# User manual for the Bank of Finland’s DCS2 reporting system

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**VERSION HISTORY**

| Version | Date | Valid from | Revisions |
|---|---|---|---|
| 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. |

## Table of contents

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 DSC2 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”.

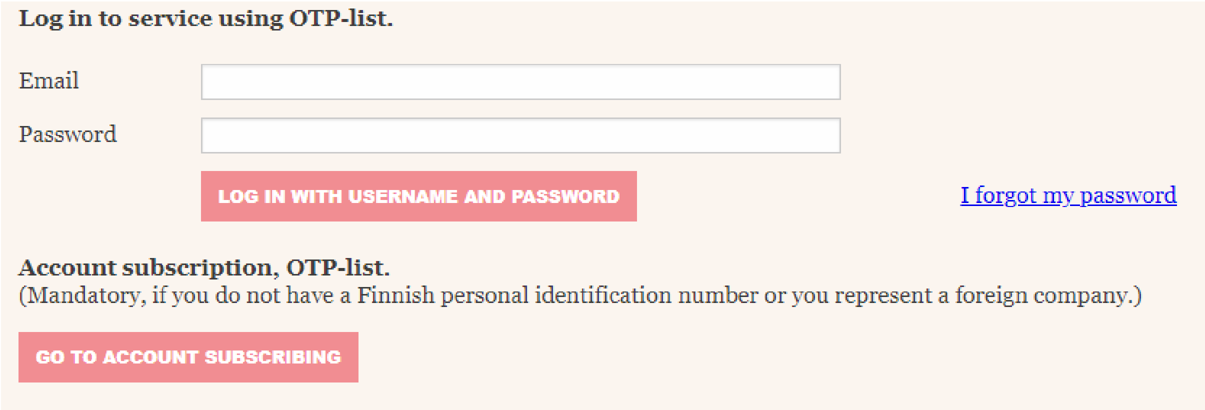



*Figure 1 Go to account subscription*

### 2.2.1 Personal data

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

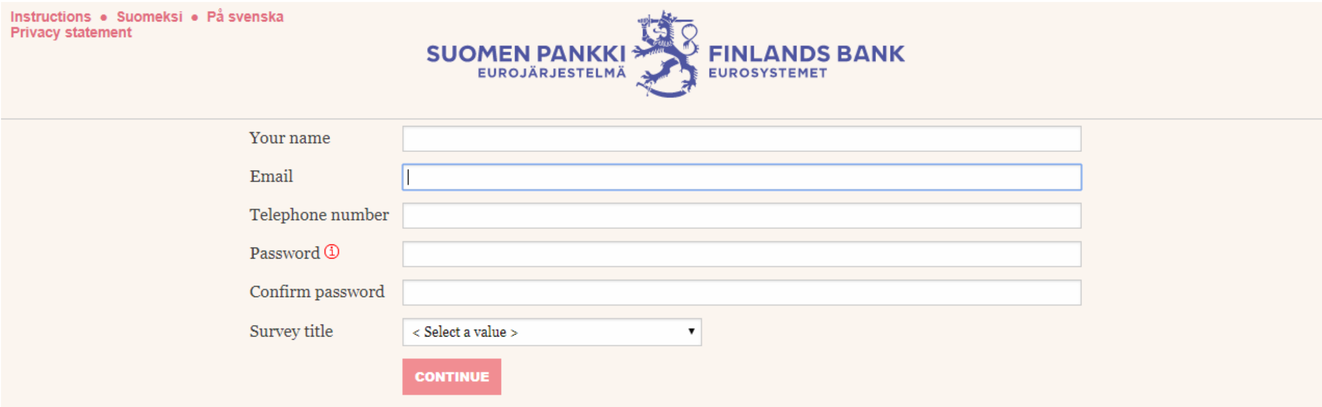



*Figure 2 Personal data*

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

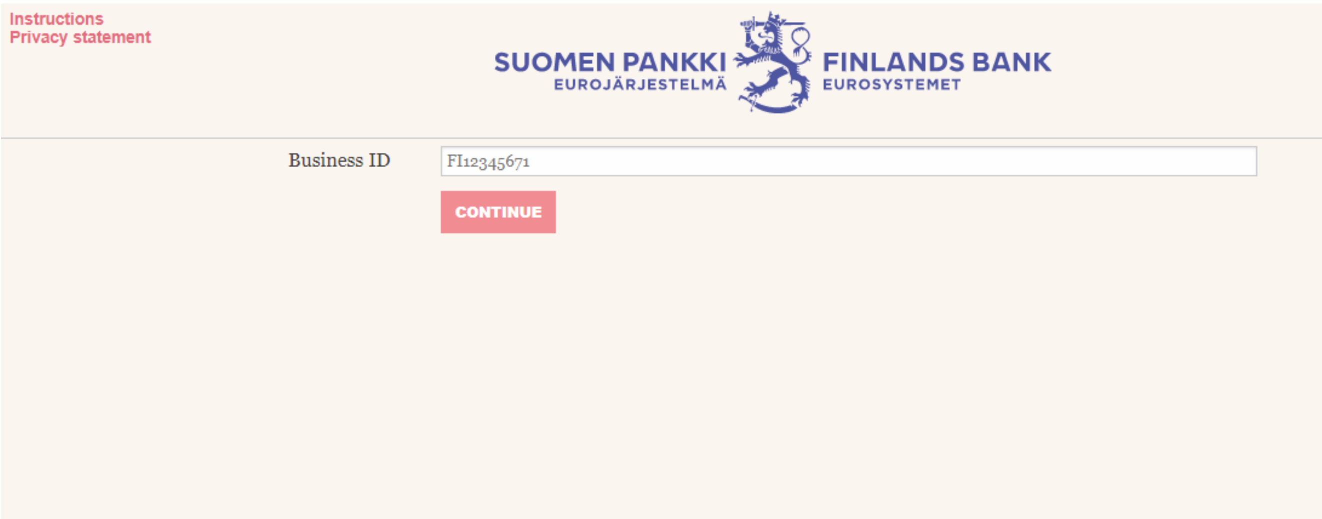



*Figure 3. Preliminary validation of company*

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”.

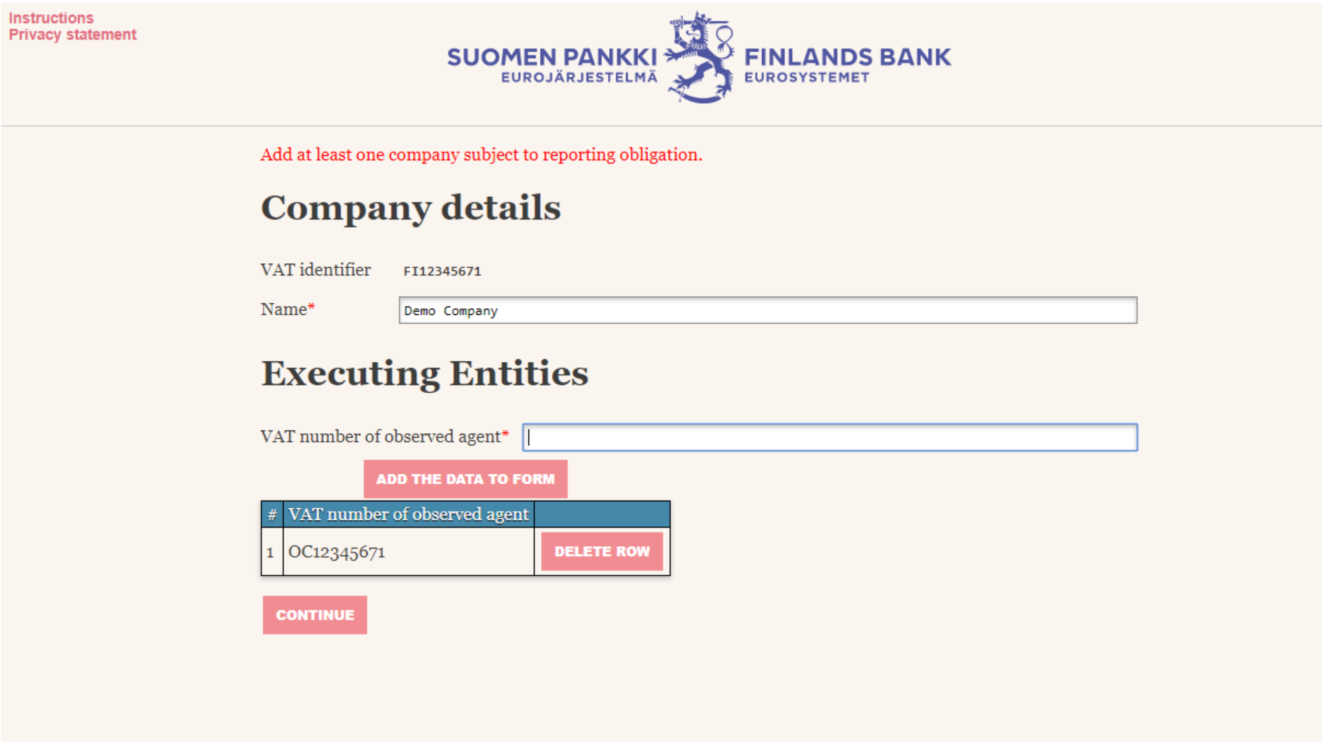



*Figure 4. Company registration*

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

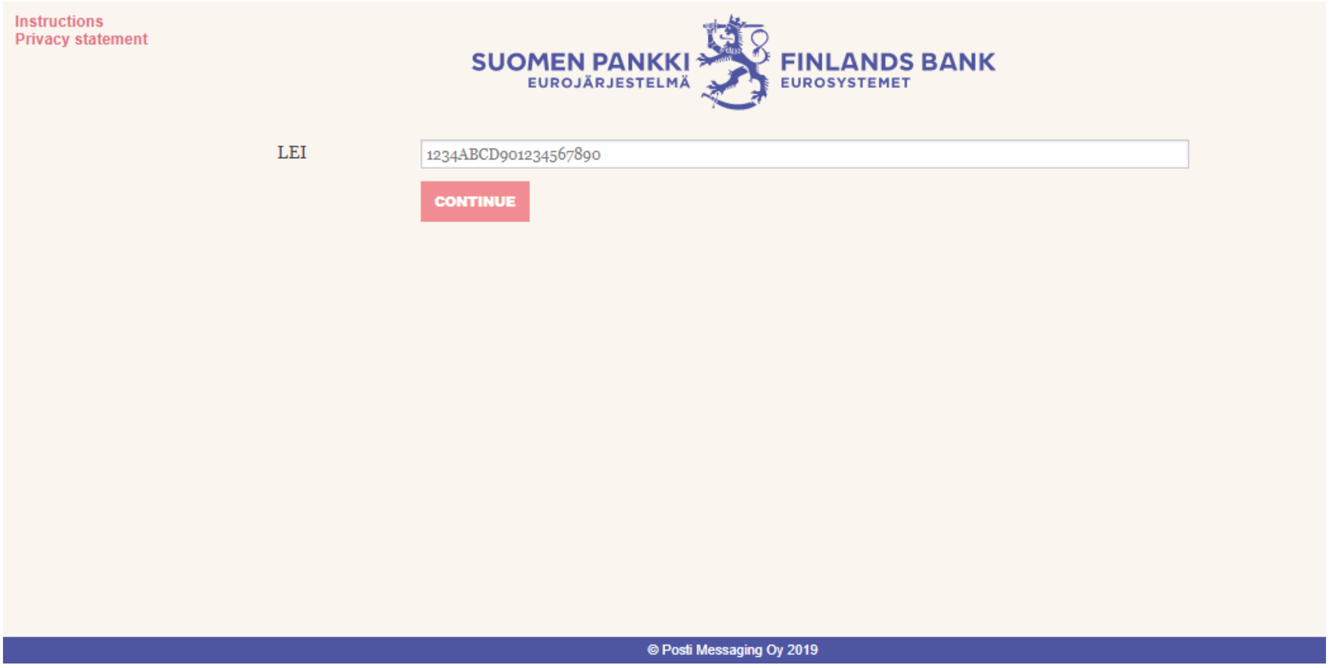



*Figure 5. Preliminary AKVA validation*

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.

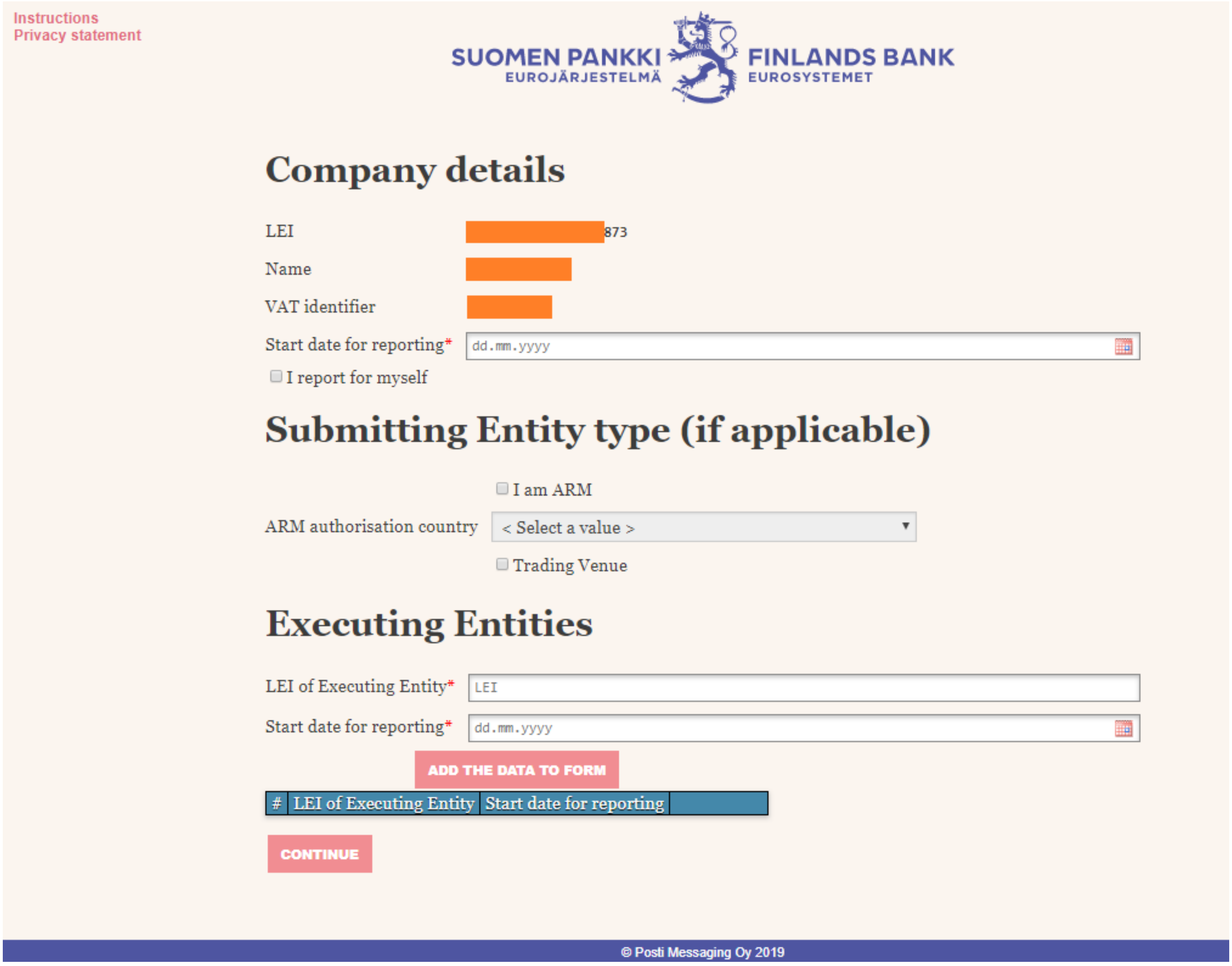



*Figure 6. AKVA registration template*

### 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.

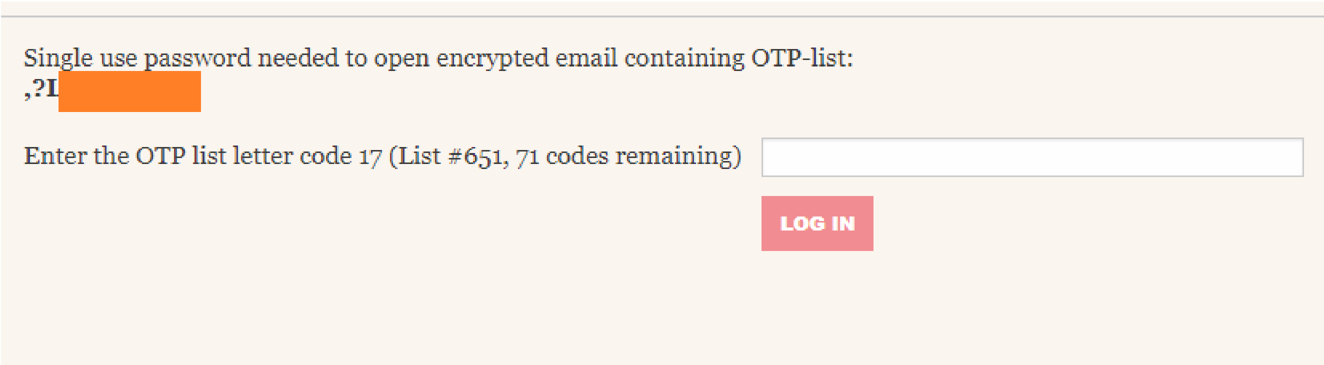



*Figure 7. Personal password saved in the service to open the OTP list*

### 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. <u>Note!</u> 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.

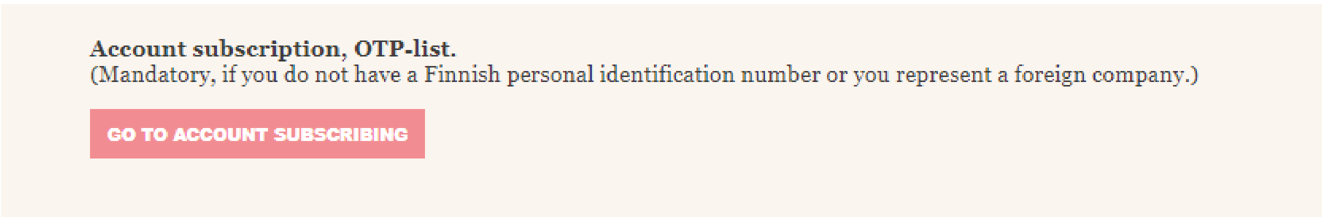



*Figure 8. ID order for a new survey takes place similarly to one's first ID order*

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

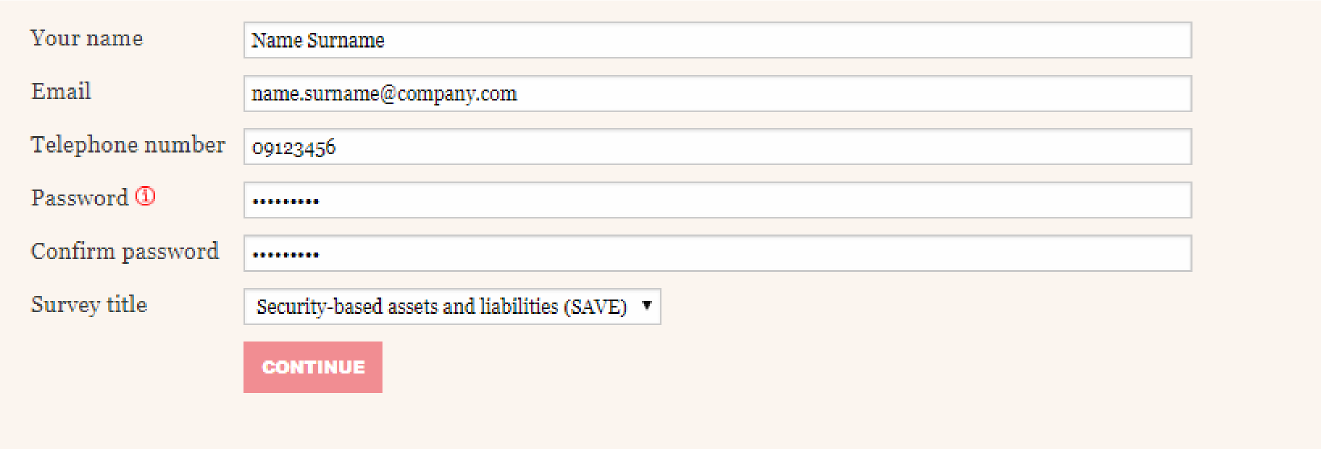



*Figure 9. Enter existing information in the fields and select a new survey*

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.


*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.

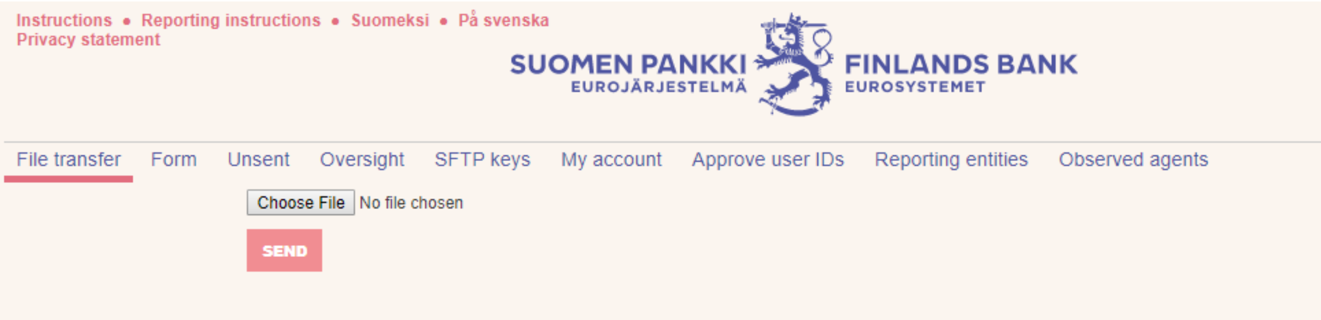



*Figure 11. File transfer*

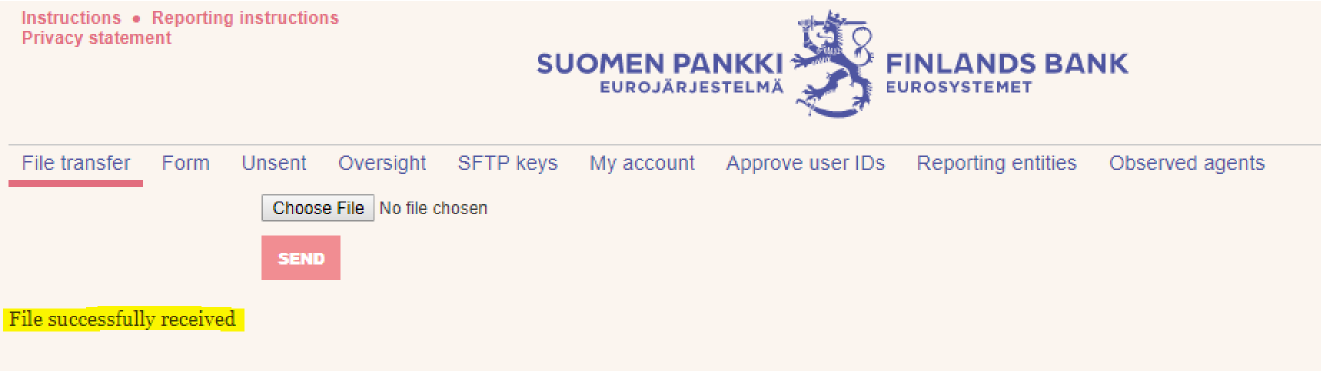



*Figure 12. Notification on successful file transfer*

## 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:

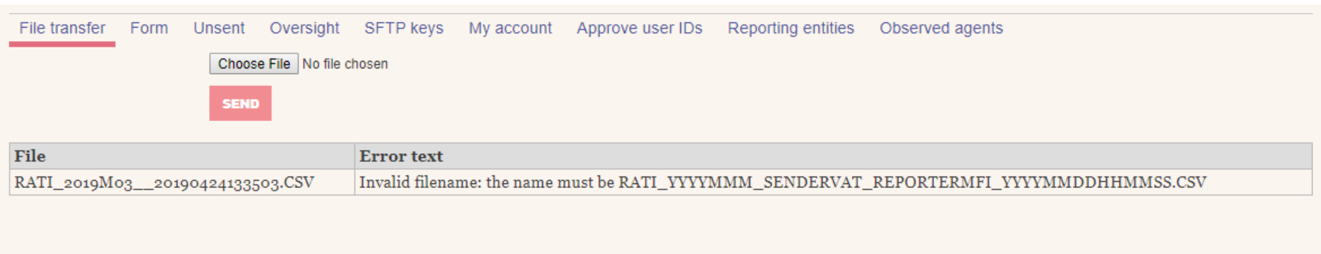



*Figure 13a. Error in file name*

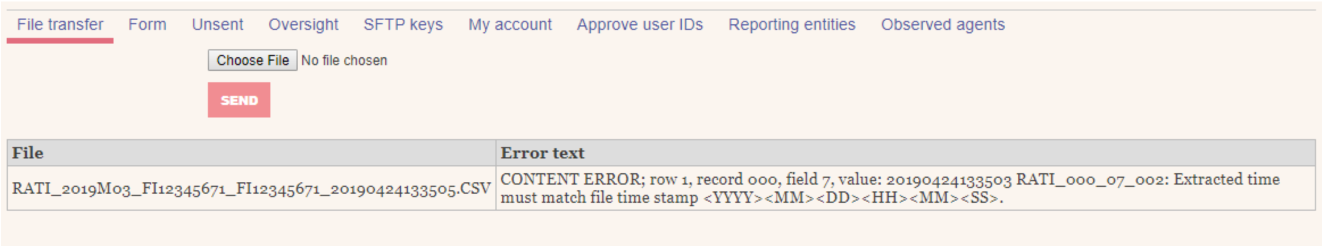



*Figure 13b. Error in file creation time*

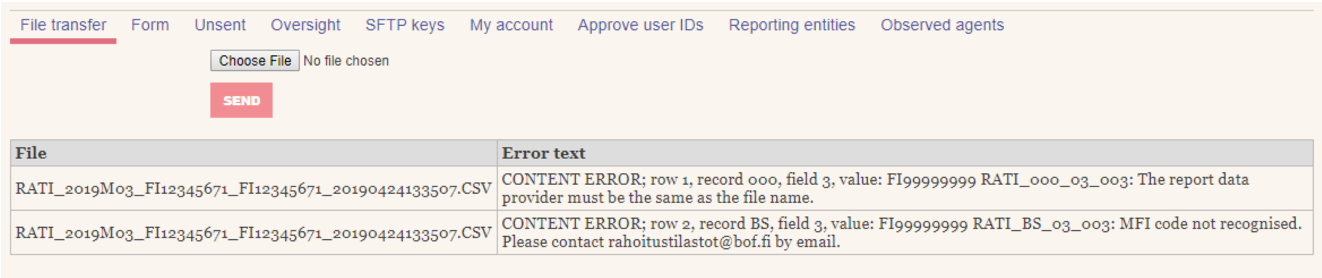



*Figure 13c. Error in file provider's identifier*

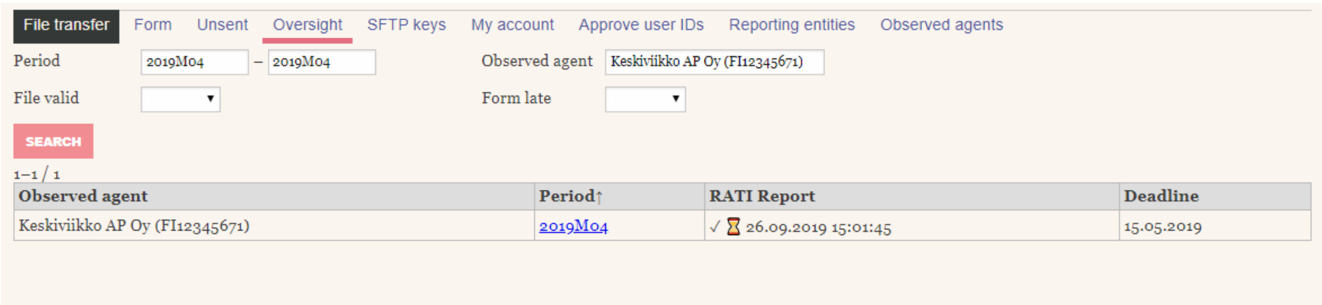



*Figure 14. Submitted report*

## 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)

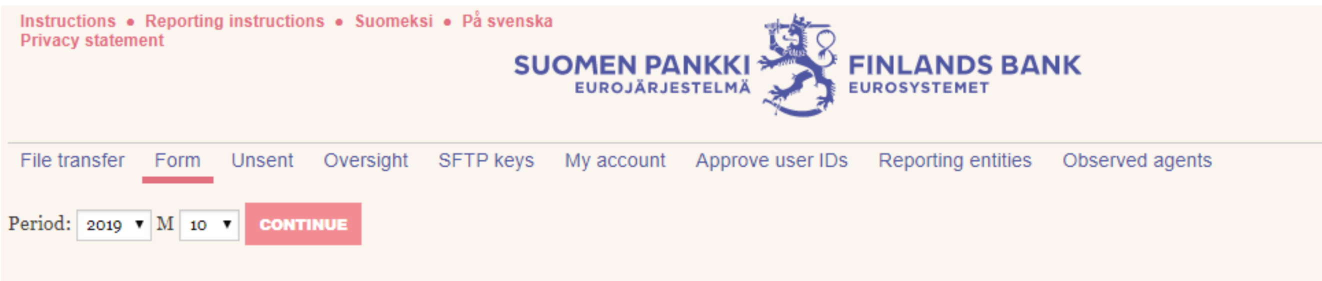



*Figure 15. File submission on a template*

### 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”.

SUOMEN PANKKI EUROJÄRJESTELMÄ FINLANDS BANK EUROSYSTEMET

## 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 | |

### 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 | MATO |
| 02 Type of reporter's identifier | A |
| 03 Reporting entity's identifier | Keskiviikko AP Oy (FI12345671) |
| 04 Card type* | A0212 - Cards with an offline debit function |
| 05 Number of cards* | 40000 |

ADD THE DATA TO FORM REPLACE VALUES

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

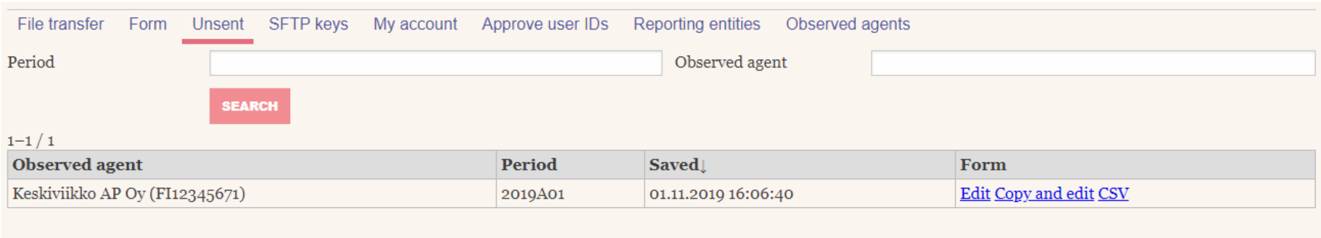
1–2 / 2

| 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.

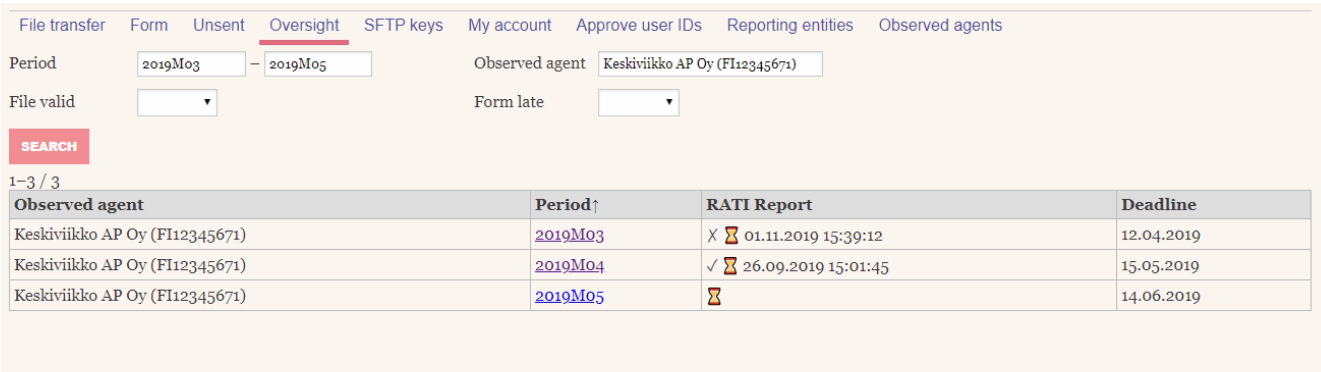



| Observed agent | Period | Saved↓ | Form |
|---|---|---|---|
| Keskiviikko AP Oy (FI12345671) | 2019A01 | 01.11.2019 16:06:40 | Edit Copy and edit CSV |

*Figure 19. Saved non-submitted template*

### 3.5 Oversight

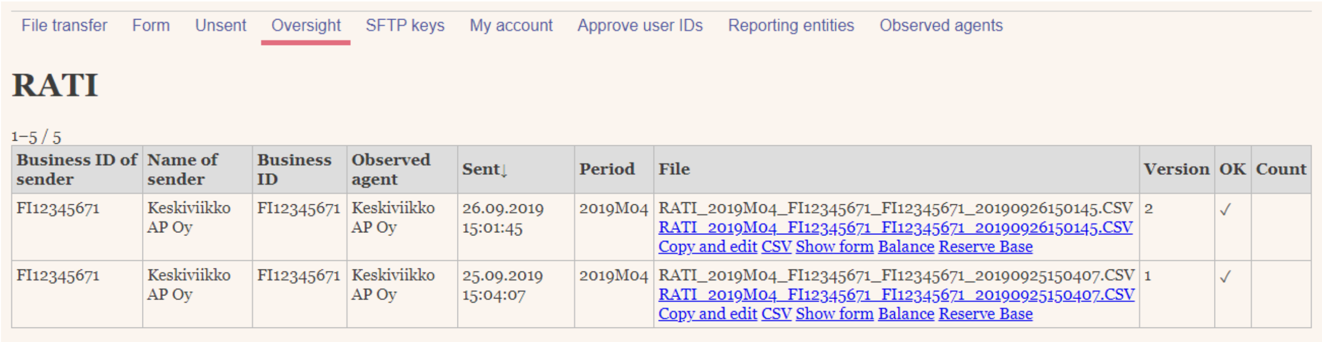
Oversight functions as an archive and illustrates the status of reports for different periods and their feedback for each reportable entity. The oversight view allows you to filter the view by period, data validity, observed agent and overdue status (Figure 20). In credit data reporting, possible criteria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

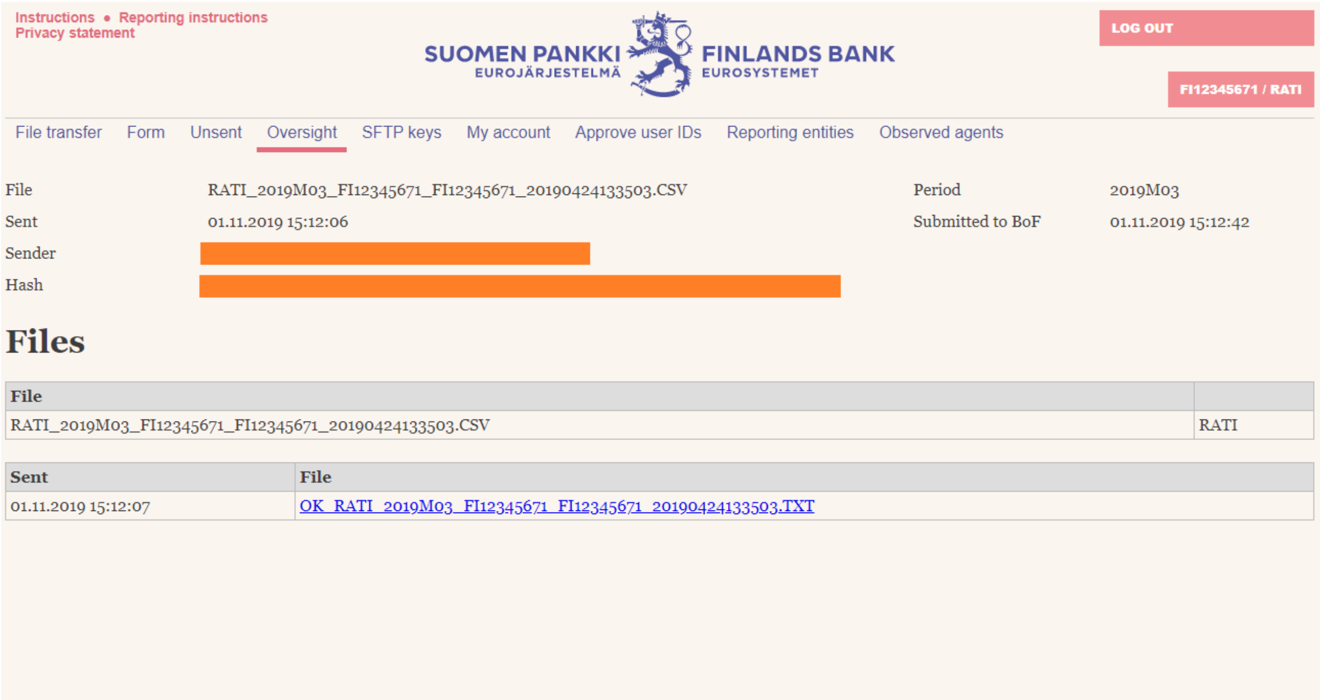
The period link shows a more detailed view with the version history of the period and reportable entity (Figure 21). The view is divided by data flows. The submission file link is only shown to the person who submitted the file (not the reportable entities). Feedback links are shown both to the sender 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 | 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.

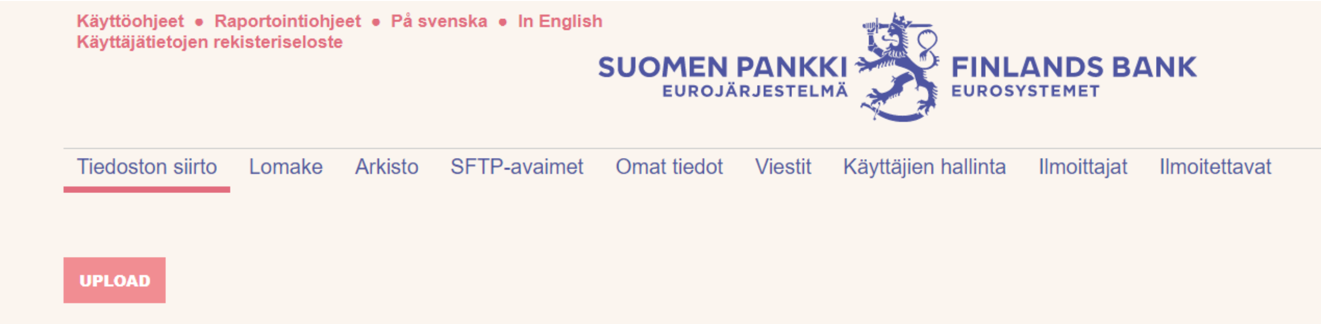



*Figure 23 File transfer*

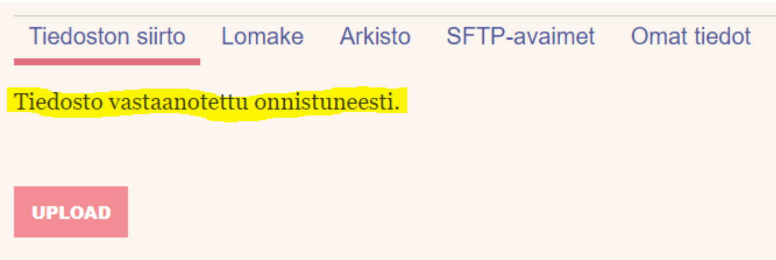



*Figure 24 Notification on successful file transfer*

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 reporited using a web form. Begin by first choosing whether to report a new transaction or to cancel an existing transaction. (NEW/CANCELLATION).

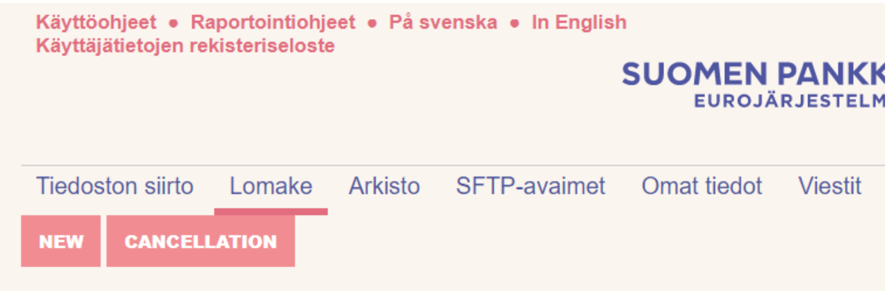



*Figure 25 File submission on a template*

### 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.


Tiedoston siirto Lomake Arkisto SFTP-avaimet Omat tiedot Viestit Käyttäjien hallinta Ilmoittajat Ilmoitettavat

Tiedosto

HAE

Tulokset: 1–4 / 4 Näytä: 100

| Lähettäjän LEI | Lähettäjä | 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.

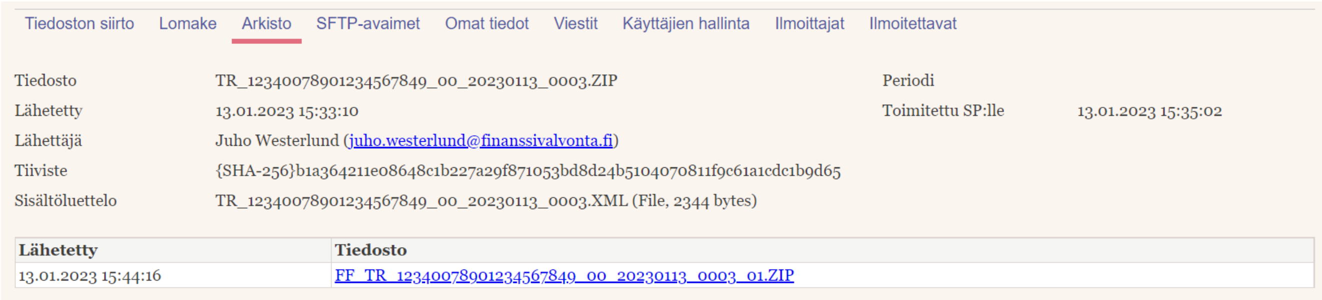



*Figure 27 Detailed submission view*

# 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.

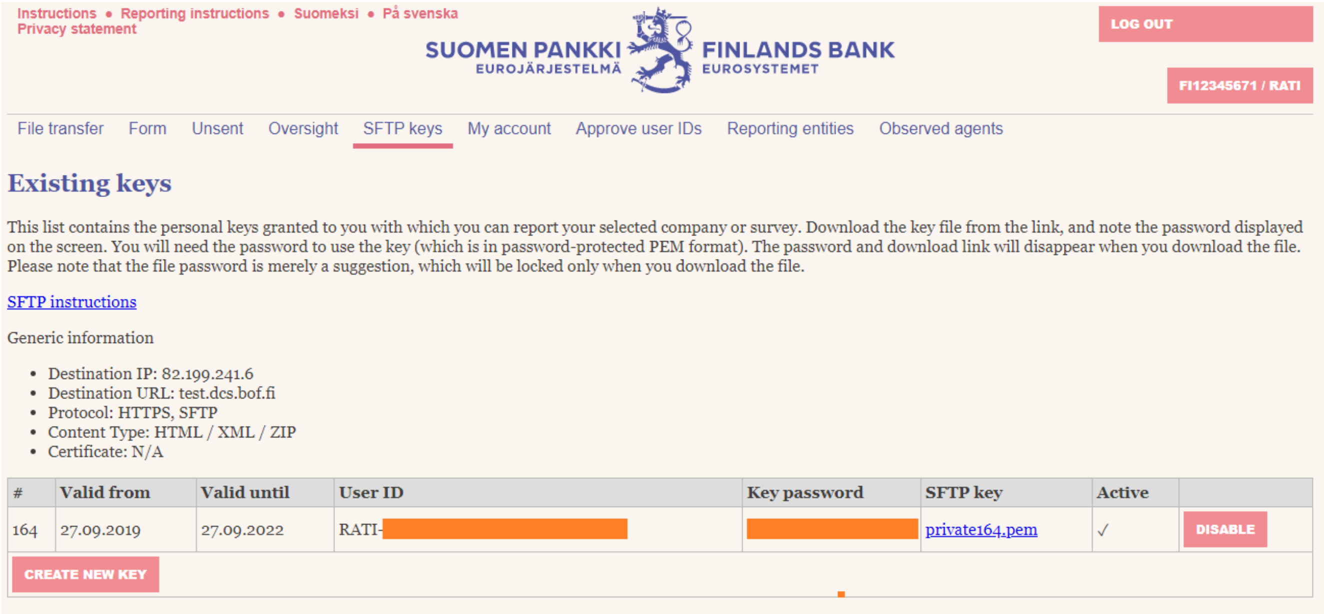



*Figure 25. Creation of SFTP key*

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.

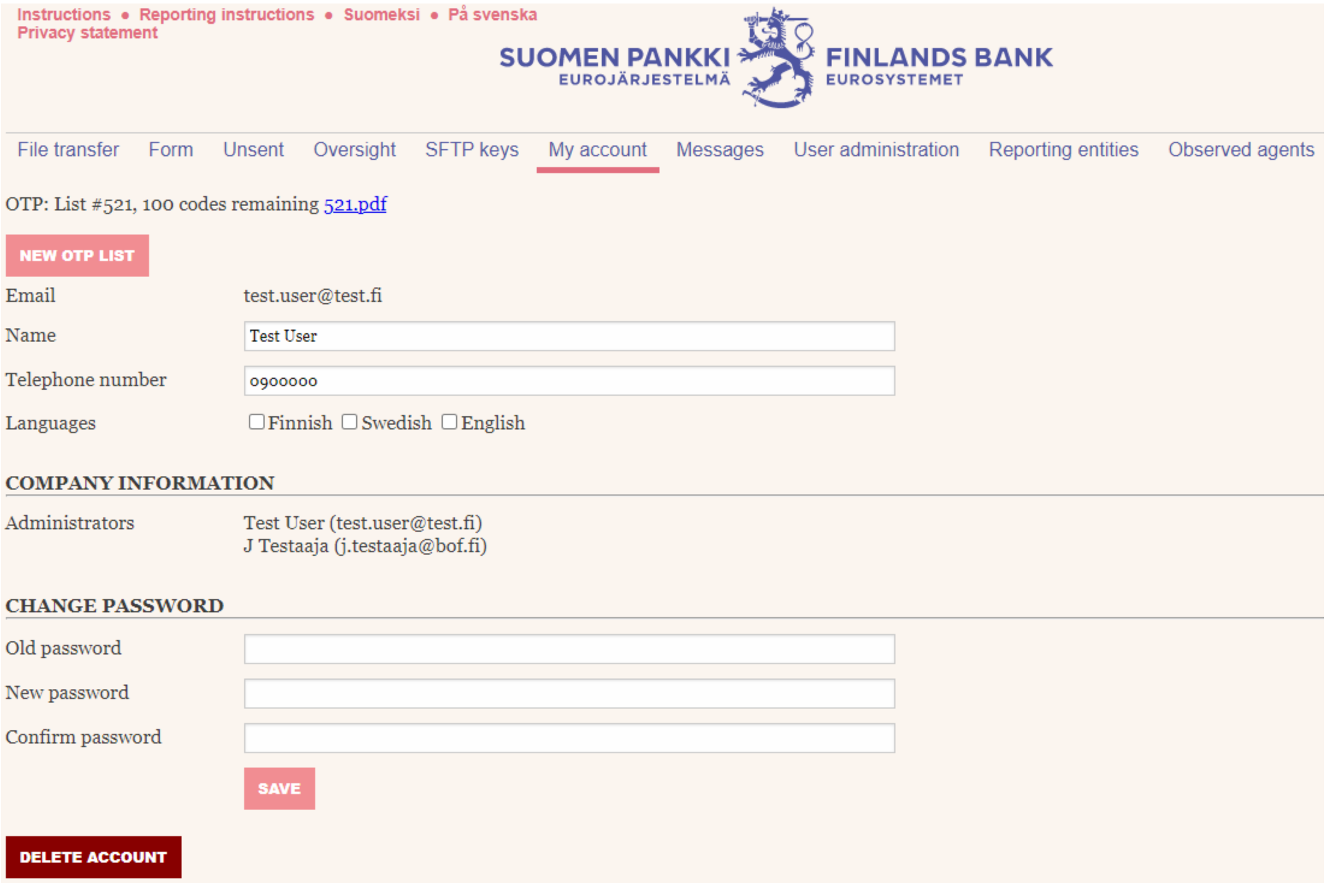



*Figure 26. Management of user information*

## 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.

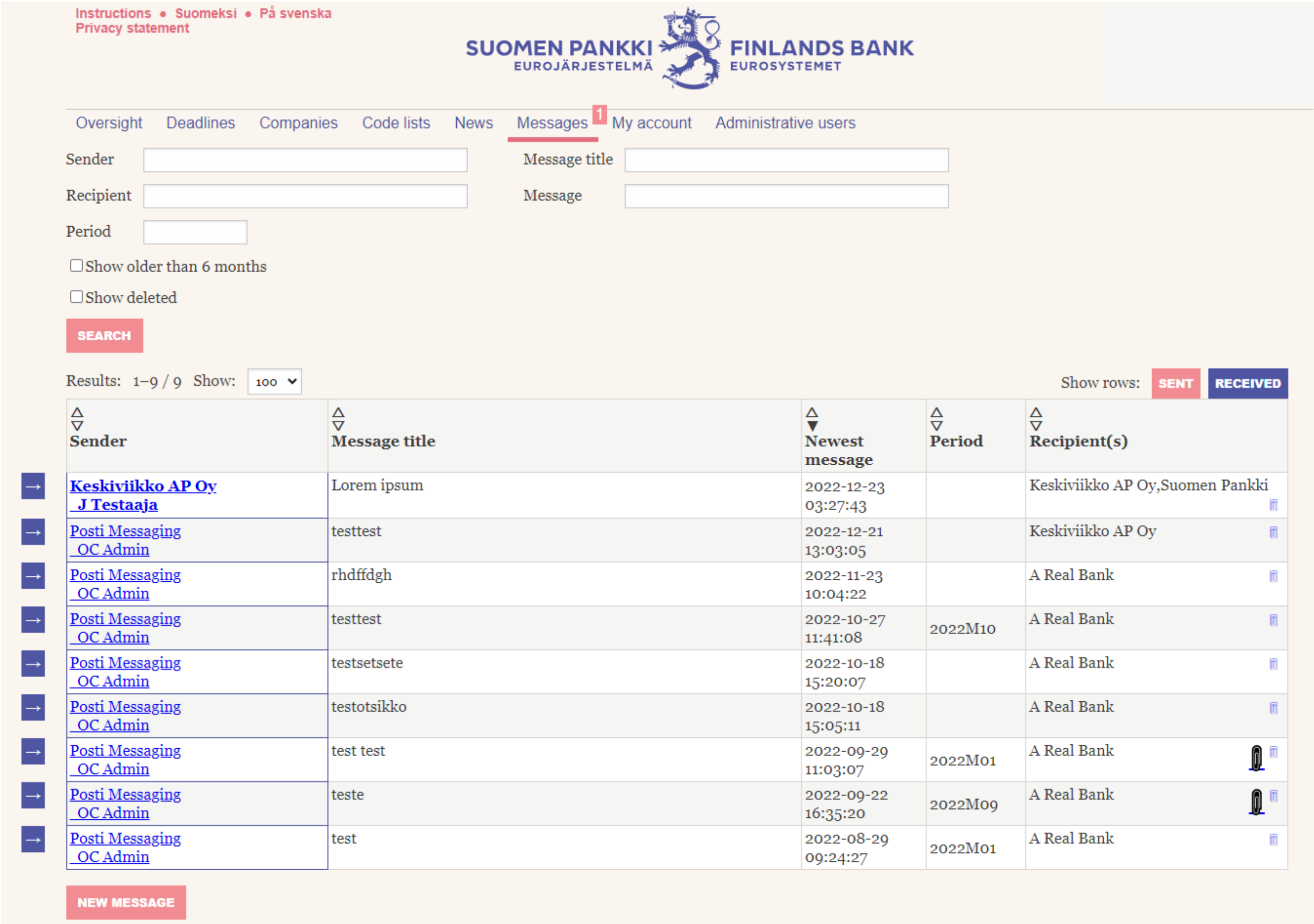



*Figure 27. Message inbox*

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).

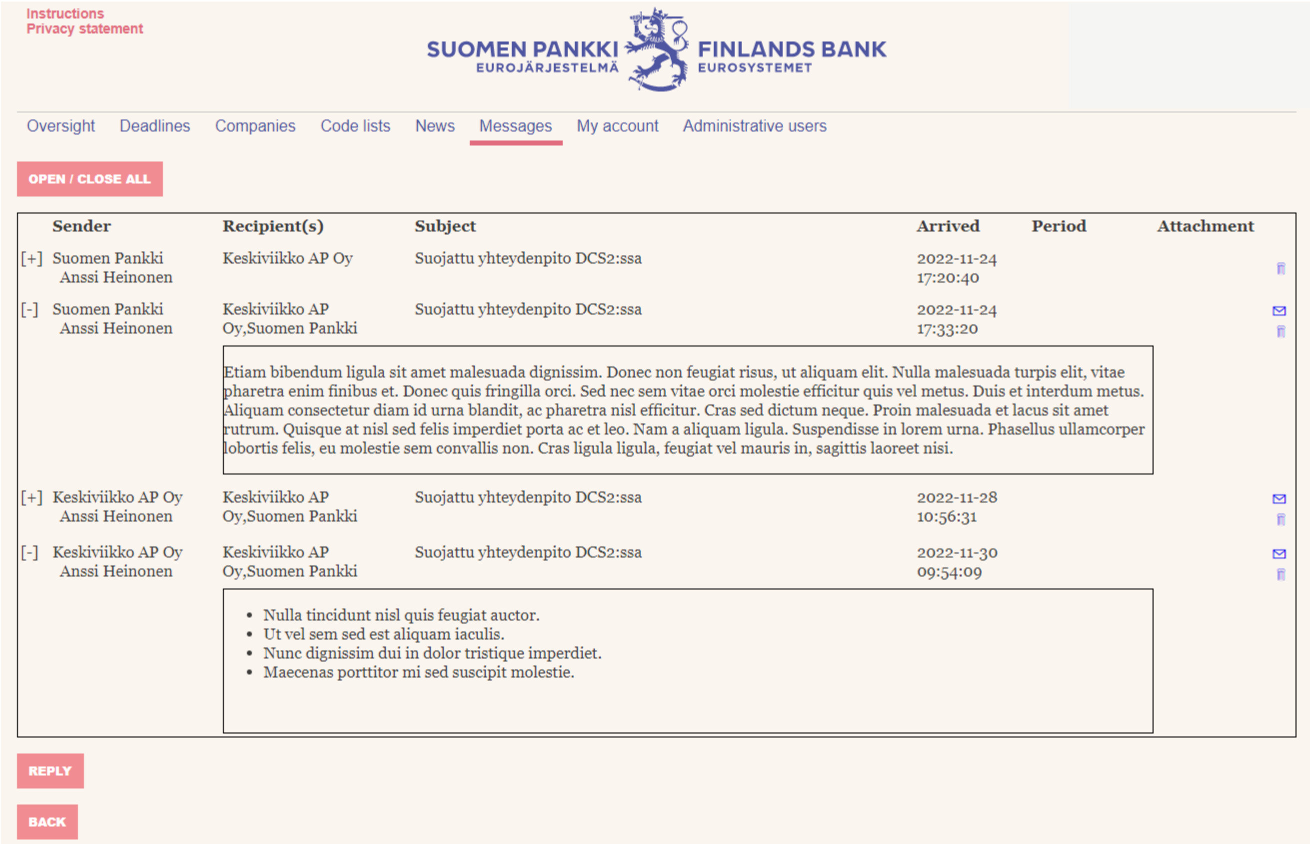



*Figure 27. Message thread*

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.

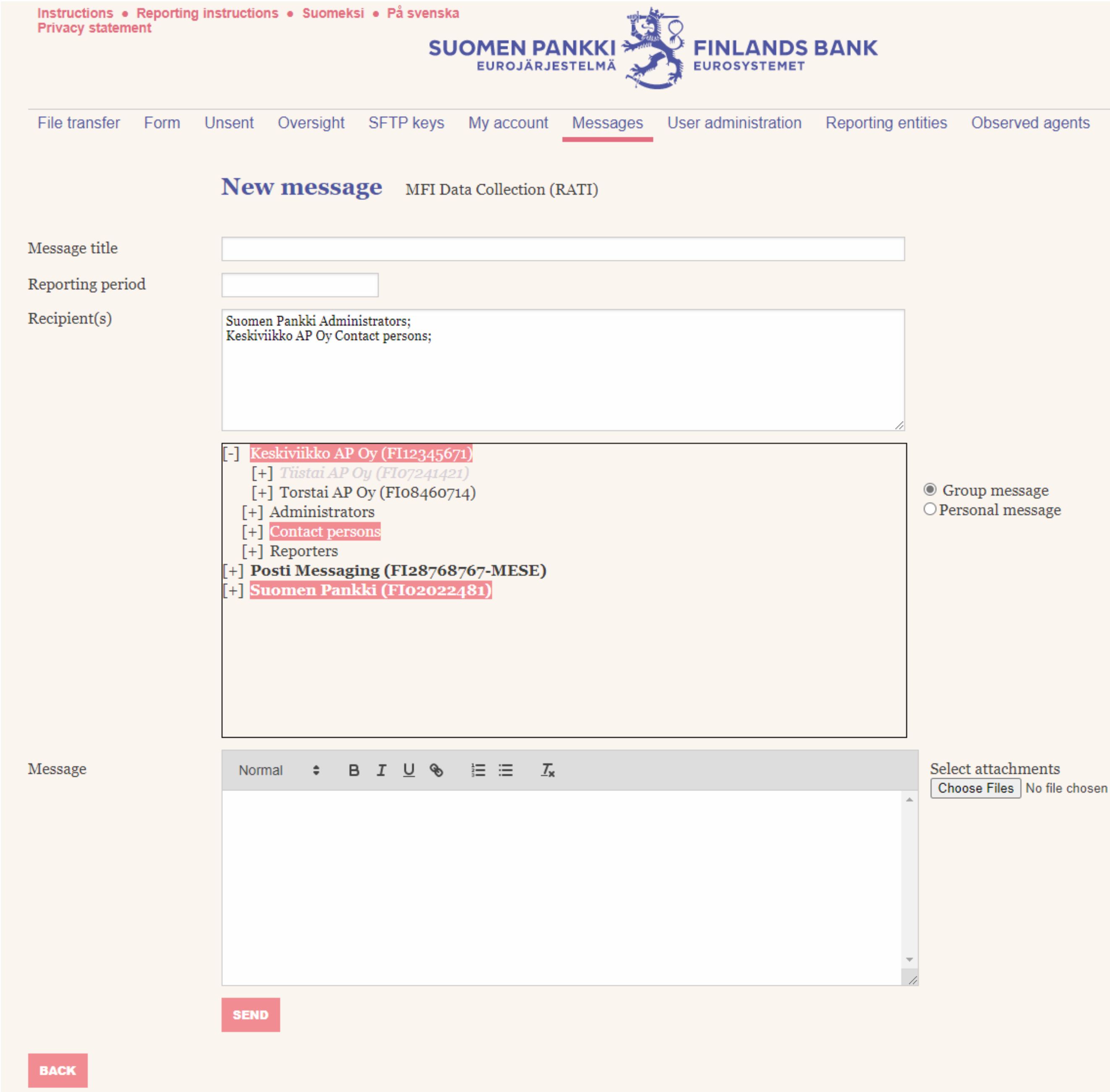
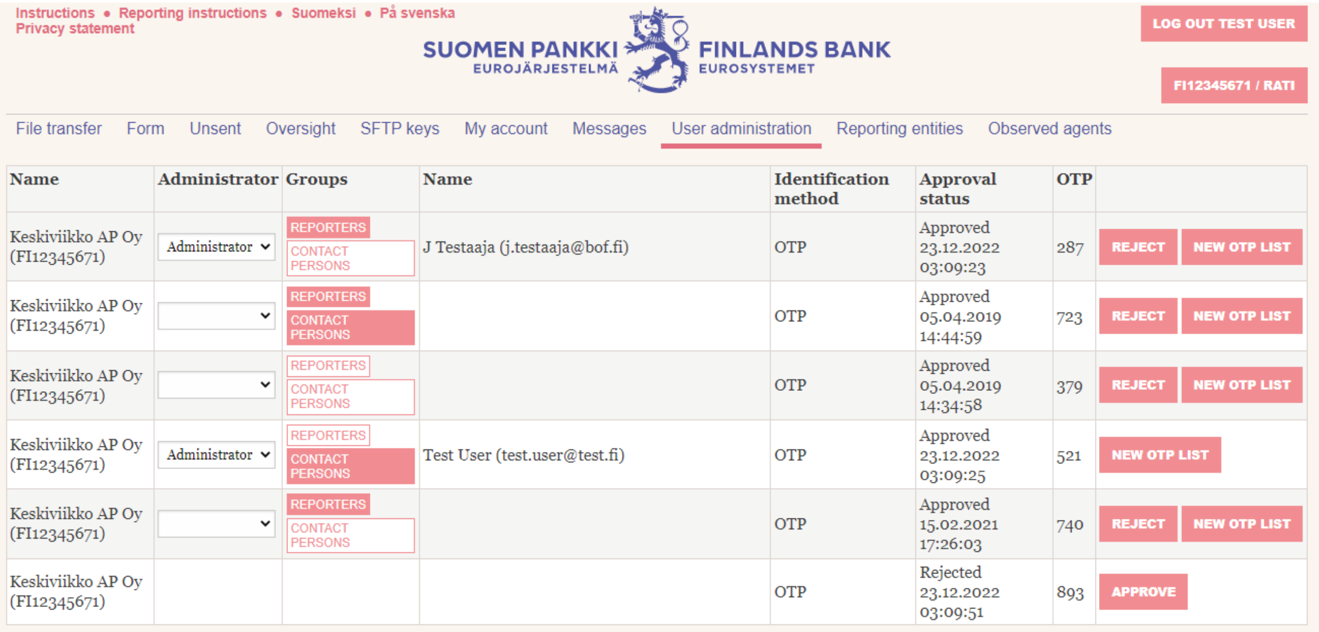



*Figure 29. Message editor*

## 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.

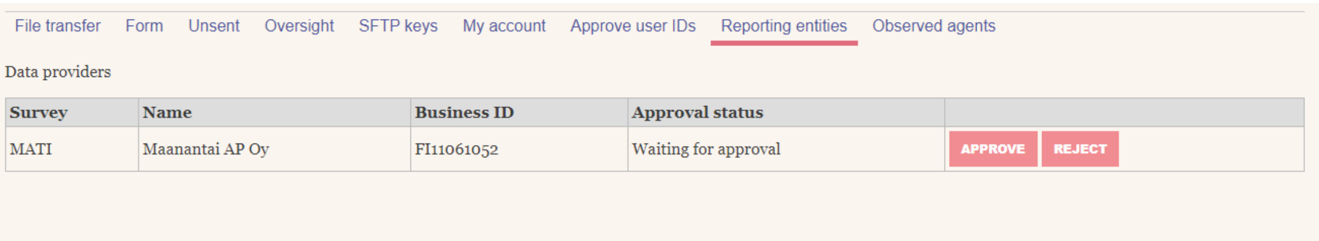



| Name | Administrator | Groups | Name | Identification method | Approval status | OTP | |
|---|---|---|---|---|---|---|---|
| Keskiviikko AP Oy (FI12345671) | Administrator | REPORTERS CONTACT PERSONS | J Testaaja (j.testaaja@bof.fi) | OTP | Approved 23.12.2022 03:09:23 | 287 | REJECT NEW OTP LIST |
| 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.




| 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”).

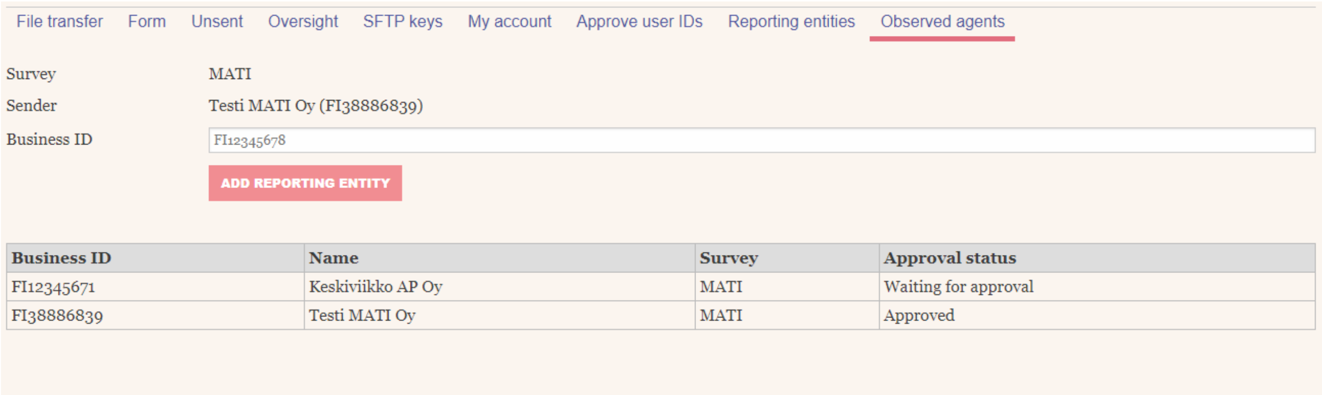



*Figure 32. Add companies to report*