Financial Stability and Statistics

Financial statistics 27.12.2024

Public

Reporter portal guide

Version	Date	Description of revision
1.0	17 Jun 2024	First version
1.1	29 Nov 2024	Chapter added: 1 Introduction Chapters updated: 4 Refreshing views 5 Reporter’s contact information 6 Reporter Portal views 7 Submission of reports to the Reporter Portal 9 Downloading the submitted report
1.2	27 Dec 2024	Chapter added: 8.1.4 Credit data collection (Luoti) validation reports

Contents

1 Overview

From 2024 onwards, the Bank of Finland's statistical data collections will rely on the eRegulatory service for data submission. The system is shared with the Financial Supervisory Authority (FIN-FSA). Therefore, the system also contains links and references to the FIN-FSA's data collections. However, each reporting agent will only see activated functionalities related to data collections in which they are authorised to. In the reporting service, statistical data is submitted either on a form or as a file upload. For larger volumes of data, it is possible to establish an SFTP connection to the system. The file format used in file submission is XML. These instructions provide guidance about logging in the system, reporting and validation feedback.

2 Logging in to the system

Login to the Bank of Finland's system for reporting the statistical data (Reporting System) takes place via Suomi.fi identification and the Suomi.fi e-Authorisations service. The system has two separate elements: The Reporter's Portal is used by reporting agents to submit reports to the Bank of Finland (BoF) and communicate securely. The Validation Service is a separate environment for testing reports before sending them to the BoF.

2.1 Suomi.fi identification and authorisation

Suomi.fi identification and authorisation are covered in separate instructions, which can be found on the BoF website at
https://www.suomenpankki.fi/globalassets/fi/tilastot/raportointiohjeet/mbs/suomifi_e-authorizations_instructions_en_v2.pdf

2.2 Reporter Portal

The Reporter Portal is a production environment. In the Reporter Portal, reporting agents can fulfil their reporting obligations either by uploading reports they have produced themselves or by completing survey-specific reporting forms. Forms are not recommended for use in large-scale reporting. The reporting agent receives reporting feedback on submitted reports in the portal.

Please contact the BoF if revision reports are submitted after the filing deadline.

In the future, communication between the BoF and the reporter will take place mainly via the Reporter Portal.

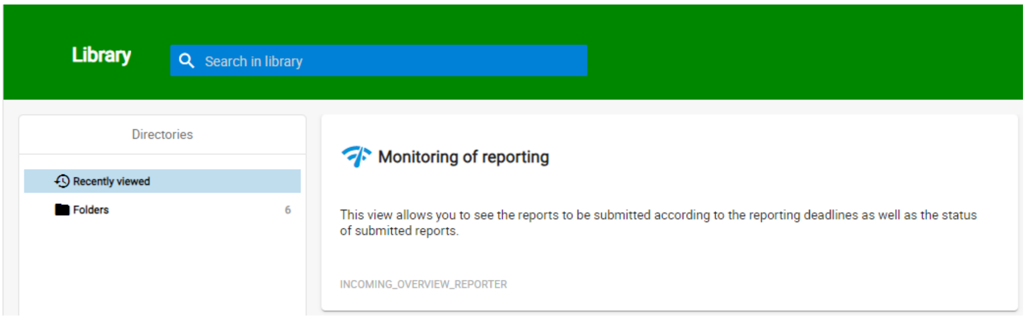
The address of the Reporter Portal is:
https://reporting.bof.fi

The address used by FIN-FSA directs to the same reporting service.

Once you have logged in, you can access the views by selecting Home:

2.3 Validation Service

The Validation Service is a test environment for reporting agents, and it can be distinguished from the Reporter Portal's green top banner.



The different environments use different colour in the top banner. This, along with the URL, allows one the check that they are in the correct environment. It is recommended that reports are submitted to the Validation Service before submitting an official report to the Bank of Finland. A report submitted via the Validation Service does not fulfil the reporting obligation. It is possible to submit reports for future reporting reference dates. Reports submitted to the Validation Service will be deleted after four (4) weeks from receipt.

The address of the Validation Service is:
https://validationservice-reporting.bof.fi

The address used by the FIN-FSA directs to the same reporting service.

3 Supported browsers

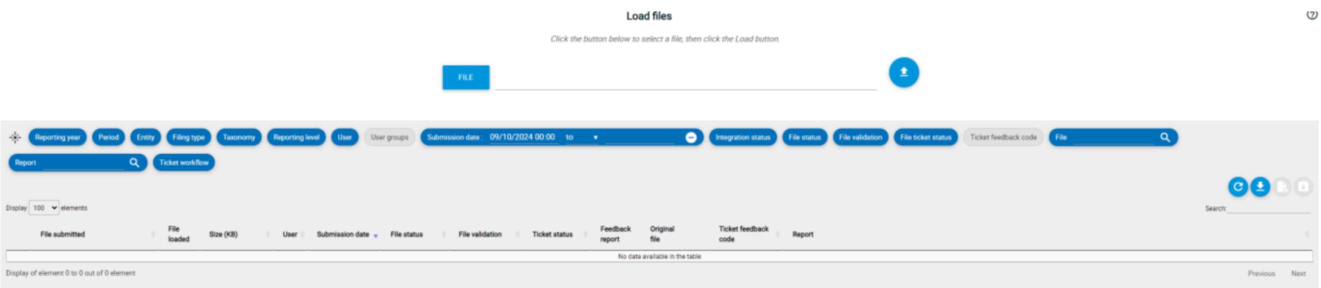
The browsers supported by the Reporter Portal and Validation Service are:

- Microsoft Edge
- Google Chrome
- Apple Safari.

Following the introduction of the new eRegulatory version, error notifications may occur sometimes, for example, when uploading files. These can often be resolved by clearing the cache (e.g. CTRL + Shift + R).

4 Refreshing screens

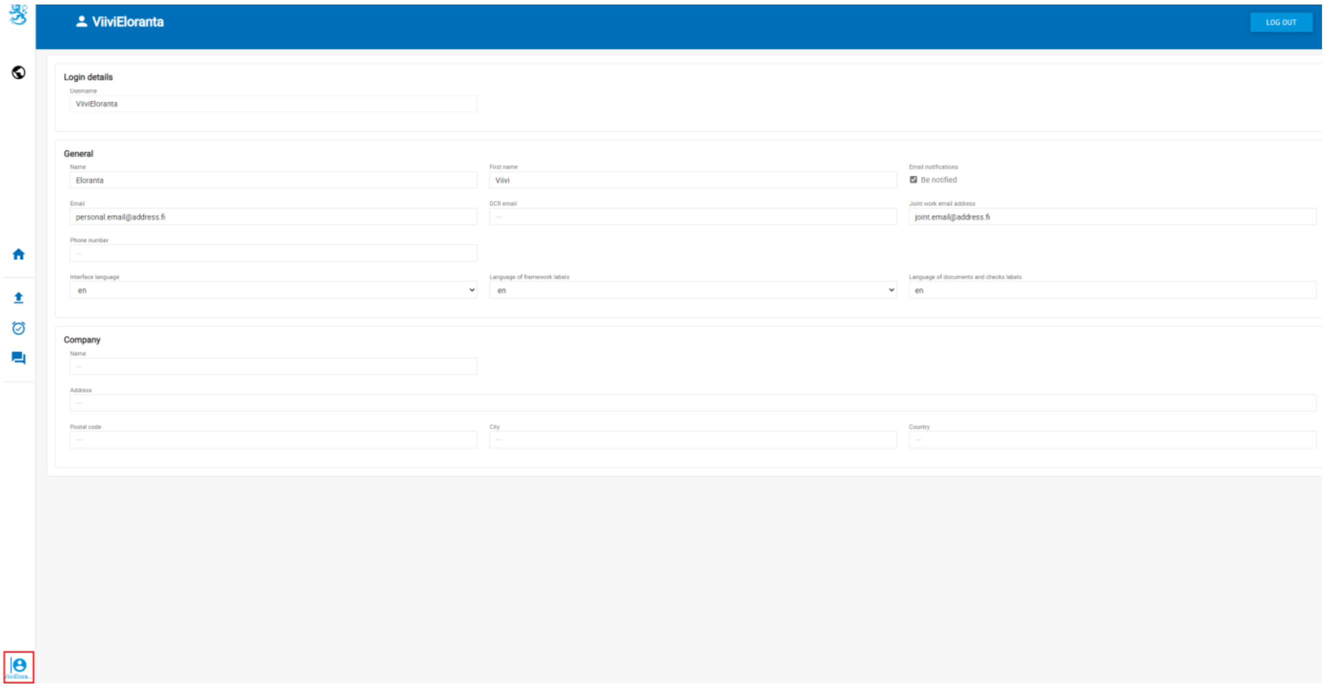
Reporter Portal screens are refreshed by clicking the Refresh icon , for example after uploading a report. For instance, after uploading a file, you need to click the Refresh icon to see the progress of extraction into the eReg system and to see the ticket number. If the file contains errors, the data should be saved because failed uploads disappear when you log out. Select the row and click:
 and the list will be saved in the Downloads folder.



5 Reporting agent's contact information

When logging in to the Reporter Portal for the first time, the reporting agent must provide contact information. If this information changes, it must be updated.

The contact information form can be found at the bottom left of the navigation panel by clicking the icon displaying the user ID.



Contact information contains an option to subscribe to email notifications about messages received in the Reporter Portal and about missing reports. Email notifications are subscribed to by checking the box Be notified. Email notifications can also be directed to a personal email address and/or a joint email address by completing the fields Email and/or Joint work email address. More information on the content of email notifications can be found in section 10 *Discussion functionality* of the user instructions.

Note! If a user's access authorisations are to be revoked in the near future, the user should disable email notifications before the authorisations are revoked. If a user receives email notifications from the Portal, and the access authorisations have already been revoked, the helpdesk at ReportingSupport(at)bof.fi should be contacted.

The language of the interface, framework labels, documents and check labels can also be changed in the contact information. It is recommended to use the same language for all settings. For the first two settings, the language can be changed from the dropdown menu, while the last setting is configured by typing the abbreviation of the language. The supported languages are Finnish, Swedish and English.

The language settings are configured using the abbreviations of the languages (FI, SV or EN). If reporting is made on a form, and the report is being completed by several persons, everyone participating should have the same language selected. If a form has been completed using different language settings, the validation rules will not work, and the report cannot be returned. Similarly, if you upload to the system an Excel template that has been created earlier and it now uses a different language than at the time of the upload, the validations will not necessarily work, and the report cannot be returned. If reporting is made by XML file upload, this problem will not occur, and different reporters can use different language settings.

After completing the language settings, remember to click the **Save** icon.

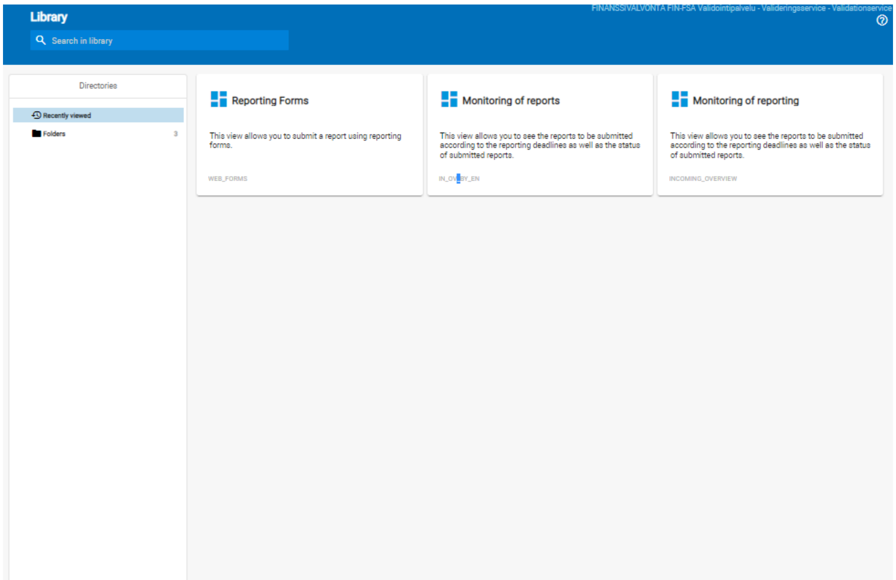
To update the language settings, you must log out and back in to the eReg system. Logging out takes place on the same contact information page where the language settings are found.

6 Views in the Reporter Portal

6.1 Library

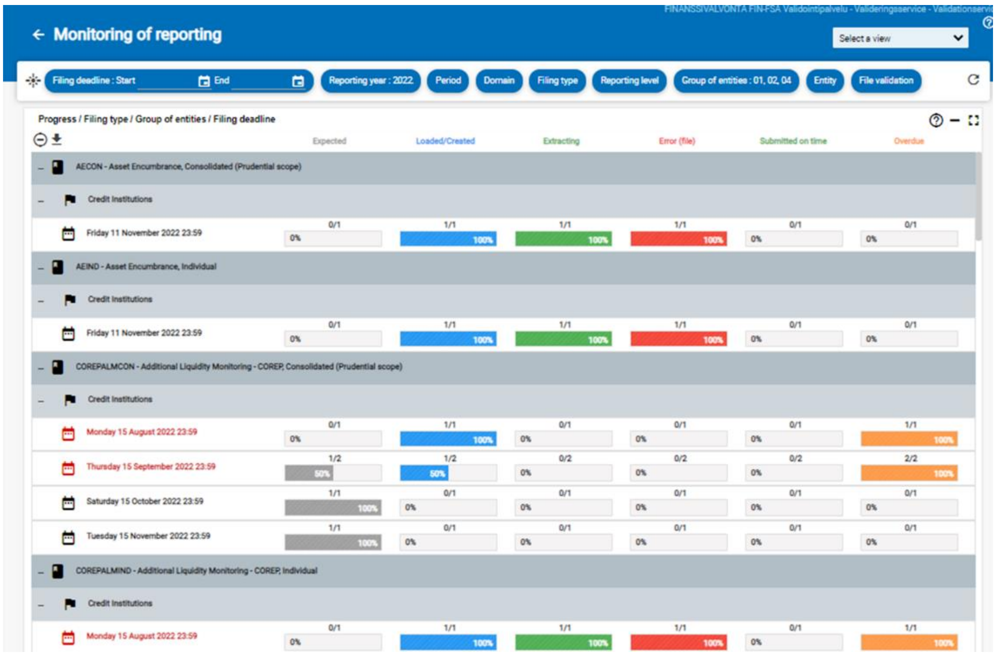
The following Reporter Portal views are accessed through the Library page:

- Monitoring of reporting
    - Monitoring of reports
- Monitoring of reports
- Reporting forms
    - Tables



6.2 Monitoring of reporting

The Monitoring of reporting view includes the reports to be submitted according to the reporting deadlines as well as the status of submitted reports.



The bars in the view indicate the progress of reporting.

The following menus are available in the view:

- Filing deadline: Start and End
- Reporting year
- Period: reporting period
- Domain: Abbreviation for the data collection
- Filing type
- Reporting level: always DEFAULT for BoF data collections
- Group of entity
- Entity
- File validation

Reporting progress is displayed by data collection:

- Expected
- Loaded / Created
- Extracting
- Error (file)
- Submitted on time
- Overdue

The grey Expected bar shows the number of reports expected for each deadline. When all expected reports at the certain deadline have been submitted, the expected bar shows zero.

The blue Uploaded/Created bar shows whether a report for the deadline has been uploaded or created with reporting forms into the system. However, this does not mean that the report has been submitted.

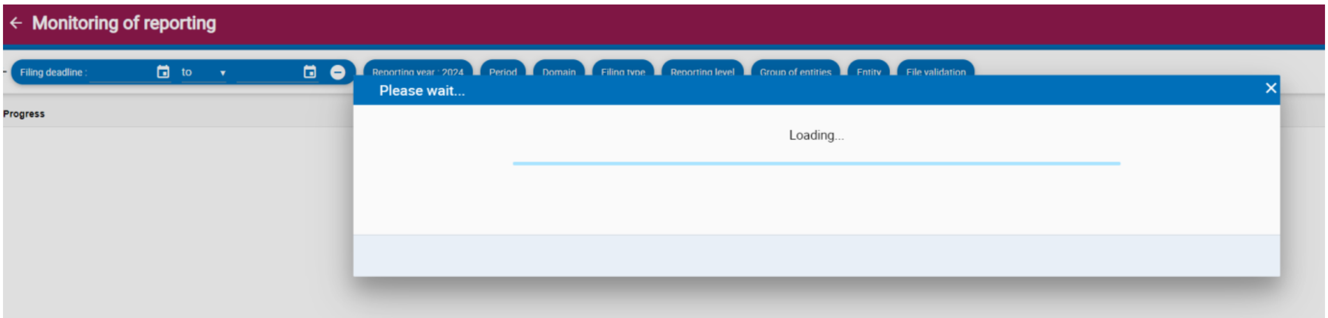
The green Extracting bar is activated when a report uploaded or created using reporting forms is accepted for submission. The report has been created/uploaded successfully to the eRegulatory system.

A red Error (file) bar appears if errors are found in the contents of the submitted report.

The green Submitted on time bar and the orange Overdue bar are activated depending on whether the submitted report was received by the reporting deadline or after the deadline.

Click on reporting deadline to move to a more detailed view with more detailed information on an individual report, see next section.

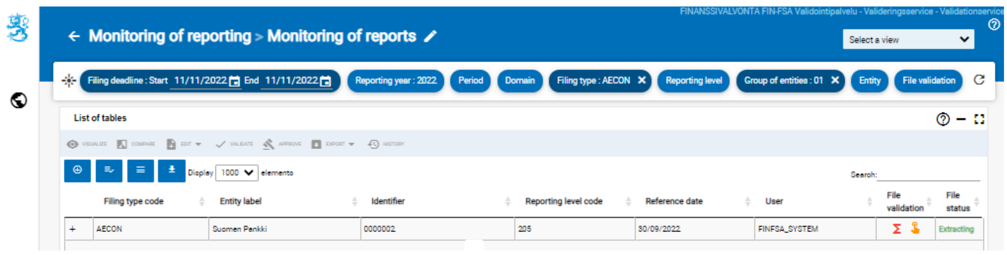
When entering the Monitoring of reporting view, the loading of files may take a while. The loading can be halted by clicking on the cross in the top right corner and then clicking OK.



Similar slowness in the loading of views may affect other views as well.

6.3 Monitoring of reporting > Monitoring of reports

The Monitoring of reports view has menus similar to the Monitoring of reporting view.



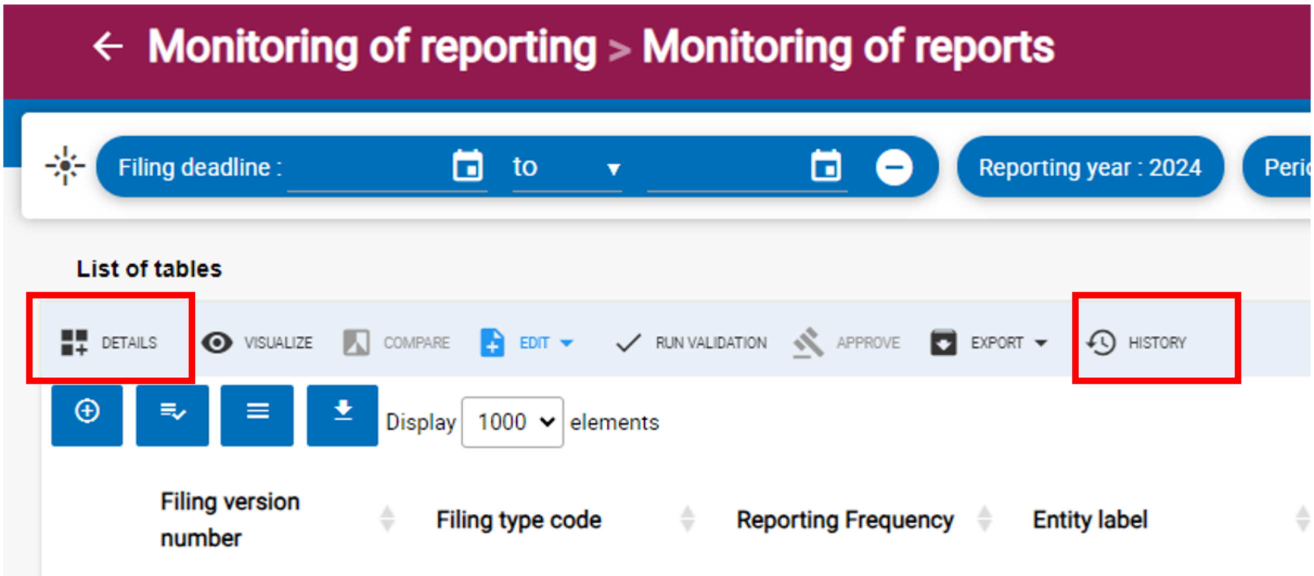
The following information is available for an individual report:

- Code of reporting type: Abbreviation for the data collection
- Name of the entity
- Identifier (LEI)
- Default identifier VAT or MFI code
- Reporting institution category code: DEFAULT for BoF data collections
- Reference date
- Filing deadline
- Submission date
- Ticket creation date
- Ticket number
- User

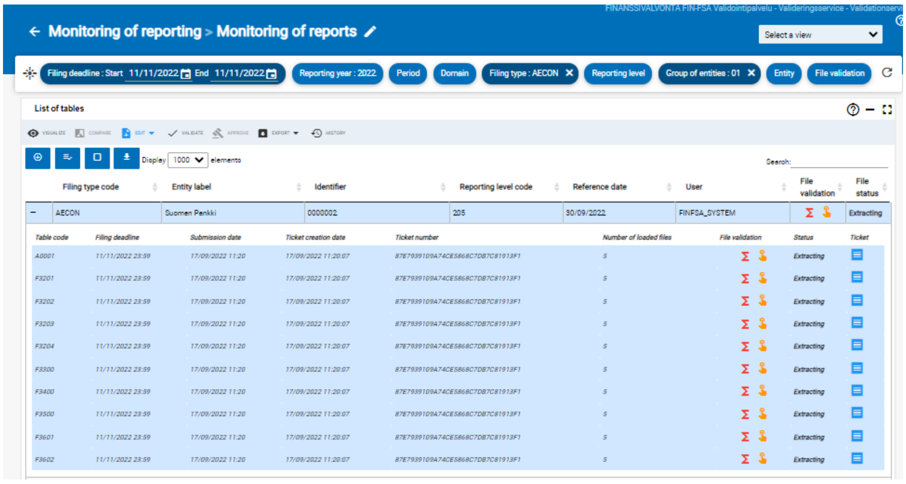
- File status
- File validation result
- Report identifying information

For further information on report validation, see section 8 *Validation feedback*.

All reporting versions of a submitted report can be viewed by clicking the **Details** icon. Submitted reports can be downloaded by clicking the **Visualize** icon. Subsequently, you can export the report information to your own computer in Excel format. The **Export** icon provides, for example, validation feedback in Excel format to your own computer. Note! Visualisation is not available for the LUOTI data collection (credit data). The **History** icon provides additional information on the report and select rows.



It is possible to see report information by form by clicking on the icon left of the reporting type:



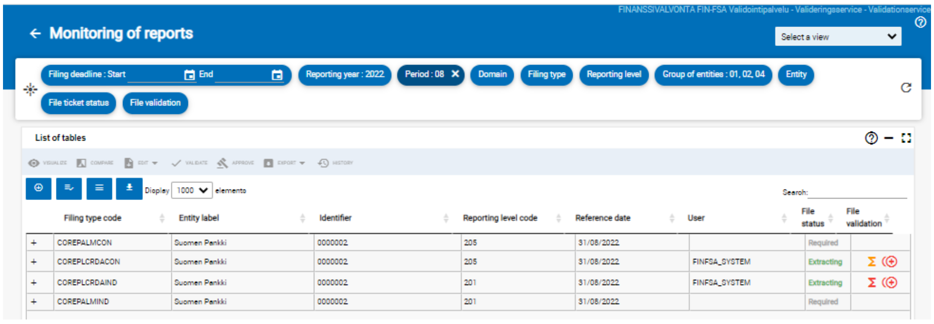
In the form level information, it is possible to view the following:

- Table code
- Filing deadline
- Submission date
- Ticket creation date
- Ticket number
- Number of loaded files
- File validation
- Status
- Report identifier

For further information on report validation, see section 8 *Validation feedback*.

6.4 Monitoring of reports

The Monitoring of reports view shows the reports to be submitted by each reporting deadline as well as the status of submitted reports.



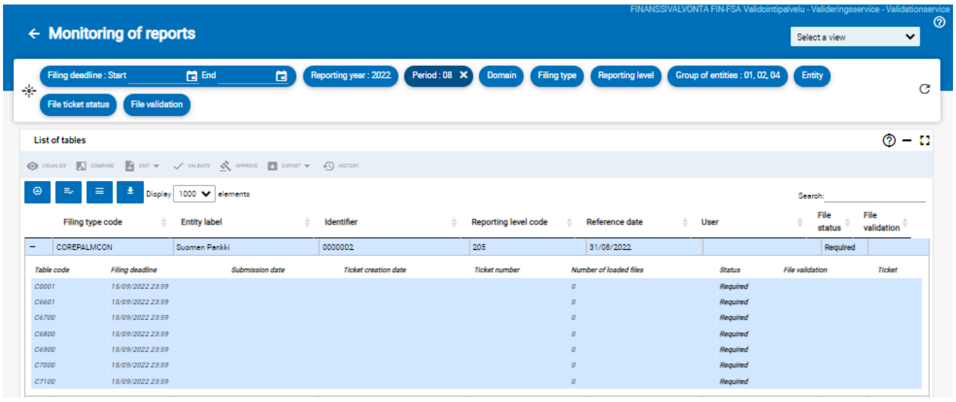
The following menus are available in the view:

- Filing deadline: Start and End
- Reporting year
- Period: reporting period
- Domain: Abbreviation for the data collection
- Filing type
- Reporting level: DEFAULT for BoF data collections
- Group of entities
- Entity
- File ticket status
- File validation

A report to be submitted is identified by the fact that the user and file validation columns are empty.

For further information on report validation, see section 8 *Validation feedback*.

It is possible to see report information by form by clicking on the  icon left of the reporting type:



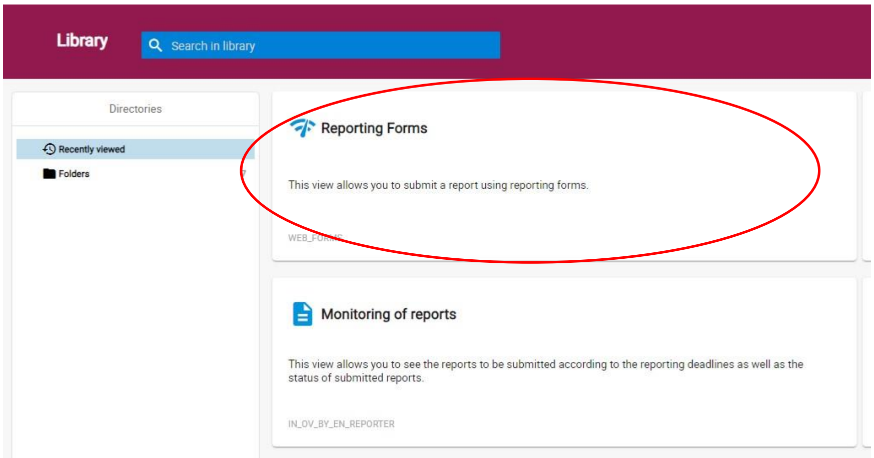
In the form level information, it is possible to view the following:

- Table code: Record name
- Filing deadline
- Submission date
- Ticket creation date
- Ticket number
- Number of loaded files
- Status
- File validation
- Report identifier

For further information on report validation, see section 8 *Validation feedback*.

6.5 Reporting forms

This view allows reports to be submitted using reporting forms. **Bank of Finland recommends using the Reporting Forms view on the Home page.** For more detailed instructions on using reporting forms, see section 7.2 *Using Reporting forms.*



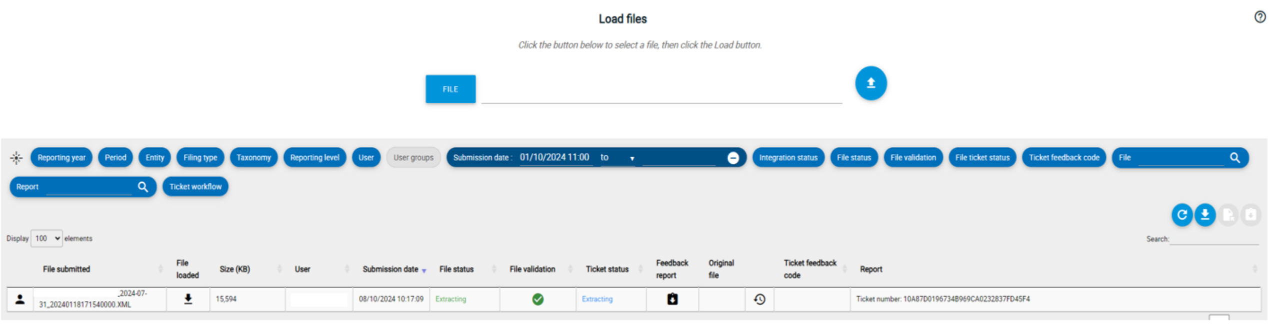
6.6 Submission of reports view

As the portal is shared between Bank of Finland and Financial Supervisory Authority, the portal also provides a Submission of reports view for the FIN-FSA's needs. The view is intended for reporting in the XBRL and CSV formats. This view is not used in the BoF data collections.

6.7 Load file

The left navigation panel has a Load file view:

In this view, report files are uploaded to the Reporter Portal. For more detailed instructions on uploading report files, see section 7.1 *Uploading of reports to the Reporter Portal*.



The most recent report version is displayed on the top of the list with the status Extracting. From the reporter's perspective, reporting is complete when the report status is Extracting, which means that the report has been successfully input to the eReg system. Then the Report column displays the identifying number for the report, i.e. Ticket number.

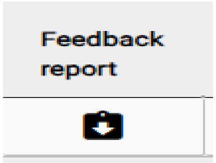
If several revision reports have been submitted, the previous versions have a Cancelled status. Each row shows the validation information for the relevant report version in the File validation column, and the validation feedback can be downloaded after clicking the icons.

The format of the submitted file must be XML or ZIP, and the file schema must correspond to the schema specifications of the Bank of Finland's data collections. If the service immediately displays the error message “Invalid data. Request Rejected” you should first open the XML file for example in the Notepad++ application, check that the schema and other namespace specifications at the beginning of the XML report are compliant with the instructions, and then save the report and upload it again to the portal.

Below are a few instructions for reporters about viewing invalid reports and report versions in the portal

- A complete report sent to the Bank of Finland is shown in green with the status Extracting.
- The Load file view will be cleared of reports with an integration error within 24 hours and these reports will deleted permanently.
- Successfully generated reports can be found, for example, in the *Monitoring of reporting* and *Monitoring of Reports* views.

- Large report files may be slow to load, so reserve adequate time for the task. The generation of a feedback report may take longer, and an initial green sign for validation may still turn red, i.e. invalid.
- Wait until you receive the feedback report, which can be downloaded here:



- Following the introduction of the new eReg version, error notification may sometimes occur when uploading files. These errors can be resolved by clearing the cache (CTRL + Shift + R).

6.8 Asynchronous task monitoring

The Asynchronous tasks view can be found in the left navigation panel.

In the Reporter Portal, the processing stages of files that require processing time can be viewed in the Asynchronous task monitoring view. Most reporting agents will not need this function to monitor the submission of reports.

6.9 Discussions

The Discussions view can be found in the left navigation panel.

For more detailed instructions, see section 10 *Discussion functionality*. Note! The communication module does not work in the test environment for reporting agents, i,e. the Validation Service.

7 Submission of reports to the Reporter Portal

A report can be submitted either by uploading a complete XML report to the system or, alternatively, by completing the reporting form manually in the system. A reporting form is most suitable for the submission of small reports. The volume of data to be input on a form is limited at approximately 500 rows. Large reports should be uploaded as complete XML files using the Load files function. The Bank of Finland provides a converter that can be used to convert a CSV report into a valid XML report for the eReg system. Instructions on how to take the converter into use are found on the website: User instructions of the converter. The converter can be downloaded according to the instructions here: GitHub converter .

7.1 Uploading of reports to the Reporter Portal

Reports can be submitted to the Reporter Portal by uploading report files to the portal manually. In that case, the report files must be generated outside the Reporter Portal before uploading. Multiple report files can be submitted at the same time by compressing the reports into a ZIP file.

The report files must meet the technical specifications in order to be successfully uploaded to the Reporter Portal. The specifications include e.g. the file name and identifier. A description of machine-language data transmission can be found on the BoF website:
Instructions and recordings concerning the reporting system (suomenpankki.fi)

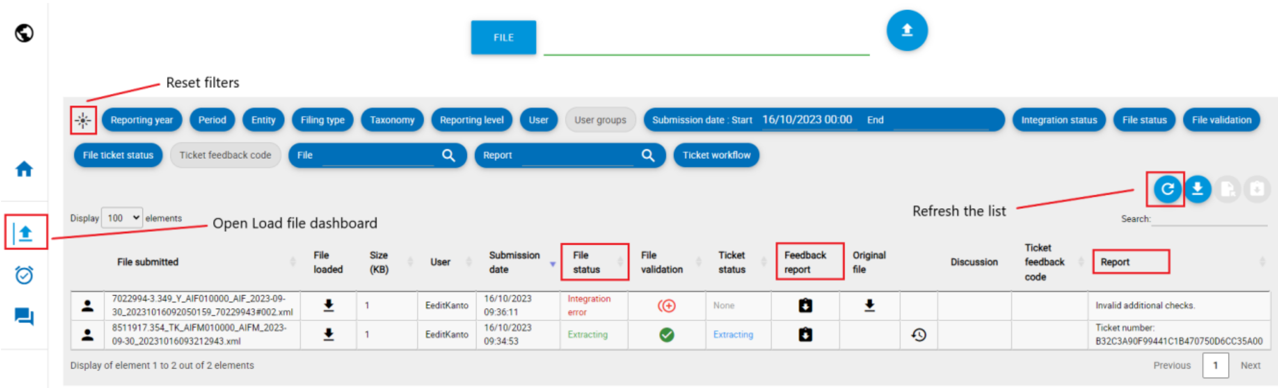
The uploading of reports takes place in the Load files view, which can be found in the left navigation panel of the Reporter Portal. The Load files view displays the reports uploaded by the user on the same day. Of the reports uploaded before the current date, only reports approved by the Portal and to which the reporting agent has rights through the current session's Suomi.fi mandates are displayed. Reports with integration errors are deleted from the list at the end of the day. Reports displayed in the list can be restricted using the filters at the top of the screen, by date of uploading of the reports, for example.

A report is uploaded by selecting File, then selecting the correct report file from the workstation files. Once the selection has been made, the file name will be displayed in the centre of the screen. The report is uploaded by clicking the blue upload button located on the right of the view, after which the upload will start. The Reporter Portal first notifies that the report file is being uploaded and gives a second notification when the upload is complete. The report is automatically validated in connection with the upload.

If schema validations result in validation errors for the file, the errors must be corrected in the report. For example, an information item designated as mandatory may be missing. Corrections concerning schema validations may also help resolve other validation problems. Our objective is to make the interpretation of validation reports easier so that schema error messages in particular would not be so obscure.

Note! If filter selections have been made in the view when uploading reports, the report will not be displayed immediately after the upload. By clearing the filters using the Reset filters option, all uploaded reports will appear in the list.

Update the view by selecting the Refresh the list option until the File status column is updated with the report status Extracting or Integration error. The status of a successful submission is Extracting. You can check the validation result in the File validation column. The validation result is described in the validation report, which can be downloaded to your own device from the menu in the Feedback report column. The title of the feedback report contains "_OK_" if everything is OK, and "_KO_" if everything is not OK. If the report status is Integration error, check the feedback in the Report column.



The uploaded report file will appear in its own row in the list. The Load file view provides information about the report and the result of the upload in different columns, and it is possible to restrict the view using filters. The columns in the view are explained below.

Column	Description
/	Submission method • manual • via SFTP connection
File submitted	Filename of the submitted XML report
File loaded	Uploading of report file
(kb)	Size of report file in kilobytes
User	Sender of the report
Submission date	Date of submission of the report
File status	Report processing status
File validation	Report validation status
Ticket status	BoF's internal file status
Feedback report	Downloading of report feedback file
Ticket feedback code	Reporting feedback code (unavailable at the moment)

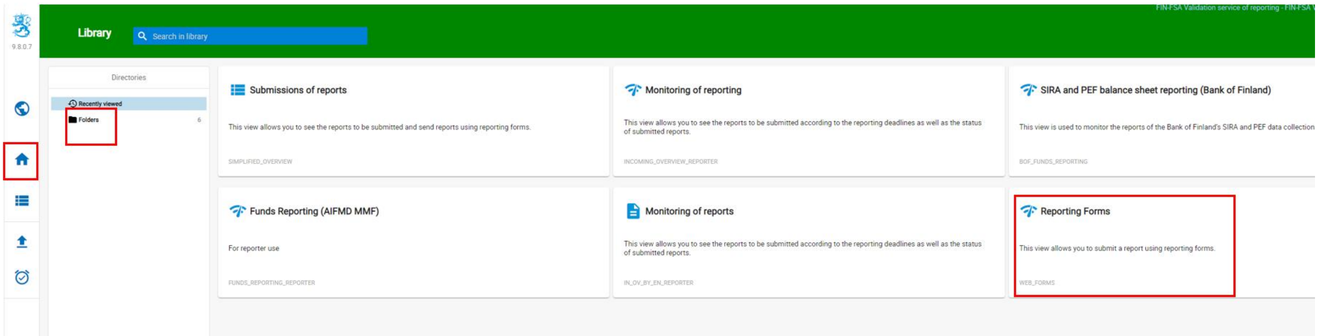
Report	Report number or information about errors in the report.

When the report is successfully uploaded, the File status column is assigned the value Extracting. For further information on report validation, see section 8 *Validation feedback*.

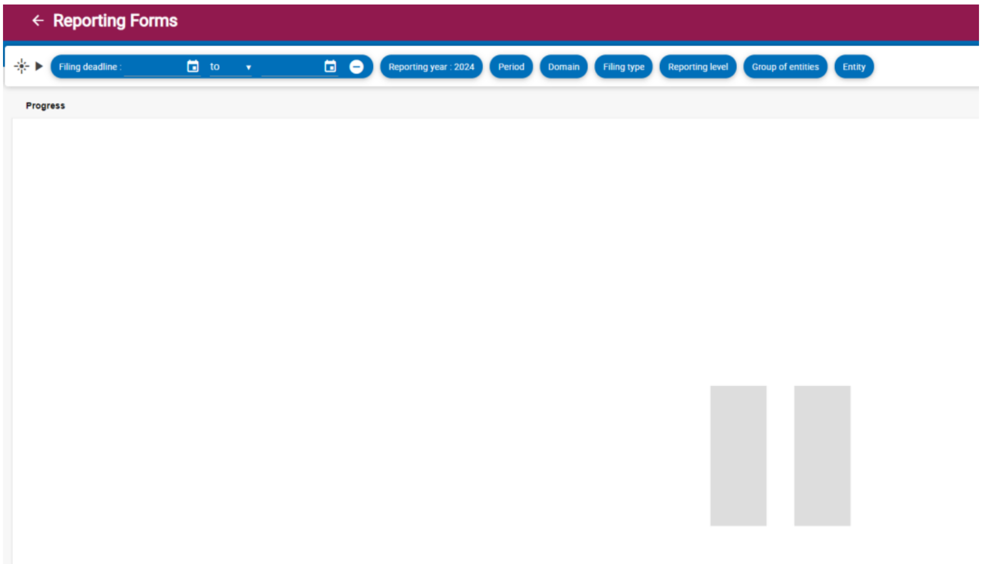
7.2 Reporting using a reporting form

Instead of uploading a file, a report can also be prepared manually in the Reporting forms view. A reporting form is most suitable for the submission of small reports. The volume of data to be input in a form is limited at approximately 500 rows. Large reports should be uploaded as complete XML files using the Load files function.

The Reporting forms view is found by first selecting Home page from the left sidebar, then Folders in the Directories section and then Reporting forms (see picture below).



In the Reporting forms view (picture below), select the appropriate data collection by selecting the right values for the filters.



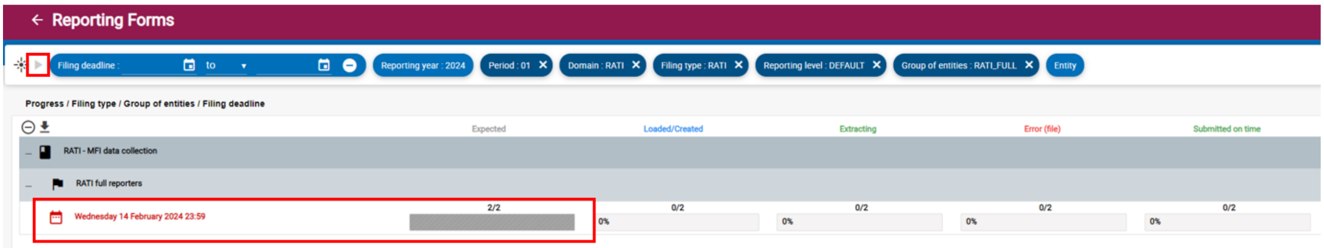
There are eight filters: Filing deadline, Reporting year, Period, Domain, Filing type, Reporting level, Group of entities and Entity.

- **Filing deadline** refers to the due date of the report. The deadline can also be left empty because the relevant data collection can be found by completing the other filters. However, it is advisable to check that no such deadline has been automatically added to the Filing deadline field that would unintentionally cut off the intended data collection.
- **Reporting year** refers to the reference year (not the year of the filing deadline). Example: If the report concerns data for 2024 but reporting does not take place until 2025, then the reporting year is 2024.
- **Period** refers to the last month of the reporting reference period (not the filing deadline). Example: If the reporting period is December 2024 (1–31 Dec 2024), last quarter of 2024 (1 Oct – 31 Dec 2024) or second half of 2024 (1 Jul – 31 Dec 2024), select 12 as the period and 2024 as the reporting year, as instructed above).
- **Domain** refers to the name of the data collection, such as RATI, SAVE, MAPE.
- **Filing type** is a specifier of the selected domain, i.e. data collection. Each data collection has a unique filing type.
    - In the RATI data collection, select RATI in the Filing type filter. Note! Data frequency item in the Header section of the RATI data collection: always “M” for monthly and quarterly reporters.
    - In the MAPE data collection, specify in the Filing type filter whether the reporting frequency is Q (quarterly) or H (semiannual). Reporting agents having been granted a derogation (“tail

reporters) reporting two semiannual reports once a year for MAPE select here MAPEH.

- **Reporting level** is DEFAULT.
- **Group of entities** indicates whether the reporting agent belongs to the scope of full or reporting. This is not specified for all data collections.
- Entity refers to the company under the reporting obligation whose report is being submitted on the form. If a person who is logged in the system has mandates to report on behalf of several obliged entities, this view may show several companies.

When the filter values have been set, you have to click on the triangular play icon on the left ("Filter in real time") to show the desired reporting form as a row in the Reporting forms view. The date shown on the row refers to the due date of the report. If all filters have not been set, several rows may be shown. In this case, you need to click on the intended row to enter the Reporting forms view.



The Reporting forms view shows the intended report in the shape of forms. Not all forms are necessarily mandatory to complete. The reporting instructions for your data collection provide more detailed information on the forms you must complete.

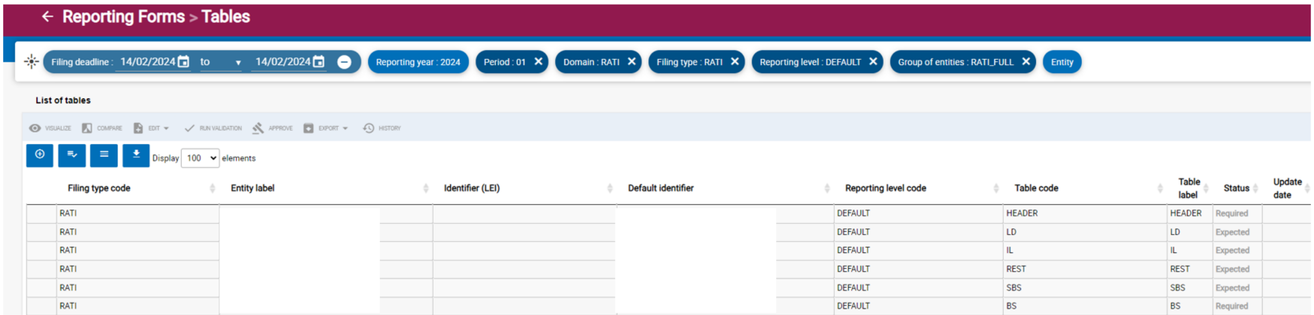
The reporting forms are completed one form at a time. A form can be completed either by filling in values in ready-made forms or by downloading an Excel template from a form, filling in the values and then uploading the Excel template back to the system.

It should be noted that if reporting is made on a form, and the report is being completed by several persons, everyone participating should have the same language settings. If a form has been completed using different language settings, the validation rules do not work, and the report cannot be returned. Similarly, if you upload to the system an Excel template that has been created earlier and it now uses a different language than at the time of the upload, the validations will not work, and the report cannot be returned.

7.2.1 Reporting on the forms of the Reporting forms view

This section presents how the form is completed by inputting values directly to the form. Section 7.2.2. *Reporting using Excel templates* describes how to utilise Excel templates in the completion of forms.

The report is filled in in the Reporting forms view, which can be found by filtering the intended data collection in the Reporting forms view and clicking the row indicating the data collection (instructions above in the previous section). The Reporting forms view shows all reportable segments of the selected data collection as separate forms (picture below).

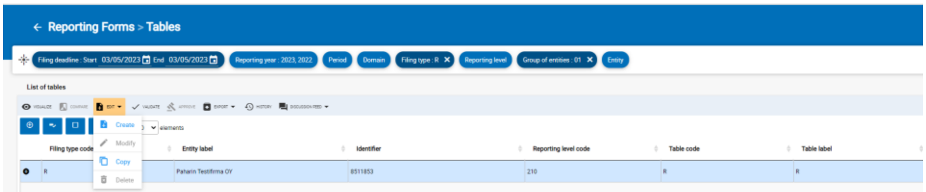


The top menu has a Reset filters icon that clears all filters when clicked. When the filters are reset, all data collections where the reporter is authorised to report will be shown. In this case, it may be hard to find the right forms. If you click the icon by accident, you should set the values of your intended data collection to the filters and click the Play icon. More detailed instructions on setting the filters is provided in section 7.2 *Using reporting forms*.

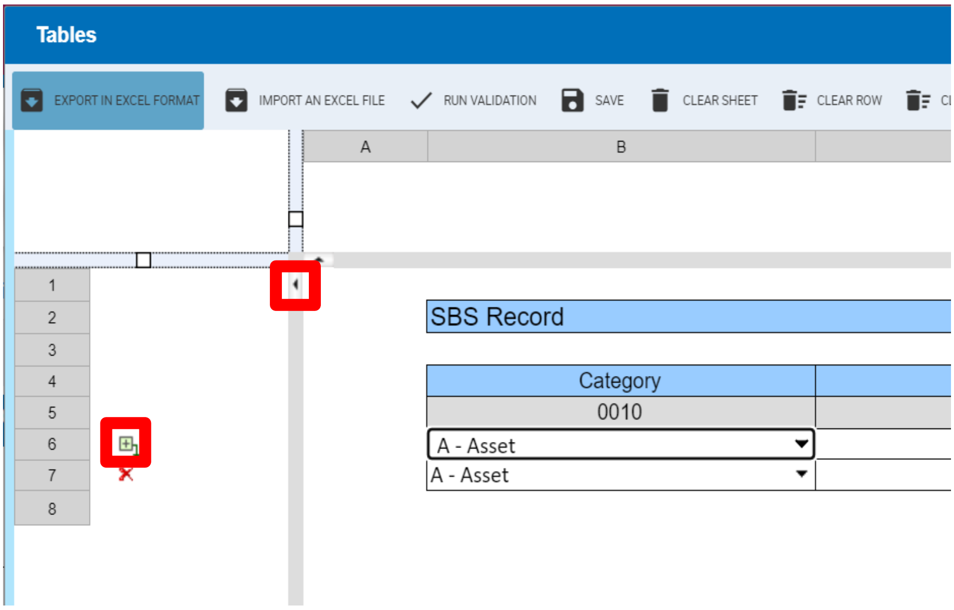
The report is completed one form, or segment, at a time.

7.2.1.1 Creating a form for the first time

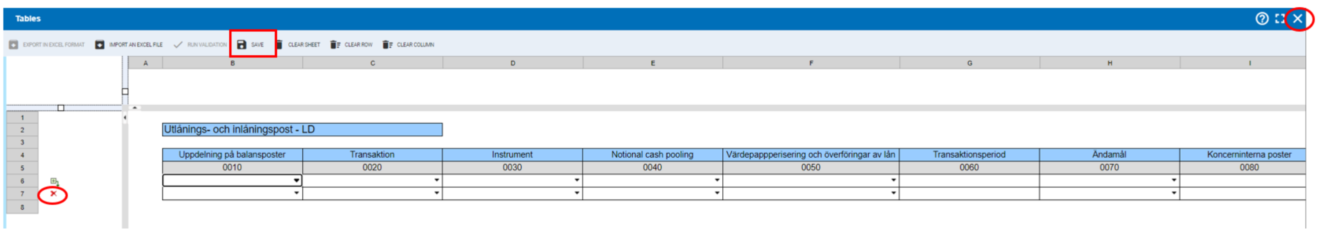
A new form is created by clicking the intended form, which turns the selected row active (blue) and activates (turns blue) the **Edit** function in the top banner. When the intended form is active, select **Create** from the pull-down menu for the **Edit** function.



The selected form opens in a new Tables window. In the Tables window, the form is completed by entering values. The data can be either typed manually or selected from a pull-down menu for the cell. The pull-down menu is used in cells with a little arrow pointing down. Rows can be added by clicking the arrow in the upper left corner and then the icon in the sidebar that appears.

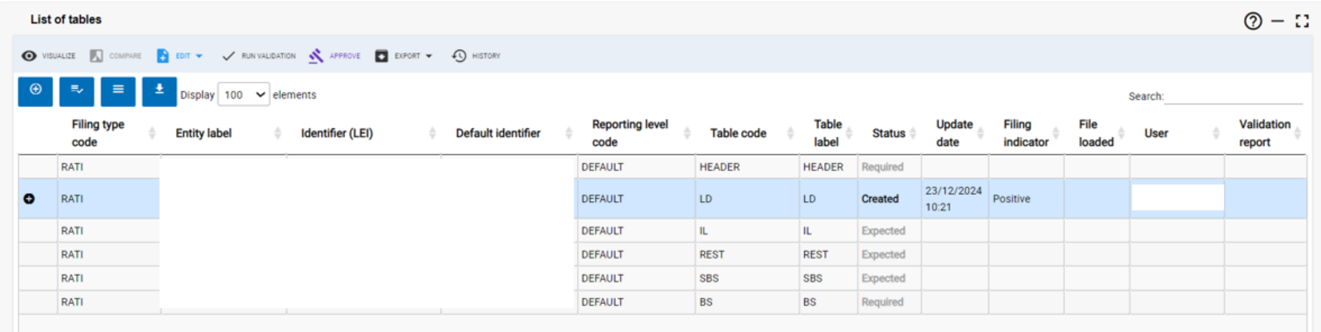


When there are more than one row, the sidebar will show, in addition to the Add rows icon, a red cross that deletes the row when clicked on.



The **Save** function in the top banner saves the values on the form. The Tables window is closed from the cross in the top right corner of the window. Remember to save the data before closing the Tables window.

By closing the Tables window, you will return to the Reporting forms view, where the status of the completed and saved form changes into Created (as displayed in the Status column). The column Update date shows when the form was last updated, and the User shows who has updated the form.



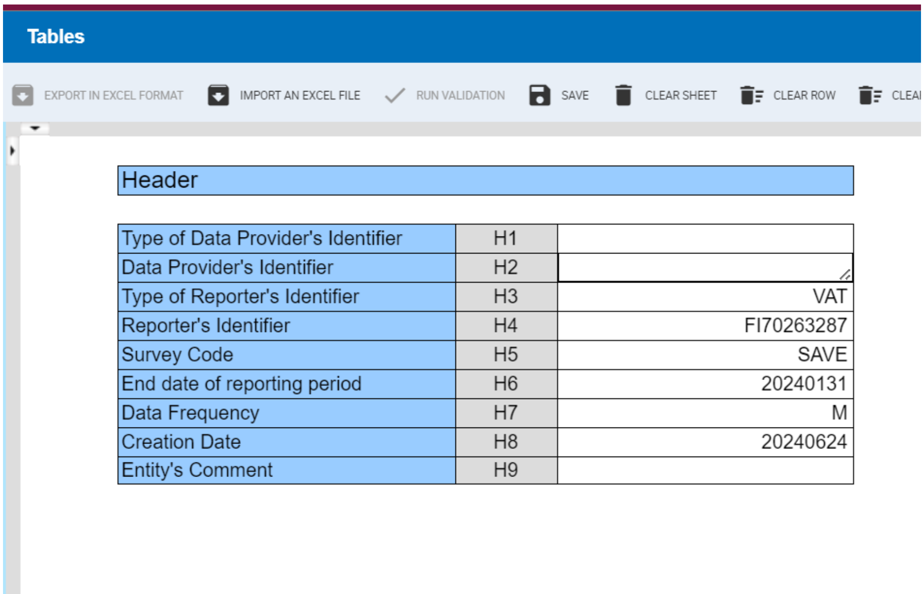
Filing type code	Entity label	Identifier (LEI)	Default identifier	Reporting level code	Table code	Table label	Status	Update date	Filing indicator	File loaded	User	Validation report
RATI				DEFAULT	HEADER	HEADER	Required					
RATI				DEFAULT	LD	LD	Created	23/12/2024 10:21	Positive			
RATI				DEFAULT	IL	IL	Expected					
RATI				DEFAULT	REST	REST	Expected					
RATI				DEFAULT	SBS	SBS	Expected					
RATI				DEFAULT	BS	BS	Required					

Every reportable form must be created separately and saved using the Create function under Edit. When all requisite forms have been created, the validity of the data completed therein must be checked using the Run validation function and then sent using the Approve function. If the reporting agent has not completed all mandatory expected forms, the system does not allow submission of the report.

More information on validation and submission of the report is found in section 7.2.3. *Validation and submission of reporting forms*.

7.2.1.2 Completing Header information

Each report has one Header form containing mandatory information pertaining to the reporting agent and the data collection. The fields in the header table are pre-filled as shown below. The reporting agent must complete the type of data provider's identifier and the data provider's/fund manager’s identifier. Additional information can be added in the Comment field.



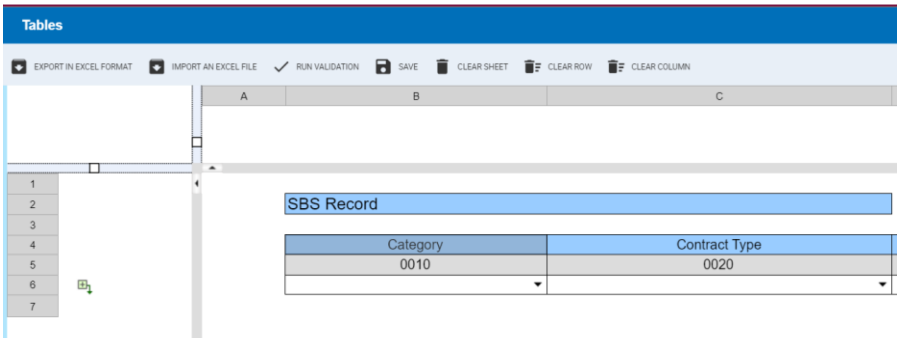
Type of Data Provider's Identifier	H1	
Data Provider's Identifier	H2	
Type of Reporter's Identifier	H3	VAT
Reporter's Identifier	H4	FI70263287
Survey Code	H5	SAVE
End date of reporting period	H6	20240131
Data Frequency	H7	M
Creation Date	H8	20240624
Entity's Comment	H9	

7.2.1.3 Editing a form after creating it

When a form has been first created, it can be edited by first selecting it as active in the Reporting forms view and then selecting **Edit** in the **Edit** function of the top menu. This opens the selected form in the Tables view, where the table can be edited for example by changing values in existing rows, adding new rows or deleting rows. When the intended changes have been made, they must be saved with the **Save** function of the top menu.

7.2.2 Reporting using Excel templates

In completing the forms, you can also use the system's ready-made Excel templates. The Excel templates are used as follows: First select the appropriate form/section in the Reporting forms view and then open it in the Tables view (Edit -> Create). Save an empty spreadsheet by selecting **Save**, after which the **Export to Excel format** function is activated. Selecting Export in Excel format will save to your computer an Excel file into which you can enter the data to be reported.



When the template file created in Excel is complete, it is saved locally on the user's workstation and transferred back to the Form > Tables window in the Reporter Portal. Select **Import an Excel file** and select the previously saved Excel. Click OK. The cell values in Excel are updated on the form in the Reporter Portal. The imported values must then be saved by clicking the **Save** icon. Subsequently, you can edit the data on the form in the Tables window. Always remember to save any changes before closing the Tables window with the cross in the top right corner.

7.2.3 Validation and submission of reporting forms

The report is ready for submission when all of its forms have been completed; in other words, when the status of all reportable forms/sections in the Status column is shown as Edited.

7.2.3.1 Validation of the report and individual forms

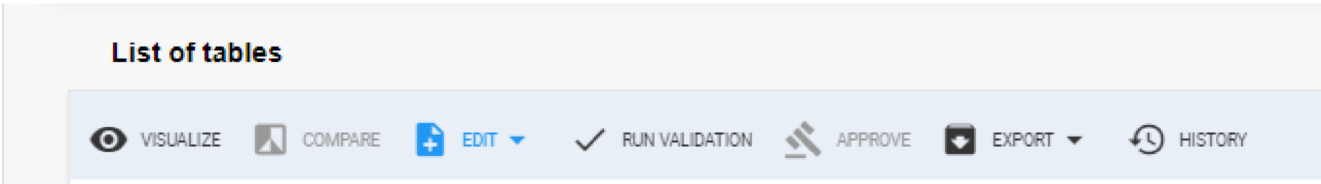
Before sending the reporting forms, we recommend that you validate them. Validation can be made either in the Reporting forms view or the Tables view. In the Reporting forms view, one or several forms/sections can be validated at once, whereas the Table view only enables validation of the table/section being edited in the table.

Validation is carried out with the **Run validation** function, after which the system will run all validation rules but only include the forms/sections selected as active. As a result, the system will interpret forms excluded from the validation as missing, which may trigger unwarranted error notifications. Therefore, it is advisable to run validations primarily in the Reporting forms view including all forms in the validation. To validate all forms at once, select all forms, including the Header, in the Reporting forms view active and then click the **Run validation** icon.

It may be useful to validate an individual form in the Tables view when you are editing a table and want to check fast whether the data filled in the table is consistent with the validation rules. Validation is made by first saving the data with the Save function and then selecting Run validation. The results of the validation will be shown in the bottom part of the Tables view below the form. You can view errors more closely by clicking the headers of the validation print. Note, however, that validation in the Tables view will always generate errors for example in the Structure and Missing tables validations, since all tables are not included in the validation. You can revise the figures in the Tables view immediately based on the validation feedback. Save the edited values before running the validation again.

7.2.3.2 Submission of the report

Once the report has been validated and is ready for submission, select and activate the forms to be submitted in the Forms view, including the Header form, and click **Approve**. The forms cannot be submitted individually, but the entire report must be submitted in one go.



7.3 Report submission using SFTP connection

Reporting agents can also be submitted to the Bank of Finland directly from their own reporting system via an interface (A2A) provided for the them. For submitted reports, the reporting agent will receive reporting feedback via the interface (A2A) directly to its own reporting system.

Use of the interface requires contacting, using secure email, the address ReportingSupport(at)bof.fi.

8 Validation feedback

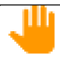
Validation feedback is available from the Reporter Portal in the following formats:

- Excel

- HTML
- XML

In the Load file view, validation feedback (Excel, HTML, and XML) is available under Validation feedback. Excel feedback is not published when a report has not been successfully uploaded in the Reporter Portal. In the views, validation feedback is available under File validation.

When a validation error is found in a report, the Reporter Portal will display an icon indicating the type of validation error.

Icon	Description
	No error found
	Missing table error
	XML error
	Hypercubes
	Duplicate facts
	File error
	Taxonomy validation error
	Calculation error
	Formulae (blocking error)
	Formulae (warning)
	Orphan facts
	Filing rules (blocking error)
	Filing rules (warning)
	Additional checks (blocking error)
	Additional checks (warning)
	Check (blocking error)
	Checks (warning)

8.1.1 Excel validation feedback

Excel validation feedback contains a summary of the validated report, showing the validations performed, the validation result by form and invalid validations.

The validation feedback summary page provides basic information about the report, validations performed, and validation feedback by form.

The validation status is shown in green when validation is approved (OK), and errors in red (blocking error).

Vahvistus	Tila
Validoinnit: 'SAVE.rsc'	—
Rakenne 'SAVE_1.0.xsd'	NOK
Validoinnit: 'Lisätarkistukset'	OK

On the summary page, it is possible to review form-specific validation feedback by clicking on the validation status.

On the forms, the report validation status appears as either yellow (Warning) or red (Error) data points. You can display the validation next to the data point by hovering the mouse cursor over it.

8.1.2 HTML validation feedback

The HTML validation feedback includes information on the following:

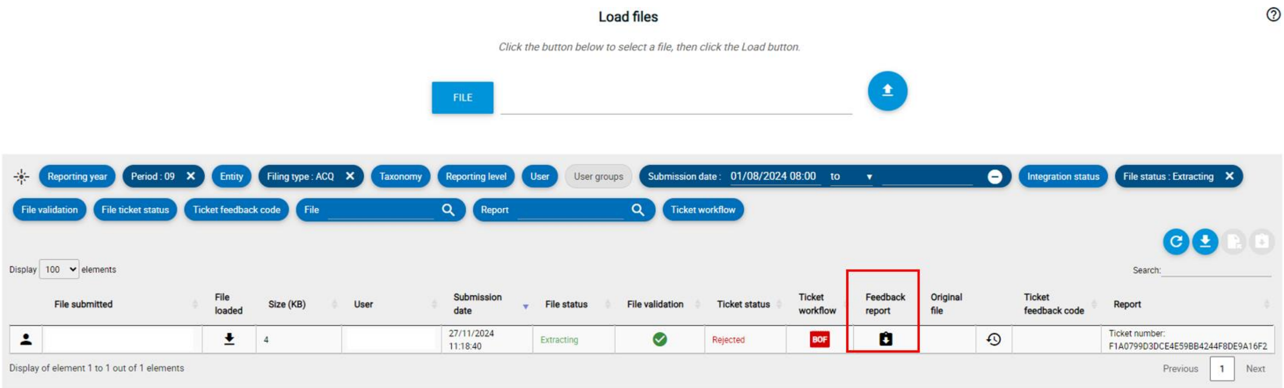
- Report identifying information
- Summary of validations
- Detailed breakdown of validation errors.

8.1.3 XML validation feedback

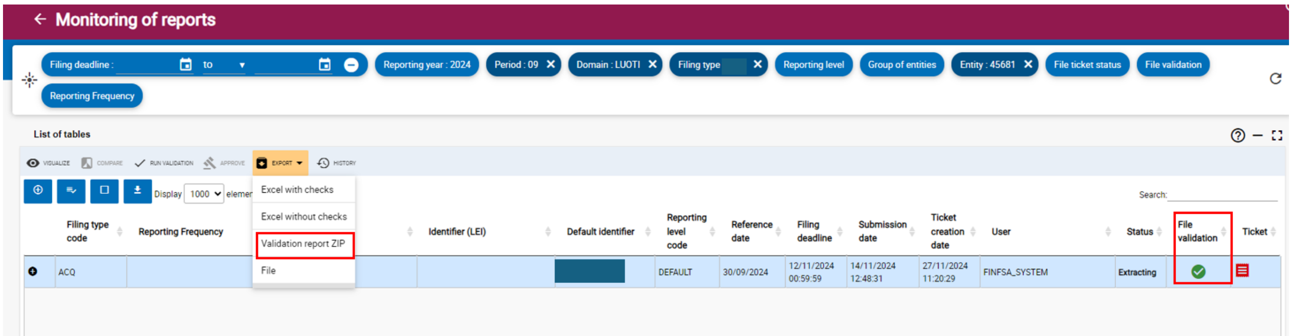
XML validation feedback is intended to be used in the reporting agent's own reporting system, see section 7.3 *Submitting reports using SFTP connection*.

8.1.4 Credit data collection (Luoti) validation reports

There are two types of checks in Luoti data collection: technical eRegulatory validation and content validation submitted by Bank of Finland. You can find the Feedback reports on the Load files view:



Validation feedback can also be found on the Monitoring of reports view when selecting Export-Validation report ZIP:



Content validations of Luoti reporting are carried out at the Bank of Finland after the report file has passed the eRegulatory technical checks. The **green mark** in the **File Validation** column indicates a technically successful report submission. You can find the technical feedback report immediately after submitting the report.

Content validation feedback becomes available on the Feedback Report only after the feedback report has been generated at the Bank of Finland. Therefore, feedback from Luoti reporting content validations is not available immediately after the report is returned. Clicking the Feedback Report link, a ZIP file is opened, containing all feedback reports concerning the file. The feedback report submitted by the Bank of Finland is an xml file beginning with **BofFB**.

The Ticket status and Ticket workflow columns indicate when content validation feedback from Bank of Finland is available:

-The Ticket status 'Extracting' means that the Bank of Finland's content feedback is not yet available

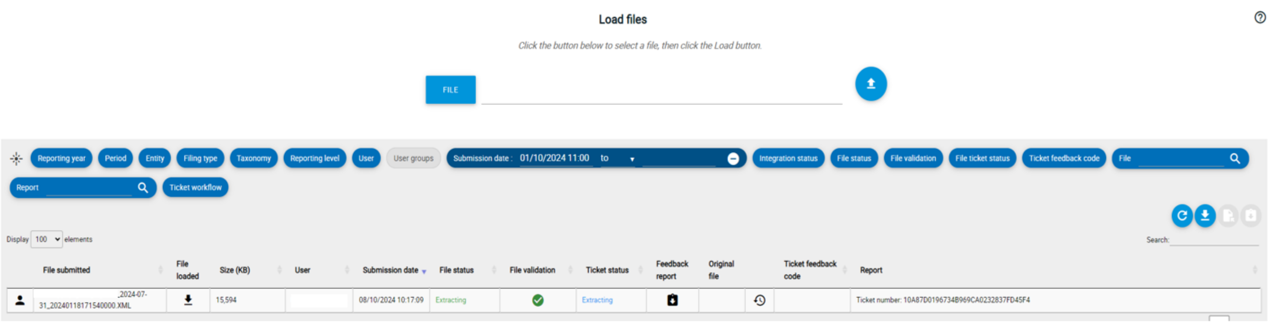
-'Accepted' and green ticket mean that the feedback is available and there are no errors
-'Rejected' and red ticket mean that the feedback is available and the report has validation errors

File validation	Ticket status	Ticket workflow	Feedback report
✓	Extracting	BOF	
✓	Rejected	BOF	
✓	Accepted	BOF	

9 Downloading a submitted report from the Portal

A report can be downloaded both in an XML and Excel format, and from many different views. Below is a description of some of the ways of downloading a report.

Load file function: The easiest way to create a report based on a previously submitted report is to make a new, edited version of the report using the Load file function. Select the Load file view in the left navigation panel:

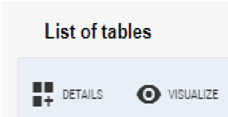


Look for the column “File loaded” and select the black arrow pointing down “Load file”.

The downloaded file will be saved on the user’s workstation. Update the file for example in the Notepad application, save it and upload the XML revision report using the Load file function to the eReg system.

You can find reports for several periods in the Monitoring of reporting view and Display by reporting view.

Downloading an Excel report: A submitted report can be downloaded for viewing from the Reporter Portal in Excel format as follows:

1. Go to Monitoring of reporting > Monitoring of reports
2. Select the report you wish to view
3. Click the **Visualize** icon 

4. Data can be uploaded by clicking the **Export in Excel Format** icon: 

10 Discussion functionality

The Reporter Portal's discussion functionality consists of discussions held in the Portal and email notifications subscribed to from the Portal. The discussion functionality is not available in the validation service.

Receiving email notifications requires that the user has entered an email address in their contact information and activated the option Receive email notifications. Subscribing to email notifications is described in more detail in section 5 *Reporter's contact information*. Email notifications include notifications about messages that have arrived in the Reporter Portal as well as reminders about missing reports.

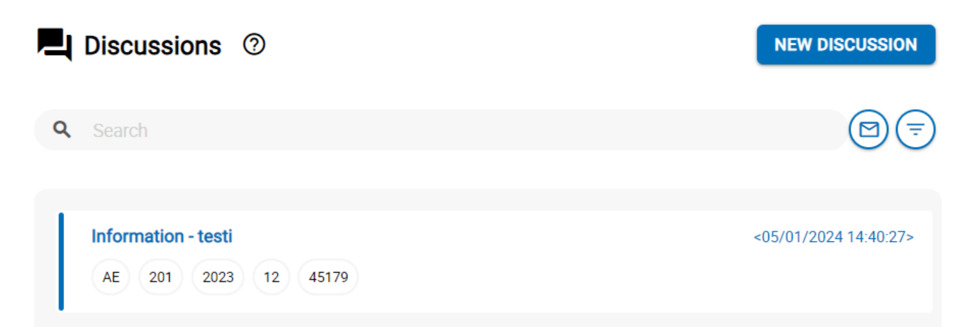
Email notifications are sent from the address:
no-reply.notifications(at)finanssivalvonta.fi.

A notification of a new message in Reporter Portal is entitled *BOF / Uusi viesti Raportoijan portaalissa / Nytt meddelande i Rapportörsportalen / New message on the Reporter Portal*. Email notifications subscribed to in the Reporter Portal cannot be read in the Portal.

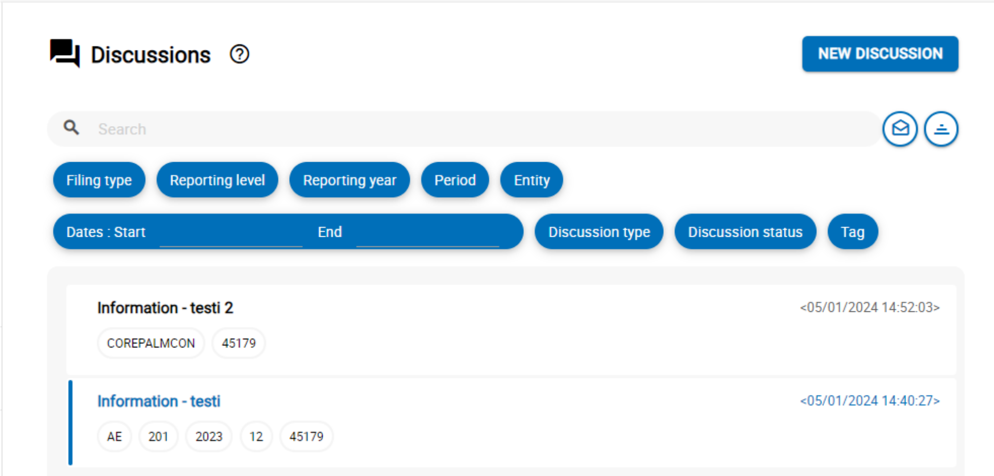
When receiving email notifications, please note that email notifications are always sent according to the access authorisations of the last login. Example: a user has mandates to access the Portal on behalf of three entities, but last time the user logged in only on behalf of one entity. In this case, email notifications will only be sent for the entity in question. It is therefore recommended that users always log in on behalf of all the entities.

Messages can be sent via the Discussions view as well as in the Monitoring of reporting > Monitoring of individual reports, Monitoring of reports, and Submission of reports views.

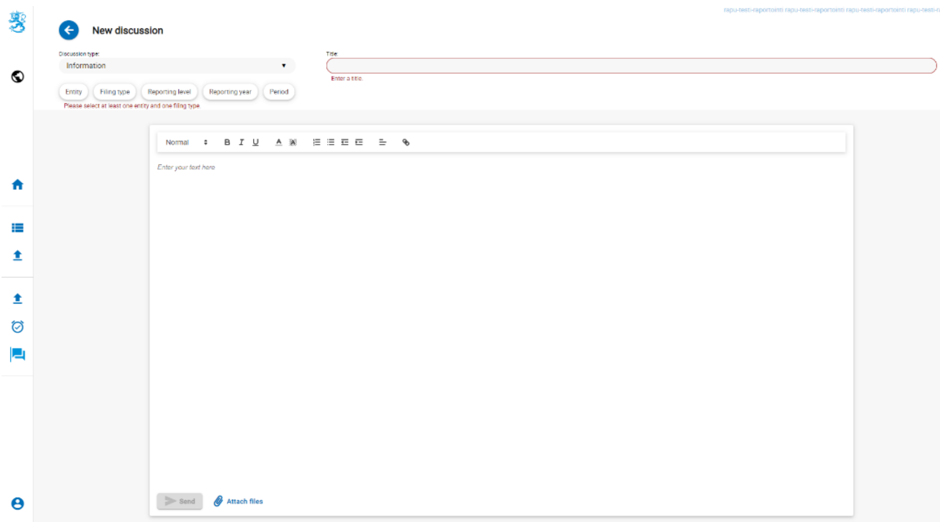
By default, the Discussions view shows unread messages, which are highlighted in blue. All messages can be displayed by pressing the letter icon next to the search bar. The filter icon next to the letter icon, on the other hand, displays menu lists that allow you to restrict messages by, for example, entity or reporting type. The search bar finds messages based on the message title and tags.



Read messages can be reset to unread by clicking on the left edge of the message.



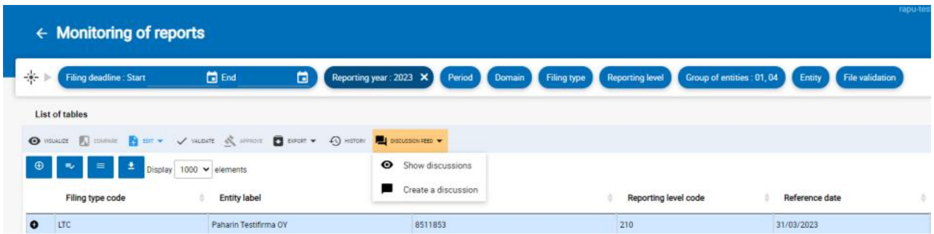
In the Discussions view, the option Information is used as the type of discussion. A name must be given to a new discussion, and at least one entity from the Entity menu and at least one data collection from the Reporting type menu must be selected. The selectable values in the Entity and Reporting type menus are determined according to the user's Suomi.fi mandates. These selections also restrict who can view the discussion in the future. The menu lists for reporting institution category, reporting year and period do not restrict the rights of other users to see the discussion.



An attachment can be added to the discussion by selecting Attach files.

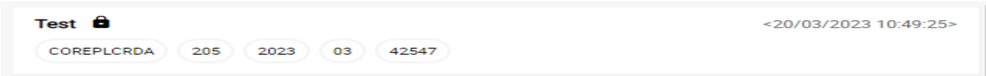
The discussion is added to the Reporter Portal by selecting Send. The discussion remains visible in the Discussions view. The BoF's response is shown in the Discussions view.

In the Monitoring of reporting > Monitoring of reports and Monitoring of reporting views, a discussion on a received report can be initiated from the option Discussion feed.



Only discussions related to the latest report version are displayed in the discussion feed of the Report monitoring view. Discussions related to old report versions can be found in the Discussions view. The reporting agent must send a new notification to the BoF if a new version of a previous report has been submitted and the previous version has been cancelled.

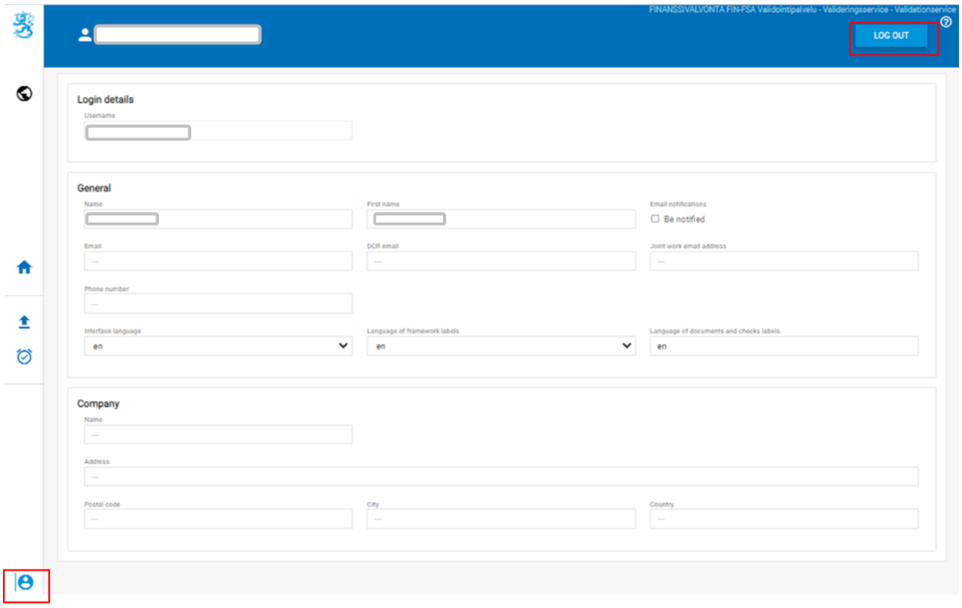
A discussion may be terminated by the BoF, after which no more messages can be added to the discussion. A closed discussed can be recognised by the lock icon on the right side of the title. If the reporting agent or the BoF wants to continue a terminated discussion, a new discussion must be created.



11 Log out

Remember to exit via “Log out” when you stop using the service, so that the connection to the data on the Reporter Portal is not left open and potentially accessible by third parties.

First click the icon in the lower left corner that shows your username, and then click the **Log out** icon in the upper right corner.



12 Reporter Portal contact information

Questions related the Reporter Portal may be sent to:
ReportingSupport(at)bof.fi.