



# 3 *Laying out a Statement*

Function *SBL* (*Statement Builder Layout*) lets you assemble and sequence schedule components into a statement. In the *Statement Builder* subsystem, the components of a statement can include:

- One or more transaction schedule layouts. In addition to transaction activity schedules, you can include two other schedule types in a statement using function *SBL*: a pending trades schedule and one or more asset-based schedules from Investment Review.
- A header.
- A footer.
- A free text message.

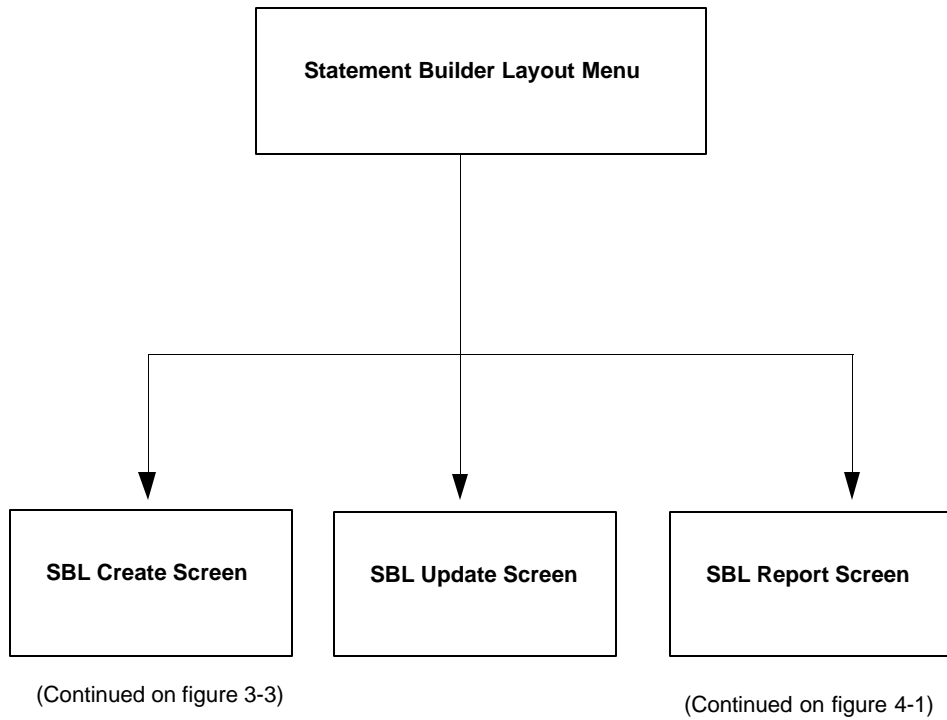
This function also lets you define certain print parameters at both statement and schedule levels. As with transaction schedule components, you can copy modify, update, and delete schedules from the statement. This lets you easily enhance any statement currently in use. As a security feature, statement deletion and replacement is only available through function *SBM* (*Statement Builder Maintenance*). This allows users to limit access to these options.

This section describes how to:

- Create and name a statement.
- Assign schedules or delete schedules from a statement.
- Change default parameters for each statement.
- Change default parameters for each schedule.
- Change the order in which schedules print.
- Update a statement layout.

## Statement Builder Layout Flowchart

Define statement layout by using function *SBL* to access a series of screens, each of which presents one or more options or prompts. The following simplified flowchart (figure 3.1) illustrates the order in which *SBL* options appear. This section later includes detailed flowcharts for the create option.



**Figure 3.1: Statement Builder Layout Flowchart**

## Statement Builder Layout Menu

This menu displays when you enter function *SBL* at the *Enter Function* prompt. Its options allow you to create statements by including existing schedules. You can also select options to create, update, and report statement layouts.

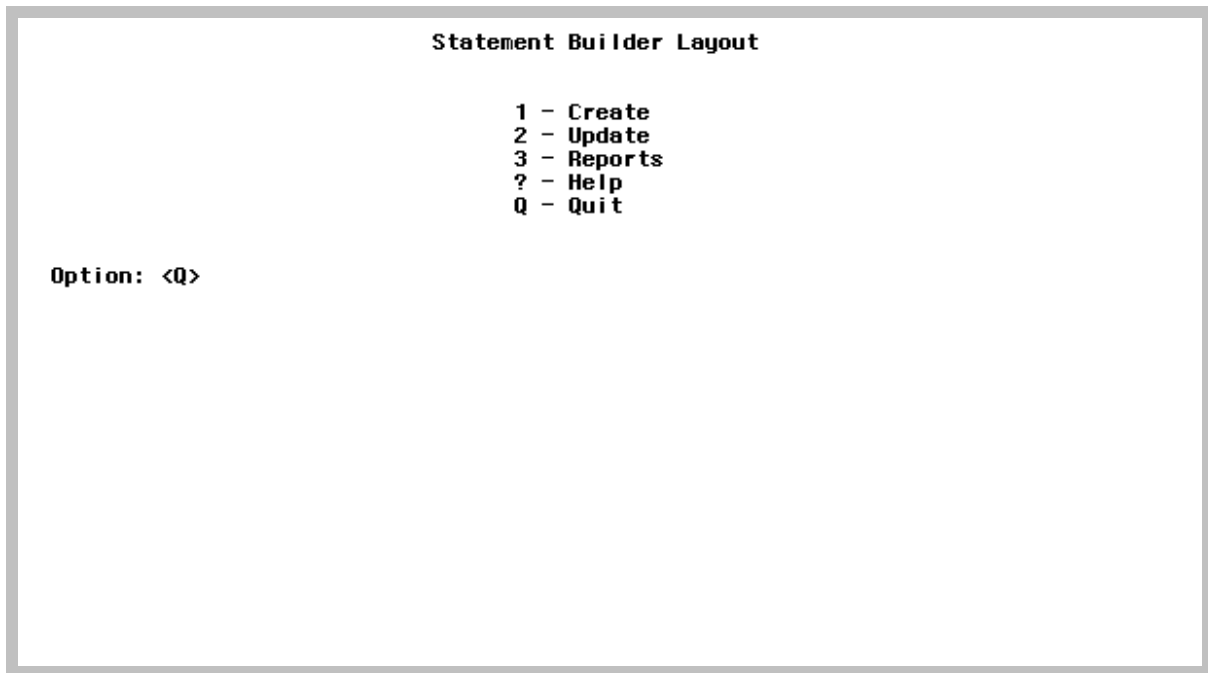


Figure 3.2: Statement Builder Layout Menu

*Option:* <Q>

**1**

Creates a new statement, or creates a new statement by copying and modifying an existing one. Displays the Statement Create screen (figure 3.4).

**2**

Updates (changes) an existing statement. Displays the Statement Update screen (figure 3.12).

**3**

Displays or prints one or more reports for a statement. Reports include: Categorization, Transaction Template, Parameters, Usage, Agenda Report, and List. For more information about layout reports, refer to Section 4, Producing Statement Builder Reports.

**?**

Displays Help for this menu.

## Option 1 – Create a Statement

Create a statement in one of the following ways:

- Input all the required components of a new statement. When you create a layout you must assign it a unique number and name, and select existing schedules to include.
- Create a statement by copying an existing one. Copy an existing statement if you want to use the same schedules, print order, or parameters of that statement.

### Statement Level Create Flowchart

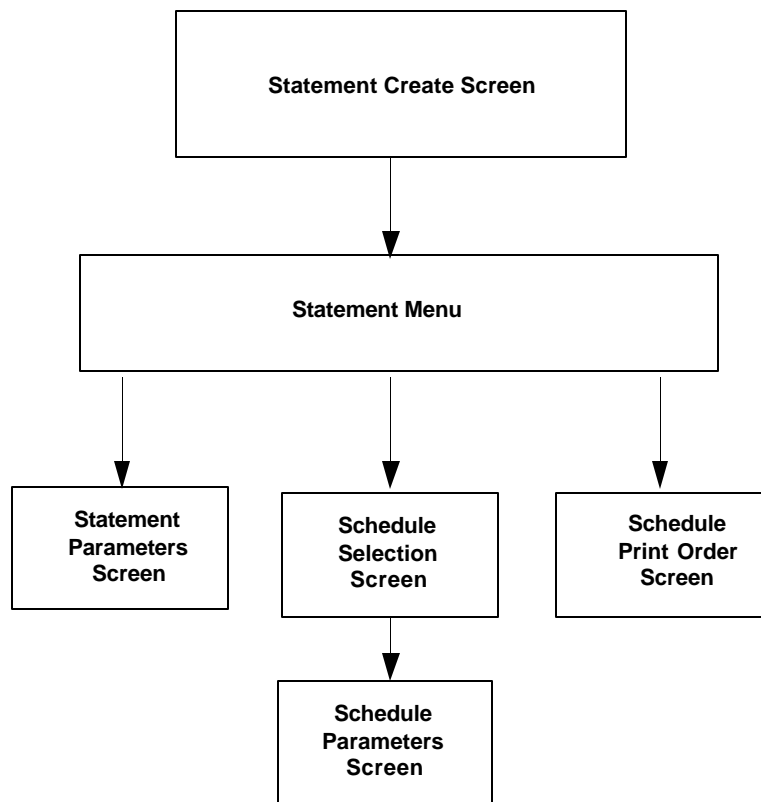
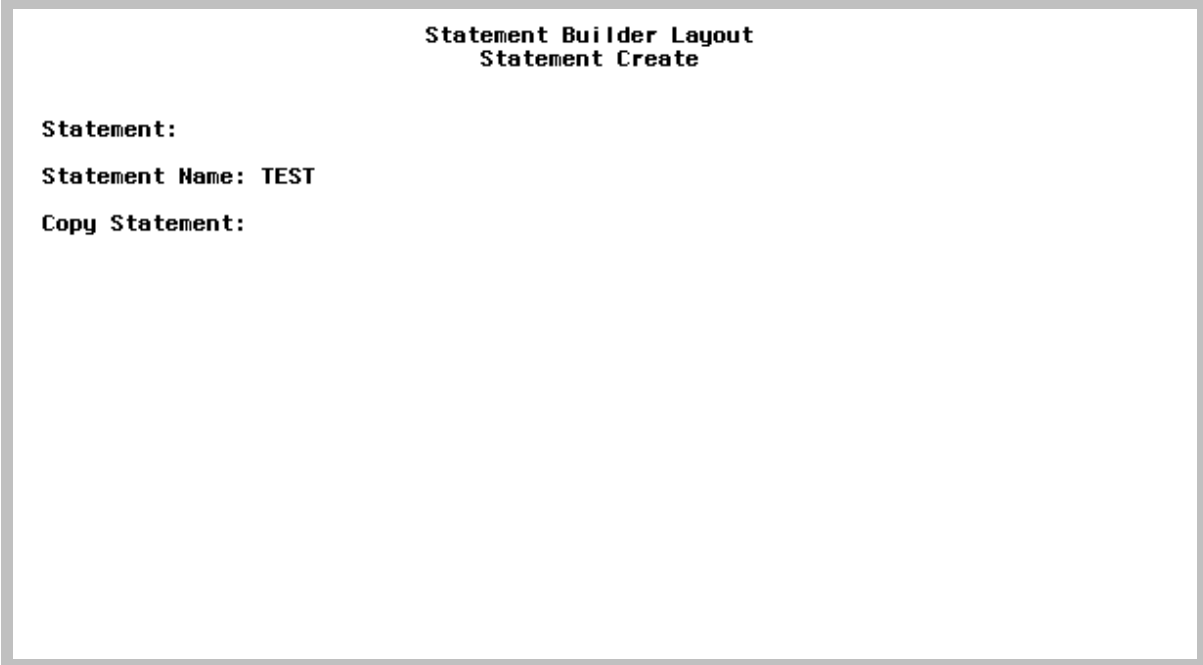


Figure 3.3: Statement Level Create Flowchart

## Creating a New Statement – Naming the Statement Layout

### Statement Create Screen

This screen displays when you enter **1** (Create) on the Statement Builder Layout menu (figure 3.2). It lets you assign a number and name to your statement.



The screenshot shows a window titled "Statement Builder Layout" with a subtitle "Statement Create". Inside the window, there are three labels: "Statement:", "Statement Name: TEST", and "Copy Statement:". The "Statement Name" field is pre-filled with the text "TEST".

Figure 3.4: Statement Create Screen

*Statement :* Accepts a unique statement layout number from 1-949. It cannot be a number already assigned to another statement.



Displays a Help screen that lists valid statement numbers and names.

*Statement Name :* Accepts a statement layout name of up to 32 alphanumeric characters in length. Can contain spaces. Required field.

*Copy Statement :* Accepts the number of an existing statement layout that you want to copy. Optional field.

*Copying...* Displays when you enter a valid statement number at the *Copy Layout* prompt.

If you do not want to copy a statement layout, enter CR. The Statement menu displays (figure 3.5).

## Creating a New Statement Layout – Statement Menu

After you have assigned a number and name to your statement, the Statement menu displays (figure 3.5). Use this menu to examine and change default parameters, attach schedules, and change the print order for schedules.

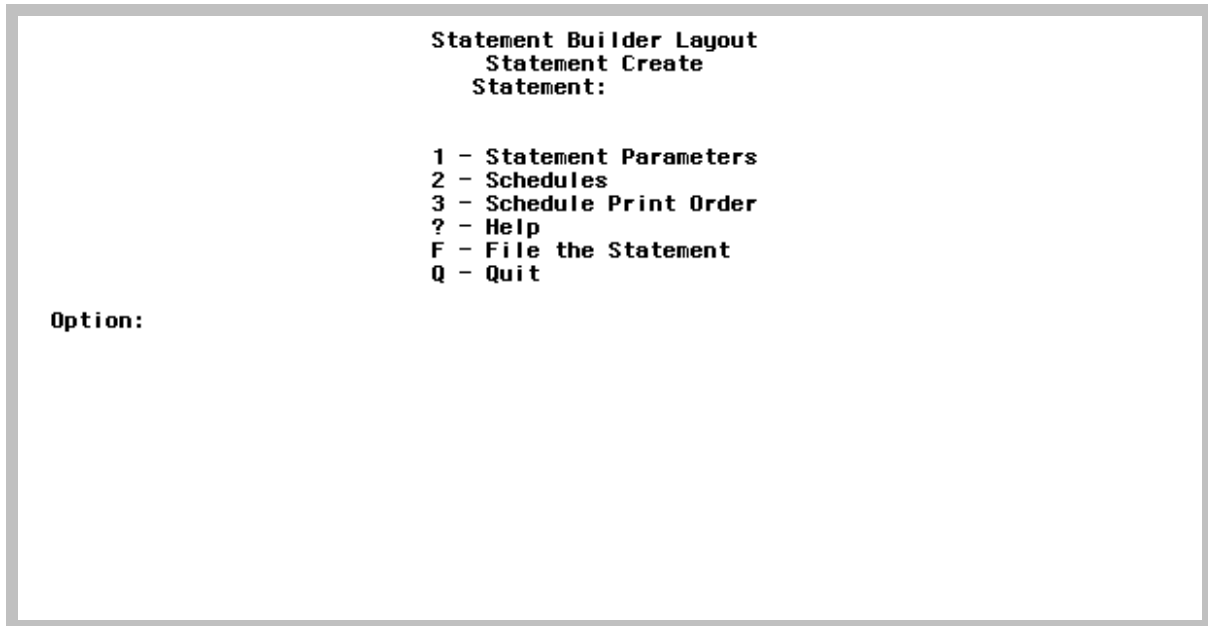


Figure 3.5: Statement Menu

*Option:*

**1**

Displays and changes the statement parameter defaults. Displays the Statement Parameters screen (figure 3.6).

**2**

Displays and selects schedules to include in your statement. Displays the Schedule Selection screen (figure 3.7) and Schedule Parameters screen (figure 3.9).

**3**

Changes the print order for schedules defined for your statement. Displays the Schedule Print Order screen (figure 3.10). If there is only one schedule in your statement, this screen does not appear.

**?**

Displays Help for this menu.

**F**

Files the statement layout. The Statement Create screen (figure 3.4) and a verification prompt for initiating the filing process displays. Enter **Y** or **CR** to initiate filing and **N** to cancel. When you initiate filing, the system displays a series of informational messages, including the assigned number for the statement. Press **CR** and the Statement Builder Layout menu displays. (See figure 3.2 and related text.)

*Note: You must attach at least one schedule before filing the layout.*

## Creating a New Layout – Statement Parameters Screen

This screen displays when you enter **1** (Statement Parameters) on the Statement menu (figure 3.5). The Statement Parameters screen (figure 3.6) lets you change parameter defaults for your statement.

Statement:		Statement Parameters	
Parameter	Description	Response	
1	Header	None	
2	Footer	None	
3	Format of Negative Numbers	Trailing Hyphen	NN.NN-
4	Fill Character for '-' strings	None	
5	Fill Character for '=' strings	None	
6	Page Characteristics	None	
7	Sheet Feed	Yes	

Parameter: 3

Format of Negative Numbers: <T>

Figure 3.6: Statement Parameters Screen – Sample

*Parameter:*

Select the number corresponding to the parameter you want to change. Displays a prompt corresponding to the parameter selected. See table 7.1 in Section 7, Reference Materials.

*Note: Figure 3.6 shows the Format of Negative Numbers prompt that appeared when a user selected Parameter 3.*

After you respond to the prompt, the Statement Parameters screen redisplay, showing the altered Response field.



Files the final changes on this screen.



Displays Help for this screen.



+ <number>

Displays Help about a specific parameter. Enter ? followed by the parameter number.

## Creating a New Statement – Attaching Schedules

### Schedule Selection Screen

The Schedule Selection screen (figure 3.7) lets you attach schedules to your statement. You can attach any of the following schedule types:

- Pending Trades
- Investment Review
- Transaction

This screen displays when you enter 2 (Schedules) on the Statement menu.

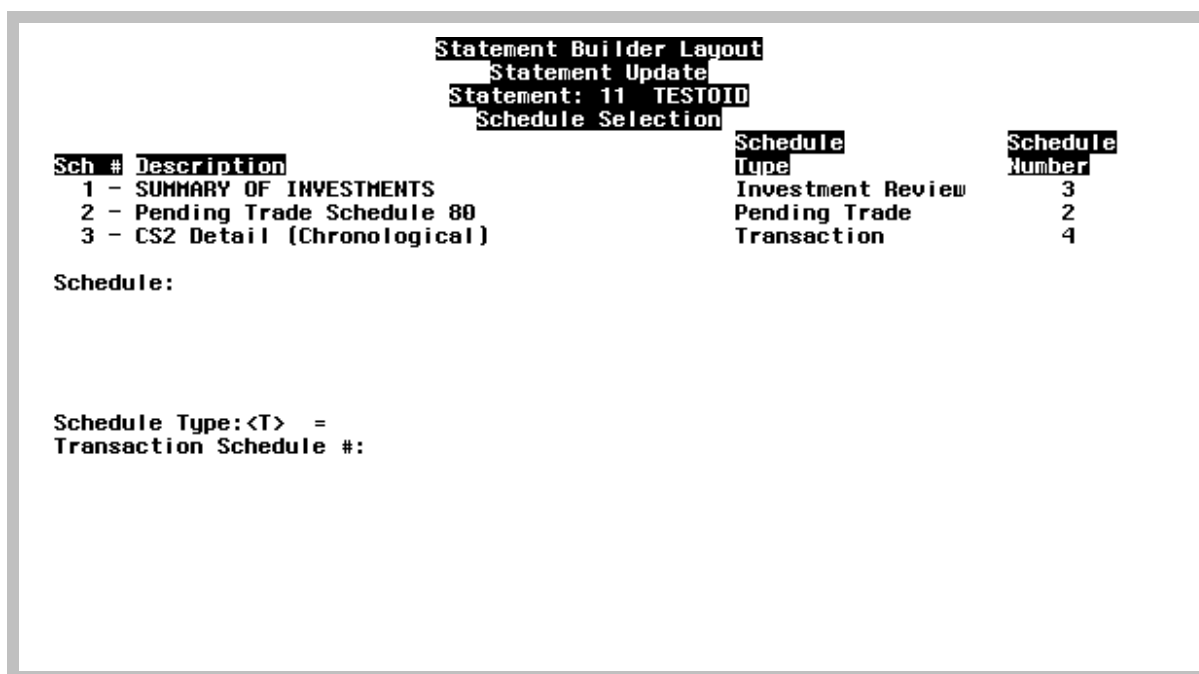


Figure 3.7: Schedule Selection Screen

### Pending Trades Schedule

The schedule of pending trades is a predefined schedule that displays trades pending as of the end date of the statement period. Such trades are reported in chronological order by trade date, settlement date, CUSIP, and transaction type. The pending trades schedule displays the following types of pending trades and includes any trades that allow a trade date:

- Posted trades.
- SMAC (Security Movement and Control) trades.
- Common fund trades.
- Miscellaneous asset trades (mutual fund trades).

*Note: Common fund trades remain pending until the fund's valuation is processed. Types of common fund trades include purchases, redemptions, and reinvestments.*

You can choose between Pending Trade and Pending Trade Schedule 80. Pending Trade has a width of 110 columns; while Pending Trade Schedule 80 has a width of 80 columns. Note that Pending Trade is the same as the report produced by function *SPT* (Schedule of Pending Trades).

### ***Investment Review Schedule***

Before attaching an Investment Review schedule to your statement, make sure that you have defined formats for these schedules, using function *IRL* (*Investment Review Layout*). For more information about this procedure, refer to the Reports manual.

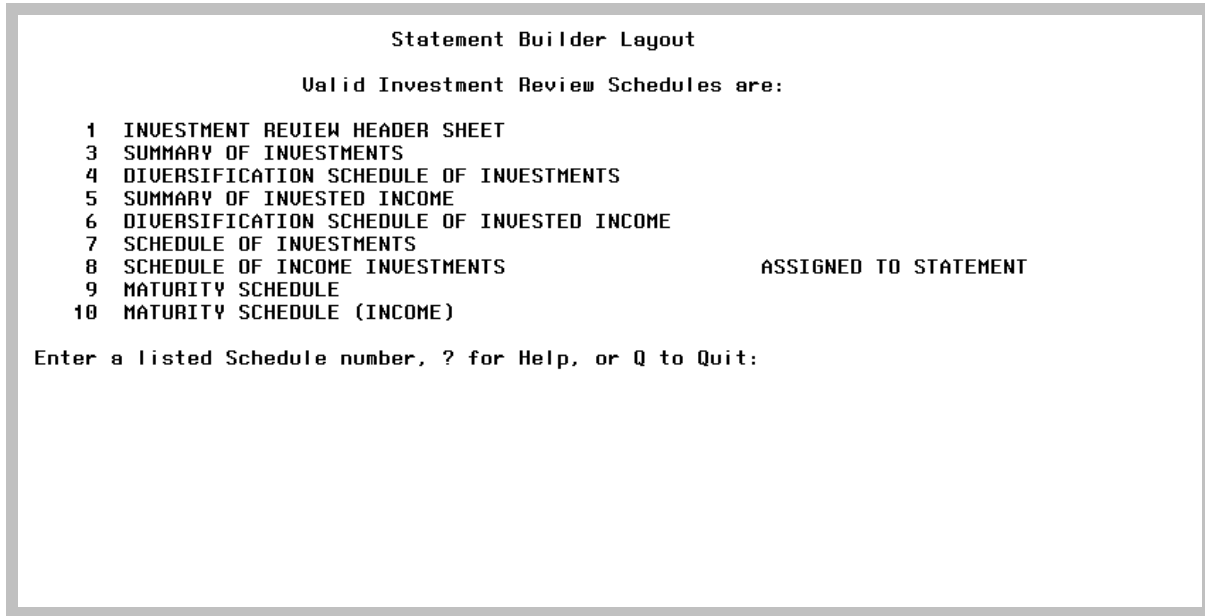
Customer statements are based on settlement date, regardless of how you have set up Installation Master field SP/30 () or Account Master field IV/10 (). The *Statement Builder* subsystem produces statements on a settlement date basis, regardless of the values of these two fields.

When you enter **I**, the *Investment Review Format* prompt appears, asking for the number of the Investment Review format. After you select an Investment Review format, a prompt appears, asking for the number of the Investment Review schedule.

*Note: You can only use one Investment Review format per statement. If you attach additional Investment Review schedules to the statement, the Investment Review Format prompt no longer appears. Instead, the Investment Review Schedule Selection screen (figure 3.8) displays, listing the available Investment Review schedules.*

Each Investment Review format contains many schedules. However, you can attach a particular Investment Review schedule only once per statement. After you have attached it, it is marked on the Investment Review Schedules Selection screen with the notation ASSIGNED TO STATEMENT. If you want to attach another Investment Review schedule, choose one without this notation. Also, if you want to include diversification or maturity schedules in your statement, make sure the Investment Review format contains them.

The following figure shows a sample Investment Review Schedule Selection screen.



**Figure 3.8: Investment Review Schedule Selection Screen – Sample**

### ***Transaction Schedule***

Before attaching a transaction schedule to your statement, make sure that you have defined a transaction schedule layout using subfunction *SBD*. For more information about this procedure, refer to Section 2, Developing a Transaction Schedule – Laying out a Schedule.

*Schedule :*

Accepts a number assigned to the schedule that you are attaching. Each schedule must have a unique number and that number must be in sequential order. For example, if you have assigned 1 to your first schedule, you must assign 2 to your second schedule, and so on.

To delete an existing schedule, enter a minus sign (-), followed by the schedule number. If you do not know the number, enter ? for a list of layouts.

*Schedule Type :*

Enter the letter corresponding to the schedule type you want to attach. The following are valid letters:

- P = Pending Trade schedule. Displays the *Pending Trade Schedule #* prompt.
- I = Investment Review schedule. Displays the *Investment Review Schedule #* prompt, if a format has not yet been selected. If a format has been selected, displays the Investment Review Schedule Selection screen (figure 3.8). After you have selected a valid Investment Review schedule, the Schedule Parameters screen displays (figure 3.9).
- T = Transaction schedule. Displays the *Transaction Schedule #* prompt.

*<Transaction/Pending Trade> Schedule # :*

Enter the number corresponding to the schedule. Displays the Schedule Parameters screen (figure 3.9).



Displays a list of Pending Trade or Transaction schedules.



Files the schedules attached to this statement.

### Schedule Parameters Screen

This screen displays after you have attached your schedule using the Schedule Selection screen (figure 3.7). The Schedule Parameters screen (figure 3.9) lets you change parameter defaults for the attached schedule.

<b>Statement: 4 TEST01D</b>		<b>Schedule Parameters</b>	
<b>Transaction Schedule: 2 CS1 Detail (Chronological)</b>			
	<u>Parameter</u>		<u>Response</u>
	<u>Description</u>		
1	TITLE1		Schedule of Transactions
2	TITLE2		None
3	Header		120 - TEST
4	First Page Header		None
5	Footer		None
6	First Page Footer		None
7	Free Text Schedule		None
8	Suppress schedule if no activity		No
9	Page Break		Yes
10	Format of Negative Numbers		Trailing Hyphen NN.NN-
11	Suppress Dollar Signs		No
12	Fill Character for '-' strings		None
Parameter: 9			
Page Break: <Y>			

Figure 3.9: Schedule Parameters Screen – Sample

*Parameter:*

Select the number corresponding to the parameter you want to change. Depending on the type of parameter that you select, the *Parameter* prompt does one of the following:

- Displays a prompt corresponding to the parameter selected. See table 7.2 in Section 7, Reference Materials, for a list of prompts and responses.

*Note: Figure 3.9 shows the Page Break prompt that appears when you select Parameter 9.*

After you respond to the prompt, the Schedule Parameters screen (figure 3.9) redisplay, showing the altered Response field.

- Invokes the text editor. If the parameter's Response field displays the notation (Text), you can change the text of a component, such as a header. The Text Editor then displays. For more information, refer to Section 2, Developing a Transaction Schedule – Text Editor. Note that if you alter a text parameter, the field in the Response column above does not indicate that the component has changed. To examine the component, you must select it from the menu, and the Definition screen displays the altered component.

*Note: Only a pending trade schedule displays text editor parameters.*



Displays Help for this screen.



+ <number>

Displays Help about a specific parameter. Enter ? followed by the parameter number.



Files the schedule parameter changes.

## Changing Schedule Print Order

### Schedule Print Order Screen

A screen similar to the following displays when you enter **3** (Schedule Print Order) on the Statement menu (figure 3.5). It lets you change the print order of schedules defined for your statement.

When you change a schedule print order, you change the order as defined in the statement.

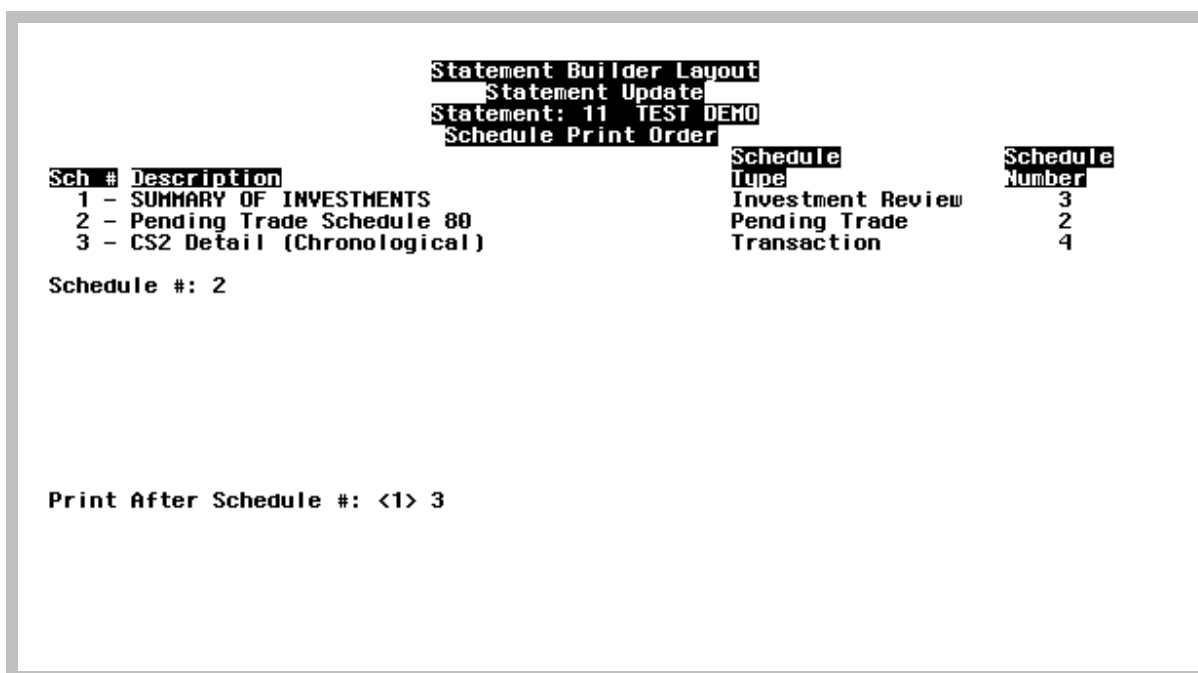


Figure 3.10: Schedule Print Order Screen – Sample

*Schedule Number:* Enter the number of the schedule with the print order that you want to change.



Displays a list of available schedules.

*Print After Schedule #:*

Enter the number of the schedule that you want your selected schedule to follow in print order.



Files changes to the print order.

### ***Example***

This example assumes that you have attached the three schedules displayed above to your statement. The print order is currently:

1. SUMMARY OF INVESTMENTS
2. Pending Trade Schedule 80
3. CS2 Detail (Chronological)

To change the print order so that Pending Trade Schedule 80 prints after CS2 Detail (Chronological), do the following:

1. Display the Schedule Print Order screen (figure 3.10).
2. Select **2**, which is the number corresponding to the Pending Trade Schedule 80. The *Print After Schedule #* prompt appears.
3. Enter **3**. The Schedule Print Order screen redisplay, showing that Schedule 2, the Pending Trade Schedule 80, now prints after Schedule 3. The statement order is now:

1. SUMMARY OF INVESTMENTS
2. CS2 Detail (Chronological)
3. Pending Trade Schedule 80

*Note: To make a schedule print first, enter 0 at the Print After Schedule # prompt.*

## **Option 2 – Update a Statement**

You can update (change) a statement layout. To update a statement layout, you must enter the number corresponding to the statement.

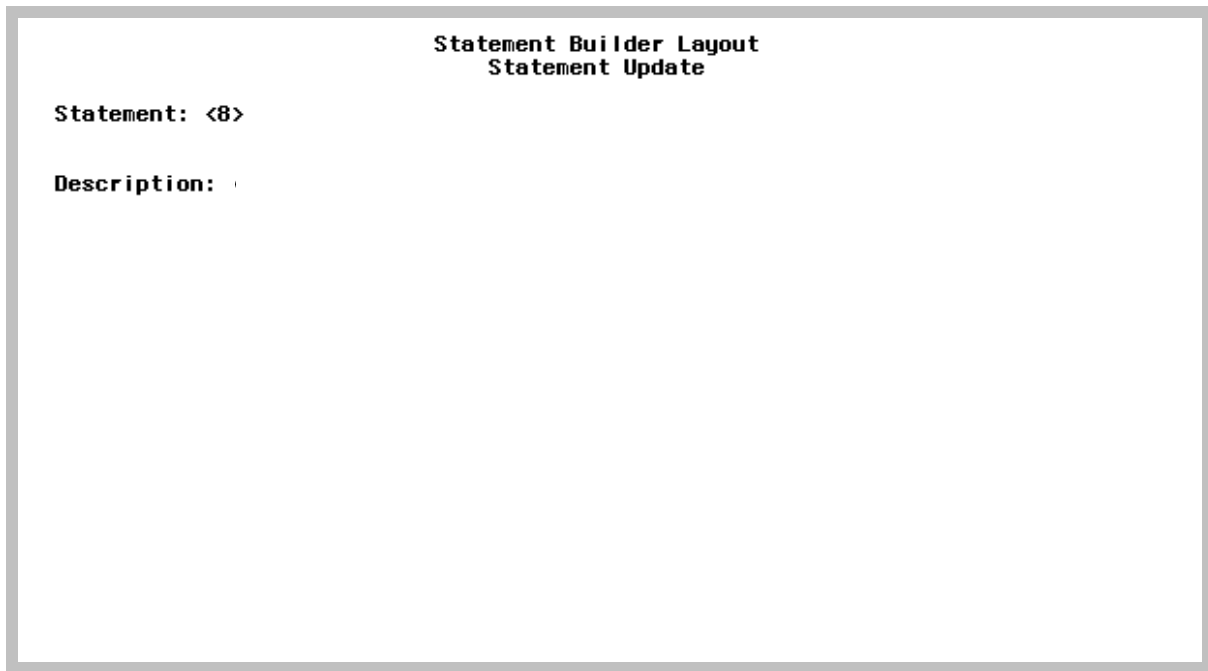
Before updating a statement layout, note the following:

- You can update only statements numbering below 950. Numbers between 950 and 999 signify NCS-protected statements.
- You might prefer to copy and create the statement rather than update it so that you can preserve an audit trail of previously used statements.

## *Updating a Statement Layout*

### **Statement Update Screen**

This screen displays when you enter **2** (Update) on the Statement Builder Layout menu. It lets you select and rename a statement, and access a series of screens to change layout parameters.



**Figure 3.11: Statement Update Screen**

*Statement :*

Accepts a number corresponding to the statement layout you want to update. Cannot be 950-999.



Display a Help screen showing a list of statements you can update.

*Description:*

Accepts a new name to assign to your statement. Optional field. A statement name can be up to 32 alphanumeric characters in length and can contain spaces. This prompt defaults to the original name of the statement. If you change that name, the *Statement Builder* subsystem keeps the old statement number.

The Statement menu (figure 3.5) appears. Aside from the screen header, this menu is identical to the Statement menu that appears for the Create option. At this point, the procedures for updating a statement – and the schedules it contains – are identical to that of the Create option. For more information, refer to figures 3.4 through 3.9 and related text.

*Note: To delete a schedule from a statement, enter a minus sign (-), followed by the schedule number. For more information about this procedure, refer to Section 1, "System Conventions."*