Canada Deposit Insurance Corporation

Professional Trustee Data Requirements: Text Conversion Guide

Version 2.0

About this document

The purpose of this document is to support Professional Trustees in meeting technical requirements where they have designated one or more accounts as Professional Trustee Accounts (PTAs).

The following text conversion guide must be read in conjunction with the Professional Trustee Data Requirements. Guidance and tools to assist Professional Trustees include:

- Professional Trustee Data Requirements
- PTDR Data Extract Template

Additional information related to Professional Trustee Accounts can be found on CDIC's website at "For Professional Trustees". Questions should be directed to Info@cdic.ca.

The following guide was developed using **Windows 10 Pro**. User experience may vary across platforms, and as updates change Microsoft settings and applications.

1 Introduction

For those Professional Trustees that choose to submit their beneficiary information to CDIC using the Window-compatible text file option, the following guide instructs Professional Trustees how to convert a **Microsoft Excel file** to a **pipe delimited .txt file** as required by CDIC.

Professional Trustees who designate one or more accounts as Professional Trustee Accounts at the Member Institution holding their deposits in trust, must provide to CDIC select information upon request. This information includes the names, contact information and interest of beneficiaries for deposits held in Professional Trustee Accounts. Professional Trustees may choose to provide this information to CDIC in an XML file, or Windows compatible text file. The specifications for the information and file formats are set out in the Professional Trustee Data requirements.

For more information concerning the Professional Trustee framework, refer to the ***Overview of Professional Trustee Data Requirements***.

2 Conversion Steps when providing information as Windows compatible text file

1) PTDR Extract – Excel

To calculate deposit insurance, CDIC requires that Professional trustees provide an extract of their account and beneficiary information to CDIC upon request ("PTDR Extract"). The extract must provide the information, and conform to the requirements, set out in the Professional Trustee Data Requirements.

Generate a PTDR extract. Ensure account and beneficiary information is set out in an Excel spreadsheet in the manner required by the Professional Trustee Data Requirements (PTDR). Save the document.

For a template excel spreadsheet and examples, refer to: ***PTDR Data Extract Template*** (Professional Trustee Data Requirements (PTDR) - cdic.ca)

Do:

- Ensure each required field is included as a column in the order set out in the PTDR;
- Ensure a unique interest in each Professional Trustee Account is set out in each row;
- Ensure the values provided in each field conform to PTDR field format requirements (include the correct number and type of characters); and
- Ensure the data set out in the spreadsheet is complete and comprehensive.

Do Not:

- Include in your excel spreadsheet additional columns, rows or values not set out in the PTDR & template;
- Include the pipe character ("|") in any of the excel sheet's fields;
- Include any notes, comments or other text;
- Use any macros, or other conditional or non-conditional formatting which, when converted to text provides a value or values, or modifies the order of the fields or values provided; and
- Include additional "sheets" in your excel spreadsheet (whether they contain values or not).

2) Microsoft Control Panel

Default settings on your Microsoft device must be modified to enable files to be saved in a "pipe" delimited format.

To do so, access the Microsoft Control panel on your device. This can be done through the Start Menu or by the searching the phrase "control panel" with the search function. Click on the Control Panel application to open it. Select "Region" as shown in the image below.
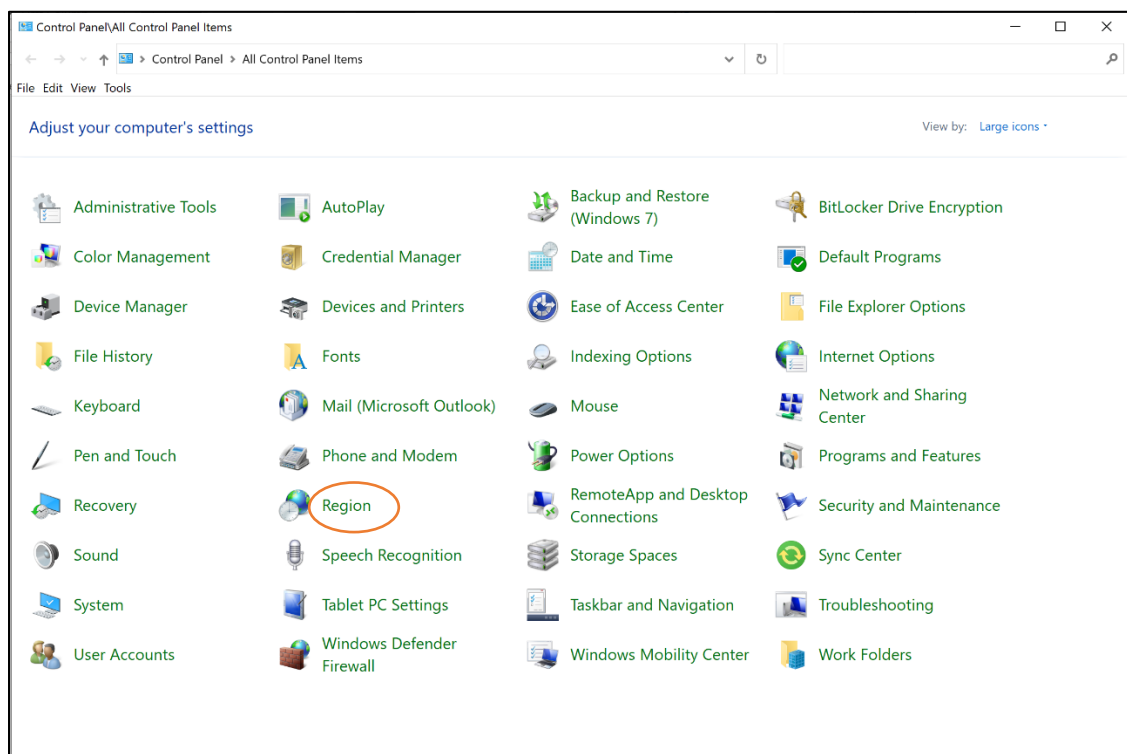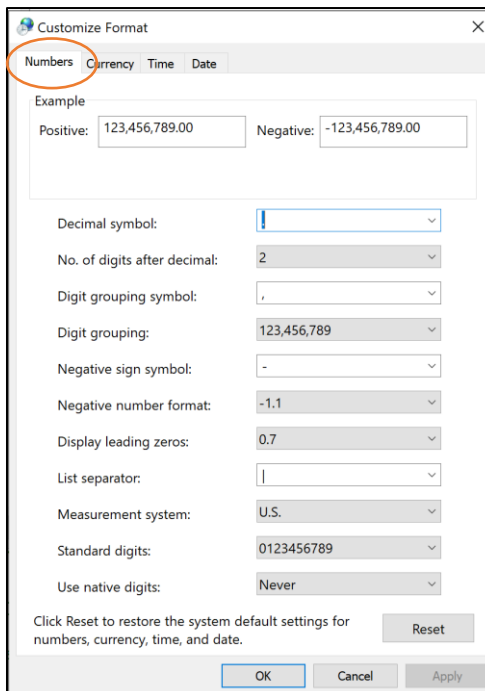
3) Region Settings

Open the "region" settings menu and select "Additional Settings" as shown in the image below.
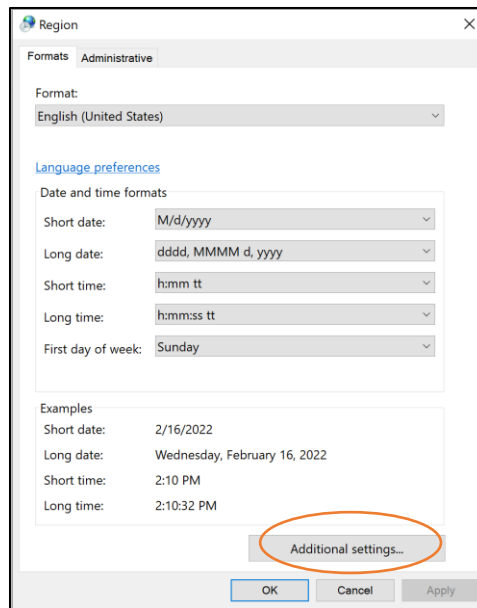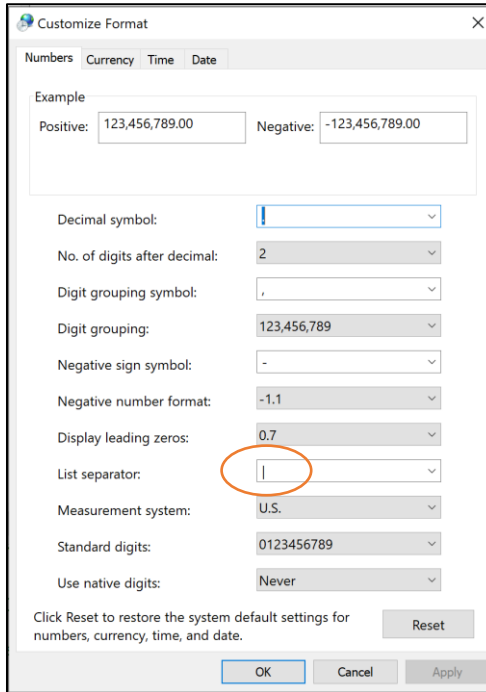

4) Additional Settings

Open the "Additional Settings" settings menu, and select "Numbers" as per the image below

5) List Separator Value

In the list of values, change the value of the "List Separator" to "|", as shown in the image below
Note: The default value is a comma, and you may have to manually change the value. Accept and apply all changes Close/exit Microsoft Control Panel.

6) CSV File Format

Once computer settings are modified, navigate to the folder containing your completed PTDR extract in excel file format. Open the file and "save as" using the **"CSV UTF-8 (*.csv)"** file format NOTE: this file format can be created using notepad, or another compatible flat file application (right click on the file and select "open with" to select the application you wish to use to open the file).
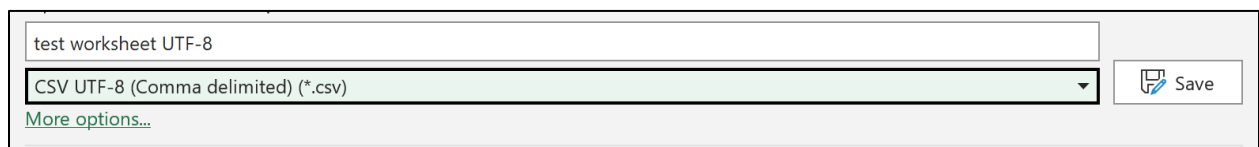
7) Windows Compatible Text File

Save the flat CSV, pipe delimited, file as a text file (".txt") to create a text file in the format required by CDIC to accept beneficiary information and make an insurance determination. Prior to submitting the file to CDIC, ensure that the file name conforms to the PTDR file-naming convention.