



User manual for the Bank of Finland's DCS2 reporting system

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VERSION HISTORY

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1.0	9 October 2019	9 October 2019	First version of the DCS2 user manual
1.1	6 March 2020	1 January 2020	Changes and clarifications to sections 1.1, 1.2, 2.2.1, 2.2.2.3 and 3.3
1.2	22 December 2022	1 January 2023	Changes to the document's layout, spelling and screenshots. Changes and clarifications to sections 3.3, 3.7 and 3.9. New section 3.8
1.3	16 January 2023	16 January 2023	Updates to Financial Supervisory Authority's reporting instructions.

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This document provides instructions on how to register for the DCS2 service and use the service. The Bank of Finland's data collections are reported through the DCS2 service (Data Collection Service 2) at <https://dcs.bof.fi>. The same service is also used for the Financial Supervisory Authority's MiFIR trade reporting. These instructions apply to all surveys available in the service.

1 SELECTION OF THE REPORTING METHOD AND REPORTING

1.1 Selection of the reporting method

The Bank of Finland informs reporting entities by letter on their reporting obligation. Subsequently, the reporting entity must register for the DCS2 service at dcs.bof.fi in accordance with these instructions, either through Suomi.fi or OTP (one-time password) authentication.

The following alternatives are available as reporting methods:

1. Web Form: Reportable data are submitted on a browser-based template. This method is suitable for entities under the reporting obligation with little to report. Please note that Web Form is not available for all surveys (see section 3.3 "Form").
2. Web Upload: A report file in the CSV or XML format is uploaded in to the DCS service. This option is suitable for entities under the reporting obligation that create the report file from their internal systems, where the file is not larger than a few thousand rows.
3. Secure file transfer protocol (SFTP): The reporting entity's IT system produces the file, which is transferred into a folder specified for the reporting entity and forwarded from there through Posti Messaging to the Bank of Finland. This method is suitable for reporting entities with large reports or which want to automate their reporting. The instructions and login IDs are available in the DCS2 service (see section 3.6 "SFTP keys")

The reporting method may be changed later. Reporting methods do not exclude each other and the reporting methods can use multiple methods simultaneously.

1.2 Reporting

Reporting (web form, web upload) takes place by logging in to the production environment of the service at dcs.bof.fi.

Reporting may be tested in the test environment (test.dcs.bof.fi) by designating the report as test data ("T"). You must register separately for the test environment. NOTE: A report submitted in the test environment does not satisfy the reporting obligation. Potential version changes of the data collections will be available for testing in the test environment well ahead of their entry into force, and they are notified to the reporting entities by email.

In case of questions concerning the use of the service, reporting entities should contact Posti Messaging.

+358 (0)9 5846 6200/messaging.fi@posti.com.

2 REGISTRATION FOR THE SERVICE

2.1 Login through Suomi.fi authentication

Suomi.fi authentication requires a Finnish personal ID and companies to have a Finnish business ID. Check the right to sign for your company as recorded in the Trade Register. If the recorded right of signature is “two together”, no individual may receive the right to sign for the company in the Suomi.fi service and thereby grant mandates. However, in this case a person authorised by the managing director may grant further mandates. The managing director may assign the role required by the Bank of Finland’s reporting service to a chosen person, whose task is subsequently to authorise other persons to perform duties related to electronic reporting. This role does not allow one to perform other actions than those specified for the role.

Authorisation when the right of signature is “two together”.

- 1) The managing director logs in to Suomi.fi and changes his/her role into “Act on behalf of a company”
- 2) And authorises someone to act as an Assignor (“Right to grant a mandate”)
- 3) The reporting person seeks the permission through Suomi.fi to conduct the desired reporting on behalf of the company
OR
The assignor who has been granted the role grants the requisite mandate on Suomi.fi to the reporter
- 4) The reporter logs into DCS2 and authenticates him/herself electronically

Authorisation when the managing director has the mandate to represent the company alone:

- 1) The reporter requests permission through Suomi.fi to conduct the desired reporting on behalf of the company
- 2) The managing director logs in to Suomi.fi and changes his/her role into “Act on behalf of a company”
- 3) And grants the requisite mandate to the reporter
- 4) The reporter logs in to DCS2 and authenticates him/herself electronically
- 5) Alternatively, the mandate may authorise the assignor to grant mandates, similarly to the case where the right of signature is “two together”.

When the Suomi.fi authentication is used, no separate user approval by the Bank of Finland or the Financial Supervisory Authority is required, but the user directly has the right to report on behalf of the company if they have been granted the relevant mandate at Suomi.fi. Guidance on the use of Suomi.fi services is given by the [Public Service Info of the Digital and Population Data Services Agency](#).

2.2 Login with an OTP list

Register for the service at:

- Test: test.dcs.bof.fi
- Production: dcs.bof.fi

By clicking the button “Go to account subscription”.

Log in to service using OTP-list.

Email

Password

[LOG IN WITH USERNAME AND PASSWORD](#) [I forgot my password](#)

Account subscription, OTP-list.
(Mandatory, if you do not have a Finnish personal identification number or you represent a foreign company.)

[GO TO ACCOUNT SUBSCRIBING](#)

Figure 1 Go to account subscription

2.2.1 Personal data

Fill in your personal data and your chosen password. Email address functions as the user ID.

The screenshot shows a registration form for personal data. At the top left, there are links for 'Instructions', 'Suomeksi', 'På svenska', and 'Privacy statement'. The top center features the logos for 'SUOMEN PANKKI EUROJÄRJESTELMÄ' and 'FINLANDS BANK EUROSISTEMET'. The form fields are as follows:

- Your name:
- Email:
- Telephone number:
- Password: (with a red information icon)
- Confirm password:
- Survey title:

A red 'CONTINUE' button is located below the survey title field.

Figure 2 Personal data

If the email address is already used in the DCS2 service, the password specified earlier must be entered in order to proceed to ordering the IDs. In the case of a forgotten password the user can reset it through the “I forgot my password” link on the DCS2 service front page.

2.2.2 Company registration in the Bank of Finland’s data collections

2.2.2.1 Preliminary validation of company data

The screenshot shows a form for preliminary validation of company data. At the top left, there are links for 'Instructions' and 'Privacy statement'. The top center features the logos for 'SUOMEN PANKKI EUROJÄRJESTELMÄ' and 'FINLANDS BANK EUROSISTEMET'. The form has a single field:

- Business ID:

A red 'CONTINUE' button is located below the Business ID field.

Figure 3. Preliminary validation of company



In order to continue the ID order, the VAT number must be entered in the Business ID field (for example Finnish business ID in the format FI12345671). If the company has already been registered, your user ID will be sent to the main users of the company for approval. If the company has not yet been registered, move on to section 2.2.2.2.

2.2.2.2 Company registration

If the company has not yet been registered, the missing company information must be filled in. If the entered VAT number cannot be found on the reporting obligation lists, at least one VAT number with a reporting obligation must be submitted on the template.

Note. If the reporting agent does not report for other companies, fill just “Company Details” and click “Continue”.

[Instructions](#)
[Privacy statement](#)

Add at least one company subject to reporting obligation.

Company details

VAT identifier FI12345671

Name*

Executing Entities

VAT number of observed agent*

ADD THE DATA TO FORM

#	VAT number of observed agent	
1	OC12345671	DELETE ROW

CONTINUE

Figure 4. Company registration

Note. If only one company is added to entities under a reporting obligation, you must nevertheless click “Add the data to form” in order to register the company in the template when “Continue” is clicked. Your own company cannot be added to the list of reportable entities.

2.2.3 FIN-FSA's data collection (AKVA)

2.2.3.1 Preliminary validation

Instructions
Privacy statement

SUOMEN PANKKI
EUROJÄRJESTELMÄ

FINLANDS BANK
EUROSYSTEMET

LEI

1234ABCD901234567890

CONTINUE

© Posti Messaging Oy 2019


Figure 5. Preliminary AKVA validation

Enter the LEI code of the company. If the company has already been registered, your user ID will be sent to the main users of the company for approval. If the company has not yet been registered, move on to section 2.2.3.2.

2.2.3.2 Company registration

If the company has not yet been registered, the missing company information must be filled in. The “VAT identifier” is voluntary, and it will be used later to link Suomi.fi logins to LEI codes. In order to add reportable companies, either “I am ARM” or “Trading Venue” must be selected.

Instructions
Privacy statement

SUOMEN PANKKI EUROJÄRJESTELMÄ  FINLANDS BANK EUROSISTEMET

Company details

LEI

Name

VAT identifier

Start date for reporting*

I report for myself

Submitting Entity type (if applicable)

I am ARM

ARM authorisation country

Trading Venue

Executing Entities

LEI of Executing Entity*

Start date for reporting*

ADD THE DATA TO FORM

#	LEI of Executing Entity	Start date for reporting

CONTINUE

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Figure 6. AKVA registration template

2.2.4 User's first login to DCS2

After approved registration, the user receives an encrypted email containing an OTP list (one-time password). To open the email, the user needs the user-specific password saved in DCS2.

To retrieve the password, the user logs in to the service again using his/her user ID (email address) and password previously selected by him/herself. Then selects the "Submit a survey" button for the survey in question and the password needed to open the encrypted email is displayed in bold on the upper edge of the webpage. .

It is advisable to save the OTP list immediately on one's computer. Thereafter, the user logs in to the service using a his/her user ID, password and the codes on the OTP list in combination.

Single use password needed to open encrypted email containing OTP-list:
 ,?I [REDACTED]

Enter the OTP list letter code 17 (List #651, 71 codes remaining)

LOG IN

Figure 7. Personal password saved in the service to open the OTP list

2.2.5 Role of the company's super user

The first user is made the super user without exception. This role can be changed later, where necessary.

The super user is tasked with managing the users within the company in order to keep the information up to date and ensure that only appropriate personnel have the right to access the service. The super user is responsible for ensuring that the service can only be accessed by personnel whose work requires access to DCS2 and that the rights are removed from personnel exiting the company or no longer needing DCS2 in their work.

The super user's maintenance responsibility includes the granting of rights to new users. When a new person submits a request for user rights, the super user receives an email notification to log in to the service and approve/reject the user. At the same time, he/she generates the first OTP list for the new user, who will receive it automatically by encrypted email.

Each user is responsible for renewing the list when the codes are exhausted. The system monitors the use of the codes and warns that they are about to be exhausted when the last 10 codes are being used. Note! The test and production environments have separate OTP lists.

2.2.6 Adding a new survey for a DCS2 user

DCS2 generates one user ID per email address; therefore someone reporting more than a single Bank of Finland survey on DCS2 needs several rights for the same user ID.

When one already has a user ID for the service, they log in to the system the same way as they did when logging in for the first time, since it is a new survey for the user.

Account subscription, OTP-list.
 (Mandatory, if you do not have a Finnish personal identification number or you represent a foreign company.)

GO TO ACCOUNT SUBSCRIBING

Figure 8. ID order for a new survey takes place similarly to one's first ID order


Enter an existing user ID and password on the template and select a new survey from the menu, for which the rights are requested.

Your name	<input type="text" value="Name Surname"/>
Email	<input type="text" value="name.surname@company.com"/>
Telephone number	<input type="text" value="09123456"/>
Password ⓘ	<input type="password" value="....."/>
Confirm password	<input type="password" value="....."/>
Survey title	<input type="text" value="Security-based assets and liabilities (SAVE) ▼"/>
CONTINUE	

Figure 9. Enter existing information in the fields and select a new survey

Subsequently, a message that the request is waiting to be processed is displayed. Where the main user is concerned, the request is processed by the Bank of Finland, while other users' requests are processed by the main user of the entity.

[Instructions](#)
[Privacy statement](#)



Here are the entities and surveys associated with your username. You will be able to submit reports for these companies as soon as a company administrator or the Bank of Finland has granted reporting rights.

You will receive the one time password (OTP) list via secure email. The password to open the secure email will be shown on the login page.

Business ID	Name	Survey	Administrator	Approval status	
FI12345671	Keskiviikko AP Oy	MFI Data Collection (RATI)		Waiting for approval	You can submit a report only after your user ID has been approved

GO TO ACCOUNT SUBSCRIBING : ANALYTICAL CREDIT DATABASE

GO TO ACCOUNT SUBSCRIBING : TRANSACTION REPORTING

GO TO ACCOUNT SUBSCRIBING : CONSOLIDATED DATA COLLECTION (KOTI)

GO TO ACCOUNT SUBSCRIBING : SECURITY STATISTICS (TIHA)

GO TO ACCOUNT SUBSCRIBING : MFI DATA COLLECTION (RATI)

GO TO ACCOUNT SUBSCRIBING : SECURITY-BASED ASSETS AND LIABILITIES (SAVE)

Figure 10. The screen displays the survey, for which rights were requested.

Note. The same OTP list can be used to log in to all surveys managed by the same user.

3 FUNCTIONS OF THE INTERFACE (Bank of Finland)

3.1 File transfer

Function used to transfer a report in standard format into the system. The user selects a file and clicks on the “Send” button. The requisite validations are run for the transferred file. If the sent file passes all validations, the file is transferred to the Bank of Finland.

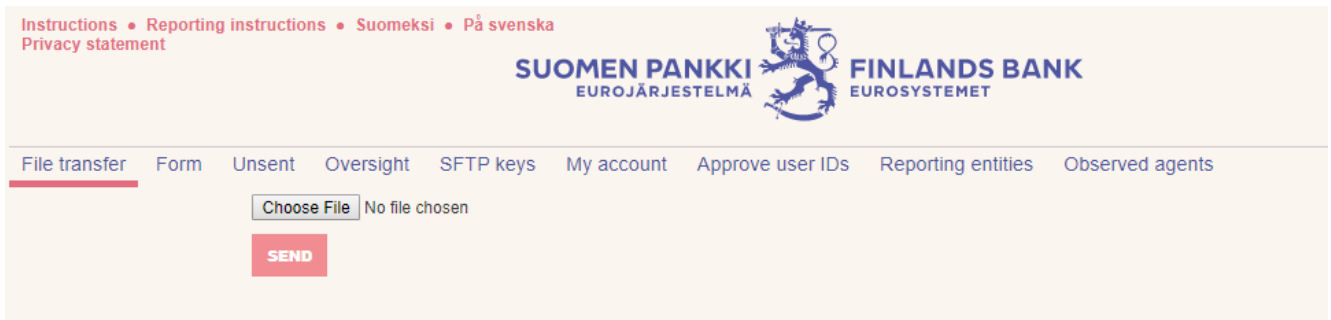


Figure 11. File transfer

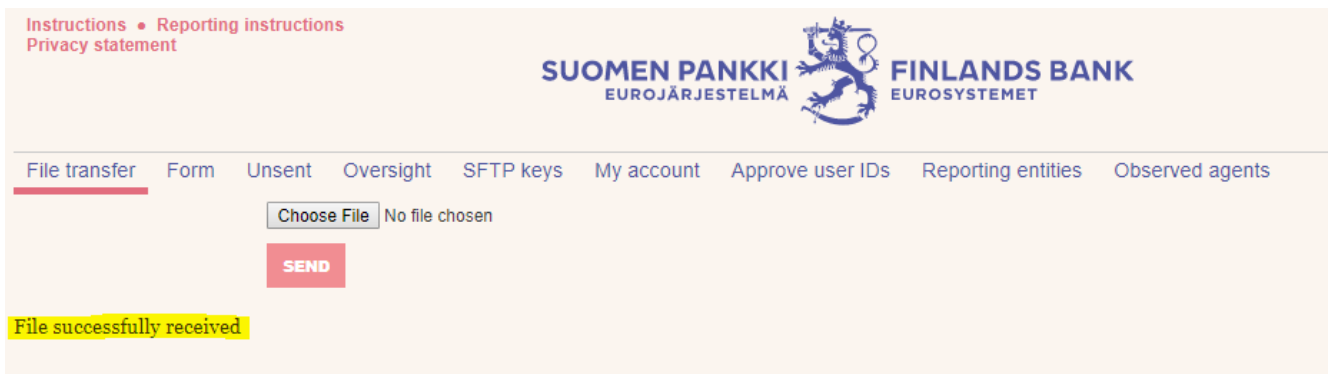


Figure 12. Notification on successful file transfer

3.2 Error in submitted file

If there is an error in a file to be sent, a message is shown immediately after it has been uploaded, as in the following example. The errors shown in the error message must be fixed and the file re-submitted using the “File transfer” function.

Examples of file transfer error messages:

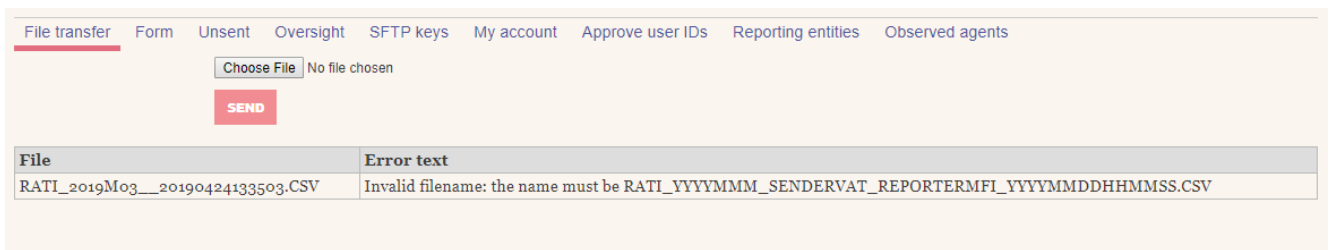


Figure 13a. Error in file name

File transfer **Form** Unsent Oversight SFTP keys My account Approve user IDs Reporting entities Observed agents

No file chosen

File	Error text
RATI_2019Mo3_FI12345671_FI12345671_20190424133505.CSV	CONTENT ERROR; row 1, record 000, field 7, value: 20190424133503 RATI_000_07_002: Extracted time must match file time stamp <YYYY><MM><DD><HH><MM><SS>.

Figure 13b. Error in file creation time

File transfer **Form** Unsent Oversight SFTP keys My account Approve user IDs Reporting entities Observed agents

No file chosen

File	Error text
RATI_2019Mo3_FI12345671_FI12345671_20190424133507.CSV	CONTENT ERROR; row 1, record 000, field 3, value: FI9999999 RATI_000_03_003: The report data provider must be the same as the file name.
RATI_2019Mo3_FI12345671_FI12345671_20190424133507.CSV	CONTENT ERROR; row 2, record BS, field 3, value: FI9999999 RATI_BS_03_003: MFI code not recognised. Please contact rahoitustilastot@bof.fi by email.

Figure 13c. Error in file provider's identifier

File transfer **Form** Unsent **Oversight** SFTP keys My account Approve user IDs Reporting entities Observed agents

Period – Observed agent

File valid Form late

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Observed agent	Period↑	RATI Report	Deadline
Keskiviikko AP Oy (FI12345671)	2019Mo4	✓ 26.09.2019 15:01:45	15.05.2019


Figure 14. Submitted report

3.3 Form

Data can be reported by entering it in a template form available in the system. First, you choose the period of the data reported. The web template is not available for use in the following surveys:

- Analytical credit database (LUOTI)
- Consolidated data collection (KOTI)
- Security statistics (TIHA)

Instructions • Reporting instructions • Suomeksi • På svenska
Privacy statement

SUOMEN PANKKI EUROJÄRJESTELMÄ  **FINLANDS BANK** EUROSISTEMET

File transfer **Form** Unsent Oversight SFTP keys My account Approve user IDs Reporting entities Observed agents

Period: M

Figure 15. File submission on a template

3.3.1 Adding and modifying data on the template

The template always contains one batch record and zero or more content records. They have different structures, and their more detailed descriptions are available in the record format document.

The record is opened for completion by clicking. Subsequently, the reportable data is input and “Add data to form” is clicked. If you want to sort rows already added, this can be done by clicking on the column header. Click on the “Copy” button at the end of the row to display the data on the row in the content fields of the record. Thereafter, you can revise incorrect data by changing the data in the template and clicking on “Replace values”.

MATI: Payment statistics data collection

000 Batch record

01 Record type	000
02 Type of data provider's identifier	A
03 Data provider's identifier	FI12345671
04 Type of reporter's identifier	A
05 Reporter's identifier	Keskiviikko AP Oy (FI12345671) ▼
06 Reporter's name	Keskiviikko AP Oy
07 Survey code	MATI
08 Data type*	< Select a value > ▼
09 Reporting period	2019A01
12 Comments	<input type="text"/>

TILI Account information

MATO Payment card functions

LAMP Payment card accepting devices

MIK1 Payment transactions involving non-MFIs 1

MIK2 Payment transactions involving non-MFIs 2

MAKA Payment transactions per type of terminal

ASLA Customer applications and electronic invoicing

KIPA Correspondent banking

[BACK TO MAIN PAGE](#)
[SAVE WITHOUT SENDING](#)
[ACCEPT AND SEND](#)

Figure 18. Example of MATI reporting template

MATO Payment card functions

01 Record type

02 Type of reporter's identifier

03 Reporting entity's identifier

04 Card type*

05 Number of cards*

#	Card type	Number of cards	
1	A0200 - Cards with a payment function (except cards with an e-money function only)	295221	<input type="button" value="COPY"/> <input type="button" value="DELETE ROW"/>
2	A0211 - Cards with an online debit function	243431	<input type="button" value="COPY"/> <input type="button" value="DELETE ROW"/>
3	A0212 - Cards with an offline debit function	40000	<input type="button" value="COPY"/> <input type="button" value="DELETE ROW"/>
4	A0400 - Total number of cards (irrespective of the number of functions on the card)	313000	<input type="button" value="COPY"/> <input type="button" value="DELETE ROW"/>

Figure 19. Example of viewing rows

3.3.2 Form submission

The button for submitting the web template is located at the bottom of the template (“Accept and send”) (see Figure 16). Submitted reports are available under “Oversight”. There you can view a submitted response and adopt it as the basis for a new report. The “Save without sending” button saves an unfinished report in the “Unsent” folder.

If the report contains errors, submission will fail and an error message is shown on the user’s screen. When submission is successful, the view shown in Figure 18 opens in the “Oversight” section.

File transfer Form Unsent SFTP keys My account Approve user IDs Reporting entities Observed agents

MATI

1-2 / 2

Business ID of sender	Name of sender	Business ID	Observed agent	Sent↓	Period	File	Version	OK	Count
FI12345671	Keskiviikko AP Oy	FI12345671	Keskiviikko AP Oy	01.11.2019 16:05:39	2019A01	MATI_2019A01_FI12345671_FI12345671_20191101160539.CSV MATI_2019A01_FI12345671_FI12345671_20191101160539.CSV Copy and edit CSV Show form	1	✓	

Figure 18. View after successful template submission

3.4 Unsent

The “Unsent” section shows templates which have been saved but not submitted. The user may decide to resume filling in a template by selecting “Edit” or begin to fill in a new template by selecting “Copy and edit”. In this case, the template will contain the pre-filled data from the earlier template, but the user may save it without sending or send it separately from the original report. The CSV button allows the user to download the current report in a CSV format.

Observed agent	Period	Saved	Form
Keskiviikko AP Oy (FI12345671)	2019A01	01.11.2019 16:06:40	Edit Copy and edit CSV

Figure 19. Saved non-submitted template

3.5 Oversight

Oversight functions as an archive and illustrates the status of reports for different periods and their feedback for each reportable entity. The oversight view allows you to filter the view by period, data validity, observed agent and overdue status (Figure 20). In credit data reporting, possible criteria also include data flow and feedback from the Bank of Finland.

Observed agent	Period	RATI Report	Deadline
Keskiviikko AP Oy (FI12345671)	2019M03	X ⌚ 01.11.2019 15:39:12	12.04.2019
Keskiviikko AP Oy (FI12345671)	2019M04	✓ ⌚ 26.09.2019 15:01:45	15.05.2019
Keskiviikko AP Oy (FI12345671)	2019M05	⌚	14.06.2019

Figure 20 Oversight view

The period link shows a more detailed view with the version history of the period and reportable entity (Figure 21). The view is divided by data flows. The submission file link is only shown to the person who submitted the file (not the reportable entities). Feedback links are shown both to the sender and the reportable entities concerned. The OK column indicates whether the submission was approved or rejected. In the MFI survey (RATI), the Period link shows the user also summary calculations on ‘Balance’ (Tase) and ‘Reserve Base’ (Vähimmäisvaranto) submitted as feedback files.

Business ID of sender	Name of sender	Business ID	Observed agent	Sent↓	Period	File	Version	OK	Count
FI12345671	Keskiviikko AP Oy	FI12345671	Keskiviikko AP Oy	26.09.2019 15:01:45	2019M04	RATI_2019M04_FI12345671_FI12345671_20190926150145.CSV RATI_2019M04_FI12345671_FI12345671_20190926150145.CSV Copy and edit CSV Show form Balance Reserve Base	2	✓	
FI12345671	Keskiviikko AP Oy	FI12345671	Keskiviikko AP Oy	25.09.2019 15:04:07	2019M04	RATI_2019M04_FI12345671_FI12345671_20190925150407.CSV RATI_2019M04_FI12345671_FI12345671_20190925150407.CSV Copy and edit CSV Show form Balance Reserve Base	1	✓	

Figure 21 Period view

The submitter is shown an even more detailed view, which is available from a link in the submission file (Figure 22).

File	RATI_2019M03_FI12345671_FI12345671_20190424133503.CSV	Period	2019M03
Sent	01.11.2019 15:12:06	Submitted to BoF	01.11.2019 15:12:42
Sender	[REDACTED]		
Hash	[REDACTED]		

File	RATI
RATI_2019M03_FI12345671_FI12345671_20190424133503.CSV	RATI

Sent	File
01.11.2019 15:12:07	OK_RATI_2019M03_FI12345671_FI12345671_20190424133503.TXT

Figure 22. Detailed submission view

4 FUNCTIONS OF THE INTERFACE (Financial Supervisory Authority)

4.1 File transfer

Function used to transfer a report in standard format into the system. The user selects a file and clicks on the "Send" button. The requisite validations are run for the transferred file. If the sent file passes all validations, the file is transferred to the Financial Supervisory Authority.



Figure 23 File transfer

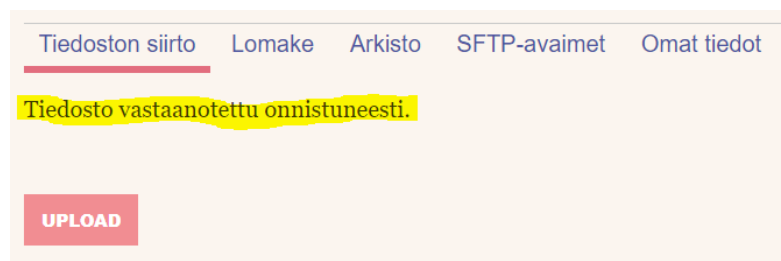


Figure 24 Notification on successful file transfer

In case there is a file-level error in the file to be sent, a notification will appear immediately after the file is uploaded. The errors indicated in the error message must be corrected and the file must be sent again using the "File transfer" function.

4.2 Form

Data can alternatively be reported using a web form. Begin by first choosing whether to report a new transaction or to cancel an existing transaction. (NEW/CANCELLATION).



Figure 25 File submission on a template

4.2.1 Adding and modifying data on the template

The form is used to report one transaction at a time by filling in all applicable fields. Fill in the necessary information and add it to the report by clicking on "Add information to the form".

Further information on what to fill in the required fields can be found in the general instructions on transaction reporting, see [here](#).

4.2.2 Form submission

At the bottom of the web form there is a button for submitting the report ("Accept and send"). Sent reports can be found under "Archive". There you can view the sent report and, if necessary, use it as a template for a new report. With the "Save without sending" button, the unfinished report is saved in the Archive for editing.

If there are critical errors in the report that prevent XML from being generated according to the schema, the report will not be sent and an error message will appear on the user's screen. If the transmission is successful, the view shown in Figure 26 opens in the "Archive" section.

△ ▼ Lähtetäjä LEI	△ ▼ Lähtetäjä	△ ▼ Lähetetty	△ ▼ Tiedosto	△ ▼ OK	△ ▼ Lkm
12340078901234567849	Juho Testifirma	13.01.2023 15:33:10	TR_12340078901234567849_00_20230113_0003.ZIP Ota pohjaksi	✓	0
12340078901234567849	Juho Testifirma	13.01.2023 15:23:16	TR_12340078901234567849_00_20230113_0002.ZIP Ota pohjaksi	✓	1
12340078901234567849	Juho Testifirma	13.01.2023 15:08:11	TR_12340078901234567849_00_20230113_0001.ZIP	✓	1
12340078901234567849	Juho Testifirma	29.03.2022 16:40:42	TR_12340078901234567849_00_20220329_0001.ZIP	✓	1

Figure 26 View after successful template submission

4.3 Archive

The archive shows the status of the sent reports and their feedback for each reporting entity. The main page of the archive section is shown above in figure 26. The "OK" column tells whether the file in question has been accepted or rejected. The "Count" column tells whether Financial Supervisory Authority has sent feedback to the file.

A more detailed view can be accessed from the link on the file name (Figure 27). From this page, the user can download a feedback file listing the validation results of the trades contained in the files.

Tiedoston siirto	Lomake	<u>Arkisto</u>	SFTP-avaimet	Omat tiedot	Viestit	Käyttäjien hallinta	Ilmoittajat	Ilmoitettavat
Tiedosto	TR_12340078901234567849_00_20230113_0003.ZIP					Periodi		
Lähetetty	13.01.2023 15:33:10					Toimitettu SP:lle	13.01.2023 15:35:02	
Lähetetty	Juho Westerlund (juho.westerlund@finanssivalvonta.fi)							
Tiiviste	{SHA-256}b1a364211e08648c1b227a29f871053bd8d24b5104070811f9c61a1cdc1b9d65							
Sisältöluettelo	TR_12340078901234567849_00_20230113_0003.XML (File, 2344 bytes)							
Lähetetty	Tiedosto							
13.01.2023 15:44:16	FF_TR_12340078901234567849_00_20230113_0003_01.ZIP							

Figure 27 Detailed submission view

5 FUNCTIONS OF THE INTERFACE (common to the Bank of Finland and Financial Supervisory Authority)

5.1 SFTP keys

List of the reporter's own SFTP keys for the survey concerned. The keys are personal and include information on all companies assigned to the reporter. In other words, if the same person is assigned more than one company under the same survey, he/she can use the same SFTP key to submit reports for all companies.

To create a new key and password, click "Create new key". The key download link opens in connection with the user name and password (Figure 27). The same page also contains more detailed SFTP instructions.

The screenshot shows the 'SFTP keys' management page. At the top, there are navigation links: 'Instructions', 'Reporting instructions', 'Suomeksi', and 'På svenska'. The header includes the logos for 'SUOMEN PANKKI EUROJÄRJESTELMÄ' and 'FINLANDS BANK EUROSISTEMET', along with a 'LOG OUT' button and the user identifier 'F112345671 / RATI'. The main navigation menu includes 'File transfer', 'Form', 'Unsent', 'Oversight', 'SFTP keys' (highlighted), 'My account', 'Approve user IDs', 'Reporting entities', and 'Observed agents'. Below the navigation is the section 'Existing keys' with a descriptive paragraph and a link to 'SFTP instructions'. A 'Generic information' section lists details like Destination IP, URL, Protocol, Content Type, and Certificate. The main part of the page is a table with columns for '#', 'Valid from', 'Valid until', 'User ID', 'Key password', 'SFTP key', 'Active', and a 'DISABLE' button. The table contains one entry with ID 164, valid from 27.09.2019 to 27.09.2022, with a redacted User ID and Key password, and an SFTP key named 'private164.pem'. A 'CREATE NEW KEY' button is located at the bottom left of the table area.

#	Valid from	Valid until	User ID	Key password	SFTP key	Active	
164	27.09.2019	27.09.2022	RATI- [REDACTED]	[REDACTED]	private164.pem	✓	DISABLE

Figure 25. Creation of SFTP key

The key download link and password disappear after they have been first downloaded. Hence, the password for a key in use is no longer available on this page. The system does not save the secret key password, but only the public key derived using the secret key, which is used for authentication in connection with SFTP login.

5.2 My account

Users registered with an OTP list can change their name, telephone number, language preference and password using this function. Changing the password requires that the old password is input in the system. The link to the OTP list is also displayed. If a user has forgotten his/her password, it can be reset through the "I forgot my password" link on the DCS2 login page.

Users registered at Suomi.fi can use the function to change their email address, language preference and telephone number.

The “Delete account” button can be used to remove one’s own ID from the service. Once an ID has been removed, a new one must be activated either through Suomi.fi or the account subscription function.

The screenshot displays the 'My account' management interface. At the top, there are navigation links: 'Instructions', 'Reporting instructions', 'Suomeksi', and 'På svenska'. Below these are the logos for 'SUOMEN PANKKI EUROJÄRJESTELMÄ' and 'FINLANDS BANK EUROSISTEMET'. A menu bar includes 'File transfer', 'Form', 'Unsent', 'Oversight', 'SFTP keys', 'My account' (highlighted), 'Messages', 'User administration', 'Reporting entities', and 'Observed agents'. The main content area shows 'OTP: List #521, 100 codes remaining' with a link to '521.pdf'. A 'NEW OTP LIST' button is present. The user information section includes fields for 'Email' (test.user@test.fi), 'Name' (Test User), 'Telephone number' (0900000), and 'Languages' (Finnish, Swedish, English). The 'COMPANY INFORMATION' section lists administrators: 'Test User (test.user@test.fi)' and 'J Testaaja (j.testaaja@bof.fi)'. The 'CHANGE PASSWORD' section has three input fields for 'Old password', 'New password', and 'Confirm password', followed by a 'SAVE' button. At the bottom, there is a 'DELETE ACCOUNT' button.

Figure 26. Management of user information

5.3 Messages

The message function enables secure communication in confidential matters between the Bank of Finland and the reporting agent. The inbox in Figure 27 shows the messages received by the user or the user groups to which the user belongs, as well as the messages sent by the user. Messages can be filtered based on the sender, recipient and reporting period, as well as by free text search on the title and content of the messages. Incoming messages are also notified by email to the email address connected to the user’s DCS account.

Instructions • Suomeksi • På svenska
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SUOMEN PANKKI EUROJÄRJESTELMÄ FINLANDS BANK EUROSISTEMET

Oversight Deadlines Companies Code lists News Messages **1** My account Administrative users

Sender Message title

Recipient Message

Period

Show older than 6 months
 Show deleted

SEARCH

Results: 1-9 / 9 Show: 100 ▾

Show rows: **SENT** **RECEIVED**


Sender	Message title	Newest message	Period	Recipient(s)
Keskiviikko AP Oy J Testaaja	Lorem ipsum	2022-12-23 03:27:43		Keskiviikko AP Oy,Suomen Pankki
Posti Messaging OC Admin	testtest	2022-12-21 13:03:05		Keskiviikko AP Oy
Posti Messaging OC Admin	rhdfddgh	2022-11-23 10:04:22		A Real Bank
Posti Messaging OC Admin	testtest	2022-10-27 11:41:08	2022M10	A Real Bank
Posti Messaging OC Admin	testsetete	2022-10-18 15:20:07		A Real Bank
Posti Messaging OC Admin	testotsikko	2022-10-18 15:05:11		A Real Bank
Posti Messaging OC Admin	test test	2022-09-29 11:03:07	2022M01	A Real Bank
Posti Messaging OC Admin	teste	2022-09-22 16:35:20	2022M09	A Real Bank
Posti Messaging OC Admin	test	2022-08-29 09:24:27	2022M01	A Real Bank

NEW MESSAGE

Figure 27. Message inbox

Click on the links on the sender column to access the message view. Sent and received messages open as collapsible message threads on their own page (see Figure 27).

[Instructions](#)
[Privacy statement](#)



SUOMEN PANKKI
EUROJÄRJESTELMÄ

FINLANDS BANK
EUROSYSTEMET

Oversight
Deadlines
Companies
Code lists
News
Messages
My account
Administrative users

OPEN / CLOSE ALL

Sender	Recipient(s)	Subject	Arrived	Period	Attachment
[+] Suomen Pankki Anssi Heinonen	Keskiviikko AP Oy	Suojattu yhteydenpito DCS2:ssa	2022-11-24 17:20:40		📧 🗑️
[-] Suomen Pankki Anssi Heinonen	Keskiviikko AP Oy,Suomen Pankki	Suojattu yhteydenpito DCS2:ssa	2022-11-24 17:33:20		📧 🗑️
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Etiam bibendum ligula sit amet malesuada dignissim. Donec non feugiat risus, ut aliquam elit. Nulla malesuada turpis elit, vitae pharetra enim finibus et. Donec quis fringilla orci. Sed nec sem vitae orci molestie efficitur quis vel metus. Duis et interdum metus. Aliquam consectetur diam id urna blandit, ac pharetra nisl efficitur. Cras sed dictum neque. Proin malesuada et lacus sit amet rutrum. Quisque at nisl sed felis imperdiet porta ac et leo. Nam a aliquam ligula. Suspendisse in lorem urna. Phasellus ullamcorper lobortis felis, eu molestie sem convallis non. Cras ligula ligula, feugiat vel mauris in, sagittis laoreet nisi.</p> </div>					
[+] Keskiviikko AP Oy Anssi Heinonen	Keskiviikko AP Oy,Suomen Pankki	Suojattu yhteydenpito DCS2:ssa	2022-11-28 10:56:31		📧 🗑️
[-] Keskiviikko AP Oy Anssi Heinonen	Keskiviikko AP Oy,Suomen Pankki	Suojattu yhteydenpito DCS2:ssa	2022-11-30 09:54:09		📧 🗑️
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> Nulla tincidunt nisl quis feugiat auctor. Ut vel sem sed est aliquam iaculis. Nunc dignissim dui in dolor tristique imperdiet. Maecenas porttitor mi sed suscipit molestie. </div>					

REPLY

BACK

Figure 27. Message thread

Sending a new message via the "New message" button shown in figure 27 and replying to message threads using the "Reply" button shown in figure 28 both open the message editor for writing and

sending messages. Similarly to the cc field in standard emails, make sure to select your company's users or user groups as recipients if you want them to be kept in the loop.

Files attached to the message via the button next to the message content editor are scanned for viruses before they are sent to the recipient.

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SUOMEN PANKKI EUROJÄRJESTELMÄ
FINLANDS BANK EUROSISTEMET

File transfer Form Unsent Oversight SFTP keys My account **Messages** User administration Reporting entities Observed agents

New message MFI Data Collection (RATI)

Message title

Reporting period

Recipient(s)
Suomen Pankki Administrators;
Keskiviikko AP Oy Contact persons;

[-] **Keskiviikko AP Oy (FI12345671)**
 [+] **Tiistai AP Oy (FI07241421)**
 [+] **Torstai AP Oy (FI08460714)**
 [+] Administrators
 [+] **Contact persons**
 [+] Reporters
 [+] **Posti Messaging (FI28768767-MESE)**
 [+] **Suomen Pankki (FI02022481)**

Group message
 Personal message

Message
Normal **B I U**

Select attachments
 No file chosen

Figure 29. Message editor

5.4 User administration and user groups

The function can be used by the company's main user to approve or reject user rights, manage user groups and administrator roles and create new OTP lists for users. The function is only visible to users with the status of the main user.

The function of user groups is to facilitate Bank of Finland's communication towards reporting entities (see 3.8 Messages). Assign users who compile and send reports on DCS2 to the group "Reporters". Users who are familiar with the reported data and can respond to Bank of Finland's enquiries concerning validity and completeness of the reported data should be assigned to the group "Contact persons". A user can belong to both groups simultaneously.

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SUOMEN PANKKI EUROJÄRJESTELMÄ FINLANDS BANK EUROSISTEMET

LOG OUT TEST USER

FI12345671 / RATI

File transfer Form Unsent Oversight SFTP keys My account Messages User administration Reporting entities Observed agents

Name	Administrator	Groups	Name	Identification method	Approval status	OTP	
Keskiviikko AP Oy (FI12345671)	Administrator	REPORTERS CONTACT PERSONS	J Testaaja (j.testaaja@bof.fi)	OTP	Approved 23.12.2022 03:09:23	287	REJECT NEW OTP LIST
Keskiviikko AP Oy (FI12345671)		REPORTERS CONTACT PERSONS		OTP	Approved 05.04.2019 14:44:59	723	REJECT NEW OTP LIST
Keskiviikko AP Oy (FI12345671)		REPORTERS CONTACT PERSONS		OTP	Approved 05.04.2019 14:34:58	379	REJECT NEW OTP LIST
Keskiviikko AP Oy (FI12345671)	Administrator	REPORTERS CONTACT PERSONS	Test User (test.user@test.fi)	OTP	Approved 23.12.2022 03:09:25	521	NEW OTP LIST
Keskiviikko AP Oy (FI12345671)		REPORTERS CONTACT PERSONS		OTP	Approved 15.02.2021 17:26:03	740	REJECT NEW OTP LIST
Keskiviikko AP Oy (FI12345671)				OTP	Rejected 23.12.2022 03:09:51	893	APPROVE

Figure 30. Manage users

5.5 Reporting entities

A list of companies authorised by your companies to report on your behalf. The function can be used by the main user to approve/reject reporting relationships. The function is only visible to users with the status of the main user for a company.

File transfer Form Unsent Oversight SFTP keys My account Approve user IDs Reporting entities Observed agents

Data providers

Survey	Name	Business ID	Approval status	
MATI	Maanantai AP Oy	FI11061052	Waiting for approval	APPROVE REJECT

Figure 31. Approve or reject reporters

5.6 Observed agents

A function for selecting the reporting entities on behalf of which the company reports. Always requires approval by the reportable company (see section 3.9 "Reporting entities").

File transfer Form Unsent Oversight SFTP keys My account Approve user IDs Reporting entities Observed agents

Survey MATI
Sender Testi MATI Oy (FI38886839)
Business ID

ADD REPORTING ENTITY

Business ID	Name	Survey	Approval status
FI12345671	Keskiviikko AP Oy	MATI	Waiting for approval
FI38886839	Testi MATI Oy	MATI	Approved

Figure 32. Add companies to report