



How to read your Trading Charge Backing Sheets

This guidance explains the purpose and format of Trading Charges backing sheets that are sent to you by the Funds Administration Agent.

What are Trading Charges backing sheets?

Backing Sheets provide a breakdown of your [Trading Charges](#). They are sent to you whenever you incur a Trading Charge; if you incur Trading Charges daily, you'll receive a Trading Charge backing sheet daily.

You shouldn't pay Trading Charges from the backing sheet – 'Advice Notes' are sent for this purpose. You only need to pay Trading Charges when you receive an Advice Note.

You'll receive an Advice Note when the amount that you owe, or are owed, is £500 or more on the last working day of the quarter.

What format are they in?

Backing Sheets are delivered both in PDF and in ASCII pipe-delimited format. The ASCII pipe-delimited format is meant for loading into applications such as MS Excel (or your own system) rather than direct interpretation.

What information do they contain?

This section will help you understand the information in your Trading Charge backing sheet. Here is an extract from an example backing sheet:

```
ADV|PARTY001|000001|20081111
CRN|SF|20081014|20081111|20081111|501.00|501.00|0.00|0.00|0.00|0.00
CCT|B|0.00|Z
CCT|E|450.10|Z
CCT|I|0.00|Z
CCT|N|0.00|Z
CCT|R|50.90|Z
CCT|S|0.00|Z
CRN|SF|20081019|20081117|20081117|0.00|0.00|0.00|0.00|0.00|0.00
CCT|B|0.00|S
CCT|E|0.00|S
CCT|I|0.00|S
CCT|N|0.00|S
CCT|R|0.00|S
CCT|S|0.00|S
PRN|SF|20080917|20081015|-130.40
PCT|B|0.00|Z
PCT|E|-110.40|Z
PCT|I|0.00|Z
PCT|N|0.00|Z
PCT|R|-20.00|Z
PCT|S|0.00|Z
```

The next few sub-sections examine each 'data group' on the backing sheet.

Further details about each of the fields (characterised by 1M, 2M, 3M... etc) in these lines are also provided.

First Data Group

The first data group is the 'ADV' row. There is one of these rows per file.

ADV|PARTY001|000001|20081111

1M	2M	3M	4M
ADV	PARTY001	000001	20081111

ADV – Advice Note Header (1)			
Field	Field Name	Field type/ max size	Comment/description
1 M	Record Type	Char (3)	= ADV
2 M	BSC Party ID	Char (8)	BSC Party Identifier
3 M	Advice Note Number	Number (10)	Backing Sheet Number
4 M	Payment Date	Date	YYYYMMDD format Known to the BSC Party as "Calendar Payment Date"

Second Data Group

The second data group comprises the 'CRN' row and the 'CCT' sub-rows. You have one CRN row in your file for each Settlement Run Type. The CCT rows detail what the charge types were for the Settlement Run.

Settlement Run Type

CRN|SF|20081014|20081111|20081111|501.00|501.00|0.00|0.00|0.00|

1M	2M	3M	4M	5M	6M	7M	8M	9M	10M	11M
CRN	SF	200810114	20081111	20081111	501.00	501.00	0.00	0.00	0.00	501.00

CRN – Current Run (1-*)			
Field	Field Name	Field type/ max size	Comment/description
1 M	Record Type	Char (3)	= CRN
2 M	Settlement Code	Char (2)	SF, R, R2, R3 or RF
3 M	Settlement Date	Date	YYYYMMDD format
4 M	Payment Date	Date	YYYYMMDD format Known to the BSC Party as "Calendar Payment Date"
5 M	Initial Payment Date	Date	YYYYMMDD format
6 M	Total	Number (12,2)	Total for current run
7 M	Difference	Number (12,2)	Difference between current run and previous run
8 M	Interest	Number (12,2)	Interest on Difference
9 M	VAT	Number (12,2)	VAT on Difference
10 M	Tax	Number (12,2)	Income Tax on Interest
11 M	Amount	Number (12,2)	= Difference + Interest + VAT - Tax

Current Run by Charge Type

CCT|B|0.00|Z

1M	2M	3M	4M
CCT	B	0.00	Z

CCT – Current Run by Charge Type (1-*)			
Field	Field Name	Field type/ max size	Comment/description
1 M	Record Type	Char (3)	= CCT
2 M	Charge Type Code	Char (1)	B, E, I, N, R or S
3 M	Amount	Number (12,2)	
4 M	VAT Code	Char (1)	e.g. S, Z, E

Example:

```
CCT|B|0.00|Z
CCT|E|450.10|Z
CCT|I|0.00|Z
CCT|N|0.00|Z
CCT|R|50.90|Z
CCT|S|0.00|Z
```

The total of the third column will add up to the figure in your Settlement Run Type row (the CRN row)

Third Data Group

The third data group comprises the 'PRN' row and 'PCT' sub group. The PRN row provides details of the previous run type, and the PCT row the charge types for the previous run.

Previous Run Type

PRN|SF|20080917|20081015|-130.40

1M	2M	3M	4M	5M
PRN	SF	20080917	20081015	-130.40

PRN – Previous Run (0-*)			
Field	Field Name	Field type/ max size	Comment/description
1 M	Record Type	Char (3)	= PRN
2 M	Settlement Code	Char (2)	SF, R, R2, R3 or RF
3 M	Settlement Date	Date	YYYYMMDD format
4 M	Payment Date	Date	YYYYMMDD format Known to the BSC Party as "Calendar Payment Date"
5 M	Total	Number (12,2)	

Previous Run by Charge Type

PCT|B|0.00|Z

1M	2M	3M	4M
PCT	B	0.00	Z

PCT – Previous Run by Charge Type (0-*)			
Field	Field Name	Field type/ max size	Comment/description
1 M	Record Type	Char (3)	= PCT
2 M	Charge Type Code	Char (1)	B, E, I, N, R or S
3 M	Amount	Number (12,2)	
4 M	VAT Code	Char (1)	e.g. S, Z, E

Example:

```
PRN|SF|20080917|20081015|-130.40
PCT|B|0.00|Z
PCT|E|-110.40|Z
PCT|I|0.00|Z
PCT|N|0.00|Z
PCT|R|-20.00|Z
PCT|S|0.00|Z
```

Fourth Data Group

The fourth data group comprises the 'IHD' row and the 'IDT' sub group. The IHD row relates to your interest and the IDT rows give a breakdown of that interest.

The Interest Row

IHD|DF|20060628|0.00

1M	2M	3M	4M
IHD	DF	20060628	0.00

IHD – Interest Header (0-*)			
Field	Field Name	Field type/ max size	Comment/description
1 M	Record Type	Char (3)	= IHD
2 M	Settlement Code	Char (2)	SF, R , R2, R3 or RF
3 M	Settlement Date	Date	YYYYMMDD format
4 M	Total Interest	Number (12,2)	

The Interest Detail Rows

IDT|20060726|20060803|9|0.01|4.5000|0.00|0.01

1M	2M	3M	4M	5M	6M	7M	8M
IDT	20060726	20060803	9	0.0	4.5000	0.00	0.0

IDT – Interest Detail (0-*)			
Field	Field Name	Field type/ max size	Comment/description
M	Record Type	Char (3)	= IDT
2 M	Start Date	Date	YYYYMMDD format
3 M	End Date	Date	YYYYMMDD format
4 M	Number of Days	Number (3)	Number of days for which interest rate applies
5 M	Principal	Number (12,4)	Principal Amount on which interest is calculated
6 M	Interest Rate	Number (8,2)	Interest rate used in calculation
7 M	Interest Amount	Number (12,4)	Interest amount for the period
8 M	Total Including Interest	Number (12,4)	Principal + Interest Amount

Need more information?

For more information please contact the **BSC Service Desk** at bscservicedesk@cgi.com or call **0370 010 6950**.

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