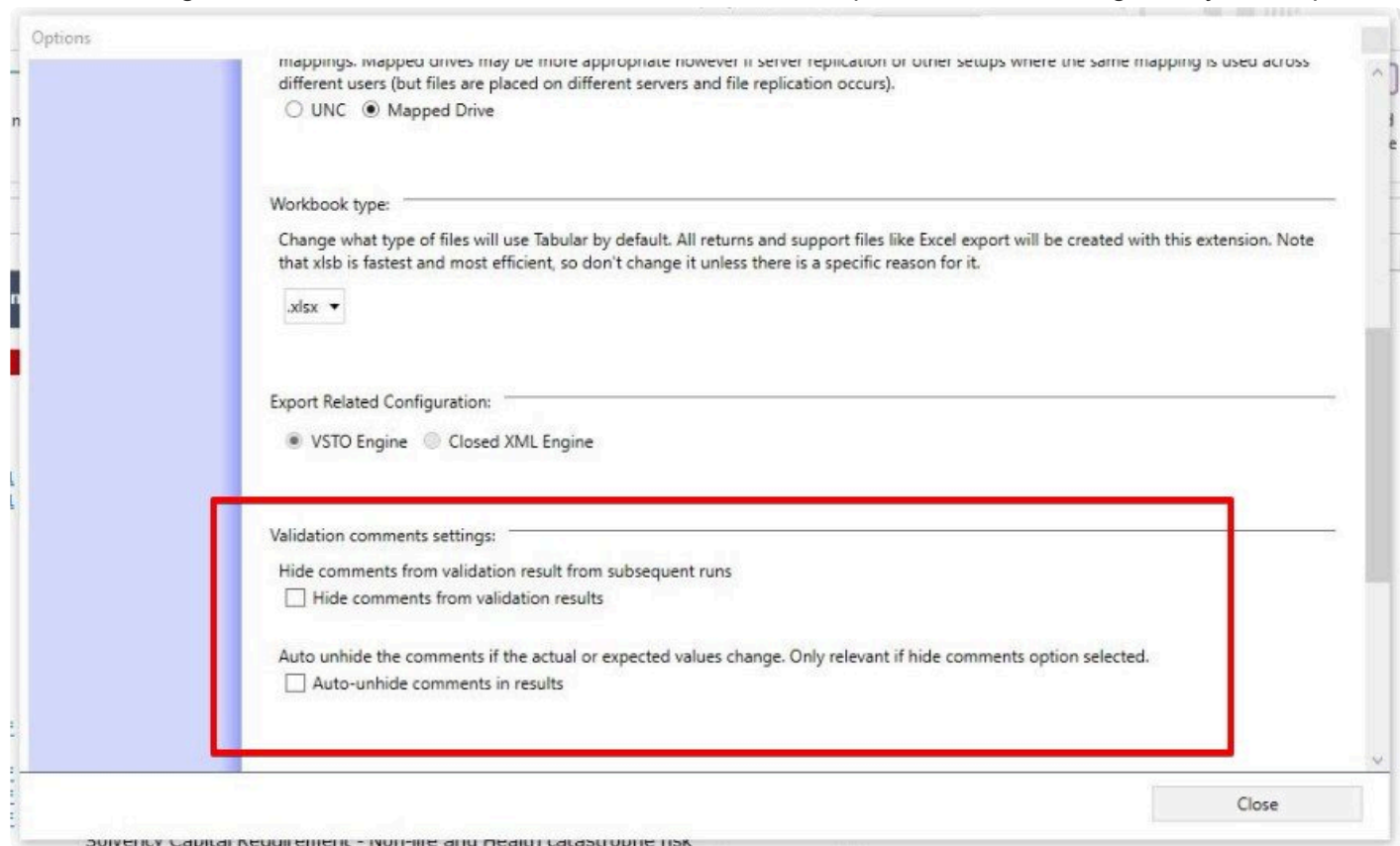
In case value of datapoint for this validation report was changed and **Auto-unhide if any values change** checkbox was selected in comment, then validation result will be visible again and the comment will be highlighted in RED. Status of validation result will be 'Hidden by user but value changed'

User can Re-Affirm this comment, so comment will be updated and hidden again after the next validation report run.

Note: If "Auto-unhide" checkbox is not selected validation result will not be visible again after value change.

Global configuration

Default settings of Hide/Auto-unhide validation result can be set up via Tools -> Settings -> System Options

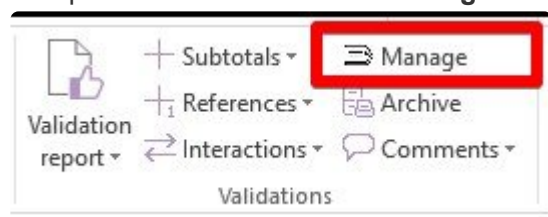


So each time user will be adding new comments by default it will be created with default settings that were set up there.

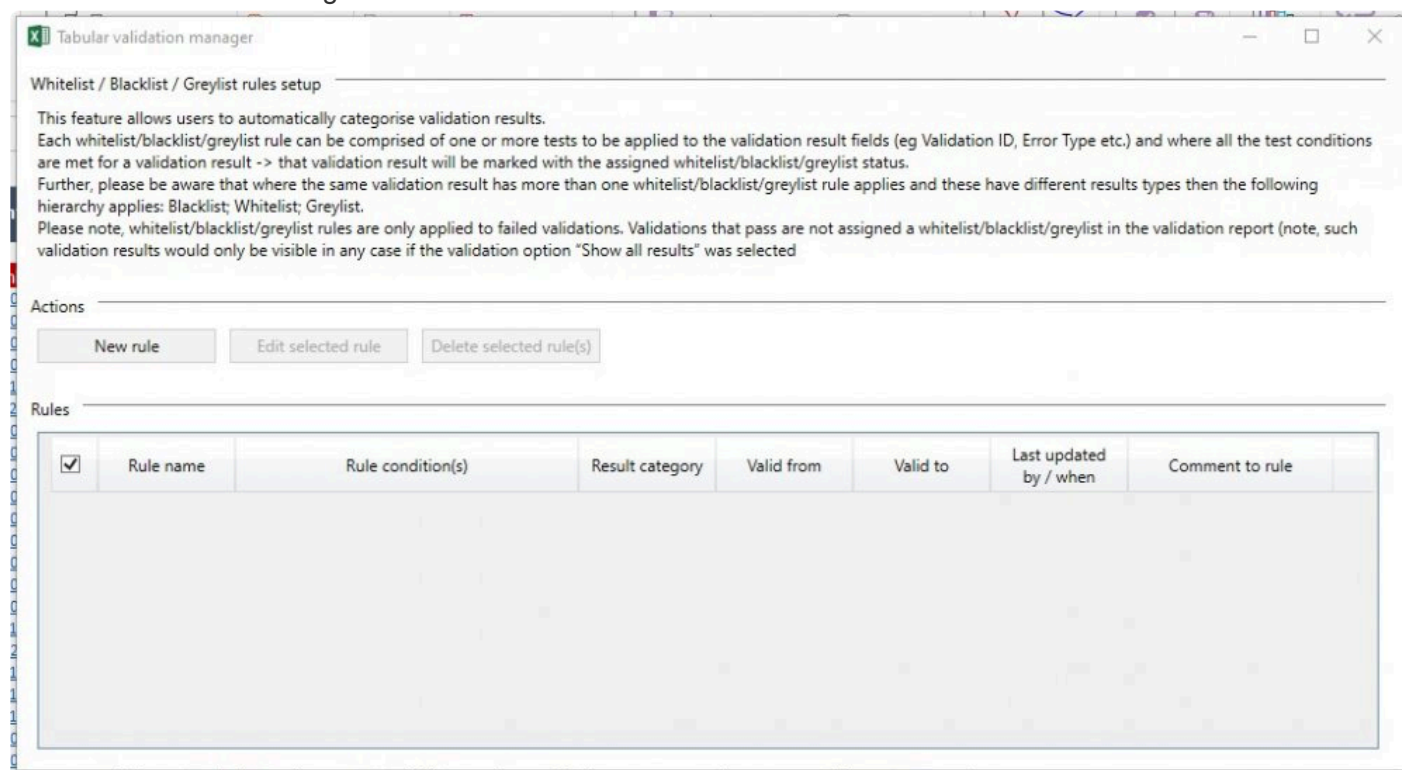
Whitelist/Blacklist/Greylist rules setup

This feature allows users to automatically categorise validation results based on one or more rule conditions, to be applied to the validation result fields. where those rule conditions are met, that validation result will be marked with the assigned whitelist/blacklist/greylist result status. Those assigned whitelist status will be automatically hidden from the validation report.

To open **Tabular validation manager window** click **Manage** button in the Validation section.



Tabular validation manager window.



Note: In case rule has multiple rule conditions and at least one of the conditions is not met, then this validation result will be not flagged to this category.

New rule

To add new rule user should click the New Rule button and New rule window will open.

Tabular Whitelist / Blacklist / Greylist - [name] Editor

Whitelist / Blacklist / Greylist rule properties

Rule name:

Result category:

Valid from: Valid to:

Comments:

Rule conditions

<input type="checkbox"/>	Validation report field	Condition function	Condition function value

New rule condition Delete selected Save changes

Rules history

Rule Name

Users can type any name up to 250 characters. Mandatory field.

Result category

Here the category of the rule Blacklist, Greylist or Whitelist is selected. Mandatory field.

Valid From/To

Here can be selected the period when this rule will be valid. Mandatory field.

Comments

Any comment on the rule. Non-mandatory field.

Rule conditions

Each rule should contain a rule condition. It is possible to add one or multiple rule conditions to the same rule.

To add new rule user should click New rule condition button and new row for adding condition will be added. There user should select **Validation report field** from the drop down.

Rule conditions

<input checked="" type="checkbox"/>	Validation report field	Condition function	Condition function value
<input checked="" type="checkbox"/>	ValidationId		

Rules history

And then select **Condition function** from the drop down.

Rule conditions

<input checked="" type="checkbox"/>	Validation report field	Condition function	Condition function value
<input checked="" type="checkbox"/>	ValidationId	Less	

Rules history

Validation report field and *Condition function* are mandatory fields.

Condition function value is a free text field.

Each of these conditions can be deleted anytime. Just select the checkbox next to the condition and then click the *Delete selected* button.

When all fields are filled user should click *Save changes* button and rule will be created and displayed in the Tabular validation manager window.

Actions

Rules

<input type="checkbox"/>	Rule name	Rule condition(s)	Result category	Valid from	Valid to	Last updated by / when	Comment to rule
<input checked="" type="checkbox"/>	white rule	[ValidationId Equal 'BV37'] AND [QRT Not Equal 'S.02.01.01']	Whitelist	05-02-2020	21-02-2020		new comment

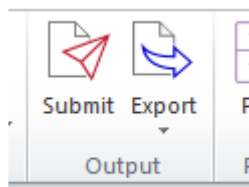
Each of this rules can be edited or deleted anytime. Just select the checkbox next to the rule and then click **Edit** or **Deleted** button.

Note: Where the same validation result has more than one whitelist/blacklist/greylist rule applies and these have different results types then the following hierarchy applies: Blacklist; Whitelist; Greylist.

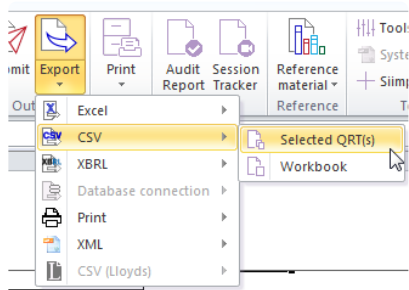
Note: Whitelist/Blacklist/Greylist rules are only applied to failed validations. Validations that pass are not assigned a whitelist/blacklist/greylist in the validation report. Such validation results would only be visible in any case if the validation option “Show all results” was selected.

Output

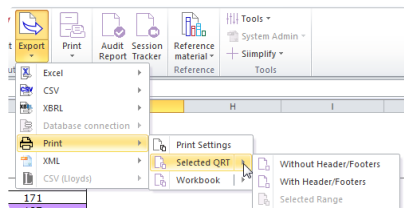
The *Output* section in the ribbon has **Export** control:



Export command allows a user to produce output files of a selected QRT or the whole workbook. Type of output files that can be exported are : **Excel**, **CSV**, **XBRL** and **XML**.



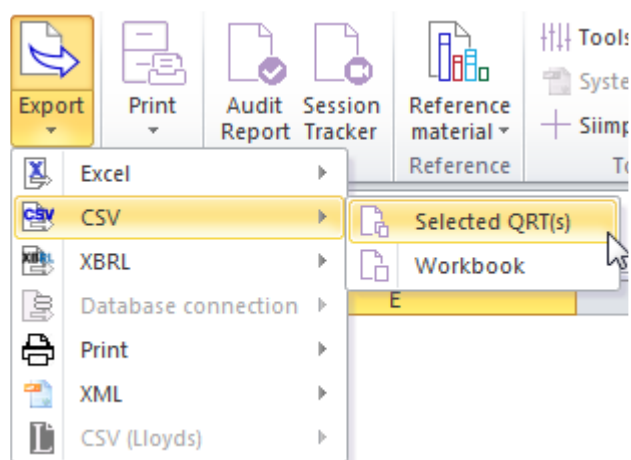
Printing can also be accessed in the **Export** menu:



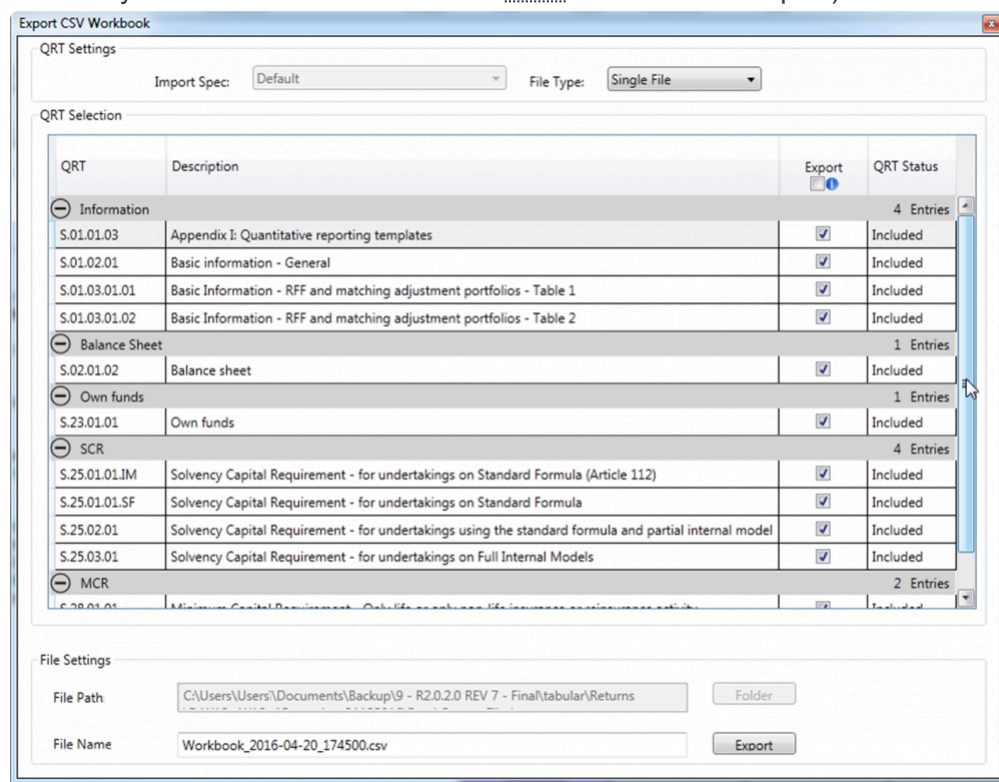
Export CSV

Users can export their Returns in CSV or Comma-Separated Values format, below are the steps:

1. Click **Export** in the ribbon.
2. Select **CSV** file type in the context menu.
3. Choose **Selected QRT** option to export data of a specific QRT or **WORKBOOK** to export the entire Return.

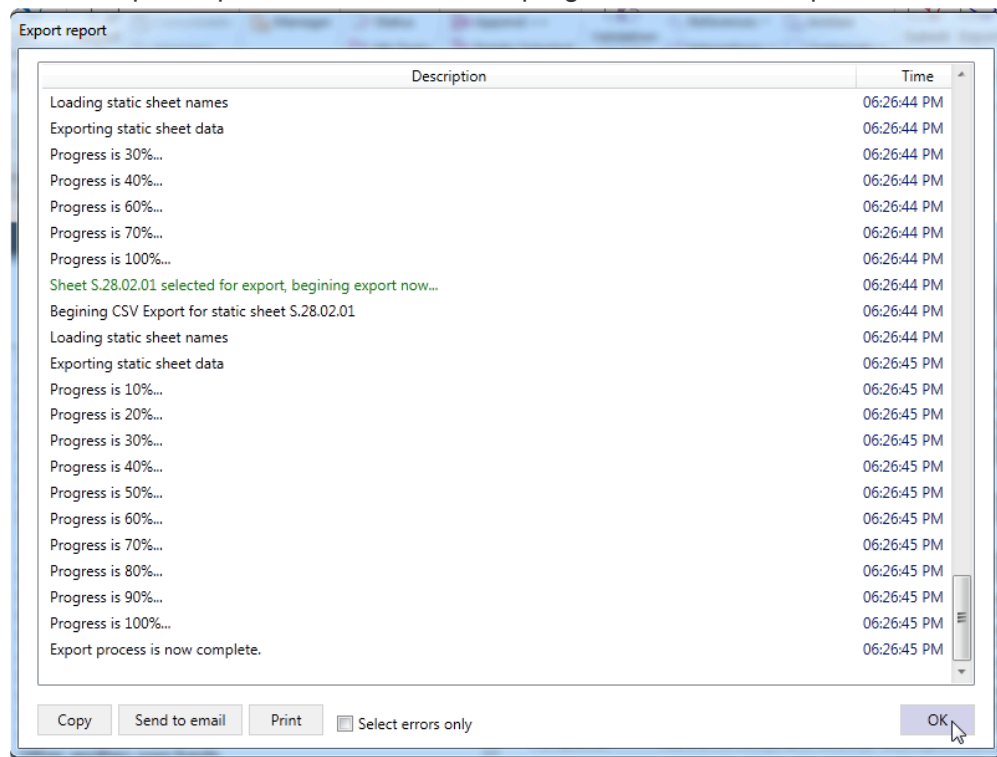


4. The Export window shows the QRT or list of QRTs to be exported. (Note: you can deselect the ticked boxes if you wish not to include some QRT for workbook export).



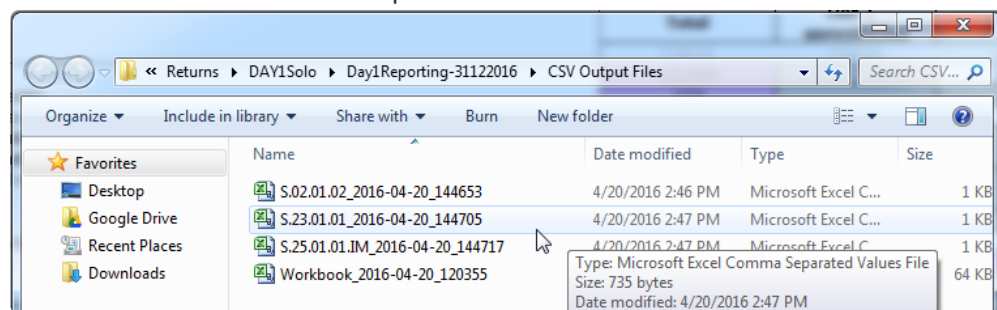
Then click **export** button.

5. The export report window shows the progress of the whole process. Click **OK** once complete.



Using the **QRT Navigator**, you can quickly access the file and save yourself from browsing through the main Return folder.

The CSV exported files are saved to a default folder named *CSV Output Files* located inside the main Return folder like in the example shown below:

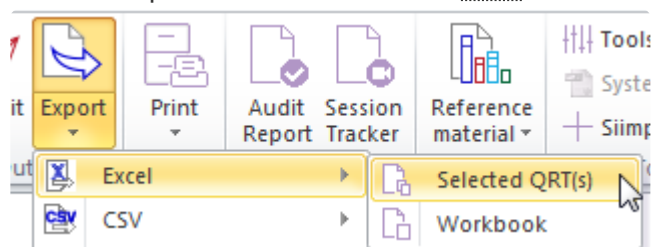


Export Excel

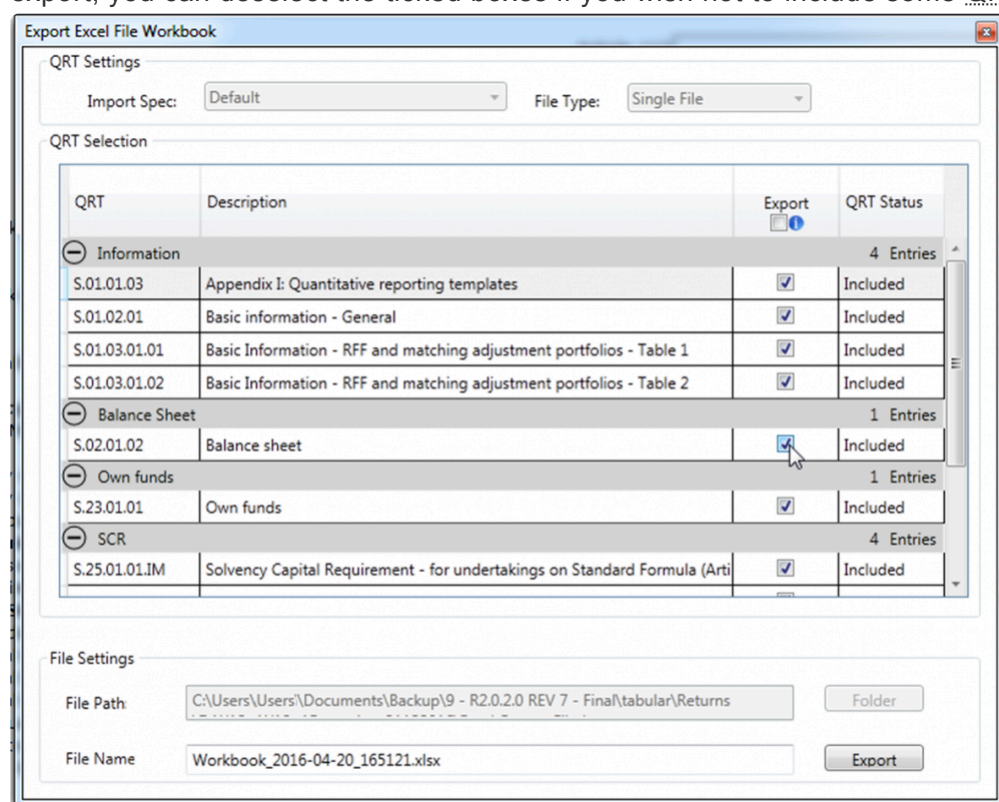
Excel exported files have no Tabular custom properties. The sheets copied inside the new workbook will be just like a normal Excel file when opened.

Creating Excel file:

1. Click Export > Excel > Selected QRT or Workbook to export a specific QRT or entire workbook to Excel.

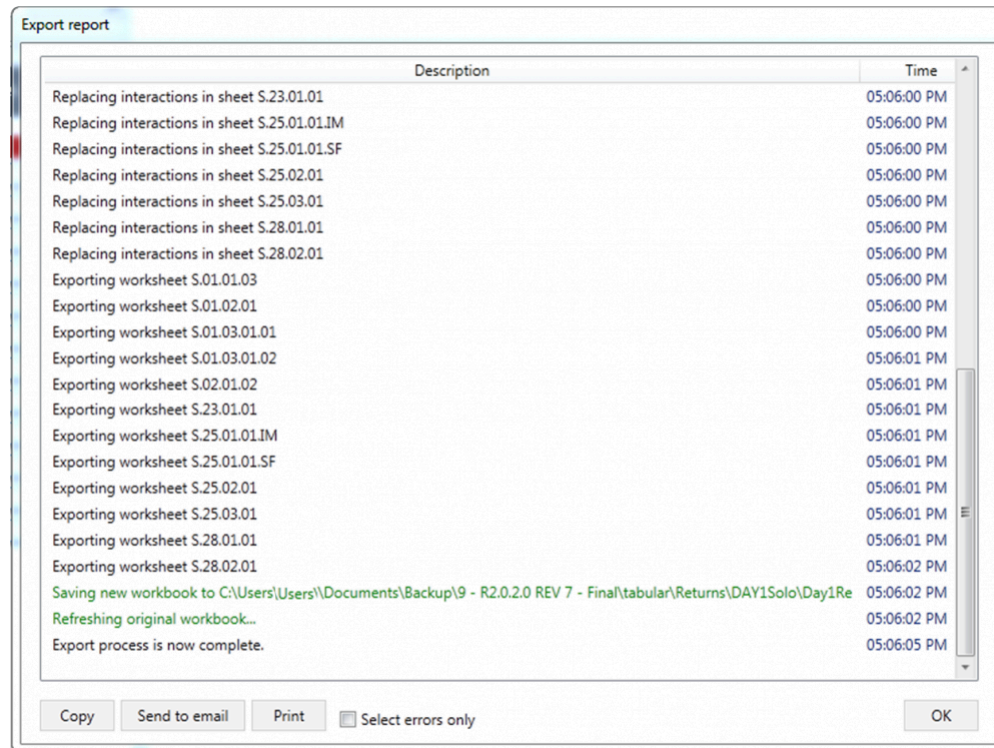


2. The Export window shows, here you'll see the QRT or list of QRTs to be exported. (Note: for workbook export, you can deselect the ticked boxes if you wish not to include some QRT in the exported file).



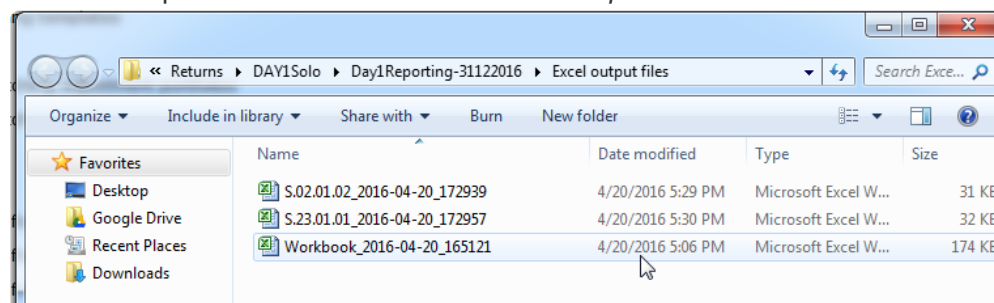
Click export at bottom of the window

3. Wait for the live export report window to complete the process as shown here:



Then click OK.

Locate your Excel exported file by clicking **QRT Navigator** button then select **Your Excel Exports**. All Excel exported files are saved in *Excel Output Files* folder

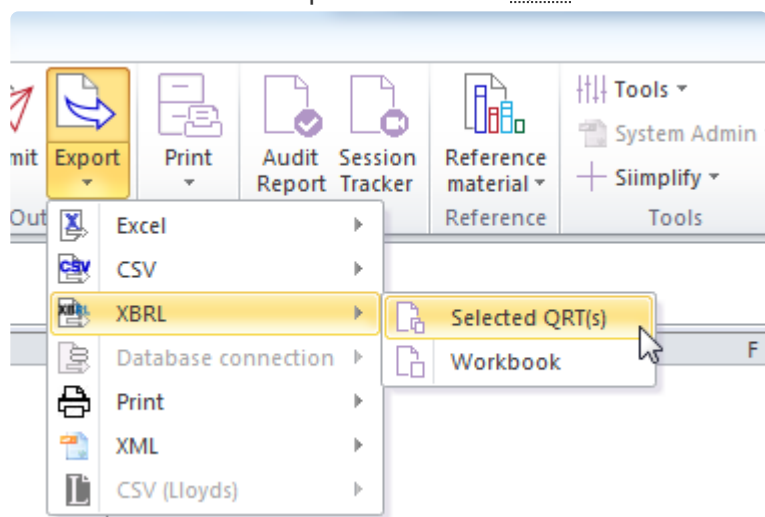


Export XBRL

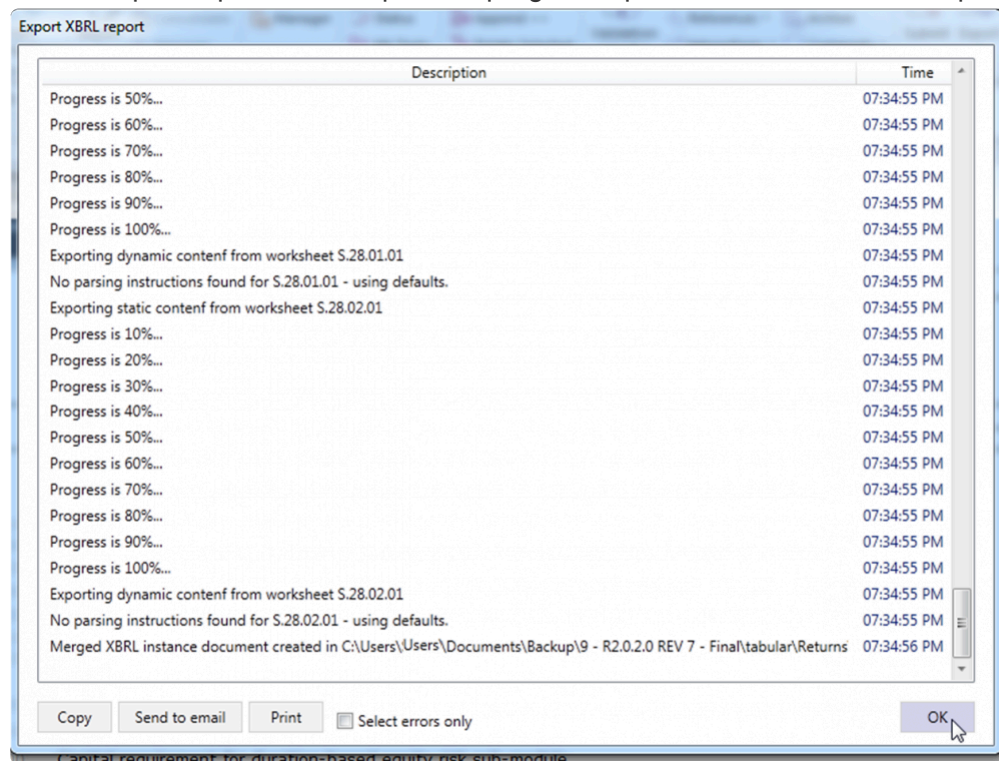
XBRL (eXtensible Business Reporting Language) is a global standard reporting language used to define and exchange financial information, such as financial statements.

To create an XBRL output file, simply export the data of the return to XBRL format:

1. In the ribbon click Export >XBRL
2. Select whether to export a selected QRT or whole workbook export.

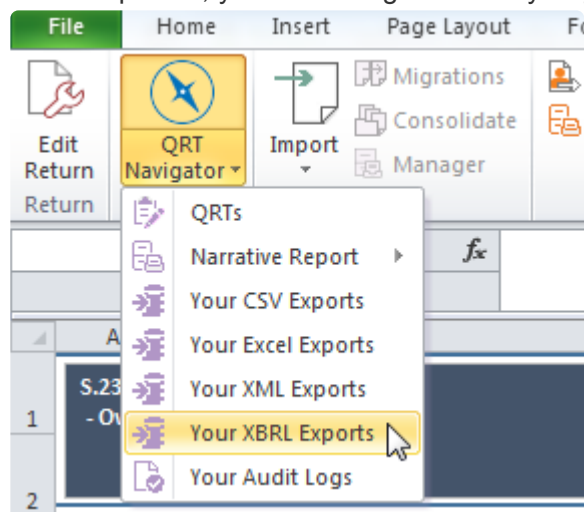


3. The export report window provide progress updates to the user on the processing.



Click **OK** when its complete.

Once exported, you can navigate directly to your XBRL files through **QRT Navigator**.



XBRL Structure:

Below is an example of an XBRL file

```
<?xml version="1.0" encoding="UTF-8"?>
<xbrli:xbrl xmlns:find="http://www.eurofiling.info/xbrl/ext/filing-indicators" xmlns:iso4217="http://www.xbrl.org/2003/iso4217" xmlns:link="link:schemaRef xlink:href="http://eiopa.europa.eu/eu/xbrl/s2md/fws/solvency/solvency2/2015-07-31/mod/ars.xsd" xlink:type="simple"/>
<xbrli:context id="c0">
  <xbrli:entity>
    <xbrli:identifier scheme="http://standard.iso.org/iso/17442">19</xbrli:identifier>
  </xbrli:entity>
  <xbrli:period>
    <xbrli:instant>2016-01-01</xbrli:instant>
  </xbrli:period>
</xbrli:context>
<xbrli:context id="c1">
  <xbrli:entity>
    <xbrli:identifier scheme="http://standard.iso.org/iso/17442">19</xbrli:identifier>
  </xbrli:entity>
  <xbrli:period>
    <xbrli:instant>2016-01-01</xbrli:instant>
  </xbrli:period>
  <xbrli:scenario>
    <xbrldi:explicitMember dimension="s2c_dim:VG">s2c_AM:x80</xbrldi:explicitMember>
  </xbrli:scenario>
</xbrli:context>
```

Note : where there are NSTs for xbrl output included in the return workbook (eg Ireland) then clicking XBRL export > workbook will create multiple xbrl files; xbrl file for EIOPA templates and separate xbrl file(s) for NST templates.

Export XML

Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.

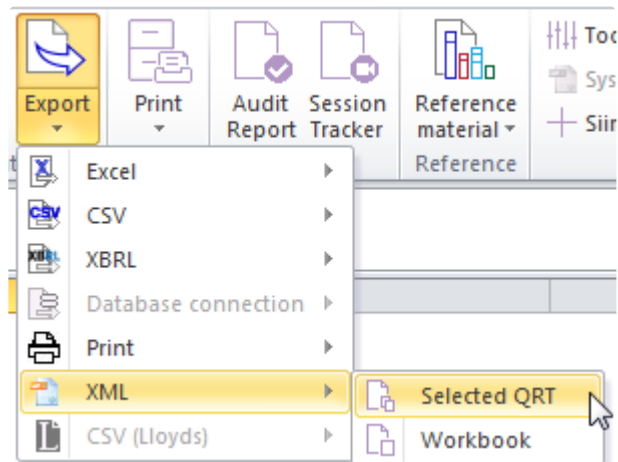
XML Structure:

Below is an example of XML exported file which you can view using Notepad++

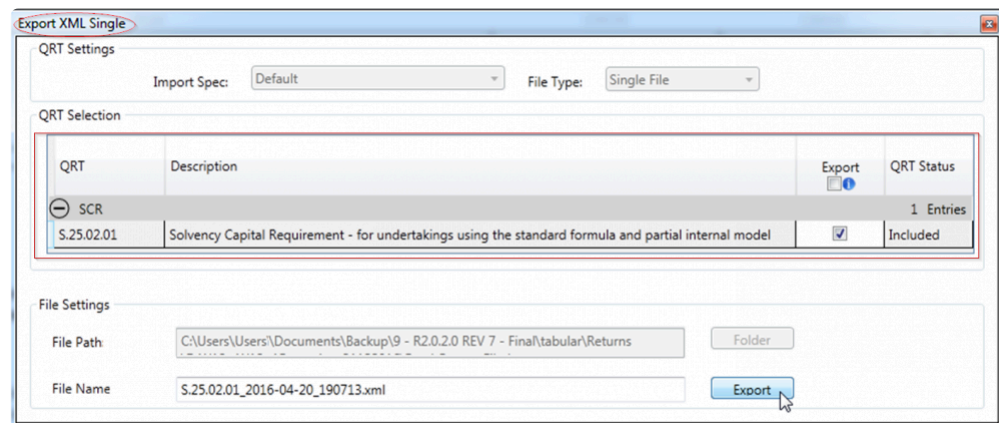
```
Workbook_2016-04-20_120448.xml
1 <?xml version="1.0" encoding="utf-8"?>
2 <ArrayOfLogData xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
3   <LogData>
4     <LogDataId>1</LogDataId>
5     <Category>Cell_Value</Category>
6     <SheetName>S.01.01.03</SheetName>
7     <CellAddress>S.01.01.03!_C0010_R0010</CellAddress>
8     <ActualValue>1 - Reported</ActualValue>
9     <ValidFrom>2016-01-01T00:00:00</ValidFrom>
10    <ValidTo>2020-12-31T00:00:00</ValidTo>
11  </LogData>
12  <LogData>
13    <LogDataId>2</LogDataId>
14    <Category>Cell_Value</Category>
15    <SheetName>S.01.01.03</SheetName>
16    <CellAddress>S.01.01.03!_C0010_R0020</CellAddress>
17    <ActualValue>1 - Reported</ActualValue>
18    <ValidFrom>2016-01-01T00:00:00</ValidFrom>
19    <ValidTo>2020-12-31T00:00:00</ValidTo>
20  </LogData>
21  <LogData>
22    <LogDataId>3</LogDataId>
23    <Category>Cell_Value</Category>
24    <SheetName>S.01.01.03</SheetName>
25    <CellAddress>S.01.01.03!_C0010_R0030</CellAddress>
26    <ActualValue>1 - Reported</ActualValue>
27    <ValidFrom>2016-01-01T00:00:00</ValidFrom>
28    <ValidTo>2020-12-31T00:00:00</ValidTo>
29  </LogData>
30  <LogData>
31    <LogDataId>4</LogDataId>
32    <Category>Cell_Value</Category>
33    <SheetName>S.01.01.03</SheetName>
34    <CellAddress>S.01.01.03!_C0010_R0410</CellAddress>
35    <ActualValue>1 - Reported</ActualValue>
36    <ValidFrom>2016-01-01T00:00:00</ValidFrom>
37    <ValidTo>2020-12-31T00:00:00</ValidTo>
38  </LogData>
```

To create an output file in XML format:

1. Click Export > XML in the ribbon.
2. Select whether to export a selected QRT or whole workbook export.



3. Click export button of the export window that shows. (**Note:** the export window shows Single XML export, therefore you only see one QRT in the list)

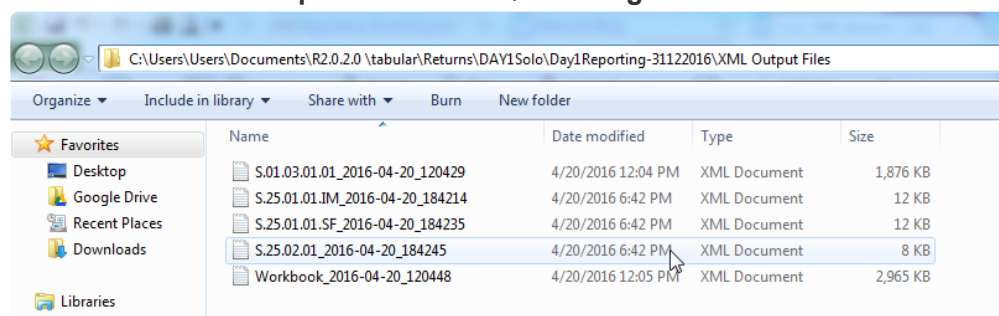


4. The export report window shows the progress of the whole process. Once complete, click OK.

Locate your XML exports

Files exported to XML are saved to its default folder name *XML Output Files*.

Choose **Your XML Exports** from the **QRT Navigator** button of the MS Excel *Ribbon* and the folder opens:

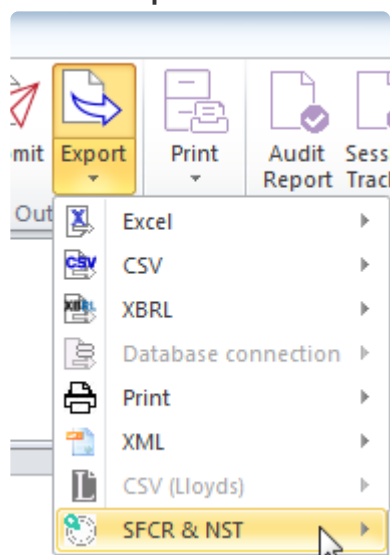


Export NST & SFCR

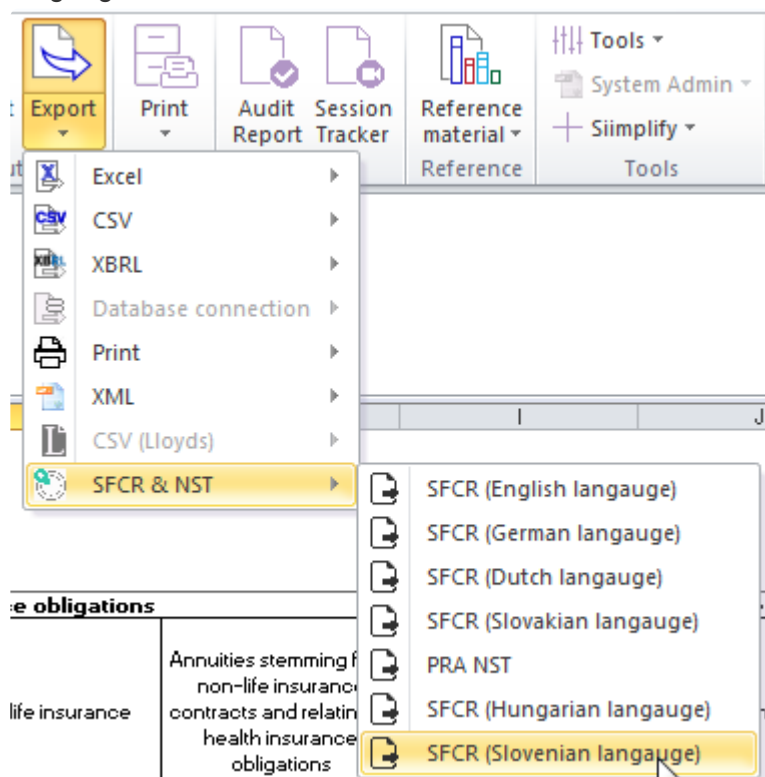
This section is for NSTs that are submitted in Excel format and for exporting the SFCR subset of templates into a separate, more user friendly workbook.

To create an NST & SFCR export files, below are few simple steps to follow:

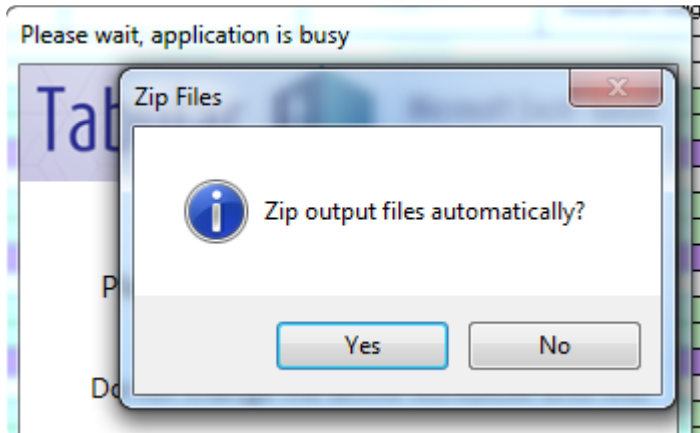
1. Click **Export** button in the ribbon >**NST & SFCR** as shown below.



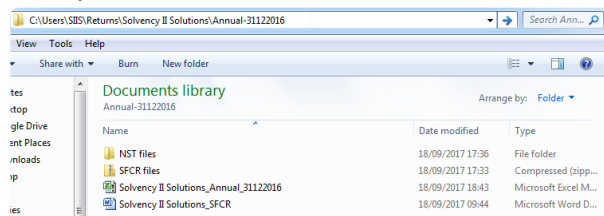
2. For SFCR reporting, multiple language versions of the SFCR output are supported ie SFCR export (Slovenian language) will export the SFCR templates from the return workbook (ie P. and G. worksheets) into the EIOPA designated template (eg P.02.01.02 will be exported to S.02.01.02 sheet) in the designated language.



3. Once you have selected any of the options, a confirmed dialogue will appear. Click YES to zip file, NO otherwise.



4. Exported files are saved inside the returns folder. Sample below:

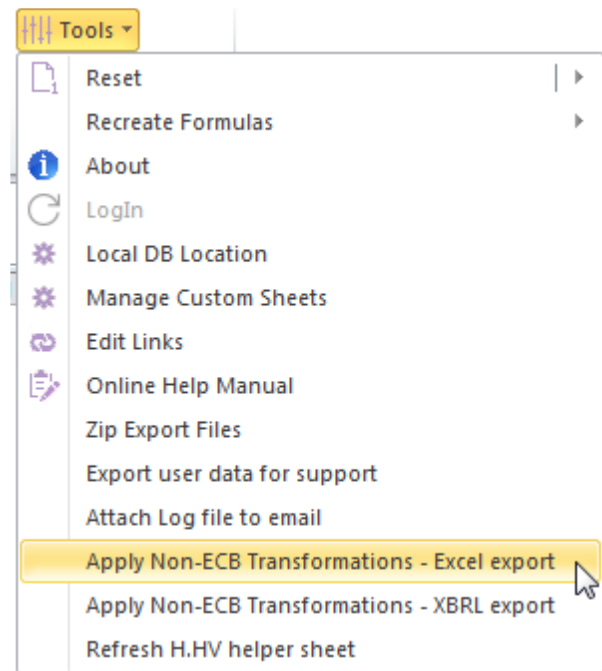


Non-ECB specific output

For clients within the Eurozone (or otherwise subject to the Solvency II “ECB Add-on” reporting requirements) that are required to submit both ECB Add-on output and non-ECB Add-on output; these two feature can be used to create the non-ECB Add-on output files from a ECB Add-on return workbook.

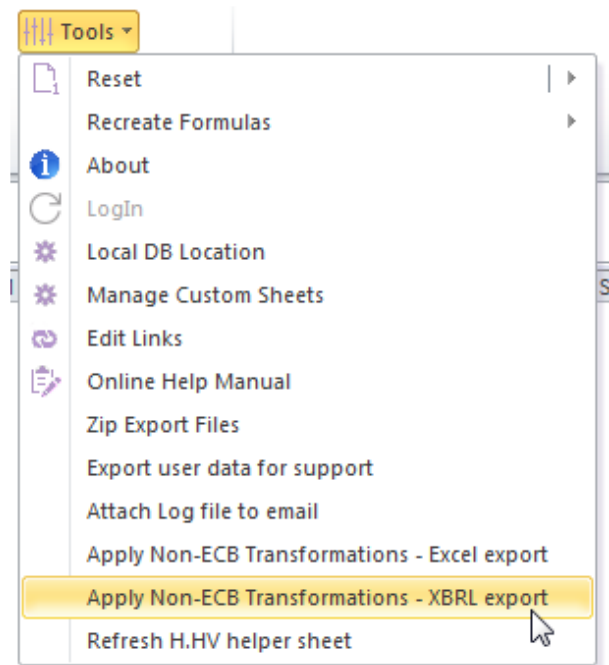
For example, an qrs valid xbrl output file can be generated from a qes return workbook. Tabular automatically converts (eg removes extra columns from SE.06.02 and applies all associated changes in the file like filing indicators for S.06.02 instead of SE.06.02) the ECB Add-on QRTs and datapoints leaving a valid non-ECB Add-on xbrl file that can be submitted to the regulator.

Non-ECB Excel output



Use this feature to produce a standard Tabular Excel output file with the ECB Add-on QRTs converted to their non-ECB Add-on equivalent. To the best of our knowledge this requirement is specific to Cyprus.

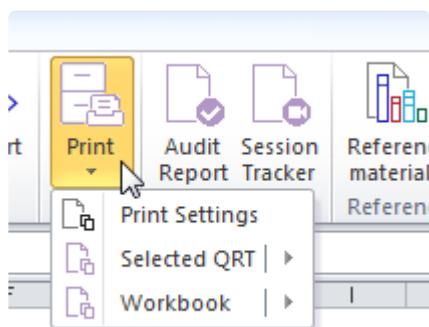
Non-ECB XBRL output



Use this feature to produce the xbrl output file for the equivalent non-ECB entry point eg a ars file from a aes entry point workbook.

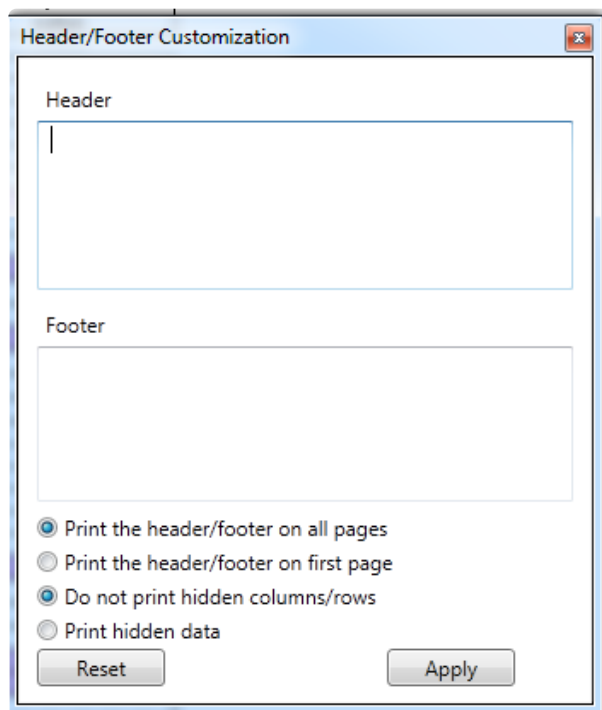
Print

Users can access the **Print** command in the ribbon as shown below:

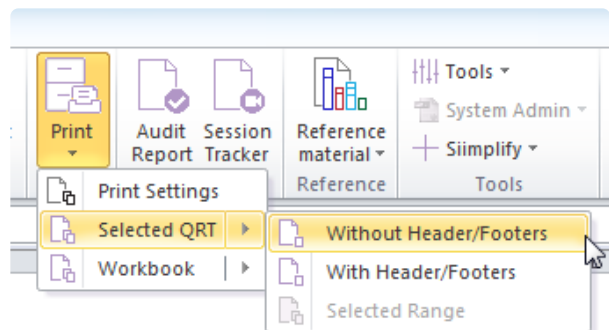


Print Settings:

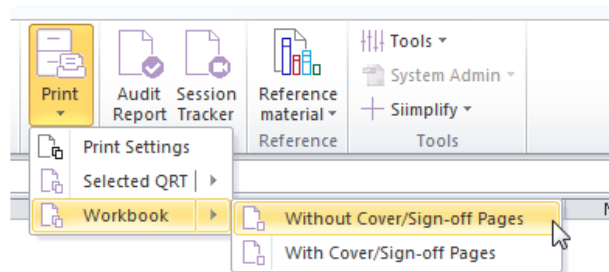
You can also customise the **header** and **footer** as well as other printing options here:



Printing selected QRT

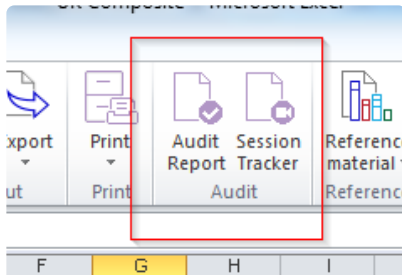


Printing workbook



Audit

Audit is a tabular function that records and tracked every static data point changes, update in the return, and activities of the user.



Audit Report creates a trail of recorded activities of the user.

AuditReport 07/11/2015 13:32:51											
Contents											
Tabular											
Microsoft Excel-based Solvency II reporting solution											
AuditLog ID	QRT	Data point	Change by	Change type	Change sub-type	Relation type	Update type	Change time	Change from	Change to	Change note
57	S.01.01.0	_C0010_R	1	0400	User1	direct	return setup	internal Value	05/11/2015 21:02:00		No use of volatility adjustment
58	S.26.06.0	_C0020_R	1	SF	0200	User1	direct user	internal Value	07/11/2015 12:47:38	225	
59	S.02.01.0	_C0010_R	1	0030	User1	direct user	internal Value	07/11/2015 13:32:28		562	
60	S.02.01.0	_C0010_R	1	0040	User1	direct user	internal Value	07/11/2015 13:32:29		3164	
61	S.02.01.0	_C0010_R	1	0050	User1	direct user	internal Value	07/11/2015 13:32:30		252	
62	S.02.01.0	_C0010_R	1	0060	User1	direct user	internal Value	07/11/2015 13:32:32		6663	
63	S.02.01.0	_C0020_R	1	0010	User1	direct user	internal Value	07/11/2015 13:32:35		251	
64	S.02.01.0	_C0020_R	1	0020	User1	direct user	internal Value	07/11/2015 13:32:36		523	
65	S.02.01.0	_C0020_R	1	0030	User1	direct user	internal Value	07/11/2015 13:32:37		663	
66	S.02.01.0	_C0020_R	1	0040	User1	direct user	internal Value	07/11/2015 13:32:38		223	
67	S.02.01.0	_C0020_R	1	0050	User1	direct user	internal Value	07/11/2015 13:32:39		22	
68	S.02.01.0	_C0020_R	1	0060	User1	direct user	internal Value	07/11/2015 13:32:40		121	
69	S.02.01.0	_C0020_R	1	0080	User1	direct user	internal Value	07/11/2015 13:32:41		258	
70	S.02.01.0	_C0020_R	1	0090	User1	direct user	internal Value	07/11/2015 13:32:42		562	

Session Tracker keeps track of the individual changes as you moved from one data point to another.

The change report window appears at the bottom of the screen when **Session tracker** is clicked:

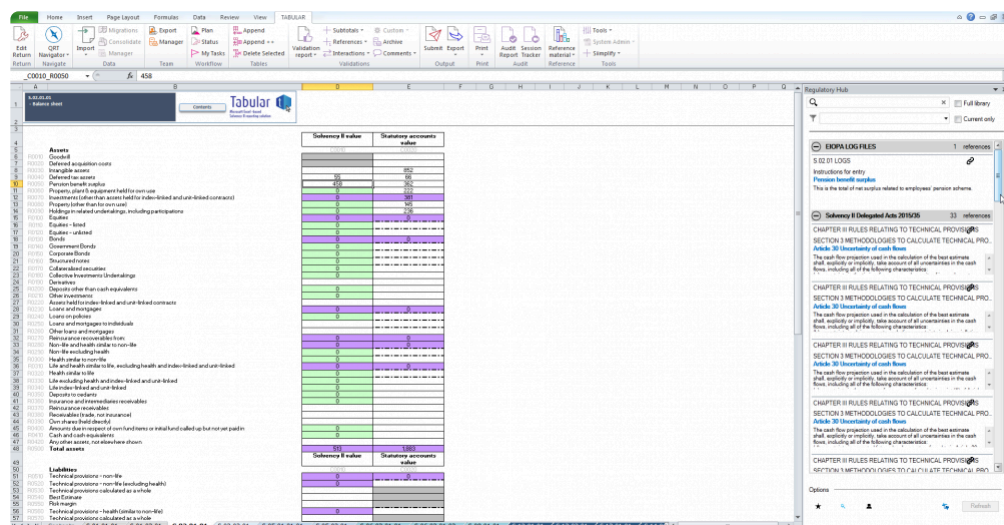
QRT	Data point	Change by	Change type	Change sub-type	Relation type	Update type	Change time	Change from	Change to	Change note	Select
S.02.01.01	S.02.01.01_C0010_R010	User1	direct	user	internal	Value	07/11/2015 21:02:07	952.38	15		<input type="checkbox"/>
S.02.01.01	S.02.01.01_C0010_R010	User1	direct	user	internal	Value	07/11/2015 21:02:14	524.98	25		<input type="checkbox"/>

Every time you saved the changes the session tracker window will be emptied.

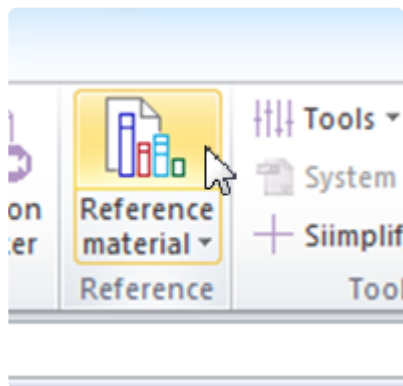
Reference / Regulatory Hub

Regulatory Hub

To assist users in completing their Solvency II returns, our regulatory hub tool can be brought up to provide all relevant guidance for any data point within the return, alongside the QRT so both can be in the same view:



To open the **Regulatory Hub**, click the icon from the **Reference** section of the ribbon:

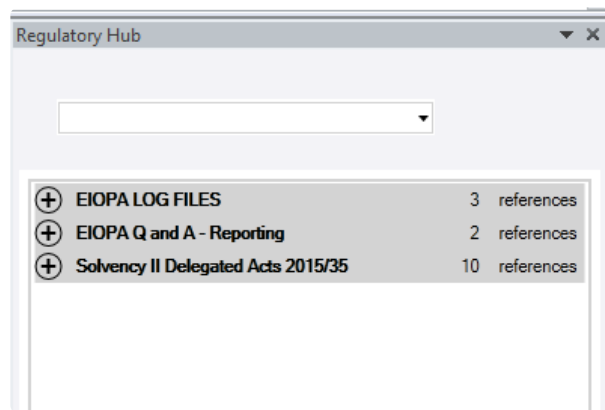


As you move from cell to cell the regulatory hub contents will update to show you the relevant guidance for that cell. You can prevent the regulatory hub contents from updating (to stay fixed as you navigate around the return) and also directly query the full regulatory hub library. See Auto-update and Full library search sections.

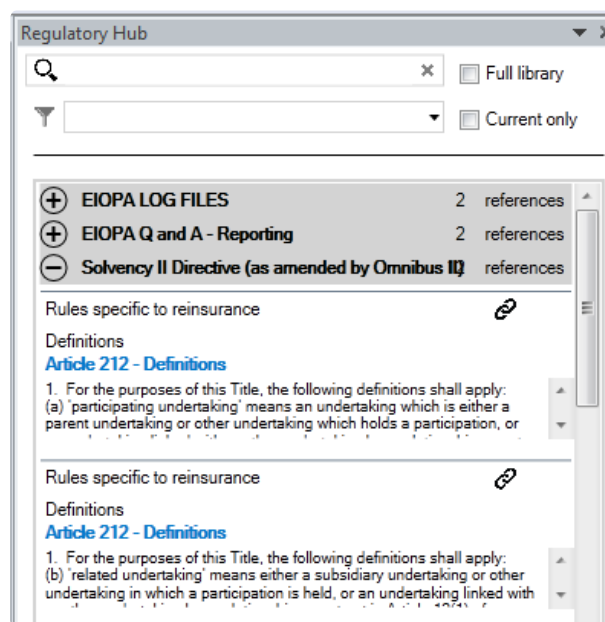
Expand/ Collapse Per Regulatory Source Text

The guidance is grouped by the source text, and these can be expanded or collapsed as required.

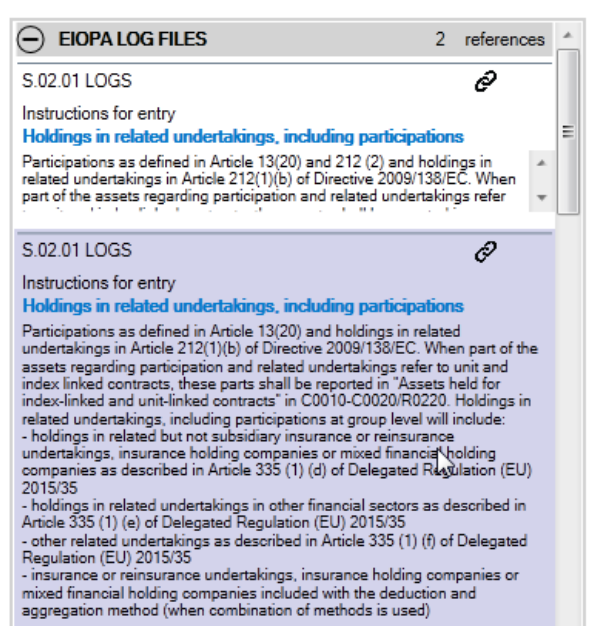
This is how it looks like when all source texts are collapsed:



When Solvency II Directives guidelines entries are expanded:

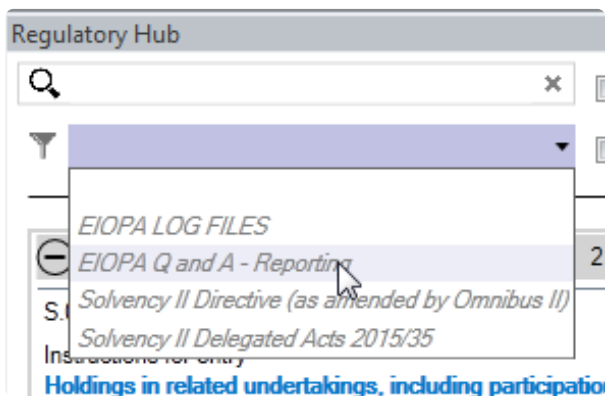


Each entry is limited to a certain height by default, but if you see the scroll bar in the bottom right, it means that there are other texts hidden from view. The regulatory hub entry can be expanded by clicking on it:



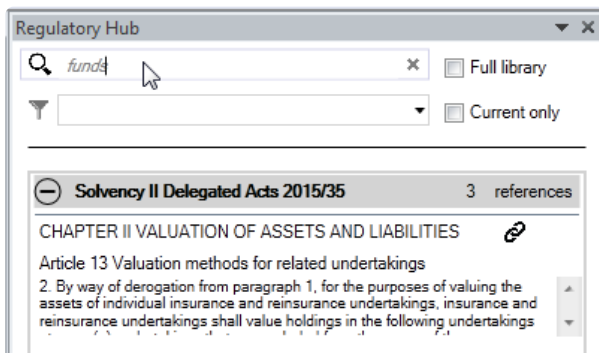
Filter by Regulatory Source Text

To only show entries within the regulatory hub list from a particular source text use the drop down menu above the list:



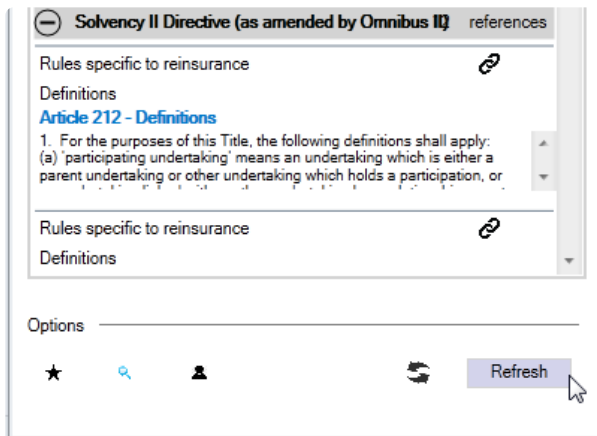
Search Within Regulatory Source Text

To find text within the regulatory hub entries displayed, type in the search textbox above the list of entries:



Auto Update

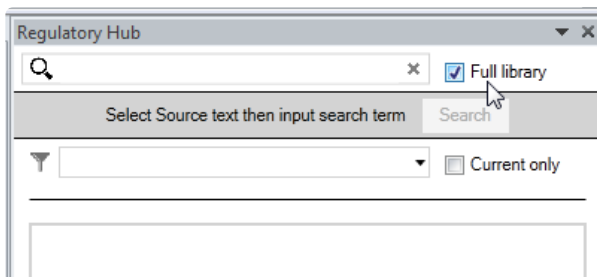
By default the regulatory hub contents will automatically update on each change of the active cell. However, you can disable this feature by selecting “Turn off automatic refresh” at the foot of the list:



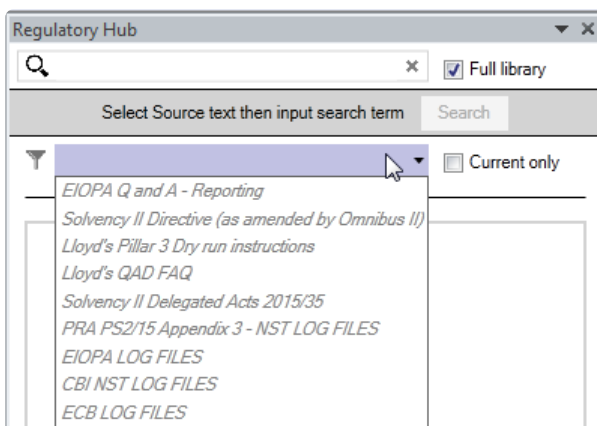
Click the “Refresh” button to update the contents of the regulatory hub.

Full Library Search

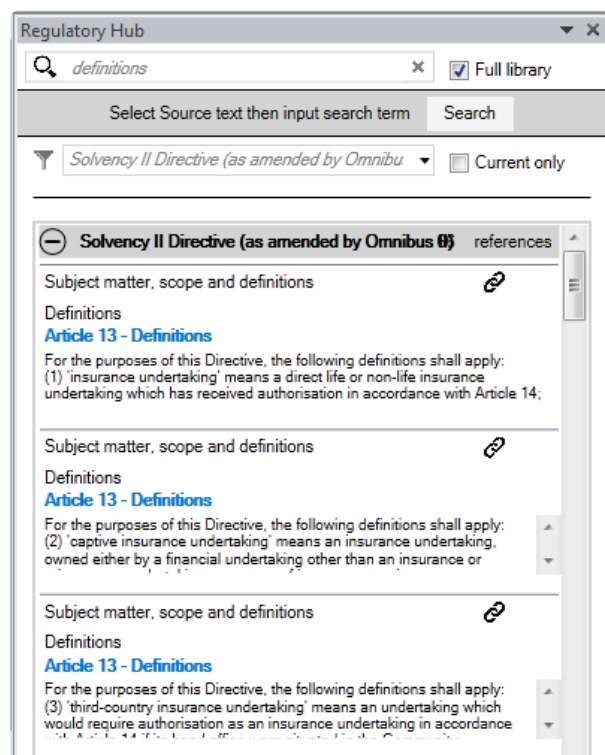
To search the full regulatory hub library directly, select “Full Library” checkbox next to the search box:



This will clear the contents of the list. To search the full library next select a source text from the drop down and enter the search term requested:



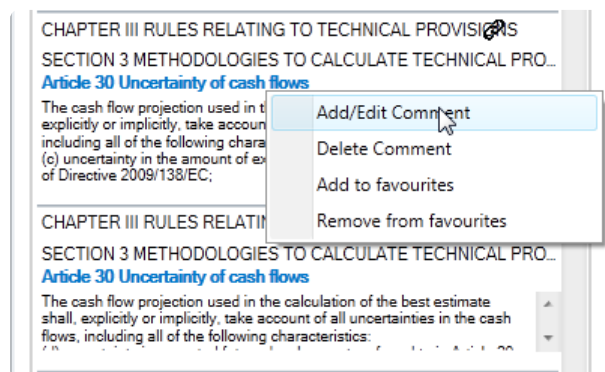
The list will display all regulatory hub database entries which include the search term requested:



Adding User Notes to Regulatory Hub Entries

Users can add their own notes to any regulatory hub entry, which will be saved to the database and presented whenever that regulatory hub entry is shown.

To add a note, right-click in the regulatory hub item you wish to add note to:



Then, complete the add comment pane:

Add new comment

Your name
User1

Subject
IR shock

Comment
For Insurance Company A this means we must exclude capital requirements relating to asset type B and C as these will be captured under the equity risk charge.

Holdings with Bank Z will however always be included in this amount

Ok Cancel

The comment is now added to the regulatory hub item:

cash pools. With regard to "Statutory accounts values" column (C0020) -

S.02.01 LOGS

Instructions for entry
[Loans and mortgages](#)

This is the total amount of loans and mortgages, i.e. financial assets created when undertakings lend funds, either with or without including cash pools. With regard to "statutory accounts" column (C0020) -

Submitted by User1 19:21:11 06.11.2015
IR shock
For Insurance Company A this means we must exclude capital requirements relating to asset type B and C as these will be captured under the equity risk charge.

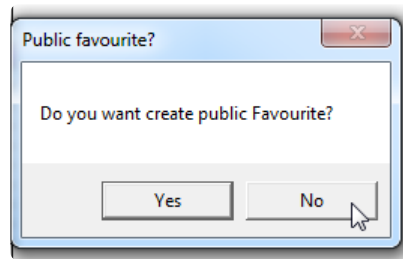
Favourites

Reg hub items can be added to the favourites library by right clicking on the item and selecting "Add to favourites":

rejection used to calculate best estimates shall take into account the following expenses which relate to recognised

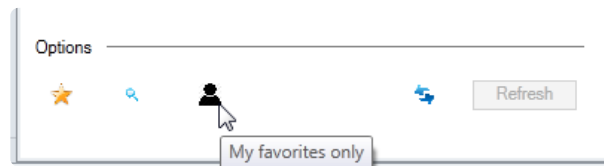
- Add/Edit Comment
- Delete Comment
- Add to favourites
- Remove from favourites

Users can select to add a favourite as a **personal** favourite or a **global** favourite :

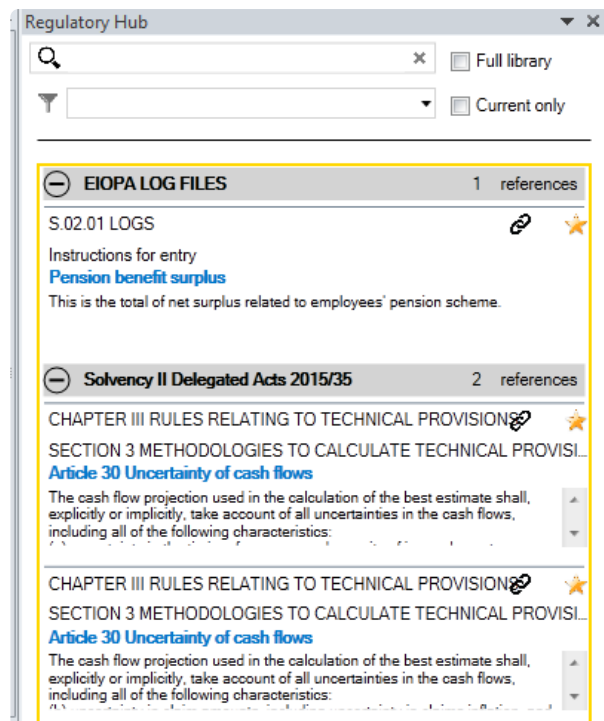


If Yes, the selected entry will be a global favourite.

If No is selected, then that entry will be a personal favourite. Which means selecting “**My favourites only**” button will show only those favourites added by the user as a personal favourite:

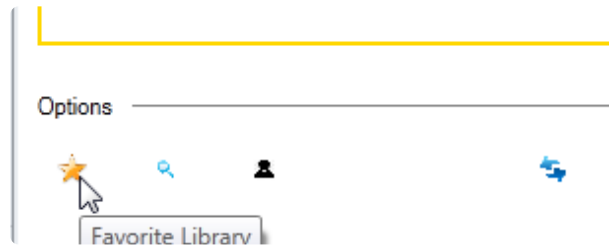


You can identify favourites easily because of the gold star in the top right of the reg hub item:



Showing Only Favourites

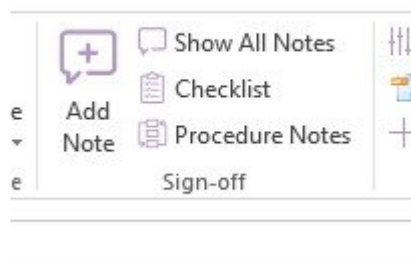
To only show favourite items in reg hub, a user can select the star icon in the bottom right of the task pane:



To see all favourite items, not just those favourite items for the current data point, you can select “Show all favourite items” and the reg hub list will populate with every reg hub items which has been tagged as a favourite but not limited to the reg hub items which are relevant for the current data point.

Notes and Procedure Notes

There are two notes-based features: Notes and Procedure Notes.



Notes

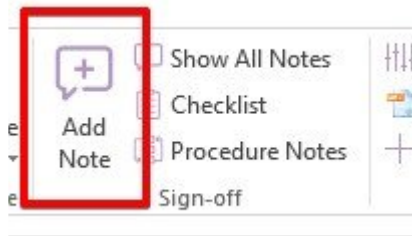
New Notes feature allows user to add notes against any QRT in a return and assign these notes to other users, with given priorities etc. Restrictions can be placed on which users have the authority to resolve specific notes. Further, threaded comments can also be added against each note and an audit trail of all changes for each note is held.

Procedure Notes

New checklist feature is similar to notes but allows users to instead create “template tasks” to be performed in each return, subject to the conditions assigned to the template task. For example, a recurring task (assigned to any return with S.06.02.01.01 or SE.06.02.16.01 QRT included) to check and remove if necessary any negative investments

Add Note

Create new note button is available in the Sign-off section of the Tabular ribbon.



Note: It can be opened from return workbook but disabled from Tabular.xlsm

Add Note - 'New CompanyAnnual_31122016.xlsb'

QRT* Internal only

Select QRT... No

For resolution in process stage

Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Summary*

Priority

Medium

Assignee

Unassigned

Description

12 B / U [color] [background color] [bulleted list] [numbered list] [link] [unlink] [insert image] [insert link]

Create Cancel

QRT

This dropdown contains all returns that are presented in the current return.

This is a mandatory field, so the Create note button is disabled until a QRT is selected.

For resolution in process stage

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off.

Otherwise, if you wish to specify at which specific stage within QRT Sign-Off (ie Input or Review) the Note must be resolved before that stage can be completed then assign to one of those options.

Internal only

It will be possible to export all notes into an output file that can be shared with internal or external audits. In case 'internal only' is selected it will not include this note in output file for external parties. And vice-versa, if in Internal only 'No' will be selected – this note will be added to this output file.

Summary

It is possible to input up to 250 characters.

Priority

It is possible to select priority from the dropdown: Low, Medium, High. It is only used for MI purposes and by default Medium is selected.

Assignee

An optional field, by default Unassigned is selected. It is possible to select any active user from dropdown.

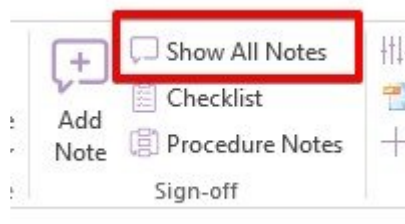
Note: Unassigned notes can be resolved by all active users, but if a note is assigned to some user, then only that user and user with NoteAdministrator role can resolve it.

Description

User can set font, color and size of text. Also, it is possible to mention users, add file and web links.

Show All Notes

Show All Notes button is available in the Sign-off section of Tabular ribbon.



This window shows all Notes (and associated comments) for the current return.

Edit mode	QRT	Created by	Assigned To	Summary	Description	Resolved	Resolved by	Resolved On	Priority	Process stage	Internal only	Created On	Last updated	Last updated by
Edit	S.01.01.01	Administrator	User 4	Check this	C0010_R R0320 should have status 1-Reported or no? Comments: Administrator on 04 Dec 2019 OK, sure will change it next time All values should be edited	<input type="checkbox"/>			Medium	Unassigned	No	04 Dec 2019 1		
Edit	S.01.01.01	Administrator	Unassigned	Edit all values here	Comments: Administrator on 04 Dec 2019 Please check again	<input type="checkbox"/>			Medium	Unassigned	No	04 Dec 2019 1		
Edit	S.21.02.01	Administrator	User2	Note value in C0010_R0030 for next time	Note value in C0010_R0030 for next time	<input type="checkbox"/>			High	Unassigned	No	04 Dec 2019 1		
Edit	P.28.01.01	Administrator	Unassigned	New note		<input type="checkbox"/>			Medium	Unassigned	No	03 Dec 2019 2		

There is **Edit** button next to each note that opens Edit window. More information on editing note is [here](#).

Show All Notes window contains all information on each Note and it's status. By default it includes 'Resolved' notes, but these can be hidden using the 'Hide Resolved Notes' button.

To **Resolve** a note(s), select the checkbox(es) in the 'Resolved' column for the note(s) and click **Confirm resolving of selected Notes**. Thus, if many checkboxes are selected then all selected notes can be Resolved at the same time.

Note: The 'Resolve' checkbox for a note will be disabled for unresolved notes where the note is either assigned to a different user (and the current user does not have the NoteAdministrator role). User with NoteAdministrator role can resolve any Note, no matter who is assignee or author of the note.

Note: Also it is possible to **Unresolve** notes, but it could be done only from the **Edit Note window**. [Here](#) more information.

Edit Note

Edit note button is available for each note in the [Show all notes window](#) and opens the Edit Note window as below:

Edit Note - 'New CompanyAnnual_31122016.xlsx'

QRT*
S.21.02.01

Internal only
No

For resolution in process stage
Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Summary*
Note value in C0010_R0030 for next time

Priority
High

Assignee
User2

Reporter: Administrator

Created: 04 Dec 2019 10:47:32

Description
Note value in C0010_R0030 for next time

Activity
Comment History

Add new comment:

Save

Editing by Author of the Note

Author of the note can edit it at any stage until it is resolved. All fields can be edited. Only Reporter and Created are read-only.

Note: Summary and Description can be edited by clicking Edit button below each of these fields. After this Summary and Description can be edited and will be saved after clicking Save button.

Changes in all other fields are autosaved.

There are restrictions on what information, and who has the privileges, can be edited for a note:

Editing by Assignee of the Note

Assignee can only reassign note to another user or make it unassigned. All other fields are disabled for editing.

Editing when current user is not Assignee and doesn't have NoteAdministrator role.

In this case user can't edit anything, all fields are disabled for editing.

The only thing that can be added to note by all users and at any stage is **Comments**.

Adding **Comments** to Note is a useful way to record additional detail about an issue, and collaborate with other users. Comments are shown in the Comments tab of the Activity section.

The screenshot shows the 'Edit Note' window for 'New CompanyAnnual_31122016.xlsx'. The 'Activity' section is open, showing the 'Comment' tab. The comment history shows two entries: one from 'Administrator' at 10:49:49 and another from 'User 4' at 13:16:54. The 'Add new comment' text box is visible with a rich text editor toolbar. The main form contains fields for QRT*, Internal only, For resolution in process stage, Summary*, Priority, Assignee, Reporter, Created, Last updated by, and Last updated. The Description field contains the text 'C0010_R R0320: shuld have ststus 1-Reported or no?'.

To add a comment type it in the Comment text box using as many lines as you require and click Save. Existing comments can be modified or deleted only by their original author.

Using the **History** tab in Activity section, you can see the recent changes made to note.

The screenshot shows the 'Edit Note' window with the 'History' tab selected in the Activity section. The history shows two changes to the 'IsResolved' field: one by 'Administrator' at 11:24:46 (False to True) and another by 'User 4' at 13:16:07 (True to False). The 'Comment' tab is also visible, showing the same comment history as the previous screenshot.

Unresolve Note

Resolving a note takes place in the Show all notes window. However, unresolving a note only takes place within the Edit note window.

In case user wants to unresolve note, he should click Edit button next to the note. Special section at the top of the edit window will be presented.

Edit Note - 'New CompanyAnnual_31122016.xlsb'

The current status of this Note is Resolved. No changes, except to comments, can be made. To un-resolve this Note click [here](#). Please Note, only the assignee or a Notes administrator can perform this action. If assignee is 'Unassigned' then all users can perform this action.

Activity

Comment History

Administrator 04 Dec 2019 10:46:40

Please check again

Add new comment:

12 B

[Save](#)

QRT* Internal only

S.01.01.01 No

For resolution in process stage

Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Set the above to 'Yes' to exclude this Note from the 'External review' output feature

Summary*

Edit all values here

Priority: Medium

Assignee: Unassigned

Reporter: Administrator

Created: 04 Dec 2019 10:46:40

Last updated by: Administrator

Last updated: 04 Dec 2019 11:24:46

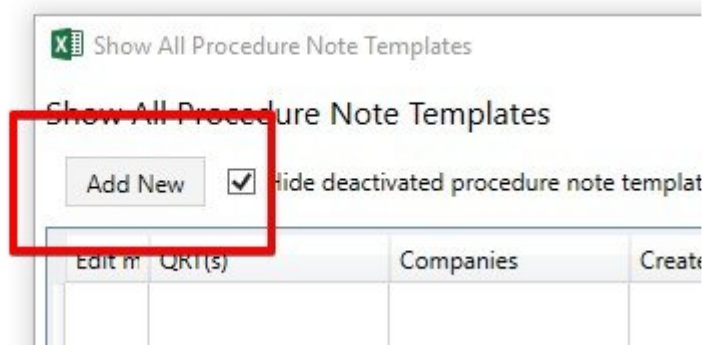
Description

All values should be edited

Once the note was resolved you can edit again according to the previous instructions.

Add Procedure Note

Create new procedure note button is available from Show All Procedure Notes window in the Sign-off section of the Tabular ribbon.



Note: It can be opened from return workbook but disabled from Tabular.xlsm

Insurance - SPCX version

Add procedure note template

Applicable Company(ies)*

Applicable QRT(s) and/or QRTRoot(s)*

For resolution in process stage

Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Applicable returns (by reference dates):

From (inclusive)

01.01.2016

To (inclusive)

31.12.2099

Summary*

Priority

Medium

Assignee

Unassigned

Description

12 B / U

Create Cancel

Applicable Company(ies)

This dropdown contains all possible Companies.

This is not a mandatory field. It is possible to select none, one or several companies at the same time. In case none of companies will be selected, this procedure note will be relevant for all companies. And if some companies will be selected, then this procedure note will be relevant only for these companies.

Applicable QRT and/or QRTRoot(s)

This field is mandatory.

Dropdown with list of possible QRTs and QRTRoots appears after the first characters are entered.

It is possible to select one or several QRTs or QRTRoots at the same time. Procedure note will be relevant

only for selected QRTs or QRTRoots.

For resolution in process stage

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off.

Otherwise, if you wish to specify at which specific stage within QRTSign-Off (ie Input or Review) the Note must be resolved before that stage can be completed then assign to one of those options.

Applicable returns (by reference dates)

Here the dates in which this procedure note will be valid can be chosen. Procedure note will be relevant for the return only if reference dates of return match the valid From/To dates of procedure note.

Summary

It is possible to input up to 250 characters.

Priority

It is possible to select priority from the dropdown: Low, Medium, High. It is only used for MI purposes and by default Medium is selected.

Assignee

An optional field, by default Unassigned is selected. It is possible to select any active user from dropdown.

Note: Unassigned notes can be resolved by all active users, but if a note is assigned to some user, then only that user and user with ProcedureNotesAdministrator role can resolve it.

Description

User can set font, color and size of text. Also, it is possible to mention users, add file and web links.

Edit Procedure Note Template

Edit procedure note template button is available for each procedure note in the [Show all Procedure Notes](#) window and opens the Edit Procedure Note window as below:

Edit procedure note template

Applicable Company(ies)*
29 (TestCompany1) 43 (Annual Solo)
[Edit](#)

Applicable QRT(s) and/or QRTRoot(s)*
S.01.01.01 S.01.01.06
Q
[Edit](#)

For resolution in process stage
Unassigned
Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Summary*
New summary
[Edit](#)

Priority
Medium

Assignee
Unassigned

Description
Lorem ipsum dolor sit amet, consectetur adipiscing elit...

[Edit](#)

Applicable returns (by reference dates):
From (inclusive)
01.01.2016
To (inclusive)
31.12.2099

Reporter: Administrator
Created: 29 Sep 2019 21:00:07
Last updated by: Administrator
Last updated: 06 Jan 2020 16:56:56

Activity
Comment History
Administrator 29 Sep 2019 21:22:30
new comment
[Save](#) [Cancel](#)
Administrator 06 Jan 2020 16:56:23
also please check all other notes on S.01.01.01
[Edit](#) [Delete](#)
Add new comment:
[Save](#)

☐ De-activate template note

Any user can edit procedure note template at any stage. All fields can be edited, except **Reporter**, **Created on**, **Last updated by** and **Last updated on** fields that are read-only.

Note: **Applicable Company(ies)**, **Applicable QRT and/or QRTRoot(s)**, **Summary** and **Description** can be edited by clicking **Edit** button below each of these fields. After these fields can be edited and will be saved after clicking **Save** button.

Changes in all other fields are autosaved.

Adding **Comments** to Note is a useful way to record additional detail about an issue, and collaborate with other users. Comments are shown in the Comments tab of the Activity section.

Note: These comments are only visible in the Procedure notes section, they will not be visible in Checklist section.

To add a comment type it in the Comment text box using as many lines as you require and click Save. Existing comments can be modified or deleted only by their original author.

Using the **History** tab in Activity section, you can see the recent changes made to note.

De-activate template note

Each procedure note template can be de-activated by clicking on '**De-activate template note**' checkbox in Edit Procedure note window.

There are no restrictions on which users can de-activate procedure note templates.

Note: Once the note template is de-activated this note will no longer be available in return checklists EXCEPT in the case where this checklist item has already been "actioned" (ie its status has been changed and/or a comment has been made against the checklist item), in which cases the checklist item will remain in the return's checklist

5.19. Sa

Summary*

New summary

[Edit](#)

Priority	Reporter: Administrator
Medium	Created: 29 Sep 2019 21:00:07
Assignee	Last updated by: Administrator
Unassigned	Last updated: 06 Jan 2020 17:37:10

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit...

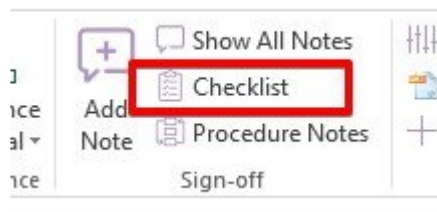
[Edit](#)

☐ De-activate template note

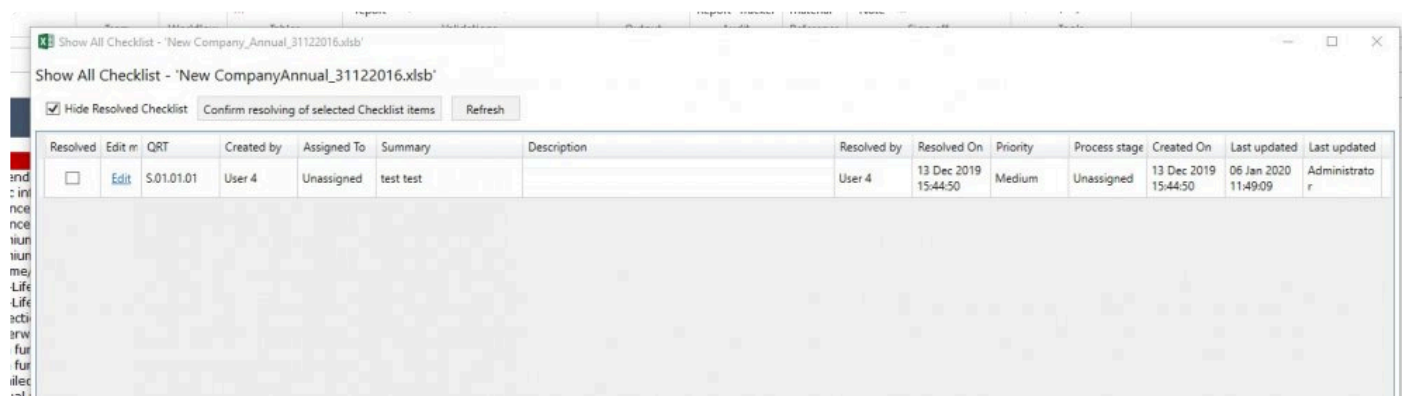
De-activated note templates can be activated again by unchecking 'De-activate template note' checkbox. As well, there are no restrictions on which users can activate procedure note templates.

Checklist

Show All Checklist button is available in the Sign-off section of Tabular ribbon.



Note: This window show procedure notes templates that are filtered out via QRTs, Companies and valid From/To dates and only those that meet all requirements for current return are displayed in checklist window.



There is **Edit** button next to each checklist item that opens Edit window. More information on editing checklist item is [here](#).

Show All Checklist window contains all information on each Checklist item and it's status. By default it includes 'Resolved' checklist items, but these can be hidden using the 'Hide Resolved Checklist' button. To **Resolve** a checklist item(s), select the checkbox(es) in the 'Resolved' column for the note(s) and click **Confirm resolving of selected Checklist items**. Thus, if many checkboxes are selected then all selected checklist items can be Resolved at the same time.

Note: The 'Resolve' checkbox for a checklist item will be disabled for unresolved notes where the note is either assigned to a different user (and the current user does not have the ProcedureNoteAdministartor role). User with ProcedureNoteAdministrator role can resolve any Checklist item, no matter who is assignee or author of the checklist item.

Note: Also it is possible to **Unresolve** checklist item, but it could be done only from the **Edit Checklist item** window. [Here](#) more information.

Edit Checklist item

Edit checklist item button is available for each checklist item in the Show all checklist window and opens the Edit Checklist window as below:

QRT
S.01.01.01

For resolution in process stage
Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Summary
test test

Priority
Medium

Assignee
Unassigned

Description

Reporter: User 4
Created: 13 Dec 2019 15:44:50
Last updated by: Administrator
Last updated: 06 Jan 2020 11:49:09

Activity
Comment History

Add new comment:

Save

The only thing that can be added to checklist by all users and at any stage is Comments.

Note: All other fields are read-only.

Adding Comments to Checklist item is a useful way to record additional detail about an issue, and collaborate with other users. Comments are shown in the Comments tab of the Activity section.

QRT
S.01.01.01

For resolution in process stage
Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Summary
test test

Priority
Medium

Assignee
Unassigned

Reporter: Administrator
Created: 13 Dec 2019 15:44:50
Last updated by: Administrator

Activity
Comment History

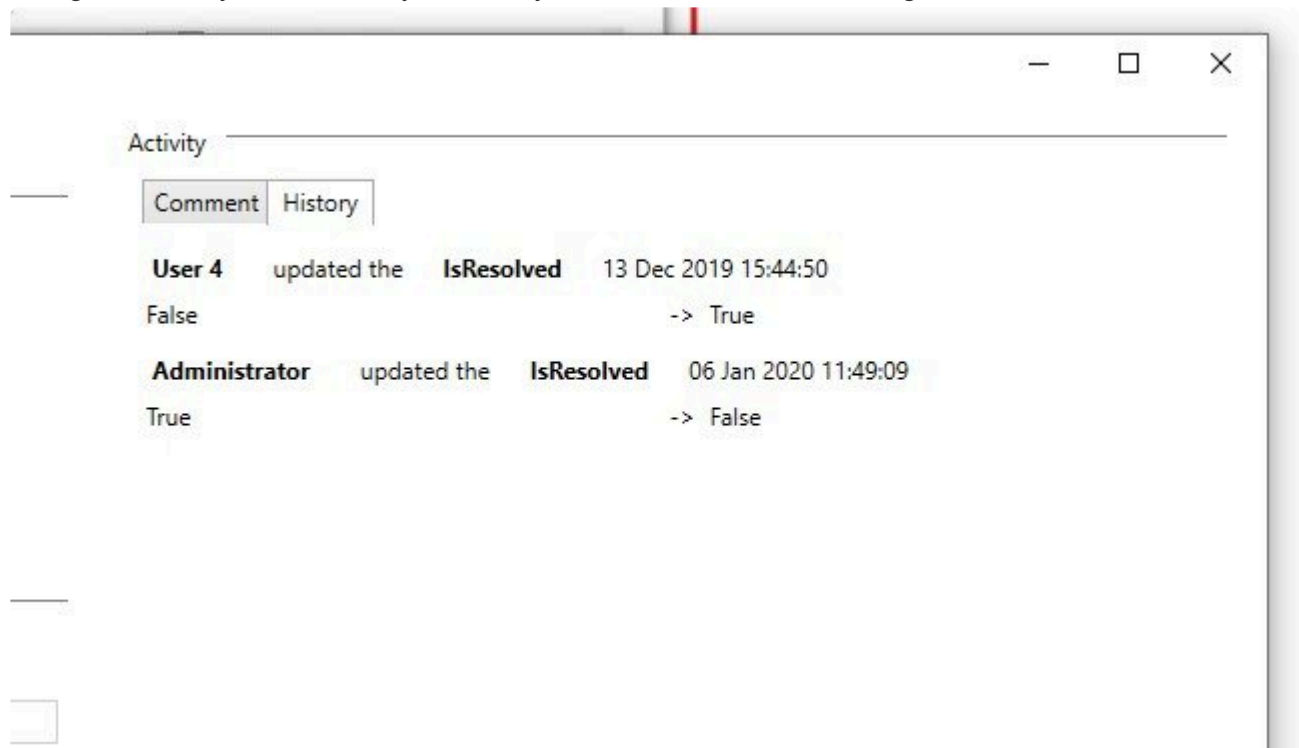
Administrator 06 Jan 2020 12:27:20
We need to check it once again.
[Edit](#) [Delete](#)

Add new comment:

Save

To add a comment type it in the Comment text box using as many lines as you require and click Save. Existing comments can be modified or deleted only by their original author.


Using the History tab in Activity section, you can see the recent changes made to checklist item.



Unresolve Checklist Item

Resolving a checklist item takes place in the Show all Checklist window. However, unresolving a checklist item only takes place within the Edit Checklist window.

In case user wants to unresolve checklist item, he should click Edit button next to the checklist item. Special section at the top of the edit window will be presented.

 Edit Checklist - 'New Company_Annual_31122016.xlsb'

Edit Checklist - 'New CompanyAnnual 31122016.xlsb'

The current status of this Checklist item is Resolved. To un-resolve this Checklist item click [here](#). Please Note, only the assignee or a Procedure Notes administrator can perform this action. If assignee is 'Unassigned' then all users can perform this action.


QRT

S.01.01.01

For resolution in process stage

Unassigned

Leave the above as Unassigned to allow the note to be resolved at any stage before QRT Sign-off

Summary 

jnk,nm

Priority

Medium

Assignee

Unassigned

Reporter: User 4

Created: 13 Dec 2019 15:44:50

Last updated by: Administrator

Last updated: 06 Jan 2020 11:52:40



Description

Activity

Comment

History

Add new comment:

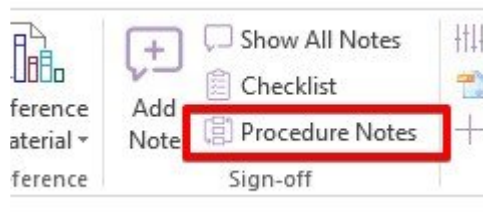
12

[Save](#)

Once the checklist item was resolved you can edit again according to the previous instructions.

Show All Procedure Notes

Show All Procedure Notes button is available in the Sign-off section of Tabular ribbon.



Note: This window shows all possible Procedure Notes (and associated comments), regardless of which return is opened.

Show All Procedure Note Templates

Show All Procedure Note Templates

Add New☒ Hide deactivated procedure note templatesRefresh

Edit nr	QRT(s)	Companies	Created by	Assigned To	Summary	Description	Valid from	Valid to	Priority	Process stage	Active	Created On	Last updated	Last updated
Edit	S.01.01.06	29 (TestCompany)1, 43 (Annual Solo)	Administrator	Unassigned	New summary	<div> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean m... </div> <div> Comments: Administrator on 29 Sep 2019 Administrator on 29 Sep 2019 Administrator on 29 Sep 2019 Administrator on 29 Sep 2019 Administrator on 29 Sep 2019 ghhghgh </div>	01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	29 Sep 2019 21:00:07	06 Jan 2020 11:29:46	Administrator
Edit	S.01.01.01		Administrator	Unassigned	New summary2		01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	29 Sep 2019 21:22:54	06 Jan 2020 11:30:00	Administrator
Edit	S.01.01.02	211 (New), 205 (ValCom), 202 (NT)	Administrator	Unassigned	123		01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	29 Sep 2019 21:28:28	06 Jan 2020 11:29:21	Administrator
Edit	S.01.01.01		Administrator	Unassigned	test test		01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	04 Oct 2019 16:47:11		
Edit	N.IE.12.01.* (root)		User2	Unassigned	We use IFRS so TP rows must be updated	As the UK branch does not report these amounts on SI basis quarterly we use IFRS. TP rows should be ...	01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	01 Nov 2019 16:05:46		
Edit	S.12.01.02, S.17.01.02		User2	Unassigned	Ensure transitionals are positive	Validations allow (non-blocking) negative but for us they should always be positive	01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	01 Nov 2019 16:13:58	08 Dec 2019 22:28:30	User2
Edit	N.IE.12.01.* (root)		User2	Unassigned	Ensure Deposits always greater in hc than branch	By our permissions regime with BoE and CBI this must always be the case	01 Jan 2016	31 Dec 2099	Medium	Review stage	True	01 Nov 2019 16:17:45		
Edit	S.19.01.01.* (root)		User2	Unassigned	Verify claims paid ties back to FRS dataset	FX rates in Tabular are different to ours (booked monthly) so need to ensure we use our rates	01 Jan 2016	31 Dec 2099	Medium	Unassigned	True	01 Nov 2019 18:49:47		

There is Edit button next to each procedure note template that opens Edit window. More information on editing procedure note template is [here](#).

Show All Procedure Notes window contains all information on each Procedure Note template and it's status. By default it includes **Deactivated Procedure note templates**, but these can be hidden using the '**Hide Deactivated Procedure note templates**' button.

Note: Deactivating and Activating Procedure Note Template can be done only from the Edit Procedure Note window. [Here](#) more information.

Other

Malta ANST 08 A specific

How to include the ANT08 A and B NSTs in the annual return:

The new ANST08 (Underwriting/Binding agreements) templates are not currently covered by any of the existing Tabular return setup options. Therefore, at present to include these NSTs in the Tabular return this should be done via the QRT selection tab as 'include override' selection:

Return Setup Window

QRT selection

This tab shows the list of QRTs to be included in the return workbook. Note that the default set of QRTs for the selected return has been calculated by the system but these can be overridden with the drop down in the Include column. Choose which narrative reports (RSR and/or SFCR) you wish to include in the return folder. Also select the location of the returns in this tab before creating the returns.

Return QRT list

QRT	Status
S.21.03.01.MO Non-life distribution of underwriting large risks - by sum insured	Included
S.21.03.01.MA Non-life distribution of underwriting large risks - by sum insured	Included
S.21.03.01.FP Non-life distribution of underwriting large risks - by sum insured	Included
N.MT.01.01 Analysis of Gross premiums written by source of business - General Business	Included
N.MT.05.01 Technical Account - General Business	Included
N.MT.08.01.01 Underwriting / Binder Agreements - General data - sub-table	IncludedOver
N.MT.08.01.02 Underwriting / Binder Agreements - General data - sub-table	IncludedOver
N.MT.08.01.03 Underwriting / Binder Agreements - Third Party Service Provider	IncludedOver
Own funds	23 Entries
P.23.01.01 Own funds - SFCR version	Included
S.23.01.01 Own funds	Included
S.23.02.01 Detailed information by tiers on own funds	Included

Filter

Reference Return

Reference Return

Workbook details

Back Create Return

This can be done when creating new annual 31/12/2017 (or after) returns or editing an existing 31/12/2017 (or after) return.

How to populate the ANT08 A (via N.MT.08.01.01 AND N.MT.08.01.02):

ANST08_A is a special case where (due to the specific layout of this NST in the MFSA Excel submission file) the NST had to be split into two sub-sheets for Tabular to be able to support this NST.

In the MFSA Excel file ANST_08A is a single worksheet that uses merged cells to capture information at the binding agreement level (coverholder name, agreement period, GWP etc.) but also at the sub-level of the lines of business and outsourced activities covered by the agreement.

For example, the same binding agreement could cover three lines of business, and for each the Underwriting; Claims Handling; and Distribution outsourced activity types could cover all three lines of business. This would be presented in the MFSA template ANST08 as below:

Name of Cover Holder	Period of agreement	Outsourced Activity	Line of Business	Territories in which the product is being sold	Gross premium written during the financial year	Gross Claims Incurred during the financial year	Gross Commissions paid during the financial year	Third Party Service Providers
Cover Holder A	31/12/2016 to 31/12/2017	Underwriting	03 - Workers' compensation insurance	GB, IE	1,000	750	100	Please complete sheet ANST08B for information regarding third party service providers.
			06 - Marine, aviation and transport insurance					
			07 - Fire and other damage to property insurance					
		Distribution	03 - Workers' compensation insurance					
			06 - Marine, aviation and transport insurance					
			07 - Fire and other damage to property insurance					
		Claims Handling	03 - Workers' compensation insurance					
			06 - Marine, aviation and transport insurance					
			07 - Fire and other damage to property insurance					

However, in Tabular, the use of merged cells in this way is not supported (and we think not advisable) so this one-to-many relationship is structured across two worksheets: N.MT.08.01.01 and N.MT.08.01.02:

- N.MT.08.01.01 – the blue outlined sections above are entered into N.MT.08.01.01. For each binding agreement (name of coverholder and period of agreement) there is one unique row in N.MT.08.01.01
- N.MT.08.01.02 – the orange outlined section above is entered into N.MT.08.01.02. For each binding agreement (name of coverholder and period of agreement) add as many rows as required in N.MT.08.01.02 to hold all of the lines of business and outsourced activity combinations (note the MFSA limitations section below)

The same information represented in the MFSA output file would be entered into Tabular as below in sheets N.MT.08.01.01 and N.MT.08.01.02:

- N.MT.08.01.01

Name of Cover Holder	Period of agreement	Territories in which the product is being sold	Gross premium written during the financial year	Gross Claims Incurred during the financial year	Gross Commissions paid during the financial year	Third Party Service Providers
Cover Holder A	31/12/2016 to 31/12/2017	GB, IE	1,000	750	100	Please complete sheet ANST08B for information regarding third party service providers.

- N.MT.08.01.02

Note that the N.MT.08.01.02 C0010 and C0020 should match exactly with the N.MT.08.01.02 for Tabular to link the two tables together.

MFSA limitations on ANST08 A:

Please note that in the MFSA output file they only support three lines of business by default per binding agreement line of business. If you require more than three lines of business for any binding agreement line of business then either:

- Contact us and we can modify the configuration data to support this
- Manually add this into the MFSA output file (first run the export to NST in Tabular and then insert a row in the appropriate place in the MFSA ANST08_A worksheet)

Ways to collaborate in Tabular

Tabular is an Excel add-in and as such it has to comply to some limitations of Excel. One of them is that a Tabular return can't be opened by two users at the same time in edit mode- one will always be in "read only" mode. In Tabular there are three main ways to create "copies" of the excel QRT files to allow different users to work on different parts of the same return at the same time:

1. **Export QRTs to Excel** – creates another copy in Excel of the QRTs selected for export. This separate Excel workbook can be accessed separately and then re-imported via Import > Excel function

Advantages: User who makes changes doesn't need to have Tabular

Disadvantages: Can't use any Tabular functionality like Validation, Reg hub etc..

2. **Team carve-out functionality** – creates a Tabular "sub-file" of QRTs selected for carve-out and in the meantime locking them in main return. These separate Tabular return sub-files can be accessed separately and then carved-back in via Team manager > Import . Details on how to use Team functionality you can find [here](#).

Advantages: You can use all Tabular functionality on the carved out QRTs -Validation, Reg Hub, Export etc..

Disadvantages: Need Tabular to access carved out file

3. **Copy the return workbook in Windows explorer** – creates another exact copy of the return workbook in your Windows explorer file structure. This workbook can be used for most Tabular functionality however is not registered/ "offline" . You can then do any export from this copy and import into the main registered return. You can check them in [this help article](#)

Advantages: Full copy of workbook with almost all functionality available

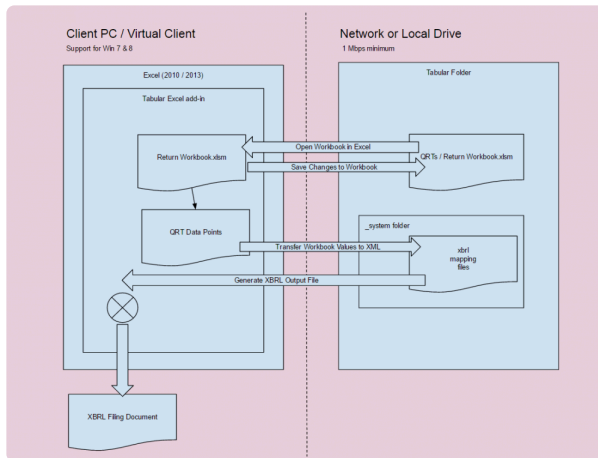
Disadvantages: Data Updates don't update this copy, Users need to keep track of Tabular copies i.e. file management, Need Tabular to access

XBRL Introduction

How Tabular Generates XBRL

XBRL is the required reporting format for Solvency II. Tabular allows you to convert your data from Excel into XBRL automatically.

How Tabular generates an XBRL instance document :



The XBRL document can then be loaded into the regulators XBRL portal.

XBRL Introduction

XBRL is a language that helps standardise the creation, sharing, and distribution of financial information. It helps bring structure, a common understanding, and context so information can be easily interpreted and compared.

XBRL Glossary

Instance Document

XBRL File. A complete and full report as a single valid XBRL file. This can contain several or one Template from a business perspective.

Should be UTF-8 encoded.

In pure technical terms an instance document could just be at a minimum :

- XBRL tags containing the document
- A reference to the taxonomy
- A single fact (possibly with a context)

Tuple

A set of facts that belong together. For example the Filing indicator is a individual fact and the container element for the filing indicators hold all of the filing indicators is a Tuple.

Filing Indicators

This is a like an XBRL contents page of QRT Roots. This is a section in the XBRL document that essentially describes overall contents (QRTs) of the XBRL document.

This is technically a reporting concept.

All QRTs that are exported will appear in the filing indicators section of the document.

Filing indicators are reported at the 'root' QRT level, not at the full QRT Name level.

Filing Indicator Elements

This is an individual reference to a QRT Root / Template.

Reporting Unit

A QRT Root or Template

QRT Root / Template / Reporting Unit

These 3 terms mean the same thing. An example of a root QRT is 'S.06.02'

This is defined as 1 group of letters, dot, 1 group of numbers, dot, 1 group of numbers.

So S.06.02 is the root of S.06.02.02

This fits into the below hierarchy:

S.01 – TemplateGroup

S.01.01 – Template

S.01.01.01 – TemplateVariant (Appendix I: Quantitative reporting templates)

S.01.01.01.01 – BusinessTable (Content of the submission)

S.01.01.01.01 – AnnotatedTable (Content of the submission)

Unit

Describes how the fact is measured. For example:

- monetary value in GBP
- monetary value in USD
- non-monetary value (must be used in combination with Data type and Decimals attribute to ascertain the specific unit eg 2 d.p., 4 d.p. etc.)

Z Values

Dimension Member

The **concrete value** provided for a dimension. For example, for the line of business dimension, a dimension member would be “motor business” or “property business”.

Explicit Member

Where there is a closed list of possible values for a dimension, this is known as an explicit dimension. For example, Country dimension (eg for country of authorisation fact) is an explicit dimension with finite list of all country codes.

Type Member

Where a dimension can hold any value, this is known as a typed dimension. For example, the asset code fact will hold an identifier for the asset which is not from a closed list.

Default Member

It is added to the file if the user / system does not select a value for a drop down / validation list

XBRL Fact

A fact holds the value for a cell but also includes all information to describe the cell:

- concepts (eg GWP)
- data type (eg monetary)
- descriptive dimensions (eg Motor business)
- entity (eg Insurance Company A)
- period (eg 31st December 2016)
- unit (eg 2 decimal places)

Reporting Fact

These are the data points from the QRTs generated. These must not be blank in any case. If they are blank or zero, they will not be included / exported in the XBRL file.

(Reference: EIOPA XBRL Filing Rules – section IV)

Period

Periods in Solvency II XBRL are always an “Instant date” which equates to “Balance Sheet Date” (point in time) in accounting terms.

Dimension

A property of a reporting fact. It provides additional context to a fact.

Dimension Domain

Set of all members of a domain, grouped by business concept e.g. geographical areas. The geographical areas domain lists all countries but also regions of countries (e.g. for reporting natural catastrophe exposures to Western Europe)

Context

A collection of descriptive terms (dimensions) that can be shared across a number of separate data points (reporting facts).

Context is considered the same if the their descriptive dimensions are the same even if the ID of the context is different.

An XBRL document should not contain redundant, non-used contexts

The ID can't be the same for separate contexts.

Context IDs should be short and non-descriptive.

Context Scenario

A container of custom dimensions. Segment and scenarios are similar, in this EIOPA taxonomy we only use scenarios.

The purpose is simply to contain the elements within.

The scenario must contain one or more explicit dimension or typed dimension and no other element.

XBRL Producer

The Code Engine that generates the XBRL file

LEI

Legal Entity Identifier. You must use a LEI that you have received from a LEI issuer. If you don't have one, you can use a local code given to you by your regulator.

Specific Codes

Local Codes (non LEI codes).

If your local regulatory requires something other than an LEI code, you can easily access it in the code type dropdown. Then, choose 'Local Code' when creating a return.

Reporting Entity

A company or a group of companies which are required to report Solvency II number to their regulator.

Reporting Currency

The reporting currency is the currency selected by the user on the first company creation screen. It should be the currency that the insurer uses to prepare their statutory accounts. Generally, all monetary items are reported in the reporting currency, but in the following cases use the original currency:

Original Currency

The currency of the monetary item as it is originally denominated.

Enumerations

This section explains certain enumeration scenarios , for example Currency Code.

Currency / Country Code

The code that represents the currency which is used in the XBRL instance document. This should be the ISO code coupled with the currency code, for example ISO4217:GBP. If the currency is in the context element, it will be represented as a dimension member: s2c_CU:EUR, or as an enumeration like this: s2c_CU:GBP

For first context we have selected "original currency" in T4U and this includes AF dimension and dimension member x1 which means the currency has not been converted ie it is in the original currency and NOT the reporting currency

For the second context we have selected "reporting currency" in T4U and this does NOT include the AF dimension which means the currency has been converted ie it is NOT in the original currency but in the reporting currency

The Solvency II Taxonomy

This is the specification to which your XBRL instance document will meet. It is effectively a description of exactly how the document should be constructed from the data points you enter in Tabular.

T4U Application

A test application provided by EIOPA for testing the production and consumption of XBRL instance documents.

Taxonomy

Business Term

Rule Book and Specifications

Description

Collection of definitions of reporting concepts, relationships between them, and various resources

Instance Document

Business Term

Submission Document (Filing / XBRL Report)

Description

Contains reporting facts that are based on metadata defined in the taxonomy.

Reporting Fact/ Fact

Business Term

Data Point (A Cell in a QRT)

Description

A fact that holds the value for a cell but also includes all information to describe the cell such as:

- concepts (e.g. GWP)
- data type (e.g. monetary)
- descriptive dimensions (e.g. Motor business)
- entity (e.g. Insurance Company A)
- period (e.g. 31st December 2016)
- unit (e.g. 2 decimal places)

Context

Business Term

Grouped information that supports similar data points

Description

Contains dimensional information related to a fact. Contexts can be shared between facts, e.g. instead of repeating all data points relating to Motor business, it will refer to a context which specifies the line of business.

Unit

Business Term

Unit of a data point

Description

Describes how the fact is measured. For example:

- monetary value in GBP
- monetary value in USD
- non-monetary value (must be used in combination with Data type and Decimals attribute to ascertain the specific unit eg 2 d.p., 4 d.p. etc.)

Reporting Entity / Entity

Business Term

Company ID (LEI / Local Registration Number)

Description

Provides identification of the reporting entity in the classification of a specific regulator e.g. can be LEI or in some cases the regulator requires a local registration number to be used to identify the insurer in the XBRL e.g. CBI in Ireland.

Period

Business Term

Year-end date/ quarter-end date

Description

Periods in Solvency II XBRL are always an “Instant date” which equates to “Balance Sheet Date” (point in time) in accounting terms.

Dimension

Business Term

Line of business, valuation method

Description

Dimension is a property of a reporting fact e.g. line of business dimension or valuation method dimension.

Dimensional analysis

Business Term

Description

The set of reporting facts can be identified based on values of a specific dimension:

- Primary dimensions – entity, period, unit
- Custom dimensions – specific concepts (typed and explicit)

Dimension Member

Business Term

Motor business

IFRS

ISIN/US54374324

Description

The concrete value provided for a dimension. For example, for the line of business dimension, a dimension member would be “motor business” or “property business”.

Explicit dimensions

Business Term

Line of business

Country

Description

Where there is a closed list of possible values for a dimension, this is known as an explicit dimension. For example, Country dimension (e.g. for country of authorisation fact) is an explicit dimension with a finite list of all country codes.

Typed dimensions

Business Term

Asset code

Identifier code

Description

Where a dimension can hold any value, this is known as a typed dimension. For example the asset code fact will hold an identifier for the asset which is not from a closed list.

Enumerations

Business Term

Issuer Country

Type of asset code

Description

Where there is a closed list of possible values for a fact value, this is known as an enumeration. For example, Issuer Country fact can only have a value within a finite list of country codes

Dimension Domain

Business Term

Geographical areas

Description

The set of all members of a domain, grouped by business concept e.g. geographical areas. The geographical areas domain lists all countries but also regions of countries (e.g. for reporting natural catastrophe exposures to Western Europe)

Reporting Concept

Business Term

GWP

Best estimate

Description

Each reporting fact must have one and only one concept.

Concept is the highest-level business descriptive part of a fact eg Best estimate.

A concept is usually not enough to completely describe the business terms, e.g. additional dimensions are needed to specify that the fact relates to:

- Claims provision (or premium provision) of Best estimate and
- health line of business
- etc.

Technical note:

A concept is a template for a fact.

Breaking Down An XBRL File

An XBRL file is a type of XML file that can be opened in a standard notepad programme (ideally with XML formatting). It is human readable and can be analysed easily without any additional software.

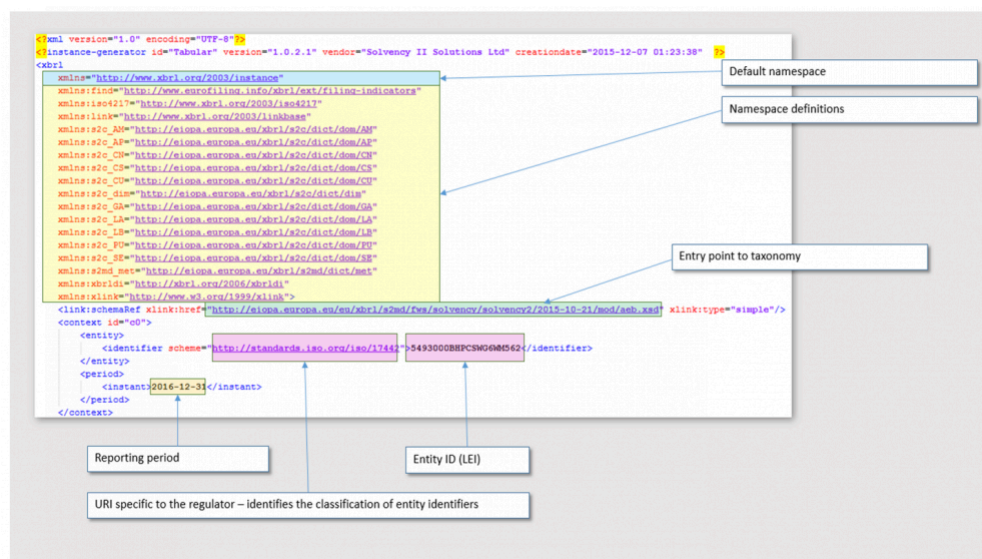
Requirements of an XBRL filename

1. An XBRL should always have a file extension .xbrl (in lowercase)
2. Some regulators require a specific naming convention of the filename.

Anatomy of an XBRL File

The rest of this section explains the various section of an XBRL file and where you can find the various components. e.g. insurance company name, the value of a data point, reporting period etc.

The first two slides show the basic anatomy of an XBRL document, followed by definitions of the components contained in the document below the two slides.



The screenshot displays an XBRL document structure. At the top, a `<unit id="u0">` block contains a `<measure>iso4217:GBP</measure>` tag. Below this, a `<context id="c45">` block is shown, containing an `<entity>` tag with an identifier, a `<period>` tag with an instant date, and a `<scenario>` tag. The scenario tag contains an `<xbrldi:typedMember>` tag with a dimension and a value. A callout box points to this value, stating: "A typed member can have a random value, but must comply with the definition of the ID element." Below the scenario tag, a list of `<s2md_met:si1379>` through `<s2md_met:mi1162>` tags is shown, each with a `contextRef="c45"` attribute. A callout box points to one of these tags, stating: "A reporting fact". Below the list, another `<context id="c46">` block is shown, containing an `<entity>` tag with an identifier, a `<period>` tag with an instant date, and a `<scenario>` tag. The scenario tag contains two `<xbrldi:explicitMember>` tags with dimensions and values. Below the scenario tag, a list of `<s2md_met:mi472>` through `<s2md_met:mi2004>` tags is shown, each with a `contextRef="c46"` attribute.

In the above picture you will see references to the elements in the XBRL document :

Context

(Each context is dynamic and the unique collection of dimensional descriptors for reporting facts).

All facts that require this specific collection of dimensional descriptors will refer to this context via the `contextRef` property of the reporting fact

Note: order of contexts and order of content within contexts is irrelevant

Entity

Entity is static. Its context includes the entity tag (company identifier)

Period

This is static – every context includes the period tag (return reference date)

Scenario

Considered as dynamic, all other dimensions to describe the reporting fact are stored in the scenario.

Note: A context does need a scenario (i.e. fact may be described by entity and period alone scenario must

not be blank if present.

Reporting fact

Dynamic (every data point – which is not part of a list key) will have its reporting fact line except for monetary facts which are 0 or empty in the return.

The reporting fact is the value of the data point.

Reporting concept

Every reporting fact has one and only one concept.

The data points in the return are linked to reporting concepts in Tabular using XML MAP files. A reporting concept can be viewed in the taxonomy the metric name space.

ContextRef

Every reporting fact has to have a ContextRef property

This refers to the specific context for the reporting fact which holds the relevant dimensional descriptors

UnitRef

This refers to a unitref context which defines whether reporting is monetary or non-monetary if numeric

Note: mandatory for numeric facts and must not be present for non-numeric facts

Decimals

This specifies the data precision. The data precision depends on the data type [LINK TO MAPPING OF DATA TYPES TO DATA PRECISION IN DOCUMENTATION](#)

Note: mandatory for numeric facts and must not be present for non-numeric facts

The slides below show how a QRT in Excel is represented in XBRL exported file:

QRT representation in Excel

Description risk category covered	Validity period (start date)	Validity period (expiry date)	Currency	Sum insured	Original deductible policyholder	Type of underwriting model	Amount underwriting model	Sum reinsured on a facultative basis, with all reinsurers	Sum reinsured, other than on facultative basis, with all reinsurers	Net retention of the insurer
C0000	C0060	C0070	C0080	C0090	C0100	C0110	C0120	C0130	C0140	C0150
desc_c_1	2014-01-01	2015-12-31	CHF	3,400	edph_1	2	56,000	34,500	12,000	400
desc_c_2	2014-03-31	2016-10-31	EUR	78,000	edph_2	4	79,000	54,000	10,000	600

QRT representation in XBRL

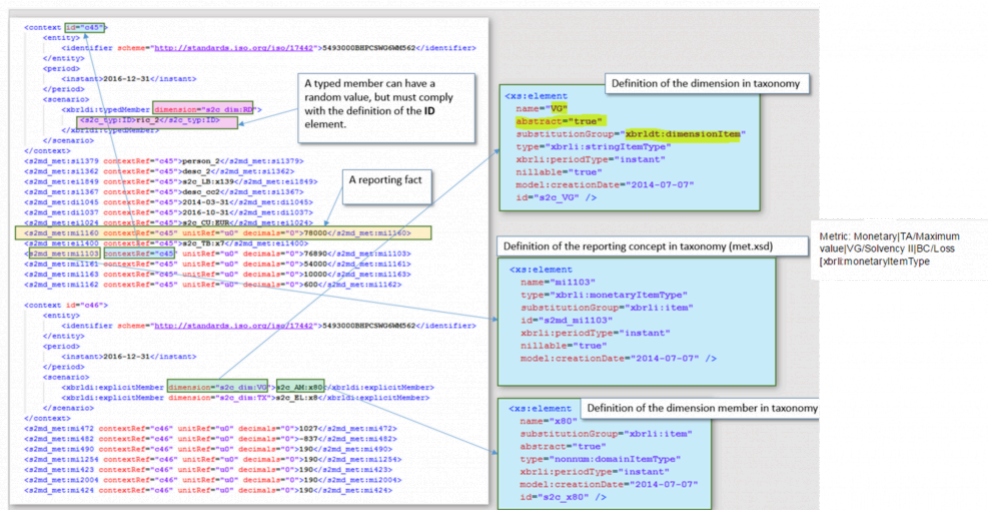
```

<context id="o45">
  <entity>
    <identifier scheme="http://standards.iso.org/iso/17442">5493000BPCSWG0M562</identifier>
  </entity>
  <period>
    <instant>2016-12-31</instant>
  </period>
  <scenario>
    <xbrlId:typedMember dimension="s2c_dim:RD">
      <s2c_typeID:rie_2</s2c_typeID>
    </xbrlId:typedMember>
  </scenario>
</context>
<s2nd_met:ri1379 contextRef="o45">person_2</s2nd_met:ri1379>
<s2nd_met:ri1382 contextRef="o45">desc_2</s2nd_met:ri1382>
<s2nd_met:ri1849 contextRef="o45">s2c_LB:ri139</s2nd_met:ri1849>
<s2nd_met:ri1987 contextRef="o45">desc_2</s2nd_met:ri1987>
<s2nd_met:ri1046 contextRef="o45">2014-03-31</s2nd_met:ri1046>
<s2nd_met:ri1097 contextRef="o45">2016-10-31</s2nd_met:ri1097>
<s2nd_met:ri1024 contextRef="o45">s2c_CU:EUR</s2nd_met:ri1024>
<s2nd_met:ri1160 contextRef="o45">unitRef="u0" decimals="0">78000</s2nd_met:ri1160>
<s2nd_met:ri1400 contextRef="o45">s2c_TB:ri7</s2nd_met:ri1400>
<s2nd_met:ri1103 contextRef="o45">unitRef="u0" decimals="0">56000</s2nd_met:ri1103>
<s2nd_met:ri1161 contextRef="o45">unitRef="u0" decimals="0">34000</s2nd_met:ri1161>
<s2nd_met:ri1163 contextRef="o45">unitRef="u0" decimals="0">10000</s2nd_met:ri1163>
<s2nd_met:ri1162 contextRef="o45">unitRef="u0" decimals="0">600</s2nd_met:ri1162>

```

[illegible]

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XBRL Technical Implementation

XBRL Data Points

Duplicate Data Points

Duplicate Datapoints

An XBRL output file should never contain the same (identical value and business descriptors) fact more than once in any given document.

Inconsistent Data Points

Inconsistent Datapoints

We can't have the same data point in two places with different values, data precision or language.

For example:

S.23.01 – SCR data point.

S.28.01 – SCR data point

These two datapoints are effectively the same fact in XBRL terms, so the value, precision and language must be the same. Language is not user defined so this is not a consideration. The data precision is enforced by the QRT so this is also not driven by the user. The value is user driven and therefore can be different.

Currently *Tabular* will take the FIRST value it finds in all cases and include this in the XBRL output.

In all such possible cases we will have a Validation within the **Tabular validation report** that will point out this scenario to the user.

Important Data Rules

- Zero is considered blank and not exported.
- Some data points get combined.
- % are to 4 decimal places
- Dates are always formatted in YYYY-MM-DD (ISO 8601 – https://en.wikipedia.org/wiki/ISO_8601), exactly the same as the workbook format

Numeric Formats

There are specific rules in the Taxonomy about data precision for numeric values being submitted in XBRL.

The below tables summarises all the Numeric types used in *Tabular* together with some business examples and the metric.

Number format	Metric	Example	Notes
numeric to 0 decimal places	ii: integer metric (note this is a different metric to monetary values which are also to 0 decimal places)	Number of claims	
numeric to 0 decimal places (monetary)	mi: monetary metric	Premiums written	all monetary values are reported to 0 decimal places except monetary amounts on QRTs S.06.02, SE.06.02, S.08.01, S.08.02, S.11.01 and E.01.01
numeric to 1 decimal places	ri: rate metric	Duration	
numeric to 2 decimal places (monetary)	mi: monetary metric	Acquisition price	all monetary values are reported to 0 decimal places except monetary amounts on QRTs S.06.02, SE.06.02, S.08.01, S.08.02, S.11.01 and E.01.01
numeric to 4 decimal places	pi: percentage metric	Percentage of Solvency II par value	percentages are formatted as ratios to 4 decimal places eg 99.95% is 0.9995 in the XBRL data point
non numeric (drop down)	ei: enumeration metric	1 - Reported	
non numeric (free form)	si: enumeration metric	Insurance Company A	

The number of decimal places mentioned in the table above is placed on Decimal property. All numeric data types use the Decimal property in the output XBRL file. This property is driven by the datatype.

More details below on how our XBRL generation processes this number format.

Integers – 0 decimal places in the Tabular template and no XBRL transformation.

Percentages – are handled in Tabular as 4 decimal places in the specific cell that is a percentage.

So 9 % should be represented by the user as 0.0900. There as 2 decimal places for the percentages, so 9.33% inputted into the system as 0.0933 is also valid.

No XBRL transformation takes place and the percentage is reported in this 4 decimal place format.

Insignificant zeros are kept in the XBRL output. An example of a percentage with insignificant zero is 1.0000 – which represents 100% with two insignificant zeros.

Percentage can be over 100% or 1.0000 for example a 250% capital adequacy ratio.

Rates (Quantity / Duration) – 1 decimal places in the Tabular template and no XBRL transformation

Monetary values (In general) – 0 decimal places in the Tabular template and no XBRL transformation

Monetary Values (specific exception list) – 2 decimal places in the Tabular template and no XBRL transformation. These templates are part of the exception list S.06.02, SE.06.02, S.08.01, S.08.02, S.11.01 and E.01.01. The list of data points that are affected are below:

[Monetary Data Points](#)

Scaling of Numeric Values

You can't scale numeric values for your XBRL submission. A Numeric fact must be expressed in units specified. For example, you can't report in thousands or millions of units.

Reference document: [Section 3.3](#)

XBRL The Submission

How to open an XBRL File

If you need to troubleshoot an XBRL file prior to submission, we recommend that you don't open the file in notepad, use a text editor with XML formatting support to view the file in a viewable format.

Submission

The submission should be only 1 XBRL file for your main return excluding NSTs (assuming no XBRL streaming, which currently is not supported by Tabular). (Reference EIOPA XBRL Filing Rules III.4 Section completion of the instance document). For test purposes, it is ok to submit an individual QRT to your regulator portal. There should be a flag available in the portal to alert the consumer of this being a test rather than final submission.

If you need to re-submit your filing due to an error, you need to resubmit the entire file, not just the corrected part.

National Specific Templates (NSTs)

These are national specific requirements of a local regulator. They may also need to be generated into XBRL depending on the Regulator. These documents have a separate entry point and so therefore should be created in a separate file.

Structure of Regulators

We generate an XBRL to submit to a regulator. The flow of information follows the below path

- 1) Main XBRL file (Every template that is not an NST) -> Submitted to Local country regulator. Local country regulator passes on the file to EIOPA (the Central European Regulator)
- 2) The NST XBRL file gets submitted to the regulator and stays with the local regulator.

XBRL List QRTs

Some QRTs are open list and need to be handled in XBRL in a specific way. In the business table there might be 10 columns, 6 may be reported and the remaining 4 form the context of the remaining 6.

You can view the List QRTs and the data that forms the table key (non reportable descriptors) [here](#)

Some business tables / List QRTs are linked through a foreign key, for example S.06.02 has two tables that form a TemplateVariant

- S.06.02.01.01 has 4 elements to the key: Asset ID, Asset ID Type, Matching Portfolio Number, Fund Number
- S.06.02.01.02 has 1 element in the key: Asset ID, Asset ID Type

Every element in S.06.02.01.01 with the same asset ID will share the same information on that asset that is held in both list QRTs.

Reportable Columns

Some columns are NOT reportable facts, they are part of the context / descriptive element that supports other reportable facts. These items are always part of the table key, however, they can be blank. As long as two rows do not have the same data in the key (including blanks) the data is valid.

Table of List QRT Datapoints

Foreign Key Relationships

Line Identifier

On some list, QRTs have additional key of line identifier. This is not visible in the QRT and enable multiple lines of what seems to be the same data to be exported.

List QRT with line identification:

S.06.02.01.01
S.06.02.04.01
S.06.02.07.01
SE.06.02.16.01
SE.06.02.18.01
S.08.01.01.01
S.08.01.04.01
S.08.02.01.01
S.08.02.04.01
S.09.01.01.01
S.09.01.04.01
S.06.03.01.01
S.06.03.04.01
S.10.01.01.01
S.10.01.04.01
S.11.01.01.01
S.11.01.04.01
S.14.01.01.01
S.07.01.01.01
S.07.01.04.01
S.02.03.07.03
S.31.02.01.01
S.23.04.04.10
E.01.01.16.01

None of data points form part of the key, only a code (from the annotated template and not visible in the QRT) forms the key:

S.01.02.07.03
S.11.01.04.02
S.23.04.01.01
S.23.04.01.02
S.23.04.01.03
S.23.04.01.04
S.23.04.01.05

S.23.04.01.06

S.23.04.04.01

S.23.04.04.02

S.23.04.04.03

S.23.04.04.04

S.23.04.04.05

S.23.04.04.06

XBRL Filing Rules

Vendor Information in XBRL File

We include our vendor and product name and the version of the Tabular product that generated the XBRL file in all output documents.

XBRL Miscellaneous

Language Considerations

All dropdowns are converted into codes which are language independent

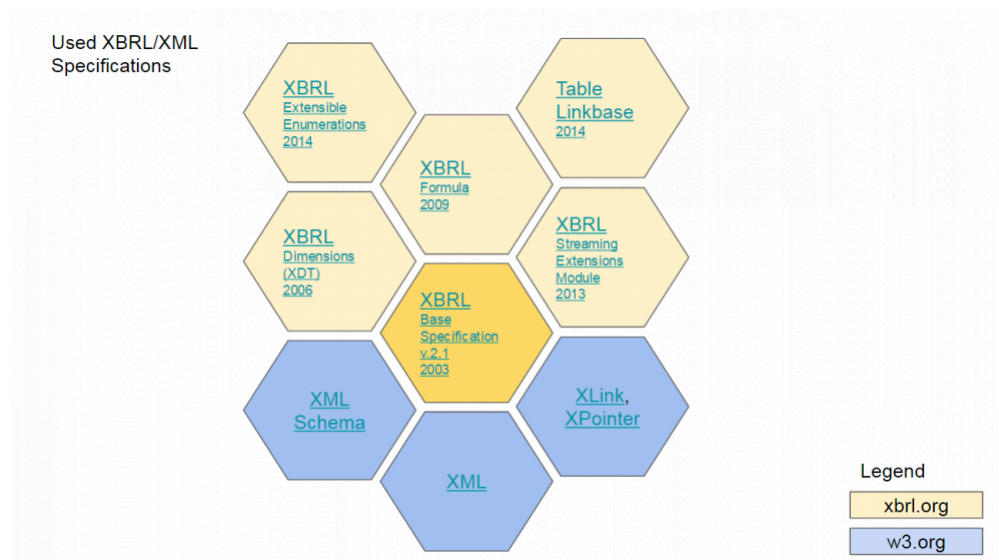
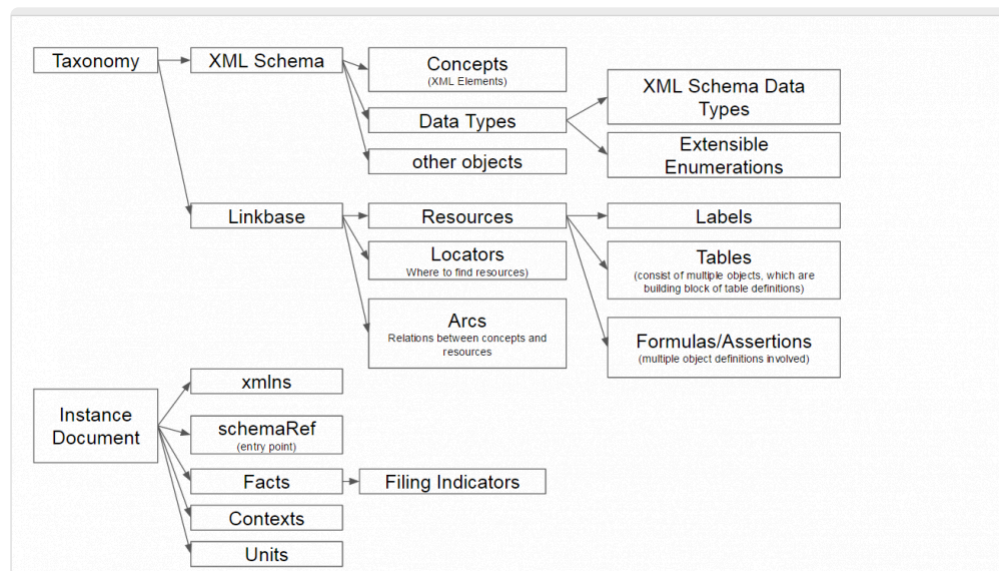
If you are filing in a specific language and the few text fields that are available in the application will not be translated or converted and are filed with the regulator as is.

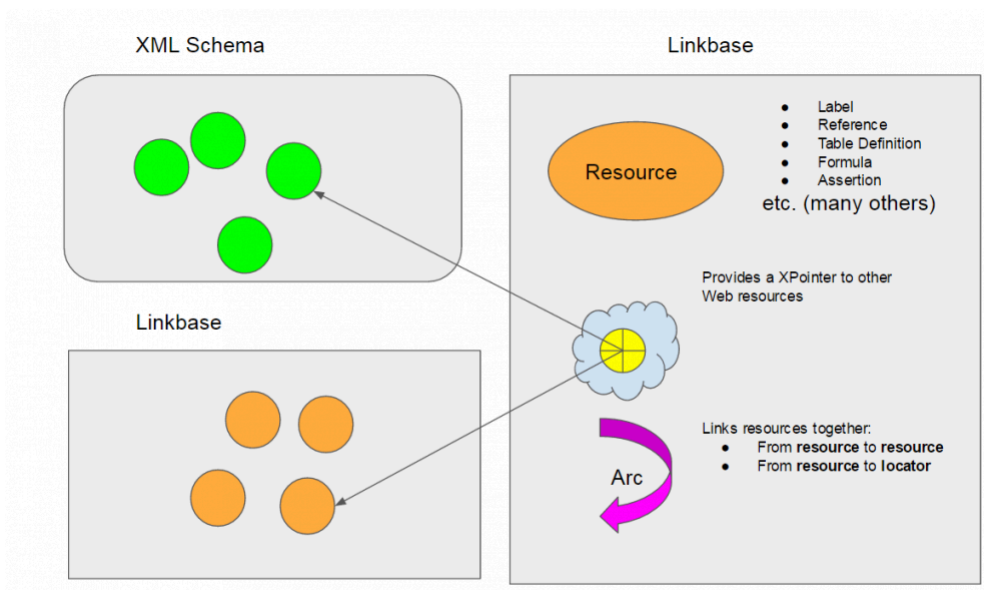
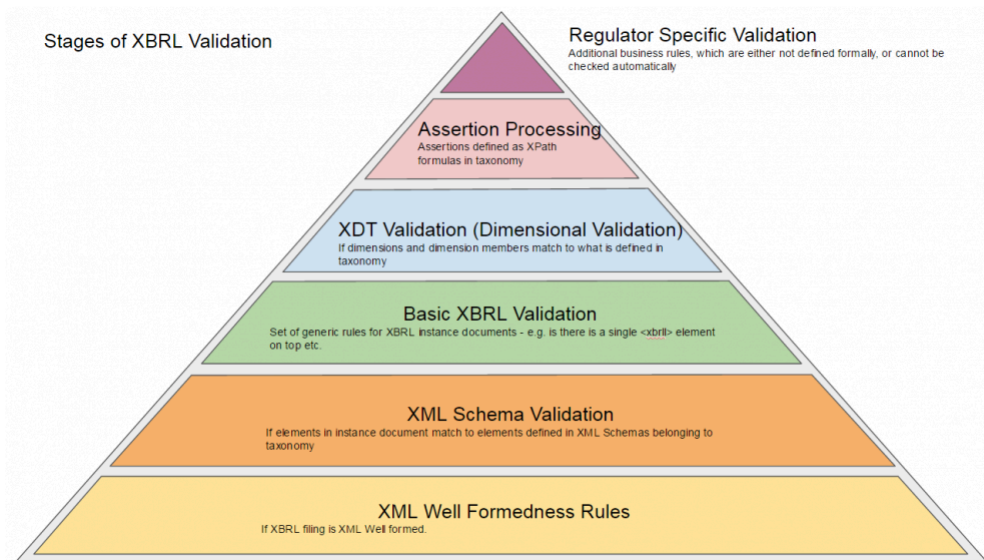
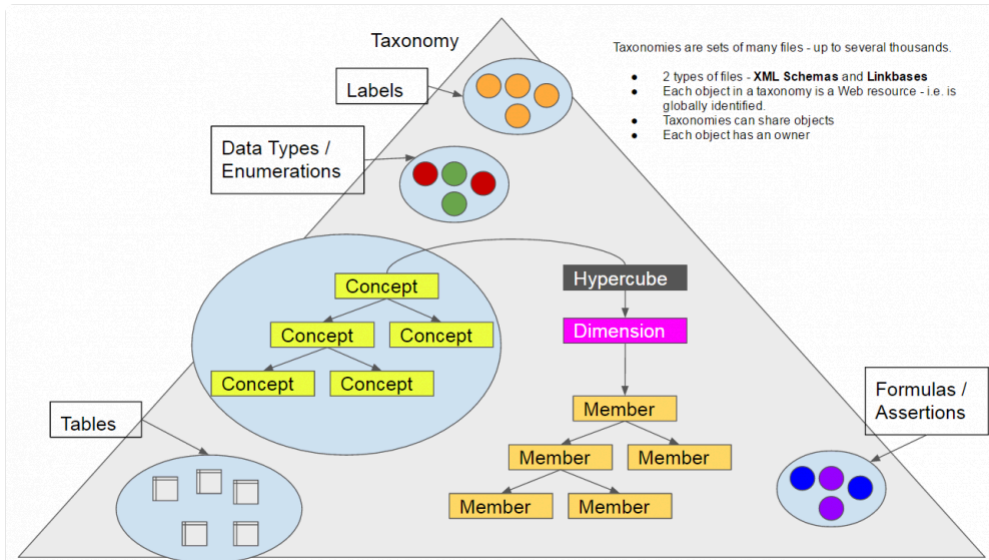
We do not add a language tag to any data points, so from an XBRL point of view it does not know the language of the text.

There are some rules around which allows you to choose the language you can report to your local regulator, however, any such rules are not implemented in XBRL and will be not considered / validated.

XBRL Architecture Appendix

Below are some slides that could help you to understand some parts of the overall XBRL architecture. Some of these concepts are used in the Solvency II Taxonomy.





XBRL Support

XBRL Support Documents

Annotated Templates Document

There is a supporting document that describes each QRT from an XBRL perspective. The document is available here:

[Reporting Format](#)

Ensure you always download a fresh copy of this document before reviewing as EIOPA can at any time fix issues in this document and upload it onto their website.

T4U Test Application

If you want to load your Tabular XBRL file or produce an XBRL file from the main EIOPA test application, you can download T4U

[T4U](#)

Filing Rules

These are the rules an XBRL file must meet to be valid for submission. These rule complement the Solvency II Taxonomy.

[Filing Rules](#)

DPM Dictionary

This is a diction of all objects from with the Solvency II Taxonomy

[DPM](#)

XBRL Test Files

If you would like to view some test files for comparison with Tabular XBRL files, you can download here.

[EIOPA Test Files](#)

Solvency II Validations

These are some of validations that Tabular implements prior to generating an XBRL instance document (Tabular also implements may other internal / custom validations)

[Validations](#)

XBRL Troubleshooting

PRA

FSC

DMB

CBI

XBRL Appendix

Table of list QRTs and Key Descriptors

[List of datapoints and the data which forms the table key](#)

Consolidation

There are two inbuilt consolidation methods in Tabular:

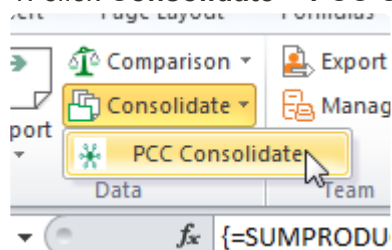
- PCC consolidation
- Group consolidation

PCC Consolidate

Use Tabular PCC consolidate feature to automatically populate the PCC aggregated entity based on PCC cell and PCC core Tabular returns.

To begin:

1. click **Consolidate > PCC Consolidation** function in the ribbon.



2. The PCC Consolidation screen consist of 2 grids:

 A screenshot of the 'PCC Consolidation' dialog box. The dialog has a title bar and a main area with two sections. The first section, 'Returns for Consolidation', contains a table with columns 'Name' and 'Path'. It lists three returns: 'Return for Solo Composite_ was created at 29/07/2016 09:51:02', 'Return for SoloQuarterly was updated at 31/07/2016 21:46:23', and 'Return for groupComposite_ was created at 29/07/2016 12:54:10'. Each row has a checkbox in the first column, all of which are checked. The second section, 'QRT Selection', contains a table with columns 'QRT', 'Description', and 'Include'. It lists two QRTs: 'S.02.01.01 Balance sheet' and 'S.02.02.01 Assets and liabilities by currency'. Both have checked boxes in the 'Include' column. At the bottom right of the dialog is a button labeled 'Run PCC consolidation'.

Name	Path
<input checked="" type="checkbox"/> Return for Solo Composite_ was created at 29/07/2016 09:51:02	C:\Users\Sheila\Documents\Backup\Tabular 2.1.0.0\Tabular Main Workbook\Returns\Solo C
<input checked="" type="checkbox"/> Return for SoloQuarterly was updated at 31/07/2016 21:46:23	C:\Users\Sheila\Documents\Backup\Tabular 2.1.0.0\Tabular Main Workbook\Returns\SoloC
<input checked="" type="checkbox"/> Return for groupComposite_ was created at 29/07/2016 12:54:10	C:\Users\Sheila\Documents\Backup\Tabular 2.1.0.0\Tabular Main Workbook\Returns\group

QRT	Description	Include
Balance Sheet		3 Entries
S.02.01.01	Balance sheet	<input checked="" type="checkbox"/>
S.02.02.01	Assets and liabilities by currency	<input checked="" type="checkbox"/>

Return selection grid

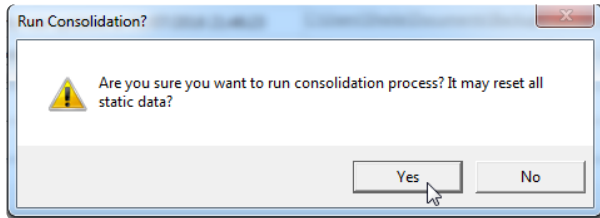
This grid only shows all return with the same reference date and reference period type as the current return (ie annual to annual, quarterly to quarterly etc) . Select the return to be consolidated in this grid.

QRT selection grid

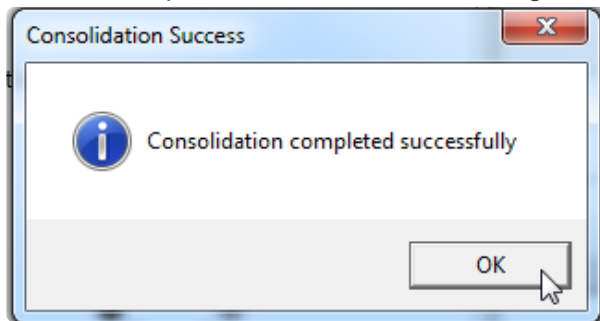
In this grid, choose which QRT in the current workbook should be consolidated into. By default all QRTs are included for consolidation, but user can filter the list by deselecting the checked box.

Then click run PCC consolidation button to proceed.

3. A confirmation message will show informing user that rows will be left but all static data will be lost. Click yes to continue.



4. Once the process is done, this message will be displayed.



The consolidated result varies depending on the type of QRT :

Static QRT – the value from the source workbook will be concatenated into the current return and formulas will be replaced with the new calculated value.

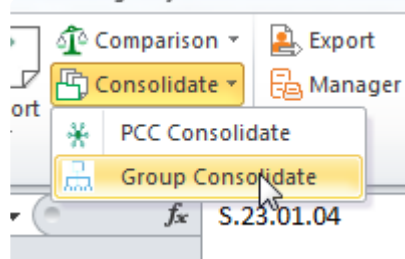
List QRT – the consolidation process adds the same number of rows from the source workbook into the current return and formulas like subtotals and interaction will not be replaced.

Group Consolidate

Use Tabular group consolidate feature to automatically populate the group entity based on solo Tabular returns.

To begin:

1. click **Consolidate** > **Group Consolidate** function in the ribbon.



2. The PCC Consolidation screen consist of 2 grids:

Consolidation

Group Consolidation

In the return selection grid please choose which subsidiary returns should be consolidated (note only returns with the same return frequency type and reference day as the current return will show in this grid).
Please note that if a subsidiary reporting currency is in a different reporting currency to the group return, the exchange rate in the H.FX worksheet of the group return for the reporting currency of the subsidiary return will be used to convert. For more details please see the online user guide.
In the QRT selection grid please choose which QRTs in the current workbook should be consolidated into. Note, QRTs which cannot be derived from a subsidiary return because the information is not available at the solo level eg S.32.01 will not appear in the QRT list.

Returns for Consolidation

	Name	
<input checked="" type="checkbox"/>	Return for testvb1_ was created at 03/05/2017 13:07:08	T:\Current Development\Returns\testvb1\Annual-31122016\testvb
<input checked="" type="checkbox"/>	Return for testvb2_ was created at 03/05/2017 13:59:16	T:\Current Development\Returns\testvb2\Annual-31122016\testvb
<input checked="" type="checkbox"/>	Return for testvb3_ was created at 03/05/2017 16:23:54	T:\Current Development\Returns\testvb3\Annual-31122016\testvb

QRT Selection

QRT	Description	Include
Assets		<input checked="" type="checkbox"/> 9 Entries
S.06.03.04	Collective investment undertakings - look-through approach	<input checked="" type="checkbox"/>
S.08.02.04.01	Derivatives Transactions - List of positions held	<input checked="" type="checkbox"/>

Run Group consolidation

Return selection grid

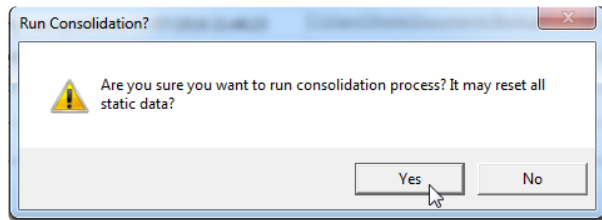
This grid only shows all return with the same reference date and reference period type as the current return (ie annual to annual, quarterly to quarterly etc) . Select the return to be consolidated in this grid.

QRT selection grid

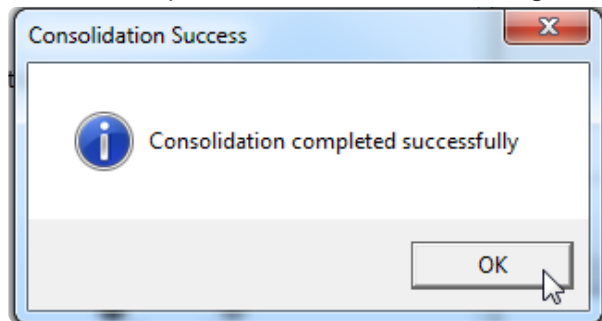
In this grid, choose which QRT in the current workbook should be consolidated into. By default all QRTs are included for consolidation, but user can filter the list by deselecting the checked box.

Then click **Run Group** consolidation button to proceed.

3. A confirmation message will show informing user that rows will be left but all static data will be lost. Click yes to continue.



4. Once the process is done, this message will be displayed.



5. The consolidated result varies depending on the type of QRT :

Static QRT – the value from the source workbook will be concatenated into the current return and formulas will be replaced with the new calculated value.

List QRT – the consolidation process adds the same number of rows from the source workbook into the current return and formulas like subtotals and interaction will not be replaced.

Limitations of Tabular group consolidation process:

The following QRTs are not populated from the solo returns due to technical reasons:

- S.02.02
- S.05.02

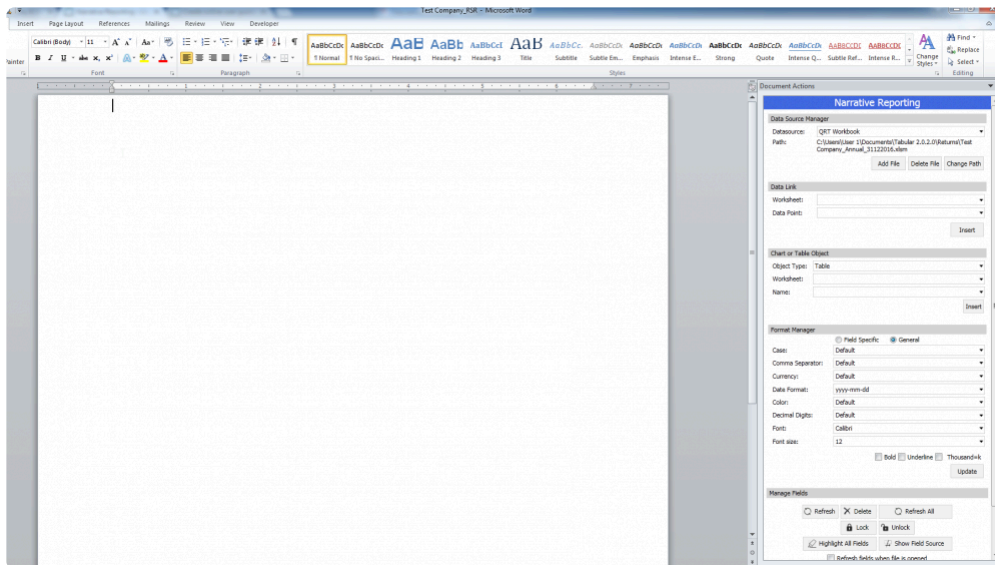
Also please note that group specific QRTs (eg S.32.01.04) where there is not a solo equivalent QRT (eg no S.32.01.01 exists for solo returns) are not populated through the consolidation module.

For QRTs that are populated from the solo return, the following data points are not populated due to technical reasons:

- S.01.03.04.01 c0010 – c0030
- S.31.01.04.01 c0010 – c0030

Narrative Reporting

Narrative reporting is an add-in for Microsoft Word which enable the user to import relevant fields from the QRTs and keep the quantitative disclosures within the qualitative reports in sync. It comes with a navigation bar on the right hand side of the word document with different options. (see image)



[Data Source Manager](#)

[Data Links](#)

[Chart or Table Object](#)

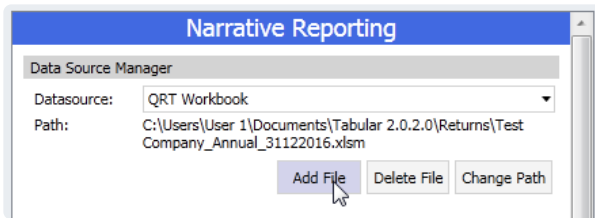
[Format Manager](#)

[Manage Fields](#)

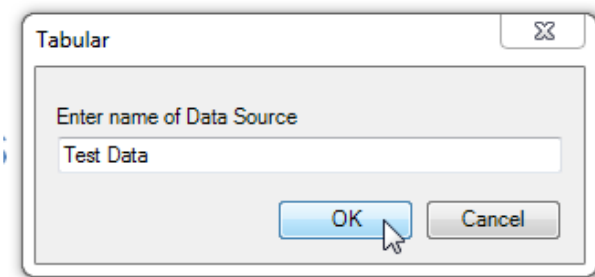
Data Source Manager

This area identifies which data files are used for importing the data. It is important to understand that only Excel fields that are Named Ranges can be imported into Word. The default file is the main QRT workbook however users can import data from other Excel spreadsheets. Here's how:

1. click **Add File**

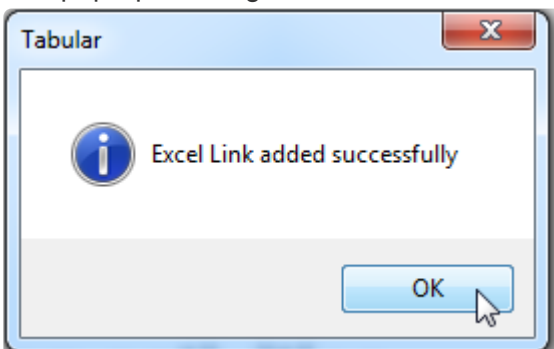


2. enter name of source file and click ok.

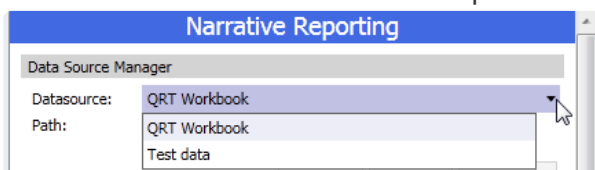


3. Select the relative file /excel spreadsheet.

4. a pop-up message shows to confirm the file was added.



4. The file will be included in the drop-down list of the data source manager section.



Data Links

In this section users can select the data points to insert as fields within the report.

QRTS can be selected via the drop down menu in the Worksheet field:

The screenshot shows the 'Narrative Reporting' window with the 'Data Source Manager' tab selected. The 'Datasource' is set to 'QRT Workbook' and the 'Path' is 'C:\Users\User 1\Documents\Tabular 2.0.2.0>Returns\Test Company_Annual_31122016.xlsm'. Below this are buttons for 'Add File', 'Delete File', and 'Change Path'. The 'Data Link' section is active, showing a list of data points. The 'Worksheet' field is set to 'QRTS' and the 'Data Point' field is set to 'S.01.01.01'. The 'Format Manager' section is also visible, showing various formatting options like 'Case', 'Comma Separator', 'Currency', 'Date Format', and 'Color'.

Worksheet:	Data Point:
QRTS	S.01.01.01
QRTS	S.01.02.01
QRTS	S.02.01.01
QRTS	S.02.02.01
QRTS	S.03.01.01
QRTS	S.05.01.01.01
QRTS	S.17.01.01
QRTS	S.18.01.01
QRTS	S.19.01.01.AY.MV
QRTS	S.19.01.01.AY.MV.GBP.OC
QRTS	S.19.01.01.UY.MV
QRTS	S.19.01.01.UY.MV.GBP.OC
QRTS	S.20.01.01.AY.MV
QRTS	S.20.01.01.UY.MV
QRTS	S.21.01.01.AY.MV
QRTS	S.21.01.01.UY.MV
QRTS	S.21.03.01.MV
QRTS	S.23.01.01
QRTS	S.23.02.01

Data points can be selected via the drop down menu in the data point field:

Narrative Reporting

Data Source Manager

Datasource: QRT Workbook
 Path: C:\Users\User 1\Documents\Tabular 2.0.2.0>Returns\Test Company_Annual_31122016.xlsm
 Add File Delete File Change Path

Data Link

Worksheet: S.02.01.01
 Data Point: C0010_R0050 -> (pens. benefit surplus [SII value])

Chart or Table Options

Object Type: C0010_R0050 -> (pens. benefit surplus [SII value])
 Worksheet: C0010_R0060 -> 0 (PPE held for own use [SII value])
 Name: C0010_R0070 -> 0 (Investments (OT assets held for
 C0010_R0080 -> 0 (Property (OT for own use) [SII value])
 C0010_R0090 -> 0 (Holdings in related undertakings,
 C0010_R0100 -> 0 (Equities [SII value])
 C0010_R0110 -> 0 (Equities - listed [SII value])
 C0010_R0120 -> 0 (Equities - unlisted [SII value])
 C0010_R0130 -> 0 (Bonds [SII value])
 C0010_R0140 -> 0 (Gov. Bonds [SII value])
 C0010_R0150 -> 0 (Corp. Bonds [SII value])
 C0010_R0160 -> 0 (Struct. notes [SII value])
 C0010_R0170 -> 0 (Collat. securities [SII value])
 C0010_R0180 -> 0 (Collective Investments Undertaki
 C0010_R0190 -> 0 (derivs. [SII value])
 C0010_R0200 -> 0 (Deposits OT cash equiv. [SII value])
 C0010_R0210 -> 0 (Other investments [SII value])
 C0010_R0220 -> 0 (Assets held for TI and UI contrar

Format Manager

Case: C0010_R0220 -> 0 (Assets held for TI and UI contrar
 Comma Separat
 Currency: C0010_R0220 -> 0 (Assets held for TI and UI contrar
 Date Format: C0010_R0220 -> 0 (Assets held for TI and UI contrar
 Color: C0010_R0220 -> 0 (Assets held for TI and UI contrar
 Decimal Digits: C0010_R0220 -> 0 (Assets held for TI and UI contrar

After selecting one data point users need to click on the “Insert” button to add that field to the text.

Narrative Reporting

Data Source Manager

Datasource: QRT Workbook
 Path: C:\Users\User 1\Documents\Tabular 2.0.2.0>Returns\Test Company_Annual_31122016.xlsm
 Add File Delete File Change Path

Data Link

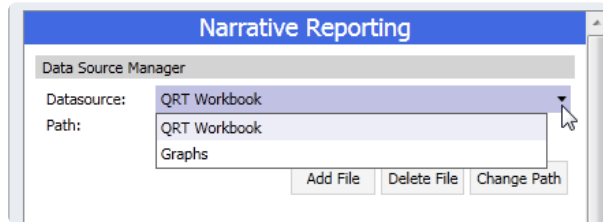
Worksheet: S.02.01.01
 Data Point: C0010_R0060 -> 0 (PPE held for own use [SII value])

Insert

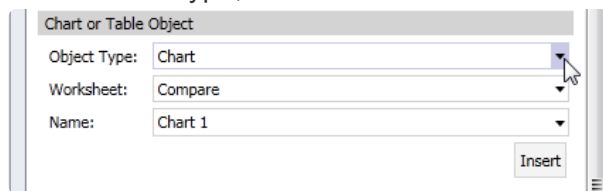
Chart or Table Object

Tables and Charts are visual presentation. They permit rapid access to and relatively easy comparison of information. Adding this graphic representation of data / value into the narrative report is simply easy.

1. Choose the source file in the data source manager drop-down. File not in the drop-down? click [here](#)

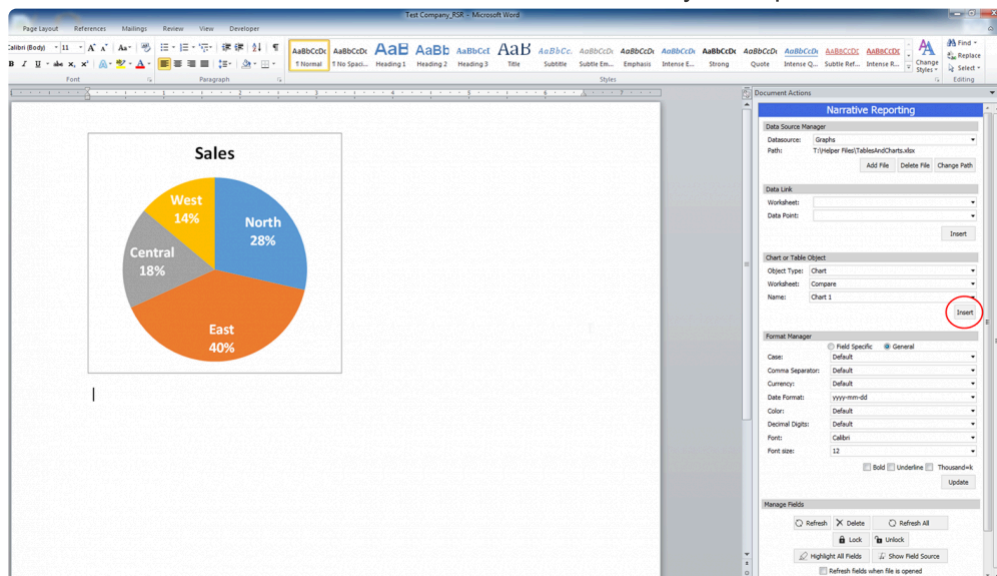


2. Select the type, worksheet and file name in the Chart or Table section of the narrative reporting tool.



* The drop-down are filter only if the sheet contains table or chart, otherwise it will show empty. Note that it doesn't take the actual table of the return but the one created by the user (formatted with name range)

3. Click insert button. The chart will be inserted into your report like shown here.



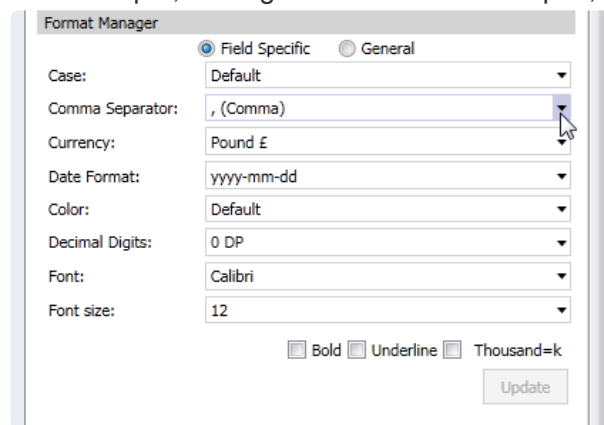
Format Manager

As the entered fields cannot be formatted via the usual Word options, users have customize formatting options in the Narrative Report navigator on the right hand side.

Once the field is selected the users can:

- Change the text formatting (if the field is text) – by selecting options from the Case field
- Add comma or dot for numeric figures
- Choose currency
- Choose colour
- Number of decimal places
- Bold/Underline/Thousands

For example, setting a value to be to 0 d.p.'s, £ and with comma thousands separator:



Format Manager

☒ Field Specific ☐ General

Case: Default

Comma Separator: , (Comma)

Currency: Pound £

Date Format: yyyy-mm-dd

Color: Default

Decimal Digits: 0 DP

Font: Calibri

Font size: 12

☐ Bold ☐ Underline ☐ Thousand=k

Update

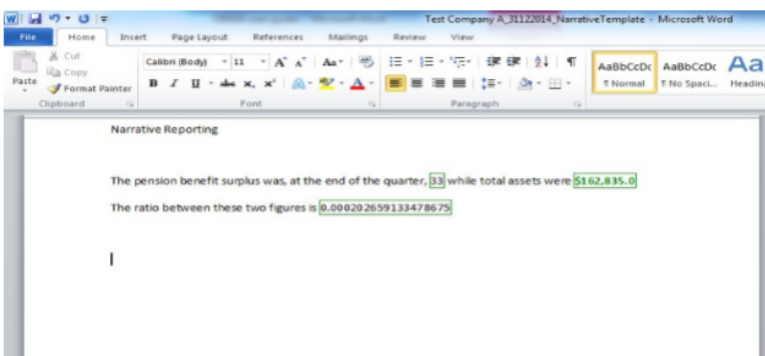
were **£162,835**

QRT Workbook-> S.02.01.01-> _C0020_R0500

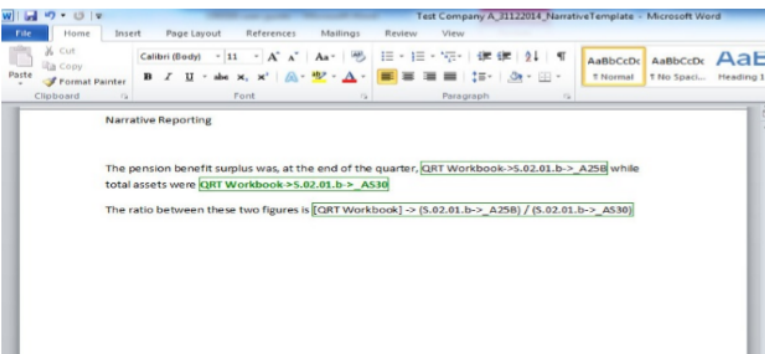
Manage Fields

In the last section – “Manage Fields” – users have the option to:

- Refresh field – in case the figure in the QRT has changed
- Delete – delete the field
- Refresh all – refresh all the figures in the narrative reporting
- Lock – it stops a cell to be refreshed (either when Word is open or when the refresh all option is selected)
- Unlock – unlock a locked cell
- Highlight all fields – this option allow the user to see all the imported fields in the text (as per the picture below)



- Show field source: it shows the location of the field or the formula behind the calculation (as per the picture below):



Custom Fields

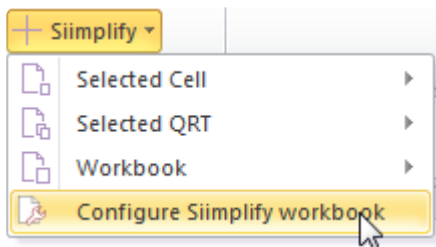
Tabular gives the option to add custom calculations within the word document by using the options in the “Calculated Fields” on the right.

Siimplify

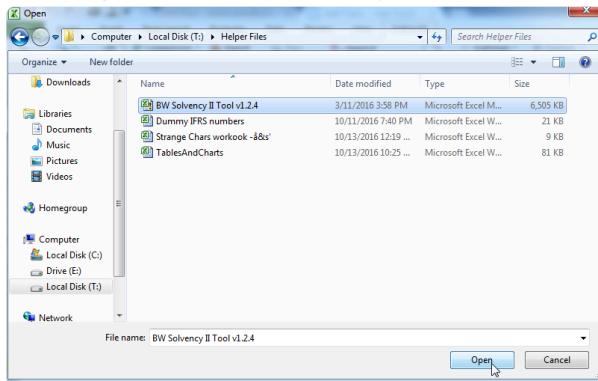
This feature allows you to add data from BW Solvency II Tool workbook into your return. Here's how:

A. Configure the path where the BW Solvency II Tool workbook was placed.

1. Click Siimplify button in the ribbon and select **Configure Siimplify workbook** as shown in the image below.

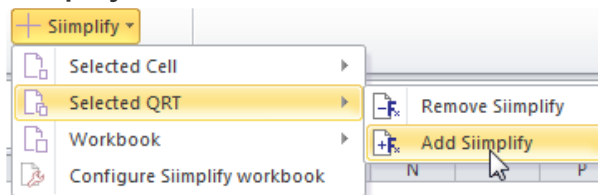


2. Navigate to the BW file in your drive and click open.

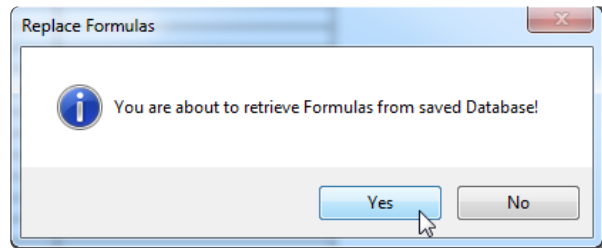


B. Run siimplify to insert the data from the BW workbook into the return's workbook.

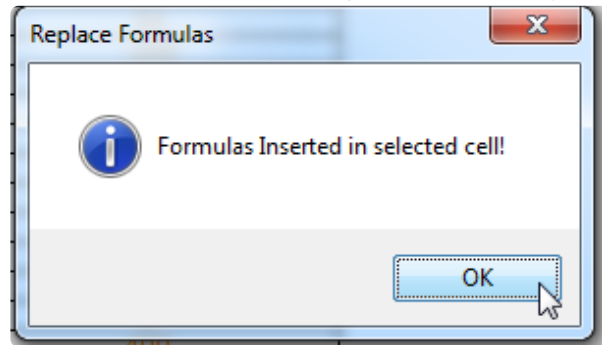
1. Click Siimplify button, select from the three option that applies: Cell, QRT or Workbook and click **add siimplify**.



2. A message will appear that you are about to retrieve formulas from saved database, click Yes to confirm.



3. Once done, this message will be displayed.



After running all the steps, your return will be filled with the formulas from the source file like the one below:

S.28.01.01

- Minimum Capital Requirement - Only life or only non-life insurance or reinsurance activity

Contents

Tabular

Microsoft Excel - based
Solvency II reporting solution

Linear formula component for non-life insurance and reinsurance obligations

C0010

R0010 MCRNL Result

2,361

Net (of reinsurance/SPV)
best estimate and TP
calculated as a whole

Net (of reinsurance) written
premiums in the last 12
months

R0020	Medical expenses insurance and proportional reinsurance
R0030	Income protection insurance and proportional reinsurance
R0040	Workers' compensation insurance and proportional reinsurance
R0050	Motor vehicle liability insurance and proportional reinsurance
R0060	Other motor insurance and proportional reinsurance
R0070	Marine, aviation and transport insurance and proportional reinsurance
R0080	Fire and other damage to property insurance and proportional reinsurance
R0090	General liability insurance and proportional reinsurance
R0100	Credit and suretyship insurance and proportional reinsurance
R0110	Legal expenses insurance and proportional reinsurance
R0120	Assistance and proportional reinsurance
R0130	Miscellaneous financial loss insurance and proportional reinsurance
R0140	Non-proportional health reinsurance
R0150	Non-proportional casualty reinsurance
R0160	Non-proportional marine, aviation and transport reinsurance
R0170	Non-proportional property reinsurance

C0020	C0030
34	34
34	34
34	34
700	-200
0	0
2,550	1,200
2,550	1,200
3,550	2,200
200	100
0	0
0	0
2,550	1,200
0	0
850	400
0	0
0	0

Linear formula component for life insurance and reinsurance obligations

C0040

R0200 MCRL Result

41

Net (of reinsurance/SPV)
best estimate and TP
calculated as a whole

Net (of reinsurance/SPV) total
capital at risk

R0210	Obligations with profit participation - guaranteed benefits
R0220	Obligations with profit participation - future discretionary benefits
R0230	Index-linked and unit-linked insurance obligations
R0240	Other life (re)insurance and health (re)insurance obligations
R0250	Total capital at risk for all life (re)insurance obligations

C0050	C0060
189	
500	
473	
2,683	
	0

Overall MCR calculation

C0070

R0300 Linear MCR

2,401

R0310 SCR

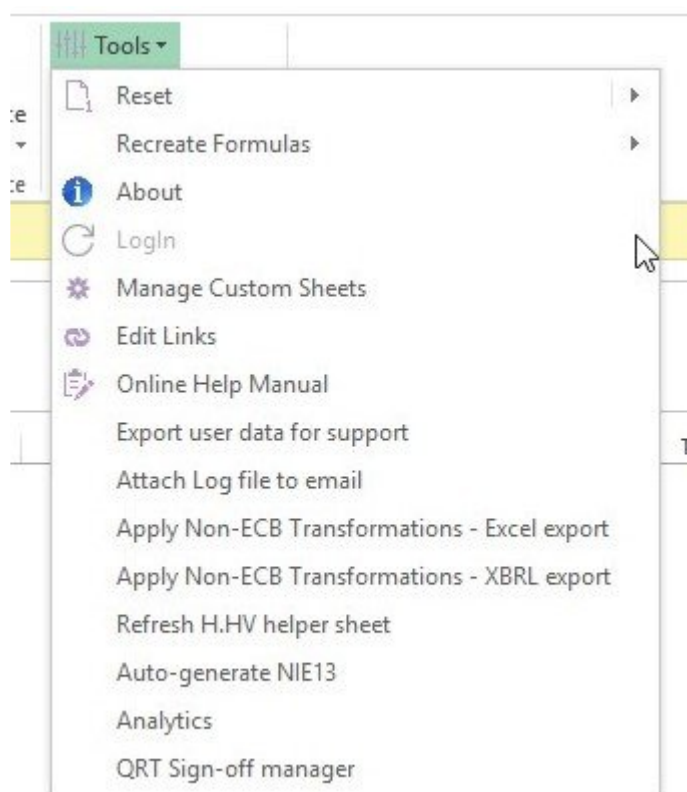
20,256

R0320 MCR cap

9,115

Tools

Tools menu contains some tools that are not used on everyday basis but are helpful in a lot of situations.



Reset tool

This tool let you reset the dropdowns and format of the workbook. More info you can find in [this article](#).

Recreate formulas tool

This tool works in a similar way as the replace subtotals and interactions option from the ribbon, but there is a small difference. Clicking on the recreate formulas option will get both interactions and subtotals at the same time from database, however it will not replace the formulas for any cell that have his formula removed. It will only refresh existing formulas that are not removed by the user.

About

This opens a window that contains some useful information about current Tabular versions and the return ID. More info you can find in [this article](#).

Manage custom sheets

This option opens a window from where you can control adding/editing/deleting custom sheets in the workbook. More info you can find in [this article](#).

Edit links

This option allows you to edit links to external workbooks. More info you can find in [this article](#).

Export user data for support

This option creates a small zip file next to your Tabular.xlsm that contains some user data. Mostly company and return setup etc.. This in some cases will be requested from SolvencyIISolutions support team when they investigate an issue.

Attach log file to email

This option collects all the logs from Tabular, zips it and attach directly to a new email (if you have Microsoft Outlook). Use this option to send logs to SolvencyIISupport team.

Apply Non- ECB transformations

This two options are needed for clients that have to report both ECB and Non-ECB variants of their data. One of the options generates xbrl file – the other excel export file. More info you can find in these two articles: [Excel output](#) ; [XBRL output](#)

Refresh H.HV sheet

This tool refresh the data in H.HV sheet that is used for roll forward. More info on it and roll forward in general you can find in [this](#) article.

Auto-generate NIE13

This feature auto-generates the full NST.13 QRT data set (and loads this into the N.IE.13.01 QRT, overwriting any existing data there) from the SE.06.02 return data. This feature implements all of the exclusions, conversions, and aggregations outlined in the CBI 'NST.13 Notes on compilation' guidelines.

Analytics

This feature generates six dashboards and reports, all of which include trend analysis: Summary financial report (key numbers from across each of the main Balance sheet, Own Funds, Technical account and SCR/MCR QRTs); Investments dashboard, including look-through; Balance sheet and Own Funds dashboard; Underwriting performance and Technical Provisions dashboard; SCR/MCR dashboard; and Reinsurance program and recoverables dashboard.

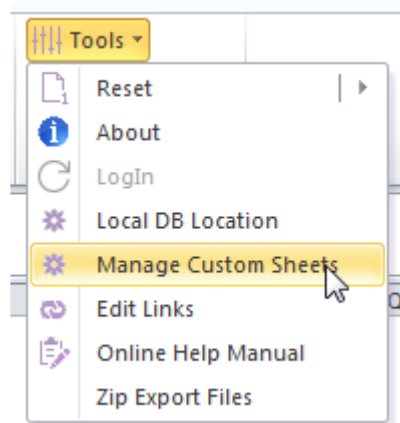
QRT Sign-off manager

Sign-off feature allows users to lock-down QRTs that prevents any further changes (directly or via features such as import) to the QRT.

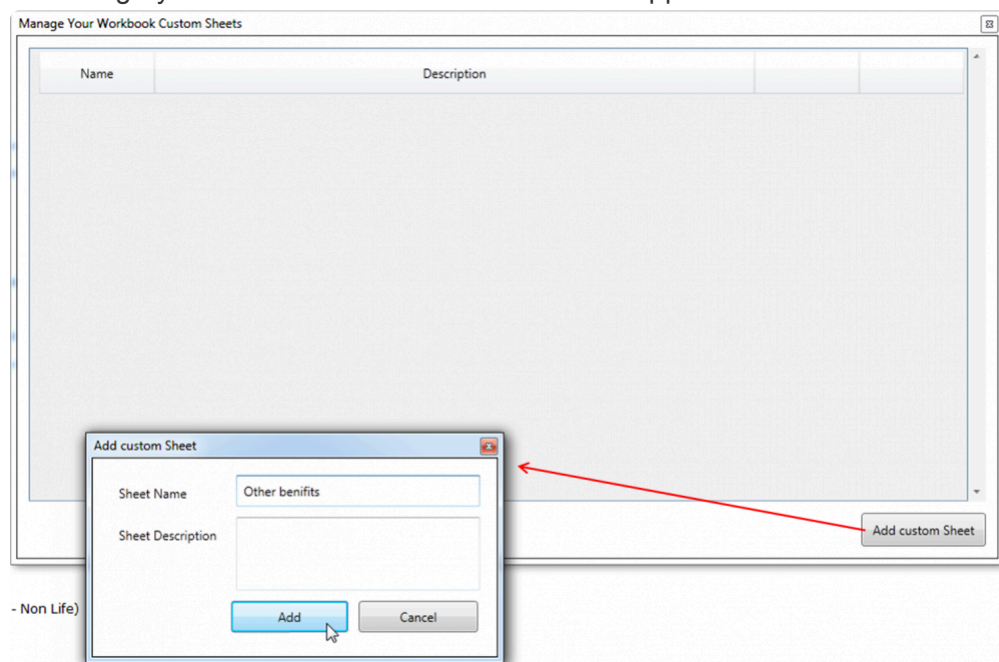
Manage custom sheets

Aside from the pre-defined sheets in tabular, user can add custom sheet(s) into the return workbook. Here's how:

1. Click Tools > Manage custom sheet



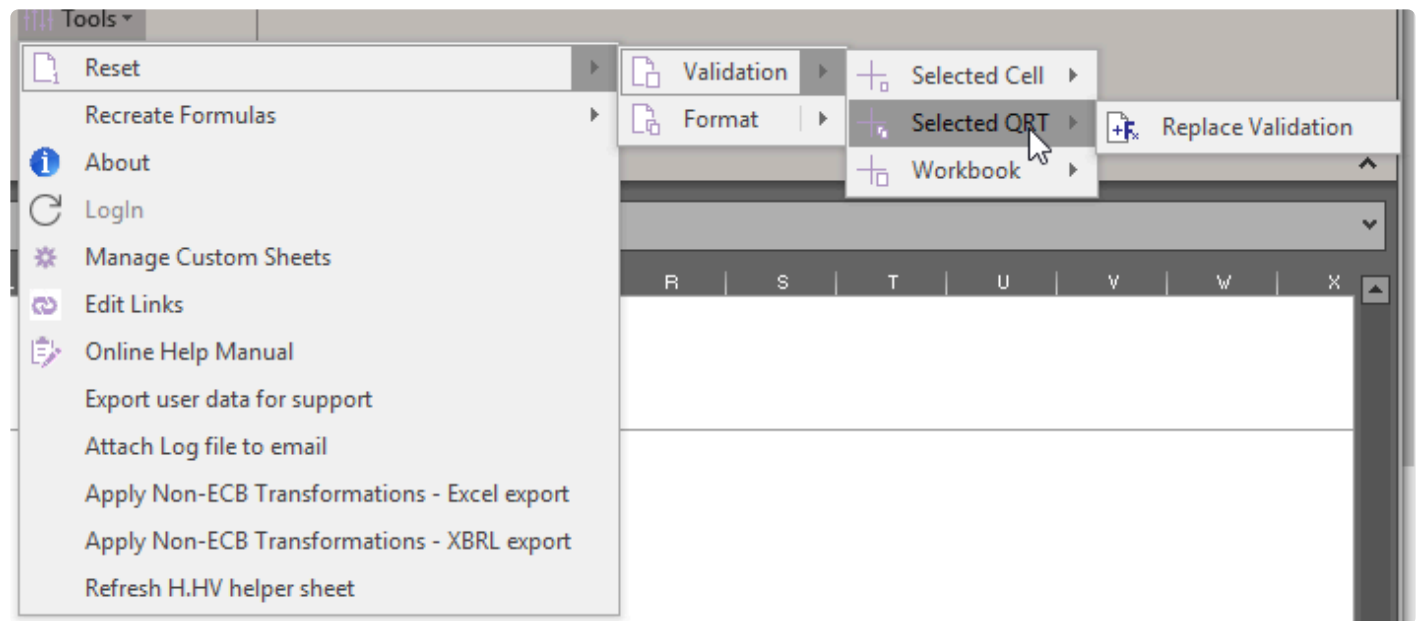
2. Manage your workbook custom sheet screen appears. Click Add custom sheet.



3. Fill the Sheet name and description field and click add button. (see picture above)
4. The sheet will be added to the workbook alongside the QRTs as shown here

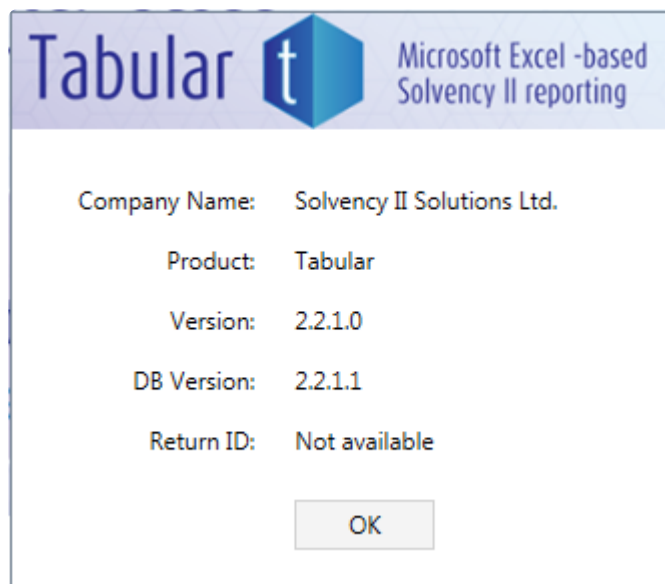
Reset Tool

This tool give you the option to replace all your dropdowns with the latest values from the Database or reapply the format of the cells. You can use this options if you have some QRT being corrupted. You can apply this functionality on a cell, sheet or whole workbook level. Note that the replace Validation option will add any dropdowns that are not existent at the moment in the workbook but they are in the database.



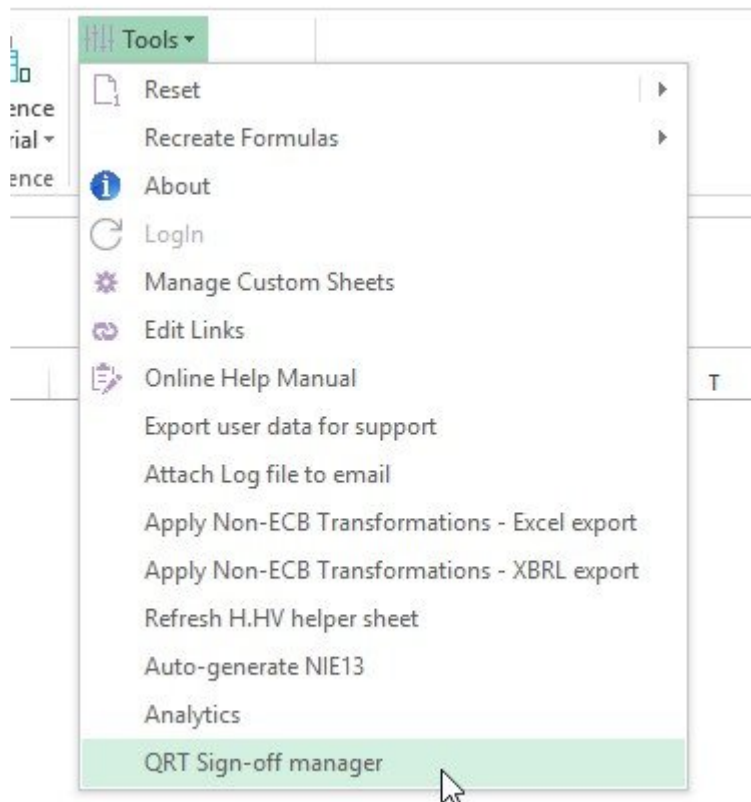
About

Tabular consists of two parts – Application and main entry point(Tabular.xlsm + DB + helper files) with two separate methods to update them. Sometimes just data update or application update is released and that is why the versions don't always match. In the About dialog you can check both versions:



QRT Sign Off

The QRT Sign-off and UnSign-off are performed from QRT Sign-off manager:



Sign-off feature allows users to lock-down QRTs that prevents any further changes.

A single QRT or multiple QRTs can be Signed-Off at the same time.

To run Sign off, users just need to select QRT to be signed-off and click Save Sign Off changes button.

QRT Sign-off manager

QRT Sign-off manager

This window is used to visualise the current Sign-off status of all QRTs in the current return workbook and to Sign-off any QRT(s) that are currently not signed-off and/or UnSign-off any QRT(s) that are currently signed off.

QRTs currently not signed-off

QRT	QRT Title	Unresolved notes #	Unresolved checklists #	UnSigned-off by (if applicable)	UnSigned-off on (if applicable)	Sign-off <input type="checkbox"/>
S.01.01.01	Appendix I: Quant	1	2	Administrator	24/01/2020 09:55	<input type="checkbox"/>
S.01.02.01	Basic information	0	0	Administrator	24/01/2020 09:55	<input type="checkbox"/>
S.02.01.01	Balance sheet	0	1	Administrator	24/01/2020 09:55	<input type="checkbox"/>
P.02.01.02	Balance sheet - SF	0	0	Administrator	24/01/2020 09:55	<input type="checkbox"/>

QRTs currently signed-off

QRT	QRT Title	Unresolved notes #	Unresolved checklists #	Signed-off by	Signed-off on	UnSign-off <input type="checkbox"/>
S.05.01.01.01	Premiums, claims and expenses by li	0	0	Administrator	17/04/2019 12:01:4	<input type="checkbox"/>
P.05.01.02.01	Premiums, claims and expenses by li	0	0	Administrator	17/04/2019 12:01:4	<input type="checkbox"/>
S.09.01.01	Income/gains and losses in the perio	0	0	Administrator	17/04/2019 12:01:4	<input type="checkbox"/>
S.17.01.01	Non-Life Technical Provisions	0	0	Administrator	17/04/2019 12:01:4	<input type="checkbox"/>
P.17.01.02	Non-Life Technical Provisions - SFCR	0	0	Administrator	17/04/2019 12:01:4	<input type="checkbox"/>

Save sign-off changes

After running Sign-off:

- QRT worksheet protection is set, so no changes allowed, directly or indirectly eg. import
- All formulas are removed from the sheet (Tabular formulas, user formulas and external link added by users)

Note: All formulas are stored in the Tabular database and are re-loaded to the QRT worksheet if the user UnSigns-off the QRT.

To UnSign-Off, users can select single or multiple QRTs and click Save Sign Off changes button.

All formulas (Tabular, user formulas, and external links) will be loaded back exactly the same as they were before sign-off and normal Tabular sheet protection will be set to this QRT worksheets.

Sign-off and unsign-off processes can be repeated as many times as necessary without any restrictions.

User could see information who signed-off/unsigned-off QRT and date/time it was done last time.

Unresolved Notes/Checklists

In case some unresolved notes or checklists exist for QRT, count of this notes/checklist will be displayed in the Unresolved Notes or Unresolved Checklists columns next to QRT with red light background.

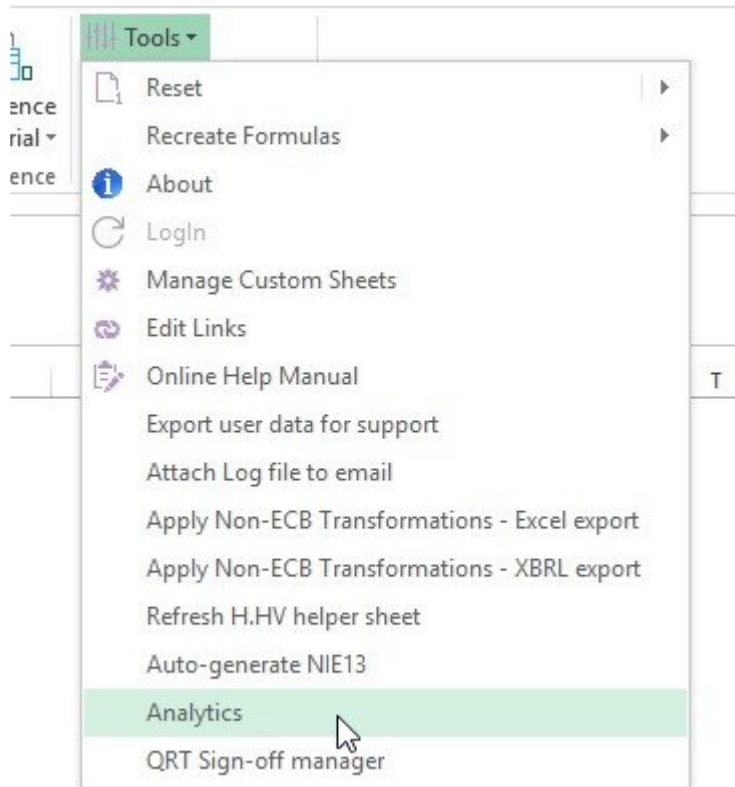
This QRTs still can be signed-off no restrictions on it. User can still SignOff QRTs even if they have unresolved notes and/or checklists – we're just providing this for information for now.

USER NOTES:

- There is no verification or checking of re-loaded formulas to unsigned-off QRTs.
For example, if a user had a formula that was linked to an external workbook at the time of sign-off and after that, this external workbook was deleted, on unsign-off, Tabular will load that formula back in to the QRT (which will go to the place that now doesn't exist) – and Excel will resolve the formula to a #REF! error.
- There are no checks that QRT being signed-off are linked to unsigned-off QRT.
For example, S.02.01 is signed-off, so it's no longer linking to S.06.02, but S.06.02 is not signed-off, so user could update values there. It probably will break some validations, because now there will be different values in S.02.01 and S.06.02. At the moment Tabular will not flag to user that he needs to sign-off S.06.02 before signing off S.02.01
- When user signed-off QRT it is not available for imports, but it is still available for exports eg. xbrl export and in general all read-only access features, such as analytics, validations, etc.
- Access to QRT Sign-off feature can be configured per user.
This is available in user setup area; which you can find here System Admin > Administer users/Roles > Assign access to role (more information [here](#)) So if you have someone who should enter some data but shouldn't sign-off QRTs just unselect Sign-off role for him and he will not have access to Sign-off.

Analytics report generator

Analytics output feature:



There are six dashboards and reports, all of which include trend analysis. User can include all reports or filter generated report by selecting just some of the reports to be generated (note, if no of reports will be selected Generate report button will be disabled).

Analytical reports generator

Analytical reports generator

To generate analytical output (dashboards, trend analysis etc.) please use the below options.
Please note, analytical output is currently only possible for the EIOPA annual and quarterly non-Financial stability returns ie NST and Financial Stability data is not in scope. Also, please be aware that reports are based on the current return's reference date and return type. For example, if the return for which analytics output is being produced is quarterly, only quarterly data is in scope for the analytical output ie investments dashboard trend analysis will be based on historical quarterly return data only. To restrict the reports to only include quarterly or annual data use the Data scope options below. To control the number of quarterly and/or annual periods to include in trend analysis graphs please use the Period scope options below.

Reports: select which reports to include in the output file

☒ Investments (dashboard)

☒ SCR and MCR (dashboard)

☒ Underwriting performance and technical provisions (dashboard)

☒ Reinsurance program and recoverables (dashboard)

☒ Summary financials (report)

☒ Balance sheet and Own funds (dashboard)

CONFIGURATIONS

Data Scope is selected by default and based on current return and can't be modified (in case current return is annual then by default Data Scope Include annual return data will be selected), as well both couldn't be selected at the same time. Generally means, unless a quarterly reporting exemption is held, that investments dashboard should be generated from quarterly return and SCR dashboard should be generated from annual return.

Data Scope: _____

☐ Include quarterly return data ☒ Include annual return data

Period scope Here user can select how many historical periods will be included in the report.

Period Scope: _____

☐ Number of quarterly periods to include (for trend reports) Number of annual periods to include (for trend reports)

Output location folder of the generated report by default set to subfolder of the return, but can be changed anytime.

Output location folder: _____

T:\Current Development\returns\general testing\new testing company\Annual-06012018\Analytics\ ...

Generate Reports

After click on Generate button report will be generated as a separate workbook. Each time user generates report a new output file is generated.

USER NOTES

- Charts in Excel 2010, NST and FSR data are currently not in scope
- Reports are a single-entity level (ie not group vs subsidiary allocation reports, PCC vs Cells/Core reports)

Analytic Reports

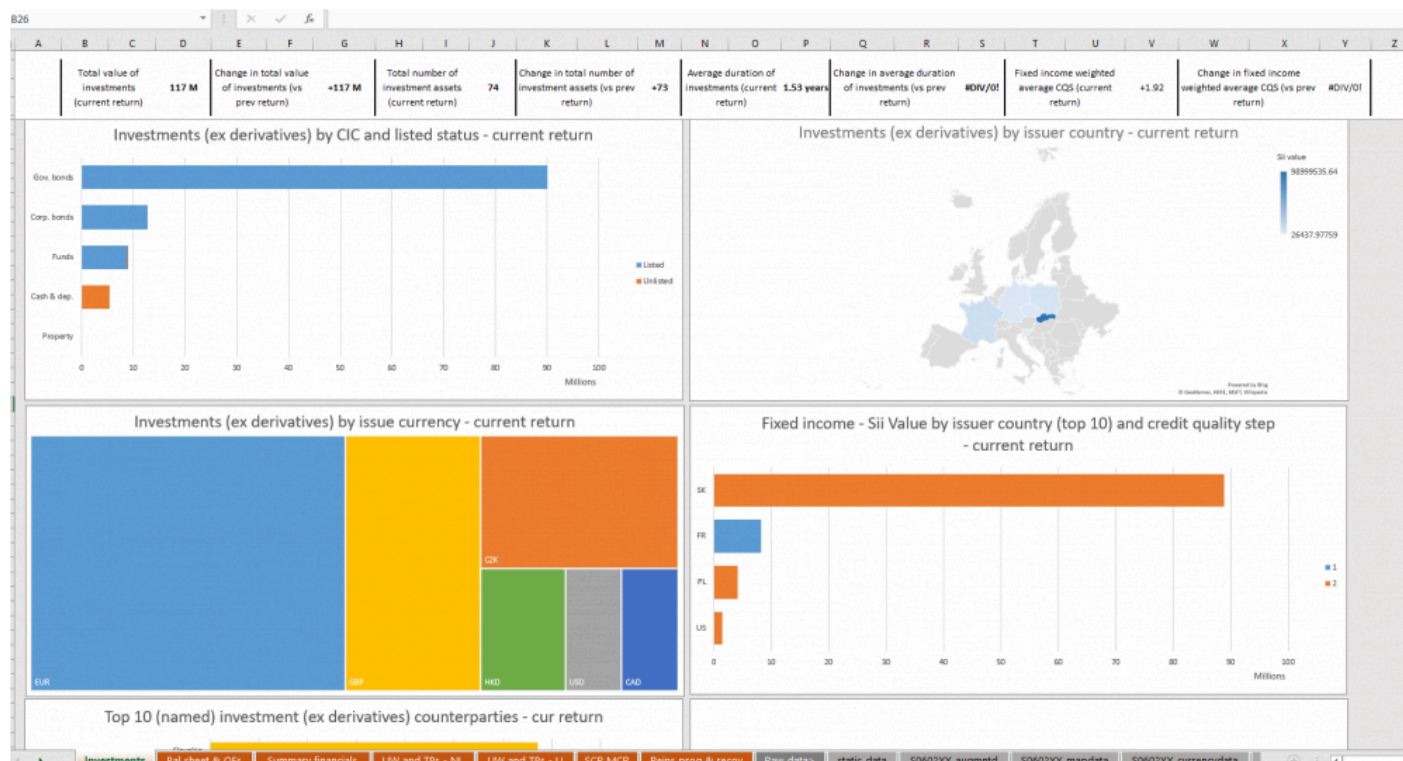
General:

- Charts will always tell you if the data is current returns' data or trend report.
- Output file includes the “raw data” outputs from the Tabular database (which are the sources in the analytic output file dashboards/reports).
 - Name conversion of raw data sheets works like the first part of the name is QRTs which data is included. For example, S.06.02.xx_augmntd means that it is data from S.06.02 (and xx means that all S.06.02 QRTs are included).
- It is not available to modify charts, however you can create your own charts based on the same “raw data” sheets by linking to these sheets from a separate Excel file.

There are six dashboards/reports currently supported:

Investments (dashboard)

Investments dashboard is sourced from S(E).06.02 and S.06.03, note other investments QRTs are currently not in scope.

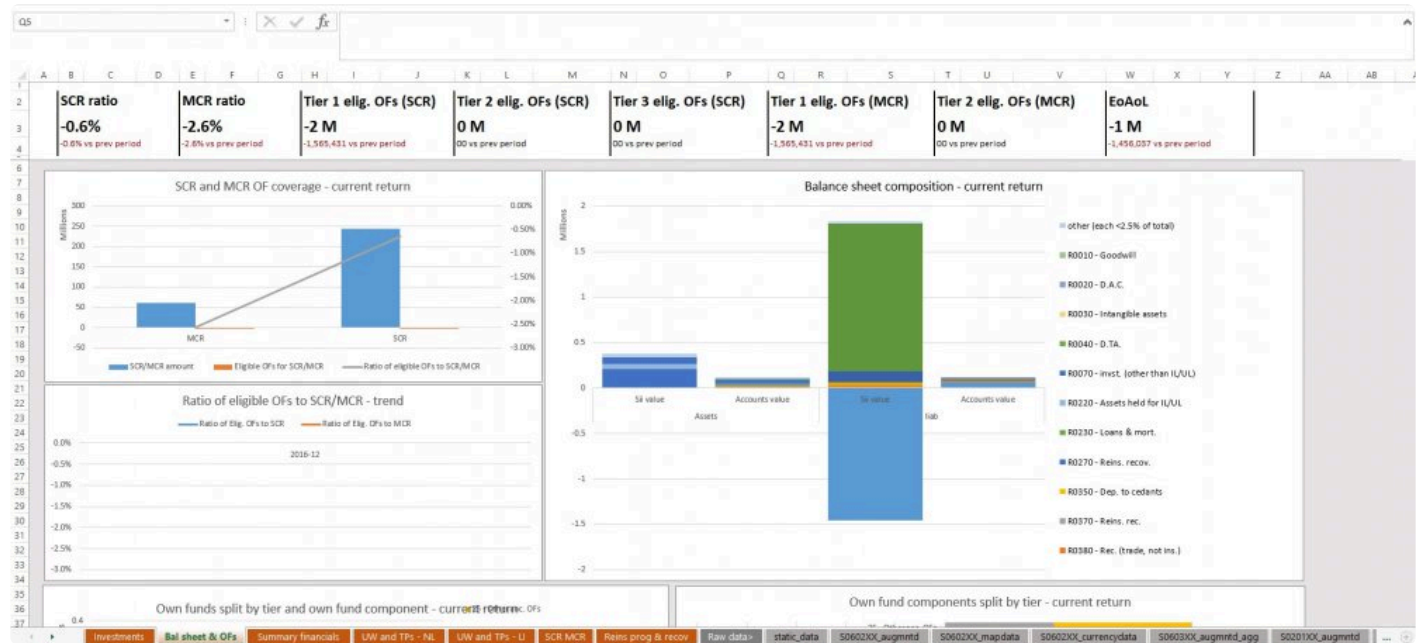


Underwriting performance and technical provisions (dashboard)

Split into Life and Non-Life lines of business reports.

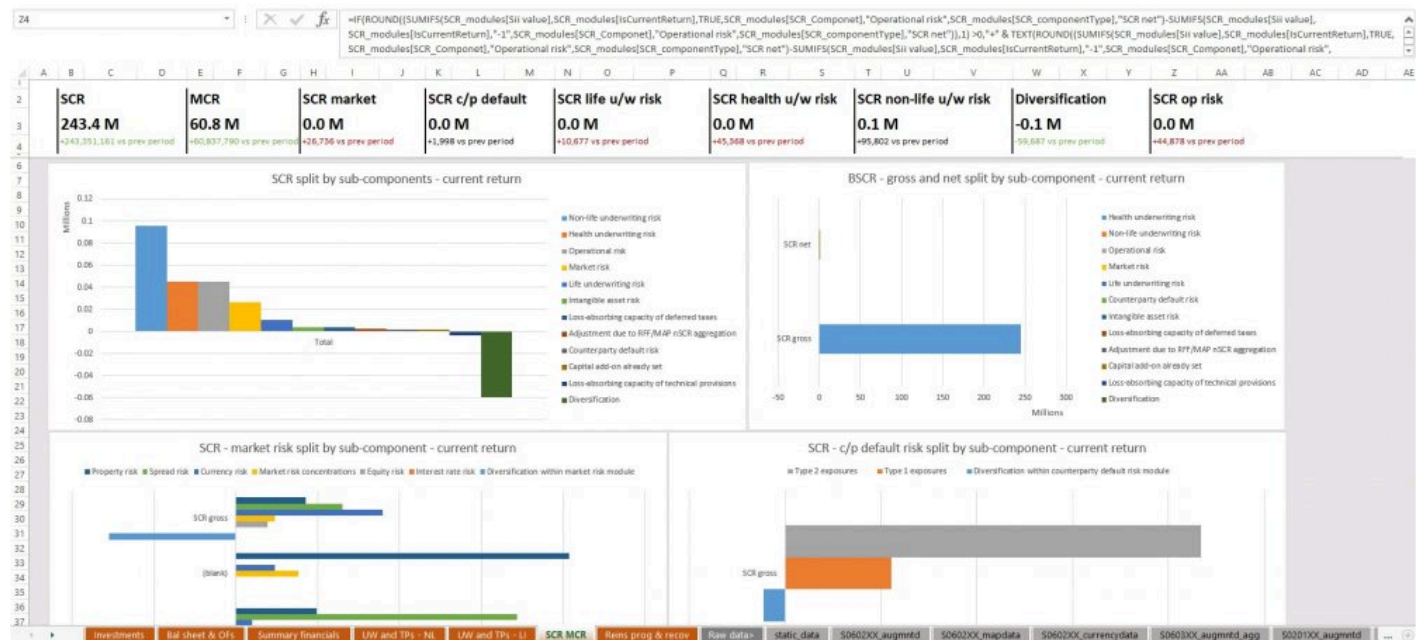
These dashboards are sourced from S.05.01, S.12.01 and S.17.01 QRTs





SCR and MCR (dashboard)

This is sourced from S.23.01, S.25.01 and S.26's QRTs. Note only Standard formula QRTs are currently supported.



Auto-generation of Central Bank of Ireland NST 13

This feature auto-generates the full NST.13 QRT data set (and loads this into the N.IE.13.01 QRT, overwriting any existing data there) from the SE.06.02 return data.

Load Central Bank of Ireland NST.13 from SE.06.02:

To generate NST.13 from SE.06.02, additional information is needed to convert the following cases:

- Supra-national organisations > Convert SE.06.02 issuer country XA and EU cases into the NST.13 equivalent (eg EU -> 'Council of Europe')
- Issuer sector > Derive NST.13 issuer sector codes from SE.06.02 (eg if CIC 4 and not CIC 43 -> 'Non-MMF fund')

Please note:

- If no assets are held that require these adjustments, leave the following user data tables empty. All of the other filtering, conversions and aggregations required will still be carried out (ie the below are additional, optional, conversions for specific cases that may not be applicable for assets held)
- Select Conversion Type
 - 'NIE13_C0070' for issuer country rules (ie deriving the NST.13 C0070 values) or
 - 'NIE13_C0060' for issuer sector rules (ie deriving the NST.13 C0060 values)
- The Company field is optional. If you have a multi-entity licence and different rules should be applied in different Tabular entities then complete the Company field to indicate a rule should be applied only to that company. Rules where the Company is left blank will be applied to all companies the NST.13 feature is run on
- 'Valid From' and 'Valid To' must always be completed and indicate the return reference dates the rule is applicable to
- Do not add quotes (") around the 'Set Value' and 'Set Condition' fields
- The 'Set condition' represents a SQL where condition, using SE.06.02 column names (eg C0040, C0050, etc.). Please use SQL wildcards and other conventions. For more information please see XXXXX or contact support

Examples:

Conversion Type > Company Id > Set value > Set condition > Valid from > Valid To

NIE13_C0070 > Null > ASDB (Asian development Bank) > C0200 LIKE 'Asian Development %' > 01/01/2016 > 31/12/2099

NIE13_C0070 > Null > Council of Europe > C0200 LIKE 'Council of Europe' and C0040 LIKE 'EU%' > 31/12/2016 > 31/12/2099

NIE13_C0060 > Null > Financial auxiliaries (ESA sector S.126) > C0290 LIKE 'S_5' and C0290 NOT LIKE 'S_51' > 01/01/2016 > 31/12/2099

Additional user inputs:

New rule Delete selected rules Save changes

Note: [%][][*] are SQL wildcards and will be interpreted by the queries executed within Tabular as such unless specifically escaped (using standard SQL mechanisms)

Rules:

<input type="checkbox"/>	Conversion type	Company	Set value	Set condition	Valid from	Valid to
<input type="checkbox"/>	NIE13_C0070		WTO (World Trade Organisation)	c0270 like 'XA' and C0210 like 'WTO%'	01/01/2016	31/12/9999

Run NST.13 generation

This feature implements all of the exclusions, conversions, and aggregations outlined in the CBI 'NST.13 Notes on compilation' guidelines but, as per those guidelines, there is a subset of scenarios where the SE.06.02 data is incomplete, namely:

- the issuer country field for supranational issuers; and
- the issuer-sector field for ESA issuer sector codes 5,6,11 and another scenario where the ESA issuer sector code is not populated in SE.06.02.

To support these cases, a data capture table is provided within the feature window for users to enter their custom rules, please see this [link](#).

Once all custom rules are added (and saved), or if no custom rules are required, click 'Run NST.13 generation' to run the feature.

NOTE: it is NOT mandatory to add any custom rules. You can run the feature with no custom rules but note that in this case only the standard conversion will apply (for example if you have an asset, applicable for NST.13, with issuer country 'XA', this country code will be used in the final N.IE.13.01 data set. Tabular xbrl validations would then flag that 'XA' is not an allowed value for the NST.13 issuer country).

Adding/Editing/Removing custom NST.13 rules

User will need to click on 'New rule' button and a new row will be added to rules with the ability to insert data.

All fields, except Company, are mandatory and you will not be allowed to insert data to another new rule until all of them will be filled.

Select Conversions Type:

'NIE13_C0070' for issuer country rules (ie deriving the NST.13 C0070 values)

'NIE13_C0060' for issuer sector rules (ie deriving the NST.13 C0060 values)

Additional user inputs:

New rule Delete selected rules Save changes Note. [%_[]][^]] are SQL wildcards and will be interpreted by the queries executed within Tabular as such unless specifically escaped (using standard SQL mechanisms)

Rules:

<input type="checkbox"/>	Conversion type	Company	Set value	Set condition	Valid from	Valid to
<input type="checkbox"/>	NIE13_C0070				Select a date [15]	Select a date [15]
<input type="checkbox"/>	NIE13_C0070					
<input type="checkbox"/>	NIE13_C0060					

Company, If you have a multi-entity license and different rules should be applied in different Tabular entities then complete the Company field to indicate a rule should be applied only to that company. Rules, where the Company is left blank, will be applied to all companies the NST.13 feature is run on.

Rules:

<input type="checkbox"/>	Conversion type	Company	Set value	Set condition	Valid from	Valid to
<input type="checkbox"/>	NIE13_C0070				Select a date [15]	Select a date [15]
		5 (Integratin)				
		6 (G -Uk SOLO)				
		7 (Quarterly Irish)				
		8 (G - Malta Cell)				
		9 (G - Malta Core)				

The 'Set condition' represents a SQL where condition, using SE.06.02 column names (eg. C0040, C0050 etc.) Please, use SQL wildcards and other conventions.

Note, do not add quotes (") around the 'Set Value' and 'Set condition' fields.

Rules:

<input type="checkbox"/>	Conversion type	Company	Set value	Set condition	Valid from	Valid to
<input type="checkbox"/>	NIE13_C0070		WTO (World Trade Organisation)	c0270 like 'XA'	Select a date [15]	Select a date [15]

'Valid From' and 'Valid To' must always be completed and indicate the return reference dates the rule is applicable to.

Rules:

<input type="checkbox"/>	Conversion type	Company	Set value	Set condition	Valid from	Valid to
<input type="checkbox"/>	NIE13_C0070		WTO (World Trade Organisation)	c0270 like 'XA'	4/2/2019 	Select a date 

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

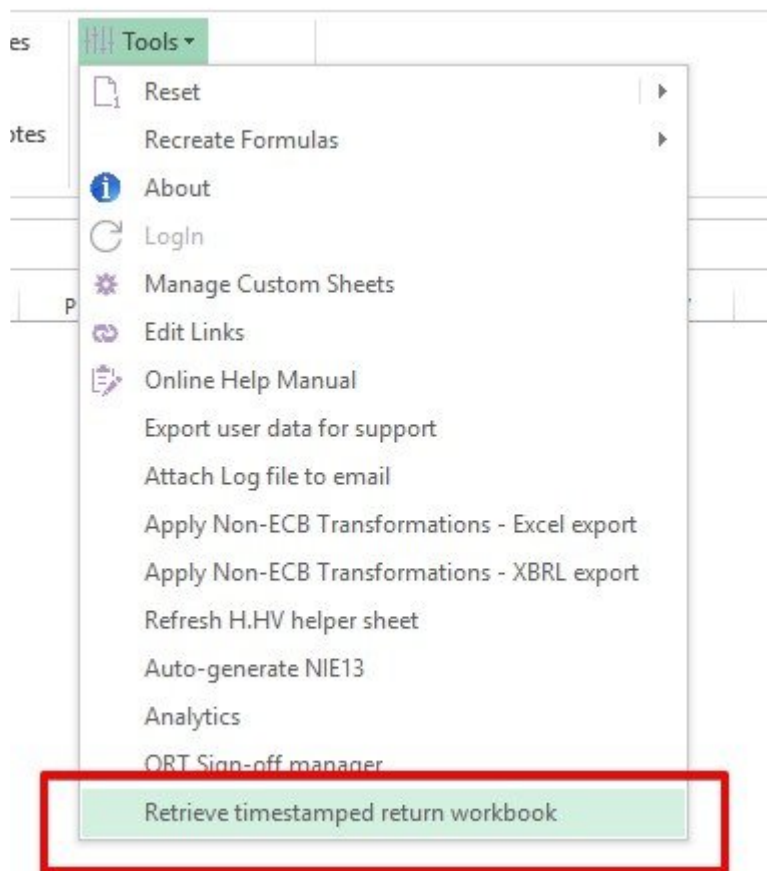
Run NST.13 generation

When all fields are filled user should Save changes and then click Run NST.13 generation. After this all saved rules will be generated (note, not saved rules will be skipped)

There is also ability to delete rules. All you need to do is to select checkboxes next to rules that should be deleted and click Delete selected rules.

Retrieve timestamped return workbook

Retrieve timestamped return workbook is available in Tools section of the Tabular ribbon.



This window is used to retrieve the return workbook at any point-in-time it was saved by users.

For example, user wants to see the version of return at the time it was submitted.

Note: This will not affect current return. The requested timestamp version of the workbook will be saved in a separate folder (selected in Output path)

Note: If the current return workbook is a Team carve-out, the list of savepoints will only include those for this specific carve-out file. Conversely, the main return (from which carve-outs have been made) will include savepoints of the main return only (it will not include savepoints of the carve-out workbooks)

Retrieve timestamped return workbook

Point-in-time retrieval for ReturnId: _____

This window is used to retrieve the return workbook at any point-in-time it was saved by users. NOTE this does not replace or affect in anyway the current "master" copy of this return workbook. The requested timestamp version of the workbook will be made available in a separate folder (defaulted to 'Timestamp versions' folder but this can be changed using the below navigation button)

Please see below a list of all the save point time-stamps and selected those you wish to retrieve.

The "re-load formulas" option can be used where users wish to see (for signed-off QRTs in the timestamp workbook) the formulas included in those QRTs. Note that if the timestamp version requested is before the last signoff time for a QRT then no formulas will be re-loaded.

If the current return workbook is a Team carve-out, the list of savepoints will only include those for this specific carve-out file. Conversely, the main return (from which carve-outs have been made) will include savepoints of the main return only (ie it will not include savepoints of the carve-out workbooks).

Return file savepoints

Savepoint ID	Savepoint date/time	File path at savepoint	Saved by
702	14/10/2019 14:15:10	T:\Current Development\returns\NT\Annual-31122016\123NT_Annual_31122016.xlsx	Administrator
677	07/10/2019 15:42:16	T:\Current Development\returns\NT\Annual-31122016\123NT_Annual_31122016.xlsx	Administrator
664	04/10/2019 13:31:39	T:\Current Development\returns\NT\Annual-31122016\123NT_Annual_31122016.xlsx	User2

Output options

Output path: T:\Current Development\returns\NT\Annual-31122016\BackUp Retrieved\

Output file name: savepoint_702_2019-10-14-021510.xlsx

Re-load formulas: ☒

Return file savepoints

Here user can see all possible savepoints that can be selected to be retrieved. Each savepoint is displayed with ID, date and time it was created, file path of the return when savepoint was created and user.

At same moment only one savepoint can be selected.

Note: In case return has a copy, savepoints of this copy will also appear in the list of savepoints, but they will be shown in the list as red highlight.

Return file savepoints

Savepoint ID	Savepoint date/time	File path at savepoint	Saved by
1326	24/01/2020 09:10:07	T:\Current Development\returns\ABCD\Annual-31122019\AABCD_Annual_31122019.xlsm	Administrator
1325	24/01/2020 09:17:50	T:\Current Development\returns\ABCD\Annual-31122019\return's copy.xlsm	Administrator
1324	24/01/2020 09:11:46	T:\Current Development\returns\ABCD\Annual-31122019\AABCD_Annual_31122019.xlsm	Administrator

Output options

Output path

By default output path is BackUp Retrieved folder in the same folder as current return. But user can change it using the Browse button.

Output file name

By default output file name is savepoint number + date and time it was created. eg,
savepoint_677_2019-10-07-034216.xlsx

“Re-load formulas”

The “reload formula” option can be used where users wish to see (for signed-off QRTs in the timestamp workbook) the formulas included in those QRTs. This option can be unselected in case use don’t need this formulas.

Note: If the timestamp version requested is before the last signoff time for a QRT then no formulas will be re-loaded.

S.19.01 data entry interface

To populate the 'S.19.01.01.LISTV' input layer within return you should select *S.19.01.01 single list input layer* checkbox on Return Setup in the Company tab.

Return Setup Window

COMPANY

NL (AY)
SCR
RETURN
QRT SELECTION

Company overview information

This tab holds the overview information on each reporting entity. Selections made in this tab will determine which of the detailed business profile tabs will be required to be completed. For example, if "Balance sheet reporting by currency" is selected, the BS CUR tab will be enabled for each currency that is required to be reported in S.02.02 to be entered.

☐ Underwriting year basis business ⓘ

Outward reinsurance

☐ Reinsurance recoverables (ie reinsurance recoverables on balance sheet at reference date) ⓘ

☐ Prospective (outwards) reinsurance program (all reinsurance types) ⓘ

☐ Prospective (outwards) reinsurance program (facultative reinsurance types) ⓘ

☐ SPV reinsurance ⓘ

Other reporting

☐ Balance sheet reporting by currency ⓘ

☐ Material Ring-fenced fund / MAP reporting ⓘ

☐ Non-material Ring-fenced fund / MAP reporting ⓘ

☐ Additional other balance sheet reporting ⓘ

☐ Additional asset reporting ⓘ

Data Modelling

☐ 'Technical flows' data model ⓘ

☐ 'Claims development' data model ⓘ

☒ S.19.01.01 single list input layer ⓘ

Back Next

Selecting this checkbox will add S.19.01.01.LISTV sheet into the annual return workbook and exclude ALL S.19.01.01 QRTs that would otherwise be included in the return.

This option entails a single QRT worksheet (instead of the multiple S.19.01.01 QRTs, per LoB/currency) in the annual workbook, with three columns: QRT; datapoint; and value. Each record in this list should represent an S.19.01.01 QRT datapoint.

S.19.01.01.LISTV - S.19.01.01 list input layer

Contents

Tabular

Microsoft Excel-based
Tabular II reporting solution

C0010		C0020		C0030	
QRT Name	DataPoint Name	DataPoint Name	DataPoint Value		
C0010	C0020	C0030			
S.19.01.01.AY.MA	C0010_R0110	C0030	4 554		
S.19.01.01.AY.MA	C0010_R0120	C0030	34 545		
S.19.01.01.AY.MA	C0010_R0130	C0030	6 767		
S.19.01.01.AY.MA	C0010_R0140	C0030	46		
S.19.01.01.AY.MA	C0010_R0150	C0030	5 646		
S.19.01.01.AY.MA	C0010_R0160	C0030	67 657		
S.19.01.01.AY.MA	C0010_R0170	C0030	4 543		
S.19.01.01.AY.MA	C0010_R0180	C0030	5 656		
S.19.01.01.AY.MA	C0010_R0190	C0030	234 678		
S.19.01.01.AY.MA	C0010_R0200	C0030	4 545		
S.19.01.01.AY.MA	C0010_R0210	C0030	2 323		
S.19.01.01.AY.MA	C0010_R0220	C0030	56 546		
S.19.01.01.AY.MA	C0010_R0230	C0030	434		
S.19.01.01.AY.MA	C0010_R0240	C0030	62 208		
S.19.01.01.AY.MA	C0010_R0250	C0030	209 899		
S.19.01.01.AY.MA	C0020_R0110	C0030	656		
S.19.01.01.AY.MA	C0020_R0120	C0030	879 789		
S.19.01.01.AY.MA	C0020_R0130	C0030	9 090		
S.19.01.01.AY.MA	C0020_R0140	C0030	676		
S.19.01.01.AY.MA	C0020_R0150	C0030	5 656		
S.19.01.01.AY.MA	C0020_R0160	C0030	34 545		
S.19.01.01.AY.MA	C0020_R0170	C0030	678 768		
S.19.01.01.AY.MA	C0020_R0180	C0030	45 435		
S.19.01.01.AY.MA	C0020_R0190	C0030	78 768		
S.19.01.01.AY.MA	C0020_R0200	C0030	45 435		
S.19.01.01.AY.MA	C0020_R0210	C0030	67 657		
S.19.01.01.AY.MA	C0020_R0220	C0030	435 435		
S.19.01.01.AY.MA	C0020_R0230	C0030	78 678		
S.19.01.01.AY.MA	C0020_R0240	C0030	466 432		
S.19.01.01.AY.MA	C0030_R0110	C0030	454 353		
S.19.01.01.AY.MA	C0030_R0120	C0030	8 768		
S.19.01.01.AY.MA	C0030_R0130	C0030	454 354		
S.19.01.01.AY.MA	C0030_R0140	C0030	67 675		
S.19.01.01.AY.MA	C0030_R0150	C0030	345 435		
S.19.01.01.AY.MA	C0030_R0160	C0030	76 765		
S.19.01.01.AY.MA	C0030_R0170	C0030	435 345		
S.19.01.01.AY.MA	C0030_R0180	C0030	78 768		
S.19.01.01.AY.MA	C0030_R0190	C0030	4 435 345		
S.19.01.01.AY.MA	C0030_R0200	C0030	6 765		
S.19.01.01.AY.MA	C0030_R0210	C0030	4 535		
S.19.01.01.AY.MA	C0030_R0220	C0030	6 756		
S.19.01.01.AY.MA	C0030_R0230	C0030	4 534		

Contents

S.01.01.01

S.01.02.01

S.02.01.01

P.02.01.02

S.05.01.01.01

P.05.01.02.01

S.09.01.01

S.17.01.01

P.17.01.02

S.18.01.01

S.19.01.01.LISTV

Note: This feature is only available in annual returns.

All existing validations have been programmed to also run on the S.19.01.01 list QRT – there is no loss of validation coverage in using this option. Further, other QRTs that bring in the data from S.19.01.01 (via “interactions” formulas) utilize this list instead eg. the SFCR P.19.01.01 QRT is populated from the S.19.01.01 list QRT.

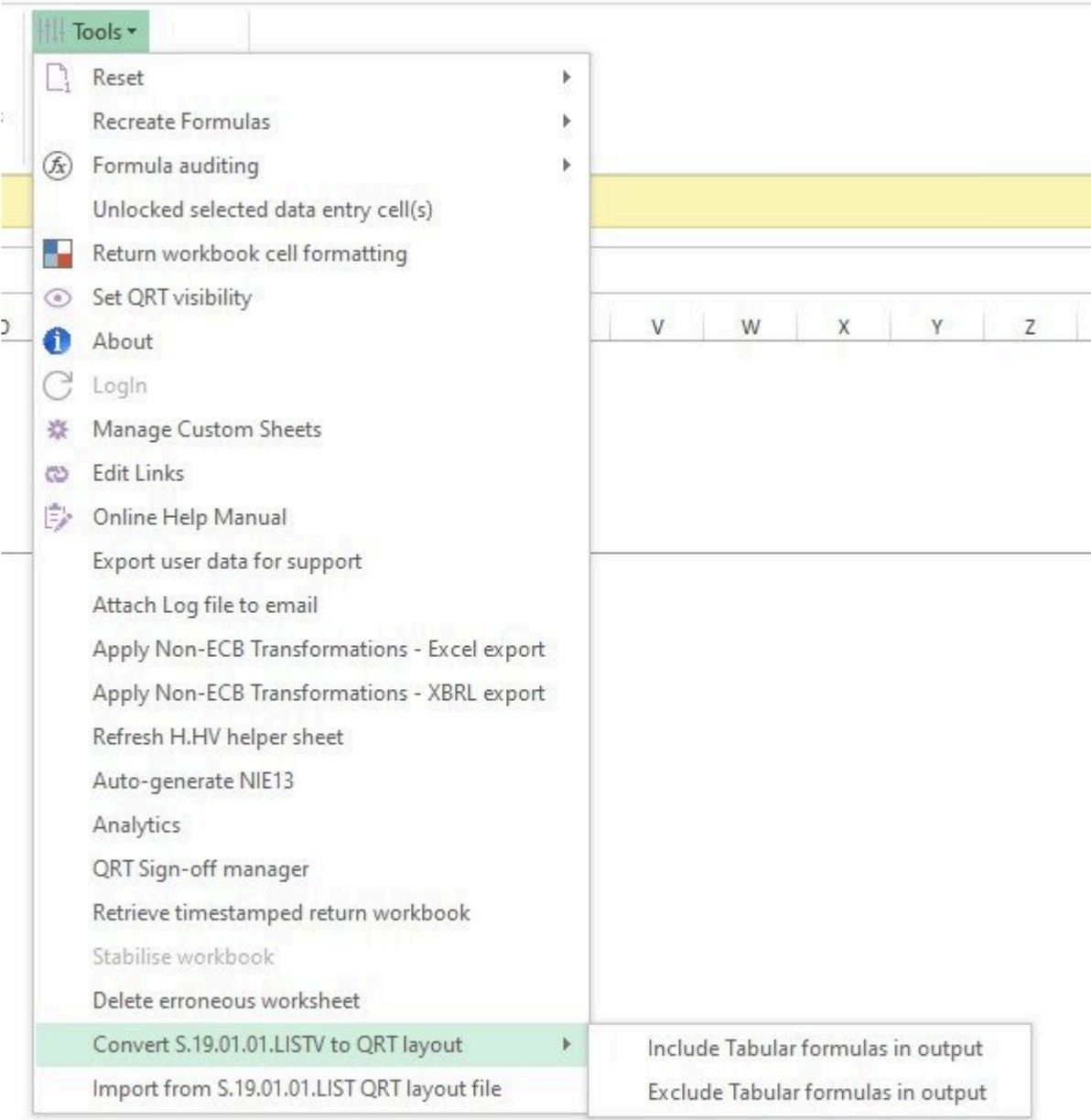
Note: If a user adds a QRT in S.19.01.01.LISTV that is not one of the LoB and currency combinations selected in the Return Setup screen then:

- validations will flag a blocking error
- this data will NOT be exported to the QRT layout file

Convert S.19.01.01.LISTV to QRT layout

There is additional supporting functionality to help the user to visualize the S.19.01.01 data in the standard QRT layout.

To use it go to Tools in the Tabular ribbon and select *Convert S.19.01.01.LISTV to QRT layout*



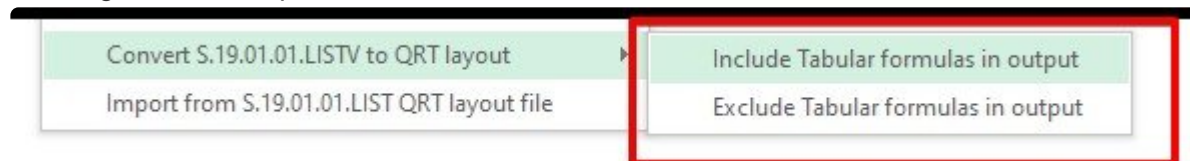
This option can output the single S.19.01.01 list QRT into the original QRT layout style i.e. in the separate QRT worksheets per LoB/Currency.

Note: The QRTs in the QRT layout file are those based on the LoB and currency combinations selected in the Return Setup screen i.e. NOT on the contents of S.19.01.01.LISTV C0010

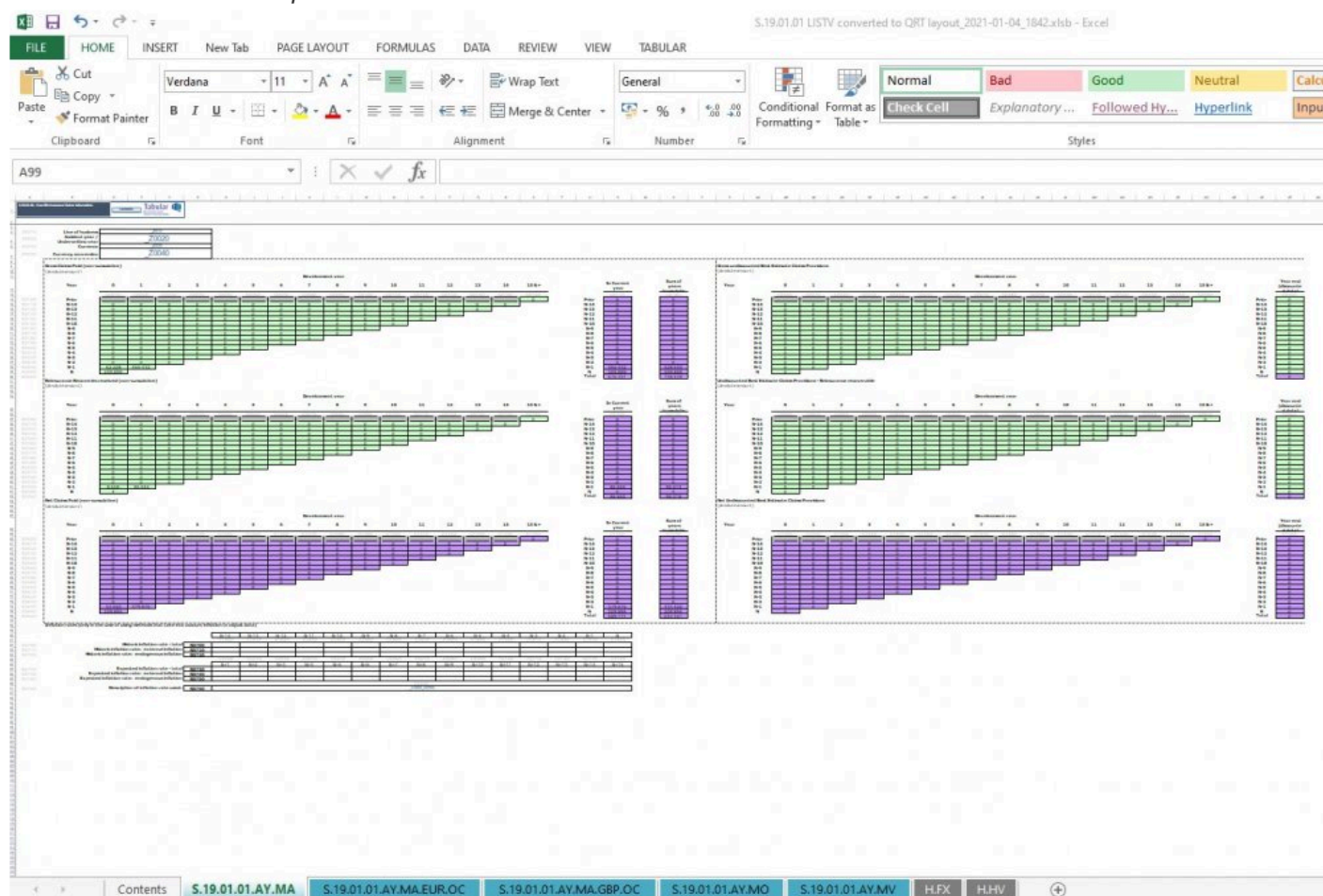
The generated file will be created in Excel Output Files folder with name: 'S.19.01.01 LISTV converted to QRT layout_date.xlsx'

Name	Date modified	Type	Size
 S.19.01.01 LISTV converted to QRT layout_2021-01-04_1842.xlsxb	04.01.2021 18:43	Microsoft Excel Bi...	374 KB

Also, there are 2 options in *Convert S.19.01.01.LISTV to QRT layout* to include or exclude Tabular formulas in that generated output file.



So in case, the user will select *Include Tabular formulas in output* this created output file will include all Tabular formulas needed. And will be created without any Tabular formulas in case user selects *Exclude Tabular formulas in output*

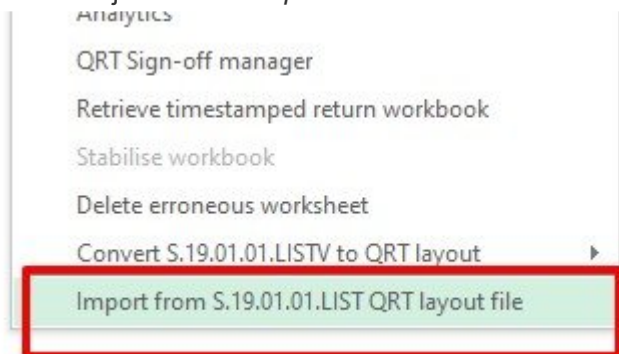


If the *Include Tabular formulas in that generated output file* option is selected then the output file will include all applicable Tabular formulas (e.g. total cumulative claims paid subtotals; total LoB sheet populated from currency level sheets) and if the claims development triangles roll-forward option is selected those formulas will also be added. How to run roll-forward for 19.01.01 QTRs [here](#).

Import from S.19.01.01.LISTV QRT layout file

Also there is an option to import data from this output file (with a reverse conversion) back into the main return s.19.01.01 list QRT.

To do that just select *Import from S.19.01.01.LISTV QRT layout file* in Tools in the Tabular ribbon.



After this, you will receive Import Excel – from S.19.01.01.LISTV QRT layout file window.

The screenshot shows a window titled 'Import Excel - from S.19.01.01.LISTV QRT layout file'. It has two main sections: 'Import file' and 'QRT Selection'.

Import file section:

- 'Import file:' with a text input field and a 'Select File' button.
- 'Import Spec:' with a dropdown menu set to 'Default', a refresh icon, and a 'Spec' button.
- 'Rows to Load:' with a dropdown menu set to 'All', a 'Scan' button, and an 'Import' button.

QRT Selection section:

QRT	Description	Import	QRT Status	RFF Code	LOB Code
		<input type="checkbox"/> ⓘ			

The next step is to select the output file you want to import via *Select file* button and click *Scan* button. If the file is correct you will see S.19.01.01.LISTV QRT in QRT Selection sections.

Import Excel - from S.19.01.01.LIST QRT layout file

Import file

Import file: T:\Current Development\returns\S1901 list test\Annual-31122020\Excel Output Files\S.19.01.01 Select File

Import Spec: Default Spec

Rows to Load: All Scan Import

QRT Selection

QRT	Description	Import <input type="checkbox"/>	QRT Status	RFF Code	LOB Code
Non - life business					1 Entries
S.19.01.01.LISTV	S.19.01.01 list input layer	<input checked="" type="checkbox"/>	Included	.LISTV	
Helper					1 Entries
H.FX	Currency exchange rates -- helper tab NOT REPORTED	<input checked="" type="checkbox"/>	Included		

Then click *Import* button and all data will be imported from this output file to the S.19.01.01.LISTV in the return workbook.

The general aim of the supporting functionality is to allow users to visualize the s.19.01.01 data in the familiar EIOPA QRT layout and take advantage of Tabular formulas, including roll-forward, in a dedicated output file that can then be imported back into the main return – leaving the main return much smaller and lighter as it itself does not include the weight of all the s.19.01 named ranges

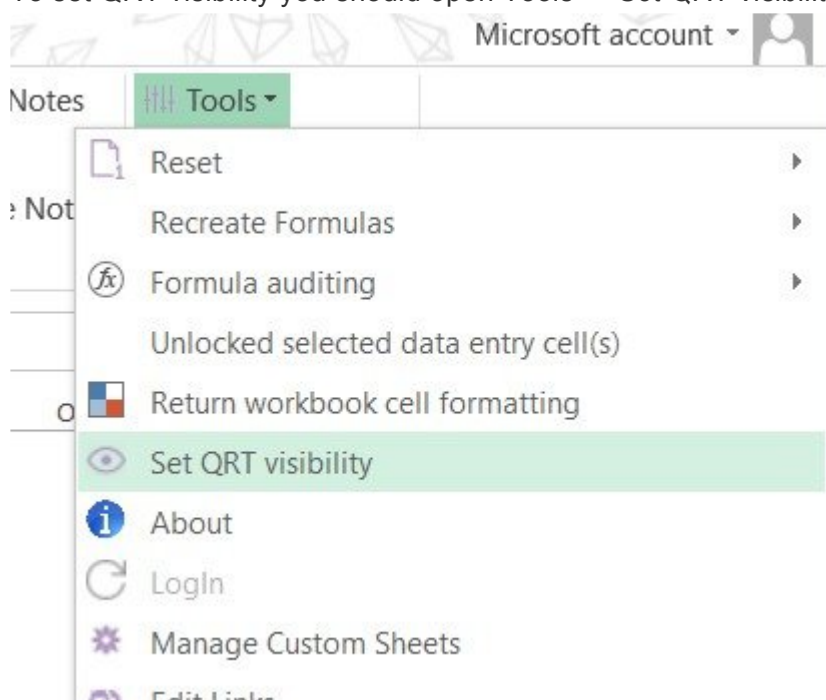
QRT visibility

This functionality allows users to hide QRTs from view in the return workbook. These QRTs still remain in the workbook and (in general) they are included in all workbook level processes e.g. Validate workbook will include those hidden QRTs; as will export XBRL whole workbook etc.

These QRTs will not be unhidden automatically (unless the unhide on workbook open option is selected, see [here](#)) and to unhide the Show All button can be used or the specific QRT hide options can be modified accordingly.

Users can choose to hide QRTs based on a few parameters: return type or QRT status, RFF/MAP they belong to, or simply select the QRT to be hidden from the list of return QRTs.

To set QRT visibility you should open Tools -> *Set QRT visibility*.



After this Set QRT visibility window will be opened with the possibility to select QRTs that will be visible in return.

Set QRT visibility for RFF-RF224_Annual_31122016.xlsb

Set QRT visibility

Show All

Set visibility by return type and/or Signed-off status

In this section you can choose to set which QRTs are visible based on their type (eg RSR (Report to Supervisors), SFCR, NST etc.) and/or their QRT Signed-Off status.

For example if you wished to only see NST sheets that were currently not signed-off you would deselect all return types except NST in the 'Return Type' grid and also deselect Signed-Off checkbox and then hit Apply visibility filtering in this section.

Choose visibility by Return Type

Return variant	Description	Visibility	
e	EIOPA Annual Solvency II public disclosure Solo - public (SFCR) templates	<input checked="" type="checkbox"/>	
bE	EIOPA Annual ECB reporting Solo - private (reporting to supervisor) submission	<input checked="" type="checkbox"/>	
bMT	NATIONAL Annual MT NST reporting Solo - private (reporting to supervisor) submission	<input checked="" type="checkbox"/>	

Apply visibility filtering

Choose visibility by Signed-Off Status

☒ Signed-Off visibility ☒ Unsigned-Off visibility

Apply visibility filtering

Set visibility of specific QRTs

In this section you can choose to set which QRTs, from the list of all QRTs in your return, are visible.

Choose visibility by specific QRTs

QRT	Description	Visibility	
Information		<input checked="" type="checkbox"/>	4 Entries
SE.01.01.16	Appendix I: Quantitative reporting templates	<input checked="" type="checkbox"/>	
SR.01.01.01.F1	Appendix I: Quantitative reporting templates	<input checked="" type="checkbox"/>	
SR.01.01.01.RP	Appendix I: Quantitative reporting templates	<input checked="" type="checkbox"/>	

Set visibility by return type and/or Sign-off status

In this section, you can choose to set which QRTs are visible based on their type (eg RSR (report to Supervisors), SFCR, NST etc.) and/or their QRT Signed-OFF status.

For example, if you wished to only see NST sheets that was currently not signed-off you should deselect all return types except NST in the 'Return Type' grid and also deselect the Signed-off checkbox and then hit *Apply visibility filtering* button in this section.

Choose visibility by Return Type

Return variant	Description	Visibility	
e	EIOPA Annual Solvency II public disclosure Solo - public (SFCR) templates	<input type="checkbox"/>	
bE	EIOPA Annual ECB reporting Solo - private (reporting to supervisor) submission	<input type="checkbox"/>	
bMT	NATIONAL Annual MT NST reporting Solo - private (reporting to supervisor) submission	<input checked="" type="checkbox"/>	

Choose visibility by Signed-Off Status

☐ Signed-Off visibility ☒ Unsigned-Off visibility

Note: It is not mandatory to select both return type and sign-ff status at the same time, you can select visible QRTs only by one of this parameters.

Set visibility of specific QRTs

In this section, you can choose to set which QRTs, from the list of all QRTs in your return, are visible. Here you will have the list of all QRTs that are present in the current return and you should deselect all QRTs except those you want to be visible and hit *Apply visibility filtering* button in this section.

Set visibility of specific QRTs

In this section you can choose to set which QRTs, from the list of all QRTs in your return, are visible.

Choose visibility by specific QRTs

QRT	Description	Visibility	
Information		<input checked="" type="checkbox"/>	4 Entries
SE.01.01.16	Appendix I: Quantitative reporting templates	<input checked="" type="checkbox"/>	
SR.01.01.01.F1	Appendix I: Quantitative reporting templates	<input checked="" type="checkbox"/>	
SR.01.01.01.RP	Appendix I: Quantitative reporting templates	<input checked="" type="checkbox"/>	
S.01.02.01	Basic information - General	<input checked="" type="checkbox"/>	
Balance Sheet		<input checked="" type="checkbox"/>	4 Entries
SE.02.01.16	Balance sheet	<input checked="" type="checkbox"/>	
SR.02.01.01.F1	Balance sheet	<input checked="" type="checkbox"/>	
SR.02.01.01.RP	Balance sheet	<input checked="" type="checkbox"/>	
P.02.01.02	Balance sheet - SFCR version	<input checked="" type="checkbox"/>	
Activity		<input checked="" type="checkbox"/>	2 Entries

Set visibility of specific RFFs/MAPs

In this section, you can choose to set which QRTs are visible based on their associated Ring-Fenced Fund(s)/ Matching Adjustment Portfolio(s).

For example, if you wished to only see QRT sheets that represented one of your F1 Rff (eg. SR.01.01.01.F1, SR.02.01.01.F1 etc.) in the below grid you would deselect all ring-fenced funds except the RFF code that represented F1 and then hit *Apply visibility filtering* button in this section.

Choose visibility by specific RFF

RFF (system) code	RFF reporting code	RFF Name	Visibility <input checked="" type="checkbox"/>	
F1	F1	FF1	<input checked="" type="checkbox"/>	
RP			<input type="checkbox"/>	

Apply visibility filtering

Also, it is possible to reset all selections in this window and make all QRTs visible in the current return again. There is section *Set QRT visibility* at the top of the window. So to make all QRTs visible again you should hit *Show All* button.

Set QRT visibility

Show All

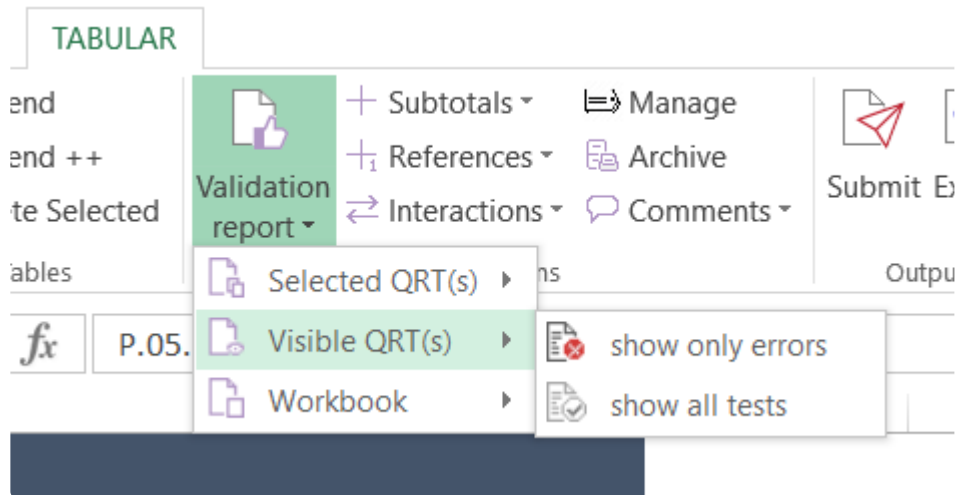
Note: It is possible to set visibility only by one of the sections at once (eg. only by return type/QRT status or RFF/MAP they belong to or simply select the QRT to be hidden from the list of return QRTs). So even if deselect some return variants in return type/QRT status section but then will click *Apply visibility filtering* button in RFF/MAP section -> QRTs visibility will be set only by selection in RFF/MAP section.

Validations for visible QRTs

Hiding a worksheet will not exclude it (in general) from Tabular processing. So when you will run validate Workbook, then hidden QRTs will also be validated.

But there are capabilities to allow users to exclude hidden sheets in the Validation report.

To do that go to the Validation report in the Tabular ribbon and select Visible QRTs -> show only errors of show all tests.



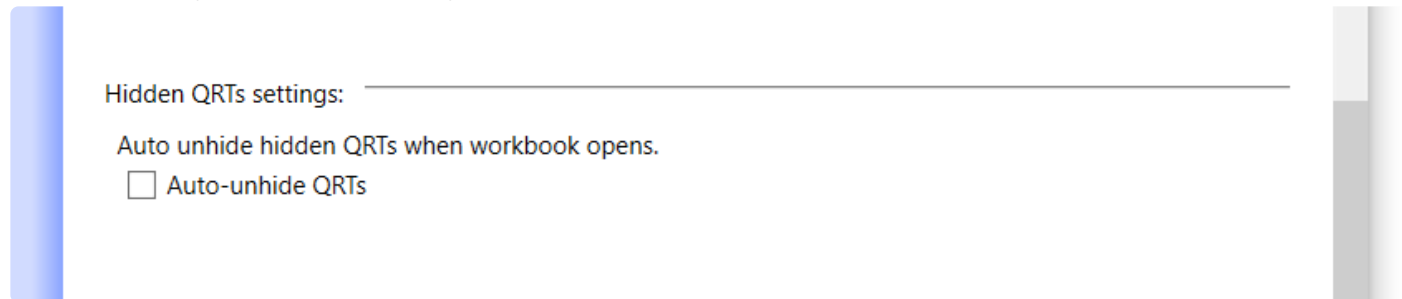
After this validations will run only on those QRTs that are not hidden.

Hidden QRT settings

Users also have the ability to set whether the QRT visibility is retained, or not, each time the return workbook is opened.

To set this option you should login as Administrator -> go to System Admin in the Tabular ribbon and select Settings.

There in the System Options tab, you can see *Hidden QRT settings* section.



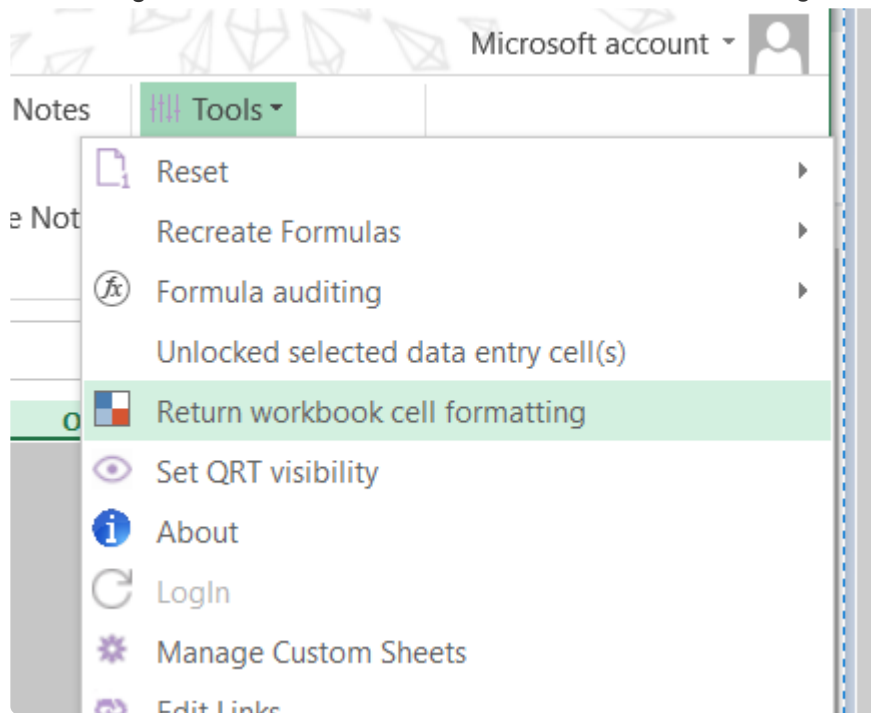
By default Auto-unhide QRTs option is not selected. So when you or someone else will open again return workbook, all hidden earlier QRTs will still be hidden.

But if you will select Auto-unhide QRTs option, on the next return workbook open all hidden QRTs will be visible again.

Return workbook cell formatting

If you want to set the cell font or cell fill you should use *Return workbook cell formatting* option.

To use it go to Tools menu -> *Return workbook cell formatting*



You can select 1 or multiple cells and then select the color in *Select cell formatting* section and click *Apply formatting* button.

Select cell formatting

Fill color:

☒ No change
☐ Default

Font color:

☒ No change
☐ Default

Theme Colors

Standard Colors

More Colors...

Apply formatting

It is possible to select only font or only fill, or both fill and font at the same time.

To update only the fill or only the font, you should leave the option not to be changed as 'No Change'

In case cell formatting which was selected earlier is no longer required, you can select *Default* checkbox -> Apply formatting button and they will set as default (eg. with white fill and black font)

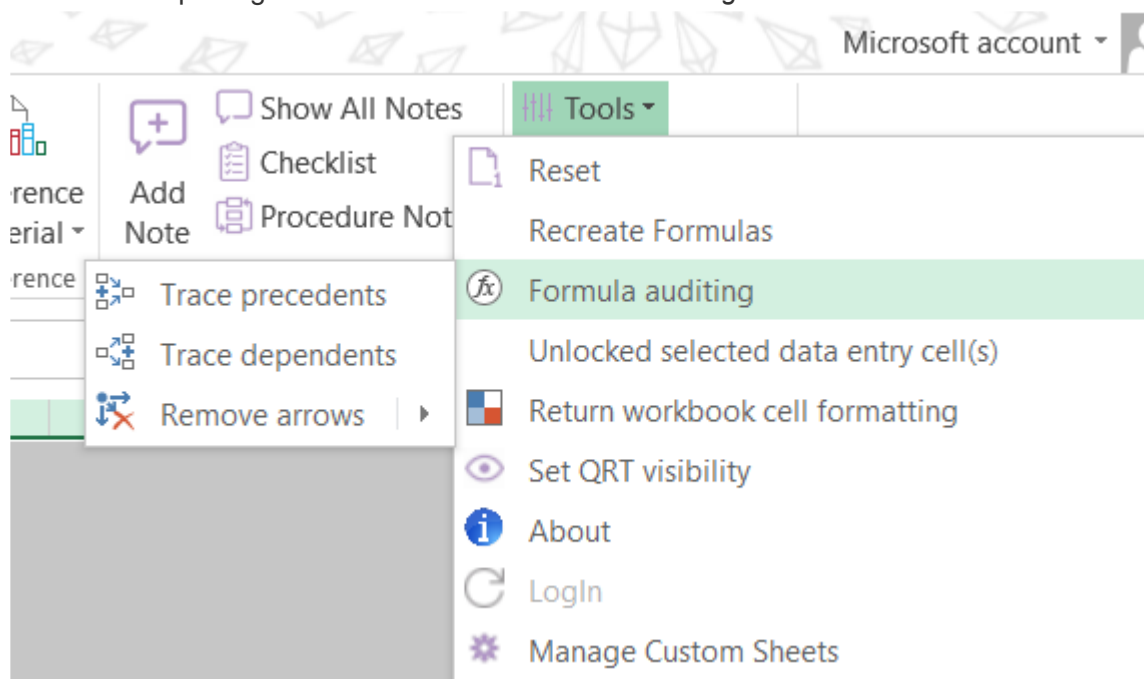
Note: Only cells of the active worksheet can be formatted, you can not select multiple sheets and use this feature.

Note: Locked cells, such as Tabular formulas, cannot be formatted. So they will be skipped in case they are selected.

Formula auditing

Formula auditing allows you to utilise the native Excel functionality of Trace Dependents and Trace Precedents (these features are not accessible directly in Tabular returns due to the protection levels that must be maintained).

To use this option go to Tools menu -> *Formula auditing*.



There you can select to *Trace precedents*, *Trace dependants* or *Remove arrows*.

Trace precedents

Precedents are cells that affect the active cell's value. To use this option and to show arrows that indicate which cells are used to calculate the value in the cell you should select some cell -> in Formula Auditing menu, click Trace Precedents

In this screenshot _C0010_R0070 cell is selected and after hit Trace Precedents. As a result, an arrow appears that shows which cells affect value in the selected cell.

ntracts)

Solvency II value	Statutory accounts value
C0010	C0020
45 345	
5 656	
76 756	
8 987	
359 857	0
343 423	
4 324	
0	0
0	0
5 546	
456	
5 654	
454	
0	0

Trace dependants

Dependents are cells affected by the active cell. To use this option and to show arrows that indicate which cells depend on a cell you should select some cell -> in Formula Auditing menu, click Trace Dependents. In this screenshot _C0010_R0670 cell is selected and after hit Trace Dependents. As a result, an arrow appears that shows which cells affected by the selected cell.

C0010

R0510	0
R0520	0
R0530	0
R0540	0
R0550	0
R0560	0
R0570	0
R0580	0
R0590	0
R0600	0
R0610	0
R0620	0
R0630	0
R0640	0
R0650	0
R0660	0
R0670	0
R0680	0
R0690	0
R0700	0
R0710	0

Note: Only one cell can be selected at one moment.

Note: Options can't trace precedents/dependents selectin cells in multiple worksheets at one moment.

Remove arrows

When arrows are no longer needed you can remove them via Remove Arrows drop-down menu.

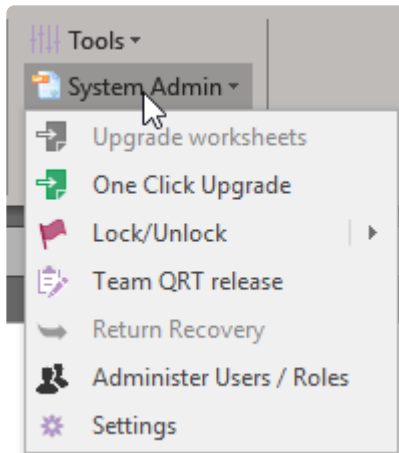
Remove arrows option – will remove all arrows (both precedent and dependant).

Remove precedent arrows option – will remove only precedent arrows.

Remove dependant arrows option – will remove only dependant arrows.

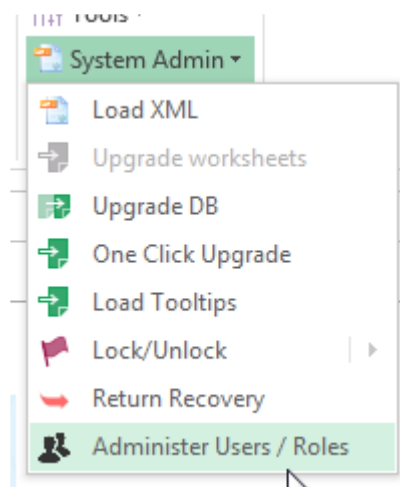
System Admin

This area contains some administrative tools and settings and is available only for default Administrator User.



Administer Users/Roles

This is the area where you can create new users and roles and also edit existing ones. Note that this is accessible only to the Administrator user.



There are two things you can **restrict/allow** for the other users – access to a specific QRT or access to a specific function. This is achieved by assigning roles to the user. Note that there are two predefined users User1 and Administrator.

Administrator user is a special account that you cannot edit or delete, but it has some limitations, so it should be used only for administrative tasks like **upgrading returns**, **creating new users**, **upgrading DB**, or return **recovery**.

User1 is just a normal user account that you can **change/delete** or **change** its password. This is just a default account that we have created for you, so you can make a quick start with Tabular without bothering to create new users first.

Create/Edit User

You can create a new user or edit an old one from the User tab of the User Manager.

The screenshot shows the 'User Manager' window with three tabs: 'User', 'Role', and 'Assign Access To Role'. The 'User' tab is active, showing two sections: 'Create User' and 'Edit User'.

Create User Section:

- Input field: 'New User Name:'
- Button: 'Create'

Edit User Section:

- Dropdown: 'Select User:' with 'User1' selected.
- Input fields: 'First Name:', 'Last Name:', 'Email:', 'User Name:', and 'Password:' (masked with dots).
- Checkbox: 'Inactive:' with a checked box.

Roles Section:

Text: 'Add the role(s) to the current selected user. Multiple roles can be assigned. If a QRT or functionality is enabled for two roles then the user with either role will have access to the QRT or functionality'

Role Name	Select
Actuary role	<input type="checkbox"/>
Sign-off role	<input checked="" type="checkbox"/>
Investment role	<input type="checkbox"/>
Capital	<input type="checkbox"/>

Button: 'Update'

To create a new user just write the name of the user in the text box on top and click **Create**. The newly created user will automatically be selected in edit user section. From there you can edit the **user's name**, **email** and set a **password**. From the grid at the bottom you can assign specific roles to that user. For more info on roles and how to create a new one, you can check this [thread](#).

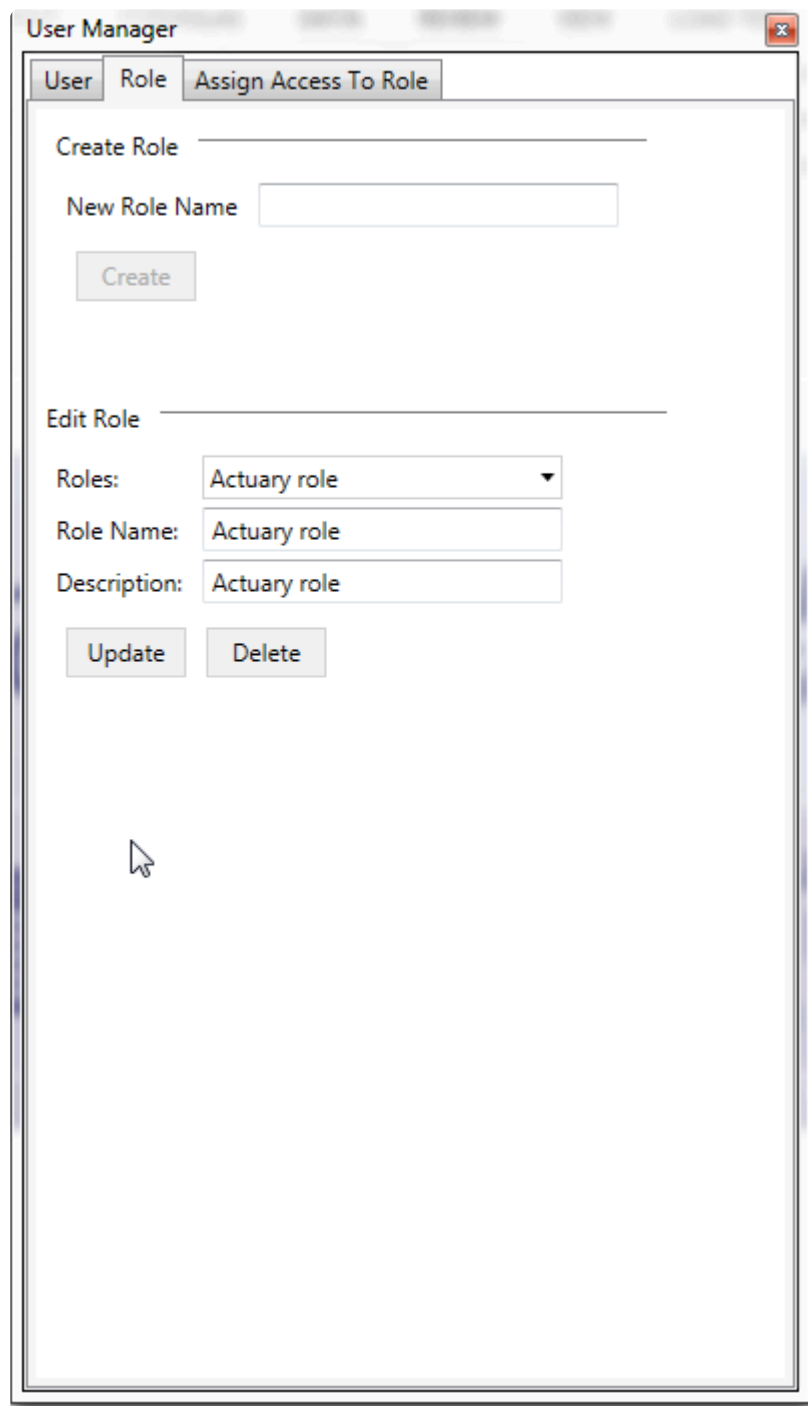
Note that you can select multiple roles to combine privileges and QRTs that user is able to edit. When you have finished with the configuration don't forget to click on the **Update** button to save your changes.

From the edit user area you can edit any existing user as well as setting it to "**Inactive**" status (the user with this setting will no longer be able to log in but the user profiles will still be held in the system in terms of historical audit records etc.)

Create/Edit Role

Roles are a set number of rules which enable specific functionality. Creating a new role is a 2 step process.

First, you create the role from the following screen:



The screenshot shows a window titled "User Manager" with three tabs: "User", "Role", and "Assign Access To Role". The "Role" tab is active. It contains two sections: "Create Role" and "Edit Role".

Create Role

New Role Name

Edit Role

Roles:

Role Name:

Description:

To do this, just write the Name of the new role and click **Create**. From the Edit role screen below you can delete this role or change its name or add a description.

After you have created the role, you should navigate to **Assign Access to Role** screen. This is the screen where the actual functionality/QRT enabled for this role is added. Select the role you want to edit in the dropdown on top and then you will see two grids.

User Manager

User Role **Assign Access To Role**

Role **Actuary**

Functionality

Functionality	Access
Export	<input checked="" type="checkbox"/>
Import	<input checked="" type="checkbox"/>
Formulas - subtotals	<input checked="" type="checkbox"/>
Formulas - Interactions	<input checked="" type="checkbox"/>
Formulas - reference	<input checked="" type="checkbox"/>
System Admin (not recommended - use Administrator user)	<input checked="" type="checkbox"/>
Comments	<input checked="" type="checkbox"/>
Custom validations	<input checked="" type="checkbox"/>
Siimplify	<input checked="" type="checkbox"/>

QRTs
Select the QRTs the selected User role can access. Note, QRTs are independent of the business variant eg selecting S.01.01* gives the user access to S.01.01.01, S.01.01.02, S.01.01.03 etc

QRT	Access
S.01.01*	<input checked="" type="checkbox"/>
S.01.02*	<input checked="" type="checkbox"/>
S.01.03*	<input checked="" type="checkbox"/>
S.02.01*	<input checked="" type="checkbox"/>
S.02.02*	<input checked="" type="checkbox"/>
S.02.03*	<input checked="" type="checkbox"/>
S.03.01*	<input checked="" type="checkbox"/>
S.03.02*	<input checked="" type="checkbox"/>
S.03.03*	<input checked="" type="checkbox"/>
S.04.01*	<input checked="" type="checkbox"/>

Save

The first one is where you control what functionality will be enabled for this user. You start with all of the functionalities checked(enabled). Most of the functionalities are self explanatory and their names reflect an area on our Ribbon. Note that it is always advised to uncheck the System Admin functionality as this gives control over all Administrator functions including editing/adding new users.

The second grid has all QRTs inside. Not the full name of the QRTs are presented, but instead a * is used at the end to show that this selection is for all QRTs of this type, so selection S.02.01* will give access to all variants of the balance sheet, so S.02.01.01; S.02.01.02; S.02.01.08 etc.. In this grid you should check only the QRTs that you want this role to have access to. All unchecked QRTs will be visible for this user with this role, but he will not be able to add data or edit them. When you have made all your changes, don't forget to click the **"Save"** button to save the role.

One Click Upgrade

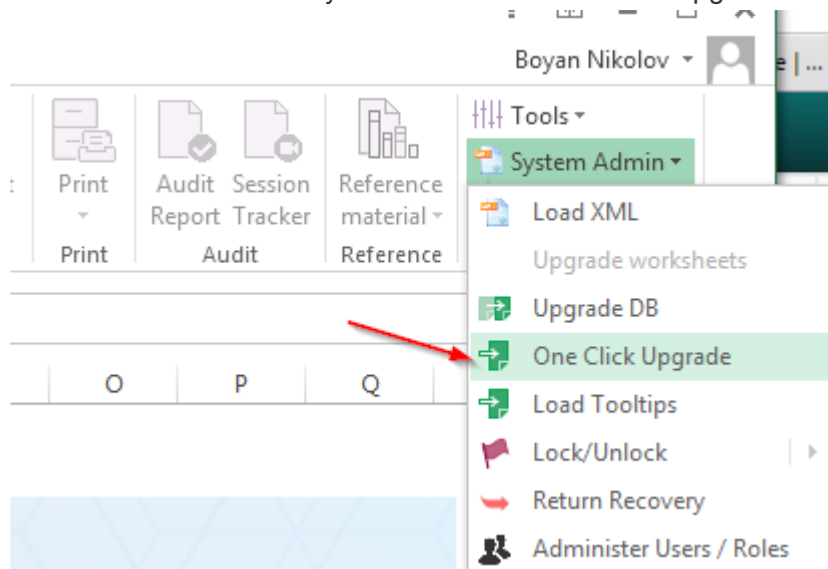
One click upgrade is the main way to upgrade your existing returns and the Tabular main workbook. It is used to update the database with new data like new validations, formulas, XBRL changes etc.. and also change some of the supporting files including the QRT templates. Usually an upgrade zip file will be provided with every new version of the system, but it may also be given to you by the support to fix a specific issue you are having with Tabular. When download the zip file make sure you first right click on it, go to properties and unblock it (same as in the screenshot in this [thread](#)).

Before updating

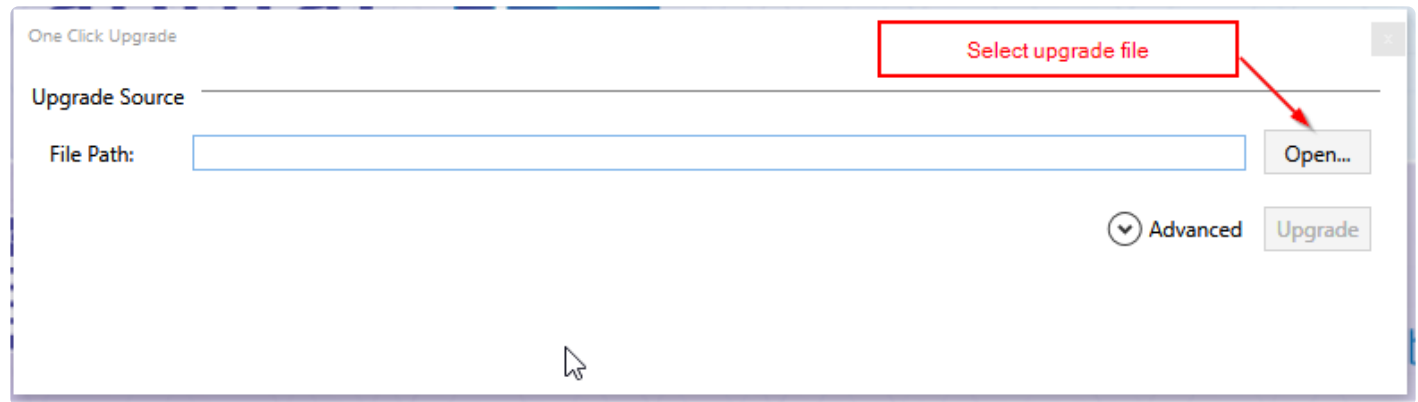
If there is a Tabular application update specified in the release email, make sure you install that before running the data update

How to upgrade:

1. Make sure all users are logged out of Tabular and have closed the return workbooks as a file might get blocked and the upgrade fail.
2. In order to have access to the one click upgrade feature, you should open the main Tabular workbook and log with the Administrator user. The feature is disabled for all other users and for specific returns.
3. Select from the ribbon System Admin -> One Click Upgrade



4. In the dialogue that shows select the upgrade file and click the Upgrade button. The process will take some time (2 to 10 mins) depending on the speed of the machine and the size of the upgrade. Let it finish until you get the success message, then restart Excel to finalize the upgrade.



One Click Upgrade

Upgrade Source

File Path:

Open...

Advanced Upgrade

Troubleshooting

Don't interrupt the process as this might lead to corrupted database files. If experience an error during the process and upgrade doesn't complete with a success message, please contact our support and they will assist you in recovering the database to its initial state from the back-up created automatically before the upgrade.

Settings

Here you can find system configurations, DB options and some support functionality.

System Options

Here you can find some system configurations. Some of them change drastically the system functionality and performance so change with care and if you are not sure of the consequences of a specific option better contact SolvencyIISolutions support team.

Audit log disabled

This options disables audit log when checked. No changes of the values in the workbook will be registered. Note that is a global setting and not per return.

Return Back up disable

This will disable backups to be created for the returns. By default a backup of every workbook is kept when workbook is saved. If that option is checked this backups won't be generated – again this is a global setting and not per return.

Reduced network load

This enables or disables some caching we use to improve performance. Should be kept checked or else you can hamper performance. More info on this option you can find in [this](#) article.

Disable Zip compression

This is an option [here](#) related to the one above and if checked it will disable zip compression of some files we sync for the RNL caching. Should be unchecked unless you face an issue with zip files.

Dynamic Value Tolerance

This option enable some more “generous” tolerances for VL based on EIOPA filing rule S.2.18.(c). It also affects XBRL export. More info you can find in [this](#) help article.

Disable Data Modeling

Disable data extraction and all other features related to Data Modeling. For example, with Disable Data-modelling set to true the validation feature will not include validation results based on the data modelling enhancements introduced in version 4.0.0.0. This is global configuration and not per return.

Delete asset highlighting rules

Removes conditional formatting which highlights different asset CIC codes in table 1 of assets QRT (S/SE.06.02). To be disabled only if you have very large number of assets – over 500k and experience bad performance. This configuration is per return, so you need to click it in the return you want to strip of the conditional formatting.

Network paths

Change how paths are stored and used in Tabular. If they are UNC (\\server1\tabular) or with mapped drives (X:\Tabular). This should be set according to the user requirements. Generally UNC is better when multiple users are using the same server but may have different file mappings. Mapped drives may be more appropriate however if server replication or other setups where the same mapping is used across different users (but files are placed on different servers and file replication occurs) mapped drive might be better. The default for the system is UNC. Change with care as this might make some returns not accessible for some users.

Export engine

Change export engine from VSTO to closed XML (experimental). Do not change if not advised by SolvencyIISolutions support team.

Annotate output

This adds comments to each fact generated in the XBRL that shows which cell it is coming from. More info you can find in [this](#) help article.

Dynamic tolerances

System Options

Support Options

DB Options

System Options


Reduced Network Load

Disable audit log (only when performance is very bad)

☐ Audit Log disabled

Disable back up of returns (disable if you want to save space on server and very slightly increase performance)

☐ Return Backup disable

 Advanced options

Enable reduced network bandwidth functionality. When this is on some static data and templates would be accessed locally from an %AppData % file (unless specified otherwise in DB options > Local DB location) and additionally transactional data will also be retrieved from a %AppData % Tabular.sdf file (which is being synced with the main one when updates to transactional data is made). This option should significantly improve performance when the Tabular database and files are placed on a "slow" shared network.

☐ Reduced Network Load

Enable using zip files when syncing DB and data for RNL - enable for better performance. Disable only if you are having problems with zip/ unzip operations

☐ Disable Zip Compression

For clients that do not prepare the QRT data within/for Tabular, and wish the Tabular validations to observe the more "generous" tolerances allowed for under EIOPA filing rule S.2.18.(c); please tick the checkbox 'Dynamic validations' to enable this behaviour. Note, this will also affect the xbrl generation. The decimals property for relevant monetary facts will be set to the maximum imprecision allowed under S.2.18.(c).

☒ Dynamic Validation Tolerance

Disable extraction and all other features related to Data Modeling. For example, with Disable Data-modelling set to true the validation feature will not include validation results based on the data modelling enhancements introduced in version 4.0.0.0".

☐ Disable Data Modeling

For clients that do not prepare the QRT data within Tabular, and wish the Tabular validations to observe the more "generous" tolerances allowed for under EIOPA filing rule S.2.18.(c); please tick the checkbox 'Dynamic validations' to enable this behaviour.

This will also affect the xbrl generation. The decimals property for relevant monetary facts will be set to the maximum imprecision allowed under S.2.18.(c).

Note that both the actualvalue and the expectedvalue have tolerance applied, as such the two ranges are compared (Intersect for Equal comparisontype and comparison of min/max actualvalue with max/min expected value for LT/GT comparisontype)

EIOPA document for the later: https://dev.eiopa.europa.eu/Taxonomy/Full/2.2.0/EIOPA_XBRL_Filing_Rules_for_Solvency_II_reporting_2.2.0.pdf

BOE document for the same: <https://www.bankofengland.co.uk/-/media/boe/files/prudential-regulation/regulatory-reporting/insurance/solvency-ii-xbrl-filing-manual.pdf>

This is another link with practical examples on how this calculations are done: <http://faq.eurofiling.info/decimals/>

Annotate output

System Options

Support Options

DB Options

System Options

Reduced Network Load

Disable audit log (only when performance is very bad)

☐ Audit Log disabled

Disable back up of returns (disable if you want to save space on server and very slightly increase per

☐ Return Backup disable

☒ Advanced options

Removes conditional formatting in QRT (S/SE.06.02)

Removes conditional formatting which highlights different asset CIC codes in table 1 of assets QRT (very large number of assets - over 500k and experience bad performance)

Delete Asset highlighting rules

Network Paths:

Change how paths are stored and used in Tabular. If they are UNC (\\server1\tabular) or with mapped according to the user requirements. Generally UNC is better when multiple users are using the same Mapped drives may be more appropriate however if server replication or other setups where the same (but files are placed on different servers and file replication occurs)

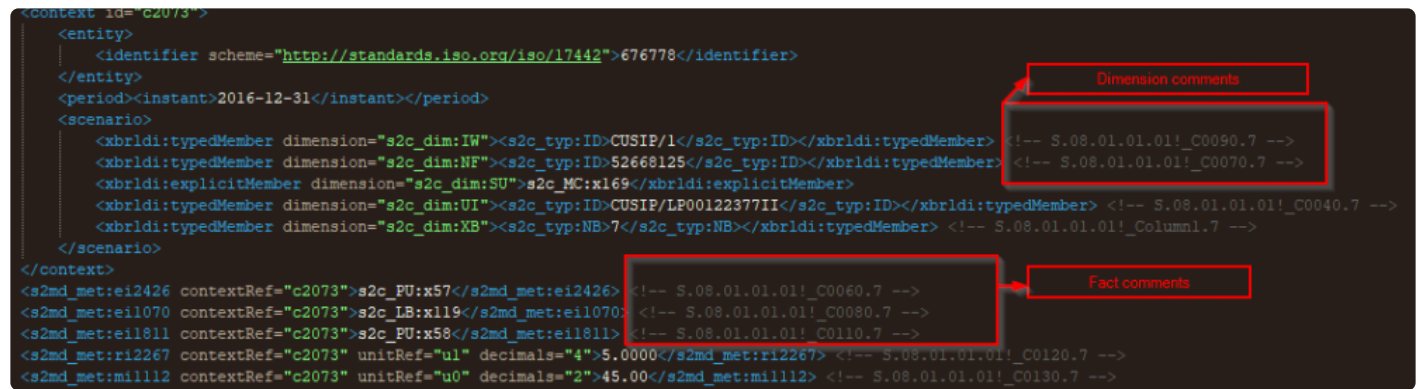
☒ UNC ☐ Mapped Drive

Export Engine:

☒ VSTO ☐ Closed XML

☐ Annotate Output

XBRL in general, and the EIOPA filing rules specifically, allows for comments to be included in the xbrl file content. Selecting this feature will add annotations to the XBRL file against every fact and most dimensions with the sheet name and the Named Range. This feature has been included at the request of users wishing to map XBRL Regulator Portal validation messages (that usually identify the location in the xbrl file eg metric mi124, context "c124", line 2345) with the QRT data point source for the xbrl content.



```

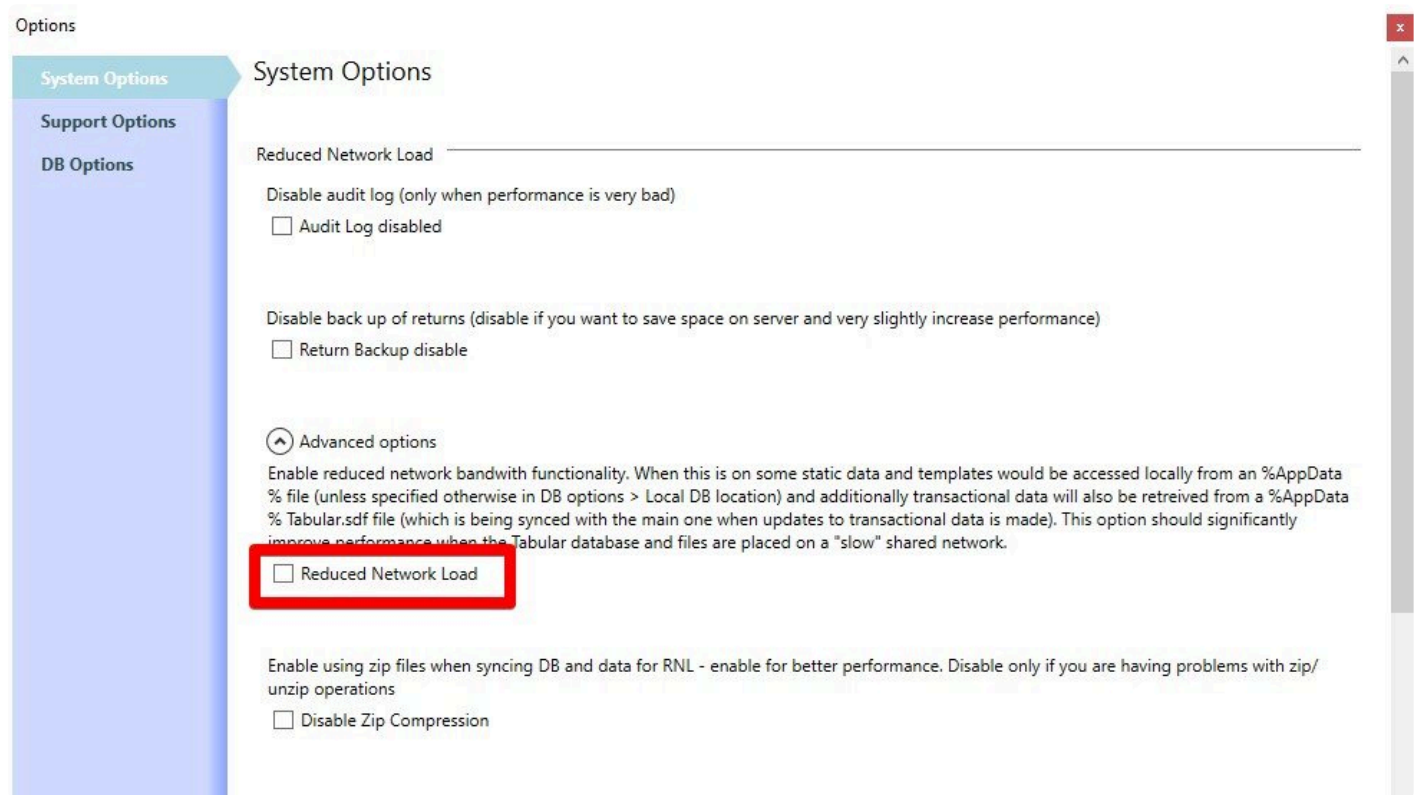
<context id="c2073">
  <entity>
    <identifier scheme="http://standards.iso.org/iso/17442">676778</identifier>
  </entity>
  <period><instant>2016-12-31</instant></period>
  <scenario>
    <xbrldi:typedMember dimension="s2c_dim:IW"><s2c_typ:ID>CUSIP/1</s2c_typ:ID></xbrldi:typedMember> <!-- S.08.01.01.01!_C0090.7 -->
    <xbrldi:typedMember dimension="s2c_dim:NF"><s2c_typ:ID>52668125</s2c_typ:ID></xbrldi:typedMember> <!-- S.08.01.01.01!_C0070.7 -->
    <xbrldi:explicitMember dimension="s2c_dim:SU">s2c_MC:x169</xbrldi:explicitMember>
    <xbrldi:typedMember dimension="s2c_dim:UI"><s2c_typ:ID>CUSIP/LP00122377II</s2c_typ:ID></xbrldi:typedMember> <!-- S.08.01.01.01!_C0040.7 -->
    <xbrldi:typedMember dimension="s2c_dim:XB"><s2c_typ:NB>7</s2c_typ:NB></xbrldi:typedMember> <!-- S.08.01.01.01!_Column1.7 -->
  </scenario>
</context>
<s2md_met:ei2426 contextRef="c2073">s2c_FU:x57</s2md_met:ei2426> <!-- S.08.01.01.01!_C0060.7 -->
<s2md_met:ei1070 contextRef="c2073">s2c_LB:x119</s2md_met:ei1070> <!-- S.08.01.01.01!_C0080.7 -->
<s2md_met:ei1811 contextRef="c2073">s2c_FU:x58</s2md_met:ei1811> <!-- S.08.01.01.01!_C0110.7 -->
<s2md_met:ri2267 contextRef="c2073" unitRef="u1" decimals="4">5.0000</s2md_met:ri2267> <!-- S.08.01.01.01!_C0120.7 -->
<s2md_met:mill12 contextRef="c2073" unitRef="u0" decimals="2">45.00</s2md_met:mill12> <!-- S.08.01.01.01!_C0130.7 -->

```

When the fact is coming from a list QRT like S.08.01 it will have format like S.08.01.01.01!_C0040.7 — where the C0040 is the column in the qrt and 7 is the row.

Note that although this is an officially supported by XBRL and EIOPA filing rules there is still a risk that some specific regulator might reject the annotated XBRL.

Reduced network load (RNL)



The screenshot shows a web-based configuration interface for 'System Options'. On the left is a sidebar with three categories: 'System Options' (highlighted in light blue), 'Support Options', and 'DB Options'. The main content area is titled 'System Options' and contains several settings. The 'Reduced Network Load' checkbox is checked and is highlighted with a red rectangular box. Below it, there are checkboxes for 'Audit Log disabled' and 'Return Backup disable', both of which are unchecked. A section titled 'Advanced options' with a plus icon is expanded, showing a detailed explanation of the RNL feature and another unchecked checkbox labeled 'Reduced Network Load'. At the bottom, there is a checkbox for 'Disable Zip Compression', which is also unchecked.

Options

System Options

Support Options

DB Options

Reduced Network Load

Disable audit log (only when performance is very bad)

☐ Audit Log disabled

Disable back up of returns (disable if you want to save space on server and very slightly increase performance)

☐ Return Backup disable

⬆ Advanced options

Enable reduced network bandwidth functionality. When this is on some static data and templates would be accessed locally from an %AppData % file (unless specified otherwise in DB options > Local DB location) and additionally transactional data will also be retrieved from a %AppData % Tabular.sdf file (which is being synced with the main one when updates to transactional data is made). This option should significantly improve performance when the Tabular database and files are placed on a "slow" shared network.

☒ Reduced Network Load

Enable using zip files when syncing DB and data for RNL - enable for better performance. Disable only if you are having problems with zip/unzip operations

☐ Disable Zip Compression

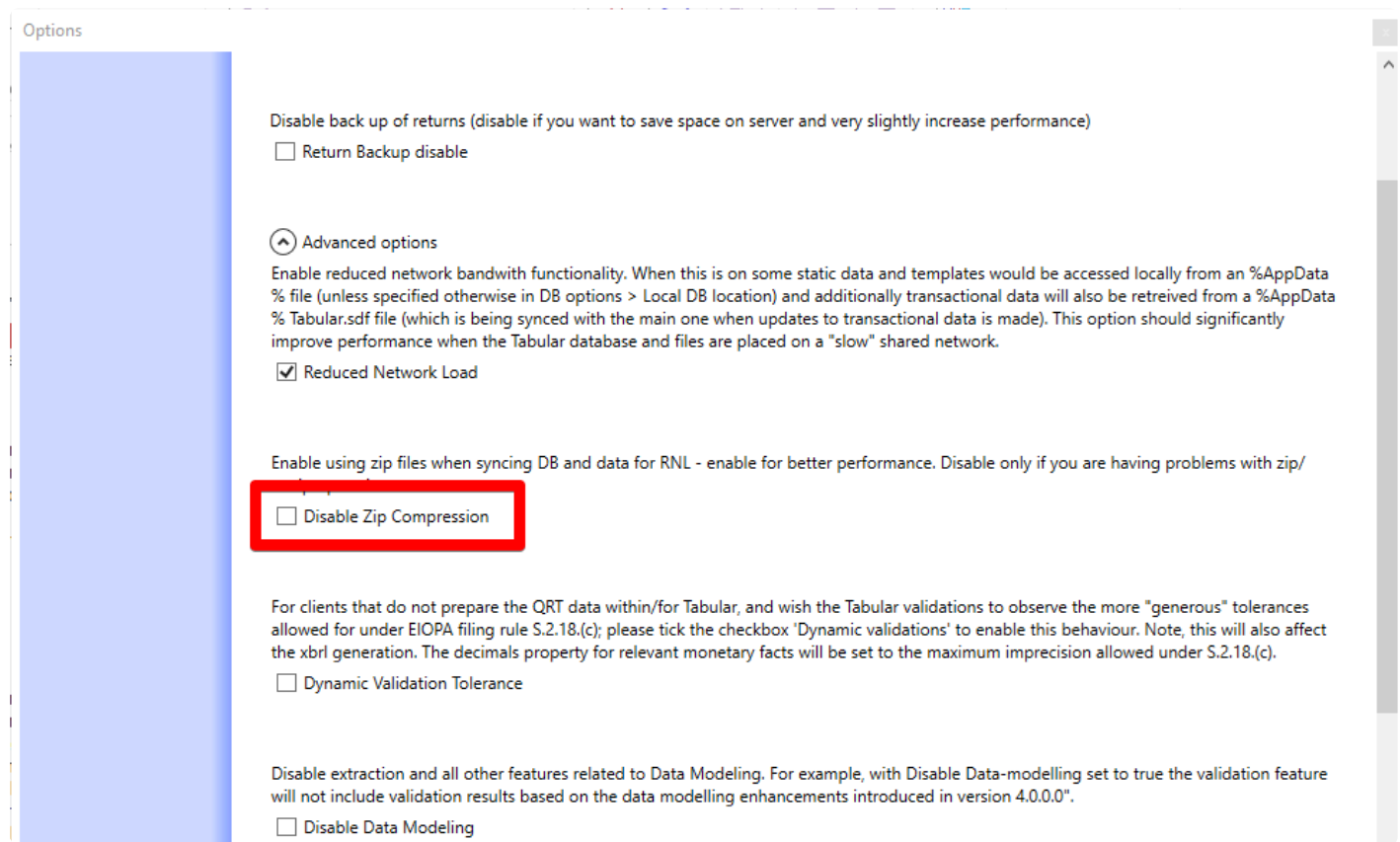
Enabling Reduced Network Load should improve performance when the Tabular database and files are placed on a "slow" shared network. By default it is set to ON and can be changed here. Note, turning off RNL can negatively affect the system and decrease the performance.

When RNL is ON it uses a local cache of the main Tabular database for reading transactional Tabular data and some static data.

On the workbook save action the local DB is synced from the network. Tabular logging is also sent to the local cache folder and saved up to network logging folder on the save return action.

By default local folder path is set to '%Appdata%\Tabular'. Note, that path can be updated here: SystemAdmin > Settings > DB Options.

Disable Zip Compression



Options

☐ Return Backup disable

☒ Advanced options

Enable reduced network bandwidth functionality. When this is on some static data and templates would be accessed locally from an %AppData % file (unless specified otherwise in DB options > Local DB location) and additionally transactional data will also be retrieved from a %AppData % Tabular.sdf file (which is being synced with the main one when updates to transactional data is made). This option should significantly improve performance when the Tabular database and files are placed on a "slow" shared network.

☒ Reduced Network Load

Enable using zip files when syncing DB and data for RNL - enable for better performance. Disable only if you are having problems with zip/

☐ Disable Zip Compression

For clients that do not prepare the QRT data within/for Tabular, and wish the Tabular validations to observe the more "generous" tolerances allowed for under EIOPA filing rule S.2.18.(c); please tick the checkbox 'Dynamic validations' to enable this behaviour. Note, this will also affect the xbrl generation. The decimals property for relevant monetary facts will be set to the maximum imprecision allowed under S.2.18.(c).

☐ Dynamic Validation Tolerance

Disable extraction and all other features related to Data Modeling. For example, with Disable Data-modelling set to true the validation feature will not include validation results based on the data modelling enhancements introduced in version 4.0.0.0".

☐ Disable Data Modeling

For better performance using zip files when syncing DB and data for RNL is enabled by default. Disable only if you have some problems with zip/unzip operations.

Support Options

This options are intended to be used only by the SolvencyIISolutions support engineers or if specifically requested by the support team.

Logging

Here you can change logging level and enable advanced system logging

Logging level

Options



System Options

Support Options

DB Options

Support Options

These options are intended to be used only by Solvency II Solutions support engineer or if specifically requested by the Solvency II Solutions support team.

Advanced

Loads

Loads Xml data to DB

Load XML

Update tooltips from Xml

Load Tooltips

Loads Sql data to DB

Upgrade DB

Replace path

Replace path to DB in return's custom properties (works for not registered workbooks as well)

Replace DB path in Excel Files

Logging

Changing the logging level: 'Info' includes 'Warn' and 'Error'; 'Warn' includes 'Error'.

Info ▾

Er Info nced system logging for diagnostics

☒ Warning ed System Logging

Error

Environment logging

Options

System Options

Support Options

DB Options

Support Options

These options are intended to be used only by Solvency II Solutions support engineer or if specifically requested by the Solvency II Solutions support team.

⬆ Advanced

Loads

Loads Xml data to DB

Load XML

Update tooltips from Xml

Load Tooltips

Loads Sql data to DB

Upgrade DB

Replace path

Replace path to DB in return's custom properties (works for not registered workbooks as well)

Replace DB path in Excel Files

Logging

Changing the logging level: 'Info' includes 'Warn' and 'Error'; 'Warn' includes 'Error'.

Info ▾

Enable advanced system logging for diagnostics

☒ Advanced System Logging

By default Advanced system login is Off.

In case it is changed to On all environment information will be added to log file once,when user launches any Tabular file for the first time.

This environment information can help to investigate some potential issues.

DB Options

This area hold all options related to the database and it's maintenance.

Local DB location

This option changes the location which is used for caching database and templates. By default (i.e. if this is not set specifically) location used is '%Appdata%/Tabular/' . Please contact SolvencyIISolutions before changing that as ti may result in bad performance of the application.

Update current return path in the DB

This option will update the path registered for the specific return in Database. It will be updated to the current location of the return – this should be used when you move the return to a new location. This can be used to remove the Not Registered message on starting workbook.

Update GoldenCopy return variant table

This option allows to change the goldencopy return for the current return. More info on that you can find in [this](#) help article.

DB maintenance

The first two buttons – Compact and Shrink are used to optimize the database to reduce the size of the .sdf file. The third one “Repair” is used in case of some corruption in the database and can help to restore its normal functioning.

Update all returns with a new central DB path

This option is used to change the path to the database that is in each return Custom properties. It is used when the location of the database is moved. Note that in order for it to work Tabular returns should be able to be found by the system, which means they should be at the same path logged into the database, if they are moved as well and this path is no longer valid nothing will be updated. If you change location of the Database we strongly advise that you contact SolvencyIISolutions support team to guide you through the process and ensure that it goes smoothly.

Central DB settings and location

This option will open a dialogue where you can configure the type of database used: SQL Compact or SQL server and also modify the connections string of the database. Please do not change by yourself and contact SolvencyIISolutions support team.

Update goldencopy return variant

In order to support data modeling features each return should have a golden copy for specific return variant. In Tabular return variant is a set of QRTs used for a specific scenario. Tabular returns can contain more than one return variant. For example a Solo annual Irish return with NSTs and SFCR have 3 return variants:

bE – Annual ECB reporting Solo

bIE- Annual Solo IE NSTs

e- SFCR Solo Annual

Full list of Tabular return variants and their codes is attached at the bottom of the article. Sometimes this different return variants might be in different returns. For example you can create one return for EIOPA qrts and a separate one for the NSTs. Usually golden copy return variants are filled in automatically in the database, but in case some change is needed you can do it from here. Here is a scenario where you want to do that.

Lets say you create 2 annual returns for the same company and reference date. By default Tabular will set the second one (the one created last) as the goldencopy for this period. However if you decide to file the one you created first – you will need to specifically set this return as goldencopy for the period. You can do that by adding the specific return variant lets say bE into the textbox and click update. Note you can only do that one return variant at a time and also you should be in the return you want to make the goldencopy.

Code	Return variant
a	Quarterly Solvency II reporting Solo
b	Annual Solvency II reporting Solo
c	Quarterly Financial Stability reporting Solo
d	Annual Financial Stability reporting Solo
e	SFCR Solo Annual
f	Quarterly Solvency II reporting Group
g	Annual Solvency II reporting Group
h	Quarterly Financial Stability reporting Group
i	Annual Financial Stability reporting Group
j	SFCR Group Annual
o	Quarterly Solvency II reporting Third country branches
p	Annual Solvency II reporting Third country branches
s	Day 1 reporting Solo
t	Day 1 reporting Group
u	Day 1 reporting Third country branches

v	Quarterly Financial Stability Third country branches
x	Annual Financial Stability Third country branches
z	Annual reporting Special Purpose Vehicles
aE	Quarterly ECB reporting Solo
bE	Annual ECB reporting Solo
oE	Quarterly ECB reporting Third country branches
pE	Annual ECB reporting Third country branches
bGB	Annual GB NSTs
aIE	Quarterly Solo IE NSTs
bIE	Annual Solo IE NSTs
fIE	Quarterly Group IE NSTs
gIE	Annual Group IE NSTs
asIE	Quarterly Solo Bi-annual IE NSTs
fsIE	Quarterly Group Bi-annual IE NSTs
aMT	Quarterly Solo Malta NSTs
bMT	Annual Solo Malta NSTs
aCY	Quarterly Solo Cyprus NSTs
bCY	Annual Solo Cyprus NSTs
bMTAP	MFSA application annual return
bIM	Annual Solo Cyprus NSTs
aIM	Quarterly Solo Cyprus NSTs

Known Tabular issues

Auto generation of N.IE.13 data includes numbers from last period as well

FIXED in 4.1.0.2

Description: The auto-generate NST.13 feature can include SE.06.02 data records relating to the previous quarter's return. This is due to an invalid condition within the feature SQL that should filter out all SE.06.02 data within the Tabular database except that for the current return, but does not in all cases.

For example, running the auto-generate NST.13 feature for the Q1 2019 return; the error meant that Tabular would load into the current return's NST.13 sheet the transformed SE.06.02 records from the Q1 2019 AND the Q4 2018 return – resulting in NST.13 containing incorrect data (essentially double-counting the SE.06.02 data sets from current and previous returns for all asset IDs found in both returns). Note the same problem affects the validations.

Workaround: None

Versions: 4.1.0.1

Edit return adds link to user local data file

FIX PENDING NEXT APPLICATION UPDATE

Description: Edit return process has a bug whereby if S(E).06.02 is added into the return workbook via Edit return then an external link is added to the local cache files (TabularS2.xlsm workbook) of the user who performed the edit return. This causes problems when other users access the return workbook as Excel cannot resolve this link. Further the Break links option in Excel Data > Edit links does not remove this external link.

Workaround: Use System Admin > Settings > System settings > 'Delete asset highlighting rules' (note this disables the Analysis > Highlight asset rows feature in that workbook)

Versions: ALL

UK NST.07 (N.UK.07.01.Y0) R1000 reconciliation with s.05.01

FIXED IN 4.1.0.1 DATA UPDATE

Description: Based on the BoE LOG guidance (<https://www.bankofengland.co.uk/-/media/boe/files/prudential-regulation/regulatory-reporting/insurance/nsts/ns07-log-file-31-12-18.pdf?la=en&hash=4635B083B45CA36C8FC6D26B5D870BC0E86F2DE0>) the formula (and accompanying cross-QRT Tabular formula) in N.UK.07.01.Y0 C0010 R1000 is linking to S.05.01 R0550 (+R1900 where available)

CELL(S)	ITEM	INSTRUCTIONS
R1000 / C0010	Changes in other technical provision	<p>Changes in other technical provisions as defined in directive 91/674/EEC article 26 where applicable.</p> <p>This item should include change in provision for unexpired risks. This is to be consistent with 'The Large and Medium-sized Companies and Groups (Accounts and Reports) Regulations 2008 – statutory instrument 2008 No.410, at Schedule 3 – Insurance Companies : companies act individual accounts , at Part I section B – required formats, at notes on the balance sheet (25) – other technical provisions. This note (25) states that other technical provisions are to comprise provision for unexpired risks.)</p> <p>Definition of provision for unexpired risks provided in application of Directive 91/674/EEC Article 26. It is 'the amount set aside in addition to unearned premiums in respect of risks to be borne by the firm after the end of the financial year, ...'</p> <p>This item should be reported as a positive amount if the variation is negative (reduction of other technical provisions leading to a profit) or as a negative amount if variation is positive (increase of other technical provisions leading to a loss).</p> <p>The amount reported at column C0010 or C0410 should equal the amount reported in the Solvency II reporting template at {S.05.01.01, R0550, C0200} + {S.05.01.01, R1900, (C0250 +C0260) + the amount at {S.05.01.01, R1900, (C0270 +C0280) } attributable annuities stemming from non-life accepted reinsurance contracts.</p>
R1120 /		

We think this is a mistake in the BoE guidance and will contact the BoE to inform. The formula will be updated in the next Tabular update to reference R0500 + R1800

Workaround: None

Versions: 4.1.0.0

EV55 validation gives invalid result

FIXED IN 4.1.0.1 DATA UPDATE

Description: EV55 validation gives invalid result incorrectly checking that E.03 and/or S.17.02 amounts specified by country are EQUAL to 90% of S.17.01 (total) instead of being greater than or equal to the S.17.01 (total)

Workaround: None

Versions: 4.0.0.0

Return Setup includes S.04.01 when 'Company > Business undertaken outside home country' is not selected

FIXED IN 4.1.0.1 DATA UPDATE

Description: S.04.01 sheets should only be included in the return where 'Company > Business undertaken outside home country'. However, due to a setup error Tabular is including S.04.01 sheets in the annual return even when this option is not selected

Workaround: Set S.04.01 worksheets to 'not include override' in QRT Selection screen (note this can be done in edit return also)

Versions: 4.0.0.0

***BV779 validation with severity 'Blocking' instead of 'Non-Blocking' ***

FIXED IN 4.1.0.1 DATA UPDATE

Description: The wrong severity has been assigned to this validation. Please read the result as 'Non-Blocking' instead of 'Blocking'. For example, there are cases where CIC 8 where S(E).06.02 C0110 is required and in these cases this EIOPA validation should flag a 'Non-Blocking' validation for users to confirm C0110 has been filled appropriately.

Workaround: For now you can just ignore this validations where not applicable

Versions: 4.0.0.0

BV1014 validations do not detect where S.08.01 C0150, C0160, C0170, C0180, C0210, C0220 are 0

FIXED IN 4.1.0.1 DATA UPDATE

Description: These fields should be ≥ 0 according to the xbrl Non-Blocking validation, however Tabular only flags when they are < 0 i.e. if their value is 0 the validation should flag an error but doesn't

Workaround: None

Versions: 4.0.0.0

BV993 validations give invalid result for valid S.08.01 CIC

FIXED IN 4.1.0.1 DATA UPDATE

Description: The S.06.02 valid CIC list has incorrectly been used for validating appropriate CIC usage in S.08.01

Workaround: For now you can just ignore this validations

Versions: 4.0.0.0

Workbook shows that it is being used by another person but noone else have it opened at the moment

FIX PENDING

Description: This is usually just a consequence from workbook being corrupted or just showing some message that goes behind the main window, but is locking the workbook so it is shown as read only.

Workaround: You can try few things. Open the workbook not by double clicking on it, but by opening Excel first and then File-> Open. This changes the order of opening events, so can help in the scenario. You can

also just click to open the workbook in read only mode. Then usually you will see what is the actual problem leading to this message. If it is workbook corruption – check this [article](#) for how to resolve. When the underlying issue is fixed – it should stop showing this message.

Versions: 3.0.0.0 and above

Facts with integer values – xbrl ri facts are reported with 1 decimal digit instead of 4

FIXED in 4.0.0.0

Description: The xbrl documents are vague on the number of decimal digits required for ri facts and we implemented with 1. At some point some regulators started to require them to be with 4 decimal digits.

Workaround: none

Versions: 3.0.0.0 and above

Workbook is corrupted and needs recovery

FIX PENDING

Description: It is not directly related to Tabular but more the combination of big workbooks with a lot of sheets, lots of named ranges and mostly external workbook links. It happens mostly to clients using links to Siimplify workbook.

Workaround: Usually just clicking repair for the workbook will be enough. Note the repaired workbook is up to date and it is not reverting some of your data changes that you made last. More info you can find in this [article](#).

Versions: 3.0.0.0 and above

Using edit links menu to change the source of a link throw error

FIX PENDING

Description: In some cases when a user uses the Tabular integrated edit links and try to change the source of a linked workbook an error will show stopping or the process (you might need to forcefully close excel as it shows error for every formula).

Workaround: User can delete and add again the links manually if they are not that much. If they are a lot – user can export the sheets with the links to Excel and then modify the links in the export using the Excel edit links and then Import this file into the workbook using the preserve user formula option. You can also contact support so they can help by unprotecting your workbook and using the default excel edit links.

Versions: 3.0.0.0 and above

Importing wrong values into Z named ranges in some QRTs

FIX PENDING

Description: The Z named ranges are usually filled in from return setup and locked and you can't edit them in Tabular. However due to a gap in import you can import a value over them and when this value is incorrect it breaks the XBRL export as this fields expect a specific value to generate the proper XBRL dimension.

Workaround: Either make sure you never manually change this fields in your import file(excel file etc..) or you can run edit return without changing any value in the return setup and this process will overwrite the Z values with the correct ones.

Versions: All

Dates exported to Malta NST workbooks are sometimes not correct if you use windows culture with different format than dd/mm/yyyy

FIXED in 3.0.0.6 DB version

Description: Dates exported to Malta NST workbooks(both quarterly and Annual) are sometimes not correct if you use windows culture with different format than dd/mm/yyyy. As we apply some conversions to this dates, for specific dates it is not converted correctly so you might end up with misplaced dates/months or no date at all.

Workaround: Change dates manually in the generated file

Versions: All

S.29.04 .01 for QRT was not being generated for Life companies

FIXED in 3.0.0.5 DB version

Description: For non-life insurers with non-life annuities exposures, the S.29.04 QRT for life business was not being included automatically in annual returns

Workaround: Add S.29.04.01.ALI via the 'Add multicopy' QRT in QRT selection

Versions: 3.0.0.0 to 3.0.0.4

S.29.04 Non-life annuities values incorrectly brought into S.29.03 Non-life column

FIXED in 3.0.0.4 DB version

Description: For non-life insurers with non-life annuities exposures, the formulas in S.29.03 reconciling with S.29.04 were not correctly allocating the non-life annuities S.29.04 QRT into the S.29.03 life column.

Workaround: Remove the Tabular interaction formulas and correct

Versions: 3.0.0.0 to 3.0.0.3

Roll forward feature doesn't populate the H.HV sheet

FIXED in 3.0.3.0 application version

Description: Roll forward sometimes fails to extract the data from the referenced return and fill the H.HV sheet. This might be caused by having PrintAreas NamedRanges in it or having hidden formulas(present in some Malta NSTs)

Workaround: You can get around the issue by running the macro from this [link](#) the referenced return and then repeating the process (you can run Tools->Refresh H.HV helper sheet)

Versions: 3.0.0.0 to 3.0.2.0

UK NST data points not populated from Tabular return

FIX PENDING – Next Application Release

Description: Due to the protection levels in this workbook is not possible to populate all NSTs. The following are not populated or only partially populated:

NS.08

NS.09 C0090 and C0100

NS.11 is pre-set to populate up to 3 instances of NS.11. If you have more than 3 combinations of accident year/underwriting year, line of business and currency to be reported please contact our support team who can configure to support additional instances. Note NS.11 r0310 – r0370 (inflation rates) are not populated

Workaround: You can get around the issue by manually entering these values into the applicable cells in the PRA workbook generated by Tabular

Versions: All

Tools – Apply non ECB Transformation fails as it doesn't export properly S.02.02, S.05.02**FIXED in 3.0.0.0 application version**

Description: When have empty columns in S.02.02 or S.05.02 – Tabular tries to export the 0s that are in the formulas in this columns and because there is no currency selected Xbrl creation for this fact fails. Not this is handled in normal XBRL export but not for the Non ECB Transformation.

Workaround: On the affected sheet select all the subtotals for the non used columns, select Subtotals > Selected Cell > Delete formulas. This will remove the formulas in this columns and then you should manually delete all the 0s in this fields. Then export will work.

Versions: R.2.2.6.0 and below

S.26.01, S.26.05, S.29.04 subtotal in sheet formula is hardcoded to 0**FIXED in 2.2.1.8 DB version**

Description: There are some cases where the Tabular return workbook incorrectly has the subtotal formula removed in the sheet, instead the cell is set to 0 value (no formula in the cell).

Workaround: On the affected sheet, select Subtotals > Selected QRT > Replace formulas. This will reload the correct formulas

Versions: R.2.2.1.7 and below

S.21.03.01.AS is not generated when Assistance lob selected for euro currency**FIXED in 2.2.1.8 DB version**

Description: When in Return Setup is selected Assistance LOB for euro currency or Non Material — the corresponding S.21.03.01 QRT is not generated.

Workaround: Ask SolvencyIISolutions support team for a custom upgrade file, to fix for you.

Versions: R.2.2.1.7 and below

Invalid formulas in S/SR.26.01 and S/SR.26.03/04 in pre-R2.2.1.2 DB created returns**FIXED in version 2.2.1.2DB version**

Description: Problem is that although this formulas are fixed in latest data(2.2.1.2), due to a technical limitation they are not directly corrected into this templates. The affected fields and cases are:
SR/S.26.01 c0080 r0100, S/SR.26.03/04 c0080 r0400 -Gross SCR figure for interest rate risk and lapse risk respectively

Correction to take into account the scenario used to derive the net SCR figure and utilise this scenario from the gross figures

SR.26.01 c0080 r0100, c0060 r0420, SR.26.03/04 c0060 r0400 Net SCR figure for interest rate risk, credit derivative risk and lapse risk respectively

Correction to include the impact on the firm as a whole for each of the bidirectional scenarios and to use within each RFF SR. QRT the applicable scenario

Workaround: Go in this sheets and do a Subtotals -> Selected QRT -> Replace Formulas from the ribbon and the same with Interactions -> Selected QRT -> Replace Formulas. This will replace the formulas with the correct ones.

Versions: R2.2.0.0 and R2.2.1.1 DB

Slow performance when exporting group of sheets to Excel

Fixed in version 3.0.3.0

Description: You can get slow performance if exporting number of sheets to Excel. The performance decrease the more sheets are selected and especially if they are multicopies or with a lot of interactions.

Workaround: If you export to Excel the whole workbook the performance will be much faster as checks if interactions are broken is not performed.

Versions: 2.2.3.0

Validation error when don't complete primary key fields (e.g. reinsurer code, broker code) in list QRTs

FIXED in version 2.2.3.0

Description: You can get validation error when don't complete primary key fields (e.g. reinsurer code, broker code) in list like S.31.01.01.02

Workaround: If this is a subtable of a QRT e.g. S.31.01.01.02 but S.31.01.01.01 is completed then this validation can be ignored and the S.31.01.01.02 table can be left empty

Versions: 2.2.0.0

Some formulas not right when language setting of excel is not English

FIXED in version 2.2.3.0

Description: Few complex array formulas in S(E).02.01 might not work as expected when language setting of Excel is not set to English. If you notice such issue contact support so they can explain and provide workaround

Workaround: For workaround contact support

Versions: 2.2.1.0

Annual MFSA NST export is not working**FIXED in version 2.2.3.0**

Description: Although the option is added to the ribbon under Export it is not working at the moment.

Workaround: No workaround

Versions: 2.2.1.0

EV35 and EV38 validations give invalid result when you have SE.01.01.16 and E.01.01.16 both in the return**FIXED in version 2.2.1.0**

Description: When have E.01.01.16 an SE.01.01.16 in same return — they get mixed up and you are getting the wrong result in EV35 and EV38 validations. They show DataError as Actual Value.

Workaround: For now you can just ignore this validations which will not affect your filling in any way.

Versions: 2.2.0.0

LEI code type and code not properly exported to XBRL from S.01.02.01**FIXED in version 2.0.2.2**

Description: Our XBRL engine should do the combination of S.02.01 R0030 and R0020 for you but the call to the code that does this was dropped accidentally as part of the reworking of the XBRL engine to account for large datasets in 2.0.2.1. This is why Tabular validation passes for you when you have the LEI code without the LEI prefix in R0020 but fails when you add it because the validations think the XBRL will then be LEI/LEI/[LEIcode].

Workaround: You can get around the issue by entering the LEI prefix directly in R0020 – although of course Tabular will give a validation error

Versions: 2.0.2.1

Validations for S.25.01.01.SF fails with “Cannot convert type ‘System.DBNull’ to ‘bool’ “**FIXED in version 2.0.1.0**

Description: The workbook contains an invalid NamedRange for the specified QRT and it causes the Completeness validations to give error

Workaround: You can get around the issue by removing the PrintArea named range from the list of NamedRanges in the workbook

Versions: 2.0.0.0

Vendor tag was added to the instance generator and this was not accepted by CBol**FIXED in version 2.0.2.0**

Description: When create an XBRL file at the top there is Instance generator tag which we exported like that:

```
< ?instance-generator id="Tabular" version="2.0.1.0" vendor="Solvency II Solutions Ltd"
```

`creationdate="2016-04-05 11:52:17" ? >`

This was causing an error at the CBol test window. The error is "Declaration of software vendor is missing or incomplete in the instance document "

Workaround: You can get around the issue by removing vendor part of the Tag, so resulting string becomes:

`< ?instance-generator id="Tabular" version="2.0.1.0" creationdate="2016-04-05T11:52:17" ? >`

Versions: 2.0.0.0, 2.0.1.0

Import breaks Array formulas in S.02.01

FIXED in version 2.0.4.0

Description: After importing data to the S.02.01.01 array formulas are broken. Array formulas are marked as : {=C0030_R0040+ etc...}

After the import the {} are removed so this becomes normal formula and give completely different result.

Workaround: You can get around the issue by using the replace interactions option from the Ribbon.

Interactions -> Selected QRT -> Replace formulas

Versions: 2.0.0.0, 2.0.1.0, 2.0.2.0, 2.0.2.1, 2.0.2.2

XBRL incorrectly exports code type as NONE instead of None

FIXED in version 2.0.2.0

Description: Our XBRL engine was exporting NONE value for issuer/counterparty/group code type fields (usually in lists like S.06.02, S.08.01 etc...) and this was not passing the validations on regulator portals as its case sensitive.

Workaround: You can get around the issue by finding and replacing the NONE values in the XBRL file with None

Versions: 2.0.0.0, 2.0.1.0

Troubleshooting

I Can't Get Started

Please select from one of the options within this selection.

I Can't Login to Tabular

Please contact the primary user / owner of the Tabular application in your organisation.

They will have access to the main Administrator Login and will be able to update your password.

If you are the administrator and you are unable to login, please contact our support Desk.

Tabular is too Slow

There are two things why this happened:

1. The machine where Tabular is installed maybe slow.
2. When you are working through a network, the Network location you are connected to is slow.

I Made a Mistake

Please select the option within this selection

I Made a Mistake, How Can I Revert Back?

You can revert back to an earlier point in time when you noticed problems or workbook gets corrupted. First, log-in as administrator to do this:

1. Click **System Admin** on *Tools* section of the ribbon.
2. Select **Return Recovery**.
3. The restore company window will open when you select the company file, backup files will be then populated.
4. Select one of the backup files to restore your return to this point.
5. Click **Retrieve** button at the bottom of the window.

You will notice in your return workbook that old returns has “**old**” appended to its file name and your new return will be that backup file you recovered.

Note that when you choose a restore point, only the changes up to that certain time are saved.

I Have a Problem with Excel

Please select from one of the options within this selection.

I See Some Strange Effects in Non-Tabular Workbooks

If you see any strange effects with non Tabular workbooks, please email us with the issue and details immediately.

I Have a Problem with a QRT

Please select from one of the options within this selection.

I'm Missing a QRT

QRTs are included in the return when the properties required to generate it is selected. Here's what you can do:

1. Review your company details and the selections made.
2. If you don't know what properties are needed, you can ask the support line for the list of rules and guide.
3. You may also add the missing QRT through manual override, however, this action may not always be applicable to all QRTs. For instance, S.02.02.01 is generated when balance sheet reporting by currency is selected. If you choose to override it instead, you will have the QRT, but the Line of business (LOB) are all hidden.

To know more on how to add a QRT click [here](#)

S.06.02 *

S.06.02.01.01 and S.06.02.01.02 (List of assets) are generated when **Quarterly exemption reporting** in the Company tab is selected.

I Have an Extra QRT

To remove an extra QRT, please click [here](#)

A QRT is Missing Data Points

Please contact support desk for assistance.

The QRT Structure Looks Incorrect

Please contact our support with the exact nature of your query.

I Have a Problem with a Formula

Please select from one of the options within this selection.

A Formula is Incorrect

Tabular has predefined formulas. If in some cases when the formula might not seem right, please do the steps below:

1. Check drill down to make sure all data points are correct or to identify any issues.
2. If the above step is fine, then try to replace the formula to restore it.
 - Click **Subtotals/Interaction** under *Validation* section of the ribbon.
 - Option are available for replacing formula of a selected cell or selected QRT.
 - Click **Replace Formula**.
 - A confirmation message appear that formula has been replaced.

Additional information, click [here](#).

A Formula is Missing

At some point, the formula is removed when the data point inside the equation is referencing to another QRT that is not included in the return. These are the formulas in an interaction cell.

Note that the data point will become a normal cell, instead of a light green:

Interaction cell referencing S.06.02.01.01

S.06.02.01 - Balance sheet		Solvency II value		Statutory accounts value	
		S.06.02.01		S.06.02.01	
Assets					
R0070	Goodwill			549	
R0020	Deferred acquisition costs			663	
R0030	Intangible assets	600		2,563	
R0040	Deferred tax assets	636		225	
R0050	Pension benefit surplus	332		36	
R0060	Property, plant & equipment held for own use	0		25	
R0070	Investments (other than assets held for index-linked and unit-linked contracts)	0		1,247	
R0080	Property (other than for own use)	0		504	
R0090	Holdings in related undertakings, including participations	0		663	
R0100	Equities	0		0	
R0110	Equities - listed	0		0	
R0120	Equities - unlisted	0		0	
R0130	Bonds	0		0	
R0140	Government Bonds	0		0	
R0150	Corporate Bonds	0		0	
R0160	Structured notes	0		0	
R0170	Collateralised securities	0		0	
R0180	Collective Investments Undertakings	0		0	
R0190	Derivatives	0		0	
R0200	Deposits other than cash equivalents	0		0	
R0210	Other investments	0		0	
R0220	Assets held for index-linked and unit-linked contracts	0		0	
R0230	Loans and mortgages	0		0	
R0240	Loans on policies	0		0	

S.06.02.01.01 is not included in the return; interaction cell becomes a normal white cell.

S.06.02.01 - Balance sheet		Solvency II value		Statutory accounts value	
		S.06.02.01		S.06.02.01	
Assets					
R0070	Goodwill				
R0020	Deferred acquisition costs				
R0030	Intangible assets				
R0040	Deferred tax assets				
R0050	Pension benefit surplus				
R0060	Property, plant & equipment held for own use				
R0070	Investments (other than assets held for index-linked and unit-linked contracts)	0		0	
R0080	Property (other than for own use)				
R0090	Holdings in related undertakings, including participations				
R0100	Equities	0		0	
R0110	Equities - listed				
R0120	Equities - unlisted				
R0130	Bonds	0		0	
R0140	Government Bonds				
R0150	Corporate Bonds				
R0160	Structured notes				
R0170	Collateralised securities				
R0180	Collective Investments Undertakings				
R0190	Derivatives				
R0200	Deposits other than cash equivalents				
R0210	Other investments				
R0220	Assets held for index-linked and unit-linked contracts				
R0230	Loans and mortgages	0		0	
R0240	Loans on policies				

I Want to Add my Own Formulas

Custom formulas can be added right away to a normal cell. However, for a predefined formulas in Tabular, you have to remove the existing one, before adding your own formula.

To remove formulas:

1. Click the appropriate formula type you want to remove in *Validation* section of the ribbon.
2. You can choose to remove the formula from a selected cell or selected QRT.
3. Click **Delete formulas**.
4. A confirmation message appear that the formula is removed.

I Want to Link to an External Workbook

C0170 is showing 0 in S.06.02.01.01/ SE.06.01.16.01 etc..

In some cases the C0170 column of the List of Assets is not calculated properly and stays 0. This happens when you use formulas to populate the data in this list and when there is no value in the formula you set empty string("") our formula for C0170 can't work with strings and it shows 0. You can workaround that by setting 0 instead of "" in your formulas. This is important for columns C0130, C0140, C0180, C0370, C0380.

I Have a Problem Importing

Issues with importing files maybe due to:

A. Header is not Right

Make sure the header of the file to be imported is the same with the QRT sheet.

B. Header not Recognised by the System

Some headers might have some names that are not in the database, double check the files and the sheet name. Also for multi-copy QRTs, make sure the header in the import file is exactly the same in the QRT.

C. Number of Rows does not Match the Number of Rows Specified in the Database.

If the number of values exceeds or less than what is specified, then it won't be imported.

In addition, if you are importing into an interaction or a closed list value cell select **overwrite**.

You can see the **Overwrite Interaction** option in the import window.

The screenshot shows the 'Import CSV' window. Under the 'QRT Selection' section, there is a table with the following columns: QRT, Description, Overwrite Interactions, Ignore Validations, Overwrite Non-Monetary, Import, Consolidate, QRT Status, RFF Code, and LOB Code. The 'Balance Sheet' QRT is expanded, showing a row with QRT 'S.02.01.01', Description 'Balance sheet', and '1 Entries'. The 'Overwrite Interactions' checkbox for this row is checked and highlighted with a red circle.

QRT	Description	Overwrite Interactions	Ignore Validations	Overwrite Non-Monetary	Import	Consolidate	QRT Status	RFF Code	LOB Code
Balance Sheet									
S.02.01.01	Balance sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Included		

To import on a text field, select **Overwrite Non-Monetary** option in the import window and deselect **Consolidate**

I Have a Problem with a Validation

Please select from one of the options within this selection.

I Don't See the Validation that I am Expecting

Two options to run Validation report:

1. Show only errors
2. Show all test

Make sure you have selected not just to show only errors option, otherwise, the correct report validation will not be in the list. You can contact our support if you're running full validation and still not seeing what you are expecting.

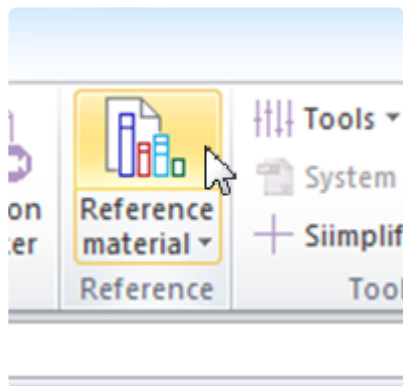
Check [here](#) to see how to run the validation report.

I Have a Problem with Reg Hub

Please select from one of the options within this selection.

I Can't View Regulatory Hub

When you click the regulatory hub icon on the ribbon, it will show regulatory hub task pane. You can find it on the right side of the return workbook:



If you can't see entries as you move from one datapoint to another, please check the following:

1. Make sure that automatic refresh is enabled.
2. Full library is not selected.

I Have a Problem with XBRL

Please select from one of the options within this selection.

My XBRL File will not Load into our Regulator Portal

I Have a Problem with Tables

Rows can be added in a table. This can be done with **Append** or **Append++** button under *Tables* section of the ribbon. Click [here](#) to see how it works.

If you're having problem with subtotal formulas in the table, you can try to delete the formula and then replace it. Check how to remove/replace formula by clicking [here](#)

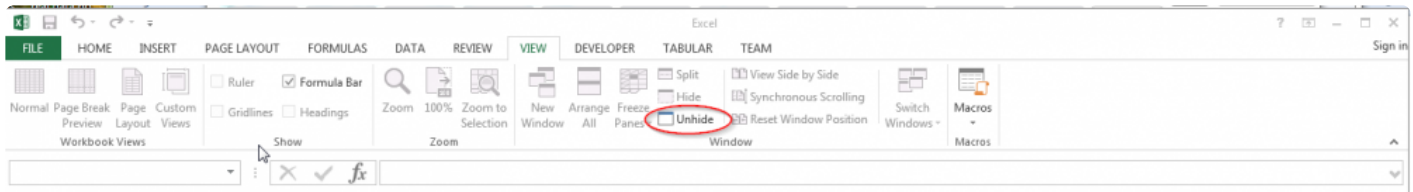
When the drop down list is messed up, broken, or accidentally removed, you can easily restore it.

I can't create a return

I can't create a return because it says I have opened workbooks

Sometimes although it seems that you doesn't have any opened workbooks you actually have, but they are hidden (usually they open on starting excel). To close this workbook and proceed with return creation do the following steps:

1. Go to View tab in Excel
2. Click Unhide button



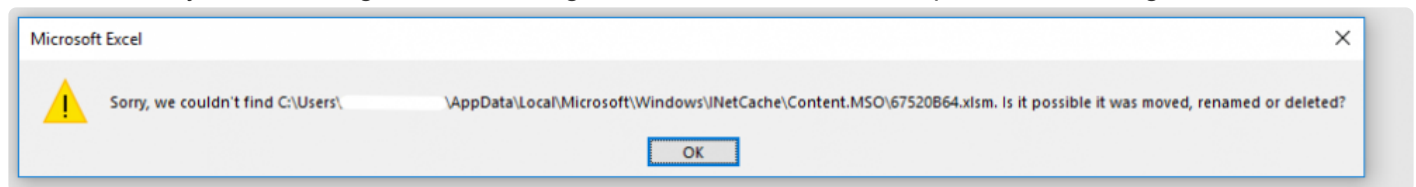
3. If there is a hidden workbook this button will be enabled – on click it will give you a list of hidden workbooks, Unhide them and then close them and proceed with return creation.

Corrupted workbooks that need repair

Excel sometimes shows a message that the workbook is corrupted. It is not directly related to Tabular but more the combination of big workbooks with a lot of sheets, lots of named ranges and mostly – external workbook links. It happens mostly to clients using links to Siimplify workbook.

We have not found a remedy for that on our side, but usually just repairing the workbook does the trick. A message that workbook is opened by another user shows with some clients as well. This is just some additional message that you get with some excel versions, but related to the same problem. Usually you should just click open read only, so workbook is loaded and repaired. Then on next open you should be able to open the workbook without this message.

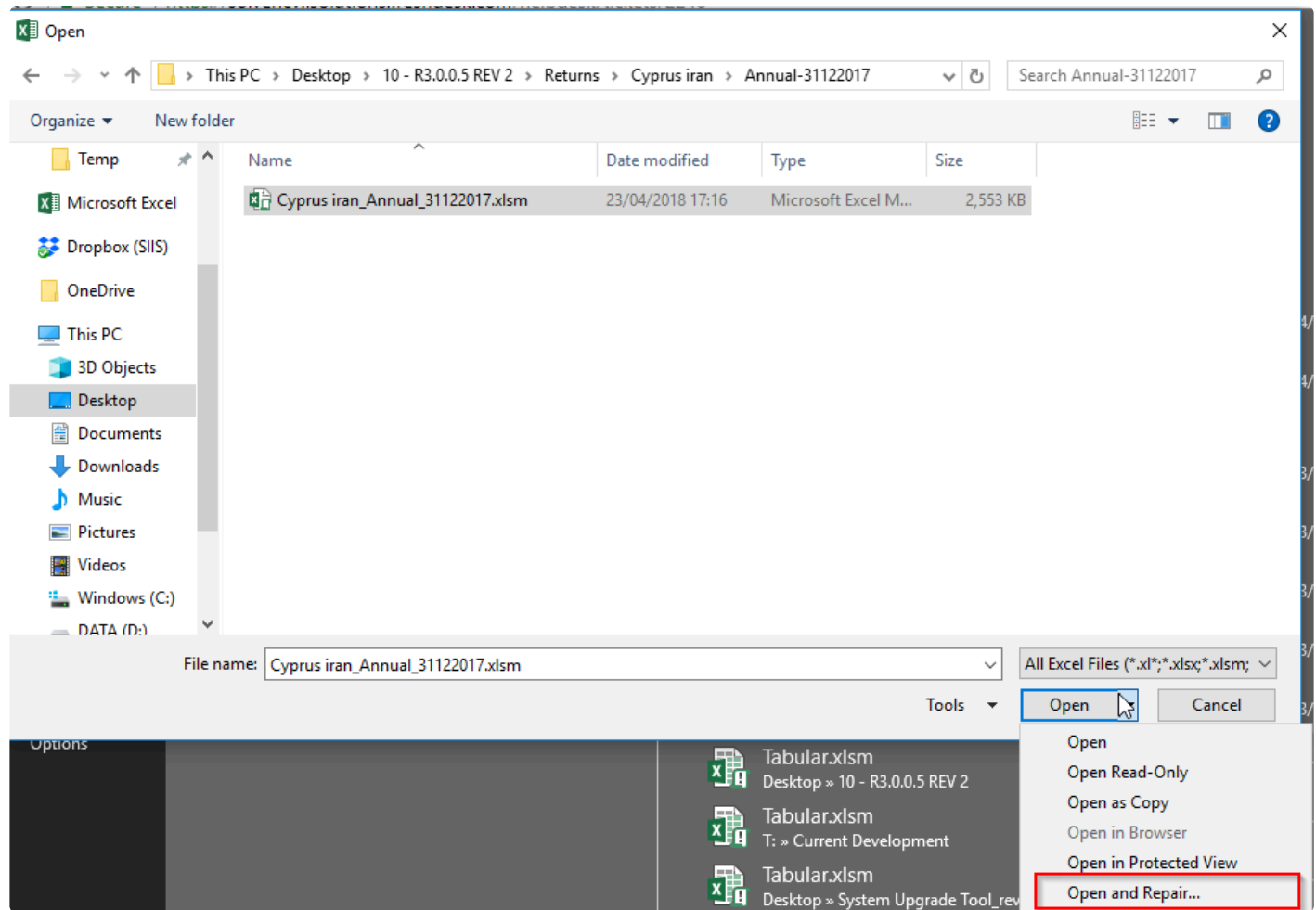
In rare cases you can also get a fail message that workbook can't be repaired. A message like that:



A good thing to try always in case of such message is to open Excel first and then use File -> Open to open the problematic Tabular return. This changes the sequence of events on open and can help with the issue.

As a summary – in case of corruption try :

1. Close all excel workbooks
2. Instead of double clicking on the corrupted one from explorer— Open excel first and from there File-> Open
3. If you get corrupted message – click recover, if you get the read only one – click read only and then repair. After repair is finished -> save and open again. Note that the workbook should be in the state you last saved it, so you should not loose any data.
4. Another thing you can try in case of corruption is to open the workbook using open and repair option



This menu you can open from Excel : File -> Open select the file and then expand the open button for the submenus and select Open and repair.

To reduce such issues to a minimum always make sure that all links are valid — if you have some old links where the targeted workbook is moved/deleted – remove these links (you can edit this links in Tabular by tools-> Edit links).

If any of the above doesn't help please contact our support to assist with the issue.

Useful Information

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Payment Terms (Applicable to all issued invoices)

Payment should be made within 30 days by money transfer only to the above account.

Please use a reference of the invoice number.

Our payment terms are in line with UK law, we may choose to apply interest where payment is late, by issuing a new invoice with interest included. For more information, please see here:

[UK Invoice Payment Terms](#)